



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 25-14

Conference Date: 7/17/25

Time: 10:00am

Staff Contact: Aaron Gudelj

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: R. Roger Reif, Trustee of the Gloria
Altenhofen Trust
Email: Roger.R@canby.com
Phone #: 503 320-4202
Address: 3310 N. Maple St
Canby, OR 97013

Address of Subject Property (or tax lot): 2240 + 2284 Willamette Falls Dr. (Approx 0.95 acres
identified as Tax lots 21E35D 01600, 01701, 01902

Applicant Information

Name: Harlan Borow - Icon Construction + Development
Email: Harlan@iconconstruction.net
Phone #: 503-713-8627
Address: 1969 Willamette Falls Dr., Suite 260
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: *Harlan Borow*

DATE: 6/23/2025

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:

*R. Roger Reif, trustee of
Gloria Altenhofen trust*

DATE: 6-25-2025

Project Narrative

Icon Construction & Development LLC – Altenhofen Property

2240 & 2284 Willamette Falls Dr., West Linn, OR

(Approx. 0.95 Acres identified as Tax Lots 21E35D 01600, 01701 and 01702)

- Property currently has one single family dwelling and several out buildings. Formerly also had a manufactured home as well.
- Zoned General Commercial (GC) and we are seeking input on development options and requirements.
- We do not have a layout yet as need input to design.

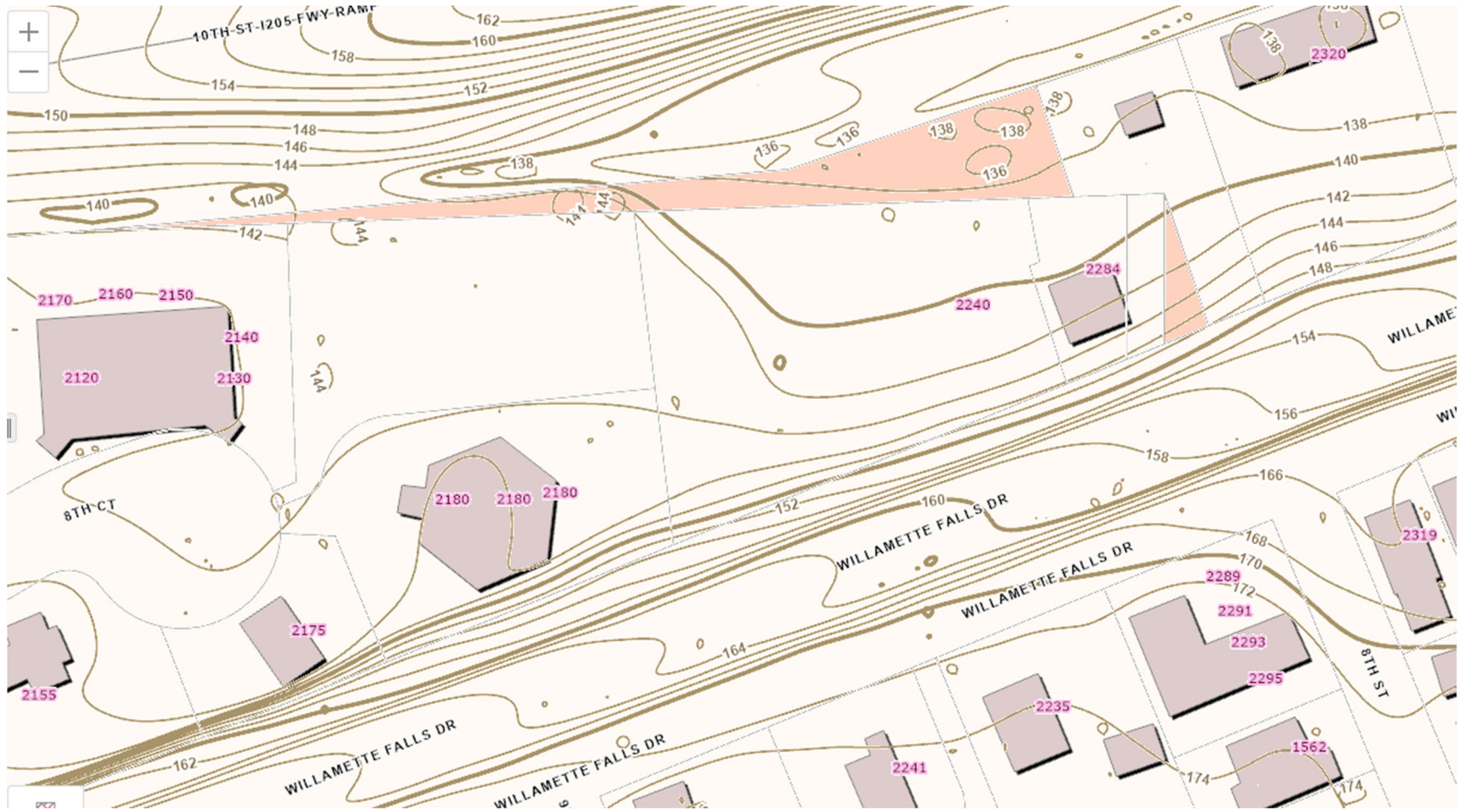
Specific questions:

1. How will access to the property be accomplished? Will connection to Willamette Falls Dr be required? If so, what is maximum grade allowed and what is the access section?
2. Is the city interested/willing to use the triangle parcel to the east (Tax Lot 21E35D 01700) as part of the access ROW?
3. What are requirements for:
 - a. Density
 - b. Building height
 - c. Building footprint
 - d. Parking
 - e. Other
4. What easements and maintenance agreements are associated with the property?
5. As seen on the provided figures from West Linn Maps, the Riparian Corridor Inventory (RCI) extends well into the northern half of the property. We are conducting a wetland delineation and expect to have results by the time of the pre-application conference. There are many buildings within the RCI on adjoining properties. What are the requirements for building in or near the RCI and what are the options for impacts and mitigation?
6. What are the likely sanitary sewer and storm sewer requirements and connections? Are there any late-comer fees?
7. What is the process for moving forward, timing and fees?
8. Are there tree preservation/mitigation requirements/fees?
9. What are building permit and SDC fee requirements/fees?
10. There are currently two sanitary sewer connections and two water meters. Please confirm SDC credits for these connection and meters are applicable to the proposed commercial development.

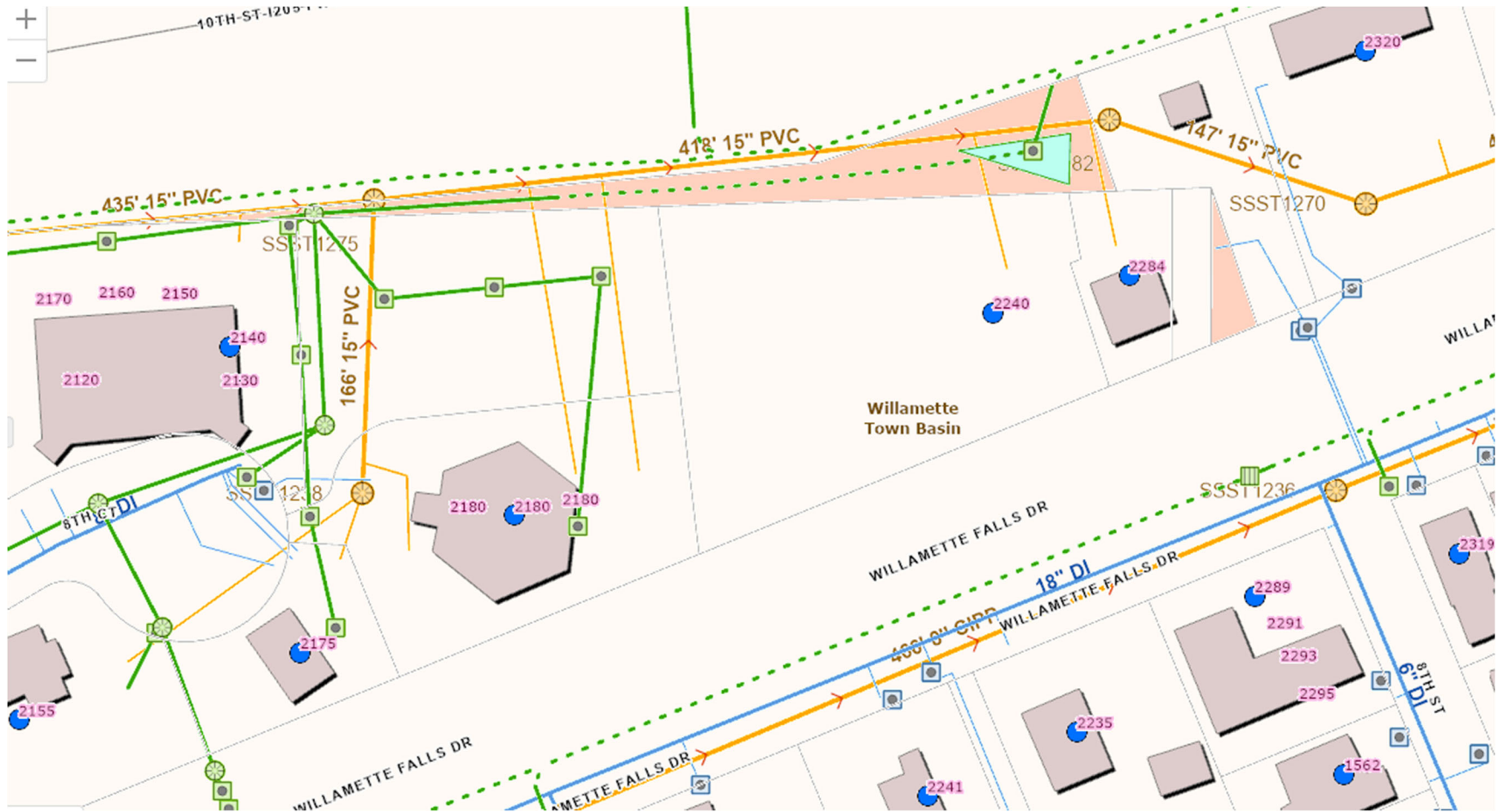
Property
(green)



