

APPLICANT'S STATEMENT

For

"West Linn Public Works Covered Parking Building"

REQUEST

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

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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June 8, 2010

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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 55: Design Review
- Chapter 60: Conditional Uses

II. AFFECTED JURISDICTIONS

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

III. INTRODUCTION

PROJECT DESCRIPTION

City of West Linn Public Works Department requests 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.¹
9. Revised parking alignment.¹

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

COMMENT:

A Class II design review application is requested in conjunction with this Conditional Use application since the covered parking building represents and increase of more than 5% gross floor area. Specifically, the building addition represents an approximate 6% increase from 20,650 sq. ft. to 22,000 (See Exhibit 4).

Section 55.030: ADMINISTRATION AND APPROVAL PROCESS

- A. A pre-application conference is required before submitting a development plan application for design review as provided by Sections 99.030(B).

COMMENT:

A pre-application conference was held on April 1, 2010 (See Exhibit 6).

- B. The application shall be submitted by the record owner(s) of the property, authorized agent, or condemnor.

COMMENT:

A West Linn Public Works representative has signed the application representing the city (owner).

Section 55.070: SUBMITTAL REQUIREMENTS (ORD. 1401)

- A. The design review application shall be initiated by the property owner or the owner's agent, or condemnor.

COMMENT:

This application is being initiated by the West Linn Public Works department.

- B. A pre-application conference shall be a prerequisite to the filing of an application.

COMMENT:

A pre-application conference was held on April 1, 2010 (See Exhibit 6).

- C. A pre-requisite to the filing of an application for development proposals that include greater than 10 multi-family units or commercial/industrial buildings greater than 1500 square feet in size, a 4-lot or more planned unit development, a 10-lot or greater subdivision, or a zone change that requires a Comprehensive Plan amendment, is a meeting with the respective City recognized neighborhood association, per CDC Section 99.038, at which time the applicant will present their proposal and receive comments. Wireless communication facilities (WCF) shall also fulfill co-location protocol of CDC Section 57.090. (ORD. 1408)

COMMENT:

A meeting with the Sunset Neighborhood Association was held on April 27, 2010 (See Exhibit 9).

- D. The applicant shall submit a completed application form and:
2. The development plan for a Class II design review shall contain the following elements:
 - a. A site analysis (Section 55.110);
 - b. A site plan (Section 55.120);
 - c. A grading plan (Section 55.130);
 - d. Architectural drawings, indicating floor plan and elevation (Section 55.140);
 - e. A landscape plan (Section 55.150);
 - f. A sign plan (Section 55.160); and,
 - g. A pedestrian and automobile circulation plan.
 - h. The utility plan: The application shall include a submittal appropriate to respond to the approval criteria of CDC Section 55.100(I)(1-5) relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage.
 3. A narrative, based on the standards contained in this Code, which supports any requested exceptions as provided under Section 55.170.
 4. Submit full written responses to approval criteria of Section 55.100 for Class II design review, or Section 55.090 for Class I design review, plus all applicable referenced approval criteria.

COMMENT:

The applicable elements of a development plan has been prepared and are included with this application. Since the site is fully developed and portions are nonconforming to this code, only the proposed building must be in compliance with this code. The other standards should comply with the current code to the extent possible (i.e. – parking, drainage, utilities). As shown on Exhibits 4 & 5, the proposed building is in compliance with minimum setbacks and height standards, and a

landscape buffer is provided on the south side of the building. No exceptions are requested with this application. Due to safety concerns, no public pedestrian access is permitted through the site.

- E. The applicant shall submit samples of all exterior building materials and colors in the case of new buildings or building remodeling.

COMMENT:

Samples of the exterior steel building will be provided, if required.

- F. The applicant shall pay the required fee. (ORD. 1408)

COMMENT:

The required fees will be paid or waived as required.

Section 55.100: APPROVAL STANDARDS - CLASS II DESIGN REVIEW

The approval authority shall make findings with respect to the following criteria when approving, approving with conditions, or denying a Class II design review application. (ORD. 1408)

- A. The provisions of the following chapters shall be met:
 - 1. Chapter 33, Storm Water Quality and Detention. (ORD. 1463)
 - 2. Chapter 34, Accessory Structures.
 - 3. Chapter 38, Additional Yard Area Required.
 - 4. Chapter 40, Building Height Limitations and Exceptions.
 - 5. Chapter 42, Clear Vision Areas.
 - 6. Chapter 44, Fences & Screening Outdoor Storage.
 - 7. Chapter 46, Off Street Parking and Loading.
 - 8. Chapter 48, Access.
 - 9. Chapter 52, Signs.
 - 10. Chapter 54, Landscaping.

COMMENT:

These applicable sections have been addressed previously in this report.

- B. Relationship to the natural and physical environment.

1. The buildings and other site elements shall be designed and located so that all heritage trees, as defined in the Municipal Code, shall be saved. Diseased heritage trees, as determined by the City Arborist, may be removed at his/her direction.
2. All heritage trees, as defined in the Municipal Code, all trees and clusters of trees (cluster is defined as three or more trees with overlapping driplines; however, native oaks need not have an overlapping dripline) that are considered significant by the City Arborist, either individually or in consultation with certified arborists or similarly qualified professionals, based on accepted arboricultural standards including consideration of their size, type, location, health, long term survivability, and/or numbers, shall be protected pursuant to the criteria of subsections 2(a-f) below. In cases where there is a difference of opinion on the significance of a tree or tree cluster, the City Arborist's findings shall prevail. It is important to acknowledge that all trees are not significant and, further, that this code section will not necessarily protect all trees deemed significant.
 - a. Non-residential and residential projects on Type I and II lands shall protect all heritage trees and all significant trees and tree clusters by either the dedication of these areas or establishing tree conservation easements. Development of Type I and II lands shall require the careful layout of streets, driveways, building pads, lots, and utilities to avoid heritage trees and significant trees and tree clusters, and other natural resources pursuant to this code. The method for delineating the protected trees or tree clusters ("dripline + 10 feet") is explained in subsection (b) below. Exemptions of subsections (c), (e), and (f) below shall apply.
 - b. Non-residential and residential projects on non-Type I and II lands shall set aside up to 20 percent of the area to protect trees and tree clusters that are determined to be significant, plus any heritage trees. Therefore, in the event that the City Arborist determines that a significant tree cluster exists at a development site, then up to 20 percent of the non-Type I and II lands shall be devoted to the protection of those trees, either by dedication or easement. The exact percentage is determined by establishing the driplines of the trees or tree clusters that are to be protected. In order to protect the roots which typically extend further, an additional 10-foot measurement beyond the dripline shall be added. The square footage of the area inside this "dripline plus 10 feet" measurement shall be the basis for calculating the percentage (see figure below). The City Arborist will identify which tree(s) are to be protected. Development of non-Type I and II lands shall also require the careful layout of streets, driveways, building pads, lots, and utilities to avoid significant trees, tree clusters, heritage trees, and other natural resources pursuant to this code. Exemptions of subsections (c), (e), and (f) below shall apply. Please note that in the event that more than 20 percent of the non-Type I and II lands comprise significant trees or tree clusters, the developer shall not be required to save the excess trees, but is encouraged to do so.
 - c. Where stubouts of streets occur on abutting properties, and the extension of those streets will mean the loss of significant trees, tree clusters, or heritage trees, it is understood that tree loss may be inevitable. In these cases, the objective shall be to minimize tree loss. These provisions shall also apply in those cases where access, per construction code standards, to a parcel is blocked by a row or screen of significant trees or tree clusters.

- d. For both non-residential and residential development, the layout shall achieve at least 70 percent of maximum density for the developable net area. The developable net area excludes all Type I and II lands and up to 20 percent of the remainder of the site for the purpose of protection of stands or clusters of trees as defined in CDC Section 55.100(B)(2).
- e. For arterial and collector street projects, including Oregon Department of Transportation street improvements, the roads and graded areas shall avoid tree clusters where possible. Significant trees, tree clusters, and heritage tree loss may occur, however, but shall be minimized.
- f. If the protection of significant tree(s) or tree clusters is to occur in an area of grading that is necessary for the development of street grades, per City construction codes, which will result in an adjustment in the grade of over or under two feet, which will then threaten the health of the tree(s), the applicant will submit evidence to the Planning Director that all reasonable alternative grading plans have been considered and cannot work. The applicant will then submit a mitigation plan to the City Arborist to compensate for the removal of the tree(s) on an "inch by inch" basis (e.g., a 48-inch Douglas Fir could be replaced by 12 trees, each 4-inch). The mix of tree sizes and types shall be approved by the City Arborist.

COMMENT:

No heritage trees exist on-site. However, several large fir exist on the east side of the site. They are proposed to be retained.

- 3. The topography and natural drainage shall be preserved to the greatest degree possible. (ORD. 1408)
- 4. The structures shall not be located in areas subject to slumping and sliding. The Comprehensive Plan Background Report's Hazard Map, or updated material as available and as deemed acceptable by the Planning Director, shall be the basis for preliminary determination.
- 5. There shall be adequate distance between on site buildings and on site and off site buildings on adjoining properties to provide for adequate light and air circulation and for fire protection.

COMMENT:

No grading or change in topography is proposed with this application. The proposed building will be located on stable ground a minimum 7.5 ft. from the southern property line. There is adequate area from light and fire protection around the building.

6. Architecture.

- a. The predominant architecture of West Linn identified in the West Linn vision process was contemporary vernacular residential designs emphasizing natural materials: wood with brick and stone detail. Colors are subdued earth tones:

greys, brown, off-whites, slate, and greens. Pitched roofs with overhanging eaves, decks, and details like generous multi-light windows with oversized trim are common. Also in evidence are the 1890s Queen Anne style homes of the Willamette neighborhood. Neo-traditional homes of the newer subdivisions feature large front porches with detailed porch supports, dormers, bracketed overhanging eaves, and rear parking for cars. Many of these design elements have already been incorporated in commercial and office architecture.

- b. The proposed structure(s) scale shall be compatible with the existing structure(s) on site and on adjoining sites. Contextual design is required. Contextual design means respecting and incorporating prominent architectural styles, building lines, roof forms, rhythm of windows, building scale and massing, materials and colors of surrounding buildings in the proposed structure.
- c. While there has been discussion in Chapter 24 about transition, it is appropriate that new buildings should architecturally transition in terms of bulk and mass to work with, or fit, adjacent existing buildings. This transition can be accomplished by selecting designs that “step down” or “step up” from small to big structures and vice versa (see figure below). Transitions may also take the form of carrying building patterns and lines (e.g., parapets, windows, etc.) from the existing building to the new one.
- d. Contrasting architecture shall only be permitted when the design is manifestly superior to adjacent architecture in terms of creativity, design, and workmanship, and/or it is adequately separated from other buildings by distance, screening, grade variations, or is part of a development site that is large enough to set its own style of architecture.
- e. Human scale is a term that seeks to accommodate the users of the building and the notion that buildings should be designed around the human scale (e.g., his/her size and the average range of their perception). Human scale shall be accommodated in all designs by, for example, multi-light windows that are broken up into numerous panes, intimately scaled entryways, visual breaks (exaggerated eaves, indentations, ledges, parapets, awnings, engaged columns, etc.) in the facades of buildings, both vertically and horizontally. The human scale is enhanced by bringing the building and its main entrance up to the edge of the sidewalk. It creates a more dramatic and interesting streetscape and improves the “height and width” ratio referenced in this section.
- f. The main front elevation of commercial and office buildings shall provide at least 60 percent windows or transparency at the pedestrian level to create more interesting streetscape and window shopping opportunities. One side elevation shall provide at least 30 percent transparency. Any additional side or rear elevation, which is visible from a collector road or greater classification, shall also have at least 30 percent transparency. Transparency on other elevations is optional. The transparency is measured in lineal fashion. For example, a 100-foot long building elevation shall have at least 60 feet (60% of 100) in length of windows. The window height shall be, at minimum, three feet tall. The exception to transparency would be cases where demonstrated functional constraints or topography restrict that elevation from being used. When this exemption is applied to the main front elevation, the square footage of transparency that

would ordinarily be required by the above formula shall be installed on the remaining elevations at pedestrian level in addition to any transparency required by a side elevation, and vice versa. The rear of the building is not required to include transparency. The transparency must be flush with the building elevation. (ORD. 1463)

- g. Variations in depth and roof line are encouraged for all elevations. To vary the otherwise blank wall of most rear elevations, continuous flat elevations of over 100 feet in length should be avoided by indents or variations in the wall. The use of decorative brick, masonry, or stone insets and/or designs is encouraged. Another way to vary or soften this elevation is through terrain variations such as an undulating grass area with trees to provide vertical relief.
- h. Consideration of the micro-climate (e.g., sensitivity to wind, sun angles, shade, etc.) shall be made for building users, pedestrians, and transit users, including features like awnings.
- i. The Vision Statement identified a strong commitment to developing safe and attractive pedestrian environments with broad sidewalks, canopied with trees and awnings.
- j. Sidewalk cafes, kiosks, vendors, and street furniture are encouraged. However, at least a four foot wide pedestrian accessway must be maintained per Chapter 53, Sidewalk Use.

