

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
June 6, 2024

SUBJECT: Proposed Class 1 Design Review

FILE: PA-24-12

APPLICANTS PRESENT: Jessica Iselin; Dewitt Montgomery, Graham Peterson, Ryan Smith

STAFF PRESENT: John Floyd, Senior Planner; Clark Ide, Assistant City Engineer; Melissa Gonzalez-Gabriel, Associate Traffic Planner, ODOT Region 1; John Russel, ODOT; Tony Tikli

PUBLIC PRESENT: Kathie Halickie

These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 4985 & 4999 Willamette Falls Drive and 5009, 5011 & 5015 Broadway Street (Project Site)
5030 Broadway (Not a part of this pre-application request)
Tax Lot No.: 22E30CD06400 (Project Site)
Site also includes 22E30CD06100, 6200, 6300 (Not a part of the pre-app request)
Site Area: Approximately 0.156 Acres or 6,789 SF per Clackamas County Assessor
Neighborhood: Bolton
Comp. Plan: Neighborhood Commercial
Zoning: General Commercial
Zoning Overlays: Willamette River Greenway

PROJECT DESCRIPTION:

The applicant proposes an exterior remodel of an existing non-conforming mixed-use structure at the northwest corner of Broadway Street and Willamette Falls Drive. Exterior changes include, but are not limited to, replacement of existing windows and doors, new vertical wood siding, new entrance stairwells, and new roll-up doors providing access to a new exterior elevated deck. No specific tenants are proposed at this time.

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

Approval standards and criteria in effect when an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 19: General Commercial, GC](#)
- [Chapter 46: Off-Street Parking, Loading, and Reservoir Areas](#)
- [Chapter 55: Design Review](#)
- [Chapter 66: Non-Conforming Structures](#)
- [Chapter 75: Variances and Special Waivers](#) (If a Variance is Proposed)
- [Chapter 85: Subdivision and Partition Plats](#) (If Lot Consolidation is Proposed, see 85.210)
- [Chapter 96: Street Improvements](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

KEY ISSUES & CONSIDERATIONS

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

- The existing structure is nonconforming on two grounds. The first is an approximate three-foot intrusion into the Willamette Falls Right of Way. The second is a footprint that appears to exceed the 50% limit on lot coverage, if the tax lot boundary matches the legal lot boundary. As the structure appears on the 1936 aerial photographs available in West Linn GIS, these nonconformities have existed for a considerable period of time and likely predate existing development standards.
- A pre-application conference was provided for this property on September 1, 2022 for a different redevelopment scenario. See [PA-22-25](#).
- The project is proposing changes to windows and entranceways on portions of the building within the Willamette Falls Drive right-of-way.
- The scope of the project would require a Class I Design Review as it falls within work specified in CDC 55.020.A.
- As discussed in response to Applicant Question No. 7 below, lot consolidation would be one way to comply with lot coverage limitations of 50% in this zone (CDC 19.080), and would remove the need for a Class II Variance and potentially a Non-Conforming Review to exceed maximum lot coverage.
- As the building contains a residential component, Design Review can proceed through either the Residential/Clear-and-Objective path in 55.105, or the General/Discretionary Standards in 55.100.
- While located in the Willamette River Greenway, the proposed scope of work is exempt from this chapter per CDC 28.040.I/M/U.

RESPONSE TO APPLICANT QUESTIONS:

1. What will be the parking requirements considering the Climate-Friendly and Equitable Communities / OAR 660-12 mandates?

Minimum parking mandates are not effective for this site as it is within ½ mile of a frequent transit corridor (Tri-Met Bus Route 35). Dimensional standards and accessibility standards still apply to spaces that are proposed. See this [handout](#) for more information.

2. What frontage improvements will be required on the various frontages?

Frontage improvement thresholds for non-residential projects are set forth in CDC Chapter 96.010.B. As a new structure is not proposed, additional parking is not required, and new dwelling units are not proposed, frontage improvements are not required at this time. New work proposed in your application must comply with existing city standards.

3. Will alterations to the building shell be allowed based on the ROW encroachment on Willamette Falls Drive?

Please see notes from the Engineering department.

4. Are the existing utilities in the ROW adequate for the potential proposed uses?

A list of potential uses has not been provided, therefore it is hard to determine.

5. What new information (if any) has the city received from ODOT regarding the future removal of the Broadway bridge?

As discussed in the meeting, ODOT does not have funding or a timeline for removal.

6. *Would the city support the vacation of the alley between TL 06100 and 06200/06300?*

The City would likely support a request to vacate the alley described above.

7. *Will lot coverage limitations require consolidation of some of the lots?*

Dimensional standards in the General Commercial Zone are set forth in 19.070, with lot coverage defined in CDC 02. The maximum lot coverage in this zone is 50%, which the existing structure appears to exceed if we assume the tax lot boundary is the legal lot boundary. As construction of the proposed deck would result in an expansion of the lot coverage and increase in the nonconformity. Consolidation with the lot(2s) to the north would be one mechanism to make the project compliant with lot coverage standards. The alternative would be a Class II Variance and/or a nonconforming review, with both of these options requiring review and approval by the Planning Commission.

8. *The city's Natural Hazards Mitigation Plan identifies the site as moderate for landslide susceptibility. How does this impact development?*

A geotechnical report may be required by the Building Department. It is not an anticipated requirement for the Class I Design Review given the scope of work.

9. *Assuming a change of occupancy to accommodate an eating/drinking establishment is required, what will be the required land use process?*

Without a more detailed scope of changes, this is difficult to estimate. Please refer to CDC 55.020 for thresholds of review.

10. *Is there any additional information for the future roundabout for the intersection of West A St. & Broadway St.?*

The project remains unfunded and no changes have been made to the Willamette Falls Drive concept Plan.

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.?

See notes from Engineering regarding the questions above.

PUBLIC COMMENT:

None.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or CIde@westlinnoregon.gov.

BUILDING:

For building code and ADA questions, contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054 or Alisha Bloomfield at abloomfield@westlinnoregon.gov or 503-742-6053.

TUALATIN VALLEY FIRE & RESCUE:

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

PROCESS:

A Class I Design Review is a Planning Director's decision. No public hearing is required. Once the application is declared complete, staff will review the application, send a 20-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director will prepare a decision. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

A Class II Variance or a Non-Conforming Review for expansion of a non-conforming commercial building is a quasi-judicial decision by the Planning Commission. A public hearing is required. The applicant must present their proposal to the Planning Commission at the hearing. Once the application is complete, staff will review the application, schedule a public hearing date, send a 20-day public comment notice, and post a notice sign on the property. Staff will prepare a report with a recommendation available 10 days before the public hearing. A final decision can take 6-10 months.

