



**STAFF REPORT
FOR THE HISTORIC REVIEW BOARD**

FILE NUMBER: CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02

HEARING DATE: March 19, 2014

REQUEST: Conditional Use Permit, Class II Design Review, Permit to Enlarge/Alter a Non-Conforming Structure for building modifications and additions and site modifications at Youth Music Project at 2015 8th Avenue, with Class II Variances for front gables and for stained glass windows and a Class I Variance for sign type face.

APPROVAL CRITERIA: Community Development Code (CDC) Chapter 55, Design Review; Chapter 59 Willamette Neighborhood Mixed Use Transitional Zone; Chapter 60 Conditional Uses; Chapter 58 Willamette Falls Drive Commercial District Design Standards; Chapter 52 Signs; Chapter 66 Non-Conforming Structures; Chapter 75 Variance.

RECOMMENDATION: **Approval of all requests except the Class I Variance for signage font; subject to Conditions of Approval**

STAFF REPORT PREPARED BY: Tom Soppe, Associate Planner



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GENERAL INFORMATION

- OWNER:** Marie Lamfrom Charitable Foundation, 2015 8th Ave., West Linn, OR 97068
- APPLICANT:** Jessamyn L. Griffin, Siteworks, 1255 NW 9th Ave., #17, Portland, OR 97209
- SITE LOCATION:** 2015 8th Avenue
- LEGAL DESCRIPTION:** Clackamas County Assessor's Map 3-1E-02BA, Tax Lot 100
- SITE SIZE:** Approximately 0.9 acres
- ZONING:** MU, Willamette Neighborhood Mixed Use Transitional Zone, with Willamette Falls Drive Commercial District design overlay
- COMP PLAN DESIGNATION:** Mixed Use
- 120-DAY PERIOD:** This application was deemed complete on February 4, 2014. The 120-day maximum application-processing period ends on June 3, 2014.
- PUBLIC NOTICE:** Public notice was mailed to the Willamette Neighborhood Association and affected property owners on February 27, 2014. The property was posted with a sign on _____, 2014. In addition, the application has been posted on the City's website and was published in the West Linn Tidings on _____, 2014. The notice requirements have been satisfied.

EXECUTIVE SUMMARY

This is an existing youth community center for music education and performance, which is permitted under an existing approved conditional use permit. The site contains an existing building once used as a church, which is reflected in its mid-20th century church architecture. The site is located in the Willamette Falls Drive Commercial Design overlay district, so it is a building that does not conform to the typical or required architecture of the area which is characteristic of downtown commercial buildings of the early 20th century. The site is located between Willamette Falls Drive, 8th Avenue, and 10th Street, at the east edge of this overlay. The proposed changes require a new Conditional Use approval and a Class II Design Review approval as the building square footage is being increased by more than 5% and the existing conditional use's site plan is changing.

The applicant proposes two new additions: a 750-square-foot indoor entry area in the rear and a 325-square-foot unenclosed entry portico in front building at the center door. Façade



improvements to these and other areas of the building are proposed also, as are other site changes such as improved lighting. The parking area and landscaping are redesigned for better drainage, with two new raingardens. There are 46 existing parking spaces; the redesign will have 36 spaces with more landscaping within and around the parking areas.

The site is in the Willamette Neighborhood Mixed Use Transitional zone (MU) as well as the commercial overlay zone (Chapter 58). Section 58.030(A), Applicability, states that “The provisions of this chapter shall apply to all new commercial construction, restorations, and remodels on Willamette Falls Drive between 10th and 15th Streets.” Because changes are proposed to non-conforming aspects of the structure which do not make these aspects fully conform, Chapter 66 criteria related to enlarging and/or altering non-conforming structures apply. Because three variances are requested, including one sign-related variance, the variance criteria of Chapter 75 and the sign-specific variance criteria in Chapter 52 also apply.

In conclusion, the applicable approval criteria include:

- Chapter 60, Conditional Uses: approval criteria in 60.070;
- Chapter 55, Design Review: approval criteria in 55.100;
- Chapter 59, Willamette Neighborhood Mixed Use Transitional Zone;
- Chapter 58, Willamette Falls Drive Commercial District Design Standards
- Chapter 66, Non-Conforming Structures: approval criteria in 66.080(B)
- Chapter 75, Variance: approval criteria in 75.060
- Chapter 52, Signs: variance approval criteria in 52.110

One of the requested Class II variances is to have stained glass windows (variance from 58.090[C][14]). The second is to add a gable (variance from 58.090[C][8] & 66.080[B][2][b]) as it increases the non-conformity of a building that already has front gables in an overlay where gables are not allowed). Staff has determined that these two variances meet the variance criteria. Specifically, the proposal is for significant impacts to an existing building located in the commercial overlay, but which does not have any historically significant architecture. These variances are in keeping with the existing architectural style of the building. Staff recommends approval of these two variances.

The third variance is a Class I Variance regarding non-historic font signage. It is a variance from Section 52.210(K)(2). (The variance regards only the proposed font of the signage, as proposed signage size and location is compatible with CDC requirements.) Staff determines that this variance request does not meet the sign variance criteria of 52.110 or the variance criteria of 75.060. In summary staff has made this determination because the building architecture, while atypical for the overlay district, is not specifically incompatible with the required historic font. Staff has made this determination also because the variance is not needed to ensure there is enough appropriate signage to identify the applicant's organization. Therefore, while the proposed signage is consistent with the overall theme of the structure and use, staff must recommend denial of this variance.

There are multiple aspects of the site and building that are non-conforming to the CDC. The proposal would alter many of these aspects, but with the exception of the addition of another front gable, the alterations would bring these non-conforming aspects into greater relative conformity (or at least not worsen the non-conformity). And the applicant has applied for a



variance for the gable to overcome this issue. So staff determines that otherwise, the criteria of Chapter 66 are met and recommends approval of the permit to Enlarge/Alter a Non-Conforming Structure, and staff does not believe that it will adversely impact the surrounding properties or have adverse impacts on the historic commercial overlay district.

RECOMMENDATION

Conditions of Approval

Staff recommends approval of application CUP-13.03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02 subject to the following proposed conditions:

1. Site Plan and Elevations. With the exception of modifications required by these conditions, the applicant shall adhere to the Site Plan, Sheet L-1.2, dated November 12, 2013, on Page 190 of Exhibit PC-3, and the Exterior Elevations sheets A3.0 and A3.1, on Page 201-202 of Exhibit PC-3, all dated November 12, 2013.
2. Disabled Parking. The van-accessible disabled parking space shall be provided with a sign indicating it is van-accessible.
3. Litter Receptacles. The applicant shall install two litter receptacles on site, outside of walkways and not within any public right of way.
4. Signage Font Variance. The signage font shall be one of the allowable fonts pursuant to CDC 52.210(K)(2).

Staff finds that with the recommended conditions of approval, the criteria are met for all requests except for the signage font variance.

SUMMARY OF CONDITIONS

COA 2 satisfies 46.150(B)(6) by requiring that the van-accessible disabled parking space be signed as such.

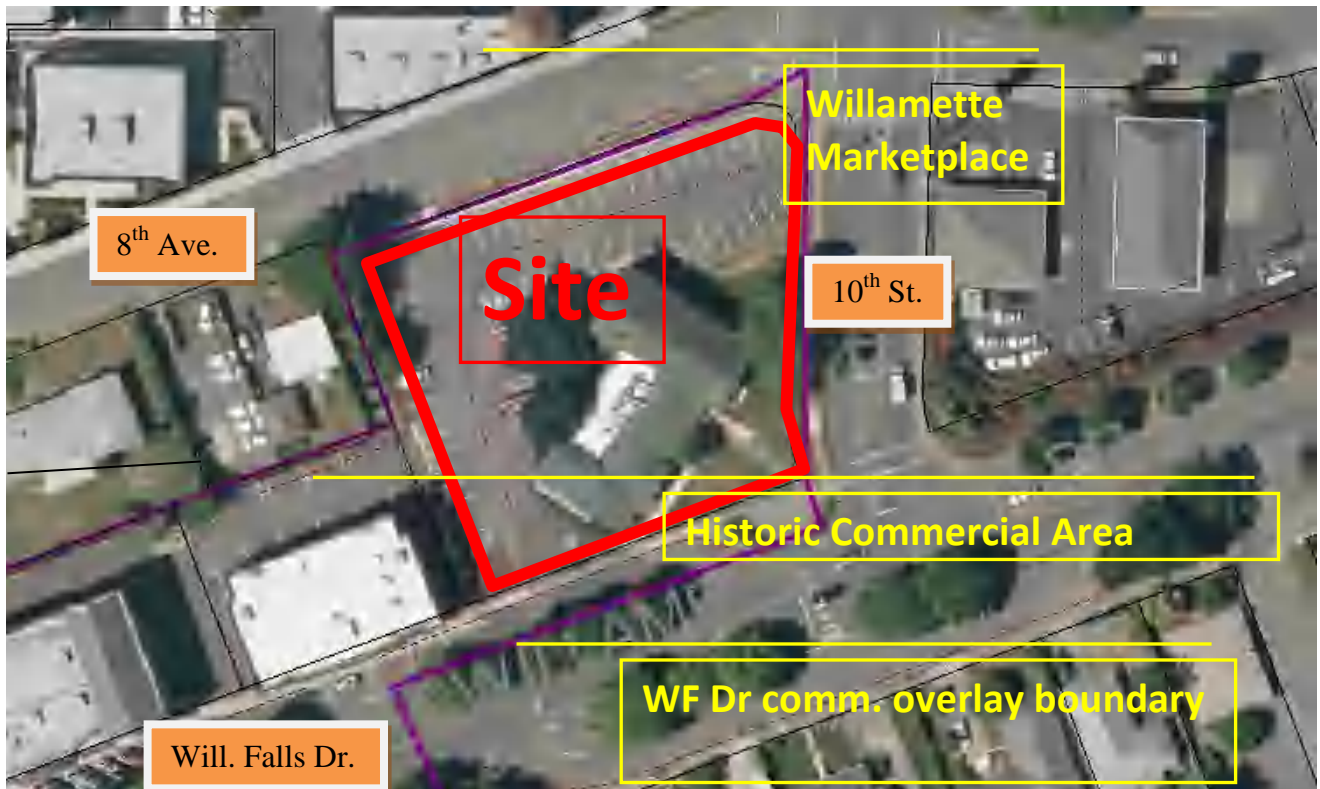
COA 3 satisfies 55.100(O)(6)(c) by requiring two litter receptacles in the parking area.

COA 4 establishes the denial of the requested variance for a non-historic signage font.



Site Conditions: The mid-20th-Century building on site was designed as a church and was used as one until several years ago. A youth music instruction and performance center, approved in a previous Conditional Use approval, is operational on site along with its associated retail and café uses. The building sits at an angle facing the corner of Willamette Falls Drive and 10th Street. There is landscaping around the building including several trees, and the western and northern areas of the site consist of surface parking. There are 43 parking spaces in the parking lot, and a loading zone. The parking lot has vehicle access to and from 8th Avenue and Willamette Falls Drive. Various aspects of the site are non-conforming.

Site Aerial View



Source: West Linn GIS, 2012



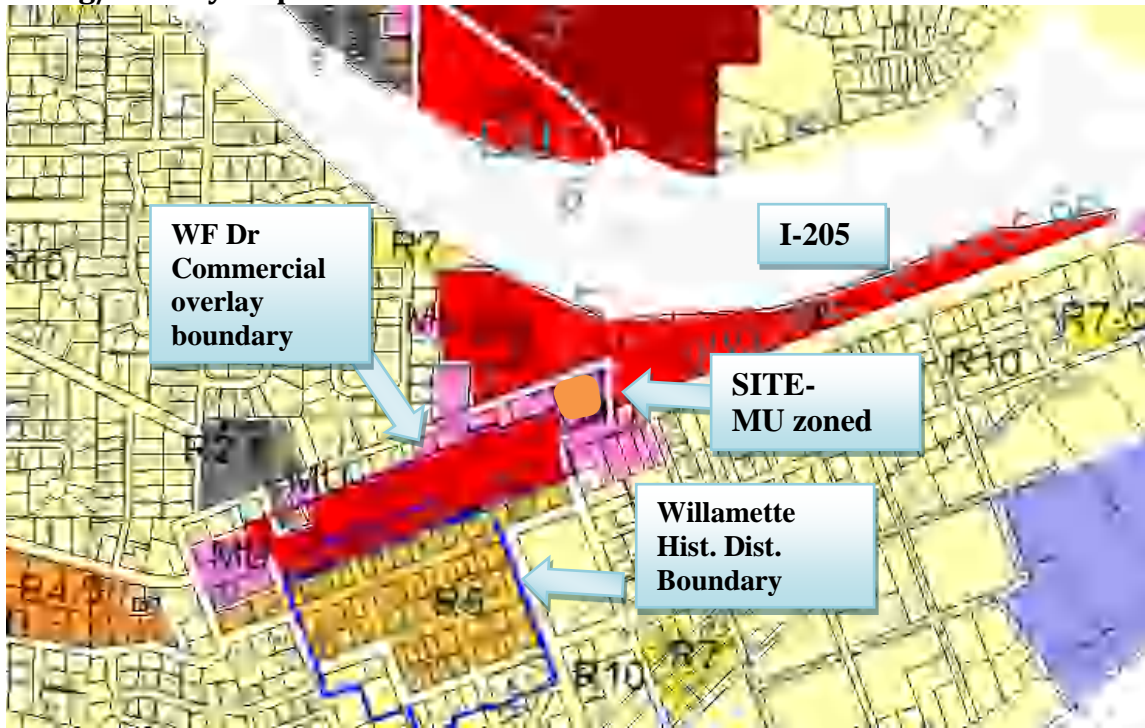
Front façade of building, set at angle facing 10th Street/Willamette Falls Drive intersection. Although this is the visual front of the building, the site has an 8th Avenue address. 8th Avenue is north of the site, parallel to Willamette Falls Drive.



Site as seen from 8th Avenue

Surrounding Land Use and Zoning: The site is situated in the Willamette Neighborhood of West Linn. Surrounded by Willamette Falls Drive, 10th Street, and 8th Avenue, it is at the east end of the historic commercial overlay along Willamette Falls Drive. The surrounding area contains a variety of commercial and residential uses, as shown on the map below.

Zoning/Vicinity Map



Source: West Linn GIS, 2013



In the foreground above is the one vehicle ingress/egress to the site off of Willamette Falls Drive.

Public comments:

No public comments have been received to date.

Note to Applicant: Whether or not variance is approved, to install signage a Permanent Sign Permit will still need to be acquired via the Planning Department.

ADDENDUM
PLANNING COMMISSION STAFF REPORT
CUP-13-03/DR-12-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02
March 19, 2014

**STAFF EVALUATION OF THE PROPOSAL'S COMPLIANCE WITH
APPLICABLE CODE CRITERIA**

I. ZONING AND DESIGN REVIEW CRITERIA

**A. Chapter 59 WILLAMETTE NEIGHBORHOOD MIXED USE TRANSITIONAL ZONE
(MU)**

59.060 CONDITIONAL USES

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

- ...
- 2. Community center for civic or cultural events.
- ...
- 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.
- ...

Staff Response 1. The applicant proposes continued use of the youth music community center and its accessory uses including selling musical accessories and a café as approved effective December 27, 2012 (file CUP-12-05/DR-12-18). All of these are conditional uses in the MU zone, as shown above. The applicant has applied for a Conditional Use approval to modify the site while continuing these uses, which is analyzed under Section 60.070 below.

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).

(...)

Staff Response 2. The applicant proposes two new additions to the existing building which are compatible with the above language. Staff Responses related to the criteria of 60.070(A) and (B) are provided below.

B. Chapter 58 WILLAMETTE FALLS DRIVE COMMERCIAL DISTRICT DESIGN STANDARDS

58.090 STANDARDS

A. Standards are needed to provide a clear and objective list of design elements that are needed to bring new construction and remodels into conformance with 1880 – 1915 architecture. Buildings of the period saw relatively few deviations in design. Consequently, the Historic Review Board will require conformance with the standards. Deviations or deletions from the standards are addressed in the variance procedure of this chapter.

B. The use of neo-designs or simply contextual designs which only attempt to capture the basic or generalized elements such as building line, massing and form, etc., is not acceptable.

Staff Response 3. This is an existing building that has a slow-slung, diagonally-set, mid-20th-Century style that does not have the basic period architecture of this overlay district. Only a complete redevelopment of this property would bring it into compliance with the standards of 58.090. The changes to the building are not incompatible with the standards listed in 58.090, as seen below, except for the provisions for which variances are requested.

C. The following standards shall apply to new construction and remodels.

1. Dimensional standards.

a. Front: zero-foot setback. Building may not be set back from the property line unless it is consistent with predominant building line.

Staff Response 4. The building has an 8th Avenue address but aesthetically and functionally the building front is along Willamette Falls Drive. The building does not have a zero-foot setback. The small front addition will get part of the building closer to having this. Therefore the building is non-conforming to this standard. The proposed changes will make the building less non-conforming. Therefore this change is also discussed under Staff Response 71 below in response to the criteria of 66.080 regarding changes to non-conforming structures. Staff determines the criterion is not met but not worsened.

b. Side and side street: zero-foot setback. Building may not be set back from the side property line except for side passageway, accessway, or stairway unless fire codes dictate otherwise. The setback shall not exceed six feet. The setback should be consistent with the rhythm of adjacent structures, or at least not deleterious to it.

Staff Response 5. The existing building is set back from both sides. This is non-conforming. The changes do not change the non-conformity. Staff determines that the level of non-conformity is not changes and therefore the changes are acceptable and do not require analysis under Chapter 66.



c. Rear: 20-foot setback. Setbacks between zero and 20 feet are permitted only if the applicant can demonstrate that he can successfully mitigate any impacts associated with the building in current and future uses as they would relate to abutting residential and other properties.

Staff Response 6. The rear setback is and will remain more than 20 feet. Staff determines the criterion is met.

d. Lot coverage: up to 100 percent of lot may be developed depending upon ability to mitigate impacts upon abutting residential and other uses.

Staff Response 7. The lot coverage is and will remain less than 100%. Staff determines the criterion is met.

2. Minimum landscaping required. Sites in this district are exempt from landscaping requirements as identified in Chapter 54 CDC, Landscaping, with the exception of parking areas.

Staff Response 8. The parking lot is non-conforming in terms of parking lot landscaping. Proposed changes make it more conforming but still non-conforming. This is analyzed under the Design Review section below and under the staff response to the criteria for non-conforming structures. See staff responses 32-35 and 71.

3. Building height limitations. Maximum building height shall be 35 feet (as measured by this code), and two stories. False fronts shall be considered as the peak of the building if it exceeds the gable roof ridgeline.

4. External ground level or first story minimum height. Ten feet to allow transoms.

(...)

Staff Response 9. As measured by the code standard the highest elevation on the building is 31 feet. The building is two stories total. The first floor on either side of the building is more than 10 feet tall. Staff determines the criteria are met.

5. Roof form. Flat or pitched roofs. Pitched roof ridgeline shall run from the front of the building to the back.

6. Building form, scale and depth. Building shall emphasize the vertical through narrow, tall windows (especially on second floor), vertical awning supports, engaged columns, and exaggerated facades creating a height-to-width ratio of 1.5:1.

Staff Response 10. The building is non-conforming to these standards but the proposal does not change the non-conformity.

7. Spacing and rhythm. Buildings shall follow a regular rhythm. Strong vertical breaks or lines should be regularly spaced every 25 to 50 feet.

Staff Response 11. The existing gables and church-style vertical windows provide strong vertical breaks and lines less than every 25 feet. The front entry proposed will add to this. Staff determines that the criterion is met.

8. Facades. No gables, hipped, or pitched roofs shall be exposed to the street at the front. The “Western false front” shall be the preferred style although variations shall be allowed.

(...)

Staff Response 12. The building is non-conforming in that there are already two gables and a pitched roof exposed to Willamette Falls Drive. The proposal would make the building more non-conforming to this as it would add a gable facing the street with the front entryway. Therefore this is covered in both the non-conforming section below (see Staff Response 71) and in staff responses 72-77 which address the Class II Variance relating to the proposed new gable.

10. Building materials and orientation. Wood shall be the principal building material. Horizontal wood siding in one-inch by eight-inch dimensions shall be used for siding. Brick and certain concrete configurations are permitted only by a variance under CDC [58.090](#).

11. Awnings. All buildings shall have awnings extending out from building face. (...)

12. Extruded roofs. As a substitute for an awning, extruded roofs have a 10- to 40-degree pitch and extend one to two feet from the building face just above the transom windows where the first and second stories meet. The roof runs along the entire building frontage.

Standard roofing materials are used. Transoms are required with extruded roofs.

Staff Response 13: Wood will remain the principal building material. On the facades visible from Willamette Falls Drive, most areas have horizontal siding and some have vertical. All have siding dimensions larger than required. The building does not have awnings or the transoms that would allow for the extruded roofs from (12) above. This will all remain the same upon the proposal. Regarding these criteria, the building is non-conforming in ways that will not be changed by the proposal.

13. Doors and entryways. The entryway shall be centered in the middle of the building at grade. The buildings on street corners may position their doors on the corner at an angle as depicted in the illustration. The doors may be single or double doors. The doors shall be recessed three to five feet back from the building line. Doors shall have glazing in the upper two-thirds to half of the door. Panels should decorate the lower portions. The entryway shall have windows all the way around at the same level as the other display windows. Wood doors are preferable although alternatives with a dark matte finish may be acceptable.



Staff Response 14: The main entry is approximately at the center of the front façade. Doors will be made of wood. Doors are non-conforming to the glazing standards of this section currently. Currently there is glazing on the entire door except the edges for the main set of doors; this will be the same in the new doors for the main entrance. Therefore the main doors are non-conforming but the proposal does not worsen the non-conformity. The door on the west end of the front façade currently has no glazing. As the section above requires ½ to 2/3 glazing, this door is 50% different than the minimum. As with the main set of doors, the replacement door is proposed to be glazed except around the edges. Therefore glazing would be close to 100%, approximately 33% greater than the required maximum. 33% is a smaller difference in non-conformity than 50%. Therefore replacing the current door with a fully glazed door actually reduces the non-conformity for this door. Staff determines the criterion to be acceptably met in that Section 66.080(B)(2) allows for changes in non-conformity that do not increase the non-conformity. See Staff Response 71 in response to 66.080(B)(2).

14. Glazing. Clear glass only. No mirrored or tinted glass. No films applied to glass. Lettering on glass is permitted (see subsection (C)(25)(b) of this section).

Staff Response 15: This is a former church building which still reflects the mid-century church style in which it was built. In the tall front sets of windows which clearly reflect this style of architecture, the applicant proposes stained glass. While this is appropriate for the style of windows and for the heritage of the building, it requires a variance from the wording of this subsection. See staff responses 72-77 below regarding the requested variance.

15. Display or pedestrian level windows. Shall extend across at least 80 percent of building front. The windows shall start one and one-half to two and one-half feet above grade to a height of seven to eight feet, and shall be level with the top of the height of the adjacent entryway area, excluding transom. A single sheet of glass is not permitted. The window shall be broken up into numerous sections, also known as lights. From 1880 onwards, the number of lights was generally no more than six in a pedestrian-level window. The frames may be wood or vinyl-clad wood, or other materials so long as a matte finish is possible.

(...)

Staff Response 16: Windows extend across less than 80% of the building front. More windows will be added, but there will still be less than 80%. Some existing windows are higher than what is allowed by this section. All new windows will extend up as far as the top of the entryway, as allowed by this section. In short the windows are non-conforming, but the non-conformity is lessened by the proposal. Therefore this is covered further under Staff Response 71 below.

23. Exterior lighting fixtures. Any lighting fixtures that can be traced to 1880 – 1915 period are permitted. Simple modern fixtures that are screened and/or do not attract attention are acceptable. Overly ornate fixtures of the Victorian era are to be discouraged.

Staff Response 17: The applicant proposes simple modern fixtures that do not attract attention. Staff determines the criterion is met.

24. Transoms. Transom windows are required with extruded roofs and optional with awnings. Transom windows shall cover the front of the building above, but not beyond, the main display windows and the entryway area. Transoms should be broken up into sections every six inches to three feet in a consistent and equal pattern. Height should not exceed three feet. Transoms may or may not open. False ceilings are allowed behind the transoms.

(...)

Staff Response 18: There are no transoms, and there will continue to be none. The existing non-conformity will not be changed.

26. Paint colors. Body color typically included white, cream, or a light, warm color of low intensity. Accents, trims, windows, etc., should be dark-colored. Contrasting colors should be compatible. Existing colors shall not enjoy protected status when repainting is proposed. (...)

(...)

Staff Response 19: The proposed colors are warm and of low intensity. The proposed trim color is dark. Staff finds the criterion is met.

C. Chapter 60 CONDITIONAL USES

60.070 APPROVAL STANDARDS AND CONDITIONS

A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in 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.



Staff Response 20. The previous approval for this use at this site found the site to be adequate in these ways. The additions and proposed landscaping and stormwater changes will further mitigate aesthetic effects on surrounding properties, and the relationship between the building and the topography. The changes will continue to allow enough area for the existing use. Staff determines the criteria are met.

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

Staff Response 21: The proposal is to enact site and building changes to an existing approved conditional use. The existing approved use is a facility for teaching music to youth, for the youth to participate in musical performances, for the youth to be able to buy music-related products related to their learning and performance, and for the youth to congregate socially. Staff finds and determines that this is consistent with the educational, social, and recreational needs for youth in the community.

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

Staff Response 22: Adequate public facilities are available, including public streets, sewer and water. Condition of Approval 2 from the previous approval required the traffic management program that continues to ensure that this use will not have greater traffic impact than the previous use. Storm drainage will be brought up to current standards for the modification proposed for the site. Staff finds and determines that the criterion is met.

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.

Staff Response 23: The site is non-conforming in several ways, including driveway spacing and non-conformity to multiple Chapter 58 design elements of the Willamette Falls Drive Commercial District overlay. Some of these non-conformities are affected by the change; see Staff Response 71. Three variances are applied for regarding the proposal of stained glass, the proposal of a new front gable, and the proposal of a non-historic signage font, all of which relate to how this is not a typical building in the overlay. See staff responses 72-77 regarding these variance requests. Staff determines that otherwise the applicable requirements are met.

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

Staff Response 24: Several changes are proposed for the building and site, but the use is not changing. In 2012, the use was found to comply with the applicable policies of the Comprehensive Plan, which remain the same. Staff determines the criterion is met.

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

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.

(...)

Staff Response 25: Regarding (B), see the discussion below under the heading for Chapter 55. Traffic management has been implemented via a condition from the original approval for this use. Other conditions related to the criterion are recommended in the conditions of



approval above. Staff does not determine there to be a need for further conditioning related to the above criteria at this time.

E. The Historic Review Board shall review an application for a conditional use, or to enlarge a conditional use on a property designated as a historic resource, based on findings of fact that the use will:

1. Preserve or improve a historic resource which would probably not be preserved or improved otherwise; and
2. Utilize existing structures rather than new structures.

Staff Response 26: The conditional use will continue to use an existing structure. The building is not a historic resource. Therefore (1) does not apply to the building. Staff determines that (2) is met.

D. CHAPTER 55, DESIGN REVIEW

55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW

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

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

1. Chapter 33 CDC, Stormwater Management.

(...)

Staff Response 27: The applicant proposes a new stormwater facility on site which is in compliance with this chapter. Staff determines the criteria are met.

6. Chapter 44 CDC, Fences.

Staff Response 28: The proposed fencing will be less than six feet in height. Staff determines that the criterion is met.

7. Chapter 46 CDC, Off-Street Parking, Loading and Reservoir Areas.

Staff Response 29: Per 46.140 development in this overlay zone is exempted from the minimum off-street space requirements, but any off-street spaces that are provided must be built to the specifications of Chapter 46 (including in terms of parking lot landscaping per 58.090[C][2]). Below are the sections of Chapter 46 that are relevant, and further below are the relevant sections of Chapter 54 Landscaping.



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 multi-family parking stalls back onto a main driveway, the stalls shall be nine feet by 20 feet.

Staff Response 30: All proposed spaces are nine by 18 feet. Staff determines the criterion is met.

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.

(...)

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:

(...)

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.

Staff Response 31: Two accessible spaces are provided. One is van-accessible. Recommended Condition of Approval 2 requires this space to be signed as van-accessible. Staff determines the criteria are met upon the inclusion of Condition of Approval 2.

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

(...)

54.020 APPROVAL CRITERIA

(...)

E. Landscaping – By type, location and amount.

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.

Staff Response 32: The parking lot currently has no interior landscaping, so it is non-conforming. To be conforming 10% or more of the lot shall be landscaped, and there should be a landscaped island for every 12 spaces. There is only one island proposed for 36 spaces, and this is less than 10% of the interior of the parking lot. (It is more than five feet wide, so staff determines that [b] is met.) However even the addition of this small island makes the site more conforming. See Staff Response 71 for how this meets the 66.080(B)(2) criteria of remaining non-conforming while not increasing the non-conformity. The applicant has agreed to an appropriate soil and irrigation system, so staff determines that (c) is met.

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

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



3) Vegetative ground cover such as grass, 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.

(...)

Staff Response 33: Currently there is no strip between the parking and the right of way along 10th Street or 8th Avenue, so the site is non-conforming. The proposal would create an over 20-foot wide landscaped buffer area between 10th Street and the parking lot, which more than fulfills the need for a “strip”. As for the area between 8th Avenue and the parking lot, this cannot be a very wide strip and still leave room for parking. This is due to the depth of the site in relation to the size of the building. There will be a strip here, unlike the existing situation, but it will be two feet wide and not ten feet. Therefore the area will continue to be non-conforming but less so. See Staff Response 71 for how this meets the 66.080(B)(2) criteria of remaining non-conforming while not increasing the non-conformity. This strip will be landscaped in a way that fulfills (2) and (3) above; there will also be street trees planted between the sidewalk and 8th Avenue fulfilling the need for street trees (and fulfilling the spacing requirements as well) in (1). Staff determines the criteria are met except in the ways that the property remains non-conforming, but the changes are acceptable as they makes the property less non-conforming.

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](#).

Staff Response 34: A 7.5-foot buffer with landscaping and trees is proposed to screen the property from the properties to the west. This will improve screening in comparison to what is along this property line now. Staff determines the criterion is met.

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

(...)

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.).

(...)

Staff Response 35: The application meets the above criteria for parking lot landscaping.

(End of chapters 46 and 54 excerpts)

8. Chapter [48](#) CDC, Access, Egress and Circulation.

Staff Response 36: Access points will be at the same locations. Driveways will remain 24 feet wide. Staff finds that the application complies with Chapter 48.

9. Chapter [52](#) CDC, Signs.

Excerpt from Chapter 52:

52.210 APPROVAL STANDARDS

(...)

K. Signs in the Willamette Falls Drive Commercial District.

1. Signs shall not exceed 10 percent of the square footage of the front elevation. The calculation of allowable signage is explained in CDC [52.300](#). The sign(s) shall be proportionate to buildings and signs on adjacent buildings. The “10 percent” shall be broken up into multiple signs. The sign(s) shall be mounted or painted on the second floor, on the valance of the awning, on the windows at pedestrian level, or on four-by-four awning posts. Signs shall not be of the internally lit can type or channel light type. No backlit awnings are allowed. Illumination by spotlight is permitted. Neon signs are permitted only inside the windows. No flashing signs are allowed. By temporary sign permit only, neon colored lettering or designs painted on windows or on paper or banners in the windows are allowed, but discouraged. Small signs or plaques which describe the building in a historical sense are exempt from the allowable square footage restrictions.

Staff Response 37: The total of the signage proposed does not exceed 10 percent of the square footage of the front elevation. Three signs are proposed. The only one visible from Willamette Falls Drive is on the second floor of the building, as the first floor is the lower level facing 8th Avenue. Therefore the requirement for placement is met for the overlay district. Staff determines that the signage proposed meets the above criterion.

2. Sign type face. Antique lettering as shown in the illustration is required. Variations are permitted where the lettering would not clash with the predominant font or style. "Gay Nineties" or "P.T. Barnum" type styles and other exaggerated styles are discouraged. Lettering may be horizontal, vertical, or slanting up from lower left to upper right. Semi-circle designs on windows are permitted. Window lettering should be white, black, or gold with black shading.

BROKER SHADED

Caslon Antique

Antique Bold

BETON OPEN

Century Shaded

ENGRAVERS

Staff Response 38: The applicant has applied for a Class I Variance to not use historic font. See staff responses 39-41 and 72-77.

(...)

52.110 VARIANCES

(...)

C. The granting authority may grant a variance from the requirements of this chapter if it is established that:

1. The architectural design of a building, the location of a building site or location of building thereon, or some other circumstance relating to the sign proposal, is unusual or unique and that, because of this, a hardship will be created in that the applicant will be denied an opportunity to identify their business or location relatively equal to the opportunity accorded other members of the community not burdened with such unusual or unique architectural design, building site, or other circumstance;

Staff Response 39: The architecture is unique within the overlay district, but not in a way that prevents having a historic font. Having a historic font would still allow the applicant to identify their business. Staff determines the criterion is not met.

2. The design is consistent with the request and will not be injurious to the neighborhood in which the property is located or to property established to be affected by the request; and



Staff Response 40: While it may not meet the previous criteria, it also does not injure the spirit of the overlay zone as the rest of the building does not reflect the architecture of the overlay zone either. Staff determines the criterion is met.

3. The request is the minimum variance necessary to provide reasonable signage for the property affected.

Staff Response 41: This is not a sign size or placement variance. As a font variance it is hard to say whether it is the minimum necessary; the appropriateness of this particular variance relies more on criterion (C)(1) above which staff finds the proposal does not meet.

(End of Chapter 52 excerpt)

10. Chapter 54 CDC, Landscaping.

Staff Response 42: See Staff Responses 32-35 above as parking area landscaping is the only requirement for this site.

B. Relationship to the natural and physical environment.

(...)

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.

(...)

Staff Response 43: There will be no trees removed for this proposal. Staff determines the criterion is met.

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

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.

Staff Response 44: The site redesign and drainage improvements will improve drainage on site while respecting the general direction of the original topography. The site is not in a potential landslide area or a landslide hazard area per the Natural Hazards Mitigation Plan. Staff determines the criteria are met.

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.

Staff Response 45: There is one building on site. Even after the additions there will be plenty of room between this and buildings off site. Staff determines the criterion is met.

6. Architecture.

(...)

c. 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.

Staff Response 46: The building already has contrasting architecture to the rest of the commercial overlay zone, but it is at the far east end of this zone on a site large enough to set its own style. It would not become like the rest of the overlay without a complete redevelopment, which is not proposed at this time. The changes proposed to the building are therefore contrasting to the rest of the overlay, but are complimentary to the style of the existing building. Staff determines the criterion is met.

d. 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. The human scale is enhanced by bringing the building and its main entrance up to the edge of the sidewalk. It creates a more dramatic and interesting streetscape and improves the “height and width” ratio referenced in this section.

(...)

Staff Response 47: The proposal adds windows, including some “broken up” windows to the front façade, as well as to the rear. The proposed entry porch also adds to the human scale of the site. Staff finds that the criterion is met.



e. 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.

60 percent of lineal street facing or main elevation is windows. 30 percent of one side elevation is windows. You may transfer windows from the side to front, or vice versa.

Staff Response 48: The proposal will add windows to the front, bringing it up to 40.8% transparency (46.5 feet out of 114 feet of frontage). Both sides require 30% as both are visible from arterials. The sides are at 30.6% on the west side (17 feet out of 55.5 visible feet of frontage) and 57.2% on the east side (47.5 feet out of 83 feet of frontage). Transferring 22.6 feet from the east side to the front would keep the east side at 30% ($24.9/83 = 30\%$) while taking the front to 60% ($[46.5 + 22.6 = 69.1]/114 = 60.6\%$). Therefore staff determines the criterion is met via the transfer as allowed.

f. 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.

Staff Response 49: The proposal adds variation in depth and roofline on both the front and back. There is not and will not be a continuous flat elevation of over 100 feet in the rear. Staff determines the criterion is met.

g. 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.

h. The vision statement identified a strong commitment to developing safe and attractive pedestrian environments with broad sidewalks, canopied with trees and awnings.

(...)

Staff Response 50: The proposal adds a covered entry to an existing building, making it more compliant with these sections. Staff determines that the criteria are met.

7. Transportation Planning Rule (TPR) compliance. The automobile shall be shifted from a dominant role, relative to other modes of transportation, by the following means:

a. Commercial and office development shall be oriented to the street. At least one public entrance shall be located facing an arterial street; or, if the project does not front on an arterial, facing a collector street; or, if the project does not front on a collector, facing the local street with highest traffic levels. Parking lots shall be placed behind or to the side of commercial and office development. When a large and/or multi-building development is occurring on a large undeveloped tract (three plus acres), it is acceptable to focus internally; however, at least 20 percent of the main adjacent right-of-way shall have buildings contiguous to it unless waived per subsection (B)(7)(c) of this section. These buildings shall be oriented to the adjacent street and include pedestrian-oriented transparencies on those elevations.

For individual buildings on smaller individual lots, at least 30 lineal feet or 50 percent of the building must be adjacent to the right-of-way unless waived per subsection (B)(7)(c) of this section. The elevations oriented to the right-of-way must incorporate pedestrian-oriented transparency.

(...)

c. Commercial, office, and multi-family projects shall be built as close to the adjacent main right-of-way as practical to facilitate safe pedestrian and transit access. Reduced frontages by buildings on public rights-of-way may be allowed due to extreme topographic (e.g., slope, creek, wetlands, etc.) conditions or compelling functional limitations, not just inconveniences or design challenges.

Staff Response 51: This is an existing building that has been on the site since the middle of the 20th Century. Relating to (c), it has the functional limitation of having already been built at a diagonal angle to both 10th and Willamette Falls Drive by the time these code sections were in place. Therefore it is acceptable that less than half of the façade is adjacent to the right of way. However the proposal does bring more of the building closer to the right of way by adding the covered entry facing the front. The front entry faces the arterial street Willamette Falls Drive, and the proposal adds more pedestrian transparency in the form of front windows. The parking lot is mainly in the rear, behind or beside the building instead of towards the front of the property. Staff determines that the criteria are met.



d. Accessways, parking lots, and internal driveways shall accommodate pedestrian circulation and access by specially textured, colored, or clearly defined footpaths at least six feet wide. Paths shall be eight feet wide when abutting parking areas or travel lanes. Paths shall be separated from parking or travel lanes by either landscaping, planters, curbs, bollards, or raised surfaces. Sidewalks in front of storefronts on the arterials and main store entrances on the arterials identified in CDC 85.200(A)(3) shall be 12 feet wide to accommodate pedestrians, sidewalk sales, sidewalk cafes, etc. Sidewalks in front of storefronts and main store entrances in commercial/OBC zone development on local streets and collectors shall be eight feet wide.

Staff Response 52: This is an existing developed site where some areas of the parking and driveway system have no adjacent paths, and where some have paths abutting parking that are six feet instead of eight feet wide. All areas where there are currently paths of six feet wide will be replaced with new paths of either six or eight feet wide. Another area, along the east side of the southern part of the driveway, does not have an abutting path now but a four-foot path is proposed (narrow for functional reasons, but four feet is still ADA-accessible). Therefore in all affected areas, non-conformity will either be changed in a neutral way, eliminated, or improved. Staff determines that the site is still non-conforming to this criterion under the proposal but that the non-conformity is lessened by the proposal. This is acceptable under 66.080(B)(2); see Staff Response 71.

e. Paths shall provide direct routes that pedestrians will use between buildings, adjacent rights-of-way, and adjacent commercial developments. They shall be clearly identified. They shall be laid out to attract use and to discourage people from cutting through parking lots and impacting environmentally sensitive areas.

Staff Response 53: Staff determines that the proposed improved path system on site meets this criterion.

f. At least one entrance to the building shall be on the main street, or as close as possible to the main street. The entrance shall be designed to identify itself as a main point of ingress/egress.

Staff Response 54: The main entrance is towards the main street, and the addition of the entryway will better identify it as such. Staff determines that the criterion is met.

g. Where transit service exists, or is expected to exist, there shall be a main entrance within a safe and reasonable distance of the transit stop. A pathway shall be provided to facilitate a direct connection.

Staff Response 55: The closest transit stop is approximately 200 feet west at 11th Street and Willamette Falls Drive. Paths from the entrances link pedestrians to the sidewalks of Willamette Falls Drive, providing access to this stop. Staff determines the criterion is met.

h. Projects shall bring at least part of the project adjacent to or near the main street right-of-way in order to enhance the height-to-width ratio along that particular street. (The “height-to-width ratio” is an architectural term that emphasizes height or vertical dimension of buildings adjacent to streets. The higher and closer the building is, and the narrower the width of the street, the more attractive and intimate the streetscape becomes.) For every one foot in street width, the adjacent building ideally should be one to two feet higher. This ratio is considered ideal in framing and defining the streetscape.

(...)

Staff Response 56: The addition of the entryway will bring the building closer to the main street. Staff determines the criterion is met.

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

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

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

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

(...)

Staff Response 57: The only adjacent residential property is already screened from the site by a row of trees. Staff determines the criteria are met.

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

1. A deck, patio, fence, low wall, hedge, or draping vine;
2. A trellis or arbor;

3. A change in level;
4. A change in the texture of the path material;
5. Sign; or
6. Landscaping.

Use of gates to demarcate the boundary between a public street and a private access driveway is prohibited.

Staff Response 58: Landscaping and paths will connect users around the site. There are no private areas or driveway gates on site. Staff determines the criteria are met.

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.

(...)

Staff Response 59: This is an existing use. The intensity of use will not change due to the site and building changes proposed. Public transit serves the area, and the closest bus stop is one block west at 11th Street and Willamette Falls Drive. The proposed changes do not warrant creation of a closer stop.

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.

(...)

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

All plans will then be reviewed by the City Engineer.

Staff Response 60: The applicant's storm report and plans meet this criterion.

3. Municipal water. A registered civil engineer shall prepare a plan for the provision of water which demonstrates to the City Engineer's satisfaction the availability of sufficient volume, capacity, and pressure to serve the proposed development's domestic, commercial, and industrial fire flows. All plans will then be reviewed by the City Engineer.

4. Sanitary sewers. A registered civil engineer shall prepare a sewerage collection system plan which demonstrates sufficient on-site capacity to serve the proposed development. The City Engineer shall determine whether the existing City system has sufficient capacity to serve the development.

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

Staff Response 61: As the use of the building will not increase, only the size of the building, these three services have no changes proposed. Staff determines the criteria are met.

J. Crime prevention and safety/defensible space.

1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants.

2. Interior laundry and service areas shall be located in a way that they can be observed by others.

Staff Response 62: The increase in number of windows will improve compliance with this criterion. Staff determines the criteria are met.

3. Mailboxes, recycling, and solid waste facilities shall be located in lighted areas having vehicular or pedestrian traffic.

4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime.

5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps, and abrupt grade changes.

6. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person. All commercial, industrial, residential, and public facility projects undergoing design review shall use low or high pressure sodium bulbs and be able to demonstrate effective shielding so that the light is directed downwards rather than omni-directional. Omni-directional lights of an ornamental nature may be used in general commercial districts only.

Staff Response 63: Several light poles are proposed to light the parking and rear areas away from the two arterial streets. Engineering standards now require LED bulbs instead of

the sodium bulbs in (6) above, so these will be required automatically in the construction phase. Staff determines that these criteria are met.

7. Lines of sight shall be reasonably established so that the development site is visible to police and residents.

Staff Response 64: There are streets on three sides of this site, so lines of sight are well-established and will continue to be with the proposed changes. Staff determines the criterion is met.

8. Security fences for utilities (e.g., power transformers, pump stations, pipeline control equipment, etc.) or wireless communication facilities may be up to eight feet tall in order to protect public safety. No variances are required regardless of location.

Staff Response 65: No utility fences on site are taller than eight feet. Staff determines the criterion is met.

K. Provisions for persons with disabilities.

1. The needs of a person with a disability shall be provided for. Accessible routes shall be provided between all buildings and accessible site facilities. The accessible route shall be the most practical direct route between accessible building entries, accessible site facilities, and the accessible entry to the site. An accessible route shall connect to the public right-of-way and to at least one on-site or adjacent transit stop (if the area is served by transit). All facilities shall conform to, or exceed, the Americans with Disabilities Act (ADA) standards, including those included in the Uniform Building Code.

Staff Response 66: There will be new ADA-compliant ramps replacing non-compliant ramps at the public entrances to the building. This will result in accessible routes to the right of way and transit. Staff determines the criterion is met.

L. Signs.

1. Based on considerations of crime prevention and the needs of emergency vehicles, a system of signs for identifying the location of each residential unit, store, or industry shall be established.

2. The signs, graphics, and letter styles shall be designed to be compatible with surrounding development, to contribute to a sense of project identity, or, when appropriate, to reflect a sense of the history of the area and the architectural style.

3. The sign graphics and letter styles shall announce, inform, and designate particular areas or uses as simply and clearly as possible.

4. The signs shall not obscure vehicle driver's sight distance.
(...)

6. Signs and appropriate traffic control devices and markings shall be installed or painted in the driveway and parking lot areas to identify bicycle and pedestrian routes.

Staff Response 67: There is only one use here, and signs compatible with the project identity are proposed to identify this use. Signs will not obscure sight distance. The applicant plans to install appropriate directional and use area signs. Staff determines the criteria are met.

M. Utilities. The developer shall make necessary arrangements with utility companies or other persons or corporations affected for the installation of underground lines and facilities. Electrical lines and other wires, including but not limited to communication, street lighting, and cable television, shall be placed underground, as practical. The design standards of Tables 1 and 2 above, and of subsection 5.487 of the West Linn Municipal Code relative to existing high ambient noise levels shall apply to this section.

(...)

Staff Response 68: This is an existing use at an existing building. The developer is aware of these requirements should modifications be necessary due to the proposed development. Staff determines the criterion is met.

O. Refuse and recycling standards.

1. All commercial, industrial and multi-family developments over five units requiring Class II design review shall comply with the standards set forth in these provisions. Modifications to these provisions may be permitted if the Planning Commission determines that the changes are consistent with the purpose of these provisions and the City receives written evidence from the local franchised solid waste and recycling firm that they are in agreement with the proposed modifications.

2. Compactors, containers, and drop boxes shall be located on a level Portland cement concrete pad, a minimum of four inches thick, at ground elevation or other location compatible with the local franchise collection firm's equipment at the time of construction. The pad shall be designed to discharge surface water runoff to avoid ponding.

3. Recycling and solid waste service areas.

a. Recycling receptacles shall be designed and located to serve the collection requirements for the specific type of material.

b. The recycling area shall be located in close proximity to the garbage container areas and be accessible to the local franchised collection firm's equipment.

c. Recycling receptacles or shelters located outside a structure shall have lids and be covered by a roof constructed of water and insect-resistive material. The maintenance of enclosures, receptacles and shelters is the responsibility of the property owner.



- d. The location of the recycling area and method of storage shall be approved by the local fire marshal.
- e. Recycling and solid waste service areas shall be at ground level and/or otherwise accessible to the franchised solid waste and recycling collection firm.
- f. Recycling and solid waste service areas shall be used only for purposes of storing solid waste and recyclable materials and shall not be a general storage area to store personal belongings of tenants, lessees, property management or owners of the development or premises.
- g. Recyclable material service areas shall be maintained in a clean and safe condition.

(...)

5. Screening and buffering.

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

Staff Response 69: The containers are similar to those used for residential and are kept under a roof. This is a different setup than having stand-alone unsheltered containers or compactors in separate enclosures that would require the screening discussed in (5)(a) and (5)(c), or the pad discussed in (2). They are kept under a roof that sticks out from the southwest side of the main structure. They will continue to be able to be serviced by the local haulers. They are not visible from Willamette Falls Drive or 10th Street and are not adjacent to right of ways or residential properties. Tualatin Valley Fire and Rescue has not contacted the City with any concerns about this aspect of the project. Staff determines that the above criteria are met.

6. Litter receptacles.

- a. Location. Litter receptacles may not encroach upon the minimum required walkway widths.
- b. Litter receptacles may not be located within public rights-of-way except as permitted through an agreement with the City in a manner acceptable to the City Attorney or his/her designee.
- c. Number. The number and location of proposed litter receptacles shall be based on the type and size of the proposed uses. However, at a minimum, for



non-residential uses, at least one external litter receptacle shall be provided for every 25 parking spaces for first 100 spaces, plus one receptacle for every additional 100 spaces.

Staff Response 70: There are no litter receptacles on site. There are between 25 and 50 parking spaces. Therefore there shall be two receptacles installed. These shall be outside the walkways and the public right-of-way. Condition of Approval 3 requires this. Staff determines the criteria are met upon the inclusion of Condition of Approval 3.

II. Chapter 66 Non-Conforming Structures Criteria

66.080 ENLARGEMENT OF OR ALTERATION TO A NON-CONFORMING STRUCTURE: PROCESS AND APPROVAL STANDARDS

(...)

B. An enlargement or alteration to a non-conforming structure containing a conforming use may be permitted subject to the following:

(...)

2. If the enlargement, in and of itself, does not meet all provisions of the code, review and approval by the Planning Director for single-family structures, and by the Planning Commission for non-single-family structures under the provisions of CDC 99.060(B) is required subject to the following standards.

- a. The enlargement or alteration will not change the non-conformity; and
- b. All other applicable ordinance provisions will be met.

Staff Response 71: 58.090(C)(15) requires that windows stretch across 80% of the front for buildings in the historic commercial overlay. The proposal will add windows to the front, bringing it up to 40% transparency. The changes will therefore lessen the non-conformity, meeting (a).

