

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

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MATIN PARKING FACILITY

WEST LINN, OR

COVER SHEET

PRELIMINARY

REVIEWS					
	1	7/9/2026	COMPLETENESS LETTER REDLINES	JDM	CMMH CHECK BT:
	NO.	DATE	DESCRIPTION	DRAFT BT:	CHECK BT:

SHEET
P100
JOB NO.
3038-001



SCHOTT & ASSOCIATES, INC.
PHONE: (503) 678-6007
CONTACT: JODI FORGIONE, PWS GE
OWNER, WETLAND ECOLOGIST
PO BOX 589
AURORA, OREGON 97002

Know what's below.
Call before you dig.

DRAWING NAME: J:\3038-001\24.6- ENGINEERING\3- CAD\PRODUCTION\1- LU\3038-001 P200 EXISTING.DWG 2026/05/18 10:33AM JDM



LEGEND

EXISTING DECIDUOUS TREE W/ TRUNK DIAMETER (INCHES)(CL=CLUSTER)

EXISTING UNDERGROUND ELECTRIC LINE

EXISTING UNDERGROUND STORM LINE

EXISTING UNDERGROUND SANITARY SEWER LINE

EXISTING SANITARY MANHOLE

EXISTING CATCH BASIN

EXISTING FENCE

FOUND MONUMENTS

MATIN PARKING FACILITY

WEST LINN, OR

EXISTING CONDITIONS AND DEMOLITION

PRELIMINARY

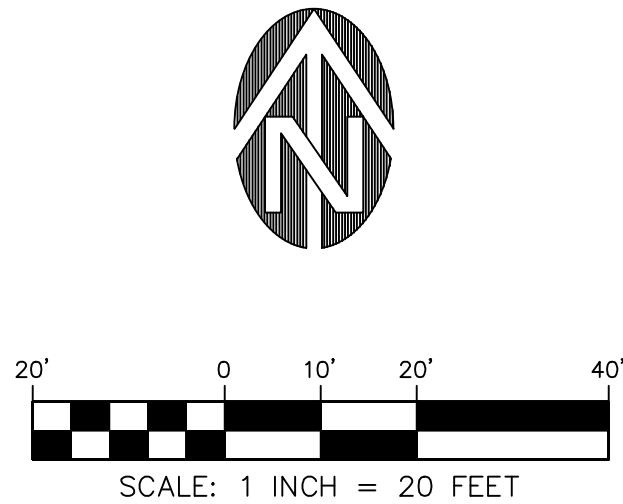
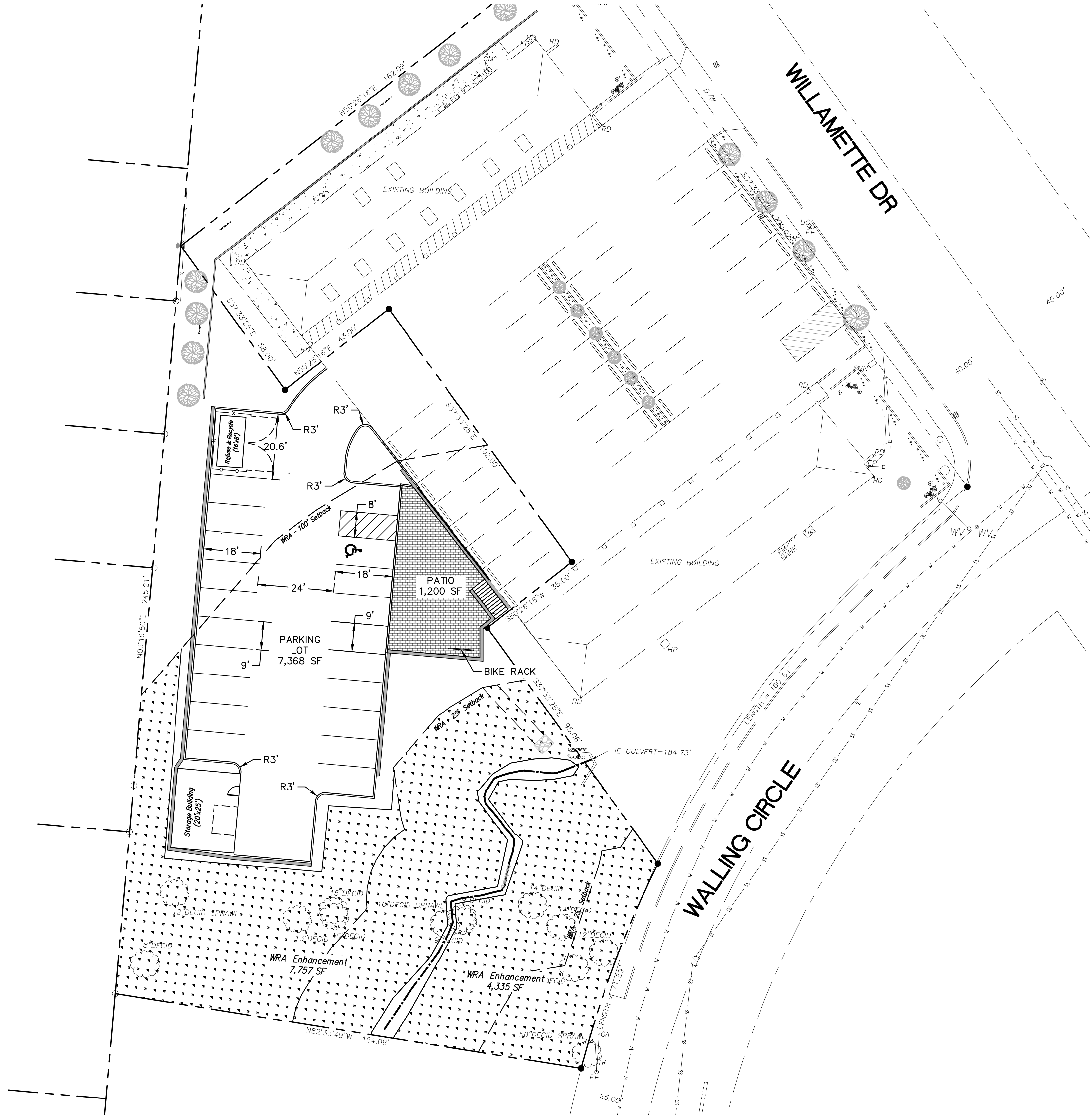
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1	7/9/2026								

