



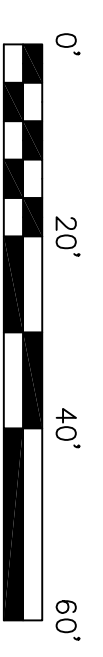
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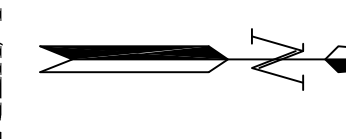
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# TOPOGRAPHIC SURVEY

FOR MS WILLAMETTE LLC  
 LOT 34 AND 35, "CEDAROK 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  
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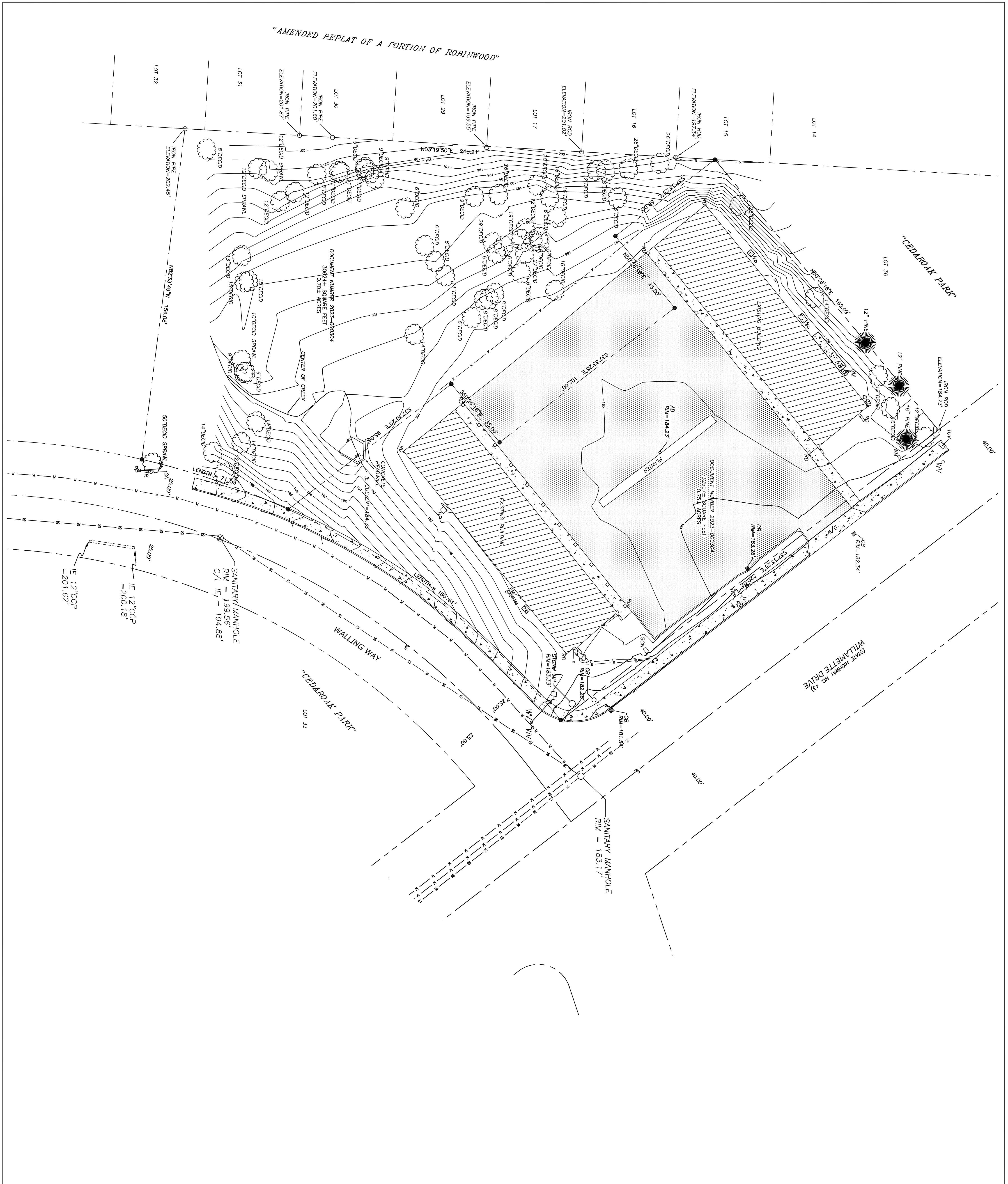
REVISIONS: 6/30/2024

### NOTES

1. VERTICAL DATUM = NAVD88 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.

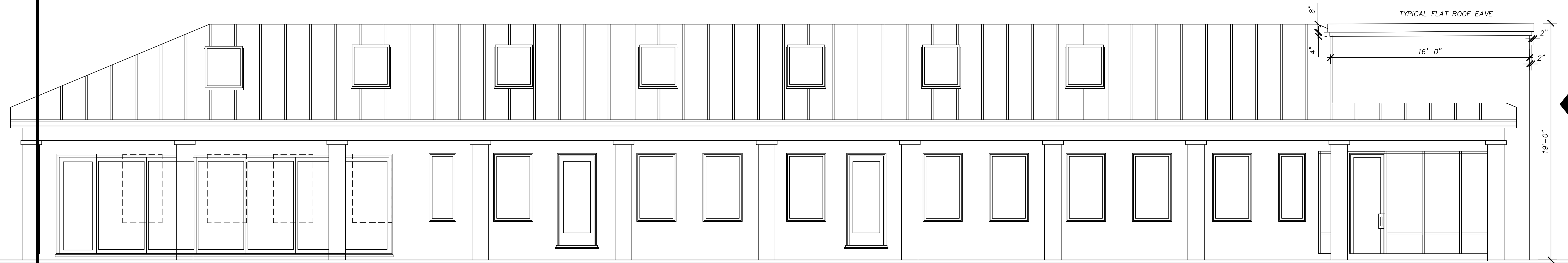
### LEGEND

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
HP	HEAD PILE/FOUNDATION
PP	POWER POLE
PP	POWER POLE
SON	SON POST
TR	TELECOM RISER
WC	WHEEL CHAIR RAMP
WM	WATER METER
UG	UNDERGROUND UTILITY DROP
UV	TELECOM UTILITY VAULT
-SS-	SANITARY SEWER
-E-	BURIED ELECTRICAL LINE
-T-	BURIED TELEPHONE LINE
-X-	FENCE
---	CONCRETE CURB
---	PROPERTY LINE
---	CONCRETE SURFACE
---	ASPHALT SURFACE



"AMENDED REPLAT OF A PORTION OF ROBINWOOD"

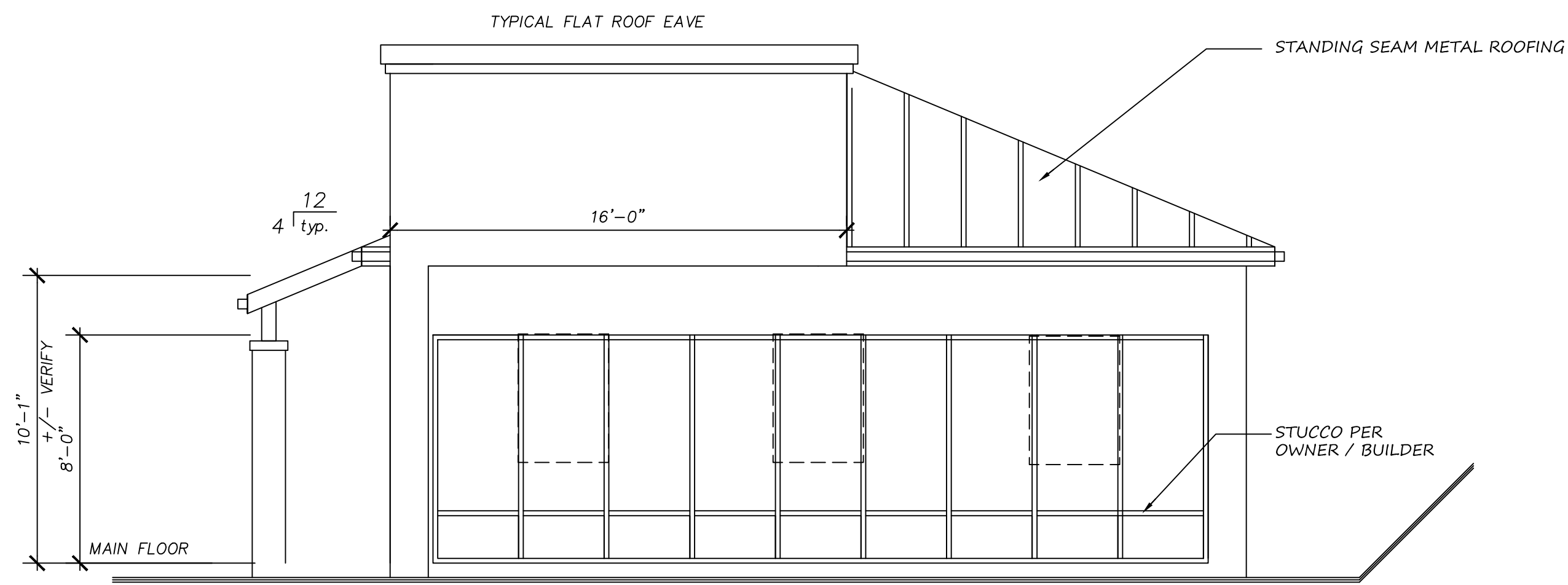
REVISIONS:  
 JOB NUMBER 2023-065



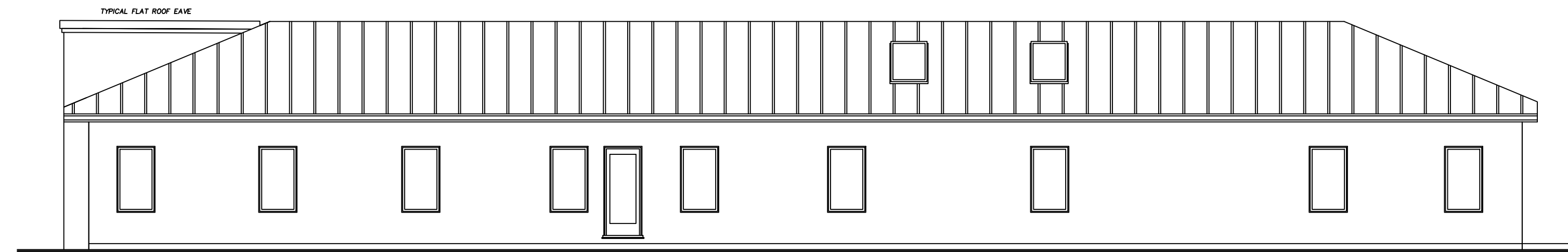
**NOTE:**  
 EXTEND ALL FLUES A MIN. OF 2'-0"  
 ABOVE ANY PART OF THE BLD'G W/ IN  
 A 10'-0" HORIZONTAL RADIUS

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

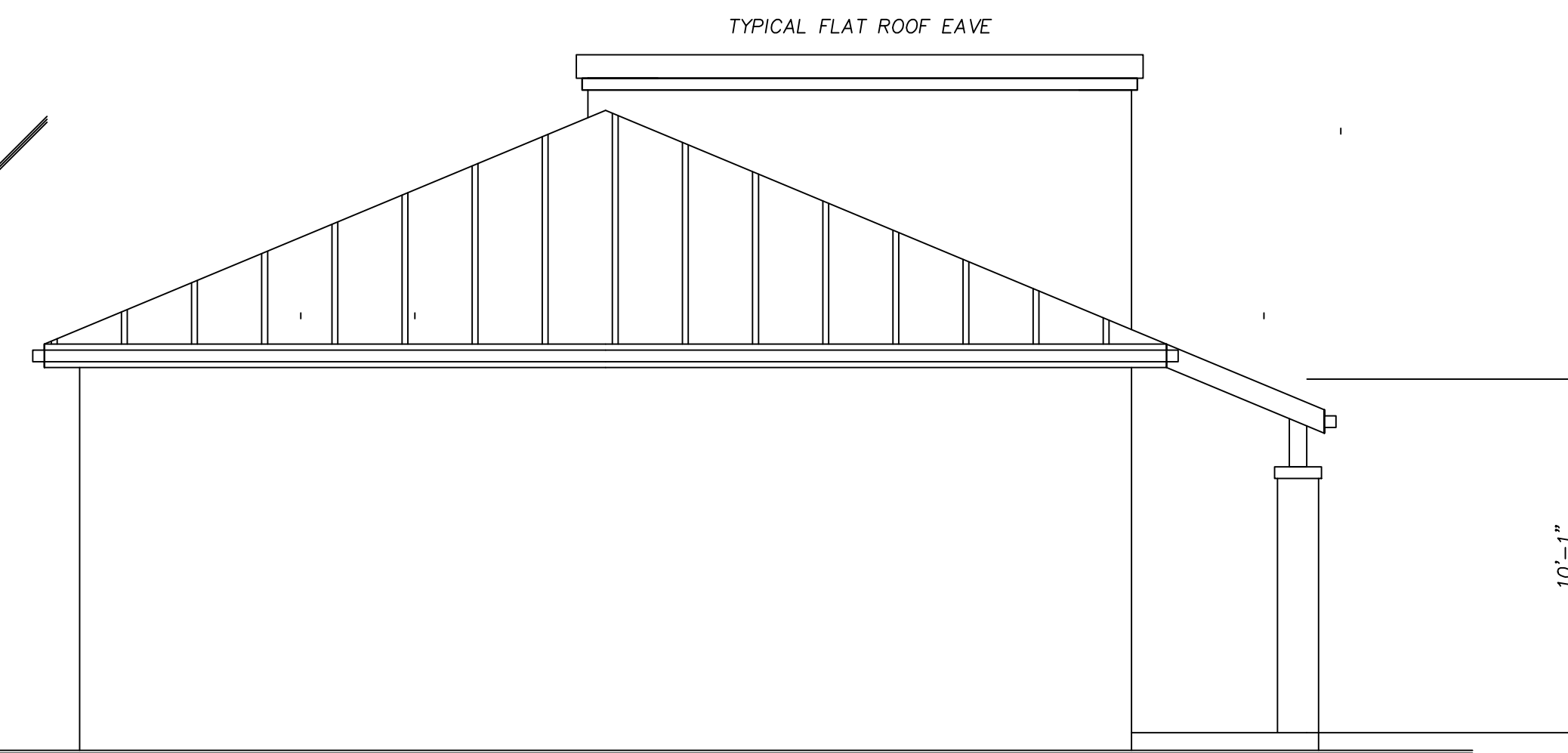
**SOUTH-SIDE ELEVATION**  
 SCALE: 1/4" = 1'-0"



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



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



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

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TITLE: 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

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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**

