



### PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE: <u>3-1-18</u>	TIME: <u>10:00 am</u>	PROJECT #: <u>PA-18-07</u>
STAFF CONTACT: <u>Jennifer Arnold</u>		FEE: <u>\$1,000<sup>00</sup></u>

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 15 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 2180 STE COURT West Linn OR 97088

Brief Description of Proposal: partition property North and South

Applicant's Name: Willamette Capital Investments, LLC

Mailing Address: PO Box 2507 Wilsonville, OR 97070

Phone No: (503) 407-5957 Email Address: planning@msw.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:

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]  
Property owner's signature

2/6/18  
Date

R. Patrick Hanson & Timothy A. Toffe  
Property owner's printed name and mailing address  
(if different from above)



# LAND USE PRE-APPLICATION CONFERENCE

Thursday, March 1, 2018

City Hall  
22500 Salamo Road

Willamette Conference Room

10:00 am Proposed partition of property for medical/dental office and drive-thru/fast food uses.

Applicant: Willamette Capital Investments

Subject Property Address: 2180 8<sup>th</sup> Court

Neighborhood Assn: Willamette

Planner: Jennifer Arnold

Project #: PA-18-07



<b>Project Name:</b>	2180 8 <sup>th</sup> Court, West Linn
<b>Location (address, assessor's no., tax lot, quadrant):</b>	2180 8 <sup>th</sup> Court, West Linn, Oregon
<b>Lot Area:</b>	~45,491 s.f.
<b>County:</b>	Clackamas
<b>Jurisdiction:</b>	West Linn
<b>Municipality Contact:</b>	
<b>Research Date:</b>	2/1/18
<b>Zoning</b>	
Zoning District:	General Commercial (GC)
Overlay Zone (if applicable):	
Planning District (if applicable):	
Urban Renewal District (if applicable)	
Other (if applicable)	
<b>Project Specific Information</b>	
Permitted Use(s):	<ol style="list-style-type: none"> <li>1. Agricultural sales.</li> <li>2. Agricultural services.</li> <li>3. Animal sales and services, grooming.</li> <li>4. Building maintenance services.</li> <li>5. Business equipment sales and services.</li> <li>6. Business support services.</li> <li>7. Communications services.</li> <li>8. Consumer repair services.</li> <li>9. Convenience sales and personal services.</li> <li>10. Eating and drinking establishments.</li> <li>11. Drive-through restaurants.</li> <li>12. Family day care.</li> <li>13. Financial, insurance and real estate services.</li> <li>14. Food and beverage retail sales.</li> <li>15. General retail services.</li> <li>16. Hotel/motel, including those operating as extended hour businesses.</li> <li>17. Laundry services.</li> <li>18. Senior center</li> <li>19. Medical and dental services.</li> <li>20. Parking facilities.</li> <li>21. Participant sports and recreation, indoor.</li> <li>22. Personal service facilities.</li> <li>23. Professional and administrative services.</li> <li>24. Research services.</li> <li>25. Utilities, minor.</li> <li>26. Cultural exhibits and library services.</li> </ol>
<b>Surrounding Zoning:</b>	
North	Highway 205

