

**STAFF REPORT
FOR THE HISTORIC REVIEW BOARD**

FILE NUMBER: HDR-25-01

HEARING DATE: March 14, 2025

REQUEST: Class II Historic Design Review of the Historic City Hall building at 28825 Willamette Drive to amend the previous design review approval (DR-22-03) and remove the proposed steel awnings from the front and south side of the building.

APPROVAL CRITERIA: Community Development Code Chapter 25 - Historic Resources
Community Development Code Chapter 99 – Quasi-Judicial Decision Making

STAFF REPORT PREPARED BY: Aaron Gudelj, Associate Planner

Planning Manager’s Initials DSW

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GENERAL INFORMATION

OWNER/ APPLICANT:	City of West Linn 22500 Salamo Road West Linn, OR 97068
CONSULTANT:	Iselin Architects, Inc. 1307 7 th Ave Oregon City, OR 97045
SITE LOCATION:	22825 Willamette Drive
LEGAL DESCRIPTION:	Clackamas County Assessor's Tax Lot Number 22E31BA00200
SITE SIZE:	5,570 Square Feet
ZONING:	GC (General Commercial) with National Register of Historic Places Designation and Willamette River Greenway Overlay
COMP PLAN DESIGNATION:	Commercial
120-DAY PERIOD:	This application became complete on February 27, 2025. The 120-day maximum application processing period ends on June 27, 2025.
PUBLIC NOTICE:	Notice was mailed to property owners within 500-feet of the subject property and the affected neighborhood association on February 27, 2025. A sign was placed on the property on March 4, 2025. The notice was also posted on the City's website on February 27, 2025 and published in West Linn Tidings on February 27, 2025. The public notice requirements of CDC Chapter 99 have been met.

EXECUTIVE SUMMARY/BACKGROUND

The City received approval from the Historic Review Board for a Class II Historic Design review (**DR-22-03**) in July 2022 to renovate Historic City Hall, a City-owned building listed on the National Register of Historic Places.

As part of the renovation process, the State Historic Preservation Office (SHPO) required a consultation to ensure the project complies with state cultural resource laws. The SHPO consultation resulted in several recommendations, including to remove the steel awnings from the front and south side of the building:

“Regarding the awning, since historically the photos do not indicate a canopy and the submitted materials explain the decision to not install an operational awning, the proposed design of the permanent canopy over the storefronts is incompatible with the historic appearance. If a smaller version was wanted to provide shelter over an entryway, it would be acceptable to place one over the middle entryway since that section has already had significant changes.”

The City reviewed the recommendations and agreed to remove the steel awnings to keep the build compatible with the original appearance of the historic structure:

“The canopy/awning elements were a desired addition by the Users to provide shading during the summer months and replace the current deteriorated, non-historic fabric awnings. Operable fabric awnings appear to have been installed early in the building’s history at the corner of the building but were not indicated in the original construction drawings. After much deliberation in our office, we concur with your position that the proposed elements should be omitted from the proposed Project. No additional awning element at the entry is needed since the entry doors will be recessed, similar to the original design.”

Now that the renovations are complete, the City is wanting to ensure the Historic Review Board has the chance to review the alteration of the original approval and correct the record so there is no confusion in the future as to why the steel awnings were not installed.

Public comment: As of the publication of this staff report, no public comments have been received.

RECOMMENDATION

Staff recommends approval of HDR-25-01 subject to the following proposed condition(s):

1. Site Plan, Elevations, and Narrative. The project shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-1.

ADDENDUM
STAFF EVALUATION OF COMPLIANCE WITH APPLICABLE CODE CRITERIA

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.*

Staff Finding 1: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Stylistic features have been preserved and incompatible features are now proposed to be removed. The criteria are met.

- 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.*

Staff Finding 2: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Retention of exterior historic materials have been preserved to the greatest extent possible. No change to historic material is proposed as part of this application. The criteria are met.

- 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.*

Staff Finding 3: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. The removal of the awnings and ensures time period consistency for the building. The criteria are met.

- 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.*

Staff Finding 4: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. The steel awnings replaced fabric awnings and had not acquired historic significance. The criteria are met.

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.*

Staff Finding 5: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. The removal of the awnings shall ensure compatibility with historic features and materials on the building.

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.*
7. *Building additions. Building additions shall be subordinate to the original building, smaller in scale, and attached to the rear or set back along the side. Features of building additions, including the proportions of window and door openings, shall be consistent with those of the existing building. Dimensional and other requirements in the underlying zone, as applicable, shall apply*
8. *Building height and roof pitch. Existing or historic building heights and roof pitch shall be maintained.*
9. *Roof materials. Replacement of a roof or installation of a new roof with materials other than cedar shingles, three tab asphalt shingles, or architectural composition shingles must be demonstrated, using photographic or other evidence, to be in character with those of the original roof, or with materials that are consistent with the original construction.*

Staff Finding 6: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. No additions, changes to building height, roof pitch, or roof materials were part of the project, the criteria are met.

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.*

Staff Finding 7: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Repair of the building exterior included materials consistent with the original construction and the proposed removal of steel awnings will ensure compatibility with original exterior materials. The criteria are met.

11. *New exterior walls and siding. Wood siding or shingles shall be used unless the applicant demonstrates that an alternative material has a texture and finish typically used on similar style buildings of the era, or the era*

the building style references. Vinyl or other materials that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

- 12. Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.*
- 13. New windows. New windows shall match the appearance of the original windows as closely as possible. Wood window frames and sashes shall be used unless the applicant demonstrates that the non-wood windows are consistent with their wooden counterparts, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. The window trim and sill shall match the original trim.*
- 14. Storm windows. Storm windows shall be made of painted wood, baked enamel, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.*
- 15. Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color.*
- 16. Doors. Doors shall be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.*
- 17. Porches. Front porches are allowed on new construction...*
- 18. Decks. Decks shall be located in rear yard or the portion of the side yard behind the front 50 percent of the primary structure.*
- 19. Foundations. Repair or construction of a foundation that results in raising or lowering the building elevation must demonstrate that:
 - a. The proposal is consistent with the original design and, if applicable, is consistent in the context of adjacent and other structures on the block, based on photographic or other evidence; or*
 - b. That it is necessary to satisfy a requirement of the building code and/or floodplain regulations (Chapter 27 CDC).**
- 20. Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.*

Staff Finding 20: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Repair of the building exterior included materials consistent with the original construction. The criteria are met.

EXHIBIT HRB-1 APPLICANT SUBMITTAL

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>Gudelis</i>	PROJECT No(s). <i>HDR-25-01</i>	PRE-APPLICATION NO. <i>N/A</i>
NON-REFUNDABLE FEE(S) <i>0</i>	REFUNDABLE DEPOSIT(S) <i>0</i>	TOTAL <i>0</i>

Type of Review (Please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Final Plat (FP) <u>Related File #</u> | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal (AP) | <input type="checkbox"/> Flood Management Area (FMA) | <input type="checkbox"/> Temporary Uses (MISC) |
| <input type="checkbox"/> CDC Amendment (CDC) | <input checked="" type="checkbox"/> Historic Review (HDR) | <input type="checkbox"/> Time Extension (EXT) |
| <input type="checkbox"/> Code Interpretation (MISC) | <input type="checkbox"/> Lot Line Adjustment (LLA) | <input type="checkbox"/> Right of Way Vacation (VAC) |
| <input type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Minor Partition (MIP) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Modification of Approval (MOD) | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Tree Easement Vacation (MISC) | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP) |
| <input type="checkbox"/> Expediated Land Division (ELD) | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG) |
| <input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Zone Change (ZC) |

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

Site Location/Address: West Linn Historic City Hall 22825 Willamette Drive West Linn, OR 97068	Assessor's Map No.: 22E 31BA
	Tax Lot(s): 200
	Total Land Area: 5,570 sq. ft.

Brief Description of Proposal:

Amend the previous Class II Design Review approval (DR-22-03) to remove the awnings as required during SHPO review of the project.

Applicant Name*: City of West Linn Address: 22500 Salamo Rd. City State Zip: West Linn, OR 97068	Phone: 503-742-6047 Email: mbigjohn@westlinnoregon.gov
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Owner Name (required): City of West Linn Address: 22500 Salamo Rd. City State Zip: West Linn, OR 97068	Phone: 503-742-6047 Email: mbigjohn@westlinnoregon.gov
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Consultant Name: <i>n/a</i> Address: City State Zip:	Phone: <i>n/a</i> Email:
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1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. ***The applicant is financially responsible for all application costs.**
2. All information provided with the application is considered a public record and subject to disclosure.
3. The owner/applicant or their representative should attend all public hearings related to the application.
4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
5. Submit this form, application narrative, and all supporting documents as a single PDF through the web page: <https://westlinnoregon.gov/planning/submit-land-use-application>.

