

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
April 21, 2022
(Revised May 5, 2022)

SUBJECT: Planned Unit Development subdivision for 24 lots for single-family development
FILE: PA-22-07
ATTENDEES: Applicant: Icon Construction & Development, LLC
Staff: John Floyd (Planning), Lynn Schroder (Planning); Justin Loveland (Engineering)
Public: Ed Schwarz (Savannah Oaks Neighborhood Association)

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: 22910 Weatherhill Road
Tax Lot No.: 21E26C01500; 21E26C01501; 21E26C 01502
Site Area: 5.50 acres or per Clackamas County Assessor
Neighborhood: Savanna Oaks Neighborhood Association
Comp. Plan: Low Density Residential
Zoning: Single-Family Residential Detached and Attached, R-7
Zoning Overlays: N/A
Applicable CDC Chapters: Chapter 12: Single-Family Residential Detached and Attached, R-7
Chapter 24: Planned Unit Development
Chapter 32: Water Resource Area Protection
Chapter 46: Off-Street Parking, Loading and Reservoir Area
Chapter 48: Access, Egress and Circulation
Chapter 85: General Provisions
Chapter 92: Required Improvements
Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details

Project site contains an existing single-family dwelling constructed circa 1925, per Clackamas County Records. The property is zoned R-7 and was annexed in 1998. The proposal is to divide the lot using the Planned Development Chapter into 24 lots for single-family development, with two tracts. One tract would be for stormwater detention (13,961 Square Feet) and another for open space (45,948 square feet).

There are no environmental resources inventoried on the property. However, Fritchie Creek is located westerly and parallel to the site (approximately 60 feet at the closest point), and is a designated stream on the Water Resource Area (WRA) Map.

Anticipated Issues and Comments:

As the materials presented with the application are conceptual and do not provide critical information such as land types, staff is unable to address all potential issues and requirements. Based upon the conceptual plan submitted, the following items and issues were identified by planning staff:

- A meeting with the Savannah Oaks Neighborhood Association must be held prior to submitting an application with the see. See CDC 24.020 and 99.038.
- The West Linn Parks Director will recommend that the city **not** accept open space associated with this project. Therefore, an HOA or other mechanism will need to be established per CDC 24.170.
- The proposed open space area appears to function more like a passive buffer rather than a “usable” space as required in CDC 24.170(B)(2) and CDC 55.100(F)(2) by reference.
- You may want to give consideration to preservation of the large trees along the northern end of the property, in consideration of meeting approval criteria CDC 24.100(B)(1).
- Subdivisions more than five acres in size shall have block lengths of no more than 530 feet, unless bike/ped accessways are provided not more than 330 feet apart per CDC 85.200(B)(2).
- All above-ground and overhead utilities shall be undergrounded per CDC 85.200(J)(6)
- The City arborist requests an existing tree survey and arborist report. These are require submittal items per CDC 24 and 85.

Discussion:

Discussion of centered on a variety of topics including local street standards and alignments, stormwater and other utility access points from the new development to the south, and dialogue between the applicant and Ed Schwarz about the timing of a neighborhood meeting. The applicant also inquired about proximate projects that include the following:

- [22870 Weatherhill – 12 Lot Subdivision \(SUB-18-04\)](#)
- 22850 Weatherhill – 22 Lot Subdivision (SUB-15-01)
- 22995 Bland – 4 Lot Subdivision (MIP-16-02)
- [23000 Bland – 15 Lot Subdivision \(SUB-19-03\)](#)

Housing Choices (HB 2001)

Note that the City is nearing finalization of text amendments related to the implementation of Oregon House Bill 2001 and related legislation. These changes are not expected to substantially change the proposed design, but staff wants you to be aware that a broader variety of housing types will be permitted on your property. For more information please visit the following website: <https://westlinnoregon.gov/planning/house-bill-2001-phase-2>

Engineering:

For Engineering comments, please contact Justin Loveland at JLoveland@westlinnoregon.gov or 503-742-3437. Preliminary comments are below and attached.

- Both Bland Circle and Weatherhill Road are defined as “Neighborhood Route and Local”. Please see Std. Drawing WL-RD012.
- The alignment(s) for both Bland Circle and Weatherhill Road are not centered in the ROW.
- The draft street corridor design is a best estimate and will require some updates based on topography and to connect with existing infrastructure.

