

# Historic Design Review Process & Supplemental Illustrations

## Historic Design Review Process

### What is Historic Design Review?

Historic design review is an approval process that certain projects involving historic properties must complete prior to the start of work or getting a building permit. The process is designed to ensure that changes to historic resources retain the historic character and integrity that enabled their historic designation.

### Does my project require review by the Historic Review Board?

Many projects with exterior work on properties that are designated as Historic Landmarks or within a Historic District require historic design review. Some work is exempt from historic review. This is detailed in the City's Community Development Code or you can contact Planning Staff at 503-722-5512.

### What is the process for historic design review?

The following summarizes the historic design review process. Additional information is located in the City's Community Development Code.

1. Determine if historic design review is necessary. Check the City's Community Development Code (<http://westlinnoregon.gov/cdc>) or contact Planning Staff at 503-722-5512.
2. Submit a Pre-Application Conference form. These are available online (<http://westlinnoregon.gov/planning/pre-application-conference>) or at City Hall. Full plans are not required at this point, but generally a sketch site plan and elevations of the proposal are needed. The more information is provided, the more guidance staff can provide on the project.

Pre-Application Conferences are held the first and third Thursdays of the month. The form and any additional information required must be submitted to the Planning and Building Department by 3:30 p.m. two weeks in advance of the desired Pre-Application Conference date.

3. Attend the Pre-Application Conference. At the conference, staff will have prepared draft notes that identify what approval criteria will apply to the project and any changes that may be required to the submitted plans. Staff will send out final notes after the pre-application conference. All Pre-Application Conferences are open to the public. In addition, the forms, submittals, and notes are posted on the City's website.

Pre-Application Conferences are valid for 18 months. If you do not apply for the project within this time period you will need to have another Pre-Application Conference.

4. Submit a Development Review Form. The form is available online (<http://westlinnoregon.gov/planning/development-review-application>) and at City Hall. This form will typically require more information than was needed for the Pre-Application Conference, including a written narrative that addresses the relevant approval criteria for the project from the City's Community Development Code.

There are two types of historic design review, Class I and Class II. The Community Development Code specifies what fits into these categories.

5. **Class I Historic Design Review** projects are a Planning Director's decision and are typically smaller in scale. They include changes for elements like fences or building material when the proposal is not exempt. Other examples include changes to a façade that are less than 100 square feet, transit shelters, and potentially proposals seeking compliance with the ADA. The respective Neighborhood Association and property owners within 100 feet of the subject property will be notified of the application through mail. The notice will include staff's contact information and a link to the submittal on the City's web page. There will be 14 days before the decision is final to allow for the public to provide comments or appeal the decision. Any appeals must be filed before the decision is final. Public comment is encouraged and may influence the decision.

**Class II Historic Design Review** will require a public hearing before the City's Historic Review Board (HRB). The HRB typically meets once a month on the 3<sup>rd</sup> Tuesday at 7 p.m. in the Council Chambers at City Hall. Property owners within 500 feet of the subject property will be notified of the application and hearing date through mail. A sign will also be posted on the site. The notice will include staff's contact information and a link to the submittal on the City's web page. In addition, it will include information on the public hearing before the HRB. There is the opportunity for public comment during the public hearing. Public comment is encouraged and may influence the decision.

Once you submit a Development Review Form, staff has 30 days to review the submitted information to determine if it 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. Once an application is determined to be complete, the application must be reviewed by the Planning Director or Historic Review Board and any local level appeals 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.

6. If a public hearing is required, it's recommended that applicants attend the hearing. Conduct of quasi-judicial hearings shall conform to the requirements of ORS 197.763 and the West Linn Community Development Code including, but not limited to the following:

- The Chair shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
  - The Chair shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
  - Discussion of jurisdiction and impartiality of the Board.
  - Staff report on the application (including summary of additional correspondence) and initial Board questions for staff.
  - Applicant's presentation. (20 minutes)
  - Testimony in support of the application. (3 minutes each)
  - Testimony in opposition to the application. (3 minutes each)
  - Neutral testimony. (3 minutes each)
  - Applicant's rebuttal testimony. (10 minutes)
  - Questions from the Board to staff, and staff response to testimony.
  - Closure of public hearing, no further information from the audience.
  - Discussion by Board and decision.
  - The Board shall adopt findings employing staff and the City Attorney as necessary in the preparation and adoption of the findings. The Board may, at its discretion, direct the Chair to sign the decision and findings, or it may continue the hearing to consider a draft decision and findings at a subsequent date.
7. Once a decision is made, a final decision is drafted. The decision becomes final after a 14 day period. During this time, an appeal may be submitted. Appeals to Planning Director decisions will be heard by the Historic Review Board and appeals to Historic Review Board decisions will be heard by the City Council.
8. After the decision is final, you may begin work on your project. You may apply for any necessary permits before the decision is final, but any work that is completed before the decision is final is done at your own risk. Additional drawings or information may be required for a building permit.
9. Complete your project. Schedule inspections as necessary. If a building permit is required, planning staff will also complete an inspection before your final is issued.

Questions regarding building codes, zoning, variances, commercial plan review, and other concerns should be directed to the Building Department at 503-656-4211.

Questions about historic preservation requirements, historic design review and other cultural resource issues should be directed to Planning Staff at 503-722-5512.

**Supplemental Illustrations**

**Character Defining Elements.** Historic structures have a variety of character defining features that contribute to their significance. This can include decorative shingles, projecting bay windows, towers, cupolas, spindlework, and rounded entry doors.



