

**CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 6, 2025**

SUBJECT: Proposed 14-lot subdivision

FILE: PA-25-05

APPLICANTS PRESENT: Jennifer Arnold, Phil Gentemann, Sean Genetemann, Daniel Boultinghouse, Hayden Wooten

STAFF PRESENT: Chris Myers, Associate Planner; Clark Ide, Assistant City Engineer

PUBLIC PRESENT: N/A

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: 2175 and 2200 Mountain View Ct.
Tax Lot No.: 21E14CD00101 and 21E14CD00102
Site Area: 3.923 and 1.972 Acres
Neighborhood: Marylhurst NA
Comp. Plan: Low Density Residential
Zoning: Residential R-10
Zoning Overlays: Riparian Corridor, Habitat Conservation Area

PROJECT DESCRIPTION:

The applicant proposes a 13-lot subdivision

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](#)
 - 11.020 Procedures and Approval Process
 - 11.030 Permitted Uses
- [Chapter 32: Water Resource Area Protection](#)
 - 32.010 Purpose
 - 32.020 Applicability
 - 32.050 Application
- [Chapter 46: Off-Street Parking, Loading, and Reservoir Areas](#)
 - 46.020 Applicability and General Provisions
 - 46.030 Submittal Requirements
 - 46.070 Maximum Distance Allowed Between Parking Area and Use
 - 46.080 Computation of Required Parking Spaces (Maximum)
 - 46.110 Reservoir Areas Required for Drive-in Uses (car wash is listed)
 - 46.150 Design and Improvement Standards
- [Chapter 48: Access, Egress, and Circulation](#)
 - 48.020 Applicability and General Provisions

- 48.025 Access Control
- 48.040 Minimum Vehicle Requirements for Non-Residential Uses
- 48.050 One-Way Vehicular Access Points
- 48.080 Bicycle and Pedestrian Circulation
- [Chapter 55: Design Review](#)
 - 55.020 Classes of Design Review (Class II)
 - 55.070 Submittal Requirements
 - 55.100 Approval Standards – Class II Design Review – General Discretionary
 - 55.110 Site Analysis
 - 55.120 Site Plan
 - 55.125 Transportation Analysis
 - 55.140 Architectural Drawings
 - 55.150 Landscape Plan
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
 - 99.030 Application Process
 - 99.038 Neighborhood Contact Required (Yes, CUP requires NA meeting)
 - 99.060 Approval Authority (Planning Commission)

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. Applicant must attend NA meeting AND provide an audio recording as part of the application.
2. Applicant must have a TVF&R Provider Permit as part of the application.

RESPONSE TO APPLICANT QUESTIONS:

1. Do nearby utilities have sufficient capacity for the proposed development? See Engineering notes.
2. Is the proposed vacation of the Mountain View Court cul-de-sac necessary or can the street be continued without the vacation? See Engineering notes.
3. Are there options for constrained street sections? See Engineering notes.
4. Can a stormwater line be directed from the water quality facility down slope to the existing stormwater main within the adjacent City owned open space tract? See Engineering notes.
5. Will additional fire turnarounds be required? Contact TVF&R.
6. Can the City approve two different stormwater solutions for one project? See Engineering notes.
7. If proposing a phased subdivision would each phase need to function independently or could utility features serve both phases.
 - a. Both phases would need to function independently.

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 Mike Perkins, City Arborist at mperkins@westlinnoregon.gov or 503-722-4728.

PROCESS:

Once the application is declared complete, staff will review the application, send a 20-day public comment notice, and post a notice sign on the property. When the public comment period closes. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

A neighborhood meeting is required for a Subdivision. CDC Chapter 99.038 must be clearly adhered to.

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>


- Deposit for a Subdivision = \$4500
= \$500 Inspection fee
- Fee for a Water Resource Area Permit = \$2850


Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.


