

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
September 18, 2025

SUBJECT: Proposed 320-unit multi-family with commercial development

FILE: PA-25-20

APPLICANTS PRESENT: Brad Kilby, Chad Encinas, Ryan Mosher, Christe Carlson White, Lloyd Hill, Keith Trine

STAFF PRESENT: Chris Myers, Associate Planner; Clark Ide, Assistant City Engineer,

PUBLIC PRESENT: Kathie Halicki (WNA President), Roberta Schwarz (SONA President), Ed Schwarz (SONA Treasurer)

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: 2410, 2422, 2444 Tannler Drive
Tax Lot No.: 21E35C Tax Lots: 00100, 00102, 00200
Site Area: 11.41 Acres
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Commercial
Zoning: Office Business Center (OBC)
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 2: Definitions](#)
 - Nothing specific about this chapter. Just a good reference point
- [Chapter 21: Office Business Center](#)
 - 21.030 Permitted Uses
 - 21.050 Uses and Development Permitted Under Prescribed Conditions
 - **2. Multiple-family units only above the first floor of the structure, as a mixed use in conjunction with commercial development that utilizes the entire first floor.**
 - 21.070 Dimensional Requirements...
- [Chapter 46: Off-Street Parking, Loading, and Reservoir Areas](#)
 - 46.020 General Provisions
 - 46.030 Submittal Requirements
 - 46.040 Approval Standards
 - 46.050 Joint Use of a Parking Area
 - 46.070 Maximum Distance Allowed Between Parking Area and Use

- o 46.080 Computation of Required Parking Spaces (Maximum)
- o 46.110 Reservoir Areas Required for Drive-in Uses (car wash is listed)
- o 46.150 Design and Improvement Standards
- [Chapter 48: Access, Egress, and Circulation](#)
 - o 48.020 Applicability and General Provisions
 - o 48.025 Access Control
 - o 48.040 Minimum Vehicle Requirements for Non-Residential Uses
 - o 48.050 One-Way Vehicular Access Points
 - o 48.060 Width and Location of Curb Cuts and Access Separation Requirements
 - o 48.080 Bicycle and Pedestrian Circulation
- [Chapter 52: Signs](#)
 - o 52.101 Procedures and Approval Process
 - o 52.102 Time Limit on Sign Approval
 - o 52.103 Permit
 - o 52.104 Application
 - o 52.105 Business License
- [Chapter 54 Landscaping](#)
 - o 54.020 Approval Criteria
 - o 54.030 Planting Strips for Modified and New Streets
 - o 54.040 Installation
 - o 54.050 Protection of Street Trees
 - o 54.060 Maintenance
- [Chapter 55: Design Review](#)
 - o 55.020 Classes of Design Review (Class II)
 - o 55.030 Administration and Approval Process
 - o 55.040 Expiration and Extension of Approval
 - o 55.060 Staged or Phased Development
 - o 55.070 Submittal Requirements
 - o 55.100 Approval Standards – Class II Design Review – General Discretionary
 - o 55.110 Site Analysis
 - o 55.120 Site Plan
 - o 55.125 Transportation Analysis
 - o 55.130 Grading and Drainage Plans
 - o 55.140 Architectural Drawings
 - o 55.150 Landscape Plan
- [Chapter 85: Land Divisions – General Provisions](#)
 - o 85.210 Property Line Adjustments – Approval Standards
- [Chapter 96: Street Improvement Construction](#)
 - o 96.010 Construction Required
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
 - o 99.030 Application Process
 - o 99.038 Neighborhood Contact Required
 - o 99.060 Approval Authority (Planning Commission)
 - o (ORS)271 for the street vacation

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. Lot consolidation to create one larger lot. Need to remove interior lot lines
2. Street vacation of Tannler. Only half of the street goes to the applicant. Other half stays in City's possession.

RESPONSE TO APPLICANT QUESTIONS

Planning Questions:

1. Please confirm the required land use applications, approval process, applicable review criteria, and timeframe for the review of the proposed development.
Staff Response: See process section below.
2. Please confirm the application fees for a Development Review Application for Design Review and Lot line adjustments for the project.
Staff Response: See process section below.
3. Please confirm allowed uses and approval criteria for these uses
Staff Response: See process section below.
4. Please confirm if any public improvements will be required to facilitate the development of the site.
Staff Response: See Engineering Notes attached
5. Could Staff please confirm whether or not a traffic study would be required, together with identifying any future CIP projects that may impact this development proposal?
Staff Response: Yes, a Traffic Impact Analysis will be required as part of the application. At this time we do not have any CIP projects adjacent to the subject property.
6. Is ODOT involved in permitting and plan review for development on this property? Blankenship Road
Staff Response: ODOT will be invited to comment on the application.
7. Will any adjustments or ROW dedications be needed for the North side of the Blankenship Road ROW adjacent to Lot A?
Staff Response: See Engineering Notes attached
8. Will the city support on-street parking on Blankenship to support commercial development fronting on Blankenship Road?
Staff Response: Parking on Blankenship Road is not supported.
9. Please provide information on the required intersection improvements, if any, at the new Blankenship/Tannler intersection
Staff Response: See Engineering Notes attached

