

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

SUBJECT: Proposed 6-lot partition at 3841/43 Mapleton Drive
FILE: PA-18-18
ATTENDEES: Applicant: Icon Construction and Development (Darren Gusdorf, Mark Handris, Rick Givens, Bruce Goldson)
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: 3841/43 Mapleton Drive
Tax Not No.: 2S 1E 24BC tax lots 400 and 500
Site Area: 1.96 acres (85,296 sq. ft.)
Neighborhood: Robinwood
Comp. Plan: Low Density Residential
Zoning: R-10: Single-Family Residential, Detached
Environmental Overlays: Water Resource Area, Habitat Conservation Area
Applicable CDC Chapters: Chapter 11, R-10 Zoning; Chapter 28, Willamette and Tualatin River Protection; Chapter 32, Water Resource Area Protection; Chapter 48, Access, Egress, and Circulation, Chapter 85, General Provisions, and Chapter 92, Required Improvements

Summary

The applicant proposes to create a 6-lot subdivision from two currently vacant parcels, for the purpose of constructing detached-single-family homes. This use is permitted outright and the six proposed lots meet minimum size requirements. Access by private drive is allowed for up to four lots. A public street built to City-standards is required for access to more than four lots. Contact TVF&R for private drive clearance/turnaround requirements. Skyline Drive is classified as a local street. Trillium Creek traverses the southeast corner of the proposed site in an underground pipe, which the applicant proposes to daylight and realign. The required riparian buffer of the daylighted stream could potentially be reduced to 15 feet through the alternate review process found in CDC Chapter 32. The buffer of the realigned stream cannot extend onto the neighboring property. The realigned stream doesn't need to be in an easement, but CDC 32.060.H(6) requires legal documentation. The proposed site also contains a Habitat Conservation Area (HCA). CDC Chapter 28 addresses the HCAs and the applicant could apply for re-designation as allowed per the chapter. A significant tree inventory is required. Please contact the City Arborist to coordinate a significance determination.

There is an existing water, sanitary sewer, and stormwater line in Mapleton Drive adjacent to the proposed site. There is an existing fire plug adjacent to the neighboring property to the east.

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

The proposal will require an application for Subdivision, Water Resource Area Permit, and Habitat Conservation Area Permit. All three can be processed at the same time during a public hearing before the Planning Commission. Please address the submittal requirements and responses to the criteria of CDC Chapter 85 and associated/referenced regulations in Chapters 11, 28, 32, 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 required per 99.038.

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

The deposit for a subdivision is \$4,200 plus \$200 per lot. There is a \$500 inspection fee for the subdivision. Water Resource Area Permit is \$2,600 fee plus a \$250 inspection fee. The Habitat Conservation Area Permit requires a \$1,700 deposit. The final subdivision plat fee is \$2,000.

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 public hearing date for the Planning Commission review. There is a 14-day window following the decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the Planning Commission'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.