## Soppe, Tom

| From: | Melynda Retallack [mel@redsidedevelopment.com] |
| :--- | :--- |
| Sent: | Tuesday, June 15, 2010 2:39 PM |
| To: | Soppe, Tom |
| Subject: | Bella Flats Subdivision Extension Application |
| Attachments: | 100615.BellaFlats-Ext.Timeline.pdf |

Tom-
We submitted the application package today. I will send the final approved meeting summary and the sign in list as soon as I get it back from the neighborhood association.
Attached is our updated timeline, for your reference.
Please let me know if you have any questions, or need any further information.
Again, we really hope we can be deemed complete by the end of June in order to get on the 7/21 Planning Commission Agenda. Let me know what I can do to help with this effort.
Thanks for all your help,
Mel
x cid:image001.gif@01C88B4F.456B8250

Melynda Retallack, AIA NCARB
REDSIDE DEVELOPMENT
Office: 221 Molalla Avenue, Suite 220 Oregon City, Oregon 97045
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www.redsidedevelopment.com


## PROJECT TIMELINE - Bella Flats Subdivision

| Project: | Cedar Oak - Bella Flats Subdivision | Meeting Date: | May 5, 2010 Rev. 6/15/10 |
| :---: | :---: | :---: | :---: |
| Location: | 4111 Elmran Drive West Linn, OR 97068 | Owner: | Canyon Development LLC 221 Molalla Ave. Suite 220 Oregon City, Oregon 97045 |
| Distribution | Garrin Royer, Canyon Development Jack Hoffman, Dunn Carney | Issued by: | Melynda Retallack 1 page |
| Attachments: N/A |  |  |  |
| Project Timeline: |  |  |  |
| Date: | Description: |  |  |
| 5/6/10 | Pre-application Conference submit |  |  |
| 5/17/10 | Submit draft of application for planning to review |  |  |
| 5/17/10 | Posted notice of extension application on site Mailed notice of neighborhood meeting |  |  |
| 5/20/10 | Pre application-Conference |  |  |
| 5/25/10 | Submit revised draft per-Pre-App forplanning to review |  |  |
| 6/8/10 | 7pm Neighborhood Association Mtg. (notice sent and posted minimum 20days before-5/194 |  |  |
| 6/15/10 | Extension Application Submittal |  |  |
| 6/10-7/1 | Staff comments and responses |  |  |
| 7/1/10 | Completeness (can this be done in 2 weeks in lieu of 4?) |  |  |
| 7/1-7/21 | 20 days Notice from Completeness to Planning Commission Mtg. |  |  |
| 7/21/10 | Planning Commission Mtg. (1 $1^{\text {st }}$ and $3^{\text {rd }}$ Wednesday, sometimes $5^{\text {th }}$ Wed.) |  |  |
| 7/21-8/4 | 14 day appeal period after Planning Commission Decision |  |  |
| 8/4/10 | Extension Approval |  |  |
| 8/5/10 | Sitework begins |  |  |

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## Canyon Development, LLC

## City of West Linn, Extension of Subdivision Approval SUB-07-01

| Bella Flats Su <br> West Linn, Orego June 14, 2010 | bdivision 97068 |
| :---: | :---: |
| Owner: | Canyon Development, LLC PO Box 42310 <br> Portland, OR 97242-2310 |
| Applicant: | Garrin Royer, Member Canyon Development, LLC PO Box 42310 Portland, OR 97242-2310 503.239.2000 groyer@redsidedevelopment.com |
| Applicant's Representative: | Melynda Retallack, Development Services Manager Canyon Development, LLC <br> PO Box 42310 <br> Portland, OR 97242-2310 <br> 503.239.2000 <br> mel@redsidedevelopment.com |
| Site Address: | 4111 Elmran Drive West Linn, Oregon 97068 |
| Legal Description: | Tax Lots 3100 and 3201, Assessor's map \#21E13CD |
| Zoning: | R-10 Single Family Residential |
| Code / Standards Referenced <br> In Narrative: | West Linn Community Development Code (CDC) Sections 85 and 99. |
| Proposal: | The applicant is proposing to extend the land use approval for the development of a (6) lot subdivision comprising of an existing (2) lots on 1.7 acres. <br> Current Subdivision Approval includes a six-lot subdivision with access from the West or upper leg of Elmran Drive by a private road (Jackson Court) for proposed lots 1 through 4 and by shared driveways for Lots 5 and 6. <br> Lot Areas: <br> Lot 1 - 11,429 SF <br> Lot 2 - 11,307 SF <br> Lot 3-12,525 SF <br> Lot 4-10,554 SF <br> Lot 5 -10,197 SF <br> Lot 6 - 10,046 SF |

The paved private drive access way serving Lots $1-4$ with a reciprocal and pedestrian access easement, it will include landscape swales to handle the storm water. Half street improvements will be included along the property frontage on the upper portion of Elmran Drive and will include a 5' asphalt paved walkway.

## Extension of Subdivision Approval SUB-07-01

## Bella Flats Subdivision

## Consultants

| Owner: | Garrin Royer, Member Canyon Development, LLC <br> PO Box 42310 <br> Portland, OR 97242-2310 <br> 503.239.2000 <br> groyer@redsidedevelopment.com |
| :---: | :---: |
| Civil Engineer: | Don Cushing, Principal Don Cushing Associates 6650 SW Redwood Lane Suite 235 Portland, Oregon 97224 503.620.7884 |
| Surveyor: | Bludot Group Land Surveying and Mapping <br> Mark J. Mayer, PLS <br> 11700 SW 67 ${ }^{\text {th }}$ Ave. <br> Portland, Oregon 97223 <br> 503.624.0108 |
| Geotechnical Engineer: 8430 SW Hunziker Tigard, Oregon 97223 503.684.3460 | Carlson Testing Inc. |

## Extension of Subdivision Approval SUB-07-01

## Bella Flats Subdivision <br> Table of Contents

| Narrative Section | Item |
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| CDC Section 99.325 | Extension of Approval |
| CDC Section 85.000 | General Provisions |
| CDC Section 85.100 | Submittal Requirements for the Tentative Plan |
| CDC Section 85.170 | Supplemental Requirements for a Tentative Subdivision or |
| CDC Section 85.200 | Partition Plan |
|  | Approval Criteria |


| Exhibits | Item |
| :--- | :--- |
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| C1.2 | Site Dimension Plan |
| C2.0 | Erosion Control and Tree Protection Plan |
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| C3.1 | Grading Plan |
| C4.0 | Utility Master Plan |
| C5.0 | Plan and Profile - Jackson Court |
| C6.0 | Plan and Profile - Elmran Drive 9+0.00-13+66.26 |
| C6.1 | Plan and Profile - Elmran Drive 13+66.26-17+50.00 |
| C6.2 | Plan and Profile - Elmran Drive 17+50.00-19+50.00 |
| C6.3 | Site Details - Sanitary |
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| C7.1 | Site Details - Water and Street |
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| C7.3 | Site Details - Misc. |
| C7.4 | Site Details - Misc. |
| C7.5 | Topographic Survey |
| V1.0 |  |


| Appendices | Item |
| :--- | :--- |
| A | Application Form <br> Check \#100003 from Canyon Development for $\$ 2,700-$ Approval |
| C | Extension Application Fee <br> Copy of 18x24 posting notice for the Extension Application posted <br> on the site in two locations |
| Copy of the letter sent to Robinwood Neighborhood Association |  |
| D | President and Designee (sent by certified mail) and to neighbors <br> within 500 feet of property (sent regular mail) |
| E | Neighborhood Association meeting summary dated June $8^{\text {th }} 2010$ <br> Neighborhood Meeting sign in list for meeting held June $8^{\text {th }} 2010$ <br> F |
| Copy of materials presented at the Neighborhood Association |  |
| meeting, held June 8 8 2010 |  |

