

**STAFF REPORT
FOR THE HISTORIC REVIEW BOARD**

FILE NUMBER: DR-22-03/MISC-22-03/WRG-22-02

HEARING DATE: June 21, 2022

REQUEST: Class II Historic Design Review, Non-Conforming Review, and Willamette River Greenway Permit for the adaptive re-use of Old City Hall for office and cultural center use by the Willamette Falls and Landings Heritage Coalition.

APPROVAL

CRITERIA: Community Development Code Chapter 19 - General Commercial
 Community Development Code Chapter 25 - Historic Resources
 Community Development Code Chapter 28 – Willamette River Protection
 Community Development Code Chapter 42 - Clear Vision Areas
 Community Development Code Chapter 46 - Off-Street Parking and Loading
 Community Development Code Chapter 48 - Access, Egress, and Circulation
 Community Development Code Chapter 54 - Landscaping
 Community Development Code Chapter 55 - Design Review
 Community Development Code Chapter 66 - Non-Conforming Structures
 Community Development Code Chapter 99 - Quasi-Judicial Decision Making

STAFF REPORT

PREPARED BY: John Floyd, Associate Planner

Planning Manager Review DSW

TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION

GENERAL INFORMATION 3

EXECUTIVE SUMMARY/BACKGROUND 4

PUBLIC COMMENT 5

RECOMMENDATION 6

ADDENDUM 7

EXHIBITS

HRB-1 APPLICANT SUBMITTAL..... 24

HRB-2 NATIONAL REGISTER NOMINATION FORM..... 126
HRB-3 COMPLETENESS LETTER..... 175
HRB-4 AFFIDAVIT AND NOTICE PACKET 177

GENERAL INFORMATION

**OWNER/
APPLICANT:** City of West Linn
22500 Salamo Road
West Linn, OR 97068

CONSULTANT: Iselin Architects, Inc.
1307 7th Ave
Oregon City, OR 97045

SITE LOCATION: 22825 Willamette Drive

**LEGAL
DESCRIPTION:** Clackamas County Assessor’s Tax Lot Number 22E31BA00200

SITE SIZE: 5,570 Square Feet

ZONING: GC (General Commercial) with Local Historic Landmark Designation and Willamette River Greenway Overlay

**COMP PLAN
DESIGNATION:** Commercial

120-DAY PERIOD: This application became complete on June 1, 2022. The 120-day maximum application processing period ends on September 29, 2022.

PUBLIC NOTICE: Notice was mailed to property owners within 500-feet of the subject property and the affected neighborhood association on June 1, 2022. A sign was placed on the property on June 10, 2022. The notice was also posted on the City’s website on June 1, 2022 and published in West Linn Tidings on June 9, 2022. Therefore, public notice requirements of CDC Chapter 99 have been met.

EXECUTIVE SUMMARY

The proposal is for the restoration and adaptive reuse of Historic City Hall as an office and cultural center by the Willamette Falls and Landings Heritage Coalition (“Coalition”). The City of West Linn has been working with the Coalition since 2018 to develop a Cultural Center in the Historic City Hall Building. The Coalition has been a key driver of this project since the beginning, securing grant funding to conduct a due diligence investigation of the building and create plans for a full interior and exterior renovation of the 1936 structure. Funding for the renovation will come largely from a 2018 bond measure approved by West Linn voters, which has also funded transportation, parks, and city facility projects all over town. Once renovated, the City will continue to own the building, but the space will be occupied and managed by the Coalition, and perhaps other non-profit groups, as a local and regional draw with exhibit space, public meeting space, and offices.

Proposed external changes to the building and site are attached in Exhibit PD-1 and include the following changes subject to HRB review:

- Building Modifications:
 - Removal of existing storefronts to be replaced with new wood storefronts with porcelain tile wainscoting that are closer in material and design to the original construction.
 - Removal of existing fabric awnings to be replaced with new painted steel awning with flush led lights.
 - Replacement of existing wooden external stairway with new steel stairway.
 - Replacement of aluminum windows with wood units to match the remaining original windows.
 - Replacement of existing lights on north and south facades with new LED fixtures.
 - Removal of existing A.C. unit on northwest facade and restoration with new wood window.
 - Replacement of existing bituminous membrane roofing with TPO membrane.
 - Addition of pre-finished metal cap flashing on the parapet.
- Site Modifications:
 - New bike racks near the front entrance and under the external staircase.
 - New parking and associated landscaping on leased land from the adjoining property owner.

Background

Location: The subject property is located at 22825 Willamette Drive, at the intersection of Mill Street and Willamette Drive in the Bolton Neighborhood. Zoning of the the project site and adjacent properties is GC (General Commercial). Applicable overlay zones include local historic landmark designation and Willamette River Greenway designation.

Surrounding Land Use: Surrounding properties are also located in the General Commercial zone. Proximate land uses include a parking lot and semi-trailer storage to the west, a gas station to the north, and multi-family residential across Willamette Drive to the east.

Transportation System Plan: The [City of West Linn Transportation System Plan](#) was recently updated to include a conceptual design plan for the improvement and realignment of Willamette Falls Drive from Fields Bridge to the Arch Bridge. As shown on Figure 24 of the [Concept Plan](#), the project is not expected to impact Historic City Hall, but the realignment will require the acquisition of the adjoining gas station and a portion of the semi-trailer parking.



Site Conditions and History: The existing building is two-story and approximately 7,314 square feet in size. With a footprint of 3,760 square feet on a 5,700 square foot lot, the building occupies approximately 66% of the site. A small plaza sits in front of the building on a disused portion of right of way. The site currently lacks parking and is reliant upon on-street parking along Mill Street.

Recently listed on the National Register of Historic Places, Historic City Hall is located at a prominent gateway to the city, having frontage on Oregon Route 43 approximately 100 feet northwest of the Arch Bridge (aka Oregon City Bridge). The building was constructed in 1936 under the Public Works Administration, a jobs-creating federal New Deal program providing loans and grants to public works projects during the Great Depression.

As noted in the National Register Nomination Form included as exhibit HRB-2, the building reflects the economic circumstances of the Great Depression in its architecture. This includes the flexible, multi-use spaces including commercial storefronts as well as upper-level office and meeting spaces, and by its restrained materials and details that illustrate the frugality of the time. The commercial-use spaces were atypical for a small-town governmental building, especially of the Depression-era in Oregon, but their inclusion in the design of the building gave the city more flexibility to rent out the spaces and/or use them for civic functions if desired. The centrally-located storefront spaces in the building also were a source of steady rental income for the City, and tenants included Lester DeJardin who founded the original Thriftway grocery in one of the leased storefronts of the building starting in 1946. The two most prominent modifications to the original design include the infilling of the storefronts facing Willamette Drive, and the addition of a lobby and elevator on the rear of the building.

The most recent occupant of the building was the West Linn Police Department, which fully occupied the building between after all other administrative functions moved to the current city hall and library. In 2014, the building was vacated after police functions were moved to the current Police Station in the Willamette Neighborhood.

Public comment: As of the publication of this staff report, no public comments have been received.

RECOMMENDATION

Subject to HRB approval, staff recommends the following proposed conditions:

1. Site Plan, Elevations, and Narrative. The project shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-1.
2. Start of Work. No exterior demolition or construction may occur prior to the issuance of building permits.
3. Parking and Site Access. Prior to final inspection, the applicant shall submit a revised parking and access plan and associated Tualatin Valley Fire and Rescue Server Provider Permit demonstrating a 24-foot-wide access drive in compliance with clear vision standards for staff approval. The revised plan shall be implemented and completed prior to final inspection.
4. On Street Parking. Prior to final inspection, the applicant shall either (1) submit a revised parking layout for review and approval by the Planning and Engineering departments, including the location of the no parking zone on Mill Street and any prohibited on-street parking spaces relocated into the lease area; or (2) apply to the Traffic Safety Committee and receive approval for the relocation or removal of the no parking signage along the project frontage.
5. Tree Selection. Prior to final inspection, the applicant shall present a tree planting plan for the city arborist to review and approve. The trees shall be installed per the approved plan prior to final inspection.

ADDENDUM
STAFF EVALUATION OF COMPLIANCE WITH APPLICABLE CODE CRITERIA

I. CHAPTER 19, General Commercial, GC

19.030 PERMITTED USES

The following uses are permitted outright in this zoning district:

(...)

26. Cultural exhibits and library services

(...)

29. Lodge, social, community center, and civic assembly within the commercial districts along Highway 43, Salamo Road or Blankenship Road.

(...)

Staff Finding 1: The proposal is for a cultural center and civic assembly along Highway 43. Therefore, the project is a permitted use. This standard is met.

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

Except as may be otherwise provided by the provisions of this code, the following are the requirements for uses within this zone:

- 1. The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.*
- 2. The average minimum lot width shall be 50 feet.*
- 3. The average minimum lot depth shall not be less than 90 feet.*
- 4. Where the use abuts a residential district, except as provided in CDC 58.090(C)(1), the setback distance of the residential zone shall apply.*
- 5. The maximum lot coverage shall be 50 percent, except as provided in CDC 58.090(C)(1)(d).*
- 6. The maximum building height shall be two and one-half stories or 35 feet for any structure located within 50 feet of a low or medium density residential zone, and three and one-half stories or 45 feet for any structure located 50 feet or more from a low or medium density residential zone.*
- 7. For lot lines that abut an arterial, there shall be no minimum yard dimensions or minimum building setback area, and the maximum building setback shall be 20 feet. The front setback area between the street and the building line shall consist of landscaping or a combination of non-vehicular hardscape areas (covered with impervious surfaces) and landscaped areas. If there are not street trees within the public right-of-way, the front setback area shall include such trees per the requirements of the City Arborist.*

Staff Finding 2: While the existing building exceeds maximum lot coverage (50% allowed/66% existing) and does not meet minimum lot depth (90-foot minimum, 75-foot existing), all other standards are met or do not apply as no residential uses or zones abut the property. The proposal is for modifications to windows, storefronts, lighting, and emergency egress stairs of an existing structure with no change in the front lot line, lot width or depth, lot coverage, building height, or setbacks. As demonstrated later in this report, all changes

are in conformance with the applicable standards of the Community Development Code. Subject to the review and approval of the HRB, the standards are met or do not apply.

II. CHAPTER 25, HISTORIC RESOURCES

25.040 HISTORIC DESIGN REVIEW PROCESSES

Proposed changes to historic resources that are not exempted by subsection A of this section, Exemptions from historic design review, are subject to subsection B of this section, Class I historic design review, or subsection C of this section, Class II historic design review. Class I historic design review addresses significant changes that warrant staff review. Class II historic design review addresses major changes including additions and new construction, subject to Historic Review Board approval. The processes for conducting Class I and Class II historic design review are in Chapter 99 CDC.

(...)

C. Class II historic design review. All proposed new construction, alterations, and additions, not identified as exempt under subsection A of this section, or subject to Class I historic design review under subsection B of this section, are subject to Class II historic design review and must meet the applicable approval standards.

Staff Finding 3: The applicant applied for façade alterations in excess of 100 square feet which exceeds that allowed under a Class I Historic Design Review. Therefore, the modifications must be reviewed as a Class II Historic Design Review. Subject to the review and approval of the HRB, the standards are met.

25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES

The following design standards apply to all changes, including alterations, additions, and new construction proposed on a designated historic resource. These standards are intended to preserve the features that made the resources eligible for historic designation. Development must comply with all applicable standards, or be approved through the modifications process specified in CDC [25.080](#).

A. Standards for alterations and additions. This section applies to historic reviews for alteration of and additions to designated historic resources:

- 1. Retention of original construction. The original construction shall be maintained or restored to the greatest extent practicable. Stylistic features of original construction that shall be preserved include, but are not limited to: a line of columns, decorative shingles, projecting bays, other primary structural elements, spatial relationships that characterize the property, examples of skilled craftsmanship that characterize the building, and architectural details defining the structure's character and historic significance.*
- 2. Retention of historic material. Removal or alteration of historic materials and features shall be avoided during the construction of new additions or exterior alterations. Whenever possible, deteriorated materials and architectural features shall be repaired rather than replaced. In the event replacement of an existing feature is necessary, new materials shall, to the extent possible, match those of the original building in terms of composition, design, color, texture, and other visual features.*

Staff Finding 4: Staff adopts the Applicant Findings found in Exhibit HRB-1. The proposed work includes the repair and maintenance of existing historic materials, and the restoration of original features lost to subsequent alterations as the building was modified for new uses. The existing quarter round awnings proposed for removal are not listed as a character-defining feature in the National Register Nomination Form (Exhibit HRB-3, page 9 of the report), nor are they evident on early photographs of the building also contained in the nomination form. Subject to approval by the Historic Review Board, these standards are met.

- 3. Time period consistency. Buildings shall be recognizable as a physical record of their time and place. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.*

4. *Significance over time. Changes to a property that have acquired historic significance in their own right, and during the period of significance, shall be retained and preserved.*

Staff Finding 5: Staff adopts the Applicant Findings found in Exhibit HRB-1. The original architecture of the Historic West Linn City Hall building will remain recognizable. The previous addition to the rear of the structure is proposed to be retained since it has become part of the history of the building and is compatible, yet distinct from original construction due to materials used and detailing. The modifying of previously infilled openings and replacement of non-historic fabric awnings at the main level are intended to be compatible with the original structure, but clearly distinguishable by as contemporary element as discussed in Staff finding 6 below. Subject to approval by the Historic Review Board, these standards are met.

5. *Differentiate old from new. Alterations and additions shall be differentiated from the original buildings and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property.*
6. *Reversibility. Additions and alterations shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.*

Staff Finding 6: Staff adopts the Applicant Findings found in Exhibit HRB-1. The new steel awnings proposed in the application will be a more contemporary, permanent addition recognizable by individuals with knowledge of historic buildings, and easily reversible without compromising the integrity of the structure. Other alterations are intended to restore historical features lost as a result of adaptations made to the structure as its purpose and function altered over the years. The wainscoting below the original storefront windows was noted as marble on the original construction drawings and no photographic evidence has been found that would illustrate the exact type of marble. A marble like porcelain tile is proposed for this element. A person with knowledge in building materials will recognize this as a contemporary, yet compatible element. Subject to approval by the Historic Review Board, these standards are met.

7. *Building additions. Building additions shall be subordinate to the original building, smaller in scale, and attached to the rear or set back along the side. Features of building additions, including the proportions of window and door openings, shall be consistent with those of the existing building. Dimensional and other requirements in the underlying zone, as applicable, shall apply*
8. *Building height and roof pitch. Existing or historic building heights and roof pitch shall be maintained.*

Staff Finding 7: The application does not include a building addition or change in building height or roof pitch. These standards are not applicable.

9. *Roof materials. Replacement of a roof or installation of a new roof with materials other than cedar shingles, three tab asphalt shingles, or architectural composition shingles must be demonstrated, using photographic or other evidence, to be in character with those of the original roof, or with materials that are consistent with the original construction.*

Staff Finding 8: Staff adopts the Applicant Findings found in Exhibit HRB-1. The building is a boxy, rectangular building with a flat roof and parapet that prevents view of the roof material. The National Register Nomination Form documents the existing roof surface as an asphaltic built-up system. The application indicates the original roofing material was hot mopped built up asphalt and the current roof is a modified bituminous membrane that is over 30 years old. The applicant is proposing to reroof the structure with a thermoplastic Polyolefin (TPO) membrane. While not a historic material, it will not alter the fundamental design of the structure, will not be visible to the public, will ensure the building remains watertight and

protected from the elements, and is reversible should the need arise. Subject to approval by the Historic Review Board, this standard is met.

10. *Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding with different material must be demonstrated, using photographic or other evidence, to be in character with those of the original materials, or with materials that are consistent with the original construction.*

Staff Finding 9: Staff adopts the Applicant Findings found in Exhibit HRB-1. The overall exterior walls and siding are not being modified. Original exterior brick being removed from areas of restoration will be salvaged to patch modified areas of the exterior. Large format porcelain tile will be used to replicate original marble wainscoting that shown in the original construction documents for the building at restored storefront areas. It is unknown if this marble cladding was actually installed as specified. Subject to approval by the Historic Review Board, this standard is met.

11. *New exterior walls and siding. Wood siding or shingles shall be used unless the applicant demonstrates that an alternative material has a texture and finish typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.*

12. *Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.*

Staff Finding 10: No new exterior walls and siding are proposed. The building does not have gutters and the existing downspouts and scuppers will be reused. These standards do not apply.

13. *New windows. New windows shall match the appearance of the original windows as closely as possible. Wood window frames and sashes shall be used unless the applicant demonstrates that the non-wood windows are consistent with their wooden counterparts, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. The window trim and sill shall match the original trim.*

14. *Storm windows. Storm windows shall be made of painted wood, baked enamel, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.*

15. *Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color.*

Staff Finding 11: Staff adopts the Applicant Findings found in Exhibit HRB-1. New windows and storefronts are intended to match the original design with true divided lite wood construction, and will replace steel and aluminum sash windows installed between 1950 and 1970. Trim and sill will match original windows still intact on the structure, which will be repaired and repainted as part of the project. No storm windows are proposed. Subject to approval by the Historic Review Board, these standard are met or do not apply.

16. *Doors. Doors shall be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.*

Staff Finding 12: Staff adopts the Applicant Findings found in Exhibit HRB-1 (page 5 to 6). New exterior doors will be wood clad to match windows. Subject to approval by the Historic Review Board, this standard is met.

17. *Porches. Front porches are allowed on new construction...*

18. *Decks. Decks shall be located in rear yard or the portion of the side yard behind the front 50 percent of the primary structure.*

19. *Foundations. Repair or construction of a foundation that results in raising or lowering the building elevation must demonstrate that:*

a. The proposal is consistent with the original design and, if applicable, is consistent in the context of adjacent and other structures on the block, based on photographic or other evidence; or

b. That it is necessary to satisfy a requirement of the building code and/or floodplain regulations (Chapter 27 CDC).

Staff Finding 19: A porch or deck have never existed on the building and neither are proposed. No changes to the foundation are proposed that would raise or lower the building elevation. These standards do not apply.

20. *Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.*

Staff Finding 20: The project does not include a residential use or residential lighting. The proposed new lighting will be shielded to prevent glare and will not conflict with the character of the building. Subject to approval by the Historic Review Board, this standard is met.

III. CHAPTER 28, WILLAMETTE AND TUALATIN RIVER PROTECTION

28.030 APPLICABILITY

A. *The Willamette and Tualatin River Protection Area is an overlay zone. The zone boundaries are identified on the City's zoning map, and include:*

1. *All land within the City of West Linn's Willamette River Greenway Area.*

2. *All land within 200 feet of the ordinary low water mark of the Tualatin River, and all land within the 100-year floodplain of the Tualatin River.*

3. *In addition to the Willamette Greenway and Tualatin River Protection Area boundaries, this chapter also relies on the HCA Map to delineate where development should or should not occur. Specifically, the intent is to keep out of, or minimize disturbance of, the habitat conservation areas (HCAs). Therefore, if all, or any part, of a lot or parcel is in the Willamette Greenway and Tualatin River Protection Area boundaries, and there are HCAs on the lot or parcel, a Willamette and Tualatin River Protection Area permit shall be required unless the development proposal is exempt per CDC 28.040.*

Staff Finding 21: The applicant has applied for a Willamette and Tualatin River Greenway Permit. The project site and surrounding properties are located within the West Linn Willamette River Greenway Area, but are not located within a habitat conservation area. Therefore, a Willamette and Tualatin River Protection Area permit is not required.

28.040 EXEMPTIONS/USES PERMITTED OUTRIGHT

The following development activities do not require a permit under the provisions of this chapter. (Other permits may still be required.)

(...)

I. *A change of use of a building or other structure which does not substantially alter or affect the land or water upon which it is situated.*

(...)

U. Maintenance, alteration, expansion, repair and replacement of existing structures are exempt, provided impermeable surfaces do not exceed 5,000 square feet and that it complies with the provisions of Chapters 27 and 28 CDC. The following standards shall also apply:

(...)

2. The alteration, expansion, repair and replacement of a house or structure per the standards of CDC 28.110(E) not to exceed 5,000 square feet of impermeable surface per that section; or

(...)

Staff Finding 22: The project is for a change of use that does not substantially alter the land upon which it is situated. The site is nearly 100% covered by impervious surfaces, and the project is anticipated to disturb less than 5,000 square feet of impervious surfaces. Therefore, the project exempt from the provisions of this chapter.

IV. CHAPTER 42, CLEAR VISION AREAS

42.020 CLEAR VISION AREAS REQUIRED, USES PROHIBITED

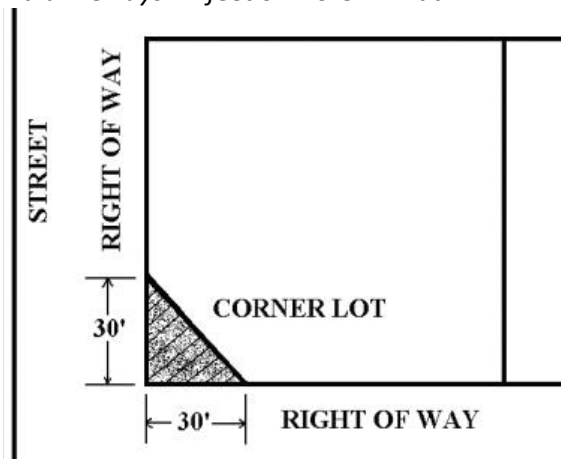
A. A clear vision area shall be maintained on the corners of all property adjacent to an intersection as provided by CDC 42.040 and 42.050.

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.

42.040 COMPUTATION; STREET AND ACCESSWAY 24 FEET OR MORE IN WIDTH

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

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



Staff Finding 23: As demonstrated on Sheet A1.1a of the application materials in Exhibit HRB-1, the project would convert a portion of the adjacent parking lot from tractor-trailer storage to passenger vehicle parking for Historic City Hall. Access to the new parking area would occur through a new driveway onto Mill Street at the rear of the building. As proposed, the accessway does not meet clear vision in that the northeastern portion of the vision triangle is located within a parking stall. While not a permanent obstruction, the parking

of a vehicle within the vision triangle could result in a temporary obstruction. To ensure compliance with this standard, staff recommends the HRB apply the following condition of approval:

3. Parking and Site Access. Prior to final inspection, the applicant shall submit a revised parking and access plan and associated Tualatin Valley Fire and Rescue Server Provider Permit demonstrating a 24-foot-wide access drive in compliance with clear vision standards for staff approval. The revised plan shall be implemented and completed prior to final inspection.

As conditioned, this standard is met.

IV. CHAPTER 46, OFF-STREET PARKING, LOADING AND RESERVOIR AREAS
46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE

(...)

B. *Off-street parking spaces for uses not listed in subsection A of this section shall be located not farther than 200 feet from an entryway to the building or use they are required to serve, measured in a straight line from the building, with the following exceptions:*

(...)

3. *Employee parking areas for carpools and vanpools shall be located closer to the entryway to the building than general employee parking.*

(...)

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

Staff Finding 24: As demonstrated on the site plan contained in HRB-1, parking is provided within 200 feet of the entranceway, with carpool and ADA accessible parking spaces immediately adjacent to the building. Subject to approval by the Historic Review Board, this standard is met.

46.080 COMPUTATION OF REQUIRED PARKING SPACES AND LOADING AREA

A. *Where several uses occupy a single structure or unit of land, a combination of uses is included in one business, or a combination of uses in the same or separate buildings share a common parking area as in the case of a shopping center, the total off-street parking spaces and loading area shall be the sum of the requirements of the several uses, computed separately. For example, parking for an auto sales and repair business would be calculated using the "retail-bulky" calculation for the sales area and the "service and repair" calculation for the repair area. In another example, parking for a shopping center with a grocery store, a restaurant, and a medical office would be calculated using the "general retail store" calculation for the grocery store, the "restaurant" calculation for the restaurant, and the "medical/dental clinics" calculation for the medical office. The total number of required parking spaces may be reduced by up to 10 percent to account for cross-patronage (when a customer visits several commercial establishments during one visit to the commercial center) of adjacent businesses or services in a commercial center with five or more separate commercial establishments.*

B. *To calculate building square footage as a basis for determining how many parking spaces are needed, the area measured shall be gross floor area under the roof measured from the faces of the structure, including all habitable floors and excluding only space devoted to covered off-street parking or loading.*

(...)

Staff Finding 25: Staff adopts the applicant's findings contained in Exhibit HRB-1. There are three distinct uses within this building. The museum and office use are predominately daytime uses and the community meeting

room will primarily be used in the evenings. Due to differential hours and little overlap in demand, staff recommends the HRB base parking requirements on the more restrictive Community Meeting requirement as it requires the highest number of parking spaces. Gross floor areas dedicated to each use have been considered as follows:

- Office use - 804 square feet
- Museum use - 6,334 square feet
- Meeting Room - 896 square feet

E. *On-street parking along the immediate property frontage(s) may be counted toward the minimum parking requirement with approval from the City Engineer.*

(...)

Staff Finding 26: With the proposed modification to the parking access, four on-street parking spaces are proposed along the Mill Street frontage. A portion of this area is already being used for on-street parking while another portion is currently marked with “No Parking” signs to accommodate large trucks entering and leaving this mill. To ensure compliance with minimum parking standards, the following condition is recommended for consideration by the Historic Review Board. As conditioned, this standard would be met.

4. On-Street Parking. Prior to final inspection, the applicant shall either (1) submit a revised parking layout for review and approval by the Planning and Engineering departments, including the location of the no parking zone on Mill Street and any prohibited on-street parking spaces relocated into the lease area; or (2) apply to the Traffic Safety Committee and receive approval for the relocation or removal of the no parking signage along the project frontage.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

(...)

B. *Public and semi-public buildings/uses.*

(...)

4. *Religious institutions and community meeting rooms. One space for every 4 fixed seats or every 8 feet of bench length or every 28 square feet where no permanent seats or benches are maintained (in main auditorium, sanctuary, or place of worship).*

6. *Museum, art gallery. One space for each 500 square feet of floor area, plus 1 space for each 2 employees.*

(...)

C. *Commercial.*

(...)

5. *Professional offices, banks and savings and loans, and government offices. One space for every 370 sq. ft. of gross area.*

(...)

G. *Parking reductions. An applicant may reduce parking up to 10 percent for development sites within one-quarter mile of a transit corridor or within a mixed-use commercial area, and up to 10 percent for commercial development sites adjacent to multi-family residential sites with the potential to accommodate more than 20 dwelling units.*

Staff Finding 27: Staff adopts the applicant’s findings contained in Exhibit HRB-1. Minimum off-street parking has been calculated based on Community Center Use of one space/ 28 square feet of meeting room with an 896 square feet of area to arrive at a minimum of 32 required spaces. The museum use (6,334 square feet) and office uses (804 square feet) combined yield a total of 18 spaces based on an office use of 1/ 370 square

feet, and museum use of 1/ 500 square feet + 1 space per 2 employees assuming 4 staff persons. The more restrictive number of 32 spaces has been used for the base minimum number. This number may be reduced by 10%, or to 29 spaces, due to the proximity of TriMet Bus stops on Willamette Falls Drive, approximately 0.1 miles west of the site. The applicant is proposing 4 on street spaces and 26 off street spaces, exceeding their minimum parking requirements by one space. This standard is met.

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."*

(...)

Staff Finding 28: The proposed site plan in HRB-01 indicates includes three parking spaces adjacent to the western entrance as carpool spaces. This standard is met.

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. Parking for development in water resource areas may have 100 percent compact spaces.*
2. *Disabled parking and maneuvering spaces shall be consistent with current federal dimensional standards and subsection B of this section and placed nearest to accessible building entryways and ramps.*

(...)

4. *Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.*
5. *Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required.*
6. *Except for single- and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces.*
7. *Except for residential parking, and parking for public parks and trailheads, at least 50 percent of all areas used for the parking and/or storage and/or maneuvering of any vehicle, boat and/or trailer shall be improved with asphalt or concrete surfaces according to the same standards required for the construction and acceptance of City streets. The remainder of the areas used for parking may use a permeable paving surface designed to reduce surface runoff. Parking for public parks or trailheads may use a permeable paving surface designed to reduce surface runoff for all parking areas. Where a parking lot contains both paved and unpaved areas, the paved areas shall be located closest to the use which they serve.*
8. *Off-street parking spaces for single- and two-family residences shall be improved with an asphalt or concrete surface, or a permeable parking surface designed to reduce surface runoff, to specifications as approved by the Building Official. Other parking facilities for two- and single-family homes that are to accommodate additional vehicles, boats, recreational vehicles, and trailers, etc., need not be paved. All parking for multi-family residential*

development shall be paved with concrete or asphalt. Driveways shall measure at least 20 feet from the back of sidewalk to garage or the end of the parking pad to accommodate cars and sport utility vehicles without the vehicles blocking the public sidewalk.

9. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site. The number of access drives shall be limited to the minimum that will allow the property to accommodate and service the anticipated traffic. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.

10. Access drives shall have a minimum vision clearance as provided in Chapter 42 CDC, Clear Vision Areas.

11. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located two feet back from the front of the parking stall. Such parking spaces may be provided without wheel stops if the sidewalks or landscaped areas adjacent the parking stalls are two feet wider than the minimum width.

12. Off-street parking and loading areas shall be drained in accordance with plans and specifications approved by the City Engineer. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.

13. Artificial lighting on all off-street parking facilities shall be designed to deflect all light downward away from surrounding residences and so as not to create a hazard to the public use of any road or street.

14. Directional arrows and traffic control devices which are placed on parking lots shall be identified.

(...)

18. Commercial, office, industrial, and public parking lots may not occupy more than 50 percent of the main lot frontage of a development site. The remaining frontage shall comprise buildings or landscaping. If over 50 percent of the lineal frontage comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet wide and shall include terrain variations (e.g., one-foot-high berm) plus landscaping. The defensible space of the parking lot should not be compromised.

19. Areas of the parking lot improved with asphalt or concrete surfaces shall be designed into areas of 12 or less spaces through the use of defined landscaped area. Groups of 12 or less spaces are defined as:

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

(...)

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

21. The parking and circulation patterns are easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles.

22. The parking spaces shall be close to the related use.

23. Permeable parking spaces shall be designed and built to City standards.

Staff Finding 29: Staff adopts the applicant's findings contained in Exhibit HRB-1. All dimensional, accessible, and navigational requirements are met, and the parking areas will utilize existing hard surfacing with new

paint and landscape areas created through the sawcutting of existing pavement. Due to the anticipated realignment of streets in this area, consistent with the Willamette Falls Drive Concept Plan, the parking area is interim in nature and expected to be reconfigured in coming years. Subject to approval by the Historic Review Board, these standards are met.

D. *Bicycle facilities and parking.*

1. *Provisions shall be made for pedestrian and bicycle ways if such facilities are shown on an adopted plan.*
2. *Bicycle parking facilities shall either be lockable enclosures in which the bicycle is stored, or secure stationary racks which accommodate bicyclist’s locks securing the frame and both wheels. The bicycle parking shall be no more than 50 feet from the entrance to the building, well-lit, observable, and properly signed.*
3. *Bicycle parking must be provided in the following amounts:*

LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES	MINIMUM COVERED AMOUNT
Libraries, Museums, Government Offices, etc.	2, or 1.5 spaces per 1,000 gross sq. ft., whichever is greater	25%

Staff Finding 30: Staff adopts the applicant’s findings contained in Exhibit HRB-1. Bicycle parking is proposed in two locations, utilizing secure stationary racks that are near building entries in areas that are well lit and observable. The closest applicable land use category in the bicycle parking section is “libraries, museums, government offices, etc.” With a total building square footage of 7,314 square feet, a minimum of 11 bicycle parking spaces are required at 1.5 spaces per 1,000 square feet. The applicant is proposing 14 spaces in two locations, with five under the existing stairway to provide cover. Subject to approval by the Historic Review Board, these standards are met.

V. CHAPTER 48, ACCESS, EGRESS AND CIRCULATION

48.025 ACCESS CONTROL

(...)

B. *Access control standards.*

(...)

2. *The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street.*
3. *Access options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (planned access shall be consistent with adopted public works standards and TSP). These methods are “options” as approved by the City Engineer.*
 - (...)
 - c) *Option 3. Access is from a public street adjacent to the development lot or parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in subsection (B)(6) of this section.*

(...)

7. *Number of access points. For single-family (detached and attached), two-family, and duplex housing types, one street access point is permitted per lot or parcel, when alley access cannot otherwise be provided; except that two access points may be permitted corner lots (i.e., no more than one access per street), subject to the*

access spacing standards in subsection (B)(6) of this section. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with subsection (B)(8) of this section, in order to maintain the required access spacing, and minimize the number of access points.

Staff Finding 31: Staff adopts the applicant’s findings contained in Exhibit HRB-1. The proposed parking layout does not require vehicles to back into a public street. The only proposed access point is on Mill Street, a public street adjacent to the project site, and will not exit directly onto Willamette Drive to protect the function of the ODOT facility. Subject to approval by the Historic Review Board, these standards are met.

48.040 MINIMUM VEHICLE REQUIREMENTS FOR NON-RESIDENTIAL USES

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

- A. Service drives for non-residential uses shall be fully improved with hard surface pavement:*
 - 1. With a minimum of 24-foot width when accommodating two-way traffic; or*
 - 2. With a minimum of 15-foot width when accommodating one-way traffic. Horizontal clearance shall be two and one-half feet wide on either side of the driveway.*
 - 3. Meet the requirements of CDC 48.030(E)(3) through (6).*
 - 4. Pickup window driveways may be 12 feet wide unless the Fire Chief determines additional width is required.*
- B. All non-residential uses shall be served by one or more service drives as determined necessary to provide convenient and safe access to the property and designed according to CDC 48.030(A). In no case shall the design of the service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle within a street, other than an alley.*
- C. All on-site maneuvering and/or access drives shall be maintained pursuant to CDC 46.130.*
- D. Gated accessways to non-residential uses are prohibited unless required for public safety or security.*

Staff Finding 32: As discussed in staff finding 23, the application does not meet site vision clearance standards and staff recommends the following condition to ensure a compliant 24-foot-wide accessway is presented for approval.

3. Parking and Site Access. Prior to final inspection, the applicant shall submit a revised parking and access plan and associated Tualatin Valley Fire and Rescue Server Provider Permit demonstrating a 24-foot-wide access drive in compliance with clear vision standards for staff approval. The revised plan shall be implemented and completed prior to final inspection.

No pickup windows or gates are proposed and the parking layout does not require vehicles to back into a public street. Subject to approval by the Historic Review Board, these standards are met.

48.060 WIDTH AND LOCATION OF CURB CUTS AND ACCESS SEPARATION REQUIREMENTS

- A. Minimum curb cut width shall be 16 feet.*
- B. Maximum curb cut width shall be 36 feet, except along Highway 43 in which case the maximum curb cut shall be 40 feet. For emergency service providers, including fire stations, the maximum shall be 50 feet.*
- C. No curb cuts shall be allowed any closer to an intersecting street right-of-way line than the following:*
 - 1. On an arterial when intersected by another arterial, 150 feet.*
 - 2. On an arterial when intersected by a collector, 100 feet.*
 - 3. On an arterial when intersected by a local street, 100 feet.*
 - 4. On a collector when intersecting an arterial street, 100 feet.*
 - 5. On a collector when intersected by another collector or local street, 35 feet.*

- 6. *On a local street when intersecting any other street, 35 feet.*
- D. *There shall be a minimum distance between any two adjacent curb cuts on the same side of a public street, except for one-way entrances and exits, as follows:*
 - 1. *On an arterial street, 150 feet.*
 - 2. *On a collector street, 75 feet.*
 - 3. *Between any two curb cuts on the same lot or parcel on a local street, 30 feet.*
- E. *A rolled curb may be installed in lieu of curb cuts and access separation requirements.*
- F. *Curb cuts shall be kept to the minimum, particularly on Highway 43. Consolidation of driveways is preferred. The standard on Highway 43 is one curb cut per business if consolidation of driveways is not possible.*
- G. *Adequate line of sight pursuant to engineering standards should be afforded at each driveway or accessway.*

Staff Finding 33: Staff adopts the applicant’s findings contained in Exhibit HRB-1. The curb cut for the new accessway will be larger than 16 feet and less than 36 feet in size, and will exceed the minimum 35-foot distance requirement from the Mill Street and Willamette Drive Intersection. Subject to approval by the Historic Review Board, these standards are met.

VI. CHAPTER 54, LANDSCAPING

54.020 APPROVAL CRITERIA

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

Staff Finding 34: Staff adopts the applicant’s findings contained in Exhibit HRB-1. There is almost no landscaping on the existing property with the building and sidewalks covering over 90% of the site. The existing plantings on the site consist of small, neglected shrubs. The adjacent City owned parcel between the building and Hwy 43 has been inventoried and has a mix of low shrubs and ground cover plantings which are proposed to be preserved and supplemented through this project. No trees exist on either parcel. The parking area to be leased in conjunction with this project will also be landscaped to CDC standards. This standard is met.

- E. *Landscaping – By type, location and amount.*
(...)
- 2. *Non-residential uses. A minimum of 20 percent of the gross site area shall be landscaped. Parking lot landscaping may be counted in the percentage.*
- 3. *All uses (residential uses (non-single-family) and non-residential uses):*
 - a. *The landscaping shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area. There shall be one shade tree planted for every eight parking spaces. These trees shall be evenly distributed throughout the parking lot to provide shade. Parking lots with over 20 spaces shall have a minimum 10 percent of the interior of the parking lot devoted to landscaping. Pedestrian walkways in the landscaped areas are not to be counted in the percentage. The perimeter landscaping, explained in subsection (E)(3)(d) of this section, shall not be included in the 10 percent figure. Parking lots with 10 to 20 spaces shall have a minimum five percent of the interior of the parking lot devoted to landscaping. The perimeter landscaping, as explained above, shall not be included*

in the five percent. Parking lots with fewer than 10 spaces shall have the standard perimeter landscaping and at least two shade trees. Non-residential parking areas paved with a permeable parking surface may reduce the required minimum interior landscaping by one-third for the area with the permeable parking surface only.

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

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

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

1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average;

2) Shrubs, not to reach a height greater than three feet, six inches, spaced no more than five feet apart on the average; or

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

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

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

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

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

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

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

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

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

1) Provide generous "spreading" canopy for shade.

2) Roots do not break up adjacent paving.

3) Tree canopy spread starts at least six feet up from grade in, or adjacent to, parking lots, roads, or sidewalks unless the tree is columnar in nature.

4) No sticky leaves or sap-dripping trees (no honey-dew excretion).

5) No seed pods or fruit-bearing trees (flowering trees are acceptable).

6) Disease-resistant.

7) Compatible with planter size.

8) Drought-tolerant unless irrigation is provided.

9) Attractive foliage or form all seasons.

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

Staff Finding 35: Staff adopts the applicant’s findings contained in Exhibit HRB-1 regarding site landscaping. The site is a legal non-conforming site with the existing building and hardscape covering over 90 of the property. Additional off-site area being leased for parking to south and west of lot and City owned property to the north of the site are close to 100% covered with impervious surfaces and are proposed to be enhanced to bring the development closer to that intended by current CDC requirements. Improvements are proportional to the modifications being proposed and are in recognition of the interim nature of the parking lot improvements, given the anticipated redevelopment associated with the implementation of the Willamette Falls Drive Concept Plan. No information regarding tree species was included in the application, therefore the following condition is recommended:

5. Tree Selection. Prior to final inspection, the applicant shall present a tree planting plan for the city arborist to review and approve. The trees shall be installed per the approved plan prior to final inspection.

Subject to approval by the Historic Review Board, these standards are met.

VII. CHAPTER 55, DESIGN REVIEW

55.020 CLASSES OF DESIGN REVIEW

A. Class I Design Review. The following are subject to Class I Design Review:

1. 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.).

Staff Finding 36: The application is for the modification of a public structure to enhance the aesthetics of the building and not increase the interior usable space. The proposed uses are permitted uses. Therefore, a Class I Design Review is appropriate.

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW

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

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

1. CDC 55.100(B)(1) through (4), Relationship to the natural and physical environment, shall apply except in those cases where the proposed development site is substantially developed and built out with no remaining natural physical features that would be impacted.

Staff Finding 37: The project site is substantially developed with no remaining natural features. These standards do not apply.

2. CDC 55.100(B)(5) and (6), architecture, et al., shall only apply in those cases that involve exterior architectural construction, remodeling, or changes.

(...)

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

C. The Planning Director shall determine the applicability of the approval criteria in subsection A of this section.

Staff Finding 38: Findings regarding CDC 55.100 are below. The building has occupied the site for almost 90 years and is fully serviced with water, sewer, multi-modal transportation infrastructure, and emergency services. These criteria are met.

55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW

B. Relationship to the natural and physical environment.

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.

6. Architecture.

Staff Finding 39: The building is an existing structure on the National Register of Historic Places and a local landmark. No expansions or new buildings are proposed, and the site has sufficient light and air and fire protection. Architectural standards of this section are superceded by those in CDC Chapter 25 (Historic Resources) and the city’s obligations to modify the building in accordance with the Secretary of the Interior’s Standards for Historic Preservation, as implemented through CDC Chapter 25. These standards do not apply.

VII. CHAPTER 55, DESIGN REVIEW

66.060 DISCONTINUANCE OR CHANGE OF CONFORMING USE IN A NON-CONFORMING STRUCTURE

Should the owner or occupant discontinue or change the use of a non-conforming structure, it shall be unlawful and a violation of this code to begin or maintain such altered use until the off-street parking spaces and loading area requirements of Chapter 46 CDC and the access, egress, and circulation requirements of Chapter 48 CDC are met, or until the appropriate approval authority under Chapter 99 CDC has approved the change.

Staff Finding 40: Staff adopts the applicant’s findings contained in Exhibit HRB-1. The construction of the Historic West Linn City Hall predated current zoning requirements. The structure has excessive lot coverage, inadequate lot depth, inadequate parking, landscaping, and vision clearance at the Mill Street and Willamette Drive intersection based on current CDC provisions for new development. This structure has had different uses throughout its history. The proposed use of the upper level is similar to the original council chambers and administrative offices with the proposed meeting rooms and offices. The last use of the main floor of the building was as a City Police station and is proposed to be a museum use. Through a leased parking agreement the applicable provisions of CDC Chapter 46 and 48 can be met, as documented in findings 24 through 30 of this report. Subject to approval by the Historic Review Board, these standards are met.

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:

1. If the enlargement, in and of itself, meets all provisions of this code, the enlargement will be permitted. This exception does not preclude design review or other applicable provisions of this code.

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 Finding 41: Staff adopts the applicant’s findings contained in Exhibit HRB-1. The construction of the Historic West Linn City Hall predated current zoning requirements and has excessive lot coverage, inadequate parking, landscaping, and vision clearance based on current CDC provisions for new development. No enlargement of the structure is proposed. The proposed alterations do not alter or reduce the nonconformity of the site as required by the Community Development Code, as previously documented in this report. Subject to approval by the Historic Review Board, these standards are met.

EXHIBIT HRB-1 APPLICANT SUBMITTAL



DEVELOPMENT REVIEW APPLICATION

For Office Use Only

STAFF CONTACT John Floyd	PROJECT NO(S) DR-22-03/MISC-22-05/WRG-22-02	PRE-APPLICATION NO. PA-21-21
NON-REFUNDABLE FEE(S)	REFUNDABLE DEPOSIT(S)	TOTAL \$0

Type of Review (Please check all that apply):

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

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:

22825 Willamette Drive

Assessor's Map No.: 22E 31AB

Tax Lot(s): 00200

Total Land Area: 5,570 sq.ft.

Brief Description of Proposal:

Adaptive reuse of existing Historic City Hall building as a cultural center to be operated by the Willamette Falls and Landings Heritage Coalition

Applicant Name:

(please print)

City of West Linn
22500 Salamo Rd

John Williams

Phone:

Address:

West Linn, OR 97068 503-657-0331

Email:

jwilliams@westlinnoregon.gov

City State Zip:

Owner Name (required):

(please print)

City of West Linn

Phone:

Address: same

Email:City State Zip:

Consultant Name:

(please print)

Iselin Architects, Inc

Phone:

Address:

1307 Seventh Ave

Email:

City State Zip:

Oregon City, OR 97045 503-656-1942 todd@iselinarch.com

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 decision may be reversed on appeal. The permit approval will not be effective until the appeal period has expired.
4. The City accepts electronic (.pdf) land use applications and project submissions from applicants. Applicants should submit this form and supporting documents through the [Submit a Land Use Application](https://westlinnoregon.gov/planning/submit-land-use-application) web page:
<https://westlinnoregon.gov/planning/submit-land-use-application>

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.