The undersigned property owner authorizes the application and grants city staff the right of entry onto the property to review the application. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

[Signature]
Applicant's signature

2/26/25
Date

[Signature]
Owner's signature (required)

2/26/25
Date



CITY OF West Linn

February 25, 2025

Historic Review Board,

The City received approval from the Historic Review Board for a Class II Historic Design Review (**DR-22-03**) in July 2022 to renovate Historic City Hall, a City-owned building listed on the **National Register of Historic Places**.

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“Regarding the awning, since historically the photos do not indicate a canopy and the submitted materials explain the decision to not install an operational awning, the proposed design of the permanent canopy over the storefronts is incompatible with the historic appearance. If a smaller version was wanted to provide shelter over an entryway, it would be acceptable to place one over the middle entryway since that section has already had significant changes.”

The City reviewed the recommendations and agreed to remove the steel awnings to keep the building compatible with the original appearance of the historic structure:

“The canopy/ awning elements were a desired addition by the Users to provide shading during the summer months and replace the current deteriorated, non-historic fabric awnings. Operable fabric awnings appear to have been installed early in the building’s history at the corner of the building but were not indicated in the original construction drawings. After much deliberation in our office, we concur with your position that the proposed elements should be omitted from the proposed Project. No additional awning element at the entry is needed since the entry doors will be recessed, similar to the original design.”

Now that the renovations are complete, the City is wanting to ensure the Historic Review Board has the chance to review the alteration of the original approval and correct the record so there is no confusion in the future as to why the steel awnings were not installed.

Table of Contents

1. West Linn CDC Chapter 25 Responses
2. DR-22-03 Final Decision and Order by the Historic Review Board
3. DR-22-03 Approved Plans with steel awning
4. SHPO Letter dated February 26, 2024
5. City Response Letter to SHPO
6. SHPO Letter in response to City dated April 8, 2024
7. Revised Plans with steel awning removed

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 resource 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 exterior construction and overall structural integrity. The original exterior construction and structural integrity 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, windows and doors including their related functional and decorative features, 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.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Stylistic features have been preserved and incompatible features removed.

2. Retention of exterior historic material. Removal or alteration of historic exterior materials and features shall be avoided during the construction of new additions or alterations. Deteriorated materials and architectural features shall be repaired rather than replaced, unless the material is beyond repair. In the event replacement of an existing feature is necessary, new materials shall match those of the original building in terms of composition, design, color, texture, and other visual features.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Retention of exterior historic materials have been preserved to the extent possible.

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.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were

removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Removal of the awnings ensures time period consistency.

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.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. The steel awnings were a new feature to replace fabric awnings and have not acquired historic significance.

5. Differentiate old from new. Alterations, additions, and related new construction shall be differentiated from the original buildings to avoid creating a false sense of history, and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property. Additions and alterations shall be done in accordance with the Secretary of the Interior's Standards for new exterior additions to historic buildings.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal.

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.

7. Building additions. Building additions shall be subordinate to the original building, smaller in scale, and attached to the rear or set back along the side. Features of building additions, including the proportions of window and door openings, shall be consistent with those of the existing building. Dimensional and other requirements in the underlying zone, as applicable, shall apply.

8. Building height and roof pitch. Existing or historic building heights and roof pitch shall be maintained.

9. Roof materials. Replacement of a roof or installation of a new roof with materials other than cedar shingles, three tab asphalt shingles, or architectural composition shingles must be demonstrated, using photographic or other evidence, to be in character with those of the original roof, or with materials that are consistent with the original construction.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. No additions, changes to building height, roof pitch, or roof materials were part of the project.

10. Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding must be with building materials consistent with the original construction.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Repair of the building exterior included materials consistent with the original construction.

11. New exterior walls and siding. Wood siding or shingles shall be used unless the applicant demonstrates that an alternative material has a texture and finish typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

12. Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, half-round or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

13. New windows. New windows shall be located on rear or secondary facades, unless required for a new use. New windows shall match the appearance and size of the original windows as closely as possible. Wood window frames and sashes shall be used unless the applicant demonstrates that the non-wood windows are consistent with the original historic appearance and material, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. Replacement of existing windows shall meet standards for window replacement.

14. Storm windows. Storm windows shall be made of painted wood, a material with a baked enamel finish, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.

15. Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance and material, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color, method of operation and related features, such as shutters.

16. Doors. Doors shall be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.

17. Porches. Front porches are allowed on new construction. No front porch shall be added to a structure if there was not one originally. Existing front porches shall not be enclosed or enlarged. Alterations to existing front porches and side yard porches that face a street shall:

- a. Maintain the shape, width, and spacing of the original columns; and
- b. Maintain the height, detail, and spacing of the original balustrade.

18. Decks. Decks shall be located in the rear yard or the portion of the side yard behind the front 50 percent of the primary structure.

19. Foundations. Repair or construction of a foundation that results in raising or lowering the building elevation must demonstrate that:

a. The proposal is consistent with the original design and, if applicable, is consistent in the context of adjacent and other structures on the block, based on photographic or other evidence; or

b. It is necessary to satisfy a requirement of the building code and/or floodplain regulations (Chapter [27](#) CDC).

20. Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.

Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. All other renovations/repairs are consistent with the original Historic Review Board approval.

**WEST LINN HISTORIC REVIEW BOARD
FINAL DECISION AND ORDER
FILE NO. DR-22-03/MISC-22-03/WRG-22-02**

**IN THE MATTER OF A PROPOSAL FOR A CLASS II DESIGN REVIEW FOR THE
ADAPTIVE REUSE OF A HISTORIC RESOURCE (HISTORIC CITY HALL)
LOCATED AT 22825 WILLAMETTE DRIVE**

I. Overview

At its meetings of June 21st and June 22nd, 2022, the West Linn Historic Review Board held a public hearing to consider a request by City of West Linn to approve a Class II Design Review for the restoration and adaptive reuse of Historic City Hall as an office and cultural center by the Willamette Falls and Landings Heritage Coalition (“Coalition”). The approval criteria are found in Chapters 19, 25, 28, 42, 46, 48, 54, 55, 66, and 99 of the Community Development Code (CDC). The hearing was conducted pursuant to the provisions of CDC Chapter 99.

The hearing commenced on June 21st with an opening statement by Vice-Chair Erwin, and then continued to June 22nd on a vote of 5-0. The hearing recommenced on June 22nd, 2022 with a staff report presented by John Floyd, Associate Planner. Following the staff report, a presentation was made by the project architect, Todd Iselin of Iselin Architects, and members of the Willamette Falls and Landings Heritage Area Coalition. Representatives of the coalition include Britta Mansfield, Jim Mattis, and Jody Carson. Questions from the board centered around the role and membership of the coalition.

The public hearing was closed and Taylor made a motion to accept staff’s recommendation to approve the application subject to the six staff recommended conditions in the staff report, with Owens seconding the motion. The motion passed 4-1, with Board members Erwin, Taylor, Watton and Owens in favor and Steel opposed.

II. The Record

The record was finalized at the June 22, 2022, hearing. The record includes the entire file from DR-22-03 et. al.

III. Findings of Fact

- 1) The Overview set forth above is true and correct.
- 2) The applicant is City of West Linn.
- 3) The Historic Review Board finds that it has received all information necessary to make a decision based on the Staff Report and attached findings; public comment, if any; and the evidence in the whole record, including any exhibits received at the hearing.

IV. Findings

The Historic Review Board adopts the Staff Report for June 21, 2022, with attachments, as its findings, which are incorporated by this reference.

The Historic Review Board concludes that all of the required approval criteria are met subject to the following conditions of approval:

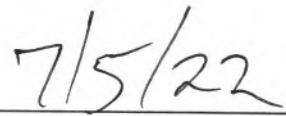
1. Site Plan, Elevations, and Narrative. The project shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-1.
2. Start of Work. No exterior demolition or construction may occur prior to the issuance of building permits.
3. Parking and Site Access. Prior to final inspection, the applicant shall submit a revised parking and access plan and associated Tualatin Valley Fire and Rescue Server Provider Permit demonstrating a 24-foot-wide access drive in compliance with clear vision standards for staff approval. The revised plan shall be implemented and completed prior to final inspection.
4. On Street Parking. Prior to final inspection, the applicant shall either (1) submit a revised parking layout for review and approval by the Planning and Engineering departments, including the location of the no parking zone on Mill Street and any prohibited on-street parking spaces relocated into the lease area; or (2) apply to the Traffic Safety Committee and receive approval for the relocation or removal of the no parking signage along the project frontage.
5. Tree Selection. Prior to final inspection, the applicant shall present a tree planting plan for the city arborist to review and approve. The trees shall be installed per the approved plan prior to final inspection.