Tannler Drive Realignment: (See Engineering notes attached)

10. West Linn's Transportation System Plan (TSP) shows Tannler Drive as a Neighborhood route. The TSP also shows Tannler Drive realigned to turn to the West and cross the subject property and then turn South and continue down the hill to a new intersection at Blankenship Road across from the driveway access to the Parkrose Hardware store. The Applicant proposes realigning Tannler Drive as proposed by the TSP and trading the required private property for the existing Tannler Drive ROW which will be abandoned from Blankenship Road north approximately 275 feet along the East side of Lot A.
The Tannler Drive Master Plan shows cross walks, angled parking, and other traffic calming features on Tannler Drive at the East West section where it crossed the property between Lot A and Lot B. The objective of these features is to slow down traffic and provide convenient short-term parking for the ground floor commercial tenants of the adjacent buildings.
11. Is there any ROW dedication required for the upper section of Tannler Drive?

12. Will the city support trading the existing southern portion of the Tannler Drive ROW for the ROW required to realign the road? What does that process look like?
13. Would traffic calming measures on Tannler including bulb outs to allow for angled parking be supported?
14. Would the City be supportive of varying the section to provide a more context sensitive design?
15. Would standard driveway drops be required for the entrances along Tannler, or will the city support a more context sensitive project specific design?
16. City PWDS state that maximum grade allowed for a neighborhood route is 15%. Will TVF&R be supportive of this max grade within public ROW and throughout the site?
17. Based on the information available today, does the City think a traffic signal may meet warrants at the new intersection of Tannler Drive and Blankenship Road?
18. Could staff speak to available System Development Charges to pay for required public improvements

Utilities: (See Engineering Notes attached)

19. Could staff speak to any off-site improvements, utility extensions and clarify who the service providers are that need to be coordinated with for this proposal.
20. Are there any known capacity issues for storm or sanitary sewer in the area?
21. Would underground stormwater detention and proprietary treatment be supported? Would this require a design exception?
22. Which water system should we connect to, the high side or the low side?
23. Any recent fire flow tests in the vicinity for each pressure zone? Any known water pressure or flow issues?
24. Will realignment of existing sanitary be required to follow the new Tannler alignment?

Reports or Supporting Materials:

25. Please confirm any specialist reports or supporting materials that will be required to process the Development Review Application

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 Class II Design Review 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 Class II Design Review, the applicant must conduct a neighborhood meeting to discuss the proposed development with the Willamette 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>

- Fee for a Property Line Adjustment = \$1200
- Fee for a Class II Design Review = \$4500
= \$500 inspection fee
- Fee for a Street Vacation = \$6000

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.*

	Pre-app Comments Project Number: PA-25-20 Proposed Mixed Use Development: 2410, 2422, 2444 Tannler Drive	Engineering Contact: Clark Ide cide@westlinnoregon.gov Telephone: 503-722-3437
Project Description: Proposed Mixed Use Development Pre-application meeting date: September 18, 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: • Tannler Drive ○ Tannler Drive is classified as a neighborhood route. ○ Existing ROW on Tannler Drive is approximately 60 feet wide. ○ Tannler Drive to be realigned, per COWL TSP, to intersect Blankenship Road at Park Rose Hardware entrance. • Blankenship Road ○ Blankenship Road is classified as a collector. ○ Existing ROW on Blankenship Road varies between 70 feet wide and 115 feet wide in the proximately of the proposed development. The City would like to see a 72 foot ROW maintained across the frontage to ensure the ‘Collector with Median/Center Lane’ cross section can be constructed. • A Traffic Impact Analysis and Traffic Signal Warrant study for the proposed developed will be required. • All new distribution and communication franchise utilities and their services must be placed underground on relocated portion of Tannler Drive. SANITARY SEWER Minimum Required Improvement: • There is an existing 8” main on Tannler Drive that has the capacity to serve the proposed development. ○ This main would need to realigned to follow the new Tannler Drive road section to Blankenship Road. It would then need to tie into the existing manhole at the current intersection of Tannler Drive & Blankenship Road. The portion of sewer main existing under the abandoned section of Tannler Drive will also need to be capped and abandoned as part of the development project.		

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DOMESTIC WATER Minimum Required Improvement: • There is an existing 12" DI water main within the Greene Street ROW at the northern edge of the proposed development. There is also an existing 14" DI water main on Blankenship Road. Due to the proposed size, and differing pressure zones, water will need to be fed from both mains to serve the development. • Proposed fire services for the development will need to be reviewed and approved by COWL Public Works and TVF&R. 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 <i>City of West Linn Stormwater Management Manual</i>, the Uniform Plumbing Code, and <i>City of West Linn Public Works Standards</i>. • 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 to the City system is required, stormwater should be discharged to existing or improved infrastructure on Blankenship Road. • Stormwater generated within existing or proposed public ROW should be kept separate from stormwater generated on private land within the development. OTHER • All required improvements shall be constructed to meet current City of West Linn 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 building construction for the development. • 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 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(s) of Tannler Drive and		

