



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, June 6, 2024

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

11:00 am: Proposed Commercial Design Review
Applicant: Jesscia Iselin, applicant
Property Address: 4985/4999 Willamette Falls Drive & 5009-5015 Broadway St
Neighborhood Assn: Bolton Neighborhood Association
Planner: John Floyd **Project #:** PA-24-12





Pre-Application Conference Request

For Staff to Complete:

PA 24-12

Conference Date: 6/6/24

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

Name: **Broadway Creative, LLC**
Email: **502 7th Street, suite 208**
Phone #: **Oregon city, OR 97045**
Address: **Ryan Smith, flying.ryansmith@gmail.com**
503-880-9138

Applicant Information

Name: **Jessica Iselin**
Email: **jessica@iselinarch.com**
Phone #: **503-656-1942**
Address: **1307 7th Street**
Oregon City, OR 97045

Address of Subject Property (or tax lot): **4985/4999 Willamette Falls Drive & 5009-5015 Broadway St**
West Linn, OR 97068

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: *Jessica Iselin*

DATE: **5-16-24**

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: *RAO*

DATE: *5-20-24*

Project Information:

Property Owner: Broadway Creative, LLC
502 7th Street, suite 208
Oregon city, OR 97045

Contacts:
Graham Peterson, grahamcolepeterson@gmail.com
Ryan Smith, flying.ryansmith@gmail.com
Frank Jalili, fjalili@fortisre.com

Architect: Iselin Architects, P.C.
1307 Seventh Street
Oregon City, OR 97045
Contact: Jessica Iselin, jessica@iselinarch.com
503-656-1942

Project Description:

The project is limited to building shell improvements to an existing commercial building with residential units on the upper floor. Shell improvements will include:

- Storefront improvements including new and modified window and door openings
- Modified building entrances on Willamette Falls Drive to eliminate deep alcoves and provide accessible entry into this side of the building
- New overhead doors on the southeast building façade and a new partially covered deck to accommodate potential new tenants
- Small “Juliet” style balconies at select upper level residential units
- Reconstructed stairways at the main level southeast corner and the upper level northwest façade to improve safety and access to the building
- Expanded parapet at the southwest facade to provide a more clean and uniform building line
- New Skylight above upper level stairway landing

Minor site work to infill and level two vehicular curb cuts that are currently not or will not be utilized with proposed improvements will be completed. No interior remodeling is included in this scope of work.

Although a broad scope of potential improvements and uses was discussed at the pre-application meeting, it is the owner’s desire to address repairs and upgrades to the building shell only at this time. It is their objective to improve the accessibility, function, aesthetic and marketability of the building. It is anticipated that the building use will remain as it has been in the past, with residential units on the upper floor and office and retail on the main level. Any changes to building occupancy, including the possible introduction of an eating/drinking establishment, will be addressed in a future application.

Project Information:

Zoning: GC, General Commercial

Site Area: (All properties owned by subject Owners)
7,127 sf Tax Lot 6400 (Mixed Use Building)
9,359 sf Tax Lot 6300 (Apartment Building)
4,633 sf Tax Lot 6200 (Parking)
10,162 sf Tax Lot 6100 (Parking & Cell Tower)

Building Area: 5,973 sf Main Level
3,524 sf Upper Level
9,497 sf Total

348 sf Proposed Deck Addition

Floyd, John

From: jessica@iselinarch.com
Sent: Tuesday, May 28, 2024 9:14 AM
To: Floyd, John
Subject: RE: PA-22-25 Notes

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Hi John,

The following is the complete list of questions that we would appreciate answers to during the Pre-App:

1. What will be the parking requirements considering the Climate-Friendly and Equitable Communities / OAR 660-12 mandates?
2. What frontage improvements will be required on the various frontages?
3. Will alterations to the building shell be allowed based on the ROW encroachment on Willamette Falls Drive?
4. Are the existing utilities in the ROW adequate for the potential proposed uses?
5. What new information (if any) has the city received from ODOT regarding the future removal of the Broadway bridge?
6. Would the city support the vacation of the alley between TL 06100 and 06200/06300?
7. Will lot coverage limitations require consolidation of some of the lots?
8. The city's Natural Hazards Mitigation Plan identifies the site as moderate for landslide susceptibility. How does this impact development?
9. Assuming a change of occupancy to accommodate an eating/drinking establishment is required, what will be the required land use process?
10. Is there any additional information for the future roundabout for the intersection of West A St. & Broadway St.?
11. 9/1/2022 Engineering Notes for Broadway Street state to "Confirm that existing sidewalk meets City's sidewalk standards and ADA standards. If it does not, reconstruct frontage to meet City standards for neighborhood route streets." Broadway Street has two driveway approaches, at least one of which does not comply with current PROWAG Standards. Will the requirement to reconstruct one or two driveway approaches trigger having to reconstruct the entire street frontage? Will this include reconstruction of curb and creation of a planter strip? Will these improvements trigger the need for stormwater quality/detention improvements for the new sidewalk improvements?
12. 9/1/2022 Engineering Notes for West A Street state to "Confirm that existing sidewalk meets City's sidewalk standards and ADA standards. If it does not, reconstruct frontage to meet City standards for collector streets." The West A frontage is very short. Can the construction of a planter strip be avoided on West A Street due to the curb tight sidewalk on the overpass over I205?
13. 9/1/2022 Engineering Notes for Willamette Falls Dr., state to "Confirm that existing sidewalk meets City's sidewalk standards and ADA standards. If it does not, reconstruct frontage to meet City standards for minor arterial streets." Willamette Falls Drive has a driveway approach that does not conform with current PROWAG Standards. Will the requirement to reconstruct the driveway approach trigger rebuilding the entire frontage, including new curbing and creation of a planter strip? Would the sidewalk improvements trigger the need for stormwater quality/detention improvements for the new sidewalk improvements?
14. 9/1/2022 Sanitary Sewer Notes state to extend a public sanitary sewer main to the site from Willamette Drive. West Linn Maps identifies the site as connecting to a 6-inch line running southwesterly toward the mill property

- & connecting to a 12-inch main in Territorial Road. Is the 6-inch sanitary lateral and downstream sanitary sewer main currently serving this site not a public line or is the City unsure whether it is public or private?
15. 9/1/2022 Other Notes state "overhead utilities shall be buried underground in the case of new developments frontage exceeding 200 feet." This site has more than 200 feet of street frontage and has several overhead utility lines passing through the site. Will these overhead lines have to be placed underground? If yes, can they remain overhead crossing Willamette Falls Drive?
 16. Is the ADA ramp at the intersection of Broadway Street and Willamette Falls Drive considered to be part of this project even though the tax lot on the corner is owned by Portland Gas & Coke Co.?

