

EXHIBIT PC-1: APPLICANT SUBMITTAL



CITY OF WEST LINN OPERATIONS COMPLEX
CLASS II DESIGN REVIEW & CONDITIONAL USE PERMIT APPLICATION
FILE: PA-25-09

REVISED DECEMBER 1, 2025

December 1, 2025

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT	PROJECT NO(S).	PRE-APPLICATION NO.
NON-REFUNDABLE FEE(S)	REFUNDABLE DEPOSIT(S)	TOTAL

Type of Review (Please check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation (ANX)
<input type="checkbox"/> Appeal (AP)
<input type="checkbox"/> CDC Amendment (CDC)
<input type="checkbox"/> Code Interpretation (MISC)
<input checked="" type="checkbox"/> Conditional Use (CUP)
<input type="checkbox"/> Design Review (DR)
<input type="checkbox"/> Tree Easement Vacation (MISC)
<input type="checkbox"/> Expediated Land Division (ELD)
<input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Final Plat (FP) Related File#
<input type="checkbox"/> Flood Management Area (FMA)
<input type="checkbox"/> Historic Review (HDR)
<input type="checkbox"/> Lot Line Adjustment (LLA)
<input type="checkbox"/> Minor Partition (MIP)
<input type="checkbox"/> Modification of Approval (MOD)
<input type="checkbox"/> Non-Conforming Lots, Uses & Structures
<input type="checkbox"/> Planned Unit Development (PUD)
<input type="checkbox"/> Street Vacation | <input type="checkbox"/> Subdivision (SUB)
<input type="checkbox"/> Temporary Uses (MISC)
<input type="checkbox"/> Time Extension (EXT)
<input type="checkbox"/> Right of Way Vacation (VAC)
<input type="checkbox"/> Variance (VAR)
<input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP)
<input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)
<input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)
<input type="checkbox"/> Zone Change (ZC) |
|---|--|---|

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

Site Location/Address:

EAST OF SALAMO RD. AT INTERSECTION OF SALAMO RD. AND GREENE STREET

Assessor's Map No.:

Tax Lot(s): 21E35D5400 & 21E3602300

Total Land Area: 33.02 ACRES

Brief Description of Proposal:

THE CITY OF WEST LINN PROPOSES THE CONSTRUCTION OF A NEW OPERATIONS COMPLEX SERVING PUBLIC WORKS, ENVIRONMENTAL SERVICES, PARKS & RECREATION, WATER AND STREETS DIVISIONS. IMPROVEMENTS INCLUDE THREE NEW BUILDINGS, LANDSCAPING, PARKING, AND A PAVED LOT WITH FUELING, TRUCK WASH, DEWATERING AND DECANT FUNCTIONS.

Applicant Name*:

 JEFF DUNN, PROJECT MGR
 SCOTT EDWARDS ARCHITECTURE
 2525 E. BURNSIDE ST.
 PORTLAND, OR 97214

 Phone: 503-896-5388
 Email: JDUNN@SEALLP.COM

Owner Name (required):

 ERICH LAIS, PUBLIC WORKS DIRECTOR
 CITY OF WEST LINN
 22500 SALAMO RD.
 WEST LINN, OR 97068

 Phone: 503-722-3434
 Email: ELAIS@WESTLINNOREGON.GOV

Consultant Name:

 ALEX SIMPSON, PE
 HARPER HOUF PETERSON RIGHELLIS, INC.
 205 SE SPOKANE ST, SUITE 200
 PORTLAND, OR 97202

 Phone: 503-221-1131 EXT. 117
 Email: ALEX@HHPR.COM

1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. ***The applicant is financially responsible for all application costs.**
2. All information provided with the application is considered a public record and subject to disclosure.
3. The owner/applicant or their representative should attend all public hearings related to the application.
4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
5. Submit this form, application narrative, and all supporting documents as a single PDF through the web page: <https://westlinnoregon.gov/planning/submit-land-use-application>

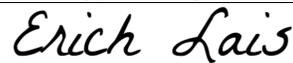
The undersigned property owner authorizes the application and grants city staff the **right of entry** onto the property to review the application. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.



Applicant's signature

07/15/25

Date


 box SIGN 1XXV2786-4QR2P222

Owner's signature (required)

Jul 15, 2025

Date

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 SCOTT EDWARDS ARCHITECTURE
 2525 E. BURNSIDE ST.
 PORTLAND, OR 97214

 Phone: 503-896-5388
 Email: JDUNN@SEALLP.COM

Owner Name (required):

 ERICH LAIS, PUBLIC WORKS DIRECTOR
 CITY OF WEST LINN
 22500 SALAMO RD.
 WEST LINN, OR 97068

 Phone: 503-722-3434
 Email: ELAIS@WESTLINNOREGON.GOV

Consultant Name:

 ALEX SIMPSON, PE
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 205 SE SPOKANE ST, SUITE 200
 PORTLAND, OR 97202

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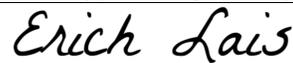
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Applicant's signature

07/15/25

Date


 box SIGN 1XXV2786-4QR2P222

Owner's signature (required)

Jul 15, 2025

Date

Attn: Aaron Gudelj, Associate Planner

West Linn Planning Department
22500 Salamo Road
West Linn, OR 97068

Dear Aaron,

It is with utmost enthusiasm that we submit this updated application for Class II Design Review and Conditional Use Permit for the development of the West Linn Operations Complex. The City and design teams have made adjustments to the design since our initial application, though the programming remains essentially the same. The major component of the changes was moving the office building to become the second floor of the fleet maintenance building. There is also a pedestrian bridge connecting the upper parking lot to the building. You will see these changes reflected in the site plan, floor plans, and elevations included. All text which has been updated since the first submission in the responses to CDC sections is shown here as *italicized*. A pre-application meeting has been completed, along with a Neighborhood Association meeting as required for the proposed development. Records and proof of proper notifications can be found within this application. Also included is the checklist provided from the pre-application meeting, required architectural drawings, civil drawings, letters of service and other supporting documents as required.

We understand that a completeness review will be conducted ensuring that all application materials have been provided and is acceptable per the application requirements. We look forward to engaging with you further in moving this ambitious project forward on behalf of the City and staff of West Linn.

Sincerely,
Jeff Dunn
Project Manager

SCOTT | EDWARDS ARCHITECTURE, L.L.P.
(503)-226-3617
jdunn@seallp.com

West Linn Operations Complex

Class II Design Review & Conditional Use Permit Application: PA-25-09

Owner	City of West Linn Public Works Director/City Engineer Erich Lais, PE 22500 Salamo Rd West Linn, OR 97068 Elais@westlinnoregon.gov 503.722.3434
Applicant	Jeff Dunn, Architect Scott Edwards Architecture 2525 E. Burnside St. Portland, OR 97214 jdunn@seallp.com 503.896.5388
Civil Engineer	Harper Houf Peterson Righellis, Inc. Alex Simpson, PE 205 SE Spokane St, Suite 200 Portland, OR 97202 alex@hhpr.com 503.221.1131 ext. 117
Landscape Architect	Harper Houf Peterson Righellis, Inc. Dan Chin, RLA, ASLA 205 SE Spokane St, Suite 200 Portland, OR 97202 danchin@hhpr.com 503.221.1131
Site Address	Intersection of Salamo Rd and Greene St

Tax Lots	21E35D5400 & 21E3602300
Project Size	Total area of parcels: 33.02 acres Total project area: 39,269 sf
Zone	R-10
Summary of Request	The City of West Linn proposes to construct a new Operations Complex east of Salamo Road at its intersection with Greene Street. This facility will serve Public Works, Environmental Services, Parks & Recreation, Water and Streets divisions. Improvements will include three new structures, landscaping, parking, and an upper paved lot with fueling island, truck wash, dewatering and decant functions serving the Operations Complex.
Type of Application	Conditional Use Permit and Class II Design Review
Date	July 15, 2025
Revised	November 24, 2025

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**Revised sections noted in italics with resubmittal*

1. Summary of Proposal
 - a. Project Background
 - b. Project Narrative
2. Design Drawings & Exhibits (see additional plans, reports and permits under “appendix” below)
 - a. Site Plan & Vicinity Map
 - b. Architectural Drawings
 - i. Floor Plans
 - ii. Building Elevations
3. Community Development Code Standards & Responses
 - a. Chapter 2: Definitions
 - b. Chapter 11: Residential R-10 (Low Density)
 - i. 11.020 Procedures and Approval Process
 - ii. 11.030 Permitted Uses
 - iii. 11.060 Conditional Uses
 - iv. 11.080 Dimensional Requirements, Conditional Uses
 - c. *Chapter 32 Water Resource Area Protection (this section added per Planner direction)*
 - d. Chapter 41: Building Height, Structures on Steep Lots, Exceptions
 - i. *41.005 Determining Height of Building--Revised*
 - ii. 41.020 Height Exceptions
 - iii. *41.040 Places of Worship and Government Buildings--Revised*
 - e. Chapter 42: Clear Vision Areas
 - i. 42.020 Clear Vision Areas Required
 - ii. *42.040 Computation; Street and Accessway 24 Feet or More in Width--Revised*
 - f. Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
 - i. 46.020 Applicability and General Provisions
 - ii. 46.030 Submittal Requirements
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 - v. 46.110 Reservoir Areas Required for Drive-in Uses (car wash is listed)
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- vii. 55.125 Transportation Analysis
 - viii. 55.140 Architectural Drawings
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 - k. Chapter 60: Conditional Uses
 - i. 60.030 Administration and Approval Process
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 - l. Chapter 96: Street Improvement Construction
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 - ii. 96.020 Fee-In-Lieu 96.030 Standards
 - m. Chapter 99: Procedures for Decision Making: Quasi-Judicial
 - i. 99.030 Application Process
 - ii. 99.038 Neighborhood Contact Required
 - iii. 99.060 Approval Authority (Planning Commission)
- 4. Appendix: Supplemental Drawings & Reports
 - a. Civil Drawings
 - i. Civil Cover
 - ii. Paving Plan
 - iii. Stormwater & Grading Plan
 - iv. Utility Plan
 - v. Landscape Plan
 - vi. Tree Protection & Removal Plan
 - b. Arborist Report
 - c. Stormwater Management Report
 - d. Site Lighting Plan
 - e. TVF&R Permit & Fire Service Plan
 - f. Neighborhood Association Outreach Documentation
 - i. Meeting notes from Neighborhood Association public meeting
 - ii. Letter of notification of public meeting to Neighborhood Associations
 - iii. Certified mail receipts
 - g. Water Resource Area Report
 - h. Geotechnical Report

Project Background

The City of West Linn, Oregon has been undergoing steady population growth for decades and the Public Works Department currently operates out of substandard facilities dispersed across the City while providing services to its roughly 30,000 residents. West Linn was on the CNN/Money Magazine 'Best Places to Live' list in 2011 and has been praised for its views of the Cascade Mountains, proximity to the Willamette River, cultural opportunities like the Farmer's Market and Street Dance, among other things. In order to continue providing a high quality of life for its residents, the City of West Linn is investing in this critical support facility to serve the community for decades to come.

The site (tax lots 21E35D5400 and 21E3602300) is not currently zoned but it was noted in the pre-application conference that the property has a zoning designation given by City Council on December 14, 1983 of low-density residential. The neighboring parcels are zoned as low-density residential zoning (R-10) and although there is no specific neighborhood association designated for the parcel, the neighboring Barrington Heights, Willamette and Savannah Oaks associations have been contacted for engagement which occurred in June of 2025 in the West Linn City Hall council chambers.

Design work has been underway since the fall of 2023 and the City has guided the design team toward solutions which embody the utility required of Public Works, environmental sensitivity, efficiency, durability and resiliency for a forward-looking facility.

Project Narrative

A very steeply sloped 33.02 acres site and large existing wetland made this design challenging, in which the design team and City staff imagined a set of smaller, separated buildings that terrace down the steep grades and celebrate the views of the wetlands to the southeast, visually relating to the context of residential structures directly to the north of the site and agricultural sheds more broadly. The office/maintenance building (easternmost on the site plan) is intended to be constructed using a CLT mass-plywood hybrid structural frame and roof panels, further relating to the pacific northwest palette and offering visitors and staff a more biophilic and calming environment. The western building is intended to be constructed of a pre-engineered metal frame for cost-savings but clad with the same gray metal panel system for aesthetic consistency across the site.

The project is located on the east side of Salamo Road, near the intersection of Salamo Road and Greene Street (tax lots 21E35D5400 and 21E3602300). Within the umbrella of Public Works, the project consists of Environmental Services, Water, Streets, and Parks & Recreation. City fleet vehicles will be serviced and maintained here while crews from Streets, Environmental Services, Parks/Rec and Water will have modern office spaces and warehouse spaces to carry out their daily tasks in combination with serving the community in the field. Centralizing these services will make all divisions more efficient but also allow for the long-term resiliency that the city can rely on moving into the future.

More specifically, the improvements will consist of a new paved drive from Salamo Rd which will descend into a series of paved lots and structures. As shown in the included landscape plans, re-grading and new landscape/tree preservation plan is included with this application. The lowest paved pad is intended for ultimate flexibility for moving trucks of all sizes to maneuver and be serviced. There is will be a warehouse building (Building A) for City vehicle and material storage. On the same pad there will be a second structure for fleet maintenance on level 1 and office on level 2 (Building B.) Also shown on this lower lot is a covered vehicle port for fleet trucks. There is a smaller parking lot higher up on the slope with a pedestrian bridge to the 2nd floor of Building B. Bike parking is shown here and at the lower lot as well. A third lot is shown to the east for bulk storage, de-watering, truck wash, fueling and dumpster storage.

Applicable Community Development Code Sections

Chapter 2: Definitions

Applicant's Response:

Below is a list of selected terms defined within Chapter 2 that apply to this project and are referenced in subsequent responses below:

Public Support Facilities: Public services that deal directly with citizens, to include meeting and hearing rooms, together with incidental storage and maintenance of necessary vehicles, and exclude commercial use type "professional and administrative services." Typical use types are associated with governmental offices.

Chapter 11: Residential R-10 (Low Density)

11.020 Procedures and Approval Process

A. A use permitted outright, CDC [11.030](#), is a use which requires no approval under the provisions of this code, except that some uses require design review pursuant to CDC [11.090\(B\)](#). If a use is not listed as a use permitted outright, it may be held to be a similar unlisted use under the provisions of Chapter [80](#) CDC.

B. A use permitted under prescribed conditions (CDC [11.050](#)) is a use for which approval will be granted provided all conditions are satisfied, and:

1. The Planning Director shall make the decision in the manner provided by CDC [99.060\(A\)\(2\)](#), Administrative Procedures, except that no notice shall be required; and
2. The decision may be appealed by the applicant to the Planning Commission as provided by CDC [99.240\(A\)](#).

C. A conditional use (CDC [11.060](#)) is a use the approval of which is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter [60](#) CDC, Conditional Uses. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter [80](#) CDC.

D. The following code provisions may be applicable in certain situations:

1. Chapter [65](#) CDC, Non-conforming Uses Involving a Structure.
2. Chapter [66](#) CDC, Non-conforming Structures.
3. Chapter [67](#) CDC, Non-conforming Uses of Land.
4. Chapter [68](#) CDC, Non-conforming Lots, Lots of Record.
5. Chapter [75](#) CDC, Variance. (Ord. [1745](#) § 1 (Exh. A), 2023)

Applicant's Response:

A) This project is not listed as a use permitted outright within the R-10 zone under 11.030.

B) This project is not listed as a use and development permitted under prescribed conditions within the R-10 zone under 11.050.

C) The Operations Complex is considered a conditional use within the R-10 zoning designation as described below within CDC 11.060 item #4, Public Support Facilities.

D) The applicant understands that the provisions listed may be applicable in certain situations.

11.030 Permitted Uses

The following are uses permitted outright in this zoning district:

1. Single-family attached or detached residential unit.
 - a. Duplex residential units.
 - b. Triplex residential units.
 - c. Quadplex residential units.
2. Cottage clusters.
3. Townhouse.
4. Community recreation.
5. Family day care.
6. Residential home.
7. Utilities, minor.
8. Transportation facilities (Type I).
9. Manufactured home.
10. Community building on City-owned property at 3706 Cedaroak Drive and indicated on the map below.

Applicant's Response:

The project is not defined within any of the uses listed within 11.030 (see conditional uses 11.060 below.)

11.060 Conditional Uses

The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter [60](#) CDC, Conditional Uses.

1. Cultural exhibits and library services.
2. Lodge, social, community center and civic assembly.
3. Public safety facilities.
4. Public support facilities.
5. Recycle collection center.
6. Religious institution.
7. Schools.
8. Senior center.
9. Utilities, major.
10. Transportation facilities (Type II). See CDC [60.090](#) for additional approval criteria.

Applicant's Response:

The project is defined in section 02.030 Definitions as #4 Public Support Facility: Public services that deal directly with citizens, to include meeting and hearing rooms, together with incidental storage and maintenance of necessary vehicles, and exclude commercial use type "professional and administrative services." Typical use types are associated with governmental offices.

11.080 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)

Applicant's Response:

The applicant understands that the appropriate lot or parcel size for a conditional use shall be determined based upon criteria set forth in CDC 60.070 (A) and (B) and a response is included within this section later in this document.

