



PRE-APPLICATION CONFERENCE

Thursday November 6, 2025

Willamette Room
City Hall
22500 Salamo Rd

11:00 am: Proposed Subdivision
Applicant: Rob Matthews, Blue Palouse Properties
Property Address: 3637 & 3939 Parker Road
Neighborhood Assn: Parker Crest
Planner: Darren Wyss

Project #: PA-25-25





CITY OF

West Linn

 Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
 Telephone 503.742.6060 • westlinnoregon.gov

Pre-Application Conference Request

For Staff to Complete:

PA 25-25	Conference Date: 11/6/25	Time: 11:00am
Staff Contact: Darren Wyss		Fee: \$1,200

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: Robin Richmond Barney conservator for Alice Richmond
Email: 3637 & 3939 Parker Rd, West Linn, OR 97068
Phone #: 5039911736
Address: 102 Olympic AVE SE Salem OR 97306
Email: robriemab@comcast.net

Applicant Information

Name: Rob Matthews - Blue Palouse Properties LLC
Email: robm@bluepalouse.com
Phone #: 503-936-3212
Address: Mountain Rd, West Linn, OR 97068

Address of Subject Property (or tax lot):

3637 & 3939 Parker Rd, West Linn, OR 97068

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.
- ☐ Proposed stormwater detention system with topographic contours

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

APPLICANT: Rob Matthews

DATE: 10/1/2025

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: Robin R Barney

DATE: 10/01/2025

Date: 10/20/25
To: City of West Linn – Planning Dept
From: Jeff Vanderdasson, PE
Vando Development
CC: Rob Matthews, Applicant
Blue Palouse Properties
Subject: 3637 & 3939 Parker Road Subdivision
Preapplication Narrative & Questions



We are requesting a pre-application conference to discuss a proposed subdivision application for the properties identified above and further described as 21E25CB3500 & 3600.

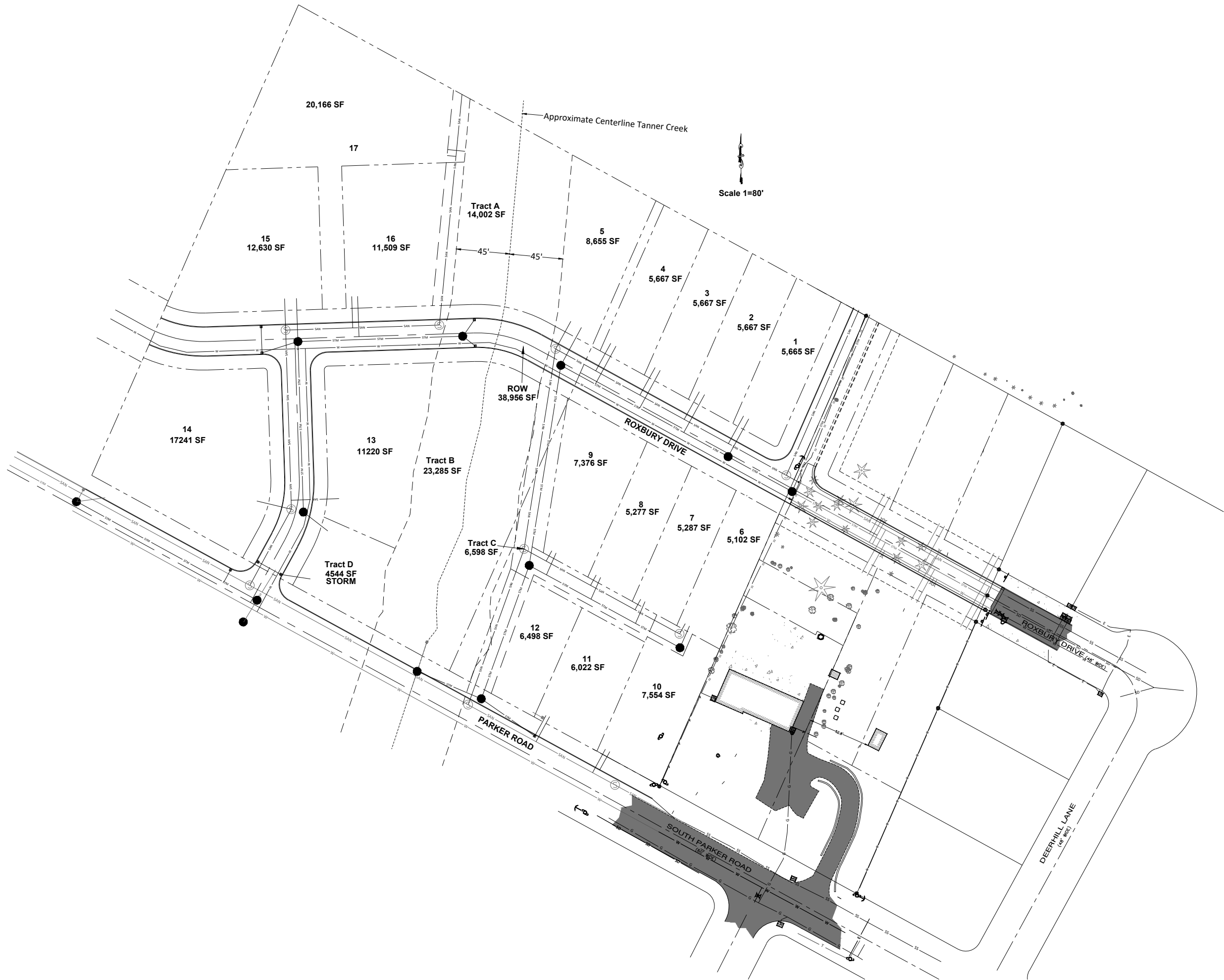
An annexation application has been submitted by Blue Palouse Properties for the property to the east and adjacent to the proposed subdivision. Once annexed, a subdivision application will be submitted on that property. Roxbury Drive will be extended thru that property and will serve the properties included in this application.