SHEET

P200

JOB NO.
3038-001



LEGEND

- EXISTING LOT LINE
- PROPOSED BUILDING FOOTPRINT
- PROPOSED CURB
- WRA ENHANCEMENT

MATIN PARKING FACILITY
WEST LINN, OR
SITE PLAN

PRELIMINARY

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	1	7/9/2026						

SHEET

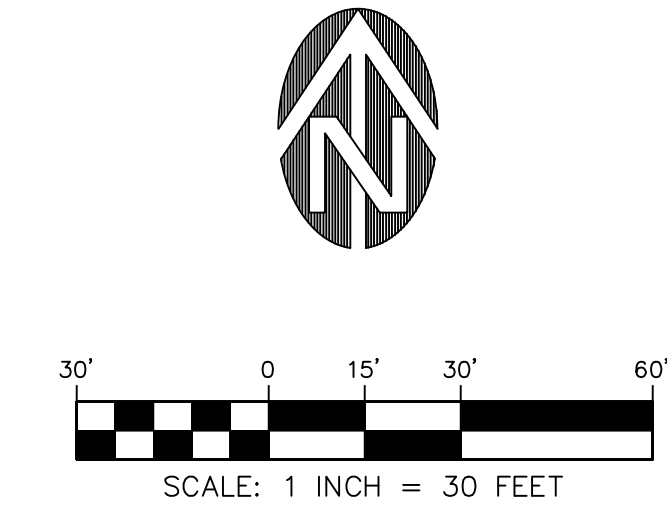
P300

JOB NO.
3038-001

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DRAWING NAME: J:\3038-001\24\6- ENGINEERING\3- CAD\PRODUCTION\1- LU\3038-001 P302 SITE ANALYSIS PLANDWG 2026/08/18 10:34AM JDM



LEGEND

- EXISTING LOT LINE
- - - 188 - - - EXISTING CONTOUR - 2' INTERVAL
- - - 190 - - - EXISTING CONTOUR - 10' INTERVAL
- 188 — PROPOSED CONTOUR - 2' INTERVAL
- 190 — PROPOSED CONTOUR - 10' INTERVAL
- ➔ DRAINAGE FLOW DIRECTION (PAVED)
- ~ DRAINAGE FLOW DIRECTION (UNPAVED)
- - - - - WATER RESOURCE AREA (WRA) SETBACK
- [Patterned Box] ENHANCEMENT AREA

