



PRE-APPLICATION CONFERENCE

Thursday, April 6, 2023

Willamette Room
City Hall
22500 Salamo Rd

10:00 am: **Proposed Flood Management Area (FMA) and Willamette and Tualatin River Greenway (WRG) Protection permits for work to improve access, parking and the paddle craft launch access adjacent to Willamette Park on Volpp Street.**

Applicant: **COWL Parks**
Property Address: **Willamette Park Volpp Street**
Neighborhood Assn: **Willamette Neighborhood Association**
Planner: **John Floyd**

Project #: **PA-23-06**



*The pre-application conference will be conducted in-person.



Pre-Application Conference Request

For Staff to Complete:			
PA 23-06	Conference Date: 4-6-23	Time: 10:00am	
Staff Contact: John Floyd		Fee: Ø	

Pre-application conferences are held on the first and third Thursdays of the month between 9:00 am and 1:00 pm. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the Submit a Land Use Application web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

Property Owner Information

Name: *City of West Linn*
 Email: *RWarner@westlinnoregon.gov*
 Phone #: *503-742-6047*
 Address: *22500 Salamo Rd*

Applicant Information

Name: *Ken Warner*
 Email: *same*
 Phone #: *same*
 Address: *same*

Address of Subject Property (or tax lot):

REQUIRED ATTACHMENTS:

- A project narrative with a detailed description of the proposed project. Briefly describe the physical context of the site.
- A list of questions or issues the applicant would like the City to address.
- A dimensional site plan that shows:
 - North arrow and scale
 - Location of existing trees (a tree survey is highly recommended)
 - Streets Abutting the property and width of right of way
 - Location of creeks and/or wetlands (a wetland delineation is highly recommended)
 - Property Dimensions, existing buildings, and building setbacks
 - Slope map (if slope is 25% or more)
 - Location of existing utilities (water, sewer, etc.)
 - Conceptual layout, design, proposed buildings, building elevations, and setbacks
- Location of all easements (access, utility, etc.)
- Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
- Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
- Proposed stormwater detention system with topographic contours

I certify that I am the owner or authorized agent of the owner:

APPLICANT: *[Signature]*

DATE: *3/7/23*

The undersigned property owner authorizes the requested conference and grants city staff the right of entry onto the property to review the application.

PROPERTY OWNER: *[Signature]*

DATE: *3/7/23*

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
December 16, 2020

SUBJECT: Proposed Flood Management Area (FMA) and Willamette and Tualatin River Greenway (WRG) Protection permits for work to improve access, parking and the paddle craft launch access adjacent to Willamette Park on Volpp Street.

FILE: PA-20-16

ATTENDEES: Applicant: West Linn Parks Department
Staff: Jennifer Arnold, Associate Planner; Amy Pepper, Development Review Engineer

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: Willamette Park (no situs address)
Tax Not No.: Tax lot 4200 of Assessor's Map 31E 02BD
Site Area: 3.8 Acres
Zoning: R-10 (Single-family residential, 10,000 sq. ft. minimum lot size)
Environmental Overlays: FMA, HCA, WRG

Project Details

The applicant proposes to replace the existing gravel parking lot on Volpp Street with Grasscrete, improve paddle craft launch access, add ADA pathway to launch area, and remove asphalt access and restore habitat at the mouth of the Tualatin River (adjacent to Willamette Park). Part of this work has been completed and no parks and natural area design review is required for this application.

Discussion

The area of work adjacent to Willamette Park is entirely encompassed by the 100-year floodplain and parts of the area are in what is considered the floodway. A Flood Management Area (FMA) permit is required. Elevation certificates (pre & post) by a licensed Surveyor are required. The property is also within the Tualatin River Greenway which also identifies Habitat Conservation Areas within the area of work. A WRG permit is required to address the greenway and HCA requirements. There are no application fees for this proposal as West Linn Parks Department is the applicant.

Engineering Division Comments: The applicant should contact Amy Pepper of the Engineering Department at apepper@westlinnoregon.gov for requirements within the right-of-way. Contact Jason Arn of TVFR at jason.arn@tvfr.com for comments or questions regarding any TVFR requirements.

Process

For the FMA permit, address the submittal requirements of CDC Chapter 27.050 (including a topographic survey of the property) and respond to the criteria of 27.060 and 27.080 (the applicant must also address CDC Chapter 11.070). Pre and post construction elevation certificates will be required. Address the submittal requirements of CDC Chapter 27.050 (including a topographic survey of the property) and respond to the criteria of 27.060 and 27.080. Any net fill proposed within the floodplain will require a HEC RAS "no rise" certificate stamped by a certified

engineer. You should contact the Federal Emergency Management Agency (FEMA) regarding any additional permits. For the WRG permit, address the submittal requirements of CDC Chapter 28.090 (28.120-28.150) and the approval criteria of 28.110. A 1:1 on-site vegetative mitigation plan is required for any development within the HCA per 32.090 and 32.100.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