South	R-10
East	General Commercial (GC)
West	General Commercial (GC)
<b>Surrounding Street Designations:</b> Arterial, collector, local, pedestrian route, etc	To be determined at Pre-App conference.
Are any of the roads State owned, i.e. needing ODOT permits/approval	To be determined at Pre-App conference.
Is the site in any special districts? Pedestrian, old town, etc?	To be determined at Pre-App conference.
Is the site located on a transit route?	To be determined at Pre-App conference.
Where is the closest stop (& distance)	Not determined at this time
<b>Are there special site conditions?</b>	
In FEMA floodplain	To be determined at Pre-App conference.
Steep slopes	Yes
Wetland, riparian or waterfront areas	Yes
Hazardous soil conditions	Unknown
Historic or Archeological area	Unknown
Large trees to be removed?	Unknown
<b>Base Zone Requirements</b>	
Min. Lot Dimensions	The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.
Min. Front Lot Dims	The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet. Average shall be 50'.
Min. Lot Depth	90 feet. Confirm with C.O.W.L. measurement taken to property lot lines and not buffer or easement edges.
Building Height	Maximum: 35' to 45'
Building Coverage	Maximum: 50% of site area. Proposed Lot Coverage: 15%.
<b>Pedestrian Connections:</b>	
Along streets and primary building elevations	The site has a pedestrian easement and stairs from Willamette Falls Dr. to the site. The stairs may be impacted by any street improvements.
<b>Off-Street Parking: 46.050</b>	
Joint Use of a Parking Area	Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times.
Cafes, diners, taverns, bars, lounges, full-service and fast food restaurants.	One space for every 100 square feet of gross floor area. Restaurants with drive-through window and reservoir areas may reduce their parking requirement by 5 spaces.
Take out facilities (i.e., delicatessen, coffee and pastry, pizza, Chinese food, etc.) with no more than 2 tables and 8	One space for every 200 square feet of gross floor area. Take-out facilities with drive-through window and reservoir areas may reduce their parking requirement by 5 spaces.

seats, or 12 feet of stand-up counter space, or combination thereof, so that not more than 8 persons could be accommodated at any one time.	
Medical/dental clinics/day surgery.	One space for every 250 sq. ft. of gross floor area.
Professional offices, banks and savings and loans, and government offices.	One space for every 370 sq. ft. of gross area.
Maximum parking	Parking spaces shall not exceed the minimum required number of spaces by more than 10 percent.
Compact Stalls	8' x 16'
Standard Stalls	9' x 18'
Site Lighting	Lighting. The on-site pedestrian circulation system must be lighted to a level where the system can be used at night by the employees, residents, and customers.
<b>Bicycle Parking Requirements:</b>	
Doctor, Dentist Offices	2, or 0.5 spaces per 1,000 gross sq. ft.
Office	2, or 0.5 spaces per 1,000 gross sq. ft.
Drive-in Restaurant	2 spaces per 1,000 gross sq. ft.
<b>Landscape Requirements:</b>	
Between parking lot and R-O-W.	10'. Can PUE be included to meet landscape req.?
Between parking lot and other lot.	5'
<b>Lighting Requirements:</b>	
	Not researched at this time.
<b>Applications, Process &amp; Procedure</b> (i.e. public hearing, administrative, building permit only etc.)	
	<ul style="list-style-type: none"> <li>• Pre-app meeting</li> <li>• Traffic Impact Analysis</li> <li>• Alt. Review process for reduction of Wetland Buffer</li> </ul>
Neighborhood Notification	Not researched at this time
<b>Utilities</b>	
<b>Stormwater Management</b>	
	Install stormwater catch basins on the south lot or in shared access easement and connect to the existing lateral in utility easement.
<b>Sanitary Sewer</b>	
	Connect to existing sanitary sewer lateral in utility easement along western edge of site.
<b>Power</b>	
	Not researched at this time.

<b>Building Code Analysis (OSSC 2014):</b>	
Construction Type:	Type of Construction: V-B, Wood Frame Construction
Occupancy Class:	Group B- Professional Services, and Group B – Drive Thru Food Service
No. of Stories:	Single story structures proposed
Area per Story:	Allowable Area Per Story: 12,000 s.f. Proposed Area Per Story: 5,000 s.f. & 2,000 s.f.
Automatic Sprinklers:	T.B.D.

