

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
April 5, 2018

SUBJECT: City initiated proposed vacation of unimproved right-of-way north of Sunset Primary School

FILE: PA-18-10

ATTENDEES: Applicants: Amy Pepper (Engineering)
Staff: Jennifer Arnold (Planning)
Public: Tim Woodley and Remo Douglas

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: Undeveloped section of south of Oregon City Blvd. behind the Sunset Primary School

Site Area: 23,070 square feet in the ROW (0.54 ac.)

Neighborhood: Sunset

Comp. Plan: low density residential

Zoning: R-10 (adjacent properties)

Applicable code: ORS 271.080-.230

PROJECT DETAILS: The City of West Linn proposes to initiate a vacation of unimproved right-of-way behind the Sunset Primary School (south of Oregon City Blvd). The existing trail through part of the unimproved ROW will be preserved. A public utility easement may be placed over the entire ROW to satisfy franchise agreements.

Parks Department contact: Ken Warner at kwerner@westlinnoregon.gov

PROCESS: The vacation procedure is explained in Oregon Revised Statute Chapter 271.080-.230. A narrative explaining why the street ROW is proposed to be vacated and how it will be used is needed. Once the submittal is deemed complete, staff will provide notice per ORS 271.110 and schedule a public hearing with the City Council. (The 120-day rule does not apply to legislative action.) If approved, the applicant is responsible for filing the vacation with the County, establishing/recording all necessary easements and fulfilling any conditions (e.g. footpath).

A neighborhood meeting, per CDC 99.038, is not required.

Typical land use applications can take 6-12 months from beginning to end.

<p>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</p>

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.