After the Planning Commission decides, there is a 14-day appeal period. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

A neighborhood meeting is NOT required for a Class I Design Review, Variance, or non-conforming review.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#);

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. “Not Applicable” is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

APPLICATION FEES & DEPOSITS:

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- Fee for a Class 1 Design Review = \$4,500
- Fee for a Class II Variance = \$3,450
- Fee for a Lot Line Adjustment = \$1,200

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

** **DISCLAIMER:** These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*



June 17, 2024

ODOT # 13328

ODOT Pre-Application Response

Project: Commercial Design Review	Applicant: Jessica Iselin, Iselin Architects
Jurisdiction: City of West Linn	Jurisdiction Case #: PA 24-12
Site Address: 4985/4999 Willamette Falls Drive & 5009-5015 Broadway St	

The site of this proposed land use action is in the vicinity of I-205 and OR 43. ODOT has permitting authority for these facilities and an interest in ensuring that this proposed land use is compatible with their safe and efficient operation.

These comments, standards, and requirements are current as of the date of this letter. If the project scope and/or timeline is modified, the applicant should contact the ODOT Region 1 Development Review program (ODOT_R1_DevRev@odot.oregon.gov) for an updated letter as updated comments may be necessary.

LAND USE PROPOSAL

ODOT attended a pre-application meeting held by the City of West Linn to discuss proposed shell improvements to an existing building on Tax Lot (TL) 6400.

COMMENTS/FINDINGS

The overall site includes TL 6100, 6200, 6300, and 6400. However, ODOT understands from the materials and from the pre-application meeting that work is limited to TL 6400 and no development is proposed as part of this proposal. As a result, ODOT has determined there will be no significant impacts to State highway facilities and no additional State review is required.

Contact the ODOT Development Review Planner identified below for further coordination or questions regarding ODOT comments and requirements during the land use process.

Please send a copy of the Land Use Notice to: ODOT_R1_DevRev@odot.oregon.gov

Development Review Planner: Melissa Gonzalez	Melissa.gonzalez-gabriel2@odot.oregon.gov
District Contact: District 2B	d2bup@odot.oregon.gov



CITY OF
**West
Linn**

Pre-app Comments

Project Number: PA-24-12
5009-50015 Broadway St:
Proposed Commercial Design
Review

Engineering Contact:

Clark Ide, PE
cide@westlinnoregon.gov
Telephone: (503) 722-3437

Project Description: Proposed Commercial Design Review

Pre-application meeting date: June 3, 2024

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

TRANSPORTATION

Minimum Required Improvement:

- A Traffic Impact Analysis (TIA) will not be required for the proposed development project.
- Broadway Street
 - Broadway Street is classified as a local street.
 - Broadway Street has approx. 68 feet of ROW along the frontage of the proposed development. Based on the proposed changes, the City would not request the applicant to dedicate any additional ROW at a this time.
- Willamette Falls Drive
 - Willamette Falls Drive is classified as a minor arterial
 - Willamette Falls Drive has approx. 68 feet of ROW along the frontage of the proposed development. Based on the proposed changes, the City would not request the applicant to dedicate any additional ROW at a this time.
- As noted on the application site plan, any modifications to existing property entrances would need to be constructed to meet current City of West Linn Design Standards.

SANITARY SEWER


Minimum Required Improvement:

- An Existing 6" line from the property, tying into City main across Willamette Falls Drive to the south, has the capacity to serve the development in its current use.
- The Existing line may need to be increased if the plumbing fixture count of the final property use dictates. This will be evaluated during the Building/Site Development review process.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 20" DI water main in Willamette Falls Drive that the property currently ties into. This main has adequate capacity for serving the proposed development in its current use.

	Pre-app Comments	Engineering Contact: Clark Ide, PE cide@westlinnoregon.gov Telephone: (503) 722-3437
	Project Number: PA-24-12 5009-50015 Broadway St: Proposed Commercial Design Review	

- The existing water meter/water service to the property may need to be increased if the plumbing fixture count of the final property use dictates. This will be evaluated during the Building/Site Development review process.

SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Per the application, no significant impervious areas are being generated with the proposal. Therefore, no stormwater treatment is required as part of the development at this time.

OTHER

- The City would support the vacation of the existing alley adjacent to the property if the applicant elects to move forward with the process.
- Any improvements made to public infrastructure within the City ROW associated with this application shall be constructed, inspected and accepted by the City.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of usage change for the property.
- The City will permit the development to re-clad the building structure as part of this application, even though the structure currently encroaches into the existing ROW on Willamette Falls Drive. The City will require a License Agreement, drafted by the City Attorney, be recorded with the property for the access and use of the property encroaching on City ROW.
- The proposed development will disturb less than 5 acres, therefore a West Linn Erosion Control Permit Application, as outlined in Section 2.0065 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.



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
Staff Contact:	John Floyd	Time:	11:00
		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

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

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?
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- & 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?
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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