John Williams 5/9/22

Applicant's signature

Date

Owner's signature (***required***)

Date

**Development Review Narrative
for
Design Review,
Historic Review and Willamette
and Tualatin River Protection**

**Renovation and Remodel of
Historic West Linn City Hall
Building for Regional Cultural/
Tourism Center in Partnership
with Willamette Falls and
Landings Heritage Area
Coalition**

**22825 Willamette Dr.
West Linn, Oregon 97068**

City of West Linn
22500 Salamo Rd #1000

TABLE OF CONTENTS

A. Design Review Narrative		Pages
1. PROJECT INFORMATION AND SUMMARY		1-6
2. CODE SECTION RESPONSES and SUPPORTING IMAGES		
Chapter 19	General Commercial Zone	7-10
Chapter 25	Overlay Zones- Historic	11-20
Chapter 28	Willamette and Tualatin River Protection	21-22
Chapter 42	Clear Vision Areas	23-25
Chapter 46	Off Street Parking	26-39
Chapter 48	Access, Egress and Circulation	40-48
Chapter 54	Landscaping	49-55
Chapter 66	Non-conforming Structures	56-59
Chapter 99	Procedures for Decision Making: Quasi-judicial	60-72
3. EXISTING PHOTOS		73-79
B. Drawings		
A1.1	Cover Sheet/ Site Plan	
A1.1a	Parking Plan	
A1.2	Demolition Plans	
A1.3	Proposed Main Level Floor Plan	
A1.4	Proposed Upper Level Floor Plan	
A2.1AB	Existing As-Built Exterior Elevations	
A2.2AB	Existing As-Built Exterior Elevations	
A2.1	Proposed Exterior Elevations	
A2.2	Proposed Exterior Elevations	
A2.3	Proposed Storefront Elevations	

Project Information:

Property Owner: City of West Linn
22500 Salamo Rd #1000
West Linn, OR 97068
Contact: John Williams
jwilliams@westlinnoregon.gov
503-742-6063

Tenant: Willamette Falls and Landings Heritage Coalition
PO Box 387
Marylhurst, OR 97036
Contact: Britta Mansfield
Britta@wfheritage.org
503.419.6340

Architect: Iselin Architects, P.C.
1307 Seventh Street
Oregon City, OR 97045
Contact: Todd Iselin
todd@iselinarch.com
503-656-1942

Site Address: 22825 Willamette Dr.
West Linn, OR 97068

Tax Lot No: 00200
Map No: 22E 31AB
Site Area: 5,570 sq.ft.

Zoning: GC (General Commercial)
Overlays: Historic Landmark

Project Summary:

Project consists of Adaptive reuse of existing Historic City Hall building as a cultural center to be operated by the Willamette Falls and Landings Heritage Coalition.

This Coalition was formed as a joint venture of local non-profit organizations to allow for consolidated services and provide shared incubator space and facilities for heritage and arts groups. The Coalition intends to use this facility to provide community meeting facilities, office spaces and to serve as an interpretive center highlighting area history and displaying local artwork.

The building is historically significant and has now been listed on the National Register of Historic Places. The structure was originally constructed as a unique Public-Private partnership as a Works Project Administration (WPA) project in 1936 to house West Linn City Hall offices and Council Chambers on the upper floor and a grocery store and post office on the main level. It was designed by the prominent architectural firm of Clausen and Clausen, Inc. It is one of several City Hall buildings in Oregon constructed utilizing WPA funds. Other WPA City Hall projects in Oregon include Canby, West Salem and St. Paul. The building has been had several major remodels summarized below and remains in good condition despite being vacant for about 7 years.

Building remodel summary

1939- Upper level remodeled to add public library to City Hall offices

1956- Main level remodeled to convert main level post office and grocery store to police department.

1987- Remodel and addition for accessibility and fire life safety including addition of rear entry, elevator and exterior exit stair.

1999- City Hall moved to Salamo Rd and minor remodeling done to convert entire structure into police department use.

2014- Police department use discontinued and building has remained vacant.

AREA CALCULATIONS:

Site Area: 5700 sq. ft.

Gross Building Areas: 3,760 sq. ft. – main level

3,554 sq. ft. – upper level

7,314 sq. ft. – Total**

**excluded 198 s.f. basement mechanical room

BUILDING CODE SUMMARY:

Prior Occupancies: A-3 (City Council Chambers, Courts)
B (Offices)
M (Mercantile)

Proposed Occupancies: A-3 (Community Halls, Museums)
B (Offices)

Construction Type: III-B (non-combustible exterior walls with unrated interior construction), unsprinklered.

PROPOSED SCOPE OF WORK:

The proposed adaptive reuse project includes exterior renovation, interior remodeling, replacement of mechanical systems and upgrading of plumbing and electrical systems.

Exterior renovations proposed include opening up previously infilled storefront areas at the main level facing Willamette Dr and installing new wood storefront windows, repair of historic radius wood transom windows and upper level wood casement windows, replacement of non-historic aluminum upper level windows and installation of new fixed aluminum awnings to replace original operable awnings that were removed in the 1950's. The existing wood exterior fire stair serving the upper level meeting rooms is proposed to be replaced with a less obtrusive steel stair. Exterior wall mounted air conditioners will be removed and original

openings restored. A new roof will also be installed to provide a more energy efficient and durable building envelope. The existing rear lobby and elevator addition from the 1980's is proposed to remain unchanged.

Interior remodeling will be done to accommodate changes in the building program from the previous police station to allow for more open community use spaces and include accessibility and energy efficiency upgrades. Original upper level coved ceilings will be restored at community meeting room and hallway areas and dropped ceilings and lower level removed. The original staircase to the upper level is proposed to be retained along with original paneling to the extent possible at upper level public areas. Most of the non bearing interior walls at the main level will be demolished to open up the space that was the historic grocery store with ADA compliant ramps installed to connect the multiple floor levels at this space. Toilet rooms and doors will be modified as required to meet current building code requirements.

The original oil fired boiler at the basement is proposed to be decommissioned along with the underground oil storage tank as part of the project. This boiler currently has a steam loop system connected to rooftop package HVAC units with asbestos wrapped galvanized and copper piping. All piping, ductwork and the rooftop mechanical units with obsolete coolant are proposed to be properly abated and removed as part of the work. They will be replaced with new ductless heat pump systems providing efficient heating and cooling and allowing the original ceiling height at the main level to be restored.

Plumbing and electrical infrastructure is generally in good repair and has been continuously upgraded over the years. New, energy efficient fixtures will replace existing.

West Linn Municipal Code Compliance Response:

Chapter 19

GENERAL COMMERCIAL, GC

Sections:

- 19.010 PURPOSE
- 19.020 PROCEDURES AND APPROVAL PROCESS
- 19.030 PERMITTED USES
- 19.040 ACCESSORY USES
- 19.050 USES AND DEVELOPMENT PERMITTED UNDER PRESCRIBED CONDITIONS
- 19.060 CONDITIONAL USES
- 19.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS
- 19.080 DIMENSIONAL REQUIREMENTS, CONDITIONAL USES
- 19.090 OTHER APPLICABLE DEVELOPMENT STANDARDS

19.010 PURPOSE

The purpose of this zone is to provide for the concentration of major retail goods and services at centers. The intent is to provide for the provision of a variety of goods and services and for comparison shopping, to accommodate new businesses and employment opportunities, to promote a suitable mix of commercial uses, to contribute to community identity and to assure that the commercial development is scaled to blend with nearby residential areas, and that the residential areas are protected from noise, glare of lights, traffic congestion and other possible adverse effects. This zone is intended to implement the policies and locational criteria set forth in the Comprehensive Plan.

19.020 PROCEDURES AND APPROVAL PROCESS

A. A use permitted outright, CDC 19.030, is a use which requires no approval under the provisions of this code. If a use is not listed as a use permitted outright, it may be held to be a similar unlisted use under the provisions of Chapter 80 CDC.

- The proposed use as a cultural center is a Use permitted outright per 19.030 for Cultural Centers and Libraries. Community center and civic assembly uses along Hwy 43 are also an allowed use. No approval under the provision of this Code is required.

B. A use permitted under prescribed conditions, CDC 19.050, 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 19.060.
 - It was determined that the proposed use is allowed outright at the pre-application conference.

C. A conditional use, CDC 19.060, is a use the approval of which is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter 60 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.

- No Conditional Use is required for the proposed use.

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.
- Refer to Attached narrative for Chapter 66, Non-conforming Structures.

19.040 ACCESSORY USES

1. Manufacture or repackaging of goods for on-site sale. (Ord. 1686 § 2, 2018)
 - No Accessory Uses are proposed. Subsection is not applicable.

19.050 USES AND DEVELOPMENT PERMITTED UNDER PRESCRIBED CONDITIONS

The following uses are allowed in this zone under prescribed conditions:

1. Single-family residential unit and attached single-family units above a permitted use or a commercial use or place of assembly authorized as a conditional use (e.g., children's day care center, superstore, amusement enterprise, transient lodging, religious institution, school, lodge or community center), and multiple-family units: as a mixed use in conjunction with commercial development, only above the first floor of the structure, except in the Willamette Falls Drive Commercial Design District where dwellings may also occupy a portion of the ground floor pursuant to CDC 58.050.
2. Animal sales and services: kennels, as prescribed with no exterior runs or storage.
3. Animal sales and services: veterinary (small animals), as prescribed with no exterior runs or storage.

4. Signs, subject to the provisions of Chapter 52 CDC.
5. Temporary use, subject to the provisions of Chapter 35 CDC.
6. Home occupations, subject to the provisions of Chapter 37 CDC.
7. Wireless communication facilities, subject to the provisions of Chapter 57 CDC. (Ord. 1192, 1987; Ord. 1385, 1996; Ord. 1565, 2008; Ord. 1613 § 3, 2013; Ord. 1638 § 3, 2015)
 - No prescribed uses are proposed. Subsection is not applicable.

19.060 CONDITIONAL USES

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

- No Conditional Use is being sought for the proposed use. Subsection is not applicable and has been omitted for brevity.

19.070 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.
 - The existing front lot line is in excess of 60', exceeding the minimum 35' required.
2. The average minimum lot width shall be 50 feet.
 - The average lot width is more than 68' due to the slightly irregular shape. This exceeds the minimum 50' required.
3. The average minimum lot depth shall not be less than 90 feet.
 - The existing average lot depth is approximately 78'; less than the required 90'. Required parking and maneuvering is being leased behind and beside the building. This additional area behind the building adds 50' to the usable depth of the site to satisfy the minimum 90' depth requirement.
4. Where the use abuts a residential district, except as provided in CDC 58.090(C)(1), the setback distance of the residential zone shall apply.
 - The Site does not abut a residential district. Criterion is not applicable.
5. The maximum lot coverage shall be 50 percent, except as provided in CDC 58.090(C)(1)(d).

- The existing building covers 71% of the lot (3,967 s.f. building area/ 5,573 s.f. lot area). An additional area of approximately 19,950 s.f. is being leased for parking. With the lease area and perpetual access easement immediately to the right side of the building and the triangular area in front of the building (3,522 s.f.) considered part of the project site the lot coverage is an effective 13.7%.

6. The maximum building height shall be two and one-half stories or 35 feet for any structure located within 50 feet of a low or medium density residential zone, and three and one-half stories or 45 feet for any structure located 50 feet or more from a low or medium density residential zone.

- The existing building is two stories with a maximum height of 33' -4" measured from the lowest grade to top of parapet. Site is not within 50' of a residential zone. Height is less than 3 ½ story/ 50 ' maximum allowed.

7. For lot lines that abut an arterial, there shall be no minimum yard dimensions or minimum building setback area, and the maximum building setback shall be 20 feet. The front setback area between the street and the building line shall consist of landscaping or a combination of non-vehicular hardscape areas (covered with impervious surfaces) and landscaped areas. If there are not street trees within the public right-of-way, the front setback area shall include such trees per the requirements of the City Arborist.

- A small triangular section of property (aprox.3522 s.f.) separates the building from the Hwy. 43 right of way. It is currently believed that this parcel is unused Right of Way under City of West Linn jurisdiction. This property is currently a landscaped plaza with non-vehicular paved areas. This plaza is proposed to be renovated as part of this project to provide required bicycle parking and an enhanced pedestrian plaza/ Art garden to conform with current land use requirements. Based on survey work recently commissioned by The City, the existing building is about 10' from the property line at that point and approximately 5' from the front lot line.

B. The requirements of subsections (A)(1) through (5) of this section may be modified for developments under the planned unit development provisions of Chapter 24 CDC. (Ord. 1401, 1997; Ord. 1425, 1998; Ord. 1614 § 5, 2013; Ord. 1622 § 24, 2014)

- No Planned Unit Development is proposed. Criterion is not applicable.

19.080 DIMENSIONAL REQUIREMENTS, CONDITIONAL USES

Except as may otherwise be established by this code, the appropriate lot or parcel 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. 1636 § 15, 2014)

- No Conditional Use is proposed with this application. Criterion is not applicable.

Chapter 25

OVERLAY ZONES – HISTORIC DISTRICT

Sections:

- 25.010 PURPOSES
- 25.020 USE OF THIS CHAPTER
- 25.030 PERMITTED USES
- 25.040 HISTORIC DESIGN REVIEW PROCESSES
- 25.050 APPLICATION REQUIREMENTS
- 25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES
- 25.070 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC DISTRICTS
- 25.080 MODIFICATIONS TO DESIGN STANDARDS
- 25.090 DESIGNATION OF A HISTORIC RESOURCE
- 25.100 REMOVAL OF HISTORIC RESOURCE DESIGNATION
- 25.110 RELOCATION OF A HISTORIC RESOURCE
- 25.120 DEMOLITION OF A HISTORIC RESOURCE
- 25.130 DEMOLITION BY NEGLECT
- 25.140 HISTORIC RESOURCE MAP

25.010 PURPOSES

The purposes of this chapter are to:

- A. Foster community and neighborhood pride and sense of community identity based on recognition and use of historic and cultural resources.
- B. Identify and protect the City’s historic resources (see Chapter 2 CDC, Definitions), including the diverse architectural styles that reflect the phases of the City’s history.
- C. Encourage preservation and use of historic sites, structures, and districts within the City that reflect special elements of its historical, architectural, archaeological, artistic, cultural, and engineering heritage.
- D. Provide procedures and establish approval criteria for all reviews of proposed alterations to the exterior of historic structures and sites and other development in historic districts.
- E. Increase economic and financial benefits to historic property owners and the community.
- F. Ensure that changes to designated historic resources protect the integrity of the resource and the significant aspects of the area’s heritage.
- G. Provide regulations that will ensure the preservation of the quality and historic integrity of historic resources and their site and, if applicable, ensure compatibility and consistency with the qualities of the respective historic district its nomination was intended to preserve.
- H. Provide for creation of new historic districts and designation of new landmarks, as appropriate, and to allow removal of such designations if they are no longer appropriate.

I. Provide a process to enable thoughtful consideration of the proposed demolition of historic structures. (Ord. 1614 § 6, 2013)

25.020 USE OF THIS CHAPTER

A. Applicability. This chapter shall apply to all properties designated as historic resources as shown on the City's zoning map and properties listed on the National Register. Specific sections apply as noted in subsections B and C of this section.

- The provisions of this Chapter apply. The building is currently listed on the local inventory and National Register.

B. Hierarchy of regulation. The provisions of this chapter shall supersede any conflicting standards or criteria elsewhere in the CDC. The underlying zoning provisions for the applicable zone still apply.

1. Exemptions. The items listed in CDC 25.040(A), Exemptions from historic design review, are exempt from historic review provided that they comply with any applicable requirements in CDC 25.040(A).

- No exemption from historic design review is being sought with this application.

2. Design standards. CDC 25.060, Design standards applicable to historic resources, applies to historic reviews for designated properties, except for CDC 25.060(B), Standards for accessory structures, which applies only to accessory structures on sites containing historic resources.

- Refer to following narrative for compliance with requirements of Section 25.060.

3. Additional design standards. CDC 25.070, Additional design standards applicable to historic districts, provides additional standards that are applicable to historic design review for historic district properties.

a. CDC 25.070(A), Standards for alterations and additions, applies only to historic design review in a historic district.

b. CDC 25.070(B), Standards for new construction, applies only to new development or construction in a historic district beyond alterations and additions, and including accessory structures.

c. CDC 25.070(C), Willamette Historic District general standards, applies only to alterations and additions, new construction, and accessory structure construction in the Willamette Historic District.

- Requirements of section 25.070 are not applicable. This is an individual designated landmark structure outside of designated districts.

C. Applicability of historic design standards. Development subject to this chapter must comply with applicable historic design review standards unless otherwise approved through the modifications process under CDC 25.080. The "X" in the following chart indicates which standards are applicable to different types of development.

- Requirements of Section 25.060 are applicable based on following table. Table has been omitted for brevity.

25.030 PERMITTED USES

Unless otherwise provided for in this chapter, uses permitted by the base zoning district that are in accordance with the CDC are allowed on sites containing historic resources. (Ord. 1614 § 6, 2013)

- The proposed use of the building complies with those of the underlying commercial zone. Refer to Chapter 19 narrative.

25.040 HISTORIC DESIGN REVIEW PROCESSES

Proposed changes to historic resources that are not exempted by subsection A of this section, Exemptions from historic design review, are subject to subsection B of this section, Class I historic design review, or subsection C of this section, Class II historic design review. Class I historic design review addresses significant changes that warrant staff review. Class II historic design review addresses major changes including additions and new construction, subject to Historic Review Board approval. The processes for conducting Class I and Class II historic design review are in Chapter 99 CDC.

A. Exemptions from historic design review. The following are exempt from historic design review:

- Reroofing and replacement of upper level window sashes are technically exempt from historic design review. We are requesting these items as part of a more comprehensive review due to the significance of this building and being a publicly owned structure. List of exempt items has been omitted for brevity.

B. Class I historic design review. The following are subject to Class I historic design review to determine their compliance with the applicable approval standards:

1. Nonexempt. Items listed in CDC 25.040(A)(1) through (17) that do not qualify for an exemption;
2. Facade alteration. Alteration of a facade when 100 square feet or less of the structure's facade is being altered;
3. Ingress/egress. Revised points of ingress/egress to a site;
4. Americans with Disabilities Act. Proposals seeking compliance with the Americans with Disabilities Act, not including the public right-of-way; and
5. Art and statuary. Construction of freestanding art and statuary over 10 feet tall.
 - The proposed façade alteration exceeds the 100 s.f. threshold for a Class I historic design review. Class II review is required.

C. Class II historic design review. All proposed new construction, alterations, and additions, not identified as exempt under subsection A of this section, or subject to Class I historic design review under subsection B of this section, are subject to Class II historic design review and must meet the applicable approval standards. (Ord. 1614 § 6, 2013)

- This application is being submitted for Class II Historic Design Review.

25.050 APPLICATION REQUIREMENTS

A. Historic design review. Applications for historic design review shall include the following:

1. Narrative. Written narrative explaining the proposal and how it meets the approval criteria in CDC 25.060 and 25.070, as applicable;
2. Existing plan and elevation drawings. Plan and elevation drawings of the existing structure, if applicable, including materials;
3. Proposed plan and elevation drawings. Plan and elevation drawings of the proposed changes, including materials;

4. Current photographs. Photographs of the existing structure, if applicable;
5. Historic photographs. Historic photographs and/or drawings of the existing structure, if available; and
 - This application consists of the required narrative, existing drawings, proposed alteration drawings, current and historic photographs.
6. Supplementary. For additions that increase the gross square footage of the structures on the site by more than 50 percent, and/or new construction in a historic district:
 - a. Plan and elevation drawings of adjacent properties; and
 - b. A rendering and/or photo-simulation showing the proposal in context.
 - Application does not include any increase in square footage or new construction within a district. No plans or elevations of adjacent structures have been included with this application.

B. Designation of a historic resource. Applications for designation as an historic resource shall include the following:

- The property is already a locally designated landmark and listed on the National Register of Historic Places. Requirements of section have been omitted for brevity.

C. Removal of historic resource designation. Applications for removal of historic resource designation shall include the following:

- No removal of designation is being sought. Requirements of section have been omitted for brevity.

D. Relocation of a historic resource. Applications for relocation of an historic resource shall include the following:

- No relocation of a historic resource is proposed. Requirements of section have been omitted for brevity.

E. Demolition of a historic resource.

- No demolition of a historic resource is being sought. Requirements of section have been omitted for brevity.

25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES

The following design standards apply to all changes, including alterations, additions, and new construction proposed on a designated historic resource. These standards are intended to preserve the features that made the resources eligible for historic designation. Development must comply with all applicable standards, or be approved through the modifications process specified in CDC 25.080.

A. Standards for alterations and additions. This section applies to historic reviews for alteration of and additions to designated historic resources:

1. Retention of original construction. The original construction shall be maintained or restored to

the greatest extent practicable. Stylistic features of original construction that shall be preserved include, but are not limited to: a line of columns, decorative shingles, projecting bays, other primary structural elements, spatial relationships that characterize the property, examples of skilled craftsmanship that characterize the building, and architectural details defining the structure's character and historic significance.

- The Original reinforced concrete building shell with its simple rectangular form will be retained. The defining stylistic elements including the arch top windows at the upper level are to be retained and restored. Original patterned brickwork is to be retained and selectively repaired at the south side where weathered. Previously infilled main level openings are proposed to be restored to the original configuration to the extent possible given current building code requirements. No changes are proposed to the 1980's addition at the south (rear) side of the building, which is a clearly distinct and compatible addition to the building.

2. Retention of historic material. Removal or alteration of historic materials and features shall be avoided during the construction of new additions or exterior alterations. Whenever possible, deteriorated materials and architectural features shall be repaired rather than replaced. In the event replacement of an existing feature is necessary, new materials shall, to the extent possible, match those of the original building in terms of composition, design, color, texture, and other visual features.

- Existing historic building materials are proposed to be retained where present. Previously installed aluminum windows are proposed to be replaced with new wood clad windows to match original wood windows at the upper level. New lower level windows and doors are also proposed to be wood clad units. Exact replication of original window and door configurations is not possible due to building code requirements for accessibility and energy efficiency.

3. Time period consistency. Buildings shall be recognizable as a physical record of their time and place. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.

- The original architecture of the Historic West Linn City Hall building will remain recognizable. The previous addition to the rear of the structure is proposed to be retained since it has become part of the history of the building and is compatible yet distinct from original construction due to materials used and detailing.
- Window replacement/ repair at upper level areas are preservation elements consistent with the Secretary of the Interiors Standards. The modifying of previously infilled openings and replacement of non-historic fabric awnings at the main level are intended to be compatible with the original structure, but clearly distinguishable by

knowledgeable persons as contemporary elements.

4. Significance over time. Changes to a property that have acquired historic significance in their own right, and during the period of significance, shall be retained and preserved.

- The steel windows from the 1940's or 1950's installed at the main level when original openings were infilled are proposed to be demolished. These were installed during the period of significance, but are incompatible with the design of the original building and the program needs for the proposed Cultural Center.

5. Differentiate old from new. Alterations and additions shall be differentiated from the original buildings and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property.

- The new awnings proposed will be a more contemporary, permanent addition to the building that will be a contemporary element recognizable by individuals with knowledge of historic buildings. The original crank out style fabric awnings would require on-going maintenance and would likely never be retracted by a facility staffed by volunteers. The current curved fabric awnings are in poor condition and detract from the historic building.
- Other alterations proposed bring the building back closer to its original design. The wainscoting below the original storefront windows was noted as marble on the original construction drawings and no photographic evidence has been found that would illustrate the exact type of marble. A marble like porcelain tile is proposed for this element. A person with knowledge in building materials will recognize this as a contemporary, yet compatible element.

6. Reversibility. Additions and alterations shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.

- The proposed exterior alterations will remove previously infilled openings closer to their original design intent.
- The proposed awnings could be removed at a later date without damaging the historic fabric of the building.

7. Building additions. Building additions shall be subordinate to the original building, smaller in scale, and attached to the rear or set back along the side. Features of building additions, including

the proportions of window and door openings, shall be consistent with those of the existing building. Dimensional and other requirements in the underlying zone, as applicable, shall apply.

- Criterion does not apply. No building additions are proposed as part of this project.

8. Building height and roof pitch. Existing or historic building heights and roof pitch shall be maintained.

- No alteration to the building height or roof pitch is proposed. Communication equipment currently visible above the parapet will be removed as part of the project.

9. Roof materials. Replacement of a roof or installation of a new roof with materials other than cedar shingles, three tab asphalt shingles, or architectural composition shingles must be demonstrated, using photographic or other evidence, to be in character with those of the original roof, or with materials that are consistent with the original construction.

- The building has a flat roof that was originally a hot mopped built up asphalt roof. The existing roof is a modified bitumeous membrane roofing that is over 30 years old according to City records. A new TPO membrane roofing is proposed to replace this. The roof is not visible from the ground due to the original parapet on all 4 sides of the building.

10. Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding with different material must be demonstrated, using photographic or other evidence, to be in character with those of the original materials, or with materials that are consistent with the original construction.

- Original exterior brick is being retained and will be salvaged from the structure to patch modified areas of the exterior. Large format porcelain tile will be used to replicate original marble wainscoting that shown in the original construction documents for the building at restored storefront areas. It is unknown if this marble cladding was actually installed as specified.

11. New exterior walls and siding. Wood siding or shingles shall be used unless the applicant demonstrates that an alternative material has a texture and finish typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

- Criterion does not apply. No new exterior walls are proposed.

12. Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

- No gutters exist on the building. Existing downspouts and scuppers will be reused.

13. New windows. New windows shall match the appearance of the original windows as closely as possible. Wood window frames and sashes shall be used unless the applicant demonstrates that the non-wood windows are consistent with their wooden counterparts, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. The window trim and sill shall match the original trim.

- New windows are proposed to match original design with true divided lite wood construction with aluminum cladding for longevity. These will replace incompatible steel and aluminum sash windows installed between 1950-1970. Trim and sill will match original windows still intact on the Willamette Dr elevation.
- Original wood radius top transom windows and casements on the Willamette Dr façade will be repaired and repainted as part of the Project.

14. Storm windows. Storm windows shall be made of painted wood, baked enamel, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.

- No storm windows are proposed. Section does not apply.

15. Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color.

- New upper level windows are proposed to match original design with true divided lite wood construction with aluminum cladding for longevity. These will replace incompatible steel and aluminum sash windows installed between 1950-1970. Trim and sill will match original windows still intact on the Willamette Dr elevation.

- New storefront windows will be wood clad units with minimal framing between units to match original design intent with more energy efficient technologies now available.

16. Doors. Doors shall be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.

- New exterior doors will be wood clad to match windows.

17. Porches. Front porches are allowed on new construction. No front porch shall be added to a structure if there was not one originally. Existing front porches shall not be enclosed or enlarged.

Alterations to existing front porches and side yard porches that face a street shall:

a. Maintain the shape, width, and spacing of the original columns; and

b. Maintain the height, detail, and spacing of the original balustrade.

- No porch ever existed on this commercial building or is proposed. Section does not apply.

18. Decks. Decks shall be located in rear yard or the portion of the side yard behind the front 50 percent of the primary structure.

- No deck ever existed on this commercial building or is proposed. Section does not apply.

19. Foundations. Repair or construction of a foundation that results in raising or lowering the building elevation must demonstrate that:

- No change in foundation height is proposed as part of the work. Foundation work will be limited to the minimal required for structural modifications.

20. Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.

- New exterior lighting will be shielded to prevent glare and be in character with the original building.

B. Standards for accessory structures. The following standards apply to accessory structures on properties designated as historic resources in addition to the regulations in Chapter 34 CDC:

1. All accessory structures.

a. Location.

- 1) Accessory structures in the Willamette Historic District are subject to the setback requirements of CDC 25.070(C)(1) through (4);
 - 2) Accessory structures on historic landmark properties must meet the setback requirements of the underlying zone and Chapter 34 CDC;
 - 3) Detached accessory structures shall be in the rear yard; and
 - 4) Two-story accessory structures shall be at least 10 feet from the house; and one-story accessory structures shall be at least three feet from the house.
- b. Height. Accessory structures in the Willamette Historic District are subject to CDC 25.070(C)(7). Accessory structures on historic landmark properties must meet the height requirements of the underlying zone and Chapter 34 CDC.

- No accessory structures are proposed. Section does not apply.

25.070 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC DISTRICTS

This section provides additional standards that are applicable to properties within a historic district.

- Property is not located within a historic district. Section has been omitted for brevity.

Chapter 28

WILLAMETTE AND TUALATIN RIVER PROTECTION

Sections:

- 28.010 PURPOSE
- 28.020 *REPEALED*
- 28.030 APPLICABILITY
- 28.040 EXEMPTIONS/USES PERMITTED OUTRIGHT
- 28.050 PROHIBITED USES
- 28.060 ADMINISTRATION AND APPROVAL PROCESS
- 28.070 PLANNING DIRECTOR VERIFICATION OF METRO HABITAT PROTECTION MAP BOUNDARIES
- 28.080 TIME LIMIT ON APPROVAL
- 28.090 SUBMITTAL REQUIREMENTS: APPLICATION
- 28.100 ADDITIONAL SUBMITTAL INFORMATION REQUIRED, WAIVER OF SUBMITTAL REQUIREMENTS
- 28.110 APPROVAL CRITERIA
- 28.120 SITE PLAN
- 28.130 GRADING PLAN
- 28.140 ARCHITECTURAL DRAWINGS
- 28.150 LANDSCAPE PLAN
- 28.160 MITIGATION PLAN
- 28.170 PENALTIES

Prior legislation: Ordinances 1474 and 1549.

28.010 PURPOSE

The purposes of the Willamette and Tualatin River Protection Area are the following:

- A. Protect, conserve, enhance, and maintain the natural, scenic, historical, economic, and recreational qualities of lands along the Willamette and Tualatin Rivers.
- B. Implement the policies of the West Linn Comprehensive Plan and the State of Oregon's Willamette River Greenway program.
- C. Establish standards and requirements for the existing and future use of lands within the Willamette and Tualatin River Protection Areas.
- D. Provide for the review of any intensification of use, change of use, or development within the Willamette and Tualatin River Protection Areas.
- E. Encourage local stewardship of the Willamette and Tualatin River Protection Areas.
- F. Protect, preserve and expand legal public use and access to and along the shoreline and river, while recognizing and preserving private property rights.
- G. Create incentives to direct development to areas where it is most appropriate.
- H. Protect and enhance riparian habitat for native flora, fish, and wild life within the Willamette and Tualatin Rivers and along their banks. (Ord. 1576, 2008)

28.020 DEFINITIONS

Repealed by Ord. 1604. (Ord. 1576, 2008)

28.030 APPLICABILITY

A. The Willamette and Tualatin River Protection Area is an overlay zone. The zone boundaries are identified on the City's zoning map, and include:

1. All land within the City of West Linn's Willamette River Greenway Area.
2. All land within 200 feet of the ordinary low water mark of the Tualatin River, and all land within the 100-year floodplain of the Tualatin River.
3. In addition to the Willamette Greenway and Tualatin River Protection Area boundaries, this chapter also relies on the HCA Map to delineate where development should or should not occur. Specifically, the intent is to keep out of, or minimize disturbance of, the habitat conservation areas (HCAs). Therefore, if all, or any part, of a lot or parcel is in the Willamette Greenway and Tualatin River Protection Area boundaries, and there are HCAs on the lot or parcel, a Willamette and Tualatin River Protection Area permit shall be required unless the development proposal is exempt per CDC 28.040.

B. At the confluence of a stream or creek with either the Tualatin or Willamette River, the standards of this chapter shall apply only to those portions of the lot or parcel fronting the river. Meanwhile, development in those portions of the property facing or adjacent to the stream or creek shall meet the transition, setbacks and other provisions of Chapter 32 CDC, Water Resource Area Protection.

C. All uses permitted under the provisions of the underlying base zone and within the Willamette and Tualatin River Protection Area zone are allowed in the manner prescribed by the base zone subject to applying for and obtaining a permit issued under the provisions of this chapter unless specifically exempted per CDC 28.040.

D. The construction of a structure in the HCA or the expansion of a structure into the HCA when the new intrusion is closer to the protected water feature than the pre-existing structure. (Ord. 1576, 2008; Ord. 1604 § 21, 2011; Ord. 1636 § 26, 2014)

- The site is located within the Willamette Greenway Area, but outside any HCA. Development of the Site and adjacent property to be leased in conjunction with this use is limited to removal of existing impervious pavement to create required landscape islands. All work associated with the structure is within the existing building envelope and exempt from provisions of this chapter.

Chapter 42

CLEAR VISION AREAS

Sections:

- 42.020 CLEAR VISION AREAS REQUIRED, USES PROHIBITED
- 42.030 EXCEPTIONS
- 42.040 COMPUTATION; STREET AND ACCESSWAY 24 FEET OR MORE IN WIDTH
- 42.050 COMPUTATION; ACCESSWAY LESS THAN 24 FEET IN WIDTH

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.

- The location of the existing historic building does not comply with current vision clearance requirements at the intersection of Mill St and Hwy 43. Modifications to this condition are not possible without demolishing the historic building or re-alignment of the right of way. No modification to this existing non-compliant condition is proposed.

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)

- The clear vision area at the existing parking lot access is proposed to be modified to comply with requirement of this section. No structural modifications, fences or landscaping are proposed that will encroach further than existing conditions at the Mill St and Hwy 43 intersection.

42.030 EXCEPTIONS

The following described area in Willamette shall be exempt from the provisions of this chapter. The units 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. (Ord. 1636 § 29, 2014)

- Site is not located in the Willamette area. Exception is not applicable.

42.040 COMPUTATION; STREET AND ACCESSWAY 24 FEET OR MORE IN WIDTH

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

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

- The clear vision at the new 24' wide driveway will provide approximately a 39' triangular area, exceeding the 30' required. Diagram has been omitted for brevity.

42.050 COMPUTATION; ACCESSWAY LESS THAN 24 FEET IN WIDTH

The clear vision area for street and accessway intersections (accessways having less than 24 feet in width) shall be that triangular area whose base extends 30 feet along the street right-of-way line in both directions from the centerline of the accessway at the front setback line of a single-family and two-family residence, and 30 feet back from the property line on all other types of uses.

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

- Proposed two way driveway to parking area is 24' wide. Criterion is not applicable. Diagram has been omitted for brevity.

Chapter 46

OFF-STREET PARKING, LOADING AND RESERVOIR AREAS

Sections:

- 46.010 PURPOSE
- 46.020 APPLICABILITY AND GENERAL PROVISIONS
- 46.030 SUBMITTAL REQUIREMENTS
- 46.040 APPROVAL STANDARDS
- 46.050 JOINT USE OF A PARKING AREA
- 46.060 STORAGE IN PARKING AND LOADING AREAS PROHIBITED
- 46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE
- 46.080 COMPUTATION OF REQUIRED PARKING SPACES AND LOADING AREA
- 46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS
- 46.100 PARKING REQUIREMENTS FOR UNLISTED USES
- 46.110 RESERVOIR AREAS REQUIRED FOR DRIVE-IN USES
- 46.120 DRIVEWAYS REQUIRED ON SITE
- 46.130 OFF-STREET LOADING SPACES
- 46.140 EXEMPTIONS TO PARKING REQUIREMENTS
- 46.150 DESIGN AND STANDARDS

46.010 PURPOSE

The purpose of this chapter is to provide standards for the number and arrangement of 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; Ord. 1622 § 25, 2014)

46.020 APPLICABILITY AND GENERAL PROVISIONS

A. At the time a structure is erected or enlarged, or the use of a structure or unit of land is changed within any zone, 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.

- The change in use of the structure triggers compliance with the provisions of this Chapter. Since the site is limited in area, parking is being leased to accommodate this use.

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

- The lease agreement for the parking will include maintenance provisions to ensure parking lot is maintained as designed.

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 building permits will be conditional upon approval of the parking by all agencies having jurisdiction.

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; Ord. 1622 § 25, 2014; Ord. 1636 § 30, 2014)

- Parking improvements will be done concurrently with building remodeling and completed prior to final inspections.

46.030 SUBMITTAL REQUIREMENTS

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

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

- The parking plan submitted with this application illustrates all proposed improvements on the list above.

46.040 APPROVAL STANDARDS

Approval shall be based on the standards set forth in this chapter and Chapter 48 CDC, Access, Egress and Circulation; Chapter 52 CDC, Signs; and Chapter 54 CDC, Landscaping. (Ord. 1463, 2000)

- Refer to attached narrative addressing Chapters 52 and 54 of the CDC.

46.050 JOINT USE OF A PARKING AREA

A. Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. Joint use of required parking spaces is allowed if the following documentation is submitted in writing to the Planning Director as part of a building or zoning permit application or land use review:

1. The names and addresses of the owners or tenants that are sharing the parking and the uses at those locations;
2. The location and number of parking spaces that are being shared;
3. An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and
4. A legal instrument such as an easement or deed restriction that guarantees access to the parking for all uses.

B. If a joint use arrangement is subsequently terminated, the requirements of this chapter will apply to each use separately. (Ord. 1547, 2007; Ord. 1622 § 25, 2014)

- Leased parking is to be utilized for the sole use of The Project and not intended to be shared with other uses. Access and drive aisles may ultimately be shared with other portions of The Mill property when the lease is finalized to provide efficient circulation and to not create additional impervious areas.

46.060 STORAGE IN PARKING AND LOADING AREAS PROHIBITED

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

- On-Site Parking spaces will be used exclusively for patrons and employees of the facility. It will not be used for storage of materials or vehicles.

46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE

A. Off-street parking spaces for single- and two-family dwellings shall be located on the same lot with the dwelling.

- Project does not include any dwelling units. Criterion is not applicable.

B. Off-street parking spaces for uses not listed in subsection A of this section shall be located not farther than 200 feet from an entryway to the building or use they are required to serve, measured in a straight line from the building, with the following exceptions:

1. Shared parking areas for commercial uses which require more than 40 parking spaces may provide for the spaces in excess of the required 40 spaces up to a distance of 300 feet from the entryway to the commercial building or use.

- No shared parking or requirement for more than 40 spaces is necessary for this project. All parking spaces are located less than 175' from the building; less than the 200' maximum distance permitted.
2. Industrial and manufacturing uses which require in excess of 40 spaces may locate the required spaces in excess of the 40 spaces up to a distance of 300 feet from the entryway to the building.
- Project does not include any industrial or manufacturing use. Criterion is not applicable.
3. Employee parking areas for carpools and vanpools shall be located closer to the entryway to the building than general employee parking.
- Carpool/ Vanpool parking is located closer to building entries than general employee parking.
4. Stacked or valet parking is allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, the applicant shall ensure that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces and all parking area development standards continue to apply for stacked parking.
- No stacked or valet parking is proposed. Criterion is not applicable.
5. All disabled parking shall be placed closest to building entrances than all other parking. Appropriate ADA curb cuts and ramps to go from the parking lot to the ADA-accessible entrance shall be provided unless exempted by ADA code. (Ord. 1547, 2007)
- Disabled parking is placed closest to the building entry than other spaces.

46.080 COMPUTATION OF REQUIRED PARKING SPACES AND LOADING AREA

A. Where several uses occupy a single structure or unit of land, a combination of uses is included in one business, or a combination of uses in the same or separate buildings share a common parking area as in the case of a shopping center, the total off-street parking spaces and loading area shall be the sum of the requirements of the several uses, computed separately. For example, parking for an auto sales and repair business would be calculated using the “retail-bulky” calculation for the sales area and the “service and repair” calculation for the repair area. In another example, parking for a shopping center with a grocery store, a restaurant, and a medical office would be calculated using the “general retail store” calculation for the grocery store, the “restaurant” calculation for the restaurant, and the “medical/dental clinics” calculation for the medical office. The total number of required parking spaces may be reduced by up to 10 percent to account for cross-patronage (when a customer visits several commercial establishments during one visit to the commercial center) of adjacent businesses or services in a commercial center with five or more separate commercial establishments.

- There are three distinct uses within this building. The museum and office use are predominately daytime uses and the community meeting room will primarily be used in the evenings. City Staff has therefore agreed that the more restrictive Community Meeting requirement may be used to calculate minimum parking requirement rather than require leasing of additional spaces that will likely not be utilized.

B. To calculate building square footage as a basis for determining how many parking spaces are needed, the area measured shall be gross floor area under the roof measured from the faces of the structure, including all habitable floors and excluding only space devoted to covered off-street parking or loading.

- Gross floor areas dedicated to each use have been considered as follows:
Office use - 804 s.f.
Museum use - 6,334 s.f.
Meeting Room - 896 s.f.

C. Where employees are specified, the employees counted are the persons who work on the premises including proprietors, executives, professional people, production, sales, and distribution employees, during the largest shift.

- Employees have not been specified for parking calculations. Staffing will likely not be consistent at this facility due to the volunteer nature of the non-profit operators.

D. Fractional space requirements shall be counted as a whole space.

- Fractional parking spaces have been rounded up in calculation of minimums.

E. On-street parking along the immediate property frontage(s) may be counted toward the minimum parking requirement with approval from the City Engineer.

- With the proposed modification to the parking access, four on-street parking spaces directly adjacent to the building and parking area are available to count toward the minimum parking.

F. When an office or commercial development is proposed which has yet to identify its tenants, the parking requirement shall be based upon the “office” or “general retail” categories, respectively.

- Tenants and users for this unique building have been identified and are being specifically accounted for.

G. As permitted uses are replaced with new permitted uses within an existing commercial or business center, modification of the number of parking spaces relative to the new mix of uses is not required unless other modifications of the site which require design review approval pursuant to Chapter 55 CDC are proposed. (Ord. 1463, 2000; Ord. 1622 § 25, 2014; Ord. 1636 § 31, 2014)

- If building use is changed in the future, parking needs will need to be reevaluated.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

- Minimum Parking has been calculated based on Community Center Use of one space/ 28 s.f. of meeting room with an 896 s.f. area to arrive at a minimum of 32 required spaces.
The museum use and office uses combined yield a total of 18 spaces based on an office use of 1/ 370 s.f. and museum use of 1/ 500 s.f. + 1 space per 2 employees assuming 4 staff persons.
The more restrictive number of 32 spaces has been used for the base minimum number.
Table has been omitted for brevity.

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

- A maximum parking of 36 spaces would be allowed for this use with a 10% increase.

G. Parking reductions. An applicant may reduce parking up to 10 percent for development sites within one-quarter mile of a transit corridor or within a mixed-use commercial area, and up to 10 percent for commercial development sites adjacent to multi-family residential sites with the potential to accommodate more than 20 dwelling units.

- Tri-Met bus lines 35 and 154 serve nearby bus stops and the site is adjacent to multi-family residential properties, so a 10% reduction is available to lower the minimum required parking from 32 to 29. Thirty total spaces are proposed, with four of those being on-street.

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.”

- Twenty nine spaces are required. Three of these will be signed “Reserved- Carpool/ Vanpool Before 9:00 am. They are located closer to the building entry than other spaces, except those for Disabled persons.

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.

- No transit oriented facilities are proposed as part of this project.

J. Development in water resource areas may reduce the required number of parking spaces by up to 25 percent. Adjacent improved street frontage with curb and sidewalk may also be counted towards the parking requirement at a rate of one parking space per 20 lineal feet of street frontage adjacent to the property. (Ord. 1291, 1990; Ord. 1391, 1996; Ord. 1408, 1998; Ord. 1425, 1998; Ord. 1463, 2000; Ord. 1499, 2003; Ord. 1547, 2007; Ord. 1622 § 25, 2014; Ord. 1623 § 4, 2014; Ord. 1650 § 1 (Exh. A), 2016; Ord. 1675 § 38, 2018)

- Site is not located in a water resource area. Criterion is not applicable.

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.
 - No interpretation of similar uses is being sought in conjunction with this application.

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.

- Proposed uses are allowed outright in this zone.

46.110 RESERVOIR AREAS REQUIRED FOR DRIVE-IN USES

All uses providing drive-in service as defined by this code shall provide, on the same site, a reservoir space a minimum of 15 feet long for each car, as follows:

- No Drive-in service is proposed. Sub-Section has been omitted.

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.

- The public meeting room has a Code capacity of 60 persons. The driveway/ circulation system has been designed to accommodate a one way flow of traffic for loading and unloading passengers.

46.130 OFF-STREET LOADING SPACES

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

- No off street loading berths are required due to the use and relatively small size of the uses proposed. Table has been omitted for brevity.

46.140 EXEMPTIONS TO PARKING REQUIREMENTS

To facilitate the design requirements of Chapter 58 CDC, properties in the Willamette Falls Drive Commercial Design District, located between 10th and 16th Streets, shall be exempt from the minimum parking and off-street

loading requirements as identified in this chapter. Any off-street parking or loading spaces voluntarily provided shall be designed and installed per the dimensional standards of this code. (Ord. 1463, 2000; Ord. 1638 § 3, 2015; Ord. 1675 § 39, 2018)

- Site is not located within the Willamette Falls Drive Commercial Design District. Criterion does not apply.

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. Parking for development in water resource areas may have 100 percent compact spaces.
 - 73% of parking spaces are proposed to be standard size, 19% compact size and 8% ADA compliant.
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.
 - Disabled parking spaces and aisles are proposed per current ANSI standards and located nearest to the accessible entry.
3. *Repealed by Ord. 1622.*
4. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.
 - Access aisles have been designed to facilitate flow of traffic and provide maximum safety for pedestrians and parking lot users.
5. Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required.
 - Parking spaces will be striped and have clear and obvious access.
6. Except for single- and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces.
 - All parking spaces will be permanently painted. Two way drive aisles are proposed.

7. Except for residential parking, and parking for public parks and trailheads, at least 50 percent of all areas used for the parking and/or storage and/or maneuvering of any vehicle, boat and/or trailer shall be improved with asphalt or concrete surfaces according to the same standards required for the construction and acceptance of City streets. The remainder of the areas used for parking may use a permeable paving surface designed to reduce surface runoff. Parking for public parks or trailheads may use a permeable paving surface designed to reduce surface runoff for all parking areas. Where a parking lot contains both paved and unpaved areas, the paved areas shall be located closest to the use which they serve.

