



PLANNING DIRECTOR DECISION

DATE: September 4, 2025

FILE NO.: ELD-25-05

REQUEST: Approval of a Middle Housing Land Division to divide an existing vacant lot into 3- lots; and development of one residential unit of a detached triplex on each lot.

PLANNER: Aaron Gudelj, Associate Planner

TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION

GENERAL INFORMATION	2
EXECUTIVE SUMMARY.....	3
PUBLIC COMMENTS.....	3
DECISION AND CONDITIONS OF APPROVAL.....	4

ADDENDUM

STAFF FINDINGS.....	6
---------------------	---

EXHIBITS

PD-1 APPLICANT SUBMITTAL.....	18
PD-2 COMPLETENESS LETTER	36
PD-3 PUBLIC COMMENTS	38
PD-4 MIP 23-02 FINAL DECISION.....	46
PD-5 AFFIDAVIT AND NOTICE PACKET	51

GENERAL INFORMATION

APPLICANT:	TPC Property LLC Attn: JJ Portlock PO Box 521 West Linn, OR 97068
CONSULTANT:	Firwood Design Group LLC Attn: Erik Hoovestol 359 E Historic Columbia River HWY Troutdale, OR 97068
OWNER:	Jesse L Cofield 19790 Old River Dr. West Linn, OR 97068
SITE LOCATION:	3784 Ridgewood Way
SITE SIZE:	21,119 square feet
TAXLOT ID:	21E24BB01601
COMP PLAN DESIGNATION:	Low-Density Residential
ZONING:	R-10, Residential
APPROVAL CRITERIA:	Oregon Revised Statute 92.031
63-DAY RULE:	The application became complete on July 8, 2025. The 63-day period for an expedited land division ends September 9, 2025.
PUBLIC NOTICE:	Notice was mailed to property owners within 100 feet of the subject property, public facility and services providers, and the Willamette Neighborhood Association on July 21, 2025, as required by Oregon Revised Statute 197.365. The notice was also posted on the City's website on July 21, 2025. Therefore, public notice requirements have been met.

EXECUTIVE SUMMARY

The subject property is a 21,119 square foot property and a legal lot of record at 3784 Ridgewood Way. The property is zoned R-10 Residential and is currently vacant. The applicant has proposed to divide the existing vacant lot into three lots of similar size and shape pursuant to ORS 92.031 rules adopted by the Oregon Legislature in 2021 and codified in Oregon Revised Statute 92.031 and construct a detached triplex with one dwelling unit on each lot.

Proposed Lot Sizes

Lot 1 – 6,796.43 square feet

Lot 2 – 6,380.60 square feet

Lot 3 – 7,942.35 square feet

The proposed lots will utilize a shared driveway from Ridgewood Way along the northerly lot line to provide access to all three lots. The Ridgewood Way right-of-way (ROW) is approximately 50 feet wide adjacent to the subject property and is consistent with the prevailing ROW pattern along Ridgewood Way and does not require any ROW dedication. Street improvement fees in-lieu are not required due to previous payment of street improvements fees in-lieu as a result of MIP-23-02 (Minor Partition) - a 2023 Planning Manager Decision creating the subject lot.

Public comments:

The City received emailed comments in opposition of the proposed application from the following nearby residents between July 21 and August 4, 2025. A summary of the comments is below and the full comments are included as Exhibit PD-3 to this report:

- Kirstie & Rob Lechich (7.24.2025)
 - Increase traffic and safety risks, loss of a safe play environment, change to neighborhood character, strain on infrastructure and parking
- Allie Coombs (7.25.2025)
 - 3-units is too many, privacy concerns
- Matt Coombs (7.24.2025)
 - Opposes 3 total lots, privacy concerns, overcrowding, strain on infrastructure, property value impact.
- Bruce Dilworth (8.4.2025)
 - Additional housing units are too dense, increase traffic increases safety concerns, strain on utilities and services, tree removal, privacy, noise, neighborhood aesthetics, impervious surface increase.
- Cheryl Sirvaitis (8.4.2025)
 - Entire City should have been notified and voted on the application.

Staff Response: Under the current review framework, some of these specific concerns raised are not applicable approval criteria (neighborhood character, privacy, over-crowding, property value impact) to the decision-making process for this development according to ORS 197.360 – ORS 197.380 and ORS 92.031 and other concerns are addressed in the below findings of this report (infrastructure impacts, density, parking, public noticing).

The expected traffic increase for three detached single-family residential dwelling units according to the Institute of Transportation Engineers (ITE) is 32.43 trips per day (10.81 trips per day, per dwelling unit) which does not meet the 250 daily trip minimum for a required traffic impact analysis in CDC 85.170(B)(2)(d)(6). The existing Ridgewood Way ROW is approximately 50' wide which is above the minimum standard of 22-24 feet for the two-lane local street. Additional street and connectivity requirements in relation to traffic are discussed in Finding(s) 5, 7, 13, 14.

Density requirements are found in Finding 27 and parking requirements can be found Finding 7, and 15.

Public noticing requirements are discussed in Findings 32 through 39 below.

DECISION

The Planning Director approves this application (ELD-25-05) for a Middle Housing Land Division under the rules of ORS 92.031 based on: 1) the applicant proposes to construct middle housing on the property; 2) the findings submitted by the applicant, which are incorporated by this reference; 3) the supplementary staff findings included in the Addendum; and 4) the addition of conditions of approval below. With these findings, the applicable approval criteria of ORS 92.031 are met. The conditions are as follows:

1. **Preliminary Plat.** With the exception of modifications required by these conditions, the final plat shall substantially conform to the Preliminary Plat submitted by the Applicant (Exhibit PD-1).
2. **Compliance with Oregon Residential Specialty Code.** The applicant shall submit building plans and obtain approval of compliance with the Oregon Residential Specialty Code from West Linn Building Staff prior to Final Plat approval from the City.

3. **Compliance with Siting and Design Standards.** The applicant shall submit building plans and obtain approval of compliance with siting and design standards from West Linn Planning Staff prior to Final Plat approval from the City.
4. **Engineering Standards.** All public improvements and facilities associated with the approved site design, including but not limited to street improvements, driveway approaches, curb cuts, utilities, grading, onsite and offsite stormwater, street lighting, easements, easement locations, and connections for future extension of utilities are subject to conformance with the City Municipal Code and Community Development Code. These must be designed, constructed, and completed prior to final plat approval. Public Works may coordinate with the applicant to complete additional, voluntary, off-site improvements.
5. **Final Plat Notation.** The applicant shall include on the face of the plat the notation "This middle housing land division approval was given under the provisions of ORS 92.031. Further division of the resulting parcels is prohibited".
6. **Final Plat Recording.** The approval of the tentative plat (ELD-25-05) shall be void if the applicant does not record the final partition plat within three years of approval.
7. **Final Plat.** The final plat shall show a 20-foot-wide reciprocal access and utility easement and mutual maintenance agreement between the three lots. The easement recording number shall be on the final plat.
8. **Stormwater Easement.** The final plat shall show a stormwater easement for the benefit of all three lots created. The easement recording number shall be on the final plat.

The provisions of the Oregon Revised Statute 92.031 have been met.

Aaron Gudelj
Aaron Gudelj, Associate Planner

September 4, 2025
Date

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of mailing date and include a \$300 deposit for costs. An appeal of a Middle Housing Land Division is decided by a referee that is not an employee or official of the City of West Linn. The appeal must be filed by the applicant or an individual who has established standing by submitting comments prior to the public comment deadline date. Approval will lapse 3 years from effective approval date if the final plat is not recorded.

Mailed this 4th day of September 2025.

Therefore, the 14-day appeal period ends at 5 p.m., on September 18, 2025.

ADDENDUM
APPROVAL CRITERIA AND FINDINGS
ELD-25-05

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

ORS 92.031 Middle housing land division; conditions of approval.

(1) As used in this section, "middle housing land division" means a partition or subdivision of a lot or parcel on which the development of middle housing is allowed under ORS 197A.420 (2) or (3).

(2) A city or county shall approve a tentative plan for a middle housing land division if the application includes:

(a) A proposal for development of middle housing in compliance with the Oregon residential specialty code and land use regulations applicable to the original lot or parcel allowed under ORS 197A.420 (5);

Staff Finding 1: The subject property is zoned Residential, R-10 and permits the construction of up to 4 detached single-family residential units. The applicant proposes to divide the existing vacant lot into three lots and construct a detached single-family residential unit on each lot as permitted by West Linn Community Development Code (CDC) Chapter 11.030. CDC Chapter 2 defines single-family detached residential units as "One dwelling unit, freestanding and structurally separated from other dwelling units or buildings, located on a lot or parcel. This may be further defined as a duplex, triplex, or quadplex. Prefabricated structures, as defined in this chapter, are considered single-family detached residential units." The proposed division of the subject lot, which allows the development of a middle housing detached triplex, is permitted. The criteria are met.

Staff Finding 2: The applicant proposes the construction of a detached triplex, which qualifies as a middle housing type (see Staff Finding 1). The detached triplex will consist of detached single-family residential units on each lot. The applicant did not submit building plans for the detached triplex with this application, however a plot plan with lot dimensions and building footprint was provided. The City regulates siting and design of middle housing, including minimum property line setbacks, sidewall transitions, maximum floor-area-ratio (FAR), maximum lot coverage, and maximum building height. The siting and design regulations are reviewed by West Linn Staff during building permit review. Minimum property line setbacks and maximum lot coverage will be applied and calculated based on the subject property boundary and total area. Sidewall transitions and maximum building height will be reviewed based on building plans. The applicant

shall submit building plans and obtain approval of compliance with siting and design standards from West Linn Planning Staff prior to Final Plat approval by the City per Conditions of Approval #2 and #3. As conditioned, the criteria are met.

(b) Separate utilities for each dwelling unit;

Staff Finding 3: The applicant proposes the construction of a detached triplex with separate utility connections for each dwelling unit. The applicant's proposal shows a 20-ft wide shared access and utility easement along the north property line for the benefit of the three lots. Connections to city water and sewer for each unit can be accommodated via the Ridgewood Way frontage and the existing service lines adjacent to the Ridgewood Way frontage. The criteria are met.

(c) Proposed easements necessary for each dwelling unit on the plan for:

(A) Locating, accessing, replacing and servicing all utilities;

Staff Finding 4: The applicant proposes the construction of a detached triplex on the subject property, including the division of the lot as allowed by ORS 92.031. An existing 8-ft wide public utility easement along the Ridgewood Way frontage will remain. An additional 20-ft wide shared access and utility easement along the northerly property line will be required to be recorded prior to final plat approval, per Condition of Approval #7, and a stormwater easement for the benefits of all three lots will be required to be recorded prior to final plat approval, per Condition #8 As conditioned, the criteria are met.

(B) Pedestrian access from each dwelling unit to a private or public road;

Staff Finding 5: The applicant proposes the construction of a detached triplex on the subject property, including the division of the parcel as allowed by ORS 92.031. All dwellings will have direct access from the shared driveway to Ridgewood Way, a public street. The criteria are met.

(C) Any common use areas or shared building elements;

Staff Finding 6: The applicant proposes a 20-ft wide shared accessway along the north property line for the benefit of the three lots. No common use areas or common building elements are proposed. The criteria are met.

(D) Any dedicated driveways or parking; and

Staff Finding 7: The applicant proposes the construction of a detached triplex on the subject property, including the division of the parcel as allowed by ORS 92.031. A 20-ft shared accessway along the north property line is proposed for the benefit of the three lots and an easement and mutual maintenance agreement for the benefit of the three lots is required to be recorded prior to final plat approval, per Condition of Approval #7. No shared parking areas are proposed. As conditioned, the criteria are met.

(E) Any dedicated common area;

Staff Finding 8: The applicant does not propose any dedicated common use area. The criteria are met.

(d) Exactly one dwelling unit on each resulting lot or parcel, except for lots, parcels or tracts used as common areas; and

Staff Finding 9: The applicant proposes the construction of a detached triplex as permitted by West Linn Community Development Code (CDC) Chapter 10.030. The existing vacant lot will be divided into 3 lots total, and an individual detached dwelling unit will be constructed on each lot. CDC Chapter 2 defines single-family detached residential units as *“One dwelling unit, freestanding and structurally separated from other dwelling units or buildings, located on a lot or parcel. This may be further defined as a duplex, triplex, or quadplex. Prefabricated structures, as defined in this chapter, are considered single-family detached residential units.”* The proposed division of the subject lot, which allows the development of a middle housing detached triplex, is permitted. No common areas are proposed. The criteria are met.

(e) Evidence demonstrating how buildings or structures on a resulting lot or parcel will comply with applicable building codes provisions relating to new property lines and, notwithstanding the creation of new lots or parcels, how structures or buildings located on the newly created lots or parcels will comply with the Oregon residential specialty code.

Staff Finding 10: The applicant proposes the construction of a detached triplex, which qualifies as a middle housing type. The applicant did not submit building plans for the triplex with this application, however a plot plan with site dimensions and building footprint was provided as part of the applicants submittal. The applicant shall submit building plans and obtain approval of compliance with the Oregon Residential Specialty Code, including provisions related to new property lines, from West Linn Building Staff prior to Final Plat approval by the City per Condition of Approval #2 and #3. As conditioned, the criteria are met.

(3) A city or county may add conditions to the approval of a tentative plan for a middle housing land division to:

(a) Prohibit the further division of the resulting lots or parcels.

