

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
APRIL 18, 2024

SUBJECT: Proposed Class I Design Review at 1822 5th Avenue

FILE: PA-24-06

APPLICANTS PRESENT: Marcus Malcom, Owner

STAFF PRESENT: John Floyd, Senior Planner

PUBLIC PRESENT: Kathie Halicki, Willamette Neighborhood Association

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: 1822 5th Avenue
Tax Lot No.: 31E02BA06800
Site Area: 10,000 SF
Neighborhood: Willamette
Comp. Plan: Medium Density Residential
Zoning: Residential, R-5
Zoning Overlays: Willamette Historic District

PROJECT DESCRIPTION:

The applicant proposes the addition of a skylight on the street-side facing façade of a single-family home in the Willamette Historic District.

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](#)

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 skylight is not exempt from a Class I Design Review as it faces a Street Side Yard, and not an interior side yard.
- Please submit a manufacturer’s cut-sheet with the application so staff may determine the depth and materials of the proposed skylight.

RESPONSE TO APPLICANT QUESTIONS:

- None received.

PUBLIC COMMENT:

- In response to public comment, city staff confirmed that a public meeting is not required for this project, either with the neighborhood or with the Historic Review Board.

ENGINEERING:

For questions regarding any engineering requirements, contact Clark Ide at 503-722-3437 or CIde@westlinnoregon.gov.

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 with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

TREES:

For information on the tree requirements for this proposal, contact the Ron Jones, City Arborist at rjones@westlinnoregon.gov or 503-722-4728.

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 a Class I Historic Design Review.

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. Application materials identified in the [Development Review Checklist](#);

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.*



CITY OF
**West
Linn**

PRE-APPLICATION CONFERENCE

Thursday, April 18, 2024

Willamette Room
City Hall
22500 Salamo Rd
West Linn

11:00 am: Proposed Class 1 Historic Design Review
Applicant: Marcus Malcom, applicant
Property Address: 1822 5th Avenue
Neighborhood Assn: Willamette Neighborhood Association
Planner: John Floyd

Project #: PA-24-06





West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.742.6060 • westlinnoregon.gov

Pre-Application Conference Request

For Staff to Complete:

PA PA-24-06

Conference Date: 4/18/24

Time: 11:00 AM

Staff Contact: JOHN FLOYD

Fee: \$0

Pre-application conferences are held on the first and third Thursdays of the month between 9:00 am and 1:00 pm. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

Property Owner Information

Name:

Email:

Phone #:

Address:

Applicant Information

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

REQUIRED ATTACHMENTS:

- A project narrative with a detailed description of the proposed project. Briefly describe the physical context of the site.
- A list of questions or issues the applicant would like the City to address.
- A dimensional site plan that shows:
 - North arrow and scale
 - Location of existing trees (a tree survey is highly recommended)
 - Streets Abutting the property and width of right of way
 - Location of creeks and/or wetlands (a wetland delineation is highly recommended)
 - Property Dimensions, existing buildings, and building setbacks
 - Slope map (if slope is 25% or more)
 - Location of existing utilities (water, sewer, etc.)
 - Conceptual layout, design, proposed buildings, building elevations, and setbacks
 - Location of all easements (access, utility, etc.)
 - Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
 - Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
 - Proposed stormwater detention system with topographic contours

I certify that I am the owner or authorized agent of the owner:

APPLICANT:

DATE:

The undersigned property owner authorizes the requested conference and grants city staff the **right of entry** onto the property to review the application.

PROPERTY OWNER:

DATE:

City of West Linn, Oregon Class I Historic Design Review:

Marcus & Jenny Malcom Residence

1822 5th Avenue West Linn, Oregon 97068

Site Information

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

- **Project Scope:** Installation of a skylight to enhance natural lighting.
- **Design Approach:** The skylight design will complement the existing architectural style while incorporating modern materials and techniques.

We are writing to submit our proposal for the addition of a skylight to the 1822 5th Avenue property in compliance with the guidelines set forth by the West Linn Historic Design Review Board. Our proposal aims to seamlessly integrate modern functionality while preserving the historical integrity of the property.