Tualatin Valley Fire & Rescue:

Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions. Note that a Service Provider Permit will need to be presented with the application in order for it to be deemed complete. <https://www.tvfr.com/399/Service-Provider-Permit>

Building:

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

Application Materials:

For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 12: Single-Family Residential Detached and Attached, R-7
- Chapter 24: Planned Unit Development

- Chapter 32: Water Resource Area Protection
- Chapter 46: Off-Street Parking, Loading and Reservoir Area
- Chapter 48: Access, Egress and Circulation
- Chapter 85: General Provisions
- Chapter 92: Required Improvements
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

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.

The fee for a Planned Unit Development Plat is \$4,200 plus \$400 per acre deposit.

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

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. 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. Any changes to the CDC standards may require a different design or submittal.



CITY OF
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Pre-app Comments

Project Number: PA-22-07
Taxlots 21E26C 1500, 1501, 1502

Engineering Contact:

Justin Loveland, PE
jloveland@westlinnoregon.gov
Telephone 503-722-3437

Project Description: 24-lot planned unit development subdivision for single-family detached homes.

Pre-application meeting date: April 21, 2022 (Notes updated 5/4/2022)

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:

- Bland Circle Improvements:
 - Bland Circle is identified as a local street in the City's *Transportation System Plan*.
 - The existing right-of-way is approximately 30 feet wide.
 - The standard right-of-way width for a local street is 52 feet wide. Right-of-way dedication, ranging from 12 – 20 feet will be required.
 - Half-street improvements, including pavement widening, curb and sidewalk, to local street standards will be required.
 - Given steep slopes, a curb tight sidewalk is anticipated to be constructed along the Bland Circle frontage.
- Weatherhill Road Improvements
 - Weatherhill Road is identified as a local street in the City's *Transportation System Plan*.
 - The existing right-of-way is approximately 30 feet wide.
 - The standard right-of-way width for a local street is 52 feet wide. Right-of-way dedication, ranging from 6 – 11 feet will be required.
 - Half-street improvements, including pavement widening, curb, sidewalk, and landscape buffer, to local street standards will be required.
- Street trees: coordinate with the Park Department to install appropriate number and type of tree, as applicable:
 - Parks Contact: Ron Jones
rjones@westlinnoregon.gov
503-722-4728
- All new distribution and communication franchise utilities and their services must be placed underground.
- The applicant will be required to dedicate an 8 foot public utility easement along all street frontages.
- A Traffic Impact Analysis (TIA) is not anticipated to be required. Review CDC Chapter 85 and



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Section 5 of the *City of West Linn Public Works Standards*.

SANITARY SEWER

Minimum Required Improvement:

- A sewer connection will need to be constructed from the property to an existing sanitary line, with adequate grade. A sanitary connection will need to be revisited once a connection is proposed.

DOMESTIC WATER

Minimum Required Improvement:

- There are existing 8 inch DI water main in Weatherhill Road that currently terminates on the west side of the connection with De Vries Way. This 8 inch main may be extended in another project to the NW corner of the property at 22870 Weatherhill Road. Please see contact information for the owner/developer and civil engineer at the end of this document.
- A new water line will need to be extended from the property at 22870 Weatherhill Road, or from De Vries Way if the main has not been extended, to the northern property line of the 1500 parcel with the half street improvements (near the intersection of Bland Circle and Weathermill Road). The water service line will need to wrap around the proposed loop road. Water services to serve the new homes will be off this new line. The line will also need to connect to the Savannah Heights development to the south of this proposed project.

SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1,000 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*.
- Stormwater facilities installed to capture, treat, detain and convey stormwater from the private improvements shall be privately owned and maintained.
- The adjacent property (22995 Bland Circle) will be extending the storm line along the West property line. The storm main should be extended as part of this development to the northern property line near the connection of Bland Circle and Weatherhill Road.
- A separate storm lateral for each parcel will need to be constructed to connect to the new main.

OTHER

- The proposed development will disturb more than 5 acres. Application for sites 5 acres and larger shall be directly to Oregon Department of Environmental quality under their 1200-C permitting



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Taxlots 21E26C 1500, 1501, 1502

Engineering Contact:

Justin Loveland, PE
Loveland@westlinnoregon.gov
Telephone 503 722-3437

program. A copy of the completed application and approved 1200-C permit shall be provided to West Linn Engineering prior to start of any construction activity.

