



22500 Salamo Road
West Linn, OR 97068

STAFF REPORT FOR THE PLANNING COMMISSION

FILE NUMBER: CUP-11-01/DR-11-06

HEARING DATE: July 20, 2011

REQUEST: Conditional Use and Class I Design Review approval for construction of a 1,344 square foot parking enclosure; a new carport; new larger fuel tanks; existing unpermitted improved vehicle wash rack walls; and existing unpermitted walls, fill, and fencing in the materials storage area of the site.

APPROVAL CRITERIA: Community Development Code (CDC) Chapter 11, Single-family Residential Detached, R-10; Chapter 55, Design Review; and, Chapter 60, Conditional Uses.

STAFF REPORT PREPARED BY: Tom Soppe, Associate Planner

Planning Director's Initials  City Engineer's Initials KQL

EXECUTIVE SUMMARY

The West Linn Public Works Department requests approval for several recently constructed and/or currently proposed improvements at their Operations Facility at 4100 Norfolk Street in the Sunset neighborhood of West Linn. The site is located in the R-10 District, which permits public facilities through the Conditional Use process.

The proposed development includes a 1,344 square foot vehicle parking shed near the southeast corner of the site. The parking enclosure would shelter equipment and materials, which currently sit outdoors, from the erosive effects of weather. The Department also requests to build a carport adjacent to an existing building on site, which would shelter other vehicles, and requests approval to replace two 500 gallon fuel tanks with two 3,000 gallon fuel tanks in the central area of the site. The existing development that has not been through the required Conditional Use or Design Review process includes a wall and fencing in the southeast area of the site, new walls and fill in this area of the site (the vehicle shed discussed above is proposed atop this existing fill), and the walls

surrounding an improved vehicle washing area (known as the “wash rack”) at the southwest corner of the site.

The Operations Facility has been a legal conditional use at this location since at least 1977. The site is currently non-conforming to a number of City standards regarding access, clear vision, and landscaping; however, the proposed and existing improvements reviewed in this application will not increase the degree of non-conformity with applicable development standards. Section 2.0041.B of the Public Works Standards and Chapter 33 of the Community Development Code (CDC) require the provision of storm water facilities for structures of the size proposed (see Finding No. 14). CDC Section 55.100(C) requires screening between higher intensity and lower intensity uses wherever possible. Condition of Approval 2 addresses that requirement. Staff recommends the Planning Commission approve this request subject to the conditions listed on Page 9 of this document.



TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION

EXECUTIVE SUMMARY	1-2
GENERAL INFORMATION.....	4
BACKGROUND.....	4-9
RECOMMENDATION.....	9

ADDENDUM

APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS.....	11-19
--	-------

EXHIBITS

PC-1 AFFIDAVIT OF NOTICE AND MAILING PACKET	20-28
PC-2 COMPLETENESS LETTER	29
PC-3 APPLICANT'S SUBMITTAL	30-145



GENERAL INFORMATION

- APPLICANT:** City of West Linn Public Works Department
22500 Salamo Road, West Linn, OR 97068
- REPRESENTATIVE:** Mike Cardwell
Environmental Services Supervisor
City of West Linn Public Works Department
4100 Norfolk Street, West Linn, OR 97068
- SITE LOCATION:** 4100 Norfolk Street (City of West Linn Public Works Operations)
- LEGAL DESCRIPTION:** Clackamas County Assessor's Map 2-1E-36BA, tax lot 8100
- SITE SIZE:** 2.1 Acres (90,144 sq. ft.)
- ZONING:** R-10, Single-family Residential Detached
- COMP PLAN DESIGNATION:** Low-Density Residential
- 120-DAY PERIOD:** This application was deemed complete on June 2, 2011. The 120-day maximum application-processing period ends September 30, 2011.
- PUBLIC NOTICE:** Public notice was mailed to the Sunset and Barrington Heights/Hidden Creek/Tanner Woods (BHT) neighborhood associations and to affected property owners on June 30, 2011. The property was posted with a sign on June 30, 2011. In addition, the application has been posted on the City's website and was published in the West Linn Tidings on July 7, 2011. The notice requirements have been satisfied.

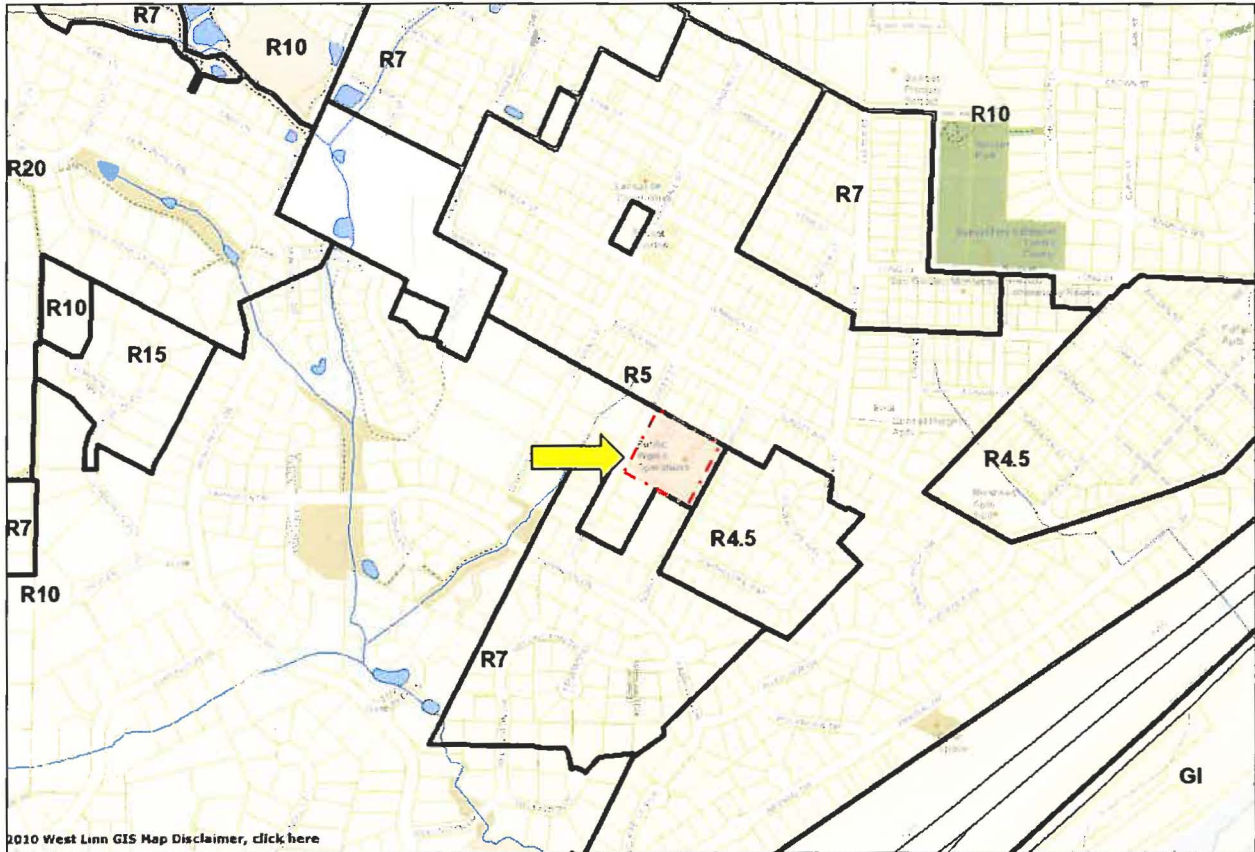
BACKGROUND

The applicant's site at 4100 Norfolk Street (labeled 'Public Works Operations' in Figure 1 below) has hosted the Operations Division of the City's Public Works Department since at least 1977. The site serves as the City's headquarters for City maintenance-related activities and contains office and light manufacturing facilities and services which support this use. While Norfolk Street provides the primary access to this property, the site is also accessible via Sussex Street to the West.



Surrounding Land Use and Zoning: The Public Works Operations site is situated in the Sunset Neighborhood in the south central area of West Linn. It is bounded by medium- and low-density residentially-zoned properties.

Figure 1 Vicinity Map and Zoning



Source: West Linn GIS, 2010

Table 1 Surrounding Land Use and Zoning

DIRECTION FROM SITE	LAND USE	ZONING
North	Predominately single-family residential; neighborhood commercial retailer at corner of Cornwall and Lancaster Streets; and accounting services firm at Cornwall and Warwick.	R-5, GC
East	Single-family residential	R-4.5
South	Single-family residential	R-10; R-7
West	Single-family residential	R-10

Source: West Linn GIS, 2011

Site Conditions:

The 2.07-acre Public Works Operations site exhibits relatively mild topography, falling at a grade of roughly 4.8 percent from the northern- to southern-most property lines. The site slopes similarly from the center of the property to the west property line with Sussex Street and at a slightly steeper grade (6-12 percent) from the center of the property to the east property line at Norfolk Street.

A tributary of Tanner Creek flows approximately 200 feet west of the subject property. The site is outside of both the setback and transition area protecting this water resource as determined by CDC Section 32.050(E). There are no other natural resource or habitat conservation areas within the immediate vicinity of this site.

The existing multi-building facility includes vehicle storage and service uses as well as offices for the Operations division of the City's Public Works Department (see Exhibit PC-3, aerial photograph, page 74). The facility has been at this location since at least 1977, when there is record of a conditional use permit for this applicant at this address. The nine buildings on this property occupy 23 percent of the site's total area. The main Operations building fronting on Norfolk Street serves as the office and administrative headquarters. Three other outbuildings function as maintenance and light manufacturing facilities; and, the remaining five structures house operations equipment and vehicles (see Exhibit PC-3, Site Plan, Page 78).

There are five points of ingress/egress to the property via public streets flanking the east, and west bounds of the site. The northern access from Norfolk Street serves a small, 6-vehicle lot that includes one handicap-accessible space. The south access from Norfolk Street serves a 4-vehicle lot and provides access to the interior of the site. Each of these small lots is used primarily for guest and visitor parking. Three points of ingress/egress come by way of Sussex Street on the property's western boundary and serve the movement of Public Works equipment and vehicles on- and off-site. A locking chain-link fence secures all four access points that provide admission to the interior of the site.

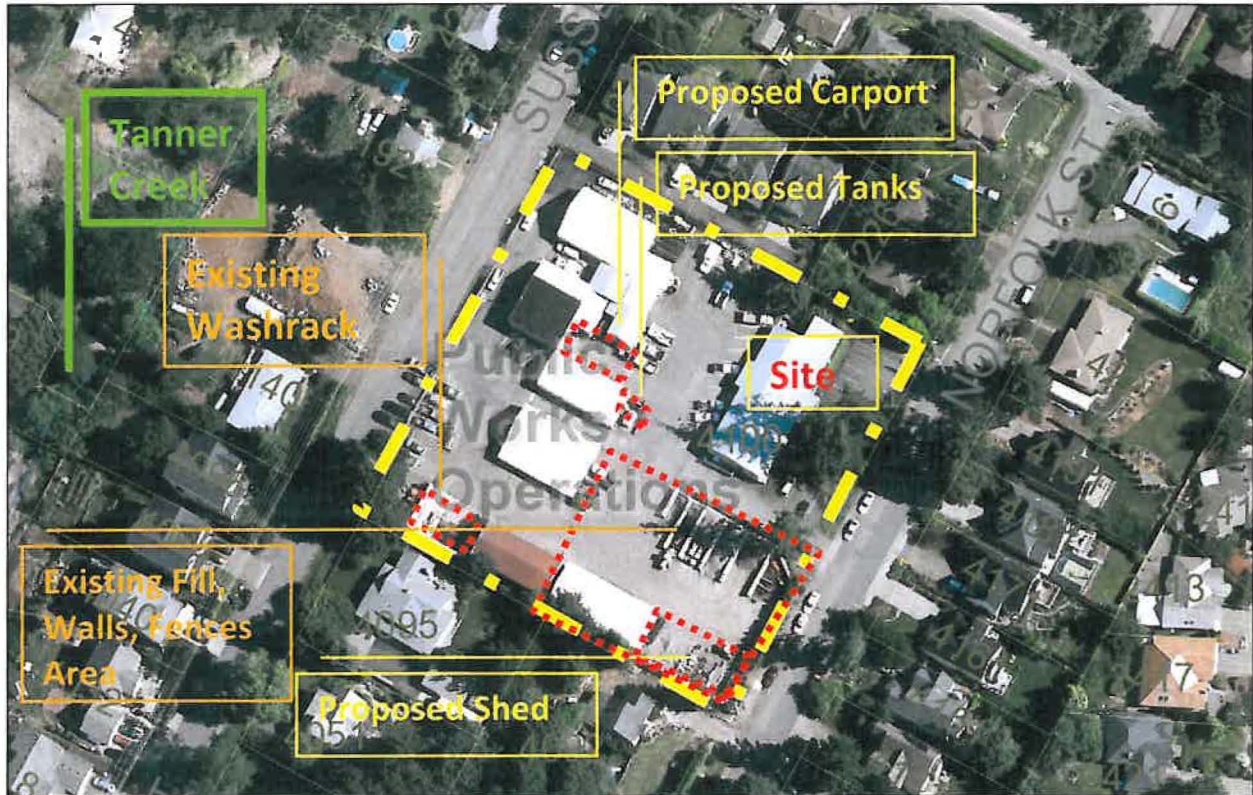
Project description:

The City of West Linn Public Works Department requests Conditional Use approval for several existing and proposed improvements at the existing Operations Facility (see Figure 2 below). One proposed improvement is a 1,344 square foot (28-foot x 48-foot) vehicle parking enclosure. The single-story metal parking enclosure is proposed to be located in the southeast corner of the site immediately adjacent Norfolk Street and an existing residence to the south, as depicted below. The parking enclosure would replace an area currently occupied by unenclosed vehicle and equipment storage. As proposed, the building will be located 7.5-feet from the south property line and 24-feet from the east property line. The other proposed development includes an 800 square foot carport proposed to be located adjacent to the east side of the southernmost wing of the large outbuilding in the northwest part of the site. As can be seen below the carport would be in the central area of the site. Nearby, two above ground 3,000 gallon fuel tanks for City vehicles are proposed to replace two above ground 500 gallon tanks. A wash rack for City



vehicles is located in the southwest area of the site. In the last few years, per City GIS aeriels and per the Public Works Department, jersey-style barriers at the wash rack have been replaced by taller permanent walls, which require design review. Also, in the past several years, without a Conditional Use or Design Review approval, fill has been placed in the southeast corner of the site, new walls for material storage were placed atop the fill as well as new walls surrounding the fill on the south and east. Fences were installed a few feet back from the walls.

Figure 2 Operations Site



Source: West Linn GIS, 2010

Approval Criteria and Analysis

All of the above development described above is subject to Conditional Use approval as they change the nature and intensity of the use in this zone. Changes to existing conditional uses require a new Conditional Use application per CDC Section 60.050(B). In addition, per CDC Section 60.070(B), "An approved conditional use or enlargement or alteration of an existing conditional use shall be subject to the development review provisions set forth in Chapter 55."

Also, new fences and walls at a non-residential site require Class I Design review per CDC 55.020(C). (They are subject Class I Design Review because the changes requiring design review these fit into the Class I categories in CDC Section 55.020, and/or are not major

enough changes to require Class II Design Review, since they do not have a major effect on the level of activity on site, only its physical/visual intensity.) Accessory structures such as the carport and the vehicle shed are exempt from Design Review 55.025. CDC Chapter 2, Definitions, defines an accessory structure as "A subordinate structure with a maximum area of 1,500 square feet, except for agricultural buildings, located on the lot, the use of which is clearly incidental to and associated with the principal use." Chapter 2 defines structure as "Something constructed or built and having a fixed base on, or fixed connection to the ground or another structure, and platforms, walks, and driveways more than 30 inches above grade and not over any basement or story below." Therefore the carport can be considered its own structure, small enough in square footage to be considered an accessory structure, even though it is proposed to border the larger outbuilding to its west. As a carport proposed to shelter vehicles, it is not directly a part of the vehicle maintenance shops in this building. Therefore, while it is proposed to border this building, it is considered an accessory structure to the site as a whole and not an expansion of this building.

While tanks are not specifically exempted from Design Review, CDC Section 55.020 does not list them as one of the changes that would require Class I Design Review and Class II Design Review is reserved for larger changes such as new buildings.

Therefore, the applicable approval criteria include Chapter 11, the applicable chapter for the R-10 zoning district. Other applicable approval criteria include Chapter 60, Conditional Uses and Chapter 55 Design Review, although the latter only applies to the new walls, fill, and fences.

The approval criteria for Conditional Uses are contained in CDC Section 60.070. The purpose of these standards is to provide flexibility in the location of certain facilities while ensuring compatibility with surrounding uses. While the use of this site as a public support facility conforms to the conditional uses listed in CDC Section 11.060, the site and existing structures fail to meet certain access, landscaping and clear vision requirements in Chapters 42 and 48. However, the proposed development will not increase the degree of non-conformity with applicable development standards. Additional perimeter screening is proposed to maintain or improve compatibility with the neighborhood (see findings 4, 11, and 17 and proposed Condition of Approval 2).

The approval criteria for Class I Design Review are in CDC Section 55.090. As provided in CDC Subsection 55.090(A)(3), "Pursuant to CDC 55.085, the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application." Therefore staff required the applicant respond to several criteria relevant to the project from CDC Section 55.100, including (A)(1) stormwater quality, (A)(5) clear vision areas, (A)(6) fences, (C) buffering and screening, and (I)(2) drainage. (See findings 14-18 related to these criteria.)

Staff has reviewed the applicant's proposal relative to all applicable CDC requirements and finds that there are sufficient grounds for approval, subject to the conditions listed below. Please see the following Supplementary Findings for details.



Public comments:

No public comments have been received to date.

RECOMMENDATION

Staff recommends approval of application CUP-11-01/DR-11-06 subject to the following conditions:

1. **Site Plan.** With the exception of modifications required by these conditions, the project shall conform to the site plan labeled "Proposed Building Location and Landscape Buffer" located on Page 78 of Exhibit PC-3.
2. **Vegetative Screening.** The area along the Sussex Street right-of-way between the existing arbor vitae and the south property line shall be planted with arbor vitae at the same spacing as the existing arbor vitae along the remainder of the site's west edge. The area along the diagonal wall of the materials storage area facing the corner of Norfolk Street and the site driveway shall also be planted with arbor vitae at the same spacing as the vegetative screen on the adjacent wall to the south.

Notes to applicant.

- **Expiration of Approval.** This approval shall expire three years from the effective date of this decision.
- **Additional Permits Required.** Your project may require the following additional permits:
 - **Public improvement permit:** contact Pat in Engineering at (503) 723-5501 or prich@westlinnoregon.gov
 - **Public works permit:** contact Pat in Engineering at (503) 723-5501 or prich@westlinnoregon.gov
 - **On-Site Utilities:** contact the Building Division at (503) 656-4211, jnomie@westlinnoregon.gov. (Electrical permits are through Clackamas County, not the City of West Linn.)
 - **Building permit,** the final permit after others are completed and conditions of approval are fulfilled. Contact the Building Division at (503) 656-4211, jnomie@westlinnoregon.gov.



- Final inspection, for occupancy: Call the Building Division's Inspection Line at (503) 722-5509.



ADDENDUM

APPROVAL CRITERIA AND FINDINGS

CHAPTER 11, SINGLE-FAMILY RESIDENTIAL DETACHED, R-10 DISTRICT

11.020 PROCEDURES AND APPROVAL PROCESS

C. A conditional use (Section 11.060) is a use, the approval of which is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter 60, Conditional Uses. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 80.

11.060 CONDITIONAL USES

The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter 60, Conditional Use.

4. Public support facilities.

FINDING NO. 1:

CDC Chapter 3, Definitions- Uses defines Public Support Facilities as public services that deal directly with citizens, to include meeting and hearing rooms, together with incidental storage and maintenance of necessary vehicles, and excludes commercial use type, "professional and administrative services." Typical use types are associated with governmental offices. Among the definitions for uses in Chapter 3, the applicant's use most closely matches the definition established for public support facilities and is being processed in the manner prescribed for Conditional Uses listed in 11.020.

11.080 DIMENSIONAL REQUIREMENTS, CONDITIONAL USES

Except as may otherwise be established by this Code, the appropriate lot size for a conditional use shall be determined by the approval authority at the time of consideration of the application based upon the criteria set forth in Section 60.070(1) and (2).

FINDING NO. 2:

The dimensional standards for uses permitted outright in the R-10 zone relative to the applicant's proposal are listed in Table 2 below. The proposed and existing features of the site addressed in this application allow the site to continue to satisfy all dimensional standards for uses permitted outright in the R-10 zone.



Table 2 Dimensional Standards for Uses Permitted Outright in the R-10 Zone Relative to the Applicant's Proposal

	Standard	As Proposed/Existing	Standard Met
Front-yard Setback	20-feet	24-feet	Yes
Side-yard Setback	7.5-feet	7.5-feet	Yes
Rear-yard Setback	15-feet	22.5-feet	Yes
Floor-to-area Ratio	.45	.09	Yes
Lot Coverage Maximum	35%	25%	Yes
Building Height Max.	35-feet	15-feet	Yes

Source: Applicant's submittal; CDC Section 11.070

11.090 OTHER APPLICABLE DEVELOPMENT STANDARDS

A. *The following standards apply to all development including permitted uses:*

1. *Chapter 34, Accessory Structures.*
6. *Chapter 42, Clear Vision Areas.*
7. *Chapter 44, Fences and Screening of Storage Areas.*
8. *Chapter 46, Off street Parking and Loading.*
9. *Chapter 48, Access.*
11. *Chapter 54, Installation and Maintenance of Landscaping.*

B. *The provisions of Chapter 55, Design Review, apply to all uses except detached single-family dwellings, residential homes and residential facilities.*

FINDING NO. 3:

See Finding No. 4 below for the application's compliance to 60.070(1) and (2). See findings 15 and 16 for compliance to chapters 42 and 44 respectively. Parking and loading, access to the site, and landscaping have not/will not change due to the proposed and/or existing improvements being reviewed in this application. The proposed accessory structures meet the criteria of Chapter 34.

CHAPTER 60, CONDITIONAL USES

60.070 APPROVAL STANDARDS AND CONDITIONS

A. *The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in Section 36.030, or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:*

1. *The site size and dimensions provide:*
 - a. *Adequate area for the needs of the proposed use; and,*
 - b. *Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses.*
2. *The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.*

FINDING NO. 4:

To ascertain whether the current facility meets the needs for the proposed use, staff compared the size of West Linn's operations facility to those in similar sized cities throughout the region. The average size of operations facilities in Oregon City, Milwaukie, Newberg, and Tualatin, is 4.75 acres. West Linn's 2.1-acre facility is less than one-half the size of operations facilities in comparably sized cities in our region. This average is somewhat skewed by large facilities in Tualatin (7.3 acres) and Milwaukie (7.3 acres). Oregon City and Newberg each have operations facilities comparable in size to West Linn's (2.29- and 2.16-acres, respectively).

Vegetative screening at or near a majority of the site's perimeter obstructs the view of this facility from adjacent residential properties. Additionally, the applicant proposes a new arbor vitae hedge on the south side of the proposed covered parking structure to provide additional screening to properties south of the site. There are areas of the site where it would be physically impossible to put in further screening without compromising the access and operations of the site (see Finding No. 17 below), however proposed Condition of Approval 2 (again see Finding No. 17 below) requires screening in two of the areas where it is both currently lacking and not proposed in the application.

Considering that this site has acted as the City's Operations facility since at least 1977, it is likely that site characteristics, such as size, shape, location, topography and natural features do not adversely affect the function or use of this facility. Furthermore, minutes from the meeting with the Sunset Neighborhood Association do not reveal public opposition to the project or use of the site.

The site's centralized location provides adequate access to most parts of the City and the relatively flat topography accommodates the users' demand for vehicle and equipment storage. The criterion is met upon fulfillment of Condition of Approval 2.

3. *The granting of the proposal will provide for a facility that is consistent with the overall needs of the community.*



FINDING NO. 5:

The City’s Operations facility serves as the headquarters for all City maintenance-related activities and, as such, provides services that directly serve the needs of the community. The criterion is met.

- 4. *Adequate public facilities will be available to provide service to the property at the time of occupancy.*

FINDING NO. 6:

A rain garden is proposed to accommodate storm water from an area equivalent to the size of proposed new impervious surfaces on site (see Finding No. 14 below). The proposal will not increase the demand on local transportation, water, or sanitary sewer facilities. The criterion is met.

- 5. *The applicable requirements of the zone are met, except as modified by this chapter.*

FINDING NO. 7:

Consistency with the applicable requirements of the R-10 zone is described in findings 1 and 2. The criterion is met.

- 6. *The supplementary requirements set forth in Chapters 52 to 55, if applicable, are met.*

FINDING NO. 8:

See findings 13-18 regarding to the requirements of Chapter 55. No new signage or public sidewalk uses are planned, so chapters 52-53 are not applicable. Landscaping will not change, with the exception of screening called for by proposed Condition of Approval 2, due to the application as proposed and existing improvements are in areas of the site that are already developed. The criterion is met.

- 7. *The use will comply with the applicable policies of the Comprehensive Plan.*

FINDING NO. 9:

Comprehensive Plan Goal 11: Public Facilities and Services, describes the City’s commitment to providing and coordinating the public services and infrastructure necessary to live and operate in West Linn. Policy number 1, of this goal states, *“Establish as the City’s first priority, the maintenance of existing services and infrastructure in all areas within the City limits.”* Furthermore, policy number 4 commits the City, or entities designated by the City, as the primary provider of the local water supply, storage and distribution; storm water management; parks and recreation; roads and streets and other public services.

The applicant’s use directly supports the provision of the abovementioned services and is therefore consistent with the policies contained in Goal 11 of the City’s Comprehensive Plan. The application is not in contradiction with any other goal or policy of either the Comprehensive Plan or the Sunset Neighborhood Plan. The criterion is met.

- B. *An approved conditional use or enlargement or alteration of an existing conditional use shall be subject to the development review provisions set forth in Chapter 55.*

FINDING NO. 10:

See findings 13-18 for the responses to the appropriate criteria in Chapter 55 regarding the existing improvements in the materials storage area and wash rack. CDC Section 55.025

exempts accessory structures from the review criteria in Chapter 55. The Chapter 2 definition of accessory structure is "A subordinate structure with a maximum area of 1,500 square feet, except for agricultural buildings, located on the lot, the use of which is clearly incidental to and associated with the principal use." Therefore the criterion does not apply to the proposed shed, carport, or fuel tanks as they would fall under this definition.

