

Youth Music Project

West Linn, Oregon

An Application For:

Conditional Use Permit

Class I Design Review

Submitted October 17, 2012

Applicant:

Marie Lamfrom Charitable Foundation

2040 8th Avenue, Suite 202

West Linn, OR 97068

Phone: (503) 616-5967

Contact: Charles Lewis

Prepared by:

Cardno WRG

5415 SW Westgate Drive, Suite 100

Portland, Oregon 97221

Phone: 503-419-2500

Fax: 503-419-2600

21200370

PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

I. INTRODUCTION.....	5
SUMMARY OF PROPOSAL	6
SURROUNDING USES.....	7
II. WEST LINN COMMUNITY DEVELOPMENT CODE	7
Chapter 46 OFF-STREET PARKING, LOADING AND RESERVOIR AREAS	7
46.010 PURPOSE	7
46.020 APPLICABILITY AND GENERAL PROVISIONS	7
46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS	8
46.100 PARKING REQUIREMENTS FOR UNLISTED USES.....	9
46.120 DRIVEWAYS REQUIRED ON SITE.....	9
Chapter 48 ACCESS, EGRESS AND CIRCULATION.....	10
48.010 PURPOSE	10
48.020 APPLICABILITY AND GENERAL PROVISIONS	10
Chapter 54 LANDSCAPING	11
54.010 PURPOSE	11
Chapter 55 DESIGN REVIEW.....	11
55.010 PURPOSE AND INTENT – GENERAL	11
55.020 APPLICABILITY	12
55.030 ADMINISTRATION AND APPROVAL PROCESS	12
55.040 EXPIRATION OR EXTENSION OF APPROVAL	13
55.070 SUBMITTAL REQUIREMENTS.....	13
55.085 ADDITIONAL INFORMATION REQUIRED AND WAIVER OF REQUIREMENTS	15
55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW	15
55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW	16
55.125 TRANSPORTATION ANALYSIS.....	20
Chapter 58.....	21
WILLAMETTE FALLS DRIVE COMMERCIAL DISTRICT DESIGN STANDARDS	21
58.010 PURPOSE	21
58.020 IMPLEMENTATION.....	21
58.030 APPLICABILITY	22
Chapter 59 WILLAMETTE NEIGHBORHOOD MIXED USE TRANSITIONAL ZONE	22
59.010 PURPOSE	22
59.020 PROCEDURES AND APPROVAL PROCESS.....	22
59.060 CONDITIONAL USES	23

59.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS	23
59.080 ADDITIONAL USE REQUIREMENTS	25
59.090 DIMENSIONAL REQUIREMENTS, CONDITIONAL USES.....	25
59.100 OTHER APPLICABLE DEVELOPMENT STANDARDS	25
Chapter 60 CONDITIONAL USES	26
60.010 PURPOSE	26
60.030 ADMINISTRATION AND APPROVAL PROCESS	26
60.040 TIME LIMIT ON A CONDITIONAL USE APPROVAL.....	26
60.050 BUILDING PERMITS FOR AN APPROVED CONDITIONAL USE.....	26
60.060 APPLICATION	27
60.070 APPROVAL STANDARDS AND CONDITIONS	27
60.080 SITE PLAN AND MAP	29
Chapter 66 NON-CONFORMING STRUCTURES	30
66.010 PURPOSE	30
85.170 SUPPLEMENTAL SUBMITTAL REQUIREMENTS FOR TENTATIVE SUBDIVISION OR PARTITION PLAN	30
CHAPTER 99 PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL	32
99.010 PURPOSE.....	32
99.038 NEIGHBORHOOD CONTACT REQUIRED FOR CERTAIN APPLICATIONS	32
III. CONCLUSION	34

EXHIBITS

Exhibit A	Conditional Use Permit & Class I Design Review Applications
Exhibit B	Site Plan
Exhibit C	Property Title Information
Exhibit D	Clackamas County Tax Assessors Map
Exhibit E	Transportation Assessment Memo
Exhibit F	Preapplication Conference Notes
Exhibit G	Neighborhood Meeting materials

I. INTRODUCTION

General Information

Applicant:	Marie Lamfrom Charitable Foundation 2040 8 th Avenue, Suite 202 West Linn, OR 97068 Phone: (503) 616-5967 Contact: Charles Lewis
Property Owner	Marie Lamfrom Charitable Foundation 2040 8 th Avenue, Suite 202 West Linn, OR 97068 Phone: (503) 616-5967 Contact: Charles Lewis
Applicant's Representative	Cardno WRG 5415 SW Westgate Drive; Suite 100 Portland, Oregon 97221 (503) 419-2500 phone (503) 419-2600 fax Contact: Thatch Moyle, AICP thatch.moyle@cardno.com
Tax Lot Information:	Tax Lot 0100 on Map 31E02BA0
Location:	NW Corner of Willamette Falls & 10 th Street West Linn, Oregon
Current Zoning Districts:	Mixed Use (MU)
Project Site Area:	+/- 0.94 acres

SUMMARY OF PROPOSAL

The applicant is seeking Conditional Use and Class I Design Review approval to allow a community music center that will provide a mix of music school-related uses all within the former call center and church located at Willamette Falls and 10th Street in West Linn. As proposed by the applicant, the building will be used for youth music instruction, including group lessons, private lessons, musical ensembles, and instructional day camps. There will also be accessory uses to include the selling of musical accessories (guitar strings, reeds, etc) and a cafe offering food and refreshments. There are no proposed additions or alterations to the existing building exterior or the surrounding site.

A conditional use permit is required to address the mix of uses, per West Linn CDC 59.060. Design Review approval is required with any Conditional Use approval per Section 60.030(B). Also, the site is within the Willamette Falls Drive Commercial Overlay Zone, which triggers review by the Historic Resources Advisory Board (HRAB) before a Planning Commission hearing. The applicant's representatives have also coordinated with the Willamette Neighborhood Association (WNA) and material from the October 10th, 2012 meeting is included with this submittal. It is important to note that at the meeting the WNA unanimously passed a resolution in support of the project.



SURROUNDING USES

Table A: SURROUNDING LAND USE

<i>Location</i>	<i>Zoning Designation</i>	<i>Land Use</i>
North	General Commercial (GC)	Retail/Shopping Center
South	Mixed Use (MU)	Single Family Residential
East	General Commercial (GC)	Gas Station
West	Mixed Use (MU)/ General Commercial (GC)	Retail/Shopping Center

II. WEST LINN COMMUNITY DEVELOPMENT CODE

CHAPTER 46 OFF-STREET PARKING, LOADING AND RESERVOIR AREAS

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, 2000)

Response: The applicant is aware of the purpose of off-street parking, loading, and reservoir areas. There are no proposed changes to the existing parking areas associated with this project.

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.

Response: The applicant is aware of the applicability and general provisions of off-street parking, loading, and reservoir areas. There are no proposed changes to the existing parking area associated with this project. Furthermore, per CDC 46.140, this project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements.

- B. The provision and maintenance of off-street parking and loading spaces are the continuing obligation of the property owner.

Response: The applicant is aware that the maintenance requirements for off-street parking and loading areas are the continuing obligation of the property owner. There are no proposed changes to the existing parking area associated with this project.

- 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.

Response: The applicant is aware of the off-street parking and loading space commitment throughout the duration of property use and ownership. This provision is met.

- 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 CDC 46.150. (Ord. 1463, 2000)

Response: The applicant is aware of the applicability and general provisions of off-street parking, loading, and reservoir areas. There are no proposed changes to the existing parking area associated with this project. Furthermore, per CDC 46.140, this project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements. As shown on the Site Plan, the stalls provided do meet the minimum dimensional requirements.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

B.	Public and semi-public buildings/uses.	
	9. Youth center or community center.	One space per 200 square feet of covered floor area and drop-off facilities where required by CDC 46.120 . Youth center or community center.

- 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.

- G. Parking reductions. CDC [55.100](#)(H)(5) explains reductions of up to 10 percent for development sites next to transit stops and up to 10 percent for commercial development sites adjacent to large multi-family residential sites.

- H. For office, industrial, and public uses where there are more than 20 parking spaces for employees on the site, at least 10 percent of the required employee parking spaces shall be reserved for carpool use before 9:00 a.m. on weekdays. The spaces will be the closest to the building entrance, except for any disabled parking and those signed for exclusive customer use. The carpool/vanpool spaces shall be clearly marked “Reserved – Carpool/Vanpool Before 9:00 a.m.”
- I. Existing developments along transit streets or near transit stops may redevelop up to 10 percent of the existing parking spaces to provide transit-oriented facilities, including bus pullouts, bus stops and shelters, park and ride stations, and other similar facilities. (Ord. 1291, 1990; Ord. 1391, 1996; Ord. 1408, 1998; Ord. 1425, 1998; Ord. 1463, 2000; Ord. 1499, 2003; Ord. 1547, 2007)

Response: There are 40 standard off-street parking stalls and 3 handicap parking stalls located on site. Per CDC 46.140, this project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements. As shown on the Site Plan, the stalls provided do meet the minimum dimensional requirements.

46.100 PARKING REQUIREMENTS FOR UNLISTED USES

- A. Upon application and payment of fees, the decision-making authority, as provided by CDC [99.060](#)(B), may rule that a use not specifically listed in CDC [46.090](#) is a use similar to a listed use and that the same parking standards shall apply. The ruling on parking requirements shall be based on the requirements of Chapter [99](#) CDC and findings that:
 - 1. The use is similar to and of the same general type as a listed use;
 - 2. The use has similar intensity, density and off-site impacts as the listed use; and
 - 3. The use has similar impacts on the community facilities as the listed use.
- B. This section does not authorize the inclusion of a use in a zone where it is not listed, or a use which is specifically listed in another zone or which is of the same general type, and is similar to a use specifically listed in another zone.

Response: The applicant is aware of the parking requirements for unlisted uses. The basis for the parking requirement was taken from the definition of use as a “youth center or community center”. This is a general definition, although all other uses did not fit the proposed uses as accurately. Per CDC 46.140, this project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements. There are 40 standard stalls and 3 handicap stalls-- the stalls provided do meet the minimum dimensional requirements.

46.120 DRIVEWAYS REQUIRED ON SITE

Any school or other meeting place which is designed to accommodate more than 25 people at one time shall provide a 15-foot-wide driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers. Depending on functional requirements, the width may be increased with Planning Director approval.

Response: The proposed music center is programmed to handle more than 25 people at one time. As shown on the Site Plan, both the north and south driveways provide a 24-foot driveway and drive aisle through the site.

CHAPTER 48 ACCESS, EGRESS AND CIRCULATION

48.010 PURPOSE

The purpose of this chapter is to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, circulation, and egress are designed into development proposals. Access management seeks to balance mobility, the need to provide efficient, safe and timely travel with the ability to allow access to individual properties. Proper implementation of access management techniques should guarantee reduced congestion, reduced accident rates, less need for roadway widening, conservation of energy, and reduced air pollution. (Ord. 1584, 2008)

Response: The applicant is aware of the purpose of this chapter to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, circulation, and egress are designed into development proposals. There are no proposed changes to the current access management programming for the existing building and parking area. As shown on the Site Plan, there is a north and south access driveway to serve the building and parking area. As addressed in the attached Transportation Assessment provided by Kittelson & Associates, Inc. the applicant will utilize a traffic demand management system to limit p.m. peak hour trips to reduce local roadway congestion.

48.020 APPLICABILITY AND GENERAL PROVISIONS

- A. The provisions of this chapter do not apply where the provisions of the Transportation System Plan or land division chapter are applicable and set forth differing standards.
- B. All lots shall have access from a public street or from a platted private street approved under the land division chapter.
- C. No building or other permit shall be issued until scaled plans are presented to the City and approved by the City as provided by this chapter, and show how the access, egress, and circulation requirements are to be fulfilled. Access to State or County roads may require review, approval, and permits from the appropriate authority.
- D. Should the owner or occupant of a lot or building enlarge or change the use to which the lot or building is put, resulting in increasing any of the requirements of this chapter, it shall be unlawful and a violation of this code to begin or maintain such altered use until the provisions of this chapter have been met, and, if required, until the appropriate approval authority under Chapter [99](#) CDC has approved the change.

Response: The applicant is aware of the purpose of this chapter to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, circulation, and egress are designed into development proposals. There are no proposed changes to the current access management programming for the existing building and parking area. The lot does have access from a public street along both 8th Avenue and Willamette Falls Drive. According to the enclosed Transportation Assessment provided by Kittelson & Associates, Inc. the applicant will utilize a traffic demand management system to limit p.m. peak hour trips to

reduce local roadway congestion and maintain previously approved levels of traffic into and out of the site.

CHAPTER 54 LANDSCAPING

54.010 PURPOSE

The purpose of this chapter 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 complement 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.

Response: The applicant is aware of the intent and purpose of landscaping coverage. As the applicant is not proposing any changes to the exterior of the building or surrounding site, there are no changes to the existing landscape plan. The current total landscaped area is approximately 6,000 SF or 14.67% of the site.

CHAPTER 55 DESIGN REVIEW

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 are 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.

Response: The applicant is aware of the purpose and intent of the design review provisions. This proposal will make use of an existing building, with no exterior changes proposed at this time. Therefore, it is assumed that the current scale, layout and design is compatible with the surrounding natural environment. This project will promote other modes of transportation such as transit, bicycles, and pedestrian foot traffic in an effort to reduce the demand on traffic and congestion within the area. As identified in the attached Transportation Assessment letter issued by Kittelson & Associates, Inc, this project will utilize a traffic demand management strategy to limit PM peak hour trips during the 5 p.m. to 6 p.m. hour to limit the transportation impact of users and employees entering and leaving the site.

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:

- D. Modification of an office, commercial, industrial, public or multi-family structure for purposes of enhancing the aesthetics of the building and not increasing the interior usable space (e.g., covered walkways or entryways, addition of unoccupied features such as cupolas, clock towers, etc.).
- G. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building.
- Q. Other land uses and activities may be added if the Planning Director makes written findings that the activity/use will not increase off-site impacts and is consistent with the type and/or scale of activities/uses listed above.

Class II design review applies to all uses/activities except those uses/activities listed under Class I design review, and the exceptions of CDC [55.025](#).

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 redesign 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.

(Ord. 1547, 2007; Ord. 1604 § 50, 2011)

Response: Per CDC 60.030(B), an approved conditional use shall be subject to the development review provisions set forth in Chapter 55 CDC- Design Review. As there are no exterior modifications proposed with this conditional use permit request, this application will be processed according to Class I design review. The following narrative responses to the design review section of the development code will address all design review elements applicable to Class I projects.

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 CDC [99.030](#)(B).
- B. The application shall be submitted by the record owner(s) of the property, authorized agent, or condemnor.
- C. Action on the development plan application shall be as provided by Chapter [99](#) CDC, Procedures for Decision-Making: Quasi-Judicial, and the following:
 - 1. The Planning Director for Class I design review applications, or Planning Commission for Class II design review applications, shall approve, approve with conditions, or deny the application based on findings related to the applicable criteria set forth in CDC [99.110](#) and this chapter.

2. A decision by the Planning Director may be reviewed by the City Council.
- D. Substantial modifications made to the approved development plan will require reapplication (e.g., more or fewer lots, different architectural design, etc.). (Ord. 1474, 2001; Ord. 1597 § 14, 2010)

Response: A pre-application conference was held on July 19, 2012 to discuss the general intent of the applicant to locate a community music center and lesson space within the existing building. This narrative does include a signed application both for a conditional use permit and class I design review, which is signed by the record owner of the property. As this project does include a conditional use permit, the project is subject to a quasi-judicial review with a Planning Commission decision.

55.040 EXPIRATION OR EXTENSION OF APPROVAL

If substantial construction has not occurred within three years from the date of approval of the development plan, the approved proposal will be void, unless an extension is granted under CDC [99.325](#). (Ord. 1408, 1998; Ord. 1589 § 1 (Exh. A), 2010)

Response: The applicant is aware of the three year window for substantial construction. Pending approval of the CUP and design review application, the applicant will be submitting for TI improvements to the interior of the building.

55.070 SUBMITTAL REQUIREMENTS

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

Response: This submittal does include a signed application both for a conditional use permit and class I design review, which is signed by the record owner of the property.

- B. A pre-application conference shall be a prerequisite to the filing of an application.
1. The Director shall explain the applicable policies, ordinance provisions, opportunities and constraints which may be applicable to the site and type of proposed development. The Director shall determine which class of design review is required.
 2. The following subjects shall be reviewed at the pre-application conference:
 - a. The parcel's location and size, the Comprehensive Plan, zoning, and other possible and applicable ordinance provisions.
 - b. The proposed use and types of adjacent land uses and the opportunities for shared use such as parking, or the need for buffers or sound barriers.
 - c. The natural features on the site: topography, drainage courses, micro-climate vegetation, and soil conditions and stability as these features relate to plan policies and ordinance provisions and the site development plan.
 - d. The availability of utilities (on site and off site).
 - e. The site access and potential traffic problems.
 - f. The availability of transit, capacity of the road system, and existence of plans for bicycle and pedestrian ways.
 - g. Existing or potential noise sources.
 - h. Conditions placed on previous applications.
 - i. Review submittal requirements.

- j. Preferred architectural design and building orientation.

Response: A pre-application conference was held on July 19, 2012 to discuss the general intent of the applicant to locate a community music center and lesson space within the existing building. The applicant did receive formal notes from City Staff to guide this CPU and Class I design review submittal.

- C. A prerequisite to the filing of an application for development proposals that include greater than 10 multi-family units or commercial/industrial buildings greater than 1,500 square feet in size, a four-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 [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 [57.090](#).

Response: The applicant and applicant's representative, Cardno WRG, attended a Willamette Neighborhood Association meeting on October 10, 2012. The proposed project was discussed and the WNA and meeting attendees unanimously passed a resolution of support for the proposed Youth Music Project permit application. The posting and mailing affidavits and meeting agenda are included with this submittal package.

- D. The applicant shall submit a completed application form and:
1. The development plan for a Class I design review shall contain the following elements:
 - a. A site analysis (CDC [55.110](#)) only if the site is undeveloped.
 - b. A site plan (CDC [55.120](#)) is required.
 - c. Architectural drawings, including building envelopes and all elevations (CDC [55.140](#)) only if architectural work is proposed.
 - d. Pursuant to CDC [55.085](#), additional submittal material may be required.

One original application form must be submitted. Three copies at the original scale and three copies reduced to 11 inches by 17 inches 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.

3. A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC [55.170](#).
4. Submit full written responses to approval criteria of CDC [55.100](#) for Class II design review, or CDC [55.090](#) for Class I design review, plus all applicable referenced approval criteria.

Response: A completed and signed application form is included with this submittal package. A site plan is provided, although a site analysis and architectural drawings are not provided, as no architectural work or exterior alterations are proposed. This narrative is submitted as supporting documentation for both the CUP and Class I design review packages.

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

Response: No architectural work or exterior alterations are proposed. Therefore, no samples or color tiles are included with this submittal.

F. The applicant shall pay the required fee. (Ord. 1401, 1997; Ord. 1408, 1998; Ord. 1442, 1999)

Response: All applicable fees relating to design review and CUP review and approval have been submitted with this application.

55.085 ADDITIONAL INFORMATION REQUIRED AND WAIVER OF REQUIREMENTS

A. The Planning Director may require additional information as part of the application subject to the provisions of CDC [99.035](#)(A).

B. The Planning Director may waive any requirements for the application subject to the provisions of CDC [99.035](#)(B) and (C).

Response: The applicant is aware of the provisions allowing the Planning Director to require or waive any requirements for the application subject to CDC 99.035.

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW

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

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

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

Response: This project involves no changes to the exterior of the site, including the building architectural features and on-site parking areas and landscaping. Therefore, the provisions outlined in CDC 55.100(B)1-4 do not apply and CDC 55.100(B)(5) and (6) will be addressed in the narrative, noted below.

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

Response: There are no proposed changes to the existing public facilities. The pre-application conference and notes provided by the City did not identify any inadequate facilities.

C. The Planning Director shall determine the applicability of the approval criteria in subsection A of this section. (Ord. 1408, 1998; Ord. 1544, 2007)

RESPONSE: THE APPLICANT IS AWARE OF THIS PROVISION AND WILL WORK WITH THE PLANNING DIRECTOR AND CITY STAFF TO DETERMINE THOSE APPLICABLE APPROVAL CRITERIA FOR THE PROPOSED COMMUNITY MUSIC CENTER. 55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW

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.

Response: This project involves no changes to the exterior of the site, including the building architectural features and on-site parking areas and landscaping. Therefore, the heritage tree provisions outlined in CDC 55.100(B)1 do not apply.

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 (B)(2)(a) through (f) of this section. 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.

Response: This project involves no changes to the exterior of the site, including the building architectural features and surrounding site. Therefore, the provisions outlined in CDC 55.100(B)2(a-f) to protect heritage trees do not apply in this instance.

3. The topography and natural drainage shall be preserved to the greatest degree possible.

Response: This project involves no changes to the exterior of the site, including the building architectural features and surrounding site. Therefore, the provisions outlined in CDC 55.100(B)3 do not apply.

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.

Response: This project involves no changes to the exterior of the site, including the building architectural features and surrounding site. Therefore, the provisions outlined in CDC 55.100(B)4 do not apply.

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.

Response: This project involves no changes to the exterior of the site, including the building architectural features and surrounding site. As no buildings will be built or relocated, the provisions outlined in CDC 55.100(B)5 do not apply.

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 CDC 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 (i.e., their 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, and visual breaks (exaggerated eaves, indentations, ledges, parapets, awnings, engaged columns, etc.) in the facades of buildings, both vertically and horizontally.
- 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 percent of 100 feet) 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.

- 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 CDC, Sidewalk Use.

Response: This project involves no changes to the exterior of the site, including the building architectural features. Therefore, the architectural elements outlined in CDC 55.100(B)6(a-j) do not apply.

Error! Reference source not found.

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.
- 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.
 - 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.

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.
4. All commercial business centers (over three acres) and multi-family projects (over 40 units) may be required to provide for the relocation of transit stops to the front of the site if the existing stop is within 200 to 400 yards of the site and the exaction is roughly proportional to the impact of the development. The commercial or multi-family project may be required to provide new facilities in those cases where the nearest stop is over 400 yards away. The transit stop shall be built per subsection (H)(2) of this section.
5. If a commercial business center or multi-family project is adjacent to an existing or planned public transit stop, the parking requirement may be reduced by the multiplier of 0.9, or 10 percent. If a commercial center is within 200 feet of a multi-family project, with over 80 units and pedestrian access, the parking requirement may be reduced by 10 percent or by a 0.90 multiplier.
6. Standards of CDC [85.200](#)(D), Transit Facilities, shall also apply.

Response: The site does abut an existing public transit route, as Tri Met bus line #154 provides service between Oregon City Town Center and West Linn. The bus line provides service along Willamette Falls Drive. The nearest transit stop is located at Willamette Falls Drive and 11th Street, approximately 200 ft from the Youth Music Project building. The Youth Music Project will work to inform staff, students and parents of the Tri-Met services available in close proximity to the site.

- I. Public facilities. An application may only be approved if adequate public facilities will be available to provide service to the property prior to occupancy.
 1. Streets. Sufficient right-of-way and slope easement shall be dedicated to accommodate all abutting streets to be improved to the 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.

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.

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, and reforestation, and is fully consistent with applicable code restrictions regarding resource areas.

Streets shall be installed per Chapter [85](#) CDC standards. The City Engineer has the authority to require that street widths match adjacent street widths. Sidewalks shall be installed per CDC [85.200](#)(A)(3) for commercial and office projects, and CDC [85.200](#)(A)(16) and [92.010](#)(H) for residential projects, and applicable provisions of this chapter.

Based upon the City Manager's or Manager's designee's 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.

Response: As provided with this application, Kittelson and Associates, Inc prepared a Transportation Assessment that identifies a trip cap for p.m. peak hour trips based on the previous tenant, an office and call center. The trip cap calls for a limit to weekday vehicle trips of 64 a.m. trips and 10 p.m. peak hour trips. With this limit, the Youth Music Project has proposed a lesson schedule that will place student arrival and departure outside the 5-6 p.m. peak hour window, with lessons beginning at 4:45 and ending at 6:15 p.m. This trip cap will work to limit the impact on the already failing levels of service for the intersections adjacent to the site. This traffic demand management proposal has been reviewed by ODOT and City Staff.

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 [85.170](#)(B)(2). (Ord. 1584, 2008)

Response: As just addressed in the response to CDC 55.100(I)(1), the Transportation Assessment provided by Kittelson does propose a traffic demand management scenario that will minimize adverse impacts on the surrounding transportation system by limiting p.m. peak hour trips during the 5-6 p.m. window. This will be accomplished by scheduling evening lessons to begin at 4:45 and end at 6:15 p.m., outside the window of peak travel.

CHAPTER 58

WILLAMETTE FALLS DRIVE COMMERCIAL DISTRICT DESIGN STANDARDS

58.010 PURPOSE

- A. Implement the goals and policies of the economic element of the Comprehensive Plan relating to the rehabilitation and revitalization of the Willamette Commercial District.
- B. Enhance the historic and aesthetic quality of the Commercial District.
- C. Increase the attractiveness of the commercial areas to tourists, customers, tenants, business owners, and City residents.
- D. Reinforce the commitment to existing commercial buildings of the 1880 – 1915 period and complement the adjacent residential historic district.
- E. Encourage a sense of historic identity for the Willamette area and West Linn as a whole.

Response: The applicant is aware of the purpose and intent of the Willamette Falls Drive commercial district. The Youth Music Project's mission is to provide music education for youth by offering free or low costs lessons, free instrument use, and exceptional performance opportunities. The music lessons offered at the center will draw both students and parents to the Willamette Falls Drive area, and will likely create more consumers and pedestrians around the central commercial district. Also, the Youth Music Project will host occasional evening concerts to showcase student talent and regional musicians, which will bring tourists, customers, and City residents to the district during the evening hours. It can be assumed that a portion of these attendees will dine out and support local retail services during these times. All these elements will work to create a greater sense of place and destination for the commercial district.

58.020 IMPLEMENTATION

The intent and purpose of this chapter shall be carried out by establishing architectural standards of the 1880 – 1915 period which shall be used in new commercial construction and remodels.

Response: The applicant is aware of the architectural standards sought by the district. There are no proposed architectural changes to the current building, but the owner will work with the City to provide period-significant elements if and when any updates are planned.

58.030 APPLICABILITY

- A. The provisions of this chapter shall apply to all new commercial construction, restorations, and remodels on Willamette Falls Drive between 10th and 15th Streets. "Restorations" shall be defined as all exterior repairs, replacement of materials, alterations or changes, including reroofing, painting, window and sign replacement, etc. Failure to obtain a permit shall constitute a Class A infraction pursuant to CDC [106.050](#).
- B. Commercial structures that are also within the historic district as defined in CDC [25.030](#)(A) are required to meet the provisions of Chapter [25](#) CDC in addition to the provisions of this chapter.
- C. Boundary limits. The affected area shall be as delineated in Figure 1, below. Generally, the area is along Willamette Falls Drive between 10th Street and 15th Street.

(Ord. 1350, 1993)

Response: The applicant is aware of the provisions that apply to all new commercial construction. There are no proposed changes to the current building, but the owner will work with the City to provide period-significant elements if and when any updates are planned.

CHAPTER 59 WILLAMETTE NEIGHBORHOOD MIXED USE TRANSITIONAL ZONE

59.010 PURPOSE

The purpose of the mixed use/transitional zone is to provide for a transitional area between commercial and residential zones with a desirable mix of residential land uses with limited commercial land uses. The limited commercial uses allowed in this district are selected for their compatibility with residential uses and their ability to meet the needs of the neighborhood. Uses in this district are intended to be compatible with the design and aesthetic qualities of the adjacent neighborhood. This zone is intended to implement the Willamette neighborhood plan as authorized by the policies set forth in the Comprehensive Plan. (Ord. 1515, 2005; Ord. 1547, 2007)

Response: The applicant is aware of the purpose of the Willamette Neighborhood Mixed Use Transitional Zone. The proposed Youth Music Project site is located at a central commercial intersection, with property frontage along 8th Avenue, 10th Street, and Willamette Falls Rd, three streets designed to handle large volumes of traffic to support retail and commercial use. While other areas in the neighborhood are well suited to serve as a transitional zone, this property is ideally located for a higher-profile tenant.

59.020 PROCEDURES AND APPROVAL PROCESS

- A. A use permitted outright, CDC [59.030](#), is a use that 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](#) CDC.

- B. A use permitted under prescribed conditions, CDC [59.050](#), 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 CDC [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 CDC [99.240](#)(A).
- C. The approval of a conditional use (CDC [59.060](#)) is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter [60](#) CDC, 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](#) CDC.
- D. The following code provisions may be applicable in certain situations:
 - 1. Chapter [65](#) CDC, Non-conforming Uses Involving a Structure.
 - 2. Chapter [66](#) CDC, Non-conforming Structures.
 - 3. Chapter [67](#) CDC, Non-conforming Uses of Land.
 - 4. Chapter [68](#) CDC, Non-conforming Lots, Lots of Record.
 - 5. Chapter [75](#) CDC, Variance. (Ord. 1515, 2005; Ord. 1547, 2007)

Response: This proposed project is subject to conditional use review and approval, based on the different types of community music supporting uses proposed for the site. The applicant is aware that the approval is discretionary with the Planning Commission. All applicable code sections are addressed in this project narrative.

59.060 CONDITIONAL USES

Only the following conditional uses are allowed in this zone subject to the provisions of Chapter [60](#) CDC, Conditional Uses:

- 1. Children's day care center.
 - 2. Community center for civic or cultural events.
 - 5. Religious institution
 - 6. Senior or community center.
 - 14. Eating and drinking establishments except no drive-through service.
 - 15. Retail sales and service, except no drive-through service.
 - 16. Professional and administrative services.
- (Ord. 1515, 2005; Ord. 1547, 2007)

Response: This proposed project is subject to conditional use review and approval, based on the use most closely matching a "Community center for cultural events" as defined in the above use table. The applicant is aware that the approval is discretionary with the Planning Commission. All applicable code sections are addressed in this project narrative.

59.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS

- A. 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 front lot line length or the minimum lot width at the front lot line shall be 35 feet.
 - 2. The average minimum lot width shall be 50 feet.

3. The average minimum lot depth shall not be less than 90 feet.
4. The minimum yard dimensions or minimum building setback area from the lot line shall be:
 - a. For a front yard, 12 feet minimum and 20 feet maximum to the structure, except that a porch, patio, or pedestrian amenity may be six feet from the front property line.
 - b. For an interior side yard, seven and one-half feet.
 - c. For a side yard abutting a street, 12 feet.
 - d. For a rear yard, 20 feet. However, where the use abuts a residential district, the setback distance required in the residential district shall apply, and within the setback area a buffer of at least 10 feet of landscaping in addition to a fence is required.
5. The maximum building height shall be two stories above grade, or 35 feet, whichever is less.
6. Maximum building size for all floors shall not exceed 6,000 square feet above grade excluding porches.
7. The building floor area ratio shall be 0.4, except that the ground floor of the building shall not exceed 5,000 square feet.
8. The minimum lot size shall be 4,500 square feet and the maximum lot size shall be 10,000 square feet, unless defined as an existing lot of record.

Response: The applicant is aware of the dimensional requirements for uses permitted under prescribed conditions within the mixed use transitional zone. This proposed project will make use of the existing building, with no exterior modifications to either the building or surrounding site. Therefore, the existing site configuration will be maintained.

- B. Design standards. All uses in the mixed-use zone shall comply with the provisions of Chapter 55 CDC, except for CDC 55.100(B)(7)(a), (b), (c), (h), (i), and (j). Further, single-family and duplex residential uses shall also comply with the Class I design review standards. In addition, the design standards described below apply to all uses.
1. Residential-style building with single story porch on the front, and on the side where it abuts a street.
 2. New sidewalk construction shall be allowed to match the historical sidewalk standards in this zone.
 3. Off-street parking shall be behind, under, or on the side of building.
 4. Garages shall not extend any closer to the street than the street-facing facade of the house.
 5. There shall be no illuminated outdoor advertising on accessory buildings, equipment, or vending machines
 6. These design standards, subsections (B)(1) through (5) of this section, shall not 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 design standards. However, attempts shall be made to make the design sympathetic to surrounding properties through compatible architecture, enhanced landscaping, setbacks, buffers, and other reasonable means. (Ord. 1515, 2005; Ord. 1547, 2007; Ord. 1565, 2008)

Response: The applicant is aware of the design standards for uses permitted under prescribed conditions within the mixed use transitional zone. This proposed

project will make use of the existing building, with no exterior modifications to either the building or surrounding site. Therefore, the existing site configuration will be maintained.