- All utilities, such as electrical, telephone, and television cable, that may at times be above ground or overhead shall be buried underground in the case of new developments frontage exceeding 200 feet.
- All system development charges are due at the time of building permit issuance.
- Development team info associated with 22995 Bland Circle:
 - Engineer: Eric Evans, Emerio Design, LLC, (503) 746-8812
 - Owner/Developer: Rod Freisen, (971) 235-3314

Legend

- Water Main Labels
- Hydrant
- ◆ Exercised Valve
- Water Main
- Water Reservoir
- Water Pressure Zones
- Bland
- Bolton
- Horton
- Robinwood
- Rosemont
- Willamette
- ⊞ Unofficial Tax Lots
- City Limit
- ⊞ Unimproved ROW
- Parks and Open Space
- City Owned Property

Information for
PA-22-07 - 24 Lot
subdivision.

City of West Linn
Justin Loveland
5/4/2022

1: 4,444



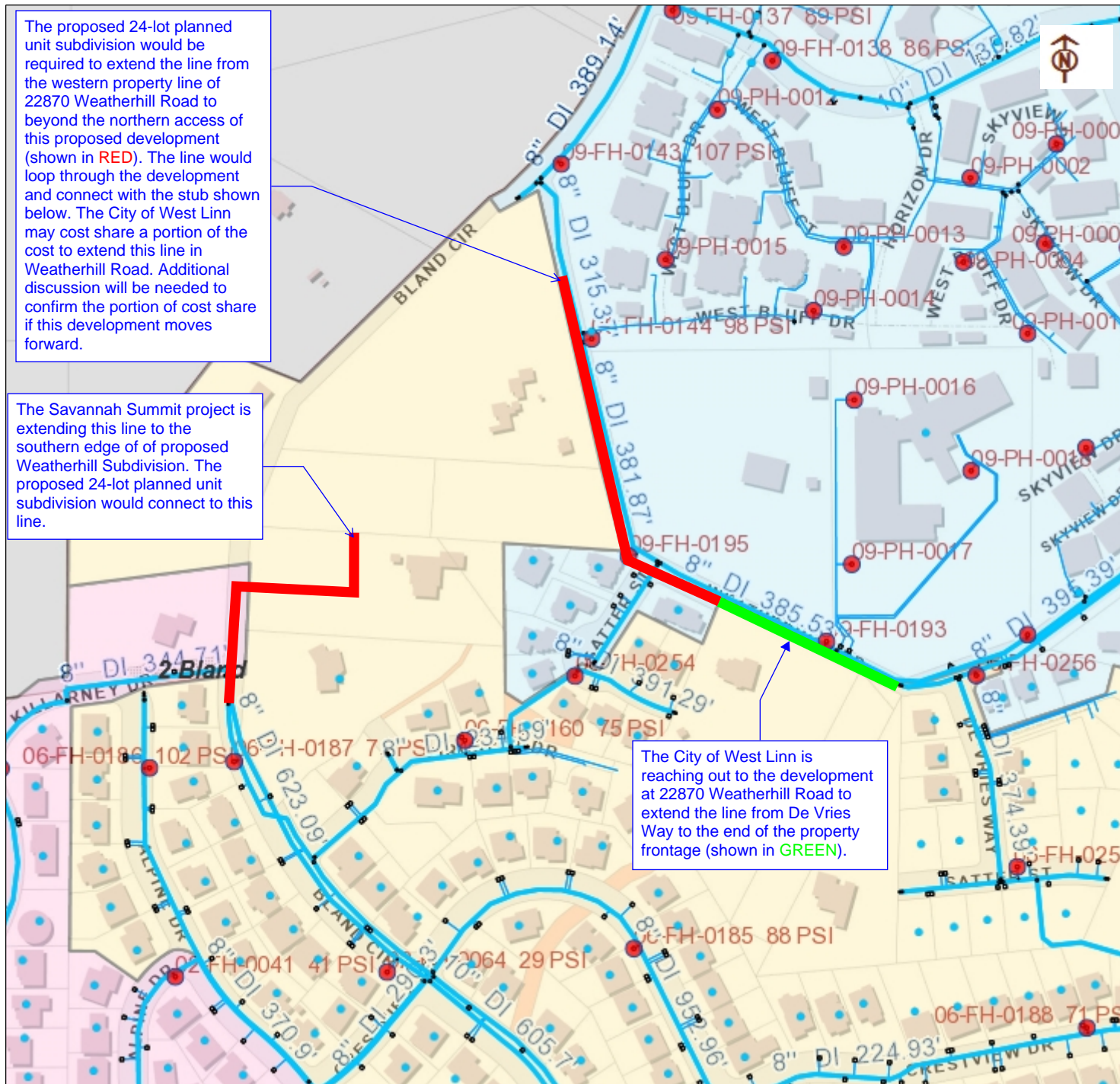
Notes

This map was automatically generated using Geocortex Essentials.