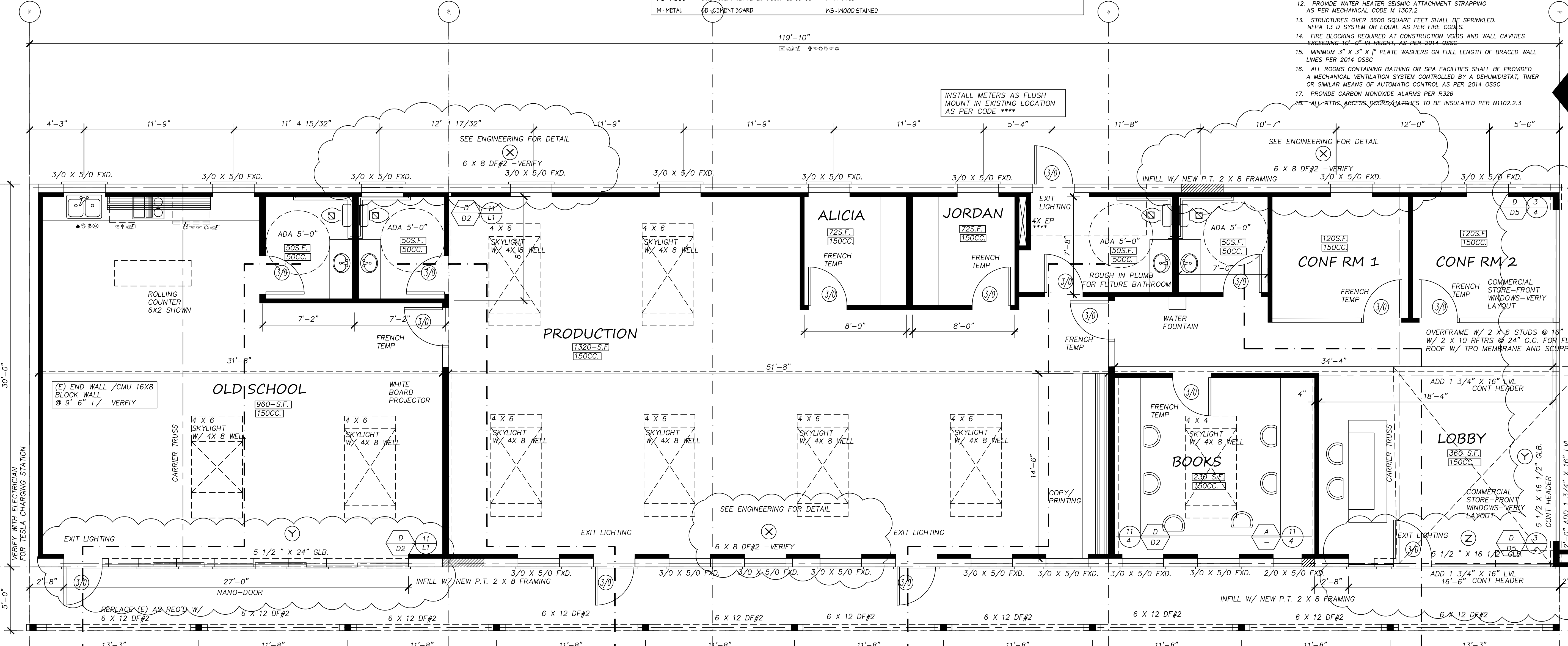
DOOR NUMBER	TYPE	SIZE	MATERIAL	GLASS	FINISH	FRAME MATERIAL	REMARKS / NOTES
1	IND	3'-0" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP'D
2	IND	2'-4" X 8'-0"	FIBER			IND	1 LITE WEATHERSTRIP & THRESHOLD TEMP'D
3	IND	3'-0" X 8'-0"	FIBER			IND	TYP. INTERIOR DOOR-SHOP
4	IND	3'-0" X 8'-0"	FIBER		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

**LEGEND**

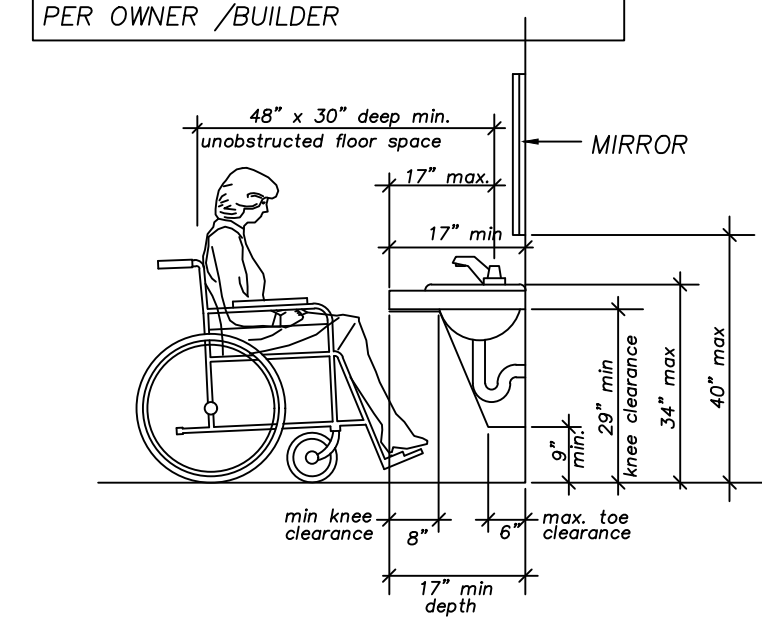
IND - WOOD	CG - CLEAR TEMPERED INSULATED GLASS	F - PAINTED	MGN - METAL GLAD WOOD
M - METAL	CB - CEMENT BOARD	WS - WOOD STAINED	

**GENERAL NOTES:**

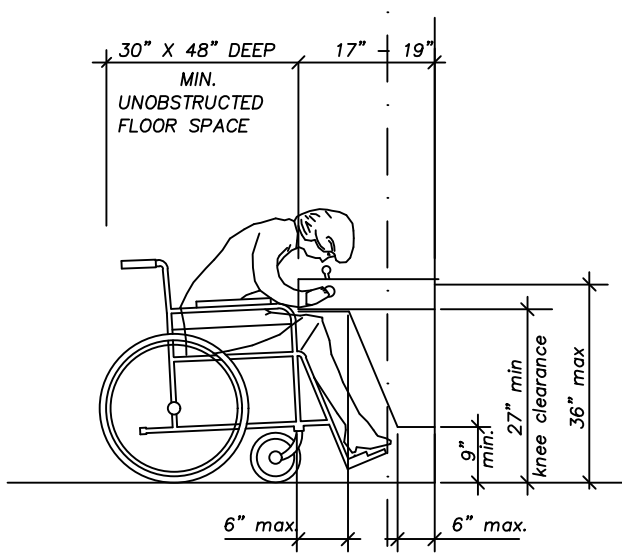
- ALL EXTERIOR WALLS TO BE 2 X 6 STUDS AT 16" O.C. (TYP. U.N.O.).
- ALL INTERIOR WALLS TO BE 2 X 4 STUDS AT 16" O.C. (TYP. U.N.O.).
- ASSUME A MINIMUM OF (2) 2 X 4 STUDS AS BEAM SUPPORTS AT BEARING WALLS.
- ALL WINDOWS AND SLIDING GLASS DOORS SHOWN ARE TO BE VINYL SASH (VERIFY ALL ROUGH OPENINGS).
- ZZZZZZZZZZ DENOTES INTERIOR BEARING WALL(S).
- PROVIDE OUTSIDE COMBUSTION AIR FOR ALL FIREPLACES AND FURNACE.
- CONNECT ALL SMOKE EXHAUST SYSTEMS TO EXTERIOR VENTILATION POWER SOURCE.
- PROVIDE 5/8" TYPE STAIRS.
- PROVIDE U.L. LISTED ROUGH OR EQUAL FLUORO-POLYMER BEARING EXISTING SITE LOCATIONS AS REQUIRED FOR DIMENSIONS AND TO NOTIFY THE DESIGNER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DISCREPANCIES MAY RESULT IN DELAYS AND COSTS TO THE OWNER.
- PROVIDE 18" HIGH WOOD CASEWORK AT ALL RECEPTION COUNTERS.
- IN GARAGE FOR PROTECTIVE COATING 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.
- PROVIDE CARBON MONOXIDE ALARMS PER R326
- ALL ATTN. ACCESS DOORS/VALVES TO BE INSULATED PER N1102.2.3



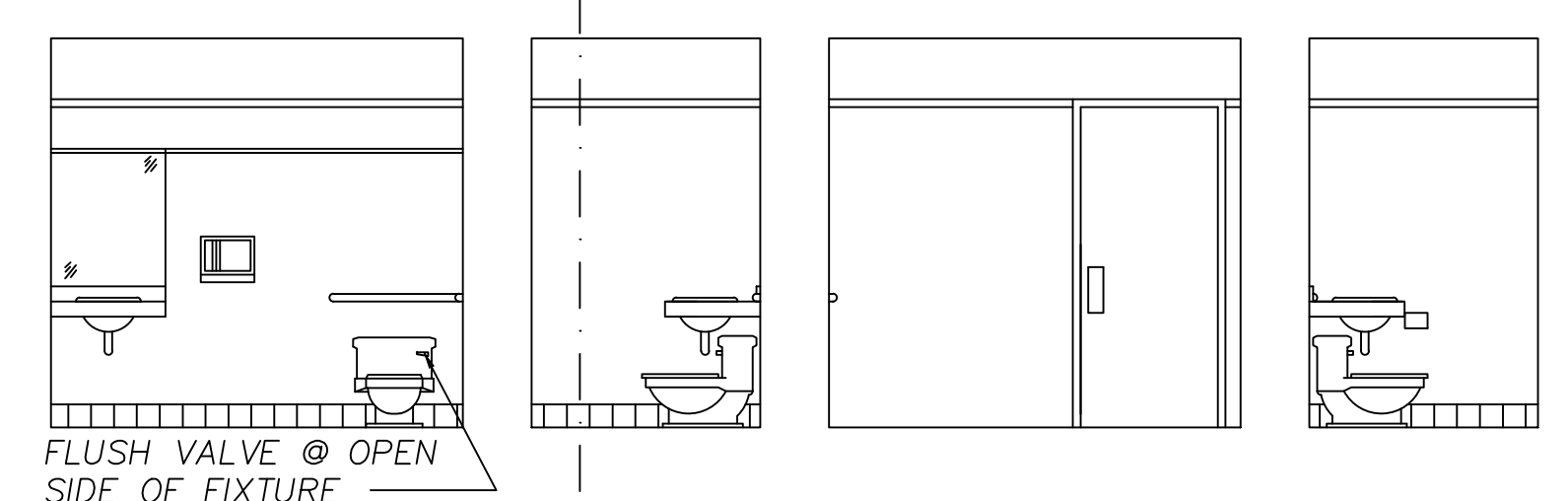
REPLACE (E) AS REQ'D W/ 6 X 12 DF#2



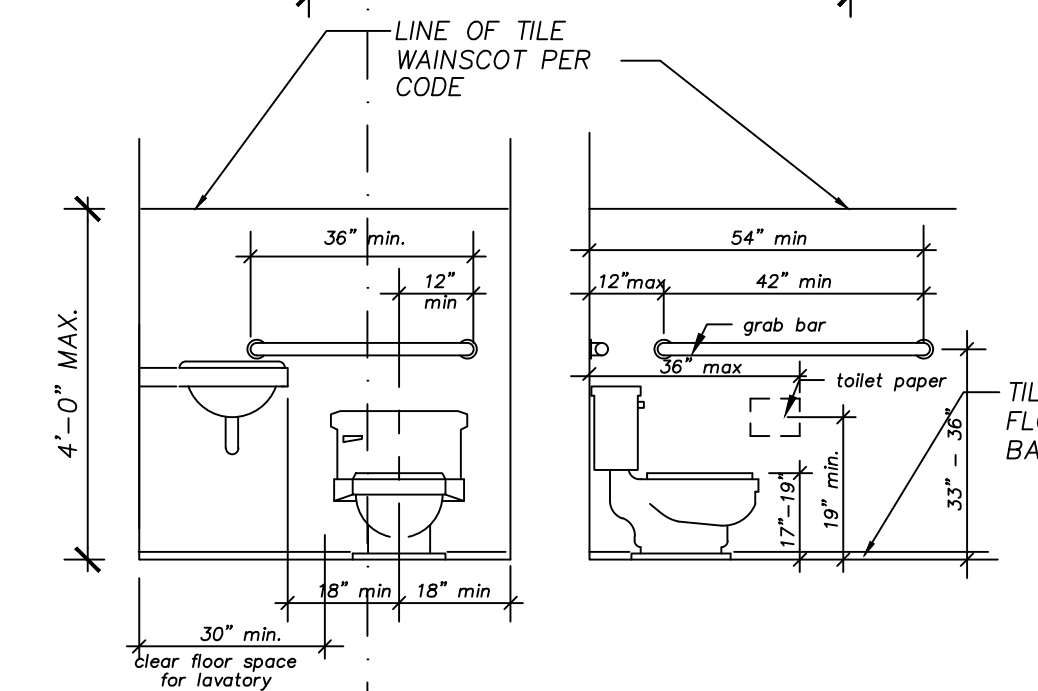
5 LAVATORY CLEARANCES  
A18 NO SCALE



6 DRINKING FOUNTAIN  
A18 NO SCALE



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



4 WATER CLOSET DETAIL  
2 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.

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 TITLE: MAIN FLOOR PLAN  
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMENT  
 OWNER: M5 WILLAMETTE DR 18805-18837 WILLAMETTE DR WEST LINN, OREGON 97068  
 M5 WILLAMETTE LLC

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

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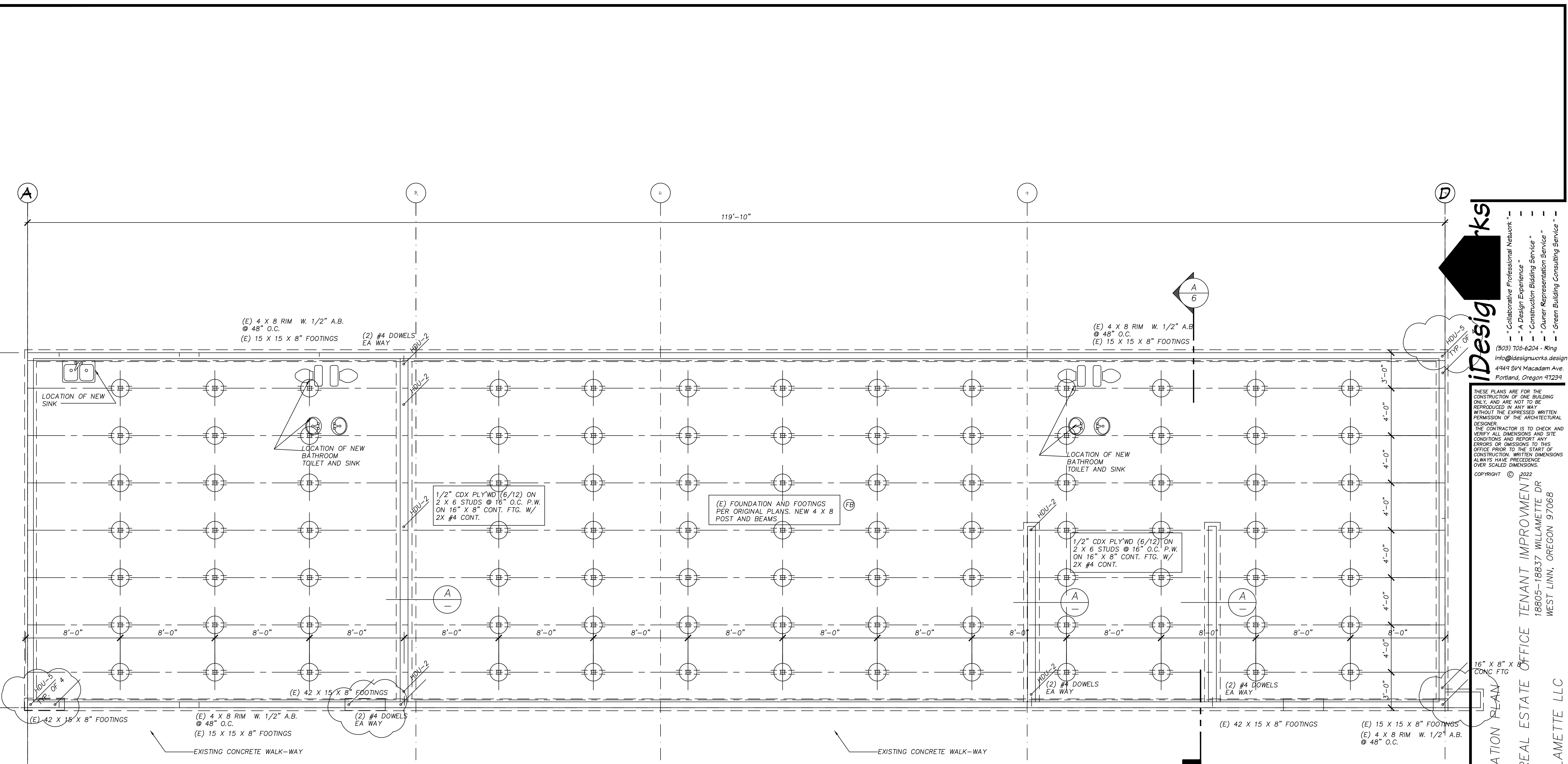
PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMENT  
 18805-18837 WILLAMETTE DR  
 WEST LINN, OREGON 97068

TITLE: FOUNDATION PLAN  
 OWNER: M5 WILLAMETTE LLC

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

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NO: 3  
 OF



**FOUNDATION NOTES:**

1. CONTRACTOR TO EXCAVATE AS TO MAINTAIN 18" MIN. GROUND TO GIRDER CLEARANCE
2. COVER ENTIRE GROUND AREA OF CRAWLSPACE W/6 MIL. "VISQUEEN", EXTEND A MIN. OF 1'-0" UP FOUNDATION WALL
3. GIRDERS TO HAVE 3" MIN. BEARING ON ASPHALT COMPOSITE SHINGLE W/ 1/2" AIR SPACE AT ENDS AND SIDES OF GIRDER AND FOUNDATION WALL.
4. FOUNDATION VENTS TO 16" X 8" W/#4 MESH CORR. RESIST. SCREEN (CLOSABLE) REQUIRED.
5. PROVIDE 18" X 24" CRAWLSPACE ACCESS AS PER 2014 OSSC. (22" X 30" RECOMMENDED).
6. PROVIDE CRAWLSPACE DRAIN AS PER 2014 OSSC
7. 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
8. MINIMUM 3" X 3" X 1/4" PLATE WASHERS ON FULL LENGTH OF BRACED WALL LINES PER 2014 OSSC.
9. PROVIDE RADON MITIGATION PER APPENDIX F 2014 OSSC IN COUNTIES AS REQUIRED PER CODE.

