



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, June 18, 2026

**Willamette Room
City Hall
22500 Salamo Rd
West Linn**

1:00 pm: Proposed Historic Design
Applicant: Jessica Iselin
Property Address: 1742 Willamette Falls Drive
Neighborhood Assn: Willamette Neighborhood Association
Planner: Erica Smith **Project #:** PA-26-08





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 26-08

Conference Date: 6/4/26

Time: 1:00pm

Staff Contact:

Fee: \$0

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: *Laura Steagall*
Email: *Laura.steagall@veridanwealth.com*
Phone #: *(503) - 946 - 9733*
Address: *1742 Willamette Falls Dr. West Linn OR 97068*

Applicant Information

Name: Jessica Iselin, Iselin Architects, PC
Email: *jessica@iselinarch.com*
Phone #: 503-656-1942
Address: 1307 7th Street Oregon City, OR 97045

Address of Subject Property (or tax lot): 1742 Willamette Falls Drive T3S R1E SEC 2 WM

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: *Jessica Iselin*

DATE: 5-5-26

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: *Laura Steagall*

DATE: 5/6/26

Pre-Application Meeting Request

Project: Veridan Wealth Office Addition
1742 Willamette Falls Drive
West Linn, OR 97068

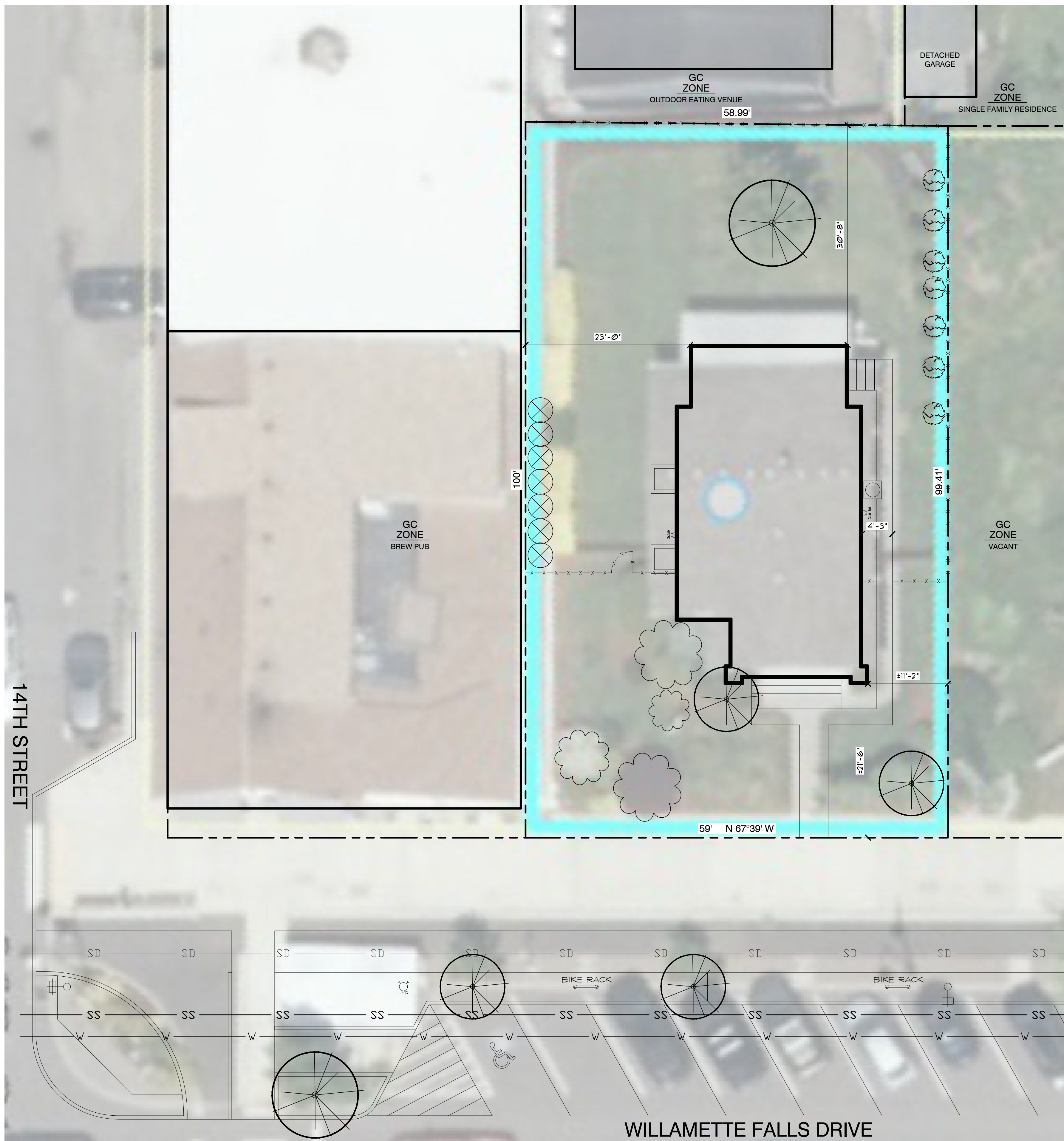
The proposed project includes an 840 sf, single story addition to an existing office building, which is a designated historic structure in the city of West Linn. The addition will provide additional office space and be architecturally compatible and located at the rear of the site. An existing 187 sf section (previous addition/porch enclosure) at the back of the building will also be partially demolished and reconstructed to level the floor and roof/ceiling.