- The existing parking area is almost entirely paved with asphalt. The proposed parking lot design utilizes the existing asphalt surface and will add 693 s.f. of new asphalt and remove 2111 s.f. of existing asphalt for new landscape islands. No unpaved areas are proposed for parking.

8. Off-street parking spaces for single- and two-family residences shall be improved with an asphalt or concrete surface, or a permeable parking surface designed to reduce surface runoff, to specifications as approved by the Building Official. Other parking facilities for two- and single-family homes that are to accommodate additional vehicles, boats, recreational vehicles, and trailers, etc., need not be paved. All parking for multi-family residential development shall be paved with concrete or asphalt. Driveways shall measure at least 20 feet from the back of sidewalk to garage or the end of the parking pad to accommodate cars and sport utility vehicles without the vehicles blocking the public sidewalk.

- No dwelling units are proposed. Criteria are not applicable.

9. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site. The number of access drives shall be limited to the minimum that will allow the property to accommodate and service the anticipated traffic. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.

- A new 24' wide access drive off Mill St is proposed just to the south of the existing drive to allow for CDC compliant parking stalls and better vision clearance. New landscape planters are proposed to the south side of this access drive to delineate the drive aisle and provide separation from the existing mill parking.

10. Access drives shall have a minimum vision clearance as provided in Chapter 42 CDC, Clear Vision Areas.

- Refer to Chapter 42 CDC narrative.

11. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located two feet back from the front of the parking stall. Such parking spaces may be provided without wheel stops if the sidewalks or landscaped areas adjacent the parking stalls are two feet wider than the minimum width.

- Parking spaces along boundary and adjacent to landscape areas or sidewalks will all be provided with wheel stops. Refer to Parking Plan.

12. Off-street parking and loading areas shall be drained in accordance with plans and specifications approved by the City Engineer. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.

- The parking lot is an existing asphalt parking area that has been paved for at least 50 years. No detention or water quality currently exists for this impervious area. A reduction of 1,418 s.f. of impervious, paved area is proposed to provide some infiltration. No water quality is proposed. Final grading and storm drainage design for parking area will be refined and approved by the City Engineer prior to commencement of construction.
13. Artificial lighting on all off-street parking facilities shall be designed to deflect all light downward away from surrounding residences and so as not to create a hazard to the public use of any road or street.
- Existing pole mounted lights provide adequate lighting for safety and do not impact nearby residential properties or produce glare that creates a public hazard. One existing utility pole with a light is proposed to be relocated to accommodate circulation and will provide more even light distribution than the existing location. Existing lights are directed downward.
14. Directional arrows and traffic control devices which are placed on parking lots shall be identified.
- Painted directional arrows and signage are identified on Parking Plan.
15. The maximum driveway grade for single-family housing shall be 15 percent. The 15 percent shall be measured along the centerline of the driveway only. Grades elsewhere along the driveway shall not apply. Variations require approval of a Class II variance by the Planning Commission pursuant to Chapter 75 CDC. Regardless, the last 18 feet in front of the garage must maintain a maximum grade of 12 percent as measured along the centerline of the driveway only. Grades elsewhere along the driveway shall not apply.
- No single family dwelling is proposed.
16. Visitor or guest parking must be identified by painted “GUEST” or “VISITOR.”
- “VISITOR” spaces will be painted per Parking plan.
17. The parking area shall have less than a five percent grade. No drainage across adjacent sidewalks or walkways is allowed.
- No portion of the existing Mill parking lot proposed to be used for this Project exceed 5% grade. No changes to existing drainage patterns are proposed.
18. Commercial, office, industrial, and public parking lots may not occupy more than 50 percent of the main lot frontage of a development site. The remaining frontage shall comprise buildings or landscaping. If over 50 percent of the lineal frontage comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet wide and shall include terrain variations (e.g., one-foot-high berm) plus landscaping. The defensible space of the parking lot should not be compromised.
- Parking is located entirely behind or to the side of the building.
19. Areas of the parking lot improved with asphalt or concrete surfaces shall be designed into areas of 12 or less spaces through the use of defined landscaped area. Groups of 12 or less spaces are defined as:

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

- No more than six spaces in a row are proposed. Diagram omitted for brevity.

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

- No more than Eleven spaces are grouped together as proposed. Refer to Parking Plan. Diagram has been omitted for brevity.

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

- No groups of more than 11 spaces are proposed. Requirement is met. Diagram has been omitted for brevity.

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

- No permeable paving is proposed. Sections 19.a-c above are complied with.

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

- Site is not in a WRA. Criterion is not applicable.

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

- Dedicated pedestrian walkways with grade or texture separation from parking and circulation areas are not proposed at this site due to the constrained site area and anticipated low volume of use. Twenty six total on site parking spaces are proposed, but they are divided into 2 distinct smaller area to the south and west side of the existing building creating smaller parking lots with clearly defined parking spaces and circulation designed to be navigated by motorist at low speeds to provide safety for motorists and pedestrian. Installing dedicated pedestrian walkways at this lease d parking area would require additional space to be leased by the City and additional cost to do so and construct the improvements to this existing parking area.

21. The parking and circulation patterns are easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles.

- The parking areas have been laid out to be intuitive and minimize traffic hazard and congestion for both daily use and occasional more intense use. Separation of large vehicles associated with the mill use is provided by the proposed location and addition of landscape islands. The circulation pattern allows for maneuvering of emergency vehicles.

22. The parking spaces shall be close to the related use.

- Parking spaces are located as close as possible to the existing building, utilizing a portion of the Mill site that they have agreed to lease.

23. Permeable parking spaces shall be designed and built to City standards.

- No permeable parking spaces are proposed since the site is currently paved with asphalt.

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

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

- Two accessible parking spaces, with one of these being van accessible are proposed in accordance with State and City requirements. Table has been omitted for brevity.

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

- Accessible parking spaces are located adjacent to the south entry door/ accessible entry. Two accessible parking spaces, with one of these being van accessible are proposed in accordance with State and City requirements. Table has been omitted for brevity.

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

- The proposed location of accessible parking spaces complies with current slope standards.

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

- Proposed ADA parking and accessible route to building entry complies with all applicable State and Federal standards.
5. One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 inches wide.
- A 96" wide shared access aisle is provided in the proposed layout.
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.
- A signed van accessible space with a shared 96" wide access aisle for the non van - accessible parking space is proposed.

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

- The addition of landscaping is proposed to satisfy requirements of CDC Chapter 54. Refer to following narrative for Chapter 54 compliance.

D. Bicycle facilities and parking.

1. Provisions shall be made for pedestrian and bicycle ways if such facilities are shown on an adopted plan.
 - Provisions to accommodate pedestrians and bicycles are provided for on the proposed plan. Pedestrian connections to building entries are provided for and bicycle parking in accordance with requirements of this section are proposed.

2. Bicycle parking facilities shall either be lockable enclosures in which the bicycle is stored, or secure stationary racks which accommodate bicyclist's locks securing the frame and both wheels. The bicycle parking shall be no more than 50 feet from the entrance to the building, well-lit, observable, and properly signed.
 - Bicycle parking is proposed utilizing secure stationary racks that are near building entries in areas that are well lit and observable.

3. Bicycle parking must be provided in the following amounts:
 - If uses for automobile parking are consistently considered for bicycle parking the museum and office space require a minimum of 12 bicycle parking spaces based on 1.5 spaces/ 1,000 sq. ft (6.334 x 1.5 = 10 spaces) for museum use and a minimum of 2 spaces for office use. The Auditorium use requires an additional 2 spaces based on an occupancy load of 60 at the rate of 1 space/ 30 seats. Since it was determined that the community meeting room use will not be concurrent with museum and office uses the more restrictive 12 spaces has been utilized as a minimum. 25% of these spaces are required to be covered for museum and auditorium uses and 10% for office use.

A total of 14 bicycle spaces are proposed due to readily available bike rack configurations. 5 of these spaces will be located under the existing exterior stair to provide cover. Table has been omitted for brevity.

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

- Criteria are not applicable. Project is not an office or industrial development and no parking reduction is being sought.

F. (See Figures 1 and 2 below.)

- Proposed parking lot layout complies with dimensional standards illustrated in this CDC section. Figures have been omitted for brevity.

Chapter 48

ACCESS, EGRESS AND CIRCULATION

Sections:

48.010 PURPOSE

48.020 APPLICABILITY AND GENERAL PROVISIONS

48.025 ACCESS CONTROL

48.030 MINIMUM VEHICULAR REQUIREMENTS FOR RESIDENTIAL USES

48.040 MINIMUM VEHICLE REQUIREMENTS FOR NON-RESIDENTIAL USES

48.050 ONE-WAY VEHICULAR ACCESS POINTS

48.060 WIDTH AND LOCATION OF CURB CUTS AND ACCESS SEPARATION REQUIREMENTS

48.070 PLANNING DIRECTOR'S AUTHORITY TO RESTRICT ACCESS APPEAL PROVISIONS

48.080 BICYCLE AND PEDESTRIAN 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)

•

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, parcel or building enlarge or change the use to which the lot, parcel 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.

E. Owners of two or more uses, structures, lots, parcels, or units of land may agree to utilize jointly the same access and egress when the combined access and egress of both uses, structures, or parcels of land satisfies the requirements as designated in this code; provided, that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases, or contracts to establish joint use. Copies of said instrument shall be placed on permanent file with the City Recorder.

F. Property owners shall not be compelled to access their homes via platted stems of flag lots if other driveways and easements are available and approved by the City Engineer. (Ord. 1584, 2008; Ord. 1636 § 32, 2014)

- The change in use of the Historic City Hall building requires compliance with provisions of this Section

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.

- Access is being managed to improve safety for users of this non-conforming structure and the public as a whole with proposed improvements.

B. Access control standards.

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

- City Staff and ODOT did not request a Traffic impact analysis for this proposed change in use. The proposed use will have less impact than historic uses of this property.

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

- The proposed new driveway location and access will require a new curb cut, and recording of reciprocal access easements that are anticipated to be part of final lease negotiations for leased parking to be used by this facility.

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

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

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

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

- The Site currently has no direct access for parking due to its constrained size and existing non-conforming structure. Parking was historically located on separate tax lot to the north, but has been closed off to Hwy 43 since the 1970’s. Since that time informal access for parking associated with the building has been through the gas station to the east of the site and through the Mill property at the south side. Parking was previously stripped for the City Hall building at the area between the Building and gas station as well. The most recent survey included limited title search which has determined that this is actually an access easement which can’t be utilized in this manner. This access has now been temporarily closed and it is assumed it will be permanently dosed with future ROW improvements that are planned. A new access off Mill St is proposed to provide a dedicated access for auto parking, separate from the mill use involving larger vehicles in compliance with Option 3 above.

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

- No subdivision is proposed as part of the Project. Criterion does not apply.

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

- A single access to parking is proposed off Mill St. This is the street with the lowest classification being designated as a local commercial street.

6. Access spacing.

a. The access spacing standards found in the adopted Transportation System Plan (TSP) shall be applicable to all newly established public street intersections and non-traversable medians. Deviation from the access spacing standards may be granted by the City Engineer if conditions are met as described in the access spacing variances section in the adopted TSP.

- The spacing standards for a local commercial street in the TSP is identified as 50'. The proposed driveway will be approximately 116' from the intersection of Hwy 43 and approximately 190' from the driveway to the south on Mill St where the curb and sidewalk end.

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

- No private drive or other access ways are proposed. Criterion is not applicable.

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

- A separate access point specifically for the leased parking area is desirable in this case to minimize conflicts between passenger vehicles and commercial truck traffic from the mill.

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

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

- No access is proposed from an arterial or collector street. Criterion is not applicable.

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

- It is assumed that an access easement will be recorded as part of the leased parking required for this project. Final lease agreement is still being negotiated at this time.

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

- No exception to a shared driveway is proposed at this time, but may be desirable depending on the future use of the adjacent mill property to the south. The proposed new driveway is intended for passenger vehicles with a desire to provide separation from commercial truck traffic. It will be acceptable to share this access drive if the mill plans to utilize the adjacent property for employee parking, but will not be desirable if the mill intends to use this area for tractor trailer storage and maneuvering, which would be better accommodated further to the south..

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

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

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

3. Exception. Exceptions to the above standards may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of CDC 85.200(C), Pedestrian and Bicycle Trails, or cases where extreme topographic (e.g., slope, creek, wetlands, etc.) conditions or compelling functional limitations preclude implementation, not just inconveniences or design challenges. (Ord. 1635 § 25, 2014; Ord. 1636 § 33, 2014; Ord. 1650 § 1 (Exh. A), 2016; Ord. 1675 § 40, 2018)

- No new public or private streets are proposed and the land use does not involve creation of new lots or blocks. Subsection is not applicable.

48.030 MINIMUM VEHICULAR REQUIREMENTS FOR RESIDENTIAL USES

- No residential uses are proposed. Section is not applicable and has been deleted for brevity.

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:

- The existing drives and proposed modification will all be fully improved with hard surface pavement.
1. With a minimum of 24-foot width when accommodating two-way traffic; or
 - The proposed two way access to the parking area will be 24' wide.
 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.
 - A two way access is proposed. Subsection is not applicable.
 3. Meet the requirements of CDC 48.030(E)(3) through (6).
 - The applicable requirements of CDC 48.030 are met with this application.
 4. Pickup window driveways may be 12 feet wide unless the Fire Chief determines additional width is required.
 - No pickup windows or drive thru uses are proposed. Subsection is not applicable.

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.

- A single service drive is sufficient to accommodate parking access, emergency vehicles and service vehicles like garbage trucks for the proposed use.

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

- All on-site access drives and maneuvering areas will be maintained by the user pursuant to CDC requirements.

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

- No gated accessways are proposed. Subsection is not applicable.

48.050 ONE-WAY VEHICULAR ACCESS POINTS

Where a proposed parking facility plan indicates only one-way traffic flow on the site, it shall be accommodated by a specific driveway serving the facility, and the entrance drive shall be situated closest to oncoming traffic, and the exit drive shall be situated farthest from oncoming traffic.

- No one way vehicular access point to the site is proposed. Criterion is not applicable.

48.060 WIDTH AND LOCATION OF CURB CUTS AND ACCESS SEPARATION

REQUIREMENTS

A. Minimum curb cut width shall be 16 feet.

- A single 24' wide curb cut is proposed in compliance with this subsection.

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

- A single 24' wide curb cut is proposed on Mill St for this project. No access from Hwy 43 is proposed.

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

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

- Mill St is identified on the TSP as a local commercial street. The distance for the proposed curb cut to the Hwy 43 ROW is approximately 116', exceeding the 35' minimum requirement of this section.

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

1. On an arterial street, 150 feet.
 2. On a collector street, 75 feet.
 3. Between any two curb cuts on the same lot or parcel on a local street, 30 feet.
- The proposed curb cut location will be approximately 190' from the driveway to the south on Mill St where the curb and sidewalk end, complying with this dimensional standard..

E. A rolled curb may be installed in lieu of curb cuts and access separation requirements.

- No rolled curb is proposed. Subsection is not applicable..

F. Curb cuts shall be kept to the minimum, particularly on Highway 43. Consolidation of driveways is preferred. The standard on Highway 43 is one curb cut per business if consolidation of driveways is not possible.

- The new curb cut proposed will create a separate defined, leasable area from the surrounding mill property, comply with all spacing standards and provide separation between passenger vehicles and heavy truck traffic for safety purposes.

G. Adequate line of sight pursuant to engineering standards should be afforded at each driveway or accessway. (Ord. 1270, 1990; Ord. 1584, 2008; Ord. 1636 § 35, 2014)

- The proposed new curb cut location provides vision clearance in excess of that required by CDC requirements.

48.070 PLANNING DIRECTOR'S AUTHORITY TO RESTRICT ACCESS APPEAL PROVISIONS

A. In order to provide for increased traffic movement on congested streets and eliminate turning movement problems, the Planning Director and the City Engineer, or their designee, may restrict the location of driveways on said street and require the location of driveways on adjacent streets upon the finding that the proposed access would:

1. Provide inadequate access for emergency vehicles; or
 2. Cause or increase hazardous conditions to exist which would constitute a clear and present danger to the public health safety and general welfare.
- B. A decision by the Planning Director may be appealed to the Planning Commission as provided by CDC 99.240(B).

- No objection to the proposed location of the driveway location is anticipated by the Planning Director or City Engineer. In the case of such a decision by the City, the facility operator will reserve the right to appeal per CDC Chapter 99.

48.080 BICYCLE AND PEDESTRIAN CIRCULATION

A. Within all multi-family developments (except two-family/duplex dwellings), each residential dwelling shall be connected to vehicular parking stalls, common open space, and recreation facilities by a pedestrian pathway system having a minimum width of six feet and constructed of an all-weather material. The pathway material shall be of a different color or composition from the driveway. (Bicycle routes adjacent to the travel lanes do not have to be of different color or composition.)

- Project is not a multi-family development. Criterion is not applicable.

B. Bicycle and pedestrian ways within a subdivision shall be constructed according to the provisions in CDC 85.200(A)(3).

- No subdivision is proposed. Criterion is not applicable.

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

- Bicycle and pedestrian ways are existing or being provided per provisions of CDC Chapter 55.

Chapter 54

LANDSCAPING

Sections:

- 54.010 PURPOSE
- 54.020 APPROVAL CRITERIA
- 54.030 PLANTING STRIPS FOR MODIFIED AND NEW STREETS
- 54.040 INSTALLATION
- 54.050 PROTECTION OF STREET TREES
- 54.060 MAINTENANCE
- 54.070 SPECIFICATION SUMMARY

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.

54.020 APPROVAL CRITERIA

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

- There is almost no landscaping on the existing property with the building and sidewalks covering over 90% of the site. The existing plantings on the site consist of small, neglected shrubs. The adjacent City owned parcel between the building and Hwy 43 has been inventoried and has a mix of low shrubs and ground cover plantings which are proposed to be preserved and supplemented through this project. This property serves as an entryway/ plaza for the City and is approximately 1571 s.f. in area. No trees exist on either parcel. The parking area to be leased in conjunction with this project will also be landscaped to current CDC standards.

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

- No trees on the site qualify for preservation incentives. Criterion is not applicable.

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

- There are no existing trees on the site. Criterion is not applicable.

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

- There are no existing trees on the site. Criterion is not applicable.

E. Landscaping – By type, location and amount.

1. Residential uses (non-single-family). A minimum of 25 percent of the gross area including parking, loading and service areas shall be landscaped, and may include the open space and recreation area requirements under CDC 55.100. Parking lot landscaping may be counted in the percentage.

- No residential use is proposed as part of this application. Criterion is not applicable.

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

- The site is a legal non-conforming site with the existing building and hardscape covering over 90 of the property. Additional off-site area being leased for parking to south and west of lot and City owned property to the north of the site are proposed to be enhanced to bring the development closer to that intended by current CDC requirements.

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.

- Interior parking lot landscaping is proposed to be 11% of the leased 26 space parking area (2111 s.f. landscaping/ 19,950 s.f. total). No perimeter landscaping is proposed on this leased property since it is almost entirely paved or within a steep slope area. Twelve trees are proposed; in excess of the minimum four required in order to evenly distribute landscape areas and provide shading.

- b. The landscaped areas shall not have a width of less than five feet.
- All landscape areas are proposed to be at least 6' wide to ensure healthy plant growth.
- 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.
- Topsoil will be imported and landscape islands provided with an automatic irrigation system to ensure long term plant health..
- d. A parking, loading, or service area which abuts a street shall be set back from the right-of-way line by perimeter landscaping in the form of a landscaped strip at least 10 feet in width. When a parking, loading, or service area or driveway is contiguous to an adjoining lot or parcel, there shall be an intervening five-foot-wide landscape strip. The landscaped area shall contain:
- 1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average;
 - 2) Shrubs, not to reach a height greater than three feet, six inches, spaced no more than five feet apart on the average; or
 - 3) Vegetative ground cover such as grass, wildflowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low level shrubs.
- The existing non-conforming parking area is directly adjacent to the sidewalk at the right of way. It is proposed to remain, without the addition of a perimeter landscape strip on this secondary street (Mill St) to preserve existing infrastructure and be utilized as accessible parking adjacent to the building entry.
- 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.
- No frontage along Hwy 43 or on the intervening parcel will be used for parking. Criterion does not apply.
- 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.
- All parking for this development is being leased and is a relatively small portion of a large non-conforming parking lot. Improvements proposed are limited to the area shown on submitted site plan with no new perimeter landscaping proposed.
- g. All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.
- All areas in the defined parking lot not used for parking, maneuvering and circulation are proposed to be landscaped.

- h. The landscaping in parking areas shall not obstruct lines of sight for safe traffic operation.
- Parking lot landscaping has been specifically designed to not obstruct sight lines for save motor vehicle maneuvering.
- i. Outdoor storage areas, service areas (loading docks, refuse deposits, and delivery areas), and above-ground utility facilities shall be buffered and screened to obscure their view from adjoining properties and to reduce noise levels to acceptable levels at the property line. The adequacy of the buffer and screening shall be determined by the criteria set forth in CDC 55.100(C)(1).
- The existing service area is screened with a slatted chain link fence and is proposed to remain for economy. It provides adequate storage for roll type garbage and recycling receptades for the proposed use as well as being secure and functional.
- 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).
- Landscaping has been designed to allow for clear surveillance of the building and without hiding places to assist in crime prevention and public safety.
- 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.
- Automatic irrigation will be provided at all landscape areas to ensure proper maintenance without interfering with vehicular, bicycle 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.
- Selected trees have been chosen to comply with all 9 of the above listed characteristics.

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.).

- Plant materials have been selected to be appropriate for specific locations, be drought tolerant, provide year round greenery and full coverage of landscape areas within 2 years. No nuisance or invasive plants are proposed.

F. Landscaping (trees) in new subdivision.

1. Street trees shall be planted by the City within the planting strips (minimum six-foot width) of any new subdivision in conformity with the street tree plan for the area, and in accordance with the planting specifications of the Parks and Recreation Department. All trees shall be planted during the first planting season after occupancy. In selecting types of trees, the City Arborist may determine the appropriateness of the trees to local conditions and whether that tree has been overplanted, and whether alternate species should be selected. Also see subsection (C) of this section.

2. The cost of street trees shall be paid by the developer of the subdivision.

3. The fee per street tree, as established by the City, shall be based upon the following:

- a. The cost of the tree;
- b. Labor and equipment for original placement;
- c. Regular maintenance necessary for tree establishment during the initial two-year period following the City schedule of maintenance; and
- d. A two-year replacement warranty based on the City's established failure rate.

- Subsection is not applicable. Project is not a new subdivision.

G. Landscaping requirements in water resource areas (WRAs). Pursuant to CDC 32.110(E)(3) the requirements of this chapter relating to total site landscaping, landscaping buffers, landscaping around parking lots, and landscaping the parking lot interior may be waived or reduced in a WRA application without a variance being required. (Ord. 1408, 1998; Ord. 1463, 2000; Ord. 1623 § 5, 2014; Ord. 1636 § 36, 2014)

- Site is not in a WRA. Criteria do not apply.

54.030 PLANTING STRIPS FOR MODIFIED AND NEW STREETS

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

- No new or modified streets are proposed with this project. Criterion is not applicable.

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.
 - All landscape materials and soils will be installed per current industry standards and in accordance with provisions of the CDC. Landscaping shall be installed and accepted by the City prior to building occupancy, unless otherwise arranged.

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.

- Subsection is not applicable. No street trees currently exist or are proposed.

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.
 - The facility operator will be responsible for continuing maintenance of all landscape areas and plan materials.
- 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.
 - The facility operator will periodically prune, trim or replace plants as required to maintain safe access, vision clearance and protect public utilities.

54.070 SPECIFICATION SUMMARY

- Table has been omitted from narrative. Refer to previous narrative for compliance or exceptions being sought from current standards listed in Table.

Chapter 66

NON-CONFORMING STRUCTURES

Sections:

- 66.010 PURPOSE
- 66.030 EXCEPTIONS
- 66.040 DETERMINATION OF STATUS
- 66.050 STATUS OF NON-CONFORMING STRUCTURES
- 66.060 DISCONTINUANCE OR CHANGE OF CONFORMING USE IN A NON-CONFORMING STRUCTURE
- 66.070 DESTRUCTION, MOVEMENT OF STRUCTURES
- 66.080 ENLARGEMENT OF OR ALTERATION TO A NON-CONFORMING STRUCTURE: PROCESS AND APPROVAL STANDARDS
- 66.090 NON-CONFORMING STRUCTURE UNSUITED FOR A CONFORMING USE
- 66.100 BUILDING PERMITS FOR AN APPROVED NON-CONFORMING STRUCTURE

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.

66.030 EXCEPTIONS

- A. The provisions of this chapter do not apply to lawful pre-existing single-family dwellings except that the enlargement of or alterations to a single-family dwelling shall be as provided by CDC 66.080.
- B. A structure for which a variance was granted under the zoning provisions in effect prior to the effective date of this code is not considered non-conforming solely due to the fact that the structure for which the variance was granted fails to comply with the requirements of this code. The existence of such a variance does not prevent the structure from being classified as non-conforming if some other characteristics of the use or structure fail to comply with the requirements of this chapter. (Ord. 1590 § 1, 2009)

66.040 DETERMINATION OF STATUS

- A. The Planning Director shall make a determination regarding non-conforming status without giving notice.
- B. However, upon application and payment of fees, the determination by the Planning Director of the non-conforming status may be appealed to the Planning Commission sitting as a fact-finding body pursuant to CDC 103.040.
- C. A petition for review by the Council sitting as a fact-finding body may be taken pursuant to CDC 103.090.

66.050 STATUS OF NON-CONFORMING STRUCTURES

A non-conforming structure may be maintained although it does not conform to the provisions of the applicable zone in which it is located subject to the provisions of CDC 66.060 through 66.100.

- The construction of the Historic West Linn City Hall predated current zoning requirements. The structure is sited on a substandard lot, has excessive lot coverage and has inadequate parking , landscaping, vision clearance at street intersections based on current CDC provisions for new development.

**66.060 DISCONTINUANCE OR CHANGE OF CONFORMING USE IN A NON-CONFORMING
STRUCTURE**

Should the owner or occupant discontinue or change the use of a non-conforming structure, it shall be unlawful and a violation of this code to begin or maintain such altered use until the off-street parking spaces and loading area requirements of Chapter 46 CDC and the access, egress, and circulation requirements of Chapter 48 CDC are met, or until the appropriate approval authority under Chapter 99 CDC has approved the change.

- This structure has had different uses throughout its history. The proposed use of the upper level is similar to the original council chambers and administrative offices with the proposed meeting rooms and offices. The last use of the main floor of the building was as a City Police station and is proposed to be a museum use. Through a leased parking agreement it is proposed that applicable provisions of CDC Chapter 46 and 48 can be met.

66.070 DESTRUCTION, MOVEMENT OF STRUCTURES

A. If a non-conforming structure is damaged or destroyed by any means to the extent that the cost of rebuilding the damaged portions would exceed 50 percent of the then current replacement cost of the entire building, the rebuilding shall conform fully to City codes and standards. Determination of the rebuilding costs shall be made by the Building Official, who may utilize an appraisal to determine current replacement costs. If the damage is 50 percent or less, the rebuilding or reconstruction shall be commenced within one year of the date of damage or destruction, and shall be completed within two years. Under such circumstances, the reconstruction shall comply with the terms of this code.

B. Should such a structure be moved for any reason for any distance whatever, excluding elevating the structure to construct or replace the foundation, it shall thereafter conform to the regulations for the zone in which it is newly located.

- The existing structure has not been damaged or moved and demolition is not proposed. Criteria of this subsection are not applicable.

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

A. An enlargement of or alteration to a non-conforming structure containing a non-conforming use may be permitted subject to review and approval by the Planning Commission under the provisions of CDC 99.060(B) and CDC 65.120 through 65.140.

- The proposed use is allowed per CDC requirements for this non-conforming structure. Subsection is not applicable.

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

1. If the enlargement, in and of itself, meets all provisions of this code, the enlargement will be permitted. This exception does not preclude design review or other applicable provisions of this code.

- No enlargement of the non-conforming structure is proposed. Subsection is not applicable.

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. (Ord. 1192, 1987)

- The proposed alterations will bring the building closer to conformance with applicable provisions of the CDC than currently exist with the addition of parking and landscaping proposed.

66.090 NON-CONFORMING STRUCTURE UNSUITED FOR A CONFORMING USE

When a non-conforming use involving a structure is replaced by another use, the new use shall conform to this code unless the Planning Commission, after a public hearing held pursuant to Chapter 99 CDC, determines that such a structure is suitable only for another non-conforming use, so long as the new use is no more intense than the past use or other uses contemplated in the zone. The determination by the Planning Commission shall be based on findings of fact which support its determination of suitability. (Ord. 1287, 1990; Ord. 1604 § 62, 2011)

- The proposed uses within this non conforming structure are allowed under the current CDC provisions. The proposed uses are similar and/ or less intense uses than historic uses of the structure.

66.100 BUILDING PERMITS FOR AN APPROVED NON-CONFORMING STRUCTURE

The provisions of CDC 65.110 shall apply.

- All required building permits will be applied for and obtained prior to commencement of alterations for the change in use of this structure.

Chapter 99

PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL

Sections:

- 99.010 PURPOSE
- 99.030 APPLICATION PROCESS: WHO MAY APPLY, PRE-APPLICATION CONFERENCE, REQUIREMENTS, REFUSAL OF APPLICATION, FEES
- 99.033 FEES
- 99.035 ADDITIONAL INFORMATION REQUIRED, WAIVER OF REQUIREMENTS AND REPORT REQUIRED
- 99.038 NEIGHBORHOOD CONTACT REQUIRED FOR CERTAIN APPLICATIONS
- 99.040 DUTIES OF DIRECTOR
- 99.060 APPROVAL AUTHORITY
- 99.070 CONSOLIDATION OF PROCEEDINGS
- 99.080 NOTICE
- 99.090 CONTENTS OF NOTICE
- 99.100 MECHANICS OF GIVING NOTICE AND FAILURE TO RECEIVE NOTICE
- 99.110 DECISION-MAKING PROCESS OF APPROVAL AUTHORITY
- 99.120 AMENDMENTS
- 99.125 STAGED OR PHASED DEVELOPMENT
- 99.130 NOTICE OF FINAL DECISION
- 99.140 ESTABLISHING STANDING TO APPEAL
- 99.160 DECISION BY DIRECTOR
- 99.170 HEARING PROCEDURES
- 99.180 EX PARTE CONTACTS, IMPARTIALITY, DISQUALIFICATION, AND ABSTENTION
- 99.190 CONTINUATION OF HEARING – NOTICE
- 99.200 EVIDENCE
- 99.220 RECORD OF PROCEEDINGS
- 99.230 EFFECTIVE DATE OF DECISION – APPEAL OR REVIEW
- 99.240 AUTHORITY TO APPEAL OR SEEK REVIEW OF A DECISION – EXHAUSTION OF ADMINISTRATIVE REMEDIES
- 99.250 APPLICATION FOR APPEAL OR REVIEW
- 99.260 PERSONS ENTITLED TO NOTICE ON APPEAL – TYPE OF NOTICE
- 99.270 CONTENTS OF PUBLIC NOTICE OF APPEAL HEARING
- 99.280 TYPE OF APPEAL HEARING AND SCOPE OF REVIEW
- 99.290 ACTION ON APPEAL OR REVIEW – TIME LIMIT AND AUTHORITY TO CHANGE DECISION
- 99.300 PARTICIPATION BY MEMBERS OF APPROVAL AUTHORITY IN DECISION AND VOTING
- 99.320 DENIAL OF APPLICATION – RESUBMITTAL
- 99.325 EXTENSIONS OF APPROVAL
- 99.330 REVOCATION OF APPROVALS – FAILURE TO FULFILL CONDITIONS

99.010 PURPOSE

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

99.030 APPLICATION PROCESS: WHO MAY APPLY, PRE-APPLICATION CONFERENCE, REQUIREMENTS, REFUSAL OF APPLICATION, FEES

A. Who may apply.

1. Applications for approval required under this chapter may be initiated by:
 - a. The owner of the property that is the subject of the application or the owner's duly authorized representative;
 - b. The purchaser of such property who submits a duly executed written contract or copy thereof, which has been recorded with the Clackamas Clerk;
 - c. A lessee in possession of such property who submits written consent of the owner to make such application; or
 - d. Motion by the Planning Commission or City Council.
2. Any person authorized by this chapter to submit an application for approval may be represented by an agent who is authorized in writing by such a person to make the application.
 - This application is being made by the proposed facility operator (Willamette Falls Landings Heritage Area Coalition) with the authorization of the Owner (City of West Linn).

B. Pre-application conferences.

1. Subject to subsection (B)(4) of this section, a pre-application conference is required for, but not limited to, each of the following applications:
 - a. Boundary changes, per Chapter 81 CDC;
 - b. Amendments to the Comprehensive Plan;
 - c. Amendments to the Zoning Map;
 - d. Conditional uses;
 - e. Design review (Class I and Class II);
 - f. Historic design review (Class II);
 - g. Designation of a historic resource or removal of a historic resource designation;
 - h. Demolition of a historic resource;
 - i. Relocation of a historic resource;

- j. New construction or remodels in the Willamette Falls Drive Commercial Design District, except as provided for in subsection (B)(2)(h) of this section;
- k. Minor partitions;
- l. Land divisions;
- m. Enlargement of non-conforming uses or alteration of a structure containing a non-conforming use;
- n. Planned unit developments;
- o. Variances;
- p. Development subject to Chapter 32 CDC, Water Resource Area Protection;
- q. Development subject to Chapter 27 CDC, Flood Management Areas;
- r. Development subject to Chapter 28 CDC, Willamette and Tualatin River Protection;
- s. Right-of-way and easement vacations; and
- t. Extensions of approval with modifications to original approval.
 - A pre-application conference (PA-21-21) was held on November 18, 2021 for a Class II Historic Design Review for this project.

2. Subject to subsection (B)(3) of this section, the following applications are exempt from subsection (B)(1) of this section, Pre-Application Conference:

- a. Signs;
- b. Home occupations;
- c. Temporary use permits;
- d. Sidewalk uses;
- e. Final plats;
- f. Property line adjustments;
- g. Re-vegetation plans;
- h. Painting, signage, awnings, or architectural in-kind replacements in the Willamette Falls Drive Commercial Design District;
- i. Appeals of land use decisions; and
- j. Extensions of approval with no modification to original approval.
 - The final design of signage will be separate from this application.

3. The Planning Director shall have the authority to require a preapplication conference prior to the submittal of any application that is not listed in subsection (B)(1) of this section if they determine that the potential development is of significant complexity or magnitude to merit a preapplication conference.

4. The Planning Director may waive the requirement for a pre-application conference for any application if they determine that such a conference is not warranted. Upon making such a determination, the Planning Director shall provide written notification (i.e., e-mail or letter) to the Planning Commission and applicable neighborhood association.

- The Planning Director did not waive the pre-application conference; which was held on Nov 9, 2021.

5. At such conference, the Planning Director or designee shall:

- a. Cite the Comprehensive Plan map designation;
- b. Cite the applicable substantive and procedural ordinance provisions;
- c. Provide technical data and assistance which will aid the applicant;
- d. Identify other policies and regulations that relate to the application;
- e. Identify other pertinent factors that relate to the application; and
- f. Provide the applicant with a written description of all rights for appeal and provide access to all administrative procedures.

- The Planning Staff provided the above mentioned materials in Summary Notes.

6. The failure of the Director to provide any of the information required by this section shall not constitute a waiver of the standards, criteria, or requirements of the application.

7. At least 10 days prior to the scheduled date of the conference, the City shall make the pre-application conference schedule available to the public. Within 10 days following the conference, the City shall make staff-prepared written notes summarizing the contents of the meeting available to the public. Failure to comply with this section due to technical or administrative problems is not a procedural defect entitling any party to a delay in the hearing process.

- The pre application meeting was noticed and attended by interested members of the public.

8. The Planning Director shall prepare administrative procedures designed to allow citizens to attend and participate in pre-application conferences for applications. Lack of neighborhood association participation in a pre-application conference is not a procedural defect entitling any party to a delay in the hearing process.

- The remote meeting was available to the public. No representative of the neighborhood association attended.

9. If the applicant is not the owner of the subject property, the applicant shall provide written evidence that the owner has consented to the pre-application conference prior to it being scheduled.

- The building is a City owned property. The City manager consented to this application and the pre-application conference.

C. The requirements for making an application.

1. The application shall be made on forms provided by the Director as provided by CDC 99.040(A)(1);
2. The application shall be complete and shall contain the information requested on the form, shall address the appropriate submittal requirements and approval criteria in sufficient detail for review and action, and shall be accompanied by the deposit or fee required by CDC 99.033. No application will be accepted if not accompanied by the required fee or deposit. In the event an additional deposit is required by CDC 99.033 and not provided within the time required, the application shall be rejected without further processing or deliberation and all application materials shall be returned to the applicant, notwithstanding any determination of completeness. (Ord. 1527, 2005; Ord. 1568, 2008; Ord. 1590 § 1, 2009; Ord. 1599 § 6, 2011; Ord. 1614 § 14, 2013; Ord. 1622 § 30, 2014; Ord. 1635 § 36, 2014; Ord. 1636 § 60, 2014; Ord. 1638 § 3, 2015; Ord. 1675 § 55, 2018)

- The application includes City provided forms and waiver of fees.

99.033 FEES

The Council shall adopt a schedule of fees reasonably calculated to defray the expenses of the administrative process. The Council may establish either a set fee or a deposit system in which the applicant pays a deposit and the City determines the total administrative cost at the end of the process and refunds any unused amount of the deposit to the applicant. No additional deposit shall be required for additional costs that are incurred because the matter is referred to or called up by a higher decision-making authority. The Council shall charge no fees for City-initiated land use applications or appeals filed by a recognized neighborhood association pursuant to the provisions of CDC 99.240. (Ord. 1527, 2005; Ord. 1568, 2008; Ord. 1604 § 70, 2011)

- A fee waiver is being requested since this is a City owned facility.

**99.035 ADDITIONAL INFORMATION REQUIRED, WAIVER OF REQUIREMENTS AND REPORT
REQUIRED**

A. The Planning Director may require information in addition to that required by a specific chapter in the Community Development Code; provided, that:

1. The chapter expressly authorizes that additional information may be required;
2. The information is needed to properly evaluate the proposed site plan or proposal; and
3. The need can be justified on the basis of a special or unforeseen circumstance.

- No specific additional information has been requested to date. If so required; the applicant will attempt to provide this information in a timely manner.

B. The Planning Director may waive a specific requirement for information or a requirement to address a certain approval standard subject to the provisions of subsection C of this section provided:

1. The Planning Director finds that specific information is not necessary to properly evaluate the application;
or
2. The Planning Director finds that a specific approval standard is not applicable to the application.
 - No waivers of specific requirement are requested with this application. Minor adjustments to standards are being sought for landscaping due to existing conditions.

C. Where a requirement is waived, the Planning Director shall cite in the staff report on the application the specific requirements waived and the reasons for the waiver. The decision of the Planning Director to waive the requirement is subject to review and denial by the approval authority or the appeal authority. (Ord. 1568, 2008)

- If waivers are recommended by the Planning Director, it is anticipated they will be identified in the Staff Report.

99.038 NEIGHBORHOOD CONTACT REQUIRED FOR CERTAIN APPLICATIONS

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

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

- Neighborhood contact is not required for this application. The neighborhood is aware of this application through the pre-application notice and multiple public meetings regarding this building over the past 4 years. Remainder of section has been omitted for brevity.

99.040 DUTIES OF DIRECTOR

A. The Director shall:

1. Prepare application forms made pursuant to the standards contained in the applicable State law, Comprehensive Plan and implementing ordinance provisions;
2. Accept all development applications that comply with the provisions of CDC 99.030;
3. After accepting an application pursuant to this chapter:

- a. Determine whether an application is complete, and comply with State statutes governing the completeness determination for applications. The determination of the Director is subject to review by the approval authority in its deliberation on the application;
 - b. Give notice as provided by CDC 99.080 and 99.090;
 - c. Prepare a staff report which shall include findings as to whether or not the application meets the approval criteria of the applicable Community Development Code sections as presented in the application, and whether or not the criteria can be met with conditions;
 - d. Make the application, all documents or evidence relied upon by the applicant and applicable criteria available at least 20 days prior to the hearing or date of the Director's decision. Make the staff report available at least 10 days prior to the scheduled date of the public hearing(s);
 - e. Act on the development application pursuant to CDC 99.060(A) and 99.160 or cause a hearing to be held pursuant to CDC 99.060(B) through (D) and CDC 99.170 through 99.230, unless the applicant has requested or consented to a delay;
4. Administer the hearings process pursuant to CDC 99.170 through 99.230;
 5. Maintain a register of all applications that have been filed for a decision. The register shall at all times identify at what stage the application is in the process. The register shall be posted on the City website unless technical problems prevent this;
 6. File notice of the final decision in the records of the Community Development Department and mail a copy of the notice of the final decision to the applicant and all parties with standing.

The notice of the final decision shall contain the information set forth under CDC 99.130(B);

7. Maintain and preserve the file for each application. The file shall include, as applicable, a list of persons required to be given notice and a copy of the notice given pursuant to CDC 99.080 and the accompanying affidavits; the application and all supporting information; the staff report; the final decision including the findings, conclusions, and conditions, if any; all correspondence; the minutes of any meetings at which the application was considered; and any other exhibit(s), information, or documentation which was considered by the hearing body with respect to the application; and

8. Administer the appeals and review process pursuant to CDC 99.240 through 99.320. (Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1621 § 25, 2014)

- The applicant acknowledges the duties of the director related to this application and will assist with those duties by providing additional information that may be necessary and attending hearings related to this land use.

99.060 APPROVAL AUTHORITY

This section explains the authority of the Planning Director, Planning Commission, City Council, and Historic Review Board as it relates to quasi-judicial and legislative action.

- Text of this section has been omitted for brevity. The applicant accepts the provisions of this section and will comply with the procedural requirements within this section.

99.070 CONSOLIDATION OF PROCEEDINGS

A. When an applicant requests more than one approval, and more than one approval authority is required to decide the applications, the proceedings shall be consolidated so that one approval authority shall decide all applications in one proceeding. In such cases, the hearings shall be held by the approval authority having original jurisdiction over one of the applications under CDC 99.060, in the following order of preference: City Council, Planning Commission or Historic Review Board, or the Planning Director.

1. However, expedited land division applications shall be processed as described in Chapter 197 ORS, regardless of the number of approvals requested.

B. When an applicant requests to undertake preliminary work, for site preparation or analysis, the Director may allow decisions within the Director's authority to precede the subsequent decision required for review by the decision-making body. (Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1635 § 39, 2014)

- Due to the non-conforming site conditions, historic review requirement and GO Gond funding being utilized for this project, it is anticipated that approval by the Historic Review Board and City Council will be required individually. If the Planning Director seeks to consolidate or require additional reviews the applicant will comply with this direction.

99.080 NOTICE

Notice shall be given in the following ways:

A. Class A Notice. Notice of proposed action or a development application pursuant to CDC 99.060 shall be given by the Director in the following manner:

- This subsection is not applicable. The proposed land use requires a Class B notice. Text of this subsection has been omitted.

B. Class B Notice. Notice of a proposed action on a development application pursuant to CDC 99.060 shall be given by the Director in the following manner:

1. At least 14 days prior to the decision date, a notice shall be sent by mail to:
 - a. The applicant or their agent;
 - b. The affected recognized neighborhood association or citizens advisory committee; and
 - c. All property owners of record within 300 feet of the site perimeter;
2. At least 10 days prior to the earliest date that the approval authority can take action on the application, the applicant shall place a sign, provided by the Community Development Department, on the subject property in plain view. The sign shall state, "This property is the subject of a land use decision," with the type of use or request indicated.
3. The Director shall cause an affidavit of mailing of notice and posting of notice to be filed and made part of the administrative record.
4. At the conclusion of the land use action the signs shall be removed.
 - The applicant will post and remove land use notice signs in accordance with this subsection.

C. Notice for expedited and division applicants shall comply with the requirements of Chapter 197 ORS.

- No expedited or division application is proposed. Criterion is not applicable.

D. Notice for a boundary change application shall comply with the requirements of ORS 197.763, Chapter 222 ORS, and the Metro Code.

- No boundary change application is proposed. Criterion is not applicable.

E. Table of notices. The following notice summary identifies the appropriate type of notice for the various land use applications of CDC 99.060.

- Table has been omitted for brevity. A type II Historic Review requires a Class B notice.

99.090 CONTENTS OF NOTICE

- Text of this subsection has been omitted. It is assumed by the applicant that the City will provide notice in accordance with this subsection.

99.100 MECHANICS OF GIVING NOTICE AND FAILURE TO RECEIVE NOTICE

- Text of this subsection has been omitted. It is assumed by the applicant that the City will provide notice in accordance with this subsection.

99.110 DECISION-MAKING PROCESS OF APPROVAL AUTHORITY

- Text of this subsection has been omitted for brevity. The applicant acknowledges the provisions of this subsection and will accept the decision rendered by the approval authority relative to these provisions.

99.120 AMENDMENTS

- Text of this subsection has been omitted for brevity. The applicant acknowledges the provisions of this subsection and will comply with this subsection for amendments that may be applicable to this quasi-judicial process.

