



CITY OF
West Linn

**STAFF REPORT
PLANNING MANAGER DECISION**

DATE: May 20, 2024
FILE NO.: DR-23-09
REQUEST: Approval of a Class I Design Review at 18825 Willamette Drive (Matin Real Estate)
PLANNER: Aaron Gudelj, Associate Planner

Planning Manager DSW

TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION

GENERAL INFORMATION2
BACKGROUND.....3
PUBLIC COMMENTS3
DECISION AND CONDITIONS OF APPROVAL.....4
ADDENDUM & APPROVAL CRITERIA & STAFF FINDINGS5

EXHIBITS

PD-1 APPLICANT SUBMITTAL.....25
PD-2 TREE REMOVAL PERMITS83
PD-3 COMPLETENESS LETTER 115
PD-4 AFFIDAVIT AND NOTICE PACKET117

GENERAL INFORMATION

APPLICANT	Bill Seroyer 18825 Willamette Drive West Linn, OR. 97068
OWNER:	Jordan Matin Matin Real Estate 18825 Willamette Drive West Linn, OR 97068
SITE LOCATION:	18825 Willamette Drive (Highway 43)
SITE SIZE:	32,507 square feet (0.73 Acres)
LEGAL DESCRIPTION:	Taxlot Number: 21E14DD06200
COMP PLAN DESIGNATION:	Commercial
ZONING:	General Commercial (GC)
APPROVAL CRITERIA:	Community Development Code (CDC) Chapter 19: General Commercial, GC Chapter 32 Water Resource Area Protection Chapter 54: Landscaping Chapter 55: Design Review
120-DAY RULE:	The application became complete on March 4, 2024. The 120-day period ends July 2, 2024.
PUBLIC NOTICE:	Notice was mailed to property owners within 300 feet of the subject property and to the Robinwood neighborhood association March 6, 2024. A sign was placed on the property on March 7, 2024. The notice was also posted on the City's website on March 6, 2024. The criteria of West Linn CDC Chapter 99 have been met.

BACKGROUND

The applicant is requesting an exterior and interior remodel of an existing commercial building along Willamette Drive/Highway 43 at 18825 Willamette Drive. Minor landscape modifications and construction of two retaining walls are also proposed.

The existing commercially zoned lot has two detached commercial buildings; the subject of this Design Review is the building on the northside of the lot while the building on the southside of the lot is not proposed to be modified. The southern half of the existing lot and southern building are located within a "low" level habitat conservation area and significant riparian corridor and are not proposed to be altered. The subject building and northern half of the lot are not located within a habitat conservation area or significant riparian corridor; all work proposed as part of the project is located outside of these environmental zones.

A summary of the applicant's proposed modifications to the northerly building and site are as follows:

1. Install a commercial glass building frontage approximately 29 ft long on the eastside of the building facing Willamette Dr (Highway 43).
2. Installation of a 19-ft bifold glass door at the southwest corner of the building facing the parking lot.
3. Installation of 9 skylights on the roof.
4. A façade-like architectural feature approximately 16ft high - nearest the front of the building - to serve as a future backdrop for business signage. This feature also provides a vaulted/raised ceiling area over the front entrance area.
5. A 4-foot retaining wall approximately 60 feet in length along the north property line.
6. A 6-8 foot retaining wall approximately 94 feet in length along the northwest portion of the property.
7. A concrete 6-foot wide walkway along the north and west side of the building.
8. Construction of a 12" raised planter near the center of the parking lot, and planting of 6 'Flame Thrower' trees and grass inside the planter bed.
9. Landscape modifications to the Highway 43 street frontage including planting of 4 'Flame Thrower' trees and grass near the center of the front property line, and construction of a 12" raised planter near the building frontage along Highway 43 with 4 oyster plants and grass.
10. Planting of 5 new dogwood trees along the Northerly property line and planting of 4 additional dogwood trees along the northwest corner of the property.

Public comments:

No written public comments were received.

DECISION

The Community Development Director (designee) approves this application DR-23-09 based on: 1) the findings submitted by the applicant, which are incorporated by this reference, and 2) supplementary staff findings included in the Addendum below and 3) the addition of conditions of approval below. With these findings, the applicable approval criteria are met. The conditions are as follows:

1. **Plans, Elevations, and Narrative.** The project shall conform to the plans, elevations, and narrative submitted in Exhibit PD-1 and obtain all necessary building permits.
2. **Engineering Standards.** All public improvements and facilities associated with the approved site design, including but not limited to street improvements, driveway approaches, curb cuts, utilities, grading, onsite and offsite stormwater, street lighting, easements, easement locations, and connections for future extension of utilities are subject to conformance with the City Municipal Code and Community Development Code. The City may partner with the applicant to fund additional improvements as part of the project.
3. **Landscaping.** All plantings in the Significant Riparian Corridor are to be identified as native on the Portland Plant List. Prior to final Planning Inspection and Final Occupancy all landscaped areas, planting, and propagation of plants to be consistent with the Site Plan (Applicant's Submittal Sheet S3). Evidence of approval by the Oregon Department of Transportation shall be provided for trees planted in the Highway 43 right-of-way.

The provisions of the Community Development Code Chapter 99 have been met.



Aaron Gudelj, Associate Planner

May 20, 2024
Date

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of the mailing date. The appeal fee is \$400. An appeal to City Council of a decision by the Planning Director shall be a de novo hearing. The appeal must be filed by an individual who has established standing by submitting comments before the decision date. Approval will lapse 3 years from the effective approval date.

Mailed this 20th day of May, 2024.

Therefore, the 14-day appeal period ends at 5 p.m. on June 3, 2024.

**ADDENDUM
APPROVAL CRITERIA AND FINDINGS
DR-23-09**

This decision adopts the findings for approval contained within the applicant’s submittal, with the following exceptions and additions:

Community Development Code (CDC) Chapter 19 General Commercial, GC

19.030 PERMITTED USES

The following uses are permitted outright in this zone:

1. *Agricultural sales.*

.....

23. *Professional and Administrative Services*

.....

Staff Finding 1: The existing use of the building as a professional and administrative service space for a real estate business will remain and is permitted use in the General Commercial zone. The criteria are met.

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.*

Staff Finding 2: The proposed project will not alter established lot width or lot lines. The criteria are met.

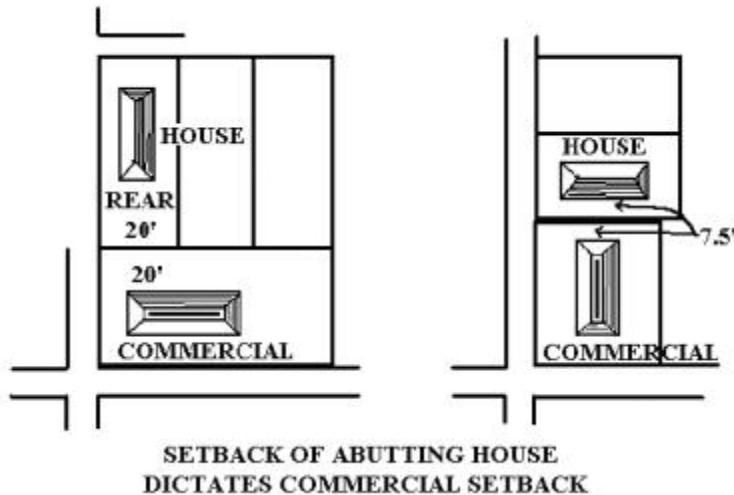
2. *The average minimum lot width shall be 50 feet.*

Staff Finding 3: The existing width at the front lot line is 220 feet. No changes are proposed. The criteria are met.

3. *The average minimum lot depth shall not be less than 90 feet.*

Staff Finding 4: The existing lot depth is 162 feet. No changes are proposed. The criteria are met.

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.*



Staff Finding 5: The subject north building is setback approximately 20 feet from the westerly lot line that abuts a residential zone/use. The residential building to the west is approximately 75 ft from the subject building. The proposed modifications will not alter the existing footprint of the building and will not alter existing setbacks and building separation. The criteria are met.

5. *The maximum lot coverage shall be 50 percent, except as provided in CDC [58.090\(C\)\(1\)\(d\)](#).*

Staff Finding 6: The existing lot coverage for the site is equal to 25.8% - North Building = 4194 sq.ft., South building = 4194 sq.ft., lot size = 32,507 sq. ft. The proposed modifications will not change the existing footprint of either building. The criteria are met.

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.*

Staff Finding 7: The proposed modifications will increase the building height to a total of 19' and the building will remain one-story. The criteria are met.

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 8: The applicant proposes to renovate an existing building that is located approximately 30 ft from the front property line. No expansion of the footprint is proposed. The applicant proposes to rehabilitate the landscaped area in front of the building with native groundcover and trees while maintaining the existing footprint of landscaped areas. No change in hardscape is proposed. The criteria are met.

CDC Chapter 32 Water Resource Area Protection

32.020 Applicability

A. *This chapter applies to all development, activity or uses within WRAs identified on the WRA Map. It also applies to all verified, unmapped WRAs. The WRA Map shall be amended to include the previously unmapped WRAs.*

B. *The burden is on the property owner to demonstrate that the requirements of this chapter are met, or are not applicable to the land, development activity, or other proposed use or alteration of land. The Planning Director may make a determination of applicability based on the WRA Map, field visits, and any other relevant maps, site plans and information, as to:*

1. *The existence of a WRA;*
2. *The exact location of the WRA; and/or*
3. *Whether the proposed development, activity or use is within the WRA boundary.*

In cases where the location of the WRA is unclear or disputed, the Planning Director may require a survey, delineation, or sworn statement prepared by a natural resource professional/wetland biologist or specialist that no WRA exists on the site. Any required survey, delineation, or statement shall be prepared at the applicant's sole expense. (Ord. 1623 § 1, 2014)

Staff Finding 9: The southern half of the subject lot lies within a recognized riparian corridor and habitat conservation area; the subject building is in the northern half of the subject lot which is not within a riparian corridor or habitat conservation areas. The applicant's proposed modifications to the building are located outside of the riparian corridor and habitat conservation area. The proposed landscaping in the center of the parking lot, along Willamette Drive, and in front of and around the southern building, is located within a habitat conservation area and riparian corridor. The criteria from Chapter 32 of the West Linn CDC apply.

32.030 Prohibited Uses

Type of Development or Activity	In Water Resource	Water Resource Area
Removal of existing vegetation or planting new vegetation	No, except invasive plants and hazard trees per CDC 32.040(A)(2) or per CDC 32.100 .	Yes, if it is replaced by native vegetation. Exemption CDC 32.040(A)(3) applies.

Staff Finding 10: The applicant proposes to plant native plants and trees on the subject lot fronting Willamette Drive, with some areas lying within a recognized riparian corridor and a habitat conservation area. Planter boxes and landscaped areas at the center of the parking

lot along Willamette Drive, and around the southerly building are located within a Habitat Conservation Area and Riparian Corridor. The applicant proposes removal of existing vegetation in these planter boxes and replacement of vegetation with new native landscaping that complies with CDC 32.040.A.3 (see Staff Finding 11). The criteria are met.

32.040 Exemptions

The following development, activities or uses are exempt from a WRA permit but must conform to any applicable requirements of this section.

A. Vegetation maintenance, planting and removal.

- 1. The routine maintenance of any existing WRA...*
- 2. Removal of plants identified as nuisance, invasive, or prohibited;...*
- 3. The planting or propagation of plants identified as native plants on the Portland Plant List.*
- 4. Maintenance of existing gardens, pastures, lawns, and landscape perimeters, including the installation of new irrigation systems within existing gardens, lawns, and landscape perimeters.*

....

Staff Finding 11: The landscaping and planter boxes at the center of the parking lot, along the Willamette Drive frontage, and surrounding the southerly building are within the Habitat Conservation Area and Riparian Corridor. The applicant proposes to rehabilitate these landscape areas with new native plants and trees as demonstrated on the site plan (Sheet S3). Existing impervious surface areas will remain the same. General maintenance of existing landscape areas is identified as exempt activities. The criteria are met.

CDC Chapter 52 Signs

52.210 Signs - Approval Standards

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

Staff Finding 12: The applicant proposes to install business signage on the wall at the front of the northerly building. Review of signs is conducted under a separate review pursuant to CDC Chapter 52 and will not be reviewed/approved/denied as part of this review.

CDC Chapter 54 Landscaping

54.020 Approval Criteria

A. Tree preservation.

- 1. Intent and guidance. 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 microclimate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.

Staff Finding 13: The applicant was issued two tree removal permits by the City on February 16, 2023 and June 13, 2023 (See Exhibit PD-2). The trees removed with the two permits were located along the Willamette Drive street frontage, the northerly property line adjacent to the subject building, and near the NW property corner on the vacant lot to the west, currently owned by the applicant. Prior to the issuance of the tree permits the applicant provided a letter from a Board Certified Master Arborist recommending removal of the Black Cottonwood trees onsite due to their aggressive root systems. The applicant proposes to plant Pacific Dogwood trees and ‘Flamethrower Redbud’ trees in the areas where the trees were removed. Additionally, the vacant 0.725 acre lot to the west – currently owned by the applicant – will retain approximately 40 mature trees and continue to provide a natural buffer from neighboring uses. The criteria are met.

2. Inventory required. Every development proposal shall submit an inventory of existing site conditions, which includes significant trees and heritage trees.

Staff Finding 14: The applicant was issued two tree-removal permits by the City on February 16, 2023 & June 13, 2023 (See Exhibit PD-2) and provided documentation of existing site conditions and inventory at that time. As part of the current application the applicant has provided 2 site plans documenting original site conditions with existing landscaping, contours, building footprint, etc. The criteria are met.

3. To encourage tree preservation in parking lots, the parking requirement may be reduced by one space for every significant tree, as defined in CDC 2.030, that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking.

Staff Finding: 15: No parking lot space reduction is requested. The criteria are met.

4. Developers must also comply with the municipal code chapter on tree protection and, if applicable, with CDC 55.100(B) or 55.105(B).

Staff Finding 16: Compliance with CDC Section 55.100(B) is discussed later in this report. CDC 55.105(B) does not apply as this project does not have a residential component. Please see Staff Finding(s) 41-47 later in this report.

5. 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.

Staff Finding 17: No heritage trees are located on the subject lot(s). The criteria are met.

B. 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.

Staff Finding 18: The existing landscape area is equal to ~8,400 sq.ft. or approximately 26% of the subject lot fronting Willamette Drive. The applicant proposes to refurbish existing landscape areas onsite with planting of new native plants while maintaining the existing landscape area footprints. The criteria are met.

3. Parking area landscaping – All uses (residential uses (non-single-family) and non-residential uses):

a. There shall be one shade tree planted for every eight parking spaces, except as required under subsection (B)(3)(d) of this section. Shade trees are defined as medium to large trees with a canopy, at maturity, at least 40 feet in diameter. These trees shall be evenly distributed throughout the parking lot to provide shade.

Staff Finding 19: The existing site contains a total of 30 parking spaces – therefore a tree requirement of 4 trees are required onsite. The applicant proposes to plant 4 ‘Flamethrower Redbud’ trees along Willamette Drive, replacing the street trees removed in 2023. An additional 6 new ‘Flamethrower Redbud’ trees will be planted in the center parking lot planter. Prior to the project the parking lot planter was soil and minimal ground shrubs. A total of 10 trees will be planted around the parking lot area. Each redbud tree is expected to achieve 20-foot diameter canopy. Ten trees will result in 200-feet of canopy cover (diameter), which is greater than the required 160-feet of canopy cover (4 trees x 40-foot). To ensure the plantings are completed, a condition of approval is being applied that requires installation of landscaping prior to final planning inspection approval. As conditioned the criteria are met.

b. 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, as provided in subsection (B)(3)(h) of this section, shall not be included in the 10 percent figure.

Staff Finding 20: The parking lot has 30 spaces. The applicant does not propose any modifications to the existing parking lot. The proposed rehabilitation of planters along the

building frontage, street frontage, and the center of the parking lot are refurbishments of existing landscaped areas. No expansion or deduction in square footage is proposed. All criteria are met.

c. 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 provided in subsection (B)(3)(h) of this section, shall not be included in the five percent.

Staff Finding 21: The existing parking area contains 30 parking spaces. Criteria is not applicable.

d. Parking lots with fewer than 10 spaces shall have perimeter landscaping, if required under subsection (B)(3)(h) of this section, and at least two shade trees.

Staff Finding 22: The existing parking area contains 30 parking spaces. Criteria is not applicable.

e. 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.

Staff Finding 23: No reduction in parking is requested. The criteria are met.

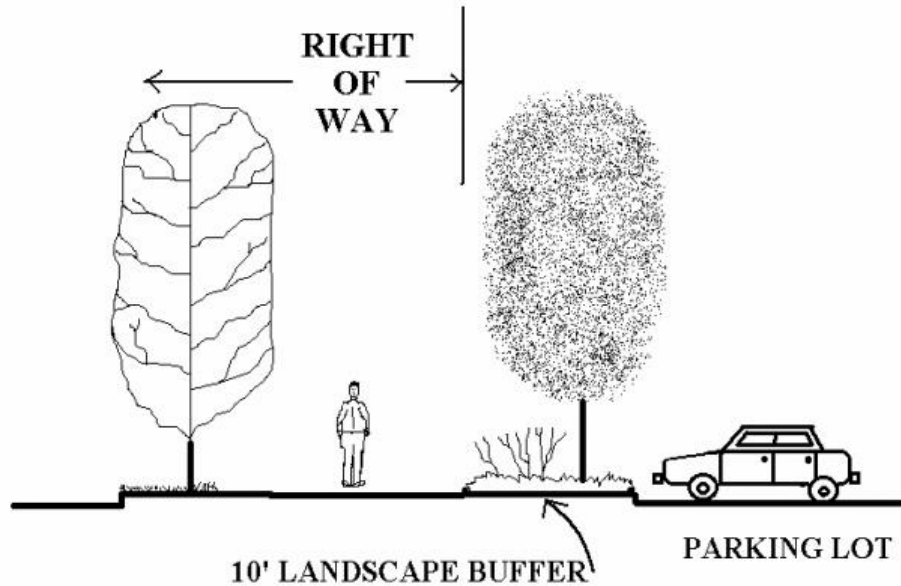
f. The landscaped areas shall not have a width of less than five feet and shall be uniformly distributed throughout the parking or loading area.

Staff Finding 24: The existing planter areas fronting Willamette Drive and in the center of the parking lot are greater than 5 feet in width. No square footage changes are proposed. The criteria are met.

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

Staff Finding 25: The applicant proposes to plant native plants in native soil inside the designated landscape areas. Irrigation is proposed to be onsite and directed at landscaped areas. The criteria are met.

h. 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) Trees spaced as appropriate to the species, not to exceed 30 feet apart on center, 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; and
- 3) Vegetative ground cover such as grass, wildflowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low level shrubs.

Staff Finding 26: The existing planter along Willamette Drive is approximately 10ft in width and is not proposed to change. No parking, loading, or service area or driveway is contiguous to an adjoining lot. Inside the planter the applicant proposes planting four (4) “Flamethrower Redbud’ trees, native ground cover and native soils. Trees are shown to be planted approximately 10 feet apart with vegetative grass and ground cover planted to achieve 100 percent ground cover within two growing seasons.. The criteria are met.

i. 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.

Staff Finding 27: The applicant proposes to renovate an existing commercial building on a developed site. No changes to the parking lot are proposed. The existing planter box area along Willamette Drive is 10-foot wide and will be replanted with 4 “Flamethrower Redbud’ trees and native ground cover plants. Native trees and ground cover are proposed to provide a visual landscape buffer from the street. The criteria are met.

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

Staff Finding 28: The areas not used for parking are proposed to be landscaped. The criteria are met.

k. The landscaping in parking areas shall maintain minimum vision clearance as provided in Chapter 42 CDC, Clear Vision Areas.

Staff Finding 29: The proposed plantings at the corner of Willamette Drive and S Walling Circle consist of ground cover plants that are less than 3 feet at mature height. The criteria are met.

4. Other landscaping standards – All uses (residential uses (non-single-family) and non-residential uses):

a. 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) or 55.105(G), as applicable.

Staff Finding 30: No outdoor storage areas are proposed. Trash containers will be stored at the rear of the subject building with trees, landscaping, and the natural downslope providing buffers from the residential uses to the west. Delivery areas will be contained inside the parking lot and are not anticipated to impact neighboring uses. The criteria are met.

b. For non-residential development, 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).

Staff Finding 31: The proposed plants and planting layout is not anticipated to prohibit surveillance of public and semi-public areas. Plantings will be contained onsite and will not interfere with established public or semi-public areas. The criteria are met.

c. 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.

Staff Finding 32: Irrigation facilities will not interfere with vehicular or pedestrian circulation. Established planting areas will be refurbished with no change of footprint or impact on vehicle circulation. The criteria are met.

d. For commercial, office, and other non-residential 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.

Staff Finding 33: The applicant proposes to plant Ten (10) 'Flamethrower Redbud' trees and Nine (9) Pacific Dogwood trees onsite and on the vacant lot to the west. The proposed plantings were recommended by a Board Certified Master Arborist and the City Arborist. The trees will provide a natural canopy for shade; their roots are not anticipated to break up adjacent hardscape; and they are compatible with the planter area sizes. The criteria are met.

e. 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 34: The applicant proposes to plant native ground cover and shrubs in the landscaped areas onsite. The criteria are met.

CDC 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 multifamily 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 35: The applicant proposes an exterior and interior remodel of an existing commercial building. No increase in interior usable space or footprint is proposed. A Class I Design Review is required.

55.090 General Discretionary

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 36: The subject lot is substantially built with no natural features present. The vacant lot to the west has natural features present including trees, shrubs, and ground cover. The relationship to the natural and physical environment shall apply. Findings for compliance with CDC Chapter 55.100(B)(1) through (4) are found later in this report – Findings 41-44. The criteria are met.

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.

.....

Staff Finding 37: The proposed changes involve exterior architectural construction, remodeling, and changes. Findings for compliance with CDC Chapter 55.100(B)(5) and (6) are found later in this report – findings 45 & 46.

3. Pursuant to CDC 55.085, the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application.

Staff Finding 38: The applicant’s application was deemed complete on March 3, 2024. No additional information is needed. The criteria are met.

4. The design standards or requirements identified in the base zone shall apply.

Staff Finding 39: The subject lots are zoned General Commercial. The proposed use, building footprint(s), building height, parking spaces, landscaping and all design elements are compliant with standards identified in Chapter 19 General Commercial of the West Linn CDC, as discussed in prior findings above. The criteria are met.

B. An application may be approved only if adequate public facilities, as defined in CDC 2.030 and pursuant to CDC 55.100(I), Public facilities, will be available to provide service to the property at the time of occupancy.

Staff Finding 40: The subject lot and buildings have had active commercial uses onsite for decades with access to adequate public facilities. No changes are proposed. The criteria are met.

55.100 Approval Standards – Class II Design Review – General Discretionary

B. *Relationship to the natural and physical environment.*

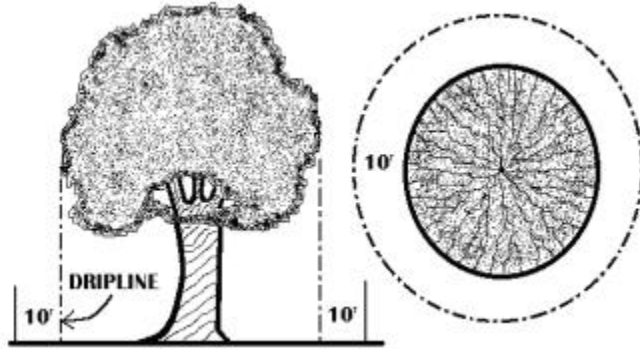
1. *The buildings and other site elements shall be designed and located so that all heritage trees, as defined in the municipal code, shall be saved. Diseased heritage trees, as determined by the City Arborist, may be removed at their direction.*

Staff Finding 41: No heritage trees are located on the subject lot(s). The criteria are met.

2. *All heritage trees, as defined in the municipal code, all trees and clusters of trees (“cluster” is defined as three or more trees with overlapping driplines; however, native oaks need not have an overlapping dripline) that are considered significant by the City Arborist, either individually or in consultation with certified arborists or similarly qualified professionals, based on accepted arboricultural standards including consideration of their size, type, location, health, long term survivability, and/or numbers, shall be protected pursuant to the criteria of subsections (B)(2)(a) through (f) of this section. In cases where there is a difference of opinion on the significance of a tree or tree cluster, the City Arborist’s findings shall prevail. It is important to acknowledge that all trees are not significant and, further, that this code section will not necessarily protect all trees deemed significant.*

Staff Finding 42: Prior to this project the applicant was issued two (2) tree removal permits by the City – March 17, 2023 & June 13, 2023 (See Exhibit PD-2) - for removal of existing Black Cottonwood trees on the subject lot(s). The Black Cottonwood trees were identified by a Board Certified Master Arborist as having aggressive root systems capable of damaging hardscape onsite overtime. The trees removed were located primarily around the subject northerly building as well as street trees fronting Willamette Drive. The majority of trees on the lot to the west still remain – approximately 40 significant trees or tree clusters. The applicant’s early removal of trees was authorized via the tree removal permits and no further tree removal is proposed. The criteria are met.

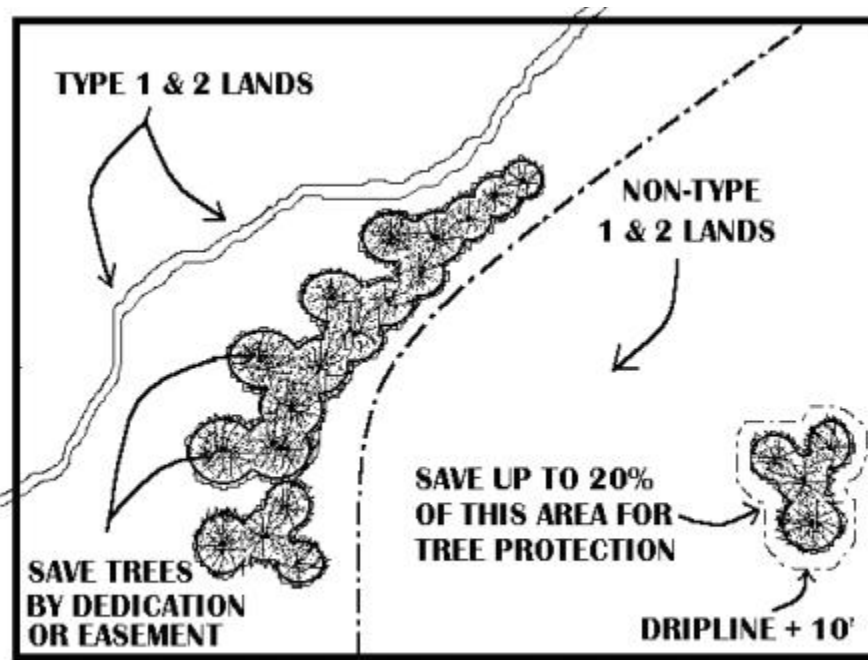
a. *Non-residential and residential projects on Type I and II lands shall protect all heritage trees and all significant trees and tree clusters by limiting development in the protected area. The protected area includes the protected tree, its dripline, and an additional 10 feet beyond the dripline, as depicted in the figure below. Development of Type I and II lands shall require the careful layout of streets, driveways, building pads, lots, and utilities to avoid heritage trees and significant trees and tree clusters, and other natural resources pursuant to this code. The method for delineating the protected trees or tree clusters (“dripline plus 10 feet”) is explained in subsection (B)(2)(b) of this section. Exemptions of subsections (B)(2)(c), (e), and (f) of this section shall apply.*



PROTECTED AREA = DRIPLINE + 10 FEET

Staff Finding 43: Prior to this project the applicant was issued two (2) tree removal permits by the City – March 17, 2023 & June 13, 2023 - for removal of existing Black Cottonwood trees on the subject lot(s). No further tree removal is proposed. The criteria are met.

b. Non-residential and residential projects on non-Type I and II lands shall set aside up to 20 percent of the protected areas for significant trees and tree clusters, plus any heritage trees. Therefore, in the event that the City Arborist determines that a significant tree cluster exists at a development site, then up to 20 percent of the non-Type I and II lands shall be devoted to the protection of those trees by limiting development in the protected areas. The exact percentage is determined by establishing the driplines of the trees or tree clusters that are to be protected. In order to protect the roots which typically extend further, an additional 10-foot measurement beyond the dripline shall be added. The square footage of the area inside this “dripline plus 10 feet” measurement shall be the basis for calculating the percentage (see figure below). The City Arborist will identify which tree(s) are to be protected. Development of non-Type I and II lands shall also require the careful layout of streets, driveways, building pads, lots, and utilities to avoid significant trees, tree clusters, heritage trees, and other natural resources pursuant to this code. Exemptions of subsections (B)(2)(c), I, and (f) of this section shall apply. Please note that in the event that more than 20 percent of the non-Type I and II lands comprise significant trees or tree clusters, the developer shall not be required to save the excess trees, but is encouraged to do so.



METHOD OF PERCENTAGE CALCULATION

Staff Finding 44: Prior to this project the applicant was issued two (2) tree removal permits by the City – March 17, 2023 & June 13, 20–3 (See Exhibit PD-2) - for removal of existing Black Cottonwood trees on the subject lot(s) due to their aggressive root systems. Forty significant trees will continue to remain on the lot to the west and no further tree removal is proposed. The criteria are met.

5. *There shall be adequate distance between on-site buildings and on-site and off-site buildings on adjoining properties to provide for adequate light and air circulation and for fire protection.*

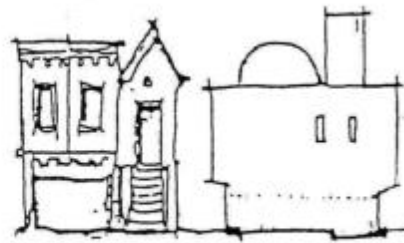
Staff Finding 45: The existing commercial buildings on-site are adequately separated (~100 feet) and no changes to the existing separation is proposed. The residential properties to the west of the subject lot are adequately setback from their respective property lines (~20 feet). The existing subject building being renovated is 10 feet from the rear property line and further separated by a grade differential with the home sitting above the project site. No changes are proposed. The criteria are met.

6. *Architecture.*

a. *The proposed structure(s) scale shall be compatible with the existing structure(s) on site and on adjoining sites. Contextual design is required. Contextual design means respecting and incorporating prominent architectural styles, building lines, roof forms, rhythm of windows, building scale and massing of surrounding buildings in the proposed structure. The materials and colors shall be complementary to the surrounding buildings.*

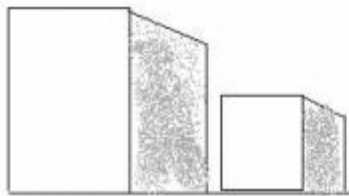


contextual design

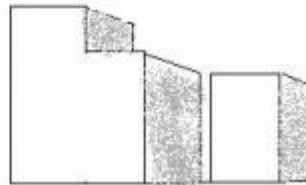


contrasting design

b. While there has been discussion in Chapter 24 CDC about transition, it is appropriate that new buildings should architecturally transition in terms of bulk and mass to work with, or fit, adjacent existing buildings. This transition can be accomplished by selecting designs that “step down” or “step up” from small to big structures and vice versa (see figure below). Transitions may also take the form of carrying building patterns and lines (e.g., parapets, windows, etc.) from the existing building to the new one.



mass/bulk overwhelms smaller building



mass/bulk effectively transitions



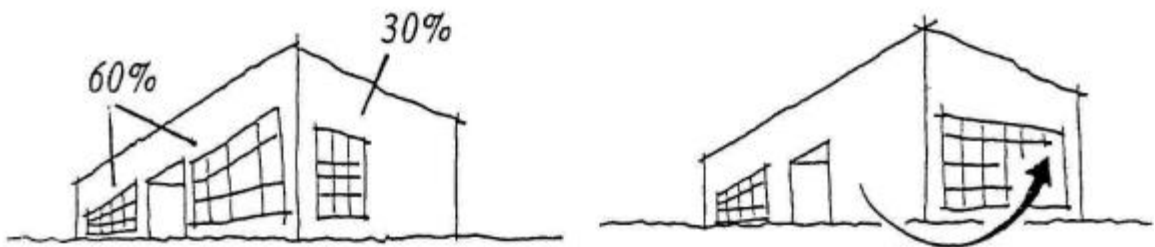
c. Contrasting architecture shall only be permitted when the design is manifestly superior to adjacent architecture in terms of creativity, design, and workmanship, and/or it is adequately separated from other buildings by distance, screening, grade variations, or is part of a development site that is large enough to set its own style of architecture.

Staff Finding 46: The existing building on the south of the lot and the subject building share similar architectural elements consistent with a contextual design such as the stucco finish, the orientation of windows, and general building scale and mass. The proposed modifications to the subject building include some architectural elements that could be seen as contrasting

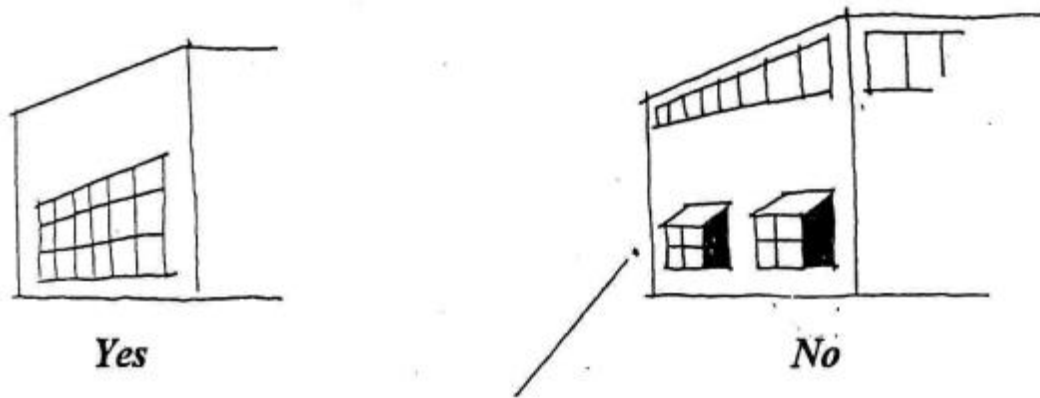
to the established architectural style of the building on the south side of the lot. These elements include a 19ft wall feature near the front of the building, standing seam metal roofing instead of clay/slate tile roofing, multiple skylights on the roof, a commercial glass building frontage, and a 19-foot bifold glass door near the southwest corner of the building facing the parking lot. These new architectural elements may be in partial contrast with the existing building to the south however, they are recognized as manifestly superior than the existing design aesthetic and workmanship onsite. The criteria are met.

d. Human scale is a term that seeks to accommodate the users of the building and the notion that buildings should be designed around the human scale (i.e., their size and the average range of their perception). Human scale shall be accommodated in all designs by, for example, multi-light windows that are broken up into numerous panes, intimately scaled entryways, and visual breaks (exaggerated eaves, indentations, ledges, parapets, awnings, engaged columns, etc.) in the facades of buildings, both vertically and horizontally.

e. The main front elevation of commercial and office buildings shall provide at least 60 percent windows or transparency at the pedestrian level to create more interesting streetscape and window-shopping opportunities. One side elevation shall provide at least 30 percent transparency. Any additional side or rear elevation, which is visible from a collector road or greater classification, shall also have at least 30 percent transparency. Transparency on other elevations is optional. The transparency is measured in lineal fashion. For example, a 100-foot-long building elevation shall have at least 60 feet (60 percent of 100 feet) in length of windows. The window height shall be, at minimum, three feet tall. The exception to transparency would be cases where demonstrated functional constraints or topography restrict that elevation from being used. When this exemption is applied to the main front elevation, the square footage of transparency that would ordinarily be required by the above formula shall be installed on the remaining elevations at pedestrian level in addition to any transparency required by a side elevation, and vice versa. The rear of the building is not required to include transparency. The transparency must be flush with the building elevation.



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



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

Staff Finding 47: The applicant proposes to install glass windows and doors on the north, south, and east side of the building. The north side has 120 lineal feet of building face and will have 27 lineal feet of windows installed (23%). The south side of the building has 120 lineal feet of building face and will have 72 lineal feet of windows installed (60%). The east side of the building will have 25 lineal feet of windows installed (83%). The criteria are met.

f. Variations in depth and roof line are encouraged for all elevations. To vary the otherwise blank wall of most rear elevations, continuous flat elevations of over 100 feet in length should be avoided by indents or variations in the wall. The use of decorative brick, masonry, or stone insets and/or designs is encouraged. Another way to vary or soften this elevation is through terrain variations such as an undulating grass area with trees to provide vertical relief.

Staff Finding 48: The applicant proposes to renovate an existing building without modifying the architectural style. The criteria do not apply.

g. Consideration of the micro-climate (e.g., sensitivity to wind, sun angles, shade, etc.) shall be made for building users, pedestrians, and transit users, including features like awnings.

Staff Finding 49: The applicant proposes a pedestrian walkway around the subject building site with an overhead awning. Retractable window doors, roof skylights, and landscaping provide consideration of any possible micro-climate for pedestrians and other users. The criteria are met.

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



trees, awnings, and building orientation enhance micro-climate

Staff Finding 50: The proposal is to renovate an existing building on a developed site including a pedestrian walkway with an overhead awning. Additional pedestrian scale proposed improvements include landscaping along Willamette Drive, including street trees and native ground cover. The criteria are met.

CHAPTER 99, PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL

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

[...]

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:*

[...]

e. *Design review (Class I and Class II);*

[...]

Staff Finding 51: On September 28, 2023 the applicant was granted a waiver for a Pre-Application Conference by the Community Development Director (designee) due to the limited impact of the project, no expansion of the existing buildings, and no parking impacts. The criteria are met.

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.

A. *Planning Director authority.* *The Planning Director shall have the authority to:*

1. Approve, deny, or approve with conditions the following applications:
 - a. A temporary use or structure application for a period no more than 120 days, including all extensions (Chapter 35 CDC), and not associated with another land use approval.

.....

- l. Design Review, Class I (Chapter 55 CDC).

.....

Staff Finding 52: A Class I Design review is subject to the approval authority of the Planning Director. The criteria are met.

99.080 NOTICE

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.

Staff Finding 53: A Class B notice was prepared and sent 3/6/2024 via mail to the applicant, the affected neighborhood association, and all the property owners within 300 feet of the site. A sign detailing the property as being subject to a land use decision was placed on the property on 3/7/2024 and will be removed at the conclusion of this land use action. The criteria are met.

PD-1 APPLICANT SUBMITTAL



TABLE OF CONTENTS

Class I Design Review Application for 18825 Willamette Dr (DR-23-09)

1. 18825 Willamette Dr Existing Site Survey
2. Architect Plan Page 1
3. Architect Plan Page 2
4. Architect Plan Page 3
5. Architect Plan Page 4
6. Architect Plan Page 5
7. Architect Plan Page 6
8. Architect Plan Page C
9. Cover Letter Second Response
10. Design Review Narrative 2
11. Design Review Narrative 2 – Addendum 1 – CDC 54
12. Design Review Narrative 2 – Addendum 2 – CDC 55
13. Matin-S1-Original Site Plan
14. Matin-S2-Remodel Site Plan
15. Matin-S3-Proposed Landscape Plan
16. Retain Wall Page 1
17. Retain Wall Page 2
18. Security Signs Plan 23-jq270
19. TVF&R Service Provider Permit No. 2024-0019

TOPOGRAPHIC SURVEY

FOR MS WILLAMETTE LLC
 LOT 34 AND 35, "CEDARDAK PARK"
 IN THE SOUTHEAST 1/4 OF SECTION 14 AND THE NORTHEAST 1/4
 OF SECTION 23, T. 1 N., R. 1 E., W.M.,
 CITY OF WEST Linn
 CLATSOP COUNTY
 SCALE 1" = 20'
 APRIL, 2023
 OREGON



BASIS OF BEARINGS
 OREGON COUNTY REFERENCE SYSTEM PORTLAND ZONE
 WITH REFERENCE TO GRID 12N (NAD 83(2011)) EPOCH 2010;
 SEE OAR 734-005-0015 (3)(d).

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
Benjamin S. Stacy
 OREGON
 JANUARY 2003
 BENJAMIN S. STACY
 57191

CASWELL/HERTEL
 SURVEYORS INC.
 6150 S.W. 124TH AVE.
 BEAVERTON, OR 97008
 (503) 644-3179
 www.caswellsurveyors.com

NOTES

1. VERTICAL DATUM = NAVD83 FROM GNSS MEASUREMENTS.
2. ONE FOOT CONTOUR INTERVAL.
3. PROPERTY LINES SHOWN ARE BASED ON SURVEY TO BE FILED WITH THE CLATSOP COUNTY SURVEYORS OFFICE.
4. BURIED UTILITY LINES WERE LOCATED FROM SURFACE EVIDENCE AND UTILITY PLANT MARKS BY OTHERS. ALL BURIED UTILITY LINES MAY NOT BE SHOWN.