C. The Planning Commission may impose conditions on its approval of a conditional use which it finds are necessary to assure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:

- 1. Limiting the hours, days, place, and manner of operation.*
- 2. Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust.*
- 3. Requiring additional setback areas, lot area, or lot depth, or width.*
- 4. Limiting the building height, size or lot coverage, or location on the site.*
- 5. Designating the size, number, location and design of vehicle access points.*
- 6. Requiring street right of way to be dedicated and the street to be improved including all steps necessary to address future street improvements identified in the adopted Transportation System Plan.*
- 7. Requiring participation in making the intersection improvement or improvements identified in the Transportation System Plan when a traffic analysis (compiled as an element of a condition use application for the property) indicates the application should contribute toward.*
- 8. Requiring landscaping, screening, drainage, and surfacing of parking and loading areas.*
- 9. Limiting the number, size, location, height, and lighting of signs.*
- 10. Limiting or setting standards for the location and intensity of outdoor lighting.*
- 11. Requiring berming, screening, or landscaping and the establishment of standards for their installation and maintenance.*
- 12. Requiring and designating the size, height, location, and materials for fences.*
- 13. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.*

FINDING NO. 11:

Condition of Approval 2 further increases perimeter screening to the extent possible given the development currently on site (see Finding No. 17 below) and consistent with the rational nexus and proportionality of the proposed development. Staff finds that with the exception of the visual issues addressed by this condition, the existing and proposed features of the site addressed in this application do not increase the intensity of the use of the site or the disturbance the site may cause to the surrounding neighborhood.

D. Aggregate extraction uses shall also be subject to the provisions of ORS 541.605.



FINDING NO. 12:

Aggregate extraction uses are not proposed. The criterion is not applicable.

CHAPTER 55, DESIGN REVIEW

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW

The Planning Director shall make a finding with respect to the following criteria when approving, approving with conditions, or denying a Class I design review application:

A. The provisions of the following sections shall be met:

- 1. CDC 55.100(B)(1) through (4), Relationship to the natural and physical environment, shall apply except in those cases where the proposed development site is substantially developed and built out with no remaining natural physical features that would be impacted.*
- 2. CDC 55.100(B)(5) and (6), architecture, et al., shall only apply in those cases that involve exterior architectural construction, remodeling, or changes.*
- 3. Pursuant to CDC 55.085, the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application.*

B. An application may be approved only if adequate public facilities will be available to provide service to the property at the time of occupancy.

C. The Planning Director shall determine the applicability of the approval criteria in subsection A of this section.

FINDING NO. 13:

CDC 55.100(B)(1-6) do not apply as the site is already developed, and because the only new architectural work is for two accessory buildings which are exempt from Design Review per CDC 55.025. There are adequate public facilities to provide service to the property. Findings 14-18 below and the applicant's findings on pages 45, 58, and 59 of Exhibit PC-3 provide responses to the appropriate criteria from 55.100 as allowed by 55.090(A)(3).

55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW

The approval authority shall make findings with respect to the following criteria when approving, approving with conditions, or denying a Class II design review application.

A. The provisions of the following chapters shall be met:

- 1. Chapter 33 CDC, Stormwater Quality and Detention.*



FINDING NO. 14:

The applicant proposes a rain garden in the southeast area of the grassy lawn in front of the main Public Works building on site, which will connect to existing public facilities under Norfolk Street. A new storm water treatment facility is needed because there is more than 500 square feet of new impervious surface area proposed where there is currently pervious area such as gravel. This 500 plus square foot area consists of the proposed shed which is 1,344 square feet. All other proposed and existing improvements reviewed under this application involve new impervious surfaces replacing or on top of existing impervious surfaces, which do not trigger the requirement for storm treatment.

The rain garden size is based on treatment needed for the square footage of the proposed vehicle shed, but it will actually be treating an area this size of the existing front parking lot for which there is currently no treatment. This acceptable since a) the parking lot is not treated already at this time, b) the area where the rain garden can be proposed is adjacent to this parking lot, and c) it is more environmentally important to treat parking lot runoff than structure runoff.

The wash rack has drains that connect to the sanitary sewer system, rather than draining to the storm sewer system. Therefore the waste water from the wash rack does not need to be addressed via the provisions of Chapter 33.

The criteria are met.

5. Chapter 42 CDC, Clear Vision Areas.

FINDING NO. 15:

The fences, walls, and hedges in the northeast and southeast areas of the materials storage area are in the clear vision area of the Public Works south driveway off of Norfolk Street and of the driveway onto the property to the south (4092 Norfolk Street) respectively. This was already the case to the same general extent before the improvements were made in the last few years that are addressed in this application. The improvements addressed in the application do not change an already non-conforming situation. The criterion is met in that the application does not worsen the existing situation.

6. Chapter 44 CDC, Fences.

FINDING NO. 16:

There is 6-foot tall fencing in the front along Norfolk Street, the Public Works driveway, and the south property line within the front setback area (20 feet) that is part of the screening installed for the existing materials storage area and walls and the proposed vehicle shed. Chapter 44 does not allow fencing above 3 feet in height in the front setback area. However as utility fencing this is allowed to take advantage of the exception provided per Section 55.100(J). Section 55.100(J) provides for utility fences up to 8 feet in height regardless of their location on a site.



C. Compatibility between adjoining uses, buffering, and screening.

1. *In addition to the compatibility requirements contained in Chapter 24 CDC, buffering shall be provided between different types of land uses; for example, buffering between single-family homes and apartment blocks. However, no buffering is required between single-family homes and duplexes or single-family attached units. The following factors shall be considered in determining the adequacy of the type and extent of the buffer:*

- a. *The purpose of the buffer, for example to decrease noise levels, absorb air pollution, filter dust, or to provide a visual barrier.*
- b. *The size of the buffer required to achieve the purpose in terms of width and height.*
- c. *The direction(s) from which buffering is needed.*
- d. *The required density of the buffering.*
- e. *Whether the viewer is stationary or mobile.*

2. *On-site screening from view from adjoining properties of such things as service areas, storage areas, and parking lots shall be provided and the following factors will be considered in determining the adequacy of the type and extent of the screening:*

- a. *What needs to be screened?*
- b. *The direction from which it is needed.*
- c. *How dense the screen needs to be.*
- d. *Whether the viewer is stationary or mobile.*
- e. *Whether the screening needs to be year-round.*

3. *Rooftop air cooling and heating systems and other mechanical equipment shall be screened from view from adjoining properties.*

FINDING NO. 17:

Screening is beneficial at this location as the site is surrounded by residential properties. The proposed new carport is buffered visually from off-site properties on all four sides by existing buildings on site. The fuel tank area cannot be buffered from the east as it is visible from the front of the driveway itself along Norfolk Street, and the fuel tanks are not governed by design review criteria. Also, the fuel tank area and the west end of the materials storage area cannot be buffered visually from the properties to the north as all



areas that would otherwise be available for landscape or vegetative buffering are covered by parking spaces on site and by the necessary asphalt to access those spaces, the tanks, and the other sheds (see site plan on Page 78 of Exhibit PC-3).

The materials storage and proposed vehicle shed area are buffered to the north and east by existing walls and arbor vitae hedges, but are not screened by dense vegetative material on the diagonal part of the materials storage area wall near the intersection of Norfolk Street and the site driveway. To the south the applicant proposes more arbor vitae hedges to screen this area from the property to the south and from views from the south along the Norfolk Street right-of-way. The materials storage/proposed shed areas are already buffered visually along the western end of the site by the existing arbor vitae along Sussex Street.

The wash rack walls are screened from properties to the south by sight obscuring fencing that is taller than these walls. To the west, only one small area of the wash rack walls is visible along Sussex Street. This area is the only area along this side of the site where existing or proposed arbor vitae hedging or buildings do not screen a feature of the site addressed by this application.

Because of the lack of screening along the diagonal wall area on the east side and along the south end of the west side, Condition of Approval 2 requires more arbor vitae to be planted in both of these areas.

There is no rooftop equipment proposed so Subsection (C)(3) above does not apply.

The criteria are met upon the fulfillment of Condition of Approval 2.

1. *Public facilities. An application may only be approved if adequate public facilities will be available to provide service to the property prior to occupancy.*

2. *Drainage. A registered civil engineer shall prepare a plan and statement which shall be supported by factual data that clearly shows that there will be no adverse impacts from increased intensity of runoff off site or the plan and statement shall identify all off-site impacts and measures to mitigate those impacts. The plan and statement shall, at a minimum, determine off-site impacts from a 25-year storm. The City Engineer shall adjust storm drainage facilities for applications which contain permeable parking surfaces based upon a quantitative analysis of the increased water retention and water quality characteristics of the permeable parking surface.*

Catch basins shall be installed and connected to pipelines leading to storm sewers or drainageways.

All plans will then be reviewed by the City Engineer.



FINDING NO. 18:

See Finding No. 14 above which also addresses storm drainage in response to Chapter 33. A catch basin is provided as is a rain garden.



EXHIBITS PC-1 AND PC-2
AFFIDAVIT AND NOTICE MAILING
PACKET AND COMPLETENESS LETTER

FILE NO.: CUP-11-01/DR-11-06

REQUEST: **CONDITIONAL USE AND CLASS I DESIGN REVIEW
APPROVAL FOR SEVERAL PROPOSED AND EXISTING
IMPROVEMENTS AT THE CITY PUBLIC WORKS
OPERATIONS FACILITY AT 4100 NORFOLK STREET**



AFFIDAVIT OF NOTICE

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

GENERAL

File No. CUP-11-01/DR-11-06 Applicant's Name Cowl Public Works- Mike Cardwell
Development Name _____
Scheduled Meeting/Decision Date 7/20/11

NOTICE: Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE A

- A. The applicant (date) 6/30/11 (signed) [Signature]
- B. Affected property owners (date) 6/30/11 (signed) [Signature]
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) _____ (signed) _____
- E. Affected neighborhood assns. (date) 6/30/11 (ALL) (signed) [Signature]
- F. All parties to an appeal or review (date) _____ (signed) _____

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) 7/7/11 (signed) S. Skryer
City's website (posted date) 7/8/11 (signed) S. Skryer

SIGN

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.

(date) 6-30-11 (signed) [Signature]

NOTICE: Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

TYPE B _____

- A. The applicant (date) _____ (signed) _____
- B. Affected property owners (date) _____ (signed) _____
- C. School District/Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) _____ (signed) _____
- E. Affected neighborhood assns. (date) _____ (signed) _____

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.

Date: _____ (signed) _____

STAFF REPORT mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) 7/8/11 (signed) S. Skryer

FINAL DECISION notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) _____ (signed) _____

**CITY OF WEST LINN
PLANNING COMMISSION
PUBLIC HEARING NOTICE
FILE NO. CUP-11-01/DR-11-06**

The West Linn Planning Commission is scheduled to hold a public hearing, on Wednesday July 20, 2011, **starting at 7:30 p.m.** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider the request of the City of West Linn Public Works Department for a Conditional Use Permit and Class I Design Review for additions and changes to their facility at 4100 Norfolk Street (Tax Lot 8100 of Clackamas County Assessor's Map 2-1E-36BA). The changes requiring this application include a proposed vehicle shed, a proposed carport, two proposed new fuel tanks to replace one smaller tank, a previously installed set of walls around the vehicle washrack, and previously installed walls in the materials storage area. The proposed improvements and the existing improvements needing this review can be seen on the attached site plan.

Conditional Use permit criteria are found in Chapter 60 of the CDC. Design Review criteria are found in Chapter 55. Approval or disapproval of the request by the Planning Commission will be based upon these criteria and these criteria only. At the hearing, it is important that comments relate specifically to the applicable criteria listed.

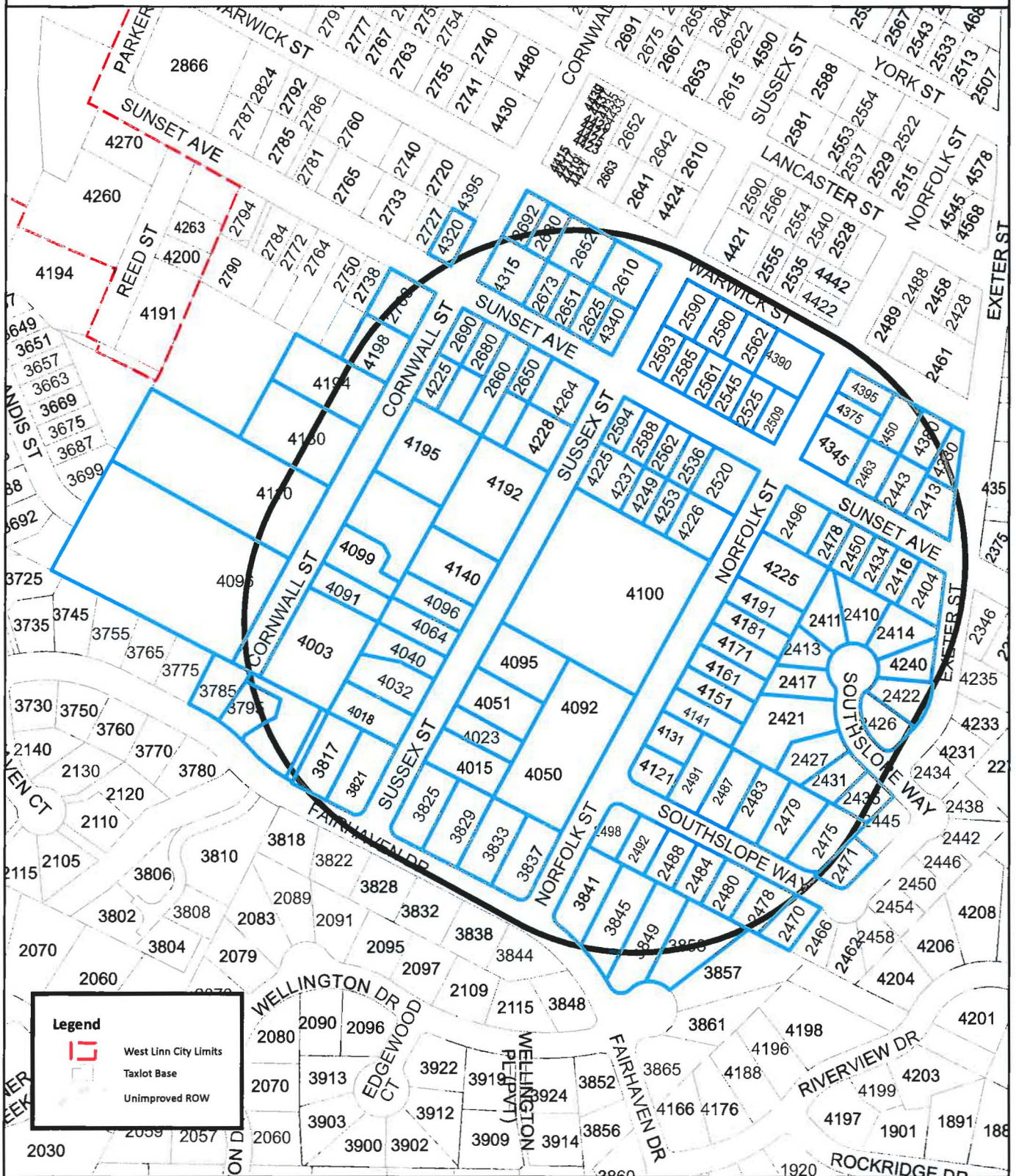
You have been notified of this proposal because County records indicate that you own property within 500 feet of the proposed site located at 4100 Norfolk Street (Tax Lot 8100 of Clackamas County Assessor's Map 2-1E-36BA) and/or as required by Chapter 99 of the West Linn Community Development Code. See the attached 500-foot radius map.

The complete application in the above noted file is available for inspection at no cost at City Hall or via the web site <http://westlinnoregon.gov/planning/4100-norfolk-street-conditional-use-permit-and-design-review-various-improvements-public-wo>, or copies can be obtained for a minimal charge per page. At least ten days prior to the hearing, a copy of the staff report will be available for inspection. For further information, please contact Tom Soppe, Associate Planner, at City Hall, 22500 Salamo Road, West Linn, OR 97068, tsoppe@westlinnoregon.gov, or 503-742-8660.

The hearing will be conducted in accordance with the rules of Section 99.170 of the Community Development Code, adopted December 14, 1987, Ordinance 1129. Anyone wishing to present written testimony on this proposed action may do so in writing prior to, or at the public hearing. Oral testimony may be presented at the public hearing. At the public hearing, the Planning Commission will receive a staff report presentation from the City Planner, and invite both oral and written testimony. The Planning Commission may continue the public hearing to another meeting to obtain additional information, or close the public hearing and take action on the application. If a person submits evidence in support of the application, any party is entitled to request a continuance of the hearing. If there is no continuance granted at the hearing, any participant in the hearing may request that the record remain open for at least seven days after the hearing. Failure to raise an issue in person or by letter at some point prior to the close of the hearing, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals (LUBA) based on that issue.

SHAUNA SHROYER
Planning Administrative Assistant

4100 Norfolk St. CUP-11-01/DR-11-06



Legend

- West Linn City Limits
- Taxlot Base
- Unimproved ROW

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Taxlot Base Source: Clackamas County GIS

NOT TO SCALE



SNAPNOTIFY.MXD / AHA APP 3-24-2011

User Name: sshroyer
Map Creation Date: Jun 07, 2011

Project: West Linn Public Works Covered Parking Building

Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Proposed Building Location and Landscape Buffer

PC Meeting 7/20/2011 P. 25



SITE PLAN

CUP-11-01 4100 NORFOLK ST.

NORMAND KRISTEN R
4330 EXETER ST
WEST LINN, OR 97068

SHUMWAY KAREN E
4375 NORFOLK ST
WEST LINN, OR 97068

DAVIS ROBERT H JR & KIMBERLY M
2948 HUNTER WAY
WEST LINN, OR 97068

METTEER PATSY J TRUSTEE
4390 NORFOLK ST
WEST LINN, OR 97068

SPOONER DAVID & ELIZABETH
2580 WARWICK ST
WEST LINN, OR 97068

FRAZIER NICOLE L
2561 SUNSET AVE
WEST LINN, OR 97068

SMITH CAROLYN T
2509 SUNSET AVE
WEST LINN, OR 97068

ROWNING MICHAEL J
2562 SUNSET AVE
WEST LINN, OR 97068

MATHER DAVID J
4249 SUSSEX ST
WEST LINN, OR 97068

DAVIS LINN D & JOANNA L TUCKER
4226 NORFOLK ST
WEST LINN, OR 97068

CLARK CAROLYN JUNE
4380 EXETER ST
WEST LINN, OR 97068

WIGOWSKY DANIEL E
4395 NORFOLK ST
WEST LINN, OR 97068

WILLS GERRY & PATIENCE M
2443 SUNSET AVE
WEST LINN, OR 97068

HENRY LILA D
2562 WARWICK ST
WEST LINN, OR 97068

WATKINS GARY J & DENISE M
2593 SUNSET AVE
WEST LINN, OR 97068

CUMMINGS JENNIFER
2525 SUNSET AVE
WEST LINN, OR 97068

FOSTER EMILY N
2520 SUNSET AVE
WEST LINN, OR 97068

FUJIHARA NANCY L
2588 SUNSET AVE
WEST LINN, OR 97068

HOOK LAWERENCE H
4225 SUSSEX ST
WEST LINN, OR 97068

GRISHAM GERALD & SUSAN
14162 S SPANGLER RD
OREGON CITY, OR 97045

MAILED :

MERLIN DEBRA A
2450 WARWICK ST
WEST LINN, OR 97068

PETIT R J & ROBERTA G
4345 NORFOLK ST
WEST LINN, OR 97068

VORHIES MARY LOU
2413 SUNSET AVE
WEST LINN, OR 97068

MANSFIELD CHARLES A & SUSAN C
2010 ALPINE DR
WEST LINN, OR 97068

GUICE JOSHUA L & MELINDA A
2585 SUNSET AVE
WEST LINN, OR 97068

GRAY RANDALL C
2545 SUNSET AVE
WEST LINN, OR 97068

TREVOR TIMOTHY P & BARBARA LEE
2536 SUNSET AVE
WEST LINN, OR 97068

PEDRACINI ANITA
2594 SUNSET AVE
WEST LINN, OR 97068

LOWE JEFFREY SCOTT & JANE LESLIE
4253 SUSSEX ST
WEST LINN, OR 97068

TURNER WAYNE J & DEBRA D
1400 SE TEDDY LN
MILWAUKIE, OR 97267

CUP-11-01 4100 NORFOLK ST.

HIMMER ROMAN A & GITELLA
2450 SUNSET AVE
WEST LINN, OR 97068

BUSE RICHARD A TRUSTEE
2496 SUNSET AVE
WEST LINN, OR 97068

MILLIKEN KATHY L
2422 SOUTHSLOPE WAY
WEST LINN, OR 97068

BATTAGLIA DARREN T & LUCIA
2410 SOUTHSLOPE WAY
WEST LINN, OR 97068

ANDERSON DEAN MAURICE
2417 SOUTHSLOPE WAY
WEST LINN, OR 97068

MCINTIRE SCOTT D & CORINNA L
2431 SOUTHSLOPE WAY
WEST LINN, OR 97068

KILLIAN TERESA M
2470 SOUTHSLOPE WAY
WEST LINN, OR 97068

HURLEY MICHAEL W & LAURIE A
4171 NORFOLK ST
WEST LINN, OR 97068

REMINGTON TAD W & MOLLY M
4141 NORFOLK ST
WEST LINN, OR 97068

SCHAGUNN MIKE & PAMELA
2488 SOUTHSLOPE WAY
WEST LINN, OR 97068

JOYCE JAMES J & DIANA L
2434 SUNSET AVE
WEST LINN, OR 97068

KUNZ WILLIAM B & MARY A
4225 NORFOLK ST
WEST LINN, OR 97068

PALMER EDWIN B
4240 EXETER ST
WEST LINN, OR 97068

OBERDORF LOIS E
2411 SOUTHSLOPE WAY
WEST LINN, OR 97068

BEHARY PATRA A & ALLEN CASEY
CUTLER
2421 SOUTHSLOPE WAY
WEST LINN, OR 97068

VILTER WANDA L TRUSTEE
2435 SOUTHSLOPE WAY
WEST LINN, OR 97068

OLDS RICHARD & MARCIA
4191 NORFOLK ST
WEST LINN, OR 97068

RESK JAMES M & JULIE M
4161 NORFOLK ST
WEST LINN, OR 97068

CHANDLER CAROL ANN
2498 SOUTHSLOPE WAY
WEST LINN, OR 97068

RHEA JERRY DWAIN & LAMARA K
2484 SOUTHSLOPE WAY
WEST LINN, OR 97068

MAILED :

HIMMER ANGELIKA A
17011 SE VALLEY VIEW RD
MILWAUKIE, OR 97267

TURNER TERRI A
2426 SOUTHSLOPE WAY
WEST LINN, OR 97068

GRIFFITH WENDY K
2414 SOUTHSLOPE WAY
WEST LINN, OR 97068

CAHAN VIRGINIA JANE
2413 SOUTHSLOPE WAY
WEST LINN, OR 97068

SCHULTZ DANIEL L & DEBRA L
2427 SOUTHSLOPE WAY
WEST LINN, OR 97068

HATFIELD CHANDRA R & MARK T
2471 SOUTHSLOPE WAY
WEST LINN, OR 97068

MEYER MICHAEL R & ERICA
4181 NORFOLK ST
WEST LINN, OR 97068

COZZI KATHERINE E & ROBERT M
4151 NORFOLK ST
WEST LINN, OR 97068

NICHOLSON GARY W & RUTH M
2492 SOUTHSLOPE WAY
WEST LINN, OR 97068

ELLINGSEN ROBERT A
2480 SOUTHSLOPE WAY
WEST LINN, OR 97068

CUP-11-01 4100 NORFOLK ST.

MAILED :

ZIMEL MARGRET N
5905 SW DELKER RD
TUALATIN, OR 97062

SAGANDA IRMA TRUSTEE
2475 SOUTHSLOPE WAY
WEST LINN, OR 97068

KELLEY DANIEL
2479 SOUTHSLOPE WAY
WEST LINN, OR 97068

STEVENS LAURA E
2483 SOUTHSLOPE WAY
WEST LINN, OR 97068

MEADE WILLIAM ELLIOTT &
CATHERINE ANN
2487 SOUTHSLOPE WAY
WEST LINN, OR 97068

SIMPSON JAMES L TRUSTEE
2491 SOUTHSLOPE WAY
WEST LINN, OR 97068

JACKSON ORRIN SCOTT
4121 NORFOLK ST
WEST LINN, OR 97068

PALERMINI LARRY
4131 NORFOLK ST
WEST LINN, OR 97068

KRIVONOGOFF BORIS
4092 NORFOLK ST
WEST LINN, OR 97068

SMITH JENNIFER M
4095 SUSSEX ST
WEST LINN, OR 97068

MARTIN JONCILE ODEN TRUSTEE
4051 SUSSEX ST
WEST LINN, OR 97068

FROESCHER KENNETH M SR & LYNN M
4023 SUSSEX ST
WEST LINN, OR 97068

KAYS ROBERT F & KRISTINA M
4015 SUSSEX ST
WEST LINN, OR 97068

ROGERS ROY F & NORA L
3853 FAIRHAVEN DR
WEST LINN, OR 97068

DAVISON JAMES E
3849 FAIRHAVEN DR
WEST LINN, OR 97068

DUCSIK NATHAN & REBECCA
3845 FAIRHAVEN DR
WEST LINN, OR 97068

REBER STEVEN H & DEBRA J
3841 FAIRHAVEN DR
WEST LINN, OR 97068

CERMAK STEVEN J & CONNIE M
3837 FAIRHAVEN DR
WEST LINN, OR 97068

OLSON TODD M & VICKI D
3833 FAIRHAVEN DR
WEST LINN, OR 97068

EMS ROBERT E & CHARISSE M
3829 FAIRHAVEN DR
WEST LINN, OR 97068

SCHMITT NEAL A & TORI
3825 FAIRHAVEN DR
WEST LINN, OR 97068

WILLAMS STEPHEN E & LINAY A
3821 FAIRHAVEN DR
WEST LINN, OR 97068

SNYDER JOHN J & PIA M
3817 FAIRHAVEN DR
WEST LINN, OR 97068

ALBECK RICHARD E & KATHLEA E
2680 WARWICK ST
WEST LINN, OR 97068

HADLEY DARREN K
2692 WARWICK ST
WEST LINN, OR 97068

JUDSON HALE D III TRUSTEE
PO BOX 115
MAKAWAO, HI 96768

BABCOCK BARBARA H
2610 WARWICK ST
WEST LINN, OR 97068

ENGE MICHELLE A
2625 SUNSET AVE
WEST LINN, OR 97068

HASSELBACH JOHN C & COURTNEY E
15885 WHITE OAKS DR
LAKE OSWEGO, OR 97035

PETERSON STEVEN F & MARY
4070 SERANGO CT
WEST LINN, OR 97068

CUP-11-01 4100 NORFOLK ST.

