

August 6, 2010

**APPLICANT'S STATEMENT**

For

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**"West Linn Public Works Covered Parking Building"**

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**REQUEST**

Conditional Use Permit and Design Review for a 1,344 square foot  
Covered Parking Building

**APPLICANT**

Mike Cardwell  
City of West Linn  
Public Works Department  
4100 Norfolk Street  
West Linn, Oregon 97045

**LEGAL DESCRIPTION**

Tax Map 2S1E 36BA, Tax Lot 8100  
West Linn, Oregon

# "WEST LINN PUBLIC WORKS COVERED PARKING BUILDING"

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City of  
**West  
Linn**

# DEVELOPMENT REVIEW APPLICATION

**TYPE OF REVIEW** (Please check all boxes that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                                 | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures |
| <input type="checkbox"/> Appeal and Review *                        | <input type="checkbox"/> One-Year Extension *                   |
| <input checked="" type="checkbox"/> Conditional Use                 | <input type="checkbox"/> Planned Unit Development               |
| <input checked="" type="checkbox"/> Design Review                   | <input type="checkbox"/> Pre-Application Meeting *              |
| <input type="checkbox"/> Easement Vacation                          | <input type="checkbox"/> Quasi-Judicial Plan or Zone Change     |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities         | <input type="checkbox"/> Street Vacation                        |
| <input type="checkbox"/> Final Plat or Plan                         | <input type="checkbox"/> Subdivision                            |
| <input type="checkbox"/> Flood Plain Construction                   | <input type="checkbox"/> Temporary Uses *                       |
| <input type="checkbox"/> Hillside Protection and Erosion Control    | <input type="checkbox"/> Tualatin River Greenway                |
| <input type="checkbox"/> Historic District Review                   | <input type="checkbox"/> Variance                               |
| <input type="checkbox"/> Legislative Plan or Change                 | <input type="checkbox"/> Water Resource Area Protection/Wetland |
| <input type="checkbox"/> Lot Line Adjustment */**                   | <input type="checkbox"/> Willamette River Greenway              |
| <input type="checkbox"/> Minor Partition (Preliminary Plat or Plan) | <input type="checkbox"/> Other/Misc                             |

Home Occupation, Pre-Application, Sidewalk Use Application \*, Permanent Sign Review \*, Temporary Sign Application require different application forms available in the forms and application section of the City Website or at City Hall.

**TOTAL FEES/DEPOSIT** \_\_\_\_\_

<b>OWNER (PRINT)</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>PHONE &amp;/OR E-MAIL</b>
Mike Cardwell	4100 Norfolk St.	West Linn	97045	
<b>APPLICANT (PRINT)</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>PHONE &amp;/OR E-MAIL</b>
City of West Linn Public Works				

<b>CONSULTANT (PRINT)</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>PHONE &amp;/OR E-MAIL</b>

**SITE LOCATION/ADDRESS** 4100 Norfolk Street

**Assessor's Map No.:** 251E 316BA **Tax Lot(s):** 8100 **Total Land Area:** 2.1 Acres

- All application fees are non-refundable (excluding deposit).
- The owner/applicant or their representative should be present at all public hearings.
- A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
- Four (4) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format.  
\* No CD required / \*\* Only one copy needed

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application.

**SIGNATURE OF PROPERTY OWNER(S)**

X \_\_\_\_\_

Date \_\_\_\_\_

**SIGNATURE OF APPLICANT(S)**

X \_\_\_\_\_

Date \_\_\_\_\_

ACCEPTANCE OF THIS APPLICATION DOES NOT INFER A COMPLETE SUBMITTAL. THE APPLICANT WAIVES THE RIGHT TO THE PROVISIONS OF ORS 94.020. ALL AMENDMENTS TO THE COMMUNITY DEVELOPMENT CODE AND TO OTHER REGULATIONS ADOPTED AFTER THE APPLICATION IS APPROVED SHALL BE ENFORCED WHERE APPLICABLE. APPROVED APPLICATIONS AND SUBSEQUENT DEVELOPMENT IS NOT VESTED UNDER THE PROVISIONS IN PLACE AT THE TIME OF INTIAL APPLICATION. CONTACT: PLANNING AND BUILDING; 22500 SALAMO RD #1000; WEST LINN, OR 97068; PHONE: 656-4211 FAX: 656-4106 PLANNING@WESTLINNOREGON.GOV



August 6, 2010

**APPLICANT'S STATEMENT**

**APPLICANT:** Mike Cardwell  
West Linn Public Works Department  
4100 Norfolk Street  
West Linn, Oregon 97045

**REQUEST:** Conditional Use Permit and Design Review for a 1,344 square foot Covered Parking Building

**LEGAL DESCRIPTION:** Tax Lot 8100; Tax Map 2S1E 36BA  
West Linn, Oregon

**LOCATION:** 4100 Norfolk Street

**SIZE:** 2.1 acres +/-

**LAND USE DISTRICT:** R-10 - Single-Family Residential

**EXISTING BUILDING AREA:** 20,650 sq. ft. +/-

**PROPOSED BUILDING AREA:** 22,000 sq. ft. +/-  
**(TOTAL)**

**I. APPLICABLE REGULATIONS**

**A. City of West Linn Community Development Code**

- Chapter 11: Single-Family Residential Detached, R-10
- Chapter 31: Erosion Control
- Chapter 33: Stormwater Quality and Detention
- Chapter 40: Building Height Limitations & Exceptions
- Chapter 46: Off-Street Parking, Loading & Reservoir Areas
- Chapter 60: Conditional Uses

**II. AFFECTED JURISDICTIONS**

- Domestic Water: City of West Linn (South Fork Water Board)
- Drainage: City of West Linn
- Erosion Control: City of West Linn
- Fire Protection: Tualatin Valley Fire & Rescue
- Police Protection: City of West Linn
- Sewer: City of West Linn (Water Environmental Services/Tri-City)
- Streets: City of West Linn
- Water Quality/Quantity: City of West Linn

**III. INTRODUCTION**

**PROJECT DESCRIPTION**

City of West Linn Public Works Department requests Conditional Use Permit and Class II Design Review for a new 1,344 sq. ft. (28-ft. x 48-ft.) covered vehicle parking shed at their existing facility at 4100 Norfolk Street in the Sunset neighborhood (See Vicinity Map, Exhibit 1). The site and surrounding properties to the south and west are located in the R-10 Zone, which permits public facilities such as an Operations Center to be approved through a Conditional Use Permit. All surrounding properties are also zoned residential and are designated as follows: Properties to the north are in the R-5 zone; Properties to the east are designated R-4.5; and to the south and southwest, R-7 (See Exhibit 7).

The single-story metal parking shed will be located at the southeast corner of the site adjacent to Norfolk Street and a residence on a gravel pad where trucks and other equipment has historically been stored. The building is proposed to be approximately 24-ft. from the southeast property line adjacent to Norfolk Street and 7.5-ft. from the south property line adjacent to the residential property (See Exhibit 4).

According to the Planning Department staff and the pre-application notes dated April 1, 2010, the Operations facility has been at this location since at least 1977. A conditional use permit for the facility was approved that year but the file cannot be found (See Exhibit 6). It is assumed that the facility was approved at its current scale and level of activity. Therefore, this conditional use application for a public support facility with related Class II Design Review for the site and building improvements provides a record and baseline for the existing facility and operation (i.e. - building size, parking, driveway location, public improvements), and authorizes expansion with the proposed 1,344 sq. ft. covered parking.

Based on a review of the site development standards that follows in this report, it has been determined that the facility is conforming to the code in terms of building size, parking, setbacks, Floor Area Ratio and other standards. Landscaping requirements and other minor development standards were adopted as part of the Community Development Code after the site was developed. No changes to the existing site or operation are proposed with this application (excepting the covered parking building and related landscape screen improvements). Aerial Photo, Existing Conditions Plan and Site Photos which document the scale of the current facility are attached as Exhibits 2, 3 & 10. The intent of this application request is to provide a covered parking area equipment already in use at the facility. A conceptual design of the metal structure is attached as Exhibit 5.

#### **IV. FINDINGS OF FACT**

##### **A. CITY OF WEST LINN COMMUNITY DEVELOPMENT CODE**

##### **CHAPTER 11.000 SINGLE-FAMILY RESIDENTIAL DETACHED, R-10**

###### **Section 11.010: PURPOSE**

The purpose of this zone is to provide for urban development at levels which relate to the site development limitations, proximity to commercial development and to public facilities and public transportation. This zone is intended to implement the Comprehensive Plan policies and locational criteria, and is applicable to areas designated as Low Density Residential on the Comprehensive Plan Map and Type I and Type II lands identified under the Buildable Lands Policy.

###### **Section 11.020: PROCEDURES AND APPROVAL PROCESS**

- A. A use permitted outright, Section 11.030, is a use which requires no approval under the provisions of this Code. If a use is not listed as a use permitted outright, it may be held to be a similar unlisted use under the provisions of Chapter 80.**
- B. A use permitted under prescribed conditions (Section 11.030) 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 Section 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 Section 99.240(A).****
- C. A conditional use (Section 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, 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.**
- D. The following Code provisions may be applicable in certain situations:
  - 1. Chapter 65, Non-conforming Uses in Structures.**
  - 2. Chapter 66, Non-conforming Structures.**
  - 3. Chapter 67, Non-conforming Uses of Land.**
  - 4. Chapter 68, Lots of Record.**
  - 5. Chapter 75, Variances.****



**COMMENT:**

City of West Linn Public Works Department requests Conditional Use Permit and Class II Design Review in accordance with Section 11.060 of the Community Development Code.

**Section 11.060: CONDITIONAL USES**

The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter 60, Conditional Use.

4. Public support facilities. (ORD. 1377)

**COMMENT:**

City of West Linn Public Works Department Operations Facility located at 4100 Norfolk Street is has been at this location since at least 1977. This type of public support facility is permitted in the R-10 Land Use District through approval of a Conditional Use Permit pursuant to Section 11.060.4. Since the facility was first approved more than 30 years ago, this review is limited to expansion of the use for the 1,344 sq. ft. covered parking building. As part of this review, existing building size, number of existing parking spaces and landscaping has been documented.

**Section 11.070: DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS**

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

1. The minimum lot size shall be 10,000 square feet for a single-family detached unit.
2. The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.
3. The average minimum lot width shall be 50 feet. (ORD. 1298)
4. The lot depth comprising non-Type I and II lands shall be less than two and one half times the width, and more than an average depth of 90 feet. (See diagram below.) (ORD. 1377)

**COMMENT:**

The existing Public Works Operations facility is in compliance with these standards. The roughly square-shaped lots size is 2.1 acres with dimensions of 300-ft. or more.

5. The minimum yard dimensions or minimum building setback area from the lot line shall be:
  - a. For the front yard, 20 feet; except for steeply sloped lots where the provisions of Section 41.010 shall apply; and as specified in Section 26.040(D) for the Willamette Historic District. (ORD. 1175)
  - b. For an interior side yard, 7 1/2 feet; except as specified in Section 26.040(D) for the Willamette Historic District.

- c. For a side yard abutting a street, 15 feet.
- d. For a rear yard, 20 feet.

**COMMENT:**

The proposed covered parking building complies with the minimum 20-ft. front (Norfolk Street) and 7.5-ft. interior side yard (south) setback standard of this section. The proposed front yard setback is 24-ft. (17-ft. from the existing wall), and 7.5-ft. from the south property line.

- 6. The maximum building height shall 35 feet, except for steeply sloped lots in which case the provisions of Section 41.000 shall apply. (ORD. 1538)
- 7. The maximum lot coverage shall be 35 percent.
- 8. The minimum width of an accessway to a lot which does not abut a street or a flag lot, shall be 15 feet.
- 9. The floor area ratio shall be .45. Type I and II lands shall not be counted toward lot area when determining allowable floor area ratio, except that a minimum floor area ratio of .30 shall be allowed regardless of the classification of lands within the property. That 30 percent shall be based upon the entire property including Type I and II lands. Existing residences in excess of this standard may be replaced to their prior dimensions when damaged without the requirement that the homeowner obtain a "non-conforming structures" permit under CDC Chapter 66. (ORD 1538)
- 10. The sidewall provisions of CDC Chapter 43 shall apply. (ORD 1538)

**COMMENT:**

The existing Public Works Operations facility is in compliance with these standards. All structures are single-story ranging from 15-ft. to 25-ft. in height. Proposed lot coverage and FAR is 24%.

**Section 11.080: DIMENSIONAL REQUIREMENTS, CONDITIONAL USES**

Except as may otherwise be established by this Code, the appropriate lot size for a conditional use shall be determined by the approval authority at the time of consideration of the application based upon the criteria set forth in Section 60.070(1) and (2).

**COMMENT:**

No changes to the existing 2.1 acre lot is proposed with this request.

**Section 11.090: OTHER APPLICABLE DEVELOPMENT STANDARDS**

A. The following standards apply to all development including permitted uses:

- 1. Chapter 34, Accessory Structures.
- 2. Chapter 35, Temporary Uses.

3. Chapter 38, Additional Yard Area Required, Exceptions to Yard Requirements, Storage in Yards and Projections into Yards.
  4. Chapter 40, Building Height Limitations and Exceptions.
  5. Chapter 41, Structures on Steep Lots, Exceptions.
  6. Chapter 42, Clear Vision Areas.
  7. Chapter 44, Fences and Screening of Storage Areas.
  8. Chapter 46, Off street Parking and Loading.
  9. Chapter 48, Access.
  10. Chapter 52, Signs.
  11. Chapter 54, Installation and Maintenance of Landscaping.
- B. The provisions of Chapter 55, Design Review, apply to all uses except detached single-family dwellings, residential homes and residential facilities. (ORD. 1590 § 1, 2009)

**COMMENT:**

The applicable code sections are addressed within this written narrative.

