



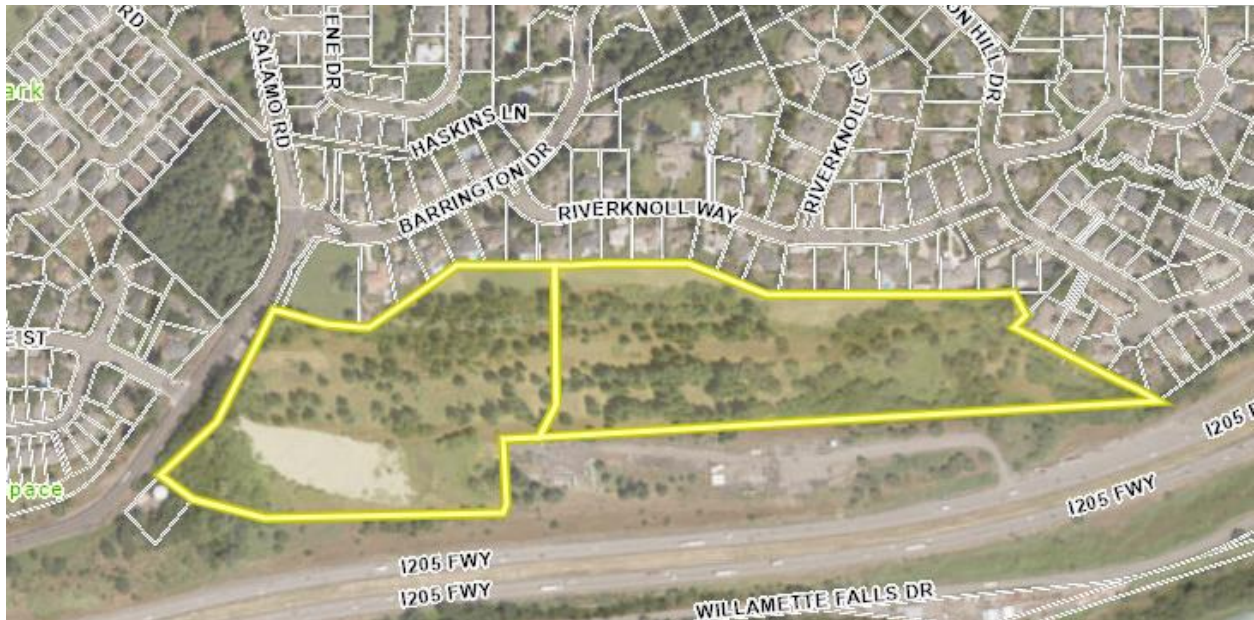
CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday April 3, 2025

**Willamette Room
City Hall
22500 Salamo Rd**

9:00 am: Proposed Commercial Class 2 Design Review
Applicant: City of West Linn & Scott Edwards Architecture
Property Address: east side of Salamo Rd near its intersection with Greene
Neighborhood Assn: Adjacent Neighborhood Associations: Savanna Oaks and Barrington Heights
Planner: Chris Myers Project #: PA-25-09





Pre-Application Conference Request

For Staff to Complete:

PA 25-09

Conference Date: 4/3/25

Time: 9:00am

Staff Contact: Chris Myers

Fee: \$0

Pre-application conferences are held on the first and third Thursdays of the month between 9:00 am and 1:00 pm. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

Property Owner Information

Name:

Email:

Phone #:

Address:

Applicant Information

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

REQUIRED ATTACHMENTS:

- A project narrative with a detailed description of the proposed project. Briefly describe the physical context of the site.
- A list of questions or issues the applicant would like the City to address.
- A dimensional site plan that shows:
 - North arrow and scale
 - Location of existing trees (a tree survey is highly recommended)
 - Streets Abutting the property and width of right of way
 - Location of creeks and/or wetlands (a wetland delineation is highly recommended)
 - Property Dimensions, existing buildings, and building setbacks
 - Slope map (if slope is 25% or more)
 - Location of existing utilities (water, sewer, etc.)
 - Conceptual layout, design, proposed buildings, building elevations, and setbacks
 - Location of all easements (access, utility, etc.)
 - Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
 - Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
 - Proposed stormwater detention system with topographic contours

I certify that I am the owner or authorized agent of the owner:

APPLICANT:

DATE:

The undersigned property owner authorizes the requested conference and grants city staff the **right of entry** onto the property to review the application.

PROPERTY OWNER:

DATE:

Jeff Dunn, Architect

503.226.3617

Scott Edwards Architecture, LLP ▪ 2525 E Burnside St, Portland, OR 97214

Date: 03/05/2025

City of West Linn Planning & Development

503-742-6060

22500 Salamo Rd #1000 · West Linn, Oregon 97068

City of West Linn Planning Department,

It is with great enthusiasm that we submit the enclosed pre-application materials for the West Linn Operations Complex. We have included a general project description, site plan, initial land use questions, zoning summary and associated required forms within this package. Our team has been working alongside City staff and consultants over the last year to steer the design into a position which meets all stakeholder requirements while providing a healthy and safe place for staff while celebrating the natural environment surrounding it.

We look forward to meeting with you and discussing this project further. Please let us know if you require further information necessary to schedule the pre-application conference.

Sincerely,



Jeff Dunn, Architect

Project Description

The 26.3 acre site will be accessed on the east side of Salamo Rd near its intersection with Greene Street, north of I-205. There are no existing buildings on the steeply graded site, and the zoning is unspecified. There is currently a wetland on the site which has been delineated by our civil engineering consultants, HHPR, and submitted to DSL for concurrence review. As you will see, we have broken the program into three buildings and positioned them to avoid wetland boundaries, celebrating the wetlands as a natural feature of the project.


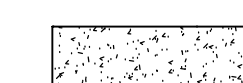
Programmatically, the Operations Complex will house vehicle storage/warehouse (Building A), fleet maintenance (Building B), and office/administrative spaces for Parks & Recreation, Environmental and Water Services (Building C.) The spaces within the office building will consist of meeting rooms, a staff locker room, private and open offices, lobby, reception, and break room with supporting functions. Building A is roughly 13,500 sf, Building B 14,000 sf and Building C 14,000 sf. There is also a separate outdoor area planned with carwash, decant station, fueling island and covered/open storage. This area is all contained within the “upper lot” shown on the site plan. A new paved road is planned to connect these new facilities to Salamo Road with asphalt paving for staff parking and required truck/vehicle movements. The site will also receive new sidewalks, pedestrian areas and new landscape to connect and soften the impact of the development.



