



## PRE-APPLICATION CONFERENCE

Thursday, September 3, 2026

Willamette Room  
City Hall  
22500 Salamo Rd  
West Linn

**1:00 pm:** Proposed Accessory Dwelling Unit for a Local Historic Landmark  
**Applicant:** Katherine Radziwon  
**Property Address:** 20685 Willamette Dr  
**Neighborhood Assn:** Bolton Neighborhood Association  
**Planner:** Aaron Gudelj **Project #:** PA-26-10





## Pre-Application Conference Request

For Staff to Complete:

**File:** PA-26-10      **Conference Date:** 09/03/26      **Time:** 1:00  
**Planner:** Aaron Gudelj      **Fee:** \$0

Pre-application conferences are held on the first and third Thursdays of each month between 1:00 pm and 4:00 pm. Appointments must be made by 5:00 pm, **15 days prior** to the meeting date. Applicants may choose either an in-person or virtual meeting.

To schedule a conference, submit this form along with a site plan and accompanying materials through the [Submit a Land Use Application](#) web page. The City will create an invoice for payment.

### Property Owner Information

**Name:** Katherine Radziwon (Kati)  
**Email:** [katiradziwon@gmail.com](mailto:katiradziwon@gmail.com)  
**Phone:** 510-367-7192  
**Address:** 20685 Willamette Dr, West Linn, OR 97068

### Applicant Information

**Contact Name:** Katherine Radziwon (Kati)  
**Business Name:** N/A  
**Email:** [katiradziwon@gmail.com](mailto:katiradziwon@gmail.com)  
**Phone:** 510-367-7192  
**Address:** 20685 Willamette Dr, West Linn, OR 97068

**Preference: In-person**  
(virtual also acceptable)

### Site Information

**Tax lot Number(s):** To be confirmed  
**Address of Frontage Street:** Willamette Dr / Hwy 43  
**Approximate size:** Approx. 0.66 acres

Have you been in recent discussions with any City staff regarding this proposed project?

If so, please provide staff name(s) and department(s):

| Staff Name | City Department |
|------------|-----------------|
|            |                 |
|            |                 |
|            |                 |
|            |                 |

## Required Attachments

1. Written Statement including:
  - Detailed description of the proposed project
  - Brief description of the physical context of the site
2. List of questions or issues the applicant would like the City to address.
3. Dimensional site plan showing:
  - North arrow and scale
  - Location of existing trees (tree survey highly recommended)
  - Streets abutting the property and right-of-way width
  - Location of creeks and/or wetlands (wetland delineation highly recommended)
  - Property dimensions, existing buildings, and building setbacks
  - Slope map (required if slopes are 25% or more)
  - Location of existing utilities (water, sewer, etc.)
  - Conceptual layout, design, proposed buildings, elevations, and setbacks
  - Location of all easements (access, utility, etc.)
  - Vehicle and bicycle parking layout, including calculations of required spaces
  - Existing and proposed access and driveways, including circulation for vehicles, pedestrians, and bicycles (if applicable)
  - Proposed stormwater detention system with topographic contours

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*The undersigned property owner authorizes the requested conference:*

PROPERTY OWNER: Kati Radziwon DATE: 8/17/26

*I certify that I am the owner or authorized agent of the owner:*

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S INTEREST IN THE PROPERTY: Property Owner

**Notice to Applicant:** Pre-application conferences are advisory in nature. The information shared during the meeting provides a general overview of relevant considerations and requirements. Staff responses are based on the limited materials available at the time of the conference, and additional issues or requirements may arise as the application is further developed. Failure to discuss a particular item does not waive any applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied.

# PRE-APPLICATION CONFERENCE - WRITTEN STATEMENT & QUESTIONS

**Property:** 20685 Willamette Dr, West Linn, OR 97068

**Applicant / Property Owner:** Katherine Radziwon (Kati)

**Proposed Project:** Detached 30' x 40' shop with a partial upper-level accessory dwelling unit (ADU)

## 1. Detailed Description of Proposed Project

The proposed project consists of construction of a new approximately 30-foot by 40-foot detached shop building with a partial accessory dwelling unit (ADU) on the upper level. The primary level would be used as a shop, garage, and storage space, with vehicle-access doors and pedestrian access. The upper-level ADU would occupy only a portion of the second level and is anticipated to include residential living space such as a bedroom, bathroom, kitchen/living area, and a small exterior deck.

The building is intended to complement the architectural character of the existing historic residence and property. The conceptual design uses a traditional barn/outbuilding form, with exterior materials, colors, trim, roof form, windows, and architectural details intended to be compatible with the existing home while allowing the new building to remain visually subordinate to the primary residence.

The project would also include the site work necessary to construct and access the building, including foundation work, utility connections, drainage/stormwater improvements as required, and use of the existing driveway and circulation area. Parking associated with the shop/ADU is proposed on the northeast side of the new building within the driveway area. The existing driveway connection to Willamette Drive / Highway 43 is proposed to remain.