Jessica Iselin

ISELIN ARCHITECTS, P.C.

1307 SEVENTH STREET, OREGON CITY, OR 97045
PH. (503) 656-1942
www.iselinarchitects.com



From: Floyd, John <JFloyd@westlinnoregon.gov>
Sent: Friday, May 24, 2024 5:04 PM
To: jessica@iselinarch.com
Cc: Schroder, Lynn <LSchroder@westlinnoregon.gov>; Ide, Clark <CIde@westlinnoregon.gov>
Subject: RE: PA-22-25 Notes

Hi Jessica,

For the Broadway pre-application conference you provided two sets of questions in the email thread below. As we need to post everything to the website, I wanted to check in and ask if you could consolidate them into a single document or a new email before we post it. Is that something you're able to do?

Thanks and have a good holiday weekend.

John

From: jessica@iselinarch.com <jessica@iselinarch.com>
Sent: Tuesday, May 21, 2024 7:04 AM
To: Floyd, John <JFloyd@westlinnoregon.gov>
Cc: Schroder, Lynn <LSchroder@westlinnoregon.gov>; 'Patrick Sisul' <patsisul@sisulengineering.com>
Subject: FW: PA-22-25 Notes

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Hi John,

BROADWAY CREATIVE BUILDING



1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

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PRELIMINARY
CONSTRUCTION

**DESIGN
REVIEW**

PROJECT INFORMATION

PROJECT DESCRIPTION
BUILDING SHELL IMPROVEMENTS TO AN EXISTING COMMERCIAL BUILDING WITH RESIDENTIAL UNITS ON THE UPPER FLOOR. SHELL IMPROVEMENTS WILL INCLUDE:

- STOREFRONT IMPROVEMENTS INCLUDING NEW AND MODIFIED WINDOW AND DOOR OPENINGS
- MODIFIED BUILDING ENTRANCES ON WILLAMETTE FALLS DRIVE
- NEW OVERHEAD DOORS ON THE SOUTHEAST BUILDING FAÇADE AND A NEW PARTIALLY COVERED DECK
- SMALL BALCONIES AT SELECT UPPER LEVEL RESIDENTIAL UNITS
- RECONSTRUCTED STAIRWAYS AT THE MAIN LEVEL SOUTHEAST CORNER AND THE UPPER LEVEL NORTHWEST FAÇADE
- EXTENDED PARAPET AT THE SOUTHWEST FAÇADE
- NEW SKYLIGHT ABOVE UPPER LEVEL STAIRWAY LANDING

PROPERTY LOCATION	TAX LOT 22E30CD06400
ADDRESS	4985/4999 WILLAMETTE FALLS DRIVE & 5009-5015 BROADWAY STREET WEST LINN, OR 97068
COUNTY	CLACKAMAS
ELEVATION	149'
SITE AREA	7,127 SF
ZONE OCCUPANCY	GC, GENERAL COMMERCIAL B, OFFICE M, MERCANTILE R-2, APARTMENTS

BUILDING SQUARE FOOTAGE	
EXISTING MAIN LEVEL FLOOR AREA	5,973 SF
EXISTING UPPER LEVEL FLOOR AREA	3,524 SF *
<i>*(6) UNITS TOTAL BTWN 426 SF - 597 SF EA</i>	
TOTAL	9,497 SF
NEW DECK	348 SF

DRAWING INDEX

DESIGN REVIEW SUBMITTAL PACKAGE

- COVER SHEET
- EXISTING CONDITIONS MAP
- A1.0 SITE PLAN
- A1.2 MAIN LEVEL FLOOR PLAN
- A1.3 UPPER LEVEL FLOOR PLAN
- A1.4 ROOF PLAN
- A2.0 EXISTING BUILDING ELEVATIONS
- A2.1 BUILDING ELEVATIONS
- A2.2 BUILDING ELEVATIONS
- A2.3 BUILDING ELEVATIONS

CONTACT INFORMATION

OWNER
BROADWAY CREATIVE, LLC
502 7TH STREET, SUITE 208
OREGON CITY, OR 97045
CONTACT: RYAN SMITH
flying_ryansmith@gmail.com
503-880-9138

ARCHITECT
ISELIN ARCHITECTS, PC
1307 7TH ST
OREGON CITY, OR 97045
CONTACT: JESSICA ISELIN
jessica@iselinarch.com
(503) 656-1942

STRUCTURAL ENGINEER
MILLER CONSULTING ENGINEERS
9600 SW OAK STREET SUITE 400
PORTLAND, OR 97223
CONTACT: KEVIN McCORMACK
kevin@millier-se.com
(503) 246-1250