The house location is 1822 5th Avenue property, which is in the locally designated Willamette Historic District and inside of the National Register district. Skylight to be installed on the west elevation facing 13th street. The lot is zoned R-5 and is 10,000 square feet. The property is on the north side of 5th Avenue at the corner of 5th Avenue and 13th Street. Per Clackamas County Assessor data, the house was built c. 1899.

Project Overview:

- **Natural Lighting:** Introducing natural light into the interior spaces enhances comfort and reduces reliance on artificial lighting, contributing to energy efficiency.
- **Historical Sensitivity:** Our design respects the historical significance of the property by carefully selecting materials and ensuring compatibility with the existing structure. We are proposing to install the skylight on the side of the house facing 13th street. This will not be visible when looking at the house from the front.
- **Material Selection:** We propose to use high-quality, durable materials that emulate the architectural style of the property while meeting contemporary standards for energy efficiency and sustainability. The skylight will be flat.
- **Scale and Proportion:** The size and placement of the skylight will be carefully considered to maintain the balance and harmony of the building's façade.

- **Preservation of Character:** Our design will preserve the character-defining features of the property, ensuring that the addition seamlessly integrates with the existing structure.
- **Minimal Impact:** The proposed addition will have minimal impact on the overall appearance and character of the property.
- **Preservation of Historic Character:** The skylight design respects the historical context of the property and maintains its architectural integrity.
 - **Please note:** we had the option of placing the skylight on the east side roof (not street facing) and that would not require a design review. We felt that placing the skylight on the east side roof would be visible from the front and be too large an impact. Placing the skylight on the 13th street (west facing) side has much less impact.

Packet Table of Contents:

- A. Development Review Application
- B. Historical Review Written Narrative (CDC 25.060 & CDC 25.070)
 - a. Historical 1899 5th Ave. Photo of Residence
 - b. Photo of West Elevation - 13th Street
- C. Sheet #1 - As-built & Proposed West & South Exterior Elevations

B. Historical Review Written Narrative (CDC 25.060 & CDC 25.070)

CDC 25.060:

DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES

The following design standards apply to all changes, including alterations, additions, and new construction proposed on a designated historic resource. These standards are intended to preserve the features that made the resources eligible for historic designation. Development must comply with all applicable standards, or be approved through the modifications process specified in CDC 25.080.

A. Standards for alterations and additions. This section applies to historic reviews for alteration of and additions to designated historic resources:

1. Retention of original construction.

The original construction shall be maintained or restored to the greatest extent practicable. Stylistic features of original construction that shall be preserved include, but are not limited to: a line of columns, decorative shingles, projecting bays, other primary structural elements, spatial relationships that characterize the property, examples of skilled craftsmanship that characterize the building, and architectural details defining the structure's character and historic significance.

The original house constructed in 1899 shall be maintained or restored to the greatest extent practicable during the installation of the skylight into the roof.

2. Retention of historic material.

Removal or alteration of historic materials and features shall be avoided during the construction of new additions or exterior alterations. Whenever possible, deteriorated materials and architectural features shall be repaired rather than replaced. In the event replacement of an existing feature is necessary, new materials shall, to the extent possible, match those of the original building in terms of composition, design, color, texture, and other visual features.

No historic materials will be removed for this project.

3. Time period consistency. Buildings shall be recognizable as a physical record of their time and place. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.

The time period of the original 1899 building shall remain consistent.

4. Significance over time. Changes to a property that have acquired historic significance in their own right, and during the period of significance, shall be retained and preserved.

The skylight design respects the historical context of the property and maintains its architectural integrity.

5. Differentiate old from new. Alterations and additions shall be differentiated from the original buildings and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property.

The skylight design respects the historical context of the property and maintains its architectural integrity.

6. Reversibility. Additions and alterations shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.

The skylight can be easily reversed and replaced with a standard roof.

7. Building additions.

No building additions planned and this section does not apply to the proposed project.

8. Building height and roof pitch.

No changes to the building height or roof pitch and this section does not apply to the proposed project.

9. Roof materials.

We will be removing a section of the existing roof and replacing it with a skylight. Any changes to the roof will remain consistent with what is currently present.

10. Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding with different material must be demonstrated, using photographic or other evidence, to be in character with those of the original materials, or with materials that are consistent with the original construction.

This project will not have any impact on the walls or siding.

11. New exterior walls and siding.

No new exterior walls or siding will be used in this project.

12. Gutters and downspouts.

No gutters or downspouts will be used in this project.

13. New windows.

Installation of a skylight into the roof. We propose to use high-quality, durable materials that emulate the architectural style of the property while meeting contemporary standards for energy efficiency and sustainability. The size and placement of the skylight will be carefully considered to maintain the balance and harmony of the building's façade.

14. Storm windows.

No storm windows will be used in this project.

15. Window replacement.

No window replacement will be done in this project.

16. Doors.

No doors will be involved with this project

17. Porches.

No porches will be impacted by this project.

18. Decks.

No decks will be impacted by this project.

19. Foundations.

No foundations will be impacted by this project.

20. Lighting.

No lighting will be impacted by this project.

B. Standards for accessory structures. The following standards apply to accessory structures on properties designated as historic resources in addition to the regulations in Chapter 34 CDC:

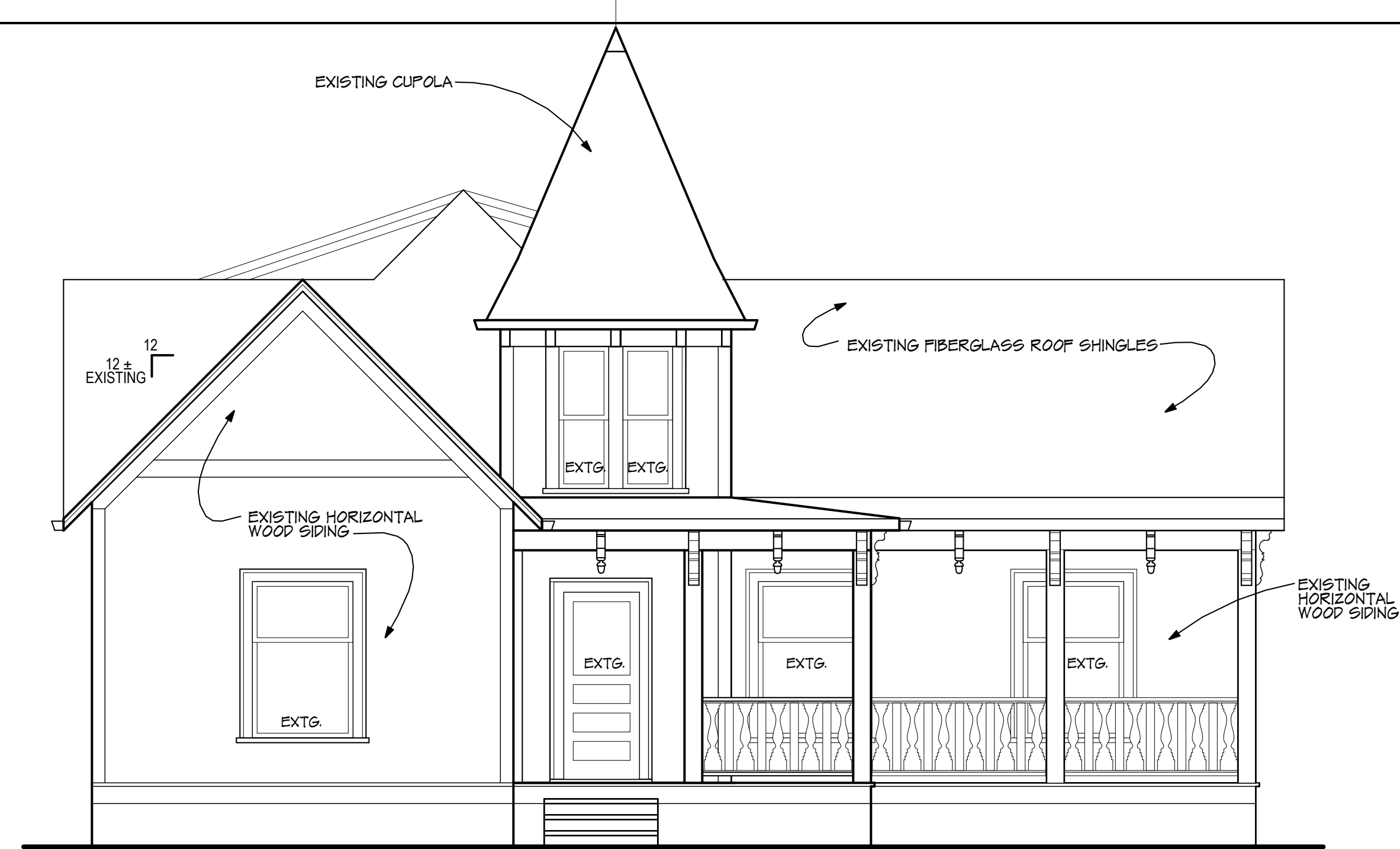
Accessory structures are not involved in this project, this section does not apply.



