



# LAND USE PRE-APPLICATION CONFERENCE

Thursday, May 2, 2019

City Hall  
22500 Salamo Road

**\*BOLTON\* Conference Room**

**10:00 am** Proposed replacement of the Post Office building and reconfiguration of the parking lot. Project is to be phased. Phase I is parking reconfiguration and Phase 2 is the new structure

**Applicant:** Matt Grady, Gramor Development

**Subject Property Address:** 5665 Hood Street and a portion of 5639 Hood Street

**Neighborhood Assn:** Bolton

**Planner:** Jennifer Arnold

**Project #:** PA-19-09





### PRE-APPLICATION CONFERENCE

| THIS SECTION FOR STAFF COMPLETION        |                         |                               |
|--|-------------------------|-------------------------------|
| CONFERENCE DATE:<br><i>May 2</i>         | TIME:<br><i>10:00am</i> | PROJECT #:<br><i>PA-19-09</i> |
| STAFF CONTACT:<br><i>Jennifer Arnold</i> | FEE:<br><i>1000-</i>    |                               |

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): Map 22E 30 CA, Lots 00700, 00900 (portion)

Brief Description of Proposal: Replace the existing post office structure with a new single story retail structure sized 6,700 sf in conjunction with a reconfigured parking lot that will enable shared parking for the existing grocery market and the new structure. The project is to be phased; Ph 1 parking reconfigurations; Ph 2 new structure.

Applicant's Name: Matt Grady

Mailing Address: 19767 SW 72<sup>nd</sup> Ave, Suite 100, Tualatin, OR 97062

Phone No: (503) 245-1976 Email Address: matt@gramor.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:

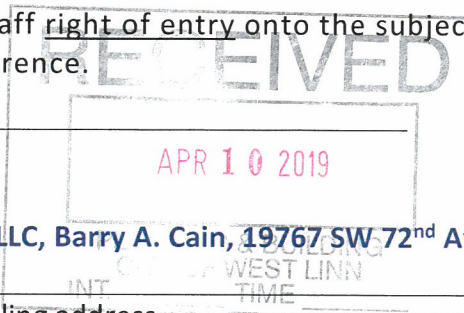
- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or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

What are the property setbacks in the GC zone? What are the SDC fees? What type of land use application(s) are required? What studies need to be conducted (ie acoustic, traffic). What code sections apply? What are the processing fees?

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



Date 4/10/19

**West Linn Shopping Center Associates LLC, Barry A. Cain, 19767 SW 72<sup>nd</sup> Ave, Suite 100, Tualatin, OR 97062**

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



## West Linn Central Village - Post Office Reconfiguration Project

### Project Information:

Location: 5665 and 5639 Hood Street, West Linn, 97068

Assessor Map  
and Lots: Map 22E 30CA, Lots 00700 0.62 ac and portion of 00900 0.11 ac

Zoning: General Commercial

#### Adjacent Uses:

- North - 2 residential structures. One used for a residence and the other for an office
- East – Steep drainage way and residential lots beyond
- South – Market of Choice Market and parking area
- West – Hood Street and commercial buildings

Property Owner: West Linn Shopping Center Associates, LLC

#### Proposal

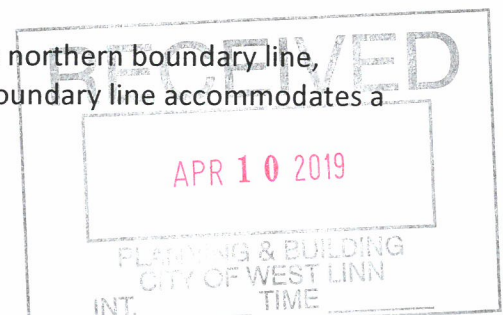
Summary: Reconfigure the existing parking between the market and post office, remove the post office structure and construct a new single story retail building sized approximately 6,700 square feet. Project is to be phased to allow Phase 1 site work and parking lot reconfiguration to be completed first and Phase 2 Building to be constructed second.

