

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
FEBRUARY 17, 2022

SUBJECT: Class II Historic Design Review for exterior alterations to 1795 Willamette Falls Drive.
FILE: PA-22-03
ATTENDEES: Applicant: Matthew Stockstill (Architect)
Staff: John Floyd (Planning), Lynn Schroder (Planning)
Public: Kathie Halicki (Willamette NA)

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: 1795 Willamette Falls Drive
Tax Lot No.: 31E02BA02301
Site Area: 5,000 Square Feet +/-
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial (GC)
Zoning Overlays: Willamette Historic District (local designation), Willamette Falls Drive Commercial Design District
Applicable CDC Chapters: Chapter 19: General Commercial (GC)
Chapter 25: Overlay Zones – Historic District
Chapter 58: Willamette Falls Drive Commercial Design District
Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details

Convert existing upper level of building into two residential units. Exterior alterations include new windows on secondary facades.

Pertinent Factors:

The proposed work will require a Class II Historic Design Review as it appears to be disturbing more than 100 square feet of the façade within the Willamette Historic District. The Historic Review Board (HRB) is the approval authority for such applications. Per CDC 58.030(B), the work will have to comply with the provisions of CDC 25 (Historic District) and CDC 58 (WFD Commercial Design District).

The residential conversion is permitted subject to restriction set forth in CDC 58.050 as quoted below:

58.050 PERMITTED USES

All uses permitted by the underlying General Commercial zone shall be allowed pursuant to CDC 19.030, 19.040, 19.050, and 19.060 and shall require the application of the standards of this chapter. Residential use of the second floor and the rear portion only of the ground floor, with no access onto Willamette Falls Drive, is permitted by application through this chapter. Residential use may only comprise 50 percent or less of the total square footage of the building combined. Commercial uses shall dominate the first floor. (Ord. 1401, 1997)

Please note standards in 58.090(C)(16) regarding second floor windows:

Second floor and other windows. Double- and single-hung windows proportionately spaced and centered should be used. Smaller square shaped windows may be permitted (one and one-half feet to two feet per side). A typical window should have a 3:1 height to width ratio for the glass area. There should be a minimum of two lights: “one over one” of equal size. “Two over one” or “four over one” is appropriate.

Note that the HRB is nearing finalization of text amendments to CDC 25 and 58. These changes are not expected to substantially change the proposed design, but staff wants you to be aware that standards and process requirements may change later this year.

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054.

Engineering: For work in the right of way and utility questions, please contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434.

Tualatin Valley Fire & Rescue: Per the attached email, TVF&R has no comments at this time. Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

Process: For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 19: General Commercial (GC)
- Chapter 25: Overlay Zones – Historic District
- Chapter 58: Willamette Falls Drive Commercial Design District

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.

The fee for a Class II Historic Design Review is \$500.

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 complete, the City has 120 days from the date of completeness to make a final decision on the application.

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.