COMMENT:

The design of the proposed covered parking building is appropriate for its purpose. The 3-sided building design is consistent with the design of the adjacent covered parking buildings. As a single-story structure, it is appropriately scaled with surrounding structures. Its roof line is divided by two elevations which break up its 48-ft. length in half (to match grade). Its vertical siding provides interest to the otherwise blank side and rear elevation. Finally, it is adequately screened from the street (Norfolk Street), and the residential property to the south.

- 7. Transportation Planning Rule (TPR) compliance. The automobile shall be shifted from a dominant role, relative to other modes of transportation, by the following means:
 - a. Commercial and office development shall be oriented to the street. At least one public entrance shall be located facing an arterial street; or, if the project does not front on an arterial, facing a collector street; or, if the project does not front on a collector, the local street with highest traffic levels. Parking lots shall be placed behind or to the side of commercial and office development. When a large and/or multi-building development is occurring on a large undeveloped tract (3+ acres), it is acceptable to focus internally; however, at least 20 percent of the main adjacent right-of-way shall have buildings contiguous to it unless waived per CDC Section 55.100(B)(7)(c). These buildings shall be oriented to the adjacent street and include pedestrian-oriented transparencies on those elevations. For individual buildings on smaller individual lots, at least 30 lineal feet or 50 percent of the building must be adjacent to the right-of-way unless waived per CDC Section 55.100(B)(7)(c). The elevations oriented to the right-of-way must incorporate pedestrian-oriented transparency. (ORD. 1425)

- b. Multi-family projects shall be required to keep the parking at the side or rear of the buildings or behind the building line of the structure as it would appear from the right-of-way inside the multi-family project. For any garage which is located behind the building line of the structure, but still facing the front of the structure, architectural features such as patios, patio walls, trellis, porch roofs, overhangs, pergolas, etc. shall be used to downplay the visual impact of the garage, and to emphasize the rest of the house and front entry. (ORD. 1442) The parking may be positioned inside small courtyard areas around which the units are built. These courtyard spaces encourage socialization, defensible space, and can provide a central location for landscaping, particularly trees, which can provide an effective canopy and softening effect on the courtyard in only a few years. Vehicular access and driveways through these courtyard areas is permitted. (ORD. 1408)
- c. Commercial, office, and multi-family projects shall be built as close to the adjacent main right-of-way as practical to facilitate safe pedestrian and transit access. Reduced frontages by buildings on public right-of-ways (a, b, c, above) may be allowed due to extreme topographic (e.g., slope, creek, wetlands, etc.) conditions or compelling functional limitations, not just inconveniences or design challenges. (ORD. 1408)
- d. Accessways, parking lots, and internal driveways shall accommodate pedestrian circulation and access by specially textured, colored, or clearly defined foot paths at least six feet wide. Paths shall be eight feet wide when abutting parking areas or travel lanes. Paths shall be separated from parking or travel lanes by either landscaping, planters, curbs, bollards, or raised surfaces. Sidewalks in front of storefronts on the arterials and main store entrances on the arterials identified in CDC Section 85.200(A)(3)(e) shall be 12 feet wide to accommodate pedestrians, sidewalk sales, sidewalk cafes, etc. Sidewalks in front of storefronts and main store entrances in commercial/OBC zone development on local streets and collectors shall be eight feet wide.
- e. Paths shall provide direct routes that pedestrians will use between buildings, adjacent rights-of-way, and adjacent commercial developments. They shall be clearly identified. They shall be laid out to attract use and to discourage people from cutting through parking lots and impacting environmentally sensitive areas. (ORD. 1425)
- f. At least one entrance to the building shall be on the main street, or as close as possible to the main street. The entrance shall be designed to identify itself as a main point of ingress/egress.
- g. Where transit service exists, or is expected to exist, there shall be a main entrance within a safe and reasonable distance of the transit stop. A pathway shall be provided to facilitate a direct connection. (ORD. 1425)
- h. Projects shall bring at least part of the project adjacent to, or near the main street right-of-way in order to enhance the height-to-width ratio along that particular street. (The height-to-width ratio is an architectural term that emphasizes height or vertical dimension of buildings adjacent to streets. The

higher and closer the building is, and the narrower the width of the street, the more attractive and intimate the streetscape becomes.) For every one foot in street width, the adjacent building ideally should be one to two feet higher. This ratio is considered ideal in framing and defining the streetscape. (ORD. 1425)

- i. These architectural standards shall apply to public facilities such as reservoirs, water towers, treatment plants, fire stations, pump stations, power transmission facilities, etc. It is recognized that many of these facilities, due to their functional requirements, cannot readily be configured to meet these architectural standards. However, attempts shall be made to make the design sympathetic to surrounding properties by landscaping, setbacks, buffers, and all reasonable architectural means. (ORD. 1408)
- j. Parking spaces at trailheads shall be located so as to preserve the view of, and access to, the trailhead entrance from the roadway. The entrance apron to the trailhead shall be marked: "No Parking," and include design features to foster trail recognition.

COMMENT:

Although this is an existing developed site, the project complies with this section to the extent possible. Specifically, the Admin/Operations building is oriented towards the public street. No other item in this section is applicable to this development.

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.

COMMENT:

A visual landscape buffer is provided on the south side of the proposed building to screen it from the residential property to the south. The covered parking building itself will provide a noise buffer from the existing site which is currently open to the residential property south of the site.

2. On-site screening from view from adjoining properties of such things as service areas, storage areas, and parking lots shall be provided and the following factors will be considered in determining the adequacy of the type and extent of the screening:
 - a. What needs to be screened?
 - b. The direction from which it is needed.
 - c. How dense the screen needs to be.
 - d. Whether the viewer is stationary or mobile.
 - e. Whether the screening needs to be year around.

COMMENT:

The proposed buffer on the south side of the site will provide a visual screen year around. An existing buffer on the east side of the site adjacent to Norfolk Street currently screens the area from the street and nearby residential properties.

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

COMMENT:

No roof top equipment is proposed with this development.

D. Privacy and noise.

1. Structures which include residential dwelling units shall provide private outdoor areas for each ground floor unit which is screened from view by adjoining units.
2. Residential dwelling units shall be placed on the site in areas having minimal noise exposure to the extent possible. Natural appearing sound barriers shall be used to lessen noise impacts where noise levels exceed the design standards of Table 1 below. (ORD. 1442)
3. Structures or on site activity areas which generate noise, lights, or glare shall be buffered from adjoining residential uses in accordance with the standards in Section 55.100(C) where applicable. Businesses or activities that can reasonably be expected to generate noise shall undertake and submit appropriate noise studies and mitigate as necessary. (See Sections 55.110(B)(11) and 55.120(M).) To protect the health, safety, and welfare of the citizens of West Linn, the following design standards are established in Tables 1 and 2. In the case of land uses that are expected to be close to adopted noise standards, follow-up studies in the first year of operation may be required by a conditional of approval or required by the Planning Director as appropriate in order to monitor compliance. (ORD. 1442)

COMMENT:

No change in noise impacts will result from construction of the proposed covered parking building. Existing noise impacts will be mitigated by the three-sided structure.

- E. Private outdoor area. This section only applies to multi-family projects.**

COMMENT:

This section is not applicable since it applies only to multi-family projects.

- F. Shared outdoor recreation areas. This section only applies to multi-family projects and projects with 10 or more duplexes or single-family attached dwellings on lots under 4,000 square feet. In those cases, shared outdoor recreation areas are calculated on the duplexes or single-family attached dwellings only. It also applies to qualifying PUDs under the provisions of Section 24.170. (ORD. 1463)**

COMMENT:

This section is not applicable since it applies only to multi-family projects.

- G. Demarcation of public, semi public, and private spaces. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semi-public areas, and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, to provide for crime prevention, and to establish maintenance responsibility. These areas may be defined by:**

COMMENT:

Again, this section is not applicable since it applies only to multi-family projects.

- H. Public transit.**

- 1. Provisions for public transit may be required where the site abuts an existing or planned public transit route. The required facilities shall be based on the following:**
 - a. The location of other transit facilities in the area.**
 - b. The size and type of the proposed development.**
 - c. The rough proportionality between the impacts from the development and the required facility. (ORD. 1442)**
- 2. The required facilities shall be limited to such facilities as the following:**
 - a. A waiting shelter with a bench surrounded by a three-sided covered structure, with transparency to allow easy surveillance of approaching buses.**
 - b. A turnout area for loading and unloading designed per regional transit agency standards. (ORD. 1442)**

- c. Hard-surface paths connecting the development to the waiting and boarding areas.
 - d. Regional transit agency standards shall, however, prevail if they supersede these standards. (ORD. 1442)
3. The transit stop shall be located as close as possible to the main entrance to the shopping center, public or office building, or multi-family project. The entrance shall not be more than 200 feet from the transit stop with a clearly identified pedestrian link.
6. Standards of Section 85.200(D), "Transit Facilities," shall also apply.

COMMENT:

Public transit stops are not located within 200-ft. of the site, therefore the facility is not served by transit.

I. Public facilities.

An application may only be approved only if adequate public facilities will be available to provide service to the property prior to occupancy. (ORD.1544)

1. **Streets.** Sufficient right-of-way and slope easement shall be dedicated to accommodate all abutting streets to be improved to City's Improvement Standards and Specifications. The City Engineer shall determine the appropriate level of street and traffic control improvements to be required, including any off-site street and traffic control improvements based upon the transportation analysis submitted. The City Engineer's determination of developer obligation, the extent of road improvement and City's share, if any, of improvements and the timing of improvements shall be made based upon the City's systems development charge ordinance and capital improvement program, and the rough proportionality between the impact of the development and the street improvements. (ORD. 1442) (ORD. 1526)

In determining the appropriate sizing of the street in commercial, office, multi-family, and public settings, the street should be the minimum necessary to accommodate anticipated traffic load and needs and should provide substantial accommodations for pedestrians and bicyclists. Road and driveway alignment should consider and mitigate impacts on adjacent properties and in neighborhoods in terms of increased traffic loads, noise, vibrations, and glare. (ORD. 1442)

The realignment or redesign of roads shall consider how the proposal meets accepted engineering standards, enhances public safety, and favorably relates to adjacent lands and land uses. Consideration should also be given to selecting an alignment or design that minimizes or avoids hazard areas and loss of significant natural features (drainageways, wetlands, heavily forested areas, etc.) unless site mitigation can clearly produce a superior landscape in terms of shape, grades, reforestation, and is fully consistent with applicable code restrictions regarding resource areas.

Streets shall be installed per Chapter 85 standards. City Engineer has the authority to require that street widths match adjacent street widths. Sidewalks shall be installed per Section 85.200(A)(3)(e) for commercial and office projects, and Sections 85.200(A)(16) and 92.010(H) for residential projects, and applicable provisions of Chapter 55, Design Review.

