

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**June 6, 2019**

SUBJECT: Proposed modifications to an existing single-family home at 1808 4<sup>th</sup> Avenue

File: PA-19-13

ATTENDEES: Applicant: Jennifer Ludemann  
Staff: Jennifer Arnold, Associate Planner  
Others in Attendance: Elizabeth Rocchia

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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.*

**Site Information**

Site Address: 1808 4<sup>th</sup> Avenue  
Site Area: 10,000 square feet  
Neighborhood: Willamette  
Comp. Plan: Medium Density Residential  
Zoning: R-5 (Single-Family Residential Detached and Attached/Duplex)  
Overlays: Willamette Historic District Overlay Zone

**Project Details**

The applicant is proposing several projects to modify the existing home at the 1808 4<sup>th</sup> Avenue property, which is in the locally designated Willamette Historic District and inside of the National Register district. The applicant has replaced the roof and proposes some interior plumbing and electrical work which does not require Historic Review per CDC Chapter 25. The applicant is proposing to replace the second story tri-windows on the front a back of the home with new windows and install new wooden French doors. A new garage door is proposed and possible replacement of the metal carport with a wooden structure more in keeping with the district. The doors, windows, and carport replacement all require historic design review. The property is on the north side of 4<sup>th</sup> Avenue at the corner of 4<sup>th</sup> Avenue and 13<sup>th</sup> Street. Per Clackamas County Assessor data, the house was built c. 1916.

**Process**

The portions of the applicant's proposal that requires Historic Design Review would go through a Class II Historic Design Review process with the deciding body being the Historic Review Board. See Chapter 25 of the Community Development Code for application requirements. You can find the Community Development Code at <http://www.codepublishing.com/OR/WestLinn/CDC.html>. N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver. In addition to the narrative and application requirements, a fee of \$100 must be paid.

A neighborhood association meeting is not required for this application.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is declared complete, staff will schedule the Historic Review Board's (HRB) hearing decision date and post notice. Following the HRB hearing there is a 14-day window to appeal the HRB's decision to City Council. If no appeal has been received by the close of the appeal period, the HRB's decision becomes final and the applicant may move forward with the development of their proposal.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

***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 ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***