View of the office/administration building from the west with maintenance building on the right

TAX MAP #21E35D
SITE AREA = APPROX. 26.3 ACRES

LEGEND:

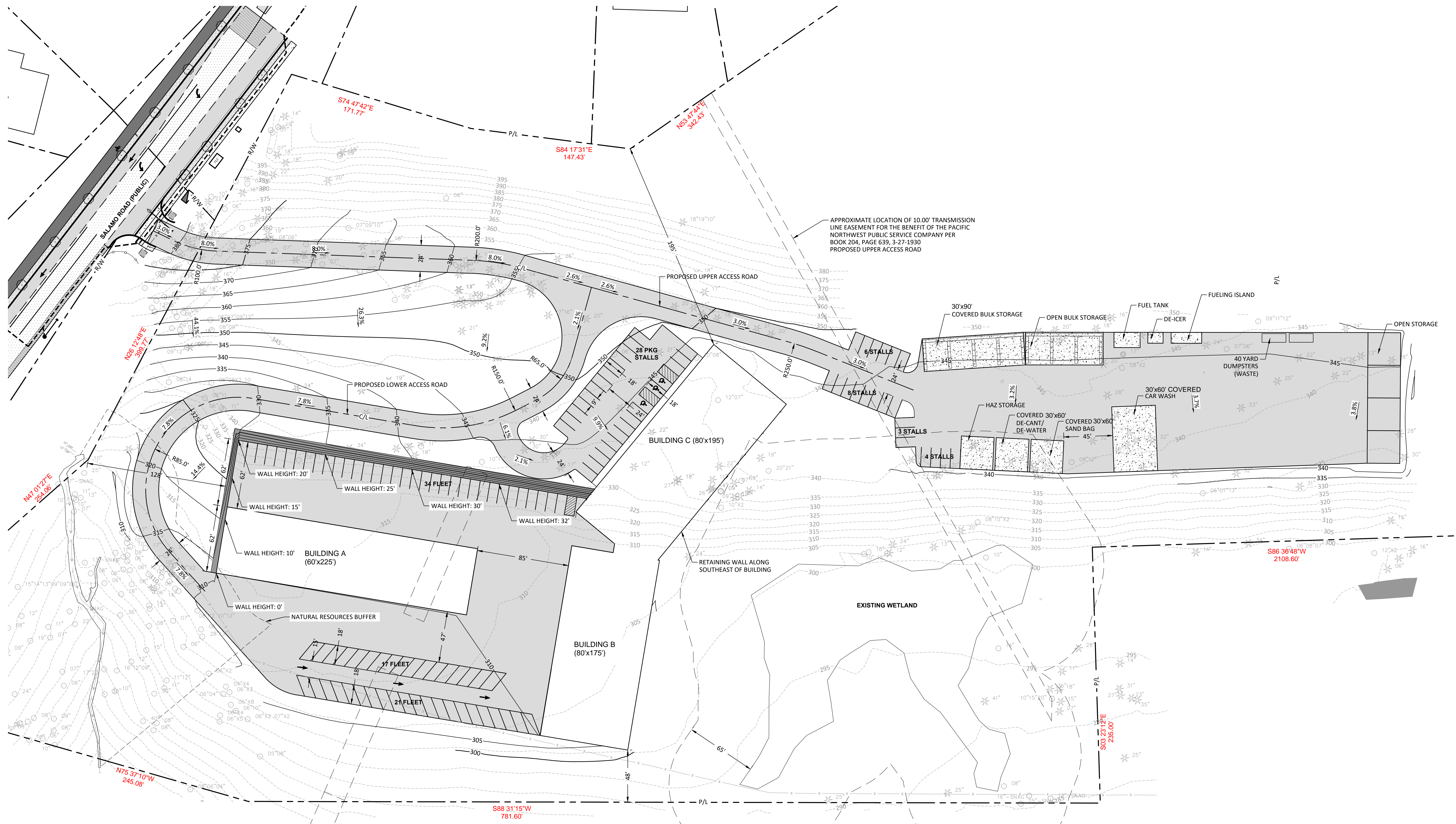
-  ASPHALT PAVEMENT
-  CONCRETE PAVEMENT

**NOT FOR
CONSTRUCTION**

**WEST LINN
PUBLIC WORKS
FACILITY**
Job Number: 23028
WEST LINN, OR

HP Harper
Hoof Peterson
Righellis Inc.
ENGINEERS • PLANNERS
LANDSCAPE ARCHITECTS • SURVEYORS
205 SE Spokane Street, Suite 200, Portland, OR 97202
phone: 503.221.1131 www.hp.com fax: 503.221.1171

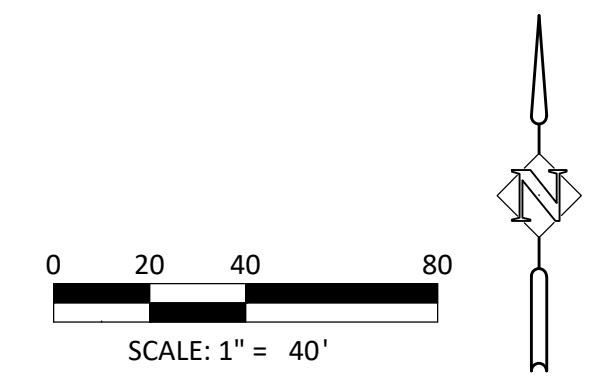
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PLAN VIEW
SCALE: 1" = 40'

THESE DRAWINGS ARE THE ORIGINAL UNPUBLISHED WORK OF THE ARCHITECT AND MAY NOT BE DUPLICATED OR USED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

PRE-APP 03.04.2025
ISSUE DATE
Drawing:
PRE-APP SITE PLAN



Sheet No:
EX1.0

Initial Land Use Questions

- What applications will be required for the proposed development?
- Which supplementary reports or analysis will be required?
- We don't perceive the project as being within any overlay areas, but do any apply?
- The site is currently un-zoned per the City map. Which zoning designation will likely be applied? We have assumed GI (General Industrial) given the nature of the project program.
- Which right-of-way improvements/frontage requirements will be required, if any?
- Will City of West Linn require any easements to the proposed development site?
- We don't intend any impacts to wetland itself but we are planning some limited impact to buffer. Can the City specify the process/requirements related to land use submittal for this?
- Will design review be required?
- Parking: will required off-street parking be limited to 1 space/employee per 46.090?
- Will traffic analysis be required?
- Will letters of adequate service be required from local utilities?
- May we utilize the existing curb cut along Salamo Rd?



Aerial view of the 3 buildings and site from above

General Zoning

Address: Salamo Rd. and Greene St.
West Linn, OR

County: Clackamas County

APN: 05038855

Parcel Area: Approx. 26.3 acres (1,145,628 SF)

Tax Map Reference: 21E35D

Zoning: GI – General Industrial (assumed)

Neighborhood Association
Comprehensive Plan: None
“Unspecified” (per West Linn Comprehensive Plan)

Subdivision: N/A

Neighborhood Assn: N/A

Urban Renewal District: N/A

Concept Plan: N/A

Historic District: N/A

Vicinity Map:



Applicable Code Sections: City of West Linn Community Development Code

23.030 Permitted Uses

23.070 Dimensional Requirements, Uses Permitted Outright & Uses Permitted Under Prescribed Conditions

41.005 Determining Height of Building

42.020 Clear Vision Areas Required, Uses Prohibited

42.040 Computation; Street and Accessway 24 Feet or More In Width

44.020 Sight-Obscuring Fence; Setback and Height Limitations

44.030 Screening of Outdoor Storage

44.040 Landscaping

46 Off-Street Parking, Loading and Reservoir Areas

48 Access, Egress and Circulation

52 Signs

54 Landscaping

Chapter 23 – General Industrial, GI

- 23.030 Permitted Uses**
- 3. Automotive and Equipment.
 - a. Cleaning
 - b. Fleet Storage
 - c. Repairs, light and heavy equipment

 - 10. Public Support Facilities

23.070 Dimensional Requirements, Uses Permitted Outright and Uses Permitted Under Prescribed Conditions

- 1. The minimum front lot line length or the minimum lot width at the front lot line shall be 50 feet.
- 2. The average minimum lot width shall be 50 feet.
- 4. Where the use abuts a residential district, the setback distance of the residential zone shall apply.
- 5. The maximum lot coverage shall be 50 percent.
- 6. The maximum building height shall be two and one-half stories or 35 feet for any structure located within 100 feet of a residential zone and three and one-half stories or 45 feet for any structure located 100 feet or more from a residential zone.

