

City of West Linn  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
February 19, 2008

SUBJECT: Accessory dwelling unit addition to garage in Willamette Historic District at 1697 5<sup>th</sup> Avenue.

ATTENDEES: Barbara Woolensack, Matthew St. Mary (applicants)  
Staff: Tom Soppe (Planning)  
Neighborhood: None

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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 proposes an accessory dwelling unit (ADU) to be built onto the rear of the existing detached garage located west of the house. The site is a corner lot, with the garage on the opposite side of the house from the cross street, 14<sup>th</sup> Street. The sides of the addition will be able to be seen from 5<sup>th</sup> Avenue, and the rear of the addition and its east side will be able to be seen from 14<sup>th</sup> Street. The site is in the Willamette Historic District. Therefore the addition must conform to standards of CDC Chapter 25.

The applicant proposes the ADU to be a southward extension of the existing garage footprint, in that the ADU will not be wider narrower, taller, or shorter than the garage’s east-west façade. Therefore the direct front view of the garage from 5<sup>th</sup> Avenue will not change. The applicant proposes to keep the roof and siding materials consistent with the garage and proposes historically appropriate windows and a door and stairs in the rear. The ADU may be up to 30% of the square footage of the house and incorporate one bedroom maximum. The applicant proposes a 573 square foot ADU (next to an approximately 1900 sq. ft. house according to City GIS) with one bedroom, so that is acceptable. While it will not be a Chapter 25 criterion, it should be noted that the 2008 Oregon Residential Specialty Code (building code) SR309.1 states, “Openings from a private garage directly into a room used for sleeping purposes shall not be permitted.” This can be achieved by putting a small hallway between the bedroom and garage. A minimum of six feet must be maintained between the existing house and new sections of the garage/ADU.

### **Process**

Staff explained that with the satisfaction of the pre-app requirement, the applicant may submit at any time with a completed application form for a major remodel, which has a \$500 fee. The application must include a site plan of the entire lot to scale showing the existing house and garage and the proposed ADU addition. The applicant must respond to the approval criteria of

CDC section 25.060-80. Please provide color samples and identify materials on the plans. A full response to the submittal requirements of Chapter 25.140(B) is required.

Once the application is deemed complete by staff, the application will go before the Clackamas County Historic Review Board (HRB) for a public hearing after 10-day public notice. The HRB will render the final decision. HRB decisions may be appealed to City Council and then LUBA. Building permits can be issued after that review and appeal process has been exhausted. Once approved, the applicant has three years to initiate construction, and thereafter, the building permit is valid so long as substantial progress is being made towards completion of the permitted construction.

*Typical HRB land use applications usually take 2.5-3 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.

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