Chapter 32: Water Resource Area Plan

A Water Resource Area Review (which includes the Wetland Delineation Report included in the submission) identifies 2 features (Wetland A and Stream 1) and assigns the required Water Resource Areas (WRA) to each in accordance with CDC Chapter 32. Figure 1 of the Water Resources Area Review shows the extent of wetlands, streams, WRAs, and unavoidable impacts and the proposed mitigation. The report addresses pertinent sections of Chapter 32.

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

41.005 Determining Height of Building

A. For all zoning districts, building height shall be the vertical distance above a reference datum measured to the highest point of a flat roof or to the deck line of a mansard roof or to the highest gable, ridgeline or peak of a pitched or hipped roof, not including projections not used for human habitation, as provided in CDC 41.030. The reference datum shall be selected by either of the following, whichever yields a greater height of building.

1. For relatively flat sites where there is less than a 10-foot difference in grade between the front and rear of the building, the height of the building shall be measured from the proposed finished grade five feet out from the exterior wall at the front of the building (Figure 1); or
2. For steeper lots where there is more than a 10-foot difference in grade between the front and rear of the building, the height of the building is measured from the proposed finished grade at a point five feet out from the exterior wall on the lowest side (front or rear) of the building. One then measures vertically to the peak or ridgeline of the roof to determine the height (Figure 2).
3. Buildings on cross slopes or side slopes are measured at either the front or rear of the building using methods described in subsections (A)(1) and (2) of this definition only (Figure 3).

Even if the cross slope creates a tall elevation on the side, the method of determining height is not modified.

Also see CDC 41.020, Height Exceptions.

Applicant's Response:

- A. Applicant understands that building height shall be measured in this way per subsections 1, 2 and 3. *Building A and Building B will be measured according to method #1 for flat sites as shown in 41.005 (A). Building B will be measured using method #2 for steeper lots. See building elevations included in application.***

41.020 Height Exceptions

- A. Exceptions to the maximum building height standards provided in the underlying zone shall be permitted on sloped lots under the circumstances specified in subsections B and C of this section.
- B. Buildings on sites that front onto the downslope side of a street may exceed the building height standard, provided the following are met:
 - 1. The highest grade of the building site is greater than 10 feet above the lowest grade, as measured along the planes of the proposed structure;
 - 2. The total building height does not exceed 45 feet, as measured from the lowest grade at a point five feet downhill from the rear of the building (or 50 feet in the R-15, R-20, and R-40 zones); and
 - 3. The building height does not project more than 24 feet above the average grade of the street.
- C. Buildings on sites that front onto the upslope side of a street may exceed the building height standard, provided the following are met:
 - 1. The highest grade of the building site is greater than 10 feet above the lowest grade, as measured along the planes of the proposed structure;
 - 2. The total building height does not exceed 45 feet, as measured from a point five feet downhill from the front of the building (or 50 feet in the R-15, R-20, and R-40 zones).

Applicant's Response:

- A. Applicant understands this exception as noted below**
- B. These buildings are on the downslope side of Salamo Rd and for Building B, the highest grade of the building site is greater than 10 feet above the lowest grade per subsection 1, the total building height is less than 45 feet per subsection 2, and the building does not project more than 24 feet above Salamo Road.**
- C. The building does not meet section C**

41.040 Places of Worship and Government Buildings

The height of a place of worship or governmental building may be built to a maximum height of 50 feet provided:

- A. The total floor area of the building does not exceed one and one-half times the area of the site;
- B. The yard dimensions in each case are equal to at least two-thirds of the building height of the principal structure; and
- C. The approval of this exception is a part of the approval of the conditional use allowed under Chapter 60

Applicant's Response:

This government building may be built to 50 feet as it meets the subsections listed below:

- A. Total floor area is far below 1.5X area of the site (47,600 sf building area, 33.02 acres site area)**
- B. Yard dimensions in all cases far exceed the building heights of the 3 principal structures. *See civil sheet C1.0 showing dimensioned setbacks of principal structures from property lines and neighboring residences.***
- C. This use is allowed as a conditional use under chapter 60**

Chapter 42: Clear Vision Areas

42.020 Clear Vision Areas Required

- A. A clear vision area shall be maintained on the corners of all property adjacent to an intersection as provided by CDC 42.040 and 42.050.
- B. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction (except for an occasional utility pole or tree) exceeding three feet in height, measured from the top of the curb, or, where no curb exists, from the street centerline grade, except that trees exceeding this height may be located in this area, provided all branches below eight feet are removed.

Applicant's Response:

Applicant understands the requirement for clear vision areas and there is no construction intended within the 30 ft x 30 ft triangular areas described in these areas as part of this project.

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

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

Applicant's Response:

Applicant understands the requirement for clear vision areas and there is no construction intended within the 30 ft x 30 ft triangular areas described in these areas as part of this project. See civil sheet C1.0 showing 30 ft x 30 ft clear vision area. The site driveway extends beyond the existing right of way at Salamo Road – therefore the clear vision area is based on the proposed and existing curb lines at Salamo Road. The site entrance profile showing the entire right of way of approach is shown on sheet C2.0.

Chapter 46: Off-Street Parking, Loading, and Reservoir Areas

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, loading areas and reservoir areas shall be provided in accordance with the requirements of this chapter unless other requirements are otherwise established as a part of the development approval process.
- B. The provision and maintenance of off-street parking and loading spaces are the continuing obligation of the property owner.
- C. No building or other permit shall be issued until plans are approved that show the property that is and will remain available for exclusive use as loading space as required by this chapter.
- D. 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.

Applicant's Response:

Parking spaces and loading areas will be improved per standards within this chapter as detailed below in section 46.090.

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;
- K. Location of bicycle racks;
- L. A tree canopy plan developed in coordination with the local electric utility, including pre-design, design, and building and maintenance phases that includes:
 - 1. Confirmation, such as a signature or email, from electric utility showing they reviewed and support the plan.
 - 2. Site plan depicting canopy coverage at maturity to meet CDC 46.150(F).
 - 3. Planting specifications to meet CDC 46.150(F).
 - 4. Narrative responses to show compliance with CDC 46.150(F); and
- M. Narrative responses and site plan depicting location of required electric vehicle charging conduit per CDC 46.150(G).

Applicant's Response:

For items A through M, see Architectural Proposed Site Plan within this package, civil plans C0.0 through C3.0, and landscape plans L1.0 through L2.0 included within the appendix. These plans show parking stall dimensions, locations, types, curb cuts, plantings, grading, drainage, pedestrian walkways, bike racks, tree protection and removal plan.

46.070 Maximum Distance Allowed Between Parking Area and Use

- A. Off-street parking spaces for single-family dwellings shall be located on the same lot with the dwelling.
- B. Parking areas must provide the following, wherever applicable:
 - 1. Employee parking areas for carpools and vanpools shall be located closer to the entryway to the building than general employee parking.
 - 2. Stacked or valet parking is allowed if an attendant is present to move vehicles. If stacked parking is used for parking spaces, the applicant shall ensure that an attendant will always be present when the lot is in operation. The requirements for maximum spaces and all parking area development standards continue to apply for stacked parking.
 - 3. All disabled parking shall be placed closest to building entrances than all other parking. Appropriate ADA curb cuts and ramps to go from the parking lot to the ADA-accessible entrance shall be provided unless exempted by ADA code.
 - 4. Parking for cottage clusters may be further than 200 feet, if a pedestrian pathway is provided with the following conditions:
 - a. Pedestrian walkways from the parking area to the main entrances of cottages is paved and meets standard ADA width and slopes to ensure the most direct path.
 - b. Pedestrian scaled lighting is provided along the path.

Applicant's Response:

A. This is not a residential project

B. ADA spaces shall be located closest to the building, followed by carpool spaces and then regular spaces. There is no stacked or valet parking as part of this project. There are no cottage clusters as part of this project.

46.090 Computation of Required Parking Spaces (Maximum)

A. Maximum parking. Parking spaces shall not exceed the following amounts:

01 Land Use	02 Maximum Spaces (spaces per 1,000 sq. ft. of gross leasable area unless otherwise stated)
Multifamily studio unit (spaces per unit)	1.2
Multifamily non-studio (spaces per unit)	2.0
General office (includes office park, "flex-space," government office and misc. services)	3.0
Warehouse (gross square feet; parking ratios apply to warehouses 150,000 gsf or greater)	0.4
Schools: college/university & high school (spaces/# of students and staff)	0.3
Tennis/racquetball court	1.3
Sports club/recreation facilities	4.8
Retail/commercial, including shopping centers	4.6
Bank with drive-in	3.0
Movie theater	0.4
Fast food with drive-through	11.0
Other restaurants	11.0
Place of worship (spaces/seats)	0.6
Medical/dental clinic	4.4
Other commercial uses	5.0

1. For land uses with more than 65,000 square feet of floor area, surface parking may not consist of more area than the floor area of the building.

2. Non-surface parking, such as tuck-under parking, underground and subsurface parking, and parking structures may be exempted from the calculations in this section.

3. For land uses not listed in the table above, maximum parking will be calculated based on the most similar land use in the table.

B. For office, industrial, and public uses where there are more than 20 parking spaces for employees on the site, at least 10 percent of the employee parking spaces shall be reserved for carpool use before 9:00 a.m. on weekdays. The spaces will be the closest to the building entrance, except for any disabled parking and those signed for exclusive customer use. The carpool/vanpool spaces shall be clearly marked "Reserved – Carpool/Vanpool Before 9:00 a.m."

C. Existing developments along transit streets or near transit stops may redevelop the existing parking spaces to provide transit-oriented facilities, including bus pullouts, bus stops and shelters, park and ride stations, and other similar facilities.

Applicant's Response:

Allowable Parking Summary:

The two most similar land uses listed are "General Office" and "Warehouse."

Building B 2nd Floor (Office use): 14.09K sf x 3.0 = 42 spaces

Building B 1st Floor (Fleet Maintenance): 14.1K sf x 0.4 = 6 spaces

Buildings A (Warehouse): 11.07 sf x 0.4 = 4 spaces

Total max employee/visitor spaces: 52 allowed per CDC

Project Proposal Parking Summary:

Use Breakdown:

Employee/Visitor: 45

Fleet (Trucks & Equipment): 51

Total Project Spaces: 96

Employee/Visitor Lot Breakdown:

Standard Spaces: 38

ADA Spaces: 2

Carpool Spaces: 5 (shown as "C" in architectural site plan A1.0)

Applicant understands that 45 employee/visitor spaces provided will serve everyday staff and visitor needs and falls within the 52 allowable per CDC summary above. The 51 fleet-designated spaces (indicated as such on A1.0 site plan) are necessary to the functioning of the public works facility and are intended for things like vacuum trucks, dumpster trucks, trailers, heavy equipment/machinery and other such similar vehicles/equipment required and are excluded from the maximums established above.

46.110 Reservoir Areas Required for Drive-in Uses (car wash is listed)

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

Use	Reservoir Requirement
Drive-in banks.	3 spaces/service terminal.
Drive-in restaurants.	10 spaces/service window (measured from the last service window).
Drive-in theaters.	10 percent of the theater capacity.
Gasoline service stations.	2 spaces (25 feet long each) on each side of fueling island to include 2 spaces at each end of the island.
Mechanical car washes.	3 spaces/washing unit.
Parking facilities – free flow (no stop required) entry.	1 space/entry driveway.
Automated ticket dispense entry.	2 spaces/entry driveway.
Attendant ticket dispensing.	5 spaces/entry driveway.

Applicant's Response:

This building will not be accessible to the general public and has no commercial function. The car wash and fueling island are for government personnel only and does not provide public “drive-in service.”

46.150 Design and Improvement Standards

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

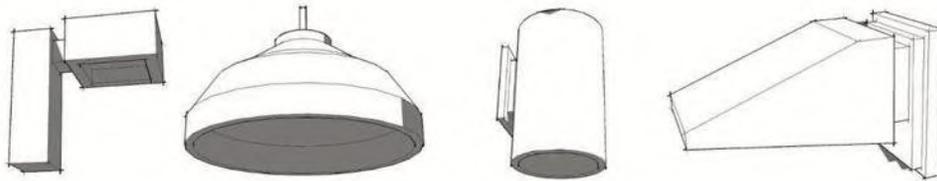
A. Design standards.

1. "One standard parking space" means a minimum for a parking stall of eight feet in width and 16 feet in length. These stalls shall be identified as "compact." To accommodate larger cars, 50 percent of the parking spaces shall have a minimum dimension of nine feet in width and 18 feet in length (nine feet by 18 feet). When multifamily parking stalls back onto a driveway, as opposed to a drive aisle within a parking lot, the stalls shall be nine feet by 20 feet. Parking for development in water resource areas may have 100 percent compact spaces.
2. Disabled parking and maneuvering spaces shall be consistent with current federal dimensional standards and subsection B of this section and placed nearest to accessible building entryways and ramps.
3. *Repealed by Ord. [1622](#).*
4. Service drives for non-residential development shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.
5. Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required, except where stacked parking is permitted pursuant to CDC [46.070\(B\)\(4\)](#) or [46.090\(A\)](#).
6. Except for single-family attached and detached residences, any area intended to be used for off-street parking as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces.
7. Except for residential parking, and parking for public parks and trailheads, at least 50 percent of all areas used for the parking and/or storage and/or maneuvering of any vehicle, boat and/or trailer shall be improved with asphalt or concrete surfaces according to the same standards required for the construction and acceptance of City streets. The remainder of the areas used for parking may use a permeable paving surface designed to reduce surface runoff. Parking for public parks or trailheads may use a permeable paving surface designed to reduce surface runoff for all parking areas. Where a parking lot contains both paved and unpaved areas, the paved areas shall be located closest to the use which they serve.
8. Off-street parking spaces for single-family attached and detached residences shall be improved with a paved surface. Other parking facilities for single-family homes that are to accommodate additional vehicles, boats, recreational vehicles, and trailers, etc., need not be paved. All parking for multifamily residential development shall be paved with concrete or asphalt. Driveways shall measure at least 20 feet from the back of sidewalk to garage or the end of the parking pad to accommodate cars and sport utility vehicles without the vehicles blocking the public sidewalk.
9. Access drives from the street to off-street parking or loading areas for non-residential development shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site. The number of access drives shall be limited to the minimum that will allow the property to accommodate and service the anticipated traffic. Access drives for all development shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.
10. Access drives shall have a minimum vision clearance as provided in Chapter [42](#) CDC, Clear Vision Areas.

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

12. Off-street parking and loading areas shall be drained in accordance with City of West Linn Public Works Design Standards. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.

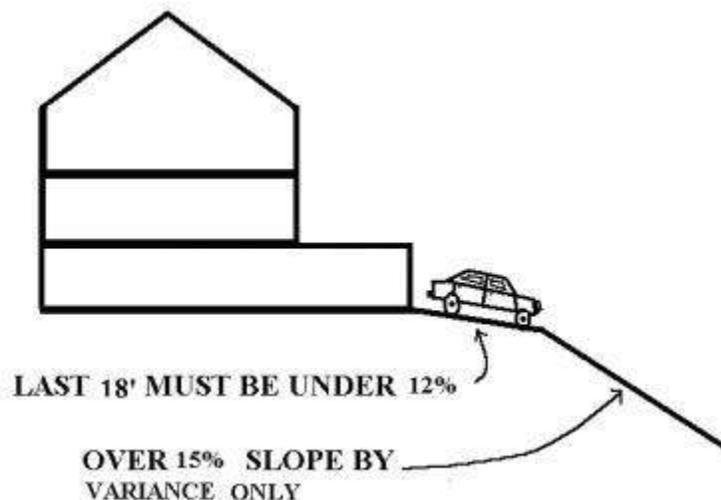
13. Artificial lighting on all off-street parking facilities shall be concealed or shielded with an Illuminating Engineering Society of North America (IESNA) full cut-off style fixture with an angle not exceeding 90 degrees to minimize the potential for glare and unnecessary diffusion on adjacent property and so as not to create a hazard to the public use of any road or street. Examples of shielded light fixtures are shown below.



Examples of shielded light fixtures

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

15. The maximum driveway grade for single-family housing shall be 15 percent. The 15 percent shall be measured along the centerline of the driveway only. Grades elsewhere along the driveway shall not apply. Variations require approval of a Class II variance by the Planning Commission pursuant to Chapter 75 CDC. Regardless, the last 18 feet in front of the garage must maintain a maximum grade of 12 percent as measured along the centerline of the driveway only. Grades elsewhere along the driveway shall not apply.



16. Visitor or guest parking must be identified by painted “GUEST” or “VISITOR.”

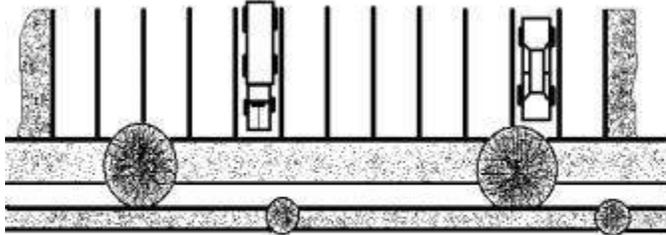
17. Parking spaces shall have less than a five percent grade. No drainage across adjacent sidewalks or walkways is allowed.

18. Commercial, office, industrial, and public parking lots may not occupy more than 50 percent of the main lot frontage of a development site. The remaining frontage shall comprise buildings or landscaping. If over 50 percent of the lineal frontage comprises parking lot, the landscape strip between the right-of-

way and parking lot shall be increased to 15 feet wide and shall include terrain variations (e.g., one-foot-high berm) plus landscaping. The defensible space of the parking lot should not be compromised.