V. Order

The Historic Review Board concludes that DR-22-03 et. al. is approved based on the Record, Findings of Fact, and Findings above.



SCOTT ERWIN, VICE-CHAIR
WEST LINN HISTORIC REVIEW BOARD

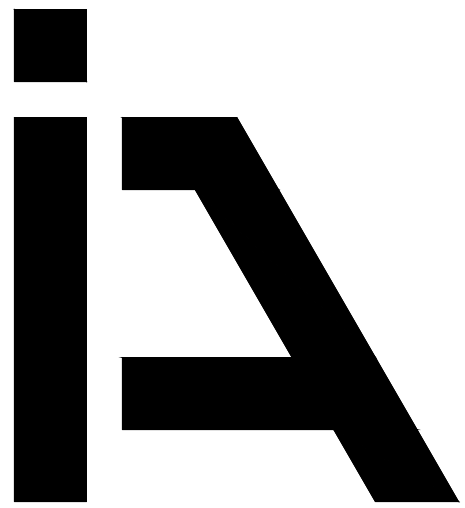


DATE

This decision may be appealed to the City Council pursuant to the provisions of Chapter 99 of the Community Development Code and any other applicable rules and statutes. This decision will become effective 14 days from the date of mailing of this final decision as identified below.

Mailed this 5 day of July, 2022.

Therefore, this decision becomes effective at 5 p.m., July 19, 2022.



ISELIN ARCHITECTS P.C.

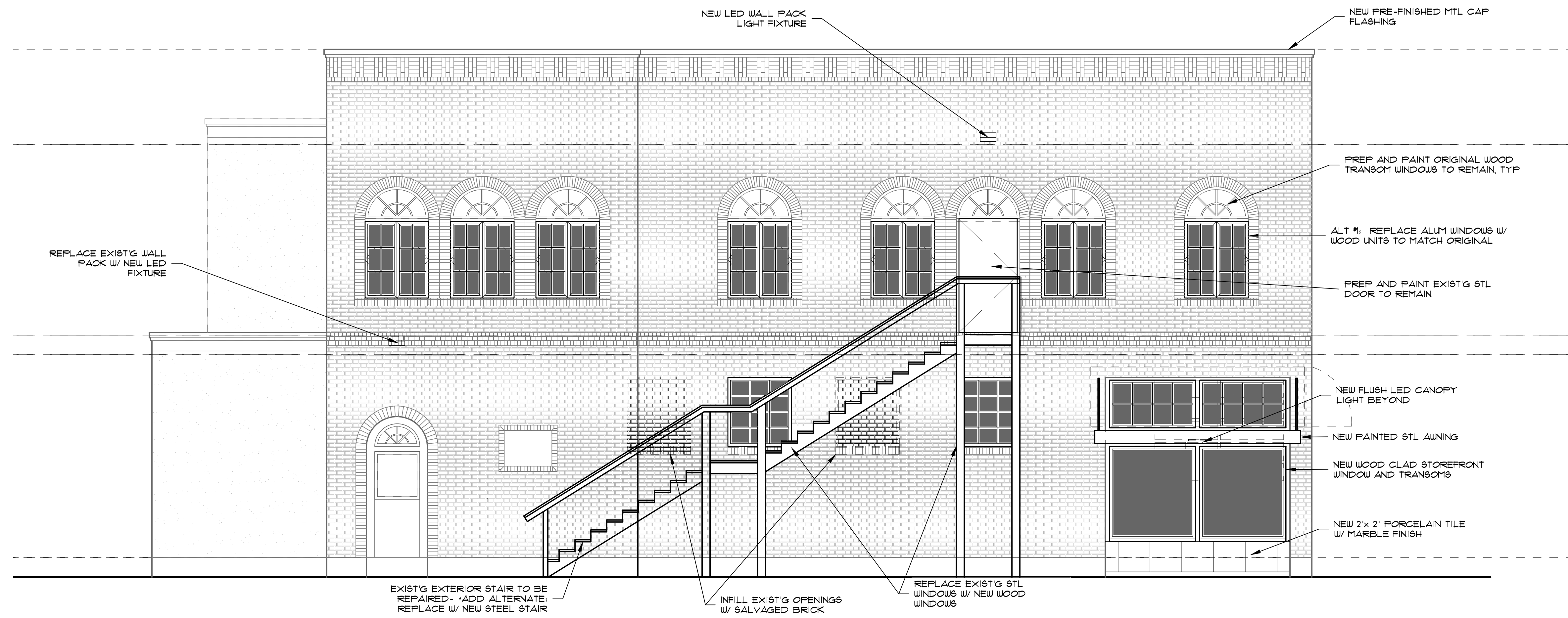
1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION



NORTHEAST (FRONT) ELEVATION

1/4" = 1'-0"



SOUTHEAST (LEFT SIDE) ELEVATION

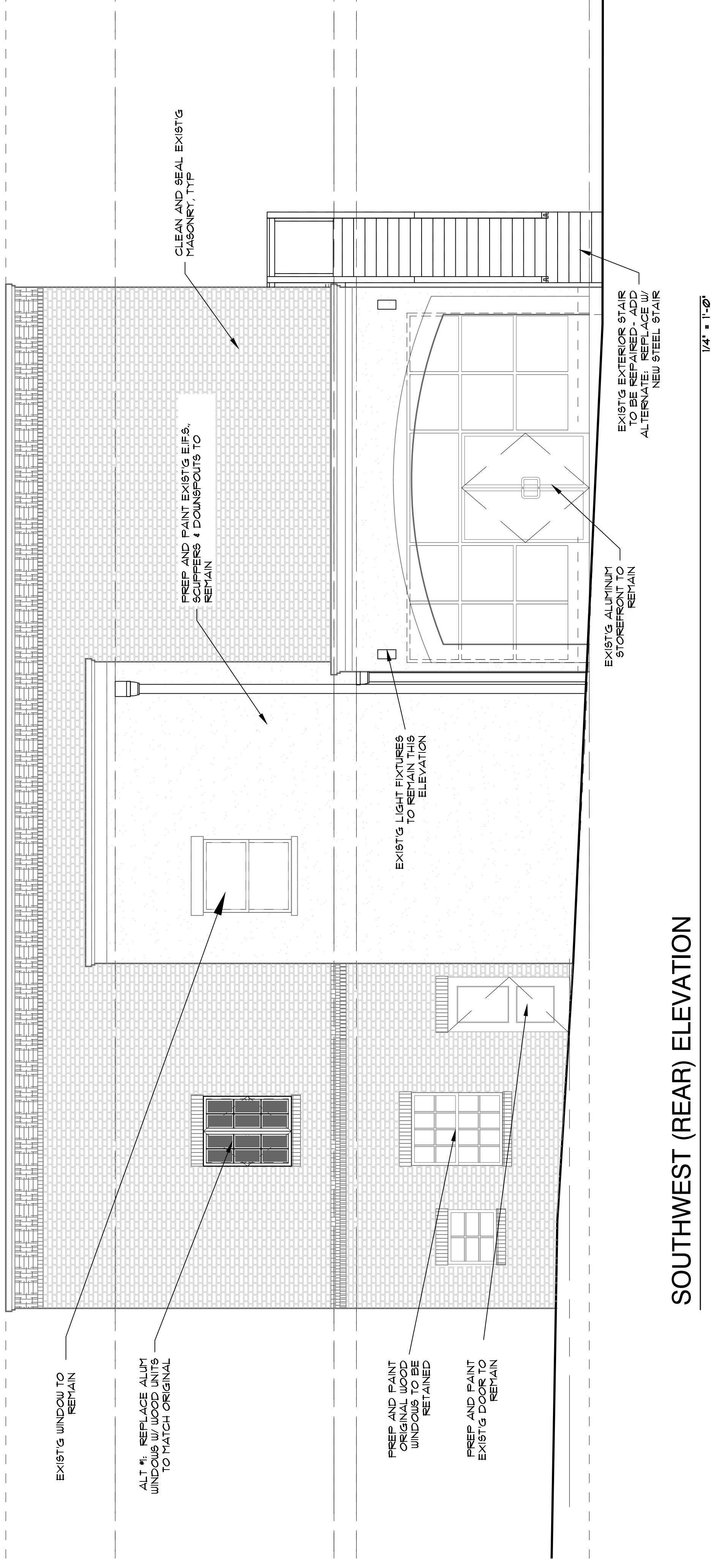
1/4" = 1'-0"

Renovation and Remodel of
Historic West Linn City Hall Building
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition
22825 Willamette Dr
West Linn, OR 97068

