

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**February 05, 2015**

SUBJECT: Replace Water Supply reservoir and piping at 6111 Skyline Drive

FILE: PA-15-05

ATTENDEES: Applicants: Lance Calvert, Tom Boland MSA  
Staff: John Boyd (Planning), Erich Lais (Engineering)  
Other: Alice Richmond, Sally McLarty, Carol Middendorff,  
Doug Vokes, Alan Lawson, Jennifer Cook-Buman

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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.*

**Site Information**

Site Address: 6111 Skyline Blvd  
Tax Not No.: Tax Lots 07100 of Assessor's Map 21E25AD  
Site Area: 3.23 acres/ 140,700 square feet  
Neighborhood: Sunset, Bolton, Hidden Springs/Rosemont Summit  
Comp. Plan: Low density residential  
Zoning: R-10 (Single family residential detached / 10,000 square foot minimum lot size)  
Applicable code: CDC Chapter 60 Conditional Uses  
CDC Chapter 55 Design Review  
CDC Chapter 11 R-10

**Project Details:** The applicant proposes replacement of existing covered municipal water supply reservoir with 4.0 million gallon partially buried concrete reservoir. Work will include piping improvements on Skyline Circle and Skyline Drive.

**Engineering Division Comments**

The applicant should contact Khoi Le of the Engineering Department to determine required improvements at Kle@westlinnoregon.gov. Applicable CDC provisions include Chapter 96.

**Process**

For the Design Review and Conditional Use Permit, address the submittal requirements and provide responses to the approval criteria of CDC (Chapter 55 & 60.) Municipal projects have no applicable fees.

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.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The neighborhood presidents are (Sunset) Tony Breault, available at [SunsetNA@westlinnoregon.gov](mailto:SunsetNA@westlinnoregon.gov), (Bolton) Sally McLarty, available at [BoltonNA@westlinnoregon.gov](mailto:BoltonNA@westlinnoregon.gov), and (Hidden Springs/Rosemont Summit) Erik Van de Water, available at [HiddenSpringsNA@westlinnoregon.gov](mailto:HiddenSpringsNA@westlinnoregon.gov)

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 deemed complete, a hearing with the Planning Commission will be scheduled.

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. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***