Staff Finding 11: The applicant proposes the construction of a detached triplex on the subject property, including the division of the lot as allowed by ORS 92.031. The applicant shall include on the face of the plat a notation prohibiting the further division of the resulting parcels under the provisions of ORS 92.031, per Condition of Approval #5. As conditioned, the criteria are met.

(b) Require that a notation appear on the final plat indicating that the approval was given under this section.

Staff Finding 12: The applicant proposes the construction of a detached triplex on the subject property, including the division of the lot as allowed by ORS 92.031. The applicant shall include on the face of the plat a notation indicating the approval was given under the provisions of ORS 92.031, per Condition of Approval #5. As conditioned, the criteria are met.

(4) In reviewing an application for a middle housing land division, a city or county:
(a) Shall apply the procedures under ORS 197.360 to 197.380.

Staff Finding 13: Please see Staff Findings 24 to 49. The criteria are met.

(b) May require street frontage improvements where a resulting lot or parcel abuts the street consistent with land use regulations implementing ORS 197A.420.

Staff Finding 14: The subject lot was created via a Minor Partition in 2003 (MIP-23-02: PD-4) and an in-lieu street improvement fee was paid prior to final plat approval for MIP-23-02, thereby, no additional street improvements or fees in-lieu are required for the subject lot/application. The criteria are met.

(c) May not subject an application to approval criteria except as provided in this section, including that a lot or parcel require driveways, vehicle access, parking or minimum or maximum street frontage.

Staff Finding 15: The City has not applied any approval criteria except as provided in this section. The applicant has proposed utilizing a 20-ft wide shared-driveway along the north property line for the benefit of each of the lots, and garage spaces for each unit. No street frontage requirements have been applied as part of the application. The criteria are met.

(d) May not subject the application to procedures, ordinances or regulations adopted under ORS 92.044 or 92.046 that are inconsistent with this section or ORS 197.360 to 197.380.

Staff Finding 16: The City has not applied any approval criteria that are inconsistent with ORS 92.044, ORS 92.046, or ORS 197.360 to 197.380. The criteria are met.

(e) May allow the submission of an application for a middle housing land division at the same time as the submission of an application for building permits for the middle housing.

Staff Finding 17: The applicant shall submit building plans and obtain approval of compliance with the Oregon Residential Specialty Code, including provisions related to new property lines, from West Linn Building Staff prior to Final Plat approval by the City per Conditions of Approval #2 and #3. As conditioned, the criteria are met.

(f) May require the dedication of right of way if the original parcel did not previously provide a dedication.

Staff Finding 18: The subject property is adjacent to Ridgewood Way, a public right-of-way (ROW) and a Local Street. The existing Ridgewood Way ROW measures approximately 50 feet in width and is consistent with the existing ROW width along Ridgewood Way. The project does not require a right-of-way dedication. The criteria do not apply.

(5) The type of middle housing developed on the original parcel is not altered by a middle housing land division.

Staff Finding 19: The applicant proposes the construction of a detached triplex on the subject property, including the division of the lot as allowed by ORS 92.031. The type of middle housing proposed, a detached triplex, will not be altered by the land division. The criteria are met.

(6) Notwithstanding ORS 197.312 (5), a city or county is not required to allow an accessory dwelling unit on a lot or parcel resulting from a middle housing land division.

Staff Finding 20: The applicant does not propose an accessory dwelling unit on any parcel resulting from the land division. The criteria are met.

(7) The tentative approval of a middle housing land division is void if and only if a final subdivision or partition plat is not approved within three years of the tentative approval. Nothing in this section or ORS 197.360 to 197.380 prohibits a city or county from requiring a final plat before issuing building permits.

Staff Finding 21: The approval of the tentative plat (ELD-25-05) shall be void if the applicant does not record the final partition plat within three years of approval per Condition of Approval #6. As conditioned, the criteria are met.

197.360 "Expedited land division" defined; applicability.

(1) As used in this section:

(a) "Expedited land division" means a division of land under ORS 92.010 to 92.192, 92.205 to 92.245 or 92.830 to 92.845 by a local government that:

Staff Finding 22: The applicant proposes a middle housing development (see Staff Finding 1), which is eligible for an expedited land division under ORS 92.031, Middle Housing Land Division. The criteria are met.

(A) Includes only land that is zoned for residential uses and is within an urban growth boundary.

(B) Is solely for the purposes of residential use, including recreational or open space uses accessory to residential use.

Staff Finding 23: The subject property is zoned Residential, R-10 and within the Portland Metropolitan Area Urban Growth Boundary. The applicant proposes development of a detached triplex, which is a residential use. No open space or recreational uses are proposed. The criteria are met.

(C) Does not provide for dwellings or accessory buildings to be located on land that is specifically mapped and designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals that protect:

(i) Open spaces, scenic and historic areas and natural resources;

(ii) The Willamette River Greenway;

Staff Finding 24: The subject property is not located within the Willamette River Greenway. No development is proposed in a Water Resource Area. The criteria are met.

- (iii) Estuarine resources;*
- (iv) Coastal shorelands; and*
- (v) Beaches and dunes.*

Staff Finding 25: The subject property does not contain any estuarine resources, coastal shorelands, or beaches and dunes. The criteria are met.

(D) Satisfies minimum street or other right-of-way connectivity standards established by acknowledged land use regulations or, if such standards are not contained in the applicable regulations, as required by statewide planning goals or rules.

Staff Finding 26: Existing development patterns meet street connectivity standards in the vicinity of the subject property. The 2016 West Linn Transportation System Plan (TSP) does not include any street connectivity projects adjacent to the subject property. The pedestrian plan within the TSP does not include any pedestrian related projects. The criteria are met.

(E) Will result in development that either:

- (i) Creates enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site; or*
- (ii) Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.*

Staff Finding 27: The subject property is approximately 21,119 sq. ft. and zoned Residential, R-10. The applicant proposes a detached triplex middle housing development (Staff Finding 1), which is eligible for an expedited land division under ORS 92.031, Middle Housing Land Division. The middle housing development will result in three total dwelling units, which is 150 percent of the density (10,000 sq. ft. per lot) currently permitted by the underlying R-10 zone. The criteria are met.

(b) "Expedited land division" includes land divisions that create three or fewer parcels under ORS 92.010 to 92.192 and meet the criteria set forth in paragraph (a) of this subsection.

Staff Finding 28: The applicant proposes an expedited land division that creates three lots as permitted under ORS 92.031. The proposal meets the criteria set forth in paragraph (a), see Staff Findings #1, #2, and #22 through #31. The criteria are met.

(2) An expedited land division as described in this section is not a land use decision or a limited land use decision under ORS 197.015 or a permit under ORS 215.402 or 227.160.

Staff Finding 29: The City and applicant acknowledge an expedited land division is not a land use decision or limited land use decision under ORS 197.015 or a permit under ORS 215.402 or ORS 227.160. The criteria are met.

(3) The provisions of ORS 197.360 to 197.380 apply to all elements of a local government comprehensive plan and land use regulations applicable to a land division, including any planned unit development standards and any procedures designed to regulate:

(a) The physical characteristics of permitted uses;

(b) The dimensions of the lots or parcels to be created; or

(c) Transportation, sewer, water, drainage and other facilities or services necessary for the proposed development, including but not limited to right-of-way standards, facility dimensions and on-site and off-site improvements.

Staff Finding 30: The applicant proposes middle housing on the subject property through the construction of a detached triplex, including the division of the lot as allowed by ORS 92.031. The City has applied the approval criteria of ORS 92.031, including the physical characteristics of the development (Staff Finding #1 and #2), the dimensions of the lots to be created (Staff Finding #12), and required facilities and services necessary for the proposed development (see Staff Finding #4). The criteria are met.

(4) An application for an expedited land division submitted to a local government shall describe the manner in which the proposed division complies with each of the provisions of subsection (1) of this section.

Staff Finding 31: See Staff Findings #22 to #30. The criteria are met.

197.365 Application; notice to neighbors; comment period.

Unless the applicant requests to use the procedure set forth in a comprehensive plan and land use regulations, a local government shall use the following procedure for an expedited land division, as described in ORS 197.360, or a middle housing land division under ORS 92.031:

(1)(a) If the application for a land division is incomplete, the local government shall notify the applicant of exactly what information is missing within 21 days of receipt of the application and allow the applicant to submit the missing information. For purposes of computation of time under this section, the application shall be deemed complete on the date the applicant submits the requested information or refuses in writing to submit it.

Staff Finding 32: The applicant did not request to use the procedures outlined in the West Linn Community Development Code, therefore the City processed the application as an expedited land division. The application was submitted and deemed complete by the City on July 8, 2025. The criteria are met.

(b) If the application was complete when first submitted or the applicant submits the requested additional information within 180 days of the date the application was first submitted, approval or denial of the application shall be based upon the standards and criteria that were applicable at the time the application was first submitted.

Staff Finding 33: The application was submitted and deemed complete by the City on July 8, 2025. Approval of the application is based on the standards and criteria found in ORS 92.031 that were applicable on July 8, 2025. The criteria are met.

(2) The local government shall provide written notice of the receipt of the completed application for a land division to any state agency, local government or special district responsible for providing public facilities or services to the development and to owners of property within 100 feet of the entire contiguous site for which the application is made. The notification list shall be compiled from the most recent property tax assessment roll. For purposes of appeal to the referee under ORS 197.375, this requirement shall be deemed met when the local government can provide an affidavit or other certification that such notice was given. Notice shall also be provided to any neighborhood or community planning organization recognized by the governing body and whose boundaries include the site.

Staff Finding 34: The City provided written notice of the receipt of a completed application to all state agencies, local governments, and special districts responsible for providing public facilities or services on July 21, 2025. The City provided written notice to property owners within 100 feet of the entire contiguous site, compiled from the most recent property owner information available, on July 21, 2025. The City provided written notice to the Robinwood Neighborhood Association on July 21, 2025. The affidavit of public notice is found in Exhibit PD-5. The criteria are met.

(3) The notice required under subsection (2) of this section shall:

(a) State:

(A) The deadline for submitting written comments;

(B) That issues that may provide the basis for an appeal to the referee must be raised in writing prior to the expiration of the comment period; and

(C) That issues must be raised with sufficient specificity to enable the local government to respond to the issue.

(b) Set forth, by commonly used citation, the applicable criteria for the decision.

(c) Set forth the street address or other easily understood geographical reference to the subject property.

(d) State the place, date and time that comments are due.

(e) State a time and place where copies of all evidence submitted by the applicant will be available for review.

(f) Include the name and telephone number of a local government contact person.

(g) Briefly summarize the local decision-making process for the land division decision being made.

Staff Finding 35: The City provided written notice in compliance with subsection (3). A copy of the notice is found in Exhibit PD-5. The criteria are met.

(4) After notice under subsections (2) and (3) of this section, the local government shall:

(a) Provide a 14-day period for submission of written comments prior to the decision.

Staff Finding 36: The City provided written notice under subsections (2) and (3) on July 21, 2025 with a deadline for submission of written comments on August 4, 2025. This provided a 14-day comment period. A copy of the notice is found in Exhibit PD-5. The criteria are met.

(b) Make a decision to approve or deny the application within 63 days of receiving a completed application, based on whether it satisfies the substantive requirements of the applicable land use

regulations. An approval may include conditions to ensure that the application meets the applicable land use regulations. For applications subject to this section, the local government:

Staff Finding 37: The application was submitted deemed complete by the City on July 8, 2025. The City approved the application with conditions on September 4, 2025, the 58th day after deeming the application complete. The criteria are met.

(A) Shall not hold a hearing on the application; and

(B) Shall issue a written determination of compliance or noncompliance with applicable land use regulations that includes a summary statement explaining the determination. The summary statement may be in any form reasonably intended to communicate the local government's basis for the determination.

Staff Finding 38: The City did not hold a hearing on the application. The City issued the Planning Director Decision with a summary statement explaining the determination. The criteria are met.

(c) Provide notice of the decision to the applicant and to those who received notice under subsection (2) of this section within 63 days of the date of a completed application. The notice of decision shall include:

(A) The summary statement described in paragraph (b)(B) of this subsection; and

(B) An explanation of appeal rights under ORS 197.375.

Staff Finding 39: The City provided notice of the decision to the applicant and those who received notice under subsection (2) on September 4, 2025 the 58th day after deeming the application complete. The notice of decision included the summary statement and an explanation of appeal rights. The criteria are met.

197.370 Failure of local government to timely act on application.

(1) Except as provided in subsection (2) of this section, if the local government does not make a decision on an expedited land division or a middle housing land division, as defined in ORS 92.031, within 63 days after the application is deemed complete, the applicant may apply in the circuit court for the county in which the application was filed for a writ of mandamus to compel the local government to issue the approval. The writ shall be issued unless the local government shows that the approval would violate a substantive provision of the applicable land use regulations or the requirements of ORS 92.031 or 197.360. A decision of the circuit court under this section may be appealed only to the Court of Appeals.

(2) After seven days' notice to the applicant, the governing body of the local government may, at a regularly scheduled public meeting, take action to extend the 63-day time period to a date certain for one or more applications for an expedited land division or a middle housing land division prior to the expiration of the 63-day period, based on a determination that an unexpected or extraordinary increase in applications makes action within 63 days impracticable. In no case shall an extension be to a date more than 120 days after the application was deemed complete. Upon approval of an extension, the provisions of ORS 92.031 and 197.360 to 197.380, including the mandamus remedy provided by subsection (1) of this section, shall remain applicable to the land division, except that the extended period shall be substituted for the 63-day period wherever applicable.