Chapter 41 – Building Height, Structures on Steep Lots, Exceptions

41.005 Determining Height of Building

- A. For all zoning districts, building height shall be the vertical distance above a reference datum measured to the highest point of a flat roof or to the deck line of a mansard roof or to the highest gable, ridgeline, or peak of a pitched or hipped roof, not including projections above roofs such as cupolas, towers, etc. The reference datum shall be selected by either of the following, whichever yields a greater height of building.
 - 2. For steeper lots where there is more than a 10-foot difference in grade between the front and rear of the building, the height of the building is measured from grade at a point five feet out from the exterior wall on the lowest side (front or rear) of the building. One then measures vertically to the peak or ridgeline of the roof to determine the height.
 - 3. Buildings on cross slopes or side slopes are measured at either the front or rear of the building using methods described in subsections (A)(1) and (2) of this definition only.
- Even if the cross slope creates a tall elevation on the side, the method of determining height is not modified.

Chapter 42 – Clear Vision Areas

42.020 Clear Vision Areas Required, Uses Prohibited

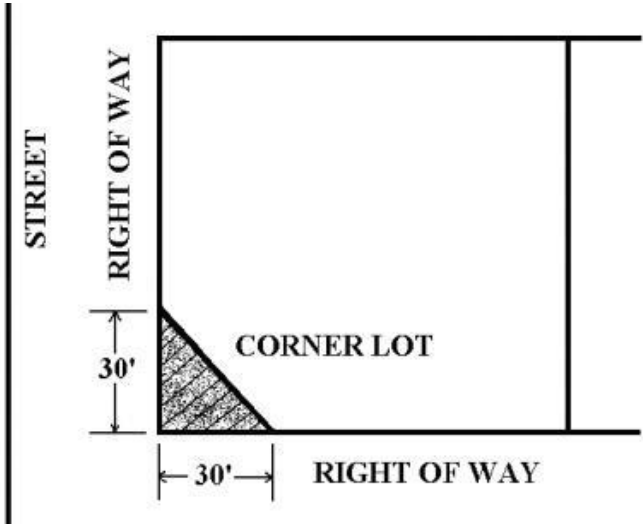
- A. A clear vision area shall be maintained on the corners of all property adjacent to an intersection as provided by CDC 42.040 and 42.050.

- B. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction (except for an occasional utility pole or tree) exceeding three feet in height, measured from the top of the curb, or, where no curb exists, from the street centerline grade, except that trees exceeding this height may be located in this area, provided all branches below eight feet are removed. (Ord. 1192, 1987)

42.040 Computation; Street and Accessway 24 Feet or More In Width

The clear vision area for all street intersections and street and accessway intersections (accessways having 24 feet or more in width) shall be that triangular area formed by the right-of-way or property lines along such lots and a straight line joining the right-of-way or property line at points which are 30 feet distant from the intersection of the right-of-way line and measured along such lines.

Clear vision area for corner lots and driveways 24 feet or more in width:

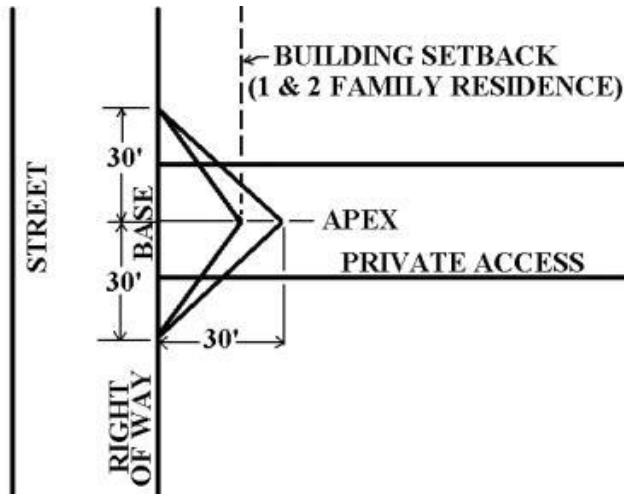


42.050 Computation; Accessway Less Than 24 Feet in Width

The clear vision area for street and accessway intersections (accessways having less than 24 feet in width) shall be that triangular area whose base extends 30 feet along the street right-of-way line in both

directions from the centerline of the accessway at the front setback line of a single-family and two-family residence, and 30 feet back from the property line on all other types of uses.

Clear vision area for corner lots and driveways less than 24 feet in width:



Chapter 44 Fences

44.020 Sight-Obscuring Fence; Setback and Height Limitations

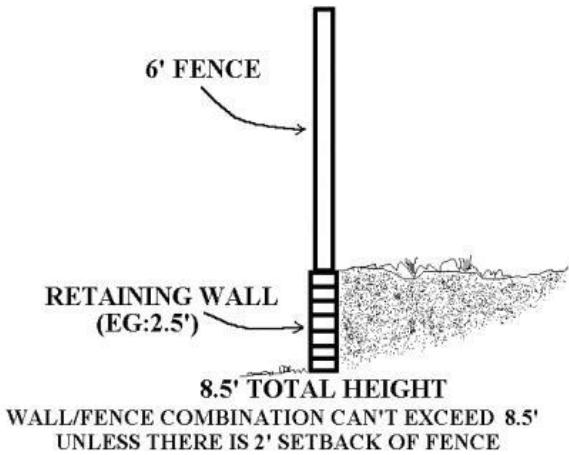
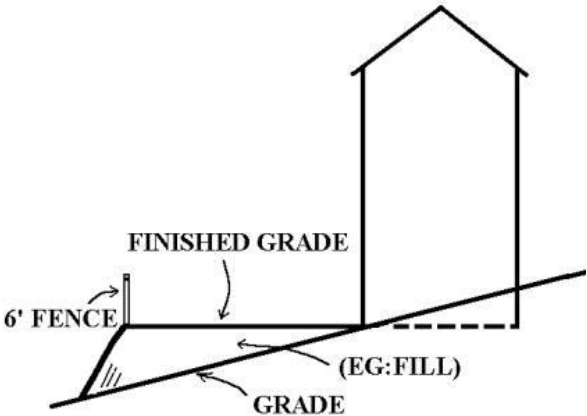
A. A sight- or non-sight-obscuring fence may be located on the property line or in a yard setback area subject to the following:

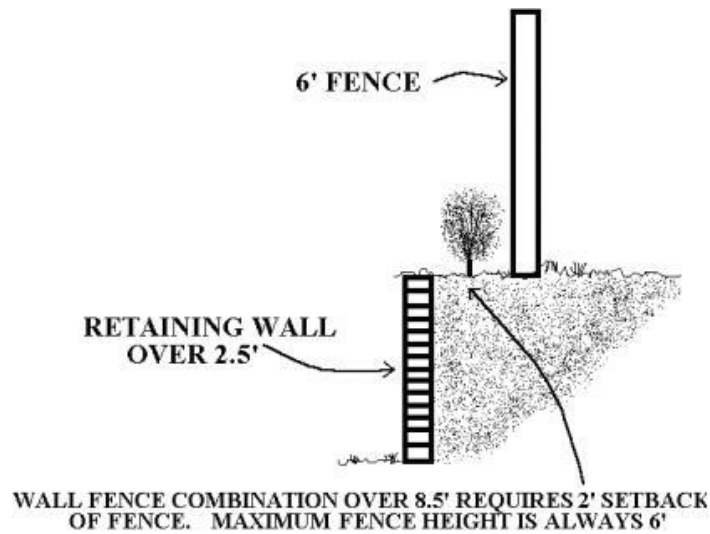
1. The fence is located within:

- a. A required front yard area, and it does not exceed three feet, except pillars and driveway entry features subject to the requirements of Chapter 42 CDC, Clear Vision Areas, and approval by the Planning Director;
- b. A required side yard which abuts a street, and it is within that portion of the side yard which is also part of the front yard setback area and it does not exceed three feet;
- c. A required side yard which abuts a street and it is within that portion of the side yard which is not also a portion of the front yard setback area and it does not exceed six feet provided the provisions of Chapter 42 CDC are met;
- d. A required rear yard which abuts a street, and it does not exceed six feet; or
- e. A required side yard area which does not abut a street, or a rear yard and it does not exceed six feet.

