



CITY OF  
**West Linn**

22500 Salamo Road  
West Linn, OR 97068

## **STAFF REPORT FOR THE PLANNING COMMISSION**

**FILE NUMBER:** CUP-10-04

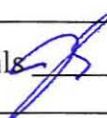
**HEARING DATE:** October 6, 2010

**REQUEST:** Conditional Use approval for construction of a 1,344 square foot parking enclosure.

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

**STAFF REPORT  
PREPARED BY:** Zach Pelz, Special Projects Planner

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Planning Director's Initials 

City Engineer's Initials KQL

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### **EXECUTIVE SUMMARY**

The West Linn Public Works Department requests approval to construct a 1,344 square foot parking enclosure near the southeast corner of their existing Operations Facility at 4100 Norfolk Street. The parking enclosure would shelter equipment and materials, which currently sit outdoors, from the erosive effects of weather. The site is located in the R-10 zone, which permits public facilities through the Conditional Use process.

The Operations Facility has been a 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 (see findings 13, 15, 16, 19, 23, 25, 32, 35, 36, 39, and 41); however, the proposed structure will not increase the degree of non-conformity with applicable development standards. Section 2.0041.B of the Public Works Standards requires the provision of storm water facilities for structures of the size proposed (see Finding 6). Recommended condition of approval 2 addresses that requirement. CDC Section 54(E)(3)(b) requires that landscaping strips be at least 5 feet wide. The proposed landscaping strip is approximately 5-feet wide (see Finding 37). Recommended condition of approval 3 addresses that requirement. Staff recommends the Planning Commission approve this request subject to the conditions listed on page 8 of this document.

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**COMP PLAN  
DESIGNATION:**

Low-density Residential

**120-DAY PERIOD:**

This application was deemed incomplete on July 6, 2010. The applicant provided the documents and information necessary to make the application complete on August 9, 2010. The 120-day application-processing period ends December 7, 2010.

**PUBLIC NOTICE:**

Public notice was mailed to the Sunset Neighborhood Association and to affected property owners on September 15, 2010. The property was posted with a sign on September 15, 2010. In addition, the application has been posted on the City's website and was published in the West Linn Tidings on September 23, 2010. The notice requirements have been satisfied.

## **BACKGROUND**

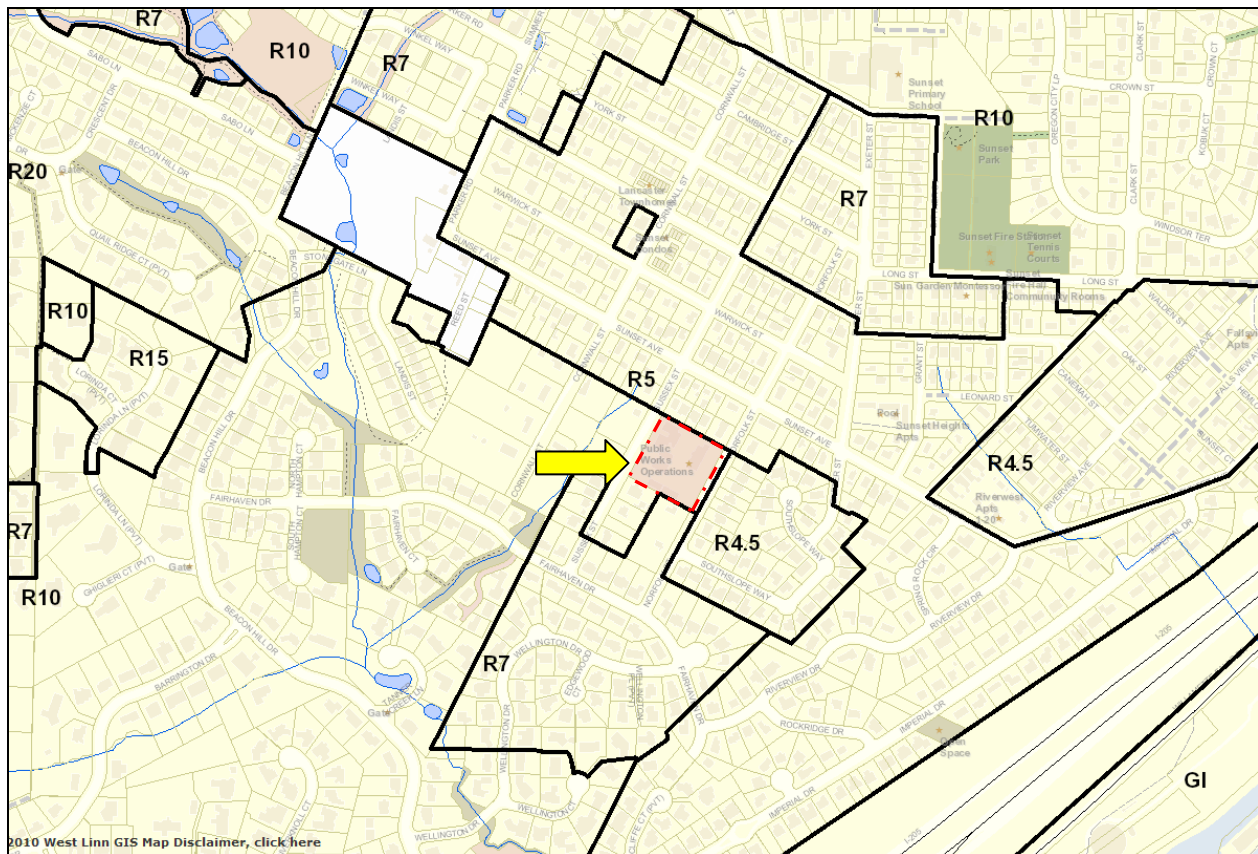
The applicant's property at 4100 Norfolk Street (labeled 'Public Works Operations' in Figure 1 below) has hosted the Operations Division of the City's Public Works Department since at least 1977. The site serves as the City's headquarters for City maintenance-related activities and contains office and 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 (south-central section) of West Linn and is located approximately 0.9 miles southeast of City Hall; 0.8 miles southwest of West Linn High School; 1 mile southwest of the West Linn Public Library and Central Village Shopping Center; and, 1.5 miles northeast of the Willamette Commercial District.

The site is bounded by medium- and low-density residentially-zoned properties. Larger lot zoning exists within the R-10 and R-7 districts west and south of the site, respectively. To the east and north exist relatively higher density residential development in the R-4.5 and R-5 zoning districts, respectively. A small island (two properties) of General Commercial zoning lies approximately one-quarter mile northwest of the subject property. These commercial properties are currently in use as a small neighborhood market and an accounting services firm. Sunset Primary School, Sunset Park and the Sunset Fire Station are approximately one-third mile northeast of the subject property.

**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
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, 2010



### **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 slightly more severely (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. 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. 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.

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.

**Figure 2** Operations Site







source: West Linn GIS, 2010

### **Project description:**

The City of West Linn Public Works Department requests Conditional Use approval for a 1,344 square foot (28-foot x 48-foot) vehicle parking enclosure at the existing facility at 4100 Norfolk Street. 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 above. 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.

### **Public comments:**

No public comments have been received to date.

### **Comments from outside agencies:**

To date, the City has received no comments from outside agencies.



## ANALYSIS

West Linn's Public Works Operations facility is an existing conditional use. Public support facilities continue to be allowed as conditional uses in the applicable R-10 zone. The expansion of a conditional use requires a new Conditional Use approval per Community Development Code (CDC) Section 60.050(B).

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."* Chapter 55 however, exempts accessory structures from the review criteria in that Chapter. As the applicant's proposal meets the definition for an accessory structure – *"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,"* – this proposal is exempt from the provisions of Chapter 55.

The approval criteria for Conditional Uses are contained within 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 corner vision requirements in Chapters 42, 44 and 48. The proposed structure however, will not increase the degree of non-conformity with applicable development standards.

Furthermore, 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.

## RECOMMENDATION

Staff recommends approval of the application 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 located in Exhibit PC-3, dated 9/22/2010.
2. Stormwater Detention and Treatment. The location, design and maintenance of a storm water facility to serve the proposed use shall be approved by the City Engineer, consistent with Section 2 of the local Public Works Design Standards, prior to the issuance of building permits for the proposal herein.
3. Landscaping. The proposed planting strip adjacent to the new structure shall be at least 5 feet wide.





### **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](mailto:prich@westlinnoregon.gov)
  - Public works permit: contact Pat in Engineering at (503) 723-5501 or [prich@westlinnoregon.gov](mailto:prich@westlinnoregon.gov)
  - On-Site Utilities: contact the Building Division at (503) 656-4211, [jnomie@westlinnoregon.gov](mailto:jnomie@westlinnoregon.gov), or [srivera@westlinnoregon.gov](mailto:srivera@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](mailto:jnomie@westlinnoregon.gov), or [srivera@westlinnoregon.gov](mailto:srivera@westlinnoregon.gov).
  - Final inspection, for occupancy: Call the Building Division's Inspection Line at (503) 722-5509.



# APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS

## APPROVAL CRITERIA

### 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. (ORD. 1377)*

CDC Chapter 2 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.

#### Finding 1

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 11.060.

#### 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 2

Please see finding number 4 for details regarding compliance with Section 60.070(1) and (2).



## **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 3**

The applicant's proposal is subject to the standards contained in Chapters 34, 40, 42, 44, 46, 48 and 54 of the CDC. Section 55.025 exempts Accessory Structures from the review criteria in Chapter 55.

## **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 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 arborvitae hedge on the south side of the proposed covered parking structure to provide additional screening to properties south of the site.

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.

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

## **Finding 5**

The City's Operations facility serves as the headquarters for all City maintenance-related activities and as such, routinely 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 6**

The CDC defines adequate public facilities as those public facilities (transportation, water, sewer and storm sewer facilities) both on-site and adjacent to the property, which have sufficient capacity to meet current demand as well as the projected demand from projects with existing land use approvals. In addition to current and projected demand, adequate public facilities must also accommodate the anticipated demand from the proposal herein.

Section 2.0041(B) of the City's Public Works Design Standards mandates stormwater treatment for all new development which creates new impervious area in excess of 500 square feet. As proposed, the 28- x 48-foot parking enclosure will create 1,344 square feet of new impervious area at this site and therefore is required to install a stormwater treatment facility consistent with local public works design standards.



The proposal will not increase the demand on local transportation, water or sewer facilities. The criterion can be met with the imposition of Condition of Approval number 2.

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

## **Finding 7**

Consistency with the applicable requirements of the R-10 zone is described in Findings 2 and 4. The criterion is met.

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

## **Finding 8**

The applicant's proposal meets all applicable provisions of the CDC except where exempt under the provisions of sections 55.025 and 66.080(B)(1). The criterion is met.

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

## **Finding 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; stormwater 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 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 10**

CDC Section 55.025 exempts accessory structures from the review criteria in Chapter 55. As the applicant's proposed structure meets the definition of an accessory structure – “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.” – the criterion does not apply.

- 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 11

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 parking enclosure satisfies 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	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	225-feet	Yes
Floor-to-area Ratio	.45	.09	Yes
Lot Coverage Maximum	35%	24%	Yes
Building Height Max.	35-feet	15-feet	Yes

Source: Applicant's submittal; CDC Section 11.070

While the current facility fails to satisfy many of the landscaping standards in Chapter 54, and is also non-conforming to the clear vision requirements of Chapter 42, the proposed parking enclosure meets all applicable CDC standards and will not change in any way, the non-conformance with these standards.

Should the Planning Commission decide to impose conditions under the authority granted in Subsection C above, staff recommends that these conditions demonstrate a rational nexus and proportionality to the improvements proposed within this application.

## CHAPTER 34, ACCESSORY DWELLING UNITS, ACCESSORY STRUCTURES AND ACCESSORY USES

### 34.060 SETBACK PROVISIONS FOR ACCESSORY STRUCTURES (NON-DWELLING)

*Accessory structures such as garages, carports, garden/tool sheds, etc. shall comply with all requirements for the principal use except as provided in Section [34.040](#) and where specifically modified by this Code as follows:*

*A side yard or rear yard requirement may be reduced to three feet for an accessory structure except for a side or rear yard abutting a street, with the exception of alleys platted and dedicated prior to September 30, 1984, as defined in this Code, provided that:*

- A. The structure is erected more than 60 feet from the front lot line;*



- B. The structure does not exceed one story or 15 feet in height;*
- C. The structure does not exceed an area of 500 square feet; and,*
- D. The structure does not violate any existing utility easements.*

## **Finding 12**

The applicant's proposal meets the applicable standards of the principal use. Additionally, the applicant is not requesting a side or rear yard setback reduction and therefore the criteria listed in A-D do not apply. The criterion is met.

## **CHAPTER 42, CLEAR VISION AREAS**

### **42.020 CLEAR VISION AREAS REQUIRED, USES PROHIBITED**

- A. A clear vision area shall be maintained on the corners of all property adjacent to an intersection as provided by Section [42.040](#) through [42.050](#).*
- B. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction (except for an occasional utility pole or tree) exceeding three feet in height, measured from the top of the curb, or where no curb exists, from the street centerline grade, except that trees exceeding this height may be located in this area, provided all branches below eight feet are removed.*

## **Finding 13**

Only one (north access to Norfolk Street) of five existing accessways on the site provides sufficient clear vision area per CDC Sections 42.040 and 42.050. A retaining wall near the south side of the southernmost access to Norfolk Street, and a 6-foot tall chain-link fence bisecting all access points from Sussex Street (shown in figure 3, below), are taller than the three-foot maximum height allowed for fences and walls within a clear vision triangle.

This proposed parking enclosure will not increase the degree of non-conformity with the City's clear vision requirements as stated above. The criterion does not apply.