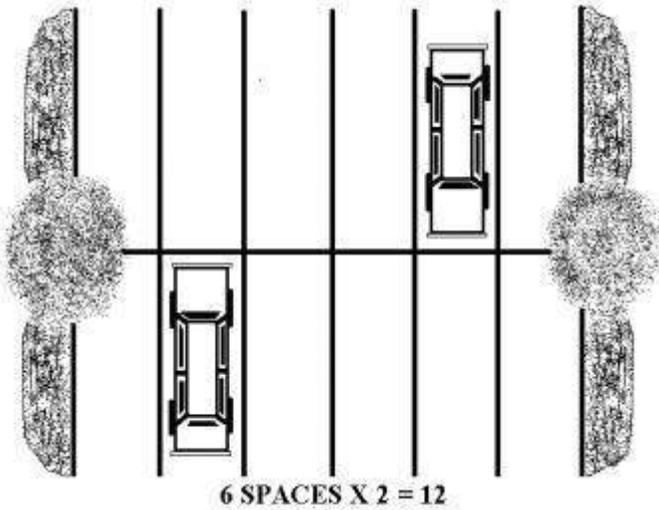
19. Areas of the parking lot improved with asphalt or concrete surfaces shall be designed into areas of 12 or less spaces through the use of defined landscaped area. Groups of 12 or less spaces are defined as:

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

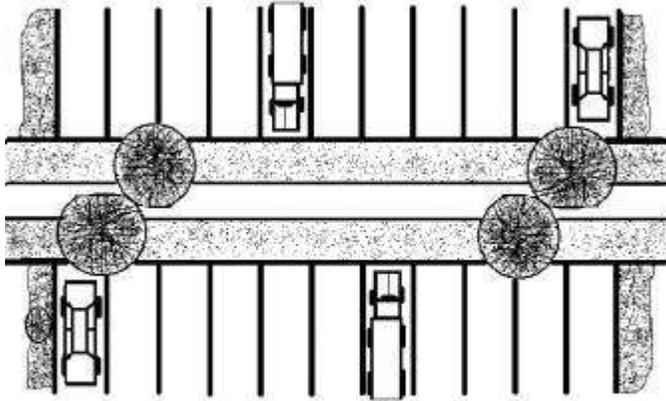


12 SPACES IN A ROW

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

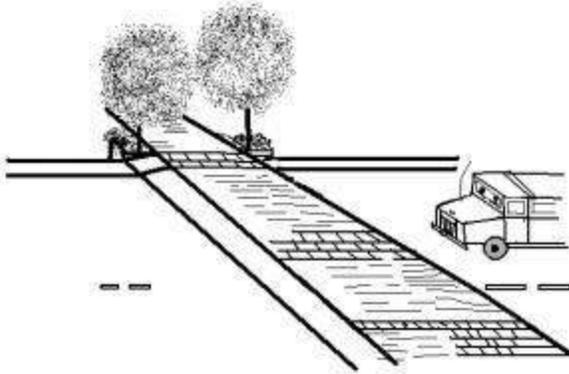


- c. Two groups of 12 spaces abutting each other, but separated by a 15-foot-wide landscape area including a six-foot-wide walkway.



12 SPACES X2 WITH LANDSCAPING

- d. Parking areas improved with a permeable parking surface may be designed using the configurations shown in subsections (A)(19)(a), (b) and (c) of this section except that groups of up to 18 spaces are allowed.
 - e. The requirements of this chapter relating to total parking lot landscaping, landscaping buffers, perimeter landscaping, and landscaping the parking lot islands and interior may be waived or reduced pursuant to CDC [32.110\(F\)](#) in a WRA application without a variance being required.
20. Pedestrian connections through parking areas.
- a. Pedestrian walkways shall be provided in parking areas that are larger than one-half acre. The pedestrian walkways or sidewalks should provide access to building entrances, existing or planned pedestrian facilities in the public right-of-way, and to accessible parking spaces.
 - b. Walkways or sidewalks shall be constructed through parking lots where such parking lots lie between major buildings/activity areas (an example in multifamily housing: between recreation center, swimming pool, manager’s office, park or open space areas, parking lots, etc.) within a development and adjacent streets or adjacent transit stops. The walkways or sidewalks should also provide access to building entrances, existing or planned pedestrian facilities in the public rights-of-way, and to accessible parking spaces.
 - c. Walkways through parking lots shall be constructed using a material that visually contrasts with the parking lot and driveway surface and that may have a contrasting surface texture (surface texture shall not interfere with safe use of wheelchairs, baby carriages, shopping carts, etc.). Walkways shall be physically separated from adjacent vehicle parking and parallel vehicle traffic through the use of grade separation, walls, curbs, and/or landscaping.
 - d. Walkways shall be a minimum of six feet wide.



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

21. Parking and circulation patterns shall be easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles. Residential developments which are exempt from design review or subject to only clear and objective design review are not required to comply with this design standard.

22. Parking spaces for residential development subject to clear and objective review shall be provided on the same lot. Parking spaces for non-residential development or for residential development subject to discretionary review shall be close to the related use.

23. Permeable parking spaces shall be designed and built in compliance with the West Linn Public Works Design Standards.

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

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

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

NUMBER OF TOTAL PARKING SPACES	TOTAL NUMBER OF ACCESSIBLE SPACES	NUMBER OF VAN-ACCESSIBLE SPACES REQUIRED, OF TOTAL	SPACES SIGNED "WHEELCHAIR USE ONLY"
301 – 400	8	–	2
401 –500	9	–	2
501 – 999	2 percent of total spaces	–	1 in every 6 accessible spaces or portion thereof
Over 1,000	20 spaces plus 1 for every 100 spaces, or fraction thereof, over 1,000	–	1 in every 6 spaces or portion thereof

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

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

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

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

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

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

D. Bicycle facilities and parking.

1. Provisions shall be made for pedestrian and bicycle ways if such facilities are identified on pages 24-26 of the West Linn Transportation System Plan or in the 2013 West Linn Trails Plan.

2. Bicycle parking improvements and location.

a. Bicycle parking facilities shall either be lockable enclosures in which the bicycle is stored, or secure stationary racks which accommodate bicyclists' locks securing the frame and both wheels.

b. The nearest bicycle parking space shall be no more than 50 feet from the entrance to the building and shall be visible from the building entrance.

c. Required parking shall be signed and reserved for bicycle parking only. If a bicycle parking area is not visible from the main building entrance, a directional sign shall be posted at the building entrance indicating the location of the bicycle parking area.

d. Required bicycle parking shall be lighted to a minimum three foot-candles to allow secure use at night.

3. Bicycle parking must be provided in the following amounts:

LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES	MINIMUM COVERED AMOUNT
Residential		
Multifamily Residential	1 space per unit	50%
Institutional		
Schools – Elementary	2 spaces per classroom	50%
Schools – Jr. High or Middle Schools	4 spaces per classroom	50%
Schools – Sr. High	2 spaces per classroom	50%
College	1 space per 4 students	50%
Transit Centers/Park & Ride Lots	5% of auto spaces, or 100% of demand, depending on location/accessibility to bicyclists	100%
Religious Institutions	1 space per 40-seat capacity	25%
Hospitals	1 space per 5 beds	50%
Doctor, Dentist Offices	2, or 0.5 spaces per 1,000 gross sq. ft., whichever is greater	25%
Libraries, Museums, Government Offices, etc.	2, or 1.5 spaces per 1,000 gross sq. ft., whichever is greater	25%
Commercial		
Retail Sales	0.33 spaces per 1,000 gross sq. ft.	50%
Auto-oriented Services (including 7-11s)	2, or 0.33 spaces per 1,000 gross sq. ft., whichever is greater	10%
Groceries/Supermarkets	0.33 spaces per 1,000 gross sq. ft./bldg.	10%
Office	2, or 0.5 spaces per 1,000 gross sq. ft., whichever is greater	10%
Quality Restaurant	1 space per 1,000 gross sq. ft.	25%
Drive-in Restaurant	2 spaces per 1,000 gross sq. ft.	25%
Shopping Center (by size)	0.33 spaces per 1,000 gross sq. ft./bldg.	50%
Financial Institutions	2, or 0.33 spaces per 1,000 gross sq. ft.	25%
Theaters, Auditoriums, etc.	1 space per 30 seats	25%

LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES	MINIMUM COVERED AMOUNT
Industrial		
Industrial Park	2, or 0.5 spaces per 1,000 gross sq. ft.	50%
Warehouse	2, or 0.1 spaces per 1,000 gross sq. ft.	50%
Manufacturing, etc.	2, or 0.15 spaces per 1,000 gross sq. ft.	50%

E. (See Figures 1 and 2 below.)
 Figure 1. MINIMUM STANDARDS FOR PARKING LOT LAYOUT

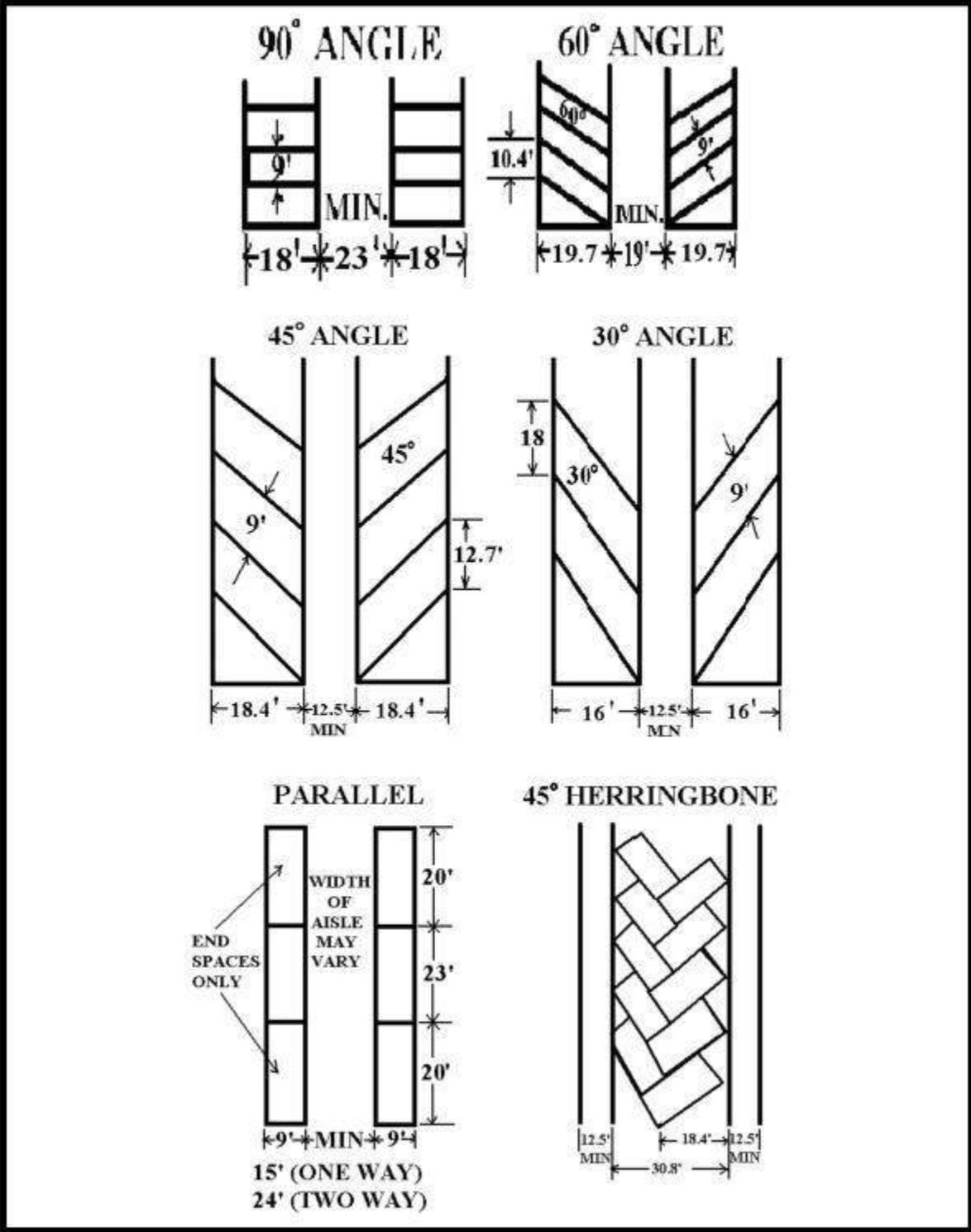
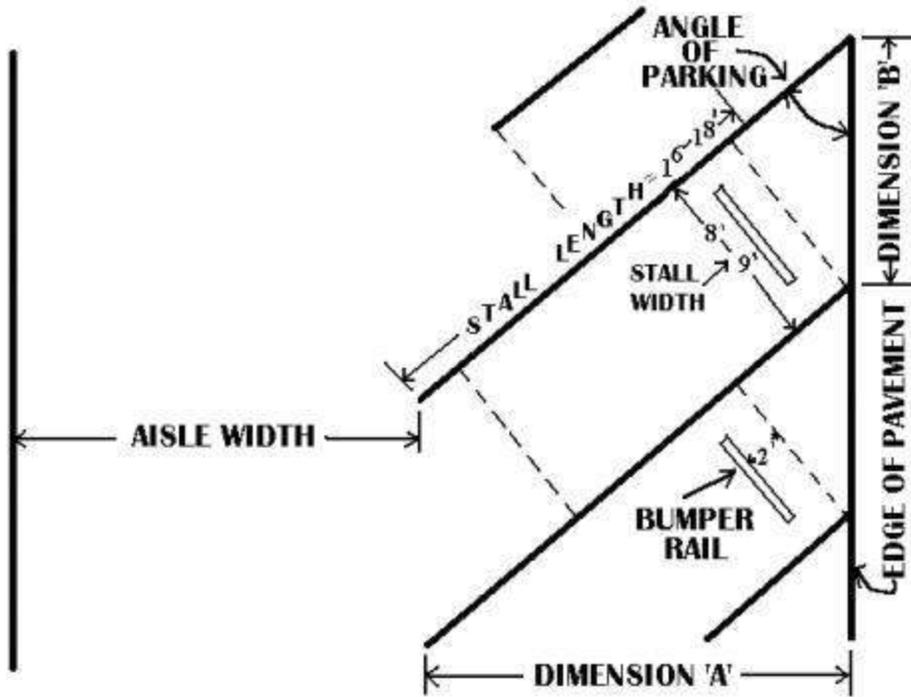


Figure 2. MINIMUM DISTANCE FOR PARKING STALLS



ANGLE OF PARKING	DIRECTION OF PARKING	AISLE WIDTH		DIMENSION 'A'		DIMENSION 'B'	
		STALL WIDTH		STALL WIDTH		STALL WIDTH	
		9.0'	8.0'	9.0'	8.0'	9.0'	8.0'
30°	DRIVE-IN	12.5'	12.5'	16.8'	13.8'	18.0'	16.0'
45°	DRIVE-IN	12.5'	12.5'	19.1'	17.0'	12.7'	11.3'
60°	DRIVE-IN	19.0'	18.0'	20.1'	17.8'	10.4'	9.2'
60°	BACK-IN	17.0'	17.0'	20.1'	17.8'	10.4'	9.2'
90°	DRIVE-IN	23.0'	23.0'	18.0'	16.0'	9.0'	8.0'
90°	BACK-IN	22.0'	22.0'	18.0'	16.0'	9.0'	8.0'

F. The following requirements apply to any new development that includes more than one-half acre of new off-street surface parking on a lot or parcel. The new surface parking area shall be measured based on the perimeter of all new off-street parking spaces, maneuvering lanes, and maneuvering areas, including driveways and drive aisles:

Tree canopy covering at least 40 percent of the new parking lot area at maturity but no more than 15 years after planting. Trees planted or preserved to meet parking area landscaping requirements in CDC [54.020](#) may count toward the tree canopy cover percentage.

At a minimum, trees planted to meet canopy cover requirements must be planted at the standards and specifications no lower than the 2021 American National Standards Institute A300 standards.

G. New construction or redevelopment for the following uses must include provision of electric service capacity, as defined in ORS [455.417](#) and in this Code, for a minimum percentage of vehicle parking spaces:

- | | |
|---|-----|
| 1. Commercial buildings under private ownership | 20% |
| 2. Multifamily buildings (5 or more units) | 40% |
| 3. Mixed-use buildings consisting of privately owned commercial space and five or more residential dwelling units | 40% |

Applicant's Response:

A. Design Standards

Items 1 through 18: Applicant understands the dimensional, circulation, visibility, material, grading, and other parking requirements related to this project.

46.150(A)(7): 100% of paved areas for parking within the project shall be improved with non-pervious asphalt according to the same standards required for construction of City streets.

46.150(A)(13): All artificial lighting serving off-street parking as part of the project will be full cut-off fixtures per description in item 13.

46.150(A)(17): All parking will have less than 5% grade and no drainage will be directed across adjacent sidewalks/walkways.

46.150(A)(18): None of the lot frontage for this project is occupied by parking. As shown on civil plans C1.0 and C2.0 the visitor and staff parking is a minimum of 200 feet from Salamo Road.

