

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**September 3, 2009**

SUBJECT: Minor Remodel/Addition to House at 1892 4<sup>th</sup> Avenue in Willamette Historic District

ATTENDEES: Todd Swenson (applicant)  
Staff: Peter Spir (Planning) and Charles Awalt (Historic Preservation Expert)

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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 to remodel and build an addition to existing house in the Willamette Historic District. Therefore the house must conform to standards of CDC Chapter 25. This is a corner lot. The house is listed as a primary structure in the district. The 1984 Clackamas County Cultural Inventory identifies it as the *Otto F. Nelson* house built circa 1895. It is listed as a Queen Anne with a hip and cross gable roof supported by brackets. The inventory describes its significant features as follows: porch supported by turned posts, gable roof dormer with decorative bargeboard, and decorative stick style detailing. The house is exceptionally well maintained and an attractive entry point to the district from Pete's Mountain.

### **Proposal**

The applicant proposes to (1) install an addition on the rear west side of the house; (2) an addition at the rear of the house; and, (3) and addition/remodel to the east rear porch area.

### **Discussion**

Charles Awalt expressed concern about the west elevation changes and, in particular, the roof pitch and design to match or defer to the existing pitches. Shed roof and flat roof options were also discussed. The applicant may rework that part of the plan. Concern about second floor window proportions was expressed. There is a significant tree to the west of the house and the applicant stated that it would be protected and saved through the remodeling process.

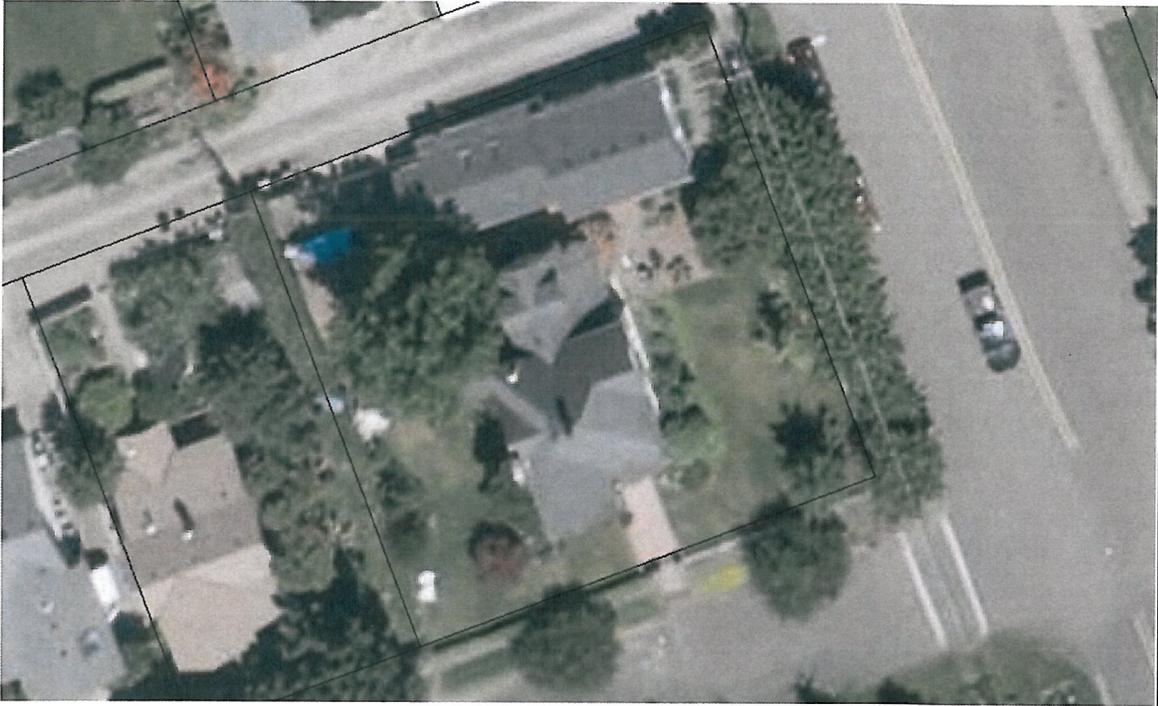
### **Staff Recommendation**

With modest changes expected, staff will be recommending in favor of this application.









