

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 18, 2017

SUBJECT: Three lot minor partition and lot line adjustment at 19310 Suncrest Drive

FILE: PA-17-19

ATTENDEES: Applicant: Brian Lee, David Poulson and Bill Buckley
Staff: Jennifer Arnold (Planning) Erich Lais (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: 19310 Suncrest Drive (Tax Lot 6401 map 21E 23BD)
Site Area: 42,832 square feet
Neighborhood: Hidden Springs 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

There is a single family home near the middle of the property. The proposal would remove the existing home, adjust an existing historical lot line to create one 10,000+ sq. ft. lot and one additional 30,000+ square foot lot, then partition the larger lot into three 10,000+ sq. ft. lots.

All proposed lots would take access via Ridgebrook Drive. Frontage on Suncrest Drive and Ridgebrook Drive have existing sidewalks and planter strips. Frontage on Suncrest Drive has overhead utilities that will need to be placed underground. Alternatively, the applicant may pay a fee in lieu for the undergrounding of utilities with the City Engineer approval. Public utilities for storm, sewer, and water are available nearby, but may need to be extended to serve each lot. An arborist report will be required to identify significant trees, and the site plan must indicate those proposed to be removed.

Engineering Division Comments

Contact Erich Lais at elais@westlinnoregon.gov or 503-722-5500 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 and lot line adjustment, address the submittal requirements and approval criteria of CDC Chapter 85. The fee is \$2,800 (minor partition) with a final plat fee of \$1,500 and an inspection fee of \$500. The lot line adjustment application fee is \$800. The CDC is online at <http://westlinnoregon.gov/cdc>.

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 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. Appeals of the Planning Manager's decision 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.***