NUNN TOM LYNN & DENISE RENAYE
8391 SE CASON RD
GLADSTONE, OR 97027

MIZE EDWARD M & JOAN L
2708 SUNSET AVE
WEST LINN, OR 97068

LINDERMAN KAREN
22524 SKYVIEW DR
WEST LINN, OR 97068

MCLAUGHLIN DENISE L
15424 SE RHONE CT
PORTLAND, OR 97236

YEOMANS TERRY J TRUSTEE
4264 SUSSEX ST
WEST LINN, OR 97068

SHAHER WILLIAM B
2650 SUNSET AVE
WEST LINN, OR 97068

DEWEY GREGORY A & LARA J
4195 CORNWALL ST
WEST LINN, OR 97068

TURKISHER EDWARD A
PO BOX 264
WEST LINN, OR 97068

WELP JOSEPH B & GENNY
4032 SUSSEX ST
WEST LINN, OR 97068

JACOB CHRISTOPHER L
4064 SUSSEX ST
WEST LINN, OR 97068

GETTEL MARK A & PAMELA K
4315 CORNWALL ST
WEST LINN, OR 97068

EPPELSHEIMER GARY L & JANET E
4198 CORNWALL ST
WEST LINN, OR 97068

IMHOLT CHARLENE N
4130 CORNWALL ST
WEST LINN, OR 97068

FALES KEITH PATRICK
2680 SUNSET AVE
WEST LINN, OR 97068

SHAHER WILLIAM B
2650 SUNSET AVE
WEST LINN, OR 97068

FALES KEITH PATRICK
2680 SUNSET AVE
WEST LINN, OR 97068

EELLS MARY
12831 MARYSVILLE LN
OREGON CITY, OR 97045

LONGSTREET VALERIE L
PO BOX 192
WEST LINN, OR 97068

CHRISTENSEN TODD A
4040 SUSSEX ST
WEST LINN, OR 97068

GEFROH I S & KATHERINE M
4140 SUSSEX ST
WEST LINN, OR 97068

MAILED :

WELLS JOSHUA R
4320 CORNWALL ST
WEST LINN, OR 97068

CLARK EUGENE C TRUSTEE
4110 CORNWALL ST
WEST LINN, OR 97068

STILL VERNON R TRUSTEE
4194 CORNWALL ST
WEST LINN, OR 97068

MILLS BRUCE A & ELAINE M
2660 SUNSET AVE
WEST LINN, OR 97068

OLMSTEAD RHETT
4228 SUSSEX ST
WEST LINN, OR 97068

MCCOY CHERYL L
8583 SW MANDAN DR
TUALATIN, OR 97062

EELLS MARY
12831 MARYSVILLE LN
OREGON CITY, OR 97045

EELLS MARY
12831 MARYSVILLE LN
OREGON CITY, OR 97045

MORTON LESLIE R TRUSTEE
PO BOX 66549
PORTLAND, OR 97290

GEFROH GORDON A
PO BOX 1077
PHILOMATH, OR 97370

DUPLICATES

CUP-11-01 4100 NORFOLK ST.

CITY OF WEST LINN
22500 SALAMO RD #600
WEST LINN, OR 97068

CITY OF WEST LINN
22500 SALAMO RD #600
WEST LINN, OR 97068

STEVE GARNER
BHT NA PRESIDENT
3525 RIVERKNOLL WAY
WEST LINN OR 97068

JEFF TREECE
MARYLHURST NA PRESIDENT
1880 HILLCREST DR
WEST LINN OR 97068

DEAN SUHR
ROSEMONT SUMMIT NA PRESIDENT
21345 MILES DR
WEST LINN OR 97068

TROY BOWERS
SUNSET NA PRESIDENT
2790 LANCASTER ST
WEST LINN OR 97068

SUSAN VAN DE WATER
HIDDEN SPRINGS NA DESIGNEE
6433 PALOMINO WAY
WEST LINN OR 97068

MIKE CARDWELL
WEST LINN PUBLIC WORKS
4100 NORFOLK ST
WEST LINN, OR 97068

LETSOU PETER V & FELICITY H
3785 FAIRHAVEN DR
WEST LINN, OR 97068

TANNER CREEK ESTATES IV LLC
4140 SW CANAL RD
LAKE OSWEGO, OR 97035

SALLY MCLARTY
BOLTON NA PRESIDENT
19575 RIVER RD # 64
GLADSTONE OR 97027

BILL RELYEA
PARKER CREST NA PRESIDENT
3016 SABO LN
WEST LINN OR 97068

DAVE RITTENHOUSE
SAVANNA OAKS NA PRESIDENT
2101 GREENE ST
WEST LINN OR 97068

BETH KIERES
WILLAMETTE NA PRESIDENT
1852 4TH AVE
WEST LINN OR 97068

KEVIN BRYCK
ROBINWOOD NA DESIGNEE
18840 NIXON AVE
WEST LINN OR 97068

MAILED :

REED BRENT G & KRISTA
3795 FAIRHAVEN DR
WEST LINN, OR 97068

WEST LINN CHAMBER OF COMMERCE
5695 HOOD ST
WEST LINN OR 97068

ALEX KACHIRISKY
HIDDEN SPRINGS NA PRESIDENT
6469 PALOMINO WAY
WEST LINN OR 97068

THOMAS BOES
ROBINWOOD NA PRESIDENT
18717 UPPER MIDHILL DR
WEST LINN OR 97068

KRISTIN CAMPBELL
SKYLINE RIDGE NA PRESIDENT
1391 SKYE PARKWAY
WEST LINN OR 97068

ALMA COSTON
BOLTON NA DESIGNEE
PO BOX 387
WEST LINN OR 97068

DOREEN VOKES
SUNSET NA SEC/TREAS
4972 PROSPECT ST
WEST LINN OR 97068

MAILED
6/20/11 SL



CITY OF
West Linn

June 2, 2011

Mike Cardwell
City of West Linn
Public Works Department
4100 Norfolk Street
West Linn, OR 97068

SUBJECT: CUP-11-01/DR-11-06

Dear Mike:

You submitted this application on May 2, 2011. The Planning and Engineering departments find that this application is **complete** as of your resubmittal regarding the neighborhood meeting sign on June 2, 2011. The City now has 120 days (until September 30, 2010) to exhaust all local review per state statute. The application has been scheduled for a Planning Commission hearing on July 6, 2011. At least 20 days before the hearing you will receive a copy of the hearing notice.

Please contact me at 503-742-8660, or by email at tsoppe@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tom Soppe', is written over a white background.

Tom Soppe
Associate Planner

C: Dennis Wright, Engineering Division

C: Troy Bowers, Sunset NA President, 2790 Lancaster St., West Linn, OR 97068

C: Steve Garner, BHT NA President, 3525 Riverknoll Way, West Linn, OR 97068

p:/devrvw/projects folder/projects 2011/CUP-11-01 4100 Norfolk St/compl-CUP-11-01

EXHIBIT PC-3 APPLICANT'S SUBMITTAL

FILE NO.: CUP-11-01/DR-11-06

REQUEST: **CONDITIONAL USE AND CLASS I DESIGN REVIEW
APPROVAL FOR SEVERAL PROPOSED AND EXISTING
IMPROVEMENTS AT THE CITY PUBLIC WORKS
OPERATIONS FACILITY AT 4100 NORFOLK STREET**



Soppe, Tom

From: Soppe, Tom
Sent: Thursday, June 02, 2011 2:25 PM
To: Cardwell, Mike; Wright, Dennis
Subject: RE:

Thanks.

From: Cardwell, Mike
Sent: Thursday, June 02, 2011 2:25 PM
To: Soppe, Tom; Wright, Dennis
Subject: RE:

yes

Mike Cardwell, Operations Supervisor
Public Works, #2108

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Soppe, Tom
Sent: Thursday, June 02, 2011 2:24 PM
To: Wright, Dennis
Cc: Cardwell, Mike
Subject: RE:

I can't see the wording on the paper on the sign but it looks like the letter already included in the resubmittal. Was that letter used on the sign? If so this will do.

Tom

Tom Soppe, Associate Planner
Planning, #1521

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Wright, Dennis
Sent: Thursday, June 02, 2011 2:01 PM
To: Soppe, Tom
Cc: Cardwell, Mike; Green, Gene
Subject: FW:

Tom,
This is the sign that is still posted at PW-Ops.
Will this suffice or do you need me to physically bring the sign in?
Anything else?

Thanks.
Sincerely,
Dennis

Dennis Wright, City Engineer
Public Works, #1514

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Cardwell, Mike
Sent: Thursday, June 02, 2011 1:15 PM
To: Wright, Dennis
Subject:

Here it is

Mike Cardwell, Operations Supervisor
Public Works, #2108

West Linn Sustainability Please consider the impact on the environment before printing a paper copy of this email.

Public Records Law Disclosure This e-mail is subject to the State Retention Schedule and may be made available to the public.

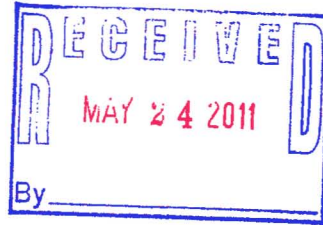


2011 6 2



CITY OF West Linn

May 23, 2011



Mr. Tom Soppe
City of West Linn
Planning Department
22500 S. Salamo Road
West Linn, OR 97068

Subject: CUP-11-01/DR-11-06 Resubmittal

Dear Tom,

Thank you for your prompt review of the Public Works application. The items you have identified have been addressed and incorporated and will be briefly discussed below to hopefully provide for an easier and quicker re-review of completeness.

General

Submit CD with all project files on it.

A CD is included with the five (5) application packets within this re-submittal.

Section 60.060(C)

Provide letters, certified mail receipts, address list, and affidavit of mailing discussed in 99.038(E)(1-2) and affidavit of mailing. Provide copy of notice posted and affidavit of posting required by 99.0387(E)(3). Also provide the audiotape required by 99.038(E)(5) (this can be on the CD mentioned above).

These materials have been included as an Exhibit to the application. The audio file for the Sunset Neighborhood Association meeting was not requested last year (2010) and is no longer available. The most recent Sunset Neighborhood Association during which the application was presented (4/26/2011) is included on the CD as suggested.

Section 60.080(A)

Show scale and north arrow on all maps/plans.

The north arrow and scale have been included on all but the building elevations plan.

Sections 60.080(B)(4) and 55.120(F)(1)

Show easements on surrounding property (and the lot lines). There are some easements on surrounding property per Snap Map.

Easements have been added to the Site and Adjacent Properties Structures and Setbacks plan.

Sections 60.070(B)(6)(d) and 55.120(H)(4)



CITY OF West Linn

Show sidewalk to main building (and bike parking) if there is some.

Sidewalk to main building has been shown the Existing Conditions plan. There is no bike parking.

Section 55.090

Respond individually to these in a narrative. This should include responses to those sections of 55.100 discussed in the pre-app notes required per staff per 55.090(a)(3). Unlike what is discussed in the pre-app notes 55.100(b)(5-6) are not required since the new building and carport are actually exempted from design review as accessory structures. Also, Section 55.100(A)(1) is already covered by your Chapter 33 response.

Responses have been included in the Applicant's Statement in the appropriate location as requested above.

Section 55.120(D)

Show stream across properties to the west, as the Site Plan does cover this area.

Stream location has been included on the Existing Conditions plan as requested.

Section 55.120(G)(3)

Show how raingarden connects to existing public stormwater system.

The raingarden will have a pipe passing through the curb and drain onto the public street in the same way roof drains drain to the street. This location of the connection has been shown on the Proposed Building Location and Landscape Buffer plan.

Section 55.120(H)(6)

Show utilities in ROW and on site on Site Plan, not just Existing Conditions Plan.

After further clarification with you, the information previously provided is sufficient. There are no utilities crossing the site other than those serving the site. No new utilities' services are proposed.

Section 55.120(H)(7)

Show existing sign on site.

The sign location is shown on the Existing Conditions plan as requested.

Section 55.120(J)

Show existing outdoor lighting on site.

After further clarification with you, you only seek pole mounted yard lighting. The site only contains one such light and its location has been included on the Existing Conditions plan as requested. All other exterior lighting on the site is building mounted.

Section 55.120(K)

Show window and door locations of existing building, and which sides of new building and carport will be open.

A plan sheet has been added titled On-Site Building' Doors and Windows Locations. This plan references an Exhibit containing photos of each and every door and window currently on the site. The new building and carport will both have the southeasterly side open.



CITY OF West Linn

The completeness letter states “staff would like to point out that another part of your application states that the application has both Class I and II Design Review; in the resubmittal staff recommends clarifying that it is only a Class I application.” The applicant was previously instructed to address both Class I and Class II Design Review elements. The applicant prefers to leave this portion of the application unchanged in case a higher level reviewing official determines that Class II criteria must be addressed as well, hopefully precluding further delays.

If you have any questions, please contact me.

Sincerely,

Dennis E. Wright, PE
City Engineer
City of West Linn, OR

Cc: Mike Cardwell, Environmental Services Supervisor

May 20, 2011

APPLICANT'S STATEMENT

For

"West Linn Public Works Covered Parking Building"

REQUEST

Conditional Use Permit and Design Review for a 1,344 square foot Covered Parking Building, Covered Carport Area between Shop Building, Replacement of 1,000 gallons of above Ground Fuel Storage with 6,000 Gallons of Storage, and Review of Some Previously Installed Improvements

APPLICANT

Mike Cardwell
City of West Linn
Public Works Department
4100 Norfolk Street
West Linn, Oregon 97045

LEGAL DESCRIPTION

Tax Map 2S1E 36BA, Tax Lot 8100
West Linn, Oregon

“WEST LINN PUBLIC WORKS COVERED PARKING BUILDING”

TABLE OF CONTENTS

1	DEVELOPMENT REVIEW APPLICATION FORM
2	APPLICANT'S STATEMENT
3	EXHIBITS



DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
PROJECT NO.	STAFF CONTACT	
NON-REFUNDABLE FEE(S)	REFUNDABLE DEPOSIT(S)	TOTAL

Type of Review (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Historic Review | <input type="checkbox"/> Quasi-Judicial Plan or Zone Change |
| <input type="checkbox"/> Appeal and Review * | <input type="checkbox"/> Legislative Plan or Change | <input type="checkbox"/> Street Vacation |
| <input checked="" type="checkbox"/> Conditional Use | <input type="checkbox"/> Lot Line Adjustment * / ** | <input type="checkbox"/> Subdivision |
| <input checked="" type="checkbox"/> Design Review | <input type="checkbox"/> Minor Partition (Preliminary Plat or Plan) | <input type="checkbox"/> Temporary Uses * |
| <input type="checkbox"/> Easement Vacation | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Tualatin River Greenway |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities | <input type="checkbox"/> One-Year Extension * | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Plat or Plan | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Water Resource Area Protection/Wetland |
| <input type="checkbox"/> Flood Plain Construction | <input type="checkbox"/> Pre-Application Conference * | <input type="checkbox"/> Willamette River Greenway |
| <input type="checkbox"/> Hillside Protection and Erosion Control | | |

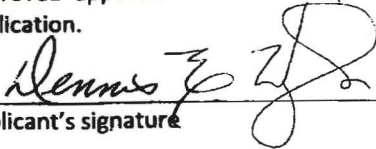
Home Occupation, Pre-Application, Sidewalk Use Application*, Sign Review Permit Application*, and Temporary Sign Permit Application require different or additional application forms, available on the City Website or at City Hall.

Site Location/Address	Assessor's Map No.	2136
4100 Norfolk Street	Tax Lot	8100
	Total Land Area	2.1 acres
Brief Description of Proposal Various Improvements to Public Works Operations and Maintenance Yard		
Owner Name & Address	<input checked="" type="checkbox"/> Check if this is the applicant.	Phone
Mike Cardwell		(503) 656-6081
4100 Norfolk Street		Email
West Linn, OR 97068		mcardwell@westlinnoregon.gov
Consultant Name & Address	<input checked="" type="checkbox"/> Check if this is the applicant.	Phone
		Email

- All application fees are non-refundable (excluding deposit).
- The owner/applicant or their representative should be present at all public hearings.
- A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
- Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format. If large sets of plans are required in application please submit only two sets.**

* No CD required / ** Only one copy needed

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. The applicant waives the right to the provisions of ORS 94.020. All amendments to the Community Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

	4/27/11
Applicant's signature	Date

May 20, 2011

APPLICANT'S STATEMENT

APPLICANT: Mike Cardwell
West Linn Public Works Department
4100 Norfolk Street
West Linn, Oregon 97045

REQUEST: Conditional Use Permit and Design Review for a 1,344 square foot Covered Parking Building, Covered Carport Area between Shop Buildings, Replacement of 1,000 gallons of above Ground Fuel Storage with 6,000 Gallons of Storage, and Review of Some Previously Installed Improvements.

LEGAL DESCRIPTION: Tax Lot 8100; Tax Map 2S1E 36BA
West Linn, Oregon

LOCATION: 4100 Norfolk Street

SIZE: 2.1 acres +/-

LAND USE DISTRICT: R-10 - Single-Family Residential

EXISTING BUILDING AREA: 20,650 sq. ft. +/-

PROPOSED BUILDING AREA: 22,000 sq. ft. +/-
(TOTAL)

I. **APPLICABLE REGULATIONS**

A. City of West Linn Community Development Code

- Chapter 11: Single-Family Residential Detached, R-10
- Chapter 31: Erosion Control
- Chapter 33: Stormwater Quality and Detention
- Chapter 40: Building Height Limitations & Exceptions
- Chapter 42: Clear Vision Areas
- Chapter 44: Fences
- Chapter 46: Off-Street Parking, Loading & Reservoir Areas
- Chapter 55: Design Review
- Chapter 60: Conditional Uses

II. **AFFECTED JURISDICTIONS**

- Domestic Water: City of West Linn (South Fork Water Board)
- Drainage: City of West Linn
- Erosion Control: City of West Linn
- Fire Protection: Tualatin Valley Fire & Rescue
- Police Protection: City of West Linn
- Sewer: City of West Linn (Water Environmental Services/Tri-City)
- Streets: City of West Linn
- Water Quality/Quantity: City of West Linn

III. **INTRODUCTION**

PROJECT DESCRIPTION

City of West Linn Public Works Department requests review and approval of proposed improvements at their existing facility at 4100 Norfolk Street in the Sunset neighborhood (See Vicinity Map, Exhibit 1). Proposed improvements include:

Conditional Approval and Class II Design Review

- a new 1,344 sq. ft. (28-ft. x 48-ft.) covered vehicle parking shed,

Conditional Approval and Class I Design Review

- replacement of two - 500 gallons above fuel tanks with two - 3,000 gallon fuel tanks at the same location,
- construction of a covered carport between two existing shop buildings in the interior of the site.

Additionally, site improvements that have been constructed on the site during the last few years and at Planning Direction request are being submitted for review which include:

- enhanced barrier wall and stormwater treatment at the vehicle washrack,
- enhanced barrier perimeter wall at the southeast boundary of the site,

enhanced perimeter and separation walls in the materials storage in the interior of the site.

The site and surrounding properties to the south and west are located in the R-10 Zone, which permits public facilities such as an Operations Center to be approved through a Conditional Use Permit. All surrounding properties are also zoned residential and are designated as follows: Properties to the north are in the R-5 zone; Properties to the east are designated R-4.5; and to the south and southwest, R-7 (See Exhibits 13 and 14).

The single-story metal parking shed will be located at the southeast corner of the site adjacent to Norfolk Street and a residence on a gravel pad where trucks and other equipment has historically been stored. The building is proposed to be approximately 24-ft. from the southeast property line adjacent to Norfolk Street and 7.5-ft. from the south property line adjacent to the residential property (See Exhibit 4). The other proposed improvements and recently installed improvements are shown on Exhibits 7 - 10.

According to the Planning Department staff and the pre-application notes dated April 1, 2010, the Operations facility has been at this location since at least 1977. A conditional use permit for the facility was approved that year but the file cannot be found (See Exhibit 6). It is assumed that the facility was approved at its current scale and level of activity. Therefore, this conditional use application for a public support facility with related Class II Design Review and Class I Design Review for the site and building improvements provides a record and baseline for the existing facility and operation (i.e. – building size, parking, driveway location, public improvements), and authorizes impervious area expansion with the proposed 1,344 sq. ft. covered parking.

Based on a review of the site development standards that follows in this report, it has been determined that the proposed improvements conform to the code in terms of building size, parking, setbacks, Floor Area Ratio (FAR) and other standards. Landscaping requirements and other minor development standards were adopted as part of the Community Development Code after the site was developed. No changes to the existing site or operation are proposed with this application (excepting the proposed improvements and related landscape screen improvements). Aerial Photo, Existing Conditions Plan and Site Photos which document the scale of the current facility are attached as Exhibits 2, 3 & 18. The intent of this application request is to provide covered parking for equipment already in use at the facility. A conceptual design of the metal structure is attached as Exhibit 5.

IV. FINDINGS OF FACT

A. CITY OF WEST LINN COMMUNITY DEVELOPMENT CODE

CHAPTER 11.000 SINGLE-FAMILY RESIDENTIAL DETACHED, R-10

Section 11.010: PURPOSE

The purpose of this zone is to provide for urban development at levels which relate to the site development limitations, proximity to commercial development and to public facilities and public transportation. This zone is intended to implement the Comprehensive Plan policies and locational criteria, and is applicable to areas designated as Low Density Residential on the Comprehensive Plan Map and Type I and Type II lands identified under the Buildable Lands Policy.

Section 11.020: PROCEDURES AND APPROVAL PROCESS

- A. A use permitted outright, Section 11.030, is a use which requires no approval under the provisions of this Code. If a use is not listed as a use permitted outright, it may be held to be a similar unlisted use under the provisions of Chapter 80.
- B. A use permitted under prescribed conditions (Section 11.030) is a use for which approval will be granted provided all conditions are satisfied; and,
 - 1. The Planning Director shall make the decision in the manner provided by Section 99.060(A)(2), Administrative Procedures, except that no notice shall be required; and,
 - 2. The decision may be appealed by the applicant to the Planning Commission as provided by Section 99.240(A).
- C. A conditional use (Section 11.060) is a use, the approval of which is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter 60, Conditional Uses. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 80.
- D. The following Code provisions may be applicable in certain situations:
 - 1. Chapter 65, Non-conforming Uses in Structures.
 - 2. Chapter 66, Non-conforming Structures.
 - 3. Chapter 67, Non-conforming Uses of Land.
 - 4. Chapter 68, Lots of Record.
 - 5. Chapter 75, Variances.

COMMENT:

City of West Linn Public Works Department requests Conditional Use Permit and Class II Design Review and Class I Design Review in accordance with Section 11.060 of the Community Development Code.

Section 11.060: CONDITIONAL USES

The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter 60, Conditional Use.

- 4. Public support facilities. (ORD. 1377)

COMMENT:

City of West Linn Public Works Department Operations Facility located at 4100 Norfolk Street has been at this location since at least 1977. This type of public support facility is permitted in the R-10 Land Use District through approval of a Conditional Use Permit pursuant to Section 11.060.4. Since the facility was first approved more than 30 years ago, this review is limited to expansion of the use for the 1,344 sq. ft. enclosed parking building. As part of this review, existing building size, number of existing parking spaces and landscaping has been documented.

Section 11.070: DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS

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

- 1. The minimum lot size shall be 10,000 square feet for a single-family detached unit.

2. The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.
3. The average minimum lot width shall be 50 feet. (ORD. 1298)
4. The lot depth comprising non-Type I and II lands shall be less than two and one half times the width, and more than an average depth of 90 feet. (See diagram below.) (ORD. 1377)

COMMENT:

The existing Public Works Operations facility is in compliance with these standards. The roughly square-shaped lots size is 2.1 acres with dimensions of 300-ft. or more.

5. The minimum yard dimensions or minimum building setback area from the lot line shall be:
 - a. For the front yard, 20 feet; except for steeply sloped lots where the provisions of Section 41.010 shall apply; and as specified in Section 26.040(D) for the Willamette Historic District. (ORD. 1175)
 - b. For an interior side yard, 7 1/2 feet; except as specified in Section 26.040(D) for the Willamette Historic District.
 - c. For a side yard abutting a street, 15 feet.
 - d. For a rear yard, 20 feet.

COMMENT:

The proposed covered parking building complies with the minimum 20-ft. front (Norfolk Street) and 7.5-ft. interior side yard (south) setback standard of this section. The proposed front yard setback is 24-ft. (17-ft. from the existing wall), and 7.5-ft. from the south property line.

6. The maximum building height shall 35 feet, except for steeply sloped lots in which case the provisions of Section 41.000 shall apply. (ORD. 1538)
7. The maximum lot coverage shall be 35 percent.
8. The minimum width of an accessway to a lot which does not abut a street or a flag lot, shall be 15 feet.
9. The floor area ratio shall be .45. Type I and II lands shall not be counted toward lot area when determining allowable floor area ratio, except that a minimum floor area ratio of .30 shall be allowed regardless of the classification of lands within the property. That 30 percent shall be based upon the entire property including Type I and II lands. Existing residences in excess of this standard may be replaced to their prior dimensions when damaged without the requirement that the homeowner obtain a "non-conforming structures" permit under CDC Chapter 66. (ORD 1538)
10. The sidewall provisions of CDC Chapter 43 shall apply. (ORD 1538)

COMMENT:

The existing Public Works Operations facility is in compliance with these standards. All structures are single-story ranging from 15-ft. to 25-ft. in height. Proposed lot coverage and FAR is 25%.

Section 11.080: DIMENSIONAL REQUIREMENTS, CONDITIONAL USES

Except as may otherwise be established by this Code, the appropriate lot size for a conditional use shall be determined by the approval authority at the time of consideration of the application based upon the criteria set forth in Section 60.070(1) and (2).

COMMENT:

No changes to the existing 2.1 acre lot are proposed with this request.

Section 11.090: OTHER APPLICABLE DEVELOPMENT STANDARDS

A. The following standards apply to all development including permitted uses:

1. Chapter 34, Accessory Structures.
2. Chapter 35, Temporary Uses.
3. Chapter 38, Additional Yard Area Required, Exceptions to Yard Requirements, Storage in Yards and Projections into Yards.
4. Chapter 40, Building Height Limitations and Exceptions.
5. Chapter 41, Structures on Steep Lots, Exceptions.
6. Chapter 42, Clear Vision Areas.
7. Chapter 44, Fences and Screening of Storage Areas.
8. Chapter 46, Off street Parking and Loading.
9. Chapter 48, Access.
10. Chapter 52, Signs.
11. Chapter 54, Installation and Maintenance of Landscaping.

B. The provisions of Chapter 55, Design Review, apply to all uses except detached single-family dwellings, residential homes and residential facilities. (ORD. 1590 § 1, 2009)

COMMENT:

The applicable code sections are addressed within this written narrative.

