



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, November 2, 2023

**Willamette Room
City Hall
22500 Salamo Rd
West Linn**

10:00 am: Proposed Class 1 Design Review
Applicant: Linda Ballou
Property Address: 18740 Willamette Drive
Neighborhood Assn: Robinwood Neighborhood Association
Planner: Chris Myers

Project #: PA-23-19





Pre-Application Conference Request

For Staff to Complete:

PA 23-19

Conference Date: 10/19/23

Time: 10:00am

Staff Contact: Chris Myers

Fee: \$420

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:

Email:

Phone #:

Address:

Applicant Information

Name:

Email:

Phone #:

Address:

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:

Linda W. Ballou

DATE: Sept.22, 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:

Linda W. Ballou

DATE: Sept.22, 2023

Project narrative with a detailed description of the proposed project.

We propose to replace the existing courtyard roof cover, with no change to the existing footprint.

The existing footprint was constructed by the then-tenant in 2006.

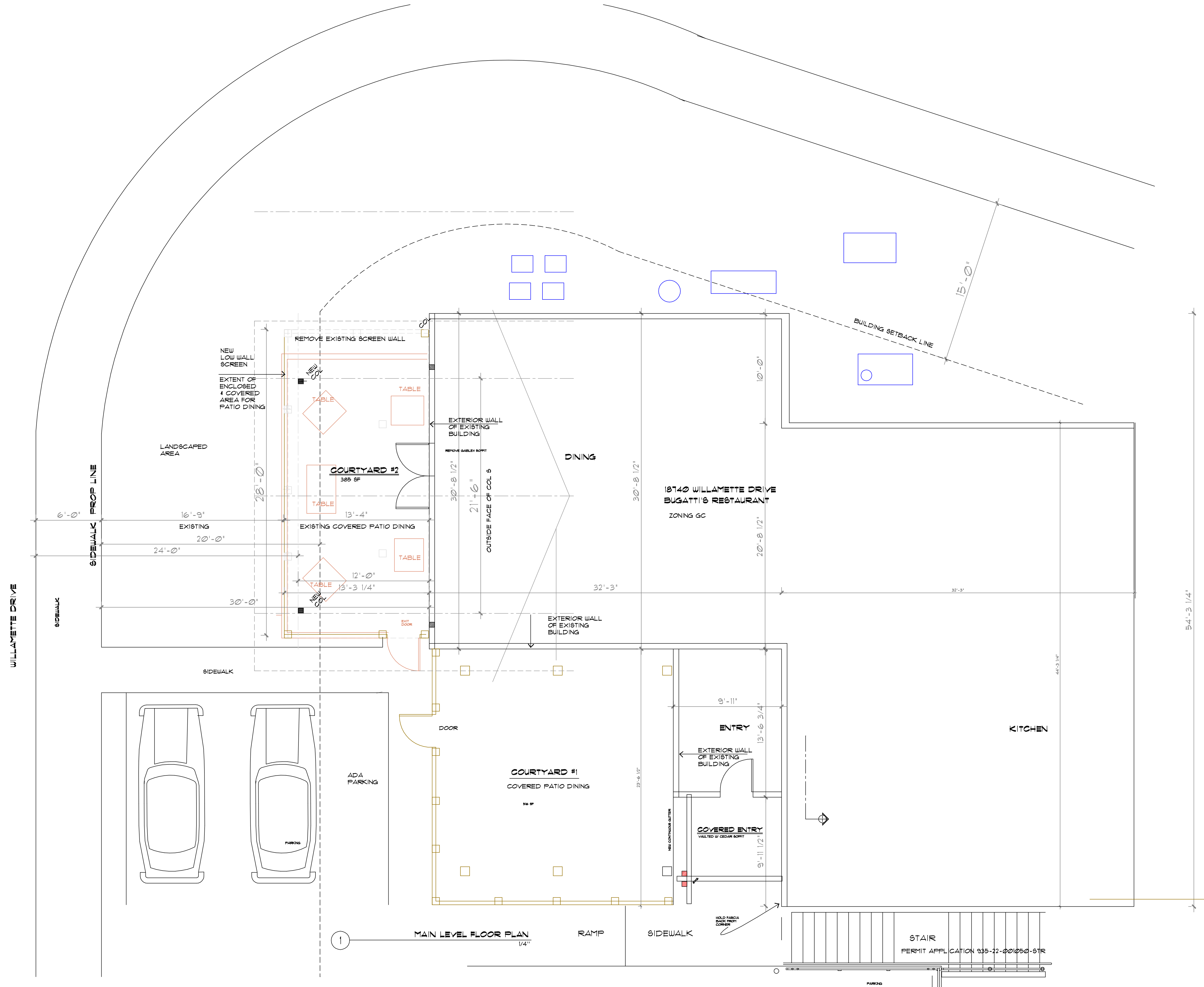
We wish to retain the existing footprint of this courtyard.