H

I
J

K
L
(3) sets of full sized proposed plans, existing conditions, and erosion control/grading and utility plans
(3) sets of $11 \times 17$ copies of above plans

CD of application materials includes audio file of Neighborhood
Association meeting held June $8^{\text {th }} 2010$
Pre-application conference meeting notes from Tom Soppe, dated May 20, 2010
Pre-application conference minutes, from Melynda Retallack, dated May 20, 2010

## Narrative Response to Applicable Criteria

### 99.325 EXTENSIONS OF APPROVAL

A. The Planning Director may grant an extension from the effective date of approval of two years pertaining to applications listed in Section99.060(A) upon finding that:

1. The applicant has demonstrated, and staff and the Planning Commission concur, that the application is in conformance with applicable CDC provisions and relevant approval criteria enacted since the application was initially approved; and
2. There are no demonstrated material misrepresentations, errors, omissions, or changes in facts that directly impact the project, including, but not limited to, existing conditions, traffic, street alignment and drainage; or
3. The applicant has modified the approved plans to conform with current approval criteria and remedied any inconsistency with subsection (A)(2) of this section, in conformance with any applicable limits on modifications to approvals established by the CDC.

Response: Please see Section 85.000 for response to approval criteria that has changed since the initial submittal.
B. The Planning Commission may grant an extension from the effective date of approval of two years pertaining to applications listed in Section99.060(B), consistent with subsections (A)(1) through (3) of this section.

Response: This extension application requests a two year extension from the date of our approval expiration, June $6^{\text {th }}, 2010$.
C. The Historic Review Board may grant an extension from the effective date of approval of two years for applications listed in Section 99.060(D), consistent with subsections (A)(1) through (3) of this section.

Response: This section is not applicable to this project.
D. Eligibility for Extensions.

1. Only those applications approved between July 1, 2006, and December 31, 2009, shall be eligible for an extension.
2. Any application eligible for an extension under subsection (D)(1) of this section that would expire by June 30, 2010, shall be exempt from expiration pending a decision regarding the extension application; provided, that a complete application and deposit fee have been submitted to the Planning Director prior to that date. However, the extension shall begin on the date that the application's initial approval lapsed.

Response: This Subdivision was initially approved June $6^{\text {th }} 2007$ and therefore is eligible for an extension.
E. Extension Procedures.

1. The application for extension of approval may be submitted only after a preapplication meeting under Section 99.030(B).

Response: Pre-application conference was held May 20, 2010 at the City of West Linn per Section 99.030.
2. The application shall satisfy the neighborhood meeting requirements of Section 99.038 for those cases that require compliance with that section.

Response: Notice for a public neighborhood meeting was sent and the property posted with an $11^{\prime \prime}$ x 17" notification sign on May 192010 per CDC 99.038. A public neighborhood meeting was held to discuss the extension application on June 8th 2010 at 7pm at Emmanuel Presbyterian Church.

Site Information:
The applicant proposes a six lot subdivision on the site. The site is zoned Single Family Residential, R-10. Approximately 100 feet to the Southwest, on Cedar Oak Drive, is Cedaroak Park Primary School. On the Southeast side of Cedar Oak Drive are more single family detached houses. Approximately 700 feet to the East of the site is the Cedaroak Boat Ramp along the Willamette River. To the East, homes front along Nixon Drive. The rear portions of the two lots directly across from the site are vacant or heavily treed. One lot appears to contain a swimming pool. The related dwelling on the East portion of that site fronts on Nixon Street. The surrounding streets are improved only with side-strip paving. There are no sidewalks, shoulders or other street improvements on Elmran Drive, which wraps around the site from the East through the South and up the West side.
3. Applications for extensions must be submitted along with the appropriate deposit to the Planning Department.
4. Applications for extensions will be processed if the initial approval lapses prior to issuance of a decision, consistent with subsection (D)(2) of this section.
5. Notice of the decision shall be issued consistent with Section99.080.
6. The decision shall not become effective until resolution of all appeal periods, including an opportunity for City Council call-up pursuant to this chapter. (ORD. 1589 § 1 (Exh. A), 2010)

### 85.000 GENERAL PROVISIONS

The following sections of the CDC have changed since our initial submittal November 7, 2007:
85.160(F)(3)
$85.170(B)(2)(F)$
85.200(A), the streets criteria section, has changed in (1-3) and (22).
$85.200(B)(2)$
85.200(J)(10)

### 85.160 SUBMITTAL REQUIREMENTS FOR THE TENTATIVE PLAN

F. The following proposed improvements shall be shown on the tentative plan or supplemental drawings:
3. Any proposed infrastructure improvements that address those identified in the City Transportation System Plan. (ORD. 1544)

Response: The pedestrian pathway that we are providing along Elmran Drive is part of a medium priority project listed on table 5-2 of the Transportation system plan. This is the only known infrastructure improvement included in this project that is addressed in the City Transportation System Plan.

### 85.170 SUPPLEMENTAL SUBMITTAL REQUIREMENTS FOR A TENTATIVE SUBDIVISION OR PARTITION PLAN

## B. Transportation.

2. Traffic Impact Analysis (TIA).
A. Purpose. The purpose of this section of the code is to implement Section 660-012-0045 (2) (e) of the State Transportation Planning Rule that requires the City to adopt a process to apply conditions to development proposals in order to minimize adverse impacts to and protect transportation facilities. This section establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a Traffic Impact Study; and who is qualified to prepare the Study.
B. Typical Average Daily Trips. The latest edition of the Trip Generation manual, published by the Institute of Transportation Engineers (ITE) shall be used as the standards by which to gauge average daily vehicle trips.
C. When Required. A Traffic Impact Analysis may be required to be submitted to the City with a land use application, when the following conditions apply:
a. The development application involves one or more of the following actions:
(1) A change in zoning or a plan amendment designation; or
(2) Any proposed development or land use action that ODOT states may have operational or safety concerns along a state highway; and
(3) The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:
(a.) An increase in site traffic volume generation by 250 Average Daily Trips (ADT) or more (or as required by the City Engineer); or
(b.) An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
(c.) The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State highway, creating a safety hazard; or
(d.) The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or
(e.) A change in internal traffic patterns that may cause safety problems, such as back-up onto the highway or traffic crashes in the approach area.
D. Traffic Impact Analysis Requirements.
3. Preparation. A Traffic Impact Analysis shall be prepared by a professional engineer in accordance with OAR 734-051-180. The City shall commission the traffic analysis and it will be paid for by the applicant,
4. Transportation Planning Rule Compliance. See

Section 105.050 Transportation Planning Rule Compliance.
3. Pre-application Conference. The applicant will meet with West Linn Public Works prior to submitting an application that requires a Traffic Impact Application. This meeting will determine the required elements of the TIA and the level of analysis expected.
E. Approval Criteria.