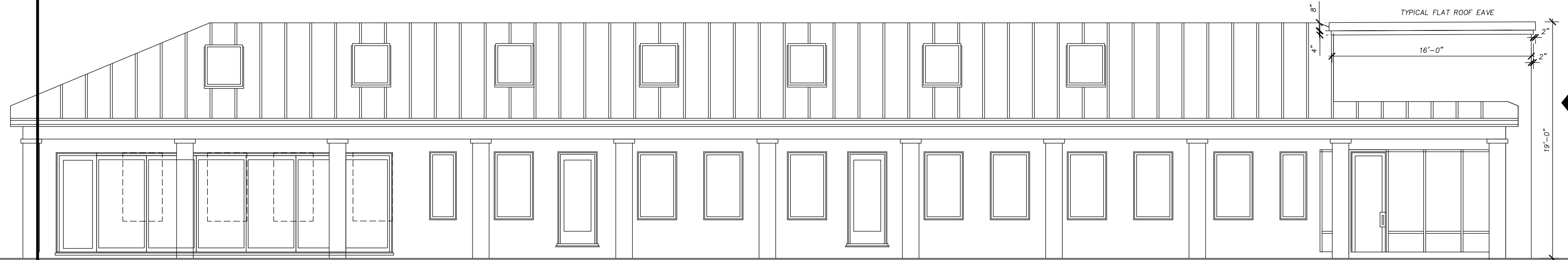
LEGEND

AD	AREA DRAIN
CB	CENTER BOUNDARY
D/W	DRIVEWAY
DECD	DEVELOPED FREE
ELEV	ELEVATION
EM	ELECTRICAL METER
GA	GUY ANCHOR
GM	GAS METER
HP	HEAD PILE/FOUNDATION
MH	MANHOLE
PP	POWER POLE
PP	POST
SON	SONG POST
TR	TRUCK RAMP
WC	WHEEL CHAIR RAMP
WM	WATER METER
UG	UNDERGROUND UTILITY DROP
UV	UTILITY VALVE
-SS-	SANITARY SEWER
-E-	BURIED ELECTRICAL LINE
-T-	BURIED TELEPHONE LINE
-X-	FENCE
---	CONCRETE CURB
---	PROPERTY LINE
---	CONCRETE SURFACE
---	ASPHALT SURFACE



REVISIONS:

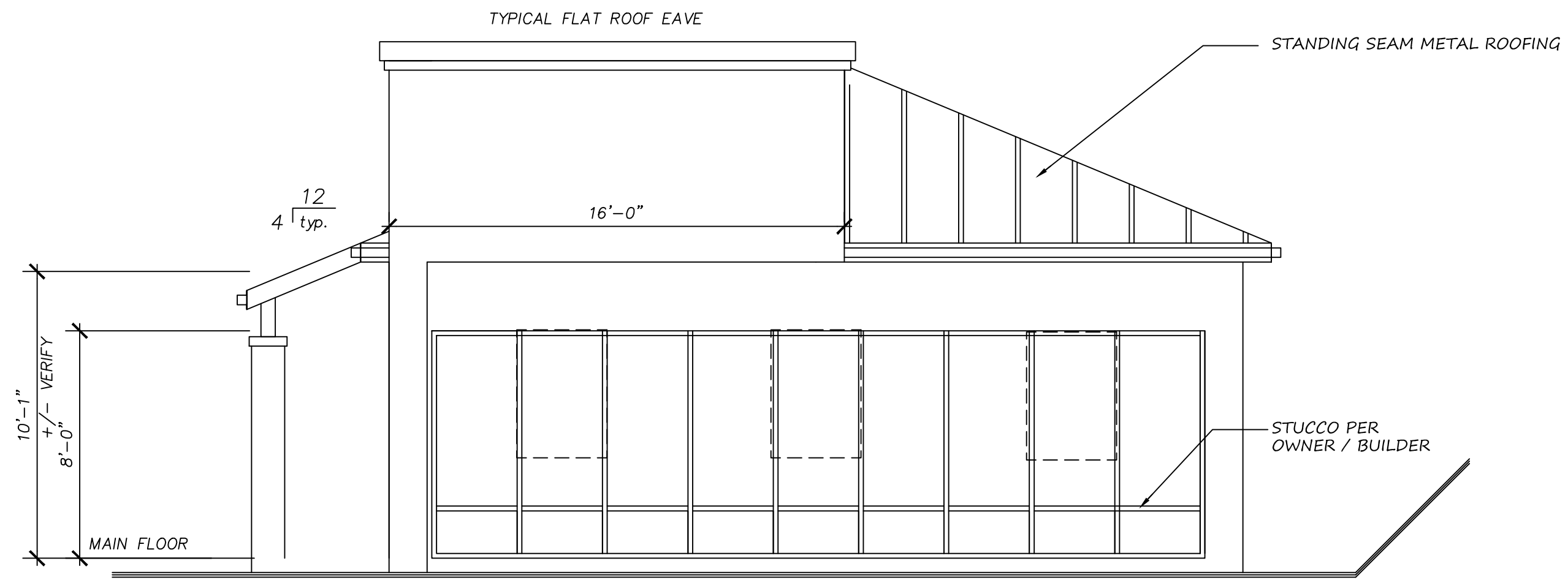
JOB NUMBER 2023-065



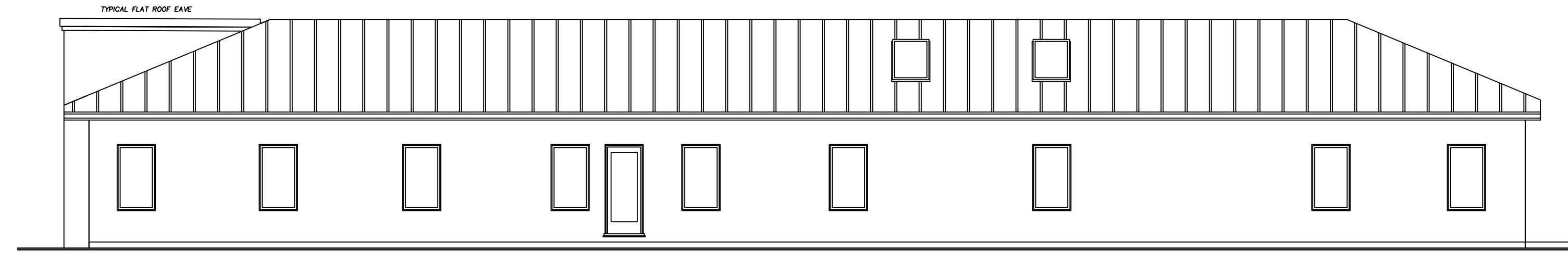
NOTE:
 EXTEND ALL FLUES A MIN. OF 2'-0"
 ABOVE ANY PART OF THE BLD'G W/ IN
 A 10'-0" HORIZONTAL RADIUS

NOTE:
 ALL GRADES SHOWN ARE APPROXIMATE.
 CONTRACTOR SHALL VERIFY ALL
 EXISTING AND FINISH GRADES.

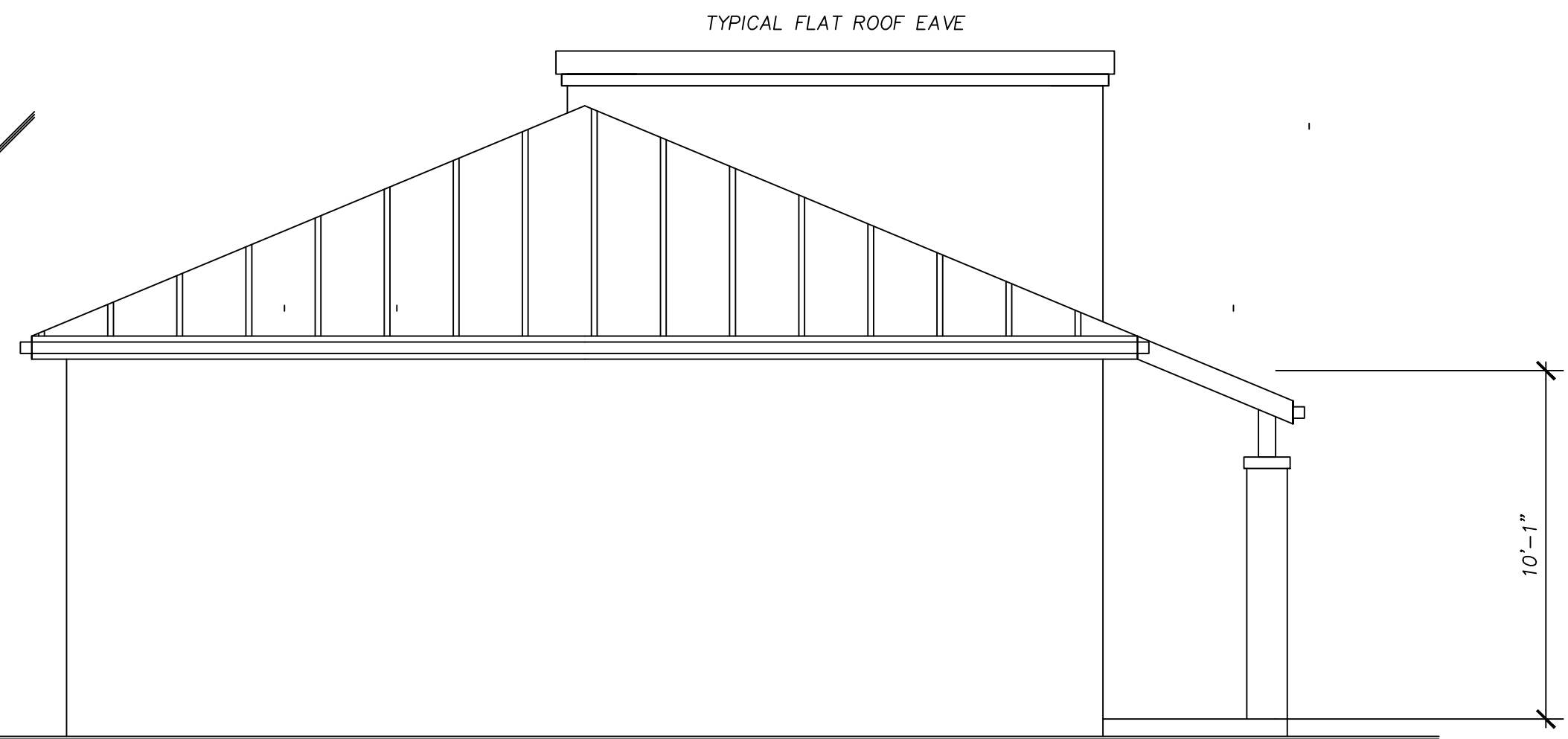
SOUTH-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



EAST-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



NORTH-SIDE ELEVATION
 SCALE: 1/8" = 1'-0"



WEST-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"

iDesignworks
 Collaborative Professional Network
 A Design Experience
 Construction Bidding Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 703-6204 - Ring
 info@idesignworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

COPYRIGHT © 2022
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMEN
 18805-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068
 OWNER: M5 WILLAMETTE LLC

DATE: JULY 28, 2022
 PROJECT NO.: 22-018
 REVISIONS:
 7-28-2022
 12-1-2023

IDESIGNWORKS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

NO: 1
 OF

WINDOW SCHEDULE - MAIN FLOOR

WINDOW TYPE	ROOM I.D.	FRAME SIZE (WxH)	STYLE / OPERATION
A	STORE FRONT	NEW	VERIFY W/ MANUF
B	BATHROOM WINDOW-TEMP	3/0 X 2/0	REPLACE BATHROOM WINDOWS AS REQ'D
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			

DOOR SCHEDULE - MAIN FLOOR

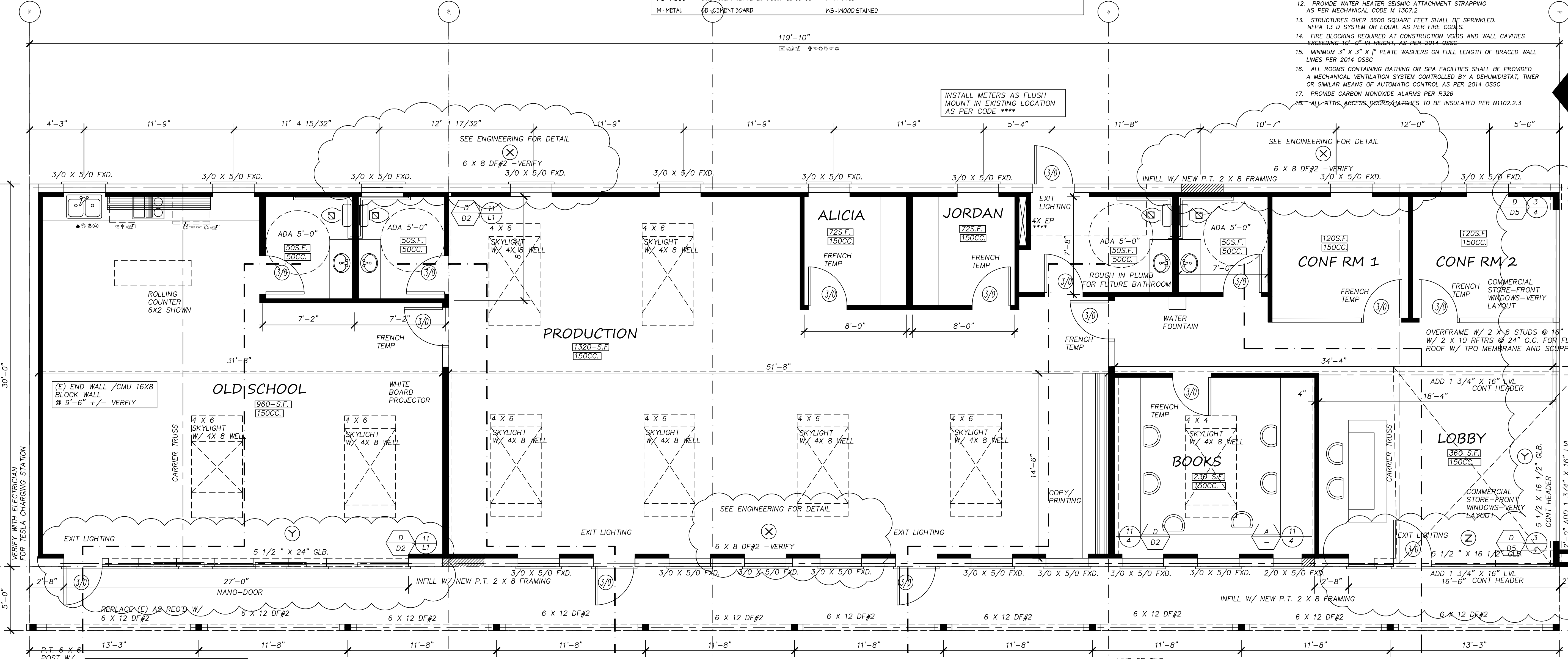
DOOR NUMBER	TYPE	SIZE	MATERIAL	GLASS	FINISH	FRAME MATERIAL	REMARKS / NOTES
1	IND	3'-0" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP'D
2	IND	2'-9" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP'D
3	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-SHOP
4	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-BATHROOM
5	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-OFFICE
6							
7							
8							
9							

LEGEND

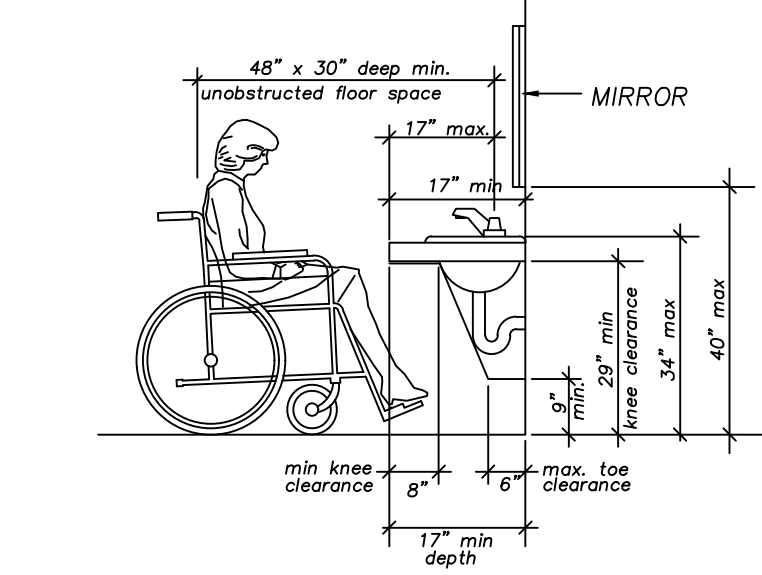
IND - WOOD	CG - CLEAR TEMPERED INSULATED GLASS	F - PAINTED	MGN - METAL GLAD WOOD
M - METAL	CB - CEMENT BOARD	WS - WOOD STAINED	

GENERAL NOTES:

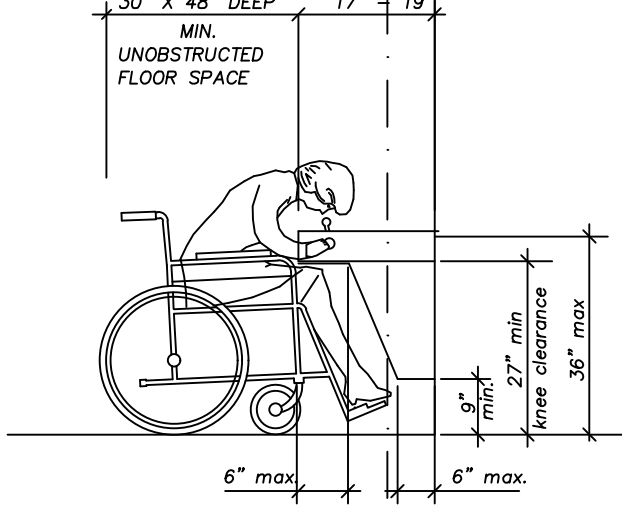
- ALL EXTERIOR WALLS TO BE 2 X 6 STUDS AT 16" O.C. (TYP. U.N.O.).
- ALL INTERIOR WALLS TO BE 2 X 4 STUDS AT 16" O.C. (TYP. U.N.O.).
- ASSUME A MINIMUM OF (2) 2 X 4 STUDS AS BEAM SUPPORTS AT BEARING WALLS.
- ALL WINDOWS AND SLIDING GLASS DOORS SHOWN ARE TO BE VINYL SASH (VERIFY ALL ROUGH OPENINGS).
- ***** DENOTES INTERIOR BEARING WALL(S).
- PROVIDE OUTSIDE COMBUSTION AIR FOR ALL FIREPLACES AND FURNACE.
- CONNECT ALL SMOKE EXHAUST SYSTEMS TO EXTERIOR AND TO HIGHLY VENTILATED AREA.
- PROVIDE 5/8" TYPE STAIRS.
- PROVIDE U.L. LISTED ROUGH OR FURROH OR METAL FRAMES EXISTING SITE LOCATIONS AS REQUIRED AND TO NOTIFY THE DESIGNER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DISCREPANCIES MAY RESULT IN CHANGES.
- PROVIDE 18" HIGH WOOD CASEWORK AT ENTRY TO GARAGE.
- PROVIDE 3" DIA. X 3/8" THICK ANCHOR BOLTS FOR WATER HEATER (EMBED IN 12" DIA. X 24" CONCRETE FOOTING).
- PROVIDE WATER HEATER SEISMIC ATTACHMENT STRAPPING AS PER MECHANICAL CODE M 1307.2
- STRUCTURES OVER 3600 SQUARE FEET SHALL BE SPRINKLED. NFPA 13 D SYSTEM OR EQUAL AS PER FIRE CODES.
- FIRE BLOCKING REQUIRED AT CONSTRUCTION VOIDS AND WALL CAVITIES EXCEEDING 10'-0" IN HEIGHT, AS PER 2014 OSSC.
- MINIMUM 3" X 3" X 1/2" PLATE WASHERS ON FULL LENGTH OF BRACED WALL LINES PER 2014 OSSC.
- ALL ROOMS CONTAINING BATHING OR SPA FACILITIES SHALL BE PROVIDED A MECHANICAL VENTILATION SYSTEM CONTROLLED BY A DEHUMIDISTAT, TIMER OR SIMILAR MEANS OF AUTOMATIC CONTROL AS PER 2014 OSSC.
- FIRE BLOCKING REQUIRED AT CONSTRUCTION VOIDS AND WALL CAVITIES EXCEEDING 10'-0" IN HEIGHT, AS PER 2014 OSSC.
- MINIMUM 3" X 3" X 1/2" PLATE WASHERS ON FULL LENGTH OF BRACED WALL LINES PER 2014 OSSC.
- ALL ROOMS CONTAINING BATHING OR SPA FACILITIES SHALL BE PROVIDED A MECHANICAL VENTILATION SYSTEM CONTROLLED BY A DEHUMIDISTAT, TIMER OR SIMILAR MEANS OF AUTOMATIC CONTROL AS PER 2014 OSSC.
- PROVIDE CARBON MONOXIDE ALARMS PER R326
- ALL ATTN. ACCESS DOORS/VALVES TO BE INSULATED PER N1102.2.3



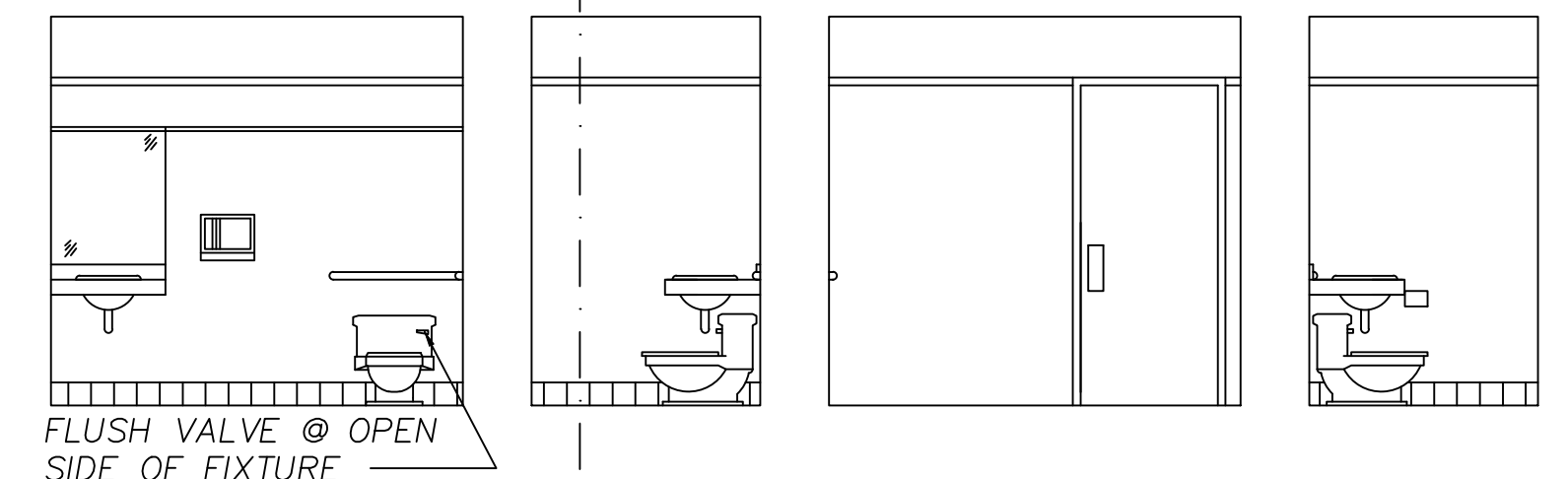
REPLACE (E) AS REQ'D W/ 6 X 12 DF#2



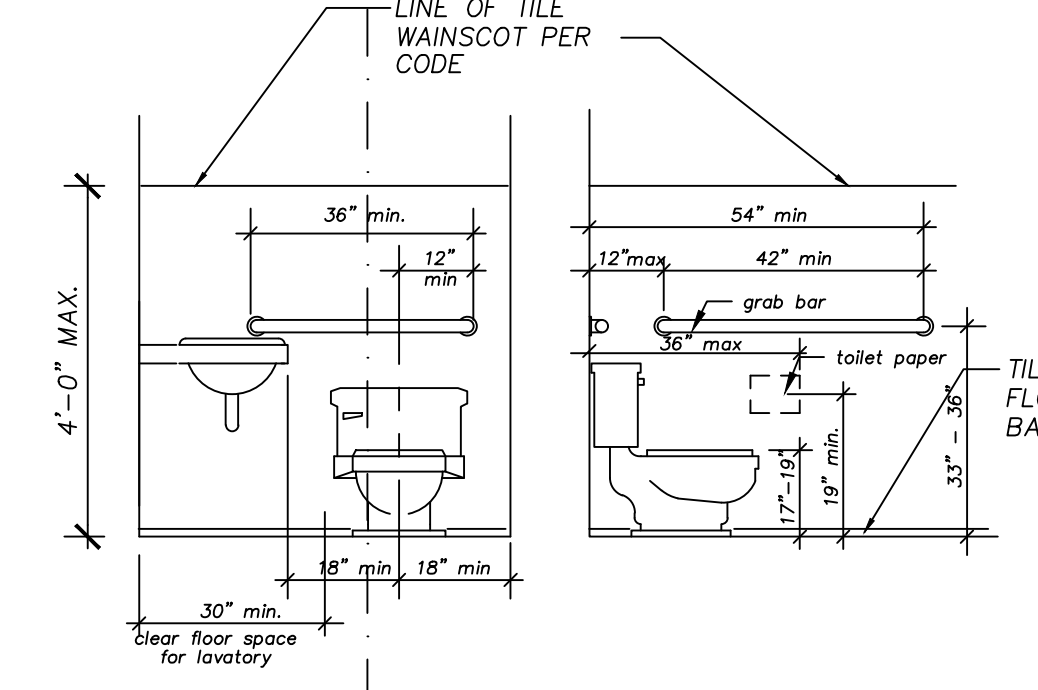
5 LAVATORY CLEARANCES
A18 NO SCALE



6 DRINKING FOUNTAIN
A18 NO SCALE



A MAIN / UPPER MEN / WOMEN LAVATORY ELEVATIONS
1/4" = 1'-0"



4 WATER CLOSET DETAIL
NO SCALE

LEGEND:

- DENOTES EXISTING WALLS.
- DENOTES NEW WALLS.
- DENOTES WALLS & OBJECTS TO BE REMOVED.

MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

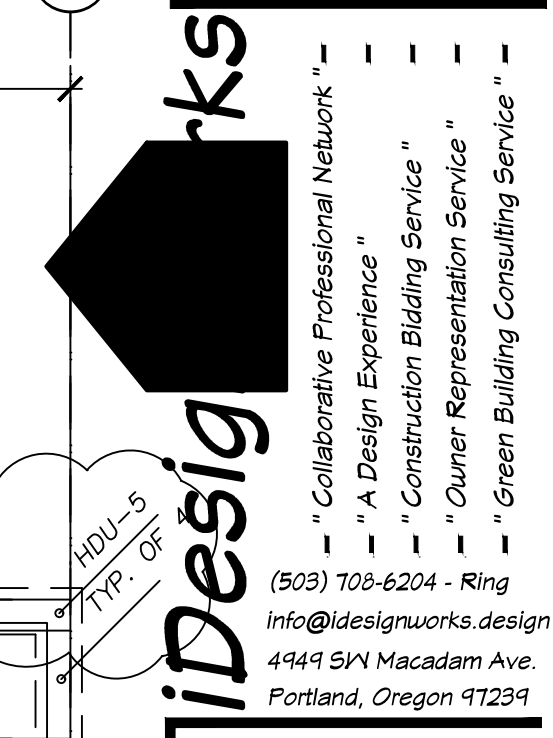
3580 SQ. FT.

idesign
Collaborative Professional Network
"A Design Experience"
"Construction Building Service"
"Owner Representation Service"
"Green Building Consulting Service"
(503) 708-6204 - Ring
info@idesignworks.design
4944 SW Macadam Ave.
Portland, Oregon 97239
THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
copyright © 2022
TITLE: MAIN FLOOR PLAN
PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMENT
OWNER: M5 WILLAMETTE LLC
18805-18837 WILLAMETTE DR
WEST LINN, OREGON 97068

DATE: JULY 28, 2023
PROJECT NO.: 22-018
REVISIONS: 7-28-2022

NOTE FOR SIGN AREA:
NEW 2 X 6 @ 16" O.C. FRAMED SIGN FRAME
USE 1/2" PLYWD ON ALL SIDES
@ ROOF FLASH WITH STANDING SEAM METAL
H.P. PANEL SIDING SEE SIGN CONTRACTOR FOR SIGN INSTALLATION AND SIGN DETAILS

NO: 2
OF



THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

COPYRIGHT © 2022

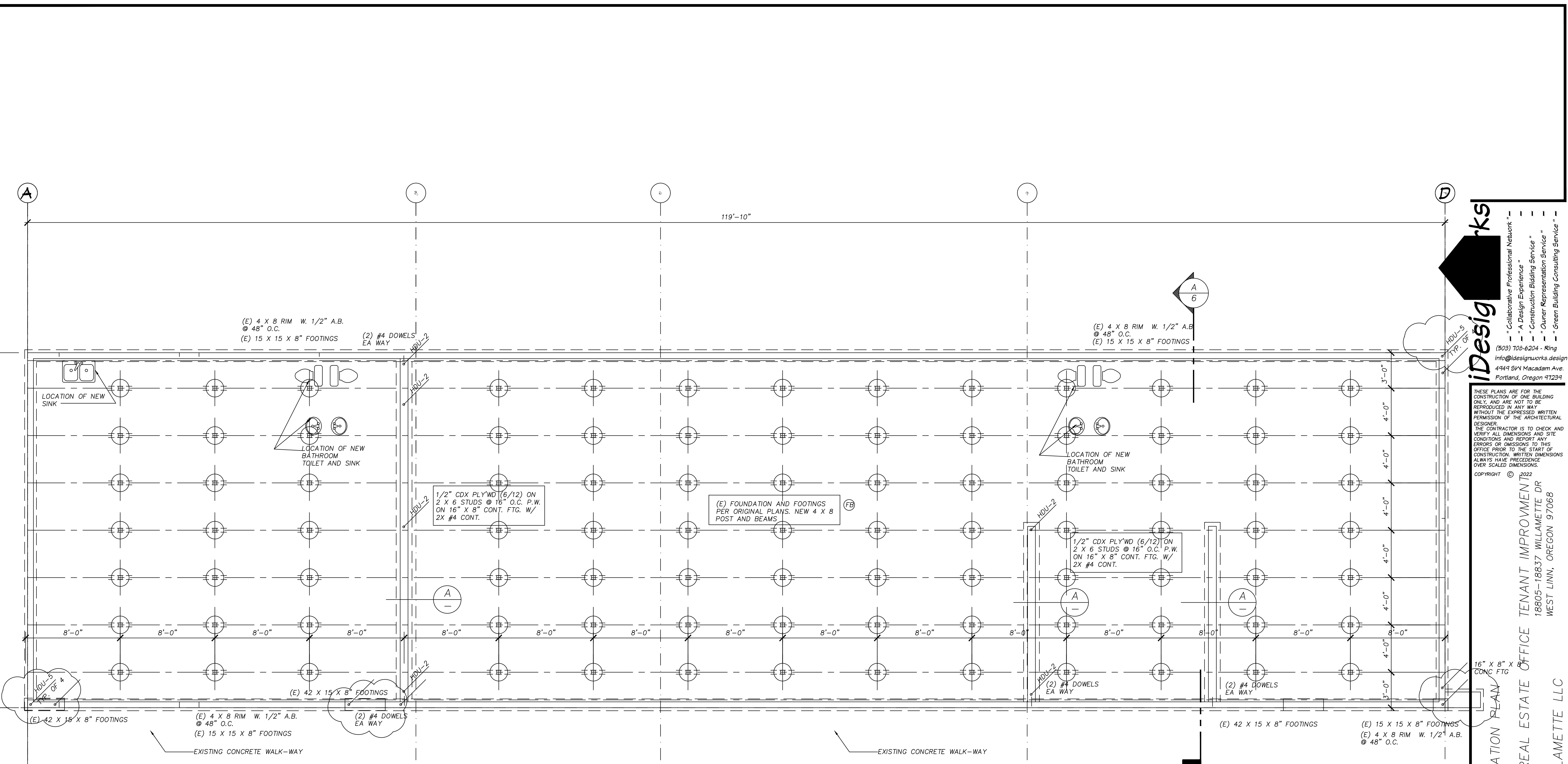
PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMENT
 18805-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068

TITLE: FOUNDATION PLAN
 OWNER: M5 WILLAMETTE LLC

DATE: JULY 28, 2023
 PROJECT NO.: 22-018
 REVISIONS: 7-28-2022

DESIGNWORKS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

NO: 3
 OF



- FOUNDATION NOTES:**
- CONTRACTOR TO EXCAVATE AS TO MAINTAIN 18" MIN. GROUND TO GIRDER CLEARANCE
 - COVER ENTIRE GROUND AREA OF CRAWLSPACE W/6 MIL. "VISQUEEN", EXTEND A MIN. OF 1'-0" UP FOUNDATION WALL.
 - GIRDERS TO HAVE 3" MIN. BEARING ON ASPHALT COMPOSITE SHINGLE W/ 1/2" AIR SPACE AT ENDS AND SIDES OF GIRDER AND FOUNDATION WALL.
 - FOUNDATION VENTS TO 16" X 8" W/#4 MESH CORR. RESIST. SCREEN (CLOSABLE) REQUIRED.
 - PROVIDE 18" X 24" CRAWLSPACE ACCESS AS PER 2014 OSSC. (22" X 30" RECOMMENDED).
 - PROVIDE CRAWLSPACE DRAIN AS PER 2014 OSSC
 - MIN. REBAR PER CODE, 1-#4 TOP & BOTTOM (CONT.) W/ #4 @ 48" O.C. VERT. STANDARD FOOTING. (TYP.) W/ LAPS PER R404.1.3.3.75
 - MINIMUM 3" X 3" X 1/4" PLATE WASHERS ON FULL LENGTH OF BRACED WALL LINES PER 2014 OSSC.
 - PROVIDE RADON MITIGATION PER APPENDIX F 2014 OSSC IN COUNTIES AS REQUIRED PER CODE.

FOUNDATION PLAN
 SCALE: 1/4" = 1'-0"

ROOF FRAMING LEGEND (COMP/SHAKE)

ZZZZZ BEARING WALL BELOW 40 PSF. = 15 PSF. (DL) + 25 PSF. (SL)

ALL HIPS, VALLEYS AND RIDGES TO BE 2 X 10 UNLESS NOTED OTHERWISE

- 1 2 X 8 RAFTERS @ 24" O.C. (12'-4" MAXIMUM SPAN)
- 2 2 X 8 RAFTERS @ 12" O.C. (17'-5" MAXIMUM SPAN)
- 3 2 X 10 RAFTERS @ 24" O.C. (15'-1" MAXIMUM SPAN)
- 4 2 X 12 RAFTERS @ 24" O.C. (17'-6" MAXIMUM SPAN)
- 5 ----- 2X PURLINS @ 24" O.C. @ 45' MAX. FROM VERTICAL, SUPPORT FROM BEARING TO RAFTERS
- 6 OVERFRAME W/ 2 X 8 RAFTERS @ 24" O.C.
- 7 POST UP FROM BEARING POINT BELOW
- 8 AT ALL VAULTED 2 X 8 CEILINGS, USE 2 X 4 FURRING BELOW FOR INSULATION. REQ'MTS.
- 9 MANUF. TRUSSES @ 24" O.C.
- 10 MANUF. "SCISSOR" TRUSSES @ 24" O.C.
- 11 MANUF. "STUB" TRUSSES @ 24" O.C.
- 12 MANUF. "ATTIC" TRUSSES
- E EXISTING ROOF SYSTEM

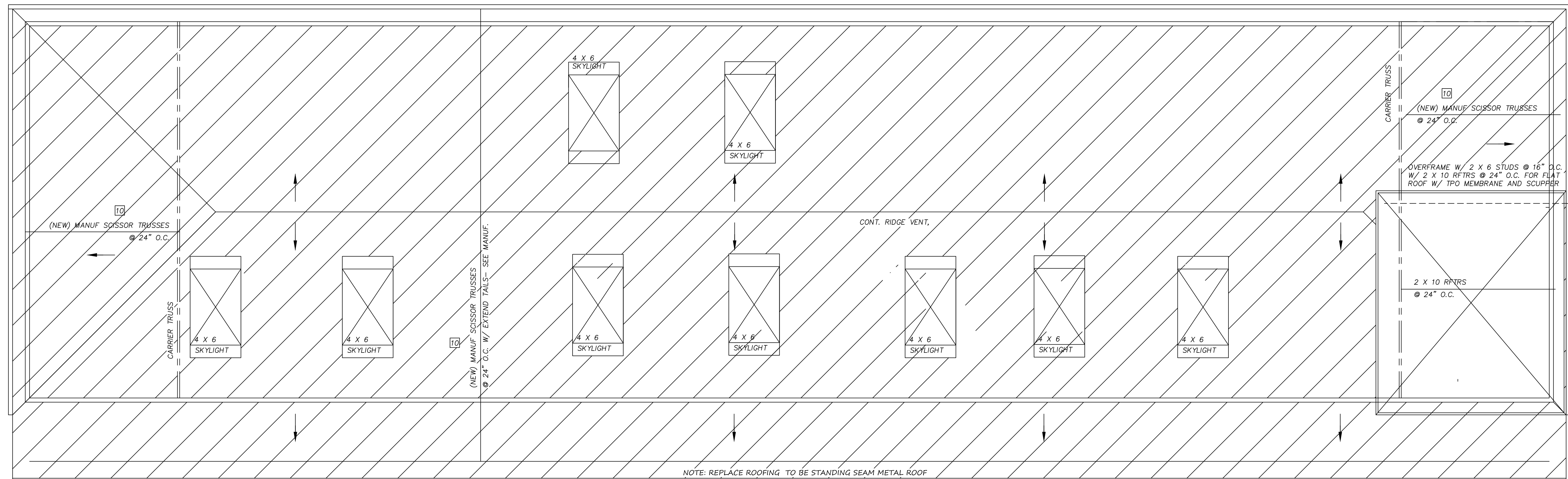
IDEIGNWORKS LLC. ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

idesignworks
 Collaborative Professional Network
 "A Design Experience"
 "Construction Building Service"
 "Owner Representation Service"
 "Green Building Consulting Service"
 (503) 703-6204 - Ring
 info@designworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2022

TITLE: ROOF FRAMING PLAN
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMEN
 OWNER: M5 WILLAMETTE LLC
 18805-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068

DATE: JULY 28, 2023
 PROJECT NO.: 22-018
 REVISIONS: 7-28-2022



ROOF PLAN NOTES:

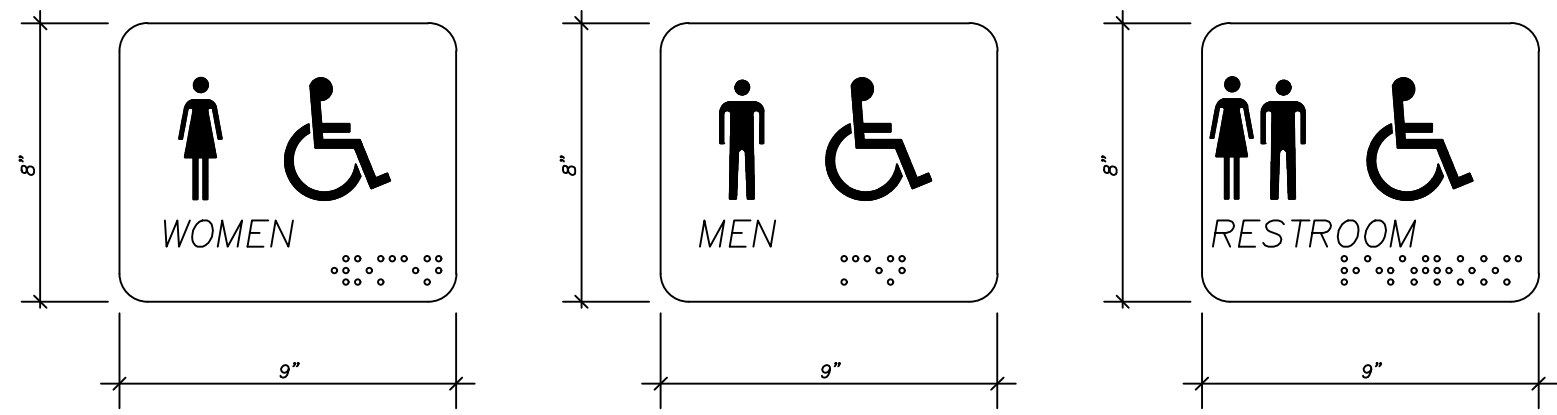
1. ALL OVERHANGS TO BE 12" (TYP. U.N.O.) MATCH EXISTING. VERIFY.
2. ALL RAKES TO BE 6" (TYP. U.N.O.) MATCH EXISTING. VERIFY.
3. ROOFING TO BE "ARCH 80" COMP. SHINGLES. MATCH EXISTING. VERIFY.
4. ROOF VENTS TO BE 50 SQ. IN. EA. (8 REQUIRED) MATCH EXISTING. VERIFY.
5. ALL ROOF SLOPES TO BE 6:12 PITCH (TYP. U.N.O.) MATCH EXISTING. VERIFY.