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

NOTE: - SPECIAL INSPECTION REQ'D FOR ALL NEW HOLD DOWNS PER OSSC 2022 1704.2.3.

EXISTING ASPHALT PARKING LOT

EXISTING CONCRETE WALK-WAY

EXISTING CONCRETE WALK-WAY

**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

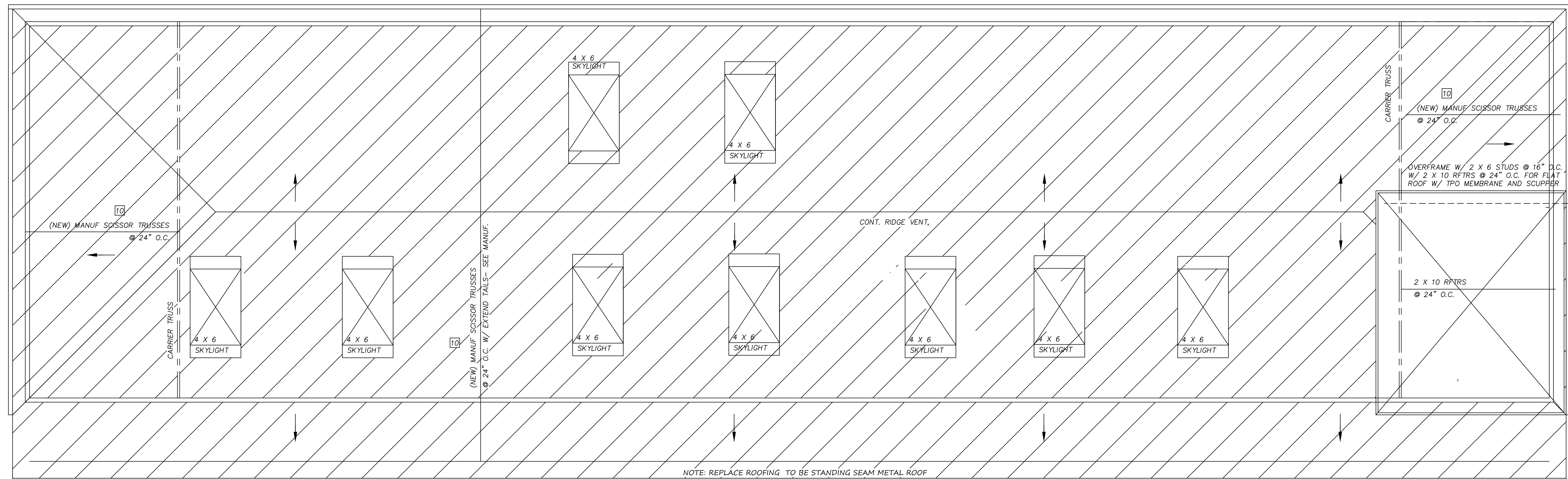
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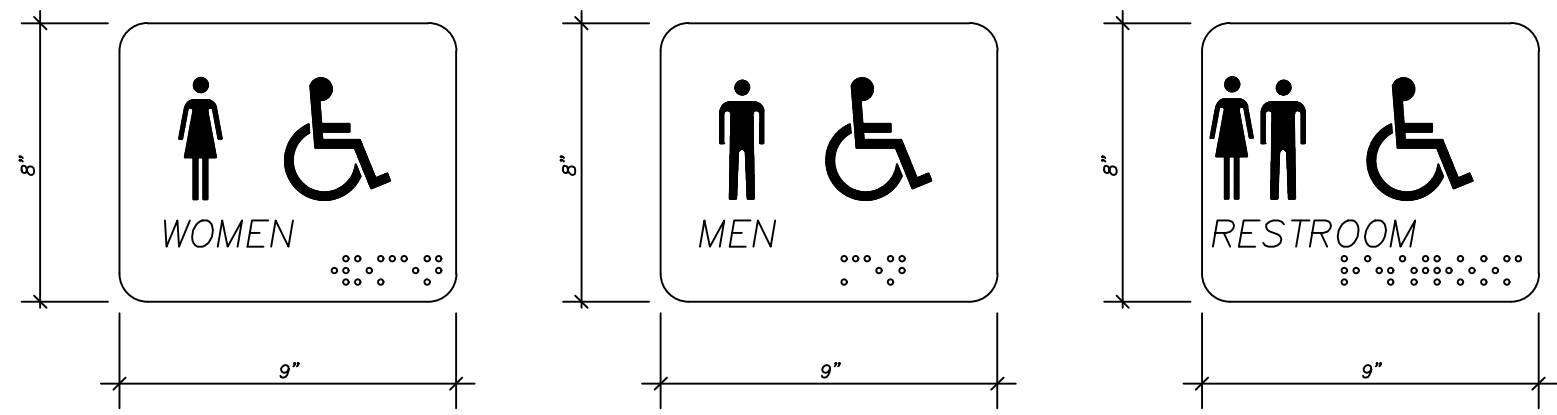
TITLE: ROOF FRAMING PLAN  
 PROJECT: MATIN REAL ESTATE OFFICE TENANT IMPROVEMEN  
 OWNER: M5 WILLAMETTE LLC  
 18805-18837 WILLAMETTE DR  
 WEST LINN, OREGON 97068

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

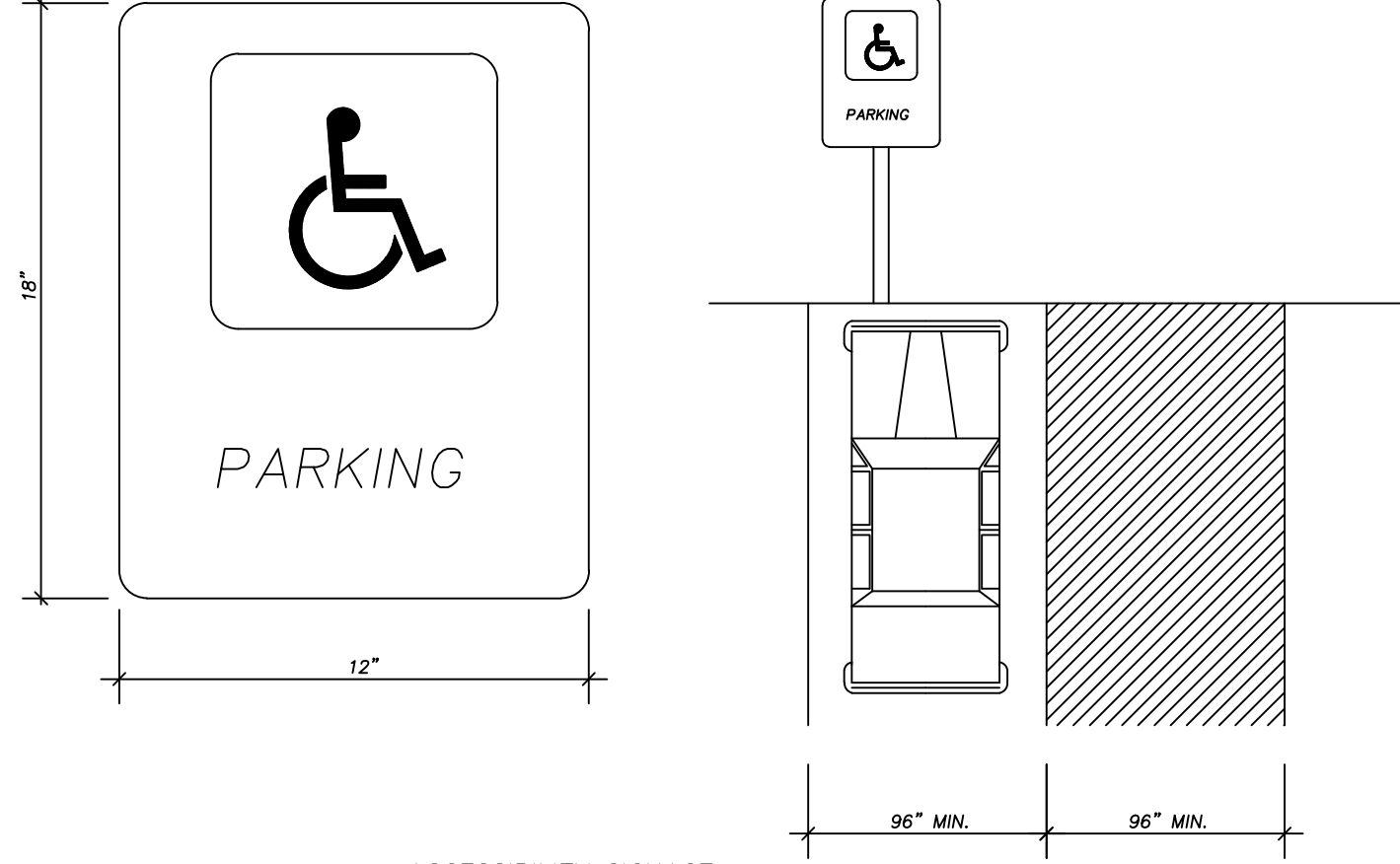


- ROOF PLAN NOTES:**
- ALL OVERHANGS TO BE 12" (TYP. U.N.O.) MATCH EXISTING. VERIFY.
  - ALL RAKES TO BE 6" (TYP. U.N.O.) MATCH EXISTING. VERIFY.
  - ROOFING TO BE "ARCH 80" COMP. SHINGLES. MATCH EXISTING. VERIFY.
  - ROOF VENTS TO BE 50 SQ. IN. EA. (8 REQUIRED) MATCH EXISTING. VERIFY.
  - ALL ROOF SLOPES TO BE 6:12 PITCH (TYP. U.N.O.) MATCH EXISTING. VERIFY.

**ROOF FRAMING PLAN**  
 SCALE: 1/4" = 1'-0"



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"



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

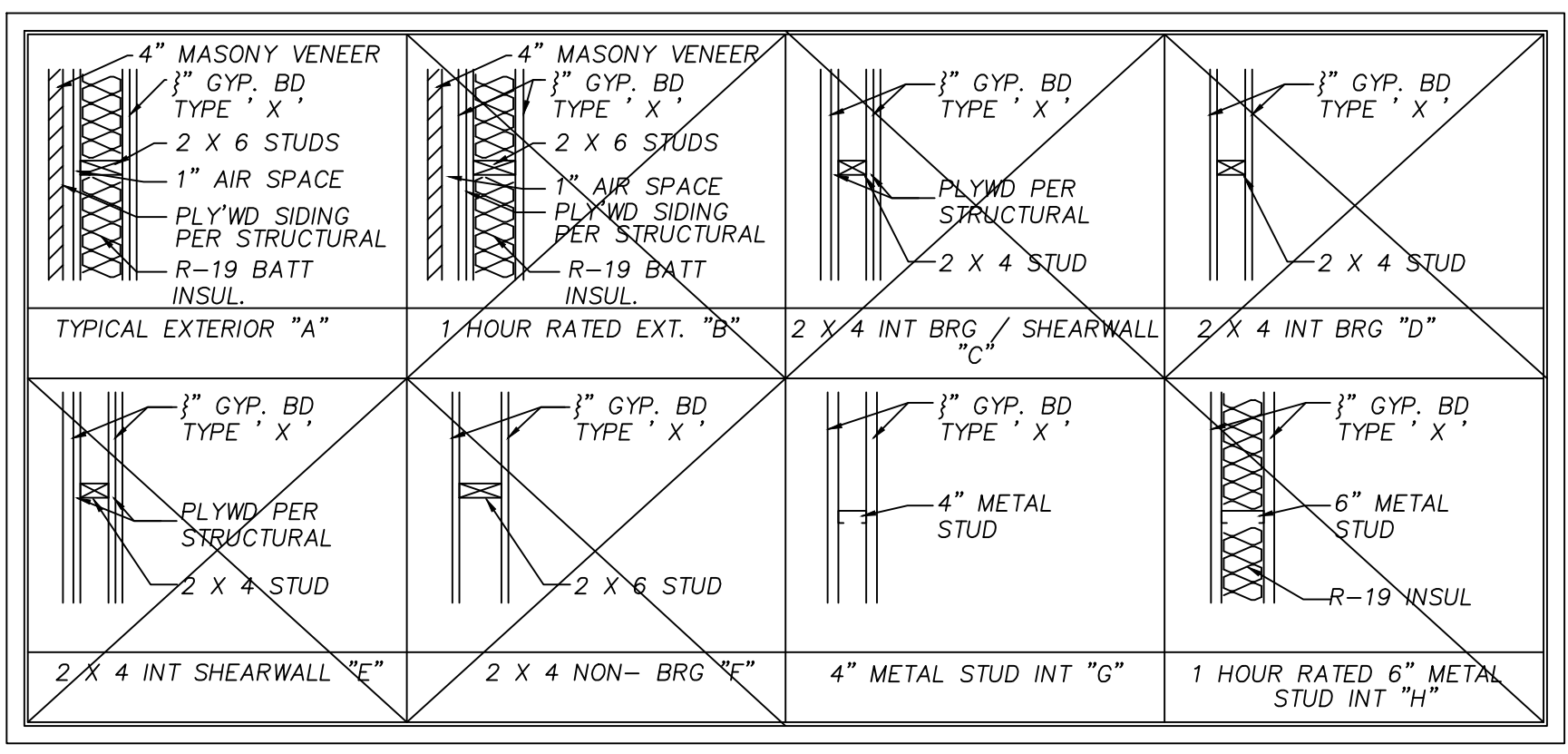
NOTE:  
 FINISH MATERIALS @ INT. WALLS &  
 CLG. SHALL NOT EXCEED OSSC TABLE 8A,B  
 REGARDING FLAME SPREAD