**CHAPTER 31.000      EROSION CONTROL**

**Section 31.010:    PURPOSE**

The purpose of this section is to require erosion prevention measures and sediment control practices for all development in the City of West Linn during all phases of construction to prevent and restrict the discharge of sediments, and to require final permanent erosion prevention measures after development is completed.

Erosion prevention techniques shall be designed to protect soil particles from the force of water and wind so they will not be transported from the site. Sediment control measures shall be designed to capture soil particles after they have become dislodged by erosion and attempt to retain the soil particles on site.

**Section 31.020:    APPLICABILITY**

This document applies to development that may cause visible or measurable erosion on any property within the City of West Linn. In instances where this chapter conflicts with other applicable City codes, the more restrictive provision shall apply.

**COMMENT:**

Necessary erosion control measures will be provided at the southeast corner of the site and around the existing storm catch basin prior to construction.

## CHAPTER 33.000 STORM WATER QUALITY AND DETENTION

### Section 33.010: PURPOSE

The purpose of CDC Chapter 33 is to implement the Comprehensive Plan; meet the objectives of the "Clean Water Act" of the federal government by restoring and maintaining the chemical, physical, and biological integrity of waterbodies and waterways; provide water purification, flood control and streambank stability; provide aesthetic value; and provide for stormwater management to reduce the impacts of stormwater runoff (water quantity) and pollution (water quality) resulting from development. As development results in the replacement of large areas of existing pervious surface cover such as meadows or wooded areas with impervious material such as roads, parking lots, and roofs, stormwater detention is necessary to ensure that post-development stormwater runoff volumes do not exceed pre-development runoff volumes. Stormwater treatment is necessary in order to reduce sediment, nutrient, and pollutant loading into waterbodies and waterways.

### Section 33.020: APPLICABILITY

CDC Chapter 33 applies to all new development and redevelopment sites, as required by the City's Public Works Design Standards, except one- and two-family dwellings that do not involve a land division.

#### COMMENT:

An existing catch basin has been provided at the southeast corner of the parking lot adjacent to the proposed covered parking structure. No changes are proposed with this request (See Exhibit 3).

## CHAPTER 40.000 BUILDING HEIGHT LIMITATIONS, EXCEPTIONS

### Section 40.010: PROJECTIONS NOT USED FOR HUMAN HABITATION

Projections such as chimneys, spires, domes, elevator shaft housings, towers, aerials, flag poles, and other similar objects not used for human occupancy, are not subject to the building height limitations of this Code.

#### COMMENT:

The proposed covered parking structure is 15-ft. in height. No additional projections are planned (See Exhibit 5).

### Section 40.020: CHURCH OR GOVERNMENT BUILDINGS

The height of a church 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.

**COMMENT:**

As noted above and on Exhibit 4, the existing buildings on-site are single-story and do not exceed 25-ft. The site FAR is 24%. The proposed covered parking structure is 15-ft. The north (side yard) setback for the principal building (Admin/Operations Bldg) exceeds 20-ft.

**CHAPTER 46.000 OFF-STREET PARKING, LOADING AND RESERVOIR AREAS**

**Section 46.010: PURPOSE**

The purpose of this chapter is to provide standards for the number and arrangement of off-street parking, loading, and reservoir areas. Most of these provisions relate to commercial, office, and industrial uses. Parking lot design has often been criticized for creating large expanses of paved areas, separating the business from the public street. That arrangement makes it less attractive for pedestrians to access these buildings. The challenge is balancing the business community's desire for ample visible parking to attract prospective customers with the community interest of encouraging safe, non-vehicular access, minimizing the visual impact of parking, and creating a more attractive streetscape and urban environment.

Most parking facilities in non-residential developments contain spaces which are infrequently used, available for the few days a year when parking is at a premium. For these spaces, permeable parking surfaces provide a suitable parking surface which can reduce surface runoff and increase water quality, as well as improve the aesthetic appearance of the parking lot. West Linn encourages the use of permeable parking surfaces in appropriate situations. (ORD. 1463)

**Section 46.020: APPLICABILITY AND GENERAL PROVISIONS**

- A. At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone, off street parking spaces, loading areas and reservoir areas shall be provided in accordance with the requirements of this chapter unless other requirements are otherwise established as a part of the development approval process.
- B. The provision and maintenance of off street parking and loading spaces are the continuing obligation of the property owner.
- C. No building or other permit shall be issued until plans are approved that show the property that is and will remain available for exclusive use as off-street parking and loading space as required by this chapter. The use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this chapter.
- D. Required parking spaces and loading areas shall be improved to the standards contained in this chapter and shall be available for use at the time of the final building inspection except as provided in Section 46.150.

**COMMENT:**

As shown on Exhibit 4, 45 Standard paved parking spaces and 1 Accessible (Disabled) paved parking space is provided on-site. No changes to the parking design are proposed with this Covered Parking Building Conditional Use request. No new parking is required since only 44 spaces are required.

**Section 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 are met and it shall include but not be limited to: (ORD. 1463)

1. The delineation of individual parking and loading spaces and their dimensions;
2. The identification of compact parking spaces;
3. The location of the circulation area necessary to serve spaces;
4. The access point(s) to streets, alleys, and properties to be served;
5. The location of curb cuts;
6. 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;
7. The proposed grading and drainage plans and the slope (percentage) of parking lot;
8. Specifications as to signs and bumper guards;
9. Identification of disabled parking spaces;
10. Location of pedestrian walkways and crossings; and,
11. Location of bicycle racks.

**COMMENT:**

The above information is provided on Exhibits 3 and 4. No grading or drainage plans are included since the proposed building will be constructed at existing grade and the balance of the site is completely developed. New impervious area (approximately 1,300 sq. ft.), will be created by the covered parking building. Drainage from this building will be conveyed to the adjacent catch basin. New landscaping is proposed on the south side of the proposed building - Arborvitae - to match the existing hedge on the east side of the site.

**Section 46.090: MINIMUM OFF STREET PARKING SPACE REQUIREMENTS**

**C. Commercial:**

4. **Service and repair shops:** One space for every 500 sq. ft. of gross floor area.
- F. **Maximum parking.** While it is important to establish minimum standards to ensure that adequate parking is available, it is equally important to establish maximum parking standards to reduce paved impermeable areas, to reduce visual impact of parking lots, and to encourage alternate modes of transportation. For these reasons, parking spaces (except for single-family and two-family residential uses) shall not exceed the minimum by more than 10 percent except by variance. (ORD. 1463)

**COMMENT:**

Total gross floor area of the site is approximately 22,000 sq. ft. In addition to the proposed building, this includes two the existing parking sheds on the south side of the site adjacent to the proposed building. The total area of all three buildings (which could be excluded to calculate minimum parking requirement) is approximately 5,550 sq. ft., or approximately 25% of the site's flood area equal to 11 parking spaces. When included however, a total number of 44 parking spaces are required per Section 46.090.C4 ( $500/22,000 = 44$ ). Exhibit 4 indicates that 46 parking spaces are provided on-site.

**Section 46.150: DESIGN AND STANDARDS**

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

**A. Design Standards:**

1. "One standard parking space" means a minimum for a parking stall of 8 feet in width and 16 feet in length. These stalls shall be identified as "compact." To accommodate larger cars, 50 percent of the required parking spaces shall have a minimum dimension of 9 feet in width and 18 feet in length (9 X 18). When multi-family parking stalls back onto a main driveway, the stalls shall be 9 X 20. (ORD. 1463)

**COMMENT:**

All parking spaces comply with the above 9 x 18 dimensional standards.

2. Disabled parking and maneuvering spaces shall be consistent with current federal dimensional standards and Section 46.150(B) and placed nearest to accessible building entryways and ramps.

**COMMENT:**

One Accessible (Disabled) parking space is provided on the east side of the Admin/Operations Bldg. adjacent to the access ramp.

3. Parking spaces located in the public right-of-way that require backing movements or other maneuvering within a street or right of way are permitted with City Engineer approval as is in the case of Willamette Falls Drive parking facilities.

**COMMENT:**

No required parking is proposed in the public right-of-way (either Sussex or Norfolk Streets). However, on-site parking is available on both streets in accordance with this section.

4. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.
5. Each parking and/or loading space shall have clear access, whereby the relocation of other vehicles to utilize the parking space is not required.

**COMMENT:**

The existing parking lot design complies with this section. No changes are proposed.

6. Except for single and two family residences, any area intended to be used to meet the off street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Permeable parking surface spaces may have an alternative delineation for parking spaces. (ORD. 1463)

**COMMENT:**

The parking lot is striped as required.

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

**COMMENT:**

There are three existing gated entrances along the site's Sussex frontage and two entrances along the site's Norfolk frontage.

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

**COMMENT:**

The two access drives on Norfolk Street meet the minimum vision clearance as evidenced by photos in Exhibit 10.



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 4 inches high located 2 feet back from the front of the parking stall. Alternately, landscaped areas or sidewalks adjacent to the parking stalls without wheel stops shall be two feet wider.

**COMMENT:**

Interior parking spaces are existing and compliant with this standard to extent possible. The 7 parking spaces located on the southwest side of the site are nonconforming and cannot be improved due to a perimeter grade change.

12. Off street parking and loading areas shall be drained in accordance with plans and specifications approved by the City Engineer. Storm drainage at commercial sites may also have to be collected to treat oils and other residue.
13. Artificial lighting on all off street parking facilities shall be designed to deflect all light downward away from surrounding residences and so as not to create a hazard to the public use of any road or street.

**COMMENT:**

Existing parking and lighting on-site are nonconforming to this code. However, only minimum exterior lighting is provided for security. Oil-separating catch basins have been provided on the southeast and southwest side of the site.

17. The parking area shall have less than a five percent grade. No drainage across adjacent sidewalks or walkways is allowed.

**COMMENT:**

Existing parking is nonconforming to this code. However, much of the parking lot complies with this section.

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., 1-foot high berm) plus landscaping. The defensible space of the parking lot should not be compromised.

**COMMENT:**

Existing site design is nonconforming to this code. However, there is a large landscape area with trees located on the east side of the site which separates the two public parking lots.

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: (ORD. 1463)

- 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,
- b. Twelve spaces in a group with six spaces abutting together; or,
- c. Two groups of twelve spaces abutting each other, but separated by a 15-foot wide landscape area including a six-foot wide walkway.
- d. Parking areas improved with a permeable parking surface may be designed using the configurations shown in a, b, and c, above except that groups of up to 18 spaces are allowed. (ORD. 1463)

**COMMENT:**

The existing parking lot is separated into groups of 10 spaces or fewer, although the only landscaping is located on the east (public) side of the site. Other parking is nonconforming to this section.

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

**COMMENT:**

No pedestrian access to the site is provided except through the two public entrances on the east side of the site. Since the facility is a public works operations facility with heavy equipment and other machinery, public access is restricted to the Admin/Operations center. The parking lot is nonconforming to this section and not designed to current standards.

- 21. The parking and circulation patterns are easily comprehended and defined. The patterns shall be clear to minimize traffic hazards and congestion and to facilitate emergency vehicles.
- 22. The parking spaces shall be close to the related use.

**COMMENT:**

Parking is provided for employees throughout the site, and the public on the east side of the site. Parking and circulation patterns are easily comprehended.

**CHAPTER 54.000      LANDSCAPING**

**Section 54.010:    PURPOSE**

The purpose of this section is to provide for the design, selection, installation, and maintenance of landscaping. The landscaping is intended to provide an attractive natural balance to built areas, to reduce runoff, to provide shade, to screen or buffer uses, and to frame or compliment views. The chapter also encourages the selection of plant materials that will provide long term growth, a balance of year-round coverage and greenery, and a variety of species for a more healthy disease-resistant plant inventory.

**Section 54.020:    APPROVAL CRITERIA**

- A. Every development proposal requires inventorying existing site conditions which include trees and landscaping. In designing the new project, every reasonable attempt should be made to preserve and protect existing trees and to incorporate them into the new landscape plan. Similarly, significant landscaping (e.g., bushes, shrubs) should be integrated. The rationale is that saving a 30-foot tall mature tree helps maintain the continuity of the site, they are qualitatively superior to two or three 2-inch caliper street trees, they provide immediate micro-climate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.
- B. To encourage tree preservation, the parking requirement may be reduced by one space for every significant tree that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking. The City Parks supervisor or arborist shall determine the significance of the tree and/or landscaping to determine eligibility for these reductions.
- C. Developers must also comply with the Municipal Code chapter on tree protection.
- D. Heritage trees. Heritage trees are trees which, because of their age, type, notability, or historical association are of special importance. Heritage trees are trees designated by the City Council following review of a nomination. A heritage tree may not be removed without a public hearing at least 30 days prior to the proposed date of removal. Development proposals involving land with heritage tree(s) shall be required to protect and save the tree(s). Further discussion of Heritage trees is found in the Municipal Code.

**COMMENT:**

As noted, the site was developed prior to 1977 under previous standards and is nonconforming to this code. However, mature landscaping is located along the perimeter of the site on east side. This includes large trees and vegetation in the landscape area on the east side of the Admin/Operations building (including several fir and cedars), and arborvitae adjacent to the proposed building. No heritage trees exist on-site and no tree removal is planned with this building (See Exhibits 2 & 10).