### Project Description

#### Existing Conditions

The subject site is the location of the existing post office that has been in existence on this site for many years. A small portion of the site (located in Lot 00900) to the east is gravel and will be included in the redevelopment project. The site is zoned General Commercial, and is surrounded by properties to the north, south and west with the same zoning. There is a natural drainage area to the south with large trees and steep grades. The structure is sized 5,271 square feet and is served by 28 paved parking spaces, and a gravel area of another 5,100 square feet located to the east of the paved area, used for overflow parking. The site contains a fence along the southern boundary as well as along the northern boundary. Access is from two locations along the property frontage. There is no sidewalk along the property frontage.

A small portion of the grocery store tax lot is involved along the northern boundary line, including the gravel portion mentioned above. This northern boundary line accommodates a



change in elevation that is currently planted with a hedge. The total area of the project is approximately 0.73 acres.

### Proposal

Reconfigure the paved parking lot to accommodate a two-way drive aisle at the east and remove the post office structure and replace with a parking field arranged with a central two-way drive aisle with parking on either side. A new single story commercial building sized about 6,700 square feet will be constructed in the north western corner of the parcel where the existing parking and drive aisle is located.

The reconfigured parking area will access Hood Street in one location instead of the existing 2 curb cuts. A new sidewalk along the Hood Street frontage will be constructed and utilities that may be in the way of the curb cut will be relocated.

The parking circulation will include a new 2-way connection just east of the existing water feature and plaza, to permit a circular path between the existing grocery and the new retail building. A central walkway, will extend from the current market entrance north into the revised parking area. A wider landscape zone of 18 feet between the two parking fields will be planted with groundcovers. An enclosed refuse container will be located to the north east of the new parking field, situated for the service provider to have "head in access". The number of parking spaces will yield 11 new spaces between the two uses.

The new 6,700 square foot single story building will reflect an architecture style using a combination of features currently incorporated with a large expanse of storefront windows, doors and canopies on the south and west and solid materials on the north and west. Roof top equipment will be shielded by a parapet around the perimeter of the structure. Doors and windows would be minimized along north and east elevations.

### Time Frame

The goal is to complete the land use processing by the end of November 2019 and commence construction in the first quarter of 2020. The first phase parking area would be completed by June 2020 and the second building phase would be within 2 years depending upon tenant demands.

### Tenant Explanation

The Post Office is a long standing tenant and Gramor has been reasonable and responsive towards retaining them on site. To that end, Gramor has been in communications with the Post Office representatives for the past 9 months and has recently extended the lease for another 6 months to provide more time for the post office to analyze their operations and evaluate if they want to remain within the project site in a different location and configuration or seek an alternate location. The final decision rests with the post office.



This map was prepared for assessment purpose only.

N.E. 1/4 S.W. 1/4 SEC. 30 T.2S. R.2E. W.M.  
CLACKAMAS COUNTY

D. L. C.  
HUGH BURNS NO. 51

2 2E 30CA  
WEST LINN

1"=100'

SEE MAP 2 2E 30BD



- CANCELLED
- 3300
  - 5400
  - 9900
  - 9100
  - 9300
  - 800
  - 1301
  - 1400
  - 1500
  - 9200
  - 5000
  - 4901
  - 4501
  - 4701
  - 5201
  - 5301
  - 3801A
  - 6200
  - 3101
  - 3202
  - 2600
  - 2700
  - 2800
  - 2900
  - 3000
  - 3100
  - 3200
  - 3201
  - 3600
  - 3804
  - 1600
  - 1700
  - 1800
  - 1100
  - 1200
  - 1300
  - 3500