The building has a basement that was previously finished for use as storage, utility and additional office space.

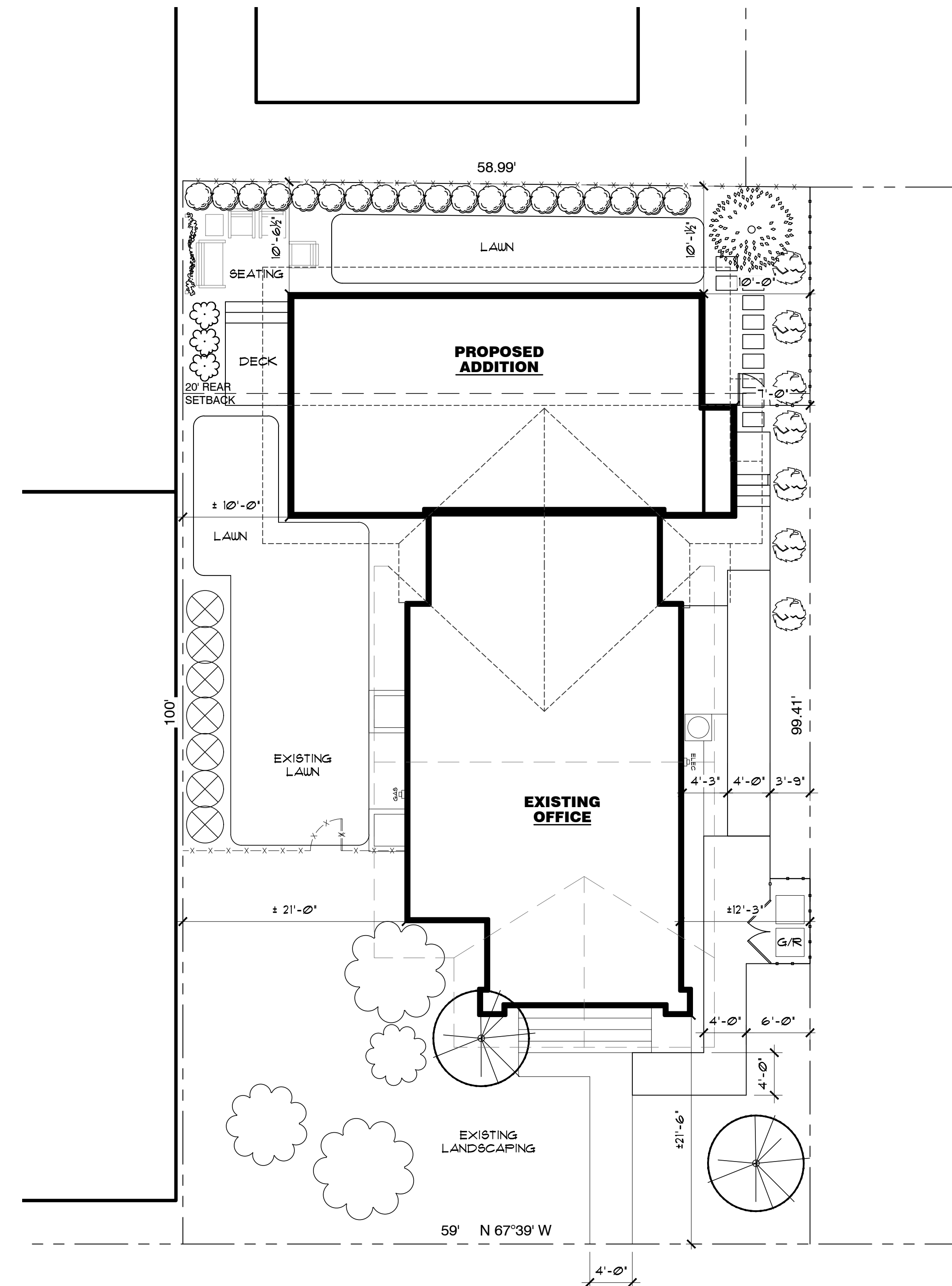
Site work will include the construction of an ADA ramp to the new side building entrance and minor widening of existing sidewalks to provide an accessible route to the ramp. A small deck will be constructed to provide additional access to the rear yard and a small garbage and recycling enclosure will be constructed off of the new sidewalk at the side of the building. Miscellaneous landscape improvements will be incorporated.