59.080 ADDITIONAL USE REQUIREMENTS

In addition to all other provisions of this section, the following additional requirements may apply:

- A. Permitted uses may only be open from 6:00 a.m. to 10:00 p.m. and are subject to the noise provisions of Chapter [55](#) CDC.
- B. Exterior business activity shall not take place beyond the rear wall of the building when the subject property abuts a residential district, except for parking and refuse storage. Refuse storage must be buffered or enclosed and may not abut a property line that adjoins a residential zone.
- C. If a qualified historic residential landmark in the Willamette neighborhood is destroyed, it may be rebuilt on the original building footprint. (Ord. 1515, 2005; Ord. 1547, 2007)

Response: The applicant is aware of the additional use requirements. Generally, the hours of operation are 9 a.m. to 7:15 p.m. There is no proposed exterior business activity.

59.090 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 CDC [60.070](#)(A) and (B). (Ord. 1515, 2005; Ord. 1547, 2007)

Response: The applicant is aware of the dimensional requirements for conditional uses within the mixed use transitional zone. This proposed project will make use of the existing building, with no exterior modifications to either the building or surrounding site. Therefore, the existing site configuration and lot size will be maintained.

59.100 OTHER APPLICABLE DEVELOPMENT STANDARDS

The provisions of CDC [25.060](#), [25.070](#), [25.080](#), and [25.090](#), apply to properties currently identified in the West Linn historic inventory, Chapter [26](#) CDC, Historic Landmarks. The following standards apply to all development including permitted uses:

1. Chapter [28](#) CDC, Willamette and Tualatin River Protection.
2. Chapter [36](#) CDC, Manufactured Homes.
3. Chapter [32](#) CDC, Water Resource Area Protection.
4. Chapter [34](#) CDC, Accessory Structures, Accessory Dwelling Units, and Accessory Uses.
5. Chapter [35](#) CDC, Temporary Structures and Uses.
6. Chapter [37](#) CDC, Home Occupations.
7. Chapter [38](#) CDC, Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards.
8. Chapter [40](#) CDC, Building Height Limitations, Exceptions.
9. Chapter [42](#) CDC, Clear Vision Areas.

10. Chapter [44](#) CDC, Fences.
11. Chapter [48](#) CDC, Access, Egress and Circulation.
12. Chapter [46](#) CDC, Off-Street Parking, Loading and Reservoir Areas, except for the provisions of CDC [46.140](#), apply to all uses.
13. Chapter [55](#) CDC, Design Review.
14. Chapter [54](#) CDC, Landscaping.
15. Chapter [53](#) CDC, Sidewalk Use. (Ord. 1547, 2007)

Response: As identified in the Pre-Application notes, the site is subject to the Historic Resources Advisory Board, but does not qualify as a historic property.

CHAPTER 60 CONDITIONAL USES

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)

Response: The applicant is aware of the standards and procedures outlined in the Conditional Use chapter.

60.030 ADMINISTRATION AND APPROVAL PROCESS

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

Response: This proposed project is subject to conditional use review and approval, based on the use most closely matching a “Community center for cultural events” as defined in the above use table. The applicant is aware that the approval is discretionary with the Planning Commission. All applicable code sections and submittal requirements will be addressed and included with this project narrative.

60.040 TIME LIMIT ON A CONDITIONAL USE APPROVAL

Approval of a conditional use that required a design review shall be subject to the time limitations set forth in CDC [55.040](#). Approval of a conditional use that did not require design review shall be void unless either the use is commenced or an extension is granted per CDC [99.325](#) within three years of the approval. (Ord. 1408, 1998; Ord. 1589 § 1 (Exh. A), 2010; Ord. 1604 § 61, 2011)

Response: The applicant is aware of the time limit on a conditional use approval. The applicant will be submitting for Tenant Improvement applications pending approval of the Conditional Use Permit and Class I design review.

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 CDC [99.120](#)(B).

Response: The applicant is aware of the building permit requirements pending conditional use approval. The applicant will be submitting for Tenant Improvement applications pending approval of the Conditional Use Permit and Class I design review.

60.060 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 CDC [99.030](#)(B) and (C).
- C. A prerequisite to the filing of an application is a meeting with the respective City-recognized neighborhood association, per CDC [99.038](#), at which time the applicant will present his/her proposal and receive comments.
- 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 CDC [60.070](#) and which sustains the applicant's burden of proof; and
 - 2. A site plan as provided by CDC [60.080](#).

One original application form must be submitted. Three copies at the original scale and three copies reduced to 11 inches by 17 inches 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.

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. (Ord. 1401, 1997; Ord. 1442, 1999)

Response: The applicant is aware of the application requirements for conditional use approval. This narrative is submitted with all other applicable items to meet the submittal requirements outlined above.

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 CDC [36.030](#), or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:
 - 1. The site size and dimensions provide:

- a. Adequate area for the needs of the proposed use; and
- b. Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses.
2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.
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.
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](#) CDC, if applicable, are met.
7. The use will comply with the applicable policies of the Comprehensive Plan.

Response: The applicant is aware of the approval standards and conditions for conditional use approval. This CUP request is simply for the change in use to allow a community music center and its supporting uses. There are no exterior modifications to either the building or surrounding site. All CDC sections addressed in this narrative provide evidence to support this CUP 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](#) CDC.

Response: The applicant is aware that the proposed CUP is also subject to the development review provisions set forth in CDC 55. A Class I design review application is submitted concurrent with this CUP application. All CDC sections addressed in this narrative provide evidence to support both the CUP and design review request.

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

12. Requiring and designating the size, height, location, and materials for fences.
13. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.

Response: The applicant is aware of the right of the Planning Commission to impose conditions on any conditional use approval which it finds necessary. As there are no proposed changes to the building exterior or surrounding site, the applicant will work with City Staff and Commission to limit the extent of conditions associated with site work and exterior modification.

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, one inch equals 10 feet to one inch equals 30 feet) 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.

Response: The applicant is aware of the requirements for site plan submittal. As there are no changes to the site, all items shown are existing structures, parking areas, landscape areas, etc.

CHAPTER 66 NON-CONFORMING STRUCTURES

66.010 PURPOSE

The zones applied within the City after the effective date of this code may cause some existing structures to become non-conforming in terms of meeting the zone lot coverage, setback, parking, building height, or landscaping requirements. The purpose of this chapter is to permit these non-conforming structures to be used until they are destroyed or made conforming.

Response: As there are no proposed changes to the building exterior or site layout, those items that qualify as non-conforming structures will be allowed to remain. Any future site work will adhere to the current CDC requirements OR a permit for non-conformance or variance will be requested.

85.170 SUPPLEMENTAL SUBMITTAL REQUIREMENTS FOR TENTATIVE SUBDIVISION OR PARTITION PLAN

The following information shall be submitted to supplement the tentative subdivision plan:

B. Transportation.

1. Centerline profiles with extensions shall be provided beyond the limits of the proposed subdivision to the point where grades meet, showing the finished grade of streets and the nature and extent of street construction.
2. Traffic Impact Analysis (TIA).
 - a. Purpose. The purpose of this section of the code is to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule that requires the City to adopt a process to apply conditions to development proposals in order to minimize adverse impacts to and protect transportation facilities. This section establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a Traffic Impact Study; and who is qualified to prepare the study.
 - b. Typical average daily trips. The latest edition of the Trip Generation manual, published by the Institute of Transportation Engineers (ITE) shall be used as the standards by which to gauge average daily vehicle trips.
 - c. When required. A Traffic Impact Analysis may be required to be submitted to the City with a land use application, when the following conditions apply:
 - 1) The development application involves one or more of the following actions:
 - (A) A change in zoning or a plan amendment designation; or
 - (B) Any proposed development or land use action that ODOT states may have operational or safety concerns along a State highway; and
 - (C) The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:

- (1) An increase in site traffic volume generation by 250 average daily trips (ADT) or more (or as required by the City Engineer); or
- (2) An increase in use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day; or
- (3) The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State highway, creating a safety hazard; or
- (4) The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or
- (5) A change in internal traffic patterns that may cause safety problems, such as backup onto the highway or traffic crashes in the approach area.

Response: The applicant has submitted a Transportation Assessment prepared by Kittelson & Associates, Inc. which addresses historic transportation trip generation as well as levels of service for the surrounding area. Based on input from ODOT and City Staff, a trip cap limit was placed on weekday trips. This trip cap limits a.m. peak trips to 64 trips, while the p.m. cap is 10 trips. Through a traffic demand management presented by Kittelson and the applicant, these a.m. and p.m. peak trips will be adhered to by placing lesson times outside the peak hours of travel. This mitigation strategy will work so that the local transportation network will not be further worsened by the proposed community music center proposal.

- f. Conditions of approval. The City may deny, approve, or approve the proposal with appropriate conditions.
- 1) Dedication of land for streets, transit facilities, sidewalks, bikeways, paths, or accessways shall be required where the existing transportation system will be impacted by or is inadequate to handle the additional burden caused by the proposed use.
 - 2) Improvements such as paving, curbing, installation or contribution to traffic signals, or construction of sidewalks, bikeways, accessways, paths, or streets that serve the proposed use where the existing transportation system may be burdened by the proposed use may be required.

Response: The applicant is aware of the approval standards and conditions for conditional use approval. This CUP request is simply for the change in use to allow a community music center and its supporting uses. The proposed traffic demand management mitigation strategy will work so that the local transportation network will not be further worsened by the proposed community music center proposal.

CHAPTER 99 PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL

99.010 PURPOSE

The purpose of this chapter is to establish procedures applicable to the Community Development Code for the consideration of development applications, for the consideration of quasi-judicial Comprehensive Plan amendments, and for the consideration of appeals or petitions for review of decisions. (Ord. 1474, 2001; Ord. 1568, 2008)

Response: The applicant is aware of the approval standards and procedures for both conditional use and Class I design review approval. This CUP request is simply for the change in use to allow a community music center and its supporting uses. There are no exterior modifications to either the building or surrounding site. All CDC sections addressed in this narrative provide evidence to support this CUP request.

99.038 NEIGHBORHOOD CONTACT REQUIRED FOR CERTAIN APPLICATIONS

Prior to submittal of an application for any subdivision, conditional use permit, multi-family project, planned unit development, commercial, office, or industrial development of over 1,500 square feet, or a zone change that requires a Comprehensive Plan amendment, the applicant shall contact and discuss the proposed development with any affected neighborhood as provided in this section. Although not required for other or smaller projects, contact with neighbors is highly recommended. The Planning Director may require neighborhood contact pursuant to this section prior to the filing of an application for any other development permit if the Director deems neighborhood contact to be beneficial.

A. Purpose. The purpose of neighborhood contact is to identify potential issues or conflicts regarding a proposed application so that they may be addressed prior to filing. This contact is intended to result in a better application and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands, or denials. The City expects an applicant to take the reasonable concerns and recommendations of the neighborhood into consideration when preparing an application. The City expects the neighborhood association to work with the applicant to provide such input.

B. The applicant shall contact by letter all recognized neighborhood associations whose boundaries contain all or part of the site of the proposed development and all property owners within 500 feet of the site.

C. The letter shall be sent by certified mail, return receipt requested, to the president of the neighborhood association, and to one designee as submitted to the City by the neighborhood association, and shall be sent by regular mail to the other officers of the association and the property owners within 500 feet. If another neighborhood association boundary is located within the 500-foot notice radius, the letter shall be sent to that association's president, and to one designee as submitted to the City by the neighborhood association as well. The letter shall briefly describe the nature and location of the proposed development, and invite the association and interested persons to a meeting to discuss the proposal in more detail. The meeting shall be scheduled at the association's regularly scheduled monthly meeting, or at another time at the discretion of the association, and not less than 20 days from the date of mailing of the notice. If the meeting is scheduled as part of the association's regular monthly meeting, the letter shall

explain that the proposal may not be the only topic of discussion on the meeting agenda. The letter shall encourage concerned citizens to contact their association president, or their association designee, with any questions that they may want to relay to the applicant.

Neighborhood contact shall be initiated by the applicant by mailing the association president, and to one designee as submitted to the City by the neighborhood association, a letter, return receipt requested, formally requesting, within 60 days, a date and location to have their required neighborhood meeting. The 60 days shall be calculated from the date that the applicant mails this letter to the association. If the neighborhood association does not want to meet within the 60-day timeframe, or if there is no neighborhood association, the applicant may hold a public meeting during the evening after 6:00 p.m., or on the weekend no less than 20 days from the date of mailing of the notice. All meetings shall be held at a location open to the public within the boundaries of the association or at a public facility within the City of West Linn. If the meeting is held at a business, it shall be posted at the time of the meeting as the meeting place and shall note that the meeting is open to the public and all interested persons may attend.

D. On the same date the letters described in subsections A through C of this section are mailed, the applicant shall provide and post notice on the property subject to the proposed application. The notice shall be posted at a location visible from the public right-of-way. If the site is not located adjacent to a through street, then an additional sign shall be posted on the nearest through street. The sign notice shall be at least 11 inches by 17 inches in size on durable material and in clear, legible writing. The notice shall state that the site may be subject to a proposed development (e.g., subdivision, variance, conditional use) and shall set forth the name of the applicant and a telephone number where the applicant can be reached for additional information. The site shall remain posted until the conclusion of the meeting.

E. An application shall not be accepted as complete unless and until the applicant demonstrates compliance with this section by including with the application:

1. A copy of the certified letter to the neighborhood association with a copy of return receipt;
2. A copy of the letter to officers of the association and to property owners within 500 feet, including an affidavit of mailing and a copy of the mailing list containing the names and addresses of such owners and residents;
3. A copy of the required posted notice, along with an affidavit of posting;
4. A copy of the minutes of the meetings, produced by the neighborhood association, which shall include a record of any verbal comments received, and copies of any written comments from property owners, residents, and neighborhood association members. If there are no minutes, the applicant may provide a summary of the meeting comments. The applicant shall also send a copy of the summary to the chair of the neighborhood association. The chair shall be allowed to supplement the summary with any additional comments regarding the content of the meeting, as long as such comments are filed before the record is closed;
5. An audiotape of the meeting; and

6. In the event that it is discovered by staff that the aforementioned procedures of this section were not followed, or that a review of the audio tape and meeting minutes show the applicant has made a material misrepresentation of the project at the neighborhood meeting, the application shall be deemed incomplete until the applicant demonstrates compliance with this section. (Ord. 1425, 1998; Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1590 § 1, 2009)

Response: The applicant and applicant's representative, Cardno WRG, attended a Willamette Neighborhood Association meeting on October 10, 2012. The proposed project was discussed with the WNA and meeting attendees unanimously passed a resolution in support of the proposed Youth Music Project permit application. The posting and mailing affidavits and meeting agenda are included with this submittal package.

III. CONCLUSION

As demonstrated by the responses provided in this narrative and the supporting exhibits and the attached Site Plan, the applicant does meet all provisions applicable to Conditional Use Permitting and Class I Design Review approval. The requested permits are filed to address the change in use to a community music center; no other site work or changes to the building exterior are proposed. The enclosed Transportation Assessment drafted by Kittelson & Associates, Inc., does address trip generation and proposes a traffic demand management approach to limit peak hour trips into and out of the site. As an organization, Youth Music Project would bring a well-respected non-profit into the Willamette Falls commercial area that would bring more users and visitors to the area. Based on input received from the Willamette Neighborhood Association meeting held on October 10, 2012, this project is supported and would be a welcome addition to the community. Therefore, the applicant requests both CUP and Class I design review recommendation for approval to the Planning Commission.

DEVELOPMENT REVIEW APPLICATION

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

Type of Review (Please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Historic Review | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal and Review (AP) * | <input type="checkbox"/> Legislative Plan or Change | <input type="checkbox"/> Temporary Uses * |
| <input checked="" type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Lot Line Adjustment (LLA) */** | <input type="checkbox"/> Time Extension * |
| <input checked="" type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Minor Partition (MIP) (Preliminary Plat or Plan) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Easement Vacation | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP) |
| <input type="checkbox"/> Final Plat or Plan (FP) | <input type="checkbox"/> Pre-Application Conference (PA) */** | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG) |
| <input type="checkbox"/> Flood Management Area | <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Hillside Protection & Erosion Control | | |

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

Site Location/Address:

2015 8th Avenue West Linn, OR 97068

Assessor's Map No.: 31E02BA0

Tax Lot(s): 0100

Total Land Area: 0.94 acres

Brief Description of Proposal: CUP and Class I Design Review for a proposed music-based community center that will include group & private lessons, musical ensembles, & instructional day camps.

Applicant Name: Marie Lamfrom Charitable Foundation -- Charles Lewis
(please print)

Phone: (503) 616-5967 ext 101

Address: 2040 8th Avenue, Suite 202

Email: charles@marielamfromcf.org

City State Zip: West Linn, OR 97068

Owner Name (required): Marie Lamfrom Charitable Foundation -- Charles Lewis
(please print)

Phone: (503) 616-5967 ext 101

Address: 2040 8th Avenue, Suite 202

Email: charles@marielamfromcf.org

City State Zip: West Linn, OR 97068

Consultant Name: Cardno WRG-- Thatch Moyle
(please print)

Phone: (503) 419-2500

Address: 5415 SW Westgate Drive, Suite 100

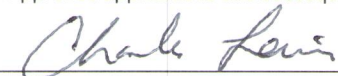
Email: thatch.moyle@cardno.com

City State Zip: Portland, OR 97221

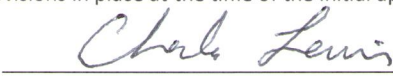
1. All application fees are non-refundable (excluding deposit). **Any overruns to deposit will result in additional billing.**
2. The owner/applicant or their representative should be present at all public hearings.
3. A denial or approval may be reversed on appeal. No permit will be in effect until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

* No CD required / ** Only one hard-copy set needed

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


Applicant's signature

10/15/12
Date


Owner's signature (required)

10/15/12
Date



LEGEND

---	EXISTING ROW LINE
- - - - -	EXISTING 2' CONTOUR
.....	EXISTING 10' CONTOUR
---	EXISTING STRIPING
---	EXISTING BUILDING LINE
---	PROPOSED IMPROVEMENTS LINE
---	EXISTING LIGHT
---	PROPOSED LIGHT

SITE INFORMATION

TOTAL SITE AREA:	40,908 SF (.939 AC)
TOTAL LANDSCAPED AREA:	6,000 SF (14.67%)

PARKING INFORMATION

STANDARD PARKING STALLS:	40
HANDICAP PARKING STALLS:	3
COMPACT PARKING STALLS:	0

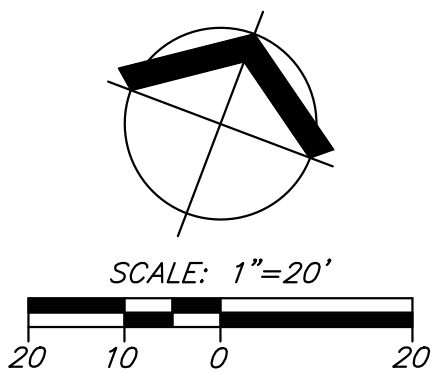
TOTAL PARKING STALLS:	43
BICYCLE PARKING:	PROVIDED INSIDE BUILDING

SITE INFORMATION

- SLOPE ANALYSIS: ALL SLOPES ON SITE ARE LESS THAN 15%
- FLOOD PLAIN: N/A
- NEW PLANT MATERIAL: NONE
- NEW SIGNS: LEFT TURN ONLY (SEE PLAN)
- GROUND WATER DEPTH: 25-32"
- LANDSLIDE AREAS: NONE
- EROSION POTENTIAL: SLIGHT EROSION POTENTIAL PER NRCS WEB SOIL SURVEY
- WETLANDS/MARSH AREAS: NONE
- WILDLIFE HABITAT AREAS: NONE
- LARGE ROCK OUTCROPPINGS: NONE

OWNER INFORMATION

MARIE LAMFROM CHARITABLE FOUNDATION
2040 8TH AVENUE, SUITE 202
WEST LINN, OR 97068
(503)-616-5967, EXT 101





Commercial Division
25 NW 23rd Place, Suite 1
Portland, OR 97210

Date Prepared: **June 13, 2012**

PRELIMINARY TITLE REPORT

Order Number: **12011134**

Property: **2015 8th Avenue
West Linn, OR 97068**

Seller: **B & F Properties II, LLC**

Buyer **Marie Lamfrom Charitable Foundation**

WFG National Title Insurance Company is prepared to issue a title insurance policy, as of the effective date and in the form and amount shown on Schedule A, subject to the conditions, stipulations and exclusions from coverage appearing in the policy form and subject to the exceptions shown on Schedule B. This report is preliminary to the issuance of a policy of title insurance issued by WFG National Title Insurance Company and shall become null and void unless a policy is issued and the full premium paid.

This report is for the exclusive use of the person to whom it is addressed. Title insurance is conditioned on recordation of satisfactory instruments that establish the interests of the parties to be insured; until such recordation, the Company may cancel or revise this report for any reason.

Any questions regarding this transaction should be directed to Heidi Rogers, your escrow officer at 503-219-9088 or email at hrogers@wfgnationaltitle.com.

SCHEDULE A

1. The effective date of this preliminary title report is 8:00 A.M. on June 06, 2012
2. The policies and endorsements to be insured and the related charges are:

<u>Policy/Endorsement Description</u>	<u>Liability</u>	<u>Charge</u>
	\$2,500,000.00	\$3,263.00
Basic Owner	\$4,350.00	
ReIssue Owner	\$-1,087.00	
PROPOSED INSURED for Owner's Policy Marie Lamfrom Charitable Foundation		
2006 ALTA Extended Lender's Policy		\$TBD
Simultaneous Loan	\$TBD	
OTIRO End. 209.3-06	\$100.00	
PROPOSED INSURED for Lender's Policy		

Local Government Lien Search	\$25.00
------------------------------	---------

Agent portion of above Premiums is: 0
Underwriter portion of above Premiums is: \$TBD

This is a preliminary billing only, a consolidated statement of all charges, credits and advances, if any, in connection with this order will be provided at closing.

3. Title to the land described herein is vested in:

B & F Properties II, LLC, an Oregon limited liability company

4. The estate or interest in land is:

Fee Simple

5. The land referred to in this report is described as follows:

Lot 56, Willamette Tracts, in the City of West Linn, County of Clackamas and State of Oregon. EXCEPTING therefrom that portion conveyed by Warranty Deed to City of West Linn, an Oregon municipal corporation, recorded November 14, 1984 as Fee No. 84040074.

SCHEDULE B

GENERAL EXCEPTIONS

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

SPECIAL EXCEPTIONS

6. Unpaid Taxes for 2011-2012
Levied Amount : \$13,081.32, plus interest and fees, if any
Property ID No. : 00748757
Levy Code : 003-002
Map Tax Lot No. : 31E02BA 00100
7. City liens, if any, of the City of West Linn. We find none as of June 6, 2012.
8. Rights of the public in and to any portion of the herein described premises lying within the boundaries of streets, roads or highways.
9. Trust Deed, including the terms and provisions thereof to secure the amount noted below and other amounts secured thereunder, if any:
Grantor : B&F Properties II, LLC, an Oregon limited liability company
Trustee : Fidelity National Title
Beneficiary : Willamette Capital Investments, LLC
Dated : July 1, 2011
Recorded : July 15, 2011
Recording No. : 2011-039767
Amount : \$2,000,000.00
Loan No. : None shown
10. The requirement that a copy of the Operating Agreement and Articles of Organization of B&F Properties II, LLC, an Oregon limited liability company be submitted to us for examination. Any conveyance or encumbrance by said Company should be executed in accordance with the Operating Agreement of said Company.

11. Any unrecorded leases or rights of tenants in possession.
12. Parties in possession, or claiming to be in possession, other than the vestees shown herein. For the purposes of ALTA Extended coverage, we will require an Affidavit of Possession be completed and returned to us. Exception may be taken to such matters as may be shown thereby.
13. Statutory liens for labor or materials, including liens for contributions due to the State of Oregon for unemployment compensation and for workmen's compensation, which have now gained or hereafter may gain priority over the lien of the insured mortgage where no notice of such liens appear of record.

END OF EXCEPTIONS

NOTE: No search has been made for Financing Statements filed in the office of the Secretary of State. Exception may be taken to such matters as may be shown thereby. No liability is assumed if a Financing Statement is filed in the office of the County Recorder covering timber, crops, fixtures or contracts on the premises wherein the lands are described other than by metes and bounds or under the rectangular survey system or by recorded lot and block.

NOTE: The following is provided for informational purposes only and will not be shown in the policy to be issued:

We find the following Deed(s) recorded on said property in the past 24 months:

Document type	:	Statutory Warranty Deed
Grantor	:	Willamette Capital Investments, LLC, an Oregon limited liability company
Grantee	:	B&F Properties II, LLC, an Oregon limited liability company
Recorded	:	July 15, 2011
Recording No.	:	2011-039766

NOTE: We find NO judgments or Federal Tax Liens against Marie Lamfrom Charitable Foundation.

NOTE: The fact that, according to information provided by the State of Oregon, Corporation Division Marie Lamfrom Charitable Foundation is not registered to do business in the State of Oregon. Any limitation that such failure to register may place on the rights of said party, including but not limited to those limitations provided by statute, is hereby excepted.

NOTE: The Oregon Corporation Commission disclosed that B&F Properties II, LLC, is an active Oregon limited liability company:

Filed	:	November 15, 2010
Member	:	Robert Fernandez
Member	:	Margaret Boone
Registered Agent	:	Michael D. Williams

NOTE: THE FOLLOWING NOTICE IS REQUIRED BY STATE LAW: YOU WILL BE REVIEWING, APPROVING AND SIGNING IMPORTANT DOCUMENTS AT CLOSING. LEGAL CONSEQUENCES FOLLOW FROM THE SELECTION AND USE OF THESE DOCUMENTS. YOU MAY CONSULT AN ATTORNEY ABOUT THESE DOCUMENTS. YOU SHOULD CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE TRANSACTION OR ABOUT THESE DOCUMENTS. IF YOU WISH TO REVIEW TRANSACTION DOCUMENTS THAT YOU HAVE NOT SEEN, CONTACT THE ESCROW AGENT.

End of Report

Diane Brokke
dbrokke@wfgnationaltitle.com



PRELIMINARY TITLE REPORT

WFG National Title Insurance Company is prepared to issue, as of the date specified in the attached Preliminary Title Report (the Report), a policy or policies of title insurance as listed in the Report and describing the land and the estate or interest set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as a General or Specific Exception or not excluded from coverage pursuant to the printed Exclusions and Conditions of the policy form(s).

The printed General Exceptions and Exclusions from the coverage of the policy or policies are listed in Exhibit One to the Report. In addition, the forms of the policy or policies to be issued may contain certain contract clauses, including an arbitration clause, which could affect the party's rights. Copies of the policy forms should be read. They are available from the office which issued the Report.

The Report (and any amendments) is preliminary to and issued solely for the purpose of facilitating the issuance of a policy of title insurance at the time the real estate transaction in question is closed and no liability is assumed in the Report.

The policy(s) of title insurance to be issued will be policy(s) of WFG National Title Insurance Company.

Please read the Specific Exceptions shown in the Report and the General Exceptions and Exclusions listed in Exhibit One carefully. The list of Specific and General Exceptions and Exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy to be issued and should be read and carefully considered.

It is important to note that the Report is not an abstract of title, a written representation as to the complete condition of the title of the property in question, and may not list all liens, defects and encumbrances affecting title to the land.

The Report is for the exclusive use of the parties to this transaction, and the Company does not have any liability to any third parties or any liability under the terms of the policy(s) to be issued until the full premium is paid. Until all necessary documents are recorded in the public record, the Company reserves the right to amend the Report.

Countersigned

CSucker

Exhibit One
2006 American Land Title Association Loan Policy 6-17-06
EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (i) the occupancy, use, or enjoyment of the Land;
 - (ii) the character, dimensions, or location of any improvement erected on the Land;
 - (iii) the subdivision of land; or
 - (iv) environmental protection;or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
 - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
 - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
 - (c) resulting in no loss or damage to the Insured Claimant;
 - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
 - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
 - (a) a fraudulent conveyance or fraudulent transfer, or
 - (b) a preferential transfer for any reason not stated in Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

THE ABOVE POLICY FORM MAY BE ISSUED TO AFFORD EITHER Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage:

SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

2006 AMERICAN LAND TITLE ASSOCIATION OWNER'S POLICY 6-17-06
EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (i) the occupancy, use, or enjoyment of the Land;
 - (ii) the character, dimensions, or location of any improvement erected on the Land;
 - (iii) the subdivision of land; or
 - (iv) environmental protection;or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
 - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
 - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
 - (c) resulting in no loss or damage to the Insured Claimant;
 - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
 - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
 - (a) a fraudulent conveyance or fraudulent transfer; or
 - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
 2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
 3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
 4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
- Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.



Privacy Policy Notice

PURPOSE OF THIS NOTICE

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of WFG National Title Insurance Company.

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you, such as on applications or other forms
- Information about your transactions we secure from our files, or from our affiliates, or others.
- Information that we receive from a consumer reporting agency.
- Information that we receive from others involved in your transaction, such as the real estate agent or lender.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

We may disclose any of the above information that we collect about our customers or former customers to our affiliates or to nonaffiliated third parties as permitted by law.

We also may disclose this information about our customers or former customers to the following types of nonaffiliated companies that perform marketing services on our behalf or with whom we have joint marketing agreements:

- Financial service providers such as companies engaged in banking, consumer finance, securities and insurance.
- Non-financial companies such as envelope stuffers and other fulfillment service providers.

WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

If you have any questions about this Privacy Policy Notice, please contact us by writing to:

WFG National Title Insurance Company
12909 SW 68th Pkwy, Suite 350
Portland, OR 97223

This map is a copy of public record and is provided solely for informational purposes. WFG National Title assumes no liability for variations, if any, in dimensions, area or location of the premises or the location of improvements.

58

67

FIDELITY NATIONAL TITLE CO. 01-2010 0020764-C

RECORDING REQUESTED BY:
Fidelity National Title Company of Oregon

Clackamas County Official Records
Sherry Hall, County Clerk

2011-039766



\$67.00

07/15/2011 02:00:03 PM

D-D Cnt=1 Stn=4 KANNA
\$25.00 \$10.00 \$16.00 \$16.00

GRANTOR'S NAME:
Willamette Capital Investments, LLC, an Oregon
limited liability company

GRANTEE'S NAME:
B&F Properties II, LLC, an Oregon limited liability
company

SEND TAX STATEMENTS TO:
B&F Properties II, LLC, an Oregon limited liability
company
8995 SW Miley Rd., Suite 209
Willsonville, OR 97070

AFTER RECORDING RETURN TO:
B&F Properties II, LLC, an Oregon limited liability
company
2014 Willamette Falls Drive
West Linn, OR 97068

Escrow No: 20100020754-FTPOR01

2014 Willamette Falls Drive
West Linn, OR 97068

SPACE ABOVE THIS LINE FOR RECORDER'S USE

STATUTORY WARRANTY DEED

Willamette Capital Investments, LLC, an Oregon limited liability company, Grantor, conveys and warrants to B&F Properties II, LLC, an Oregon limited liability company, Grantee, the following described real property, free and clear of encumbrances except as specifically set forth below, situated in the County of Clackamas, State of Oregon:

Lot 56, WILLAMETTE TRACTS, in the City of West Linn, Clackamas County, Oregon.

Excepting therefrom that portion conveyed in Warranty Deed to City of West Linn, an Oregon municipal corporation, recorded November 14, 1984, as Fee No. 84 40074.

Subject to and excepting:

See attached Exhibit "A"

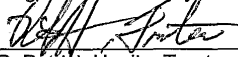
BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009.

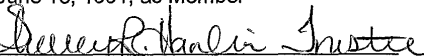
THE TRUE AND ACTUAL CONSIDERATION FOR THIS CONVEYANCE IS \$2,000,000.00.
(See ORS 93.030)

DATED: July 11, 2011

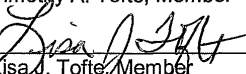
20100020754-FTPOR01
Deed (Warranty-Statutory)

Willamette Capital Investments, LLC,
an Oregon limited liability company

By: 
R. Patrick Hanlin, Trustee of the
R. Patrick Hanlin Living Trust dated
June 13, 1991, as Member

By: 
Shelley R. Hanlin, Trustee of the
Shelley R. Hanlin Living Trust dated
June 13, 1991, as Member

By: 
Timothy A. Toffe, Member

By: 
Lisa J. Toffe, Member

2

STATE OF Oregon)

) ss.