The proposed 24-lot planned unit subdivision would be required to extend the line from the western property line of 22870 Weatherhill Road to beyond the northern access of this proposed development (shown in RED). The line would loop through the development and connect with the stub shown below. The City of West Linn may cost share a portion of the cost to extend this line in Weatherhill Road. Additional discussion will be needed to confirm the portion of cost share if this development moves forward.

The Savannah Summit project is extending this line to the southern edge of of proposed Weatherhill Subdivision. The proposed 24-lot planned unit subdivision would connect to this line.

The City of West Linn is reaching out to the development at 22870 Weatherhill Road to extend the line from De Vries Way to the end of the property frontage (shown in GREEN).





LAND USE PRE-APPLICATION CONFERENCE

Thursday, April 21, 2022

Webex Virtual Meeting

10:00am: **Proposal to develop a 24-lot Planned Unit Development subdivision for single-family detached homes**

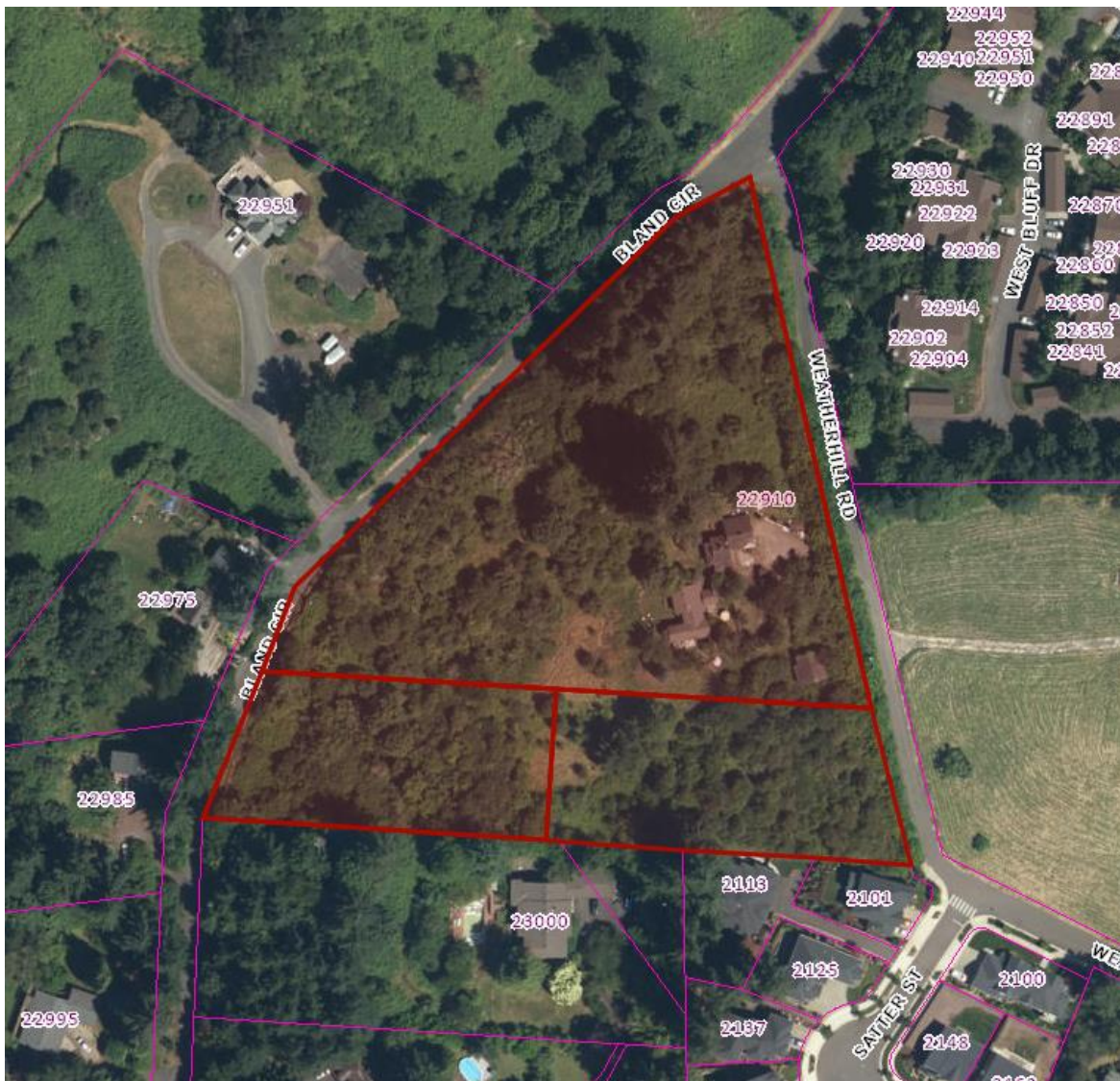
Applicant: **Mark Handris, ICON Construction and Development**