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.*

	Pre-app Comments Project Number: PA-25-05 Proposed 13-Lot Subdivision & WRA Permit: 2175 & 2200 Mountain View Court	Engineering Contact: Clark Ide cide@westlinnoregon.gov Telephone: 503-722-3437
<p>Project Description: Proposed 13-Lot Subdivision & Water Resource Area Permit</p> <p>Pre-application meeting date: May 15, 2025</p> <p>The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.</p> <p>TRANSPORTATION</p> <p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> Mountain View Court <ul style="list-style-type: none"> Mountain View Court is classified as a local street. Existing ROW on Mountain View Court is approximately 50 feet wide. There is an existing sidewalk on the west side of the road, south of the proposed development. The City would require a minimum of 48 feet of ROW for the new section of Mountain View Court to meet the 24-foot Local cross section listed in the TSP. All new distribution and communication franchise utilities and their services must be placed underground. One driveway per frontage. <p>SANITARY SEWER</p> <p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> There is an existing 8" main on Mountain View Court that has the capacity to serve the proposed development. This main would need to be extended to the proposed street section. This is also an existing 8" main on Marylwood Court that has the capacity to serve the proposed development. <ul style="list-style-type: none"> Access to this main would require a minimum 15' public utility or sanitary sewer easement across property to the southeast of the proposed development. <p>DOMESTIC WATER</p> <p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> There is an existing 8" DI water main on Mountain View Court has adequate capacity for serving this development. This main would need to be extended to the proposed street section. Fire hydrants in the vicinity of the project currently exceed the desired 400-foot spacing standard for residential zones. As such, the development would be required to install new hydrant(s) along Mountain View Court to meet the standard. 		

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<p>SURFACE WATER (STORM SEWER)</p> <p>Minimum Required Improvement:</p> <ul style="list-style-type: none"> Onsite run-off generated from new impervious areas of greater than 1000 square feet must be captured, treated, detained, and conveyed to the nearest public stormwater system in accordance with the <i>Portland Stormwater Management Manual*</i>, the Uniform Plumbing Code, and <i>City of West Linn Public Works Standards</i>. <ul style="list-style-type: none"> *Please note that starting mid-June 2025, the Portland Stormwater Manual will no longer be used in West Linn. All stormwater development will need to follow the recently adopted West Linn Stormwater Management Manual. Preferred stormwater management would be to capture, treat, and infiltrate on site. If infiltration is not feasible, conveyance to the City system would be required. All stormwater facilities must be designed and accepted by a licensed engineer. There are several possible discharge points within the vicinity of the proposed development. Applicant's engineer will need to determine which discharge point is most appropriate for the development and engineer a stormwater plan for the system. <p>OTHER</p> <ul style="list-style-type: none"> All required improvements shall be constructed to meet current City of West Linn Design Standards. Any laterals crossing property lines shall be located in an easement. All required public improvements shall be inspected and accepted by the City. Development shall pay all applicable System Development Charges (SDC) fees at the time of home construction for newly created lots. If the proposed development will disturb more than 5 acres, an Oregon Department of Environmental Quality, 1200-C permit will need to be obtained and the permit will need to be provided to West Linn Engineering prior to the start of any construction activity. Please see section 2.0067 of the City of West Linn Public Works Standards, for additional details not listed. If more than 1 acre but less than 5 acres is disturbed, a 1200-CN permit issued by the City will be sufficient for erosion control. An 8' public utility easement will need to be provided along the frontage of each property directly adjacent to Mountain View Court. 		

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<p>QUESTIONS</p> <p>1) <i>Do nearby utilities have sufficient capacity for the proposed development?</i> Yes, all existing utility mains in the area have sufficient capacity.</p> <p>2) <i>Presently, the plan sheet proposes to vacate portions of the existing Mountain View Court cul-de-sac. Is this vacation necessary or can the street be continued regardless of the shape of existing right-of-way?</i> The vacation of the cul-de-sac ROW will ultimately be required by the City as part of this development. As discussed, this vacation can occur as a separate action from the subdivision.</p> <p>3) <i>Are there options for constrained street sections? Due to limited connectivity and steep slopes a reduced street would be preferred.</i> There are no options for a constrained street cross section. As noted above, a minimum 48-foot ROW will be required for the development.</p> <p>4) <i>Can a stormwater line be directed from the water quality facility down slope to the existing stormwater main within the adjacent City owned open space tract?</i> Yes, the Engineering Department would allow a stormwater outfall to be constructed in this area. Planning Department to verify this is acceptable per the code.</p> <p>5) <i>Can the City approve two different stormwater solutions for one project (example, using a WQF for a portion and on-lot planters for the rest)?</i> Yes, two solutions can be approved for the project. This will be reviewed as part of the Public Improvement permitting process to ensure it meets applicable standards.</p>		