Items to Discuss:

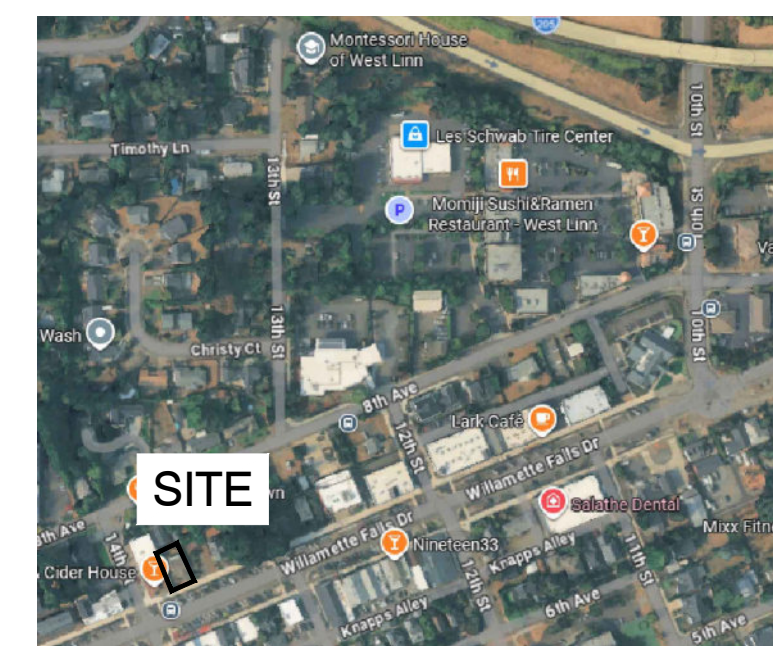
1. What will be required for stormwater improvements? The new impervious building area is 840 sf, 1,082 sf including the large overhangs that are proposed to match the original historic building. The net increase in site impervious area will be + 60 sf, assuming spaced wood decking on the ADA ramp and porch.
2. Is the landscape concept shown for the rear yard sufficient mitigation to allow the decreased rear yard setback as allowed in 58.080?
3. The existing basement has a ceiling height of +/- 6'-9" and is finished with offices. The existing stair has a width of approximately 2'-6" with a 7"-8.5" rise and a 10" run. We are not able to widen the stair due to existing concrete foundation walls and large footings. We can reconstruct the stair to have compliant rise, run and headroom. Given the historic designation of the building, can we legalize the basement with the low ceiling and narrow stair?
4. Is fiber-cement siding now approved within the historic district (or for designated properties)?
5. There are two bike racks located within the frontage width of the property. Are new bike racks required on site?



EXISTING SITE PLAN
1/8" = 1'-0"



PROPOSED SITE PLAN
1/8" = 1'-0"



VICINITY MAP
NTS

PROJECT INFORMATION

PROJECT DESCRIPTION	PROPOSED SINGLE LEVEL ADDITION TO AN EXISTING OFFICE BUILDING. EXISTING BUILDING IS LISTED AS AN HISTORICALLY SIGNIFICANT STRUCTURE.		
PROPERTY LOCATION ADDRESS	T 3S, R 1E, SEC 2(W.M.) 1742 WILLAMETTE FALLS DR WEST LINN, OR, 97068		
COUNTY ZONE	CLACKAMAS GC, GENERAL COMMERCIAL		
ELEVATION	213 FT		
SITE AREA	5,900 SF		
BUILDING SQUARE FOOTAGE	EXISTG	NEW	TOTAL
MAIN LEVEL FLOOR AREA	967 SF	840 SF	1,807 SF
BASEMENT FLOOR AREA	810 SF	0	810 SF
BUILDING COVERAGE	100 % ALLOWED		
PARKING	EXEMPT PER CFEC GUIDELINES		
LANDSCAPING	EXEMPT		
IMPERVIOUS AREA	EXISTING	NEW	ADDITION/ROOF
	1,547 SF BUILDING/ROOF	1,082 SF	LANDINGS
	234 SF WALKWAY	60 SF	
	1,781 SF TOTAL	1,142 SF	NEW



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503-656-1942
www.iselinarchitects.com