B. Fence or wall on a retaining wall. When a fence is built on a retaining wall or an artificial berm, the following standards shall apply:

1. When the retaining wall or artificial berm is 30 inches or less in height from finished grade, the maximum fence or wall height on top of the retaining wall shall be six feet.
2. When the retaining wall or earth berm is greater than 30 inches in height, the combined height of the retaining wall and fence or wall from finished grade shall not exceed eight and one-half feet.
3. Fences or walls located on top of retaining walls or earth berms in excess of 30 inches above finished grade may exceed the total allowed combined height of eight and one-half feet; provided, that the fence or wall is located a minimum of two feet from the retaining wall and the fence or wall height shall not exceed six feet.





44.030 Screening of Outdoor Storage

- A. All service, repair, and storage activities carried on in connection with any commercial, business, or industrial activity and not conducted within an enclosed building shall be screened from view of all adjacent properties and adjacent streets by a sight-obscuring fence.
- B. The sight-obscuring fence shall be in accordance with provisions of Chapter 42 CDC, Clear Vision Areas, and shall be subject to the provisions of Chapter 55 CDC, Design Review.

44.040 Landscaping

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

Chapter 46 Off-Street Parking, Loading and Reservoir Areas

46.010 Purpose

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; Ord. 1622 § 25, 2014)

46.030 Submittal Requirements

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

- A. The delineation of individual parking and loading spaces and their dimensions.
- B. The identification of compact parking spaces.
- C. The location of the circulation area necessary to serve spaces.
- D. The access point(s) to streets, alleys, and properties to be served.
- E. The location of curb cuts;
- F. The location and dimensions of all landscaping, including the type and size of plant material to be used, as well as any other landscape material incorporated into the overall plan;
- G. The proposed grading and drainage plans and the slope (percentage) of parking lot;
- H. Specifications as to signs and bumper guards;
- I. Identification of disabled parking spaces;
- J. Location of pedestrian walkways and crossings; and
- K. Location of bicycle racks. (Ord. 1463, 2000)

46.070 Maximum Distance Allowed Between Parking Area and Use

- B. Off-street parking spaces for uses not listed in subsection A of this section shall be located not farther than 200 feet from an entryway to the building or use they are required to serve, measured in a straight line from the building, with the following exceptions:
- 1. Shared parking areas for commercial uses which require more than 40 parking spaces may provide for the spaces in excess of the required 40 spaces up to a distance of 300 feet from the entryway to the commercial building or use.
 - 2. Industrial and manufacturing uses which require in excess of 40 spaces may locate the required spaces in excess of the 40 spaces up to a distance of 300 feet from the entryway to the building.
 - 3. Employee parking areas for carpools and vanpools shall be located closer to the entryway to the building than general employee parking.
 - 5. All disabled parking shall be placed closest to building entrances than all other parking. Appropriate ADA curb cuts and ramps to go from the parking lot to the ADA-accessible entrance shall be provided unless exempted by ADA code.

46.090 Minimum Off-Street Parking Space Requirements

- E. Industrial.
- 1. Manufacturing use; may include assembly and distribution. One space per employee. (Multi-shift businesses only need to provide for peak shift number of employees on site at one time.)
 - 2. Storage or wholesale use including personal storage facilities. One space per employee plus one space/700 sq. ft. of patron serving area.

F. Maximum parking. Parking spaces (except for single-family attached and detached residential uses) shall not exceed the minimum required number of spaces by more than 10 percent.

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.”

46.130 Off-Street Loading Spaces

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

Land Use	Gross Floor Area	
	At Which First Berth Is Required	At Which Second Berth Is Required
Industrial:		
Manufacturing	5,000 sq. ft.	40,000 sq. ft.
Warehouse	5,000	40,000
Storage	10,000	100,000

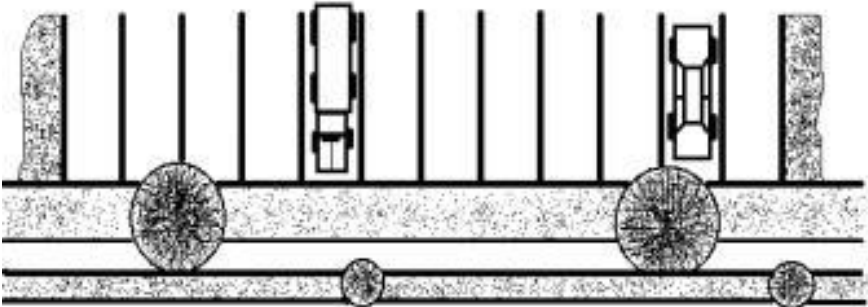
46.150 Design And Standards

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

- A. Design standards.
 1. “One standard parking space” means a minimum for a parking stall of eight feet in width and 16 feet in length. These stalls shall be identified as “compact.” To accommodate larger cars, 50 percent of the required parking spaces shall have a minimum dimension of nine feet in width and 18 feet in length (nine feet by 18 feet). When multifamily parking stalls back onto a main driveway, the stalls shall be nine feet by 20 feet. Parking for development in water resource areas may have 100 percent compact spaces.
 2. Disabled parking and maneuvering spaces shall be consistent with current federal dimensional standards and subsection B of this section and placed nearest to accessible building entryways and ramps
 4. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.

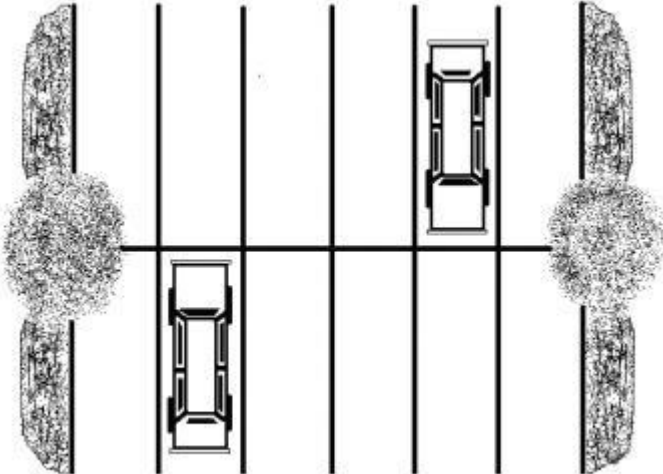
5. Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required.
6. Except for single-family attached and detached residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces.
7. Except for residential parking, and parking for public parks and trailheads, at least 50 percent of all areas used for the parking and/or storage and/or maneuvering of any vehicle, boat and/or trailer shall be improved with asphalt or concrete surfaces according to the same standards required for the construction and acceptance of City streets. The remainder of the areas used for parking may use a permeable paving surface designed to reduce surface runoff. Parking for public parks or trailheads may use a permeable paving surface designed to reduce surface runoff for all parking areas. Where a parking lot contains both paved and unpaved areas, the paved areas shall be located closest to the use which they serve.
9. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site. The number of access drives shall be limited to the minimum that will allow the property to accommodate and service the anticipated traffic. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.
10. Access drives shall have a minimum vision clearance as provided in Chapter [42](#) CDC, Clear Vision Areas.
11. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located two feet back from the front of the parking stall. Such parking spaces may be provided without wheel stops if the sidewalks or landscaped areas adjacent the parking stalls are two feet wider than the minimum width.
12. Off-street parking and loading areas shall be drained in accordance with plans and specifications approved by the City Engineer. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.
13. Artificial lighting on all off-street parking facilities shall be designed to deflect all light downward away from surrounding residences and so as not to create a hazard to the public use of any road or street.
14. Directional arrows and traffic control devices which are placed on parking lots shall be identified.
16. Visitor or guest parking must be identified by painted "GUEST" or "VISITOR."
17. The parking area shall have less than a five percent grade. No drainage across adjacent sidewalks or walkways is allowed.
18. Commercial, office, industrial, and public parking lots may not occupy more than 50 percent of the main lot frontage of a development site. The remaining frontage shall comprise buildings or landscaping. If over 50 percent of the lineal frontage comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet wide and shall include terrain variations (e.g., one-foot-high berm) plus landscaping. The defensible space of the parking lot should not be compromised.
19. Areas of the parking lot improved with asphalt or concrete surfaces shall be designed into areas of 12 or less spaces through the use of defined landscaped area. Groups of 12 or less spaces are defined as:

a. Twelve spaces in a row, provided there are no abutting parking spaces, as in the case when the spaces are abutting the perimeter of the lot; or



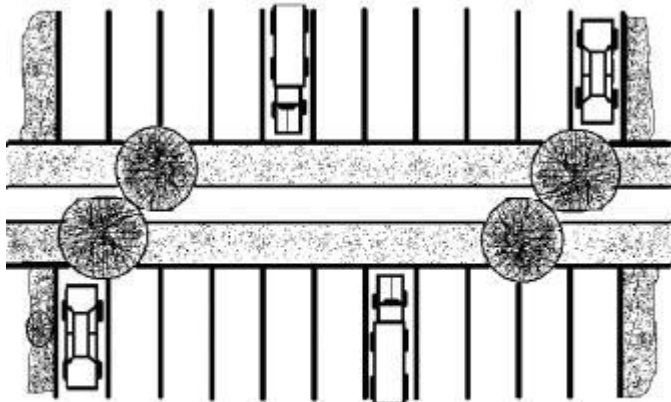
12 SPACES IN A ROW

b. Twelve spaces in a group with six spaces abutting together; or



6 SPACES X 2 = 12

c. Two groups of 12 spaces abutting each other, but separated by a 15-foot-wide landscape area including a six-foot-wide walkway.

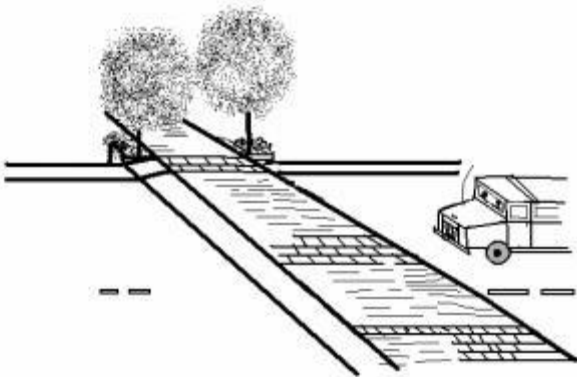


12 SPACES X2 WITH LANDSCAPING

d. Parking areas improved with a permeable parking surface may be designed using the configurations shown in subsections (A)(19)(a), (b) and (c) of this section except that groups of up to 18 spaces are allowed.

e. The requirements of this chapter relating to total parking lot landscaping, landscaping buffers, perimeter landscaping, and landscaping the parking lot islands and interior may be waived or reduced pursuant to CDC 32.110(F) in a WRA application without a variance being required.

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



**RAISED SIDEWALK/TEXTURED SURFACE
AUTOMOBILE BECOMES SUBSERVIENT
TO THE PEDESTRIAN**

- 21. The parking and circulation patterns are easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles.
- 22. The parking spaces shall be close to the related use.
- 23. Permeable parking spaces shall be designed and built to City standards.

B. Accessible parking standards for persons with disabilities. If any parking is provided for the public or visitors, or both, the needs of the people with disabilities shall be based upon the following standards or current applicable federal standards, whichever are more stringent:

1. Minimum number of accessible parking space requirements (see following table):

MINIMUM REQUIRED NUMBER OF TOTAL PARKING SPACES	TOTAL NUMBER OF ACCESSIBLE SPACES	NUMBER OF VAN- ACCESSIBLE SPACES REQUIRED, OF TOTAL	SPACES SIGNED “WHEELCHAIR USE ONLY”
1 – 25	1	1	—
26 – 50	2	1	—
51 – 75	3	1	—
76 – 100	4	1	—
101 – 150	5	—	1
151 – 200	6	—	1
201 – 300	7	—	2
301 – 400	8	—	2

MINIMUM REQUIRED NUMBER OF TOTAL PARKING SPACES	TOTAL NUMBER OF ACCESSIBLE SPACES	NUMBER OF VAN-ACCESSIBLE SPACES REQUIRED, OF TOTAL	SPACES SIGNED “WHEELCHAIR USE ONLY”
401 –500	9	–	2
501 – 999	2 percent of total spaces	–	1 in every 6 accessible spaces or portion thereof
Over 1,000	20 spaces plus 1 for every 100 spaces, or fraction thereof, over 1,000	–	1 in every 6 spaces or portion thereof

2. Location of parking spaces. Parking spaces for the individual with a disability that serve a particular building shall be located on the shortest possible accessible circulation route to an accessible entrance to a building. In separate parking structures or lots that do not serve a particular building, parking spaces for the persons with disabilities shall be located on the shortest possible circulation route to an accessible pedestrian entrance of the parking facility.

3. Accessible parking space and aisle shall meet ADA vertical and horizontal slope standards.

4. Where any differences exist between this section and current federal standards, those standards shall prevail over this code section.

5. One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 inches wide.

6. Van-accessible parking spaces shall have an additional sign marked “Van Accessible” mounted below the accessible parking sign. A van-accessible parking space reserved for wheelchair users shall have a sign that includes the words “Wheelchair Use Only.” Van-accessible parking shall have an adjacent eight-foot-wide aisle. All other accessible stalls shall have a six-foot-wide aisle. Two vehicles may share the same aisle if it is between them. The vertical clearance of the van space shall be 96 inches.

C. Landscaping in parking areas. Reference Chapter 54 CDC, Landscaping.

E. Office or industrial developments shall be allowed a 10 percent reduction in the number of required parking spaces when the property owner agrees to a demand management program that includes three or more of the following measures:

1. Designate a transportation coordinator responsible for promoting public transit and ride-sharing among employees.
2. Participate in region-wide ride matching program at the site.
3. Provide free transit passes to employees.
4. Provide showers and lockers for employees who commute by bicycle.

- 5. Charge employees for monthly parking and provide a transportation allowance to employees equal to the parking charge.
- 6. Install office technology, floorplans, and tenant regulations which are permanent, which effectively arrange for at least 10 percent of the employees to telecommute, thereby reducing employee automobile traffic by 10 percent.

The required demand management measures shall be included as conditions of approval for the proposed project. The property owner or manager shall file an annual affidavit with the City of West Linn stating that ongoing demand management measures required as conditions of approval have not been discontinued.

