

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT Aaron Gudelj	PROJECT NO(S). MISC-25-01	PRE-APPLICATION NO.
NON-REFUNDABLE FEE(S) \$330	REFUNDABLE DEPOSIT(S)	TOTAL \$330

Type of Review (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Annexation (ANX)
<input type="checkbox"/> Appeal (AP)
<input type="checkbox"/> CDC Amendment (CDC)
<input type="checkbox"/> Code Interpretation (MISC)
<input type="checkbox"/> Conditional Use (CUP)
<input type="checkbox"/> Design Review (DR)
<input type="checkbox"/> Tree Easement Vacation (MISC)
<input type="checkbox"/> Expediated Land Division (ELD)
<input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Final Plat (FP) Related File # _____
<input type="checkbox"/> Flood Management Area (FMA)
<input type="checkbox"/> Historic Review (HDR)
<input type="checkbox"/> Lot Line Adjustment (LLA)
<input type="checkbox"/> Minor Partition (MIP)
<input type="checkbox"/> Modification of Approval (MOD)
<input type="checkbox"/> Non-Conforming Lots, Uses & Structures
<input type="checkbox"/> Planned Unit Development (PUD)
<input type="checkbox"/> Street Vacation | <input type="checkbox"/> Subdivision (SUB)
<input checked="" type="checkbox"/> Temporary Uses (MISC)
<input checked="" type="checkbox"/> Time Extension (EXT)
<input type="checkbox"/> Right of Way Vacation (VAC)
<input type="checkbox"/> Variance (VAR)
<input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP)
<input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)
<input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)
<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: 22995 Bland Circle	Assessor's Map No.: 21E26C
	Tax Lot(s): 010400
	Total Land Area: .47

Brief Description of Proposal:

Temporary Sales office for new construction home sales on property. Office is a mobile office that is permitted through the state

Applicant Name*: The Portlock Company	Phone: 971-213-6803
Address: 6105 W A St	Email: team@theportlockco.com
City State Zip: West Linn OR 97068	

Owner Name (required): TPC Property LLC	Phone: 971-213-6803
Address: 6105 W A St	Email: team@theportlockco.com
City State Zip: West Linn OR 97068	

Consultant Name: N/A	Phone:
Address:	Email:
City State Zip:	

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 application costs.**
2. All information provided with the application is considered a public record and subject to disclosure.
3. The owner/applicant or their representative should attend all public hearings related to the application.
4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
5. Submit this form, application narrative, and all supporting documents as a single PDF through the 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. The applicant and owner affirm that the information provided in this application is true and correct. 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

Date

 Owner's signature **(required)**

Date

Darren,

The Portlock Company is submitting a temporary use application to request approval for a temporary sales office for new home sales on Bland Circle. The sales office will be staffed with an on site sales consultant 3-4 days a week from the hours of approximately 10:00 am – 6:00 pm. The sales office will be open to the public. The sales office itself is a stand along structure with one open office. The site will have a temporary bathroom. We are requesting the approval of the extension at this time as well and would like the approval to commence on 5/2/25 when we open to the public. This will be similar to other offices approved by the city in the past.

Thank you,

JJ Portlock

The Portlock Company

425-829-1566

jportlock@theportlockco.com

www.theportlockcompany.com



A. Temporary uses shall be approved if they meet the following standards:

1. Sites accommodating a temporary use shall be appropriate for the proposed use, as determined by the approval authority with consideration of the following:

a. The proposed site shall have adequate circulation space consistent with Chapter 46 CDC, Off-Street Parking, Loading and Reservoir Areas; safe ingress and egress consistent with Chapter 48 CDC, Access, Egress and Circulation; and adequate line of sight and vision clearance per Chapter 42 CDC, Clear Vision Areas.

Applicants Response: Bland Circle is a local street that allows on street parking. Due the expected volume of visitors, the on street parking will suffice the needed parking spaces as it is not anticipated to have more than 2 vehicles there at a time due to the volume of activity

b. The proposed site shall have a paved or graveled surface sufficient to avoid dust generation and mud tracking from anticipated traffic or erosion control measures, consistent with Clackamas County Erosion Prevention and Sediment Control Planning and Design Manual, rev. 2008, and shall be used to keep any mud, sediment and dust on site.

Applicants Response: The site itself will be fully landscaped with hardscape walk ways to the street that if fully improved and will serve as the parking area.

c. The proposed use shall conform to all applicable requirements of Chapter 27 CDC, Flood Management Areas; Chapter 28 CDC, Willamette and Tualatin River Protection; Chapter 32 CDC, Water Resource Area Protection; and other City regulations.

Applicants Response: Not applicable

d. The proposed temporary use shall not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity.

