



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, January 16, 2025

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

10:00 am: Proposed Design Review and Water Resource Area Permit
Applicant: Ken Sandblast, applicant
Property Address: 18825 Willamette Drive
Neighborhood Assn: Robinwood Neighborhood Association
Planner: Chris Myers **Project #:** PA-25-01





City of West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
 Telephone 503.742.6060 • westlinnoregon.gov

Pre-Application Conference Request

For Staff to Complete:

PA 25-01

Conference Date: 1-16-24

Time: 10:00

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: Jordan Matin / Matin Real Estate, LLC
Email: jmatin@matinrealestate.com
Phone #: 971-285-2180
Address: 5441 S. Macadam Ave., Ste. 208, Portland, OR 97239

Applicant Information

Name: Ken Sandblast / Westlake Consultants, Inc.
Email: ksandblast@westlakeconsultants.com
Phone #: 503-684-0652
Address: 15115 SW Sequoia Pkwy, #150 Tigard, OR 97224

Address of Subject Property (or tax lot): Tax Map 21E14DD, Tax Lot 6100

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: 12/10/24

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:

DocuSigned by:

 9D76F30A7C414FA...

DATE: 12/5/2024

Project Narrative

Site Location: 18825 Willamette Drive

Tax Map/Lot: 21E14DD/ 6100

Site Size: 0.72 AC

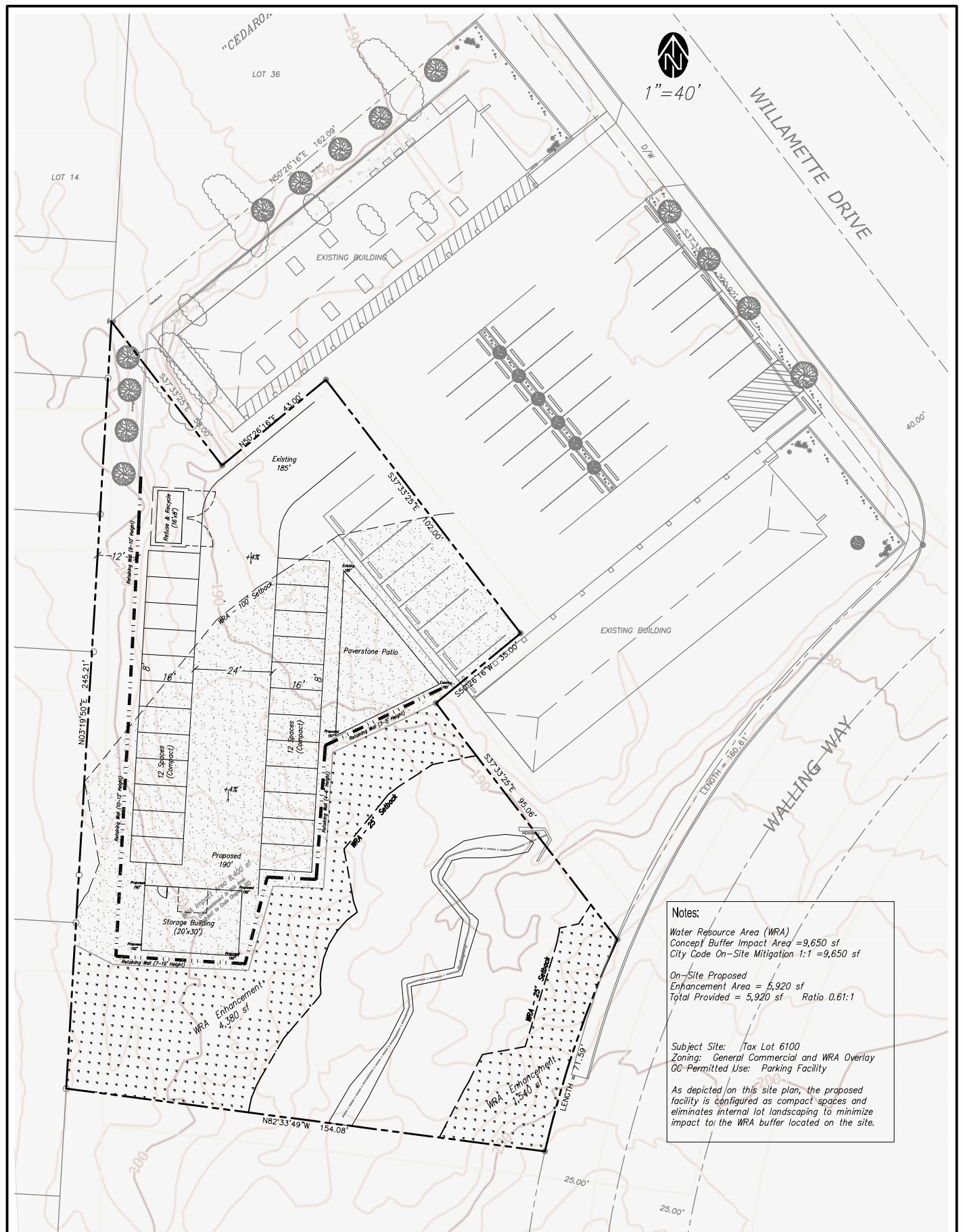
Zoning: GC

Property Owner: Matin Real Estate, LLC

Proposal Summary: The subject site is approximately 0.72 acres in size and zoned General Commercial. Tax Lot 6100 is mostly undeveloped and is characterized by trees and sloping terrain from west to east.

The Applicant proposes to develop a parking facility with 24 spaces on the site, as shown on the attached Site Concept Plan. A two-way drive aisle will provide access from the adjacent existing parking lot. In addition, two accessory buildings are proposed: a storage building (approximately 20' x 30') and a refuse/recycling area (16' x 8').

A Water Resource Area (WRA) associated with Fern Creek exists on the southeast portion of the site and has been delineated as shown on the attached Site Concept Plan. The associated protection setbacks (25' and 100') have been also been delineated. No development is proposed within the WRA 25' setback. To mitigate for impacts within the WRA 100' setback, the Applicant proposes WRA enhancement as shown on the Concept Plan.



Notes:

Water Resource Area (WRA)
 Concept Buffer Impact Area = 9,650 sf
 City Code On-Site Mitigation 1:1 = 9,650 sf

On-Site Proposed
 Enhancement Area = 5,920 sf
 Total Provided = 5,920 sf Ratio 0.61:1

Subject Site: Tax Lot 6100
 Zoning: General Commercial and WRA Overlay
 GC Permitted Use: Parking Facility

As depicted on this site plan, the proposed facility is configured as compact spaces and eliminates internal lot landscaping to minimize impact to the WRA buffer located on the site.

PreApplication Concept Site Plan

Parking Facility, Outbuilding & Solid Waste
 2-1E-14DD Tax Lots 6100 Adjacent to 18825 Willamette Dr.
 Mr. Jordan Martin West Linn, OR

WESTLAKE
 CONSULTANTS INC.

ENGINEERING • SURVEYING • PLANNING

PACIFIC CORPORATE CENTER
 18115 S.W. SEQUOIA PARKWAY, SUITE 160 TIGARD, OREGON 97224 (503) 684-0852 FAX (503) 624-0167