



CITY OF West Linn

PRE-APPLICATION CONFERENCE SUMMARY NOTES

FILE	PA-26-05
MEETING DATE	May 7, 2026
PROJECT PROPOSAL	Proposed Water Resource Area Permit to redirect and connect surface flow to the existing stormwater system
APPLICANTS PRESENT	JJ Portlock, the Portlock Company and Ken Sandblast, Westlake Consultants
STAFF PRESENT	Erica Smith, Senior Planner and Aaron Gudelj, Associate Planner
PUBLIC PRESENT	None

PURPOSE OF PRE-APPLICATION CONFERENCE: Pre-application conferences are intended to familiarize applicants with the requirements of the West Linn Community Development and Municipal Codes; to provide applicants with an opportunity discuss proposed projects in detail with City staff; and to identify approval criteria, standards, and procedures prior to filing a land use application. The pre-application conference is intended to be a tool to assist applicants in navigating the land use process, but is not intended to be an exhaustive review that identifies or resolves all potential issues, and does not bind or preclude the City from enforcing any applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

SITE INFORMATION

Address	5910 West A Street	Comp Plan	Medium-density residential
Tax lot ID	22E30BC071000	Zone	R-10 Residential
Size	37,406 square feet / 0.86 acres	Overlay zone(s)	None
Neighborhood	Bolton		

PROJECT DESCRIPTION: Applicant proposes a Water Resource Area (WRA) permit for 5910 West A Street to redirect and connect surface flow to the existing stormwater system.

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](#)

- Ephemeral streams
- Water resource area
- Water resource area transition and setback area
- Water resource (or feature)

[Chapter 32 Water Resource Area Protection](#)

- 32.060 Approval Criteria (Standard process)
- 32.080 Approval Criteria (Alternative review process)

[Chapter 99 Procedures for Decision Making: Quasi-Judicial](#)

- 99.060 Approval Authority

KEY ISSUES & CONSIDERATIONS

Staff have identified the following development, design, or procedural issues that you should be aware of as you prepare your submittal. The identification of these issues or considerations here does not preclude identification of additional issues:

1. For clarity:
 - The identified stormwater lateral and easement are located on a parcel of private property immediately to the west of the subject property (identified at 5910 West A Street). The adjacent parcel is under different ownership than the subject parcel.
 - The stormwater lateral and easement in question appear to be private (based on the City's GIS easement layers), connecting to the public storm main in West A Street.
2. City code and policy actively encourage daylighting of streams and creation of new water resource areas (WRAs).
 - An applicant would not be allowed to redirect a stream that is currently daylighted into a stormwater pipe, as that would effectively remove the water resource (which makes an additional point – that the work would be on a different piece of private property, and any such application would need to be signed by the property owner – moot).
3. Wetlands delineation performed by a natural resource professional/wetland biologist or specialist would be required to determine stream type/WRA boundaries
 - If determined to be a non-ephemeral water resource, water resource area extends 65 feet out from delineated edge of wetland (see Table 32-3 in CDC Chapter 32)
 - If determined to be ephemeral stream, water resource area extends 15' out from stream thread or centerline

RESPONSE TO APPLICANT QUESTIONS: No questions were asked prior to pre-application conference.

PROCESS: A Water Resource Area (WRA) permit is a Planning Director's decision. No public hearing is required. Once the application is deemed complete, staff review the application, send a 14-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director prepares a decision. A final decision can take 6-10 months. There is a 14-day appeal period after the decision. If the decision is not appealed within that timeframe, the applicant may proceed with work.

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. Responses must explain how and why the proposed application will meet each applicable item. "Not applicable" is not an acceptable response to criteria.

Submittal requirements may be waived, but the applicant must identify the specific submittal requirement and request, in writing, and explain the specific grounds for the waiver. The Planning Director will respond with a written determination.

APPLICATION FEES & DEPOSITS: The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

Water Resource Area Permit: \$2,850

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.

*****FRAUD WARNING*****

Please be advised about a scam in which actors impersonate local government planning and zoning departments to extract illegitimate payments from businesses and residents. Scammers tailor emails and associated attachments to appear as official correspondence. It is important to note:

- The City will never request wire transfers or banking information by email.
- The Planning Commission does not issue invoices.
- Any email asking you to send funds, verify banking details, or initiate a wire transfer is fraudulent.
- Always check the sender's email address carefully. Legitimate emails will come from ***@westlinnoregon.gov
- Do not click links, open attachments, or respond to suspicious emails.
- If you receive a suspicious message, call the City to verify it. Your security is important to us.

TIMELINE: Once an application and payment are received, the City has 30 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 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

Please feel free to contact me with any questions or concerns.



Erica Smith, AICP
Senior Planner
Community Development
esmith@westlinnoregon.gov
503-742-6062