99.125 STAGED OR PHASED DEVELOPMENT

An applicant may elect to develop a proposed project in phases. The timing of each development phase shall be set forth in the application and subject to approval by the appropriate approval authority. Each phase shall meet all applicable development standards individually (e.g., access, parking, landscaping, utilities, etc.) without having to rely upon subsequent phases. Each phase shall also install all necessary improvements to serve the development within that phase. (Ord. 1474, 2001; Ord. 1568, 2008)

- Criterion of this subsection is not applicable. No phased development is proposed with this application.

99.130 NOTICE OF FINAL DECISION

A. The final decision by the Planning Director shall be filed in the records of the Community Development Department after the decision is signed by the Planning Director, and notice thereof shall be mailed to the applicant, all parties to the matter as established under CDC 99.140, and those persons who requested copies of such notice.

B. The final decision by the Planning Commission, Historic Review Board, or City Council shall be filed in the records of the Community Development Department, and notice thereof shall be mailed to the applicant, all parties to the matter as established under CDC 99.140, and those people requesting copies of such notice.

C. Notice of a final decision shall conform to applicable provisions of the Oregon Revised Statutes.

D. The appeal period is as provided in CDC 99.230. (Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1590 § 1, 2009; Ord. 1621 § 25, 2014)

- The applicant will accept the final decision by the Planning Director; rendered per the provisions of CDC Chapter 99 and reserve the right to appeal this decision.

99.140 ESTABLISHING STANDING TO APPEAL

A. Any person or recognized neighborhood association with standing may pursue an appeal or seek review of any land development decision. Standing is established in the following way:

B. The person or recognized neighborhood association appeared before an approval authority other than the Director, either orally or in writing, and provided their name and address; signed the testimony form provided at the hearing; or submitted comments to the Director, in writing, and provided their name and address to the Director regarding a decision. Neighborhood association standing can only be established by a person identifying, either in testimony or in writing, that they represent a specific neighborhood association. (Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1622 § 8, 2014)

- The applicant will acknowledge and accepts the Standing requirements for appeals to be files per this subsection.

99.160 DECISION BY DIRECTOR

A. Pursuant to CDC 99.060(A), the Director is authorized to make certain decisions, and no hearing shall be held except where the Director has an interest in the outcome of the decision, due to some past or present involvement with the applicant or other interested persons or in the property or surrounding property, and cannot render an impartial decision. In such cases, the application shall be reviewed by the Director's designee, and in the event the designee cannot render a decision, the application shall be subject to the jurisdiction of the Planning Commission.

- No Decision by Director without the public hearing process is sought for this application, since it involves a City Owned building and involves use of City funds. Subsection is not applicable. Text has been omitted for brevity.

99.170 HEARING PROCEDURES

- The applicant will acknowledges and accepts the Hearing Procedures of this subsection. Text has been omitted for brevity.

99.180 EX PARTE CONTACTS, IMPARTIALITY, DISQUALIFICATION, AND ABSTENTION

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.190 CONTINUATION OF HEARING – NOTICE

- The applicant will acknowledges and accepts the requirements of this subsection.

99.200 EVIDENCE

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.220 RECORD OF PROCEEDINGS

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.230 EFFECTIVE DATE OF DECISION – APPEAL OR REVIEW

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.240 AUTHORITY TO APPEAL OR SEEK REVIEW OF A DECISION – EXHAUSTION OF ADMINISTRATIVE REMEDIES

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.250 APPLICATION FOR APPEAL OR REVIEW

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.260 PERSONS ENTITLED TO NOTICE ON APPEAL – TYPE OF NOTICE

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.270 CONTENTS OF PUBLIC NOTICE OF APPEAL HEARING

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.280 TYPE OF APPEAL HEARING AND SCOPE OF REVIEW

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.290 ACTION ON APPEAL OR REVIEW – TIME LIMIT AND AUTHORITY TO CHANGE DECISION

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.300 PARTICIPATION BY MEMBERS OF APPROVAL AUTHORITY IN DECISION AND VOTING

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.320 DENIAL OF APPLICATION – RESUBMITTAL

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.325 EXTENSIONS OF APPROVAL

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.

99.330 REVOCATION OF APPROVALS – FAILURE TO FULFILL CONDITIONS

- The applicant will acknowledges and accepts the requirements of this subsection. Text has been omitted for brevity.



Front Façade from Hwy 43



Front façade showing infill areas



Left side- Mill St facade



Rear Façade with 1980's addition



Right and Rear Facades



Main Level Interior looking toward Hwy 43



Main Level Offices along Mill St



Main Level Hallway at Office area



Main Level at Right Rear portion of building



Upper Level Stair/ Elevator Lobby



Upper Level Council Chambers- Mill St side



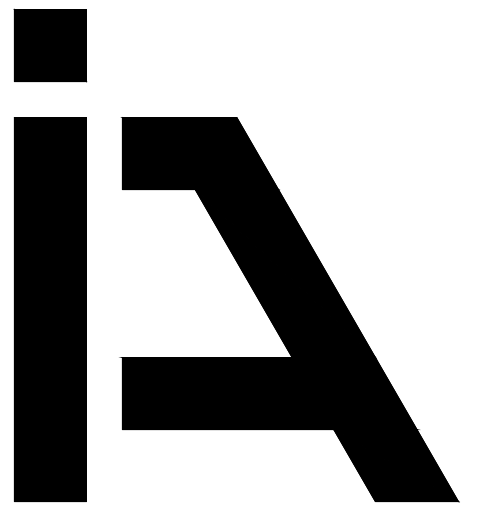
Upper Level facing Hwy 43 and Mill St Corner



Original Ceiling Detail with existing light fixtures



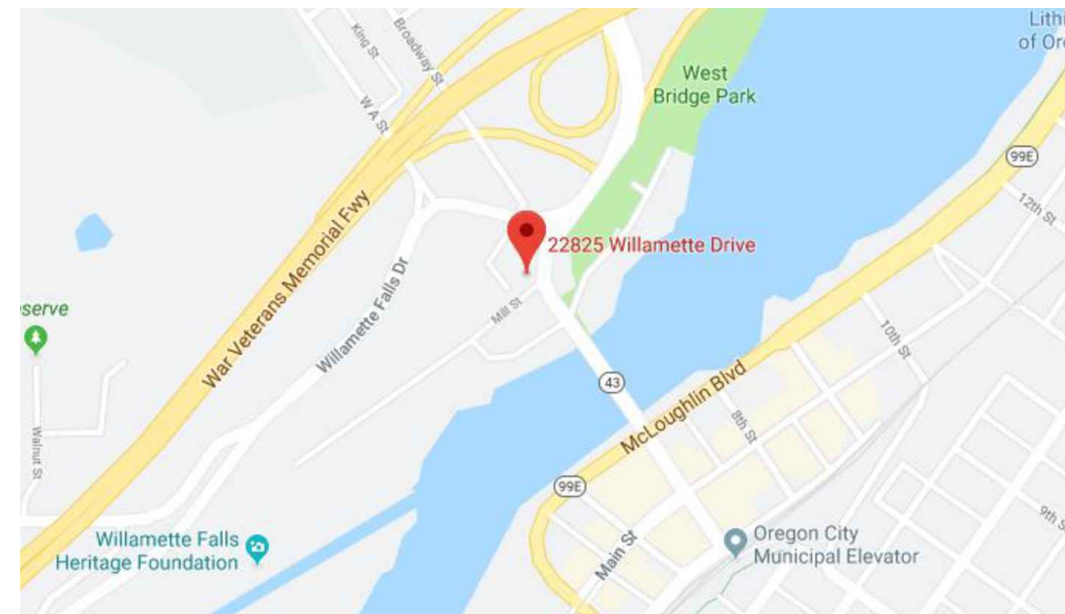
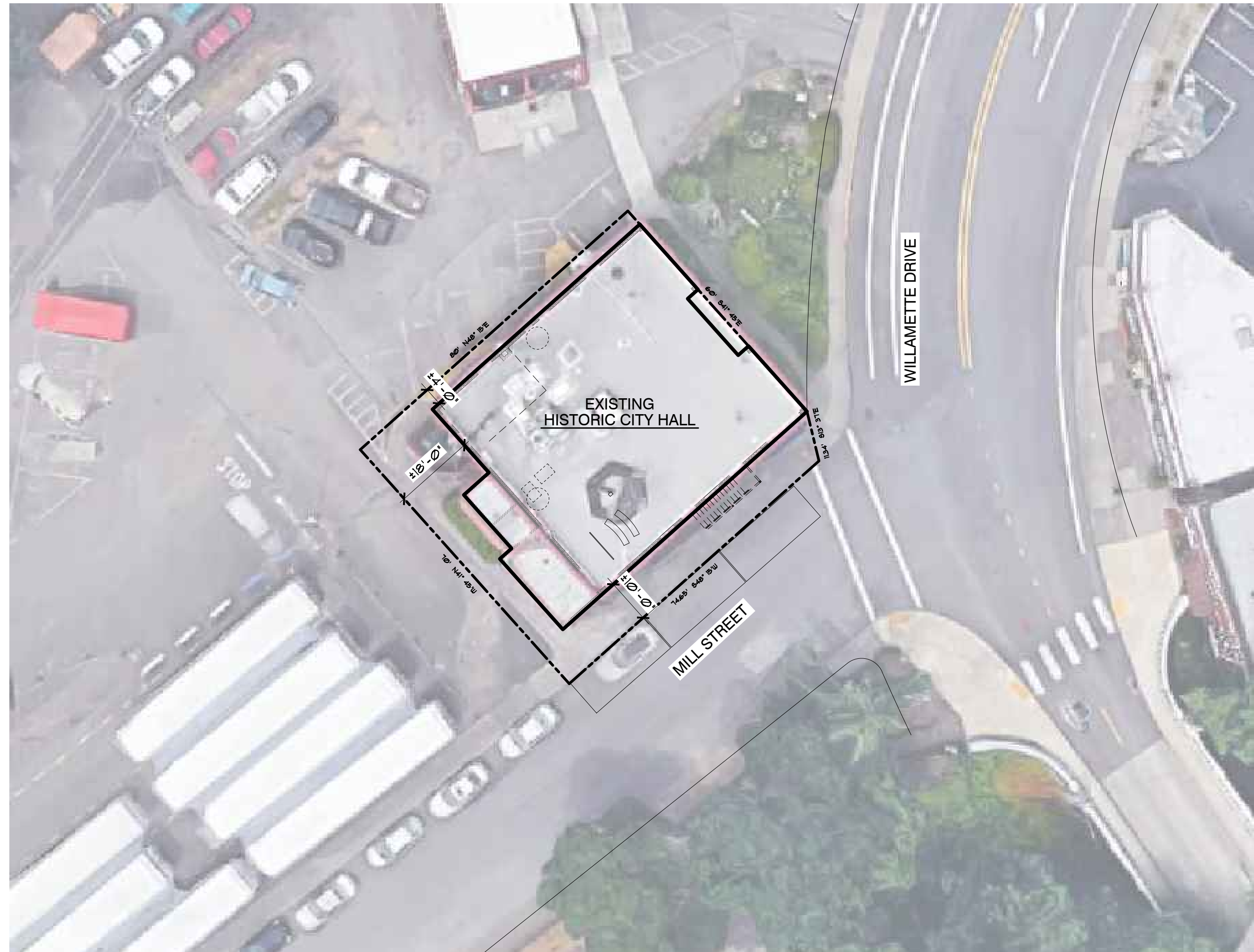
WEST LINN CULTURAL CENTER



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



VICINITY MAP NTS

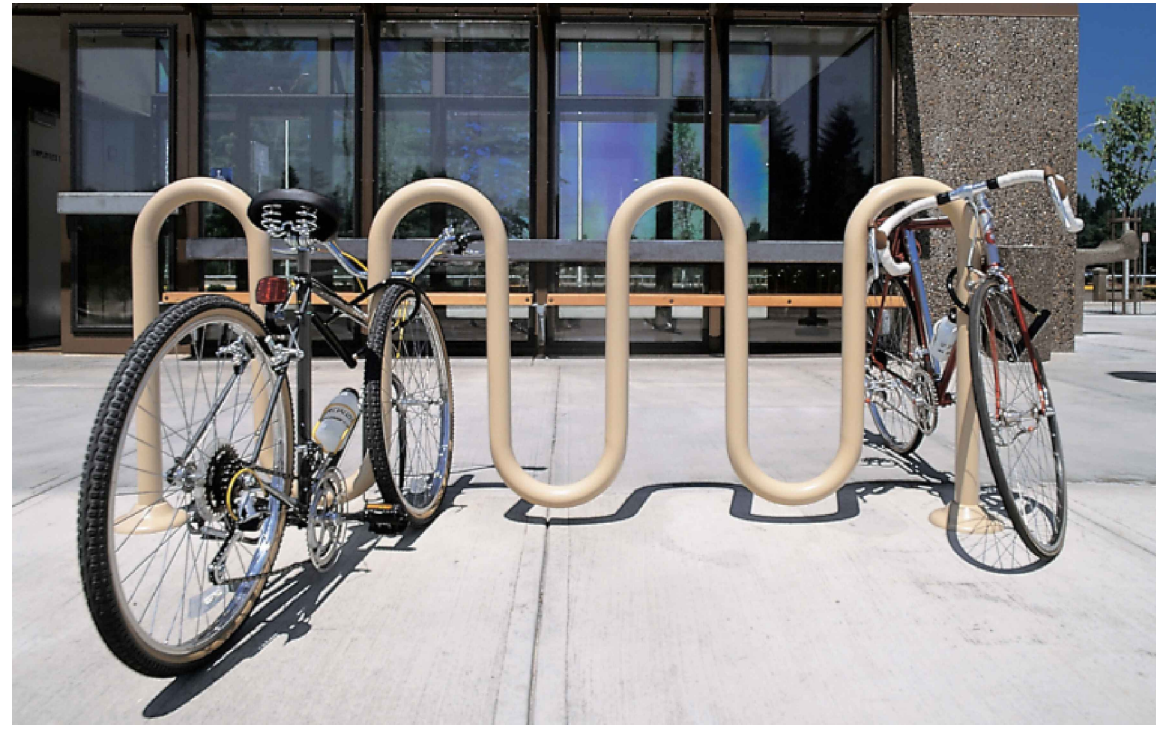
SITE PLAN 1" = 20'

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-SIT
DATE : 5/5/22 HR

SHEET #
A1.1

SITE PLAN



CYCLOOPS 9 BIKE RACK



PROPOSED PARKING PLAN

1" = 20' @



ISELIN
ARCHITECTS
P.C.

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

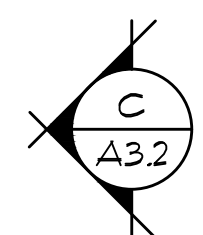
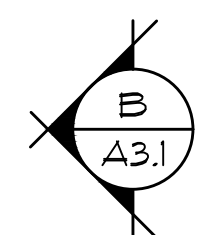
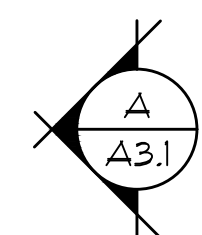
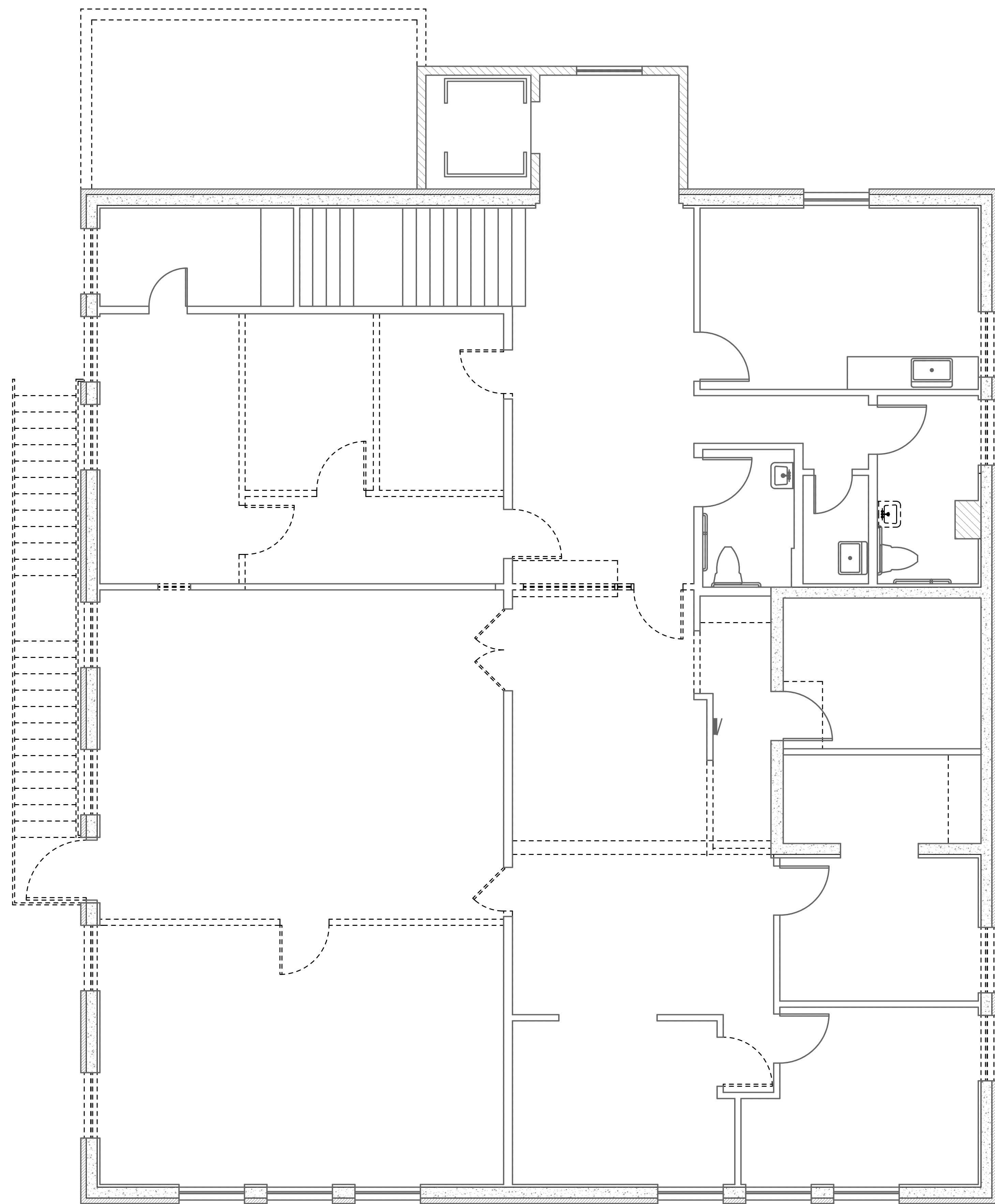
NOT FOR
PRELIMINARY
CONSTRUCTION

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : XSIT PARKING
DATE : 5/5/22 HR

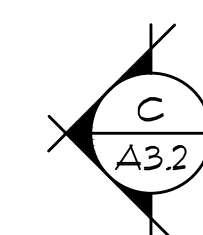
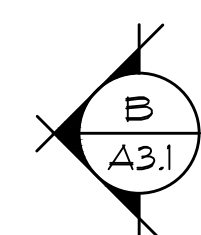
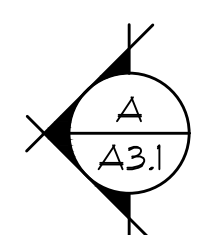
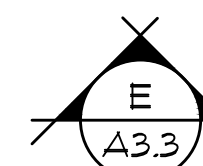
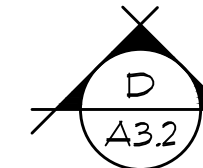
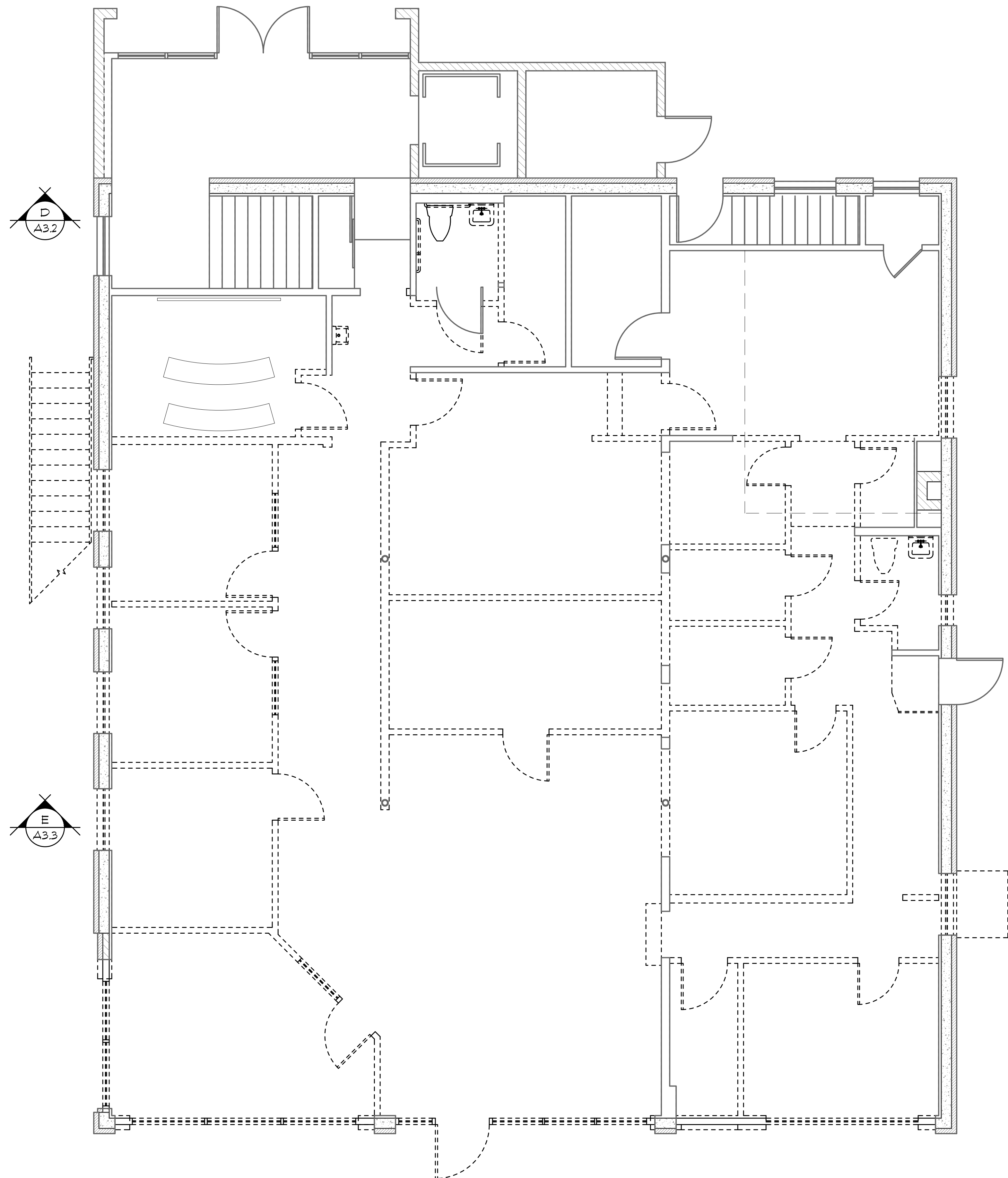
SHEET #
A1.1a

LEASED PARKING PLAN



UPPER LEVEL DEMOLITION PLAN

1/4" = 1'-0"



MAIN LEVEL DEMOLITION PLAN

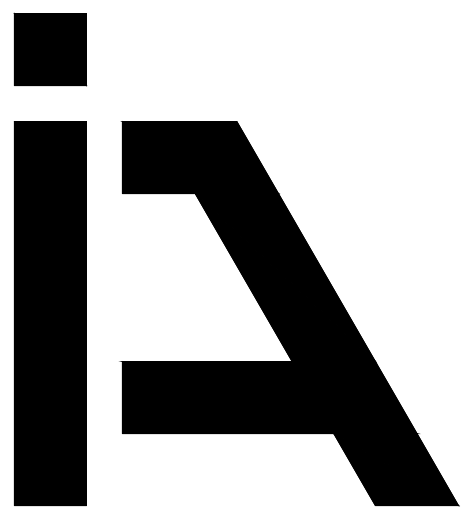
1/4" = 1'-0"

DEMOLITION PLAN LEGEND

- EXIST'G WALL/ELEMENT TO BE REMOVED
- EXIST'G WALL TO REMAIN
- EXIST'G BRICK VENEER TO REMAIN
- EXIST'G CMU WALL TO REMAIN
- EXIST'G CONC WALL TO REMAIN

GENERAL NOTES:

BUILDING ELEMENTS ARE EXIST'G TO REMAIN UNLESS NOTED OTHERWISE.



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION

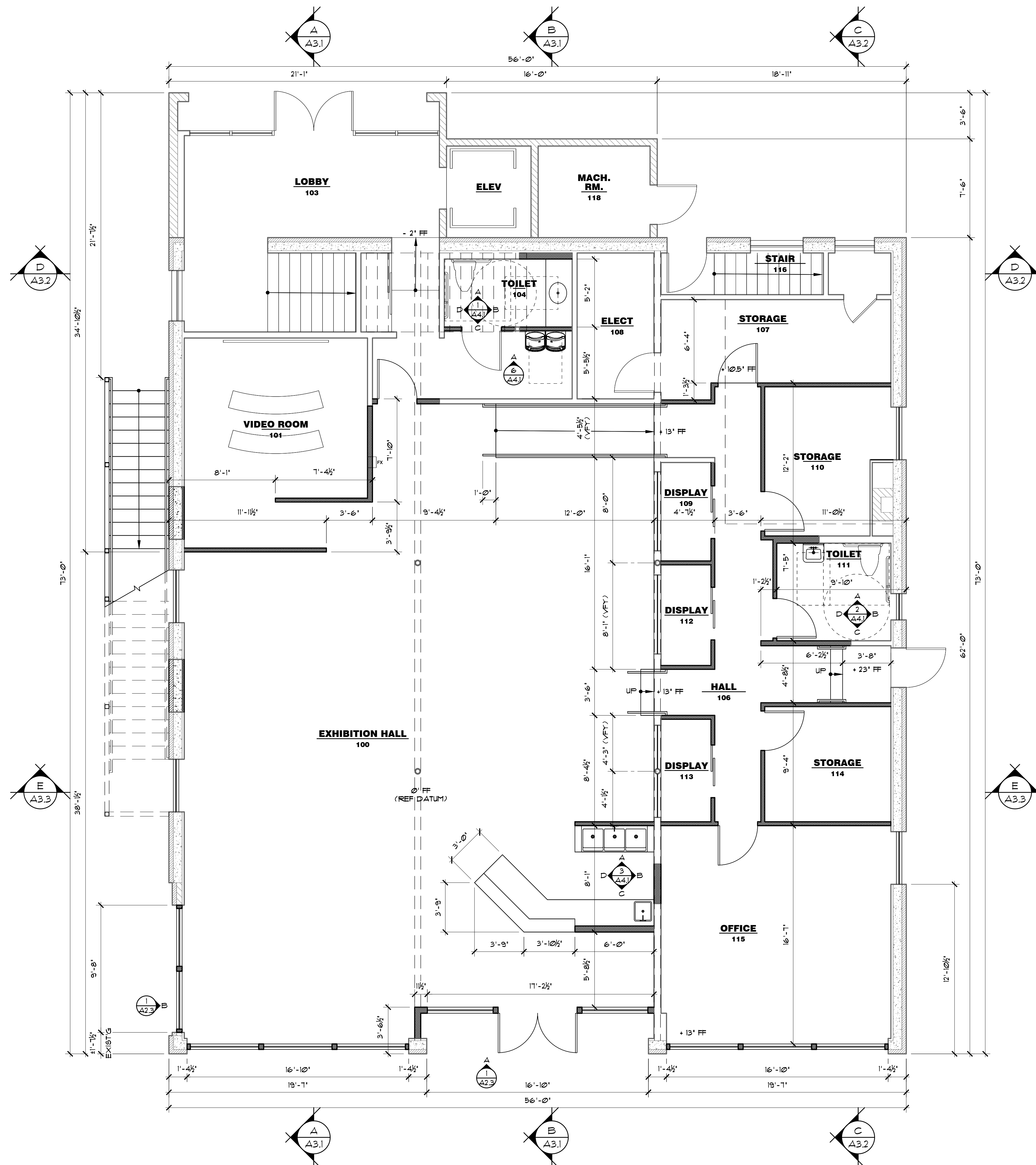
Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-FP
DATE : 5/5/22 HR

SHEET #

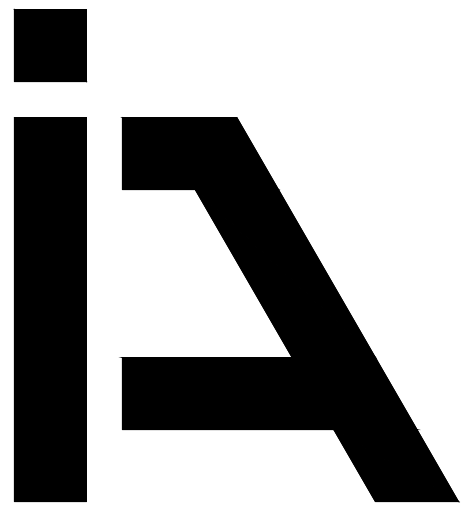
A1.2

MAIN LEVEL FLOOR PLAN



MAIN LEVEL FLOOR PLAN

1/4" = 1'-0"



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

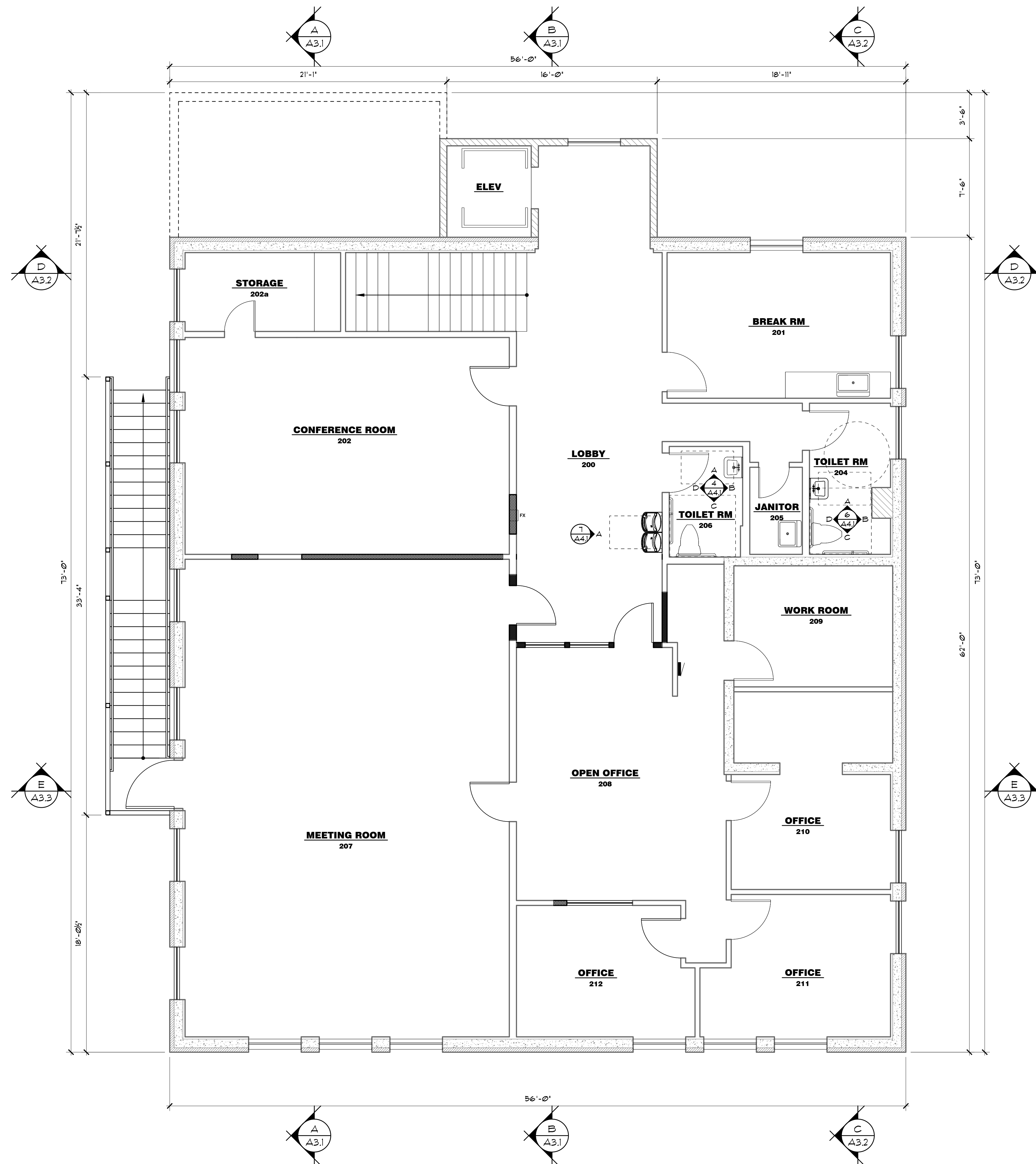
NOT FOR
PRELIMINARY
CONSTRUCTION

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

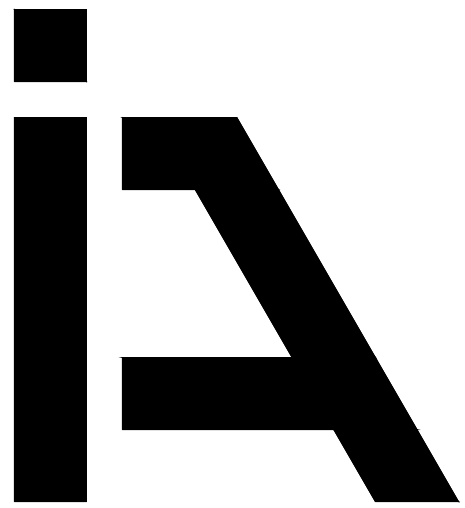
PROJ. NO. : 1705.3
FILE : A-FP
DATE : 5/5/22 HR

SHEET #
A1.3

MAIN LEVEL FLOOR PLAN



UPPER LEVEL FLOOR PLAN



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

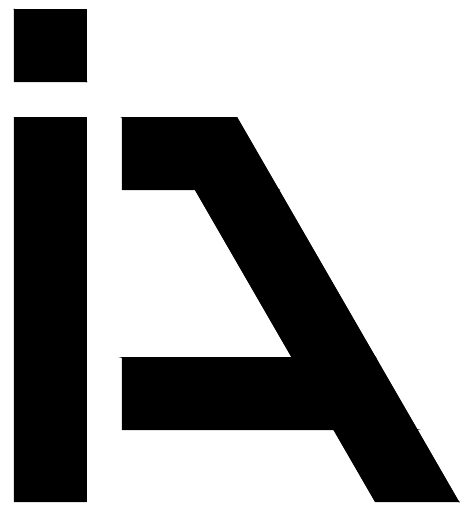
NOT FOR
PRELIMINARY
CONSTRUCTION

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-FP
DATE : 5/5/22 HR

SHEET #
A1.4

MAIN LEVEL FLOOR PLAN



**ISELIN
ARCHITECTS
P.C.**

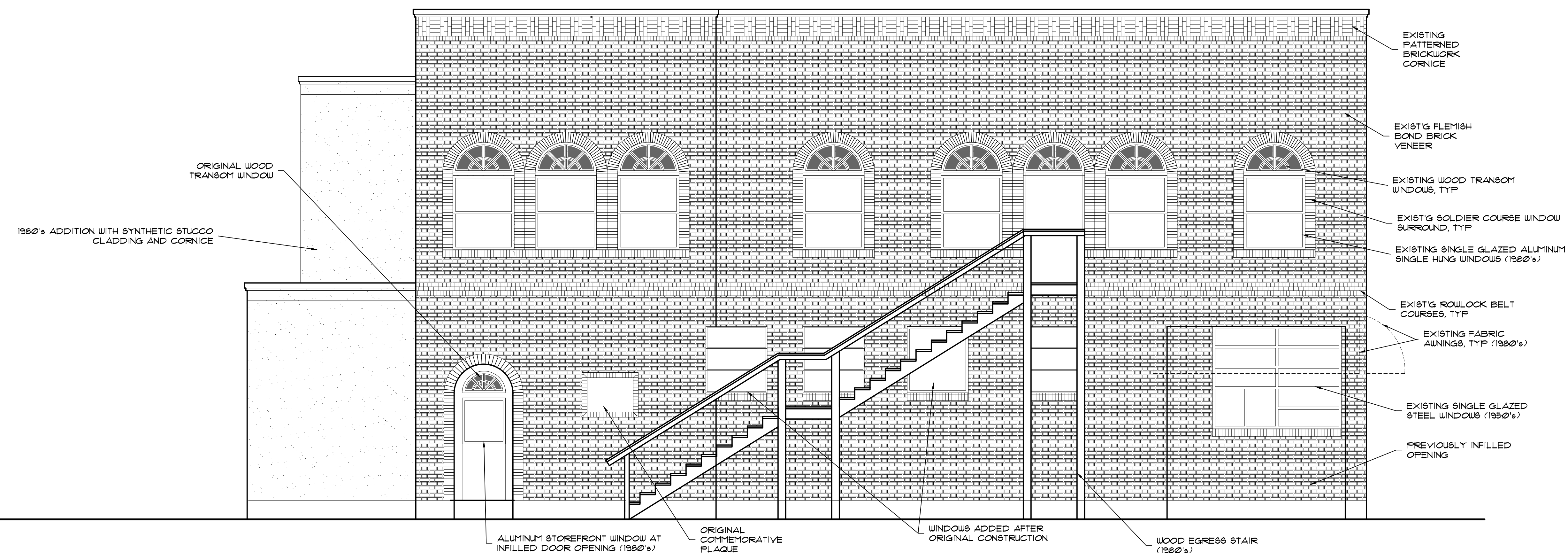
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



NORTHEAST (FRONT) ELEVATION

1/4" = 1'-0"



SOUTHEAST (LEFT SIDE) ELEVATION

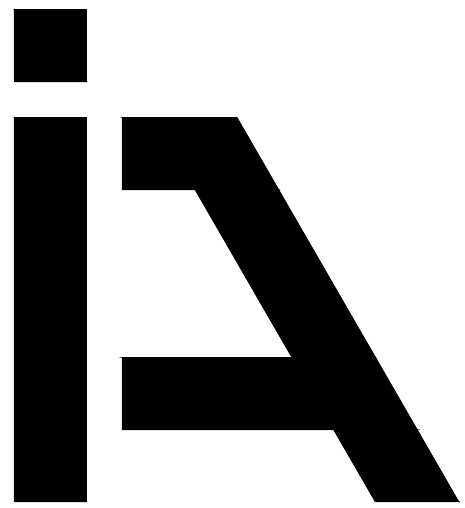
1/4" = 1'-0"

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : XABELEV-HR
DATE : 5/5/22 HR

SHEET #
A2.1AB

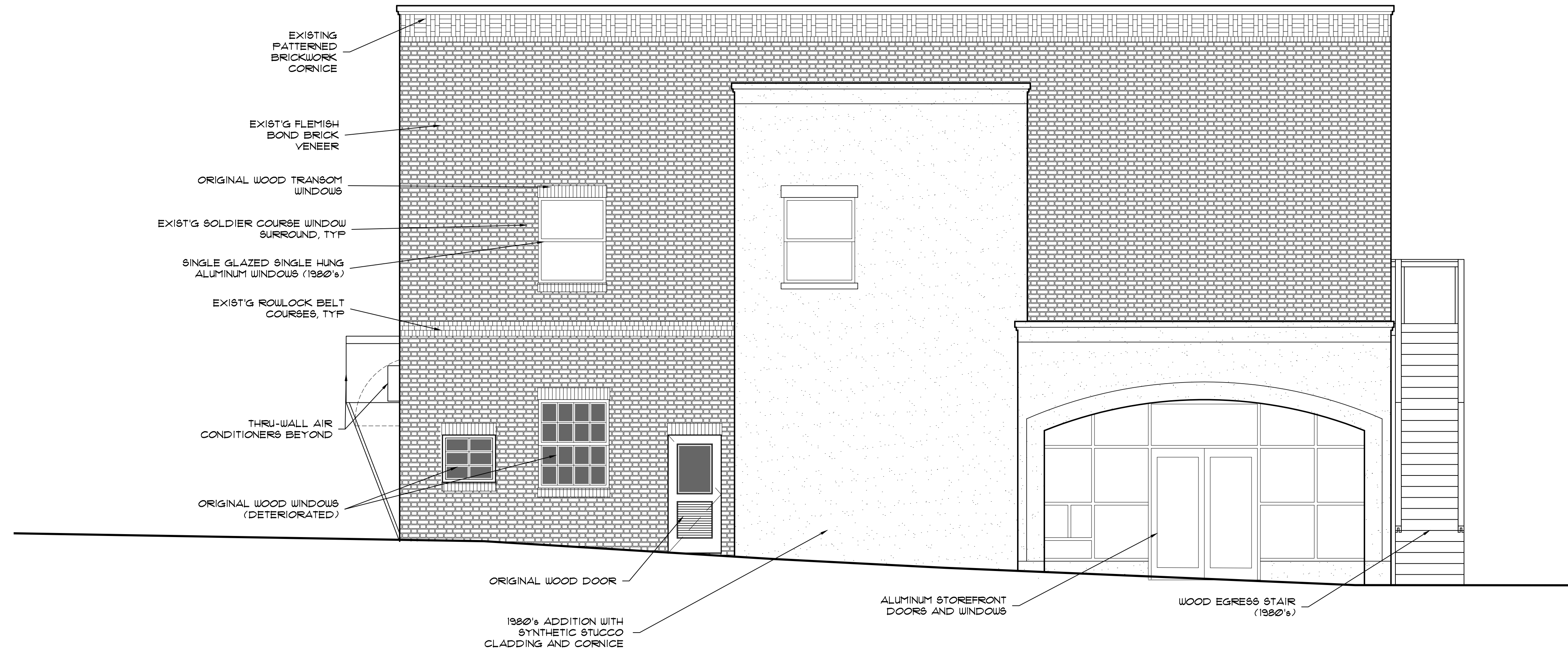
AS-BUILT ELEVATIONS



**ISELIN
ARCHITECTS
P.C.**

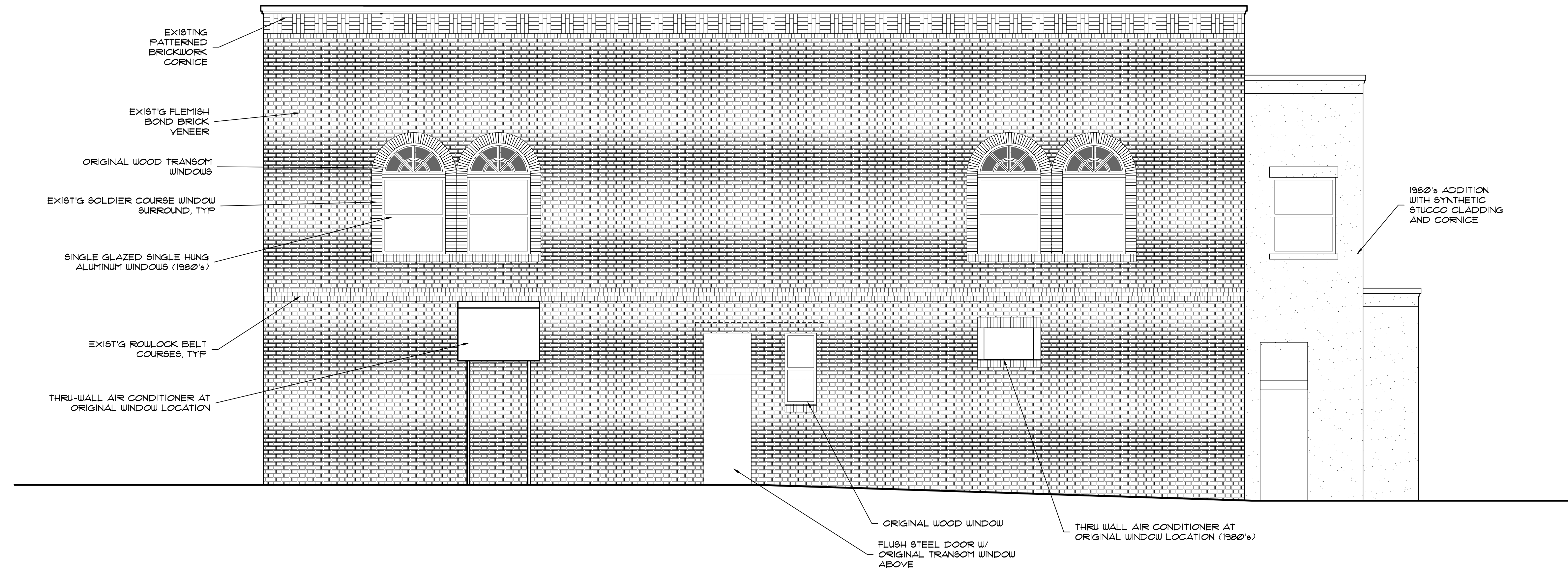
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



SOUTHWEST (REAR) ELEVATION

1/4" = 1'-0"