1. Criteria. When a Traffic Impact Analysis is required, approval of the development proposal requires satisfaction of the following criteria:
(a) The Traffic Impact Analysis was prepared by a professional traffic engineer in accordance with OAR 734-051-180; and
(b) If the proposed development shall cause one or more of the effects in Section $55.125(A)(3)$, above, or other traffic hazard or negative impact to a transportation facility, the Traffic Impact Analysis includes mitigation measures that meet the City's Level-ofService and satisfactory to the City Engineer, and ODOT when applicable; and
(c) The proposed site design and traffic and circulation design and facilities, for all transportation modes, including any mitigation measures, are designed to: (1.) Have the least negative impact on all applicable transportation facilities; and
(2.) Accommodate and encourage non-motor vehicular modes of transportation to the extent practicable; and
(3.) Make the most efficient use of land and public facilities as practicable; and
(4.) Provide the most direct, safe and convenient routes practicable between on-site destinations, and between on-site and off-site destinations; and
(5.) Otherwise comply with applicable requirements of the City of West Linn Community Development Code.
F. Conditions of Approval. The City may deny, approve, or approve the proposal with appropriate conditions.
2. Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways shall be required where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed use.
3. Improvements such as paving, curbing, installation or contribution to traffic signals, construction of sidewalks, bikeways, accessways, paths, or streets that serve the proposed use where the existing transportation system may be burdened by the proposed use may be required. (ORD. 1584)

Response: Traffic Impact Analysis is not required by the City Engineer for this project, therefore this section does not apply to this application.

### 85.200 APPROVAL CRITERIA

No tentative subdivision or partition plan shall be approved unless adequate public facilities will be available to provide service to the partition or subdivision area prior to final plat approval and the Planning Commission or Planning Director, as applicable, find that the following standards have been satisfied, or can be satisfied by condition of approval. (ORD 1544)
A. Streets

1. General. The location, width and grade of streets shall be considered in their relation to existing and planned streets, to the generalized or reasonable layout of streets on adjacent undeveloped parcels, to topographical conditions, to public convenience and safety, to
accommodate various types of transportation (automobile, bus, pedestrian, bicycle), and to the proposed use of land to be served by the streets. The functional class of a street aids in defining the primary function and associated design standards for the facility. The hierarchy of the facilities within the network in regards to the type of traffic served (through or local trips), balance of function (providing access and/or capacity), and the level of use (generally measured in vehicles per day) are generally dictated by the functional class. The street system shall assure an adequate traffic or circulation system with intersection angles, grades, tangents, and curves appropriate for the traffic to be carried. Streets should provide for the continuation, or the appropriate projection, of existing principal streets in surrounding areas and should not impede or adversely affect development of adjoining lands or access thereto.

To accomplish this, the emphasis should be upon a connected continuous pattern of local, collector, and arterial streets rather than discontinuous curvilinear streets and cul-desacs. Deviation from this pattern of connected streets should only be permitted in cases of extreme topographical challenges including excessive slopes ( 35 percent plus), hazard areas, steep drainageways, wetlands, etc. In such cases, deviations may be allowed but the connected continuous pattern must be reestablished once the topographic challenge is passed. Streets should be oriented with consideration of the sun, as site conditions allow, so that over 50 percent of the front building lines of homes are oriented within 30 degrees of an east-west axis. (ORD. 1382; ORD. 1584)

Internal streets are the responsibility of the developer. All streets bordering the development site are to be developed by the developer with, typically, half-street improvements or to City standards prescribed by the City Engineer. Additional travel lanes may be required to be consistent with adjacent road widths or to be consistent with the adopted Transportation System Plan and any adopted updated plans. (ORD. 1544)

An applicant may submit a written request for a waiver of abutting street improvements if the Transportation System Plan prohibits the street improvement for which the waiver is requested. Those areas with numerous (particularly contiguous) under-developed or undeveloped tracts will be required to install street improvements. When an applicant requests a waiver of street improvements and the waiver is granted, the applicant shall propose a fee amount that will be reviewed by the City manager or the Manager's designee. The City Manager or the Manager's designee will revise the proposed fee as necessary and establish the amount to be paid on a case by case basis. The applicant shall pay an in-lieu fee for improvements to the nearest street identified by the City Manager or Manager's designee as necessary and appropriate. The amount of the in-lieu fee shall be roughly proportional to the impact of the development on the street system as determined in the CDC $\underline{85.200}$ (A) (22) below. (ORD. 1442) (ORD. 1544 )

Streets shall also be laid out to avoid and protect clusters and significant trees, but not to the extent that it would compromise connectivity requirements per CDC Section $85.200(A)(1)$, or bring the density below 70 percent of the maximum density for the developable net area. The developable net area is calculated by taking the total site acreage and deducting Type I and II lands; then up to 20 percent of the remaining land may be excluded as necessary for the purpose of protecting significant tree clusters or stands as defined in CDC Section 55.100(B)(2). (ORD. 1408) (ORD.1544)

