

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

SUBJECT: Proposed Car Wash.
FILE: PA-25-06
APPLICANTS PRESENT: Chuck Kaady, Eric Li
STAFF PRESENT: Chris Myers, Associate Planner
PUBLIC PRESENT:

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: 18850 Willamette Drive
Tax Lot No.: 21E14DD06900
Site Area: 1.294 Acres
Neighborhood: Robinwood NA
Comp. Plan: Commercial
Zoning: General Commercial
Zoning Overlays: Riparian Corridor, Habitat Conservation Area

PROJECT DESCRIPTION:

The applicant proposes a Conditional Use Permit and a Class II Design Review for the construction of a car wash.

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 2: Definitions](#)
- [Chapter 19: General Commercial](#)
 - 19.020 Procedures and Approval Process
 - 19.030 Permitted Uses
 - 19.060 Conditional Uses
 - 19.080 Dimensional Requirements, Conditional U
- [Chapter 32: Water Resource Area Protection](#)
 - 32.010 Purpose
 - 32.020 Applicability
- [Chapter 42: Clear Vision Areas](#)
 - 42.020 Clear Vision Areas Required
 - 42.040 Computation; Street and Accessway 24 Feet or More in Width
- [Chapter 46: Off-Street Parking, Loading, and Reservoir Areas](#)
 - 46.020 Applicability and General Provisions
 - 46.030 Submittal Requirements
 - 46.070 Maximum Distance Allowed Between Parking Area and Use

- 46.090 Computation of Required Parking Spaces (Maximum)
- 46.110 Reservoir Areas Required for Drive-in Uses (car wash is listed)
- 46.150 Design and Improvement Standards
- [Chapter 48: Access, Egress, and Circulation](#)
 - 48.020 Applicability and General Provisions
 - 48.025 Access Control
 - 48.040 Minimum Vehicle Requirements for Non-Residential Uses
 - 48.050 One-Way Vehicular Access Points
 - 48.080 Bicycle and Pedestrian Circulation
- [Chapter 52: Signs](#)
 - 52.300 Permanent Sign Design Standards
- [Chapter 54 Landscaping](#)
 - 54.050 Protection of Street Trees
- [Chapter 55: Design Review](#)
 - 55.020 Classes of Design Review (Class II)
 - 55.070 Submittal Requirements
 - 55.100 Approval Standards – Class II Design Review – General Discretionary
 - 55.110 Site Analysis
 - 55.120 Site Plan
 - 55.125 Transportation Analysis
 - 55.140 Architectural Drawings
 - 55.150 Landscape Plan
- [Chapter 60: Conditional Uses](#)
 - 60.030 Administration and Approval Process
 - 60.070 Approval Standards and Conditions
 - 60.080 Site Plan and Map
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
 - 99.030 Application Process
 - 99.038 Neighborhood Contact Required (Yes, CUP requires NA meeting)
 - 99.060 Approval Authority (Planning Commission)

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. Applicant must attend NA meeting AND provide an audio recording as part of the application.
2. Applicant must have a TVF&R Provider Permit as part of the application.
3. There is an existing ingress/egress easement on the property which must be maintained unless legally changed with all property owners agreeing (1998).

RESPONSE TO APPLICANT QUESTIONS:

Links to previous Design Review projects:

https://westlinnoregon.gov/projects/completed?term_node_tid_depth=All&field_project_type_tid=40&keys=

Master Fee Schedule:

https://westlinnoregon.gov/sites/default/files/fileattachments/finance/page/7989/mfc_-_fy_2025_effective_july_1_2024_clean_adopted_08.08.24_-_minor_wlrr_updates.pdf

A storm water report will be needed at the time of Development Review.

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.

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 Conditional Use Permit and a Class II Design Review are a Planning Commission Decision. A 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. 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 required for a Conditional Use Permit and 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>

- Deposit for a CUP = \$4500
= \$500 Inspection fee
- Deposit Class II Design Review = \$4500

= \$500

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 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.*



CITY OF
**West
Linn**

Pre-app Comments

Project Number: PA-25-06
Class 2 Commercial Design
Review: 18850 Willamette Drive

Engineering Contact:

Jameson Lumpkin
jlumpkin@westlinnoregon.gov
Telephone: (503) 722-4739

Project Description: Proposed Car Wash

Pre-application meeting date: March 6, 2025

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 Requirements:

- Willamette Drive
 - Willamette Drive is classified as a major arterial.
 - Oregon Department of Transportation (ODOT) controls this Right of Way.
- Walling Way
 - Walling Way is classified as a local roadway.
 - Walling Way has approx. 50 feet of ROW along the frontage of the proposed development lot. The City would not request any additional ROW be dedicated across the property frontage.
 - Due to previous ROW improvements to Walling Way, the City will require no additional frontage Improvements at the property location.

SANITARY SEWER

Minimum Required Improvement:

- Existing 8" mains currently run along the patrial frontages of the property on Walling Way. The 8" mains in the vicinity are large enough to handle the capacity from the proposed development.
- As-built data shows current commercial property utilizes 4" sanitary lateral on Walling Way.

DOMESTIC WATER

Minimum Required Improvement:

- Existing 6" DI water mains currently run along the frontages of the property on Walling Way
 - Existing property utilizes meter from this main.
- Building code will dictate the required meter size for this proposed development. Current meter size is 1.5"
- Developer inquired about upgrade to a 2" meter. City main has the capacity to serve this 2" meter upgrade.



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SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1000 square feet must be captured, treated, detained and conveyed to the nearest public stormwater system in accordance with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards*.
- Preferred stormwater management would be to capture, treat, and infiltrate on site. If infiltration is not feasible, conveyance to the City system would be required.
- All Stormwater facilities must be designed and accepted by a licensed engineer.
- Current property shows a stormwater facility on site. This facility may be used for this proposed development but a licensed engineer must prove the facility meets current stormwater requirements.

OTHER

- City is currently in the process of adopting a new stormwater management manual. If site development plans are submitted after this adoption, the new requirements will be enforced.
- Any required improvements shall be constructed to meet current City of West Linn Design Standards.
- Any required work in the ROW shall be constructed, inspected and accepted by the City.
- Development shall pay all applicable System Development Charges (SDC) fees prior to issuance of Site Development permit.
- The proposed development will disturb less than 5 acre, 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.