MATIN PARKING FACILITY

WEST LINN, OR

SITE ANALYSIS PLAN

PRELIMINARY

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	1	7/9/2026						

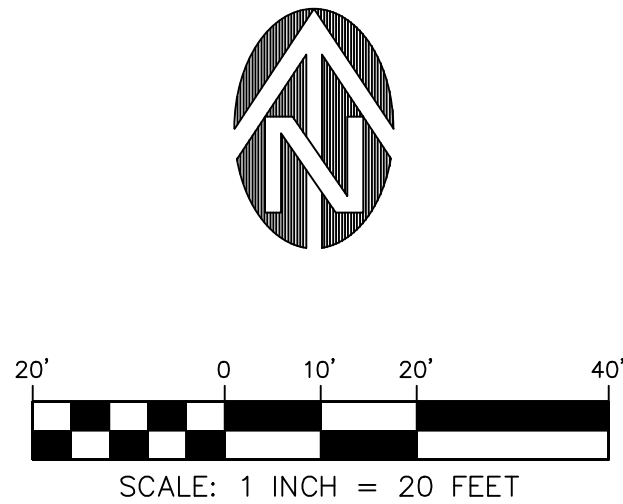
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P302

JOB NO.
3038-001

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LEGEND

- 181 --- EXISTING CONTOUR - 1' INTERVAL
- 185 --- EXISTING CONTOUR - 5' INTERVAL
- 181 --- PROPOSED CONTOUR - 1' INTERVAL
- 185 --- PROPOSED CONTOUR - 5' INTERVAL
- RETAINING WALL
- DRAINAGE FLOW DIRECTION (PAVED)
- ~ DRAINAGE FLOW DIRECTION (UNPAVED)