CHAPTER 31.000 EROSION CONTROL

Section 31.010: PURPOSE

The purpose of this section is to require erosion prevention measures and sediment control practices for all development in the City of West Linn during all phases of construction to prevent and restrict the discharge of sediments, and to require final permanent erosion prevention measures after development is completed.

Erosion prevention techniques shall be designed to protect soil particles from the force of water and wind so they will not be transported from the site. Sediment control measures shall be designed to capture soil particles after they have become dislodged by erosion and attempt to retain the soil particles on site.

Section 31.020: APPLICABILITY

This document applies to development that may cause visible or measurable erosion on any property within the City of West Linn. In instances where this chapter conflicts with other applicable City codes, the more restrictive provision shall apply.

COMMENT:

Necessary erosion control measures will be provided at the southeast corner of the site and around the existing storm catch basin prior to construction.

CHAPTER 33.000 STORM WATER QUALITY AND DETENTION

Section 33.010: PURPOSE

The purpose of CDC Chapter 33 is to implement the Comprehensive Plan; meet the objectives of the "Clean Water Act" of the federal government by restoring and maintaining the chemical, physical, and biological integrity of waterbodies and waterways; provide water purification, flood control and streambank stability; provide aesthetic value; and provide for stormwater management to reduce the impacts of stormwater runoff (water quantity) and pollution (water quality) resulting from development. As development results in the replacement of large areas of existing pervious surface cover such as meadows or wooded areas with impervious material such as roads, parking lots, and roofs, stormwater detention is necessary to ensure that post-development stormwater runoff volumes do not exceed pre-development runoff volumes. Stormwater treatment is necessary in order to reduce sediment, nutrient, and pollutant loading into waterbodies and waterways.

Section 33.020: APPLICABILITY

CDC Chapter 33 applies to all new development and redevelopment sites, as required by the City's Public Works Design Standards, except one- and two-family dwellings that do not involve a land division.

COMMENT:

An existing catch basin has been provided at the southeast corner of the parking lot adjacent to the proposed covered parking structure. No changes are proposed with this request (See Exhibit 3).

CHAPTER 40.000 BUILDING HEIGHT LIMITATIONS, EXCEPTIONS

Section 40.010: PROJECTIONS NOT USED FOR HUMAN HABITATION

Projections such as chimneys, spires, domes, elevator shaft housings, towers, aerials, flag poles, and other similar objects not used for human occupancy, are not subject to the building height limitations of this Code.

COMMENT:

The proposed enclosed parking structure and covered carport area are 15-ft. in height. No additional projections are planned (See Exhibit 5).

Section 40.020: CHURCH OR GOVERNMENT BUILDINGS

The height of a church or governmental building may be built to a maximum height of 50 feet provided:

- A. The total floor area of the building does not exceed one and one half times the area of the site;
- B. The yard dimensions in each case are equal to at least two thirds of the building height of the principal structure; and
- C. The approval of this exception is a part of the approval of the conditional use allowed under Chapter 60.

COMMENT:

As noted above and on Exhibit 4, the existing buildings on-site are single-story and do not exceed 25-ft. The site FAR is 25%. The proposed enclosed parking structure and covered carport area are 15-ft. The north (side yard) setback for the principal building (Admin/Operations Bldg) exceeds 20-ft.

CHAPTER 46.000 OFF-STREET PARKING, LOADING AND RESERVOIR AREAS

Section 46.010: PURPOSE

The purpose of this chapter is to provide standards for the number and arrangement of off-street parking, loading, and reservoir areas. Most of these provisions relate to commercial, office, and industrial uses. Parking lot design has often been criticized for creating large expanses of paved areas, separating the business from the public street. That arrangement makes it less attractive for pedestrians to access these buildings. The challenge is balancing the business community's desire for ample visible parking to attract prospective customers with the community interest of encouraging safe, non-vehicular access, minimizing the visual impact of parking, and creating a more attractive streetscape and urban environment.

Most parking facilities in non-residential developments contain spaces which are infrequently used, available for the few days a year when parking is at a premium. For these spaces,

permeable parking surfaces provide a suitable parking surface which can reduce surface runoff and increase water quality, as well as improve the aesthetic appearance of the parking lot. West Linn encourages the use of permeable parking surfaces in appropriate situations. (ORD. 1463)

Section 46.020: APPLICABILITY AND GENERAL PROVISIONS

- A. At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone, off street parking spaces, loading areas and reservoir areas shall be provided in accordance with the requirements of this chapter unless other requirements are otherwise established as a part of the development approval process.
- B. The provision and maintenance of off street parking and loading spaces are the continuing obligation of the property owner.
- C. No building or other permit shall be issued until plans are approved that show the property that is and will remain available for exclusive use as off-street parking and loading space as required by this chapter. The use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this chapter.
- D. Required parking spaces and loading areas shall be improved to the standards contained in this chapter and shall be available for use at the time of the final building inspection except as provided in Section 46.150.

COMMENT:

As shown on Exhibit 4, 45 Standard paved parking spaces and 1 Accessible (Disabled) paved parking space are provided on-site. No changes to the parking design are proposed with this Covered Parking Building Conditional Use request. No new parking is required since only 44 spaces are required.

Section 46.030: SUBMITTAL REQUIREMENTS

For any application requiring design review approval, which includes parking areas, the applicant shall submit, within the design review package, a plan drawn to scale showing all the elements necessary to indicate that the requirements of Chapter 55 are met and it shall include but not be limited to: (ORD. 1463)

- 1. The delineation of individual parking and loading spaces and their dimensions;
- 2. The identification of compact parking spaces;
- 3. The location of the circulation area necessary to serve spaces;
- 4. The access point(s) to streets, alleys, and properties to be served;
- 5. The location of curb cuts;
- 6. The location and dimensions of all landscaping, including the type and size of plant material to be used, as well as any other landscape material incorporated into the overall plan;
- 7. The proposed grading and drainage plans and the slope (percentage) of parking lot;

8. Specifications as to signs and bumper guards;
9. Identification of disabled parking spaces;
10. Location of pedestrian walkways and crossings; and,
11. Location of bicycle racks.

COMMENT:

The above information is provided on Exhibits 3 and 4. No grading or drainage plans are included since the proposed building will be constructed at existing grade and the balance of the site is completely developed. New impervious area (approximately 1,300 sq. ft.), will be created by the enclosed parking building. Drainage from this building will be conveyed to the adjacent catch basin. New landscaping is proposed on the south side of the proposed building – Arborvitae – to match the existing hedge on the east side of the site.

Section 46.090: MINIMUM OFF STREET PARKING SPACE REQUIREMENTS

C. Commercial:

4. Service and repair shops: One space for every 500 sq. ft. of gross floor area.

F. Maximum parking. While it is important to establish minimum standards to ensure that adequate parking is available, it is equally important to establish maximum parking standards to reduce paved impermeable areas, to reduce visual impact of parking lots, and to encourage alternate modes of transportation. For these reasons, parking spaces (except for single-family and two-family residential uses) shall not exceed the minimum by more than 10 percent except by variance. (ORD. 1463)

COMMENT:

Total gross floor area of the site is approximately 22,000 sq. ft. In addition to the proposed building, this includes the two existing parking sheds on the south side of the site adjacent to the proposed building. The total area of all three buildings (which could be excluded to calculate minimum parking requirement) is approximately 5,550 sq. ft., or approximately 25% of the site's floor area equal to 11 parking spaces. When included, however, a total number of 44 parking spaces are required per Section 46.090.C4 ($500/22,000 = 44$). Exhibit 4 indicates that 46 parking spaces are provided on-site.

Section 46.150: DESIGN AND STANDARDS

The following standards apply to the design and improvement of areas used for vehicle parking, storage, loading, and circulation:

A. Design Standards:

1. "One standard parking space" means a minimum for a parking stall of 8 feet in width and 16 feet in length. These stalls shall be identified as "compact." To accommodate larger cars, 50 percent of the required parking spaces shall have a minimum dimension of 9 feet in width and 18 feet in length (9 X 18). When multi-family parking stalls back onto a main driveway, the stalls shall be 9 X 20. (ORD. 1463)

COMMENT:

All parking spaces comply with the above 9 x 18 dimensional standards.

2. Disabled parking and maneuvering spaces shall be consistent with current federal dimensional standards and Section 46.150(B) and placed nearest to accessible building entryways and ramps.

COMMENT:

One Accessible (Disabled) parking space is provided on the east side of the Admin/Operations Bldg. adjacent to the access ramp.

3. Parking spaces located in the public right-of-way that require backing movements or other maneuvering within a street or right of way are permitted with City Engineer approval as is in the case of Willamette Falls Drive parking facilities.

COMMENT:

No required parking is proposed in the public right-of-way (either Sussex or Norfolk Streets). However, on-street parking is available on both streets in accordance with this section.

4. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.
5. Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required.

COMMENT:

The existing parking lot design complies with this section. No changes are proposed.

6. Except for single and two family residences, any area intended to be used to meet the off street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces. (ORD. 1463)

COMMENT:

The parking lot is striped as required.

9. Access drives from the street to off street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site. The number of access drives shall be limited to the minimum that will allow the property to accommodate and service the anticipated traffic. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.

COMMENT:

There are three existing gated entrances along the site's Sussex frontage and two entrances along the site's Norfolk frontage.

10. Access drives shall have a minimum vision clearance as provided in Chapter 42, Clear Vision Areas.

COMMENT:

The two access drives on Norfolk Street meet the minimum vision clearance as evidenced by photos in Exhibit 18.

11. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least 4 inches high located 2 feet back from the front of the parking stall. Alternately, landscaped areas or sidewalks adjacent to the parking stalls without wheel stops shall be two feet wider.

COMMENT:

Interior parking spaces are existing and compliant with this standard to extent possible. The seven parking spaces located on the southwest side of the site are nonconforming and cannot be improved due to a perimeter grade change.

12. Off street parking and loading areas shall be drained in accordance with plans and specifications approved by the City Engineer. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.

13. Artificial lighting on all off street parking facilities shall be designed to deflect all light downward away from surrounding residences and so as not to create a hazard to the public use of any road or street.

COMMENT:

Existing parking and lighting on-site are nonconforming to this code. However, only minimum exterior lighting is provided for security. Oil-separating catch basins have been provided on the southeast and southwest sides of the site.

17. The parking area shall have less than a five percent grade. No drainage across adjacent sidewalks or walkways is allowed.

COMMENT:

Existing parking is nonconforming to this code. However, much of the parking lot complies with this section.

18. Commercial, office, industrial, and public parking lots may not occupy more than 50 percent of the main lot frontage of a development site. The remaining frontage shall comprise buildings or landscaping. If over 50 percent of the lineal frontage comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet wide and shall include terrain variations (e.g., 1-foot high berm) plus landscaping. The defensible space of the parking lot should not be compromised.

COMMENT:

Existing site design is nonconforming to this code. However, there is a large landscape area with trees located on the east side of the site which separates the two public parking lots.

19. Areas of the parking lot improved with asphalt or concrete surfaces shall be designed into areas of 12 or less spaces through the use of defined landscaped area. Groups of 12 or less spaces are defined as: (ORD. 1463)
 - a. Twelve spaces in a row, provided there are no abutting parking spaces, as in the case when the spaces are abutting the perimeter of the lot; or,
 - b. Twelve spaces in a group with six spaces abutting together; or,
 - c. Two groups of twelve spaces abutting each other, but separated by a 15-foot wide landscape area including a six-foot wide walkway.
 - d. Parking areas improved with a permeable parking surface may be designed using the configurations shown in a, b, and c, above except that groups of up to 18 spaces are allowed. (ORD. 1463)

COMMENT:

The existing parking lot is separated into groups of 10 spaces or fewer, although the only landscaping is located on the east (public) side of the site. Other parking is nonconforming to this section.

20. Pedestrian walkways shall be provided in parking areas having 20 or more spaces. Walkways or sidewalks shall be constructed between major buildings/activity areas (an example in multi-family housing: between recreation center, swimming pool, manager's office, park or open space areas, parking lots, etc.) within a development, between adjacent developments and the new development, as feasible, and between major buildings/activity areas within the development and adjacent streets and all adjacent transit stops. Internal parking lot circulation and design should maintain ease of access for pedestrians from streets and transit stops. Walkways shall be constructed using a material that visually contrasts with the parking lot and driveway surface. Walkways shall be further identifiable to pedestrians and motorists by grade separation, walls, curbs, surface texture, (surface texture shall not interfere with safe use of wheelchairs, baby carriages, shopping carts, etc.) and/or

landscaping. Walkways shall be six feet wide. The arrangement and layout of the paths shall depend on functional requirements.

COMMENT:

No pedestrian access to the site is provided except through the two public entrances on the east side of the site. Since the facility is a public works operations facility with heavy equipment and other machinery, public access is restricted to the Admin/Operations center. The parking lot is nonconforming to this section and not designed to current standards.

21. The parking and circulation patterns are easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles.

22. The parking spaces shall be close to the related use.

COMMENT:

Parking is provided for employees throughout the site, and the public on the east side of the site. Parking and circulation patterns are easily comprehended.

CHAPTER 54.000 LANDSCAPING

Section 54.010: PURPOSE

The purpose of this section is to provide for the design, selection, installation, and maintenance of landscaping. The landscaping is intended to provide an attractive natural balance to built areas, to reduce runoff, to provide shade, to screen or buffer uses, and to frame or compliment views. The chapter also encourages the selection of plant materials that will provide long term growth, a balance of year-round coverage and greenery, and a variety of species for a more healthy disease-resistant plant inventory.

Section 54.020: APPROVAL CRITERIA

- A. Every development proposal requires inventorying existing site conditions which include trees and landscaping. In designing the new project, every reasonable attempt should be made to preserve and protect existing trees and to incorporate them into the new landscape plan. Similarly, significant landscaping (e.g., bushes, shrubs) should be integrated. The rationale is that saving a 30-foot tall mature tree helps maintain the continuity of the site, they are qualitatively superior to two or three 2-inch caliper street trees, they provide immediate micro-climate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.
- B. To encourage tree preservation, the parking requirement may be reduced by one space for every significant tree that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking. The City Parks supervisor or arborist shall determine the significance of the tree and/or landscaping to determine eligibility for these reductions.
- C. Developers must also comply with the Municipal Code chapter on tree protection.

- D. **Heritage trees.** Heritage trees are trees which, because of their age, type, notability, or historical association are of special importance. Heritage trees are trees designated by the City Council following review of a nomination. A heritage tree may not be removed without a public hearing at least 30 days prior to the proposed date of removal. Development proposals involving land with heritage tree(s) shall be required to protect and save the tree(s). Further discussion of Heritage trees is found in the Municipal Code.

COMMENT:

As noted, the site was developed prior to 1977 under previous standards and is nonconforming to this code. However, mature landscaping is located along the perimeter of the site on east side. This includes large trees and vegetation in the landscape area on the east side of the Admin/Operations building (including several fir and cedars), and arborvitae adjacent to the proposed building. No heritage trees exist on-site and no tree removal is planned with this building (See Exhibits 2 & 18).

- E. **Landscaping - by type, location and amount.**

2. **Non-residential uses.** A minimum of 20 percent of the gross site area shall be landscaped. Parking lot landscaping may be counted in the percentage.

COMMENT:

The site is approximately 8% landscaped as noted on Exhibit 4. Landscaping is nonconforming to this code which requires 20% landscape. However, a new arborvitae hedge is proposed on the south side of the covered parking building to provide necessary screening to the residence south of the site. No other landscaping is proposed and no changes to the existing landscaping are planned with this application; however, additional plantings along the site perimeter will be accomplished if the approving body determines that they are necessary to mitigate the impact on adjacent property owners. Please note that much of the work proposed and previously accomplished are obscured by existing vegetative borders and the changes have, or will, impact adjacent property owners.

3. **All uses (residential uses [non-single family] and non-residential uses):**

- a. The landscaping shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area. There shall be one shade tree planted for every eight parking spaces. These trees shall be evenly distributed throughout the parking lot to provide shade. Parking lots with over 20 spaces shall have a minimum 10 percent of the interior of the parking lot devoted to landscaping. Pedestrian walkways in the landscaped areas are not to be counted in the percentage. The perimeter landscaping, explained in Section 54.020(E)(3)(d), shall not be included in the 10 percent figure. Parking lots with 10-20 spaces shall have a minimum 5 percent of interior of the parking lot devoted to landscaping. The perimeter landscaping, as explained above, shall not be included in the 5 percent. Parking lots with fewer than 10 spaces shall have the standard perimeter landscaping and at least two shade trees. Non-residential parking areas paved with a permeable parking surface may reduce the required minimum interior landscaping by one-third for the area with the permeable
- b. The landscaped areas shall not have a width of less than five feet.

- c. The soils, site, proposed soil amendments, and proposed irrigation system shall be appropriate for the healthy and long term maintenance of the proposed plant species.
- d. A parking, loading, or service area which abuts a street shall be set back from the right-of-way line by perimeter landscaping in the form of a landscaped strip at least 10 feet in width. When a parking, loading, or service area, or driveway is contiguous to an adjoining parcel, there shall be an intervening five-foot wide landscape strip. The landscaped area shall contain:
 - 1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average;
 - 2) Shrubs, not to reach a height greater than three feet six inches, spaced no more than five feet apart on the average; or,
 - 3) Vegetative ground cover such as grass, wild flowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low level shrubs.
- e. If over 50 percent of the lineal frontage of the main street or arterial adjacent to the development site comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet in width and shall include terrain variations (e.g., 1-foot high berm) plus landscaping. This extra requirement only applies to one street frontage.
- f. A parking, loading, or a service area which abuts a property line shall be separated from the property line by a landscaped area at least five feet in width and which shall act as a screen and noise buffer and the adequacy of the screen and buffer shall be determined by the criteria set forth in Section 55.100(C) and (D) except where shared parking is approved under Section 46.040. (ORD. 1408)
- g. All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.
- h. The landscaping in parking areas shall not obstruct lines of sight for safe traffic operation.
- i. Outdoor storage areas, service areas (loading docks, refuse deposits, and delivery areas), and above-ground utility facilities shall be buffered and screened to obscure their view from adjoining properties and to reduce noise levels to acceptable levels at the property line. The adequacy of the buffer and screening shall be determined by the criteria set forth in Section 55.100(C)(1).
- j. Crime prevention shall be considered and plant materials shall not be located in a manner which prohibits surveillance of public and semi-public areas (shared or common areas).

- k. Irrigation facilities shall be located so that landscaped areas can be properly maintained and so that the facilities do not interfere with vehicular or pedestrian circulation.
- l. For commercial, office, multi-family, and other sites, the developer shall select trees that possess the following characteristics:
 - 1) Provide generous "spreading" canopy for shade.
 - 2) Roots do not break up adjacent paving.
 - 3) Tree canopy spread starts at least six feet up from grade in, or adjacent to, parking lots, roads, or sidewalks unless the tree is columnar in nature.
 - 4) No sticky leaves or sap dripping trees (no honey dew excretion).
 - 5) No seed pods or fruit bearing trees (flowering trees are acceptable).
 - 6) Disease resistant.
 - 7) Compatible to planter size.
 - 8) Drought tolerant unless irrigation is provided.
 - 9) Attractive foliage or form all seasons.
- n. Plant materials (shrubs, ground cover, etc.) shall be selected for their appropriateness to the site, drought tolerance, year-round greenery and coverage, staggered flowering periods, and avoidance of nuisance plants (Scotch broom, etc.).

COMMENT:

The site is nonconforming to the current code and no landscape removal or modification is planned with this application.

CHAPTER 55.000 DESIGN REVIEW

Section 55.010: PURPOSE AND INTENT GENERAL

The purpose of the design review provisions is to establish a process and standards for the review of development proposals in order to conserve and enhance the appearance of the City and to promote functional, safe, and innovative site development. Attention will be paid to the proposal's scale, layout and design, its compatibility with the surrounding natural environment, and the character of the surrounding neighborhood or area. The intent is to ensure that there is general compatibility between adjoining uses, that private and common outdoor space is provided, that vehicular access and circulation is safe, and that areas of public use are made aesthetically attractive and safe. Also of concern are the needs of persons with disabilities.

Multi-family, industrial, commercial, office, and public projects will comply with the Transportation Planning Rule (TPR). The TPR is a state requirement that jurisdictions must reduce reliance on the automobile by, in part, encouraging other modes of transportation such as transit, bicycles, and foot traffic, or through building orientation or location.

Section 55.020: APPLICABILITY

This chapter provides two levels of design review: Class I and Class II. Class I design review applies to land uses and activities that require only a minimal amount of review. Class II design review is reserved for land use and activities that require comprehensive review. Class I design review applies to the following land uses and activities:

- B. Fences and walls (at non-single-family/duplex residential sites).
- G. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building.
- H. Addition or reduction of parking stalls.¹
- I. Revised parking alignment.¹

Footnote: ¹Class II design review applies when the proposed improvement, land use, or activity (e.g., new sidewalks) is part of a major commercial, office, industrial, public, or multi-family construction project (e.g., a new shopping center). Class I design review applies when this improvement, use, or activity is part of a minor re-design or remodel. No design review is required if the applicant proposes to repair or replace one of the footnoted items. This shall be a Planning Director's code interpretation.

COMMENT:

The Planning Director has determined that the proposed enclosed parking, covered carport, and above ground fuel storage tanks are exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025. However, the replacement of walls with higher walls along the south and east edges of the site and within the storage area require Class I Design Review per Section 55.020(C).

Section 55.070: SUBMITTAL REQUIREMENTS

- D. The applicant shall submit a complete application form and:
 - 1. The development plan for a Class I design review shall contain the following elements:
 - b. A site plan (CDC 55.120) is required.
 - d. Pursuant to CDC 55.085, additional submittal material may be required.

55.070 SUBMITTAL REQUIREMENTS

- D. The applicant shall submit a completed application form and:
1. The development plan for a Class I design review shall contain the following elements:
 - b. A site plan (CDC [55.120](#)) is required.
 - d. Pursuant to CDC [55.085](#), additional submittal material may be required.
 2. The development plan for a Class II design review shall contain the following elements:
 - a. A site analysis (CDC [55.110](#));
 - b. A site plan (CDC [55.120](#));
 - c. A grading plan (CDC [55.130](#));
 - d. Architectural drawings, indicating floor plan and elevation (CDC [55.140](#));
 - e. A landscape plan (CDC [55.150](#));
 - f. A sign plan (CDC [55.160](#)); and
 - g. A pedestrian and automobile circulation plan.
 - h. The utility plan: The application shall include a submittal appropriate to respond to the approval criteria of CDC [55.100\(l\)\(1\)](#) through (5) relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage.
 3. A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC [55.170](#).
 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.
- E. The applicant shall submit samples of all exterior building materials and colors in the case of new buildings or building remodeling.

COMMENT:

The Planning Director has determined that the proposed enclosed parking, covered carport, and above ground fuel storage tanks are exempt from the Design Review requirements in Chapter 55 (i.e. 55.110, 55.130, 55.140, 55.150, 55.160, and 55.170 are not required) as per West Linn Community Development Code Section 55.025. Class I Design Review criteria are included in the application materials.

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW

The Planning Director shall make a finding with respect to the following criteria when approving, approving with conditions, or denying a Class I design review application:

- A. The provisions of the following sections shall be met:
1. CDC 55.100(B)(1) through (4), Relationship to the natural and physical environment, shall apply except in those cases where the proposed development site is substantially developed and built out with no remaining natural physical features that would be impacted.

COMMENT:

Information previously addressed in this application in response to Chapter 33 requirement.

2. CDC 55.100(B)(5) and (6), architecture, et al., shall only apply in those cases that involve exterior architectural construction, remodeling, or changes.

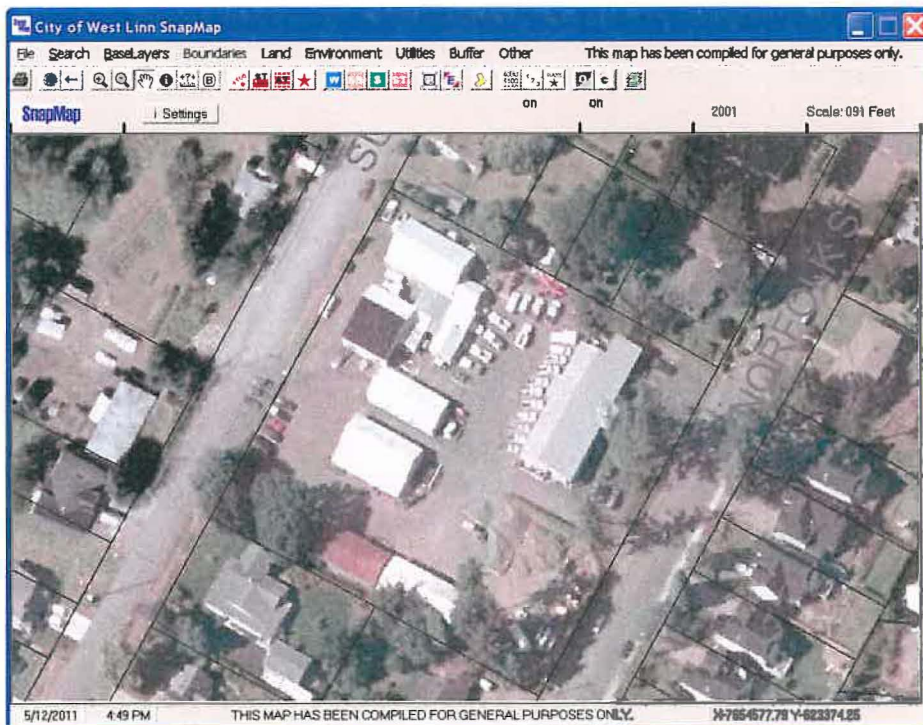
COMMENT:

Information is not required since the new building and carport are actually exempted from design review as accessory structures. The proposed improvements provide adequate distance between the on-site improvements and adjacent off-site structures for light and air circulation. All required setbacks are met. Architecturally, the proposed building on the exterior of the site will match the two adjacent buildings on the site.

3. Pursuant to CDC 55.085, the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application.

COMMENT:

The pre-application notes stated that 55.090 provides the Planning Director to require additional sections be addressed. The Planner required 55.100(A)(5) be addressed which refers back to Chapter 42 CDC, Clear Vision Areas. In the pre-application notes it was noted that, "...the Clear Vision situation was existing at least to a great extent in this area before the unreviewed improvements of the past few years, so a variance to the Clear Vision provisions should not be needed as long as the application can prove that this was an existing situation that was not meaningfully worsened or worsened at new locations by the recent improvements." The below snapshot from the City's GIS program shows site conditions in 2001, prior to the recently installed improvements. The presence of the Arbor Vite shrubs is clearly seen. Neither the recently installed improvements nor the proposed improvements will adversely affect clear vision areas.



The Planner also required 55.100(A)(6) be addressed which refers back to Chapter 44 CDC, Fences. As also shown in the above GIS orthophoto, the stockpile walls are placed where shorter walls were already in existence and all are behind the pre-existing Arbor vita hedges.

