



# CITY OF West Linn

## PLANNING MANAGER DECISION

DATE: June 27, 2024

FILE NO.: MISC-24-02/VAR-24-02

REQUEST: Approval for the expansion of a non-conforming structure and a Class I Variance at 1215 Blankenship Rd.

PLANNER: Chris Myers, Associate Planner

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Planning Manager DSW

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## GENERAL INFORMATION

<b>APPLICANT:</b>	Louie Bec 1215 Blankenship Rd West Linn, OR 97068
<b>OWNER:</b>	Louie Bec 1215 Blankenship Rd West Linn, OR 97068
<b>SITE LOCATION:</b>	1215 Blankenship Rd. West Linn, OR 97068
<b>SITE SIZE:</b>	9254 Square Feet
<b>LEGAL DESCRIPTION:</b>	Willamette Falls Acreage Tracts Assessors Map 21E34DA Tax lot 01300
<b>COMP PLAN DESIGNATION:</b>	Low Density Residential
<b>ZONING:</b>	Residential, R-10
<b>APPROVAL CRITERIA:</b>	Community Development Code (CDC) Chapter 11: Residential R-10, Chapter 66: Non-Conforming Structures; Chapter 75 Variances and Special Wavers; Chapter 99: Procedures for Decision-Making: Quasi-Judicial.
<b>120-DAY RULE:</b>	The application became complete on April 26, 2024. The 120-day period therefore ends on August 23, 2024.
<b>PUBLIC NOTICE:</b>	Notice was mailed to property owners within 300 feet of the subject property and to the affected neighborhood association on May 7, 2024. A sign was placed on the property on May 13, 2024. The notice was also posted on the City's website on May 7, 2024. Therefore, public notice requirements of CDC Chapter 99 have been met.

## EXECUTIVE SUMMARY

The applicant requests approval for the enlargement of a non-conforming structure, containing a conforming use, located at 1215 Blankenship Rd. The existing structure is a single-family home located 5 feet from the side property line to the east, which does not meet the 7.5-foot setback required by the underlying R-10 zone. The applicant proposes expanding the structure towards the rear (south) of the property while maintaining the 5-foot side setback distance.

The applicant also requests a Class I Variance for the rear-yard setback of 20%. Allowing the addition to be within 16 feet of the rear property line rather than the 20 feet required by the underlying R-10 zone. This qualifies as a Class I Variance and is a Planning Director decision. The structure meets all other dimensional standards, setbacks, lot coverage, and other provisions of the underlying R-10 zone.

### **Public Comments:**

No public comments received for this application

## DECISION

The Planning Manager (designee) approves this application (MISC-24-02/VAR-24-02), based on: 1) the findings submitted by the applicant, which are incorporated by this reference, 2) supplementary staff findings included in the Addendum below, and 3) the addition of conditions of approval below. With these findings, the applicable approval criteria are met. The conditions are as follows:

- 1. Site Plan, Elevations, and Narrative. The project shall conform to the submitted plans, elevations, and narrative submitted in Exhibit PD-1 dated April 26, 2024.**

The provisions of the Community Development Code Chapter 99 have been met.

Chris J Myers  
Chris Myers, Associate Planner

June 27, 2024  
Date

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of mailing date. Cost is \$400. An appeal to City Council of a decision by the Planning Director shall be heard on the record. The appeal must be filed by an individual who has established standing by submitting comments prior to the decision date. Approval will lapse 3 years from effective approval date if the final plat is not recorded.

Mailed this 1<sup>st</sup> day of July 2024.

Therefore, the 14-day appeal period ends at 5 p.m., on July 15, 2024.

## ADDENDUM

### APPROVAL CRITERIA AND FINDINGS MISC-24-02

This decision adopts the findings for approval contained within the applicant’s submittal, with the following exceptions and additions:

**11.030 PERMITTED USES**

The following are uses permitted outright in this zoning district:

1. Single-family attached and detached residential unit.

**Staff Finding 1: The applicant proposes to expand an existing non-conforming single-family residential unit, a conforming use. The criteria are met.**

**11.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS**

Except as may be otherwise provided by the provisions of this code, the following are the requirements for uses within this zone:

STANDARD	REQUIREMENT	ADDITIONAL NOTES
Minimum lot size Average minimum lot or parcel size for a townhouse project	10,000 sf 1,500 sf	For a single-family attached or detached unit
Minimum lot width at front lot line	35 ft	Does not apply to townhouses or cottage clusters
Average minimum lot width	50 ft	Does not apply to townhouses or cottage clusters
Minimum yard dimensions or minimum building setbacks		Except as specified in CDC 25.070(C)(1) through (4) for the Willamette Historic District. Front, rear, and side yard setbacks in a cottage cluster project are 10 ft. There are no additional setbacks for individual structures on individual lots, but minimum distance between structures shall follow applicable building code requirements.
Front yard	20 ft	Except for steeply sloped lots where the provisions of CDC 41.010 shall apply
Interior side yard	7.5 ft	Townhouse common walls that are attached may have a 0-ft side setback.
Street side yard	15 ft	
Rear yard	20 ft	
Maximum building height	35 ft	Except for steeply sloped lots in which case the provisions of Chapter 41 CDC shall apply.
Maximum lot coverage	35%	Maximum lot coverage does not apply to cottage clusters. However, the maximum building footprint for a cottage cluster is less than 900 sf per dwelling unit.

STANDARD	REQUIREMENT	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>• This does not include detached garages, carports, or accessory structures.</li> <li>• A developer may deduct up to 200 sf for an attached garage or carport.</li> </ul>
Minimum accessway width to a lot which does not abut a street or a flag lot	15 ft	
Maximum floor area ratio  Duplex, triplex, and quadplex	0.45  0.60	Maximum FAR does not apply to cottage clusters.  Type I and II lands shall not be counted toward lot area when determining allowable floor area ratio, except that a minimum floor area ratio of 0.30 shall be allowed regardless of the classification of lands within the property. That 30 percent shall be based upon the entire property, including Type I and II lands. Existing residences in excess of this standard may be replaced to their prior dimensions when damaged without the requirement that the homeowner obtain a non-conforming structures permit under Chapter 66 CDC.

...

**Staff Finding 2:** The subject property is 9254 square feet in area with an approximately 75-foot front lot line. The average lot width is approximately 75 feet. The applicant proposes an addition to an existing single-family home. The given structure is currently, at its nearest points, approximately 25 feet from the Northernmost / front property line, approximately 65 feet from the Southernmost / rear property line, approximately 5 feet from the Westernmost internal side property line, and 5 feet from the Easternmost internal side property line. Its proximity to the Easternmost internal side property line is non-conforming, and thus requires an application for its enlargement as a non-conforming structure. The height of the structure is 16 ft. 10 in. The total lot coverage including the proposed addition is approximately 3269 square feet of 9254 or 35%. The criteria are met.

66.040 DETERMINATION OF STATUS

A. The Planning Director shall make a determination regarding non-conforming status without giving notice.

...

**Staff Finding 3:** The Planning Director determined the existing structure is non-conforming based on its proximity of 5 feet from the Eastern side lot line rather than the 7.5 feet required by the underlying R-10 zone. The criteria are met.

66.080 Enlargement of or Alteration to a Non-Conforming Structure: Process and Approval Standards

...

B. An enlargement or alteration to a non-conforming structure containing a conforming use may be permitted subject to the following:

...

2. If the enlargement, in and of itself, does not meet all provisions of the code, review and approval by the Planning Director for single-family structures, and by the Planning Commission

*for non-single-family structures under the provisions of CDC 99.060(B) is required subject to the following standards.*

- a. The enlargement or alteration will not change the non-conformity; and*
- b. All other applicable ordinance provisions will be met.*

**Staff Finding 4: The proposed alteration is an addition to an existing non-conforming structure containing a conforming use. The proposed addition does not meet the internal side setback of 7.5 feet required by the dimensional standards of the underlying R-10 zone, but it is proposed that the addition maintain the current non-conforming internal side setback distance of 5 feet. Thus, the enlargement will not change the non-conformity, and all other dimensional standards and provisions of the Community Development Code are met. The criteria are met.**

*CHAPTER 75: VARIANCES AND SPECIAL WAIVERS  
75.020 CLASSIFICATIONS OF VARIANCES*

*A. Class I Variance. Class I variances provide minor relief from certain code provisions where it can be demonstrated that the modification will not harm adjacent properties, and it conforms with any other code requirements. Class I variances are allowed for the following code provisions:*