> Response: This development includes a private street, Jackson Court and was designed to curve to preserve some existing trees. Jackson Court is not a through street because of the existing steep slope on the East side of the site. The private street and the half street improvement both include green street elements. Jackson Court's right of way includes a 16 foot paved roadway with a 1 foot gravel shoulder and a 7 foot vegetated storm water swale on each side. The half street improvements to upper Elmran Drive include public pedestrian path and bikeway, a vegetated storm water swale and street trees.
2. Right of way and Roadway Widths. In order to accommodate larger tree lined boulevards and sidewalks, particularly in residential areas, the standard right-of-way widths for the different street classifications shall be within the range listed below. But, instead of filling in the right-of-way with pavement, they shall accommodate the amenities (e.g., boulevards, street trees, sidewalks). The exact width of the right-of-way shall be determined by the City Engineer or the approval authority. The following ranges will apply:

|  | Turn Lane | $10-14$ feet |
| :--- | :--- | :--- |
| On-Street Parking | Arterials <br> Collectors <br> Neighborhood <br> Local | Limited (in commercial areas) <br> Some (unstriped) <br> Some (8 feet) <br> Some (unstriped) |
| Bicycle Lanes <br> (minimum widths) | New Construction <br> Reconstruction | 5 to 6 feet <br> 5 to 6 feet |
| Sidewalks <br> (minimum width) <br> (See note below) | Arterial <br> Collector <br> Neighborhood/Local | 6 feet <br> 6 feet <br> 6 feet |
| Landscape Strips | Can be included in all <br> streets | 6 feet |
| Medians: | $5-$ Lane <br> $3-$ Lane <br> 2-Lane | Optional <br> Optional <br> Consider if appropriate |
| Neighborhood Traffic <br> Mgmt | Arterials <br> Collectors <br> Neighborhood <br> Local | Not Recommended <br> Under Special Conditions <br> Should consider if <br> appropriate <br> Should consider if <br> appropriate |
| Transit | Arterial/Collectors <br> Neighborhood Route <br> Local | Appropriate <br> Only in special circumstances <br> Not Recommended |

NOTE: Commercial/OBC zone development on arterials requires a 12 -foot wide sidewalk which includes three feet for street trees, hydrants, street furniture, etc. Commercial/OBC zone development on local streets requires an 8 -foot wide sidewalk with no planter strip, but shall include cut-outs for street trees. In both commercial and residential areas where site constraints exist, sidewalks and planter strips may be reduced to the minimum necessary (e.g., 4 feet for sidewalks and no planter strip) to accommodate walking and significant natural features such as mature trees, steep embankment, grade problems, and existing structures, or to match existing sidewalks or right-of-way limitations. These natural features are to be preserved to the greatest extent possible. Requests for this configuration shall require the endorsement of the City Engineer. City Engineer has the authority to require that street widths match adjacent street widths.

| Sidewalk Location | Sidewalk Width |
| :--- | :--- |
| Arterial in GC/OBC zone | 12 feet |
| Collector/Local in GC/OBC zone | 8 feet |
| Storefront on arterial | 12 feet |
| Storefront on collector/local | 8 feet |
| Residential Development | 6 feet (+6-foot planter strip) |

(GC = General Commercial; OBC = Office Business Center) (ORD.


Response: The private street, Jackson Court includes a 16 foot paved roadway with a 1 foot gravel shoulder and a 7 foot vegetated storm water swale on each side. Elmran Drive is considered a Collector Street. The half street improvements increase the right of way to 54 feet, requiring a 4 foot dedication on the development side of Elmran Drive. The half street improvements include a 5 foot pedestrian path, 7 foot vegetated storm water swale, 2 foot gravel shoulder and 14 foot roadway.
4. The decision-making body shall consider the City Engineer's recommendations on the desired right of way width, pavement width and street geometry of the various street types within the subdivision after consideration by the City Engineer of the following criteria:
a. The type of road as set forth in the Transportation Master Plan.
b. The anticipated traffic generation.
c. On-street parking requirements.
d. Sidewalk and bikeway requirements.
e. Requirements for placement of utilities.
f. Street lighting.
g. Drainage and slope impacts.
h. Street trees.
i. Planting and landscape areas.
j. Existing and future driveway grades.
k. Street geometry.
I. Street furniture needs, hydrants.

Response: The city engineers have determined that Elmran Drive is considered a Collector street.

This proposed development will only increase the traffic by 4 additional single family homes. This proposal will provide a 5 foot pedestrian walkway separated from the roadway by a 2 foot gravel shoulder and 7 foot bioswale. The applicant will replace the existing water line along Elmran Drive and place all utilities along the street frontage underground.
The proposed work will occur set back from the steeply sloping area of the property and the steepest area will be protected with an easement, as shown on the plans.

Existing light poles to be relocated and one additional light fixture to be provided per City of West Linn and utility company.
The proposed development includes landscaped bio-swales along Elmran Drive and the new access drive. Street trees will be provided along Elmran Drive.
The existing fire hydrant located on the upper section of Elmran Drive will be relocated per the street improvements.
5. Additionally, when determining appropriate street width, the decision-making body shall consider the following criteria:
a. When a local street is the only street serving a residential area and is expected to carry more than the normal local street traffic load, the designs with two travel and one parking lane are appropriate.
b. Streets intended to serve as signed but unstriped bike routes should have the travel lane widened by two feet.
c. Collectors should have two travel lanes and may accommodate some parking. Bike routes are appropriate.
d. Arterials should have two travel lanes. On-street parking is not allowed unless part of a Street Master Plan. Bike lanes are required as directed by the Parks Master Plan and Transportation Master Plan.

Response: Elmran Drive is designated a Collector and includes two travel lanes.
10. Additional Right-of-Way for Existing Streets. Wherever existing street right-ofways adjacent to or within a tract are of inadequate widths based upon the standards of this chapter, additional right-of-way shall be provided at the time of subdivision or partition.

Response: As part of this Approval Extension Application, we are providing 4 feet of dedication that will increase the existing right of way to 54 feet.
22. Based upon the determination of the City Manager or the Manager's designee, the applicant shall construct or cause to be constructed, or contribute a proportionate share of the costs, for all necessary off-site improvements identified by the transportation analysis commissioned to address CDC 85.170. B.2.that are required to mitigate impacts from the proposed subdivision. Proportionate share of the costs shall be determined by the City Manager or Manager's designee who shall assume that the proposed subdivision provides improvements in rough proportion to identified impacts of the subdivision. Off-site transportation improvements will include bicycle and pedestrian improvements as identified in the adopted City of West Linn TSP. (ORD. 1526) (ORD. 1544) (ORD. 1584)

Response: No transportation analysis has been required by the City Engineer for this project, and no off-site improvements have been required. Based on the decision of the planning
commission we are providing half street improvements along upper Elmran drive along with a wheel-chair assessable pedestrian pathway. The applicant is also providing a 12 foot easement at the intersection of Elmran and Cedar Oak to provide better sight distance around the corner.

## B. Blocks and Lots

2. Sizes. The recommended block size is 400 feet in length to encourage greater connectivity within the subdivision. Blocks shall not exceed 800 feet in length between street lines, except for blocks adjacent to arterial streets or unless topographical conditions or the layout of adjacent streets justify a variation. Designs of proposed intersections shall demonstrate adequate sight distances to the City Engineer's specifications. Block sizes and proposed accesses must be consistent with the adopted TSP.
(ORD. 1584)
Response: Block size is not applicable to this development as this project site is not large enough to require multiple blocks. The approved intersection design is per the City Engineers specifications.
3. Lot Size and Shape. Lot size, width, shape, and orientation shall be appropriate for the location of the subdivision, for the type of use contemplated, for potential utilization of solar access, and for the protection of drainageways, trees, and other natural features. No lot shall be dimensioned to contain part of an existing or proposed street. All lots shall be buildable, and the buildable depth should not exceed two and one half times the average width. Buildable describes lots that are free of constraints such as wetlands, drainageways, etc., that would make home construction impossible. Lot sizes shall not be less than the size required by the zoning code unless as allowed by Planned Unit Development (PUD). (ORD. 1401)

Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to provide for the off street parking and service facilities required by the type of use proposed.