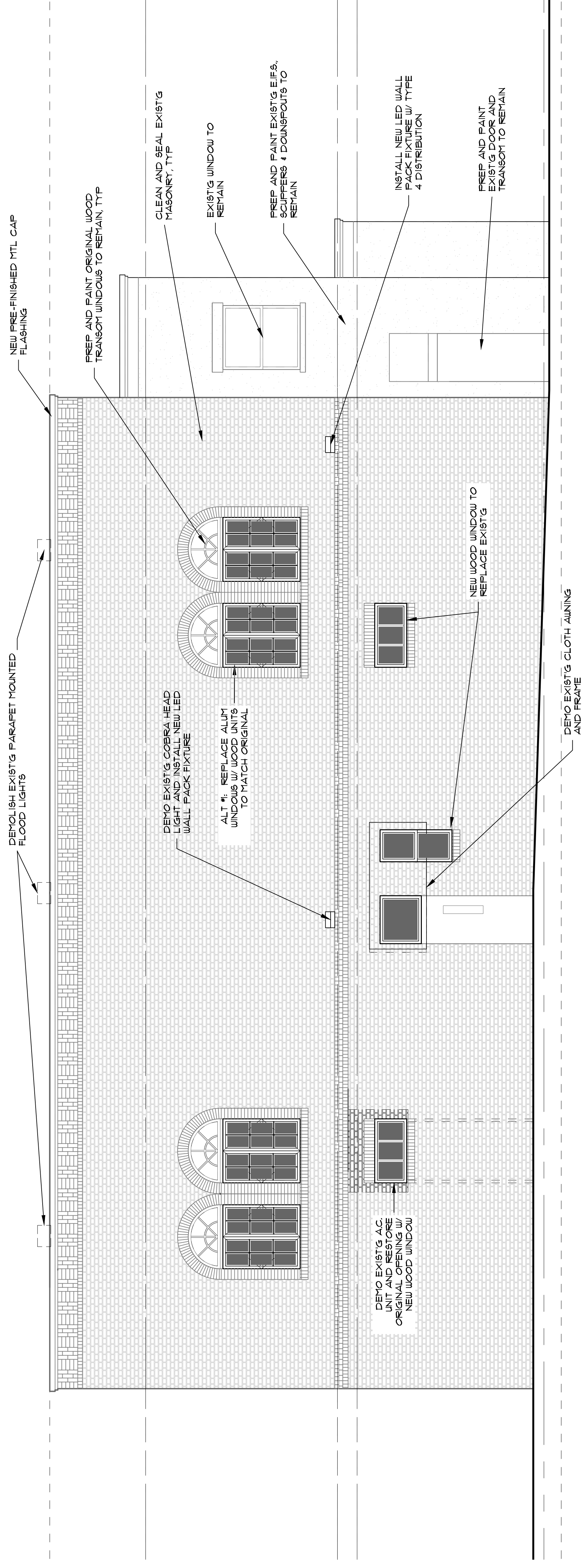
PROJ. NO. : 1705.3
FILE : A-ELV
DATE : 5/5/22 HR

SHEET #
A2.1

ELEVATIONS



SOUTHWEST (REAR) ELEVATION



NORTHWEST (RIGHT SIDE) ELEVATION



Oregon

Tina Kotek, Governor

Parks and Recreation Department

Oregon Heritage/
State Historic Preservation Office
725 Summer St. NE, Suite C
Salem, OR 97301-1266
(503) 986-0690
Fax (503) 986-0793
oregonheritage.org



February 26, 2024

Angelina Denson, Parks and Recreation Director
City of West Linn
Parks and Recreation
22500 Salamo Road
West Linn, OR 96068

RE: SHPO Case No. 24-0323

City of West Linn, Historic City Hall

Exterior alterations to restore and rehab historic integrity of West Linn City Hall on National Register
22825 Willamette Dr., West Linn, Clackamas County

Dear Angelina Denson:

Thank you for submitting information for the undertaking referenced above. Unfortunately, we cannot complete our review at this time until the following comments/questions are addressed:

- Please provide current photos of the building (interior and exterior) that illustrate the current appearance of the building. Since the submission indicated that abatement work has already begun, these photos are needed to understand whether anything has already been removed during the abatement work that was a character-defining feature.
- In the second floor, committee room, historically there appears to have been a ceiling detail. It is unclear if that detail still remains. In the new photographs that are to be provided, please make sure there are some photos that illustrate this room so that we can evaluate the impact of the new drop ceiling.
- This building has had many alterations over the years, both within and outside its period of significance. It is important then, to determine the period in which to accurately restore the building. From the submitted materials, it appears that the intention is to restore the appearance of the building at its original construction. If this is the case then there are several proposed changes that do not accurately reflect the historic documentation, such as the proposed symmetry of the façade and what is termed as an awning in the plans.
- Regarding the awning, since historically the photos do not indicate a canopy and the submitted materials explain the decision to not install an operational awning, the proposed design of the permanent canopy over the storefronts is incompatible with the historic appearance. If a smaller version was wanted to provide shelter over an entryway, it would be acceptable to place one over the middle entryway since that section has already had significant changes.
- The Claussen and Claussen elevation drawing [ca. 1936] and the historic photograph from 1937 illustrate that the building was designed to be asymmetrical in its storefront design and featured large plate glass windows. The proposed drawings offer a symmetrical design with divided storefront windows that is incompatible with the historic appearance. One possible design change to make the façade compatible could be to reopen the historic window opening on the right-hand bay and add an operable door or look like a historic wood door in the infilled door opening and keep the left hand bay intact. The central bay could then be a simplified storefront with simple brick bulkhead, big storefront windows flanking the new double doors and simple single lite transom.

- There seem to be a few references across the submitted documents but we would like to reinforce that if it is decided to use marble within the bulkhead that large pieces must be used to minimize the appearance of seams.

- Please provide further details on the design of the new upper floor windows in comparison with that of the original casements. The plans indicated that there were a couple brands that were considered as possibilities and the staff responses on the development application seemed to suggest that new windows would match the original in design but we would like to see confirmation of the final design of these new windows.

- The plans indicated that all masonry would be sealed. The provided photos in the submission packet do not indicate significant masonry damage and a water repellent or sealing of the masonry is not an appropriate treatment per the Secretary of Interior standards.

-On the rear elevation there are 2 windows that are called out as character-defining features. It is unclear whether these windows will be repaired or replaced.

- The east elevation currently has 4 windows that date to the 1950s. These windows were much larger than what appears in the 1936 photo of the building. The proposed plans seek to infill 2 and replace 2 with new windows but it is a little unclear if the new windows will reflect the 1930s appearance or the 1950s. Please provide further clarification.

- It may have been missed but it was unclear what was happening to the flooring. Will the flooring remain or be replaced? If replaced, what is the choice for the flooring?

Please address the above issues with a letter or new documentation and resubmit to our office via Go Digital. If you have not already done so, be sure to consult with all appropriate Native American tribes regarding the proposed undertaking. In order to help us track the undertaking accurately, reference the SHPO case number above in all correspondence.

Please contact our office if you have any questions, comments or need additional assistance.

Sincerely,

Robert T. Olguin

Robert Olguin
National Register Programs Coordinator
(503) 602-2468
Robert.Olguin@opr.d.oregon.gov

cc: Todd Iselin, Iselin Architects PC

To: Robert Olguin, National Register Programs Coordinator
Oregon State Historic Preservation Office
Robert.olguin@opr.d.oregon.gov

Cc: Megan Big John mbigjohn@westlinnoregon.gov
Dylan Digby ddigby@westlinnoregon.gov
Britta Mansfield britta@wfheritage.org

RE: SHPO Case No. 24-0323
Historic West Linn City Hall Renovation
22825 Willamette Dr, West Linn, Oregon

Robert,

Thank you for your review of this project. I apologize for the confusion with our team that led to demolition being started prior to a formal review from SHPO being completed.

We would like to proceed with construction and modify elements as deemed necessary for a successful renovation of this building and to satisfy SHPO.

As you noted in your letter dated February 26, 2024 this building has been altered substantially in the past. Our goal with this remodel and renovation is to modify and remove non-historic features to the extent practical to allow the building to better represent the original construction. Since the building has been altered in the past we are also balancing the need to show these altered elements are not original. Creating this distinction is always subjective. An exact replication of the original construction would be ideal, but is not possible given current building code requirements, the need to ensure life safety and provide accessibility.

I am uploading interior and exterior photos to DropBox. Most of these photos were taken a few years ago and a few were taken today at the upper floor ceiling and rear building windows. This building has been vacant for more than 8 years and these are areas that have deteriorated within the past year.