*1. Required Yard and Minimum Lot Dimensional Requirements. Required yards may be modified up to 20 percent, lot dimensions by up to 10 percent and lot area by up to five percent if the decision-making authority finds that the resulting approval:*

- a. Provides for a more efficient use of the site;*
- b. Preserves and incorporates natural features into the overall design of the project;*
- c. Does not adversely affect adjoining properties in terms of light, air circulation, noise levels, privacy, and fire hazards; and*
- d. Provides for safe vehicular and pedestrian access to the site and safe on-site vehicular and pedestrian circulation.*

**Staff Finding 5: As detailed in the project description and findings presented in Exhibit PD-1, the applicant has requested a Class I Variance to reduce the rear-yard setback for an addition to the single-family home by 20 percent or 4 feet (20 feet permitted, 16 feet proposed). The purpose of the variance is to facilitate the construction of an addition to the existing single-family home. The addition will result in a more efficient use of the property. There are no natural features to be preserved on this site. The adjacent property to the south will not be impacted by the proposed reduction in rear-yard setback as the proposal will maintain the same height and bulk of the existing single-family home and therefore remain consistent with surrounding development. These criteria are met.**

*Chapter 99: PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL  
99.060 APPROVAL AUTHORITY*

*...*

*A. Planning Director authority. The Planning Director shall have the authority to:*

- 1. Approve, deny, or approve with conditions the following applications:*

*...*

- h. *Enlargement or alteration of a non-conforming single-family structure containing a conforming use (Chapter 66 CDC).*
- s. *Class I variance (Chapter 75 CDC).*

...

- 4. *Make the initial determination regarding the status of the following:*
  - a. *Non-conforming structure (Chapter 66 CDC).*

**Staff Finding 6: The Planning Director determined the existing single-family home is non-conforming (Staff Finding 3). The proposed scope is the enlargement of a non-conforming single-family home and a Class I Variance. The criteria are met.**

**99.080 NOTICE**

*Notice shall be given in the following ways:*

...

*B. Class B Notice. Notice of a proposed action on a development application pursuant to CDC 99.060 shall be given by the Director in the following manner:*

- 1. *At least 14 days prior to the decision date, a notice shall be sent by mail to:*
  - a. *The applicant or their agent;*
  - b. *The affected recognized neighborhood association or citizens advisory committee; and*
  - c. *All property owners of record within 300 feet of the site perimeter;*
- 2. *At least 10 days prior to the earliest date that the approval authority can take action on the application, the applicant shall place a sign, provided by the Community Development Department, on the subject property in plain view. The sign shall state, "This property is the subject of a land use decision," with the type of use or request indicated.*
- 3. *The Director shall cause an affidavit of mailing of notice and posting of notice to be filed and made part of the administrative record.*
- 4. *At the conclusion of the land use action the signs shall be removed.*

...

LAND USE ACTION	TYPE OF NOTICE
...	...
<i>Enlarge or Alter Non-conforming Use/Structure:</i>	...
...	...
<i>Single-Family Residential</i>	<i>B</i>
...	...
<i>Variances:</i>	<i>B</i>
<i>Class I (involves a small change with minor or no effect)</i>	...
...	...

**Staff Finding 7: A Class B Notice was prepared. The notice was sent via mail to the applicant, the affected neighborhood association, and all property owners within 300 ft. of the site perimeter of 1215 Blankenship Rd. on 5/7/24. A sign detailing the property’s status as being the subject of a land use decision with case details was placed on the property on 5/13/24. The criteria are met.**

## EXHIBIT PD-1: APPLICANT SUBMITTAL



## DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <b>Myers</b>	PROJECT NO(S). <b>MISC-24-02/VAR-24-02</b>	PRE-APPLICATION NO. <b>n/a</b>
NON-REFUNDABLE FEE(S) <b>\$2,200</b>	REFUNDABLE DEPOSIT(S) <b>n/a</b>	TOTAL <b>\$2,200</b>