46.150 (C): A Water Resource Area Review (which includes the Wetland Delineation Report) identifies 2 features (Wetland A and Stream 1) and assigns the required Water Resource Areas (WRA) to each in accordance with CDC Chapter 32. Figure 1 of the Water Resources Area Review shows the extent of wetlands, streams, WRAs, and unavoidable impacts and the proposed mitigation. The report addresses pertinent sections of Chapter 32.

46.150 (A) Items 19 and 20: The lowest paved area (surrounding Building A) shows striping for a number of surface parking spaces but this entire lower area will be used as a storage, laydown, and fleet maneuvering space. Occasionally it may be used for truck, trailer, or City vehicle parking and the striping is shown to organize that occasional use. This ability to use the paved area with 100% flexibility is a normal and essential component of any functioning public works facility. It cannot be interrupted with landscape strips, plantings or trees in order to function. For the upper lot, existing trees are preserved at additional expense to the project on the edges of the lot to provide tree canopy and shading of the lot in lieu of interruption by a planting strip. See (2) large existing trees at NW and SW corners of the lot on sheet L1.0 in the appendix.

Items 21 through 23: Applicant understands the requirements of this section as related to this project.

B. Accessible Parking Standards

1. The two upper lots (adjacent to Building B) total 45 spaces and the site plan shows two ADA spaces with access aisle in the site plan.
2. The 2 ADA spaces are located the closest to the main building entry.

Items 3 through 6: Applicant understands the requirements of this section as related to this project.

C. Landscaping in Parking Areas

Applicant understands the requirements of this section as related to this project.

D. Bicycle Facilities

1. No pedestrian or bicycle ways are planned for this project. The west side of Salamo Rd was recently improved with a multi-use pathway for pedestrians and cyclists. Additional pathways would also be extremely difficult to achieve due to steepness of grade along the west edge of the site.

2. Applicant understands the requirements of this section as related to this project.

3. Required Bicycle Parking

Building A (Warehouse): 11,073 sf

11,073/1,000 x 0.1 = 1 bike space

Building B 1st Floor (Warehouse): 14,106 sf

14,106/1,000 x 0.1 = 1 bike space

Building B 2nd Floor (Office use): 14,090 sf

14,090/1,000 x 0.5 = 7 bike spaces*

Bike Spaces Total: 9 (shown on architectural site plan)

1 spaces covered (per 10% requirement in table under 46.150 D (3))

**The Office portion of this project has a less dense staffing expectation than the "libraries, museums, government office" designation such as city halls, community developments, court houses, etc., so the 0.5 spaces per 1,000 has been applied per the "office" category. This is because the staffing and occupancy is primarily constrained to the small number of public works staff who will occupy the building with very few visitors or changeover in permanent users.*

E. Layout

Applicant understands dimensional and angular requirements of this section as related to this project.

F.

The two upper lots don't include more than a half acre of parking and the lower (larger) lot must maintain complete continuity (no interruptions in the surface) for truck maneuverability and flexibility given it's use as storage, maintenance and truck movements.

G.

This project does not fall within any of the use categories listed.

Chapter 48: Access, Egress, and Circulation
48.020 Applicability and General Provisions

- A. The provisions of this chapter do not apply where the provisions of the Transportation System Plan or land division chapter are applicable and set forth differing standards.
- B. All lots shall have access from a public street or from a platted private street approved under the land division chapter.
- C. No building or other permit shall be issued until scaled plans are presented to the City and approved by the City as provided by this chapter, and show how the access, egress, and circulation requirements are to be fulfilled. Access to State or County roads may require review, approval, and permits from the appropriate authority.
- D. Should the owner or occupant of a lot, parcel or building enlarge or change the use to which the lot, parcel or building is put, resulting in increasing any of the requirements of this chapter, it shall be unlawful and a violation of this code to begin or maintain such altered use until the provisions of this chapter have been met, and, if required, until the appropriate approval authority under Chapter [99](#) CDC has approved the change.
- E. Owners of two or more uses, structures, lots, parcels, or units of land may agree to utilize jointly the same access and egress when the combined access and egress of both uses, structures, or parcels of land satisfies the requirements as designated in this code; provided, that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases, or contracts to establish joint use. Copies of said instrument shall be placed on permanent file with the City Recorder.
- F. Property owners with access to their property via platted stems of flag lots may request alternate access as part of a discretionary review if other driveways and easements are available and approved by the City Engineer.

Applicant's Response:

Applicant understands the requirements of these sections as related to this project.

48.025 Access Control

A. Purpose. The following access control standards apply to public, industrial, commercial and residential developments including land divisions. Access shall be managed to maintain an adequate level of service and to maintain the functional classification of roadways as required by the West Linn Transportation System Plan.

B. Access control standards.

1. Traffic impact analysis requirements. A traffic analysis prepared by a qualified professional may be required to determine access, circulation and other transportation requirements. The purpose, applicability and standards of this analysis are found in CDC [85.170\(B\)\(2\)](#).
2. In order to comply with the access standards in this chapter, the City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit. Access to and from off-street parking areas shall not permit backing onto a public street.
3. Access options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided from a public street adjacent to the development lot or parcel. Street accesses shall comply with access spacing standards in subsection (B)(6) of this section, the West Linn Public Works Design Standards, and TSP. As an alternative, the applicant may request alternative access provisions listed below as Option 1 and Option 2, subject to approval by the City Engineer through a discretionary process.
 - a) Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted. For the purpose of this subsection, a mid-block lane is a narrow private drive providing lot frontage and access for rear lot development.
 - b) Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A public access easement covering the driveway shall be recorded in this case to ensure access to the closest public street for all users of the private street/drive.
4. Subdivisions fronting onto an arterial street. New residential land divisions fronting onto an arterial street shall be required to provide alleys or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots.
5. Double-frontage lots. When a lot or parcel has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street.
6. Access spacing.
 - a. The access spacing standards found in Tables 14 and 15 of the TSP and in CDC [48.060](#) shall be applicable to all newly established public street intersections, non-traversable medians, and curb cuts. Deviation from the access spacing standards may be granted by the City Engineer as part of a discretionary review if the applicant demonstrates

that the deviation will not compromise the safe and efficient operation of the street and highway system.

b. Private drives and other access ways are subject to the requirements of CDC [48.060](#).

7. Number of access points. For single-family (detached and attached) housing types, one street access point is permitted per lot or parcel when alley access cannot otherwise be provided; except that two access points may be permitted corner lots (i.e., no more than one access per street), subject to the access spacing standards in CDC [48.060](#). The number of street access points for multiple family development is subject to the access spacing standards in CDC [48.060](#). The number of street access points for commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with subsection (C)(8) of this section, in order to maintain the required access spacing, and minimize the number of access points.

8. Shared driveways. For residential development, shared driveways may be required in order to meet the access spacing standards in subsection (C)(6) of this section. For non-residential development, the number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

a. When necessary pursuant to this subsection (C)(8), shared driveways and/or frontage streets shall be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent lot or parcel develops. "Developable" means that a lot or parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

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

c. Exception. Exceptions to the shared driveway or frontage street requirements may be granted as part of a discretionary review if the City determines that existing development patterns or physical constraints (e.g., topography, lot or parcel configuration, and similar conditions) prevent extending the street/driveway in the future.

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

1. Block length and perimeter. The maximum block length shall not exceed 800 feet along a collector, neighborhood route, or local street, or 1,800 feet along an arterial, unless a smaller block length is required pursuant to CDC [85.200\(B\)\(2\)](#).

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

3. Exception. Exceptions to the above standards may be granted as part of a discretionary review when blocks are divided by one or more pathway(s), in conformance with the provisions of CDC 85.200(C), Pedestrian and bicycle trails, or cases where extreme topographic (e.g., slope, creek, wetlands, etc.) conditions or compelling functional limitations preclude implementation, not just inconveniences or design challenges.

Applicant's Response:

48.025 (B) (1):

A letter from Kittelson & Associates, a transportation engineering firm, has been added to this land use application describing trip generation characteristics, vehicle weights, sight distance and access spacing of the proposed project and background information as to why a full TIA is not recommended.

48.040 Minimum Vehicle Requirements for Non-Residential Uses

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

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

Applicant's Response:

- A. The main service drive accessing Salamo Rd from this project, connecting all paved areas, parking lots, and buildings is designed as a minimum 24 feet in width and improved with hard surface pavement.**
- B. No back-up movements are required within a public street.**
- C. Applicant understands requirements cited here.**
- D. A security gate is required at the access point from Salamo Rd for securing the buildings and site after hours. The security gate will be opened during regular business hours.**

48.050 One-Way Vehicular Access Points

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

Applicant's Response:

All access roads within this project is two-way and does not require any one-way movement.

48.080 Bicycle and Pedestrian Circulation

A. Within all multifamily developments, each residential dwelling shall be connected to vehicular parking stalls, common open space, and recreation facilities by a pedestrian pathway system having a minimum width of six feet and constructed of concrete, asphalt, brick or masonry pavers, or other hard surface. The pathway material shall be of a different color or composition from the driveway. (Bicycle routes adjacent to the travel lanes do not have to be of different color or composition.)

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

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

Applicant's Response:

This project contains no residential components. Applicant understands the requirements of section C as related to this project.

Chapter 52: Signs

52.300 Permanent Sign Design Standards

	FREESTANDING SIGNS						ON-WALL SIGNS			PROJECTING SIGNS ⁴	
	City Appvl. Reqd.	Illumination	No. Allowed	Max. Sq. Ft.	Max. Ht. (ft.)	ROW Setback (ft.)	No. Allowed	Max Sq. Ft.	Max Ht. (ft.)	No. Allowed	Max Sq. Ft.
Residential Uses Including Home Occupations	No	No	1	2	4	5	or 1 [^]	2	12	n/a	n/a
Multi-family Complex	Yes	Yes	2	24 total*	8	5	or 2 [^]	24 total*	12	n/a	n/a
Subdivision Monument	Yes	Yes	5 per subdivision	32 total*	8	5	n/a	n/a	n/a	n/a	n/a
Industrial Zone Uses	Yes	Yes	10	32	8	5	3	10%	25	n/a	n/a
Commercial Uses in Residential Zone	Yes	Yes	1	16	8	10	2	5%*	12	n/a	n/a
Commercial Zone	Yes	Yes	1 ¹	32 ²	8	5	3	10%*	25	1 sign per each business frontage with a customer entrance ⁴	12
Business Center	Yes	Yes	1	150 ³	20	15	3	10%*	25	1 sign per each business frontage with a customer entrance ⁴	12
Business Center Entryway	Yes	Yes	1 per entry	4	3	5	n/a	n/a	n/a	n/a	n/a
Public Uses	Yes	Yes	1 ⁵	24	20	5	No limit	18 total	25	n/a	n/a

Notes for Permanent Sign Design Standards

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

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

¹Gas stations may have two freestanding signs.

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

³Up to 35 percent of the total sign area may be used as a changeable copy sign. Where business centers are located within 200 feet of I-205 right-of-way, the freestanding sign may be freeway-oriented. Freeway-oriented signs shall have a maximum total sign area of 210 square feet and a maximum height of 20 feet above the grade of the nearest

lane or I-205 or 60 feet, whichever is less. Freeway-oriented signs shall be oriented to view from I-205. Freeway-oriented signs shall not be smaller than 80 square feet. The approval authority may allow a 10 percent increase in the total square footage in order to accommodate unique design problems.

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

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

N/a means not applicable.

Applicant's Response:

Applicant understands the requirements of this section as related to this project.

Chapter 54 Landscaping

54.020 Approval Criteria

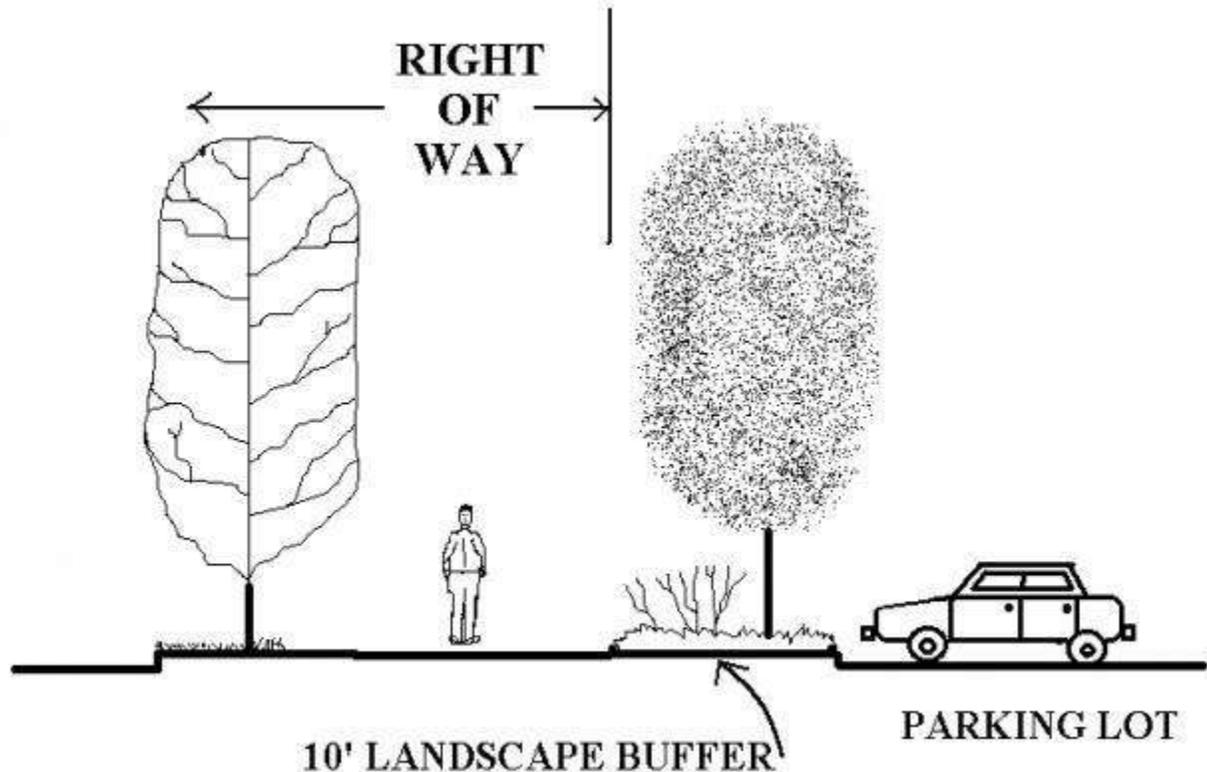
A. Tree preservation.

1. Intent and guidance. In designing the new project, every reasonable attempt should be made to preserve and protect existing trees and to incorporate them into the new landscape plan. Similarly, significant landscaping (e.g., bushes, shrubs) should be integrated. The rationale is that saving a 30-foot-tall mature tree helps maintain the continuity of the site, they are qualitatively superior to two or three two-inch caliper street trees, they provide immediate microclimate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.
2. Inventory required. Every development proposal shall submit an inventory of existing site conditions, which includes significant trees and heritage trees.
3. *Repealed by Ord. [1754](#).*
4. Developers must also comply with the municipal code chapter on tree protection and, if applicable, with CDC [55.100\(B\)](#) or [55.105\(B\)](#).
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.

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.
2. Non-residential uses. A minimum of 20 percent of the gross site area shall be landscaped. Parking lot landscaping may be counted in the percentage.
3. 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.
 - 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.
 - 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.
 - 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.
 - 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.

- 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.
- 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.
- 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.
- 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.
 - j. All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.
 - k. The landscaping in parking areas shall maintain minimum vision clearance as provided in Chapter 42 CDC, Clear Vision Areas.
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.
- 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).
- 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.
- 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.
- 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.).

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.
- 2. The cost of street trees shall be paid by the developer of the subdivision.
- 3. The fee per street tree, as established by the City, shall be based upon the following:
 - a. The cost of the tree;
 - b. Labor and equipment for original placement;
 - c. Regular maintenance necessary for tree establishment during the initial two-year period following the City schedule of maintenance; and
 - d. A two-year replacement warranty based on the City’s established failure rate.
- 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.

Applicant’s Response:

A. Tree Preservation

Applicant understands that every reasonable attempt must be made to preserve existing trees. As part of this project, our tree preservation plan notes which existing large trees are to be maintained as part of the new development (subject to arborist approval.) A tree inventory is also included for all existing trees to be removed. Applicant understands sections 1-5 as part of this project.

B. Landscaping

1. This project is not residential

2. Minimum 20% of site area is landscaped as designed in this project.

3. a. For the 42 spaces in the upper lots, 6 trees would be required (at 1 per 8 spaces). As discussed previously, the lower lot cannot be broken up with landscape or trees due to maneuverability concerns of the fleet vehicles. For the upper lots, it would be more beneficial to plant these 6 trees in close proximity to the upper lots than within them.

b. The upper lot contains 28 spaces, but as stated previously, this small flat area is not best used as planted area and the amount of landscaped area across the rest of the site far exceeds the 20% required. The intent is to protect existing trees directly adjacent to the parking area to provide shade and trees for this small parking lot.

Sections (C) through (I) do not apply

Sections (J) through (K): Applicant understands the requirements of this section as related to this project.

4. a. All loading, refuse and delivery areas in this project shielded from public street view by large trees and existing grade conditions.

Sections (B) through (D): Applicant understands the requirements of this section as related to this project.

C. Landscaping (trees) in new Sub-Division

This project is not a new subdivision and this section does not apply.