VICINITY MAP

Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
West Linn, OR, 97068

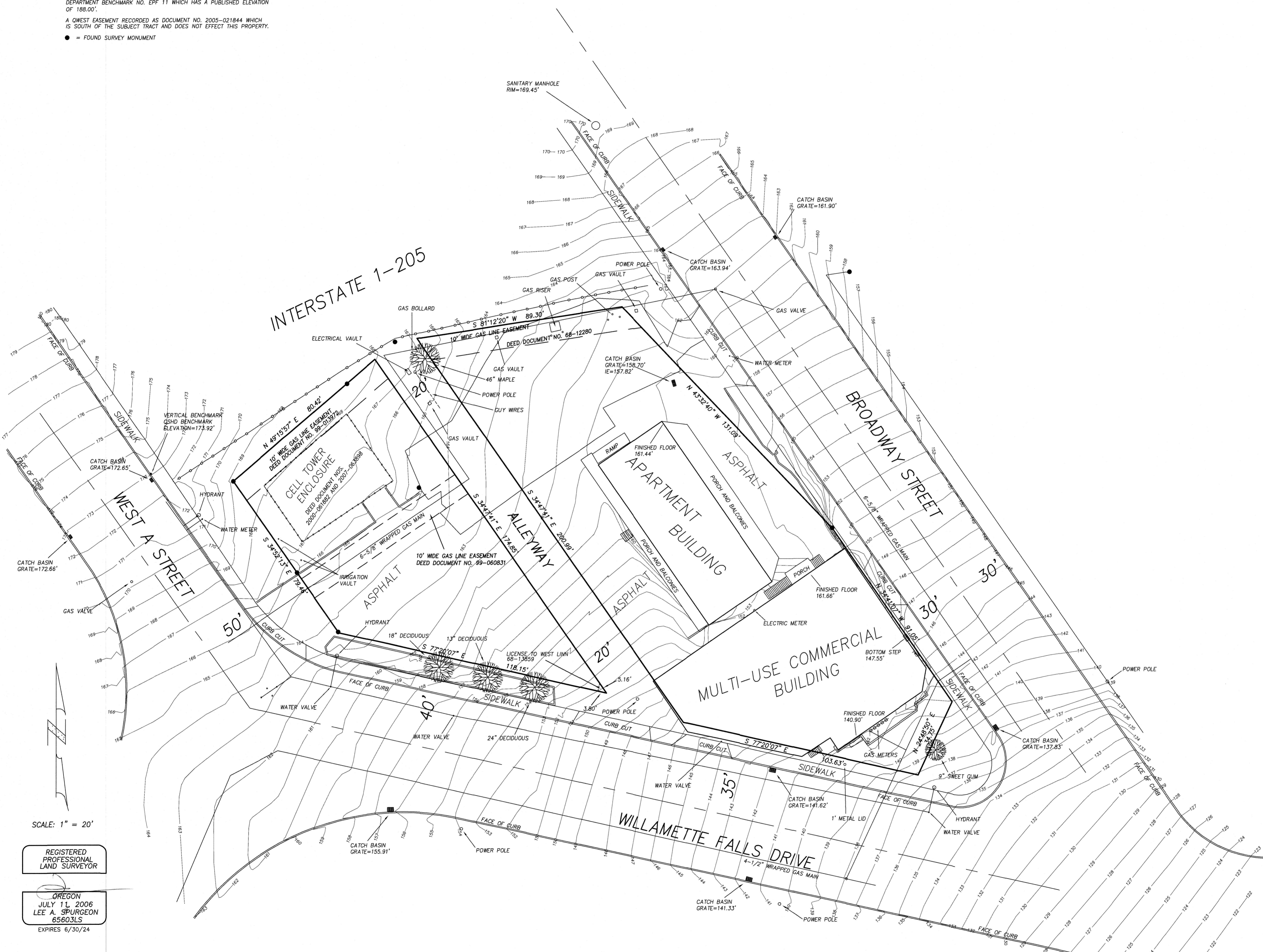
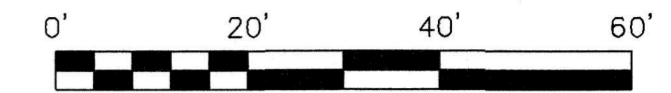
PROJ. NO. : 2350
FILE : A-COV
DATE : 5/16/2024

SHEET #
COV

GENERAL INFORMATION

NOTES:

CONTOUR INTERVALS ARE EVERY FOOT.
 THE VERTICAL DATUM IS BASED UPON THE OREGON STATE HIGHWAY
 DEPARTMENT BENCHMARK NO. EPF 11 WHICH HAS A PUBLISHED ELEVATION
 OF 188.00'.
 A QWEST EASEMENT RECORDED AS DOCUMENT NO. 2005-021844 WHICH
 IS SOUTH OF THE SUBJECT TRACT AND DOES NOT EFFECT THIS PROPERTY.
 ● = FOUND SURVEY MONUMENT

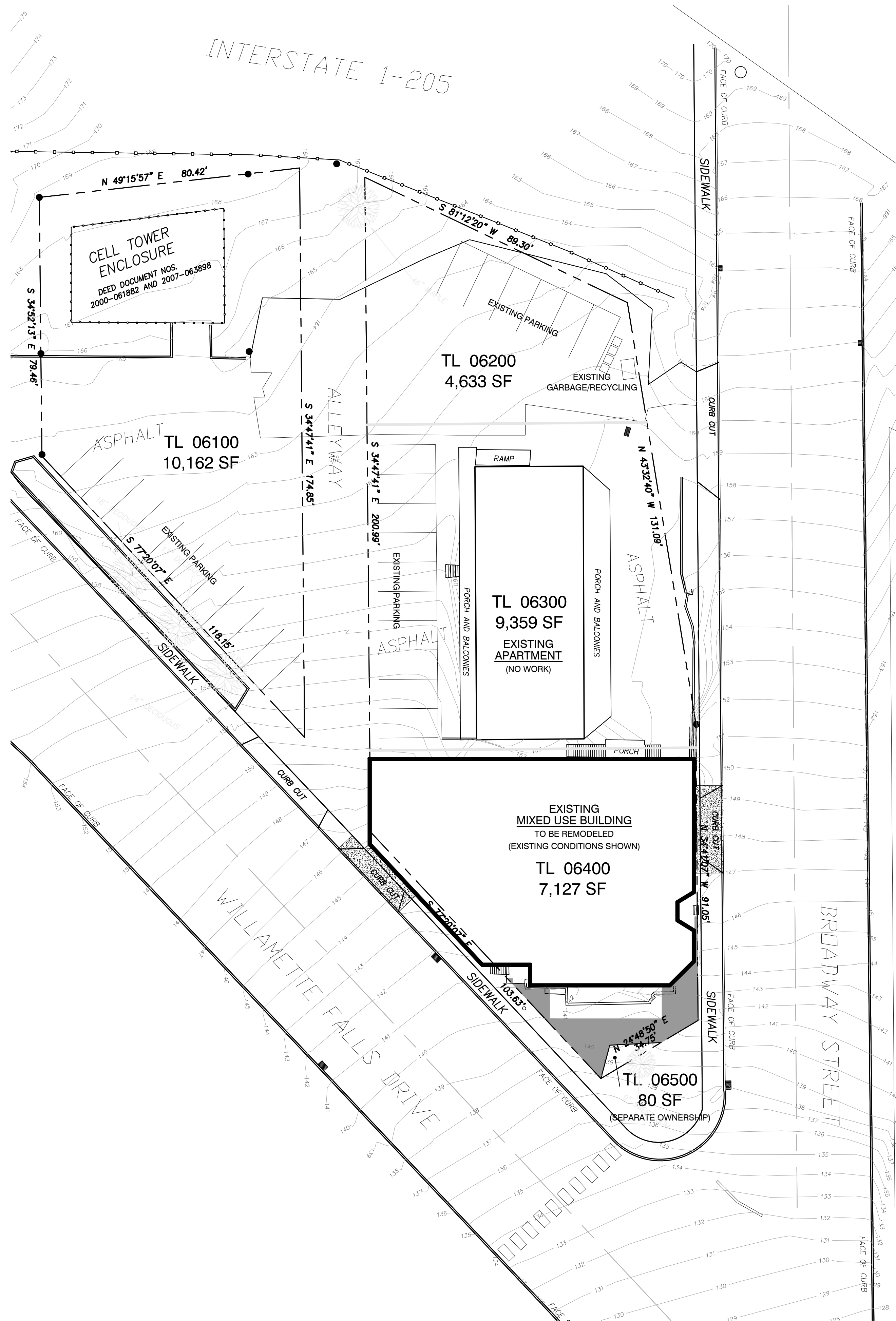


SCALE: 1" = 20'