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hi John,

BROADWAY CREATIVE BUILDING



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

NOT FOR
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

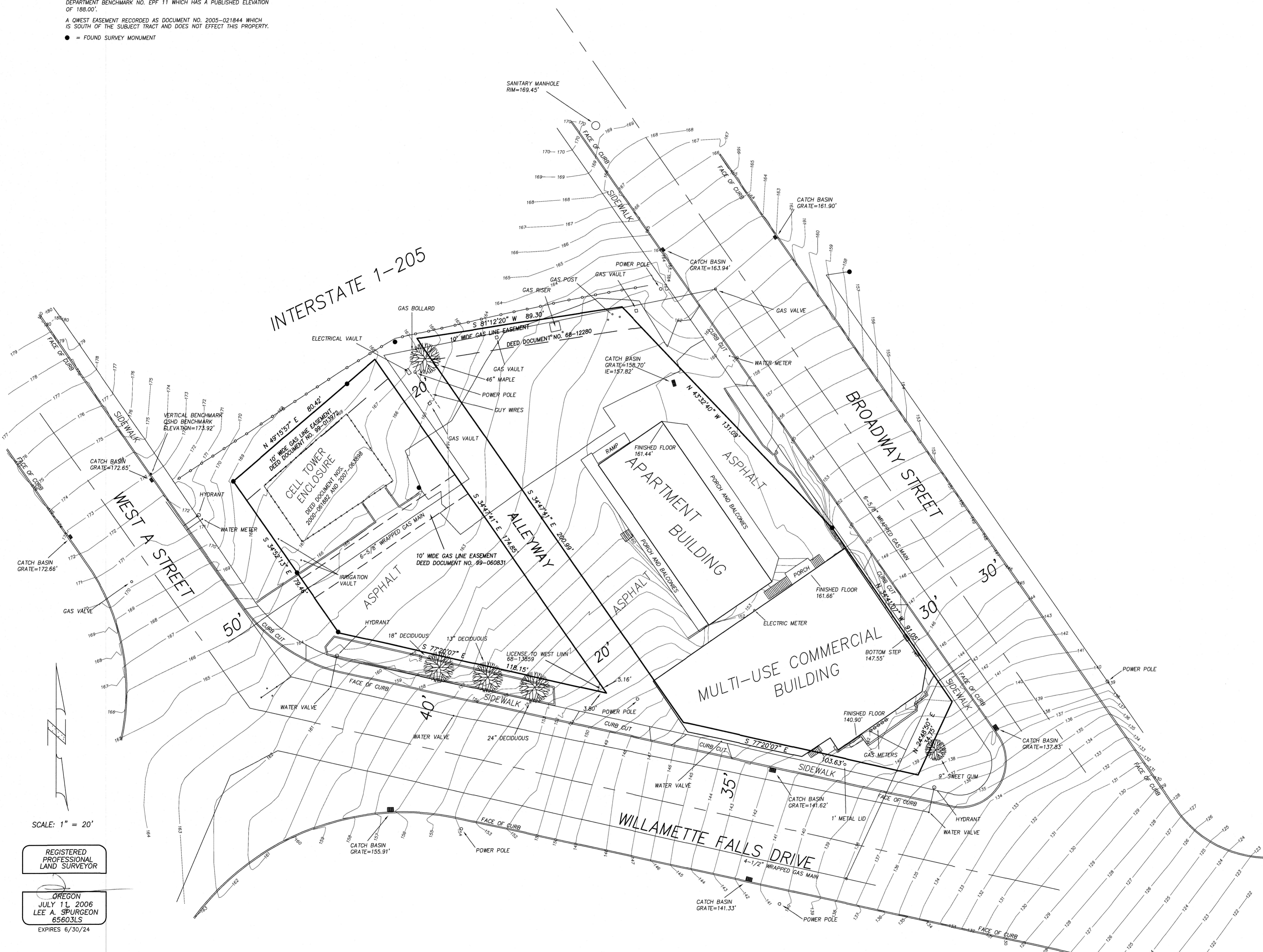
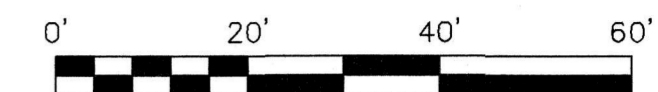
SHEET #
COV

GENERAL INFORMATION

NTS

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

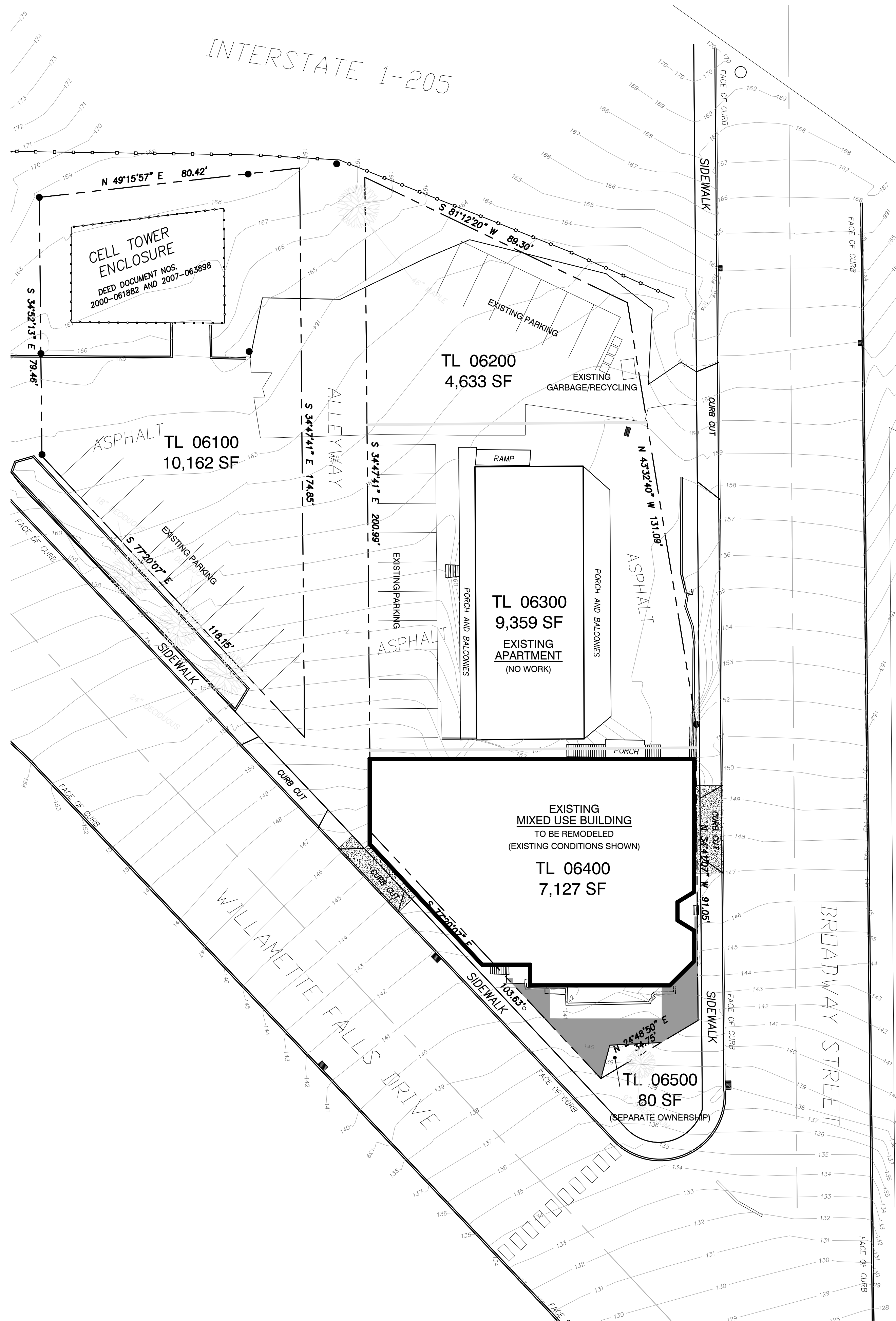


SCALE: 1" = 20'