MATIN PARKING FACILITY
WEST LINN, OR
GRADING PLAN

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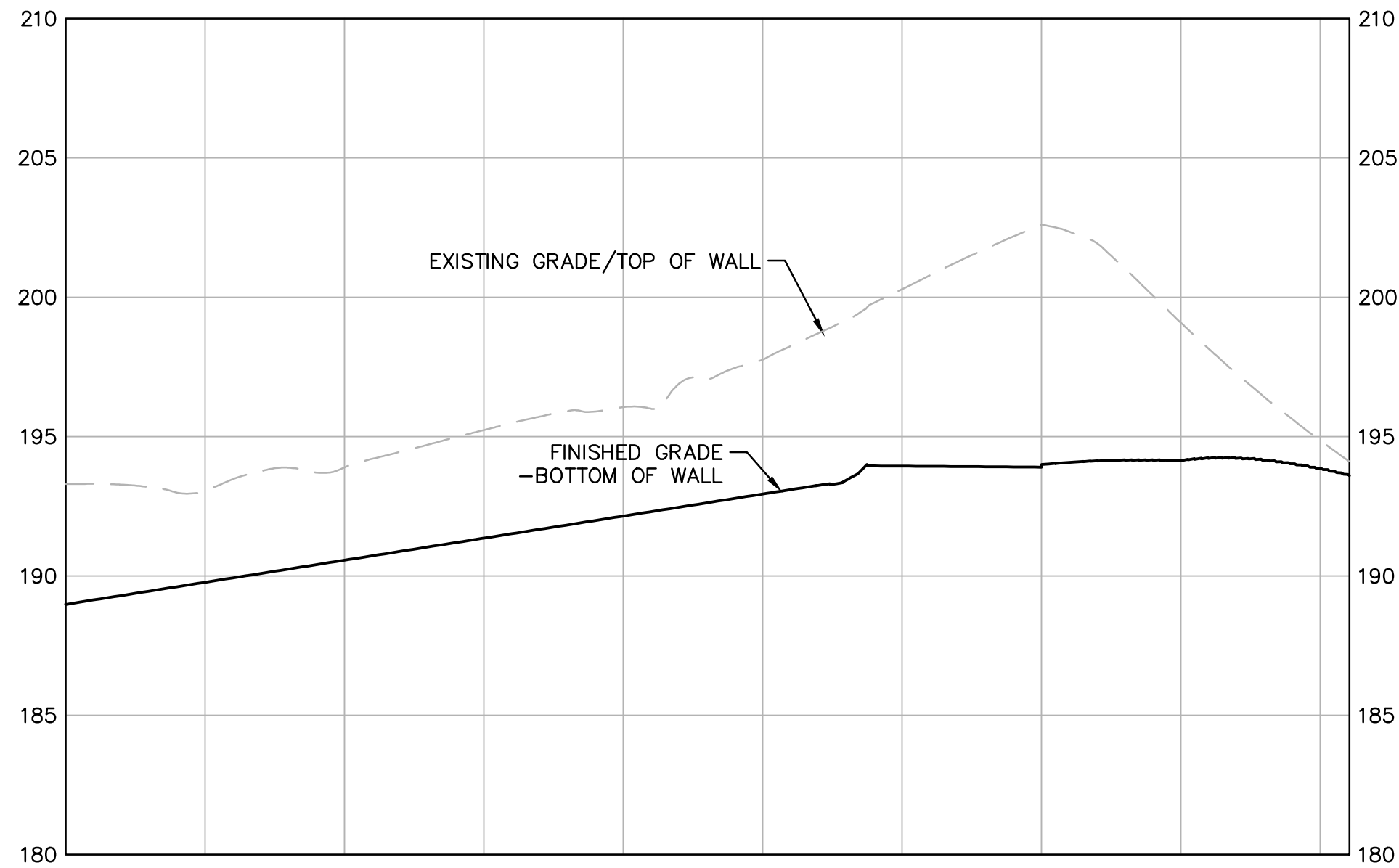
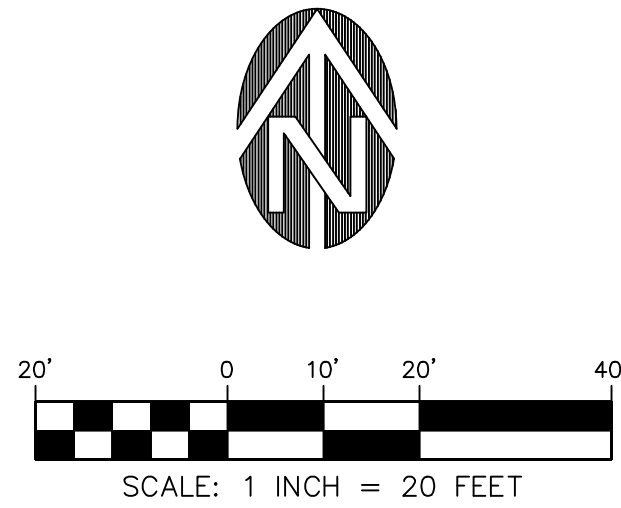
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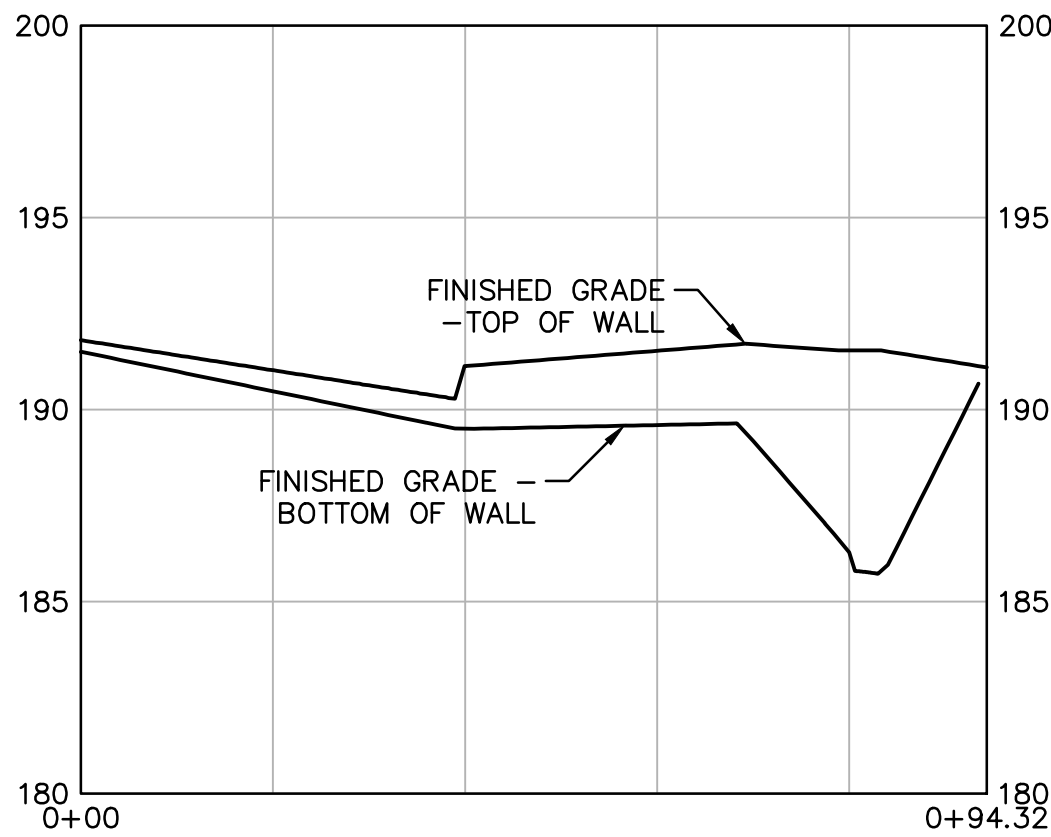
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3038-001

