

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 20, 2024

SUBJECT: Property Line Adjustment for an exchange of approximately 11,375 square feet of land between neighboring properties at 4025 Mapleton Dr & 4069 Mapleton Dr

FILE: PA-24-13

APPLICANTS PRESENT: Jason Faber, Applicant

STAFF PRESENT: Aaron Gudelj, Associate Planner

PUBLIC PRESENT: None

These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 4025 Mapleton Dr. & 4069 Mapleton Dr.
Tax Lot No.: 21E24BC00100 (4025 Mapleton Dr) & 21E24BD00801 (4069 Mapleton Dr)
Site Area: 43,725 square feet (4025 Mapleton Dr) & 13,514 square feet (4069 Mapleton Dr)
Neighborhood: Robinwood
Comp. Plan: Residential
Zoning: Residential, R-10
Zoning Overlays: N/A

PROJECT DESCRIPTION:

The applicant proposes a lot line adjustment at the Northeast corner of 4025 Mapleton Dr lot consisting of a 65' x 175' (11,375 square feet) rectangle being removed from 4025 Mapleton Dr lot and incorporated into the neighboring lot at 4069 Mapleton Dr.

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

Approval standards and criteria in effect when an application is received will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 11: Residential, R-10](#)
- [Chapter 85 Land Divisions – General Provisions](#)
 - [Section 85.210](#)

KEY ISSUES & CONSIDERATIONS

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

1. Property owner authorization from both property owners will be required at the time of applicant submittal. Signed & Notarized authorization of the proposed lot line adjustment by all property owners will be required at the time of initial submittal.

RESPONSE TO APPLICANT QUESTIONS:

Q: How long does the lot line adjustment take to record?

A: After determination a complete application, the lot line adjustment would be processed by the City within 120 days. Once processed by the City of West Linn the applicant would be required to record the new lot line adjustment with Clackamas County. Please contact Clackamas County for timelines on their review/approval of lot line adjustments.

Q: Is there any way to expedite the process?

A: No, the standard 120-day review will apply.

Q: Will there be a separate tax lot? It will not be automatically connected to the neighboring lot (4069 Mapleton Dr)?

A: No, the proposed adjustment would not create a new tax lot. The proposed piece of land to be removed from 4025 Mapleton Dr. would be incorporated into the 4069 Mapleton Dr. lot.

PUBLIC COMMENT:

None.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or CIde@westlinnoregon.gov.

BUILDING:

For building code and ADA questions, contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054 or Alisha Bloomfield at abloomfield@westlinnoregon.gov or 503-742-6053.

TUALATIN VALLEY FIRE & RESCUE:

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

TREES:

For information on the tree requirements for this proposal, contact the City Arborist at treepermits@westlinnoregon.gov.

PROCESS:

A Lot Line Adjustment is a Planning Director's decision. No public hearing is required. Once the application is declared complete, staff will review the application and the Planning Director will prepare a decision within 120 days.

There is a 14-day appeal period after the final decision. If the final decision is not appealed, the applicant may proceed to Clackamas County with recording of the lot line adjustment.

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for a property line adjustment.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#).

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. “Not Applicable” is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

APPLICATION FEES & DEPOSITS:

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- Fee for a Property Line Adjustment = \$1,200

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

*** DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*