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Blankenship Road. QUESTIONS 4) <i>Please confirm if any public improvements will be required to facilitate the development of the site.</i> Yes, full public improvements on Tannler Drive and Blankenship Road will be required. 5) <i>Could staff please confirm whether or not a traffic study would be required, together with identifying any future CIP projects that may impact this development proposal?</i> A Traffic Impact Analysis and Traffic Signal Warrant study will be required for the proposed development. The City currently has no CIP projects slated for areas near or adjacent to the proposed development. 6) <i>Is ODOT involved in permitting and plan review for development on this property?</i> ODOT will be consulted on plan review for any significant transportation changes associated with the development. 7) <i>Will any adjustments or ROW dedications be needed for the north side of the Blankenship Road ROW adjacent to Lot A?</i> No additional ROW dedications are anticipated on Blankenship Road. Adjustments may be required to align ROW on the proposed property with adjacent properties and to ensure the proper cross section standard can be provided along the frontage. 8) <i>Will the City support on-street parking on Blankenship Road to support commercial development fronting on Blankenship Road?</i> No on-street parking on Blankenship Road will be permitted at this time. All on-street parking for the commercial spaces should be developed on the realigned Tannler Drive portion of the development. 9) <i>Please provide information on the required intersection improvements, if any, at the new Blankenship/Tannler intersection.</i> The minimum requirements for the intersection will be sidewalks, ADA curb ramps, and pedestrian crossings in all directions. The TIA and Traffic Signal Warrant study will inform the required intersection improvements from a vehicular traffic perspective. 11) <i>Is there any ROW dedication required for the upper section of Tannler Drive?</i> No additional ROW dedication is anticipated for the upper section of Tannler Drive. Development will be required to complete half-street improvements in this area.		

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12) <i>Will the City support trading the existing southern portion of the Tannler Drive ROW for the ROW required to realign the road? What does that process look like?</i> The Engineering Department would be in support of this trade. It would need to be discussed with Legal as to whether this is possible and, if so, what the process looks like. Engineering will bring this to Legal for a review/determination. 13) <i>Would traffic calming measures on Tannler including bulb outs to allow for angled parking be supported?</i> The Engineering Department would support traffic calming measures in this area. 14) <i>Would the City be supportive of varying the section to provide more context sensitive design?</i> The Engineering Department is not opposed to varying the section of Tannler Drive following a review of the proposed design. 15) <i>Would standard driveway drops be required for the entrances along Tannler, or will the City support a more context sensitive project specific design?</i> The Engineering Department would prefer standard drive drops along Tannler Drive entrances. However, deviations from City standards will be considered for review should the development want to pursue project specific designs. 16) <i>City PWDS state that maximum grade allowed for a neighborhood route is 15%. Will TVF&R be supportive of this max grade within public ROW and throughout the site?</i> TVF&R have been supportive of this max grade in past development designs. However, any design elements specific to this site development should be confirmed with TVF&R directly. 17) <i>Based on the information available today, does the City think a traffic signal may meet warrants at the new intersection of Tannler Drive and Blankenship Road?</i> Per the 2016 TSP data, it is possible that a signal may meet warrants with the size of the development. The required Traffic Signal Warrant study will inform the final decision on this element. 18) <i>Could staff speak to available System Development Charges to pay for required public improvements?</i> There are no SDCs available to pay for public improvements. The costs of the improvements are the responsibility of the development.		

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<i>19) Could staff speak to any off-site improvements, utility extensions and clarify who the service providers are that need to be coordinated with for this proposal?</i> Please refer to earlier notes regarding City owned utilities related to the proposed development. For any franchise utilities, such as electric, gas, telecom, the development team will need to coordinate with the each utilities respective representatives directly on any required improvements related to the proposed development. <i>20) Are there any known capacity issues for storm or sanitary sewer in the area?</i> To the Engineering Departments knowledge, there are no capacity issues for either utility in the area. <i>21) Would underground stormwater detention and proprietary treatment be supported? Would this require a design exception?</i> The City’s preferred stormwater treatment method is to capture, treat, and infiltrate on site. If infiltration is not possible due to site conditions, other methods can be explored. Please refer to the COWL Stormwater Management Manual for design requirements and hierarchy of treatment preferences. <i>22) Which water system should we connect to, the high side or low side?</i> Please refer to the Domestic Water notes from page 2 of the notes. <i>23) Any recent fire flow tests in the vicinity for each pressure zone? Any known water pressure or flow issues?</i> The Engineering Department is not aware of any recent fire flow test results in the vicinity of the development. There is known low pressure in the system on Blankenship Road and possible capacity limitations with the system in the Greene Street ROW. As previously noted, both systems will likely need to be utilized to serve the development. Any assumptions on pressure and capacity should be thoroughly examined by the development engineering team during the design process. <i>24) Will realignment of existing sanitary be required to follow the new Tannler alignment?</i> Yes – realignment of the sanitary sewer will be required to follow the new Tannler alignment.		