# 8<sup>TH</sup> COURT, WEST LINN – Concept Plan

FEBRUARY 2018

**LOCATION:**  
2180 8<sup>th</sup> Court, West Linn

**Owner:**  
Willamette Capital Investments, LLC  
PO Box 2507, Wilsonville, OR. 97070

**Zoning:** General Commercial (GC)  
**Min. Site Area:** None  
**Existing Site Area:** 45,491 s.f. = 1.04 acre

**Development Proposal:** Partition the site into two lots north and south of the access easement

**Proposed Uses:**

- Medical Office / Dental: 5,000 s.f.
- Drive-Thru / Fast Food: 2,000 s.f.

**Total Building Area:** 7,000 s.f.

**PARKING:**

Existing Parking: 51 Stalls  
Proposed Parking: 38 Stalls

Req. Parking:

- Medical: 1 : 250 s.f. = 20 Stalls
- Drive-Thru: T.B.D.



SITE PLAN (NOT TO SCALE)

STAIRS –  
PEDESTRIAN ACCESS EASEMENT



# 8<sup>TH</sup> COURT, WEST LINN – Utility Plan

**LOCATION:**  
2180 8<sup>th</sup> Court, West Linn

**Sanitary Sewer:**  
Connect to existing san / sewer laterals running north-south. Adjust utility easement as necessary.

**Stormwater:**  
City requirements for stormwater detention and release T.B.D.

**Wet-Lands:**  
Applicant to submit a natural habitat report to request a reduction of the 100' wetlands buffer.



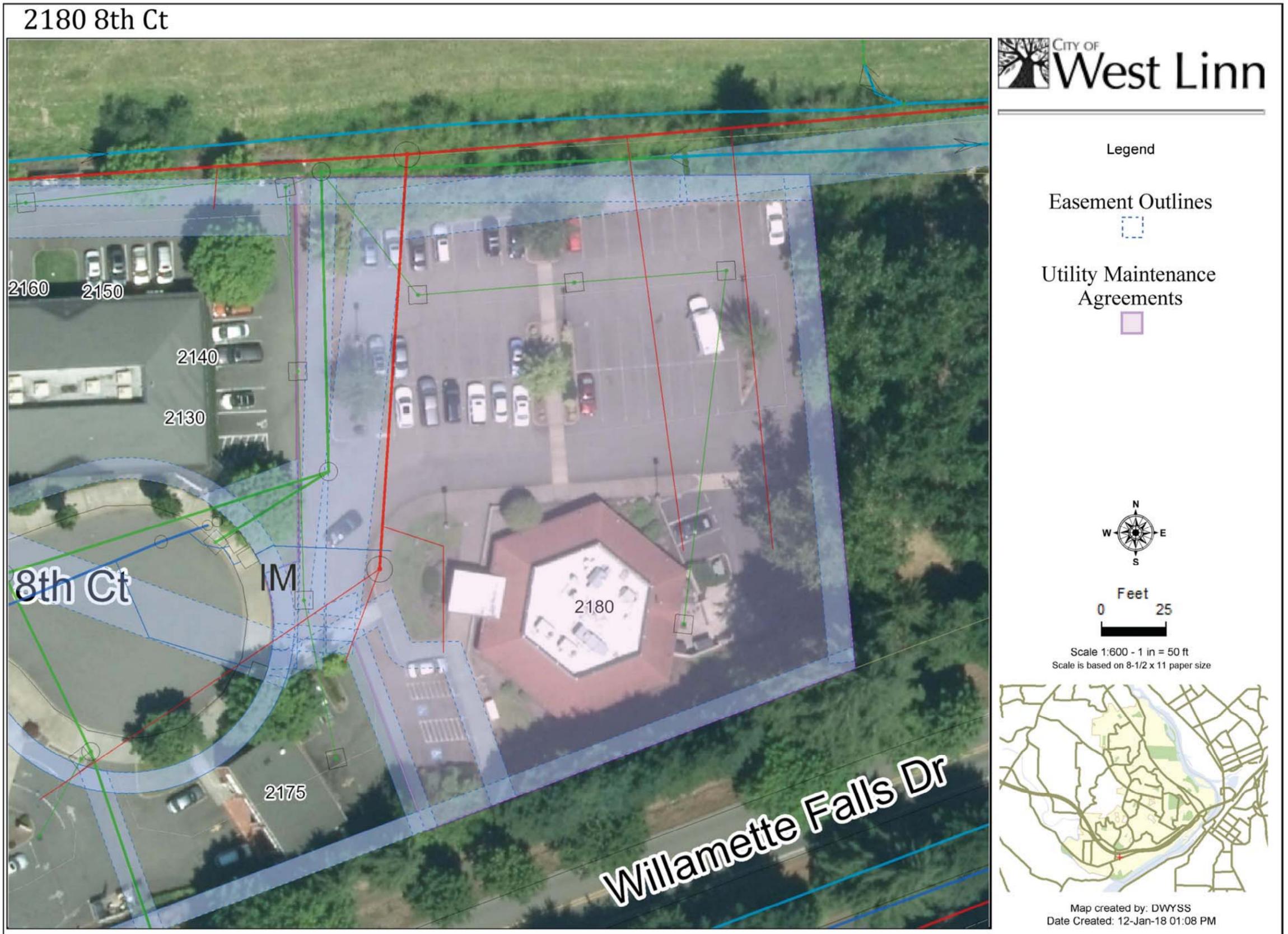
SITE PLAN (NOT TO SCALE)