D. Landscaping Reqs in WRA

There is a WRA stream on site and applicant understands the requirements of this section as related to this project.

Chapter 55: Design Review

55.020 Classes of Design Review (Class II)

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.).
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.
3. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multifamily, or industrial building.
4. Modification of a landscape plan (including water features, ponds, pergolas, arbors, artwork, sculptings, etc.).
5. Minor modifications and/or upgrades of pump stations, reservoirs, and storm detention facilities.
6. Americans with Disability Act compliance that significantly alters the exterior of the building (ramps are exempt).
7. Freestanding art and statuary over five feet tall.
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.
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.

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.

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).

Applicant's Response:

A. Not-applicable to this project.

B. It is our understanding that this project requires Class II Design Review

55.030 Administration and Approval Process

A pre-application conference is required before submitting a development plan application for design review as provided by CDC [99.030\(B\)](#).

The application shall be submitted by the record owner(s) of the property, authorized agent, or condemnor.

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.

Substantial modifications made to the approved development plan will require reapplication (e.g., more or fewer lots, different architectural design, etc.).

Applicant's Response:

This project has already undergone a pre-application conference. Applicant understands the remainder of requirements of this section as related to this project.

55.070 Submittal Requirements

A. The design review application shall be initiated by the property owner or the owner's agent, or condemnor.

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.

Applicant's Response:

A. Applicant understands the requirements of this section as related to this project

B. Pre-application conference has already taken place for this project on 4/3/25

C. Neighborhood Meeting has already taken place for this project on 6/9/25

D. Class I Does not apply. Class II application requirements are understood and included as part of this application.

Sections (E) and (F): applicant understands the need to submit material samples and fees.

55.100 Approval Standards – Class II Design Review – General Discretionary

Except for applications subject to CDC [55.105](#), the approval authority shall make findings with respect to the following criteria when approving, approving with conditions, or denying a Class II design review application:

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

Chapter [34](#) CDC, Accessory Structures, Accessory Dwelling Units, and Accessory Uses.

Chapter [38](#) CDC, Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards.

Chapter [41](#) CDC, Building Height, Structures on Steep Lots, Exceptions.

Chapter [42](#) CDC, Clear Vision Areas.

Chapter [44](#) CDC, Fences.

Chapter [46](#) CDC, Off-Street Parking, Loading and Reservoir Areas.

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

Chapter [52](#) CDC, Signs.

Chapter [54](#) CDC, Landscaping.

B. Relationship to the natural and physical environment.

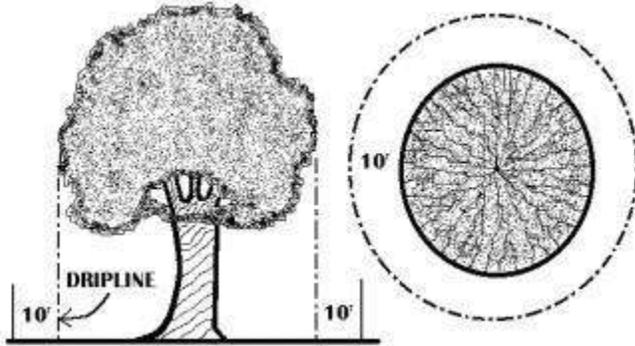
1. The buildings and other site elements shall be designed and located so that all heritage trees, as defined in the municipal code, shall be saved. Diseased heritage trees, as determined by the City Arborist, may be removed at their direction.

Applicant's Response:

No heritage trees appear to be present on the site according to the City's Tree Inventory map or the tree inventory included as part of this application.

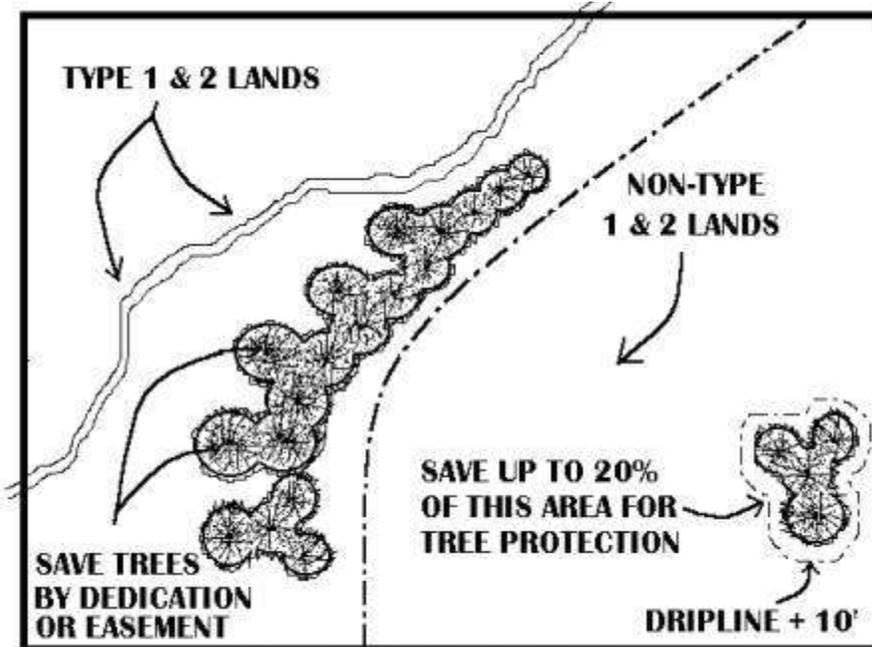
2. All heritage trees, as defined in the municipal code, all trees and clusters of trees ("cluster" is defined as three or more trees with overlapping driplines; however, native oaks need not have an overlapping dripline) that are considered significant by the City Arborist, either individually or in 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.

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

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.



METHOD OF PERCENTAGE CALCULATION

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.)

- c. Where stubouts 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.
- 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.
- 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.
- 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.

Applicant's Response:

- a. ***Applicant understanding is that this project is not proposed on type 1 and 2 lands.***
- b. ***This project retains 22.8% of existing significant trees, exceeding the required threshold of 20% as stated in this code. This is shown in table #2 within the included arborist report. See also Tree Protection and Removal Plan L1.0 showing which trees remain and are removed.***
- c. ***This condition does not exist on this proposal, but every effort has been made generally to protect as many significant trees as possible as part of this design.***
- d. ***22.8% of existing significant trees to be retained—see section (b) above.***
- e. ***This is not an arterial or collector street project.***
- f. ***This project does not affect the grading of adjacent streets.***

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

Applicant's Response:

Though a significant area of the site will be re-graded to allow for the construction of a new private access road and building/vehicular pads necessary for a functioning public works facility, every effort has been made by the design and engineering team to maintain natural drainage and topography. The detailed grading and stormwater plan is shown on C2.0 for reference.

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.

Applicant's Response:

Per the project geotechnical engineer, Columbia West Engineering, the site background (including stabilization of the landslide triggered during original construction of Interstate 205), proposed development plans including the proposed cut and fill grading plans, proposed fill slopes with gradients of approximately 2horizontal:1vertical or flatter, proposed buildings and walls layout and estimated foundation loads, the composition of soil and rock and groundwater conditions encountered in our subsurface explorations, laboratory testing, and engineering and slope stability analyses, it is Columbia West's opinion that the proposed development can be safely constructed at the site, provided the geotechnical recommendations presented in Columbia West's geotechnical report are incorporated into the design and construction of the project.

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.

Applicant's Response:

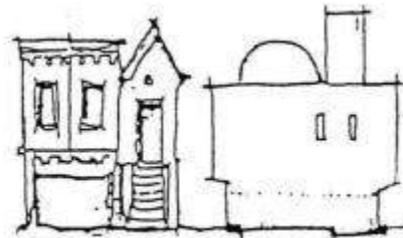
There are large distances separating all buildings and adjacent properties (hundreds of feet in most cases) but please see civil sheet C1.0 showing specific distances.

6. Architecture.

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



contextual design

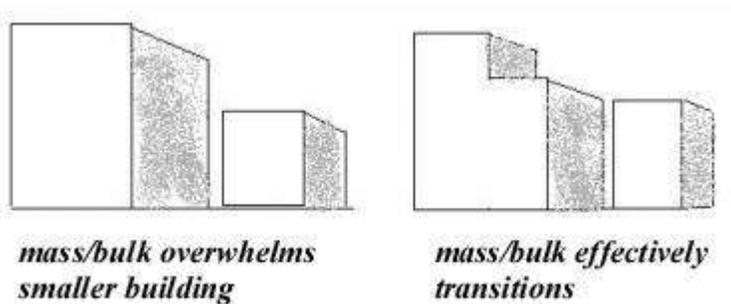


contrasting design

Applicant's Response:

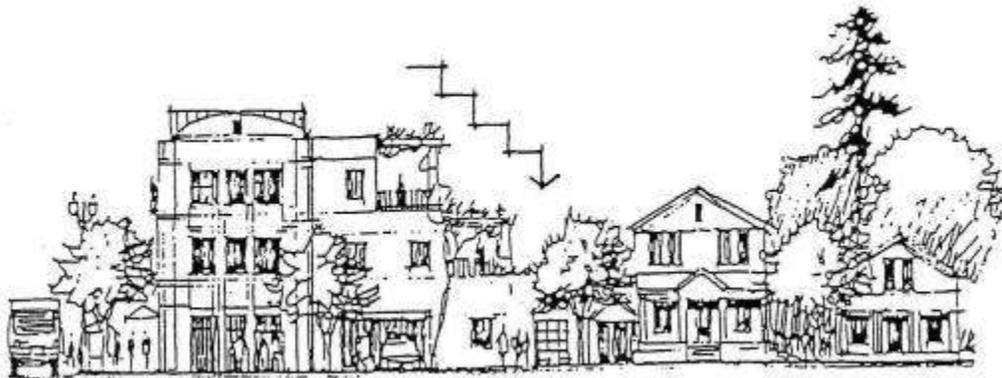
As shown in the plans, elevations and renderings of the project included as part of this application, the site is heavily wooded and steeply graded, with very little (if any) direct adjacency to existing buildings. Regardless, the design utilizes a simple material palette of dark gray metal panels, wood, and concrete with low gabled roof lines to relate contextually to the residential scale and formal qualities of buildings nearby.

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.



Applicant's Response:

As shown in the plans, elevations and renderings of the project included as part of this application, the site is heavily wooded and steeply graded, with very little (if any) direct adjacency to existing buildings. Still, the design is sensitive to the nearby residential context of one and two-story buildings with all 3 buildings remaining well below the height limit and with a one and two story height.



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.

Applicant's Response:

As shown on sheet C1.0 the buildings within this proposal are separated from roadways and adjacent residences by significant distances (hundreds of feet in most cases), steep slopes (both main buildings are at 311' and 316' while nearest residences to the north are above elevation 416') and off-site mature trees in all directions. Aside from that, the design of the two main structures (Buildings A & B) take their design cues from nearby residential and utility buildings, utilizing gabled roofs, clerestory windows, wood columns and beams, and standing seam metal roofs which are often used in residential construction. The design is proposed to blend into its natural hillside setting while also relating to nearby residential architecture both in terms of form and materials.

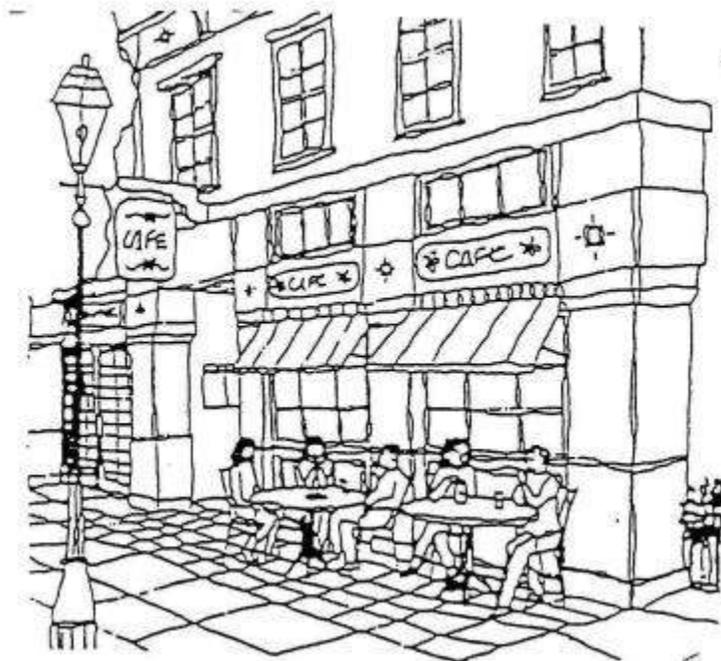
d. Human scale is a term that seeks to accommodate the users of the building and the notion that buildings should be designed around the human scale (i.e., their size and the average range of their perception). Human scale shall be accommodated in all designs by, for example, multi-light windows that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

eaves, indentations, ledges, parapets, awnings, engaged columns, etc.) in the facades of buildings, both vertically and horizontally.

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

Applicant’s Response:

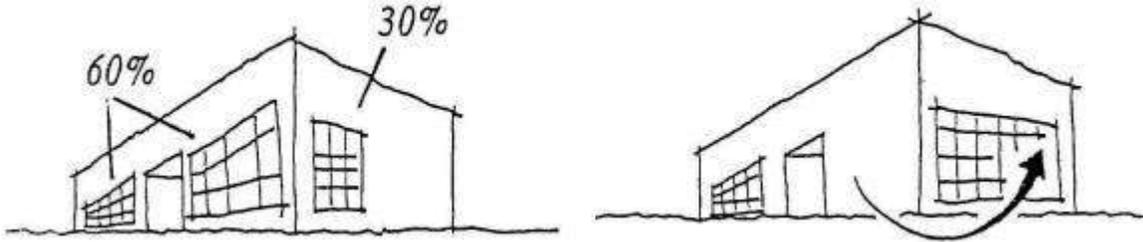
The existing site is very steeply graded on the western edge, precluding the buildings from being located on or near Salamo Road. Instead, the new proposed access road will wind down the hillside to the new buildings which will be roughly 60 feet lower than the roadway access point and also more than 200 feet from the road. Thus, there is no significant sidewalk presence. Aside from that, the office building is designed with human scale in mind. The pedestrian bridge carries workers across from the upper parking lot and they arrive within a small, 10-foot deep covered deck area before entering through the main vestibule of the building. The gabled roof has a clerestory portion which further breaks down the scale and mass of the structure to allow natural daylight into the spaces within. Windows are also scaled and composed to relate to human scale, with a non-repeating pattern.



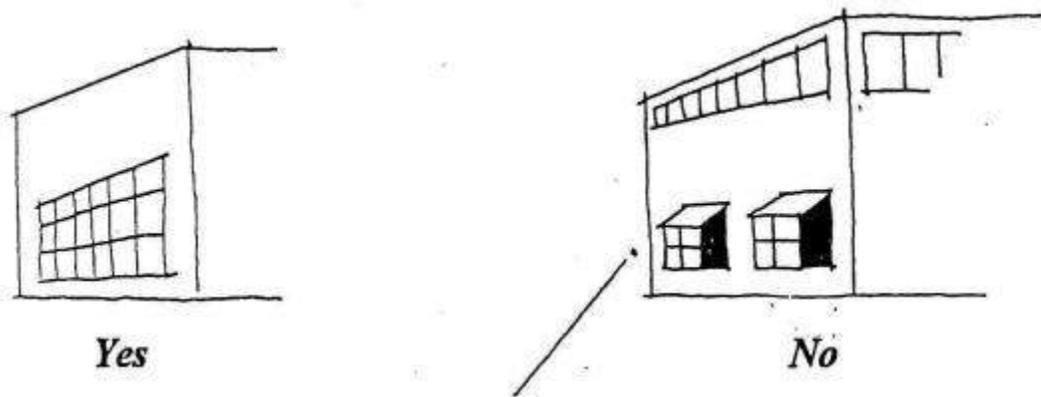
human scale is captured in this example

e. The main front elevation of commercial and office buildings shall provide at least 60 percent windows or transparency at the pedestrian level to create more interesting streetscape and window shopping opportunities. One side elevation shall provide at least 30 percent transparency. Any additional side or rear elevation, which is visible from a collector road or greater classification, shall also have at least 30 percent transparency. Transparency on other elevations is optional. The transparency is measured in lineal fashion. For example, a 100-foot-long building elevation shall have at least 60 feet (60 percent of 100 feet) in length of windows. The window height shall be, at minimum, three feet tall. The exception to transparency would be cases where demonstrated functional constraints or topography restrict that elevation from being used. When this exemption is

applied to the main front elevation, the square footage of transparency that would ordinarily be required by the above formula shall be installed on the remaining elevations at pedestrian level in addition to any transparency required by a side elevation, and vice versa. The rear of the building is not required to include transparency. The transparency must be flush with the building elevation.



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



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

Applicant's Response:

This project is a private City operations complex on a private drive, set back from the street by more than 200 feet and a drop in elevation of roughly 60 feet. Therefore, neither of the 2 buildings front onto a public street and there is no "streetscape" or "window shopping opportunity" in the traditional sense. The buildings do, however, contain a large amount of glazing for office workers, fleet maintenance crew, and warehouse crew to have ample access to daylight in the performance of their work. The transparency percentage of the north elevation of the office portion of Building B is 40% and the west elevation for the office portion is 20%.

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.