ROOF FRAMING PLAN

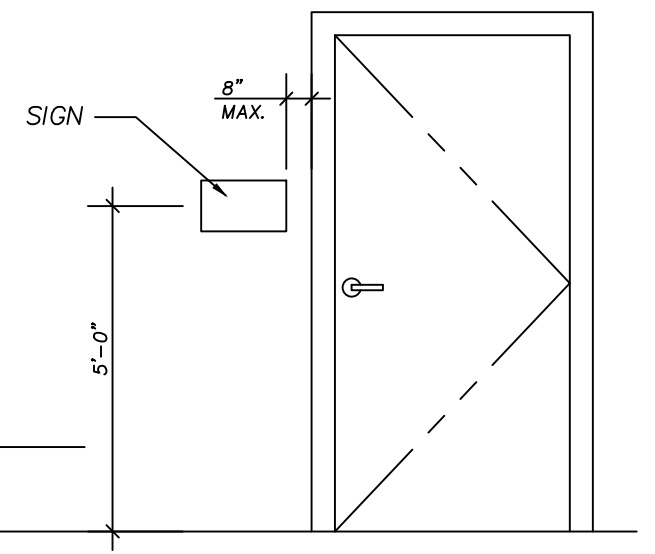
SCALE: 1/4" = 1'-0"

NO: 4
 OF

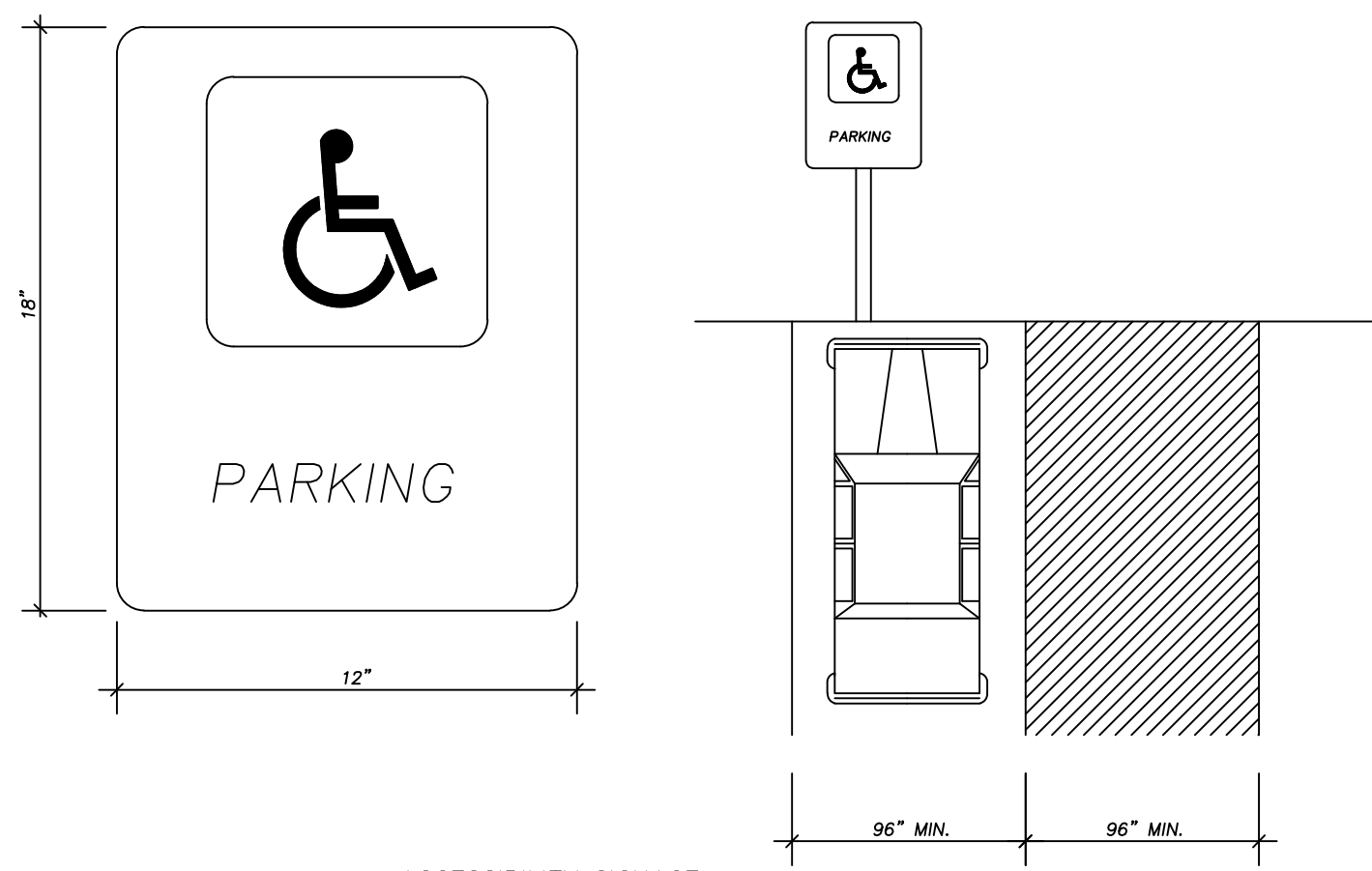
174 + 56



ACCESSIBILITY SIGNAGE
 PROVIDE (1) SIGN PER TOILET COMPLYING W/ ADA LOCAL CODE.
 SIGNS TO HAVE RAISED AND BRAILLE CHARACTERS AND PICTORIAL
 SYMBOL OF ACCESSIBILITY. MOUNT 5'-0" TO CENTERLINE A.F.F. SIGN
 SIZE 8"X9"



NOTE:
 FINISH MATERIALS @ INT. WALLS &
 CLG. SHALL NOT EXCEED OSSC TABLE 8A,B
 REGARDING FLAME SPREAD

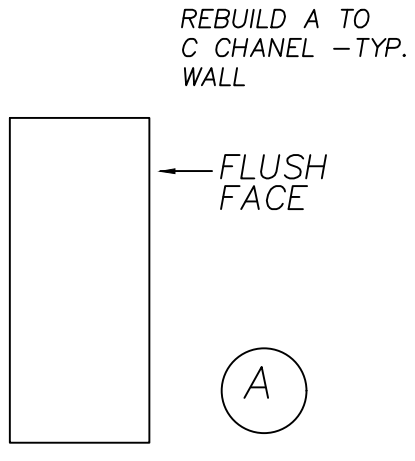
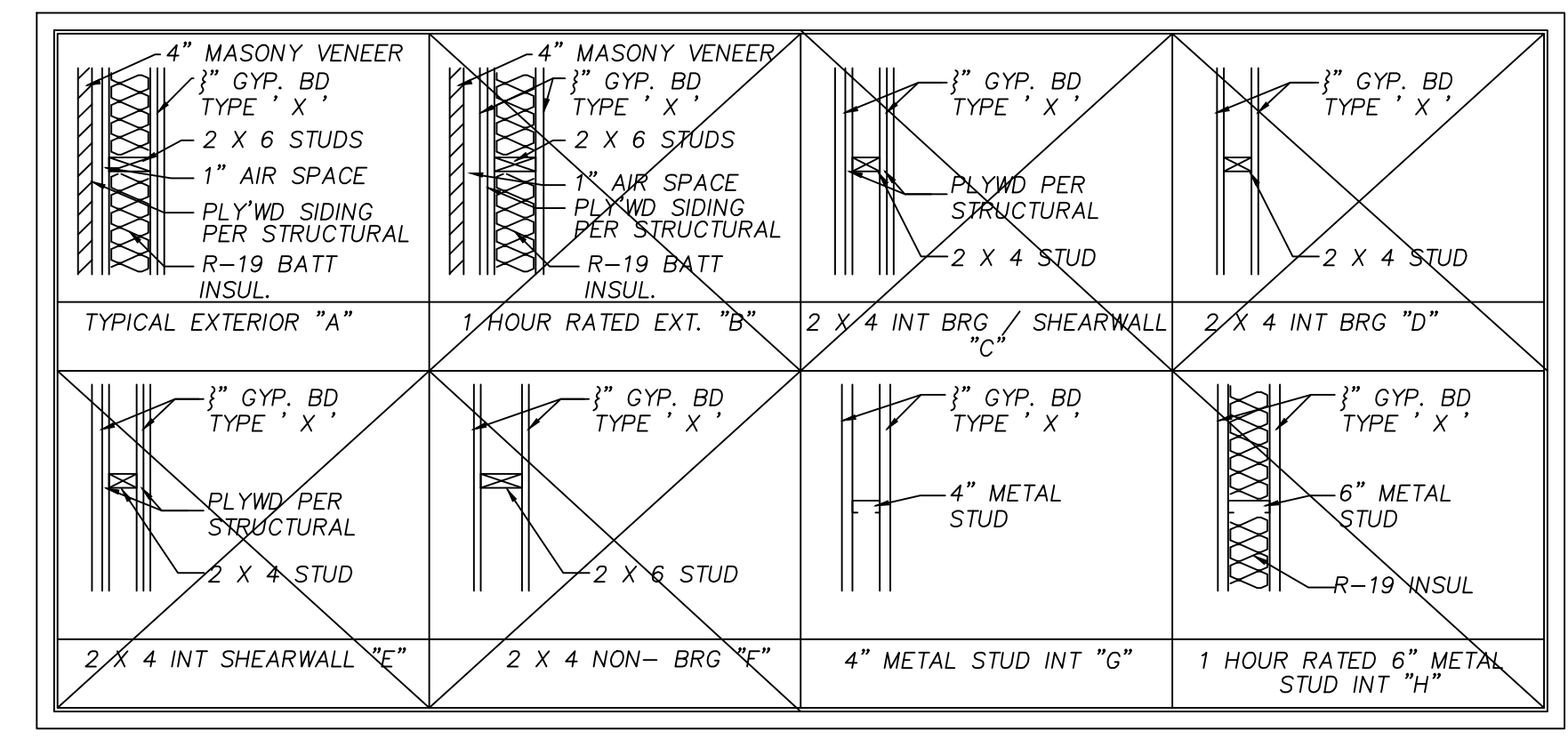


ACCESSIBILITY SIGNAGE
 SIGNS DESIGNATING PARKING PLACES FOR DISABLED PEOPLE CAN
 BE SEEN FROM A DRIVER'S SEAT IF THE SIGNS ARE MOUNTED HIGH
 ENOUGH ABOVE THE GROUND AND LOCATED AT THE FRONT OF A
 PARKING SPACE.
 (E) ACCESSIBILITY PARKING SIGNAGE
 NO SCALE

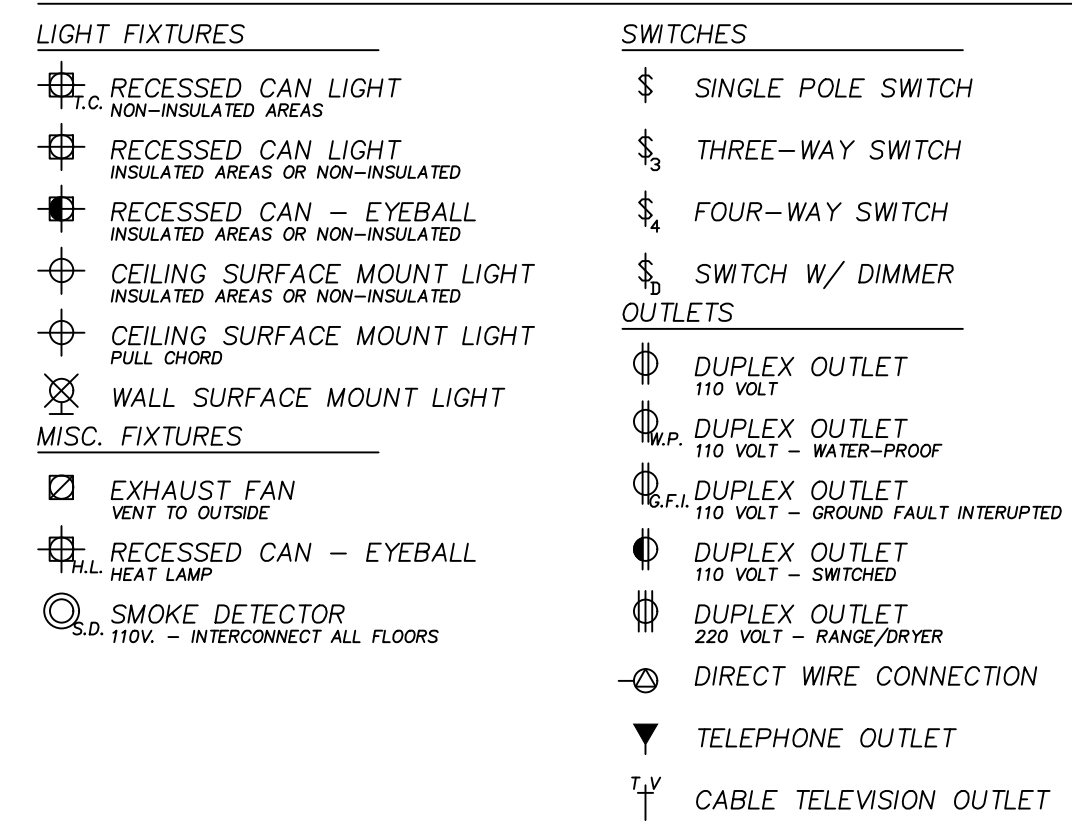
DOOR SCHEDULE		○ = MATERIAL TO BE USED										
#	SIZE	1 3/4" THK.	MATERIAL FIBER	MATERIAL METAL	SOLID CORE	CLOSER	WOOD FRAME	20 MIN. FIRE LABEL ASSEMBLY	TYPE (BELOW)	COMMENTS	1-HR FIRE LABEL ASSEMBLY REQ'D	NOTES
1	3/0 x 8/0	○	○	-	○	-	-	-	(A)	INTERIOR	-	BIRCH

GENERAL NOTES
 1.) COORDINATE ALL PLUMBING, HVAC, SPRINKLER AND ELECTRICAL WORK PER CODE.
 2.) VERIFY SIGNAGE WITH TENANT.
 3.) ALL CABINET SPECS SIMILAR TO EXISTING
 4.) ALL INTERIOR FINISHING SIMILAR TO EXISTING
 5.) PROVIDE VENT PER CODE FOR EXHAUST FANS.

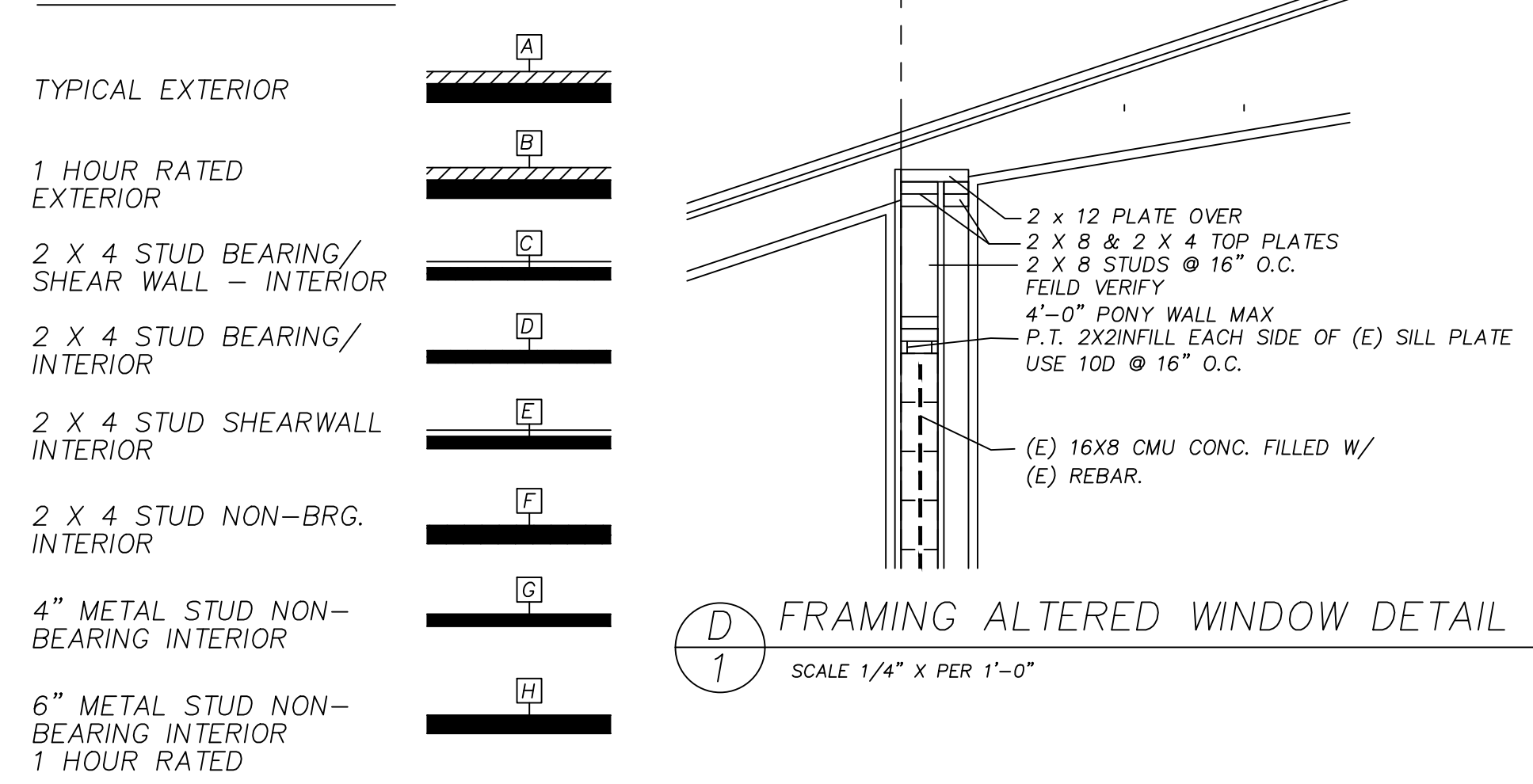
WALL SCHEDULE



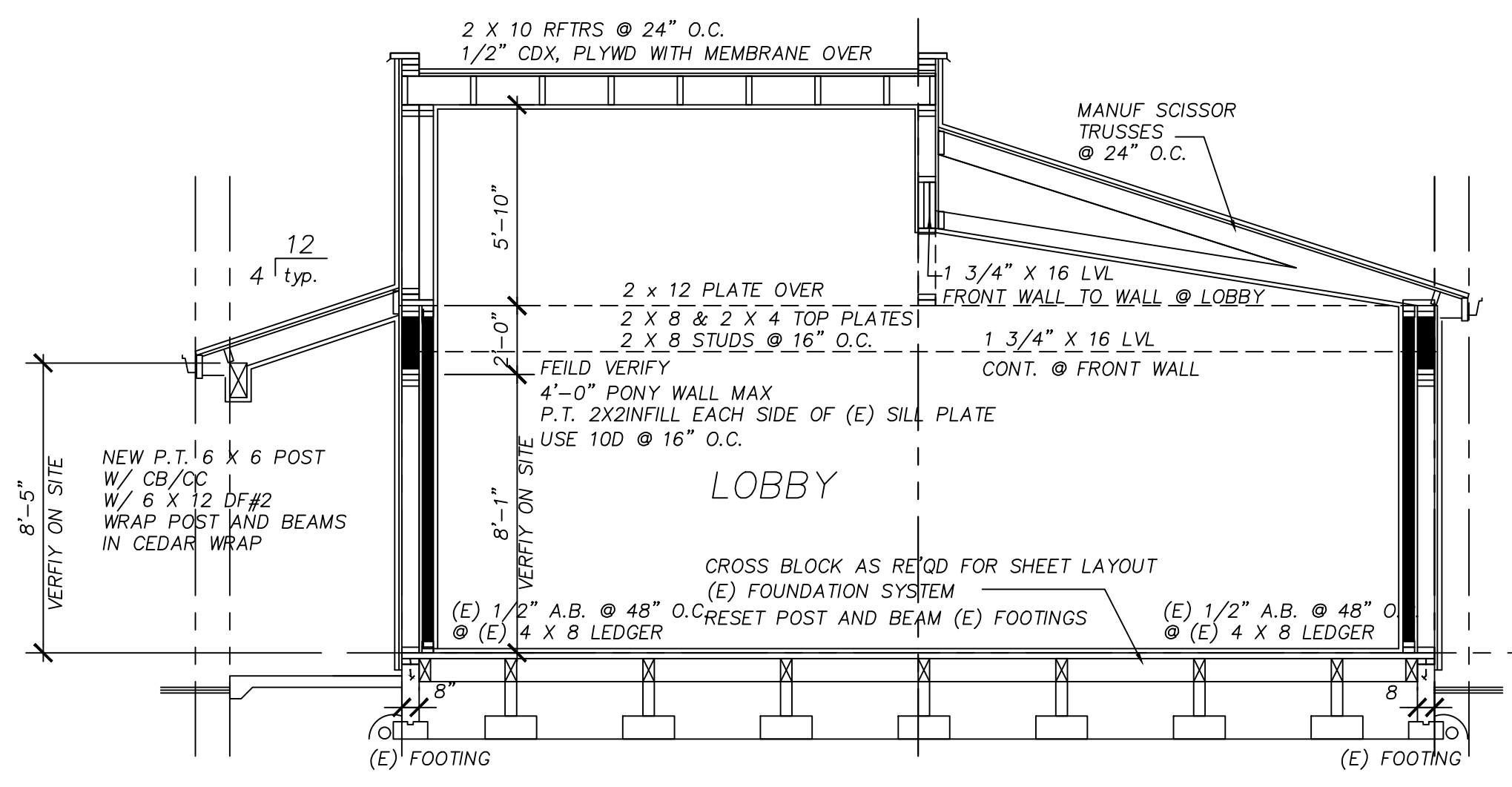
ELECTRICAL SYMBOL KEY



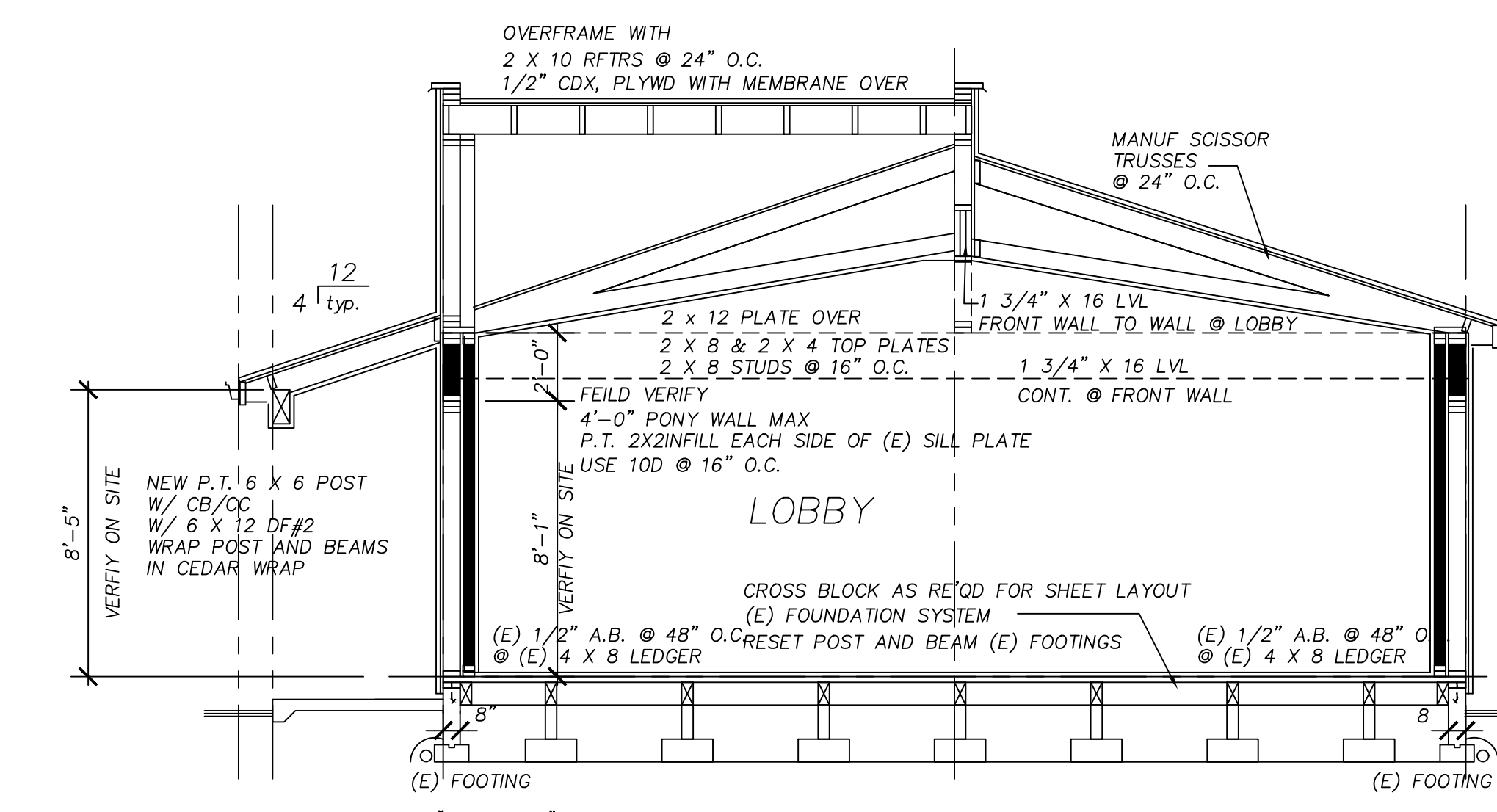
WALL LEGEND



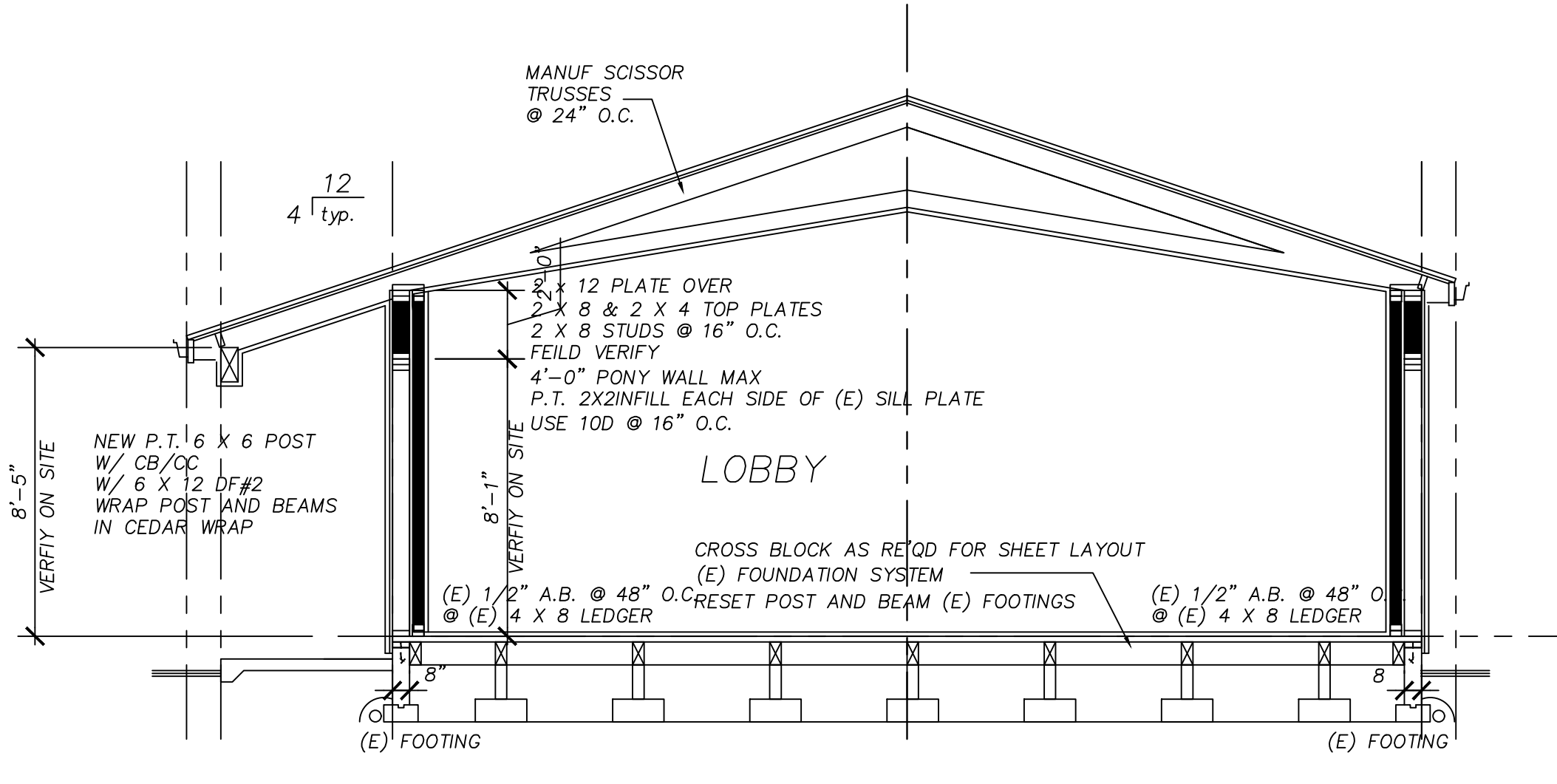
(D) 1 FRAMING ALTERED WINDOW DETAIL
 SCALE 1/4" X PER 1'-0"



(B) 5 BUILDING SECTION FOR NEW TRUSSES
 SCALE 1/4" X PER 1'-0"



(B) 5 BUILDING SECTION FOR NEW TRUSSES
 SCALE 1/4" X PER 1'-0"



(A) 5 BUILDING SECTION FOR NEW TRUSSES
 SCALE 1/4" X PER 1'-0"

DESIGNWORKS LLC. ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

idesignworks
 Collaborative Professional Network
 A Design Experience
 Construction Building Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 708-6204 - Ring
 info@idesignworks.design
 4944 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2022

TITLE: DETAILS AND SECTIONS
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMENT
 OWNER: M5 WILLAMETTE LLC
 18825-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068

DATE: JULY 28, 2022
 PROJECT NO.: 22-018
 REVISIONS:
 7-28-2022
 12-1-2023
 12-24-2023

NO: 5
 OF

ARCHITECTURAL - COMMERCIAL SPECIFICATIONS

1. GENERAL REQUIREMENTS

A. GENERAL

1. ALL CONSTRUCTION SHALL CONFORM TO ALL CURRENT BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, ALL STATE, COUNTY, CITY ORDINANCES, REGULATIONS AND CODES PERTAINING THERETO.
2. THE CONTRACTOR SHALL INVESTIGATE, VERIFY, AND BE RESPONSIBLE FOR ALL CONDITIONS AND DIMENSIONS OF THE PROJECT AND SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES AND INCONSISTENCIES BETWEEN DRAWINGS, SPECIFICATIONS, AND EXISTING CONDITIONS PRIOR TO SUBMITTING BID.
3. CONTRACTOR SHALL NOTIFY THE ARCHITECT ABOUT ANY CONDITION REQUIRING A MODIFICATION OR CHANGE BEFORE PROCEEDING WITH THE WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURATE PLACEMENT OF THE BUILDING ON THE SITE.
5. REFER TO STRUCTURAL, MECHANICAL, ELECTRICAL, AND PLUMBING DRAWINGS FOR OTHER GENERAL NOTES AND REQUIREMENTS. COORDINATE WITH ARCHITECTURAL DRAWINGS.
6. ALL CONSTRUCTION TO PROVIDE A WATERPROOF AND WEATHERTIGHT BUILDING. CONTRACTOR SHALL FLASH AND CAULK AS NECESSARY.
7. ALL INSTALLATIONS PER MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
8. STORAGE AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS SHALL BE IN ACCORDANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION.

B. HANDICAPPED ACCESSIBILITY

1. AT LEAST ONE WATER FOUNTAIN SHALL BE ACCESSIBLE AND USABLE BY INDIVIDUALS IN WHEELCHAIRS ON EACH FLOOR.
2. RESTROOMS AND ELEVATORS SHALL BE PROVIDED FOR HANDICAPPED PERSONS AS PER THE LATEST EDITION OF THE STATE OF OREGON STRUCTURAL SPECIALTY CODE, CHAPTER 11.

C. EXIT DOORS

1. ALL DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT OR THERE SHALL BE A READILY VISIBLE AND DURABLE SIGN ON OR ADJACENT TO THE DOOR STATING: "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" IN 1" HIGH LETTERING.
2. GLASS AND GLAZING SUBJECT TO HUMAN IMPACT SHALL COMPLY WITH THE LATEST CODES.
3. FLOOR OR LANDING ON BOTH SIDES OF DOORS SHALL BE NOT MORE THAN 1/2" LOWER THAN TOP OF THE THRESHOLD OF THE DOORWAY AND CONFORM TO ACCESSIBLE STANDARDS.

D. DIMENSIONS

1. ALL DIMENSIONS SHALL HAVE PREFERENCE OVER SCALE.
2. ALL EXTERIOR DIMENSIONS ARE TO FACE OF STUD UNLESS OTHERWISE NOTED.
3. DO NOT SCALE DRAWINGS.

E. FIRE

1. ALL LEGAL EXITS ARE TO BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY, SPECIAL EFFORT, OR KNOWLEDGE AND SHALL BE PROVIDED WITH "EXIT" SIGNS PER THE OSSC.
2. DRAFTSTOPPING AND FIRESTOPPING, WHERE REQUIRED, SHALL BE INSTALLED ACCORDING TO LATEST CODES PENETRATIONS IN FLOOR/CLG. OR ROOF/CLG. SHALL BE FIRESTOPPED WHERE REQUIRED AND AT ALL FIRE RATED ASSEMBLIES.

F. DEMOLITION

1. PROTECT EXISTING VEGETATION, UTILITIES AND STRUCTURAL SYSTEM. VERIFY ALL LOCATIONS.
2. PATCH AND REPAIR DISTURBED AREA TO MATCH EXISTING UNLESS OTHERWISE NOTED.

G. PENETRATIONS

1. WALL AND CEILING PENETRATIONS TO CONFORM TO OSSC STANDARD 7-1 AND 7-5.
2. F AND T RATINGS TO CONFORM TO OSSC STANDARD 7-5.
3. PENETRATIONS OF RATED WALLS AND CEILINGS SHALL BE PROTECTED PER OSSC 709.6 AND 710.

2. SITE WORK

- A. PAVEMENT- 2" ASPHALT PAVING W/ 6" OF 3" TO 1/2" CRUSHED AGGREGATE BASE.
- B. SIDEWALKS: 4" CONCRETE WITH 3500 PSI STRENGTH AT 28 DAYS, UNLESS OTHERWISE NOTED, TOOLED JOINTS AT 5'-0" O/C.
- C. CHAIN LINK FENCING: "CYCLONE" OR APPROVED EQUAL.
- D. APPLY SOIL DEADENING SOLUTION AT AREAS TO RECEIVE HABITABLE ENCLOSURES.

3. CONCRETE

(UNLESS OTHERWISE NOTED ON CIVIL / STRUCTURAL DRAWINGS)

- A. PROTECTED / INTERIOR, 2500 PSI CONCRETE AT 28 DAYS WITH REINFORCING STEEL, ASTM A615 GRADE 60 KSI, PER THE OSSC, SECTION 1904.
- B. MIN 95% COMPACTION UNDER CONCRETE SLABS.
- C. TERMITE/INSECT SHIELD SHALL BE PLACED BENEATH/BETWEEN ALL PRESSURE TREATED SILL PLATES AND CONCRETE FOUNDATIONS.

4. MASONRY

- A. BRICK VENEER AS SELECTED, ANCHOR WITH "DUR-A-WALL, INC" OR SIMILAR SEISMIC ANCHORS AT 16" O/C EACH WAY, TYPICAL.
- B. ATTACH PER OSSC 2109.6 AND MORTAR PER OSSC 2103
- C. 4" MASONRY / 4" STONE / CONCRETE TILE AS SELECTED, ANCHOR WITH "DUR-A-WALL, INC" OR SIMILAR ANCHORS AT 16" O/C EACH WAY, TYPICAL.

5. METAL

(UNLESS OTHERWISE NOTED ON STRUCTURAL DRAWINGS)

- A. ALL STEEL TO BE A-36 UNLESS OTHERWISE NOTED.
- B. ALL STEEL BOLTS TO BE A325 AT STRUCTURAL STEEL JOINTS.
- C. EXPANSION BOLTS "HILTI", "SIMPSON", OR APPROVED EQUAL.
- D. STRUCTURAL TUBING ASTM 500 GRADE-B' FY = 46 KSI.
- E. 18 GAGE, GALVANIZED, METAL STUDS (1 1/2"x3") WITH 18 GAGE RUNNER TRACK (1 1/2"x3") AND 18 GAGE TOP TRACK (1 1/2"x3") BY "DALE / INCOR" OR APPROVED EQUAL.
- F. EXTERNALLY THREADED STANDARD FASTENERS SHALL BE A307, CARBON STEEL.

6. CARPENTRY

(UNLESS OTHERWISE NOTED ON STRUCTURAL DRAWINGS)

- A. JOIST, BEAMS, STRINGERS, COLUMNS SHALL BE #2 DOUGLAS FIR OR #2 LARCH.
- B. 2 x STUDS SHALL BE DOUGLAS FIR OR LARCH, "STUD GRADE" OR "FINISH GRADE".
- C. WOOD IN CONTACT WITH CONCRETE TO BE PRESSURE TREATED #2 DOUGLAS FIR OR #2 LARCH.
- D. PROVIDE FIRE BLOCKING AND DRAFTSTOPPING WHERE REQUIRED BY CODE.
- E. PLYWOOD APA STRUCT. II CD GRADE WITH EXTERIOR GLUE.
- F. NAILING PER THE OSSC, SECTION 2304.9.1, FASTENING SCHEDULE.
- G. CONNECTORS SHALL BE "SIMPSON", "KC" OR APPROVED EQUAL.
- H. CABINETY WITH FLUSH OVERLAY PLASTIC LAMINATE AND COMMERCIAL GRADE HARDWARE OR APPROVED EQUAL.
- I. COUNTERTOP SHALL BE "FORMICA" OR "MILSONART" PLASTIC LAMINATE WITH 6" BACKSPLASH OR APPROVED EQUAL.

7. THERMAL/MOISTURE

- A. FIBERGLASS BATT INSULATION FS TYPE. "OWENS-CORNING" OR APPROVED EQUAL. R-21 (SOUND) @ WALLS, R-30, R-38 (SOUND) @ CEILING (VERIFY), R-25 @ FLOORS, R-21 @ EXTERIOR WALLS, R-15 @ BASEMENT WALLS (THAT DO NOT EXTEND MORE THAN 24" ABOVE GRADE), R-21 @ BASEMENT WALLS (THAT EXTEND MORE THAN 24" ABOVE GRADE), RIGID INSULATION R-15 BELOW CONC. SLAB 24" HORIZ. FROM EXT. WALL.
- B. FLASHING, COUNTER FLASHING, AND PENETRATION FLASHING: PROVIDE 26 GA. GALVANIZED METAL @ ROOF, DECK, WINDOWS AND DOORS. GUTTERS AND DOWNSPOUTS TO BE PRE-FINISHED METAL.
- C. CAULKING AND SEALANTS: CAULK AND/OR SEAL ALL EXPOSED INTERIOR AND EXTERIOR JOINTS, ABOVE AND BELOW GRADE. ALL APPENDAGES CONCEALED BY OTHER BUILDING MATERIALS, FLASHING ETC. WITH POLYURETHANE OR SILICONE CAULKING AND/OR SEALANT MATERIAL ABUTTING NATURAL OR UNPAINTED SURFACES.
- D. FIRESTOPPING - "STI", "3M", OR APPROVED EQUAL.
- E. BUILT-UP ROOFING BY "G.A.F." OR APPROVED EQUAL.
- F. BUILDING PAPER: ASPHALT SATURATED FELT, A.S.T.M. S 276-75, 15 POUND OR 30 POUND TYPE
- G. (3) PLY "OWENS CORNING" BUILT-UP ROOFING WITH CAP SHEET OR APPROVED EQUAL WHERE APPLICABLE.
- H. PENETRATIONS IN THE BUILDING ENVELOPE ARE TO BE SEALED WITH WINDOWS AND DOORS, CAULKED, GASKETED AND/OR WEATHER-STRIPPED.

8. WINDOWS AND DOORS

- A. WOOD DOORS: 1 [" SOLID CORE, "SIMPSON" OR APPROVED EQUAL (STAIN GRADE BIRCH) SHALL COMPLY WITH OSSC. SECTION 1109.9 CONTRACTOR TO VERIFY DOOR SWING DIRECTION WITH INDIVIDUAL OCCUPANCY REQUIREMENTS.
- B. DOOR FRAMES: "TIMLEY" (18 GAUGE) OR APPROVED EQUAL.
- C. DOOR HARDWARE: "SCHLAGE" OR APPROVED EQUAL, WITH LEVER HANDLES, CLOSERS AND WALL STOPS PER ADA ACCESSIBILITY GUIDELINES (ADAAG) GASKETS: PEMKO OR APPROVED EQUAL, BALL BEARING BUTTS, OTHER THAN EXTERIOR DOORS, THE FORCE TO ACTIVATE THE ABOVE MENTIONED HARDWARE SHALL BE NO GREATER THAN 5 lbs.
- D. ALUMINUM ENTRY SYSTEM WINDOWS AND DOORS: "KAWNEER", "U.S. ALUMINUM" OR APPROVED EQUAL, WITH TEMPERED GLASS AND ALUM. THRESHOLD, DARK BRONZE FINISH, HARDWARE, ROUND FACE
- E. ALL WINDOWS TO BE INSULATED GLASS HAVING A TESTED "U" VALUE PER THE OREGON STATE ENERGY CODE. PROVIDE TEMPERED GLASS AT GLASS DOORS AND IN WINDOWS LESS THAN 18" ABOVE FLOOR AND WITHIN 24" OF DOORS.
- F. ALL EXTERIOR DOORS TO BE INSULATED METAL WITH METAL FRAME. ALL EXTERIOR DOORS SHALL HAVE A TESTED "U" VALUE PER THE OREGON STATE ENERGY CODE. ALL INTERIOR DOORS TO BE SOLID CORE WITH METAL FRAMES.
- G. ALL FIRE RATED DOORS TO INCLUDE FIRE RATED FRAMES AND HARDWARE REQUIRED FOR A COMPLETE FIRE ASSEMBLY WITH FACTORY APPLIED RATING LABELS.
- H. HANDICAP ACCESSIBLE DOOR ASSEMBLY, HARDWARE AND THRESHOLDS TO BE INSTALLED AT ALL EXIT DOORS, TRANSITION STRIPS TO BE INSTALLED AT RESTROOM DOORS AND OTHER ACCESSIBLE LOCATIONS AS REQUIRED BY THE OSSC AND LOCAL JURISDICTION.
- I. METAL WINDOWS WITH THERMAL BRAKE: "MILGARD" OR APPROVED EQUAL.
- J. VINYL WINDOWS ALTERNATE: "MILGARD" OR APPROVED EQUAL.

