

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 4, 2018

SUBJECT: Application for a 17 lot subdivision at 23000/23010 Bland Circle.

FILE: PA-18-28

ATTENDEES: Applicants: Steve Miller& Eric Evans (Emerio Designs), Bob Schultz
Staff: Jennifer Arnold (Planning), Morgan Palmer (Engineering)
Public: Carl Snow, Margot Kelly, Bob Bauer, Ben Looney, Roberta Schwarz,
and Kathie Halicki

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: 23000/23010 Bland Circle (21E35B tax lot 0404/ 21E35B tax lot 0400)
Site Area: 143,585 square feet
Neighborhood: Robinwood N.A.
Comp. Plan: Low density residential
Zoning: R-7 (Single Family Residential Detached and Attached / 7,000 square foot minimum lot size for detached homes)
Applicable code: CDC Chapter 12: R-7
CDC Chapter 48: Access, Egress and Circulation
CDC Chapter 85: Land Division
CDC Chapter 92: Required Improvements

PROJECT DETAILS: This property, 23000/23010 Bland Circle is 143,585 square feet or approximately 3.29 acres. The property is also zoned R-7 which allows development of 7,000 square foot lots. The applicant is proposing up to 17 lots. There is an existing right-of-way road stub on the north side of Fircrest Drive that the applicant wishes to extend north through the development. This ROW stub is only 40 feet wide, so the continued road would need to be widened to meet Public Works Street Standards. There is a trail on the south side of proposed lots 17, 16, and 15 that will be required to be maintained by the future property owners of those lots.

Engineering/TVFR Comments: Contact Morgan Palmer at 17mpalmer@westlinnoregon.gov for Engineering comments and Jason Arn at Jason.arn@tvfr.com for TVFR comments.

Neighborhood/Public Concerns: 1. Level of Service (Traffic) on Bland Circle and Fircrest Drive; 2. Internal street width for on-street parking within the development and possible TIA requested 3. Tree protection.

PROCESS: The subdivision submittal requirements and approval criteria of CDC Chapters 48, 85, and 92 apply. A stormwater report, geotechnical report, tree inventory are required. A traffic Impact Analysis may be required if this project meets the criteria outlined in CDC Chapter 85, or the Public Works Director believes it's necessary. The subdivision application has a deposit fee of \$4,200 plus \$200 per lot (Expedited land division applications require different fee).

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. More detail given in the responses only helps your application.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The site is within the Savanna Oaks neighborhood. Contact their president at SavannaOaksNA@westlinnoregon.gov.

Once the subdivision application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. Once the submittal is deemed complete, the City has 120 days to exhaust all local review. The review includes providing notice per CDC Chapter 99 and scheduling a public hearing with the Planning Commission. Appeals of the Planning Commission's decision are heard by City Council and subsequently by the Land Use Board of Appeals.

An Expedited Land Division (ELD) is allowed under the provisions of Oregon Revised Statute (ORS) 197.360-380 as an alternative procedure for land division (minor partition and subdivision) applications. (See also CDC 99.060(E), which does not allow a Variance to be consolidated with an ELD application.) The applicant was advised of the ELD option and given an ELD acknowledgement form to sign. The ELD deposit fee is \$4,000 plus \$300 per lot plus any applicable referee fees. A signed ELD acknowledgement form declaring intent to apply for a standard subdivision is required at the time of application submittal. Otherwise, the application will be processed as an ELD.

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 after 18 months and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**