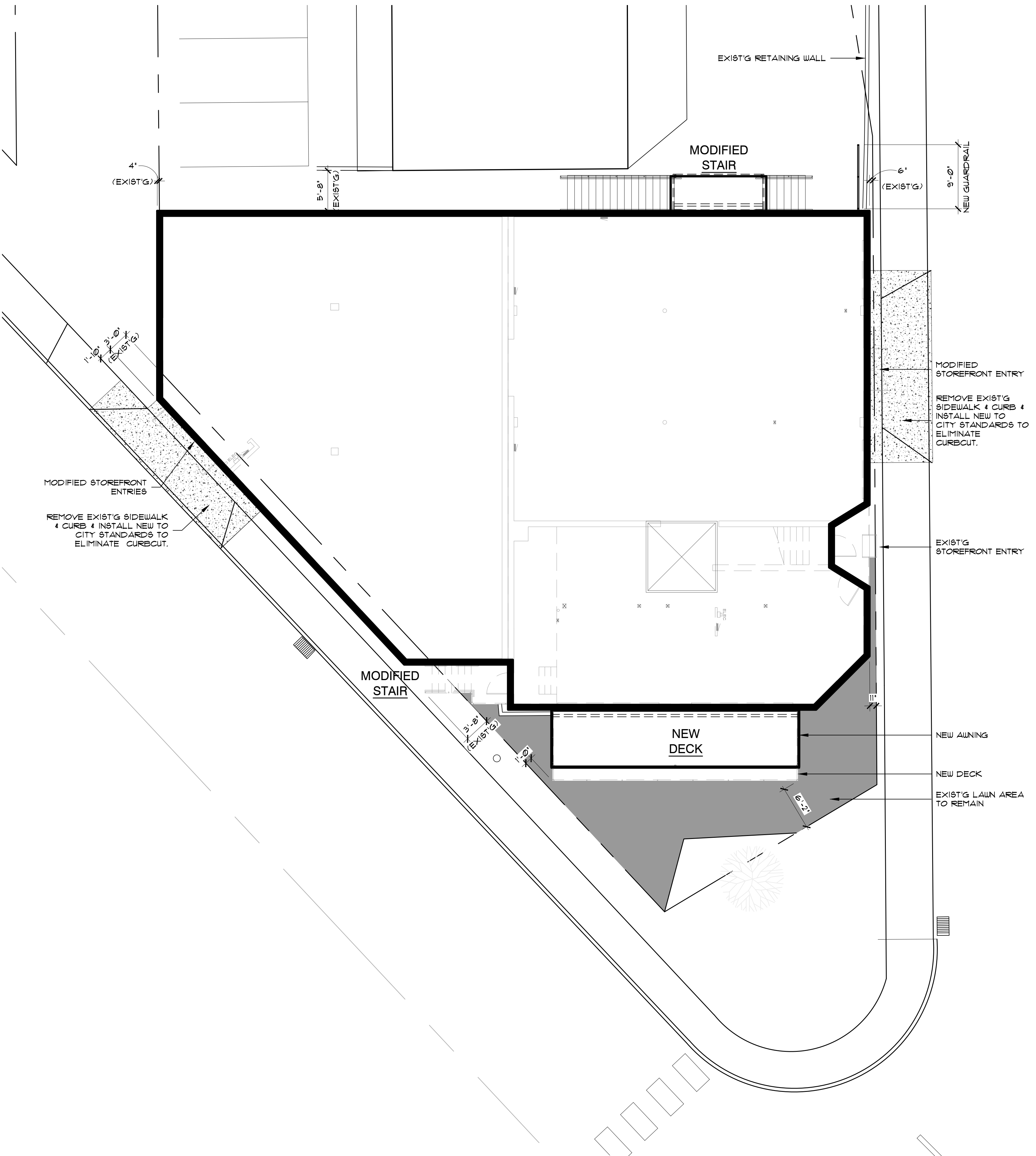
REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

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

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 CONSTRUCTION

**DESIGN
 REVIEW**

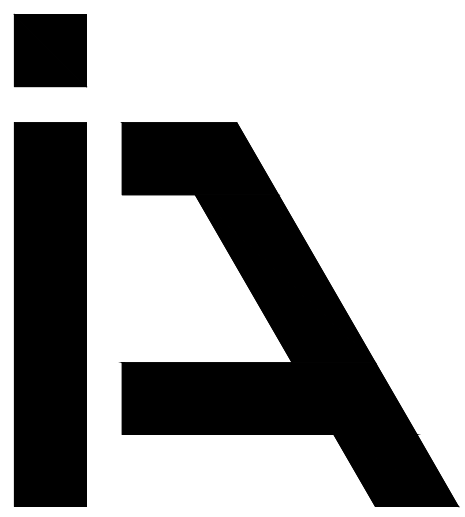
Building Shell Improvements
BROADWAY CREATIVE BUILDING