58.090(C)(8) does not allow for gables in front of buildings in the historic commercial overlay. The building has two gables in front, and the proposal adds a third in front. This worsens the non-conformity, so (a) is not met, but the applicant has applied for a variance for this, for which staff determines the variance criteria are met. See staff responses 72-77 below.

58.090(C)(1)(a) requires a zero-foot front setback. All of the building is at least 12 feet from the front, so this is another non-conforming aspect of the building. One of the proposed changes is to add an entryway addition to the front of the building. The center of the building will now have an extension closer to the front than the existing adjacent wall. Therefore (a) is met as the changes will lessen the non-conformity.

58.090(C)(13) requires that doors on the front of buildings in the overlay have glazing in the upper two-thirds to half of the door. Currently there is glazing on the entire door except the edges for the main set of doors; this will be the same in the new doors for the main entrance. Therefore the main doors are non-conforming but the proposal does not worsen the non-conformity. The door on the west end of the front façade currently has no glazing. As the section above requires ½ to 2/3 glazing, this door is 50% different than the minimum. As with the main set of doors, the replacement door is proposed to be glazed except around the edges. Therefore glazing would be close to 100%, approximately 33% greater than the required maximum. 33% is a smaller difference in non-conformity than 50%. Therefore replacing the current door with a fully glazed door reduces the non-conformity. Staff determines that (a) is met in that 66.080(B)(2) allows for changes in non-conformity that do not increase the non-conformity.

55.100(B)(7)(d) requires parking and driveway areas paths to be six feet wide, eight feet where they directly abut a driveway or parking spaces. On site currently, some areas of the parking and driveway system have no adjacent paths, and some have paths abutting parking that are just six feet wide. All areas where there are currently paths of six feet wide will be replaced with new paths of either six or eight feet wide. Another area, along the east side of the southern part of the driveway, does not have an abutting path now but a four-foot path is proposed. Therefore in all affected areas, non-conformity will either be changed neutrally, eliminated, or improved. Staff determines that 66.080(B)(2)(a) is met as the non-conformity is decreased.

Currently there is no interior parking lot landscaping. 54.020(E)(3)(a) requires 10% of the interior of the parking lot be landscaped. The changes will result in one landscaping island (less than 10% of the parking lot), at the corner of where the two parts of the parking lot meet. Therefore 66.080(B)(2)(a) is met as the changes will lessen the non-conformity.

54.020(E)(3)(d) requires parking areas to have a 10-foot-wide landscaped strip between them and the right of way. Currently the parking areas abut 10th Street and 8th Avenue with no landscaped strip. The proposal's changes include creating a buffer much wider than 10 feet between the parking area and 10th Street, and creating a two-foot-wide buffer between the 8th Avenue right of way and the parking area. Therefore 66.080(B)(2)(a) is met as the changes will lessen the non-conformity.

Staff determines that 66/080(B)(2)(a) is either met, or a variance is requested instead, for each of the above non-conforming aspects of the site. Staff determines that (b) is met as all other applicable ordinance provisions will be met.

III. Variances

75.060 APPROVAL CRITERIA. The appropriate approval authority shall approve a variance request if all the following criteria are met and corresponding findings of fact prepared. The approval authority may impose appropriate conditions to ensure compliance

with the criteria. The approval authority shall deny the variance if any of the criteria are not met.

A. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this code, topography, or other circumstances over which the applicant has no control.

Staff Response 72: This is a unique building in this overlay in that it is a sizable building that is back from the street, at an angle, and composed of mid-century church architecture with two large existing front gables. It has been this way since before the implementation of the CDC or this overlay district. It is not the same architecture as the downtown-style buildings with flatter roofs zero front setbacks, which are dominant in this area. Only a complete redevelopment of the property could make it into the type of building ultimately required by the criteria of 58.090. Adding the front entryway compatible with the two existing gables (one of the requested variances) makes more sense than adding a front entryway with a flat roof, contrasting with the rest of the building. The building is a church building in which the windows in the existing front gables are proposed to have stained glass; this is another requested variance. These windows are architecturally appropriate for stained glass as they are identifiable as church-style vertical windows in this former church. The proposal of the stained glass is architecturally appropriate in this architecturally unusual building within the overlay. Staff determines that the gable proposal and the stained glass proposal meet this criterion. As for the proposal for non-historic signage font, this may be an exceptional building within the overlay but there is not a hardship related to the font; having a historic font as shown in Chapter 58's examples would not be incompatible with the building per se, and there is no hardship that would make the improvements workable only with the non-historic font. Therefore staff determines that the requested font variance does not meet this criterion.

CDC 75.060(B). The variance is necessary for the preservation of a property right of the applicant, which is substantially the same as a right possessed by owners of other property in the same zone or vicinity.

Staff Response 73: As covered in Staff Response 14 above, this allows the building (different in style from others in the district) to have an addition and windows compatible with its existing architecture. Staff determines the criterion is met for the variances related to the new gable and the stained glass. A historic font however would not be incompatible per se with the architecture, and other businesses in the overlay have had to modify their usual corporate logo fonts to for sign approval in this district to satisfy 52.210(K)(2). Therefore, staff determines the criterion is not met in relation to the request for the non-historic signage font.

CDC 75.060(C) The authorization of the variance will not be materially detrimental to the purposes and standards of this code, will not be inconsistent with all other regulatory requirements, and will not conflict with the goals and policies of the West Linn Comprehensive Plan.

Staff Response 74: The requested variances are not inconsistent with any other sections of this code or other City requirements, and are not inconsistent with any goals or policies of the Comprehensive Plan or the Vision Statement and Action Plan for the Willamette Neighborhood. Specifically the variances for the gable and the stained glass are compatible with Policy 6H of the Willamette plan which states, “We will effectively use transition zones between the historic business district and the surrounding neighborhood.” This property is in the Mixed Use transition zone between the historic business district and the surrounding neighborhood and is the easternmost property in the historic commercial overlay. One way to make effective use of such a property is to allow changes to the property to be compatible with the existing building. Staff determines the criterion is met.

CDC 75.060(D) The variance request is the minimum variance which would alleviate the exceptional and extraordinary circumstance.

Staff Response 75: There are two existing gables facing Willamette Falls Drive. An additional gable, much smaller and shorter in stature, will be added between these. The only windows proposed to have stained glass are the church-style windows. And since a proposal either has historic signage font or it does not, this can also be determined to be the “minimum” variance requested. Therefore staff determines that the variances requested are the minimum variances as related to each separate aspect of the proposal.

CDC 75.060(E) The exceptional and extraordinary circumstance does not arise from the violation of this code.

Staff Response 76: The new gable, the font, and the stained glass are proposed at this time. They have not been constructed or implemented. Therefore staff determines that the circumstances do not arise from a violation.

CDC 75.060(F) The variance will not impose physical limitations on other properties or uses in the area, and will not impose physical limitations on future use of neighboring vacant or underdeveloped properties as authorized by the underlying zoning classification.

Staff Response 77: The variances would allow changes on an existing building on this property, not along the property line. They will not affect neighboring properties. Therefore staff determines that the criterion is met for all three requested variances.

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

FILE NUMBER: CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02

REQUEST: Conditional Use Permit, Class II Design Review, Permit to Enlarge/Alter a Non-Conforming Structure for building modifications and additions and site modifications at Youth Music Project at 2015 8th Avenue, with Class II Variances for front gables and for stained glass windows and a Class I Variance for sign type face.

AFFIDAVIT OF NOTICE

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

GENERAL

File No. CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02
Applicant's Name Jessamyn Griffin-Sitework / Marie Lamfrom
Development Name Youth Music Project Charitable Foundation
Scheduled Meeting/Decision Date 3-19-14

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

TYPE A

- A. The applicant (date) 2-27-14 (signed) S. Shoyer
- B. Affected property owners (date) 2-27-14 (signed) S. Shoyer
- C. School District/ Board (date) _____ (signed) _____
- D. Other affected gov't. agencies (date) 2-27-14 (signed) S. Shoyer
- E. Affected neighborhood assns. (date) 2-27-14 Will: Au (signed) S. Shoyer
- F. All parties to an appeal or review (date) _____ (signed) _____

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

Tidings (published date) 3-6-14 (signed) S. Shoyer
City's website (posted date) _____ (signed) _____

SIGN

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

(date) _____ (signed) _____

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

TYPE B _____

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

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

Date: _____ (signed) _____

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

(date) _____ (signed) _____

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

(date) _____ (signed) _____

**CITY OF WEST LINN
PLANNING COMMISSION
PUBLIC HEARING NOTICE**
**FILE NO. CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/
VAR-14-02**

The West Linn Planning Commission is scheduled to hold a public hearing, on Wednesday, March 19, 2014, **starting at 7:00 p.m.** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a request for a Conditional Use and Class II Design Review approval for an expansion and remodel of the existing Youth Music Project. Also requested are a permit to Enlarge/Alter a Non-Conforming Structure, and Class II Variances for a new front gable and stained glass windows, and a Class I Variance for non-historic signage font in the Willamette Falls Drive Commercial Design District. The site is located at 2015 8th Avenue.

Criteria for conditional uses are found in Chapter 60 of the Community Development Code (CDC). Criteria for design review are found in Chapter 55 of the CDC. Criteria for variances are found in Chapter 75 of the CDC. Criteria for a permit to Enlarge/Alter a Non-Conforming Structure are found in Chapter 66 of the CDC. Approval or disapproval of the request by the Planning Commission will be based upon these criteria and these criteria only. At the hearing, it is important that comments relate specifically to the applicable criteria listed.

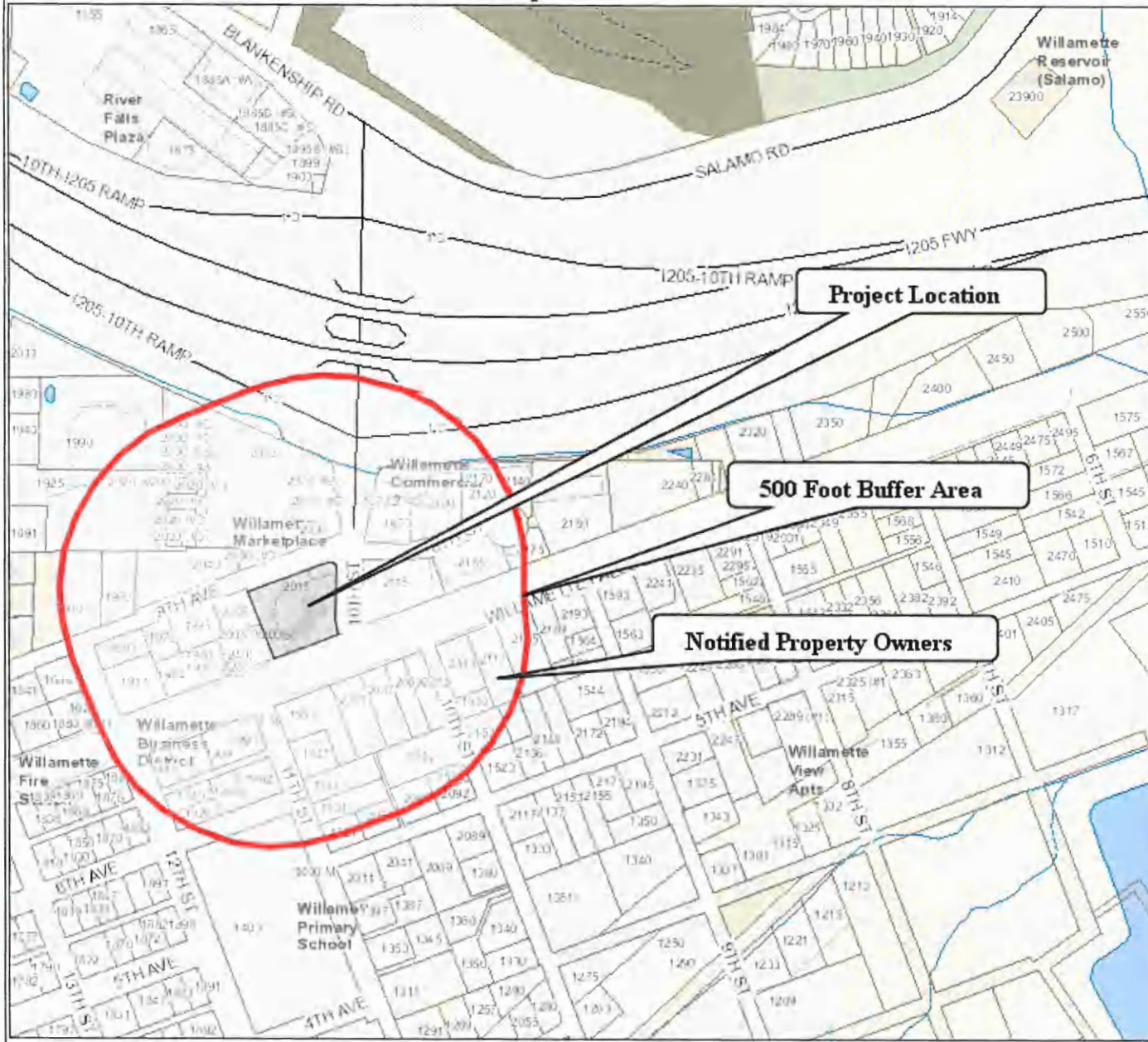
You have been notified of this proposal because County records indicate that you own property within 500 feet of the affected site on Tax Lot 100 of Clackamas County Assessor's Map 3-1E-02BA and/or as required by Chapter 99 of the CDC.

The complete application in the above noted file is available for inspection at no cost at City Hall or via the web site at <http://westlinnoregon.gov/planning/2015-8th-avenue-conditional-use-permit-and-class-ii-design-review-youth-music-project>, or copies can be obtained for a minimal charge per page. At least ten days prior to the hearing, a copy of the staff report will be available for inspection. For further information, please contact Associate Planner Tom Soppe at tsoppe@westlinnoregon.gov or 503-742-8660. Alternately, visit City Hall, 22500 Salamo Road, West Linn, OR 97068.

The hearing will be conducted in accordance with the rules of Section 99.170 of the CDC. Anyone wishing to present written testimony on this proposed action may do so in writing prior to, or at the public hearing. Oral testimony may be presented at the public hearing. At the public hearing, the Planning Commission will receive a staff presentation, and invite both oral and written testimony. The Planning Commission may continue the public hearing to another meeting to obtain additional information, leave the record open for additional evidence, arguments, or testimony, or close the public hearing and take action on the application as provided by state law. Failure to raise an issue in person or by letter at some point prior to the close of the hearing, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals (LUBA) based on that issue.

SHAUNA SHROYER
Planning Administrative Assistant

2015 8th Avenue, Public Notice Map



Scale 1:4,800 - 1 in = 400 ft
Scale is based on 8-1/2 x 11 paper size



Map created by: SSHROYER
Date Created: 19-Feb-14 08:46 AM

WEST LINN GIS

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Source: West Linn GIS (Geographic Information System) MapOptix.

**CITY OF WEST LINN
PLANNING COMMISSION
PUBLIC HEARING NOTICE**
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SHAUNA SHROYER
Planning Administrative Assistant

ANDERSON IRENE
1693 12TH ST
WEST LINN, OR 97068

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

CUSTER MICHAEL W & MICHAL S
2185 WILLAMETTE FALLS DR
WEST LINN, OR 97068

DUNNINGTON LIZABETH T
2136 5TH AVE
WEST LINN, OR 97068

FISHER PROPERTIES LLC
PO BOX 823210
VANCOUVER, WA 98682

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

JAMES BEN & MARKI
1530 10TH ST
WEST LINN, OR 97068

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

MATTHIES KENNETH E & MARGARET M
1531 11TH ST
WEST LINN, OR 97068

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

BANY DAVID C TRUSTEE
2015 8TH AVE
WEST LINN, OR 97068

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

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

ELLIOTT ASSOCIATES INC
901 NE GLISAN ST
PORTLAND, OR 97232

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

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

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

LOVE ROBERT W
20321 NOBLE LN
WEST LINN, OR 97068

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

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

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

BROWN IAN TIMOTHY & AUDRA
ELIZABETH
1968 6TH ST
WEST LINN, OR 97068

DRURY JAMES TRAVIS
2092 5TH AVE
WEST LINN, OR 97068

FARZA JAVAD & MAFAR ZAHRA
7110 SW CLINTON
TIGARD, OR 97223

GUELETTE LEE
1553 10TH ST
WEST LINN, OR 97068

HELLEMS MATTHEW C & SARAH S
1523 10TH ST
WEST LINN, OR 97068

LASKI VINCENT
2050 5TH AVE
WEST LINN, OR 97068

MARCUS PAUL H & KARIN
2062 5TH AVE
WEST LINN, OR 97068

MOON GARY C & LAUREL A
1537 10TH ST
WEST LINN, OR 97068

PACIFIC WEST BANK
ACCTS PAYABLE
2040 8TH AVE
WEST LINN, OR 97068

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

PETER JIMMY A & PAULA A
1521 11TH ST
WEST LINN, OR 97068

POTTER DONNA KAY & KENNETH C
22841 SW STAFFORD RD
TUALATIN, OR 97062

POWELL RONALD W TRUSTEE
12296 S CARUS RD
OREGON CITY, OR 97045

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

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

SECCHI ALBERT J JR & LAURA M
1920 6TH AVE
WEST LINN, OR 97068

SFP-F LLC
PO BOX 5350
BEND, OR 97708

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

TAMER WILLAMETTE LLC
3560 SW TROY ST
PORTLAND, OR 97219

TEKANDER ALBERT TRUSTEE
465 SW BORLAND RD
WEST LINN, OR 97068

TEKANDER STEVE
465 SW BORLAND RD
WEST LINN, OR 97068

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

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

WEST LINN-WILS SCH DIST #3J
22210 SW STAFFORD RD
TUALATIN, OR 97062

WILLAMETTE FALLS ENTRPS LLC
1919 WILLAMETTE FALLS DR
WEST LINN, OR 97068

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

CHARLES LEWIS
MARIE LAMFROM CHARITABLE FOUND.
2015 8TH AVE
WEST LINN, OR 97068

JESSAMYN GRIFFIN
SITWORKS DESIGN/BUILD
1255 NW 9TH AVE
PORTLAND, OR 97209

ODOT REGION 1
DEVELOPMENT REVIEW
123 NW FLANDERS
PORTLAND OR 97209-4307

WEST LINN CHAMBER OF COMMERCE
1745 WILLAMETTE FALLS DR
WEST LINN OR 97068

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

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

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

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

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

AARON BUFFINGTON
ROBINWOOD NA PRESIDENT
3820 RIDGEWOOD WAY
WEST LINN OR 97068

KEN PRYOR
SAVANNA OAKS NA VICE PRES
2119 GREENE ST
WEST LINN, OR 97068

ED SCHWARZ
SAVANNA OAKS NA PRESIDENT
2206 TANNER DR
WEST LINN OR 97068

TRACY GILDAY
SKYLINE RIDGE NA PRESIDENT
1341 STONEHAVEN DR
WEST LINN OR 97068

TONY BREault
SUNSET NA PRESIDENT
1890 SUNSET CT
WEST LINN OR 97068

JULIA SIMPSON
WILLAMETTE NA PRESIDENT
1671 KILLARNEY DR
WEST LINN OR 97068

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

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

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

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



CITY OF
West Linn

February 3, 2014

Charles Lewis
Marie Lamfrom Charitable Foundation
2015 8th Ave.
West Linn, OR 97068

SUBJECT: CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02

Dear Mr. Lewis:

Staff has reviewed the submission of the final variance application along with the previous concurrent materials submitted, and is declaring the application **complete** as of today. The City now has 120 days from that date (until June 3, 2014) to exhaust all local review per state statute. The application is scheduled for a Historic Review Board meeting at 7 PM at City Hall on March 4th, 2014. This is a meeting at which the Board decides what recommendation to make to the Planning Commission which will later have its hearing on the application. It is not a public hearing and you are not required to attend, but you or your representatives or consultants may want to be there if they have questions.

The application will also soon be scheduled for a Planning Commission hearing. At least 20 days before the hearing you will be sent a copy of the hearing notice and the exact hearing date.

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

Sincerely,

Tom Soppe
Associate Planner

c: Jessamyn Griffin, Sitewoks Design/Build, 1255 NW 9th Ave., Portland, OR 97209

C: Julia Simpson, Willamette Neighborhood Association, 1671 Killarney Dr., West Linn, OR 97068

P: development review\projects folder\projects 2013\CUP-13-03 Youth Music Project\compl-CUP-13-03

EXHIBIT PC-4

APPLICANT'S SUBMITTAL

FILE NUMBER: CUP-13-03/DR-13-07/VAR-13-12/VAR-13-13/MISC-13-07/VAR-14-02

REQUEST: Conditional Use Permit, Class II Design Review, Permit to Enlarge/Alter a Non-Conforming Structure for building modifications and additions and site modifications at Youth Music Project at 2015 8th Avenue, with Class II Variances for front gables and for stained glass windows and a Class I Variance for sign type face.



DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>Tom Soppe</i>	PROJECT NO(S) <i>DR-13-07 / CU-13-03</i>	
NON-REFUNDABLE FEE(S) <i>300, 200</i>	REFUNDABLE DEPOSIT(S) <i>20000, 4500</i>	TOTAL <i>\$25,000</i>

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 * |
| <i>200</i> <input checked="" type="checkbox"/> Design Review (DR) <i>\$750,000</i> | <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 Ave. West Linn, OR 97068	Assessor's Map No.: 31E02BA0
	Tax Lot(s): 0100
	Total Land Area: 0.94 acres

Brief Description of Proposal:
 Two new entry additions to existing building (325 sf open/covered portico entry along Willamette Falls Drive and 750 sf enclosed entry at northwest corner from parking lot). Revisions to parking and landscape to better address public access and create a more attractive streetscape & urban environment and better address site drainage.

Applicant Name: Jessamyn L. Griffin <small>(please print)</small>	Phone: 503 230 2337
Address: 1255 NW 9th Ave. #17	Email: jessamyn@siteworksportland.com
City State Zip: Portland, OR 97209	

Owner Name (required): Marie Lamfrom Charitable Foundation <small>(please print)</small>	Phone: 503 616 5967
Address: 2015 8TH Ave.	Email:
City State Zip: West Linn, OR 97068	

Consultant Name: <small>(please print)</small>	Phone:
Address:	Email:
City State Zip:	

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

Jessamyn L. Griffin *11/12/2013* *Marie Lamfrom* *11/12/13*
 Applicant's signature Date Owner's signature (required) Date

Youth Music Project

West Linn, Oregon

An Application For:
Conditional Use Permit
Class II Design Review
Submitted November 12, 2013

Applicant:
Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Prepared by:
Siteworks Design|Build
1255 NW 9th Ave, # 17
Portland, Oregon 97209
Phone: 503-230-2337
Fax: 503-241-6596

Lic/bond/ins CCB# 113920

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I. INTRODUCTION

General Information

Applicant:

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Property Owner

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Applicant's Representative

Siteworks Design|Build
1255 NW 9th Ave.
Portland, OR 97209
Phone: (503) 230-2337
Contact: Jessamyn Griffin
Jessamyn@siteworksportland.com

Tax Lot Information:

Tax Lot 0100 on Map 31E02BA0

Location:

NW Corner of Willamette Falls &
10th 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, Enlargement/Alteration to a Non-conforming Structure and Class II Design Review approval to allow for revisions to the existing Youth Music Project building and site, located at Willamette Falls and 10th Street in West Linn. As the Youth Music Project currently functions, the building is used for youth music instruction, including group lessons, private lessons, musical ensembles, and instructional day camps. There are also accessory uses, including the selling of musical accessories (guitar strings, reeds, etc) and a cafe offering food and refreshments. As proposed by the applicant, the uses of the building and site will remain the same. The proposed revisions to both the building and site/landscape are requested to both improve the function and aesthetic of the property.

Proposed additions/alterations to the building include the following:

1. A 320sf covered porch entry addition and replacement of non ADA compliant ramp along Willamette Falls Drive, providing a stronger public identity from the street and ADA accessibility to the upper floor at street level.
2. A 750sf entry vestibule addition at the lower parking lot, providing safe, public access and a clear entry point for students and parents.
3. New windows and replacement windows to enhance the architectural design and current use of the building.
4. New signage identifying the Youth Music Project.
5. New exterior paint to enhance the architectural design and better represent the Youth Music Project identity.

Proposed additions/alterations to the parking lot and site include the following:

1. Reconfigured parking layout to improve accessibility and reduce pavement.
2. New code-compliant ADA parking stalls and accessible path to the building entrance.
3. Improved site drainage with 2 new rain gardens and three catch basins.
4. A new drop off area to improve access and arrival.
5. Addition of pathways/stairs to enhanced pedestrian access and allow for better site circulation and function.
6. Increased landscape area / trees to better activate exterior spaces and promote sustainable practices.
7. Replacement of existing chainlink fence with new custom designed fence, creating secure outdoor area for student and staff use.
8. New site lighting to provide safer access.
9. New site sculpture/art installations, to enhance the site presence as well as support the Youth Music Project's commitment to the arts and shared West Linn community values.

In 2012, application CUP-12-05/DR-12-18 was approved, allowing the Youth Music Project to operate at the subject site in the Willamette Falls Drive Commercial Overlay zone. As this is an approved Conditional Use, any change to the site plan requires a new application for Conditional Use approval, per Community Development Code (CDC) 60.050(B). Per 60.030(B) an application for Design Review must always accompany an application for Conditional Use. Since the applicant proposes both revised parking as well as a proposed addition of more than 5% of the current building square footage, per 55.020 Class II Design review is required. 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 August 14th 2013 meeting are 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

Location	Zoning Designation	Land Use
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 33 STORMWATER MANAGEMENT

33.010 PURPOSE

The purpose of this chapter is to implement the Comprehensive Plan; meet the objectives of the "Clean Water Act" of the federal government by restoring and maintaining the chemical, physical, and biological integrity of waterbodies and waterways; provide water purification, flood control and streambank stability; provide aesthetic value; and provide for stormwater management to reduce the impacts of stormwater runoff (water quantity) and pollution (water quality) resulting from development. As development results in the replacement of large areas of existing pervious surface cover such as meadows or wooded areas with impervious material such as roads, parking lots, and roofs, stormwater detention is necessary to ensure that post-development stormwater runoff volumes do not exceed pre-development runoff volumes. Stormwater treatment is necessary in order to reduce sediment, nutrient, and pollutant loading into waterbodies and waterways. (Ord. 1463, 2000)

Response: The applicant proposes to include construction of storm water treatment facilities in two locations to treat as much run off from the parking lot surface as possible. The topography of the site limits the areas available for surface treatment facilities. The site improvements will reduce the total area of impervious surfaces and will therefore reduce storm water runoff from the site. Storm drainage will be collected on site and connected to the existing conveyance system.

33.020 APPLICABILITY

This chapter applies to all new development and redevelopment sites, as required by the City's Public Works Design Standards. (Ord. 1463, 2000; Ord. 1613 § 5, 2013)

Response: The applicant proposes to include construction of storm water treatment facilities in two locations to treat as much run off from the parking lot surface as possible. Reconstruction of the lower parking lot is required for ADA accessibility. Impervious site improvements overall will result in a net reduction in parking lot pavements, reducing the runoff from the site.

33.060 MAINTENANCE AND ACCESS REQUIREMENTS

Maintenance and access requirements shall meet Public Works Design Standards. (Ord. 1463, 2000)

Response: The applicant is aware of the applicability and general provisions of stormwater management. The proposed storm water gardens will be private facilities, accessible from the paved parking lot surfaces.

33.070 PLANT MATERIAL FOR WATER QUALITY FACILITIES

Metro's Native Plant List is incorporated by reference as a part of this chapter. The applicant shall submit a detailed planting plan using species from Metro's Native Plant List. The intent of this plan is to establish native vegetation to protect against erosion and sediment infiltration. A mix of low maintenance trees, shrubs, and groundcover is preferred with an even distribution.

- A. The planting plan shall be prepared by a professional landscape architect if the development site contains more than 5,000 square feet of impervious area. The planting plan shall include a table listing the scientific names, size, and quantity of plants.
- B. The plan shall include plant location, species, size, and quantity for stormwater detention and treatment facilities. Evergreen trees shall have a minimum height of four feet and deciduous trees shall be at least one-inch caliper in size at the time of planting. Shrubs shall be a minimum of one gallon in size at the time of planting. Spaces shall be filled at mature growth but not so that overplanting occurs and overcrowding results. Temporary irrigation systems or other means of ensuring establishment of the plantings must be specified.
- C. Plantings shall be designed to minimize or eliminate the need for herbicides, fertilizers, pesticides, or soil amendments at any time before, during, or after construction, or on a long-term basis. Plantings shall be designed to minimize or eliminate the need for frequent mowing and irrigation.
- D. The applicant is responsible for implementing the planting plan during the next fall or spring planting season following permit approval. Prior to planting, noxious vegetation shall be removed. All soil areas must be covered with specified plants and mulch to prevent erosion.
- E. Plantings shall be incorporated into a public improvement guarantee agreement, which includes a maintenance bond as required by CDC 91.010(C). The maintenance bond is required for any project involving stormwater quality and detention facilities. (Ord. 1463, 2000)

Response: The applicant is aware of the plant material requirements. Provision is met.

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

Response: No new accessory structures or uses proposed.

CHAPTER 38 ADDITIONAL YARD AREA REQUIRED; EXCEPTIONS TO YARD REQUIREMENTS; STORAGE IN YARDS; PROJECTIONS INTO YARDS

Response: The applicant is aware of the yard area requirements. Proposed work does not include storage or projection into the required yards, easements or right of way. Client requests approval for art/sculpture located on site, at the corner of Willamette Falls Drive and 10th Street (see attached drawings for exact location and sculpture description).

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)

42.030 EXCEPTIONS

The following described area in Willamette shall be exempt from the provisions of this chapter. The parcels of land zoned General Commercial which abut Willamette Falls Drive, located between 10th and 16th Streets. Beginning at the intersection of Willamette Falls Drive and 11th Street on 7th Avenue to 16th Street; on 16th Street to 9th Avenue; on 9th Avenue to 14th Street to the Tualatin River; following the Tualatin River and Willamette River to 12th Street; on 12th Street to 4th Avenue; on 4th Avenue to 11th Street; on 11th Street to Willamette Falls Drive. This described area does not include the northerly side of Willamette Falls Drive.

Response: The applicant is aware of the clear vision areas required. As proposed all planting and hardscape will not exceed three feet high in the clear vision areas located at the 8th Ave and 10th Street intersection and the 10th Street and Willamette Falls Drive intersection.

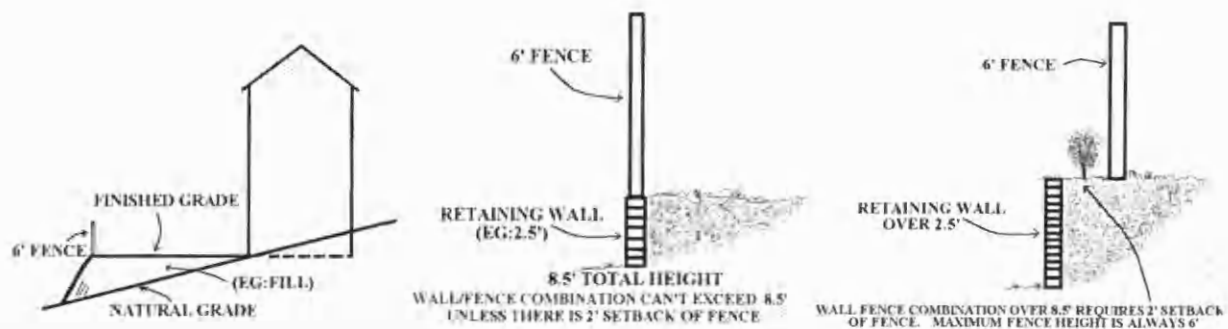
CHAPTER 44 FENCES

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.



(Ord. 1192, 1987; Ord. 1291, 1990, Ord. 1401, 1997)

Response: The applicant is aware of the fence setback and height limitations. The proposed fence is along the side yard abutting 10th Street, outside of both clear vision areas, and does not exceed six feet in height.

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 42CDC.

Response: The applicant is aware of the landscaping limitations within the clear vision areas. As proposed all planting and hardscape will not exceed three feet high in the clear vision areas located at the 8th Ave and 10th Street intersection and the 10th Street and Willamette Falls Drive intersection.

44.050 STANDARDS FOR CONSTRUCTION

A. The structural side of the fence shall face the owner's property; and

B. The sides of the fence abutting adjoining properties and the street shall be maintained.
(Ord. 1291, 1990)

Response: The applicant is aware of the standards for construction and maintenance and will comply with both.

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. Although the project is exempt per CDC 46.140 (the project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements), the proposed changes to the parking are bringing the site into closer compliance with these provisions.

The proposed changes to the existing parking lot includes increased landscaping areas/trees, reduced pavement, revised parking layout with a new drop off area which would double for additional parking when necessary, and added speed bumps. The proposed changes are specifically being made to minimize the visual impact of parking, decrease paved areas, encourage safer vehicular and pedestrian access and create a more attractive streetscape and urban environment.

46.020 APPLICABILITY AND GENERAL PROVISIONS

A. At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone, off-street parking spaces, loading areas and reservoir areas shall be provided in accordance with the requirements of this chapter unless other requirements are otherwise established as a part of the development approval process.

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

C. No building or other permit shall be issued until plans are approved that show the property that is and will remain available for exclusive use as off-street parking and loading space as required by this chapter. The use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this chapter.

D. Required parking spaces and loading areas shall be improved to the standards contained in this chapter and shall be available for use at the time of the final building inspection except as provided in CDC 46.150. (Ord. 1463, 2000)

Response: The applicant is aware of the purpose of off-street parking, loading, and reservoir areas. Although the project is exempt per CDC 46.140 (the project is within the Willamette Falls Drive Commercial Overlay District, which exempts commercial properties in the overlay from the minimum parking space requirements), the proposed changes to the parking are bringing the site into closer compliance with these provisions. As shown on the Site Plan, the new parking stalls provided meet the minimum dimensional requirements.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

B. Public and semi-public building/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.

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: The applicant is aware of the purpose of the minimum off-street parking space requirement. 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. The proposed changes to the off-street parking provide 34 standard stalls and 2 ADA accessible stalls. As shown on the Site Plan, the new parking stalls provided 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. The proposed changes to the off-street parking provide 34 standard stalls and 2 ADA accessible stalls. As shown on the Site Plan, the new parking stalls provided 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 and is requesting approval for the proposed changes specifically to improve the access, egress and circulation in order to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, circulation, and egress are better aligned with this chapter's requirements.

As shown on the Site Plan, the existing north and south access driveways will continue to serve parking area. As previously approved (per the 2012, application CUP-12-05/DR-12-18), the attached Transportation Assessment provided by Kittelson & Associates, Inc. the applicant will continue to utilize a traffic demand management system to limit p.m. peak hour trips to reduce local roadway congestion. As proposed, reconfiguration of the parking lot will improve vehicle circulation, reduce pavement and provide a safer/pedestrian accessible site.

Proposed changes to the building access/pedestrian circulation include replacement of the non ADA compliant ramps and addition of a covered porch to shelter the existing entry along Willamette Falls Drive, as well as an entry vestibule addition at the lower parking lot, providing safe, public access and a clear entry point for the students and parents. New pathways and stairs are also proposed to enhance pedestrian access and allow for better site circulation and function.

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 and is requesting approval for the proposed changes specifically to improve the access, egress and circulation in order to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, circulation, and egress are better aligned with this chapter's requirements.

The lot has access from the public street along both 8th Avenue and Willamette Falls Drive. As previously approved (per the 2012, application CUP-12-05/DR-12-18), the attached Transportation Assessment provided by Kittelson & Associates, Inc. the applicant will utilize and reduce local roadway congestion and maintain previously approved levels of traffic into and out of the site.

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. Major roadways, including arterials and collectors, serve as the primary system for moving people and goods within and through the City. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. The regulations in this section further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.

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, Traffic Impact Analysis.)

Response: The applicant is aware of the access control purpose and standards and will maintain safe and sufficient access into and out of the site via the two existing driveways provided on 8th Avenue and Willamette Falls Drive. The primary reason for the request to revise the parking is to improve the access, egress and circulation, ensuring efficient, safe, and well-directed vehicular, bicycle, and pedestrian access. As previously approved (per the 2012, application CUP-12-05/DR-12-18), the attached Transportation Assessment provided by Kittelson & Associates, Inc. the applicant will utilize a reduced local roadway congestion and maintain previously approved levels of traffic into and out of the site.

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).
- 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.

Response: This non-residential use is served by two 24-foot drives that provide convenient and safe access to the property via 8th Avenue and Willamette Falls Drive. As already addressed in the past CUP submittal (2012, application CUP-12-05/DR-12-18), street accesses do comply with the requirements of CDC 48.030(E)(3-6). The applicant is aware of the maintenance provisions and will maintain safe and convenient access drives pursuant to CDC 46.130.

48.080 BICYCLE AND PEDESTRIAN CIRCULATION

C. Bicycle and pedestrian ways at commercial or industrial sites shall be provided according to the provisions of Chapter 55 CDC, Design Review.

Response: Improved bicycle and pedestrian ways proposed, in accordance with the provisions in Chapter 55 CDC, Design Review.

CHAPTER 52 SIGNS

52.010 PURPOSE

The purpose of this chapter is to maintain or improve the aesthetic quality of the City's residential and business environment; to prevent the proliferation of signs and sign clutter; to minimize adverse visual safety factors to travelers on public roadways and private areas open to public vehicular travel; to provide for safe construction, location, erection and maintenance of signs; and to improve the effectiveness of signs in identifying and advertising businesses, all by classifying and regulating signs. (Ord. 1276, 1990)

Response: The applicant is aware of the purpose of this chapter and will comply with the logistical requirements to the full extent possible. All proposed signs will be permitted and constructed as required by the CDC. Although the site is located in the Willamette Falls Drive Commercial District, the existing design aesthetic of this particular building does not comply with Chapter 58 Willamette Falls Drive Commercial District Design Standards. The strict adherence to Section 52.210.K *Signs in the Willamette Falls Drive Commercial District* should not apply, as it would not suit said existing architectural style. The applicant is requesting approval for new signage based on complimenting the architecture of the existing building, and identity of the Youth Music Project.

52.103 PERMIT

A. No sign shall be erected, structurally altered, relocated, or replaced, except for maintenance of signs that conform with this chapter, without first obtaining a permit from the Planning and Development Department, paying the requisite fee, and otherwise complying with all applicable provisions of this chapter, unless a provision of this chapter specifically exempts a sign from the permit requirement.

B. A copy of each sign permit, including the permit number, shall be kept by the Planning Director, business owner, person contracting for the erection of the sign, and by the sign company.

Response: The applicant is aware of the permit requirements for signs. All proposed signs will be permitted and constructed as required by the CDC.

52.105 BUSINESS LICENSE

Any person or firm in the business of hanging, rehangng, placing, constructing, installing, structurally altering, relocating, or painting any on premises signs, except those signs which do not require permits, shall have obtained a City of West Linn business license.

Response: The applicant is aware of the business license requirements relative to signage work.

52.107 MAINTENANCE AND SAFETY

A. Each electrical sign shall be constructed to meet the requirements of the State Electrical Code.

B. All signs, together with all of the supports, braces, guys, and anchors, shall be kept in good repair and be maintained in a safe, neat, clean, and attractive condition, free from rust,

corrosion, peeling paint, or other surface deterioration.

C. No sign shall be erected or maintained in such a manner that any portion of its surface or its supports will interfere in any way with the free use or access to any fire escape, exit, or standpipe. No sign shall be erected or maintained so as to obstruct any window so that light or ventilation is reduced below minimum standards required by any applicable law or building code.

Response: The applicant is aware of the maintenance and safety requirements applicable to signage, and will have signs constructed and maintained as such.

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.

Response: All proposed signs meet the applicable design standards, are designed to suit the building and appropriately scaled.

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.

Response: No signs are proposed in the Clear Vision Area.

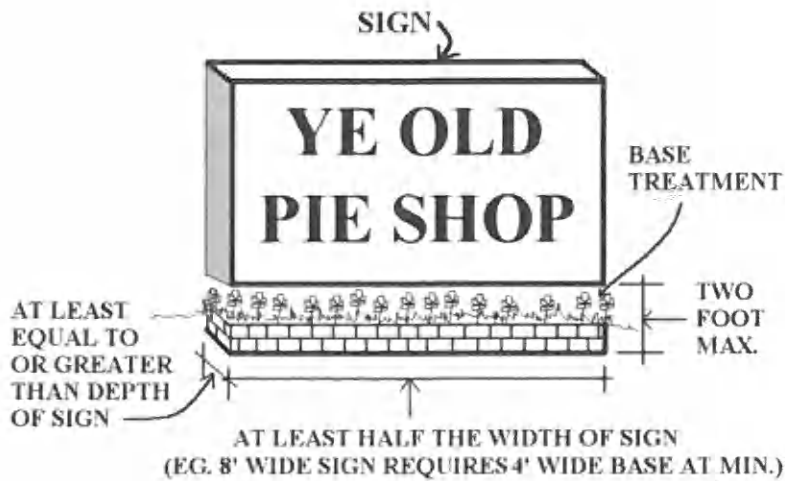
D. Signs and sign structures located over vehicular driveways and pedestrian walkways shall allow at least 15 feet of clearance over driveways and eight feet of clearance over walkways.

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.

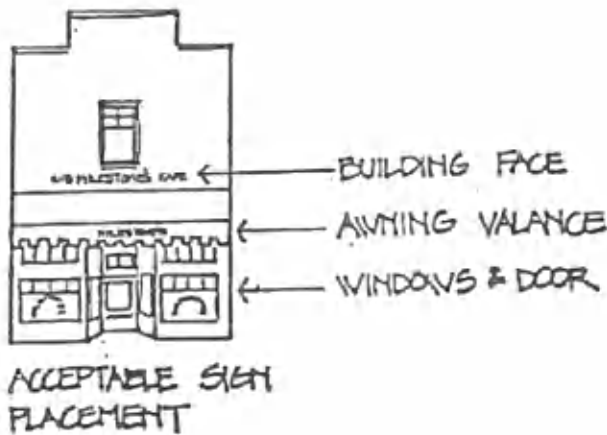
G. All permanent signs shall be located within a landscaped area or installed on a wood, stone, or other base structure that meets the following standards:

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.
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.



K. Signs in the Willamette Falls Drive Commercial District.

1. Signs shall not exceed 10 percent of the square footage of the front elevation. The calculation of allowable signage is explained in CDC52.300. The sign(s) shall be proportionate to buildings and signs on adjacent buildings. The "10 percent" shall be broken up into multiple signs. The sign(s) shall be mounted or painted on the second floor, on the valance of the awning, on the windows at pedestrian level, or on four-by-four awning posts. Signs shall not be of the internally lit can type or channel light type. No backlit awnings are allowed. Illumination by spotlight is permitted. Neon signs are permitted only inside the windows. No flashing signs are allowed. By temporary sign permit only, neon colored lettering or designs painted on windows or on paper or banners in the windows are allowed, but discouraged. Small signs or plaques which describe the building in a historical sense are exempt from the allowable square footage restrictions.



Response: The proposed wall mount signs comply with the allowable signage per CDC 52.300 and are to be spotlight as allowed. See attached drawings for documentation.

2. Sign type face. Antique lettering as shown in the illustration is required. Variations are permitted where the lettering would not clash with the predominant font or style. "Gay Nineties" or "P.T. Barnum" type styles and other exaggerated styles are

discouraged. Lettering may be horizontal, vertical, or slanting up from lower left to upper right. Semi-circle designs on windows are permitted. Window lettering should be white, black, or gold with black shading.

BROKER SHADED

Caslon Antique

Antique Bold

BETON OPEN

Century Shaded

ENGRAVERS

Response: The applicant requests a variation from the sign type face requirements. The strict adherence to Section 52.210.K *Signs in the Willamette Falls Drive Commercial District* should not apply, as it would not suit said existing architectural style. The applicant is requesting approval for new signage based on complimenting the architecture of the existing building, and identity of the Youth Music Project.

3. **Temporary signs.** Temporary sandwich board signs are permitted and shall be designed to be consistent with the aforementioned sign and type face provision. (Ord. 1539, 2006; Ord. 1604 § 48, 2011; Ord. 1613 § 8, 2013)

52.300 PERMANENT SIGN DESIGN STANDARDS

			FREESTANDING SIGNS				ON-WALL SIGNS			
Use	City Appvl. Reqd.	Illum. Allowed	No. Allowed	Max. Sq. Ft.	Max. Ht. Ft.	ROW Setback (ft.)	No. Allowed	Max. Sq. Ft.	Max. Ht. Ft.	ROW Setback (ft.)
Commercial Zone	Yes	Yes	1	32	8	5	3	10%	25	n/a

Response: The applicant requests approval for the following signs:

- Three wall mounted signs. One mounted on the north east elevation, another at the front face of the portico on the southeast elevation and the third at the lower northwest entry elevation. All proposed signs comply with the 10% max sf. ft. of the relative building elevation. See attached drawings for documentation.

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. Per CDC Chapter 58.090.C.2. CDC, sites within the Willamette Falls Drive Commercial District are exempt from landscaping requirements (with the exception of parking areas) as identified in Chapter 54 CDC. As the current parking landscaping is not in compliance with Chapter 54 the applicant requests approval to revise the parking and improve the landscape to better meet the requirements. The total existing permeable area available for landscaping is approximately 12,000 SF or 28.45% of the 42,171 SF site. The proposed adjustments to the parking landscape include decreasing paved area in order to increase the landscaping around the parking lot by approximately 1,500 sf, adding a 24" wide planter/buffer strip along 8th avenue, replacement of rock fill with trees and plantings at ROW, and new trees along west parking/property line.

E. Landscaping – By type, location and amount.

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.

Response: As the current parking landscaping is not in compliance with the minimum parking landscape requirement, the applicant requests approval to revise the parking and improve the landscape to better meet the requirements. The proposed adjustments to the parking landscape include decreasing paved area in order to increase the landscaping around the parking lot by approximately 1,500 sf, adding a 24" wide planter/buffer strip along 8th avenue (and flipping the parking that currently abuts 8th ave. to abut the building), replacement of rock fill with trees and plantings at ROW, and new trees along west parking/property line.

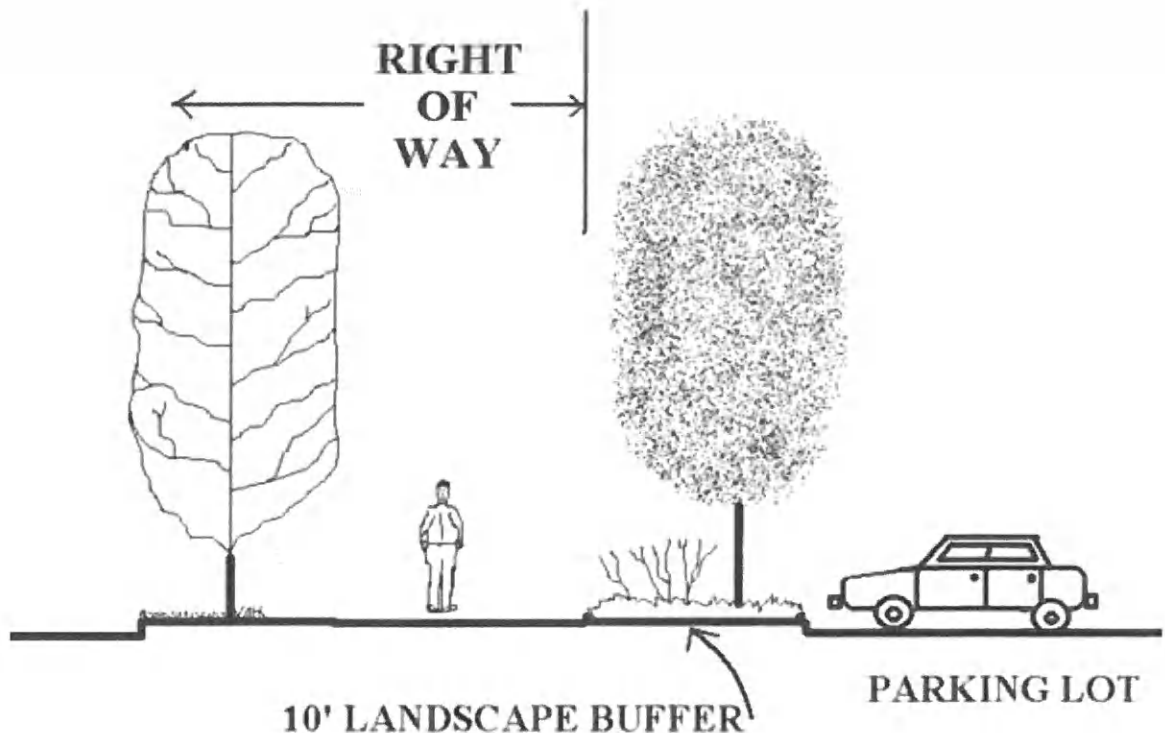
b. The landscaped areas shall not have a width of less than five feet.

Response: The applicant requests approval to improve the landscape as possible given the existing conditions of the site and building position. The proposed 24" wide planter/buffer strip along 8th avenue is all the existing site allows in order to maintain the required parking stall and drive aisle depth. As there is currently no planter/buffer at this location, the applicant believes the addition of such will greatly increase the site presence and better buffer the parking from the street.

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.

Response: The applicant is aware of soil/soil amendment and irrigation system requirements and will provide both as necessary for long-term maintenance and health of the proposed plantings.

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



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

- 3) Vegetative ground cover such as grass, 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.

Response: The existing parking lot along 8th Ave. and 10th St. is not set back from the right of way and has no landscape buffer. The applicant requests approval to adjust the parking and improve the landscape buffer as possible, given the existing conditions of the site and building position.