**Figure 3** Images depicting non-conformance with current clear vision requirements; Norfolk Street (left) and Sussex Street (right)



Source: Author, 2010

## CHAPTER 44, SIGHT OBSCURING FENCE; SETBACK AND HEIGHT LIMITATIONS

### 44.020 SIGHT OBSCURING FENCE; SETBACK AND HEIGHT LIMITATIONS

- A. *A sight or non-sight obscuring fence may be located on the property line or in a yard setback area subject to the following:*
1. *The fence is located within:*
    - d. *A required rear yard which abuts a street and it does not exceed six feet; or,*
    - e. *A required side yard area which does not abut a street or a rear yard and it does not exceed six feet.*
- B. *Fence or wall on a retaining wall. When a fence is built on a retaining wall or an artificial berm, the following standards shall apply:*
1. *When the retaining wall or artificial berm is 30 inches or less in height from finished grade, the maximum fence or wall height on top of the retaining wall shall be six feet.*
  2. *When the retaining wall or earth berm is greater than 30 inches in height, the combined height of the retaining wall and fence or wall from finished grade shall not exceed 8-1/2 feet.*
  3. *Fences or walls located on top of retaining walls or earth berms in excess of 30 inches above finished grade may exceed the total allowed combined height of 8-1/2 feet provided that the fence or wall is located a minimum of two feet from the retaining wall and the fence or wall height shall not exceed six feet.*



## Finding 14

Orientation of this site's primary structures toward Norfolk Street establishes the frontage adjacent this street as the property's front yard. Consequently, that portion of the property adjacent Sussex Street may be considered as the property's rear yard for the purpose of making this assessment. As previously mentioned, a 6-foot tall chain link fence is located along the site's entire western boundary with Sussex Street and is completely within the site's rear yard setback. South of the southernmost access from Sussex Street, the chain link fence sits atop a concrete retaining wall. The combined height of the fence and retaining wall is approximately 8-feet tall at its highest point; below the 8-1/2 foot maximum height allowed for fences atop a retaining wall in 44.020(B)(2). The criterion is met.

### 44.030 SCREENING OF OUTDOOR STORAGE

- A. *All service, repair, and storage activities carried on in connection with any commercial, business or industrial activity and not conducted within an enclosed building, shall be screened from view of all adjacent properties and adjacent streets by a sight obscuring fence.*
- B. *The sight obscuring fence shall be in accordance with provisions of Chapter 44, Clear Vision Areas, and shall be subject to the provisions of Chapter 55, Development Review.*

## Finding 15

Vegetative buffers screen a majority of the site from adjacent properties and streets. Additionally, the applicant proposes new vegetative screening near the site's southeast corner to obstruct off-site views of the proposed vehicle parking enclosure.

As illustrated in Figure 4, approximately 102-feet of this property's southern border with Sussex Street is unscreened from adjacent properties to the west.

As mentioned in finding number 13, all three access points to/from the site, via Sussex Street, are in violation of the three-foot maximum clear vision requirement in Chapter 42. The proposed structure will not increase the degree of non-conformity with the outdoor screening requirements listed above. The criterion does not apply.

**Figure 4** Area of unscreened site adjacent Sussex Street



Source: Author, 2010





#### 44.040 LANDSCAPING

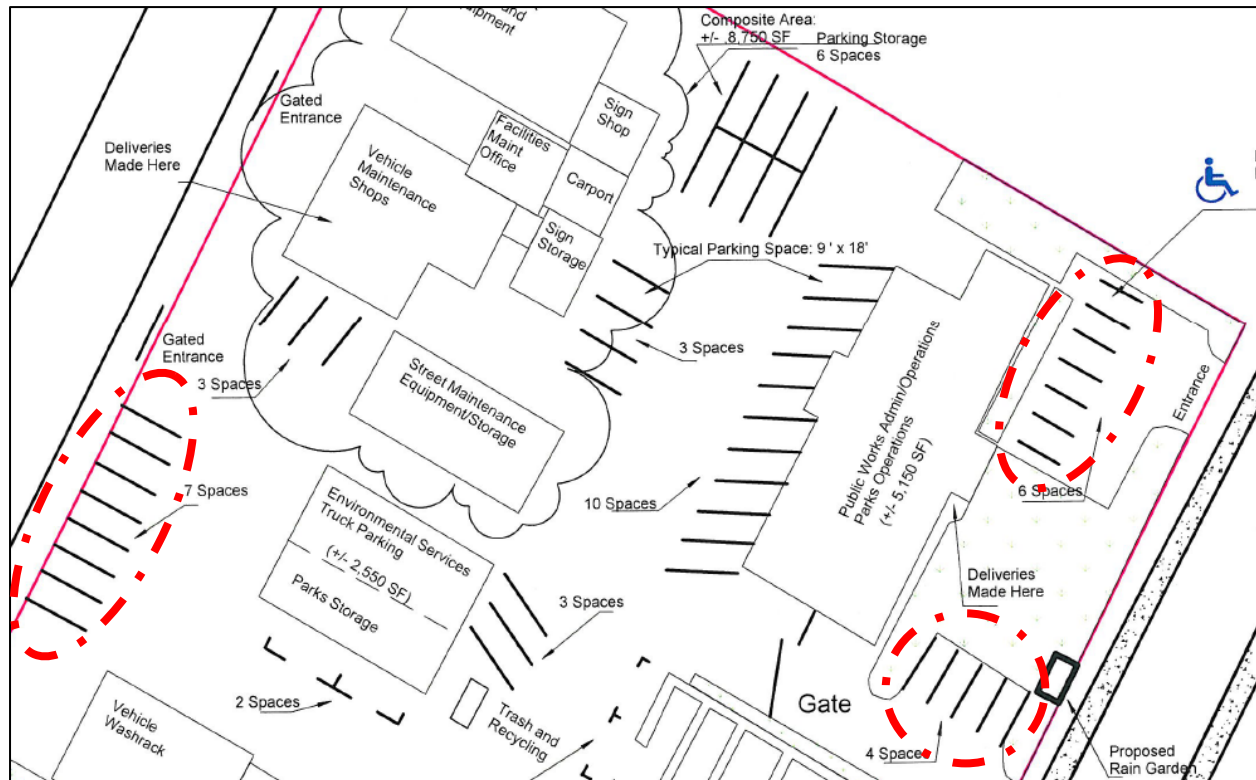
*Landscaping which is located on the fence line and which impairs sight vision, shall not be located within the clear vision area as provided in Chapter 42.*

#### Finding 16

Vegetative buffers screen a majority of the site's view of adjacent properties and streets. Two of the three accesses from Sussex Street contain landscaping that is within the clear vision area described in Chapter 42. Figure 3 illustrates landscaping within the site's required clear vision area. The proposed structure will not increase the degree of non-conformity with the landscaping requirements listed above. The criterion does not apply.

### CHAPTER 46, OFF-STREET PARKING, LOADING AND RESERVIOR AREAS

**Figure 5** Location of required off-street parking



Source: Applicant's submittal, Exhibit 4

#### 46.060 STORAGE IN PARKING AND LOADING AREAS PROHIBITED

*Required parking spaces shall be available for the parking of passenger automobiles of residents, customers, patrons and employees only, and the required parking spaces shall not be used for storage of vehicles or materials or for the parking of trucks connected with the business or use with the exception of small (under one ton) delivery trucks or cars.*



## Finding 17

Per CDC section 46.080(B), this facility is required to provide 17 off-street parking spaces. Total parking spaces are determined by dividing the total area of all buildings not dedicated to parking or loading (8,350 sq. ft.) by 500 (1 off-street parking space per 500 square feet of gross floor area is required for Service and Repair Shops per 46.090(C)(4)). Although the site provides 46 off-street parking spaces (not including parking within any of the site's covered storage areas), a majority of these spaces are frequently occupied by City trucks and other vehicles associated with City business. The site does however provide the minimum number of required off-street parking spaces (17): 6 spaces in the guest parking lot near the site's northeast corner; 4 spaces in the guest lot near the site's southeast corner; and, 7 employee spaces near the site's southwest corner. Figure 5 above, illustrates the size and location of these parking areas. The proposed covered parking structure will accommodate existing equipment and will not generate demand for addition parking. The criterion is met.

### **46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE**

- A. Off street parking spaces for single- and two-family dwellings shall be located on the same lot with the dwelling.*
- B. Off street parking spaces for uses not listed in "A" above shall be located not farther than 200 feet from an entryway to the building or use they are required to serve, measured in a straight line from the building with the following exceptions:*
  - 3. Employee parking areas for car pools and van pools shall be located closer to the entryway to the building than general employee parking.*

## Finding 18

Per 46.070(B), this site is required to provide a minimum of 17 parking spaces within 200-feet of the entry doors of the three non-parking/loading buildings. Table 2 below, includes a breakdown of the required off-street parking spaces per building.



**Table 3** Required off-street parking

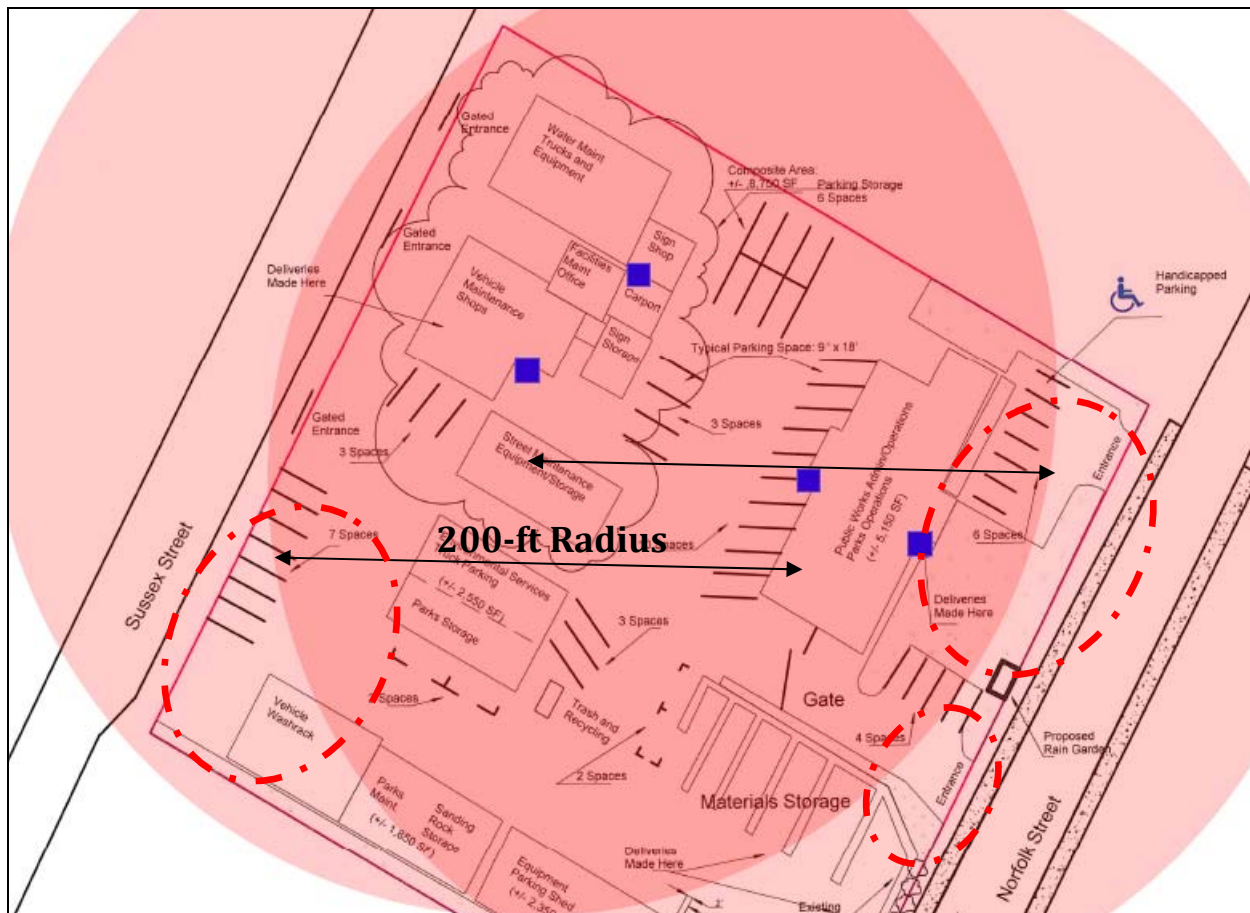
<b>Building</b>	<b>Area (Sq. Ft.)</b>	<b>Min. Parking Spaces Required</b>
Administration	5,150	10.3
Vehicle Maintenance Shops and Facilities Maintenance Office	2,800	5.6
Sign Shop	400	0.8
<b>Total</b>	<b>8350</b>	<b>16.7</b>

**Source:** Author, 2010

Figure 6 below illustrates the location of these parking spaces relative to the entryways of each of the buildings these off-street parking spaces are required to serve. Each of the 17 required off-street parking spaces are within a distance of 200-feet of the building they are required to serve. No car- or van-pool parking exists or is proposed on site. The criterion is met.



**Figure 6** 200-ft radii from main building entryways



**source:** Applicant's submittal, Exhibit 4

5. All disabled parking shall be placed closest to building entrances than all other parking. Appropriate ADA curb cuts and ramps to go from the parking lot to the ADA accessible entrance shall be provided unless exempted by ADA code.

## Finding 19

There is one ADA-accessible space in the north parking lot adjacent Norfolk Street, as denoted on the applicant's site plan (see Figure 6). This ADA designated space is not located closer to the building entrance than other guest parking but is located nearer the ADA accessible ramp which provides access to the main building entrance. Relocating this ADA-designated space in compliance with Section 46.070(B)(5) above, would require a greater total travel distance for persons accessing the building's main front entrance via the existing ADA ramp. The proposed structure will not increase the non-conformity with the accessibility requirements stated above. The criterion does not apply.