Based upon the City Manager or Manager's designee determination, the applicant shall construct or cause to be constructed, or contribute a proportionate share of the costs, for all necessary off-site improvements identified by the transportation analysis commissioned to address CDC 55.125 that are required to mitigate impacts from the proposed development. Proportionate share of the costs shall be determined by the City Manager or Manager's designee who shall assume that the proposed development provides improvements in rough proportion to identified impacts of the development. (ORD. 1544)

COMMENT:

As stated in the pre-application notes dated April 1, 2010, existing rights-of-way for both Norfolk and Sussex Streets are sufficient and no public improvements are required (See Exhibit 6).

2. **Drainage.** A registered civil engineer shall prepare a plan and statement which shall be supported by factual data that clearly shows that there will be no adverse impacts from increased intensity of runoff off site or the plan and statement shall identify all off-site impacts and measures to mitigate those impacts. The plan and statement shall, at a minimum, determine off site impacts from a 25-year storm. The City Engineer shall adjust storm drainage facilities for applications which contain permeable parking surfaces based upon a quantitative analysis of the increased water retention and water quality characteristics of the permeable parking surface. (ORD. 1463)

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

All plans will then be reviewed by the City Engineer.

COMMENT:

Catch basins have been installed which convey storm water to existing storm lines. No changes or other improvements are required.

3. **Municipal water.** A registered civil engineer shall prepare a plan for the provision of water which demonstrates to City Engineer's satisfaction, the availability of sufficient volume, capacity, and pressure to serve the proposed development's domestic, commercial, and industrial fire flows. All plans will then be reviewed by the City Engineer.
4. **Sanitary sewers.** A registered civil engineer shall prepare a sewerage collection system plan which demonstrates sufficient on-site capacity to serve the proposed development. The City Engineer shall determine whether the existing City system has sufficient capacity to serve the development.

5. Solid waste and recycling storage areas. Appropriately sized and located solid waste and recycling storage areas shall be provided. Metro standards shall be used.

COMMENT:

As stated in the pre-application notes dated April 1, 2010, the site is adequately served by water, sanitary sewer and solid waste providers.

J. Crime prevention and safety/defensible space.

1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants.
2. Interior laundry and service areas shall be located in a way that they can be observed by others.
3. Mail boxes, recycling, and solid waste facilities shall be located in lighted areas having vehicular or pedestrian traffic.
4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime.
5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps, and abrupt grade changes.
6. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person. All commercial, industrial, residential, and public facility projects undergoing design review shall use low or high pressure sodium bulbs and be able to demonstrate effective shielding so that the light is directed downwards rather than omni-directional. Omni-directional lights of an ornamental nature may be used in general commercial districts only.
7. Lines of sight shall be reasonably established so that the development site is visible to police and residents.
8. Security fences for utilities (e.g., power transformers, pump stations, pipeline control equipment, etc.) or wireless communication facilities may be up to eight feet tall in order to protect public safety. No variances are required regardless of location. (ORD. 1408)

COMMENT:

The existing facility is fenced and adequately lighted for security. No changes are proposed with this covered parking building development request.

K. Provisions for persons with disabilities.

1. The needs of a person with a disability shall be provided for. Accessible routes shall be provided between all buildings and accessible site facilities. The accessible route shall be the most practical direct route between accessible building entries,

accessible site facilities, and the accessible entry to the site. An accessible route shall connect to the public right-of-way to at least one on-site or adjacent transit stop (if the area is served by transit). All facilities shall conform to, or exceed, the Americans with Disabilities Act (ADA) standards, including those included in the Uniform Building Code.

COMMENT:

An accessible parking space is available on the east side of the Public Works Admin/Operations building. No additional ADA spaces are proposed (or required) with this application (See Exhibit 4).

L. Signs.

1. Based on considerations of crime prevention and the needs of emergency vehicles, a system of signs for identifying the location of each residential unit, store, or industry shall be established.
2. The signs, graphics, and letter styles shall be designed to be compatible with surrounding development, to contribute to a sense of project identity, or, when appropriate, to reflect a sense of the history of the area and the architectural style.
3. The sign graphics and letter styles shall announce, inform, and designate particular areas or uses as simply and clearly as possible.
4. The signs shall not obscure vehicle driver's sight distance.
5. Signs indicating future use shall be installed on land dedicated for public facilities (e.g. parks, water reservoir, fire halls, etc.).
6. Signs and appropriate traffic control devices and markings shall be installed or painted in the driveway and parking lot areas to identify bicycle and pedestrian routes.

M. Utilities. The developer shall make necessary arrangements with utility companies or other persons or corporations affected for the installation of underground lines and facilities. Electrical lines and other wires, including but not limited to communication, street lighting, and cable television, shall be placed underground, as practical. The design standards of Tables 1 and 2 above, and of sub-section 5.484(C) of the West Linn Municipal Code relative to existing high ambient noise levels shall apply to this section. (ORD. 1442)

COMMENT:

As shown on the site photos (Exhibit 10), there is an existing identification sign for the facility on the east side of the Public Works Admin/Operations building. No other signs are proposed as part of this covered parking building request.

O. Refuse and Recycling Standards

1. All commercial, industrial and multifamily developments over five units requiring Class II Design Review shall comply with the standards set forth in these provisions.

Modifications to these provisions may be permitted if the Planning Commission determines that the changes are consistent with the purpose of these provisions and the City receives written evidence from the local franchised solid waste and recycling firm that they are in agreement with the proposed modifications.

2. Compactors, containers, and drop boxes shall be located on a level Portland Cement concrete pad, a minimum of four (4) inches thick, at ground elevation or other location compatible with the local franchise collection firm's equipment at the time of construction. The pad shall be designed to discharge surface water runoff to avoid ponding.
3. Recycling and solid waste service areas:
 - a. Recycling receptacles shall be designed and located to serve the collection requirements for the specific type of material.
 - b. The recycling area shall be located in close proximity to the garbage container areas and be accessible to the local franchised collection firm's equipment.
 - c. Recycling receptacles or shelters located outside a structure shall have lids and be covered by a roof constructed of water and insect resistive material. The maintenance of enclosures, receptacles and shelters is the responsibility of the property owner.
 - d. The location of the recycling area and method of storage shall be approved by the local fire marshal.
 - e. Recycling and solid waste service areas shall be at ground level and/or otherwise accessible to the franchised solid waste and recycling collection firm.
 - f. Recycling and solid waste service areas shall be used only for purposes of storing solid waste and recyclable materials and shall not be a general storage area to store personal belongings of tenants, lessees, property management or owners of the development or premises.
 - g. Recyclable material service areas shall be maintained in a clean and safe condition.
4. Special Wastes or Recyclable materials
 - a. Environmentally hazardous wastes defined in ORS 466.005 shall be located, prepared, stored, maintained, collected, transported, and disposed in a manner acceptable to the Oregon Department of Environmental Quality.
 - b. Containers used to store cooking oils, grease or animal renderings for recycling or disposal shall not be located in the principal recyclable materials or solid waste storage areas. These materials shall be stored in a separate storage area designed for such purpose.

5. Screening and Buffering

- a. Enclosures shall include a curbed landscape area at least three (3) feet in width on the sides and rear. Landscaping shall include, at a minimum, a continuous hedge maintained at a height of 36 inches.
- b. Placement of enclosures adjacent to residentially zoned property and along street frontages is strongly discouraged. They shall be located so as to conceal them from public view to the maximum extent possible.
- c. All dumpsters and other trash containers shall be completely screened on all four sides with an enclosure that is comprised of a durable material such as masonry with a finish that is architecturally compatible with the project. Chain link fencing, with or without slats, will not be allowed.

6. Litter receptacles.

- a. Location. Litter receptacles may not encroach upon the minimum required walkway widths.
- b. Litter receptacles may not be located within public right-of-ways except as permitted through an agreement with the City in a manner acceptable to the City Attorney or his/her designee.
- c. Number. The number and location of proposed litter receptacles shall be based on the type and size of the proposed uses. However, at a minimum, for non-residential uses, at least one (1) external litter receptacle shall be provided for every 25 parking spaces for first 100 spaces, plus one (1) receptacle for every additional 100 spaces.

COMMENT:

Trash and recycling containers are provided on-site adjacent to the two main buildings (Admin/Operations building and Maintenance building). The dumpsters and trash cans are interior to the site and screening from the public viewing. No changes are proposed with this request.

Section 55.110: THE SITE ANALYSIS

The site analysis shall include:

- A. A vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bike ways, transit stops and utility access.
- B. A site analysis on a drawing at a suitable scale (in order of preference 1" = 10' to 1" = 30') which shows:
 1. The parcel boundaries, dimensions, and gross area.
 2. Contour lines at the following minimum intervals:
 - a. Two-foot intervals for slopes from 0 – 25 percent; and,

- b. Five- or ten-foot intervals for slopes in excess of 25 percent.
3. A slope analysis which identifies portions of the site according to the slope ranges as follows:
 - a. 0 – 15 percent;
 - b. 16 – 25 percent;
 - c. 26 – 35 percent;
 - d. 36 – 50 percent;
 - e. Greater than 50 percent.
4. The location and width of adjoining streets.
5. The drainage patterns and drainage courses on the site and on adjacent lands.
6. Potential natural hazard areas including:
 - a. Flood plain areas;
 - b. Areas subject to a high water table;
 - c. Landslide areas; and,
 - d. Areas having a high erosion potential.
7. Resource areas including:
 - a. Marsh and wetland areas.
 - b. Wildlife habitat areas identified by the City in its Comprehensive Plan.
8. The site features including:
 - a. Large rock outcroppings;
 - b. Areas having unique views; and,
 - c. Streams and stream corridors.
9. Potential historic landmarks and registered archaeological sites. The existence of such sites on the property shall be verified from records maintained by the Planning Department and other recognized sources.
10. The location of trees having a six-inch caliper at five feet and where the site is heavily wooded, an aerial photograph at the same scale as the site analysis may be submitted and only those trees that will be affected by the proposed development need be sited accurately; (e.g., construction activity within the dripline of the trees). All significant trees and tree clusters identified by the City Arborist using the criteria of CDC Section 55.100(B)(2) and all heritage trees, shall be delineated. Trees on non-Type I and II land shall have their “dripline plus 10 feet” protected area calculated per CDC Section 55.100(B)(2) and expressed in square feet, and also as a percentage of total non-Type I and II area.
11. Existing ambient noise levels shall be determined in the case of proposed land uses which may be reasonably expected to generate noise (e.g., automotive related uses), and for previously unused sites as described by DEQ. The determination of those levels shall be consistent with current DEQ standards. (ORD. 1442)

12. Identification information including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.
13. Identify Type I and II lands in map form. Provide a table which identifies square footage of Type I and II lands also as percentage of total site square footage.
14. Identify applicable Goal 5 Resources identified in the City's Comprehensive Plan. (ORD. 1590 § 1, 2009)

COMMENT:

The above items are provided, the extent possible, on the attached exhibits (Exhibit 1-5). There are no slopes on the site which exceed 15%. On-site drainage is conveyed to catch basins then into the existing storm system. There are no natural features or historic landmarks on or adjacent to the site. Existing trees are clustered in a landscape island on the east side of the Public Works Admin/Operations building.

Section 55.120

THE SITE PLAN

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

- A. The applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development.
- B. Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines, section lines, corners, and monuments.
- C. The location of at least one temporary benchmark and contours as provided by Section 55.110(B)(3).
- D. Streams and stream corridors.
- E. Identification information, including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.
- F. The location, dimensions, and names of all:
 1. Existing and platted streets and other public ways and easements on adjacent property and on the site;
 2. Proposed streets or other public ways, easements, on the site.
- G. The location, dimensions and setback distances of all:
 1. Existing structures, improvements, and utility facilities on adjoining properties;
 2. Existing structures, improvements, and utility facilities to remain on the site;
 3. Proposed structures, improvements, and utility facilities on the site.