The Planner also required 55.100(d) Compatibility between adjoining uses, buffering, and screening. All the proposed improvements and those recently installed serve to buffer adjoining properties from the activities (equipment and sounds) and contents of the PW Operations and Maintenance Yard.

Finally, the Planner also required 55.100(l)(2) Drainage. The only new impervious area, the roof from the new equipment storage building, is being routed to a new stormwater treatment pond.

- B. An application may be approved only if adequate public facilities will be available to provide service to the property at the time of occupancy.

COMMENT:

Proposed improvements will not cause any more demand on existing public facilities serving the site. Existing public facilities are sufficient to continue to serve the site.

55.120 SITE PLAN

The site plan shall be at the same scale as the site analysis (CDC 55.110) and shall show:

- A. The applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development.
- B. Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines, section lines, corners, and monuments.

COMMENT:

Applicant's property and surrounding properties are shown on sheets 2 and 6 of attached drawings. No boundary line, additional lot lines are proposed.

- C. The location of at least one temporary benchmark and contours as provided by CDC 55.110(B)(3).

COMMENT:

The contours are shown on sheets 3 and 4 of the attached drawings.

- D. Streams and stream corridors.

COMMENT:

There are no streams or stream corridors on or immediately adjacent to the site.

E. Identification information, including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.

COMMENT:

The required information is shown on page 1 of the attached drawings.

F. The location, dimensions, and names of all:

- 1. Existing and platted streets and other public ways and easements on adjacent property and on the site;**
- 2. Proposed streets or other public ways and easements on the site.**

COMMENT:

Platted streets are shown on sheet 1 of the attached drawings. There are no easements on the property site or abutting properties.

G. The location, dimensions and setback distances of all:

- 1. Existing structures, improvements, and utility facilities on adjoining properties;**
- 2. Existing structures, improvements, and utility facilities to remain on the site;**
- 3. Proposed structures, improvements, and utility facilities on the site.**

COMMENT:

Setbacks are shown on sheet 6 of the attached drawings. Previously installed wall enhancements, shown on sheet 4, consisted of replacing "jersey-style" road barriers (31-inches) with large concrete interlocking block walls varying from 4-feet to 8-feet in height. The stormwater treatment pond will be connected to the City's stormwater infrastructure via a curb cut pipe drain.

H. The location and dimensions of:

- 1. The entrances and exits to the site;**
- 2. The parking and circulation areas;**
- 3. Loading and service areas for waste disposal, loading, and delivery;**
- 4. Pedestrian and bicycle circulation areas;**
- 5. On-site outdoor recreation spaces and common areas;**

6. All utilities; and

7. Sign locations.

COMMENT:

The required information is contained on the attached drawing sheets. Pedestrian and bicycle circulation areas, on-site outdoor recreation spaces and common areas, sign utilities are not shown as the site is a public works operations (industrial) site and does not contain these features. There are no utilities located on the site other than those serving only the site. Public utilities in the Right-of-Way (ROW) are shown in the attached plans. There will be no new utilities services to the site.

I. The location of areas to be landscaped.

COMMENT:

Existing landscaping is shown on the attached drawings and areas of proposed landscaping are identified as well.

J. The location and type of outdoor light with specific consideration given to crime prevention. A light coverage plan shall be provided.

COMMENT:

Existing parking and lighting on-site are nonconforming to this code. However, only minimum exterior lighting is provided for security. Existing pole-mounted exterior light is shown on sheet 3 of 7 in the attached drawings.

K. The orientation of structures showing the location of windows and doors.

COMMENT:

Orientation of proposed enclosed parking structure is shown on sheet 4 of the attached drawings. There are no doors proposed for the new parking structure. Bays will open to the east. There are no windows proposed. There are no walls proposed with the carport improvement. Only a roof will be added as walls of adjacent building will help provide enclosure. Location of all doors and windows of all existing buildings on-site as requested by the Planner are provided on sheet 7 of 7 in the attached drawings.

L. The location of mailboxes.

COMMENT:

Location of mailboxes is not shown as there is no proposed change to existing site accesses.

M. Submit an engineering noise control plan by a licensed acoustical engineer to satisfy appropriate noise standards, identified in CDC 55.100(D)(3), in cases where proposed land use can reasonably be expected to generate noise (e.g., automotive-related uses) or in cases where

it is required by the provisions of the West Linn Community Development Code. (Ord. 1442, 1999)

COMMENT:

A noise study has not been prepared as no new workspaces or work tasks are proposed with this application.

CHAPTER 60 CONDITIONAL USE

Section 60.010 PURPOSE

The purpose of this chapter is to provide standards and procedures under which conditional uses may be permitted, enlarged, or altered if the site is appropriate and if other conditions can be met. (ORD. 1589 § 1 (Exh. A), 2010)

Section 60.030 ADMINISTRATION AND APPROVAL PROCESS

- A. Conditional use applications shall be decided by the Planning Commission in the manner set forth in Section 99.060(B). A petition for review by Council may be filed as provided by Section 99.240(B).
- B. All approved conditional use applications shall be subject to Design Review under the provisions of Chapter 55, and in the manner set forth in Section 99.060(B).

COMMENT:

This Conditional Use request is for the Public Works Operations facility located at 4100 Norfolk Street. The facility has operated for at least 30 years. This request, along with the related Design Review application, will establish a baseline for the scale of operations including building size, number of parking, etc. It will also authorize construction of a 1,344 sq. ft. covered parking building located at the southeast corner of the site.

Section 60.040 TIME LIMIT ON A CONDITIONAL USE APPROVAL

Approval of a conditional use by the Commission shall be void after three years, unless an extension is granted per Section 99.325. (ORD. 1408; ORD. 1589 § 1 (Exh. A), 2010)

COMMENT:

Approval of this Conditional Use Permit will be in accordance with this section.

Section 60.050 BUILDING PERMITS FOR AN APPROVED CONDITIONAL USE

- A. Building permits for all or any portion of a conditional use shall be issued only on the basis of the conditional use plan and conditions as approved by the Planning Commission.

- B. Any change in the conditional use plan or conditions of approval shall require a new application and hearing pursuant to the provisions set forth in this Chapter and Section 99.120(B).

COMMENT:

A building permit will be required for the proposed covered parking building in accordance with this decision.

Section 60.060 THE APPLICATION

- A. A conditional use application shall be initiated by the property owner or the owner's authorized agent.
- B. A prerequisite to the filing of an application is a pre-application conference at which time the Director shall explain the requirements and provide the appropriate forms as specified in Section 99.030(B) and (C).
- C. A pre-requisite to the filing of an application is a meeting with the respective City recognized neighborhood association, per CDC Section 99.038, at which time the applicant will present his/her proposal and receive comments. (ORD. 1401)

COMMENT:

This conditional use application request is submitted by the Public Works Department. A pre-application conference was held on April 1, 2010 and a second pre-application conference was held on February 17, 2011. Pre-application notes from these meetings are attached as Exhibits 11 & 12. Neighborhood meetings with the Sunset Neighborhood Association were held on April 27, 2010 and April 26, 2011. Documentation of these meetings as well as the 500-ft. Notification Map with names is included as Exhibit 16 and 17.

- D. An application for a conditional use shall include the completed application form and:
 - 1. A narrative which addresses the approval criteria set forth in Section 60.070 and which sustains the applicant's burden of proof; and,
 - 2. A site plan as provided by Section 60.080.

One original application form must be submitted. Three copies at the original scale and three copies reduced to 11 X 17 or smaller of all drawings and plans must be submitted. Three copies of all other items must be submitted. When the application submittal is determined to be complete, additional copies may be required as determined by the Planning Department. (ORD. 1442)

- E. Names and addresses of all who are property owners of record within 300 feet of the site shall be determined by the Director.
- F. The applicant shall pay the requisite fee.

COMMENT:

The required plans, written statement and materials are included with this application. A narrative addressing the approval criteria set forth in Section 60.070 is included in this written statement.

Section 60.070

APPROVAL STANDARDS AND CONDITIONS

A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in Section 36.030, or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:

1. The site size and dimensions provide:
 - a. Adequate area for the needs of the proposed use; and,
 - b. Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses. (ORD. 1291)

COMMENT:

The city-owned property is 2.1 acres in area and contains several buildings which serve Public Works Administration, Operations and Parks Operations. As shown on Exhibit 4, the buildings are used for office uses, maintenance, equipment storage and a sign shop/storage area. Additional uses on the site include parking for 46 vehicles (in addition to heavy equipment parking), a vehicle wash bay, outside materials storage and other accessory uses. There is sufficient access through the site for large equipment, personal vehicles and emergency vehicles (See Exhibit 3). The proposed 3-sided building (Exhibit 5) will provide covered parking for equipment which is currently stored outside. The site is fenced for security and partially screened from adjacent residences. The site is adequately sized for the existing use and impacts to surrounding properties are minimal. Additionally, the proposed building and new landscaping at the southwest corner of the site will screen the equipment from adjacent properties.

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.
3. The granting of the proposal will provide for a facility that is consistent with the overall needs of the community.

COMMENT:

The findings required for approval of this conditional use permit are provided throughout this written statement. As noted, the original conditional use permit which authorized development of the site into a Public Works Operations facility was approved in 1977. Operation of the facility for more than 30 years is evidence that the site is appropriate for the use and consistent with the overall needs of the community. As noted, no changes to the operations of the facility are proposed with this request. Exhibit 6 has been provided to show the location of adjacent homes which surround the site on all sides. The Public Works staff has met with adjacent neighbors at various times to address and mitigate any concerns they might have.

4. Adequate public facilities will be available to provide service to the property at the time of occupancy. (ORD. 1544)

COMMENT:

All public facilities, including utilities, emergency services and transportation facilities currently serve the property. No changes are proposed with this request (See Exhibit 3).

5. The applicable requirements of the zone are met, except as modified by this chapter.

COMMENT:

The site is located in the R-10 zone. As noted above, all requirements of the zone, including, height, lot coverage and FAR are met on the site and with this proposed building.

6. The supplementary requirements set forth in Chapters 52 to 55, if applicable, are met.

COMMENT:

The supplementary requirements of Chapter 54 are met to the extent practicable since the site was developed in the 1970's and one of its primary uses are a vehicle and equipment storage and maintenance. As shown on Exhibit 4 and the Aerial Photo (Exhibit 2), portions of the site – mainly on the east side – are landscaped. Additionally 8% of the site is landscaped.

With respect to Chapter 55, the Planning Director has determined that the proposed enclosed parking, covered carport, and above ground fuel storage tanks are exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025. However, the replacement of walls with higher walls along the south and east edges of the site and within the storage area require Class I Design Review per Section 55.020(C).

7. The use will comply with the applicable policies of the Comprehensive Plan.

COMMENT:

The existing Public Works and Parks facility is in compliance with the applicable policies of the Comprehensive Plan. The use is permitted in the R-10 zone as a public support facility. This facility specifically meets the needs of Goal 11 (Public Facilities and Services) and Section 5 (Government and Administration Facilities).

- B. An approved conditional use or enlargement or alteration of an existing conditional use shall be subject to the development review provisions set forth in Chapter 55.

COMMENT:

The information required for the Planning Director to evaluate this application per Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55 has been included.

- C. The Planning Commission may impose conditions on its approval of a conditional use which it finds are necessary to assure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:
1. Limiting the hours, days, place, and manner of operation.
 2. Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust.
 3. Requiring additional setback areas, lot area, or lot depth, or width.
 4. Limiting the building height, size or lot coverage, or location on the site.
 5. Designating the size, number, location and design of vehicle access points.
 6. Requiring street right of way to be dedicated and the street to be improved including all steps necessary to address future street improvements identified in the adopted Transportation System Plan. (ORD. 1544)
 7. Requiring participation in making the intersection improvement or improvements identified in the Transportation System Plan when a traffic analysis (compiled as an element of a condition use application for the property) indicates the application should contribute toward. (ORD. 1544)
 8. Requiring landscaping, screening, drainage, and surfacing of parking and loading areas.
 9. Limiting the number, size, location, height, and lighting of signs.
 10. Limiting or setting standards for the location and intensity of outdoor lighting.
 11. Requiring berming, screening, or landscaping and the establishment of standards for their installation and maintenance.
 12. Requiring and designating the size, height, location, and materials for fences.
 13. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.

COMMENT:

As noted, no expansion of use is proposed which could make necessary additional conditions regarding operation of the facility. However, conditions regarding screening and buffering may be appropriate. The applicant proposes an arborvitae hedge on the south side of the proposed building to provide screening the neighbor south of the site.

- D. Aggregate extraction uses shall also be subject to the provisions of ORS 541.605.

COMMENT:

No aggregate extraction uses are proposed on the subject site.

- A. All site plans and maps shall include the name, address, and telephone number of the applicant, the scale of the site plan, north arrow, and a vicinity map.
- B. The applicant shall submit a site plan drawn to an appropriate scale (in order of preference, 1" = 10' to 1" = 30') which contains the following information:
 1. The subdivision name, block, and lot number or the section, township, range, and tax lot number.
 2. The parcel boundaries, dimensions, and gross area.
 3. The applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.
 4. The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.
 5. The location, dimensions, and setback distances of all:
 - a. Existing structures, improvements, utilities, and drainage facilities on adjoining properties;
 - b. Existing structures, improvements, utilities, and drainage facilities to remain on the site; and,
 - c. Proposed structures or changes to existing structures, improvements, utilities, and drainage facilities.
 6. The existing and proposed dimensions of:
 - a. The entrances and exits to the site;
 - b. The parking and circulation areas;
 - c. Loading and service areas for waste disposal, loading and delivery;
 - d. Pedestrian and bicycle circulation area;
 - e. On-site outdoor recreation spaces and common areas; and,
 - f. Above ground utilities.
 7. The location of areas to be landscaped and the proposed landscape plan.
 8. The location of all trees having a six-inch caliper at a height of five feet.

- C. The applicant shall submit the site plan on a map showing two-foot contours up to 20 percent grade and 10-foot contours on grades above 20 percent.

COMMENT:

The above items are provided on the attached plans, as noted previously in this written statement. As shown on Exhibit 2, there are no formal sidewalks between the buildings and those sidewalks adjacent to the streets. There is a sidewalk from the parking area to building.

Section 60.090 ADDITIONAL CRITERIA FOR TRANSPORTATION FACILITIES (TYPE II)

- A. Construction, reconstruction, or widening of highways, roads, bridges or other transportation facilities that are (1) not designated in the adopted West Linn Transportation System Plan (“TSP”) or (2) not designed and constructed as part of an approved, active, development order are allowed in all zoning districts subject to the conditional use and all other applicable provisions of the CDC and satisfaction of all of the following criteria:
 - 1. The project and its design are consistent with West Linn’s adopted TSP and consistent with the State Transportation Planning Rule, OAR 660-012 (“the TPR”).
 - 2. The project design is compatible with abutting land uses in regard to noise generation and public safety and is consistent with the applicable zoning and development standards and criteria for the abutting properties.
 - 3. The project design minimizes environmental impacts to identified wetlands, wildlife habitat, air and water quality, cultural resources, and scenic qualities, and a site with fewer environmental impacts is not reasonably available.
 - 4. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.
 - 5. The project includes provisions for bicycle and pedestrian access and circulation consistent with the comprehensive plan, the requirements of this ordinance, and the TSP.
- B. State transportation system facility or improvement projects. The State Department of Transportation (“ODOT”) shall provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Section 60.090(A)(1-5). Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.
- C. Proposal inconsistent with TSP/TPR. If the City determines that the proposed use or activity or its design is inconsistent with the TSP or TPR, then the applicant shall apply for and obtain a plan and/or zoning amendment prior to or in conjunction with conditional use permit approval.

COMMENT:

As noted, no transportation studies or improvements are required for this application request.

Section 60.100

ADDITIONAL CRITERIA FOR SCHOOLS AND OTHER GOVERNMENT FACILITIES

Schools and other government facilities that attract a regular and significant volume of users shall, to the greatest extent possible, be centrally located relative to the majority of the population that they will serve and be serviceable by sidewalks and bike routes/lanes. Police and fire stations shall meet these standards to the greatest extent possible but it is acknowledged that access to arterials remains a key locational determinant for those uses. (ORD. 1590 § 1, 2009) (AMENDED PER ORD. 1442, 10/99; ORD. 1547, 2/07; ORD. 1584, 12/08)

COMMENT:

The Public Works Operations facility is centrally located in the Sunset Neighborhood and the city as a whole. It has been efficiently operating from this site for more than 30 years and no changes to the operations are planned.

CONCLUSION

The Applicant has provided the information necessary to evaluate the proposed conditional use permit and design review for a covered parking building in the R-10 zone. This application provides findings that the proposal is consistent with City of West Linn's policies and meets all applicable approval criteria. Therefore, the applicant has met the burden of proof, and respectfully requests approval of the proposed conditional use permit and design review.

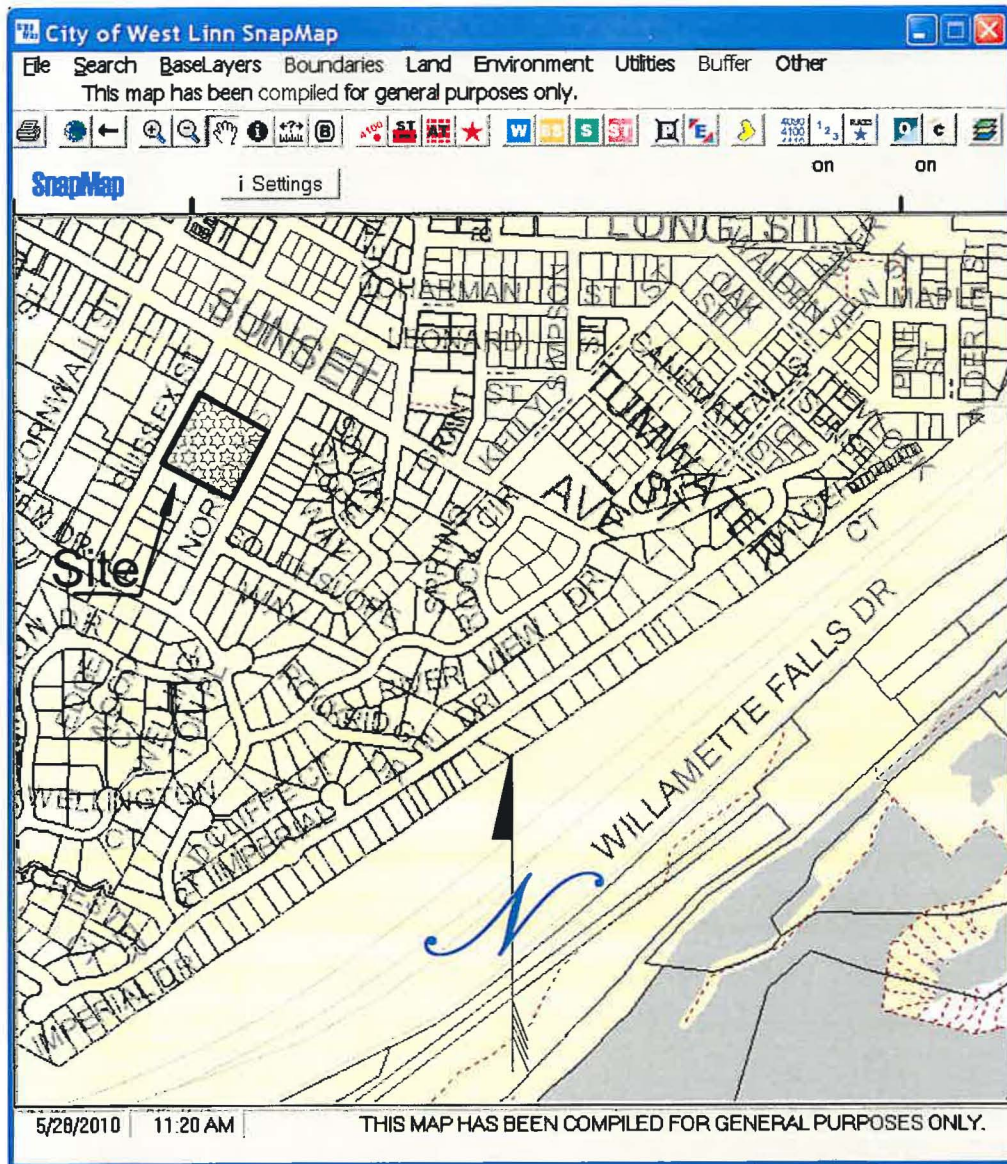
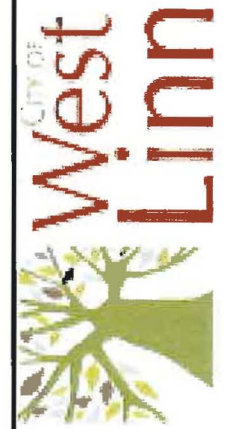
“WEST LINN PUBLIC WORKS COVERED PARKING BUILDING”

Exhibit No.	Exhibit Title
1	Cover Sheet/Vicinity Map/Index of Drawings
2	Aerial Photograph
3	Existing Conditions Plan
4	Preliminary Site Plan
5	Conceptual Structural Elevation Plan
6	Site and Adjacent Properties, Structures and Setbacks Plan
7	On-Site Buildings' Doors and Windows Locations
8	Proposed Fuel Tank
9	Proposed Covered Carport Area
10	Material Storage Bins
11	Wash Rack Perimeter Wall
12	Pre-Application Meeting Notes - 4/1/2010
13	Pre-Application Meeting Notes - 2/17/2011
14	City Zoning Map - 11 x 17
15	Local Area Zoning Map - Cropped
16	Tax Map
17	Sunset Neighborhood Association Mtg Minutes - 4/27/2010
18	Sunset Neighborhood Association Mtg Minutes - 4/26/2011
19	Site Photographs
20	Photos showing all Exterior Doors and Windows on-site
21	Letters, Certified Mail Receipts, Address List, Affidavit of Mailing, Notice Posted, Affidavit of Posting

Cover Sheet/Vicinity Map/Index of Drawings

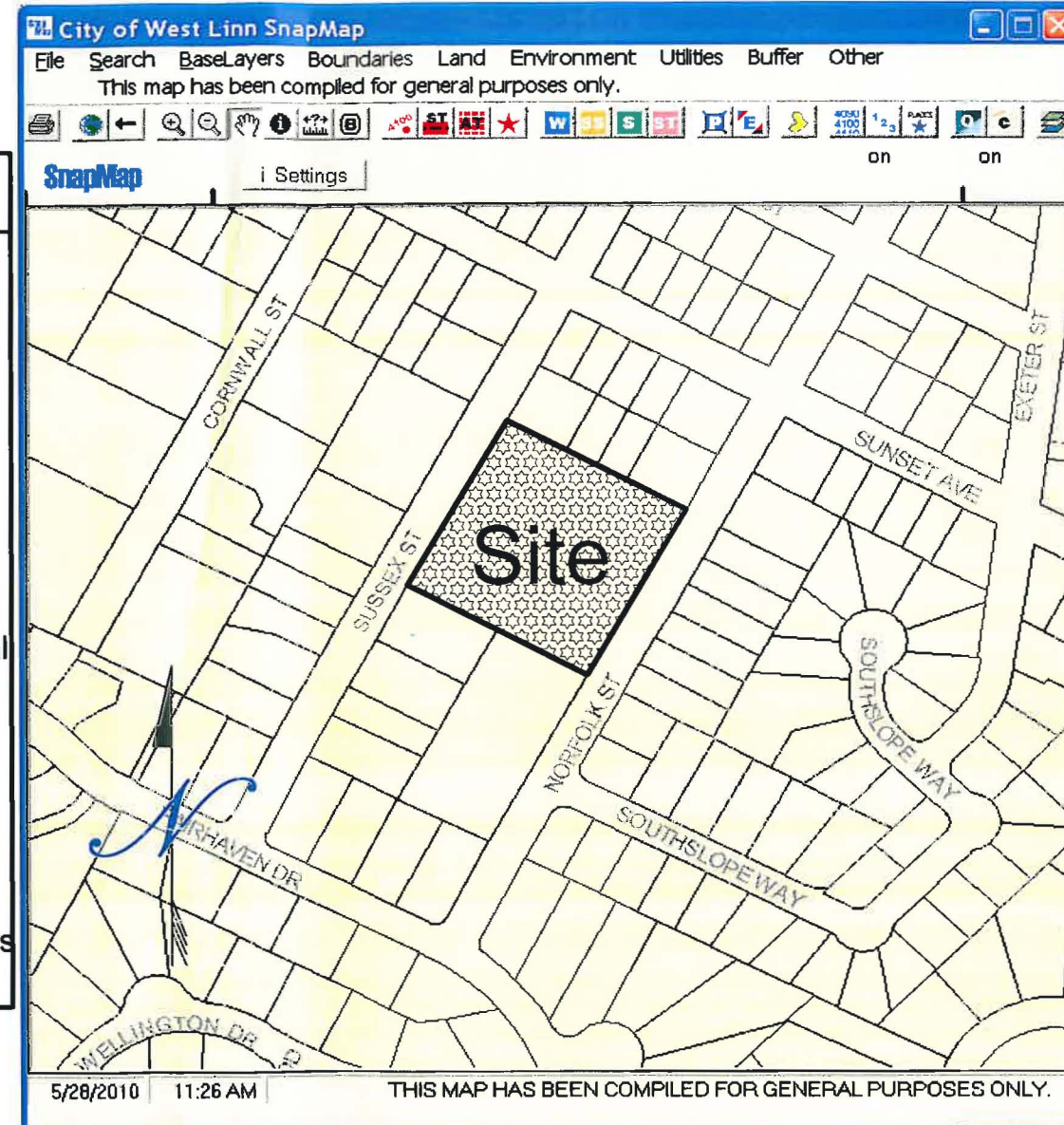
Exhibit No. 1

Conditional Use Permit and Design Review for an 1,344 SF Covered Parking Building



Index of Drawing:

- Sheet 1: Cover Sheet / Vicinity Map / Index of Drawing
- Sheet 2: Aerial Photography
- Sheet 3: Existing Conditions
- Sheet 4: Preliminary Site Plan
- Sheet 5: Conceptual Structural Elevation Plan
- Sheet 6: Site and Adjoining Properties Structures and Setbacks
- Sheet 7: Windows and Doors Locations on Existing Buildings



Site Information:

Applicant: Mike Cardwell (503)-656-6081
 Site Legal Description: Taxlot 8100; Tax Map 21E 36BA
 Size: 2.1 Acres
 Location: 4100 Norfolk Street
 Land-Use District: R-10
 Existing Building Area: +/- 20,650 SF
 Proposed Building Area: +/- 22,000 SF

Utility Providers

Storm Sewer: City of West Linn
 Sanitary Sewer: City of West Linn (Water Environmental Services / Tri-City)
 Water: City of West Linn (South Fork Water Board)
 Fire District: Tualatin Valley Fire & Rescue
 Electric: Portland General Electric
 Telephone: Qwest