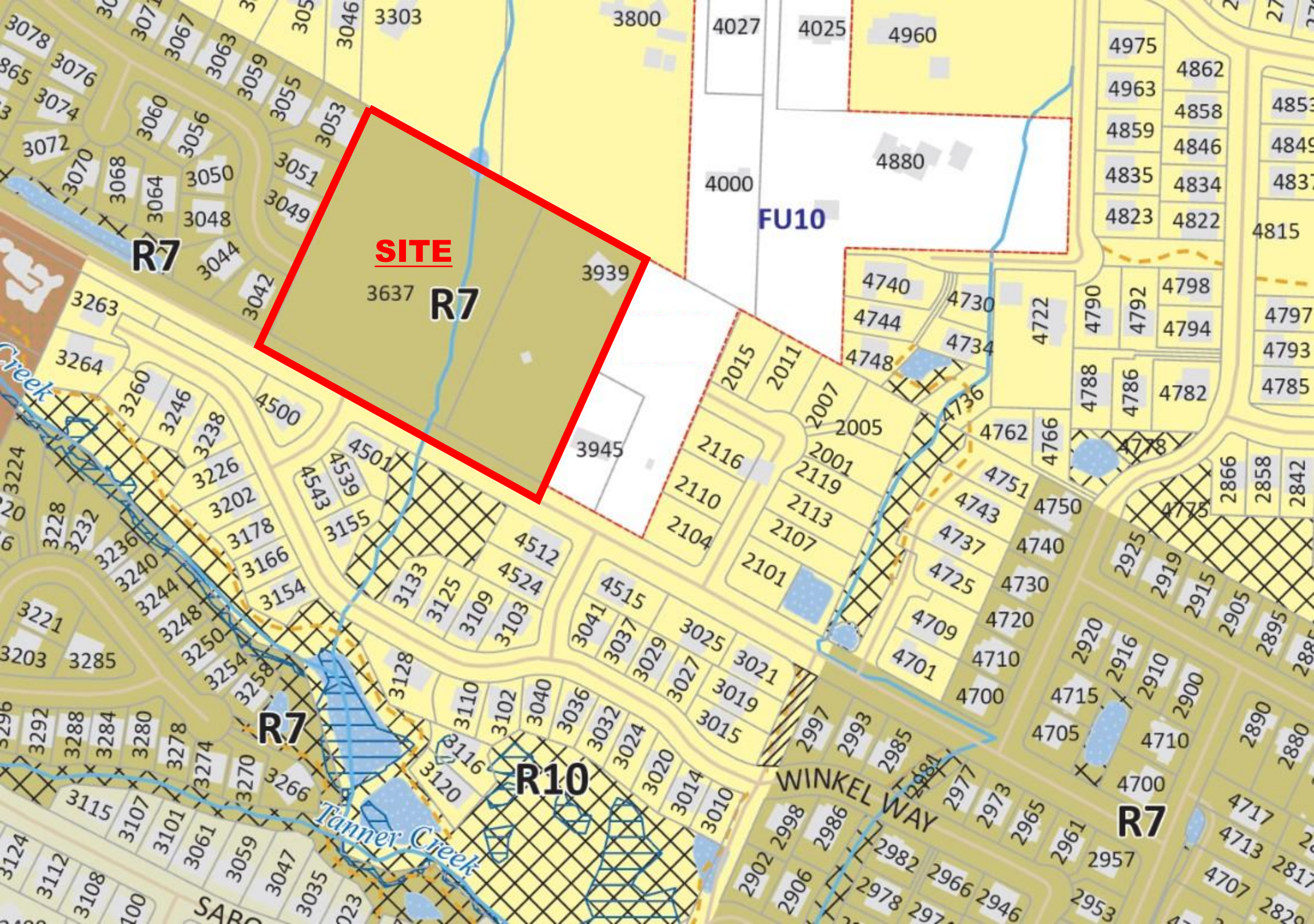
Both properties included in the proposed application are zoned R-7. An 18-lot subdivision is proposed with the intent of constructing single family detached residential homes.