- E. Landscaping - by type, location and amount.
  - 2. Non-residential uses. A minimum of 20 percent of the gross site area shall be landscaped. Parking lot landscaping may be counted in the percentage.

**COMMENT:**

This site is approximately 8% landscaped as noted on Exhibit 4. Landscaping is nonconforming to this code which requires 20% landscape. However, a new arborvitae hedge is proposed on the south side of the covered parking building to provide necessary screening to the residence south of the site. No other landscaping is proposed and no changes to the existing landscaping is planned with this application.

3. All uses (residential uses [non-single family] and non-residential uses):
  - a. The landscaping shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area. There shall be one shade tree planted for every eight parking spaces. These trees shall be evenly distributed throughout the parking lot to provide shade. Parking lots with over 20 spaces shall have a minimum 10 percent of the interior of the parking lot devoted to landscaping. Pedestrian walkways in the landscaped areas are not to be counted in the percentage. The perimeter landscaping, explained in Section 54.020(E)(3)(d), shall not be included in the 10 percent figure. Parking lots with 10-20 spaces shall have a minimum 5 percent of interior of the parking lot devoted to landscaping. The perimeter landscaping, as explained above, shall not be included in the 5 percent. Parking lots with fewer than 10 spaces shall have the standard perimeter landscaping and at least two shade trees. Non-residential parking areas paved with a permeable parking surface may reduce the required minimum interior landscaping by one-third for the area with the permeable
  - b. The landscaped areas shall not have a width of less than five feet.
  - c. The soils, site, proposed soil amendments, and proposed irrigation system shall be appropriate for the healthy and long term maintenance of the proposed plant species.
  - d. A parking, loading, or service area which abuts a street shall be set back from the right-of-way line by perimeter landscaping in the form of a landscaped strip at least 10 feet in width. When a parking, loading, or service area, or driveway is contiguous to an adjoining parcel, there shall be an intervening five-foot wide landscape strip. The landscaped area shall contain:
    - 1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average;
    - 2) Shrubs, not to reach a height greater than three feet six inches, spaced no more than five feet apart on the average; or,
    - 3) Vegetative ground cover such as grass, wild flowers, or other landscape material to cover 100 percent of the exposed ground within two growing seasons. No bark mulch shall be allowed except under the canopy of low level shrubs.
  - e. If over 50 percent of the lineal frontage of the main street or arterial adjacent to the development site comprises parking lot, the landscape strip between the right-of-way and parking lot shall be increased to 15 feet in width and shall

include terrain variations (e.g., 1-foot high berm) plus landscaping. This extra requirement only applies to one street frontage.

- f. A parking, loading, or a service area which abuts a property line shall be separated from the property line by a landscaped area at least five feet in width and which shall act as a screen and noise buffer and the adequacy of the screen and buffer shall be determined by the criteria set forth in Section 55.100(C) and (D) except where shared parking is approved under Section 46.040. (ORD. 1408)
- g. All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped.
- h. The landscaping in parking areas shall not obstruct lines of sight for safe traffic operation.
- i. Outdoor storage areas, service areas (loading docks, refuse deposits, and delivery areas), and above-ground utility facilities shall be buffered and screened to obscure their view from adjoining properties and to reduce noise levels to acceptable levels at the property line. The adequacy of the buffer and screening shall be determined by the criteria set forth in Section 55.100(C)(1).
- j. Crime prevention shall be considered and plant materials shall not be located in a manner which prohibits surveillance of public and semi-public areas (shared or common areas).
- k. Irrigation facilities shall be located so that landscaped areas can be properly maintained and so that the facilities do not interfere with vehicular or pedestrian circulation.
- l. For commercial, office, multi-family, and other sites, the developer shall select trees that possess the following characteristics:
  - 1) Provide generous "spreading" canopy for shade.
  - 2) Roots do not break up adjacent paving.
  - 3) Tree canopy spread starts at least six feet up from grade in, or adjacent to, parking lots, roads, or sidewalks unless the tree is columnar in nature.
  - 4) No sticky leaves or sap dripping trees (no honey dew excretion).
  - 5) No seed pods or fruit bearing trees (flowering trees are acceptable).
  - 6) Disease resistant.
  - 7) Compatible to planter size.
  - 8) Drought tolerant unless irrigation is provided.
  - 9) Attractive foliage or form all seasons.

- n. 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.).

**COMMENT:**

The site is nonconforming to the current code and no landscape removal or modification is planned with this application.

**CHAPTER 55.000      DESIGN REVIEW**

**Section 55.010:    PURPOSE AND INTENT GENERAL**

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

Multi-family, industrial, commercial, office, and public projects will comply with the Transportation Planning Rule (TPR). The TPR is a state requirement that jurisdictions must reduce reliance on the automobile by, in part, encouraging other modes of transportation such as transit, bicycles, and foot traffic, or through building orientation or location.

**Section 55.020:    APPLICABILITY**

This chapter provides two levels of design review: Class I and Class II. Class I design review applies to land uses and activities that require only a minimal amount of review. Class II design review is reserved for land use and activities that require comprehensive review. Class I design review applies to the following land uses and activities:

7. Addition or reduction of less than five percent of total square footage of a commercial, office, public, multi-family, or industrial building.
8. Addition or reduction of parking stalls.<sup>1</sup>
9. Revised parking alignment.<sup>1</sup>

Footnote: <sup>1</sup>Class II design review applies when the proposed improvement, land use, or activity (e.g., new sidewalks) is part of a major commercial, office, industrial, public, or multi-family construction project (e.g., a new shopping center). Class I design review applies when this improvement, use, or activity is part of a minor re-design or remodel. No design review is required if the applicant proposes to repair or replace one of the footnoted items. This shall be a Planning Director's code interpretation.

**COMMENT:**

The Planning Director has determined that this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

**CHAPTER 60                      CONDITIONAL USE**

**Section 60.010                      PURPOSE**

The purpose of this chapter is to provide standards and procedures under which conditional uses may be permitted, enlarged, or altered if the site is appropriate and if other conditions can be met. (ORD. 1589 § 1 (Exh. A), 2010)

**Section 60.030                      ADMINISTRATION AND APPROVAL PROCESS**

- A. Conditional use applications shall be decided by the Planning Commission in the manner set forth in Section 99.060(B). A petition for review by Council may be filed as provided by Section 99.240(B).
- B. All approved conditional use applications shall be subject to Design Review under the provisions of Chapter 55, and in the manner set forth in Section 99.060(B).

**COMMENT:**

This Conditional Use request is for the Public Works Operations facility located at 4100 Norfolk Street. The facility has operated for at least 30 years. This request, along with the related Design Review application, will establish a baseline for the scale of operations including building size, number of parking, etc. It will also authorize construction of a 1,344 sq. ft. covered parking building located at the southeast corner of the site.

**Section 60.040                      TIME LIMIT ON A CONDITIONAL USE APPROVAL**

Approval of a conditional use by the Commission shall be void after three years, unless an extension is granted per Section 99.325. (ORD. 1408; ORD. 1589 § 1 (Exh. A), 2010)

**COMMENT:**

Approval of this Conditional Use Permit will be in accordance with this section.

**Section 60.050                      BUILDING PERMITS FOR AN APPROVED CONDITIONAL USE**

- A. Building permits for all or any portion of a conditional use shall be issued only on the basis of the conditional use plan and conditions as approved by the Planning Commission.
- B. Any change in the conditional use plan or conditions of approval shall require a new application and hearing pursuant to the provisions set forth in this Chapter and Section 99.120(B).

**COMMENT:**

A building permit will be required for the proposed covered parking building in accordance with this decision.

**Section 60.060 THE APPLICATION**

- A. A conditional use application shall be initiated by the property owner or the owner's authorized agent.
- B. A prerequisite to the filing of an application is a pre-application conference at which time the Director shall explain the requirements and provide the appropriate forms as specified in Section 99.030(B) and (C).
- C. A pre-requisite to the filing of an application is a meeting with the respective City recognized neighborhood association, per CDC Section 99.038, at which time the applicant will present his/her proposal and receive comments. (ORD. 1401)

**COMMENT:**

This conditional use application request is submitted by the Public Works Department. A pre-application conference was held on April 1, 2010. Pre-application notes from this meeting are attached as Exhibit 6. A neighborhood meeting with the Sunset Neighborhood Association was held on April 27, 2010. Documentation of this meeting as well as the 500-ft. Notification Map with names is included as Exhibit 9.

- D. An application for a conditional use shall include the completed application form and:
  - 1. A narrative which addresses the approval criteria set forth in Section 60.070 and which sustains the applicant's burden of proof; and,
  - 2. A site plan as provided by Section 60.080.

One original application form must be submitted. Three copies at the original scale and three copies reduced to 11 X 17 or smaller of all drawings and plans must be submitted. Three copies of all other items must be submitted. When the application submittal is determined to be complete, additional copies may be required as determined by the Planning Department. (ORD. 1442)

- E. Names and addresses of all who are property owners of record within 300 feet of the site shall be determined by the Director.
- F. The applicant shall pay the requisite fee.

**COMMENT:**

The required plans, written statement and materials are included with this application. A narrative addressing the approval criteria set forth in Section 60.070 is included in this written statement.



- 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 Section 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. (ORD. 1291)

**COMMENT:**

The city-owned property is 2.1 acres in area and contains several buildings which serve Public Works Administration, Operations and Parks Operations. As shown on Exhibit 4, the buildings are used for office uses, maintenance, equipment storage and a sign shop/storage area. Additional uses on the site include parking for 46 vehicles (in addition to heavy equipment parking), a vehicle wash bay, outside materials storage and other accessory uses. There is sufficient access through the site for large equipment, personal vehicles and emergency vehicles (See Exhibit 3). The proposed 3-sided building (Exhibit 5) will provide covered parking for equipment which is currently stored outside. The site is fenced for security and partially screened from adjacent residences. The site is adequately sized for the existing use and impacts to surrounding properties are minimal. Additionally, the proposed building and new landscaping at the southwest corner of the site will screen the equipment from adjacent properties.

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.
3. The granting of the proposal will provide for a facility that is consistent with the overall needs of the community.

**COMMENT:**

The findings required for approval of this conditional use permit are provided throughout this written statement. As noted, the original conditional use permit which authorized development of the site into a Public Works Operations facility was approved in 1977. Operation of the facility for more than 30 years is evidence that the site is appropriate for the use and consistent with the overall needs of the community. As noted, no changes to the operations of the facility are proposed with this request. Exhibit 6 has been provided to show the location of adjacent homes which surround the site on all sides. The Public Works staff has met with adjacent neighbors at various times to address and mitigate any concerns they might have.

4. Adequate public facilities will be available to provide service to the property at the time of occupancy. (ORD. 1544)

**COMMENT:**

All public facilities, including utilities, emergency services and transportation facilities currently serve the property. No changes are proposed with this request (See Exhibit 3).

5. The applicable requirements of the zone are met, except as modified by this chapter.

**COMMENT:**

The site is located in the R-10 zone. As noted above, all requirements of the zone, including, height, lot coverage and FAR are met on the site and with this proposed building.

6. The supplementary requirements set forth in Chapters 52 to 55, if applicable, are met.

**COMMENT:**

The supplementary requirements of Chapter 54 are met to extent practicable since the site was developed in the 1970's and one of it's primary uses is vehicle and equipment storage and maintenance. As shown on Exhibit 4 and the Aerial Photo (Exhibit 2), portions of the site - mainly on the east side - are landscaped. Additionally 8% of the site is landscaped.

With respect to Chapter 55, the Planning Director has determined that this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

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

**COMMENT:**

The existing Public Works and Parks facility is in compliance with the applicable policies of the Comprehensive Plan. The use is permitted in the R-10 zone as a public support facility. This facility specifically meets the needs of Goal 11 (Public Facilities and Services) and Section 5 (Government and Administration Facilities).

- 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.

**COMMENT:**

The Planning Director has determined that this proposal is exempt from the Design Review requirements in Chapter 55 as per West Linn Community Development Code Section 55.025.

- C. The Planning Commission may impose conditions on its approval of a conditional use which it finds are necessary to assure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:
  1. Limiting the hours, days, place, and manner of operation.
  2. Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust.

3. Requiring additional setback areas, lot area, or lot depth, or width.
4. Limiting the building height, size or lot coverage, or location on the site.
5. Designating the size, number, location and design of vehicle access points.
6. Requiring street right of way to be dedicated and the street to be improved including all steps necessary to address future street improvements identified in the adopted Transportation System Plan. (ORD. 1544)
7. Requiring participation in making the intersection improvement or improvements identified in the Transportation System Plan when a traffic analysis (compiled as an element of a condition use application for the property) indicates the application should contribute toward. (ORD. 1544)
8. Requiring landscaping, screening, drainage, and surfacing of parking and loading areas.
9. Limiting the number, size, location, height, and lighting of signs.
10. Limiting or setting standards for the location and intensity of outdoor lighting.
11. Requiring berming, screening, or landscaping and the establishment of standards for their installation and maintenance.
12. Requiring and designating the size, height, location, and materials for fences.
13. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.

**COMMENT:**

As noted, no expansion of use is proposed which could make necessary additional conditions regarding operation of the facility. However, conditions regarding screening and buffering may be appropriate. The applicant proposes an arborvitae hedge on the south side of the proposed building to provide screening to the neighbor south of the site.

- D. Aggregate extraction uses shall also be subject to the provisions of ORS 541.605.**

**COMMENT:**

No aggregate extraction uses are proposed on the subject site.

