

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 7, 2018

SUBJECT: Proposed 3-lot partition for 6123 Skyline Drive
FILE: PA-18-16
ATTENDEES: Applicant: Icon Construction and Development (Darren Gusdorf, Rick Givens, Brent Donnerberg, Herb Koss)
Staff: Darren Wyss, (Planning); Erich Lais (Engineering); Tom Mooney (TVF&R)

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.

Project Details

Site Address: 6123 Skyline Drive
Tax Not No.: 2S 1E 25AD tax lot 9900
Site Area: 0.75 acres (32,670 sq. ft.)
Neighborhood: Rosemont Summit
Comp. Plan: Low Density Residential
Zoning: R-10: Single-Family Residential, Detached
Environmental Overlays: None
Applicable CDC Chapters: Chapter 11, R-10 Zoning; Chapter 48, Access, Egress, and Circulation, Chapter 85, General Provisions, and Chapter 92, Required Improvements

Summary

The applicant proposes to create two additional lots, for the purpose of constructing detached-single-family homes, by partitioning an approximately 32,670 sq. ft. parcel at 6123 Skyline Drive. This use is permitted outright and the three proposed lots meet minimum size requirements. Access by private drive is allowed for up to four lots. Contact TVF&R for private drive clearance/turnaround requirements. Skyline Drive has a functional classification of Collector, which requires 75 feet between curb cuts. The subject property is located in an area identified as a landslide hazard zone and will require a geotechnical report. A significant tree inventory is required. Please contact the City Arborist to coordinate a significance determination.

There is an existing water line in Skyline Drive, while sanitary sewer and stormwater is available in Firwood Court.

Engineering Comments: contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434

Tualatin Valley Fire & Rescue Comments: contact Ty Darby at ty.darby@tvfr.com or 503-259-1409

Process

For the Partition Review, address the submittal requirements and responses to the criteria of CDC Chapter 85 and associated/referenced regulations in Chapters 11, 48, and 92. N/A is not an acceptable response to the approval criteria.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is not required per 99.038.

The applicant was advised of the expedited process as outlined in HB 3223.

The deposit for a minor partition is \$2,800.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

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 declared complete, staff will prepare a staff report and schedule a date for the Planning Manager's decision. There is a 14-day window following the Planning Manager's decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Manager's decision is final and the applicant may move forward with the development of their proposal.

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. 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. Any changes to the CDC standards may require a different design or submittal.