

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 16, 2025

SUBJECT: Proposed Townhouse Project

FILE: PA-25-23

APPLICANTS PRESENT: Ralph Tahrán, Gary Whitehill-Baziuk, Michael Hunter,

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

PUBLIC PRESENT: Jessie Knight, Shannen Knight

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: 1315 11th Street

Tax Lot No.: 31E02AB05400

Site Area: 0.593 Acres; 25,823 Square Feet

Neighborhood: Willamette Neighborhood Association

Comp. Plan: Low-Density Residential

Zoning: Residential R-10

Zoning Overlays: N/A

PROJECT DESCRIPTION:

The applicant proposes a Townhouse Project consisting of ten townhouses.

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](#) (Good for Reference)
- [Chapter 11: Residential R-10](#)
 - o 19.020 Procedures and Approval Process
 - o 19.030 Permitted Uses
 - o 19.060 Conditional Uses
 - o 19.080 Dimensional Requirements, Conditional Uses
- [Chapter 38: Additional Yard Area Required; Projections Into Yards](#)
 - o 38.040 Exceptions to Yard Requirements
 - o 38.060 Projections into Required Yards
- [Chapter 41: Building Height, Structures on Steep Lots, Exceptions](#)
 - o 41.005 Determining Height of Building
 - o 41.020 Height Exceptions
- [Chapter 48: Access, Egress, and Circulation](#)
 - o 48.025 Access Control
 - o 48.030 Minimum for Residential Uses
 - o 48.060 Width and location of Curb Cuts Separation Requirements

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 have a TVF&R Provider Permit as part of the application.

RESPONSE TO APPLICANT QUESTIONS:

Discussion with applicant included:

- Lot coverage and what counts towards lot coverage
- Floor Area Ratio (FAR) and how to calculate
- Height limits
- Projections into required yards
- Townhome lot sizes
- 200 square foot exemption is for cottage clusters not townhomes
- Tree inventory, tree removal process, which trees require a permit
- No neighborhood meeting is required for the proposal

The below link is for a similar project recently approved in West Linn. Look closely at the application, site plans, and other relevant information provided by the applicant.

<https://westlinnoregon.gov/planning/2011-13th-street-expedited-land-division-divide-1-lot-6-lots>

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 Middle Housing Land Division is a staff level decision. A public hearing is not required. Once the application is declared complete, staff will review the application, send a 20-day public comment notice. When the public comment period closes. Staff will have 21 days to deem the application complete and 63 days to reach a decision.

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

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for a middle housing land division

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 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 MHLD = \$4900

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 21 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 63 days from the completeness determination to make a final decision on the application. Typical land use applications can take 3-4 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.*