COUNTY OF Clackamas)

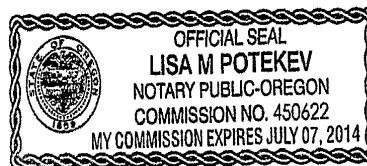
I certify that I know of have satisfactory evidence that R. Patrick Hanlin, Trustee of the R. Patrick Hanlin Living Trust dated June 13, 1991, as Member, of Willamette Capital Investments, LLC an Oregon limited liability company is the person who appeared before me, and said person acknowledged that he signed this instrument and was authorized to execute this instrument and acknowledged it to be their free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 1st day of July, 2011

Lisa M. Potekev

Notary Public for the State of Oregon

My Commission expires: 7/7/2014



STATE OF Oregon)

) ss.

COUNTY OF Clackamas)

I certify that I know of have satisfactory evidence that Shelley R. Hanlin, Trustee of the Shelley R. Hanlin Living Trust dated June 13, 1991, as Member, of Willamette Capital Investments, LLC, an Oregon limited liability company is the person who appeared before me, and said person acknowledged that she signed this instrument and was authorized to execute this instrument and acknowledged it to be their free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 1st day of July, 2011

Lisa M. Potekev

Notary Public for the State of Oregon

My Commission expires: 7/7/2014



STATE OF Oregon)

) ss.

COUNTY OF Clackamas

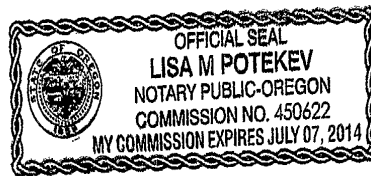
I certify that I know of have satisfactory evidence that Timothy A. Tofte, as Member, of Willamette Capital Investments, LLC, an Oregon limited liability company is the person who appeared before me, and said person acknowledged that she signed this instrument and was authorized to execute this instrument and acknowledged it to be their free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 1st day of July, 2011

Lisa M. Potekev

Notary Public for the State of Oregon

My Commission expires: 7/7/2014



STATE OF Oregon)

) ss.

COUNTY OF Clackamas

I certify that I know of have satisfactory evidence that Lisa J. Tofte, as Member, of Willamette Capital Investments, LLC, an Oregon limited liability company is the person who appeared before me, and said person acknowledged that she signed this instrument and was authorized to execute this instrument and acknowledged it to be their free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 1st day of July, 2011

Lisa M. Potekev

Notary Public for the State of Oregon

My Commission expires: 7/7/2014

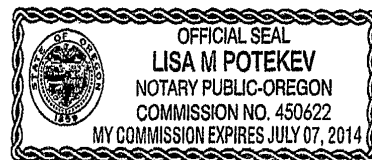


Exhibit "A"

1. Property taxes in an undetermined amount, which are a lien but not yet payable, including any assessments collected with taxes to be levied for the fiscal year 2011-2012.
2. City Liens, if any, in favor of the City of West Linn.
3. Unrecorded leases and/or periodic tenancies, if any.



Clackamas County
 Department of Assessment and Taxation
 150 Beaver Creek Rd
 Oregon City, Oregon 97045
 503-655-8671

Property Account Summary

Parcel Number	00748757	Situs Address	2015 8TH AVE , WEST LINN, OR 97068
---------------	----------	---------------	------------------------------------

General Information

Alternate Property #	31E02BA00100
Property Description	147 WILLAMETTE TRACTS TR 1-64 PT LT 56
Property Category	Land &/or Buildings
Status	Active, Locally Assessed
Tax Code Area	003-002
Remarks	

Tax Rate

Description	Rate
Taxable Fire District Value	1.9302
Taxable Value	16.5705

Property Characteristics

Neighborhood	15831: West Linn/Willamette old town 100, 101
Land Class Category	101: Residential land improved
Change property ratio	1XX

Related Properties

No Values Found

Parties

Role	Percent	Name	Address
Taxpayer	100	B & F PROPERTIES II LLC	2014 WILLAMETTE FALLS DR, WEST LINN, OR 97068 USA
Owner	100	B & F PROPERTIES II LLC	2014 WILLAMETTE FALLS DR, WEST LINN, OR 97068 USA

Property Values

Description	2011	2010	2009	2008	2007
AVR Total	746,967	725,211	704,088	683,581	799,508
Exempt			0	683,581	799,508
TVR Total	746,967	725,211	704,088	0	0
Real Mkt Land	219,540	228,321	261,984	288,328	288,328
Real Mkt Bldg	719,930	749,720	858,950	943,350	943,350
Real Mkt Total	939,470	978,041	1,120,934	1,231,678	1,231,678
M5 Mkt Land	219,540	228,321	261,984	288,328	288,328
M5 SAV	0	0	0	0	0
M5 Mkt Bldg	719,930	749,720	858,950	943,350	943,350
SAVL (MAV Use Portion)					
MAV (Market Portion)	746,967	725,211	704,088	683,581	799,508
Mkt Exception	0	0	0	0	0
AV Exception	0	0	0	0	0

Active Exemptions

No Exemptions Found

Events

Effective Date	Entry Date-Time	Type	Remarks
07/15/2011	2011-07-27 09:06:00.000	Recording Processed	Property Transfer Filing No.: 218374, Warranty Deed, Recording No.: 2011-039766 07/15/2011 by LISABAY
07/15/2011	2011-07-27 09:06:00.000	Taxpayer Changed	Property Transfer Filing No.: 218374 07/15/2011 by LISABAY
02/02/2011	2011-02-02 16:03:00.000	The situs address has changed	by JEANETTE
07/21/2010	2010-07-21 14:53:00.000	Property Characteristic Changed	2009 Tax Liability ORS 311 changed from CALL FOR AMOUNT to \$13,041.12 by JUDYHAM TRC 2009-1571
01/28/2009	2009-01-28 13:04:00.000	Tax Bill Recalculation	Error or Omission for 2008 performed by JUDYHAM TRC 2008-0544
06/25/2008	2008-07-17 10:11:00.000	Recording Processed	Property Transfer Filing No.: 178484, Warranty Deed, Recording No.: 2008-046144 06/25/2008 by ROMANSIE
06/25/2008	2008-07-17 10:11:00.000	Taxpayer Changed	Property Transfer Filing No.: 178484 06/25/2008 by ROMANSIE
04/05/2004	2004-04-05 10:05:00.000	Annexation Completed For Property	Annex to TVFR, Ord 03-13 for 2004-Revise TCA Membership by JENMAYO
07/01/1999	1999-07-01 12:00:00.000	Ownership at Conversion	Conversion deed: 582-360 , , \$ 0

Taxes

Tax Year	Category	TCA/District	Charged	Minimum	Balance Due	Due Date
2010	Clerical Error	MISCCE001	13,041.12	0.00	0.00	11/15/2010
2010	Property Tax Principal	003-002	13,118.17	0.00	0.00	11/15/2010
2011	Property Tax Interest	003-002	697.67	697.67	697.67	06/13/2012
2011	Property Tax Principal	003-002	13,081.32	13,081.32	13,081.32	11/15/2011
TOTAL Due as of 2012/06/13			13,778.99	13,778.99	13,778.99	

Receipts

Date	Receipt	Amount Applied	Amount Due	Tendered	Change
2010/11/16	2982752	26,159.29	26,159.29	25,374.51	0.00
2008/11/06	2509565	0.00	12,220.58	11,853.96	0.00

Sales History

Transfer Date	Recording Number	Sale Amount	Deed Type	Grantee	Grantor
07/11/2011	2011-039766	2,075,000	S	B & F PROPERTIES II LLC	WILLAMETTE CAPITAL INVESTMENTS LLC
06/24/2008	2008-046144	3,050,000	S	WILLAMETTE CAPITAL INVESTMENTS LLC	WILLAMETTE CHURCH OF CHRIST

Property Details

Living Area Sq Ft	Manf Struct Size	Year Built	Improvement Grade	Stories	Bedrooms	Full Baths	Half Baths

Developed by ASIX, Incorporated.

@2005 All rights reserved.

Version 1.0.3357.16890

FIDELITY NATIONAL TITLE CO. 01-20100020764 -C

148
112

Recording requested by:

Fidelity National Title

After recording return to:
Willamette Capital Investments, LLC
Attn: R. Patrick Hanlin
24979 SW Quailview Drive
Wilsonville, OR 97070

Clackamas County Official Records
Sherry Hall, County Clerk

2011-039767



\$112.00

01508004201100397670140141

07/15/2011 02:03:32 PM

M-TD Cnt=1 Stn=4 KANNA
\$70.00 \$16.00 \$16.00 \$10.00

TRUST DEED COMMERCIAL PROPERTY

Date: July 1, 2011

Grantor: B&F Properties II, LLC, an Oregon limited liability company
Beneficiary: Willamette Capital Investments, LLC
Trustee: Fidelity National Title

RECITALS:

- A. **Grantor** is the owner of real property described on **Exhibit "A"** hereto, including all appurtenances, buildings and existing or future improvements located thereon and all fixtures and attachments thereof, all of which real property is hereinafter collectively referred to as the "**Trust Property**";
- B. **Beneficiary** has agreed to lend to **Grantor**, and the **Grantor** has agreed to borrow from **Beneficiary**, the sum of Two-Million dollars (\$2,000,000) upon the terms and conditions set out herein and in a promissory note (the "**Note**") dated concurrently with this Trust with final payment due on July 1, 2016 which is the maturity date of this Commercial Trust Deed (unless extended by the **Beneficiary** pursuant to the terms of the Note). **Grantor** has agreed to deed to **Beneficiary** the Trust Property to secure punctual payment of the Note and any other indebtedness owing by the **Grantor** to the **Beneficiary** and to secure performance of all of the obligations under the Note, under this Commercial Trust Deed and under any other instruments evidencing an indebtedness of the **Grantor** to the **Beneficiary**.

THEREFORE, to secure payment by the **Grantor** of the indebtedness to be evidenced by the Note in strict accordance with its terms, including payment of interest thereon and payment of any late charges for which provision is made in the Note, and performance by the **Grantor** of the covenants contained herein and in the Note by them to be performed, and to secure payment of any other indebtedness of the **Grantor** to **Beneficiary** which arises directly or indirectly out of the Note or this Commercial Trust Deed, **Grantor** hereby grants, bargains, sells and conveys to the **Beneficiary**, in trust, with power of sale, the Trust Property and presently assigns the rents, revenues, income, issues and profits there from to the **Beneficiary**, its successors and its assigns, upon the terms set forth herein.

PROVIDED, HOWEVER, that until the occurrence of an event of default, **Grantor** may remain in control of and operate and manage the Trust Property and collect and enjoy the rents, revenues, income, issues and profits there from; and

PROVIDED, FURTHER, that if the **Grantor** shall make all payments for which provision is made in the Note in strict accordance with the terms thereof and shall perform all of the covenants contained herein, and shall make all payments due on any other indebtedness and

shall perform all of the covenants contained in the Note and this Commercial Trust Deed, then **Beneficiary** shall execute and deliver to **Grantor**, without warranty, a re-conveyance of the Trust Property.

1. Grantor's Covenants And Warranties

1.1 Warranty of Title

Grantor warrants that it holds good and merchantable title to all of the Trust Property subject to no other liens or encumbrances.

1.2 Taxes and Assessments; Liens and Claims

1.2.1 Payment. When taxes become due and payable, **Grantor** shall pay all taxes and all assessments imposed against the Trust Property and all claims and demands arising from the **Grantor's** use or occupancy of the Trust Property.

1.2.2 Protection of the Trust Property from Liens. **Grantor** shall not permit any lien prior or equal to the **Beneficiary's** title to be imposed upon the Trust Property, except liens for taxes or assessments assessed but not yet due.

1.2.3 Grantor's Right to Contest. **Grantor** may withhold payment of any taxes, assessments, claims or demands or may elect to contest any lien if **Grantor** is in good faith conducting appropriate proceedings to contest its obligation to pay and for so long as the **Beneficiary's** interest in the Trust Property is not jeopardized. If the Trust Property is subjected to a lien which is not discharged within 30 days from the date that the notice of claim of lien is filed, **Grantor** shall deposit or cause to be deposited with **Beneficiary** cash, a sufficient corporate surety bond or other security reasonably satisfactory to **Beneficiary** in an amount adequate to provide for discharge of the lien plus any interest, cost, attorney fees or other charges that could accrue to the lien or **Beneficiary** as a result of foreclosure or sale. In any contest **Grantor** shall at **Grantor's** expense defend itself and **Beneficiary** and shall satisfy any final adverse judgment before enforcement against the Trust Property can occur.

1.3 Insurance

1.3.1 Proof of Insurance: On an annual basis **Grantor** will forward to **Beneficiary** proof of insurance coverage covering the property from loss and liability in an amount greater than one million five hundred thousand dollars (\$1,500,000).

1.3.2 Notice of Loss. In the event of loss, **Grantor** shall immediately notify **Beneficiary**, which may make proof of loss if **Grantor** does not make it promptly.

1.4 Use, Maintenance and Alterations

- 1.4.1 Duty to Maintain.** **Grantor** shall maintain all of the Trust Property in good condition and repair and promptly perform all repairs and maintenance necessary to preserve its value.
- 1.4.2 Waste; Nuisance; Hazardous Materials.** **Grantor** shall not conduct or permit any nuisance on the Trust Property nor commit or suffer any strip or waste thereof nor allow hazardous waste materials to be stored or disposed of on the Trust Property.
- 1.4.3 Removal of Improvements.** **Grantor** shall not demolish or remove any improvements on the Trust Property without the prior written consent of **Beneficiary** but **Grantor** may make alterations, which it deems necessary for the purpose of renting the Trust Property.
- 1.4.4 Beneficiary's Right to Enter and Inspect.** **Grantor** shall permit **Beneficiary** and its agents to enter upon the Trust Property at all reasonable times to inspect the Trust Property.
- 1.4.5 Compliance with Governmental Requirements.** **Grantor** shall promptly comply with all laws, ordinances and regulations of all governmental authorities applicable to the use or occupancy of the Trust Property. **Grantor** may contest in good faith any such law, ordinance or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as **Beneficiary's** interests in the Trust Property are not jeopardized. It shall be a default under this Agreement if there is possession or manufacture of a controlled substance, or any "**prohibited conduct**" which would lead to civil forfeiture under federal or state law.

1.5 Eminent Domain

- 1.5.1 Notice of Taking or Condemnation Proceeding.** If the Trust Property, or any part thereof or interest therein, should be taken or damaged by reasons of any public improvement or condemnation proceeding, or if **Grantor** should receive any notice or other information regarding a condemnation proceeding or similar type of proceeding, **Grantor** shall immediately notify **Beneficiary**.
- 1.5.2 Condemnation Proceeds.** **Beneficiary** shall be entitled to all compensation, awards and other payments or relief related to condemnation, and shall be entitled at its sole option to commence, appear in and prosecute in its own name any such action or proceeding. **Beneficiary** shall also be entitled to make any compromise or settlement in connection with such taking or damage. All such compensation, awards, damages, rights of action and proceeds awarded to **Grantor** (Condemnation Proceeds) are hereby assigned to **Beneficiary**, and **Grantor** agrees to execute such further assignments of the Condemnation Proceeds as **Beneficiary** may require. **Beneficiary** shall have the option, in its sole and absolute discretion, to either:

1.5.2.1 apply such Condemnation Proceeds, after deducting there from all costs and expenses (regardless of the particular nature thereof and whether incurred with or without suit), including attorney fees incurred by **Beneficiary** in connection with such condemnation proceeding, upon all or part of the indebtedness secured by this Commercial Trust Deed in such order as **Beneficiary** may determine, without regard to whether or not the security of **Beneficiary** is impaired; or

1.5.2.2 apply all of such Condemnation Proceeds, after deducting all of **Beneficiary's** costs and expenses, to the restoration of the Trust Property upon such conditions as **Beneficiary** may determine.

1.6 Security Agreement

This instrument shall constitute a security agreement with respect to any fixtures attached to the Trust Property to secure all indebtedness and obligations secured by this Commercial Trust Deed and all future advances and all future indebtedness and obligations of **Grantor** to **Beneficiary**. This instrument shall also constitute a financing statement and may be filed for recording in the real estate records of the county where the **Grantor** and/or **Beneficiary** reside or where the Trust Property is located.

2. Due on Transfer; Sale or Transfer of Interest

2.1 The sale or transfer of any interest or possession of the Trust Property or any part thereof in any manner by **Grantor**, whether by deed, contract of sale, lease or similar agreement, shall cause, at the option of the **Beneficiary**, all sums owed to be immediately due and payable.

The execution and delivery by the **Grantor** of any joint venture agreement, partnership agreement, declaration of trust, operating agreement of an LLC, option agreement or other instrument where under any other person may become entitled, directly or indirectly, to the possession or enjoyment of the Trust Property, or the income or other benefits derived or to be derived there from, shall in each case be deemed to be a sale or transfer of **Grantor's** interest in the Trust Property for the purposes of this Section.

2.2 Personal Nature of this Commercial Trust Deed

This Commercial Trust Deed is personal between **Grantor** and **Beneficiary**. In entering into this Commercial Trust Deed, **Beneficiary** has relied on **Grantor's** credit, and the **Grantor's** ability to pay and prevailing financial market conditions.

2.3 Duty to Obtain Prior Written Consent

Grantor agrees not to transfer possession, sell, assign or transfer any interest in the Trust Property without first obtaining the written consent of **Beneficiary**, which may be unreasonably withheld.

2.4 Beneficiary's Rights

In the event **Grantor** requests **Beneficiary's** approval of a transfer of any interest in the Trust Property or in this Commercial Trust Deed, **Grantor** shall deliver to **Beneficiary** a copy of transferee's current credit report and a copy of transferee's latest financial statement. The financial statement shall, at a minimum, set forth all of transferee's assets, liabilities, income and expenses. In no event shall **Grantor** be released from liability under the Note or this Trust Deed. **Beneficiary** may reasonably withhold consent to the requested transfer for one or more of the following reasons:

- 2.4.1 Grantor** fails to deliver the credit reports for the proposed transferee;
- 2.4.2 Grantor** fails to deliver an adequate financial statement for the proposed transferee;
- 2.4.3** The credit of the transferee is not satisfactory to **Beneficiary**;
- 2.4.4** The transferee does not assume and accept full personal liability for the payment and performance of the Note and this Commercial Trust Deed;
- 2.4.5** Any taxes, assessments, liens, insurance or other charges of any kind, which **Grantor** has agreed to pay, are unpaid in whole or in part on the date **Beneficiary's** consent is requested;
- 2.4.6** Any covenant or agreement contained in this Commercial Trust Deed has been breached by **Grantor** and the breach has not been remedied at the date **Beneficiary's** consent is requested; and
- 2.4.7** All affected parties fail to agree that:
 - 2.4.7.1** The then unpaid purchase price shall draw interest at the greater of 13.25% per annum or the prime rate charged by Key Bank plus 10% per annum until paid; and
 - 2.4.7.2** The new interest rate shall begin on the effective date of transfer or the date **Beneficiary's** consent is given, whichever is earlier, until paid in full.

3. Events Of Default

The following shall constitute events of default:

3.1 Nonpayment

Failure of the **Grantor** to make any payment required by the Note or insurance premiums, or any other payment necessary to prevent filing of or discharge of any lien within 3 days after it is due. **No notice shall be required after written notice by Beneficiary (or Beneficiary's agents) of any such nonpayment. No notice by Beneficiary shall be required for nonpayment if during the preceding 12 calendar months Beneficiary has sent notice to Grantor concerning any other nonpayment hereunder.**

3.2 Breach of Other Covenant in this Commercial Trust Deed

Failure of the **Grantor** to perform any non-monetary obligation contained in this Commercial Trust Deed within 30 days after notice from **Beneficiary** (or **Beneficiary's** representative) specifying the nature of the default or, if the default cannot be cured within 30 days, failure within such time to commence and pursue with reasonable diligence curative action. No notice of default and opportunity to cure shall be required if during the preceding 12 calendar months **Beneficiary** has already sent a notice to **Grantor** concerning any default in performance of the same or similar obligation.

3.3 Misinformation

Falsity in any material respect of any representation, warranty or information furnished to **Beneficiary** in connection with Note, this Commercial Trust Deed.

4. Remedies In Case Of Default

If an event of default shall occur, **Beneficiary** may exercise any of the following rights and remedies, in addition to any other remedies which may be available at law, in equity, or otherwise:

4.1 Acceleration

Beneficiary may declare all sums secured by this Commercial Trust Deed, including all late charges, interest and prepayment penalties, if any, to be immediately due and payable.

4.2 Receiver

4.2.1 Beneficiary may have a receiver appointed for the Trust Property, whether or not the Commercial Trust Deed is non-judicially foreclosed by publication and sale or judicially foreclosed as a mortgage.

4.2.2 Grantor and **Beneficiary** stipulate and agree (and **Grantor** represents) that in the event a default occurs, **Beneficiary** shall have the unconditioned right, provisionally, before judgment, on the application of the **Beneficiary**, to appointment of a receiver because, in the event of a default, the **Beneficiary's** right to the Trust Property is probable and the Trust Property or its rents or profits will be in danger of being lost or materially injured or impaired.

4.2.3 On motion filed with the Circuit Court of his choosing, **Beneficiary** shall be entitled to the appointment of a receiver as a matter of right whether or not the apparent value of all or any part of the Trust Property exceeds the amount of the indebtedness secured by this Commercial Trust Deed.

4.2.4 Employment by **Beneficiary** shall not disqualify a person from serving as a receiver.

4.2.5 Grantor waives all defenses and consents to the appointment of a receiver.

4.2.6 Grantor waives any requirement that the receiver give security for the payment of any cost, damages, and attorney fees as may be sustained or suffered by any party due to the wrongful act of the receiver.

4.3 Possession

Beneficiary may, either through a receiver or as a lender-in-possession, take possession of all or any part of the Trust Property, and **Grantor** shall peaceably surrender the same.

4.4 Foreclosure

Beneficiary may, at its sole discretion:

4.4.1 Non-judicially foreclose this Commercial Trust Deed by publication and sale, or

4.4.2 Obtain a decree foreclosing **Grantor's** interest in all or any part of the Trust Property as a mortgage.

4.5 Fixtures and Personal Property

With respect to any fixtures or personal property subject to a security interest in favor of **Beneficiary**, **Beneficiary** may exercise any and all of the rights and remedies of a secured party under the Uniform Commercial Code.

4.6 Abandonment

Beneficiary may abandon any security afforded by this Commercial Trust Deed or any other security instrument by notifying **Grantor** of **Beneficiary's** election to do so.

4.7 Power of Sale

Beneficiary may foreclose the Trust Property by advertisement and exercise of the power of sale under applicable law.

4.8 Sale of Collateral; Bid at Public Sale

In exercising its rights and remedies, **Beneficiary** shall be free to sell all or any part of the collateral together or separately, or to sell certain portions of its collateral and refrain from selling other portions. **Beneficiary** shall be entitled to bid at any public sale for all or any portion of its collateral.

4.9 Cumulative Remedies

Election to pursue one remedy shall not exclude resort to any other remedy, and, unless the context otherwise requires, all remedies under this Commercial Trust Deed are cumulative and not exclusive. An election to cure shall neither prejudice the right to declare a default nor constitute a waiver of the breached term of or any of the remedies provided herein. No delay or omission in exercising any right or remedy shall impair that or any other right to remedy or shall be construed to be a waiver of the default.

5. Receiver Or Beneficiary In Possession

Upon taking possession of all or any part of the Trust Property, a receiver or **Beneficiary** or **Beneficiary's** representative may:

5.1 Management

Use, operate, manage, control and conduct business on the Trust Property and make expenditures for such purposes and for maintenance and improvements as in its judgment are necessary.

5.2 Rents and Revenues

Collect all rents, income, issues and profits from the Trust Property and apply such sums to the expenses of use, operation, management, maintenance and improvements.

5.3 Construction

At its option, complete any construction in progress on the Trust Property, and in that connection pay bills, borrow funds, employ contractors and make any changes in plans and specifications as it deems appropriate.

5.4 Additional Indebtedness

If the revenues produced by the Trust Property are insufficient to pay expenses, including, without limitation, any disbursement made by **Beneficiary** pursuant to this Section, a receiver may borrow, or **Beneficiary** may advance, such sums upon such terms as it deems necessary for the purposes stated in this Section, and repayment of such sums shall be secured by this Commercial Trust Deed.

Amounts borrowed or advanced shall bear interest at a rate of 13.25% per annum or the prime rate charged by Key Bank plus 10% per annum or the highest rate then permitted by applicable law. Amounts borrowed or advanced and interest thereon shall be immediately payable by **Grantor** to **Beneficiary** on demand.

6. Application of Proceeds

All proceeds realized from the exercise of the rights and remedies shall be applied as follows:

6.1 Costs and Expenses

To pay the costs of exercising such rights and remedies, including the costs of any sale and the costs, fees and expenses of any and all receivers or lenders-in-possession, and the costs and expenses provided for herein.

6.2 Indebtedness

To pay all other amounts owed by **Grantor**, payment of which is secured by this Commercial Trust Deed.

6.3 Surplus

The surplus, if any, shall be paid to the clerk of the court in the state in the case of a foreclosure by judicial proceeding, otherwise to the person or persons legally entitled thereto.

7. General Provisions

7.1 Priority of Lien

The priority granted to the lien of this Commercial Trust Deed at the time it is first received for recordation shall not be affected by any of the events recited in ORS 86.095 et. seq.

7.2 Uniform Commercial Code Security Agreement

This Commercial Trust Deed shall serve and is to be considered as a security agreement under the Uniform Commercial Code.

7.3 Re-conveyance Upon Payment

Upon written request of **Beneficiary** stating that all sums secured hereby have been paid, surrender of this Commercial Trust Deed and the Note to **Beneficiary** for cancellation and retention of its fees, **Beneficiary** shall re-convey, without warranty, the Trust Property then held hereunder. The recitals in any re-conveyance executed under this Commercial Trust Deed of any matters of facts shall be conclusive proof of the truthfulness thereof. The grantee in such re-conveyance may be described as "**the person or persons legally entitled thereto.**"

7.4 Commercial Trust Deed Binding on Successors and Assigns

This Commercial Trust Deed shall be binding on and inure to the benefit of the successors and permitted assigns of **Beneficiary**.

7.5 Indemnity

Grantor shall hold **Beneficiary** harmless from any and all loss and expense, including but not limited to attorney fees and court costs, in any suit, action or proceeding or any appeal there from brought against **Beneficiary** by a third party resulting from or attributable to **Beneficiary's** ownership of the Note.

7.6 Notice

7.6.1 Any notice required or permitted to be given under this Commercial Trust Deed by one party to the other shall be in writing and the same shall be given and shall be deemed to have been served and given if delivered in person to the address set forth below for the party to whom the notice is given, or placed in the United States mail, return receipt requested, addressed to such party at the address specified here and with proper postage affixed.

7.6.2 The address of **Grantor** for all purposes under this Commercial Trust Deed and for all notices under it shall be:

Fill In:

7.6.3 The address of **Beneficiary** for all purposes under this Commercial Trust Deed and for all notices under it shall be:

Willamette Capital Investments, LLC
24979 SW Quarryview Drive
Wilsonville, OR 97070

7.6.4 From time to time either party may designate another address within the United States for all purposes of this Commercial Trust Deed by giving the other party not less than thirty (30) days advance notice of such change of address in accordance with the provisions of this Commercial Trust Deed.

7.7 Expenses and Attorney Fees

If this Commercial Trust Deed is placed in the hands of an attorney due to default in the payment or performance of any of its terms, each of the defaulting parties shall pay, immediately upon demand, the other party's reasonable attorneys' fees, collection costs, experts expenses, the cost of environmental assessments, and costs of either a litigation or foreclosure report, even though no suit or action is filed thereon.

If suit, action or arbitration is instituted to enforce or interpret any of the terms of this Commercial Trust Deed, or if suit or action is instituted in a bankruptcy court for a United States District Court to enforce or interpret any of the terms of this Commercial Trust Deed, to seek relief from an automatic stay, to obtain adequate protection or to otherwise assert the interest of the **Beneficiary** in a bankruptcy proceeding, the party not prevailing shall pay the prevailing party's costs and disbursements, experts fees and expenses, the cost of an environmental assessment, the cost of a litigation or foreclosure report and such sums as the court or arbitrator may determine to be reasonable for the prevailing party's attorneys' fees connected with the trial and any appeal thereof; in addition, the court or arbitrator shall award the prevailing party an attorney fee of \$5,000, which the parties agree is a reasonable attorney's fee for collecting any resulting deficiency judgment.

For purposes of this Commercial Trust Deed, the term "**attorney fees**" includes all charges of the prevailing party's attorneys and their staff and post-petition fees in a bankruptcy court.

7.8 Beneficiary's Right to Cure

If **Grantor** fails to perform any obligation required of it under this Commercial Trust Deed, **Beneficiary** may, without notice, take any steps necessary to remedy such failure. **Grantor** shall reimburse **Beneficiary** for all amounts expended in so doing on demand with interest at the rate of the prime rate charged by Key Bank (or its successor), plus 10% per annum until paid in full. Such action of **Beneficiary** shall not

constitute a waiver of the default or any other right or remedy which **Beneficiary** may have on account of **Grantor's** default.

7.9 Governing Law and Venue

The parties hereby agree to submit to jurisdiction in a place designated by **Beneficiary** and agree that any and all disputes arising out of or related to this Commercial Trust Deed shall be litigated exclusively in the place designated by **Beneficiary**. Each party to this Commercial Trust Deed further agrees that pursuant to such litigation, the party and the party's officers, employees, and other agents shall appear, at that party's expense, for deposition in the jurisdiction designated by the **Beneficiary**.

7.10 Time of Essence

Time is of the essence of this Commercial Trust Deed.

7.11 Headings

The headings to the Sections of this Commercial Trust Deed are included only for the convenience of the parties and shall not have the effect of defining, diminishing or enlarging the rights of the parties or affecting the construction or interpretation of any portion of this Commercial Trust Deed.

7.12 Severability

If any provision of this Commercial Trust Deed shall be held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision of this Commercial Trust Deed, but this Commercial Trust Deed shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

7.13 Entire Agreement

This Commercial Trust Deed and the Note contain the entire agreement of the parties with respect to the matters covered by the Commercial Trust Deed and the Note, and no other previous agreement, statement or promise (written or oral) made by any party to this Commercial Trust Deed which is not contained in its terms or in the terms of the Note shall be binding or valid.

7.14 Rule of Construction

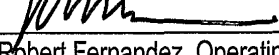
Any rule of construction interpreting this instrument against its drafter shall be inapplicable.

Grantor is hereby encouraged to seek and obtain legal counsel prior to signing this Commercial Trust Deed.

IN WITNESS WHEREOF, **Grantor** has caused this Commercial Trust Deed to be executed as of the day and year first above written

GRANTOR:

B & F Properties II, LLC,
an Oregon limited liability company

By: 
Robert Fernandez, Operating Manager

Date 7/11/11

COUNTY OF Clackamas)

Dated this 14th day of July, 2011

Notary Public for the State of Oregon

My Commission expires: 7/7/2014



EXHIBIT "A"

Lot 56, WILLAMETTE TRACTS, in the City of West Linn, Clackamas County, Oregon.

Excepting therefrom that portion conveyed in Warranty Deed to City of West Linn, an Oregon municipal corporation, recorded November 14, 1984, as Fee No. 84 40074.

**This map was prepared for
assessment purpose only.**

NE 1/4 NW 1/4 SEC. 2 T.3S. R.1E. W.M.

CLACKAMAS COUNTY

$$I'' = 100'$$

D. L. C.

MARSHALL
AMBROSE

PERRIN
FIELDS

NO. 50
NO. 52

3 IE 2BA
WEST LINN

CANCELLED
1700
101
4200
5200
2200
700

SEE MAP 3 IE 2AB

BOOK 27

3 IE 2BA
WEST LINN



KITTELSON & ASSOCIATES, INC.
TRANSPORTATION ENGINEERING / PLANNING
610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

September 25, 2012

Project #: 12743.0

Charles Lewis
Youth Music Project
2040 8th Avenue, Suite 202
West Linn, Oregon 97068

RE: West Linn – Youth Music Center

Dear Mr. Lewis,

This letter contains the requested transportation assessment for the proposed youth music center located at 2014 Willamette Falls Drive in West Linn, Oregon. The scope of the assessment was selected based on consultation with the City of West Linn and Oregon Department of Transportation (ODOT). Based on our discussions the proposed music center will be used for youth music instruction including; group lessons, private lessons, musical ensembles and instructional day camps and occasional evening concerts. In addition to the instruction space, a small amount of space will be set aside for the sale of musical accessories (guitar strings, reeds, etc.) as well as food and refreshments.