**Section 60.080**

**SITE PLAN AND MAP**

- A. All site plans and maps shall include the name, address, and telephone number of the applicant, the scale of the site plan, north arrow, and a vicinity map.
- B. The applicant shall submit a site plan drawn to an appropriate scale (in order of preference, 1" = 10' to 1" = 30') which contains the following information:

1. The subdivision name, block, and lot number or the section, township, range, and tax lot number.
  2. The parcel boundaries, dimensions, and gross area.
  3. The applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.
  4. The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.
  5. The location, dimensions, and setback distances of all:
    - a. Existing structures, improvements, utilities, and drainage facilities on adjoining properties;
    - b. Existing structures, improvements, utilities, and drainage facilities to remain on the site; and,
    - c. Proposed structures or changes to existing structures, improvements, utilities, and drainage facilities.
  6. The existing and proposed dimensions of:
    - a. The entrances and exits to the site;
    - b. The parking and circulation areas;
    - c. Loading and service areas for waste disposal, loading and delivery;
    - d. Pedestrian and bicycle circulation area;
    - e. On-site outdoor recreation spaces and common areas; and,
    - f. Above ground utilities.
  7. The location of areas to be landscaped and the proposed landscape plan.
  8. The location of all trees having a six-inch caliper at a height of five feet.
- C. The applicant shall submit the site plan on a map showing two-foot contours up to 20 percent grade and 10-foot contours on grades above 20 percent.

**COMMENT:**

The above items are provided on the attached plans, as noted previously in this written statement.

Section 60.090

ADDITIONAL CRITERIA FOR TRANSPORTATION FACILITIES (TYPE II)

- A. Construction, reconstruction, or widening of highways, roads, bridges or other transportation facilities that are (1) not designated in the adopted West Linn Transportation System Plan ("TSP") or (2) not designed and constructed as part of an approved, active, development order are allowed in all zoning districts subject to the conditional use and all other applicable provisions of the CDC and satisfaction of all of the following criteria:
1. The project and its design are consistent with West Linn's adopted TSP and consistent with the State Transportation Planning Rule, OAR 660-012 ("the TPR").
  2. The project design is compatible with abutting land uses in regard to noise generation and public safety and is consistent with the applicable zoning and development standards and criteria for the abutting properties.
  3. The project design minimizes environmental impacts to identified wetlands, wildlife habitat, air and water quality, cultural resources, and scenic qualities, and a site with fewer environmental impacts is not reasonably available.
  4. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.
  5. The project includes provisions for bicycle and pedestrian access and circulation consistent with the comprehensive plan, the requirements of this ordinance, and the TSP.
- B. State transportation system facility or improvement projects. The State Department of Transportation ("ODOT") shall provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Section 60.090(A)(1-5). Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.
- C. Proposal inconsistent with TSP/TPR. If the City determines that the proposed use or activity or its design is inconsistent with the TSP or TPR, then the applicant shall apply for and obtain a plan and/or zoning amendment prior to or in conjunction with conditional use permit approval.

COMMENT:

As noted, no transportation studies or improvements as required for this application request.

Section 60.100

ADDITIONAL CRITERIA FOR SCHOOLS AND OTHER GOVERNMENT FACILITIES

Schools and other government facilities that attract a regular and significant volume of users shall, to the greatest extent possible, be centrally located relative to the majority of the population that they will serve and be serviceable by sidewalks and bike routes/lanes. Police and fire stations shall meet these standards to the greatest extent possible but it is acknowledged that access to arterials remains a key locational determinant for those uses.

(ORD. 1590 § 1, 2009) (AMENDED PER ORD. 1442, 10/99; ORD. 1547, 2/07; ORD. 1584, 12/08)

**COMMENT:**

The Public Works Operations facility is centrally located in the Sunset Neighborhood and the city as a whole. It has been efficiently operating from this site for more than 30 years and no changes to the operations are planned.

**CONCLUSION**

The Applicant has provided the information necessary to evaluate the proposed conditional use permit and design review for a covered parking building in the R-10 zone. This application provides findings that the proposal is consistent with City of West Linn's policies and meets all applicable approval criteria. Therefore, the applicant has met the burden of proof, and respectfully requests approval of the proposed conditional use permit and design review.



**“WEST LINN PUBLIC WORKS COVERED PARKING BUILDING”**

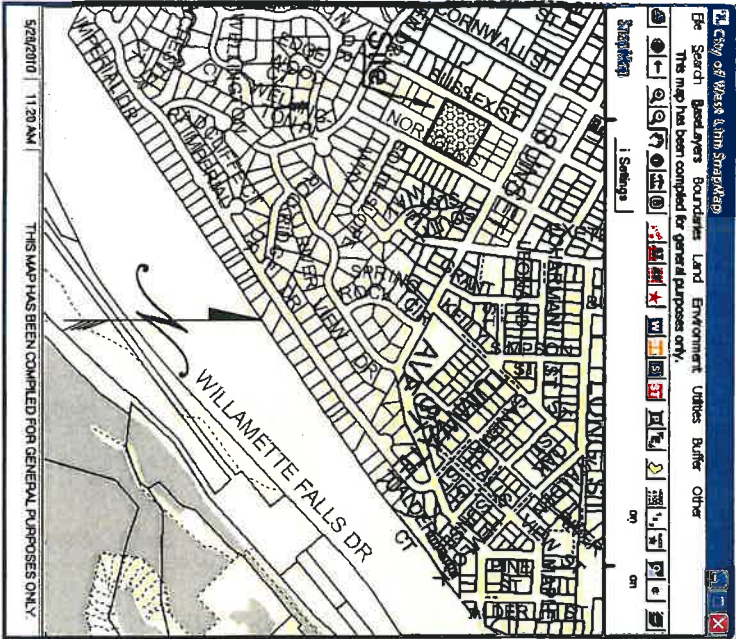
Exhibit No.	Exhibit Title
1	Cover Sheet/Vicinity Map/Index of Drawings
2	Aerial Photograph
3	Existing Conditions Plan
4	Preliminary Site Plan
5	Conceptual Structural Elevation Plan
6	Site and Adjacent Properties, Structures and Setbacks Plan
7	Pre-Application Meeting Notes
8	Zoning Map
9	Tax Map
10	Neighborhood Meeting Documentation
11	Site Photographs





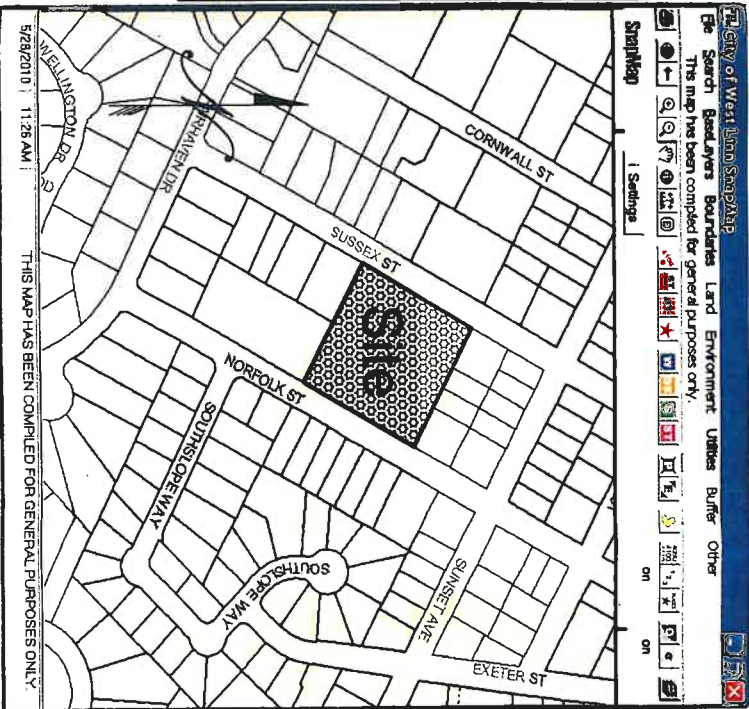
# Cover Sheet/Vicinity Map/Index of Drawings

# Conditional Use Permit and Design Review for an 3,144 SF Covered Parking Building



**Index of Drawing:**

- Sheet 1: Cover Sheet / Vicinity Map / Index of Drawing
- Sheet 2: Aerial Photography
- Sheet 3: Existing Conditions
- Sheet 4: Preliminary Site Plan
- Sheet 5: Conceptual Structural Elevation Plan
- Sheet 6: Site and Adjoining Properties Structures and Setbacks



**Site Information:**

Applicant: Mike Cardwell (503)-656-6081  
 Site Legal Description: Taxlot 8100; Tax Map 21E 36BA  
 Size: 2.1 Acres  
 Location: 4100 Norfolk Street  
 Land-Use District: R-10  
 Existing Building Area: +/- 20,650 SF  
 Proposed Building Area: +/- 22,000 SF

**Utility Providers**

Storm Sewer: City of West Linn  
 Sanitary Sewer: City of West Linn (Water Environmental Services / Tr-City)  
 Water: City of West Linn (South Fork Water Board)  
 Fire District: Tualatin Valley Fire & Rescue  
 Electric: Portland General Electric  
 Telephone: Qwest

Project: West Linn Public Works Covered Parking Building
Address: 4100 Norfolk Street, West Linn, Oregon 97045
Cover Sheet / Vicinity Map / Index of Drawings



# Aerial Photograph

Exhibit No. 2



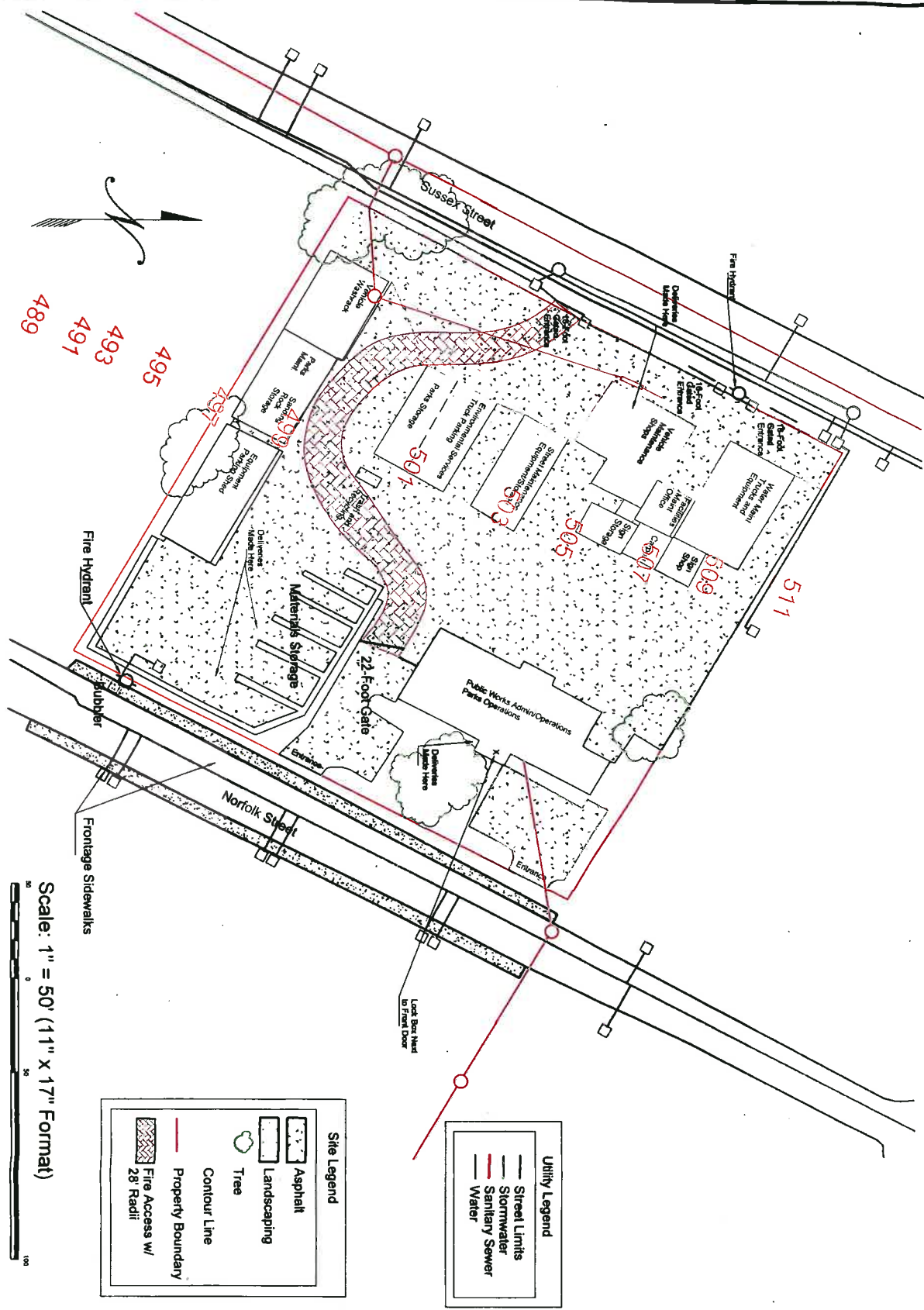
Project: West Linn Public Works Covered Parking Building

Address: 4100 Norfolk Street, West Linn, Oregon 97045

Aerial Photograph



# Existing Conditions Plan



Scale: 1" = 50' (11" x 17" Format)

Site Legend	
	Asphalt
	Landscaping
	Tree
	Contour Line
	Property Boundary
	Fire Access w/ 28' Radii