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

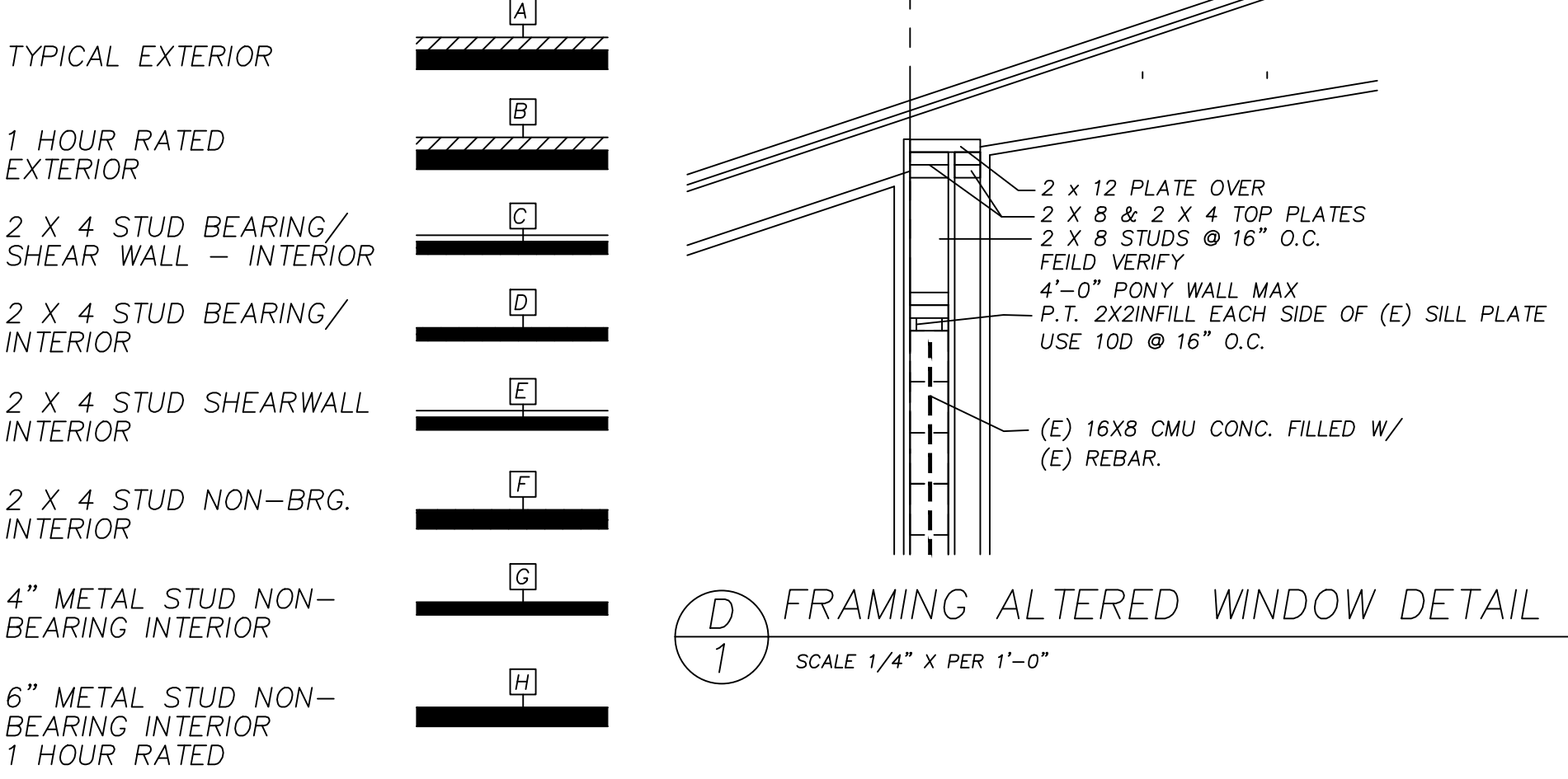
○ = MATERIAL TO BE USED

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

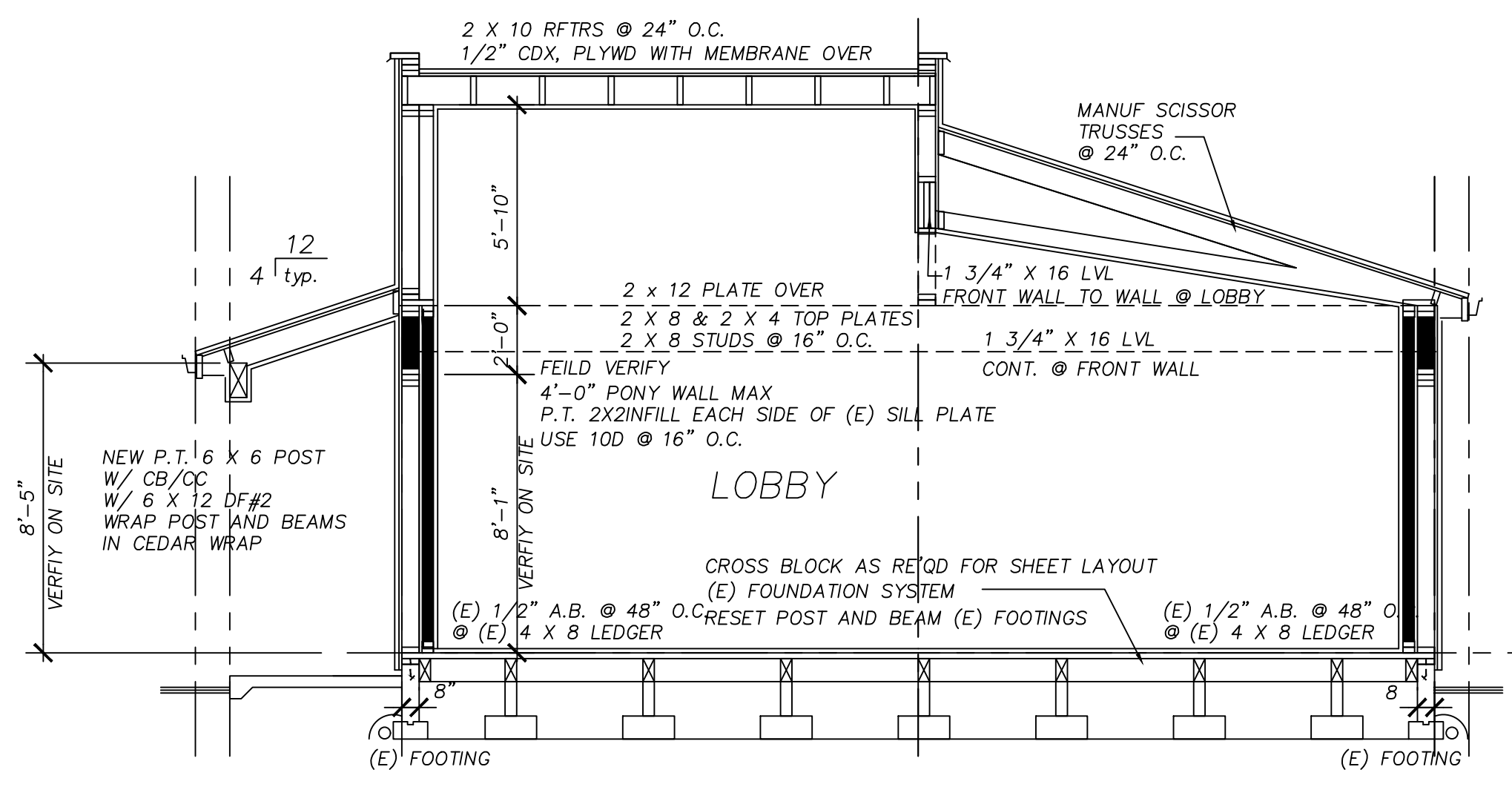


WALL LEGEND

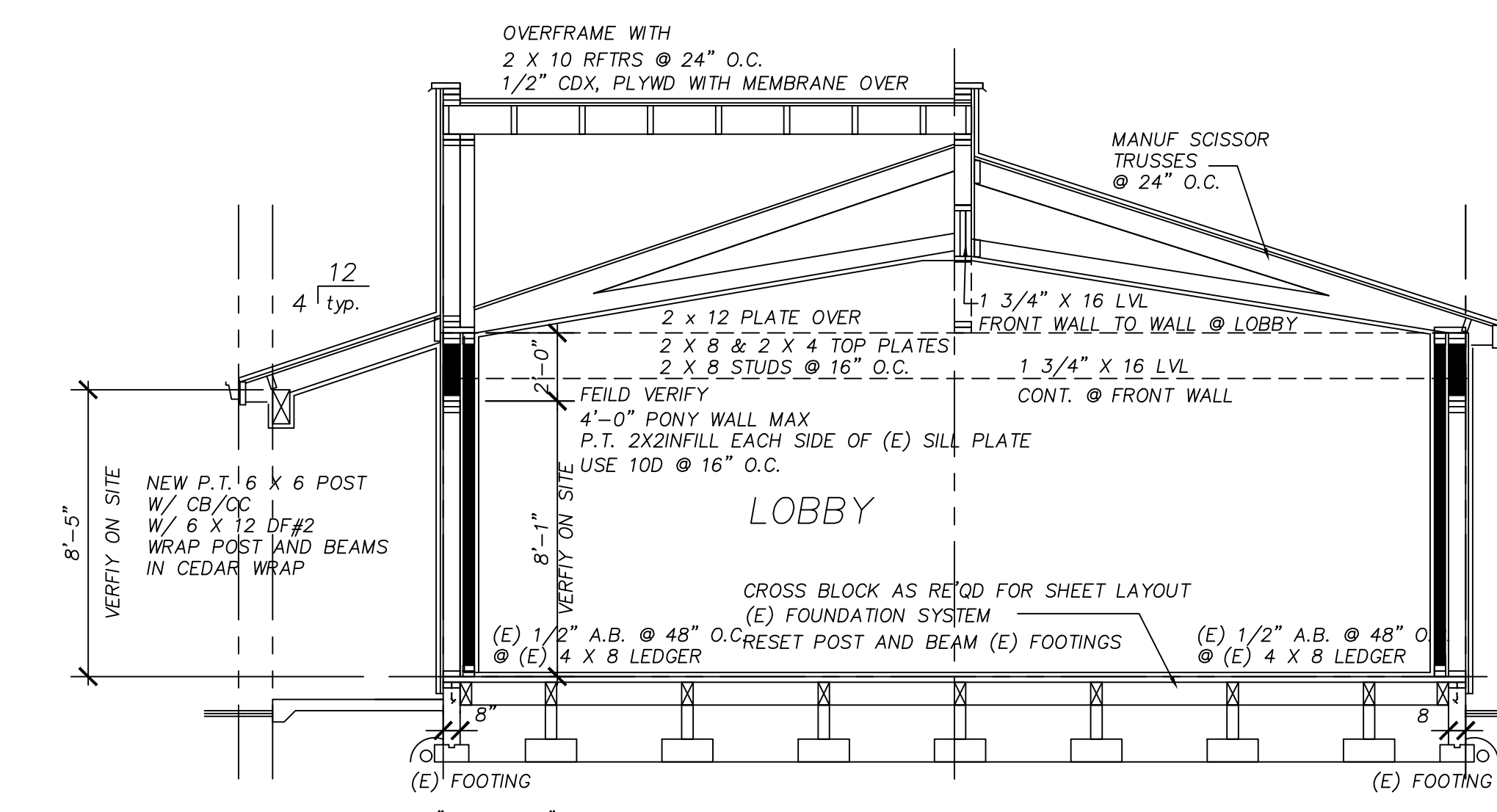


ELECTRICAL SYMBOL KEY

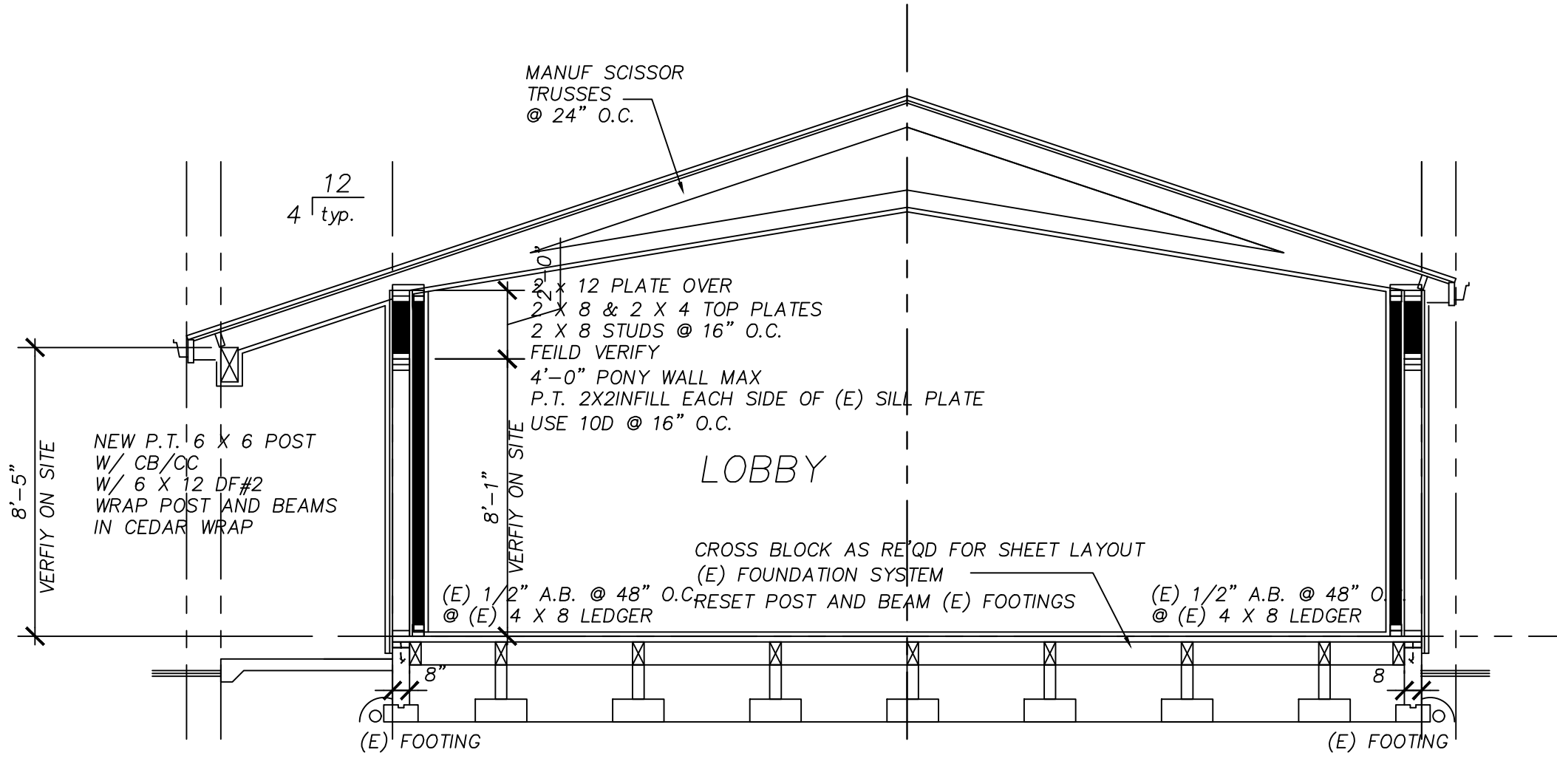
- |  |   |
|--|---|
| <p><b>LIGHT FIXTURES</b></p> <ul style="list-style-type: none"> <li>⊕ RECESSED CAN LIGHT NON-INSULATED AREAS</li> <li>⊕ RECESSED CAN LIGHT INSULATED AREAS OR NON-INSULATED</li> <li>⊕ RECESSED CAN - EYEBALL INSULATED AREAS OR NON-INSULATED</li> <li>⊕ CEILING SURFACE MOUNT LIGHT INSULATED AREAS OR NON-INSULATED</li> <li>⊕ CEILING SURFACE MOUNT LIGHT PULL CHORD</li> <li>⊕ WALL SURFACE MOUNT LIGHT</li> <li>⊕ MISC. FIXTURES</li> <li>⊕ EXHAUST FAN VENT TO OUTSIDE</li> <li>⊕ RECESSED CAN - EYEBALL W/IL HEAT LAMP</li> <li>⊕ SMOKE DETECTOR 3-0. 110V. - INTERCONNECT ALL FLOORS</li> </ul> | <p><b>SWITCHES</b></p> <ul style="list-style-type: none"> <li>⊕ SINGLE POLE SWITCH</li> <li>⊕ THREE-WAY SWITCH</li> <li>⊕ FOUR-WAY SWITCH</li> <li>⊕ SWITCH W/ DIMMER</li> </ul> <p><b>OUTLETS</b></p> <ul style="list-style-type: none"> <li>⊕ DUPLEX OUTLET 110 VOLT</li> <li>⊕ DUPLEX OUTLET W.P. 110 VOLT - WATER-PROOF</li> <li>⊕ DUPLEX OUTLET 110 VOLT - GROUND FAULT INTERRUPTED</li> <li>⊕ DUPLEX OUTLET 110 VOLT - SWITCHED</li> <li>⊕ DUPLEX OUTLET 220 VOLT - RANGE/DRYER</li> <li>⊕ DIRECT WIRE CONNECTION</li> <li>⊕ TELEPHONE OUTLET</li> <li>⊕ CABLE TELEVISION OUTLET</li> </ul> |
|--|---|



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



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



OPTION C  
 BUILDING SECTION FOR NEW TRUSSES  
 SCALE 1/4" X PER 1'-0"



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

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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 [ ] 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. CABINETYRY 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

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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  
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NO: **6**  
OF



**CONSULTANTS:**

ARCHITECT-CODE CONSULTANT

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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.