## CHAPTER 48, ACCESS, EGRESS AND CIRCULATION

### 48.025 ACCESS CONTROL

#### *B. Access Control Standards.*

- 2. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street.*

### Finding 20

There are no physical or regulatory barriers on-site which prohibit backing onto a public street. The criterion does not apply.

- 3. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (planned access shall be consistent with adopted public works standards and TSP). These methods are “options” to the developer/subdivider.*
  - a) Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.*
  - b) Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.*
  - c) Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in Subsection 7, below.*

### Finding 21

Access to this property is provided by one of two existing public streets adjacent the site. The applicant proposes the creation of no new accesses nor the deletion of any existing accesses. This criterion is met.

- 5. Double-frontage lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. When a lot has frontage opposite that of the adjacent lots, access shall be provided from the street with the lowest classification.*





## Finding 22

This site is a double-frontage lot and has access to both Sussex and Norfolk Streets. Each of these streets are listed as local streets in the City's 2008 Transportation System Plan (TSP). The criterion is met.

7. *Number of access points. For single-family (detached and attached), two-family, and duplex housing types, one street access point is permitted per lot, when alley access cannot otherwise be provided; except that two access points may be permitted corner lots (i.e., no more than one access per street), subject to the access spacing standards in Subsection 7, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with Subsection 8 below, in order to maintain the required access spacing, and minimize the number of access points.*

## Finding 23

The applicant's property has 5 points of access to a public street; 2 from Norfolk Street and 3 from Sussex Street. Considering the disjointed nature of the sidewalk network in this area, multiple site access points do not significantly impair the performance, safety or operation of the two local streets adjacent the site. The proposed structure will not impact the function, safety or operation of the streets or sidewalks adjacent the site. The criterion does not apply.

8. *Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:*
  - (a) *Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).*
  - (b) *Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval.*
  - (c) *Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent extending the street/driveway in the future.*



## Finding 24

The pattern of existing development on- and off-site is likely to preclude an effective shared-driveway arrangement between this and adjacent properties. This criterion is met.

### **48.040 MINIMUM VEHICLE REQUIREMENTS FOR NON-RESIDENTIAL USES**

*Access, egress, and circulation system for all non-residential uses shall not be less than the following:*

- A. Service drives for non-residential uses shall be fully improved with hard surface pavement:*
  - 1. With a minimum of 24 feet width when accommodating two way traffic; or,*
  - 2. With a minimum of 15 feet width when accommodating one way traffic. Horizontal clearance shall be 2-1/2 feet wide on either side of the driveway.*
  - 3. Meet the requirements of Section 48.030(E), "3" through "6".*
  - 4. Pickup window driveways may be 12 feet wide unless the Fire Chief determines additional width is required.*

### **48.030 MINIMUM VEHICLE REQUIREMENTS FOR RESIDENTIAL USES**

*E. Access and/or service drives for multi-family dwellings shall be fully improved with hard surface pavement:*

- 3. Minimum vertical clearance of 13 feet, 6 inches.*
- 4. Appropriate turnaround facilities per Fire Chief's standards for emergency vehicles when the drive is over 150 feet long. Fire Department turnaround areas shall not exceed seven percent grade unless waived by the Fire Chief.*
- 5. The grade shall not exceed 10 percent on average, with a maximum of 15 percent.*
- 6. A minimum centerline turning radius of 45 feet for the curve.*

## Finding 25

As illustrated in Table 3 below, only one of the five site access drives meets the minimum requirements of 48.040(A). While all access drives meet the applicable grade, turning radii, and vertical clearance minimum standards, all but the Norfolk – southernmost access, fail to meet the minimum width standard for two-way service driveways. The proposed new structure does not exacerbate this situation. The criterion does not apply.



**Table 4** Site access characteristics

Access	Driveway width (feet)	One-/two-way traffic	Meets applicable access criteria in 48.040.A
Norfolk – north	23	Two	No
Norfolk – south	25	Two	Yes
Sussex – north	16	Two	No
Sussex – central	16	Two	No
Sussex - south	17	Two	No

**source:** Applicant's submittal, Exhibit 4

- B. All non-residential uses shall be served by one or more service drives as determined necessary to provide convenient and safe access to the property and designed according to Section [48.030\(A\)](#). In no case shall the design of the service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle with a street, other than an alley.*

## **Finding 26**

Five accesses serve the site. None of these accesses require or promote the backward movement of vehicles onto a public street. The criterion is met.

- C. All on-site maneuvering and/or access drives shall be maintained pursuant to Section [46.130](#) of this Code.*

### **46.130 OFF STREET LOADING SPACES**

*Buildings or structures to be built or substantially altered which receive and distribute material or merchandise by truck, shall provide and maintain off street loading and maneuvering space. The dimensional standard for loading spaces is a minimum of 14'W x 20'L or proportionate to accommodate the size of delivery trucks that typically serve the proposed use as follows:*



<b>---Gross Floor Area---</b>		
<b><i>Land Use</i></b>	<b><i>At Which 1st Berth is Required</i></b>	<b><i>At Which 2nd Berth is Required</i></b>
<b><i>Industrial</i></b>		
<i>Manufacturing</i>	<i>5,000 sq. ft.</i>	<i>40,000 sq. ft.</i>
<i>Storage</i>	<i>10,000</i>	<i>100,000</i>
<b><i>Commercial</i></b>		
<i>Service establishments</i>	<i>10,000</i>	<i>40,000</i>

**Source:** City of West Linn CDC, Section 46.130

## **Finding 27**

The building proposed for construction will not receive or distribute material or merchandise. CDC Section 46.130 is not applicable to the applicant's request.

*D. Gated accessways to non-residential uses are prohibited unless required for public safety or security.*

## **Finding 28**

Staff discussions with the City Engineer indicate that gated access to this site is essential for ensuring public safety and security. The unenclosed storage of materials and equipment pose a risk to unauthorized persons on-site. Furthermore, a gated access hinders the unauthorized use of this site and is likely to reduce the risk associated with the outdoor storage of materials and heavy equipment. The criterion is met.

### **48.060 WIDTH AND LOCATION OF CURB CUTS AND ACCESS SEPARATION REQUIREMENTS**

- A. Minimum curb cut width shall be 16 feet.*
- B. Maximum curb cut width shall be 36 feet, except along Highway 43 in which case the maximum curb cut shall be 40 feet. For emergency service providers, including fire stations, the maximum shall be 50 feet.*



## Finding 29

Curb cuts on Sussex Street range in width from approximately 20-feet (northernmost and central access) to 25-feet (southernmost access). Additionally, each of the two curb cuts adjacent Norfolk Street satisfy the 16/36-foot min./max. width standard per 48.060(A) and (B) above. The criterion is met.

*C. No curb cuts shall be allowed any closer to an intersecting street right-of-way line than the following:*

- 1. On an arterial when intersected by another arterial, 150 feet.*
- 2. On an arterial when intersected by a collector, 100 feet.*
- 3. On an arterial when intersected by a local street, 100 feet.*
- 4. On a collector when intersecting an arterial street, 100 feet.*
- 5. On a collector when intersected by another collector or local street, 35 feet.*
- 6. On a local street when intersecting any other street, 35 feet.*

## Finding 30

The northernmost access to the site from Sussex Street is located approximately 250-feet south of the intersection of Sussex Street and Sunset Avenue. The Norfolk – north access is approximately 250-feet, and the Norfolk – south access is approximately 370-feet, from the nearest street intersection. Because both Norfolk and Sussex Streets are classified as local streets in the 2008 TSP, all curb cuts satisfy the 35-foot minimum distance for access separation on local streets. The criterion is met.

*D. There shall be a minimum distance between any two adjacent curb cuts on the same side of a public street except for one-way entrance and exits, as follows:*

- 1. On an arterial street, 150 feet.*
- 2. On a collector street, 75 feet.*
- 3. Between any two curb cuts on the same lot on a local street, 30 feet.*

## Finding 31

The distance between adjacent curb cuts along Sussex Street is as follows: 1) southernmost to central – 50-feet; and, 2) central to northernmost – 32-feet. There are approximately 115-feet of separation between the Norfolk – north and Norfolk – south curb cuts. The spacing of adjacent curb cuts along both Sussex- and Norfolk Streets satisfies the 30-foot minimum distance for curb cuts on the same lot on a local street. The criterion is met.



- G. *Adequate line of sight pursuant to engineering standards should be afforded at each driveway or accessway.*

## **Finding 32**

As described in finding number 13, this site fails to meet the clear vision requirements of CDC Section 42.040 and 42.050. The proposed use does not affect this situation. The criterion does not apply.

## **CHAPTER 54, LANDSCAPING**

### **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.*

## **Finding 33**

The location of existing site vegetation is shown in Exhibit 3 of the applicant's submittal. The applicant proposes no tree removal within this application. Furthermore, the applicant proposes the installation of an arborvitae hedge near the site's southeast corner. The criterion is met.

- 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.*





## Finding 34

The applicant is not proposing the removal of any trees within this application. Furthermore, the applicant's narrative indicates that no heritage trees exist on-site. The criterion does not apply.

### *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.*

## Finding 35

The applicant's narrative and supplementary plans indicate that approximately 8 percent of the site is currently landscaped. Mature trees exist near all required employee and visitor parking spaces; however, no landscaping exists near the interior of the site. While the applicant proposes planting an arborvitae hedge near the site's southeast corner, the site remains out of conformance with the 20 percent minimum landscaping requirement found in CDC Section 54.020(E)(2). The proposed structure will displace area currently occupied by unenclosed equipment storage and will not increase the degree of non-conformity with the landscaping requirements stated above. The criterion does not apply.

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 parking surface only.*



## Finding 36

Aside from the arborvitae hedge near the site's southeast corner, the applicant proposes no new landscaping. Additionally, all landscaping occurs at the perimeter of the required employee and visitor parking areas. The site does not conform to the 10 percent interior landscaping required for parking lots with greater than 20 spaces as specified in 54.020(E)(3)(a). The proposed parking structure will not increase the degree of non-conformity with the landscaping standards above. The criterion does not apply.

*b. The landscaped areas shall not have a width of less than five feet.*

## Finding 37

The applicant's landscape plan (Exhibit 4) indicates that the new arborvitae screen near the southeast corner of the site will be approximately 5-feet wide. This criterion can be met with the imposition of condition of approval number 3, which requires that the landscape screen be a minimum width of 5-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.*

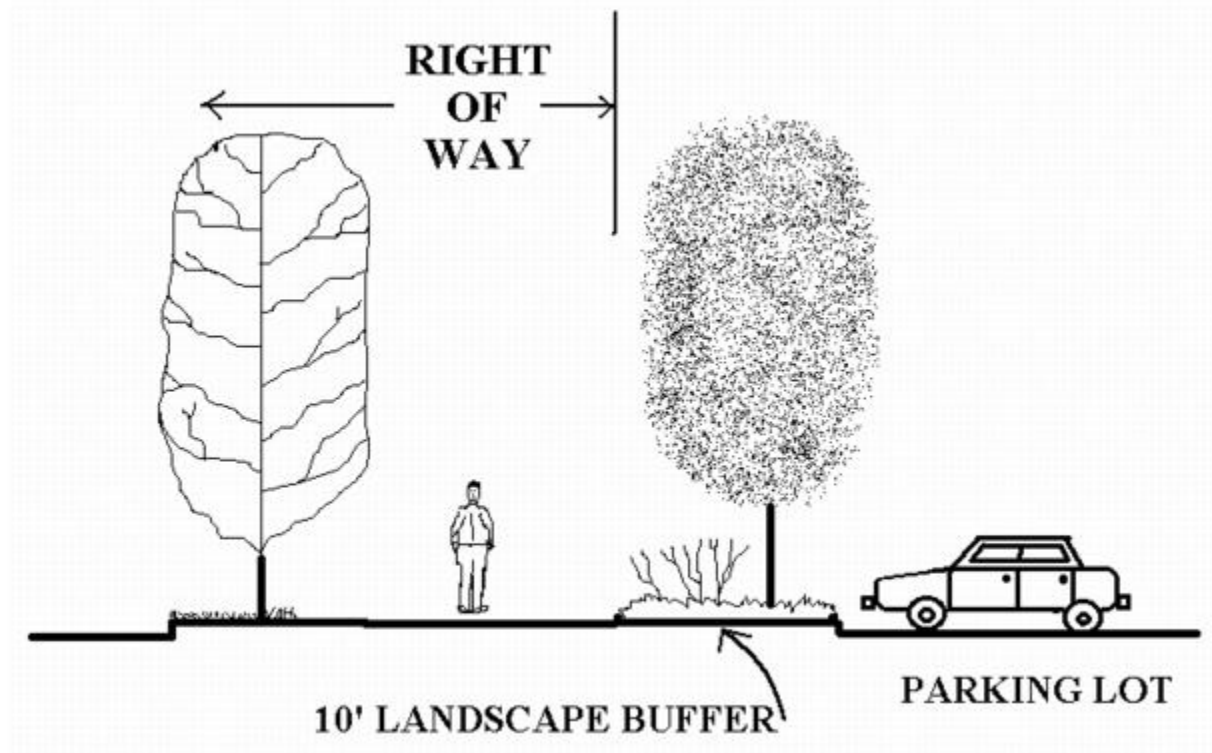
## Finding 38

The applicant is proposing the installation of one new arborvitae hedge near the site's southeast corner. According to various sources, ideal growing conditions for arborvitae include moist, alkaline soils with pH values in the range of 6.8 – 7.2. According to the United States Department of Agriculture's (USDA) web-based soils mapping service (<http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>), this site is comprised of predominately Saum Silt Loam. Saum Silt Loam is a Class 2 soil capable of supporting a broad range of vegetative species with moderate limitations affecting the type of vegetation chosen. Furthermore, Saum Silt Loam has an approximate pH value of 5.8; slightly more acidic than the recommended range of 6.8 -7.2. Additionally, the City Arborist has reviewed the applicant's submittal and has found it to be consistent with current practices. The criterion is met.