DRAWING NAME: J:\3038-001\24\6- ENGINEERING\3- CAD\PRODUCTION\1- LU\3038-001 P401 GRADING ELEVATIONS.DWG 2026/08/18 10:34AM JDM



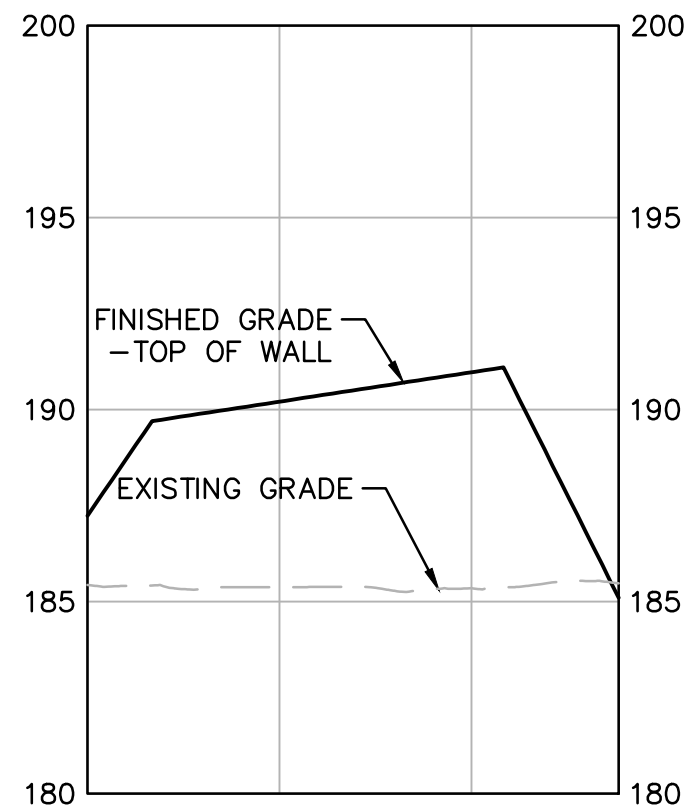
WEST WALL PROFILE

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=5'



SOUTHEAST WALL PROFILE

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=5'



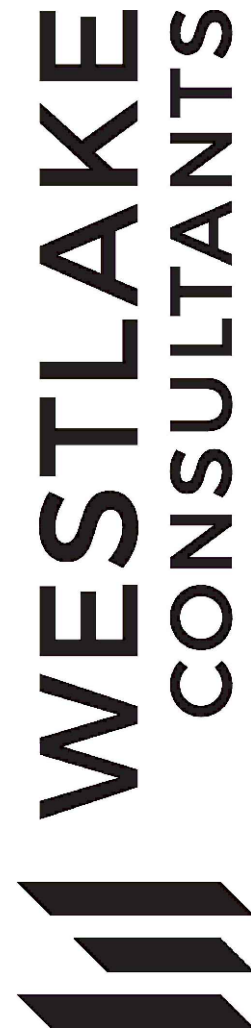
NORTHEAST WALL PROFILE

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=5'