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

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A1.0

SITE PLAN



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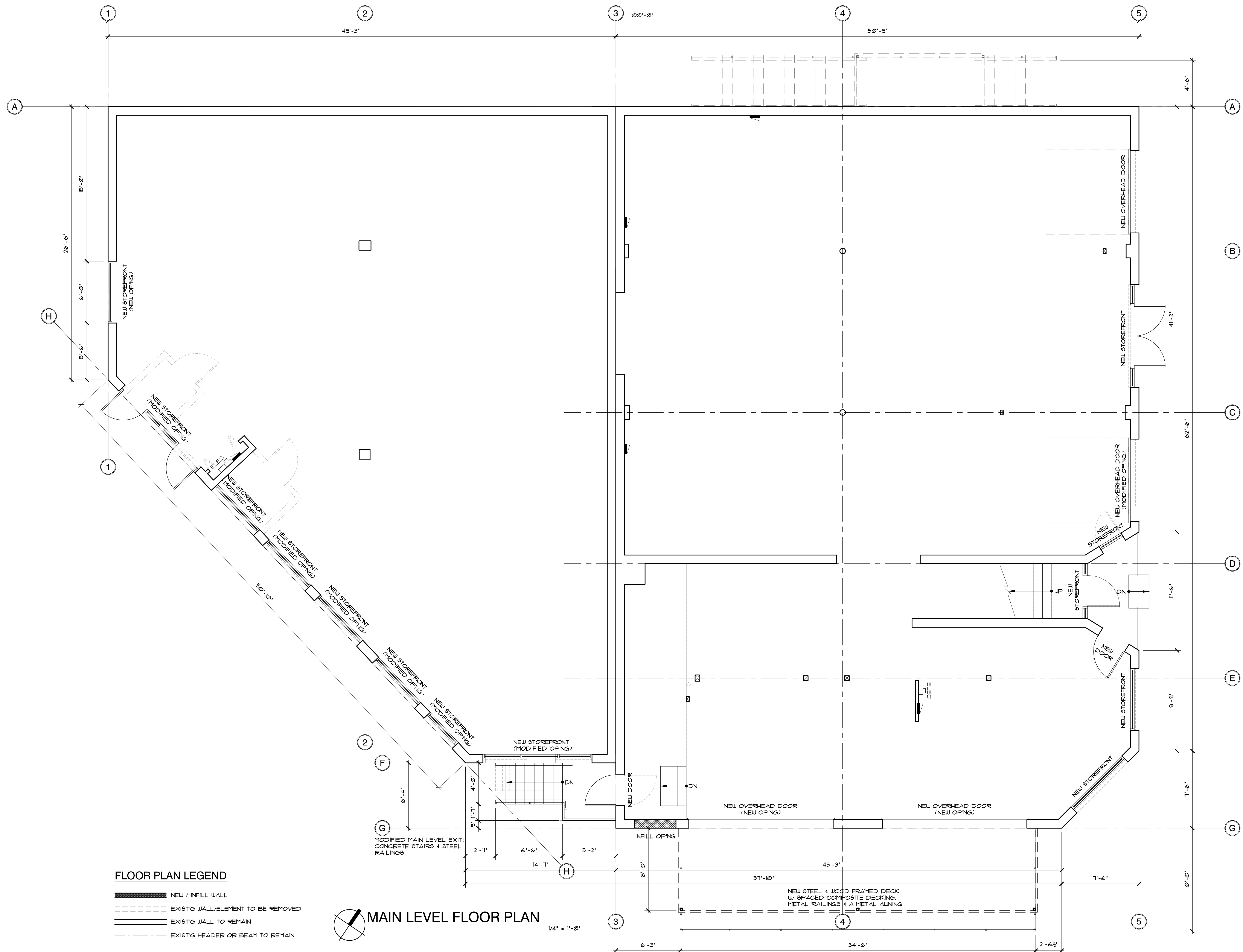
5015 Broadway St.
West Linn, OR, 97068