(3) The decision to approve or not approve an extension under subsection (2) of this section is not a land use decision or limited land use decision.

Staff Finding 40: The City acted in a timely manner and made the decision within the 63-day time period. The criteria are met.

197.375 Appeal of local government to referee; Court of Appeals.

(1) An appeal of a decision made under ORS 197.360 and 197.365 or under ORS 92.031 and 197.365 shall be made as follows:

(a) An appeal must be filed with the local government within 14 days of mailing of the notice of the decision under ORS 197.365 (4) and shall be accompanied by a \$300 deposit for costs.

(b) A decision may be appealed by:

(A) The applicant; or

(B) Any person or organization who files written comments in the time period established under ORS 197.365.

(c) An appeal shall be based solely on allegations:

(A) Of violation of the substantive provisions of the applicable land use regulations;

(B) Of unconstitutionality of the decision;

(C) That the application is not eligible for review under ORS 92.031 or 197.360 to 197.380 and should be reviewed as a land use decision or limited land use decision; or

(D) That the parties' substantive rights have been substantially prejudiced by an error in procedure by the local government.

Staff Finding 41: The applicant acknowledges and understands the appeal rights and process. If appealed, the City will follow the expedited land division appeal process and criteria. The criteria are applicable upon appeal.

(2) The local government shall appoint a referee to decide the appeal of a decision made under this section. The referee may not be an employee or official of the local government. However, a local government that has designated a hearings officer under ORS 215.406 or 227.165 may designate the hearings officer as the referee for appeals of a decision made under ORS 197.360 and 197.365.

Staff Finding 42: The applicant acknowledges and understands the appeal procedures. If appealed, the City will follow the expedited land division appeal process and criteria, including the appointment of a referee to decide the appeal.

(3) Within seven days of being appointed to decide the appeal, the referee shall notify the applicant, the local government, the appellant if other than the applicant, any person or organization entitled to notice under ORS 197.365 (2) that provided written comments to the local government and all providers of public facilities and services entitled to notice under ORS 197.365 (2) and advise them of the manner in which they may participate in the appeal. A person or organization that provided written comments to the local government but did not file an appeal under subsection (1) of this section may participate only with respect to the issues raised in the written comments submitted by that person or organization. The referee may use any procedure for decision-making consistent with the interests of the parties to ensure a fair opportunity to present information and argument. The referee shall provide the local government an opportunity to explain its decision, but is not limited to

reviewing the local government decision and may consider information not presented to the local government.

Staff Finding 43: If appealed, the referee appointed by the City will follow the expedited land division appeal process and criteria.

(4)(a) The referee shall apply the substantive requirements of the applicable land use regulations and ORS 92.031 or 197.360. If the referee determines that the application does not qualify as an expedited land division or a middle housing land division, as defined in ORS 92.031, the referee shall remand the application for consideration as a land use decision or limited land use decision. In all other cases, the referee shall seek to identify means by which the application can satisfy the applicable requirements.

(b) For an expedited land use division, the referee may not reduce the density of the land division application.

(c) The referee shall make a written decision approving or denying the application or approving it with conditions designed to ensure that the application satisfies the land use regulations, within 42 days of the filing of an appeal. The referee may not remand the application to the local government for any reason other than as set forth in this subsection.

Staff Finding 44: If appealed, the referee appointed by the City will follow the expedited land division appeal process and criteria.

(5) Unless the governing body of the local government finds exigent circumstances, a referee who fails to issue a written decision within 42 days of the filing of an appeal shall receive no compensation for service as referee in the appeal.

Staff Finding 45: If appealed, the referee appointed by the City will follow the expedited land division appeal process and criteria.

(6) Notwithstanding any other provision of law, the referee shall order the local government to refund the deposit for costs to an appellant who materially improves his or her position from the decision of the local government. The referee shall assess the cost of the appeal in excess of the deposit for costs, up to a maximum of \$500, including the deposit paid under subsection (1) of this section, against an appellant who does not materially improve his or her position from the decision of the local government. The local government shall pay the portion of the costs of the appeal not assessed against the appellant. The costs of the appeal include the compensation paid the referee and costs incurred by the local government, but not the costs of other parties.

Staff Finding 46: If appealed, the referee appointed by the City will follow the expedited land division appeal process and criteria.

(7) The Land Use Board of Appeals does not have jurisdiction to consider any decisions, aspects of decisions or actions made under ORS 92.031 or 197.360 to 197.380.

Staff Finding 47: The applicant acknowledges and understands the Land Use Board of Appeals does not have jurisdiction over this decision.

(8) Any party to a proceeding before a referee under this section may seek judicial review of the referee's decision in the manner provided for review of final orders of the Land Use Board of Appeals under ORS 197.850 and 197.855. The Court of Appeals shall review decisions of the referee in the same manner as provided for review of final orders of the Land Use Board of Appeals in those statutes. However, notwithstanding ORS 197.850 (9) or any other provision of law, the court shall reverse or remand the decision only if the court finds:

(a) That the decision does not concern an expedited land division as described in ORS 197.360 or middle housing land division as defined in ORS 92.031 and the appellant raised this issue in proceedings before the referee;

(b) That there is a basis to vacate the decision as described in ORS 36.705 (1)(a) to (d), or a basis for modification or correction of an award as described in ORS 36.710; or

(c) That the decision is unconstitutional.

Staff Finding 48: The applicant acknowledges and understands the right to seek judicial review of the referee's decision.

197.380 Application fees.

Each city and county shall establish application fees for an expedited land division and a middle housing land division, as defined in ORS 92.031. The fees must be set at a level calculated to recover the estimated full cost of processing an application, including the cost of appeals to the referee under ORS 197.375, based on the estimated average cost of such applications. Within one year of establishing a fee under this section, the city or county shall review and revise the fee, if necessary, to reflect actual experience in processing applications under ORS 92.031 and 197.360 to 197.380.

Staff Finding 49: The City has an adopted fee schedule, including for expedited land divisions. The applicant paid the fee at the time of submittal. The criteria are met.

EXHIBIT PD-1 APPLICANT SUBMITTAL

DEVELOPMENT REVIEW APPLICATION

For Office Use Only			
STAFF CONTACT	Aaron Gudelj	PROJECT NO(S).	ELD-25-05
			PRE-APPLICATION NO. n/a
NON-REFUNDABLE FEE(S)	\$4,900	REFUNDABLE DEPOSIT(S)	\$0
		TOTAL	\$4,900

Type of Review (Please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Final Plat (FP) Related File# | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal (AP) | <input type="checkbox"/> Flood Management Area (FMA) | <input type="checkbox"/> Temporary Uses (MISC) |
| <input type="checkbox"/> CDC Amendment (CDC) | <input type="checkbox"/> Historic Review (HDR) | <input type="checkbox"/> Time Extension (EXT) |
| <input type="checkbox"/> Code Interpretation (MISC) | <input type="checkbox"/> Lot Line Adjustment (LLA) | <input type="checkbox"/> Right of Way Vacation (VAC) |
| <input type="checkbox"/> Conditional Use (CUP) | <input checked="" type="checkbox"/> Minor Partition (MIP) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Modification of Approval (MOD) | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Tree Easement Vacation (MISC) | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP) |
| <input type="checkbox"/> Expediated Land Division (ELD) | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG) |
| <input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Street Vacation | <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: 3784 Ridgewood Way, West Linn, OR 97068

Assessor's Map No.: 21E24BB

Tax Lot(s): 1600

Total Land Area: 0.48 AC (21,119 SF)

Brief Description of Proposal: The client proposes to partition the property into three lots for middle housing, in accordance with the City of West Linn's land development requirements.

Applicant Name*: TPC PROPERTY LLC contact: JJ Portlock

Phone: (425) 829-1566

Address: PO BOX 521

Email: JPORTLOCK@THEPORTLOCKCO.COM

City State Zip: WEST LINN, OR 97068

Owner Name (required): Coefild Jesse L

Phone:

Address: 19790 Old River Dr.

Email:

City State Zip: West Linn, OR 97068

Consultant Name: FIRWOOD DESIGN GROUP LLC contact: Erik Hoovestol

Phone: (503) 668-3737

Address: 359 E HISTORIC COLUMBIA RIVER HWY

Email: eh@firwooddesign.com

City State Zip: TROUTDALE, OR 97060

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 related to the propose land use.
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.

Application Narrative

Project Name: **Ridgewood Way 3 Lot Middle Housing**

Site Address: 3784 Ridgewood Way, West Linn, OR.

Applicant: TPC PROPERTY LLC
PO BOX 521
West Linn, OR 97068

Contact: JJ Portlock
(425) 829-1566
jportlock@theportlockco.com

Prepared By:



Table of Contents

I. General Project Description.....	3
II. Application Approval Requests.....	3
III. Applicable Code Criteria	3
IV. Conclusion.....	4
V. Items submitted with the Application	5

I. General Project Description

The project site is located at 3784 Ridgewood Way, West Linn, OR (Parcel #00372402), zoned R10. The current 0.485 acre lot is vacant, landscaped and includes some mature trees along the property line. The site is relatively flat with slopes less than 5%, gently sloping towards the northeastern side. The soil type is determined to be Aloha Silt Loam.

II. Application Approval Requests

The client, TPC Property LLC, proposes to partition the parcel (Parcel #21E24BB01600) at 3784 Ridgewood Way into three single-family parcels. Access to the proposed lots will be via a 16-foot paved driveway off Ridgewood Way. The property will be connected to public utilities, including water, electricity, and sewer services available from Ridgewood Way.

A 25-foot access and utility easement and a 10 by 28-foot stormwater easement are proposed. Stormwater runoff from the impervious surfaces will be managed on-site using planters. Roof runoff will be collected into underlined planters along the houses' side foundations. The treated stormwater will then be piped to the nearest existing stormwater catch basin located north of the lot on Ridgewood Way. (Refer to the Stormwater Report for details.)

III. Applicable Code Criteria

The subject property is zoned R-10, which permits triplex residential units as outright use per CDC 11.030.1.b. This proposal includes three detached single units under the provisions of Section 2 of SB 458 for a middle housing land division. **SB 458 Section 2:**

(1) As used in this section, "middle housing land division" means a partition or subdivision of a lot or parcel on which the development of middle housing is allowed under ORS 197.758 (2) or (3).

(2) A city or county shall approve a tentative plan for a middle housing land division if the application includes:

(a) A proposal for development of middle housing in compliance with the Oregon residential specialty code and land use regulations applicable to the original lot or parcel allowed under ORS 197.758 (5);

Response: The property is within the R-10 zoning designation and permits a triplex as outright use. The proposal includes a middle housing land division to create three lots, each with a detached single-family unit

(b) Separate utilities for each dwelling unit;

Response: A preliminary street and utility plan shows individual utilities for each lot.

(c) Proposed easements necessary for each dwelling unit on the plan for:

(A) Locating, accessing, replacing and servicing all utilities;

(B) Pedestrian access from each dwelling unit to a private or public road;

(C) Any common use areas or shared building elements;

(D) Any dedicated driveways or parking; and

(E) Any dedicated common area;

Response: A 27-foot access and utility easement is proposed, pedestrian access will be allowed via the private access easement. Each parcel has direct access to the shared driveway, with no common areas or shared building elements.

(d) Exactly one dwelling unit per resulting lot, except for common areas.

Response: The proposal includes one unit per lot, as shown in the submitted plans.

(e) Evidence demonstrating how buildings or structures on a resulting lot or parcel will comply with applicable building codes provisions relating to new property lines and, notwithstanding the creation of new lots or parcels, how structures or buildings located on the newly created lots or parcels will comply with the Oregon residential specialty code.

Response: Building setbacks are shown on the site plan. A building permit will ensure compliance with the Oregon Residential Specialty Code.

(3) A city or county may add conditions to the approval of a tentative plan for a middle housing land division to:

(a) Prohibit the further division of the resulting lots or parcels.

(b) Require that a notation appear on the final plat indicating that the approval was given under this section.

Response: The applicant understands that conditions may be applied, including noting the approval on the final plat.

(4) In reviewing an application for a middle housing land division, a city or county:

(a) Shall apply the procedures under ORS 197.360 to 197.380.

(b) May require street frontage improvements where a resulting lot or parcel abuts the street consistent with land use regulations implementing ORS 197.758.

(c) May not subject an application to approval criteria except as provided in this section, including that a lot or parcel require driveways, vehicle access, parking or minimum or maximum street frontage.

(d) May not subject the application to procedures, ordinances or regulations adopted under ORS 92.044 or 92.046 that are inconsistent with this section or ORS 197.360 to 197.380.

(e) May allow the submission of an application for a middle housing land division at the same time as the submission of an application for building permits for the middle housing.

(f) May require the dedication of right of way if the original parcel did not previously provide a dedication.

(5) The type of middle housing developed on the original parcel is not altered by a middle housing land division.

(6) Notwithstanding ORS 197.312 (5), a city or county is not required to allow an accessory dwelling unit on a lot or parcel resulting from a middle housing land division.

(7) The tentative approval of a middle housing land division is void if and only if a final subdivision or partition plat is not approved within three years of the tentative approval. Nothing in this section or ORS 197.360 to 197.380 prohibits a city or county from requiring a final plat before issuing building permits.

Response: The applicant acknowledges the review process, including possible conditions and requirements and is aware that the application is void if the final plat is not approved within three years.

IV. Conclusion

This application narrative, along with the accompanying plans and supporting materials, demonstrates compliance with all applicable provisions of SB 458. The applicant respectfully requests approval of this application by the Planning Department.