Activities within the building will vary during the time of year or week, with the primary time activity being weekdays from 2:45 – 7:15 p.m. during the school year. During the summer the facility will be active from 9:00 a.m. to approximately 7:15 p.m. Weekend activity will vary, but in general the facility will operate from 10:00 a.m. to 2:30 p.m. on Saturdays throughout the year. Occasional evening concerts will be held throughout the year and may occur on any day of the week. These events when occurring on a weekday will start in the evening after the p.m. peak traffic period.

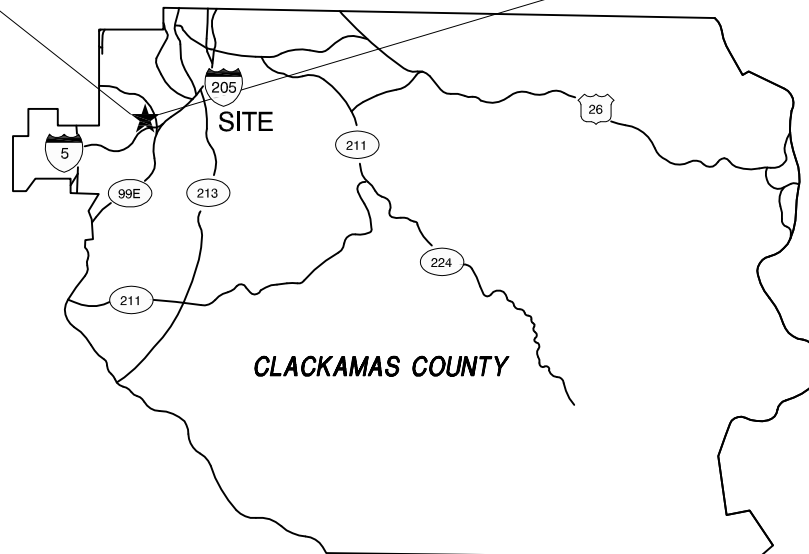
The following letter documents a transportation assessment based on the supplied information and our understanding of the proposed facility. Figure 1 documents the location of the proposed facility in Clackamas County and the City of West Linn.

EXISTING TRANSPORTATION ASSESMENT

The following section documents the adjacent transportation facilities and the existing use of the site.

ADJACENT TRANSPORTATION FACILITIES

As indicated in Figure 1, the study site is located on 8th Avenue in the vicinity of 10th Street, 12th Street, Willamette Falls Drive and I-205. The primary roadways and intersections near the study area are generally maintained by the City of West Linn; however, the I-205 Ramps/10th Street intersections are maintained by ODOT. Table 1 summarizes these key transportation facilities within the site vicinity.



**SITE VICINITY
WEST LINN, OREGON**

FIGURE

1

H:\profile\12743 - West Linn Youth Music Project\dwg\figs\12743_Fig.dwg Sep 20, 2012 - 4:03pm - akiheri Layout Tab: Figure 1

TABLE 1 EXISTING TRANSPORTATION FACILITIES AND ROADWAY DESIGNATIONS

Roadway	Classification	Cross Section	Speed Limit	Sidewalks?	Bicycle Lanes?	On-Street Parking?
8th Avenue	Local	2-lane	Not Posted	Yes – north side Partial – south side	No	No
10th Street	Arterial	2-lane	Not Posted	Yes – west side Partial – east side	No	No
Willamette Falls Drive	Arterial	2-lane	45 mph - east of 10th Street 25 mph - west of 10th Street	Multiuse path - east of 10th Street on north side Yes – west of 10th Street	No	Yes – west of 10th Street via frontage road system

PREVIOUS LAND USES AND ADJACENT LAND-USE

Since 2008 the property and building located at 2014 Willamette Falls Drive has been occupied by two previous uses. Up until 2009 the building was occupied by the Willamette Christian Church (original tenant) which used the facility throughout the week as a community meetings place, a place of worship and for administrative duties. Starting in 2011 the facility was approved to operate as a mix of office space and call center which operated from 6:00 a.m. to 10 p.m. Monday through Saturday.

Within the vicinity of the proposed site are a mix of commercial, retail and residential properties. Included in these retail and commercial properties is the historic business district along Willamette Falls Drive.

TRIP GENERATION

Based on the previously approved office/call center development application the surrounding transportation network was found to not meet agency standards as both the 10th Street/8th Avenue and 10th Street/Willamette Falls Drive intersections fail in their current configurations during the weekday p.m. peak hour. During this previous analysis it was determined that improvements along the 10th Street corridor would require substantial system improvements to both 10th Street and its interchange with I-5. As such, these system improvements along 10th Street are not proportional to the traffic impacts of this single parcel and therefore are outside the scope of what is reasonable for this parcel to mitigate.

Due to this constraint, a trip cap was placed on the site at the time of approval for the office/call center which limits the number of weekday a.m. and p.m. peak hour trips to that of the original tenant (Willamette Christian Church). This left the site with a weekday cap of 64 a.m. and 10 p.m. peak trips. Moving forward, the proposed Youth Music center is prepared to meet the currently in place trip caps.

*Trip generation information regarding the two previous uses has been included in **Appendix A – December 13th, 2010—Transportation Assessment Letter.***

TRIP GENERATION ESTIMATE METHODOLOGY

Typically when reviewing a proposed development (or land use) for trip generation, the Institute of Transportation Engineers' *Trip Generation Manual*, 8th Edition is employed. This manual estimates a potential development's trip generation based on historical information gathered from existing developments of a similar use. In lieu of ITE's reference, an applicant may also supply site specific data.

Due to the unique nature of the proposed use, the current edition of the *Trip Generation Manual* does not include an applicable land-use designation to reference. Because of this limitation, the planned tenants (Youth Music Project) have provided us with a proposed schedule of daily activities from which to develop a reasonable estimate for trip generation.

This approach is being used due to the in-place trip cap on the site. It is reasoned that, while data at existing music centers could be collected; the impacts on scheduling and potential enrollment required by the trip cap would make the proposed site too inconsistent to compare to the collected data. The section below documents the proposed schedule of the facility and an estimate of trip generation.

YOUTH MUSIC CENTER TRIP GENERATION ESTIMATE

Proposed schedules for the typical daily activities are provided below in Tables 2, 3 and 4. Weekdays have been broken into two categories covering days during the school year and those during the summer. Saturday activities are anticipated to be consistent year round.

TABLE 2 TYPICAL SCHOOL-YEAR WEEKDAY USE

Shift	Number of Employees	Number of Students	Activity Type
8:00 a.m. – 4:30 p.m.	3	-	Administrative Staff
11:00 a.m. – 7:15 p.m.	2	-	Administrative Staff
2:45 – 3:45 p.m.	15	75	Private Lessons, Group Lessons, Ensembles
3:45 – 4:45 p.m.	15	75	Private Lessons, Group Lessons, Ensembles
4:45 – 6:15 p.m.	15	75	Private Lessons, Group Lessons, Ensembles
6:15 – 7:15 p.m.	15	75	Private Lessons, Group Lessons, Ensembles

TABLE 3 TYPICAL SUMMER WEEKDAY USE

Shift	Number of Employees	Number of Students	Activity Type
8:00 a.m. – 4:30 p.m.	3	-	Administrative Staff
11:00 a.m. – 7:15 p.m.	2	-	Administrative Staff
9:00 a.m. – 4:45 p.m.	15	75	Summer Camps
4:45 – 6:15 p.m.	10	50	Private Lessons, Group Lessons, Ensembles
6:15 – 7:15 p.m.	10	50	Private Lessons, Group Lessons, Ensembles

TABLE 4 TYPICAL YEAR-ROUND SATURDAY USE

Shift	Number of Employees	Number of Students	Activity Type
9:30 a.m. – 2:30 p.m.	2	-	Administrative Staff
10:00 – 11:00 a.m.	15	75	Private Lessons, Group Lessons, Ensembles
11:00 a.m. – 12:00 p.m.	15	75	Private Lessons, Group Lessons, Ensembles
12:00. – 1:00 p.m.	15	75	Private Lessons, Group Lessons, Ensembles
1:00. – 2:00 p.m.	15	75	Private Lessons, Group Lessons, Ensembles

Based on the above tables, Youth Music Project is prepared to stay within the trip caps through scheduling shift changes and class start and stop times to avoid the weekday a.m. and p.m. peak hours. During the weekday a.m. peak period (7:30 – 8:30) only three staff members are anticipated to arrive at the facility and no students are anticipated. During the weekday p.m. peak hour (5:00 – 6:00) no staff members are anticipated to be traveling to or from the site and the start times for the in-session classes will be set so that students are avoiding arrival or departure during the peak time period.

Using the above schedules, it is believed the proposed development will maintain the current trip caps. During the weekday a.m. peak period the three facility staff are expected to generate between 3-9 trips depending on their arrival methods (single-occupant vehicles (SOV), dropped off, etc). In addition to the staff generated trips it is anticipated that approximately 2-6 additional trips would occur due to potential deliveries/meetings. These trips will be well within the current weekday a.m. peak hour trip cap of 64 trips.

During the weekday p.m. peak period the facility is scheduling for no staff shift changes and is providing a 15 minute buffer on either side of the peak hour. This schedule has been created in order to deter parents who are running early or late for either pick-up or drop-off from interfering with the 5:00 – 6:00 p.m. peak hour. Additionally, deliveries are not expected to occur between the 5:00 – 6:00 p.m. peak hour. It is believed this approach will be sufficient to meet the 10 trip p.m. peak hour trip cap. Table 5 below, summarizes the above assumptions and compares them to the previous uses.

TABLE 5 PEAK PERIOD TRIPS GENERATED BY YOUTH MUSIC CENTER

Number of Trips	
A.M. Peak Hour (7:30 – 8:30)	P.M. Peak Hour (5:00 - 6:00)
Weekday A.M. Peak Hour Trip Comparison	
Church	64
Office/Call Center	15
Youth Music Center (All Year)	5-15
Weekday P.M. Peak Hour Trip Comparison	
Church	10
Office/Call Center	10
Youth Music Center (All Year)	<10

As summarized in Table 5, approximately 5-15 trips are expected to occur during the weekday a.m. peak hour and less than 10 weekday p.m. peak hour trips are expected to occur.

Concerts and Special Events

Throughout the year the music center will host concerts and other special events to give their students an opportunity to demonstrate their newly acquired skills. These events will have two start times; one for participants and one for the audience. These events will be scheduled so that the participants do not arrive prior to 6:15 p.m. on a weekday. In doing this, there will be no expected weekday p.m. peak hour traffic generation. On weekends, special events may be schedule to occur at any point during the day.

TRAFFIC OPERATIONS

During the previous approvals process for the office/call center (current tenant) the site was studied extensively due to previously identified operational issues at the 10th Street/8th Avenue two-way stop controlled intersection. Appendix A includes the previously submitted transportation assessment which documents the operational characteristics of the current office/call center tenant. Based on a review of this document it is believed that the during the weekday a.m. and p.m. peak hours the existing year condition described in Appendix A represents a condition similar if not worse than what could be expected from the proposed music center. As such, no additional operational analysis was conducted. Per discussions with City of West Linn and ODOT staff, this approach was deemed acceptable. For reference, the key operational findings from the **December 13th, 2010 Traffic Assessment** are summarized below.

- During the a.m. and p.m. peak hours the 10th Street/8th Avenue two-way stop controlled intersection does not meet City of West Linn standards.
 - Failure occurs for the 8th Avenue side street as 10th Street is uncontrolled through the intersection.
- During the p.m. peak hours the 10th Street/Willamette Falls Drive stop controlled T-Intersection does not meet City of West Linn standards.
- Mitigations along 10th Street require significant investment and coordination between the City of West Linn and ODOT and are outside the scope of mitigation of this development.
- Traffic safety data was reviewed between 2005 and 2009 and no significant trends were documented.
- Weekday a.m. and p.m. peak hour trip caps were determined based on a review of usage from the original tenant (Willamette Christian Church).

Based on the observation that no appreciable changes have occurred to the 10th Street corridor and that the included assessment is less than 24 months old, it is believed that the above documented key findings continue to be applicable to this site.

TRAFFIC SAFETY

The crash histories of the respective study intersections were reviewed in an effort to identify potential operational and/or safety issues. Crash records were obtained from ODOT for the five-year period from January 1, 2007 through December 31, 2011. Table 6 summarizes the severity and type of crashes over the five-year analysis period at the study area intersections.

TABLE 6
INTERSECTION CRASH HISTORY (JANUARY 1, 2007 THROUGH DECEMBER 31, 2011)

Intersection	Collision Type				Severity		Total
	Rear-End	Turn	Angle	Other	Non-Injury	Injury	
10th Street/ 8th Avenue	0	6	4	0	7	3	10
10th Street/ Willamette Falls Drive	2	2	1	0	5	0	5

As shown in Table 6, both intersections had a combined total of 15 crashes over the five analysis years. Of these crashes, 3 resulted in injury. There were no fatalities reported over the past five years at these intersections. *The crash data used for this analysis is shown in Appendix "B".*

At the 10th Street/8th Avenue intersection the crashes were reviewed to determine if any patterns were prevalent. All of the reported crashes were caused by traffic coming from the stop controlled 8th Avenue/8th Court approaches. Six of these crashes were caused by travelers coming from the east (8th Court) and 4 were from the west (8th Avenue). Only 1 reported crash occurred during the peak hour with the rest occurring at various times outside of the a.m. or p.m. peak time periods. Based on field observations, sight distance from the side streets at this intersection allows for drivers to see until the adjacent intersections. Based on this review, no prevalent patterns were observed.

TRAFFIC DEMAND MANAGEMENT

In order to provide further assurance that the proposed tenant will not operate the site in a manner that would increase its weekday a.m. and p.m. peak hour transportation impact beyond that of the previous church and office/call center uses. The tenant agrees to implement a traffic demand management plan.

The following traffic demand management plan and corresponding draft conditions of approval have been written based on conversations with ODOT and the City of West Linn. These conditions of approval will serve as the tenant's traffic demand management plan.

- Classes will be schedule to not start or end within 15 minute of the a.m. (7:30 – 8:30) and p.m. (5:00-6:00) weekday peak hours.

The proposed music center can agree to providing a buffer between the starting/stopping time of a class and the peak time periods. However it is still expected that administrative oriented staff will arrive during the a.m. peak periods and that a small amount of traffic may occur during the p.m. peak hour due to late comers/early arrivers. Due to the traffic problems associated with this corridor it is expected that site generated vehicular traffic will purposefully try to avoid the area during times of the congestion, these buffers in start and stop time will further reinforce this.

- Special events (including concerts) will have a start time which does not require the participants to arrive at the facility prior to 6:15 p.m. on weekdays.

At certain points throughout the year the music center will host concerts and other special events to give their students an opportunity to demonstrate their newly acquired skills. These events will have two start times; one for participants and one for the audience. These events will be scheduled so that the participants do not arrive prior to 6:15 p.m. on a weekday. Weekend special events will be allowed to operate at any point during the day.

- Submit an annual traffic demand management letter of compliance to the City of West Linn documenting the following
 - Prior year's and upcoming year's class and staff schedules;
 - Enrollment figures from the previous quarters classes (or an average of the last year);
 - Current employee count.
- The annual compliance letter will be required until such a time as the 8th Avenue/10th Street intersection meets City and ODOT standards, as determined by the City of West Linn or until such a time as the property owner voluntarily submits a new transportation assessment documenting that these measures are no longer necessary.

Monitoring of this program will be carried out through the above prescribed yearly compliance letter to the City of West Linn's Department of Planning. Day-to-day code enforcement is recommended to operate in accordance with the current practices in the City of West Linn.

CONCLUSION

Based on this review of the proposed music center and the tenant's willingness to accept appropriate traffic demand measures, the current a.m. and p.m. peak hour trip caps can be maintained by this use. The key findings from the above review are summarized below:

- Proposed tenant will generate approximately 5-15 weekday a.m. peak hour trips and less than 10 weekday p.m. peak hour trips. This is due to a class schedule which avoids the weekday peak hours and includes a 15 minute buffer between the start/end of the peak hours and class turnover.

In order to provide further assurance that the proposed tenant will not operate the site in a manner that would increase its weekday peak hour transportation impacts, the tenant agrees to implement a traffic demand management plan to maintain the current weekday peak hour trip caps. This traffic demand management strategy is summarized by the following three proposed conditions of approval:

- The Applicant shall submit an annual TDM letter of compliance to the City of West Linn;
- Classes will be scheduled to not start or end within 15 minute of the a.m. (7:30 – 8:30) and p.m. (5:00-6:00) weekday peak hours; and,
- Special events (including concerts) will have a start time which does not require the participants to arrive at the facility prior to 6:15 on weekdays.

We trust this transportation assessment provides you with a clear understanding of the impacts associated with the proposed youth music center. If you have any questions or comments, please do not hesitate to contact us at (503) 228-5230.

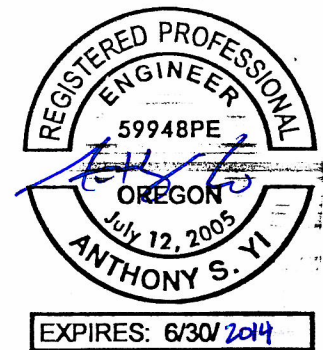
Sincerely,
KITTELSON & ASSOCIATES, INC.



Alex Kiheri
Engineering Associate



Anthony Yi, P.E.
Associate Engineer



APPENDIX "A"

**DECEMBER 13, 2010
WILLAMETTE CHRISTIAN
CHURCH CHANGE OF USE
TRANSPORTATION ASSESSMENT**



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

December 13, 2010

Project #: 11027.0

Pat Hanlin
Willamette Capital Investment LLC
24979 SW Quarryview Dr.
Wilsonville, OR 97070



RE: Willamette Christian Church Tenant Improvement – Transportation Assessment Letter

Dear Mr. Hanlin,

This letter contains the requested transportation assessment for the proposed tenant improvement at the Willamette Christian Church located at 2014 Willamette Falls Drive in West Linn, Oregon. The transportation assessment herein includes; existing traffic volumes and operations, historical safety data and trends, trip generation of the previous church use and proposed Technical and Medical Support Center and a traffic demand management plan.

Based on this assessment the proposed tenant Carisbrook, who will use the site for online and telephone technical and medical support for veterinary hospitals, will not create a significant impact beyond that of the previous church use. The proposed use will generate 39 fewer weekday a.m. peak hour trips and the same number of weekday p.m. peak hour trips as the previous church use. As such, the proposed use will not create a transportation impact on the surrounding transportation greater than that of the previous church use.

To ensure no additional impact to the surrounding transportation system, the proposed tenant is willing to adhere to a traffic demand management plan prescribed in the preliminary change-of-use conditions (as developed during the pre-application period) set forth by the City of West Linn and the Oregon Department of Transportation (ODOT).

Carisbrook LLC is proposing to use the space to provide online and phone support to veterinarian clinics through out the United States. Due to the various time zones of the proposed tenants clients, the expected hours of operations are 6:00 a.m. to 10:00 p.m. The previous use of this site was as a church which was staffed daily and provided religious meetings/study groups throughout the week. When not being used for their congregation, the church allowed various other community groups to use the space.

Existing Condition

Based on conversations with the City of West Linn (City) and ODOT; the following intersections have been included in this existing conditions analysis.

- 10th Street/8th Avenue

- 10th Street/Willamette Falls Drive.

Figure 1 shows a site vicinity map and Figure 2 illustrates the study intersections and the location of the subject site for the proposed tenant improvement.

TRANSPORTATION FACILITIES

Roadway Facilities

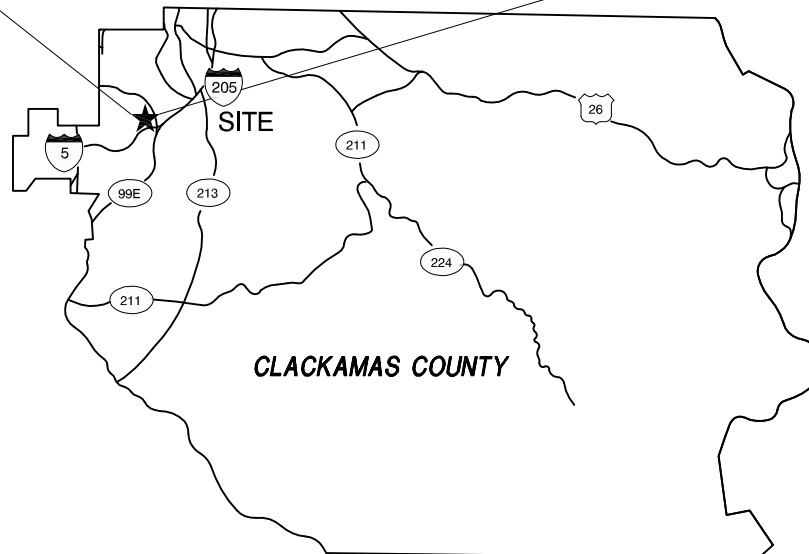
As indicated in Figure 1, the study site is located on 8th Avenue in the vicinity of 10th Street, 12th Street, Willamette Falls Drive and I-205. The primary roadways and intersections near the study area are generally maintained by the City of West Linn; however, the I-205 Ramps/10th Street intersections are maintained by ODOT. Table 1 summarizes these key transportation facilities within the site vicinity.

TABLE 1 EXISTING TRANSPORTATION FACILITIES AND ROADWAY DESIGNATIONS

Roadway	Classification	Cross Section	Speed Limit	Sidewalks?	Bicycle Lanes?	On-Street Parking?
8th Avenue	Local	2-lane	Not Posted	Yes – north side Partial – south side	No	No
10th Street	Arterial	2-lane	Not Posted	Yes – west side Partial – east side	NO	No
Willamette Falls Drive	Arterial	2-lane	45 mph - east of 10th Street 25 mph - west of 10th Street	Multiuse path - east of 10th Street on north side Yes – west of 10th Street	No	Yes – west of 10th Street via frontage road system

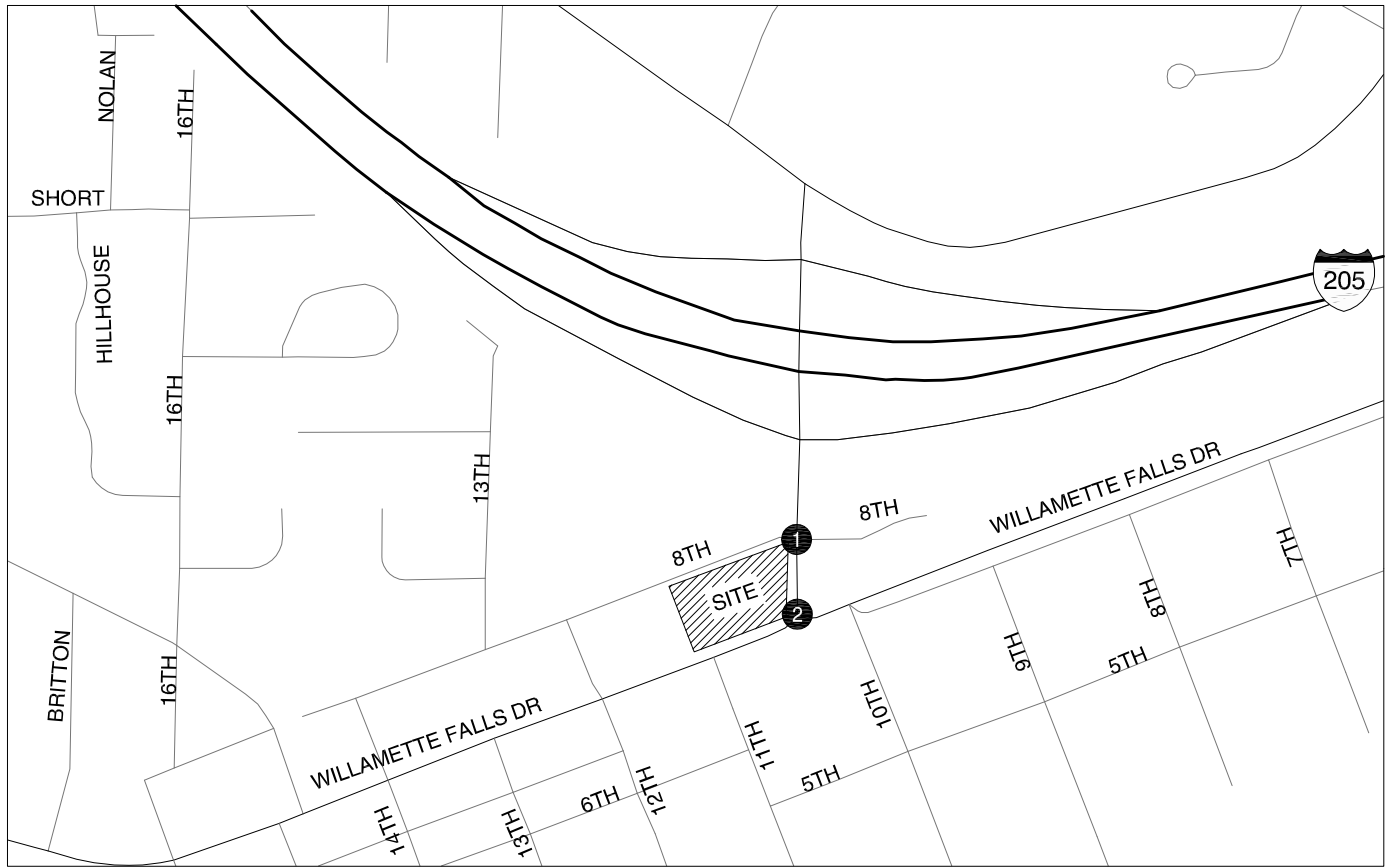
EXISTING TRAFFIC OPERATIONS

Turning movement and pedestrian counts were collected for the weekday a.m. and p.m. peak hours at the study intersections in October 2010. Using these traffic counts, an existing conditions analysis was performed using Synchro 7. Figure 3 summarizes the weekday a.m. and p.m. peak hour traffic volumes and operations for the study intersections. *See Appendix A for existing traffic counts and Synchro 7 Worksheets.*



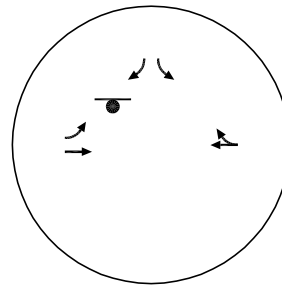
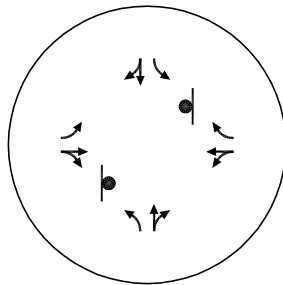
**SITE VICINITY
WEST LINN, OREGON**

**FIGURE
1**





10TH AVE / 8TH ST

10TH AVE /
WILLAMETTE FALLS DR

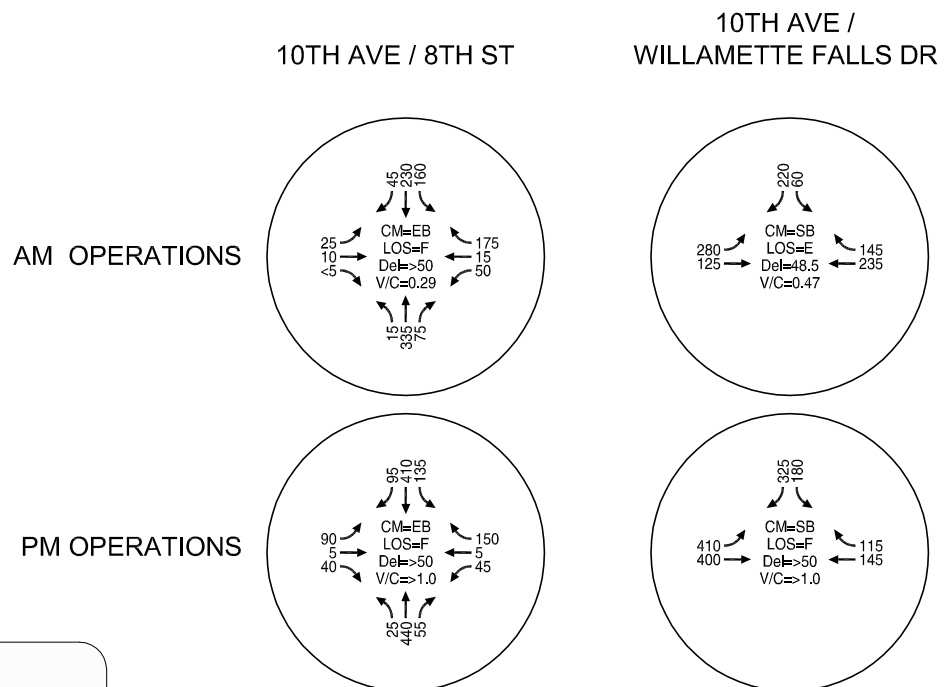
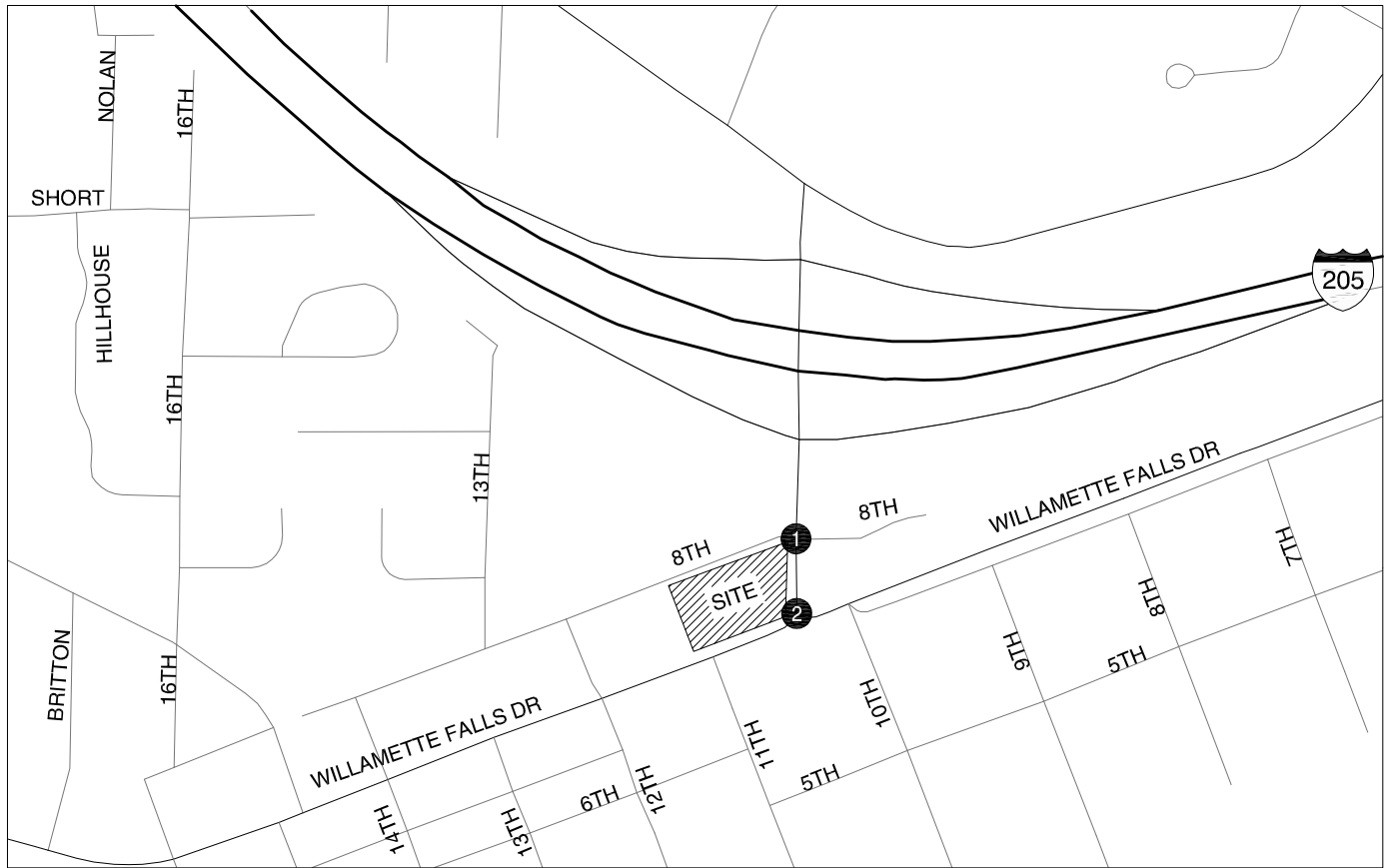


LEGEND

-  - STOP SIGN
-  - TRAFFIC SIGNAL

EXISTING LANE CONFIGURATIONS
AND TRAFFIC CONTROL DEVICES
WEST LINN, OREGON

FIGURE
2



LEGEND

CM = CRITICAL MOVEMENT (TWSC)
 LOS = INTERSECTION LEVEL OF SERVICE (AWSC) /
 CRITICAL MOVEMENT LEVEL OF SERVICE (TWSC)
 Del = INTERSECTION AVERAGE CONTROL DELAY
 (AWSC) / CRITICAL MOVEMENT
 CONTROL DELAY (TWSC)
 V/C = CRITICAL VOLUME-TO-CAPACITY RATIO
 TWSC = TWO-WAY STOP CONTROL
 AWSC = ALL-WAY STOP CONTROL

**2010 EXISTING TRAFFIC VOLUME AND
 PEAK HOUR OPERATIONS
 WEST LINN, OREGON**

**FIGURE
 3**

As shown in Figure 3, the study intersections operate at LOS "F" during the weekday a.m. and p.m. peak hours. Currently, the City and ODOT are working to improve capacity and operations along 10th Street. Options to improve 10th Street may include implementation of a roundabout at the 10th Street/Willamette Falls Drive intersection; however, no timeline has been determined regarding near- or mid-term improvements. Thus, it is likely that these intersections will continue to operate at LOS "F" during the peak traffic periods for the foreseeable future.