The following bulleted paragraphs are in response to the items you identified in your letter:

- It was discovered today that the original ceiling in the historic committee room is about 80% in tact. This room was previously divided up with a dropped gypsum board ceiling installed at part of the space and a suspended acoustic ceiling installed at the remainder of the space. We will revise our plans and details to reflect the retaining of this element we previously assumed to be lost. Refer to photos sent via Dropbox.
- The canopy/ awning elements were a desired addition by the Users to provide shading during the summer months and replace the current deteriorated, non-historic fabric awnings. Operable fabric awnings appear to have been installed early in the building's history at the corner of the building, but were not indicated in the original construction drawings. After much deliberation in our office, we concur with your position that the proposed elements should be omitted from the proposed Project.

No additional awning element at the entry is needed since the entry doors will be recessed, similar to the original design.

- The front façade of the building has been modified previously at least three times, based on the window types and masonry infill. The original design by Clausen and Clausen had a symmetrical design with three equal bays. This was modified during construction to be asymmetrical. It is not clear if this was a programmatic element or if it was changed to reflect the step in the floor that was deemed necessary due to the shallow bedrock encountered. Neither the original design or the modified design as constructed would meet current ADA requirement so have sought to open up the original openings in this wall with as much glazing as possible using contemporary wood windows to match the appearance as closely as possible to the original. Unfortunately, we are not able to achieve the size of the original plate glass windows or the mitred glass corners originally detailed due to structural, energy code, water intrusion detailing requirements and budgetary constraints. We have therefore proposed installing windows per the revised drawings and retain the central double doors that will meet ADA requirements without regrading the front yard. Note that on the proposed elevation revisions we have omitted the awnings and reduced the horizontal framing to the minimum required and changed the mullions at the transoms to better match the original 10 lite configuration. **Is this proposed revision acceptable?**
- Marble was noted at the bulkheads on the original construction drawings and the historic photos appear to show a smooth veneer at this location. This was likely removed around 1950 and we have been unable to confirm exactly what this material was. Rather than install actual marble which does not perform well long term on the exterior of a building we have chosen to utilize a frost proof porcelain tile that looks like the Carrera marble that was used on other WPA projects in Oregon. The largest size available is 24"x24". Best practice for this installation (Based on TCNA Manual) requires a 1/8" grout joint. **Will this solution be acceptable?**
- The upper floor windows that the contractor has proposed and that we have tentatively accepted are "Weathershield" premium series, aluminum clad wood windows with simulated divided lites and clear vertical grain fir interior. The mullions will align with the historic transom windows being retained and the profile of the extrusion is less than 1/16" wider than the historic profile. **Is this acceptable or do you need additional information to review?**
- Masonry is generally in very good condition and appears to have been properly repointed during the 1980's remodeling of the building. The building is located at a very high traffic count location and is extremely dirty due to road grime and pollution. It has not likely been cleaned in 25+ years. Low pressure water cleaning per Preservation Brief #1 is proposed to remove dirt. A breathable, non-silane, non-glossy, penetrating sealer was proposed to minimize future dirt and organic build-up. Older editions of Preservation Brief #1 prohibited use of sealers on masonry. The current version discourages, but does not prohibit the use of such sealers. **Knowing the City has limited funds for routine cleaning of this building, please let us know if the proposed "Lastiseal" sealer is acceptable or you would like this removed from the Project.**

ISELIN ARCHITECTS, P.C.

1307 Seventh Street Oregon City, OR 97045 p: 503-656-1942 f: 503-656-0658

- When the construction documents were prepared for this project it was the intent to restore the 2 windows at the rear of the building. These have continued to deteriorate to the point where repair is not practical. See photos. We have requested a proposal from the contractor to replace these to match the existing with the same window series being utilized elsewhere. **Windows are to match original size and lite configuration. Let me know if this is acceptable.**
- The 1950's steel windows on the east side to be removed and/ or replaced are incompatible with the original wood windows, even though the reflect changes to the building over time. There will only be enough brick salvaged from elsewhere on the building to infill two of these non-historic openings. The 2 window openings proposed to be retained are the original openings that were enlarged with a prior remodel. It is proposed that these current opening sizes be retained for economy with new fixed windows with grids to be proportional to the windows elsewhere in the building installed in these openings. Modification to these openings to return them to their original horizontal orientation is an expense to the project we were hoping to avoid and not having sufficient original brick will be problematic. **Please confirm that this will be acceptable.**
- Original flooring throughout the building was vinyl asbestos tile. It was previously encapsulated at the upper level and is now being abated at the main level. The most recent floor finishes were carpeting except for marmoleum at the bathrooms. New carpet or luxury vinyl tile are proposed to be installed per drawings throughout, except for bathrooms; which are now to receive ceramic tile finishes.

Thank you again for your prompt review of this important landmark. I look forward to working with you to ensure that this building be preserved through its new use for future generations to appreciate.

Sincerely,



Todd L Iselin



Oregon

Tina Kotek, Governor

Parks and Recreation Department

Oregon Heritage/
State Historic Preservation Office
725 Summer St. NE, Suite C
Salem, OR 97301-1266
(503) 986-0690
Fax (503) 986-0793
oregonheritage.org



April 8, 2024

Megan Big John, Parks and Recreation Director
City of West Linn
22500 Salamo Road
West Linn, OR 96068

RE: SHPO Case No. 24-0323

City of West Linn, Historic City Hall

Exterior alterations to restore and rehab historic integrity of West Linn City Hall on National Register
22825 Willamette Dr., West Linn, Clackamas County

Dear Megan Big John:

Thank you for submitting information for the undertaking referenced above. We appreciate the thoughtful discussion and consideration, along with the itemized list describing the requested additional documentation. All but the masonry treatment we approve and we have added clarification for the 1950s steel windows.

- Regarding the masonry cleaning, the Latiseal sealer is not an approved treatment and we would like this removed from the project.
- As a point of clarification regarding the 1950s steel windows, because these were installed during the period of significance for this property we are okay with retaining the enlarged size from the 1950s.

If you are able to edit the scope to remove the masonry sealer, then, we concur that there will be no adverse effect to historic properties for this undertaking and this will conclude consultation with our office under Section 106 of the National Historic Preservation Act (per 36 CFR Part 800) and/or Oregon Revised State (ORS) 358.653 for built-environment resources. If you have not already done so, be sure to consult with all appropriate Native American tribes and interested parties regarding the proposed undertaking.

If the undertaking design or effect changes or if additional historic properties are identified, further consultation with our office will be necessary before proceeding with the proposed undertaking. Additional consultation regarding this case must be sent through Go Digital. In order to help us track the undertaking accurately, reference the SHPO case number above in all correspondence.

Please contact our office if you have any questions, comments or need additional assistance.

Sincerely,

Robert T. Olguin

Robert Olguin
National Register Programs Coordinator
(503) 602-2468
Robert.Olguin@opr.d.oregon.gov

cc: Todd Iselin, Iselin Architects PC

KEYNOTES

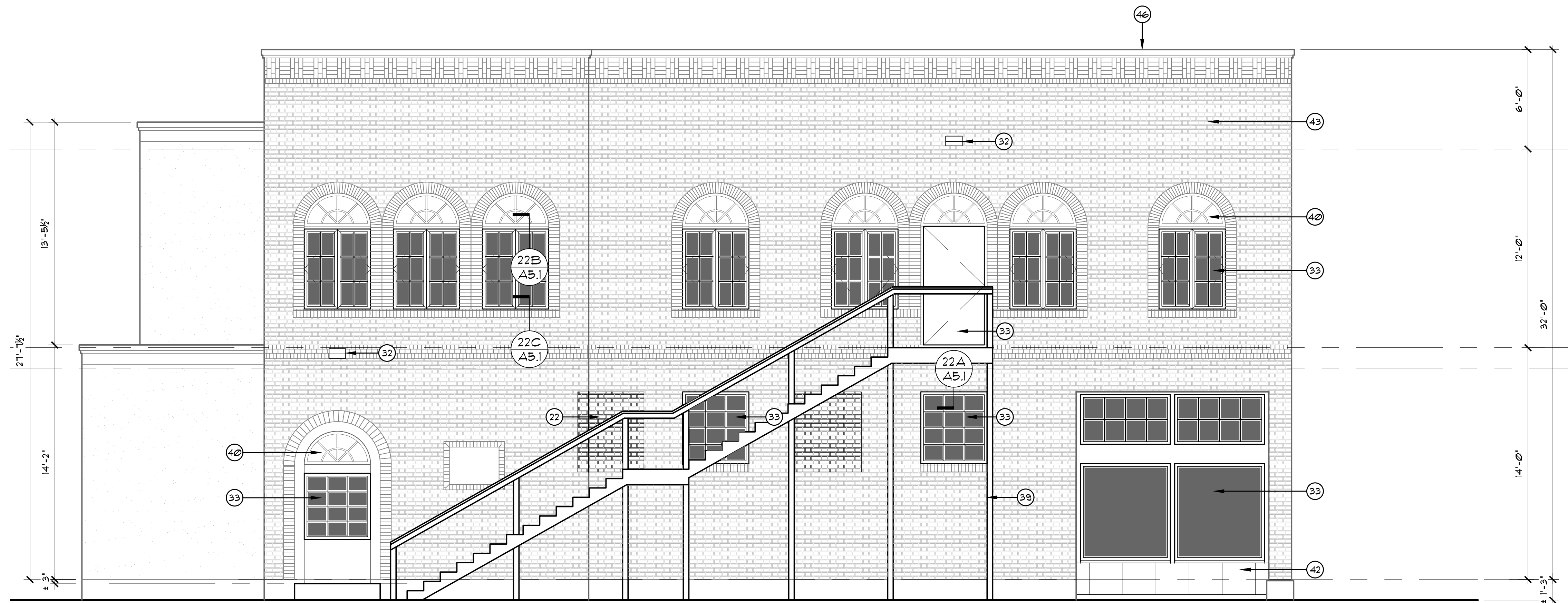
(NOT ALL KEYNOTES REFERENCED ON EACH PAGE)