**Type of Review** (Please check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Annexation (ANX)<br><input type="checkbox"/> Appeal (AP)<br><input type="checkbox"/> CDC Amendment (CDC)<br><input type="checkbox"/> Code Interpretation (MISC)<br><input type="checkbox"/> Conditional Use (CJP)<br><input type="checkbox"/> Design Review (DR)<br><input type="checkbox"/> Tree Easement Vacation (MISC)<br><input type="checkbox"/> Expediated Land Division (ELD)<br><input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Final Plat (FP) <u>Related File #</u><br><input type="checkbox"/> Flood Management Area (FMA)<br><input type="checkbox"/> Historic Review (HDR)<br><input type="checkbox"/> Lot Line Adjustment (LLA)<br><input type="checkbox"/> Minor Partition (MIP)<br><input type="checkbox"/> Modification of Approval (MOD)<br><input checked="" type="checkbox"/> Non-Conforming Lots, Uses & Structures<br><input type="checkbox"/> Planned Unit Development (PUD)<br><input type="checkbox"/> Street Vacation | <input type="checkbox"/> Subdivision (SUB)<br><input type="checkbox"/> Temporary Uses (MISC)<br><input type="checkbox"/> Time Extension (EXT)<br><input type="checkbox"/> Right of Way Vacation (VAC)<br><input checked="" type="checkbox"/> Variance (VAR)<br><input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP)<br><input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)<br><input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)<br><input type="checkbox"/> Zone Change (ZC) |
|--|--|--|

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

**Site Location/Address:** 1215 Blankenship Rd, West Linn

Assessor's Map No.: 21E34DA01300

Tax Lot(s):

Total Land Area: 9,254 sq ft

**Brief Description of Proposal:**

Non conforming structure permit for 5 foot side to side set back.

This is for an addition in the back of the house that will have 5 bedrooms which will meet the 5 ft requirements from the side of the property line. All work will be in compliance with community development code chapter 66.080(B) and chapter 75.020.A(1).

**Applicant Name\*:** Louie Bec

Address: 1215 Blankenship Rd, West Linn, OR, 97068  
City State Zip:

Phone: (503) 730-6238

Email: Louiebec@gmail.com

**Owner Name (required):** Louie Bec

Address: 1215 Blankenship Rd, West Linn, OR, 97068  
City State Zip:

Phone: (503) 730-6238

Email: Louiebec@gmail.com

**Consultant Name:** N/A

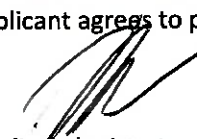
Address:  
City State Zip:

Phone: N/A


Email:

1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. **\*The applicant is financially responsible for all permit costs.**
2. The owner/applicant or their representative should attend all public hearings.
3. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
4. Submit this form, application narrative, and all supporting documents as a single PDF through the [Submit a Land Use Application](https://westlinnoregon.gov/planning/submit-land-use-application) web page: <https://westlinnoregon.gov/planning/submit-land-use-application>

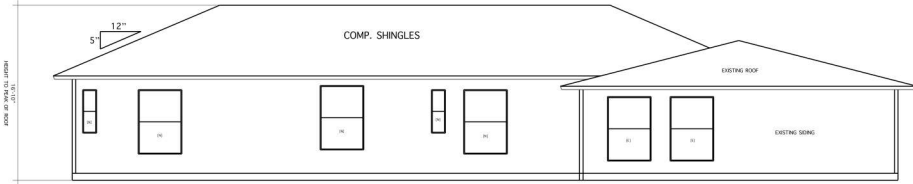
The undersigned property owner authorizes the application and grants city staff the **right of entry** onto the property to review the application. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