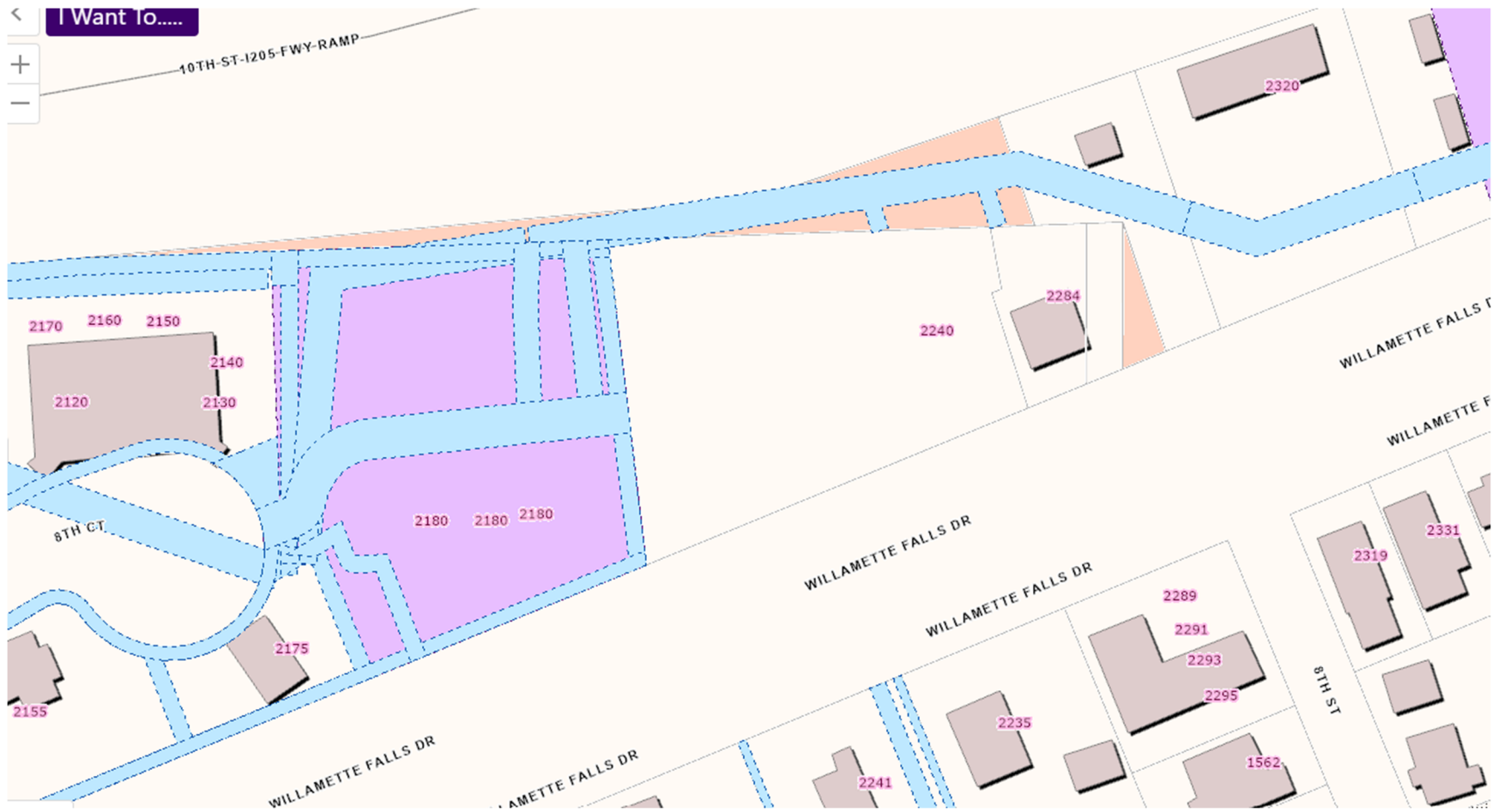
Topography



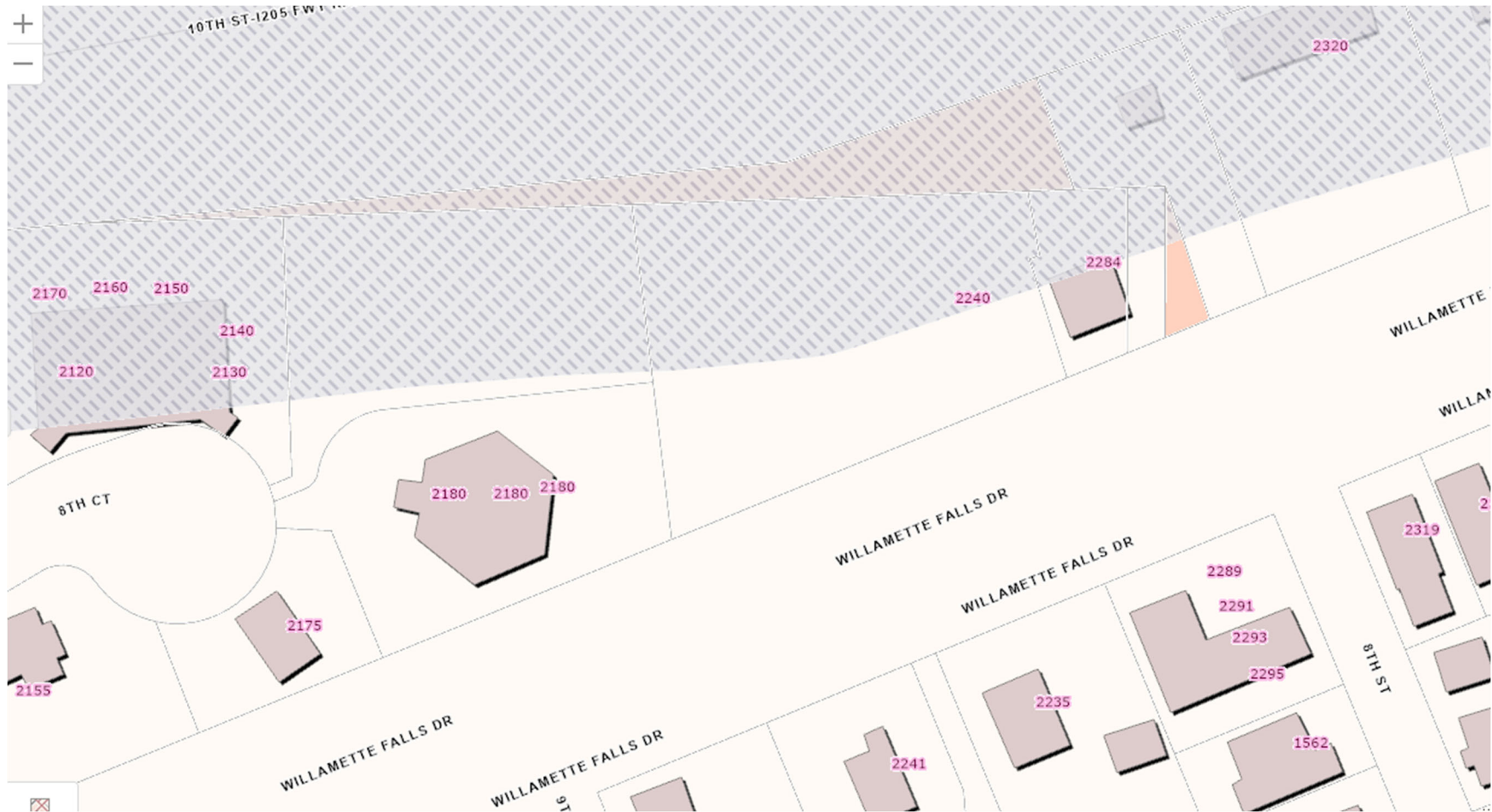
Utilities



Easements (blue) and Maintenance Agreements (purple)



Riparian Corridor Inventory



Current Aerial



Historic Aerial



Tax Map