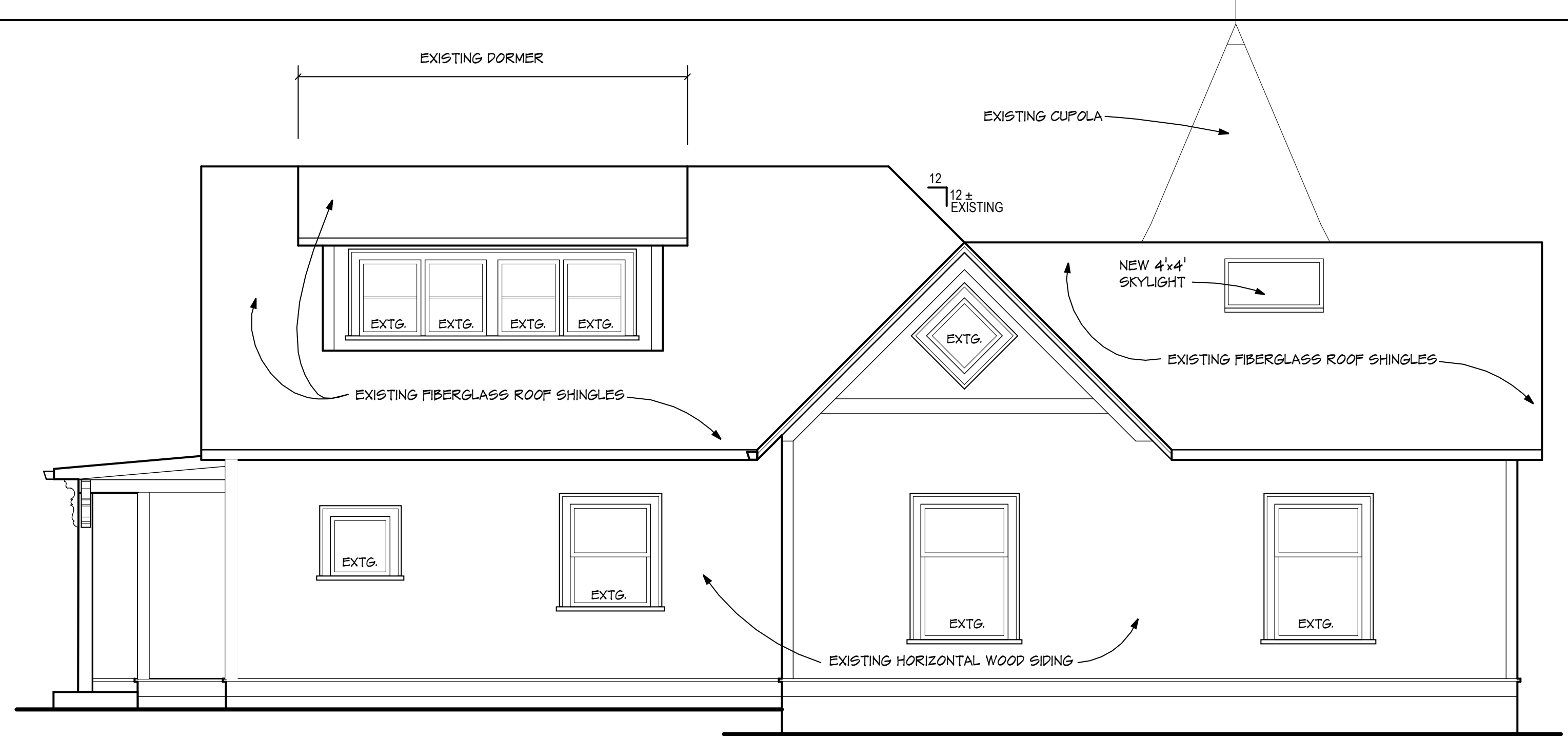
5th Avenue Original Home c. 1899