*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.*

### **Finding 39**

Along Norfolk Street, a 16-foot wide buffer separates each of two parking lots from the street. In addition, an approximately 5-foot wide landscape buffer separates the service area immediately adjacent the site of the proposed structure from Norfolk Street. Landscaping within all of these areas is non-conforming to the standards in this section as they fail to provide the minimum width or street trees required in this section. The proposed structure will not increase the degree of non-conformity with these standards. The criterion does not apply.



- 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.*

## **Finding 40**

Fewer than 50 percent of the lineal frontage along both Norfolk (28 percent) and Sussex (21 percent) Streets are comprised of parking lot. This criterion does not apply.

- 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.*

## **Finding 41**

A service area in the location of the proposed structure currently abuts the site's property line with Norfolk Street. This service area is non-conforming to the landscaping requirements listed above. The proposed structure will not increase the degree of non-conformity with these landscape standards and therefore, this criterion does not apply.

- 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).*



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

1. *In addition to the compatibility requirements contained in Chapter 24, 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.*

**Finding 42**

The applicant proposes the installation of a new arborvitae hedge near the southeast corner of the site to obstruct the view of the facility from residential properties to the south. American Arborvitae can reach heights of 40-60 feet. According to the Western Garden Book, Arborvitae's dense foliage and height make them ideal for use in screening applications<sup>1</sup>. The purpose for installing this arborvitae is to reduce visual impacts as well as minimize dust onto adjacent properties. The criterion is met.

**54.020.E.3 Landscaping by type, location and amount (continued)**

- 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.*

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<sup>1</sup> Hogan, Elizabeth L. 1988. Sunset Western Garden Book. Lane Publishing Co., Menlo Park, CA 94025.



- 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.).*

### **Finding 43**

The applicant proposes the installation of a new arborvitae hedge near the site's southeast corner to obstruct the view of the proposed facility and other parts of the site from adjacent properties to the south and east. Arborvitae's dense canopy make them well suited to the intended use here. The applicant is not proposing the installation of any additional landscaping at this time. The criterion is met.





**- *No public comments have been received to date* -**

## PUBLIC NOTICE CHECKLIST

**MAILED**  
9/15/10 SRFILE NO.: CP-10-04 SITE ADDRESS: 4100 NorfolkPROJECT MANAGER: Zach P / Tom S DATE: \_\_\_\_\_MAILING DEADLINE DATE - 14-day or 20-day (circle one): 9/15/10PUBLISH IN LOCAL PAPER (10 days prior): Yes X No \_\_\_\_\_

SEND TO (check where applicable):

✓ Applicant: Name: COWL Applicant Address: NA*If Applicant Representative or Owner to receive please list in others below:*

School District/Board \_\_\_\_\_

Metro \_\_\_\_\_

Tri-Met \_\_\_\_\_

Clackamas County \_\_\_\_\_

ODOT (if on State Hwy.  
or over 40 dwelling units) \_\_\_\_\_

Division of State Lands \_\_\_\_\_

US Army Corps of Engineers \_\_\_\_\_

Stafford-Tualatin CPO \_\_\_\_\_

City of Lake Oswego \_\_\_\_\_

Dept. of Fish &amp; Wildlife \_\_\_\_\_

Other(s): \_\_\_\_\_

✓ Neighborhood Assn(s).  
(please specify) Sunset / ALL✓ Other(s): TVFR

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

## 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-10-04 Applicant's Name COWH - Public Works  
Development Name cond use operations outdoor storage  
Scheduled Meeting/Decision Date October 6, 2010

**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 ☒

✓ LA. The applicant (date) N/A (signed) \_\_\_\_\_  
✓ LB. Affected property owners (date) 9/15/10 (signed) SR  
C. School District/Board (date) \_\_\_\_\_ (signed) \_\_\_\_\_  
✓ LD. Other affected gov't. agencies (date) 9/15/10 (signed) SR  
✓ LE. Affected neighborhood assns. (date) 9/15/10 (signed) SR  
✓ LF. 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) 9/23/10 (signed) 13  
City's website (posted date) 9/15/10 (signed) 10

### 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) 9/15/10 (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) \_\_\_\_\_ (signed) \_\_\_\_\_

**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-10-04**

The West Linn Planning Commission is scheduled to hold a public hearing on Wednesday, October 6, 2010, **at 7:30 p.m.** in the Council Chambers of City Hall (located at 22500 Salamo Road, West Linn, OR) to consider the request of the West Linn Public Works Department for a 1,344 square foot parking enclosure at the existing Operations Facility at 4100 Norfolk Street. Because the Operations Facility exists as a conditional use in the R-10 zoning district, this enlargement requires approval of a new conditional use permit. Conditional use standards are found in Chapter 60 of the Community Development Code (CDC). A decision to approve or deny the applicant's request will be based on the conditions in Chapter 60, as well as other applicable standards of the CDC.

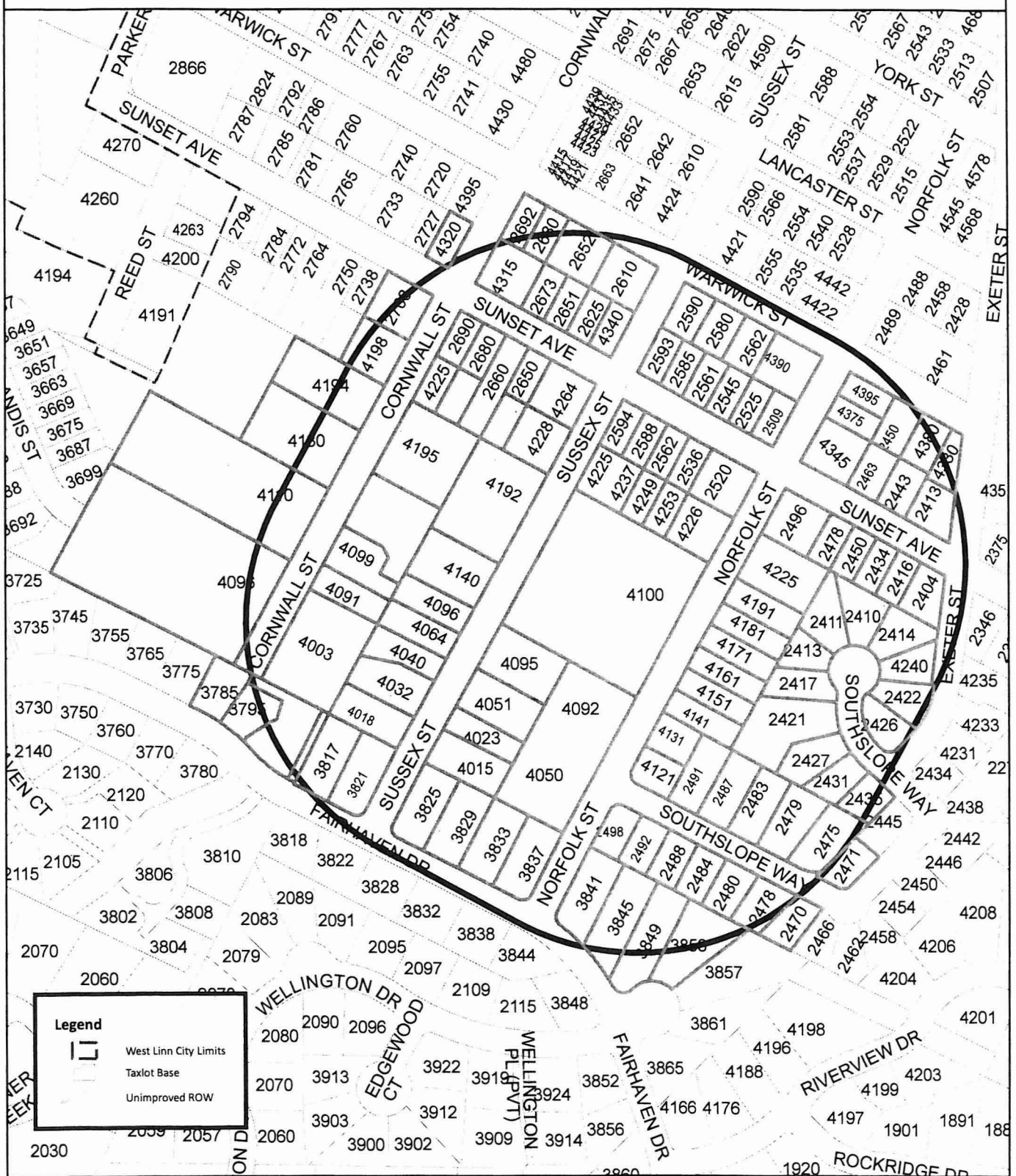
You have been notified of this proposal because County records indicate that you own property within 500 feet of the proposal site located at 4100 Norfolk Street, West Linn, Oregon, as required by Chapter 99 of the West Linn Community Development Code.

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-west-linn-public-works-covered-parking-building>, 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. A site plan is attached. For further information, please contact Zach Pelz, Special Projects Planner, at City Hall, 22500 Salamo Road, West Linn, OR 97068, [zpelz@westlinnoregon.gov](mailto:zpelz@westlinnoregon.gov), or (503) 723-2542.

The hearing will be conducted in accordance with the rules of Section 99.170 of the CDC, 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.

TERESA ZAK  
Planning Administrative Assistant

# CUP-10-04 COWL Public Works



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

NOT TO SCALE



SNAPNOTIFY.MXD / AHA APP 6-16-09

User Name: T Zak  
Map Creation Date: Sep 15, 2010

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

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

CUTLER ALLEN CASEY  
2421 SOUTHSLOPE WAY  
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  
845 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  
329 FAIRHAVEN DR  
WEST LINN OR 97068

ENGEL MICHELLE A  
2625 SUNSET AVE  
WEST LINN OR 97068

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

ENGLES KEITH PATRICK  
180 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

GEHARA NANCY L  
88 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  
2525 SUNSET AVE  
WEST LINN OR 97068

LONGSTREET VALERIE L  
PO BOX 192  
WEST LINN OR 97068

LOWE JEFFERY 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

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

MCLAUGHLIN DENISE L  
2690 SUNSET AVE  
WEST LINN OR 97068

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

MELVIN KEITH A & LEANNE G  
3841 FAIRHAVEN DR  
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

REED BRENT G & KRISTA  
795 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

REHEA JERRY DWAIN & LAMARA K  
484 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

SHAFFER 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

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 & CAROL ANN  
4194 CORNWALL ST  
WEST LINN OR 97068

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

TIEDTKE SHIRLEY M  
8583 SW MANDAN DR  
TUALATIN OR 97062

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

TURKISHER EDWARD A  
PO BOX 264  
WEST LINN OR 97068

TURNER DEBRA D  
2416 SUNSET AVE  
WEST LINN OR 97068

TURNER TERRI A  
2426 SOUTHSLOPE WAY  
WEST LINN OR 97068

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

WILLIAMS 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

JIM EVERETT  
TVF&R  
7401 SW WASHO CT STE 101  
TUALATIN OR 97062

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

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

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

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

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

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

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

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

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

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

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

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

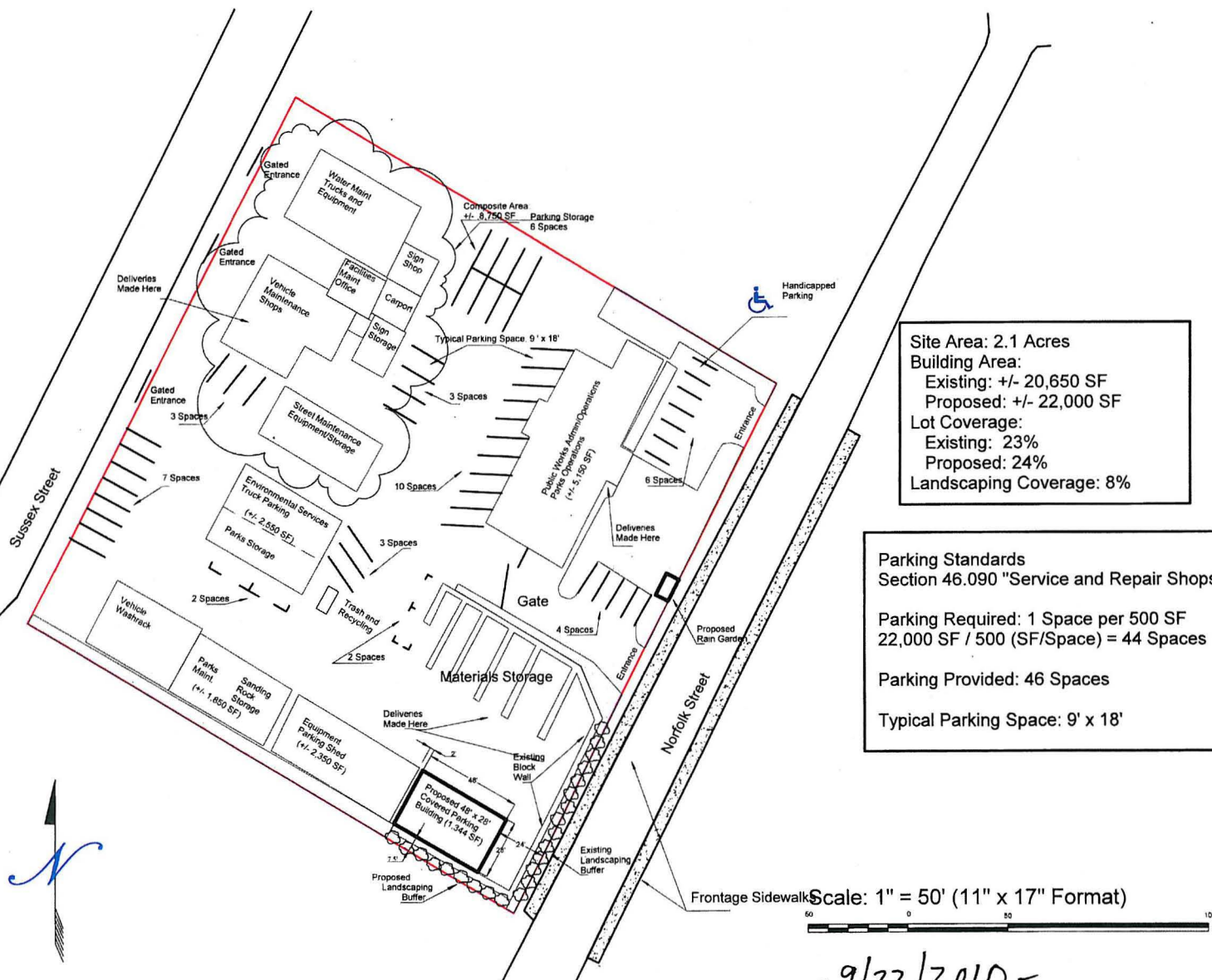
SUSAN VAN DE WATER  
HIDDEN SPRINGS NA DESIGNEE  
6433 PALOMINO WAY  
WEST LINN OR 97068

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

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

**MAILED**  
9/15/10 SL

Total 134



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  
 $22,000 \text{ SF} / 500 \text{ (SF/Space)} = 44 \text{ Spaces}$   
 Parking Provided: 46 Spaces  
 Typical Parking Space: 9' x 18'

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

- 9/22/2010 -

August 6, 2010

**APPLICANT'S STATEMENT**

**For**

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**"West Linn Public Works Covered Parking Building"**

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**REQUEST**

**Conditional Use Permit and Design Review for a 1,344 square foot  
Covered Parking Building**

**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"

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EXHIBITS



City of  
**West  
Linn**

# DEVELOPMENT REVIEW APPLICATION

TYPE OF REVIEW (Please check all boxes that apply):

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

Home Occupation, Pre-Application, Sidewalk Use Application \*, Permanent Sign Review \*, Temporary Sign Application require different application forms available in the forms and application section of the City Website or at City Hall.