The proposed adjustments to the parking landscape buffer includes decreasing paved area along 10th St. in order to add a 25' wide landscape berm/buffer, adding a 24" wide planter/buffer strip along 8th Ave. (and flipping the parking that currently abuts 8th Ave. to abut the building), replacement of rock fill with trees and ground cover at ROW strip, and new trees along west parking/property line. The proposed 24" wide planter/buffer strip along 8th avenue is all the existing site allows in order to maintain the required parking stall and drive aisle depths. As there are currently no planter/buffers along 8th Ave. or 10th St., the applicant believes the addition of any such buffer, along with street trees in the ROW planter will greatly increase the site presence and better buffer the parking from the street. Proposed street trees along 8th Ave. are at 25' spacing. Proposed ground cover at the landscape buffer areas varies, but will cover 100% of exposed ground within two growing seasons, and any proposed shrubs will not exceed 3'-6" tall and more than five feet apart.

- 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.

Response: The existing site is bordered on three sides by streets. The main street frontage (along Willamette Falls Drive) is comprised of the upper building entry elevation and landscaping. The arterial street frontage (along 10th St.) is comprised of the side building elevation and landscaping, although the parking lot here does not exceed 50% of the lineal frontage, a proposed 25' wide landscape berm/buffer at the corner of 10th St. and 8th Ave, would contribute to the overall parking lot buffering and help to bring the site into better compliance with these requirements in general.

- 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.

Response: The existing parking lot along 8th Ave. and 10th St. is not set back from the property line and has no landscape buffer. The applicant requests approval to adjust the parking and improve the landscape buffer as possible, given the existing conditions of the site and building position.

The proposed adjustments to the parking landscape buffer includes decreasing paved area along 10th St. in order to add a 25' wide landscape berm/buffer, adding a 24" wide planter/buffer strip along 8th Ave. (and flipping the parking that currently

abuts 8th Ave. to abut the building), replacement of rock fill with trees and ground cover at ROW strip, and new trees along west parking/property line. The proposed 24" wide planter/buffer strip along 8th avenue is all the existing site allows in order to maintain the required parking stall and drive aisle depths. As there are currently no planter/buffers along 8th Ave. or 10th St., the applicant believes the addition of any such buffer, along with street trees in the ROW planter will greatly increase the site presence and better buffer the parking from the street. Proposed street trees along 8th Ave. are at 25' spacing. Proposed ground cover at the landscape buffer areas varies, but will cover 100% of exposed ground within two growing seasons, and any proposed shrubs will not exceed 3'-6" tall and more than five feet apart.

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

Response: The revised parking lot minimizes the paved area to include only parking, maneuvering & circulation areas. All areas available for landscape will be vegetated.

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

Response: The revised parking lot and parking lot landscaping minimizes the paved area to include only parking, maneuvering & circulation areas. All areas available for landscape will be vegetated.

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.

Response: Proposed irrigation systems are located so as not to 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.

Response: Proposed tree selection meets the required characteristics. See attached drawing sheets L1.6 and 1.7 for proposed tree species

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.).

Response: Proposed plant selection was made for appropriateness to the site, drought tolerance, year-round greenery/coverage, staggered flowering periods and avoidance of nuisance plants. See attached drawing sheets L1.6 and L1.7 for plant species.

54.040 INSTALLATION

- A. All landscaping shall be installed according to accepted planting procedures.
- B. The soil and plant materials shall be of good quality.
- C. Landscaping shall be installed in accordance with the provisions of this code.
- D. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or other arrangements have been made and approved by the City such as the posting of a bond.

Response: The applicant is aware of installation requirements. All landscaping shall be installed in accordance with the provisions of this code.

54.050 PROTECTION OF STREET TREES

Street trees may not be topped or trimmed unless approval is granted by the Parks Supervisor or, in emergency cases, when a tree imminently threatens power lines.

Response: No street trees exist on site. Proposed street trees will be maintained as required.

54.060 MAINTENANCE

- A. The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat, and orderly appearance and shall be kept free from refuse and debris.

B. All plant growth in interior landscaped areas shall be controlled by pruning, trimming, or otherwise so that:

1. It will not interfere with the maintenance or repair of any public utility;
2. It will not restrict pedestrian or vehicular access; and
3. It will not constitute a traffic hazard because of reduced visibility.

Response: Landscaping and plants will be maintained as required.

54.070 SPECIFICATION SUMMARY

Area/Location	Landscaping Required
1. Between parking lot & R.O.W.	10 ft.
2. Between parking lot & other lot.	5 ft.
8. Percentage of 26+ car parking lot to be landscaped (excluding perimeter).	10%

Response: The existing parking lot along 8th Ave. and 10th St. is not set back from the right of way and has no landscape buffer. The applicant requests approval to adjust the parking and improve the landscape buffer as possible, given the existing conditions of the site and building position.

The proposed adjustments to the parking landscape buffer includes decreasing paved area along 10th St. in order to add a 25' wide landscape berm/buffer, adding a 24" wide planter/buffer strip along 8th Ave. (and flipping the parking that currently abuts 8th Ave. to abut the building), replacement of rock fill with trees and ground cover at ROW strip, and new trees along west parking/property line. The proposed 24" wide planter/buffer strip along 8th avenue is all the existing site allows in order to maintain the required parking stall and drive aisle depths. As there are currently no planter/buffers along 8th Ave. or 10th St., the applicant believes the addition of any such buffer, along with street trees in the ROW planter will greatly increase the site presence and better buffer the parking from the street.

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 proposed additions and landscape/site revisions to improve the scale, layout and design compatibility with the surrounding natural environment. Per the 2012, application CUP-12-05/DR-12-18 that was approved, this project will continue to 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 employee

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:

- A. Sidewalks.¹
- C. Fences and walls (at non-single-family/duplex residential sites).
- 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.
- H. Addition or reduction of parking stalls.¹
- I. Revised parking alignment.¹
- J. Revised circulation.¹
- K. Revised points of ingress/egress to a site.¹
- L. Modification of a landscape plan (including water features, ponds, pergolas, arbors, artwork, sculptures, etc.).
- M. Minor modifications and/or upgrades of pump stations, reservoirs, and storm detention facilities.
- N. Americans with Disability Act compliance that significantly alters the exterior of the building (ramps are exempt).
- O. Heating, ventilation, and air conditioners (HVAC) that are visible from right-of-way or abutting property.¹

P. Freestanding art and statuary over five feet tall.

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.

¹ Class II design review applies when the proposed improvement, land use, or activity (e.g., new sidewalks) is part of a major commercial, office, industrial, public, or multi-family construction project (e.g., a new shopping center). Class I design review applies when this improvement, use, or activity is part of a minor 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 exterior modifications proposed with this conditional use permit request (including an addition greater than 5% of the current building square footage), this application will be processed according to Class II design review. The following narrative responses to the design review section of the development code will address all design review elements applicable to Class II 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 June 20, 2013 to discuss the general intent of the applicant to revise the site landscape/parking and add two new entry additions

along with additional exterior revisions to the existing building. This narrative includes a Development Review Application for both a conditional use permit and class II 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 building additions as well as exterior improvements to the building and site/parking revisions.

55.050 DESIGN REVIEW AMENDMENT TRIGGER

Amendments to design review shall be required when 10 percent or more of the housing type changes (e.g., from single-family units to multi-family units) from the tentatively approved design review plan, or when there is more than a 10 percent change in the number of units, or when the layout of streets and lots significantly changes, or adjusting more than 20 percent of the building footprint or site plan, or significant changes to the architecture that modify the style, mass, or result in elimination of significant design features. Changes in color or materials would not require an amendment unless the colors were non-earth tones and the materials were of poorer quality (for example, going from tile roof to composition roofing) than originally approved. Changes to the project/site plan to meet conditions of approval or legislative changes shall not trigger an amendment. (Ord. 1408, 1998)

Response: The applicant is aware of the amendment triggers and does not currently foresee the need for such in the future. Should significant adjustments (as defined) be deemed necessary, an amendment shall be submitted.

55.060 STAGED OR PHASED DEVELOPMENT

The applicant may elect to develop the site in stages. Staged development shall be subject to the provisions of CDC 99.125.

Response: The applicant is aware of the staged or phased development requirements, none of which are currently proposed.

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 includes a Development Review Application for both a conditional use permit and Class II 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 June 20, 2013 to discuss the general intent of the applicant to revise the site landscape/parking and add two new entry additions along with additional exterior revisions to the existing building. The applicant received formal notes from City Staff to guide this CPU and Class II 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, Siteworks, attended a Willamette Neighborhood Association meeting on August 14, 2013. 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:

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.

2. The development plan for a Class II design review shall contain the following elements:

- a. A site analysis (CDC 55.110);
 - b. A site plan (CDC 55.120);
 - c. A grading plan (CDC 55.130);
 - d. Architectural drawings, indicating floor plan and elevation (CDC55.140);
 - e. A landscape plan (CDC 55.150);
 - f. A sign plan (CDC 55.160); and
 - g. A pedestrian and automobile circulation plan.
 - h. The utility plan: The application shall include a submittal appropriate to respond to the approval criteria of CDC 55.100(1)(1) through (5) relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage.
3. A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC 55.170.
4. Submit full written responses to approval criteria of CDC 55.100 for Class II design review, or CDC 55.090 for Class I design review, plus all applicable referenced approval criteria.

Response: A completed and signed application form is included with this submittal package. The required site analysis, site plan, grading plan, architectural drawings, landscape plan, sign plan, pedestrian and automobile circulation plan, and utility plan are provided. This narrative is submitted as supporting documentation for both the CUP and Class II 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: Material samples and color swatches are included with this submittal. See Sheet A3.2 or materials board for information.

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.

55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW

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

1. Chapter 33 CDC, Stormwater Quality and Detention.
2. Chapter 34 CDC, Accessory Structures, Accessory Dwelling Units, and Accessory Uses.
3. Chapter 38 CDC, Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards.
4. Chapter 40 CDC, Building Height Limitations, Exceptions.
5. Chapter 42 CDC, Clear Vision Areas.
6. Chapter 44 CDC, Fences.
7. Chapter 46 CDC, Off-Street Parking, Loading and Reservoir Areas.
8. Chapter 48 CDC, Access, Egress and Circulation.
9. Chapter 52 CDC, Signs.
10. Chapter 54 CDC, Landscaping

Response: The applicant is aware of the provisions of chapter 33, 34, 38, 40, 42, 44, 46, 48, 52 and 54 and has addressed all requirements in this narrative (excluding chapter 40 which was repealed by Ord. 1604).

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: There are no heritage trees on site as defined in the municipal code. Therefore, the heritage tree provisions outlined in CDC 55.100(B)1 do not apply. However, the existing large tree along the property line abutting 10th street will be saved.

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 drip lines; however, native oaks need not have an overlapping drip line) 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: There are no heritage trees on site as defined in the municipal code. Therefore, the heritage tree provisions outlined in CDC 55.100(B)2 do not apply. However, the existing large tree along the property line abutting 10th street will be saved.

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

Response: The existing parking lot and landscape are not conducive to natural drainage. The applicant requests approval to adjust the parking and landscape to improve topography and drainage for the site.

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: Per the City of West Linn's *Natural Hazards Mitigation Map*, the site is not located in an area subject to slumping or sliding.

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: Neither of the proposed additions will affect light or air circulation of off-site buildings on adjoining properties.

6. Architecture.

a. 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.



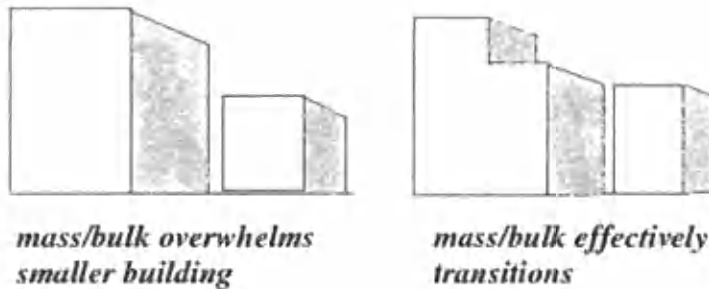
contextual design



contrasting design

Response: Proposed additions are contextually designed to reflect the existing building's architectural style, building lines, roof forms and scale. Proposed colors for the building are subdued earth tones, with main body colors in a lighter and darker brown accented with a darker blue/grey color to better delineate architectural details and match the design direction of the surrounding buildings.

b. 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.



Response: The existing site is bordered on three sides by streets. The existing building and proposed additions are separated from the building to the west by the parking lot and landscape. Proposed additions are contextually designed to reflect the existing building's scale and massing.

c. 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.

Response: Proposed additions are contextually designed to reflect the existing building's architectural style.

d. 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.



Response: Proposed additions are contextually designed to reflect the existing building's architectural style and scale. Both entry additions are designed around the human scale and desire to create a stronger entry presence. Windows, exposed framing at eaves, and columns are all elements contributing to the human scale of the additions.

e. 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.



60 percent of lineal street facing or main elevation is windows. 30 percent of one side elevation is windows. You may transfer windows from the side to front, or vice versa.



(Windows not at eye level and/or not flush with building.)

Response: Existing conditions of the building do not meet these requirements, however proposed renovations include new windows at both entry additions to better engage the streetscape and pedestrian level.

f. 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.

Response: Proposed additions roof lines are contextually designed to reflect the existing building's architectural style and scale. Both entry additions provide greater variation of roof line along their respective elevations. Proposed landscape revisions also include terrain variations with berms, shrubbery and trees to provide vertical relief.

g. 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.

Response: Both entry additions are being added to the existing building in consideration of the public's ease of access and comfort. The proposed covered porch entry along Willamette Falls Drive provides a much needed event entry protected from the elements, and the entry addition at the parking lot provides an enclosed entry with an enlarged overhang, providing a protected entry for the

public as well as an enclosed area for waiting.

h. The vision statement identified a strong commitment to developing safe and attractive pedestrian environments with broad sidewalks, canopied with trees and awnings.

Response: The intent of the site design is to engage and welcome the public, creating a safe and attractive pedestrian environment with the addition of fully accessible entries, new pathways and stairs are also proposed to enhance pedestrian access and allow for better site circulation and function. Although the existing sidewalks will remain, new street trees are proposed along 8th Ave.

i. 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: No sidewalk cafes, kiosks, vendors or street furniture are proposed.

7. Transportation Planning Rule (TPR) compliance. The automobile shall be shifted from a dominant role, relative to other modes of transportation, by the following means:

a. Commercial and office development shall be oriented to the street. At least one public entrance shall be located facing an arterial street; or, if the project does not front on an arterial, facing a collector street; or, if the project does not front on a collector, facing the local street with highest traffic levels. Parking lots shall be placed behind or to the side of commercial and office development. When a large and/or multi-building development is occurring on a large undeveloped tract (three plus acres), it is acceptable to focus internally; however, at least 20 percent of the main adjacent right-of-way shall have buildings contiguous to it unless waived per subsection (B)(7)(c) of this section. These buildings shall be oriented to the adjacent street and include pedestrian-oriented transparencies on those elevations.

For individual buildings on smaller individual lots, at least 30 lineal feet or 50 percent of the building must be adjacent to the right-of-way unless waived per subsection (B)(7)(c) of this section. The elevations oriented to the right-of-way must incorporate pedestrian-oriented transparency.

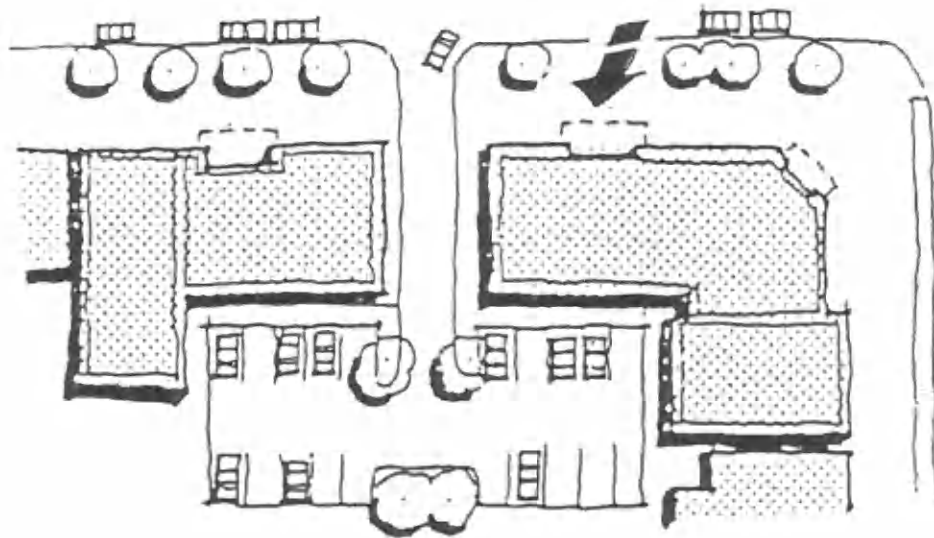
Response: The applicant is aware of the purpose of this chapter and is requesting approval for the proposed changes specifically to improve the public entrances, access, egress and circulation in order to ensure that efficient, safe, and well-directed pedestrian access, circulation, and egress are better aligned with this chapter's requirements.

The existing upper public entry is located facing Willamette Falls Drive, with the lower public entry facing the parking lot behind the existing building. Proposed changes to the building's public entrances include replacement of the non-ADA compliant ramps and addition of a covered porch to shelter the existing entry along Willamette Falls Drive, as well as an entry vestibule addition at the lower parking lot, providing safe, public access and a clear entry point for the students and parents.

New pathways and stairs are also proposed to enhance pedestrian access and allow for better site circulation and function.

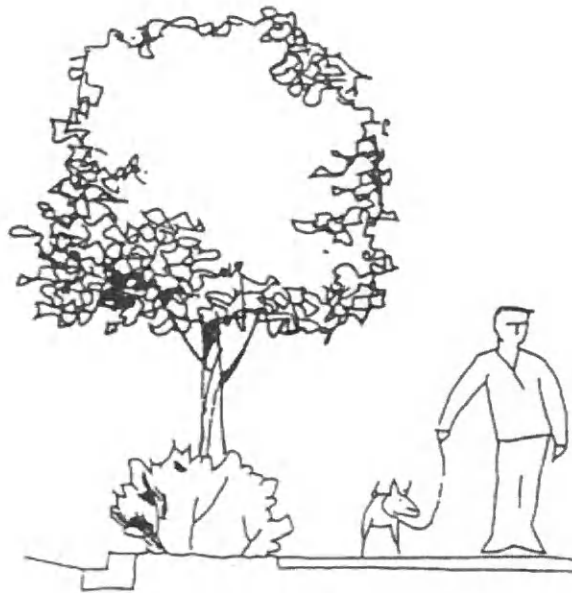
c. Commercial, office, and multi-family projects shall be built as close to the adjacent main right-of-way as practical to facilitate safe pedestrian and transit access. Reduced frontages by buildings on public rights-of-way may be allowed due to extreme topographic (e.g., slope, creek, wetlands, etc.) conditions or compelling functional limitations, not just inconveniences or design challenges.

entrance from right-of-way



Response: For the most part, the existing building's footprint is to remain, with both proposed entry additions extending out closer in proximity to the right-of-way.

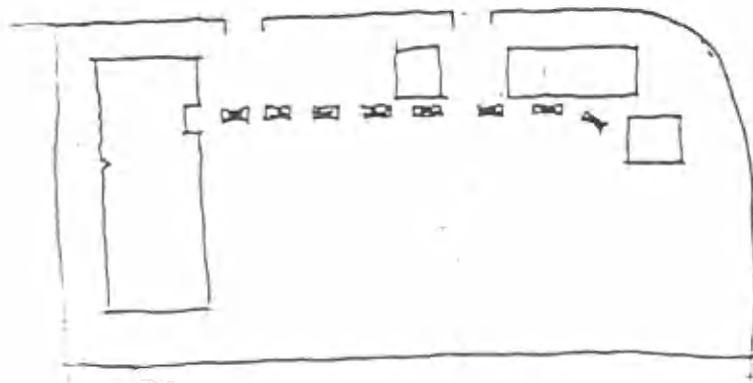
d. Accessways, parking lots, and internal driveways shall accommodate pedestrian circulation and access by specially textured, colored, or clearly defined footpaths at least six feet wide. Paths shall be eight feet wide when abutting parking areas or travel lanes. Paths shall be separated from parking or travel lanes by either landscaping, planters, curbs, bollards, or raised surfaces. Sidewalks in front of storefronts on the arterials and main store entrances on the arterials identified in CDC [85.200\(A\)\(3\)](#) shall be 12 feet wide to accommodate pedestrians, sidewalk sales, sidewalk cafes, etc. Sidewalks in front of storefronts and main store entrances in commercial/OBC zone development on local streets and collectors shall be eight feet wide.



landscaping

Response: The applicant is aware of the requirements regarding pedestrian circulation at accessways, parking lots and internal driveways and is requesting approval for the proposed changes specifically to improve said access to ensure that efficient, safe, and well-directed vehicular, bicycle, and pedestrian access, are better aligned with these requirements. Internal site paths are proposed at six feet wide, with one 4' wide pathway from Willamette Falls Drive, adjacent to the parking entry—the width is limited by the proximity between the existing building and the existing parking lot access. Pathways abutting parking are proposed at eight feet wide, separated from parking/drive lanes by curbs, landscaping or planters. Accessways within the parking lot are delineated with striping. Existing sidewalks to remain.

- e. Paths shall provide direct routes that pedestrians will use between buildings, adjacent rights-of-way, and adjacent commercial developments. They shall be clearly identified. They shall be laid out to attract use and to discourage people from cutting through parking lots and impacting environmentally sensitive areas.



direct pedestrian route required (- -)

Response: Additional site paths are proposed to provide direct routes to both main entrances, solving the current condition which only allows access around the site via the parking lot, or rough terrain.

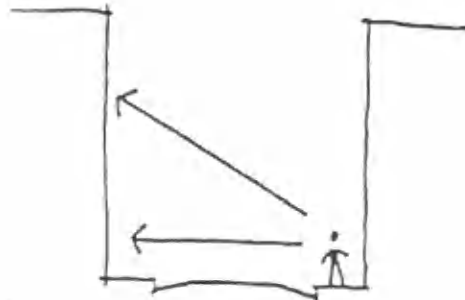
f. At least one entrance to the building shall be on the main street, or as close as possible to the main street. The entrance shall be designed to identify itself as a main point of ingress/egress.

Response: The existing upper public entry is located along Willamette Falls Drive. The intent is for the proposed covered porch, exterior building and site revisions to better identify the entry as a main point of ingress/egress.

g. Where transit service exists, or is expected to exist, there shall be a main entrance within a safe and reasonable distance of the transit stop. A pathway shall be provided to facilitate a direct connection.

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. The new proposed pathways along the south side of the site will provide improved, direct access from the sidewalk to the upper main entrance of the building.

h. Projects shall bring at least part of the project adjacent to or near the main street right-of-way in order to enhance the height-to-width ratio along that particular street. (The “height-to-width ratio” is an architectural term that emphasizes height or vertical dimension of buildings adjacent to streets. The higher and closer the building is, and the narrower the width of the street, the more attractive and intimate the streetscape becomes.) For every one foot in street width, the adjacent building ideally should be one to two feet higher. This ratio is considered ideal in framing and defining the streetscape.



1:1 height to width ratio is ideal (example only)

Response: For the most part, the existing building’s footprint is to remain, with both proposed entry additions extending out closer in proximity to the right-of-

way.

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

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

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

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

Response: The existing land use is to remain. The only property it directly abuts (to the west) is also mixed use.

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

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

Response: The existing parking lot along 8th Ave. and 10th St. is not set back from the right of way and has no landscape buffer. The applicant requests approval to adjust the parking and improve the landscape buffer as possible, given the existing conditions of the site and building position.

The proposed adjustments to the parking landscape buffer includes decreasing paved area along 10th St. in order to add a 25' wide landscape berm/buffer, adding a 24" wide planter/buffer strip along 8th Ave. (and flipping the parking that currently abuts 8th Ave. to abut the building), replacement of rock fill with trees and ground cover at ROW strip, and new trees along west parking/property line. The proposed 24" wide planter/buffer strip along 8th avenue is all the existing site allows in order to maintain the required parking stall and drive aisle depths. As there are currently no planter/buffers along 8th Ave. or 10th St., the applicant believes the addition of any such buffer, along with street trees in the ROW planter will greatly increase the site presence and better buffer the parking from the street. Proposed street trees along 8th Ave. are at 25' spacing. Proposed ground cover at the landscape buffer areas varies, but will cover 100% of exposed ground within two growing seasons, and any proposed shrubs will not exceed 3'-6" tall and more than five feet apart.

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

Response: The applicant request approval to relocate the existing exposed mechanical equipment currently located on grade, at the northernmost outside west corner of the building to the southernmost inside corner, along with new landscaping to better buffer the equipment (see attached plans). No proposed changes to any other existing mechanical equipment. The relocated mechanical equipment shall be screened with a 4' height evergreen hedge so that the equipment is not visible from the street or adjoining properties. See sheet L1.6 and L1.7

D. Privacy and noise.

1. Structures which include residential dwelling units shall provide private outdoor areas for each ground floor unit which is screened from view from adjoining units.

2. Residential dwelling units shall be placed on the site in areas having minimal noise exposure to the extent possible. Natural-appearing sound barriers shall be used to lessen noise impacts where noise levels exceed the noise standards contained in West Linn Municipal Code Section 5.487.

3. Structures or on-site activity areas which generate noise, lights, or glare shall be buffered from adjoining residential uses in accordance with the standards in subsection C of this section where applicable.

4. Businesses or activities that can reasonably be expected to generate noise in excess of the noise standards contained in West Linn Municipal Code Section 5.487 shall undertake and submit appropriate noise studies and mitigate as necessary to comply with the code. (See CDC [55.110\(B\)\(11\)](#) and [55.120\(M\)](#).)

If the decision-making authority reasonably believes a proposed use may generate noise exceeding the standards specified in the municipal code, then the authority may require the applicant to supply professional noise studies from time to time during the user's first year of operation to monitor compliance with City standards and permit requirements.

Response: The proposed revisions to the building do not include any changes to the use. As the use was previous approved per CUP-12-05/DR-12-18, it is assumed the continued use is allowed.

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

1. A deck, patio, fence, low wall, hedge, or draping vine;
2. A trellis or arbor;
3. A change in level;
4. A change in the texture of the path material;
5. Sign; or
6. Landscaping.

Use of gates to demarcate the boundary between a public street and a private access driveway is prohibited.

Response: The applicant is aware of the requirements regarding demarcation of public, semi-public and private spaces and proposes to do so with custom designed fencing, landscaping, and changes in level/berms.

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 55.126 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: No proposed change to streets. As approved in the original application (CUP-12-05/DR-12-18) and provided as back up in 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.

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

Catch basins shall be installed and connected to pipelines leading to storm sewers or drainageways. All plans will then be reviewed by the City Engineer.

Response: The proposed site improvements will reduce the amount of impervious surface area, therefore the amount of runoff from the site. Additional catch basins shall be installed and connected to pipelines leading to the existing public storm drain connection point to improve the existing conditions. The attached plan shows a new on-site conveyance system including two storm water treatment facilities.

3. **Municipal water.** A registered civil engineer shall prepare a plan for the provision of water which demonstrates to the City Engineer's satisfaction the availability of sufficient volume, capacity, and pressure to serve the proposed development's domestic, commercial, and industrial fire flows. All plans will then be reviewed by the City Engineer.

Response: The existing domestic water service shall be retained as the proposed improvements will not change the building domestic water demand. Fire protection will be provided from the existing sprinkler system for the new sprinklers proposed. A fire protection plan and report shall be provided if necessary. The site has a public fire hydrant on 8th Avenue and an FDC on the side of the building facing 8th Avenue.

4. **Sanitary sewers.** A registered civil engineer shall prepare a sewerage collection system plan which demonstrates sufficient on-site capacity to serve the proposed development. The City Engineer shall determine whether the existing City system has sufficient capacity to serve the development.

Response: The existing sanitary sewer service shall be retained as the proposed improvements will not change the building's sanitary sewer flow.

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

Response: No change to the existing solid waste and recycling storage areas proposed. Existing location and bin sizes sufficient as building additions will not generate any additional waste or recycling.

J. **Crime prevention and safety/defensible space.**

1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants.
2. Interior laundry and service areas shall be located in a way that they can be observed by others.
3. Mailboxes, recycling, and solid waste facilities shall be located in lighted areas having vehicular or pedestrian traffic.
4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime.

5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps, and abrupt grade changes.
6. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person. All commercial, industrial, residential, and public facility projects undergoing design review shall use low or high pressure sodium bulbs and be able to demonstrate effective shielding so that the light is directed downwards rather than omni-directional. Omni-directional lights of an ornamental nature may be used in general commercial districts only.
7. Lines of sight shall be reasonably established so that the development site is visible to police and residents.
8. Security fences for utilities (e.g., power transformers, pump stations, pipeline control equipment, etc.) or wireless communication facilities may be up to eight feet tall in order to protect public safety. No variances are required regardless of location.

Response: The applicant is aware of the requirements regarding crime prevention and safety/defensible space and proposes to enhance the site's safety with exterior lighting to meet these requirements. See attached L1.2 site plan.

K. Provisions for persons with disabilities.

1. The needs of a person with a disability shall be provided for. Accessible routes shall be provided between all buildings and accessible site facilities. The accessible route shall be the most practical direct route between accessible building entries, accessible site facilities, and the accessible entry to the site. An accessible route shall connect to the public right-of-way and to at least one on-site or adjacent transit stop (if the area is served by transit). All facilities shall conform to, or exceed, the Americans with Disabilities Act (ADA) standards, including those included in the Uniform Building Code.

Response: The applicant is aware of the required provisions for persons with disabilities and is requesting approval for the proposed changes specifically to improve such accessibility on site and to the public entrances.

Proposed changes to the building's public entrances include replacement of the non ADA compliant ramps and addition of a full ADA accessible route from the public right-of-way to the upper public entrance along Willamette Falls Drive, as well as an ADA accessible entry vestibule addition at the lower parking lot, providing safe, public access and a clear entry point for the students and parents. New pathways and stairs are also proposed to enhance pedestrian access and allow for better and safer circulation and function.

L. Signs.

1. Based on considerations of crime prevention and the needs of emergency vehicles, a system of signs for identifying the location of each residential unit, store, or industry shall be established.



buildings shall be numbered for emergency identification

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

Response: The applicant is aware of the signage requirements for emergency and directional identification. As illustrated in the attached drawings, proposed signage includes building and site signage that provides a sense of project identity, signage as necessary to designate particular exterior areas/uses and driveway and parking lot signage identifying bicycle and pedestrian routes.

M. **Utilities.** The developer shall make necessary arrangements with utility companies or other persons or corporations affected for the installation of underground lines and facilities. Electrical lines and other wires, including but not limited to communication, street lighting, and cable television, shall be placed underground, as practical. The design standards of Tables 1 and 2 above, and of subsection 5.487 of the West Linn Municipal Code relative to existing high ambient noise levels shall apply to this section.

Response: The applicant is aware of necessary arrangements required to be made with utility companies or other persons or corporation affected for installation of underground lines and facilities.

O. Refuse and recycling standards.

1. All commercial, industrial and multi-family developments over five units requiring Class II design review shall comply with the standards set forth in these provisions. Modifications to these provisions may be permitted if the Planning Commission determines that the changes are consistent with the purpose of these provisions and the City receives written evidence from the local franchised solid waste and recycling firm that they are in agreement with the proposed modifications.

2. Compactors, containers, and drop boxes shall be located on a level Portland cement concrete pad, a minimum of four inches thick, at ground elevation or other location compatible with the local franchise collection firm's equipment at the time of construction. The pad shall be designed to discharge surface water runoff to avoid ponding.

3. Recycling and solid waste service areas.

a. Recycling receptacles shall be designed and located to serve the collection requirements for the specific type of material.

b. The recycling area shall be located in close proximity to the garbage container areas and be accessible to the local franchised collection firm's equipment.

c. Recycling receptacles or shelters located outside a structure shall have lids and be covered by a roof constructed of water and insect-resistive material. The maintenance of enclosures, receptacles and shelters is the responsibility of the property owner.

d. The location of the recycling area and method of storage shall be approved by the local fire marshal.

e. Recycling and solid waste service areas shall be at ground level and/or otherwise accessible to the franchised solid waste and recycling collection firm.

f. Recycling and solid waste service areas shall be used only for purposes of storing solid waste and recyclable materials and shall not be a general storage area to store personal belongings of tenants, lessees, property management or owners of the development or premises.

g. Recyclable material service areas shall be maintained in a clean and safe condition.

4. Special wastes or recyclable materials.

a. Environmentally hazardous wastes defined in ORS 466.005 shall be located, prepared, stored, maintained, collected, transported, and disposed in a manner acceptable to the Oregon Department of Environmental Quality.

b. Containers used to store cooking oils, grease or animal renderings for recycling or disposal shall not be located in the principal recyclable materials or solid waste storage areas. These materials shall be stored in a separate storage area designed for such purpose.

5. Screening and buffering.

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

6. Litter receptacles.

- a. Location. Litter receptacles may not encroach upon the minimum required walkway widths.
- b. Litter receptacles may not be located within public rights-of-way except as permitted through an agreement with the City in a manner acceptable to the City Attorney or his/her designee.
- c. Number. The number and location of proposed litter receptacles shall be based on the type and size of the proposed uses. However, at a minimum, for non-residential uses, at least one external litter receptacle shall be provided for every 25 parking spaces for first 100 spaces, plus one receptacle for every additional 100 spaces. (Ord. 1547, 2007; Ord. 1604 § 52, 2011; Ord. 1613 § 12, 2013)

Response: No change to the existing solid waste and recycling storage areas proposed. Existing location and bin sizes sufficient as building additions will not generate any additional waste or recycling.

55.110 SITE ANALYSIS

The site analysis shall include:

A. A vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bike ways, transit stops and utility access.

Response: Vicinity map provided with architectural documentation on G0.0 - General Information sheet.

B. A site analysis on a drawing at a suitable scale (in order of preference, one inch equals 10 feet to one inch equals 30 feet) which shows:

- 1. The parcel boundaries, dimensions, and gross area.
- 2. Contour lines at the following minimum intervals:
 - a. Two-foot intervals for slopes from zero to 25 percent; and

- b. Five- or ten-foot intervals for slopes in excess of 25 percent.
3. A slope analysis which identifies portions of the site according to the slope ranges as follows:
 - a. Zero to 15 percent;
 - b. Sixteen to 25 percent;
 - c. Twenty-six to 35 percent;
 - d. Thirty-six to 50 percent;
 - e. Greater than 50 percent.
4. The location and width of adjoining streets.
5. The drainage patterns and drainage courses on the site and on adjacent lands.
6. Potential natural hazard areas including:
 - a. Floodplain areas;
 - b. Seeps and springs;
 - c. Landslide areas; and
 - d. Areas having a high erosion potential.
7. Resource areas including:
 - a. Wetlands;
 - b. Riparian corridors;
 - c. Streams, including intermittent and ephemeral streams;
 - d. Habitat conservation areas; and
 - e. Large rock outcroppings.
8. Potential historic landmarks and registered archaeological sites. The existence of such sites on the property shall be verified from records maintained by the Planning Department and other recognized sources.
9. Identification information including the name and address of the owner, developer, project designer, lineal scale and north arrow.
10. Identify Type I and II lands in map form. Provide a table which identifies square footage of Type I and II lands also as percentage of total site square footage. (Ord. 1408, 1998; Ord. 1425, 1998; Ord. 1442, 1999; Ord. 1463, 2000; Ord. 1526, 2005; Ord. 1544, 2007; Ord. 1565, 2008; Ord. 1590 § 1, 2009; Ord. 1613 § 13, 2013)

Response: Site analysis provided as required, see sheet L1.1

55.120 SITE PLAN

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

- A. The applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development.
- B. Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines.
- C. Streams and stream corridors.
- D. Identification information, including the name and address of the owner, developer, project designer, lineal scale and north arrow.
- E. The location, dimensions, and names of all existing and proposed streets, public pathways, easements on adjacent properties and on the site, and all associated rights-of-way.
- F. The location, dimensions and setback distances of all:
 - 1. Existing and proposed structures, improvements, and utility facilities on site; and
 - 2. Existing structures and driveways on adjoining properties.
- G. The location and dimensions of:
 - 1. The entrances and exits to the site;
 - 2. The parking and circulation areas;
 - 3. Areas for waste disposal, recycling, loading, and delivery;
 - 4. Pedestrian and bicycle routes, including designated routes, through parking lots and to adjacent rights-of-way;
 - 5. On-site outdoor recreation spaces and common areas;
 - 6. All utilities; and
 - 7. Sign locations.
- H. The location of areas to be landscaped. (Ord. 1442, 1999; Ord. 1613 § 14, 2013)

Response: Site plan provided as required, see sheet L1.2

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: 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.

55.130 GRADING PLAN

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

- A. The location and extent to which grading will take place indicating general contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.
- B. A registered civil engineer shall prepare a plan and statement that shall be supported by factual data that clearly shows that there will be no adverse impacts from increased intensity of runoff off site, or the plan and statement shall identify all off-site impacts and measures to mitigate those impacts. The plan and statement shall, at a minimum, determine the off-site impacts from a 10-year storm.
- C. Storm detention and treatment plans may be required.
- D. Identification, information, including the name and address of the owner, developer, project designer, and the project engineer. (Ord. 1463, 2000; Ord. 1613 § 15, 2013)

Response: Grading plan provided as required, see sheet L1.4. The civil engineer will provide storm drainage calculations to analyze the impacts of the proposed site modifications on the existing storm drain system for permitting for site development permitting. Storm drainage treatment shall be provided within the two treatment facilities as shown on the attached plan sheet P3.0 to provide treatment for portions of the parking lot pavement areas. There is currently no treatment of storm drainage runoff from the site. The site topography restricts the ability to treat all the storm water runoff.

55.140 ARCHITECTURAL DRAWINGS

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

Architectural drawings shall be submitted showing:

- A. Building elevations and sections tied to curb elevation;

- B. Building materials: color and type; and
- C. The name of the architect or designer. (Ord. 1408, 1998; Ord. 1613 § 16, 2013)

Response: Architectural drawings provided as required, see sheets A1.1 – A5.3.

55.150 LANDSCAPE PLAN

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

- A. The landscape plan shall be prepared and shall show the following:
 - 1. Preliminary underground irrigation system, if proposed;
 - 2. The location and height of fences and other buffering of screening materials, if proposed;
 - 3. The location of terraces, decks, patios, shelters, and play areas, if proposed;
 - 4. The location, size, and species of the existing and proposed plant materials, if proposed; and
 - 5. Building and pavement outlines.
- B. The landscape plan shall be accompanied by:
 - 1. The erosion controls that will be used, if necessary;
 - 2. Planting list; and
 - 3. Supplemental information as required by the Planning Director or City Arborist. (Ord. 1408, 1998; Ord. 1613 § 17, 2013)

Response: Landscape plan provided as required, see sheet L1.6

55.180 MAINTENANCE

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

Response: The applicant will provide continued maintenance of the on-site improvements as required.

55.190 SHARED OPEN SPACE

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

- A. The open space area shall be shown on the final plan and recorded with the Planning Director.
- B. The open space shall be conveyed in accordance with one of the following methods:
 1. By dedication to the City as publicly owned and maintained as open space. Open space proposed for dedication to the City must be acceptable to it with regard to the size, shape, location, improvement, and budgetary and maintenance limitations.
 2. By leasing or conveying title (including beneficial ownership) to a corporation, home association, or other legal entity with the City retaining the development rights to the property. The terms of such lease or other instrument of conveyance must include provisions suitable to the City Attorney for guaranteeing the following:
 - a. The continued use of such land for intended purposes.
 - b. Continuity of property maintenance.
 - c. When appropriate, the availability of funds required for such maintenance.
 - d. Adequate insurance protection.
 - e. Recovery for loss sustained by casualty and condemnation, or otherwise.
 3. By any method that achieves the objectives set forth in subsection (B)(2) of this section.

Response: This particular section is not applicable to the project. Open space is intended for the use of Youth Music School staff, students and their families. The general public will be welcome during special events.

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. Per the originally submitted and approved Conditional Use Permit and Class 1 Design Review (CUP-12-15/DR-12-18), The Youth Music Project's mission continues to be

providing 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 draw both students and parents to the Willamette Falls Drive area, and create more consumers and pedestrians around the central commercial district. Also, the Youth Music Project hosts occasional evening concerts to showcase student talent and regional musicians, which brings tourists, customers, and City residents to the district during the evening hours. It can be assumed that a portion of these attendees dine out and support local retail services during these times. All of these elements 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.

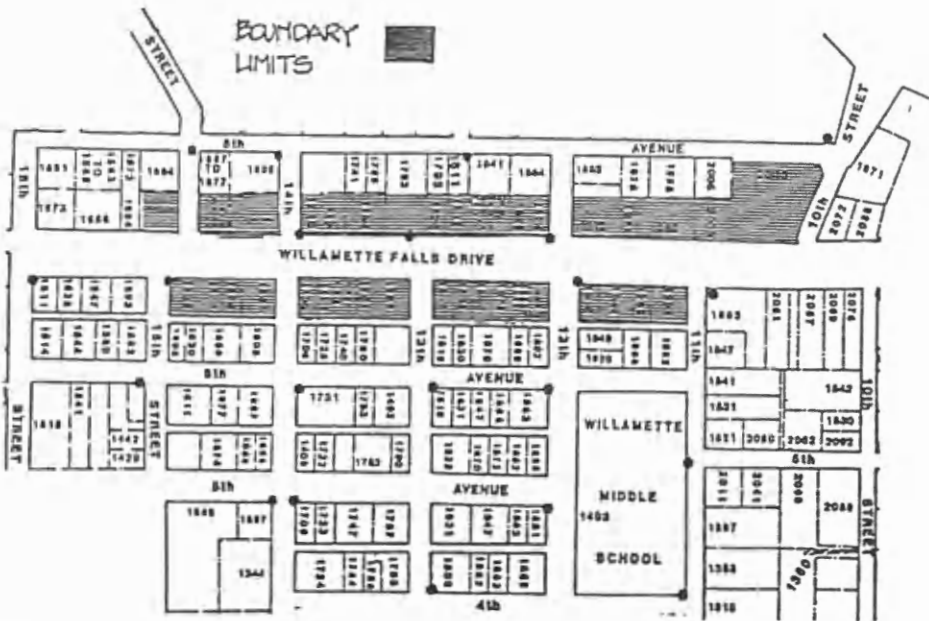
Response: The applicant is aware of the architectural standards sought by the district. Although the existing site and building currently do not meet all the design guidelines outlined in this chapter, the proposed additions/alterations are designed to reflect the existing building's architectural style, while addressing as many of the CDC design standards as possible.

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; Ord. 1614 § 10, 2013)

Response: The applicant is aware of the provisions that apply to all new commercial construction. Although the existing site and building currently do not meet all the design guidelines outlined in this chapter, the proposed additions/alterations are designed to reflect the existing building's architectural style, while addressing as many of the CDC design standards as possible.

58.070 APPLICATION AND SUBMITTAL REQUIREMENTS

- A. Applicants shall attend a pre-application conference if required by CDC99.030(B).
- B. The Director shall determine the appropriateness of the proposal and the completeness of the materials to be submitted. The Director may consult with members of the Historic Review Board in this process.
- C. The application is made with appropriate fees. A written narrative may be required explaining how the proposal meets the approval criteria.
- D. All applications for remodels and new construction shall require scaled elevation plans, site plans, and material and color board. (Ord. 1599 § 5, 2011)

Response: A pre-application conference was held on June 20, 2013 to discuss the general intent of the applicant to revise the site landscape/parking and add two new entry additions along with additional exterior revisions to the existing building. The applicant did receive formal notes from City Staff to guide this CPU and Class II design review submittal.

58.080 FEES

- A. New construction and major restoration projects shall be charged fees consistent with the adopted fee schedule for design review.

B. Minor restoration projects under \$50,000 valuation shall pay fees as directed by the adopted fee schedule.

C. Repainting and replacement of windows (Class B restoration) shall pay a fee as directed by the adopted fee schedule.

Response: The applicant is aware of the applicable fees and is prepared to pay them as required.

58.090 STANDARDS

A. Standards are needed to provide a clear and objective list of design elements that are needed to bring new construction and remodels into conformance with 1880 – 1915 architecture. Buildings of the period saw relatively few deviations in design. Consequently, the Historic Review Board will require conformance with the standards. Deviations or deletions from the standards are addressed in the variance procedure of this chapter.

B. The use of neo-designs or simply contextual designs which only attempt to capture the basic or generalized elements such as building line, massing and form, etc., is not acceptable.



CONTEXTUAL DESIGN,
AT RIGHT, IS NOT PERMITTED.
IT INCORPORATES ONLY A
FEW OF THE REQUIRED FEATURES.

Response: The applicant is aware of the design standards. Although the existing site and building currently do not meet all the design guidelines outlined in this chapter, the proposed additions/alterations are designed to reflect the existing building's architectural style, while addressing as many of the CDC design standards as possible.

C. The following standards shall apply to new construction and remodels.

1. Dimensional standards.

- a. Front: zero-foot setback. Building may not be set back from the property line unless it is consistent with predominant building line.

- b. Side and side street: zero-foot setback. Building may not be set back from the side property line except for side passageway, accessway, or stairway unless fire codes dictate otherwise. The setback shall not exceed six feet. The setback should be consistent with the rhythm of adjacent structures, or at least not deleterious to it.
- c. Rear: 20-foot setback. Setbacks between zero and 20 feet are permitted only if the applicant can demonstrate that he can successfully mitigate any impacts associated with the building in current and future uses as they would relate to abutting residential and other properties.
- d. Lot coverage: up to 100 percent of lot may be developed depending upon ability to mitigate impacts upon abutting residential and other uses.

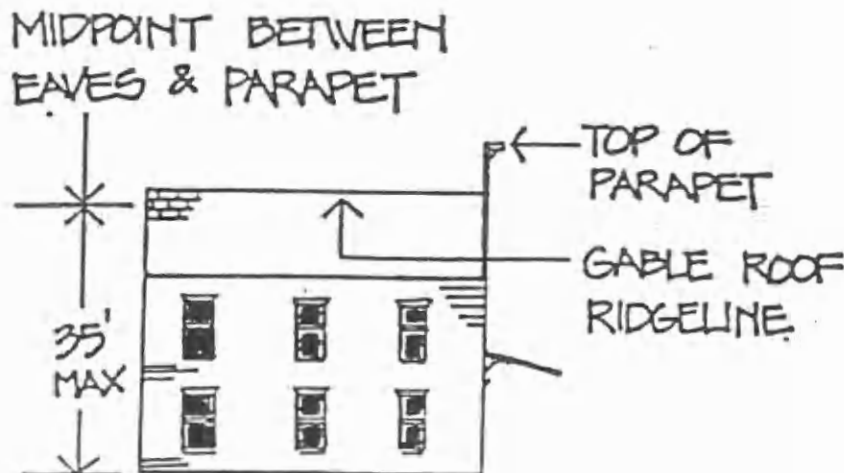
Response: The existing building is setback from the property line on all sides. Additions/alterations to the building respect this existing footprint so as not to delineate from the pre-existing rhythm of the structure, furthermore the additions are not significant enough to justify adjusting the entire building setback.

- 2. Minimum landscaping required. Sites in this district are exempt from landscaping requirements as identified in Chapter 54 CDC, Landscaping, with the exception of parking areas.

Response: The applicant is aware of the exemptions from landscaping, with the exception of parking area requirements as identified in Chapter 54, and addressed in this narrative.

- 3. Building height limitations. Maximum building height shall be 35 feet (as measured by this code), and two stories. False fronts shall be considered as the peak of the building if it exceeds the gable roof ridgeline.

Response: Proposed additions are within the existing building height.

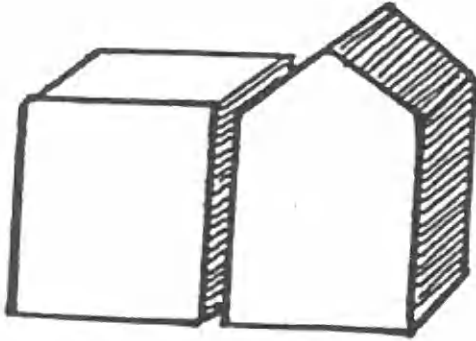


- 4. External ground level or first story minimum height. Ten feet to allow transoms.

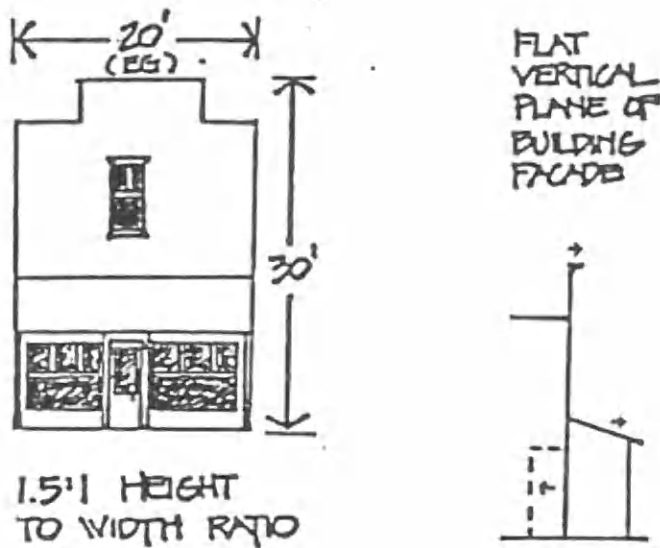
Response: No proposed change to the building height.

