

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**June 21, 2016**

SUBJECT: Proposed easement vacation at 2101 Greene Street.

FILE: PA-16-15

ATTENDEES: Applicants: Noah Kamp  
Public: Roberta Schwarz, Marjorie Shkelik, Patricia Rushton, Sherry O’Pryor, Mary Ann Mattecheck, Graciela Cargni, Kathie Halicki, Anthony Perry, and Robinson Foster  
Staff: Jennifer Arnold (Planning), Khoi Le (Engineering), and Morgan Palmer (Engineering)

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*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: 2101 Greene Street.  
Lot Area: 11,655 square feet  
Neighborhood: Savanna Oaks NA  
Comp. Plan: Medium density residential  
Zoning: R-10 (Single family residential / 10,000 square foot minimum lot size)  
Applicable code: CDC Chapter 11: R-10

**Project Details:** The applicant sought an easement vacation to allow for the construction a retaining wall in the easement on the rear portion of the property. The purpose of the wall would be to raise or flatten the sloping yard and replace portions of the existing retaining wall. Whereas the easement vacation process is available, it requires fees, legal description and surveyed map. An alternative is an “Easement Use” permit. The City retains the easement but allows the property owner use of the easement. <http://westlinnoregon.gov/publicworks/public-easement-use-request>

The retaining wall cannot exceed four feet in the easement if an Easement Use permit is obtained. The property owner could terrace or step back an additional three feet to accommodate another low wall. Walls over four feet, as measured from the bottom of the footings, require a building permit and must be designed by an engineer.

### **Engineering Division Comments**

Contact Khoi Le at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) or 503-722-5517 for engineering requirements.

*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.*