TOTAL FEES/DEPOSIT \_\_\_\_\_

OWNER (PRINT)	ADDRESS	CITY	ZIP	PHONE & /OR E-MAIL
Mike Cardwell	4100 Norfolk St.	West Linn	97045	
City of West Linn	Public Works			
APPLICANT (PRINT)	ADDRESS	CITY	ZIP	PHONE & /OR E-MAIL

CONSULTANT (PRINT)	ADDRESS	CITY	ZIP	PHONE & /OR E-MAIL
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SITE LOCATION/ADDRESS 4100 Norfolk Street

Assessor's Map No.: 251E 36BA Tax Lot(s): 8100 Total Land Area: 2.1 acres

1. All application fees are non-refundable (excluding deposit).
2. The owner/applicant or their representative should be present at all public hearings.
3. A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
4. Four (4) 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.  
\* 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.

SIGNATURE OF PROPERTY OWNER(S)

X \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE OF APPLICANT(S)

X \_\_\_\_\_

Date \_\_\_\_\_

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 INITIAL APPLICATION. CONTACT: PLANNING AND BUILDING; 22500 SALAMO RD #1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106 PLANNING@WESTLINNOREGON.GOV

August 6, 2010

**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

**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 46: Off-Street Parking, Loading & Reservoir Areas  
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 Conditional Use Permit and Class II Design Review for a new 1,344 sq. ft. (28-ft. x 48-ft.) covered vehicle parking shed at their existing facility at 4100 Norfolk Street in the Sunset neighborhood (See Vicinity Map, Exhibit 1). 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 Exhibit 7).

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).

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 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 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 facility is conforming to the code in terms of building size, parking, setbacks, Floor Area Ratio 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 covered parking building 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 & 10. The intent of this application request is to provide a covered parking area 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 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 is 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. covered 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 24%.

**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 is 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 covered parking structure is 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 24%. The proposed covered parking structure is 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 is 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 covered 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 two the 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 flood 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-site 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 10.

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 7 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 side 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 & 10).

### 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:**

There 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 is planned with this application.

**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:

7. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building.
8. Addition or reduction of parking stalls.<sup>1</sup>
9. Revised parking alignment.<sup>1</sup>

Footnote: <sup>1</sup>Class 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 this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

**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. Pre-application notes from this meeting are attached as Exhibit 6. A neighborhood meeting with the Sunset Neighborhood Association was held on April 27, 2010. Documentation of this meeting as well as the 500-ft. Notification Map with names is included as Exhibit 9.

- 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.

- 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 extent practicable since the site was developed in the 1970's and one of it's primary uses is 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 this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

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 Planning Director has determined that this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

- 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 to 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.

**Section 60.080**

**SITE PLAN AND MAP**

- 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.

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 as 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	Pre-Application Meeting Notes
8	Zoning Map
9	Tax Map
10	Neighborhood Meeting Documentation
11	Site Photographs

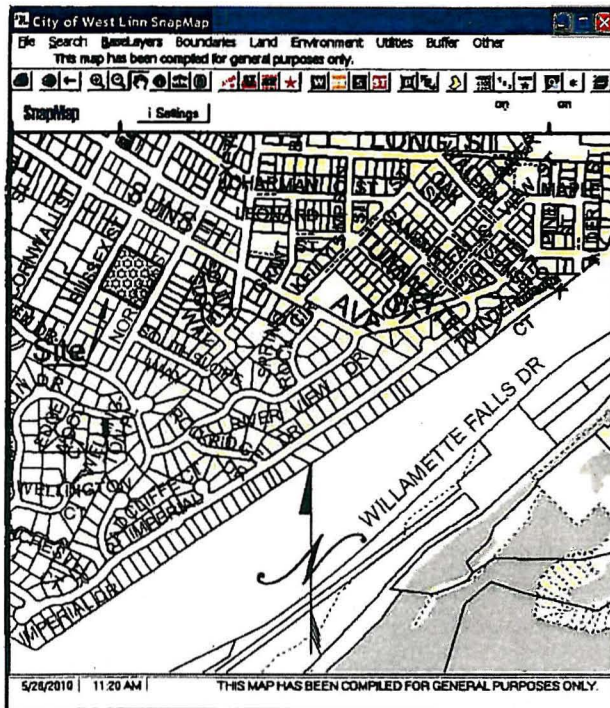


# Cover Sheet/Vicinity Map/Index of Drawings

Exhibit No. 1

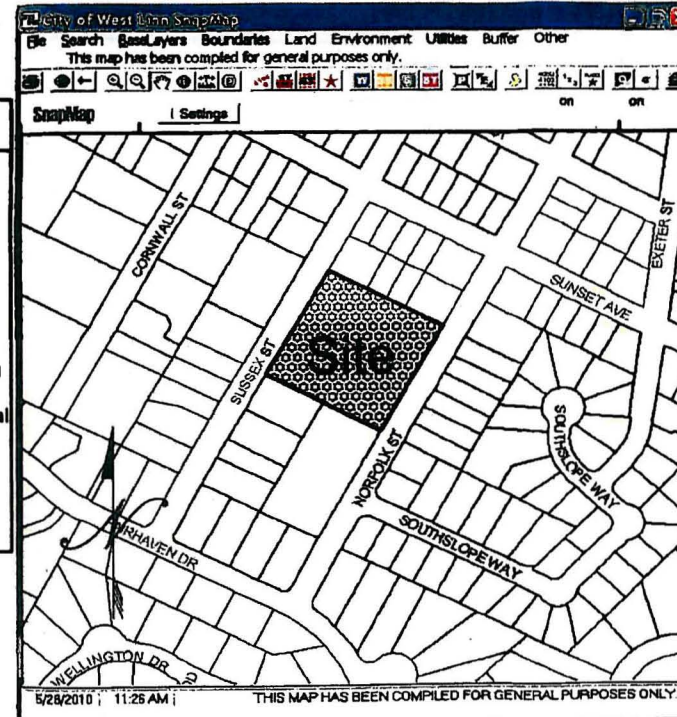


# Conditional Use Permit and Design Review for an 3,144 SF Covered Parking Building



## 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



## 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

Address: 4100 Norfolk Street, West Linn, Oregon 97045

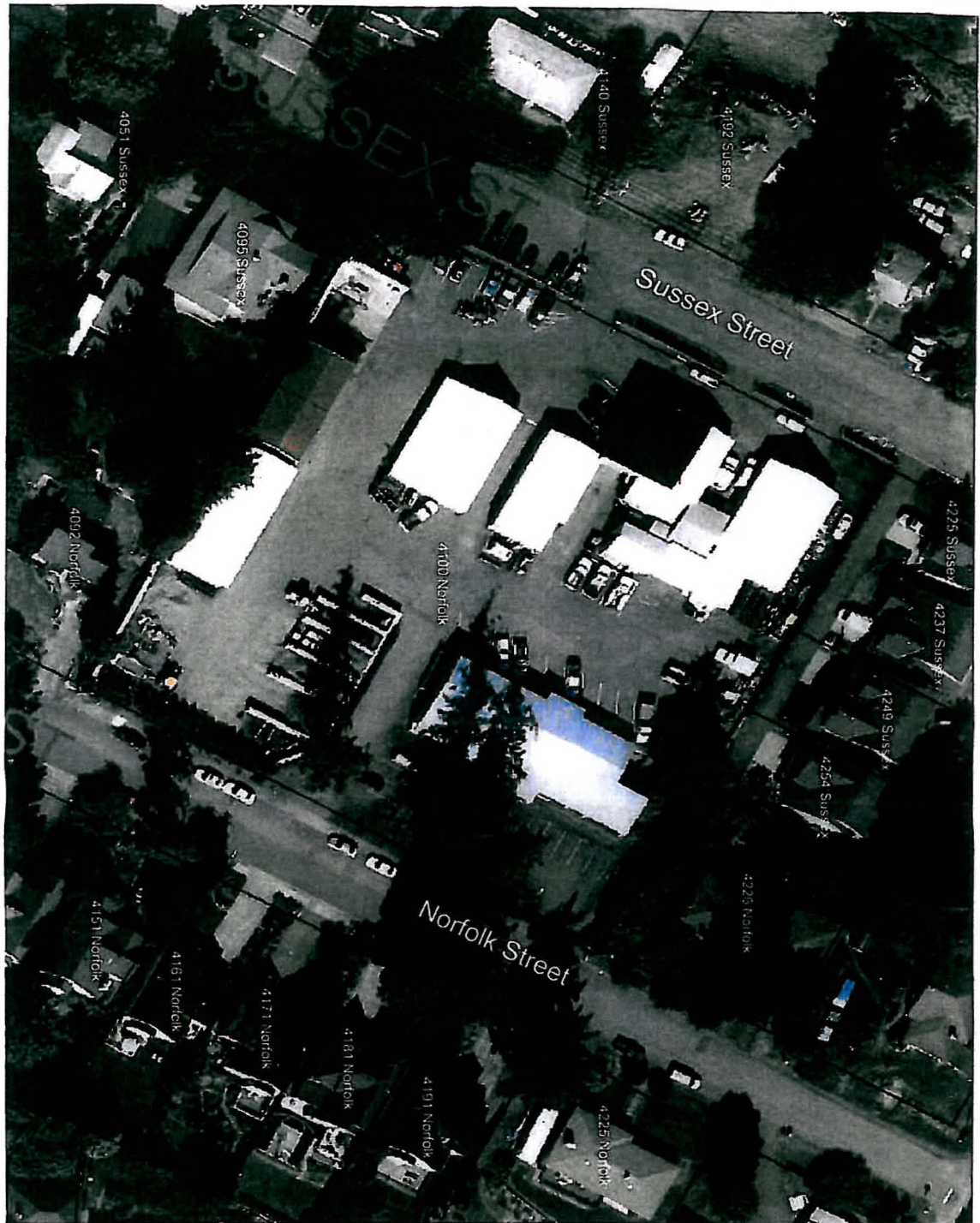
Cover Sheet / Vicinity Map / Index of Drawings



