



CITY OF  
**West  
Linn**

## PRE-APPLICATION CONFERENCE

Thursday, August 3, 2023

Willamette Room  
City Hall  
22500 Salamo Rd

10:00 am: **Proposed Conditional Use**  
Applicant: **Brett Schulz/Allsion Morton**  
Property Address: **19066 Willamette Drive**  
Neighborhood Assn: **Robinwood Neighborhood Association**  
Planner: **John Floyd**

Project #: **PA-23-11**



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



### Pre-Application Conference Request

For Staff to Complete:			
<b>PA</b>	PA-23-11	<b>Conference Date:</b>	8/3/23
<b>Staff Contact:</b> John Floyd		<b>Time:</b>	10:00
		<b>Fee:</b>	\$350

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: Douglas and Ruthann Seely Joint Trust  
Email: investseely@yahoo.com  
Phone #: (503) 789-0018  
Address: 1780 SW Advance Rd  
West Linn, OR 97068

#### Applicant Information

Name: Brett Schulz  
Email: brett@brettschulz.com  
Phone #: (503) 222-9099  
Address: 2500 NE Sandy Blvd, Suite H  
Portland, OR 97232

Address of Subject Property (or tax lot): 19066 Willamette Dr, Building D, West Linn OR.

#### 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:**

**DATE:** 6-20-2023

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:** Douglas E. Seely, Trustee

**DATE:** 6/20/2023

## **Project Narrative – Bright Schoolhouse Microschool**

June 21, 2023

A Conditional Use is sought to allow an E occupancy nonprofit microschool in a retail zone. The school will have two classrooms each containing a maximum of 30 special needs children older than age 5.

No physical changes are proposed to the site or the exterior of the building other than signage. All construction work will be inside the existing building, consisting of the addition of one bathroom, some additional sinks and a kitchenette.

Previous use was a fitness studio. Applicant believes that this previous use had more traffic impact than the proposed use. The fitness studio had multiple classes per day with members arriving and departing at multiple times during the day. The proposed school will generate significantly fewer car trips, with students being dropped off at approx. 8:00 am and picked up at approx. 3:00 pm.

Applicant believes that negative impacts to the community from the proposed school are negligible or non-existent, and that the proposed use will be a benefit to the community.



STORM WATER DESIGN NOTE:  
 TEXT FROM THE CITY OF PORTLAND STORMWATER DESIGN MANUAL  
 Facilities designed in accordance with the simplified approach are presumed to comply  
 with the City's pollution reduction and flow control requirements (see Chapter 1.0).  
 SYSTEM IS DESIGNED FOR A 25 YEAR STORM EVENT FOR TREATMENT AND DETENTION REQUIREMENTS.

**LEGEND & ABBREVIATIONS**

- PROJECT BENCHMARK
- EXISTING CATCH BASIN
- ⊙ EXISTING SANITARY SEWER MANHOLE
- ⊕ EXISTING UTILITY POLE
- RIGHT-OF-WAY LATH SET
- △ SPOT ELEVATION
- ▲ PERIGEE CONTROL POINT (AS NOTED)
- MONUMENT FOUND (AS NOTED)
- - - - - EXISTING EDGE OF PAVEMENT
- 24" W - - - - - EXISTING WATER LINE (SIZE AS NOTED)
- - - - - EXISTING STORM LINE
- - - - - RIGHT-OF-WAY LINE
- - - - - CENTER LINE
- - - - - PROPERTY LINE
- - - - - EXISTING SANITARY LINE
- - - - - EXISTING CENTER OF CREEK
- SS - - - - - EXISTING SANITARY LINE
- CB CATCH BASIN
- CONC. CONCRETE
- EXIST. OR EX. EXISTING
- IE INVERT ELEVATION
- SDMH STORM DRAIN MANHOLE
- SSMH SANITARY SEWER MANHOLE
- EL OR ELEV ELEVATION
- Ⓛ LANDSCAPED AREA

TAX LOTS 100, 102, & 1100  
 MAP 2-IE-23AA  
 PART OF LOTS 15, 16, 11 & 18  
 CEDAR OAK PARK  
 CITY OF WEST LINN  
 CLACKAMAS CTY, OREGON

