



**PRE-APPLICATION CONFERENCE MEETING
May 5, 2011**

SUBJECT: Exterior Remodel – 1817/1823 Willamette Falls Drive

ATTENDEES: Applicant: Darren Gusdorf, ICON Construction
Staff: Sara Javoronok, AICP, Associate Planner

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 modifications to the exterior of 1817 and 1823 Willamette Falls Drive. The proposed modifications are the following:

- Relocating the sign
- New steel awning with 1x6 tongue and groove cedar soffit
- Replacement transom windows with vinyl windows
- Replace aluminum “sidelight” windows with same size wood windows
- Replace existing wood door with alder stain grade wood doors ¾ light with raised bottom panel
- Encase all doors and windows with stain grade alder trim. Will be stained to match the color in Picture #2 (Oregon Dogs)
- Opening of the enclosed door and possible milk chute on the side elevation of 1817 Willamette Falls Drive.

Site Analysis and Site Visit

The applicant is proposing the majority of the changes to the property at 1823 Willamette Falls Drive. Minor changes are proposed to 1817 Willamette Falls Drive. The tax lot is in the Willamette Falls Drive Commercial District and the Willamette Historic District. It is not part of the National Register listed Willamette Falls Neighborhood Historic District.

Per DR-97-21, the 1823 Willamette Falls Drive was constructed in 1997. It does not appear that a building existed on the 1823 portion of the tax lot prior to this, but the current Lil' Cooperstown building was built c. 1915. The Lil' Cooperstown building appears on the 1925 Sanborn map, but not the 1911 Sanborn map. A building next to it does not appear on any of the Sanborn maps, including the 1950 map.

Staff identified that the applicant will need to address the following criteria in several sections of Chapters 25 and 58 of the CDC:

- Section 25.060 Criteria for Exterior Alteration and New Construction
- Section 25.080 Additional Architectural Specifics for New Construction and Remodeling
- Section 25.090 Commercial Remodels and New Construction
- Section 58.070 Application and Submittal Requirements
- Section 58.090 Standards

Staff has identified potential issues with the applicant's submittal relating to the following code sections:

58.090 C(10) Building materials and orientation.

Please note if the siding will be replaced as part of the proposed alterations.

58.090 C(11) Awnings.

There is precedence for steel/metal awnings in the Historic District and Commercial District. The awning at 1705 Willamette Falls Drive is a good example of a steel awning.

58.090 C(13) Doors and entryways.

For 1823 Willamette Falls Drive, the code requires doors to be recessed three to five feet back from the building line. Please show or state how much the doors will be recessed.

58.090 C(14) Glazing.

Please specify the type of glass to be used.

58.090 C(15) Display or pedestrian level windows.

Please provide cut sheets for the proposed windows.

For 1817 Willamette Falls Drive, if evidence of the original milk chute is found staff would encourage the applicant to restore it to a historic appearance. If not found, the proposed four true divided light windows are acceptable.

58.090 C(23) Exterior lighting fixtures.

Please provide cut sheets/photos for the can lighting and uplighting.

58.090 C(24) Transoms.

Please provide cut sheets for the proposed transom windows.

58.090 C(25) Signs.

The sign location is noted on the elevation drawing. The size and location will not be approved as part of this process, a separate sign application will be required. Staff notes that signage is limited to 10 percent of the square footage of the front elevation.

ENGINEERING COMMENTS

STREET IMPROVEMENT

Required Improvement:

N/A

Current Street and Right of Way conditions:

Classification	
Existing Right of Way Width	
Existing Pavement Width	
Curb	
Sidewalk	
Planter	
Bike Lane	
Parking	
Others	

Required Improvement:

STORM DRAINAGE IMPROVEMENT

N/A

SANITARY SEWER IMPROVEMENT

N/A

WATER IMPROVEMENT

See attached.

DRY UTILITIES

N/A

OTHER ISSUES

N/A

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 Commercial Minor Remodel_ is \$500.00 dollars.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. The _Historic District Review/Minor Remodel_ 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.