**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 the remodel. Minor remodels are free. Full response to the submittal requirements and approval criteria is required.

The application must include a site plan of the entire lot to scale showing the house plus elevations showing the proposed additions. The applicant must respond to the approval criteria of CDC section 25.070. Please provide or discuss color samples and identify materials on the plans. (e.g. “will match existing colors and materials”)

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 HRB for 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.*

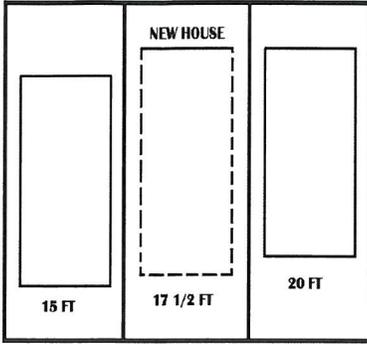
**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Please note that pre-apps have a limited “shelf life” since the CDC changes often and new code language could modify or impact this proposal.

p:/devrvw/pre-apps-pre ap sumry.9-03-09 HRB-4<sup>th</sup> Ave remodel-addition

**CDC CHAPTER 25: APPROVAL CRITERIA (focus on red highlighted sections)**

**25.070 CONSTRUCTION/REMODEL STANDARDS**

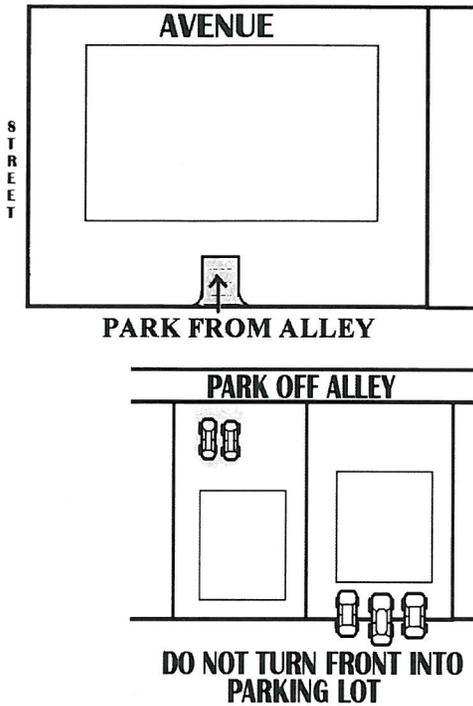
- A. *For new home construction, remodels and single-family structures in the Willamette Historic District (and landmark structures as appropriate), the Historic Review Board shall use the following design standards in reaching a decision.*
- B. **SITING.**



1. Front yard: A distance measured to the dominant vertical face of the building, equal to the average of the front setbacks of adjacent "primary" or "secondary" structures. Where there are no adjacent primary or secondary structures, the setback shall be 15 feet.
  2. Side yard: Five feet shall be the standard; however, where adjacent structures encroach into the required side yard, the Planning Director may reduce one of the side yards to a minimum of three feet to center a new structure between existing buildings, provided no space between buildings is reduced below eight feet.
  3. Rear yard: The rear yard setback shall be a minimum of 20 feet, except for accessory structures, which may be sited to within 3 feet of the side or rear property lines.
  4. New construction on corner lots must face the avenue.
- C. **PARKING**. Parking in Willamette Town traditionally was handled from the alleys or along the "streets" (as opposed to avenues). Detached garages along the alleys or "streets" characterizes many homes in the district. Alleys were established to provide for parking out of view; with this older pattern, garages are much less dominant than in newer residential areas.
1. Standards, Garages:
    - a. Garages shall be accessed from the alley. Where no alley exists, access to a garage may be from the street.
    - b. Garage remodels and new construction must match house or existing garage building materials. Damaged or deteriorated non-conforming garages must be reconstructed / relocated in accordance with this Code where remodeling or rebuilding costs exceed 50% of the full replacement cost in current dollars.
    - c. Typically, the garage pitch wasn't as steep as the house. Some architectural styles of garages have lower pitched roofs. Garage roof pitch shall not exceed house roof pitch.