NOT FOR PRELIMINARY CONSTRUCTION

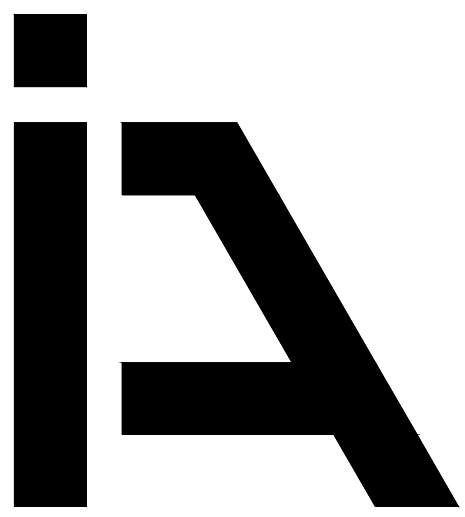
Project Title
Veridan Wealth Office

1742 Willamette Falls Dr
West Linn, OR, 97068

PROJ. NO. : 2613
FILE : A-SIT
DATE : 5/5/2026

SHEET #
A1.0

SITE PLAN & GENERAL NOTES



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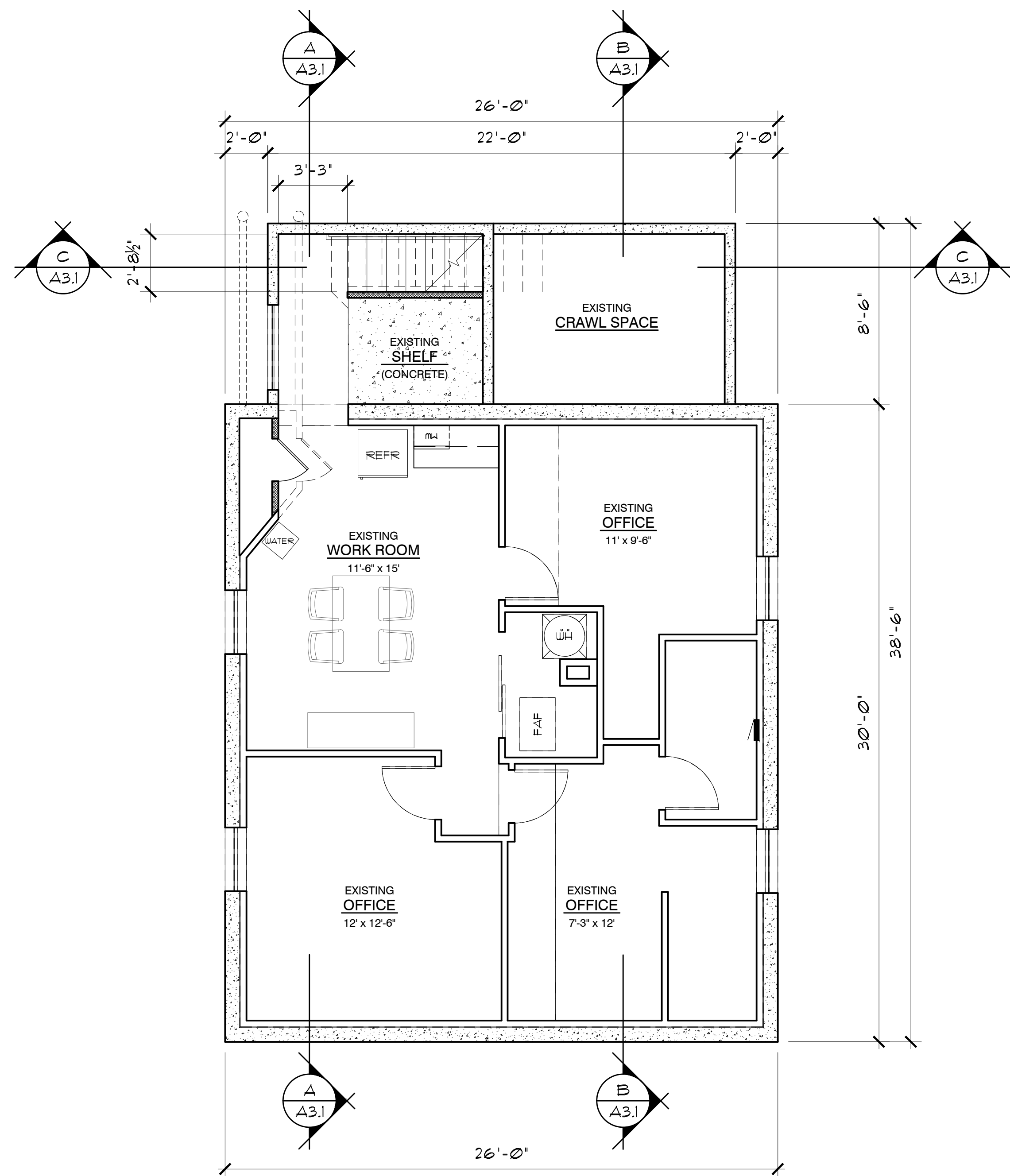
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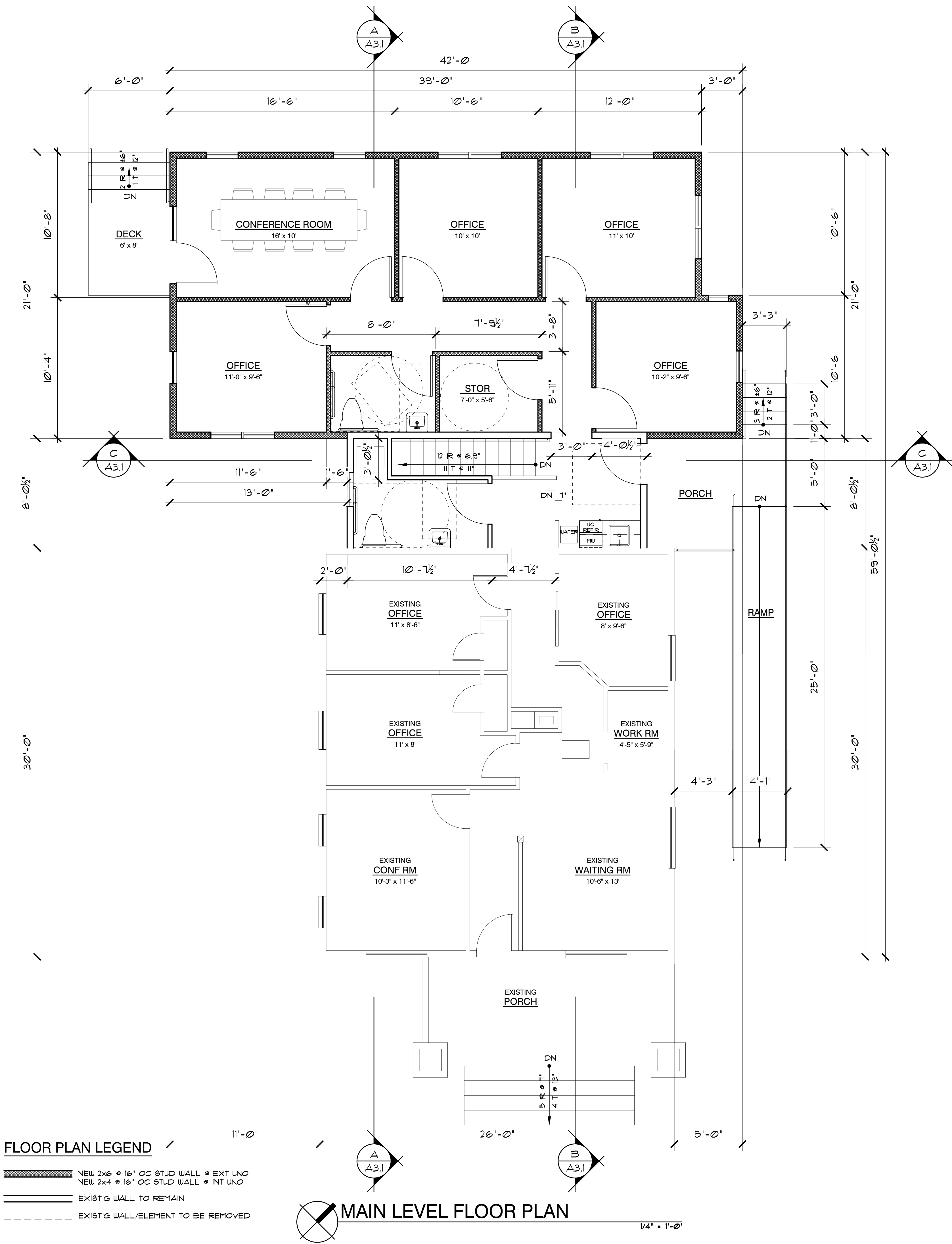
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FILE : A-FP
DATE : 5/5/2026