NORTHWEST (RIGHT SIDE) ELEVATION

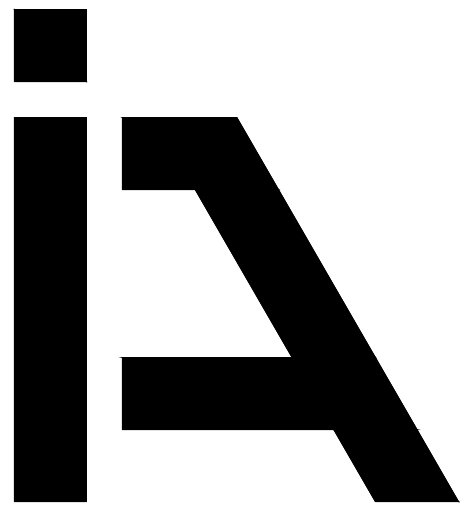
1/4" = 1'-0"

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : XABELEV-HR
DATE : 5/5/22 HR

SHEET #
A2.2AB

AS-BUILT ELEVATIONS



**ISELIN
ARCHITECTS
P.C.**

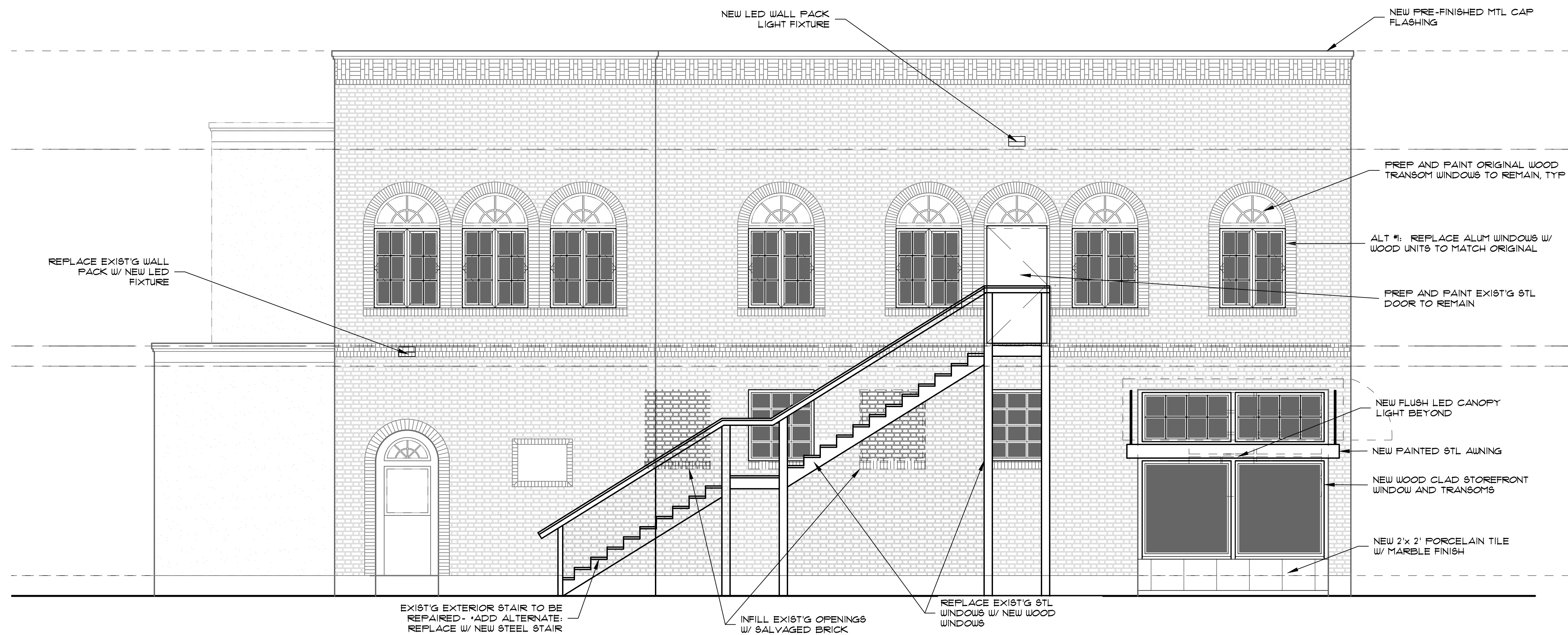
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



NORTHEAST (FRONT) ELEVATION

1/4" = 1'-0"



SOUTHEAST (LEFT SIDE) ELEVATION

1/4" = 1'-0"

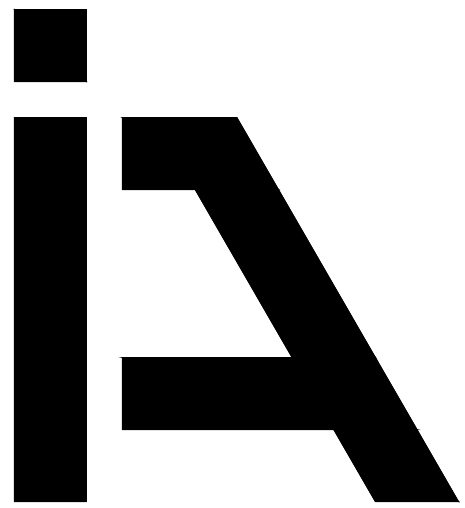
Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-ELV
DATE : 5/5/22 HR

SHEET #

A2.1

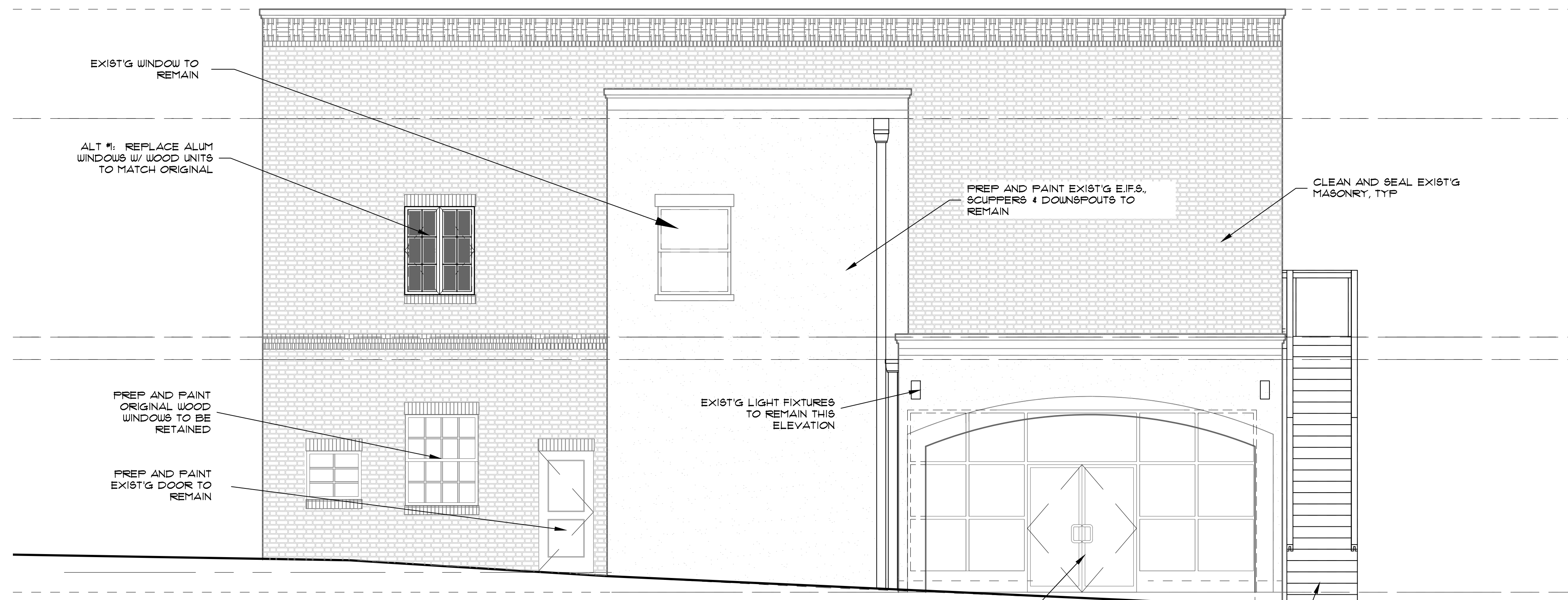
ELEVATIONS



**ISELIN
ARCHITECTS
P.C.**

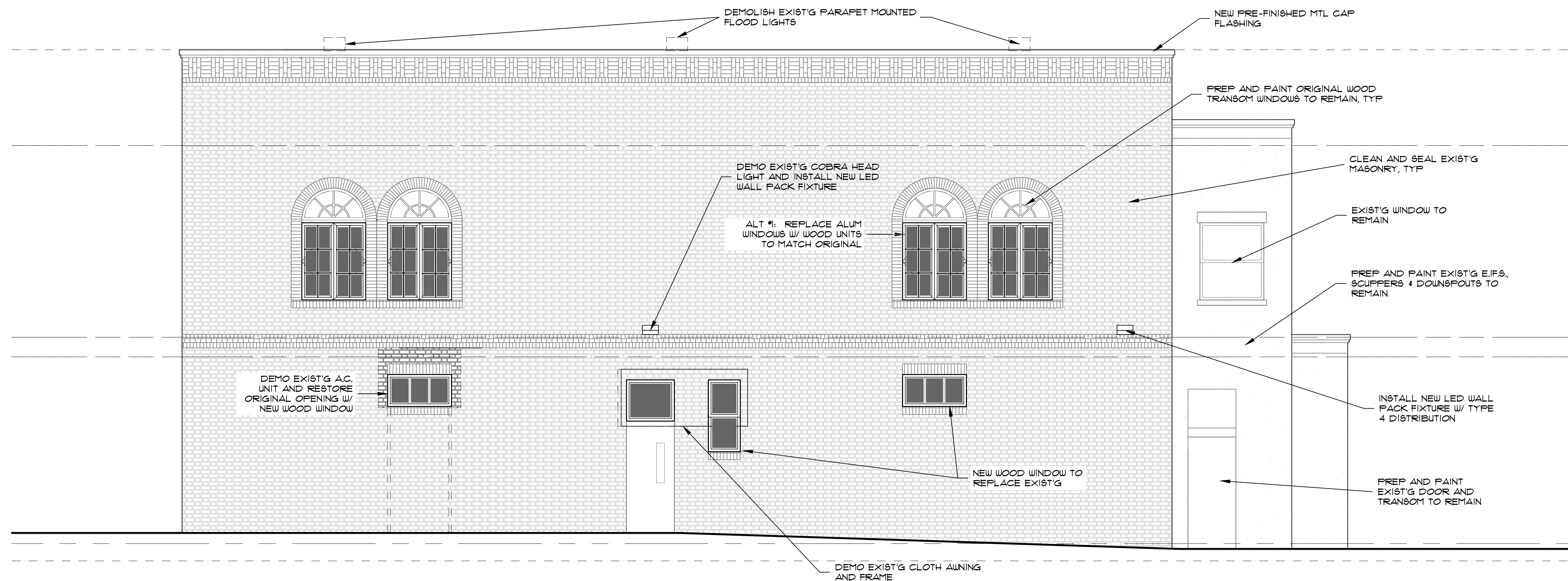
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



SOUTHWEST (REAR) ELEVATION

1/4" = 1'-0"



NORTHWEST (RIGHT SIDE) ELEVATION

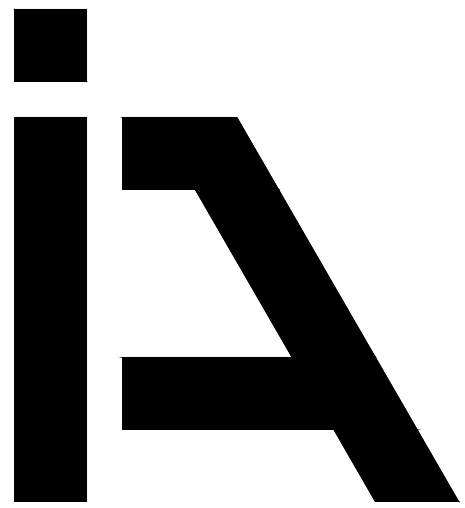
1/4" = 1'-0"

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-ELV
DATE : 5/5/22 HR

SHEET #
A2.2

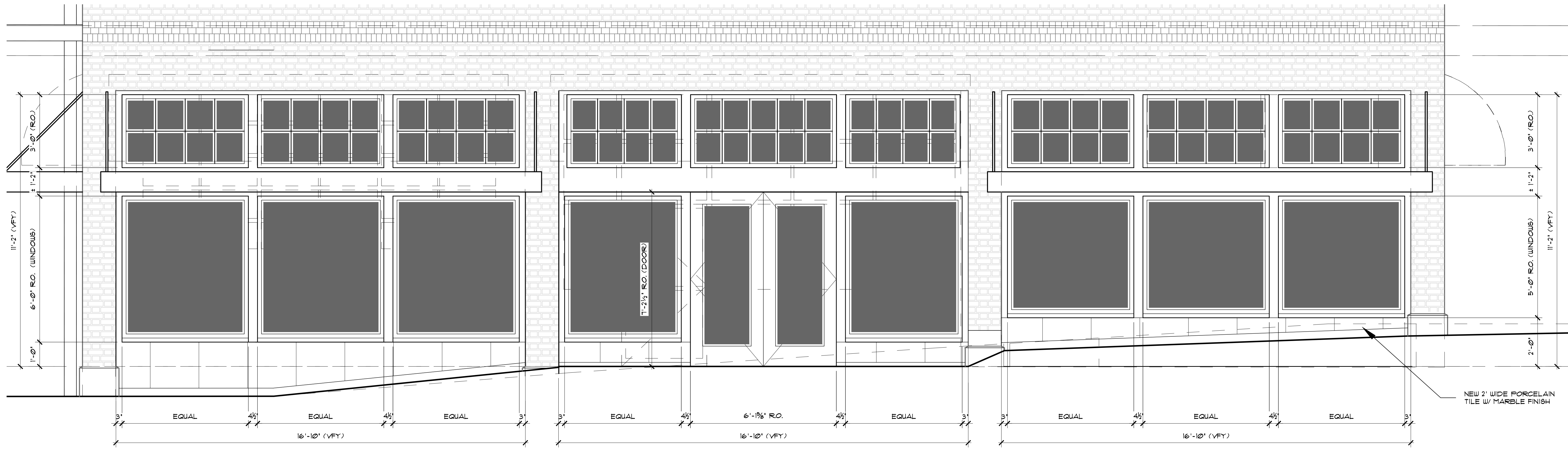
ELEVATIONS



**ISELIN
ARCHITECTS
P.C.**

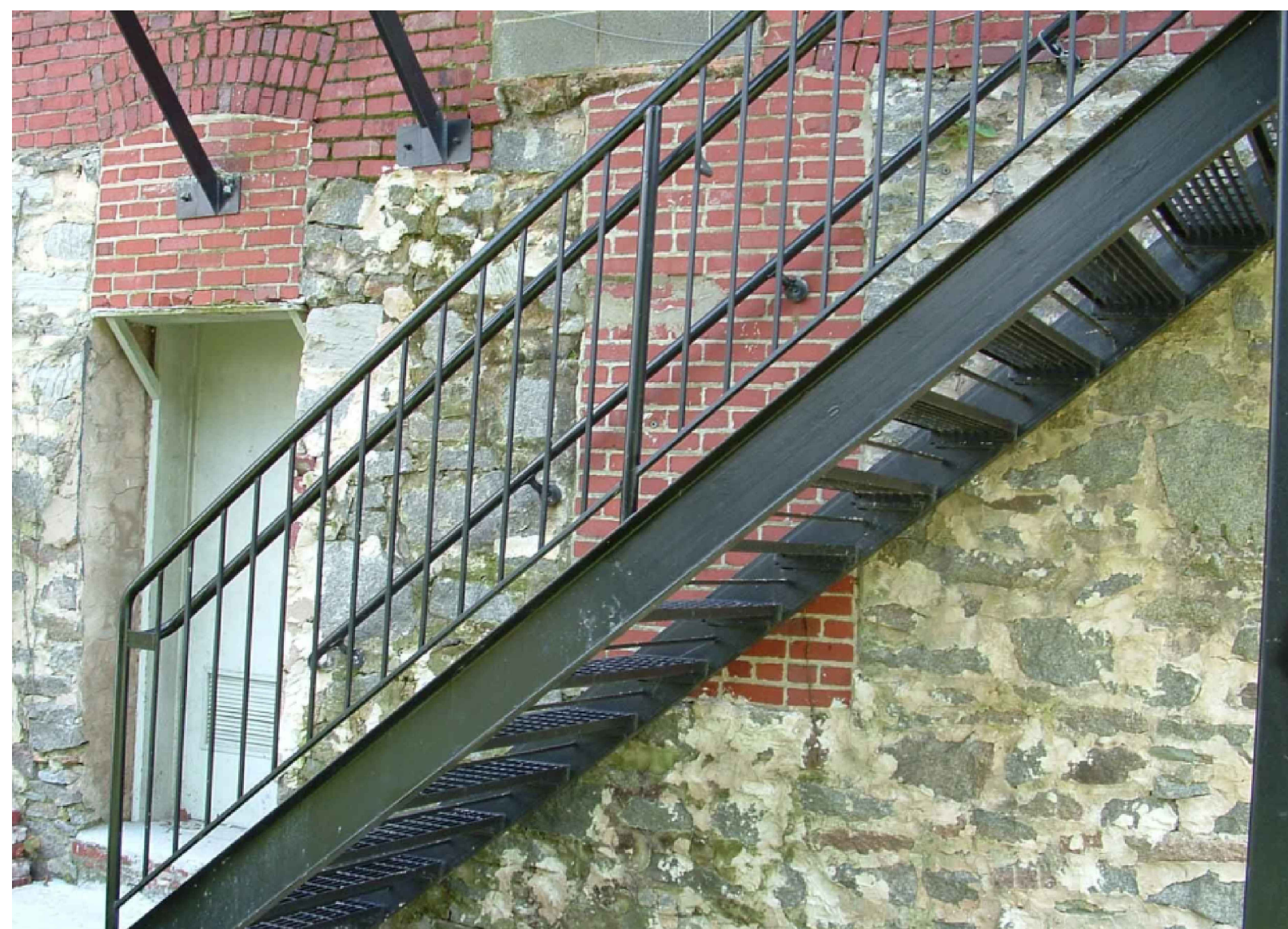
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION

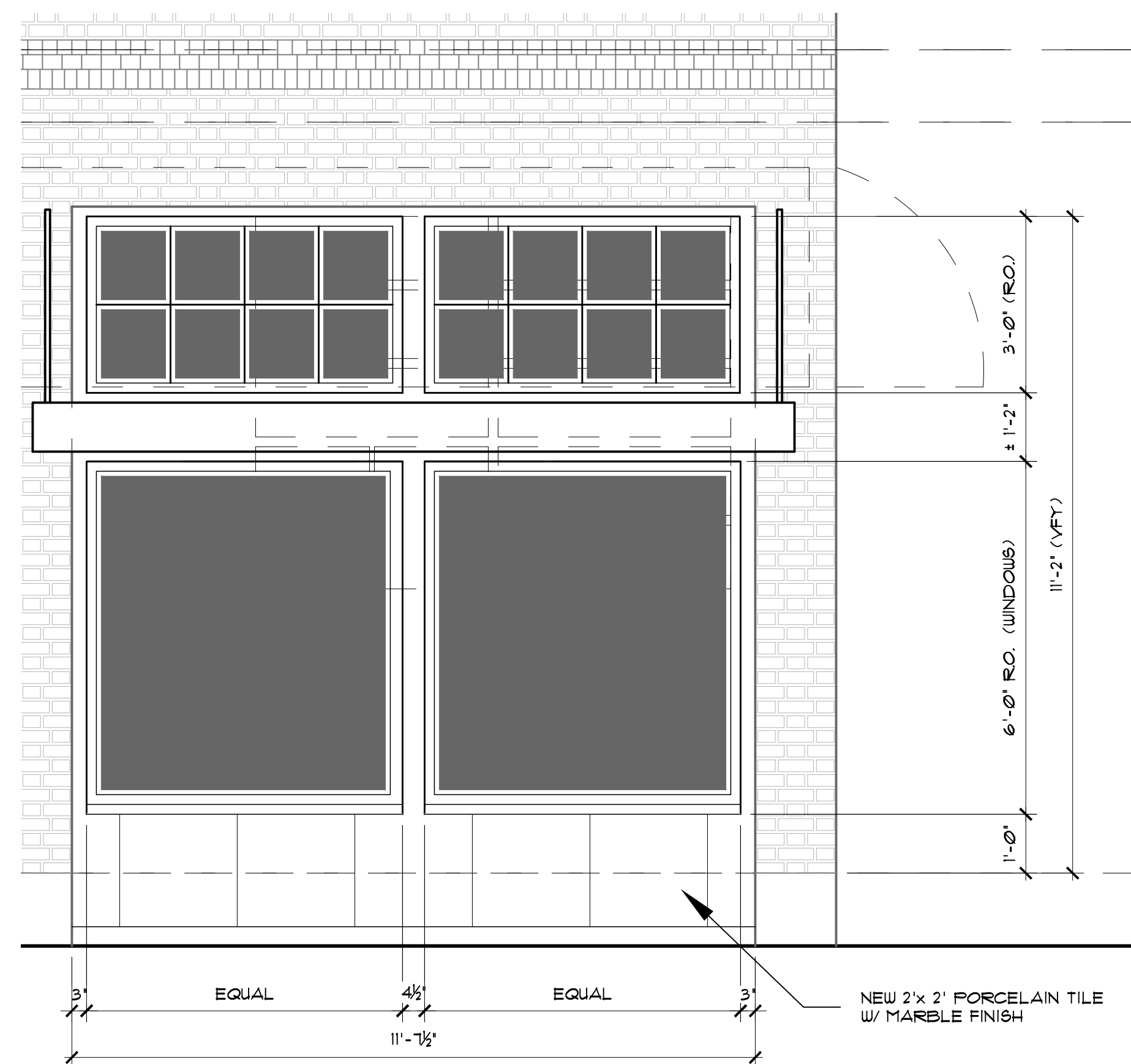


NORTHEAST (FRONT) STOREFRONT ELEVATIONS

1/2" = 1'-0"



NEW STEEL STAIR
BLACK POWDER COATED STEEL W/ PERFORATED METAL TREADS



SOUTHEAST (LEFT SIDE) STOREFRONT ELEVATION

1/2" = 1'-0"



MARBLE LOOK TILE
'DAL TILE' HILLBRIDGE PEARL WHITE (24"x 24") W/ BRIGHT WHITE GROUT

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

PROJ. NO. : 1705.3
FILE : A-ELV
DATE : 5/5/22 HR

SHEET #
A2.3

STOREFRONT ELEVATIONS

(15.21 sq. ft./Case)

by **Daltile**

Related Videos & 360° View



Product Images



GROUT COLOR SHOWN IS
381 BRIGHT WHITE

GROUT COLOR SHOWN IS
640 ARCTIC WHITE

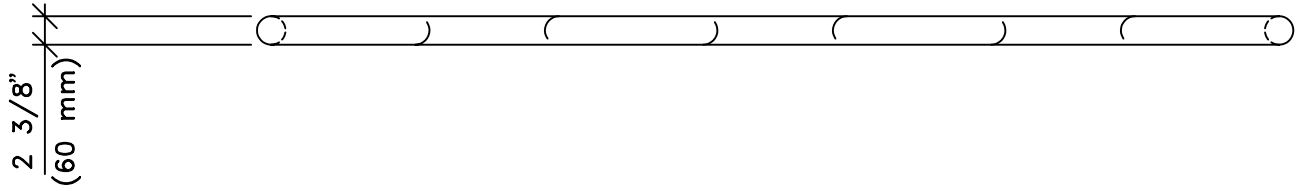
2116

[Live Chat](#)

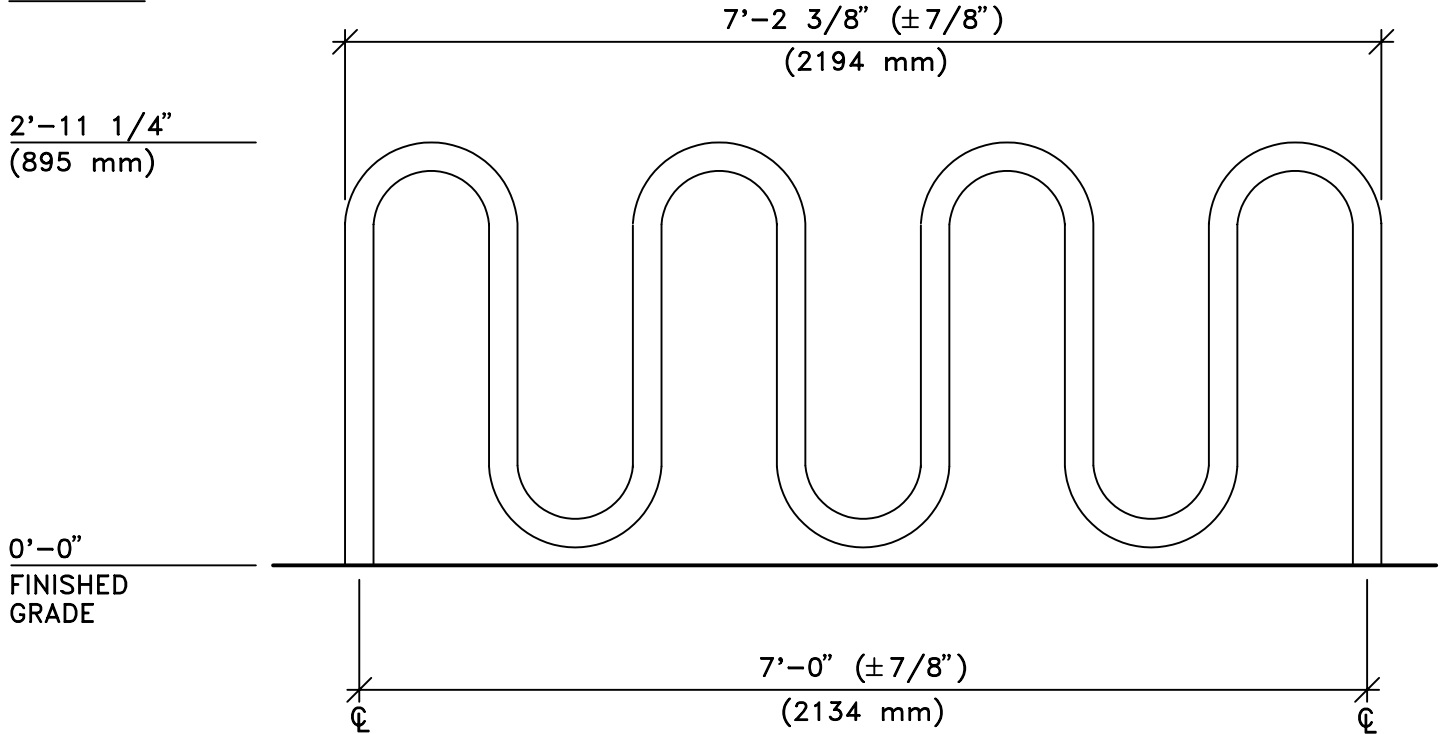
[Feedback](#)

Close

Hillbridge Pearl White 24 in. x 24 in.
Glazed Porcelain Floor and Wall Tile



TOP VIEW

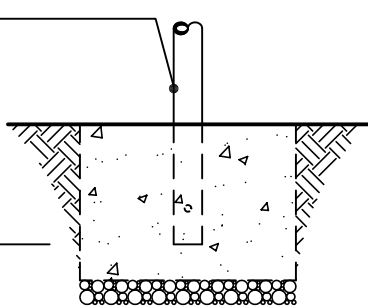


FRONT VIEW

CYCLOOPS

0'-0"
FINISHED GRADE

-(0'-10")
-(254 mm)



NOTE:
CONCRETE FOOTING AND NO. 4 REBAR (BY OTHERS) PER LOCAL SOIL CONDITIONS. CONSULT PROJECT ENGINEER FOR EXACT REQUIREMENTS.

2170-9-E (DIRECT EMBEDMENT)

HEX SOCKET SET SCREW (TYPICAL-4)

CYCLOOPS

BASE COVER (TYPICAL-2)

5/8" (16 mm) DIAMETER HOLES PROVIDED FOR ANCHORS BY OTHERS (TYPICAL-8)

PIPE WITH FLANGE (TYPICAL-2)



2170-9-P (PEDESTAL MOUNT)

This drawing reveals the copyrighted Intellectual property of Columbia Cascade Company. Not for use by others without our express, written authorization.

Authorization for use is hereby granted to architects, landscape architects and similar design professionals solely for the purpose of specifying TimberForm products.



COLUMBIA CASCADE COMPANY

Makers of TimberForm®, PipeLine®, RePlay®, TimberForm®-2, InterPlay®, CycLoops® and CycLocker® Products.

1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157
Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.

WWW.TIMBERFORM.COM

Title:
**TIMBERFORM CYCLOOPS
MODEL NO. 2170-9
ORIGINAL CYCLOOPS**



Scale
3/4"=1'-0"

Drawn by: AT 07-04-10
Ck'd by:

Drawing No.
W-2170-9

Sheet
1 of 1



JUNO SLIMFORM™ LED SURFACE MOUNT DOWNLIGHTS

FOR J-BOX INSTALLATION
5", 7", 12", 14" SQUARE

JSFSQ SERIES

Project: _____

Fixture Type: _____

Location: _____

Contact/Phone: _____



PRODUCT DESCRIPTION

Sleek, ultra-low profile energy efficient LED surface mount downlights in multiple sizes from 5" to 14" • Provides economical installation by mounting directly over standard and fire-rated junction boxes • Optional finish trims and shrouds available for custom, designer look similar to standard recessed downlights • Provides general illumination in residential and commercial applications including multi-family and hospitality • Ideal for use in corridors, living spaces, closets, hallways, pantries, stairways, outdoor covered areas without Emergency Option and much more.

PRODUCT SPECIFICATIONS

Construction Shallow, less than 1", solid square housing with white finish • Non conductive fixture for shower light applications • Optional, field installable finish trims available for 5" and 7" versions to change the exterior finish of fixture • Optional, field installable decorative baffle and cone shrouds for 5" and 7" versions provide the aesthetic and source shielding similar to the experience of a fully recessed downlight.

Optics Light guide technology combined with diffusing lens conceals the LEDs from direct view and provides uniform lens luminance.

LED Light Engine LEDs mounted directly to heatsink designed to provide superior thermal management and ensure long life • 2700K, 3000K, 3500K or 4000K LED color temperature • LEDs binned for 4-step MacAdam ellipse color consistency • 90 CRI minimum.

LED Driver Choice of dedicated 120 volt (120) driver or universal voltage (MVOLT) driver that accommodates input voltages from 120-277 volts AC at 50/60Hz • Power factor > 0.9 at 120V input • 120 volt driver is dimmable with the use of most incandescent, magnetic low voltage and electronic low voltage wall box dimmers • Universal voltage driver is dimmable with the use of most 0-10V wall box dimmers • External driver on 5" and 7" models only • For a list of compatible dimmers, see [JUNOSLIMFORM-DIM](#).

Emergency Battery Option Available on fixture sizes 12" and larger • Battery factory assembled to fixture with integral test switch (EL option) • Drives LEDs for 90 minutes to meet Life Safety Code (NFPA-LSC), National Electrical Code (NEC), and UL requirements • Title 20 certified battery pack available when ordering E10WLCP option • EBX option provides back box without battery for consistent look when used in same space as fixtures with EL emergency option • Damp location only with emergency option.

Life Rated for 50,000 hours at >70% lumen maintenance.

Labels ENERGY STAR® certified • Certified to the high efficacy requirements of California T24 JA8-2016 • CSA listed for US and Canada • Suitable for wet locations (covered ceilings) • Damp location only with emergency option.

Testing All reports are based on published industry procedures; actual performance may differ as a result of the end-user environment and applications. All values are design or typical values, measured under laboratory conditions at 25 °C.

Warranty 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

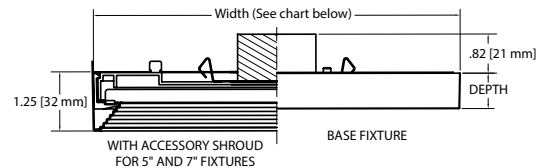
Note: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

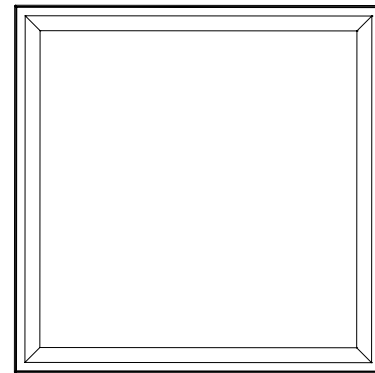
Specifications subject to change without notice.



DIMENSIONS



External driver available on 5" and 7" models only.



SQUARE SPECIFICATIONS

	Width	Depth
JSFSQ 5IN	5.25 (13.34)	0.75 (1.91)
JSFSQ 7IN	7.77 (19.74)	0.75 (1.91)
JSFSQ 12IN	12.07 (30.66)	0.9 (2.29)
JSFSQ 14IN	14.18 (36.02)	0.9 (2.29)

All dimensions are in inches (centimeters) unless otherwise indicated.

INSTALLATION

Junction Box Mounting Fixture provided with leads for direct wire connection in j-box • Installs directly to industry standard junction boxes

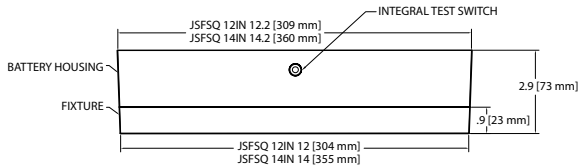
- Compatible boxes include 4" metal or plastic octagonal standard and fire-rated junction boxes (3 1/2" junction box screw-hole spacing required for installation) • Minimum 2 1/8" deep junction box required for 5" and 7" fixtures (no depth requirement for 12" and larger fixtures) • Quick mount bracket provides fast installation of fully assembled fixture to junction box
- Suitable for ceiling mount • Suitable for use within closet storage spaces when installed per NEC requirements.

Junction box sizes vary - Verify compatibility with fixture prior to installation

JUNO SLIMFORM™ LED SURFACE MOUNT DOWNLIGHTS

FOR J-BOX INSTALLATION
5", 7", 12", 14" SQUARE
JSFSQ SERIES

EMERGENCY BATTERY FOR 12" AND 14" ONLY



PERFORMANCE DATA

	JSFSQ 5IN		JSFSQ 7IN		JSFSQ 12IN		JSFSQ 14IN	
	120V	MVOLT	120V	MVOLT	120V	MVOLT	120V	MVOLT
Lumens	700	700	1000	1000	1300	1300	1800	1800
CRI	90CRI		90CRI		90CRI		90CRI	
CCT	27K, 30K, 35K, 40K		27K, 30K, 35K, 40K		27K, 30K, 35K, 40K		27K, 30K, 35K, 40K	
Voltage	120V	120V-277V	120V	120V-277V	120V	120V-277V	120V	120V-277V
Input Power	10W	10W	13W	13W	15W	15W	20W	20W
Input Current	110MA	50MA	150MA	60MA	180MA	80MA	240MA	110MA
Frequency	50/60Hz		50/60Hz		50/60Hz		50/60Hz	
Power Factor	>0.9		>0.9		>0.9		>0.9	

ORDERING INFORMATION

Example: JSFSQ 5IN 07LM 27K 90CRI 120 FRPC WH

Series	Size/Lumens	Color Temperature	CRI	Voltage/Driver	Finish	Emergency Battery ^{1,2,3}
JSFSQ SlimForm Surface Mount Downlight - Square	5IN 07LM 5", 700 Lumens	27K 2700K	90CRI 90+ CRI	120 FRPC Dedicated 120V, Forward Reverse Phase Dimming MVOLT ZT Universal Voltage 120V-277V, 0-10V Dimming	WH White	EL ^{3†} Battery Back-up Option EBX Empty Back Box for Aesthetics E10WLCP ^{4†} EM Self-Diagnostic battery pack, 10W Constant Power, Certified in CA Title 20 MAEDBS.
	7IN 10LM 7", 1000 Lumens	30K 3000K				
	12IN 13LM 12", 1300 Lumens	35K 3500K				
	14IN 18LM 14", 1800 Lumens	40K 4000K				

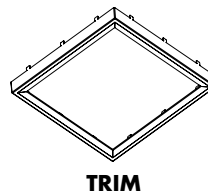
†: EL Battery Back-up option is not Energy Star certified

ACCESSORIES

TRIM – Optional, field installable finish trim rings available to change the exterior finish of fixture.

Example: JSFSQTRIM 5IN BL

Series	Size	Finish
JSFSQTRIM SlimForm Accessory Trim - Square	5IN 5 inches	BL Black
	7IN 7 inches	BZ Bronze
		SN Satin Nickel



Notes:

- Emergency battery available with 12IN and 14IN only.
- Emergency battery is only available with MVOLT ZT.
- Emergency battery option not available in California due to Title 20 restrictions.
- E10WLCP ordering option is Title 20 certified for shipments to California.



Gardco 111 LED mini sconce luminaires are compact in size, perfect for low mounting height wall mount applications. 111 LED luminaires are designed to integrate naturally to wall surfaces. 111 LED luminaires are available in Type 2, 3, and 4 distributions, and provide output from 1,300 to 4,600 lumens.

Project: _____
 Location: _____
 Cat.No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____

Ordering guide

example: 111L-16L-550-CW-G3-2-UNV-PCB-F1-BK

Prefix	No. of LEDs	Drive Current	Color / Generation	Distribution	Voltage	Controls	Electrical	Finish
111L	16	200	BW-G3	2	UNV	PCB	F1	BZ
111L Trapezoidal Wedge Mini Sconce LED	16L 16 LED module	200 200mA 350 350mA 550 550mA 750 750mA	WW-G3 Warm White 3000K, 70 CRI generation 3 NW-G3 Neutral White 4000K, 70 CRI generation 3 CW-G3 Cool White 5000K, 70 CRI generation 3 WY-G3 Warm Yellow 2700K, 80 CRI Generation 3 ² BW-G3 Balanced White 3500K 80CRI Generation 3 ² AM-G3 Direct Amber (590nm) Generation 3 ²	2 Type II Wide Throw Optic, with maximized lateral throw 3 Type III Preferred Wide Throw Optic, with improved forward throw 4 Type IV Maximized forward throw optic	UNV 120-277V 50hz/60hz 120 120V 208 208V 240 240V 277 277V	PCB Photocontrol Button ¹	F1 Single fusing (120, 277VAC) ¹ F2 Double fusing (208, 240VAC) ¹ F3 Canadian double pull fusing (208, 240VAC) ¹	Textured BK Black WH White BZ Bronze DGY Dark Grey MGY Medium Grey Customer specified RAL Specify optional color or RAL (ex: OC-LGP or OC-RAL7024) CC Custom color (must supply color chip for required factory quote)

1. Provide specific input voltage.
2. Extended lead times apply. Contact factory for details.

Accessories (ordered separately)

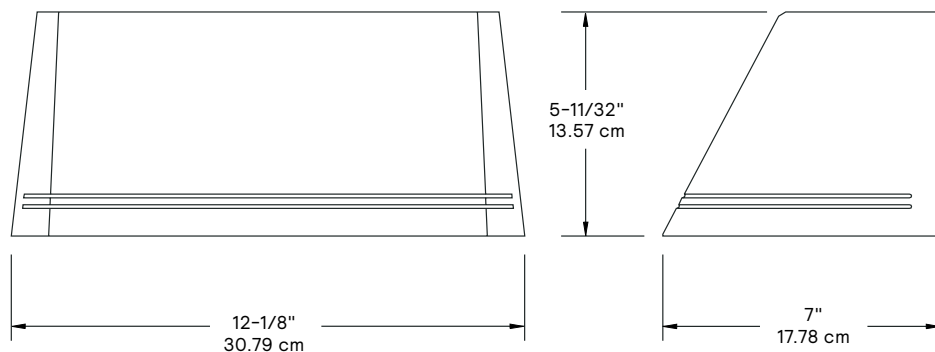
Mounting Accessories

Wall Mount

WS Wall Mounted Box for Surface Conduit

111 LED Mini Wall Sconce

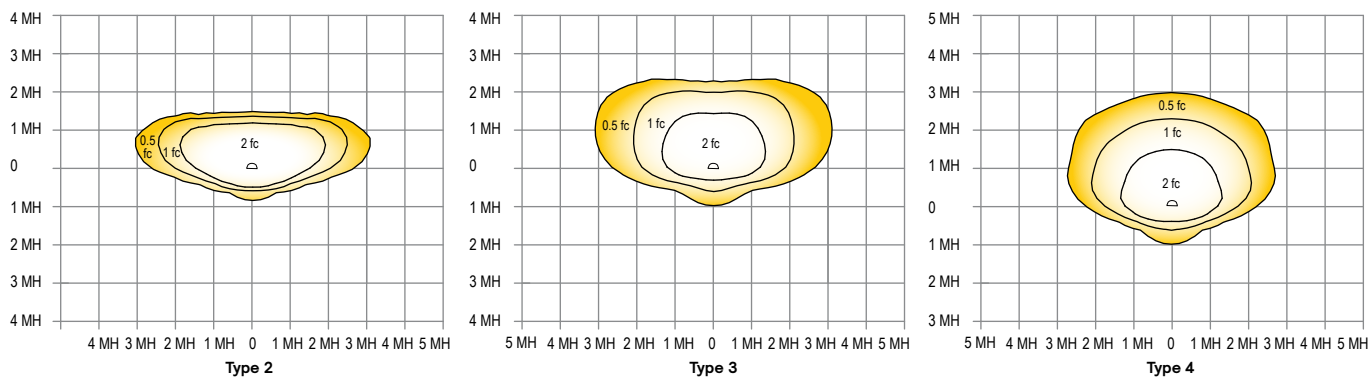
Dimensions



Note: Mounting plate center is located in the center of the luminaire width and $2.38''$ (6.03cm) above the luminaire bottom (lens down position). Splices must be made in the J-box (by others). Mounting plate must be secured by max. $1/4''$ (.64cm) diameter bolts (by others) structurally to the wall.

Weight: 6.6 lbs

Optical Distributions



111 LED Mini Wall Sconce

3000K LED Wattage and Lumen Values

CAT LOGIC	LED QTY	System Current (mA)	Color Temp	Avg System Wattage (W)	2			3			4		
					Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating
111L-16L-200-WW-G3-x	16	200	3000	12	1370	114	B1-U0-G0	1343	112	B0-U0-G0	1315	110	B0-U0-G0
111L-16L-350-WW-G3-x	16	350	3000	18	2304	128	B1-U0-G0	2260	126	B1-U0-G1	2213	123	B1-U0-G1
111L-16L-550-WW-G3-x	16	550	3000	29	3503	121	B1-U0-G0	3435	118	B1-U0-G1	3363	116	B1-U0-G1
111L-16L-750-WW-G3-x	16	750	3000	39	4598	117	B1-U0-G1	4509	114	B1-U0-G1	4415	112	B1-U0-G1

4000K LED Wattage and Lumen Values

CAT LOGIC	LED QTY	System Current (mA)	Color Temp	Avg System Wattage (W)	2			3			4		
					Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating
111L-16L-200-NW-G3-x	16	200	4000	12	1439	120	B1-U0-G0	1411	118	B0-U0-G0	1381	115	B0-U0-G0
111L-16L-350-NW-G3-x	16	350	4000	18	2420	134	B1-U0-G0	2373	132	B1-U0-G1	2323	129	B1-U0-G1
111L-16L-550-NW-G3-x	16	550	4000	29	3678	127	B1-U0-G0	3606	124	B1-U0-G1	3531	122	B1-U0-G1
111L-16L-750-NW-G3-x	16	750	4000	39	4828	123	B1-U0-G1	4734	120	B1-U0-G1	4636	118	B1-U0-G1

5000K LED Wattage and Lumen Values

CAT LOGIC	LED QTY	System Current (mA)	Color Temp	Avg System Wattage (W)	2			3			4		
					Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating	Lumen Output	Efficacy (Lm/W)	BUG Rating
111L-16L-200-CW-G3-x	16	200	5000	12	1439	120	B1-U0-G0	1411	118	B0-U0-G0	1381	115	B0-U0-G0
111L-16L-350-CW-G3-x	16	350	5000	18	2420	134	B1-U0-G0	2373	132	B1-U0-G1	2323	129	B1-U0-G1
111L-16L-550-CW-G3-x	16	550	5000	29	3678	127	B1-U0-G0	3606	124	B1-U0-G1	3531	122	B1-U0-G1
111L-16L-750-CW-G3-x	16	750	5000	39	4828	123	B1-U0-G1	4734	120	B1-U0-G1	4636	118	B1-U0-G1

Values from photometric tests performed in accordance with IESNA LM-79 and are representative of the configurations shown. Actual performance may vary due to installation and environmental variables, LED and driver tolerances, and field measurement considerations. It is highly recommended to confirm performance with a photometric layout.
 NOTE: Some data may be scaled based on tests of similar (but not identical) luminaires. Contact factory for configurations not shown.

111 LED Mini Wall Sconce

Specifications

Housing

Housings are die cast aluminum. A memory retentive gasket seals the housing to the door frame to exclude moisture, dust, insects and pollutants from the optical system. A black, die cast ribbed backplate dissipates heat for longer system life. Main body cast housing and back plate made of a low copper die cast. Hinged door allows access to driver and LED compartment.

