

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
August 4, 2016

SUBJECT: Application for a 12 lot subdivision, Planned Unit Development (PUD) at 21305 Shannon Lane.

FILE: PA-16-16

ATTENDEES: Applicant: Thomas McWeeney
Staff: Jennifer Arnold and Darren Wyss (Planning), Khoi Le and Morgan Palmer (Engineering)
Public: Annemarie Skinner and Scott McAvoy

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: 21305 Shannon Lane (21E25BB tax lots 600 and 700)
Site Area: 196,455.6 square feet/ 4.51 acres
Neighborhood: Rosemont Summit Neighborhood Association
Comp. Plan: Low density residential
Zoning: R-10 (Single Family Residential Attached and Detached/Duplex / 10,000 square foot minimum lot size for detached homes)
Applicable code: CDC Chapter 85: Land Division
CDC Chapter 24: PUD
CDC Chapter 11: R-10

PROJECT DETAILS:

The proposal is to develop a 12 lot subdivision. The PUD requires the setting aside of open space and, in return, allows density transfer to less constrained areas of the property. Lots are proposed in the 7,280-12,700 square foot range. The proposal will extend Athena Road from the north through the development eventually connecting with Horton Road to the south.

Engineering/TVFR Comments: Contact Khoi Le at kle@westlinnoregon.gov for Engineering comments and Ty Darby at tdarby@tvfr.com for TVFR comments.

PROCESS:

The application requires a neighborhood meeting per CDC 99.038. Please follow those requirements very carefully. You can reach the Neighborhood Association at

(RosemontSummitNA@westlinnoregon.gov) since the site is completely within their boundary.

Land use applications include subdivision (Chapter 85), PUD (Chapter 24). The CDC is online at <http://westlinnoregon.gov/cdc>.

Required specialist studies include an arborist's tree inventory, geotechnical (including drainage), and a traffic study.

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. The waiver may or may not be granted by the Planning Director. Waivers may also be subsequently overruled by the decision making body.

Submit the application to the Planning Department with an application form signed by the property owner. The deposit for a subdivision is \$4,200 plus \$200 per lot. The final plat fee is \$2,000. There is also a \$500 fee for final site inspection. A PUD has a deposit fee of \$4,200 plus \$400 per acre.

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 public hearing with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council.

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 after 18 months and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**