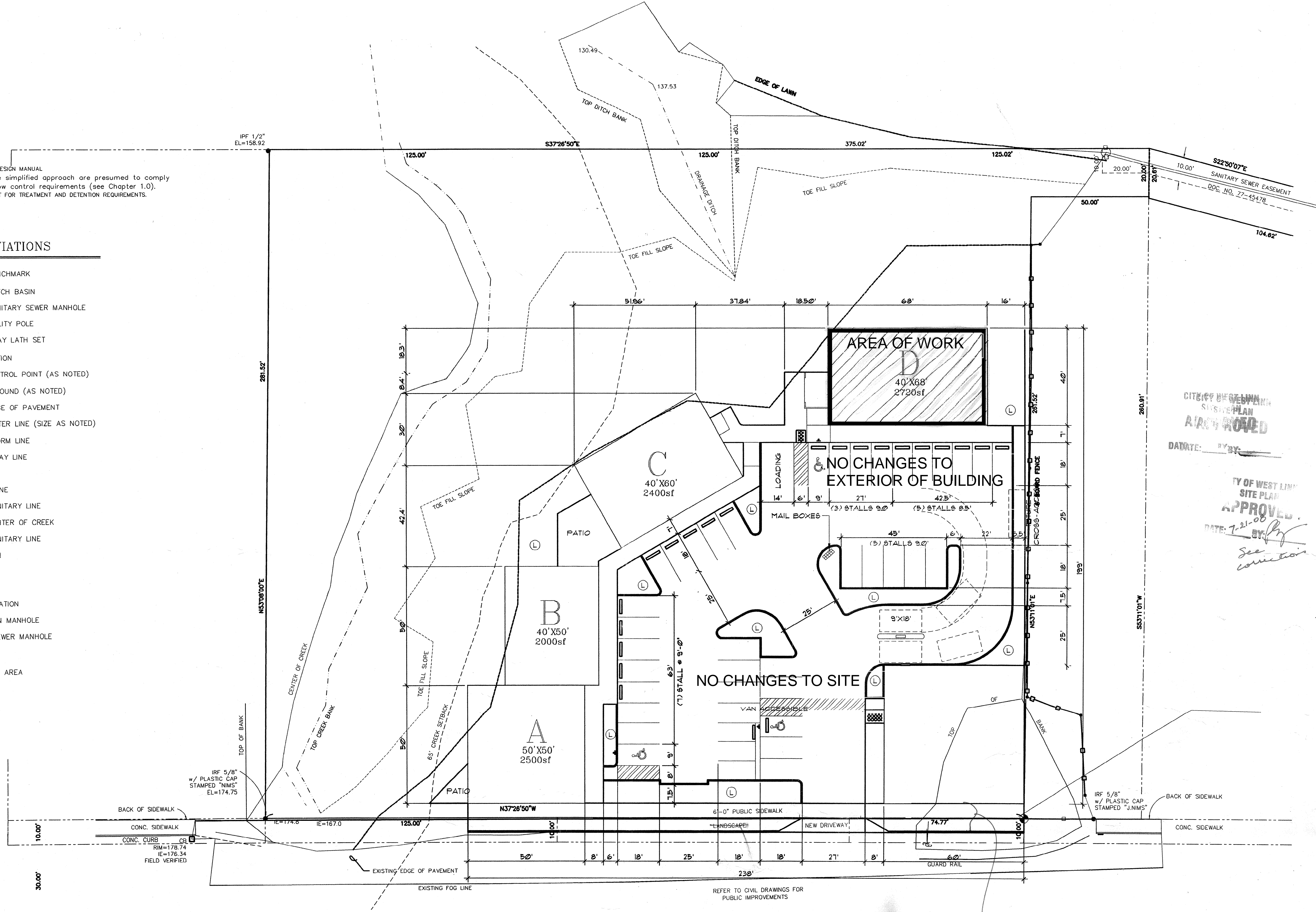
**ZONING GC**

13120 SF NET LEASABLE  
 40 PARKING SPACES (1:328 AVG.)  
 11 COMPACT 8'x16'  
 29 STD. 9'x18' (3 HDCP)  
 1 LOADING BAY (14'x20')