MATIN PARKING FACILITY

WEST LINN, OR

RETAINING WALL ELEVATIONS



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PRELIMINARY

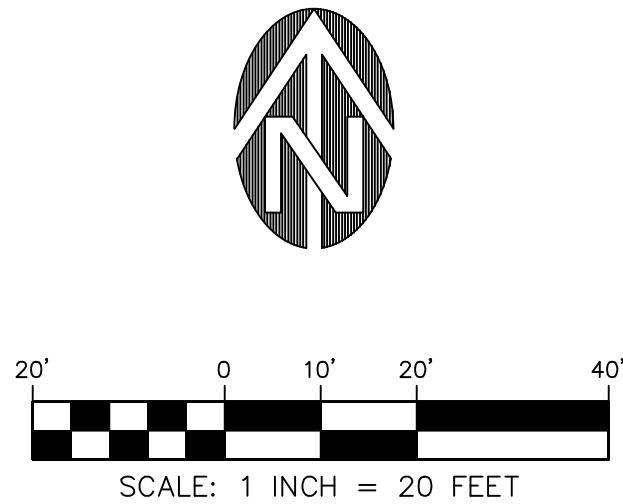
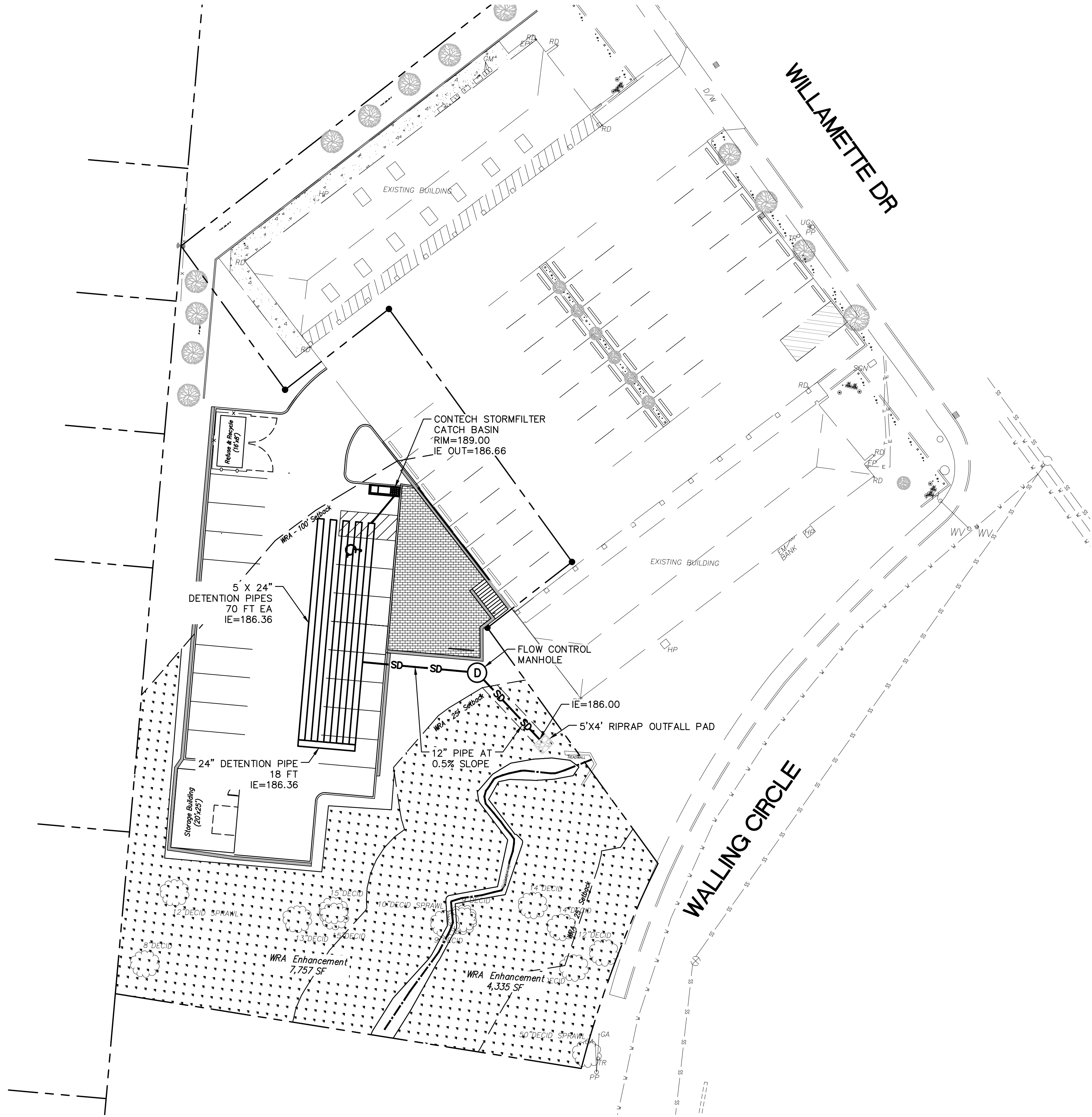
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1	7/9/2026	COMPLETENESS LETTER REDLINES	JDM	CMH