SHEET #
A1.1

FLOOR PLANS

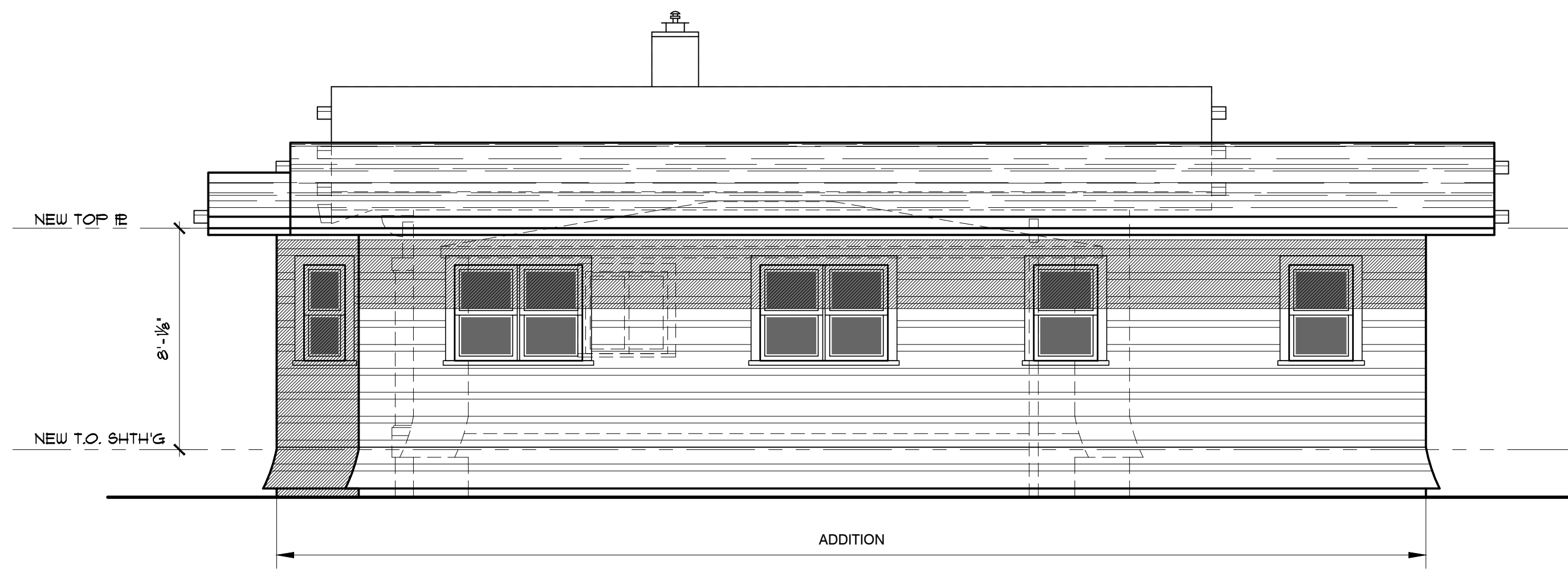


BASEMENT FLOOR PLAN
1/4" = 1'-0"