F. (See Figures 1 and 2 below.)

Figure 1. MINIMUM STANDARDS FOR PARKING LOT LAYOUT

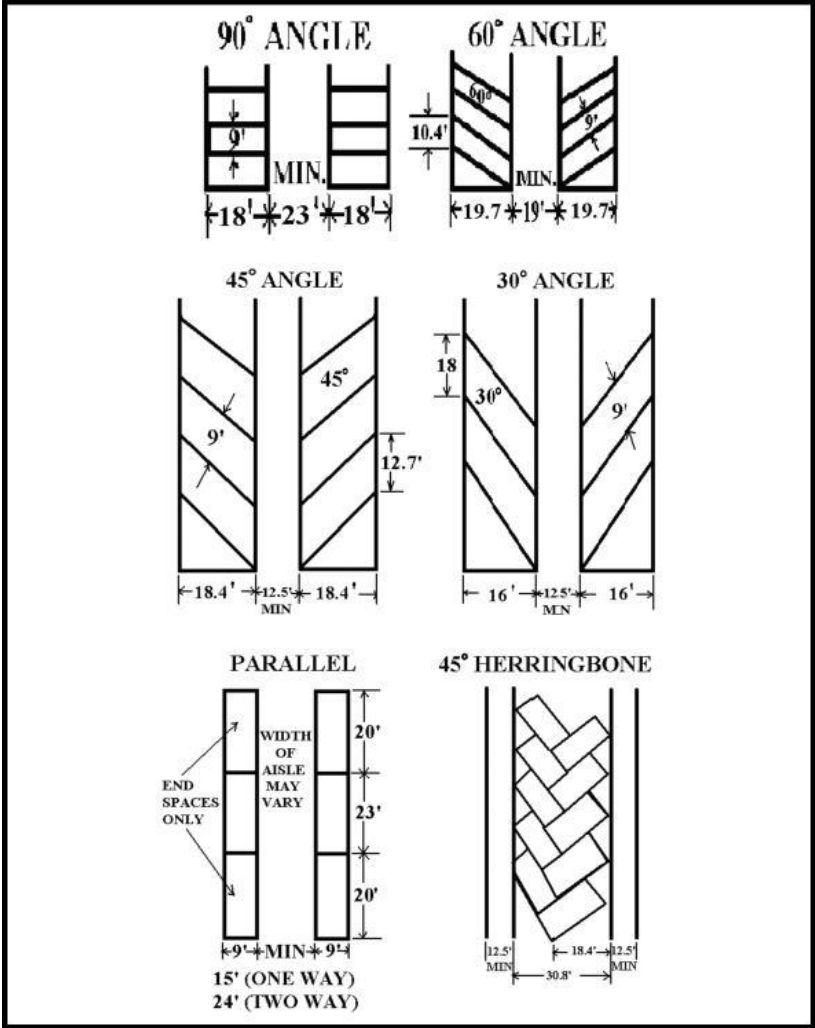
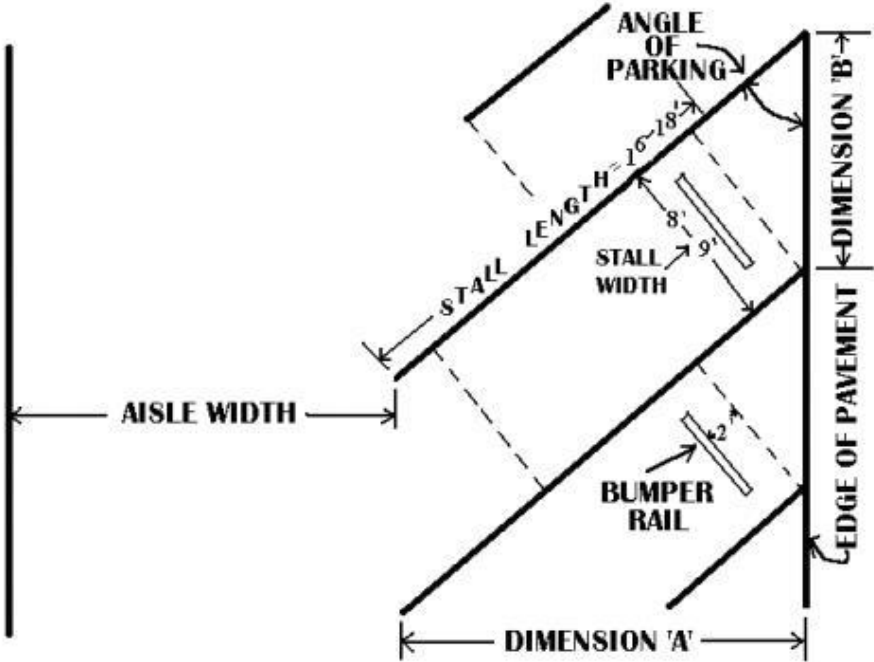


Figure 2. MINIMUM DISTANCE FOR PARKING STALLS



ANGLE OF PARKING	DIRECTION OF PARKING	AISLE WIDTH		DIMENSION 'A'		DIMENSION 'B'	
		STALL WIDTH		STALL WIDTH		STALL WIDTH	
		9.0'	8.0'	9.0'	8.0'	9.0'	8.0'
30°	DRIVE-IN	12.5'	12.5'	16.8'	13.8'	18.0'	16.0'
45°	DRIVE-IN	12.5'	12.5'	19.1'	17.0'	12.7'	11.3'
60°	DRIVE-IN	19.0'	18.0'	20.1'	17.8'	10.4'	9.2'
60°	BACK-IN	17.0'	17.0'	20.1'	17.8'	10.4'	9.2'
90°	DRIVE-IN	23.0'	23.0'	18.0'	16.0'	9.0'	8.0'

Chapter 48 Access, Egress and Circulation

48.020 Applicability and General Provisions

B. All lots shall have access from a public street or from a platted private street approved under the land division chapter.

48.025 Access Control

A. Purpose. The following access control standards apply to public, industrial, commercial and residential developments including land divisions. Access shall be managed to maintain an adequate

level of service and to maintain the functional classification of roadways as required by the West Linn Transportation System Plan.

B. Access control standards.

1. Traffic impact analysis requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also CDC [55.125](#), Transportation Impact Analysis.)

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

3. Access options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (planned access shall be consistent with adopted public works standards and TSP). These methods are “options” as approved by the City Engineer.

a) Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.

b) Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.

c) Option 3. Access is from a public street adjacent to the development lot or parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in subsection (B)(6) of this section.

4. Subdivisions fronting onto an arterial street. New residential land divisions fronting onto an arterial street shall be required to provide alleys or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots (e.g., includes flag lots and mid-block lanes).

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

6. Access spacing.

a. The access spacing standards found in the adopted Transportation System Plan (TSP) shall be applicable to all newly established public street intersections and non-traversable medians. Deviation

from the access spacing standards may be granted by the City Engineer if conditions are met as described in the access spacing variances section in the adopted TSP.

b. Private drives and other access ways are subject to the requirements of CDC 48.060.

7. Number of access points. For single-family (detached and attached), two-family, and duplex housing types, one street access point is permitted per lot or parcel, when alley access cannot otherwise be provided; except that two access points may be permitted corner lots (i.e., no more than one access per street), subject to the access spacing standards in subsection (B)(6) of this section. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with subsection (B)(8) of this section, in order to maintain the required access spacing, and minimize the number of access points.

8. Shared driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

a. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent lot or parcel develops. "Developable" means that a lot or parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

b. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval.

c. Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, lot or parcel configuration, and similar conditions) prevent extending the street/driveway in the future.

C. Street connectivity and formation of blocks required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:

1. Block length and perimeter. The maximum block length shall not exceed 800 feet or 1,800 feet along an arterial.

2. Street standards. Public and private streets shall also conform to Chapter 92 CDC, Required Improvements, and to any other applicable sections of the West Linn Community Development Code and approved TSP.

48.040 Minimum Vehicle Requirements For Non-Residential Uses

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

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

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

- C. All on-site maneuvering and/or access drives shall be maintained pursuant to CDC 46.130.