5. Roof form. Flat or pitched roofs. Pitched roof ridgeline shall run from the front of the building to the back.

Response: The existing building's roof does not currently meet this design guideline, the proposed additions/alterations are designed to reflect the existing building's roof form/style.



6. Building form, scale and depth. Building shall emphasize the vertical through narrow, tall windows (especially on second floor), vertical awning supports, engaged columns, and exaggerated facades creating a height-to-width ratio of 1.5:1.



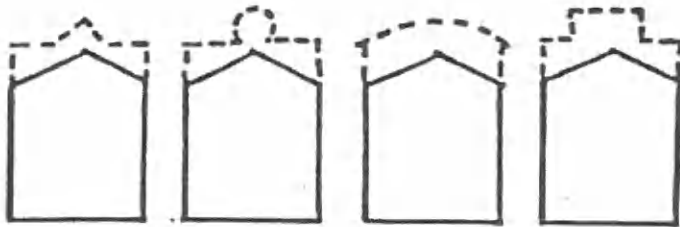
Building depth shall be flat, only relieved by awning and cornice projections and the indented doorway.

Response: Proposed changes include new vertical stained glass windows along the south side of the building, as well as a vertically emphasized addition at the north side, parking lot entry. The existing building depth is not flat, and thus the proposed alterations/additions have been designed to reflect the existing design.

7. Spacing and rhythm. Buildings shall follow a regular rhythm. Strong vertical breaks or lines should be regularly spaced every 25 to 50 feet.

Response: Proposed changes include a new color scheme to break down and vertically emphasized elements of the building.

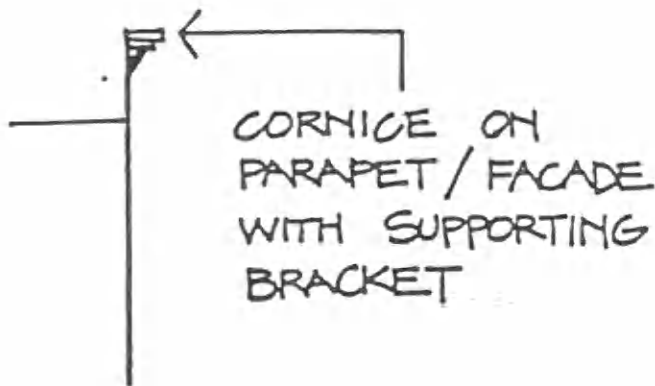
8. Facades. No gables, hipped, or pitched roofs shall be exposed to the street at the front. The "Western false front" shall be the preferred style although variations shall be allowed.



FACADES WERE
VARIED, BUT
WESTERN FALSE FRONT
DOMINATED

Response: The existing building's roof does not currently meet this design guidelines, the proposed additions/alterations are designed to reflect the existing building's roof form/style.

9. Cornice. Cornices shall be broad and may include regularly spaced supporting brackets. A cornice is not required, but preferred.



Response: The existing building does not include decorative cornices, but does have exposed beams, an element which is repeated in the proposed additions.

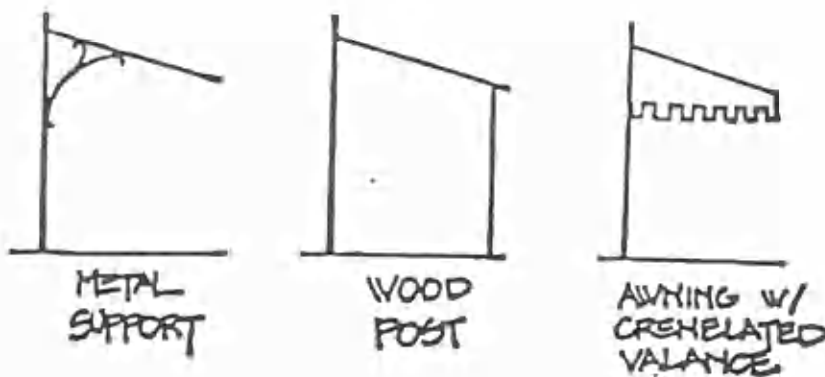
10. Building materials and orientation. Wood shall be the principal building material. Horizontal wood siding in one-inch by eight-inch dimensions shall be used for siding. Brick and certain concrete configurations are permitted only by a variance under CDC [58.090](#).

Response: The existing building's primary siding is that of vertically applied wood, board and batten style. Both entry additions being added to the existing building have materials applied in consideration of this existing application.

The proposed covered porch entry along Willamette Falls Drive is wood construction, with wooden columns and concrete column bases. The new entry addition at the north side parking lot is also of wood construction, with vertical glazing and concrete panels at the lower walls.

11. Awnings. All buildings shall have awnings extending out from building face. Awnings are preferred for micro-climate benefits. Ideally, the building will have both transom and awnings, although transoms are not required.

Awnings shall be either canvas or vinyl, or similar approved material, supported by an internal metal framework or metal or wood supported by a curved metal support, either attached to the building or a simple four-inch by four-inch wood post extending down to the outside of the sidewalk.



Awnings shall, therefore, extend beyond the front property line to the outside edge of the sidewalk, and shall possess a seven-foot clearance to the valance or any other part. The pitch of the awning shall be 10 to 40 degrees. No "bubble-type" awnings are permitted. No backlit awnings are permitted. Canvas or matte-finish vinyl, or similar approved material awnings, may be one-color or striped and shall have a free-hanging plain or crenelated valance. Canvas or matte-finish vinyl, or similar approved material awnings, should not be shared between two structures. Each structure should have its own awning.

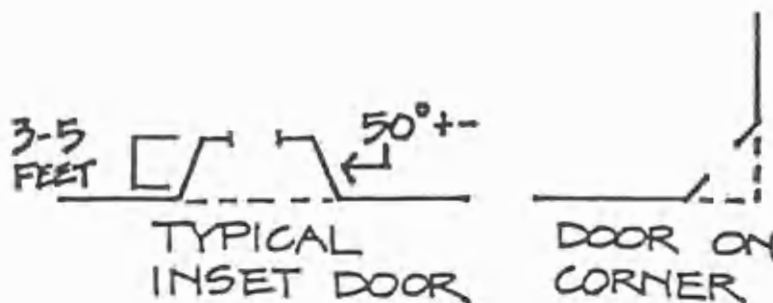
Response: The existing building does not include awnings, and no new awnings are proposed.

12. Extruded roofs. As a substitute for an awning, extruded roofs have a 10- to 40-degree pitch and extend one to two feet from the building face just above the transom windows where the first and second stories meet. The roof runs along the entire building frontage. Standard roofing materials are used. Transoms are required with extruded roofs.

Response: Both entry additions are being added to the existing building in consideration of the public's ease of access and comfort as well as the desire to create a stronger entry presence for the building. Although no "extruded roofs" as defined above are proposed, the new covered porch entry along Willamette Falls Drive will provide a much needed event entry, protected from the elements, and the entry addition at the parking lot includes an enlarged overhang, providing a protected entry for the public as well as an enclosed area for waiting.



13. **Doors and entryways.** The entryway shall be centered in the middle of the building at grade. The buildings on street corners may position their doors on the corner at an angle as depicted in the illustration. The doors may be single or double doors. The doors shall be recessed three to five feet back from the building line. Doors shall have glazing in the upper two-thirds to half of the door. Panels should decorate the lower portions. The entryway shall have windows all the way around at the same level as the other display windows. Wood doors are preferable although alternatives with a dark matte finish may be acceptable.



Response: The existing building's door and entryways do not currently meet this design guideline. The new covered porch entry along Willamette Falls Drive will provide a much needed event entry, protected from the elements, and the entry addition at the parking lot includes an enlarged overhang, providing a protected entry for the public as well as an enclosed area for waiting. New full lite doors and windows are proposed at both entries (new doors and windows are to be stained wood).

14. **Glazing.** Clear glass only. No mirrored or tinted glass. No films applied to glass. Lettering on glass is permitted (see subsection (C)(25)(b) of this section).

Response: Clear glazing proposed for typical new windows. New stained glass windows

proposed at south side elevation along Willamette Falls Drive in reference to the buildings original use as a church and to increase the visual interest and attractiveness of the building.

15. Display or pedestrian level windows. Shall extend across at least 80 percent of building front. The windows shall start one and one-half to two and one-half feet above grade to a height of seven to eight feet, and shall be level with the top of the height of the adjacent entryway area, excluding transom. A single sheet of glass is not permitted. The window shall be broken up into numerous sections, also known as lights. From 1880 onwards, the number of lights was generally no more than six in a pedestrian-level window. The frames may be wood or vinyl-clad wood, or other materials so long as a matte finish is possible.



MULTI-PANED PEDESTRIAN LEVEL WINDOWS

Response: The existing building's windows do not currently meet this design guideline. Proposed renovations include new wood windows at both entry additions to better engage the streetscape and pedestrian level and reflect the existing building's architectural style.

16. Second floor and other windows. Double- and single-hung windows proportionately spaced and centered should be used. Smaller square shaped windows may be permitted (one and one-half feet to two feet per side). A typical window should have a 3:1 height to width ratio for the glass area. There should be a minimum of two lights: "one over one" of equal size. "Two over one" or "four over one" is appropriate.



Response: The existing building's windows do not currently meet this design guideline. Proposed renovations include new windows that reflect the existing building's architectural style.

17. Wainscoting. Wainscoting shall be consistent with primary material of the building, typically wood.

Response: No wainscoting existing or proposed.

18. Shutters. Shutters are not allowed.

Response: No shutters existing or proposed.

19. Balconies. No balconies are permitted except on rear of building.

Response: No balconies existing or proposed.

20. Exterior stairs. Simple stairs are permitted on the rear or side of the building only.

Response: No exterior building stairs existing or proposed. Site access stairs proposed as illustrated in the attached drawings.

21. Roof mounted mechanical equipment. Equipment shall be screened from view on all sides by normal and consistent architectural features of the building. CDC 55.100(D), Privacy and noise, shall apply.

Response: No change to roof mounted mechanical equipment.

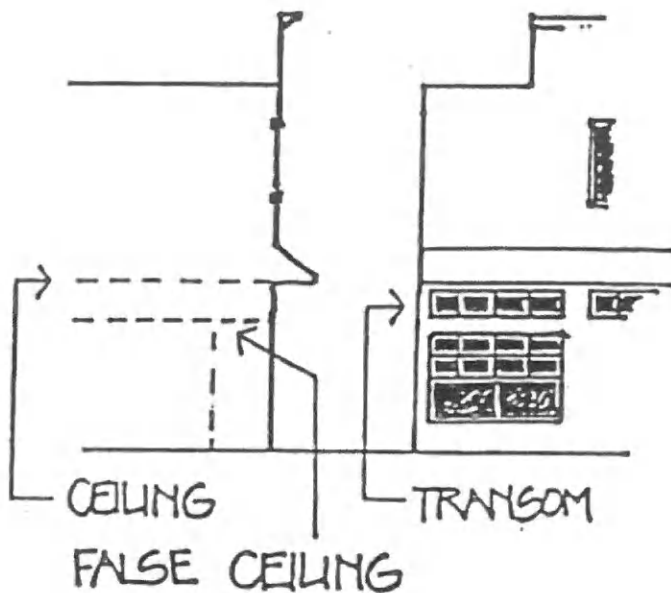
22. Air conditioning. No window types on avenue or street side are permitted. Window-mounted air conditioners are not allowed at rear where abutting residential.

Response: No window type air conditioning proposed.

23. Exterior lighting fixtures. Any lighting fixtures that can be traced to 1880 – 1915 period are permitted. Simple modern fixtures that are screened and/or do not attract attention are acceptable. Overly ornate fixtures of the Victorian era are to be discouraged.

Response: Proposed exterior light fixtures are of a simple modern style that does not attract attention.

24. Transoms. Transom windows are required with extruded roofs and optional with awnings. Transom windows shall cover the front of the building above, but not beyond, the main display windows and the entryway area. Transoms should be broken up into sections every six inches to three feet in a consistent and equal pattern. Height should not exceed three feet. Transoms may or may not open. False ceilings are allowed behind the transoms.



Response: No transoms proposed.

25. Planters. No planters are allowed.

Response: No planters proposed.

26. Paint colors. Body color typically included white, cream, or a light, warm color of low intensity. Accents, trims, windows, etc., should be dark-colored. Contrasting colors should be compatible. Existing colors shall not enjoy protected status when repainting is proposed. A palette or color wheel of acceptable 1880 – 1915 period colors shall be the basis for color selection. No other colors are allowed. The palette is available at the Planning Department.

Response: Proposed color pallet is that of subdued brown earth tones, with a neutral/medium saturation for the main body colors, and a darker grey/blue accent for the trim of the building. There will also be natural stained wood accents located at both new additions, in the way of new wood and glass doors, windows and exposed T&G decking at the underside of the roofs.

27. Ornamental or advertising flags, pennants, or banners. Not permitted on buildings.

Response: No advertising flags, pennants or banners proposed.

28. New materials. Permitted where it is demonstrated that new material visually replicates originally required material, except siding, which must be wood. (Ord. 1391, 1996; Ord. 1401, 1997; Ord. 1604 § 59, 2011; Ord. 1613 § 18, 2013)

Response: The existing building's primary siding is that of vertically applied wood, board and batten style. Both proposed entry additions have materials applied in consideration of this existing application.

The proposed covered porch entry along Willamette Falls Drive is wood construction, with wooden columns and concrete column bases. The new entry addition at the north side

parking lot is also wood construction, with vertical glazing and concrete panels at the lower walls.

58.110 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 per CDC 99.325. (Ord. 1589 § 1 (Exh. A), 2010)

Response: The applicant is aware of the timeline in which substantial construction must occur and the requirements for extension should it be deemed necessary.

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 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 continues to be 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: In 2012 application CUP-12-05/DR-12-18 was approved, allowing the Youth Music Project to operate at the subject site in the Willamette Falls Drive Commercial Overlay zone. As this is an approved Conditional Use, any change to the site plan requires a new application for Conditional Use approval, per Community Development Code (CDC) 60.050(B). The applicant is aware that the continued 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: The continued conditional use (as per the original application CUP-12-15/DR-12-18) remains as a "Community Center for cultural events" as defined in the above use table. The applicant is aware that the continued 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.

Response: No changes to the lot lines or size are proposed.

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.

Response: The required yard dimensions and set backs will be maintained.

- 5. The maximum building height shall be two stories above grade, or 35 feet, whichever is less.

Response: The proposed additions are within the existing buildings maximum height.

- 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 existing lot is 0.94 of an acre (approximately 40,950 square feet). The existing building's complete floor area is approximately 12,500 square feet, with 6,000 square feet at the lower level and 6,500 square feet at the upper level. The proposed additions include a 750 square foot enclosed entry at the lower level and a 320 square foot open entry at the upper level, which would bring the total building square footage to approximately 13,250 square feet (as the open entry does not apply). Although the existing lot and building size do not comply with the requirements of this section, they are proportionally in line with the allowable floor area ratio of 0.4 and remain to be with the proposed additions.

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.

Response: No new sidewalks proposed.

- 3. Off-street parking shall be behind, under, or on the side of building.

Response: The off-street parking is located along the back side of the building with proposed revisions to better address buffering from the street and right of way.

4. Garages shall not extend any closer to the street than the street-facing facade of the house.

Response: No garages proposed.

5. There shall be no illuminated outdoor advertising on accessory buildings, equipment, or vending machines

Response: None proposed.

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)

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 9:00 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. The existing 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 previously identified from the approved CUP-12-15/DR-12-18, 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: The continued conditional use (as per the original application CUP-12-15/DR-12-18) remains a "Community center for cultural events" as defined in the above use table. The applicant is aware that the continued approval is discretionary with the Planning Commission. All applicable code sections and submittal requirements are 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 a permit to enlarge/alter a non-conforming structure pending approval of the Conditional Use Permit and Class II 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 a permit to enlarge/alter a non-conforming structure pending approval of the Conditional Use Permit and Class II 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 continued use to allow a community music center and its supporting uses. 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 II 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. This CUP request is simply for the continued use to allow a community music center and its supporting uses. All CDC sections addressed in this narrative provide evidence to support this CUP request. The applicant will work with City Staff and Commission in regards to the proposed site work and exterior modifications requested.

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. Architectural, landscape and civil drawings provided as required, see attached.

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: The applicant is aware of the non-conforming structures requirements and will be submitting for a permit to enlarge/alter a non-conforming structure pending approval of the Conditional Use Permit and Class II design review.

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 660-0120045(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 the original Transportation Assessment prepared by Kittelson & Associates, Inc. which addresses historic transportation trip generation as well as levels of service for the surrounding area as required for the originally submitted and approved Conditional Use Permit and Class 1 Design Review (CUP-12-15/DR-12-18). 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 continued 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 continued use to allow a community music center and its supporting uses. The proposed traffic demand management mitigation strategy will continue to work so that the local transportation network will not be further worsened by the proposed community music center proposal.

III. CONCLUSION

As demonstrated by the responses provided in this narrative and the supporting exhibits and the attached drawings, the applicant meets all provisions applicable to Conditional Use Permitting and Class II Design Review approval.

As previously discussed and approved by Tom Soppe at the City of West Linn, because this application is for an expansion of square footage not related to an expansion of trips (no increase in assembly capacity, etc.) a new traffic study per the traffic study provisions of CDC Section 85.170(B)(2) is not required. For reference, included is the originally approved Transportation Assessment drafted by Kittelson & Associates, Inc., addressing trip generation and implemented traffic demand management approaches to limit peak hour trips into and out of the site.

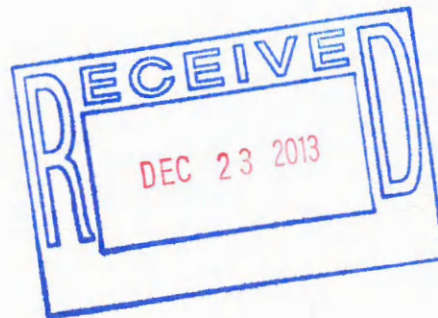
As an organization, Youth Music Project provides a well-respected non-profit in the Willamette Falls commercial area that brings more users and visitors to the area. Based on input received from the Willamette Neighborhood Association meeting held on August 14th 2013, this project continues to be fully supported with all proposed alterations/revisions identified as greatly improving the existing site and building, providing a much better face to the community. Therefore, the applicant requests both CUP and Class II design review recommendation for approval to the Planning Commission.

Youth Music Project

West Linn, Oregon

An Application For:
Conditional Use Permit
Class II Design Review
Submitted November 12, 2013

Supplemental Information
In response to November 26 Letter:
City of West Linn List of Incomplete Items
Submitted December 23, 2013



Applicant:
Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Prepared by:
Siteworks Design|Build
1255 NW 9th Ave, # 17
Portland, Oregon 97209
Phone: 503-230-2337
Fax: 503-241-6596

Lic/bond/ins CCB# 113920

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ATTACHMENT A: NEIGHBORHOOD MATERIALS

ATTACHMENT B: APPLICATION FORM – PERMIT AND VARIANCES

ATTACHMENT C: CIVIL ENGINEERING MEMO – PROPERTY DRAINAGE

ATTACHMENT D: LANDSCAPE DRAWINGS

- L1.2 SITE PLAN
- L1.4 GRADING PLAN

ATTACHMENT E: CIVIL ENGINEERING DRAWINGS

- P3.0 STORM DRAIN PLAN
- P3.1 STORM DRAIN NOTES AND DETAILS
- P4.0 EROSION CONTROL PLAN
- P4.1 EROSION CONTROL NOTES AND DETAILS

I. INTRODUCTION

General Information

Applicant:

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Property Owner

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Applicant's Representative

Siteworks Design|Build
1255 NW 9th Ave.
Portland, OR 97209
Phone: (503) 230-2337
Contact: Jessamyn Griffin
Jessamyn@siteworksportland.com

Tax Lot Information:

Tax Lot 0100 on Map 31E02BA0

Location:

NW Corner of Willamette Falls &
10th Street West Linn, Oregon

Current Zoning Districts:

Mixed Use (MU)

Project Site Area:

+/-0.94 acres



II. SUMMARY OF RESPONSE

The applicant is seeking Conditional Use, Enlargement/Alteration to a Non-conforming Structure and Class II Design Review approval to allow for revisions to the existing Youth Music Project building and site, located at Willamette Falls and 10th Street in West Linn. In response to the City of West Linn list of Outstanding Items required for Design Review approval, the enclosed documents, narratives, and supplemental material are provided, arranged in the order outlined in the November 26, 2013 West Linn Incomplete List, and by West Linn CDC Section Number:

99.038 (E)

Submit all neighborhood meeting materials listed in this section

Response:

See Attachment A – Neighborhood Materials:

- Copy of letter to president of neighborhood association & property owners
- Affidavit of mailing and mailing list containing names and addresses of owners/residents (have list, still need to make affidavit)
- Copy of posted notice at property
- Copy of Neighborhood Meeting presentation
- Copy of Meeting minutes
- Audio tape of meeting (enclosed / attached on delivery)

58.090(C)(1)(a)

The building is not conforming to this provision; the changes will make it less non-conforming but still non-conforming.

- Please apply for a permit to Enlarge/Alter a Non-Conforming Structure for a \$3,000 fee,
- Responding in narrative form to Section 66.080(B). This must be done concurrently with the CUP/DR application as they regard the same proposed changes.

Response:

- See Attachment B - Development Review Application Form
- See Enclosed Section III – Narrative Response: Permit to Enlarge / Alter a Non-Conforming Structure
- \$3,000 Application fee (enclosed / attached on delivery)

58.090(C)(8)

The plan adds a new gable in front. This does not conform to this section. The building front and rear is already non-conforming to this section, so this can be addressed in the Non-Conforming permit discussed in the previous item. But adding an additional gable would increase the non-conformity, so a Class II Variance is necessary (\$2,900 fee and responding to 75.060 criteria). Alternately the plans could be changed so the addition does not have a gable, e.g. giving it a flat or hip roof compatible with Chapter 58 criteria.

Response:

- See Attachment B - Development Review Application Form
- See Enclosed Section V – Narrative Response: Class II Variance
- \$2,900 Application fee (enclosed / attached on delivery)

60.070(A)(1)(a & b)

Respond to these criteria specifically, since they touch on the effects of new additions more than the other 60.070(A) criteria.

Response:

- See Enclosed Section III – Narrative Response: Permit to Enlarge / Alter a Non-Conforming Structure

60.080(B)(1)

Provide the subdivision name, block, and lot number or the section, township, range, and tax lot number on the site plan.

Response:

- See Attached Attachment C – Site Plan
Please Note: Per city of West Linn files, no such documentation exists for subdivision name, block, township or range. The following was available and has been added to enclosed Site Plan: "Willamette tracts, MAP# 31E02BA TAX LOT 100"

55.100(A)(9)

Regardless of compatibility issues, differing from the sign regulations of Chapter 58 also requires a variance. This would be a Class I Variance. Unless you were to alter or no longer propose the signs, please pay the \$825 Class I Variance fee and respond to the 75.060 criteria with respect to this issue also.

Response:

- See Attachment B - Development Review Application Form
- See Enclosed Section IV – Narrative Response: Class I Variance
- \$825 Application fee (enclosed / attached on delivery)

55.100(A)(10)

The parking lot landscaping is non-conforming and is proposed to be changed in a way that makes it still non-conforming, but less so. Like what was discussed for 58.090(C)(1)(a) above, this requires the permit to Enlarge/Alter a Non-Conforming Structure. It can be covered under the same application and related fee for this permit, under which the 58.090(C)(1)(a) issue is covered (meaning you only need to apply for one permit to Enlarge/Alter etc. even though this will cover more than one issue).

Response:

- See Attachment B - Development Review Application Form
- See Enclosed Section III – Narrative Response: Permit to Enlarge / Alter a Non-Conforming Structure

55.100(B)(6)(e)

The permit to Enlarge/Alter a Non-Conforming Structure should also cover this issue because this is another section for which the building will be changed to be more conforming, but will still be non-conforming.

Response:

- See Attachment B - Development Review Application Form

- See Enclosed Section III – Narrative Response: Permit to Enlarge / Alter a Non-Conforming Structure

55.120(G)(7)

Put sign locations on site plan (i.e. indicating on building footprint edge where they will be, etc.).

Response:

- See Attachment D – Landscape Drawings: L1.2 Site Plan

55.130(B)

Put engineering stamp on grading plan to show that it is prepared by registered civil engineer. Have engineer provide data statement as described in this section.

Response:

See Attachment C – Engineering Submittal:

- Property Drainage Memo
- Civil Engineering Data Statement

See Attachment E – Civil Drawings:

- P4.0 Stamped Erosion Control Plan
- P4.1 Erosion Control Notes and Details

ENGINEERING

Submit a storm drainage report. Since the building is being expanded, new impervious area must be included in the report.

Response:

See Attachment C – Engineering Submittal:

- Property Drainage Memo/Storm Drainage Report
- Civil Engineering Data Statement

See Attachment E – Civil Drawings:

- P3.0 Storm Drain Plan
- P3.1 Storm Drain Notes and Details

TRAFFIC

Address that there will be no more traffic in relation to previous approval.

Response:

Changes to Design Review Submittal not required, per below considerations:

- Zero increase in planned enrollment / attendance = Zero increase in traffic.
- Proposed Additions to Building Area are vestibules only, and do not add to existing Building Occupancy.

III. NARRATIVE – PERMIT TO ENLARGE / ALTER NON-CONFORMING STRUCTURE

CDC Section: 60.070(A)(1)(a & b) – Conditional Use Approval Standards and Conditions – Adequate area for needs of proposed use and for aesthetic design treatment to mitigate possible adverse effect from the use on surrounding properties and uses.

Issue: The effect of New Additions on Conditional Use Approval

Response: The design under review proposes an enhancement and functional upgrade to the building exterior and surrounding landscape of the Youth Music Project, with no change or addition to its existing approved use. As such, the design proposes not merely to conform, but to improve upon the conditions listed in this section.

60.070(A)(1)a – 'Adequate area...': The proposed design improves this standard by providing improved and increased site access, function, circulation, ADA compliant entry paths and parking stalls, new entry vestibules providing safe public access and clear, identifiable entry points for students and visitors, and new secure outdoor areas for better student and staff use.

60.070(A)(1)b – 'Aesthetic design treatment to mitigate effect on surrounding properties and uses...': Current effects of the existing building and site on surrounding properties can be described as aloof and under-utilized, resulting in an unwelcoming end-piece to an otherwise vibrant Willamette Falls Drive streetscape. The proposed design solves this dilemma and improves upon the approval standard by providing increased landscaping, sculpture/art installations, exterior plazas, contextually respectful porticoes, enhanced entries, and improved exterior paint colors to provide a stronger, more positive community identity for the institution, re-connecting its streetscape to the neighborhood and anchoring its presence as a positive addition and cultural amenity to the Willamette Falls Drive Commercial District.

The proposed design has received unanimous approval from the Willamette Neighborhood Association in their August 14, 2013 meeting.

CDC Section: 58.090(C)(1)(a) – Willamette Falls Drive Commercial District Design Standards: Dimensional Standards: Front: zero-foot setback.

Issue: "The building is not conforming to this provision; the changes will make it less non-conforming but still non-conforming."

Response (Section 66.080(B)): The Design subject to review proposes an enlargement to an existing non-conforming structure containing a conforming use. Under Section 66.080(B)(2) "The enlargement, in and of itself, does not meet all provisions of the code... will not change the non-conformity, (but) all other applicable ordinance provisions will be met." The existing structure, designed and built prior to the implementation of the Design Standards, is set back substantially and at an angle from its street frontage along Willamette Falls Dr. Its existing entrance at this street frontage is currently under-emphasized and denies any sense of presence or identity to the streetscape. While not shifting this frontage up to the zero-foot setback standard, the proposed design follows the intent of the Standard and brings the building closer to conformance by enhancing the sense of entry and greatly improving the pedestrian experience, safety, and access

to the entrance at this façade with a gabled portico and improved landscape features and pathways that meet current building and accessibility code, and contextually respect the building's existing architecture (55.100.B.6).

CDC Section: 55.100(A)(10) – Class II Design Review Approval Standards – Landscaping, per CDC Chapter 54

Issue: "The parking lot landscaping is non-conforming and is proposed to be changed in a way that makes it still non-conforming, but less so."

Response: The Design under review proposes to modify the existing parking lot and landscaping. Under Section 66.080.B.2: "If the enlargement, in and of itself, does not meet all provisions of the code, review and approval by the Planning Director for single-family structures, and by the Planning Commission for non-single-family structures under the provisions of CDC 99.060(B) is required subject to the following standards. a. The enlargement or alteration will not change the non-conformity; and all other applicable ordinance provisions will be met". The existing parking area landscaping has been modified to respond to new requirements of access to the building. The parking spaces on the south edge of the lot are proposed to be flipped closer to the building and the slope of the parking lot reduced by adding a curb wall and hedge set back from the sidewalk. The proposed adjustments to the parking landscape include decreasing paved area in order to increase the landscaping around the parking lot by approximately 1,500 sf, adding a 24" wide planter/buffer strip along 8th avenue, replacement of rock fill with trees and plantings at ROW, and new trees along west parking/property line.

Per Section 54.020.E.3.a the requirement is: "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." Landscape areas and stormwater mitigation structures are being added to partially conform to the interior parking lot standards, however the location of the existing structure renders it impractical to provide the minimum square footage of interior landscape and parking lot trees. The improvements will greatly improve the landscape quality of the site, buffering of the parking to the street, and greatly reduce the surface runoff characteristics of the site.

Per Section 54.020.E.3.b " The landscaped areas shall not have a width of less than five feet" The width requirements of the parking lanes, pathways and existing structures do not allow for a full five foot width of the buffer. However the landscape areas are maximized and greatly improve the quality and amount of landscaped areas where feasible.

Per Section 54.020.E.3.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." The design complies with this requirement.

Per Section 54.020.E.3.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." The width of the new buffer along the north edge of the site is less than 10 feet in width. The proposed buffer is 4.75 feet in width and contains a proposed hedge to fill to 3 feet in height with vegetative groundcover. Due to limitations indicated above the width is less than 10' but provides an improved buffer condition to the existing condition. Street trees are added outside the sidewalk at a spacing of less than 50'.

Per Section 54.020E.3.d, "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." The existing site is bordered on three sides by streets. The main street frontage (along Willamette Falls Drive) is comprised of the upper building entry elevation and landscaping. The arterial street frontage (along 10th St.) is comprised of the side building elevation and landscaping, although the parking lot here does not exceed 50% of the lineal frontage, a proposed 25' wide landscape berm/buffer at the corner of 10th St. and 8th Ave, would contribute to the overall parking lot buffering and help to bring the site into better general compliance with these requirements.

Section 54.020.E.3.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. For the width limitations indicated above the 5 foot minimum is not attained but the intent of the buffer requirement is provided.

The remaining sections of the 54.020 Approval criteria are not related to the parking lot, or have been met by the proposed design.

CDC Section: 55.100(B)(6)(e) – Class II Design Review Approval Standards – Relationship to the natural and physical environment – Architecture – Window percentage at main front elevations of commercial and office buildings

Issue: "this is another section for which the building will be changed to be more conforming, but will still be non-conforming."

Response (Section 66.080(B)): The Design subject to review proposes an alteration to an existing non-conforming structure containing a conforming use. Under Section 66.080(B)(2) "The enlargement, in and of itself, does not meet all provisions of the code... will not change the non-conformity, (but) all other applicable ordinance provisions will be met." Existing conditions of the building do not meet the requirements for Commercial or Office building window design, however the proposed design upgrades the building closer to conformance by including new windows at both entry additions to better engage the streetscape and pedestrian level. Clear glazing is proposed for typical new windows. New stained glass windows proposed at south side elevation along Willamette Falls Drive in reference to the building's original use as a church and to increase the visual interest and attractiveness of the building.

IV. NARRATIVE – CLASS I VARIANCE

CDC Section: 55.100(A)(9) – Class II Design Review Approval Standards – Signs, per CDC Chapter 52

Issue: "Regardless of compatibility issues, differing from the sign regulations of Chapter 58 also requires a (Class I) variance."

Response: The applicant requests approval for three wall mounted signs, all of which comply with the 10% max sf. ft. of the relative building elevation. The applicant requests a variation from the sign type-face requirements. The strict adherence to Section 52.210.K *Signs in the Willamette Falls Drive Commercial District* should not apply, as it would not suit compatibility with the existing architectural style. The applicant is requesting approval for new signage based on complimenting the architecture of the existing building, and identity of the Youth Music Project.

Per Variance Approval Standards 75.060:

A. *"Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this code, topography, or other circumstances over which the applicant has no control."*

Response: The existing siting, massing, and architectural style of the building differs significantly from other properties in the Willamette Falls Drive Commercial District, from which the Design Standards are derived, posing an "exceptional or extraordinary circumstance...over which the applicant has no control". In order to remain compatible with the architectural style of the building, the proposed signage type-face differs from the strict requirements in Section 52.210.K to a more immediately contextual style, while conforming with all other signage standards.

B. *"The variance is necessary for the preservation of a property right of the applicant, which is substantially the same as a right possessed by owners of other property in the same zone or vicinity."*

Response: The proposed design applies to this standard insofar as it requests the ability to post signage and identify the property use to the same quantitative extent as that enjoyed by surrounding properties, and to provide signage which is compatible with its supporting architecture.

C. *"The authorization of the variance will not be materially detrimental to the purposes and standards of this code, will not be inconsistent with all other regulatory requirements, and will not conflict with the goals and policies of the West Linn Comprehensive Plan."*

Response: The proposed design meets all other standards of Section 52, 58, and the CDC, differing from the standards only in its typeface, which will be more compatible with the supporting architecture of the building.

D. *"The variance request is the minimum variance which would alleviate the exceptional and extraordinary circumstance."*

Response: The proposed design meets all other standards of Section 52, 58, and the CDC, differing from the standards only in its typeface, which will be more compatible with the supporting architecture of the building. Its non-conformity is minimal in variance from the standard, while alleviating the "exceptional and extraordinary circumstance" posed by the building's unique siting and architectural style. By remaining consistent with the supporting

style, the signage typeface avoids the imposition of an incongruent image at the property, which in turn avoids the possibility of undermining the aesthetic goals of the Willamette Falls Drive Commercial District Design Standards.

E. *"The exceptional and extraordinary circumstance does not arise from the violation of this code."*

Response: The "exceptional and extraordinary circumstance" posed by the existing siting and architectural style of the building pre-dates the implementation of the Willamette Falls Drive Commercial District Design Standards, and therefore does not arise from a violation of a code which did not exist at the time of its design and construction.

F. *"The variance will not impose physical limitations on other properties or uses in the area, and will not impose physical limitations on future use of neighboring vacant or underdeveloped properties as authorized by the underlying zoning classification. (Ord. 1442, 1999)"*

Response: As the proposed variance applies only to a change in signage type-face confined to the building face and the immediate property, the proposed variance does not impose physical limitation on other properties, and on future use of neighboring vacant or underdeveloped properties.

V. NARRATIVE – CLASS II VARIANCE

CDC Section: 58.090(C)(8) – Willamette Falls Drive Commercial District Design Standards – New Construction and Remodels – Facades

Issue: “The plan adds a new gable in front. This does not conform to this section. The building front and rear is already non-conforming to this section, so this can be addressed in the Non-Conforming permit discussed in the previous item. But adding an additional gable would increase the non-conformity.”

Response: The design at issue proposes an enhancement and functional upgrade to the building exterior and surrounding landscape of the Youth Music Project, with no change or addition to its existing approved use. The existing building’s roof does not currently meet the Willamette Falls Drive Commercial District Design Standards. The proposed additions/alterations are designed to reflect the existing building’s roof form/style, and therefore pose a variance to these standards. The applicant proposes that enhancing and upgrading the building in a manner which is consistent with and respectful of its existing style will optimize its beneficial impact on the surrounding neighborhood, announcing its cultural presence in a positive manner, and providing a clear and easily identifiable entry and access path for visitors and students. Despite the non-conformance of the gabled portico and vestibules at-issue, their proposed design has received unanimous approval from the Willamette Neighborhood Association in their August 14, 2013 meeting.

Per Variance Approval Standards 75.060:

A. *“Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this code, topography, or other circumstances over which the applicant has no control.”*

Response: The existing siting, massing, and architectural style of the building differs significantly from other properties in the Willamette Falls Drive Commercial District, from which the Design Standards are derived, posing an “exceptional or extraordinary circumstance...over which the applicant has no control”. In order to remain compatible with the architectural style of the building, the proposed gable entry differs from the strict requirements of Section 58.090(C)(8) to a style and form more consistent with the building’s existing roofline.

B. *“The variance is necessary for the preservation of a property right of the applicant, which is substantially the same as a right possessed by owners of other property in the same zone or vicinity.”*

Response: The proposed design applies to this standard insofar as it requests the ability to make functional improvements and upgrades to the property, compatible with its supporting architecture, to the same extent as that afforded to surrounding properties.

C. *“The authorization of the variance will not be materially detrimental to the purposes and standards of this code, will not be inconsistent with all other regulatory requirements, and will not conflict with the goals and policies of the West Linn Comprehensive Plan.”*

Response: The proposed design meets all other standards of the CDC, notably Section 55.100(B)(6)(a):

“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.”

While the existing building's massing and architecture preclude inclusion of compatibility with "adjoining sites" and "surrounding buildings" (see "exceptional and extraordinary circumstance", part (a) above), the proposed design meets all other criteria for Contextual design described in the section, and therefore is consistent with all other regulatory requirements and will not conflict with the goals and policies of the West Linn Comprehensive Plan.

- D. *"The variance request is the minimum variance which would alleviate the exceptional and extraordinary circumstance."*

Response: The proposed design meets all other standards of Section 55, 58, and the CDC, differing from the standards only in its gable shape--will be more compatible with the supporting architecture of the existing building. Its non-conformity is minimal in variance from the standard, and alleviates the "exceptional and extraordinary circumstance" posed by the building's unique siting and architectural style by improving its street presence and providing a more clear and legible pedestrian entry sequence, thus bringing the "exceptionally" sited building into greater conformance with the storefront, setback, and building entry goals established by the Willamette Falls Drive Commercial District Design Standards.

- E. *"The exceptional and extraordinary circumstance does not arise from the violation of this code."*

Response: The "exceptional and extraordinary circumstance" posed by the existing siting and architectural style of the building pre-dates the implementation of the Willamette Falls Drive Commercial District Design Standards, and therefore does not arise from a violation of a code which did not exist at the time of its design and construction.

- F. *"The variance will not impose physical limitations on other properties or uses in the area, and will not impose physical limitations on future use of neighboring vacant or underdeveloped properties as authorized by the underlying zoning classification. (Ord. 1442, 1999)"*

Response: As the proposed variance applies to a minor addition to the building's street frontage, which is designed to reflect the building's architectural style and scale, and not dominate or noticeably enlarge its perceived existing mass and roofline. As this proposed variance is confined to the building's face and the immediate property and is contained within its overall height and massing, it does not impose physical limitation on other properties, and on future use of neighboring vacant or underdeveloped properties.

VI. CONCLUSION

As demonstrated by the responses provided in this narrative and the supporting exhibits and the attached drawings, the applicant meets all provisions applicable to the West Linn Incomplete List of November 26, 2013, for Completion of the Design Review Submittal and Conditional Use Permitting and Class II Design Review approval.

As an organization, Youth Music Project provides a well-respected non-profit in the Willamette Falls commercial area that brings more users and visitors to the area. Based on input received from the Willamette Neighborhood Association meeting held on August 14th 2013, this project continues to be fully supported with all proposed alterations/revisions identified as greatly improving the existing site and building, providing a much better face to the community. Therefore, the applicant requests both CUP and Class II design review recommendation for approval to the Planning Commission.

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT	PROJECT No(s). JA-14-02	
NON-REFUNDABLE FEE(S) 1450-	REFUNDABLE DEPOSIT(S) 0	TOTAL 1450-

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 type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Lot Line Adjustment (LLA) */** | <input type="checkbox"/> Time Extension * |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Minor Partition (MIP) (Preliminary Plat or Plan) | <input checked="" 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 Ave. West Linn, OR 97068	Assessor's Map No.: 31E02BA0
	Tax Lot(s): 0100
	Total Land Area: 0.94 acres

Brief Description of Proposal: Per Design Review (DR) and Conditional Use (CUP) application for this location, dated 12 Nov. 2013: Variance, Class II: Required narrative explaining how proposed work meets Approval Criteria in CDC Section 75.060.

Applicant Name: Jessamyn L. Griffin (Owner's Approved Representative) <small>(please print)</small> Address: 1255 NW 9th Ave. #17 City State Zip: Portland, OR 97209	Phone: 503 230 2337 Email: jessamyn@siteworksportland.com
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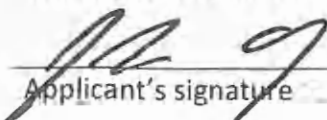
Owner Name (required): Marie Lamfrom Charitable Foundation <small>(please print)</small> Address: 2015 8TH Ave. City State Zip: West Linn, OR 97068	Phone: 503 616 5967 Email:
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Consultant Name: <small>(please print)</small> Address: City State Zip:	Phone: Email:
---	------------------

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

* No CD required / ** Only one 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.

	1/21/2014	SAME AS APPLICANT (AUTHORIZED AGENT)	1-21-14
Applicant's signature	Date	Owner's signature (required)	Date

Youth Music Project

West Linn, Oregon

An Application For:
Conditional Use Permit
Class II Design Review
Submitted November 12, 2013

Supplemental Information
Narrative: Class II Variance
CDC Section 58.090(C)(14)

Applicant:
Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Prepared by:
Siteworks Design|Build
1255 NW 9th Ave, # 17
Portland, Oregon 97209
Phone: 503-230-2337
Fax: 503-241-6596

Lic/bond/ins CCB# 113920

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I. INTRODUCTION 1

II. NARRATIVE – CLASS II VARIANCE 2

ATTACHMENT A: APPLICATION FORM – CLASS II VARIANCE

I. INTRODUCTION

General Information

Applicant:

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Property Owner

Marie Lamfrom Charitable Foundation
2015 8th Avenue, Suite 202
West Linn, OR 97068
Phone: (503) 616-5967
Contact: Charles Lewis

Applicant's Representative

Siteworks Design|Build
1255 NW 9th Ave.
Portland, OR 97209
Phone: (503) 230-2337
Contact: Jessamyn Griffin
Jessamyn@siteworksportland.com

Tax Lot Information:

Tax Lot 0100 on Map 31E02BA0

Location:

NW Corner of Willamette Falls &
10th Street West Linn, Oregon

Current Zoning Districts:

Mixed Use (MU)

Project Site Area:

+/-0.94 acres



II. NARRATIVE – CLASS II VARIANCE

CDC Section: 58.090(C)(14) – Willamette Falls Drive Commercial District Design Standards – New Construction and Remodels – Glazing

Issue: “Clear glass only. No mirrored or tinted glass. No films applied to glass. Lettering on glass is permitted (see subsection (C)(25)(b) of this section).”

Response: The design at issue proposes an enhancement and functional upgrade to the building exterior and surrounding landscape of the Youth Music Project, with no change or addition to its existing approved use. As a church, the original building’s stained glass windows did not meet the Willamette Falls Drive Commercial District Design Standards. Clear glazing—conforming to the Design Standard is proposed for typical new windows, with the exception of new replacement stained glass windows at the south side elevation. The proposed additions/alterations are designed to reference and respect the building’s original ecclesiastical character, and therefore pose a variance to these standards. The applicant proposes that enhancing and upgrading the building in a manner which is consistent with and respectful of its existing style will optimize its beneficial impact on the surrounding neighborhood, announcing its cultural presence in a positive manner, and providing a clear and easily identifiable building identity for visitors and students. Despite the non-conformance replacement stained-glass windows at the building’s south elevation, their proposed design has received unanimous approval from the Willamette Neighborhood Association in their August 14, 2013 meeting.

Per Variance Approval Standards 75.060:

A. *“Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this code, topography, or other circumstances over which the applicant has no control.”*

Response: The existing siting, massing, architectural style—and in this case original window color—of the building differs significantly from other properties in the Willamette Falls Drive Commercial District, from which the Design Standards are derived, posing an “exceptional or extraordinary circumstance...over which the applicant has no control”. In order to remain compatible with the architectural style of the building, the proposed replacement stained glass windows differ from the strict requirements of Section 58.090(C)(14) to a style and form more consistent with the building’s original church use.

B. *“The variance is necessary for the preservation of a property right of the applicant, which is substantially the same as a right possessed by owners of other property in the same zone or vicinity.”*

Response: The proposed design applies to this standard insofar as it requests the ability to make functional improvements and upgrades to the property, compatible with its supporting architecture, to the same extent as that afforded to surrounding properties.

C. *“The authorization of the variance will not be materially detrimental to the purposes and standards of this code, will not be inconsistent with all other regulatory requirements, and will not conflict with the goals and policies of the West Linn Comprehensive Plan.”*

Response: The proposed design meets all other standards of the CDC, notably Section 55.100(B)(6)(a.):

“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.”

While the existing building's original colored windows preclude inclusion of compatibility with "adjoining sites" and "surrounding buildings" (see "exceptional and extraordinary circumstance", part (a) above), the proposed design meets all other criteria for Contextual design described in the section, and therefore is consistent with all other regulatory requirements and will not conflict with the goals and policies of the West Linn Comprehensive Plan.

- D. *"The variance request is the minimum variance which would alleviate the exceptional and extraordinary circumstance."*

Response: The proposed design meets all other standards of Section 55, 58, and the CDC, differing from the standards only in the stained glass at the south elevation—and will be more compatible with the supporting architecture of the original building. Its non-conformity is minimal in variance from the standard, and alleviates the "exceptional and extraordinary circumstance" posed by the building's unique siting and architectural style by improving its street presence and providing a more clear and legible building identity, thus not jeopardizing the "exceptionally" glazed building's greater conformance with the glazing goals established by the Willamette Falls Drive Commercial District Design Standards.

- E. *"The exceptional and extraordinary circumstance does not arise from the violation of this code."*

Response: The "exceptional and extraordinary circumstance" posed by the existing architectural style of the building pre-dates the implementation of the Willamette Falls Drive Commercial District Design Standards, and therefore does not arise from a violation of a code which did not exist at the time of its design and construction.

- F. *"The variance will not impose physical limitations on other properties or uses in the area, and will not impose physical limitations on future use of neighboring vacant or underdeveloped properties as authorized by the underlying zoning classification. (Ord. 1442, 1999)"*

Response: As the proposed variance applies to a replacement of glazing within existing window openings, designed to reflect the building's original use, style and scale, and not dominate or noticeably enlarge its perceived existing mass and roofline. As this proposed variance is confined to the building's face and is contained within its overall height and massing, it does not impose physical limitation on other properties, and on future use of neighboring vacant or underdeveloped properties.

ATTACHMENT A: NEIGHBORHOOD MATERIALS

ENCLOSED:

- Copy of letter to president of neighborhood association & property owners
- Affidavit of mailing and mailing list containing names and addresses of owners/residents
- Copy of posted notice at property
- Copy of Neighborhood Meeting presentation
- Copy of Meeting minutes
- Audio tape of meeting (enclosed / attached on delivery)

SITWORKS

DESIGN | BUILD

Julia Simpson
President, Willamette Neighborhood Association
1671 Killarney Drive
West Linn, OR 97068

July 19, 2013

Dear Ms. Simpson,

This letter is to confirm our plans for the August 14th Willamette Neighborhood Association meeting, at Pacific West Bank community room at 7pm in West Linn.

We will be there to present our proposal for exterior renovations and site work at the Youth Music Project, located at 2015 8th Ave. The general scope of the project will include two new main entry additions to the existing building (a 325 sf open/covered portico entry along Willamette Falls Drive and a 750 sf enclosed entry at the northwest corner), as well as revisions to the existing parking and landscape to better address public access and create a more attractive streetscape and urban environment.

We look forward to sharing our full proposal with the association and interested neighbors and we will come prepared to discuss in detail any questions and comments the community may have. We will provide conceptual plans and other support material we intend to present at least 10 days prior to the meeting.

If you should have additional questions or concerns before the meeting, please feel free to contact me at 503.545.9289.

Sincerely,

Jessamyn L. Griffin

SITWORKS

DESIGN | BUILD

Owner
of property adjacent to
2015 8th Avenue
West Linn, 97070

July 19, 2013

Dear Property Owner,

This letter is to inform you of our proposal for exterior renovations and site work at the Youth Music Project, located at 2015 8th Ave. The general scope of the project will include two new main entry additions to the existing building (a 325 sf open/covered portico entry along Willamette Falls Drive and a 750 sf enclosed entry at the northwest corner), as well as revisions to the existing parking and landscape to better address public access and create a more attractive streetscape and urban environment.

You have been notified of this proposal because records indicate that you own property within 500 feet of the proposed site.

We will be presenting our full proposal at the next Willamette Neighborhood Association meeting, scheduled for 7pm, August 14th at Pacific West Bank community room (2040 8th Ave.). This meeting is scheduled as part of the association's regular monthly meeting, and therefore our proposal may not be the only topic of discussion on the meeting agenda. We invite interested neighbors to attend this meeting, or contact their association president, or their association designee, with any questions that they may want to relay to us as the applicant.

We look forward to sharing our full proposal with the association and interested neighbors and we will come prepared to discuss in detail any questions and comments the community may have.