- H. The location and dimensions of:
 - 1. The entrances and exits to the site;
 - 2. The parking and circulation areas;
 - 3. Loading and service areas for waste disposal, loading, and delivery;
 - 4. Pedestrian and bicycle circulation areas;
 - 5. On-site outdoor recreation spaces and common areas;
 - 6. All utilities; and,
 - 7. Sign locations.
- I. The location of areas to be landscaped.
- J. The location and type of outdoor light with specific consideration given to crime prevention. A light coverage plan shall be provided.
- K. The orientation of structures showing the location of windows and doors.
- L. The location of mail boxes.
- M. Submit an engineering noise control plan by a licensed acoustical engineer to satisfy appropriate noise standards, identified in CDC Section 55.100(D)(3), in cases where proposed land use can reasonably be expected to generate noise (e.g., automotive related uses) or, in cases where it is required by the provisions of the West Linn Community Development Code. (ORD. 1442)

COMMENT:

The above items applicable to this site are shown on the site plan (Exhibits 3 & 4).

Section 55.125 TRANSPORTATION ANALYSIS

Certain development proposals required that a Traffic Impact Analysis (TIA) be provided which may result in modifications to the site plan or conditions of approval to address or minimize any adverse impacts created by the proposal. The purpose, applicability and standards of this analysis are found in CDC Section 85.170. B.2. (ORD 1584)

COMMENT:

No Transportation analysis is required for this request since the covered parking building will not generate additional vehicle trips.

Section 55.130 GRADING PLAN

The grading and drainage plan shall be at the same scale as the site analysis (Section 55.110) and shall include the following:

- A. The location and extent to which grading will take place indicating general contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.
- B. Plans and statements to demonstrate the ability of the project to meet Appendix 33 requirements of the Uniform Building Code. (ORD. 1463)
- C. A registered civil engineer shall prepare a plan and statement that shall be supported by factual data that clearly shows that there will be no adverse impacts from increased intensity of runoff off site, or the plan and statement shall identify all off-site impacts and measures to mitigate those impacts. The plan and statement shall, at a minimum, determine the off-site impacts from a 10-year storm.
- D. Storm detention and treatment plans may be required.
- E. Identification, information, including the name and address of the owner, developer, project designer, and the project engineer.

COMMENT:

No grading plan is necessary for this covered parking building since it will be constructed on an existing gravel and paved "pad" and the balance of the site is fully developed.

Section 55.140 ARCHITECTURAL DRAWINGS

This section does not apply to single-family residential subdivisions or partitions, or up to two duplexes or single-family attached dwellings. (ORD. 1408)

Architectural drawings shall be submitted showing:

- A. Building elevations and sections tied to curb elevation;
- B. Building materials: color and type;
- C. The name of the architect or designer.

COMMENT:

Public work staff have prepared a conceptual plan for the covered parking building as shown in Exhibit 5. The three-sided metal building will be screened from public view by an existing and proposed buffer.

Section 55.150 THE LANDSCAPE PLAN

This section does not apply to detached single-family residential subdivisions or partitions, or up to two duplexes or single-family attached dwellings. (ORD. 1408)

- A. The landscape plan shall be prepared and shall show the following:
 - 1. Preliminary underground irrigation system. (ORD. 1408)

2. The location and height of fences and other buffering of screening materials.
 3. The location of terraces, decks, patios, shelters, and play areas.
 4. The location, size, and species of the existing and proposed plant materials.
 5. Building and pavement outlines.
- B. The landscape plan shall be accompanied by:
1. The erosion controls that will be used, if necessary.
 2. Planting schedule.
 3. Supplemental information as required by the Planning Director or City Arborist. (ORD. 1408)

COMMENT:

As noted previously, the site is fully developed with an approximate 8% coverage and no new landscaping is proposed (excepting the arborvitae buffer on the south side of the building discussed previously).

Section 55.170

EXCEPTIONS TO UNDERLYING ZONE, YARD, PARKING, SIGN PROVISIONS, AND LANDSCAPING PROVISIONS

- A. The Planning Director may grant an exception to the dimensional building setback or yard requirements in the applicable zone based on findings that the approval will satisfy the following criteria:
1. A minor exception that is not greater than 20 percent of the required setback.
 2. A more efficient use of the site.
 3. The preservation of natural features that have been incorporated into the overall design of the project.
 4. No adverse affect to adjoining properties in terms of light, air circulation, noise levels, privacy, and fire hazard.
 5. Safe vehicular and pedestrian access to the site and safe on-site vehicular and pedestrian circulation.
- B. The Planning Director may grant an exception to the off-street parking dimensional and minimum number of space requirements in the applicable zone so long as the following criteria is met:
1. The minor exception is not greater than 10 percent of the required parking;

2. The application is for a use designed for a specific purpose which is intended to be permanent in nature (for example, a nursing home) and which has a low demand for off street parking; or,
 3. There is an opportunity for sharing parking and there is written evidence that the property owners are willing to enter into a legal agreement; or,
 4. Public transportation is available to the site reducing the standards and will not adversely affect adjoining uses, and there is a community interest in the preservation of particular natural feature(s) of the site which make it in the public interest to grant an exception to parking standards.
- C. The Planning Director may grant an exception to the sign dimensional requirements in the applicable zone when the following criteria is met:
1. The minor exception is not greater than 10 percent of the required applicable dimensional standard for signs;
 2. The exception is necessary for adequate identification of the use on the property; and,
 3. The sign will be compatible with the overall site plan, the structural improvements, and with the structures and uses on adjoining properties.
- D. The Planning Director may grant an exception to the landscaping requirements in the applicable zone based on findings that the following criteria will be met:
1. A minor exception that is not greater than 10 percent of the required landscaped area.
 2. A more efficient use of the site.
 3. The preservation of natural features that have been incorporated into the overall design of the project.
 4. No adverse effect to adjoining property.

COMMENT:

No exceptions are requested for this covered parking building and conditional use permit. The site is in compliance with all required setback, height and minimum parking standards of the code.

Section 55.180

MAINTENANCE

All on-site improvements shall be the ongoing responsibility of the property owner or occupant.

COMMENT:

The Public Works Operations facility is adequately maintained by City of West Linn staff.

Section 55.190 SHARED OPEN SPACE

Where the open space is designated on the plan as common open space, the following shall apply:

COMMENT:

There is no common open space on-site, therefore this section is not applicable.

Section 55.195 ANNEXATION AND STREET LIGHTS

As a condition of approval for design review for any project that is being annexed to the City, the developer and/or homeowners' association shall pay for all expenses related to street light energy and maintenance costs until annexed into the City. The approval for any property annexed must state: "This approval is contingent on voter approval of annexation of the subject property." This means that no permit, final plat, or certificate of occupancy may be issued or approved until annexation is complete. (ORD. 1442)

COMMENT:

The Public Works Operations facility is located on land already within the city boundaries.

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)
- 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 neighborhood meeting with the Sunset Neighborhood Association was held on April 27, 2010. Documentation of this meeting is included as Exhibit 9. The request is submitted by the Public Works Department.

Section 60.070

APPROVAL STANDARDS AND CONDITIONS

- A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in Section 36.030, or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:
 - 1. The site size and dimensions provide:
 - a. Adequate area for the needs of the proposed use; and,
 - b. Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses. (ORD. 1291)
 - 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.
 - 4. Adequate public facilities will be available to provide service to the property at the time of occupancy. (ORD. 1544)
 - 5. The applicable requirements of the zone are met, except as modified by this chapter.
 - 6. The supplementary requirements set forth in Chapters 52 to 55, if applicable, are met.
 - 7. The use will comply with the applicable policies of the Comprehensive Plan.

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.

- 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:

No expansion or alteration of use is proposed. The requested covered parking building will provide protection from the weather for equipment which the city already operates and stores outside on-site.

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

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.

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.

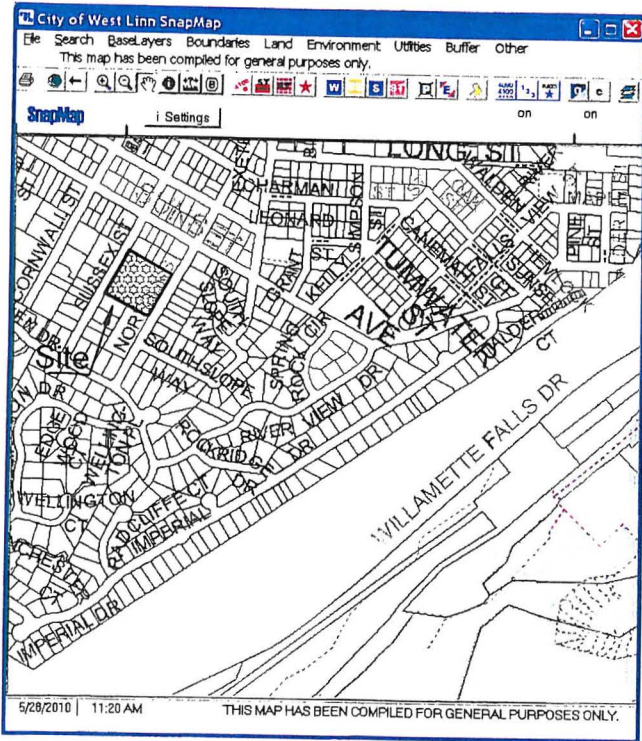
“WEST LINN PUBLIC WORKS COVERED PARKING BUILDING”

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

Cover Sheet/Vicinity Map/Index of Drawings

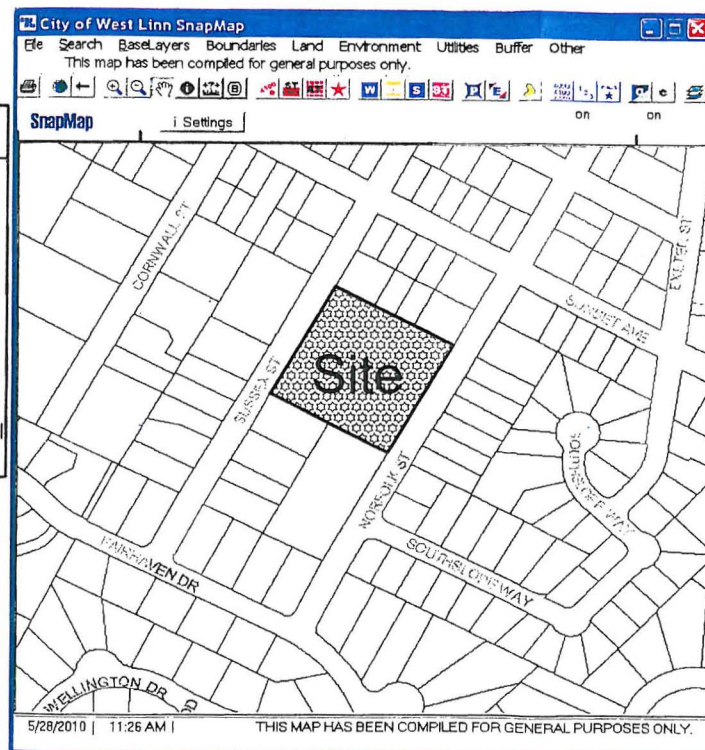
Exhibit No. 1

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



Index of Drawing:

- Sheet 1: Cover Sheet / Vicinity Map / Index of Drawing
- Sheet 2: Aerial Photography
- Sheet 3: Existing Conditions
- Sheet 4: Preliminary Site Plan
- Sheet 5: Conceptual Structural Elevation Plan



Site Information:

Applicant: Mike Cardwell
 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

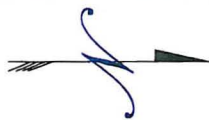
Project: West Linn Public Works Covered Parking Building