STAIRS –  
PEDESTRIAN ACCESS EASEMENT



# 8<sup>TH</sup> COURT, WEST LINN – Utility Easements

FEBRUARY 2018



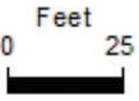
DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Map scale is approximate. Source: West Linn GIS (Geographic Information System) MapOptix.



Legend

Easement Outlines  
[Dashed blue line]

Utility Maintenance Agreements  
[Purple square]



Scale 1:600 - 1 in = 50 ft  
Scale is based on 8-1/2 x 11 paper size



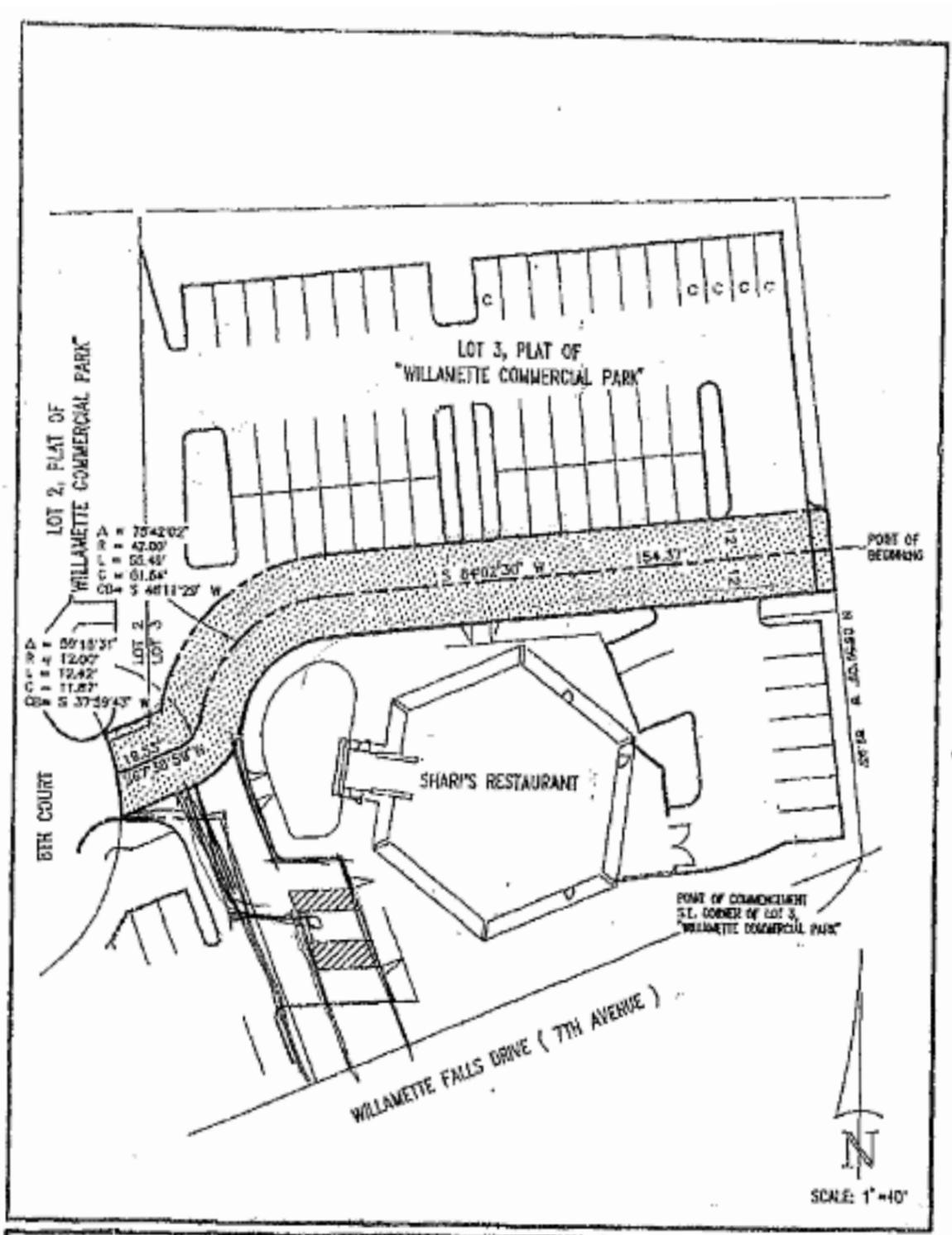
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WEST LINN GIS