Applicant's Response:

The main office structure (Building B) is designed with a clerestory roof which allows daylight into the center of the building, but from the exterior creates a unique roof line and profile, interrupting the gable form. The materiality of the building employs a standing seam metal roof and metal wall panels with reveal lines, which further provide texture and relief to the exterior surfaces.

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.

Applicant's Response:

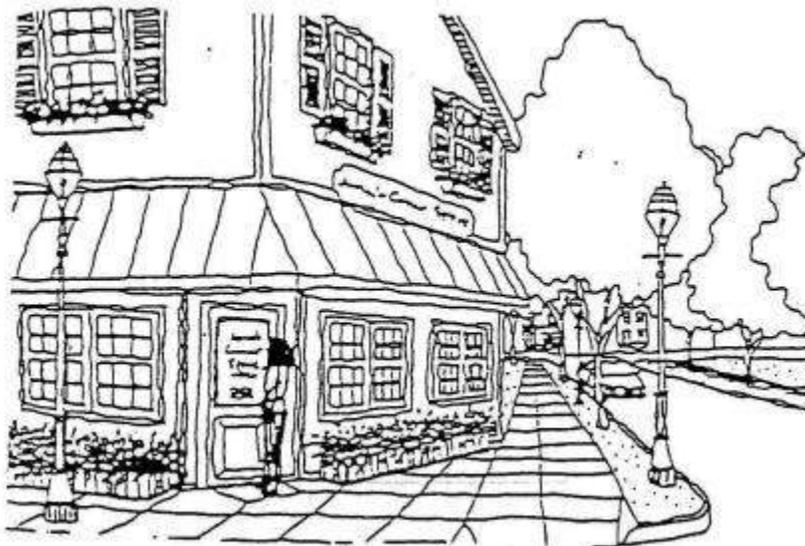
The bridge and entry covered deck allow visitors to have shelter from sun and rain before entering the building. The larger roll-up garage doors on the lower fleet maintenance level also allow users to open them and experience breezes and daylight during their daily work while being shaded within from the sun.

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

Applicant's Response:

Because of the nature of the site's steep grade, the buildings are located deeply internal to the site and there is no frontage on a public right-of-way. The buildings are over 200 feet from Salamo Road at the closest. Once a visitor to the site is parked, there are sidewalks connecting the main parking area to the buildings.

That said, the existing access point at Salamo Road will maintain most of the existing trees (per tree protection plan L1.0) along the road, shading the existing sidewalk and limiting view into the maintenance yard below. Also shown on sheet C1.0 is the 30 ft x 30 ft clear vision area allowing drivers clear view to any traffic on Salamo Road.



trees, awnings, and building orientation enhance micro-climate

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.

Applicant's Response:

Applicant understands the requirements of this section, however, there is no real urban pedestrian experience given the building's use as a public works operations complex and distance from the street.

Transportation. The automobile shall be shifted from a dominant role, relative to other modes of transportation, by the following means:

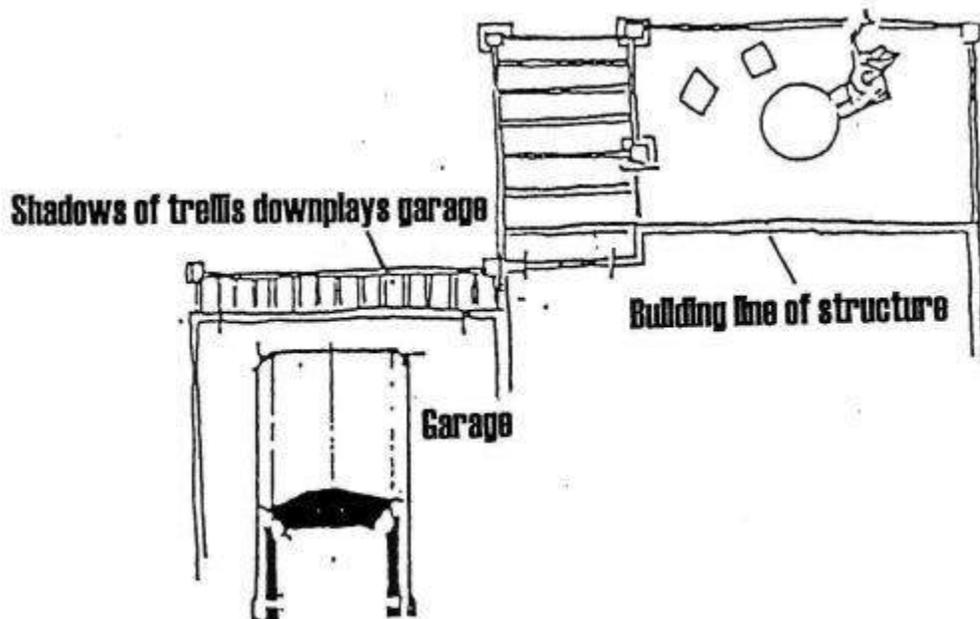
a. Commercial and office development shall be oriented to the street. At least one public entrance shall be located facing an arterial street; or, if the project does not front on an arterial, facing a collector street; or, if the project does not front on a collector, facing the local street with highest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

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

Applicant's Response:

Applicant understands the requirements of this section and given the large and steeply-graded nature of the site, as well as a preexisting ravine, this project has positioned the main buildings internal to the site rather than fronting on the street, per subsection (C) below.

b. Multifamily projects shall be required to keep the parking at the side or rear of the buildings or behind the building line of the structure as it would appear from the right-of-way inside the multifamily project. For any garage which is located behind the building line of the structure, but still facing the front of the structure, architectural features such as patios, patio walls, trellis, porch roofs, overhangs, pergolas, etc., shall be used to downplay the visual impact of the garage, and to emphasize the rest of the house and front entry.



The parking may be positioned inside small courtyard areas around which the units are built. These courtyard spaces encourage socialization, defensible space, and can provide a central location for landscaping, particularly trees, which can provide an effective canopy and softening effect on the courtyard in only a few years. Vehicular access and driveways through these courtyard areas is permitted.

Applicant's Response:

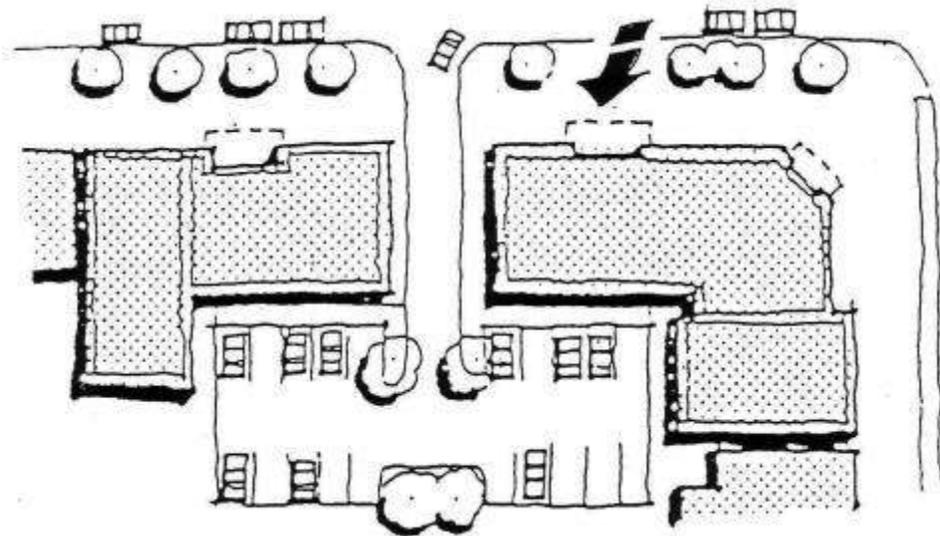
This is not a multi-family project

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

Applicant's Response:

Applicant understands the requirements of this section and given the large and steeply-graded nature of the site, as well as a preexisting ravine, this project has positioned the main buildings internal to the site rather than fronting on the street.

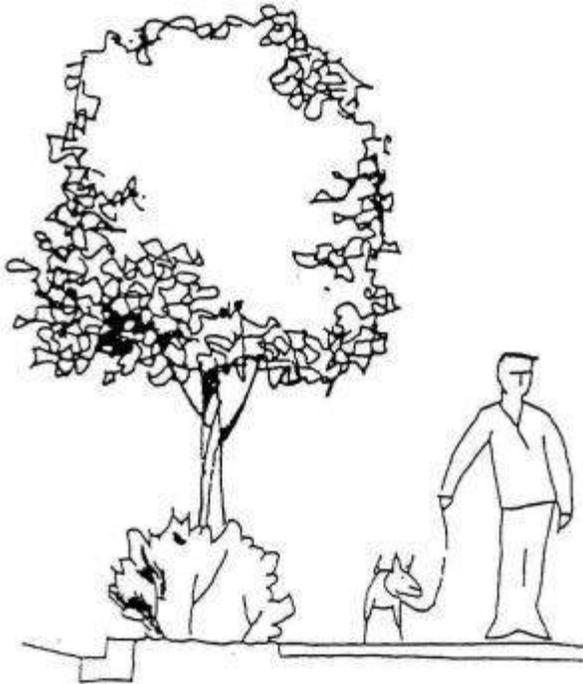
entrance from right-of-way



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

Applicant's Response:

Sidewalks are shown between the upper parking lot and Building B to accommodate pedestrian movement to office spaces within.

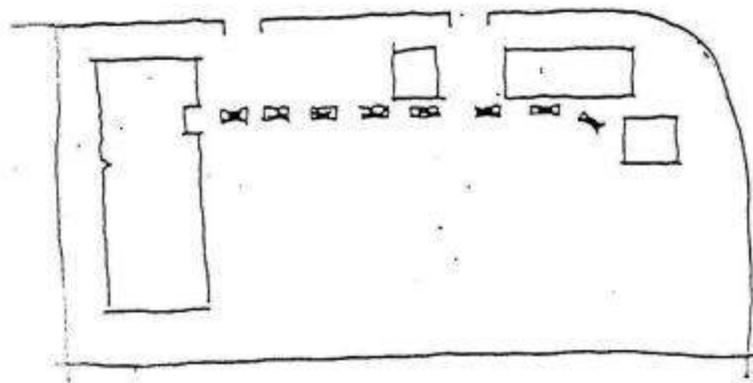


landscaping

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

Applicant's Response:

Applicant understands the requirements of this section as related to this project.



direct pedestrian route required (- -)

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

Applicant's Response:

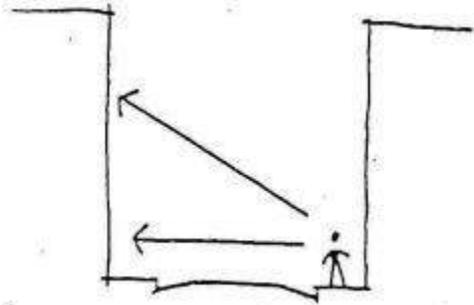
The main entry to Building B is directly accessible and visible from the upper parking lot.

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

Applicant's Response:

The distance between the proposed project's entry/exit driveway and the closest transit stop is roughly 400 feet. This is the bus stop at Salamo Road and Barrington Drive.

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



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

Applicant's Response:

This project is proposed on a private access road and is over 200 feet from the closest public street, Salamo Road. It is also roughly 60 feet lower in elevation from the entry point at the grade of the main road entrance. Therefore, the height of the building related to the width of Salamo Road has little bearing on the streetscape experience.

i. These architectural standards shall apply to public facilities such as reservoirs, water towers, treatment plants, fire stations, pump stations, power transmission facilities, etc. It is recognized that many of these facilities, due to their functional requirements, cannot readily be configured to meet these architectural standards. However, attempts shall be made to make the design sympathetic to surrounding properties by landscaping, setbacks, buffers, and all reasonable architectural means.

Applicant's Response:

Applicant understands the requirements of this section and has made every effort to make the design sympathetic to surrounding properties per the description in this section.

- j. Parking spaces at trailheads shall be located so as to preserve the view of, and access to, the trailhead entrance from the roadway. The entrance apron to the trailhead shall be marked: "No Parking," and include design features to foster trail recognition.

Applicant's Response:

No trailhead present on this site.

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

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

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

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

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

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

Applicant's Response:

Fortunately, there are multiple preexisting natural buffers between the project building site and residences to the north and roadway to the west. First, there is a roughly 60-foot drop in grade between the closest road (Salamo Rd) and the building pad. Beyond that, there is a grade difference of over 100 feet vertically between the proposed building pad and residences to the north. These grades are shown on C2.0. Second, the buildings are over 200 feet from Salamo Road and over 350 feet from the closest residential property line to the north. Third, there are a number of large, mature trees between the proposed buildings and Salamo Rd and the residences to the north. These trees are shown on L1.0 though more exist on the adjacent properties but weren't included in the tree plan because they don't exist on the proposed site.

D. Privacy and noise.

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

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

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

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

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

Applicant's Response:

There are multiple preexisting natural noise/light/glare buffers between the project building site and residences to the north. First, there is a grade difference of over 100 feet vertically between the proposed building pad and residences to the north. These grades are shown on C2.0. Second, the buildings are over 350 feet from the closest residential property line to the north. Third, there are a number of large, mature trees between the proposed buildings and Salamo Rd and the residences to the north. These trees are shown on L1.0 though more exist on the adjacent properties but weren't included in the tree plan because they don't exist on the proposed site.

E. Private outdoor area. This section only applies to multifamily projects.

In addition to the requirements of residential living, unit shall have an outdoor private area (patio, terrace, porch) of not less than 48 square feet in area;

The outdoor space shall be oriented towards the sun where possible; and

The area shall be screened or designed to provide privacy for the users of the space.

Where balconies are added to units, the balconies shall not be less than 48 square feet, if they are intended to be counted as private outdoor areas.

Applicant's Response:

Not a multi-family project.

F. Shared outdoor recreation areas. This section only applies to multifamily projects and projects with 10 or more duplexes or single-family attached dwellings on lots under 4,000 square feet. In those cases, shared outdoor recreation areas are calculated on the duplexes or single-family attached dwellings only. It also applies to qualifying PUDs under the provisions of CDC [24.170](#).

In addition to the requirements of subsection E of this section, usable outdoor recreation space shall be provided in residential developments for the shared or common use of all the residents in the following amounts:

- a. Studio up to and including two-bedroom units: 200 square feet per unit.
- b. Three or more bedroom units: 300 square feet per unit.
2. The required recreation space may be provided as follows:
 - a. It may be all outdoor space; or

- b. It may be part outdoor space and part indoor space; for example, an outdoor tennis court and indoor recreation room; and
 - c. Where some or all of the required recreation area is indoor, such as an indoor recreation room, then these indoor areas must be readily accessible to all residents of the development subject to clearly posted restrictions as to hours of operation and such regulations necessary for the safety of minors.
 - d. In considering the requirements of this subsection F, the emphasis shall be on usable recreation space. No single area of outdoor recreational space shall encompass an area of less than 250 square feet. All common outdoor recreational space shall be clearly delineated and readily identifiable as such. Small, marginal, and incidental lots or parcels of land are not usable recreation spaces. The location of outdoor recreation space should be integral to the overall design concept of the site and be free of hazards or constraints that would interfere with active recreation.
3. The shared space shall be readily observable to facilitate crime prevention and safety.

Applicant's Response:

Not a multi-family project.

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

A deck, patio, fence, low wall, hedge, or draping vine;

A trellis or arbor;

A change in level;

A change in the texture of the path material;

Sign; or

Landscaping.

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

Applicant's Response:

Signage will be used to mark the separation between the public street and private zone of the project.

H. Public transit.

1. Provisions for public transit may be required where the site abuts an existing or planned public transit route. The required facilities shall be based on the following:

a. The location of other transit facilities in the area.

b. The size and type of the proposed development.

c. The rough proportionality between the impacts from the development and the required facility.

2. The required facilities shall be limited to such facilities as the following:

a. A waiting shelter with a bench surrounded by a three-sided covered structure, with transparency to allow easy surveillance of approaching buses.

- b. A turnout area for loading and unloading designed per regional transit agency standards.
 - c. Hard-surface paths connecting the development to the waiting and boarding areas.
 - d. Regional transit agency standards shall, however, prevail if they supersede these standards.
3. The transit stop shall be located as close as possible to the main entrance to the shopping center, public or office building, or multifamily project. The entrance shall not be more than 200 feet from the transit stop with a clearly identified pedestrian link.
4. All commercial business centers (over three acres) and multifamily projects (over 40 units) may be required to provide for the relocation of transit stops to the front of the site if the existing stop is within 200 to 400 yards of the site and the exaction is roughly proportional to the impact of the development. The commercial or multifamily project may be required to provide new facilities in those cases where the nearest stop is over 400 yards away. The transit stop shall be built per subsection (H)(2) of this section.

Applicant's Response:

The proposed project is not a commercial business or multifamily project, though there is a bus stop at Salamo Road and Barrington Drive roughly 400 feet from the project entry driveway.

I. Public facilities. An application may only be approved if adequate public facilities, as defined in CDC [2.030](#), will be available to provide service to the property prior to occupancy.

In situations where the level-of-service or volume-to-capacity performance standard for an affected City or State roadway is currently failing or projected to fail to meet the standard at a date determined within a traffic impact analysis, and an improvement project is not programmed, the development shall avoid further degradation of the affected transportation facility. Mitigation must be provided to bring the facility performance standard to existing conditions at the time of occupancy.