21. EXIST'G WALL TO REMAIN. PATCH & REPAIR AS REQ'D DUE TO REMOVAL OF FINISHES OR OTHER MODIFICATIONS. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT. REF FINISH SCHEDULE FOR ADD'L FINISH INFO.
22. INFILL OP'NG IN EXT WALL W/ CONC, BRICK VENEER & INTERIOR FURR'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
23. NEW WD FRMD WALL W/ GYP BD FINISH EA. SIDE. 2x4 @ 16' O.C. UNO. PER FRAMING NOTES. 2x6 AS REQ'D FOR PLUMBING. REF FINISH SCHEDULE FOR FINISHES, TYP.
24. INFILL WALL AS REQ'D W/ 2x STUDS SIZE AS REQ'D TO MATCH EXIST'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
25. NEW FIRE EXTINGUISHER & CABT.
26. FURNISHINGS TO BE PROVIDED & INSTALLED BY OWNER/TENANT.
27. STL PIPE COL TO BE EXPOSED. SAND & PAINT.
28. NEW GYP BD CLG OVER 2x6 CLG JOISTS @ 24' O.C.
29. NEW GYP BD CLG SUSP FROM EXIST'G FRM'G. REF DTL 21/A5.2 FOR SEISMIC BRACING. VFY HT AS REQ'D TO CLEAR WINDOWS & CONCEAL EXIST'G ELECTRICAL CONDUIT & FIXTURES AS POSSIBLE.
30. NEW FLY SHTH'G OVER NEW 2x6 FLR FRM'G @ 16' O.C.
31. NEW CONC RAMP. REF DTL 24/A5.1
32. NEW LIGHT FIXTURE. REF RCP / LIGHTING PLANS.
33. DOOR/WINDOW PER SCHEDULE.
34. NEW GYP BD CLG @ CENTER SECTION OF COFFERED CLG.
35. 2x6 FLR JOISTS @ 16' O.C. W/ LUGS TO 2x6 LEDGER W/ (2) #10 x 3" SCREWS @ 24' O.C. TO STUD OR SOLID BLK'G.
36. NEW 5 1/2" x 12" GLAM BM. SUPPORT W/ NEW POST @ CORNER & (4) NEW 2x STUDS @ EXIST'G WALL & FOUNDATION.
37. NEW 3 1/2" x 9" GLAM BM. INSTALL NEW HUC46 TO EXIST'G CONC BM W/ (8) TITEN TURBO SCREWS EA END.
38. NEW 6x6 POST W/ 24" SQ FTG. REF DTL 12/A5.1.
39. NEW STAIR & RAILINGS. REF DTL 4/A5.2. PAINT SEMI-GLOSS BLACK.
40. EXIST'G WD WINDOW TO REMAIN. CLEAN, SAND & PAINT, TYP.
41. NEW PAINTED STL CHANNEL LINING. REF FLANS & DTL FOR ADD'L INFORMATION & PROVIDE STRUCTURAL DRAWINGS BY LICENSED ENGINEER. PAINT SEMI-GLOSS BLACK.
42. NEW TILE WAINSCOT.
43. EXIST'G MASONRY TO BE CLEANED & SEALED.
44. EXIST'G EXTERIOR INSULATION & FINISH SYSTEM, SCUPPERS, DOWNSPOUTS & MISC ITEMS TO REMAIN TO BE CLEANED, PREPPED & PAINTED.
45. EXIST'G ALUM STOREFRONT ASSEMBLY TO REMAIN.
46. EXIST'G PRE-FIN MTL PARAPET CAP FLASH'G & COUNTER FLASH'G TO REMAIN.
47. INSTALL NEW INSUL ABOVE EXIST'G AS REQ'D TO PROVIDE R-49.
48. FURR FLR W/ 3/4" CDX PLY OVER P.T. 2x FURR'G @ 16' O.C. AS REQ'D TO ALIGN W/ ADJACENT FLR.
49. NEW NON-RATED DATA OR HVAC CHASE THROUGH UPPER LEVEL FLR FRM'G TO UPPER LEVEL ATTIC FRM'G. 2x4 FRM'G W/ GYP BD @ OUTSIDE FACE. PROVIDE 10"x12" ACCESS PANEL IN DATA CHASE IN BREAK RM.
50. NEW SUSP ACT & GRID.
51. INSTALL NEW CONTINUOUS 5 1/2" x 10 1/2" G. LAM HEADER BETWEEN WINDOW AND TRANSOM.
52. EXISTING 3' WIDE DOOR(S) W/ ADA COMPLIANT THRESHOLD AND EXIT DEVICE TO REMAIN.
53. INSTALL HVAC EQUIPMENT PER FLANS ABOVE FINISH CEILING. HANG FROM SIDE OF EXISTING FLOOR JOISTS USING UNI-STRUT F1000-H3 (OR EQUAL) USING (3) #10 x 1 1/2" SCREWS AND WASHERS.
54. FULL HEIGHT 4x4 POST AT END OF WALL W/ BC40 BASE AND (2) LL358 SCREWS TO JOIST OR SOLID BLK'G AT EXIST'G FLOOR JOIST ABOVE.
55. INSTALL NEW ADA COMPLIANT DRINKING FOUNTAIN/ WATER BOTTLE FILL STATION.



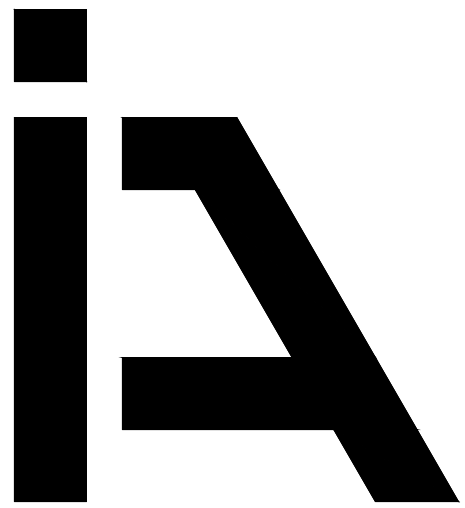
NORTHEAST (FRONT) ELEVATION

1/4" = 1'-0"



SOUTHEAST (LEFT SIDE) ELEVATION

1/4" = 1'-0"



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
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**Renovation and Remodel of
Historic West Linn City Hall Building
22825 Willamette Drive West Linn, OR 97068**
for Regional Cultural/ Tourism Center in partnership with
Willamette Falls and Landings Heritage Area Coalition