9. FINISHES

- A. PAINT: 2 COATS AND PRIMER, FLAT @ WALLS, SEMI GLOSS @ EXPOSED METAL, "RHODDA PAINT" OR APPROVED EQUAL. MATCH KELLY MOORE 1650 - 111 - WHITE @ WALLS.
- B. STAIN: OLYMPIC OR APPROVED EQUAL. 2 COATS STAIN, PRIMER SEALER AND POLYURETHANE VARNISH TO MATCH EXISTING WHERE REQUIRED.
- C. GYPSUM WALL BOARD: 1/2" TYPE "X" GYPSUM BOARD AND/OR MOISTURE RESISTANT DRYWALL SHALL BE BY "GOLD BOND", "SHEETROCK" OR APPROVED EQUAL. GYPSUM WALLBOARD WORK AND MATERIALS SHALL MEET ALL REQUIREMENTS OF ANSI NO. 97-1 FOR THE "APPLICATION AND FINISHING OF WALLBOARD." JOINT COMPOUND SYSTEM MIXED, APPLIED AND FINISHED IN COMPLIANCE WITH MANUFACTURERS PRINTED DIRECTIONS: TO BE VISIBLE AFTER FINISHED, INCLUDING ALL METAL CORNER BEADS AND TRIM. DRYWALL TO BE PRIMERED PRIOR TO TEXTURE OR PAINT LEVEL 4 SMOOTH FINISH CONFERENCE ROOM LEVEL 3 "ORANGE PEEL" TEXTURE FINISH THROUGHOUT REMAINDER OF SPACES
- D. ACOUSTICAL LAY-IN CEILING & GRID:
 1. ARMSTRONG "CORTEGA" WHITE WITH 2' X 4' STANDARD EXPOSED WHITE GRID SUSPENDED OR APPROVED EQUAL.
 2. SUSPENDED CEILING GRID SHALL CONFORM TO OSSC SECTION 803.9
 3. SUPPORT WIRES FOR LIGHT AND ELECTRICAL FIXTURES
- E. FLOORS: CARPET AND VINYL BASE AT CORRIDORS AND OFFICES. SHEET VINYL AND VINYL COVE BASE OR TILE AND TILE COVE AT RESTROOMS/BATHROOMS. VINYL ON TREADS AND LANDINGS AT INTERIOR STAIRS. SHALL BE SLIP RESISTANT PER OSSC AND ADA ACCESSABILITY GUIDELINES (ADAAG).
- F. RESTROOM/BATHROOM WALLS: 4'-0" HIGH MIN. IMPERVIOUS WAINSCOT (AT WET WALLS) "DAL-TILE" OR APPROVED EQUAL.
- G. RUBBER WALL BASE: "ARMSTRONG" OR APPROVED EQUAL.
- H. FLOOR TILE: "DAL-TILE" OR APPROVED EQUAL WITH "GLAS-CRETE" UNDER LAYMENT @ WOOD FLOOR. FLOOR PANELS: "NATIONAL GYPSUM" OR APPROVED EQUAL.
- I. PARKING LOT PAINT: WHITE COLOR "RHODDA" OR APPROVED EQUAL.
- J. LOCKER ROOM MASONARY WALLS TO RECEIVE BLOCK FILLER. ALL WALLS TO RECEIVE EPOXY PAINT EXCEPT WHERE TILE IS USED AT SHOWERS.

10. SPECIALTIES

- A. TOILET PARTITIONS: "SANYMETAL" ACADEMY BAKED ENAMEL FINISH OR APPROVED EQUAL.
- B. GRAB BARS: STAINLESS STEEL FINISH, SIZE OF BARS PER ADA ACCESSIBILITY GUIDELINES (ADAAG), GAMCO OR APPROVED EQUAL.
- C. HANDICAP PARKING SIGNS: METAL SIGN WITH GALVANIZED METAL PIPE MOUNTS PER ADA ACCESSIBILITY GUIDELINES (ADAAG), BEST OR APPROVED EQUAL.
- D. HANDICAP EXIT SIGNS: PLASTIC OR METAL SIGN WITH RAISED AND BRAILLE CHARACTERS PER ADA ACCESSIBILITY GUIDELINES (ADAAG) BEST OR APPROVED EQUAL.
- E. RESTROOM DOOR SIGNAGE TO BE PROVIDED PER OSSC 1108.4.12
- F. ACCESS LADDER: AS APPROVED PER THE OSSC MIN.
- G. ROOF ACCESS HATCH: "BILCO" OR APPROVED EQUAL.
- H. PROVIDE SIGNAGE FOR BUILDING AND ROOMS PER OSSC 1108.4.12

11. EQUIPMENT

- A. FURNISHED & INSTALLED BY OWNER

12. FURNISHINGS

- A. FURNISHED & INSTALLED BY OWNER

13. SPECIAL CONSTRUCTION

- A. FURNISHED & INSTALLED BY OWNER

14. CONVEYING SYSTEMS

- A. FURNISHED & INSTALLED BY OWNER

15. MECHANICAL AND PLUMBING

- A. WORK AND MATERIALS SHALL CONFORM TO THE UMC AND UNIFORM PLUMBING CODE USE A.B.S./P.V.C. PLASTIC WASTE AND VENT PIPING, COPPER SUPPLY PIPING, OR OTHER APPROVED MATERIALS PER CODE. CONTRACTOR TO PROVIDE ENERGY CALCULATIONS, DESIGN ENGINEERING, PERMIT DRAWINGS AND SPECIFICATIONS.
- B. EXHAUST FANS" TO VENT OUTSIDE THROUGH NON-COMBUSTIBLE VENT PIPING.

16. ELECTRICAL

- A. WORK AND MATERIALS SHALL CONFORM TO N.E.C. AND APPLICABLE ELECTRICAL CODES. CONTRACTOR TO PROVIDE DESIGN, ENGINEERING, ENERGY CALCULATIONS, PERMIT DRAWINGS AND SPECIFICATIONS.
- B. EGRESS LIGHTING PER OSSC SECTION 1006.2 THE MEANS OF EGRESS SHALL BE ILLUMINATED AT AN INTENSITY OF NOT LESS THEN 1 FOOT-CANDLE AT THE FLOOR LEVEL.
- C. BUILDING LIGHTS SHALL CONFORM TO IBC ENERGY CONSERVATION CODE 1313.3.1.2 FOR AUTOMATIC SHUTOFF CONTROLS
- H. PROVIDE SIGNAGE FOR BUILDING AND ROOMS PER OSSC 1108.4.12

DESIGNWORKS LLC. ASSUMES NO RESPONSIBILITY / OWNER FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

designworks
" Collaborative Professional Network "
" A Design Experience "
" Construction Building Service "
" Owner Representation Service "
" Green Building Consulting Service "
(503) 708-6204 - Ring
info@designworks.design
4944 SW Macadam Ave.
Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

COPYRIGHT © 2022

TITLE: NOTES AND SPECS
PROJECT: MATIN REAL ESTATE OFFICE
OWNER: M5 WILLAMETTE LLC
TENANT IMPROVEMENT
18805-18837 WILLAMETTE DR
WEST LINN, OREGON 97068

DATE: JULY 28, 2023
PROJECT NO.: 22-018
REVISIONS: 7-28-2022

NO: 6
OF

CONSULTANTS:

ARCHITECT-CODE CONSULTANT

JE KRAUSE, ARCHITECT, P.C.
14911 S.E. 82nd DRIVE
CLACKAMAS, OREGON 97015
(503) 656-4111 / FAX (503) 656-6297

DESIGNER

IDESIGNWORKS LLC
4949 S MACADAM AVE
PORTLAND, OREGON 97239
503-708-6204

CONTRACTOR / OWNER

TBD- (NEED INFO)

GENERAL NOTES:

THE GENERAL CONTRACTOR SHALL FULLY COMPLY WITH THE CURRENT STATE AND LOCAL REQUIREMENTS. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY WORK KNOWINGLY PERFORMED CONTRARY TO SUCH LAWS, ORDINANCES, OR REGULATIONS. THE CONTRACTOR SHALL ALSO PERFORM COORDINATION WITH ALL UTILITIES AND STATE SERVICE AUTHORITIES.

WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. THE GENERAL CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS) AND CONDITIONS ON THE JOB AND MUST NOTIFY THIS OFFICE WITH ANY PLAN CHANGES REQUIRED FOR DESIGN AND FUNCTION OF PLUMBING, HVAC AND ELECTRICAL SYSTEMS.

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND PROPER FUNCTION OF PLUMBING, HVAC AND ELECTRICAL SYSTEMS. THE GENERAL CONTRACTOR SHALL NOTIFY THIS OFFICE WITH ANY PLAN CHANGES REQUIRED FOR DESIGN AND FUNCTION OF PLUMBING, HVAC AND ELECTRICAL SYSTEMS.

THIS OFFICE SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS AND METHODS, ACTS OR OMISSIONS OF THE CONTRACTOR OR SUBCONTRACTOR, OR FAILURE OF ANY OF THEM TO CARRY OUT WORK IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS. ANY DEFECT DISCOVERED IN THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THIS OFFICE BY WRITTEN NOTICE BEFORE PROCEEDING WITH WORK. REASONABLE TIME NOT ALLOWED THIS OFFICE TO CORRECT THE DEFECT SHALL PLACE THE BURDEN OF COST AND LIABILITY FROM SUCH DEFECT UPON THE CONTRACTOR.

THESE DOCUMENTS ARE COPYRIGHT PROTECTED BY IDESIGNWORKS LLC. AND MAY NOT BE REUSED, REDRAWN, TRACED OR REPRODUCED WITHOUT WRITTEN PERMISSION FROM IDESIGNWORKS LLC.

THIS STRUCTURE SHALL BE ADEQUATELY BRACED FOR WIND LOADS UNTIL THE ROOF, FLOOR AND WALLS HAVE BEEN PERMANENTLY FRAMED TOGETHER AND SHEATHED.

INSTALL POLYISOCYANURATE FOAM TYPE INSULATION AT FLOOR AND PLATE LINES, OPENINGS IN PLATES, CORNER STUD CAVITIES AND AROUND DOOR AND WINDOW ROUGH OPENING CAVITIES.

INSTALL WATERPROOF GYPSUM BOARD AT ALL WATER SPLASH AREAS TO MINIMUM 70" ABOVE SHOWER DRAINS.

INSULATE WASTE LINES FOR SOUND CONTROL.

EXHAUST ALL VENTS AND FANS DIRECTLY TO OUTSIDE VIA METAL DUCTS. PROVIDE 90 CFM (MIN.) FANS TO PROVIDE 5 AIR CHANGES PER HOUR IN BATHS CONTAINING TUB AND / OR SHOWER AND IN LAUNDRY ROOMS.

ALL RECESSED LIGHTS IN INSULATED CEILINGS TO HAVE THE I.C. LABEL.

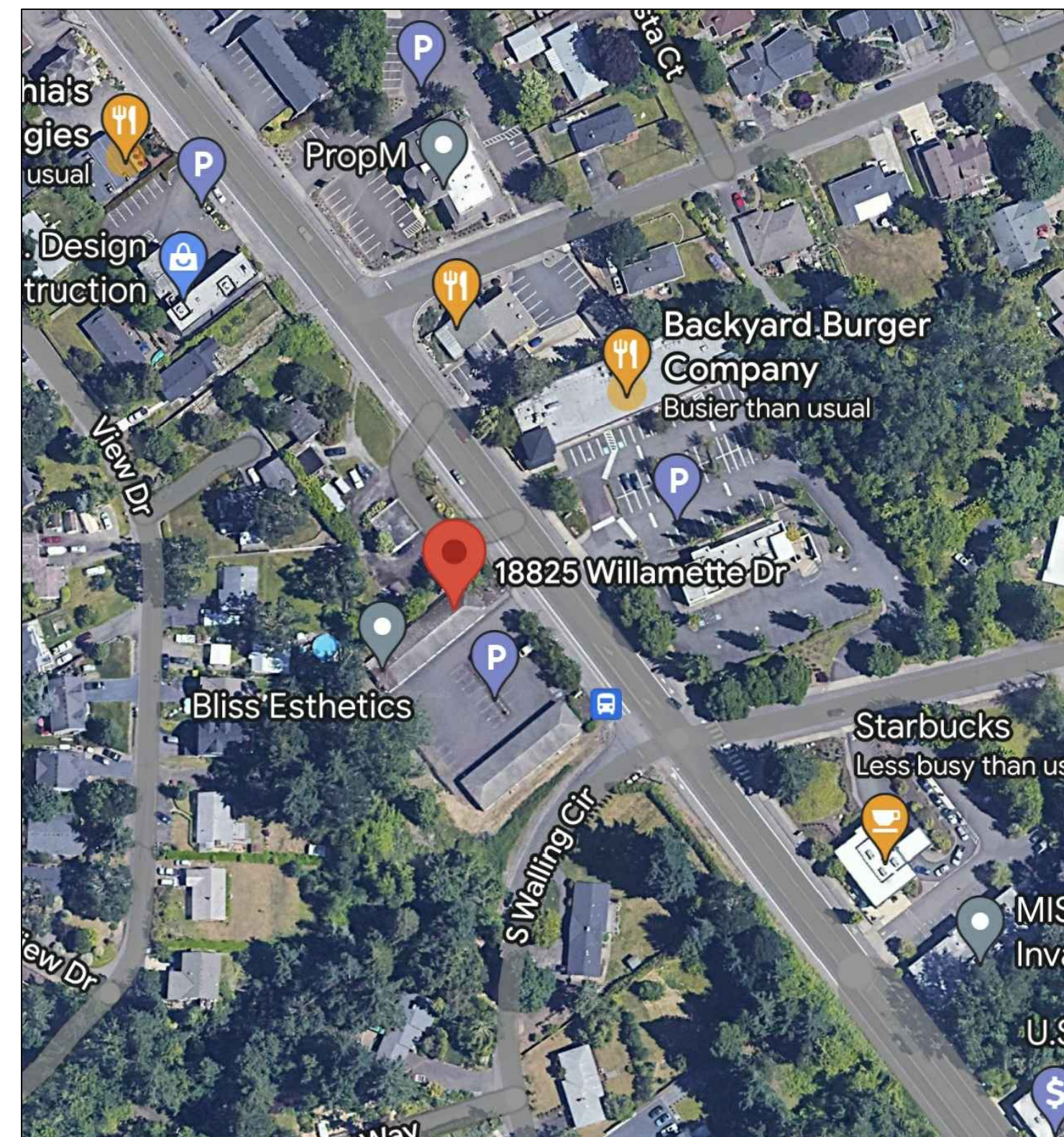
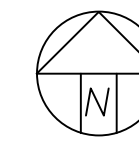
PROVIDE SOLID BLOCKING UNDER ALL BEARING WALLS PERPENDICULAR TO JOISTS AND OTHER BEARING POINTS NOT OTHERWISE PROVIDED WITH SUPPORT.

ALL WOOD IN CONTACT WITH CONCRETE TO BE PRESSURE TREATED.

BUILDING THIS PLAN ON SITE CONDITIONS DIFFERENT FROM THOSE SHOWN ON THE PLANS MAY REQUIRE MODIFIED FOUNDATION AND FRAMING DETAILS. THE CONTRACTOR MUST REVIEW SPECIFIC SITE CONDITIONS WITH THIS OFFICE BEFORE CONSTRUCTION.

KEY PLAN

NTS

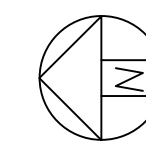


26 GA. PRE-FIN STANDING SEAM

VICINITY MAP

NTS

ORIGINAL 1970



SCOPE OF WORK

REMODEL TENANT IMPROVMENT
REPLACE ROOF TRUSSES AND ROOF MATERIAL CHANGE

DRAWING INDEX -

ARCHITECTURAL

- C COVER SHEET
- 1 EXTERIOR ELEVATIONS
- 2 MAIN FLOOR PLAN
- 3 FOUNDATION PLAN
- 4 ROOF PLAN
- 5 DETAILS AND SPECIFICATIONS
- 6 DETAILS AND SPECIFICATIONS
- 7 DETAILS AND NOTES

PROJECT SUMMARY:

2019 OSSC / 2018 IBC

PROPERTY ADDRESS:

18825-18837 WILLAMETTE DR, WEST LINN OREGON

OCCUPANCY TYPE-----B BUSINESS GROUP (SEC 304)

CONSTRUCTION TYPE-----TYPE iB / iiB. (TABLE 601) NS

ALLOWABLE AREA -----9,000 SQ. FT. (TABLE 506.2)

ACTUAL AREA-----3,500 SQ. FT.

ALLOWABLE HEIGHT-----2 STORY / 40 FEET (TABLE 504.3 & 504.4)

ACTUAL HEIGHT-----19'-0"

FIRE PROTECTION SYSTEM-----NOT REQUIRED (SEC 903)

OCCUPANCY -----51 OCC TOTAL

EXIT -----2 REQUIRED

TRAVEL DISTANCE 100'-0" MAX (TABLE 1006.2.1)

PLUMBING REQ'D ----- 1 WC 1/LAV (UNISEX) ADA (TABLE 2902.1)

OCCUPANCY LOAD CALCS (TABLE 1004.5)

BUISNESS AREA 15,50,100,150 SQ FT. / OCCUPANT

SUBMITTAL DOCUMENTS PER SECTION 107...EXCEPTION 2.1 <4000 S.F. <20>

BUILDING ENVELOPE REQUIREMENTS:

- ROOFS (attic or ceiling spaces) R-19
- WALLS ABOVE GRADE (Wood Framed) R-13- (OFFICE ONLY)
- FLOORS (Wood Joists) R-30
- FLOORS (Slab on Grage unheated) R-15 24"
- DOORS (METAL - swinging) U 0.20

ENERGY CODE COMPLIANCE =

ASHRAE 90.1-2007 AND 90.1-2010

SEPARATE PERMITS- (DEFERRED SUBMITTALS)

- ELECTRICAL
- PLUMBING
- MECHANICAL
- CIVIL
- SPRINKLERS

IDESIGNWORKS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

iDesignworks
 Collaborative Professional Network
 A Design Experience
 Construction Bidding Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 708-6204 - Ring
 info@idesignworks.design
 4949 S Macadam Ave.
 Portland, Oregon 97239
 THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2022
 TITLE: COVER SHEET
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVMENT
 OWNER: M5 WILLAMETTE LLC
 18825-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068

DATE: JULY 28, 2022
PROJECT NO.: 22-018
REVISIONS:
7-28-2022
12-1-2023
12-24-2023

NO: 1
OF



January 30, 2024

Mr. Ben Gardner
Associate Planner
City of West Linn Planning Department
22500 Salamo Road
West Linn, Oregon 97068

Class I Design Review Application for 18825 Willamette Dr (DR-23-09)

RE: Design Review for 18825 Willamette Drive
Project Description
Remodeling project permit #935-22-001248-STR

Supplemental Information in Response to Incomplete Notice of October 24, 2023

Dear Mr. Gardner:

Please find the following supplemental submittal items in response to your incomplete letter of October 24, 2023. As requested, we have resubmitted the entire application, with supplemental and revised items incorporated in the file.

Please find the following description of the above referenced project located at 18825 Willamette Drive submitted for Design Review.

DESIGN REVIEW ITEMS:

- 1. Approved Remodeling of existing building is additionally seeking approval for a commercial glass front of the east side of the building facing Willamette Drive.**
- 2. Approved Remodeling of existing building is additionally seeking approval for a 19-foot bifold glass door on the south side of the building facing the parking lot.**
- 3. Addition of 9 skylights in the roof.**
- 4. An unoccupied feature of a vaulted/raised ceiling over the lobby area to approximately 16 feet high, with an exterior architectural design to accommodate structure as shown on Page 5, Option A. As an alternative Option B as an over frame of the roof with the interior ceiling remaining the same.**
- 5. A 4-foot retaining wall running approximately 60 feet along the north side property line.**
- 6. A 6 foot and 8-foot retaining wall running approximately 94 feet along the north and west side of the property.**



7. A concrete 6-foot wide walkway around the perimeter of the building.

Please refer to the Chapter narrative and responses to approval criteria, as well as the Architectural and Site Plan drawings for further description and clarification of the intent of our proposal.

The following responses describe our specific responses to your comments:

COMMENTS:

- 1) CDC 2.030 (DEFINITIONS – Accessory Structure): The application includes a proposal for a new accessory structure...

Response: The accessory structure has been removed from the application.

- 2) CDC 10.070(5) (GENERAL COMMERCIAL) Z: Lot coverage calculations do not appear to reflect the dimensions on the survey provided...

Response: Lot coverage calculations have been updated on sheet "S2" site plan.

- 3) CDC 19.070(7) (GENERAL COMMERCIAL): Landscape elements in plan do not reflect current conditions or proposed conditions that meet applicable provisions (as an example, it shows landscape elements that have been since removed while also showing proposed changes). A note on the plan also states that a landscape plan is 'TBD'. Note that new street trees are required to be planted along Willamette Dr. frontage that meet the requirements of the City Arborist. They need to be shown in an updated landscape plan that meets applicable provisions of CDC 54 and 55. Submit one plan for existing conditions and one for proposed conditions that meets applicable provisions.

Response: The application includes 4 site plans: 1.) Original Site Survey plan. 2.) S1 – Original Site Plan "AS IS". 3.) S2 - Site plan with proposed structural remodeling. 4.) S3 - Site plan with proposed Landscape.

Attached is narrative for CDC 54 and 55 on proposed landscape.

- 4) CDC 34.060(B) (ACCESSORY STRUCTURES): The narrative states the proposed accessory structure will be 15 feet from the property line. The given structure does not qualify for a reduced setback due to its size. Correct this to 20 feet. Note that the plan currently shows it proposed at 20 feet.

Response: The proposed accessory structure has been removed from this Application.



- 5) CDC 46 (OFF STREET PARKING, LOADING, AND RESERVOIR AREAS): A new parking space with an electric charging station appears to be shown West of the 18825 Willamette Dr. Provide dimensions, details, and address applicable criteria of CDC 46, 54, and 55.
Response: The proposed parking space has been removed from this application.
- 6) CDC 54 (LANDSCAPING): As detailed in item #3 above, an updated landscape plan is required that meets applicable provisions of CDC 54 and 55.
Response: The details are attached as Landscape Site Plan and narrative for CDC 54 and 55 on proposed landscape.
- 7) CDC 55.090(A)(1) (DESIGN REVIEW): 55.100(B)(1) through (4) were not addressed. They apply to this application and need to be addressed.
Response: Response is included in "Narrative – Second Submittal".
- 8) CDC 55.100(B)(6)(a-d,f,g) (DESIGN REVIEW): Applicant did not provide any details on how the proposed changes remain consistent with existing and adjacent structures aside from stating they are. Address each of these.
Response: Response is included in "Narrative – Second Submittal".
- 9) CDC 55.100(B)(6)(e) (DESIGN REVIEW): Transparency calculations were not provided. Provide calculations that demonstrate how the proposal meets this provision.
Response: Response is included in "Narrative – Second Submittal".
- 10) A new "future parking area" is shown in the Southeastern portion of the site plan on tax lot 21E14DD06100. As no relevant criteria are addressed, this statement either needs to be removed from the plan or additional plan sheets and narrative elements are required to demonstrate its compliance with relevant criteria including, but not limited to CDC 42, 48, 54, and 55.
Response: The future parking area has been removed from this application.
- 11) Elevations of 18825 Willamette Dr appear to show a new monument structure adjacent to the building in the Northeast corner of the site. Provide separate plan details and address relevant criteria of CDC 52 and CDC 55.
Response: The monument structure has been removed from this application.



12) Plan shows a “25’ proposed creek setback”. As no relevant criteria are addressed, this statement either needs to be removed from the plan or additional plan sheets and narrative elements are required to demonstrate its compliance with relevant criteria of CDC 32.

Response: The 25’ proposed creek setback has been removed from this application.

13) Approved plan set from related building plan review of this building shows skylights within the roof structure. These appear to have been omitted from this land use submittal. These elements need to be integrated into the narrative responses to all relevant criteria within CDC 55.

Response: Response is included in “Narrative – Second Submittal”.

14) Permit set for this building describes replacement of HVAC systems within the scope of the current remodel. Identify locations of all HVAC elements. Note that if any elements of the HVAC changes are exterior, these elements need to be integrated into the narrative responses to all relevant criteria within CDC 55.

Response: The HVAC systems have been updated and included in the narrative and site plans.

15) Building height has been raised by framing changes. This needs to be addressed within the narrative responses to all relevant criteria within CDC 55.

Response: The building height has been updated and included in the narrative, elevations, and site plans.

16) Provide elevations and plan view details on all proposed retaining walls as part of the required landscaping plan. These elements need to be integrated into the narrative responses to all relevant criteria within CDC 54 and CDC 55.

Response: The retaining walls have been included in the narrative and plans.

17) TVF&R provider permit may be required for this submittal. Provide documentation from TVF&R.

Response: The permit is included in the application.

Thank you for your time and consideration, we look forward to discussing this project with you further. If we can answer any questions, please feel free to email me at bseroyer@gmail.com.

Sincerely,
SEROYER DESIGN & DEVELOPMENT LLC dba PACIFIC HOMES
Bill Seroyer

18825 WILLAMETTE DRIVE
WEST LINN, OREGON
DESIGN REVIEW CLASS I

Class I Design Review Application for 18825 Willamette Dr
(DR-23-09)

NARRATIVE - Second Submittal

DESIGN REVIEW ITEMS:

1. Approved Remodeling of existing building is additionally seeking approval for a commercial glass front of the east side of the building facing Willamette Drive.
2. Approved Remodeling of existing building is additionally seeking approval for a 19-foot bifold glass door on the south side of the building facing the parking lot.
3. Addition of 9 skylights in the roof.
4. An unoccupied feature of a vaulted/raised ceiling over the lobby area to approximately 16 feet high, with an exterior architectural design to accommodate structure as shown on Page 5, Option A. As an alternative Option B as an over frame of the roof with the interior ceiling remaining the same.
5. A 4-foot retaining wall running approximately 60 feet along the north side property line.
6. A 6 foot and 8-foot retaining wall running approximately 94 feet along the north and west side of the property.
7. A concrete 6-foot wide walkway around the perimeter of the building.

CHAPTER 19

19.020 PROCEDURES AND APPROVAL PROCESS

19.030 PERMITTED USES

The following uses are permitted outright in this zone:

13. Financial, insurance and real estate services.

Response: This business qualifies as a permitted use #13. Financial, insurance and real estate services.

19.040 ACCESSORY USES

No Response Required.

1. Manufacture or repackaging of goods for on-site sale. (Ord. 1686 § 2, 2018)

19.050 USES AND DEVELOPMENT PERMITTED UNDER PRESCRIBED CONDITIONS

No Response Required.

19.060 CONDITIONAL USES

No Response Required.

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.

Response: The lot width at the front lot line is 220 feet.

2. The average minimum lot width shall be 50 feet.

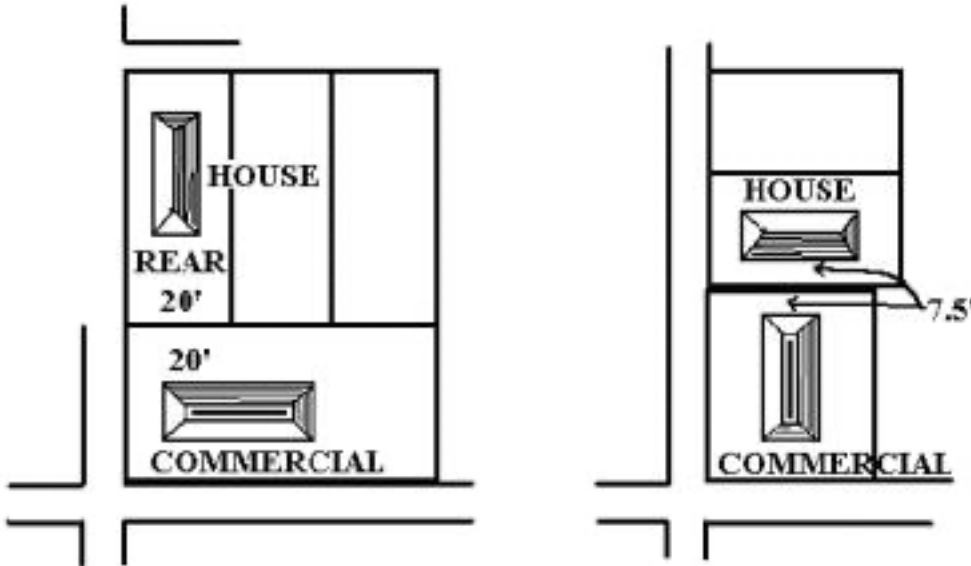
Response: The lot width at the front lot line is 220 feet.

3. The average minimum lot depth shall not be less than 90 feet.

Response: The lot depth is 162 feet and greater.

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.

Response: This property abuts a residential district R10 on the westerly rear side. The rear yard setback is 20 feet to match the R10 requirement. All existing structures are greater than 20 feet from the property line.



**SETBACK OF ABUTTING HOUSE
DICTATES COMMERCIAL SETBACK**

5. The maximum lot coverage shall be 50 percent, except as provided in CDC [58.090\(C\)\(1\)\(d\)](#).

Response: The property area of tax lot 21E14DD06200 is 32,507 square feet. The existing building to remodel for this application is 4,194 square feet, the other existing building is also 4,194 square feet. A total of 8,388 square feet. Maximum lot coverage allowable is 50% of 32,507 which equals 16,253.5 square feet. The lot coverage is 25.8%, this is below the maximum lot coverage. The criteria are met.

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.

Response: The building height is 19 feet. The criteria are met.

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.

Response: This does not apply.

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)

Response: This does not apply.

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)

Response: This does not apply.

Chapter 34

ACCESSORY STRUCTURES, ACCESSORY DWELLING UNITS, AND ACCESSORY USES

Sections:

34.020 ACCESSORY USES

34.030 ACCESSORY DWELLING UNITS (ADUs)

34.040 SETBACK PROVISIONS FOR NOISE-PRODUCING EQUIPMENT

34.050 BOAT HOUSES AND DOCKS

34.060 SETBACK PROVISIONS FOR ACCESSORY STRUCTURES (NON-DWELLING)

34.020 ACCESSORY USES

Accessory uses are permitted uses which are customary and incidental to principal uses permitted in the zone and shall be permitted outright, or by prescribed conditions as identified below, and may be either attached or separated from the principal dwelling. Accessory uses on designated historic resources are subject to additional regulations in CDC 25.060(B).

Response: No accessory structure is proposed.

34.030 ACCESSORY DWELLING UNITS (ADUs)

Response: No response required as an ADU is not part of the application.

34.040 SETBACK PROVISIONS FOR NOISE-PRODUCING EQUIPMENT

Response: No response as there is no noise producing equipment.

34.050 BOAT HOUSES AND DOCKS

Response: No response as not part of application.

34.060 SETBACK PROVISIONS FOR ACCESSORY STRUCTURES (NON-DWELLING)

A. Accessory structures shall comply with all requirements for the principal use except as provided in CDC [34.040](#) and where specifically modified by this code as follows.

Response: No accessory structure is proposed.

B. A side yard or rear yard requirement may be reduced to three feet for an accessory structure except for a side or rear yard abutting a street, with the exception of alleys platted and dedicated prior to September 30, 1984, as defined in this code; provided, that:

1. The structure is erected more than 60 feet from the front lot line;
2. The structure does not exceed one story or 15 feet in height;
3. The structure does not exceed an area of 500 square feet; and
4. The structure does not violate any existing utility easements.

Response: No accessory structure is proposed.

C. Attached accessory structures. When an accessory structure is attached to the main structure (wall to wall or by any permanent attachment), including via a covered walkway, such accessory structure shall be considered as part of the main structure. (Ord. [1604](#) § 38, 2011; Ord. [1742](#) § 1 (Exh. A), 2023)

Response: not applicable

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.

Response: The structure is not being enlarged and the use of the structure is unchanged. The existing parking spaces and loading areas are unchanged.

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

No response required.

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.

No response required.

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)

Response: this application proposes no changes that have affected the existing conditions of the building and use for occupants. There are no proposed changes to parking spaces and loading areas.

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)

Response: This application does not include any changes to the existing parking area.

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)

Response: This application does not include any changes to the existing parking area.

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:

Response: This application does not include any changes to the existing parking area.

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)

Response: This application does not include any changes to the existing parking area.

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.

Response: This application does not include any changes to the existing parking area.

46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE

Response: This application does not include any changes to the existing parking area.

46.080 COMPUTATION OF REQUIRED PARKING SPACES AND LOADING AREA

Response: This application does not include any changes to the existing parking area.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

Response: This application does not include any changes to the existing parking area.

46.100 PARKING REQUIREMENTS FOR UNLISTED USES

Response: This application does not include any changes to the existing parking area.

46.110 RESERVOIR AREAS REQUIRED FOR DRIVE-IN USES

Response: This application does not include any changes to the existing parking area.

46.120 DRIVEWAYS REQUIRED ON SITE

Response: This application does not include any changes to the existing parking area.

46.130 OFF-STREET LOADING SPACES

Response: This application does not include any changes to the existing parking area.

46.140 EXEMPTIONS TO PARKING REQUIREMENTS

Response: This application does not include any changes to the existing parking area.

46.150 DESIGN AND STANDARDS

Response: This application does not include any changes to the existing parking area.

Chapter 55 DESIGN REVIEW

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.

Response: The relationship of the natural and physical environment remains basically unchanged. The exception being the removal of hazardous trees and addition of mitigation trees.

B. Relationship to the natural and physical environment.

1. The buildings and other site elements shall be designed and located so that all heritage trees, as defined in the municipal code, shall be saved. Diseased heritage trees, as determined by the City Arborist, may be removed at their direction.

Response: The site contains no heritage trees. No tree removal is part of this Design Review.

2. All heritage trees, as defined in the municipal code, all trees and clusters of trees (“cluster” is defined as three or more trees with overlapping driplines; however, native oaks need not have an overlapping dripline) that are considered significant by the City Arborist, either individually or in consultation with certified arborists or similarly qualified professionals, based on accepted arboricultural standards including consideration of their size, type,

location, health, long term survivability, and/or numbers, shall be protected pursuant to the criteria of subsections (B)(2)(a) through (f) of this section. In cases where there is a difference of opinion on the significance of a tree or tree cluster, the City Arborist's findings shall prevail. It is important to acknowledge that all trees are not significant and, further, that this code section will not necessarily protect all trees deemed significant.

Response: The site contains no heritage trees. No tree removal is part of this Design

Review.

- a. Non-residential and residential projects on Type I and II lands shall protect all heritage trees and all significant trees and tree clusters by limiting development in the protected area. The protected area includes the protected tree, its dripline, and an additional 10 feet beyond the dripline, as depicted in the figure below. Development of Type I and II lands shall require the careful layout of streets, driveways, building pads, lots, and utilities to avoid heritage trees and significant trees and tree clusters, and other natural resources pursuant to this code. The method for delineating the protected trees or tree clusters ("dripline plus 10 feet") is explained in subsection (B)(2)(b) of this section. Exemptions of subsections (B)(2) (c), (e), and (f) of this section shall apply.

PROTECTED AREA = DRIPLINE + 10 FEET

Response: The site contains no heritage trees. No tree removal is part of this Design

Review. No remodel/development is within any setback of tree protected areas. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- b. Non-residential and residential projects on non-Type I and II lands shall set aside up to 20 percent of the protected areas for significant trees and tree clusters, plus any heritage trees. Therefore, in the event that the City Arborist determines that a significant tree cluster exists at a development site, then up to 20 percent of the non-Type I and II lands shall be devoted to the protection of those trees by limiting development in the protected areas. The exact percentage is determined by establishing the driplines of the trees or tree clusters that are to be protected. In order to protect the roots which typically extend further, an additional 10-foot measurement beyond the dripline shall be added. The square footage of the area inside this "dripline plus 10 feet" measurement shall be the basis for calculating the percentage (see figure below).

The City Arborist will identify which tree(s) are to be protected. Development of non-Type I and II lands shall also require the careful layout of streets, driveways, building pads, lots, and utilities to avoid significant trees, tree clusters, heritage trees, and other natural resources pursuant to this code. Exemptions of subsections (B)(2)(c),

(e), and (f) of this section shall apply. Please note that in the event that more than 20 percent of the non-Type I and II lands comprise significant trees or tree clusters, the developer shall not be required to save the excess trees, but is encouraged to do so.

E.G., DRIPLINE + 10 FT. AREA = 2,500 SQ. FT. OR 18% OF TOTAL NON-TYPE I AND II LAND DENSITY CALCULATIONS FOR THIS PARCEL WILL BE BASED ON REMAINING NET SQ. FOOTAGE OF SITE (EXCLUDING THE 2,500 SQ. FT.)

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- c. Where stub outs of streets occur on abutting properties, and the extension of those streets will mean the loss of significant trees, tree clusters, or heritage trees, it is understood that tree loss may be inevitable. In these cases, the objective shall be to minimize tree loss. These provisions shall also apply in those cases where access, per construction code standards, to a lot or parcel is blocked by a row or screen of significant trees or tree clusters.

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- d. For both non-residential and residential development, the layout shall achieve at least 70 percent of maximum density for the developable net area. The developable net area excludes all Type I and II lands and up to 20 percent of the remainder of the site for the purpose of protection of stands or clusters of trees as defined in subsection (B)(2) of this section.

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- e. For arterial and collector street projects, including Oregon Department of Transportation street improvements, the roads and graded areas shall avoid tree clusters where possible. Significant trees, tree clusters, and heritage tree loss may occur, however, but shall be minimized.

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- f. If the protection of significant tree(s) or tree clusters is to occur in an area of grading that is necessary for the development of street grades, per City construction codes, which will result in an adjustment in the grade of over or under two feet, which will then threaten the health of the tree(s), the applicant will submit evidence to the Planning Director that all reasonable alternative grading plans have been considered and cannot work. The applicant will then submit a mitigation plan to the City Arborist to compensate for the removal of the tree(s) on an “inch by inch” basis (e.g., a 48-inch Douglas fir could be replaced by 12 trees, each four-inch). The mix of tree sizes and types shall be approved by the City Arborist.

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

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

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

- 4. The structures shall not be located in areas subject to slumping and sliding. The Comprehensive Plan Background Report’s Hazard Map, or updated material as available and

as deemed acceptable by the Planning Director, shall be the basis for preliminary determination.

Response: There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

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.

Response:

CDC 55.100 B

5. There shall be adequate distance between on-site buildings and on-site and off-site buildings on adjoining properties to provide for adequate light and air circulation and for fire protection.

Response: On site buildings and off-site buildings on adjoining properties have not changed location. All distances and setbacks remain unchanged.

6. Architecture.

a. The proposed structure(s) scale shall be compatible with the existing structure(s) on site and on adjoining sites. Contextual design is required. Contextual design means respecting and incorporating prominent architectural styles, building lines, roof forms, rhythm of windows, building scale and massing of surrounding buildings in the proposed structure. The materials and colors shall be complementary to the surrounding buildings.

DESIGN REVIEW ITEMS:

1. **Approved Remodeling of existing building is additionally seeking approval for a commercial glass front of the east side of the building facing Willamette Drive.**
2. **Approved Remodeling of existing building is additionally seeking approval for a 19-foot bifold glass door on the south side of the building facing the parking lot.**
3. **Addition of 9 skylights in the roof.**
4. **An unoccupied feature of a vaulted/raised ceiling over the lobby area to approximately 16 feet high, with an exterior architectural design to accommodate structure as shown on Page 5, Option A. As an alternative Option B as an over frame of the roof with the interior ceiling remaining the same. This appearance is of similar designs of buildings in the area such as directly across the street at 18750 Willamette Drive.**

The proposed modifications retain the contextual design of the building with the existing/adjacent building south of the site. It retains the same design as the existing building and the adjacent building, with only the addition of commercial front

windows, bifold glass door and rooftop skylights. The colors will remain the same as original with white base and black highlights/trim. The materials used are a hardi-panel cement board replacing the stucco treatment. The appearance is similar with better construction performance and sustainability. It also retains contextual design with adjacent buildings directly across the street.

The HVAC system existed with outdoor units along the north side of the building under the roof eave overhang. The system has been upgraded with new units remaining in the same location.

The commercial building to the immediate north is 18711 Willamette Drive. It is a closed commercial building built in 1959 in poor condition and a poorly maintained site.

b. While there has been discussion in Chapter [24](#) CDC about transition, it is appropriate that new buildings should architecturally transition in terms of bulk and mass to work with, or fit, adjacent existing buildings. This transition can be accomplished by selecting designs that “step down” or “step up” from small to big structures and vice versa (see figure below). Transitions may also take the form of carrying building patterns and lines (e.g., parapets, windows, etc.) from the existing building to the new one.

Response: The subject property is adjacent to a single-story commercial structure on the same property that is the same design. The design is the same of the building as it existed. The only difference is the “step up” in slightly raising the height of the building 3 feet. The raised lobby on the corner of the building is similar to adjacent buildings on the opposite side of Willamette Drive. The buildings architecture is in accordance with the standards and is consistent with the other buildings adjacent and on the opposite side of Willamette Drive.

c. Contrasting architecture shall only be permitted when the design is manifestly superior to adjacent architecture in terms of creativity, design, and workmanship, and/or it is adequately separated from other buildings by distance, screening, grade variations, or is part of a development site that is large enough to set its own style of architecture.

Response: The buildings architecture is in accordance with the standards and is consistent with the other buildings adjacent and on the opposite side of Willamette Drive. The structural remodel does not change any transition to adjacent buildings. There is no contrasting architecture.

d. Human scale is a term that seeks to accommodate the users of the building and the notion that buildings should be designed around the human scale (i.e., their size and the average range of their perception). Human scale shall be accommodated in all designs

by, for example, multi-light windows that are broken up into numerous panes, intimately scaled entryways, and visual breaks (exaggerated eaves, indentations, ledges, parapets, awnings, engaged columns, etc.) in the facades of buildings, both vertically and horizontally.

Response: The project design achieves human scale through the use of multilight windows with mixed design, intimately covered entryways creating a unique lobby entrance that has a visual brake both vertically and horizontally. The façade is divided into distinct sections that emphasize a pleasing height to width ratio.

e. The main front elevation of commercial and office buildings shall provide at least 60 percent windows or transparency at the pedestrian level to create more interesting streetscape and window shopping opportunities. One side elevation shall provide at least 30 percent transparency. Any additional side or rear elevation, which is visible from a collector road or greater classification, shall also have at least 30 percent transparency. Transparency on other elevations is optional. The transparency is measured in lineal fashion. For example, a 100-foot-long building elevation shall have at least 60 feet (60 percent of 100 feet) in length of windows. The window height shall be, at minimum, three feet tall. The exception to transparency would be cases where demonstrated functional constraints or topography restrict that elevation from being used. When this exemption is applied to the main front elevation, the square footage of transparency that would ordinarily be required by the above formula shall be installed on the remaining elevations at pedestrian level in addition to any transparency required by a side elevation, and vice versa. The rear of the building is not required to include transparency. The transparency must be flush with the building elevation.