  
Applicant's signature  
MISC-24-02/VAR-24-02

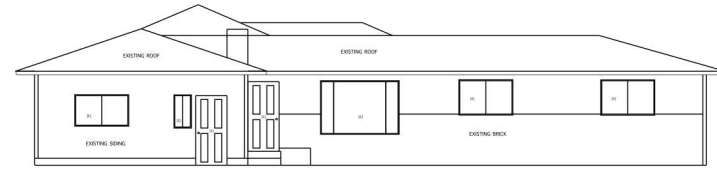
03/28/2024  
Date

  
Owner's signature (required)  
9  
03/28/2024  
Date  
Planning Manager Decision

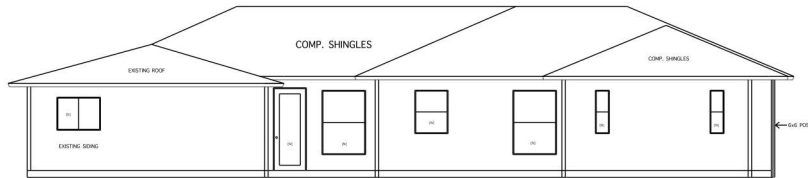




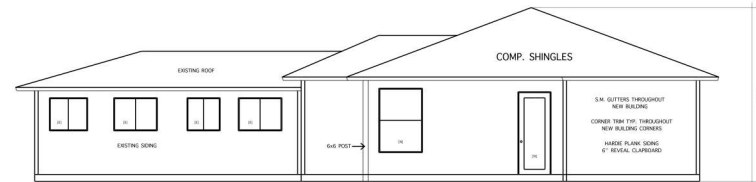
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"



**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"

**Louie Bec**  
1215 Blankenship Dr. West Linn OR 97068

**ELEVATIONS**

Revisions Entry

Project Number 1-2024

Date 03-09-2024

Drawn By Jason A

Scale 1/4" = 1'

**March 29, 2024**

**Class 1 Variance Narrative for property located on 1215 Blankenship Rd, West Linn, OR 97068.**

To whom it may concern,

Hello, my name is Louie Bec, the property owner of 1215 Blankenship Rd. I am planning to submit a building permit for the construction of an addition in the back of my existing house. To make better use of the current open space and living space of the home, I am requesting a class 1 variance to reduce the setback from 20 feet to 16 feet. This addition space will provide 4 more feet from the end of the addition to the rear end of the property line.

I believe that I meet the following dimensional requirements of a class 1 variance per Chapter 75.020.(A)1

**Chapter 75.020.(A)1**

Required Yard and Minimum Lot Dimensional Requirements. Required yards may be modified up to 20 percent, lot dimensions by up to 10 percent and lot area by up to five percent if the decision-making authority finds that the resulting approval:

- a. **Provides for a more efficient use of the site;** The variance will allow me to build the addition with more space for social gatherings in the back yard. By providing a 16-foot setback instead of a 20-foot one, it'll also allow me to utilize the back yard for different landscape opportunities.
- b. **Preserves and incorporates natural features into the overall design of the project;** The additional space between the proposed addition and the rear of the property line will preserve the openness of the back yard and create more space for activities and enjoyment.
- c. **Does not adversely affect adjoining properties in terms of light, air circulation, noise levels, privacy, and fire hazards;** The proposed single-story addition will not affect adjoining properties in any regard. The neighbor's residence (1270 Farrview Ct) has their backyard facing the rear end of mine, and there isn't anything in-between the two except a fence line. Future landscaping will have no impact on their property or any of the above noted criteria.
- d. **Provides for safe vehicular and pedestrian access to the site and safe on-site vehicular and pedestrian circulation.** The proposed single-story addition and setback variance will have no impact on pedestrian or vehicular access to the site or circulation.

Thank you for considering the Class 1 Variance and the non-conforming structure narrative for my proposed single-story addition. This opportunity will provide more living space for future usage and significantly improve living conditions as I plan to start a family in this house.

Louie Bec

Please see response to chapter below

**Chapter 66.080(B)**

**ENLARGEMENT OF OR ALTERATION TO A NON-CONFORMING STRUCTURE: PROCESS AND APPROVAL STANDARDS**

I believe that I meet the following criteria of the non-conforming structure due to the following:

**B. An enlargement or alteration to a non-conforming structure containing a conforming use may be permitted subject to the following:**

**1. If the enlargement, in and of itself, meets all provisions of this code, the enlargement will be permitted. This exception does not preclude design review or other applicable provisions of this code.**

**2. If the enlargement, in and of itself, does not meet all provisions of the code, review and approval by the Planning Director for single-family structures, and by the Planning Commission for non-single-family structures under the provisions of CDC 99.060(B) is required subject to the following standards.**

**a. The enlargement or alteration will not change the non-conformity; and**

**b. All other applicable ordinance provisions will be met. (Ord. 1192, 1987)**

Response: I am requesting to reduce the side-to-side setback from the proposed single-story addition from 7.5 feet to 5 feet. The proposed setback will not encroach any closer than 5 feet from the side of the house to the property line. With this set back in place, the lot will be at a 35% lot coverage. There will also be space for pedestrian access to the rear of the property line through this access point.

Thank you very much for taking time to review my application. I look forward to the future for the city of West Linn. Have a great day.