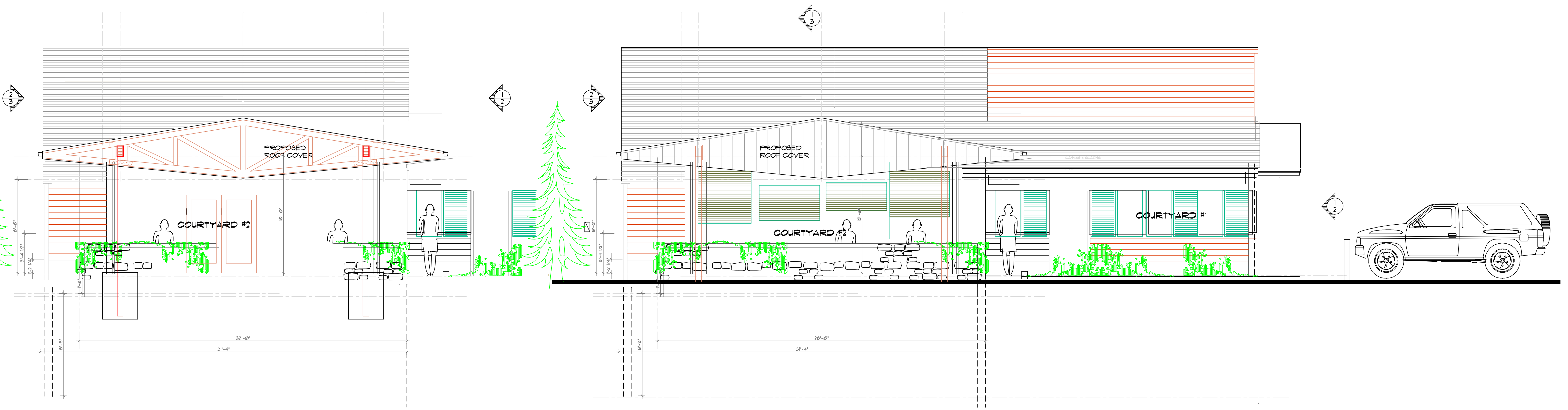
The existing roof cover has deteriorated with age.

It is our intent to replace the existing roof cover with one that would be attractive and appropriate to the existing structure, without increasing the patio area.

Briefly describe the physical context of the site.

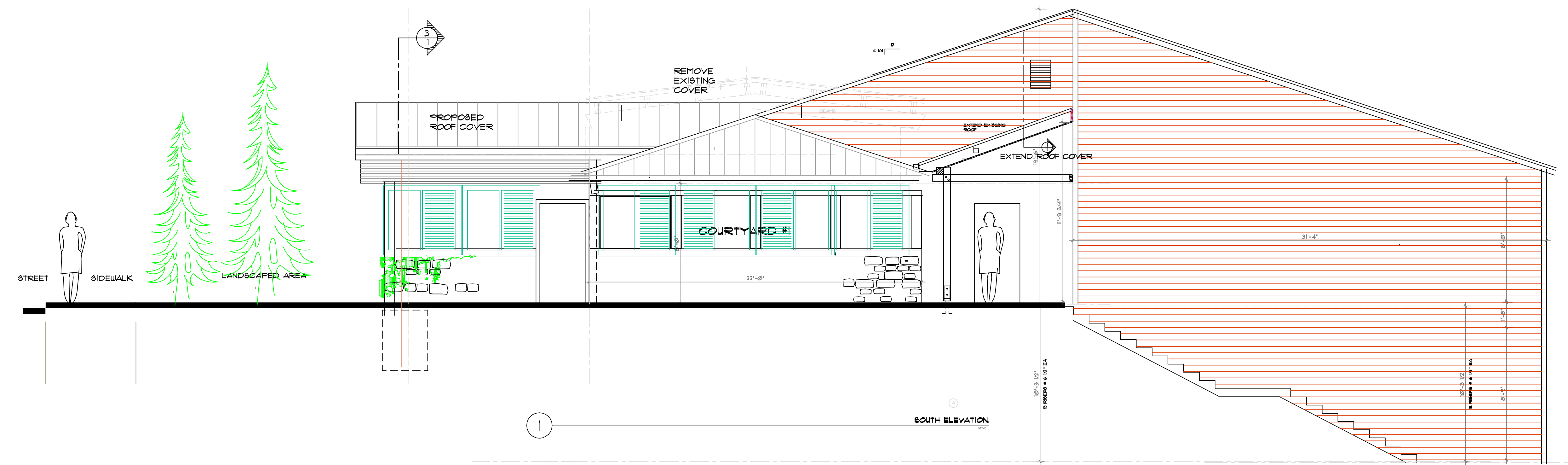
Subject parcel is located at the corner of Willamette Drive and Fairview Way. The lot slopes downward west to east. There are currently two restaurants occupying the existing building, one on each of two levels. The proposal under consideration is related to the existing outdoor seating area associated with the Willamette Drive frontage.