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



Existing Conditions Plan



Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Existing Conditions Plan

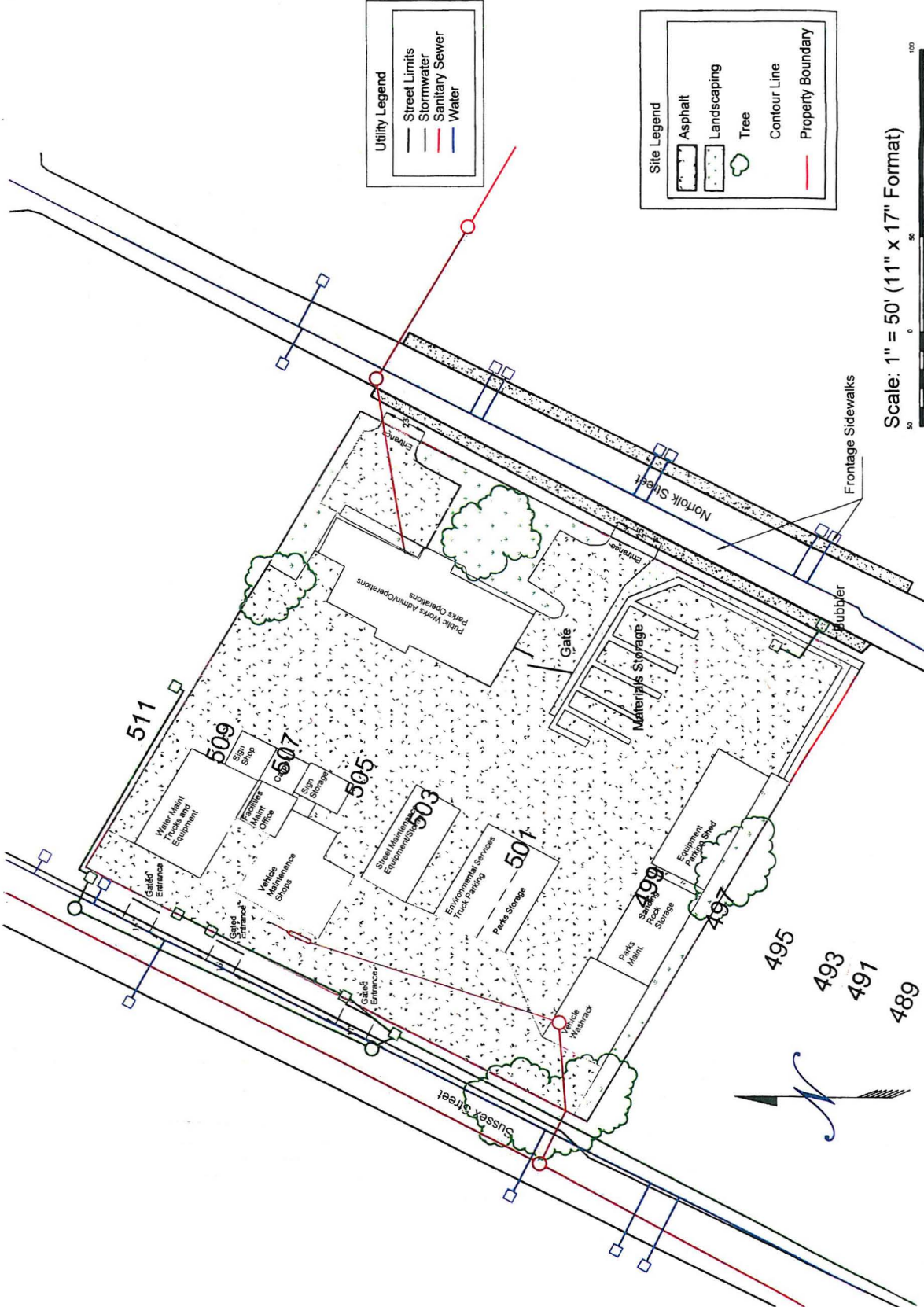
Utility Legend

- Street Limits
- Stormwater
- Sanitary Sewer
- Water

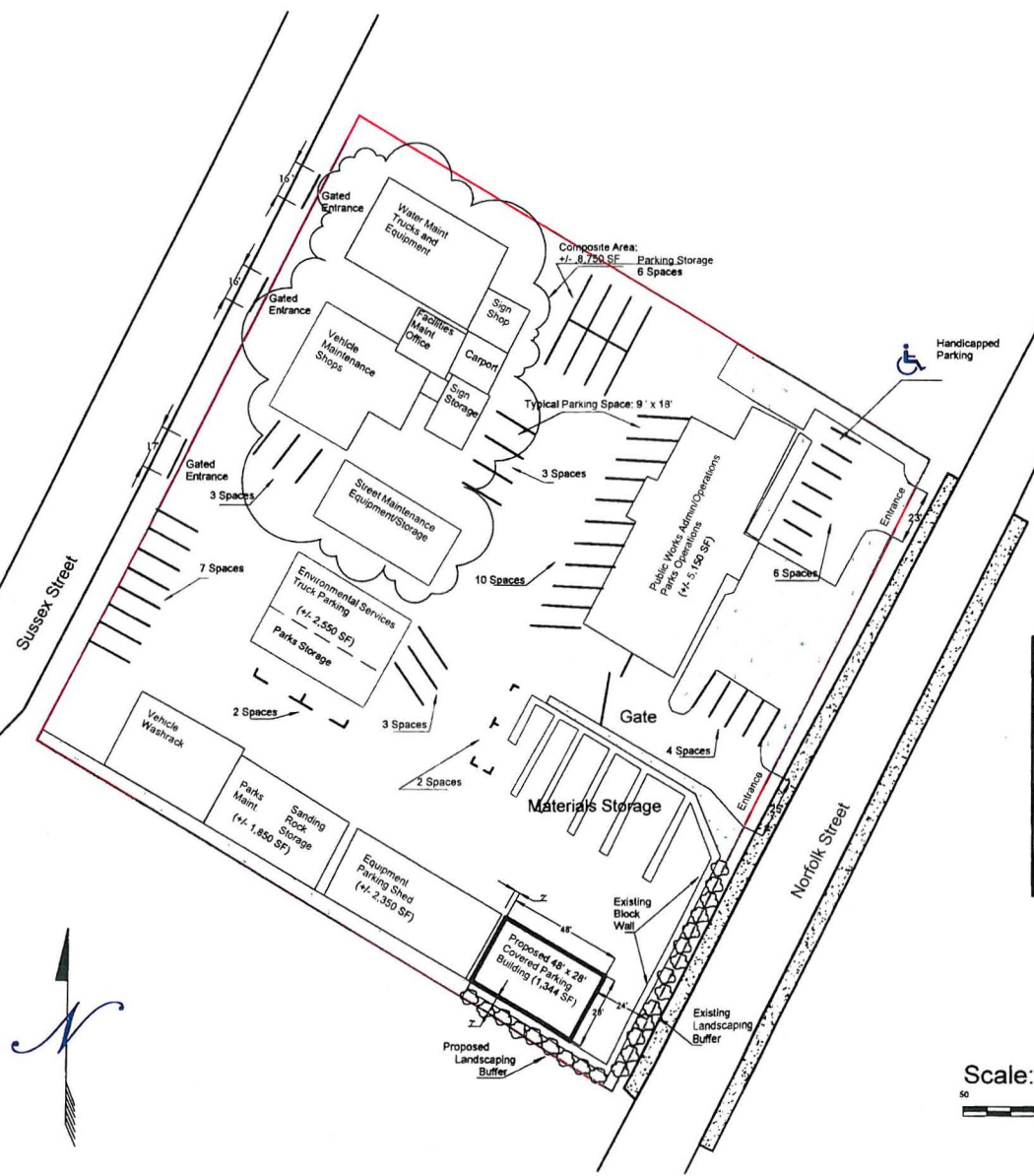
Site Legend

- Asphalt
- Landscaping
- Tree
- Contour Line
- Property Boundary

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

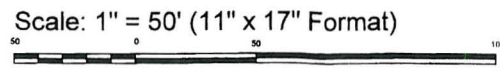


Preliminary Site Plan



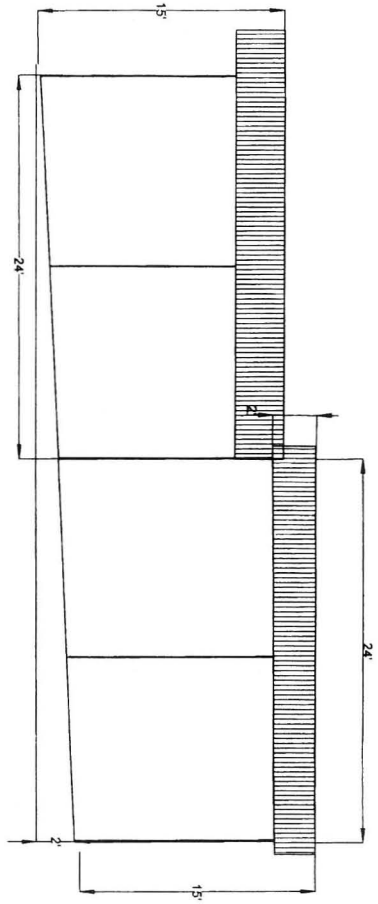
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 Proposed: +/- 22,000 SF
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 Existing: 23%
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 Landscaping Coverage: 8%

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

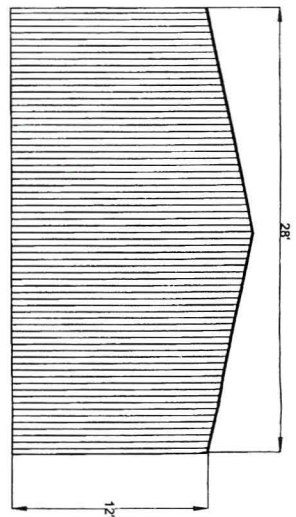


Project: West Linn Public Works Covered Parking Building
 Address: 4100 Norfolk Street, West Linn, Oregon 97045
 Proposed Building Location and Landscape Buffer

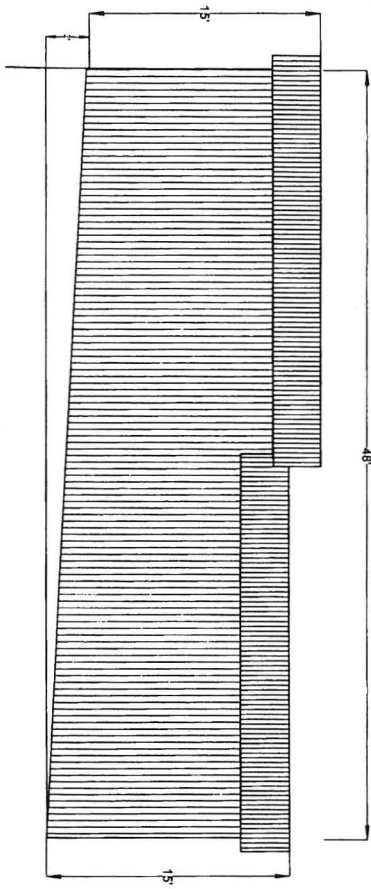
Conceptual Structural Elevation Plan



Front Elevation



Side Elevation



Rear Elevation

Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Building Elevations



Pre-Application Meeting Notes

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

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

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

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

Project Details

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

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

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

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

Engineering Comments

STREET IMPROVEMENT

NORFORK STREET

Current Street and Right of Way conditions:

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

Requirement Improvement:

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

SUSSEX STREET

Current Street and Right of Way conditions:

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

Requirement Improvement:

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

STORM DRAINAGE IMPROVEMENT

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

SANITARY SEWER IMPROVEMENT

None

WATER IMPROVEMENT

None

Process

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

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

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

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

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

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

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

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

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

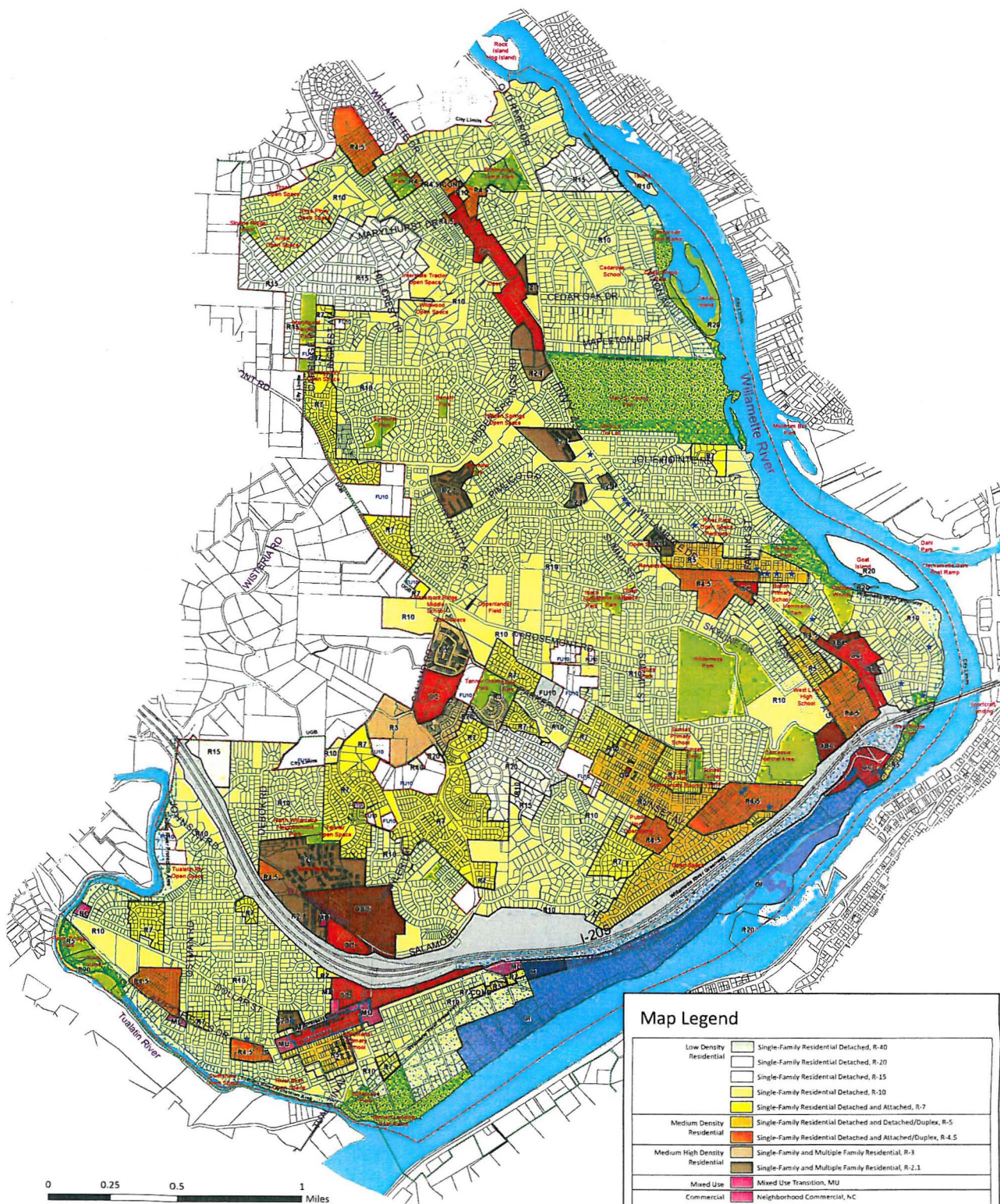
DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses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

Zoning Map

Exhibit No. 7

CITY OF WEST LINN

Zoning Map



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

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

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

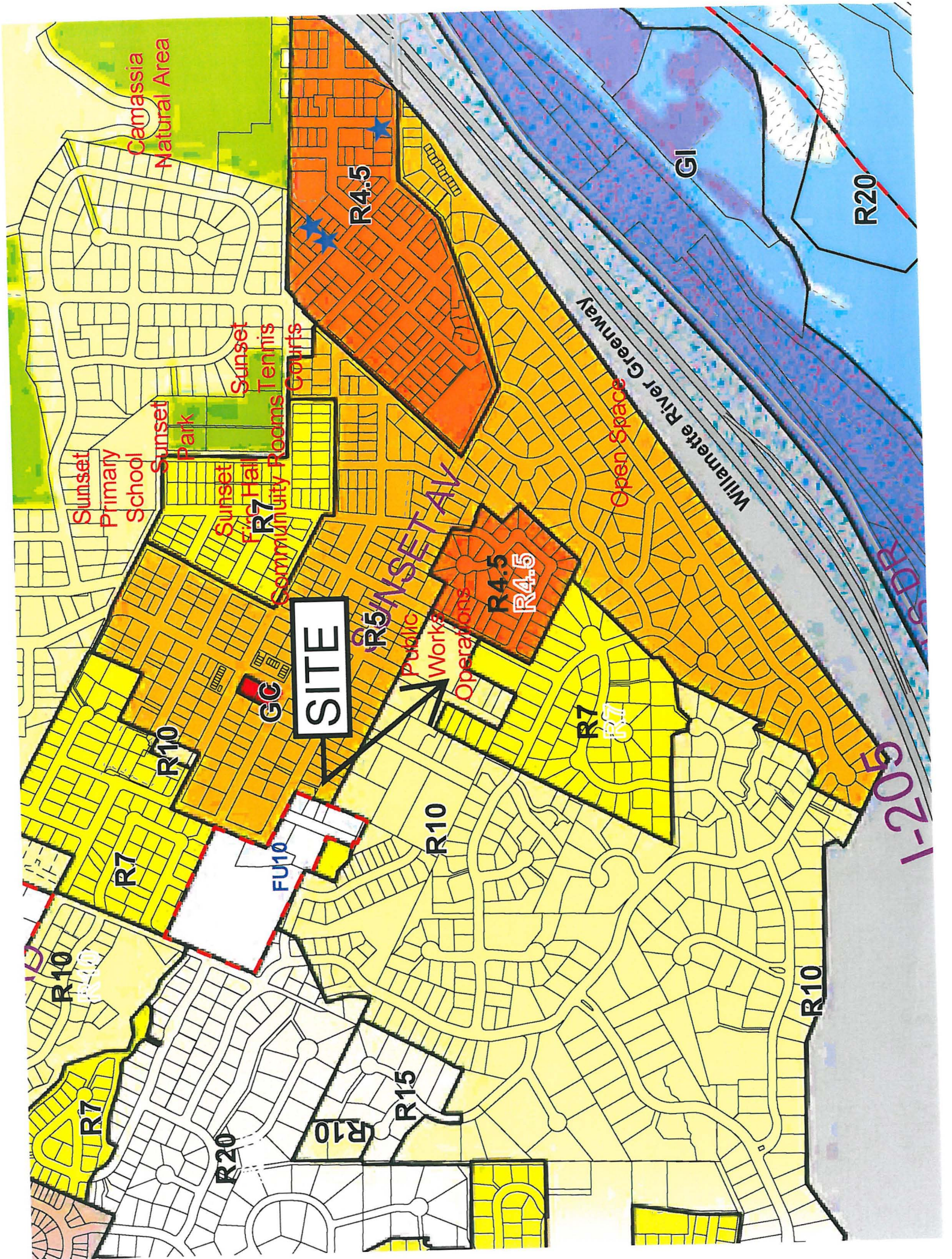
Taxlot Base Source: Metro RLIS

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



Map Legend	
Low Density Residential	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Single-Family Residential Detached and Detached/Duplex, R-5 Single-Family Residential Detached and Attached/Duplex, R-4.5
Medium High Density Residential	<ul style="list-style-type: none"> Single-Family and Multiple Family Residential, R-3 Single-Family and Multiple Family Residential, R-2.1
Mixed Use	Mixed Use Transition, MU
Commercial	Neighborhood Commercial, NC
	General Commercial, GC
	Office-Business Center, OBC
Industrial	Campus Industrial, CI
	General Industrial, GI
Other	Future Urban, FU-10
	I-205

White background areas are outside West Linn city limits	
Historic Landmarks	West Linn City Limits
WR Greenway and TR Protection Area	Metro's Urban Growth Boundary
Willamette Historic District	Taxlot Lines
Willamette Commercial Historic Overlay Zone	Parks



Camassia
Natural Area

R4.5

R20

G1

Sunset
Primary
School

Sunset
Park

Sunset
Community Rooms
Tennis
Courts

R7

SITE

R5
SUNSET AV

Public
Works
Operations

R4.5
R4.5

R7

R7

Willamette River Greenway

R10

R7

FU10

R10

R10

R10

R7

R20

R10

R15

1-2005

Tax Map

NE 1/4 NW 1/4 SEC 36 T2S.R1E.W.M.

CLACKAMAS COUNTY JULIA ANN LEWIS NO. 54

2 1E 36BA WEST LINN 4500 22500

This map was prepared for assessment purpose only.

CANCELLED
2100
2200
2300
2400
2500
2600
2700
2800
2900
3000
3100
3200
3300
3400
3500
3600



2 1E 36BA WEST LINN 6000 4

23300

SEE MAP 2 1E 36
N Line DEC 22
1911

Neighborhood Meeting Documentation

Sunset Neighborhood Association Meeting Minutes
April 27, 2010

Location: West Linn City Hall, Council Chambers

CALL TO ORDER

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

PRESENT

16 members and 5 guest present.

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

SECRETARY'S REPORT

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

TREASURER'S REPORT

City of West Linn – NA Stipend Account 2009/10

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

SNA – Discretionary Funds

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

ANNOUNCEMENTS

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

GUEST PRESENTATIONS

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

Site Photographs

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



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 _____

City of West Linn 22500 Salamo Rd. 97068 503-657-0331

OWNER (PRINT) ADDRESS CITY ZIP PHONE &/OR E-MAIL

Mike Cardwell
City of West Linn Public Works 4100 Norfolk St. West Linn 97045 656-6081

