



CITY OF  
**West  
Linn**

## LAND USE PRE-APPLICATION CONFERENCE

**Thursday, July 19, 2018**

**City Hall  
22500 Salamo Road**

**Willamette Conference Room**

**9:00 am      Proposed zone change**

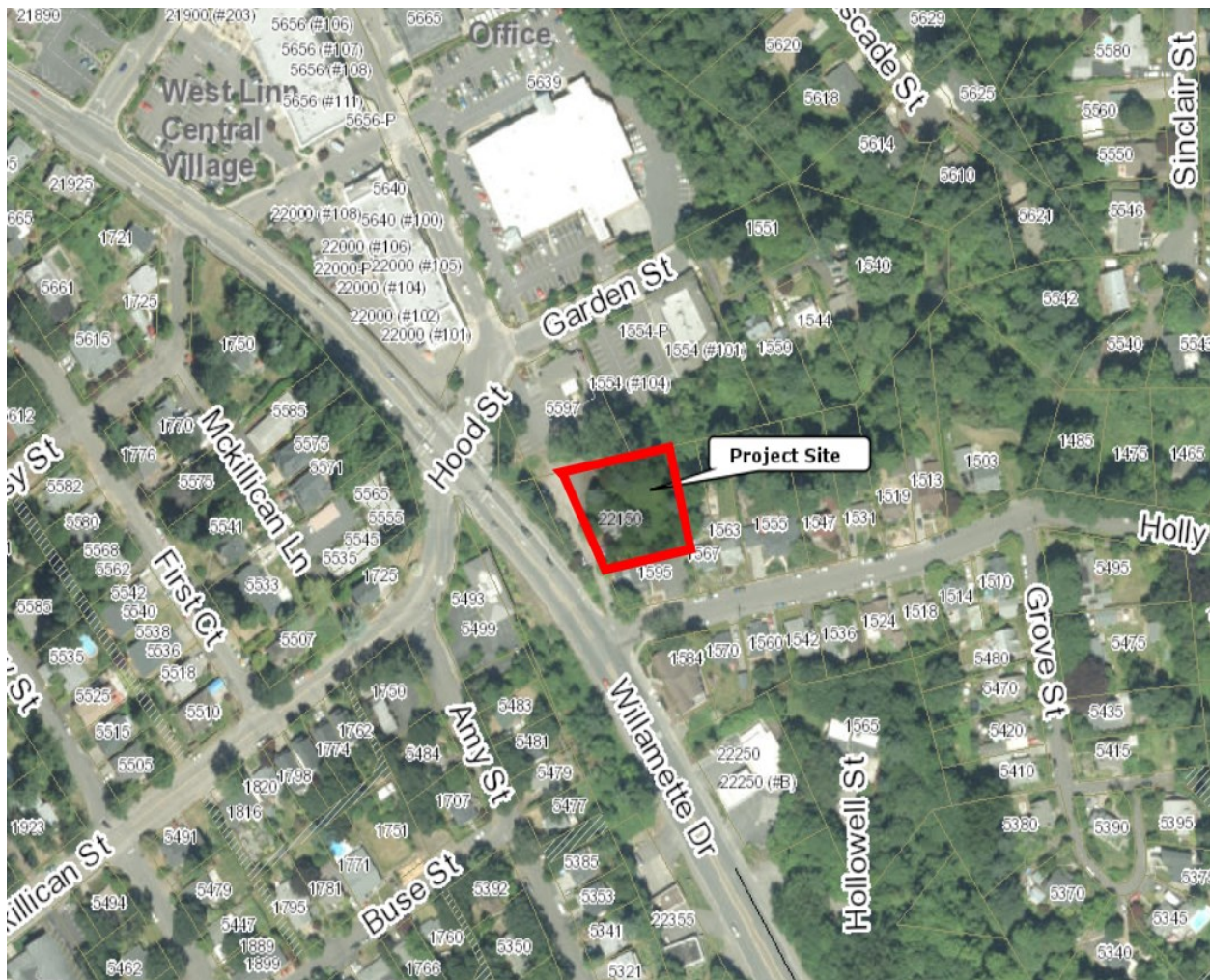
**Applicant:    Bolton Commercial Center LLC**

**Subject Property Address: 22150 Willamette Drive**

**Neighborhood Assn: Bolton**

**Planner: Darren Wyss**

**Project #: PA-18-21**





CITY OF  
**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:	7-19-18	TIME: 9:00am
PROJECT #:	PA-18-21	
STAFF CONTACT:	Darren Wyss	FEE: 1,000 -

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): 22150 Willamette Drive, West Linn, OR

Brief Description of Proposal: Complete a re-zoning of parcel from current commercial zoning to the adjacent zoning that is found on the residential properties and allow for a future conversion of the old single family residential property back into a stand alone residence, which is the last use of the building prior to the building being vacant.

Applicant's Name: Bolton Commercial Center LLC

Mailing Address: PO BOX 12564, Portland, OR 97212

Phone No: (503) 282-4696

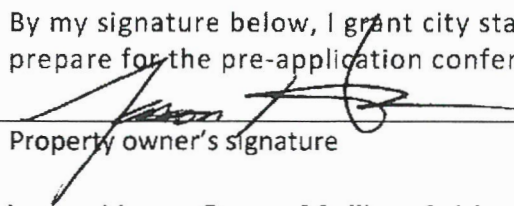
Email Address: mark@mjpmanagement.com

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:  
Need to get a list of what it will take to re-zone this property. Staff has previously considered numerous commercial proposals, and has essentially stated that without an easement from neighboring properties, that future re-development will not be granted.

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

  
Property owner's signature

Jason Hess, Same Mailing Address

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

