

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**9/7/23**

**SUBJECT:** Proposed Class I Historic Design Review for a rooftop PV install on an accessory structure located at 1611 6<sup>th</sup> St

**FILE:** PA-23-15

**APPLICANTS PRESENT:** Kathleen Selvaggio (Owner), Sara Pavey - Pro-Stat Electric & Solar Group (Consultant)

**STAFF PRESENT:** Ben Gardner, Assistant Planner

**PUBLIC PRESENT:** Kathi Halicki - President of the Willamette NA

*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: 1611 6<sup>th</sup> St  
Legal Description: Lot 6 and a portion of Lot 5, Block 14, Willamette Falls  
Tax Lot No.: 31E02BC01102  
Site Area: ~6500 square feet  
Neighborhood: Willamette Neighborhood Association  
Comp. Plan: Medium Density  
Zoning: R-5 Residential  
Zoning Overlays: Willamette Historic District (Local Designation), Willamette Historic District (National Register)

**PROJECT DESCRIPTION:**

The applicant proposes to install a solar photovoltaic panel system on the South-facing roof of the accessory structure located behind the primary dwelling on 1611 6<sup>th</sup> St. The proposal does not meet the exemption for solar systems listed in CDC Chapter 25 as the panels are proposed to be placed closer to the edges of the roof than the limit detailed in said exception. Thus, the proposal requires a Class I Historic Design Review.

**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 13: Residential, R-5](#)
- [Chapter 25: Overlay Zones - Historic District](#)
- [Chapter 34: Accessory Structures, Accessory Dwelling Units, and Accessory Uses](#)
- [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. This being stated, the narrative should still address any sections that encompass the scope as an alteration of the accessory structure, even to simply state that a given provision does not apply in such cases as appropriate.
- With this in mind, as the consultant alluded to in their use of photos / site diagrams: 25.070(A)(1) is one of the more important sections to demonstrate compliance with due to the nature of the proposed alteration.
- Chapters 13 and 34 are not necessary to address at length, as they are simply there to demonstrate the existing accessory structure and the proposed alteration meet the underlying zoning standards. Chapter 99 is primarily related to the administrative path by which this is being reviewed, and also does not need to be addressed at length.

**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](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto: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 I Historic Design Review is a Planning Director's decision. No public hearing is required. Once the application is declared complete, staff will review the application, send a 14-day public comment notice, and post a notice sign on the property. When the public comment period closes, the Planning Director will prepare a decision. A final decision can take 6-10 months.

There is a 14-day appeal period after the decision. 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 I 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.*