Streets. Sufficient right-of-way and slope easement shall be dedicated to accommodate all abutting streets to be improved to the City's Improvement Standards and Specifications. The City Engineer shall determine the appropriate level of street and traffic control improvements to be required, including any off-site street and traffic control improvements, based upon the transportation analysis submitted. The City Engineer's determination of developer obligation, the extent of road improvement and City's share, if any, of improvements and the timing of improvements shall be made based upon the City's systems development charge ordinance and capital improvement program, and the rough proportionality between the impact of the development and the street improvements.

In determining the appropriate sizing of the street in commercial, office, multifamily, and public settings, the street should be the minimum necessary to accommodate anticipated traffic load and needs and should provide substantial accommodations for pedestrians and bicyclists. Road and driveway alignment should consider and mitigate impacts on adjacent properties and in neighborhoods in terms of increased traffic loads, noise, vibrations, and glare.

The realignment or redesign of roads shall consider how the proposal meets accepted engineering standards, enhances public safety, and favorably relates to adjacent lands and land uses. Consideration should also be given to selecting an alignment or design that minimizes or avoids hazard areas and loss of significant natural features (drainageways, wetlands, heavily forested areas, etc.) unless site mitigation can clearly produce a superior landscape in terms of shape, grades, and reforestation, and is fully consistent with applicable code restrictions regarding resource areas.

Streets shall be installed per Chapter [85](#) CDC standards. The City Engineer has the authority to require that street widths match adjacent street widths. Sidewalks shall be installed per CDC [85.200\(A\)\(3\)](#) for commercial and office projects, and CDC [85.200\(A\)\(16\)](#) and [92.010\(H\)](#) for residential projects, and applicable provisions of this chapter. Where streets bisect or traverse water resource areas (WRAs) the street width shall be reduced to the appropriate "constrained" cross-section width indicated in the TSP or alternate configurations which are appropriate to site conditions,

minimize WRA disturbance or are consistent with an adopted transportation system plan. The street design shall also be consistent with habitat friendly provisions of CDC [32.060\(I\)](#).

Based upon the City Manager's or Manager's designee's determination, the applicant shall construct or cause to be constructed, or contribute a proportionate share of the costs, for all necessary off-site improvements identified by the transportation analysis commissioned to address CDC [55.125](#) that are required to mitigate impacts from the proposed development. Proportionate share of the costs shall be determined by the City Manager or Manager's designee, who shall assume that the proposed development provides improvements in rough proportion to identified impacts of the development.

Storm detention and treatment and geologic hazards. Per the submittals required by CDC [55.130](#) and [92.010\(E\)](#), all proposed storm detention and treatment facilities must comply with the standards for the improvement of public and private drainage systems located in the West Linn Public Works Design Standards, there will be no adverse off-site impacts caused by the development (including impacts from increased intensity of runoff downstream or constrictions causing ponding upstream), and the applicant must provide sufficient factual data to support the conclusions of the submitted plan.

Per the submittals required by CDC [55.130\(E\)](#), the applicant must demonstrate that the proposed methods of rendering known or potential hazard sites safe for development, including proposed geotechnical remediation, are feasible and adequate to prevent landslides or other damage to property and safety. The review authority may impose conditions, including limits on type or intensity of land use, which it determines are necessary to mitigate known risks of landslides or property damage.

Applicant's Response:

Stormwater:

Stormwater for the proposed development will manage all new impervious areas per the City of West Linn stormwater management standards. This includes a new underground filter vault and detention system. Refer to the included Preliminary Stormwater Report for detailed exhibits and analysis.

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

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

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

Applicant's Response:

Municipal Water:

Proposed water and fire service will serve the site from the existing water main in Salamo Rd. Refer to sheet C3.0 for proposed water and fire service layouts.

Sanitary:

Sanitary sewer for the proposed development will be collected on-site and pumped through a privately owned and maintained sewer lift station into the existing public sewer main in Salamo Rd. Refer to sheet C3.0 for additional information.

Solid Waste:

Please see exhibits included in application package related to these sections. Sheet A1.01 shows the location of (3) large containers on upper lot for solid waste and recycling storage.

- J. Crime prevention and safety/defensible space.
 - 1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants.
 - 2. Interior laundry and service areas shall be located in a way that they can be observed by others.
 - 3. Mailboxes, recycling, and solid waste facilities shall be located in lighted areas having vehicular or pedestrian traffic.
 - 4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime.
 - 5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps, and abrupt grade changes.
 - 6. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person. All commercial, industrial, residential, and public facility projects undergoing design review shall use low or high pressure sodium bulbs and be able to demonstrate effective shielding so that the light is directed downwards rather than omnidirectional. Omni-directional lights of an ornamental nature may be used in general commercial districts only.
 - 7. Lines of sight shall be reasonably established so that the development site is visible to police and residents.
 - 8. Security fences for utilities (e.g., power transformers, pump stations, pipeline control equipment, etc.) or wireless communication facilities may be up to eight feet tall in order to protect public safety. No variances are required regardless of location.

Applicant's Response:

- 1. *Windows are located on all sides and throughout the length of the upper floor (office portion) of Building B. These windows have direct visual access to their immediate surroundings but also the yard and warehouse building below (Building A.)*
- 2. *Interior laundry room in Building B is located within a locked building only accessible to users and not the general public.*
- 3. *Mailboxes are within the locked interior of Building B while trash and recycling is all in lower and upper lots with ample site/safety lighting.*
- 4. *Exterior lighting in the proposed development is aimed at exterior areas vulnerable to crime.*
- 5. *Site lighting is ample and well-positioned for all parking areas, access roads and pedestrian movement zones from parking to entries and within exterior deck area north of Building B.*
- 6. *All exterior fixtures are located, aimed and tuned so that they overlap at 7 feet and fixtures are to have full cut-off so that all light is directed downward and does not create light pollution outward/upward.*
- 7. *The project will be removed from Salamo Road but still visible as a beacon, while also being readily visible from the street by way of building signage displaying its use.*
- 8. *There is a 6 foot tall chain link fence surrounding the entire development as shown on sheet A1.0*

K. Provisions for persons with disabilities.

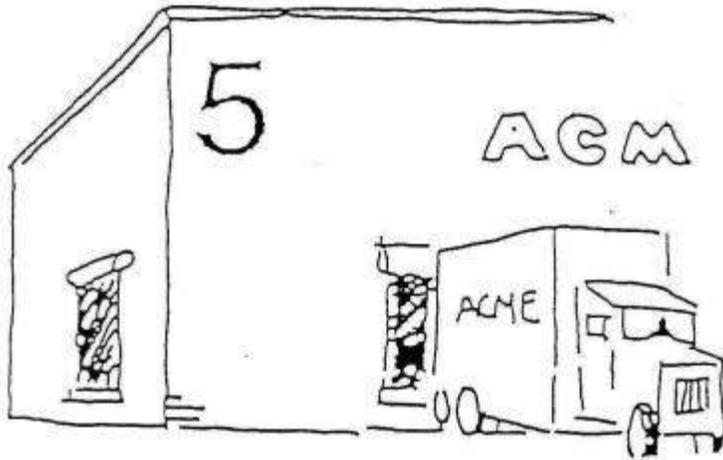
The needs of a person with a disability shall be provided for. Accessible routes shall be provided between all buildings and accessible site facilities. The accessible route shall be the most practical direct route between accessible building entries, accessible site facilities, and the accessible entry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

Applicant's Response:

There is an accessible route designed from the main upper lot parking area, throughout the upper building, and down the elevator to both lower buildings and paved area.

L. Signs.

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



buildings shall be numbered for emergency identification

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

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

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

Signs indicating future use shall be installed on land dedicated for public facilities (e.g., parks, water reservoir, fire halls, etc.).

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

Applicant's Response:

Signage will be used to identify the project from the street entry, all parking/loading areas and the identity of each of the buildings.

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

Applicant's Response:

Applicant understands the requirements of this section as related to this project.

N. Wireless communication facilities (WCFs). (This section only applicable to WCFs.) WCFs as defined in Chapter [57](#) CDC may be required to go through Class I or Class II design review. The approval criteria for Class I design review is that the visual impact of the WCF shall be minimal to the extent allowed by Chapter [57](#) CDC. Stealth designs shall be sufficiently camouflaged so that they are not easily seen by passersby in the public right-of-way or from any adjoining residential unit. WCFs that are classified as Class II design review must respond to all of the approval criteria of this chapter.

Applicant's Response:

Not a WCF.

O. Refuse and recycling standards.

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

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

Recycling and solid waste service areas.

- a. Recycling receptacles shall be designed and located to serve the collection requirements for the specific type of material.
- b. The recycling area shall be located in close proximity to the garbage container areas and be accessible to the local franchised collection firm's equipment.
- c. Recycling receptacles or shelters located outside a structure shall have lids and be covered by a roof constructed of water and insect-resistive material. The maintenance of enclosures, receptacles and shelters is the responsibility of the property owner.
- d. The location of the recycling area and method of storage shall be approved by the local fire marshal.
- e. Recycling and solid waste service areas shall be at ground level and/or otherwise accessible to the franchised solid waste and recycling collection firm.
- f. Recycling and solid waste service areas shall be used only for purposes of storing solid waste and recyclable materials and shall not be a general storage area to store personal belongings of tenants, lessees, property management or owners of the development or premises.
- g. Recyclable material service areas shall be maintained in a clean and safe condition.

Special wastes or recyclable materials.

- a. Environmentally hazardous wastes defined in ORS [466.005](#) shall be located, prepared, stored, maintained, collected, transported, and disposed in a manner acceptable to the Oregon Department of Environmental Quality.
- b. Containers used to store cooking oils, grease or animal renderings for recycling or disposal shall not be located in the principal recyclable materials or solid waste storage areas. These materials shall be stored in a separate storage area designed for such purpose.

Screening and buffering.

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

Litter receptacles.

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

Applicant's Response:

Applicant understands the requirements of this section as related to this project. Shown on sheet A1.01 there is space designated for up to (3) 40-yard containers for solid waste and/or recycling on a flat, drained, level asphalt pad.

55.110 Site Analysis

The site analysis shall include:

- A. A vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bike ways, transit stops and utility access.
- B. A site analysis on a drawing at a suitable scale (in order of preference, one inch equals 10 feet to one inch equals 30 feet) which shows:
 1. The property boundaries, dimensions, and gross area.
 2. Contour lines at the following minimum intervals:
 - a. Two-foot intervals for slopes from zero to 25 percent; and
 - b. Five- or 10-foot intervals for slopes in excess of 25 percent.
 3. Tables and maps identifying acreage, location and type of development constraints due to site characteristics such as slope, drainage and geologic hazards, including a slope analysis which identifies portions of the site according to the land types (I, II, III and IV) defined in Chapter 02 CDC.
 4. The location and width of adjoining streets.
 5. The drainage patterns and drainage courses on the site and on adjacent lands.
 6. Potential natural hazard areas including:
 - a. Floodplain areas pursuant to the site's applicable FEMA Flood Map panel;
 - b. Water resource areas as defined by Chapter 32 CDC;
 - c. Landslide areas designated by the Natural Hazard Mitigation Plan, Map 16; and
 - d. Landslide vulnerable analysis areas, designated by the Natural Hazard Mitigation Plan, Map 17.
 7. Resource areas including:
 - a. Wetlands;
 - b. Riparian corridors;
 - c. Streams, including intermittent and ephemeral streams;
 - d. Habitat conservation areas; and
 - e. Large rock outcroppings.

8. Potential historic landmarks and registered archaeological sites. The existence of such sites on the property shall be verified from records maintained by the Community Development Department and other recognized sources.

9. Identification information including the name and address of the owner, developer, project designer, lineal scale and north arrow.

10. Identify Type I and II lands in map form. Provide a table which identifies square footage of Type I and II lands also as percentage of total site square footage.

Applicant's Response:

Vicinity map is shown on civil sheet 0.0 and Site Analysis is shown on civil sheet C1.0.

55.120 Site Plan

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

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

Applicant's Response:

All Site Plan elements are shown on A1.01 and C1.0.

55.125 Transportation Analysis

Certain development proposals require that a traffic impact analysis (TIA) be provided which may result in modifications to the site plan or conditions of approval to address or minimize any adverse impacts created by the proposal. The purpose, applicability and standards of this analysis are found in CDC [85.170\(B\)\(2\)](#).

Applicant's Response:

Applicant understands the requirements of this section as related to this project.

55.140 Architectural Drawings

Architectural drawings shall be submitted showing:

- A. Building elevations and sections tied to curb elevation;
- B. Building materials: color and type; and
- C. The name of the architect or designer.

Applicant's Response:

Applicant has included the full set of above-referenced elevations, sections, building materials, and name of architect.

55.150 Landscape Plan

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

Applicant's Response:

Applicant has included the full set of above-referenced drawings—see L2.0 for landscape items.

Chapter 60: Conditional Uses

60.030 Administration and Approval Process

A. Conditional use applications shall be decided by the Planning Commission in the manner set forth in CDC 99.060(B). A petition for review by the Council may be filed as provided by CDC 99.240(B).

B. All approved conditional use applications in new buildings, or buildings with a major modification, shall be subject to design review under the provisions of Chapter 55 CDC, and in the manner set forth in CDC 99.060(B).

1. Except where stated otherwise in the base zone requirements of other applicable development standards.

C. All approved conditional use applications within existing buildings shall not be subject to design review.

Applicant's Response:

Applicant understands the requirements of this section as related to this project.

60.070 Approval Standards and Conditions

A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in CDC 36.030, or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:

1. The site size and dimensions provide:
 - a. Adequate area for the needs of the proposed use; and
 - b. Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses.
2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.
3. The granting of the proposal will produce a facility that provides an overall benefit to the City.
4. Adequate public facilities will be available to provide service to the property at the time of occupancy. In situations where the level-of-service or volume-to-capacity performance standard for an affected City or State roadway is currently failing or projected to fail to meet the standard at a date determined within a traffic impact analysis, and an improvement project is not programmed, the development shall avoid further degradation of the affected transportation facility. Mitigation must be provided to bring the facility performance standard to existing conditions at the time of occupancy.
5. The applicable requirements of the zone are met, except as modified by this chapter.
6. The supplementary requirements set forth in Chapters 52 to 55 CDC and CDC 92.010(E) are met, if applicable.
7. The use will comply with the applicable policies of the Comprehensive Plan.

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

Applicant's Response:

Item (A): As shown in the site plan included with this application, there is ample site area to support the proposed use. The proposed buildings are significantly set back from the property lines on all sides and views into the property are mitigated by substantial, preexisting trees. The design itself is comprised of 3, appropriately-sized one and two-story buildings with materials such as mass timber and gray metal siding which blend well with the natural surroundings and residential quality of its context.

Given the scale of the site (33.02 acres) and shape, there is ample space to allow for the necessary vehicle access, movements, and building configurations necessary to support an operations complex of this type. This is illustrated in the site plan included in this application.

The benefits of this facility to the City of West Linn are clear and substantial; a modern, fully functional facility supporting public works, fleet maintenance, parks and recreations, water and environmental services.

Adequate public facilities will be available to provide service to the property at the time of occupancy as confirmed at applicant's pre-application conference with City Engineer on 4/3/25.

The applicable requirements of the zone are met as a conditional use per section 11.020 part C.

The supplementary requirements in chapters 52 to 55 and 92.010 (E) are met as shown in the responses to those sections itemized above.

The property is defined as low density residential under the Comprehensive Plan and the use will comply with those policies as defined elsewhere in these responses.

Item (B): Applicant understands that the development review provisions in Chapter 55 are applicable and has responded to those provisions above.

60.080 Site Plan and Map

All site plans and maps shall include the name, address, and telephone number of the applicant, the scale of the site plan, north arrow, and a vicinity map.

The applicant shall submit a site plan drawn to an appropriate scale (in order of preference, one inch equals 10 feet to one inch equals 30 feet) which contains the following information:

The subdivision name, block, and lot number or the section, township, range, and tax lot number.

The lot or parcel boundaries, dimensions, and gross area.

The applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.

The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.

The location, dimensions, and setback distances of all:

- a. Existing structures, improvements, utilities, and drainage facilities on adjoining properties;
- b. Existing structures, improvements, utilities, and drainage facilities to remain on the site; and
- c. Proposed structures or changes to existing structures, improvements, utilities, and drainage facilities.

The existing and proposed dimensions of:

- a. The entrances and exits to the site;
- b. The parking and circulation areas;
- c. Loading and service areas for waste disposal, loading and delivery;
- d. Pedestrian and bicycle circulation area;
- e. On-site outdoor recreation spaces and common areas; and
- f. Above-ground utilities.

The location of areas to be landscaped and the proposed landscape plan.

The location of all trees having a six-inch caliper at a height of five feet.

The applicant shall submit the site plan on a map showing two-foot contours up to 20 percent grade and 10-foot contours on grades above 20 percent.

Applicant's Response:

Applicant understands the requirements of this section as related to this project and is including a site plan (A1.01 and C1.0) which meets these requirements.

Chapter 85.170 (B)(2)(c)(1)(C):

(C) The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation manual, and information and studies provided by the local reviewing jurisdiction and/or ODOT:

- (1) An increase in site traffic volume generation by 250 average daily trips (ADT) or more (or as required by the City Engineer); or
- (2) An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
- (3) The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State highway, creating a safety hazard; or
- (4) The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or
- (5) A change in internal traffic patterns that may cause safety problems, such as backup onto the highway or traffic crashes in the approach area.