Response: The main front elevation (east) contains a commercial window front that is 87% transparent. The parking lot (South) elevation contains a series of commercial windows, glass doors, windows and a billfold window/door system that is 62% transparent. The north side elevation is 25% transparent, this side is only partially visible from Willamette Drive. The west side, rear, of building is 0% transparent.

f. Variations in depth and roof line are encouraged for all elevations.

To vary the otherwise blank wall of most rear elevations, continuous flat elevations of over 100 feet in length should be avoided by indents or variations in the wall. The use of decorative brick, masonry, or stone insets and/or designs is encouraged. Another way to vary or soften this elevation is through terrain variations such as an undulating grass area with trees to provide vertical relief.

Response: The east (street) elevation is divided into two distinct segments through the lobby design creating a varying height and material change. In addition, the commercial glass front creates a different frontage pane. The south (parking lot) elevation is divided into three distinct segments featuring the lobby design, the covered walkway and roof elevations. The exterior wall under the covered walkway and the bifold door area create different variations in the building elevation pane. The

north and west elevations are not visible as the terrain and retaining wall will cover the view of the area.

g. Consideration of the micro-climate (e.g., sensitivity to wind, sun angles, shade, etc.) shall be made for building users, pedestrians, and transit users, including features like awnings.

Response: The south, parking lot, side is constructed with a covered entrance and walking area along the full length of the building that protect pedestrians and users of the building. The other sides of the building are not intended for pedestrian use.

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

Response: the proposed structure remodel remains consistent with the original structure and the adjoining structure. The remodel does not change or affect this criteria. The landscape plan includes trees on the sidewalk area. The south, parking lot side, features a 6-foot-wide covered walkway along the entry areas to the building.

i. Sidewalk cafes, kiosks, vendors, and street furniture are encouraged. However, at least a four-foot-wide pedestrian accessway must be maintained per Chapter [53](#) CDC, Sidewalk Use.

Response: the proposed structure remodel remains consistent with the original structure and the adjoining structure. The remodel does not change or affect these criteria. The 4-foot sidewalk area is unchanged. The 6-foot covered walkway along the front of the building provide a protected pedestrian area.

Response Addendum #1

Class I Design Review Application for 18825 Willamette Dr (DR-23-09)

RESPONSE FOR PROPOSED LANDSCAPING PLAN AND RETAINING WALLS FOR 18825 WILLAMETTE DRIVE.

Chapter 54 LANDSCAPING

54.010 PURPOSE

The purpose of this chapter is to provide for the design, selection, installation, and maintenance of landscaping. The landscaping is intended to provide an attractive natural balance to built areas, to reduce runoff, to provide shade, to screen or buffer uses, and to frame or complement views. The chapter also encourages the selection of plant materials that will provide long-term growth, a balance of year-round coverage and greenery, and a variety of species for a more healthy, disease-resistant plant inventory. (Ord. [1745](#) § 1 (Exh. A), 2023)

Retaining Wall to be built 6'-8' away from the existing building with French drains at the base to control run off from neighboring properties to keep standing water out of the crawl on the North building. Retain wall to run 60 feet @ 48" then 70' of 6'-8' tall wall on the north side of the property. Then 48' of 6'-8' tall wall on the west side of the property to follow the property line as proposed. Dirt to not exceed a 45 deg slope and any dirt over 10% to use ground cover to minimize potential natural erosion.

54.020 APPROVAL CRITERIA

A. Tree preservation.

1. Intent and guidance. 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 microclimate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.

Response: The intent is met and approval to remove existing trees on property that are damaged and problematic for the new project. Some of the trees have been removed tree permit approved 2/18/23 for the value of the development.

2. Inventory required. Every development proposal shall submit an inventory of existing site conditions, which includes significant trees and heritage trees.

Response: There are no significant trees or heritage trees on the property. All landscaping is native dirt, grass and bark dust. See S1 Original Site Plan for existing site conditions and trees.

3. To encourage tree preservation in parking lots, the parking requirement may be reduced by one space for every significant tree, as defined in CDC 2.030, that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking.

Response: There will not be any change to the parking lot.

4. Developers must also comply with the municipal code chapter on tree protection and, if applicable, with CDC 55.100(B) or 55.105(B).

Response: Development complies with the state code. The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

5. 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.

Response: The site contains no heritage trees. No tree removal is part of this Design Review. No remodel/development is within any setback of tree protected areas. There is no proposed development of property as the application for Design Review is the remodel of an existing building. The site of the project location is on a developed site and the scope of work will not affect the existing site elements or natural environment.

B. Landscaping – By type, location and amount.

1. Residential uses (non-single family). A minimum of 25 percent of the gross site area including parking, loading and service areas shall be landscaped, and may include the open space and recreation area requirements under CDC 55.100 or 55.105, as applicable. Parking lot landscaping may be counted in the percentage.

Response: Not a residence.

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.

Response: Proposed site plan shows 20% of gross area landscaped.

3. Parking area landscaping – All uses (residential uses (non-single-family) and non-residential uses):
 - a. There shall be one shade tree planted for every eight parking spaces, except as required under subsection (B)(3)(d) of this section. Shade trees are defined as medium to large trees with a canopy, at maturity, at least 40 feet in diameter. These trees shall be evenly distributed throughout the parking lot to provide shade.

Response: Site plan shows proposed to meet this. "RAISED BED 12" WITH Flame Thrower-Red bud (small 15'x15' w/ Gold Japanese forest grass and New Zealand Flax Grass)

- b. 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, as provided in subsection (B)(3)(h) of this section, shall not be included in the 10 percent figure.

Response: Site plan shows proposed to meet this code.

- c. 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 provided in subsection (B)(3)(h) of this section, shall not be included in the five percent.

Response: Site plan shows over 20 spaces

- d. Parking lots with fewer than 10 spaces shall have perimeter landscaping, if required under subsection (B)(3)(h) of this section, and at least two shade trees.

Response: Site plan shows over 20 spaces

- e. Non-residential parking areas paved with a permeable parking surface may reduce the required minimum interior landscaping by one-third for the area with the permeable parking surface only.

Response: Site plan shows paved asphalt no permeable surfaces.

- f. The landscaped areas shall not have a width of less than five feet and shall be uniformly distributed throughout the parking or loading area.

Response: Site plan shows existing to meet this and will remain to meet code.

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

Response: Site plan shows existing to meet this and will remain and be enhanced.

- h. 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. Trees spaced as appropriate to the species, not to exceed 30 feet apart on center, 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; and
 3. Vegetative ground cover such as grass, wildflowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low-level shrubs.

Response: Site plan shows existing to meet this and proposed shows to meet this code.

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

Response: Site plan shows existing to meet this code and will remain the same

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

Response: Site plan shows existing to meet this and will remain the same.

- k. The landscaping in parking areas shall maintain minimum vision clearance as provided in Chapter 42 CDC, Clear Vision Areas.

Response: Site plan shows existing to meet this and proposed will meet this code.

4. Other landscaping standards – All uses (residential uses (non-single-family) and non-residential uses):

- a. 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) or 55.105(G), as applicable.

Response: Site plan shows no areas that would impact this.

- b. For non-residential development, 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).

Response: Site plan shows no existing area or proposed to prohibit.

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

Response: Site plan shows no irrigation that would interfere with vehicular or pedestrian circulation.

- d. For commercial, office, and other non-residential sites, the developer shall select trees that possess the following characteristics:

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

9. Attractive foliage or form all seasons.

Response: Site plan of existing and proposed shows to meets this criteria.

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

Response: Site plan of existing and proposed shows to meet these criteria.

C. 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. Street trees shall also conform to standards in Chapter 8 of the Municipal Code on tree protection.

Response: Site plan of existing and proposed meets this.

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

Response: Acknowledged

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.

Response: Acknowledged

D. 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; Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

All proposed changes in width in a public street right-of-way or any proposed street improvement shall include allowances for planting strips, unless an applicant demonstrates that this is not feasible and requests an exception as part of a discretionary review. Plans and specifications for planting such areas shall be integrated into the general plan of street improvements. This chapter requires any multifamily, 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. (Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

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. (Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

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. (Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

54.060 MAINTENANCE

- A. The owner, tenant, and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat, and orderly appearance and shall be kept free from refuse and debris.
- B. All plant growth in interior landscaped areas shall be controlled by pruning, trimming, or otherwise so that:
 - 1. It will not interfere with the maintenance or repair of any public utility.

- 2. It will not restrict pedestrian or vehicular access; and

3. It will not constitute a traffic hazard because of reduced visibility. (Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

54.070 SPECIFICATION SUMMARY

Area/Location	Landscaping Req'd.
1. Between parking lot and right-of-way. CDC 54.020(B)(3)(h) .	10 ft.
2. Between parking lot and other lot. CDC 54.020(B)(3)(f) .	5 ft.
3. Between parking lot and right-of-way if parking lot comprises more than 50 percent of main right-of-way frontage. CDC 54.020(B)(3)(i) .	15 ft.
4. Percentage of residential/multifamily site to be landscaped. CDC 54.020(B)(1) .	25%
5. Percentage of non-residential (commercial/industrial/office) site to be landscaped. CDC 54.020(B)(2) .	20%
6. Percentage of 10 – 20 car parking lot to be landscaped (excluding perimeter). CDC 54.020(B)(3)(a) .	5%
7. Percentage of 1 – 9 car parking lot to be landscaped (excluding perimeter). CDC 54.020(B)(3)(a) .	0%
Area/Location	Landscaping Req'd.
8. Percentage of 20+ car parking lot to be landscaped (excluding perimeter). CDC 54.020(B)(3)(a) .	10%

(Ord. [1675](#) § 42, 2018; Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Acknowledged

The West Linn Community Development Code is current through Ordinance 1745, passed September 18, 2023.

Disclaimer: The City Recorder's Office has the official version of the West Linn Community Development Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

Response Addendum #2

Class I Design Review Application for 18825 Willamette Dr (DR-23-09)

RESPONSE FOR PROPOSED LANDSCAPING PLAN AND RETAINING WALLS FOR 18825 WILLAMETTE DRIVE.

Chapter 55 DESIGN REVIEW

55.010 PURPOSE AND INTENT – GENERAL

The purpose of the design review provisions is to establish a process and standards for the review of development proposals in order to conserve and enhance the appearance of the City and to promote functional, safe, and innovative site development. Attention will be paid to the proposal's scale, layout and design, its compatibility with the surrounding natural environment, and the character of the surrounding neighborhood or area. The intent is to ensure that there is general compatibility between adjoining uses, that private and common outdoor space is provided, that vehicular access and circulation are safe, and that areas of public use are made aesthetically attractive and safe. Also of concern are the needs of persons with disabilities.

Developers of multifamily, industrial, commercial, office, and public building projects are required to take steps to reduce reliance on the automobile by, in part, encouraging other modes of transportation such as transit, bicycles, and foot traffic, and through building orientation or location. (Ord. [1650](#) § 1 (Exh. A), 2016; Ord. [1745](#) § 1 (Exh. A), 2023)

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 multifamily 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.).

Retaining Wall to be built 6'-8' away from the existing building with French drains at the base to control run off from neighboring properties to keep standing water out of the crawl on the North building. Retain wall to run 60 feet @ 48" then 70' of 6'-8' tall wall on the north side of the property. Then 48' of 6'-8' tall wall on the west side of the property to follow the property line as proposed. Dirt to not exceed a 45 deg slope and any dirt over 10% to use ground cover to minimize potential natural erosion.

Unoccupied feature for sign on wall of proposed feature. This structure is located at the SW corner of the addition and will be no more than 19' tall and will meet the standards for Design 1 having a space that is floor to ceiling and this meets the standard for Design 1 review, as well as follow 52.300 chart for allowable 3 signs on the building. See attached proposed sign details from sign company. Sign Details meets the standard for 52.300 ⁴Projecting signs shall not extend above the roofline at the wall or the top of a parapet wall, whichever is higher. They shall not be located within 20 feet of another projecting sign in the same horizontal plane or project within two feet of the curb or, if there is no curb, the edge of the pavement. All projecting signs shall have clearance above the sidewalk consistent with CDC [52.210\(D\)](#). Any illumination shall be external.

2. Significant road realignment (when not part of a subdivision or partition plat process). “Significant” shall be defined by the length of the realignment and/or extent of redesign, and/or the natural features or human-made structures that will be impacted or removed.

Response: There will be no significant road realignment.

3. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multifamily, or industrial building.

Response: There is no change to square footage.

4. Modification of a landscape plan (including water features, ponds, pergolas, arbors, artwork, sculptings, etc.).

Response: See proposed site plan for New required trees and shrubs.

5. Minor modifications and/or upgrades of pump stations, reservoirs, and storm detention facilities.

Response: Does not apply

6. Americans with Disability Act compliance that significantly alters the exterior of the building (ramps are exempt).

Response: Does not apply

7. Freestanding art and statuary over five feet tall.

Response: Does not apply

8. Other land uses and activities may be added if the Planning Director makes written findings that the activity/use will not increase off-site impacts and is consistent with the type and/or scale of activities/uses listed above.

Response: Noted

9. No design review is required if the applicant proposes to repair or replace one of the listed items. The Planning Director shall make the determination of whether an applicant is proposing a repair or replacement. However, Class I design review applies when one of the following improvements is part of a minor redesign or remodel.

- a. Sidewalks on private property.
- b. Loading docks.
- c. Addition or reduction of parking stalls.
- d. Revised parking alignment.
- e. Revised circulation.
- f. Revised points of ingress/egress to a site.
- g. Heating, ventilation, and air conditioners (HVAC) that are visible from the public right-of-way.

Response: Noted

10. New development of a single-family detached dwelling (including a duplex, triplex, or quadplex), single-family attached dwelling (including a duplex, triplex, quadplex, or townhouse), or cottage cluster in the Willamette Neighborhood Mixed-Use Transitional Zone.

Response: Does not apply

B. Class II Design Review. Class II design review applies to all uses/activities except those uses/activities listed under Class I design review, and the exemptions of CDC [55.025](#). Class II design review applies to the proposed improvements listed in this section when the proposed improvement (e.g., new sidewalk) is part of a major commercial, office, industrial, public, or multifamily construction project (e.g., a new shopping center). (Ord. [1547](#), 2007; Ord. [1604](#) § 50, 2011; Ord. [1622](#) § 20, 2014; Ord. [1745](#) § 1 (Exh. A), 2023)

55.025 EXEMPTIONS

Response: Does not apply

The following activities are exempt from the provisions of this chapter, except as indicated otherwise in the base zone or this chapter:

- A. Construction of new dwelling units, except for multiple-family residential units, dwelling units that are part of a mixed-use building, manufactured home parks, and dwellings located within the Willamette Neighborhood Mixed Use Transitional Zone;
- B. Accessory structures;
- C. Architectural replacements in kind, or replacement of building materials that are equal or superior to existing materials (in terms of performance or quality) but that do not alter the architectural style of the structure. Retrofitted awnings, changes in color schemes, wall art, and freestanding statuary or art under five feet tall are exempt from design review, but shall be subject to Planning Director review under the provisions of CDC [99.060](#)(A)(2), prescribed conditions, and the approval criteria of CDC [55.100](#)(B)(6)(a) and (b). (Ord. [1408](#), 1998; Ord. [1604](#) § 51, 2011; Ord. [1675](#) § 43, 2018; Ord. [1736](#) § 1 (Exh. A), 2022; Ord. [1745](#) § 1 (Exh. A), 2023)

55.030 ADMINISTRATION AND APPROVAL PROCESS

Response: Does not apply

- A. A pre-application conference is required before submitting a development plan application for design review as provided by CDC [99.030](#)(B).
- B. The application shall be submitted by the record owner(s) of the property, authorized agent, or condemner.
- C. Action on the development plan application shall be as provided by Chapter [99](#) CDC, Procedures for Decision-Making: Quasi-Judicial, and the following:

1. The Planning Director for Class I design review applications, or Planning Commission for Class II design review applications, shall approve, approve with conditions, or deny the application based on findings related to the applicable criteria set forth in CDC [99.110](#) and this chapter.
 2. A decision by the Planning Director may be reviewed by the City Council.
- D. Substantial modifications made to the approved development plan will require reapplication (e.g., more or fewer lots, different architectural design, etc.). (Ord. [1474](#), 2001; Ord. [1597](#) § 14, 2010; Ord. [1745](#) § 1 (Exh. A), 2023)

55.040 EXPIRATION OR EXTENSION OF APPROVAL

Response: Noted

If substantial construction has not occurred within three years from the date of approval of the development plan, the approved proposal will be void, unless an extension is granted under CDC [99.325](#). (Ord. [1408](#), 1998; Ord. [1589](#) § 1 (Exh. A), 2010; Ord. [1745](#) § 1 (Exh. A), 2023)

55.050 DESIGN REVIEW AMENDMENT TRIGGER

Response: Noted

Amendments to design review shall be required when 10 percent or more of the housing type changes (e.g., from single-family units to multifamily units) from the tentatively approved design review plan, or when there is more than a 10 percent change in the number of units, or when the layout of streets and lots significantly changes, or adjusting more than 20 percent of the building footprint or site plan, or significant changes to the architecture that modify the style, mass, or result in elimination of significant design features. Changes in color or materials would not require an amendment unless the colors were non-earth tones and the materials were of poorer quality (for example, going from tile roof to composition roofing) than originally approved. Changes to the project/site plan to meet conditions of approval or legislative changes shall not trigger an amendment. (Ord. [1408](#), 1998; Ord. [1745](#) § 1 (Exh. A), 2023)

55.060 STAGED OR PHASED DEVELOPMENT

Response: Noted

The applicant may elect to develop the site in stages. Staged development shall be subject to the provisions of CDC [99.125](#). (Ord. [1745](#) § 1 (Exh. A), 2023)

55.070 SUBMITTAL REQUIREMENTS

Response: Noted

- A. The design review application shall be initiated by the property owner or the owner's agent, or condemner.
- B. A pre-application conference, per CDC [99.030\(B\)](#), shall be a prerequisite to the filing of an application.
- C. Documentation of any required meeting with the respective City-recognized neighborhood association per CDC [99.038](#).

D. The applicant shall submit a completed application form and:

1. The development plan for a Class I design review shall contain the following elements:
 - a. A site analysis (CDC 55.110) only if the site is undeveloped;
 - b. A site plan (CDC 55.120);
 - c. Architectural drawings, including building envelopes and all elevations (CDC 55.140) only if exterior architectural construction, remodeling, or changes are proposed;
 - d. Tualatin Valley Fire and Rescue service provider permit; and
 - e. Pursuant to CDC 55.085, additional submittal material may be required.

One original application form must be submitted. One copy at the original scale and one copy reduced to 11 inches by 17 inches or smaller of all drawings and plans must be submitted. One copy of all other items must be submitted. The applicant shall also submit one copy of the complete application in a digital format acceptable to the City. When the application submittal is determined to be complete, additional copies may be required as determined by the Community Development Department.

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

- a. A site analysis (CDC 55.110);
- b. A site plan (CDC 55.120);
- c. A grading plan (CDC 55.130);
- d. Architectural drawings, indicating floor plan and elevation (CDC 55.140);
- e. A landscape plan (CDC 55.150);
- f. A utility plan appropriate to respond to the approval criteria of CDC 55.100(I)(1) through (5) relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage;
- g. A light coverage plan with photometric data, including the location and type of outdoor lighting, with specific consideration given to compliance with CDC 55.100(J) pertaining to crime prevention and, if applicable, CDC 46.150(A)(13) pertaining to parking lot lighting;
- h. If staff determines before or during the pre-application conference that the land use is expected to generate noise that may exceed DEQ standards, the application shall include a noise study conducted by a licensed acoustical engineer that demonstrates that the application and associated noise sources will meet DEQ standards. Typical noise sources of concern include, but are not limited to, vehicle drive-throughs, parking lots, HVAC units, and public address systems; and

- i. Documents as required per the Tree Technical Manual.
 - j. Tualatin Valley Fire and Rescue service provider permit.
3. A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC 55.170.
 4. Submit full written responses to approval criteria of CDC 55.100 for Class II design review, or CDC 55.090 for Class I design review, plus all applicable referenced approval criteria.
- E. The applicant shall submit samples of all exterior building materials and colors in the case of new buildings or building remodeling.
- F. The applicant shall pay the required deposit and fee. (Ord. 1401, 1997; Ord. 1408, 1998; Ord. 1442, 1999; Ord. 1613 § 11, 2013; Ord. 1621 § 25, 2014; Ord. 1622 § 14, 2014; Ord. 1745 § 1 (Exh. A), 2023)

55.085 ADDITIONAL INFORMATION REQUIRED AND WAIVER OF REQUIREMENTS

Response: Noted

- A. For applications subject to discretionary review, the Planning Director may require additional information as part of the application subject to the provisions of CDC 99.035(A).
- B. For applications subject to discretionary review, the Planning Director may waive any requirements for the application subject to the provisions of CDC 99.035(B) and (C). (Ord. 1745 § 1 (Exh. A), 2023)

55.090 APPROVAL STANDARDS – CLASS I DESIGN REVIEW – GENERAL/DISCRETIONARY

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.
Response: Reference Narrative-Second Submittal
 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.
Response: Reference Narrative-Second Submittal

3. Pursuant to CDC [55.085](#), the Director may require additional information and responses to additional sections of the approval criteria of this section depending upon the type of application.
4. The design standards or requirements identified in the base zone shall apply.
Response: these standards are in compliance.

55.095 APPROVAL STANDARDS – CLASS I DESIGN REVIEW – RESIDENTIAL/CLEAR AND OBJECTIVE

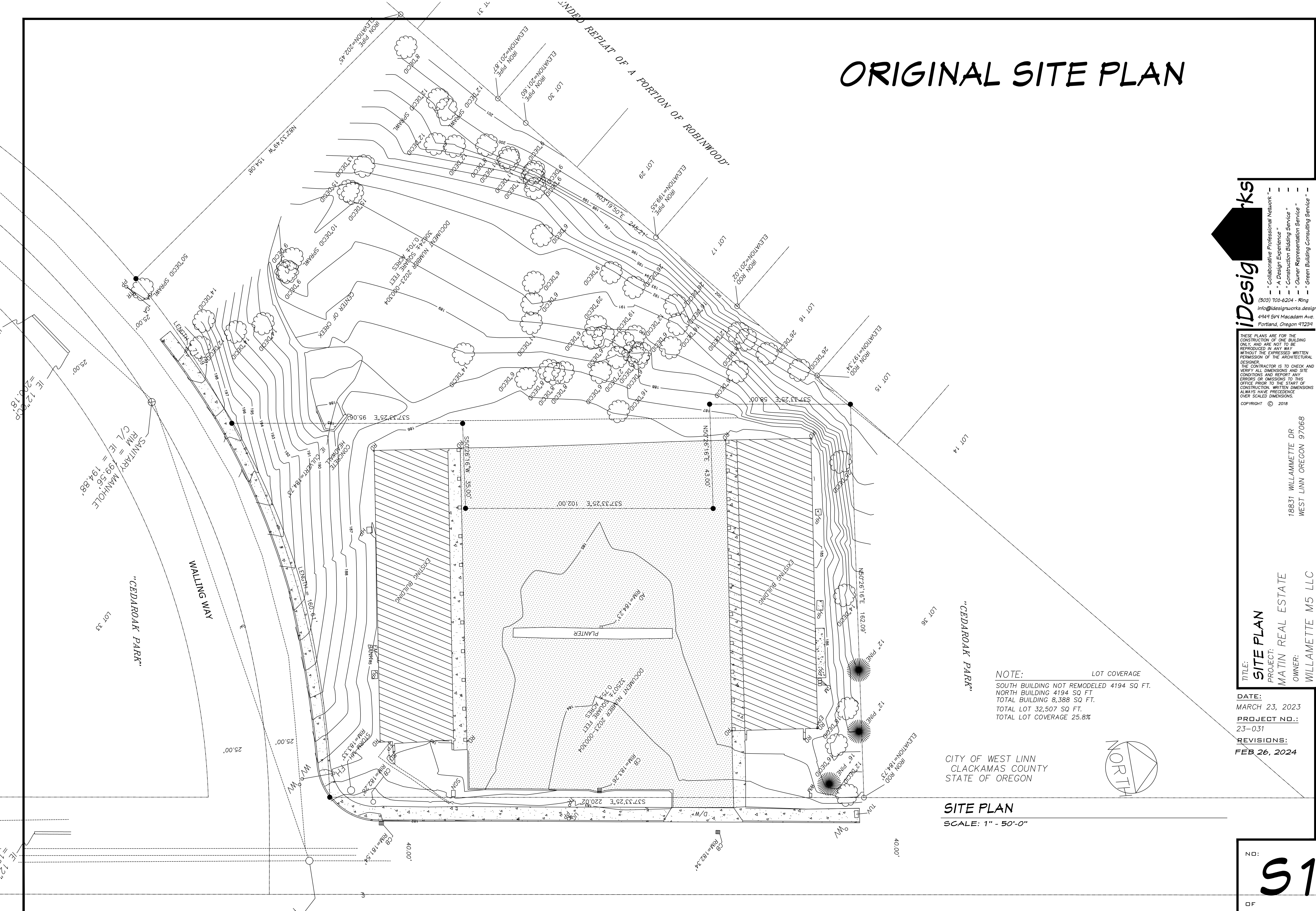
- A. Applicability. Class I design review applications for the development of one or more new dwelling units, as applicable under CDC [55.020\(A\)](#), are subject to the clear and objective approval standards in this section. Proposals where the applicant cannot or chooses not to meet the clear and objective approval standards in this section may apply under the discretionary Class I approval standards in CDC [55.090](#). 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:
Response: Reference Narrative-Second Submittal
- B. Unless waived by the Planning Director, the provisions of the following subsections shall be met:
 1. CDC [55.105\(B\)](#), Relationship to the natural and physical environment, shall apply.
 2. CDC [55.105\(C\)](#), Building orientation and entries, and (D), Architecture, shall only apply in those cases that involve exterior architectural construction, remodeling, or changes.
 3. The design standards or requirements identified in the base zone shall apply.
Response: Reference Narrative-Second Submittal
- C. An application may be approved only if adequate public facilities, as defined in CDC [2.030](#) and pursuant to CDC [55.105\(N\)](#), Public facilities, will be available to provide service to the property at the time of occupancy. (Ord. [1745](#) § 1 (Exh. A), 2023)

Response: Reference Narrative-Second Submittal

55.100 APPROVAL STANDARDS – CLASS II DESIGN REVIEW – GENERAL/DISCRETIONARY

Response: Reference Narrative-Second Submittal- Application is a Class I Design Review.

ORIGINAL SITE PLAN



iDesignworks

- Collaborative Professional Network -
- A Design Experience -
- Construction Bidding Service -
- Owner Representation Service -
- Green Building Consulting Service -

(503) 708-6204 - Ring
 info@idesignworks.design
 4444 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

COPYRIGHT © 2018

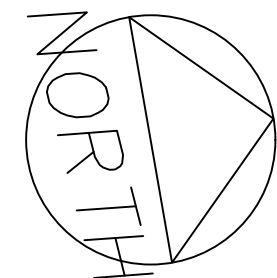
18831 WILLAMETTE DR
 WEST LINN OREGON 97068

TITLE: **SITE PLAN**
 PROJECT: **MATIN REAL ESTATE**
 OWNER: **WILLAMETTE M5 LLC**

DATE: **MARCH 23, 2023**
 PROJECT NO.: **23-031**
 REVISIONS: **FEB 26, 2024**

NOTE: LOT COVERAGE
 SOUTH BUILDING NOT REMODELED 4194 SQ FT.
 NORTH BUILDING 4194 SQ FT
 TOTAL BUILDING 8,388 SQ FT.
 TOTAL LOT 32,507 SQ FT.
 TOTAL LOT COVERAGE 25.8%

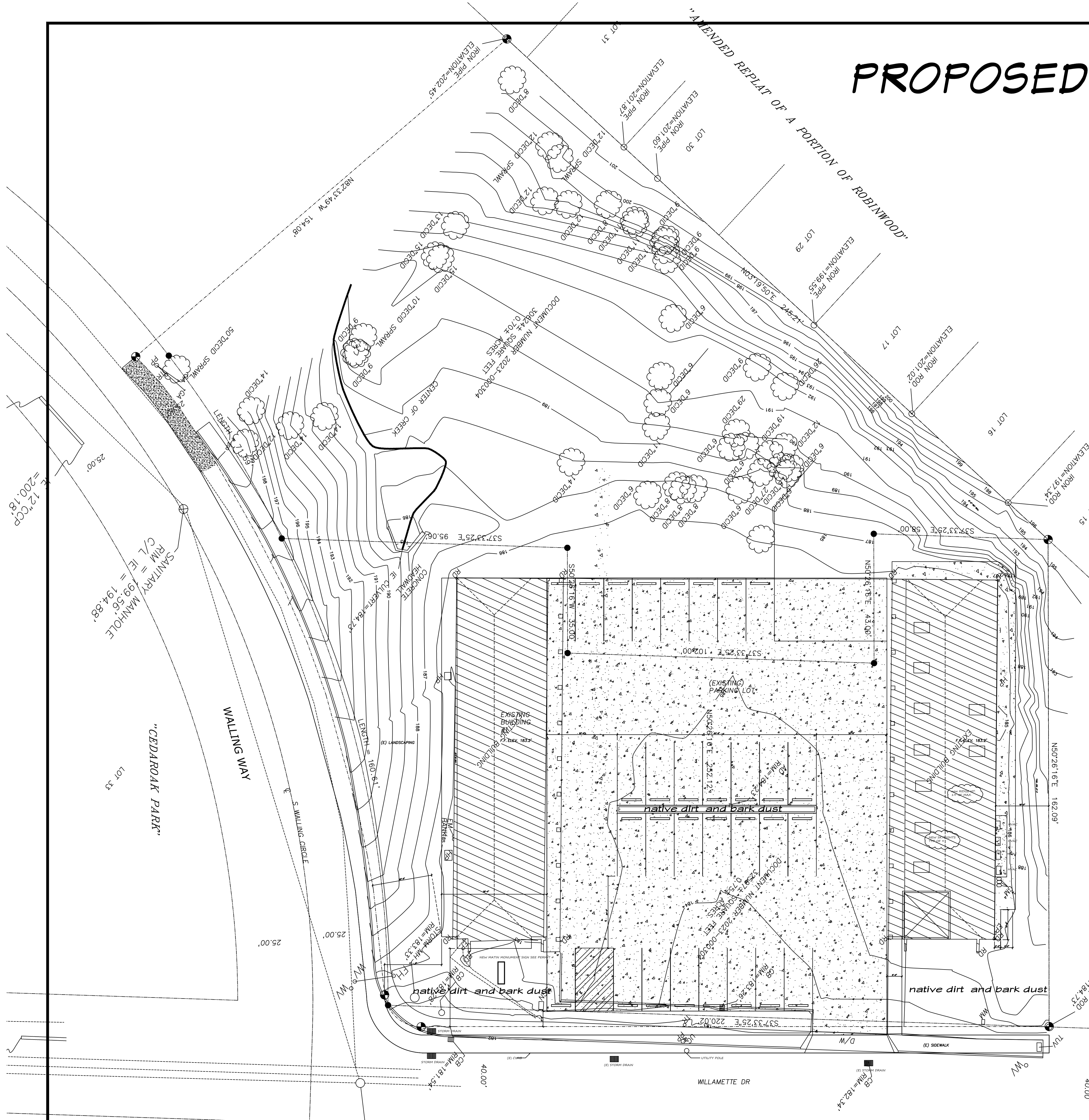
CITY OF WEST LINN
 CLACKAMAS COUNTY
 STATE OF OREGON



SITE PLAN
 SCALE: 1" = 50'-0"

NO: **S1**
 OF

PROPOSED REMODEL SITE PLAN



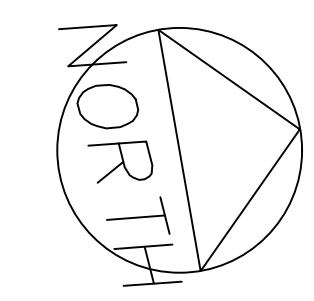
NOTE: LOT COVERAGE
 SOUTH BUILDING NOT REMODELED 4194 SQ FT.
 NORTH BUILDING 4194 SQ FT.
 TOTAL BUILDING 8,388 SQ FT.
 TOTAL LOT 32,507 SQ FT.
 TOTAL LOT COVERAGE 25.8%

NOTE:
 ALL GRADES SHOWN ARE APPROXIMATE.
 CONTRACTOR TO VERIFY ALL EXISTING
 AND FINISH GRADES.

NOTE:
 970 SQ FT OF NEW IMPERVIOUS SERVICE

CITY OF WEST LINN
 CLACKAMAS COUNTY
 STATE OF OREGON

SITE PLAN
 SCALE: 1" = 50'-0"



iDesign Works
 Collaborative Professional Network
 "A Design Experience"
 Construction Bidding Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 708-6204 - Ring
 info@idesignworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2018

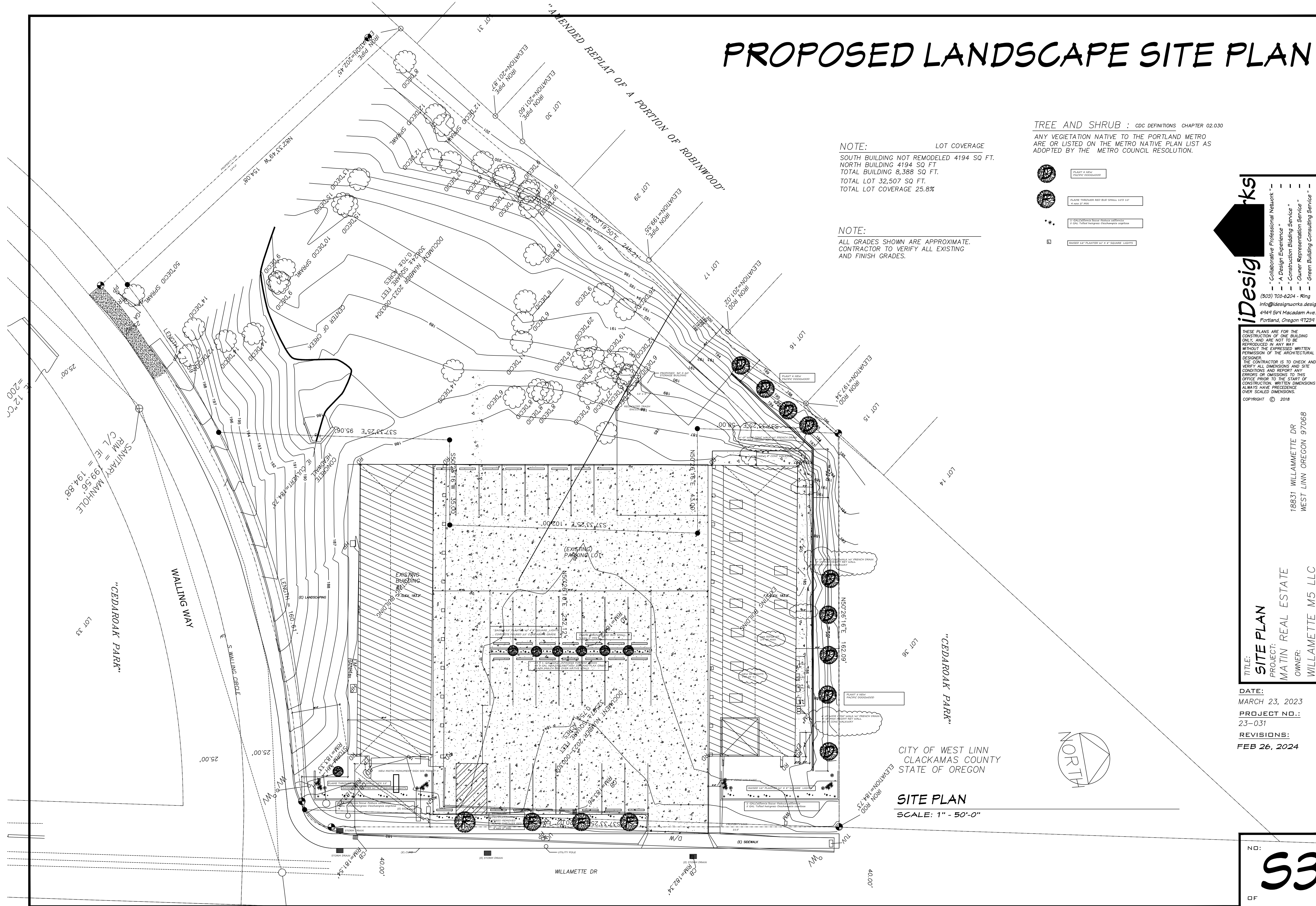
18831 WILLAMETTE DR
 WEST LINN OREGON 97068

TITLE: **SITE PLAN**
 PROJECT: **MATIN REAL ESTATE**
 OWNER: **WILLAMETTE M5 LLC**

DATE: **MARCH 23, 2023**
 PROJECT NO.: **23-031**
 REVISIONS:
FEB 26, 2024

NO: **S2**
 OF

PROPOSED LANDSCAPE SITE PLAN



NOTE: LOT COVERAGE
 SOUTH BUILDING NOT REMODELED 4194 SQ FT.
 NORTH BUILDING 4194 SQ FT.
 TOTAL BUILDING 8,388 SQ FT.
 TOTAL LOT 32,507 SQ FT.
 TOTAL LOT COVERAGE 25.8%

NOTE:
 ALL GRADES SHOWN ARE APPROXIMATE.
 CONTRACTOR TO VERIFY ALL EXISTING
 AND FINISH GRADES.

TREE AND SHRUB : CDC DEFINITIONS CHAPTER 02.030

ANY VEGETATION NATIVE TO THE PORTLAND METRO
 ARE OR LISTED ON THE METRO NATIVE PLAN LIST AS
 ADOPTED BY THE METRO COUNCIL RESOLUTION.

- PLANT # 1 NEW PACIFIC DOGWOOD
- PLANT # 2 NEW SMALL TREE 1.5" x 1.5" @ 20' x 20'
- PLANT # 3 NEW SHRUB 1.5" x 1.5" @ 20' x 20'
- PLANT # 4 NEW LIGHT 4' x 4' SQUARE LIGHTS

iDesignworks
 Collaborative Professional Network
 A Design Experience
 Construction Blending Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 708-6204 - Ring
 info@designworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97224

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2018

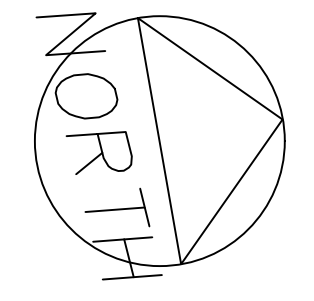
18831 WILLAMETTE DR
 WEST LINN OREGON 97068

TITLE: **SITE PLAN**
 PROJECT: **MATIN REAL ESTATE**
 OWNER: **WILLAMETTE M5 LLC**

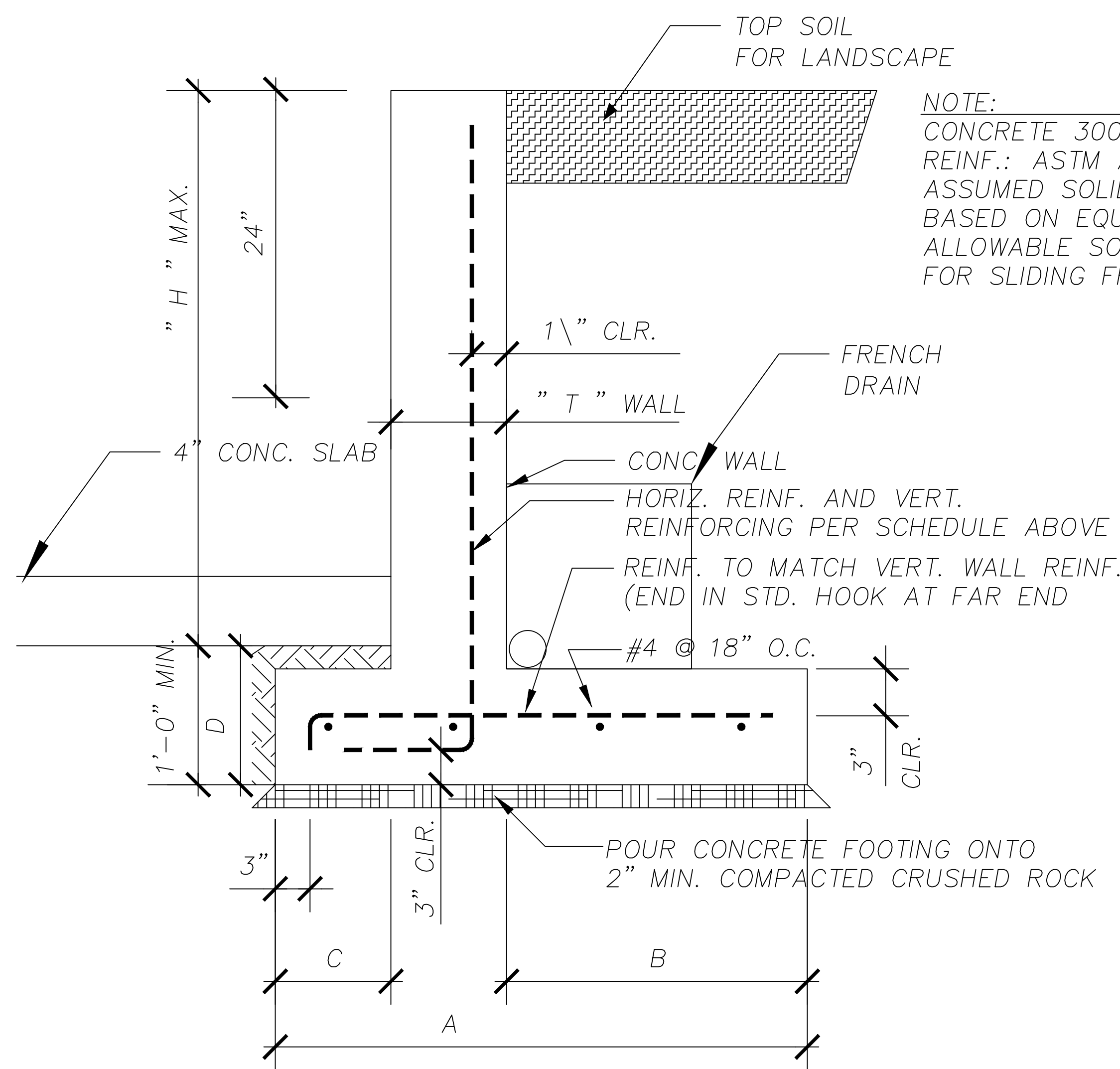
DATE: **MARCH 23, 2023**
 PROJECT NO.: **23-031**
 REVISIONS: **FEB 26, 2024**

CITY OF WEST LINN
 CLACKAMAS COUNTY
 STATE OF OREGON

SITE PLAN
 SCALE: 1" = 50'-0"



NO: **S3**
 OF



NOTE:
 CONCRETE 3000 PSI COMP. STRENGTH @ 28 DAYS. 5" MAX. SLUMP
 REINF.: ASTM A615, GRADE 60
 ASSUMED SOLID WEIGHT= 100 PCF
 BASED ON EQUIVALENT FLUID PRESSURE OF 30 PCF
 ALLOWABLE SOIL PRESSURE= 1500 PSF, COEFFICIENT
 FOR SLIDING FRICTION =.35, LATERAL BEARING = 150 PCF.