SEE MAP 2 2E 30CB

22000

SEE MAP 2 2E 30CC

RECEIVED

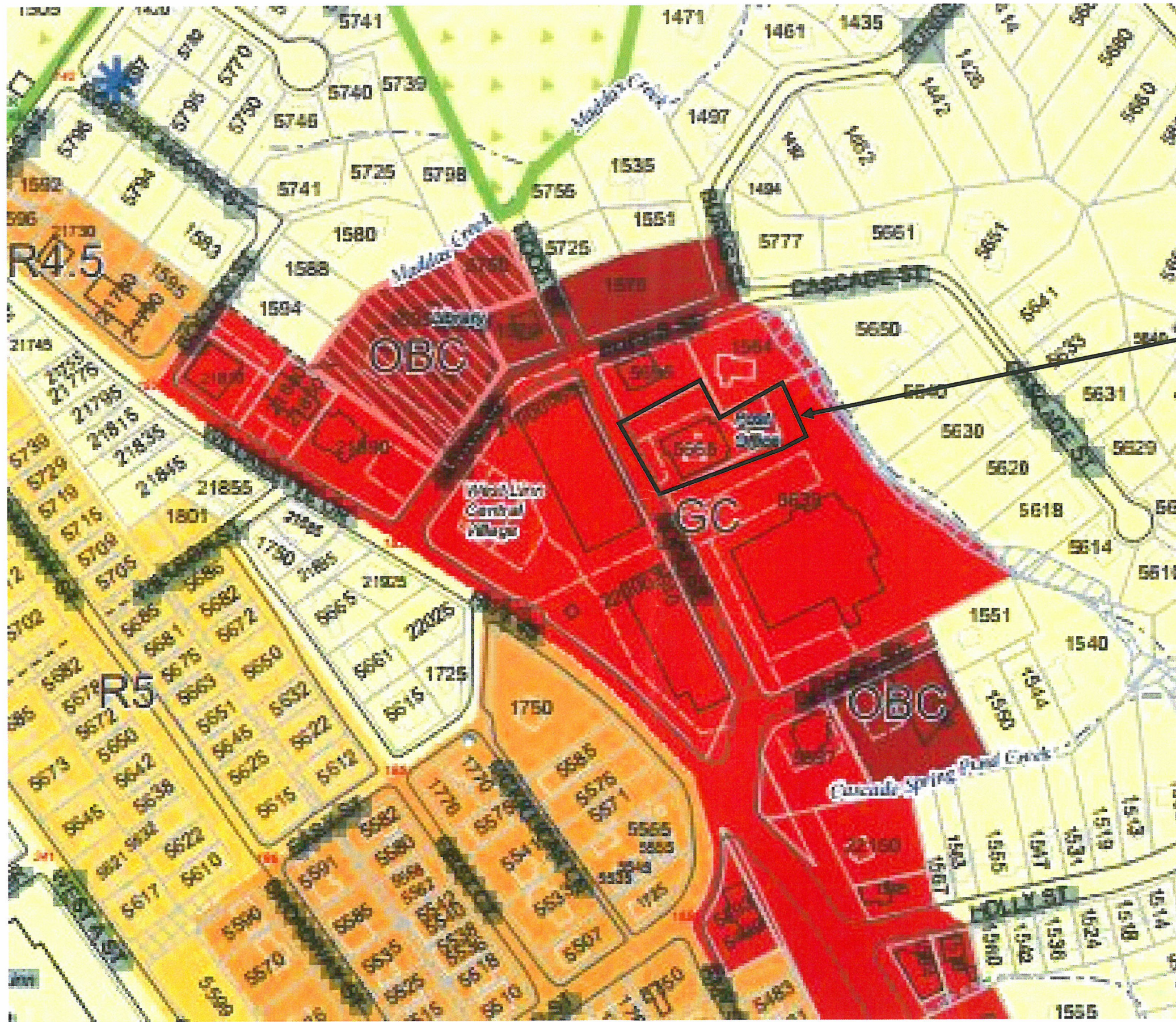
APR 10 2019

PLANNING & BUILDING  
CITY OF WEST LINN  
INT. TIME

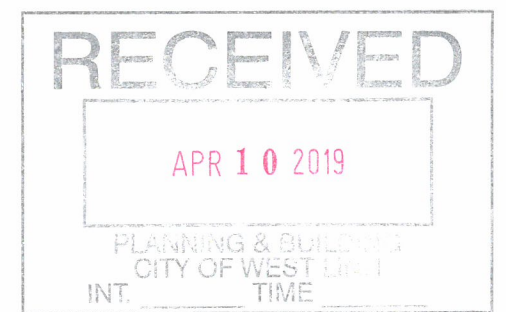
22300

BOOK 19  
2 2E 30CA  
WEST LINN





Proposed Project Area

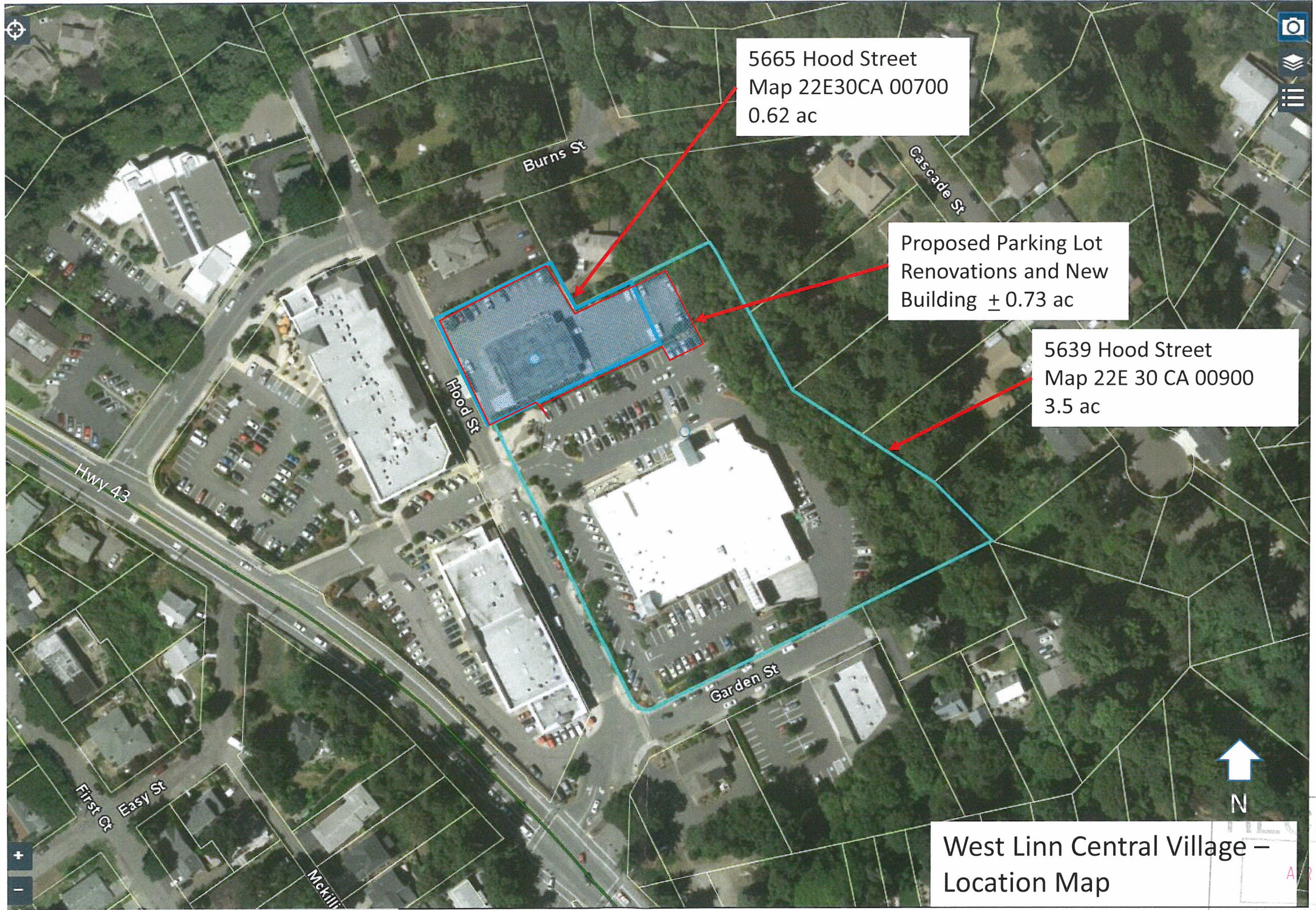


City of West Linn  
 Zoning Map









5665 Hood Street  
Map 22E30CA 00700  
0.62 ac

Proposed Parking Lot  
Renovations and New  
Building ± 0.73 ac

5639 Hood Street  
Map 22E 30 CA 00900  
3.5 ac

West Linn Central Village –  
Location Map

RECEIVED  
APR 10 2019  
PLANNING & BUILDING  
CITY OF WEST LINN  
INT. TIME



TILAND / SCHMIDT ARCHITECTS, P.C.  
 3611 S.W. HOOD AVE., SUITE 200  
 PORTLAND, OR 97239  
 (503) 220-8511  
 FAX (503) 220-8510

