



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, March 19, 2026

Willamette Room
City Hall
22500 Salamo Rd
West Linn

1:00 pm: Water Resource Area Permit
Applicant: JJ Portlock
Property Address: 3893 Cedaroak Drive
Neighborhood Assn: Robinwood Neighborhood Association
Planner: Aaron Gudelj **Project #:** PA-26-03





Pre-Application Conference Request

For Staff to Complete:

PA 26-03

Conference Date: 3/5/26

Time: 3:00pm

Staff Contact:

Fee: \$420

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: Brian G. Dasso & Carla A. Serrill, Trustees

Email:

Phone #:

Address: 3893 Cedaroak Drive

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): 3893 Cedaroak Drive (21E24BB, TL 300)

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:

DATE: 2/10/26

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:
Carla serrill (Feb 11, 2026 08:54:18 PST)

DATE: Feb 11, 2026

Brian Dasso (Feb 11, 2026 09:21:12 PST)

Feb 11, 2026

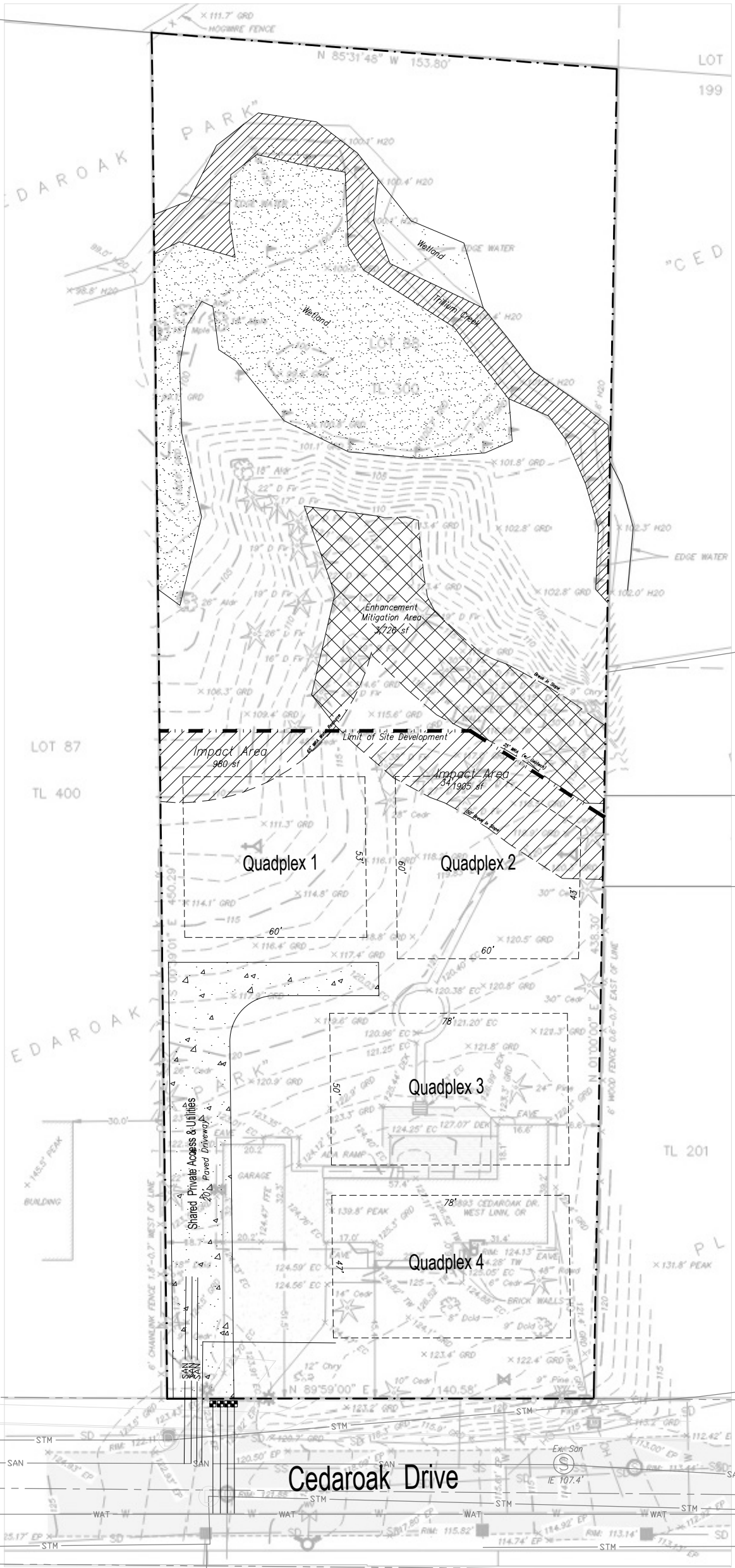
Project Narrative

Site Location: 3893 Cedaroak Drive
Tax Map/Lot: 21E24BB/ 300
Site Size: 1.49 AC
Zoning: R-10
Applicant: The Portlock Company
Applicant's Representative: Ken Sandblast, Westlake Consultants

Proposal Summary: The Applicant is requesting a permit for delineation of a Water Resource Area located on a portion of the subject site to construct residential housing.



1" = 40'



WRA Delineation Pre-Application Site Plan

2-1E-24BB TL 300
3893 Cedar Oak Dr. West Linn, OR

The Portlock Company

DATE	Feb. 2026
DRAWN BY	KS
CHECKED BY	
REVISION	0
JOB NO.	

ENGINEERING ♦ SURVEYING ♦ PLANNING		
PACIFIC CORPORATE CENTER 15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652 TIGARD, OREGON 97224 FAX (503) 624-0157		