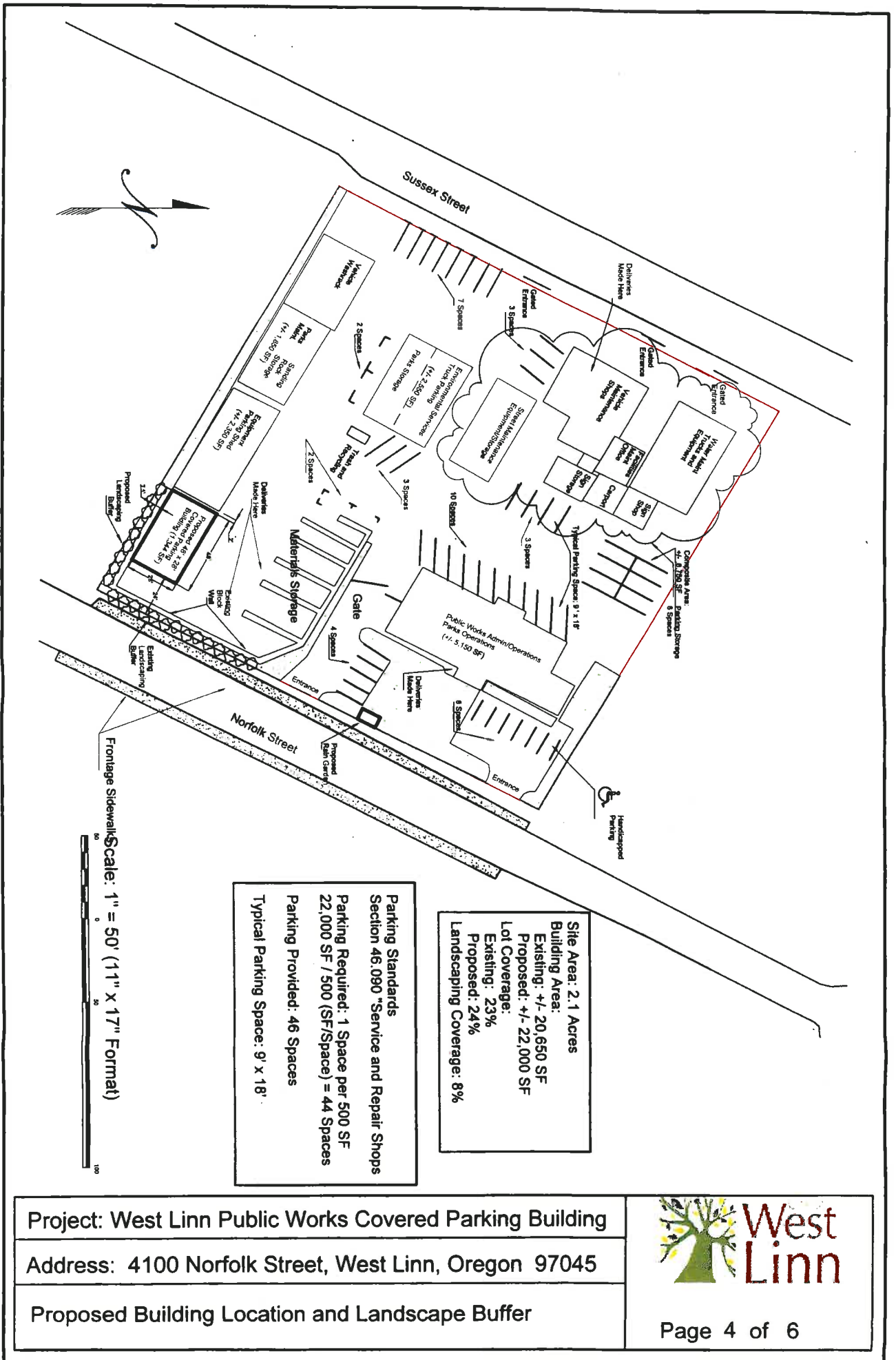
Utility Legend	
	Street Limits
	Stormwater
	Sanitary Sewer
	Water

Project: West Linn Public Works Covered Parking Building  
 Address: 4100 Norfolk Street, West Linn, Oregon 97045  
 Existing Conditions Plan

Page 3 of 6

# Preliminary Site Plan





Frontage Sidewalks Scale: 1" = 50' (11" x 17" Format)



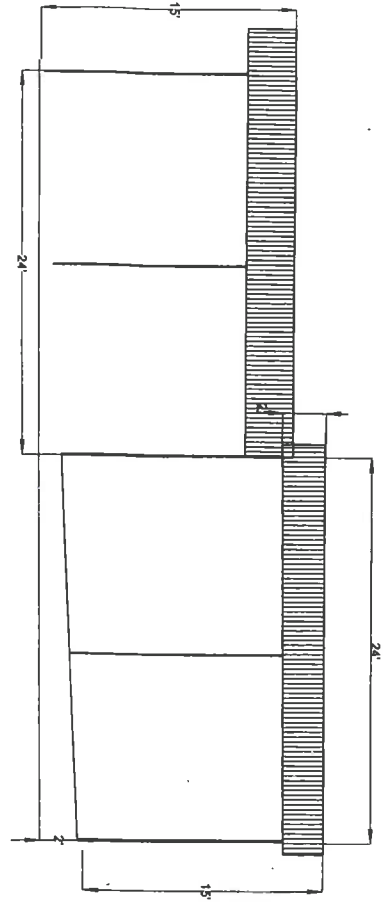
**Parking Standards**  
 Section 46.090 - Service and Repair Shops  
**Parking Required:** 1 Space per 500 SF  
 22,000 SF / 500 (SF/Space) = 44 Spaces  
**Parking Provided:** 46 Spaces  
**Typical Parking Space:** 9' x 18'

**Site Area:** 2.1 Acres  
**Building Area:**  
 Existing: +/- 20,650 SF  
 Proposed: +/- 22,000 SF  
**Lot Coverage:**  
 Existing: 23%  
 Proposed: 24%  
**Landscaping Coverage:** 8%

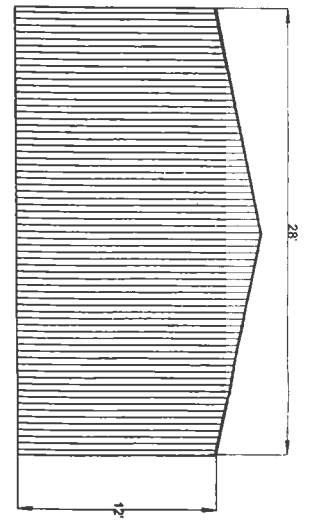
**Project:** West Linn Public Works Covered Parking Building  
**Address:** 4100 Norfolk Street, West Linn, Oregon 97045  
**Proposed Building Location and Landscape Buffer**



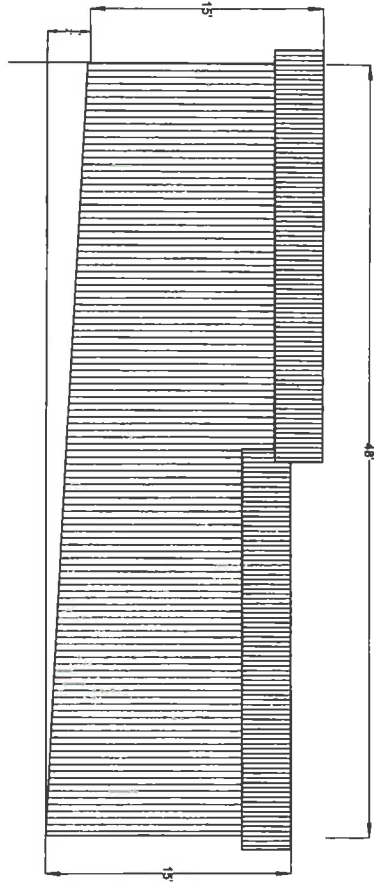
# Conceptual Structural Elevation Plan




Front Elevation



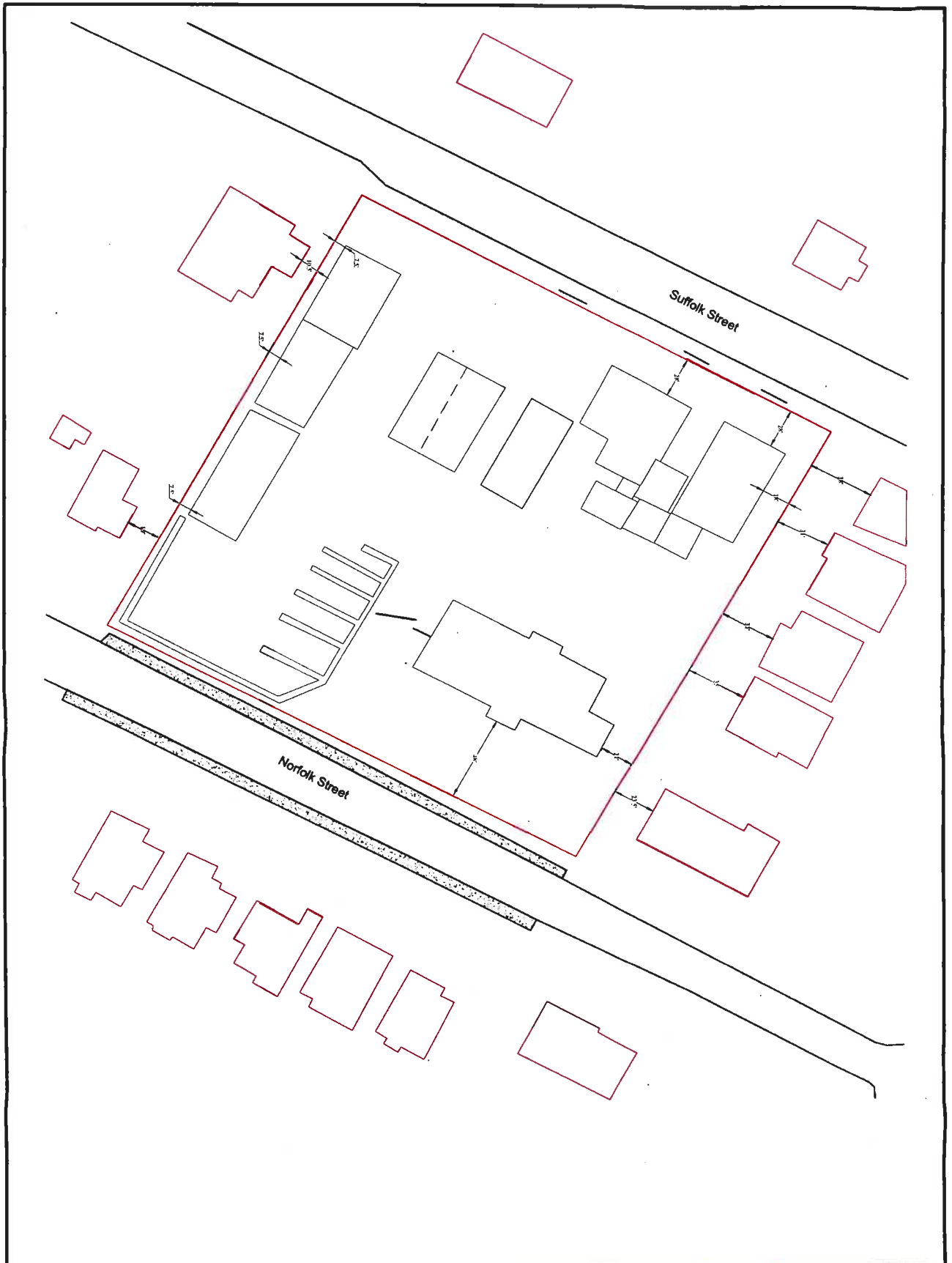
Side Elevation



Rear Elevation

Project: West Linn Public Works Covered Parking Building	
Address: 4100 Norfolk Street, West Linn, Oregon 97045	
Building Elevations	Page 5 of 6

# Site and Adjacent Properties, Structures and Setbacks Plan



Project: West Linn Public Works Covered Parking Building  
 Address: 4100 Norfolk Street, West Linn, Oregon 97045  
 Site and Adjacent Properties Structures and Setbacks



# Pre-Application Meeting Notes

City of West Linn  
**PRE-APPLICATION CONFERENCE MEETING**

**Notes**

**April 1, 2010**

**SUBJECT:** Conditional Use Permit and Class II Design Review for expansion of parking shed at City Public Works facility at 4100 Norfolk Street

**ATTENDEES:** Applicants: Mike Cardwell and Sam Foxworthy, City Public Works  
Review Staff: Tom Soppe (Planning Department)

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. **These comments are PRELIMINARY in nature.** Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Project Details**

The applicant, the City Public Works Department, proposes a new parking shed within a few feet east of their existing parking shed at their existing facility at 4100 Norfolk Street in the Sunset neighborhood. The facility is zoned R-10, surrounded by single-family residential uses, with access to both Norfolk Street in front and Sussex Street in the rear. Their existing multi-building facility includes vehicle storage and service uses, a fueling station, and equipment storage and service uses as well as the offices for the Public Works operations. This facility has been at this location since at least 1977, when there is record of a conditional use permit for this applicant at this address (the file cannot be located by staff). This could be considered either a public safety facility or a public support facility or both (probably most accurately the latter). Either way, both of these uses are conditional uses in the R-10 zone. The expansion of a conditional use requires a new Conditional Use Permit (CUP) per Community Development Code (CDC) 60.050(B) and also a Design Review permit per 60.070(B). As this adds more than 5% of the square footage of an existing building on the site, Class II Design Review is needed.