INSTALL NEW FRENCH DRAIN
 BEHIND RET WALL.

NEW RET WALL
 REMOVE DIRT FOR RET WALL
 COMPACT 3/4" MINUS TO BACK
 FILL WITH NATIVE DIRT FOR LANDSCAPE

" H " (MAX.)	t-WALL	" A "	" B "	" C "	" D "	VERTICAL WALL REINF.	WALL REINF.
4'-0"	8"	3'-8"	2'-2"	10"	10"	#4 @ 18" O.C.	#4 @ 12" O.C.
6'-0"	8"	3'-8"	2'-2"	10"	10"	#4 @ 18" O.C.	#4 @ 12" O.C.
8'-0"	8"	5'-4"	3'-6"	1'-2"	10"	#4 @ 12" O.C.	#4 @ 12" O.C.

* RETURN ALL HORIZ. REINFORCING 24" MIN. AT ALL CORNERS AND INTERSECTIONS

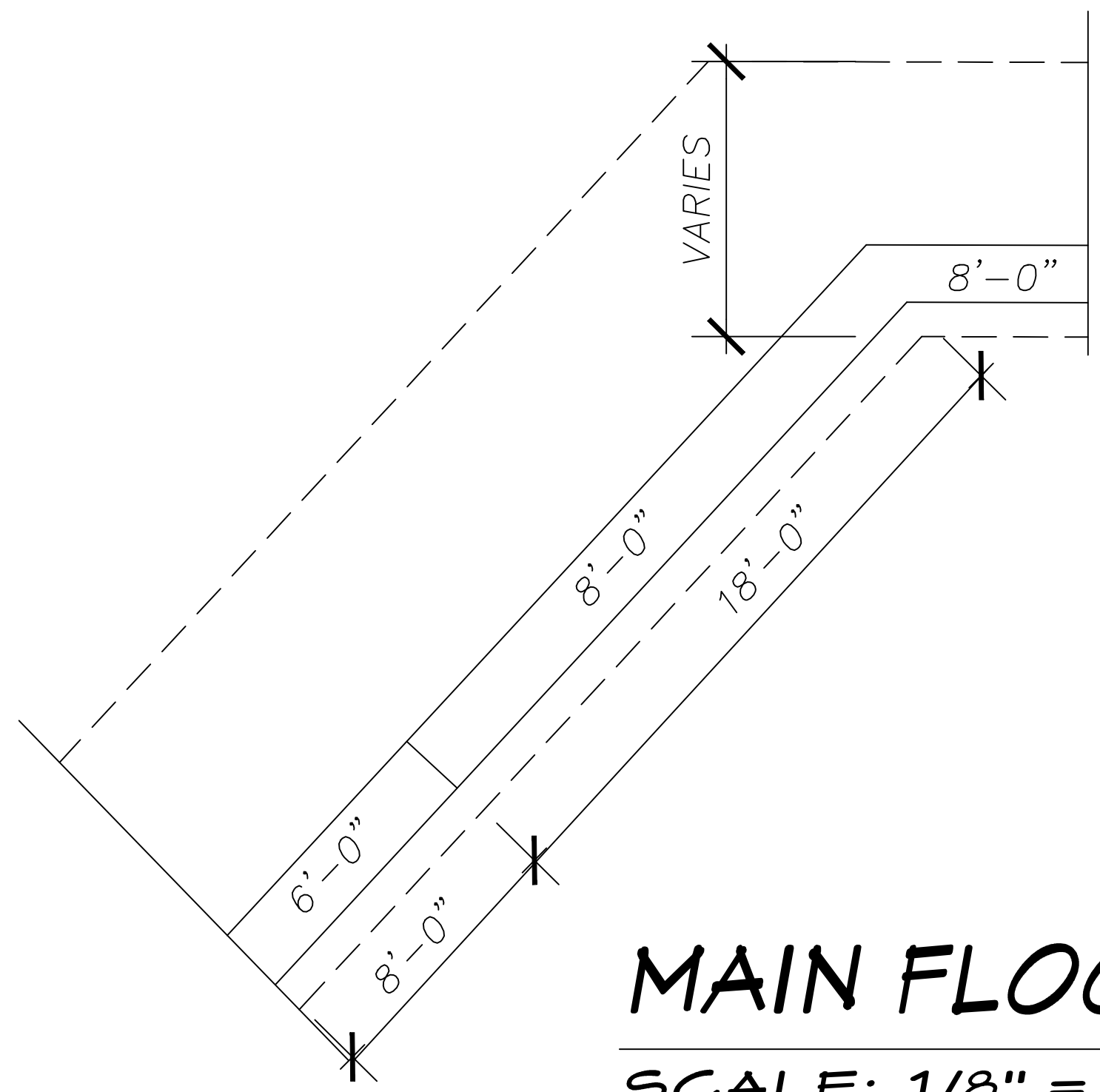
NOTE:
 CONCRETE WALL IS DESIGNED TO CARRY SOIL AND SURCHARGE LOADS ONLY

A RETAINING WALL DETAIL
R SCALE: 3/4" = 1'-0"

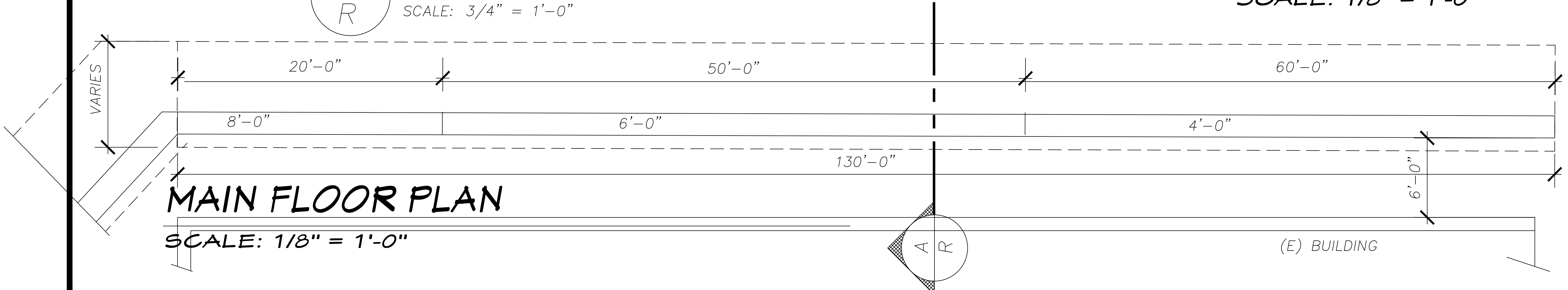
IDESIGNWORKS LLC. ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.



STAMP FOR STRUCTURAL



MAIN FLOOR PLAN
 SCALE: 1/8" = 1'-0"



MAIN FLOOR PLAN
 SCALE: 1/8" = 1'-0"

iDesignworks

15509 MILLAMETTE DR
 WEST Linn, Oregon 97148
 (503) 708-6204 - Ring
 info@idesignworks.design

- Collaborative Professional Network -
- A Design Experience -
- Construction Bidding Service -
- Owner Representation Service -
- Green Building Consulting Service -

REGISTERED ARCHITECT
 JOSEPH E. KRAUSE
 CLACKAMAS, OREGON
 STATE OF OREGON

TITLE: **EXTERIOR ELEVATIONS**
 PROJECT: **RETAIN WALL PLANS**
 OWNER: **M5 INVESTMENTS LLC**

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

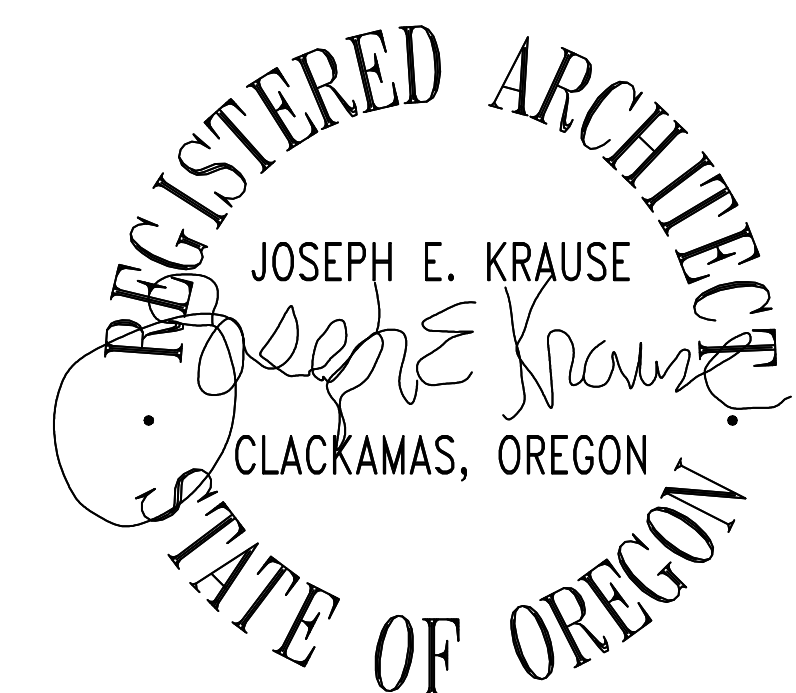
COPYRIGHT © 2023

DATE: 10/1/2023

NO: **R**
 OF **RET=WALL**

IDESIGNWORKS LLC. ASSUMES NO RESPONSIBILITY FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT IN ADDITIONAL COST TO THE OWNER.

NOTE:
ALL GRADES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL VERIFY ALL EXISTING AND FINISH GRADES.

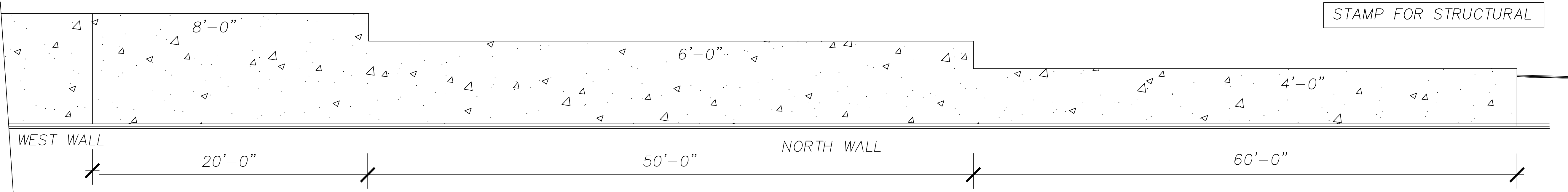


STAMP FOR STRUCTURAL

iDesignworks

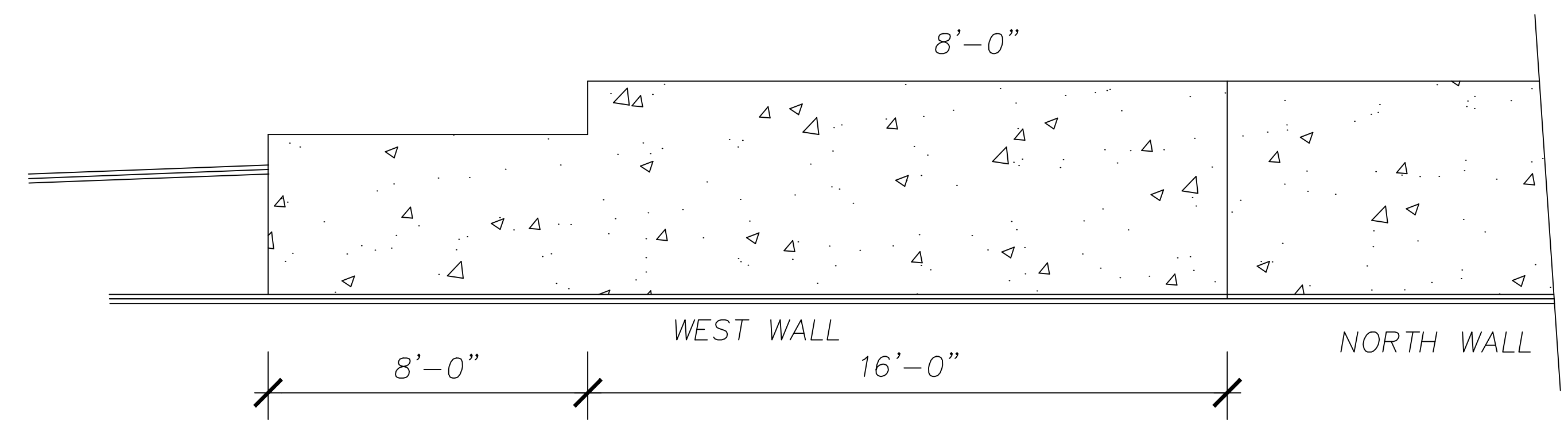
- " Collaborative Professional Network " -
- " A Design Experience " -
- " Construction Bidding Service " -
- " Owner Representation Service " -
- " Green Building Consulting Service " -

info@idesignworks.design
19909 MILLAMETTE DR
WEST LINN, Oregon 97146



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

TITLE: **EXTERIOR ELEVATIONS**
PROJECT: **RETAIN WALL PLANS**
OWNER: **M5 INVESTMENTS LLC**



WEST ELEVATION
SCALE: 1/8" = 1'-0"

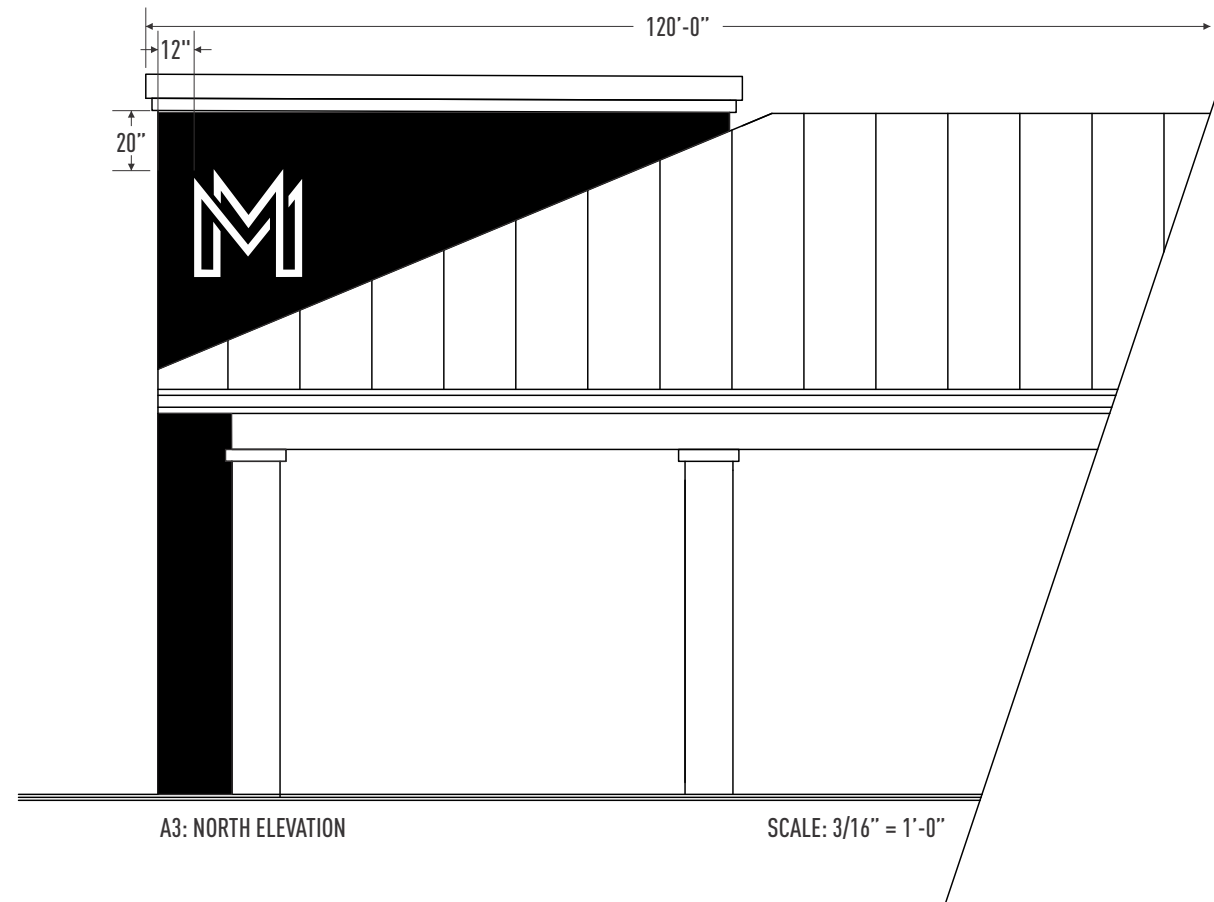
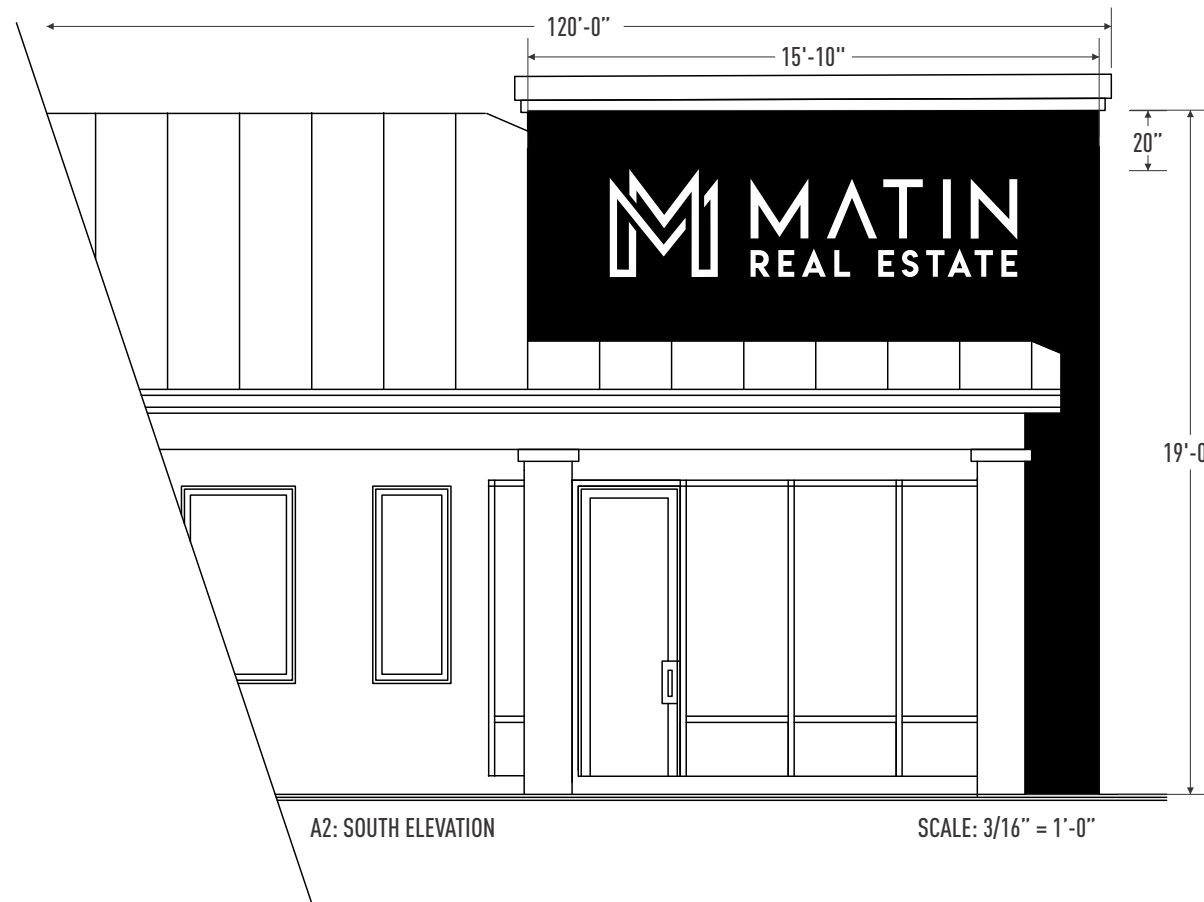
THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.

COPYRIGHT © 2023

DATE: 10/1/2023

NO: **R**
OF **RET=WALL**

EXTERIOR | WALL DISPLAY - ELEVATIONS



ON SITE SURVEY AFTER CONSTRUCTION COMPLETED NEEDED TO CONFIRM BUILDING DIMS


SECURITY SIGNS
 Quality Since 1925
 2424 SE Holgate Boulevard
 Portland, Oregon 97202
 503-232-4172
 securitysigns.com
 OR CCB# 122809
 WA SECURS1020CF





Account Manager: Melissa Hayden

Project Name
MATIN
 REAL ESTATE 18805 Willamette Dr
 West Linn, OR 97068

Sign Type A

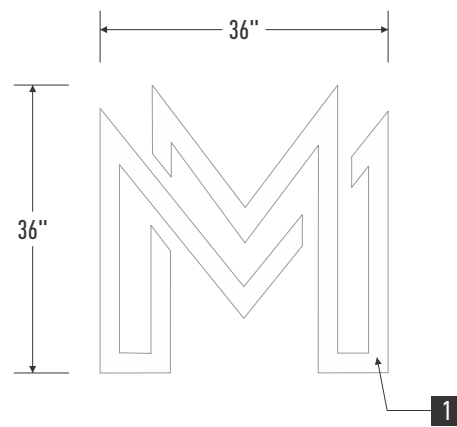
Client Approval: _____

Landlord Approval: _____

EXTERIOR | WALL DISPLAY - DETAILS



A1/A2 | EDGLITE LOGO + LETTERS - 33.63 SF EA. (QTY. 2)
Scale: 1/2" = 1'-0"



A3 | EDGLITE LOGO - 6 SF (QTY. 1)
Scale: 1/2" = 1'-0"



SIMULATED NIGHT VIEW



EDGELIT EXAMPLE

2424 SE Holgate Boulevard
Portland, Oregon 97202
503-232-4172
securitysigns.com
OR CCB# 122809
WA SECURS1020CF



Account Manager: Melissa Hayden

Project Name

MATIN REAL ESTATE 18805 Willamette Dr
West Linn, OR 97068

Sign Type A

Illuminated

Manufacture and install two (2) Edgelit Logos & Letters and one (1) Edgelit Logo Building Signs

- 1** "M" + MATIN REAL ESTATE
Construction: Stainless steel Edgelit channel letters, painted satin finish
2" deep Edgelit channel letters, (1 3/4" channel letter with 1/4" frosted acrylic)
Illumination: White LEDs
Provide shielded weep holes

INSTALLATION

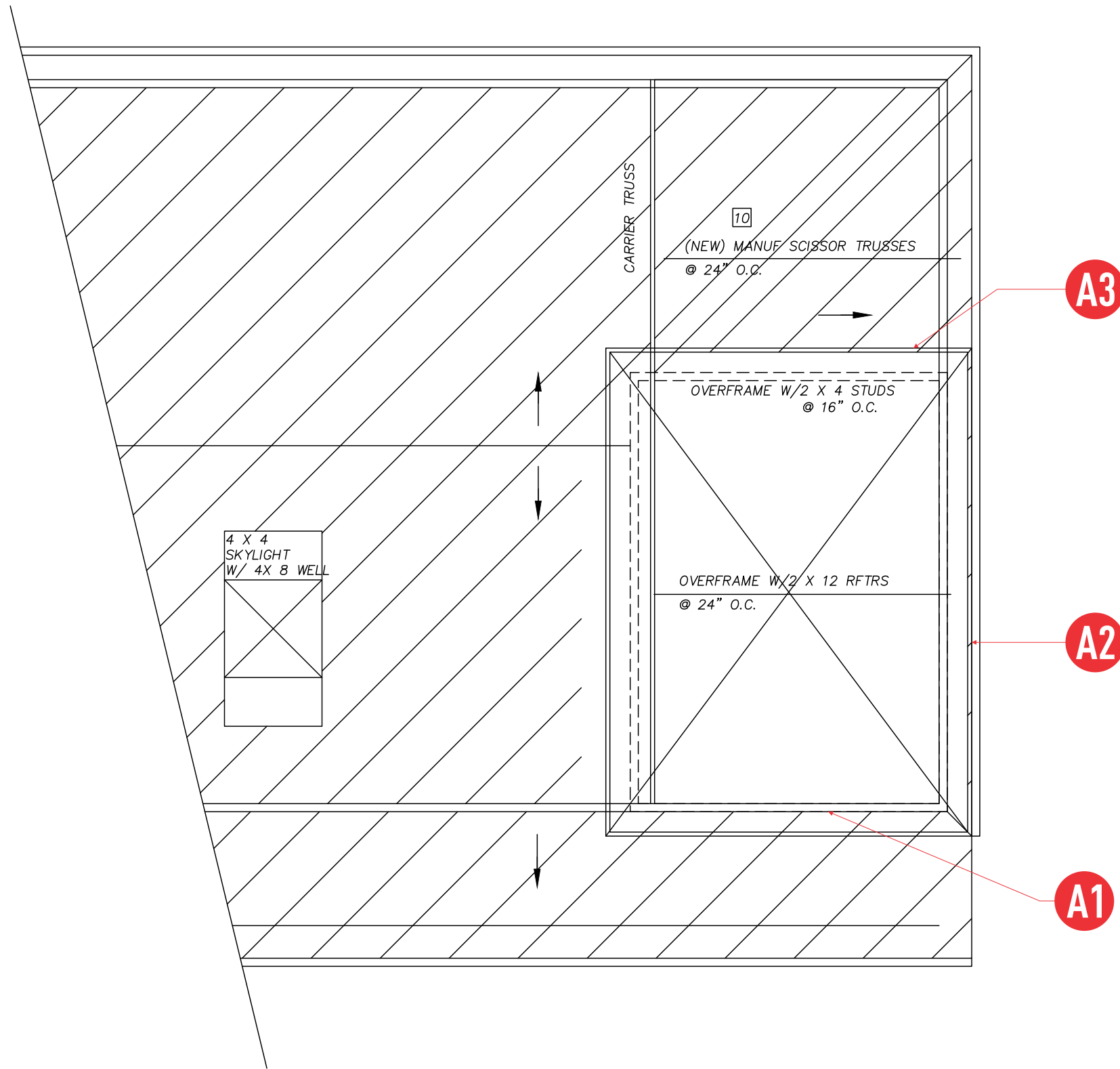
Structure Type: Wood (**VERIFY**)
Mounting: Stud mount flush to building structure
Power Supplies: Remote
Primary: One dedicated 120v/20amp circuit for sign(s) that supplies no other loads

Client Approval: _____

Landlord Approval: _____



SCALE: NTS



2424 SE Holgate Boulevard
Portland, Oregon 97202
503-232-4172

SECURITY SIGNS
Quality Since 1925

securitysigns.com

OR CCB# 122809
WA SECURS1020CF



Account Manager: Melissa Hayden

Project Name
MATIN
REAL ESTATE

18805 Willamette Dr
West Linn, OR 97068

Site Plan

Client Approval: _____

Landlord Approval: _____

**FIRE CODE / LAND USE / BUILDING REVIEW
APPLICATION**



North Operating Center
11945 SW 70th Avenue
Tigard, OR 97223
Phone: 503-649-8577

South Operating Center
8445 SW Elligsen Rd
Wilsonville, OR 97070
Phone: 503-649-8577

REV 6-30-20

Project Information

Applicant Name: Bill Seroyer
Address: 18825 Willamette Drive, West Linn Oregon
Phone: 503-789-9959
Email: bseroyer@gmail.com
Site Address: 18825 Willamette Drive
City: West Linn, Oregon
Map & Tax Lot #: 21E14DD06100 & 06200
Business Name: Matin Real Estate
Land Use/Building Jurisdiction: West Linn
Land Use/ Building Permit # DR-23-09

Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County

Project Description
Remodel of existing building located at 18825 Willamette Drive, West Linn.

Permit/Review Type (check one):

- X Land Use / Building Review - Service Provider Permit
- Emergency Radio Responder Coverage Install/Test
- LPG Tank (Greater than 2,000 gallons)
- Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons)
 - * Exception: Underground Storage Tanks (UST) are deferred to DEQ for regulation.
- Explosives Blasting (Blasting plan is required)
- Exterior Toxic, Pyrophoric or Corrosive Gas Installation (in excess of 810 cu.ft.)
- Tents or Temporary Membrane Structures (in excess of 10,000 square feet)
- Temporary Haunted House or similar
- OLCC Cannabis Extraction License Review
- Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly)

For Fire Marshal's Office Use Only

TVFR Permit # 2024-0019
Permit Type: SPP-West Linn
Submittal Date: 2-14-24
Assigned To: DFM Arn
Due Date: NA
Fees Due: \$0
Fees Paid: Ø

Approval/Inspection Conditions
(For Fire Marshal's Office Use Only)

This section is for application approval only

[Signature]
Fire Marshal or Designee

2-15-24
Date

Conditions:

See Attached Conditions: Yes No

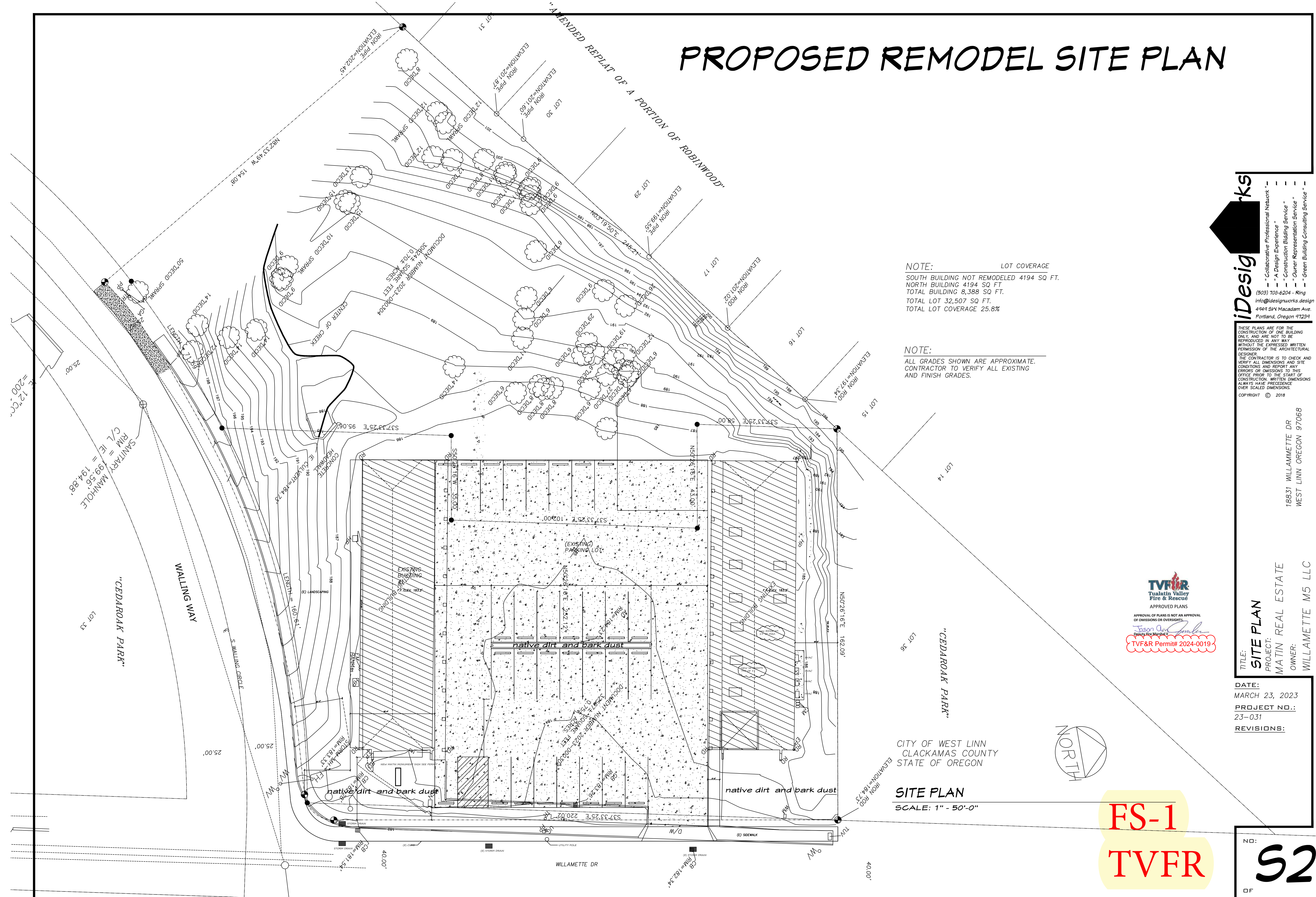
Site Inspection Required: Yes No

This section used when site inspection is required

Inspection Comments:

Final TVFR Approval Signature & Emp ID _____ Date _____

PROPOSED REMODEL SITE PLAN



NOTE: LOT COVERAGE
 SOUTH BUILDING NOT REMODELED 4194 SQ FT.
 NORTH BUILDING 4194 SQ FT.
 TOTAL BUILDING 8,388 SQ FT.
 TOTAL LOT 32,507 SQ FT.
 TOTAL LOT COVERAGE 25.8%

NOTE:
 ALL GRADES SHOWN ARE APPROXIMATE.
 CONTRACTOR TO VERIFY ALL EXISTING
 AND FINISH GRADES.

idesign works
 Collaborative Professional Network
 A Design Experience
 Construction Bidding Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 700-6204 - Ring
 info@idesignworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY, AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THE OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 COPYRIGHT © 2018



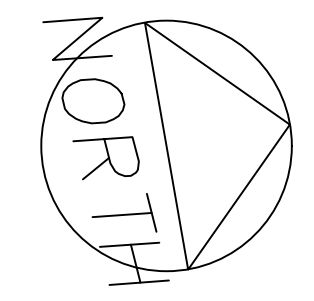
18831 WILLAMETTE DR
 WEST LINN OREGON 97068

TITLE: **SITE PLAN**
 PROJECT: **MATIN REAL ESTATE**
 OWNER: **WILLAMETTE M5 LLC**

DATE: **MARCH 23, 2023**
 PROJECT NO.: **23-031**
 REVISIONS:

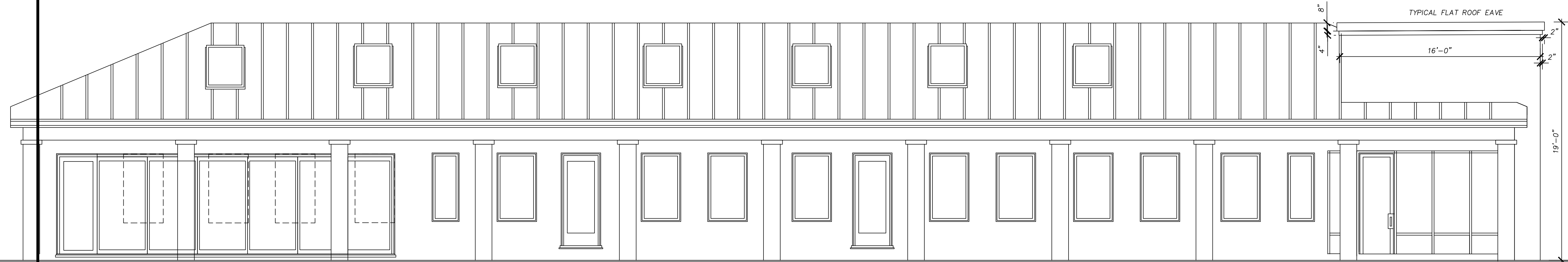
CITY OF WEST LINN
 CLACKAMAS COUNTY
 STATE OF OREGON

SITE PLAN
 SCALE: 1" = 50'-0"



FS-1
TVFR

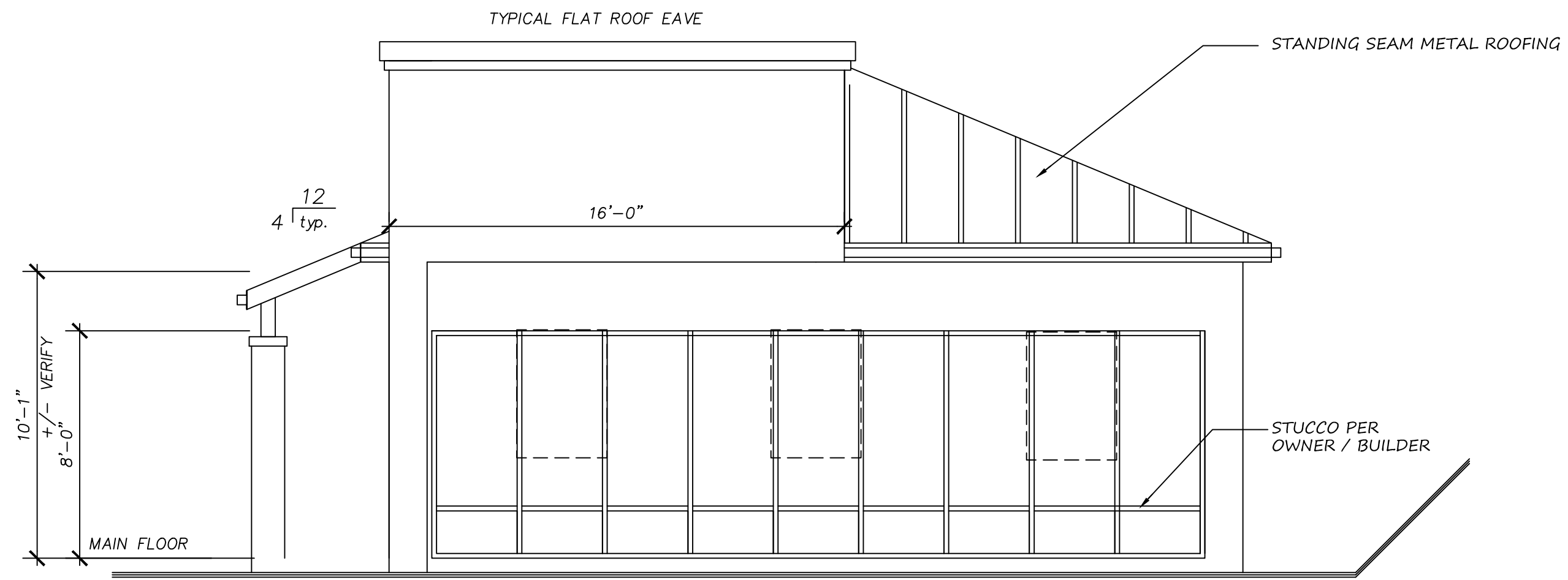
NO: **S2**
 OF



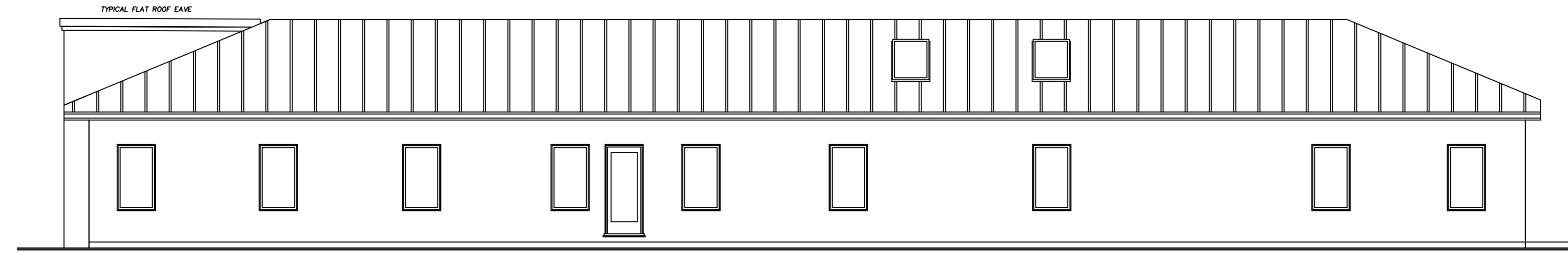
NOTE:
 EXTEND ALL FLUES A MIN. OF 2'-0"
 ABOVE ANY PART OF THE BLD'G W/ IN
 A 10'-0" HORIZONTAL RADIUS

NOTE:
 ALL GRADES SHOWN ARE APPROXIMATE.
 CONTRACTOR SHALL VERIFY ALL
 EXISTING AND FINISH GRADES.

