

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
February 6, 2025

SUBJECT: Class II Design Review and Water Resource Area Permit.

FILE: PA-25-01

APPLICANTS PRESENT: Jordan Matin, Ken Sandblast (Westlake), Julia (Westlake)

STAFF PRESENT: Chris Myers, Associate Planner

PUBLIC PRESENT: None

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: 18825 Willamette Drive
Tax Lot No.: 21E14DD6100
Site Area: 0.72 Acres
Neighborhood: Robinwood Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial
Zoning Overlays: Riparian Corridor

PROJECT DESCRIPTION:

The applicant proposes the construction of a 24-space parking lot as well as the addition of two accessory structures.

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](#)
 - 19.030 Permitted Uses
 - 19070 Dimensional Requirements, Uses Permitted Outright
 - 19.090 Other Applicable Development Standards
- [Chapter 32: Water Resource Area Permit](#)
 - 32.010 Purpose
 - 32.020 Applicability
 - 32.030 Prohibited Uses – See Table 32-1
 - 32.040 Exemptions
 - 32.050 Application (see 32.050.F.4)
 - 32.060 Approval Criteria (Standard Process) See Table 32-2 (required width of WRA)
 - 32.080 Approval Criteria (Alternate Review Process)
 - 32.090 Mitigation Plan
 - 32.100 Re-Vegetation Plan Requirements
- [Chapter 46: Off-Street Parking, Loading, and Reservoir Areas](#)
 - 46.010 Purpose
 - 16.020 Applicability and General Provisions

- 46.030 Submittal Requirements
- 46.040 Approval Standards
- 46.060 Storage in Parking and Loading Areas Prohibited
- 46.070 Maximum Distance Allowed Between Parking Area and Use (see 46.070.B.3 ADA)
- 46.090 Off-Street Parking Space Requirements (Maximum Spaces) 3 spaces per 1000 square feet of leasable space. Current – 7000 leasable square feet = 21 allowed spaces. Site has 30 spaces.
- 46.150 Design and Standards (see 46.150.A.1 Parking stall design standards) minimum of 8x16 “compact” and 9x18 standard size. 50% must be standard size.
 - See 46.150.B Accessible parking standards for persons with disabilities
 - See 46.150.D.2 and 3 Bicycle parking improvements and location. Check minimum required for office uses
 - 46.150.E Minimum standards for parking lot layout
 - 46.150.G New construction electric service
- [Chapter 48: Access, Egress, and Circulation](#)
- [Chapter 54: Landscaping](#)
- [Chapter 55: Design Review](#)
 - 55.070 Submittal Requirements
 - 55.090 Approval Standards – Class I Design Review
 - 55.100(B)(5) and (6)
 - 55.110 Site Analysis
 - 55.120 Site Plan
 - 55.140 Architectural Drawings
- [Chapter 85: Land Divisions](#)
 - 85.010 Purpose
 - 85.150 Application – Tentative Plan
 - 85.210 Property Line Adjustments – Approval Standards (Lot Consolidation)
- [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:

1. Accessory structures must be located on properties that have a principal use. In this case the proposed location of the two accessory structures is an undeveloped parcel. A lot consolidation will be needed.
2. In order to construct anything within the Riparian Corridor the applicant must obtain a report from a certified engineering firm (Geo Tech) to show that shrinking the 100-foot buffer from the water resource will not impact the habitat of the water resource.
3. CDC Chapter 46.090 off-street parking space requirements. Maximum parking numbers for General Office are 3 spaces per 1000 square feet of leasable space. Subject property has 7000 leasable square feet for a total maximum parking spaces of 21. Subject property currently has 30 parking spaces. No further parking will be allowed.

RESPONSE TO APPLICANT QUESTIONS:

None.

ENGINEERING:

The Engineering department comments are attached. For further details, contact Clark Ida 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.

TREES:

For information on the tree requirements for this proposal, contact the Mike Perkins, City Arborist at Mperkins@westlinnoregon.gov or 503-722-4728.

PROCESS:

A Class II Design Review and a Water Resource Area Permit are 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.

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for a Class II Design 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 II Design Review = \$4,500 + \$500 Inspection Fee
- Fee for a Water Resource Area Permit = \$2,850

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.*