



CITY OF  
**West  
Linn**

## PRE-APPLICATION CONFERENCE

Thursday, March 05, 2026

Willamette Room  
City Hall  
22500 Salamo Rd  
West Linn

**3:00 pm:** Proposed expedited land division with dedication and construction of street improvements

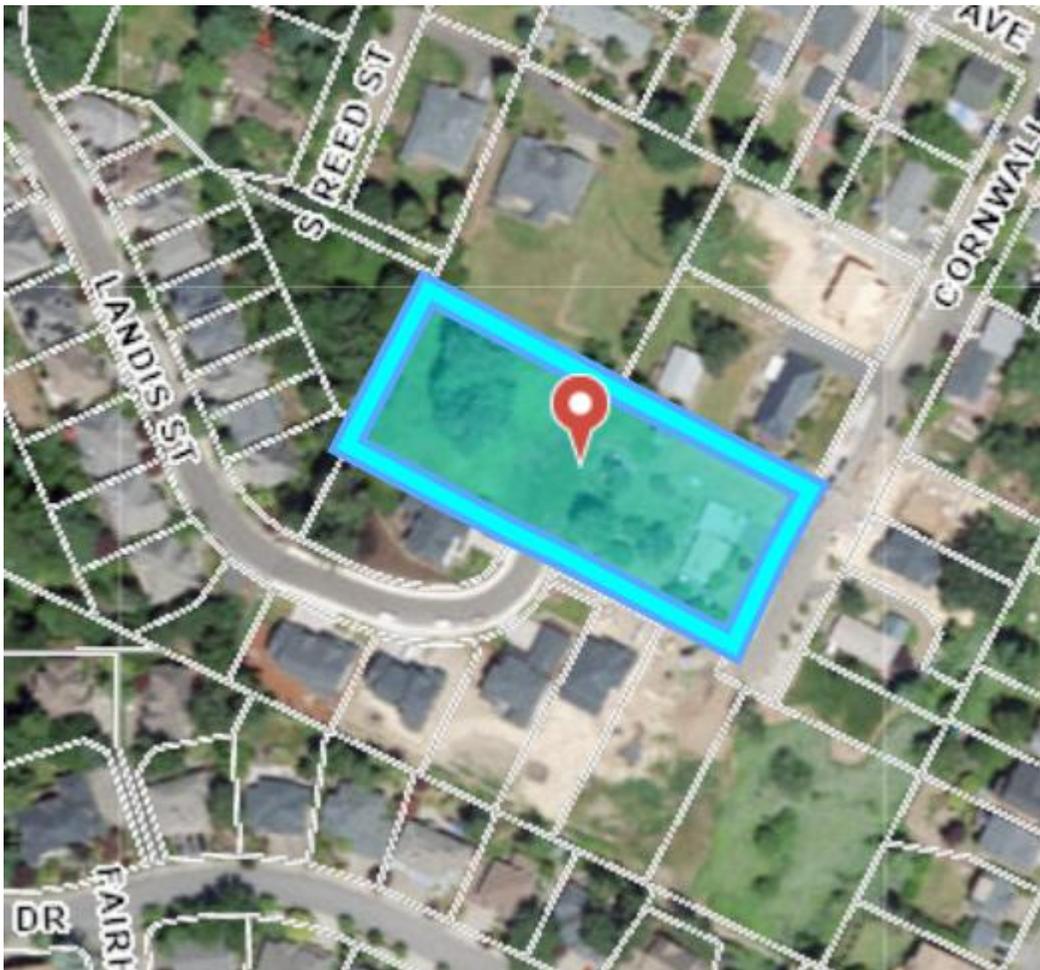
**Applicant:** JJ Portlock

**Property Address:** 4110 Cornwall

**Neighborhood Assn:** Sunset Neighborhood Association

**Planner:** Aaron Gudelj

**Project #:** PA-26-04





## Pre-Application Conference Request

For Staff to Complete:

**PA** 26-04

**Conference Date:** 03/05/26

**Time:** 3:00pm

**Staff Contact:** Aaron Gudelj

**Fee:** \$1,200

Pre-application conferences are held on the **first and third Thursdays of the month between 1:00 pm and 4:00 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:** Doris D. and Eugene C. Clark, Trustees  
**Email:**  
**Phone #:**  
**Address:** 4110 Cornwall Street

### Applicant Information

**Name:** The Portlock Company  
**Email:** jportlock@theportlockco.com  
**Phone #:** 425-829-1566  
**Address:** 6105 W. A Street, Suite B  
West Linn, OR 97068

Address of Subject Property (or tax lot): 4110 Cornwall Street (2-1E-36BA TL 6100)

### 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:** *JJ Portlock*

**DATE:** 2/11/26

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:** *David Wayne Clark*  
David Wayne Clark (Feb 11, 2026 12:02:59 PST)

**DATE:** Feb 11, 2026

## **Project Narrative**

Site Location:	4110 Cornwall Street
Tax Map/Lot:	21E36BA/ 6100
Site Size:	1.46 AC
Zoning:	R-10
Applicant:	The Portlock Company
Applicant's Representative:	Ken Sandblast, Westlake Consultants

Proposal Summary: The Applicant proposes to partition the subject site into two parcels through an Expedited Land Division (ELD) process. In addition, dedication of right-of-way and construction of street improvements are proposed for the extension of Landis Street through the site to Cornwall, with 28' of asphalt to provide parking along the extended public street.