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P401

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LEGEND		
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SD	SD	SD
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MATIN PARKING FACILITY
WEST LINN, OR
COMPOSITE UTILITY PLAN

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P500	
JOB NO. 3038-001	

DRAWING NAME: J:\3038-001\24\6- ENGINEERING\3- CAD\PRODUCTION\1- LU\3038-001 P600 CONSTRUCTION MANAGEMENT PLAN.DWG 2026/08/18 - 10:34AM - JDM



LEGEND

- 181 --- EXISTING CONTOUR - 1' INTERVAL
- 185 --- EXISTING CONTOUR - 5' INTERVAL
- 181 --- PROPOSED CONTOUR - 1' INTERVAL
- 185 --- PROPOSED CONTOUR - 5' INTERVAL
- ===== RETAINING WALL
- DRAINAGE FLOW DIRECTION (PAVED)
- ~→ DRAINAGE FLOW DIRECTION (UNPAVED)
- CHAIN LINK FENCE

EROSION CONTROL LEGEND

- x --- x --- SEDIMENT FENCE
- +++++ STOCKPILE/STORAGE FENCE
- [X] GRAVEL CONSTRUCTION ENTRANCE
- [] CONSTRUCTION PARKING AND VEHICLE STORAGE

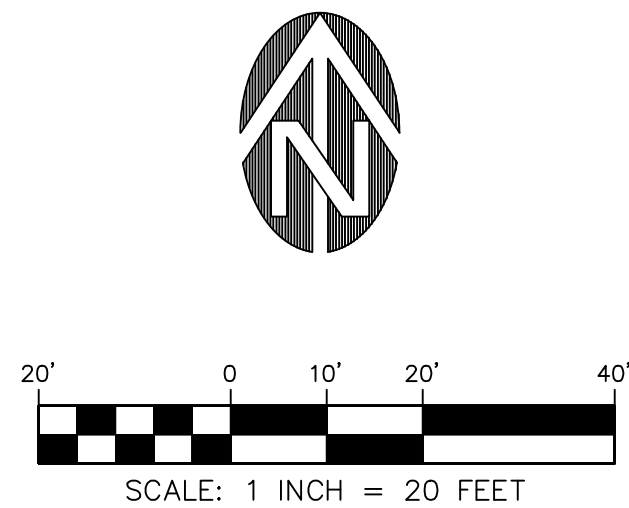
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WEST LINN, OR
CONSTRUCTION MANAGEMENT PLAN

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	EXISTING PACIFIC DOGWOOD
	PACIFIC DOGWOOD – 5 NEW TREES
	1-GAL CALIFORNIA FESCUE – FESTUCA CALIFORNIA
	5-GAL TUFTED HAIRGRASS – DESCHAMPSIA CESPITOSA

1. TREES TO BE SPACED AS APPROPRIATE TO THE SPECIES, NOT TO EXCEED 30' APART ON AVERAGE.
2. SHRUBS TO BE SPACED NO MORE THAN 5' APART ON AVERAGE.
3. VEGETATIVE GROUNDCOVER WILL INCLUDE GRASSES AND OTHER LANDSCAPE MATERIAL.
4. LANDSCAPING TO BE MAINTAINED FOR VISION CLEARANCE.

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WEST LINN, OR
LANDSCAPING PLAN

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Retaining Wall Examples -- Poured-in-Place Concrete Construction