TRAFFIC SAFETY

The crash histories of the respective study intersections were reviewed in an effort to identify potential operational and/or safety issues. Crash records were obtained from ODOT for the five-year period from January 1, 2005 through December 31, 2009. Table 2 summarizes the severity and type of crashes over the five-year analysis period at the study area intersections.

TABLE 2
INTERSECTION CRASH HISTORY (JANUARY 1, 2005 THROUGH DECEMBER 31, 2009)

Intersection	Collision Type				Severity		Total
	Rear-End	Turn	Angle	Other	Non-Injury	Injury	
10th Street/ 8th Avenue	0	0	3	0	2	1	3
10th Street/ Willamette Falls Drive	0	1	2	0	3	0	3

As shown in Table 2, both intersections had three crashes over the five analysis years. Of these six total crashes, one resulted in injury. There were no fatalities reported over the past five years at these intersections. *The crash data used for this analysis is shown in Appendix "B".*

Future Condition and Change-of-Use

Based on the understanding that the existing facilities along 10th Street are deficient and it is unlikely they will be improved in the near-term, the property owner constrained their tenant search to those potential tenants that could work within the former use's traffic generation constraints, either by:

- Limited hours of operation;
- Limited number of employees; and/or,
 - Must not generate significant customer/business traffic
- Atypical staffing schedule that avoids the adjacent streets peak hour periods.
 - Must not generate significant customer/business traffic

Based on these understandings, the property owner has determined that of all interested parties identified to date, only the currently proposed tenant meets these specific criteria on maintaining

or reducing the site's traffic impact on the surrounding transportation system. As such, the remainder of the transportation assessment compares the trip generation between the proposed and previous tenants and recommends a traffic demand management plan and draft conditions of approval for the proposed tenant.

Trip Generation Study

As shown in the existing conditions analysis, the study intersections along 10th Street do not meet operational standards. As such, an investigation of the previous and proposed tenant's trip generation has been conducted in order to ensure no net new peak hour trips will be created.

TRIP GENERATION ESTIMATE METHODOLOGY

Typically when reviewing a proposed development (or land use) for trip generation, the Institute of Transportation Engineers' *Trip Generation Manual, 8th Edition* is employed. This manual estimates a potential development's trip generation based on historical information gathered from existing developments of a similar use. In lieu of ITE's reference, an applicant may also supply site specific data.

In this case, the applicant's site specific data was determined to be more reliable and realistic for the previous and proposed tenants due to the lack of representative data in the ITE Trip Generation. *Appendix C includes site specific data for the last quarter of the church's occupation and the proposed tenant's employment schedule. Appendix D includes an ITE Trip Generation estimate and the rationale regarding its non-applicability to this situation.*

Trip Generation Estimate Based on Site Specific Data

An estimate of peak hour trip generation for the previous church use and the proposed support center have been generated based on the provided past and proposed occupancy data (*as shown in Appendix C*).

CHURCH TRIP GENERATION ESTIMATE

Based on information provided by the church, the following recurring weekday activities were held on-site during the last year of occupation (vacating in summer 2009):

- 14 employees worked from 8:00 a.m. until 6:00 p.m.
- Church or community meetings ranged in size from 6 to 75 attendees
- Women's Bible Study met on Tuesday mornings between 8:00 a.m. and noon (75 attendees)

While it was common for morning meetings to occur during the weekday a.m. peak hour, evening meetings were typically held after 6:00 p.m. so that attendees could avoid commuter peak traffic. Based on these operating characteristics, it is assumed that the only source of weekday p.m. peak hour traffic would be church staff. To ensure a conservative estimate, it was assumed 10 of the 14 staff members occupying the site from 8:00 a.m. to 6:00 p.m. departed during the peak hour. The remaining staff members were assumed to have either left prior to the peak hour or remained on site to help facilitate evening community meetings.

Table 3 documents a weekday a.m. and p.m. peak period trip generation estimates for the previous church use.

TABLE 3 PEAK PERIOD TRIPS GENERATED BY WILLAMETTE CHRISTIAN CHURCH

Weekday Scenario	Number of Trips	
	A.M. Peak Period	P.M. Peak Period ¹
Monday	20	10
Tuesday	64 ²	10
Wednesday	20	10
Thursday	20	10
Friday	44	10
Minimum	20	10
30 th Highest Hour ³	64 ¹	10

1 – Weekday p.m. peak hour assumed that 10 of the 14 staff members would leave during the evening peak period. The remaining four staff members are assumed to either leave prior to the peak or following the peak (in order to provide a presence during evening functions)

2 – 75 women regularly attended Women's Bible Study on Tuesdays between 8:00 a.m. and noon. Only 50 total trips were assumed to conservatively account for carpools.

SUPPORT CENTER TRIP GENERATION ESTIMATE

The proposed support center's trip generation was also estimated, considering the support center's plan to employ 42 staff members and 12 contract-to-hire staff. The support center plans to operate from 6:00 a.m. to 10:00 p.m. Four shifts will be used to cover the hours of operation: 6:00 a.m. – 2:00 p.m., 8:00 a.m. – 5:00 p.m., 10:00 a.m. – 6:00 p.m., and 2:00 p.m. – 10:00 p.m. It is

estimated that 10 to 20 employees will be scheduled for each shift. Table 4 describes the employee breakdown assumed for each shift:

TABLE 4 WORK SHIFT BREAKDOWN

Shift	Number of Employees	Employee Type
6:00 a.m. – 2:00 p.m.	15	Support oriented staff members (computer and phone support resources)
8:00 a.m. – 5:00 p.m.	10	non-support oriented staff members (accounting, managerial, human resources, etc.)
10:00 a.m. – 6:00 p.m.	15 - 20	Support oriented staff members (computer and phone support resources)
2:00 p.m. – 10:00 p.m.	10	Support oriented staff members (computer and phone support resources)

Based on the assumption of 10 staff members for the 8:00 a.m. – 5:00 p.m. shift, Table 5 summarizes the estimated number of peak period trips generated by the support center taking into account the planned shifts and overall number of employees. Additionally, it is understood that the late shift (2:00 a.m. – 10:00 p.m.) will not schedule lunch periods during the p.m. peak hour period (i.e., all lunch breaks for the late shift occur after four hours of work).

TABLE 5 PEAK PERIOD TRIPS GENERATED BY TECHNICAL AND MEDICAL SUPPORT CENTER

Number of Trips	
A.M. Peak Hour	P.M. Peak Hour
15	10
Weekday A.M. Peak Hour Trip Comparison	
Church	64
Proposed Tenant	15
Net New Trips	(39)
Weekday P.M. Peak Hour Trip Comparison	
Church	10
Proposed Tenant	10
Net New Trips	0

As shown in Table 5, approximately 15 trips are expected to occur during the weekday a.m. peak hour. The weekday p.m. peak hour estimate reflects the expected numbers of employees leaving as it is unlikely deliveries will be made so late in the day. Additionally, employee lunch breaks are not anticipated to be made during the weekday p.m. peak hour due to the close proximity of a shift change. These assumptions, regarding peak hour trips, result in 39 less net new weekday a.m. peak hour trips and no net new weekday p.m. peak hour trips for the proposed tenant.

Traffic Demand Management

In order to provide further assurance that the proposed tenant will not operate the site in a manner that would increase its weekday p.m. peak hour transportation impact beyond that of the previous church use. The tenant agrees to implement a traffic demand management plan.

The following traffic demand management plan and corresponding draft conditions of approval have been written based on conversations with ODOT and the City of West Linn. These conditions of approval will serve as the tenant's traffic demand management plan.

- Schedule shift changes of support oriented staff shall avoid the weekday p.m. peak hour (5:00 p.m. – 6:00 p.m.).

While it is not plausible to avoid certain employees from coming and going during customary business hours, the proposed tenant can agree to avoid shift changes of support oriented staff during the hour of 5:00 – 6:00 p.m. However, it is still expected that up to 10 non-support oriented staff members will work a customary 8:00 a.m. to 5:00 p.m. shift.

- Schedule lunch breaks to avoid the weekday p.m. peak hour (5:00 p.m. – 6:00 p.m.).

Similar to the shift changes, the tenant can make arrangements to limit lunch breaks to avoid the weekday p.m. peak hour.

- Submit an annual traffic demand management letter of compliance to the City of West Linn documenting the following
 - Prior year's and upcoming year's shift schedules;
 - Number of employees scheduled during the customary 8:00 a.m. – 5:00 p.m. shift for the prior and upcoming year; and,
 - Current employee count.
- The annual compliance letter would be required until such a time as the 8th Avenue/10th Street intersection operates acceptably, as determined by the City of West Linn or until such a time as the property owner voluntarily submits a new transportation assessment documenting that these measures are no longer be necessary.

Monitoring of this program will be carried out through the above prescribed yearly compliance letter to the City of West Linn's Department of Planning. Day-to-day code enforcement is recommended to operate in accordance with the current practices in the City of West Linn.

Conclusion

Based on the trip generation estimates presented in this assessment and the property owner and tenant's acceptance of the recommended traffic demand management plan, the proposed tenant improvement should not further impact the existing peak hour traffic conditions along 10th Street based on the following findings and recommendations:

- Proposed tenant will generate 39 fewer weekday a.m. peak hour trips and the same number of weekday p.m. peak hour trips as the previous church use. This is due to the following reasons:
 - Tenant will use an atypical employee shift schedule (staggered to support a 6:00 AM – 10:00 PM operation schedule);
 - Limited business traffic (mainly due to deliveries); and,
 - No customer traffic (no store front or walk-up services).

In order to provide further assurance that the proposed tenant will not operate the site in a manner that would increase its weekday p.m. peak hour transportation impact beyond that of the previous church use. The tenant agrees to implement a traffic demand management plan based on the following draft conditions of approval:

- The Applicant shall submit an annual TDM letter of compliance to the City of West Linn;
- The applicant shall schedule lunch breaks to avoid the p.m. peak hour (5:00 p.m. – 6:00 p.m.); and,
- The applicant shall schedule shift changes of support oriented staff as to avoid the p.m. peak hour (5:00 p.m. – 6:00 p.m.).

We trust this transportation assessment provides you with a clear understanding of the trip impacts associated with the proposed Willamette Christian Church tenant improvements. If you have any questions or comments, please do not hesitate to contact us at (503) 228-5230.

Sincerely,
KITTELSON & ASSOCIATES, INC.



Alex Kiheri
Transportation Analyst























Marc Butorac P.E., P.T.O.E.
Principal Engineer

Attachments: *Appendix A (Traffic Counts and Synchro Worksheets), Appendix B (Safety Data), Appendix C (Occupancy Data), Appendix D (ITE Data)*

**APPENDIX A:
TRAFFIC COUNTS AND
SYNCHRO WORKSHEETS**

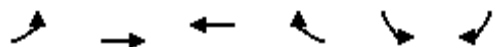
West Linn Tenant Improvements
1: 8th Ave & 10th St

AFK
10/19/2010

														
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR		
Lane Configurations														
Volume (veh/h)	23	12	2	51	13	176	15	337	75	159	231	47		
Sign Control	Stop				Stop			Free			Free			
Grade	0%				0%			0%			0%			
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90		
Hourly flow rate (vph)	26	13	2	57	14	196	17	374	83	177	257	52		
Pedestrians	7				2						7			
Lane Width (ft)	12.0				12.0						12.0			
Walking Speed (ft/s)	4.0				4.0						4.0			
Percent Blockage	1				0						1			
Right turn flare (veh)							6							
Median type								None			None			
Median storage (veh)														
Upstream signal (ft)														
pX, platoon unblocked														
vC, conflicting volume	1163	1136	290	1070	1121	425	316			460				
vC1, stage 1 conf vol														
vC2, stage 2 conf vol														
vCu, unblocked vol	1163	1136	290	1070	1121	425	316			460				
tC, single (s)	7.3	6.5	6.2	7.1	6.5	6.3	4.2			4.1				
tC, 2 stage (s)														
tF (s)	3.7	4.0	3.3	3.5	4.0	3.4	2.3			2.2				
p0 queue free %	71	92	100	65	92	68	99			84				
cM capacity (veh/h)	87	167	750	160	171	614	1209			1089				
Direction, Lane #	EB 1	EB 2	WB 1	NB 1	NB 2	SB 1	SB 2							
Volume Total	26	16	267	17	458	177	309							
Volume Left	26	0	57	17	0	177	0							
Volume Right	0	2	196	0	83	0	52							
cSH	87	188	609	1209	1700	1089	1700							
Volume to Capacity	0.29	0.08	0.44	0.01	0.27	0.16	0.18							
Queue Length 95th (ft)	27	7	56	1	0	14	0							
Control Delay (s)	62.5	25.9	21.5	8.0	0.0	8.9	0.0							
Lane LOS	F	D	C	A		A								
Approach Delay (s)	48.7		21.5	0.3		3.3								
Approach LOS	E		C											
Intersection Summary														
Average Delay			7.5											
Intersection Capacity Utilization			52.0%	ICU Level of Service		A								
Analysis Period (min)			15											

West Linn Tenant Improvements
2: Willamette Falls Dr & 10th Street





















AFK
10/19/2010



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Volume (veh/h)	279	123	235	144	62	219
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Hourly flow rate (vph)	324	143	273	167	72	255
Pedestrians		6				
Lane Width (ft)		12.0				
Walking Speed (ft/s)		4.0				
Percent Blockage		1				
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	441				1149	363
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	441				1149	363
tC, single (s)	4.2				6.5	6.3
tC, 2 stage (s)						
tF (s)	2.3				3.6	3.4
p0 queue free %	70				53	61
cM capacity (veh/h)	1098				152	659
Direction, Lane #	EB 1	EB 2	WB 1	SB 1	SB 2	
Volume Total	324	143	441	72	255	
Volume Left	324	0	0	72	0	
Volume Right	0	0	167	0	255	
cSH	1098	1700	1700	152	659	
Volume to Capacity	0.30	0.08	0.26	0.47	0.39	
Queue Length 95th (ft)	31	0	0	55	46	
Control Delay (s)	9.6	0.0	0.0	48.5	13.9	
Lane LOS	A			E	B	
Approach Delay (s)	6.7		0.0	21.5		
Approach LOS				C		
Intersection Summary						
Average Delay			8.2			
Intersection Capacity Utilization			51.8%		ICU Level of Service	A
Analysis Period (min)			15			

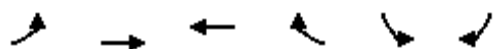
West Linn Tenant Improvements
3: 8th Ave & 10th St

AFK
10/19/2010

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (veh/h)	88	6	38	46	3	150	23	441	57	137	412	95
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	94	6	40	49	3	160	24	469	61	146	438	101
Pedestrians		1										
Lane Width (ft)		12.0										
Walking Speed (ft/s)		4.0										
Percent Blockage		0										
Right turn flare (veh)						6						
Median type								None			None	
Median storage (veh)												
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	1381	1360	490	1322	1380	499	540			530		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	1381	1360	490	1322	1380	499	540			530		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	0	95	93	54	97	72	98			86		
cM capacity (veh/h)	76	126	582	106	122	573	1037			1043		
Direction, Lane #	EB 1	EB 2	WB 1	NB 1	NB 2	SB 1	SB 2					
Volume Total	94	47	212	24	530	146	539					
Volume Left	94	0	49	24	0	146	0					
Volume Right	0	40	160	0	61	0	101					
cSH	76	389	434	1037	1700	1043	1700					
Volume to Capacity	1.24	0.12	0.49	0.02	0.31	0.14	0.32					
Queue Length 95th (ft)	179	10	65	2	0	12	0					
Control Delay (s)	277.2	15.5	26.9	8.6	0.0	9.0	0.0					
Lane LOS	F	C	D	A		A						
Approach Delay (s)	190.0		26.9	0.4		1.9						
Approach LOS	F		D									
Intersection Summary												
Average Delay			21.3									
Intersection Capacity Utilization			55.8%	ICU Level of Service					B			
Analysis Period (min)			15									

West Linn Tenant Improvements
4: Willamette Falls Dr & 10th Street

AFK
10/19/2010



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Volume (veh/h)	409	402	146	117	180	324
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	431	423	154	123	189	341
Pedestrians		4				
Lane Width (ft)		12.0				
Walking Speed (ft/s)		4.0				
Percent Blockage		0				
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	277				1499	219
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	277				1499	219
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	67				0	58
cM capacity (veh/h)	1286				90	818
Direction, Lane #	EB 1	EB 2	WB 1	SB 1	SB 2	
Volume Total	431	423	277	189	341	
Volume Left	431	0	0	189	0	
Volume Right	0	0	123	0	341	
cSH	1286	1700	1700	90	818	
Volume to Capacity	0.33	0.25	0.16	2.11	0.42	
Queue Length 95th (ft)	37	0	0	417	52	
Control Delay (s)	9.2	0.0	0.0	610.2	12.5	
Lane LOS	A			F	B	
Approach Delay (s)	4.6		0.0	226.0		
Approach LOS				F		
Intersection Summary						
Average Delay			74.6			
Intersection Capacity Utilization			57.9%		ICU Level of Service	B
Analysis Period (min)			15			

APPENDIX B: SAFETY DATA

OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION
 TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT
 CRASH SUMMARIES BY YEAR BY COLLISION TYPE

8th Avenue @ 10th Street in the City of West Linn
 January 1, 2005 through December 31, 2009

COLLISION TYPE	FATAL CRASHES	NON- FATAL CRASHES	PROPERTY DAMAGE ONLY	TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER- SECTION	INTER- SECTION RELATED	OFF- ROAD
YEAR: 2009														
TURNING MOVEMENTS	0	0	1	1	0	0	0	1	0	0	1	1	0	0
2009 TOTAL	0	0	1	1	0	0	0	1	0	0	1	1	0	0
YEAR: 2007														
ANGLE	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2007 TOTAL	0	0	1	1	0	0	0	1	0	1	0	1	0	0
YEAR: 2005														
ANGLE	0	1	0	1	0	1	0	1	0	0	1	1	0	0
2005 TOTAL	0	1	0	1	0	1	0	1	0	0	1	1	0	0
FINAL TOTAL	0	1	2	3	0	1	0	3	0	1	2	3	0	0

Note: Legislative changes to DMV's vehicle crash reporting requirements, effective 01/01/2004, may result in fewer property damage only crashes being eligible for inclusion in the Statewide Crash Data File.

OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT
CRASH SUMMARIES BY YEAR BY COLLISION TYPE

10th Street @ Willamette Falls Drive in the City of West Linn
January 1, 2005 through December 31, 2009

COLLISION TYPE	FATAL CRASHES	NON- FATAL CRASHES	PROPERTY DAMAGE ONLY	TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER- SECTION	INTER- SECTION RELATED	OFF- ROAD
YEAR: 2009														
TURNING MOVEMENTS	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2009 TOTAL	0	0	1	1	0	0	0	1	0	1	0	1	0	0
YEAR: 2007														
ANGLE	0	0	1	1	0	0	0	1	0	0	1	1	0	0
2007 TOTAL	0	0	1	1	0	0	0	1	0	0	1	1	0	0
YEAR: 2005														
ANGLE	0	0	1	1	0	0	0	0	1	1	0	1	0	0
2005 TOTAL	0	0	1	1	0	0	0	0	1	1	0	1	0	0
FINAL TOTAL	0	0	3	3	0	0	0	2	1	2	1	3	0	0

Note: Legislative changes to DMV's vehicle crash reporting requirements, effective 01/01/2004, may result in fewer property damage only crashes being eligible for inclusion in the Statewide Crash Data File.

10th Street @ Willamette Falls Drive in the City of West Linn
January 1, 2005 through December 31, 2009

SER# INVEST	S D P R S W E A U C O					DATE DAY TIME	CLASS DIST FROM	CITY STREET FIRST STREET SECOND STREET	RD CHAR DIRECT LOCTN	INT-TYP (MEDIAN) LEGS (#LANES)	INT-REL TRAF- CONTL	OFF-RD RNDBT DRVWY	WTHR SURF LIGHT	CRASH TYP COLL TYP SVRTY	SPCL USE		MOVE FROM TO	P#	PRTC TYPE	INJ SVRTRY	A S		PED LOC	ERROR	ACTN	EVENT	CAUSE
	VEH	TYPE	G	E	LICNS RES																						
															OWNER	QTY											
03931 NONE	N	N	N			09/10/2007 Mon 10P	19 0	WILLAMETTE FALLS DR 10TH ST	INTER CN 02	CROSS 0	N STOP SIGN	N N DARK	CLR DRY PDO	ANGL-OTH ANGL PDO	01 PSNGR CAR	0 PRVTE CAR	STRGHT S N										02 00 02
															02 UNKN UNKNOWN	9 NE SW	STRGHT NE SW	01	DRVR	NONE	59	M	OR-Y OR<25	028	000 000		00 00
01996 NONE	N	N	N			05/19/2005 Thu 5P	16 0	WILLAMETTE FALLS DR 10TH ST	INTER CN 03	 0	N STOP SIGN	N N DAY	RAIN WET DAY	ANGL-OTH ANGL PDO	01 PSNGR CAR	0 PRVTE CAR	STRGHT NE SW	01	DRVR	NONE	00	F	OR-Y OR<25	000	000 000		02 00 00
															02 PRVTE PSNGR CAR	0 S N	STRGHT S N	01	DRVR	NONE	42	F	OR-Y OR<25	028	000 000		00 02
02098 NONE	N	N	N			06/09/2009 Tue 4P	16 0	WILLAMETTE FALLS DR 10TH ST	INTER CN 03	3-LEG 0	N UNKNOWN	N N DAY	CLR DRY DAY	ANGL-OTH TURN PDO	01 PSNGR CAR	0 PRVTE CAR	STRGHT W E	01	DRVR	NONE	21	F	OR-Y OR<25	028	000 000		02 00 00
															02 PRVTE PSNGR CAR	0 E S	TURN-L E S	01	DRVR	NONE	43	F	OR-Y OR<25	000	000 000		00 00

ACTION CODE TRANSLATION LIST		
ACTION CODE	SHORT DESCRIPTION	LONG DESCRIPTION
000	NONE	NO ACTION OR NON-WARRANTED
001	SKIDDED	SKIDDED
002	ON/OFF V	GETTING ON OR OFF STOPPED OR PARKED VEHICLE
003	LOAD OVR	OVERHANGING LOAD STRUCK ANOTHER VEHICLE, ETC.
006	SLOW DN	SLOWED DOWN
007	AVOIDING	AVOIDING MANEUVER
008	PAR PARK	PARALLEL PARKING
009	ANG PARK	ANGLE PARKING
010	INTERFERE	PASSENGER INTERFERING WITH DRIVER
011	STOPPED	STOPPED IN TRAFFIC NOT WAITING TO MAKE A LEFT TURN
012	STP/L TRN	STOPPED BECAUSE OF LEFT TURN SIGNAL OR WAITING, ETC.
013	STP TURN	STOPPED WHILE EXECUTING A TURN
015	GO A/STOP	PROCEED AFTER STOPPING FOR A STOP SIGN/FLASHING RED.
016	TRN A/RED	TURNED ON RED AFTER STOPPING
017	LOSTCTRL	LOST CONTROL OF VEHICLE
018	EXIT DWY	ENTERING STREET OR HIGHWAY FROM ALLEY OR DRIVEWAY
019	ENTR DWY	ENTERING ALLEY OR DRIVEWAY FROM STREET OR HIGHWAY
020	STR ENTR	BEFORE ENTERING ROADWAY, STRUCK PEDESTRIAN, ETC. ON SIDEWALK OR SHOULDER
021	NO DRVR	CAR RAN AWAY - NO DRIVER
022	PREV COL	STRUCK, OR WAS STRUCK BY, VEHICLE OR PEDESTRIAN IN PRIOR COLLISION BEFORE ACC. STABILIZED
023	STALLED	VEHICLE STALLED
024	DRVR DEAD	DEAD BY UNASSOCIATED CAUSE
025	FATIGUE	FATIGUED, SLEEPY, ASLEEP
026	SUN	DRIVER BLINDED BY SUN
027	HDLGHTS	DRIVER BLINDED BY HEADLIGHTS
028	ILLNESS	PHYSICALLY ILL
029	THRU MED	VEHICLE CROSSED, PLUNGED OVER, OR THROUGH MEDIAN BARRIER
030	PURSUIT	PURSUING OR ATTEMPTING TO STOP ANOTHER VEHICLE
031	PASSING	PASSING SITUATION
032	PRKOFFRD	VEHICLE PARKED BEYOND CURB OR SHOULDER
033	CROS MED	VEHICLE CROSSED EARTH OR GRASS MEDIAN
034	X N/SGNL	CROSSING AT INTERSECTION - NO TRAFFIC SIGNAL PRESENT
035	X W/ SGNL	CROSSING AT INTERSECTION - TRAFFIC SIGNAL PRESENT
036	DIAGONAL	CROSSING AT INTERSECTION - DIAGONALLY
037	BTWN INT	CROSSING BETWEEN INTERSECTIONS
038	DISTRACT	DRIVER'S ATTENTION DISTRACTED
039	W/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER WITH TRAFFIC
040	A/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER FACING TRAFFIC
041	W/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT WITH TRAFFIC
042	A/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT FACING TRAFFIC
043	PLAYINRD	PLAYING IN STREET OR ROAD
044	PUSH MV	PUSHING OR WORKING ON VEHICLE IN ROAD OR ON SHOULDER
045	WORK ON	WORKING IN ROADWAY OR ALONG SHOULDER
050	LAY ON RD	STANDING OR LYING IN ROADWAY
051	ENT OFFRD	ENTERING / STARTING IN TRAFFIC LANE FROM OFF-ROAD
088	OTHER	OTHER ACTION
099	UNK	UNKNOWN ACTION

CAUSE CODE TRANSLATION LIST		
CAUSE CODE	SHORT DESCRIPTION	LONG DESCRIPTION
00	NO CODE	NO CAUSE ASSOCIATED AT THIS LEVEL
01	TOO-FAST	TOO FAST FOR CONDITIONS (NOT EXCEED POSTED SPEED
02	NO-YIELD	DID NOT YIELD RIGHT-OF-WAY
03	PAS-STOP	PASSED STOP SIGN OR RED FLASHER
04	DIS--RAG	DISREGARDED R-A-G TRAFFIC SIGNAL.
05	LEFT-CTR	DROVE LEFT OF CENTER ON TWO-WAY ROAD
06	IMP-OVER	IMPROPER OVERTAKING
07	TOO-CLOS	FOLLOWED TOO CLOSELY
08	IMP-TURN	MADE IMPROPER TURN
09	DRINKING	ALCOHOL OR DRUG INVOLVED
10	OTHR-IMP	OTHER IMPROPER DRIVING
11	MECH-DEF	MECHANICAL DEFECT
12	OTHER	OTHER (NOT IMPROPER DRIVING)
13	IMP LN C	IMPROPER CHANGE OF TRAFFIC LANES
14	DIS TCD	DISREGARDED OTHER TRAFFIC CONTROL DEVICE
15	WRNG WAY	WRONG WAY ON ONE-WAY ROADWAY
16	FATIGUE	DRIVER DROWSY/FATIGUED/SLEEPY
18	IN RDWY	NON-MOTORIST ILLEGALLY IN ROADWAY
19	NT VISBL	NON-MOTORIST CLOTHING NOT VISIBLE
20	IMP PKNG	VEHICLE IMPROPERLY PARKED
21	DEF STER	DEFECTIVE STEERING MECHANISM
22	DEF BRKE	INADEQUATE OR NO BRAKES
24	LOADSHFT	VEHICLE LOST LOAD OR LOAD SHIFTED
25	TIREFAIL	TIRE FAILURE
26	PHANTOM	PHANTOM / NON-CONTACT VEHICLE
27	INATTENT	INATTENTION
30	SPEED	DRIVING IN EXCESS OF POSTED SPEED
31	RACING	SPEED RACING (PER PAR)
32	CARELESS	CARELESS DRIVING (CITATION ISSUED)
33	RECKLESS	RECKLESS DRIVING (CITATION ISSUED)
34	AGGRESV	AGGRESSIVE DRIVING (PER PAR)
35	RD RAGE	ROAD RAGE (PER PAR)

COLLISION TYPE CODE TRANSLATION LIST		
COLL CODE	SHORT DESCRIPTION	LONG DESCRIPTION
&	OTH	MISCELLANEOUS
-	BACK	BACKING
0	PED	PEDESTRIAN
1	ANGL	ANGLE
2	HEAD	HEAD-ON
3	REAR	REAR-END
4	SS-M	SIDESWIPE - MEETING
5	SS-O	SIDESWIPE - OVERTAKING
6	TURN	TURNING MOVEMENT
7	PARK	PARKING MANEUVER
8	NCOL	NON-COLLISION
9	FIX	FIXED OBJECT OR OTHER OBJECT

CRASH TYPE CODE TRANSLATION LIST		
CRASH TYPE	SHORT DESCRIPTION	LONG DESCRIPTION
&	OVERTURN	OVERTURNED
0	NON-COLL	OTHER NON-COLLISION
1	OTH RDWY	MOTOR VEHICLE ON OTHER ROADWAY
2	PRKD MV	PARKED MOTOR VEHICLE
3	PED	PEDESTRIAN
4	TRAIN	RAILWAY TRAIN
6	BIKE	PEDALCYCLIST
7	ANIMAL	ANIMAL
8	FIX OBJ	FIXED OBJECT
9	OTH OBJ	OTHER OBJECT
A	ANGL-STP	ENTERING AT ANGLE - ONE VEHICLE STOPPED
B	ANGL-OTH	ENTERING AT ANGLE - ALL OTHERS
C	S-STRGHT	FROM SAME DIRECTION - BOTH GOING STRAIGHT
D	S-1TURN	FROM SAME DIRECTION - ONE TURN, ONE STRAIGHT
E	S-1STOP	FROM SAME DIRECTION - ONE STOPPED
F	S-OTHER	FROM SAME DIRECTION-ALL OTHERS, INCLUDING PARKING
G	O-STRGHT	FROM OPPOSITE DIRECTION - BOTH GOING STRAIGHT
H	O-1TURN	FROM OPPOSITE DIRECTION - ONE TURN, ONE STRAIGHT
I	O-1STOP	FROM OPPOSITE DIRECTION - ONE STOPPED
J	O-OTHER	FROM OPPOSITE DIRECTION-ALL OTHERS INCL. PARKING

DRIVER LICENSE CODE TRANSLATION LIST			DRIVER RESIDENCE CODE TRANSLATION LIST		
LIC CODE	SHORT DESC	LONG DESCRIPTION	RES CODE	SHORT DESC	LONG DESCRIPTION
0	NONE	NOT LICENSED (HAD NEVER BEEN LICENSED)	1	OR<25	OREGON RESIDENT WITHIN 25 MILE OF HOME
1	OR-Y	VALID OREGON LICENSE	2	OR>25	OREGON RESIDENT 25 OR MORE MILES FROM HOME
2	OTH-Y	VALID LICENSE, OTHER STATE OR COUNTRY	3	OR-?	OREGON RESIDENT - UNKNOWN DISTANCE FROM HOME
3	SUSP	SUSPENDED/REVOKED	4	N-RES	NON-RESIDENT
			9	UNK	UNKNOWN IF OREGON RESIDENT

