



LAND USE PRE-APPLICATION CONFERENCE

Wednesday, July 8, 2015

**City Hall
22500 Salamo Road**

Willamette Conference Room

9:00 am Proposed self-storage building

Applicant: Tom Jones, Northwest Self Storage

Subject Property Address: 2400 and 2450 Willamette Falls Drive

Neighborhood Assn: Willamette

Planner: Peter Spir

Project #: PA-15-25





CITY OF **West Linn**

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE:	7-8-15	TIME: 9:00 am
PROJECT #:	PA-15-25	
STAFF CONTACT:	Peter Spir	FEE: \$1000 ⁰⁰

Pre-application conferences occur on the first and third Thursdays 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 at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 21E 35D 2000 & 5300, 21E 35DD 3400 & 3500

Brief Description of Proposal: See attached narrative 2400 & 2450 WFD

Applicant's Name: Northwest Self Storage West Linn, Attn: Tom Jones

Mailing Address: 14185 SE 82nd Dr Clackamas Or 97015

Phone No: (503) 804-5545 Email Address: capitalman@onlinenw.com

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:
See attached narrative

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

[Signature] _____ Date 5/26/15

Property owner's signature

2724 SE 82nd AVE. Portland, OR 97266

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

June 2, 2015

City of West Linn
Attention: Planning Department
22500 Salamo Road
West Linn, OR 97068

Re: **Northwest Self Storage West Linn**
Pre-Application Meeting Narrative
Project Number 2150120.00

Dear West Linn Planning Department:

On behalf of the applicant, we request a pre-application meeting with West Linn for a proposed self-storage building north of Willamette Falls Drive, near 6th Street. The site consists of Tax Lots 21E 35D 2000 and 5300, and 21E 35DD 3400 and 3500. The site is zoned General Commercial (GC) and contains approximately 1.58 acres according to tax records.

Access for the development is proposed to be shared via the existing driveway of the neighboring property to the east at 2500 Willamette Falls Drive. Public services appear to be available within Willamette Falls Drive and the frontage road immediately south of the site. The proposed building will have four stories and will contain approximately 74,000 square feet of floor area, including an office space as shown on the preliminary plan included with this application. (Note that we have used a site plan from a previous application as a base map to facilitate a comparative analysis relative to site impacts on mapped resource areas; the black-line work overlaid on the prior site plan shows how a building and access with a hammerhead turnaround at the west could be sited.)

At the pre-application meeting, we would like to discuss the following items:

- We understand there is a 100-foot riparian corridor on the site. What is the maximum encroachment allowed into the riparian area? What technical evidence will be needed to address City standards?
- What mitigation is required for removal of the oak tree at the northeast corner of the site?
- What frontage improvements will be required along Willamette Falls Drive?
- What approval process is required to allow the use of underground storm water quality and/or detention methods to treat on-site runoff prior to release into the public storm drain system?

We look forward to discussing this proposal with you. If you have any questions prior to the meeting please feel free to contact me.

