

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
April 2, 2020

SUBJECT: Proposed replacement of 13 windows and siding on south side of Willamette United Methodist Church and explore options for ADA parking spaces at 1683 Willamette Falls Drive

FILE: PA-20-02

ATTENDEES: Applicant: Lee Heilman, Chris Heilman, Kathy Boyes, Deborah Neel (Consultant)
Staff: Darren Wyss (Planning), Amy Pepper (Engineering), Lynn Schroder (Planning)
Public: Jody Carson (Historic Willamette), Willamette NA (via comment)

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

Site Address: 1683 Willamette Falls Drive (Willamette United Methodist Church)
Tax Not No.: 3S 1E 02BC tax lot 100
Site Area: 10,000 sq. ft.
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial
Zoning Overlays: Willamette Historic District
Willamette Falls Drive Commercial Design District
Applicable CDC Chapters: Chapter 19: General Commercial Zoning
Chapter 25: Overlay Zones: Historic District
Chapter 46: Off-Street Parking, Loading, and Reservoir Areas
Chapter 48: Access, Egress, and Circulation
Chapter 54: Landscaping
Chapter 58: Willamette Drive Commercial Design District
Chapter 92: Required Improvements

Summary

The applicant proposes to replace 13 windows and the siding, due to deterioration, on the south side of the church adjacent to Knapps Alley. The windows are proposed to be vinyl-clad single-hung and the siding is proposed to be cement-fiber to match the appearance of the existing wood siding. The new windows should have the same sash and light patterns as existing windows. The applicant is also interested in options for providing ADA parking spaces on the property. Backing out of an off-street parking space onto 14th Street is not allowed by code. Backing movements into Knapps Alley are allowed. The applicant will only submit for parking spaces to access from the alley. Parking must meet design standards of CDC Chapters 46, 48, and 54. Depending on funding, there is potential for parking spaces along 14th Street in the future.

The Willamette Neighborhood Association Board sent comments to City staff on March 26, 2020 in support of the proposal. Historic Willamette group is supportive of parking designated along 14th Street for the church on Sundays and for food pantry pick-up. The applicant asked about reducing the curb on Willamette Falls Drive during the construction process. Project designers are looking into ADA compliance, but it is a challenging location with the existing right-of-way slopes.

City Arborist: contact Mike Perkins at mperkins@westlinnoregon.gov or 503-742-6046

Engineering Comments: contact Amy Pepper at apepper@westlinnoregon.gov or 503-722-3437

Tualatin Valley Fire & Rescue Comments: contact Jason Arn at jason.arn@tvfr.com or 503-259-1510

Process

For the Class II Historic Design Review, address the submittal requirements and responses to the criteria of CDC Chapters 19, 25, and 58. Pay particular attention to CDC 25.060.A(2, 10, 13 & 15) and CDC 58.090.C(10 & 28) and CDC 58.100(A). Visual evidence of existing and proposed materials is encouraged. N/A is not an acceptable response to the approval criteria.

If pursuing the addition of parking spaces, submit a site plan to meet access, parking, and landscaping requirements and responses to criteria in Chapters 46, 48, 54, and 92. If any tree is to be removed, contact the City Arborist for a significance determination.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is not required per 99.038.

The fee for a Class II Historic Design Review is \$250. A request for a fee waiver has been received and staff will get an answer before submittal of the application.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

Once the application and fee (or fee waiver granted) 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.

