

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
08/21/25

SUBJECT: Proposed Subdivision or re-zoning
FILE: PA-25-17
APPLICANTS PRESENT: Gary Field, Property Owner; Lloyd Hill, Architect
STAFF PRESENT: Chris Myers, Associate Planner; Clark Ide, Assistant City Engineer
PUBLIC PRESENT: No 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: 2111 Sunset Avenue
Legal Description: **Section 24, Township 2S, Range 1E, Quarter CD, Tax Lot 07400**
Tax Lot No.: 21E24CD07400
Site Area: ~23225 square feet
Neighborhood: Sunset Neighborhood Association
Comp. Plan: Low-Density Residential
Zoning: R-10, Residential
Zoning Overlays:

PROJECT DESCRIPTION:

The applicant proposes to either subdivide the property into 13 new lots or to rezone the

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 14: Residential R-4.5](#)
- [Chapter 32: Water Resource Area Protection](#)
- [Chapter 42: Clear Vision Areas](#)
- [Chapter 48: Access, Egress and Circulation](#)
- [Chapter 85: Land Divisions – General Provisions](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
- Chapter 105: Amendments to the Code and Map

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:

Chapter 2: Definitions

- This chapter included as a good reference for information when putting together the application. No requirements within this chapter need to be addressed for the application.
 - Multi-Family
 - Single-Family Attached/Detached

Chapter 14: Residential R-4.5

- 14.030 Permitted Uses
- 14.070 Dimensional Requirements. Ensure dimensional requirements for the zone are met.
- 14.090 Other Applicable Development Standards

Chapter 32: Water Resource Area Protection

- 32.020 Applicability
- 32.040 Exemptions
- 32.050 Application
- 32.060 Approval Criteria
 - See Table 32-2 (Ephemeral Stream)
- 32.080 Approval Criteria (Alternate Review Process)

Chapter 41: Building Height, Structures on Steep Lots, Exceptions

- 41.005 Determining Height of Building
- 41.020 Height Exceptions

Chapter 42: Clear Vision Areas

- 42.020 Clear Vision Areas Requires, Uses Prohibited
- 42.030 Exceptions
- 42.040 Computation; Street and Accessway 24 Feet or More in Width

Chapter 48: Access, Egress, and Circulation

- 48.020 Applicability
- 48.025 Access Control
 - Shared driveways
- 48.030 Minimum Vehicle Requirements for Residential Uses
 - Driveway standards

Chapter 85: Land Division – General Provisions

- 85.080 Substantial Deviation from Approved Plan Prohibited
- 85.090 Expiration or Extension of Approval
- 85.170 Supplemental Submittal Requirements for a Partition Plan
 - General criteria such as legal description, affidavit of ownership, narrative, etc.
 - Water, sewer, stormwater plans
- 85.200 Approval Criteria

Chapter 99: Procedures for Decision Making: Quasi-Judicial

- 99.060 Approval Authority
 - Zone change is a PC recommendation to City Council

Chapter 105: Amendments to the Code and Map

- 105.040 Quasi-Judicial Amendments and Procedures

RESPONSE TO APPLICANT QUESTIONS:

Required Land Use Applications and Fees - Option #1

2.1.1 Please confirm the required land use applications, approval process, and timeframe for the review of the Option #1 redevelopment.

Staff Response: See process section below.

2.1.2 Please confirm the application fees for the land use applications for the subdivision of the property.

Staff Response: See Application Fees and Deposits below.

2.1.3 Please confirm the required building permit or land use approval applications which will be required to develop a new structure on each of the new lots.

Staff Response: Land Use approvals will depend on the application. Option 1 will require an application for a subdivision and potentially a Water Resource Area Permit.

2.1.4 Please confirm the application fees for the land use applications and building permits the new structures on each of the new lots.

Staff Response: See Application Fees and Deposits below.

2.1.5 Please provide an estimate of System Development Charges including credits for the existing 21 apartment units which will be assessed if a total of 36 units is developed on the new lots.