V. Items Submitted With The Application

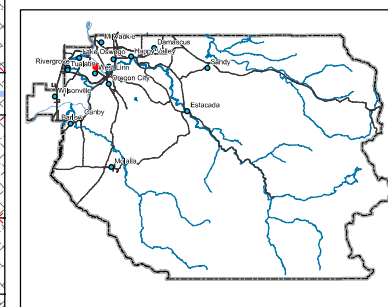
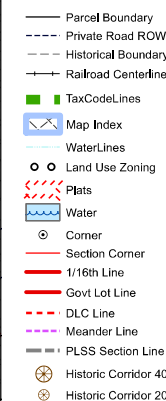
- Clackamas County Assessor Map
- West Linn Zoning Map
- Preliminary Plan Set

APPENDIX A

N.W.1/4 N.W.1/4 SEC.24 T.2S. R.1E. W.M.
CLACKAMAS COUNTY
1" = 100'

Cancelled Taxlots

1190
1390
4900A1
4901
3700
204
4800E1
4800E2


















21 E 24BB
WEST LINN

APPENDIX B

Legend

Zoning

-  Single and Multi Family R-2.1
-  Single and Multi Family R-3
-  Single-Family R-4.5
-  Single-Family R-5
-  Single-Family R-7
-  Single-Family R-10
-  Single-Family R-15
-  Single-Family R-20
-  Single-Family R-40
-  Mixed Use
-  Neighborhood Commercial
-  General Commercial
-  Office Business Center
-  Campus Industrial
-  General Industrial

dissolved 0-5K

River Label

City Limits Label

Outside City Label

— City Limit


Centerlines <13K


--- Private

— Drawing Exceptions


 Parks and Open Space


 City Owned Property

 Building


 Unimproved ROW

 River


 City Limits Poly white


 City Limits Poly rose

Surrounding Cities

 Gladstone

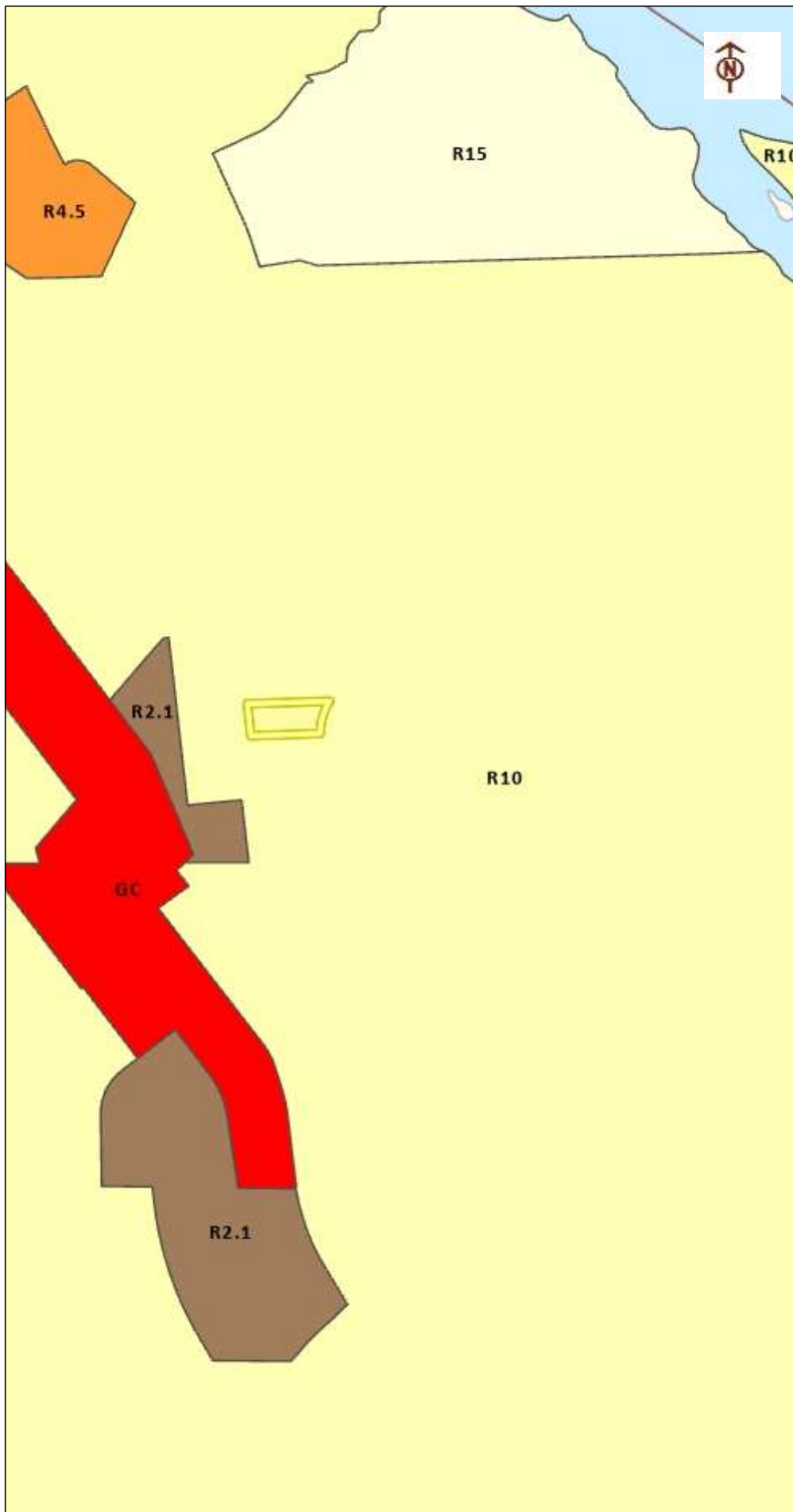
 Johnson City

 Lake Oswego

 Oregon City

0 0.12 0.2 Miles

1: 9,615.97

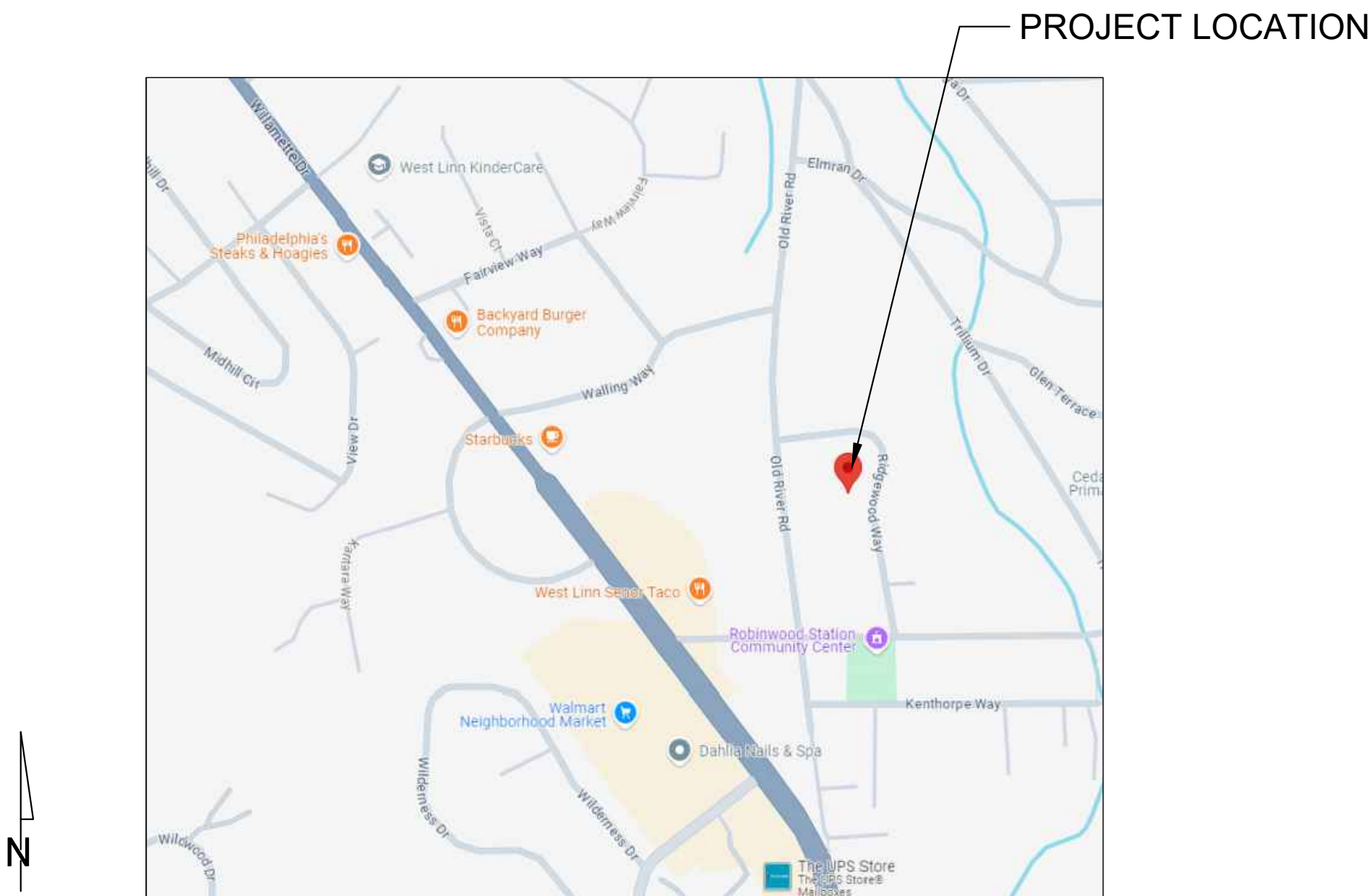


Notes

This map was automatically generated
using Geocortex Essentials
Planning Director Decision

SEQUOIA ESTATES - 3 LOT PARTITION MIDDLE HOUSING
DEVELOPMENT ENGINEERING PLANS

LOCATED AT 3784 RIDGEWOOD WAY, WEST LINN, OREGON 97068
TAX LOT: 21E24BB LOT NO.: 1600 ZONED R-10



PROPOSED LEGEND	
PROPOSED MAJOR CONTOUR	_____
PROPOSED MINOR CONTOUR	_____
PROPOSED SIGHT LINE	_____
PROPOSED ROAD CENTER LINE	_____
PROPOSED SAWCUT LINE	_____
PROPOSED GRAVEL	_____
PROPOSED FILTER STRIP	_____
PROPOSED EARTHEN SHOULDER	_____
PROPOSED AC	_____
PROPOSED CULVERT	_____
PROPOSED UNDERGROUND POWER	_____

SHEET INDEX	
Sheet Number	Sheet Title
1	COVER
2	EXISTING CONDITIONS & DEMO PLAN
3	PRELIMINARY PLAT
4	COMPOSITE SITE PLAN
5	DETAILS
6	DETAILS

PROJECT CIVIL ENGINEER

KELLI GROVER, PE
FIRWOOD DESIGN GROUP, LLC
359 E. HISTORIC COLUMBIA RIVER HWY
TROUTDALE, OR 97060
PHONE (503) 668-3737

PROJECT SURVEYOR

CMT SURVEYING AND CONSULTING
20330 SE HIGHWAY 212
DAMASCUS, OR 97089
PHONE (503) 850-4672

PROJECT OWNER

JJ PORTLOCK
PO BOX 521
WEST LINN, OR 97068
jportlock@theportlockco.com

LEGAL DESCRIPTION:

TAX LOT 21E24BB01600
N.E. ¼ N.W. ¼ SEC. 24 T.2S. R.1E. W.M.
CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON
SITE AREA: 21,160 SF (0.49 AC)

PROJECT DATUM

THE BASIS OF BEARINGS WAS PER SURVEY NO.
2014-039, CLACKAMAS COUNTY RECORDS.

NOTICE TO EXCAVATORS:

ATTENTION: OREGON LAW REQUIRES YOU TO FOLLOW RULES
ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER.
THOSE RULES ARE SET FORTH IN OAR 952-001-0001 THROUGH
OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY
CALLING THE CENTER.
(NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY
NOTIFICATION CENTER IS (503)-232-1987).

