

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 15, 2015

SUBJECT: Three lot minor partition at 22995 Bland Circle.

FILE: PA-15-39

ATTENDEES: Applicant: Sonia and Richard Young, Kathie Halicki (NA representative)
Staff: Peter Spir (Planning) Noah Brennan (Engineering)

*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. **These comments are PRELIMINARY in nature.** Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

Site Information

Site Address: 22995 Bland Circle (Tax Lot 1400 map 21E 26C)
Site Area: 45,437 square feet
Neighborhood: Savanna Oaks NA
Comp. Plan: Low density residential
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)
Applicable code: Community Development Code (CDC) Chapter 85: Land Division; CDC Chapter 11: R-10

Project Details: The property slopes down from Bland Circle at 12% then steepens to 18% for the western half.

There is a single family home on east half of the property. The proposal would create two additional 10,000+ square foot lots west or downslope from the house with access to those lots via Killarney Drive. (An additional lot fronting on Bland Circle was also discussed. This would move the application to subdivision status.) There is a detached garage/accessory structure that was built in the undeveloped Killarney Drive right of way (ROW). This would have to be removed prior to final platting. The applicant may request a waiver of street improvements from the City Engineer for the undeveloped east 175 feet of the Killarney Drive ROW, per CDC 85.200(1), due to grades, redundancy and the fact that that portion of the ROW is already improved with stairs and a public pedestrian path.

The applicant must inventory and map all trees by location, type, size and tag them in the field. Mike Perkins, the City Arborist, will then make a determination of significance for the trees (mperkins@westlinnoregon.gov).

Engineering Division Comments

Contact Khoi Le at kle@westlinnoregon.gov or 503-722-5517 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements.

Process

For a minor partition, address the submittal requirements and approval criteria of CDC Chapter 85. The fee is \$2,800 with a final plat fee of \$1,500 and an inspection fee of \$500. The CDC is online at <http://westlinnoregon.gov/cdc>. If four lots are proposed, the application would be for a subdivision and a neighborhood meeting with the Savanna Oaks N.A., per CDC 99.038, will be required. The approval criteria is the same as a minor partition. The deposit fees would be \$4,200 plus \$200 per lot with final plat fee of \$2,000 and an inspection fee of \$500.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a decision date by the Planning Manager. A decision is usually rendered within 5 weeks of the determination of completeness. Appeals of the Planning Manager's decision are heard by City Council. If a subdivision is proposed, the decision making body is the Planning Commission which requires a public hearing. Appeals of Planning Commission decisions are heard by City Council.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***