REDUCTION CREDITS  
 10% PARKING ALLOWANCE STD.  
 10% TRANSIT ALLOWANCE

**SITE AREAS**

TOTAL SITE 91,458  
 BLDG. FOOTPRINT 9,620  
 ASPHALT PAVING 11,025



CITY OF WEST LINN  
 SITE PLAN  
 APPROVED  
 DATE: 7-21-08  
 See correction

NOTES & REVISIONS:

**ROWELL ENGINEERING & DESIGN INC.**  
 CIVIL - STRUCTURAL ENGINEERING  
 10570 SE Washington St.  
 PORTLAND, OR 9726  
 PH: (503) 254-6292  
 FAX: (503) 254-6761

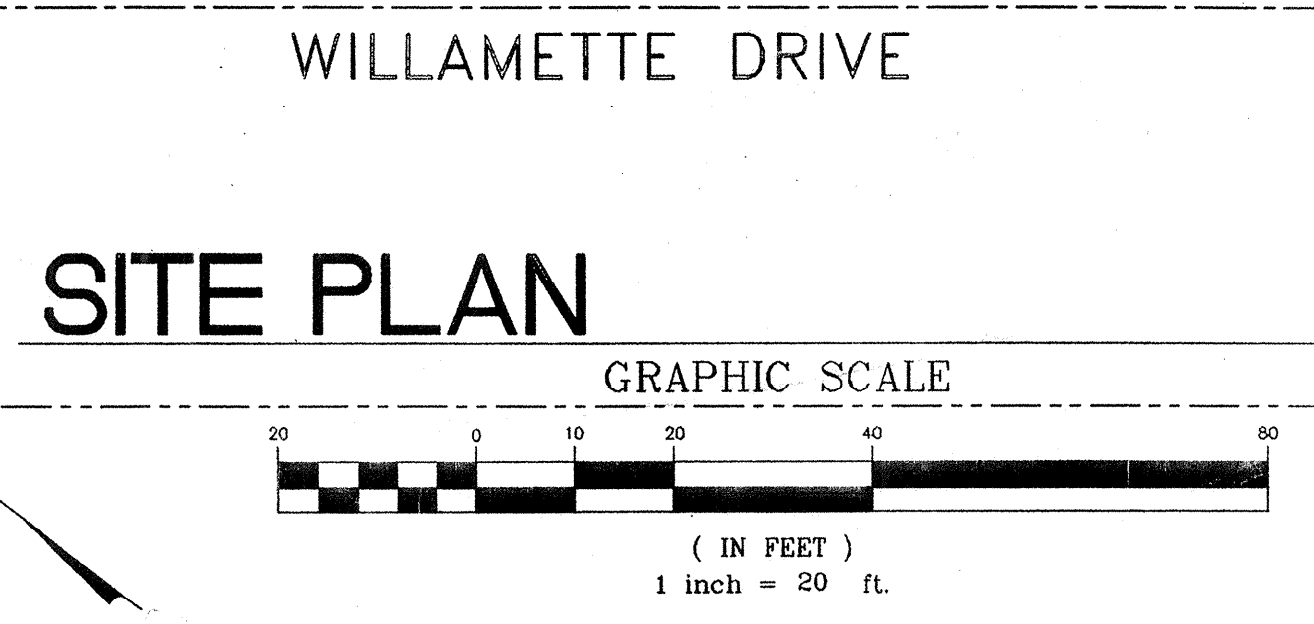
REGISTERED PROFESSIONAL ENGINEER  
 68367PE  
 OREGON  
 OCT 22, 1998  
 TODD T. ROWELL  
 EXPIRES: DEC. 31, 2008

**SITE PLAN**  
**BUILDING D**  
**WILLAMETTE VILLAGE**  
 19084 WILLAMETTE DR. WEST LINN, OREGON

SHEET TITLE

PROJECT #WILLAMETTE VILLAGE  
 DATE: 4/25/08

SHEET **5-1**  
 OF 1



12' s/w req'd  
 w/ cut outs for street  
 trees 20' oc per landscape plan