POTENTIAL UNDERGROUND FACILITY OWNERS

Dig **Safely.**

CALL THE OREGON ONE-CALL CENTER
1-800-332-2344 OR 811

EMERGENCY TELEPHONE NUMBERS

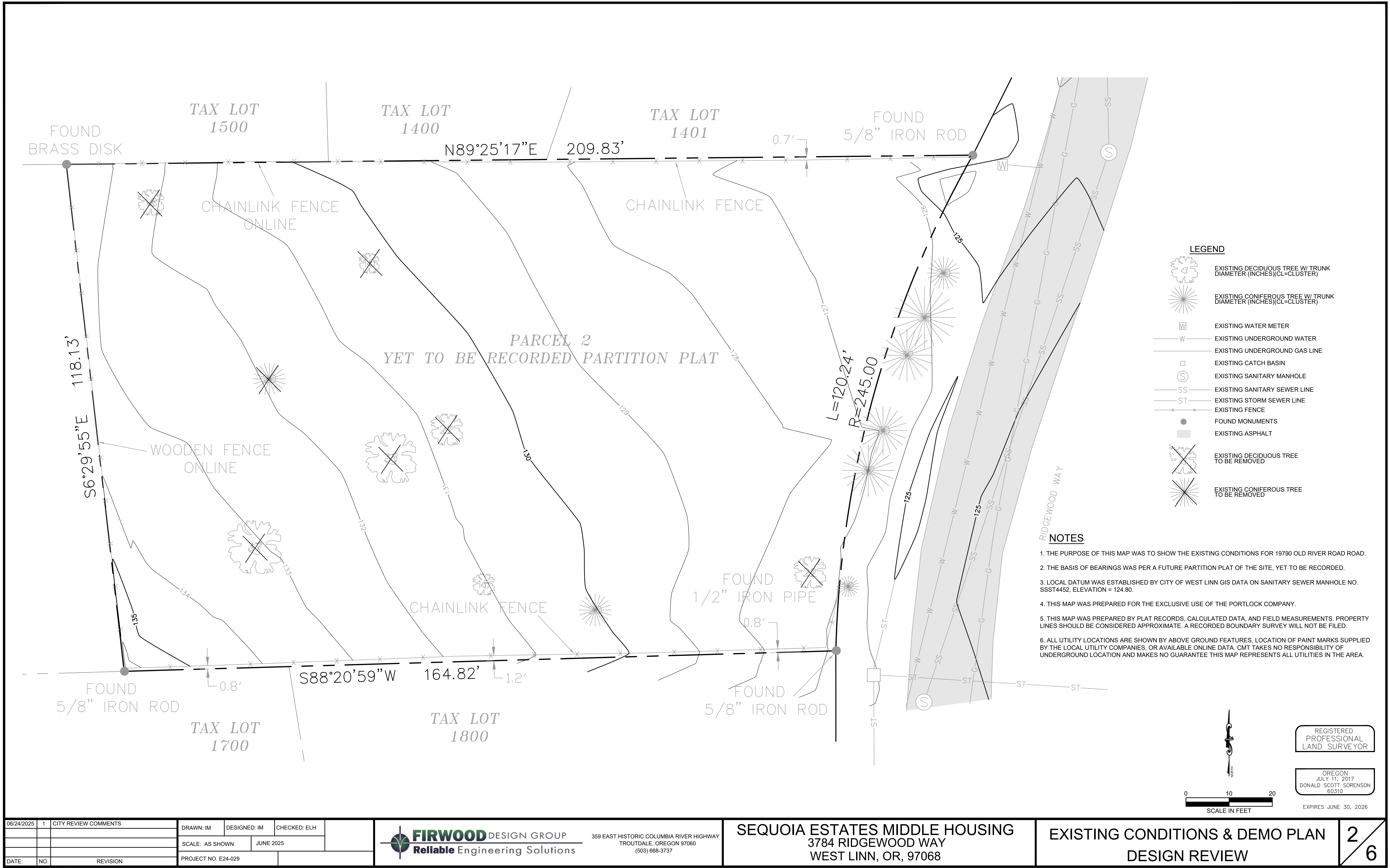
PGE 503-464-7777
NW NATURAL GAS 503-220-2415
CLACKAMAS COUNTY 503-742-4400
COMCAST CABLE 503-617-1212
VERIZON 800-837-4966



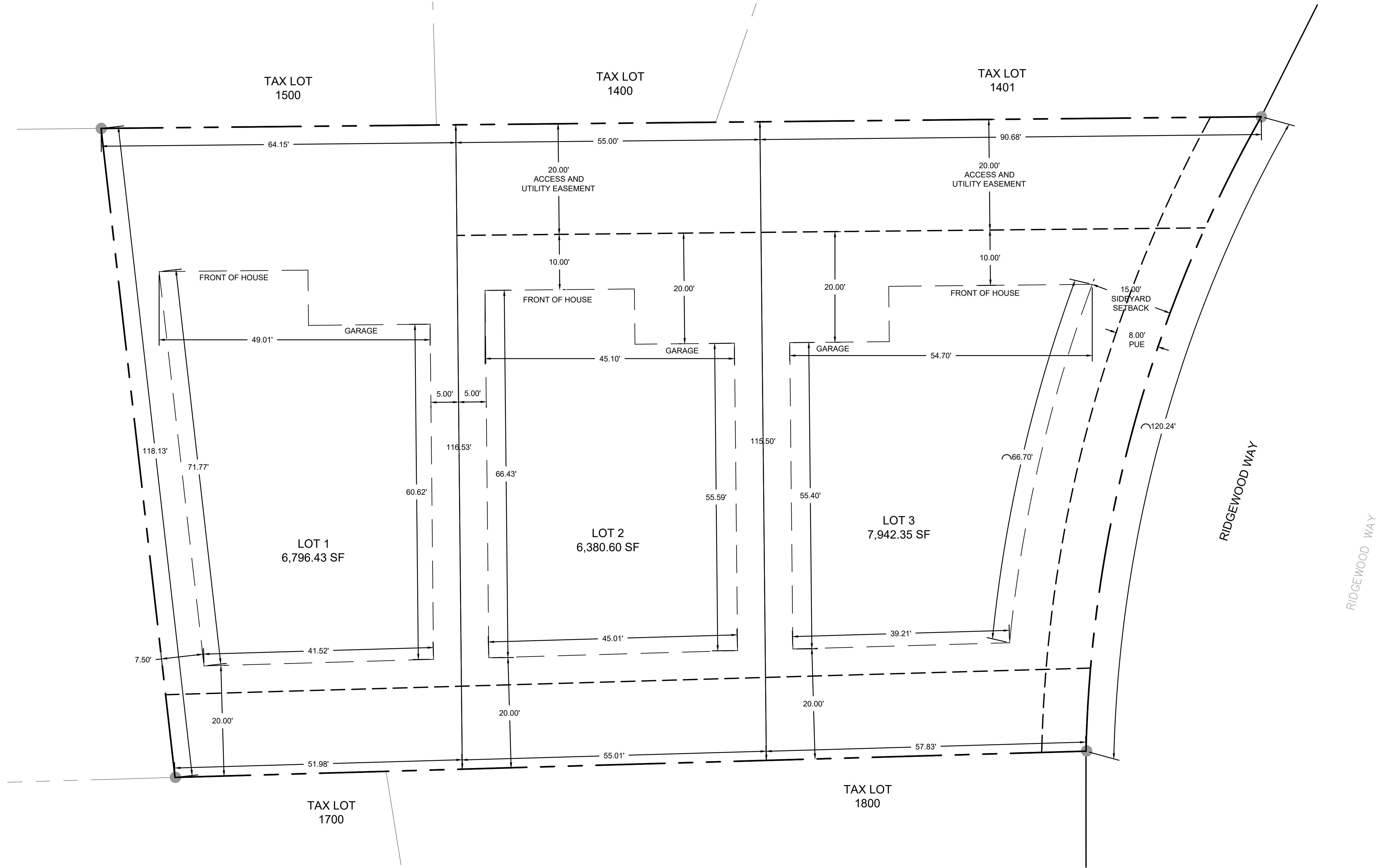
EXPIRES: 06/30/23
SIGNATURE DATE: _____

06/24/2025	1	CITY REVIEW COMMENTS	DRAWN: IM	DESIGNED: IM	CHECKED: ELH	FIRWOOD DESIGN GROUP Reliable Engineering Solutions	359 EAST HISTORIC COLUMBIA RIVER HIGHWAY TROUTDALE, OREGON 97060 (503) 668-3737	SEQUOIA ESTATES MIDDLE HOUSING 3784 RIDGEWOOD WAY WEST LINN, OR, 97068	COVER DESIGN REVIEW	1 6
			SCALE: AS SHOWN	JUNE 2025						
DATE:	NO.	REVISION	PROJECT NO. E24-029							

S:\PROJECT FILES\PROJECTS\E24-029 RIDGEWOOD WAY MIDDLE HOUSING\CAD\SHEETS\E24-029 EC AND DEMO.DWG - 6/24/2025 1:45 PM - IM



S:\PROJECT FILES\PROJECTS\E24-029 RIDGEWOOD WAY MIDDLE HOUSING\CAD\SHEETS\E24-029 PRELIM LAYOUT.DWG - 6/24/2025 1:45 PM - IM

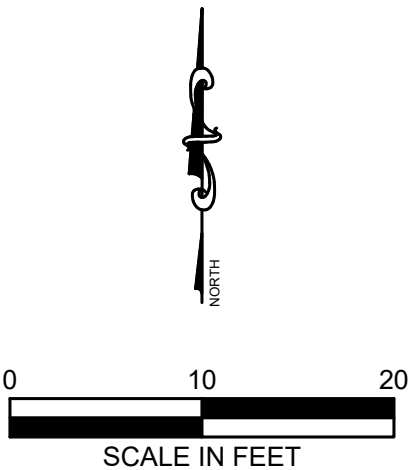


SITE DATA

SITE AREA : 0.739 AC
CURRENT ZONING : R-10
TAX LOT: 21E24BB01600
PROPOSED NO OF LOTS: 3

SETBACKS:

FRONT SETBACK: 20'
STREET SETBACK: 15'
INTERIOR SIDE SETBACK: 5'
REAR SETBACK : 20'



EXPIRES: 06/30/23
SIGNATURE DATE: _____

06/24/2025	1	CITY REVIEW COMMENTS
DATE:	NO.	REVISION

DRAWN: IM	DESIGNED: IM	CHECKED: ELH
SCALE: AS SHOWN	JUNE 2025	
PROJECT NO. E24-029		



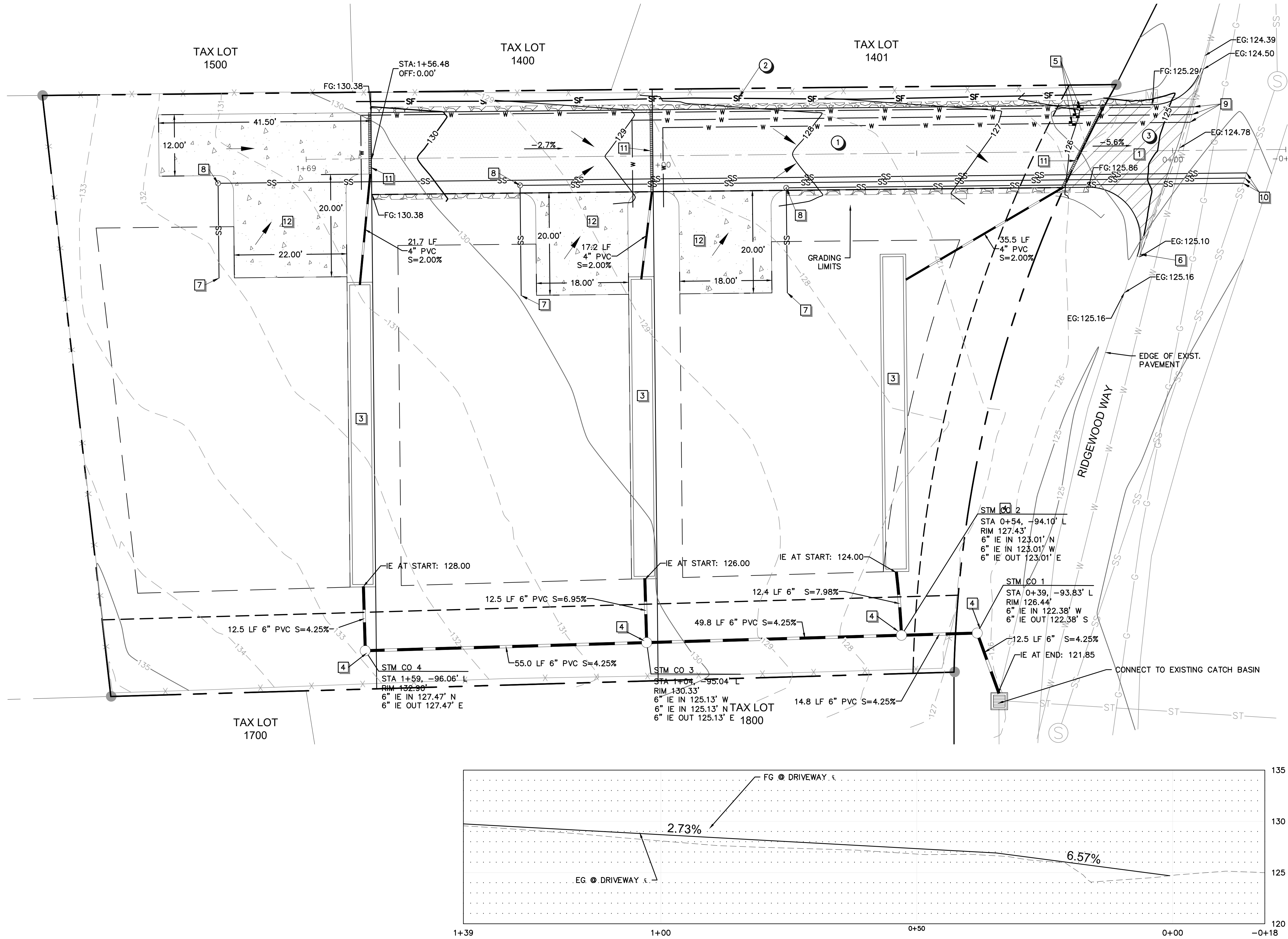
359 EAST HISTORIC COLUMBIA RIVER HIGHWAY
TROUTDALE, OREGON 97060
(503) 668-3737

SEQUOIA ESTATES MIDDLE HOUSING
3784 RIDGEWOOD WAY
WEST LINN, OR, 97068

PRELIMINARY LAYOUT
DESIGN REVIEW

3
6

S:\PROJECT FILES\PROJECTS\E24-029 RIDGEWOOD WAY MIDDLE HOUSING\CAD\SHEETS\E24-029 SITE PLAN.DWG - 6/24/2025 1:45 PM - IM



ESTIMATED GRADING QUANTITIES

NOTE: 2:1 MAX CUT SLOPE AND 3:1 MAX FILL SLOPE TO EXIST GROUND. CUT/FILL QUANTITIES REPRESENT GRADING NECESSARY FOR NEW SHARED DRIVEWAY.