PROJ. NO. : 1705.3
FILE : A-ELV
DATE : 7/12/2023
1: 9/15/23

SHEET #

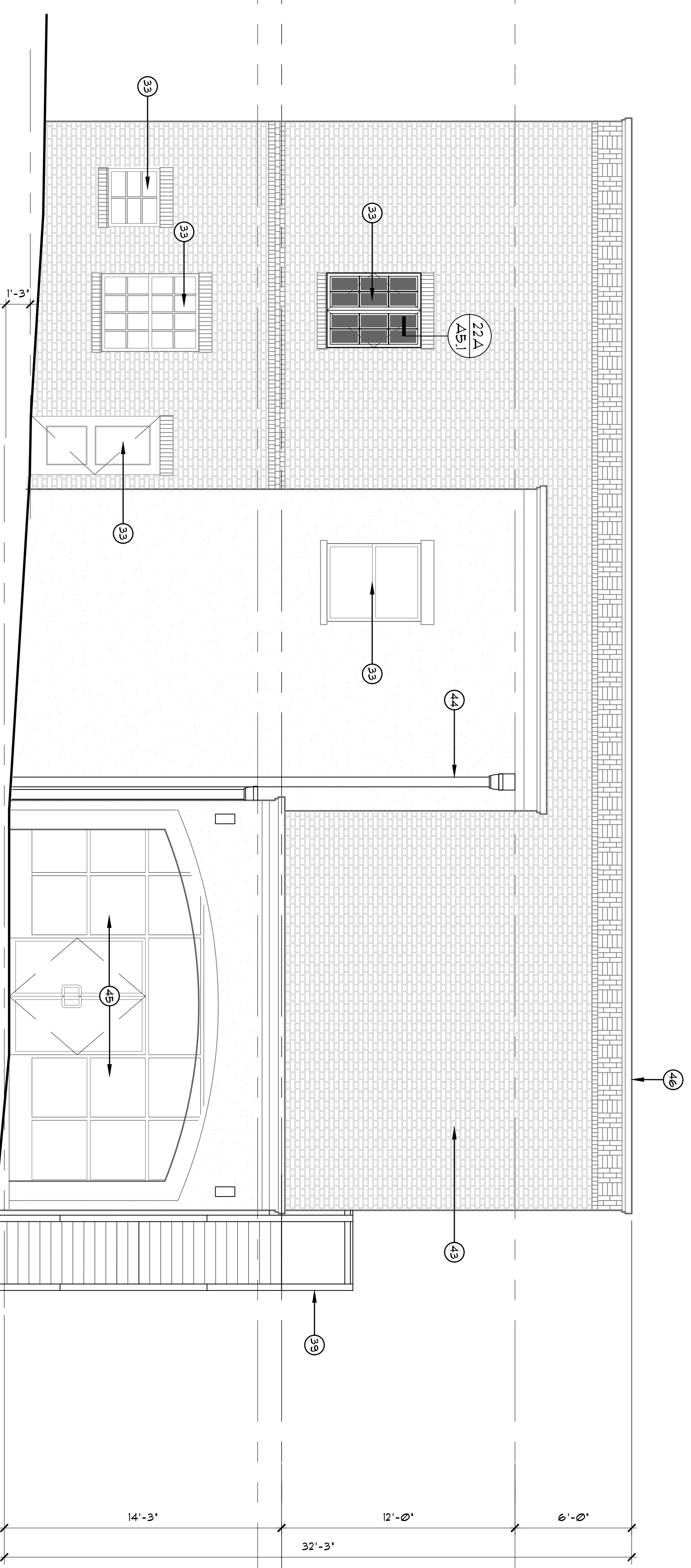
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BUILDING ELEVATIONS

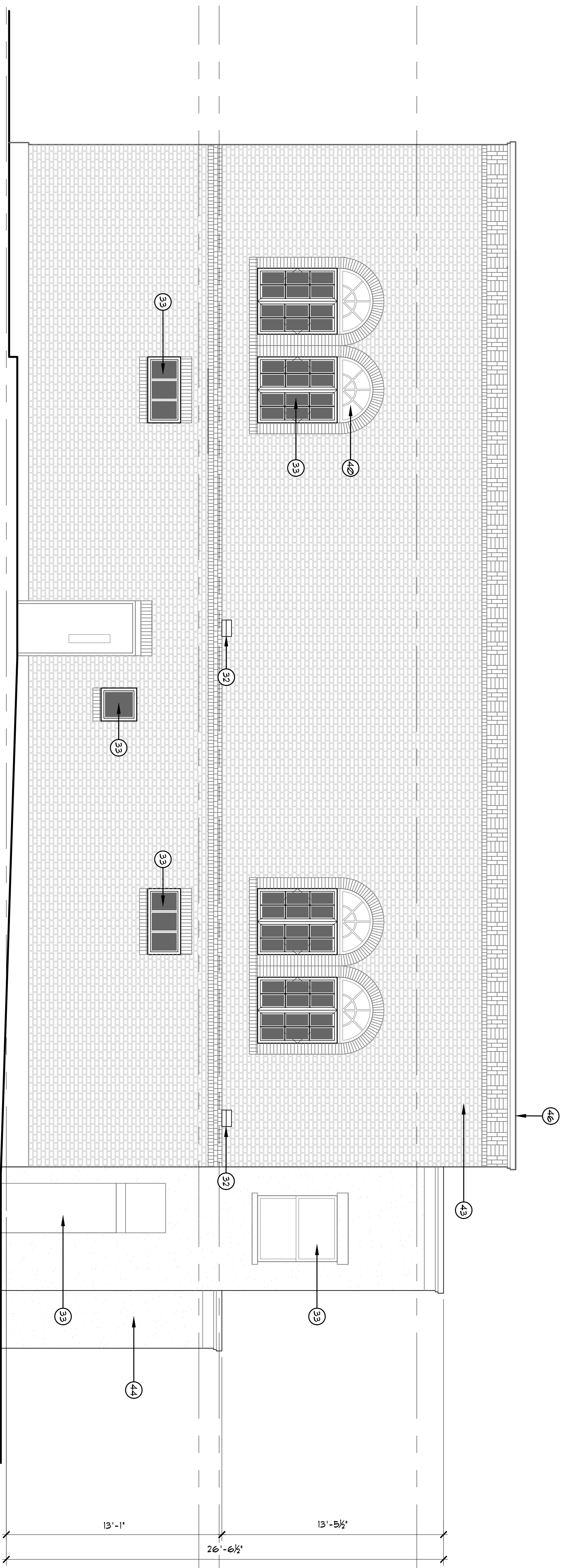
KEYNOTES

(NOT ALL KEYNOTES REFERENCED ON EACH PAGE)

21. EXIST'G WALL TO REMAIN. PATCH & REPAIR AS REQ'D DUE TO REMOVAL OF FINISHES OR OTHER MODIFICATIONS. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT. REF FINISH SCHEDULE FOR ADD'L FINISH INFO.
22. FILL OPEN IN EXT WALL W/ CONC BRICK VENEER & INTERIOR FURRIG. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT.
23. NEW UP FRONT WALL W/ GYP BD FINISH EA. SIDE. 2x4 @ 16" O.C. UNO. PER FRAMING NOTES. 2x6 AS REQ'D FOR PLUMBING. REF FINISH SCHEDULE FOR FINISHES. TYP.
24. INFILL WALL AS REQ'D W/ 2x STUDS SIZE AS REQ'D TO MATCH EXIST'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT.
25. NEW FIRE EXTINGUISHER & CABT.
26. FINISHINGS TO BE PROVIDED & INSTALLED BY OWNER/TENANT.
27. 9"TL PIPE COL. TO BE EXPOSED. SAND & PAINT.
28. NEW GYP BD CLG OVER 2x6 CLG JOISTS @ 24" O.C. 22A
AS1
29. NEW GYP BD CLG SUPP FROM EXIST'G FRM'G. REF DTL 21/AS2 FOR EXIST'G BRACING. VRT HT AS REQ'D TO CLEAR UNDOES & CONCEAL EXIST'G ELECTRICAL CONDUIT & PIPES AS POSSIBLE.
30. NEW PLY 5/8" THK OVER NEW 2x6 FR FRM'G @ 16" O.C.
31. NEW CONC RAMP. REF DTL. 24/AS1.
32. NEW LIGHT FIXTURE. REF RCP / LIGHTING PLANS.
33. DOOR/WINDOW PER SCHEDULE.
34. NEW GYP BD CLG @ CENTER SECTION OF COFFERED CLG.
35. 2x6 FR JOISTS @ 16" O.C. W/ LUGS TO 2x6 LEDGER W/ (2) 40 x 3" SCREWS @ 24" O.C. TO 8"UD OR SOLID BLK.G.
36. NEW 5 1/2" x 12" GLAM B.M. SUPPORT W/ NEW POST @ CORNER & (4) NEW 2x STUDS @ EXIST'G WALL & FOUNDATION.
37. NEW 3 1/2" x 8" GLAM B.M. INSTALL NEW HIC46 TO EXIST'G CONC BR W/ (8) TYPEN TUBED SCREWS EA END.
38. NEW 6x6 POST W/ 24" SQ FTG. REF DTL 12/AS1.
39. NEW STAIR & RAILINGS. REF DTL 4/AS2. PAINT SEMI-GLOSS BLACK
40. EXIST'G UP WINDOW TO REMAIN. CLEAN, SAND & PAINT. TYP. PAINT SEMI-GLOSS BLACK
41. NEW PAINTED STL CHANNEL AILING. REF PLANS & DTL FOR ADD'L INFORMATION. PAINT SEMI-GLOSS BLACK ENGINEER'S DRAWINGS BY LICENSED ENGINEER. PAINT SEMI-GLOSS BLACK
42. NEW TILE WAINSCOT.
43. EXIST'G HASONRY TO BE CLEANED & SEALED.
44. EXIST'G EXTERIOR INSULATION & FINISH SYSTEMS SCUFFERS, PAINERS, JOINTS & TIPS TO REMAIN TO BE CLEANED, REPAIRED & PAINTED.
45. EXIST'G ALUM STOREFRONT ASSEMBLY TO REMAIN.
46. EXIST'G PREFIN HTL PARAPET CAP FLASHING & COUNTER FLASHING TO REMAIN.
47. INSTALL NEW INBL ABOVE EXIST'G AS REQ'D TO PROVIDE R-49.
48. FURR FLR W/ 1/2" CDX PLY OVER P.T. 2x FURRIG @ 16" O.C. AS REQ'D TO ALIGN W/ ADJACENT FLR.
49. NEW NON-RATED DATA OR HVAC CHASE THROUGH UPPER LEVEL FLR FRM'G TO UPPER LEVEL ATTIC FRM'G. 2x4 FRM'G W/ GYP BD @ OUTSIDE FACE. PROVIDE 10"x12" ACCESS PANEL IN DATA CHASE IN BREAK RM.
50. NEW SUPP ACT & GRID.
51. INSTALL NEW CONTINUOUS 5/8" x 10 1/2" G. LAM. HEADER BETWEEN WINDOW AND TRANSOM.
52. EXIST'G 3" WIDE DOOR(S) W/ ADA COMPLIANT THRESHOLD AND EXIT DEVICE TO REMAIN.
53. INSTALL HVAC EQUIPMENT PER PLANS ABOVE FINISH CEILING. HANG FROM SIDE OF EXIST'G FLOOR JOISTS USING UN-STRUT P1000-19 (OR EQUAL) USING (3) 40 x 1 1/4" SCREWS AND WASHERS. FILL HEIGHT 4x4 POST AT END OF WALL W/ BC&Q BASE AND (2) 11/32" SCREWS TO JOIST OR SOLID BLK.G AT EXIST'G FLOOR JOIST ABOVE.
54. FILL HEIGHT 4x4 POST AT END OF WALL W/ BC&Q BASE AND (2) 11/32" SCREWS TO JOIST OR SOLID BLK.G AT EXIST'G FLOOR JOIST ABOVE.
55. INSTALL NEW ADA COMPLIANT DRINKING FOUNTAIN/ WATER BOTTLE FILL STATION.