Louie Bec

**EXHIBIT PD-2: COMPLETENESS LETTER**



CITY OF  
**West Linn**

April 26, 2024

Louie Bec  
1215 Blankenship Rd  
West Linn, OR. 97068

Subject: MISC-24-02/VAR-24-02 Completeness Determination

Dear Applicant:

The application for a Class I Variance and Non-Conforming Structure Permit at 1215 Blankenship Rd, submitted on April 25, 2024, is deemed complete. The City has up to 120 days to review and decide the application, with a final decision by August 23, 2024.

Please be aware that the determination of a complete application is not an approval of your application. The Completeness Determination means that you have provided the necessary information to review the application.

A Public Notice will be mailed to property owners within 300 feet of the property, the neighborhood association, and relevant agencies. The Notice provides a 14-day public comment period and identifies the earliest date the decision may be made. The City will review and respond to all comments about the project and prepare findings as to whether the application meets the approval criteria of the applicable Community Development Code sections.

The decision for this application will be made by the Planning Manager.

Please contact me at 503-742-6062, or by email at [cmyers@westlinnoregon.gov](mailto:cmyers@westlinnoregon.gov) if you have any questions about the process.

Sincerely,

*Chris J. Myers*

Chris Myers  
Associate Planner



**EXHIBIT PD-3: AFFIDAVIT AND NOTICE PACKET**



**AFFIDAVIT OF NOTICE  
TYPE B  
PLANNING MANAGER DECISION**

We, the undersigned, certify that, in the interest of the party initiating a proposed land use, the following took place on the dates indicated below:

**PROJECT**

File No.: MISC-24-02

Address: 1215 Blankenship RD

Applicant's Name: **Louie Bec**

Scheduled Decision Date: **Planning Manager Decision no earlier than 5/21/24**

**MAILED NOTICE**

Notice of Upcoming Planning Manager Decision was mailed at least 14 days before the decision date, per Section 99.080 of the Community Development Code to:

Louie Bec, applicant	05/07/24	<i>Lynn Schroder</i>
Property owners within 300ft of the site perimeter	05/07/24	<i>Lynn Schroder</i>
Willamette Neighborhood Association	05/07/24	<i>Lynn Schroder</i>

**WEBSITE**

Notice was posted on the City's website 14 days before the decision date.

05/07/24	<i>Lynn Schroder</i>
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**SIGN**

A sign was posted on the property at least 10 days before the decision, per Section 99.080 of the CDC.

5/13/24	<i>Chris Myers</i>
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**FINAL DECISION**

Notice of Final Decision was mailed to the applicant, all parties with standing, and posted on the City's website, per Section 99.040 of the Community Development Code.

7/1/24	<i>Lynn Schroder</i>
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**CITY OF WEST LINN  
NOTICE OF UPCOMING PLANNING MANAGER DECISION  
FILE NO. MISC-24-02**

The West Linn Planning Manager is considering a request for an addition to a non-conforming structure at 1215 Blankenship Rd. The applicant is requesting approval for an addition to the rear of the house as well as a Class I Variance for a reduction of the side yard setbacks.

The Planning Manager will decide the application based on criteria in Chapters 11, 66, and 99. of the Community Development Code (CDC). The CDC approval criteria are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City's website, <https://westlinnoregon.gov/projects>. The application, all documents or evidence relied upon by the applicant and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at reasonable cost.

A public hearing will not be held for this decision. **Anyone wishing to submit comments for consideration must submit all material before 4:00 p.m. on 5/27/24 to [cmyers@westlinnoregon.gov](mailto:cmyers@westlinnoregon.gov) or mail them to City Hall. All comments must be received by the deadline.**

**It is important to submit all testimony in response to this notice.** All comments submitted for consideration of this application should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue (CDC Section 99.090).

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the notice of the final decision pursuant to CDC [99.240](#).

For additional information, please contact Chris Myers, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6062.

Scan this QR Code to go to Project Web Page:







**NOTICE OF UPCOMING  
PLANNING MANAGER DECISION**

**PROJECT # MISC-24-02  
MAIL: 5/7/24 TIDINGS: N/A**

**CITIZEN CONTACT INFORMATION**

To lessen the bulk of agenda packets and land use application notice, and to address the concerns of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.