CUT: 2.77 CY (DOES NOT ACCOUNT FOR ADDITIONAL TRENCH SPOILS)
FILL: 34.64 CY
NET: 31.87 (FILL)

TOTAL AREA OF DISTURBANCE = 3,870 SF (0.09 ACRES)

TOTAL LOT AREA: 21,160 S.F. (0.49 AC)

NOTE: ALL ON-SITE STORMWATER LINES TO BE INSTALLED PER THE OREGON SPECIALTY PLUMBING CODE AND INSTALLED BY A LICENSED PLUMBING PROFESSIONAL.

GENERAL NOTES

1. LOCATION OF WATER & SEWER MAINS WAS OBTAINED FROM CITY OF WEST LINN GIS. NO ONSITE SURVEY WAS CONDUCTED TO LOCATE UTILITIES. CONTRACTOR TO VERIFY LOCATION OF EXISTING UTILITIES.

2. SANITARY SEWER SERVICE LATERALS SHALL BE 4-INCH AND CONFORM TO THE SAME MATERIALS AS THE MAINLINE SEWERS.

GRADING AND EROSION CONTROL KEY NOTES

1. PROPOSED 16' WIDE A.C. DRIVEWAY WITH 1' GRAVEL SHOULDER APPROACH FROM RIDGEWOOD WAY PER TYPICAL SECTIONS ON SHEET 6

2. PROPOSED SEDIMENT FENCE. INSTALL ON THE DOWNHILL SIDE OF PROPOSED GRADING ACTIVITIES. INSPECTION IS REQUIRED AFTER SEDIMENT FENCE IS INSTALLED. SEE ESC NOTES AND DETAIL ON SHEET 5.

3. INSTALL CONSTRUCTION ENTRANCE PER DETAIL ON SHEET 5.

UTILITY NOTES

1. FEE IN LIEU OF TREATING IMPERVIOUS IN RIGHT-OF-WAY

2. NOT USED

3. PROPOSED LINED PLANTER TO SERVE ROOF DRAINS, DRIVEWAYS, AND DRIVEWAY. SEE DETAIL ON SHEET 5.

4. PROPOSED STORM CLEANOUT. SEE DETAIL ON SHEET 6.

5. PROPOSED 1-INCH WATER SERVICE PER DETAIL ON SHEET 6.

6. PROPOSED SAWCUT LINE MIN. 6" FROM EDGE OF EXISTING A.C. SAWCUT LINE TO BE APPROVED PRIOR TO BEGINNING WORK

7. PROPOSED 4-INCH SANITARY SEWER SERVICE LATERAL.

8. PROPOSED SANITARY SEWER CLEANOUT PER DETAIL ON SHEET 6.

9. CONNECT TO EXISTING WATER MAIN.

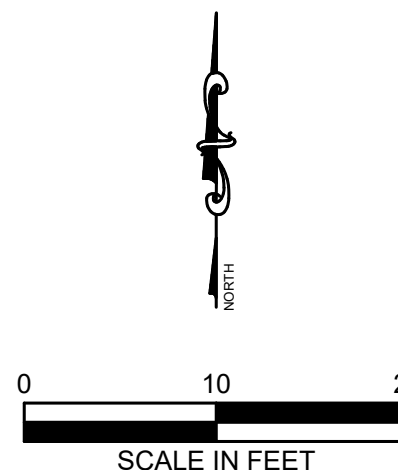
10. CONNECT TO EXISTING SANITARY MAIN.

11. INSTALL SLOT DRAINS

12. DRIVEWAYS BY HOME BUILDERS.

LEGEND

- DRAINAGE ARROW (PR)
- -2.0% SLOPE ARROW (PR)
- EG EXISTING GRADE
- FG FINISH GRADE
- 100 MAJOR CONTOUR (PR, 5')
- 101 MINOR CONTOUR (PR, 1')
- 100 MAJOR CONTOUR (EX, 5')
- 105 MINOR CONTOUR (EX, 1')
- WATER METER
- CLEANOUT
- W PROPOSED WATER LINE
- W EXISTING WATER LINE
- SS PROPOSED SANITARY SEWER
- SS EXISTING SANITARY SEWER



EXPIRES: 06/30/23
SIGNATURE DATE: _____

06/24/2025	1	CITY REVIEW COMMENTS
DATE:	NO.	REVISION

DRAWN: IM	DESIGNED: IM	CHECKED: ELH
SCALE: AS SHOWN	JUNE 2025	
PROJECT NO. E24-029		

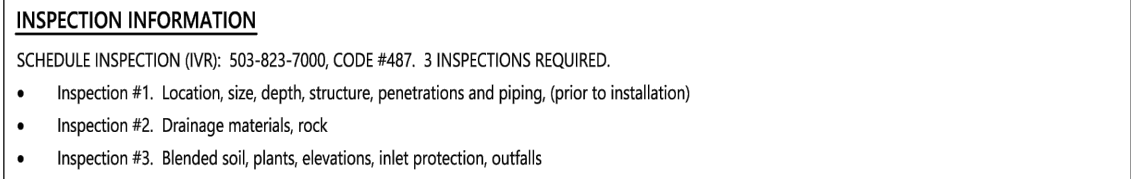
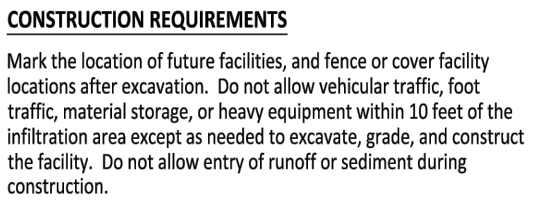


359 EAST HISTORIC COLUMBIA RIVER HIGHWAY
TROUTDALE, OREGON 97060
(503) 668-3737

SEQUOIA ESTATES MIDDLE HOUSING
3784 RIDGEWOOD WAY
WEST LINN, OR, 97068

COMPOSITE SITE PLAN
DESIGN REVIEW

4
6



FIRWOOD DESIGN GROUP
Reliable Engineering Solutions

SEQUOIA ESTATES MIDDLE HOUSING
3784 RIDGEWOOD WAY
WEST LINN, OR, 97068

DETAILS

DESIGN REVIEW

EXPIRES: 06/30/23
SIGNATURE DATE:

$$\frac{5}{6}$$

**FIRE CODE / LAND USE / BUILDING REVIEW
APPLICATION**



North Operating Center
11945 SW 70th Avenue
Tigard, OR 97223
Phone: 503-649-8577

South Operating Center
8445 SW Elligsen Rd
Wilsonville, OR 97070
Phone: 503-649-8577

REV 6-30-20

Project Information

Applicant Name: The Portlock Company
Address: 6105 W A St
Phone: 425-829-1566
Email: jportlock@theportlockco.com
Site Address: 3784 Ridgewood Way
City: West Linn, OR 97068
Map & Tax Lot #: 21E24BB01600
Business Name: The Portlock Company
Land Use/Building Jurisdiction: West Linn
Land Use/ Building Permit # ELD-25-05

Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County

Project Description

New middle housing project for detached triplex

Permit/Review Type (check one):

- ☒ Land Use / Building Review - Service Provider Permit
- ☐ Emergency Radio Responder Coverage Install/Test
- ☐ LPG Tank (Greater than 2,000 gallons)
- ☐ Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons)
- * Exception: Underground Storage Tanks (UST) are deferred to DEQ for regulation.
- ☐ Explosives Blasting (Blasting plan is required)
- ☐ Exterior Toxic, Pyrophoric or Corrosive Gas Installation (in excess of 810 cu.ft.)
- ☐ Tents or Temporary Membrane Structures (in excess of 10,000 square feet)
- ☐ Temporary Haunted House or similar
- ☐ OLCC Cannabis Extraction License Review
- ☐ Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly)

For Fire Marshal's Office Use Only

TVFR Permit # 2025-0110
Permit Type: SPP- West Linn
Submittal Date: 06-19-2025
Assigned To: DFM Arn
Due Date: NA
Fees Due: 0
Fees Paid: 0

Approval/Inspection Conditions
(For Fire Marshal's Office Use Only)

This section is for application approval only

Fire Marshal or Designee [Signature]

Date 07-03-2025

Conditions: See approved fire service plan.

See Attached Conditions: ☐ Yes ☒ No

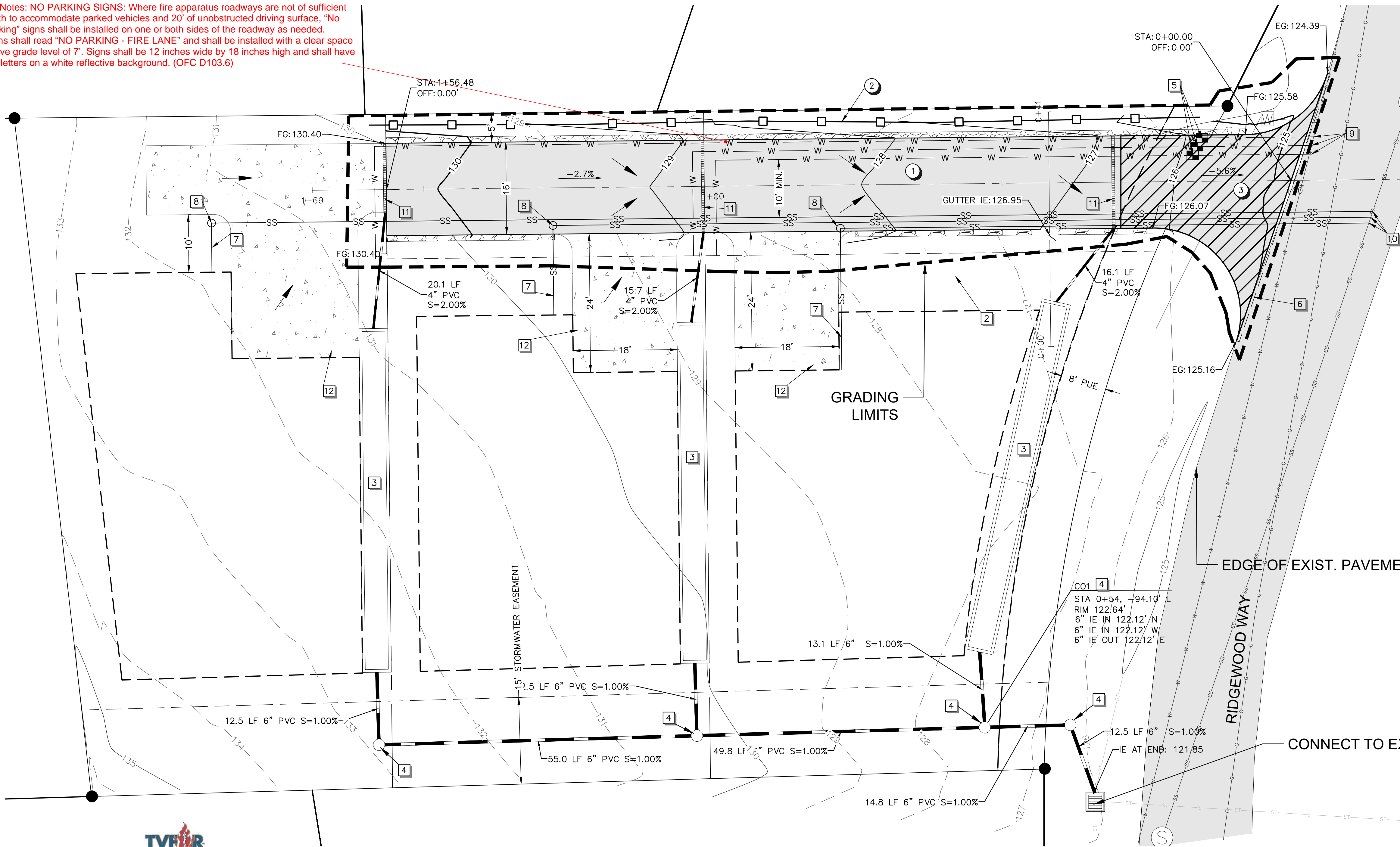
Site Inspection Required: ☐ Yes ☒ No

This section used when site inspection is required

Inspection Comments:

Final TVFR Approval Signature & Emp ID _____ Date _____

FD Notes: NO PARKING SIGNS: Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20' of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7'. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)



ESTIMATED GRADING QUANTITIES

NOTE: 2:1 MAX CUT SLOPE AND 3:1 MAX FILL SLOPE TO EXIST GROUND. CUT/FILL QUANTITIES REPRESENT GRADING NECESSARY FOR NEW SHARED DRIVEWAY.

CUT: 2.77 CY (DOES NOT ACCOUNT FOR ADDITIONAL TRENCH SPOILS)
FILL: 34.64 CY
NET: 31.87 (FILL)

TOTAL AREA OF DISTURBANCE = 3,870 SF (0.09 ACRES)

TOTAL LOT AREA: 21,160 S.F. (0.49 AC)

NOTE: ALL ON-SITE STORMWATER LINES TO BE INSTALLED PER THE OREGON SPECIALTY PLUMBING CODE AND INSTALLED BY A LICENSED PLUMBING PROFESSIONAL.