ERROR CODE TRANSLATION LIST		
ERROR CODE	SHORT DESCRIPTION	FULL DESCRIPTION
000	NONE	NO ERROR
001	WIDE TRN	WIDE TURN
002	CUT CORN	CUT CORNER ON TURN
003	FAIL TRN	FAILED TO OBEY MANDATORY TRAFFIC TURN SIGNAL, SIGN OR LANE MARKINGS
004	L IN TRF	LEFT TURN IN FRONT OF ONCOMING TRAFFIC
005	L PROHIB	LEFT TURN WHERE PROHIBITED
006	FRM WRNG	TURNUED FROM WRONG LANE
007	TO WRONG	TURNUED INTO WRONG LANE
008	ILLEG U	U-TURNUED ILLEGALLY
009	IMP STOP	IMPROPERLY STOPPED IN TRAFFIC LANE
010	IMP SIG	IMPROPER SIGNAL OR FAILURE TO SIGNAL
011	IMP BACK	BACKING IMPROPERLY (NOT PARKING)
012	IMP PARK	IMPROPERLY PARKED
013	UNPARK	IMPROPER START LEAVING PARKED POSITION
014	IMP STRT	IMPROPER START FROM STOPPED POSITION
015	IMP LGHT	IMPROPER OR NO LIGHTS (VEHICLE IN TRAFFIC)
016	INATTENT	FAILED TO DIM LIGHTS (UNTIL 4/1/97) / INATTENTION (AFTER 4/1/97)
017	UNSF VEH	DRIVING UNSAFE VEHICLE (NO OTHER ERROR APPARENT)
018	OTH PARK	ENTERING, EXITING PARKED POSITION WITH INSUFFICIENT CLEARANCE OR OTHER IMPROPER PARKING MANEUVER
019	DIS DRIV	DISREGARDED OTHER DRIVER'S SIGNAL
020	DIS SGNL	DISREGARDED TRAFFIC SIGNAL
021	RAN STOP	DISREGARDED STOP SIGN OR FLASHING RED
022	DIS SIGN	DISREGARDED WARNING SIGN, FLARES OR FLASHING AMBER
023	DIS OFCR	DISREGARDED POLICE OFFICER OR FLAGMAN
024	DIS EMER	DISREGARDED SIREN OR WARNING OF EMERGENCY VEHICLE
025	DIS RR	DISREGARDED RR SIGNAL, RR SIGN, OR RR FLAGMAN
026	REAR-END	FAILED TO AVOID STOPPED OR PARKED VEHICLE AHEAD OTHER THAN SCHOOL BUS
027	BIKE ROW	DID NOT HAVE RIGHT-OF-WAY OVER PEDALCYCLIST
028	NO ROW	DID NOT HAVE RIGHT-OF-WAY
029	PED ROW	FAILED TO YIELD RIGHT-OF-WAY TO PEDESTRIAN
030	PAS CURV	PASSING ON A CURVE
031	PAS WRNG	PASSING ON THE WRONG SIDE
032	PAS TANG	PASSING ON STRAIGHT ROAD UNDER UNSAFE CONDITIONS
033	PAS X-WK	PASSED VEHICLE STOPPED AT CROSSWALK FOR PEDESTRIAN
034	PAS INTR	PASSING AT INTERSECTION
035	PAS HILL	PASSING ON CREST OF HILL
036	N/PAS ZN	PASSING IN "NO PASSING" ZONE
037	PAS TRAF	PASSING IN FRONT OF ONCOMING TRAFFIC
038	CUT-IN	CUTTING IN (TWO LANES - TWO WAY ONLY)
039	WRNGSIDE	DRIVING ON WRONG SIDE OF THE ROAD
040	THRU MED	DRIVING THROUGH SAFETY ZONE OR OVER ISLAND
041	F/ST BUS	FAILED TO STOP FOR SCHOOL BUS

ERROR CODE TRANSLATION LIST

ERROR CODE	SHORT DESCRIPTION	FULL DESCRIPTION
042	F/SLO MV	FAILED TO DECREASE SPEED FOR SLOWER MOVING VEHICLE
043	TO CLOSE	FOLLOWING TOO CLOSELY (MUST BE ON OFFICER'S REPORT)
044	STRDL LN	STRADDLING OR DRIVING ON WRONG LANES
045	IMP CHG	IMPROPER CHANGE OF TRAFFIC LANES
046	WRNG WAY	WRONG WAY ON ONE-WAY ROADWAY (VEHICLE IS DELIBERATELY TRAVELING ON WRONG SIDE)
047	BASCRULE	DRIVING TOO FAST FOR CONDITIONS (NOT EXCEEDING POSTED SPEED)
048	OPN DOOR	OPENED DOOR INTO ADJACENT TRAFFIC LANE
049	IMPEDING	IMPEDING TRAFFIC
050	SPEED	DRIVING IN EXCESS OF POSTED SPEED
051	RECKLESS	RECKLESS DRIVING (PER PAR)
052	CARELESS	CARELESS DRIVING (PER PAR)
053	RACING	SPEED RACING (PER PAR)
054	X N/SGNL	CROSSING AT INTERSECTION - NO TRAFFIC SIGNAL PRESENT
055	X W/SGNL	CROSSING AT INTERSECTION - TRAFFIC SIGNAL PRESENT
056	DIAGONAL	CROSSING AT INTERSECTION - DIAGONALLY
057	BTWN INT	CROSSING BETWEEN INTERSECTIONS
059	W/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER WITH TRAFFIC
060	A/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER FACING TRAFFIC
061	W/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT WITH TRAFFIC
062	A/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT FACING TRAFFIC
063	PLAYINRD	PLAYING IN STREET OR ROAD
064	PUSH MV	PUSHING OR WORKING ON VEHICLE IN ROAD OR ON SHOULDER
065	WK IN RD	WORKING IN ROADWAY OR ALONG SHOULDER
070	LAYON RD	STANDING OR LYING IN ROADWAY
073	DIS POL	DISREGARDING POLICE (ELUDING)
080	FAIL LN	FAILED TO MAINTAIN LANE
081	OFF RD	RAN OFF ROAD
082	NO CLEAR	DRIVER MISJUDGED CLEARANCE
083	OVRSTEER	OVER CORRECTING
084	NOT USED	CODE NOT IN USE
085	OVRLOAD	OVERLOADING OR IMPROPER LOADING OF VEHICLE WITH CARGO OR PASSENGERS
097	UNA DIS TC	UNABLE TO DETERMINE WHICH DRIVER DISREGARDED TRAFFIC CONTROL DEVICE

EVENT CODE TRANSLATION LIST

EVENT CODE	SHORT DESCRIPTION	LONG DESCRIPTION
001	FEL/JUMP	OCCUPANT FELL, JUMPED OR WAS EJECTED FROM MOVING VEHICLE
002	INTERFER	PASSENGER INTERFERED WITH DRIVER
003	BUG INTF	ANIMAL OR INSECT IN VEHICLE INTERFERED WITH DRIVER
004	PED INV	PEDESTRIAN INVOLVED (NON-PEDESTRIAN ACCIDENT)
005	SUB-PED	"SUB-PED": PEDESTRIAN INJURED SUBSEQUENT TO COLLISION, ETC.
006	BIKE INV	TRICYCLE-BICYCLE INVOLVED
007	HITCHIKR	HITCHHIKER (SOLICITING A RIDE)
008	PSNGR TOW	PASSENGER BEING TOWED OR PUSHED ON CONVEYANCE
009	ON/OFF V	GETTING ON OR OFF STOPPED OR PARKED VEHICLE (OCCUPANTS ONLY)
010	SUB OTRN	OVERTURNED AFTER FIRST HARMFUL EVENT
011	MV PUSHD	VEHICLE BEING PUSHED
012	MV TOWED	VEHICLE TOWED OR HAD BEEN TOWING ANOTHER VEHICLE
013	FORCED	VEHICLE FORCED BY IMPACT INTO ANOTHER VEHICLE, PEDALCYCLIST OR PEDESTRIAN
014	SET MOTN	VEHICLE SET IN MOTION BY NON-DRIVER (CHILD RELEASED BRAKES, ETC.)
015	RR ROW	AT OR ON RAILROAD RIGHT-OF-WAY (NOT LIGHT RAIL)
016	LT RL ROW	AT OR ON LIGHT-RAIL RIGHT-OF-WAY
017	RR HIT V	TRAIN STRUCK VEHICLE
018	V HIT RR	VEHICLE STRUCK TRAIN
019	HIT RR CAR	VEHICLE STRUCK RAILROAD CAR ON ROADWAY
020	JACKNIFE	JACKKNIFE; TRAILER OR TOWED VEHICLE STRUCK TOWING VEHICLE
021	TRL OTRN	TRAILER OR TOWED VEHICLE OVERTURNED
022	CN BROKE	TRAILER CONNECTION BROKE
023	DETACH TRL	DETACHED TRAILING OBJECT STRUCK OTHER VEHICLE, NON-MOTORIST, OR OBJECT
024	V DOOR OPN	VEHICLE DOOR OPENED INTO ADJACENT TRAFFIC LANE
025	WHEELOFF	WHEEL CAME OFF
026	HOOD UP	HOOD FLEW UP
028	LOAD SHIFT	LOST LOAD, LOAD MOVED OR SHIFTED
029	TIREFAIL	TIRE FAILURE
030	PET	PET: CAT, DOG AND SIMILAR
031	LVSTOCK	STOCK: COW, CALF, BULL, STEER, SHEEP, ETC.
032	HORSE	HORSE, MULE, OR DONKEY
033	HRSE&RID	HORSE AND RIDER
034	GAME	WILD ANIMAL, GAME (INCLUDES BIRDS; NOT DEER OR ELK)
035	DEER ELK	DEER OR ELK, WAPITI
036	ANML VEH	ANIMAL-DRAWN VEHICLE
037	CULVERT	CULVERT, OPEN LOW OR HIGH MANHOLE
038	ATENUATN	IMPACT ATTENUATOR
039	PK METER	PARKING METER
040	CURB	CURB (ALSO NARROW SIDEWALKS ON BRIDGES)
041	JIGGLE	JIGGLE BARS OR TRAFFIC SNAKE FOR CHANNELIZATION
042	GDRL END	LEADING EDGE OF GUARDRAIL
043	GARDRAIL	GUARD RAIL (NOT METAL MEDIAN BARRIER)
044	BARRIER	MEDIAN BARRIER (RAISED OR METAL)
045	WALL	RETAINING WALL OR TUNNEL WALL
046	BR RAIL	BRIDGE RAILING (ON BRIDGE AND APPROACH)
047	BR ABUT	BRIDGE ABUTMENT (APPROACH ENDS)
048	BR COLMN	BRIDGE PILLAR OR COLUMN (EVEN THOUGH STRUCK PROTECTIVE GUARD RAIL FIRST)
049	BR GIRDR	BRIDGE GIRDER (HORIZONTAL STRUCTURE OVERHEAD)
050	ISLAND	TRAFFIC RAISED ISLAND
051	GORE	GORE
052	POLE UNK	POLE - TYPE UNKNOWN
053	POLE UTL	POLE - POWER OR TELEPHONE
054	ST LIGHT	POLE - STREET LIGHT ONLY
055	TRF SGNL	POLE - TRAFFIC SIGNAL AND PED SIGNAL ONLY
056	SGN BRDG	POLE - SIGN BRIDGE
057	STOPSIGN	STOP OR YIELD SIGN
058	OTH SIGN	OTHER SIGN, INCLUDING STREET SIGNS
059	HYDRANT	HYDRANT

EVENT CODE TRANSLATION LIST

EVENT CODE	SHORT DESCRIPTION	LONG DESCRIPTION
060	MARKER	DELINEATOR OR MARKER (REFLECTOR POSTS)
061	MAILBOX	MAILBOX
062	TREE	TREE, STUMP OR SHRUBS
063	VEG OHED	TREE BRANCH OR OTHER VEGETATION OVERHEAD, ETC.
064	WIRE/CBL	WIRE OR CABLE ACROSS OR OVER THE ROAD
065	TEMP SGN	TEMPORARY SIGN OR BARRICADE IN ROAD, ETC.
066	PERM SGN	PERMANENT SIGN OR BARRICADE IN/OFF ROAD
067	SLIDE	SLIDES, ROCKS OFF OR ON ROAD, FALLING ROCKS
068	FRGN OBJ	FOREIGN OBSTRUCTION/DEBRIS IN ROAD (NOT GRAVEL)
069	EQP WORK	EQUIPMENT WORKING IN/OFF ROAD
070	OTH EQP	OTHER EQUIPMENT IN OR OFF ROAD (INCLUDES PARKED TRAILER, BOAT)
071	MAIN EQP	WRECKER, STREET SWEEPER, SNOW PLOW OR SANDING EQUIPMENT
072	OTHER WALL	ROCK, BRICK OR OTHER SOLID WALL
073	IRRL PVMT	SPEED BUMP, OTHER BUMP, POTHOLE OR PAVEMENT IRREGULARITY (PER PAR)
075	CAVE IN	BRIDGE OR ROAD CAVE IN
076	HI WATER	HIGH WATER
077	SNO BANK	SNOW BANK
078	HOLE	CHUCKHOLE IN ROAD, LOW OR HIGH SHOULDER AT PAVEMENT EDGE
079	DITCH	CUT SLOPE OR DITCH EMBANKMENT
080	OBJ F MV	STRUCK BY ROCK OR OTHER OBJECT SET IN MOTION BY OTHER VEHICLE (INCL. LOST LOADS)
081	FLY-OBJ	STRUCK BY OTHER MOVING OR FLYING OBJECT
082	VEH HID	VEHICLE OBSCURED VIEW
083	VEG HID	VEGETATION OBSCURED VIEW
084	BLDG HID	VIEW OBSCURED BY FENCE, SIGN, PHONE BOOTH, ETC.
085	WIND GUST	WIND GUST
086	IMMERSED	VEHICLE IMMERSED IN BODY OF WATER
087	FIRE/EXP	FIRE OR EXPLOSION
088	FENC/BLD	FENCE OR BUILDING, ETC.
089	OTH ACDT	ACCIDENT RELATED TO ANOTHER SEPARATE ACCIDENT
090	TO 1 SIDE	TWO-WAY TRAFFIC ON DIVIDED ROADWAY ALL ROUTED TO ONE SIDE
092	PHANTOM	OTHER (PHANTOM) NON-CONTACT VEHICLE (ON PAR OR REPORT)
093	CELL-POL	CELL PHONE (ON PAR OR DRIVER IN USE)
094	VIOL GDL	TEENAGE DRIVER IN VIOLATION OF GRADUATED LICENSE PGM
095	GUY WIRE	GUY WIRE
096	BERM	BERM (EARTHEN OR GRAVEL MOUND)
097	GRAVEL	GRAVEL IN ROADWAY
098	ABR EDGE	ABRUPT EDGE
099	CELL-WTN	CELL PHONE USE WITNESSED BY OTHER PARTICIPANT
100	UNK FIXD	UNKNOWN TYPE OF FIXED OBJECT
101	OTHER OBJ	OTHER OR UNKNOWN OBJECT, NOT FIXED
104	OUTSIDE V	PASSENGER RIDING ON VEHICLE EXTERIOR
105	PEDAL PSGR	PASSENGER RIDING ON PEDALCYCLE
106	MAN WHLCHR	PEDESTRIAN IN NON-MOTORIZED WHEELCHAIR
107	MTR WHLCHR	PEDESTRIAN IN MOTORIZED WHEELCHAIR
110	N-MTR	NON-MOTORIST STRUCK VEHICLE
111	S CAR VS V	STREET CAR/TROLLEY (ON RAILS AND/OR OVERHEAD WIRE SYSTEM) STRUCK VEHICLE
112	V VS S CAR	VEHICLE STRUCK STREET CAR/TROLLEY (ON RAILS AND/OR OVERHEAD WIRE SYSTEM)
113	S CAR ROW	AT OR ON STREET CAR/TROLLEY RIGHT-OF-WAY
114	RR EQUIP	VEHICLE STRUCK RAILROAD EQUIPMENT (NOT TRAIN) ON TRACKS
120	WIRE BAR	WIRE OR CABLE MEDIAN BARRIER
124	SLIPPERY	SLIDING OR SWERVING DUE TO WET, ICY, SLIPPERY OR LOOSE SURFACE
125	SHLDR	SHOULDER GAVE WAY

FUNCTIONAL CLASSIFICATION TRANSLATION LIST		
FUNC CLASS	DESCRIPTION	
01	RURAL PRINCIPAL ARTERIAL - INTERSTATE	
02	RURAL PRINCIPAL ARTERIAL - OTHER	
06	RURAL MINOR ARTERIAL	
07	RURAL MAJOR COLLECTOR	
08	RURAL MINOR COLLECTOR	
09	RURAL LOCAL	
11	URBAN PRINCIPAL ARTERIAL - INTERSTATE	
12	URBAN PRINCIPAL ARTERIAL - OTHER FREEWAYS AND EXP	
14	URBAN PRINCIPAL ARTERIAL - OTHER	
16	URBAN MINOR ARTERIAL	
17	URBAN COLLECTOR	
19	URBAN LOCAL	
78	UNKNOWN RURAL SYSTEM	
79	UNKNOWN RURAL NON-SYSTEM	
98	UNKNOWN URBAN SYSTEM	
99	UNKNOWN URBAN NON-SYSTEM	

HIGHWAY COMPONENT TRANSLATION LIST	
CODE	DESCRIPTION
0	MAINLINE STATE HIGHWAY
1	COUPLET
3	FRONTAGE ROAD
6	CONNECTION
8	HIGHWAY - OTHER

INJURY SEVERITY CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
1	KILL	FATAL INJURY
2	INJA	INCAPACITATING INJURY - BLEEDING, BROKEN BONES
3	INJB	NON-INCAPACITATING INJURY
4	INJC	POSSIBLE INJURY - COMPLAINT OF PAIN
5	PRI	DIED PRIOR TO CRASH
7	NO<5	NO INJURY - 0 TO 4 YEARS OF AGE

LIGHT CONDITION CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	DAY	DAYLIGHT
2	DLIT	DARKNESS - WITH STREET LIGHTS
3	DARK	DARKNESS - NO STREET LIGHTS
4	DAWN	DAWN (TWILIGHT)
5	DUSK	DUSK (TWILIGHT)

MEDIAN TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	NONE	NO MEDIAN
1	RSDMD	SOLID MEDIAN BARRIER
2	DIVMD	EARTH, GRASS OR PAVED MEDIAN

MILEAGE TYPE CODE TRANSLATION LIST	
CODE	LONG DESCRIPTION
0	REGULAR MILEAGE
T	TEMPORARY
Y	SPUR
Z	OVERLAPPING

MOVEMENT TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	STRGHT	STRAIGHT AHEAD
2	TURN-R	TURNING RIGHT
3	TURN-L	TURNING LEFT
4	U-TURN	MAKING A U-TURN
5	BACK	BACKING
6	STOP	STOPPED IN TRAFFIC
7	PRKD-P	PARKED - PROPERLY
8	PRKD-I	PARKED - IMPROPERLY

PEDESTRIAN LOCATION CODE TRANSLATION LIST	
CODE	LONG DESCRIPTION
00	AT INTERSECTION - NOT IN ROADWAY
01	AT INTERSECTION - INSIDE CROSSWALK
02	AT INTERSECTION - IN ROADWAY, OUTSIDE CROSSWALK
03	AT INTERSECTION - IN ROADWAY, XWALK AVAIL UNKNWN
04	NOT AT INTERSECTION - IN ROADWAY
05	NOT AT INTERSECTION - ON SHOULDER
06	NOT AT INTERSECTION - ON MEDIAN
07	NOT AT INTERSECTION - WITHIN TRAFFIC RIGHT-OF-WAY
08	NOT AT INTERSECTION - IN BIKE PATH
09	NOT-AT INTERSECTION - ON SIDEWALK
10	OUTSIDE TRAFFICWAY BOUNDARIES
15	NOT AT INTERSECTION - INSIDE MID-BLOCK CROSSWALK
18	OTHER, NOT IN ROADWAY
99	UNKNOWN LOCATION

ROAD CHARACTER CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	INTER	INTERSECTION
2	ALLEY	DRIVEWAY OR ALLEY
3	STRGHT	STRAIGHT ROADWAY
4	TRANS	TRANSITION
5	CURVE	CURVE (HORIZONTAL CURVE)
6	OPENAC	OPEN ACCESS OR TURNOUT
7	GRADE	GRADE (VERTICAL CURVE)
8	BRIDGE	BRIDGE STRUCTURE
9	TUNNEL	TUNNEL

PARTICIPANT TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	OCC	UNKNOWN OCCUPANT TYPE
1	DRVR	DRIVER
2	PSNG	PASSENGER
3	PED	PEDESTRIAN
4	CONV	PEDESTRIAN USING A PEDESTRIAN CONVEYANCE
5	PTOW	PEDESTRIAN TOWING OR TRAILERING AN OBJECT
6	BIKE	PEDALCYCLIST
7	BTOW	PEDALCYCLIST TOWING OR TRAILERING AN OBJECT
8	PRKD	OCCUPANT OF A PARKED MOTOR VEHICLE
9	UNK	UNKNOWN TYPE OF NON-MOTORIST

TRAFFIC CONTROL DEVICE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
000	NONE	NO CONTROL
001	TRF SIGNAL	TRAFFIC SIGNALS
002	FLASHBCN-R	FLASHING BEACON - RED (STOP)
003	FLASHBCN-A	FLASHING BEACON - AMBER (SLOW)
004	STOP SIGN	STOP SIGN
005	SLOW SIGN	SLOW SIGN
006	REG-SIGN	REGULATORY SIGN
007	YIELD	YIELD SIGN
008	WARNING	WARNING SIGN
009	CURVE	CURVE SIGN
010	SCHL X-ING	SCHOOL CROSSING SIGN OR SPECIAL SIGNAL
011	OFCR/FLAG	POLICE OFFICER, FLAGMAN - SCHOOL PATROL
012	BRDG-GATE	BRIDGE GATE - BARRIER
013	TEMP-BARR	TEMPORARY BARRIER
014	NO-PASS-ZN	NO PASSING ZONE
015	ONE-WAY	ONE-WAY STREET
016	CHANNEL	CHANNELIZATION
017	MEDIAN BAR	MEDIAN BARRIER
018	PILOT CAR	PILOT CAR
019	SP PED SIG	SPECIAL PEDESTRIAN SIGNAL
020	X-BUCK	CROSSBUCK
021	THR-GN-SIG	THROUGH GREEN ARROW OR SIGNAL
022	L-GRN-SIG	LEFT TURN GREEN ARROW, LANE MARKINGS, OR SIGNAL
023	R-GRN-SIG	RIGHT TURN GREEN ARROW, LANE MARKINGS, OR SIGNAL
024	WIGWAG	WIGWAG OR FLASHING LIGHTS W/O DROP-ARM GATE
025	X-BUCK WRN	CROSSBUCK AND ADVANCE WARNING
026	WW W/ GATE	FLASHING LIGHTS WITH DROP-ARM GATES
027	OVHRD SGNL	SUPPLEMENTAL OVERHEAD SIGNAL (RR XING ONLY)
028	SP RR STOP	SPECIAL RR STOP SIGN
029	ILUM GRD X	ILLUMINATED GRADE CROSSING
037	RAMP METER	METERED RAMPS
038	RUMBLE STR	RUMBLE STRIP
090	L-TURN REF	LEFT TURN REFUGE (WHEN REFUGE IS INVOLVED)
091	R-TURN ALL	RIGHT TURN AT ALL TIMES SIGN, ETC.
092	EMR SGN/FL	EMERGENCY SIGNS OR FLARES
093	ACCEL LANE	ACCELERATION OR DECELERATION LANES
094	R-TURN PRO	RIGHT TURN PROHIBITED ON RED AFTER STOPPING

095BUS STPSGNBUS STOP SIGN AND RED LIGHTS

099UNKNOWNUNKNOWN OR NOT DEFINITE

VEHICLE TYPE CODE TRANSLATION LIST

CODE	SHORT DESC	LONG DESCRIPTION
01	PSNGR CAR	PASSENGER CAR, PICKUP, ETC.
02	BOBTAIL	TRUCK TRACTOR WITH NO TRAILERS (BOBTAIL)
03	FARM TRCTR	FARM TRACTOR OR SELF-PROPELLED FARM EQUIPMENT
04	SEMI TOW	TRUCK TRACTOR WITH TRAILER/MOBILE HOME IN TOW
05	TRUCK	TRUCK WITH NON-DETACHABLE BED, PANEL, ETC.
06	MOPED	MOPED, MINIBIKE, MOTOR SCOOTER, OR MOTOR BICYCLE
07	SCHL BUS	SCHOOL BUS (INCLUDES VAN)
08	OTH BUS	OTHER BUS
09	MTRCYCLE	MOTORCYCLE
10	OTHER	OTHER: FORKLIFT, BACKHOE, ETC.
11	MOTRHOME	MOTORHOME
12	TROLLEY	MOTORIZED STREET CAR/TROLLEY (NO RAILS/WIRES)
13	ATV	ATV
14	MTRSCTR	MOTORIZED SCOOTER
15	SNOWMOBILE	SNOWMOBILE
99	UNKNOWN	UNKNOWN VEHICLE TYPE

WEATHER CONDITION CODE TRANSLATION LIST

CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	CLR	CLEAR
2	CLD	CLOUDY
3	RAIN	RAIN
4	SLT	SLEET
5	FOG	FOG
6	SNOW	SNOW
7	DUST	DUST
8	SMOK	SMOKE
9	ASH	ASH

**APPENDIX C:
FORMER AND PROPOSED
OCCUPANCY DATA**



Exhibit B

Pertinent information for Tenant's Application for a Conditional Use Permit:

Name of Business: Carisbrook Technology Services,,LLC.

Ownership Entity: Robert M Fernandez (86%) and Aspen Venture III(14).

Years in Operation: 10

General Business Description: Technical and medical support for veterinary hospitals.

Number of Employees (at occupancy): 42 employees and 12 contract to hire temporary staff.

Normal Business Hours: 6:00 AM PDT to 10:00PM PDT.

Number of employees arriving during early "peak trip hours" (7am – 9am):15

Number of employees departing during late "peak trip hours" (4pm – 6pm):15

Number of employees using various methods of mass transit: approx 50%

Number of employees parking on-site during normal business hours: Approx 50%

Willamette Christian Church
Church Use During Final Quarter of Occupation*
Information provided by Facilities Manager

Mondays:

5:30 am to 8:00 am	Men's Prayer Group (6)
8:00 am to 6:00 pm	Church Staff (14)
6:30 pm to 9:00 pm	Financial Counseling class (25)
6:30 pm to 9:00 pm	Women's Bible Study (25)

Tuesdays:

8:00 am to 12:00 pm	Women's Bible Study (75)
8:00 am to 6:00 pm	Church Staff (14)
6:30 pm to 9:00 pm	Financial Counseling Class (25)
6:30 pm to 9:30 pm	Art Class (40)

Wednesdays:

7:00 am to 10:00 am	Building Committee (6)
8:00 am to 6:00 pm	Church Staff (14)
9:30 am to 12:00 pm	Women's Bible Study (15)
6:30 pm to 9:00 pm	High School Youth Class (35)

Thursdays:

5:30 am to 8:00 am	Men's Prayer Group (6)
8:00 am to 6:00 pm	Church Staff (14)
6:30 pm to 9:00 pm	Lion's Club every other Thursday (30)

Fridays:

5:30 am to 9:30 am	Free Community Breakfast (30)
8:00 am to 6:00 pm	Church Staff (14)
5:00 pm to 9:00 pm	Counseling (8)

Saturdays:

8:00 am to 10:30 am	Men's Study Group (25)
3:30 pm to 6:00 pm	Service Set-up (15)
5:30 pm to 8:00 pm	Saturday Service (120)

Sundays:

8:00 am to 3:00 pm	Meetings before and after Service including Elders, Small Group Leaders, Children's Leadership team, funerals, etc.
--------------------	---

Monthly Meetings: Reasons to believe class (15), 4H Club (10) both in the evening, Laidlaw Bus Meeting (50), Investment Club (15), Christina Athletes (15) each in the morning.

Ad Hoc Meetings: Neighborhood Associations, Music Recitals, Willamette Walking Adventures starting point, Polling place prior to mail-in ballots, Boy Scouts, Cub Scouts, Birthday parties, etc.

* Assumes arrival and departure occurs within a 30 minute time frame before and after scheduled meetings/workday

APPENDIX D:
ITE TRIP GENERATION ESTIMATE



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

MEMORANDUM

Date: September 23, 2010 **Project #:** 11027.0

To: Pat Hanlin
Willamette Capital Investment LLC
24979 SW Quarryview Dr.
Wilsonville, OR 97070

From: Alex Kiheri, Marc Butorac P.E., P.T.O.E

Project: Willamette Christian Church Change-of-Use

Subject: Non-applicability of ITE Trip Generation Manual

Kittelison & Associates, Inc. has determined that the Institute of Transportation Engineers' *Trip Generation Manual*, 8th Edition is not a reliable trip generation estimation tool for the proposed online and telephone technical and medical support center based on the several considerations below. ITE land-use data for churches (code 560) and single tenant office-space (code 715) have been used. ITE Code 715 was determined to be the closest approximation to the proposed support center.

ITE Underestimation of the previous use – ITE Code 560 (Church)

- A limited amount of data is available from *Trip Generation* for predicting weekday trips generated by churches. Currently **only nine data points** are available for historical reference purposes. Additionally;
- No level of activity is given for those included data points. This is especially crucial to this situation as the former tenant, Willamette Christian Church, **relocated because they outgrew the building** and have moved into a significantly larger space.
- While the ITE data suggests that a “typical” church of 12,000 square feet will only generate 7 a.m. peak hour trips, **this church employed 14 staff members who arrived by 8:00 a.m. during the week**. This suggests that the existing church represents a significant deviation from the data represented by ITE Trip Generation.
- The church had a long history of **providing daily meetings** for various church and community functions that coincide with the peak hours of traffic. These events include a community kitchen for disadvantaged community members, weekly prayer study groups, and various other social functions.

ITE Overestimation of the Proposed Use – ITE Code 715 (Office - Single Tenant)

- The proposed support center will serve a variety of **time zones** and as such will have staffing needs that requires the use of shifts to cover the **operating hours of 6:00 a.m. – 10:00 p.m.**
- They will use up to **four shifts** to cover their operating hours. Three shifts will be used to ensure the service center can meet client needs and will be; 6:00 a.m. – 2:00 p.m., 10:00 a.m. – 6:00 p.m. and 2:00 p.m. – 10:00 p.m. Additionally, an 8:00 a.m. – 5:00 p.m. shift will be used for non support staff (i.e. book keepers, accountants, secretaries, management). This 8:00 a.m. – 5:00 p.m. shift is the only one expected to generate a.m. or p.m. peak hour trips.
- The 54 employee positions will be spread out roughly evenly among these shifts to provide uniform services to their clients.

Table 1 below summarizes trip estimates prepared using the closest ITE Code approximations from *Trip Generation*.

Table 1 **ITE Trip Generation Estimate for Existing and Proposed Land-uses**

Land use	ITE Code	Size (sf)	# of Employees	Daily Trips	A.M. Peak Hour Trips			P.M. Peak Hour Trips		
					In	Out	Total	In	Out	Total
Church	560	12,000	14	109	4	3	7	3	4	7
Office – Single Tenant	715	12,000	54	324	39	5	44	9	48	57

As shown in Table 1 use of *Trip Generation* results in unreasonable estimates for both the former and proposed uses. Given the previously supplied data by the church, it is known that a typical weekday would include 14 staff members arriving during the a.m. peak. As shown above the ITE estimate is not comprehensive enough to account for this outlying church facility.

Additionally, due to the proposed use's hours of operations, *Trip Generation* is not able to appropriately represent the peak hour conditions for office spaces using multiple non-customary shifts. As is evidenced by the a.m. peak period estimate of 44 total trips, this would imply that nearly all of the proposed tenant's employees arrive during the a.m. peak period. This is not the anticipated case.

Due to these issues, ITE *Trip Generation* is not representative of this specific situation. *Trip Generation* specifically calls for the use of local data when such data is determined to be more representative of a given land-use.