Sincerely,



Jessamyn L. Griffin
Architect

Affidavit of Jessamyn Griffin


STATE OF OREGON
COUNTY OF MULTNOMAH

The undersigned, JESSAMYN GRIFFIN, being duly sworn, hereby deposes and says:

1. I am over the age of 18 and am a resident of the State of Oregon. I have personal knowledge of the facts herein, and, if called as a witness, could testify completely thereto.
2. I suffer no legal disabilities and have personal knowledge of the facts set forth below.
3. I, Jessamyn Griffin, of Siteworks Design | Build, being first duly sworn on oath, state that on July 24, 2013, I personally mailed the following: Notice to Willamette Neighborhood Association president and surrounding property owners / residences within 500 feet of proposed exterior renovations and site work at 2015 8th Ave. West Linn, OR, plus an invitation to a presentation of the proposed work at an upcoming Willamette Neighborhood Association meeting--in a LETTER by certified, first-class mail via the U.S. Postal Service, postage paid in the City of Portland, County of Multnomah, State of Oregon. The referenced was addressed as follows: Julia Simpson, President, Willamette Neighborhood Association (plus those residents / property owners listed in attached mailing list) 1671 Kilarney Dr. West Linn, Oregon 97068 United States of America

I declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

Executed this 5th day of DECEMBER, 2013.



Jessamyn Griffin

NOTARY ACKNOWLEDGEMENT

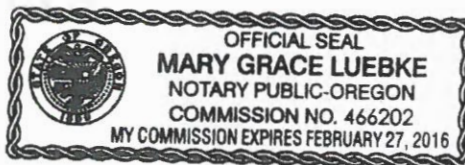
STATE OF OREGON, COUNTY OF MULTNOMAH, ss:

This Affidavit was acknowledged before me on this 5 day of DECEMBER, 2013 by Jessamyn Griffin, who, being first duly sworn on oath according to law, deposes and says that he/she has read the foregoing Affidavit subscribed by him/her, and that the matters stated herein are true to the best of his/her information, knowledge and belief.

Mary Grace Luebke
Notary Public

NOTARY PUBLIC - OREGON
Title (and Rank)

My commission expires FEB 27, 2016



21E35C 01601
Sfp-F LLC
Po Box 5350
Bend, OR 97708-5350

21E35C 02200
City Of West Linn
22500 Salamo Rd #100
West Linn, OR 97068-8301

21E35C 02500
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35C 90000
Vpc-Or West Linn Limited Partnership
125 Sir Francis Drake Boulevard
Larkspur, CA 94939-0000

21E35C 90222
John Galt Holdings LLC
3857 Southhampton Ct
West Linn, OR 97068-3780

21E35D 00902
Tamer Willamette LLC
3560 SW Troy St
Portland, OR 97219-1616

21E35D 00906
Albert Tekander
465 SW Borland Rd
West Linn, OR 97068-9139

21E35C 90101 & 90111
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35C 90212 & 90215
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35D 01002
Ronald Powell
12296 S Carus Rd
Oregon City, OR 97045-7509

21E35C 02300
Cynthia & Don Morton
1970 8th Ave
West Linn, OR 97068-4669

21E35C 02502
Pacific West Bank
2040 8th Ave
West Linn, OR 97068-4612

21E35C 90010 & 90100
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35D 00901
McDonalds Corporation
8655 SW Citizens Dr #201
Wilsonville, OR 97070-7695

21E35D 00904 & 00905
Fisher Properties LLC
Po Box 823210
Vancouver, WA 98682-0067

21E35C 01601A1
Les Schwab Tire Ctr Pdx Inc
Po Box 5350
Bend, OR 97708-5350

21E35C 90121 & 90200
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35C 90218 & 90221
Karlin Willamette LLC
901 NE Glisan St
Portland, OR 97232-2730

21E35D 01803
City Of West Linn
22500 Salamo Rd #600
West Linn, OR 97068-8306

Michael Custer
2185 Willamette Falls Dr
West Linn, OR 97068-4610

Robert Love
20321 Noble Ln
West Linn, OR 97068-7216

Lee Guelette
1553 10th St
West Linn, OR 97068-4630

Matthew & Sarah Hellems
1523 10th St
West Linn, OR 97068-4630

Handris Holdings LLC
1980 Willamette Falls Dr #200
West Linn, OR 97068-4671

Jenny Pakula
Scot Gelfand
2500 Crestview Dr
West Linn, OR 97068-8290

Willamette Falls Holdings LLC
1980 Willamette Falls Dr #200
West Linn, OR 97068-4671

Javad Farza
Zahra Mafar
7110 SW Clinton St
Tigard, OR 97223-2530

Steve Tekander
465 SW Borland Rd
West Linn, OR 97068-9139

Kirk & Claire Becker
25120 SW Petes Mountain Rd
West Linn, OR 97068-4552

Chester & Lela Carpenter
2113 Willamette Falls Dr
West Linn, OR 97068-4610

Gary & Laurel Moon
1537 10th St
West Linn, OR 97068-4630

Lizabeth Dunnington
2136 5th Ave
West Linn, OR 97068-4618

Clement & Patricia Moles Jr
1995 8th Ave
West Linn, OR 97068-4604

Irene Anderson
1693 12th St
West Linn, OR 97068-4637

Handris Enterprises LLC
2008 Willamette Falls Dr #B
West Linn, OR 97068-4658

Willamette Falls Holdings LLC
1980 Willamette Falls Dr #200
West Linn, OR 97068-4671

Ctb Investments LLC
25120 SW Petes Mountai 97068-455n Rd
West Linn, OR 97068-4552

Willamette Falls Entrps LLC
1919 Willamette Falls Dr
West Linn, OR 97068-4606

Donna Kay & Kenneth Potter
22841 SW Stafford Rd
Tualatin, OR 97062-6783

Albert & Laura Secchi Jr
1920 6th Ave
West Linn, OR 97068-4602

Paul & Ethel Sloma
1992 6th Ave
West Linn, OR 97068-4602

Peter O'Brien
1547 11th St
West Linn, OR 97068-4636

Maria Luisa Blanc-Gonnet
2057 Willamette Falls Dr
West Linn, OR 97068-4608

Audra & Ian Brown
5111 SE Glen Echo Ave
Milwaukie, OR 97267-6930

David Lawrence
1553 11th St
West Linn, OR 97068-4636

Dar-Bon LLC
149 Shyrina Ct N
Keizer, OR 97303-4695

PORTLAND MAIN OFFICE
 PORTLAND, Oregon
 972088097
 4067870008-0099
 07/24/2013 (800)275-8777 02:35:36 PM

===== Sales Receipt =====

Product Description	Sale Unit Qty	Price	Final Price
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WEST LINN OR 97068 Zone-1			\$0.46
First-Class Letter			
0.50 oz.			
Scheduled Delivery Day: Thu			
07/25/13			
Return Rcpt (Green Card)		\$2.55	
@@ Certified		\$3.10	
Label #:	70131090000195825405		

Issue PVI: \$6.11

(Forever) A	1	\$9.20	\$9.20
Flag for All Seasons PSA Bklt/20			
(Forever) A	1	\$9.20	\$9.20
Flag for All Seasons PSA Bklt/20			
(Forever) A	1	\$9.20	\$9.20
Flag for All Seasons PSA Bklt/20			

Total: \$33.71

Paid by: VISA \$33.71
 Account #: XXXXXXXXXXXX6835
 Approval #: 636964
 Transaction #: 676
 23903400067

@@ For tracking or inquiries go to USPS.com or call 1-800-222-1811.

5405 2952 9582 5405 7013 1090 0001 9582 5405

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

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

WEST LINN OR 97068

Item	Amount
Postage	\$0.46
Certified Fee	\$3.10
Return Receipt Fee (Endorsement Required)	\$2.55
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.11

07/24/2013

PS Form 3800, August 2006

See Reverse for Instructions

Sent To: Julia Simpson
 Street, Apt. No., or PO Box No.: 1671 Killarney Dr.
 City, State, ZIP+4: West Linn, OR 97068

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:

Julia Simpson
 1671 Killarney Dr.
 West Linn, OR 97068

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Julia M. Simpson

- Agent
- Addressee

B. Received by (Printed Name)

Julia M. Simpson

Date of Delivery

D. Is delivery address different from item 1? If YES, enter delivery address below.

- Yes
- No

3. Service Type

- Certified Mail
- Registered
- Insured Mail
- Express Mail
- Return Receipt for Merchandise
- C.O.D.

4. Restricted Delivery? (Extra Fee)

- Yes

2. Article Number

(Transfer from service label)

7013 1090 0001 9582 5405

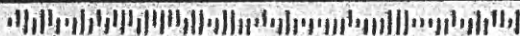
UNITED STATES POSTAL SERVICE



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

SITEWORKS DESIGN-BUILD
Co Jessamyn Griffin
1255 NW 9th #17
PORTLAND, OR 97209



PUBLIC NOTICE

This site (2015 8th Ave., West Linn) is subject to a proposed renovation, including Conditional Use Design Review and permit to Enlarge/Alter a Non-Conforming Structure. The general scope of the project will include two new main entry additions to the existing building (a 325 sf open/covered portico along Willamette Falls Drive and a 750 sf enclosure at the northwest corner), as well as revisions to existing parking and landscape to better add public access and create a more attractive streetscape and urban environment.



Willamette Falls Drive Commercial District & site



Willamette Falls Drive Commercial District



Youth Music Project Concert



West Linn Farmer's Market

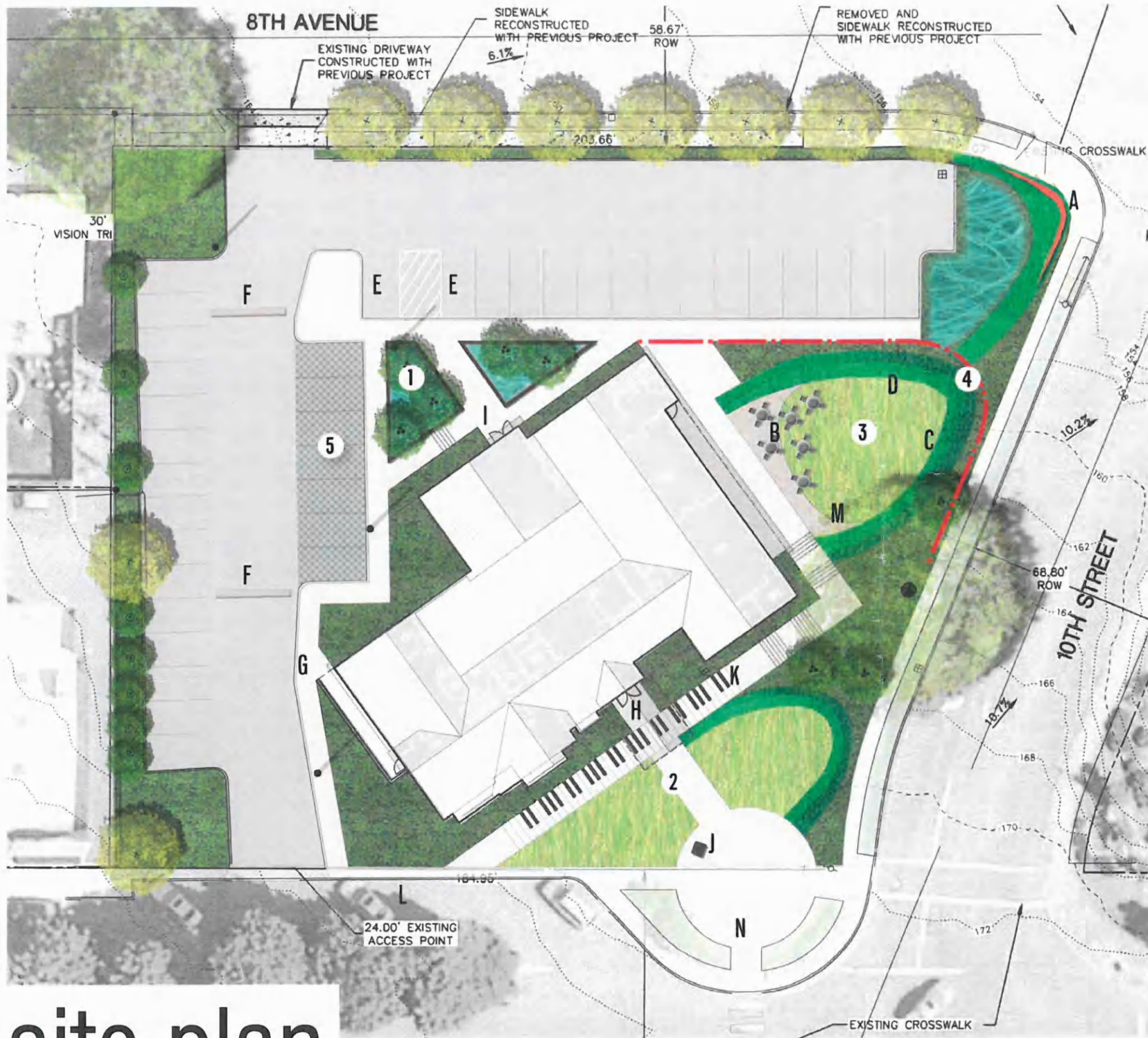


West Linn Street Fair

"...bringing people together through music."

- Aligned values with the West Linn community
- Provide enhanced gateway to Willamette Falls Drive Commercial District
- Provide accessible and welcoming site to encourage public interaction and community involvement

community



- A MONUMENT SIGN
- B LOWER TERRACE
- C XYLOPHONE FENCE
- D FESTOON LIGHTS
- E ACCESSIBLE PARKING
- F SPEED BUMP
- G SERVICE ACCESS
- H NEW ENTRY PORCH
- I NEW ENTRY COURT
- J SCULPTURE
- K KEYBOARD WALK
- L CHANGE TO PARALLEL PARKING
- M GRILL
- N EXISTING SIDEWALK PLANTING TO REMAIN

1 RAIN GARDEN



2 FRONT YARD



3 MULTI-USE SPACE



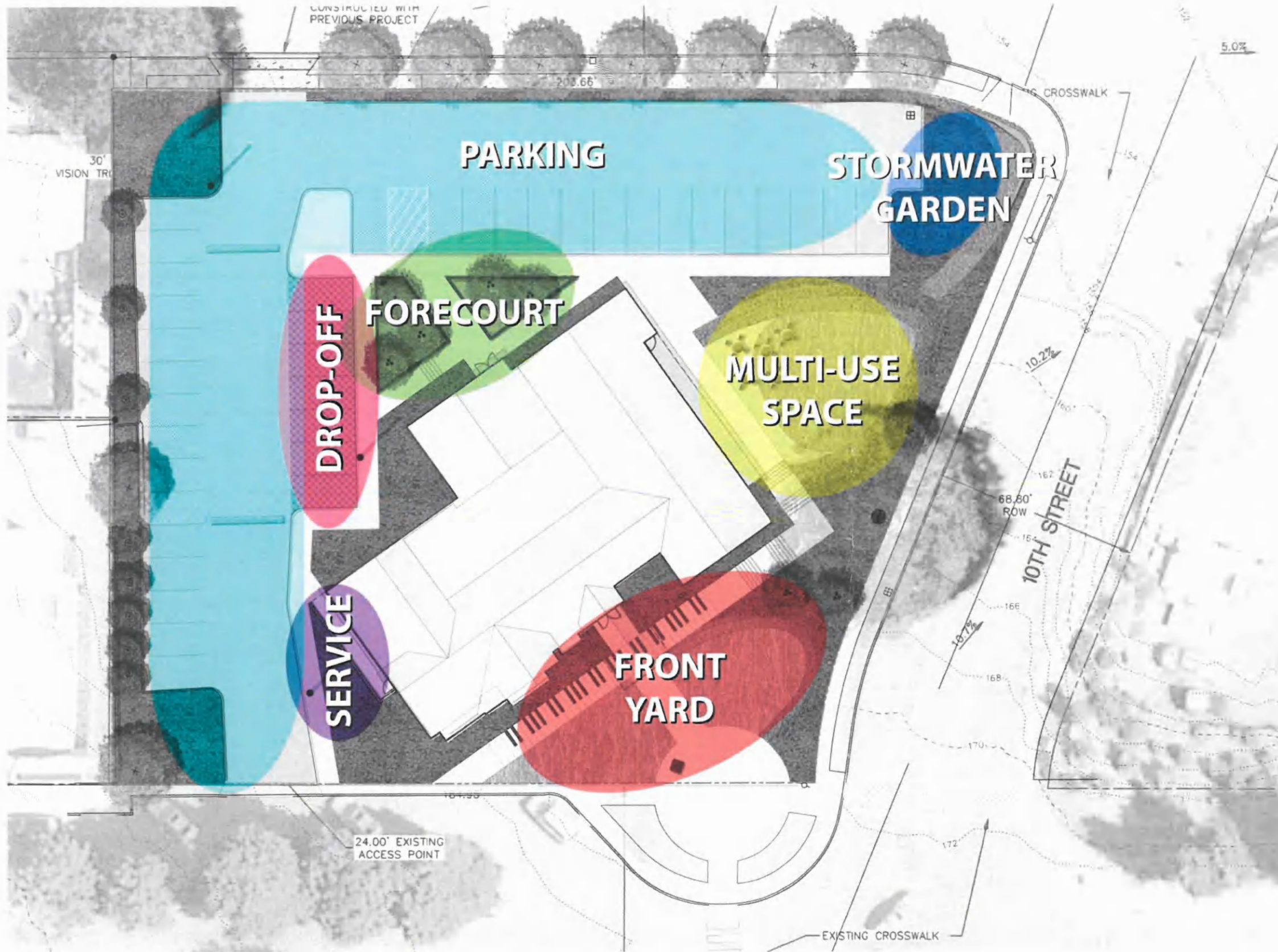
4 PERIMETER



5 DROP-OFF / TEMPORARY EVENT PARKING



site plan



General site improvements

- Reduce pavement
- Increase garden area / trees
- Activate exterior spaces
- Improve access & arrival
- Promote sustainable practices

Improved site safety/access

- Safer pedestrian access with code compliant paths/stairs
- Perimeter fence at multi-use space
- ADA accessibility addressed
- Added speed bumps
- New drop-off zone
- Safer vehicle access with parallel parking along Willamette Falls Drive

site diagram



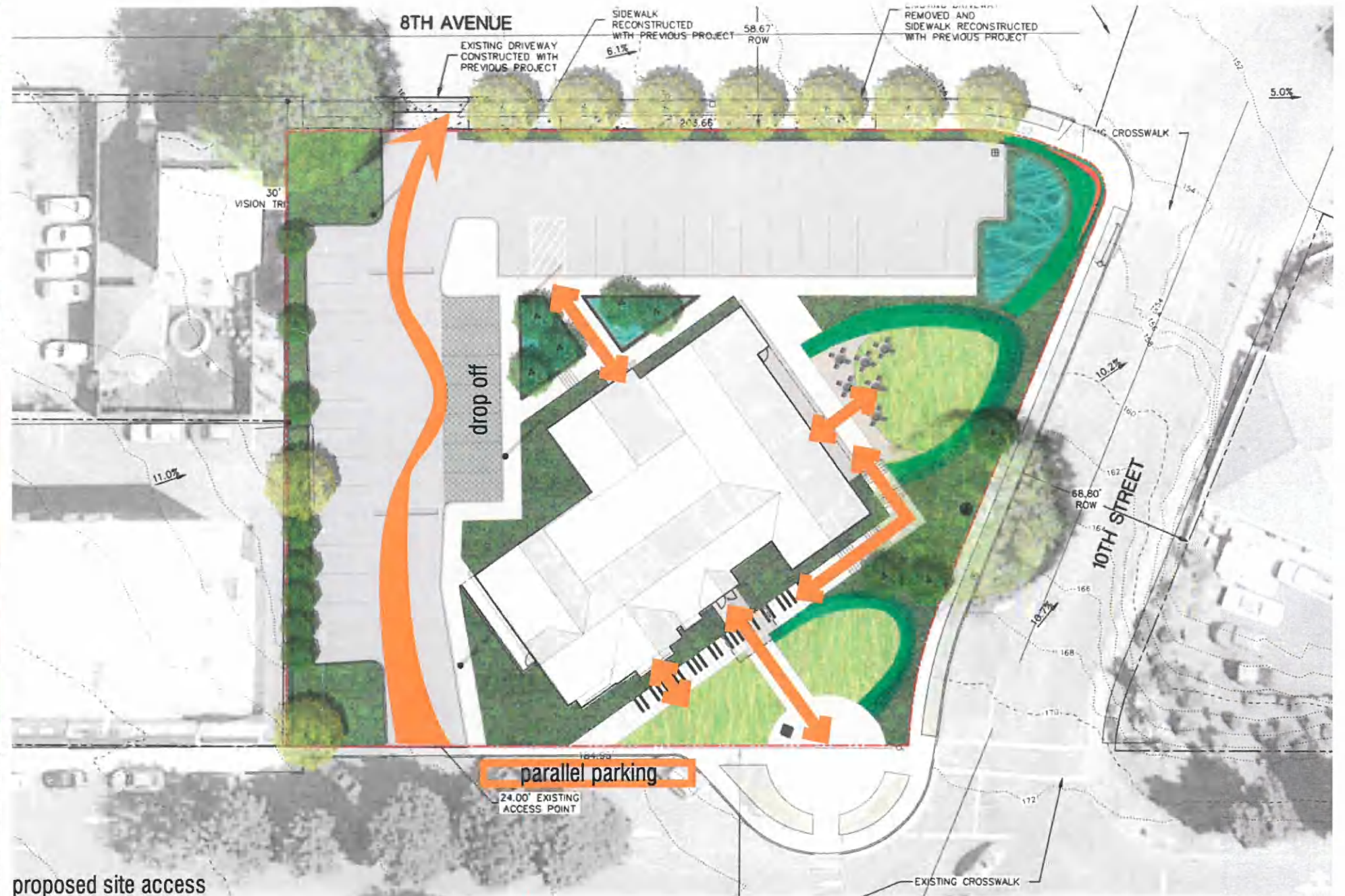
existing parking lot access at Willamette Falls Drive



existing pedestrian access



existing parking lot access at 8th Avenue



proposed site access

Improved site access

- Increased ADA accessibility at parking lot and building entries
- Enhanced pedestrian access, allowing for better site circulation and function
- Renovation of parking lot for safer drop off and pedestrian use

access



proposed upper entry porch



proposed lower entry court



proposed renovations along Willamette Falls Drive



existing lower entry



existing upper entry



existing conditions along Willamette Falls Dr.

Two new entry additions

- Contextual design respecting the existing architecture
- New portico entry along Willamette Falls Drive, provides stronger public identity from the street
- New entry vestibule from the parking lot provides safe, public access and clear entry point for students/parents

sense of entry



proposed renovations at the corner of 10th Street and 8th Avenue



existing conditions at the corner of 10th Street and 8th Avenue

Brand as place

- Proposed signage identifying Youth Music Project, suiting of the existing building / neighborhood
- Proposed landscape revisions to enhance site and use as well as buffer / screen parking lot
- Proposed guitar sculpture, musical note trellis & fence

identity

From: Elizabeth Rocchia <erocchia@comcast.net>
Date: August 19, 2013 6:30:39 PM PDT
To: kwyatt@westlinnoregon.gov
Subject: WNA minutes 8/14.2013

Willamette Neighborhood Assn meeting....August 14, 2013

The meeting was called to order by president, Juila Simpson, at 7pm in the Pacific West Bank community room. Minutes of July 10 were reviewed and approved.

Treasurer's report:

WNA acct at Pacific West Bank.. \$2,109.03 which reflects the 2013-2014 stipend

WNA acct at US Bank..\$2,764.45

of which WNA has \$437.30 and balance belongs to yoga group

Roberta and Ed Schwarz presented for the White Oak Savannah Acquisition Fund. They hope to acquire additional 5.65 acres to supplement 14 acres now in conservation. They have a pledge of \$500,000 from Metro if they can match that amount 2:1.

A fund raising event will be held at Fiala Farm on September 14, 10am to 6pm, with booths and activities. In addition a benefit concert is scheduled, 3:30 to 5:30, August 17th in Willamette Park at \$20 a person. Attendance and support for this project is encouraged as a restoration endeavor benefiting all of West Linn.

The Youth Music Project at 10th and WF Drive presented a plan for exterior restoration. Jessamynn Griffin of Siteworks Design led the discussion and explained the improvements with graphics. The program was described by principal supporter, Sally Bany, who offered tours of the facility (salbany@hotmail.com).

Jim Milne moved that The Willamette Neighborhood Assn strongly urge acceptance of the proposal when it is presented for Design Review. Motion passed.

Ken McLarty of Tenacious Training Events described a Triathlon event on August 18th that will begin in Willamette Park, wind through neighboring streets and finish in the park by late morning. Volunteers and certified flaggers will be stationed along the route for safety and smooth traffic flow. Ken has staged many such events and anticipates 100 entrants.

Julia Simpson read a resolution from the Savannah Oaks NA opposing certain proposed changes in the WL Comprehensive Plan that would compromise citizen input and interests. This resolution was discussed and met with endorsement by those present. The resolution will be attached to these minutes.

Julia Simpson met with Linda Neace and others to discuss parking options for the baseball activities at Fields Bridge Park. A representative from the West Linn Baseball Assn will come to our meeting early next spring to describe the game schedule so neighbors and Willamette businesses can be prepared for the crowds and hopefully mitigate parking problems.

Elizabeth Rocchia had a chat with Ken Warner who described the location of 50 new grasscrete parking places at the park. These will be near the old farm house as indicated on the 2005 Master Plan and not in the open field adjacent as occurred this summer. Zac Pelz of WL planning staff is forming a parking task force.

Andy Rocchia has been in communication with John Sonnen of the Planning Dept. Andy emphasized the need for more crosswalks on Willamette Falls Drive because of increased pedestrian use of the roads to the park. He also commented on the stagnant pond in Fields Bridge Park that was once flushed by the river but now is blocked off. In the summer months when the water level is very low, this area exhibits oil scum from abandoned tanks once dumped there. Andy came away thinking his concerns were low priorities to the City.

In general discussion that ensued, it was felt by all present that there was very little opportunity for conversation or dialogue with Council, Commissions or City staff. Citizens' concerns and thoughtful suggestions need more receptive attention.

The meeting adjourned at 8:50pm.

Respectfully submitted,
Elizabeth Rocchia

Those present were:

Roberta and Ed Schwarz
Margaret Matthies
Jim Milne
Elizabeth and Andy Rocchia
Ken McLarty
Mauricio Villarreal
Todd and Chris Jones
Jessamyn Griffin
Charles Lewis
Dave and Sally Bany
Jean Pierre Veaulet
Julia Simpson

Affidavit of Posting


STATE OF OREGON
COUNTY OF MULTNOMAH

The undersigned, JESSAMYN GRIFFIN, being duly sworn, hereby deposes and says:

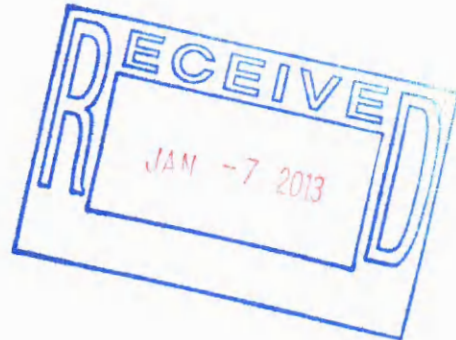
1. I am over the age of 18 and am a resident of the State of Oregon. I have personal knowledge of the facts herein, and, if called as a witness, could testify completely thereto.
2. I suffer no legal disabilities and have personal knowledge of the facts set forth below.
3. I, Jessamyn Griffin, of Siteworks Design | Build, being first duly sworn on oath, state that on July 24, 2013, I personally created and posted the following on-site at 2015 8th Ave., West Linn, OR: PUBLIC NOTICE of proposed renovation subject to Class II Design Review and Permit to Enlarge / Alter a Non-Conforming Structure, including a description of the scope of the renovation, and applicant contact information including name, title, and telephone number, in conformance with West Linn Community Development Code (CDC) section **99.038.D**.

I declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

Executed this 2ND day of JANUARY, 2014



 Jessamyn Griffin



NOTARY ACKNOWLEDGEMENT

STATE OF OREGON, COUNTY OF MULTNOMAH, ss:

This Affidavit was acknowledged before me on this 2ND day of JANUARY,
2014 by Jessamyn Griffin, who, being first duly sworn on oath according to law,
deposes and says that he/she has read the foregoing Affidavit subscribed by him/her, and
that the matters stated herein are true to the best of his/her information, knowledge and
belief.

MARY Grace Luebke

Notary Public

Mary P. Luebke

NOTARY PUBLIC OF OREGON

Title (and Rank)

My commission expires 2/27/2016





ATTACHMENT B: APPLICATION FORM

COMBINED IN SAME FORM:

- PERMIT TO ENLARGE / ALTER A NON-CONFORMING STRUCTURE
- CLASS I VARIANCE
- CLASS II VARIANCE

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 type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Lot Line Adjustment (LLA) */** | <input type="checkbox"/> Time Extension * |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Minor Partition (MIP) (Preliminary Plat or Plan) | <input checked="" type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Easement Vacation | <input checked="" 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 Ave.
 West Linn, OR 97068

Assessor's Map No.: 31E02BA0

Tax Lot(s): 0100

Total Land Area: 0.94 acres

Brief Description of Proposal: Per Design Review (DR) and Conditional Use (CUP) application for this location, dated 12 Nov. 2013: (1) Permit to Enlarge/Alter a Non-Conforming Structure: Required narrative explaining how proposed work meets Approval Criteria in CDC Section 66.080(B); (2) Variance, Class I and Class II: Required narratives explaining how proposed work meets Approval Criteria in CDC Section 75.060.

Applicant Name: Jessamyn L. Griffin
(please print)

Address: 1255 NW 9th Ave. #17

City State Zip: Portland, OR 97209

Phone: 503 230 2337

Email: jessamyn@siteworksportland.com

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

Address: 2015 8TH Ave.

City State Zip: West Linn, OR 97068

Phone: 503 616 5967

Email:

Consultant Name:
(please print)

Address:

City State Zip:

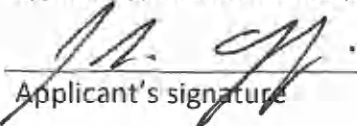
Phone:

Email:

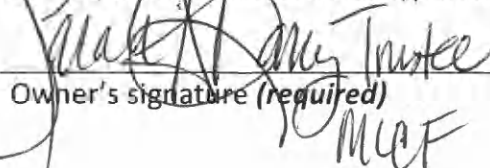
1. All application fees are non-refundable (excluding deposit). **Any overruns to deposit will result in additional billing.**
2. The owner/applicant or their representative should be present at all public hearings.
3. A denial or approval may be reversed on appeal. No permit will be in effect until 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

12/23/2013
 Date


 Owner's signature (required)
 MLCF

12/23/13
 Date

ATTACHMENT C: CIVIL ENGINEERING REPORT

Technical Memorandum



HanmiGlobal Partner

808 SW Third Avenue
Suite 300
Portland, OR 97225
Phone (503) 287-OTAK
Fax (503) 415-2304

To: Gary Alfson, PE
From: Ashley Cantlon, PE
Copies: Project File
Date: December 19, 2013
Subject: Youth Music Project - Preliminary Drainage Report

Project No: 17058 (Otak)

Introduction

This memorandum outlines the results for a preliminary drainage plan for the Youth Music Project (YMP) site in the City of West Linn. Alterations and additions to the existing site have been proposed including reconfiguring parking, reducing the asphalt paving area by 3,270 sf, adding approximately 1,070 sf. of non-pollution generating impervious area (covered porch entry and entry vestibule) and reconstructing the existing site landscaping and walkways. With an overall reduction to impervious area, runoff is not expected to increase as a result of this project. Two surface water quality treatment facilities have been proposed as an addition to the existing site, which currently receives no water quality treatment.

Site Description

The existing YMP site is developed and provides minimal structured drainage for onsite runoff collection and conveyance. Impervious areas include a parking lot (pollution generating), a building, sidewalks, and covered storage (non-pollution generating). Some existing parking lot space will be removed under the new configuration, allowing space for water quality facilities to be constructed. Pollution generating surfaces will be reduced overall between existing and proposed conditions. Landscaping will also be enhanced as a result of this project. Two water quality facilities will be located adjacent to the parking lot to allow for in-line surface facilities to effectively intercept runoff for treatment, passing larger flows through the facilities into the new drainage conveyance system.

Basins and Hydrology

The YMP property currently slopes from southwest to the northeast, and is currently developed including an existing building and parking lot. The site was divided into 6 onsite subbasins for the purpose of evaluating area contributing to each proposed raingarden facility, as well as for conveyance calculations. Onsite subbasins representing runoff (shown in Figure 1) do not currently

differentiate between impervious and pervious areas, and are evaluated as impervious area for preliminary sizing calculations.

The following assumptions were made for the preliminary hydrologic modeling effort:

- Santa Barbara Urban Hydrograph (SBUH) methodology was used to perform hydrologic calculations.
- NCRS Type 1A 24-hour storm event with a 25-year precipitation depth of 3.83-inches.
- Impervious areas are based on measured areas from the site layout.
- Time of concentration = 5 minutes for impervious areas.
- Curve Number (CN) = 98 for all impervious areas.

Water Quality Treatment

Runoff from the YMP site will be treated with storm water planters and rain gardens onsite to the maximum extent practicable. Topography, parking, and vegetated areas will limit the amount of treatment that can be provided, however the spaces available for treatment facilities have been maximized to accept as much runoff as possible. The City of Portland simplified approach method was used to approximate areas needed to provide water quality treatment for each onsite drainage subbasin. Conversation with City staff has indicated that this project may be treated using a best management approach to treat as much runoff as possible considering that there is no treatment currently provided and the topography of the developed site limits the ability to provide 100% treatment. An improved drainage conveyance system will be provided for the rest of the site drainage to bypass the proposed water quality facilities.

This simplified method assumes that a water quality planter facility will require a footprint area equal to 6 percent of the contributing impervious area, and a raingarden will require a footprint area equal to 9 percent of the contributing area. Overflows within each planter and raingarden facility will direct large flows into the main conveyance system, and then to the downstream connection to an offsite conveyance system. Underdrains are recommended to be included in these facilities to direct runoff into the conveyance system after it has been treated through water quality media. The water quality facilities have been designed to accept mainly parking lot runoff, as roof runoff will discharge directly into the conveyance system.

A schematic of the proposed vegetated facilities for the YMP property is included in Figure 1.

Table 1 summarizes drainage areas with respect to available treatment area. Drainage basins DB Northwest and DB North will be intercepted by storm inlets and conveyed directly offsite. Drainage basins DB South and DB East will be collected and conveyed to treatment facilities. A planter facility will be located near the northwest corner of the site to treat runoff from DB South,

and a raingarden facility will be located at the east end of the site to treat runoff from DB East.

Table I – Drainage Basin Summary

Drainage Basin (DB) ID	Drainage Area (sf.)	Treatment Facility Area Needed (sf.)	Treatment Facility Area Provided (sf.)
DB South	5,026	302 (Drainage Area X 6%)	248
DB East	4,426	398 (Drainage Area X 9%)	412

The remaining area will drain into the proposed conveyance system untreated. This will result in the stormwater planter and raingarden facilities providing treatment of runoff for approximately 58% of the total parking lot area.

Conveyance

A storm drainage conveyance system has been developed for the YMP property to represent a proposed drainage system alignment. Inlets and pipes were located based on proposed contributing impervious areas, and locations of planter and raingarden facilities. For the onsite conveyance system, it was proposed that runoff from some impervious areas would be routed through a water quality facility before entering the main conveyance system, while other areas will bypass the treatment facilities.

Preliminary pipe sizes were estimated using HydroCAD ® and Hydraflow Express. Vertical components (i.e., slopes, rim elevations, and invert elevations) were not established. Figure 1 shows the proposed conveyance system and drainage basin schematic, and Attachment A includes preliminary pipe sizing calculations.

Detention

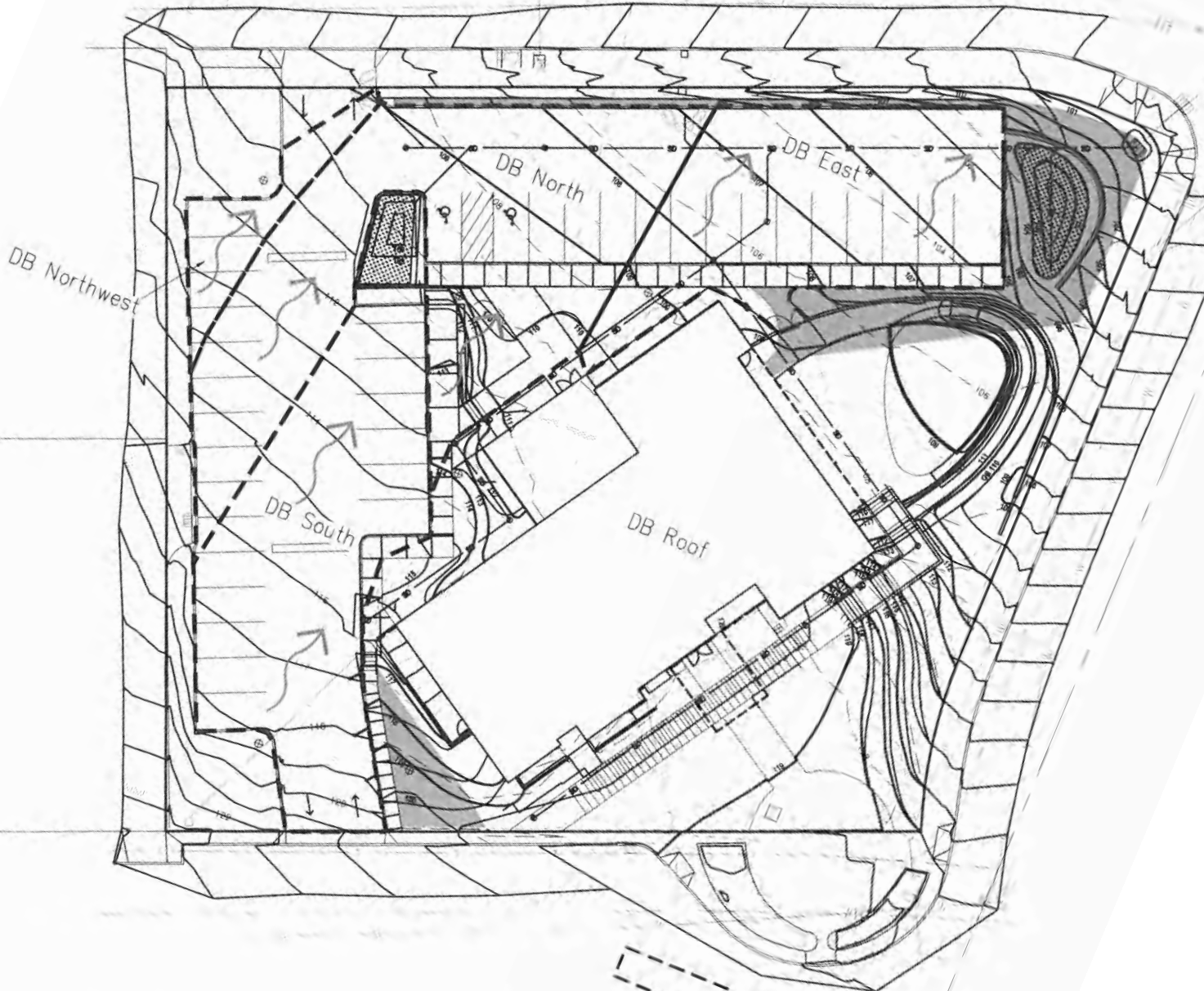
This project will result in a net reduction in impervious area, which correlates to a reduction in future runoff rates. Per conversations with City staff and due to the expected reduction in runoff under the new site configuration, it has been determined that water quantity control will not be necessary for this site.

Conclusion

The stormwater management system for the YMP property will include a stormwater planter and a raingarden to provide water quality treatment, and standard inlets and conveyance pipes, and manholes to convey runoff. A preliminary layout, including sizing and placement of water quality facilities was developed using the City of Portland simplified approach method, and a pipe design shows the intended flow path between basins and to the offsite connection at the east end of the

site. The proposed facilities will provide treatment for approximately 58% of the total parking lot and adjacent sidewalk areas.

Water quantity control is assumed not to be needed for this site, and water quality treatment will be provided to the maximum extent practicable.







-  DRAINAGE BASIN (DB) BOUNDARY
-  FLOW DIRECTION
-  PROPOSED WATER QUALITY FACILITY
-  REMOVAL OF EXISTING PARKING LOT AREA

FIGURE 1

Attachment A — HydroCAD Model Schematic
and Model Results, and Preliminary Pipe Sizing

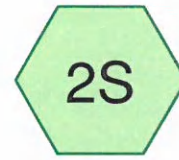




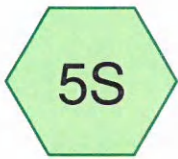
ParkingLot-South



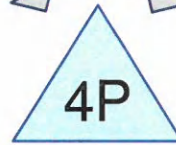
ParkingLot-North



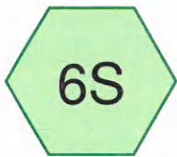
ParkingLot- East



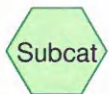
ParkingLot-South and
NW



ParkingLot-NE



ParkingLot-Roof



Routing Diagram for YMP_Drainage
Prepared by Otak, Inc., Printed 12/16/2013
HydroCAD® 10.00 s/n 05469 © 2013 HydroCAD Software Solutions LLC

YMP_Drainage

Prepared by Otak, Inc.

HydroCAD® 10.00 s/n 05469 © 2013 HydroCAD Software Solutions LLC

Printed 12/16/2013

Page 2

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.708	98	(1S, 2S, 3S, 5S, 6S)
0.708	98	TOTAL AREA

YMP_Drainage

Prepared by Otak, Inc.

HydroCAD® 10.00 s/n 05469 © 2013 HydroCAD Software Solutions LLC

Type IA 24-hr 2-yr Rainfall=2.50"

Printed 12/16/2013

Page 3

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
 Runoff by SBUH method, Split Pervious/Imperv.
 Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: ParkingLot-South	Runoff Area=5,020 sf 100.00% Impervious Runoff Depth>1.84" Tc=5.0 min CN=0/98 Runoff=0.07 cfs 0.018 af
Subcatchment 2S: ParkingLot- East	Runoff Area=4,426 sf 100.00% Impervious Runoff Depth>1.84" Tc=5.0 min CN=0/98 Runoff=0.06 cfs 0.016 af
Subcatchment 3S: ParkingLot-North	Runoff Area=7,439 sf 100.00% Impervious Runoff Depth>1.84" Tc=5.0 min CN=0/98 Runoff=0.10 cfs 0.026 af
Subcatchment 5S: ParkingLot-South and	Runoff Area=5,857 sf 100.00% Impervious Runoff Depth>1.84" Tc=5.0 min CN=0/98 Runoff=0.08 cfs 0.021 af
Subcatchment 6S: ParkingLot-Roof	Runoff Area=8,101 sf 100.00% Impervious Runoff Depth>1.84" Tc=5.0 min CN=0/98 Runoff=0.11 cfs 0.029 af
Pond 4P: ParkingLot-NE	Inflow=0.16 cfs 0.042 af Primary=0.16 cfs 0.042 af

Total Runoff Area = 0.708 ac Runoff Volume = 0.109 af Average Runoff Depth = 1.84"
0.00% Pervious = 0.000 ac 100.00% Impervious = 0.708 ac

YMP_Drainage

Prepared by Otak, Inc.

HydroCAD® 10.00 s/n 05469 © 2013 HydroCAD Software Solutions LLC

Type IA 24-hr 10-yr Rainfall=3.35"

Printed 12/16/2013

Page 4

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SBUH method, Split Pervious/Imperv.
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: ParkingLot-South	Runoff Area=5,020 sf 100.00% Impervious Runoff Depth>2.50" Tc=5.0 min CN=0/98 Runoff=0.09 cfs 0.024 af
Subcatchment 2S: ParkingLot- East	Runoff Area=4,426 sf 100.00% Impervious Runoff Depth>2.50" Tc=5.0 min CN=0/98 Runoff=0.08 cfs 0.021 af
Subcatchment 3S: ParkingLot-North	Runoff Area=7,439 sf 100.00% Impervious Runoff Depth>2.50" Tc=5.0 min CN=0/98 Runoff=0.13 cfs 0.036 af
Subcatchment 5S: ParkingLot-South and	Runoff Area=5,857 sf 100.00% Impervious Runoff Depth>2.50" Tc=5.0 min CN=0/98 Runoff=0.11 cfs 0.028 af
Subcatchment 6S: ParkingLot-Roof	Runoff Area=8,101 sf 100.00% Impervious Runoff Depth>2.50" Tc=5.0 min CN=0/98 Runoff=0.15 cfs 0.039 af
Pond 4P: ParkingLot-NE	Inflow=0.21 cfs 0.057 af Primary=0.21 cfs 0.057 af

Total Runoff Area = 0.708 ac Runoff Volume = 0.147 af Average Runoff Depth = 2.50"
0.00% Pervious = 0.000 ac 100.00% Impervious = 0.708 ac

YMP_Drainage

Prepared by Otak, Inc.

HydroCAD® 10.00 s/n 05469 © 2013 HydroCAD Software Solutions LLC

Type IA 24-hr 100-yr Rainfall=4.70"

Printed 12/16/2013

Page 5

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points

Runoff by SBUH method, Split Pervious/Imperv.

Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: ParkingLot-South Runoff Area=5,020 sf 100.00% Impervious Runoff Depth>3.54"
Tc=5.0 min CN=0/98 Runoff=0.13 cfs 0.034 af

Subcatchment 2S: ParkingLot- East Runoff Area=4,426 sf 100.00% Impervious Runoff Depth>3.54"
Tc=5.0 min CN=0/98 Runoff=0.11 cfs 0.030 af

Subcatchment 3S: ParkingLot-North Runoff Area=7,439 sf 100.00% Impervious Runoff Depth>3.54"
Tc=5.0 min CN=0/98 Runoff=0.19 cfs 0.050 af

Subcatchment 5S: ParkingLot-South and Runoff Area=5,857 sf 100.00% Impervious Runoff Depth>3.54"
Tc=5.0 min CN=0/98 Runoff=0.15 cfs 0.040 af

Subcatchment 6S: ParkingLot-Roof Runoff Area=8,101 sf 100.00% Impervious Runoff Depth>3.54"
Tc=5.0 min CN=0/98 Runoff=0.21 cfs 0.055 af

Pond 4P: ParkingLot-NE Inflow=0.30 cfs 0.080 af
Primary=0.30 cfs 0.080 af

Total Runoff Area = 0.708 ac Runoff Volume = 0.209 af Average Runoff Depth = 3.54"
0.00% Pervious = 0.000 ac 100.00% Impervious = 0.708 ac

Culvert Report

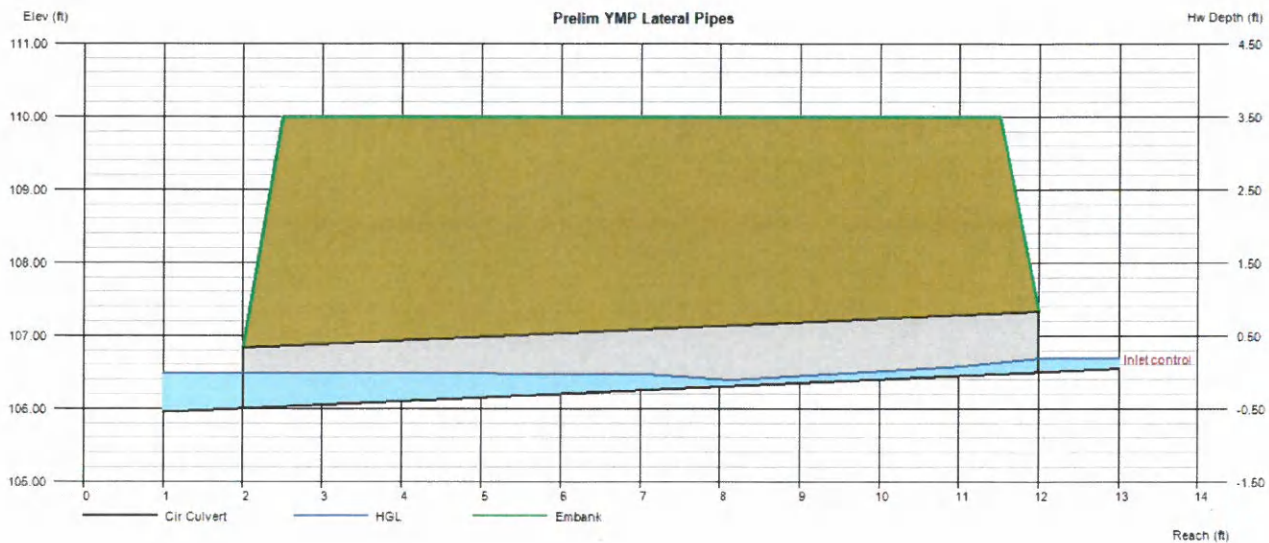
Prelim YMP Lateral Pipes

Invert Elev Dn (ft) = 106.00
 Pipe Length (ft) = 10.00
 Slope (%) = 5.00
 Invert Elev Up (ft) = 106.50
 Rise (in) = 10.0
 Shape = Cir
 Span (in) = 10.0
 No. Barrels = 1
 n-Value = 0.013
 Inlet Edge = 0
 Coeff. K,M,c,Y,k = 0.0045, 2, 0.0317, 0.69, 0.5

Embankment
 Top Elevation (ft) = 110.00
 Top Width (ft) = 9.00
 Crest Width (ft) = 50.00

Calculations
 Qmin (cfs) = 0.11
 Qmax (cfs) = 0.31
 Tailwater Elev (ft) = 0

Highlighted
 Qtotal (cfs) = 0.11
 Qpipe (cfs) = 0.11
 Qovertop (cfs) = 0.00
 Veloc Dn (ft/s) = 0.33
 Veloc Up (ft/s) = 1.76
 HGL Dn (ft) = 106.49
 HGL Up (ft) = 106.64
 Hw Elev (ft) = 106.69
 Hw/D (ft) = 0.23
 Flow Regime = Inlet Control



Culvert Report

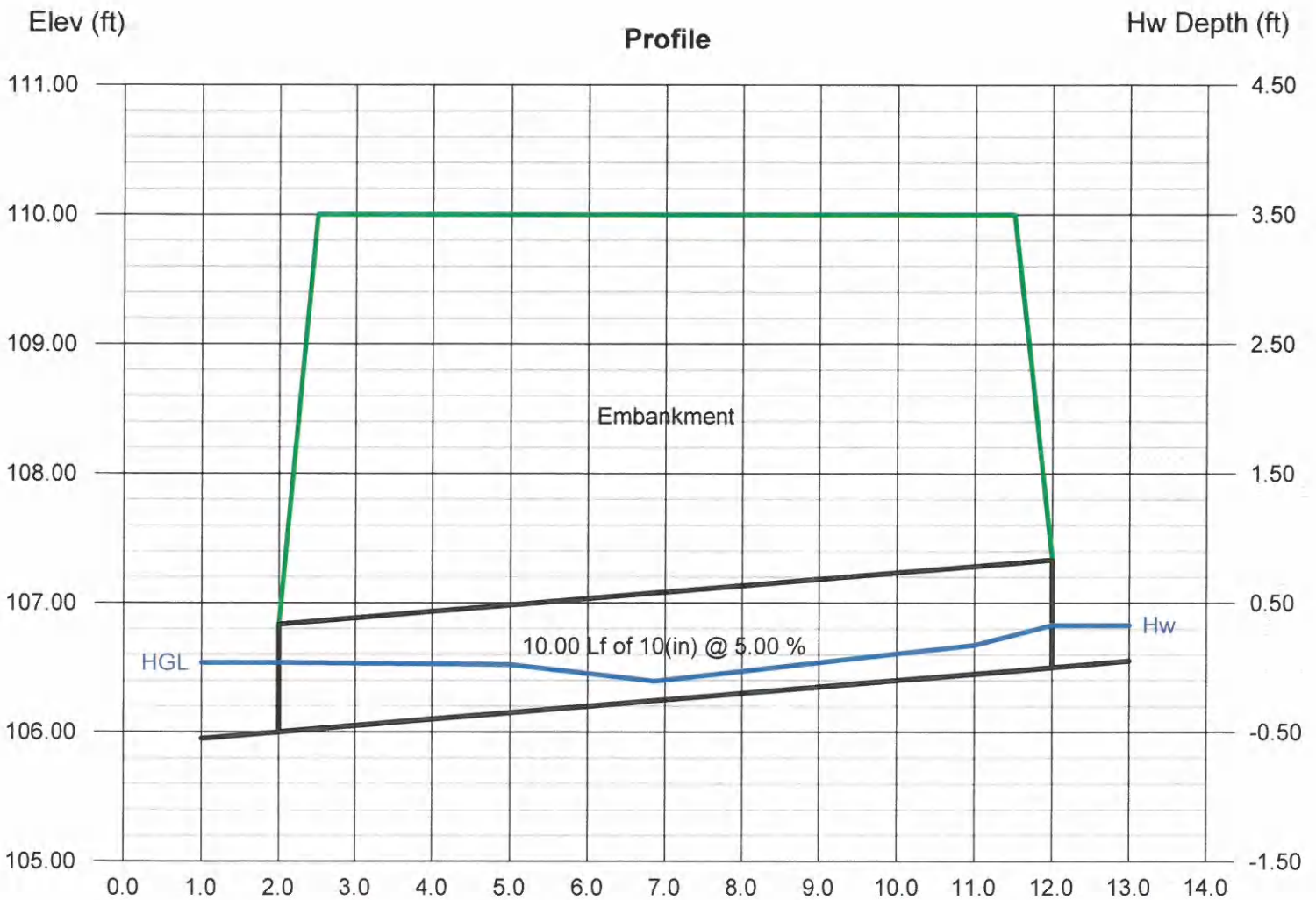
Prelim YMP Lateral Pipes

Invert Elev Dn (ft) = 106.00
 Pipe Length (ft) = 10.00
 Slope (%) = 5.00
 Invert Elev Up (ft) = 106.50
 Rise (in) = 10.0
 Shape = Cir
 Span (in) = 10.0
 No. Barrels = 1
 n-Value = 0.013
 Inlet Edge = 0
 Coeff. K,M,c,Y,k = 0.0045, 2, 0.0317, 0.69, 0.5

Embankment
 Top Elevation (ft) = 110.00
 Top Width (ft) = 9.00
 Crest Width (ft) = 50.00

Calculations
 Qmin (cfs) = 0.11
 Qmax (cfs) = 0.31
 Tailwater Elev (ft) = 0

Highlighted
 Qtotal (cfs) = 0.31
 Qpipe (cfs) = 0.31
 Qovertop (cfs) = 0.00
 Veloc Dn (ft/s) = 0.83
 Veloc Up (ft/s) = 2.35
 HGL Dn (ft) = 106.54
 HGL Up (ft) = 106.74
 Hw Elev (ft) = 106.83
 Hw/D (ft) = 0.39
 Flow Regime = Inlet Control



Culvert Report

Prelim YMP Main Storm Sewer Line

Invert Elev Dn (ft) = 97.00
 Pipe Length (ft) = 187.00
 Slope (%) = 4.28
 Invert Elev Up (ft) = 105.00
 Rise (in) = 12.0
 Shape = Cir
 Span (in) = 12.0
 No. Barrels = 1
 n-Value = 0.013
 Inlet Edge = 0
 Coeff. K,M,c,Y,k = 0.0045, 2, 0.0317, 0.69, 0.5

Calculations

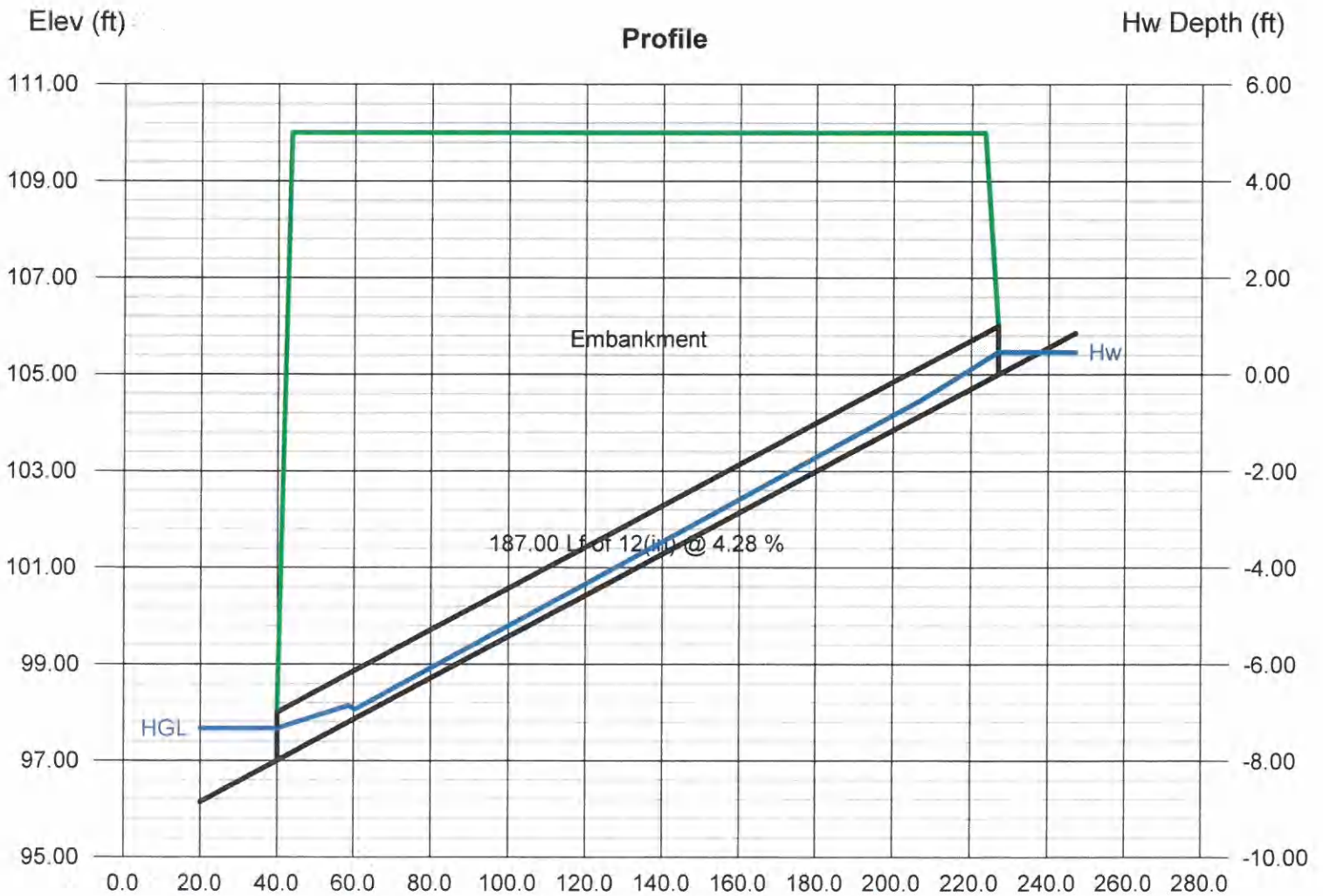
Qmin (cfs) = 0.11
 Qmax (cfs) = 0.71
 Tailwater Elev (ft) = 0

Highlighted

Qtotal (cfs) = 0.66
 Qpipe (cfs) = 0.66
 Qovertop (cfs) = 0.00
 Veloc Dn (ft/s) = 1.18
 Veloc Up (ft/s) = 2.80
 HGL Dn (ft) = 97.67
 HGL Up (ft) = 105.34
 Hw Elev (ft) = 105.46
 Hw/D (ft) = 0.46
 Flow Regime = Inlet Control

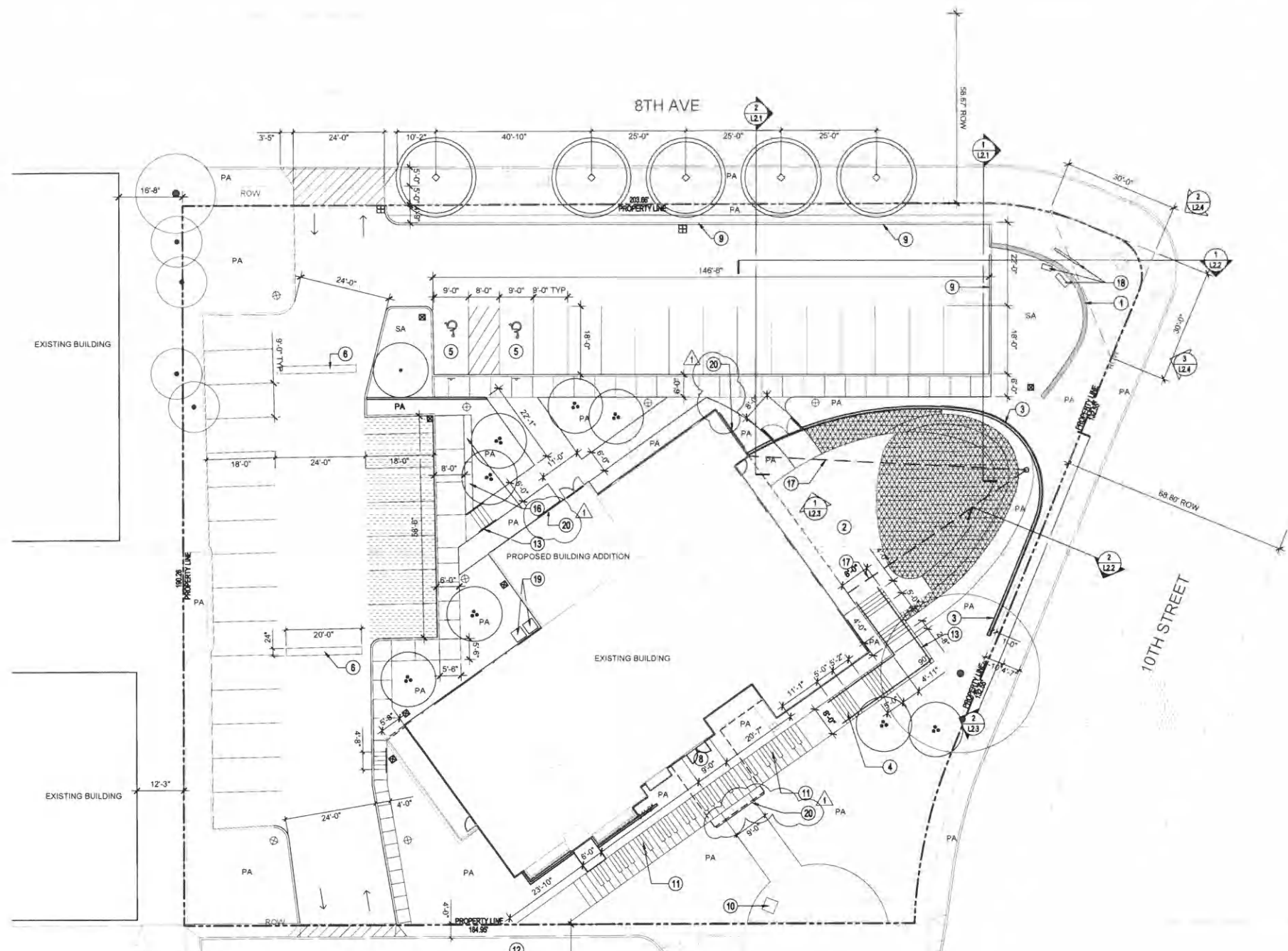
Embankment

Top Elevation (ft) = 110.00
 Top Width (ft) = 180.00
 Crest Width (ft) = 2.00



ATTACHMENT D: LANDSCAPE DRAWINGS

(ATTACHED: 11X17 COPIES; FULL-SIZED COPIES UNDER SEPARATE COVER)



MATERIALS LEGEND

- RIGHT OF WAY (ROW)**
- [Symbol] C.I.P. CONC. PAVING - PEDESTRIAN
 - [Symbol] C.I.P. CONC. PAVING - PEDESTRIAN SPECIAL FINISH
 - [Symbol] C.I.P. CONC. PAVING - VEHICULAR
 - [Symbol] SYNTHETIC TURF
 - [Symbol] LIGHT POLE - 12' HEIGHT
 - [Symbol] PA PLANTING AREA
 - [Symbol] SA STORMWATER GARDEN AREA

- [Symbol] 1 CONCRETE WALL WITH SANDBLAST PATTERNS
- [Symbol] 2 LOWER TERRACE
- [Symbol] 3 FENCE - CONCRETE BASE WITH 2" DIA. CAPPED ALUMINUM RODS. 6" O.C.
- [Symbol] 4 CONCRETE STAIRS
- [Symbol] 5 ACCESSIBLE PARKING 9'X18' WITH VAN ACCESSIBLE ZONE 2% CROSS SLOPE MAX. CODE COMPLIANT SIGNAGE AND MARKINGS
- [Symbol] 6 SPEED BUMP
- [Symbol] 7 NOT USED
- [Symbol] 8 NEW ENTRY PORCH - SEE ARCHITECTURAL DRAWINGS
- [Symbol] 9 NEW CONCRETE CURB WALL AT PARKING
- [Symbol] 10 SCULPTURE - SEE ARCH PLANS
- [Symbol] 11 KEYBOARD WALK
- [Symbol] 12 CHANGE TO PARALLEL PARKING
- [Symbol] 13 HANDRAIL
- [Symbol] 14 EXISTING SIDEWALK & PLANTING TO REMAIN
- [Symbol] 15 NOT USED
- [Symbol] 16 WOOD BENCH
- [Symbol] 17 FESTOON LIGHTS WITH S.S. CABLE AND ALUMINUM POLE 12" HT.
- [Symbol] 18 SITE SCULPTURES BY ARTIST - SEE J/L2.4
- [Symbol] 19 MECHANICAL UNIT - SEE ARCH PLANS
- [Symbol] 20 SITE SIGNAGE LOCATED ON BUILDING FACE - SEE ARCHITECTURAL DRAWINGS

NOTES

- 1. (34) STANDARD PARKING SPACES ARE PROVIDED
- 2. (2) ACCESSIBLE PARKING SPACES ARE PROVIDED - (1) VAN ACCESSIBLE
- 2. SEE UTILITIES PLAN FOR ALL EXISTING AND PROPOSED UTILITIES CONNECTIONS

Project Location
YOUTH MUSIC PROJECT
215 8TH AVE
WEST LINN, OR 97068

THESE DRAWINGS ARE FOR CONSTRUCTION BY
JEAN-PIERRE VEILLET
SITWORKS, INC. ONLY

Date:
NOVEMBER 12, 2013
 Drawn By:

Phase:
CLASS II DESIGN REVIEW +
CONDITIONAL USE PERMIT
 Revisions:

[Symbol] Design Review Response 12/20/13

SITE INFORMATION

WILLAMETTE TRACTS, MAP#31E02BA, TAXLOT 100

PROJECT DIRECTORY

BUILDING OWNERS: Marie Lamfrom Charitable Foundation
 9685 SW Ridder Road - Suite 100
 Wilsonville, OR 97070
 TEL: (360) 904-8349

CLIENT: Youth Music Project
 2015 8th Avenue
 West Linn, OR 97068
 TEL: (503) 816-5967

DESIGNER / CONTRACTOR: Jean-Pierre Veillet Siteworks, Inc.
 1225 NW 9th Avenue - No. 17
 Portland, OR 97209
 TEL: (503) 230-2337

LANDSCAPE: PLACE Studio
 735 NW 18th Avenue
 Portland, OR 97209
 TEL: (503) 334-2080

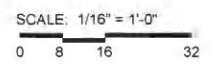
CIVIL: OTAK Inc.
 808 SW Third Avenue - Suite 300
 Portland, OR 97204
 TEL: (503) 415-2319

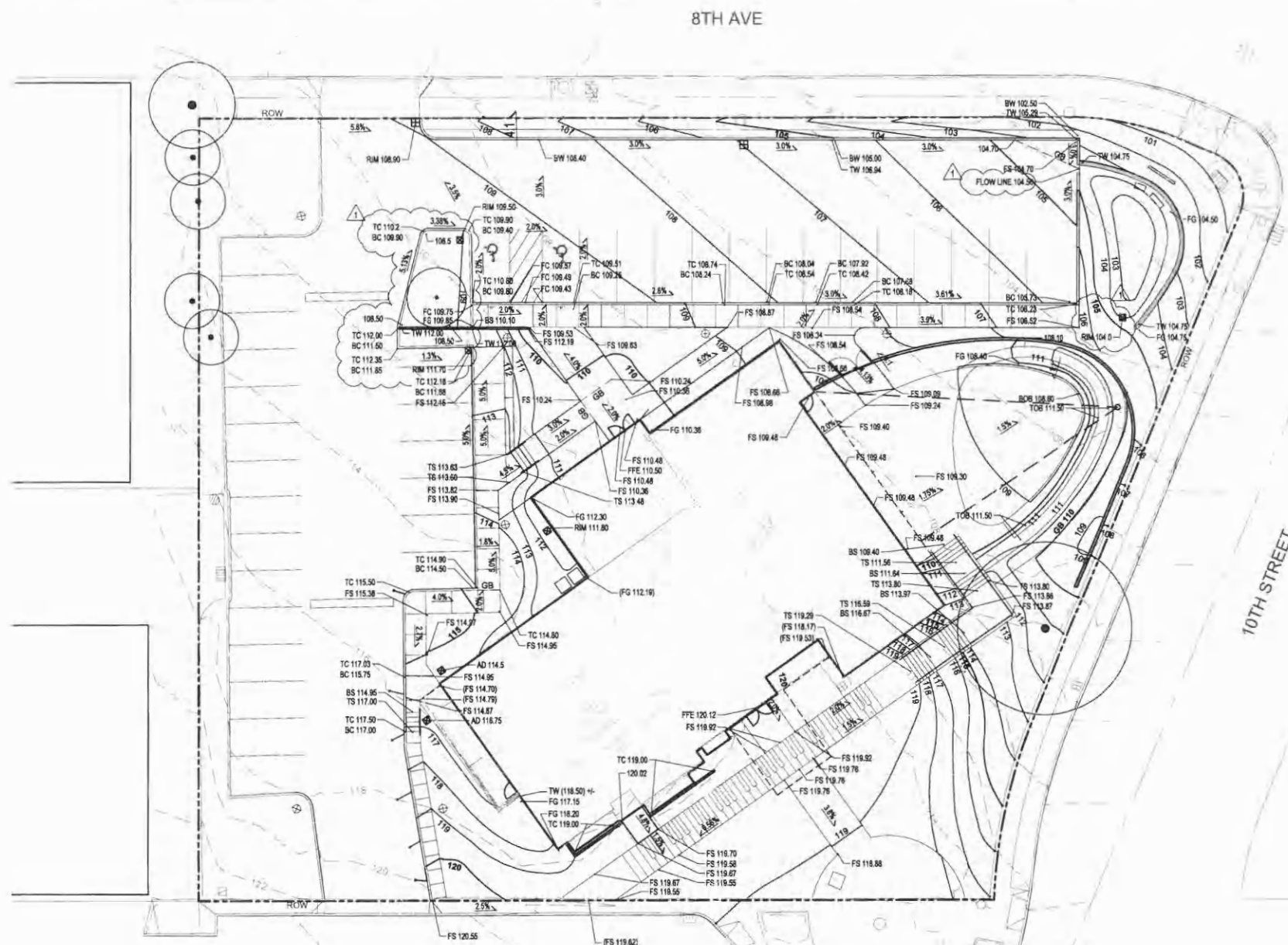
Sheet Name
SITE PLAN

Sheet No.

L1.2

1 SITE PLAN





GRADING LEGEND

- RIGHT OF WAY (ROW)
- EXISTING CONTOUR
- 75 → PROPOSED MAJOR CONTOUR
- 76 → PROPOSED MINOR CONTOUR
- (78.88) EXISTING SPOT ELEVATION
- 78.88 PROPOSED SPOT ELEVATION
- GB — PROPOSED GRADE BREAK
- 2.5% \ PROPOSED DIRECTION AND PERCENT SLOPE

ABBREVIATIONS

- AD AREA DRAIN
- BC BOTTOM OF CURB
- BOB BOTTOM OF BERM
- BOS BOTTOM OF SLOPE
- BS BOTTOM OF STEP
- BW BOTTOM OF WALL
- FC FLUSH CURB
- FFE FINISH FLOOR ELEVATION
- FS FINISH SURFACE
- HP HIGH POINT
- LP LOW POINT
- ME MATCH EXISTING
- PF POLE FOOTING
- RM RIM ELEVATION
- TC TOP OF CURB
- TOB TOP OF BERM
- TOS TOP OF SLOPE
- TS TOP OF STEP
- TW TOP OF WALL

Project Location
 YOUTH MUSIC PROJECT
 215 8TH AVE
 WEST LINN, OR 97068

THESE DRAWINGS ARE FOR
 CONSTRUCTION BY
 JEAN-PIERRE VEILLET
 SITEWORKS, INC. ONLY

Date: NOVEMBER 12, 2013
 Drawn By:

Phase: CLASS II DESIGN REVIEW +
 CONDITIONAL USE PERMIT

Revisions:
 Design Review Response 12/20/13

SEE SHEET P3.0 FOR STORMWATER / DRAINAGE INFORMATION.

PROJECT DIRECTORY

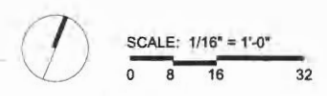
- BUILDING OWNERS:** Marie Lamfrom Charitable Foundation
 9685 SW Ridder Road - Suite 100
 Wilsonville, OR 97070
 TEL: (360) 904-8349
- CLIENT:** Youth Music Project
 2015 8th Avenue
 West Linn, OR 97068
 TEL: (503) 616-5967
- DESIGNER / CONTRACTOR:** Jean-Pierre Veillet Siteworks, Inc.
 1225 NW 9th Avenue - No. 17
 Portland, OR 97209
 TEL: (503) 230-2337
- LANDSCAPE:** PLACE Studio
 735 NW 18th Avenue
 Portland, OR 97209
 TEL: (503) 334-2080
- CIVIL:** OTAK Inc.
 808 SW Third Avenue - Suite 300
 Portland, OR 97204
 TEL: (503) 415-2319

Sheet Name
 GRADING PLAN

Sheet No.

L1.4

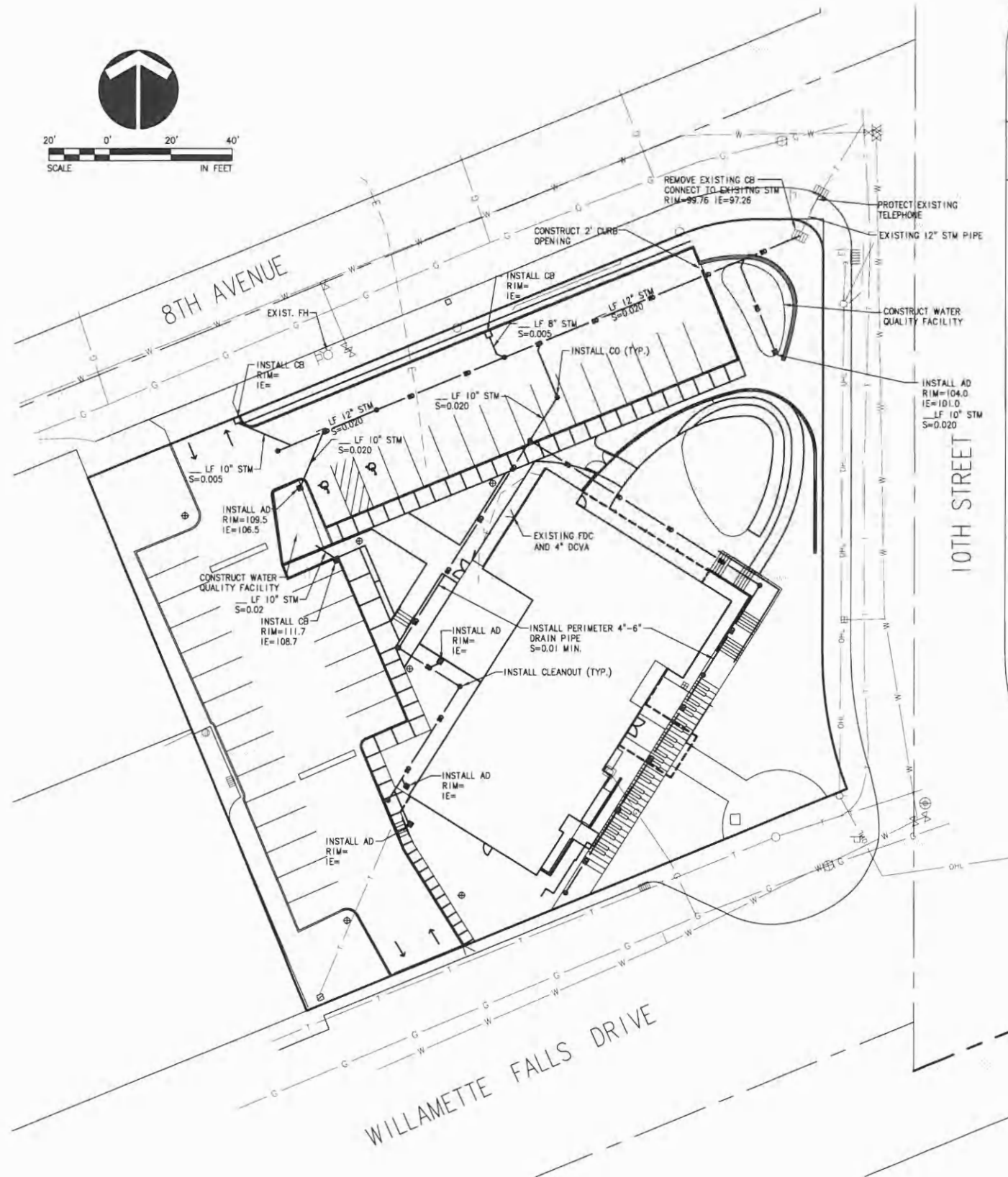
1 GRADING PLAN



PLACE 735 NW 18TH AVE - PORTLAND OR 503.334.2080
SITEWORKS DESIGN + BUILD
 1255 NW 9th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel www.siteworksportland.com ilcbondfins CCB#113920

ATTACHMENT E: CIVIL ENGINEERING DRAWINGS

(ATTACHED: 11X17 COPIES; FULL-SIZED COPIES UNDER SEPARATE COVER)



STORM PLAN ①
1" = 20'-0"

STORM DRAIN

1. THE ENDS OF STORM DRAIN LATERALS OR PIPE STUBS SHALL BE MARKED WITH A ONE PIECE 2"x4" MARKER EXTENDING A MINIMUM 36" ABOVE THE GROUND WITH THE END PAINTED WHITE. MARK TOTAL LENGTH OF 2"x4" AT EXPOSED END. ATTACH MAGNETIC TAPE ALONGSIDE THE 2"x4" MARKER.
2. ALL STORM SEWER PIPE SHALL BE INSTALLED WITH WATER-TIGHT JOINTS.
3. STORM SEWER PIPE, AS NOTED ON PLANS:
4. BACKFILL MUST BE COMPACTED TO A DENSITY NOT LESS THAN 95% STRUCTURAL FILL AREAS. MINIMUM COMPACTION IN UNPAVED, NON-STRUCTURAL FILL AREA IS 90%. COMPACTION IS TO BE PER AASHTO T-180 UNLESS OTHERWISE NOTED IN GEOTECHNICAL REPORT. BACKFILL MATERIAL PER DETAIL 280, SHEET C7.01.
5. STORM DRAIN LINES SHALL BE TESTED ACCORDING TO THE REQUIREMENTS OF CITY OF WEST LINN. TESTING SHALL BE PERFORMED AFTER CONSTRUCTION IS COMPLETED INCLUDING BACKFILL, COMPACTION OF BASE ROCK, AND THE LINES ARE THOROUGHLY CLEANED.
6. ALL NON-METALLIC STORM DRAIN PIPE SHALL BE INSTALLED WITH MAGNETIC LOCATING TAPE.

otak
 Global Partner
 808 SW 3rd Ave., Ste. 300
 Portland, OR 97204
 Phone: (503) 287-8825
 Fax: (503) 415-2304
 www.otak.com



Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

THESE DRAWINGS ARE FOR
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 JEAN-PIERRE VEILLET
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Date: 2013.10.10
 Drawn By: MDH
 Phase: DESIGN DEVELOPMENT
 Revisions:

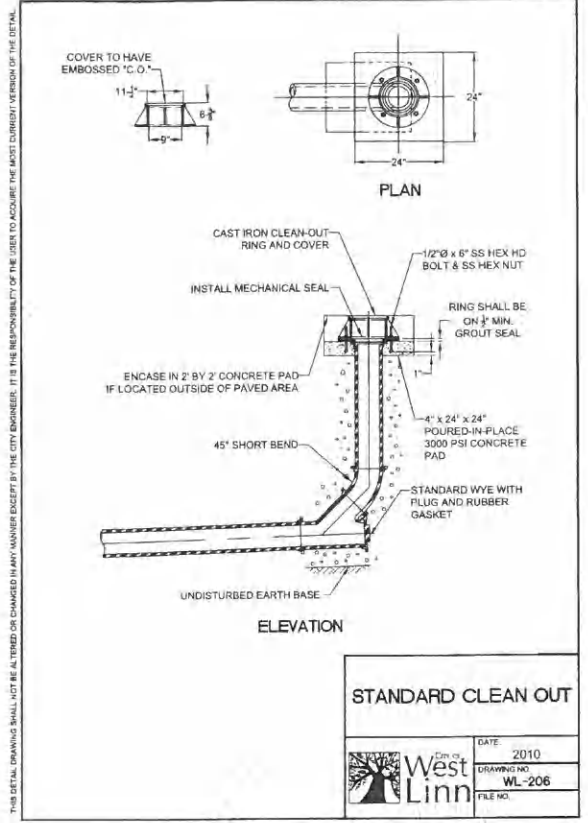
Number	Description	Date

Sheet Name
 STORM DRAIN PLAN

Sheet No.
P3.0

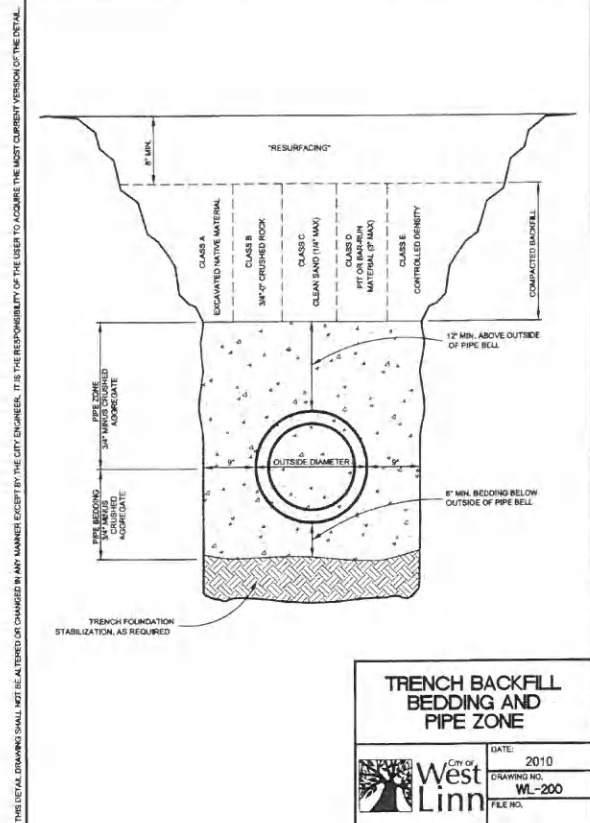
SITEWORKS
 DESIGN | BUILD

1255 NW 8th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel www.siteworksportland.com lic/hand/ins CCB#113920 WA SITEW08060LW CA 982952



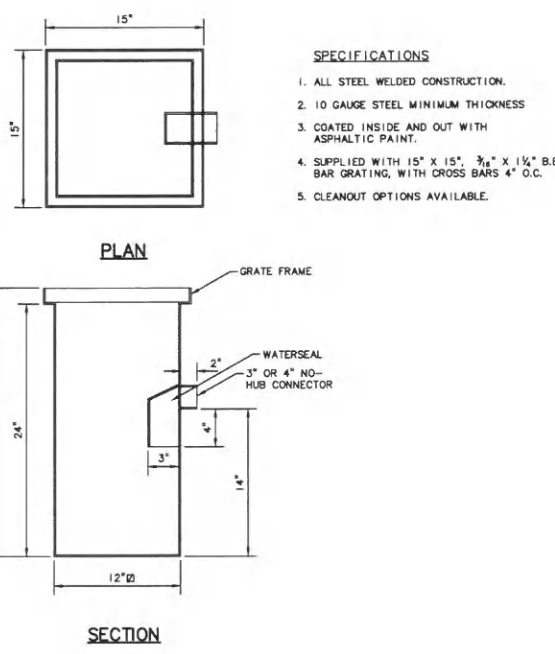
STANDARD CLEAN OUT

DATE	2010
DRAWING NO.	WL-206
FILE NO.	



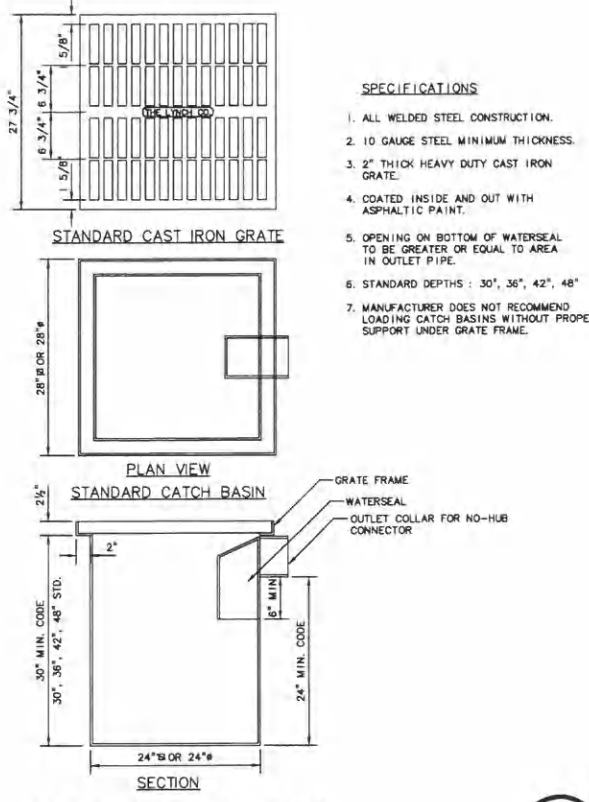
TRENCH BACKFILL BEDDING AND PIPE ZONE

DATE	2010
DRAWING NO.	WL-200
FILE NO.	



- SPECIFICATIONS**
1. ALL STEEL WELDED CONSTRUCTION.
 2. 10 GAUGE STEEL MINIMUM THICKNESS
 3. COATED INSIDE AND OUT WITH ASPHALTIC PAINT.
 4. SUPPLIED WITH 15" X 15", 3/8" X 1/2" B.B. BAR GRATING, WITH CROSS BARS 4" O.C.
 5. CLEANOUT OPTIONS AVAILABLE.

TURF AND LANDSCAPE AREA DRAIN
N.T.S.
Lynch02



- SPECIFICATIONS**
1. ALL WELDED STEEL CONSTRUCTION.
 2. 10 GAUGE STEEL MINIMUM THICKNESS.
 3. 3" THICK HEAVY DUTY CAST IRON GRATE.
 4. COATED INSIDE AND OUT WITH ASPHALTIC PAINT.
 5. OPENING ON BOTTOM OF WATERSEAL TO BE GREATER OR EQUAL TO AREA 1IN. OUTLET PIPE.
 6. STANDARD DEPTHS : 30", 36", 42", 48"
 7. MANUFACTURER DOES NOT RECOMMEND LOADING CATCH BASINS WITHOUT PROPER SUPPORT UNDER GRATE FRAME.

STANDARD CATCH BASIN
N.T.S.
Lynch01

otak
Hennel Global Partner
806 SW 3rd Ave., Ste. 300
Portland, OR 97204
Phone: (503) 287-6825
Fax: (503) 415-2304
www.otak.com

REGISTERED PROFESSIONAL ENGINEER
11.86
OREGON
PE EXPIRES 12/31/2015
DARY ALPSON

Project Location
Youth Music Project
2015 8th Ave
West Linn, OR 97068

THESE DRAWINGS ARE FOR CONSTRUCTION BY JEAN-PIERRE VEILLET SITEWORKS, INC. ONLY

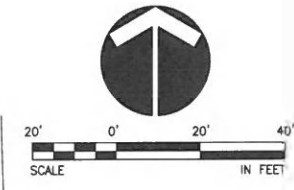
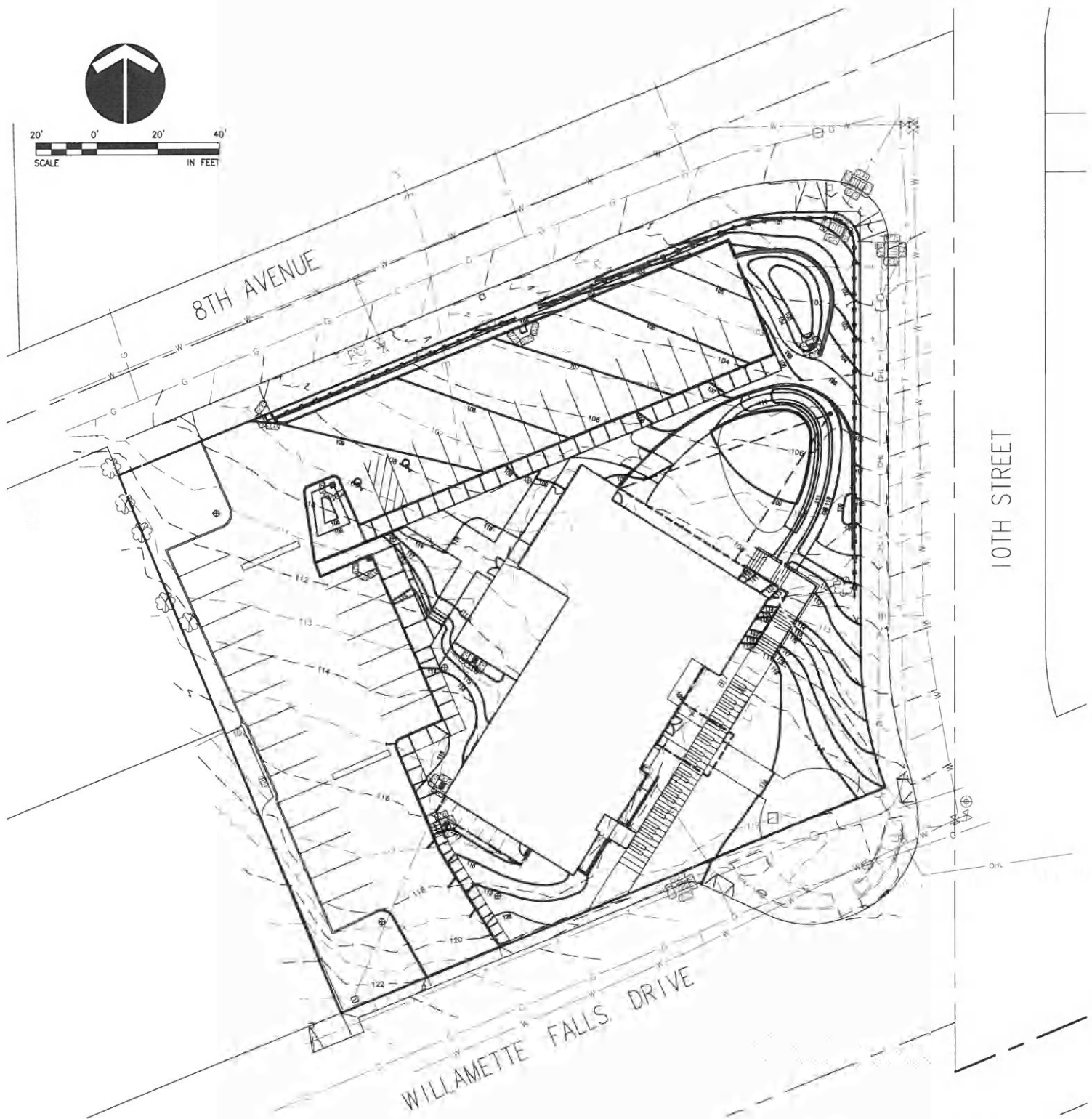
Date:	2013.10.10	
Drawn By:	MDH	
Phase:	DESIGN DEVELOPMENT	
Revisions:		
Number	Description	Date

Sheet Name
STORM DRAIN NOTES AND DETAILS

Sheet No.
P3.1

SITEWORKS
DESIGN | BUILD

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EROSION CONTROL PLAN ①
1" = 20'-0"

otak
 Hannell Global Partner
 908 SW 3rd Ave., Ste. 300
 Portland, OR 97204
 Phone: (503) 287-6825
 Fax: (503) 415-2304
 www.otak.com



Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

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 CONSTRUCTION BY
 JEAN-PIERRE VEILLET
 SITEWORKS, INC. ONLY

Date: 2013.10.10

Drawn By: MDH

Phase: DESIGN DEVELOPMENT

Revisions:

Number	Description	Date

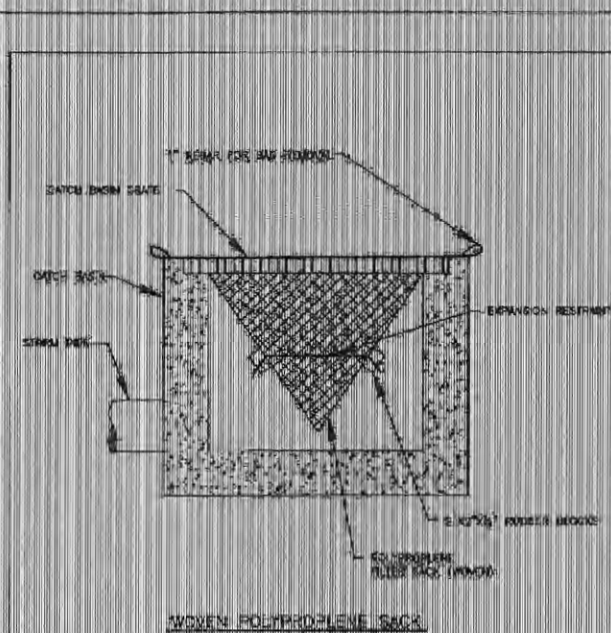
Sheet Name
 EROSION CONTROL PLAN

Sheet No.
P4.0

SITEWORKS
 DESIGN | BUILD

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CHAPTER 4: EROSION AND SEDIMENT CONTROL MEASURES AND BMP'S

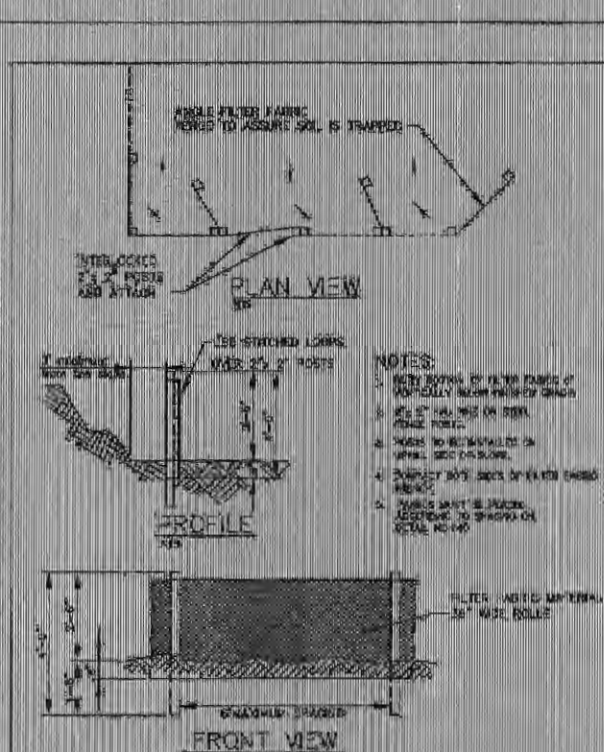


NOTES
 1. INTERLOCK CURB INLET CATCH BASINS MUST BE BLOCKED WHEN USING FILTER FABRIC FILTER BAGS. SIZE OF FILTER FABRIC FILTER BAGS TO BE DETERMINED BY MANUFACTURER.

INLET PROTECTION TYPE 5

DETAIL DRAWING N-118 REVISION D-1-10

CHAPTER 4: EROSION AND SEDIMENT CONTROL MEASURES AND BMP'S



NOTES
 1. MUST BE INSTALLED BY THE PERMITTEE OR A QUALIFIED SUBCONTRACTOR.
 2. MUST BE INSTALLED ON A SLOPE OF 1:1.
 3. MUST BE INSTALLED ON A SLOPE OF 1:1.
 4. MUST BE INSTALLED ON A SLOPE OF 1:1.
 5. MUST BE INSTALLED ON A SLOPE OF 1:1.