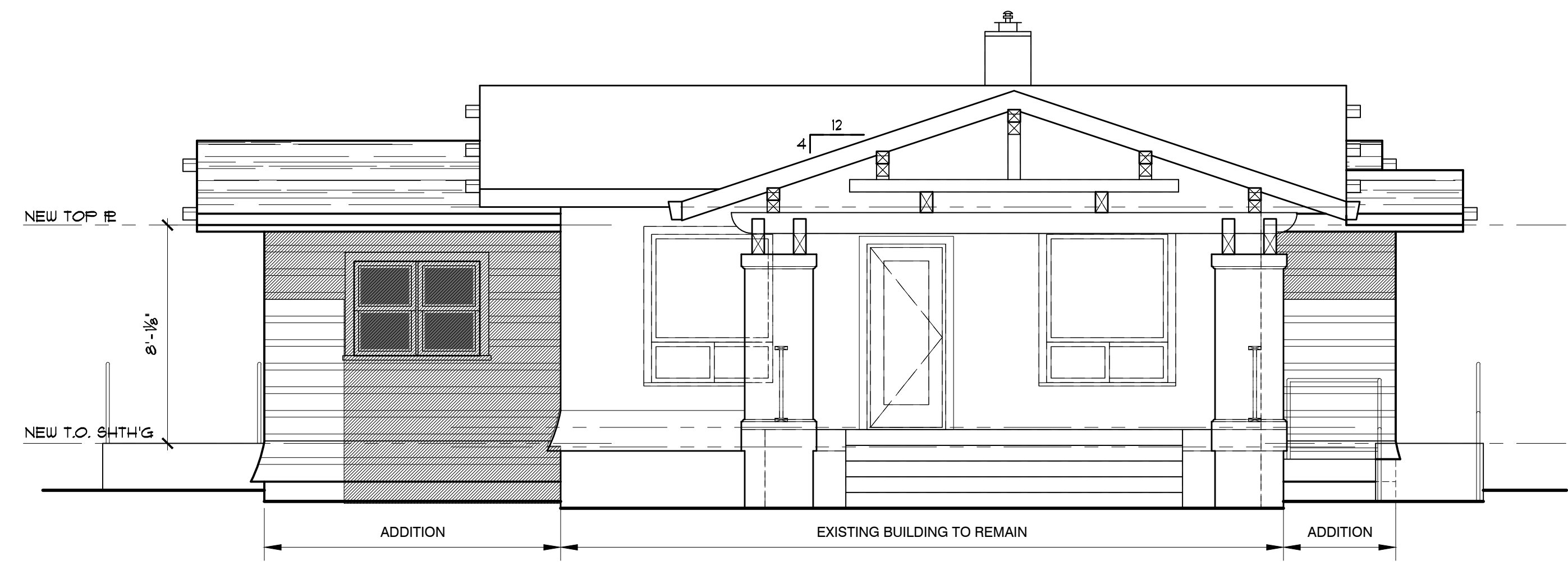
FLOOR PLAN LEGEND
NEW 2x6 @ 16" OC STUD WALL * EXT UNO
NEW 2x4 @ 16" OC STUD WALL * INT UNO
EXIST'G WALL TO REMAIN
EXIST'G WALL/ELEMENT TO BE REMOVED

MAIN LEVEL FLOOR PLAN
1/4" = 1'-0"



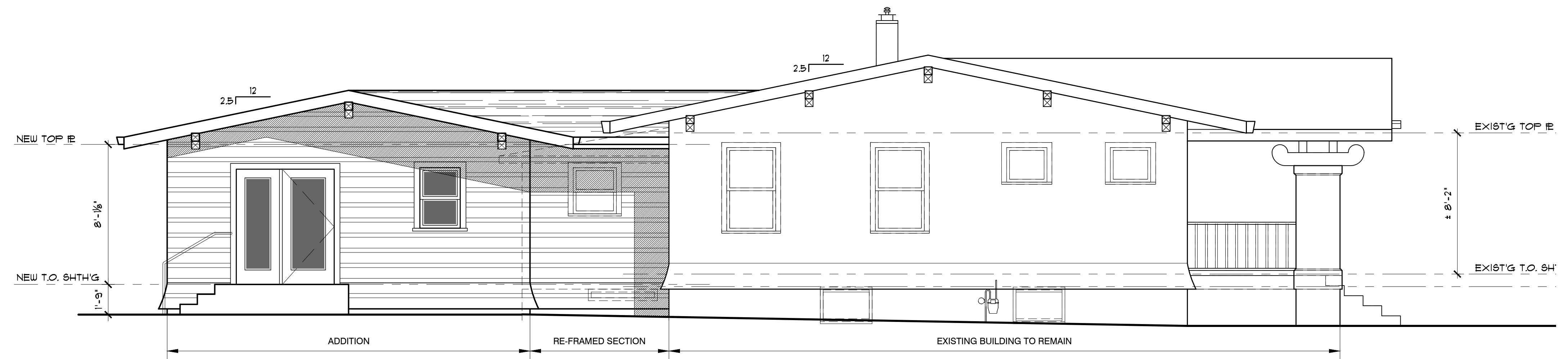
REAR ELEVATION

1/4" = 1'-0"