APPENDIX "B"

**2007 – 2011
ODOT CRASH DATA**

OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION
 TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT
 CRASH SUMMARIES BY YEAR BY COLLISION TYPE
 10th Street (Hwy 064 connection) @ 8th Avenue/8th Court
 January 1, 2007 through December 31, 2011

COLLISION TYPE	FATAL CRASHES	NON- FATAL CRASHES	PROPERTY DAMAGE ONLY	TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER- SECTION	INTER- SECTION RELATED	OFF- ROAD
YEAR: 2011														
ANGLE	0	1	0	1	0	1	0	1	0	1	0	1	0	0
2011 TOTAL	0	1	0	1	0	1	0	1	0	1	0	1	0	0
YEAR: 2010														
ANGLE	0	0	1	1	0	0	0	0	1	0	1	1	0	0
TURNING MOVEMENTS	0	0	2	2	0	0	0	1	1	1	1	2	0	0
2010 TOTAL	0	0	3	3	0	0	0	1	2	1	2	3	0	0
YEAR: 2009														
TURNING MOVEMENTS	0	0	2	2	0	0	0	2	0	1	1	2	0	0
2009 TOTAL	0	0	2	2	0	0	0	2	0	1	1	2	0	0
YEAR: 2008														
TURNING MOVEMENTS	0	1	0	1	0	1	0	1	0	1	0	1	0	0
2008 TOTAL	0	1	0	1	0	1	0	1	0	1	0	1	0	0
YEAR: 2007														
ANGLE	0	1	1	2	0	1	0	2	0	2	0	2	0	0
TURNING MOVEMENTS	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2007 TOTAL	0	1	2	3	0	1	0	3	0	3	0	3	0	0
FINAL TOTAL	0	3	7	10	0	3	0	8	2	7	3	10	0	0

Disclaimer: A higher number of crashes are reported for the 2011 data file compared to previous years. This does not reflect an increase in annual crashes. The higher numbers result from a change to an internal process that allows the Crash Analysis and Reporting Unit to add previously unavailable, non-fatal crash reports to the annual data file. Please be aware of this change when comparing pre-2011 crash statistics.

064 EAST PORTLAND FREEWAY

10th Street (Hwy 064 connection) @ 8th Avenue/8th Court
January 1, 2007 through December 31, 2011

	S	D	P	R	S	W	E	A	U	C	O	DATE	COUNTY	RD#	FC	CONN #	INT-TYP	RD CHAR	(MEDIAN)	INT-REL	OFFRD	WTHR	CRASH TYP	SPCL USE	MOVE	A	S	LICNS	PED	ACTN	EVENT	CAUSE
SER#	E	L	G	H	R	DAY	CITY	MLG	TYP	FIRST	STREET	DIRECT	LEGS	TRAF-	RND BT	SURF	COLL TYP	OWNER	VEH TYPE	TO	P#	TYPE	SVRTY	E	X	RES	LOC	ERROR				
INVEST	D	C	S	L	K	TIME	URBAN AREA	MILEPNT	SECOND	STREET	LOCTN	(#LANES)	CNTL	DRVWY	LIGHT	SVR TY		V#														
03812	N	N	N			09/01/2007	CLACKAMAS	1	17	2		INTER	CROSS	N		CLR	ANGL-OTH	01 NONE	0	STRGHT												02
CITY						Sat	WEST LINN	6	0	8TH AVE	CN				DRY	ANGL	PRVTE														00	
						11A	PORTLAND UA	6.40		10TH ST	01	0			DAY	PDO	PSNGR CAR														00	

TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT
CONTINUOUS SYSTEM CRASH LISTING

064 EAST PORTLAND FREEWAY

10th Street (Hwy 064 connection) @ 8th Avenue/8th Court
January 1, 2007 through December 31, 2011

S D		P R S W		RD# FC		INT-TYP		SPCL USE		A S		LICNS		PED		ACTN		EVENT		CAUSE						
SER#	E L G H R	DATE	COUNTY	COMPNT	CONN #	RD CHAR	(MEDIAN)	INT-REL	OFFRD	WTHR	CRASH TYP	TRLR QTY	MOVE	PRTC	INJ	G E	RES	LOC	ERROR	ACTN	EVENT	CAUSE				
INVEST	D C S L K	TIME	URBAN AREA	MILEPNT	SECOND STREET	DIRECT	LEGS	TRAF-	RNDBT	SURF	COLL TYP	OWNER	FROM	P#	TYPE	SVRTY	E X	RES	LOC	ERROR	ACTN	EVENT	CAUSE			
												02	NONE	0	STRGHT											
												PRVTE	NW SE													
												PSNGR	CAR	01	DRVR	NONE	38	M	OR-Y	000	000	00	00			
02172	N N N N N	06/09/2008	CLACKAMAS	1	17	2		INTER	CROSS	N		N CLR	ANGL-OTH	01	NONE	0	STRGHT									
CITY		Mon	WEST LINN	6	0	8TH CT		CN		STOP SIGN	N	DRY	TURN		PRVTE	NE SW										
		12P	PORTLAND UA	6.40		10TH ST		04		0		N DAY	INJ		PSNGR	CAR	01	DRVR	NONE	64	F	OTH-Y	021,028	000	04	04
												02	NONE	0	STRGHT											
												PRVTE	SE NW													
												PSNGR	CAR	01	DRVR	INJC	43	F	OR-Y	000	000	00	00			
03642	N N N	10/09/2010	CLACKAMAS	1	17	2		INTER	CROSS	N		N CLD	ANGL-OTH	01	NONE	0	STRGHT									
CITY		Sat	WEST LINN	6	0	8TH CT		CN		TRF SIGNAL	N	WET	TURN		PRVTE	S N										
		9P	PORTLAND UA	6.40		10TH ST		04		0		N DLIT	PDO		PSNGR	CAR	01	DRVR	NONE	46	M	OR-Y	000	000	00	00
												02	NONE	0	TURN-L											
												PRVTE	E S													
												PSNGR	CAR	01	DRVR	NONE	20	F	OR-Y	015	000	00	02			
04522	N N N N N	11/29/2010	CLACKAMAS	1	17	2		INTER	CROSS	N		N RAIN	ANGL-OTH	01	NONE		STRGHT									
CITY		Mon	WEST LINN	6	0	8TH AVE		CN		STOP SIGN	N	WET	ANGL		PRVTE	W E										
		5P	PORTLAND UA	6.40		10TH ST		04		0		N DLIT	PDO		PSNGR	CAR	01	DRVR	NONE	60	F	OR-Y	028	000	02	02
												02	NONE		STRGHT											
												PRVTE	S N													
												PSNGR	CAR	01	DRVR	NONE	43	F	OR-Y	000	000	00	00			
03280	N N N N N	09/06/2011	CLACKAMAS	1	19	2		INTER	CROSS	N		N CLR	ANGL-OTH	01	NONE	0	STRGHT									
CITY		Tue	WEST LINN	6	0	8TH CT		CN		STOP SIGN	N	DRY	ANGL		PRVTE	NW SE										
		3P	PORTLAND UA	6.40		10TH ST		04		0		N DAY	INJ		PSNGR	CAR	01	DRVR	NONE	78	M	OR-Y	028	000	02	02
												02	NONE	0	STRGHT											
												PRVTE	SW NE													
												PSNGR	CAR	01	DRVR	NONE	19	M	OR-Y	000	000	013	00	00	00	
												03	NONE	0	STOP											
												PRVTE	SE NW													
												PSNGR	CAR	01	DRVR	INJC	30	M	OR-Y	011	000	013	00	00	00	
												04	NONE	0	STOP											
												PRVTE	SE NW													
												PSNGR	CAR	01	DRVR	NONE	43	M	OR-Y	022	000		00	00	00	
																				</						

OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT
CRASH SUMMARIES BY YEAR BY COLLISION TYPE

10th Street @ Willamette Falls Drive
January 1, 2007 through December 31, 2011

COLLISION TYPE	FATAL CRASHES	NON- FATAL CRASHES	PROPERTY DAMAGE ONLY	TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER- SECTION	INTER- SECTION RELATED	OFF- ROAD
YEAR: 2011														
REAR-END	0	0	1	1	0	0	0	1	0	1	0	1	0	0
TURNING MOVEMENTS	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2011 TOTAL	0	0	2	2	0	0	0	2	0	2	0	2	0	0
YEAR: 2010														
REAR-END	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2010 TOTAL	0	0	1	1	0	0	0	1	0	1	0	1	0	0
YEAR: 2009														
TURNING MOVEMENTS	0	0	1	1	0	0	0	1	0	1	0	1	0	0
2009 TOTAL	0	0	1	1	0	0	0	1	0	1	0	1	0	0
YEAR: 2007														
ANGLE	0	0	1	1	0	0	0	1	0	0	1	1	0	0
2007 TOTAL	0	0	1	1	0	0	0	1	0	0	1	1	0	0
FINAL TOTAL	0	0	5	5	0	0	0	5	0	4	1	5	0	0

Disclaimer: A higher number of crashes are reported for the 2011 data file compared to previous years. This does not reflect an increase in annual crashes. The higher numbers result from a change to an internal process that allows the Crash Analysis and Reporting Unit to add previously unavailable, non-fatal crash reports to the annual data file. Please be aware of this change when comparing pre-2011 crash statistics.

10th Street @ Willamette Falls Drive
January 1, 2007 through December 31, 2011

SER#	S D				DATE	CLASS	CITY STREET	RD CHAR	INT-TYP (MEDIAN)	INT-REL	OFF-RD	WTHR	CRASH TYP	SPCL USE		MOVE	A S				PED	ERROR	ACTN	EVENT	CAUSE			
	P R S W													VEH	TYPE		FROM	P#	TYPE	INJ						E	X	RES
	E A U C O																											
	E L G H R																											
INVEST	C	L	K	TIME	DIST	FROM	SECOND STREET	DIRECT	LEGS	TRAF- CONTL	RNDBT	SURF	COLL TYP	SVRTY	OWNER	TO	P#	TYPE	SVRTY	E	X	RES	LOC					
04581 NONE	N	N	N	11/30/2011 Wed 4P	16 0		WILLAMETTE FALLS DR 10TH ST	INTER SW 06	3-LEG 0	N STOP SIGN	N N	CLR DRY DAY	S-1STOP REAR PDO	01	NONE PRVTE PSNGR CAR	0 SW NE		01	DRVR	NONE	00	M	UNK UNK	026	000 000	07 00 07		
														02	NONE PRVTE PSNGR CAR	0 SW NE		01	DRVR	NONE	46	M	OR-Y OR<25	000	000	00 00		
02637 NONE	N	N	N	07/23/2011 Sat 7P	16 0		WILLAMETTE FALLS DR 10TH ST	INTER CN 01	3-LEG 0	N STOP SIGN	N N	CLR DRY DAY	ANGL-OTH TURN PDO	01	NONE PRVTE PSNGR CAR	0 N SW		01	DRVR	NONE	00	M	OR-Y OR<25	028	000	02 00 02		
														02	NONE PRVTE PSNGR CAR	0 NE SW		01	DRVR	NONE	18	F	OR-Y OR<25	000	000	00 00		
03931 NONE	N	N	N	09/10/2007 Mon 10P	19 0		WILLAMETTE FALLS DR 10TH ST	INTER CN 02	CROSS 0	N STOP SIGN	N N	CLR DRY DARK	ANGL-OTH ANGL PDO	01	NONE PRVTE PSNGR CAR	0 S N		01	DRVR	NONE	59	M	OR-Y OR<25	028	000	02 00 02		
														02	NONE UNKN UNKNOWN	9 NE SW		01	DRVR	NONE	00	M	UNK UNK	000	000	00 00		
02189 NONE	N	N	N	06/28/2010 Mon 12P	16 0		WILLAMETTE FALLS DR 10TH ST	INTER CN 02	3-LEG 0	N STOP SIGN	N N	CLR DRY DAY	S-1TURN REAR PDO	01	NONE PRVTE PSNGR CAR	0 NE SW		01	DRVR	NONE	38	F	OR-Y OR<25	026	000	004 00 07		
														02	NONE PRVTE PSNGR CAR	0 NE N		01	DRVR	NONE	65	F	OR-Y OR<25	000	000	00 00		
																	02	PSNG	NO<5	04	M		000	000	00			
02098 NONE	N	N	N	06/09/2009 Tue 4P	16 0		WILLAMETTE FALLS DR 10TH ST	INTER CN 03	3-LEG 0	N UNKNOWN	N N	CLR DRY DAY	ANGL-OTH TURN PDO	01	NONE PRVTE PSNGR CAR	0 W E		01	DRVR	NONE	21	F	OR-Y OR<25	028	000	02 00 02		
														02	NONE PRVTE PSNGR CAR	0 E S		01	DRVR	NONE	43	F	OR-Y OR<25	000	000	00 00		

ACTION CODE TRANSLATION LIST		
ACTION CODE	SHORT DESCRIPTION	LONG DESCRIPTION
000	NONE	NO ACTION OR NON-WARRANTED
001	SKIDDED	SKIDDED
002	ON/OFF V	GETTING ON OR OFF STOPPED OR PARKED VEHICLE
003	LOAD OVR	OVERHANGING LOAD STRUCK ANOTHER VEHICLE, ETC.
006	SLOW DN	SLOWED DOWN
007	AVOIDING	AVOIDING MANEUVER
008	PAR PARK	PARALLEL PARKING
009	ANG PARK	ANGLE PARKING
010	INTERFERE	PASSENGER INTERFERING WITH DRIVER
011	STOPPED	STOPPED IN TRAFFIC NOT WAITING TO MAKE A LEFT TURN
012	STP/L TRN	STOPPED BECAUSE OF LEFT TURN SIGNAL OR WAITING, ETC.
013	STP TURN	STOPPED WHILE EXECUTING A TURN
015	GO A/STOP	PROCEED AFTER STOPPING FOR A STOP SIGN/FLASHING RED.
016	TRN A/RED	TURNED ON RED AFTER STOPPING
017	LOSTCTRL	LOST CONTROL OF VEHICLE
018	EXIT DWY	ENTERING STREET OR HIGHWAY FROM ALLEY OR DRIVEWAY
019	ENTR DWY	ENTERING ALLEY OR DRIVEWAY FROM STREET OR HIGHWAY
020	STR ENTR	BEFORE ENTERING ROADWAY, STRUCK PEDESTRIAN, ETC. ON SIDEWALK OR SHOULDER
021	NO DRVR	CAR RAN AWAY - NO DRIVER
022	PREV COL	STRUCK, OR WAS STRUCK BY, VEHICLE OR PEDESTRIAN IN PRIOR COLLISION BEFORE ACC. STABILIZED
023	STALLED	VEHICLE STALLED
024	DRVR DEAD	DEAD BY UNASSOCIATED CAUSE
025	FATIGUE	FATIGUED, SLEEPY, ASLEEP
026	SUN	DRIVER BLINDED BY SUN
027	HDLGHTS	DRIVER BLINDED BY HEADLIGHTS
028	ILLNESS	PHYSICALLY ILL
029	THRU MED	VEHICLE CROSSED, PLUNGED OVER, OR THROUGH MEDIAN BARRIER
030	PURSUIT	PURSUING OR ATTEMPTING TO STOP ANOTHER VEHICLE
031	PASSING	PASSING SITUATION
032	PRKOFFRD	VEHICLE PARKED BEYOND CURB OR SHOULDER
033	CROS MED	VEHICLE CROSSED EARTH OR GRASS MEDIAN
034	X N/SGNL	CROSSING AT INTERSECTION - NO TRAFFIC SIGNAL PRESENT
035	X W/ SGNL	CROSSING AT INTERSECTION - TRAFFIC SIGNAL PRESENT
036	DIAGONAL	CROSSING AT INTERSECTION - DIAGONALLY
037	BTWN INT	CROSSING BETWEEN INTERSECTIONS
038	DISTRACT	DRIVER'S ATTENTION DISTRACTED
039	W/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER WITH TRAFFIC
040	A/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER FACING TRAFFIC
041	W/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT WITH TRAFFIC
042	A/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT FACING TRAFFIC
043	PLAYINRD	PLAYING IN STREET OR ROAD
044	PUSH MV	PUSHING OR WORKING ON VEHICLE IN ROAD OR ON SHOULDER
045	WORK ON	WORKING IN ROADWAY OR ALONG SHOULDER
050	LAY ON RD	STANDING OR LYING IN ROADWAY
051	ENT OFFRD	ENTERING / STARTING IN TRAFFIC LANE FROM OFF-ROAD
088	OTHER	OTHER ACTION
099	UNK	UNKNOWN ACTION

CAUSE CODE TRANSLATION LIST		
CAUSE CODE	SHORT DESCRIPTION	LONG DESCRIPTION
00	NO CODE	NO CAUSE ASSOCIATED AT THIS LEVEL
01	TOO-FAST	TOO FAST FOR CONDITIONS (NOT EXCEED POSTED SPEED
02	NO-YIELD	DID NOT YIELD RIGHT-OF-WAY
03	PAS-STOP	PASSED STOP SIGN OR RED FLASHER
04	DIS--RAG	DISREGARDED R-A-G TRAFFIC SIGNAL.
05	LEFT-CTR	DROVE LEFT OF CENTER ON TWO-WAY ROAD
06	IMP-OVER	IMPROPER OVERTAKING
07	TOO-CLOS	FOLLOWED TOO CLOSELY
08	IMP-TURN	MADE IMPROPER TURN
09	DRINKING	ALCOHOL OR DRUG INVOLVED
10	OTHR-IMP	OTHER IMPROPER DRIVING
11	MECH-DEF	MECHANICAL DEFECT
12	OTHER	OTHER (NOT IMPROPER DRIVING)
13	IMP LN C	IMPROPER CHANGE OF TRAFFIC LANES
14	DIS TCD	DISREGARDED OTHER TRAFFIC CONTROL DEVICE
15	WRNG WAY	WRONG WAY ON ONE-WAY ROADWAY
16	FATIGUE	DRIVER DROWSY/FATIGUED/SLEEPY
18	IN RDWY	NON-MOTORIST ILLEGALLY IN ROADWAY
19	NT VISBL	NON-MOTORIST CLOTHING NOT VISIBLE
20	IMP PKNG	VEHICLE IMPROPERLY PARKED
21	DEF STER	DEFECTIVE STEERING MECHANISM
22	DEF BRKE	INADEQUATE OR NO BRAKES
24	LOADSHFT	VEHICLE LOST LOAD OR LOAD SHIFTED
25	TIREFAIL	TIRE FAILURE
26	PHANTOM	PHANTOM / NON-CONTACT VEHICLE
27	INATTENT	INATTENTION
30	SPEED	DRIVING IN EXCESS OF POSTED SPEED
31	RACING	SPEED RACING (PER PAR)
32	CARELESS	CARELESS DRIVING (PER PAR)
33	RECKLESS	RECKLESS DRIVING (PER PAR)
34	AGGRESV	AGGRESSIVE DRIVING (PER PAR)
35	RD RAGE	ROAD RAGE (PER PAR)

COLLISION TYPE CODE TRANSLATION LIST		
COLL CODE	SHORT DESCRIPTION	LONG DESCRIPTION
&	OTH	MISCELLANEOUS
-	BACK	BACKING
0	PED	PEDESTRIAN
1	ANGL	ANGLE
2	HEAD	HEAD-ON
3	REAR	REAR-END
4	SS-M	SIDESWIPE - MEETING
5	SS-O	SIDESWIPE - OVERTAKING
6	TURN	TURNING MOVEMENT
7	PARK	PARKING MANEUVER
8	NCOL	NON-COLLISION
9	FIX	FIXED OBJECT OR OTHER OBJECT

CRASH TYPE CODE TRANSLATION LIST		
CRASH TYPE	SHORT DESCRIPTION	LONG DESCRIPTION
&	OVERTURN	OVERTURNED
0	NON-COLL	OTHER NON-COLLISION
1	OTH RDWY	MOTOR VEHICLE ON OTHER ROADWAY
2	PRKD MV	PARKED MOTOR VEHICLE
3	PED	PEDESTRIAN
4	TRAIN	RAILWAY TRAIN
6	BIKE	PEDALCYCLIST
7	ANIMAL	ANIMAL
8	FIX OBJ	FIXED OBJECT
9	OTH OBJ	OTHER OBJECT
A	ANGL-STP	ENTERING AT ANGLE - ONE VEHICLE STOPPED
B	ANGL-OTH	ENTERING AT ANGLE - ALL OTHERS
C	S-STRGHT	FROM SAME DIRECTION - BOTH GOING STRAIGHT
D	S-1TURN	FROM SAME DIRECTION - ONE TURN, ONE STRAIGHT
E	S-1STOP	FROM SAME DIRECTION - ONE STOPPED
F	S-OTHER	FROM SAME DIRECTION-ALL OTHERS, INCLUDING PARKING
G	O-STRGHT	FROM OPPOSITE DIRECTION - BOTH GOING STRAIGHT
H	O-1TURN	FROM OPPOSITE DIRECTION - ONE TURN, ONE STRAIGHT
I	O-1STOP	FROM OPPOSITE DIRECTION - ONE STOPPED
J	O-OTHER	FROM OPPOSITE DIRECTION-ALL OTHERS INCL. PARKING

DRIVER LICENSE CODE TRANSLATION LIST			DRIVER RESIDENCE CODE TRANSLATION LIST		
LIC CODE	SHORT DESC	LONG DESCRIPTION	RES CODE	SHORT DESC	LONG DESCRIPTION
0	NONE	NOT LICENSED (HAD NEVER BEEN LICENSED)	1	OR<25	OREGON RESIDENT WITHIN 25 MILE OF HOME
1	OR-Y	VALID OREGON LICENSE	2	OR>25	OREGON RESIDENT 25 OR MORE MILES FROM HOME
2	OTH-Y	VALID LICENSE, OTHER STATE OR COUNTRY	3	OR-?	OREGON RESIDENT - UNKNOWN DISTANCE FROM HOME
3	SUSP	SUSPENDED/REVOKED	4	N-RES	NON-RESIDENT
			9	UNK	UNKNOWN IF OREGON RESIDENT

ERROR CODE TRANSLATION LIST		
ERROR CODE	SHORT DESCRIPTION	FULL DESCRIPTION
000	NONE	NO ERROR
001	WIDE TRN	WIDE TURN
002	CUT CORN	CUT CORNER ON TURN
003	FAIL TRN	FAILED TO OBEY MANDATORY TRAFFIC TURN SIGNAL, SIGN OR LANE MARKINGS
004	L IN TRF	LEFT TURN IN FRONT OF ONCOMING TRAFFIC
005	L PROHIB	LEFT TURN WHERE PROHIBITED
006	FRM WRNG	TURNUED FROM WRONG LANE
007	TO WRONG	TURNUED INTO WRONG LANE
008	ILLEG U	U-TURNUED ILLEGALLY
009	IMP STOP	IMPROPERLY STOPPED IN TRAFFIC LANE
010	IMP SIG	IMPROPER SIGNAL OR FAILURE TO SIGNAL
011	IMP BACK	BACKING IMPROPERLY (NOT PARKING)
012	IMP PARK	IMPROPERLY PARKED
013	UNPARK	IMPROPER START LEAVING PARKED POSITION
014	IMP STRT	IMPROPER START FROM STOPPED POSITION
015	IMP LGHT	IMPROPER OR NO LIGHTS (VEHICLE IN TRAFFIC)
016	INATTENT	FAILED TO DIM LIGHTS (UNTIL 4/1/97) / INATTENTION (AFTER 4/1/97)
017	UNSF VEH	DRIVING UNSAFE VEHICLE (NO OTHER ERROR APPARENT)
018	OTH PARK	ENTERING/EXITING PARKED POSITION W/ INSUFFICIENT CLEARANCE; OTHER IMPROPER PARKING MANEUVER
019	DIS DRIV	DISREGARDED OTHER DRIVER'S SIGNAL
020	DIS SGNL	DISREGARDED TRAFFIC SIGNAL
021	RAN STOP	DISREGARDED STOP SIGN OR FLASHING RED
022	DIS SIGN	DISREGARDED WARNING SIGN, FLARES OR FLASHING AMBER
023	DIS OFCR	DISREGARDED POLICE OFFICER OR FLAGMAN
024	DIS EMER	DISREGARDED SIREN OR WARNING OF EMERGENCY VEHICLE
025	DIS RR	DISREGARDED RR SIGNAL, RR SIGN, OR RR FLAGMAN
026	REAR-END	FAILED TO AVOID STOPPED OR PARKED VEHICLE AHEAD OTHER THAN SCHOOL BUS
027	BIKE ROW	DID NOT HAVE RIGHT-OF-WAY OVER PEDALCYCLIST
028	NO ROW	DID NOT HAVE RIGHT-OF-WAY
029	PED ROW	FAILED TO YIELD RIGHT-OF-WAY TO PEDESTRIAN
030	PAS CURV	PASSING ON A CURVE
031	PAS WRNG	PASSING ON THE WRONG SIDE
032	PAS TANG	PASSING ON STRAIGHT ROAD UNDER UNSAFE CONDITIONS
033	PAS X-WK	PASSED VEHICLE STOPPED AT CROSSWALK FOR PEDESTRIAN
034	PAS INTR	PASSING AT INTERSECTION
035	PAS HILL	PASSING ON CREST OF HILL
036	N/PAS ZN	PASSING IN "NO PASSING" ZONE
037	PAS TRAF	PASSING IN FRONT OF ONCOMING TRAFFIC
038	CUT-IN	CUTTING IN (TWO LANES - TWO WAY ONLY)
039	WRNGSIDE	DRIVING ON WRONG SIDE OF THE ROAD
040	THRU MED	DRIVING THROUGH SAFETY ZONE OR OVER ISLAND
041	F/ST BUS	FAILED TO STOP FOR SCHOOL BUS

ERROR CODE TRANSLATION LIST

ERROR CODE	SHORT DESCRIPTION	FULL DESCRIPTION
042	F/SLO MV	FAILED TO DECREASE SPEED FOR SLOWER MOVING VEHICLE
043	TO CLOSE	FOLLOWING TOO CLOSELY (MUST BE ON OFFICER'S REPORT)
044	STRDL LN	STRADDLING OR DRIVING ON WRONG LANES
045	IMP CHG	IMPROPER CHANGE OF TRAFFIC LANES
046	WRNG WAY	WRONG WAY ON ONE-WAY ROADWAY (DELIBERATELY TRAVELING ON WRONG SIDE)
047	BASCRULE	DRIVING TOO FAST FOR CONDITIONS (NOT EXCEEDING POSTED SPEED)
048	OPN DOOR	OPENED DOOR INTO ADJACENT TRAFFIC LANE
049	IMPEDING	IMPEDING TRAFFIC
050	SPEED	DRIVING IN EXCESS OF POSTED SPEED
051	RECKLESS	RECKLESS DRIVING (PER PAR)
052	CARELESS	CARELESS DRIVING (PER PAR)
053	RACING	SPEED RACING (PER PAR)
054	X N/SGNL	CROSSING AT INTERSECTION, NO TRAFFIC SIGNAL PRESENT
055	X W/SGNL	CROSSING AT INTERSECTION, TRAFFIC SIGNAL PRESENT
056	DIAGONAL	CROSSING AT INTERSECTION - DIAGONALLY
057	BTWN INT	CROSSING BETWEEN INTERSECTIONS
059	W/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER WITH TRAFFIC
060	A/TRAF-S	WALKING, RUNNING, RIDING, ETC., ON SHOULDER FACING TRAFFIC
061	W/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT WITH TRAFFIC
062	A/TRAF-P	WALKING, RUNNING, RIDING, ETC., ON PAVEMENT FACING TRAFFIC
063	PLAYINRD	PLAYING IN STREET OR ROAD
064	PUSH MV	PUSHING OR WORKING ON VEHICLE IN ROAD OR ON SHOULDER
065	WK IN RD	WORKING IN ROADWAY OR ALONG SHOULDER
070	LAYON RD	STANDING OR LYING IN ROADWAY
073	ELUDING	ELUDING
080	FAIL LN	FAILED TO MAINTAIN LANE
081	OFF RD	RAN OFF ROAD
082	NO CLEAR	DRIVER MISJUDGED CLEARANCE
083	OVRSTEER	OVERCORRECTING
084	NOT USED	CODE NOT IN USE
085	OVRLOAD	OVERLOADING OR IMPROPER LOADING OF VEHICLE WITH CARGO OR PASSENGERS
097	UNA DIS TC	UNABLE TO DETERMINE WHICH DRIVER DISREGARDED TRAFFIC CONTROL DEVICE

EVENT CODE TRANSLATION LIST

EVENT CODE	SHORT DESCRIPTION	LONG DESCRIPTION
001	FEL/JUMP	OCCUPANT FELL, JUMPED OR WAS EJECTED FROM MOVING VEHICLE
002	INTERFER	PASSENGER INTERFERED WITH DRIVER
003	BUG INTF	ANIMAL OR INSECT IN VEHICLE INTERFERED WITH DRIVER
004	PED INV	PEDESTRIAN INVOLVED (NON-PEDESTRIAN ACCIDENT)
005	SUB-PED	"SUB-PED": PEDESTRIAN INJURED SUBSEQUENT TO COLLISION, ETC.
006	BIKE INV	TRICYCLE-BICYCLE INVOLVED
007	HITCHIKR	HITCHHIKER (SOLICITING A RIDE)
008	PSNGR TOW	PASSENGER BEING TOWED OR PUSHED ON CONVEYANCE
009	ON/OFF V	GETTING ON OR OFF STOPPED OR PARKED VEHICLE (OCCUPANTS ONLY)
010	SUB OTRN	OVERTURNED AFTER FIRST HARMFUL EVENT
011	MV PUSHD	VEHICLE BEING PUSHED
012	MV TOWED	VEHICLE TOWED OR HAD BEEN TOWING ANOTHER VEHICLE
013	FORCED	VEHICLE FORCED BY IMPACT INTO ANOTHER VEHICLE, PEDALCYCLIST OR PEDESTRIAN
014	SET MOTN	VEHICLE SET IN MOTION BY NON-DRIVER (CHILD RELEASED BRAKES, ETC.)
015	RR ROW	AT OR ON RAILROAD RIGHT-OF-WAY (NOT LIGHT RAIL)
016	LT RL ROW	AT OR ON LIGHT-RAIL RIGHT-OF-WAY
017	RR HIT V	TRAIN STRUCK VEHICLE
018	V HIT RR	VEHICLE STRUCK TRAIN
019	HIT RR CAR	VEHICLE STRUCK RAILROAD CAR ON ROADWAY
020	JACKNIFE	JACKKNIFE; TRAILER OR TOWED VEHICLE STRUCK TOWING VEHICLE
021	TRL OTRN	TRAILER OR TOWED VEHICLE OVERTURNED
022	CN BROKE	TRAILER CONNECTION BROKE
023	DETACH TRL	DETACHED TRAILING OBJECT STRUCK OTHER VEHICLE, NON-MOTORIST, OR OBJECT
024	V DOOR OPN	VEHICLE DOOR OPENED INTO ADJACENT TRAFFIC LANE
025	WHEELOFF	WHEEL CAME OFF
026	HOOD UP	HOOD FLEW UP
028	LOAD SHIFT	LOST LOAD, LOAD MOVED OR SHIFTED
029	TIREFAIL	TIRE FAILURE
030	PET	PET: CAT, DOG AND SIMILAR
031	LVSTOCK	STOCK: COW, CALF, BULL, STEER, SHEEP, ETC.
032	HORSE	HORSE, MULE, OR DONKEY
033	HRSE&RID	HORSE AND RIDER
034	GAME	WILD ANIMAL, GAME (INCLUDES BIRDS; NOT DEER OR ELK)
035	DEER ELK	DEER OR ELK, WAPITI
036	ANML VEH	ANIMAL-DRAWN VEHICLE
037	CULVERT	CULVERT, OPEN LOW OR HIGH MANHOLE
038	ATENUATN	IMPACT ATTENUATOR
039	PK METER	PARKING METER
040	CURB	CURB (ALSO NARROW SIDEWALKS ON BRIDGES)
041	JIGGLE	JIGGLE BARS OR TRAFFIC SNAKE FOR CHANNELIZATION
042	GDRL END	LEADING EDGE OF GUARDRAIL
043	GARDRAIL	GUARD RAIL (NOT METAL MEDIAN BARRIER)
044	BARRIER	MEDIAN BARRIER (RAISED OR METAL)
045	WALL	RETAINING WALL OR TUNNEL WALL
046	BR RAIL	BRIDGE RAILING (ON BRIDGE AND APPROACH)
047	BR ABUT	BRIDGE ABUTMENT (APPROACH ENDS)
048	BR COLMN	BRIDGE PILLAR OR COLUMN (EVEN THOUGH STRUCK PROTECTIVE GUARD RAIL FIRST)
049	BR GIRDR	BRIDGE GIRDER (HORIZONTAL STRUCTURE OVERHEAD)
050	ISLAND	TRAFFIC RAISED ISLAND
051	GORE	GORE
052	POLE UNK	POLE - TYPE UNKNOWN
053	POLE UTL	POLE - POWER OR TELEPHONE
054	ST LIGHT	POLE - STREET LIGHT ONLY
055	TRF SGNL	POLE - TRAFFIC SIGNAL AND PED SIGNAL ONLY
056	SGN BRDG	POLE - SIGN BRIDGE
057	STOPSIGN	STOP OR YIELD SIGN
058	OTH SIGN	OTHER SIGN, INCLUDING STREET SIGNS
059	HYDRANT	HYDRANT

