

Draft **September 24, 2024 Marylhurst Meeting Minutes**

President Karie Oakes called the meeting to order, noting a quorum present.

Approval of the agenda was moved, seconded and unanimously passed.

Approval of the Minutes of August 27, 2024 was moved, seconded and unanimously passed.

Treasurers Report Jim Koll reported a balance of \$9596.41, including expenditures for Zoom \$15.99 and ice cream social totaling \$53.43, and a deposit of our City Grant \$1198.88. Usually, grants are distributed first of July and the city promised a better process for that next year.

Karie explained MNA is allotted a percentage of the total amount budgeted for all eleven neighborhood associations (\$15,000) based on its size. There are criteria in the NA Grant Policy that NAs must meet or forfeit their grant to a reserve fund. Our grant is larger this year because one NA forfeited their grant last year and MNA got its size-based percentage of it. This year, two additional NAs forfeited their grants and she is concerned NAs are struggling to stay active.

Ice Cream Social Report It was a successful social with good turnout and hot weather. The amount of ice cream (eight 1.5 quarts), cones and toppings purchased covered 40-50 cones. Unopened returnable items were returned for credit. Leftover non-perishable items were added to MNA supplies.

Follow-up on the illicit tree removal at Valley CT The court ordered the property owner to pay \$5610.00 for the appraisal cost of the Bigleaf Maple (24") and \$1692.06 for the cost of the contracted arborist for a total cost of \$7302.06. This is in addition to the \$500 penalty. The court records obtained by a public record request indicated that the contracted arborists tree replanting plan showed where two trees could be planted on the property pursuant to city code. Karie will ask the city arborist to confirm the replanting plan.

Update on proposed sub-division [2175 & 2000 Mountain View Court - 14-lot Standard Subdivision | City of West Linn Oregon Official Website](#) Review of the letter of incompleteness to the applicant from the city listed many significant approval criteria that the applicant had not sufficiently addressed i.e., water resource area, sanitary sewer, stormwater. See attached letter. We will continue to follow this application.

Review when sidewalks are/are not required of development and consider if protections from "sidewalks to nowhere" are needed in the MNA Plan

Karie had asked the city planning manager to attend this meeting or next month's meeting to present relevant code information or to send it for her to present, but she had not received a reply for two weeks.

Karie found and presented [Community Development Code Chapter 92](#) regarding public improvements, including sidewalks, required of subdivisions and partitions and members reviewed it. Sidewalks are required on both sides of streets within a subdivision and on one side of the street adjacent the subdivision or partition. Karie will follow-up with the planning manager to get the code applicable to residential new construction or redevelopment such as in middle housing for review at our next meeting.

A member maintained that the most immediate solution for safe pedestrian routes was for the public right of way along streets to be cleared of overgrown vegetation and shoulders maintained by the city. Karie reminded that we shared this position with the public works director at our July meeting and he said that he was working with the code enforcement officer to be more proactive. Karie assured we will follow up and continue this issue.

Nominations for officers of MNA Board:

President: Karie Oakes

Vice President: none

Secretary: none

Treasurer: Jim Koll

Nominations remain open until elections at our October meeting.

We must have at least three officers for the city to recognize our recommendations and grant us our annual stipend. All MNA residents were urged to consider running for office.

Items of Interest from members None.

Community Comments and City Announcements Mark Pearlman, candidate for City Council, spoke about his qualifications, reasons for running and ideas to enhance our quality of life in West Linn. His website is electmarkperlman.org.

West Linn Community Clean-up Event September 28, 2024. Reserve an appointment by tomorrow, September 25. See information on the agenda.

Meeting Adjourned.

Attachment: Letter of incompleteness



June 20, 2024

Phil Gentemann
Centurian Homes
412 Jefferson Parkway #200
Lake Oswego, Oregon 97035

Subject: SUB-24-01 / Proposed 14 Lot Subdivision

Dear Mr. Gentemann:

The city accepted this application for review on May 23, 2024. Upon completion of the first review, the Planning and Engineering Departments find this application to be **incomplete**. The following items must be addressed and included in a fully revised and complete submittal package.

1. **Application form.** Please provide a revised application form that includes the signatures of all affected property owners (CDC 85.070.A). Missing signatures include the owners of 2177 & 2197 Marylwood Court, as the application proposes the placement of a new sanitary sewer line on those properties where no sanitary sewer easement presently exists per city records and the submitted application materials (Sheet 5 of 12).
2. **Narrative.** Please provide a revised narrative that addresses the following:
 - a. The narrative provided responds to CDC standards and criteria that were revised or replaced in October 2023 as part of the Clear & Objective Code Compliance Project (Ordinance 1745). Please revise all portions of the existing narrative to include existing CDC standards and criteria in effect on the date of submittal.
 - b. The narrative provided does not identify all relevant chapters identified in the pre-application notes (PA-23-09). Please revise to include the following chapters and sections:
 - i. Chapter 11: Residential, R-10
 - 11.070 – Dimensional Requirements