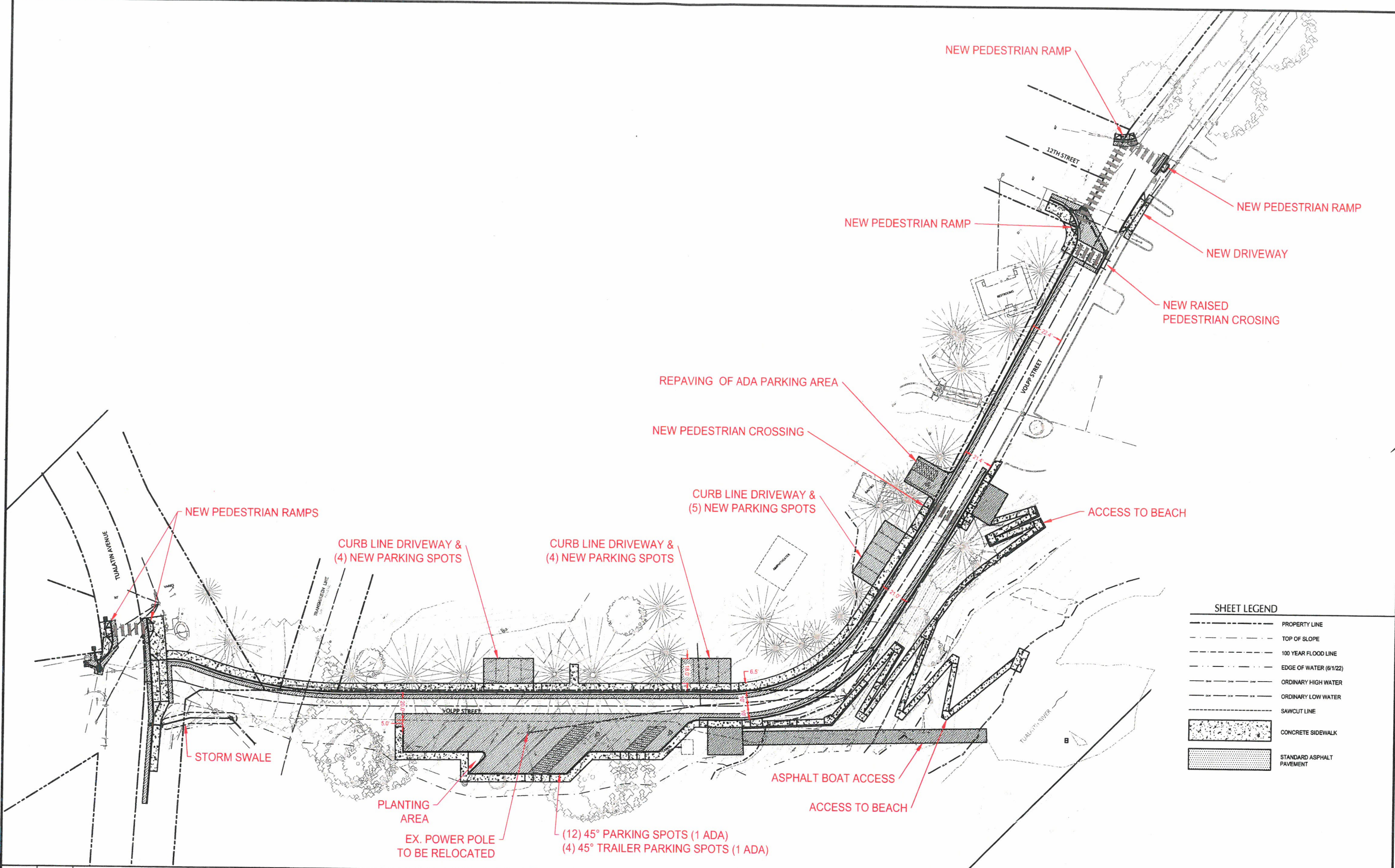
Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, staff will send out public notice of the Planning Manager Decision at least 20 days before it occurs.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application *or provide any assurance of potential outcomes*. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. *A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.*

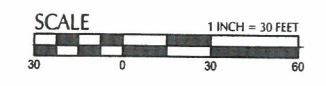
File: \\volpp\projects\2023\12\00067-Willamette-Park-Water-Access-imp\CAD\PLT\00067-EXH-Alt.dwg TAB:ALT2
 24x36 Plotted: 2/8/23 at 11:02am By: ckniphuisen



SHEET LEGEND

	PROPERTY LINE
	TOP OF SLOPE
	100 YEAR FLOOD LINE
	EDGE OF WATER (8/1/22)
	ORDINARY HIGH WATER
	ORDINARY LOW WATER
	SAWCUT LINE
	CONCRETE SIDEWALK
	STANDARD ASPHALT PAVEMENT

REVISION	DATE	DESCRIPTION	BY



FOR
INFORMATION
ONLY

JOB No.:	2100067
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	XXX
PLOT DATE:	2/8/23 11:02am
PLOTTED BY:	ckniphuisen
DWG NAME:	2100067-EXH-Alt.dwg
TAB NAME:	ALT2

1100 12TH ST., WEST LINN, OR 97068

WILLAMETTE PARK
WATER ACCESS IMPROVEMENTS

**VOLPP STREET ROAD & PARKING DESIGN
ALTERNATIVE 2**

SHEET NO.	ALT2
SHEET OF	
RECORD NO.	