

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Summary Notes**  
**March 15, 2018**

SUBJECT: Sewer Easement Vacation at 1475 Rosemont Road  
FILE: PA-18-08  
ATTENDEES: Applicant: David Sparks  
Staff: Peter Spir, Associate Planner; Erich Lais, Development Engineer

*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: 1475 Rosemont Road (Lot 7 of Pyrch Estates)  
Tax Not No.: Tax lot 4600 of Assessor's Map 21E25BD  
Area: 10,811 sq. ft.  
Neighborhood: Rosemont Summit N.A.  
Zoning: R-10  
Applicable code: West Linn Municipal Code 2.904

**Proposal**

The applicant proposes to vacate a 12 foot wide sewer easement that was conveyed exclusively to City of West Linn. It is not a Public Utility Easement (PUE) and therefore does not require waivers from other utilities (e.g. PGE, etc.). If the vacation is approved, it would facilitate a planned single family home.

There is an existing sanitary sewer line in the easement that terminates on this property at a cleanout approximately 110 feet from the east property line. The applicant would retain a small portion of the easement and sewer line near the east edge of the property. A manhole would be required. The remaining sewer line would need to be decommissioned. The sewer line does not serve any other properties.

**Process**

Applications, as described below in "Submittal", may be submitted at any time to the Engineering Division. Utility easement vacations are decided administratively by the City Engineer's office. No public notice is provided. The decision will normally be made within

three to five weeks. If approved, the City will file a Quit Claim Deed for the area with the Clackamas County Recorder's Office. The applicant will be billed the recording fee.

### **Submittal**

The following items must be submitted at the time of the application:

1. A completed application form;
2. A letter requesting and justifying the easement vacation;
3. Three copies of the area map and any supplemental drawings or information on 11x17" paper.
4. A legal description and map of the easement area proposed to be vacated, prepared by a licensed engineer or surveyor.
5. \$1,500 easement vacation fee (plus subsequent recording fee).
6. An electronic copy (e.g. disk, thumb drive, etc.) of submittal items 1-4.

***After 18 months with no application approved or in process, a new pre-application conference is required.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. **These notes are not minutes.** 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. **Any changes to site conditions or CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.**