



# PRE-APPLICATION CONFERENCE

Thursday, November 2, 2023

Willamette Room  
City Hall  
22500 Salamo Rd  
West Linn

**11:00 am:** Proposed 2-lot Partition  
**Applicant:** Danelle Isenhart  
**Property Address:** 1407 and 1417 Willamette Falls Drive  
**Neighborhood Assn:** Willamette Neighborhood Association  
**Planner:** John Floyd

**Project #:** PA-23-22





### Pre-Application Conference Request

For Staff to Complete:

PA PA-23-22

Conference Date: 11/2/23

Time: 11:00

Staff Contact: John Floyd

Fee: \$1,200

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 /Applicant

Name: Jim Mitchell  
Email: jmitchell180@gmail.com  
Phone #: 503-780-8997  
Address: 1417 Willamette Falls Drive,  
West Linn, OR 97068

#### Applicant<sup>Representative</sup> Information

Name: Danelle Isenhart, Isenhart Consulting, LLC  
Email: danelle@isenhartconsulting.com  
Phone #: 503-880-4979  
Address: P.O. Box 2364  
Beaverton, OR 97075

Address of Subject Property (or tax lot): 1407 and 1417 Willamette Falls Drive

#### 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: 9-11-23

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:

DATE: 9-11-23

## Memorandum

DATE: October 11, 2023

TO: City of West Linn

FROM: Danelle Isenhart, AICP

RE: 2-parcel partition (townhomes- middle housing) at 1407 and 1417 Willamette Falls Drive – Pre-Application Meeting Request

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The applicant is proposing a 2-parcel partition (townhome/middle housing) to divide the existing single-family dwelling and apartment into separate townhome lots at 1407 and 1417 Willamette Falls Drive. The site is further identified as Tax Lot 70001 of Tax Map 31E 02BC. The units are currently condos (Gallogly Heights Condominium). The owner will de-classify the condos on the site prior to the land use application.

The property currently has street frontage on Willamette Falls Drive. The site is in the R-4.5 zone in West Linn. The site is 16,445 sq. ft. in area. The minimum lot size for a townhouse lot is 1,500 sq. ft. Each parcel is proposed to be greater than 1,500 sq. ft. in area.

The wall section between the units (from the building permit) is included. This wall was built to meet fire rating standards as the building was built as a condo. We assume the wall meets current fire rating standards.

Sanitary sewer is provided at the rear of the site. Each unit currently has an individual lateral. These laterals will be located to determine if easements need to change for the partition. The site is served by the water main in Willamette Falls Drive. Each unit currently has a separate water meter.

There are several easements currently on the site for utilities, tree preservation, and access. We assume that these easements will likely need to be vacated and re-recorded on the plat.

There are trees on the site. No new development is proposed, therefore, no trees will be removed or affected by the proposed partition.