## 2. Physical Context of the Site

The property is approximately 0.66 acres and contains an existing historic residence, an existing detached garage, established driveway and parking/circulation areas, landscaped lawn, mature trees and vegetation, and areas of changing grade. The property fronts Willamette Drive / Highway 43.

The proposed shop/ADU would be located on the lower/open portion of the property, separated from the primary residence and positioned to function as a secondary accessory structure. Existing vegetation provides screening and visual separation within the site. Surface drainage generally flows toward Willamette Drive / Highway 43. Final grading, stormwater management, utilities, setbacks, tree impacts, and other site conditions will be determined through survey, engineering, and City review.

## 3. Questions / Issues for City Staff

- Is the proposed location, approximately 30' x 40' footprint, height, and general configuration of a detached shop with a partial upper-level ADU permissible on this property?
- What setbacks, lot coverage, building height, floor-area, or other dimensional standards will apply to the proposed shop/ADU?
- What requirements or limitations apply to an ADU constructed above a detached shop/garage, including whether the ADU may occupy only part of the upper level?
- What Historic Review or other design-review requirements will apply, and what architectural features or materials should be considered to maintain compatibility with the existing historic residence?

- Is the proposed use of the existing driveway and its existing access to Willamette Drive / Highway 43 acceptable for the shop and ADU? Are any access, sight-distance, fire/emergency access, or transportation improvements likely to be required?
- What vehicle and bicycle parking is required for the ADU and/or shop? Is parking on the northeast side of the shop within the existing driveway area acceptable?
- What pedestrian-access requirements apply between the parking/driveway area and the ADU?
- What water, sanitary sewer, electrical, and other utility requirements will apply to the ADU? Can the new building connect to existing services, or will separate or upgraded connections be required?
- What stormwater, drainage, grading, erosion-control, or geotechnical requirements are likely to apply? What level of stormwater design and topographic information will be required with the formal application?
- Will a slope analysis or slope map be required for this project, including whether any portion of the proposed development area is considered a 25% or greater slope?
- Will a formal tree survey or arborist report be required, and are there particular tree-preservation or replacement standards that may affect the proposed building location?
- Are there any known easements, right-of-way requirements, environmental constraints, creek/wetland issues, or other site limitations that should be investigated before proceeding with survey, engineering, or architectural design?
- What surveys, studies, engineering plans, architectural drawings, or other documentation should be completed before submitting the formal land-use and/or building permit applications?
- Are there any changes City staff would recommend to the conceptual site layout or building design now that could simplify the approval process or avoid significant redesign later?

## **Materials Submitted for Conference**

The applicant intends to submit the conceptual site plan, conceptual shop/ADU exterior drawings/elevations, and other available supporting drawings with the pre-application request. These materials are conceptual and are intended to obtain City guidance before the applicant incurs the cost of final surveying, engineering, architectural design, and permit documents.

All dimensions, setbacks, utility locations, drainage concepts, parking locations, and building details shown in the conceptual materials are approximate and subject to verification and revision following survey, engineering, and City review.

Google Earth Property Overview



# Shop + ADU Concept Drawing

## LOWER PROPERTY SHOP + ADU CONCEPT

Scale: 1/4" = 1'-0"



SITE PLAN (NOT TO SCALE)

Shop set on lower grass area approximately 140'-0" from main house

### DESIGN GOALS

- Shop set down on lower grass area of property
- Blend 1928 Colonial style with barn/shop aesthetic
- Subordinate in scale to main house
- Functional 30'x40' shop with ADU above
- Front gable with balcony and classic entry to match main house aesthetic

