



CITY OF West Linn

August 24, 2026

Jordan Matin
Matin Real Estate, LLC
18825 Willamette Drive
West Linn, OR 97068

Subject: DR-26-01/WAP-26-01: Proposed 20-space parking facility and Water Resource Area Permit at 18825 Willamette Drive

Dear Mr. Matin:

The City received a letter (attached) from your representative, Westlake Consultants, invoking completeness of application DR-26-01/WAP-26-01 via ORS 227.178(4)(c). Therefore, the application for a Class II Design Review and Water Resource Area Permit to construct a 20-space parking facility at 18825 Willamette Drive is now **complete**. The City has 120 days to exhaust all local review; that period ends **December 22, 2026**.

Please note that a completeness determination does not indicate approval of your application. It simply means that the necessary information has been submitted to proceed with the application review process.

Items not addressed from August 3, 2026, incompleteness letter:

CDC Chapter 19: General Commercial

19.030 Permitted Uses

...

20. Parking Facilities

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Definition of Parking Facilities (CDC Chapter 2):

Parking services involving garages and lots, and may exclude parking lots within the same lot of record of a particular development or use.

Please submit details addressing the proposed use and how it meets the definition of "Parking Facilities".

Please submit details addressing the two adjacent commercial buildings, their non-conforming parking lot (exceeds City maximum parking standards), and the mechanism/mitigations that will be used to ensure the non-conformity is not expanded.

CDC Chapter 46: Off-Street Parking, Loading and Reservoir Areas
46.030 Submittal Requirements

Please address each approval criteria individually (please address the non-conforming maximum parking requirements and the mechanism/mitigations that will be used to ensure the non-conformity is not expanded CDC 46.090)).

CDC Chapter 55: Design Review
55.070 Submittal Requirements

4. Submit full written responses to approval criteria of CDC [55.100](#) for Class II design review, or CDC [55.090](#) for Class I design review, plus all applicable referenced approval criteria.

Please address ADA accessible route to public sidewalk requirements (CDC Chapter 55.100(K)).

A Public Notice will be mailed per Oregon Revised Statute and West Linn Community Development Code requirements. The Notice will provide a public comment period and specify the date of the Planning Commission public hearing. The City will review all comments received during this period, respond as necessary, and prepare findings on the applicable Community Development Code approval criteria for Planning Commission review.

Please contact me at 503-742-6064, or by email at dwyss@westlinnoregon.gov if you have any questions about the process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darren Wyss".

Darren Wyss
Principal Planner

August 24, 2026

Mr. Darren Wyss
Principal Planner
City of West Linn Planning
22500 Salamo Road
West Linn, OR 97068

Via email: dwyss@westlinnoregon.gov

**RE: Request for Additional Information - Completeness of Application
Parking Facility -- DR-26-01/WAP-26-01**

Dear Darren,

This letter and the enclosed materials are submitted in response to your incompleteness letter dated August 3, 2026, requesting additional information in order to deem application DR-26-01/WAP-26-01 Parking Facility Design Review/WRA Permit complete. These materials are submitted by the Applicant and Property Owner, Jordan Matin, to address items raised in your letter, and to supplement and update previously submitted application materials accordingly.

With submittal of this letter and enclosed (electronically submitted) supplemental materials, as per ORS 227.178(4)(c), no additional information will be provided and this land use application is deemed complete.

Please let me know when you return from being out of office, I want to discuss the 120-day decision timeline with you.

Sincerely,

Westlake Consultants, Inc.



Kenneth L. Sandblast, AICP
Director of Planning