

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**May 1, 2025**

**SUBJECT:** Proposed 5-lot subdivision  
**FILE:** PA-25-13  
**APPLICANTS PRESENT:** Mark Handris, Darren Gusdorf, Harlan Borrow  
**STAFF PRESENT:** Chris Myers, Associate Planner, Tyler Bobbett 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: 4110 Cornwall  
Tax Lot No.: 21E36BA 06100  
Site Area: 1.46 Acres/63,740 Square Feet  
Neighborhood: Sunset NA  
Comp. Plan: Low Density Residential  
Zoning: R-10 Residential  
Zoning Overlays: No zoning overlays

**PROJECT DESCRIPTION:**

The applicant proposes a 5-lot subdivision at 4110 Cornwall Street.

**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](#) (Low Density)
  - 11.020 Procedures and Approval Process
  - 11.030 Permitted Uses
- [Chapter 41: Building Height, Structures on Steep Lots, Exceptions](#)
  - 41.005 Determining Height of Building
  - 41.020 Height Exceptions
- [Chapter 48: Access, Egress, and Circulation](#)
  - 48.020 Applicability and General Provisions
  - 48.025 Access Control
  - 48.030 Minimum Vehicle Requirements for Residential Uses
  - 48.050 One-Way Vehicular Access Points
  - 48.080 Bicycle and Pedestrian Circulation
- [Chapter 75: Variances and Special Waivers](#)
  - 75.020 Classifications of Variances
- [Chapter 85: General Provisions](#)
  - 85.220 Expedited Land Divisions (**ORS 197.360 – 197.375**)
- [Chapter 96: Street Improvement Construction](#)

- 96.010 Construction Required
- 96.030 Standards
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
  - 99.030 Application Process
  - 99.060 Approval Authority.
  - 99.038 Neighborhood Contact Required (Yes, standard subdivision requires an NA meeting as part of the application).
  - 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. There is an easement across Landis Street at the point it crosses the southern boundary of the subject property. Applicant must address this easement as part of the application.
2. Landis street will need to be built to within 20 feet of the northern property line of the subject property. This will match the build-out off the existing Landis Street.
3. A 20-foot property dedication will be required across the entire northern property line for future roadway development.
4. Street Improvements will be required on Cornwall Street for the entire frontage of the property

### **RESPONSE TO APPLICANT QUESTIONS:**

1. Is there adequate capacity in the existing stormwater facility on Fairhaven to handle runoff from this site?
  - a. Staff Response: Yes
2. Is the through-lot going to be a problem? It would work well if a middle housing detached duplex is established in the future.
  - a. Staff Response: See Engineering notes
3. Should Landis Street be stubbed to the Northern property line as shown on the site plan in order to allow for future redevelopment to the north? Or terminated onsite?
  - a. Staff Response: See Engineering notes attached
4. What is the timeline for a standard subdivision?
  - a. Staff Response: 6-10 months

### **ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [Cide@westlinnoregon.gov](mailto:Cide@westlinnoregon.gov).

### **BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto: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](mailto: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](mailto:mperkins@westlinnoregon.gov) or 503-722-4728.

**PROCESS:**

A subdivision is a Planning Commission Decision. A public hearing is required. 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.

An expedited subdivision under ORS 197.360 has a 21-day completeness review and a 63-day decision period. Any appeals would go to a Hearings Officer or Referee. A neighborhood meeting is required for an Expedited Subdivision.

**NEIGHBORHOOD MEETING:**

A neighborhood meeting is required for a standard or expedited subdivision. Applicant should ensure to abide by all criteria of CDC Chapter 99.038.

**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 Final Plat Review = \$2000

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 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.*



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## Pre-app Comments

**Project Number: PA-25-13**  
**4110 Cornwall Street: Proposed**  
**Subdivision**

### Engineering Contact:

Tyler Bobbett  
tbobbett@westlinnoregon.gov  
Telephone: 503-722-3424

**Project Description:** Proposed 6-lot subdivision

**Pre-application meeting date:** April 30, 2025

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.

### TRANSPORTATION

#### Minimum Required Improvement:

- Landis Street
  - Landis Street is classified as a local street.
  - Landis Street has approximately 52 feet of ROW surrounding this property.
  - The proposed street section may be 48 feet so long as the roadway/sidewalk alignment is continued from the existing section.
- Cornwall Street
  - Cornwall Street is classified as a local street.
  - Cornwall Street has approximately 60 ft of ROW surrounding this property.
  - Frontage improvements will be required along the frontage of Lots 1 & 2.
- All new distribution and communication franchise utilities and their services must be placed underground.
- One driveway per frontage.

### SANITARY SEWER

#### Minimum Required Improvement:

- Existing 8" PVC main on Landis Street has the capacity to serve this development.
- This 8" main must be extended with the new street section.

### DOMESTIC WATER

#### Minimum Required Improvement:

- There is an existing 8" DI water main in Landis Street that has adequate capacity for serving this development.
- This 8" main must be extended with the new street section.

### SURFACE WATER (STORM SEWER)

#### Minimum Required Improvement:



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- 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 *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.
- 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.
- The 12" main in Landis Street has the capacity to serve this development, though the stormwater detention/treatment facility does not.
- This 12" main must be extended with the new street section.

### OTHER

- Any laterals crossing property lines shall be located in an easement.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of home construction for newly created lots. Existing home will need to pay all applicable SDC fee at the time of connection to the City system (water meter, sewer).
- The proposed development will disturb less than 1 acre, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.
- A dedication of 24' will be required on the north side of the property.

### QUESTIONS

- 1) *Is there adequate capacity in the existing stormwater facility on Fairhaven to handle runoff from this site?*

No, since the most recent Willow Ridge development required private stormwater facilities on some lots due to capacity issues.

- 2) *Is the through-lot going to be a problem? It would work well if a middle housing detached duplex is established in the future.*

See planning.

- 3) *Should Landis Street be stubbed to north line as shown on the site plan in order to allow for future development to the north, or terminated onsite?*

It will be terminated onsite at the extent of the 24' dedication on the north side.

- 4) *What is the timeline for a standard subdivision?*

See planning.