- ii. Chapter 28: Willamette and Tualatin River Protection
 - 28.110 Approval Criteria
 - iii. Chapter 32: Water Resource Area Protection
 - 32.020 Applicability
 - iv. Chapter 48:
 - 48.060 Wide and Location of Curb Cuts
3. **Submittal Requirements for Tentative Plan.** Please provide the following information as required in CDC 85.160 and 85.170 (Submittal Requirements for Tentative Plan)
 - a. A city wide map per 85.160.A;
 - b. Stamp and signature by a registered civil engineer and/or licensed surveyor per 85.160
 - c. Appropriate identification clearing stating the drawing is a tentative plan
 - d. Location information specified in 85.160.D.4
 - e. The location of any control points that are the basis of mapping per 85.160.E.3
 - f. A legal description of the tract, tax lot numbers are not sufficient, per 85.170.A.3.
 - g. Map and table showing square footage of site comprising slopes by various classifications (Type I-IV) as identified in CDC 55.110(B)(3), per CDC 85.170.A.8.
 4. **Habitat Conservation Area.** Please include the location of the Habitat Conservation Areas located on the tentative plan.
 5. **Grading Plan.** Please revise the grading plan to identify proposed building sites per CDC 85.170.C.
 6. **Water Resource Area.** The West Linn Water Resource Area Map indicates the presence of a significant riparian corridor on or immediately adjacent to the project site. The plans also appear to be seeking to avoid this rea through the placement of an open space tract in this same area. Please revise the plans to include the boundaries of the WRA, specifically delineating the water resource, and any riparian corridor boundary, per CDC 32.020.
 7. **Incomplete Plans.** The plans provided do not include the full project site. Please review all applicable sheets to include the full boundaries of the project site.
 8. **TVF&R Service Provider Permit.** Please provide a complete TVF&R Service Provider Permit. The application includes stamped plans but not the cover letter.
 9. **Neighborhood Meeting Requirements.** Please include an audio recording of the October 24, 2023 neighborhood meeting per CDC 99.038.E.5. The Neighborhood Association may be able to provide such as copy.

10. Engineering Comments. In addition to the above, the West Linn Engineering Department had the following comments on the application:

- A. As discussed in a previous meeting, the City will not accept the proposed sanitary sewer configuration due to potential maintenance issues encountered by the steep slopes. Alternatives to the proposed design include:
 - a. Constructing the sewer system as proposed and recording it as 'private', where all maintenance will be the responsibility of the property owners within the subdivision.
 - b. Routing the sewer system within the City right-of-way on Mountain View Court and tying into the existing sewer system near the intersection of Mountain View Court and Skye Parkway.
- B. Preliminary stormwater report provided appears to only address proposed impervious areas of the individual building lots. Stormwater facilities for individual building lots will be reviewed at Building/Site Development permitting phase. Engineering staff needs to review and approve stormwater information for Public Improvements. Additional information will be required.
 - a. Additionally, it is unclear how stormwater from the extension of Mountain View Court is routed into and/or through the proposed public stormwater facilities (Green Street Planters) from the design submitted. It appears all runoff is captured in catch basins (CB1-3, CB1-2, CB1-1) and routes directly off site via new storm infrastructure. This design will not meet the stormwater requirements and requires revision.
- C. Street lighting design plan will be required for Public Improvement review.
- D. An 8' PUE is required across all property frontages on Mountain View Court.

Pursuant to CDC 99.035, the Planning Director may require information in addition to that required by a specific chapter in the Community Development Code or may waive a specific requirement for information or a requirement to address an approval standard.

Pursuant to ORS 227.178 "If an application for a permit, limited land use decision or zone change is incomplete, the governing body or its designee shall notify the applicant in writing of exactly what information is missing within 30 days of receipt of the application and allow the applicant to submit the missing information. The application shall be deemed complete for the purpose of subsection (1) of this section upon receipt by the governing body or its designee of:

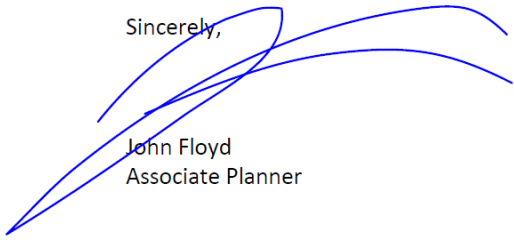
- (a) All of the missing information;
- (b) Some of the missing information and written notice from the applicant that no other information will be provided; or
- (c) Written notice from the applicant that none of the missing information will be provided.

You now have 180 days, through **October 18, 2024**, to make the application complete by providing the information outlined above. On the 181st day after first being submitted, the application will be considered void if the applicant has been notified of the missing information

and has not submitted the information as requested above or a written notice responding to the above options.

Please contact me at 503-742-6058, or by email at jfloyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping, fluid strokes that form a cursive-like shape. The signature is positioned to the left of the typed name.

John Floyd
Associate Planner