EVENT CODE TRANSLATION LIST

EVENT CODE	SHORT DESCRIPTION	LONG DESCRIPTION
060	MARKER	DELINEATOR OR MARKER (REFLECTOR POSTS)
061	MAILBOX	MAILBOX
062	TREE	TREE, STUMP OR SHRUBS
063	VEG OHED	TREE BRANCH OR OTHER VEGETATION OVERHEAD, ETC.
064	WIRE/CBL	WIRE OR CABLE ACROSS OR OVER THE ROAD
065	TEMP SGN	TEMPORARY SIGN OR BARRICADE IN ROAD, ETC.
066	PERM SGN	PERMANENT SIGN OR BARRICADE IN/OFF ROAD
067	SLIDE	SLIDES, ROCKS OFF OR ON ROAD, FALLING ROCKS
068	FRGN OBJ	FOREIGN OBSTRUCTION/DEBRIS IN ROAD (NOT GRAVEL)
069	EQP WORK	EQUIPMENT WORKING IN/OFF ROAD
070	OTH EQP	OTHER EQUIPMENT IN OR OFF ROAD (INCLUDES PARKED TRAILER, BOAT)
071	MAIN EQP	WRECKER, STREET SWEEPER, SNOW PLOW OR SANDING EQUIPMENT
072	OTHER WALL	ROCK, BRICK OR OTHER SOLID WALL
073	IRRGL PVMT	SPEED BUMP, OTHER BUMP, POTHOLE OR PAVEMENT IRREGULARITY (PER PAR)
075	CAVE IN	BRIDGE OR ROAD CAVE IN
076	HI WATER	HIGH WATER
077	SNO BANK	SNOW BANK
078	HOLE	CHUCKHOLE IN ROAD, LOW OR HIGH SHOULDER AT PAVEMENT EDGE
079	DITCH	CUT SLOPE OR DITCH EMBANKMENT
080	OBJ F MV	STRUCK BY ROCK OR OTHER OBJECT SET IN MOTION BY OTHER VEHICLE (INCL. LOST LOADS)
081	FLY-OBJ	STRUCK BY OTHER MOVING OR FLYING OBJECT
082	VEH HID	VEHICLE OBSCURED VIEW
083	VEG HID	VEGETATION OBSCURED VIEW
084	BLDG HID	VIEW OBSCURED BY FENCE, SIGN, PHONE BOOTH, ETC.
085	WIND GUST	WIND GUST
086	IMMERSED	VEHICLE IMMERSED IN BODY OF WATER
087	FIRE/EXP	FIRE OR EXPLOSION
088	FENC/BLD	FENCE OR BUILDING, ETC.
089	OTH ACDT	ACCIDENT RELATED TO ANOTHER SEPARATE ACCIDENT
090	TO 1 SIDE	TWO-WAY TRAFFIC ON DIVIDED ROADWAY ALL ROUTED TO ONE SIDE
092	PHANTOM	OTHER (PHANTOM) NON-CONTACT VEHICLE (ON PAR OR REPORT)
093	CELL-POL	CELL PHONE (ON PAR OR DRIVER IN USE)
094	VIOL GDL	TEENAGE DRIVER IN VIOLATION OF GRADUATED LICENSE PGM
095	GUY WIRE	GUY WIRE
096	BERM	BERM (EARTHEN OR GRAVEL MOUND)
097	GRAVEL	GRAVEL IN ROADWAY
098	ABR EDGE	ABRUPT EDGE
099	CELL-WTN	CELL PHONE USE WITNESSED BY OTHER PARTICIPANT
100	UNK FIXD	UNKNOWN TYPE OF FIXED OBJECT
101	OTHER OBJ	OTHER OR UNKNOWN OBJECT, NOT FIXED
104	OUTSIDE V	PASSENGER RIDING ON VEHICLE EXTERIOR
105	PEDAL PSGR	PASSENGER RIDING ON PEDALCYCLE
106	MAN WHLCHR	PEDESTRIAN IN NON-MOTORIZED WHEELCHAIR
107	MTR WHLCHR	PEDESTRIAN IN MOTORIZED WHEELCHAIR
110	N-MTR	NON-MOTORIST STRUCK VEHICLE
111	S CAR VS V	STREET CAR/TROLLEY (ON RAILS AND/OR OVERHEAD WIRE SYSTEM) STRUCK VEHICLE
112	V VS S CAR	VEHICLE STRUCK STREET CAR/TROLLEY (ON RAILS AND/OR OVERHEAD WIRE SYSTEM)
113	S CAR ROW	AT OR ON STREET CAR/TROLLEY RIGHT-OF-WAY
114	RR EQUIP	VEHICLE STRUCK RAILROAD EQUIPMENT (NOT TRAIN) ON TRACKS
120	WIRE BAR	WIRE OR CABLE MEDIAN BARRIER
124	SLIPPERY	SLIDING OR SWERVING DUE TO WET, ICY, SLIPPERY OR LOOSE SURFACE
125	SHLDR	SHOULDER GAVE WAY

FUNCTIONAL CLASSIFICATION TRANSLATION LIST		
FUNC CLASS	DESCRIPTION	
01	RURAL PRINCIPAL ARTERIAL - INTERSTATE	
02	RURAL PRINCIPAL ARTERIAL - OTHER	
06	RURAL MINOR ARTERIAL	
07	RURAL MAJOR COLLECTOR	
08	RURAL MINOR COLLECTOR	
09	RURAL LOCAL	
11	URBAN PRINCIPAL ARTERIAL - INTERSTATE	
12	URBAN PRINCIPAL ARTERIAL - OTHER FREEWAYS AND EXP	
14	URBAN PRINCIPAL ARTERIAL - OTHER	
16	URBAN MINOR ARTERIAL	
17	URBAN COLLECTOR	
19	URBAN LOCAL	
78	UNKNOWN RURAL SYSTEM	
79	UNKNOWN RURAL NON-SYSTEM	
98	UNKNOWN URBAN SYSTEM	
99	UNKNOWN URBAN NON-SYSTEM	

HIGHWAY COMPONENT TRANSLATION LIST	
CODE	DESCRIPTION
0	MAINLINE STATE HIGHWAY
1	COUPLET
3	FRONTAGE ROAD
6	CONNECTION
8	HIGHWAY - OTHER

INJURY SEVERITY CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
1	KILL	FATAL INJURY
2	INJA	INCAPACITATING INJURY - BLEEDING, BROKEN BONES
3	INJB	NON-INCAPACITATING INJURY
4	INJC	POSSIBLE INJURY - COMPLAINT OF PAIN
5	PRI	DIED PRIOR TO CRASH
7	NO<5	NO INJURY - 0 TO 4 YEARS OF AGE

LIGHT CONDITION CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	DAY	DAYLIGHT
2	DLIT	DARKNESS - WITH STREET LIGHTS
3	DARK	DARKNESS - NO STREET LIGHTS
4	DAWN	DAWN (TWILIGHT)
5	DUSK	DUSK (TWILIGHT)

MEDIAN TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	NONE	NO MEDIAN
1	RSDMD	SOLID MEDIAN BARRIER
2	DIVMD	EARTH, GRASS OR PAVED MEDIAN

MILEAGE TYPE CODE TRANSLATION LIST	
CODE	LONG DESCRIPTION
0	REGULAR MILEAGE
T	TEMPORARY
Y	SPUR
Z	OVERLAPPING

MOVEMENT TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	STRGHT	STRAIGHT AHEAD
2	TURN-R	TURNING RIGHT
3	TURN-L	TURNING LEFT
4	U-TURN	MAKING A U-TURN
5	BACK	BACKING
6	STOP	STOPPED IN TRAFFIC
7	PRKD-P	PARKED - PROPERLY
8	PRKD-I	PARKED - IMPROPERLY

PEDESTRIAN LOCATION CODE TRANSLATION LIST	
CODE	LONG DESCRIPTION
00	AT INTERSECTION - NOT IN ROADWAY
01	AT INTERSECTION - INSIDE CROSSWALK
02	AT INTERSECTION - IN ROADWAY, OUTSIDE CROSSWALK
03	AT INTERSECTION - IN ROADWAY, XWALK AVAIL UNKNWN
04	NOT AT INTERSECTION - IN ROADWAY
05	NOT AT INTERSECTION - ON SHOULDER
06	NOT AT INTERSECTION - ON MEDIAN
07	NOT AT INTERSECTION - WITHIN TRAFFIC RIGHT-OF-WAY
08	NOT AT INTERSECTION - IN BIKE PATH
09	NOT-AT INTERSECTION - ON SIDEWALK
10	OUTSIDE TRAFFICWAY BOUNDARIES
15	NOT AT INTERSECTION - INSIDE MID-BLOCK CROSSWALK
18	OTHER, NOT IN ROADWAY
99	UNKNOWN LOCATION

ROAD CHARACTER CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	INTER	INTERSECTION
2	ALLEY	DRIVEWAY OR ALLEY
3	STRGHT	STRAIGHT ROADWAY
4	TRANS	TRANSITION
5	CURVE	CURVE (HORIZONTAL CURVE)
6	OPENAC	OPEN ACCESS OR TURNOUT
7	GRADE	GRADE (VERTICAL CURVE)
8	BRIDGE	BRIDGE STRUCTURE
9	TUNNEL	TUNNEL

PARTICIPANT TYPE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
0	OCC	UNKNOWN OCCUPANT TYPE
1	DRVR	DRIVER
2	PSNG	PASSENGER
3	PED	PEDESTRIAN
4	CONV	PEDESTRIAN USING A PEDESTRIAN CONVEYANCE
5	PTOW	PEDESTRIAN TOWING OR TRAILERING AN OBJECT
6	BIKE	PEDALCYCLIST
7	BTOW	PEDALCYCLIST TOWING OR TRAILERING AN OBJECT
8	PRKD	OCCUPANT OF A PARKED MOTOR VEHICLE
9	UNK	UNKNOWN TYPE OF NON-MOTORIST

TRAFFIC CONTROL DEVICE CODE TRANSLATION LIST		
CODE	SHORT DESC	LONG DESCRIPTION
000	NONE	NO CONTROL
001	TRF SIGNAL	TRAFFIC SIGNALS
002	FLASHBCN-R	FLASHING BEACON - RED (STOP)
003	FLASHBCN-A	FLASHING BEACON - AMBER (SLOW)
004	STOP SIGN	STOP SIGN
005	SLOW SIGN	SLOW SIGN
006	REG-SIGN	REGULATORY SIGN
007	YIELD	YIELD SIGN
008	WARNING	WARNING SIGN
009	CURVE	CURVE SIGN
010	SCHL X-ING	SCHOOL CROSSING SIGN OR SPECIAL SIGNAL
011	OFCR/FLAG	POLICE OFFICER, FLAGMAN - SCHOOL PATROL
012	BRDG-GATE	BRIDGE GATE - BARRIER
013	TEMP-BARR	TEMPORARY BARRIER
014	NO-PASS-ZN	NO PASSING ZONE
015	ONE-WAY	ONE-WAY STREET
016	CHANNEL	CHANNELIZATION
017	MEDIAN BAR	MEDIAN BARRIER
018	PILOT CAR	PILOT CAR
019	SP PED SIG	SPECIAL PEDESTRIAN SIGNAL
020	X-BUCK	CROSSBUCK
021	THR-GN-SIG	THROUGH GREEN ARROW OR SIGNAL
022	L-GRN-SIG	LEFT TURN GREEN ARROW, LANE MARKINGS, OR SIGNAL
023	R-GRN-SIG	RIGHT TURN GREEN ARROW, LANE MARKINGS, OR SIGNAL
024	WIGWAG	WIGWAG OR FLASHING LIGHTS W/O DROP-ARM GATE
025	X-BUCK WRN	CROSSBUCK AND ADVANCE WARNING
026	WW W/ GATE	FLASHING LIGHTS WITH DROP-ARM GATES
027	OVHRD SGNL	SUPPLEMENTAL OVERHEAD SIGNAL (RR XING ONLY)
028	SP RR STOP	SPECIAL RR STOP SIGN
029	ILUM GRD X	ILLUMINATED GRADE CROSSING
037	RAMP METER	METERED RAMPS
038	RUMBLE STR	RUMBLE STRIP
090	L-TURN REF	LEFT TURN REFUGE (WHEN REFUGE IS INVOLVED)
091	R-TURN ALL	RIGHT TURN AT ALL TIMES SIGN, ETC.
092	EMR SGN/FL	EMERGENCY SIGNS OR FLARES
093	ACCEL LANE	ACCELERATION OR DECELERATION LANES
094	R-TURN PRO	RIGHT TURN PROHIBITED ON RED AFTER STOPPING

095BUS STPSGNBUS STOP SIGN AND RED LIGHTS

099UNKNOWNUNKNOWN OR NOT DEFINITE

VEHICLE TYPE CODE TRANSLATION LIST

CODE	SHORT DESC	LONG DESCRIPTION
01	PSNGR CAR	PASSENGER CAR, PICKUP, ETC.
02	BOBTAIL	TRUCK TRACTOR WITH NO TRAILERS (BOBTAIL)
03	FARM TRCTR	FARM TRACTOR OR SELF-PROPELLED FARM EQUIPMENT
04	SEMI TOW	TRUCK TRACTOR WITH TRAILER/MOBILE HOME IN TOW
05	TRUCK	TRUCK WITH NON-DETACHABLE BED, PANEL, ETC.
06	MOPED	MOPED, MINIBIKE, MOTOR SCOOTER, OR MOTOR BICYCLE
07	SCHL BUS	SCHOOL BUS (INCLUDES VAN)
08	OTH BUS	OTHER BUS
09	MTRCYCLE	MOTORCYCLE
10	OTHER	OTHER: FORKLIFT, BACKHOE, ETC.
11	MOTRHOME	MOTORHOME
12	TROLLEY	MOTORIZED STREET CAR/TROLLEY (NO RAILS/WIRES)
13	ATV	ATV
14	MTRSCTR	MOTORIZED SCOOTER
15	SNOWMOBILE	SNOWMOBILE
99	UNKNOWN	UNKNOWN VEHICLE TYPE

WEATHER CONDITION CODE TRANSLATION LIST

CODE	SHORT DESC	LONG DESCRIPTION
0	UNK	UNKNOWN
1	CLR	CLEAR
2	CLD	CLOUDY
3	RAIN	RAIN
4	SLT	SLEET
5	FOG	FOG
6	SNOW	SNOW
7	DUST	DUST
8	SMOK	SMOKE
9	ASH	ASH

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
July 19, 2012

SUBJECT: Conditional Use Permit and Class I Design Review for music-oriented community center, including retail store and daycare, at 2015 8th Avenue.

ATTENDEES: Applicants: Charles Lewis, Michael Cerbone, Patrick Schreck, Tim Parker, Anthony Yi, Thatch Moyle

Staff: Tom Soppe (Planning Department), Khoi Le (Engineering Division)

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 site is a former church building that has been more recently used as a call center. Per Community Development Code Section 59.060, community centers, children’s day care centers, and retail sales are all conditional uses in the Mixed Use zone where the site is located. Therefore the proposal requires Conditional Use approval. Design Review approval is required with any Conditional Use approval per Section 60.030(B). The site is also located in the Willamette Falls Drive Commercial District overlay zone.

Conditional Use criteria, in Section 60.070, mainly involve whether the use is appropriate for the community and whether the site is appropriate for the proposed use.

The applicant does not propose a new building or addition to the existing building but possibly plans to propose reconfiguration to the site’s interior parking and circulation. The applicant also possibly plans to propose landscaping changes. The submitted conceptual plan shows a new connection to the parking lot driveway on the property to the west, which would eliminate approximately 4 parking spaces on site. Therefore Class I Design Review, specifically, is the type of Design Review approval required. Per Section

55.020, Class I Design Review is required for revised parking alignment, addition or reduction of parking spaces, revised circulation, and landscape plan modification. Note that while Section 46.140 exempts properties in the Willamette Falls Drive Commercial District overlay zone from minimum parking space requirements, Design Review is still required and any proposed parking spaces must still meet Chapter 46 dimensional requirements.

For non-residential sites, 54.020(E)(2) requires that a minimum of 20% of the site be landscaped, and 54.020(E)(3) requires internal parking lot landscaping and landscape buffers between parking lots and sidewalks. Therefore the site is non-conforming in terms of landscaping. The applicant discussed interest in landscape improvements. If the applicant plants new plants in areas currently designated for landscaping (that now have bark chips or other plants), this requires the response to 55.100(A)(10) but does not change the non-conforming aspects of the landscaping areas provided. If the applicant were to rearrange which areas of the site are provided for landscaping as part of a parking lot reconfiguration, or were to add areas provided for landscaping, this would require a permit to Enlarge/Alter a Non-conforming Structure. This is unless the addition of landscaping areas makes it so 20% of the site consists of landscaping areas. This is the case because the only way to alter a non-conforming aspect of the site without needing the permit to Enlarge/Alter a Non-conforming Structure is if the alteration itself meets the provisions of the code; see 66.080(B)(1). However if landscaped areas were to be either rearranged or added to in a way that required this permit, this would seem to meet the only criterion for said permit. The only criterion for said permit is 66.080(B)(2), which requires the proposal not worsen the non-conformity. If proposed changes would actually result in less area for landscaping, this would require both this permit and a variance, as the criterion of this permit would not be met, because decreasing the square footage of landscaping area would worsen the non-conformity.

Because the site is in the Willamette Falls Drive Commercial Overlay Zone, the application will have to be reviewed by the Historic Resources Advisory Board (HRAB) before the Planning Commission hearing. The HRAB does not have authority to approve or deny the project as this is the Planning Commission's authority, but they are required to review it and advise the Planning Commission as they see fit per the provisions of Section 58.090, the standards for development and remodels in this overlay zone. However the application does not need to respond to Section 58.090 criteria except for 58.090(C)(25) signs, since new signs are being proposed but changes to the landscaping and building are not proposed.

Per Subsection 85.170(B)(2)(c)(1)(C)(4) a traffic study is required for a new use if the access driveway does not meet spacing standards. Per 48.060(D)(1) the ingress/egress on Willamette Falls Drive must be 150 feet from the intersection of 10th Street because Willamette Falls Drive is an arterial. The driveway is less than 150 feet from this intersection. Therefore a traffic study is required to see how the particular mix of uses

proposed for this site would affect surrounding streets and intersections. The traffic study shall be done following the provisions of 85.170.

For ODOT's input on the 10th/8th intersection and other issues in the area, contact ODOT Senior Planner Marah Danielson at 503-731-8258 or marah.b.danielson@odot.state.or.us.

Process

Conditional Use and Class I Design Review approvals are required. This will be a Planning Commission decision due to the required Conditional Use approval, but the application should be presented for recommendation from the Historic Resources Advisory Board before the Planning Commission hearing.

A neighborhood meeting is required for a Conditional Use approval per 60.060(C). Contact Beth Smolens, President of the Willamette Neighborhood Association, at (503) 503-722-1531 or willametteneighborhood@gmail.com. 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, 55.090, and 58.090(C)(25) shall be responded to individually in a narrative. The criteria from Section 55.100 listed in 55.090(A)(1-2) do not apply to this project, so the applicant shall simply state that in their response to 55.090(A)(1) and (2). The applicant should also respond to 55.090(B). Per 55.090(A)(3) Planning can require response to additional sections of the approval criteria of 55.100, in addition to the particular criteria of 55.100 that require response by 55.090. Therefore the applicant shall also respond to the following criteria that relate to changes proposed at the site:

- 55.100(A)(7) Off-street parking and loading
- 55.100(A)(8) Access, egress, and circulation
- 55.100(A)(10) Landscaping
- 55.100(B)(7)(d-e) Pedestrian circulation in parking lots
- 55.100(H) Public transit; i.e. will the use increase trips? And is a proportional improvement to transit infrastructure or a new stop warranted?
- 55.100(I)(1) Streets- after completing the traffic analysis, but before the application, discuss with Engineering whether the results of the study might trigger any street improvements
- 55.100(L) Signs, assuming these will be proposed

Prepare the application and submit to the Planning Department with a signed application form. The deposit for Conditional Use Permit is \$4,500, plus a \$200 fee for

eventual final inspection. The deposit for Class I Design Review is \$2,100. **PLEASE NOTE that the deposits are initial deposits, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.**

If the permit to Enlarge/Alter a Non-conforming Structure is needed due to the particulars of what is proposed for the landscaping, as discussed above, this would be another \$3,000 of initial deposit, and would require a narrative response to 66.080(B)(2).

Follow 60.060, 55.070, 58.070, and 85.170(B)(2) 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.

Once the submittal is deemed complete, the staff will schedule a review meeting with the HRAB and a hearing with the Planning Commission. Staff will send out public notice of the Planning Commission 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.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

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.

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.

PROJECT NAME: YOUTH Music PROJECT
FILE NUMBER: _____
POST ON SITE NO LATER THAN: _____

AFFIDAVIT OF MAILING NOTICE

I, THATCH MOYLE, being first duly sworn; say that I am (represent) the party submitting an application to the City of West Linn for a proposed CONDITIONAL USE PERMIT/CLASS 1 DESIGN REVIEW affecting land located at 2015 8TH AVENUE, and that pursuant to CDC 99.038 (Neighborhood Contact for CUP) or CDC 99.080 (Notice), and the guidelines set out by the Planning Director, did on the 31st day of August, 20 12, personally ^{mail} ~~post~~ public notice(s). The notice(s) was (were) ^{mailed} ~~posted~~ on or before the deadline date determined by City staff for this application.

Sign and Date in the presence of a Notary Public.

Signature: *Thatch Moyle*

Dated this 10 day of September, 20 12.

Subscribed and sworn to before me this 10th day of September, 20 12.

Kristi Crippen
Notary Public for the State of Oregon

My Commission expires: 11-1-14



PROJECT NAME: YOUTH Music PROJECT
FILE NUMBER: _____
POST ON SITE NO LATER THAN: _____

AFFIDAVIT OF POSTING NOTICE

I, THATCH MOYLE, being first duly sworn; say that I am (represent) the party submitting an application to the City of West Linn for a proposed CONDITIONAL USE PERMIT/CLASS I DR. affecting land located at 2015 8TH AVE., and that pursuant to CDC 99.038 (Neighborhood Contact for CUP) or CDC 99.080 (Notice), and the guidelines set out by the Planning Director, did on the 7TH day of SEPTEMBER, 20 12, personally post public notice(s). The notice(s) was (were) posted on or before the deadline date determined by City staff for this application.

Sign and Date in the presence of a Notary Public.

Signature: [Signature]

Dated this 9/10/2012 day of September, 20 12.

Subscribed and sworn to before me this 10th day of September, 20 12.

[Signature]
Notary Public for the State of Oregon

My Commission expires: 11-1-14



7006 0100 0005 9228 4644

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

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

OFFICIAL USE

Postage	\$.45
Certified Fee	2.95
Return Receipt Fee (Endorsement Required)	2.35
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 5.75

Postmark
Here

Sent To Elizabeth Rocchia
 Street, Apt. No.,
 or PO Box No. 957 Willamette Falls Drive
 City, State, ZIP+4 West Linn, OR 97068

PS Form 3800, June 2002

See Reverse for Instructions

7006 0100 0005 9228 4637

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

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

OFFICIAL USE

Postage	\$.45
Certified Fee	2.95
Return Receipt Fee (Endorsement Required)	2.35
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 5.75

Postmark
Here

Sent To Elizabeth Smolens
 Street, Apt. No.,
 or PO Box No. 1852 4th Ave.
 City, State, ZIP+4 West Linn, OR 97068

PS Form 3800, June 2002

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Elizabeth Rocchia
957 Willamette Falls Dr.
West Linn, OR
97068

2. Article Number
 (Transfer from service label)

7006 0100 0005 9228 4644

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

- A. Signature Elizabeth Rocchia ☒ Agent ☐ Addressee
- B. Received by (Printed Name) E. Rocchia
- C. Date of Delivery 10/4
- D. Is delivery address different from item 1? ☐ Yes
 If YES, enter delivery address below: ☐ No

3. Service Type
- ☒ Certified Mail ☐ Express Mail
- ☐ Registered ☒ Return Receipt for Merchandise
- ☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes



5415 SW Westgate Drive
Suite 100
Portland, Oregon 97221
USA

Phone (503) 419-2500
Fax (503) 419-2600

www.cardno.com

August 30, 2012

Elizabeth Smolens
1852 4th Avenue
West Linn, Oregon 97068

Re: Conditional Use Permit for Proposed Youth Music Project located at 2015 8th Avenue

Dear Beth:

This letter is to notify you of the proposed location of the Youth Music Project (YMP) at 2015 8th Avenue in downtown West Linn. YMP is a nonprofit music school whose mission is to provide outstanding rock, pop, and country music education for youth by offering free or low cost lessons, free instrument use, and exceptional performance opportunities. For the West Linn site, YMP would be offering a mix of music education opportunities that will make use of the layout of the former church space.

This proposal is subject to a conditional use review and approval based on the mix of uses within the community music center. As a conditional use, YMP is required to contact and discuss the proposed project with the Willamette Neighborhood Association (WNA) and property owners within 500-feet of the site. WNA's next scheduled meeting is slated for October 10th at 7:00 p.m. at the Pacific West Bank. A project representative will be present at the meeting to generally discuss the music center and to field any questions or concerns you may have.

If you are unable to attend but would like to provide input, you may submit your thoughts to Ms. Beth Smolens, the President of the Willamette Neighborhood Association. Beth may be reached by email at: willametteneighborhood@gmail.com or by phone at: (503) 722-1531.

We look forward to meeting you at the October meeting!

Sincerely,

Michael Cerbone, AICP
Project Manager
Cardno WRG

Sign from 10th St & Willamette Falls



Sign—zoomed in. 10th St & Willamette Falls



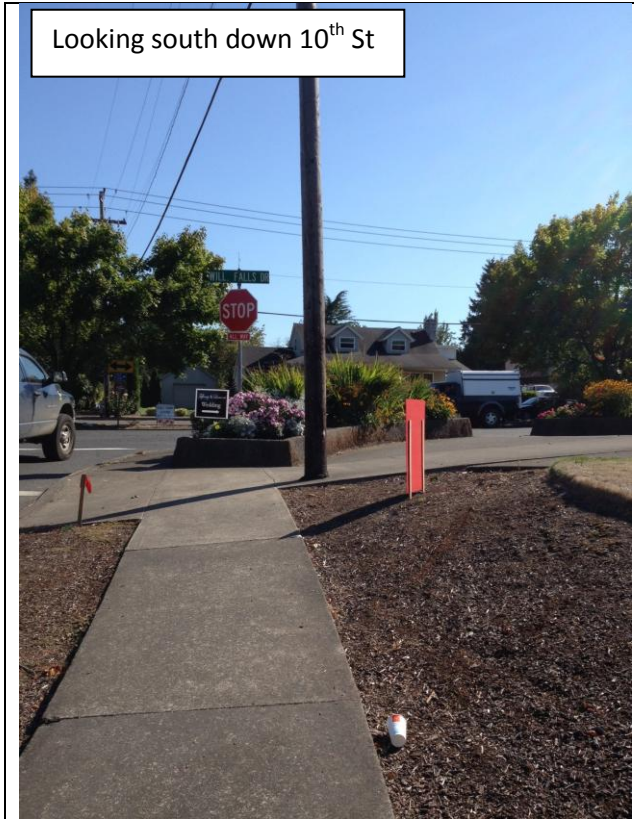
Looking north down 10th St



Looking down Willamette Falls



Looking south down 10th St



IRENE ANDERSON
1693 12TH ST
WEST LINN, OR 97068-4637

B & F PROPERTIES II LLC
2014 WILLAMETTE FALLS DR
WEST LINN, OR 97068

NORMAN CHARLES &
DONNA BARNES
1542 10TH ST
WEST LINN, OR 97068-4633

CLAIRE T BECKER
25120 SW PETES MOUNTAIN RD
WEST LINN, OR 97068-4552

KIRK & CLAIRE BECKER
25120 SW PETES MOUNTAIN RD
WEST LINN, OR 97068-4552

MARIA LUISA BLANC-GONNET
2057 WILLAMETTE FALLS DR
WEST LINN, OR 97068-4608

IAN & AUDRA BROWN
5111 SE GLEN ECHO AVE
MILWAUKIE, OR 97267-6930

DAR-BON LLC
149 SHYRINA CT N
KEIZER, OR 97303-4695

ELLIOTT ASSOCIATES INC
901 NE GLISAN ST
PORTLAND, OR 97232-2730

FISHER PROPERTIES LLC
PO BOX 823210
VANCOUVER, WA 98682-0067

GREENTREE ENTERPRISES INC
8655 SW CITIZENS DR
STE 201
WILSONVILLE, OR 97070-7695

HANDRIS HOLDINGS LLC
1980 WILLAMETTE FALLS DR
#200
WEST LINN, OR 97068-4671

EDWARD & TERESA M HANDRIS
2008 WILLAMETTE FALLS DR
#B
WEST LINN, OR 97068-4658

JOHN GALT HOLDINGS LLC
3857 SOUTH HAMPTON CT
WEST LINN, OR 97068-3780

DAVID J LAWRENCE
1553 11TH ST
WEST LINN, OR 97068-4636

ROBERT W LOVE
20321 NOBLE LN
WEST LINN, OR 97068-7216

CLEMENT C JR & PATRICIA A MOLES
1995 8TH AVE
WEST LINN, OR 97068-4604

DON R & CYNTHIA SUE MORTON
1970 8TH AVE
WEST LINN, OR 97068-4669

PETER X OBRIEN
1547 11TH ST
WEST LINN, OR 97068-4636

PACIFIC WEST BANK
2040 8TH AVE
WEST LINN, OR 97068-4612

JENNY PAKULA & GELFAND SCOT
2500 CRESTVIEW DR
WEST LINN, OR 97068-8290

RONALD W POWELL TRUSTEE
12296 S CARUS RD
OREGON CITY, OR 7045-7509

PAUL E REIM & YARROW N CURRIE
1541 11TH ST
WEST LINN, OR 97068-4636

RAYMOND & NANCY SCHARBACK
2113 WILLAMETTE FALLS DR
WEST LINN, OR 97068-4610

PAUL L & ETHEL V SLOMA
1992 6TH ST
WEST LINN, OR 97068-4602

TAMER WILLAMETTE LLC
3560 SW TROY ST
PORTLAND, OR 97219-1616

VPC-OR WEST LINN LIMITED
PARTNERSHIP
125 SIR FRANCIS DRAKE BLVD
3RD FLOOR
LARKSPUR, CA 94939

DONALD R & ELIZABETH E WALSH
2069 WILLAMETTE FALLS DR
WEST LINN, OR 97068-4608

WILLAMETTE FALLS HOLDINGS LLC
1980 WILLAMETTE FALLS DR
#200
WEST LINN, OR 97068-4671

ELIZABETH ROCCHIA
957 WILLAMETTE FALLS DR
WEST LINN, OR 97068-4671

BETH SMOLENS
1852 4TH AVE
WEST LINN, OR 97068-4671

WNA MEETING
Pacific West Bank
Willamette Marketplace
Wednesday, October 10, 2012
7 PM

Agenda

Introductions

Minutes from

Treasurer's Report

1. Speakers- 7:15-8:15 PM

- a. John Kovash 7:15 pm, Jenni Tan, City Councilor
- b. Michael Cerbone 7:30 pm-Conditional Use Permit application for the Youth Music Project at the Willamette Falls Christian Church in downtown West Linn.
- c. Ron LeBlanc 8:00 pm

2. New Business 8:15-8:30 PM

- a. Willamette Halloween Event- Sarah Colarchik
- b. Bridge Event 10/13-10/14
 - Bridge opening with WLHT Players performing on Saturday 10/13 at 11 AM and 2PM. Sunday, Toni and Michael Layoun of WNA will be renewing wedding vows at 1:00 PM

3. Old Business 8:30-9:00 PM

a. Police Station

- The demolition of the houses at the police station site is expected to start on October 3.
The contractor should be at the site installing a protective fence and doing asbestos abatement, now.

They will be using water to keep the dust down and will work standard City of West Linn construction work hours. The contractor expects to be done in 26 days.

We have distributed fliers to nearby residences that include my contact information.

b. WLHT update

- Next year
- Funds
- Changes



Youth Music Project

Conditional Use-- Mailing to Property Owners

West Linn, Oregon