

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**November 15, 2018**

SUBJECT: Proposed 24-lot subdivision at 23190 Bland Circle  
FILE: PA-18-34  
ATTENDEES: Applicant: Steve Miller & Eric Evans (Emerio Designs), Mike Grubber & JJ Portlock (Toll Brothers)  
Staff: Darren Wyss, (Planning); Erich Lais (Engineering)  
Public: Margot Kelly, Ed Schwarz, David Sloop, Drucilla Sloop

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*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: 23190 Bland Circle  
Tax Not No.: 2S 1E 35AB tax lot 9100  
Site Area: 6.47 acres (281,866 sq. ft.)  
Neighborhood: Savanna Oaks  
Comp. Plan: Low Density Residential  
Zoning: R-7: Single-Family Residential, Detached and Attached  
Environmental Overlays: Water Resource Area, Habitat Conservation Area  
Applicable CDC Chapters: Chapter 12, R-7 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 24-lot subdivision from one parcel currently developed with a single-family home and two accessory structures, for the purpose of constructing detached-single-family homes. This use is permitted outright and the 24 proposed lots meet minimum size requirements. Satter Street will enter the property from the west and either connect directly to Salamo Road or stub out at the north property line for future extension. All public streets will be built to City-standards. Contact TVF&R for private drive clearance/turnaround requirements. A regional stormwater facility is located in the southeast corner of the property. An assessment will be necessary to determine wetland status and existence of a creek. Any required riparian buffer width is found in CDC Chapter 32. 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 (Mike Perkins 503-742-6046 or mperkins@westlinnoregon.gov).

There is an existing water, sanitary sewer, and stormwater line in Satter Street. An existing sanitary sewer and stormwater line is located in an easement on the south edge of the property.

Public Comments

Like to see as many trees preserved as possible; Interested in protection of streams/wetlands; Prefer a 32 ft. wide street, but 28 ft. is appreciated; Would not want Satter St. going straight to Salamo Rd.; Concern about construction traffic and noise; Request to tell homebuyers they have maintenance responsible for private access drives.

Engineering Comments: contact Erich Lais at [elais@westlinnoregon.gov](mailto:elais@westlinnoregon.gov) or 503-722-3434

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1500

### Process

The proposal will require an application for a Subdivision and potentially a 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 12, 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 a \$1,850 deposit. 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.