

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
July 17, 2025

SUBJECT: Proposed addition to a senior care/living facility
FILE: PA-25-15
APPLICANTS PRESENT: Kelly Smith, Ed Ziebart
STAFF PRESENT: Chris Myers, Associate Planner; Clark Ide, Assistant City Engineer,
PUBLIC PRESENT: Roberta Schwarz (Savanna Oaks NA), Ed Schwarz (Savanna Oaks NA)

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: 23000 Horizon Drive
Tax Lot No.: 21E35B 001000
Site Area: 3.254 Acres
Neighborhood: Savanna Oaks NA
Comp. Plan: Low Density Residential
Zoning: Residential R-10
Zoning Overlays: N/A

PROJECT DESCRIPTION:

21,189 square foot addition to an existing adult care facility

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 15 Residential R-3](#)
 - 15.020 Procedures and Approval Process
 - 15.030 Permitted Uses
- [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
 - 46.080 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 54 Landscaping](#)

- 54.020
- [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 Use](#)
 - 60.030 Admin and Approval Process
 - 60.060 Approval Standards
 - 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 (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. Stormwater retention will be required for the addition.

RESPONSE TO APPLICANT QUESTIONS:

Planning Questions:

1. Land-Use Process
 - a. Staff Response: See below for process
2. Timetable
 - a. Staff Response: See below for timeline
3. Design Review
 - a. This application will require a Class II Design Review.
4. Neighborhood Meeting
 - a. Staff Response: a neighborhood meeting is required. It is required for the applicant to turn in an audio recording of the neighborhood meeting.
5. Is our approach to parking something that the city will consider?
 - a. Staff Response: Yes. There are no longer parking minimums rather there are parking maximums. The applicant's plan is acceptable.

Engineering Questions:

1. Storm intensity design
 - a. Staff Response: See attached Engineering comments
2. Is there a regional detention basin we can use
 - a. Staff Response: See attached Engineering Comments

Building Questions:

1. How we address the connection of the addition to the existing building

Fire:

1. Will an additional hydrant be needed?
 - a. Staff Response: City staff will confirm this with West Linn Building Department

2. To our knowledge the building does not currently have an FDC
 - a. Staff Response: City staff will confirm this with West Linn Building Department

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 is a quasi-judicial decision by the Planning Commission. A public hearing is required. The applicant must present their proposal to the Planning Commission at the hearing. Once the application is complete, staff will review the application, schedule a public hearing date, send a 20-day public comment notice, and post a notice sign on the property. Staff will prepare a report with a recommendation available 10 days before the public hearing. A final decision can take 6-10 months.

After the Planning Commission decides, there is a 14-day appeal period. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

Before applying for a conditional use permit, the applicant must conduct a neighborhood meeting to discuss the proposed development with the [Savanna Oaks Neighborhood Association](#), per [CDC 99.038](#). The meeting should be scheduled at the association's regularly scheduled monthly meeting or at another time at the association's discretion. The purpose of the neighborhood meeting is to identify potential issues or conflicts regarding a proposed application to address them before the application is submitted.

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. A project summary outlining the scope of the project;
3. Full written responses to approval criteria in the identified CDC chapters;
4. [A Service Provider Letter from Tualatin Valley Fire and Rescue](#); and
5. Demonstration of compliance with Neighborhood Association meeting requirements per [CDC 99.038\(E1-5\)](#).

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 Conditional Use Permit = \$4500
= \$500 Inspection fee
- Fee for a Class II Design Review = \$4500
= \$500 inspection fee


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.*

 West Linn	Pre-app Comments	Engineering Contact:
	Project Number: PA-25-15 23000 Horizon Dr: Proposed Commercial Development	Clark Ide cide@westlinnoregon.gov Telephone: 503-722-3437
Project Description: Proposed Commercial Development		
Pre-application meeting date: July 17, 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 Required Improvement:		
<ul style="list-style-type: none">• Day Road<ul style="list-style-type: none">○ Day Road is classified as a local street.○ Day Road has approximately 56 feet of ROW.○ No improvements will be required on Day Road• Horizon Drive<ul style="list-style-type: none">○ Horizon Drive is a private street. As such, the City has no requirements for improvements associated with the proposed development.		
SANITARY SEWER		
Minimum Required Improvement:		
<ul style="list-style-type: none">• There is an existing 8" PVC main in an easement on Skyview Drive serves the existing facility from the south.<ul style="list-style-type: none">○ The 8" PVC main will have adequate capacity to also serve the proposed building addition.• Per applicant's proposed plans, the sewer lateral to the existing building may need to be re-routed to avoid conflict with proposed addition.		
DOMESTIC WATER		
Minimum Required Improvement:		
<ul style="list-style-type: none">• There is an existing 8" DI water main in Weatherhill Road currently serving the existing facility.<ul style="list-style-type: none">○ The 8" DI main will have adequate capacity to also serve the proposed building addition.• Per applicant's proposed plans, the water lateral(s) to the existing building may need to be re-routed to avoid conflict with proposed addition.• A fixture count of the existing facility, and proposed addition, may be required to confirm the existing water meter is sufficient.		

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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 *City of West Linn 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.
- If conveyance is required following treatment, any of the existing 12” storm lines on the property could be used as a tie in point to reach existing City stormwater infrastructure.

OTHER

- Any laterals crossing property lines shall be located in an easement.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of construction of the proposed addition.
- The proposed development will disturb less than 1 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.

QUESTIONS

1) *What is the storm intensity design?*

Flow control performance standards for the 25-year design storm will need to be met.
Please refer to the City of West Linn Stormwater Management Manual for further details.

2) *Is there a regional detention basin we can use?*

There is not a regional detention basin that can be utilized in the area.