SOUTHWEST (REAR) ELEVATION



NORTHWEST (RIGHT SIDE) ELEVATION



ISELIN ARCHITECTS P.C.
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 Oregon City, OR 97045
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**Renovation and Remodel of
 Historic West Linn City Hall Building
 22825 Willamette Drive West Linn, OR 97068**
 for Regional Cultural/ Tourism Center in partnership with
 Willamette Falls and Landings Heritage Area Coalition

PROJ. NO.: 1705.3
 FILE: A-ELV
 DATE: 7/12/2023
 REVISIONS: 1: 9/15/23

SHEET #
A2.2
 BUILDING ELEVATIONS

EXHIBIT HRB-2 COMPLETENESS LETTER



CITY OF
West Linn

February 27, 2025

Attn: Megan Big John
City of West Linn
22500 Salamo Road
West Linn, OR 97068

Subject: HDR-25-01: Amend DR-22-03 to remove the awnings required during SHPO review of the project.

Dear Megan Big John:

The Planning Department reviewed your application and found it complete on February 27, 2025.

Please be aware that determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Historic Review Board to render a decision on your proposal.

A 20-day public notice will be prepared and mailed. This item will be reviewed by the Historic Review Board at their March 18, 2025 meeting.

Please contact me at 503-742-6057, or by email at agudelj@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A. Gudelj

Aaron Gudelj
Associate Planner

EXHIBIT HRB-3 AFFIDAVIT AND NOTICE PACKET

**CITY OF WEST LINN HISTORIC REVIEW BOARD
PUBLIC HEARING NOTICE
FILE NO. HDR-25-01**

The West Linn Historic Review Board will hold a hybrid public hearing on **Tuesday, March 18, 2025 at 6:00 pm** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a Class II Historic Design Review of the Historic City Hall building at 22825 Willamette Drive. The applicant is requesting approval to amend DR-22-03 to remove the design approval of the proposed steel awnings from the front and south side of the building.

You have been notified of this proposal because County records indicate that you own property within 500 feet of the property located at 22825 Willamette Drive (Clackamas County Assessor's Map 22E31BA00200), or as otherwise required by CDC Chapter 99.080.

The Historic Review Board will make its decision based on applicable criteria found in Chapters 25 and 99 of the Community Development Code (CDC). The CDC approval criteria are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City's website, <https://westlinnoregon.gov/projects> The application, all documents or evidence relied upon by the applicant, and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at a reasonable cost. The staff report will be posted on the website and available for inspection at no cost, or copies may be obtained at a reasonable cost, at least ten days before the hearing.

The hearing will be conducted according to CDC Section 99.170 in a hybrid format with some Board members, staff, presenters, and members of the public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online on YouTube.

Anyone wishing to present written testimony for consideration should submit all materials before 12:00 pm on the meeting day to agudelj@westlinnoregon.gov or mail them to City Hall.

Those who wish to participate remotely should complete the speaker form at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> **before 4:00 pm on the meeting day** to receive an invitation to join the meeting. Virtual participants can log in through a computer, mobile device, or call-in.

It is important to submit all testimony in response to this notice. All comments submitted for consideration of this application should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue (CDC Section 99.090).

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the final decision notice pursuant to CDC [99.240](#).

For additional information, please contact Aaron Gudelj, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6067.



Scan this QR Code to go to Project Web Page:



**NOTICE OF UPCOMING
HISTORIC REVIEW BOARD HEARING**

**PROJECT # HDR-25-01
MAIL: 02/26/2025 TIDINGS: N/A**

CITIZEN CONTACT INFORMATION

To lessen the bulk of agenda packets and land use application notice, and to address the concerns of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.

**AFFIDAVIT OF NOTICE
HISTORIC REVIEW BOARD DECISION**

We, the undersigned, certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

PROJECT

File No.: **HDR-25-01** Address: 22825 Willamette Dr
 Applicant's Name:
 Scheduled Hearing Date: **Historic Review Board Hearing 3/18/25**

MAILED NOTICE

Notice of Upcoming HRB hearing was mailed at least 20 days before the hearing date, per Section 99.080 of the Community Development Code to:

Megan Big John, applicant	02/26/25	<i>Lynn Schroder</i>
Iselin Architects, applicant representative	02/26/25	<i>Lynn Schroder</i>
ODOT	02/26/25	<i>Lynn Schroder</i>
Clackamas Co Planning	02/26/25	<i>Lynn Schroder</i>
OR SHPO	02/26/25	<i>Lynn Schroder</i>
Willamette Falls & Landings Heritage Area	02/26/25	<i>Lynn Schroder</i>
PGE	02/26/25	<i>Lynn Schroder</i>
Property owners within 500ft of the site perimeter	02/26/25	<i>Lynn Schroder</i>
Bolton Neighborhood Association	02/26/25	<i>Lynn Schroder</i>

EMAILED NOTICE

Notice of Upcoming HRB hearing was emailed at least 20 days before the hearing date to:

Bolton Neighborhood Association	02/26/25	<i>Lynn Schroder</i>
Megan Big John, applicant	02/26/25	<i>Lynn Schroder</i>
Oregon SHPO	02/26/25	<i>Lynn Schroder</i>

WEBSITE

Notice of Upcoming HRB hearing was posted on the City's website 20 days before the hearing date.

02/26/25	<i>Lynn Schroder</i>
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TIDINGS

Notice of Upcoming PC Hearing was posted in the West Linn Tidings at least 10 days before the hearing, per Section 99.080 of the CDC.

03/05/25	<i>Lynn Schroder</i>
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SIGN

A sign for the Upcoming HRB hearing was posted on the property at least 10 days before the hearing, per Section 99.080 of the CDC.

02/26/25	<i>Aaron Gudelf</i>
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FINAL DECISION

Notice of Final Decision was mailed to the applicant, all parties with standing, and posted on the City's website, per Section 99.040 of the Community Development Code.

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HDR-25-01- Properties with 500 ft of Historic City Hall 22825 Willamette Drive