Staff Response: See attached Engineering notes

2.2.1 We understand that the city is currently identifying properties to rezone to allow multifamily development. Is the Riverview Apartments property under consideration for a rezone to allow multifamily development, and if so, what is the anticipated timing for the city to rezone the property?

Staff Response: The City has yet to identify which properties would/will be a part of that project.

2.2.2 Please confirm the required land use applications, approval process, and review timeframe for the Option #2 zone change and redevelopment.

Staff Response: An application for a zone change can take approximately 6 months and starts with a pre-application conference. The decision-making authority is the West Linn City Council.

2.2.3 Please confirm the application fees for the land use applications for the rezone of the property.

Staff Response: See Application Fees and Deposits below.

2.2.4 Please confirm the required building permit applications which will be required to develop the new garden apartments and associated site development.

Staff Response: Without a clearer picture of what is proposed (number of units, size of units, value of project, etc...) staff cannot estimate which permits are required and how much those will cost.

2.2.5 Can the zone change, design review, and building permits be processed concurrently.

Staff Response: No. The first step will be a zone change. We cannot complete a land use action that is not allowed within the current zone.

2.2.6 Please provide an estimate of System Development Charges including credits for the existing 21 apartment units, which will be assessed if a total of 36 units is developed on the property.

Staff Response: See attached Engineering notes.

2.3.1 R 2.1 requires a minimum lot size of 2,100 SF per dwelling unit or approximately 21 units per acre, or approximately 36 units for the existing 1.75-acre site. Is this the maximum

density which can be developed on this site, or are there exceptions or code provisions which could allow additional density?

Staff Response: Yes, 36 units is the maximum density for this site. At this time there are not exemptions to the density code.

2.4.1 The site currently drains to the open ditch located parallel to the northeast property line with the existing structures and parking located approximately 15 feet from the ditch. Is there a required setback or buffer from this ditch?

Staff Response: The ditch is known as Sunset Creek. There is a required setback from water resources.

2.4.2 Can this ditch be moved or modified as part of the redevelopment work?

Staff Response: No, the creek cannot be moved, modified, or relocated.

2.4.3 Is there a process which could allow new structures or parking to be developed in the same location, as the existing structures or parking, approximately 15 feet from the drainage ditch?

Staff Response: Yes, there is the possibility of maintaining the current distance from the creek that the existing buildings are located. As discussed in the pre-app conference this will require an analysis from a certified eco-tech engineer.

2.5.1 The site includes a number of existing trees including some Oregon white oak trees. Are any trees on the site listed as heritage trees?

Staff Response: No, there are no registered heritage trees on site.

2.5.2 Please clarify how Community Tree Ordinance Chapter 8 will apply to the existing trees.

Staff Response: The applicant will need to hire a certified arborist to take a full tree inventory of the site. All trees to be removed will need to be noted on the tree inventory. The City arborist will review the application and approve/deny tree removal.

2.5.3 Many of the existing trees are located very close to existing structures. Will this approval criteria allow removal of existing trees that are located adjacent to the existing structures?

Staff Response: Theoretically, yes. However, tree removal will need to go through the land use approval process and be reviewed by the City arborist.

2.6.1 Riverview Apartments currently includes 21 apartments.

2.6.2 Will redevelopment as outlined in Option #1 with approximately 36 apartment units require a traffic impact analysis? If so, what scope will be required?

Staff Response:

2.6.3 Will redevelopment as outlined in Option #2 with approximately 36 garden apartment units require a traffic impact analysis? If so, what scope will be required?

Staff Response:

2.7.1 Conceptual site plan 2.1 shows an extension of Riverview Drive as a local street with a 36' wide (constrained local street) ROW. The connection to Sunset Avenue has been shifted south from the existing driveway location to align with Riverview Drive and improve site lines along Sunset Avenue. Please confirm the ROW alignment and width are acceptable to the city.

Staff Response: See attached Engineering notes

2.7.2 As shown on conceptual site plan 2.1, there are two driveways at each new lot with a sidewalk providing pedestrian access to the building entrance between the two driveways. This will provide access to the ground level garages, and efficient pedestrian access to the entrance to the structures. Please confirm this configuration is acceptable.