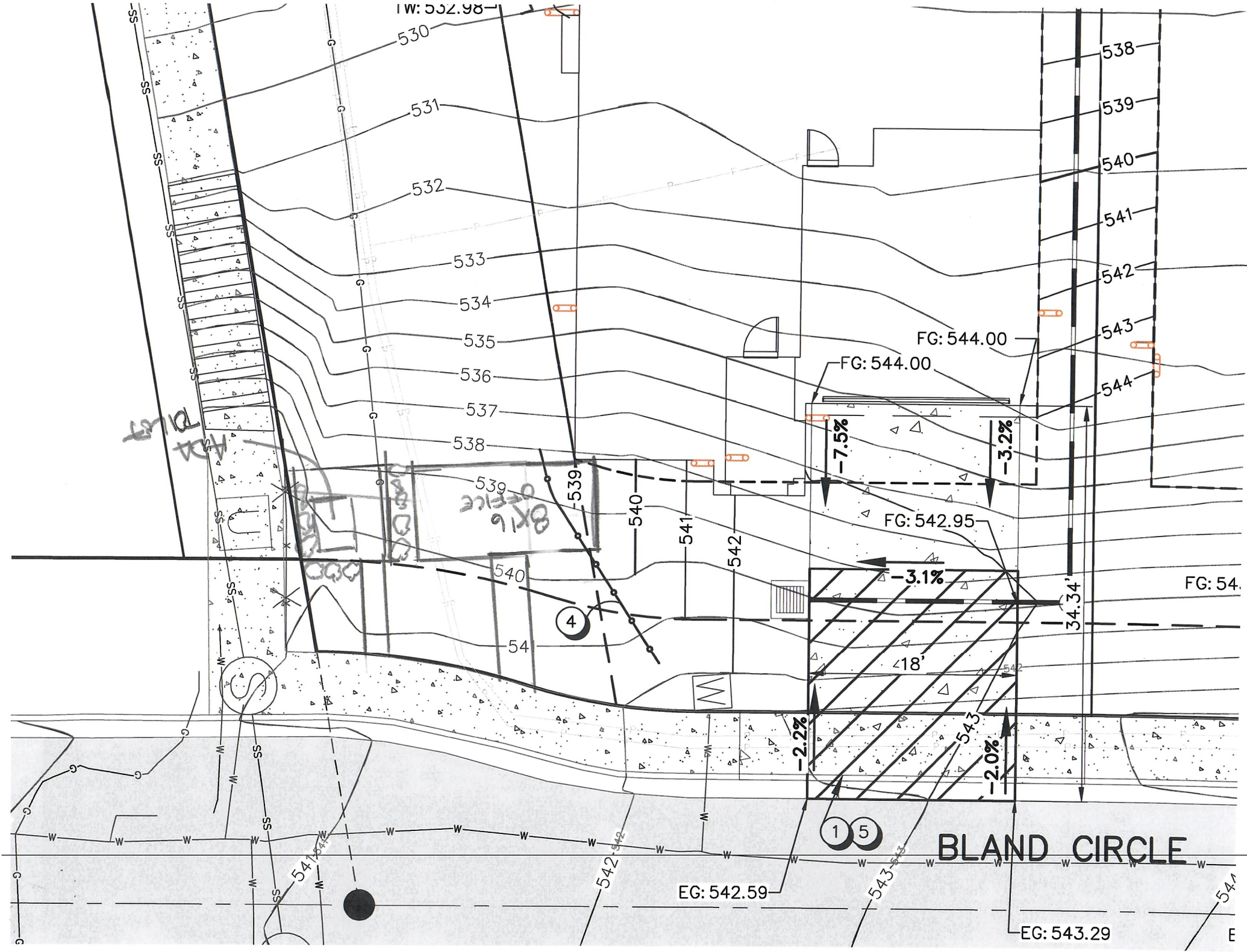
Applicants Response: This criteria is met

2. The approval authority may require that structures and trailers allowed as temporary uses for more than 60 days be screened from the view of occupants of any abutting residential and commercial structures, consistent with Chapter 44 CDC, unless the applicant demonstrates that such screening is not needed.

Applicants Response: The sales office will be fully landscaped and will be appealing to the public so screening should not be necessary

4. The property owner has authorized the proposed temporary use in writing.

Applicants Response: This criteria is met



Handwritten: 6'12" 7'6"

Handwritten: BRK OFFICE 9118

BLAND CIRCLE

EG: 542.59

FG: 544.00

FG: 544.00

FG: 542.95

FG: 54.00

EG: 543.29

IW: 552.98

530

531

532

533

534

535

536

537

538

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18°

34.34'

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