Mounting

Mounting is completed through integral back plate that features a separate recessed feature for hook and lock quick mount plate that secures with two set screws from bottom of luminaire. Luminaire ships fully assembled, ready to install.

Light Engine

Light engine comprises of a module of 16-LED aluminum metal clad board fully sealed with optics offered in 1 module of 16 LEDs. Module is RoHS compliant. Standard color temperatures: 3000K +/-125K, 4000K, 5000K +/- 200K. Minimum CRI of 70. Also available in 2700K, 3500K, and Amber (590nm) with extended lead times. Contact factory for details. LED light engine is rated IP66 in accordance to Section 9 of IEC 60598-1.

IP Rating

Luminaires are rated IP66.

Optical system

Type 2, 3, and 4 distributions available. Performance tested per LM-79 and TM-15 (IESNA) certifying its photometric performance. Luminaire designed with 0% uplight (U0 per IESNA TM-15).

Electrical

Driver: Driver efficiency (>90% standard). 120-480V available (restrictions apply). Open/short circuit protection. Standard 0-10V dimming drivers. RoHS compliant.

Button Photocontrol (PCB): Button style design for internal luminaires mounting applications. The photocontrol is constructed of a high impact UV stabilized polycarbonate housing. Rated voltage of 120V or 208-277V with a load rating of 1000 VA. The photocell will turn on with 1-4Fc of ambient light.

Surge protection (SP1): Each luminaire is provided as standard with surge protector tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/5kA waveforms for Line Ground, Line Neutral and Neutral Ground, and in accordance with U.S. DOE (Department of Energy) MSSLC (Municipal Solid-State Street Lighting Consortium) Model Specification for LED Roadway Luminaires Appendix D Electrical Immunity High Test Level 10kV / 5kA.

Finish

Five standard colors offered in textured black, white, bronze, dark gray and medium gray. Color in accordance with the AAMA 2604 standard. Application of polyester powder coat paint 2.5 mils minimum. The thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard. RAL and custom color matching available.

Listings

cULus Listed for Canada and USA suitable for wet locations when mounted downward facing. cULus Listed for Canada and USA suitable for damp locations when inverted upward facing when mounted in covered ceiling application. DesignLights Consortium qualified on models as listed on DLC QPL. CCTs 3000K and warmer are Dark Sky Approved. Luminaire is rated for operation in ambient temperature of -40°C (-40°F) up to +40°C (+104°F).

Limited Warranty

111 LED mini sconce luminaires feature a 5-year limited warranty.

See signify.com/warranties for complete details and exclusions

Predicted Lumen Depreciation Data

Ambient Temperature °C	System Current	LED Current	Calculated L70hrs ^{1,2}	L70 per TM21 ^{2,3}	Lumen Maintenance @ 60,000hrs
25 °C	750 mA	750 mA	>100,000	>60,000	97%

1. Predicted performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions.
2. L70 is the predicted time when LED performance depreciates to 70% of initial lumen output.
3. Calculated per IESNA TM 21-11. Published L70 hours limited to 6 times actual LED test hours.

Buy American Act of 1933 (BAA):

This product is manufactured in one of our US factories and, as of the date of this document, this product was considered a commercially available off-the-shelf (COTS) item meeting the requirements of the BAA. This BAA designation hereunder does not address (i) the applicability of, or availability of a waiver under, the Trade Agreements Act, or (ii) the "Buy America" domestic content requirements imposed on states, localities, and other non-federal entities as a condition of receiving funds administered by the Department of Transportation or other federal agencies. Prior to ordering, please visit www.signify.com/baa to view a current list of BAA-compliant products to confirm this product's current compliance.



EXHIBIT HRB-2 NATIONAL REGISTER NOMINATION FORM

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. **Place additional certification comments, entries, and narrative items on continuation sheets if needed (NPS Form 10-900a).**

1. Name of Property

historic name West Linn City Hall

other names/site number Historic City Hall (preferred); West Linn Police Department

Name of Multiple Property Listing N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

street & number 22825 Willamette Drive not for publication

city or town West Linn vicinity

state Oregon code OR county Clackamas code 005 zip code 97068

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this X nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property meets does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance: national statewide X local

Applicable National Register Criteria: X A B C D

Signature of certifying official/Title: Deputy State Historic Preservation Officer Date

Oregon State Historic Preservation Office
State or Federal agency/bureau or Tribal Government

In my opinion, the property meets does not meet the National Register criteria.

Signature of commenting official Date

Title State or Federal agency/bureau or Tribal Government

4. National Park Service Certification

I hereby certify that this property is:

 entered in the National Register determined eligible for the National Register

 determined not eligible for the National Register removed from the National Register

 other (explain:) _____

Signature of the Keeper

Date of Action

Historic City Hall
 Name of Property

Clackamas Co., OR
 County and State

5. Classification

Ownership of Property
 (Check as many boxes as apply.)

Category of Property
 (Check only **one** box.)

Number of Resources within Property
 (Do not include previously listed resources in the count.)

- private
- public - Local
- public - State
- public - Federal

- building(s)
- district
- site
- structure
- object

Contributing	Noncontributing	
1		buildings
		site
		structure
		object
1	0	Total

Number of contributing resources previously listed in the National Register

N/A

6. Function or Use

Historic Functions

(Enter categories from instructions.)

- GOVERNMENT: Government Office
- GOVERNMENT: Post Office
- GOVERNMENT: City Hall
- COMMERCE/TRADE: Specialty Store
- EDUCATION: Library

Current Functions

(Enter categories from instructions.)

VACANT/ NOT IN USE

7. Description

Architectural Classification

(Enter categories from instructions.)

- LATE 19th AND EARLY 20th CENTURY
- AMERICAN MOVEMENTS: Commercial Style
- LATE 19th AND 20th CENTURY REVIVALS:
- Mediterranean Revival

Materials

(Enter categories from instructions.)

- foundation: CONCRETE
- walls: BRICK
- roof: ASPHALT
- other: _____

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity).

Summary Paragraph

The Historic City Hall in West Linn, Oregon is a two-story brick building with concrete foundation, constructed in 1936 and designed by well-known Portland architects Claussen and Claussen.¹ It sits at one end of the Oregon City Bridge, or Arch Bridge, that connects the communities of Oregon City and West Linn over the Willamette River in Clackamas County. The City Hall building is situated at the intersection of Mill Street, along its southeast side, and Willamette Drive. The building faces northeast, on axis with Willamette Drive before it turns south just in front of the building. The southeast side of the building is perpendicular to the bridge. It was designed not just as a City Hall but with multiple flexible commercial and governmental uses. The building has four storefront bays, all of which have been infilled and altered, but the overall size and shape of the bays are still evident, illustrating the building's original commercial and municipal service functions. In style, the 7,250 SF building is a relatively plain 20th Century Commercial style with upper-level sets of arched multipane windows for an added Mediterranean Revival style flourish. The restrained detailing and economical design of the building are typical of PWA-funded projects in Oregon. Character-defining exterior features include the arched window (and door) openings with wood fanlight transoms and brick voussoirs, the multipane casement windows at the front and multipane windows at rear façade, the bronze plaque on east side, and the shape and size of the storefront bays. At interior, character-defining features include wood trim around all original windows; wood wall paneling within the larger council chamber room, in stairway, and in a couple of other rooms at the second level; and original plaster ceilings and cove trim where still present. The Historic City Hall is in its original location and its setting is still relatively intact. Though the building is currently not in use, it retains sufficient design, materials, and workmanship to convey its significance under Criterion A.

Narrative Description

Setting

The building sits just northwest of the West Linn side of the Oregon City Bridge, or Arch Bridge (see Photo 1). It is located on a wide basaltic terrace above the lower bank area of the Willamette River, but not far from high bluffs further from the river's edge in the topography of the river valley. The building is freestanding and has two street frontages on its north and east sides. The lot itself is rectangular in shape; 70' by 80' but with one "clipped" corner at the street intersection. A large surface parking lot adjoins the building to the west and southwest (not in City of West Linn ownership). Across Mill Street is a grassy area with four or five sizeable old trees, mostly deciduous, with the river glimpsed below and beyond. The area next to the bridge landing has three or four older lot-line buildings lining the sidewalk along Willamette Drive to the east, across the street. For the most part, though, the character of the surrounding area is very suburban, with large irregularly-shaped lots, wide streets built for high speeds, and contemporary low-rise buildings set back away from the streets.

The front of the Historic City Hall was designed to face northeast, noted as the "north" elevation on the original 1935 architectural drawings for the building.² A triangular patch of grass and plantings separates the roadway from the sidewalk in front of the building (see Photo 2). Because the building face aligns

¹ "West Linn City Hall Finished," *Oregon Journal*, July 11 1936, 10.

² Using the conventions of the original design drawings, the front of the building will be referred to in this nomination as the north façade, the southeast as the east façade, and so on.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

with the property line at the front, this area is city right-of-way and not on the site itself. A metal flagpole and a wood monument sign are also located in this triangular area.

When the building was constructed in 1936, the road now named Willamette Drive was called the Pacific Highway. Sometime prior to 1983, a section of the road was renamed Portland Avenue and the building given the address 4900 Portland Avenue. In 1987, the City of West Linn again renamed all the segments of Pacific Highway, Portland Avenue, and Highway 43, at least within city limits, to its current name, Willamette Drive.³

Exterior

The Historic City Hall building is a boxy, rectangular form, with two full levels, a flat roof with parapet, and a partial (one room) basement level. In footprint, the building overall is 56' wide and 70' deep, including two projecting added volumes at the rear. Above a concrete foundation visible for 12 to 16 inches at the base of the building, the building is clad in a dark red, rug-faced brick laid in Flemish bond. The wall surfaces are noticeably flat, with little ornamentation, and even the brick pointing is flush. There is one very slightly projecting brick belt course between the upper and lower floors, made up of a rowlock, header row, and stretcher row. The detailing at the roof cornice is flat, with alternating vertical and horizontal courses, perhaps "mimicking a classical frieze metope and triglyph composition."⁴ The coping at the top of the parapet also projects slightly, and is clad in a painted metal material. At most of the façades, electrical conduit in a painted metal pipe follows the top of the belt course. At the rear (south) elevation, several projecting volumes, one two-story and one single-story, have a stucco finish, clearly identifying them as later additions.

The roof surface is an asphaltic built-up system. There are several existing metal mechanical units mounted on the roof, as well as a pole antenna and a dish antenna. A brick chimney extends up a few feet above the parapet on the west side of the building. The roof coping is wrapped in metal flashing that extends down the back of the parapet and stops at the roof surface.

North

The primary façade of the building is symmetrical in its overall layout, with three storefront bays that have all been altered and infilled, and two groupings of three arched wood casement windows with fixed fanlights at the upper level. A cast concrete plaque is located at the mid-point of the upper wall surface. Window infill at the ground floor bays is different in each bay, with the northernmost (one furthest from the bridge) being a high horizontally-oriented aluminum-frame window set into brick infill at the sides of the bay opening and stucco panel below the window. The brick infill in this bay and as used in other storefront bays is slightly inset and matches the original brick well, with similar color range and brick patterning, a flat white pointing, and the same texture. A continuous quarter-round awning, projecting a few feet, extends over the other two bays. At the central storefront bay, the only one currently with a door, the infill consists of a wood storefront system, probably constructed in place, with a metal and glass door and an upper aluminum infill window. At the storefront bay closest to the bridge, the infill is a band of three steel awning/jalousie windows taking up almost the full width of the bay, with a projecting brick sill and surrounding brick infill (see Photo 3).

East

The secondary façade of the building, designed to face toward the Oregon City Bridge, has one storefront bay at the northernmost corner, now infilled with a combination of steel awning/jalousie

³ "This Week in West Linn History," *West Linn Tidings*, May 25, 2017, accessed online at <https://pamplinmedia.com/wlt/96-opinion/360519-240118-this-week-in-west-linn-history>

⁴ Leesa Gratreak for ODOT, "Historic West Linn City Hall," Section 106 Documentation Form recorded Aug 15, 2017, on file at Oregon State Historic Preservation Office, 2.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

windows and brick. A quarter-round awning extends across the bay. The upper-level arched windows are set into two groups of three interspersed with single windows. "Fenestration on the second story includes seven 1/1 metal sash windows (c. 1966) located within original wood frames and with original eight-pane fanlights and round-arch surrounds. [...] An additional window was converted into a metal single-leaf exit door."⁵ The upper fanlight above the door is still in place. An unpainted wooden stair descends from a landing at the upper-level door down to grade along the face of the building, wrapped with a wood trellis. At the ground level, there are no openings in the east side of the rear stucco addition. In the brick wall, an arched opening set into a brick and concrete surround is located at the rear side of the east façade (see Photo 7). It was originally the door to the interior stair, and currently has a fixed window and stucco panel beneath it, all below the original fanlight. Next to the arched opening, moving towards the front of the building, is an original cornerstone-type bronze plaque inset into the wall slightly, reading "West Linn City Hall," with the date and names of the architect, builder, and West Linn's elected officials of the time. Continuing north there are four small windows. Each of these are steel awning/jalousie windows with a projecting brick sill. The infilled storefront bay near the front of the building has two steel awning/jalousie windows surrounded by brick to match the rest of the original building. The lower half of one of these windows was replaced with an aluminum window.

South

The south face of the building has two stucco-finished additions (see Photo 4). The eastern one is a one-story flat-roofed volume with a large shallow arched opening facing south, behind which is set an aluminum storefront system with a pair of entry doors. Moving westward, there are no ground floor openings in the two-story stucco elevator volume, except a metal door facing west. At the west side of the south façade at ground floor, an original wood door with upper glass pane sits in an original wood frame with brick soldier-course lintel. Two wood multipane windows, both covered over on the interior, make up the rest of the ground-level openings. The larger of these windows is double-hung; the small window may be fixed. A chainlink fence with metal slats encloses a small area in the southwest corner of the site. At upper level, a double-hung metal window is located in the brick wall above the larger multipane window. Two double-hung metal windows are in the elevator volume, one facing west and one facing south. A small square scupper is visible in the brick wall close to the cornice.

West

The west side of the Historic City Hall building has two pairs of arched windows, symmetrically placed, with original wood fanlights and replaced double-hung windows in original openings at the upper level (see Photos 5 and 6). At the lower level, a single metal door is located about midway on the façade, with a short quarter-round awning above it. A large metal mechanical unit near the front of the building is supported partly by the wall and partly on two angled metal rods. A brick chimney, located just behind the parapet, projects above the roof.

Interior

Ground Level

The building is accessed primarily from the rear, into a one-story vestibule. The vestibule wall in front as one enters is the original exterior brick south wall of the building. Side walls and ceiling in this room are painted gypsum board, and the floor is carpeted. An opening to the right leads to the area at the bottom of the stair, where an original door opening in the exterior east wall has been infilled with an aluminum fixed window below the original wood fanlight transom.

A series of office rooms have been constructed along the east wall of the building. The partitions are painted gypsum board with openings for doors and high windows, all with wood trim. The space is carpeted throughout. Suspended acoustical tile ceilings are placed at a height substantially lower than

⁵ Ibid.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

the tops of the windows. The primary room, west of the offices, has a storefront wall at its north end, with a door in it. This storefront wall corresponds to the center bay of the north elevation. The storefront windows have a film on the glass so they are translucent, except at the upper windows which remain clear glass (see Photo 8). Finishes here are also carpet, suspended tile ceilings, and walls finished with unpainted wood boards, some at a 45-degree angle and some horizontal.

Moving westward, there is a change in floor level and a wall separates what was once the westernmost storefront bay from the center bay. There are two carpeted risers up into a corridor, with an office partitioned off to the north, along what was once the storefront wall and now is an aluminum window. South of this office, more rooms are partitioned off, with overall very few traces of what may have been original wall or trim.

Second Floor

The stair retains its original wood-paneled wainscot and wood-trimmed inset niche (was originally a multipane hung window facing south) at the landing. Original woodwork appears to be mahogany (see Photo 9). At the top of the stair is a wide corridor /room with a table and chairs, with an elevator lobby and window to the south and a number of doorways opening up at the other sides (see Photo 10). Off this corridor /room to the right as one faces the front of the building is the original council chamber room along the east side of the building, which has been divided into two rooms but retains its original plaster ceiling with cove trim and the wood trim and wainscot at the window walls. The northern room has three arched windows facing north and two windows facing east (see Photo 12). The second room behind it has two windows and a metal door facing east, to the exterior wood fire escape stair (see Photo 13). Most of the rooms on the western side of the floor plan also retain original wood trim at the windows, but many have suspended lower acoustical tile ceilings (see Photo 11). All rooms (except men's and women's toilet rooms) are carpeted, with vinyl base trim.

Basement

The basement is accessed from an exterior wood door at the south side of the building. Mounted on the wall at the top of the stair landing are the original electric meters for the building, marked below each face with white paint, "post office," "2nd floor," "meat market," and "grocery." A narrow concrete stair leads down to the left (west) into a single room at the southwest corner of the building. The multipane window in the south wall lets in some light through painted glass panes. Just behind the glass are set three vertical iron bars for security. At the bottom of the stair is an original sheet-metal covered door. In the basement room is a boiler, with cast-in notation on the door: "Kewanee." It has an added "jacket" of insulation and a network of pipes extending out from and above it. The basement ceiling and walls are painted board-formed concrete, and the floor is poured concrete.

Alterations

The setting has changed slightly, starting a few years after construction. The site immediately to the north was developed as a gas station in 1940 or 1941, initially owned by a Mr. Pierson of the Gilmore Oil Company, but soon after by Mead Oswald.⁶ Despite some changes to the grocery and meat market tenant arrangement in the building at this same time period, however, there is no evidence of any substantial changes to the building as a result.

⁶ Jeff Flanders, "City hall building could cramp city's style," clipping from unknown newspaper, February 27-28, 1985. Accessed online at <https://ormswd.synergydcs.com/HPRMWebDrawer/Search?jurisdiction=007> as "Old City Hall Federal Funding Article". Also City Council Meeting minutes, February 5, 1941.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

One of the first mentioned changes to the building occurred in 1946, an interior partition change providing more space to the ground floor post office space from the grocery store area.⁷ There may have been another enlargement of the post office space circa 1952.⁸

In 1954, the council chamber and recorder's office moved downstairs to what had been the Thriftway grocery store area, occupying about 2/3 of the ground floor. The storefront in three of the building's four bays was altered to accommodate this change in use, and other exterior and interior changes occurred. Architect Daniel R. Huntington's 1953 design used steel awning/jalousie windows, with brick infill and a consistent-height projecting brick sill below the windows. The product specified was a "Truscon" steel window #436. Huntington's detailed arched entry, at the center bay of the north façade, included a classically-inspired pedimented surround, compatible with Claussen and Claussen's design of the existing arched doorway at the east side. At the east side of the building, a series of four new small steel awning/jalousie windows was installed at the center of the wall area (two of these window openings were pre-existing, but had smaller, horizontally-oriented windows). The contractor for this work, the lowest bid received by the end of 1953, was Henry R. Courtney.⁹

The post office area in the building was excluded from the scope of alterations designed by Mr. Huntington, but in the fall of 1954 the West Linn City Council voted to enable the post office to make similar alterations to the storefront at the north side of the building, unifying the appearance of the building overall.¹⁰ The city budget adopted for 1954 includes a line item for "remodel ground floor" as well as "remodel post office front" within the building.¹¹ It appears from a 1983 photo (see Figure 12) that this work was done and that it did, for a time, match the design of the front easternmost storefront bay.

In the period after the post office left the building, sometime between 1965 to 1968, the center front storefront bay was again remodeled, with the arched civic public entry and side steel window in that bay replaced with a wood storefront and door. This was also likely when the majority of upper-level casement windows were replaced with double-hung windows, and the wooden fire escape stair was added at the east façade with a door replacing an upper window. The interior was heavily remodeled at the ground floor. Offices were partitioned off, some with wood panel or wood board finishes, with low ceilings installed in most areas. Much of this work remains today. No drawings from that remodel have been located and this work may have been done without an architect involved.

The construction of Interstate 205 got underway in 1968 with the construction of the bridge over the Willamette River at West Linn. The impact to West Linn in the late 1960s and early 1970s from the I-205 project was considerable. Though the Historic City Hall, at that time still called the West Linn City Hall, was not directly impacted, the I-205 interchange and freeway did create a physical barrier that worked against a "city center" and resulted in a more scattered layout for various shops and services, including West Linn's government.¹² Sometime from the late 1960s to the early 1980s, the triangular space in front of the building was infilled to create a planted bed, eliminating the angled front parking (note: this front area was never part of the building site).

A 1979 ordinance provided a no-bid contract for Mark Lackey, contractor, to perform remodeling work at the ground floor of the building.¹³ The ordinance notes that Mr. Lackey had done work already in the upper level of the building. It is unclear what work was done and exactly when it was done, however.

⁷ City Council Meeting Minutes, April 3, 1946.

⁸ Flanders, "City hall building could cramp city's style."

⁹ City Council Meeting Minutes, December 29, 1953.

¹⁰ City Council Meeting Minutes, August 11, 1954.

¹¹ West Linn Ordinance 531, *Adopting 1954-1955 Budget* (see attached Exhibit). July 14, 1954.

¹² John Hamer, "West Linn Says It'll Leave Oregon City Behind," *Oregon Journal*, September 26, 1968, 39.

¹³ West Linn Resolution 1059, January 10, 1979.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

In 1986, the City added an elevator addition on the rear façade as well as a one-story entry vestibule. The east-side arched door to the interior stair was altered to become a fixed window, and the upper level plan and ground level were further partitioned, creating various rooms such as locker rooms for men and women, an exercise room, and file room. The westernmost bay of storefront at the front of the building was again altered, with the door infilled and the steel windows replaced with a horizontal aluminum window.

Integrity

As described by the National Park Service, historic integrity is the composite of seven qualities; location, design, setting, materials, workmanship, feeling, and association.

The Historic City Hall building retains its original *location, setting*, and for the most part, its original *feeling*. While the setting surrounding the building has been slightly altered in the intervening 85 years since it was built, some critical relationships remain and serve to illustrate the pride of place that the site represents, as the first building in West Linn that one would see coming northwest over the bridge from Oregon City, or similarly in a prominent position centered on Willamette Drive/ Hwy 43 if approaching from the southwest. Large shade trees across Mill Street, combined with the older buildings on the other side of Willamette Drive and the curving, decorative railings at the end of the bridge help to preserve the sense of a historical setting and also of the river's edge and riparian habitat below, a critical relationship in the building's overall feeling and setting.

The *associations* the building has are first, as a tangible symbol of West Linn's governmental functions having reached a certain size and maturity. This association is still evident in the building's location, name, and its somewhat formal front façade design. The associations to the building's era of construction during the Great Depression are somewhat impacted by the alterations to the storefront bays (since they illustrate the flexible and practical mix of leased and city-use space in the building). While the building's low-key, frugal design overall does continue to illustrate its association to the New Deal, a hallmark of the building's response to changing economic circumstance was its ability to lease out various spaces for service-oriented commercial uses, providing a source of income as well as flexibility. Throughout the period of significance the building did retain at least one ground-floor tenant. However, the loss of the post office in 1964 and subsequent remodeling of the ground floor storefront bays have made the initial commercial-space uses less evident, though the outline of all four bays is still clear. The building became single-use in 1987 when the Police Department took the vacated area at the upper level formerly occupied by other city offices. The building has been vacant since 2014.

The *design, materials, and workmanship* in the building have been altered to some degree. The building does for the most part resemble its historic appearance, with the front façade retaining its original upper fenestration and features and the outlines of the original three storefront bays still evident, though all bays have been infilled and altered. The only significant exterior change other than the infilled storefront are the two additions, but they are both in the back of the building and do not obscure the building's original form or materials. Although most of the upper windows have been replaced, every original multipane fanlight in the building is still present, along with the brick voussoir detailing. The changes at the interior have resulted in a loss of almost all original features at the downstairs spaces, not surprising considering the number of times the uses have changed in those areas. However, there is considerably more integrity and several important character-defining features at the interior in the upstairs spaces of the building. The wood trim around all original windows, along with the wall paneling, likely all mahogany, is still present in the larger council chamber room, stairway, and in a couple of other rooms at the second level. Original ceilings and cove trim are also present in these same spaces.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

Conclusion and Character-Defining Features

Through the period of significance, 1936 until 1964, until the present, the Historic City Hall still retains its essential components as a PWA-funded governmental building representing a small community.

Specifically, its character-defining features at the exterior include:

- arched window (and door) openings with original wood fanlight transoms and brick voussoirs,
- six pairs of multipane casement windows with original hardware at the north façade,
- two multipane wood windows at the south (rear) façade,
- four storefront bays, still evident and aligned in height (though all currently infilled to some degree), and
- bronze plaque on east wall identifying the building and its timeframe.

At the interior, character-defining features include:

- the wood trim around all original windows,
- picture-rail-height wall paneling, likely all mahogany, within the larger council chamber room, and wainscot-height paneling in stairway and in a couple of other rooms at the second level, and
- original plaster ceilings and cove trim where still present.

The building's overall integrity is good. The building is clearly able to convey its original purpose and function, its original era of construction, and its original design. While the storefront bays of the building have all been significantly altered, their overall form, size, and extent are still evident, and the building still has its front arched casement windows in the upper level and all of its original arched fanlights. The front of the building retains its original formal symmetry and its relationship on axis with the major roadway, Willamette Drive, showing a pride of place befitting its highly public uses and symbolism as West Linn's first and original government building. Some window alterations at the side and rear of the building include replaced multipane casements with double-hung metal windows in the same openings. The two additions to the building were made at the rear, and do not obscure or draw attention from the primary two street-facing façades. There are also many original finishes and materials remaining upstairs at the second floor.

There are plans underway for the building to re-gain functions representing a private-public partnership. As part of the building's anticipated new uses, the intent is to rehabilitate original features in the building and to install new glass storefront systems in the existing bays. While the overall sense of past time and place is evident in the existing building, it also suffers from an appearance of neglect and disuse, with window shades down or film over glass, weeds around the building, and big tractor-trailers parked within a few feet of the back of the building. West Linn's Historic City Hall is important as the most representative building of the development of West Linn's government over time, and also illustrating a flexible and frugal design response to the Great Depression in Oregon through the PWA relief program. Rehabilitation and reuse would help the community understand and value the building's deep ties to local history.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B Property is associated with the lives of persons significant in our past.
- C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

Property is:

- A Owned by a religious institution or used for religious purposes.
- B removed from its original location.
- C a birthplace or grave.
- D a cemetery.
- E a reconstructed building, object, or structure.
- F a commemorative property.
- G less than 50 years old or achieving significance within the past 50 years.

Areas of Significance

(Enter categories from instructions.)

CRITERION A: Politics/Government

Period of Significance

1936 to 1964

Significant Dates

1936, date of construction

Significant Person

(Complete only if Criterion B is marked above.)

N/A

Cultural Affiliation (if applicable)

N/A

Architect/Builder

Claussen and Claussen, Architects

Henry S. Green, Contractor

Period of Significance (justification)

The period of significance for the building starts at the date it was completed and ends in 1964, when the West Linn Post Office left the building. While the building still retained municipal functions representing the City of West Linn after that date, 1964 represents the end of any ground floor customer service-oriented functions as well as the last ground floor tenancy.

Criteria Considerations (explanation, if necessary)

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations).

The Historic City Hall, a modestly-sized two story brick building designed by Portland architects Claussen and Claussen, is significant as the first and only governmental building owned and constructed by the City of West Linn, and the only one to combine municipal functions with private commercial uses in the town. As such, it is locally significant under Criterion A in the area of Politics and Government as the building in West Linn most representative of the development of its city government and services over time. The building also was constructed under the PWA, a jobs-creating federal New Deal program providing loans and grants to public works projects. The building represents the impact of the New Deal on a small community that would not otherwise have been able to construct a publicly owned building during the Depression. The building is therefore also significant under Criterion A for its association with the historic PWA in Oregon. Its period of significance starts when it was completed in 1936 and extends to 1964, the date at which the West Linn post office left the building and the storefront spaces no longer had a public-service function. Throughout this period, the building retained its governmental uses, including housing the City Hall and Recorder's offices, the post office, and for most of the period of significance, the library as well. One of the leased storefront spaces in the building was the original Thriftway store, which became a well-known grocery chain across Oregon and Washington. The integrity of the building is good; despite some changes, the building strongly conveys its original purpose and associations with the City of West Linn, as well as its development during the beginnings of the recovery from the Great Depression as reflected in its restrained architecture and flexible uses.

Narrative Statement of Significance (Provide at least one paragraph for each area of significance.)

The Historic City Hall is locally significant under Criterion A in the area of Politics and Government as the building most associated with the development of City government in West Linn. West Linn's City Council and Recorder's office as well as its postal office were previously housed in rented quarters in the old train depot, a stone's throw from the Historic City Hall site; the building represented a pride of achievement and growth for a community of only 2000 people in 1936. Over time the building housed not only the City Council chambers and Recorder's offices, but other civic functions including the post office, library, and police department.

The building is also significant for its association with President Roosevelt's New Deal in Oregon. The New Deal enabled the City of West Linn, like many other communities throughout Oregon, to finance a well-designed and publicly owned building that became a source of pride and a creator of jobs. The building would not have been possible without the Public Works Administration. The building reflects the economic circumstances of the Great Depression in its architecture; by its flexible, multi-use spaces including commercial storefronts as well as upper-level office and meeting spaces, and by its restrained, minimally decorated materials and details that tangibly illustrate the frugality of the time. The commercial-use spaces were atypical for a small-town governmental building, especially of the Depression-era in Oregon, but their inclusion in the design of the building gave the City of West Linn more flexibility to rent out the spaces or perhaps use them for civic functions over time if that was desired. The centrally-located storefront spaces in the building also were a source of steady rental income for the City. Lester DeJardin founded the original Thriftway grocery in one of the leased storefronts of the building starting in 1946. Thriftways now are a well-known chain of grocery stores across Oregon and Washington.

Character-defining features of the Historic City Hall include its arched window openings with original wood fanlight transoms and, where present, multipane casement windows; its four storefront bay openings, still evident (though all infilled to some degree); the bronze plaque typical of PWA projects; and the building's overall restrained and simple form. At the interior, wood window trim and wall paneling are still present in some of the upstairs spaces.

Claussen and Claussen designed a number of buildings eligible or already listed on the National Register for their significance in the area of Architecture under Criterion C. Though the building's design by a highly

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

regarded firm might provide sufficient eligibility for this building, the Historic City Hall building is not being nominated under this category due to a loss of integrity. The standards under Criterion C are higher than for other criteria of the National Register in requiring that a building's design, workmanship, and materials be largely original. Because of the simple design of the structure, the four matching storefront bays as designed by Claussen and Claussen would have been one of just a handful of major features or elements in the overall aesthetics of the building. Even though the outline of these four bays is still evident (and a character-defining feature), the loss of the original storefront in all four bays is enough to make the building ineligible for listing under Criterion C.

Pre-Settlement History and Development of West Linn

West Linn's history as a settlement far precedes its formal incorporation as a town in 1913. The Willamette River frontage where West Linn is located in Clackamas County includes Willamette Falls. The Falls were (and are) a magnificent natural feature known as "Hyas Tyee Tumwater" to early white pioneers, a slightly garbled version of the name in native "Chinook Jargon" (a language used for communication between tribes), meaning something like "Great Chief Waterfall."¹⁴ The water spills about 40 feet down over a horseshoe-shaped basaltic reef, with similar topography and rocky "terraces" of basalt on either side of the river. The location was important to native Indians of the lower Willamette Valley due to the excellent salmon fishing at the site, as well as its good habitat for Pacific lamprey and smelt. The falls served also as a historic trading center for inter-tribe commerce and communication, predominantly Kalapuyan and Upper Chinookan Indians.

Willamette Falls acted as a natural transportation barrier to boats or ships, but also was immediately recognized by white explorers as an incredible potential source of power for early industry, including paper mills. For these reasons, the falls attracted early European-based settlers and "squatters." Most of the earliest white explorers, trappers, and settlers were English. Starting in 1818, Britain and the U.S. had a joint occupation treaty in the Oregon Territory, which stretched from California to Alaska and east to Wyoming. The two expansionist governments did not recognize the sovereignty of the native peoples, however.¹⁵ As Native Americans were falling sick and dying in large numbers from European-based diseases to which they had no immunity, their historic living, travel, and sustenance patterns were being disrupted by white settlements.¹⁶ The U.S. government formally recognized white American "squatter's rights" in 1841, and followed that with the Donation Land Claim (DLC) Act of 1850.

John McLoughlin, a Canadian-born Hudson's Bay Company trader and doctor, claimed the Oregon City site in 1829. He founded the first European-based settlement in the falls area and constructed the first lumber mill in the Pacific Northwest. Oregon City is the "sister" of West Linn, situated on the other side of the Willamette Falls, and as the first capital of Oregon, it undoubtedly overshadows West Linn in terms of early historical importance. John McLoughlin lost part of his land claim to Reverend Jason Lee, who established a Methodist mission near Salem and pressed the U.S. government to recognize American "preemption" of land. One of his party established a dwelling and a store on the large island in the Willamette River that McLoughlin had claimed and partly cleared of timber.

Donation land claims in what is now West Linn include that of Robert Moore, who arrived in Oregon from the Midwest in 1840. Robert Moore had negotiated for the purchase of the land from Chief Wanaxha of the Chinookan tribe in residence, the Clowwewalla.¹⁷ Reportedly, Moore purchased a thousand acres from the tribe, with the stipulation that the Native Americans could continue to live at the site.¹⁸ In 1843, he platted

¹⁴ Laurie Matthews, et al. *Willamette Falls Legacy Project Cultural Landscape Report Public Draft*, October 17, 8.

¹⁵ John Suval, "The Nomadic Race to Which I Belong: Squatter Democracy and the Claiming of Oregon." *Oregon Historical Quarterly*, Vol. 118 No. 3, 2017. 311-315.

¹⁶ Laurie Matthews, et al, 67.

¹⁷ Stephen Dow Beckham, "The Willamette Falls Fishery: Tribal Use and Occupancy, Treaties, Reserved Rights, Adjudicated Claims, and Tribal Fishing in the Modern Era," Confederated Tribes of the Grand Ronde Community, 2018; 55.

¹⁸ John Klatt, West Linn City Hall Eligibility Form, Section 8. 138

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

“Robin’s Nest,” which was renamed Linn City in 1845.¹⁹ Hugh Burns platted an area north of Robert Moore’s claim and called it Multnomah City. Moore and Burns were part of the group of 52 American settlers who established Oregon’s first provisional government at Champoeg in 1843.²⁰ The name of Linn City was chosen to honor Missouri senator Lewis Linn, who repeatedly called for white American settlers’ rights and was the initiator of the idea of offering 640 acres of land to every married white man who would live on and improve the land, the basis of the Donation Land Claim Act.²¹

Robert Moore’s initial settlement, Linn City, was located on “Moore’s Island” below the Falls, as well as on the area now occupied by the Willamette Locks. The town of Linn City was destroyed by two back-to-back disasters. Not long after Moore died in 1857, a fire destroyed the sawmill, gristmill, wharves, and a docked steamer ship. Even as the town began to rebuild, a catastrophic flood wiped away the town; two houses were all that survived.²²

A treaty with the Kalapuya and other tribes of the Willamette was negotiated in January 1855. In 1856, the tribes from throughout western Oregon were marched to the Grand Ronde reservation on the Oregon coast, an event the tribes call the “trail of tears.”²³ Though treaties guaranteed continued Indian fishing rights at Willamette Falls, access was severely curtailed by industry, by commercial non-Indian fishing enterprises, and by state regulations throughout the first half of the 20th Century.²⁴

In addition to Linn City, there were two other settlements that ultimately became what is now West Linn. One of these was Multnomah City, platted by Hugh Burns in 1842. Though the little town was initially promising, it appeared to have been eclipsed after a decade or so by the more accommodating river frontage at Linn City, just above Multnomah City.²⁵ The Holly Gardens area of West Linn is now located in the area platted as Multnomah City. Willamette City, later simply called Willamette, incorporated in 1908, established by the Willamette Falls Electric Company that eventually became PGE.

The City of West Linn was incorporated on August 15, 1913, drawing its boundary around several platted town sites in the Sunset and Bolton areas. The governmental structure of the town was established at that time, with a Mayor, Recorder, Treasurer, Marshal, and six Aldermen, who met in a rented upstairs room to do “city” business.²⁶ By 1915, the adjacent town of Willamette sought to buy water rights from West Linn and the Clackamas River, but West Linn was not interested in the proposal. Willamette was suffering from financial hardship and had been plagued by cases of typhoid, traceable to water from the Willamette River.²⁷ The two communities each voted to support a merger, and by 1916 the City of West Linn had annexed Willamette.

Transportation-related history of the site

The site has been shaped by various modes of transportation over time. First, of course, was the proximity to Willamette Falls. The Willamette River was initially navigable past the falls only by portage, so early vessels were small. The first river steamboat in Oregon, the Columbia, traveled between Astoria, at the coast, and Willamette Falls by 1850. Another steamboat, the Hoosier, was constructed in 1851 below the falls at Oregon City, and then taken up to travel the reaches of the river above the falls. Sternwheelers followed a few years later.²⁸

¹⁹ Cornelia Becker Seigneur, *West Linn*. 7.

²⁰ “Men Who Saved Oregon,” *Oregonian*, April 29, 1901, 6.

²¹ Suval, 317.

²² *Ibid.*

²³ David Lewis, “Willamette Valley Treaties.” *Oregon Encyclopedia* entry, Oregon Historical Society, updated January 2021. Accessed at https://www.oregonencyclopedia.org/articles/willamette_valley_treaties/#.YNZLe0xIA2x

²⁴ Beckham, 66.

²⁵ West Linn Bicentennial Committee, “Just Yesterday: A Brief Story of West Linn, Oregon.” West Linn, Oregon, 1976.

²⁶ *Ibid.*

²⁷ West Linn Historical Society website, <https://www.westlinnhistory.org/history/annexation-of-willamette>

²⁸ H.W. Scott, *History of Portland*, 253-54.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

In 1873, the river was made navigable for larger ships when the Willamette Falls Canal and Locks were completed after two years of construction. The locks had a total lift of forty feet and allowed for larger vessels to avoid the falls by passing through a series of four locks.²⁹ The Willamette Falls Locks are now the oldest navigable locks in the United States and are owned by the U.S. Army Corps of Engineers, as they have been since 1915.³⁰

A pedestrian cable-suspension bridge was completed in 1888 between Oregon City and West Linn. "It held the distinction of being the first suspension bridge west of the Mississippi, and replaced the (toll) ferry required for citizens to move back and forth across the river."³¹ The bridge was constructed at a narrow point in the river, in alignment with 7th Street in Oregon City. The landing spot for the bridge on the West Linn side of the river became an important area for the town of West Linn. Not only was the electric train depot located close to the end of the bridge, but the Crown Zellerbach Corporation's West Linn Inn was later constructed there in 1918. The inn initially was built as temporary housing for paper mill workers, and gradually took on more hotel and civic functions within the town.³² The West Linn City Hall was later located in immediate proximity to the depot, the bridge, and the inn.

The burgeoning industry around the Willamette Falls area by the 1880s included the Willamette Falls Pulp and Paper Co, founded in 1887, the Oregon City Electric Company, formed in 1888, and the Crown Paper Company, founded in 1889. The Oregon City and West Linn area became a literal powerhouse, supplying electricity to the Portland region as well as producing flour, wood, wool and paper and ensuring options for inexpensive local transportation. The Willamette Falls Railway Company was incorporated in 1893 to connect West Linn to the housing for power plant employees in the town of Willamette, three miles from West Linn.³³ An electric trolley line was constructed to connect the Willamette area up on the bluff down to the paper mill in 1891. The trolley was initially built for the purpose of transporting cords of wood to the mill at the falls, in order to power the furnace.³⁴ The trolley depot, located near the end of the bridge from Oregon City, was built in 1895 and housed West Linn's first governmental functions.

The former site of this trolley depot is just northwest of the existing 1936 City Hall building, approximately where a gas station and food mart is now located (see Figure 14). The depot was a two-story wooden building on the south side of the tracks, with a double gable-roofed shed extending out over two pairs of tracks to shelter passengers. West Linn's first City Hall was in the depot building; a single rented room upstairs. City Recorder Hazel King kept office hours there to carry out city business and recorded notes at City Council meetings. The building also housed the office and living quarters of the trolley supervisor, several shops, and the post office.³⁵ A photo of the building shows a symmetrical gabled building with a taller central tower form, with decorative shinglework above the arched openings in the tower. A sign says, "Willamette Falls Railway." This building was torn down in 1935 in anticipation of the new City Hall building after the trolley stopped operation.³⁶

The suspension bridge was replaced by a new bridge which allowed for vehicle traffic in 1922. The City Hall was built not far from the bridge landing, a spot that had seen river traffic, train lines, horsecart and pedestrian traffic, and finally cars. Over time, the impact of automobiles grew more significant. The automobile era in West Linn made it far easier to commute to work and live further from one's job. As a result, the town

²⁹ West Linn Bicentennial Committee, "Just Yesterday."

³⁰ Gratrek, 8.

³¹ Klatt, Section 8.

³² West Linn Bicentennial Committee, "Just Yesterday."

³³ John T. Labbe. *Fares, Please*. Caldwell, Idaho, 1982, 153.

³⁴ Fitzgerald and McFeeters-Krone, 7-8.

³⁵ Jeff Flanders, "City hall building could cramp city's style," clipping from unknown newspaper, February 27-28, 1985.

Accessed online at <https://ormswd.synergycds.com/HPRMWebDrawer/Search?jurisdiction=007> as "Old City Hall Federal Funding Article".

³⁶ Seigneur, 45, 48.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

gradually became more of a bedroom community of the Portland metropolitan area, centered 10 miles north of West Linn, than a self-contained mill town community. As growth expanded from Portland eastward to Gresham, north to Vancouver, west to Beaverton, and south along the Willamette River during the 1950s and 1960s, suburban style development became prevalent in West Linn.³⁷ Coupled with the difficult and sometimes steep topography of land in West Linn, this tendency towards suburban sprawl de-centered and spread out the town. The overwhelming power and influence of Portland was also felt in West Linn with the construction of the Interstate 205 freeway which cut right through the town in 1969-1970. Ultimately, the need for more space and more services prompted the West Linn City functions to begin moving out of the building over several decades.

The Great Depression and the New Deal in West Linn Region

Initiated by the 1929 stock market crash, the Great Depression was a catastrophe for Western Oregon, already struggling with declines in industries such as logging, mining, and ship-building through the 1920s.³⁸ Oregon's agricultural industry had also been negatively impacted during the 1920s by a drought and decreased demand.³⁹ While President Hoover had put recovery efforts in place by 1930, the economic hardship deepened even as Franklin Delano Roosevelt came into office in early 1933. Roosevelt initiated the New Deal to fulfill a promise to put people back to work and bring economic recovery to the country.

Oregon was a top beneficiary of the Federal government's New Deal programs, because numerous federal programs were targeted at smaller towns, rural economies, and public lands. Oregon's economy relied heavily on rural industries and forest lands, situating it well to benefit from the relief programs such as the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA).⁴⁰ In fact, the top fourteen states in per capita federal New Deal spending were all in the West. While the CCC, WPA, and other relief programs were initially treated with skepticism by elected officials in Oregon, they were popular with the general public.⁴¹

The Federal Emergency Administration of Public Works, also known as the Public Works Administration (PWA) was one of the first federal relief programs to get underway in the early Roosevelt administration. While most Americans have learned about or remember the WPA program, the earlier PWA is less known, even though some of the most visible projects of the New Deal came out of the PWA, such as Oregon's Bonneville Dam and the Oregon State Capitol and other associated State buildings on the Capitol Mall. PWA was not technically a work-relief program, like the WPA, which was created two years later. Under the National Industrial Recovery Act of 1933, the PWA was created to provide jobs, stimulate business activity, and increase purchasing power through the construction of socially useful, permanent public works. The big difference between the PWA and the later WPA was that the "PWA awarded contracts to private firms, which became responsible for hiring workers, while the WPA put relief workers directly onto the federal payroll."⁴² The PWA provided loans and grants up to forty percent of the total cost of the project to states and other governmental bodies.

As the City of West Linn grappled with the economic depression that engulfed the region, city leaders likely became aware of PWA projects that predated the West Linn City Hall project. A modest one-story school in Sweet Home, Oregon, was reported to be the first building project to take advantage of PWA funding in Oregon.⁴³ Another early project was the Clackamas County Courthouse, constructed in 1935 in Oregon City, just across the Willamette River. The City Council in West Linn had discussed funding for a new City Hall

³⁷ Abbott, 245-246.

³⁸ Sarah Baker Munro, "The Seventy-Fifth Anniversary of the New Deal," 305.

³⁹ Chrisanne Becker, "McLoughlin Promenade," National Register of Historic Places Registration Form. National Park Service, 2014; 13-14.

⁴⁰ Munro, 305-307.

⁴¹ William G. Robbins, "Surviving the Great Depression in Oregon," *Oregon Historical Quarterly* vol. 109, No. 2, Summer 2008. 311-317.

⁴² Neil Barker, "Portland's Works Progress Administration." *Oregon Historical Quarterly*, vol. 101, no. 4, Winter 2000, 416.