APPLICANT (PRINT) ADDRESS CITY ZIP PHONE &/OR E-MAIL

CONSULTANT (PRINT) ADDRESS CITY ZIP PHONE &/OR E-MAIL

SITE LOCATION/ADDRESS 4100 Norfolk Street

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

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

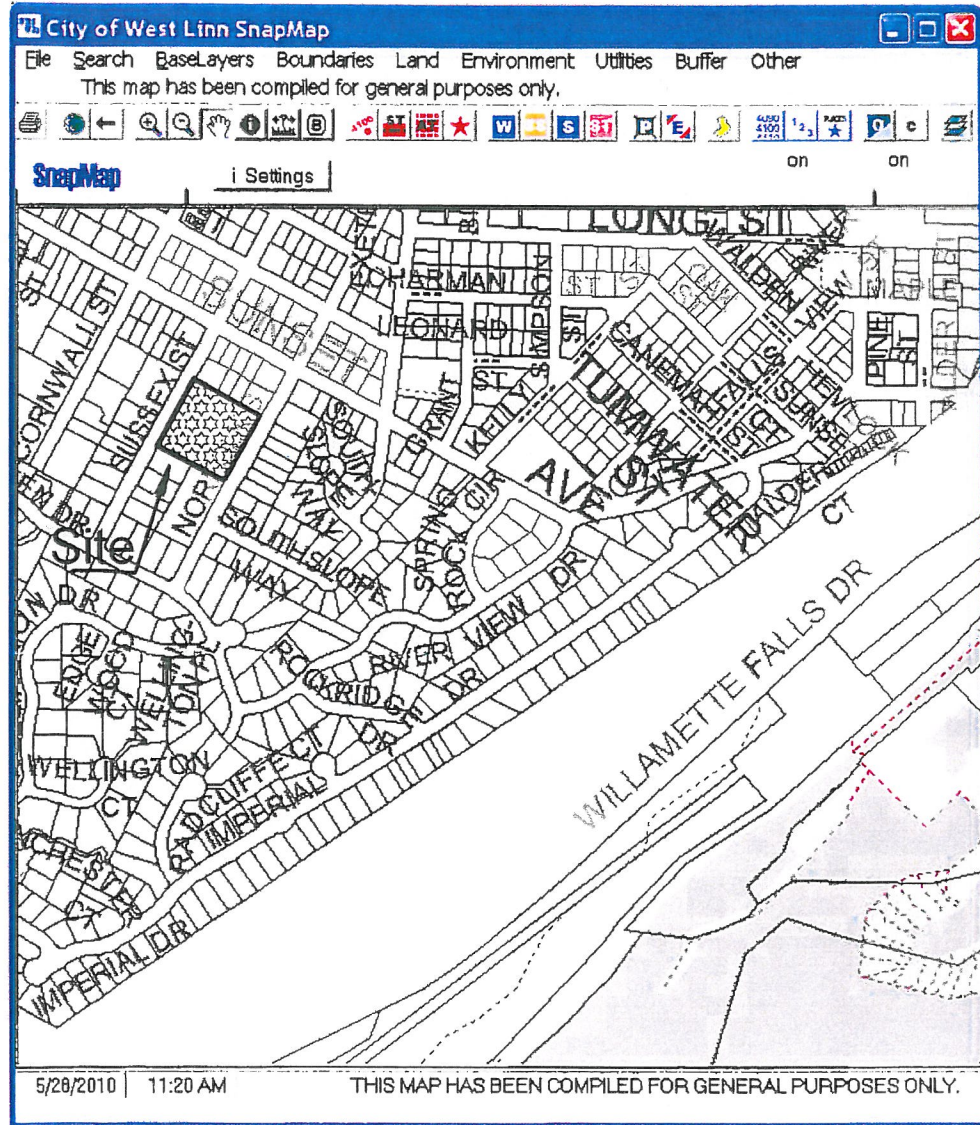
SIGNATURE OF PROPERTY OWNER(S)
X [Signature] Date 6/8/2010

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 INTIAL APPLICATION.

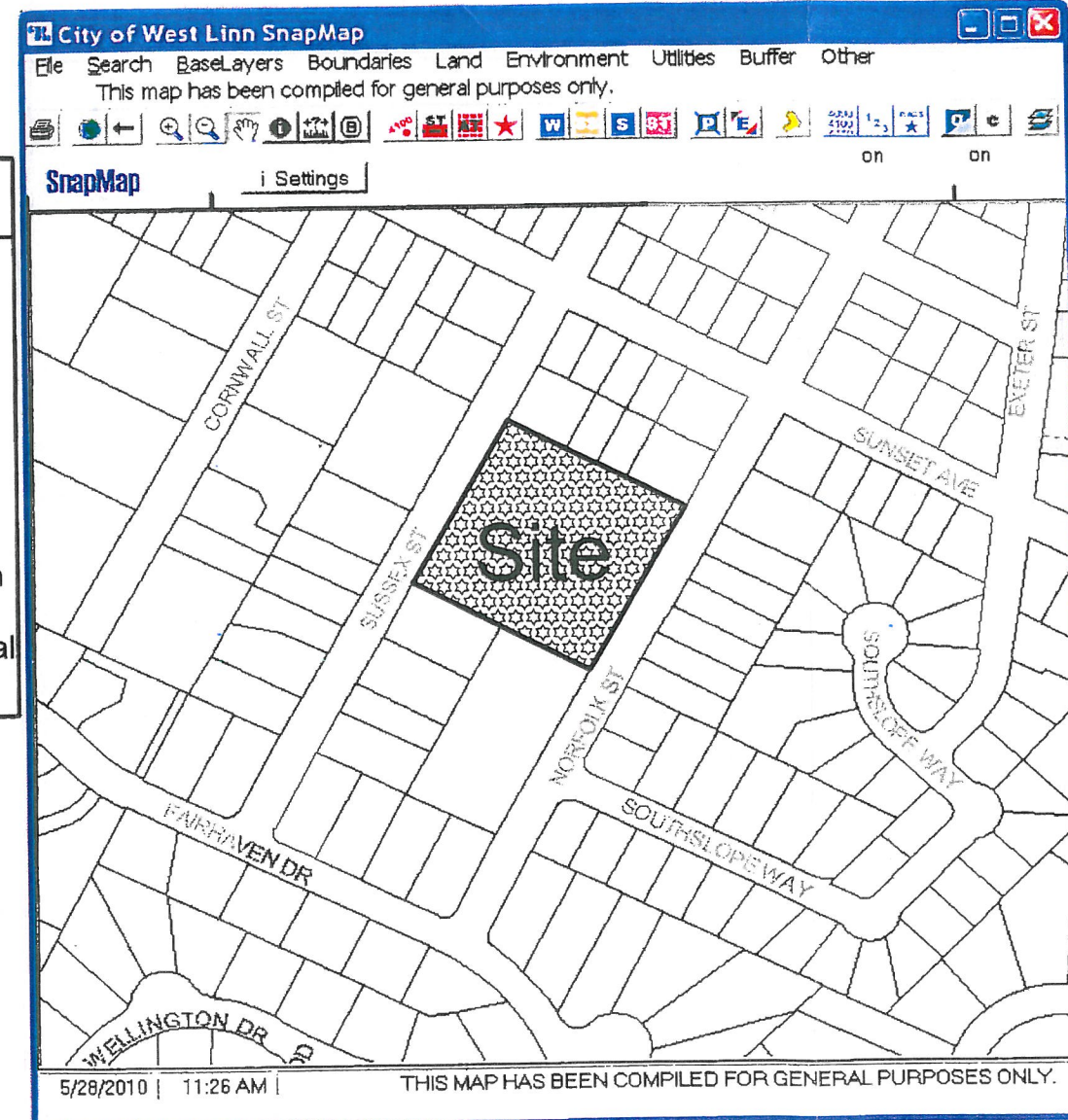
CONTACT: PLANNING AND BUILDING; 22500 SALAMO RD #1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106
PLANNING@WESTLINNOREGON.GOV

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



Index of Drawing:

- Sheet 1: Cover Sheet / Vicinity Map / Index of Drawing
- Sheet 2: Aerial Photography
- Sheet 3: Existing Conditions
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 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



Project: West Linn Public Works Covered Parking Building

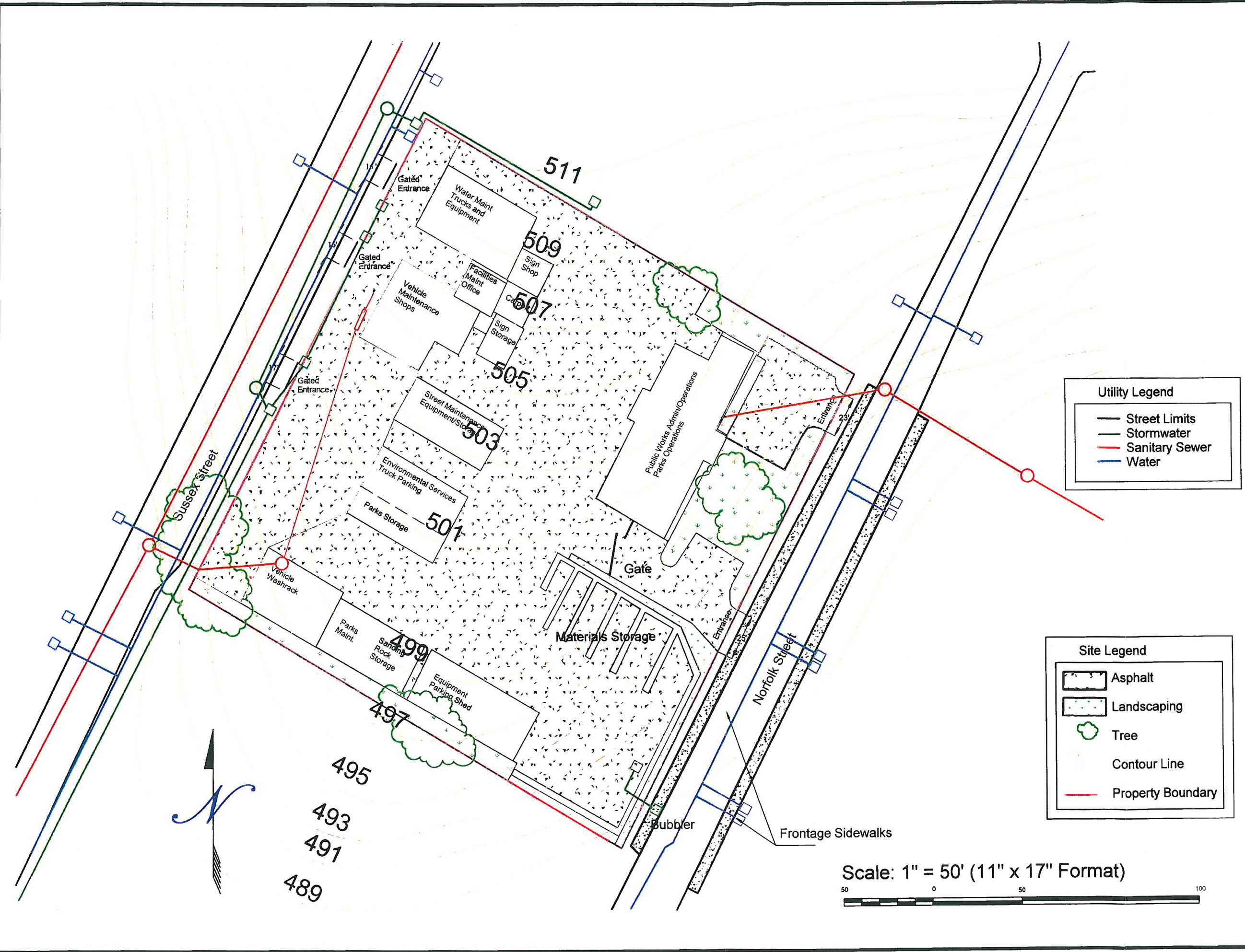
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Aerial Photograph

Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Existing Conditions Plan

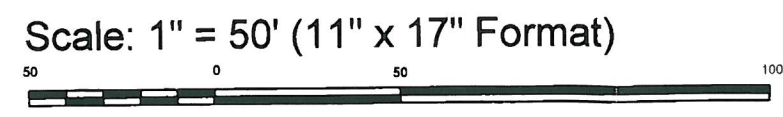


Utility Legend

- Street Limits
- Stormwater
- Sanitary Sewer
- Water

Site Legend

- Asphalt
- Landscaping
- Tree
- Contour Line
- Property Boundary





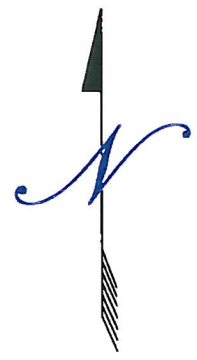
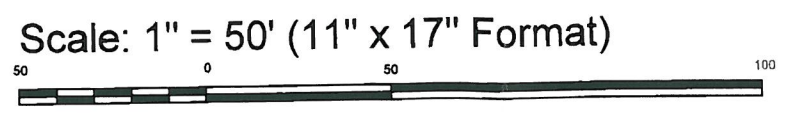
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 Section 46.090 "Service and Repair Shops"

Parking Required: 1 Space per 500 SF
 $22,000 \text{ SF} / 500 \text{ (SF/Space)} = 44 \text{ Spaces}$