# Aerial Photograph

Exhibit No. 2





Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Aerial Photograph



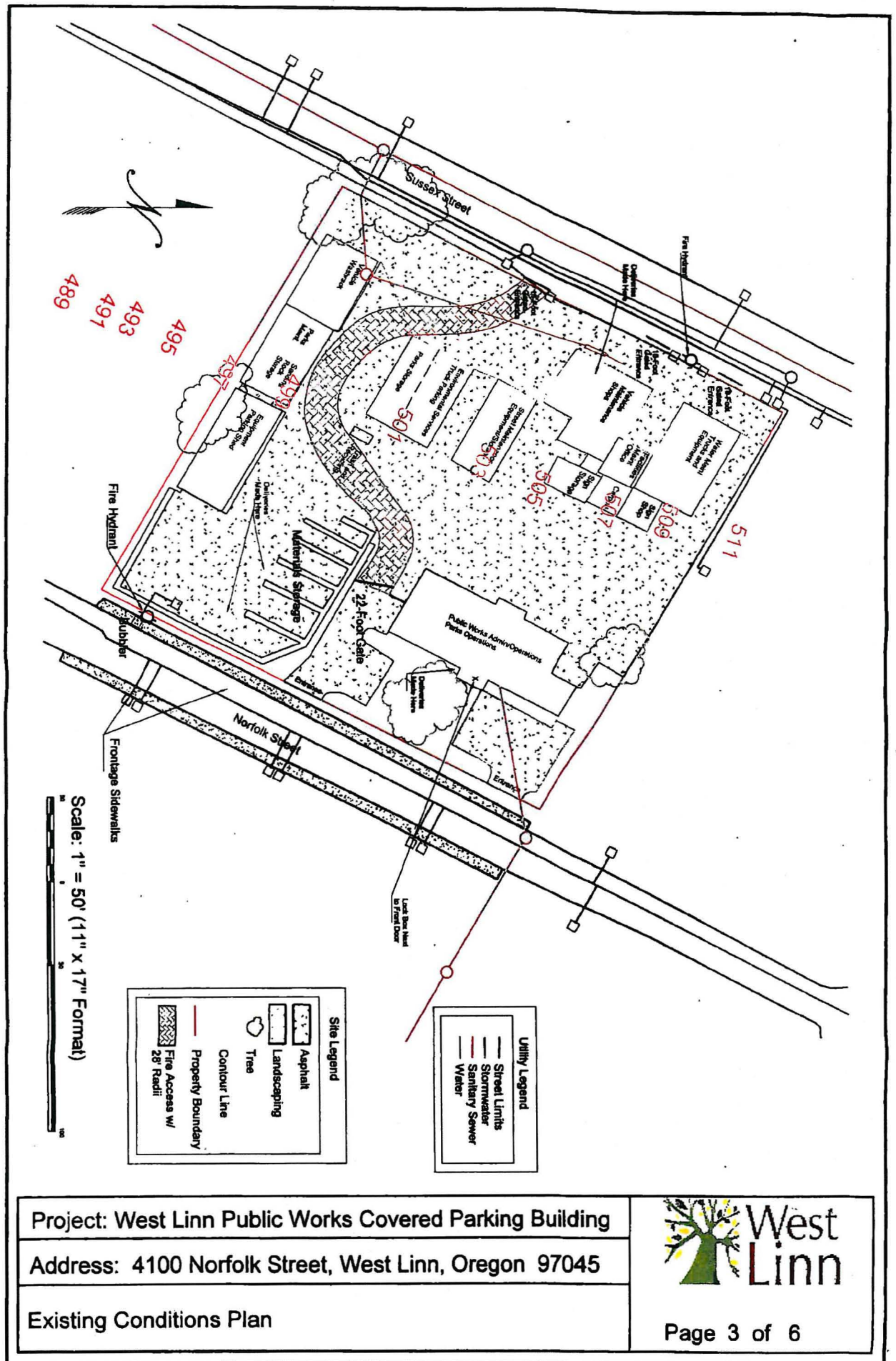
Page 2 of 6



# Existing Conditions Plan

Exhibit No. 3







# Preliminary Site Plan

Exhibit No. 4

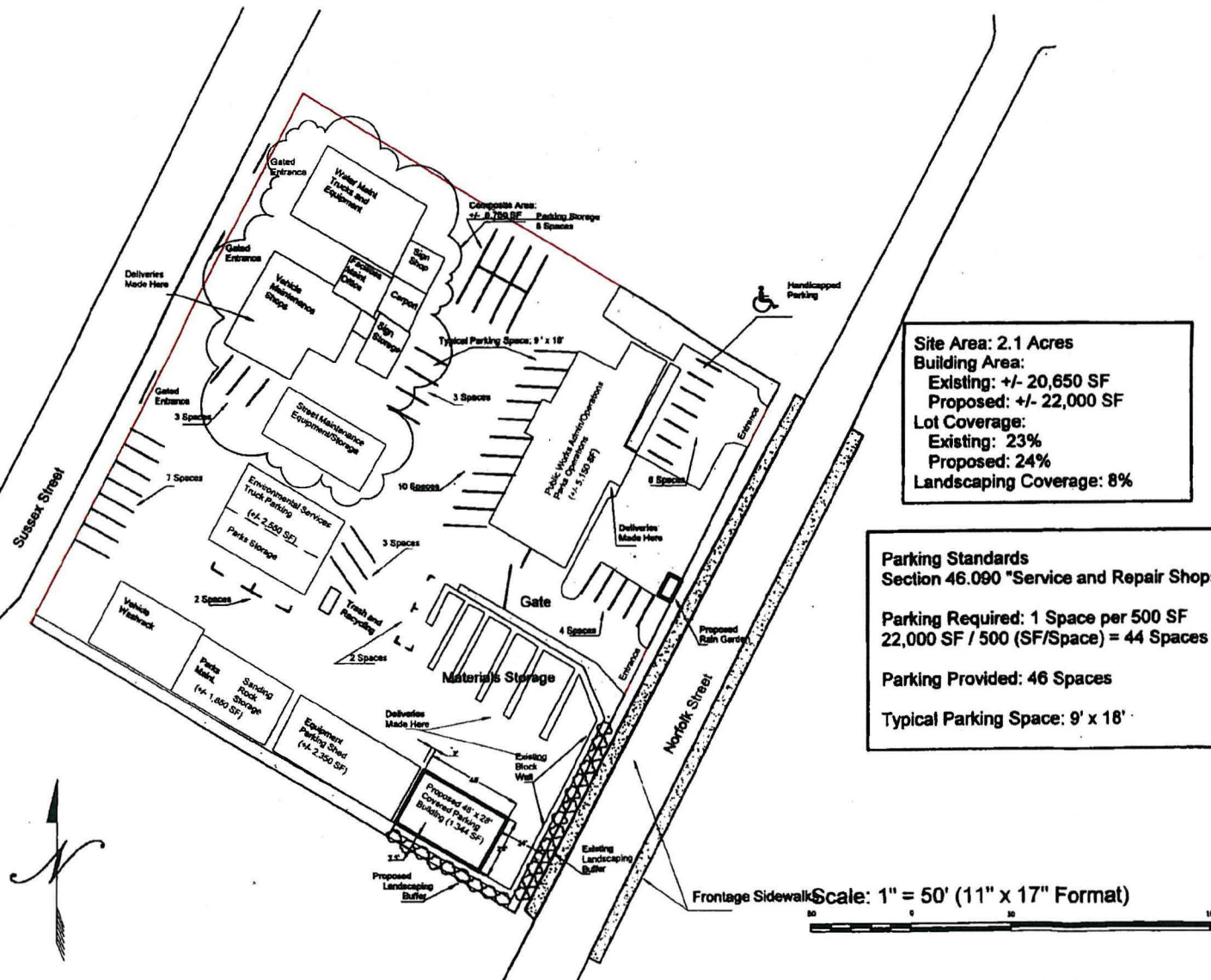




Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Proposed Building Location and Landscape Buffer



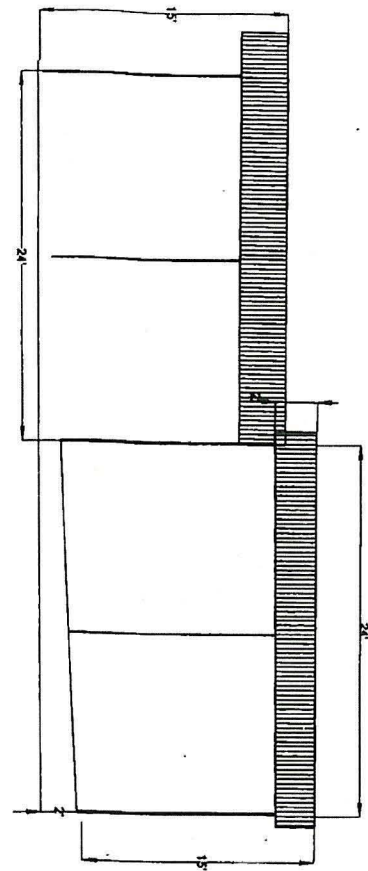


# Conceptual Structural Elevation Plan

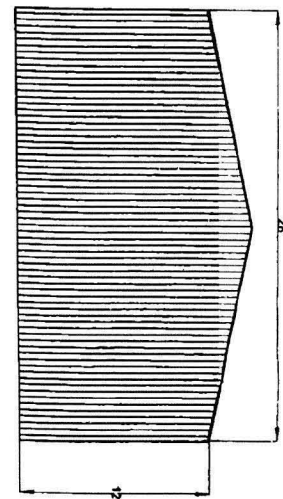
Exhibit No. 5



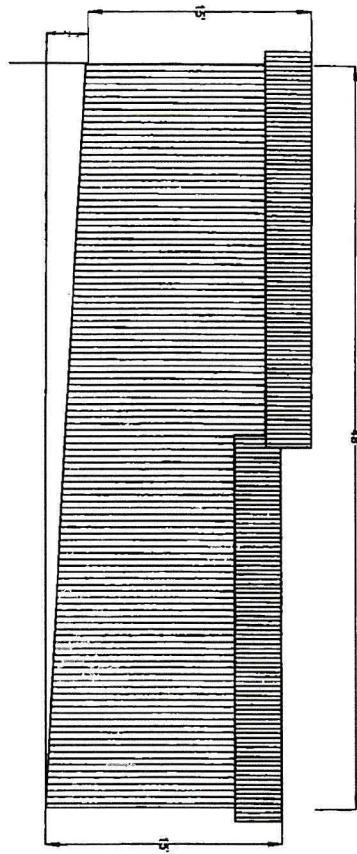
Front Elevation



Side Elevation



Rear Elevation



Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Building Elevations



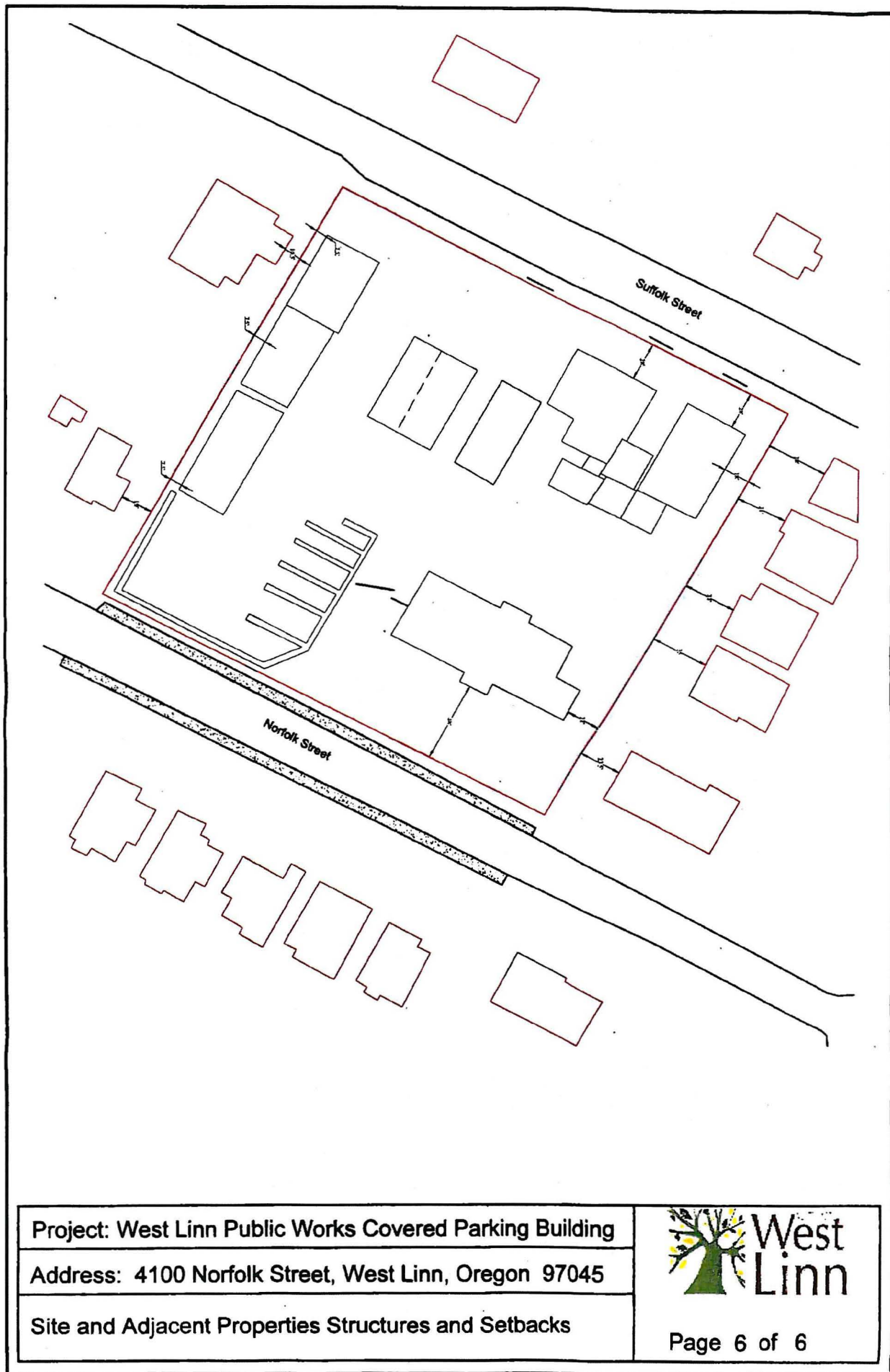
Page 5 of 6



# Site and Adjacent Properties, Structures and Setbacks Plan

Exhibit No. 6





Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Site and Adjacent Properties Structures and Setbacks



Page 6 of 6



## Pre-Application Meeting Notes

Exhibit No. 7



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)

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*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](mailto:bowerst@msa-ep.com), and Steve Garner, President of the BHT Neighborhood Association, at 503-655-4531 or [sbgarner@e-m-a.com](mailto: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.



