



**PRE-APPLICATION CONFERENCE MEETING
October 3, 2013**

SUBJECT: Second floor bath addition, window replacement, siding replacement, garage modification and covered porch addition

ATTENDEES: Applicant: Kristine Webb
Staff: Sara Javoronok, 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 1344 14th Street, which is in the locally designated Willamette Historic District and outside of the National Register district. The lot is zoned R-10 and is 27,000 square feet. The existing residence has 3,822 sq. ft. of living area. Per Clackamas County Assessor data, the house was built c. 1941. The 2006 Willamette Falls Neighborhood RLS noted that its style as Tudor Revival and that it built out of the period of significance for the National Register Historic District (see attached).

The residence is 1 ½ stories with a steeply pitched side gable roof and two cross gables, one more prominent than the other. The larger gable has a single arched window with diamond shaped leaded glass and the entry door is beneath the smaller cross gable. The exterior has brick on the first floor of the front elevation and wider reveal aluminum siding on the second floor and secondary elevations. The front elevation has three windows, the arched window mentioned above, a large rectangular picture window, and a 6/1 light double hung window. The front façade and roof extend past the actual building footprint, and from the edge of the roof the brick tapers from about 2 feet beyond the footprint to about a foot. The side and rear elevation windows are wood with 6/1 lights. The house has a basement and many of these windows have been removed, but are laying near the property. They appear to be 6 light fixed windows. There is a small single story projection on the south elevation. The rear has a shed roof dormer that extends across most of the roof. There is a detached garage to the rear that appears to be original – it appears on the 1950 Sanborn maps – and it at least is historic to the site.



Historic Resources Survey photo



Front elevation, site visit – 10/2/13



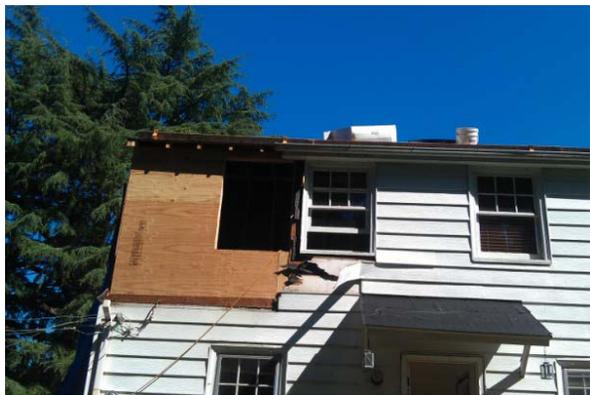
Front/Side Elevations, site visit – 10/2/13



Rear of house, applicant photo



Rear of house, site visit – 9/19/13



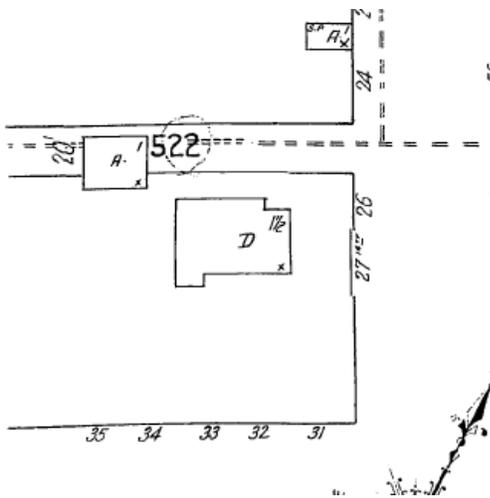
Rear of house, site visit –9/19/13



Existing garage



Front yard fence, site visit – 9/19/13



1950 Sanborn



Aerial photo of site, 2012

Staff initially became aware of this project through a call from a neighbor reporting work on the site. The applicant is completing a number of different projects, some of which require historic review, and some that do not. The applicant is proposing the following:

- Second floor bath addition
- Window replacement
- Siding replacement
- Garage modification
- Covered porch modification

Staff also notes that the applicant is replacing the roof, which does not require review provided that it is a replacement in-kind or with cedar shingles, three tab asphalt shingles, or architectural composition shingles. In addition, a fence was recently added that is approximately four feet in height rather than the three feet permitted by CDC Chapter 44 or CDC 25.040(A)(10).