Sincerely,

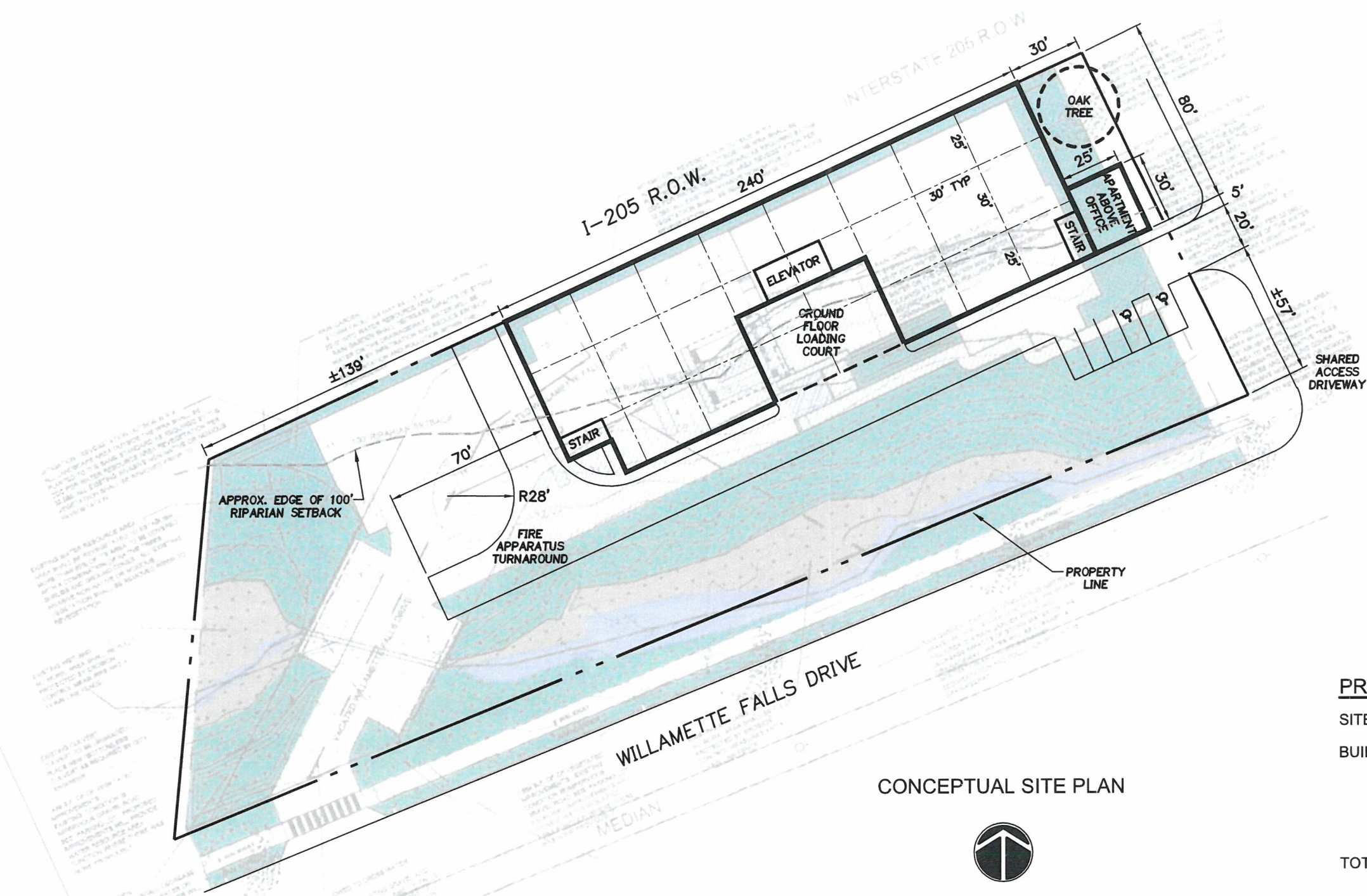
City of West Linn
Northwest Self Storage West Linn
Project Number 2150120.00
June 2, 2015
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Lee Leighton, AICP
Planner III

Enclosure(s): Pre-App Request Form; Preliminary Site Plan Overlay Sketch

c: Tom Jones, Northwest Self Storage West Linn

DRAFT



CONCEPTUAL SITE PLAN



1" = 50'-0"

PROJECT SUMMARY

SITE AREA:	±68,630 SF
BUILDING AREA:	
1ST FLOOR:	±17,250 SF
2ND FLOOR:	±19,650 SF
3RD FLOOR:	±18,900 SF
4TH FLOOR:	±18,900 SF
TOTAL BUILDING AREA:	±74,700 SF (GROSS)
DEVELOPMENT AREA WITH IN RIPARIAN ZONE:	±16,700 SF ±25%

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WEST LINN STORAGE

DRAWN BY: WJB DATE: 4/10/15
 CHECKED BY: DW JOB NUMBER: 2150120