GENERAL NOTES

1. LOCATION OF WATER & SEWER MAINS WAS OBTAINED FROM CITY OF WEST LINN GIS. NO ONSITE SURVEY WAS CONDUCTED TO LOCATE UTILITIES. CONTRACTOR TO VERIFY LOCATION OF EXISTING UTILITIES.
2. SANITARY SEWER SERVICE LATERALS SHALL BE 4-INCH AND CONFORM TO THE SAME MATERIALS AS THE MAINLINE SEWERS.

GRADING AND EROSION CONTROL KEY NOTES

1. PROPOSED 16' WIDE A.C. DRIVEWAY WITH 1' GRAVEL SHOULDER APPROACH FROM RIDGEWOOD WAY PER DETAIL ON SHEET 5 AND TYPICAL SECTIONS ON SHEET 6
2. PROPOSED SEDIMENT FENCE. INSTALL ON THE DOWNHILL SIDE OF PROPOSED GRADING ACTIVITIES. INSPECTION IS REQUIRED AFTER SEDIMENT FENCE IS INSTALLED. SEE ESC NOTES AND DETAIL ON SHEET 5.
3. INSTALL CONSTRUCTION ENTRANCE PER DETAIL ON SHEET 5.

UTILITY NOTES

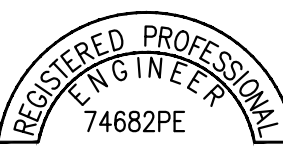
1. NOT USED
2. PROPOSED 36.67'L X 6"W X 14-INCH DEEP PLANTER TO SERVE SHARED AND PRIVATE DRIVEWAYS. SEE DETAIL ON SHEET 5.
3. PROPOSED LINED PLANTER TO SERVE ROOF DRAINS, DRIVEWAYS, AND DRIVEWAY. SEE DETAIL ON SHEET 5.
4. PROPOSED STORM CLEANOUT. SEE DETAIL ON SHEET 6.
5. PROPOSED 1-INCH WATER SERVICE PER DETAIL ON SHEET 6.
6. PROPOSED SAWCUT LINE MIN. 6" FROM EDGE OF EXISTING A.C. SAWCUT LINE TO BE APPROVED PRIOR TO BEGINNING WORK
7. PROPOSED 4-INCH SANITARY SEWER SERVICE LATERAL.
8. PROPOSED SANITARY SEWER CLEANOUT PER DETAIL ON SHEET 6.
9. CONNECT TO EXISTING WATER MAIN.
10. CONNECT TO EXISTING SANITARY MAIN.
11. INSTALL SLOT DRAINS
12. DRIVEWAYS BY HOME BUILDERS.

LEGEND

- DRAINAGE ARROW (PR)
- SLOPE ARROW (PR)
- EG EXISTING GRADE
- FG FINISH GRADE
- 100 MAJOR CONTOUR (PR, 5')
- 101 MINOR CONTOUR (PR, 1')
- 100 MAJOR CONTOUR (EX, 5')
- 105 MINOR CONTOUR (EX, 1')
- WATER METER
- CLEANOUT
- W — PROPOSED WATER LINE
- W — EXISTING WATER LINE
- SS — PROPOSED SANITARY SEWER
- SS — EXISTING SANITARY SEWER



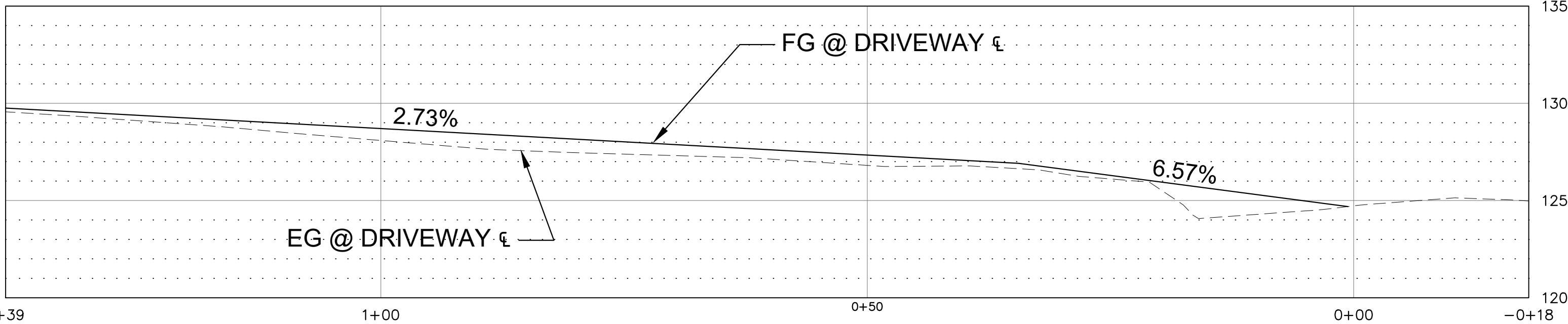
0 10 20
SCALE IN FEET



EXPIRES: 06/30/23
SIGNATURE DATE:



APPROVAL OF PLANS IS NOT AN APPROVAL OF OMISSIONS OR OVERSIGHTS.
Jason A. Smith
Deputy Fire Marshal II
TVF&R Permit# 2025-0110



			DRAWN: JRF	DESIGNED: CMN	CHECKED: KAG
			SCALE: AS SHOWN	JANUARY 2025	
DATE:	NO.	REVISION	PROJECT NO. E24--029		



359 EAST HISTORIC COLUMBIA RIVER HIGHWAY
TROUTDALE, OREGON 97060
(503) 668-3737

SEQUOIA ESTATES MIDDLE HOUSING
3784 RIDGEWOOD WAY
WEST LINN, OR 97068

COMPOSITE SITE PLAN
DESIGN REVIEW

4
6

EXHIBIT PD-2 COMPLETENESS LETTER



July 18, 2025

JJ Portlock
TPC Property, LLC
PO Box 521
West Linn, OR 97068

Subject: ELD-25-05 Application for an expedited land division to partition a 21,119 square foot lot at 3784 Ridgewood Way for a middle housing land division to 3 parcels.

Mr. Portlock,

You submitted revised application materials on July 8, 2025. The Planning and Engineering Departments determined that the application is now **complete** as of July 8, 2025.

The application proposes a SB458 expedited land division for HB2001 middle housing development. Per SB458, the City is required to process the application under the procedures outlined in Oregon Revised Statute 197.360 to 197.380. The City has 63 days to make a decision to approve or deny the application; that period ends September 9, 2025.

Please be aware that a determination of a complete application does not guarantee an approval for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Director to render a decision on your proposal.

A 14-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-742-6057, or by email at agudelj@westlinnoregon.gov if you have any questions or comments.

Respectfully,

Aaron Gudelj

Aaron Gudelj
Associate Planner

PD-3 PUBLIC COMMENTS

Kirstie Lechich

3875 Ridgewood Way
West Linn, OR 97068
kmacmillen@gmail.com
503-915-1256

8/4/25

City Council

West Linn, OR

Subject: **Opposition to Proposed Lot Split at 3784 Ridgewood Way**

Dear Members of the City Council,

I am writing as a concerned resident of Ridgewood Way to express my strong opposition to the proposed plan to divide the lot at 3784 Ridgewood Way into three separate lots for the construction of multiple homes.

Our neighborhood is a close-knit and family-oriented community. My home is directly across the street from the proposed development, and I am the parent of three young children, all under the age of five. On any given afternoon or weekend, you'll find not only my children but many neighborhood kids riding bikes, playing, and socializing together on our street — safely and freely. This type of outdoor neighborhood interaction is one of the greatest assets of our community.

Approving this lot split would significantly jeopardize that safety and way of life. Specifically:

1. **Increased Traffic and Safety Risks:** With the construction and eventual occupancy of three new homes, our already narrow street will see a notable uptick in vehicle traffic. This is a serious safety concern, particularly for young children who currently enjoy riding bikes and playing near their homes.
2. **Loss of a Safe Play Environment:** Construction activity will make it unsafe for children to be outside during a period that could span many months. The noise, debris, and heavy machinery associated with building three homes will disrupt daily life and eliminate the safe, communal space our children currently enjoy.
3. **Change to Neighborhood Character:** This block is made up of single-family homes on generously sized lots. Splitting the lot into three would be inconsistent with the

established character of the neighborhood and may set a precedent for overdevelopment.

4. **Strain on Infrastructure and Parking:** Our street was not designed to handle the density that three new homes would introduce — not only in terms of traffic but also in terms of parking, utilities, and general infrastructure.

While I understand the need for growth and development, it should be done in a thoughtful and balanced way that respects the unique fabric of our existing neighborhoods. In this case, the cost to community safety, cohesion, and character is too great.

I respectfully urge the City Council to deny this proposed lot split and preserve the integrity and safety of our neighborhood.

Thank you for your time and consideration.

Sincerely,
Kirstie Lechich

From: [Allie Coombs](#)
To: [Gudelj, Aaron](#)
Subject: File number ELD-25-05 - written comment
Date: Friday, July 25, 2025 7:21:17 PM

You don't often get email from alliecoombs87@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hi,

I live next door to the property of topic at 3784 Ridgewood Way. We have a fantastic cozy community and will welcome a new neighbor! Three? No. This is a single dwelling for one or flag-lot type property for two, and nothing more.

Our homes offer space and safety. Young children jet through the street, neighbors know each other, and another thing we know? This isn't a neighborhood suited for a developer to play Jenga.

Aside from privacy concerns on my own family's property assuming a triplet of looming buildings next-door, I care for the old-school neighborhood we belong to here in West Linn. It was an absolute driver for moving onto this very street.

Here's what you really need to know. Immediately, everyone who received the letter started communicating concern amongst each other.

We anticipate and welcome development as there is an obvious piece of property waiting to become a home and eventual neighbor (or two, max). Please limit the expansion to keep our neighborhood classy.

Thank you,

Allie Coombs
3740 Ridgewood Way

From: [Syona Buffy](#)
To: [Gudelj, Aaron](#)
Subject: Letter opposing lot split
Date: Wednesday, August 6, 2025 8:20:20 AM

You don't often get email from hwkruisers@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Below is a letter to the City Planner respectfully opposing a lot split into three lots in our neighborhood. If you could be so kind as to confirm receipt, it would btw greatly appreciated. Thank you.

August 4, 2025

Bruce Dilworth
3820 Ridgewood Way
West Linn, OR. 97068

Attn: City of West Linn Planning Manager
City of West Linn
22500 Salamo Road
West Linn, OR 97068

Re: Opposition to Proposed Lot Division at
3784 Ridgewood Way
Clackamas County Tax Assessor Map 21E24BB01601

Dear Members of the Planning Department and City Council,

I am writing to formally oppose the proposed division of the lot located at 3784 Ridgewood Way into three separate parcels. As an adjacent concerned neighbor along with the other long-term residents of this community, I believe splitting the neighboring lot will have numerous negative impacts. Further, the significant impact this development would have on my home, my neighbors, our neighborhood, and the broader West Linn community is deeply concerning.

First, dividing the lot into three parcels would introduce additional housing units and vehicles to a street that was not designated for this level of density. Increased traffic brings heightened safety risks for children, walkers, cyclists, and all residents, particularly in a neighborhood that values quiet, residential living. As one of the older neighborhoods in West Linn, our street is not equipped for heavy traffic that this type of development will incur let alone the additional strain on the local utilities and services.

Next, West Linn neighborhoods are known for their spacious, tree-lined lots and natural beauty. We've already lost several beautifully aged trees that have been cut and removed along the street at this lot. What more of our beautiful natural neighborhood will this impact make us lose? A lot division of this scale would not be in keeping with the existing character of our neighborhood. A peaceful low-traffic, environment along with the larger lots and mature trees are some of the very qualities that attract families to our community. These would all be compromised.

Additionally, the construction and ongoing presence of three homes will undoubtedly impact privacy, noise levels, and the overall aesthetics of the neighborhood. It may also set a concerning precedent for future development in an area that has historically maintained a more spacious residential feel.

Lastly, subdividing this lot would almost certainly increase impervious surfaces such as rooftops and driveways, impacting local drainage patterns and potentially increasing runoff onto neighboring properties—mine included. This is a major and valid concern.

I respectfully urge the City to preserve the integrity of our neighborhood and deny the application to split the lots. Development decisions made today will shape the future of West Linn for generations to come. It is crucial that these decisions reflect the values and voices of existing residents.

Thank you for your time and consideration. I would appreciate being informed of any public hearings or updates related to this application.

Sincerely,

Bruce Dilworth

From: [Cheryl Sirvaitis](#)
To: [Gudelj, Aaron](#)
Subject: land division at 3784 Ridgewood Way
Date: Monday, August 4, 2025 10:04:49 AM

You don't often get email from cks@q.com. [Learn why this is important](#)

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

After living in the Stafford Triangle region for over 40 years, when we decided to downsize, we looked solely around West Linn, as that's where most of our friends resided. We settled on the Cedar Oak area, as it was quiet, had a distinctive neighborhood feel about it, and was home to many birds, deer, and other forms of wildlife.

During the past year, we were appalled at the lot division and subsequent structures built on a lot on Kenthorpe. They are truly out of character with the surrounding neighborhood, negatively impact the value of the homes on all sides (particularly the one behind as it distorts his view), and detract from the quiet, neighborhood feel that we have come to love. I, personally, have three West Linn friends who were looking in this area and subsequently moved out of the city or have changed where they are looking because of this. When I look at these structures, the word that comes to my mind is "Greed".