Specifically the applicant proposes to build a new vehicle shed in the southeast area of the site, just east of the existing shed. The new building is proposed to be approximately 48 feet long, and will be similar in depth (approximately 28 feet) to the existing shed to the west. The building will be 12-14 feet tall. Per Planning Staff's measurement the southeast corner of the existing building is 6.5 feet from the fence on the south side of the property. As agreed by public works the new building will be 7.5 feet from the property line to avoid a permit to enlarge/alter a non-conforming use.

The existing Public Works facility as a whole does not necessarily fit cleanly under any use listed in 46.090 Minimum Off-Street Parking Space Requirements. "Service and Repair Shops" (46.0-90[C][4]) is likely the most accurate representation of the facility in this list. It requires one space for every 500 square feet of gross floor area. Depending on the total amount of interior building space that exists and is proposed at the Public Works facility and the total number of existing parking spaces, the proposal could require a permit to expand/enlarge a non-conforming use regarding parking if the facility is already non-conforming in terms of parking. Since this would be likely found not compliant with the criteria in 66.100(B) regarding how enlarging the structure cannot increase the non-conformity (it would increase it since the extra square footage would require more parking per Chapter 46) a Class II Variance would be needed as well.

If the facility is currently conforming in terms of parking but would be put into non-conforming status by the addition of the proposed square footage, a variance without the permit to enlarge/alter a non-conforming use would be required instead. If no new employees or visitors are being brought to the site by this addition once it is operational, this likely would be a major part of the applicant's argument for any variance or non-conforming-related permit related to parking.

### **Engineering Comments**

#### **STREET IMPROVEMENT**

#### **NORFORK STREET**

#### **Current Street and Right of Way conditions:**

Norfolk Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	35' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does exist
Bicycle Lane:	None

#### **Requirement Improvement:**

Right of Way Width:	No additional Right of Way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

#### **SUSSEX STREET**

#### **Current Street and Right of Way conditions:**



Sussex Street:	Local Street
Existing Right of Way Width:	60'
Existing Pavement Width:	28' Total Pavement Width
Sidewalk:	None
Planter:	None
Parking:	None defined but on street parking does
existing	
Bicycle Lane:	None

**Requirement Improvement:**

Right of Way Width:	No additional Right of Way is required
Pavement Width:	No pavement improvement is required
Sidewalk:	No new sidewalk is required
Planter Strip:	No new planter strip is required
Bicycle Lane:	None is required

**STORM DRAINAGE IMPROVEMENT**

Provide storm-water treatment if creating more than 500 square feet of new impervious area.

**SANITARY SEWER IMPROVEMENT**

None

**WATER IMPROVEMENT**

None

**Process**

Conditional Use and Class II Design Review permits are required. (One or more permits may be needed to enlarge/alter a non-conforming structure as discussed above, and perhaps a Class II Variance for the parking as discussed above.)

A neighborhood meeting is required for the Conditional Use Permit. The site is in the Sunset neighborhood but within 500 feet of the BHT neighborhood. A neighborhood meeting is required with Sunset (BHT must still at least be contacted) and is encouraged with BHT. Contact Troy Bowers, President of the Sunset Neighborhood Association, at (503) 703-7303 or [bowerst@msa-ep.com](mailto:bowerst@msa-ep.com), and Steve Garner, President of the BHT Neighborhood Association, at 503-655-4531 or [sbgarner@e-m-a.com](mailto:sbgarner@e-m-a.com). Follow the provisions of 99.038 precisely.

The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

The criteria of 60.050 and 55.100 shall be responded to individually in a narrative. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form. Follow 60.060 and 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form.

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

Normally the deposit for a Conditional Use Permit is \$3,650. The deposit for a Class II Design Review permit is 4% of the construction value (minimum \$1,000), if the addition's construction value is less than \$100,000. If the proposed construction value is higher, consult the West Linn Development Review Fee Schedule available from Planning. Since this is an application with another City department as the applicant however, the Planning Department plans to waive application fees at this time.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission and will send out public notice of the hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

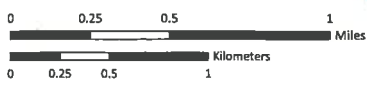
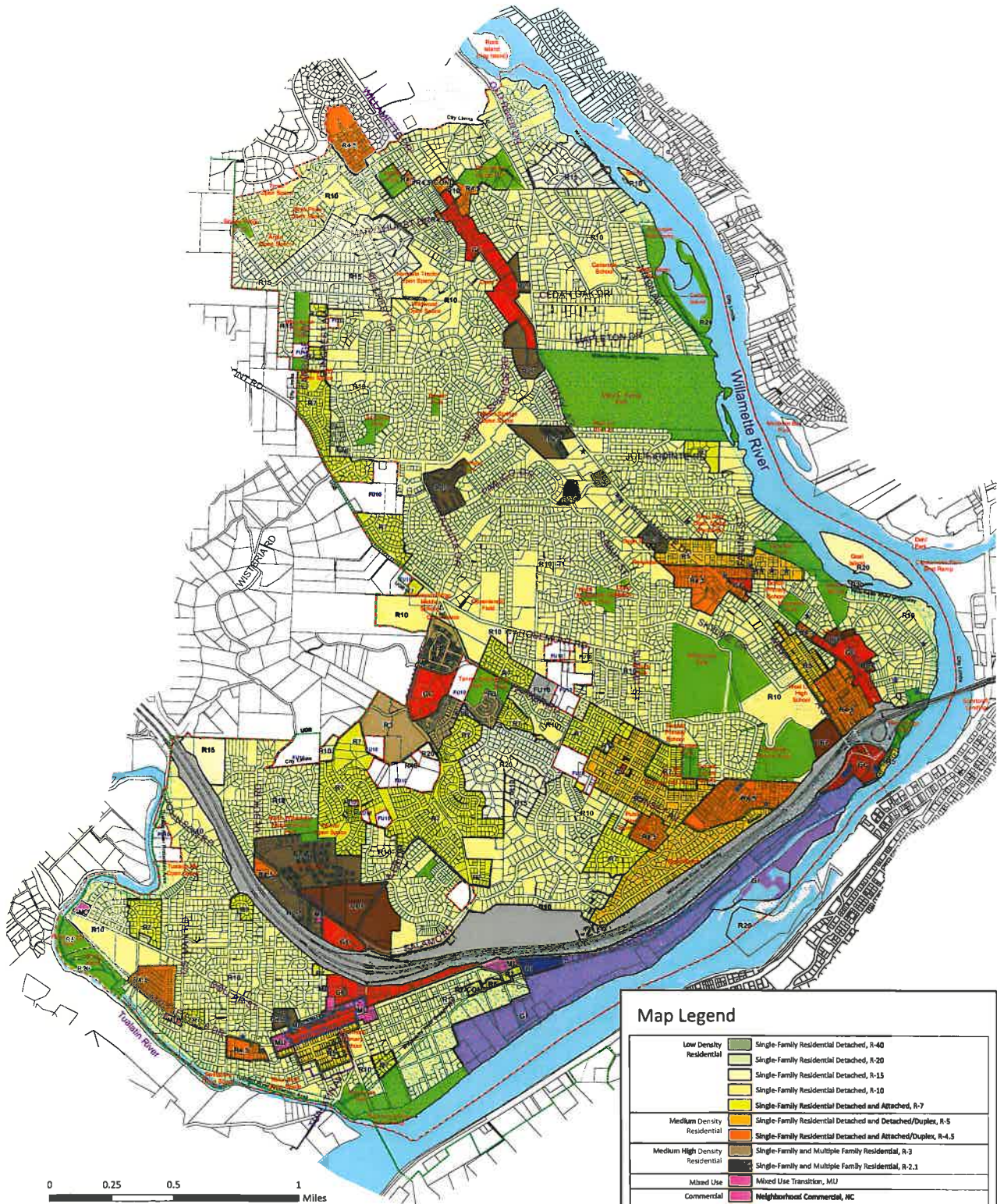
Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

*Typical land use applications can take 6-10 months from beginning to end.*

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no "shelf life" for pre-apps.

# Zoning Map

# CITY OF WEST LINN Zoning Map



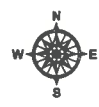
Contact the West Linn Planning Department regarding information on Historic Districts, Landmarks, Wetlands and Overlay Zones.

City Maps available at <http://www.westlinnoregon.gov>

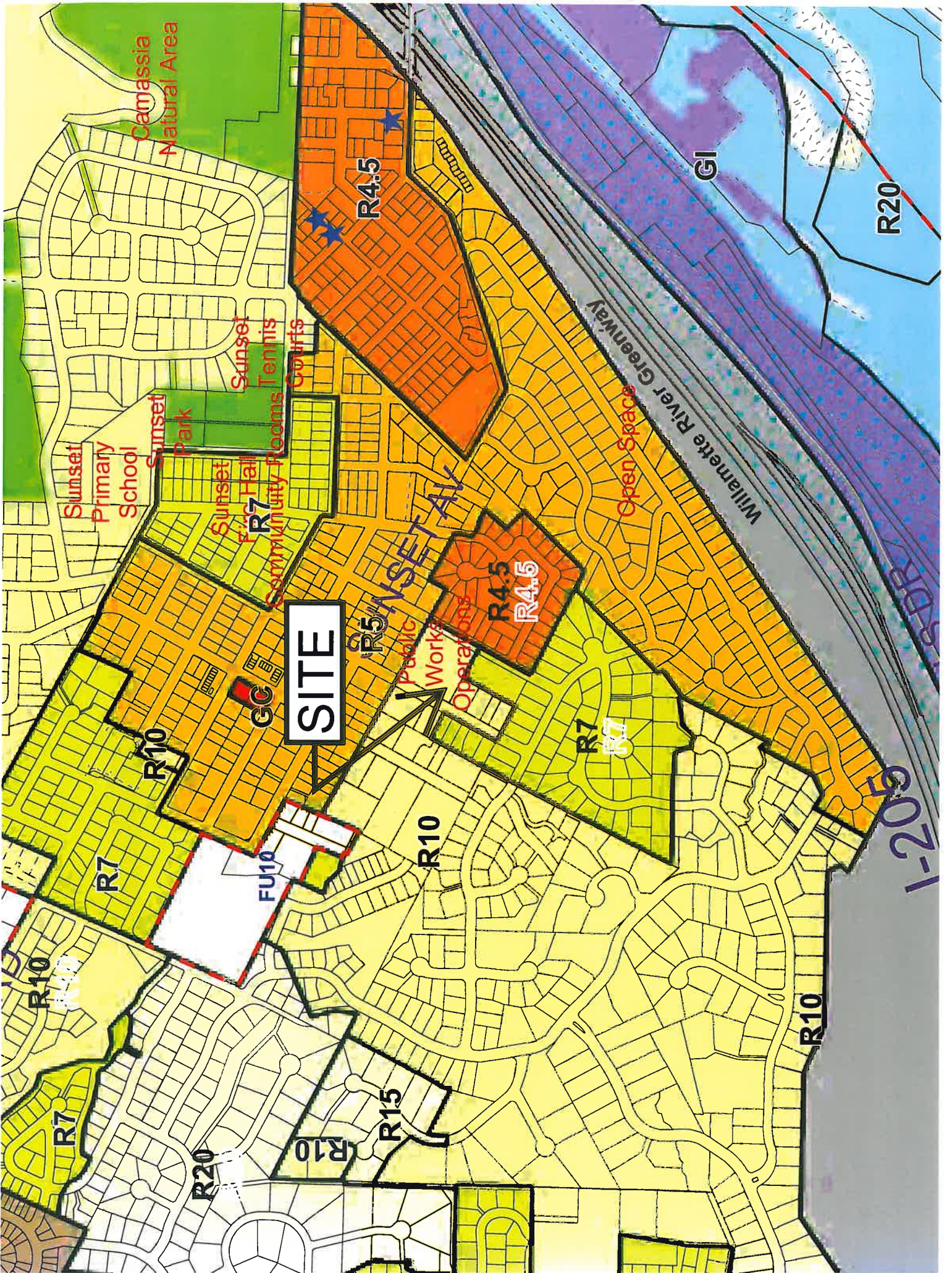
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Taxlot Base Source: Metro RLIS

ZONING/ZONING\_11x17.MXD / AHA / 7-9-09



Map Legend	
<b>Low Density Residential</b>	<ul style="list-style-type: none"> <li>Single-Family Residential Detached, R-40</li> <li>Single-Family Residential Detached, R-20</li> <li>Single-Family Residential Detached, R-15</li> <li>Single-Family Residential Detached, R-10</li> <li>Single-Family Residential Detached and Attached, R-7</li> </ul>
<b>Medium Density Residential</b>	<ul style="list-style-type: none"> <li>Single-Family Residential Detached and Detached/Duplex, R-5</li> <li>Single-Family Residential Detached and Attached/Duplex, R-4.5</li> </ul>
<b>Medium High Density Residential</b>	<ul style="list-style-type: none"> <li>Single-Family and Multiple Family Residential, R-3</li> <li>Single-Family and Multiple Family Residential, R-2.1</li> </ul>
<b>Mixed Use</b>	Mixed Use Transition, MU
<b>Commercial</b>	<ul style="list-style-type: none"> <li>Neighborhood Commercial, NC</li> <li>General Commercial, GC</li> <li>Office-Business Center, OBC</li> </ul>
<b>Industrial</b>	<ul style="list-style-type: none"> <li>Campus Industrial, CI</li> <li>General Industrial, GI</li> </ul>
<b>Other</b>	Future Urban, FU-10
	I-205
	Where background areas are outside West Linn city limits
	<ul style="list-style-type: none"> <li>Zoning Labels</li> <li>Clatskanie County Zoning Labels</li> </ul>
	<ul style="list-style-type: none"> <li>Historic Landmarks</li> <li>WR Greenway and TR Protection Area</li> <li>Willamette Historic District</li> <li>Willamette Commercial Historic Overlay Zone</li> <li>West Linn City Limits</li> <li>Metro's Urban Growth Boundary</li> <li>Taxlot Lines</li> <li>Parks</li> </ul>



Camassia  
Natural Area

Sunset  
Primary  
School

Sunset  
Park

Sunset  
Community Rooms  
Tennis  
Courts

**SITE**

Public  
Works  
Operations

Willamette River Greenway

R20

GI

I-205

R4.5

R4.5  
R4.55

R10

R7

FU10

R10

R7

R7

R10

R5

R10

R7

R20

R10

R15

# Tax Map



# Neighborhood Meeting Documentation



## Sunset Neighborhood Association Meeting Minutes April 27, 2010

Location: West Linn City Hall, Council Chambers

### CALL TO ORDER

John Sramek, Vice President of the Sunset Neighborhood Association (SNA), called the meeting to order at 7:04 p.m.

