

City of West Linn
PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES
December 16,
2020

SUBJECT: Proposed lot line adjustment and minor partition.

FILE: PA-20-18

ATTENDEES: Applicant: Jim Stallcup, Jenai Fitzpatrick
Staff: Chris Myers, Associate Planner; Amy Pepper, Senior engineer
Public: None

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: 4510, 4600, and 4622 Mapleton Drive
Tax Not No.: Tax lots 2400, 2401, and 2500 of Assessor's Map 32SE24AC
Site Area: 4.53 Acres
Zoning: Single Family Residential Detached, R-10
Neighborhood: Robinwood
Applicable Code: CDC Chapter 11: Single Family Residential Detached, R-10
CDC Chapter 32: Water Resource Area Protection
CDC Chapter 48: Access, Egress, and Circulation
CDC Chapter 75: Variances and Special Waivers
CDC Chapter 85: Land Divisions, General Provisions
CDC Chapter 92: Required Improvements
CDC Chapter 99: Procedures for Decision Making – Quasi
Judicial

Project Details: The applicant proposes a lot line adjustment and minor partition to create 3 new lots for future development.

Public Comments: None

Discussion: Currently there is a house on the property at 4510 Mapleton Drive. This property is the property under consideration for the lot line adjustment and minor partition. The back or south portion of the property would be partitioned into 3 separate lots with the potential for future development.

The potential for the property owner to dedicate a portion of the property to the City was discussed. This would allow for a trail to be built from Mapleton Drive into Mary S. Young Park. The City expressed that at this time there is no interest in ownership of that property.

See attached notes for specific Community Development Code chapters and sections of those chapters discussed.

Engineering Division Comments: Amy Pepper discussed the potential required street improvements on Mapleton Drive.

Process: The proposal is for a quasi-judicial Lot Line Adjustment and Minor Partition, which is a Planning Director decision. For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters 11, 32, 48, 75, 85, 92, and 99.

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.

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 send out public notice of the anticipated Planning Manager's decision date at least 20 days before it occurs. A sign posted on the site. The Planning Manager's decision may be appealed to City Council by the applicant or anyone with standing.

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.***