



PRE-APPLICATION CONFERENCE

Thursday October 2, 2025

Willamette Room
City Hall
22500 Salamo Rd

10:00 am: Proposed Willamette Park Water Access Improvements
Applicant: City of West Linn Parks & Recreation
Property Address: Volpp St
Neighborhood Assn: Willamette
Planner: Darren Wyss

Project #: PA-25-21





Pre-Application Conference Request

For Staff to Complete:

PA 25-21

Conference Date: 10/2/25

Time: 10:00am

Staff Contact: Darren Wyss

Fee: \$0

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:

Email:

Phone #:

Address:

Applicant Information

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

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.
- N/A ☐ Proposed stormwater detention system with topographic contours

I certify that I am the owner or authorized agent of the owner:

APPLICANT:

DATE:

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:

DATE:

STAMP
30% SUBMITTAL
NOT FOR
CONSTRUCTION

REVISION	DATE	DESCRIPTION

JOB No.: 2100067
DESIGNED BY: JZ
DRAWN BY: DL
CHECKED BY: JZ
PLOT DATE: 8/29/25 11:03am
PLOTTED BY: DLiserre
DWG NAME: 20250825-EXH1-PreApp.dwg
TAB NAME: EXH1

1100 12TH ST. WEST LINN, OR 97068
WILLAMETTE PARK
WATER ACCESS IMPROVEMENTS
DIMENSIONAL SITE PLAN

SHEET LEGEND

EXISTING CONTOUR LINE (1 FT)

EXISTING CONTOUR LINE (5 FT)

PROPOSED CONTOUR LINE (1 FT)

PROPOSED CONTOUR LINE (5 FT)

LOT LINE

RIPARIAN CORRIDOR INVENTORY

HABITAT CONSERVATION AREA (HIGH)

HABITAT CONSERVATION AREA (MODERATE)

SLOPES GREATER THAN 4:1 (25%)

OHW

ORDINARY HIGH WATER

OLW

ORDINARY LOW WATER

APPROXIMATE EDGE OF WATER AT TIME OF SURVEY (9:30AM JUNE 1ST, 2022)

EXISTING TREE

PROPOSED PARKING TABLE

STANDARD STALLS (ADA NOT INCLUDED)	TRUCK/TRAILER STALLS (ADA NOT INCLUDED)	STANDARD ADA STALLS	TRUCK/TRAILER ADA STALLS	TOTAL
7	3	2	1	13

N

SCALE
20 0 20 40
1 INCH = 20 FEET

The main site plan illustrates the layout of Willamette Park and its proximity to the Tualatin River and Volpp Street. Key features include:
- **Water Bodies:** Tualatin River to the west and Willamette River to the south.
- **Streets:** Volpp Street runs diagonally through the center.
- **Parking:** A reconstructed ADA parking stall and access aisle are shown near the center.
- **Facilities:** Restrooms, a gazebo, an amphitheater, and a proposed boat access point are located.
- **Proposed Improvements:** These include standard asphalt and pervious paving, a concrete sidewalk, a retaining wall, a stairwell, an accessible route, and relocated overhead power and light poles.
- **Environmental Features:** Riparian corridor inventory is shown in light blue, and habitat conservation areas (high and moderate) are in pink and orange.
- **Contours and Water Levels:** Existing and proposed contour lines (1 ft and 5 ft) are shown, along with ordinary high (OHW) and low (OLW) water lines.
- **Topography:** Slopes greater than 4:1 (25%) are indicated in grey.
- **Vegetation:** Existing trees are marked with star symbols.
- **Dimensions:** Various measurements like 21.5, 26.1, 17.54, 10.09, 7.0, and 4.0 are provided for specific areas and features.

24x36
File: N:\c\p\2021\2100067\West Linn\Willamette-Park-Water-Access-Imp\CADD\PILOT\EXH1\20250825-EXH1-PreApp.dwg TAB:EXH1
Plotted: 8/29/25 at 11:03am By: DLiserre



August 29, 2025

City of West Linn

22500 Salamo Rd #1000
West Linn, OR, 97068

RE: Pre-App Project Narrative Memo
Willamette Park Water Access Improvements

This memo is being written to describe the proposed development of the Willamette Park Water Access Improvements.

The applicant proposes to replace the existing gravel parking area on Volpp Street with pervious paving, improve paddle craft launch access, add an ADA pathway to the launch area, and remove asphalt access. Half street improvements along the existing road will include a sidewalk and retaining wall along the south side of Volpp Street. The existing ADA parking stall on the north side of Volpp Street will be reconstructed to meet ADA accessibility standards.

If you have any questions, please contact Dom Liserre with KPFF Portland at Dom.Liserre@kpff.com or at 971-357-3176.

Thank you,



Dom Liserre P.E.

Civil Engineer | KPFF Portland Civil + Survey
Dom.Liserre@kpff.com
D 971.357.3176
111 SW 5th Ave, Suite 2400
Portland, OR 97204



August 29, 2025

City of West Linn

22500 Salamo Rd #1000
West Linn, OR, 97068

RE: Pre-App Project Questions
Willamette Park Water Access Improvements

The applicant's questions have been addressed at the previous pre-application conferences. The applicant wishes to know if there are any new requirements related to the development that were not requirements at the time of the previous pre-application conference.

Thank you,



Dom Liserre P.E.

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