### PRESENT

16 members and 5 guest present.

The meeting attendance sign-in sheet is in our files and is available upon request.

### SECRETARY'S REPORT

Minutes of the previous meeting January 26, 2010 and March 9, 2010 were available and approved.

### TREASURER'S REPORT

City of West Linn – NA Stipend Account 2009/10

Opening balance	New Fiscal Year Budget (July '09 – June '10)	\$1,500.00
07/01/09	carry over from '08-'09	372.82
	Closing balance - September 2009	<u>\$ 1,872.82</u>

SNA – Discretionary Funds

Opening balance	(July'09 - June'10)	\$686.11
09/10/09	100 fliers September mtg @ .49 ea	-49.00
09/15/09	Meeting Refreshments	-15.26
10/29/09	Meeting Refreshments	-12.00
01/26/10	Meeting Refreshments and batteries	-12.00
03/05/10	100 fliers March mtg	-9.00
	Closing balance – January	<u>\$ 588.85</u>

### ANNOUNCEMENTS

1. Rob Krugler, residing at 4855 Summit St., announced his effort to change the zoning on properties adjacent to Renaissance Point development from R10 to R7.
2. Lock Fest – May 15<sup>th</sup> food, demonstrations, and tour of the paper mill. For more info [www.willamettefalls.org](http://www.willamettefalls.org) or call 503-650-0649.

### GUEST PRESENTATIONS

1. **Update on ballot for the Police Station, Vic Lancaster and Dennis Richey:** Mr. Lancaster and Mr. Richey spoke about the pressing need for a new police station. The current station is old, cramped, falling apart, and is not up to current seismic standards. In addition, the police cars parked behind the station are parked on land owned by the paper mill, therefore, in order to expand, the city

would have to acquire the parking lot via condemnation. To support all of this he showed a 14-minute video presentation.

2. **Proposed new shed for Public Works facility on Norfolk St.:** Mike Cardwell, Sanitary Sewer Superintendent and Sam Foxworthy, Streets Superintendent talked about the new equipment shed to be built. In an effort to mitigate the concerns of the neighbors, various shrubs and bushes will be planted around the shed. Also, the color of the shed will match existing structures.
3. **City of West Linn Engineering Manager, Dennis Wright:** His visit was a follow-up to the meeting January 26, 2010, when the Falls View parking issue was addressed. Dennis displayed a map of the Hemlock/Falls View/Pine Street area. He proposed that the Falls View Street be converted to one-way in an effort to provide additional parking spaces. The home owners along Falls View had requested the city to eliminate three parking spots in front of their homes. A no parking sign was put up by the city to accomplish this. The home owners would like to be able to park in front of their own homes if needed, whereas the residents of the apartment complex also think that they can use these three parking places as well. Another important issue in this area is *safety and convenience*: can fire trucks, garbage trucks, street sweepers, and moving vans have access? It was also noted that the designated parking lots for the two apartment complexes were not being fully utilized by the tenants because of inconvenience. Pine Street, because of its width and slope, is not able to handle additional parking. The city did a survey on two different dates at 8pm to determine the utilization of the current parking around the apartment complex. The conclusion was that not all the existing parking spots are being used.

Following the above discussions, a motion was passed 13 – 0 as follows;

*“A motion that the city council authorize public works to ‘examine’ the drainage problem, improve street lighting, consider street cleaning; and that city engineer Dennis Wright contact the apartment owners to open up additional parking places to the residents.”*

## **OLD BUSINESS**

1. **Sunset School Status Update:** Doug Vokes, past SNA president, presented the new proposed layout for the Sunset School situated at the Oxford St location. The primary reason the school wants to buy 1.6 acres of Sunset Park is to give the school district enough space to allow for approximately 75 parking spaces, which is less than 100 spaces that were desired at the Oppenlander location. The size of the current school property for Sunset Primary, according to the school district, is not large enough to build a school and provide 75 parking places. Additional land is needed, therefore, the school wants to buy the 1.6 acres of Sunset Park.  
Concerns brought up:
  - The school does not have a finite plan for the school – reason is that they don’t want to spend money on architects until they have the land secured.
  - Location of the wading pool and play structure.

- If the school doesn't need all of the 1.6 acres of park, will they maintain it as park land
  - If the measure fails and the school district decides to move Sunset School elsewhere, what will happen to the property?
2. **5<sup>th</sup> Annual Sunset Neighborhood Picnic:** Sunday, June 27<sup>th</sup> 1-4pm Sunset Park. Hamburgers and hot dogs, etc served. Music by GlobalFM. Come and meet your neighbors.
  3. **Sunset Neighborhood Plan Implementation Priorities – Work Plan Update:** No updates at this time.

## NEW BUSINESS

1. **2<sup>nd</sup> Annual Take Care of West Linn Day – Saturday, May 15<sup>th</sup>:** Doug and Doreen Vokes are organizing an ivy pull in Wilderness Park from 9-11am. Doughnuts provided. Meet at parking lot corner of Clark and Skyline Dr. The city is going to provide food and beverages for all volunteers at Hammerle Park from 12-1:30pm for a complimentary meal.

## ADJOURNMENT

With no further business before the SNA, the President adjourned the meeting at 9:15pm.

**\*\*\*5<sup>th</sup> Annual Sunset Neighborhood Picnic/Concert June 27<sup>th</sup> 1-4pm \*\*\***

**\*\*Next meeting will be in September TBA, 2010 @ 7pm. \*\***

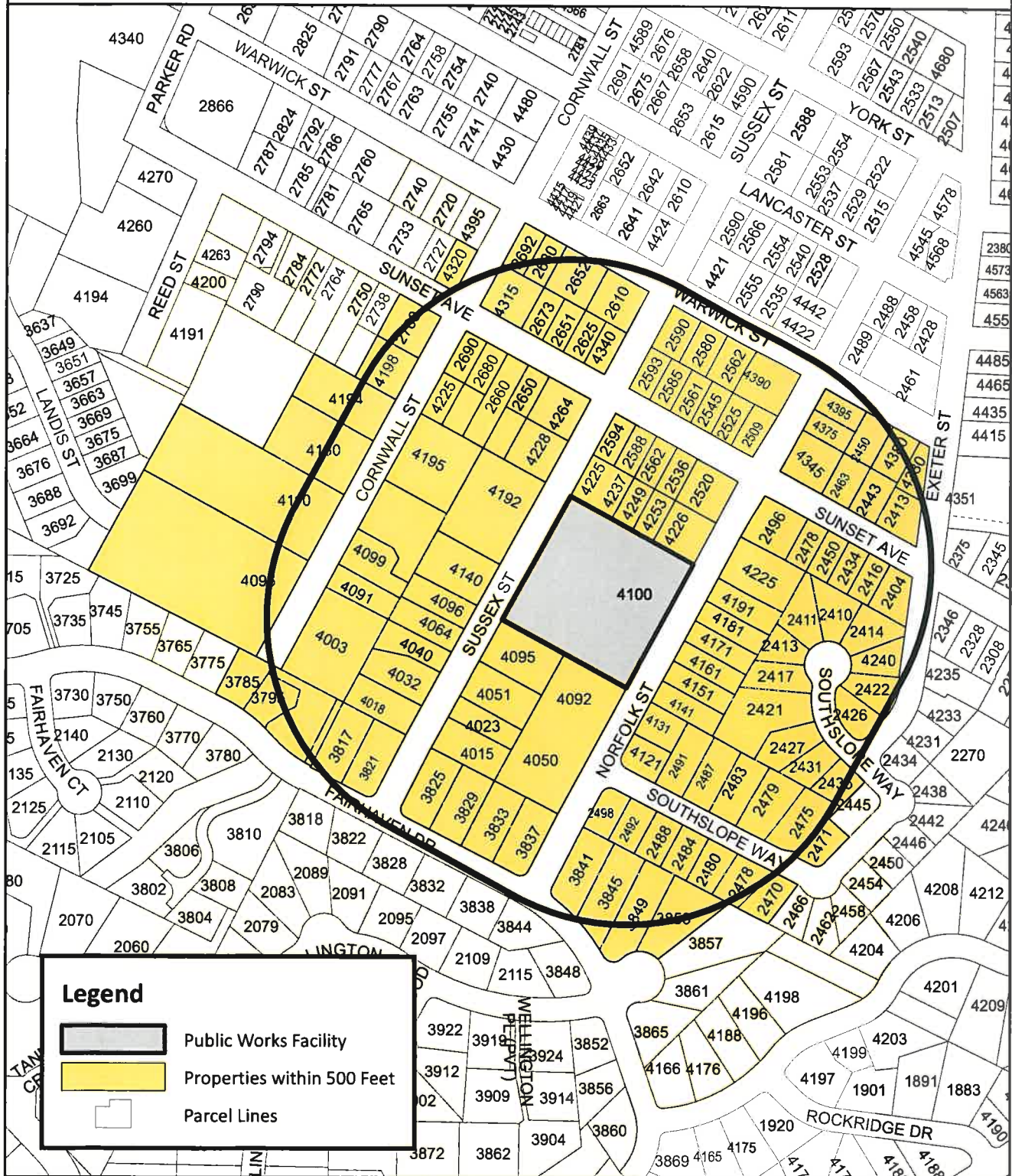
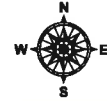
Respectfully submitted by Doreen Vokes, Secretary of the SNA.

## SNA OFFICERS

President,	Troy Bowers	503-703-7303	<a href="mailto:bowerst@msa-ep.com">bowerst@msa-ep.com</a>
Vice President,	John Sramek	503-320-2077	<a href="mailto:johns@jsremodel.com">johns@jsremodel.com</a>
Secretary/Treasurer,	Doreen Vokes	503-650-2072	<a href="mailto:dsekov@msn.com">dsekov@msn.com</a>

For association info and meeting minutes, or for general city information, visit [www.westlinnoregon.gov](http://www.westlinnoregon.gov) **\*\*\*please note new web site address\*\*\***

# West Linn Public Works Facility, 500 Foot Notification Map

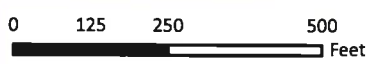


**Legend**

- Public Works Facility
- Properties within 500 Feet
- Parcel Lines

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Parcel Base Source: Metro RLIS



SNAPNOTIFY.MXD / AHA APP 6-16-09

West Linn  
**GIS**  
 GEOGRAPHIC INFORMATION SYSTEMS  
 User Name: aha  
 Map Creation Date: Apr 02, 2010

TAX LOT NUMBER	OWNER	IN CARE OF
21E36BA01600	ALBECK RICHARD E & KATHLEA E	
21E36AC01009	ANDERSON DEAN MAURICE	
21E36BA01800	BABCOCK BARBARA H	
21E36AC01006	BATTAGLIA DARREN T & LUCIA	
21E36AB09800	BUSE RICHARD A TRUSTEE	
21E36AC01008	CAHAN VIRGINIA JANE	
21E36AC02500	CERMAK STEVEN J & CONNIE M	
21E36AC01203	CHANDLER CAROL ANN	
21E36BA07703	CHRISTENSEN TODD A	
21E36BD07100	CITY OF WEST LINN	
21E36AB07600	CLARK CAROLYN JUNE	
21E36BA06100	CLARK EUGENE C TRUSTEE	
21E36AC01105	COZZI KATHERINE E & ROBERT M	
21E36AC01010	CUTLER ALLEN CASEY	
21E36AB09500	DAVIS LINN D & JOANNA L TUCKER	
21E36AB08000	DAVIS ROBERT H JR & KIMBERLY M	
21E36AC02200	DAVISON JAMES E	
21E36BA07500	DEWEY GREGORY A & LARA J	
21E36AC02300	DUCSIK NATHAN & REBECCA	
21E36BA07600	EELLS MARY	
21E36BA07601	EELLS MARY	
21E36BA07701	EELLS MARY	
21E36AC01207	ELLINGSEN ROBERT A	
21E36AC02700	EMS ROBERT E & CHARISSE M	
21E36BA01900	ENGE MICHELLE A	
21E36BA05300	EPELSHEIMER GARY L & JANET E	
21E36BA06700	FALES KEITH PATRICK	
21E36BA07300	FALES KEITH PATRICK	
21E36AB08602	FRAZIER NICOLE L	
21E36AC01601	FROESCHER KENNETH M SR & LYNN M	
21E36AB09100	FUJIHARA NANCY L	
21E36BA08000	GEFROH GORDON A	
21E36BA07900	GEFROH I S & KATHERINE M	
21E36BA02200	GETTEL MARK A & PAMELA K	
21E36AB08701	GRAY RANDALL C	
21E36AC01005	GRIFFITH WENDY K	
21E36AB09600	GRISHAM GERALD & SUSAN	
21E36AB08601	GUICE JOSHUA L & MELINDA A	
21E36BA01601	HADLEY DARREN K	
21E36BA01901	HASSELBACH JOHN C & COURTNEY E	
21E36AC01016	HATFIELD CHANDRA R & MARK T	
21E36AB08400	HENRY LILA D	
21E36AB09702	HIMMER ANGELIKA A	
21E36AB09700	HIMMER ROMAN A & GITELLA	
21E36AB07801	HOME LOAN SERVICES INC	
21E36AB09301	HOOK LAWERENCE H	
21E36AC01103	HURLEY MICHAEL W & LAURIE A	
21E36AC01003	HWANG WAYNE	
21E36BA06400	IMHOLT CHARLENE N	
21E36AC01214	JACKSON ORRIN SCOTT	
21E36BA07801	JACOB CHRISTOPHER L	