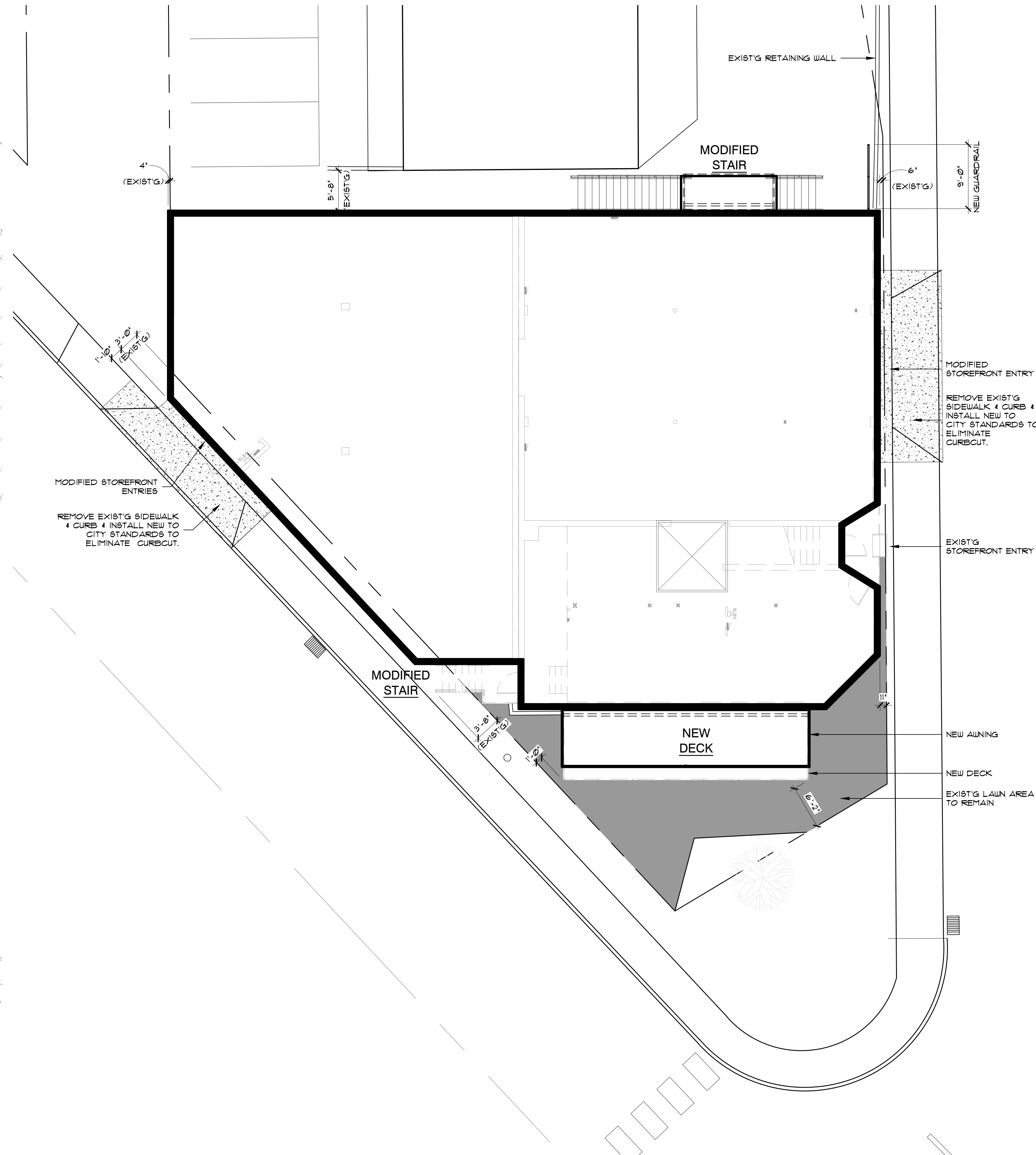
REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 14, 2006
 LEE A. SPURGEON
 65603LS
 EXPIRES 6/30/24

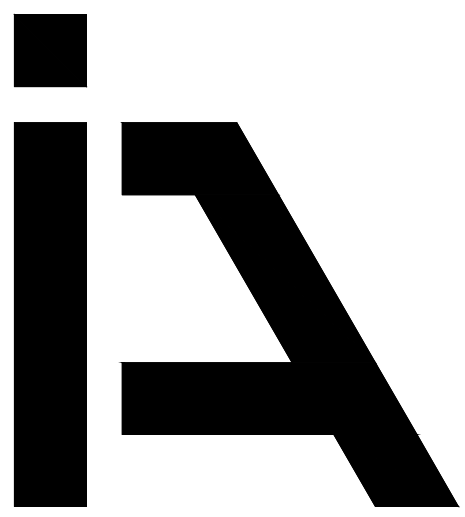
PROJECT: SITE MAP AND TOPOGRAPHY	
LOCATION: 4985 WILLAMETTE DRIVE SW 1/4 OF SECTION 30, T.2S., R.2E., W.M. CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON	
CLIENT: BROADWAY CREATIVE GROUP	JOB No.: 24-7818
	DATE: FEBRUARY 22, 2024
	SCALE: 1" = 20'
TOWNSHIP LAND SURVEYS, LLC 1415 WASHINGTON STREET, OREGON CITY, OR 97045 (503) 656-4915 info@townshipsurveys.com	



FULL SITE PLAN
 ALL TAX LOTS UNDER SAME OWNERSHIP
 1" = 20'



PARTIAL SITE PLAN
 TAX LOT 06400
 1/8" = 1'-0"



