



CITY OF  
**West  
Linn**

## PRE-APPLICATION CONFERENCE

Thursday, May 7, 2026

Willamette Room  
City Hall  
22500 Salamo Rd  
West Linn

**1:00 pm:** Proposed Water Resources Areas Permit  
**Applicant:** JJ Portlock  
**Property Address:** 5910 West A Street Avenue  
**Neighborhood Assn:** Bolton Neighborhood Association  
**Planner:** Aaron Gudelj **Project #:** PA-26-05





## Pre-Application Conference Request

For Staff to Complete:

**PA** PA-26-05

**Conference Date:** May 7, 2026

**Time:** 1:00pm

**Staff Contact:** Aaron Gudelj

**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: Betty Lou Osburn, Trustee

Email:

Phone #:

Address: 5910 W. A Street  
West Linn, OR 97068

### Applicant Information

Name: The Portlock Company

Email: [jportlock@theportlockco.com](mailto: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): 5910 W. A Street (2-2E-30BC TL 7100)

### 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:** 4/7/26

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:** *Karen K. Carlson*  
Karen K Carlson (Apr 7, 2026 11:46:04 PDT)

**DATE:** Apr 7, 2026

**Project Narrative**

Site Location: 5910 W. A Street  
Tax Map/Lot: 22E30BC/ 7100  
Site Size: Approx. 0.86 AC  
Zoning: R-10  
Applicant: The Portlock Company  
Applicant's Representative: Ken Sandblast, Westlake Consultants

Proposal Summary: The Applicant proposes a WRA review to redirect and connect surface flow to the existing stormwater system.



1"=50'



Install Field Inlet into Existing Public Storm within Existing Storm Easement To Collect Existing Surface Storm

Existing Public Stormline  
Surface Storm (Ephemeral) STM

Existing Field Inlet

### WRA Review Preapplication Concept

2-2E-30BC Tax Lot 7100 5910 W. A Street  
The Portlock Company

|   |                                     |
|---|-------------------------------------|
|   | <b>WESTLAKE</b><br>CONSULTANTS INC. |
| ENGINEERING ♦ SURVEYING ♦ PLANNING  |                                     |
| PACIFIC CORPORATE CENTER<br>15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0662<br>TIGARD, OREGON 97224 FAX (503) 624-0187 |                                     |







# Pre-App Request Package - 5910 W. A St

Final Audit Report

2026-04-07

|                 |  |
|-----------------|--|
| Created:        | 2026-04-07                                   |
| By:             | JJ Portlock (jjportlock@gmail.com)           |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAArdBUMlRA15Dxnj17XVFHxIWRjIfBTzP |

## "Pre-App Request Package - 5910 W. A St" History

-  Document created by JJ Portlock (jjportlock@gmail.com)  
2026-04-07 - 6:02:46 PM GMT
-  Document emailed to kkocarlson@hotmail.com for signature  
2026-04-07 - 6:03:08 PM GMT
-  Email viewed by kkocarlson@hotmail.com  
2026-04-07 - 6:30:06 PM GMT
-  Signer kkocarlson@hotmail.com entered name at signing as Karen K Carlson  
2026-04-07 - 6:46:02 PM GMT
-  Document e-signed by Karen K Carlson (kkocarlson@hotmail.com)  
Signature Date: 2026-04-07 - 6:46:04 PM GMT - Time Source: server
-  Agreement completed.  
2026-04-07 - 6:46:04 PM GMT