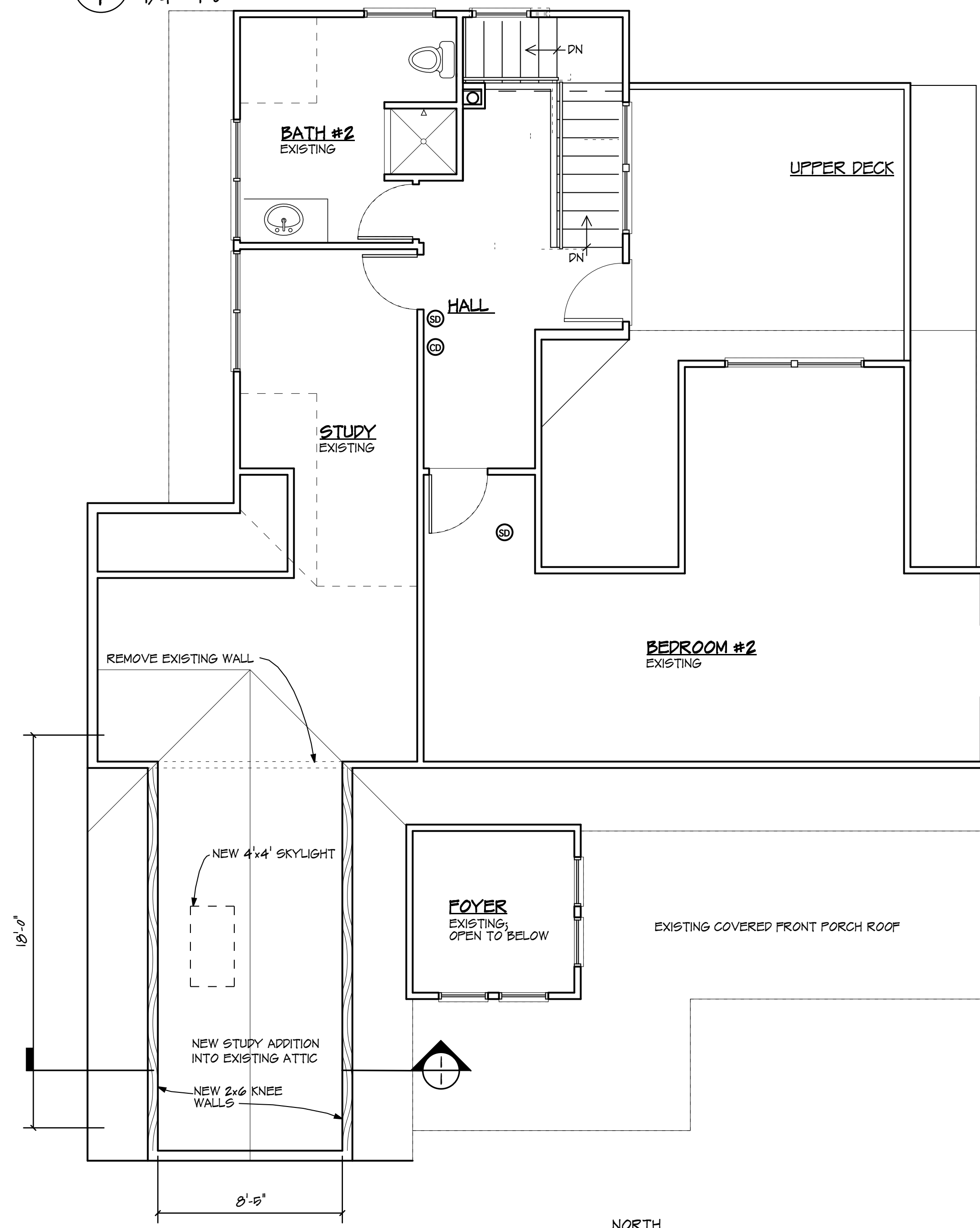
Photo of West Elevation - 13th Street 2024



