

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 15, 2017

SUBJECT: Three lot minor partition at 1800/1830 Blankenship Road
FILE: PA-17-25
ATTENDEES: Applicant: Blackhawk, LLC, Liz Edmonds, Brian Varricchione, Matt Butts
Staff: Jennifer (Planning) Amy Pepper (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: 1800/1830 Blankenship Road (Tax Lot 801 map 21E 35C)
Site Area: 292,842 square feet (6.72 ac)
Neighborhood: Willamette NA
Comp. Plan: Commercial
Zoning: OBC (Office Business Center)
Applicable code: Community Development Code (CDC) Chapter 85: Land Division; CDC Chapter 21: OBC;

Project Details

There are two commercial buildings on the property. The proposal would create one 40,000+ square foot lot (proposed parcel 3) at the front of the property with access via Blankenship Road. Proposed Parcel 2 will be 83,000+ square foot lot in the middle of the property with access via an easement from proposed parcel 3. Proposed Parcel 1 will be 167,000+ square feet with access via an easement through proposed parcels 2 and 3. No new structures are proposed with this partition.

Coordination with the West Linn Engineering Department will be required for right of way dedications and street improvements. The applicant will need to identify type I, II, III, and IV lands on the property with their application.

Engineering Division Comments

Contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437 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>.

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.

NOTE: All applicants for minor partitions and subdivisions must complete the Expedited Land Division (ELD) Acknowledgement Form, stating that they were notified about the ELD process, its eligibility standards of ORS 197.360(1), and indicate whether they intend to apply for an ELD or a standard partition/subdivision using the procedures set forth in the City of West Linn's Community Development Code. Applicants who do not sign the ELD Acknowledgement Form and subsequently submit a land division application will have the land division processed under the ELD procedures per ORS 197.365. The completed form must accompany the separate ELD or standard partition/subdivision application form. Unlike standard subdivision applications which require a Planning Commission hearing with public testimony, ELD subdivision decisions are made at a meeting of the Planning Commission which may only consider written comments submitted during a 14 day period. (There is no public hearing.) ELD minor partition decisions are made by the Planning Manager who may also only consider written comments submitted during a 14 day period. Subsequent appeals of ELD partitions and subdivisions are heard by an appointed referee and then the Court of Appeals. Differences in notice requirements, decision-making and appeals are explained in ORS 197.365, 197.370 and 197.375. Application fees are similar but ELD applicants must pay for referee costs, if applicable.

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.**