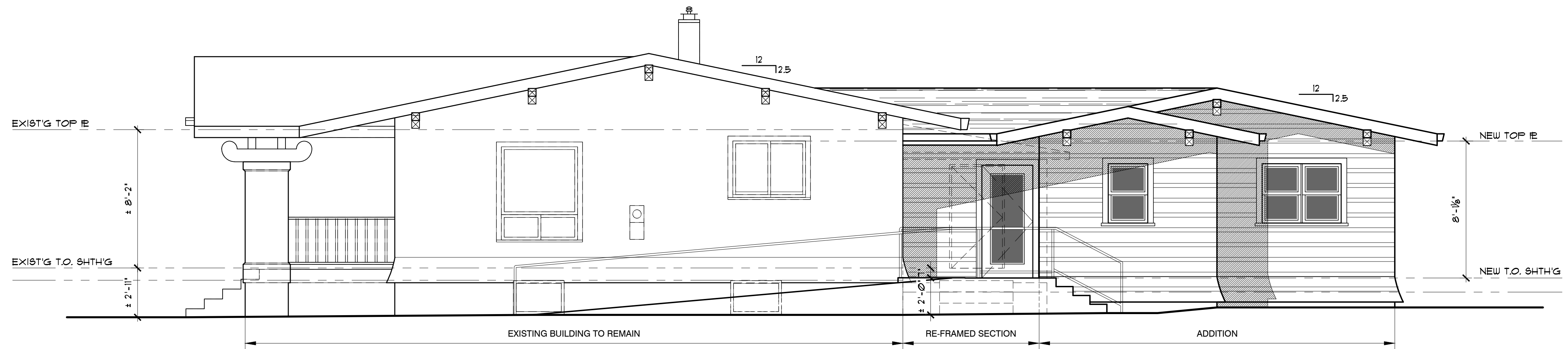
FRONT ELEVATION (WILLAMETTE FALLS DRIVE)

1/4" = 1'-0"



LEFT SIDE ELEVATION

1/4" = 1'-0"



RIGHT SIDE ELEVATION

1/4" = 1'-0"



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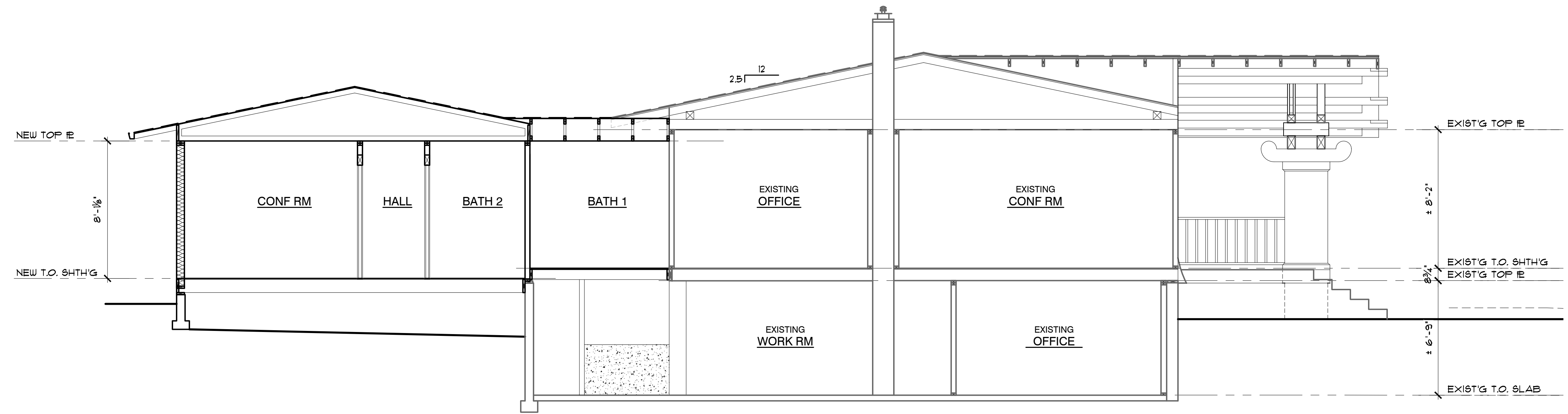
1742 Willamette Falls Dr
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PROJ. NO. : 2613
FILE : A-ELV
DATE : 5/5/2026