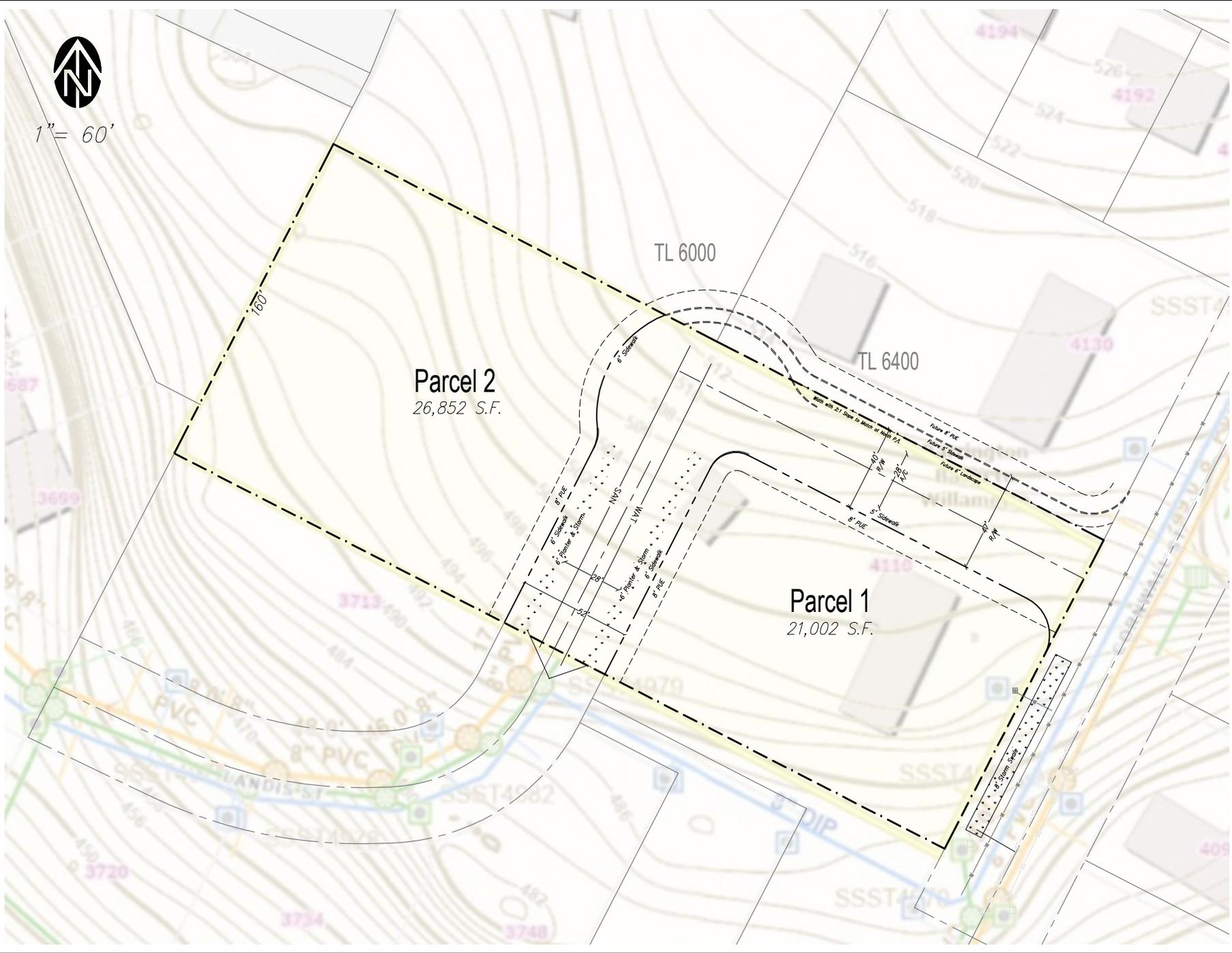
1" = 60'

Parcel 2  
26,852 S.F.

Parcel 1  
21,002 S.F.

TL 6000

TL 6400



ELD Partition Preapplication Site Plan  
4110 Cornwall St Tax Lot 6100 2-1E-36BA

Mr. Jj Portlock

**WESTLAKE**  
CONSULTANTS INC.

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