SEDIMENT FENCE

DETAIL DRAWING J-1-02 REVISION 01-10

STANDARD EROSION AND SEDIMENT CONTROL PLAN DRAWING NOTES:

- WHEN RAINFALL AND RUNOFF OCCURS DAILY, INSPECTIONS OF THE EROSION AND SEDIMENT CONTROLS AND DISCHARGE OUTFALLS MUST BE PROVIDED BY SOME ONE KNOWLEDGEABLE AND EXPERIENCED IN THE PRINCIPLES, PRACTICES, INSTALLATION, AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS WHO WORKS FOR THE PERMITTEE.
- CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND CREATION OF BARE GROUND FROM OCTOBER 1 THROUGH MAY 31 EACH YEAR.
- DURING WET WEATHER PERIOD, TEMPORARY STABILIZATION OF THE SITE MUST OCCUR AT THE END OF EACH WORK DAY.
- SEDIMENT CONTROLS MUST BE INSTALLED AND MAINTAINED ON ALL DOWN GRADIENT SIDES OF THE CONSTRUCTION SITE AT ALL TIMES DURING CONSTRUCTION. THEY MUST REMAIN IN PLACE UNTIL PERMANENT VEGETATION OR OTHER PERMANENT COVERING OF EXPOSED SOIL IS ESTABLISHED.
- ALL ACTIVE INLETS MUST HAVE SEDIMENT CONTROLS INSTALLED AND MAINTAINED AT ALL TIMES DURING CONSTRUCTION. UNLESS OTHERWISE APPROVED, A SURFACE MOUNTED AND ATTACHABLE, U-SHAPED FILTER BAG IS REQUIRED FOR ALL CURB INLET CATCH BASINS.
- SIGNIFICANT AMOUNTS OF SEDIMENT WHICH LEAVES THE SITE MUST BE CLEANED UP WITHIN 24 HOURS AND PLACED BACK ON THE SITE AND STABILIZED OR PROPERLY DISPOSED. THE CAUSE OF THE SEDIMENT RELEASE MUST BE FOUND AND PREVENTED FROM CAUSING A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE OREGON DEPARTMENT OF STATE LANDS REQUIRED TIME FRAME.
- SEDIMENT MUST NOT BE INTENTIONALLY WASHED INTO STORM SEWERS, DRAINAGE WAYS, OR WATER BODIES.
- SEDIMENT MUST BE REMOVED FROM BEHIND ALL SEDIMENT CONTROL MEASURES WHEN IT HAS REACHED A HEIGHT OF 1/3RD THE BARRIER HEIGHT, AND PRIOR TO THE CONTROL MEASURES REMOVAL.
- CLEANING OF ALL STRUCTURES WITH SUMPS MUST OCCUR WHEN THE SEDIMENT RETENTION CAPACITY HAS BEEN REDUCED BY 50% AND AT COMPLETION OF PROJECT.
- ANY USE OF TOXIC OR OTHER HAZARDOUS MATERIALS MUST INCLUDE PROPER STORAGE, APPLICATION, AND DISPOSAL.
- THE PERMITTEE MUST PROPERLY MANAGE HAZARDOUS WASTES, USED OILS, CONTAMINATED SOILS, CONCRETE WASTE, SANITARY WASTE, LIQUID WASTE, OR OTHER TOXIC SUBSTANCES DISCOVERED OR GENERATED DURING CONSTRUCTION.
- THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS. NUTRIENT RELEASES FROM FERTILIZERS TO SURFACE WATERS MUST BE MINIMIZED. TIME RELEASE FERTILIZERS SHOULD BE USED AND CARE SHOULD BE MADE IN APPLICATION OF FERTILIZERS WITHIN ANY WATER WAY RIPARIAN ZONE.
- OWNER OR DESIGNATED PERSON SHALL BE RESPONSIBLE FOR PROPER INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH CURRENT CLEAN WATER SERVICES STANDARDS AND STATE, AND FEDERAL REGULATIONS.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BOUNDARIES OF THE CLEARING LIMITS, VEGETATED BUFFERS, AND ANY SENSITIVE AREAS SHOWN ON THIS PLAN SHALL BE CLEARLY DELINEATED IN THE FIELD. UNLESS OTHERWISE APPROVED, NO DISTURBANCE IS PERMITTED BEYOND THE CLEARING LIMITS. THE OWNER/PERMITTEE MUST MAINTAIN THE DELINEATION FOR THE DURATION OF THE PROJECT. NOTE: VEGETATED CORRIDORS TO BE DELINEATED WITH ORANGE CONSTRUCTION FENCE OR APPROVED EQUAL.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BMP'S THAT MUST BE INSTALLED ARE GRAVEL CONSTRUCTION ENTRANCE, PERIMETER SEDIMENT CONTROL, AND INLET PROTECTION. THESE BMP'S MUST BE MAINTAINED FOR THE DURATION OF THE PROJECT.
- IF VEGETATIVE SEED MIXES ARE SPECIFIED, SEEDING MUST TAKE PLACE NO LATER THAN SEPTEMBER 1ST; THE TYPE AND PERCENTAGES OF SEED IN THE MIX ARE AS IDENTIFIED ON THE PLANS OR AS SPECIFIED BY THE DESIGN ENGINEER.
- WATER-TIGHT TRUCKS MUST BE USED TO TRANSPORT SATURATED SOILS FROM THE CONSTRUCTION SITE. AN APPROVED EQUIVALENT IS TO DRAIN THE SOIL ON SITE AT A DESIGNATED LOCATION USING APPROPRIATE BMP'S. SOIL MUST BE DRAINED SUFFICIENTLY FOR MINIMAL SPILLAGE.
- ALL PUMPING OF SEDIMENT LADEN WATER MUST BE DISCHARGED OVER AN UNDISTURBED, PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP (I.E. FILTER BAG).
- THE ESC PLAN MUST BE KEPT ONSITE. ALL MEASURES SHOWN ON THE PLAN MUST BE INSTALLED PROPERLY TO ENSURE THAT SEDIMENT LADEN WATER DOES NOT ENTER A SURFACE WATER SYSTEM, ROADWAY, OR OTHER PROPERTIES.
- THE ESC MEASURES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE MEASURES SHALL BE UPGRADED AS NEEDED TO MAINTAIN COMPLIANCE WITH ALL REGULATIONS.
- WRITTEN ESC LOGS ARE SUGGESTED TO BE MAINTAINED ONSITE AND AVAILABLE TO DISTRICT INSPECTORS UPON REQUEST.
- IN AREAS SUBJECT TO WIND EROSION, APPROPRIATE BMP'S MUST BE USED WHICH MAY INCLUDE THE APPLICATION OF FINE WATER SPRAYING, PLASTIC SHEETING, MACHING, OR OTHER APPROVED MEASURES.
- ALL EXPOSED SOILS MUST BE COVERED DURING WET WEATHER PERIOD.

Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

THESE DRAWINGS ARE FOR
 CONSTRUCTION BY
 JEAN-PIERRE VIELLET
 SITEWORKS, INC. ONLY

Date: 2013.10.10

Drawn By: MDH

Phase: DESIGN DEVELOPMENT

Revisions:

Number	Description	Date

Sheet Name
 EROSION CONTROL NOTES
 AND DETAILS

Sheet No

P4.1



MAIN BODY COLOR -
RODDA 8432
"GARDEN BENCH"

ACCENT BODY COLOR - RODDA
8430
"ROCK OF AGES"

TRIM COLOR -
RODDA 8263
"ROMANTIC MOOD"

Youth Music Project

SITeworks

DESIGN + BUILD

1255 NW 9th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel. www.siteworksportland.com lic: bond lic. CCB#133920 HR SITE#0880JUN CA 88352

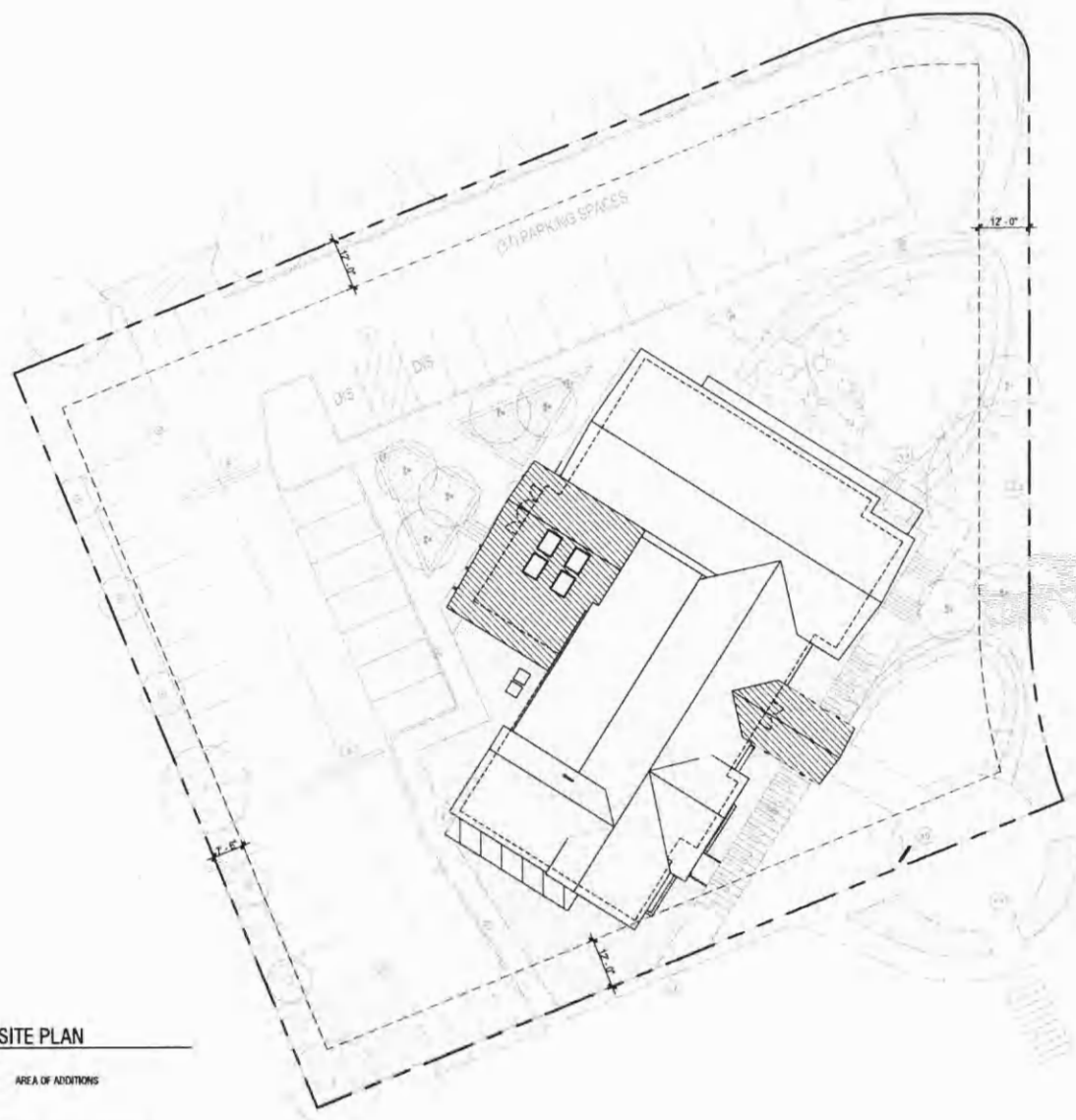
ABBREVIATIONS

—	NONE
@	AT
≈	APPROXIMATELY
CL	CENTERLINE
Ø	DIAMETER
#	NUMBER
"	INCHES
'	FOOT (FEET)
ACSF	ACCESS FLOORING
ADJ	ADJACENT
AF	ABOVE FINISH FLOOR
AHJ	AUTHORITY HAVING JURISDICTION
BO	BOTTOM OF
BOB	BOTTOM OF BEAM
BOT	BOTTOM
BOS	BOTTOM OF STEEL
CJ	CONTROL JOINT
CLG	CLEARING
CLR	CLEAR
CO	CLEAN OUT
DS	DOWN SPOUT
DW	DISHWASHER
DWG	DRAWING
E	EXISTING
EJ	EXPANSION JOINT
EQ	EQUAL
EXP	EXPOSED STRUCTURE
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FF EL	FINISH FLOOR ELEV
FO	FACE OF
FOR	FACE OF BEAM
FOC	FACE OF CONCRETE
FOF	FACE OF FINISH
FOM	FACE OF MASONRY
FOS	FACE OF STUD
FW	FACE OF WALL
GA	GAUGE
GB	GYP-SUM BOARD
GALV	GALVANIZED
HS	HOSE BIB
HS	HEAT STRENGTHENED
ID	INSIDE DIAMETER
MAX	MAXIMUM
MH	MANHOLE
MIN	MINIMUM
MO	MASONRY OPENING
MTL	MATERIAL
MW	MICROWAVE
NC	NOT IN CONTRACT
NTS	NOT TO SCALE
OAE	OR APPROVED EQUAL
OC	ON CENTER
OD	OUTSIDE DIAMETER
OFD	OVERFLOW DRAIN
OF/CI	OWNER FURNISHED, CONTRACTOR INSTALLED
OF/O	OWNER FURNISHED, OWNER INSTALLED
OH	OPPOSITE HAND
PPR	PREFINISHED (ALTERNATE PREFIN)
PLAS	PLASTER
RD	ROOF DRAIN
REF	REFRIGERATOR
RO	ROUGH OPENING
ROW	RIGHT OF WAY
SF	SQUARE FOOT (FEET)
SHG	SHEDDING
SM	SIMILAR
SST	STAINLESS STEEL (BASE, WALL PANEL, OR COVERING)
STN	STAIN
T	TEMPERED
TO	TOP OF
TOR	TOP OF BEAM
TOC	TOP OF CONCRETE
TOC	TOP OF STEEL DECK
TOP	TOP OF PARAPET
TOS	TOP OF STEEL
TOW	TOP OF WALL
T-M	TO MATCH
TP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
VF	VERSBY IN FIELD

LOCATION MAP



VICINITY MAP



PROJECT DESCRIPTION

THE PROPOSED REVISIONS TO BOTH THE BUILDING AND SITE LANDSCAPE ARE REQUESTED TO BOTH IMPROVE THE FUNCTION AND AESTHETIC OF THE PROPERTY.

PROPOSED ADDITIONS/ALTERATIONS TO THE BUILDING INCLUDE THE FOLLOWING:

1. A 300SF COVERED PORCH ENTRY ADDITION AND REPLACEMENT OF NON ADA COMPLIANT RAMP ALONG WELLMARLETTE FALLS DRIVE, PROVIDING A STRONGER PUBLIC IDENTITY FROM THE STREET AND ADA ACCESSIBILITY TO THE UPPER FLOOR AT STREET LEVEL.
2. A 750SF ENTRY VESTIBULE ADDITION AT THE LOWER PARKING LOT, PROVIDING SAFE, PUBLIC ACCESS AND A CLEAR ENTRY POINT FOR STUDENTS AND PARENTS.
3. NEW AND REPLACEMENT WINDOWS TO ENHANCE THE ARCHITECTURAL DESIGN AND CURRENT USE OF THE BUILDING.
4. NEW SIGNAGE IDENTIFYING THE YOUTH MUSIC PROJECT.
5. NEW EXTERIOR FANIT TO ENHANCE THE ARCHITECTURAL DESIGN AND BETTER REPRESENT THE YOUTH MUSIC PROJECT IDENTITY.
6. SEVERAL SITE AND LANDSCAPE ENHANCEMENTS.

Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

THESE DRAWINGS ARE FOR
 CONSTRUCTION BY
 JEAN-PIERRE VEILLET
 SITEWORKS, INC. ONLY

Date: 2013.11.12

Drawn By: KSM

Phase: TYPE II DESIGN REVIEW
 AND CONDITIONAL USE

Revisions:

Number	Description	Date

GENERAL NOTES

1. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO PROCEEDING WITH THE WORK.
2. DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS. DO NOT SCALE. DRAWINGS, NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO PROCEEDING WITH THE WORK.
3. DETAILS NOTED AS "TYPICAL" OR "TYP" APPLY IN ALL CASES UNLESS SPECIFICALLY REFERENCED. DETAILS THAT ARE SPECIFICALLY REFERENCED SHALL TAKE PRECEDENCE OVER DETAILS NOTED AS "TYPICAL" OR "TYP". SPECIFIC NOTES AND DETAILS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND DETAILS.
4. LOCATE EXISTING UTILITIES WHETHER INDICATED OR NOT AND PROTECT FROM DAMAGE. CONTRACTOR SHALL BEAR REPAIR OR REPLACEMENT EXPENSES OF UTILITIES OR OTHER PROPERTY DAMAGED BY OPERATIONS IN CONJUNCTION WITH THE PROSECUTION OF THE WORK.
5. TEMPORARY PEDESTRIAN PROTECTION SHALL BE PROVIDED AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION STANDARDS.
6. ALL SAFETY GLAZING SHALL BE PERMANENTLY LABELED WITH THE MANUFACTURERS NAME AND TEST APPROVAL INFORMATION.
7. HVAC, ELECTRICAL, AND PLUMBING WORK TO BE BIDDER DESIGNED/ENGINEERED.

GENERAL INFORMATION

GO.0 GENERAL INFORMATION

ARCHITECTURAL

- A1.1 LOWER LEVEL FLOOR PLAN
- A1.2 UPPER LEVEL FLOOR PLAN
- A1.2 ROOF PLAN
- A3.0 EXTERIOR ELEVATIONS
- A3.1 EXTERIOR ELEVATIONS
- A3.2 ARCHITECTURAL MATERIALS
- A5.1 EXTERIOR SIGNAGE & ART
- A5.2 EXTERIOR SIGNAGE DETAILS
- A5.3 EXTERIOR ART & SCULPTURE

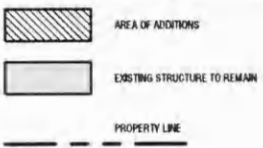
CIVIL

- P3.0 STORM DRAIN PLAN
- P3.1 STORM DRAIN NOTES & DETAILS
- P4.0 EROSION CONTROL PLAN
- P4.1 EROSION CONTROL NOTES & DETAILS

LANDSCAPE

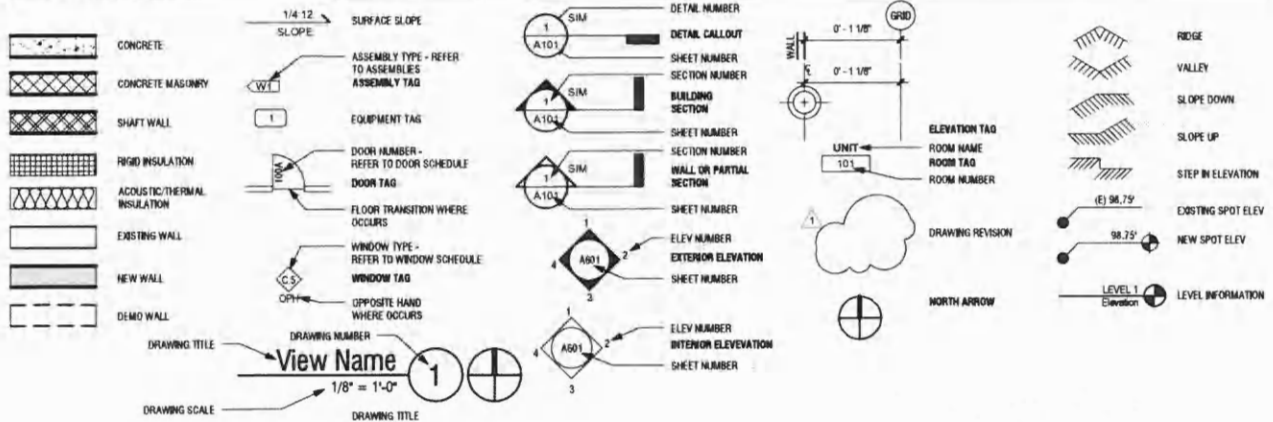
- L1.1 SITE ANALYSIS PLAN
- L1.2 SITE PLAN
- L1.3 ACCESS PLAN
- L1.4 GRADING PLAN
- L1.6 LANDSCAPE PLAN
- L1.7 PLANTING SCHEDULE
- L2.1 SITE SECTIONS
- L2.2 SITE SECTIONS
- L2.3 DETAILS
- L2.4 DETAILS

LEGEND - SITE PLAN



SITE PLAN
 1" = 20'-0"

SYMBOLS / LEGEND



PROJECT DIRECTORY

BUILDING OWNERS: Aloha Landron Charitable Foundation
 2015 8th Avenue, Suite 202
 West Linn, OR 97068
 TEL: (503) 904-4349

CLIENT: Youth Music Project
 2015 8th Avenue, Suite 202
 West Linn, OR 97068
 TEL: (503) 916-5967

DESIGNER / CONTRACTOR: Jean-Pierre Veillet Siteworks, Inc.
 1255 NW 9th Ave - No. 17
 Portland, OR 97209
 TEL: 503.290.2337

LANDSCAPE: PLACE Studio
 735 NW 16th
 Portland, OR 97209
 TEL: (503) 354-2050

CIVIL: STAK Inc.
 808 SW 13rd Ave, Suite 300
 Portland, OR 97204
 TEL: (503) 415-2319

Sheet Name
 GENERAL INFORMATION

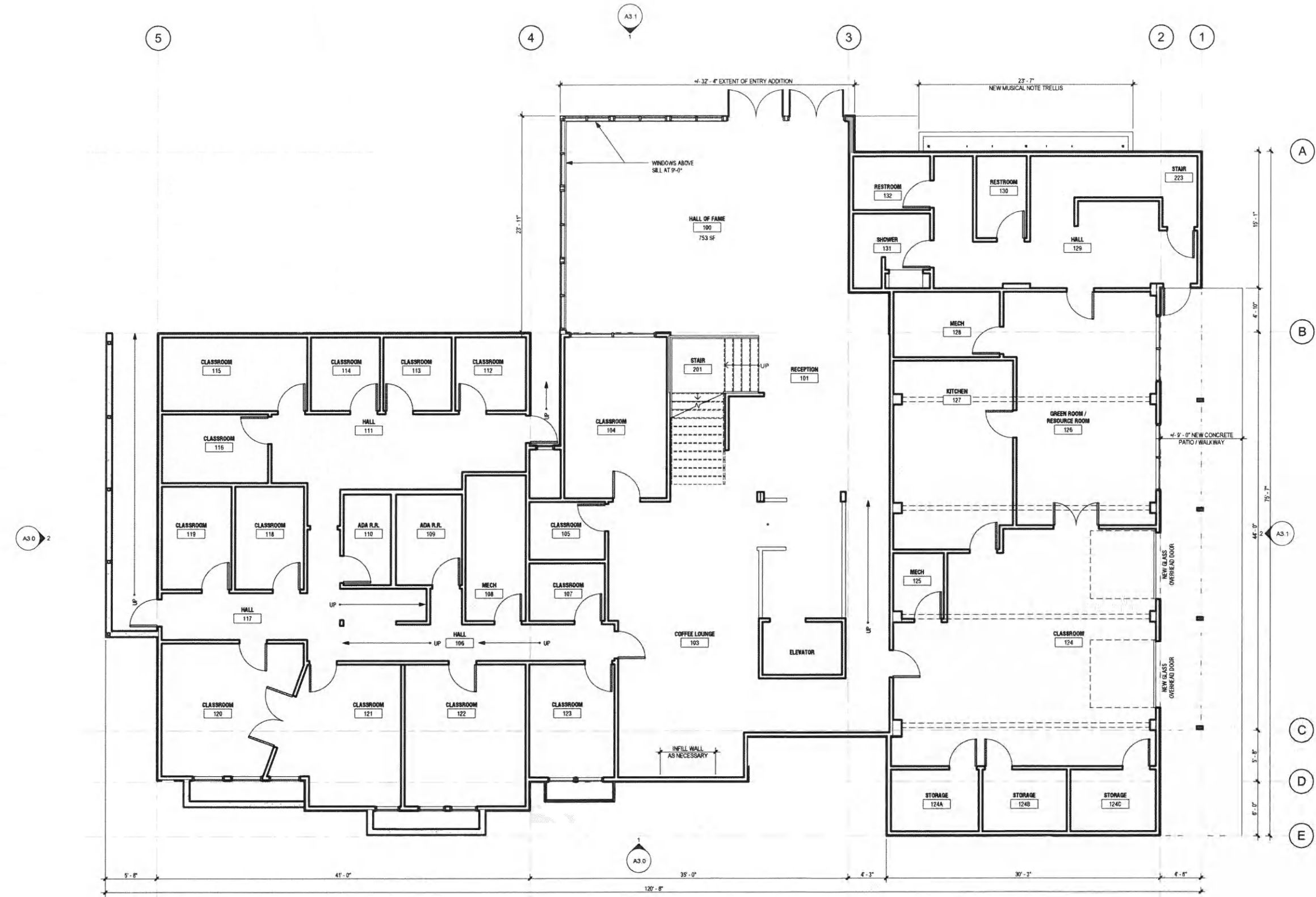
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GO.0

SITEWORKS

DESIGN • BUILD

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LEGEND - FLOOR PLAN

- EXISTING WALL TO REMAIN
- NEW WALL
- NO WORK THIS AREA
- BELOW GRADE

Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

THESE DRAWINGS ARE FOR CONSTRUCTION BY JEAN-PIERRE VEILLET SITEWORKS, INC. ONLY

Date: 2013.11.12

Drawn By: KSM / JLG

Phase: TYPE II DESIGN REVIEW AND CONDITIONAL USE

Revisions:

Number	Description	Date

Sheet Name
 LOWER LEVEL FLOOR PLAN

Sheet No.
A1.1

LOWER LEVEL FLOOR PLAN 1
 3/16" = 1'-0"



LEGEND - FLOOR PLAN

- EXISTING WALL TO REMAIN
- NEW WALL
- NO WORK THIS AREA
- BELOW GRADE

Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

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Phase: TYPE II DESIGN REVIEW
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Revisions:

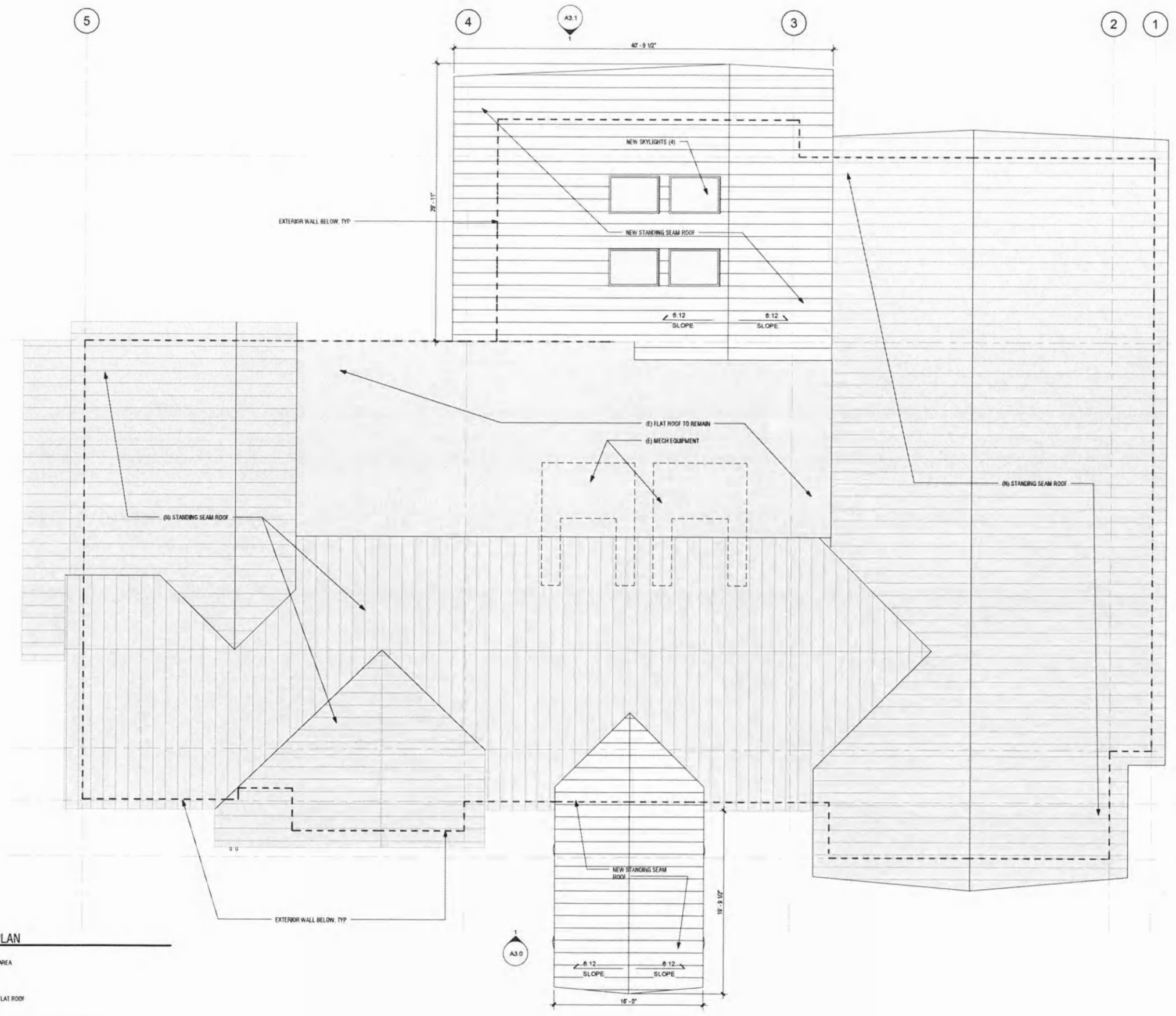
Number	Description	Date

Sheet Name
 UPPER LEVEL FLOOR PLAN

Sheet No.

A1.2

UPPER LEVEL FLOOR PLAN 1
 3/16" = 1'-0"



Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

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Phase: TYPE II DESIGN REVIEW
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Revisions:




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 ROOF PLAN

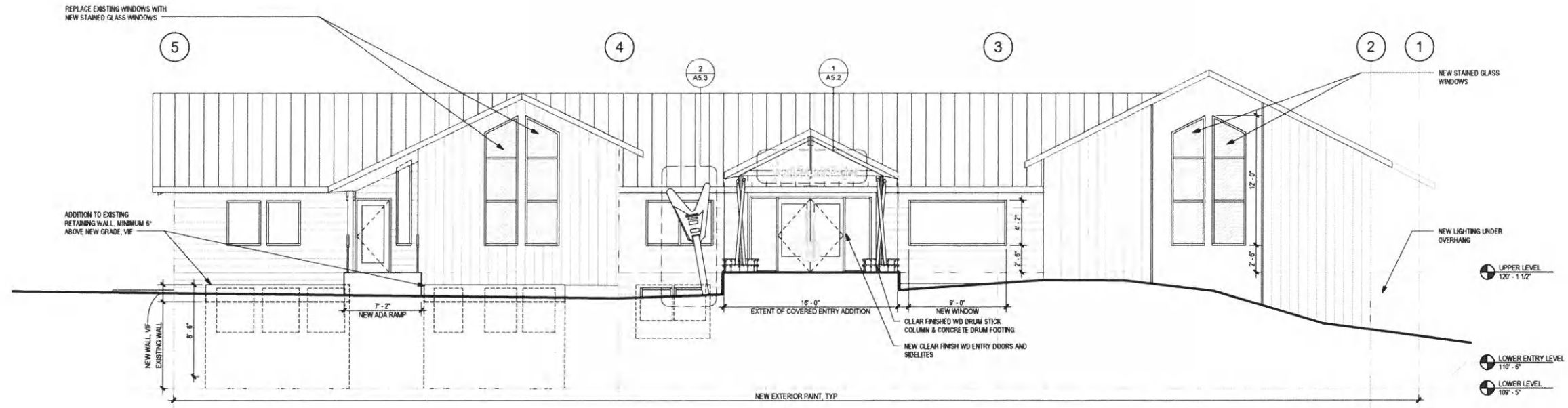
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A1.3

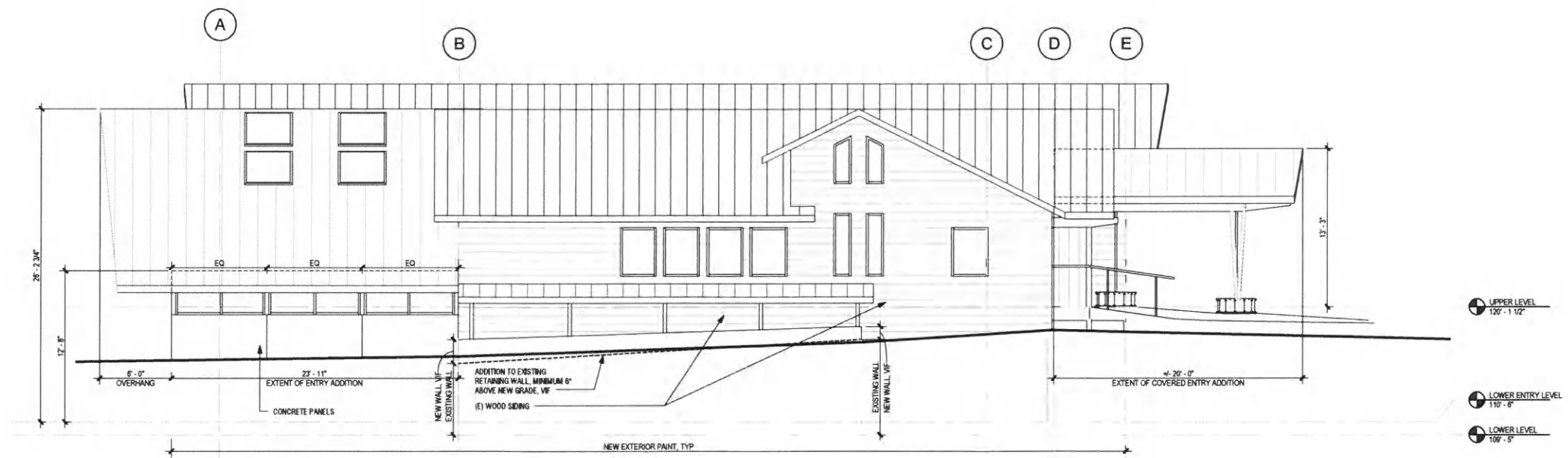
LEGEND - ROOF PLAN

-  (N) ROOF AREA
-  EXISTING FLAT ROOF
-  EXISTING ROOF STRUCTURE, NEW STANDING SEAM

ROOF PLAN 1
 3/16" = 1'-0"



BUILDING ELEVATION - SOUTHEAST 1
3/16" = 1'-0"



BUILDING ELEVATION - SOUTHWEST 2
3/16" = 1'-0"

Project Location
Youth Music Project
2015 8th Ave
West Linn, OR 97068

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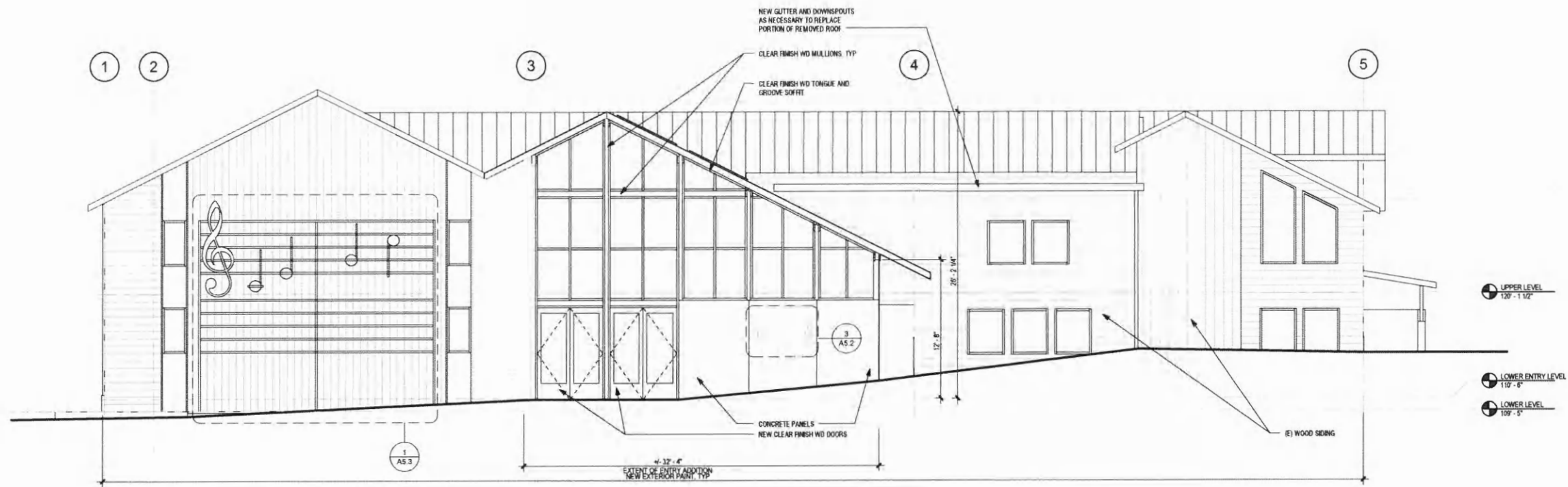
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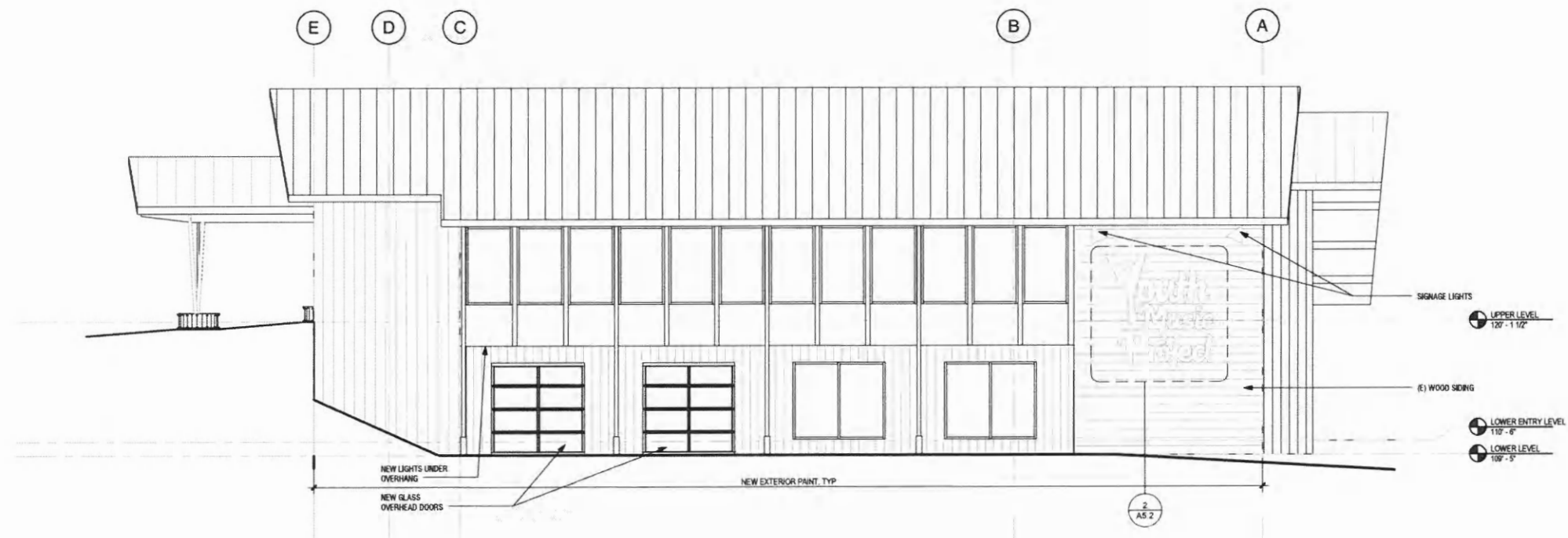
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EXTERIOR ELEVATIONS

Sheet No.
A3.0

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BUILDING ELEVATION - NORTHWEST 1
3/16" = 1'-0"



BUILDING ELEVATION - NORTHEAST 2
3/16" = 1'-0"

Project Location
Youth Music Project
2015 8th Ave
West Linn, OR 97068

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Phase: TYPE II DESIGN REVIEW
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Revisions:

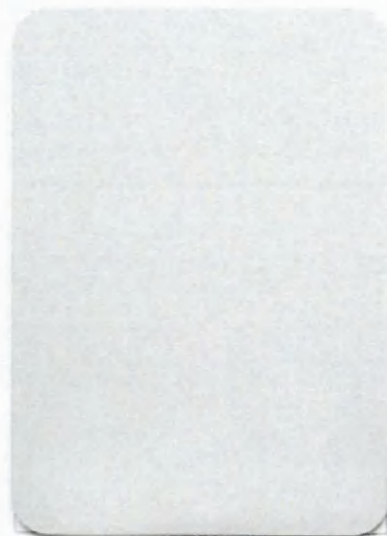
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EXTERIOR ELEVATIONS

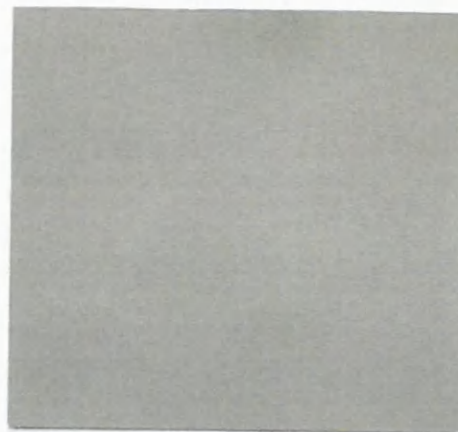
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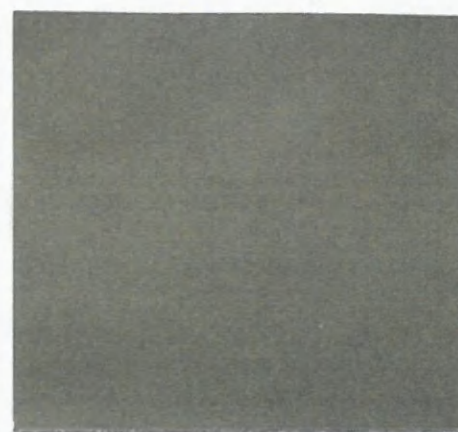
STANDING SEAM ROOF



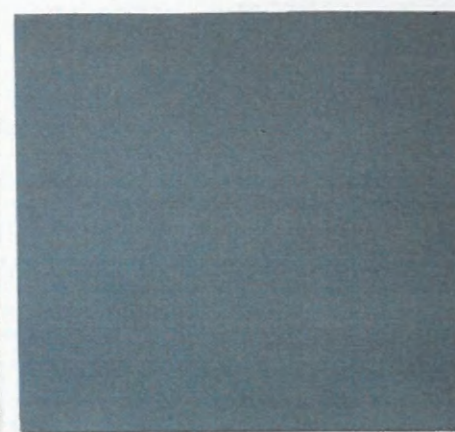
EXTERIOR PAINT COLORS



MAIN BODY COLOR



ACCENT BODY COLOR



TRIM COLOR

WEATHERED STEEL
GUITAR SCULPTURE



CLEAR FINISH WOOD
CANOPY FRAMING
DRUMSTICK COLUMNS
ENTRY DOORS AND NEW WINDOWS



CONCRETE
DRUMSTICK COLUMN BASE
LANDSCAPE WALLS
WALL PANEL



Project Location
Youth Music Project
2015 8th Ave
West Linn, OR 97068

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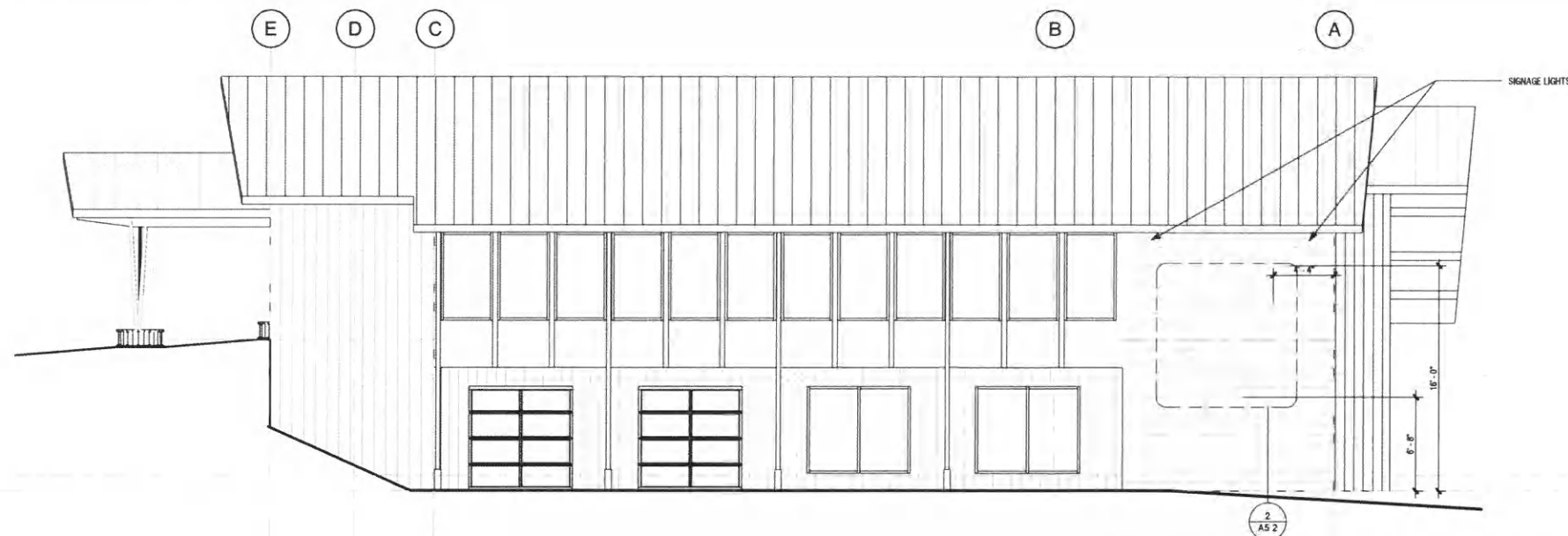
Sheet Name
ARCHITECTURAL MATERIALS

Sheet No.