Response: All lots are in excess of the size required by the R-10 zoning, 10,000 SF. The lot areas reflected below do not include the area of each lot included in the access drive, Jackson Court.

| Lot Number | Lot Area | Average Width <br> (approx.) | Average Depth <br> (approx.) |
| :--- | :--- | :--- | :--- |
| Lot 1 | 11,429 SF | 85 feet | 140 feet |
| Lot 2 | 11,307 SF | 81 feet | 124 feet |
| Lot 3 | 12,525 SF | 88 feet | 128 feet |
| Lot 4 | 10,554 SF | 85 feet | 120 feet |
| Lot 5 | 10,197 SF | 78 feet | 100 feet |
| Lot 6 | 10,046 SF | 78 feet | 100 feet |

## J. Supplemental Provisions

10. Annexation and street lights. Developer and/or homeowners' association shall, as a condition of approval, pay for all expenses related to street light energy and maintenance
costs until annexed into the City, and state that: "This approval is contingent on receipt of a final order by the Portland Boundary Commission, approving annexation of the subject property." This means, in effect, that any permits, public improvement agreements, final plats, and certificates of occupancy may not be issued until a final order is received. (ORD. 1408;
ORD. 1590 § 1, 2009)
Response: This criteria does not apply to this development. The street lights are already a part of the City of West Linn.

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Neighborhood Meeting Sign-in List Placeholder

May 17, 2010

Robinwood Neighborhood Association and Neighbors within 500 feet of 4111 Elmran Drive
West Linn, Oregon 97068

## Re: Bella Flats Subdivision Approval Extension at 4111 Elmran Drive

All interested parties,
Please find attached a notice to inform you of a chance to discuss the Subdivision Approval Extension for the project site at 4111 Elmran Drive. We plan to develop the existing (2) lots in this location into (6) separate lots each over 10,000 square feet. We received approval from the City of West Linn for this subdivision June $6^{\text {th }} 2007$. We received construction permit approvals May $5^{\text {th }} 2010$.

We will be attending the next Robinwood Neighborhood Association meeting and would like to invite you to discuss our proposal in further detail. This may not be the only topic on the agenda for this meeting.
The meeting will be held:

DATE/TIME:
LOCATION:

APPLICANT: Melynda Retallack/Garrin Royer, Canyon Development

We look forward to seeing you at the meeting or hearing from you. If you are unable to attend the meeting and wish to make additional comments, please contact your
Neighborhood Association President or Designee:
Thomas Boes, President
18717 Upper Midhill Drive, West Linn Oregon 97068
presidentRNA@gmail.com
Kevin Bryck, Designee
18840 Nixon Ave. West Linn, Oregon 97068
Sincerely,
Canyon Development, LLC


Melynda Retallack, AIA, NCARB
Development and Facility Services

File: 100510.BellaFlats-NAmtg.doc

## CANYON DEVELOPMENT

# Subdivision Approval Extension Application 

## 4111 Elmran Drive, West Linn Oregon 97068

| Applicant: | Garrin Royer, Canyon Development LLC 221 Molalla Ave Suite 220 <br> Oregon City, Oregon 97045 503-239-2000 <br> groyer@redsidedevelopment.com |
| :---: | :---: |
| Representative: | Melynda Retallack, Canyon Development LLC <br> 221 Molalla Ave Suite 220 <br> Oregon City, Oregon 97045 <br> 503-239-2000 <br> mel@redsidedevelopment.com |
| Property Information: | 4111 Elmran Drive, West Linn Oregon 97068 <br> Assessor's Map: 21E13CD, Tax Lots 3100 and 3201 <br> Site Size: 1.62 Acres <br> Comprehensive Plan: Low Density Residential <br> Zoning: Single Family Residential, Detached, R-10 |

The applicant is required to apply for a Subdivision Approval Extension since the site work may not be completed within three years of the initial approval. The applicant has received construction permit approval for the public and private site improvements through the City of West Linn.

For more information, please join us at your next Neighborhood Association Meeting being held:
Tuesday June $8^{\text {th }}, 7 \mathrm{pm}$
Emmanuel Presbyterian Church 19200 Willamette Drive West Linn, Oregon 97045

Development Features:
Custom Home Features:

21.E13CC01200

Ray \& Andrea Scofield 4114 Calaroga Cir West Linn, OR 97068

21E13CC01500
James \& Berdella Elliot
4722 Calaroga Dr
West Linn, OR 97068

21E13CC08900
Gino \& Germaine Ius 4040 Glen Ter
West Linn, OR 97068

21E13CD00600 \& 00601
Craig Jacobsen
18444 Nixon Ave
West Linn, OR 97068

21E13CD01201
Dawn Meaney
4745 Calaroga Dr
West Linn, OR 97068

21E13CD01204
Ross \& Connie Wescott
18463 Nixon Ave
West Linn, OR 97068

21E13CD01300
Gregory \& Anne Morse
18335 Nixon Ave
West Linn, OR 97068

21E13CD02100
Robert Stout 18455 Steamboat Way West Linn, OR 97068

21E13CD02400
Diane Kearns
4255 Calaroga Cir
West Linn, OR 97068

21E13CD02700
Margaret Teske O'Reilly
4025 Elmran Dr
West Linn, OR 97068

21E13CC01300
David Bean
4154 Calaroga Cir
West Linn, OR 97068

21E13CC01600
Jack \& Wendy Gold
4778 Calaroga Dr
West Linn, OR 97068

21E13CC09000
Artan Hoxha
4064 Glen Ter
West Linn, OR 97068

21E13CD00700
Peter \& Pamela Jameson
18480 Nixon Ave
West Linn, OR 97068

21E13CD01202
Kristin McCoy
18428 Steamboat Way
West Linn, OR 97068

21E13CD01205
Linda Parman
18472 Steamboat Way
West Linn, OR 97068

21E13CD01900
Randy \& Linda Tomic
Po Box 522
Marylhurst, OR 97036

21E13CD02200
John Milas \& Gretchen Richardson
4211 Calaroga Cir
West Linn, OR 97068