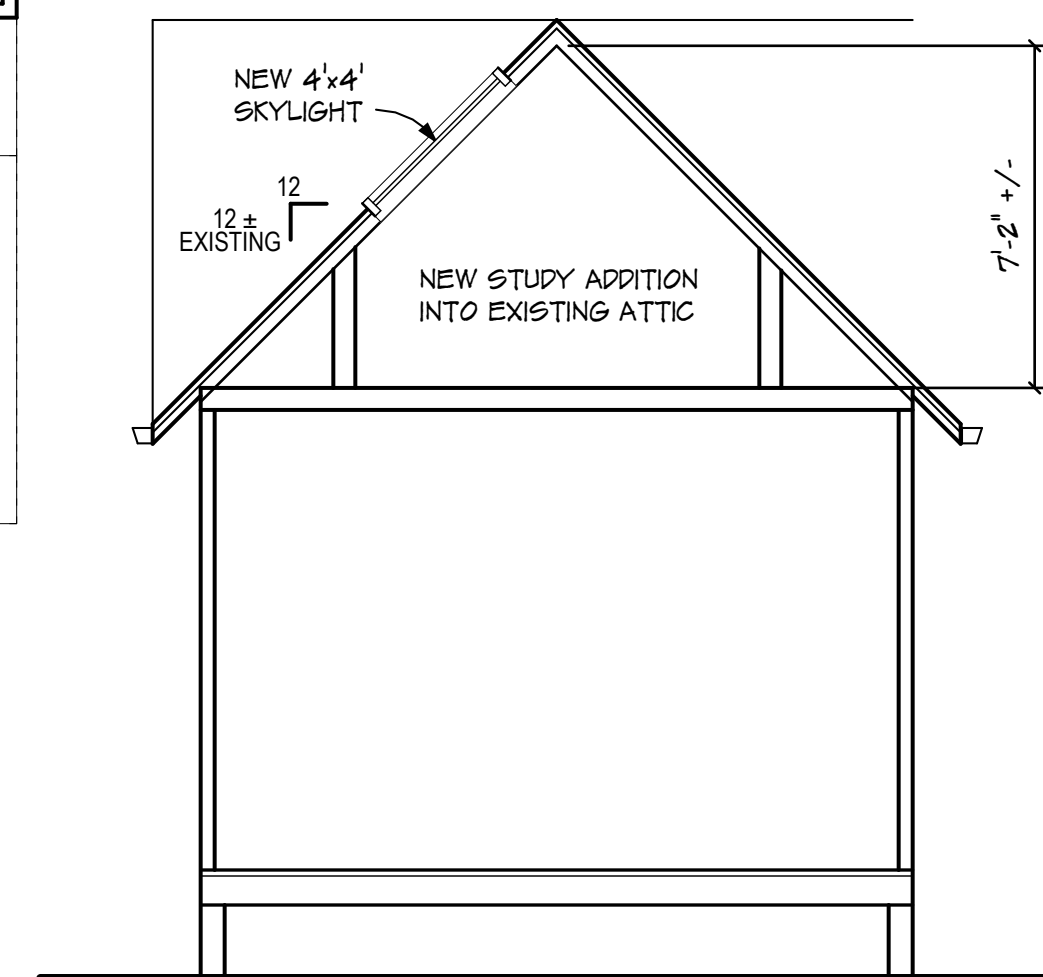
C SOUTH ELEVATION - 5th AVENUE
1/4" = 1'-0"