2.8.1 The Sunset Avenue ROW is currently approximately 60 feet wide. The Kelly Street ROW is currently approximately 50 feet wide, and the Riverview Avenue ROW is approximately 60 feet wide adjacent to the property. Will any ROW dedications be required at any of the adjacent public streets?

Staff Response: See attached Engineering notes.

2.8.2 What improvements will be required at the adjacent public streets?

Staff Response: See attached Engineering notes.

2.8.3 Are any required improvements on the city's list of capital improvement projects?

Staff Response: No.

2.8.4 Can SDC credits be used to offset the cost of any required improvements?

Staff Response: See attached Engineering notes.

2.8.5 There is a sidewalk currently located on the South side of Sunset Avenue. Will a sidewalk be required to be adjacent to the property on the north side of Sunset Avenue? If a sidewalk is required, would it be an option to leave the existing open storm drainage ditch and provide a new pedestrian path between the ditch and the existing property line.

Staff Response: Yes, half-street improvements will be required as part of the proposed project. No, the drainage ditch will need to be piped.

2.9.1 Please confirm any specialist reports or supporting materials that will be required to process the Subdivision and Development Review Applications for Option #1.

Staff Response: As discussed in the pre-application conference, the applicant may need a geo tech report from a certified geo tech engineer to show building structures approximately 15 feet from Sunset Creek is acceptable and does not change or harm the habitat.

2.9.2 Please confirm any specialist reports or supporting materials that will be required to process the Zone Change and Development Review Applications for Option #2.

Staff Response: As discussed in the pre-application conference, the applicant may need a geo tech report from a certified geo tech engineer to show building structures approximately 15 feet from Sunset Creek is acceptable and does not change or harm the habitat.

PUBLIC COMMENT:

No public comment received.

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:

Tree removal is regulated by City Ordinance and the Community Development Code. Any proposed tree removal must be included in the [development application](#).

PROCESS:

A Minor Partition is 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 4-6 months.

There is a 14-day appeal period after the decision. If the decision is not appealed, the applicant may proceed with the development.

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>

- Fee for a Zone Change = \$4,500
- Fee for Addressing Multi Family = \$50 + 10 per unit
- Deposit for Subdivision = \$4500
- Fee for Final Plat Review = \$2000

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.*



CITY OF
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Pre-app Comments

**Project Number: PA-25-17
Proposed Redevelopment at
2111 Sunset Avenue**

Engineering Contact:

Clark Ide
cide@westlinnoregon.gov
Telephone: 503-722-3437

Project Description: Proposed Redevelopment of Riverview Apartments

Pre-application meeting date: August 21, 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:

- Sunset Avenue
 - Sunset Avenue is classified as a collector street.
 - Existing ROW on Sunset Avenue is approximately 60 feet wide. There is an existing sidewalk on the south/west side of the road, opposite of the proposed redevelopment.
 - The City would require half-street improvements along the property's frontage of Sunset Avenue.
 - This would include stormwater upgrades, curb and gutter, landscape strip, sidewalk, and all necessary stormwater facilities within the ROW.
 - A separate bike path will not be required as part of the half-street improvements.
- Kelly Street
 - Kelly Street is classified as a local street.
 - Existing ROW on Kelly Street is approximately 52 feet wide.
 - No improvements will be required on Kelly Street.
- Riverview Avenue
 - Riverview Avenue is classified as a neighborhood route.
 - Existing ROW on Riverview Avenue is approximately 40 feet wide.
 - Existing Riverview Avenue ROW at the property's SW corner (Sunset Ave & Riverview Ave) is wider than required. City would entertain vacating a portion of ROW to the property if desired.
 - No improvements will be required on Riverview Avenue.
- One driveway/entrance will be allowed on Sunset Avenue and Kelly Street. Driveway/entrance locations will be subject to COWL Public Works Design Standards and proper line of sight considerations.
 - No driveway/entrance will be allowed on Riverview Avenue due to the proximity of the existing Sunset Ave/Riverview Ave intersection.