21E13CD02500
Dawn Meaney
4745 Calaroga Dr
West Linn, OR 97068

21E13CD02800
David Fosberg
54876 Juniper Flats Rd
Maupin, OR 97037

21E13CC01400
Barbara Johnson
4270 Calaroga Cir West Linn, OR 97068

21E13CC08600
Peggy Shaffer \& Russell Coker
3950 Elmran Dr West Linn, OR 97068

21E13CD00500
Clifford \& Marni Gerber 18406 Nixon Ave West Linn, OR 97068

21E13CD00800
Martin Robert Ralston 18490 Nixon Ave West Linn, OR 97068

21E13CD01203
Patrick \& Victoria Smith
4448 Mapleton Dr
West Linn, OR 97068

21E13CD01206
Christopher Swigart
18489 Nixon Ave
West Linn, OR 97068

21E13CD02000
Robert Langman
4151 Calaroga Cir
West Linn, OR 97068

21E13CD02300
Richard Manson
4233 Calaroga Cir
West Linn, OR 97068

21E13CD02600
Darin Holm, Trustee
4785 Calaroga Dr
West Linn, OR 97068

21E13CD02900
James \& Sheila Nichols 4073 Elmran Dr West Linn, OR 97068

21E13CD02901
Michael \& Peggy Berger 4081 Elmran Dr West Linn, OR 97068

21E13CD03300
Richard \& Sheila Wiitanen 4092 Elmran Dr West Linn, OR 97068

21E13CD03600
Florence Guimary 4022 Elmran Dr West Linn, OR 97068 21E13CD03900
Tony \& Linda Spears 4138 Elmran Dr West Linn, OR 97068

21E13CD04101
Marshall \& Nancy King 18687 Nixon Ave West Linn, OR 97068

21E13CD04301
Stephan \& Dawn Gunther 18665 Nixon Ave West Linn, OR 97068

21E13CD04500
Denaire \& Scott Sommerset PO Box 62
Wheeler, OR 97147

21E13CD04700
Diana Craine
18560 Nixon Ave
West Linn, OR 97068

21E24BA01201
Richard \& Sharon Kilian
18837 Nixon Ave
West Linn, OR 97068

21E24BA01400
Craig \& Kathleen Jaeger 18705 Nixon Ave West Linn, OR 97068

21E13CD03000
Donald Fisher 5882 NW Highland PI
Corvallis, OR 97330

21E13CD03400
Steven \& Susan Schelot 4167 Glen Ter West Linn, OR 97068

21E13CD03700
Brian \& Naomi Denekas
4131 Glen Ter
West Linn, OR 97068

21E13CD04000
Carl Kurzenberger
4148 Elmran Dr
West Linn, OR 97068

21E13CD04200
Carson Francis \& Norma Weddle
18675 Nixon Ave
West Linn, OR 97068

21E13CD04400
Miles Miller
18595 Nixon Ave
West Linn, OR 97068

21E13CD04502
Neil \& Susan Robins
4468 Elmran Dr
West Linn, OR 97068

21E13CD04800
Donna Louise Beckett 18670 Nixon Ave
West Linn, OR 97068

21E24BA01300
Esther Lorance \& Michael Monical
18735 Nixon Ave
West Linn, OR 97068

21E24BA01500
Soderquist Bell Living Trust
4552 Cedar Oak Dr
West Linn, OR 97068

21E13CD03201 Canyon Development LLC

PO Box 42310
Portland, OR 97242

21E13CD03500
Rodney \& Jeanette Greiling
4040 Elmran Dr
West Linn, OR 97068

21E13CD03800
Judith Grant
Po Box 647
West Linn, OR 97068

21E13CD04100
Kevin Donovan \& Diana Kendall 4250 Elmran Dr West Linn, OR 97068

21E13CD04300
Thomas Baker
4111 Elmran Dr West Linn, OR 97068

21E13CD04401 \& 04501
Walter \& Bonita Ostergard 4450 Elmran Dr West Linn, OR 97068

21E13CD04600
Stephanie Ann Kidd 4550 Elmran Dr West Linn, OR 97068

21E13CD04900
Katy \& Kevan Lesser 18690 Nixon Ave West Linn, OR 97068

21E24BA01301
David \& Janice Palmer 18741 Nixon Ave
West Linn, OR 97068

21E24BA01600
Judity Citterman \& David Harmon 4312 Stanford St Chevy Chase, MD 20815

21E24BA01700
Robert Hayes, Trustee
4424 Cedar Oak Dr West Linn, OR 97068

21E13CD02102
Richard \& Kelly Wilhelmi 4153 Calaroga Cir
West Linn, OR 97068

Kevin Bryck<br>18840 Nixon Avenue<br>West Linn, OR 97068

Anthony Bracco
2716 Robinwood Way
West Linn, OR 97068

21E24BA01800
West Linn-Wils Sch Dist \#3j
Po Box 35
West Linn, OR 97068

21E13CD02201 \& 02202
David \& Marlynn Pass
Po Box 382
West Linn, OR 97068

Jennifer Hartung
19448 Wilderness Drive
West Linn, OR 97068

Andy Harris 2270 Arbor Drive
West Linn, OR 97068

21E13CD02101
Janusz \& Barbara Bogdan 16872 Cherry Crest Dr Lake Oswego, OR 97034

Thomas Boes
18717 Upper Midhill Drive West Linn, OR 97068

Robert Bjere
18378 Upper Midhill Drive West Linn, OR 97068


U.S. Postal Service ${ }_{\text {rm }}$ CERTIFIED MAIL ${ }_{r w}$ RECEIPT





# Meeting Summary- Bella Flats Subdivision - DRAFT 

| Project: | Cedar Oak - Bella Flats Subdivision | Meeting Date: | June 8, 2010 |
| :--- | :--- | :--- | :--- |
| Location: | 4111 Elmran Drive <br> West Linn, OR 97068 | Owner: | Canyon Development LLC |
|  | Distribution | Robinwood Neighborhood Association <br> City of West Linn | Issued by: |

Meeting Summary from Robinwood Neighborhood Association Meeting, June 8, 2010, 7pm Discussion pertaining to this Subdivision Approval Extension lasted approximately 35 minutes and then the Neighborhood Association moved on to the next item on their agenda.

