

## PRE-APPLICATION CONFERENCE MEETING

June 5, 2014

SUBJECT: New Home Construction  
Lot Adjacent to 1831 5<sup>th</sup> Ave.

ATTENDEES: Applicant: Jerry Offer  
Staff: Sara Javoronok, Associate Planner  
NA Rep.: Elizabeth Rocchia

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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 is proposing to construct a new house on an existing lot of record next to 1831 5th Avenue. This property is currently a single tax lot, but there are two lots of record. The lot is zoned R-5 and is approximately 5,000 square feet.



*Existing lot*



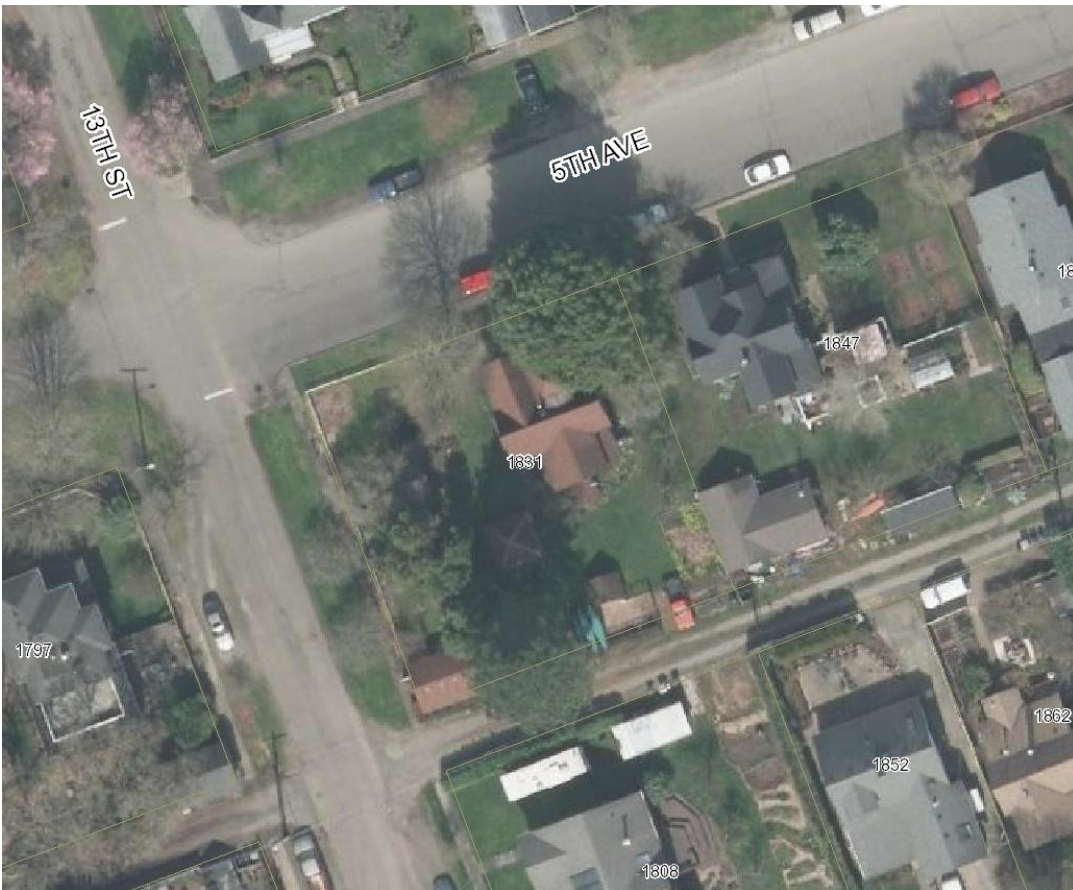
*Existing house at 1831 5<sup>th</sup> Ave.*



*Existing improvements*



*Existing improvements*



*Aerial of subject property - 2012*

**Site Analysis and Site Visit**

*Historic Design Review Process*

After this Pre-Application Conference a Development Review Application must be submitted. The requirements for this are detailed in CDC 25.050 and below. Once submitted, staff has 30 days to determine if the application is complete. Applications are often incomplete. If an application is incomplete, staff will notify you and you have

180 days to make the application complete, or provide written notice that some or all of the requested information will not be submitted.

Once an application is determined to be complete, the application must be reviewed by the Historic Review Board (HRB) and any local level appeals, which would be to the City Council, must be held within 120 days. Typically, the process takes less time than this, but large or complex projects may take the full time permitted. If necessary, an applicant may grant an extension to the 120 day period.