Project: West Linn Public Works Covered Parking Building

Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

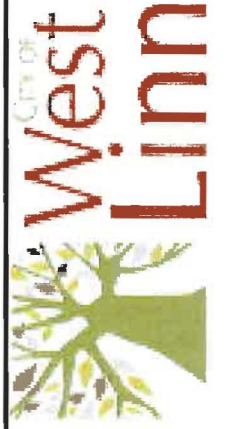
Cover Sheet / Vicinity Map / Index of Drawings

Aerial Photograph

Exhibit No. 2



Scale: 1" = 50' (11" x 17" Format)



Project: West Linn Public Works Covered Parking Building

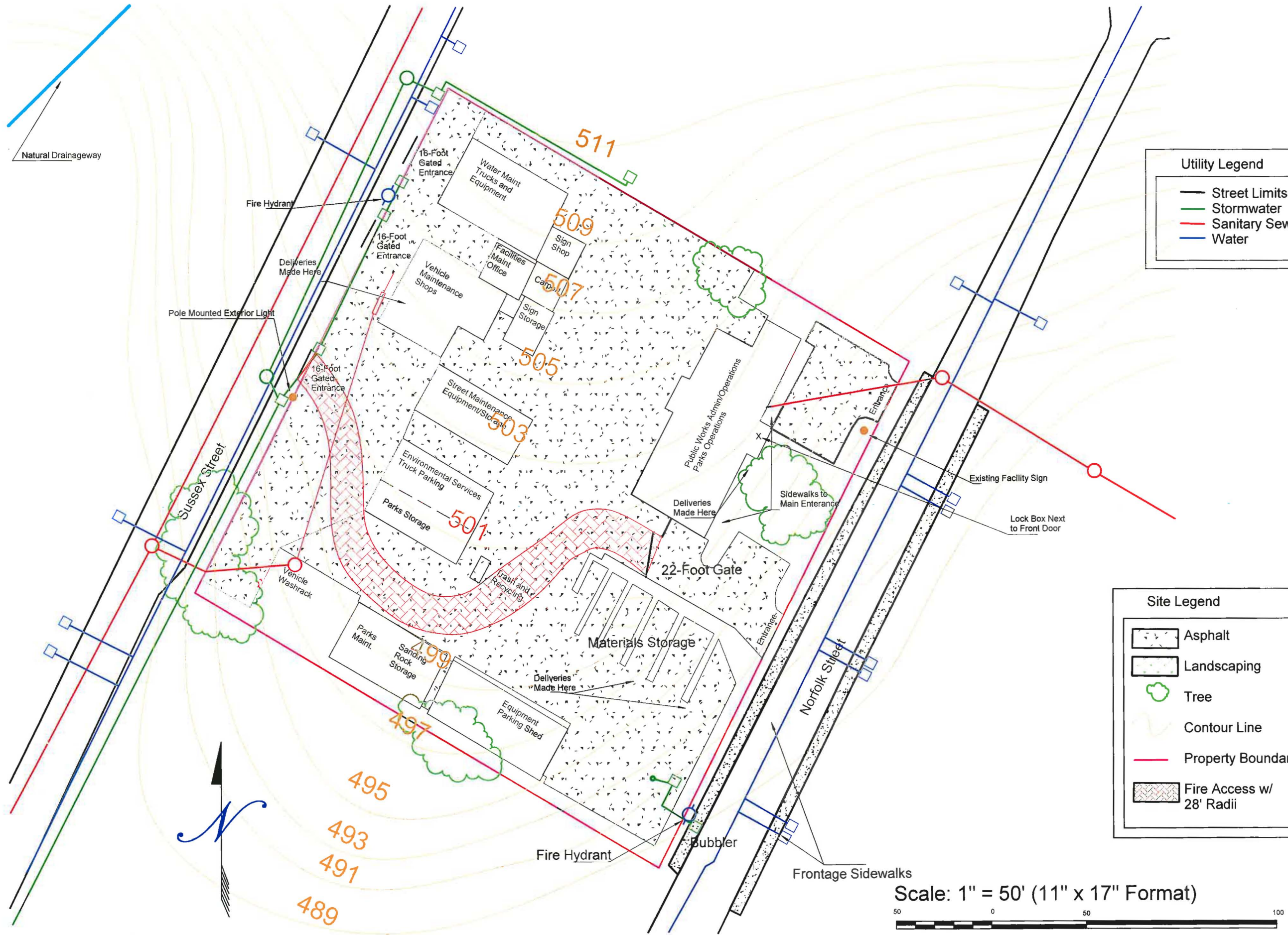
Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Aerial Photograph

Existing Conditions Plan

Exhibit No. 3



Utility Legend

- Street Limits
- Stormwater
- Sanitary Sewer
- Water

Site Legend

- Asphalt
- Landscaping
- Tree
- Contour Line
- Property Boundary
- Fire Access w/ 28' Radii

Scale: 1" = 50' (11" x 17" Format)

50 0 50 100



Project: West Linn Public Works Covered Parking Building

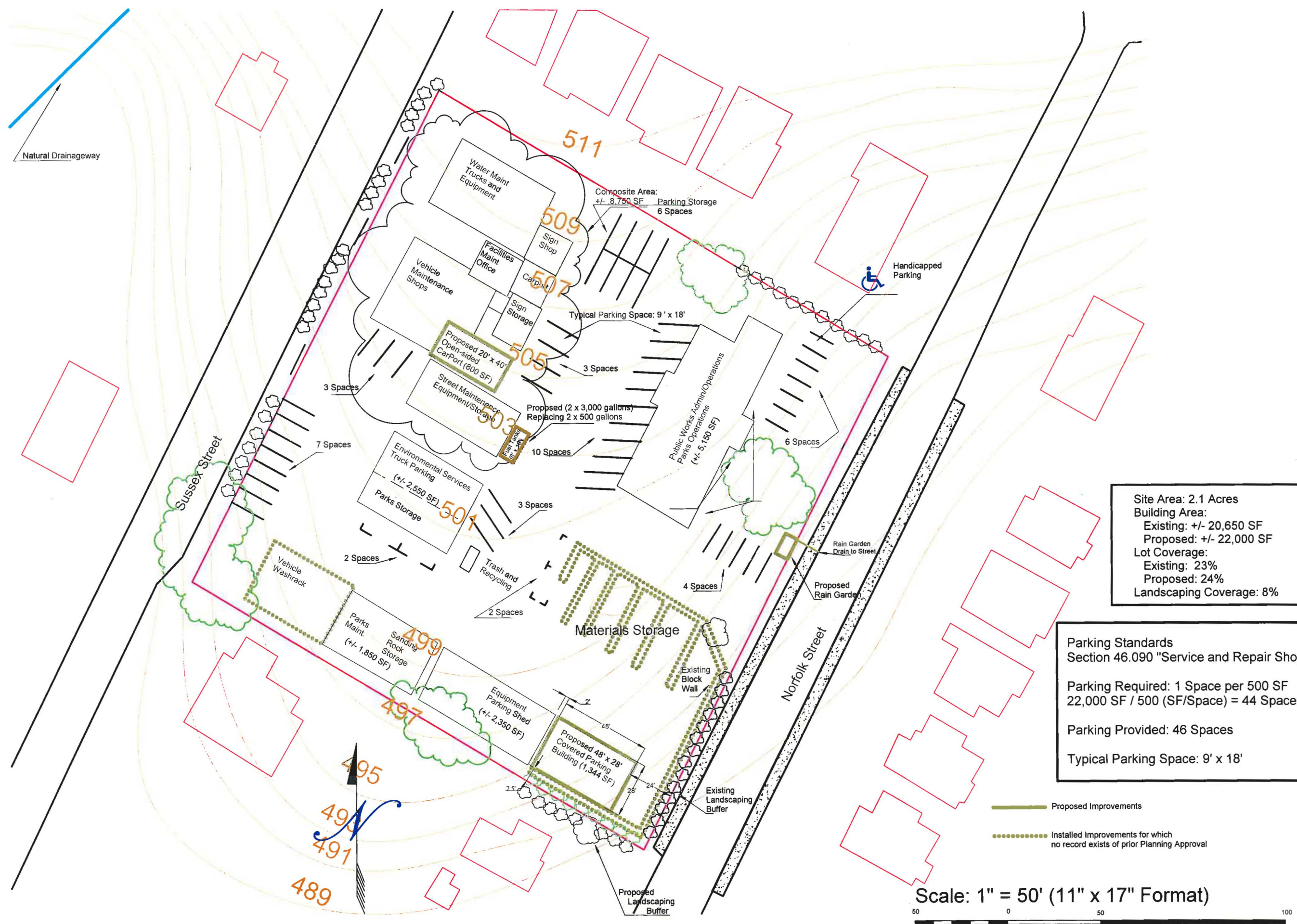
Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Existing Conditions Plan

Preliminary Site Plan

Exhibit No. 4



Site Area: 2.1 Acres
 Building Area:
 Existing: +/- 20,650 SF
 Proposed: +/- 22,000 SF
 Lot Coverage:
 Existing: 23%
 Proposed: 24%
 Landscaping Coverage: 8%

Parking Standards
 Section 46.090 "Service and Repair Shops"
 Parking Required: 1 Space per 500 SF
 22,000 SF / 500 (SF/Space) = 44 Spaces
 Parking Provided: 46 Spaces
 Typical Parking Space: 9' x 18'

Proposed Improvements
 Installed Improvements for which no record exists of prior Planning Approval

Scale: 1" = 50' (11" x 17" Format)

Project: West Linn Public Works Covered Parking Building

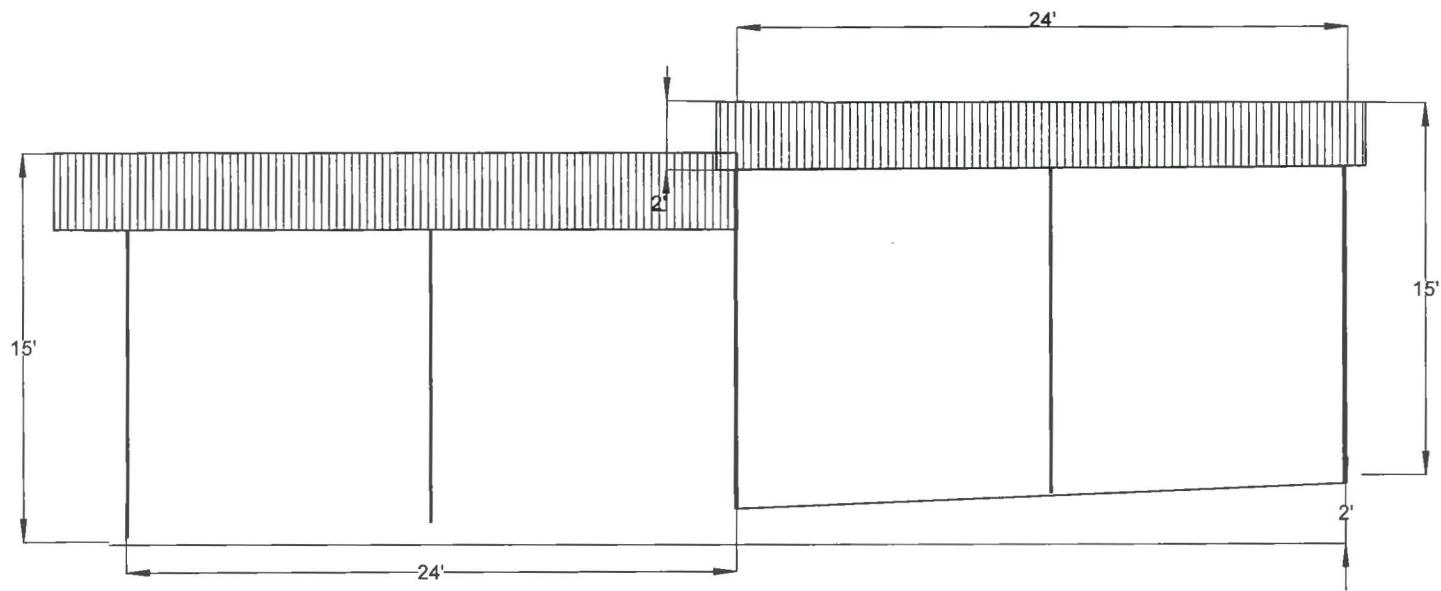
Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

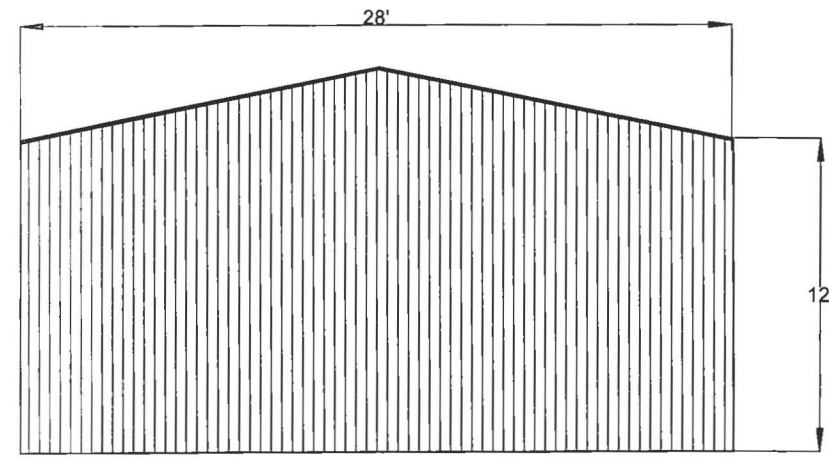
Proposed Building Location and Landscape Buffer

Conceptual Structural Elevation Plan

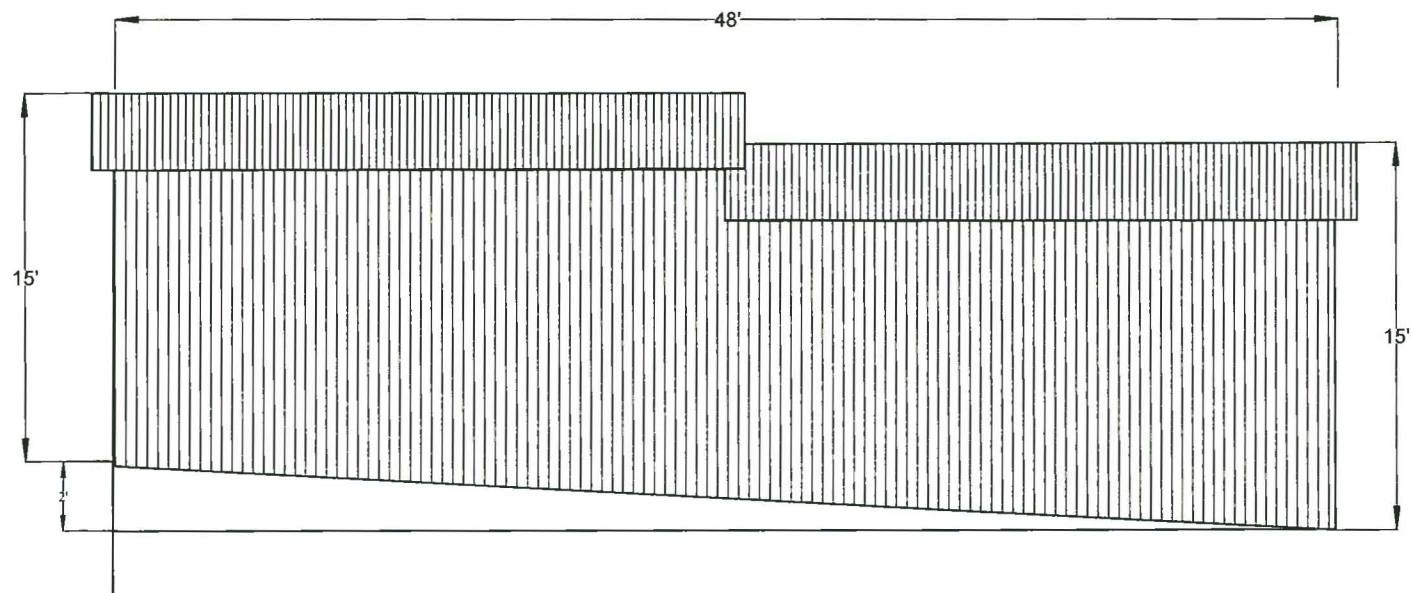
Exhibit No. 5



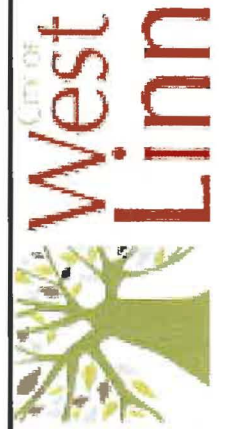
Front Elevation



Side Elevation



Rear Elevation



Project: West Linn Public Works Covered Parking Building





Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Building Elevations

Site and Adjacent Properties, Structures and Setbacks Plan

Exhibit No. 6

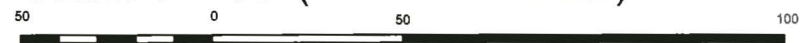
-  Property Lines
-  Public Utility Easement
-  Tree Conservation Easement
-  Public Sanitary Sewer Easement

Suffolk Street

Norfolk Street



Scale: 1" = 50' (11" x 17" Format)

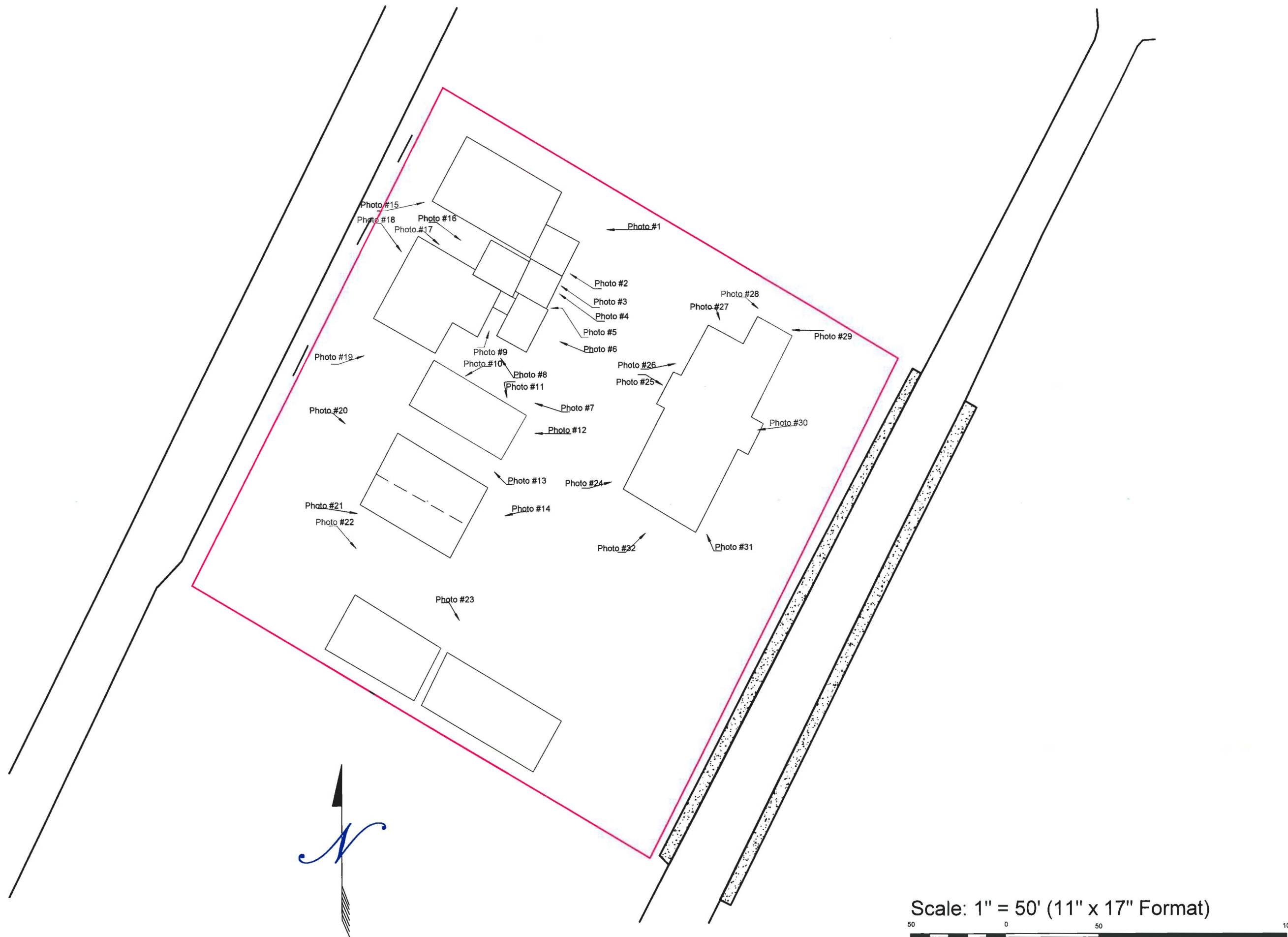



Project: West Linn Public Works Covered Parking Building

Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Site and Adjacent Properties Structures and Setbacks



Project: West Linn Public Works Covered Parking Building

Applicant: Mike Cardwell Phone: 503-656-6081

Address: 4100 Norfolk Street, West Linn, Oregon 97045

On-Site Buildings' Doors and Windows Locations

Proposed Fuel Tank

Exhibit No. 8

Proposed Tank in Perspective



Dimensions	Existing	Proposed
Width	5'-10"	8'-0"
Height	4'-5"	8'-10"
Length	11'-3"	17'-7"



Proposed Covered Carport Area

Exhibit No. 9

Proposed Covered Carport Area



The proposed covered carport area will 20' wide and 40' long approximately as shown to the left. The roof line will follow line of the auto shop directly ahead and will provide additional covered area to ready trucks for snow/ice storms during inclement weather. It will look similar to the covered carport area already constructed as shown below.



Material Storage Bins

Exhibit No. 10

Material Storage Bins



The areas with gray-colored hatching show the approximate increase in height of the walls in the material storage area above the height of the previously used jersey-style barriers (31-inch height). It is important to keep the various storage piles from co-mingling which leads to contamination and waste. Please also note at the far end (south side) of the area 12+ foot tall arborvitae shrubs conceal the material storage bins and any height change that has occurred.



Wash Rack Perimeter Wall

Exhibit No. 11

Washrack Perimeter Wall



Indicates approximate wall height added.

Pre-Application Meeting Notes – 4/1/2010

Exhibit No. 12

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
April 1, 2010

SUBJECT: Conditional Use Permit and Class II Design Review for expansion of parking shed at City Public Works facility at 4100 Norfolk Street

ATTENDEES: Applicants: Mike Cardwell and Sam Foxworthy, City Public Works
Review Staff: Tom Soppe (Planning Department)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant, the City Public Works Department, proposes a new parking shed within a few feet east of their existing parking shed at their existing facility at 4100 Norfolk Street in the Sunset neighborhood. The facility is zoned R-10, surrounded by single-family residential uses, with access to both Norfolk Street in front and Sussex Street in the rear. Their existing multi-building facility includes vehicle storage and service uses, a fueling station, and equipment storage and service uses as well as the offices for the Public Works operations. This facility has been at this location since at least 1977, when there is record of a conditional use permit for this applicant at this address (the file cannot be located by staff). This could be considered either a public safety facility or a public support facility or both (probably most accurately the latter). Either way, both of these uses are conditional uses in the R-10 zone. The expansion of a conditional use requires a new Conditional Use Permit (CUP) per Community Development Code (CDC) 60.050(B) and also a Design Review permit per 60.070(B). As this adds more than 5% of the square footage of an existing building on the site, Class II Design Review is needed.

Specifically the applicant proposes to build a new vehicle shed in the southeast area of the site, just east of the existing shed. The new building is proposed to be approximately 48 feet long, and will be similar in depth (approximately 28 feet) to the existing shed to the west. The building will be 12-14 feet tall. Per Planning Staff's measurement the southeast corner of the existing building is 6.5 feet from the fence on the south side of the property. As agreed by public works the new building will be 7.5 feet from the property line to avoid a permit to enlarge/alter a non-conforming use.

The existing Public Works facility as a whole does not necessarily fit cleanly under any use listed in 46.090 Minimum Off-Street Parking Space Requirements. "Service and Repair Shops" (46.0-90[C][4]) is likely the most accurate representation of the facility in this list. It requires one space for every 500 square feet of gross floor area. Depending on the total amount of interior building space that exists and is proposed at the Public Works facility and the total number of existing parking spaces, the proposal could require a permit to expand/enlarge a non-conforming use regarding parking if the facility is already non-conforming in terms of parking. Since this would be likely found not compliant with the criteria in 66.100(B) regarding how enlarging the structure cannot increase the non-conformity (it would increase it since the extra square footage would require more parking per Chapter 46) a Class II Variance would be needed as well.

If the facility is currently conforming in terms of parking but would be put into non-conforming status by the addition of the proposed square footage, a variance without the permit to enlarge/alter a non-conforming use would be required instead. If no new employees or visitors are being brought to the site by this addition once it is operational, this likely would be a major part of the applicant's argument for any variance or non-conforming-related permit related to parking.

Engineering Comments

STREET IMPROVEMENT

NORFORK STREET

Current Street and Right of Way conditions:

Norfolk Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	35' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does exist
Bicycle Lane:	None

Requirement Improvement:

Right of Way Width:	No additional Right of Way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

SUSSEX STREET

Current Street and Right of Way conditions:

Sussex Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	28' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does
existing	
Bicycle Lane:	None

Requirement Improvement:

Right of Way Width:	No additional Right of Way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

STORM DRAINAGE IMPROVEMENT

Provide storm-water treatment if creating more than 500 square feet of new impervious area.

SANITARY SEWER IMPROVEMENT

None

WATER IMPROVEMENT

None

Process

Conditional Use and Class II Design Review permits are required. (One or more permits may be needed to enlarge/alter a non-conforming structure as discussed above, and perhaps a Class II Variance for the parking as discussed above.)

A neighborhood meeting is required for the Conditional Use Permit. The site is in the Sunset neighborhood but within 500 feet of the BHT neighborhood. A neighborhood meeting is required with Sunset (BHT must still at least be contacted) and is encouraged with BHT. Contact Troy Bowers, President of the Sunset Neighborhood Association, at (503) 703-7303 or bowerst@msa-ep.com, and Steve Garner, President of the BHT Neighborhood Association, at 503-655-4531 or sbgarner@e-m-a.com. Follow the provisions of 99.038 precisely.

The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The criteria of 60.050 and 55.100 shall be responded to individually in a narrative. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form. Follow 60.060 and 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

Normally the deposit for a Conditional Use Permit is \$3,650. The deposit for a Class II Design Review permit is 4% of the construction value (minimum \$1,000), if the addition's construction value is less than \$100,000. If the proposed construction value is higher, consult the West Linn Development Review Fee Schedule available from Planning. Since this is an application with another City department as the applicant however, the Planning Department plans to waive application fees at this time.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission and will send out public notice of the hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.