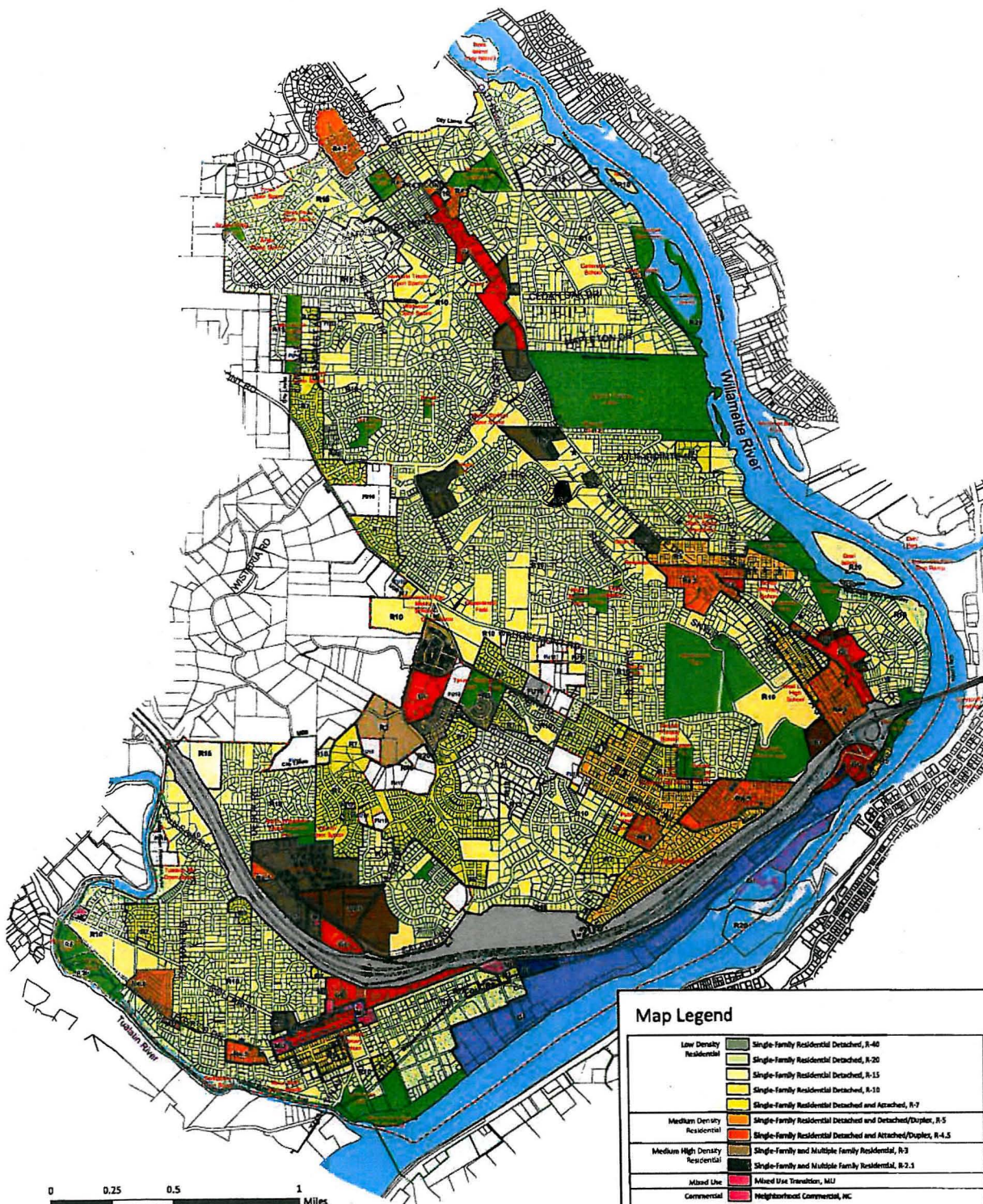
# Zoning Map

Exhibit No. 8



# CITY OF WEST LINN

## Zoning Map



0 0.25 0.5 1 Miles  
0 0.25 0.5 1 Kilometers

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



West Linn  
**GIS**  
Geographic Information Systems  
94

### 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 Attached/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-2.5
Mixed Use Commercial	Mixed Use Transit, MU
	Neighborhood Commercial, NC
	General Commercial, GC
	Office-Business Center, OBC
Industrial	Campus Industrial, CI
	General Industrial, GI
Other	Future Urban, FU-30
	I-205

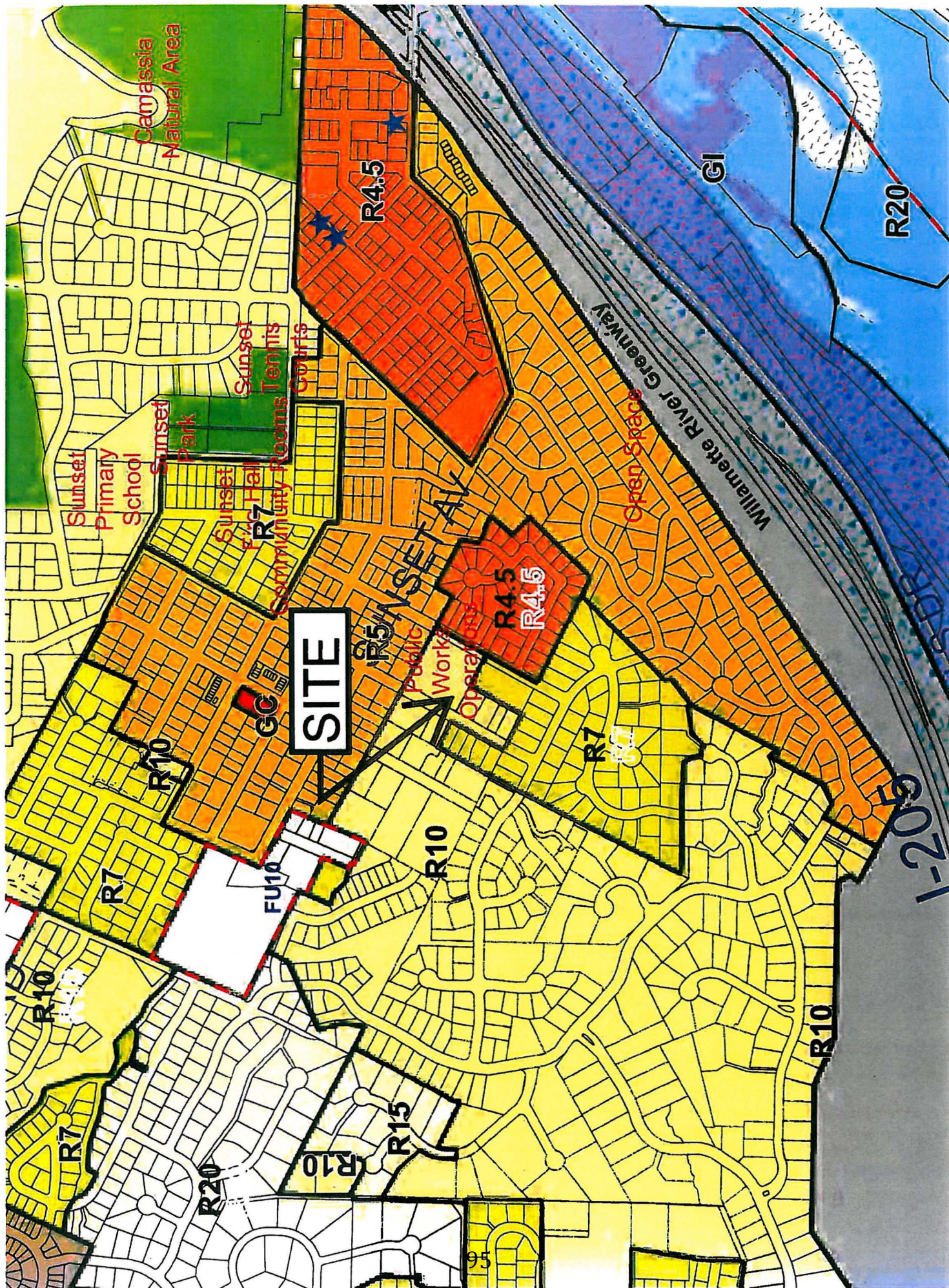
Where background areas are outside West Linn city limits

we Zoning Labels

we Zoning Labels

- Historic Landmarks
- Willamette Historic District
- Willamette Commercial Historic Overlay Zone
- West Linn City Limits
- Metro's Urban Growth Boundary
- Taxlot Lines
- Parks







# Tax Map

Exhibit No. 9





# Neighborhood Meeting Documentation

Exhibit No. 10



## 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 15<sup>th</sup> food, demonstrations, and tour of the paper mill. For more info [www.willamettefalls.org](http://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. **5<sup>th</sup> Annual Sunset Neighborhood Picnic:** Sunday, June 27<sup>th</sup> 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. **2<sup>nd</sup> Annual Take Care of West Linn Day – Saturday, May 15<sup>th</sup>:** 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.

**\*\*\*5<sup>th</sup> Annual Sunset Neighborhood Picnic/Concert June 27<sup>th</sup> 1-4pm \*\*\***

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

Respectfully submitted by Doreen Vokes, Secretary of the SNA.

## SNA OFFICERS

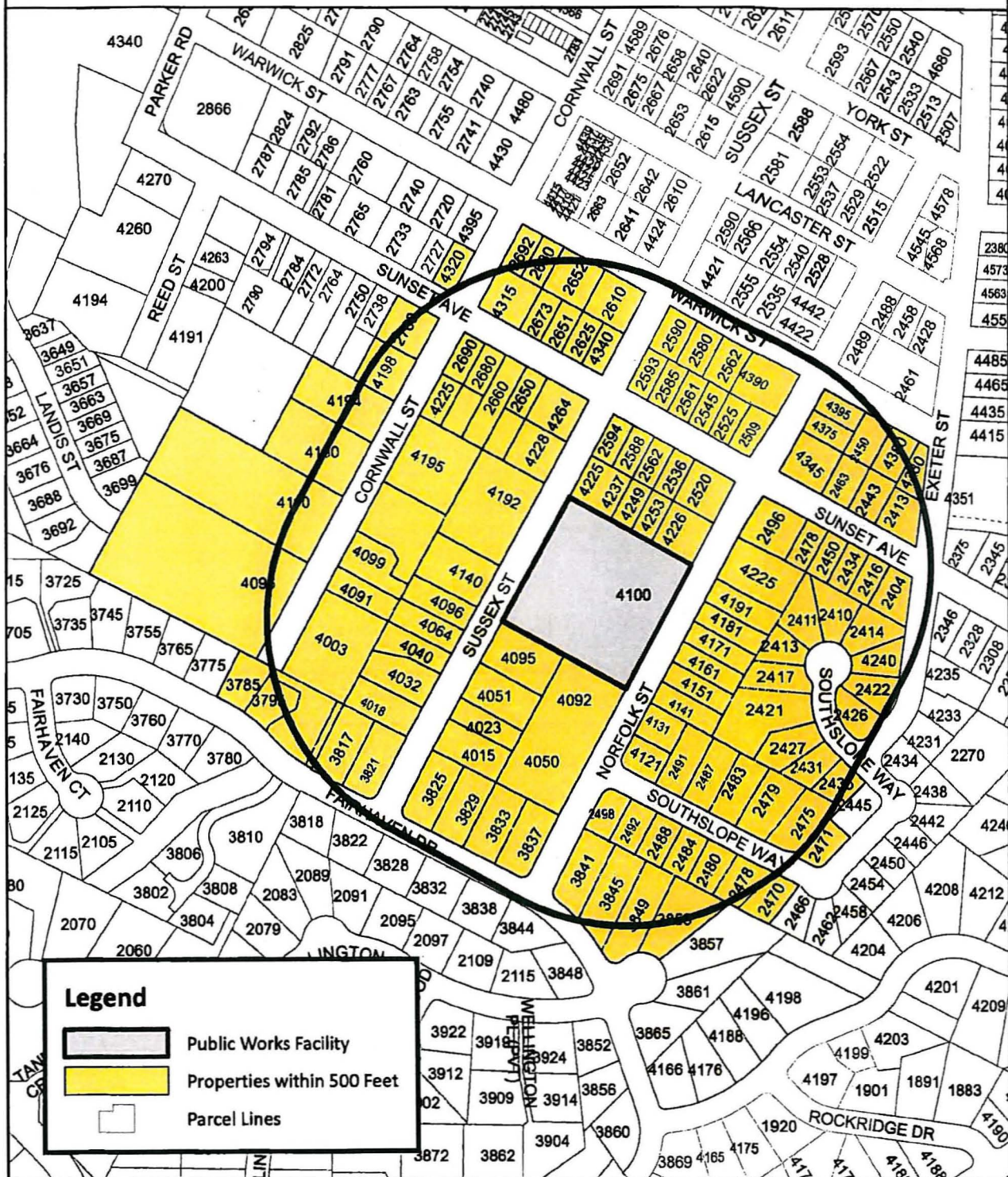
President,	Troy Bowers	503-703-7303	<a href="mailto:bowerst@msa-ep.com">bowerst@msa-ep.com</a>
Vice President,	John Sramek	503-320-2077	<a href="mailto:johns@jsremodel.com">johns@jsremodel.com</a>
Secretary/Treasurer,	Doreen Vokes	503-650-2072	<a href="mailto:dsekov@msn.com">dsekov@msn.com</a>

For association info and meeting minutes, or for general city information, visit

[www.westlinnoregon.gov](http://www.westlinnoregon.gov) **\*\*\*please note new web site address\*\*\***



# West Linn Public Works Facility, 500 Foot Notification Map



**Legend**

Public Works Facility

Properties within 500 Feet

Parcel Lines

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.