*Decorative shingles and brackets in a gable end*



*Projecting bay window*

**Restoring and Retaining Historic Material.** Some residences were subject to changes over the years. This includes the addition of synthetic siding, window replacement, and the enclosure of porches. Some owners have restored their residences. An example of synthetic siding removal is shown below.



*Before, previously, artificial siding was added over the historic wood siding and the trim altered and removed.*



*After, the artificial siding was removed and the historic wood siding and trim repaired and replaced, as needed.*

**Time Period Consistency.** Structures shall be recognizable as products of their own time. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.



*This residence was constructed in the 1980s. The shingles and bargeboard in the gable end and the spindlework on the porch do not have a historical basis.*

**Windows.** The repair and rehabilitation of historic wood windows is encouraged. Altering window openings for replacement windows is discouraged.



*Many windows on historic houses are double-hung with 1/1 light. They often have small rail extensions on the top sash. Some Queen Anne houses have multi-light windows or windows with art glass. Craftsman and bungalow style residences often have double hung windows with 9/1 lights.*



*The above multi-light wood sash is a replacement made from an existing sash to match a historic photograph that depicted multi-light sash windows.*



*The above 9/1 wood sash was added to this residence after a non-contributing addition was removed based on a historic photograph that depicted a similar 9/1 window in this location.*



*The above window opening was altered to accommodate the replacement window and the window and trim do not match the visual qualities of the original window.*

**Doors.** Doors should be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.



*Wood doors on Tudor Cottage and Craftsman residences*

**Lighting.** Lighting on historic resources should generally be simple and small in scale.



*Examples of compatible exterior lighting*

**Additions.** Additions to historic homes should be compatible and consistent with the historic structure.



*Compatible dormer addition that is on a side elevation, does not extend above the ridge of the roof, is minimally visible from the right-of-way, and has window opening proportions that are compatible with the existing residence.*



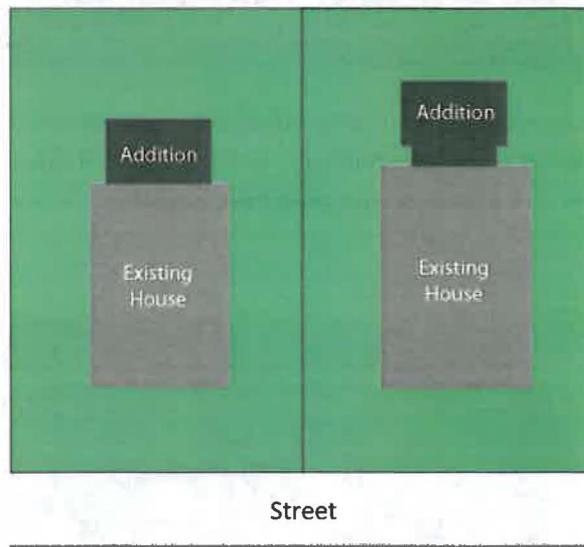
*Incompatible dormer addition that overwhelms the house and is not set back from the edge of the roof. The dormer windows are a different type and light pattern (casement rather than double hung) and proportion than the windows on the original residence.*



*The compatible side dormer addition on the right is minimally visible from the street in front of the house.*



*Incompatible addition that alters the roof pitch, is flush with the side elevation, and overwhelms the original residence.*



*Additions located to the rear of the house often enable retaining the historic features, size, scale, proportion, and massing of the historic house. Often they are separated from the historic residence with a connector, or a change in the height, but not pitch, of the roof. The connector or change in roof can help to delineate the original construction from the new addition.*

**New Construction.** There are more recently constructed residences and accessory structures that are part of the City's Willamette Historic District. Many of these structures have characteristics that make them compatible with the surrounding District.



*This infill residence is an example of a compatible, not in period building. Its massing, form, and height are similar to historic buildings in the district. It has a detached garage that is accessed from an alley.*



*This accessory structure is an example of a compatible, not in period building. Its massing and height are similar to historic structures in the neighborhood. It has double hung wood windows and brackets in the gable ends, which are both common in the district.*



*This residence is an example of a non compatible, not in period building. Its style and attached, front loaded garage differ from the compatible and contributing homes in the district.*

**Respect Your Neighbors.** Historic resources are often on smaller lots, so space can be tight, but to retain the historic context of the site or neighborhood (and to give you some space from your neighbors), consider how an addition or other new construction may affect your neighbors privacy and access to sun, light, and air.



*Example of incompatible construction that does not respect the privacy of its neighbor.*

**Willamette Historic District.** The photos below depict many of the defining characteristics of the City's Willamette Historic District. Additional information is available on the City's web site and in the National Register nomination (<http://westlinnoregon.gov/planning/willamette-historic-district>).



*Houses in the Willamette Historic District are generally 1 ½ stories, with a few having a full two stories. They have generally consistent front and side setbacks. There is a mix of architectural styles, but it is dominated by Queen Anne, Craftsman, and bungalow residences. There are a number of infill residences, many of which were constructed using elements of the architectural styles represented in the district.*



*Most of the lots have a rear alley. Most garages are detached and accessed from the alley, although homes without an alley have driveways, and some garages on corner lots are accessed from the side streets. Small outbuildings and taller fences are also common in rear yards.*



*Front porches are common on houses in the district. A few have rounded columns as in the example above. Square posts and simple balustrades and railings are also common.*



*There are a number of infill residences in the district. This residence is compatible with the character of the district and is also distinct and easily identifiable as newer construction.*



*Many homes did not originally have garages and detached garages with elements of the architectural style of the residence have been constructed in the side and rear yards.*



*Queen Anne houses (left) typically have a more steeply pitched roof than Craftsman or bungalow style houses (right).*