⁴³ "Hoffman Company will Build School for Sweet Home," *Oregon Journal*, November 4, 1934, 27.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

building in years previous, but such an endeavor had not been supported, probably due to lack of funding overall.⁴⁴ Prior to 1935, West Linn city officials did receive assistance from the Oregon State Emergency Relief Agency (SERA) for various projects such as road improvements and public records filing and indexing, but SERA simply did not have the resources to meet the needs of the state, nor could it help with a project as large as a new multi-use building.

The PWA was offering terms of a 55% loan plus a 45% grant of the total cost of the project, which included the price of the land, design and engineering fees, construction costs, interest on loans during construction, and other indirect costs. Money for PWA projects was typically granted to state and local governments, and was in the form of a grant combined with a long-term loan. Each recipient could directly contract with the private sector, but prices for materials needed to be in line with those prevailing in the area. Projects had to obtain a series of approvals to go forward, or for changes to the approved plans.⁴⁵ Unlike the later WPA program, PWA projects were awarded to professionals in the private sector, most often design architects, and a project was required to go through the formal bidding process. The PWA required that the lowest “responsible” bidder on a project be awarded the construction contract. It also set federal wage minimums for the various types of services.⁴⁶ Once the project received approval from the Federal Emergency Administration of Public Works, the construction supervision could be done by the architect, so the program enabled local experienced construction workers to get back to work. The City of West Linn saw their chance to finally build a City Hall they could afford using the PWA program.

The City of West Linn, like many other small communities throughout Oregon, would not have been able to finance a publicly owned building without the Public Works Administration. They also may not have been able to initiate a public library without the help of the National Youth Administration, another New Deal program that provided jobs- in this case two librarian positions. The work-relief projects of the New Deal helped alleviate the economic suffering of the Great Depression, though it was the activity and financial spending of World War II that finally ended the Depression era across the U.S.⁴⁷ The New Deal also enabled small towns that may never have had much civic presence otherwise to house their governmental functions in aesthetically pleasing, dignified, and well-designed buildings that sparked pride and a sense of place in their communities. These buildings- as well as much of the other infrastructure of the era- are a lasting legacy of the New Deal.

History of the City Hall Building

The impetus for the West Linn City Hall owes much to West Linn’s elected officials at the time, especially its mayor. Frank A. Hammerle served as West Linn Mayor from 1925 to 1940. Before that, though, he was a City Councilor from 1914-1916 and then became the Chief of Police. He was elected in 1916, 1918, 1920, then re-elected Chief of Police in 1922.⁴⁸

In May 1935, the West Linn City Council asked a Mr. Bailey, an architect, to come to their meeting in the old train depot building to explain the PWA system, and how West Linn might utilize the program for the construction of a new city hall building. At their next meeting, on June 5, the Council decided to ask several architects to submit plans and an estimate of costs for a new city hall. “These plans to be on a competitive basis and of no cost to the city,” the meeting minutes clarify. Architects to be offered a chance to do this work included Bailey & Dugan, F. Marion Stokes (who had designed the Clackamas County Courthouse in Oregon

⁴⁴ See, for instance, [West Linn] City Council Meeting Minutes, April 21, 1930, accessed online at <https://ormswd.synergycds.com/HPRMWebDrawer/Search?jurisdiction=007>

⁴⁵ Stephen R. Marks, “Depression-Era Work Relief Programs and the CCC,” *We Can Take It: The Civilian Conservation Corps in the Land of the Lakes*, Journal of the Shaw Historical Library, Vol. 20, 2006; 8.

⁴⁶ C. W. Short and R. Stanley-Brown; *Public Buildings: A Survey of Architecture of Projects Constructed by Federal and Other Governmental Bodies Between the Years 1933 and 1939 with the Assistance of the Public Works Administration*. United States Government Printing Office, Washington D.C., 1939; p. VI

⁴⁷ Marks, 9.

⁴⁸ “West Linn Election results,” *Oregon Journal*, December 5, 1916, 3, and “Cities of Clackamas County Elect Officials,” *Banner-Courier* (Oregon City), November 9, 1922, 1.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

City), Hollis Johnson, and Claussen & Claussen. The Council also agreed to submit a request to the PWA for a new swimming tank at Hammerle Park, using recent drawings for a similar tank in Milwaukie to estimate costs.

By the end of July, the architect for the City Hall project had been settled, and by early October the City had heard back from the PWA with an approval of the City Hall project. The City had requested PWA funding for three new projects: the new building, the swimming tank, and a new Willamette reservoir. The new City Hall was assigned PWA project # Oregon 1045 R.

Under Ordinance 387, passed on November 15, 1935, the West Linn City Council empowered Mayor Frank Hammerle and the West Linn City Recorder, Ralph S. Milln, to purchase land for the use of the new City Hall building, provided that the bond measure passed the voters' approval on November 21, 1935. The land, a parcel approximately 70' by 80' in size, was specifically identified and spelled out in the ordinance, and purchase price was not to exceed \$3500.

The City budget for February 1936 shows \$988.52 finally being paid out to Claussen and Claussen for the design of West Linn City Hall. In June, another \$300 was paid to the architects as the building was being completed. The new City Hall building was dedicated on October 12, 1936. A pamphlet was printed for the occasion and remarks were made by the mayor as well as by C. C. Hockley, Oregon State Director of the PWA, and B. F. Irvine, editor of the *Oregon Journal*. A cornerstone box was placed and sealed in place, and the West Linn High School band played, "a feature that added much to the program."⁴⁹

Uses in the Building

While the building was primarily intended to provide a seat for the City Council, who had a meeting space in the building upstairs on the second floor, the building was from the beginning a multi-use structure, with other governmental and commercial uses. Even as the plans went out to bid for construction, uses in the building had not been completely fixed. A 1935 newspaper article speculated that, of the three storefront spaces on the ground floor, one would be occupied by the post office. "For the present the other two will be leased for business purposes but later may be used for a library and fire department headquarters."⁵⁰ By the time the building opened in 1936, uses downstairs included a grocery, a meat market, and the post office.⁵¹ Though mentioned in several sources as having been in the building in its initial opening, the West Linn Police department did not have a presence in the building until the 1950s or 1960s.⁵² Reportedly, the fire department also stored equipment in the back, accessed via a large door. Upstairs was an office for "Claco" Credit Union, a dentist, city offices, and the library.⁵³ Multiple uses were maintained in the building up until 1999, when the building was occupied entirely by the West Linn Police Department.

City Offices and Official Meeting Rooms

The second floor of the building initially included a Council Chamber room, separated from a smaller Committee Room by a set of bi-folding doors, allowing for the space to function as one larger room at the east half of the floorplate. In the northwest corner, a room for the City Recorder, City Engineer, and Water Superintendent had an adjoining vault as well as a small vestibule with a counter for the public to pay bills or do other city business.

In 1954, the Council Chamber and Recorder's office moved downstairs, and stayed there until about 1968 when they moved upstairs again. It is not clear why these functions were moved to the ground floor, but they

⁴⁹ "By the Willamette," *Oregon Journal*, October 15, 1936, 16.

⁵⁰ "Building Jobs Due Soon Near Oregon City," *Oregon Journal*, December 1, 1935, 26.

⁵¹ "West Linn City Hall Finished," *Oregon Journal*, July 11, 1936, 10.

⁵² Lewis, 3.

⁵³ Several sources mention the "Claco" or "Clacko" Credit Union which is likely referring to Clackamas County Credit Union. A Credit Union did not occupy space in the building until approximately 1954, initially the Crown [Zellerbach] Employees Credit Union.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

occupied about the same amount of space that they had in the upstairs level. Finishes were also not inexpensive; the Council Chamber in the downstairs area was detailed with mahogany paneling at the walls. By 1987, the planning, building, and engineering divisions of the Finance Department moved out of the City Hall building and into rented quarters, while the last remaining downstairs city offices moved upstairs.⁵⁴ In 1999, the City Hall and associated offices moved out of the building.

Library

The first library for the community of West Linn was started in 1918 and was under the operation of the Crown-Willamette Paper Company. The library was intended for use by mill employees and the residents of West Linn, and was located in the office of the Crown-Willamette Inn.⁵⁵ In 1939, a New Deal program under Franklin D. Roosevelt also contributed to West Linn's first public library, which opened its doors on the second floor of the newly completed City Hall building. The National Youth Administration was a program started in 1935, hiring young men and women (unlike the Civilian Conservation Corps, a male-only program) ages 16-25 for part-time work. With funds from this program, the City of West Linn hired Lucille Warren, head librarian, and Neva Teague to run the library. It opened on March 1, 1939 with 300 books.⁵⁶ The library originally occupied two rooms in the building, but was given some extra space at the rear of the City Council chamber in 1943. Public groups or meetings took precedence over the library uses in this shared space, however. "When the City Council, the Planning Commission, the Municipal Court or any other group was meeting there, the library fiction section was 'closed'."⁵⁷ Ms. Warren was succeeded by Christina Fitzgerald who died in early 1943; Miss Cis Barkle Pratt was the next head librarian who stayed at least through 1953.⁵⁸ In 1979 the library moved out of the City hall building to a new location on N. E. Failing Street.⁵⁹

Grocery and Meat Market

West Linn City Council meeting minutes for March 1936 report that the leases for the ground floor of the new building were to be given to the post office and to the Oregon City Meat Company, with the allowance that they could sub-lease part of their space. Karl Koellermeier, owner of the business, reported to the City Council in early July 1936 that the Oregon City Meat Market would be ready to begin their lease by July 15, 1936. It appears that the meat market did share quarters with and sublet about half of the space to the grocery store. Claussen and Claussen's original design had each of the three storefront spaces internally divided and slightly stepping in floor heights to take up the slope of the site (see Figure 7), but one of the pre-construction changes in the plans, at the request of the tenants, was to eliminate this change in floor height and consolidate two of the storefront spaces into one. As constructed, the storefront of the southern two bays in front angled back to create an inset entry behind a brick column at the building face (see Figure 6). Although the four storefront bays were initially designed with a green marble bulkhead finish below the windows, it appears that the bulkhead as revised and built was painted plywood.

The ground-floor grocery store was located in the corner space, with sign "West Linn Columbia; member of the Columbia Food Co" above the south storefront bay (see Figure 9). This enterprise was locally known as Heath's Grocery, run by Victor O. "Bud" Heath.⁶⁰ The city directory for Oregon City, Gladstone, and West Linn in 1941 lists two Columbia Food Stores in Oregon City and one in West Linn. However, by this date the

⁵⁴ Linda McCarthy, "Building Overhaul to give West Linn police employees more elbow room," *Oregonian*, October 1, 1987, 10.

⁵⁵ "West Linn to Get Library: Crown Willamette Paper Mill Will Have State Books," *Oregonian*, December 11, 1918, 2. The Crown-Willamette Inn can be seen southwest of the Historic City Hall, partly cut off on the left, Figure 14.

⁵⁶ Alan Lewis, "History of the West Linn Public Libraries, March 1, 1939 to March 1, 2013. 74 Years." West Linn Oregon Centennial Project.

⁵⁷ Lewis, 4.

⁵⁸ *Pacific Directory Service 1941 Directory: Oregon City-West Linn-Gladstone, and Salisbury's Oregon City, Gladstone, West Linn City Directory*, 1953.

⁵⁹ Flanders, "City hall building could cramp city's style."

⁶⁰ Nancy Dunis and Beth Smolens, "HISTORY WITHOUT WALLS: DeJardin lived a life of giving," *West Linn Tidings*. March 14, 2019.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

Oregon City Meat Market did not list a West Linn address in the directory, so it may have been taken over entirely by the grocery store.

Other Non-Civic Uses

When the City Council chamber and Recorder's offices moved downstairs in 1954, the upstairs was opened up for bids on a lease. The initial bid received, for \$75/month from the Crown Employees Credit Union, was rejected as being too low. The City of West Linn informed the Credit Union that they would accept no less than \$90/month, and the credit union agreed. This commercial use evidently stayed in the second floor of the building for over ten years. An item in City Council meeting minutes, 1967, refers to the credit union at that time as the "Clackco" Federal Credit Union. "Because of remodeling plans in City Hall and moving of the Council room to the 2nd floor, a motion was made..." [to notify the credit union] "to vacate Room 211 by February 1, 1968. Motion passed."⁶¹ There also was reportedly an upstairs dentist's office in the building's early years.

Post Office

The post office had a historic tie to the site of the building prior to its construction in 1936. Like the City Hall functions, the post office for the community had been located in the old trolley depot building. Well before that, though, both of the men who had been granted Donation Land claims in what would become the City of West Linn also were part of the U. S. Postal system. Hugh Burns, who claimed the acreage around and including the building site in his Land Claim, was contracted to carry mail overland between Oregon and Weston, Missouri, for a single trip in 1846.⁶² Burns also later took mail to California and back to Oregon.⁶³ Robert Moore also was a Postal Service employee. In 1850, Robert Moore became Linn City's first postmaster.

The post office was installed in the new building at the northwestern storefront, and remained there for almost 30 years. The Postmaster of West Linn during this time, from 1935 until at least 1953 was George W. T. Doty.⁶⁴ The Post Office was enlarged in 1952, just after delivery routes were started in West Linn.⁶⁵ In 1964, the post office moved from the first floor corner of the City Hall building to its own building and the West Linn Police Department moved in to the vacated corner space. This also marks the point at which the building lost its last ground floor tenant (in 1968 the last upstairs tenant, the credit union, left the building).

West Linn Police Department

As early as the mid- to late-1950s, the West Linn Police may have had a very small office and storage closet in the ground floor of the building, next to the post office storefront space.⁶⁶ More likely, though, the West Linn Police department's presence in the building dates to 1965 or 1966, after the post office had moved out and the space had been remodeled. This is when a newspaper reported that the police department was getting "its first specifically designed station."⁶⁷ By 1979, after the library moved out of the building, the building housed 15 City of West Linn administrative employees and 23 police department personnel.⁶⁸ When the city administrative offices and the municipal court clerk moved upstairs in 1987, the entire ground floor of the building, about 3000 square feet of area, was dedicated to the Police department.⁶⁹ In 1999, the Police Department expanded into the full building, becoming its only- and last- occupants. The building was vacated in 2014.

⁶¹ City Council Meeting minutes, December 13, 1967.

⁶² "Packing the Mail in Early Days," *Beaverton Enterprise*, August 22, 1941, 1-3.

⁶³ Timothy Bergquist, PhD, "Hugh Daniel Burns (1807-1870)," *The Oregon Encyclopedia*

⁶⁴ *Salisbury's City Directory for Oregon City, Oregon* [and surrounding communities], 1953, 192 [listing for US Government].

⁶⁵ Jeff Flanders, "City hall building could cramp city's style," clipping from unknown newspaper, February 27-28, 1985. Accessed online at <https://ormswd.synergycds.com/HPRMWebDrawer/Search?jurisdiction=007> as "Old City Hall Federal Funding Article"

⁶⁶ See 1953 drawings by Daniel Riggs Huntington, "Alterations to West Linn City Hall"

⁶⁷ "Police Await New Quarters," *Oregonian*, January 26, 1965, 11.

⁶⁸ Dianna Schmid, "Three choices studied to give city new home," *Oregonian*, September 4, 1979, W5.

⁶⁹ "West Linn moves some offices from City Hall," *Oregonian*,⁴⁵ June 1 1987, 29.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

Architecture of the Historic City Hall

The Historic City Hall building in West Linn is best understood as a product of its time, as a transitional style halfway between architectural Modern style and the more decorative styles of the past. Though the West Linn building is not alike in style to the Oregon State Capitol, both buildings show an approach to the time period that seemed appropriate, illustrating the economy of the depression era through design simplicity and lack of ornamentation. The Oregon State Capitol is an illustration of “PWA Moderne” style which retained a monumental feel and rich materials, but the much smaller, less grand City Hall building in West Linn is a simplified version of the Twentieth-Century Commercial style.

Compared to other common examples of “main street” commercial buildings constructed during a slightly earlier period of time and termed Twentieth-Century Commercial, the Historic City Hall design has very flattened and restrained brick detailing, with no corbeling at the cornice where it would typically be seen in other examples. The belt course is the only location on the building with any corbeling at all, and the planar treatment of the brick and jointing is unusual compared to other examples of the style. Still, the building best fits into this style and typology because of its character-defining regularized storefront bays, the regularity of the front façade including upper window symmetrical groupings, and the brickwork detailing at the fenestration, especially the voussoirs at the arched openings.

The round-headed arched, multi-light casement windows and fanlight transoms are a more period revival stylistic element on the building. Because there are so few other decorative elements to the building, the secondary style is not obvious, but would seem to fall best within the definition of Mediterranean Revival, with flat, planar walls, little decoration at window openings, and a common use of arched multi-light windows and doors, especially in pairs or groups.⁷⁰ The architects, Claussen and Claussen, were accomplished in Spanish and Mediterranean styles, especially as applied to a brick structure.

Claussen and Claussen, Architects

William E. Claussen and [Hans] Fred Claussen were brothers from a large Chicago family. Their parents Julius and Mathilda started their family of nine before emigrating from Germany, but William was born in Illinois in 1876 and Fred in 1880.⁷¹ Along with a third brother Walter, the young architects traveled west to establish their Portland-based architectural firm in 1908.⁷² Walter, the baby of the family born in 1885, worked for some years at the firm, from 1909 to 1916. He then served as a Second Lieutenant in France during WWI and stayed in Paris after the war, where he died in 1924.⁷³

The Claussen brothers' architectural practice was first located in the Board of Trade building, at SW 4th Avenue in downtown Portland, until they moved to the Macleay building in about 1913.⁷⁴ By 1928 the firm's offices were in the Buyers Building, a building they designed in 1922 but which was not constructed until 1928, on SW Alder Street in downtown Portland.⁷⁵ The firm remained in their 10th floor location in the building until 1953, when Claussen and Claussen closed after the death of William Claussen at the age of 77. Fred Claussen suffered a fall in 1940 and was bedridden until his death in 1942 at the age of 62.⁷⁶

⁷⁰ An earlier survey termed the building “Beaux-Arts,” but that style is often characterized as richly decorated or highly ornamented, which is not the case in the Historic City Hall.

⁷¹ U.S. Census 1900 (Chicago) and 1910 (Portland).

⁷² Richard Ellison Ritz, *Architects of Oregon: A Biographical Dictionary of Architects Deceased—19th and 20th Centuries*. Portland, Oregon: Lair Hill Publishing, 2002.79-80.

⁷³ “Walter C. Claussen Dead,” *Oregonian*, July 13, 1924, 10.

⁷⁴ R. L. Polk's Portland City Directories, 1909-1930.

⁷⁵ The building was also later known as the Loyalty Building and the Guardian Building. John M. Tess and Richard Ritz, *Buyers Building*. National Register of Historic Places Registration Form, United States Department of the Interior, 1994. 7:3.

⁷⁶ Ritz, 79-80.

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

The firm was prolific, well-regarded, and fluent in a variety of building styles and typologies. Some of their early works were schools and apartment buildings such as the Brentnor (1912), Brown (1915), and Wilmar (or Marshall) Apartments (1911) in Portland. Both brothers authored separate articles providing advice on good apartment building design in 1914 and 1915.⁷⁷ School designs included Laurelhurst School in Portland (1923) and the State Industrial School for Girls in Salem (1914). While the brothers continued to design a variety of nicely crafted streetcar-era brick apartment buildings, their work in the 1920s illustrated their sense of classical and exotic detailing, especially in the Spanish and Mediterranean styles. The Murphy Apartments (1924) and DeLano Apartments (1929) are examples.⁷⁸ Claussen and Claussen's best known work includes the Heathman Hotel (1926), The Roosevelt Hotel (1924), a number of buildings at the Bonneville Dam (1936), and the Alderway and Loyalty/Buyers Buildings (both 1928). No other City Hall designs by the architects were found.

City officials in West Linn had familiarity with the firm prior to hiring them for the City Hall PWA project, since the firm had been awarded the contract to design a new school building for West Linn in 1917. The school was similar in design to one completed in Milwaukie Oregon by the same architects.⁷⁹ The West Linn school burned down in 1940, though its gymnasium survived and is still in use as part of Sunset Elementary school.⁸⁰

Builder and Later Architects

The original building contractor for the Historic City Hall was Harry S. Green, of Portland Oregon. R. L. Polk's City Directories for Portland lists a general contractor, Harry S. Green, in 1934 with office in the Worcester building and in 1937 and 1938 with office on the 2nd floor of the Couch building in Portland. As of the 1930 census, Harry S. Green is listed as having been born in Oregon and with occupation "Contractor/ builder." Unmarried, he resided with his sister and brother-in-law Robert and Mary Thompson on N. Ross Street in Portland.⁸¹ His name appears with regularity in the 1930s newspapers under construction news; for example he constructed a warehouse at 1361 NW Flanders in Portland for the Holly Dairy company and remodeled the 4-story Wadhams & Co. warehouse at SE Third and Belmont under architect Harry A. Herzog.⁸²

The architect responsible for a set of alteration drawings dated 1953 is interesting, as his name is linked to the design of much loftier, grander buildings than a small remodeling contract. Daniel Riggs Huntington was a highly accomplished architect who had served for a decade as the City Architect of Seattle and had established several private architectural partnerships over the years such as Huntington & Gould and Huntington & Torbitt. He designed numerous well-regarded private and public buildings in the Seattle region during his long career. He had moved to Oregon City following his retirement in 1947, but returned to Seattle by 1955.⁸³ Huntington's design for the north façade of the existing building incorporated a new arched entryway complementing the original arched windows. Although this sensitive alteration appears to have been built as designed, it had been removed by 1983, likely in the late 1960s when the Police department moved into the building.

⁷⁷ Edward Teague, "From the Exposition to World War I. Part 2," *The Apartment House in Portland, Oregon: An Introductory History*, 2016. <https://sites.google.com/site/portlandapartmenthistory/from-the-exposition-to-world-war-i-part-2>

⁷⁸ City of Portland Land Use Case "Final Findings and Decision," Portland Sanitarium Nurse's Quarters Historic Landmark Designation LU 16-211301 HL, 2016. Rob Mawson, applicant. Accessed online at <https://www.portlandoregon.gov/bds/article/596282>

⁷⁹ "School Building to Cost \$45,000 is Proposed for West Linn, Clackamas County," *Oregonian*, February 18, 1917, 10.

⁸⁰ West Linn Bicentennial Committee, "Just Yesterday," 31.

⁸¹ U. S. Census, Portland OR, 1930.

⁸² "\$8000 Store Building Included in Permits," *Oregonian*, September 29, 1935, 16; and "\$7000 to Be Spent on Remodeling Job," *Oregonian*, December 23, 1934, 8.

⁸³ Website for Washington State Department of Archaeology and Historic Preservation, accessed at <https://dahp.wa.gov/historic-preservation/research-and-technical-preservation-guidance/architect-biographies/bio-for-daniel-r-huntington>

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

Architects Barrentine Bateman Lee, AIA, were responsible for a number of changes in 1987. These include the rear alterations to the building, allowing for the addition of an elevator and a new vestibule entry facing south. The firm is based in Lake Oswego, Oregon, and is primarily known for school projects.

Comparative Analysis

To gauge similarities and differences to other municipal or mixed governmental and commercial-use buildings of about the same era, a search of the Oregon Historic Sites Database was used. Under parameters of buildings with "City Hall" in current or past name, and constructed in the period 1930 to 1939 (the Depression decade), eleven previously surveyed examples from around the state were found in the database.⁸⁴

Most of these examples appear to have been constructed as PWA or WPA projects. The following buildings were designed and built for various civic/governmental uses, sometimes including fire stations, libraries, police stations, and typically with various city administrative offices and meeting rooms.

1. The West Salem City Hall Building was constructed as a PWA project and was the only municipal building in West Salem designed as such. It housed the council chamber, water office, library, jail, fire station, and Mayor's and Recorder's offices until 1949. The building was listed on the National Register for its significance under Criteria C, for its architecture, as well as under Criteria A for its contribution to the development of the government of West Salem and for its construction in 1936 under the auspices of the PWA.⁸⁵
2. Canby City Hall was built using PWA funding in 1937. It was designed to house most of the governmental functions of a small community. Designated a local historic landmark, the building is considered eligible for the National Register both as Canby's most "iconic" government building as well as for its ties to the New Deal in Oregon. The building is Colonial Revival in style and has been altered to some degree, with a rear addition.
3. Condon City Hall, in Condon, Oregon, was built in 1938 and houses the fire, police, and city offices while the upper story is a meeting hall for the Masonic Lodge. It is noted as Stripped Classical style in the National Register nomination for the Condon Commercial Historic District (Condon City Hall is contributing). Some alterations to the building have occurred such as altered windows at ground floor and a rear addition.
4. Estacada City Hall & Public Library was constructed using PWA funding in 1938. The building was built as the Fire Station and City Library, and sometime before 1984 became home to the City Hall and Library. It is still used as the City Hall for the town. It is "Oregon Rustic" in style, with a steeply pitched roof and massive brick chimney. It was determined "eligible/significant."
5. Milwaukie City Hall, 1938, was the last building in Oregon to be constructed under the PWA.⁸⁶ The building was designed in the "PWA Moderne" style and housed the City Council, city administration, municipal court, police and fire departments, and library. The City Council, city administration, and municipal court functions continue in the building, which was determined "eligible/significant."
6. Vale City Hall, a 2-story brick building, was constructed in 1938, probably with WPA funding. Stylistically it is listed as Art Deco. In 2020, governmental functions moved out of the building. The building was determined "eligible/contributing."
7. Dallas City Hall is noted as an Art Deco building, 2 stories high, constructed in 1936. Alterations include a complex addition on west, stair added on south, ADA ramp added on north, and window alterations on east façade. Despite these changes, the building was determined "eligible/contributing."

⁸⁴ See <http://heritagedata.prd.state.or.us/historic/> for database. Thirteen examples (in addition to Historic City Hall in West Linn) were retrieved, but two (one in Pendleton and one in Depoe Bay) were remodeled well after their dates of construction from a school use to City Hall use. Those properties were therefore taken off the comparison list.

⁸⁵ NRIS #90000841, listed 05/02/1990.

⁸⁶ According to website: <https://www.milwaukieoregon.gov/cityrecorder/city-hall>

Historic City Hall

Name of Property

Clackamas Co., OR

County and State

8. North Bend City Hall (Coos Bay) was constructed c.1939. Though designed by Francis Jacobberger and built in 1939 under the WPA, the building received an “unsympathetic” second floor addition in 1965 and is listed as not eligible.

9. Toledo City Hall now houses the Toledo History Museum, but was built as a WPA project in 1939. It is noted as a poured-in-place concrete Art Deco building and was determined “eligible/significant.” An addition on one side was constructed in front of the original fire house volume.

10. Maupin City Hall is listed as being noncontributing due to alterations of all windows and doors. It was built c.1930 in a “vernacular” style and housed the City Hall and fire station at one time.

11. Joseph City Library/City Hall is noted as a “modern commercial” type, no style, single story building, constructed c.1930. It still retains its Moderne curved corner entry with glass block sidelights, though the windows on one side have been replaced. In 2014 it was determined “eligible/contributing.”

Nine of the eleven comparable buildings from all over the State of Oregon have been determined eligible for listing in the National Register either as individual resources or as contributing to a district, while three already have some level of historic designation, either on the National Register individually or as contributing to a Historic District, or listed on a local registry. Architecturally, the style of six of the eleven is Art Deco, which includes sub-styles such as “Art Moderne” or “PWA Moderne.” The other five are in the Oregon database with styles listed as (one each) Oregon Rustic, Stripped Classical, Colonial Revival, “vernacular,” and no style listed. Like these buildings, the Historic City Hall in West Linn strongly conveys its beginnings during the Great Depression by way of its economical design, stripped-back detailing, and modest architectural features. See Figure 15 for photos of the buildings above that are, like the Historic City Hall in West Linn, in Clackamas County: West Salem City Hall (Art Deco), Canby City Hall (Colonial Revival), Estacada City Hall (Oregon Rustic), and Milwaukie City Hall (Art Deco or “PWA Moderne”). Almost all share a kind of modernized historicism.

Also like the buildings listed above, the Historic City Hall became synonymous with the expression of city government in its community, housing a mix of governmental services and functions. Unlike any of the examples above, though, the Historic City Hall planned for non-governmental commercial uses over time such as a grocery and a credit union. No other buildings in Oregon were found that were both PWA projects and that were designed with leased storefront space. These uses gave the Historic City Hall building even more flexibility, providing a source of income for the city by leasing out space when the city did not need it. This adaptable nature was an excellent response to the economic circumstances of the 1930s and further bolsters the building’s significance as representative of the New Deal in Oregon.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Abbott, Carl. *Portland: Planning, Politics, and Growth in a Twentieth-Century City*. Lincoln, Nebraska: University of Nebraska Press, 1983.

Barker, Neil. "Portland's Works Progress Administration." *Oregon Historical Quarterly*, vol. 101, no. 4, 2000, pp. 414–441.

Becker, Chrisanne, "McLoughlin Promenade," National Register of Historic Places Registration Form. National Park Service, 2014.

Beckham, Stephen Dow, "The Willamette Falls Fishery: Tribal Use and Occupancy, Treaties, Reserved Rights, Adjudicated Claims, and Tribal Fishing in the Modern Era," Confederated Tribes of the Grand Ronde Community, 2018, accessed online at <https://weblink.grandronde.org/WebLink/Browse.aspx?id=95476&dbid=0&repo=Grand-Ronde>

Bergquist, Timothy, PhD. "Hugh Daniel Burns (1807-1870)," entry for the Oregon Encyclopedia, updated April 29, 2020. Portland State University and the Oregon Historical Society, accessed online at <https://www.oregonencyclopedia.org/articles/burns-hugh-daniel/#.X-vlqBaY2x>

City of Portland Bureau of Planning and Sustainability and Portland Parks and Recreation. *City of Portland Civic Planning, Development, & Public Works, 1851-1965: A Historic Context*. Portland, Oregon, 2009. Accessed online at <https://www.portlandoregon.gov/parks/article/299256>.

City of Portland Bureau of Planning and Sustainability. *East Portland Historical Overview & Historic Preservation Study*. Portland, Oregon, 2009. Accessed online at <https://www.portlandoregon.gov/bps/article/214638>.

Fitzgerald, Kimberli, and Amy McFeeters-Krone, "City of West Linn Historic Context Statement, Willamette and Holly Grove Neighborhoods." 2006, available on the Oregon Historic Sites Database.

Gratreak, Leesa for Oregon Department of Transportation, "Historic West Linn City Hall," Section 106 Documentation Form recorded Aug 15, 2017, on file at Oregon State Historic Preservation Office.

Klatt, John. "West Linn City Hall," Oregon State Historic Preservation Office Historic Resource Record, 2015. Available on the Oregon Historic Sites Database.

Labbe, John T. *Fares, Please*. Caldwell, Idaho: Caxton Press, 1982.

Mark, Stephen R., "Depression Era Work Relief Programs and the CCC," *We Can Take It: The Civilian Conservation Corps in the Land of the Lakes*, Journal of the Shaw Historical Library. Volume 20, 2006.

Matthews, Laurie, et al. *Willamette Falls Legacy Project Cultural Landscape Report*. Public draft, October 2017. accessed online February 9, 2021 at <https://www.willamettefallslegacy.org/the-cultural-landscape-at-willamette-falls/>

Munro, Sarah Baker. "The Seventy-Fifth Anniversary of the New Deal: Oregon's Legacy." *Oregon Historical Quarterly*, vol. 109, no. 2, 2008, pp. 304–311.

Ritz, Richard E. *Architects of Oregon: A Biographical Dictionary of Architects Deceased—19th and 20th Centuries*. Portland, Oregon: Lair Hill Publishing, 2002.

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

Robbins, William G. "Surviving the Great Depression: The New Deal in Oregon." *Oregon Historical Quarterly*, vol. 109, no. 2, 2008, pp. 311–317.

Scott, H. W., ed. *History of Portland, Oregon; with Illustrations and Biographical Sketches of Prominent Citizens and Pioneers*. Portland, OR: F. W. Baltes and Co, and Syracuse, NY: D. Mason & Co, Publishers, 1890.

Seigneur, Cornelia Becker. *West Linn*. United States (various locations): Arcadia Publishing, 2008.

Short, C. W. (Charles Wilkins) and R. (Rudolph) Stanley-Brown; *Public Buildings: A Survey of Architecture of Projects Constructed by Federal and Other Governmental Bodies Between the Years 1933 and 1939 with the Assistance of the Public Works Administration*. United States Government Printing Office, Washington D.C., 1939.

West Linn Bicentennial Committee (Geldaker, Carol and Marionbeth Wolfenden, co-chairs), "Just Yesterday: A Brief Story of West Linn, Oregon." City of West Linn, Oregon, 1976.

Newspapers:

- Banner-Courier* (Oregon City),
- Beaverton Enterprise*,
- Oregonian*, various dates
- The Oregon Journal*, various dates
- West Linn Tidings*, various dates

Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67 has been requested)
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # _____
- recorded by Historic American Engineering Record # _____
- recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- State Historic Preservation Office
- Other State agency
- Federal agency
- Local government
- University
- Other
- Name of repository: _____

Historic Resources Survey Number (if assigned): _____

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

10. Geographical Data

Acreage of Property Less than one

(Do not include previously listed resource acreage; enter "Less than one" if the acreage is .99 or less)

Latitude/Longitude Coordinates

Datum if other than WGS84: N/A

(enter coordinates to 6 decimal places)

1	<u>45.360047°</u> Latitude	<u>-122.610923°</u> Longitude	3	<u></u> Latitude	<u></u> Longitude
2	<u></u> Latitude	<u></u> Longitude	4	<u></u> Latitude	<u></u> Longitude

Verbal Boundary Description (Describe the boundaries of the property.)

The historic boundary of the Historic City Hall site corresponds with the boundary of tax lot 200 in West Linn, Oregon, more fully written as 22E31BA00200. West Linn assigned the legal property description of "CITY HALL 368 WEST OREGON CITY PT LT A." The southeastern boundary of the property is the curblin along Mill Street, with the sidewalk on the site itself. The northeastern boundary is right at the face of the building. The boundary area encompasses a bit less than 5,600 square feet.

Boundary Justification (Explain why the boundaries were selected.)

The tax lot is the historic boundary for the property, with which the building has been associated since its construction in 1936.

11. Form Prepared By

name/title Kristen Minor, owner date March 1, 2021
organization Minor Planning & Design telephone (503) 706-9618
street & number 2146 NE 17th Avenue email kristen.minor.pdx@gmail.com
city or town Portland state OR zip code 97212

Additional Documentation

Submit the following items with the completed form:

- **Regional Location Map**
- **Local Location Map**
- **Tax Lot Map**
- **Site Plan**
- **Floor Plans (As Applicable)**
- **Photo Location Map** (Include for historic districts and properties having large acreage or numerous resources. Key all photographs to this map and insert immediately after the photo log and before the list of figures).

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

Photographs:

Submit clear and descriptive photographs. The size of each image must be 3000x2000 pixels, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property: Historic City Hall
City or Vicinity: West Linn
County: Clackamas **State:** Oregon
Photographer: Kristen Minor
Date Photographed: January 14, 2021 (Photographs 2, 5, 6, 8- 13)
February 26, 2021 (Photographs 1, 3, 4, 7)

Description of Photograph(s) and number, include description of view indicating direction of camera:

- Photo 1 of 13:** OR_Clackamas_HistoricCityHall_0001
Looking west at the building from the Arch Bridge.
- Photo 2 of 13:** OR_Clackamas_HistoricCityHall_0002
Looking south at front (north) and west sides.
- Photo 3 of 13:** OR_Clackamas_HistoricCityHall_0003
Looking southwest at front (north) and east sides.
- Photo 4 of 13:** OR_Clackamas_HistoricCityHall_0004
Looking north at the rear and east sides.
- Photo 5 of 13:** OR_Clackamas_HistoricCityHall_0005
Looking east at part of the rear (south) façade and west side.
- Photo 6 of 13:** OR_Clackamas_HistoricCityHall_0006
View of west side, looking south.
- Photo 7 of 13:** OR_Clackamas_HistoricCityHall_0007
Looking northwest at the original east door opening leading upstairs (now a window).
- Photo 8 of 13:** OR_Clackamas_HistoricCityHall_0008
Interior, ground level looking north at center front storefront bay and east-side offices.
- Photo 9 of 13:** OR_Clackamas_HistoricCityHall_0009
Interior, looking southeast and downstairs.
- Photo 10 of 13:** OR_Clackamas_HistoricCityHall_0010
Interior at upper level, looking southwest into elevator addition area. Stair on left.
- Photo 11 of 13:** OR_Clackamas_HistoricCityHall_0011
Interior, upper floor looking east

Historic City Hall
Name of Property

Clackamas Co., OR
County and State

Photo 12 of 13: OR_Clackamas_HistoricCityHall_0012
Interior, upper floor looking east inside front half of original council chamber room.

Photo 13 of 13: OR_Clackamas_HistoricCityHall_0013
Interior view, upper floor looking east inside divided council chamber room.

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property
Clackamas Co., OR
County and State
N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 29

List of Figures

(Resize, compact, and paste images of maps and historic documents in this section. Place captions, with figure numbers above each image. Orient maps so that north is at the top of the page, all document should be inserted with the top toward the top of the page.)

- Figure 1: Regional location map. USGS Topographic Map, Oregon City Quadrangle.
 Figure 2: Local location map. Google Earth application, 2019.
 Figure 3: Tax lot map.
 Figure 4: Site Plan. 1987 Survey by DeHaas & Associates
 Figure 5: First, Second, & Basement Floor Plans as revised by Claussen and Claussen, 1936 [undated].
 Figure 6: Primary Elevation and Storefront Entry Plan as revised by Claussen and Claussen, 1936 [undated].
 Figure 7: First and Second Floor Plans as initially designed by Claussen and Claussen, October 1935.
 Figure 8: 1936 image of newly completed building, looking west.
 Figure 9: 1937 image of building, looking south.
 Figure 10: 1953 ground floor alterations drawing of building front, Daniel R. Huntington
 Figure 11: Screenshot of beginning credits, *Route 66* TV episode filmed c.1962, City Hall on the right
 Figure 12: 1983 image of building, looking west
 Figure 13: 1987 drawing, Barrantine Bateman Lee AIA, front of building
 Figure 14: 1923 survey map, Crown Willamette Paper Co., with added footprint of future City Hall building
 Figure 15: Comparative building images (Clackamas County examples)

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall

Name of Property
Clackamas Co., OR

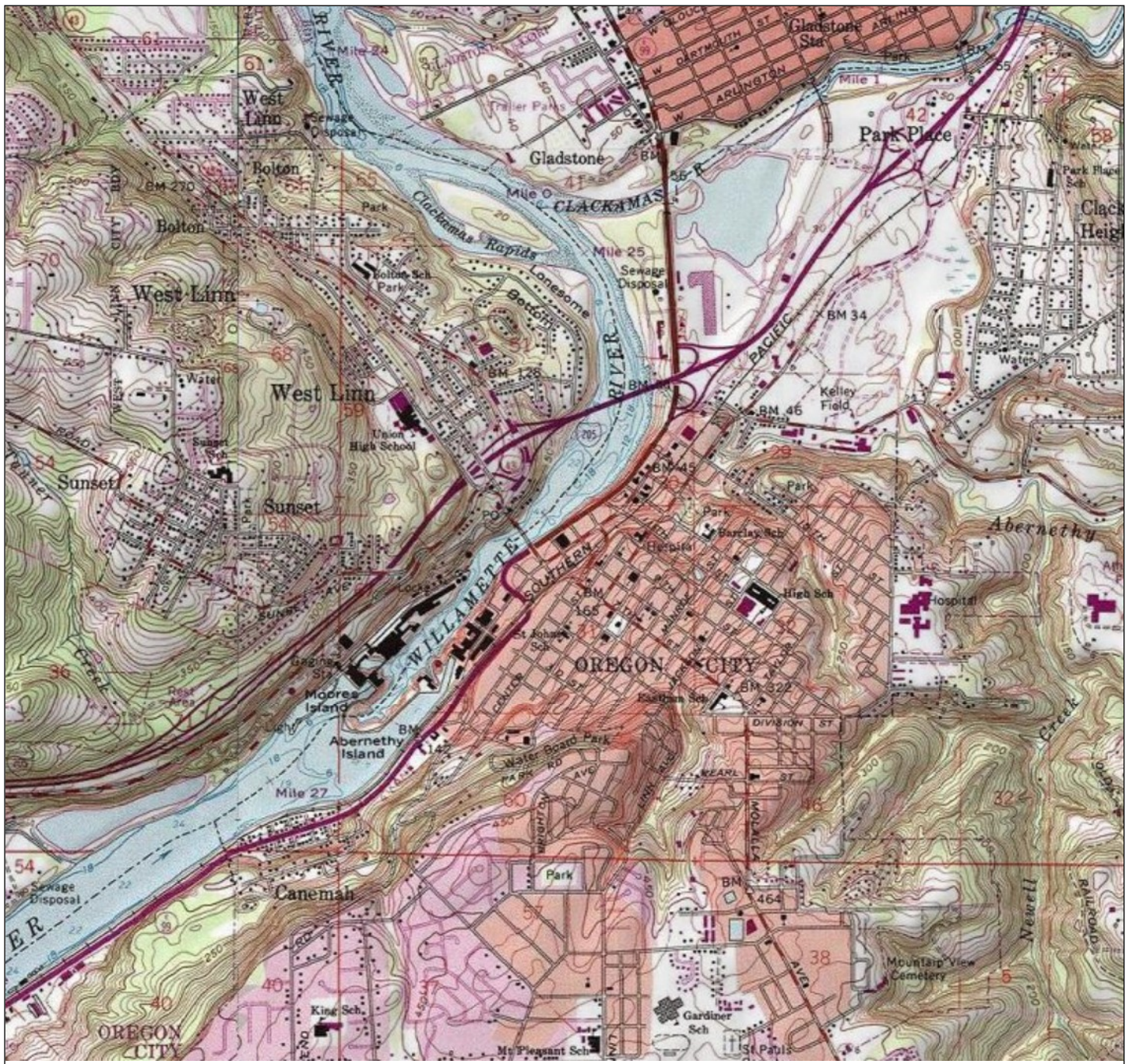
County and State

N/A

Name of multiple listing (if applicable)

Section number Additional Documentation Page 30

Figure 1: Regional location map. Partial USGS Topographic map, Oregon City Quadrangle, 2019.



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property
Clackamas Co., OR
County and State
N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 31

Figure 2: Local location map. Google Earth application, 2019.



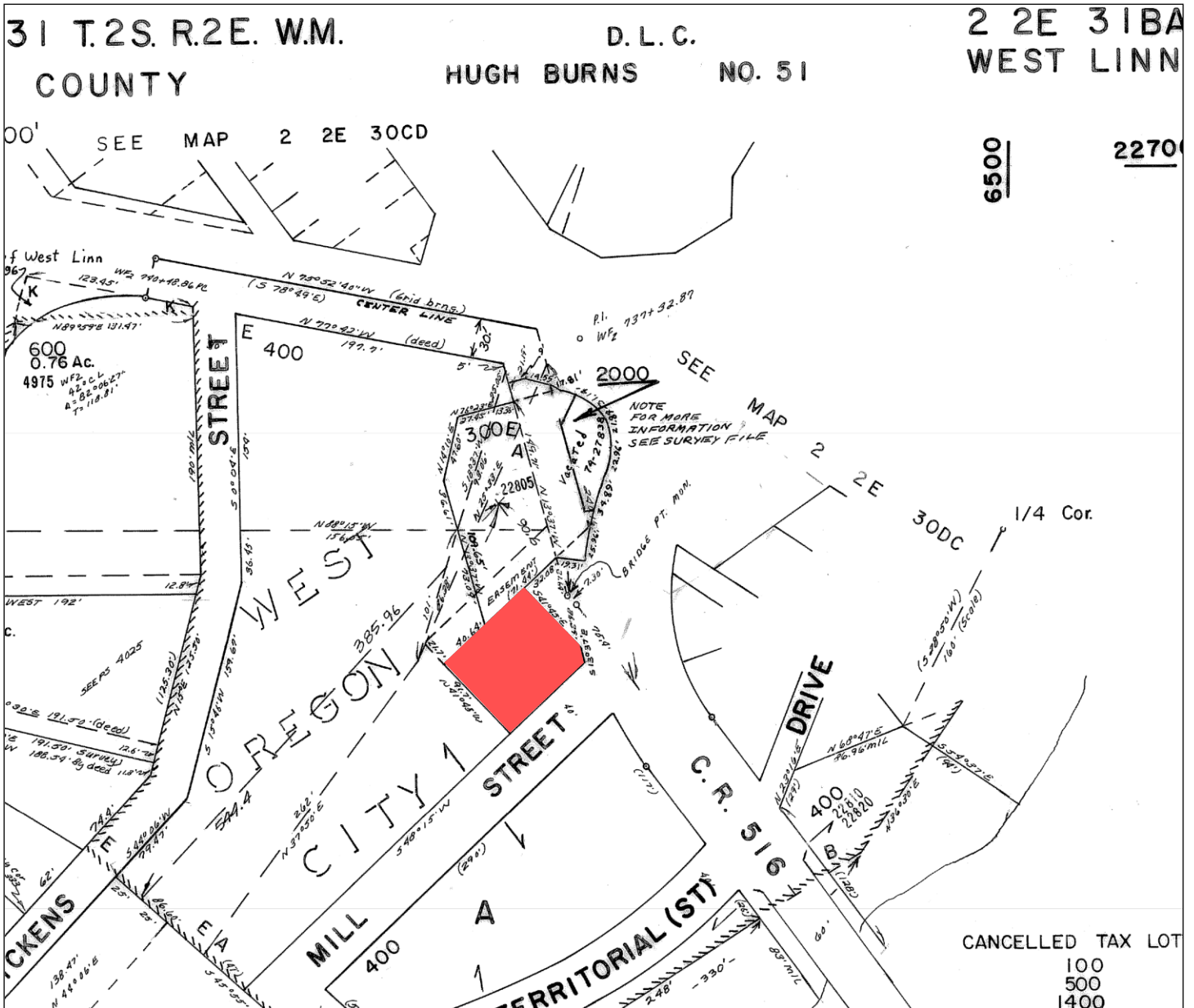
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 32

Figure 3: Tax lot map. Clackamas County, Oregon. The site, corresponding with the tax lot, is shaded.