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

SHEET #

A1.2

MAIN LEVEL FLOOR PLAN

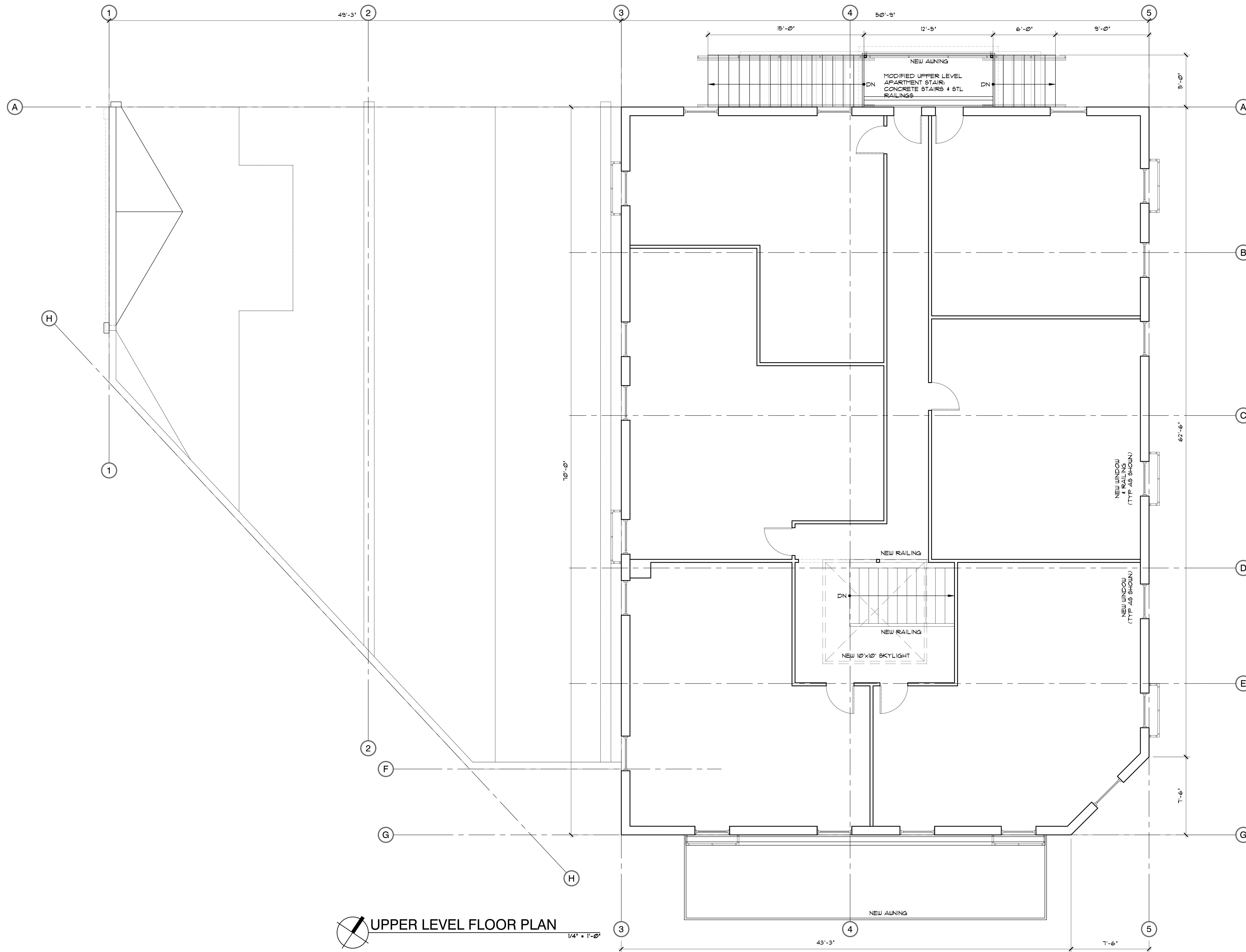


FLOOR PLAN LEGEND

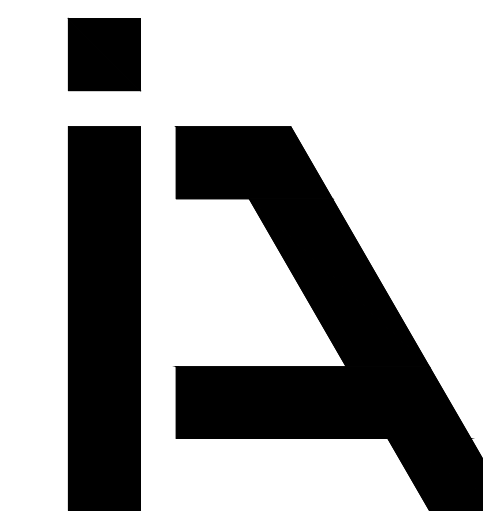
- NEW / INFILL WALL
- EXIST'G WALL/ELEMENT TO BE REMOVED
- EXIST'G WALL TO REMAIN
- EXIST'G HEADER OR BEAM TO REMAIN

MAIN LEVEL FLOOR PLAN

1/4" = 1'-0"




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



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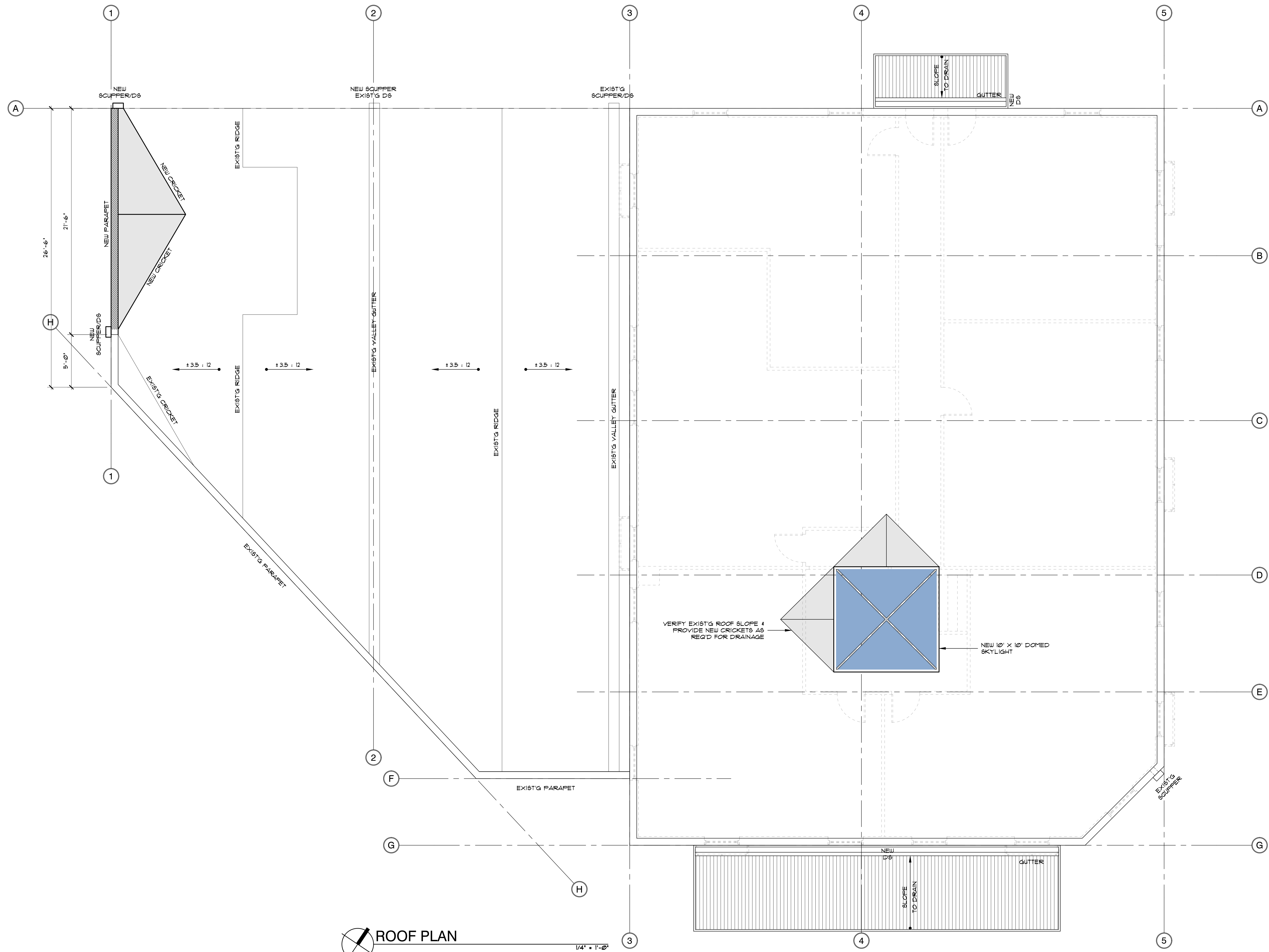
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BROADWAY CREATIVE BUILDING

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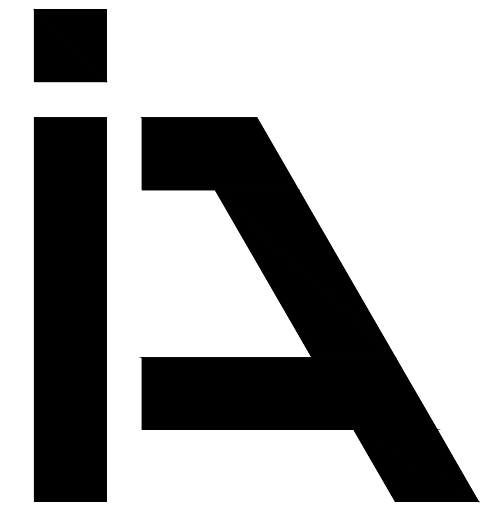
PROJ. NO. : 2350
 FILE : A-FP
 DATE : 5/16/2024