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DESIGN REVIEW

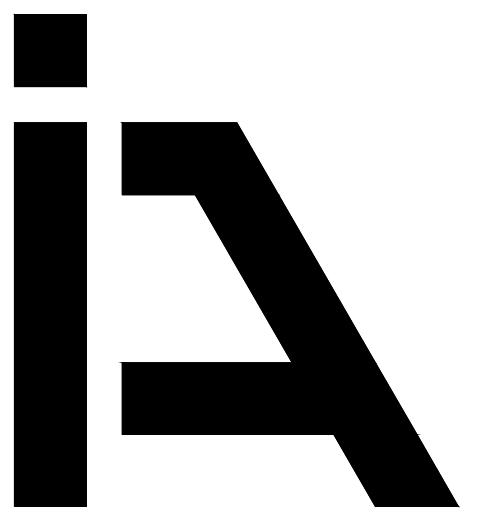
Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
 West Linn, OR, 97068

PROJ. NO. : 2350
 FILE : A-SIT
 DATE : 5/16/2024

SHEET #
A1.0

SITE PLAN



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DESIGN REVIEW

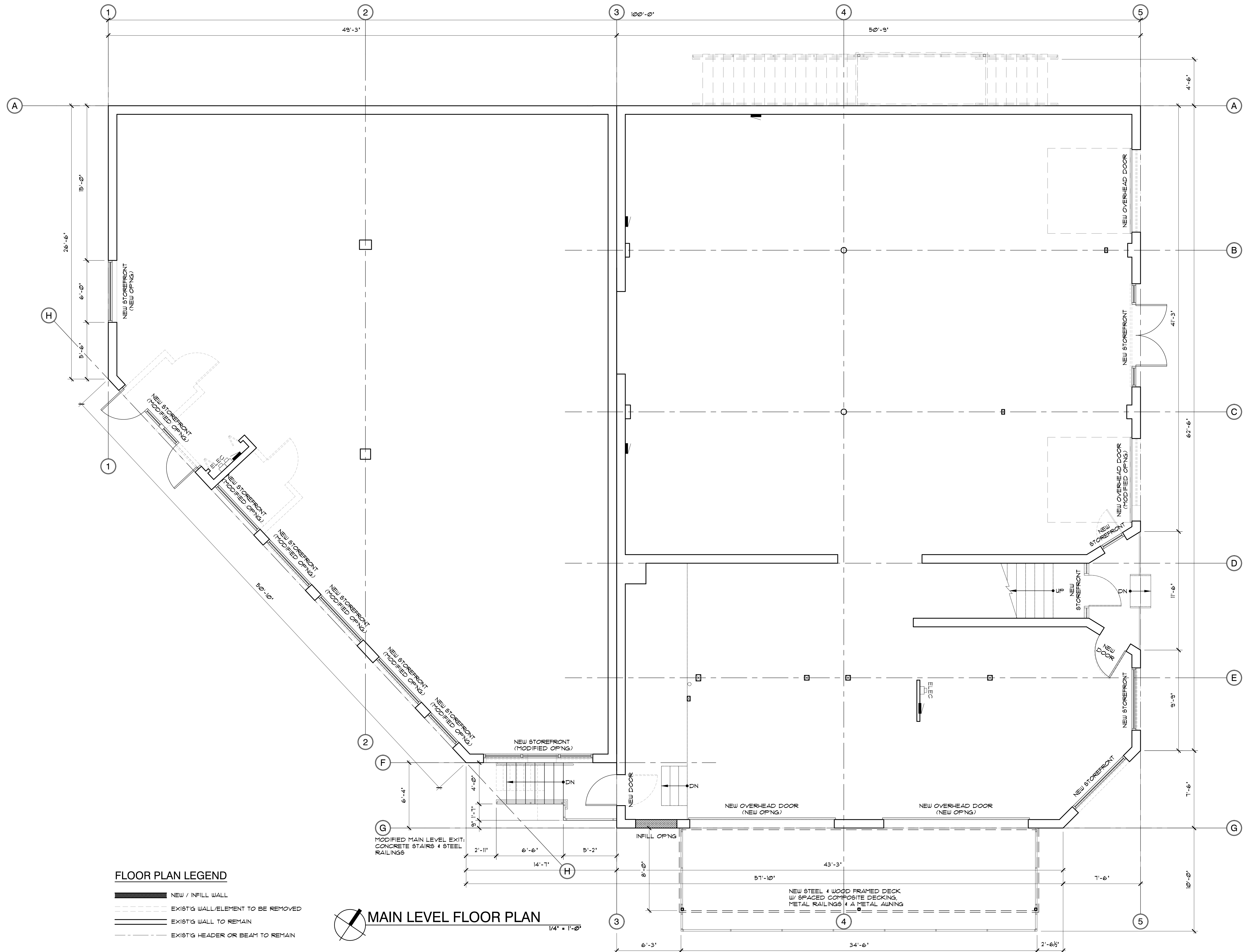
Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
West Linn, OR, 97068