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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.

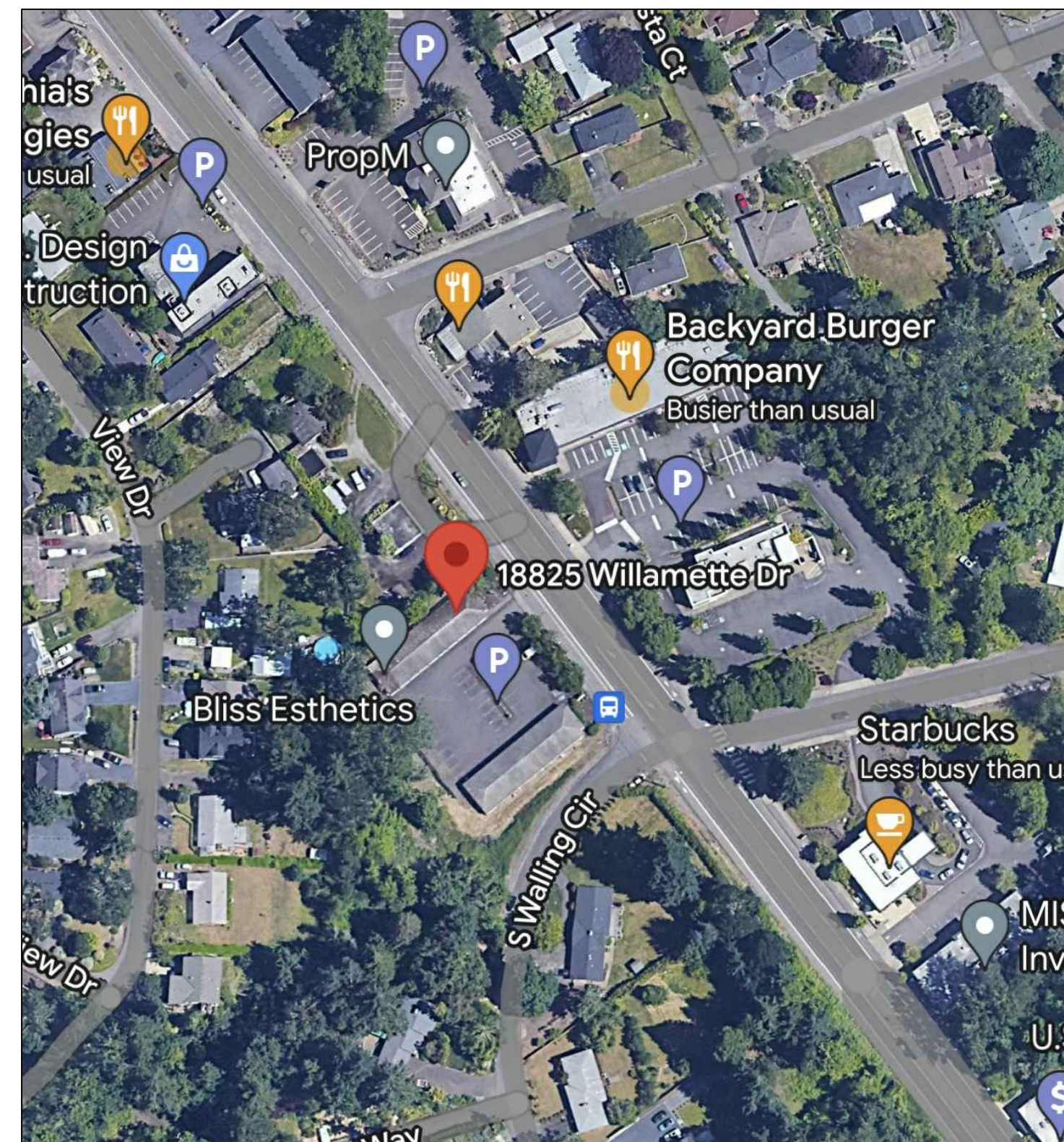
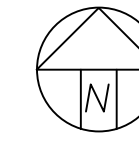
PROVIDE SOLID BLOCKING UNDER ALL BEARING WALLS PERPENDICULAR TO JOISTS AND OTHER BEARING POINTS NOT OTHERWISE PROVIDED WITH SUPPORT.

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

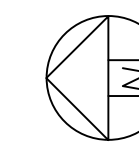


26 GA. PRE-FIN STANDING SEAM

**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

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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](mailto: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.

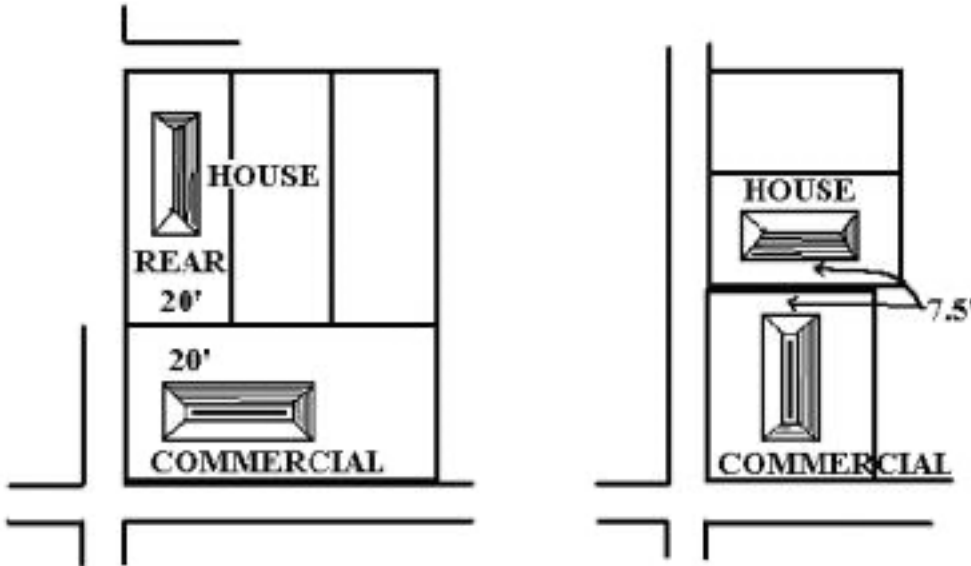
**Response: The lot width at the front lot line is 220 feet.**

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 exiting 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*

## 54.030 PLANTING STRIPS FOR MODIFIED AND NEW STREETS

All proposed changes in width in a public street right-of-way or any proposed street improvement shall 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 <a href="#">54.020(B)(3)(h)</a> .	10 ft.
2. Between parking lot and other lot. CDC <a href="#">54.020(B)(3)(f)</a> .	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 <a href="#">54.020(B)(3)(i)</a> .	15 ft.
4. Percentage of residential/multifamily site to be landscaped. CDC <a href="#">54.020(B)(1)</a> .	25%
5. Percentage of non-residential (commercial/industrial/office) site to be landscaped. CDC <a href="#">54.020(B)(2)</a> .	20%
6. Percentage of 10 – 20 car parking lot to be landscaped (excluding perimeter). CDC <a href="#">54.020(B)(3)(a)</a> .	5%
7. Percentage of 1 – 9 car parking lot to be landscaped (excluding perimeter). CDC <a href="#">54.020(B)(3)(a)</a> .	0%
Area/Location	Landscaping Req'd.
8. Percentage of 20+ car parking lot to be landscaped (excluding perimeter). CDC <a href="#">54.020(B)(3)(a)</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 <sup>4</sup>Projecting signs shall not extend above the roofline at the wall or the top of a parapet wall, whichever is higher. They shall not be located within 20 feet of another projecting sign in the same horizontal plane or project within two feet of the curb or, if there is no curb, the edge of the pavement. All projecting signs shall have clearance above the sidewalk consistent with CDC [52.210\(D\)](#). Any illumination shall be external.*

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**

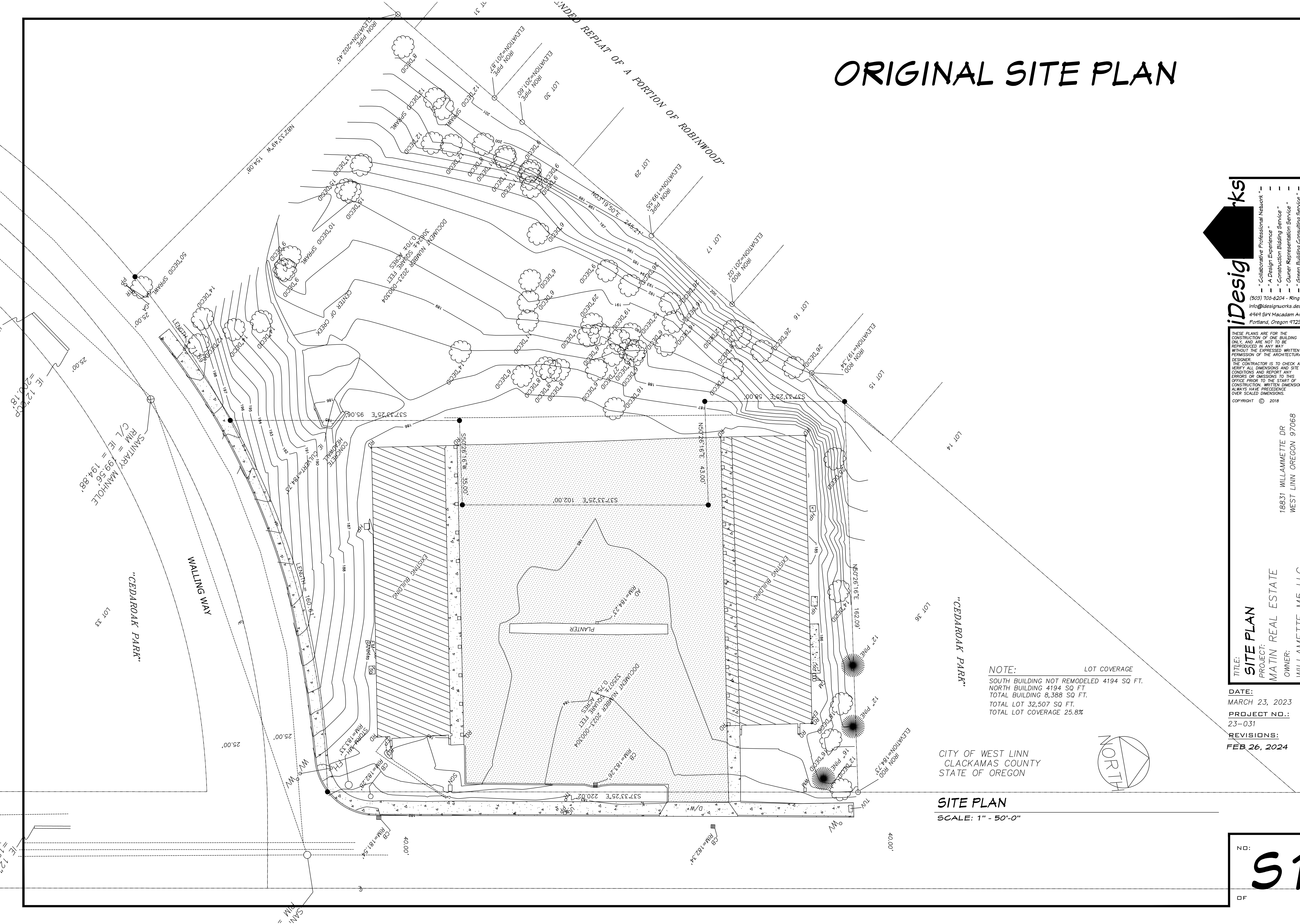
- A. Applicability. Class I design review applications for the development of one or more new dwelling units, as applicable under CDC [55.020\(A\)](#), are subject to the clear and objective approval standards in this section. Proposals where the applicant cannot or chooses not to meet the clear and 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.

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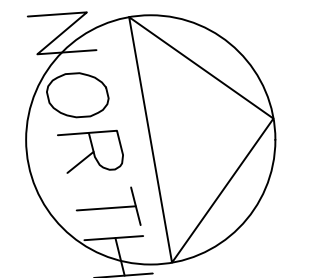
18831 WILLAMETTE DR  
 WEST LINN OREGON 97068

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%

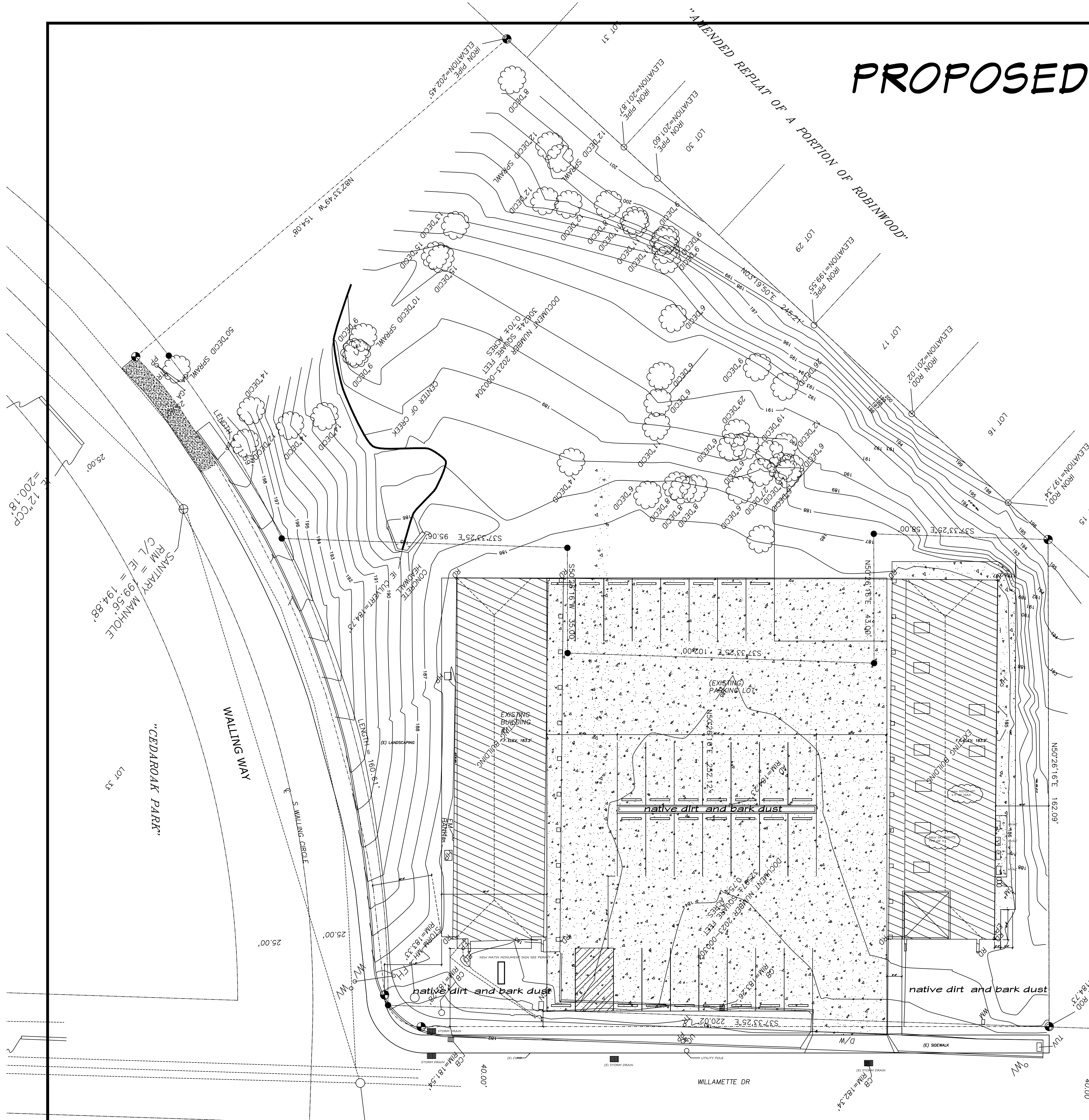
CITY OF WEST LINN  
 CLACKAMAS COUNTY  
 STATE OF OREGON



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

NO: **S1**  
 OF

# PROPOSED REMODEL SITE PLAN



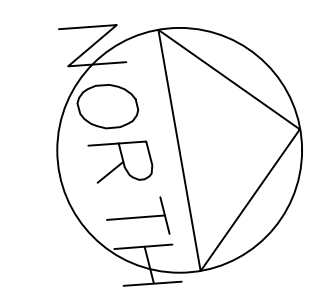
NOTE: LOT COVERAGE  
 SOUTH BUILDING NOT REMODELED 4194 SQ. FT.  
 NORTH BUILDING 4194 SQ. FT.  
 TOTAL BUILDING 8,388 SQ. FT.  
 TOTAL LOT 32,507 SQ. FT.  
 TOTAL LOT COVERAGE 25.8%