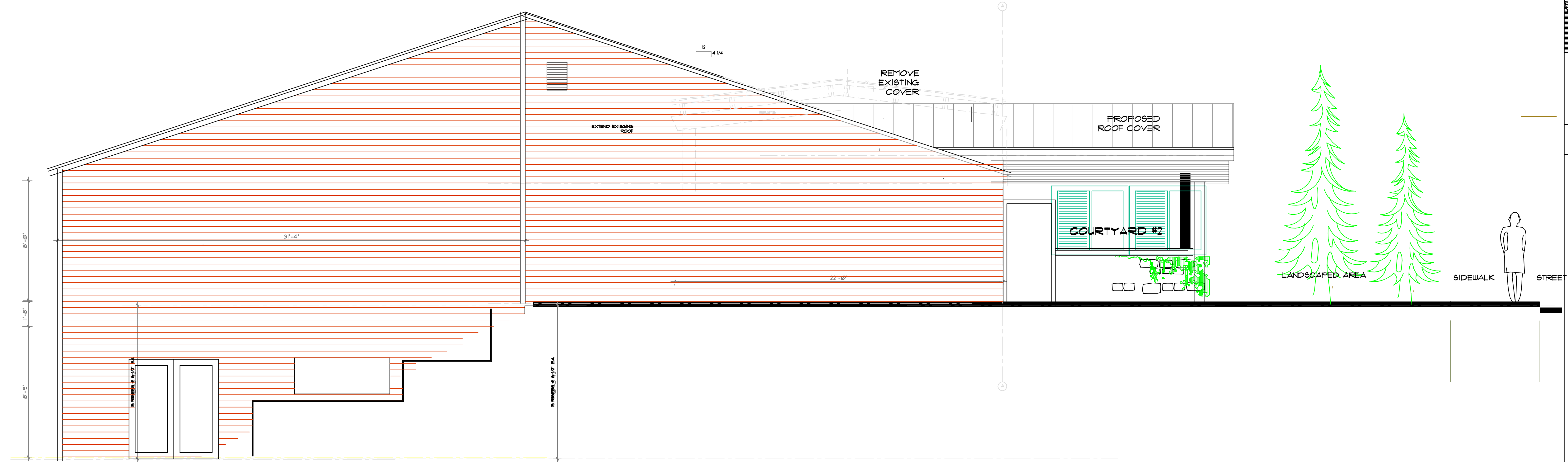


3 BUILDING SECTION 1/4"

2 WEST ELEVATION

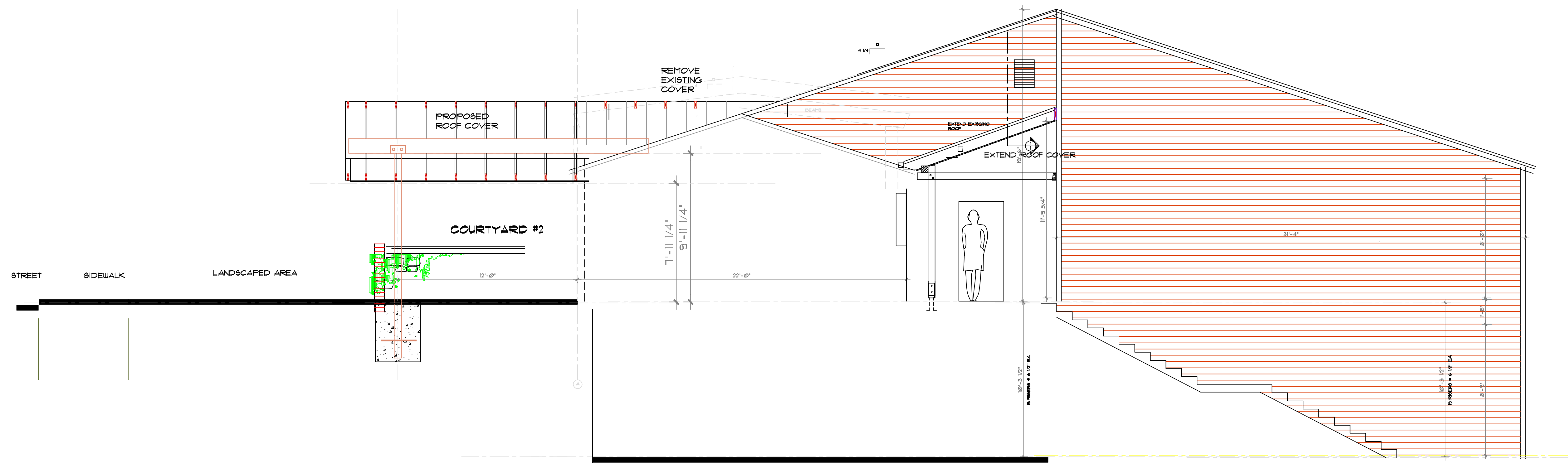


1 SOUTH ELEVATION



2

NORTH ELEVATION



1

SOUTH ELEVATION

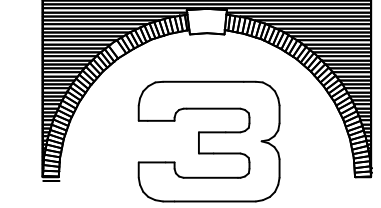
RICHARD CARLSON
ARCHITECT
250 FURNACE ST
LAKE OSWEGO, OR
503-801-6925

ROOSBOERN

PROPOSED
ELEVATIONS

ROOF COVER
FOR TOM IREY
18740 WILLAMETTE DRIVE WEST LINN, OREGON 97068

DATE: SEPT 20, 2023
REVISED:
REVISED:



RICHARD CARLSON
ARCHITECT
250 FURNACE ST
LAKE OSWEGO, OR
503-821-6925

ROOF COVER

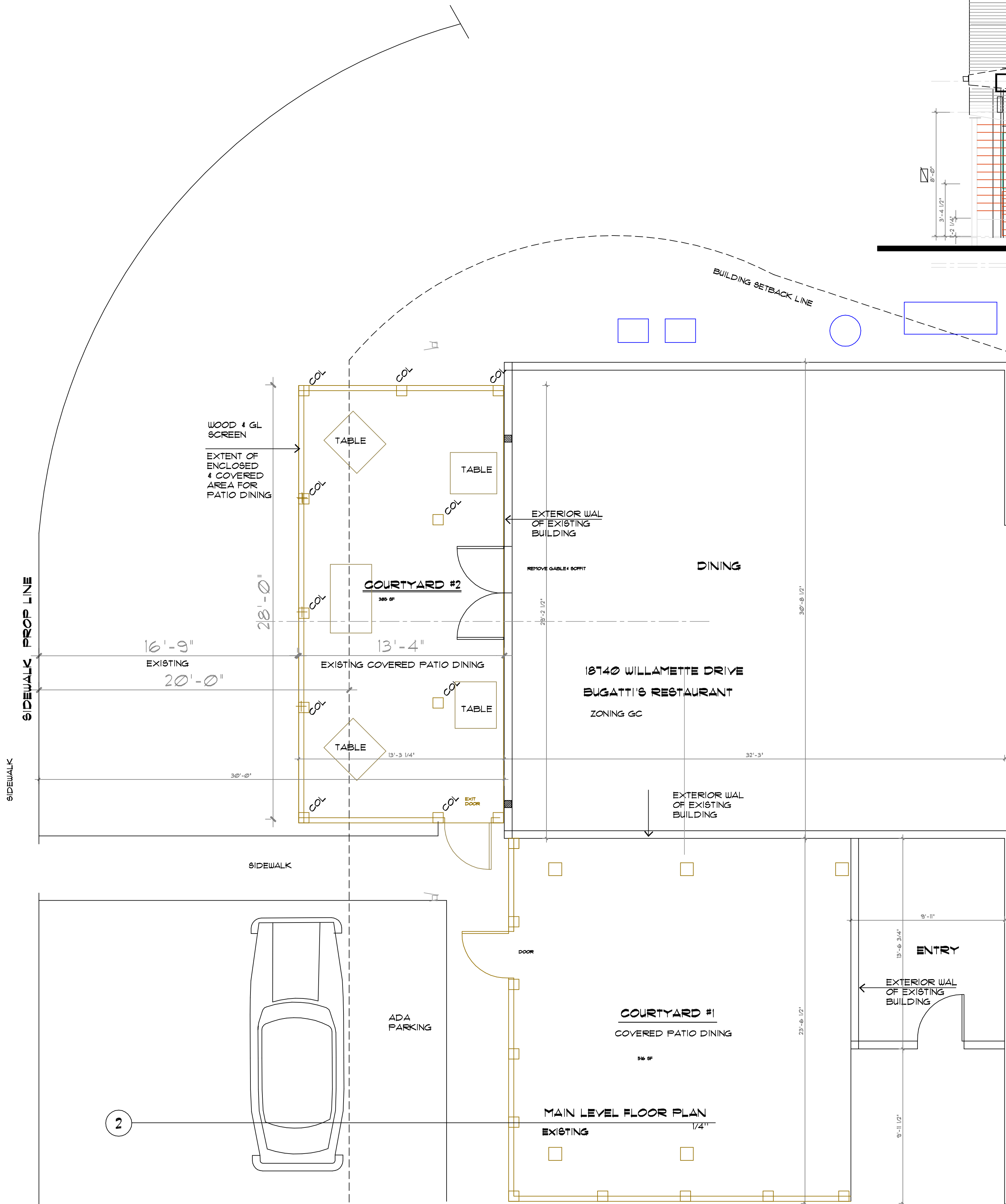
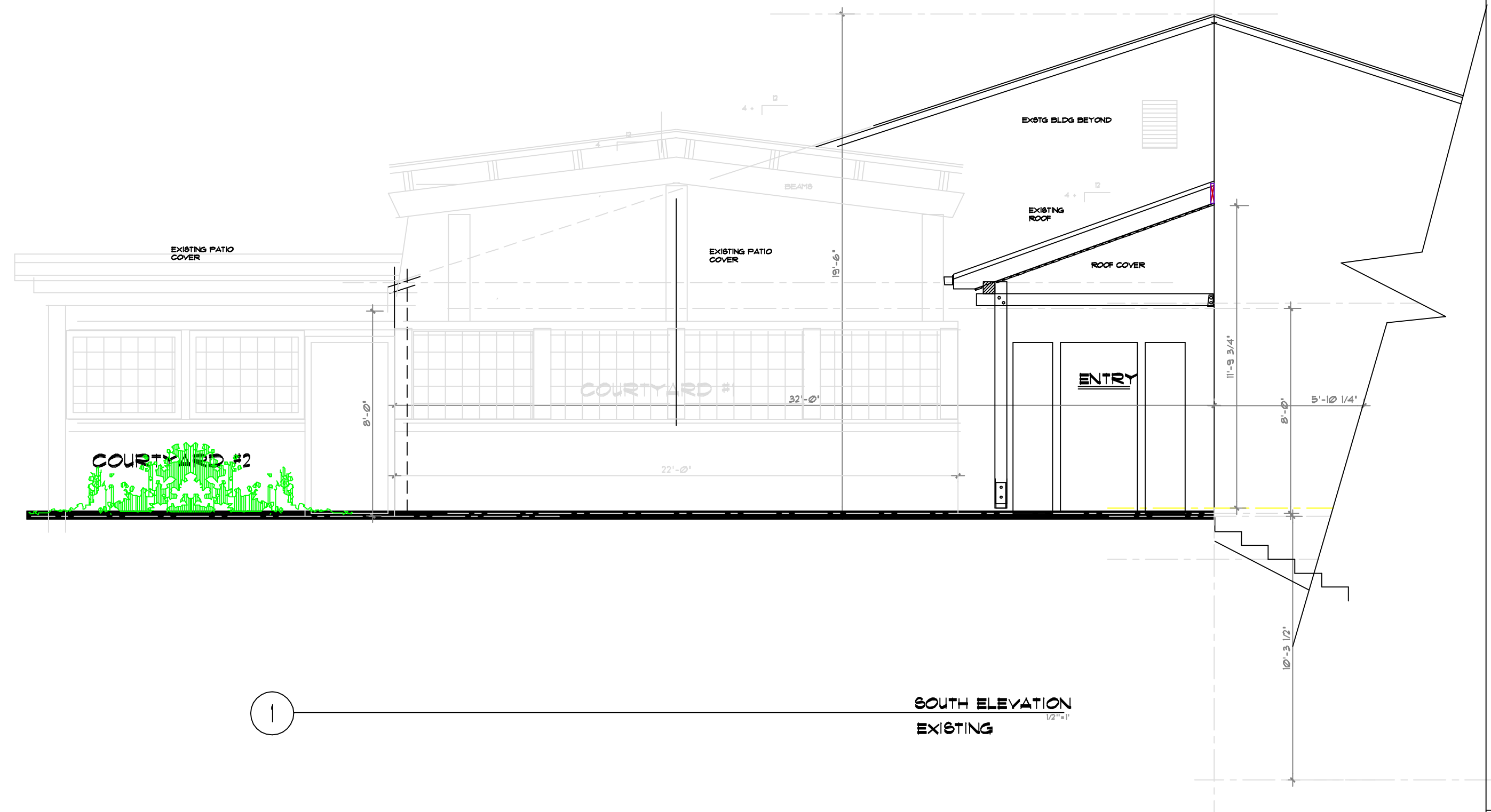