Property Address: **Taxlots 21E26C 1500, 1501 & 1502**

Neighborhood Assn: **Savanna Oaks Neighborhood Association**

Planner: **John Floyd**

Project #: **PA-22-07**





West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.742.6060 • Fax 503.742.8655 • westlinnoregon.gov

PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION

CONFERENCE DATE:	April 7, 2022	TIME:	10:00 am - VIRTUAL	PROJECT #:	PA-22-07
STAFF CONTACT:	John Floyd	FEE:	\$1,000		

Pre-application conferences occur on the first and third Wednesdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted by 4:00pm at least **15** days before the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 21E26C 1500, 1501 & 1502

Brief Description of Proposal: 24 lot Planned nit Development su~~o~~division for sin~~o~~le-family detac~~o~~ed omes.

Applicant's Name: Mark Handris, Icon Construction & Development, LLC Harlan Borow pro~~o~~ect mana~~o~~er~~o~~

Mailing Address: 1969 Willamette Falls Dr., Suite 260, West Linn, OR 97068

Phone No: (503) 657-0406 Email Address: arlan@iconconstruction.net

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

Has t~~o~~e ali~~o~~gment of Bland Circle een determined & w~~o~~at street cross section is proposed~~o~~

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

DocuSigned by:

Property owner's signature

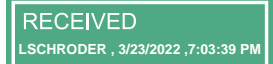
David Maslen & Lynn Maslen Kertell c~~o~~ Dean Alterman, Alterman Law Group, PC
805 SW Broadway, Suite 1580, Portland, OR 97205

DocuSigned by:

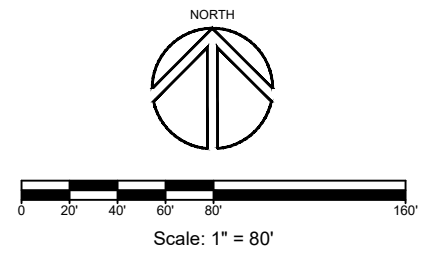
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3/11/2022 | 3/19/2022 9:11 AM

Date



Property owner's printed name and mailing address
(if different from above)



DESIGNED:	R.E.G.			
DRAWN:	R.E.G.			
SCALE:	1" = 80'			
DATE:	3/23/2022			
FILE:	22-ICN-101	DATE	NO.	REVISION

Richard E. Givens, Planning Consultant
 18680 Sunblaze Dr.
 Oregon City, OR 97045
 PH: (503) 351-8204

APPLICANT: Icon Construction & Development, LLC
 1969 Willamette Falls Dr., Suite 260
 West Linn, OR 97068
 PH: (503) 657-0406

Pre-application Conference Site Plan
 22910 Weatherhill Rd.

SHEET:
 1/1