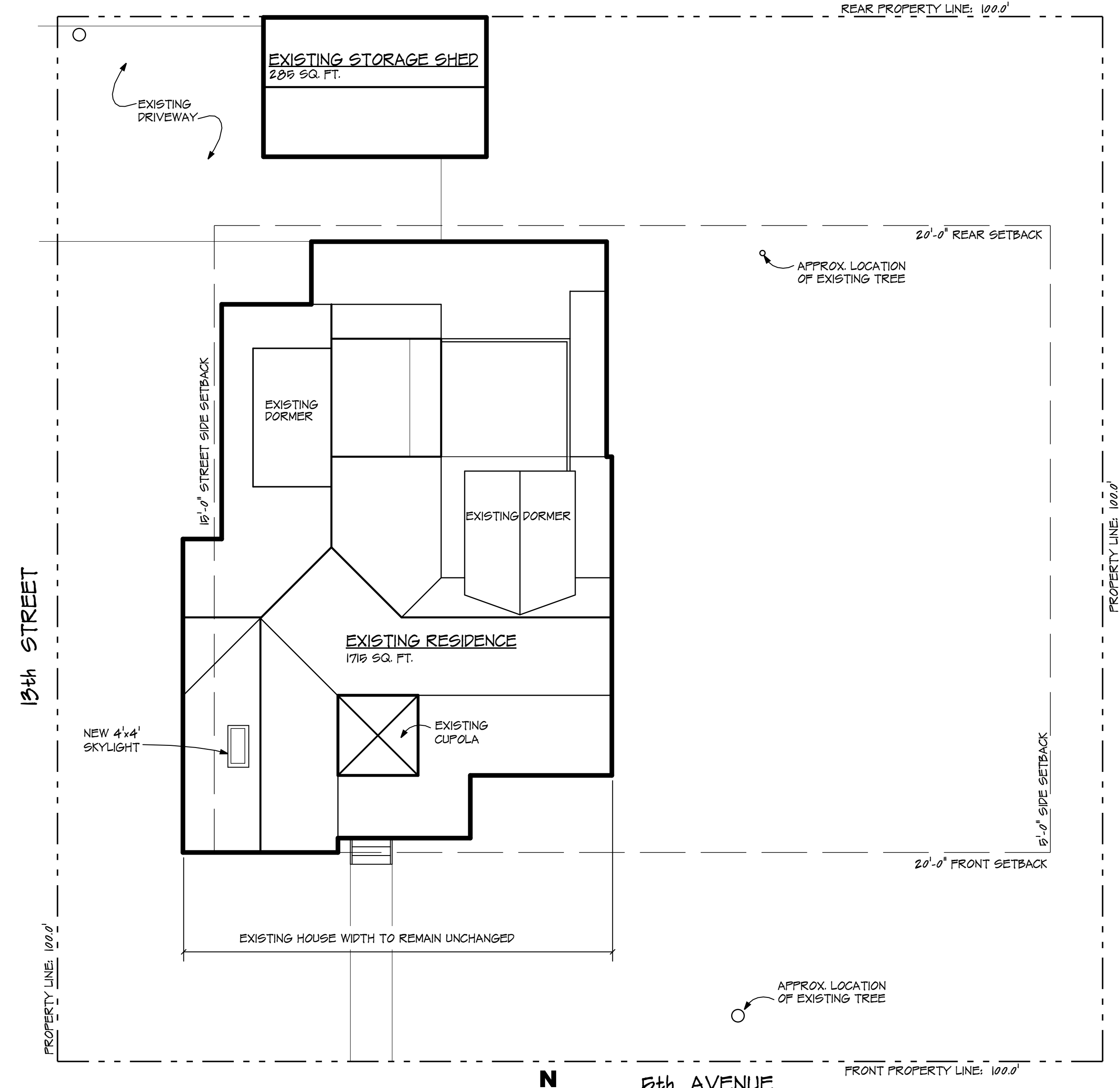
D WEST ELEVATION - 13th STREET
1/4" = 1'-0"



A UPPER FLOOR PLAN
1/4" = 1'-0"
NEW ATTIC STORAGE: 150 SQ. FT.



I BUILDING SECTION
1/4" = 1'-0"



B SITE PLAN
1/8" = 1'-0"