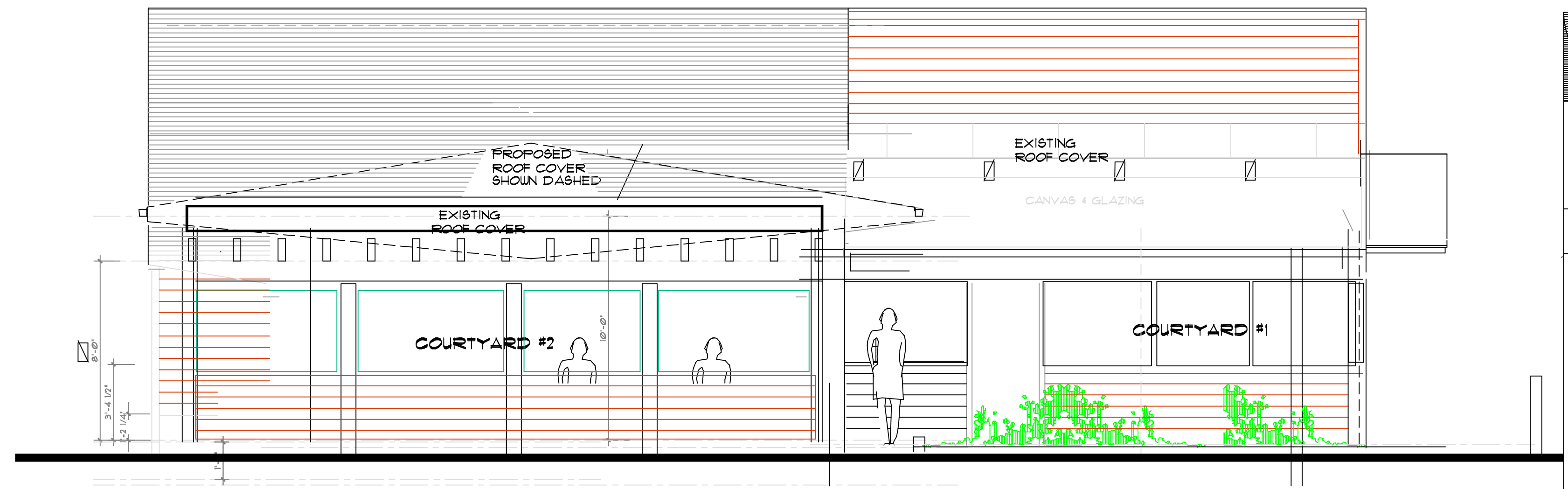
EXISTING PLAN
ELEVATIONS

18740 WILLAMETTE DRIVE WEST LINN, OREGON 97068

ROOF COVER
FOR TOM IREY

DATE: SEPT 20, 2023
REVISED:
REVISED:

4



SIDEWALK
SIDEWALK PROP LINE

WEST ELEVATION
EXISTING

SOUTH ELEVATION
EXISTING

MAIN LEVEL FLOOR PLAN
EXISTING