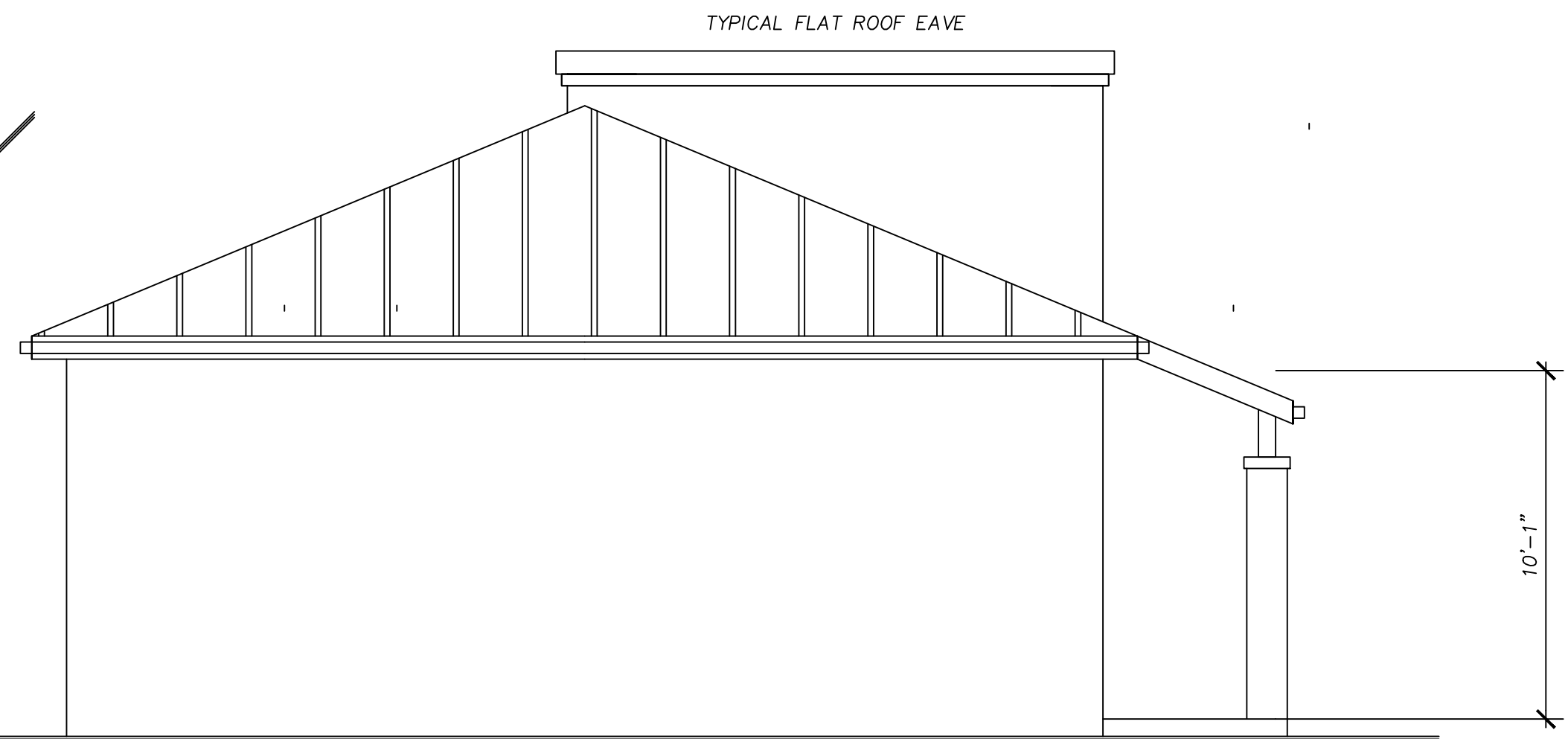
SOUTH-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



EAST-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



NORTH-SIDE ELEVATION
 SCALE: 1/8" = 1'-0"



WEST-SIDE ELEVATION
 SCALE: 1/4" = 1'-0"

TVFR
 Tualatin Valley
 Fire & Rescue
 APPROVED PLANS
 APPROVAL OF PLANS IS NOT AN APPROVAL
 OF OMISSION OR OVERSIGHT
 Jason Owen
 Deputy Fire Marshal
 TVF&R Permit# 2024-0019

FS-2
TVFS

DESIGNWORKS LLC ASSUMES NO RESPONSIBILITY
 FOR THE ACCURACY / VALIDITY OF CONTRACTOR / OWNER
 SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS
 RESPONSIBLE TO CHECK THE PLANS, EXISTING SITE
 CONDITIONS, DIMENSIONS, AND TO NOTIFY THE DESIGNER
 OF ANY ERRORS, OMISSIONS OR DISCREPANCIES PRIOR TO
 THE START OF CONSTRUCTION. DISCREPANCIES MAY RESULT
 IN ADDITIONAL COST TO THE OWNER.

iDesignworks
 Collaborative Professional Network
 A Design Experience
 Construction Bidding Service
 Owner Representation Service
 Green Building Consulting Service
 (503) 703-6204 - Ring
 info@idesignworks.design
 4949 SW Macadam Ave.
 Portland, Oregon 97239

THESE PLANS ARE FOR THE
 CONSTRUCTION OF ONE BUILDING
 ONLY, AND ARE NOT TO BE
 REPRODUCED IN ANY WAY
 WITHOUT THE EXPRESSED WRITTEN
 PERMISSION OF THE ARCHITECTURAL
 DESIGNER.
 THE CONTRACTOR IS TO CHECK AND
 VERIFY ALL DIMENSIONS AND SITE
 CONDITIONS AND REPORT ANY
 ERRORS OR OMISSIONS TO THIS
 OFFICE PRIOR TO THE START OF
 CONSTRUCTION. WRITTEN DIMENSIONS
 ALWAYS HAVE PRECEDENCE
 OVER SCALED DIMENSIONS.

COPYRIGHT © 2022
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMEN
 18805-18837 WILLAMETTE DR
 WEST LINN, OREGON 97068
 OWNER: M5 WILLAMETTE LLC

DATE: JULY 28, 2022
 PROJECT NO.: 22-018
 REVISIONS:
 7-28-2022
 12-1-2023

NO: 1
 OF



WINDOW AND DOOR SCHEDULE

Matin Real Estate - 18825 Willamette Dr; West Linn, OR 97068 - DR 23-09

WINDOW SCHEDULE:

NORTH SIDE

WINDOW	LOCATION	FRAME SIZE	TYPE
1	Old School Room	3050 - 36" X 60"	FIXED PICTURE
2	Old School Room	3050 - 36" X 60"	FIXED PICTURE
3	Bathroom 2	3050 - 36" X 60"	FIXED PICTURE
4	Production	3050 - 36" X 60"	FIXED PICTURE
5	Production	3050 - 36" X 60"	FIXED PICTURE
6	Alicia Office	3050 - 36" X 60"	FIXED PICTURE
7	Jordan Office	3050 - 36" X 60"	FIXED PICTURE
8	Conf Rm 1	3050 - 36" X 60"	FIXED PICTURE
9	Conf Rm 2	3050 - 36" X 60"	FIXED PICTURE

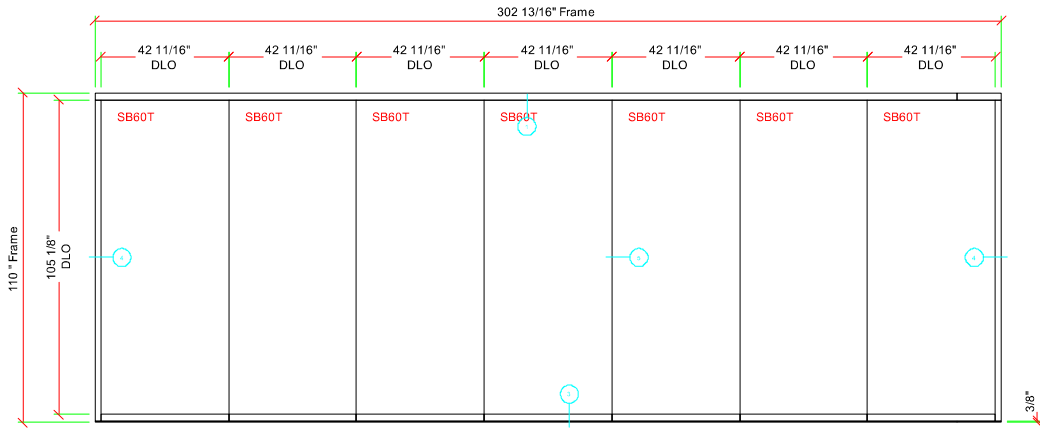
EAST SIDE

COMMERCIAL GLASS WINDOW PACKAGE 1	FRAME SIZE - 303 13/16" x 110"
7 Window panels	42 11/16" x 105 1/8"

SOUTH SIDE

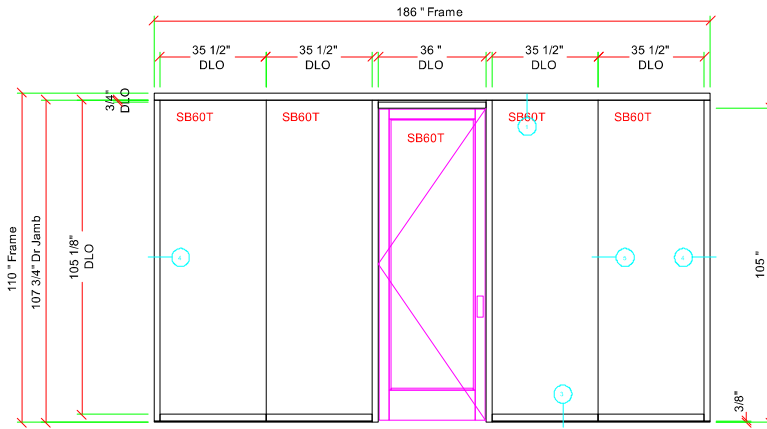
WINDOW	LOCATION	FRAME SIZE	TYPE
10	Books Room	3050 - 36" X 60"	FIXED PICTURE
11	Books Room	3050 - 36" X 60"	FIXED PICTURE
12	Books Room	3050 - 36" X 60"	FIXED PICTURE
13	Production	3050 - 36" X 60"	FIXED PICTURE
14	Production	3050 - 36" X 60"	FIXED PICTURE
15	Production	3050 - 36" X 60"	FIXED PICTURE
16	Production	3050 - 36" X 60"	FIXED PICTURE
17	Production	3050 - 36" X 60"	FIXED PICTURE
18	Production	3050 - 36" X 60"	FIXED PICTURE
COMMERCIAL GLASS WINDOW PACKAGE 2	FRAME SIZE - 186" x 110"		
4 Window panels	35 1/2" x 105 1/8"		
1 Glass Door panel	36" x 105 1/8"		

WEST SIDE – NO WINDOWS OR DOORS



18825 Willamete Drive - 1 - 001 - East (1 Thus)
 Frame: (Bronze) Trifab VG 451T : 2 x 4.50 in. : Stick : Outside Glazed : Front Set
 11/17/2023

JOB NUMBER		18825 Willamete Drive	
DRAWN BY		Mark Weis	
DATE		11/17/2023	
ARCHITECT		GENERAL CONTRACTOR	
RIVER CITY GLASS		1 of 2	



18825 Willamete Drive - 2 - 002 - south (1 Thus)
 Frame: (Bronze) Trifab VG 451T : 2 x 4.50 in. : Stick : Outside Glazed : Front Set
 11/17/2023

JOB NUMBER		18825 Willamete Drive	
DRAWN BY		Mark Weis	
DATE		11/17/2023	
ARCHITECT		GENERAL CONTRACTOR	
RIVER CITY GLASS		2 of 2	

WINDOW SCHEDULE - MAIN FLOOR

WINDOW TYPE	ROOM I.D.	FRAME SIZE (WxH)	STYLE / OPERATION
A	STORE FRONT	NEW	VERIFY MANUF
B	BATHROOM WINDOW-TEMP	3/0 X 2/0	REPLACE BATHROOM WINDOWS AS REQ'D
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			

DOOR SCHEDULE - MAIN FLOOR

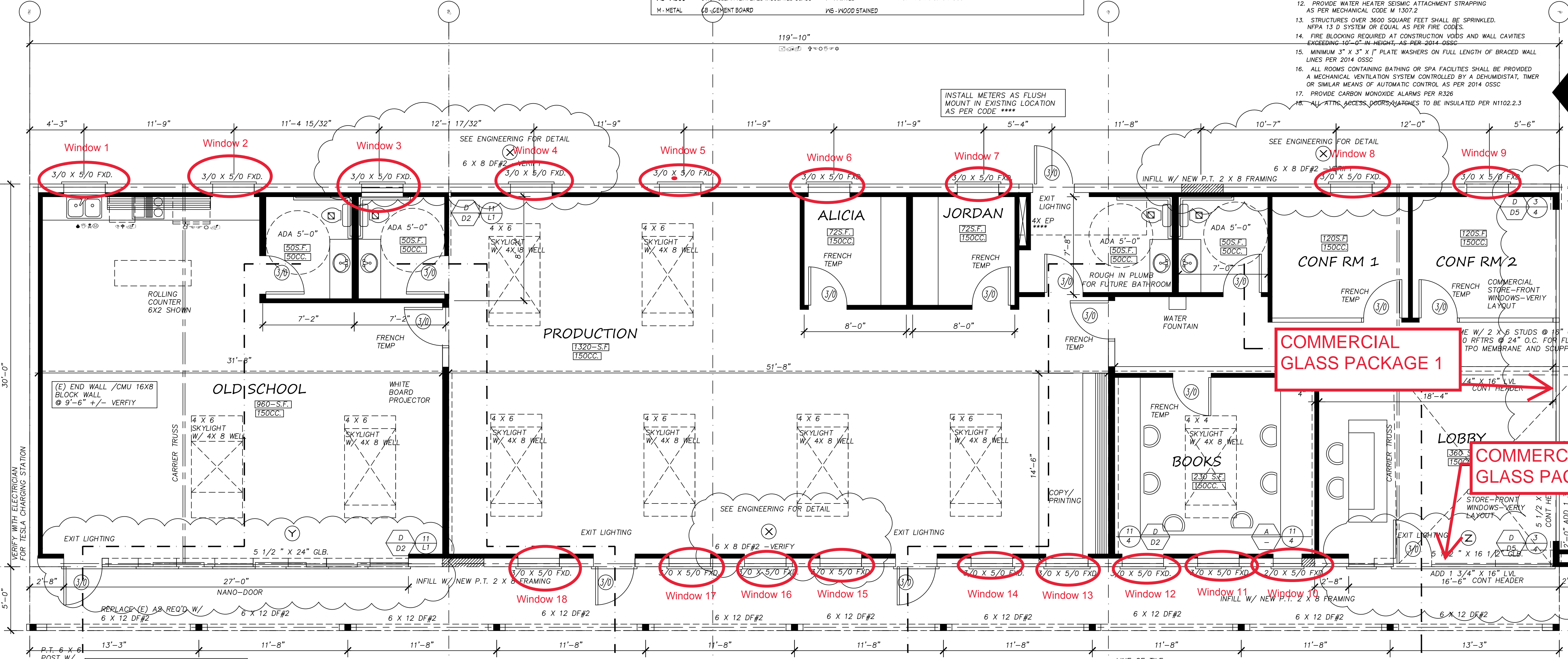
DOOR NUMBER	TYPE	SIZE	MATERIAL	GLASS	FINISH	FRAME MATERIAL	REMARKS / NOTES
1	IND	3'-0" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP
2	IND	2'-4" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP
3	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-SHOP
4	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-BATHROOM
5	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-OFFICE
6							
7							
8							
9							

LEGEND

IND - WOOD	CG - CLEAR TEMPERED INSULATED GLASS	F - PAINTED	MGN - METAL GLAD WOOD
M - METAL	CB - CEMENT BOARD	WS - WOOD STAINED	

GENERAL NOTES:

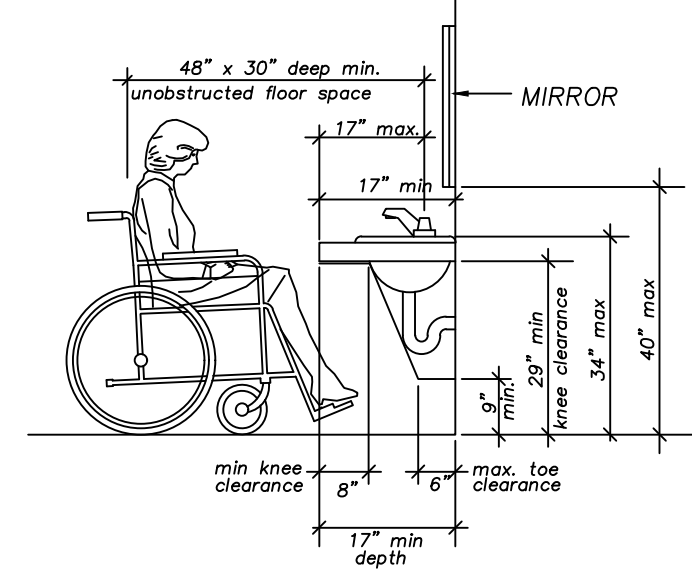
- ALL EXTERIOR WALLS TO BE 2 X 6 STUDS AT 16" O.C. (TYP. U.N.O.)
- ALL INTERIOR WALLS TO BE 2 X 4 STUDS AT 16" O.C. (TYP. U.N.O.)
- ASSUME A MINIMUM OF (2) 2 X 4 STUDS AS BEAM SUPPORTS AT BEARING WALLS.
- ALL WINDOWS AND SLIDING GLASS DOORS SHOWN ARE TO BE VINYL SASH (VERIFY ALL ROUGH OPENINGS).
- ZZZZZZZZZZ DENOTES INTERIOR BEARING WALL(S).
- PROVIDE OUTSIDE COMBUSTION AIR FOR ALL FIREPLACES AND FURNACE.
- CONNECT ALL SMOKE EXHAUST SYSTEMS TO EXTERIOR THROUGH ROOF.
- DESIGNWORKS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE CONTRACTOR / OWNER SUPPLIED INFORMATION. THE CONTRACTOR / OWNER IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND SITE CONDITIONS AS REQUIRED PRIOR TO CONSTRUCTION. DISCREPANCIES MAY RESULT FROM INCONSISTENT INFORMATION.
- PROVIDE U.L. LISTED ROOF FLASHING FOR ALL ROOF PENETRATIONS AND TO NOTIFY THE DESIGNER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
- PROVIDE 18" HIGH WOOD CASEWORK AT ALL RECEPTION COUNTERS AND SERVICE COUNTERS.
- PROVIDE 3" DIA. X 24" LONG ANCHORS FOR ALL CEILING ATTACHMENTS (EMBED IN 12" DIA. X 24" CONCRETE FOOTING).
- PROVIDE WATER HEATER SEISMIC ATTACHMENT STRAPPING AS PER MECHANICAL CODE M 1307.2
- STRUCTURES OVER 3600 SQUARE FEET SHALL BE SPRINKLED.
- AFPA 13 D SYSTEM OR EQUAL AS PER FIRE CODES.
- FIRE BLOCKING REQUIRED AT CONSTRUCTION VOIDS AND WALL CAVITIES EXCEEDING 10'-0" IN HEIGHT, AS PER 2014 OSSC.
- MINIMUM 3" X 3" X 1/2" PLATE WASHERS ON FULL LENGTH OF BRACED WALL LINES PER 2014 OSSC.
- ALL ROOMS CONTAINING BATHING OR SPA FACILITIES SHALL BE PROVIDED A MECHANICAL VENTILATION SYSTEM CONTROLLED BY A DEHUMIDISTAT, TIMER OR SIMILAR MEANS OF AUTOMATIC CONTROL AS PER 2014 OSSC.
- PROVIDE CARBON MONOXIDE ALARMS PER R326
- ALL ATTN. ACCESS DOORS / PATCHES TO BE INSULATED PER N1102.2.3



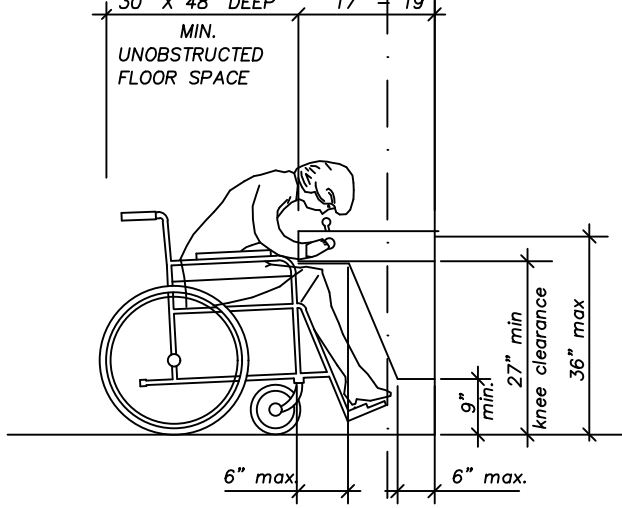
COMMERCIAL GLASS PACKAGE 1

COMMERCIAL GLASS PACKAGE 2

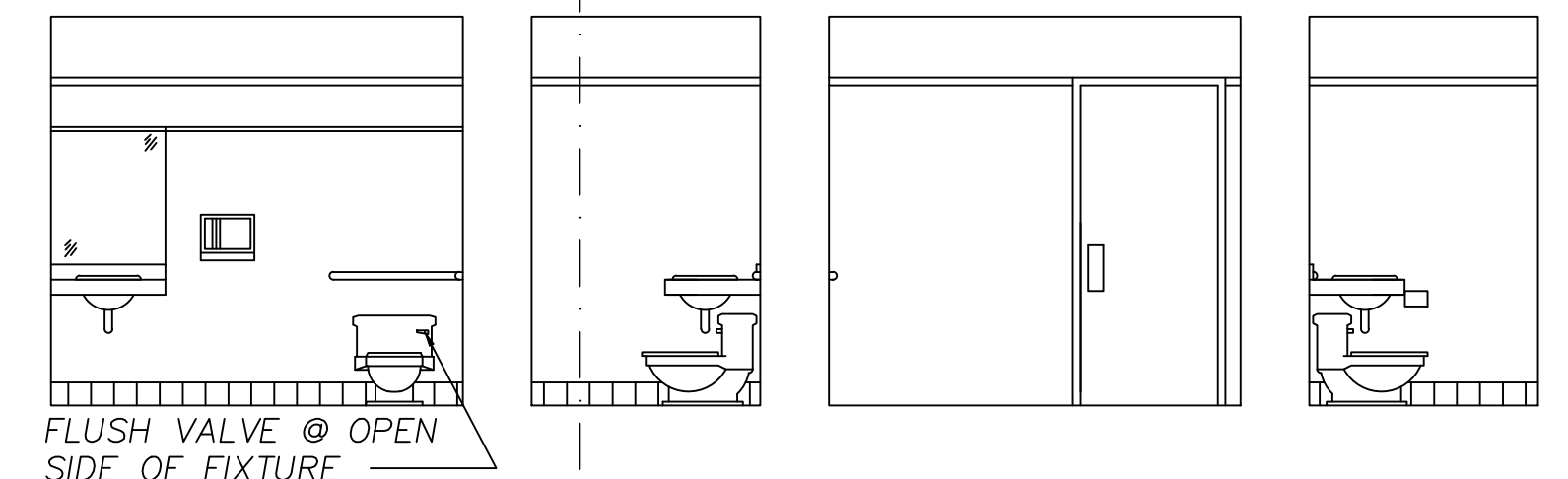
REPLACE (E) AS REQ'D W/ POST W/ CB/CC
SITE VERIFY - WRAP POST IN CEDAR PER OWNER / BUILDER



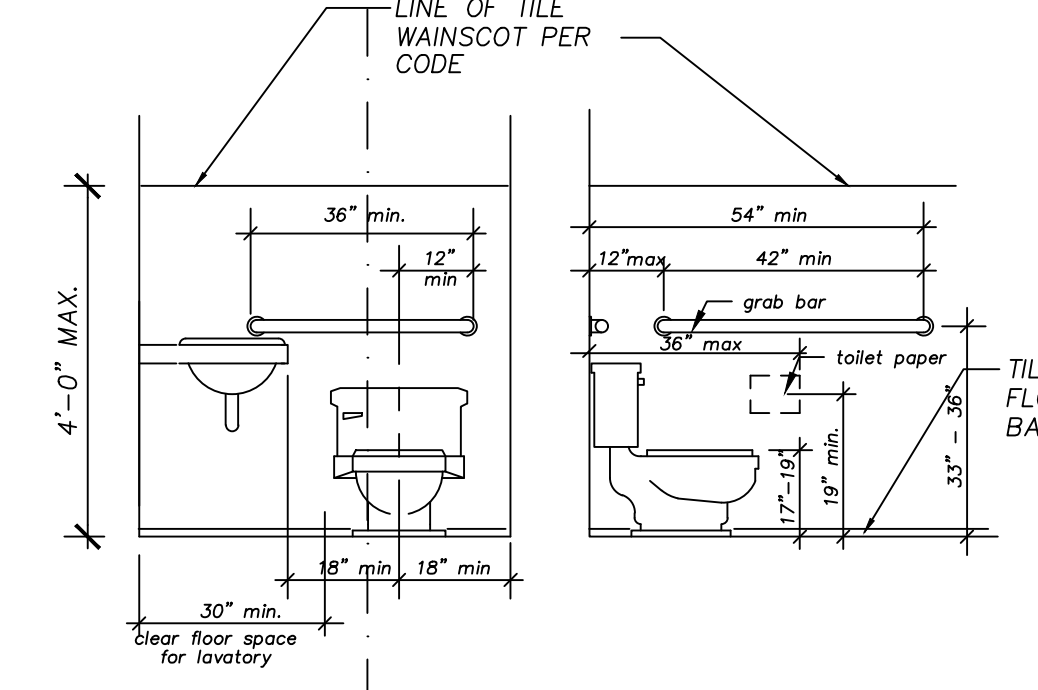
5 LAVATORY CLEARANCES
A18 NO SCALE



6 DRINKING FOUNTAIN
A18 NO SCALE



A MAIN / UPPER MEN / WOMEN LAVATORY ELEVATIONS
A18 1/4" = 1'-0"



4 WATER CLOSET DETAIL
NO SCALE

LEGEND:

- DENOTES EXISTING WALLS.
- DENOTES NEW WALLS.
- - - DENOTES WALLS & OBJECTS TO BE REMOVED.

NOTE:
EXTERIOR TO BE FURRED FOR H.P. PANELS - VERIFY

NOTE:
ALL EXISTING WALL STD NAILING U.N.O. EXIST. WALL IS 16X8 CMU W/ #4 REBAR NEW 2 X 6 STUDS @ 16" O.C. W/ M548 STRAP 2 X 4 WOOD TOP PLATE IN CONC. CHANNEL TO BE USED TO SECURE W/ STD NAILING

NOTE FOR SIGN AREA:
NEW 2 X 6 @ 16" O.C. FRAMED SIGN FRAME USE 1/2" PLYWD ON ALL SIDES @ ROOF FLASH WITH STANDING SEAM METAL H.P. PANEL SIDING SEE SIGN CONTRACTOR FOR SIGN INSTALLATION AND SIGN DETAILS

MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

3580 SQ. FT.

idesign
Collaborative Professional Network
"A Design Experience"
"Construction Bidding Service"
"Owner Representation Service"
"Green Building Consulting Service"
503) 708-6204 - Ring
info@idesignworks.design
4944 SW Macadam Ave.
Portland, Oregon 97239
THESE PLANS ARE FOR THE CONSTRUCTION OF ONE BUILDING ONLY AND ARE NOT TO BE REPRODUCED IN ANY WAY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE ARCHITECTURAL DESIGNER. THE CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS AND REPORT ANY ERRORS OR OMISSIONS TO THIS OFFICE PRIOR TO THE START OF CONSTRUCTION. WRITTEN DIMENSIONS ALWAYS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
COPYRIGHT © 2022
PROJECT: MAIN FLOOR PLAN
PROJECT: MAIN REAL ESTATE OFFICE
OWNER: M5 WILLAMETTE DR - 18837 WILLAMETTE DR WEST LINN, OREGON 97068
M5 WILLAMETTE LLC

DATE: JULY 28, 2023
PROJECT NO.: 22-018
REVISIONS: 7-28-2022

NO: 2
OF

PD-2 TREE REMOVAL PERMITS



CITY OF

West Linn

waiting for pics

12/21/23

(16)

Complete 2-16-23

Tree Removal Permit

Please submit **pictures** of trees and **site map** with trees clearly identified to complete application.
Please mark trees on site with ribbon, flagging tape or other marker.
Email submissions are acceptable. Please do not fax pictures or site map.

Property Owner

Tree Site Address (if different)

Name JORDAN MATIN
Address 5441 S MACADAM ST 208 portland oregon 97239
Phone # 9712852180
Email jmatin@matinrealestate.com

18825 Willamette Dr.
West Linn Or 97068

Number, Diameter, and Species of Trees:

- 4 trees, 6 in, maple, run parallel with street.
-
-

- 5 trees on corner of property between neighbor at 18711 near road.
-
- Pine, Maple and Fir
- mixed sizes, 4-7 diameter

Reasons for Removal (code section 8.630)

(k) In the absence of denial criteria listed below, removal is for the owner's landscape improvement but does not jeopardize the aesthetics of the neighborhood. The purpose of removing these trees is for signage. The city is requiring us to move back our sign where it is right now to get a new sign by code. It is going to dramatically effect visibility due the the height of the neighboring properties. By removing the 4 trees in front as well as the ones on the corner, it will give more visibility to the signage we are putting in front, as well as the signage that will be on the building in the corner where those current trees are. If the city is concerned about erosion on the **property line between 18711 and 18825** please be aware that we are approved in planning to add a retaining wall along the property line as part of the remodel we are doing on the property.

Owners Signature *JM*

Date 2/21/23

Staff Only Below this Line

Replace with 'Flame Thrower' Redbud (small 15'x15')

Approved Not Approved

Signature *Ron Jones*

Date 3-9-23

Reasons for Approval/Denial:

4-Maples are street trees and are required replaced. Grind stumps. Trees on property line, check with neighbor, I called, no response remove.

Conditions of Approval

Required Tree Replacement Permit for Street Trees.

After a decision is made, there is a 10 day appeal period. If you do not hear from the City within this period then the tree may be removed on or after 3-17-23.
This permit expires after one year.

The approved permit must be clearly posted on site when tree removal is occurring.

City of West Linn Parks and Recreation Department
22500 Salamo Rd., West Linn, OR 97068
Ph. 503-557-4700 Fax 503-656-4106
treepermits@westlinnoregon.gov

Grenier, Cathy

From: Jordan Matin <jmatin@matinrealestate.com>
Sent: Tuesday, February 21, 2023 10:00 AM
To: Tree Permits
Subject: Tree Removal Application: 18825 willamette dr west linn - matin real estate
Attachments: TREE WILLAMETTE.pdf

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hi There,

Here is that tree removal document. I have attached photos here as they are too big to send through email.

<https://www.dropbox.com/home/18805%20willamette/tree%20removal%20permit#>

I have included the signage that we are doing so you can see why we are asking for these. The city is requiring us to push back our current sign 7 feet from the property line and the line of vision is being significantly reduced because of that so removing the front trees will be very helpful. The trees on the corner are going to block the building sign dramatically, i have included the drawings of what that will look like so you can see.

Please confirm receipt and that I filled out everything correctly. I am not so good at tree identification so i hope you guys will give me some wiggle room there.

Jordan Matin
Oregon Principal Broker • Washington Managing Broker

971.285.2180 Send Text
OFFICE 503.447.3599 Send Text FAX 503.914.1438 Send Text
jmatin@matinrealestate.com
5441 S Macadam Ave, Suite #208
Portland, OR 97239
www.matinrealestate.com

6-1-23
Roudig



CITY OF West Linn

Tree Removal Permit

Please submit **pictures** of trees and **site map** with trees clearly identified to complete application.
Please mark trees on site with ribbon, flagging tape or other marker.
Email submissions are acceptable. Please do not fax pictures or site map.

Property Owner

Tree Site Address (if different)

Name Jordan Matin
Address 5441 s macadam st 208 portland oregon 97239
Phone # 9712852810
Email jmatin@matinrealestate.com

18825 willamette dr.
West Linn OR 97086

Number, Diameter, and Species of Trees:

1. 3 maple 12 in Blackston wood
2. 3 something else, pine? Photos attached. 12-18
3. _____
4. _____
5. _____
6. _____

Reasons for Removal (code section 8.630)

Clearing that area not in creek set back for purpose of starting the retaining wall which is set to be under 4 foot minimum requirement for permit so no permit required.

Jordan Matin
dotloop verified
05/30/23 1:28 PM PDT
NQEL-3GDF-SIBL-HZQA

Owners Signature

Date

Staff Only Below this Line

Approved Not Approved _____

Ron Jones
Signature

6-13-23
Date

Reasons for Approval/Denial:

8.630(h),(c) Limbs & Tall trees over bldg.
See arborist report.

Conditions of Approval

Leave stamps on slope; follow Arborist's advice.

After a decision is made, there is a 10 day appeal period. If you do not hear from the City within this period then the tree may be removed on or after 6-23-23.
This permit expires after one year.

The approved permit must be clearly posted on site when tree removal is occurring.

City of West Linn Parks and Recreation Department
22500 Salamo Rd., West Linn, OR 97068
Ph. 503-557-4700 Fax 503-656-4106
treepermits@westlinnoregon.gov

Grenier, Cathy

From: Floyd, John
Sent: Tuesday, May 30, 2023 1:55 PM
To: Jones, Ron
Cc: Wyss, Darren; Gardner, Benjamin; Tree Permits
Subject: FW: tree removal
Attachments: 8-TREE-REMOVAL-MATIN-18835-WILLAMETTE.pdf; City of West Linn (version 2).pdf

Ron,

Not sure if you can directly intake tree permits or if they have to go through the Tree Permits email (copied), but just a couple of things that may aid your review:

Trees within a Water Resource Area can be removed, provided they are replaced with native vegetation on the Portland Plant List.

- A. *Vegetation maintenance, planting and removal.*
- 1. The routine maintenance of any existing WRA, consistent with the provisions of this chapter such as, but not limited to, removing pollutants, trash, unauthorized fill, and dead or dying vegetation that constitutes a hazard to life or property.*
 - 2. Removal of plants identified as nuisance, invasive or prohibited plants; provided, that after plant removal, re-vegetation of disturbed areas is performed pursuant to CDC 32.100.*
 - 3. The planting or propagation of plants identified as native plants on the Portland Plant List.*

The City has not issued any approvals for the expansion of the parking area or shed marked on the plans, therefore those plans can only be considered preliminary. The work shown on the plans would require a Class I Design Review per prior correspondence with both the property owner and their designer.

John

From: Jordan Matin <jmatin@matinrealestate.com>
Sent: Tuesday, May 30, 2023 1:34 PM
To: Jones, Ron <rjones@westlinnoregon.gov>; Floyd, John <JFloyd@westlinnoregon.gov>
Cc: Nathan Krause <Nathan@idesignworks.design>; Bill Seroyer <bseroyer@gmail.com>
Subject: tree removal

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hello Ron and John,

Here is my request for 6 trees to come down.

Nate put 8 in his write up, but the corner one was already approved by ron earlier and on of the ones along the property line is small enough i dont think it requires a permit.

ALL OF THESE ARE WELL OUTSIDE WHAT COULD BE CONSIDERING THE 100 FOOT LINE FROM THE CREEK.

The purpose of the tree removal permit is to start excavating behind the building and that back corner for a retaining wall, all of which is under 4 feet high, which does not require a construction permit.

I do not have a new bid from the arborist, although I can tell you that this is much less than what I had spoken to him, as the 100 foot line we are going off of is likely much further away that it is in reality. I have an email out to him with this layout and photos, but his last bid didn't give much detail anyway, so I dont see how it provides you with much info.

I am choosing to forego getting more into the property, so that we can get at least the obvious property not in the overlay started, so that I am making progress on the building and the exterior, within the city code requirements.

For the property within the water overlay, that is a much much longer process that I will look into doing over the course of several years. I am staying away from that completely and focusing on what can be done now to get as much done within a timely manner.

Please provide approval for these trees so we can bring them down and keep making progress.





City of West Linn
Planning Department
22500 Salamo Rd.
West Linn, OR 97068

June 07, 2023

RE: Support for the Removal of Trees at 1882 Willamette Dr.

Dear Planner,

I am writing to express my professional support for the removal of six black cottonwood trees located at 1882 Willamette Dr., West Linn, OR 97068. Subsequent to a site assessment and review of building plans, I believe the removal of these trees is necessary due to their adverse impact on the planned development of a hardscape area. The trees in question exhibit large surface roots and are situated on a heavy slope, which presents several challenges for the intended hardscape area. The presence of these roots not only interferes with the structural integrity of the wall area but also creates potential safety hazards as root pruning would normally stimulate root growth in the species.

Black cottonwood trees (*Populus trichocarpa*) are known for their vigorous growth and extensive root systems. The root systems of black cottonwood trees can be quite invasive, spreading widely and growing close to the surface. They possess a combination of large structural roots and a dense network of smaller feeder roots. This root system can extend far beyond the canopy drip line of the tree, often reaching a radius two to three times the tree's height.

In an urbanized setting, the invasive root system of black cottonwood trees can present significant challenges and conflicts. Their extensive surface roots have the potential to uplift sidewalks, driveways, and other hardscape elements, leading to costly damages and safety hazards. Additionally, their aggressive root growth can infiltrate underground utilities, causing disruptions and requiring frequent maintenance to drains in particular. These issues make them generally unsuitable for close proximity to structures, parking areas, and other urban infrastructure.

Apart from their root systems, black cottonwood trees have a general species profile that should be taken into consideration. They are fast-growing deciduous trees that can reach impressive heights, often exceeding 100 feet. Their canopy is broad and dense, providing ample shade but also casting deep shadows that may hinder the growth of other vegetation beneath. Furthermore, black cottonwood trees have relatively short lifespans and are prone to disease, pests, and structural weaknesses, making them less desirable for long-term urban landscaping projects.

Integrated Arboricultural Solutions

P.O. Box 68012

Portland, OR 97267

(971) 335-1414

chris@integratedarbsolutions.com



The trees were not found to be of particular significance to the viewscape of the neighborhood and their removal is not anticipated to have any major deleterious environmental effects. The matter of hillside erosion should be addressed by requiring retention of the stumps and roots not causing interference. Additionally consultation with a qualified landscape architect is recommended to develop a planting plan to further limit runoff currently limited by canopy cover.

Considering the conflicts they pose in an urbanized setting, including their invasive root systems and other associated challenges, it is advisable to seek alternative tree species that are better suited for close proximity to structures and parking areas. Selecting tree species with less aggressive root systems and improved structural integrity will help mitigate potential damages and maintenance issues, while enhancing the overall aesthetics and functionality of the urban environment.

To mitigate the loss of these trees, I propose an alternative replanting option that aligns with the characteristics and requirements of the site. Given the need for small to medium-sized trees with non-invasive root systems, I suggest considering the Japanese Zelkova (*Zelkova serrata*). The Japanese Zelkova is a beautiful deciduous tree with a moderate growth rate and a well-behaved root system, making it suitable for hardscape areas. It provides excellent shade, showcases attractive fall foliage, and is known to thrive in the Pacific Northwest. As a second replant species, or Pacific Dogwood (*Cornus nuttallii*) would be well suited to the site. The Pacific Dogwood is a native tree species to the region and offers several desirable attributes, has a moderate growth rate, and its root system is generally less invasive compared to other tree species.

In addition to its aesthetic qualities, the Pacific Dogwood is an excellent choice for enhancing biodiversity and supporting local ecosystems. It provides habitat and food sources for birds, butterflies, and other pollinators, contributing to the overall ecological balance of the area which is of particular importance considering the nearby waterway delineation and riparian species present in the immediate area.

Please do not hesitate to reach out to me if you require any further information or assistance regarding this matter. Thank you for your attention to this issue and your dedication to maintaining the beauty and functionality of West Linn's parks and recreational spaces.