Pre-app2010/Preapp 2010-04-01/pa-10-05

Pre-Application Meeting Notes – 2/17/2011

Exhibit No. 13

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
February 17, 2011

SUBJECT: Conditional Use Permit and Class I Design Review for several proposed improvements and several existing unpermitted improvements at City Public Works facility at 4100 Norfolk Street

ATTENDEES: Applicants: Mike Cardwell, Jeff Randall, Jim Whynot, Dennis Wright (City of West Linn Public Works)
Review Staff: Tom Soppe (Planning Department), Khoi Le (Engineering)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant, the City Public Works Department, proposes a new parking shed within a few feet east of their existing parking shed at their existing facility at 4100 Norfolk Street in the Sunset neighborhood. The applicant also proposes two 3,000 gallon above-ground fuel tanks to replace one 500 gallon above-ground fuel tank. The applicant also proposes to cover the fuel tank area, an existing impervious area, with a 20 foot by 40 foot roof. At the pre-application conference the applicant also discussed a proposed wall along Norfolk Street that would be a few feet tall, in front of the current location of the arbor vitae hedges where new arbor vitas would be planted atop (discussed at the pre-application conference but not in the submitted materials).

Also, there is a) an existing outdoor vehicle washing facility and b) an existing materials storage area of several above-ground walls atop fill, with walls surrounding the fill, that have never been reviewed by Planning. Per aerials these have been built in the last 3-5 years. The materials storage area and washrack area already had walls and/or barriers and the materials storage area had hedges and fences already before the last few years, but there are some new walls where there were not walls before and/or some walls that replaced shorter walls in these areas, so there are visible changes.

The facility is zoned R-10, surrounded by single-family residential uses, with access to both Norfolk Street in front and Sussex Street in the rear. The existing multi-building

facility includes vehicle storage and service uses, a fueling station, and equipment storage and service uses as well as the offices for the Public Works operations. This facility has been at this location since at least 1977, when there is record of a conditional use permit for this applicant at this address (the file cannot be located by staff). This could be considered either a public safety facility or a public support facility or both (probably most accurately the latter). Either way, both of these uses are conditional uses in the R-10 zone. The expansion of a conditional use requires a new Conditional Use Permit (CUP) per Community Development Code (CDC) 60.050(B).



Inside of materials storage area, including walls that have not gone through design review yet

The proposed vehicle shed in the southeast area of the site, just east of the existing shed, is proposed to be approximately 48 feet long, and will be similar in depth (approximately 28 feet) to the existing shed to the west. Per Planning Staff's measurement the southeast corner of the existing building is 6.5 feet from the fence on the south side of the property. As agreed by public works the new building will be 7.5 feet from the property line to meet the current setbacks of the R-10 zone.



Location where new vehicle shed is proposed in materials storage area. Existing vehicle shed is in background to the west.

This vehicle shed is proposed in the “materials storage” area of the site, which per aerial photographs has been improved to its current state in the past few years but which has not undergone Planning review. This area includes walls along the south and east property lines surrounded by fences and high hedges, and includes fill within the walled area. This area on top of the fill is a parking and storage area which includes both a) an area with several adjoining several foot high concrete walls, on the north side of this area, and b) the open area to the south where the aforementioned shed is proposed.

The walls along the edge of the area to the south and east, along with their surrounding hedges, violate the clear vision area provisions of Chapter 42 in their relationship to both the Public Works main driveway to the north of the materials storage area and the driveway on the 4092 Norfolk Street property immediately to the south. While some of these walls are higher than the previous walls here and/or are new in the last few years, the applicant discussed at the pre-application conference how the clear vision area has already been violated by the hedges and fencing in this location for many years, possibly since the beginning of this use of this location initiated by the conditional use approval in 1977 (before the Clear Vision provisions of Chapter 42 came about in 1987). Therefore the Clear Vision situation was existing at least to a great extent in this area

before the unreviewed improvements of the past few years, so a variance to the Clear Vision provisions should not be needed as long as the applicant can prove that this was an existing situation that was not meaningfully worsened or worsened at new locations by the recent improvements.

Within the last few years a new washrack structure including approximately 3-5 foot tall walls and a new cement floor replaced a simpler vehicle washing apparatus with shorter and less formal walls.

The fuel tank area is located just west of the south end of the main building.



Fuel tank area existing conditions



Washrack- Existing washrack that has not been through Design Review

The expansion of a previously approved conditional use such as the public works site requires a conditional use permit. CDC Section 60.050(B) states, "Any change in the conditional use plan or conditions of approval shall require a new application and hearing pursuant to the provisions set forth in this chapter and CDC 99.120(B)." In many cases Design Review permits are required for new buildings, but all the buildings involved in this case are accessory structures, which CDC Section 55.025 exempts from Design Review. However since the materials storage area and the washrack area include new walls that were not there before, and since the building up of the materials storage/proposed shed area in the last few years involved the building of walls along the south and east edges of the site and within the storage area, Class I Design Review is required per Section 55.020(C). This section requires Class I Design Review for new fences and walls at sites other than single-family and duplex residential sites. The Class I Design Review permit can also review the proposed wall discussed along the Norfolk Street right of way in the arbor vitae hedge area.



Southeast corner of site where not-yet-reviewed material storage area walls are visible



Area by Public Works driveway entrance where not-yet-reviewed walls are visible

Engineering Comments

STREET IMPROVEMENT

NORFOLK STREET

Current Street and Right of Way conditions:

Norfolk Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	35' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does exist
Bicycle Lane:	None

Requirement Improvement:

Right of Way Width:	No additional right of way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

SUSSEX STREET

Current Street and Right of Way conditions:

Sussex Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	28' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does exist
Bicycle Lane:	None

Requirement Improvement:

Right of Way Width:	No additional Right of Way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

STORM DRAINAGE IMPROVEMENT

Provide storm-water treatment if creating more than 500 square feet of new impervious area.

SANITARY SEWER IMPROVEMENT

None

WATER IMPROVEMENT

None

Process

Conditional Use and Class I Design Review permits are required.

A neighborhood meeting is required for the Conditional Use Permit. The site is in the Sunset neighborhood but within 500 feet of the BHT neighborhood. A neighborhood meeting is required with Sunset (BHT must still at least be contacted) and is encouraged with BHT. Contact Troy Bowers, President of the Sunset Neighborhood Association, at (503) 703-7303 or bowerst@msa-ep.com, and Steve Garner, President of the BHT Neighborhood Association, at 503-655-4531 or sbgarner@e-m-a.com. Follow the provisions of 99.038 precisely.

The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The criteria of 60.070 and 55.090 shall be responded to individually in a narrative. N/A is not an acceptable response to the approval criteria. In a case like this where a site that is already built out is being modified, 55.090 requires responses only to 55.100(B)(5) and (6). However 55.090(A)(3) allows Planning to require responses to other 55.100 criteria as appropriate. Therefore for this proposal, the applicant should also respond to 55.100(A)(1), (5), and (6); 55.100(C); and 55.100(I)(2).

Prepare the application and submit to the Planning Department with deposit fees and signed application form. Follow 60.060 and 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. Since the applicant is another City department, the Planning Department plans to waive application fees.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission and will send out public notice of the hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

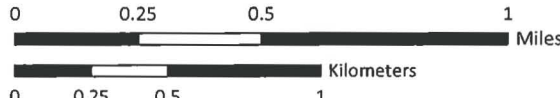
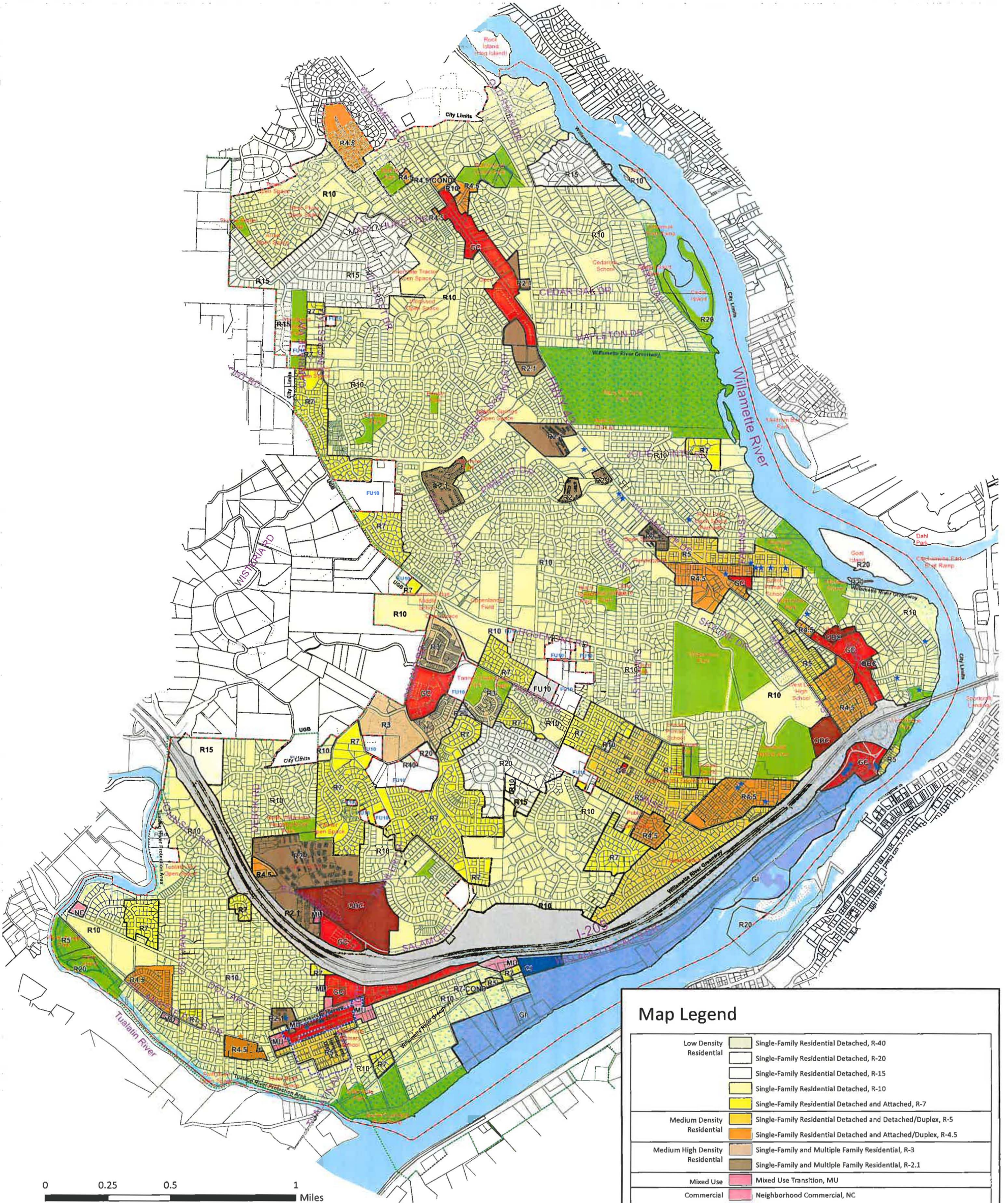
DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.

Pre-app2011/Pre-app 2011.02.17/pa-11-02 Public Works CUP Summary

City Zoning Map

Exhibit No. 14

CITY OF WEST LINN Zoning Map



Contact the West Linn Planning Department regarding information on Historic Districts, Landmarks, Wetlands and Overlay Zones.

City Maps available at <http://www.westlinnoregon.gov>

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Taxlot Base Source: Metro RLIS

ZONING/ZONING_11x17.MXD / AHA / 7-9-09

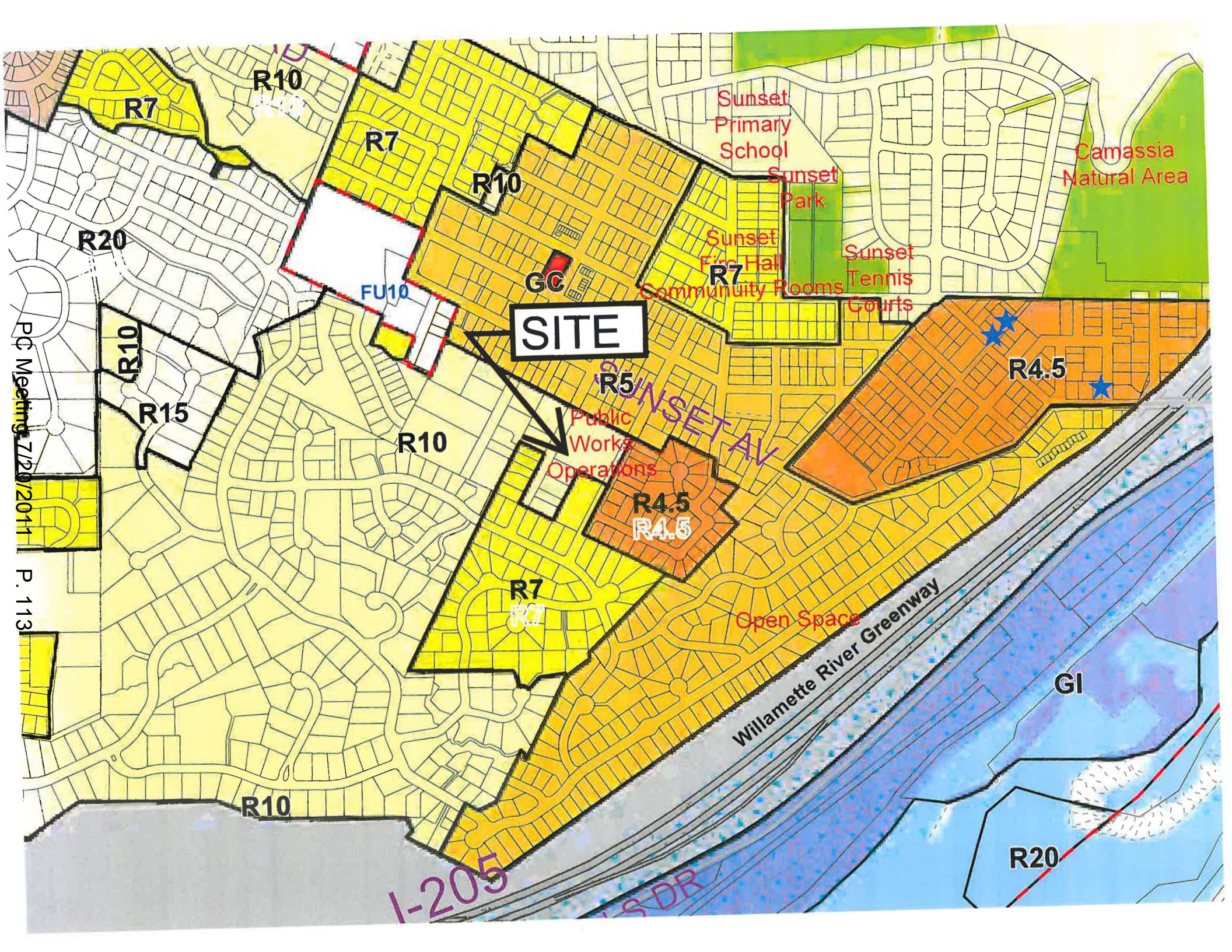


Map Legend

Low Density Residential	Single-Family Residential Detached, R-40
	Single-Family Residential Detached, R-20
	Single-Family Residential Detached, R-15
	Single-Family Residential Detached, R-10
	Single-Family Residential Detached and Attached, R-7
Medium Density Residential	Single-Family Residential Detached and Detached/Duplex, R-5
	Single-Family Residential Detached and Attached/Duplex, R-4.5
Medium High Density Residential	Single-Family and Multiple Family Residential, R-3
	Single-Family and Multiple Family Residential, R-2.1
Mixed Use	Mixed Use Transition, MU
Commercial	Neighborhood Commercial, NC
	General Commercial, GC
	Office-Business Center, OBC
Industrial	Campus Industrial, CI
	General Industrial, GI
Other	Future Urban, FU-10
	I-205
White background areas are outside West Linn city limits	
	Zoning Labels
	West Linn City Limits
	Historic Landmarks
	WR Greenway and TR Protection Area
	Willamette Historic District
	Willamette Commercial Historic Overlay Zone
	Metro's Urban Growth Boundary
	Taxlot Lines
	Parks
	Clackamas County Zoning Labels

Local Area Zoning Map

Exhibit No. 15



PC Meeting 7/20/2011 P. 113

Tax Map

Exhibit No. 16

This map was prepared for assessment purpose only.

NE 1/4 NW 1/4 SEC 36 T.2S. R.1E. W.M.
CLACKAMAS COUNTY

D L C
JULIA ANN LEWIS NO. 54

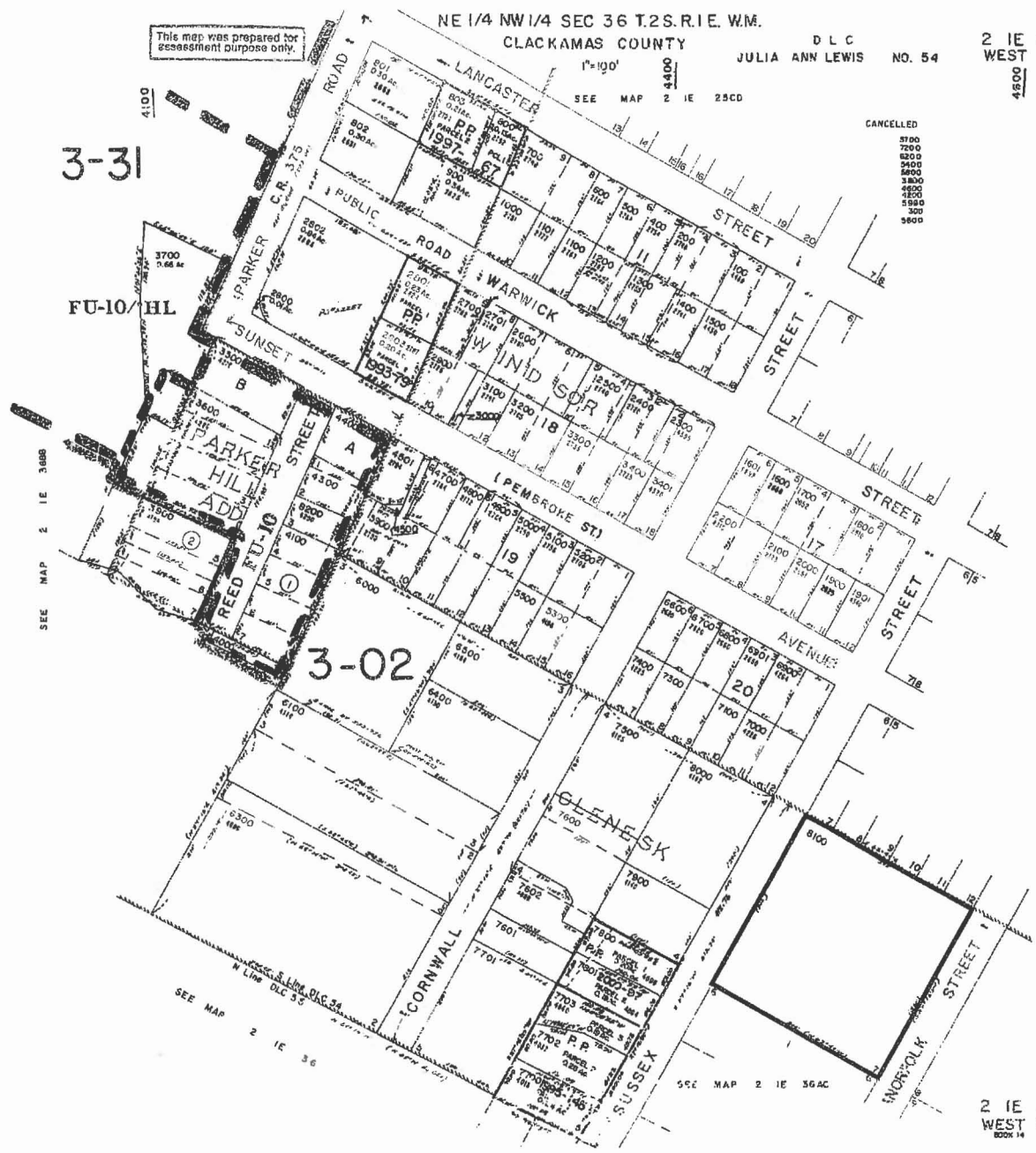
2 IE 36BA
WEST LINN
22800

1"=190'
SEE MAP 2 IE 25CD

CANCELLED
8700
7200
6200
5400
5800
3800
6800
4200
5500
300
5800

3-31

FU-10/HL



SEE MAP 2 IE 36BB

SEE MAP 2 IE 36AB

3-02

23100

23300

SEE MAP 2 IE 36

SEE MAP 2 IE 36AC

2 IE 36BA
WEST LINN
800x14

Neighborhood Meeting Minutes – 4/27/2010

Exhibit No. 17

Sunset Neighborhood Association Meeting Minutes April 27, 2010

Location: West Linn City Hall, Council Chambers

CALL TO ORDER

John Sramek, Vice President of the Sunset Neighborhood Association (SNA), called the meeting to order at 7:04 p.m.

PRESENT

16 members and 5 guest present.

The meeting attendance sign-in sheet is in our files and is available upon request.

SECRETARY'S REPORT

Minutes of the previous meeting January 26, 2010 and March 9, 2010 were available and approved.

TREASURER'S REPORT

City of West Linn – NA Stipend Account 2009/10

Opening balance	New Fiscal Year Budget (July '09 – June '10)	\$1,500.00
07/01/09	carry over from '08-'09	372.82
	Closing balance - September 2009	<u>\$ 1,872.82</u>

SNA – Discretionary Funds

Opening balance	(July'09 - June'10)	\$686.11
09/10/09	100 fliers September mtg @ .49 ea	-49.00
09/15/09	Meeting Refreshments	-15.26
10/29/09	Meeting Refreshments	-12.00
01/26/10	Meeting Refreshments and batteries	-12.00
03/05/10	100 fliers March mtg	-9.00
	Closing balance – January	<u>\$ 588.85</u>

ANNOUNCEMENTS

1. Rob Krugler, residing at 4855 Summit St., announced his effort to change the zoning on properties adjacent to Renaissance Point development from R10 to R7.
2. Lock Fest – May 15th food, demonstrations, and tour of the paper mill. For more info www.willamettefalls.org or call 503-650-0649.

GUEST PRESENTATIONS

1. **Update on ballot for the Police Station, Vic Lancaster and Dennis Richey:** Mr. Lancaster and Mr. Richey spoke about the pressing need for a new police station. The current station is old, cramped, falling apart, and is not up to current seismic standards. In addition, the police cars parked behind the station are parked on land owned by the paper mill, therefore, in order to expand, the city

would have to acquire the parking lot via condemnation. To support all of this he showed a 14-minute video presentation.

2. **Proposed new shed for Public Works facility on Norfolk St.:** Mike Cardwell, Sanitary Sewer Superintendent and Sam Foxworthy, Streets Superintendent talked about the new equipment shed to be built. In an effort to mitigate the concerns of the neighbors, various shrubs and bushes will be planted around the shed. Also, the color of the shed will match existing structures.
3. **City of West Linn Engineering Manager, Dennis Wright:** His visit was a follow-up to the meeting January 26, 2010, when the Falls View parking issue was addressed. Dennis displayed a map of the Hemlock/Falls View/Pine Street area. He proposed that the Falls View Street be converted to one-way in an effort to provide additional parking spaces. The home owners along Falls View had requested the city to eliminate three parking spots in front of their homes. A no parking sign was put up by the city to accomplish this. The home owners would like to be able to park in front of their own homes if needed, whereas the residents of the apartment complex also think that they can use these three parking places as well. Another important issue in this area is *safety and convenience*: can fire trucks, garbage trucks, street sweepers, and moving vans have access? It was also noted that the designated parking lots for the two apartment complexes were not being fully utilized by the tenants because of inconvenience. Pine Street, because of its width and slope, is not able to handle additional parking. The city did a survey on two different dates at 8pm to determine the utilization of the current parking around the apartment complex. The conclusion was that not all the existing parking spots are being used.

Following the above discussions, a motion was passed 13 – 0 as follows;

“A motion that the city council authorize public works to ‘examine’ the drainage problem, improve street lighting, consider street cleaning; and that city engineer Dennis Wright contact the apartment owners to open up additional parking places to the residents.”

OLD BUSINESS

1. **Sunset School Status Update:** Doug Vokes, past SNA president, presented the new proposed layout for the Sunset School situated at the Oxford St location. The primary reason the school wants to buy 1.6 acres of Sunset Park is to give the school district enough space to allow for approximately 75 parking spaces, which is less than 100 spaces that were desired at the Oppenlander location. The size of the current school property for Sunset Primary, according to the school district, is not large enough to build a school and provide 75 parking places. Additional land is needed, therefore, the school wants to buy the 1.6 acres of Sunset Park.
Concerns brought up:
 - The school does not have a finite plan for the school – reason is that they don’t want to spend money on architects until they have the land secured.
 - Location of the wading pool and play structure.

- If the school doesn't need all of the 1.6 acres of park, will they maintain it as park land
 - If the measure fails and the school district decides to move Sunset School elsewhere, what will happen to the property?
2. **5th Annual Sunset Neighborhood Picnic:** Sunday, June 27th 1-4pm Sunset Park. Hamburgers and hot dogs, etc served. Music by GlobalFM. Come and meet your neighbors.
 3. **Sunset Neighborhood Plan Implementation Priorities – Work Plan Update:** No updates at this time.

NEW BUSINESS

1. **2nd Annual Take Care of West Linn Day – Saturday, May 15th:** Doug and Doreen Vokes are organizing an ivy pull in Wilderness Park from 9-11am. Doughnuts provided. Meet at parking lot corner of Clark and Skyline Dr. The city is going to provide food and beverages for all volunteers at Hammerle Park from 12-1:30pm for a complimentary meal.

ADJOURNMENT

With no further business before the SNA, the President adjourned the meeting at 9:15pm.

*****5th Annual Sunset Neighborhood Picnic/Concert June 27th 1-4pm *****

****Next meeting will be in September TBA, 2010 @ 7pm. ****

Respectfully submitted by Doreen Vokes, Secretary of the SNA.

SNA OFFICERS

President,	Troy Bowers	503-703-7303	bowerst@msa-ep.com
Vice President,	John Sramek	503-320-2077	johns@jsremodel.com
Secretary/Treasurer,	Doreen Vokes	503-650-2072	dsekov@msn.com

For association info and meeting minutes, or for general city information, visit www.westlinnoregon.gov ***please note new web site address***

Neighborhood Meeting Minutes – 4/26/2011

Exhibit No. 18

Sunset Neighborhood Association Meeting Minutes
April 26, 2011

Location: West Linn City Hall, Council Chambers

CALL TO ORDER

Troy Bowers, President of the Sunset Neighborhood Association (SNA), called the meeting to order at 7:03 p.m.