PROJ. NO. : 2350
FILE : A-ELV
DATE : 5/16/2024

SHEET #
A1.2

MAIN LEVEL FLOOR PLAN

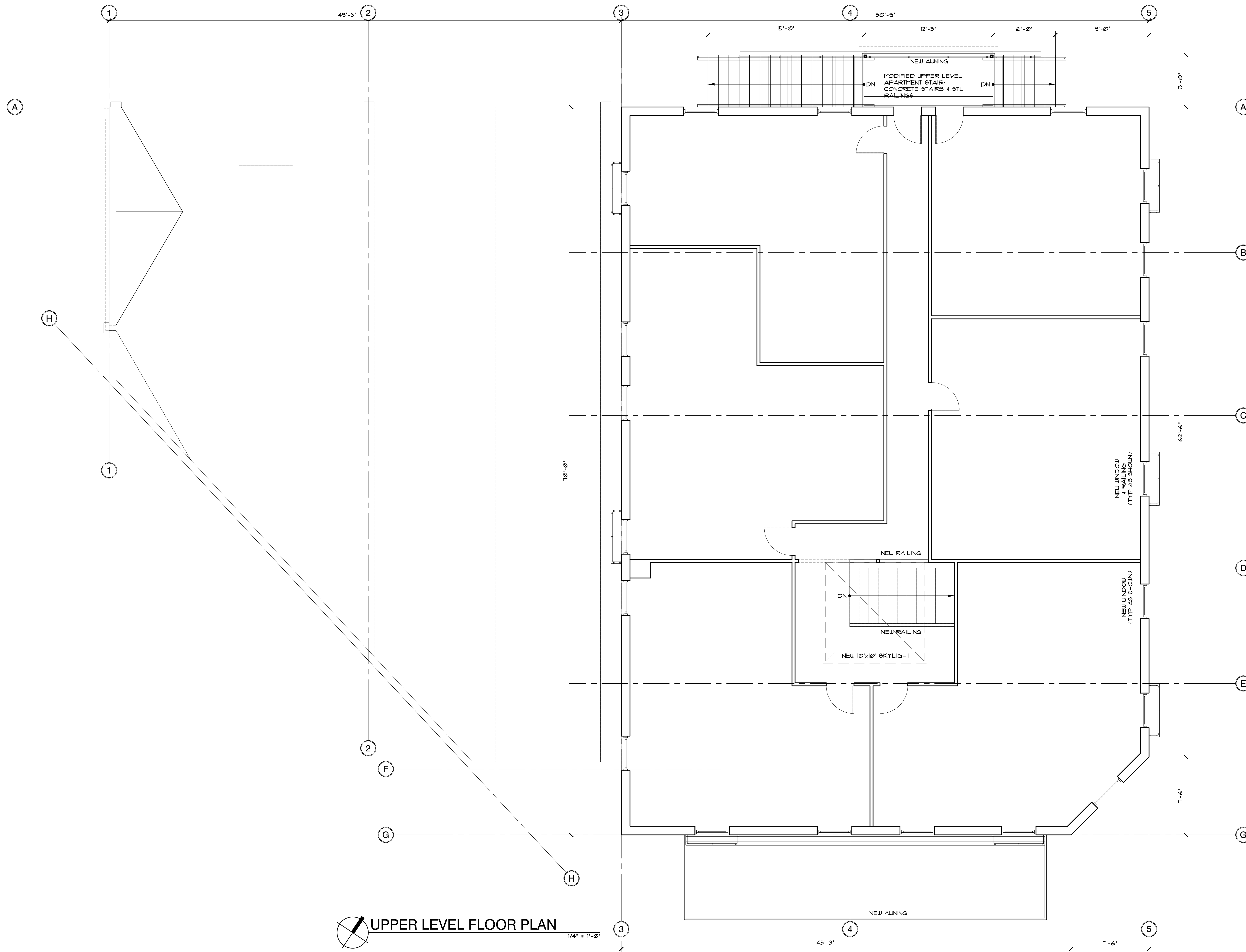


FLOOR PLAN LEGEND

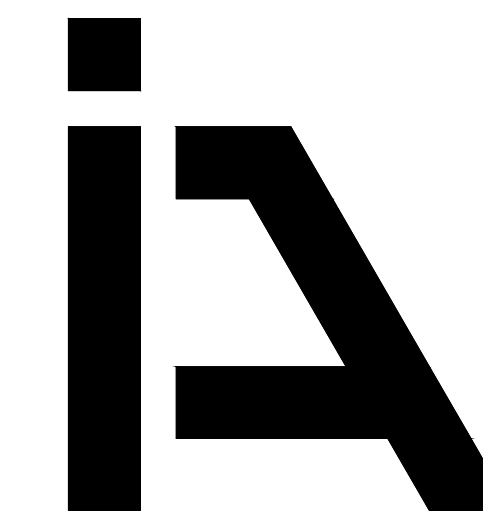
- NEW / INFILL WALL
- EXIST'G WALL/ELEMENT TO BE REMOVED
- EXIST'G WALL TO REMAIN
- EXIST'G HEADER OR BEAM TO REMAIN

MAIN LEVEL FLOOR PLAN

1/4" = 1'-0"




UPPER LEVEL FLOOR PLAN
 1/4" = 1'-0"



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DESIGN REVIEW

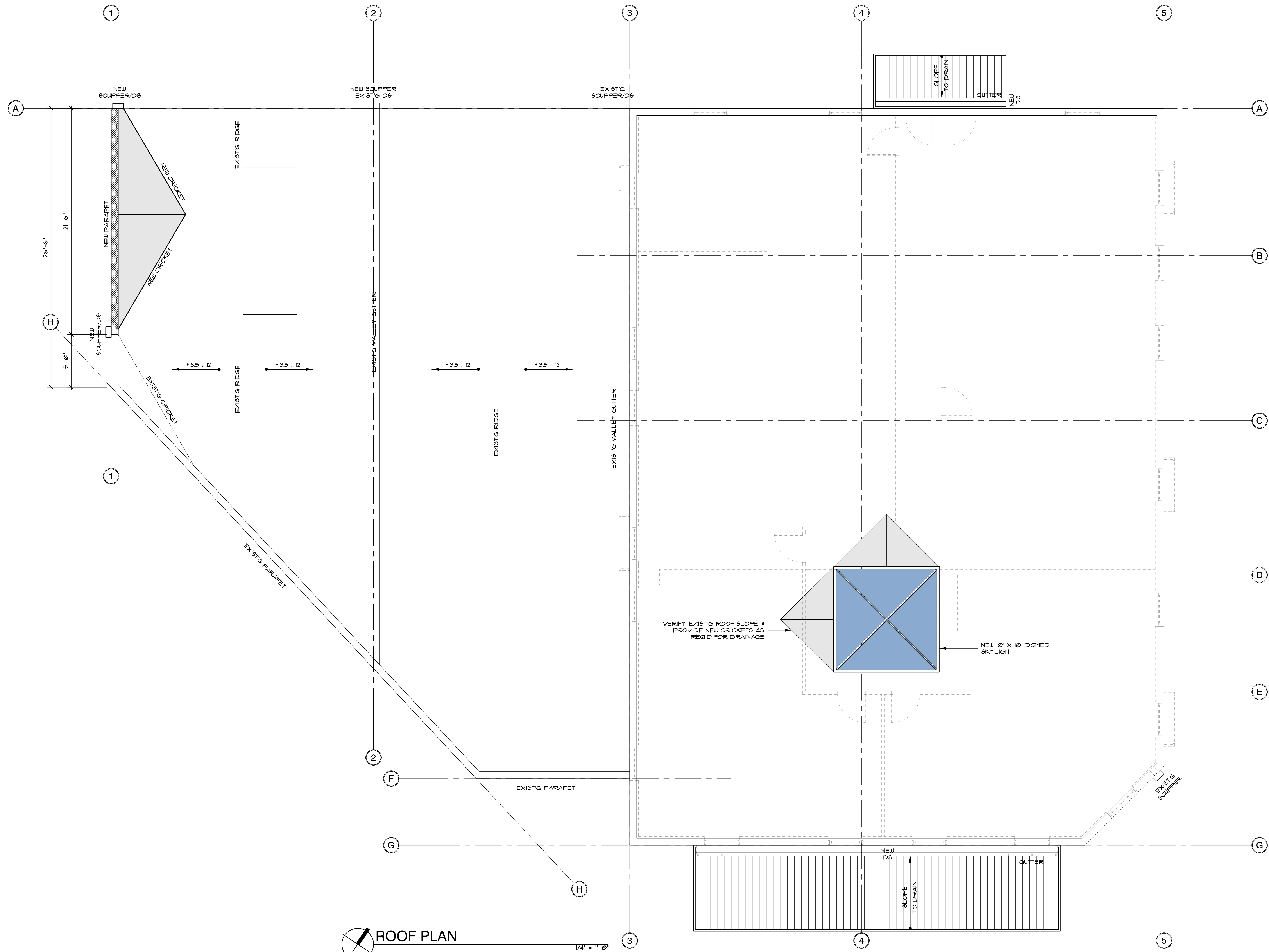
Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
 West Linn, OR, 97068