Thank you for your consideration in this matter,

Chris Whitman

Board Certified Master Arborist

ISA # WE-10291BU, TRAQ, Member ASCA

Integrated Arboricultural Solutions

P.O. Box 68012

Portland, OR 97267

(971) 335-1414

chris@integratedarbsolutions.com



Jordan Matin

Oregon Principal Broker • Washington Managing Broker

971.285.2180

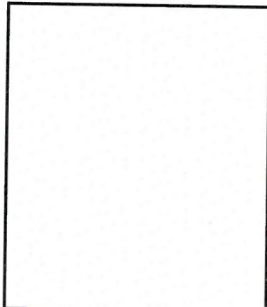
OFFICE 503.447.3599 FAX 503.914.1438

jmatin@matinrealestate.com

5441 S Macadam Ave, Suite #208

Portland, OR 97239

www.matinrealestate.com



	<input type="text"/>
	<input type="text"/>
	<input type="text"/>



John Floyd

Associate Planner

Planning

Pronouns: he, him, his

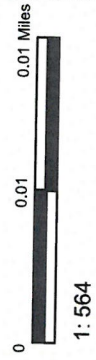
[#6058](#)

Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public



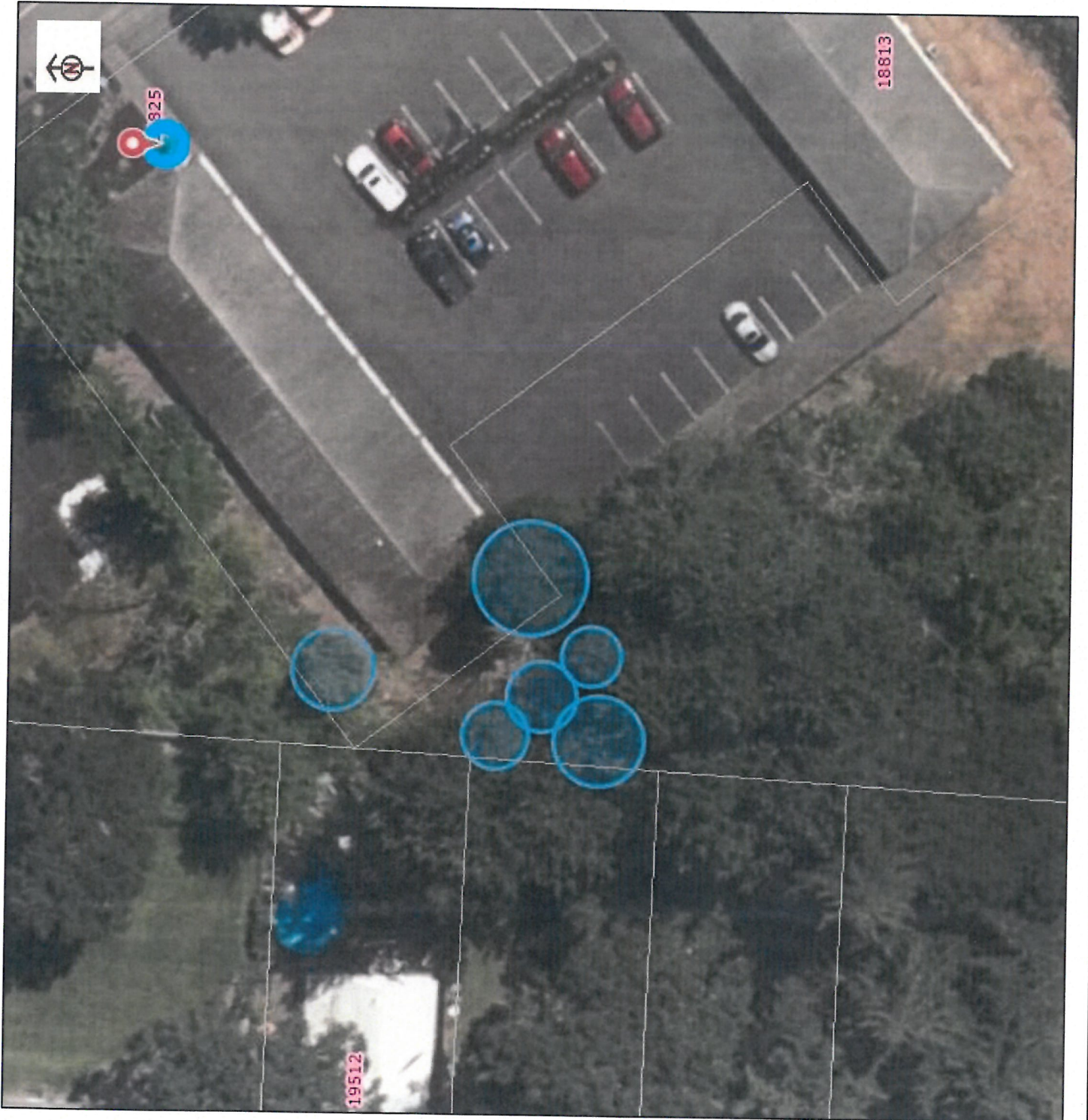
Legend

- Tax Lots
- Addresses dissolved 0-5K
- Habitat Conservation Areas**
 - High
 - Moderate
 - Low
 - Not Designated as HCA



Notes

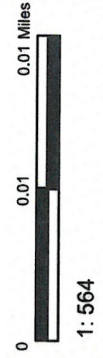
These Cottonwood trees can be removed.





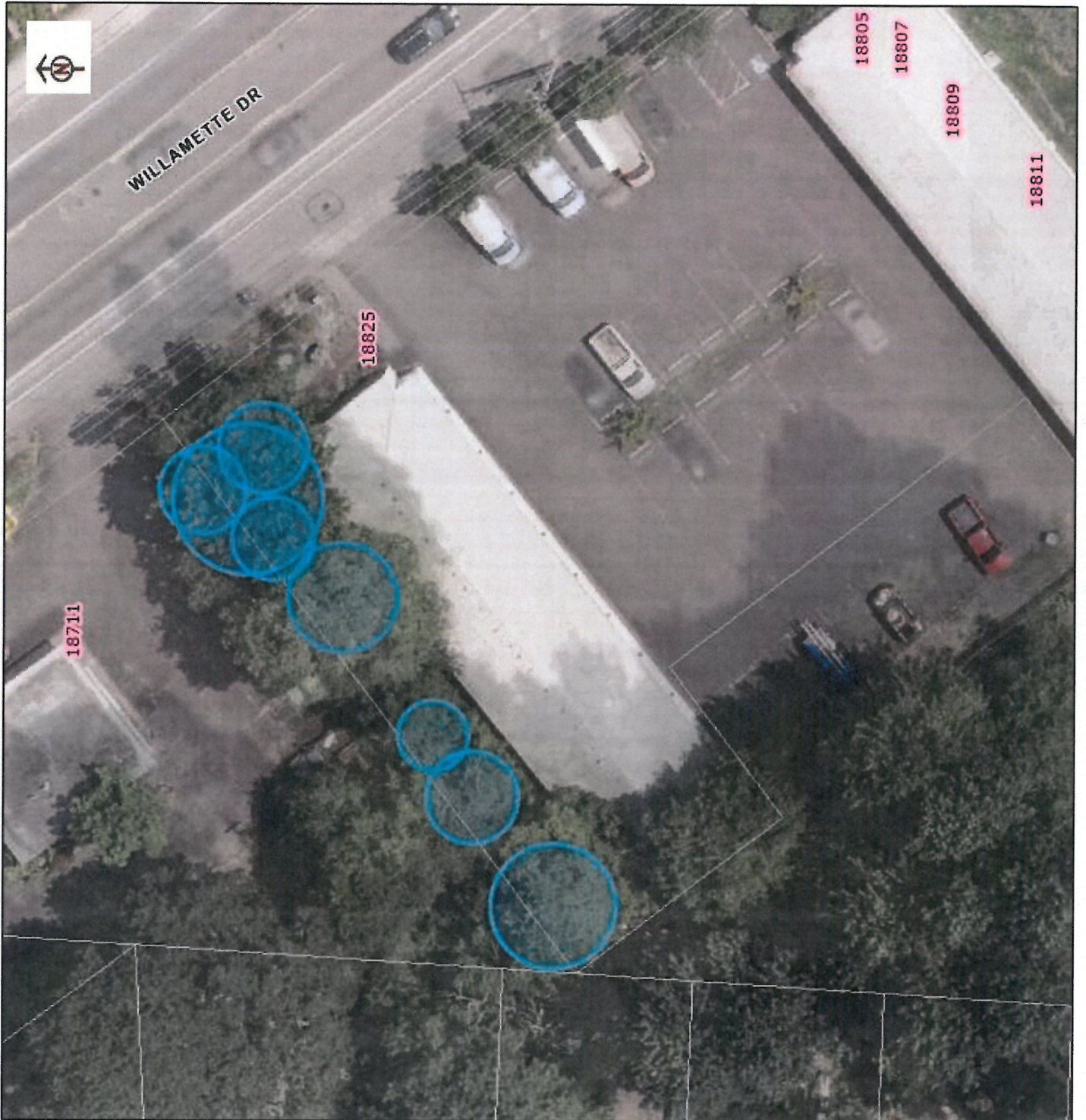
Legend

- Tax Lots
- Addresses dissolved 0-5K



Notes

18825 Willamette Dr.
These trees can be removed.



Jones, Ron

From: Jordan Matin <jmatin@matinrealestate.com>
Sent: Thursday, February 16, 2023 5:02 PM
To: Tree Permits
Subject: Re: 18825 willamette dr west linn

Follow Up Flag: Follow up
Flag Status: Flagged

ok, well are you able to just take a look and lmk if this is on city property? Or my property? or if this is something I am able to do or not?

On Thu, Feb 16, 2023 at 4:50 PM Tree Permits <treepermits@westlinnoregon.gov> wrote:

You will need to submit a Tree Removal Application (Attached) for review. Include these pictures, site map and reasons for removal all together. The City of West Linn Policy, the City arborist has up to 20 working days to process. You will be notified by email once a decision has been made.

Thank you,

From: Jordan Matin [mailto:jmatin@matinrealestate.com]
Sent: Thursday, February 16, 2023 3:43 PM
To: Tree Permits <treepermits@westlinnoregon.gov>
Subject: 18825 willamette dr west linn

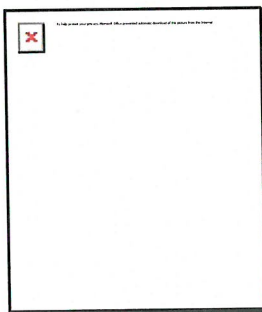
CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hello There,

I got your contact information from the city of West Linn. They told me to contact you in regards to some trees that I believe are on my property towards the street. There's four of them. And while I'm at it, I also have

questions around some trees on the north side of the property. I have to push back my sign out front because we're rebuilding the sign and that means that it's gonna be blocked by these trees in the front and so I'm hoping that I can get permission to remove these. These trees in order to have better visibility from the sign that I'm being forced to move by the city please let me know.

--



Jordan Matin

Oregon Principal Broker • Washington Managing Broker

971.285.2180 Send Text

OFFICE 503.447.3599 Send Text FAX 503.914.1438 Send Text

jmatin@matinrealestate.com

5441 S Macadam Ave, Suite #208

Portland, OR 97239

www.matinrealestate.com

Broken image placeholder with a red 'x' icon.

Three small broken image placeholders with red 'x' icons.

Broken image placeholder with a red 'x' icon.

Five small broken image placeholders with red 'x' icons.

treepermits@westlinnoregon.gov
westlinnoregon.gov



[Click to Connect!](#)

Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

--

EXTERIOR | DIRECTIONAL REPLACEMENT FACES - PHOTO INLAY

DR-23-09



SOUTH EAST ELEVATION

SCALE: 1/2" = 1'-0"


SECURITY SIGNS
 8145 S.W. 10th Street
 Portland, OR 97219
 503.272.4177
 securitysigns.com
 OR CCBE417887
 WA TELESIGNSDC


WSA
 WORLD SIGN ASSOCIATION

NORTHWEST SIGN COUNCIL

Account Manager: Melissa Hayden
 Project Name

MATIN
 REAL ESTATE
 18005 Willamette Dr
 West Linn, OR 97068

Sign Type C

Client Approval: _____
 Landlord Approval: _____

Date:	09.06.2022	Drawing:	22-101741-4	Sheet:	5 of 8
-------	------------	----------	-------------	--------	--------

© Copyright 2022 Security Signs, Inc.
 All rights reserved. This document is the property of Security Signs, Inc. and is intended for the use of the client only. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Security Signs, Inc.

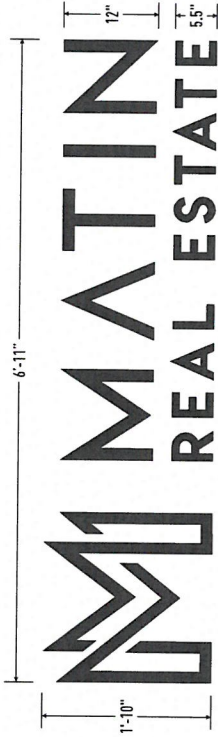
This sign is intended to be installed in accordance with the applicable codes and regulations of the local jurisdiction. The sign must be installed in accordance with the applicable codes and regulations of the local jurisdiction.

CITY CODE ALLOWANCE

COLLECTS

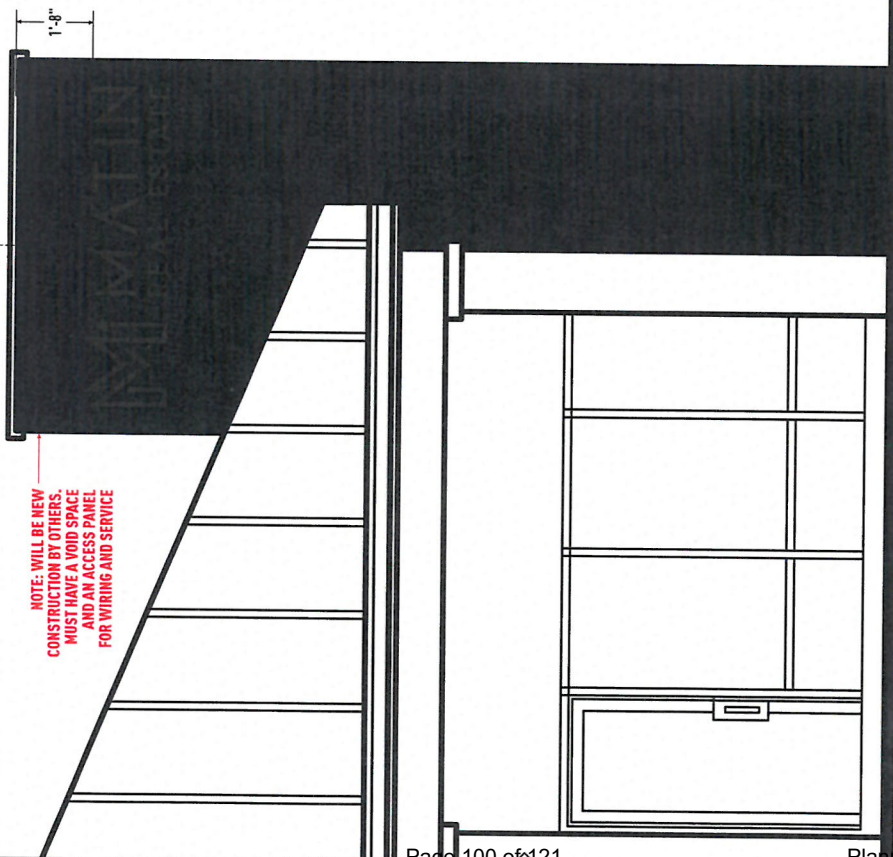
EXTERIOR | WALL DISPLAY - DETAILS

DR-23-09



B EDGLITE LOGO + LETTERS - 12.68 SF EA. (QTY. 2)
Scale: 3/4" = 1'-0"

NOTE: WILL BE NEW CONSTRUCTION BY OTHERS. MUST HAVE VOID SPACE AND AN ACCESS PANEL FOR WIRING AND SERVICE



OUTH ELEVATION

SCALE: 3/4" = 1'-0"

Sign Type B

Illuminated

Manufacture and install two (2) Edgellite Logos & Letters Sign for a DJF Exterior Decorative Wall

M + MATIN REAL ESTATE

Construction: Stainless steel Edgellite channel letters, Matthews Paint Black Mamba MP2595 Gloss finish

2" deep Edgellite channel letters.

(1 7/8" channel letter with 1/2" frosted acrylic)

Illumination: White LEDs

Provide shielded weep holes

INSTALLATION

Structure Type: Wood (Verify)

Mounting: Stud mount (flush to fascia)

Power Supplies: Memote

Primary: One dedicated 120v/20amp circuit for sign(s) that supplies no other loads



SIMULATED NIGHT VIEW



EDGELLITE EXAMPLE

SECURITY SIGNS
securitysigns.com
18115 SE 24th St, Suite 100
Portland, OR 97236
503-232-4372
OR LIC# 17287
WA LIC# 51030

WSA
WORLD SIGN ASSOCIATION
NORTHWEST SIGN COUNCIL

Account Manager: Melissa Hayden

Project Name

MATIN
REAL ESTATE
18805 Willamette Dr
West Linn, OR 97068

Client Approval: _____

Landlord Approval: _____

Date:	09.06.2022	Drawing:	22-10174r4	Sheet:	4 of 8
-------	------------	----------	------------	--------	--------

This sign is intended to be installed in accordance with the International Building Code (IBC) and the International Electrical Code (IEC) and all applicable local codes. The installer shall be responsible for obtaining all necessary permits and approvals from the local authority having jurisdiction.

© Copyright 2022 Security Signs, Inc. All rights reserved. This drawing is the property of Security Signs, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Security Signs, Inc.

CITY CODE ALLOWANCE

MATTHEWS PAINT (GLOSS FINISH)
BLACK MAMBA MP2595

COLORS



18799 OR-43
West Linn, Oregon
Google Street View
Nov 2019 See more dates

Robin
Manning

Jones, Ron

From: Jordan Matin <jmatin@matinrealestate.com>
Sent: Thursday, February 16, 2023 3:49 PM
To: Tree Permits
Subject: Re: Automatic reply: 18825 willamette dr west linn

Follow Up Flag: Follow up
Flag Status: Flagged



On Thu, Feb 16, 2023 at 3:43 PM Tree Permits <treepermits@westlinnoregon.gov> wrote:

The application you have submitted has been RECEIVED.

Tree permit REQUIREMENTS are as follows: (The application, pictures , and site map) If ALL items have **NOT** been submitted, the application will be returned and will need to be re-submitted.

Note: We are currently getting tree permits out fairly quickly. Please keep in mind, by the City of West Linn Ordinance, we have up to 20 business days for processing.

Approval/Not Approved Notification will be sent via email and/or The United States Post Office.

Thank you.

treepermits@westlinnoregon.gov
westlinnoregon.gov



[Click to Connect!](#)

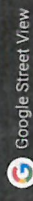
Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

--



18795 OR-43

West Linn, Oregon



Nov 2019

See more dates



DR-23-09

CAUTION: This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

Hi There,

Here is that tree removal document. I have attached photos here as they are too big to send through email.

<https://www.dropbox.com/home/18805%20willamette/tree%20removal%20permit#>

I have included the signage that we are doing so you can see why we are asking for these. The city is requiring us to push back our current sign 7 feet from the property line and the line of vision is being significantly reduced because of that so removing the front trees will be very helpful. The trees on the corner are going to block the building sign dramatically, i have included the drawings of what that will look like so you can see.

Please confirm receipt and that I filled out everything correctly. I am not so good at tree identification so i hope you guys will give me some wiggle room there.

Jordan Matin
Oregon Principal Broker • Washington Managing Broker

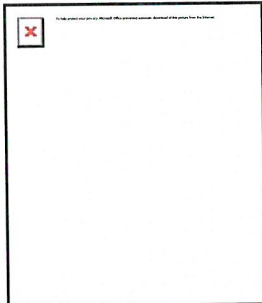
971.285.2180 Send Text
OFFICE 503.447.3599 Send Text FAX 503.914.1438 Send Text
jmatin@matinrealestate.com
5441 S Macadam Ave, Suite #208
Portland, OR 97239
www.matinrealestate.com

treepermits@westlinnoregon.gov
westlinnoregon.gov



[Click to Connect!](#)

Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public



Jordan Matin

Oregon Principal Broker • Washington Managing Broker

971.285.2180 Send Text

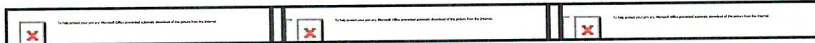
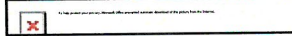
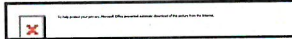
OFFICE 503.447.3599 Send Text FAX 503.914.1438 Send Text

jmatin@matinrealestate.com

5441 S Macadam Ave, Suite #208

Portland, OR 97239

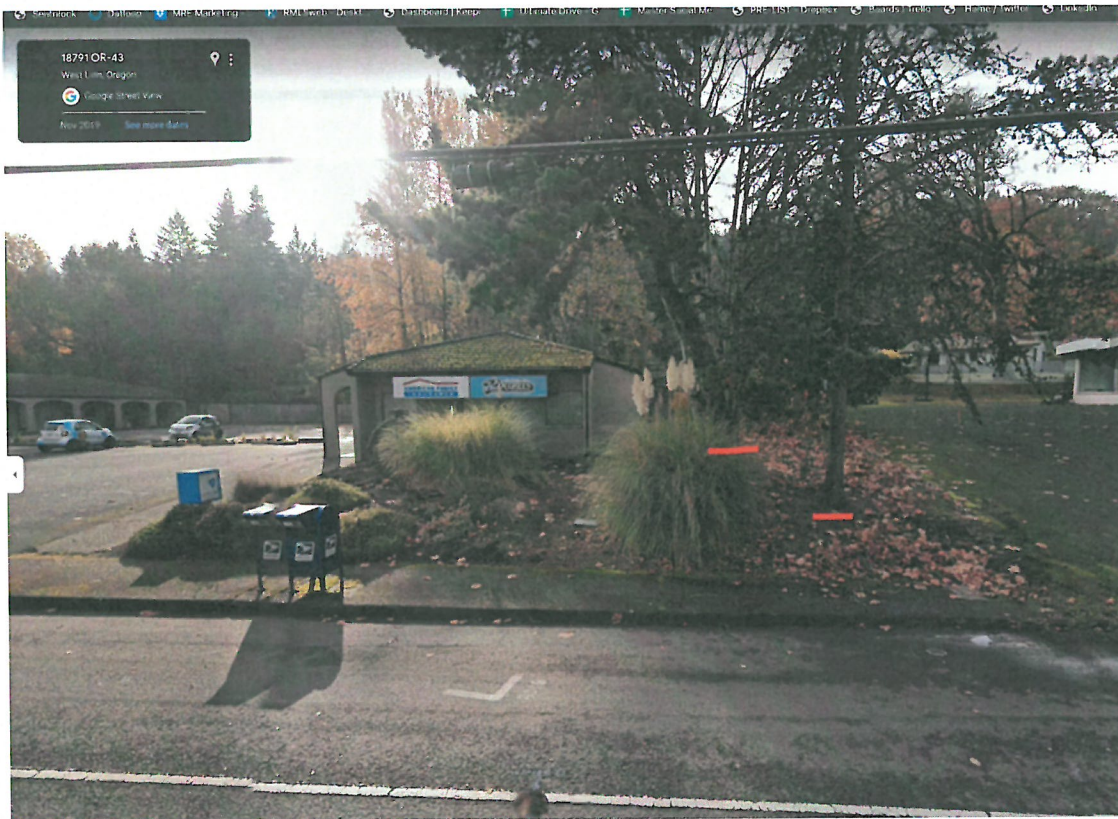
www.matinrealestate.com



Grenier, Cathy

From: Listing Coordinator <lc@matinrealestate.com>
Sent: Tuesday, February 21, 2023 3:02 PM
To: Tree Permits
Subject: Re: Tree Removal Application: 18825 willamette dr west linn - matin real estate





Listing Department

503.447.3599

FAX 503.914.1438
5441 SW Macadam Ave, Suite #208
Portland, OR 97239

Office Hours:

**Monday - Friday
8:00am - 5:00pm**

www.matinrealestate.com

Sierra Palmeri
Licensed Oregon Broker
Listing Coordinator

Placeholder for a large text area or image, with a red 'x' in the top left corner.

Placeholder for a list of items, with three red 'x' icons in the top left corner of the list area.

Placeholder for a row of three items, with red 'x' icons in the top left corner of each item.

Placeholder for a row of five items, with red 'x' icons in the top left corner of each item.

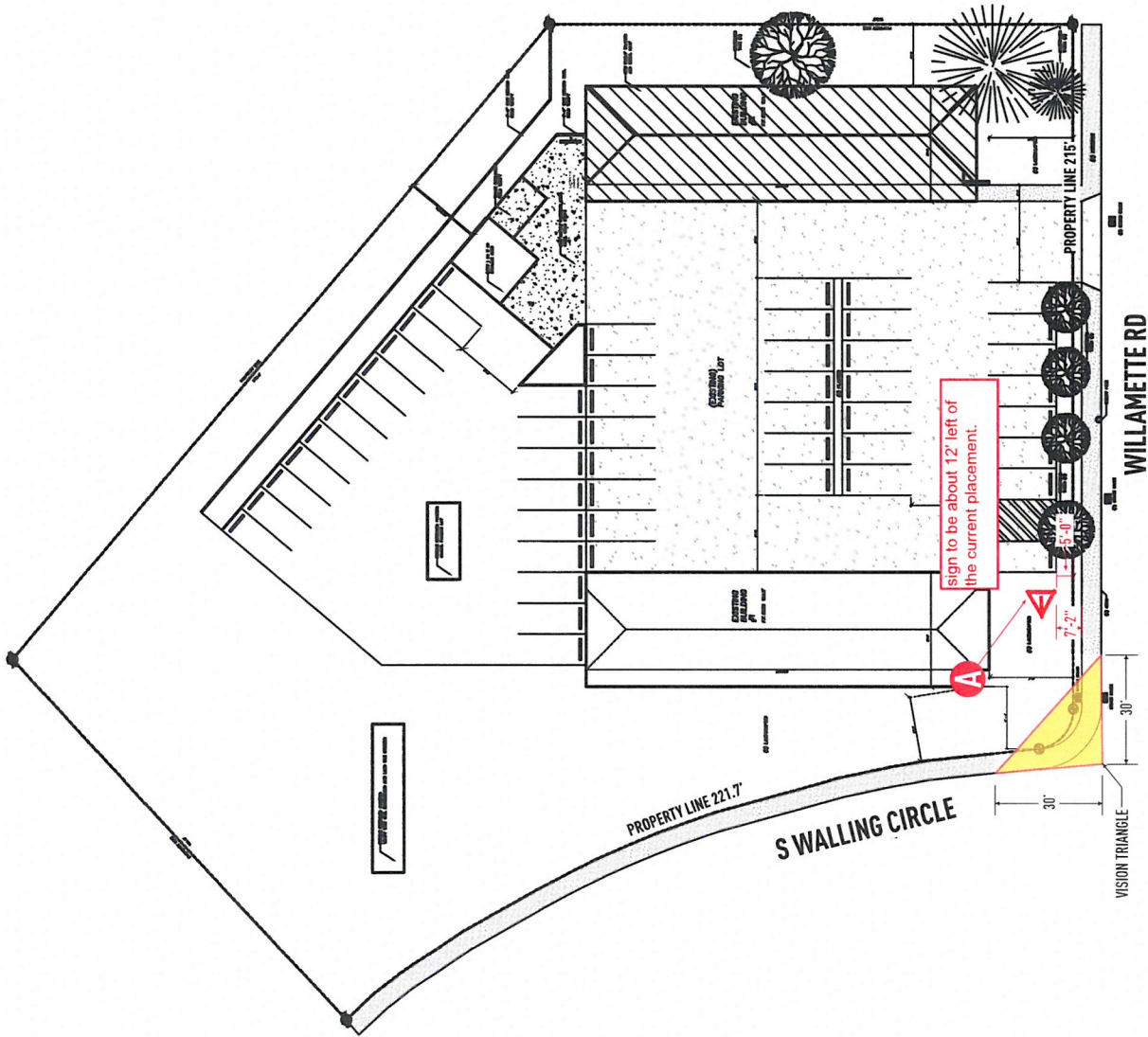
On Tue, Feb 21, 2023 at 3:01 PM Listing Coordinator <lc@matinrealestate.com> wrote:
Does this allow you to open it? I am going to be sending multiple emails.

EXTERIOR | SITE PLAN

OR-23-09



SCALE: 1/32" = 1'-0"



7424 SE Huguenot Boulevard
Portland, Oregon 97202
503-321-4172
securitysigns.com
OR CRE # 172697
WA SECURS 02061

SECURITY SIGNS
SIGNAGE & GRAPHICS

WSA ASSOCIATES
ARCHITECTS & PLANNERS

NORTHWEST SIGN COUNCIL
Account Manager: Melissa Hayden

Project Name

MATIN
REAL ESTATE

18805 Willamette Dr
West Linn, OR 97068

Site Plan

Client Approval: _____
Landlord Approval: _____

Date: 12.29.22
Drawing: 22-101745
Sheet: 3 of 3

This plan is intended to be installed in accordance with the applicable provisions of the International Building Code and the International Electrical Code and shall conform to all applicable local, state, and federal codes, rules, regulations, and ordinances. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

© Copyright 2022 by Security Signs, Inc. All Rights Reserved. This drawing is the property of Security Signs, Inc. and shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Security Signs, Inc.

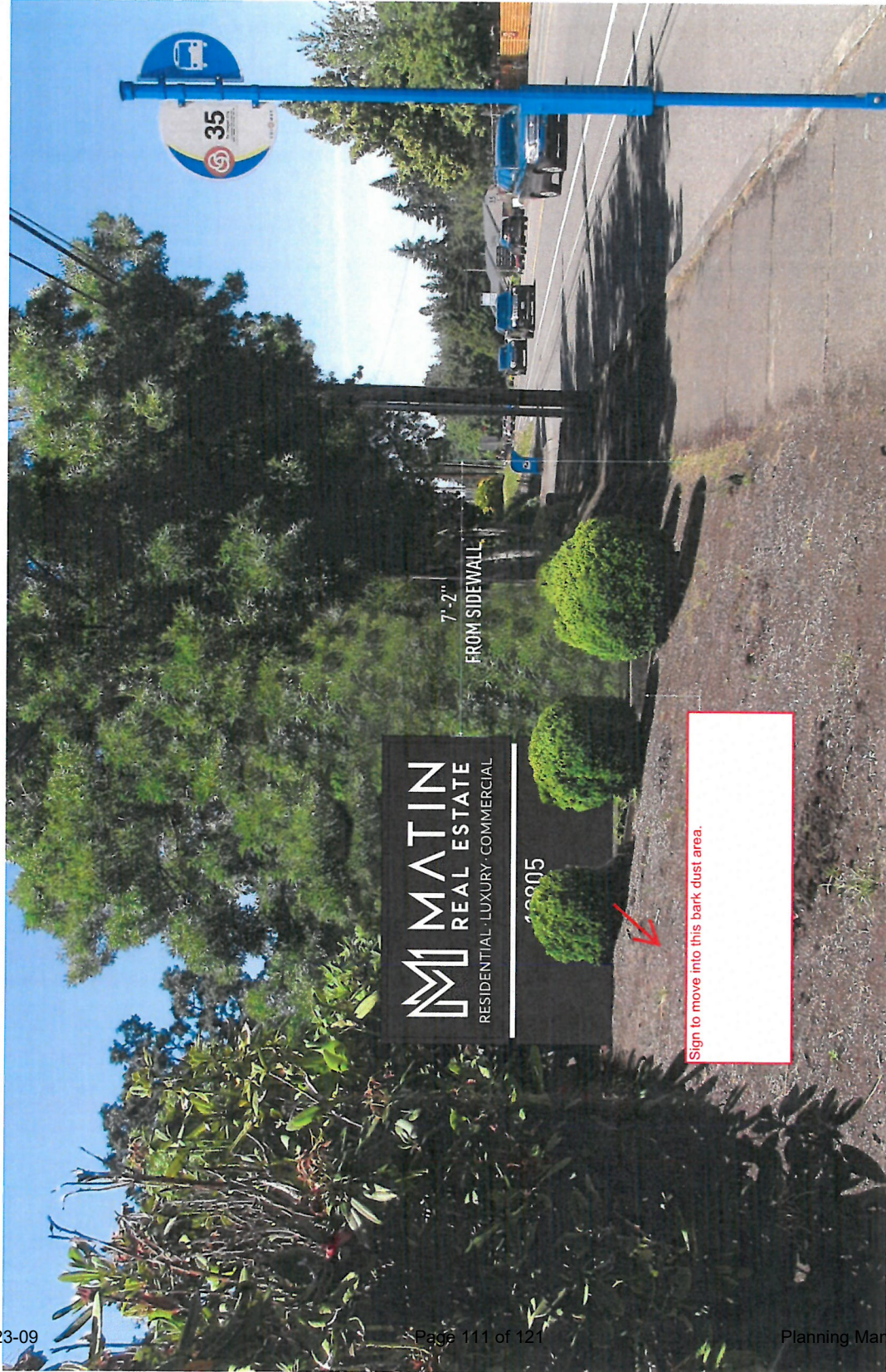
CITY CODE ALLOWANCE

COLLECT'S



EXTERIOR | D/F MONUMENT SIGN - PHOTO INLAY

DR-23-09



SOUTHWEST ELEVATION

SCALE: 3/8" = 1'-0"

242 SE Hugan Boulevard
Portland, Oregon 97232
503-232-4372
securitysigns.com
OR CCB# 17769
WA SEC#S 12264F

WSA
WASH STATE ASSOCIATION
OF SIGNAGE CONTRACTORS

NORTHWEST SIGN COUNCIL

Account Manager: Melissa Hayden

Project Name
MARTIN
REAL ESTATE

18805 Willamette Dr
West Linn, OR 97068

Sign Type A

Client Approval: _____

Landlord Approval: _____

Date:	12.29.22	Drawing:	22-J0174f5	Sheet:	1 of 3
-------	----------	----------	------------	--------	--------

© Copyright 2022 Security Signs, Inc. All Rights Reserved. This drawing is the property of Security Signs, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Security Signs, Inc. The U.S. Copyright Act 1976, § 17, U.S.C.

This sign is intended to be used in accordance with the International Code and all other applicable codes and regulations. The sign designer is not responsible for obtaining any necessary permits or approvals from the local authority having jurisdiction.

CITY CODE ALLOWANCE

COLORES



2425 SE 10th Ave, Suite 100
Portland, Oregon 97214
503.238.4177

securitysigns.com

SECURITY SIGNS

OP: CGB #12389
WA#ECB537227

WSA
WORLD SIGN ASSOCIATION

NORTHWEST SIGN COUNCIL

Account Manager: Melissa Hayden
Project Name

MATIN
REAL ESTATE

18805 Willamette Dr
West Linn, OR 97068

Site Plan

Client Approval:

Landlord Approval:

Date:	07.06.2022
Drawing:	22-1017414
Sheet:	8 of 8

© Copyright 2022 Security Signs, Inc.
All Rights Reserved.
This drawing is the property of Security Signs, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Security Signs, Inc.

CITY CODE ALLOWANCE

COLLECTS

Planning Manager Decision

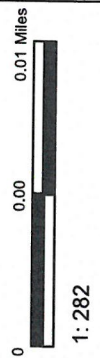
Page 112 of 121

12-23-09



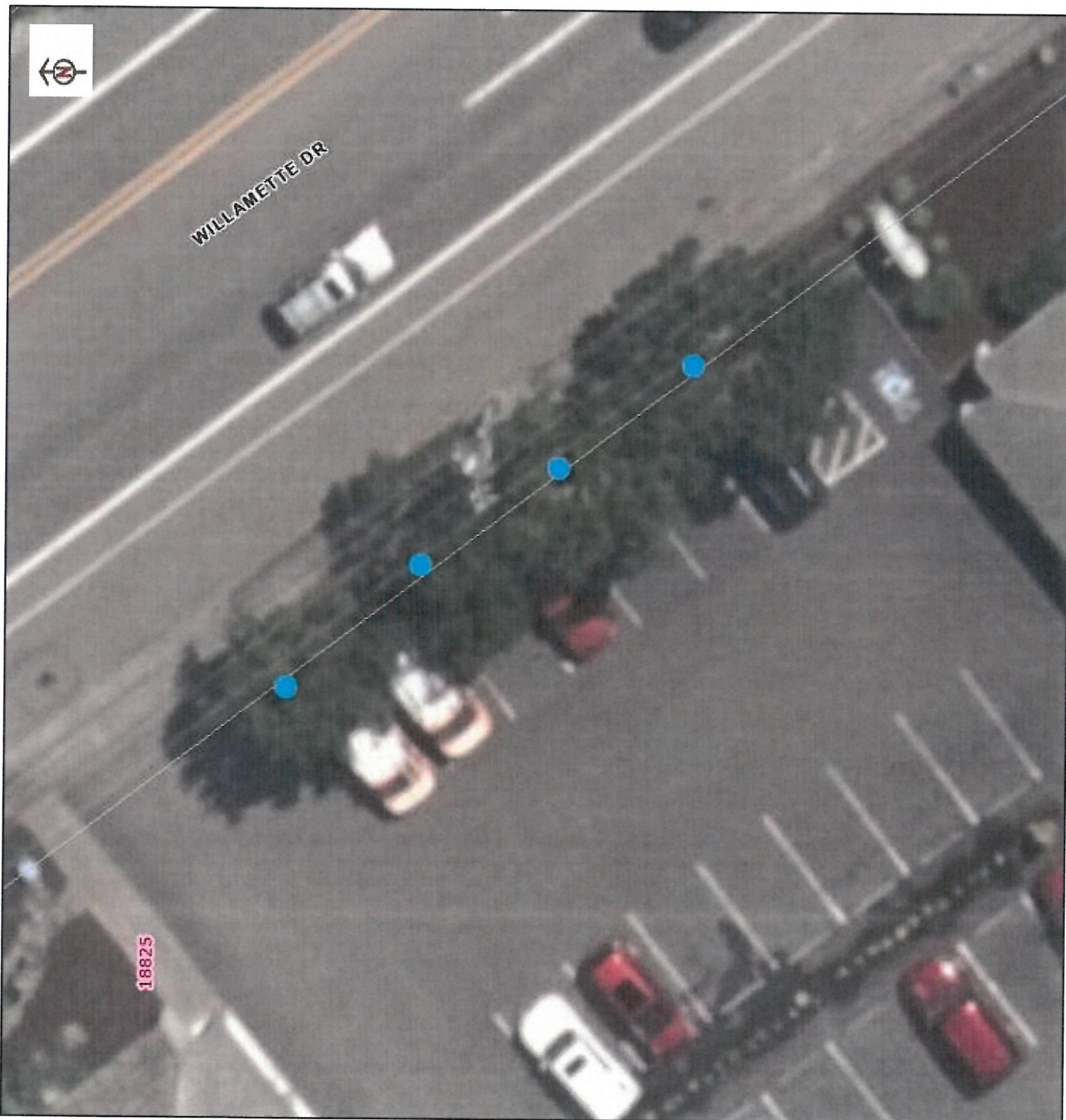
Legend

- Tax Lots
- Addresses dissolved 0-5K



Notes

Red Maples, (Street Trees) at 18825
Willamette Drive



From: [Wyss, Darren](#)
To: [Wyss, Darren](#)
Cc: [Floyd, John](#); [Gardner, Benjamin](#); [Schroder, Lynn](#); [Williams, John](#)
Subject: Waiving Pre-Application Conference Requirement
Date: Thursday, September 28, 2023 2:29:32 PM

Greetings,

Under the authority prescribed by Community Development Code Chapter 99.030.B(4), I have waived the need for a pre-application conference for a Class I Design Review at 18825 Willamette Drive. It was determined the limited impact of the project (renovating existing buildings with new roof/windows and adding a 600 sq. ft. storage shed), the fact there will be no expansion of the existing buildings, the fact there will be no impacts to parking, and the fact there is limited applicable criteria, made the pre-application conference unwarranted. The Planning File number for this proposal is DR-23-09. This email meets the requirement of written notification to the Planning Commission and applicable neighborhood association (Robinwood NA) as outlined in Community Development Code Chapter 99.030.B(4). Please let me know if you have any questions. Thanks.

Darren Wyss

Planning Manager

Planning

[#6064](#)



Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

Darren Wyss

Planning Manager

Planning

[#6064](#)



Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

PD-3 COMPLETENESS LETTER



CITY OF
West Linn

March 4, 2024

Bill Seroyer
Seroyer Design & Development LLC
711 Cedar Lane
Oregon City, OR 97045

SUBJECT: Class I Design Review Application for 18825 Willamette Dr (DR-23-09)

Dear Mr. Seroyer:

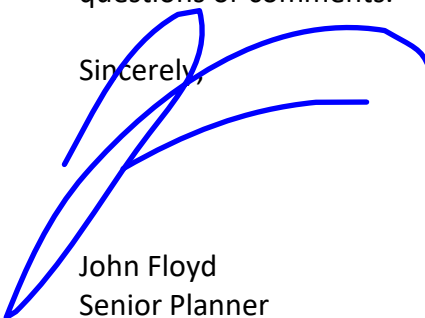
Your application was accepted for review on October 3, 2023, with revised and supplemental materials provided on January 30, February 15th, and March 1st, and March 4th, 2024. Therefore, the City now deems your application complete as of March 4, 2024. The city has 120 days to exhaust all local review; that period ends July 2, 2024.

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 Director to render a decision on your proposal.

A 14-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-742-6058, or by email at jfloyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,



John Floyd
Senior Planner

PD-4 AFFADAVIT AND NOTICE PACKET

**AFFIDAVIT OF NOTICE
PLANNING MANAGER 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-23-09** Applicant's Name: **Jordan Matin**
 Development Address: **18825 Willamette Drive**
 Planning Manager Decision no earlier than: **3/20/24**

MAILED NOTICE

Notice of Upcoming Planning Manager Decision was mailed at least 14 days before the decision, per Section 99.080 of the CDC to:

Bill Seroyer, applicant representative	3/6/24	<i>Lynn Schroder</i>
Jordan Matin, property owner	3/6/24	<i>Lynn Schroder</i>
Property owners within 300ft of the site perimeter	3/6/24	<i>Lynn Schroder</i>
Robinwood Neighborhood Association	3/6/24	<i>Lynn Schroder</i>
ODOT	3/6/24	<i>Lynn Schroder</i>

EMAILED NOTICE

Notice of Upcoming Planning Manager Decision was emailed at least 14 days before the decision to:

Robinwood Neighborhood Association	3/6/24	<i>Lynn Schroder</i>
Jordan Matin, applicant	3/6/24	<i>Lynn Schroder</i>
Robinwood, applicant consultant	3/6/24	<i>Lynn Schroder</i>

WEBSITE

Notice of Upcoming Planning Manager Decision was posted on the City's website at least 14 days before the decision.

3/6/24	<i>Lynn Schroder</i>
--------	----------------------

SIGN

A sign for Upcoming Planning Manager Decision was posted on the property at least 10 days before the decision, per Section 99.080 of the CDC.

3/7/2024	<i>Aaron Gudelfj</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.

5/20/2024	<i>Lynn Schroder</i>
-----------	----------------------

**CITY OF WEST LINN
NOTICE OF UPCOMING PLANNING MANAGER DECISION
FILE NO. DR-23-09**

The West Linn Planning Manager is considering a Class I Design Review at 18825 Willamette Drive (Martin Real Estate). The applicant is requesting approval for exterior architectural modifications, new retaining walls behind the northerly structure, and new tree plantings along the northwestern, northern, and eastern property lines. No expansion of the structure or modification of the parking area is proposed at this time, and new signage is being reviewed under a separate application (SGN-24-01).

The Planning Manager will decide the application based on criteria in Chapters 19, 54, 55, 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/projects>. 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 reasonable cost.

A public hearing will not be held for this decision. **Anyone wishing to submit comments for consideration must submit all material before 4:00 p.m. on March 20, 2024, to dwyss@westlinnoregon.gov or mail them to City Hall. All comments must be received by the deadline.**

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 notice of the final decision pursuant to CDC [99.240](#).

For additional information, please contact Darren Wyss, Planning Manager, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6064.

DR-23-09 – Notified Properties within 300 feet of 18825 Willamette Drive





**NOTICE OF UPCOMING
PLANNING MANAGER DECISION**

**PROJECT # DR-23-09
MAIL: 03/06/2024 TIDINGS: N/A**

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.