EDGE DEVELOPMENT

# 8<sup>TH</sup> COURT, WEST LINN – Easements

FEBRUARY 2018

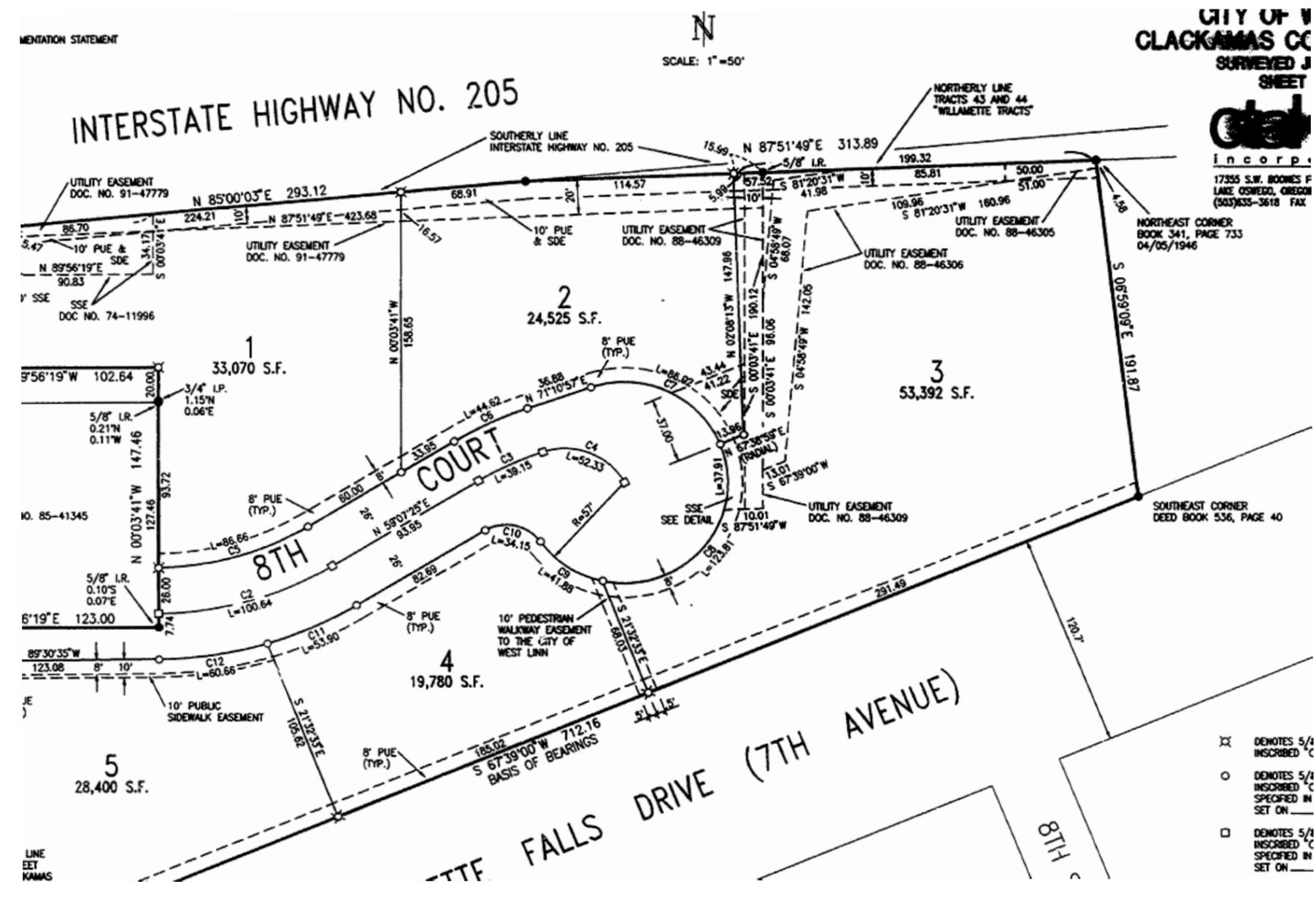


DRAWING TO ACCOMPANY  
LEGAL DESCRIPTION  
ACCESS EASEMENT  
LOTS 2 AND 3, WILLAMETTE COMMERCIAL PARK  
REVISED January 27, 1997