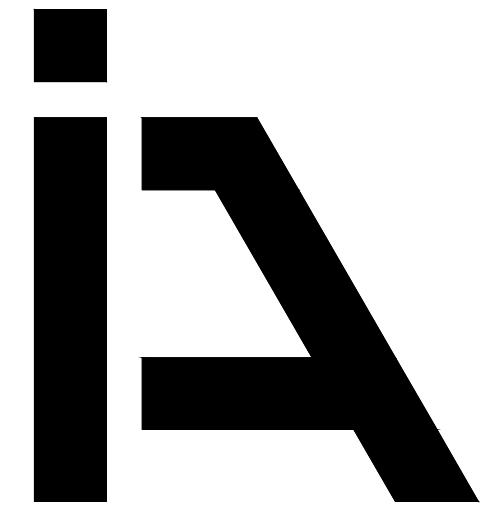
PROJ. NO. : 2350
 FILE : A-FP
 DATE : 5/16/2024

SHEET #
A1.3

UPPER LEVEL FLOOR PLAN



 **ROOF PLAN**
1/4" = 1'-0"



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DESIGN REVIEW

Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
West Linn, OR, 97068

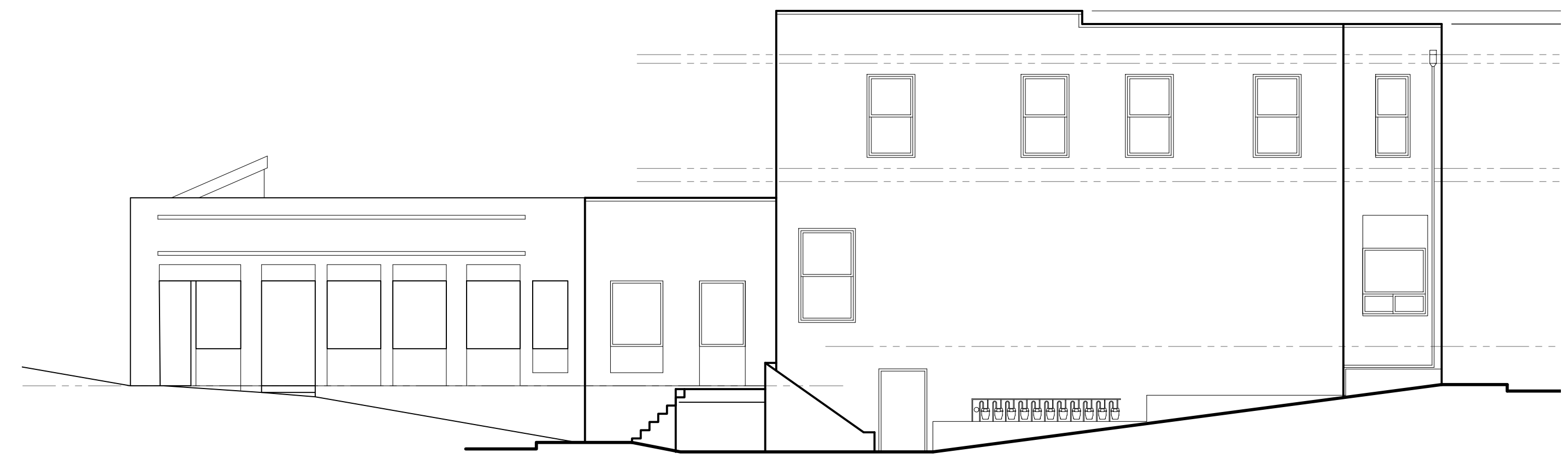
PROJ. NO. : 2350
FILE : A-FP
DATE : 5/16/2024

SHEET #
A1.4

ROOF PLAN



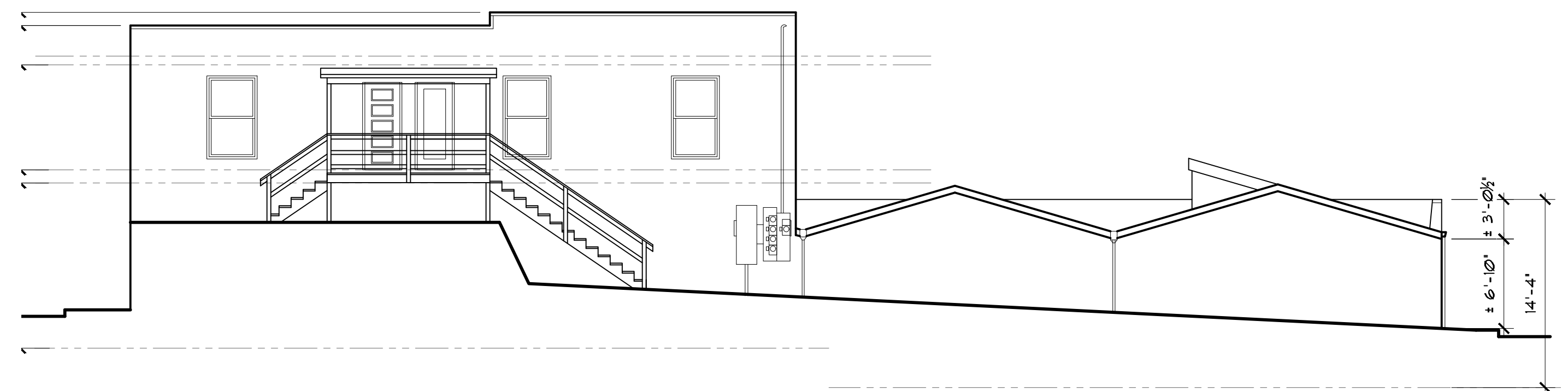
EXISTING SOUTH ELEVATION
1/8" = 1'-0"