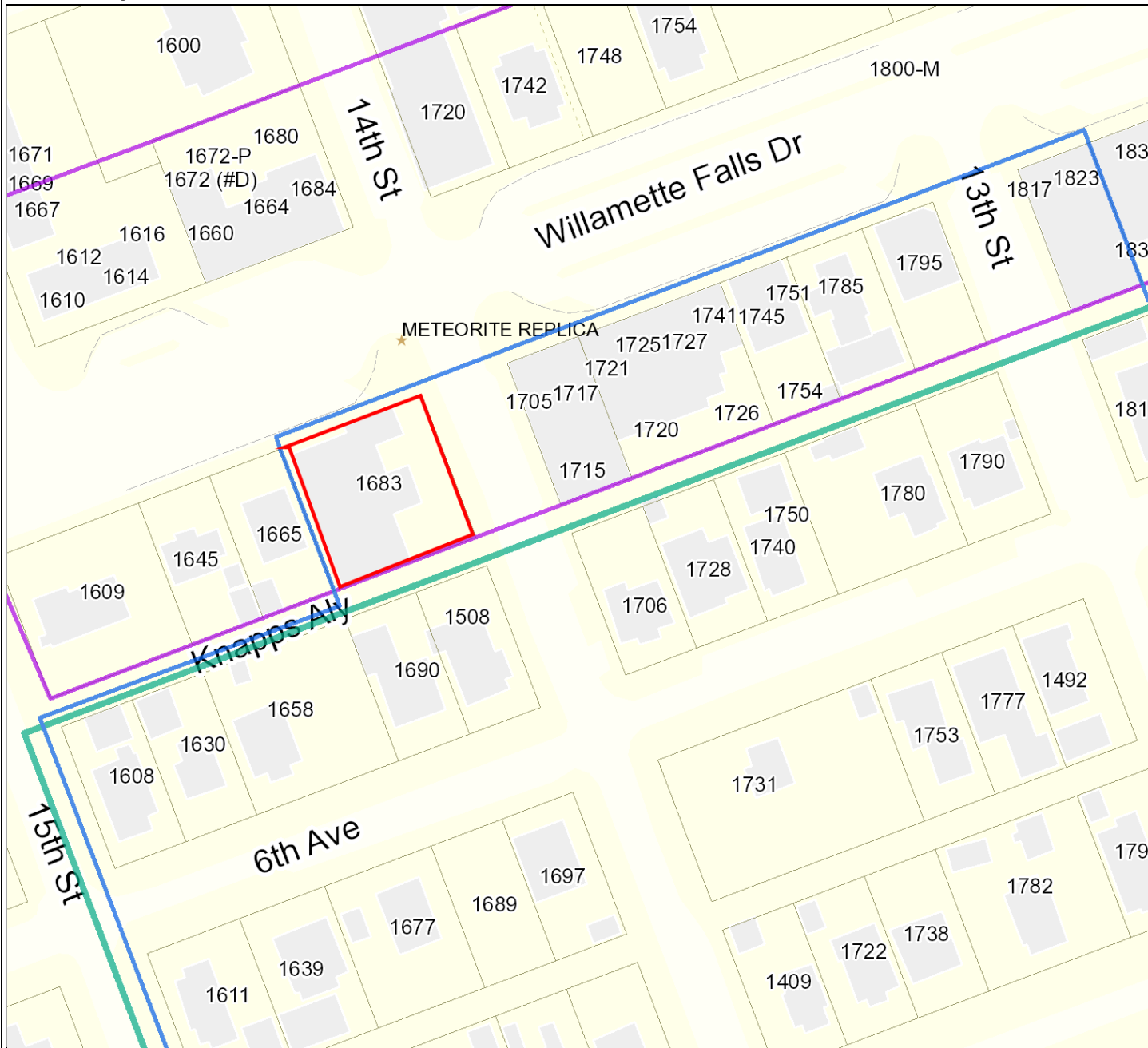
Class II Historic Design Review requires approval by the West Linn Historic Review Board (HRB). Once the submittal is declared complete, staff will schedule a public hearing date, send a 14-day public hearing notice, and complete a staff report with a recommendation. There is a 14-day window following the HRB decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the HRB decision is 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.

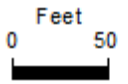
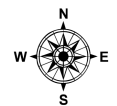
DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide 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. 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. Any changes to the CDC standards may require a different design or submittal.

Overlay Districts



Legend

- Willamette Historic District National Register □
- Willamette Historic District Overlay Zone □
- Willamette Falls Drive Commercial Design District Overlay Zone □



Scale 1:1,200 - 1 in = 100 ft
Scale is based on 8-1/2 x 11 paper size



Map created by: DWYSS
Date Created: 02-Apr-20 04:00 PM

WEST LINN GIS

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Map scale is approximate. Source: West Linn GIS (Geographic Information System) MapOptix.