**otak**  
Incorporated

surveys  
engineers  
planners

17355 S.W. BOONES FERRY ROAD  
LAKE OSWEGO, OREGON 97035  
(503)635-3618 FAX (503)635-5395



CITY OF WEST LINN  
CLACKAMAS COUNTY  
SURVEYED J  
SHEET

**otak**  
Incorporated

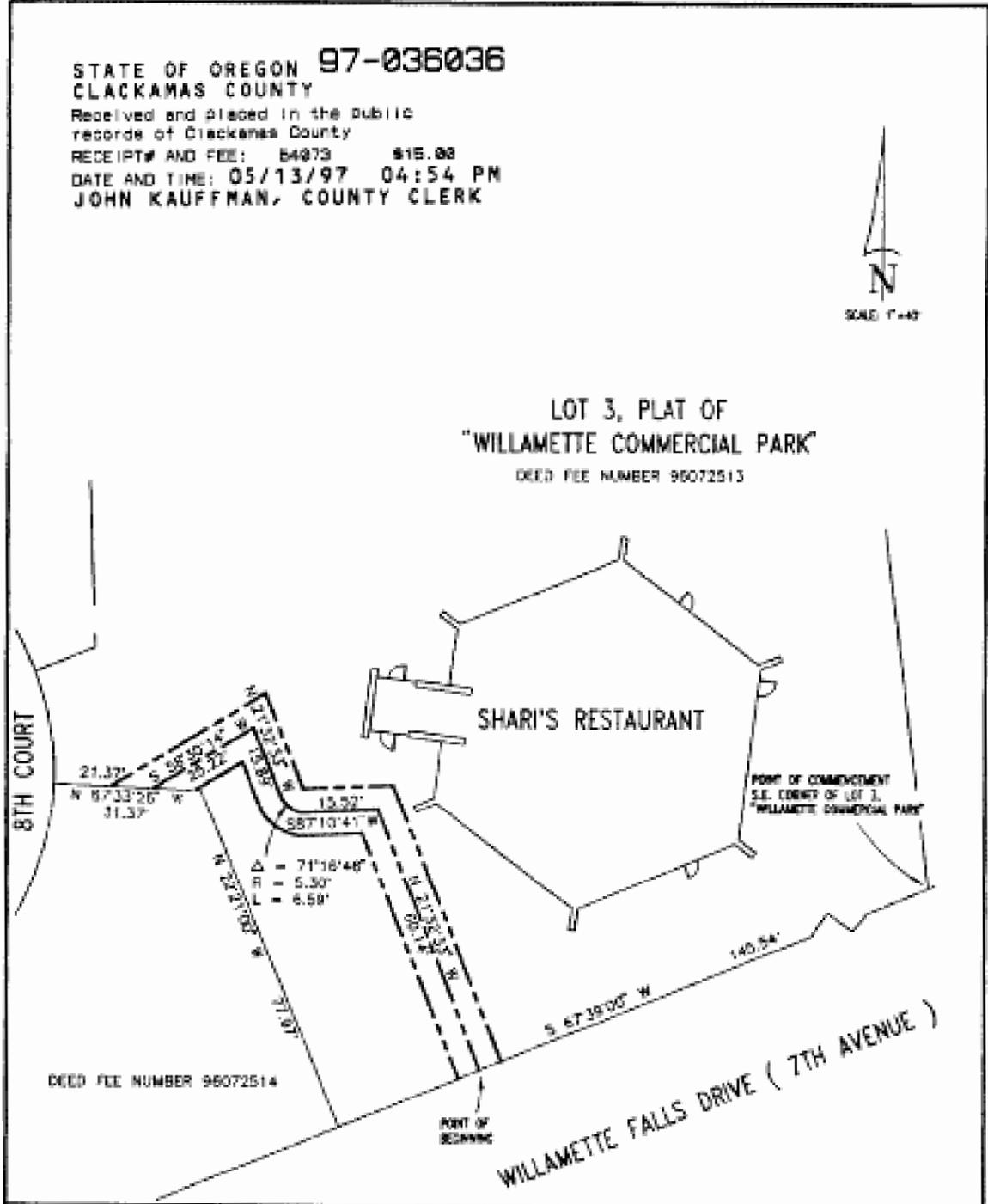
17355 S.W. BOONES FERRY ROAD  
LAKE OSWEGO, OREGON 97035  
(503)635-3618 FAX

NORTHEAST CORNER  
BOOK 341, PAGE 733  
04/05/1946

SOUTHEAST CORNER  
DEED BOOK 536, PAGE 40

- ⊗ DENOTES 5/4 INSCRIBED "C"
- DENOTES 5/4 INSCRIBED "C" SPECIFIED IN SET ON \_\_\_\_\_
- DENOTES 5/4 INSCRIBED "C" SPECIFIED IN SET ON \_\_\_\_\_





<p>DRAWING TO ACCOMPANY                  LEGAL DESCRIPTION                  PEDESTRIAN WALKWAY EASEMENT                  DEED FEE NUMBER 96072513 PARCEL                  April 30, 1997</p>	<p style="font-size: 2em; font-weight: bold;">3 4</p> <p style="font-size: 2em; font-weight: bold;">otak</p> <p style="font-size: 0.8em;">INCORPORATED</p> <p style="font-size: 0.8em;">17355 S.W. BOONES FERRY ROAD                  LAKE OSWEGO, OREGON 97035                  (503)835-3818 FAX (503)835-3195</p> <p style="font-size: 0.8em;">surveyors                  engineers                  &amp; others</p>
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