Applicant's Response:

(1): Per the included letter from Kittelson & Associates, a transportation engineering firm, traffic counts were collected at the existing facility since the proposed project will replace the existing facility without expanding operational capacity, staffing or fleet size (please see letter for more detail.) Information was gathered over 3 days and total average daily trips was 256. Per the letter, a full TIA is not recommended since only one of the 3 days exceeded the 250 vehicle threshold and the average only exceeded the threshold by six trips.

(2): Per the included letter, the trip generation data did not distinguish between heavy and non-heavy vehicles but anecdotal evidence provided by the City indicates that the proposed facility will not generate 10 or more heavy vehicle trips (20,000 lb) per day.

(3): Clear vision area and queuing distance are shown and dimensioned on the civil sheet C1.0 within the property are shown in compliance with this section.

(4): Per the included letter, the new driveway will be located approximately 430 feet south of Barrington Drive and 190 feet north of Greene Street. Per table 15 of the City's transportation system plan, the minimum spacing requirements along minor arterials, such as Salamo Road is 150 feet between intersections and driveways.

(5): Since the development sight is new (and not a preexisting development) current traffic planning and civil engineering standards are being utilized for all roads, parking and fire access elements as shown on civil and architectural sheets included here.

Chapter 96: Street Improvement Construction

96.010 Construction Required

A. Street improvements for residential construction are required when:

1. Construction of a new single-family attached or detached structure (replacement of an existing structure is exempt); or
2. Replacement of a single-family home increases the square feet by 50 percent or greater; or
3. Construction of a new multifamily structure; or
4. Increase in dwelling unit density on site (accessory dwelling units are exempt).

B. Street improvements for commercial construction are required when:

1. Construction of a new commercial structure; or
2. Remodel of an existing commercial structure with an increase in floor area; or
3. Construction that increases the dwelling unit density on site; or
4. Construction which requires a change in type, number, or location of accessways; or
5. Replacement of an existing structure with an increase in floor area.

Applicant's Response:

Applicant does not intend to provide improvements to frontage. It is not feasible or desired to construct improvements due to existing steep slopes and environmental area buffers.

96.020 Fee-In-Lieu

A. An applicant may apply for a waiver of street improvements and the option to pay a fee-in-lieu (in accordance with the City's adopted fee structure) of constructing street improvements if one of the following are met:

1. Located on a cul-de-sac with no existing curb and/or no existing sidewalk; or
2. Located on a street less than 1,320 linear feet in length and not planned as a through street; or
3. Located more than 1,320 linear feet from nearest street improvements on the same street or connecting street.

Applicant's Response:

Applicant does not intend to provide improvements to frontage. It is not feasible or desired to construct improvements due to existing steep slopes and environmental area buffers.

96.030 Standards

Street improvements shall be installed according to the City standards and shall be completed prior to the issuance of any occupancy permit for the new or remodeled structure or building. In unimproved areas of the City, the City Engineer may grant a time extension of the provisions of this section; provided the applicant submit sufficient security in an amount and quantity satisfactory to the City Attorney to assure payment of such improvement costs.

Applicant's Response:

Applicant understands the requirements of this section as related to this project.

Chapter 99: Procedures for Decision Making: Quasi-Judicial

99.030 Application Process

A. Who may apply.

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

B. Pre-application conferences.

1. Subject to subsection (B)(4) of this section, a pre-application conference is required for, but not limited to, each of the following applications:
 - a. Boundary changes, per Chapter 81 CDC;
 - b. Amendments to the Comprehensive Plan;
 - c. Amendments to the Zoning Map;
 - d. Conditional uses;
 - e. Design review (Class I and Class II);
 - f. Historic Design Review (Class II);
 - g. Designation of a historic resource or removal of a historic resource designation;
 - h. Demolition of a historic resource;
 - i. Relocation of a historic resource;
 - j. New construction or remodels in the Willamette Falls Drive Commercial Design District, except as provided for in subsection (B)(2)(h) of this section
 - k. Minor partitions
 - l. Land divisions;
 - m. Enlargement of non-conforming uses or alteration of a structure containing a non-conforming use;
 - n. Planned unit developments
 - o. Class II variances;
 - p. Development subject to Chapter 32 CDC, Water Resource Area Protection;
 - q. Development subject to Chapter 27 CDC, Flood Management Areas
 - r. Development subject to Chapter 28 CDC, Willamette and Tualatin River Protection;
 - s. Right-of-way and easement vacations; and
 - t. Extensions of approval with modifications to original approval.
2. Subject to subsection (B)(3) of this section, the following applications are exempt from subsection (B)(1) of this section, Pre-Application Conference:
 - a. Signs;
 - b. Home occupations;
 - c. Temporary use permits;
 - d. Sidewalk uses;
 - e. Final plats;
 - f. Property line adjustments;
 - g. Re-vegetation plans;
 - h. Painting, signage, awnings, or architectural in-kind replacements in the Willamette Falls Drive Commercial Design District;
 - i. Appeals of land use decisions;
 - j. Extensions of approval with no modification to original approval; and
 - k. Class I variances.

3. The Planning Director shall have the authority to require a preapplication conference prior to the submittal of any application that is not listed in subsection (B)(1) of this section if they determine that the potential development is of significant complexity or magnitude to merit a preapplication conference.
 4. The Planning Director may waive the requirement for a pre-application conference for any application if they determine that such a conference is not warranted. Upon making such a determination, the Planning Director shall provide written notification (i.e., e-mail or letter) to the Planning Commission and applicable neighborhood association.
 5. At such conference, the Planning Director or designee shall:
 - a. Cite the Comprehensive Plan map designation;
 - b. Cite the applicable substantive and procedural ordinance provisions;
 - c. Provide technical data and assistance which will aid the applicant;
 - d. Identify other policies and regulations that relate to the application;
 - e. Identify other pertinent factors that relate to the application; and
 - f. Provide the applicant with a written description of all rights for appeal and provide access to all administrative procedures.
 6. The failure of the Director to provide any of the information required by this section shall not constitute a waiver of the standards, criteria, or requirements of the application.
 7. At least 10 days prior to the scheduled date of the conference, the City shall make the pre-application conference schedule available to the public. Within 10 days following the conference, the City shall make staff-prepared written notes summarizing the contents of the meeting available to the public. Failure to comply with this section due to technical or administrative problems is not a procedural defect entitling any party to a delay in the hearing process.
 8. The Planning Director shall prepare administrative procedures designed to allow citizens to attend and participate in pre-application conferences for applications. Lack of neighborhood association participation in a pre-application conference is not a procedural defect entitling any party to a delay in the hearing process.
 9. If the applicant is not the owner of the subject property, the applicant shall provide written evidence that the owner has consented to the pre-application conference prior to it being scheduled.
- C. The requirements for making an application.
1. The application shall be made on forms provided by the Director as provided by CDC 99.040(A)(1);
 2. The application shall be complete and shall contain the information requested on the form, shall address the appropriate submittal requirements and approval criteria in sufficient detail for review and action, and shall be accompanied by the deposit or fee required by CDC 99.033. No application will be accepted if not accompanied by the required fee or deposit. In the event an additional deposit is required by CDC 99.033 and not provided within the time required, the application shall be rejected without further processing or deliberation and all application materials shall be returned to the applicant, notwithstanding any determination of completeness.

Applicant's Response:

Pre-application meeting for this project has already taken place on 4/3/25 with subsequent neighborhood association meeting on 6/9/25. Applicant understands the requirements of this section as related to this project.

99.038 Neighborhood Contact Required (Yes, CUP requires NA meeting)

No assigned NA, hold public meeting 99.038.C

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

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

B. The applicant shall contact by letter all recognized neighborhood associations whose boundaries contain all or part of the site of the proposed development and all property owners within 500 feet of the site.

C. The letter shall be sent to the president of the neighborhood association, and to one designee as submitted to the City by the neighborhood association, and shall be sent by regular mail to the other officers of the association and the property owners within 500 feet. If another neighborhood association boundary is located within the 500-foot notice radius, the letter shall be sent to that association's president, and to one designee as submitted to the City by the neighborhood association as well. The letter shall briefly describe the nature and location of the proposed development, and invite the association and interested persons to a meeting to discuss the proposal in more detail. The meeting shall be scheduled at the association's regularly scheduled monthly meeting, or at another time at the discretion of the association, and not less than 20 days from the date of mailing of the notice. If the meeting is scheduled as part of the association's regular monthly meeting, the letter shall explain that the proposal may not be the only topic of discussion on the meeting agenda. The letter shall encourage concerned citizens to contact their association president, or their association designee, with any questions that they may want to relay to the applicant.

Neighborhood contact shall be initiated by the applicant by mailing the association president, and to one designee as submitted to the City by the neighborhood association, a letter, return receipt requested, formally requesting, within 60 days, a date and location to have their required neighborhood meeting. The 60 days shall be calculated from the date that the applicant mails this letter to the association. If the neighborhood association does not want to meet within the 60-day timeframe, or if there is no neighborhood association, the applicant shall hold a public meeting during the evening after 6:00 p.m., or on the weekend no less than 20 days from the date of mailing of the notice. All meetings shall be held at a location open to the public within the boundaries of the association or at a public facility within the City of West Linn. If the meeting is held at a business, it shall be posted at the time of the meeting as the meeting place and shall note that the meeting is open to the public and all interested persons may attend.

D. On the same date the letters described in subsections A through C of this section are mailed, the applicant shall provide and post notice on the property subject to the proposed application. The notice shall be posted at a location visible from the public right-of-way. If the site is not located adjacent to a through street, then an additional sign shall be posted on the nearest through street. The sign notice shall be at least 11 inches by 17 inches in size on durable material and in clear, legible writing. The notice shall state that the site may be subject to a proposed development (e.g., subdivision, variance, conditional use) and shall set forth the name of the applicant and a telephone number where the applicant can be reached for additional information. The site shall remain posted until the conclusion of the meeting.

E. An application shall not be accepted as complete unless and until the applicant demonstrates compliance with this section by including with the application:

1. A copy of the certified letter to the neighborhood association with a copy of return receipt;
2. A copy of the letter to officers of the association and to property owners within 500 feet, including an affidavit of mailing and a copy of the mailing list containing the names and addresses of such owners and residents;
3. A copy of the required posted notice, along with an affidavit of posting;
4. A copy of the minutes of the meetings, produced by the neighborhood association, which shall include a record of any verbal comments received, and copies of any written comments from property owners, residents, and neighborhood association members. If there are no minutes, the applicant may provide a summary of the meeting comments. The applicant shall also send a copy of the summary to the chair of the neighborhood association. The chair shall be allowed to supplement the summary with any additional comments regarding the content of the meeting, as long as such comments are filed before the record is closed;
5. An audiotape of the meeting; and
6. In the event that it is discovered by staff that the aforementioned procedures of this section were not followed, or that a review of the audio tape and meeting minutes show the applicant has made a material misrepresentation of the project at the neighborhood meeting, the application shall be deemed incomplete until the applicant demonstrates compliance with this section.

Applicant's Response:

Pre-application meeting for this project has already taken place on 4/3/25 with subsequent Neighborhood Association meeting on 6/9/25. All three referenced NAs were invited to this meeting held at City Hall. Applicant includes all required records as part of this application.

99.060 Approval Authority (Planning Commission)

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

A. Planning Director authority. The Planning Director, or designee, shall have the authority to:

1. Approve, deny, or approve with conditions the following applications:
 - a. A temporary use or structure application for a period no more than 120 days, including all extensions (Chapter [35](#) CDC), and not associated with another land use approval.
 - b. A home occupation application (Chapter [37](#) CDC).
 - c. Access restrictions (Chapter [48](#) CDC).
 - d. A minor partition (Chapter [85](#) CDC).
 - e. A final subdivision plat (Chapter [89](#) CDC).
 - f. A final partition plat (Chapter [89](#) CDC).
 - g. A lot line adjustment (Chapter [85](#) CDC).
 - h. Enlargement or alteration of a non-conforming single-family structure containing a conforming use (Chapter [66](#) CDC).
 - i. Decide applications for a determination of unlisted parking requirements (Chapter [46](#) CDC).
 - j. *Repealed by Ord. 1735.*
 - k. Parks Design Review, Class I (Chapter [56](#) CDC).
 - l. Design Review, Class I (Chapter [55](#) CDC).
 - m. A sign application (Chapter [52](#) CDC).
 - n. Sidewalk use permit (Chapter [53](#) CDC).
 - o. Flood management area permit (Chapter [27](#) CDC).
 - p. *Repealed by Ord. [1622](#).*
 - q. Tualatin River protection permit (Chapter [28](#) CDC).
 - r. Water resource area permit (Chapter [32](#) CDC).
 - s. Class I variance (Chapter [75](#) CDC).

- t. Willamette River Greenway Permit (Chapter [28](#) CDC).
 - u. Extension of approval without modifications.
 - v. Extension of approval with proposed modifications when the Planning Director acted as the initial decision-making authority.
 - w. Class I Historic Design Review (Chapter [25](#) CDC).
 - x. A demolition permit for a non-contributing or not in period primary structure or an accessory structure (Chapter [25](#) CDC).
 - y. Expedited land division.
 - z. Middle housing land division.
2. Approve a use permitted under prescribed conditions provided all of the conditions are satisfied.
 3. Make initial interpretations of the provisions of the code.
 4. Make the initial determination regarding the status of the following:
 - a. Non-conforming structure (Chapter [66](#) CDC).
 - b. Non-conforming structure involving a non-conforming use (Chapter [65](#) CDC).
 - c. Non-conforming use of land (Chapter [67](#) CDC).
- B. Planning Commission authority. The Planning Commission shall have the authority to:
1. Make a recommendation to approve, deny, or approve with conditions to the Council:
 - a. A quasi-judicial Comprehensive Plan Map amendment (Chapter [105](#) CDC).
 - b. A quasi-judicial zone change application pursuant to Chapter [105](#) CDC, excluding applications requesting the designation or removal of a designation for a historic resource.
 2. Approve, deny, or approve with conditions the following applications:
 - a. A temporary use or structure application (Chapter [35](#) CDC) for a minimum of 121 days to no more than one year, or an application associated with another land use approval.
 - b. A conditional use (Chapter [60](#) CDC).
 - c. Enlargement of a non-conforming use or alteration for a structure containing a non-conforming use (Chapter [66](#) CDC).

- d. Enlargement or alteration of a non-single-family residential non-conforming use (Chapter [66](#) CDC).
 - e. Class II variance or special waiver (Chapter [75](#) CDC).
 - f. Subdivision (Chapter [85](#) CDC).
 - g. Planned unit development (Chapter [24](#) CDC).
 - h. Design review, Class II (Chapter [55](#) CDC).
 - i. Parks design review, Class II (Chapter [56](#) CDC).
 - j. Any matter not specifically assigned to another approval authority.
 - k. Extension of approval with proposed modifications when the Planning Commission acted as the initial decision-making authority.
3. Revoke or modify an approval as provided by CDC [99.330](#) for any application approved by the Planning Commission or Planning Director.
 4. Make an unlisted use determination.
 5. An appeal of the Planning Director's interpretation of the code pursuant to CDC [01.060](#).
- C. City Council authority. The Council shall have the authority to:
1. Approve, deny, or approve with conditions applications for the following development applications:
 - a. A quasi-judicial Comprehensive Plan Map amendment (Chapter [105](#) CDC).
 - b. A quasi-judicial zone change application pursuant to Chapter [105](#) CDC.
 - c. Boundary change proposals (Chapter [81](#) CDC).
 2. Consider an appeal or review of a decision made by the Planning Director under the provisions of CDC [99.240\(A\)](#) and [99.080\(B\)](#).
 3. Consider an appeal or review of a decision made by the Planning Commission or Historic Review Board, whether on the Council's own motion, or otherwise as provided by CDC [99.240](#).
 4. Decide an appeal of the Director's interpretation of zoning boundaries as provided by CDC [05.040](#).
 5. Revoke or modify an approval as provided by CDC [99.330](#) for any application approved by the City Council, including an application approved by the City Council on appeal from another City decision-making authority.

D. Historic Review Board authority. The Historic Review Board shall review an application for compliance with Chapters [25](#) and [58](#) CDC, as applicable. The Historic Review Board shall have the authority to:

1. Approve, deny, or approve with conditions an application regarding the following:
 - a. Class II Historic Design Review;
 - b. A demolition permit for a historic landmark or primary contributing structure within a historic district;
 - c. Relocation of a historic resource;
 - d. Revocation or modification of an approval as provided by CDC [99.330](#) for any application approved by the Historic Review Board; and
 - e. Extension of an approval with proposed modifications when the Historic Review Board acted as the initial decision-making authority.

2. Make recommendations to the approval authority specified in this section regarding the following:
 - a. Designation of a historic resource;
 - b. Removal of historic resource designation;
 - c. Class I or Class II design review on a property within the Willamette Falls Drive Commercial Design District that is not a historic landmark or within the Willamette Historic District;
 - d. New construction within the Willamette Falls Drive Commercial Design District that is not a historic landmark or within the Willamette Historic District;
 - e. A partition or subdivision of property containing a historic resource;
 - f. Conditional use of property containing a historic resource.

E. Referee.

1. Approve, deny, or approve with conditions the following applications:
 - a. Appeal of an expedited land division per ORS [197.375](#).
 - b. Appeal of a middle housing land division per ORS [197.375](#).

Applicant's Response:

Applicant understands the requirements of this section and that this Class II Design Review is subject to Planning Commission approval.