- d. *Garages located within the rear yard may have a zero foot side yard setback so long as it is constructed with one hour fire walls, with no openings in wall and no overhang, per City building standards. The three foot rear setback shall still apply.*

2. Standards, Parking:



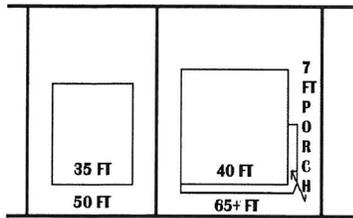
- a. *No residential lot shall be converted solely to parking use.*
- b. *All vehicle access and storage (i.e., boats, camper shells, trails, recreational vehicles, etc.) shall be stored or parked in the rear of the property as opposed to the front or side yards.*
- c. *On corner lots or where homes face streets, the parking and storage shall be located on the alley side of the house.*
- d. *No front yard curb cut shall be established unless it is determined by City Engineer that all reasonable access alternatives have been exhausted.*
- e. *The parking provisions of Section 26.050(B) shall apply to any non-conforming uses of a structure (i.e., bed and breakfast.) These provisions would not apply to General Commercial zone uses in the Historic District.*

(ORD. 1565)

**D. BUILDING HEIGHT.** *Buildings in Willamette Town vary in height, most evident are 1-1/2 story Victorians and bungalows. Some buildings reach 2-1/2 stories, and there are several single story structures as well.*

- 1. *No building shall exceed the height of any primary structure in the district so that the existing neighborhood scale is maintained.*
- 2. *No building shall exceed 2-1/2 stories. Cupolas and towers are excluded from the aforementioned height limitation; however, no such structure may exceed the height of any existing cupola or tower in the district.*
- 3. *Existing building heights should be maintained.*
- 4. *Alteration of roof pitches or raising or lowering a structure's permanent elevation, when constructing a foundation, shall be avoided.*
- 5. *The original height of "primary" and "secondary" structures shall be preserved.*

**E. BUILDING SHAPES AND SIZES.**



1. No building on a 50-foot wide lot shall exceed 35 feet in overall width. Lots with a 65 foot width or greater may have a building width of 40 feet plus the porches, eaves or veranda extensions so that the maximum total width is 47 feet.

2. End walls (street facing) should be designed with consideration of scale and aesthetic character of the main facade.

3. Buildings should avoid a horizontal orientation in their roof

and window designs, unless the design can be shown to respond to nearby structures and styles. Buildings in districts other than the Willamette District shall be designed and oriented as appropriate to that area as determined by the Historic Review Board with consideration of Section 25.060(3).

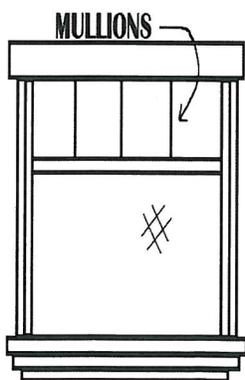
F. **SIGNS AND LIGHTING.** Signs, lighting, and other appurtenance such as walls, fences and awnings, shall be visually compatible with the scale and traditional architectural character of the historic building.

G. **HORIZONTAL ADDITIONS.**

1. The scale and proportion of building additions, including the relationship of windows to walls, shall be visually compatible with the traditional architectural character of the historic building.

2. Contemporary construction for alterations and additions are acceptable if the design respects the building's original design and is compatible with the original scale, materials, window and door opening proportions of the structure.