Parking Provided: 46 Spaces

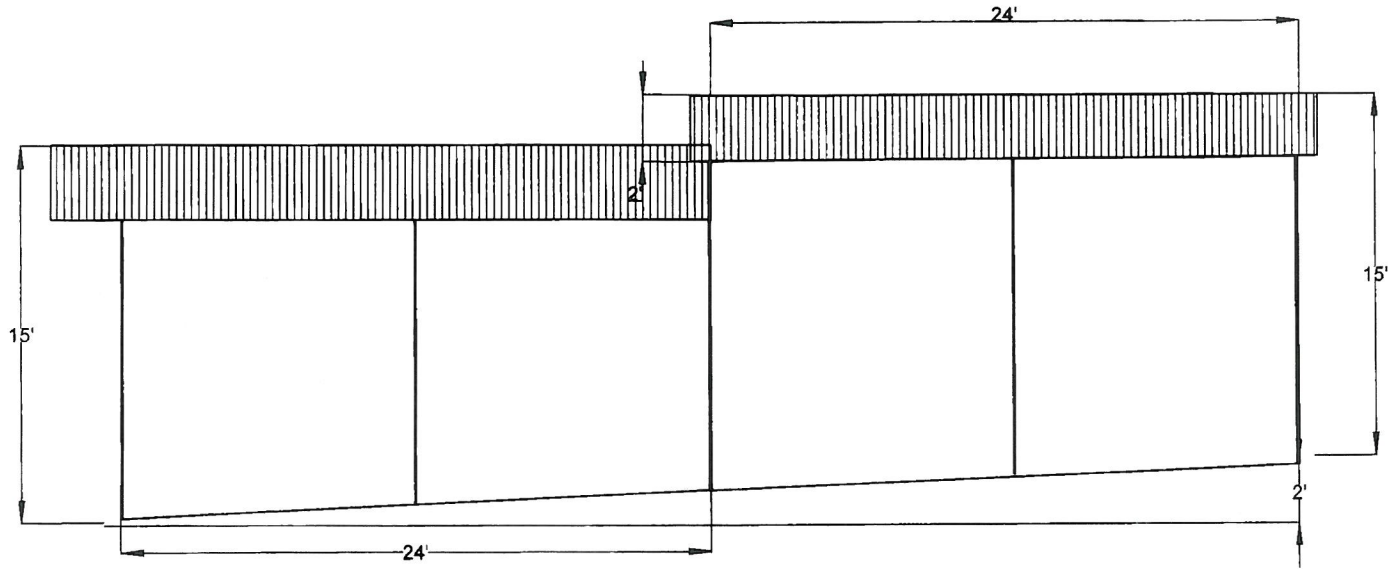
Typical Parking Space: 9' x 18'



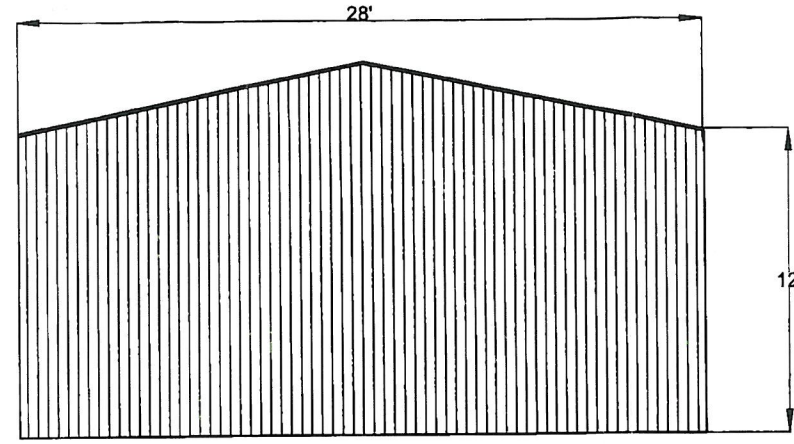
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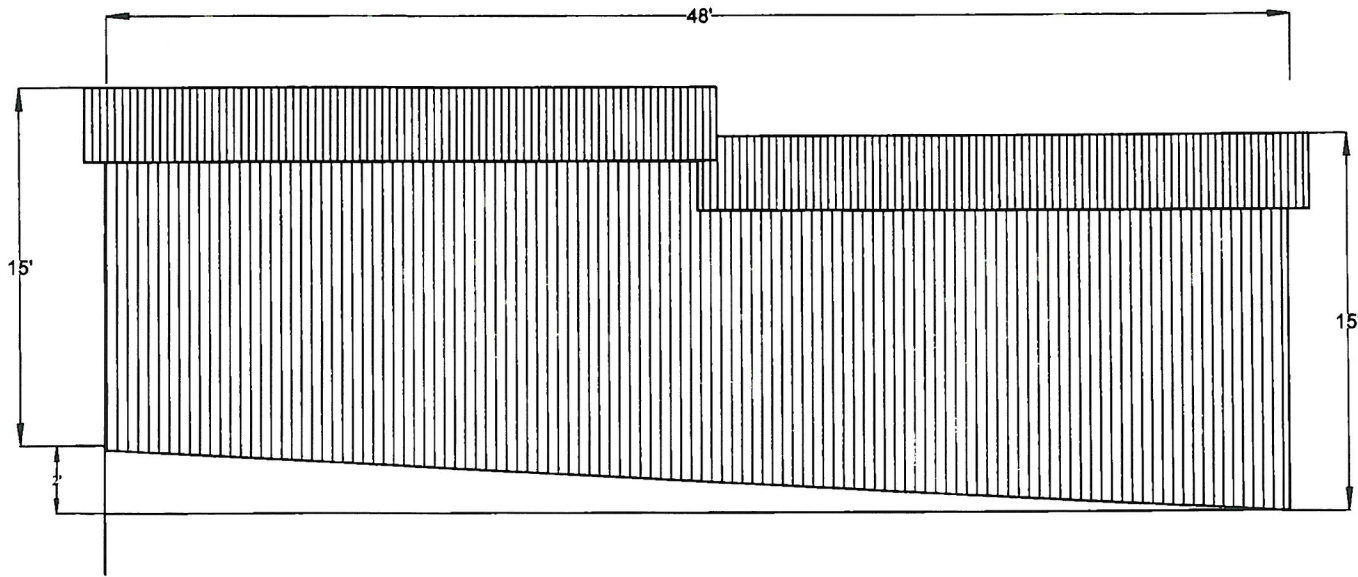
Proposed Building Location and Landscape Buffer



Front Elevation



Side Elevation



Rear Elevation

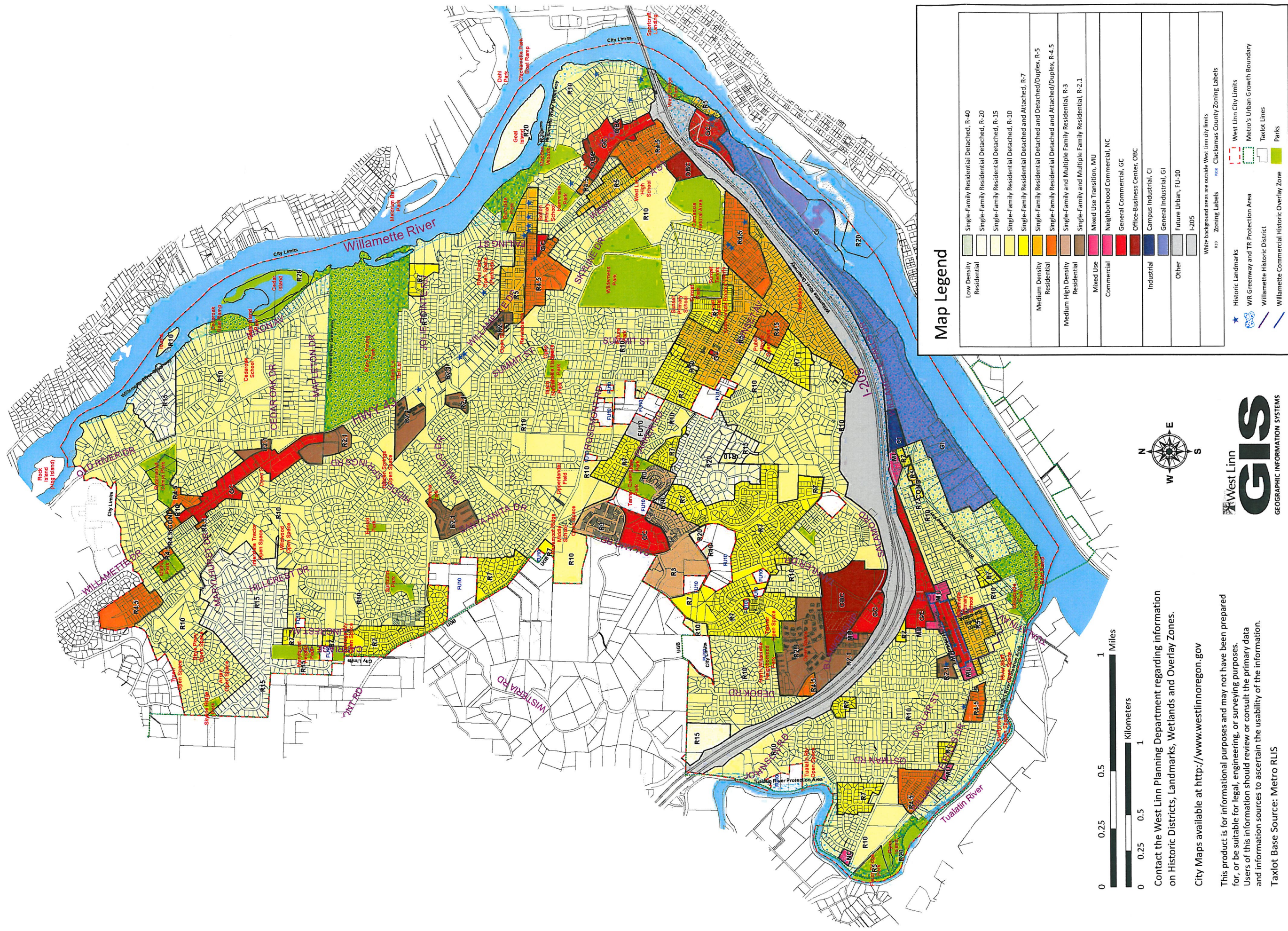


Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Building Elevations

CITY OF WEST LINN Zoning Map

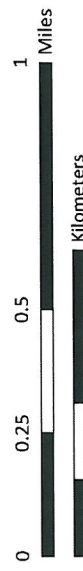


Map Legend

Low Density Residential	Single-Family Residential Detached, R-40
Single-Family Residential Detached, R-20	Single-Family Residential Detached, R-20
Single-Family Residential Detached, R-15	Single-Family Residential Detached, R-15
Single-Family Residential Detached, R-10	Single-Family Residential Detached, R-10
Single-Family Residential Detached and Attached, R-7	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	Single-Family Residential Detached and Attached/Duplex, R-4.5
Medium High Density Residential	Single-Family and Multiple Family Residential, R-3
Single-Family and Multiple Family Residential, R-2.1	Single-Family and Multiple Family Residential, R-2.1
Mixed Use	Mixed Use Transition, MU
Commercial	Neighborhood Commercial, NC
General Commercial, GC	General Commercial, GC
Office-Business Center, OBC	Office-Business Center, OBC
Industrial	Campus Industrial, CI
General Industrial, GI	General Industrial, GI
Future Urban, FU-10	Future Urban, FU-10
Other	I-205

White background areas are outside West Linn city limits

Historic Landmarks	West Linn City Limits
WR Greenway and TR Protection Area	Metro's Urban Growth Boundary
Willamette Historic District	Taxlot Lines
Willamette Commercial Historic Overlay Zone	Parks



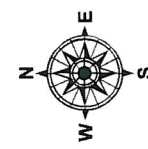
Contact the West Linn Planning Department regarding information on Historic Districts, Landmarks, Wetlands and Overlay Zones.

City Maps available at <http://www.westlinnregon.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



This map was prepared for assessment purpose only.

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

CLACKAMAS COUNTY

D L C JULIA ANN LEWIS NO. 54

2 1E 36BA WEST LINN

1"=100' 4400 SEE MAP 2 1E 25CD

4500 22600

CANCELLED

- 5700
- 7200
- 6200
- 5400
- 5800
- 3600
- 4600
- 4200
- 5980
- 300
- 5600

3-31

FU-10/HL

SEE MAP 2 1E 36DB

3-02

SEE MAP 2 1E 36AB 23100

23300

2 1E 36BA WEST LINN BOOK 14