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

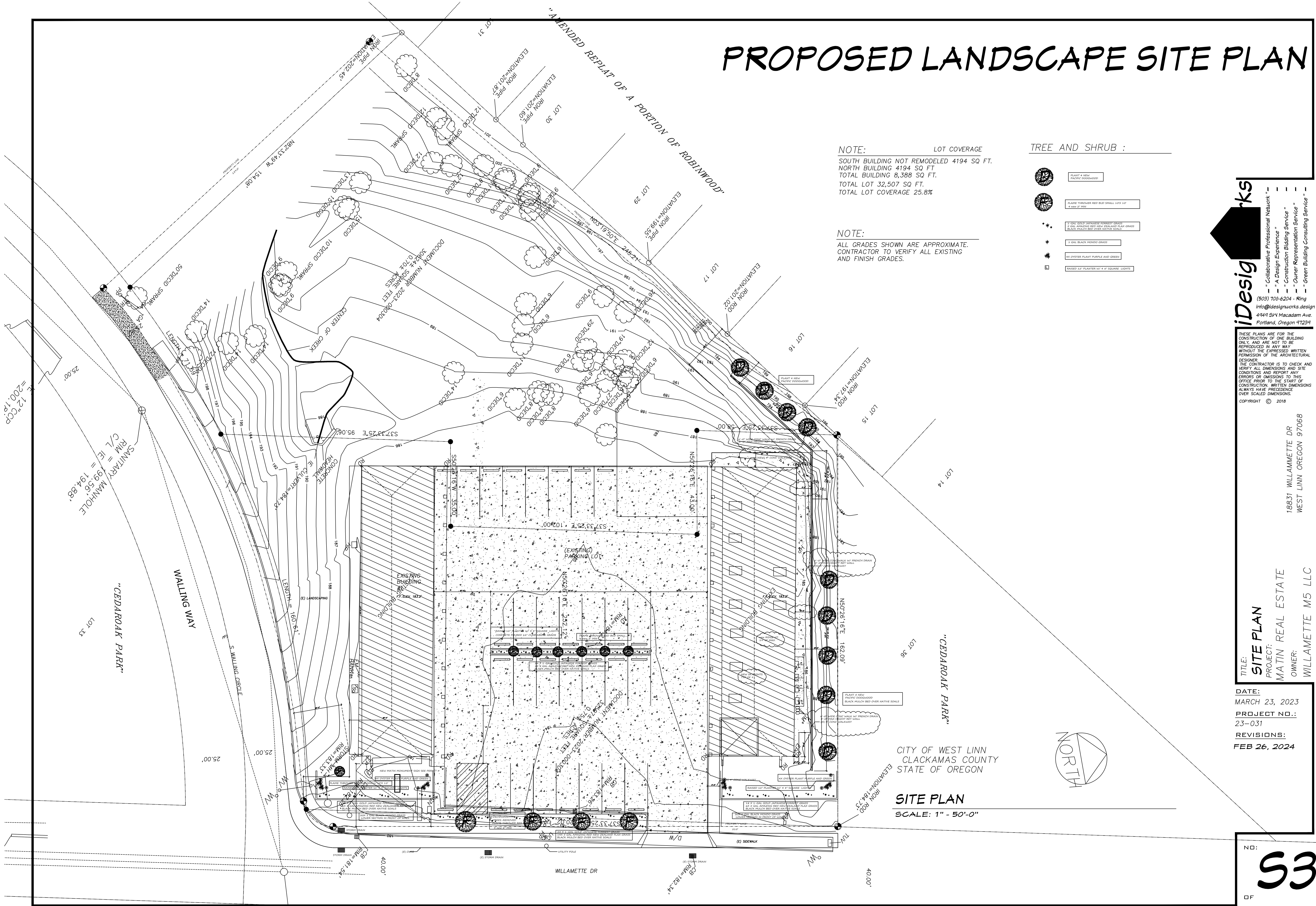
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TITLE: **SITE PLAN**  
 PROJECT: **MATIN REAL ESTATE**  
 OWNER: **WILLAMETTE M5 LLC**  
 18831 WILLAMETTE DR  
 WEST LINN OREGON 97068

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 :**

- PLANT # 1: PACIFIC DOGWOOD
- PLANT # 2: THINNER RED BUD SMALL 1/2" x 1/2" @ 2' DIA.
- 1 GAL GOLD JAPANESE FOREST GRASS
- 2 GAL ARISING RED NEW ZEALAND FLAX GRASS
- 1 GAL BLACK MONDO GRASS
- 4K OYSTER PLANT PURPLE AND GREEN
- BASED 3/4 PLANTER BOX 4 1/2 SQUARE LIGHTS

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 Collaborative Professional Network  
 "A Design Experience"  
 "Construction Bidding Service"  
 "Owner Representation Service"  
 "Green Building Consulting Service"  
 (503) 708-6204 - Ring  
 info@idesignworks.design  
 4449 SW Macadam Ave.  
 Portland, Oregon 97239

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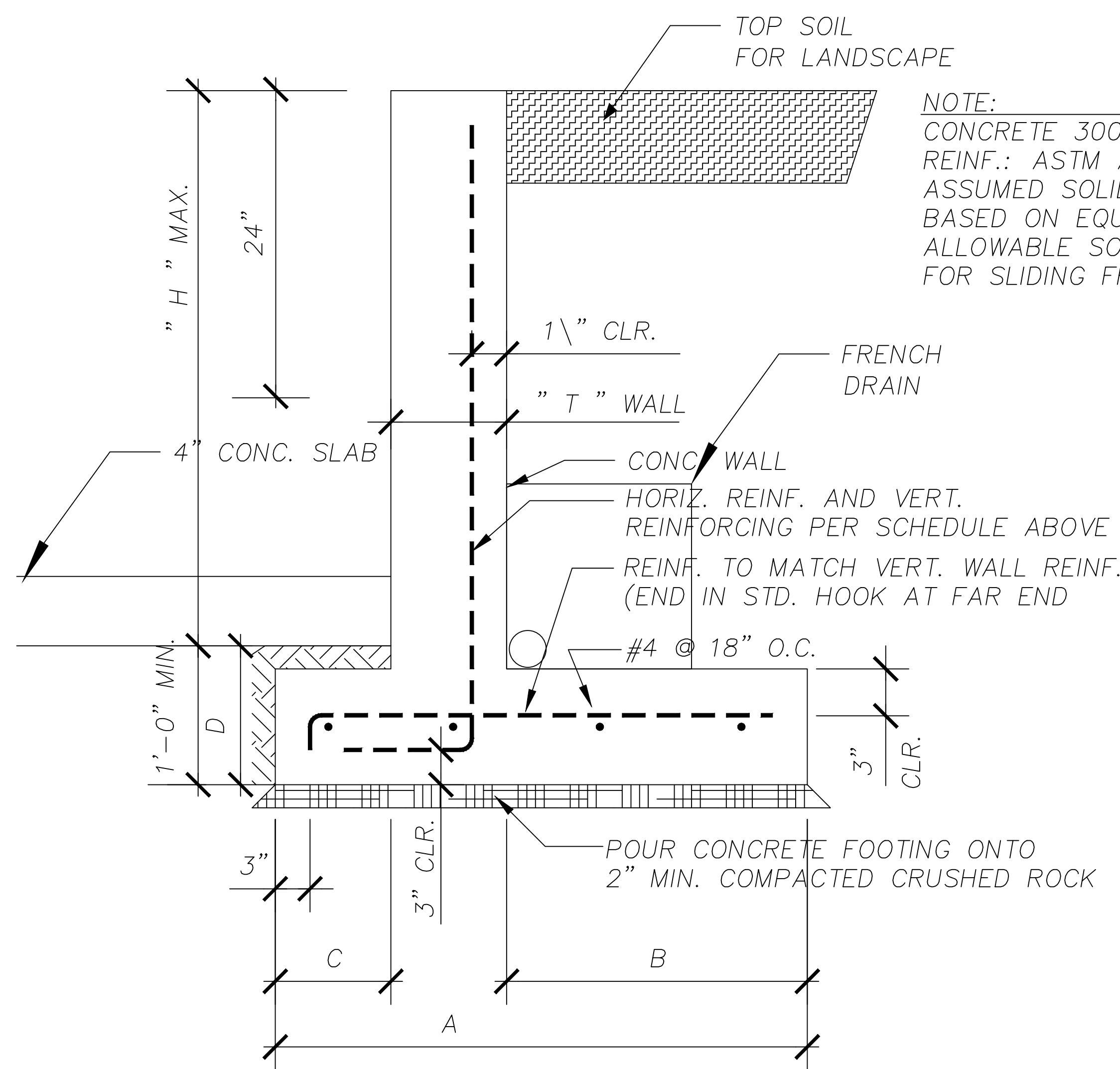
18831 WILLAMETTE DR  
 WEST LINN OREGON 97068

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"



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

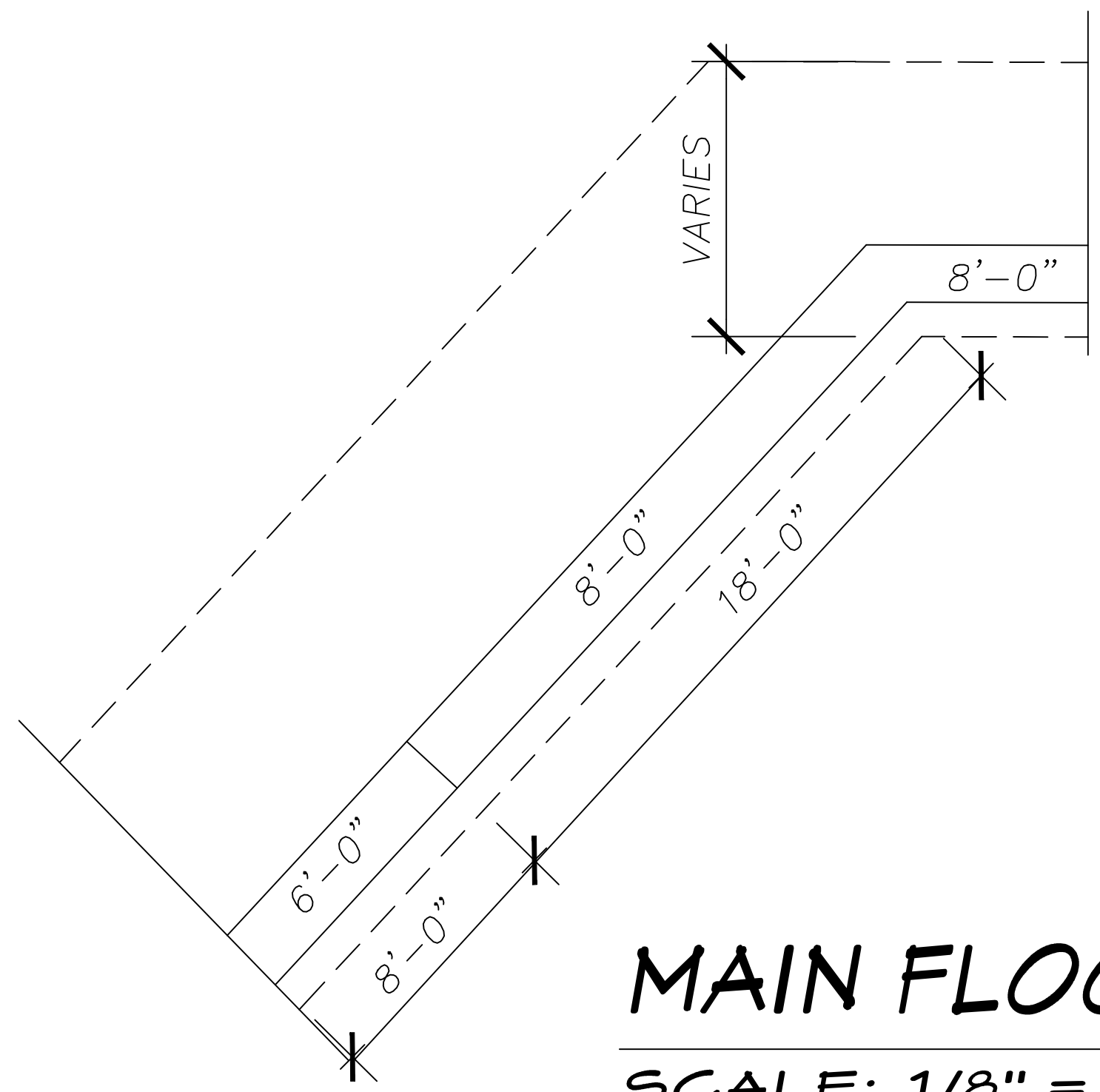
NOTE:  
 CONCRETE WALL IS DESIGNED TO CARRY SOIL AND SURCHARGE LOADS ONLY

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

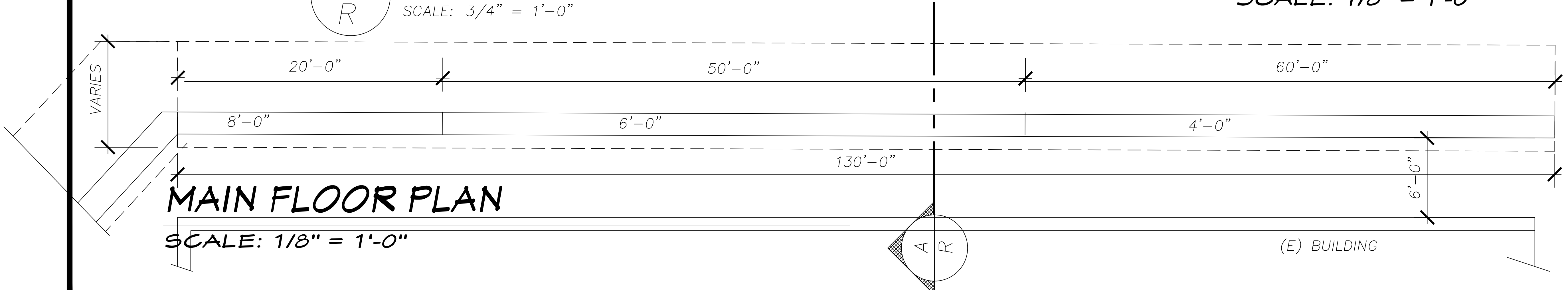
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STAMP FOR STRUCTURAL



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



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

**iDesignworks**

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

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

(503) 705-6204 - Ring  
 info@idesignworks.design  
 18880 MILLANETTE DR  
 WEST Linn, Oregon 97148

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.