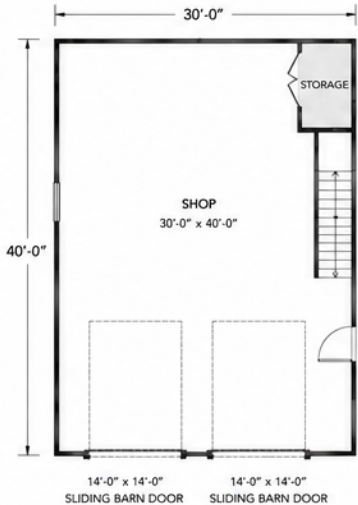


### BUILDING SPECIFICATIONS

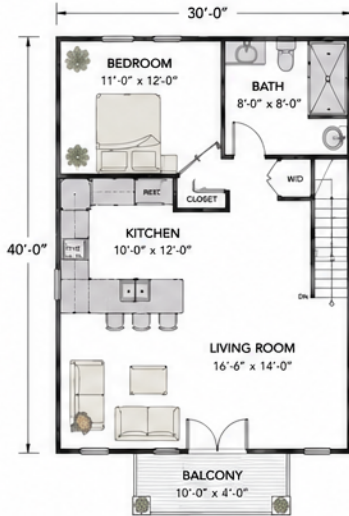
|                      |                                                 |
|----------------------|-------------------------------------------------|
| Shop Footprint:      | 30'-0" x 40'-0"                                 |
| Overall Width:       | 30'-0"                                          |
| Overall Length:      | 40'-0"                                          |
| Overall Height:      | ~23'-6" (to ridge)                              |
| Shop Ceiling Height: | 14'-0"                                          |
| ADU Ceiling Height:  | 8'-6"                                           |
| Roof Pitch:          | 8:12                                            |
| Construction:        | Wood Frame                                      |
| Siding:              | Board & Batten (Shop)<br>Lap Siding (ADU Gable) |
| Trim:                | Wood Trim                                       |
| Roofing:             | Standing Seam Metal                             |
| Windows:             | Divided Light, Wood<br>Clad or Vinyl            |
| Shop Doors:          | (2) 14'-0" x 14'-0"<br>Sliding Barn Doors       |
| Entry Door:          | 3'-0" x 8'-0"                                   |

NOTE: CONCEPT ONLY  
All dimensions are approximate.  
To be verified by engineer.

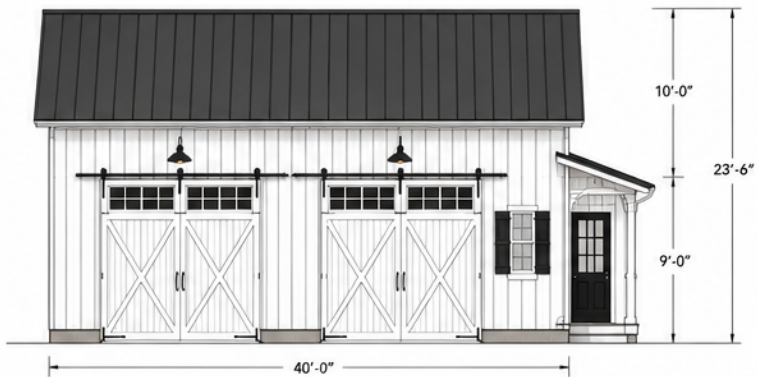
SHOP LEVEL PLAN  
(SHOP)



ADU LEVEL PLAN  
(UPPER LEVEL)



SIDE ELEVATION (LONG SIDE)  
(SHOP + ADU)



### SQUARE FOOTAGE (APPROX.)

|                     |                    |
|---------------------|--------------------|
| SHOP (LOWER LEVEL): | 1,200 SQ FT        |
| ADU (UPPER LEVEL):  | 1,200 SQ FT        |
| <b>TOTAL:</b>       | <b>2,400 SQ FT</b> |

Existing Property / Site Photos









# ADDITIONAL FUTURE IMPROVEMENTS FOR DISCUSSION

Pre-Application Conference • 20685 Willamette Dr, West Linn, OR 97068

In addition to the proposed 30' x 40' detached shop with partial upper-level ADU that is the primary subject of this pre-application conference, the property owners anticipate several possible future improvements to the existing residence and garage. These items are included for preliminary guidance only so the owners can understand the applicable review processes and major constraints before investing in design work.

## 1. Historic Window Replacement / Restoration

The owners are considering future replacement and/or restoration of some or all existing windows in the historic residence. The intent would be to preserve the architectural character of the home while improving the condition, function, and efficiency of the windows.

**Questions for City staff:** What Historic Review requirements apply to repair or replacement of existing windows? Are replacement windows permitted, and if so, what materials, profiles, dimensions, divided-light patterns, trim, or other design characteristics must be maintained? What documentation or approval process should the owners anticipate?

## 2. Future Kitchen Remodel

The owners are considering a future remodel of the existing kitchen. The project would primarily involve interior improvements and reconfiguration, but could potentially include modifications to existing exterior windows and/or doors depending on the final design.

**Questions for City staff:** Which portions of an interior kitchen remodel would require City permits or Historic Review? If the project changes the size, location, or configuration of an exterior window or door opening, what additional Historic Review or design requirements would apply?

## 3. Future Replacement of Existing Garage / Garage with ADU

At some point in the future, the owners may consider replacing the existing detached garage located near the residence with a somewhat larger garage and potentially incorporating an accessory dwelling unit (ADU) above it. This is a separate future concept and is not part of the currently proposed 30' x 40' shop/ADU project.

**Questions for City staff:** Would replacement or enlargement of the existing detached garage generally be feasible? What Historic Review requirements would apply to demolition, replacement, enlargement, and exterior design? What setbacks, height, lot coverage, floor-area, parking, access, and other development standards should be considered? If an ADU were proposed above the replacement garage in the future, what limitations would apply, particularly if an ADU associated with the separate shop project had already been approved or constructed?

**Purpose of Discussion:** These potential improvements are being raised for preliminary discussion only. The applicant is not requesting detailed review or approval of these projects as part of the current shop/ADU proposal. The 30' x 40' shop/ADU is the priority for the current pre-application conference. The purpose of including these future items is to understand the applicable processes and identify significant constraints that should guide future planning.