SHEET #
A1.3

UPPER LEVEL FLOOR PLAN



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



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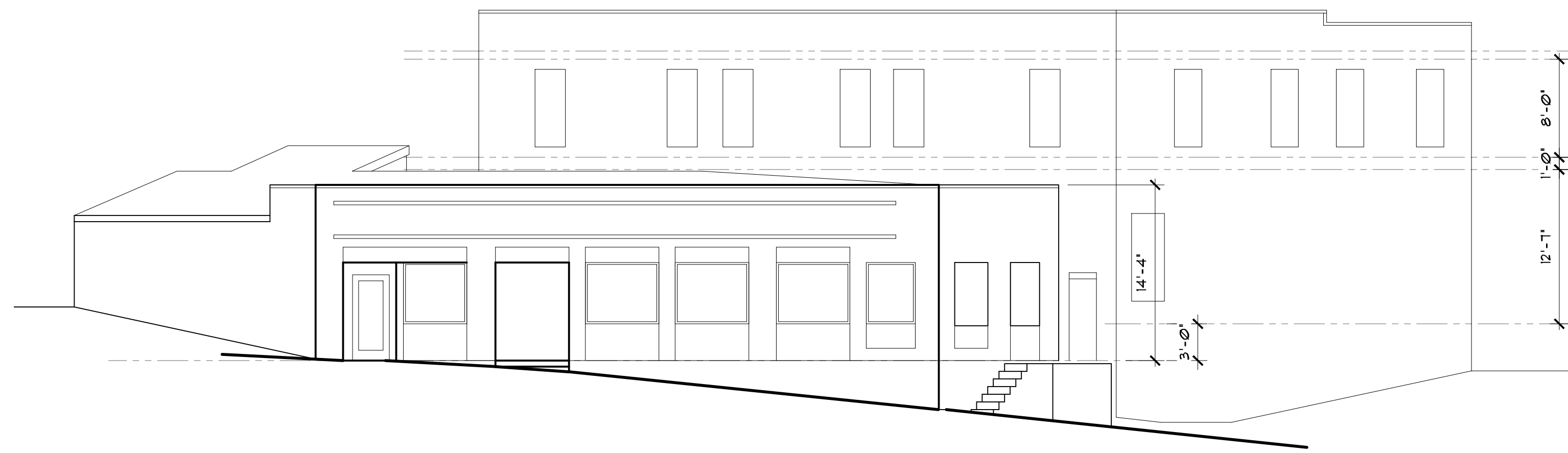
Building Shell Improvements
BROADWAY CREATIVE BUILDING

5015 Broadway St.
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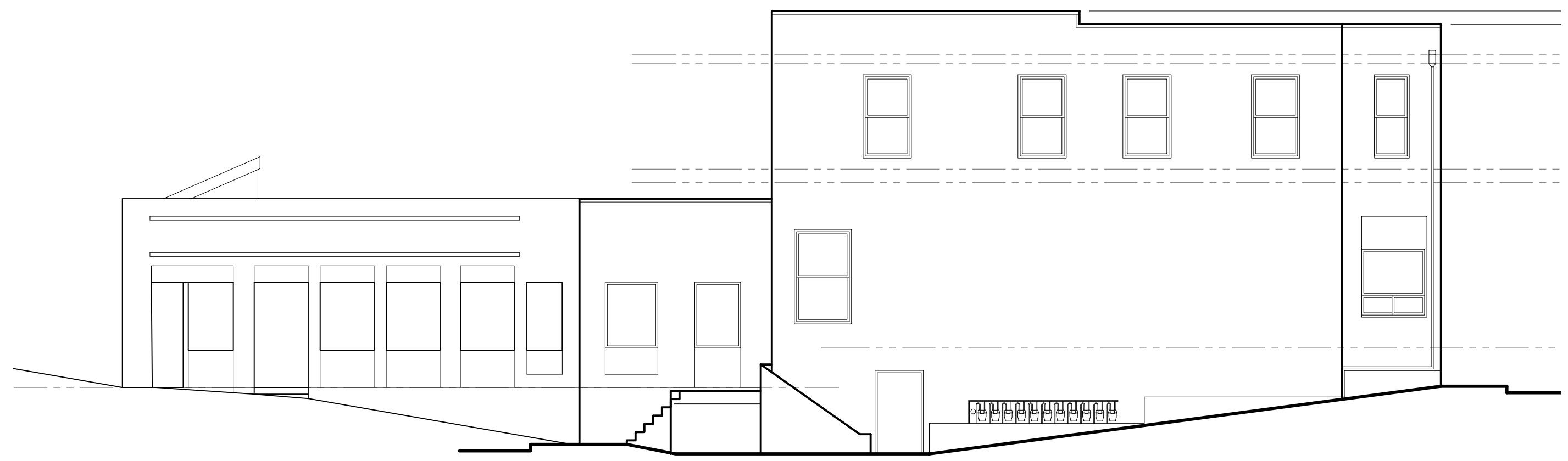
PROJ. NO. : 2350
FILE : A-FP
DATE : 5/16/2024