Parcel Base Source: Metro RLIS



**West Linn GIS**  
enhanced geographic information system

User Name: aha  
 Map Creation Date: Apr 02, 2010

TAX LOT NUMBER	OWNER	IN CARE OF
21E36BA01600	ALBECK RICHARD E & KATHLEA E	
21E36AC01009	ANDERSON DEAN MAURICE	
21E36BA01800	BABCOCK BARBARA H	
21E36AC01006	BATTAGLIA DARREN T & LUCIA	
21E36AB09800	BUSE RICHARD A TRUSTEE	
21E36AC01008	CAHAN VIRGINIA JANE	
21E36AC02500	CERMAK STEVEN J & CONNIE M	
21E36AC01203	CHANDLER CAROL ANN	
21E36BA07703	CHRISTENSEN TODD A	
21E36BD07100	CITY OF WEST LINN	
21E36AB07600	CLARK CAROLYN JUNE	
21E36BA06100	CLARK EUGENE C TRUSTEE	
21E36AC01105	COZZI KATHERINE E & ROBERT M	
21E36AC01010	CUTLER ALLEN CASEY	
21E36AB09500	DAVIS LINN D & JOANNA L TUCKER	
21E36AB08000	DAVIS ROBERT H JR & KIMBERLY M	
21E36AC02200	DAVISON JAMES E	
21E36BA07500	DEWEY GREGORY A & LARA J	
21E36AC02300	DUCSIK NATHAN & REBECCA	
21E36BA07600	EELLS MARY	
21E36BA07601	EELLS MARY	
21E36BA07701	EELLS MARY	
21E36AC01207	ELLINGSEN ROBERT A	
21E36AC02700	EMS ROBERT E & CHARISSE M	
21E36BA01900	ENGE MICHELLE A	
21E36BA05300	EPPELSHEIMER GARY L & JANET E	
21E36BA06700	FALES KEITH PATRICK	
21E36BA07300	FALES KEITH PATRICK	
21E36AB08602	FRAZIER NICOLE L	
21E36AC01601	FROESCHER KENNETH M SR & LYNN M	
21E36AB09100	FUJIHARA NANCY L	
21E36BA08000	GEFROH GORDON A	
21E36BA07900	GEFROH I S & KATHERINE M	
21E36BA02200	GETTEL MARK A & PAMELA K	
21E36AB08701	GRAY RANDALL C	
21E36AC01005	GRIFFITH WENDY K	
21E36AB09600	GRISHAM GERALD & SUSAN	
21E36AB08601	GUICE JOSHUA L & MELINDA A	
21E36BA01601	HADLEY DARREN K	
21E36BA01901	HASSELBACH JOHN C & COURTNEY E	
21E36AC01016	HATFIELD CHANDRA R & MARK T	
21E36AB08400	HENRY LILA D	
21E36AB09702	HIMMER ANGELIKA A	
21E36AB09700	HIMMER ROMAN A & GITELLA	
21E36AB07801	HOME LOAN SERVICES INC	
21E36AB09301	HOOK LAWERENCE H	
21E36AC01103	HURLEY MICHAEL W & LAURIE A	
21E36AC01003	HWANG WAYNE	
21E36BA06400	IMHOLT CHARLENE N	
21E36AC01214	JACKSON ORRIN SCOTT	
21E36BA07801	JACOB CHRISTOPHER L	

21E36AB08800	JAMES RONALD M	
21E36AB09701	JOYCE JAMES J & DIANA L	
21E36BA01700	JUDSON HALE D III TRUSTEE	
21E36AC01500	KAYS ROBERT F & KRISTINA M	
21E36AC01700	KAYS ROBERT F & KRISTINA M	
21E36AC01210	KELLEY DANIEL	
21E36AC01017	KILLIAN TERESA M	
21E36AC01400	KRIVONOGOFF BORIS	
21E36AB09900	KUNZ WILLIAM B & MARY A	
21E36BD04700	LETSOU PETER V & FELICITY H	
21E36BA06300	LINDERMAN KAREN	
21E36AB08700	LINDERMAN KAREN L & MICHAEL D	
21E36BA07700	LONGSTREET VALERIE L	
21E36AB09400	LOWE JEFFERY SCOTT & JANE LESLIE	
21E36AB08500	MANSFIELD CHARLES A & SUSAN C	
21E36AC01600	MARTIN JONCILE ODEN TRUSTEE	
21E36AB09300	MATHER DAVID J	
21E36AC01013	MCINTIRE SCOTT D & CORINNA L	
21E36BA06600	MCLAUGHLIN DENISE L	
21E36AC01212	MEADE WILLIAM ELLIOTT &	CATHERINE ANN
21E36AC02400	MELVIN KEITH A & LEANNE G	
21E36AB07700	MERLIN DEBRA A	
21E36AB08300	METTEER PATSY J TRUSTEE	
21E36AC01102	MEYER MICHAEL R & ERICA	
21E36BA06800	MILLS BRUCE A & ELAINE M	
21E36BA05200	MIZE EDWARD M & JOAN L	
21E36BA07800	MORTON LESLIE R TRUSTEE	
21E36AC01204	NICHOLSON GARY W & RUTH M	
21E36AB07500	NORMAND KRISTEN R	
21E36BA02100	NUNN TOM LYNN & DENISE RENAYE	
21E36AC01007	OBERDORF LOIS E	
21E36AC01101	OLDS RICHARD & MARCIA	
21E36BA07000	OLMSTEAD RHETT	
21E36AC02600	OLSON TODD M & VICKI D	
21E36AC01215	PALERMINI LARRY	
21E36AC01004	PALMER EDWIN B	
21E36AB09200	PEDRACINI ANITA	
21E36BA02000	PETERSON STEVEN F & MARY	
21E36AB07900	PETIT R J & ROBERTA G	
21E36BD04800	REED BRENT G & KRISTA	
21E36AC01106	REMINGTON TAD W & MOLLY M	
21E36AC01104	RESK JAMES M & JULIE M	
21E36AC01206	RHEA JERRY DWAIN & LAMARA K	
21E36AC02100	ROGERS ROY F & NORA L	
21E36AB09000	ROWNING MICHAEL J	
21E36AC01209	SAGANDA IRMA TRUSTEE	
21E36AC01205	SCHAGUNN MIKE & PAMELA	
21E36AC02800	SCHMITT NEAL A & TORI	
21E36AC01012	SCHULTZ DANIEL L & DEBRA L	
21E36BA06901	SHAFFER WILLIAM B	
21E36BA07100	SHAFFER WILLIAM B	
21E36AB07800	SHUMWAY KAREN E	



21E36AC01213	SIMPSON JAMES L TRUSTEE
21E36AB08702	SMITH CAROLYN T
21E36AC03000	SNYDER JOHN J & PIA M
21E36AB08501	SPOONER DAVID & ELIZABETH
21E36AC01211	STEVENS LAURA E
21E36BA06500	STILL VERNON R & CAROL ANN
21E36BD07400	TANNER CREEK ESTATES IV LLC
21E36BA07400	TIEDTKE SHIRLEY M
21E36AB08900	TREVOR TIMOTHY P & BARBARA LEE
21E36BA07602	TURKISHER EDWARD A
21E36AB09601	TURNER DEBRA D
21E36AC01002	TURNER TERRI A
21E36AC01014	VILTER WANDA L TRUSTEE
21E36AB08200	VORHIES MARY LOU
21E36AB08600	WATKINS GARY J & DENISE M
21E36BA03401	WELLS JOSHUA R
21E36BA07702	WELP JOSEPH B & GENNY
21E36AC02900	WILLAMS STEPHEN E & LINAY A
21E36AB08100	WILLS GERRY & PATIENCE M
21E36BA06900	YEOMANS TERRY J
21E36AC01208	ZIMEL MARGRET N

MAILING ADDRESS	CITY	STATE	ZIP CODE
2680 WARWICK ST	WEST LINN	OR	97068-3736
2417 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2610 WARWICK ST	WEST LINN	OR	97068-3736
2410 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
2496 SUNSET AVE	WEST LINN	OR	97068-3764
2413 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
3837 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2498 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
4040 SUSSEX ST	WEST LINN	OR	97068-3724
22500 SALAMO RD #600	WEST LINN	OR	97068-8306
4380 EXETER ST	WEST LINN	OR	97068-3818
4110 CORNWALL ST	WEST LINN	OR	97068-3703
4151 NORFOLK ST	WEST LINN	OR	97068-3742
2421 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
4226 NORFOLK ST	WEST LINN	OR	97068-3710
2948 HUNTER WAY	WEST LINN	OR	97068-2227
3849 FAIRHAVEN DR	WEST LINN	OR	97068-3760
4195 CORNWALL ST	WEST LINN	OR	97068-3705
3845 FAIRHAVEN DR	WEST LINN	OR	97068-3760
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
2480 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3829 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2625 SUNSET AVE	WEST LINN	OR	97068-3717
4198 CORNWALL ST	WEST LINN	OR	97068-3703
2680 SUNSET AVE	WEST LINN	OR	97068-3720
2680 SUNSET AVE	WEST LINN	OR	97068-3720
2561 SUNSET AVE	WEST LINN	OR	97068-3715
4023 SUSSEX ST	WEST LINN	OR	97068-3726
2588 SUNSET AVE	WEST LINN	OR	97068-3718
PO BOX 1077	PHILOMATH	OR	97370-1077
4140 SUSSEX ST	WEST LINN	OR	97068-3723
4315 CORNWALL ST	WEST LINN	OR	97068-3702
2545 SUNSET AVE	WEST LINN	OR	97068-3715
2414 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
14162 S SPANGLER RD	OREGON CITY	OR	97045-9552
2585 SUNSET AVE	WEST LINN	OR	97068-3715
2692 WARWICK ST	WEST LINN	OR	97068-3736
15885 WHITE OAKS DR	LAKE OSWEGO	OR	97035-4272
2471 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2562 WARWICK ST	WEST LINN	OR	97068-3850
17011 SE VALLEY VIEW RD	MILWAUKIE	OR	97267-6338
2450 SUNSET AVE	WEST LINN	OR	97068-3713
150 ALLEGHENY CENTER IDC 24-050	PITTSBURGH	PA	15212
4225 SUSSEX ST	WEST LINN	OR	97068-3725
4171 NORFOLK ST	WEST LINN	OR	97068-3742
14 CHANNEL ISLAND RD	ALISO VIEJO	CA	92656-1308
4130 CORNWALL ST	WEST LINN	OR	97068-3703
4121 NORFOLK ST	WEST LINN	OR	97068-3767
4064 SUSSEX ST	WEST LINN	OR	97068-3724

125 BEEKMAN SQUARE	JACKSONVILLE	OR	97530-9413
2434 SUNSET AVE	WEST LINN	OR	97068-3713
PO BOX 115	MAKAWAO	HI	96768-0115
4015 SUSSEX ST	WEST LINN	OR	97068-3726
4015 SUSSEX ST	WEST LINN	OR	97068-3726
2479 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2470 SOUTHSLOPE WAY	WEST LINN	OR	97068-3766
4092 NORFOLK ST	WEST LINN	OR	97068-3740
4225 NORFOLK ST	WEST LINN	OR	97068-3744
3785 FAIRHAVEN DR	WEST LINN	OR	97068-3771
2525 SUNSET AVE	WEST LINN	OR	97068-3715
2525 SUNSET AVE	WEST LINN	OR	97068-3715
PO BOX 192	WEST LINN	OR	97068-0192
4253 SUSSEX ST	WEST LINN	OR	97068-3725
2010 ALPINE DR	WEST LINN	OR	97068-8615
4051 SUSSEX ST	WEST LINN	OR	97068-3726
4249 SUSSEX ST	WEST LINN	OR	97068-3725
2431 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2690 SUNSET AVE	WEST LINN	OR	97068-3720
2487 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
3841 FAIRHAVEN DR	WEST LINN	OR	97068-3760
2450 WARWICK ST	WEST LINN	OR	97068-3825
4390 NORFOLK ST	WEST LINN	OR	97068-3817
4181 NORFOLK ST	WEST LINN	OR	97068-3742
2660 SUNSET AVE	WEST LINN	OR	97068-3720
2708 SUNSET AVE	WEST LINN	OR	97068-3722
PO BOX 66549	PORTLAND	OR	97290-6549
2492 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
4330 EXETER ST	WEST LINN	OR	97068-3818
8391 SE CASON RD	GLADSTONE	OR	97027-1457
2411 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
4191 NORFOLK ST	WEST LINN	OR	97068-3742
4228 SUSSEX ST	WEST LINN	OR	97068-3730
3833 FAIRHAVEN DR	WEST LINN	OR	97068-3759
4131 NORFOLK ST	WEST LINN	OR	97068-3767
4240 EXETER ST	WEST LINN	OR	97068-3661
2594 SUNSET AVE	WEST LINN	OR	97068-3718
4070 SERANGO CT	WEST LINN	OR	97068-2840
4345 NORFOLK ST	WEST LINN	OR	97068-3858
3795 FAIRHAVEN DR	WEST LINN	OR	97068-3771
4141 NORFOLK ST	WEST LINN	OR	97068-3742
4161 NORFOLK ST	WEST LINN	OR	97068-3742
2484 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3853 FAIRHAVEN DR	WEST LINN	OR	97068-3760
2562 SUNSET AVE	WEST LINN	OR	97068-3718
2475 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2488 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3825 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2427 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2650 SUNSET AVE	WEST LINN	OR	97068-3720
2650 SUNSET AVE	WEST LINN	OR	97068-3720
4375 NORFOLK ST	WEST LINN	OR	97068-3858



2491 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2509 SUNSET AVE	WEST LINN	OR	97068-3762
3817 FAIRHAVEN DR	WEST LINN	OR	97068-3758
2580 WARWICK ST	WEST LINN	OR	97068-3850
2483 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
4194 CORNWALL ST	WEST LINN	OR	97068-3703
4140 SW CANAL RD	LAKE OSWEGO	OR	97034-7257
8583 SW MANDAN DR	TUALATIN	OR	97062-9017
2536 SUNSET AVE	WEST LINN	OR	97068-3718
PO BOX 264	WEST LINN	OR	97068-0264
2416 SUNSET AVE	WEST LINN	OR	97068-3713
2426 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
2435 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2413 SUNSET AVE	WEST LINN	OR	97068-3716
2593 SUNSET AVE	WEST LINN	OR	97068-3715
4320 CORNWALL ST	WEST LINN	OR	97068-3707
4032 SUSSEX ST	WEST LINN	OR	97068-3724
3821 FAIRHAVEN DR	WEST LINN	OR	97068-3758
2443 SUNSET AVE	WEST LINN	OR	97068-3716
4264 SUSSEX ST	WEST LINN	OR	97068-3730
5905 SW DELKER RD	TUALATIN	OR	97062-7754

## Site Photographs

Exhibit No. 11



## 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**