

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
May 17, 2018

SUBJECT: Four lot subdivision by Expedited Land Division (ELD) at 19310 Suncrest Drive
FILE: PA-18-14
ATTENDEES: Applicant: Bill Buckley, Andrew Tull
Staff: Peter Spir (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: ORS 197.360 to 197.380; Community Development Code (CDC) Chapter 85: Land Division; CDC Chapter 11: R-10

Project Details

The subdivision is proposed to be processed as an ELD. The proposal would remove the existing home, and subdivide the property into four lots, each accessing Ridgebrook Drive. Each lot would meet the 10,000 square foot minimum lot size. There are no environmental constraints on this property. A significant tree inventory is required.

Engineering Division Comments

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. Public utilities for storm, sewer, and water are available nearby, but may need to be extended to serve each lot. Dedication of a small area for ROW at the southeast corner of the site is anticipated. Contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434 for engineering requirements. Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements.

Process

The ELD requirements are contained in Oregon Revised Statute (ORS) 197.360 to 197.380. A completed application form shall be provided along with a statement how the application satisfies the ELD eligibility requirements of ORS 197.360. The ELD deposit fee is \$4,000 plus \$300 per lot plus any required referee costs (if appealed). The final plat fee is \$2,000. A neighborhood meeting per CDC 99.038 is required.

The subdivision submittal requirements and approval criteria are found in CDC Chapter 85. 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 21 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 ORS 197.365 and schedule a meeting date by the Planning Commission. There is no public hearing. Testimony is only allowed in written form. The written testimony must be submitted during a specified 14-day time period prior to the Planning Commission meeting as explained in the public notice. The decision will be made by the Planning Commission at the meeting.

The City shall provide notice of the Planning Commission decision to the applicant and to those who received the initial notice within 63 days of the date of a completed application. Appeals of the Planning Commission's decision are heard by Hearings Officer per ORS 197.375.

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.**