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SANITARY SEWER

Minimum Required Improvement:

- There is an existing 15" main on Sunset Avenue that we believe the existing development ties into. This main would still have the capacity to serve the proposed redevelopment.
- There is also an existing 10" main on the north/east side of the property that could also be tied into for a portion of the proposed redevelopment.
 - Utilizing this main would require installing appropriate public easements over the existing line.

DOMESTIC WATER

Minimum Required Improvement:

- There is an existing 8" DI water main on Sunset Avenue near the NW corner of the property that has adequate capacity for serving the proposed redevelopment.

SURFACE WATER (STORM SEWER)

Minimum Required Improvement:

- Onsite run-off generated from new or replaced 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 Design 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.
- There are several possible discharge points within the vicinity of the proposed development. Applicant's engineer will need to determine which discharge point is most appropriate for the development and engineer a stormwater plan for the system.

OTHER

- All required improvements shall be constructed to meet current City of West Linn Public Works Design Standards.
- Any laterals crossing property lines shall be located in an easement.
- All required public improvements shall be inspected and accepted by the City.
- Development shall pay all applicable System Development Charges (SDC) fees at the time of dwelling re-construction for the property.
- If the proposed development will disturb more than 5 acres, an Oregon Department of Environmental Quality, 1200-C permit will need to be obtained and the permit will need to be provided to West Linn Engineering prior to the start of any construction activity. Please see section



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2.0067 of the City of West Linn Public Works Standards, for additional details not listed. If more than 1 acre but less than 5 acres is disturbed, a 1200-CN permit issued by the City will be sufficient for erosion control.

- An 8' public utility easement will need to be provided along the frontage of Sunset Avenue as part of the redevelopment.

QUESTIONS

2.2.6) Please provide an estimate of System Development Charges including credits for the existing 21 apartment units, which will be assessed if a total of 36 units is developed on the property.

Assuming the water meter size does not need to be increased from its current size, the approximate SDC cost for the additional 15 units will total \$262,000.00

- This figure does not include surface water SDC costs as those are based on impervious square footage added to the site. This will not be calculated until final plans are submitted for review.

2.6.2) Will redevelopment as outlined in Option #1 with approximately 36 apartment units require a traffic impact analysis? If so, what scope will be required?

Yes – proposed Option #1 will require a Traffic Impact Analysis (TIA). Please refer to the COWL Public Works Design Standards (Section 5) for information on the required TIA scope.

2.6.3) Will redevelopment as outlined in Option #2 with approximately 36 garden apartment units require a traffic impact analysis? If so, what scope will be required?

Yes – proposed Option #2 will require a Traffic Impact Analysis (TIA). Please refer to the COWL Public Works Design Standards (Section 5) for information on the required TIA scope.

2.7.1) Conceptual site plan 2.1 shows an extension of Riverview Drive as a local street with a 36' wide (constrained local street) ROW. The connection to Sunset Avenue has been shifted south from the existing driveway location to align with Riverview Drive and improve site lines along Sunset Avenue. Please confirm the ROW alignment and width are acceptable to the city.

The City does not wish to utilize this proposed extension as a City street. Therefore, it should be built as a private drive and meet the requirements set out in the COWL Public Works Design Standards for that particular use case. The City does not object to the realignment of the proposed drive as long as the required intersection spacing and sight distances can be met.



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2.8.1) The Sunset Avenue ROW is currently approximately 60 feet wide. The Kelly Street ROW is currently approximately 50 feet wide, and the Riverview Avenue ROW is approximately 60 feet wide adjacent to the property. Will any ROW dedications be required at any of the adjacent public streets?

No additional ROW dedications will be required on any public streets adjacent to the property.

2.8.2) What improvements will be required at the adjacent public streets?

Please reference the Transportation section of these notes.

2.8.4) Can SDC credits be used to offset the cost of any required improvements?

No – SDC credits cannot be used to offset public improvements.