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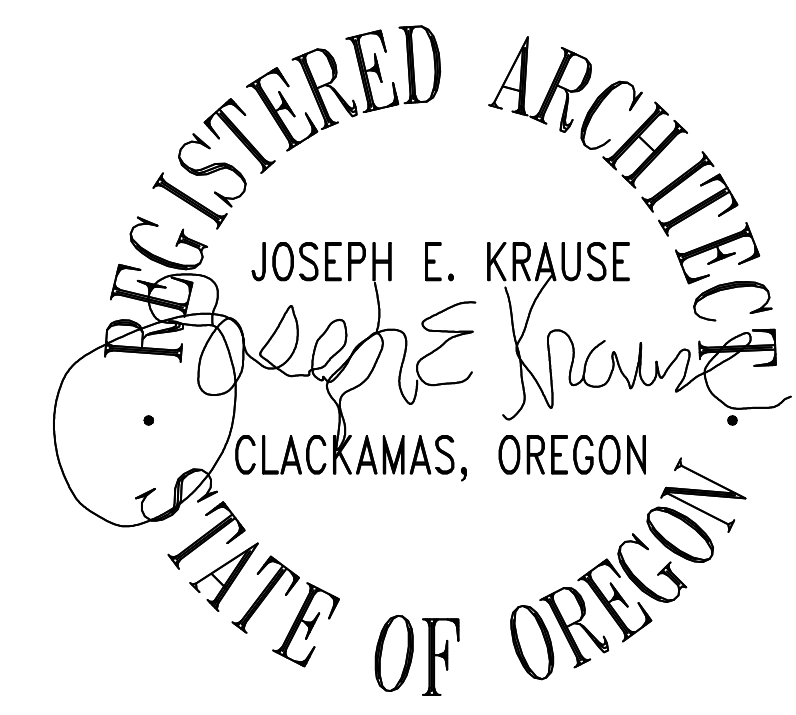
DATE: 10/1/2023

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

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**NOTE:**

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

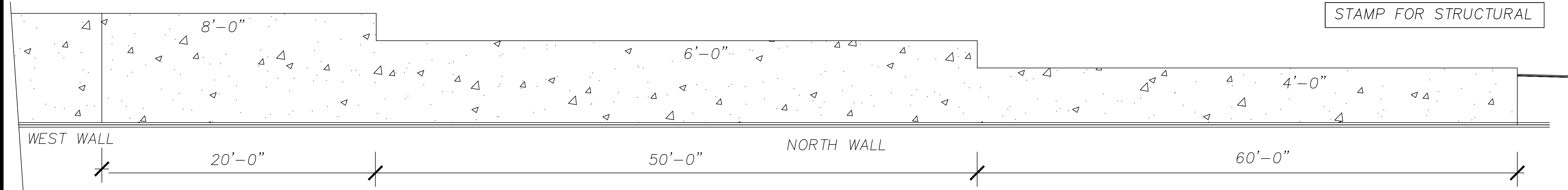


STAMP FOR STRUCTURAL

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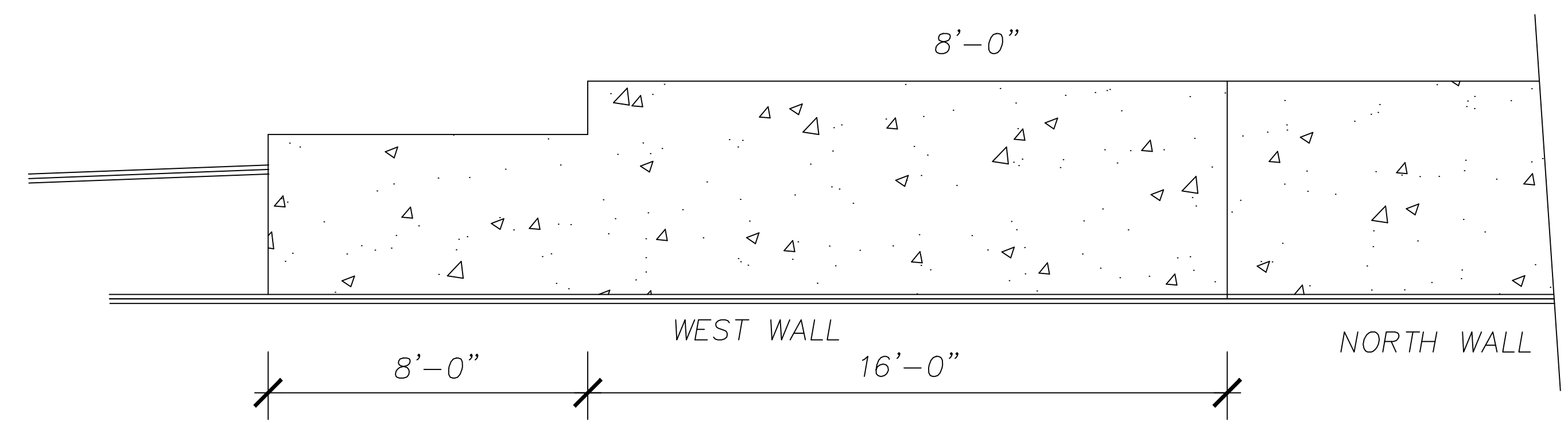
info@idesignworks.design  
19909 MILLAMETTE DR  
WEST LINN, Oregon 97146

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



**NORTH ELEVATION**

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



**WEST ELEVATION**

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

TITLE: **EXTERIOR ELEVATIONS**

PROJECT: **RETAIN WALL PLANS**

OWNER: **M5 INVESTMENTS LLC**

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DATE: 10/1/2023

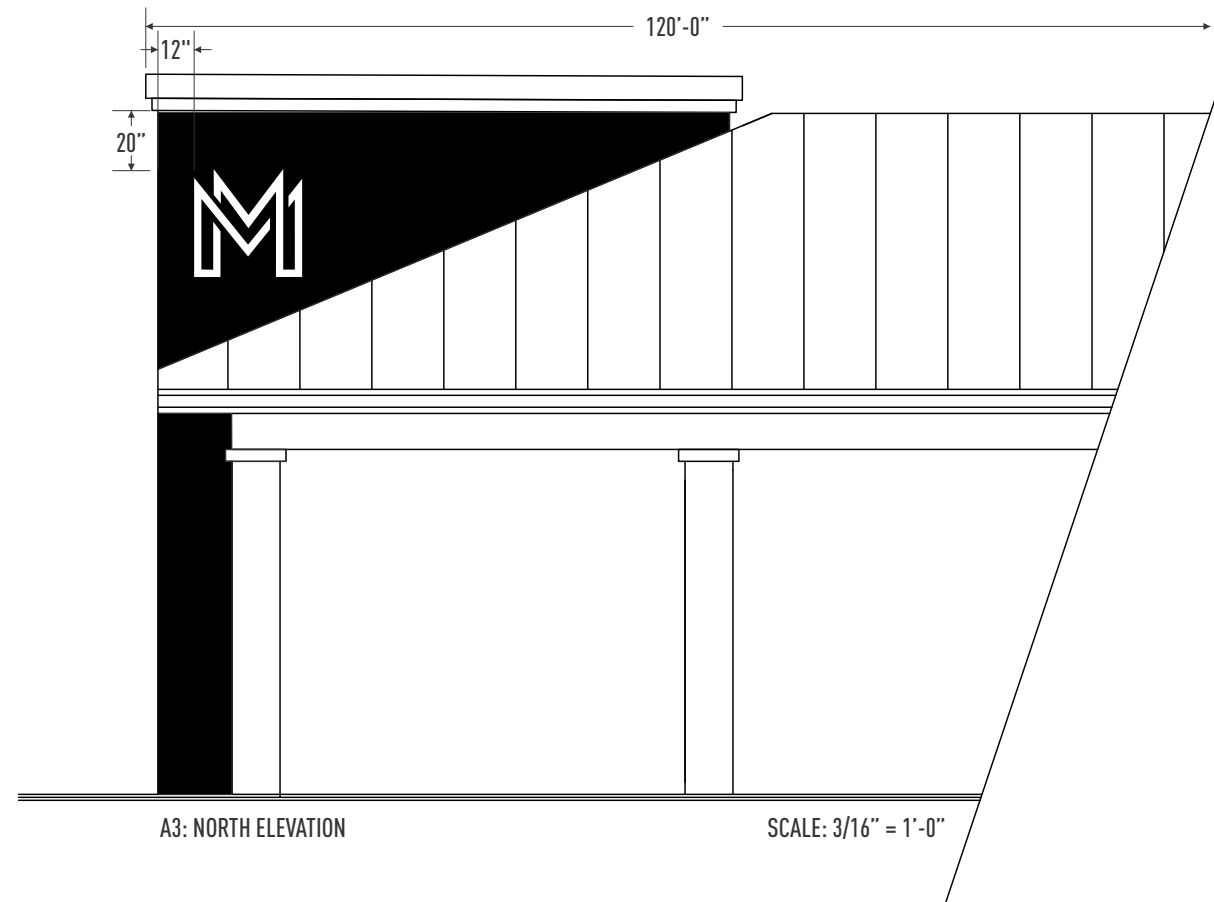
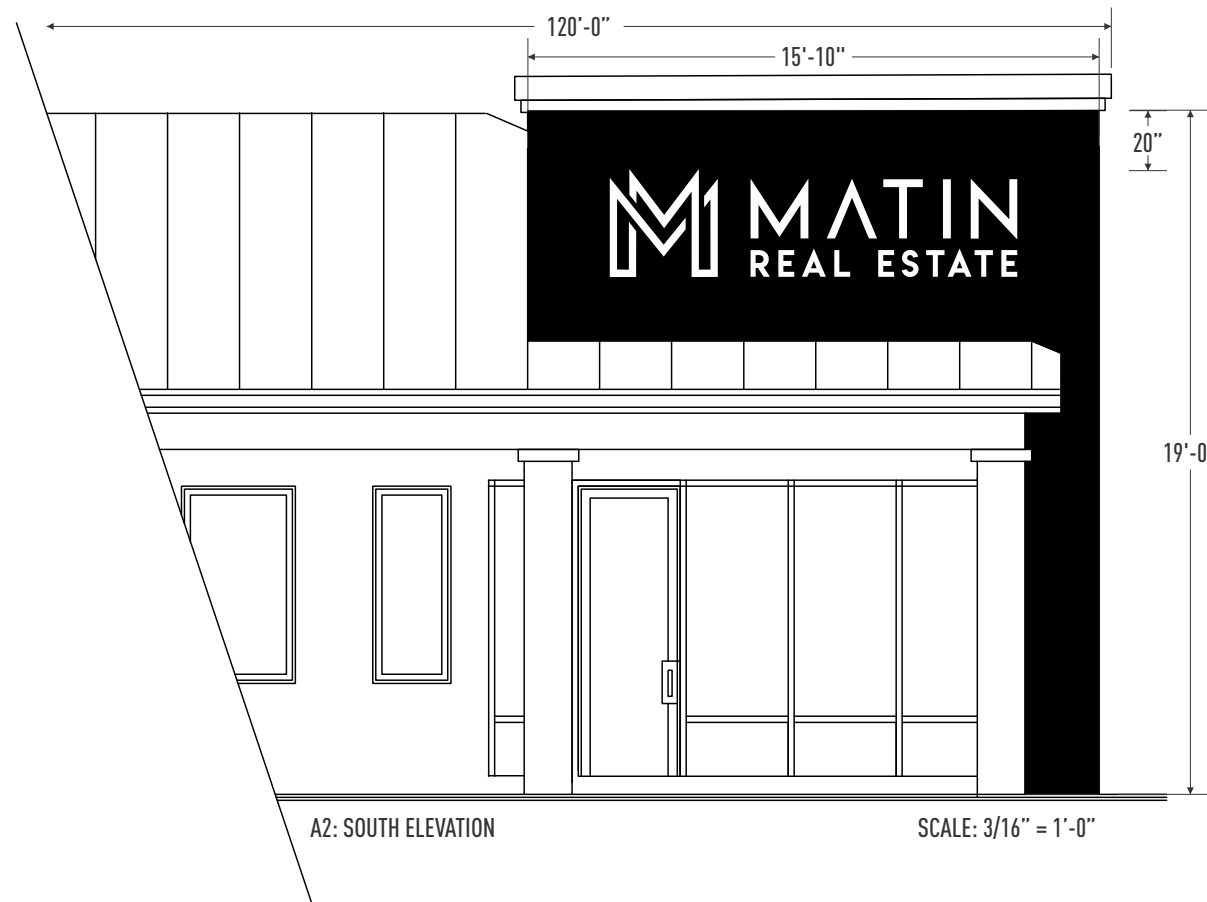
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NO: **R**

OF **RET=WALL**



# EXTERIOR | WALL DISPLAY - ELEVATIONS



**ON SITE SURVEY AFTER CONSTRUCTION COMPLETED NEEDED TO CONFIRM BUILDING DIMS**


 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

Sign Type A

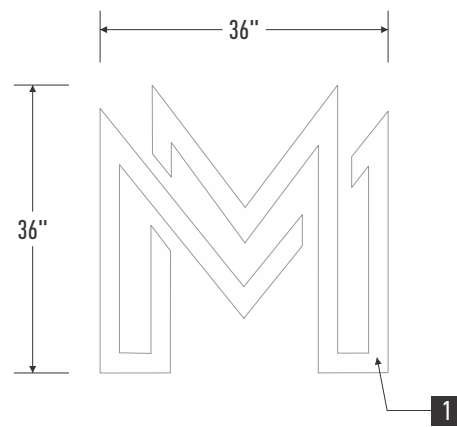
Client Approval: \_\_\_\_\_

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: \_\_\_\_\_

**COLORS**

**CITY CODE ALLOWANCE**

WALL SIGNS - 3 ALLOWED, 10% OF WALL AREA  
MAX 25 FT HEIGHT, 30' X 19' = 570 X 10% = 57SF  
120' X 19' = 2,280SF X 10% = 228 SF

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This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

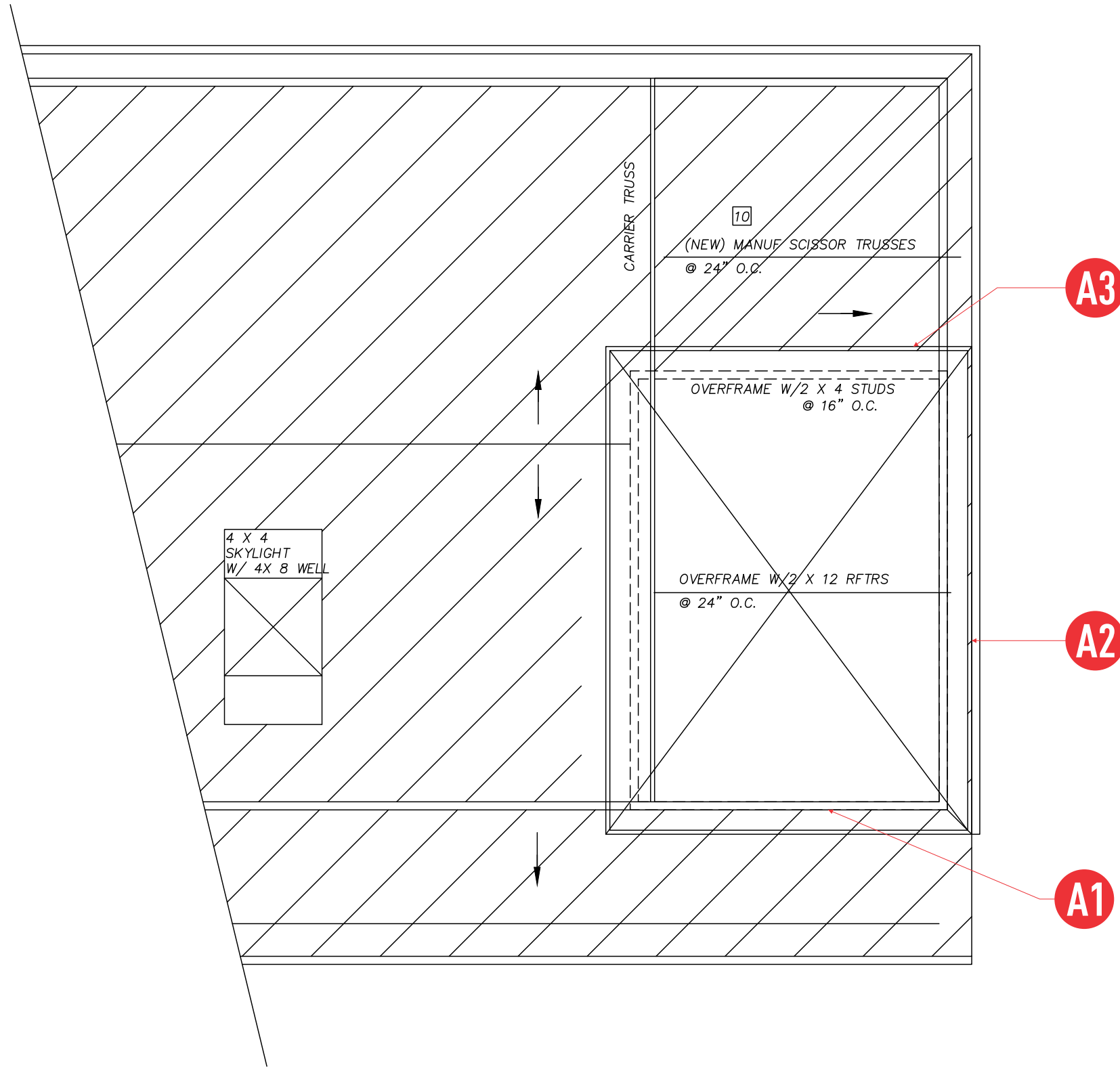
Date: 12.22.2023

Drawing: 23-JQ270

Sheet: 2 of 3



SCALE: NTS



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

**SECURITY SIGNS**  
Quality Since 1925

securitysigns.com

OR CCB# 122809  
WA SECURS1020CF

INTERNATIONAL SIGN ASSOCIATION

WORLD SIGN ASSOCIATES

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: \_\_\_\_\_

COLORS

CITY CODE ALLOWANCE

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This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Date: 12.22.2023