### Questions:

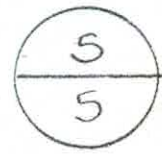
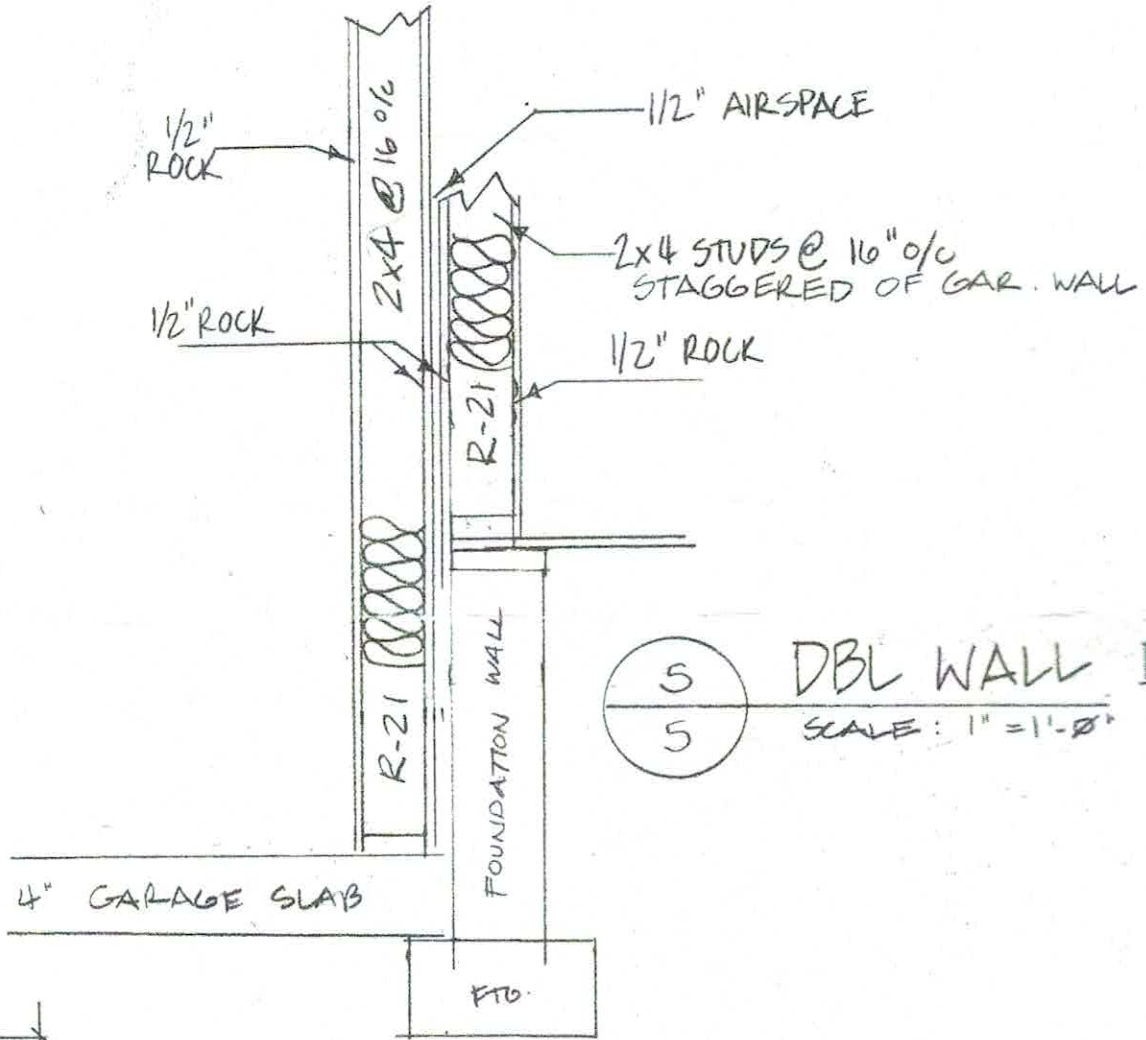
1. Will there be dedication or improvements required along the site's Willamette Falls Drive right-of-way?
2. Are there any stormwater requirements for this proposed partition with the existing development to remain?
3. Please explain the middle housing partition applications and process.
4. What other reports will be required for the middle housing partition application (i.e., storm report, arborist report, etc.)?

5. Please verify that the existing fire wall is adequate for the proposed townhome / middle housing partition.
6. Please verify what needs to be done with the existing easements on the site through this process.

CDX PLYND.