EXISTING SOUTHEAST ELEVATION
1/8" = 1'-0"



EXISTING NORTHEAST ELEVATION
1/8" = 1'-0"



EXISTING NORTHWEST ELEVATION
1/8" = 1'-0"



EXISTING SOUTHWEST ELEVATION
1/8" = 1'-0"



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**DESIGN
REVIEW**

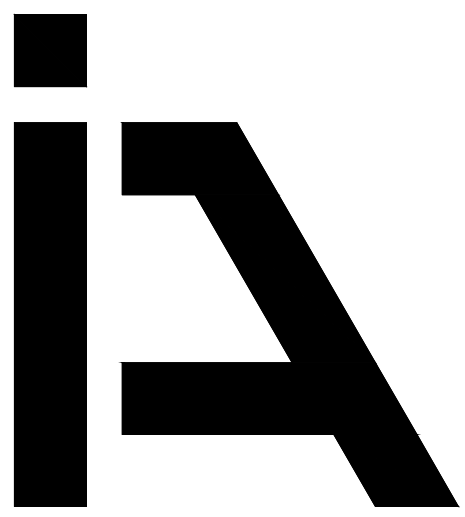
Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
West Linn, OR, 97068

PROJ. NO. : 2350
FILE : XABELV
DATE : 5/16/2024

SHEET #
A2.0

EXISTING BUILDING
ELEVATIONS



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SOUTH ELEVATION (WILLAMETTE FALLS DR)

1/4" = 1'-0"



SOUTHEAST ELEVATION

1/4" = 1'-0"

Building Shell Improvements
BROADWAY CREATIVE BUILDING

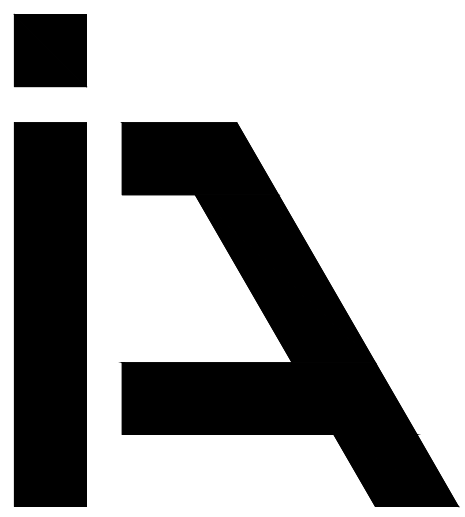
5015 Broadway St.
West Linn, OR, 97068

PROJ. NO. : 2350
FILE : A-ELV
DATE : 5/16/2024

SHEET #

A2.1

ELEVATIONS



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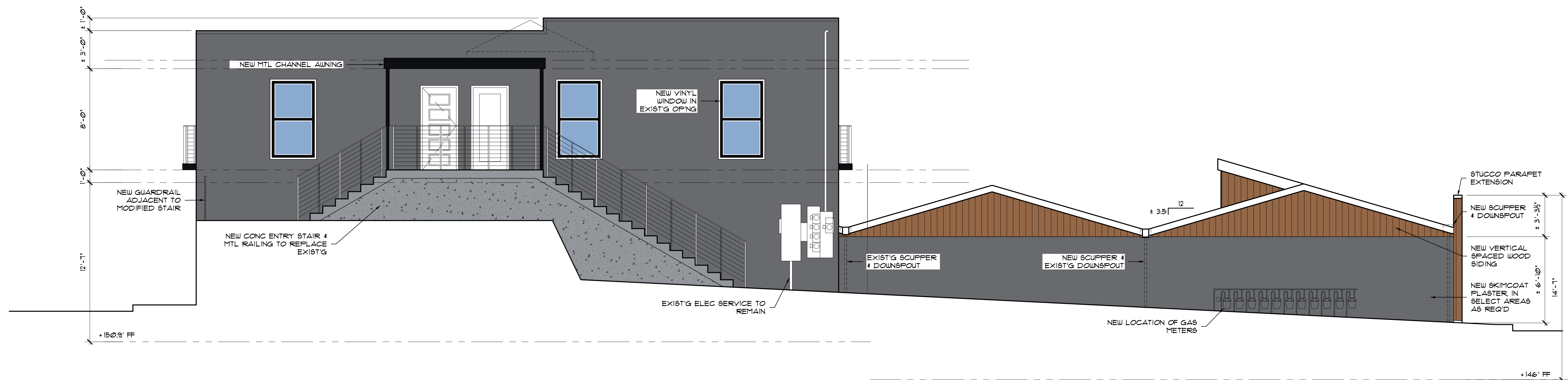
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**DESIGN
REVIEW**



NORTHEAST ELEVATION (BROADWAY ST)

1/4" = 1'-0"



NORTHWEST ELEVATION (PARKING LOT)

1/4" = 1'-0"

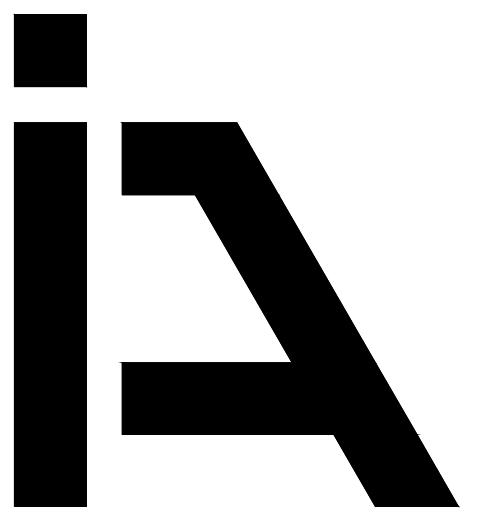
Building Shell Improvements
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5015 Broadway St.
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SHEET #
A2.2

ELEVATIONS



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**DESIGN
REVIEW**

Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
West Linn, OR, 97068

PROJ. NO. : 2350
FILE : A-ELV
DATE : 5/16/2024

SHEET #
A2.3

ELEVATIONS



SOUTHWEST ELEVATION (WILLAMETTE FALLS DR)

1/4" = 1'-0"