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall

Name of Property
Clackamas Co., OR

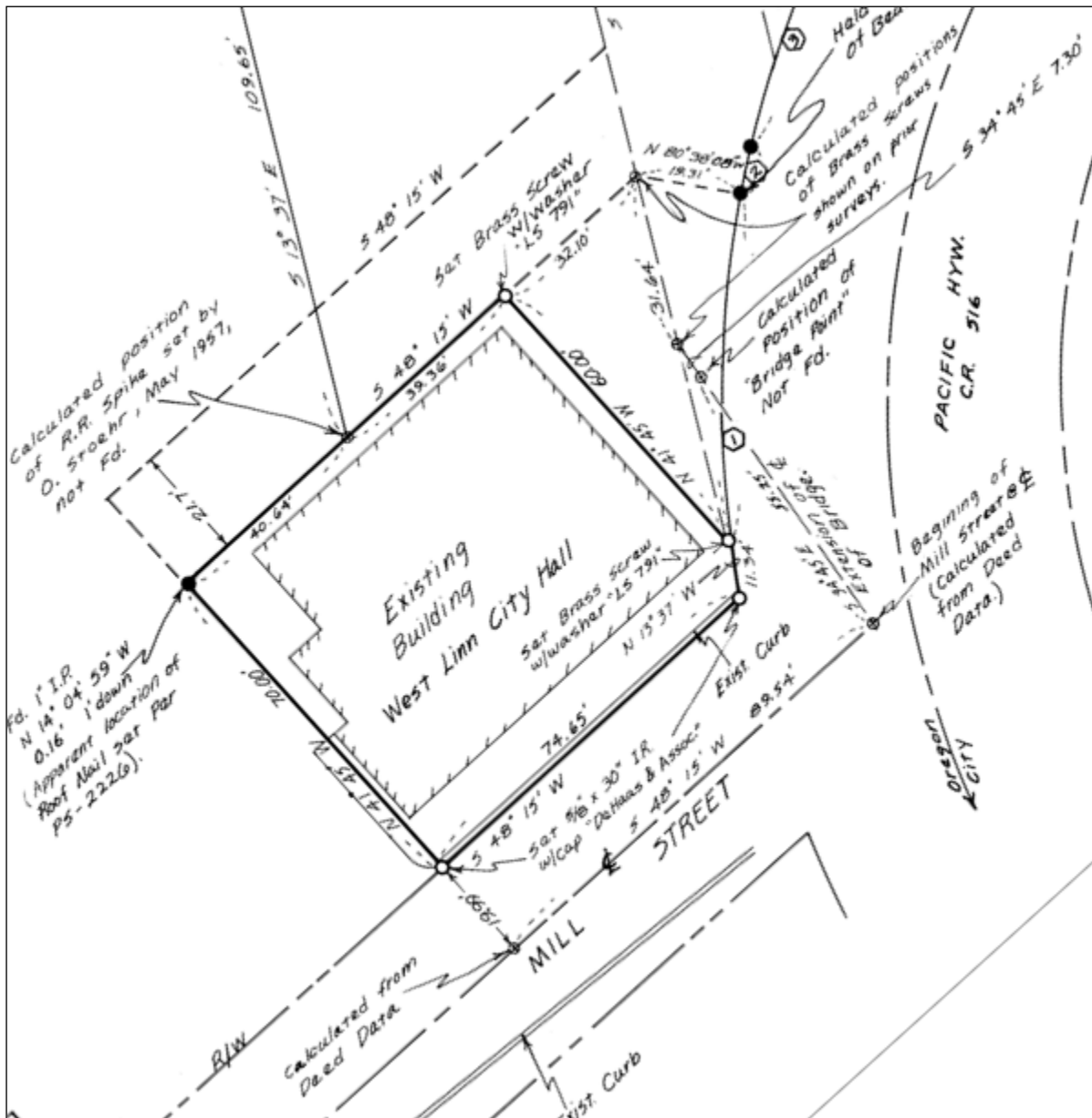
County and State

N/A

Name of multiple listing (if applicable)

Section number Additional Documentation Page 33

Figure 4: Site Plan: 1987 Survey by DeHaas & Associates



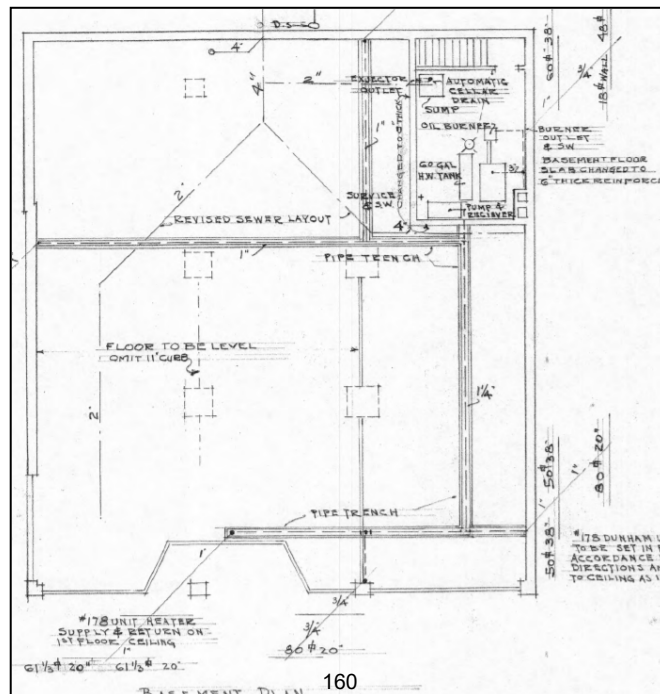
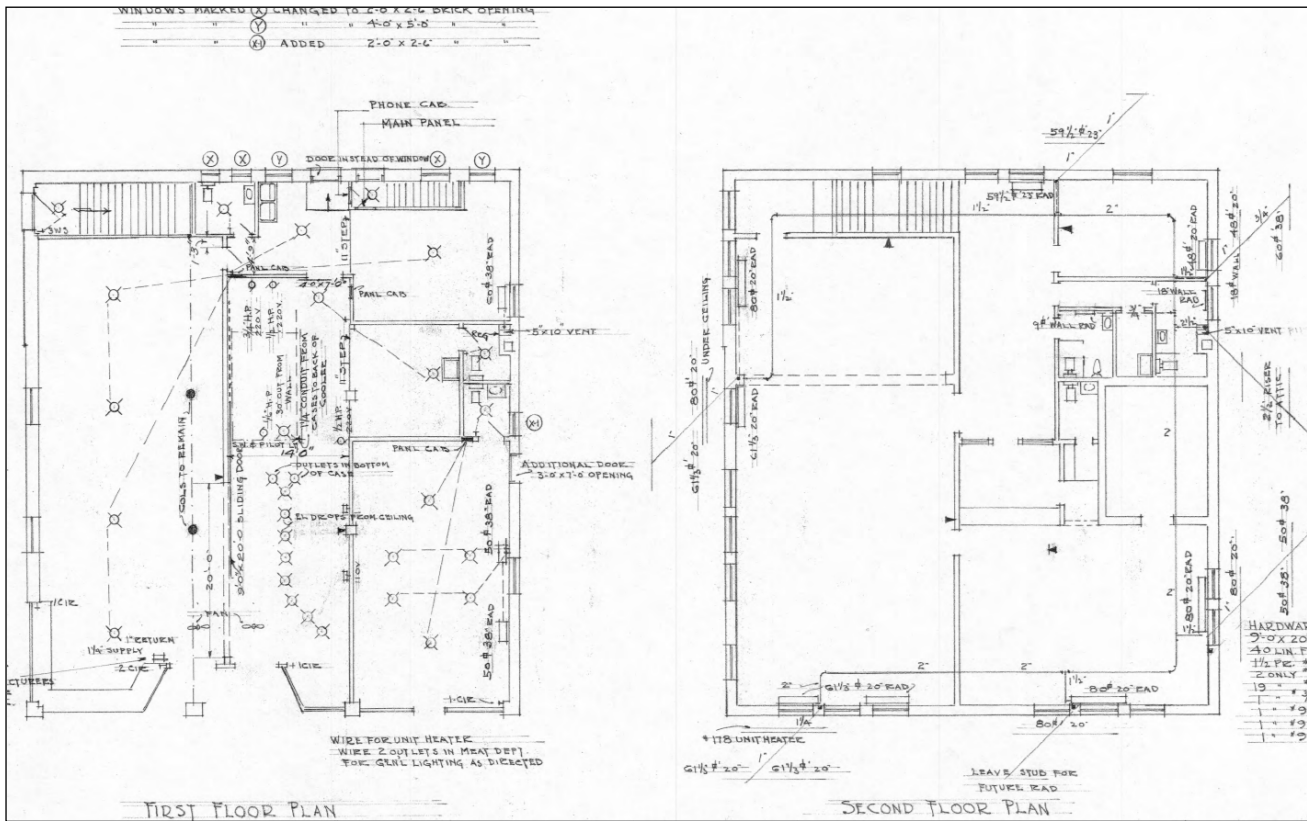
United States Department of the Interior
National Park Service

National Register of Historic Places
Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 34

Figure 5: First, Second, and Basement Floor Plans as revised by Claussen and Claussen, undated [1936]



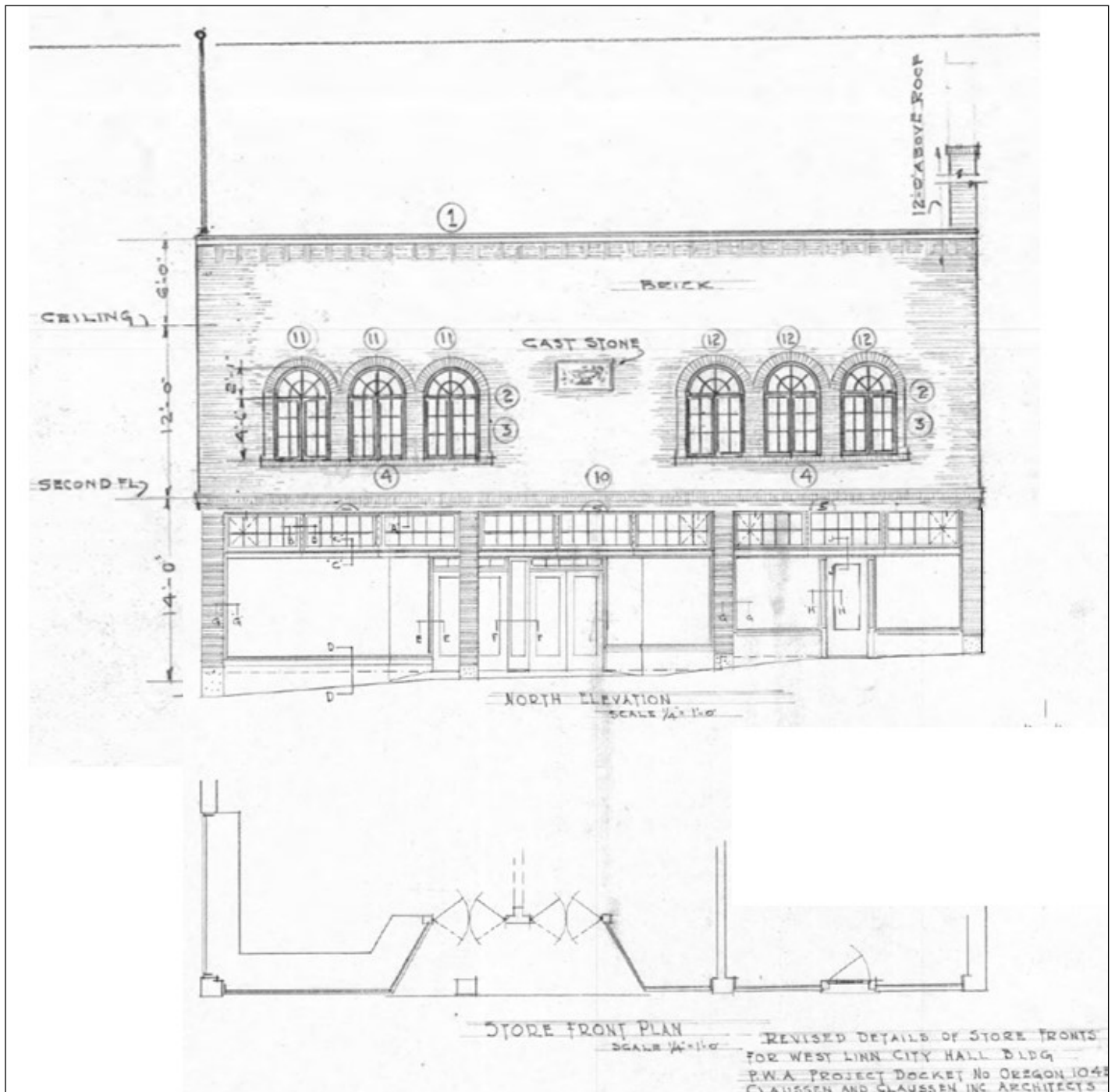
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property
Clackamas Co., OR
County and State
N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 35

Figure 6: Primary Elevation and Storefront Entry Plan as revised by Claussen and Claussen, undated [1936].



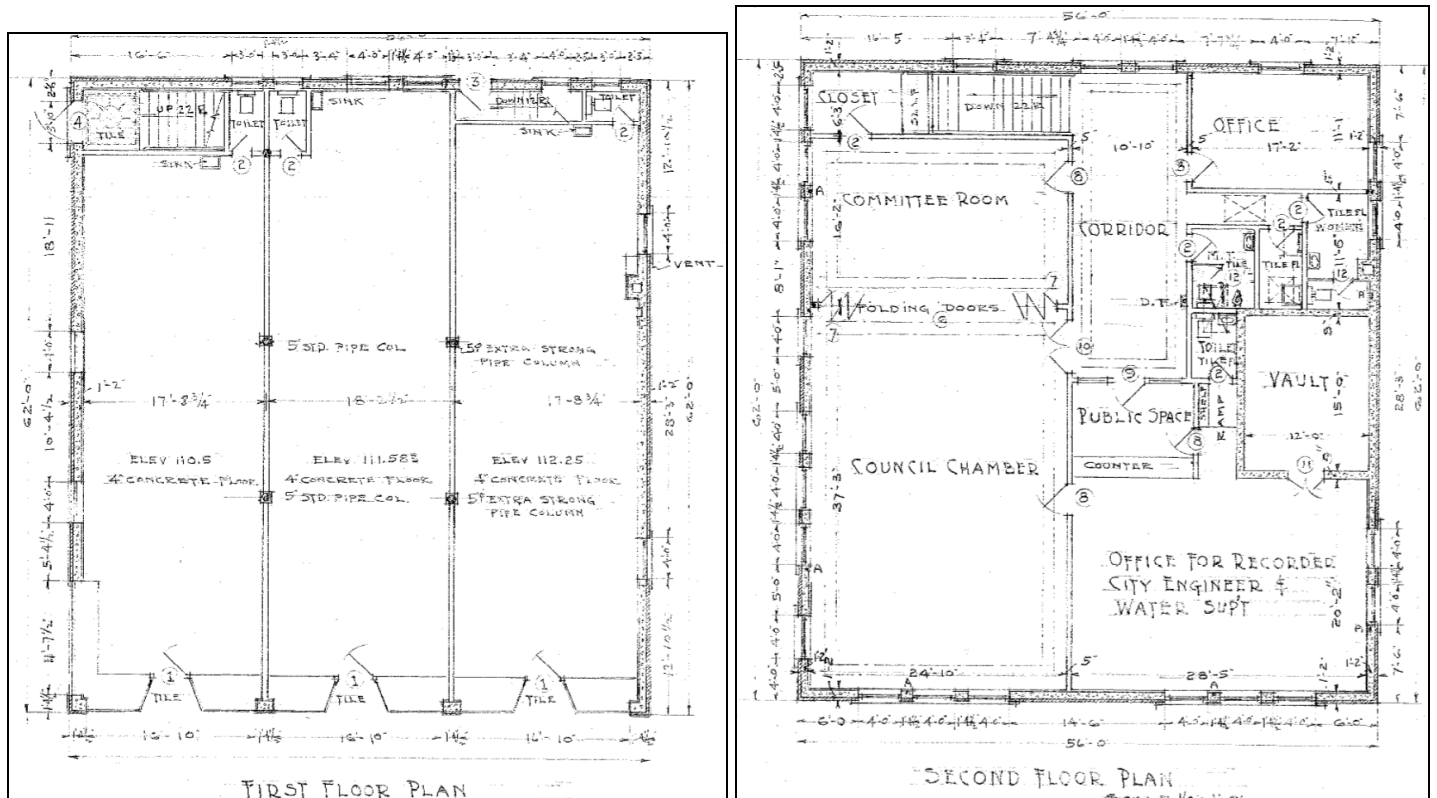
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 36

Figure 7: First and Second Floor Plans as initially designed by Claussen and Claussen, October 1935.



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property
Clackamas Co., OR
County and State
N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 37

Figure 8: 1936 image of newly completed building, looking west.



Figure 9: 1937 view looking south, City Hall on the right. Photo credited to Old Oregon Photos, used in *West Linn Tidings* article.⁸⁷



⁸⁷ Leslie Pugmire Hole, "Civic Central," *West Linn Tidings*. December 31, 2015. Accessed online at <https://pamplinmedia.com/wlt/95-news/287231-162326-civic-central>

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 38

Figure 10: 1953 City Hall renovations drawing set, Daniel R. Huntington. Partial North elevation.

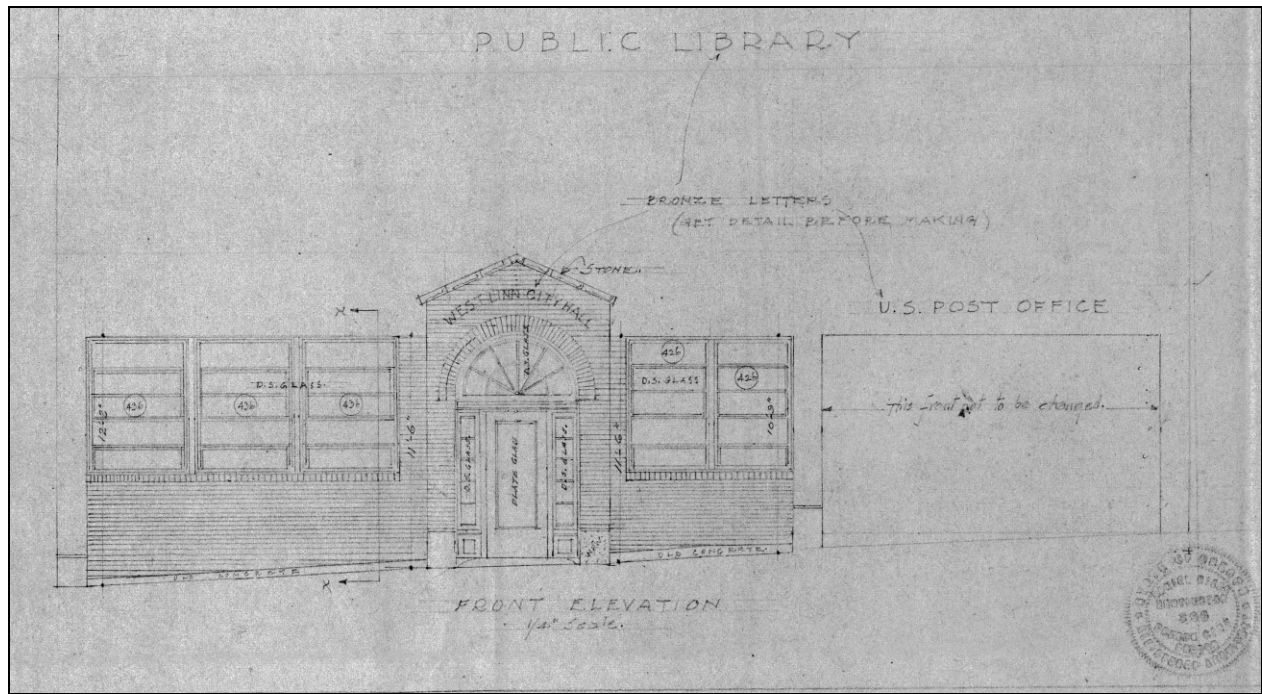


Figure 11: Screenshot of beginning credits, *Route 66* episode filmed c.1961, City Hall on the right.⁸⁸



⁸⁸ Herbert B. Leonard, director. *Route 66* [TV show], "Across Walnuts and Wine," Season 3 Episode 7, 1962.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

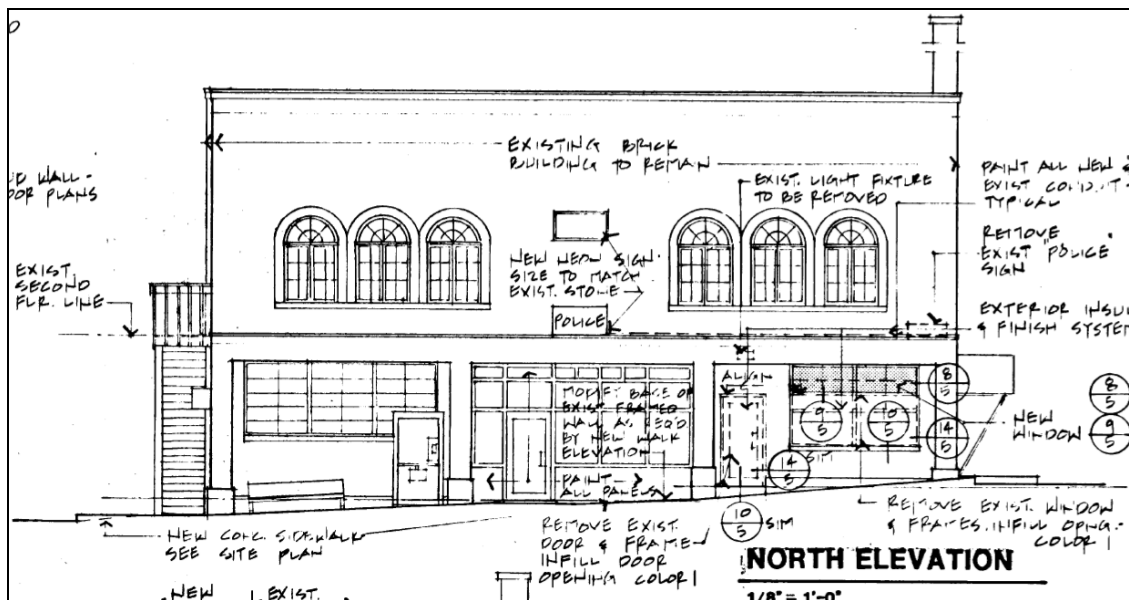
Section number Additional Documentation Page 39

Figure 12: 1983 Cultural Survey image, looking southwest, by Pinger/ Borge.



Figure 1987 City Hall alterations drawings by Barrantine Bates Lee AIA, North Elevation.

13:



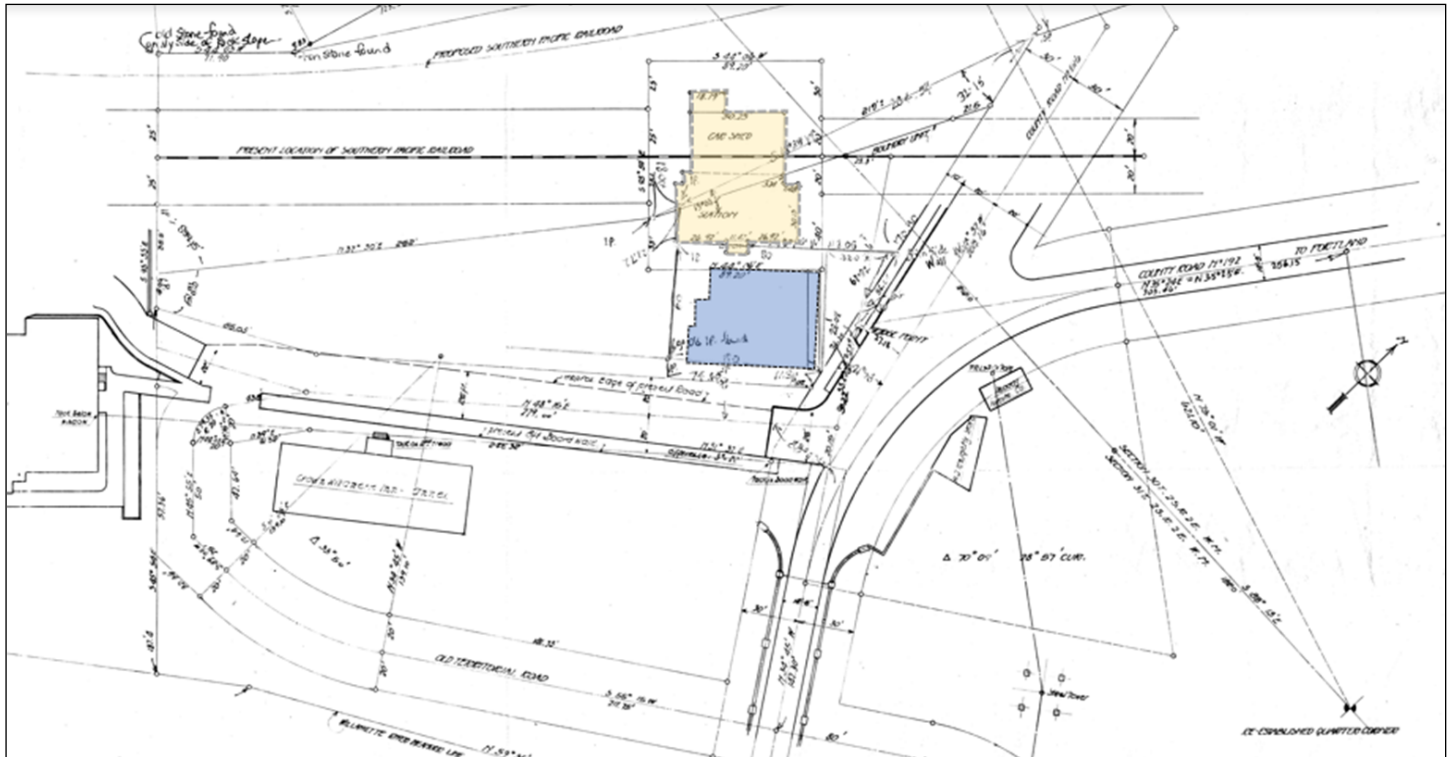
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 40

Figure 14: 1923 survey map, by Crown Willamette Paper Co., with depot building and rail tracks shown and with added footprint of future City Hall building



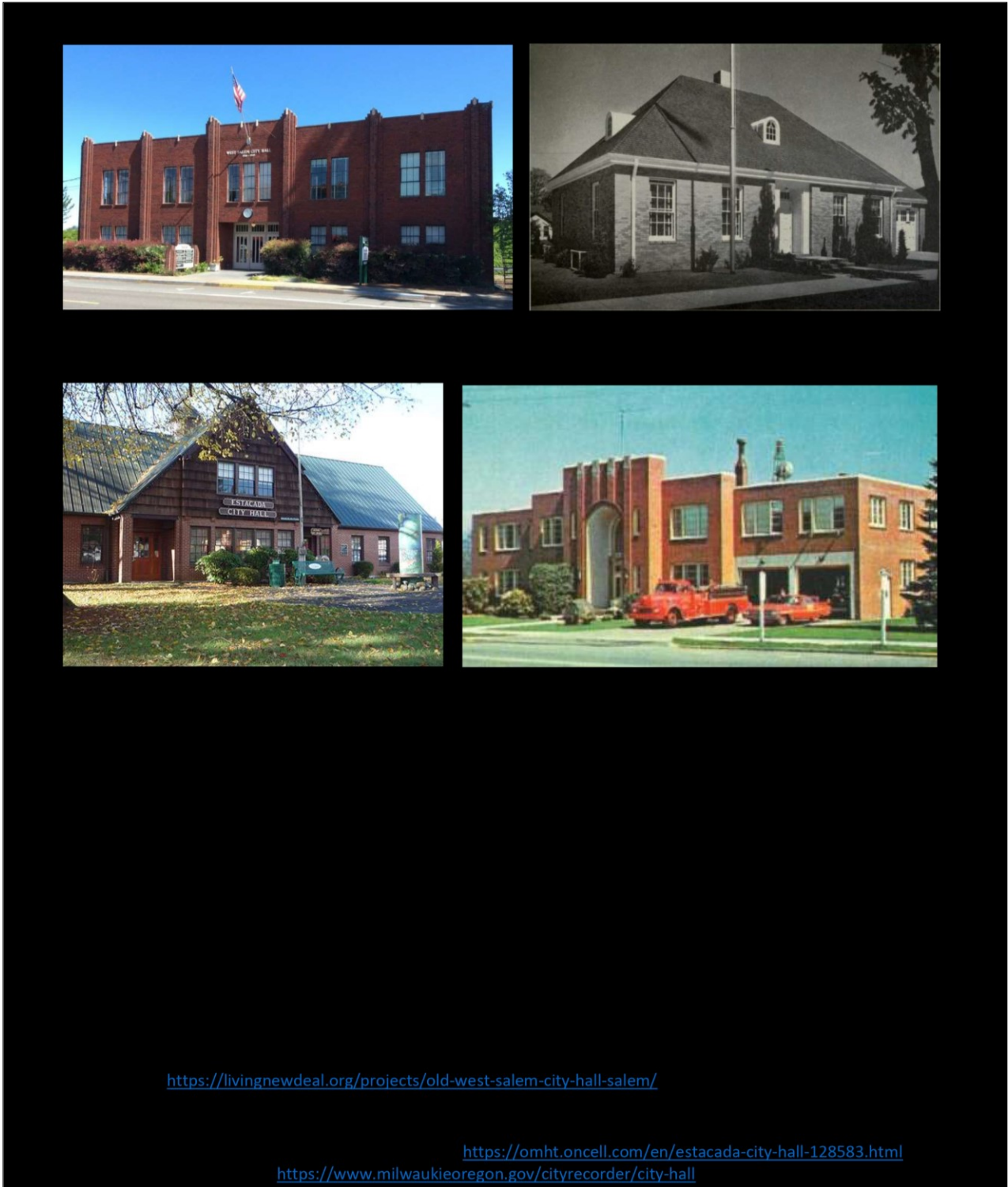
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Historic City Hall
Name of Property Clackamas Co., OR
County and State N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 41

Figure 15: Comparative Buildings



<https://livingnewdeal.org/projects/old-west-salem-city-hall-salem/>

<https://omht.ocell.com/en/estacada-city-hall-128583.html>

<https://www.milwaukieoregon.gov/cityrecorder/city-hall>

**West Linn City Hall
Clackamas County, OR**



Photo 1 of 13: OR_Clackamas_HistoricCityHall_0001. Looking west at the building from the Arch Bridge.



Photo 2 of 13: OR_Clackamas_HistoricCityHall_0002, Looking south at front (north) and west sides.

**West Linn City Hall
Clackamas County, OR**



Photo 3 of 13: OR_Clackamas_HistoricCityHall_0003. Looking southwest at the front (north) and east sides.



Photo 4 of 13: OR_Clackamas_WestLinnCityHall_0004. Looking north at the rear and east sides.

**West Linn City Hall
Clackamas County, OR**



Photo 5 of 13: OR_Clackamas_HistoricCityHall_0005. Looking east at part of the rear (south) façade and west side.



Photo 6 of 13: OR_Clackamas_HistoricCityHall_0006. View of west elevation, looking south.

**West Linn City Hall
Clackamas County, OR**



Photo 7 of 13: OR_Clackamas_HistoricCityHall_0007. Looking northwest at the original door opening leading upstairs (now a window) in the east wall.



Photo 8 of 13: OR_Clackamas_HistoricCityHall_0008. Ground floor interior looking north at center front storefront bay (on left) and east-side offices (on right)

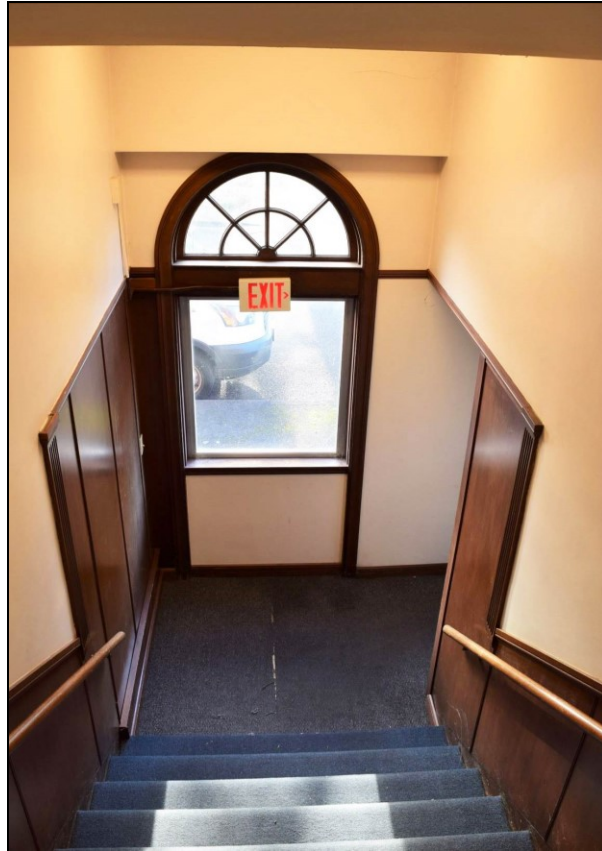


Photo 9 of 13: OR_Clackamas_HistoricCityHall_0009. Interior looking southeast and downstairs.



Photo 10 of 13: OR_Clackamas_HistoricCityHall_0010. Interior at upper level, looking southwest into elevator addition area. Stair on left.



Photo 11 of 13: OR_Clackamas_HistoricCityHall_0011. Interior upper level looking north.



Photo 12 of 13: OR_Clackamas_HistoricCityHall_0012. Interior upper level looking east inside front half of original council chamber room.



Photo 13 of 13: OR_Clackamas_HistoricCityHall_0013. Interior upper level looking east inside divided council chamber room.

EXHIBIT HRB-3 COMPLETENESS LETTER



CITY OF West Linn

June 1, 2022

Todd Iselin
Iselin Architects, PC
1307 7th Street
Oregon City, OR 97045

SUBJECT: Application for alteration of a historic resource at 22805 Willamette Drive (Old City Hall) and concurrent nonconforming review (DR-22-01/MISC-22-05)

Dear Ms. Iselin,

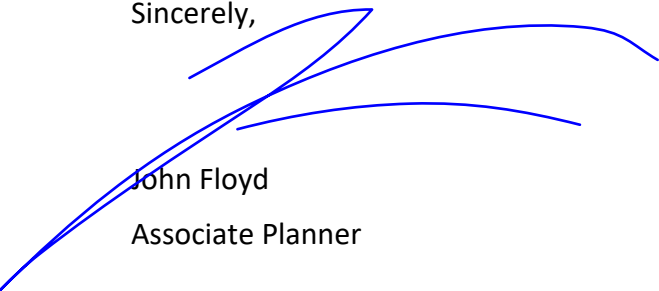
You submitted an application for a Class II Design Review on May 9th, 2022. The Community Development Department has reviewed the materials and found the application to be **complete**. The city has 120 days to exhaust all local review, that period ends September 29, 2022.

Please be aware that determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Commission Director to render a decision on your proposal.

A 20-day public notice will be prepared and mailed for a public hearing before the West Linn Historic Review Board. The anticipated hearing date is June 21, 2022.

Please contact me at 503-742-6058, or by email at jfloyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,



John Floyd
Associate Planner

EXHIBIT HRB-4 AFFIDAVIT AND NOTICE PACKET

**AFFIDAVIT OF NOTICE
TYPE A
historic review board DECISION**

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

PROJECT

File No.: DR-22-03/MISC-22-03/WRG-22-03

Applicant's Name: **WFLHA/Iselin Architects**

Development Name:

Scheduled Decision Date: **Historic Review Board Decision no earlier than June 21, 2022**

APPLICATION

The application was posted on the website at least 20 days before the hearing. All documents or evidence relied upon by the applicant, and applicable criteria are available for review at least 20 days before the hearing at City Hall, per Section 99.040 of the Community Development Code.

6/1/22	<i>Lynn Schroder</i>
--------	----------------------

MAILED NOTICE

Notice of Upcoming Hearing was mailed at least 20 days before the hearing, per Section 99.080 of the CDC to:

Willamette Falls & Landings Heritage Area, applicant	6/1/22	<i>Lynn Schroder</i>
Iselin Architects, applicant representative	6/1/22	<i>Lynn Schroder</i>
COWL, property owner	6/1/22	<i>Lynn Schroder</i>
Tri-Met	6/1/22	<i>Lynn Schroder</i>
Clackamas County	6/1/22	<i>Lynn Schroder</i>
Dept of Fish and Game	6/1/22	<i>Lynn Schroder</i>
Division of State Lands	6/1/22	<i>Lynn Schroder</i>
US Army Corps of Engineers	6/1/22	<i>Lynn Schroder</i>
ODOT	6/1/22	<i>Lynn Schroder</i>
State Historic Preservation Office	6/1/22	<i>Lynn Schroder</i>
PGE	6/1/22	<i>Lynn Schroder</i>
TVF&R	6/1/22	<i>Lynn Schroder</i>
Property owners within 500ft of the site perimeter	6/1/22	<i>Lynn Schroder</i>
Bolton Neighborhood Association	6/1/22	<i>Lynn Schroder</i>

WEBSITE

Notice was posted on the City's website at least 20 days before the hearing.

6/1/22	<i>Lynn Schroder</i>
--------	----------------------

TIDINGS

Notice was posted in the West Linn Tidings at least 10 days before the hearing, per Section 99.080 of the CDC.

6/8/22	<i>Lynn Schroder</i>
--------	----------------------

SIGN

A sign was posted on the property at least 10 days before the hearing, per Section 99.080 of the CDC.

6/10/22	<i>John Floyd</i>
---------	-------------------

STAFF REPORT

The staff report was posted on the website and provided to the applicant and Planning Commissioners at least 10 days before the hearing, per Section 99.040 of the CDC.

6/10/22	<i>Lynn Schroder</i>
---------	----------------------

FINAL DECISION

Notice of Final Decision was mailed to the applicant, all parties with standing, and posted on the City’s website, per Section 99.040 of the CDC.

--	--

**CITY OF WEST LINN HISTORIC REVIEW BOARD
PUBLIC HEARING NOTICE
FILE NO. DR-22-03/MISC-22-03/WRG-22-02**

The West Linn Historic Review Board will hold a hybrid public hearing on **Tuesday, June 21, 2022 at 6:00 pm** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a request for a Class II Historic Design Review, Non-Conforming Review, and Willamette River Greenway Permit. The applicant is requesting approval for the adaptive re-use of Old City Hall to be used as offices and a cultural center for the Willamette Falls and Landings Heritage Coalition. Associated with the project is the construction of a parking area to the west and north of the existing building, with access to be taken from Mill Street.

The Historic Review Board will make its decision based on applicable criteria found in Chapters 19, 25, 28, 42, 46, 48, 54, 55, 66, and 99 of the Community Development Code (CDC). The CDC approval criteria are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City's website, <https://westlinnoregon.gov/planning/22825-willamette-drive-class-2-historic-design-review-exterior-renovations-west-linn>. The application, all documents or evidence relied upon by the applicant, and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at a reasonable cost. The staff report will be posted on the website and available for inspection at no cost, or copies may be obtained at a reasonable cost, at least ten days before the hearing.

The hearing will be conducted according to CDC Section 99.170 in a hybrid format with some Board members, staff, presenters, and members of the public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online at <https://westlinnoregon.gov/meetings> or on Cable Channel 30.

Anyone wishing to present written testimony for consideration should submit all materials before 12:00 pm on the meeting day to jfloyd@westlinnoregon.gov or mail them to City Hall.

Those who wish to participate remotely should complete the speaker form at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> **before 4:00 pm on the meeting day** to receive an invitation to join the meeting. Virtual participants can log in through a computer, mobile device, or call-in.

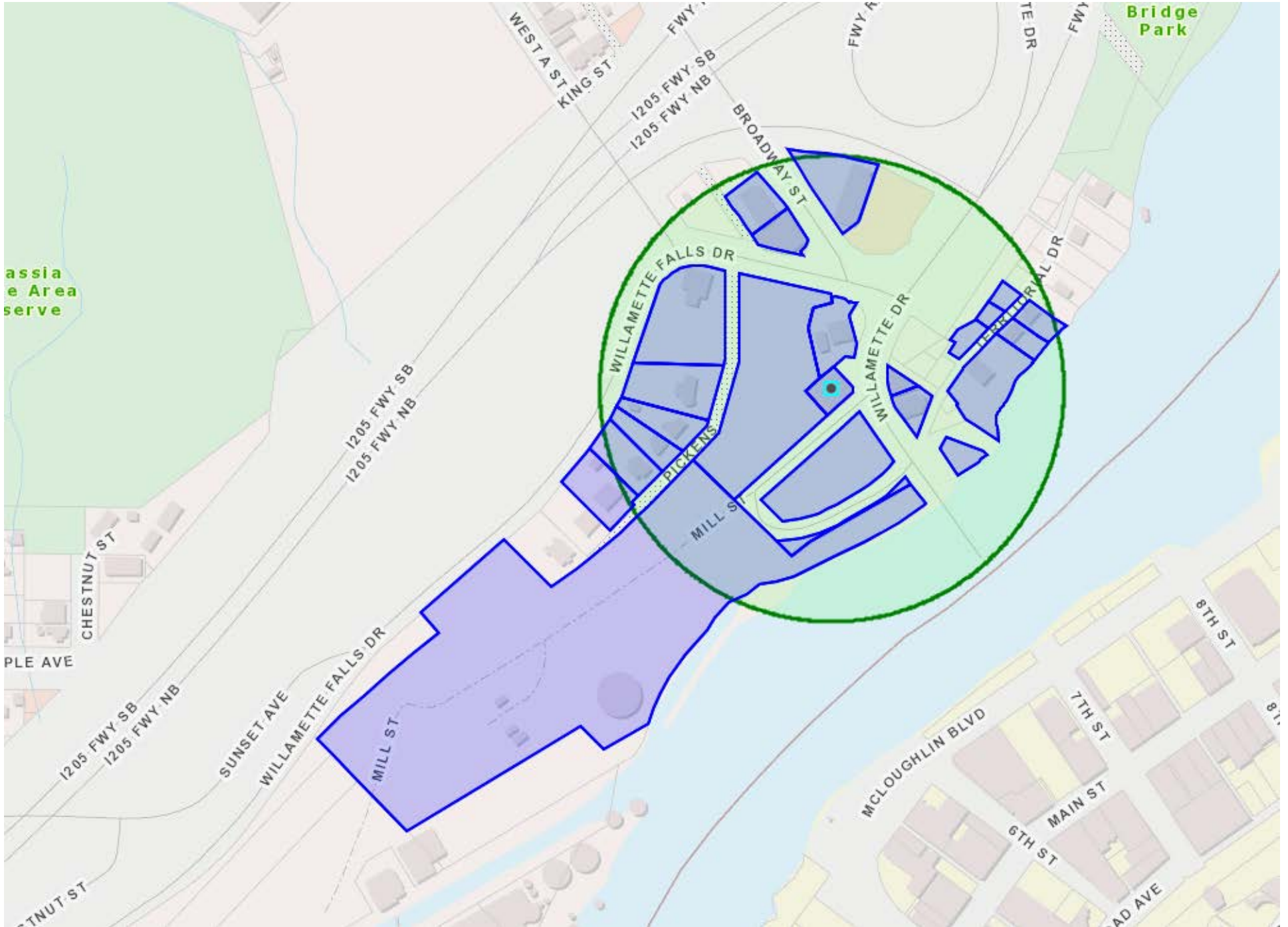
It is important to submit all testimony in response to this notice. All comments submitted for consideration of this application should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue (CDC Section 99.090).

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the final decision notice pursuant to CDC [99.240](#).

For additional information, please contact John Floyd, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-6058 for additional information.

Publish: West Linn Tidings June 9, 2022

DR-22-03 – Properties within 500 feet of 22825 Willamette Drive





PROJECT # DR-22-03
MAIL: 06/01/22 TIDINGS: 06/08/22

CITIZEN CONTACT INFORMATION

To lessen the bulk of agenda packets and land use application notice, and to address the concerns of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.