H. **WINDOWS.** Window sizes vary considerably in the district. Windows on the



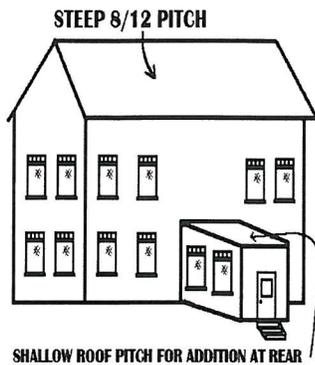
primary and secondary structures are wood sash, usually a double hung type. Victorian styled structures typically have narrower, vertically-oriented windows. Bungalow styled structures from the "Craftsman" era (1905-1930) may have wider windows with mullions across the top of larger paned areas. Most windows have fairly wide trim boards, usually 5 inches. Standards:

1. Wood sash windows are preferred.

2. *"Mill aluminum" (shiny) windows are prohibited. Matte finish anodized/coated aluminum windows are permitted so long as they meet dimensional standards.*
3. *Windows shall be surrounded by exterior trim on the top and sides; window trim shall be at least 4-1/2 inches minimum width.*
4. *Window replacements shall match the visual qualities of original windows as closely as possible; this does not require wood windows. Non-wood window replacements must exhibit similar visual qualities as their wooden counterparts. The original number of window "lights" (i.e., panes) shall be maintained or restored when replacements are required.*
5. *Alterations to the rear of a house, or to other portions not visible from the public right-of-way (exclusive of alleys) need not adhere to the design standards contained herein.*
6. *Storm windows should follow the standards for windows. Matte finish anodized/coated frames are permitted. The 4-1/2 inch trim is not required for the storm windows. The color should match underlying trim.*
- I. **ENTRYWAYS.** *Porches are a key architectural feature on most homes in Willamette Town. Frequently, the porch and entryway creates a dominant architectural feature on the main facade. On corner lots, the entry usually faces the east-west avenues. Front doors are often notably detailed; many contain glass panes or carvings. Standards:*
  1. *Buildings shall have a permanently protected entry. Awnings are not permanent protection.*
  2. *All main entrances should face the avenues.*
  3. *Flush (flat) doors are prohibited.*
  4. *Doors with windowed areas are recommended. Front porch enclosure of any dwelling unit may not be enclosed. Back porches may be enclosed.*
- J. **SIDING AND EXTERIOR FINISH.** *Standards:*
  1. *Horizontal wood siding shall be the primary exterior finish.*

2. *Shingles should only be used in conjunction with horizontal wood siding.*
3. *Single color exteriors are discouraged. Stained exteriors are not recommended.*

**K. ROOFSCAPE. Standards:**



1. *Roofs shall have a pitch of at least 8/12 to maintain the pattern of steep roof pitches. The Historic Review Board will consider deviations from the 8/12 to 12/12 standard for additions to the main body of the house so long as it is consistent with a particular architectural style.*

2. *Roofing materials should be composite shingles. Cedar shakes were not used in period construction. Milled cedar shingles were used and are permitted.*

3. *Alternating, patterned or checkerboard shingles are not permitted.*

**25.080**

***ADDITIONAL ARCHITECTURAL SPECIFICS FOR NEW CONSTRUCTION AND REMODELING***

*Many houses in Willamette are rich in architectural detail. Certain architectural components are used in fairly specific ways. Standards:*

- A. *Distinguishing original qualities defining a structure's character shall not be destroyed. Removal or alteration of historic (i.e., original) materials or distinctive architectural features should be avoided when possible.*
- B. *Houses and other structures shall be recognized as products of their own time. Alterations that have no historical basis or which seek to create an earlier appearance shall be avoided.*
- C. *Distinctive stylistic features, or examples of skilled craftsmanship which characterize a structure, shall be maintained or restored, if possible.*
- D. *Deteriorated architectural features shall be repaired rather than replaced, whenever possible.*

- E. *In the event replacement is necessary, new materials should match the material being replaced in composition, design, color, texture, and other visual qualities.*
- F. *Alterations to the rear of a house, or to other portions not visible from the public right-of-way (exclusive of alleys), need not adhere to the design standards contained herein.*
- G. *Contemporary designs for alterations and additions would be acceptable if the design respects the building's original design, and it is compatible with the original scale, materials, window and door opening proportions of the structure.*
- H. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure could be restored.*