New construction requires a public hearing. It's recommended that you attend the hearing. Conduct of quasi-judicial hearings conform to the requirements of ORS 197.763 and the City's CDC. Staff will provide a report at least 10 days in advance and will present a summary of it at the hearing. You will also be given time to present your application. The HRB may ask questions of both staff and the applicant. There will also be time for public comment. The decision by the HRB may be appealed to the City Council and all local appeals will be exhausted within the 120 day period after the application is determined to be complete. Additional information is in this brochure: [http://westlinnoregon.gov/sites/default/files/fileattachments/planning/page/6487/hdr/processbrochure\\_1.pdf](http://westlinnoregon.gov/sites/default/files/fileattachments/planning/page/6487/hdr/processbrochure_1.pdf)

#### *Historic Design Review Requirements*

The application requirements are in CDC 25.050. Note that this includes a plan and elevation drawings of the adjacent properties and a rendering or photo-simulation of the proposal in context (as a corner lot, it will be sufficient to include your existing house at 1831 5<sup>th</sup> Avenue). A narrative is required for the following sections of Chapter 25 of the CDC:

- Section 25.060(A) Design Standards
- Section 25.070(B) Standards for New Construction
- Section 25.070(C) Willamette Historic District General Design Standards

Please provide the following information in addition to what was submitted for the Pre-Application Conference:

- For Sections 25.060(A)(9), (11), (12), (13), and (16) please provide information on the materials that you will use for the roof, siding, gutters, windows, and doors. This may be provided with notes or callouts on the elevations and/or with cut sheets.
- Please provide a site plan and elevations that are to scale and include the grade, height of the foundation, and the location of basement windows.

#### *Additional Notes*

The west side yard setback on existing house at 1831 5<sup>th</sup> Avenue is nonconforming. It ranges from 2.1' to 3.8', less than the minimum of 5'. The proposed interior side yard

setback on the new residence is 9', which provides for at least 10' between the residences.

A new foundation may be placed under the existing garage with a building permit. Historic review is required if the locations and types of doors and windows are changing to a location or type that does not match the existing or historic appearance. In addition, per the 2011 historic resource survey of accessory structures (attached), the garage is non-contributing because of the replacement siding and doors. Staff recommends rehabilitation of the garage as possible to restore its status as contributing.

Moving the gazebo requires a building permit (structural). As long as there are no changes to the gazebo, moving it does not require historic review.

Relocating the tree does not require a permit. Removal of trees over a certain size or of a certain type may require a permit. Contact the Mike Perkins, the City Arborist at 503-723-2554 for more information.

#### **ENGINEERING COMMENTS**

Applicant shall provide street improvement in accordance with CDC Chapter 96 including sidewalk, curb, drainage facilities and pavement widening as applicable. Applicant can apply to pay a fee-in-lieu of improvement (see attached form). Applicant shall provide treatment and detention for run-off from new impervious areas that are 500 and 5000 square feet respectively. Contact Khoi Le in Engineering at [kle@westlinnoregon.gov](mailto:kle@westlinnoregon.gov) or 503-722-5517 for more information.

Per 25.040(A), the new sidewalks shall match the existing and shall not exceed four feet in width, except to meet ADA requirements.

#### **Miscellaneous**

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. For the approval criteria, no waivers are allowed. 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.

The fee for Historic Residential – New Construction is \$1,500.00 dollars.

Historic District Review/New Construction is a Historic Review Board decision. In the event of an appeal, the review body is the City Council. Subsequent appeals go to the Land Use Board of Appeals.

***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. Also note that these notes have a limited “shelf life” of 18 months in that future changes to the CDC standards may require a different design or submittal. Any applications submitted in excess of 18 months from the date of this pre-application conference will require an additional pre-application meeting with the City unless waived by the Planning Director.



# Oregon Historic Site Form

Ralston, J H, House  
 1831 5th Ave  
 West Linn, Clackamas County

## LOCATION AND PROPERTY NAME

address: 1831 5th Ave  apprx. addr

West Linn  vcnt Clackamas County

Optional Information  
 assoc addresses:  
 (former addresses, intersections, etc.)

location descr:  
 (remote sites)

historic name: Ralston, J H, House

current/  
 other names:

block nbr:      lot nbr:      tax lot nbr: 300  
 township: 03S range: 01E section: 02 1/4: BD  
 zip: 97068

## PROPERTY CHARACTERISTICS

resource type: Building height (# stories): 1.5

elig. evaluation: eligible/significant

primary constr date: 1895 (c. ) secondary date:      (c.)   
 (optional--use for major addns)

primary orig use: Sinale Dwellinga

secondary orig use:     

primary style: Queen Anne

secondary style: Vernacular

primary siding: Horizontal Board

secondary siding: Shingle

plan type: Crosswina

total # eligible resources: 1 total # ineligible resources:     

NR status: Listed in Historic District  
 (indiv listed only; see Grouping for hist dist)

NR date listed:     

orig use comments:     

prim style comments:     

sec style comments:     

siding comments:     

architect:     

builder:     

comments/notes: **noncontributing shed - modern**  
**contributing gazebo - matches house details**  
**noncontributing garage - resided - wood sheet doors**

## GROUPINGS / ASSOCIATIONS

survey project name or other grouping name	2011 West Linn Selective RLS, 2011	Survey & Inventory Project
	West Linn Survey- Willamette Conservation District, 2006	Survey & Inventory Project
	West Linn, Willamette Falls Neighborhood, RLS 2008, 2008	Survey & Inventory Project
	Willamette Falls Neighborhood Historic District, 2008	Listed Historic District

farmstead/cluster name:     

external site #: WL-2-59  
 (ID# used in city/agency database)

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## SHPO INFO FOR THIS PROPERTY

NR date listed: \_\_\_\_\_ NHD

ILS survey date: \_\_\_\_\_

RLS survey date: 3/17/2006

Gen File date: \_\_\_\_\_

**106 Project(s)**