A3.2

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1755 NW 9th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel www.siteworksportland.com lic: bond: 008 CCB# 113920 WA SITEW088802W CA 882952



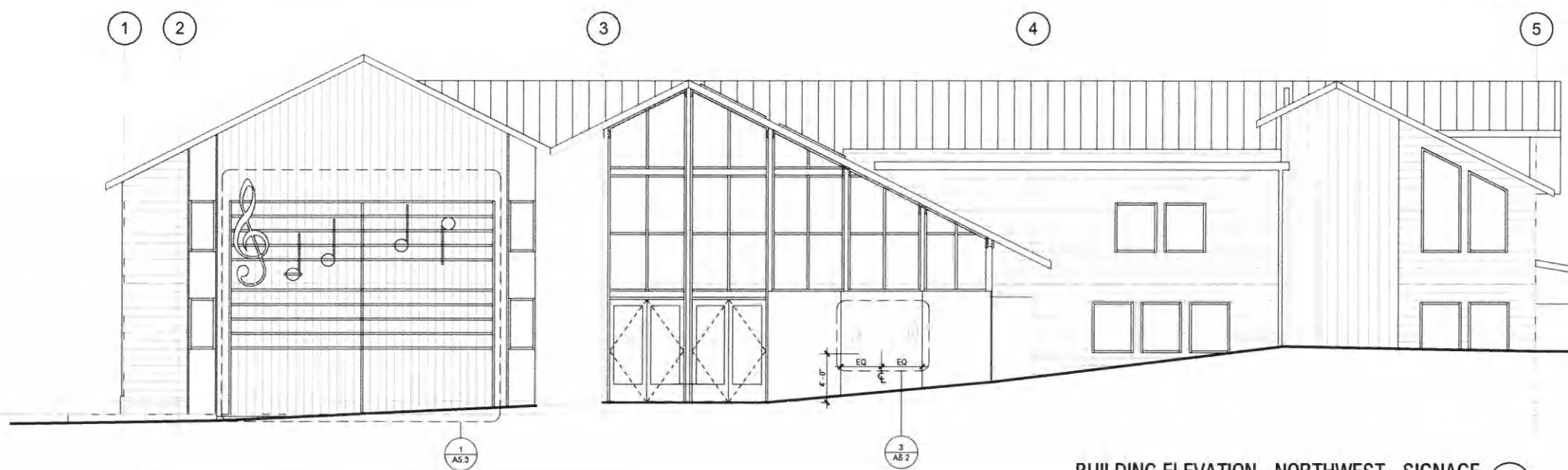
TOTAL ELEVATION AREA: 2,599 SF
 TOTAL ALLOWABLE SIGNAGE AREA: 256 SF
 TOTAL PROPOSED SIGNAGE AREA: 75 SF

UPPER LEVEL
 120'-1 1/2"

LOWER ENTRY LEVEL
 110'-6"

LOWER LEVEL
 109'-5"

BUILDING ELEVATION - NORTHEAST - SIGNAGE 1
 3/16" = 1'-0"



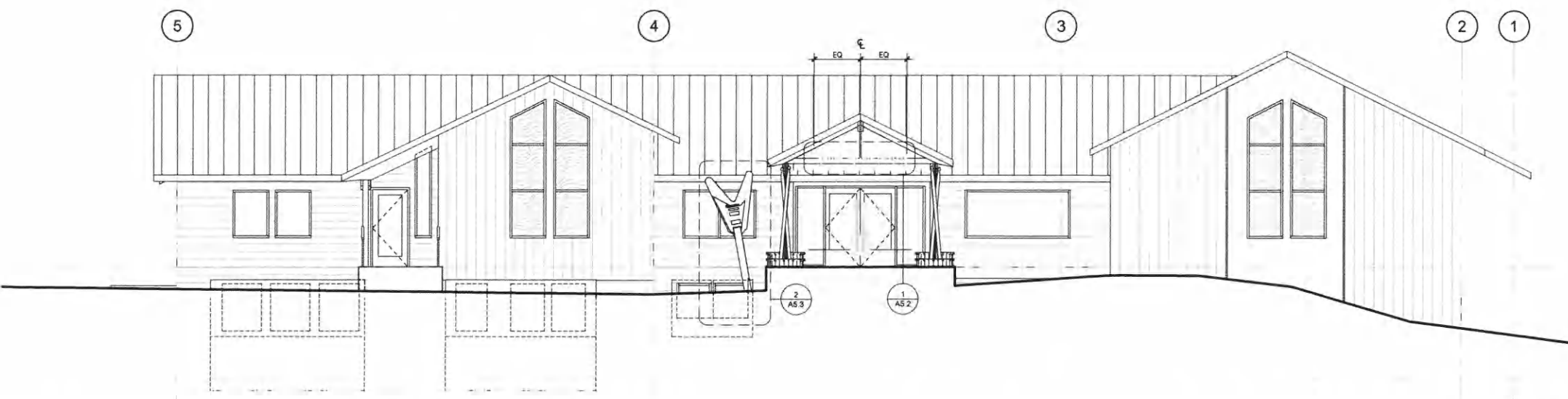
TOTAL ELEVATION AREA: 2875 SF
 TOTAL ALLOWABLE SIGNAGE AREA: 288 SF
 TOTAL PROPOSED SIGNAGE AREA: 22 SF

UPPER LEVEL
 120'-1 1/2"

LOWER ENTRY LEVEL
 110'-6"

LOWER LEVEL
 109'-5"

BUILDING ELEVATION - NORTHWEST - SIGNAGE 2
 3/16" = 1'-0"



TOTAL ELEVATION AREA: 2156 SF
 TOTAL ALLOWABLE SIGNAGE AREA: 215 SF
 TOTAL PROPOSED SIGNAGE AREA: 15 SF

UPPER LEVEL
 120'-1 1/2"

LOWER ENTRY LEVEL
 110'-6"

LOWER LEVEL
 109'-5"

BUILDING ELEVATION - SOUTHEAST - SIGNAGE 3
 3/16" = 1'-0"

SITeworks
 DESIGN • BUILD

Project Location
 Youth Music Project
 2015 8th Ave
 West Linn, OR 97068

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Date: 2013.11.12

Drawn By: KSM

Phase: TYPE II DESIGN REVIEW
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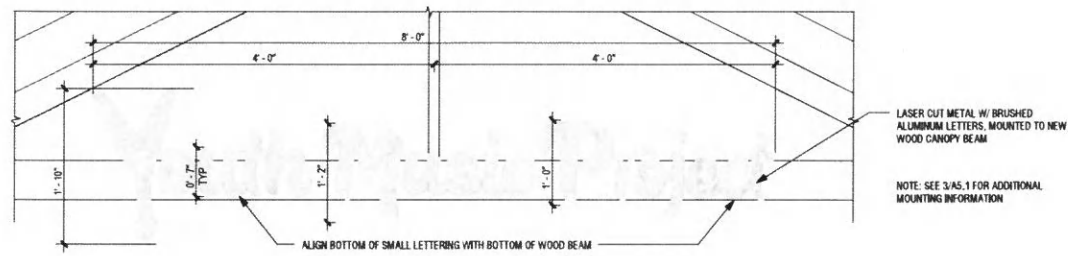
Revisions:

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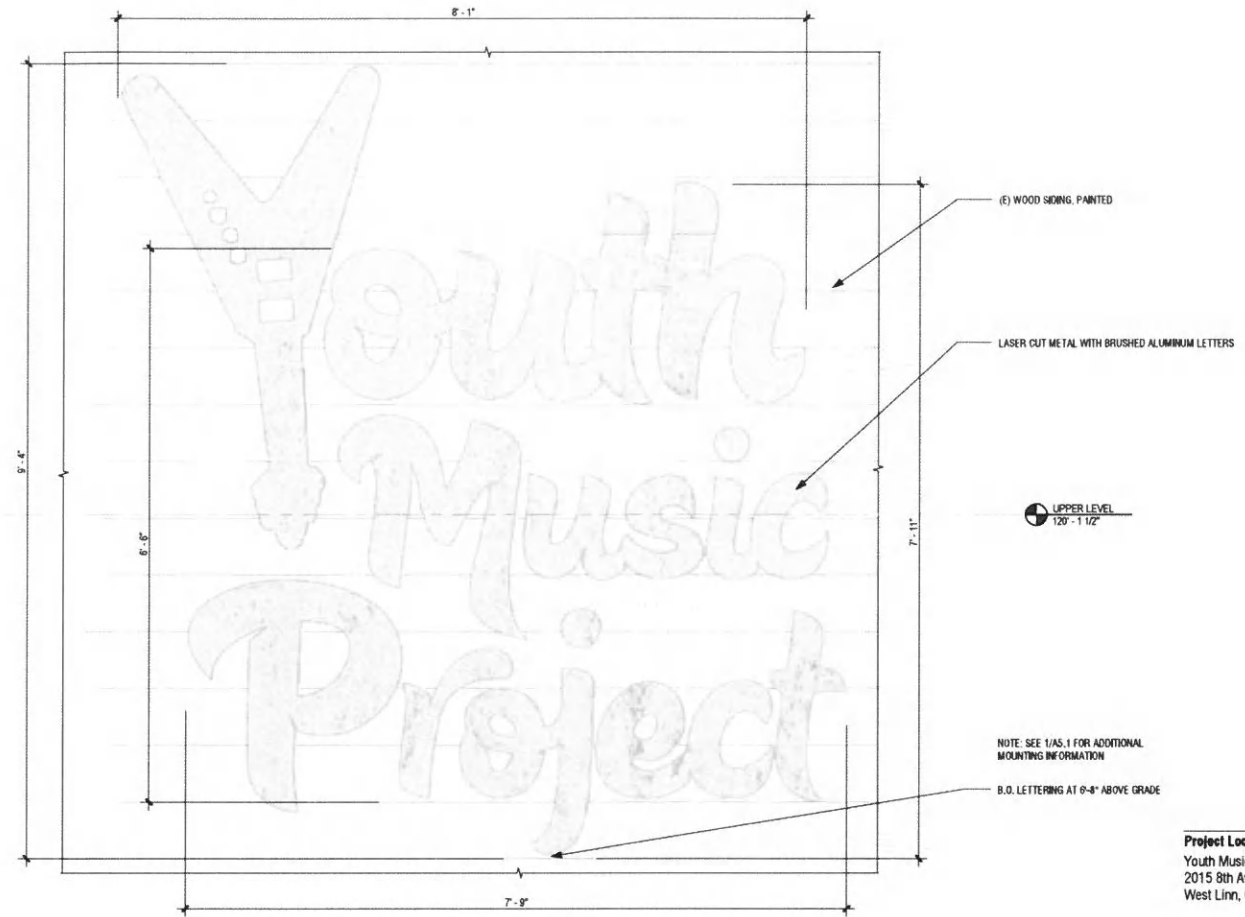
Sheet Name
 EXTERIOR SIGNAGE & ART

Sheet No.
A5.1

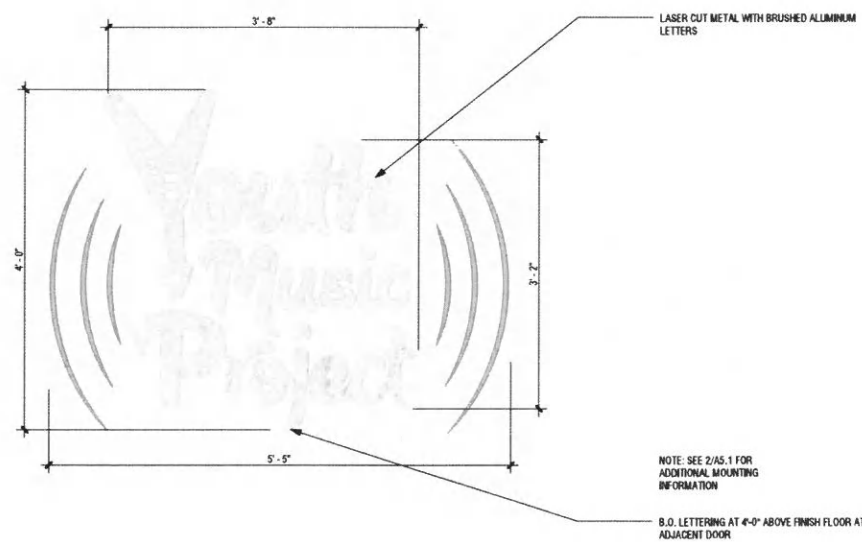
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SOUTHEAST BUILDING SIGNAGE ①
1" = 1'-0"



NORTHEAST BUILDING SIGNAGE ②
1" = 1'-0"



NORTHWEST BUILDING SIGNAGE ③
1" = 1'-0"

Project Location
Youth Music Project
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Date: 2013.11.12

Drawn By: KP

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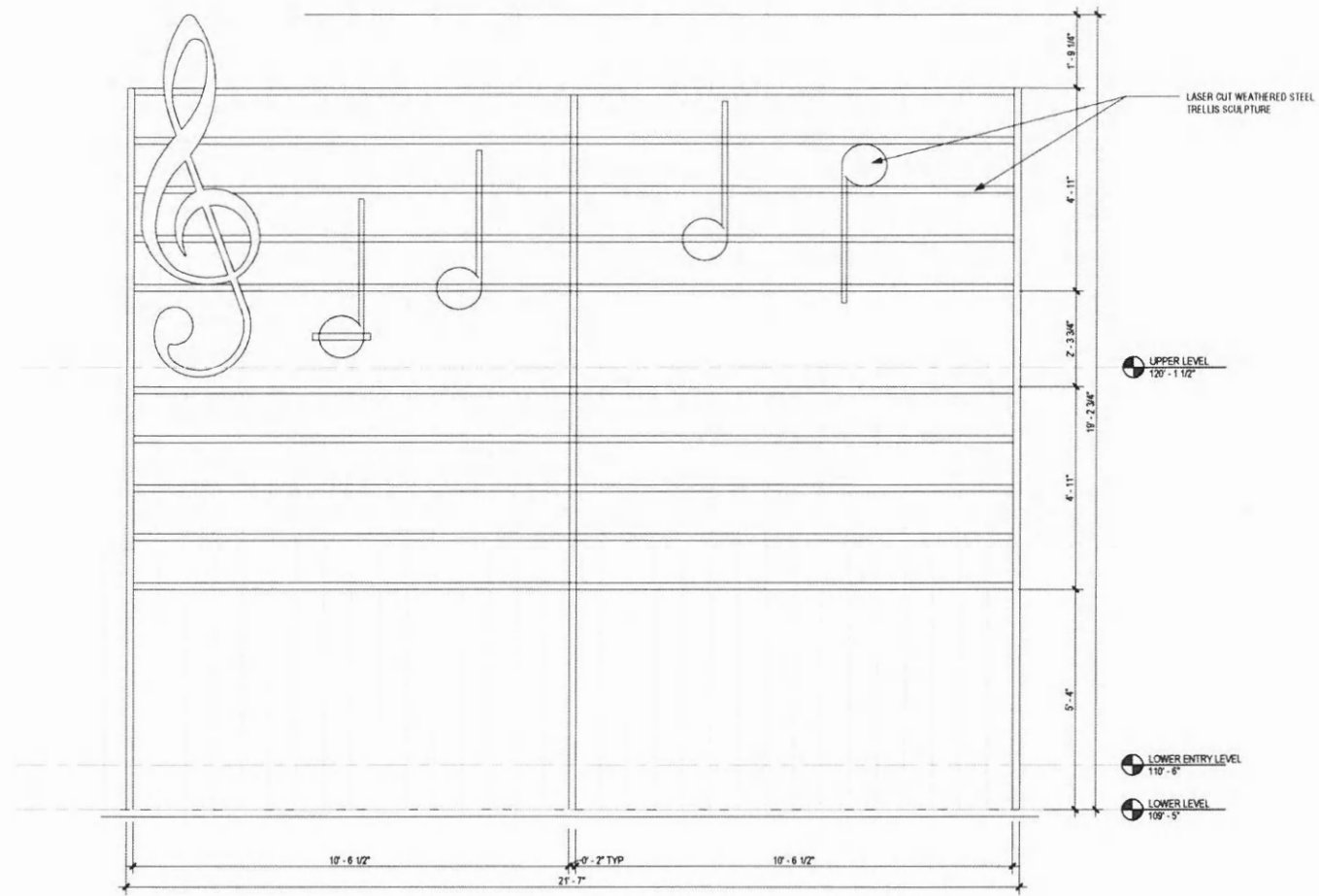
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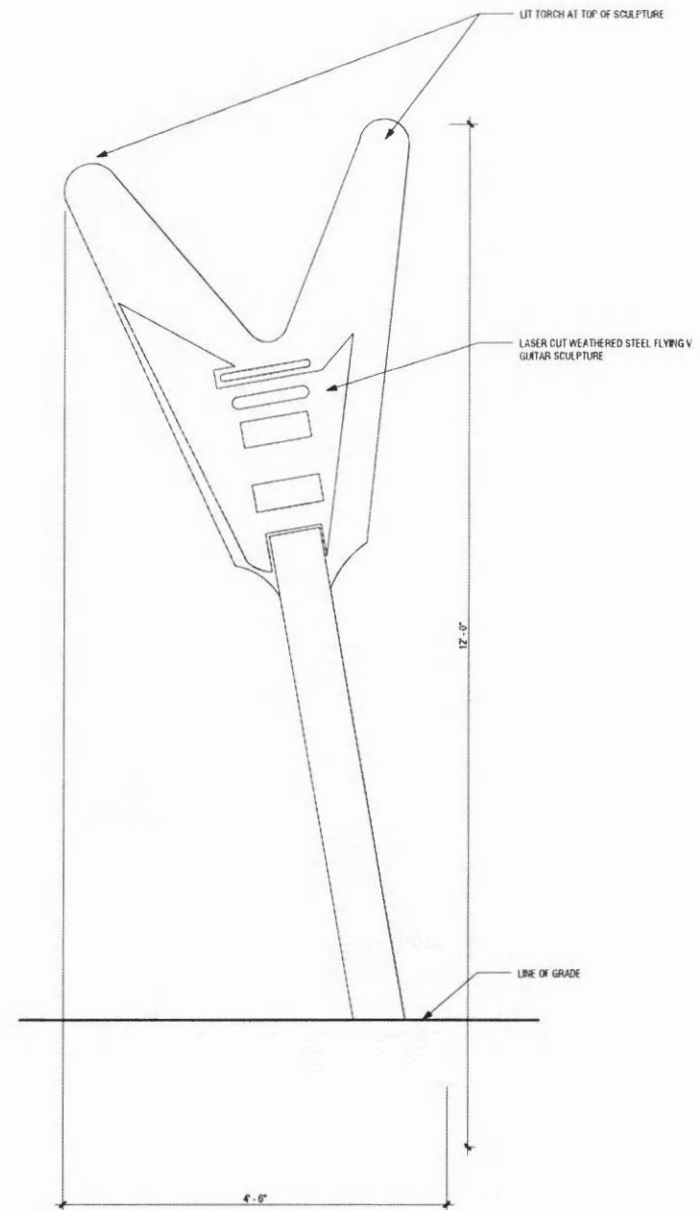
Sheet Name
EXTERIOR SIGNAGE DETAILS

Sheet No.

A5.2



MUSICAL NOTE TRELLIS SCULPTURE ①
1/2" = 1'-0"



GUITAR SCULPTURE ②
1" = 1'-0"

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Drawn By: KSM

Phase: TYPE II DESIGN REVIEW
AND CONDITIONAL USE

Revisions:
Number Description Date

Sheet Name
EXTERIOR ART & SCULPTURE

Sheet No.

A5.3



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

Project Location

YOUTH MUSIC PROJECT
 215 8TH AVE
 WEST LINN, OR 97068

THESE DRAWINGS ARE FOR CONSTRUCTION BY JEAN-PIERRE VEILLET SITEWORKS, INC. ONLY

Date: NOVEMBER 12, 2013
 Drawn By:
 Phase: CLASS II DESIGN REVIEW + CONDITIONAL USE PERMIT
 Revisions:

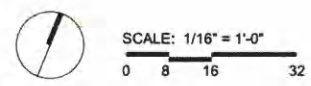
PROJECT DIRECTORY

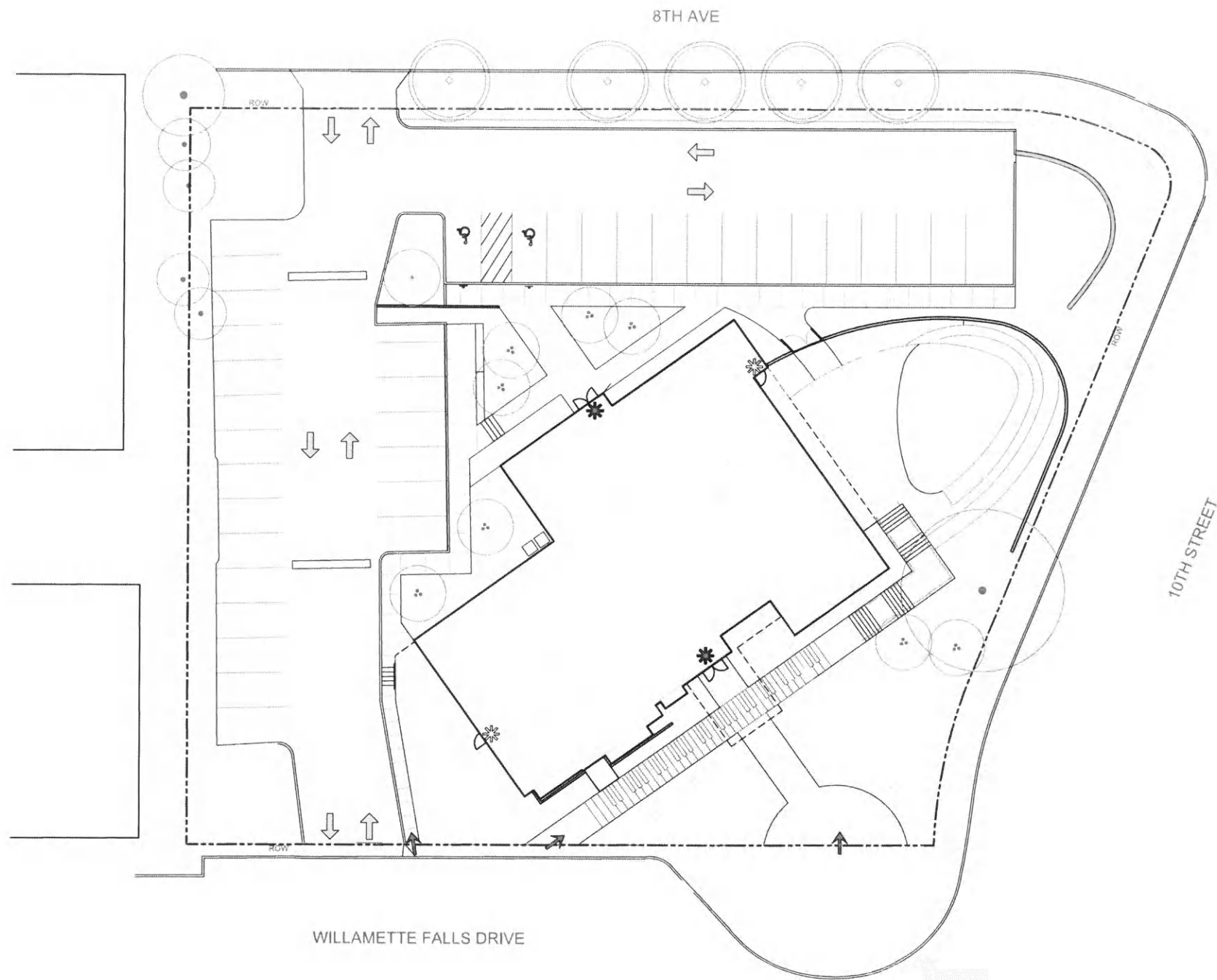
- BUILDING OWNERS:** Marie Lamfrom Charitable Foundation
 9685 SW Ridder Road - Suite 100
 Wilsonville, OR 97070
 TEL: (360) 904-8349
- CLIENT:** Youth Music Project
 2015 8th Avenue
 West Linn, OR 97068
 TEL: (503) 616-5967
- DESIGNER / CONTRACTOR:** Jean-Pierre Veillet Siteworks, Inc.
 1225 NW 9th Avenue - No. 17
 Portland, OR 97209
 TEL: (503) 230-2337
- LANDSCAPE:** PLACE Studio
 735 NW 18th Avenue
 Portland, OR 97209
 TEL: (503) 334-2080
- CIVIL:** OTAK Inc.
 808 SW Third Avenue - Suite 300
 Portland, OR 97204
 TEL: (503) 415-2319

Sheet Name
SITE ANALYSIS PLAN

Sheet No.

L1.1





VEHICULAR AND PEDESTRIAN CIRCULATION LEGEND

- RIGHT OF WAY (ROW)
- VEHICULAR ENTRY AND CIRCULATION
- PEDESTRIAN ACCESS POINT
- * BUILDING ENTRY
- * ACCESSABLE BUILDING ENTRY

PROJECT DIRECTORY

BUILDING OWNERS: Marie Lamfrom Charitable Foundation
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Wilsonville, OR 97070
TEL: (360) 904-8349

CLIENT: Youth Music Project
2015 8th Avenue
West Linn, OR 97068
TEL: (503) 616-5967

DESIGNER / CONTRACTOR: Jean-Pierre Veillet Siteworks, Inc.
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Portland, OR 97209
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LANDSCAPE: PLACE Studio
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Portland, OR 97209
TEL: (503) 334-2080

CIVIL: OTAK inc.
808 SW Third Avenue - Suite 300
Portland, OR 97204
TEL: (503) 415-2319

Project Location

YOUTH MUSIC PROJECT
215 8TH AVE
WEST LINN, OR 97068

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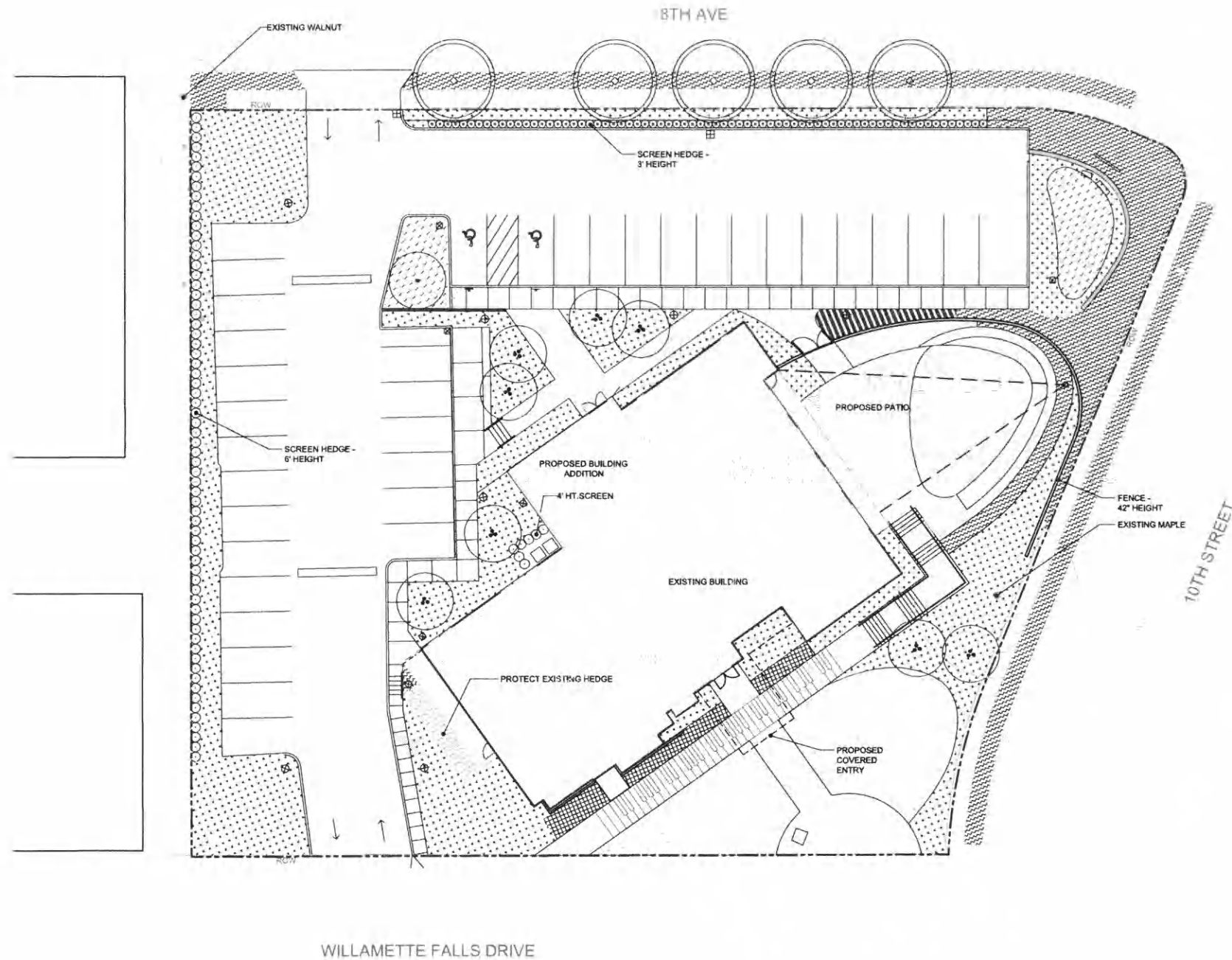
Sheet Name
ACCESS PLAN

Sheet No.

L1.3

PLANTING NOTES

- SEE SHEET L1.7 FOR PLANTING LEGEND.
- ALL PLANTED AREAS SHALL BE EQUIPPED WITH A PERMANENT UNDERGROUND, AUTOMATIC IRRIGATION SYSTEM.



Project Location

YOUTH MUSIC PROJECT
215 8TH AVE
WEST LINN, OR 97068

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Sheet Name

LANDSCAPE PLAN

Sheet No.

L1.6

1 LANDSCAPE PLAN



SCALE: 1/16" = 1'-0"
0 8 16 32

TREE SCHEDULE

EXISTING TREE TO REMAIN



STREET TREES					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT	NOTES
ZELKOVA SERRATA 'MUCHASHINO'	MUSHASHINO ZELKOVA	2" CAL.	AS SHOWN		BRANCH AT 80"



ACCENT TREE					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT	NOTES
ACER PALMATUM	OSAKAZUKI JAPANESE MAPLE	10-12"	SEE PLAN		MULTI-STEM
LAGERSTROEMIA INDICA 'ZUNI'	ZUNI CRAPE MYRTLE	10-12"	SEE PLAN		MULTI-STEM



RAINGARDEN TREE					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT	PERCENTAGE
MYSSA SYLVATICA	BLACK TUPELO	2" CAL.	SEE PLAN		BRANCH AT 80"

PLANTING SCHEDULE



LAWN					
------	--	--	--	--	--



HEDGE					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
PRUNUS LAUROCERASUS 'OTTO LUYKEN'	OTTO LUYKEN LAUREL	5 GAL.	24" O.C.	SEE PLAN	100%
THUJA OCCIDENTALIS	ARBORVITAE	6" HT.	30" O.C.	SEE PLAN	-



SHRUB					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
CHOISA TERNATA	MEXICAN ORANGE	3 GAL.	2' O.C.		-
SARCOCCA RUSCIFOLIA	SWEET BOX	3 GAL.	3' O.C.		-
VIBURNUM DAVIDE	DAVID VIBURNUM	1 GAL.	3' O.C.		-
ILEX CRENATA	JAPANESE HOLLY	3 GAL.	3' O.C.		-
ABELIA GRANDIFLORA	GLOSSY ABELIA	3 GAL.	3' O.C.		-
VIBURNUM DAVIDE	DAVID VIBURNUM	2 GAL.	3' O.C.		-



GROUNDCOVER					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
ROSA 'SUNNY KNOCKOUT'	SUNNY 'KNOCKOUT' YELLOW ROSE	3 GAL.	3' O.C.		-
POTENTILLA FRUTICOSA	DWARF POTENTILLA	3 GAL.	3' O.C.		-
COTONEASTER APICULATUS	COTONEASTER	1 GAL.	3' O.C.		-
BERBERIS BUXTIFOLIA	PYGMAEA BARBERRY	3 GAL.	3' O.C.		-
FESTUCA GLAUCA	BLUE FESCUE	1 GAL.	18" O.C.		-



STORMWATER					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
JUNCUS EFFUSUS	SOFT RUSH	1 GAL.	1' O.C.		-
CAREX OBNUPTA	SLOUGH SEDGE	1 GAL.	1.5' O.C.		-
CLETHRA ALNIFOLIA	HUMMINGBIRD SWEET PEPPERBUSH	1 GAL.	18" O.C.		-



COLORFUL PERENNIALS & ANNULS					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
HEMEROCALLIS	DAYLILIES	1 GAL.	18" O.C.		-
SEDUM 'AUTUMN JOY'	SEDUM AUTUMN JOY	1 GAL.	18" O.C.		-
LAVENDULA	SPANISH LAVENDER	1 GAL.	18" O.C.		-
RUDBECKIA HIRTA	BLACK EYED SUSAN	1 GAL.	18" O.C.		-



BUNCH GRASS					
BOTANICAL NAME	COMMON NAME	INSTALL SIZE	SPACING	LAYOUT IN GROUPS OF:	PERCENTAGE
PENNISETUM ALOPECUROIDES	FOUNTAIN GRASS	1 GAL.			-
PENNISETUM SETACEUM RUBRUM	PURPLE MAIDEN GRASS	1 GAL.			-
OPHIPOGON PLANISCAPUS NIGRESCENS	BLACK MONDO GRASS	4" POT			-

1 LANDSCAPE PLANTING LEGEND

Project Location
YOUTH MUSIC PROJECT
 215 8TH AVE
 WEST LINN, OR 97068

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 SITEWORKS, INC. ONLY

Date:
NOVEMBER 12, 2013
 Drawn By:

Phase:
**CLASS II DESIGN REVIEW +
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 Revisions:

PROJECT DIRECTORY

BUILDING OWNERS: Marie Lamfrom Charitable Foundation
 9685 SW Ridder Road - Suite 100
 Wilsonville, OR 97070
 TEL: (360) 904-8349

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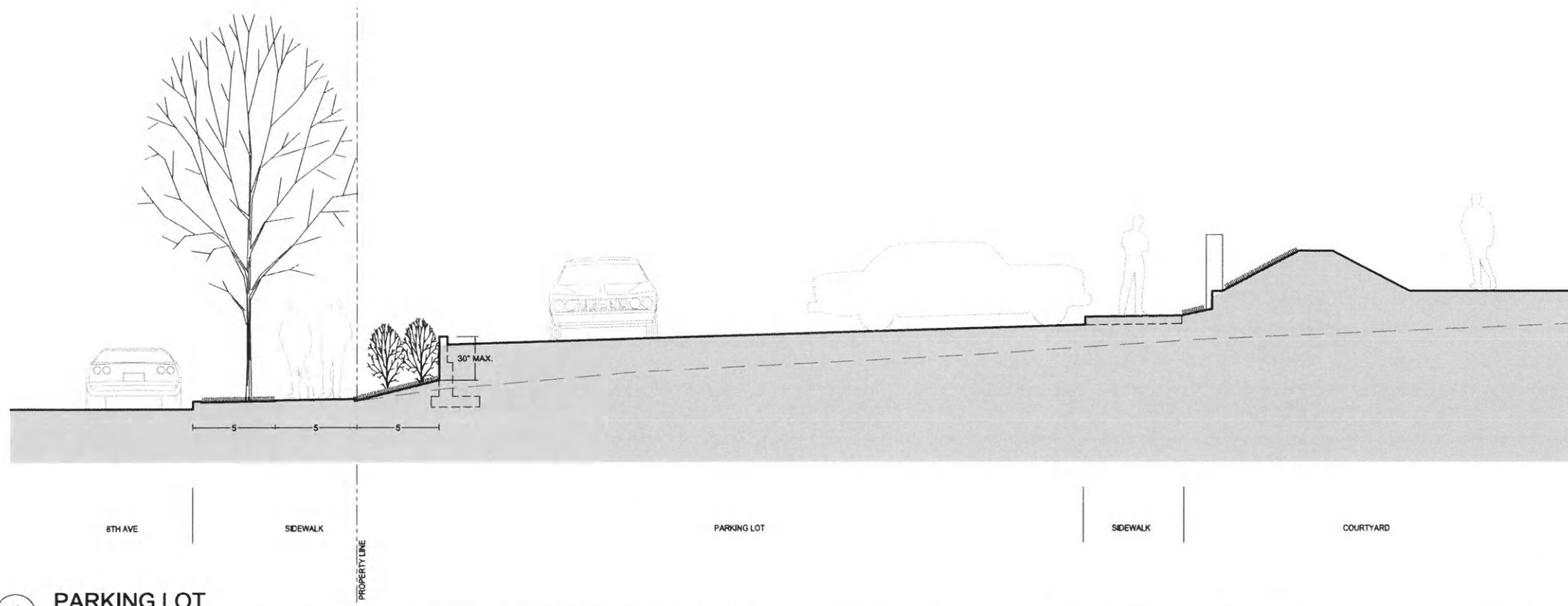
LANDSCAPE: PLACE Studio
 735 NW 18th Avenue
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 808 SW Third Avenue - Suite 300
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Sheet Name
PLANTING SCHEDULE

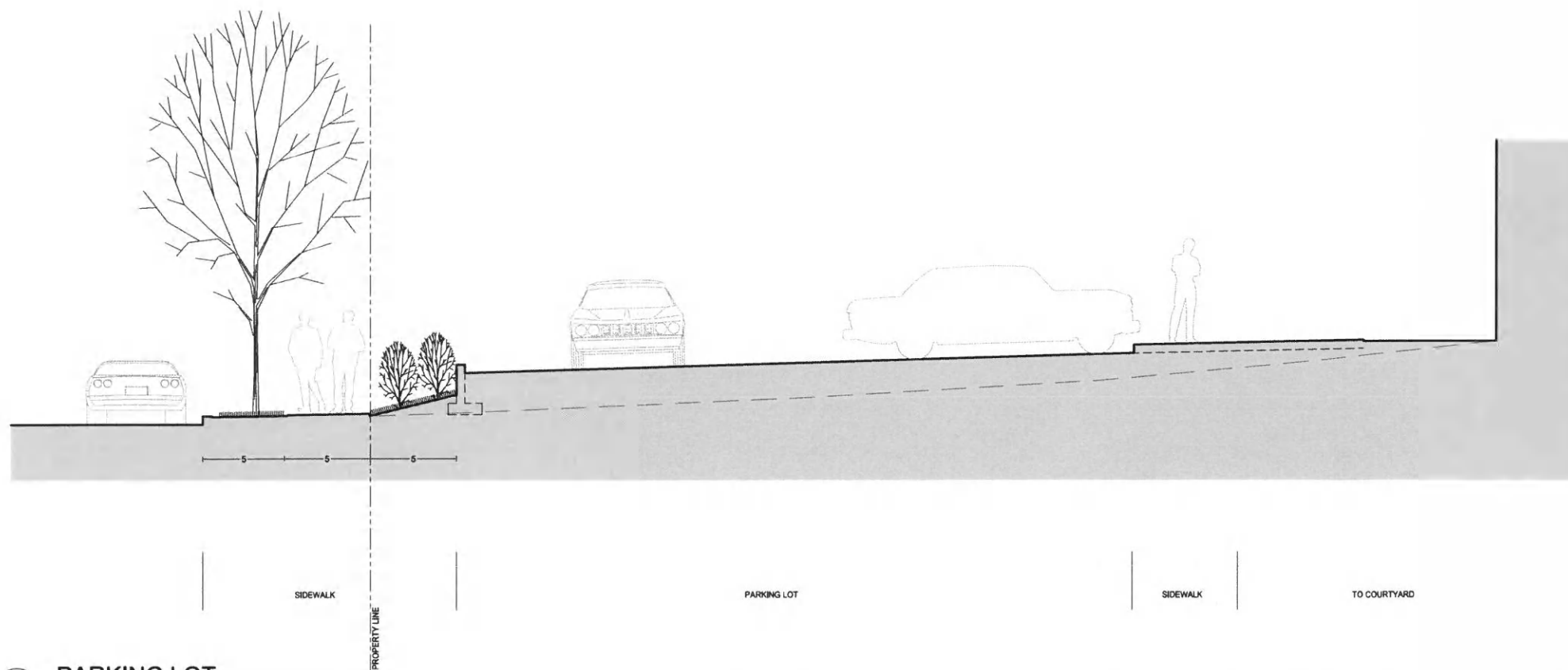
Sheet No.

L1.7



1 PARKING LOT
1/4" = 1'-0"

SECTION



2 PARKING LOT
1/4" = 1'-0"

SECTION

Project Location
YOUTH MUSIC PROJECT
215 8TH AVE
WEST LINN, OR 97068

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Phase:
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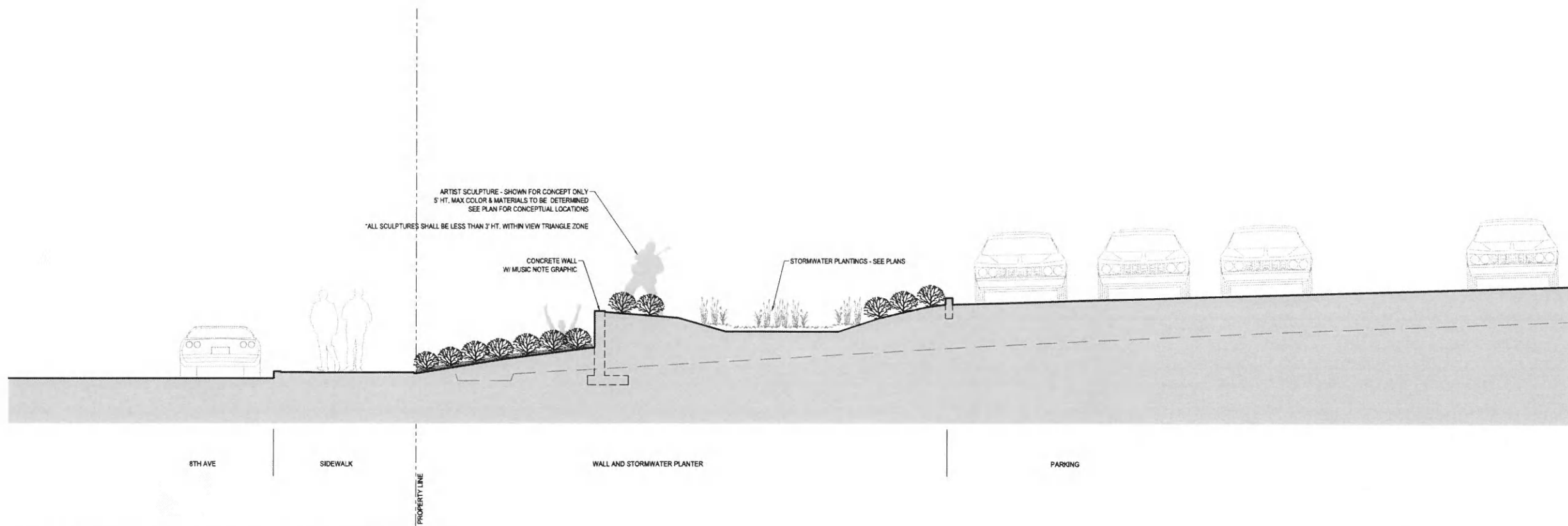
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Sheet Name
SECTIONS

Sheet No.

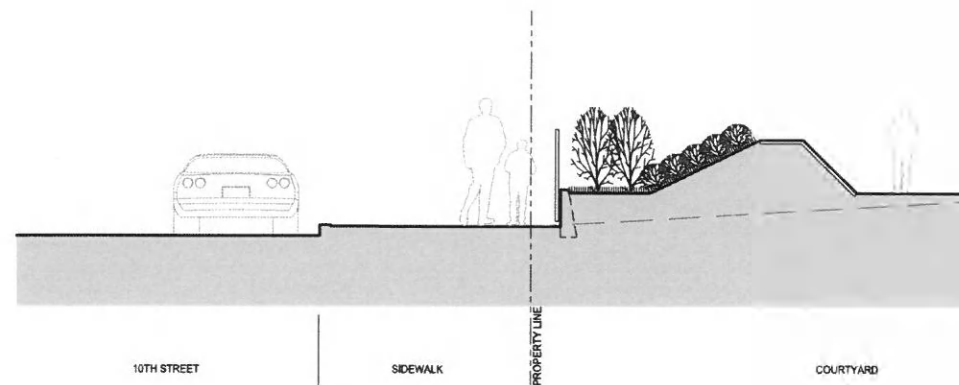
L2.1

PLACE 735 NW 18TH AVE - PORTLAND OR 603.334.2080
SITEWORKS DESIGN | BUILD
 1255 NW 9th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel www.siteworksportland.com licibondins CCB#113920



1 PARKING LOT AT STORMWATER PLANTER
1/4" = 1'-0"

SECTION



2 BERM
1/4" = 1'-0"

SECTION

Project Location

YOUTH MUSIC PROJECT
215 8TH AVE
WEST LINN, OR 97068

THESE DRAWINGS ARE FOR
CONSTRUCTION BY
JEAN-PIERRE VEILLET
SITEWORKS, INC. ONLY

Date:
NOVEMBER 12, 2013
Drawn By:

Phase:
CLASS II DESIGN REVIEW +
CONDITIONAL USE PERMIT
Revisions:

PROJECT DIRECTORY

BUILDING OWNERS: Marie Lamfrom Charitable Foundation
9685 SW Ridder Road - Suite 100
Wilsonville, OR 97070
TEL: (360) 904-8349

CLIENT: Youth Music Project
2015 8th Avenue
West Linn, OR 97068
TEL: (503) 616-5967

DESIGNER / CONTRACTOR: Jean-Pierre Veillet Siteworks, Inc.
1225 NW 9th Avenue - No. 17
Portland, OR 97209
TEL: (503) 230-2337

LANDSCAPE: PLACE Studio
735 NW 18th Avenue
Portland, OR 97209
TEL: (503) 334-2080

CIVIL: OTAK Inc.
808 SW Third Avenue - Suite 300
Portland, OR 97204
TEL: (503) 415-2319

Sheet Name

SECTIONS

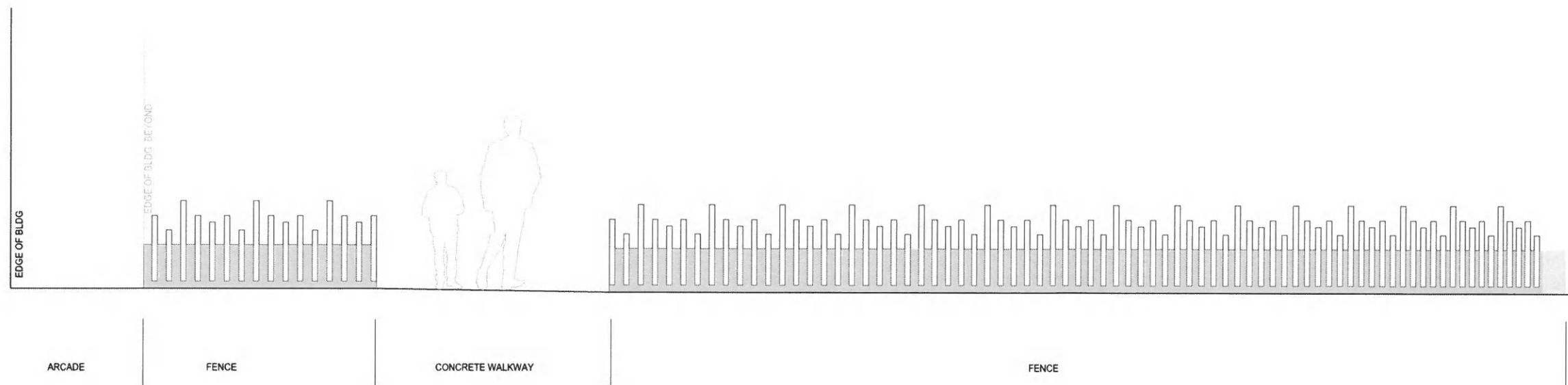
Sheet No.

L2.2

SITEWORKS
DESIGN | BUILD

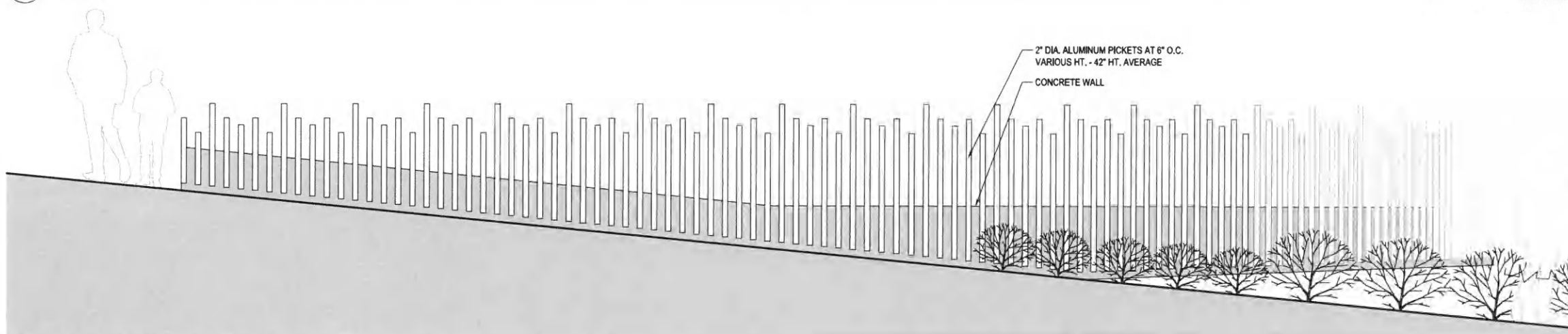
PLACE
735 NW 18TH AVE - PORTLAND OR
503.334.2080

1255 NW 9th Ave - No. 17 Portland Oregon 97209 503.230.2337 tel www.siteworksportland.com licbond/ins CCB#113920



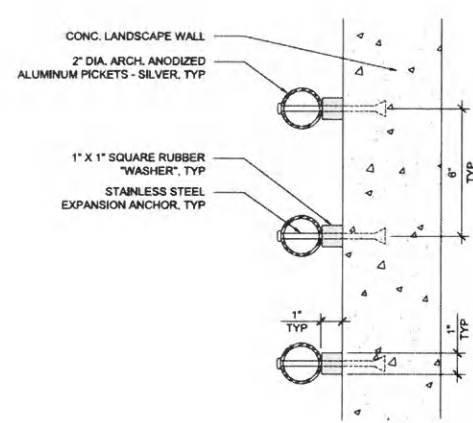
1 FENCE
1/2" = 1'-0"

ELEVATION



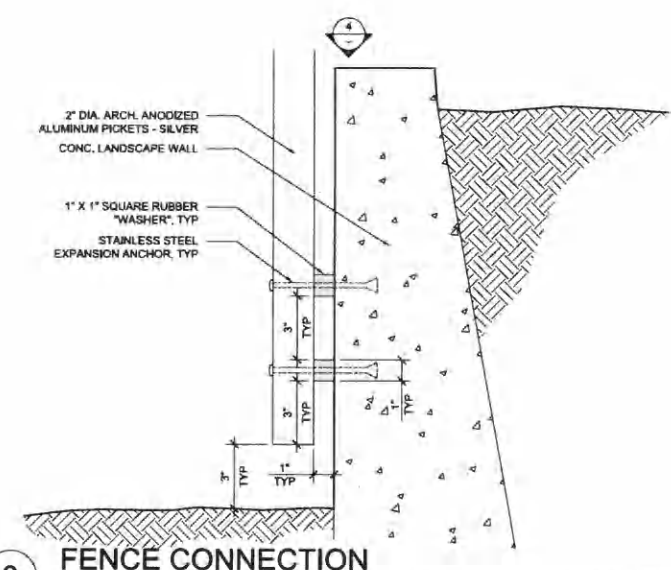
2 FENCE
1/2" = 1'-0"

ELEVATION



4 FENCE CONNECTION
3" = 1'-0"

PLAN



3 FENCE CONNECTION
3" = 1'-0"

SECTION

Project Location
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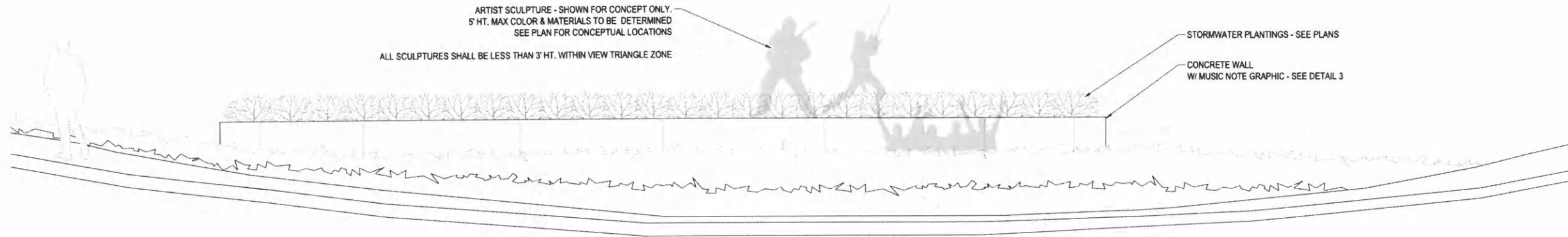
LANDSCAPE: PLACE Studio
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Sheet Name
SECTIONS / DETAILS

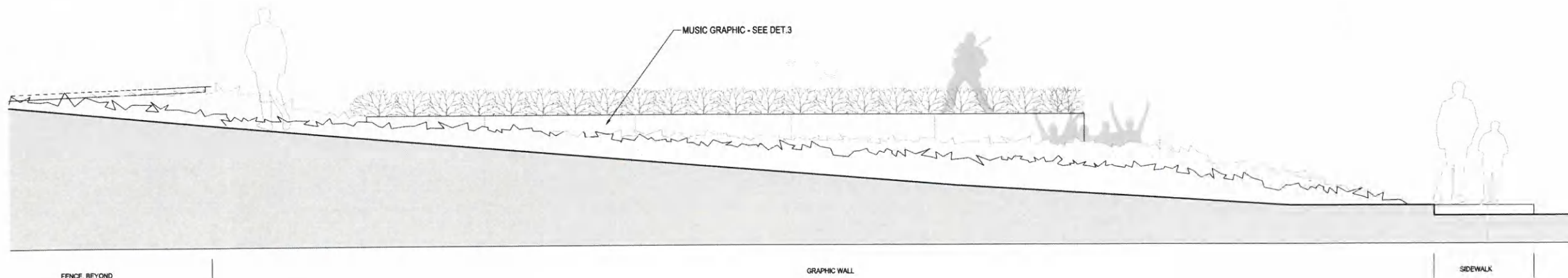
Sheet No.

L2.3



1 WALL FRONT
3/8" = 1'-0"

ELEVATION



2 WALL FROM 10TH STREET
3/8" = 1'-0"

ELEVATION



3 ILLUSTRATIVE WALL ELEVATION
3/8" = 1'-0"

ELEVATION

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Sheet Name
ELEVATIONS / DETAILS

Sheet No.

L2.4