

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

**SUBJECT:** Proposed Public Works Operations Center  
**FILE:** PA-25-09  
**APPLICANTS PRESENT:** Jeff, Erich, Dan, Alex, Brandon, Jake  
**STAFF PRESENT:** Chris Myers, Associate Planner, Jameson Lumpkin Engineer  
**PUBLIC PRESENT:** Shane Gundt, Andrew Palomaki, Ed Schwarz, Roberta Schwarz

*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: Salamo Road  
Tax Lot No.: 21E35D 05400 and 21E36 02300  
Site Area: 33.02 Acres  
Neighborhood: No Assigned NA  
Comp. Plan: Low Density Residential  
Zoning: No current zone applied  
Zoning Overlays: No zoning overlays

**PROJECT DESCRIPTION:**

The applicant proposes a Conditional Use Permit and a Class II Design Review for the construction of Public Works, Parks and Recreation, Water Services operations center.

**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 11: Residential R-10](#) (Low Density)
  - 11.020 Procedures and Approval Process
  - 11.030 Permitted Uses
  - 11.060 conditional Uses
  - 11.080 Dimensional Requirements, conditional uses
- [Chapter 41: Building Height, Structures on Steep Lots, Exceptions](#)
  - 41.005 Determining Height of Building
  - 41.020 Height Exceptions
  - 41.040 Places of Worship and Government Buildings
- [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](#)
  - 54.020 Approval Criteria
- [Chapter 55: Design Review](#)
  - 55.020 Classes of Design Review (Class II)
  - 55.030 Administration and Approval Process
  - 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 96: Street Improvement Construction](#)
  - 96.010 Construction Required
  - 96.020 Fee-In-Lieu
  - 96.030 Standards
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
  - 99.030 Application Process
  - 99.038 Neighborhood Contact Required (Yes, CUP requires NA meeting)
    - No assigned NA, hold public meeting 99.038.C
  - 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. The subject property is not within an NA boundary. Adjacent to Barrington Heights and Savannah Oaks. With Willamette NA south across I-205. Staff recommend holding one meeting and invite all three NA's to the meeting. If on a weekday it must be after 6pm in a publicly accessible space.
2. Applicant must have a TVF&R Provider Permit as part of the application.
3. The subject property has a comp plan designation of low-density residential. Therefore, a CUP is needed for a project of this nature.

### **RESPONSE TO APPLICANT QUESTIONS:**

1. What applications will be required for the proposed development?

- a. Staff Response: One application for a Conditional Use Permit and a Class II Design Review will be required. If, the proposed project stays out of the wetland and associated wetland buffer than a water resource area permit is NOT required.
2. Which supplementary reports or analysis will be required?
  - a. Staff Response: Required reports and application criteria are expressed in the related code chapters. Applicant should ensure that all approval criteria are clearly met within the application.
3. Are there any overlay zones?
  - a. Staff Response: There is a wetland on the subject property. If the proposals stays out of the wetland and associated buffer then a water resource area permit is not required.
4. Which zoning designation will be given to the site?
  - a. Staff Response: The subject property has a zoning designation given by City Council on December 14, 1983. The designation is low-density residential.
5. Which right-of-way or frontage improvements will be required?
  - a. Staff Response: The subject property has frontage on Salamo Road. Due to the extreme slope of the site's frontage the applicant may be able to pay a fee-in-lieu of frontage improvements. At this time the fee-in-lieu is \$405 per linear foot.
6. Will there be any required easements on the subject property?
  - a. Staff Response:
7. Impacts to the wetland buffer, what is the process and requirements?
  - a. Staff Response: The best option is to simply stay out of the wetland and associated buffer. If the project needs to encroach on the wetland buffer the applicant will need to have a certified Ecological Engineer review the habitat impact and whether the project can reduce the buffer. Furthermore, as part of the application Chapter 32 Water Resource Area will need to be included.
8. Will Design Review be required?
  - a. Staff Response: Yes
9. Will required off-street parking be limited to 1 space per employee?
  - a. Staff Response: We no longer have minimum off-street parking requirements. We do have maximum allowed parking requirements. As part of the application confirm that the use and number of allowed spaces are accurate (CDC Chapter 46.090).
10. Will a traffic analysis be required?
  - a. Staff Response: Check the requirements of CDC Chapter 85.170.B.2 for criteria for a required Traffic Impact Analysis.
11. Will letters of adequate service be required?
  - a. Staff Response: No
12. Can the proposed project utilize the existing curb cut at Salamo Road?
  - a. Staff Response: Yes

#### **ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [Cide@westlinnoregon.gov](mailto:Cide@westlinnoregon.gov).

#### **BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto: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](mailto: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](mailto: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. Due to a lack of assigned Neighborhood Association for the subject property. Staff recommend one meeting with invitations to all three adjacent NAs. See Community Development Code 99.038.c

**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.*



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## Pre-app Comments

**Project Number: PA-25-09**  
**Proposed City of West Linn**  
**Operations Center**

### Engineering Contact:

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

**Project Description:** Proposed West Linn Operations Center

**Pre-application meeting date:** April 3, 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:

- Salamo Road
  - Salamo Road is classified as a minor arterial.
  - Salamo Road has a Right-of-Way (ROW) width ranging from 100-200 feet along this frontage.
  - ROW improvements are required with a development of this size. City Engineer may waive this requirement if improvements are deemed undesirable and existing improvements across Salamo Road satisfy City needs.

### SANITARY SEWER

#### Minimum Required Improvement:

- Existing 8" mains currently run along the Salamo Road frontage of the property. The 8" main has the capacity to serve this development.
- Public Sanitary main may be installed on private property to serve this development. Main must be located within a Public Utility Easement and meet all Public Works Design Standards.

### DOMESTIC WATER

#### Minimum Required Improvement:

- Existing 10" and 12" DI water main currently run along the frontages of the property. These mains have the capacity to serve this development.
- Building code will dictate the required minimum meter size for this proposed development.

### 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*



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#### *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.

#### **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.
  - This new manual does include requirements for source control, which this development would be subject to. Requirements would include hydraulically isolating high risk areas (fuel stations, bulk storage, wash bays, etc.). All impervious surfaces under these high-risk areas must be captured and conveyed to the sanitary system.
- 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 more than 5 acre, therefore a DEQ 1200-C permit shall be required, as outlined in Section 2 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.