SHEET #
A1.4

ROOF PLAN



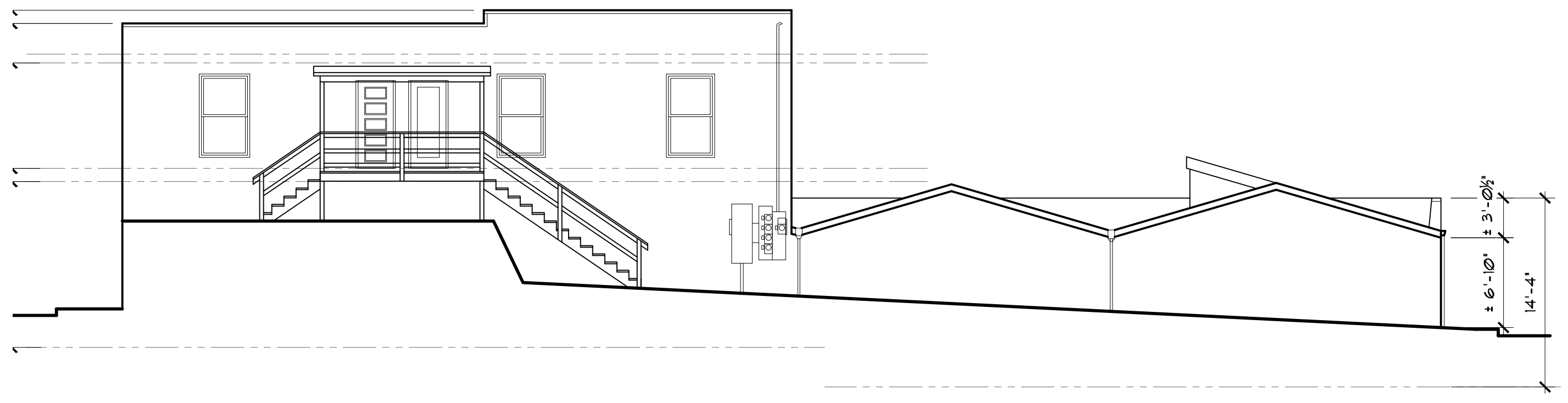
EXISTING SOUTH ELEVATION
1/8" = 1'-0"



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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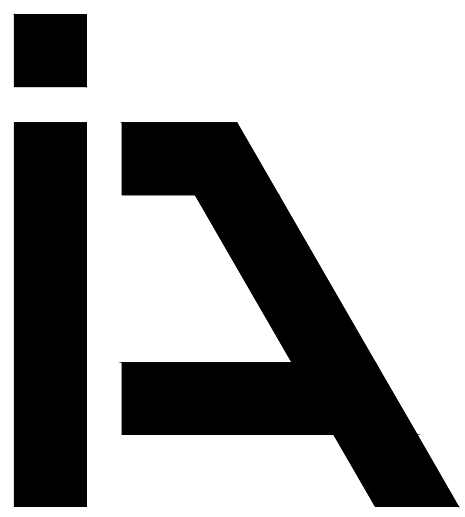
Building Shell Improvements
BROADWAY CREATIVE BUILDING

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

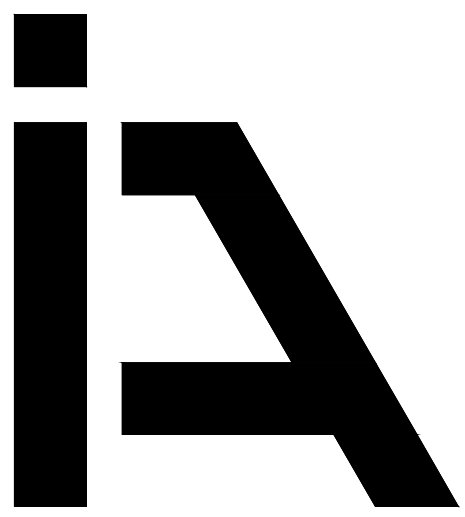
5015 Broadway St.
West Linn, OR, 97068

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

SHEET #

A2.1

ELEVATIONS



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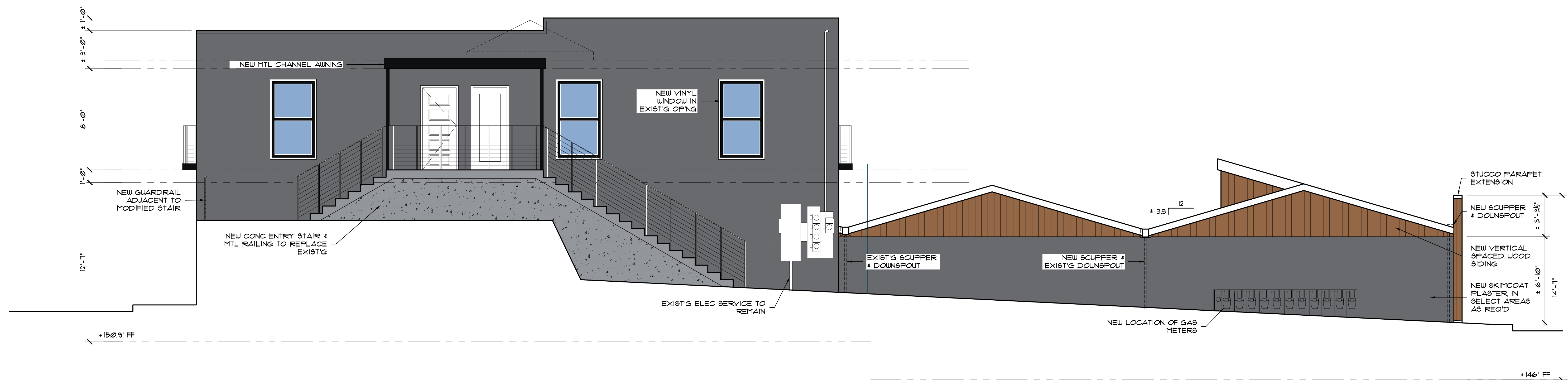
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REVIEW**



NORTHEAST ELEVATION (BROADWAY ST)

1/4" = 1'-0"



NORTHWEST ELEVATION (PARKING LOT)

1/4" = 1'-0"

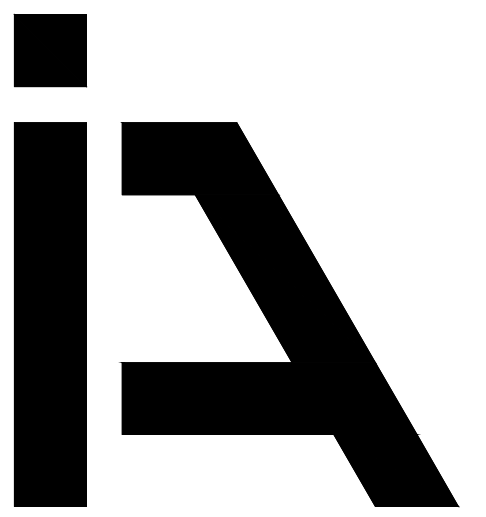
Building Shell Improvements
BROADWAY CREATIVE BUILDING

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

SHEET #
A2.2

ELEVATIONS



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FILE : A-ELV
DATE : 5/16/2024

SHEET #
A2.3

ELEVATIONS



SOUTHWEST ELEVATION (WILLAMETTE FALLS DR)

1/4" = 1'-0"