



**PRE-APPLICATION CONFERENCE MEETING
September 6, 2012**

SUBJECT: Window and door opening modifications – 1562 Buck Street

ATTENDEES: Applicant: Bonnie Mangene
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 several modifications to 1562 Buck Street, a local landmark. The lot is zoned R-5 and is 5,000 square feet. The existing residence is just over 900 sq. ft. Per the 1984 Clackamas County Cultural Resource Inventory, the residence was built c. 1904. The inventory noted the truncated hip roof with fascia board, doors that were paneled and glazed with a transom window and architrave molding. The windows, which have since been replaced with vinyl windows, were double hung 1/1 windows with architrave molding. It also noted an encircling front porch with a hipped roof that was supported by turned posts. The residence has an addition to the rear, which is likely historic, and which has some modifications.

The applicant is proposing several modifications to window and door openings on the side and rear elevations of the residence. On the west side elevation, the existing boarded over window opening (approximately 27” x 72”) will be removed and replaced with a 24”x 24” window. On the rear elevation, the slider window will be removed and a sliding door and sidelights added. The applicant is also proposing to remove the existing door and, as possible, use salvaged siding over the opening. On the east side, the existing windows will be removed and replaced with salvaged siding, as possible. The applicant is proposing vinyl windows and doors for the openings.

It is not depicted on the plans, but staff understands that there will also be changes to the front porch. These changes need to either be added to this application or comply with Section 26.060 B Minor Alterations and Maintenance. Generally, this section permits restoration of features or ordinary maintenance, but not more significant changes.

Site Analysis and Site Visit

Staff identified that the applicant will need to meet the submittal requirements in Section 26.090:

- A. Standard requirements. All applications for alteration, relocation, development, or demolition made pursuant to this section shall include:
1. A list of exterior materials pertinent to the application request.
 2. Drawings:
 - a. Side elevation for each side of any affected structure.
 - b. Drawings shall indicate dimensions and be to scale.
 - c. Photographs may be used in lieu of drawings for small projects.
 3. Plot plans shall be required when new structures, fences, relocations, or additions exceeding 50 square feet are proposed.
- B. Evidence and criteria materials. An application shall include written evidence and other materials necessary to address the specific criteria in support of the request, and other information necessary to allow complete review of the proposal.

The applicant will also need to meet the following criteria in Section 26.060 C of the CDC:

1. Retention of original construction. Distinguishing original qualities defining a structure's character shall not be destroyed. Removal or alteration of historic materials or distinctive architectural features should be avoided when possible.
2. Time period consistency. Structures shall be recognized as products of their own time. Alterations which have no historical basis or which seek to create an earlier appearance shall be avoided.
3. Visual integrity/style. Distinctive stylistic features, such as a line of columns, piers, spandrels, or other primary structural elements, or examples of skilled craftsmanship which characterize a structure, shall be maintained or restored as far as is practicable.
4. Replacement or addition materials. Whenever possible, deteriorated architectural features shall be repaired rather than replaced. In the event replacement of an existing feature is necessary or an addition is proposed, new materials should match those of the original structure to the extent possible in composition, design, color, texture, and other visual qualities.
5. Building height. Existing building heights should be maintained. Alteration of roof pitches shall be avoided. Raising or lowering a structure's permanent elevation when constructing a foundation shall be avoided, except as required by building code or floodplain overlay zone.
6. Horizontal additions. 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. Contemporary construction for alterations and additions is acceptable if the design respects the building's original design and is compatible with the original scale, materials, and window and door opening proportions of the structure.
7. Windows. Window replacements shall match the visual qualities of original windows as closely as possible. Wood window frames are preferred in meeting this standard. However, if non-wood replacements exhibit similar visual qualities as their wooden counterparts, they may be acceptable. The original number of window panes shall be maintained or restored when replacements are required.

8. Restoration possible. Except where the building code precludes it, 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.

Staff would prefer to see the existing window opening on the west side restored rather than modified. However, the proposed modification is minimally visible from the right-of-way, and while the size and shape of the windows on the residence are an important element, the removal of this particular window will not significantly affect the character and integrity of the residence.

Staff supports the addition of the sliding door and windows and the removal of the existing door on the rear elevation. This is a change rather than a restoration of an element, but given that it is on the rear elevation, it is not visible from the right-of-way, and the change will not affect a distinctive architectural feature it can be considered appropriate.

Staff also supports the removal of the windows on the east side elevation. As with the rear, this is a change rather than a restoration, but it is minimally visible from the right-of-way and will not remove a distinctive architectural feature.

Staff recommends using wood windows or a fiberglass or clad window that more closely exhibits the visual qualities present in wood windows rather than a vinyl window.

ENGINEERING COMMENTS

N/A

STREET IMPROVEMENT

N/A

Required Improvement:

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

N/A

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 the fee and signed application form. **The fee for Historic Residential Major/Minor Remodel is \$100.00 dollars.** Once the submittal is deemed complete, the staff will schedule a hearing with the Historic Review Board. Staff will send out public notice of the Historic Review Board hearing at least 14 days before it occurs. The Historic Review Board’s decision may be appealed to City Council by the applicant or anyone with standing. Subsequent appeals go to the Land Use Board of Appeals.

The Community Development Code is online at <http://westlinnoregon.gov/cdc>.

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. Historic Residential Major/Minor Remodel review is a Historic Review Board decision.

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.