21E36AB08800	JAMES RONALD M	
21E36AB09701	JOYCE JAMES J & DIANA L	
21E36BA01700	JUDSON HALE D III TRUSTEE	
21E36AC01500	KAYS ROBERT F & KRISTINA M	
21E36AC01700	KAYS ROBERT F & KRISTINA M	
21E36AC01210	KELLEY DANIEL	
21E36AC01017	KILLIAN TERESA M	
21E36AC01400	KRIVONOGOFF BORIS	
21E36AB09900	KUNZ WILLIAM B & MARY A	
21E36BD04700	LETSOU PETER V & FELICITY H	
21E36BA06300	LINDERMAN KAREN	
21E36AB08700	LINDERMAN KAREN L & MICHAEL D	
21E36BA07700	LONGSTREET VALERIE L	
21E36AB09400	LOWE JEFFERY SCOTT & JANE LESLIE	
21E36AB08500	MANSFIELD CHARLES A & SUSAN C	
21E36AC01600	MARTIN JONCILE ODEN TRUSTEE	
21E36AB09300	MATHER DAVID J	
21E36AC01013	MCINTIRE SCOTT D & CORINNA L	
21E36BA06600	MCLAUGHLIN DENISE L	
21E36AC01212	MEADE WILLIAM ELLIOTT &	CATHERINE ANN
21E36AC02400	MELVIN KEITH A & LEANNE G	
21E36AB07700	MERLIN DEBRA A	
21E36AB08300	METTEER PATSY J TRUSTEE	
21E36AC01102	MEYER MICHAEL R & ERICA	
21E36BA06800	MILLS BRUCE A & ELAINE M	
21E36BA05200	MIZE EDWARD M & JOAN L	
21E36BA07800	MORTON LESLIE R TRUSTEE	
21E36AC01204	NICHOLSON GARY W & RUTH M	
21E36AB07500	NORMAND KRISTEN R	
21E36BA02100	NUNN TOM LYNN & DENISE RENAYE	
21E36AC01007	OBERDORF LOIS E	
21E36AC01101	OLDS RICHARD & MARCIA	
21E36BA07000	OLMSTEAD RHETT	
21E36AC02600	OLSON TODD M & VICKI D	
21E36AC01215	PALERMINI LARRY	
21E36AC01004	PALMER EDWIN B	
21E36AB09200	PEDRACINI ANITA	
21E36BA02000	PETERSON STEVEN F & MARY	
21E36AB07900	PETIT R J & ROBERTA G	
21E36BD04800	REED BRENT G & KRISTA	
21E36AC01106	REMYNGTON TAD W & MOLLY M	
21E36AC01104	RESK JAMES M & JULIE M	
21E36AC01206	RHEA JERRY DWAIN & LAMARA K	
21E36AC02100	ROGERS ROY F & NORA L	
21E36AB09000	ROWNING MICHAEL J	
21E36AC01209	SAGANDA IRMA TRUSTEE	
21E36AC01205	SCHAGUNN MIKE & PAMELA	
21E36AC02800	SCHMITT NEAL A & TORI	
21E36AC01012	SCHULTZ DANIEL L & DEBRA L	
21E36BA06901	SHAFER WILLIAM B	
21E36BA07100	SHAFER WILLIAM B	
21E36AB07800	SHUMWAY KAREN E	

21E36AC01213	SIMPSON JAMES L TRUSTEE
21E36AB08702	SMITH CAROLYN T
21E36AC03000	SNYDER JOHN J & PIA M
21E36AB08501	SPOONER DAVID & ELIZABETH
21E36AC01211	STEVENS LAURA E
21E36BA06500	STILL VERNON R & CAROL ANN
21E36BD07400	TANNER CREEK ESTATES IV LLC
21E36BA07400	TIEDTKE SHIRLEY M
21E36AB08900	TREVOR TIMOTHY P & BARBARA LEE
21E36BA07602	TURKISHER EDWARD A
21E36AB09601	TURNER DEBRA D
21E36AC01002	TURNER TERRI A
21E36AC01014	VILTER WANDA L TRUSTEE
21E36AB08200	VORHIES MARY LOU
21E36AB08600	WATKINS GARY J & DENISE M
21E36BA03401	WELLS JOSHUA R
21E36BA07702	WELP JOSEPH B & GENNY
21E36AC02900	WILLAMS STEPHEN E & LINAY A
21E36AB08100	WILLS GERRY & PATIENCE M
21E36BA06900	YEOMANS TERRY J
21E36AC01208	ZIMEL MARGRET N

MAILING ADDRESS	CITY	STATE	ZIP CODE
2680 WARWICK ST	WEST LINN	OR	97068-3736
2417 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2610 WARWICK ST	WEST LINN	OR	97068-3736
2410 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
2496 SUNSET AVE	WEST LINN	OR	97068-3764
2413 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
3837 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2498 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
4040 SUSSEX ST	WEST LINN	OR	97068-3724
22500 SALAMO RD #600	WEST LINN	OR	97068-8306
4380 EXETER ST	WEST LINN	OR	97068-3818
4110 CORNWALL ST	WEST LINN	OR	97068-3703
4151 NORFOLK ST	WEST LINN	OR	97068-3742
2421 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
4226 NORFOLK ST	WEST LINN	OR	97068-3710
2948 HUNTER WAY	WEST LINN	OR	97068-2227
3849 FAIRHAVEN DR	WEST LINN	OR	97068-3760
4195 CORNWALL ST	WEST LINN	OR	97068-3705
3845 FAIRHAVEN DR	WEST LINN	OR	97068-3760
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
12831 MARYSVILLE LN	OREGON CITY	OR	97045-8589
2480 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3829 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2625 SUNSET AVE	WEST LINN	OR	97068-3717
4198 CORNWALL ST	WEST LINN	OR	97068-3703
2680 SUNSET AVE	WEST LINN	OR	97068-3720
2680 SUNSET AVE	WEST LINN	OR	97068-3720
2561 SUNSET AVE	WEST LINN	OR	97068-3715
4023 SUSSEX ST	WEST LINN	OR	97068-3726
2588 SUNSET AVE	WEST LINN	OR	97068-3718
PO BOX 1077	PHILOMATH	OR	97370-1077
4140 SUSSEX ST	WEST LINN	OR	97068-3723
4315 CORNWALL ST	WEST LINN	OR	97068-3702
2545 SUNSET AVE	WEST LINN	OR	97068-3715
2414 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
14162 S SPANGLER RD	OREGON CITY	OR	97045-9552
2585 SUNSET AVE	WEST LINN	OR	97068-3715
2692 WARWICK ST	WEST LINN	OR	97068-3736
15885 WHITE OAKS DR	LAKE OSWEGO	OR	97035-4272
2471 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2562 WARWICK ST	WEST LINN	OR	97068-3850
17011 SE VALLEY VIEW RD	MILWAUKIE	OR	97267-6338
2450 SUNSET AVE	WEST LINN	OR	97068-3713
150 ALLEGHENY CENTER IDC 24-050	PITTSBURGH	PA	15212
4225 SUSSEX ST	WEST LINN	OR	97068-3725
4171 NORFOLK ST	WEST LINN	OR	97068-3742
14 CHANNEL ISLAND RD	ALISO VIEJO	CA	92656-1308
4130 CORNWALL ST	WEST LINN	OR	97068-3703
4121 NORFOLK ST	WEST LINN	OR	97068-3767
4064 SUSSEX ST	WEST LINN	OR	97068-3724



125 BEEKMAN SQUARE	JACKSONVILLE	OR	97530-9413
2434 SUNSET AVE	WEST LINN	OR	97068-3713
PO BOX 115	MAKAWAO	HI	96768-0115
4015 SUSSEX ST	WEST LINN	OR	97068-3726
4015 SUSSEX ST	WEST LINN	OR	97068-3726
2479 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2470 SOUTHSLOPE WAY	WEST LINN	OR	97068-3766
4092 NORFOLK ST	WEST LINN	OR	97068-3740
4225 NORFOLK ST	WEST LINN	OR	97068-3744
3785 FAIRHAVEN DR	WEST LINN	OR	97068-3771
2525 SUNSET AVE	WEST LINN	OR	97068-3715
2525 SUNSET AVE	WEST LINN	OR	97068-3715
PO BOX 192	WEST LINN	OR	97068-0192
4253 SUSSEX ST	WEST LINN	OR	97068-3725
2010 ALPINE DR	WEST LINN	OR	97068-8615
4051 SUSSEX ST	WEST LINN	OR	97068-3726
4249 SUSSEX ST	WEST LINN	OR	97068-3725
2431 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2690 SUNSET AVE	WEST LINN	OR	97068-3720
2487 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
3841 FAIRHAVEN DR	WEST LINN	OR	97068-3760
2450 WARWICK ST	WEST LINN	OR	97068-3825
4390 NORFOLK ST	WEST LINN	OR	97068-3817
4181 NORFOLK ST	WEST LINN	OR	97068-3742
2660 SUNSET AVE	WEST LINN	OR	97068-3720
2708 SUNSET AVE	WEST LINN	OR	97068-3722
PO BOX 66549	PORTLAND	OR	97290-6549
2492 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
4330 EXETER ST	WEST LINN	OR	97068-3818
8391 SE CASON RD	GLADSTONE	OR	97027-1457
2411 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
4191 NORFOLK ST	WEST LINN	OR	97068-3742
4228 SUSSEX ST	WEST LINN	OR	97068-3730
3833 FAIRHAVEN DR	WEST LINN	OR	97068-3759
4131 NORFOLK ST	WEST LINN	OR	97068-3767
4240 EXETER ST	WEST LINN	OR	97068-3661
2594 SUNSET AVE	WEST LINN	OR	97068-3718
4070 SERANGO CT	WEST LINN	OR	97068-2840
4345 NORFOLK ST	WEST LINN	OR	97068-3858
3795 FAIRHAVEN DR	WEST LINN	OR	97068-3771
4141 NORFOLK ST	WEST LINN	OR	97068-3742
4161 NORFOLK ST	WEST LINN	OR	97068-3742
2484 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3853 FAIRHAVEN DR	WEST LINN	OR	97068-3760
2562 SUNSET AVE	WEST LINN	OR	97068-3718
2475 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2488 SOUTHSLOPE WAY	WEST LINN	OR	97068-3749
3825 FAIRHAVEN DR	WEST LINN	OR	97068-3759
2427 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2650 SUNSET AVE	WEST LINN	OR	97068-3720
2650 SUNSET AVE	WEST LINN	OR	97068-3720
4375 NORFOLK ST	WEST LINN	OR	97068-3858

2491 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
2509 SUNSET AVE	WEST LINN	OR	97068-3762
3817 FAIRHAVEN DR	WEST LINN	OR	97068-3758
2580 WARWICK ST	WEST LINN	OR	97068-3850
2483 SOUTHSLOPE WAY	WEST LINN	OR	97068-3748
4194 CORNWALL ST	WEST LINN	OR	97068-3703
4140 SW CANAL RD	LAKE OSWEGO	OR	97034-7257
8583 SW MANDAN DR	TUALATIN	OR	97062-9017
2536 SUNSET AVE	WEST LINN	OR	97068-3718
PO BOX 264	WEST LINN	OR	97068-0264
2416 SUNSET AVE	WEST LINN	OR	97068-3713
2426 SOUTHSLOPE WAY	WEST LINN	OR	97068-3746
2435 SOUTHSLOPE WAY	WEST LINN	OR	97068-3739
2413 SUNSET AVE	WEST LINN	OR	97068-3716
2593 SUNSET AVE	WEST LINN	OR	97068-3715
4320 CORNWALL ST	WEST LINN	OR	97068-3707
4032 SUSSEX ST	WEST LINN	OR	97068-3724
3821 FAIRHAVEN DR	WEST LINN	OR	97068-3758
2443 SUNSET AVE	WEST LINN	OR	97068-3716
4264 SUSSEX ST	WEST LINN	OR	97068-3730
5905 SW DELKER RD	TUALATIN	OR	97062-7754

# Site Photographs

# West Linn Public Works Operations



Administration Office – From Norfolk Street





**Materials Storage – Looking East**



**Covered Parking Building Site – Looking Southeast**



**Vehicle Maintenance Shops – Looking North**



**Equipment Parking Sheds Adjacent to Proposed Building – Looking West**



**Administration Building – Looking Northeast**



**Maintenance Buildings & Sign Shop/Storage**



**Proposed Building Site from Norfolk Street**