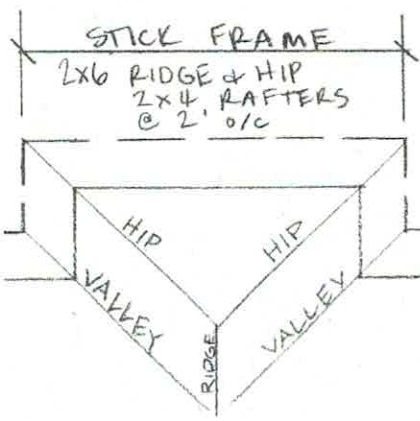
GUTTER

x SUB-  
FASCIA



DBL WALL DE

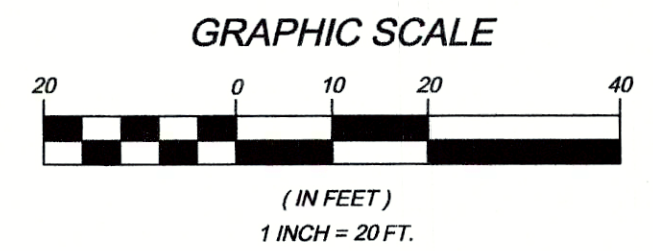
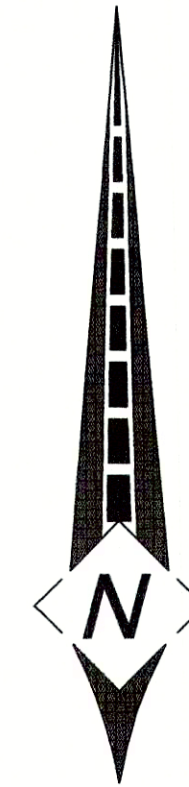
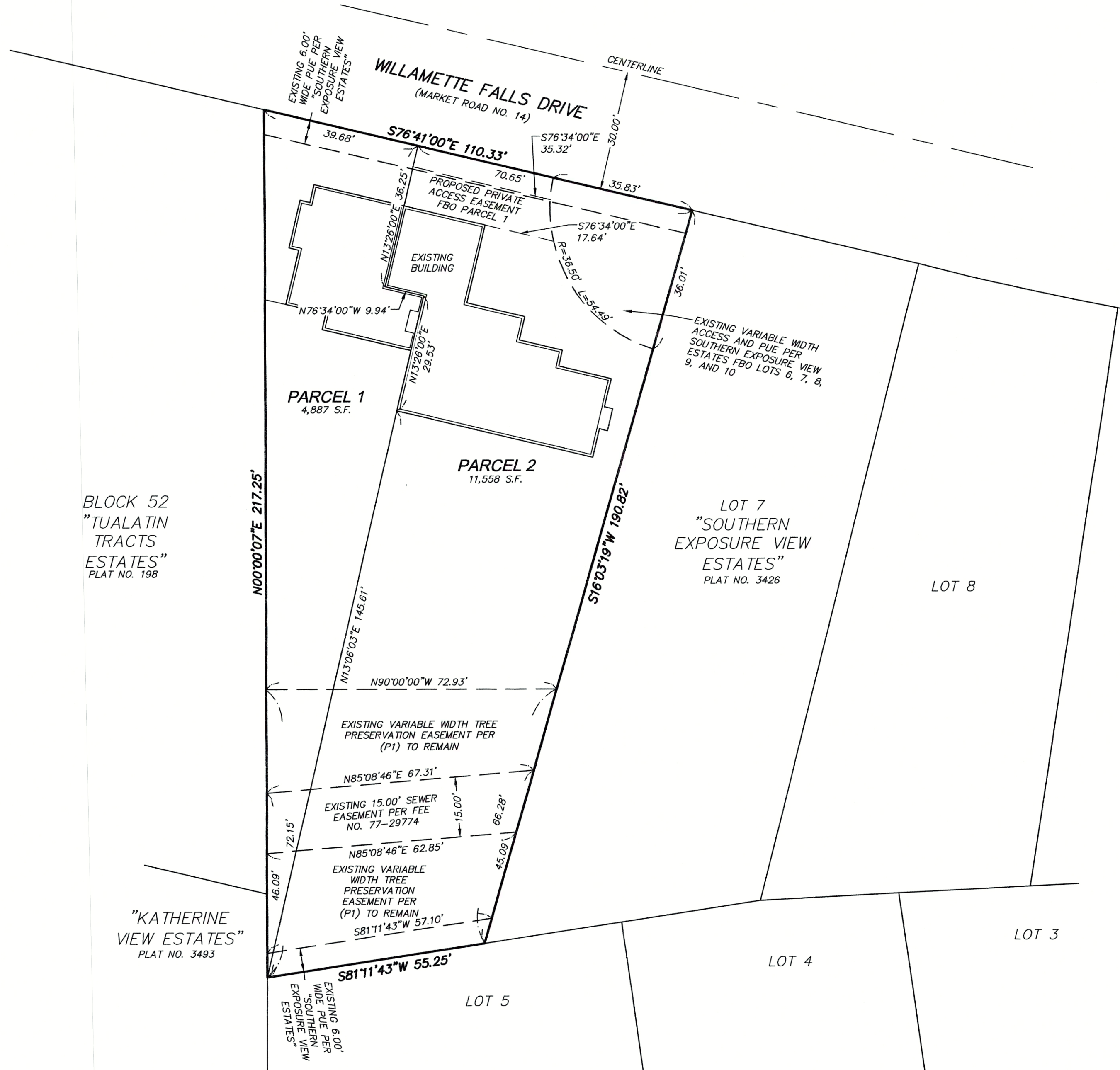
SCALE: 1" = 1'-0"





# PRELIMINARY PLAN MAP

REPLAT OF THE CONDOMINIUM OF "GALLOGLY HEIGHTS CONDOMINIUM"  
 LOCATED IN THE  
 N.W. 1/4 OF SECTION 02, T.3S., R.1E., W.M.  
 CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON  
 OCTOBER 5, 2023 SCALE 1"=20'



SIGNED ON: 10 OCT 23

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*TGB*  
OREGON  
JULY 13, 2004  
TOBY G. BOLDEN  
60377LS

RENEWS: DECEMBER 31, 2023

**CENTERLINE CONCEPTS**  
**LAND SURVEYING, INC.**

19376 MOLALLA AVE., SUITE 120  
 OREGON CITY, OREGON 97045  
 PHONE 503.650.0188 FAX 503.650.0189