



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, July 2, 2026

Willamette Room
City Hall
22500 Salamo Rd
West Linn

1:00 pm: Proposed Partition
Applicant: Ray Hoy
Property Address: 5757 River Street
Neighborhood Assn: Robinwood Neighborhood Association
Planner: Erica Smith
Project #: PA-26-09





Pre-Application Conference Request

For Staff to Complete:			
PA 26-09	Conference Date:	7/2/26	Time: 1:00pm
Staff Contact: Eric Smith			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: Ray Hoy
Email: raymondshoy@gmail.com
Phone #: 503-313-0193
Address: 5757 River Street
West Linn, OR 97068
Address of Subject Property (or tax lot):

Applicant Information

Name: Jennifer Arnold
Email: jarnold@emeriodesign.com
Phone #: 503-746-8812
Address: 1500 Valley River DR. #100
Eugene, OR 97401

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:

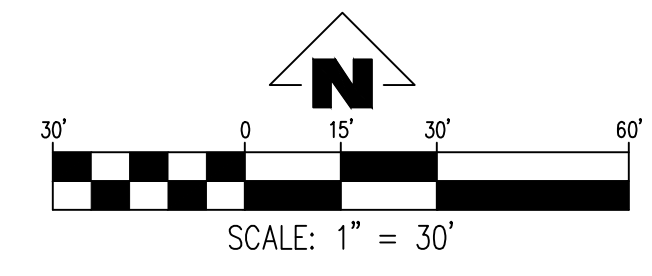
APPLICANT: _____ *Ray Hoy*

DATE: 6/9/26

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: _____

DATE: _____



5757 RIVER STREET
 TAX MAP 2 2E 30BC
 TAX LOT 700
 CLACKAMAS COUNTY
 CITY OF WEST LINN, OREGON

PRELIMINARY LAYOUT

REVISIONS	
NO.	DATE

EMERIO
 ENGINEERING • SURVEYING • DESIGN
 1500 VALLEY RIVER DRIVE, SUITE 100
 EUGENE, OREGON 97401
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 FAX: (503) 639-6592
 www.emeriodesign.com

FILE-P:\2802-001_Hwy_Partition\wg\plan\Pre-App\2802-001_Pre-App_Layout\wg\plan\Pre-App_Layout_Plot_Date: 5/28/2026 8:52 AM, by: Arlene Vasquez