Of even more concern, is that the city as a whole has not been notified of this. I truly feel that this land division is something that should be voted on, as it will eventually affect all of us...especially the traffic and the noise.

Cheryl Sirvaitis

From: [Matt Coombs](#)
To: [Gudelj, Aaron](#)
Cc: [Allie Coombs](#)
Subject: Written Comments on File No. ELD-25-05 (3784 Ridgewood Way Subdivision)
Date: Thursday, July 24, 2025 11:23:14 AM

[You don't often get email from coombsm33@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Dear Mr. Gudelj,

I am writing to submit my comments regarding the proposed expedited land division (File No. ELD-25-05) for 3784 Ridgewood Way, which plans to subdivide the property into 3 lots. While I support the construction of a single-family home on the property, I strongly oppose the subdivision into three compact lots.

The creation of three compact lots would place new homes in very close proximity to our house, and a multilevel unit with windows overlooking directly into our bedrooms would severely invade our privacy. This setup could also lead to overcrowding, strain on local infrastructure, and negative effects on our property value, further impacting the neighborhood's character, which I believe contradicts the intent of ORS 197.360-380. I urge the Planning Manager to reconsider the 3-lot division and approve a plan for a single-family home without further subdivision.

Please consider this letter as part of the official record. I am available to discuss this matter further if needed. Thank you for your attention to this concern.

Sincerely,

Matt Coombs
3740 Ridgewood Way
West Linn, OR 97068
Coombsm33@gmail.com
503-810-2185 (Text Preferred)

July 30, 2025

EXHIBIT PD-4 – MIP-23-02 FINAL DECISION



CITY OF West Linn

PLANNING MANAGER DECISION

DATE: June 29, 2023

FILE NO.: MIP-23-02

REQUEST: Approval of a Two-Parcel Minor Partition at 19790 Old River Drive

PLANNER: Ben Gardner, Assistant Planner

Planning Manager DSW

TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION	
GENERAL INFORMATION.....	2
EXECUTIVE SUMMARY.....	3
PUBLIC COMMENTS.....	3
DECISION AND CONDITIONS OF APPROVAL.....	3
ADDENDUM	
STAFF FINDINGS.....	5
EXHIBITS	
PD-1 APPLICANT SUBMITTAL.....	20
PD-2 COMPLETENESS LETTER.....	41
PD-3 AFFADAVIT AND NOTICE PACKET.....	43

GENERAL INFORMATION

APPLICANT/OWNER:	Jesse Coefield 19790 Old River Drive West Linn, OR
SITE LOCATION:	19790 Old River Drive West Linn, OR
SITE SIZE:	31,977 Square Feet
LEGAL DESCRIPTION:	Tax lot 21E24BB01600
COMP PLAN DESIGNATION:	Low-Density Residential
ZONING:	R-10, Residential
APPROVAL CRITERIA:	Community Development Code (CDC) Chapter 11: Residential, R-10; Chapter 48: Access, Egress, and Circulation; Chapter 85: General Provisions; Chapter 99: Procedures for Decision-Making: Quasi-Judicial.
120-DAY RULE:	The application became complete on March 14, 2023. The 120-day period therefore ends on July 12, 2023.
PUBLIC NOTICE:	Notice was mailed to property owners within 500 feet of the subject property and to the affected neighborhood association on March 22, 2023. A sign was placed on the property on March 22, 2023. The notice was also posted on the City's website on March 22, 2023. Therefore, public notice requirements of CDC Chapter 99 have been met.

EXECUTIVE SUMMARY

The applicant requests approval for a two-lot partition of 19790 Old River Dr, tax lot 21E24BB01600. The existing dwelling on the given tax lot will remain on the Westernmost lot of the partition (Parcel 1), and a new dwelling is proposed on the Easternmost lot of the partition (Parcel 2).

Proposed Parcel Sizes

Parcel 1 (Westernmost portion with existing residence) - 10,128 square feet

Parcel 2 (Easternmost portion with proposed detached dwelling) - 21,849 square feet

The property is not located within the Willamette River Greenway, within a FEMA flood hazard area, or within a Water Resource Area.

The property has 120 feet of frontage on the neighborhood route Old River Dr and 118'6" of frontage on the local street Ridgewood Way. The existing residence on Parcel 1 takes access from Old River Dr and the proposed detached dwelling on Parcel 2 would take access from Ridgewood Way.

The Ridgewood Way right-of-way is approximately 50 feet in width. The Applicant shall either pay a fee-in-lieu of street improvements or construct half-street improvements for the Parcel 2 frontage on Ridgewood Way. The Applicant shall show an 8-foot public utility easement along the Parcel 2 frontage of Ridgewood Way on the final plat.

Public Comments:

No public comments received for this application.

DECISION

The Planning Manager (designee) approves this application (MIP-23-02), 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.** With the exception of modifications required by these conditions, the final plat shall conform to the Preliminary Partition Plat dated 2/10/23 (Exhibit PD-1).
2. **Engineering Standards.** All public improvements and facilities associated with the approved site design, including but not limited to street improvements, driveway approaches, curb cuts, utilities, grading, onsite and offsite stormwater, street lighting, easements, easement locations, and connections for future extension of utilities are subject to conformance with the City Municipal Code, Community

Development Code, and Public Works Design Standards. The City may partner with the applicant to fund additional improvements as part of the project.

3. **Street Improvements.** The Applicant shall pay a fee-in-lieu of constructing half-street improvements along half of Parcel 2's frontage with Ridgewood Way in the amount of \$22,811.25 or install half-street improvements along half of Parcel 2's frontage with Ridgewood Way to meet West Linn Public Works Design Standards prior to final plat approval by the City.
4. **Utility Easement.** The Applicant shall include on the final plat an 8-foot public utility easement along the Ridgewood Way right-of-way frontage.

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


Ben Gardner, Assistant Planner

June 29, 2023
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 29th day of June 2023.

Therefore, the 14-day appeal period ends at 5 p.m., on July 13, 2023.

EXHIBIT PD-5 - AFFIDAVIT AND NOTICE PACKET

**AFFIDAVIT OF NOTICE
PLANNING MANAGER DECISION**

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

PROJECT

File No.: **ELD-25-05**

Applicant's Name: **The Portlock Company**

Development Name: **3784 Ridgewood Way**

Scheduled Decision Date: **No later than 9/8/2025**

MAILED NOTICE

Notice of Upcoming Planning Manager Decision was mailed at least 14 days before the decision.

The Portlock Company, applicant	07/21/25	<i>Lynn Schroder</i>
Firwood Design Group, applicant representative	07/21/25	<i>Lynn Schroder</i>
Metro by email	07/21/25	<i>Lynn Schroder</i>
WLWL SD	07/21/25	<i>Lynn Schroder</i>
Clackamas County	07/21/25	<i>Lynn Schroder</i>
TVF&R	07/21/25	<i>Lynn Schroder</i>
Stafford CPO	07/21/25	<i>Lynn Schroder</i>
Property owners within 100ft of the site perimeter	07/21/25	<i>Lynn Schroder</i>
Robinwood Neighborhood Association	07/21/25	<i>Lynn Schroder</i>

EMAILED NOTICE

Notice of Upcoming Planning Manager Decision was emailed at least 14 days before the decision to:

Robinwood Neighborhood Association	07/21/25	<i>Lynn Schroder</i>
The Portlock Company, applicant	07/21/25	<i>Lynn Schroder</i>
Firwood Design Group, applicant consultant	07/21/25	<i>Lynn Schroder</i>

WEBSITE

Notice of Upcoming Planning Manager Decision was posted on the City's website at least 14 days before the decision.

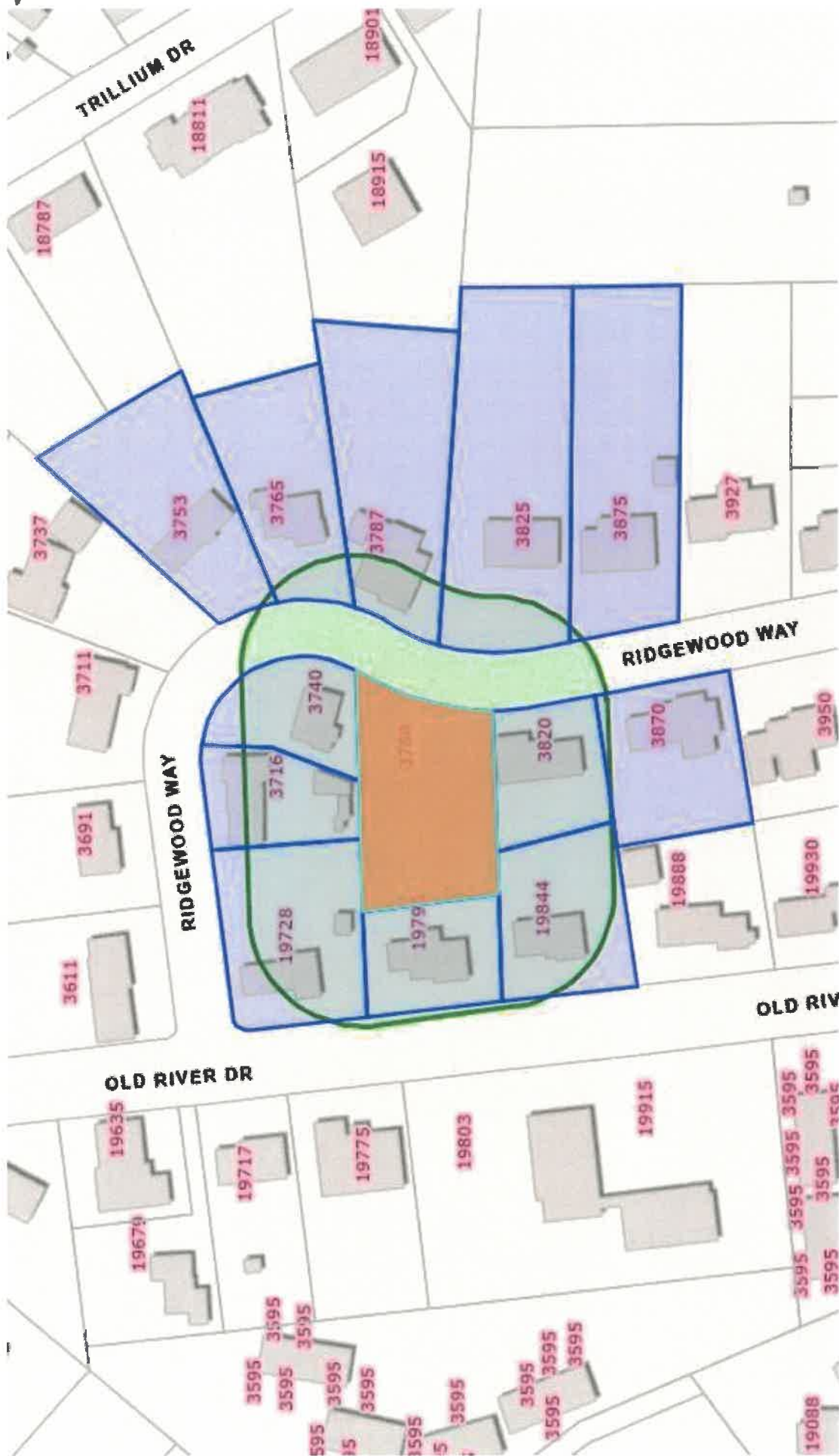
07/21/25	<i>Lynn Schroder</i>
----------	----------------------

FINAL DECISION

Notice of Final Decision was mailed to the **applicant and all parties mailed the original notice above** (ORS 197.365), all parties with standing, and posted on the City's website.

09/03/25	<i>Lynn Schroder</i>
----------	----------------------

Planning Director Decision





CITY OF West Linn

NOTICE OF PLANNING DIRECTOR DECISION

FILE NO. ELD-25-05

On September 4, 2025 the West Linn Planning Director approved a request for proposing a 3-lot expedited land division for middle housing at 3784 Ridgewood Way (Clackamas County Tax Assessor Map 21E24BB01601). The expedited land division application was filed by The Portlock Company LLC.

The Planning Director approves this application (ELD-25-05) for an expedited land division under the rules of SB458 based on: 1) the applicant proposes to construct middle housing on the property; 2) the findings submitted by the applicant, which are incorporated by this reference; 3) supplementary staff findings included in the Addendum; and 4) the addition of conditions of approval. With these findings, the applicable approval criteria of ORS 92.031 are met.

The proposal, findings, and conditions of approval are available for review in the Planning Department, located in City Hall, at 22500 Salamo Road, West Linn, during regular office hours. This information is also available electronically here: <https://westlinnoregon.gov/projects>

The applicant or any person or organization who filed written comments prior to the expiration of the public comment period has a right to appeal this decision under Oregon Revised Statute 197.375. The appeal must be filed with the West Linn Planning Department within 14 days of mailing of this notice of decision and shall be accompanied by a \$300 deposit for costs.

Any questions can be directed to Aaron Gudelj, Associate Planner, at 503-742-6057 or agudelj@westlinnoregon.gov

This notice was mailed on September 9, 2025. Therefore, the 14-day appeal period ends at 5 p.m., on September 23, 2025.



**NOTICE OF UPCOMING
PLANNING DIRECTOR DECISION**

**PROJECT # ELD-25-05
MAIL: 9/3/2025 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.