Date: Description:
1.00 Canyon Development presented the nature of the proposed development and the status of the initial Subdivision Approvals, construction permits and Extension Application.
2.00 Neighbors noted that the intersection of A Steamboat Way (Lower Elmran) and Elman Dr. with S. Cedar Oak Dr. should have better demarcation of crosswalks, it is felt that the existing conditions are unsafe for students. Methods to improve conditions may include the addition of stop signs and striping the crosswalks. The Neighborhood Association will discuss these intersection improvements further with the City of West Linn.
3.00 More off-street parking is desired by the neighbors. Events at the school necessitate parking on streets. Question of whether the design allows cars to park off the street on the grass. Noted that the current street standards for the City of West Linn do not include a parking lane on Elmran Drive. The neighbors would have preferred the school add a parking lane along their property.
4.00 Concern was raised as to whose responsibility it will be to maintain the bioswales the City of West Linn or the homeowners. It is our understanding that the bioswales will be the responsibility of the City of West Linn, since they will be handling the stormwater from the city street.
5.00 Concern was raised about the steep hillside and performing any work close to that slope. Was noted that there is a geo-technical report available as part of the public record.
6.00 It is noted that there are no sidewalks along A Steamboat Way (lower Elmran Drive). A neighbor suggested that a Non-remonstrance Agreement be included as a condition so that the City could hold the developer responsible for future improvements. It would be intended to be included as a condition for the final approval. This motion was raised and seconded.
There was internal disagreement within the Association on this issue and discussion continued later on in the meeting.
It was brought to a motion, with 4 in favor and 8 against.
7.00 Concern was raised as to whom would enforce parking issues relative to keeping the streets clear for fire access. It was noted that the Fire Marshall required the houses at the end of the access drive be fully fire sprinklered.
8.00 Discussed the rain gardens being provided for each property. There was some concern as to whether they would infiltrate and affect the steep slope. Upon reviewing the Civil Drawings, it was agreed that the proposed method that connects the rain gardens to the bio swales and storm system was adequate.
9.00 The adjacent property owner inquired as to how the trees will be selected for removal. He has a tree that he would like the City to remove as it is a hazard to his property. It was noted that as part of the conditions of approval the City arborist will be involved on site at the time of the home construction to decide whether additional trees will be removed. A letter from the Owner to the City about this issue was provided to Canyon Development for review at this meeting. Was noted that Canyon Development was aware of this letter.
10.00 Question was raised as to whether the signage on the site met the City of West Linn Signage standards. Neighbors noted that the signage are temporary and that there were similar size signs around the neighborhood currently.



## Contact:

Hymark Custom Homes
Greg Sams 503.655.2466 linksetc@msn.com

Redside Development
Garrin Royer 503.239.2000
groyer@redsidedevelopment.com

BELLA FLATS


## BELLA FLATS CUSTOM HOMES 4111 Elmran Drive, West Linn

Directions:
Between Bella Flats and
Model Home (18811 Trillium Drive):


BELLA FLATS
HYMARK CUSTOM HOMES

Please see the full sized 24×36 drawings of the site work for the proposed subdivision.

Please see the $11 \times 17$ drawings of the site work for the proposed subdivision.

Please see the attached $C D$.

# City of West Linn <br> PRE-APPLICATION CONFERENCE MEETING DRAFT 

Notes
May 20, 2010

SUBJECT: Extension of previous approval for subdivision at 4111-4125 Elmran Drive

ATTENDEES: Applicants: Garrin Royer, Melinda Retallack
Staff: Tom Soppe (Planning Department), Khoi Le (Engineering
Department)

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.

## Project Details

On May 10, 2007, the Planning Commission approved Canyon Development's request for a 6-lot subdivision at 4111-4125 Elmran Drive in the Robinwood neighborhood. The subdivision request was to turn 2 existing parcels into 6 lots on a triangular shaped piece of land surrounded by Elmran Drive on the east and west and other residential parcels to the north, at the intersection of Elmran Drive and Cedaroak Drive. This was file number SUB-07-01. The decision became effective on June 6, 2007, and therefore the 3-year expiration date for the decision will be June 6, 2010.

Community Development Code (CDC) 99.325(D)(1) states "Only those applications approved between July 1, 2006 and December 31, 2009 shall be eligible for an extension." The previous application therefore qualifies the applicant to be able to apply for an extension. CDC 99.325(D)(2) allows applicants with applications that expire before June 30, 2010 to apply for extensions by June 30, 2010 even if the application has already passed its 3 -year expiration by this date. Therefore, despite the 3 -year expiration date set to occur on June 6, the applicant can still apply for the extension by June 30. The two-year extension, if approved, would be measured from the original expiration date. Therefore if the Extension application is approved, the expiration date would be June 6 , 2012.

The two-year extension application would require the final plat to be recorded by June 6 , 2012 as the two-year extension application is a new application to which all new code applies. 85.090 states "The final plat map shall be submitted to the Planning Director and

Another apparent error in how this was proposed and reviewed previously is that the lot sizes appear to have been calculated as if the minimum lot size is allowed to be 10,000 square feet including access easements, when actually the 10,000 square foot minimum is required to be calculated excluding any access easements. CDC Chapter 2 defines lot area as "The total area of a lot measured in a horizontal plane within the lot boundary lines exclusive of public and private roads, and easements of access to other property or the private driveway area of a flag lot." (Emphasis mine) It appears lot lines will have to be adjusted to ensure that the non-access-easement areas of each lot have at least 10,000 square feet. Because of this needed change, the applicant should respond also to the criterion $85.200(B)$ (3) Lot Size and Shape.

## Process

The Extension permit is required.
A neighborhood meeting following the provisions of 99.038 is required for an Extension permit for a subdivision per $99.325(\mathrm{E})(2)$. Contact Thomas Boes, President of the Robinwood Neighborhood Association, at (503) 699-6112 or presidentrna@gmail.com. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting. The Extension application cannot be accepted unless the neighborhood meeting provisions are fulfilled by the time the application is submitted.

Follow the instructions under Project Details above as to which selected Chapter 85 criteria should be responded to in a narrative. The CDC is online at http://westlinnoregon.gov/planning/community-development-code-cdc.

Follow the submittal requirements for Chapter 85. 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 Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. Per above, the applicant should respond to the following criteria in 85.200 and any other criteria the applicant discovers to be necessary:

- $85.200(\mathrm{~A})(1-5)$
- $85.200(\mathrm{~A})(10)$
- $85.200(\mathrm{~A})(22)$
- $85.200(\mathrm{~B})(2-3)$
- $85.200(\mathrm{~J})(10)$

Also see the paragraph above in the Project Details section regarding which non-narrative submittal requirements have changed since the submittal of SUB-07-01.

N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

# PRE-APPLICATION CONFERENCE MINUTES 

Bella Flats Subdivision

| Project: | Cedar Oak - Bella Flats Subdivision | Meeting Date: | May 20, 2010 |
| :--- | :--- | :--- | :--- |
| Location: | 4111 Elmran Drive <br> West Linn, OR 97068 | Owner: | Canyon Development LLC <br> 221 Molalla Ave. Suite 220 <br> Distribution: |
|  | Garrin Royer, Canyon Development <br> Jack Hoffman, Dunn Carney <br> Don Cushing, Cushing and Associates | Issued by: | Melynda Retallack 2 pages |
|  | Melynda Retallack, Canyon Development |  |  |
| Attendees: | Tom Soppe, City of West Linn <br> Khoi Le, City of West Linn | Don Cushing, Cushing and Associates |  |
|  | Jack Hoffman, Dunn Carney |  |  |

Attachments: Pre-application notes from project planner, Tom Soppe, dated May 20, 1010, Revised Timeline, dated May 20, 2010

