



PRE-APPLICATION CONFERENCE SUMMARY NOTES October 2, 2025

FILE: PA-25-21

PROJECT PROPOSAL: Proposed improvements at Willamette Park related to non-motorized boat launch, including potential accessible launch, parking, circulation, and ADA upgrades.

APPLICANTS PRESENT: Megan Big John, Parks Director; Jen Barboa, Parks Maintenance Supervisor; Carrie Brennecke, MIG; Katie Vickers, MIG; Renee Wilkinson, MIG; Jessica Zink, KPFF; Dam Liserre, KPFF.

STAFF PRESENT: Darren Wyss, Principal Planner; Clark Ide; Assistant City Engineer

PUBLIC PRESENT: Kathie Halicki, WNA President; Jennifer Aberg, WNA Resident

These pre-application summary notes are provided to help the applicant identify relevant code sections, key issues, and to summarize the application process and associated fees. They are based on preliminary information and may not reflect all considerations. For additional guidance on the process, approval criteria, submittal requirements, or any questions or clarifications, please contact the assigned planner. Summary notes are valid for 18 months from the date of the meeting.

SITE INFORMATION:

Site Address: Willamette Park
Tax Lot No.: 31E02BD04200 and 31E0200500
Site Area: n/a
Neighborhood: Willamette
Comp. Plan: Low Density Residential
Zoning: Residential, R-10
Zoning Overlays: Willamette and Tualatin River Protection Area, Flood Management Area

PROJECT DESCRIPTION:

The applicant proposes the following improvements:

- Replacement of existing non-motorized boat launch, including rip rap below the Ordinary Low Water Line
- Replacement of existing gravel parking area with 14 pervious pavement spaces, inclusive of 5 trailer spaces
- New sidewalk from pervious pavement lot to existing grasscrete parking lot
- Repaving of existing ADA parking space on north side of Volpp Street and addition of new pavement markings for pedestrian crossing
- New viewing platform and stairs to the new accessible kayak ramp
- New accessible kayak ramp with new accessible path from new accessible parking space in the grasscrete parking lot

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 11: Residential, R-10](#)
- [Chapter 27: Flood Management Areas](#)

- [Chapter 28: Willamette and Tualatin River Protection](#)
- [Chapter 46: Off-Street Parking, Loading and Reservoir Areas](#)
- [Chapter 56: Parks and Natural Areas Design Review](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

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. Community Recreation is a permitted use in the R-10 zone (CDC Chapter 11).
2. The City has eliminated minimum parking requirements, but all new parking spaces must meet the design standards found in CDC Chapter 46.
 - 46.030 Submittal Requirements
 - 46.150 Design Standards
 - Pay particular attention to subsection (F) and requirements for canopy coverage
3. Requires Class I Parks Design Review (CDC Chapter 56)
 - 56.025.A: may exempt ADA improvements outside resource areas
 - 56.070 Submittal Requirements
 - 56.075 Submittal Requirements for Class I Design Review
 - 56.090 Approval Standards for Class I Design Review
4. Requires Flood Management Area Permit (CDC Chapter 27)
 - 27.070 General Standards
 - (I) Requires balanced cut/fill
 - 27.080 Riverine Flood Zones
 - 27.090 Standards for Floodways
 - Most of project is within the floodway
 - Requires Hydraulic and Hydrologic Analysis
5. Requires Greenway Permit (CDC Chapter 28)
 - Relies on adopted Habitat Conservation Areas (HCA) Map
 - Project location impacts medium and high value HCAs
 - May be eligible for some exemptions (28.040(BB-DD))
 - 28.070: may be able to remove HCA areas if not meeting criteria for habitat (asphalt/parking areas/lawn area)
 - 28.090 Submittal Requirements
 - 28.110 Approval Criteria
 - Pay particular attention to (D) and (T)
 - May require pervious paving surfaces

RESPONSE TO APPLICANT QUESTIONS:

A number of questions were asked and answered at the meeting. Topics included process, types of reports required, process for removing HCA areas, and stormwater related treatment options.

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 is not required with this application, but consultation with TVF&R is encouraged - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

TREE REMOVAL REGULATIONS:

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

PROCESS:

Class I Parks Design Review, Greenway Protection Permit, and Flood Management Area Permit are all Planning Director decisions and can be applied for in one application. No public hearing is required. Once the application is declared complete, staff will 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 6-10 months.

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

NEIGHBORHOOD MEETING:

Pursuant to CDC 99.038, a neighborhood meeting is not required for this project, but it is recommended to attend a Willamette NA meeting and provide an update once an application is ready for submittal.

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. Application materials identified in the [Development Review Checklist](#);

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 Director waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Director 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>

- Willamette River Greenway Permit fee = \$4,275
- Flood Management Area Permit fee = (included in fee above)
- Class I Parks Design Review fee = \$2,800

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.

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.