**GRAMOR**  
 DEVELOPMENT

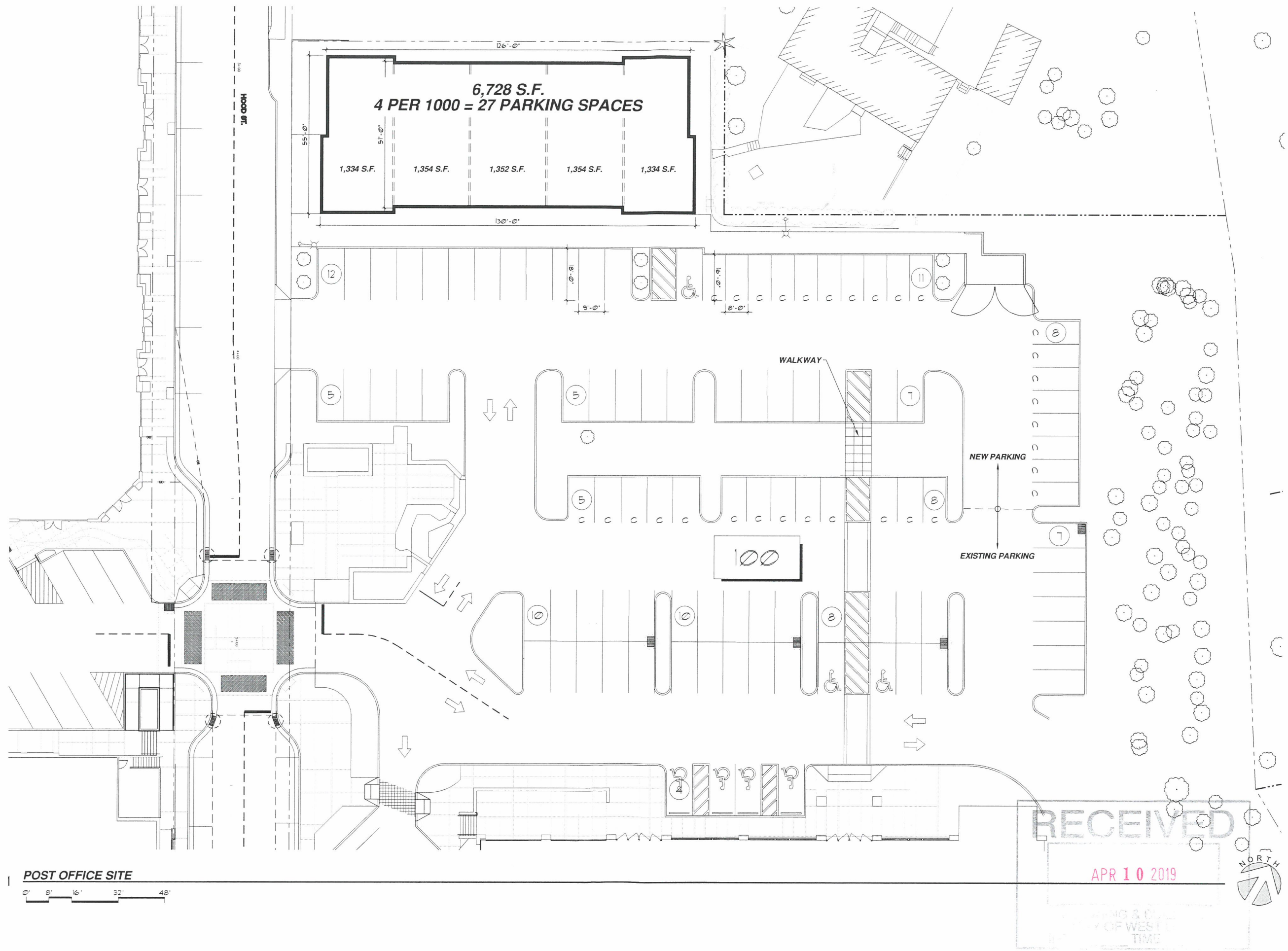
**WEST LINN CENTRAL VILLAGE  
 POST OFFICE SITE**  
 5665 Hood Street, West Linn, Oregon 97068

PROJECT NO. 17185

DATE: APRIL 20, 2018  
 DRAWN BY: KDM  
 CHECKED BY: FMS

| REVISIONS |     |
|-----------|-----|
| 07/31/18  | KDM |

SP  
 6



POST OFFICE SITE

0' 8' 16' 32' 48'