Submittal Requirements

Staff identified that the applicant will need to meet the following submittal requirements:

1. Narrative. Written narrative explaining the proposal and how it meets the approval criteria in CDC [25.060](#) and [25.070](#), as applicable;
2. Existing plan and elevation drawings. Plan and elevation drawings of the existing structure, if applicable, including materials;
3. Proposed plan and elevation drawings. Plan and elevation drawings of the proposed changes, including materials;
4. Current photographs. Photographs of the existing structure, if applicable;
5. Historic photographs. Historic photographs and/or drawings of the existing structure

Some projects can be reviewed and approved by staff; however Historic Review Board review is required for this project since there is an addition. Staff notes the following in regards to the applicant's proposal:

Second floor bath addition

Staff recommends setting the addition back the same distance as the other end of the dormer. This will provide separation from the side elevation. This will not necessarily show that it is an addition to the existing shed dormer, but will provide needed separation and will be consistent with the dormer on the other side of the house. This addition is minimally visible from the public right-of-way, but completing it in this manner better meets the criteria.

Window replacement

Staff recommends rehabilitating the windows as possible rather than replacing them. Alternate materials from wood may be considered by the Historic Review Board, but the Board has not previously approved them. The existing windows are likely the original wood windows. If window replacement is sought, the cut sheet or other specific information on the specific windows will be required, including whether the muntins are true or simulated divided lights. It may be difficult to replace the arched window on the front elevation with glass that matches the existing. Staff recommends rehabilitating the

existing windows and adding storm windows as needed to proved the efficiency that is desired (see the attached handout).

Window removal and addition

Existing and proposed elevations are required and need to show where the window will be added or removed. Staff's understanding is that there is a window to be removed on the first floor rear façade, which staff does not anticipate should be an issue. In addition, a window will be added as a paired window on the side (east) elevation.

Siding replacement

Siding replacement is exempt when due to deterioration. If not deteriorated, it can be approved through review. Staff's recommendation is to replace only as needed due to deterioration. An example is 1883 6th Avenue where cement asbestos siding was removed and the existing wood siding underneath was repaired and replaced as needed. **The siding may be replaced without review if it is demonstrated that it is deteriorated and cannot be repaired and replaced. Lead paint is not considered deterioration. Lead abatement will still be required to some degree (the contractor will need to be lead-certified by the state) with the current proposal to remove the aluminum siding and place add new wood siding over the existing wood siding.**

Garage modification

Existing and proposed elevations are required and need to show the existing and proposed height. Single story accessory structures are limited to 15 feet, and structures that are taller will be considered two-story accessory structures. Single story accessory structures can be sited within three feet of the property line and two-story structures must be setback 15 feet. The proposed changes would make the garage 19 feet, which would make it a two-story structure per these standards. **If you decided to add on to the front of the structure, there must be three feet between the garage and other structures per building code requirements. Other yard setback requirements are in CDC 25.070(C).** Given these requirements, if changes are made, staff recommends retaining as much of the existing siding as possible and reusing. In addition, the cut sheet or other information will be required for the garage door, any additional entry doors, and windows. Staff would recommend retaining and reusing the existing window. The code requires differentiation between old and new, which may not be proposed in this case. Provided that it meets the other requirements, deviation from this may be considered through a modification of design standards (CDC 25.080) that would allow for variations from the standards. **In addition, you will need to consult with the City Arborist, Mike Perkins, 503-723-2554 or mperkins@westlinnoregon.gov regarding any trees that are affected.**

Rear covered porch addition

Existing and proposed elevations are required. The cut sheets or other specific information on the windows and doors would be needed. The roofing would need to match the existing roof. Wood siding is recommended.

ENGINEERING COMMENTS

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.