



## **LAND USE PRE-APPLICATION CONFERENCE**

**Wednesday, November 4, 2020  
WEBEX**

**11:00 am**     **Proposed new gangway addition to an existing, private joint-use dock**

**Applicant:**    **Jordi Kellogg**

**Property Address:** **2115 Windham Oaks Court**

**Neighborhood Assn:** **Bolton**

**Planner:** **Jennifer Arnold**

**Project #: PA-20-12**





## PRE-APPLICATION CONFERENCE

### THIS SECTION FOR STAFF COMPLETION

CONFERENCE DATE: <b>November 4, 2020</b>	TIME: <b>11:00</b>	PROJECT #: <b>PA-20-12</b>
STAFF CONTACT: <b>JENNIFER ARNOLD</b>		FEE: <b>\$350</b>

Pre-application conferences occur on the first and third Wednesdays 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 by 4:00pm at least **15** days before the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 2115 Windham Oaks Ct (Tax Lot 205/Tax Map 21E24DD)

Brief Description of Proposal: \_\_\_\_\_

Would like to discuss the City's permitting process for the construction of a private new gangway to access an existing boat dock on the Willamette River

Applicant's Name: KC Marine, llc

Mailing Address: 5010 Foothills Road Ste E Lake Oswego, Oregon 97034

Phone No: ( ) Email Address: \_\_\_\_\_

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.

*Max Kelly*  
Property owner's signature

10-6-2020  
Date

*Jordie K. Kellogg 2115 Windham Oaks Ct West Linn OR 97068*  
Property owner's printed name and mailing address  
(if different from above)

October 20, 2020



City of West Linn  
Planning & Development Department  
22500 Salamo Rd #1000  
West Linn, Oregon 97068

**RE: 2115 Windham Oaks Court – Pre-Application Conference**

Dear City Staff;

This pre-application conference request is being submitted to discuss the City's permitting process and any additional requirements necessary for the potential construction of a new gangway addition to an existing private joint use boat dock. The Applicant resides at 2115 Windham Oaks Court on Tax Lot 205 of Clackamas County Tax Map 21E24DD. A substantial portion of the new gangway will be located on the neighboring property (Tax Lot 204). The two subject properties are developed with existing homes. The planned project is only for the construction of a new gangway to improve access to the existing private boat dock.

In addition to topics typically covered at the meeting, we would like to discuss the following specific issues:

**Zoning/Land use:**

1. Please confirm that this project is within the Willamette and Tualatin River Protection zone.
2. Please discuss the applicable standards and review procedures as they relate to the Willamette and Tualatin River Protection zone as it relates to the construction of a private boat dock gangway.
3. Please discuss the review and approval process for permitting the new private gangway and any applicable development standards that may affect the design or construction.
4. Please discuss whether the exemption in 28.040.U applies to the project. The project involves the alteration, expansion, and repair of an existing structure.
5. Please discuss whether the exemptions in 28.040.CC and/or DD apply to this project.
6. Please discuss any acceptable methods of preserving legal public access below the Ordinary Low Water (OLW) line (28.110.F.3.)
7. Please confirm the location of the joint use dock is acceptable under 28.110.I.2.
8. Please confirm that the length of the joint use dock is acceptable under 28.110.I.3. The length of the dock is the minimum necessary to provide sufficient water depth under the boat's keel as allowed under 28.110.I.2.
9. Based on the City's online mapping, the subject site is identified as having a stream with a riparian corridor that appears to drain into the slough to the north of the project area. Please discuss how this affects the project.
10. Based on the City's online mapping, the subject site is identified as having steep slopes (exceeding 20%). Please discuss how this affects the potential project.
11. Based on the City's online mapping, the subject site contains Metro Habitat Conservation Areas. Please discuss how this affects the project.
12. Based on the City's online mapping, the subject site contains no identified wetlands. Please confirm that there are no mapped wetlands.
13. Based on the City's online mapping, the subject site is identified as having a public access easement. Please discuss how this affects the development.

14. Based on the City's online mapping, the subject site is identified as having a public sanitary sewer easement. Please discuss how this affects the development.
15. Please discuss any other known zoning overlay districts or development restrictions that could affect the development.

**Engineering/Building Department:**

16. Please confirm that no offsite improvements will be required as part of this development.
17. Please confirm that no frontage improvements will be required as part of this development.
18. Please discuss any applicable access requirements that would be required as part of this development.
19. Please discuss any required geotechnical analyses that would be required as part of this development.
20. Will the City require structural calculations to be submitted for the gangway construction?
21. Please confirm that no utility improvements are required.
22. Please discuss the City's stormwater management standards and how they will be applied as they relate to this development.
23. Please discuss any setback requirements related to the construction of the gangway landing.

**Natural Resources:**

24. Please discuss relevant landscaping standards, if any are applicable.
25. Please discuss any mitigation or enhancement that would be required as part of this development.
26. Please discuss the location/width of the greenway setback for the subject site.
27. Please discuss any required long-term monitoring that would be required after the gangway construction is completed.

**General:**

28. Will the contractor be required to obtain a building permit prior to starting construction? If so, please discuss the submittal requirements and process.
29. Please discuss any additional permits, certifications, and approvals (DSL, FEMA, No-Rise Certification, etc.) that may be required as part of this project.
30. Please discuss whether a construction management plan will be required to demonstrate the means and methods by which the improvements will be installed. If such is required, please provide a summary of the scope of items that should be included in this plan.
31. Please discuss any additional site constraints or issues that we should be aware of.

Thank you for your consideration of this information. We look forward to meeting with you in person to discuss this project. If you have any questions or need anything else, please let me know.

Sincerely,



**AKS ENGINEERING & FORESTRY, LLC**

Jonathon Morse, PE  
503-563-6151 | jonm@aks-eng.com







PRELIMINARY EXISTING CONDITONS  
2115 WINDHAM OAKS CT  
WEST LINN, OREGON

REVIEW  
COPY

JOB NUMBER:	8402
DATE:	9/28/2020
DESIGNED BY:	GSH
DRAWN BY:	GSH
CHECKED BY:	JMM