

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
8/3/23

SUBJECT: Proposed Class II Historic Design Review to replace 16 windows at 4865 Willamette Falls Drive

FILE: PA-23-14

APPLICANTS PRESENT: Rigel Bruening (Owner)

STAFF PRESENT: John Floyd, Senior Planner

PUBLIC PRESENT: N/A

These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

SITE INFORMATION:

Site Address: 4865 Willamette Falls Drive
Legal Description: Section 31 Township 2S Range 2E Quarter BA TAX LOT 00900
Tax Lot No.: 22E31BA00900
Site Area: ~7,694 square feet
Neighborhood: Bolton Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial
Zoning Overlays: Historic Resource; Willamette River Greenway

PROJECT DESCRIPTION:

The applicant proposes to replace 16 existing windows. As the total amount of affected façade area exceeds 100 square feet, the application requires a Class II Design Review per CDC 25.040(C).

APPLICABLE COMMUNITY DEVELOPMENT CODE SECTIONS:

Approval standards and criteria in effect when an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- [Chapter 25: Overlay Zones - Historic District](#)
- [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)

KEY ISSUES & CONSIDERATIONS

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

- The proposed scope is a relatively minor alteration, and many sections of CDC 25.060 and 25.070 do not directly apply, with CDC 25.060.A.15 being the most relevant.

RESPONSE TO APPLICANT QUESTIONS:

No follow-up answers were needed. Contents of the questions and conversations during the meeting are represented above in the Key Issues and Considerations.

PUBLIC COMMENT:

None

ENGINEERING:

An Engineering review is not required for this application.

BUILDING:

For building code and ADA questions, contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054 or Alisha Bloomfield at abloomfield@westlinnoregon.gov or 503-742-6053.

TUALATIN VALLEY FIRE & RESCUE:

A Service Provider Permit is not required for this application.

TREES:

An arborist review is not required for this application.

PROCESS:

A Class II Historic Design Review is a quasi-judicial decision by the Historic Review Board (HRB). A public hearing is required. The applicant must present their proposal to the HRB at the hearing. Once the application is complete, staff will review the application, schedule a public hearing date, send a 20-day public comment notice, and post a notice sign on the property. Staff will prepare a report with a recommendation available 10 days before the public hearing. A final decision can take 6-10 months.

After the HRB decides, there is a 14-day appeal period. If the decision is not appealed, the applicant may proceed with the development.

NEIGHBORHOOD MEETING:

A neighborhood meeting is not required for this application.

HOW TO SUBMIT AN APPLICATION:

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. A project summary outlining the scope of the project;
3. Full written responses to approval criteria in the identified CDC chapters;

COMPLIANCE NARRATIVE:

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. "Not Applicable" is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

APPLICATION FEES & DEPOSITS:

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- fee for a Class II Historic Design Review = \$100

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

Timelines:

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

*** DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*