## The following items were discussed, not necessarily in the following order:

## Date: Description:

1.01 Tom gave us a copy of his notes regarding the extension application and its requirements, attached.
1.02 The City of West Linn considers Elmran a "collector" street. The plans currently plan for the public street improvements per the requirements of a "local or neighborhood" street. The City requires this to be corrected. The city will require an additional 1' of right of way (ROW) on the lot side of sidewalk. This will affect the lot sizes for Lots 1,5 and 6 and change the plat. The pavement width can remain the same.
In addition, a "collector" street requires a more substantial cross section. We will have to increase the cross section of paving from 4 " to 5 " and the base rock from $12^{\prime \prime}$ to $14^{\prime \prime}$.
Don Cushing will put together a proposal to address this change.
1.03 The City of West Linn requires that we correct the lot sizes to exclude the area of the new private drive, Jackson Court. Per the CDC definition of Lot Area:

Lot area. The total area of a lot measured in a horizontal plane within the lot boundary lines exclusive of public and private roads, and easements of access to other property or the private driveway area of a flag lot.
Mel has looked into the history of why the lot area was not calculated this way previously. It seems that the City wanted the property owners to be responsible for their area of the private drive, in lieu of Jackson Court being its own tract. However, it appears that per the CDC we still cannot count the area of access in the lot area as it pertains to the 10,000 SF minimum requirement. This requirement will cause Lot 6 to be less than 10,000 SF, so some engineering may be required to adjust the lot boundaries.
Don Cushing will put together a proposal to address this change.
Tom noted that the only way to adjust the lot size below 10,000 SF in this R-10 zone is to go through a PUD process or obtain a variance. However, the Extension process does not allow changes to the application. In order to get a variance we

## Bella Flats Subdivision

May 20, 2010
Page 2 of 2
would have to go through a new application process.
Note that I also spoke to Matt Hastie today and he does not recall any way to get around this, he assumes that previously this definition was overlooked by staff.
1.04 Don feels he could get these changes done in $1 \frac{1}{2}$ weeks, therefore potentially we could still be on track to submit the application 6/10/10. We suggested to Khoi and Tom that we have a meeting post application submittal with all parties that review for completeness (Parks, Engineering, Fire and Planning) to try to address any questions or issues quickly and they agreed this was a possibility.
1.05 Mel will obtain CAD plans from the home designer to assist Don in adjusting the lot lines.
1.06 Don asked Khoi to discuss potentially pulling the public work permit approval immediately after the Planning Commission hearing with Dennis. Khoi will get back to us on how that process might work.
1.07 We need to revise the application narrative to include a response to 85.170 B.1.F. in lieu of 85.170 F.1. This section pertains to Traffic Impact Analysis that were not required for this project so the changes to this section do not affect the application. However, since this section has changed since the initial submittal we must address it as part of the Extension Application.
1.08 We need to add a response to 85.160 D.1:

1. Proposed name of the subdivision and streets; these names shall not duplicate nor resemble the name of any other subdivision or street in the City and shall be determined by the City Manager or designee. Street names should be easily spelled, pronounced, and of limited length. All new street names must, to the greatest extent possible, respect and be representative of the surrounding geography and existing street names. Street names should consider any prominent historical City figures or neighborhood themes that exist. Subdivision street names may not reference names of the builder or developer. (ORD. 1565)
I am not clear how the name Jackson Court was chosen. We will need to address this item in the narrative and defend the choice of this name.
1.09 Tom noted that our timeline was aggressive and noted that they have to give the public 20 days notice from the time an application is deemed complete to the Planning Commission Hearing date. We pointed out that if we can shorten the completion review time that potentially we can still get to a hearing $7 / 21 / 10$, which could still allow us to begin construction the beginning of August.
1.10 Jack plans to talk to Chris Jordan again when the team has a plan of how we are proceeding to see if he will help us expedite this process.

## DEVELOPMENT REVIEW APPLICATION

TYPE OF REVIEW (Please check all boxes that apply):
[ ] Annexation
[ ] Appeal and Review *
[ ] Conditional Use
Non-Conforming Lots, Uses \& Structures
[ ] Planned Unit Development
[ ] Design Review
[ ] Pre-Application Meeting *
[ ] Easement Vacation
[ ] Quasi-Judicial Plan or Zone Change
[ ] Extraterritorial Ext. of Utilities
[ ] Street Vacation
[ ] Final Plat or Plan
[ ] Subdivision
[ ] Flood Plain Construction
[ ] Hillside Protection and Erosion Control
[ ] Temporary Uses *
[ ] Tualatin River Greenway
[ ] Historic District Review
[ ] Variance
[ ] Legislative Plan or Change
[ ] Water Resource Area Protection/Wetand
[ ] Lot Line Adjustment * /**
[ ] Willamette River Greenway
[ ] Minor Partition (Preliminary Plat or Plan)
[ ] Other/Misc
Home Occupation, Pre-Application, Sidewalk Use Application *, Permanent Sign Review *, Temporary Sign Application require different application forms available in the forms and application section of the City Website or at City Hall.

TOTAL FEES/DEPOSIT

$$
\$ 2,700.00
$$



Don CuSiting
CONSULTANT(PRINT) ADDRESS CITY ZIP PHONE \&/OR EMAIL
SITE LOCATION/ADDRESS
AI ELMARAN DRIVE KIST LINA OR 97068
Assessor's Map No.: MAp 2-1E- 13CD Tax Lots): $3100 \leqslant 3201$ Total Land Area:1.7 AERES

1. All application fees are non-refundable (excluding deposit).
2. The owner/applicant or their representative should be present at all public hearings.
3. A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
4. Four (4) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format.

* No CD required / ** Only one copy needed

The undersigned property owners) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. Hereby agree to comply with a code requirements applicable to my application.


Date $\qquad$

Date


ACCEPTANCE OF THIS APPLICATION DOES NOT INFER A COMPLETE SUBMITTAL. THE APPLICANT WAIVES THE RIGHT TO THE PROVISIONS OF ORS 94.020. ALL AMENDMENTS TO THE COMMUNITY DEVELOPMENT CODE AND TO OTHER REGULATIONS ADOPTED AFTER THE APPLICATION IS APPROVED SHALL BE ENFORCED WHERE APPLICABLE. APPROVED APPLICATIONS AND SUBSEQUENT DEVELOPMENT IS NOT VESTED UNDER THE PROVISIONS IN PLACE AT THE TIME OF INTIAL APPLICATION. CONTACT: PLANNING AND BUILDING; 22500 SALAMO RD \#1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106 PLANNING@WESTLINNOREGON.GOV


## BELLA FLATS 6-LOT SUBDIVISION

4111 ELMRAN DRIVE
WEST LINN, OREGON















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(5) HALF STREET IMPROVEMENTS - UPPER ELMRAN DRIVE PER CONDITION OF APPROVAL(1)


4 STORM SEWER OUTFALL WL-602
6
JACKSON COURT
$\underset{\substack{\text { R.T.S. } \\ \text { Cross sscmon }}}{ }$