PRESENT

10 members and 3 guests present.

The meeting attendance sign-in sheet is in our files and is available upon request.

SECRETARY'S REPORT

Minutes of the previous meeting January 25, 2011 were available and approved as posted on web site.

TREASURER'S REPORT

City of West Linn – NA Stipend Account 2010-11

Opening balance

07/01/10	carry over from '09-'10	889.11
07/01/10	'10-'11 Fiscal Year Budget	\$1,500.00
	Balance since last meeting	<u>\$2,389.11</u>

SNA Discretionary Funds

Opening balance

07/01/10	carry over from '09-'10	457.16
09/18/10	Refreshment for dumpster day	(30.00)
09/28/10	Meeting Refreshments and batteries	(12.00)
03/24/11	SNA sign - date overlay (OR City Signs)	(6.00)
	Balance since last meeting	<u>\$410.98</u>

ANNOUNCEMENTS

GUEST PRESENTATIONS

1. **Police Officer Neil Hennelly:** He announced that on Saturday, April 30th from 10-2pm at the West Linn Police Dept there will be an opportunity for neighbors to dispose of their unused and expired medication in a safe manor. In addition, you can take your documents that have your personnel information on them to the police department for shredding.

2. **Mike Cardwell, Environmental Service Supervisor, and Jeff Randall, Streets Supervisor, Public Works Dept., City of West Linn:** Mike spoke about the improvements to the facility. The proposal is as follows:

- A building approx. 48ft long, 28ft deep, and 12-14 feet tall on the Norfolk side, to park equipment, backhoes, dump trucks, etc, to keep them out of the inclement weather.
- A 20 ft x 40 ft carport to provide a covered work area over an already paved area in-between two buildings.
- Replacement of two – 500 gallon (to store unleaded and diesel fuel) above ground fuel storage tanks with two – 3,000 gallon above ground fuel storage tanks. All the tanks will have a containment system designed to catch any leaks. He showed picture.
- Three maintenance items: replacing existing walls with higher walls: 1) on the south western perimeter; 2) putting blocks in to separate storage bays (sand, gravel, etc) and 3) barriers around the vehicle wash rack (north western perimeter). The proposal can also be found on the city's web site.

OLD BUSINESS

1. **Sunset Neighborhood Plan Implementation:**

- **Gateway and intersection signs.** We are working with the city to determine the next steps in order to move forward.
- **Trails – sidewalks:** Mention was made of the gap in the sidewalks along Summit / Cornwall Street and the resulting safety issues. SNA was not able to obtain grant money.
- **Sunset School:** The city is working on vacating the right-of-way which will allow the school to access Sunset Park property.
- **Preservation of Historic Resources:** We are looking for someone who is interested in helping with this aspect of the Sunset Neighborhood Plan.
- **Community involvement:** We made tentative plans for the picnic this year. We are going to send out a survey via listserv asking the neighbors if they would prefer having the picnic on a Saturday or a Sunday. Regardless of the day it will be again held in June.

2. **2010/2011 Goals Update:**

- Rezoning of properties at Sunset and Cornwall from general commercial to neighborhood commercial.
- Work with City and Transportation Advisory Board (TAB) to determine how to best manage overall Sunset/Cornwall/Lancaster/Parker alignment.

NEW BUSINESS

1. **3rd Annual Take Care of West Linn Day** on May 14, 2011 organized by WL Parks & Recreation Advisory Board and the Parks & Recreation Dept. This event is a forum to allow a community organization to organize a project for the benefit of West Linn. For more information contact Ken Warner, Recreation Director, Parks & Recreation Dept. 503-557-4700 or city web site. Doug and Doreen Vokes have organized an ivy pull starting at Wilderness Park (lower parking lot) at 9am. Please bring appropriate tools; doughnuts will be provided. Volunteers can stop by Mary S Young Park from 12-1:30pm for a complimentary meal, camaraderie and some much need recognition.
2. **Gateway signs** – Doug Vokes and Troy Bowers met with the city on March 3rd to finalize our design and location of the proposed neighborhood gateway signs. The signs will be located on Sunset Ave below 205 and the corner of Summit St and Rosemont. The signs will be 18 x 36 inches and will feature a new logo for our neighborhood. A motion was made, seconded and passed (10-0) to pay \$750 out of our neighborhood stipend account for the second sign. The city will pay for the first one.
3. **Sixth Annual Sunset Neighborhood Picnic** - Sunday, June 26th 1-4pm at Sunset Park. Co-chair Doreen Vokes and Amanda Callahan. Food and music will be provided. Come and meet your neighbors.

ADJOURNMENT

With no further business before the SNA, the President adjourned the meeting at 8:33pm.

**** Next picnic/meeting will be Sunday, June 26th @ 1-4pm. ****

Respectfully submitted by Doreen Vokes, Secretary of the SNA.

SNA OFFICERS

President,	Troy Bowers	503-703-7303	bowerst@msa-ep.com
Vice President,	John Sramck	503-320-2077	johns@jsremodel.com
Secretary/Treasurer,	Doreen Vokes	503-650-2072	dsekov@msn.com

For association info and meeting minutes, or for general city information, visit
www.westlinnoregon.gov ***please note new web site address***

Site Photographs

Exhibit No. 19

West Linn Public Works Operations



Administration Office – From Norfolk Street





Materials Storage – Looking East



Covered Parking Building Site – Looking Southeast



Vehicle Maintenance Shops – Looking North



Equipment Parking Sheds Adjacent to Proposed Building – Looking West



Administration Building – Looking Northeast



Maintenance Buildings & Sign Shop/Storage



Proposed Building Site from Norfolk Street

Photos Showing all Exterior Doors and Windows on-site

Exhibit No. 20



Photo #1

5/18/2011 15:20



Photo #2

5/18/2011 15:18



Photo #3

5/18/2011 15:19



Photo #4

5/18/2011 15:18







Photo #13

5/18/2011 15:23



Photo #14

5/18/2011 15:23



Photo #15

5/18/2011 15:24



Photo #16

5/18/2011 15:24

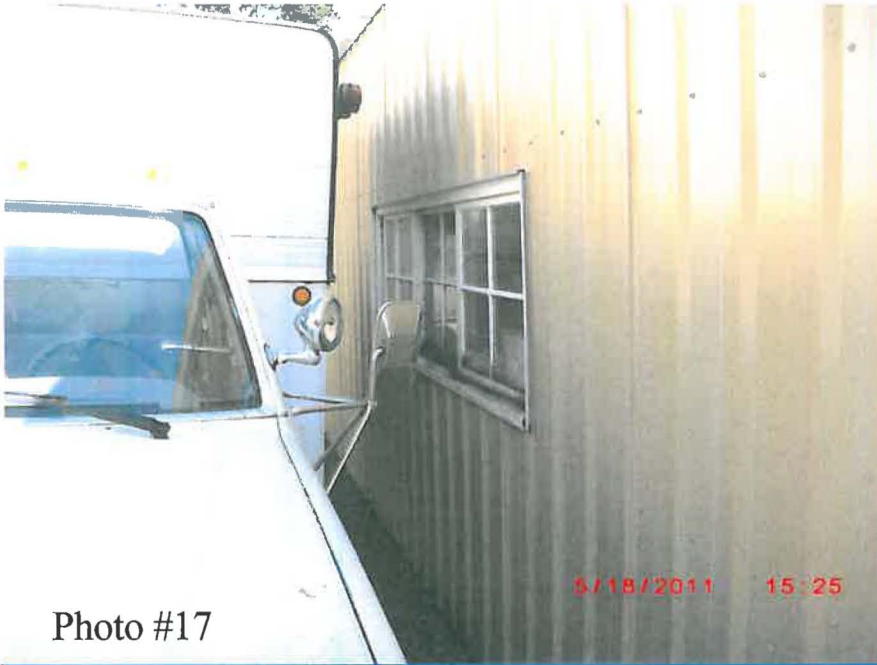


Photo #17

5/18/2011 15:25



Photo #18

5/18/2011 15:25



Photo #19



Photo #20



Photo #21



Photo #22



Photo #23



Photo #24

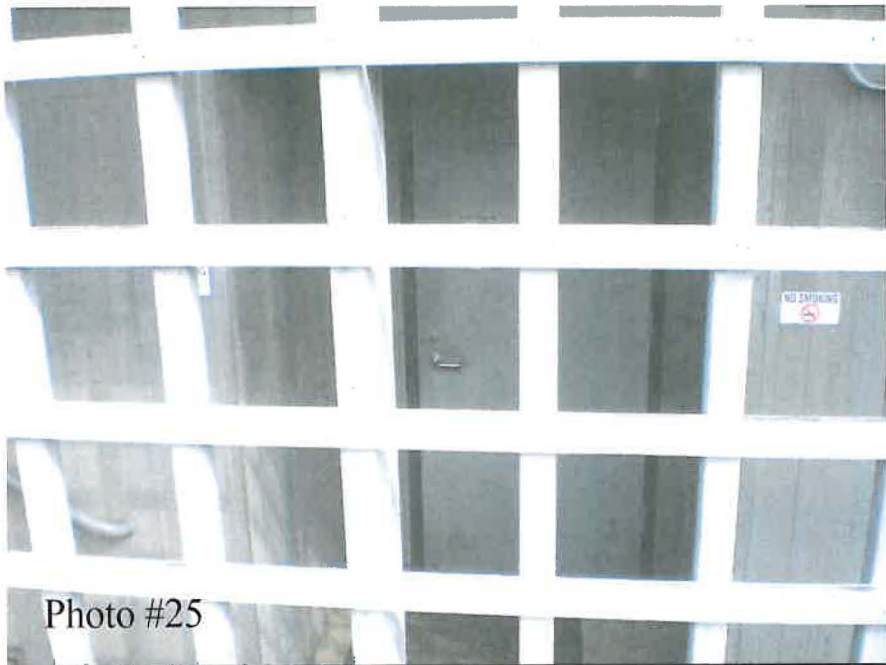


Photo #25



Photo #26



Photo #27



Photo #28



Photo #29



Photo #30



Photo #31



Photo #32

Letters, Certified Mail Receipts, Address List,
Affidavit of Mailing, Notice Posted, Affidavit of
Posting

Exhibit No. 21



West Linn

April 4, 2011

Dear Resident:

The West Linn Public Works Department is entering the planning land-use process for review of several proposed and a few previously constructed improvements. The largest is a proposal to build a new vehicle parking shed in the southeast area of the Public Works yard, located at 4100 Norfolk Street. The new proposed building will be approximately 48 feet long, 28 feet deep and 12 to 14 feet tall. Other proposed improvements include replacement of two – 500 gallon above ground fuel storage tanks with two – 3,000 gallon above ground fuel storage tanks, and a 20 foot x 40 foot carport providing a covered working area over an already paved area between existing buildings on the interior of the site.

Previously constructed improvements include replacement (higher) walls in the following locations:

- surrounding on the south western perimeter of the site
- around and in between material storage bins (gravel, sand, etc.)
- around the vehicle wash rack on the north western perimeter of the site

The Neighborhood Associations and interested parties are invited to attend the regularly scheduled Sunset Neighborhood Association meeting on April 26, 2011. This project of improvements will be on the agenda with other items.

You are encouraged to contact your Association President or your Association Designee with any questions that you may have for the Public Works Personnel regarding the proposed building. You may also contact Mike Cardwell, Environmental Services Supervisor (503-742-8620) or Jeff Randall, Streets Supervisor (503-742-8616).

Thank you.

Mike Cardwell
Environmental Services Supervisor

A04TXPAYER	A05MAILADD	A06MAILCIT	A07 A08MA
ALBECK RICHARD E & KATHLEA E	2680 WARWICK ST	WEST LINN	OR 97068
ANDERSON DEAN MAURICE	2417 SOUTHSLOPE WAY	WEST LINN	OR 97068
BABCOCK BARBARA H	2610 WARWICK ST	WEST LINN	OR 97068
BATTAGLIA DARREN T & LUCIA	2410 SOUTHSLOPE WAY	WEST LINN	OR 97068
BEHARY PATRA A & ALLEN CASEY CUTLER	2421 SOUTHSLOPE WAY	WEST LINN	OR 97068
BUSE RICHARD A TRUSTEE	2496 SUNSET AVE	WEST LINN	OR 97068
CAHAN VIRGINIA JANE	2413 SOUTHSLOPE WAY	WEST LINN	OR 97068
CERMAK STEVEN J & CONNIE M	3837 FAIRHAVEN DR	WEST LINN	OR 97068
CHANDLER CAROL ANN	2498 SOUTHSLOPE WAY	WEST LINN	OR 97068
CHRISTENSEN TODD A	4040 SUSSEX ST	WEST LINN	OR 97068
CLARK CAROLYN JUNE	4380 EXETER ST	WEST LINN	OR 97068
CLARK EUGENE C TRUSTEE	4110 CORNWALL ST	WEST LINN	OR 97068
COZZI KATHERINE E & ROBERT M	4151 NORFOLK ST	WEST LINN	OR 97068
CUMMINGS JENNIFER	2525 SUNSET AVE	WEST LINN	OR 97068
DAVIS LINN D & JOANNA L TUCKER	4226 NORFOLK ST	WEST LINN	OR 97068
DAVIS ROBERT H JR & KIMBERLY M	2948 HUNTER WAY	WEST LINN	OR 97068
DAVISON JAMES E	3849 FAIRHAVEN DR	WEST LINN	OR 97068
DEWEY GREGORY A & LARA J	4195 CORNWALL ST	WEST LINN	OR 97068
DUCSIK NATHAN & REBECCA	3845 FAIRHAVEN DR	WEST LINN	OR 97068
EELLS MARY	12831 MARYSVILLE LN	OREGON CITY	OR 97045
ELLINGSEN ROBERT A	2480 SOUTHSLOPE WAY	WEST LINN	OR 97068
EMS ROBERT E & CHARISSE M	3829 FAIRHAVEN DR	WEST LINN	OR 97068
ENGE MICHELLE A	2625 SUNSET AVE	WEST LINN	OR 97068
EPPELSHEIMER GARY L & JANET E	4198 CORNWALL ST	WEST LINN	OR 97068
FALES KEITH PATRICK	2680 SUNSET AVE	WEST LINN	OR 97068
FRAZIER NICOLE L	2561 SUNSET AVE	WEST LINN	OR 97068
FROESCHER KENNETH M SR & LYNN M	4023 SUSSEX ST	WEST LINN	OR 97068
FUJIHARA NANCY L	2588 SUNSET AVE	WEST LINN	OR 97068
GEFROH GORDON A	PO BOX 1077	PHILOMATH	OR 97370
GEFROH I S & KATHERINE M	4140 SUSSEX ST	WEST LINN	OR 97068
GETTEL MARK A & PAMELA K	4315 CORNWALL ST	WEST LINN	OR 97068
GRAY RANDALL C	2545 SUNSET AVE	WEST LINN	OR 97068
GRIFFITH WENDY K	2414 SOUTHSLOPE WAY	WEST LINN	OR 97068

GRISHAM GERALD & SUSAN	14162 S SPANGLER RD	OREGON CITY	OR 97045
GUICE JOSHUA L & MELINDA A	2585 SUNSET AVE	WEST LINN	OR 97068
HADLEY DARREN K	2692 WARWICK ST	WEST LINN	OR 97068
HASSELBACH JOHN C & COURTNEY E	15885 WHITE OAKS DR	LAKE OSWEGO	OR 97035
HATFIELD CHANDRA R & MARK T	2471 SOUTHSLOPE WAY	WEST LINN	OR 97068
HENRY LILA D	2562 WARWICK ST	WEST LINN	OR 97068
HIMMER ANGELIKA A	17011 SE VALLEY VIEW RD	MILWAUKIE	OR 97267
HIMMER ROMAN A & GITELLA	2450 SUNSET AVE	WEST LINN	OR 97068
HOOK LAWERENCE H	4225 SUSSEX ST	WEST LINN	OR 97068
HURLEY MICHAEL W & LAURIE A	4171 NORFOLK ST	WEST LINN	OR 97068
IMHOLT CHARLENE N	4130 CORNWALL ST	WEST LINN	OR 97068
JACKSON ORRIN SCOTT	4121 NORFOLK ST	WEST LINN	OR 97068
JACOB CHRISTOPHER L	4064 SUSSEX ST	WEST LINN	OR 97068
JAMES RONALD M	125 BEEKMAN SQUARE	JACKSONVILLE	OR 97530
JOYCE JAMES J & DIANA L	2434 SUNSET AVE	WEST LINN	OR 97068
JUDSON HALE D III TRUSTEE	PO BOX 115	MAKAWAO	HI 96768
KAYS ROBERT F & KRISTINA M	4015 SUSSEX ST	WEST LINN	OR 97068
KELLEY DANIEL	2479 SOUTHSLOPE WAY	WEST LINN	OR 97068
KILLIAN TERESA M	2470 SOUTHSLOPE WAY	WEST LINN	OR 97068
KRIVONOGOFF BORIS	4092 NORFOLK ST	WEST LINN	OR 97068
KUNZ WILLIAM B & MARY A	4225 NORFOLK ST	WEST LINN	OR 97068
LETSOU PETER V & FELICITY H	3785 FAIRHAVEN DR	WEST LINN	OR 97068
LINDERMAN KAREN	22524 SKYVIEW DR	WEST LINN	OR 97068
LONGSTREET VALERIE L	PO BOX 192	WEST LINN	OR 97068
LOWE JEFFREY SCOTT & JANE LESLIE	4253 SUSSEX ST	WEST LINN	OR 97068
MANSFIELD CHARLES A & SUSAN C	2010 ALPINE DR	WEST LINN	OR 97068
MARTIN JONCILE ODEN TRUSTEE	4051 SUSSEX ST	WEST LINN	OR 97068
MATHER DAVID J	4249 SUSSEX ST	WEST LINN	OR 97068
MCCOY CHERYL L	8583 SW MANDAN DR	TUALATIN	OR 97062
MCINTIRE SCOTT D & CORINNA L	2431 SOUTHSLOPE WAY	WEST LINN	OR 97068
MCLAUGHLIN DENISE L	15424 SE RHONE CT	PORTLAND	OR 97236
MEADE WILLIAM ELLIOTT & CATHERINE ANN	2487 SOUTHSLOPE WAY	WEST LINN	OR 97068
MERLIN DEBRA A	2450 WARWICK ST	WEST LINN	OR 97068
METTEER PATSY J TRUSTEE	4390 NORFOLK ST	WEST LINN	OR 97068

MEYER MICHAEL R & ERICA	4181 NORFOLK ST	WEST LINN	OR 97068
MILLIKEN KATHY L	2422 SOUTHSLOPE WAY	WEST LINN	OR 97068
MILLS BRUCE A & ELAINE M	2660 SUNSET AVE	WEST LINN	OR 97068
MIZE EDWARD M & JOAN L	2708 SUNSET AVE	WEST LINN	OR 97068
MORTON LESLIE R TRUSTEE	PO BOX 66549	PORTLAND	OR 97290
NICHOLSON GARY W & RUTH M	2492 SOUTHSLOPE WAY	WEST LINN	OR 97068
NORMAND KRISTEN R	4330 EXETER ST	WEST LINN	OR 97068
NUNN TOM LYNN & DENISE RENAYE	8391 SE CASON RD	GLADSTONE	OR 97027
OBERDORF LOIS E	2411 SOUTHSLOPE WAY	WEST LINN	OR 97068
OLDS RICHARD & MARCIA	4191 NORFOLK ST	WEST LINN	OR 97068
OLMSTEAD RHETT	4228 SUSSEX ST	WEST LINN	OR 97068
OLSON TODD M & VICKI D	3833 FAIRHAVEN DR	WEST LINN	OR 97068
PALERMINI LARRY	4131 NORFOLK ST	WEST LINN	OR 97068
PALMER EDWIN B	4240 EXETER ST	WEST LINN	OR 97068
PEDRACINI ANITA	2594 SUNSET AVE	WEST LINN	OR 97068
PETERSON STEVEN F & MARY	4070 SERANGO CT	WEST LINN	OR 97068
PETIT R J & ROBERTA G	4345 NORFOLK ST	WEST LINN	OR 97068
REBER STEVEN H & DEBRA J	3841 FAIRHAVEN DR	WEST LINN	OR 97068
REED BRENT G & KRISTA	3795 FAIRHAVEN DR	WEST LINN	OR 97068
REMINGTON TAD W & MOLLY M	4141 NORFOLK ST	WEST LINN	OR 97068
RESK JAMES M & JULIE M	4161 NORFOLK ST	WEST LINN	OR 97068
RHEA JERRY DWAIN & LAMARA K	2484 SOUTHSLOPE WAY	WEST LINN	OR 97068
ROGERS ROY F & NORA L	3853 FAIRHAVEN DR	WEST LINN	OR 97068
ROWNING MICHAEL J	2562 SUNSET AVE	WEST LINN	OR 97068
SAGANDA IRMA TRUSTEE	2475 SOUTHSLOPE WAY	WEST LINN	OR 97068
SCHAGUNN MIKE & PAMELA	2488 SOUTHSLOPE WAY	WEST LINN	OR 97068
SCHMITT NEAL A & TORI	3825 FAIRHAVEN DR	WEST LINN	OR 97068
SCHULTZ DANIEL L & DEBRA L	2427 SOUTHSLOPE WAY	WEST LINN	OR 97068
SHAFER WILLIAM B	2650 SUNSET AVE	WEST LINN	OR 97068
SHUMWAY KAREN E	4375 NORFOLK ST	WEST LINN	OR 97068
SIMPSON JAMES L TRUSTEE	2491 SOUTHSLOPE WAY	WEST LINN	OR 97068
SMITH CAROLYN T	2509 SUNSET AVE	WEST LINN	OR 97068
SMITH JENNIFER M	4095 SUSSEX ST	WEST LINN	OR 97068
SNYDER JOHN J & PIA M	3817 FAIRHAVEN DR	WEST LINN	OR 97068

SPOONER DAVID & ELIZABETH	2580 WARWICK ST	WEST LINN	OR 97068
STEVENS LAURA E	2483 SOUTHSLOPE WAY	WEST LINN	OR 97068
STILL VERNON R TRUSTEE	4194 CORNWALL ST	WEST LINN	OR 97068
TANNER CREEK ESTATES IV LLC	4140 SW CANAL RD	LAKE OSWEGO	OR 97035
TREVOR TIMOTHY P & BARBARA LEE	2536 SUNSET AVE	WEST LINN	OR 97068
TURKISHER EDWARD A	PO BOX 264	WEST LINN	OR 97068
TURNER TERRI A	2426 SOUTHSLOPE WAY	WEST LINN	OR 97068
TURNER WAYNE J & DEBRA D	1400 SE TEDDY LN	MILWAUKIE	OR 97267
VILTER WANDA L TRUSTEE	2435 SOUTHSLOPE WAY	WEST LINN	OR 97068
VORHIES MARY LOU	2413 SUNSET AVE	WEST LINN	OR 97068
WATKINS GARY J & DENISE M	2593 SUNSET AVE	WEST LINN	OR 97068
WELLS JOSHUA R	4320 CORNWALL ST	WEST LINN	OR 97068
WELP JOSEPH B & GENNY	4032 SUSSEX ST	WEST LINN	OR 97068
WIGOWSKY DANIEL E	4395 NORFOLK ST	WEST LINN	OR 97068
WILLAMS STEPHEN E & LINAY A	3821 FAIRHAVEN DR	WEST LINN	OR 97068
WILLS GERRY & PATIENCE M	2443 SUNSET AVE	WEST LINN	OR 97068
YEOMANS TERRY J	4264 SUSSEX ST	WEST LINN	OR 97068
ZIMEL MARGRET N	5905 SW DELKER RD	TUALATIN	OR 97062

AFFIDAVIT OF NEIGHBORHOOD MEETING

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

GENERAL

Applicant's Name: City of West Linn

Proposed Development Address: 4100 Norfolk Street

Proposed Development Description: To build a new vehicle parking shed in the SE area of the PW yard (48' l x 28' d x 12-14' h); replace 2 - 500 gal above ground fuel storage tanks with 2 - 3,000 gal above ground fuel storage tanks; and a 20' x 40' carport providing a covered work area between existing #

Scheduled Meeting Date: 4-26-11

NOTICE: Notices were sent at least 20 days prior to the scheduled neighborhood meeting per Section 99.038 of the Community Development Code.

- A. NA President certified (date) 4-4-11 (signed) S. Shroyer
- B. NA Designee certified (date) N/A (signed) S. Shroyer
- C. NA officers (date) 4-4-11 (signed) S. Shroyer
- D. Add Affected NA President. (date) 4-4-11 (signed) S. Shroyer
- F. Add. Affected NA Designee (date) N/A (signed) S. Shroyer
- G. 500 ft. Affected Properties: (date) 4-4-11 (signed) S. Shroyer

SIGN

At least 20 days prior to the scheduled neighborhood meeting, a sign was posted on the property per Section 99.038 of the Community Development Code.

Posted 4-5-11 per Mike Cardwell.
S. Shroyer

p:\devrww\forms\affidvt of neighborhood meeting notice (3/10)

buildings. Area is already paved and located on the interior of the site.

Troy Bowers
Sunset NA President
2790 Lancaster Street
West Linn, OR 97068

Mailed by Certified Mail

John Sramek
Sunset NA Vice-President
2738 Sunset Avenue
West Linn, OR 97068

Doreen Vokes
Sunset NA Secretary
4972 Prospect St
West Linn, OR 97068

Steve Garner
Barrington Heights NA President
3525 Riverknoll Way
West Linn, OR 97068

Mailed by Certified Mail

Margaret Tolan
Barrington Heights NA Vice-President
3410 Riverknoll Way
West Linn, OR 97068

Margaret Juarez
Barrington Heights NA Secretary
3848 Fairhaven Drive
West Linn, OR 97068

7007 2680 0000 5961 3103

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com.

OFFICIAL USE

Postage	\$	44
Certified Fee		2.80
Return Receipt Fee (Endorsement Required)		2.30
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	5.54

Mailed
Postmark
Here
4-4-11

Sent To
Steve Garner - BHNA
Street, Apt. No.;
or PO Box No. *3525 Riverknoll Way*
City, State, ZIP+4
West Linn, OR 97068

7007 2680 0000 5961 3097

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com.

OFFICIAL USE

Postage	\$	44
Certified Fee		2.80
Return Receipt Fee (Endorsement Required)		2.30
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	5.54

Mailed
Postmark
Here
4-4-11

Sent To
Troy Bowers - Sunset NA President
Street, Apt. No.;
or PO Box No. *2790 Lancaster St*
City, State, ZIP+4
West Linn, OR 97068