The sites front on Parker Road with Roxbury Drive extended to the property from the west. There are existing storm, sanitary and water mains in both streets that will serve the subdivision. Those utilities will be extended in the proposed streets. Stormwater facilities will be constructed to serve the development. The location of those facilities will be determined after a topographic survey is completed and the existing systems are analyzed.

Please review the attached site plan and address the following questions:

- 1.) Describe the PUD Subdivision process and describe and explain density transfer calculations.
- 2.) Discuss open space requirements.
- 3.) Discuss required sewer extensions to upstream properties.
- 4.) Discuss required street extension to the north and which side of Tanner Creek it should be constructed on.
- 5.) Discuss stormwater management options.





SITE

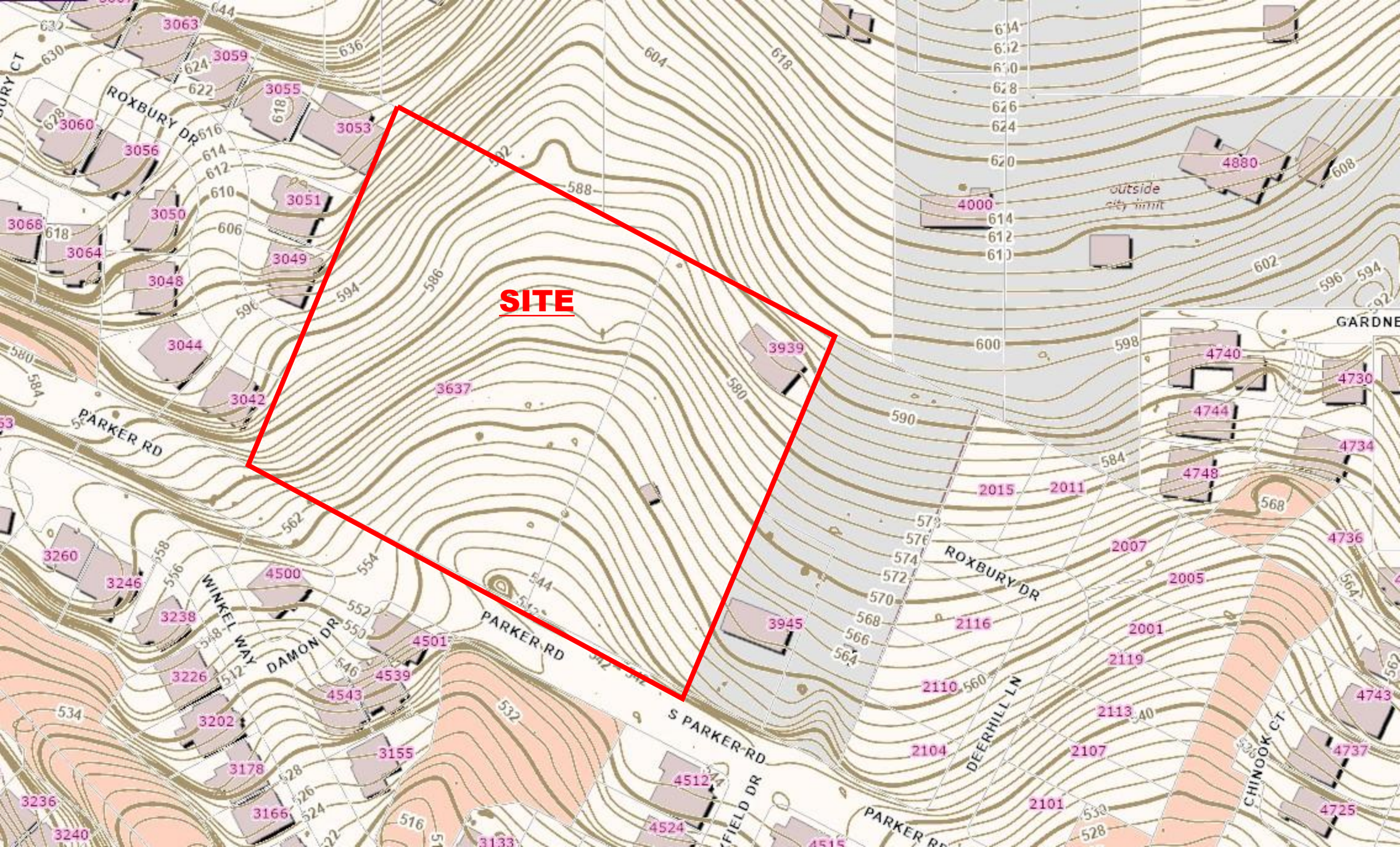
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SITE