- D. Gated accessways to non-residential uses are prohibited unless required for public safety or security. (Ord. 1408, 1998, Ord. 1463, 2000)

48.060 Width And Location Of Curb Cuts And Access Separation Requirements

- A. Minimum curb cut width shall be 16 feet.

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

- C. No curb cuts shall be allowed any closer to an intersecting street right-of-way line than the following:
 - 1. On an arterial when intersected by another arterial, 150 feet.
 - 2. On an arterial when intersected by a collector, 100 feet.
 - 3. On an arterial when intersected by a local street, 100 feet.
 - 4. On a collector when intersecting an arterial street, 100 feet.
 - 5. On a collector when intersected by another collector or local street, 35 feet.
 - 6. On a local street when intersecting any other street, 35 feet.

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

1. On an arterial street, 150 feet.
 2. On a collector street, 75 feet.
 3. Between any two curb cuts on the same lot or parcel on a local street, 30 feet.
- E. A rolled curb may be installed in lieu of curb cuts and access separation requirements.
- F. Curb cuts shall be kept to the minimum, particularly on Highway 43. Consolidation of driveways is preferred. The standard on Highway 43 is one curb cut per business if consolidation of driveways is not possible.
- G. Adequate line of sight pursuant to engineering standards should be afforded at each driveway or accessway. (Ord. [1270](#), 1990; Ord. [1584](#), 2008; Ord. [1636](#) § 35, 2014)

Chapter 52 Signs

52.109 Exemptions

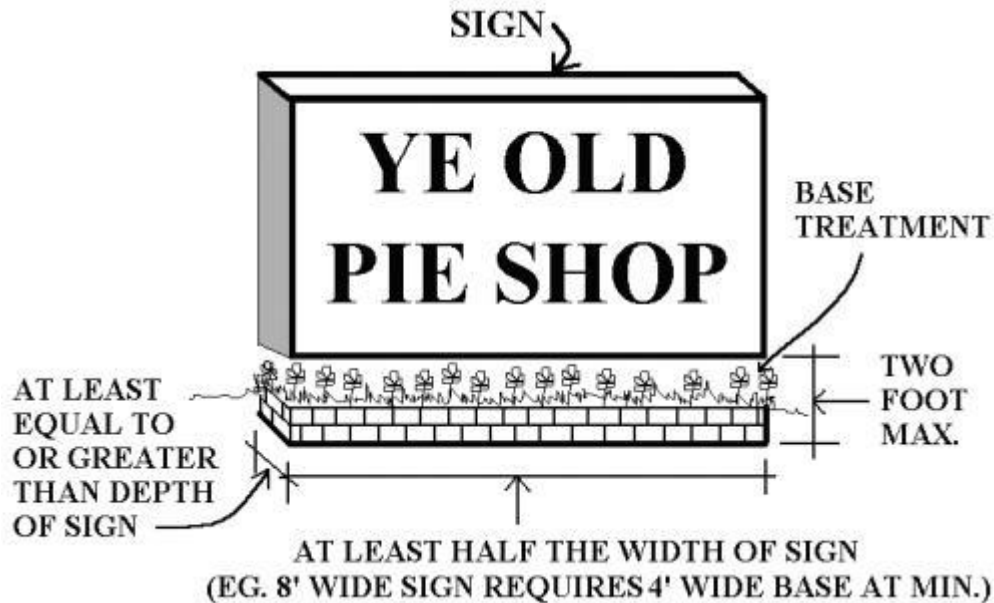
- B. Parking lot signs up to three square feet in area with a maximum height no greater than five feet above grade and directed to the interior of a parking lot and not to a right-of-way shall not require a sign permit.
- C. City signs are exempt from the provisions of this chapter.

52.210 Approval Standards

All signs shall meet the following standards:

- A. The scale of the sign and its components shall be appropriate for its location and consistent with the applicable design standards.
- B. The size, location, or manner of illumination shall not create a traffic hazard and shall not hide from view any traffic or street sign or signal.
- C. The sign shall be located in compliance with Chapter [42](#) CDC, Clear Vision Area.
- D. Signs and sign structures located over vehicular driveways and pedestrian walkways shall allow at least 15 feet of clearance over driveways and eight feet of clearance over walkways.
- E. The light from any illuminated sign shall be shaded, fully shielded such that no light is emitted above the horizontal plane, and directed or reduced so that glare is minimized.
- F. Signs shall be located to preserve existing trees, topography and natural drainage, to the extent possible consistent with the installation of the sign.
- G. All permanent signs shall be located within a landscaped area or installed on a wood, stone, or other base structure that meets the following standards:
1. Signs shall be installed on a base with a maximum height of two feet, a minimum width at least one-half as wide as the sign face, and a depth equal to or greater than the depth of the sign. The sign height includes any portion of the base located above street grade (also refer to Sign Definitions – Grade).

2. In the event a sign is erected on a multiple-pole or piling structure, the base required by subsection (G)(1) of this section shall be apportioned among each of the upright members.
3. Any wood used in a base shall be treated against water damage and insect assault.



- H. Manual changeable copy signs shall be designed to minimize the opportunity for unauthorized personnel to change the sign copy.
- I. Electronic changeable copy signs are permitted in business centers only, either as separate signs or as part of a larger sign. The approval authority may impose conditions of approval regarding the frequency of copy change, the hours of operation, and the methods by which the message is changed in order to assure compliance with the standards of this section and this chapter. Electronic changeable copy signs are subject to the following requirements:
1. The sign face for the electronic changeable copy sign or portion of a sign may not exceed 24 square feet; provided, however, that electronic changeable copy signs with greater than 24 square feet may be approved through the conditional use process.
 2. The design and placement of the sign shall not adversely affect vehicular and pedestrian safety.
 3. The sign shall comply with all other requirements of this chapter.
- J. Where both sides of a sign may be viewed from a right-of-way, the signs shall be double-faced.

52.300 Permanent Sign Design Standards

	FREESTANDING SIGNS						ON-WALL SIGNS			PROJECTING SIGNS ⁴	
	City Appvl. Reqd.	Illumination	No. Allowed	Max. Sq. Ft.	Max Ht. (ft.)	ROW Setback (ft.)	No. Allowed	Max Sq. Ft.	Max Ht. (ft.)	No. Allowed	Max Sq. Ft.
Residential Uses Including Home Occupations	No	No	1	2	4	5	or 1 [^]	2	12	n/a	n/a
Multi-family Complex	Yes	Yes	2	24 total*	8	5	or 2 [^]	24 total*	12	n/a	n/a
Subdivision Monument	Yes	Yes	5 per subdivision	32 total*	8	5	n/a	n/a	n/a	n/a	n/a
Industrial Zone Uses	Yes	Yes	10	32	8	5	3	10%	25	n/a	n/a
Commercial Uses in Residential Zone	Yes	Yes	1	16	8	10	2	5%*	12	n/a	n/a
Commercial Zone	Yes	Yes	11	322	8	5	3	10%*	25	1 sign per each business frontage with a customer entrance ⁴	12
Business Center	Yes	Yes	1	1503	20	15	3	10%*	25	1 sign per each business frontage with a customer entrance ⁴	12
Business Center Entryway	Yes	Yes	1 per entry	4	3	5	n/a	n/a	n/a	n/a	n/a
Public Uses	Yes	Yes	15	24	20	5	No limit	18 total	25	n/a	n/a

Notes for Permanent Sign Design Standards

* To calculate maximum area, numbers followed with the word “total” are the maximum total area of all signs combined. Standards expressed as a percentage represent the allowed percentage of area on a single building face that may be used as a wall sign. For example, a wall 10 feet tall by 30 feet wide has 300 square feet. If the standard is 10 percent, signs totaling 30 square feet are permitted. The maximum percentage is for the building – a building with multiple occupants is restricted to the stated percentage per building, not per occupant.

