

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**August 17, 2017**

SUBJECT: Two lot minor partition at 4120 Mapleton Drive  
FILE: PA-17-34  
ATTENDEES: Applicant: Ed Swartz, ESCM Inc.; Leon Simms; Steve Kay  
Staff: Jennifer (Planning) Erich Lais (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: 4120 Mapleton Drive (Tax Lot 2201 map 21E 24BD)  
Site Area: 20,685 square feet (.47 ac)  
Neighborhood: Robinwood NA  
Comp. Plan: Low Density Residential  
Zoning: R-10, Single Family Residential detached  
Applicable code: Community Development Code (CDC) Chapter 85: Land Division; CDC Chapter 11: R-10

**Project Details**

This property is on the south side of Mapleton Drive and is just under an acre. The applicant proposes to divide the property in half creating two lots, both with street frontage on Mapleton Drive. Both lots would be approximately 10,414 meeting the requirements of the R-10 zone (10,000 sq. ft. lot requirement). The applicant plans to remove the existing home, since it would cross the proposed lot line.

Coordination with the West Linn Engineering Department will be required for right of way dedications and/or street improvements/fees in lieu.

**Engineering Division Comments**

Contact Erich Lais at [elais@westlinnoregon.gov](mailto:elais@westlinnoregon.gov) or 503-722-3434 for engineering requirements.

**Process**

For a minor partition, address the submittal requirements and approval criteria of CDC Chapter 11 and 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 (non ELD) 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.

A neighborhood Association meeting is not required for this application.

**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.*