Drawing: 23-JQ270

Sheet: 3 of 3

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



**North Operating Center**  
11945 SW 70<sup>th</sup> 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] 2-15-24  
Fire Marshal or Designee Date

Conditions:

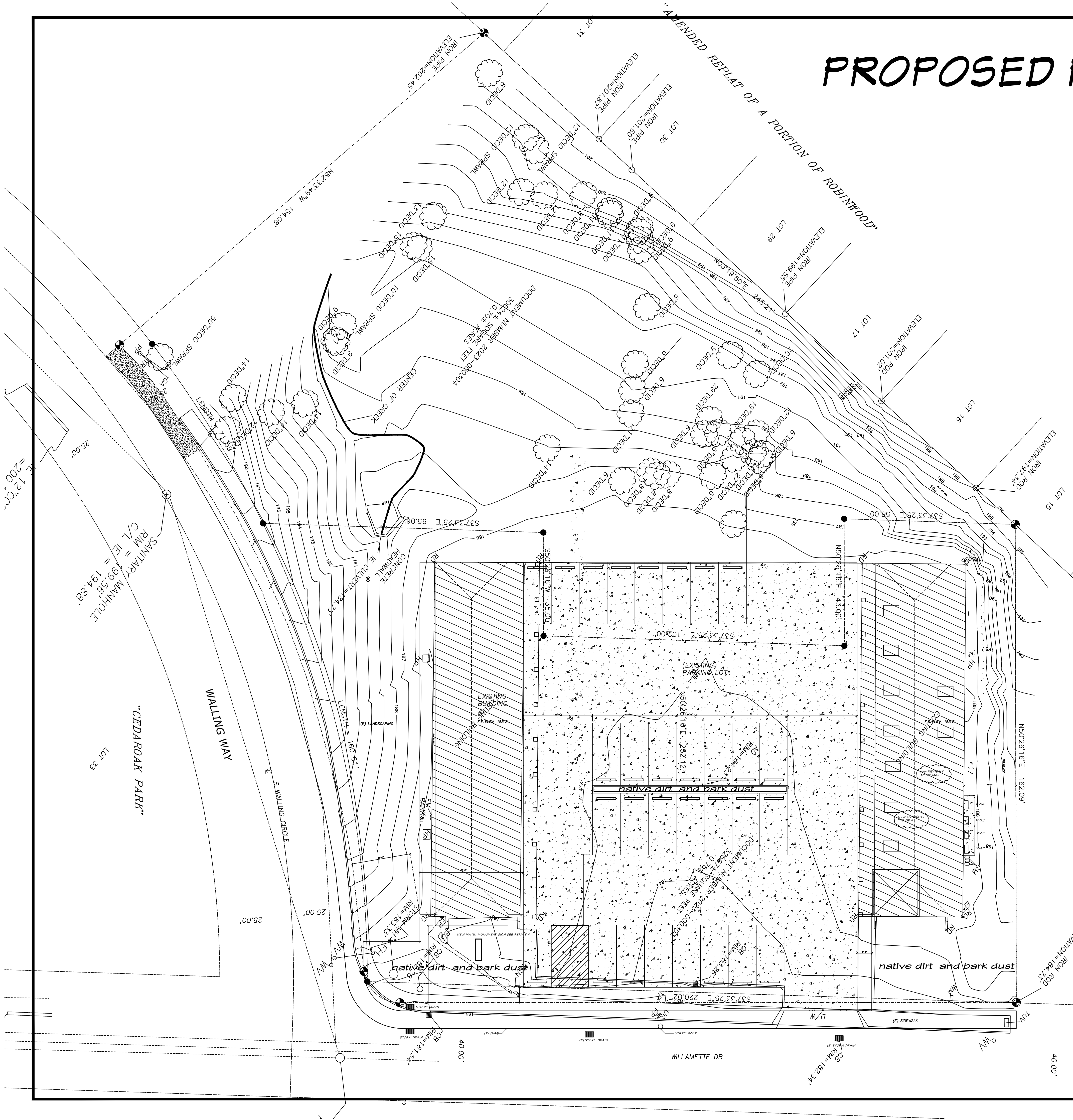
- See Attached Conditions:  Yes  No  
Site Inspection Required:  Yes  No

**This section used when site inspection is required**

Inspection Comments:

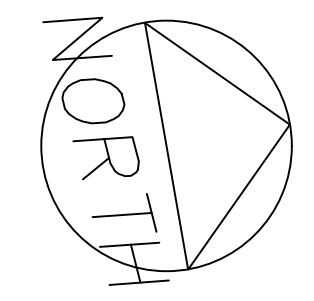
Final TVFR Approval Signature & Emp ID \_\_\_\_\_ Date \_\_\_\_\_

# 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.



CITY OF WEST LINN  
 CLACKAMAS COUNTY  
 STATE OF OREGON

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

**FS-1**  
**TVFR**

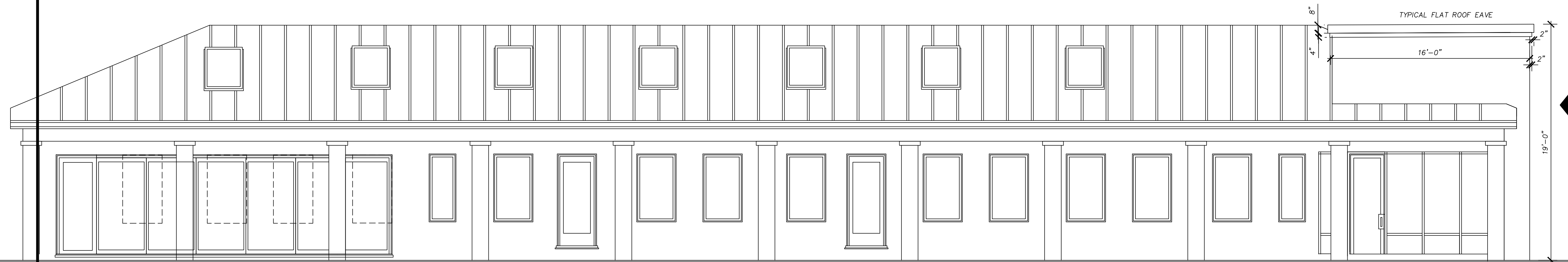
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 Green Building Consulting Service  
 (503) 700-6204 - Ring  
 info@idesignworks.design  
 4949 SW Macadam Ave.  
 Portland, Oregon 97239

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.  
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TITLE: **SITE PLAN**  
 PROJECT: **MATIN REAL ESTATE**  
 OWNER: **WILLAMETTE M5 LLC**  
 18831 WILLAMETTE DR  
 WEST LINN OREGON 97068

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

NO: **S2**  
 OF

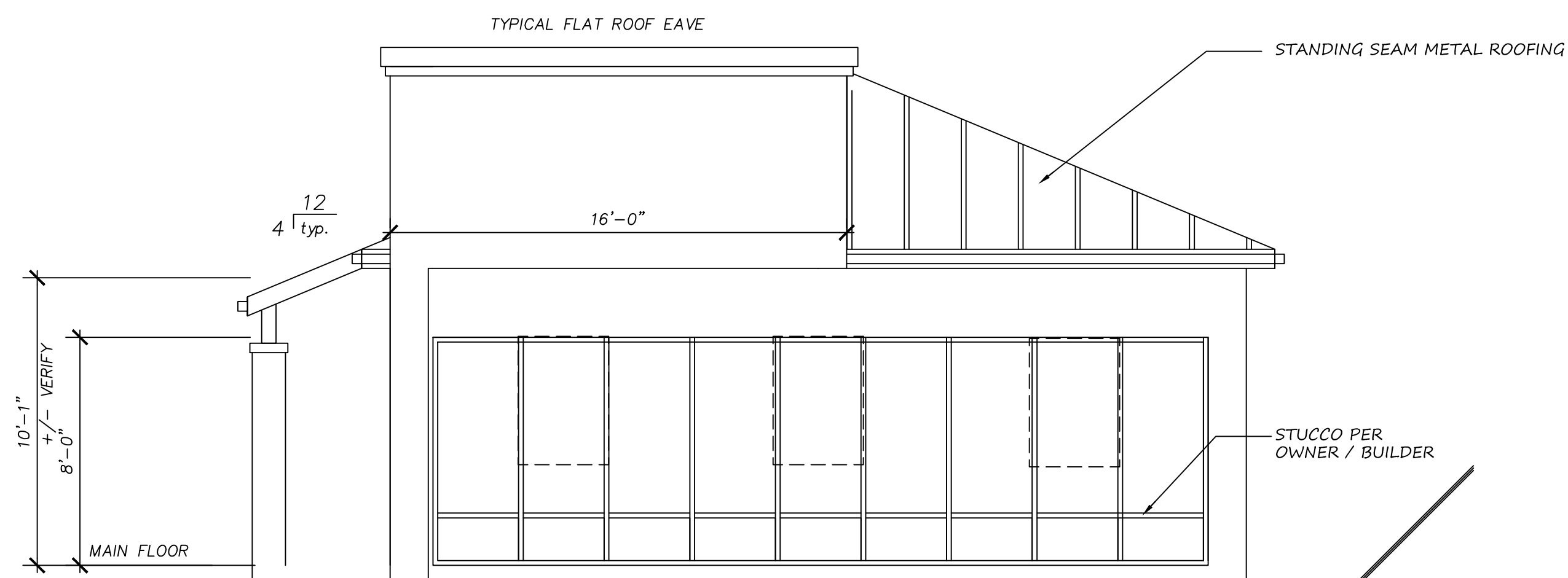


**SOUTH-SIDE ELEVATION**

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

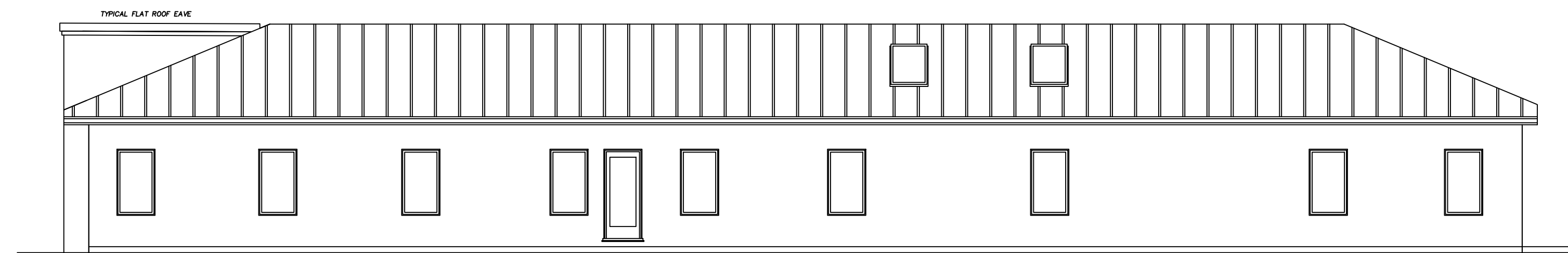
**NOTE:**  
EXTEND ALL FLUES A MIN. OF 2'-0"  
ABOVE ANY PART OF THE BLD'G W/ IN  
A 10'-0" HORIZONTAL RADIUS

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



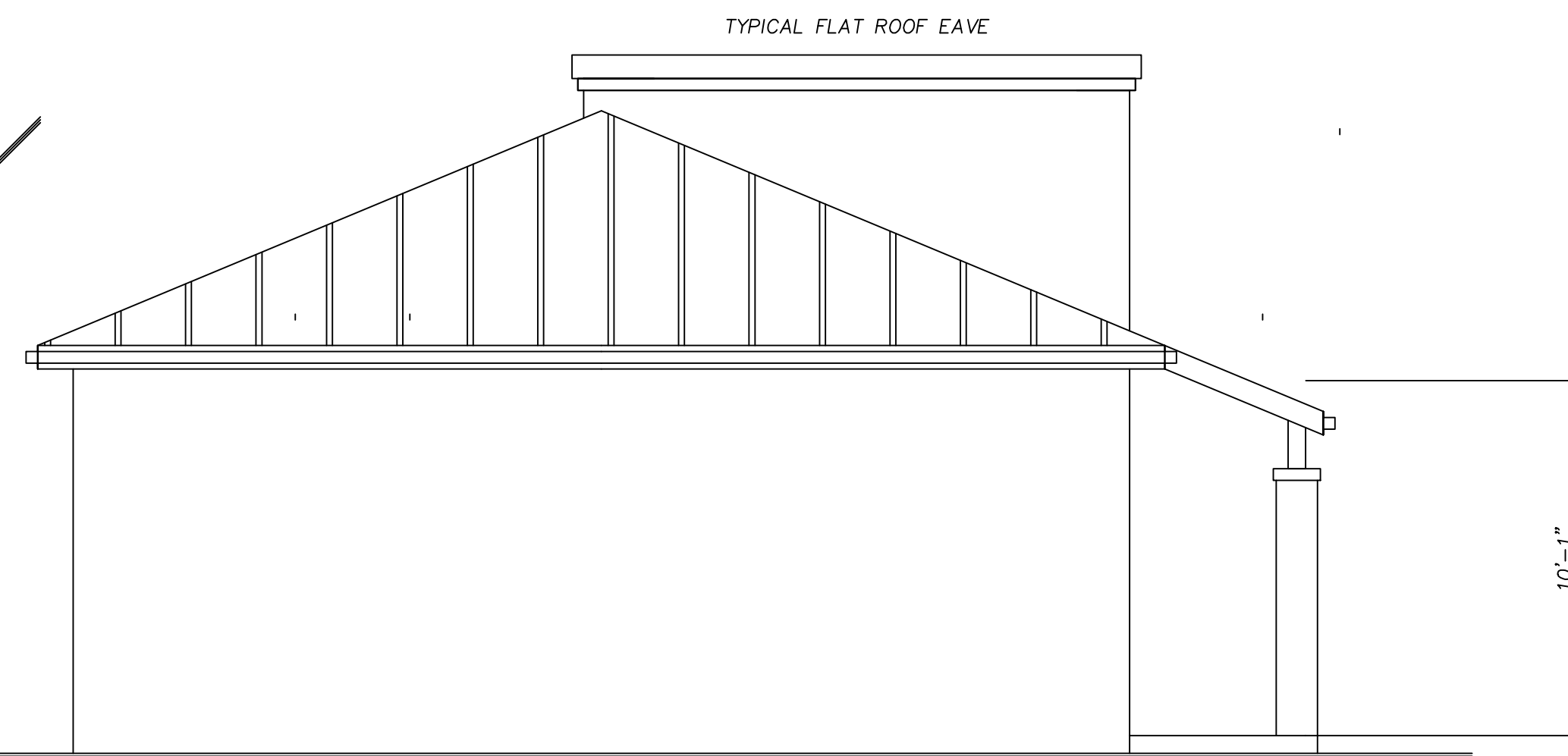
**EAST-SIDE ELEVATION**

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



**NORTH-SIDE ELEVATION**

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



**WEST-SIDE ELEVATION**

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



**FS-2  
TVFS**

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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