[^] For number of signs allowed, “or 1” and “or 2” designate that the total number of freestanding and wall signs cannot exceed the number stated. If the standard is “or 1,” the applicant may have one freestanding sign or one wall sign, but not both.

¹Gas stations may have two freestanding signs.

2 Restaurants with drive-through or take-out windows may have an additional 32 square feet.

3 Up to 35 percent of the total sign area may be used as a changeable copy sign. Where business centers are located within 200 feet of I-205 right-of-way, the freestanding sign may be freeway-oriented. Freeway-oriented signs shall have a maximum total sign area of 210 square feet and a maximum height of 20 feet above the grade of the nearest lane or I-205 or 60 feet, whichever is less. Freeway-oriented signs shall be oriented to view from I-205. Freeway-oriented signs shall not be smaller than 80 square feet. The approval authority may allow a 10 percent increase in the total square footage in order to accommodate unique design problems.

4 Projecting signs shall not extend above the roofline at the wall or the top of a parapet wall, whichever is higher. They shall not be located within 20 feet of another projecting sign in the same horizontal plane or project within two feet of the curb or, if there is no curb, the edge of the pavement. All projecting signs shall have clearance above the sidewalk consistent with CDC [52.210\(D\)](#). Any illumination shall be external.

5 Parks may have two signs per frontage. Signs in parks directed at pedestrians or cyclists within the parks are not limited in number or size. Schools may have two signs.

Chapter 54 Landscaping

54.020 Approval Criteria

A. Every development proposal requires inventorying existing site conditions which include trees and landscaping. In designing the new project, every reasonable attempt should be made to preserve and protect existing trees and to incorporate them into the new landscape plan. Similarly, significant landscaping (e.g., bushes, shrubs) should be integrated. The rationale is that saving a 30-foot-tall mature tree helps maintain the continuity of the site, they are qualitatively superior to two or three two-inch caliper street trees, they provide immediate micro-climate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.

B. To encourage tree preservation, the parking requirement may be reduced by one space for every significant tree that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking. The City Parks Supervisor or Arborist shall determine the significance of the tree and/or landscaping to determine eligibility for these reductions.

C. Developers must also comply with the municipal code chapter on tree protection.

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

E. Landscaping – By type, location, and amount.

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

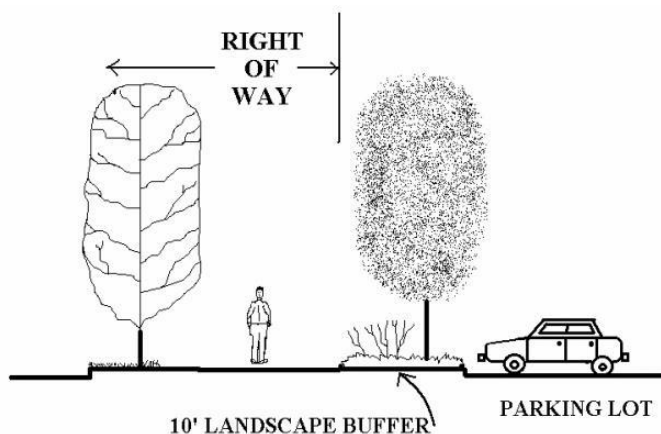
3. All uses (residential uses (non-single family) and non-residential uses):

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

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

c. The soils, site, proposed soil amendments, and proposed irrigation system shall be appropriate for the healthy and long-term maintenance of the proposed plant species.

d. A parking, loading, or service area which abuts a street shall be set back from the right-of-way line by perimeter landscaping in the form of a landscaped strip at least 10 feet in width. When a parking, loading, or service area or driveway is contiguous to an adjoining lot or parcel, there shall be an intervening five-foot-wide landscape strip. The landscaped area shall contain:



- 1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average.
- 2) Shrubs, not to reach a height greater than three feet, six inches, spaced no more than five feet apart on the average; or

3) Vegetative ground cover such as grass, wildflowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low level shrubs.

e. If over 50 percent of the lineal frontage of the main street or arterial adjacent to the development site comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet in width and shall include terrain variations (e.g., one-foot-high berm) plus landscaping. This extra requirement only applies to one street frontage.

f. A parking, loading, or service area which abuts a property line shall be separated from the property line by a landscaped area at least five feet in width and which shall act as a screen and noise buffer, and the adequacy of the screen and buffer shall be determined by the criteria set forth in CDC 55.100(C) and (D), except where shared parking is approved under CDC 46.050.

g. All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.

h. The landscaping in parking areas shall not obstruct lines of sight for safe traffic operation.

i. Outdoor storage areas, service areas (loading docks, refuse deposits, and delivery areas), and above-ground utility facilities shall be buffered and screened to obscure their view from adjoining properties and to reduce noise levels to acceptable levels at the property line. The adequacy of the buffer and screening shall be determined by the criteria set forth in CDC 55.100(C)(1).

j. Crime prevention shall be considered, and plant materials shall not be located in a manner which prohibits surveillance of public and semi-public areas (shared or common areas).

k. Irrigation facilities shall be located so that landscaped areas can be properly maintained and so that the facilities do not interfere with vehicular or pedestrian circulation.

l. For commercial, office, multi-family, and other sites, the developer shall select trees that possess the following characteristics:

- 1) Provide generous "spreading" canopy for shade.
- 2) Roots do not break up adjacent paving.
- 3) Tree canopy spread starts at least six feet up from grade in, or adjacent to, parking lots, roads, or sidewalks unless the tree is columnar in nature.
- 4) No sticky leaves or sap-dripping trees (no honey-dew excretion).
- 5) No seed pods or fruit-bearing trees (flowering trees are acceptable).
- 6) Disease-resistant.
- 7) Compatible with planter size.
- 8) Drought-tolerant unless irrigation is provided.
- 9) Attractive foliage or form all seasons.

m. Plant materials (shrubs, ground cover, etc.) shall be selected for their appropriateness to the site, drought tolerance, year-round greenery and coverage, staggered flowering periods, and avoidance of nuisance plants (Scotch broom, etc.).

54.030 Planting Strips For Modified and New Streets

All proposed changes in width in a public street right-of-way or any proposed street improvement shall, where feasible, include allowances for planting strips. Plans and specifications for planting such areas shall be integrated into the general plan of street improvements. This chapter requires any multi-family, commercial, or public facility which causes change in public right-of-way or street improvement to comply with the street tree planting plan and standards.

54.070 Specification Summary

Area/Location	Landscaping Req'd.
1. Between parking lot and R-O-W. CDC 54.020(E)(3)(d).	10 ft.
2. Between parking lot and other lot. CDC 54.020(E)(3)(b).	5 ft.
3. Between parking lot and R-O-W if parking lot comprises more than 50 percent of main R-O-W frontage. CDC 54.020(E)(3)(e).	15 ft.
4. Percentage of residential/multi-family site to be landscaped. CDC 54.020(E)(1).	25%
5. Percentage of non-residential (commercial/industrial/office) site to be landscaped. CDC 54.020(E)(2).	20%
6. Percentage of 10 – 20 car parking lot to be landscaped (excluding perimeter). CDC 54.020(E)(3)(a).	5%
7. Percentage of 1 – 9 car parking lot to be landscaped (excluding perimeter). CDC 54.020(E)(3)(a).	0%
8. Percentage of 20+ car parking lot to be landscaped (excluding perimeter). CDC 54.020(E)(3)(a).	10%