SHEET #

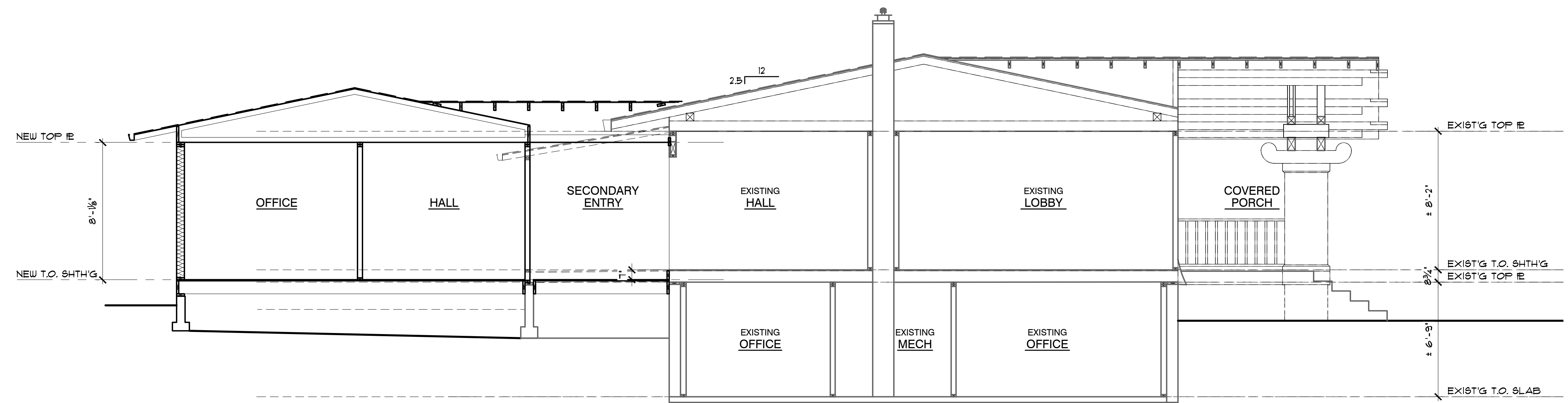
A2.1

BUILDING ELEVATIONS



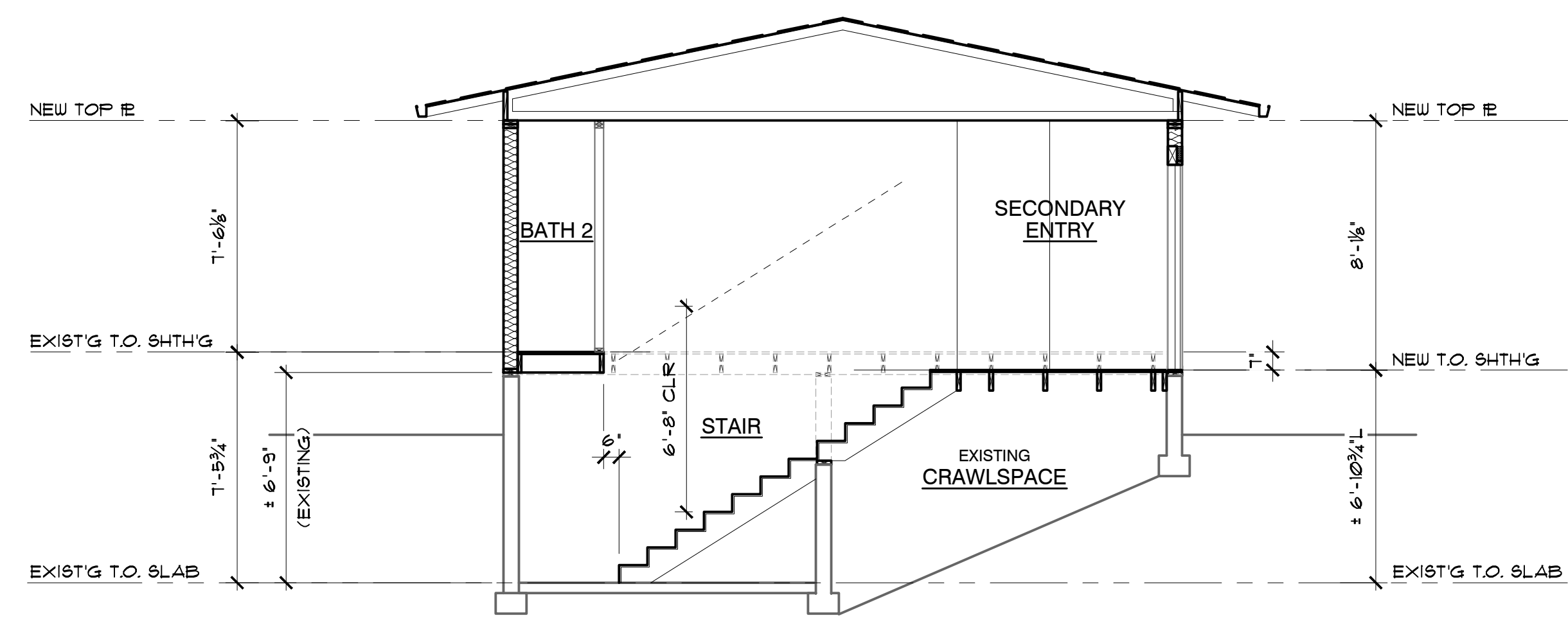
A SECTION

1/4" = 1'-0"



B SECTION

1/4" = 1'-0"



C SECTION

1/4" = 1'-0"



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SHEET #
A3.1

BUILDING SECTIONS