



CITY OF West Linn

PRE-APPLICATION CONFERENCE SUMMARY NOTES

FILE	PA-26-08
MEETING DATE	June 18, 2026
PROJECT PROPOSAL	Proposed addition to a designated historic resource (Class II Historic Design Review)
APPLICANTS PRESENT	Laura Steagall and Patrick Haley, Owners; Jessica Iselin, Architect
STAFF PRESENT	Erica Smith, Senior Planner
PUBLIC PRESENT	Kathie Halicki, Willamette Neighborhood Association President

PURPOSE OF PRE-APPLICATION CONFERENCE: Pre-application conferences are intended to familiarize applicants with the requirements of the West Linn Community Development and Municipal Codes; to provide applicants with an opportunity discuss proposed projects in detail with City staff; and to identify approval criteria, standards, and procedures prior to filing a land use application. The pre-application conference is intended to be a tool to assist applicants in navigating the land use process, but is not intended to be an exhaustive review that identifies or resolves all potential issues, and does not bind or preclude the City from enforcing any applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

SITE INFORMATION

Address	1742 Willamette Falls Dr.	Comp Plan	Commercial
Tax lot ID	31E02BA01901	Zone	GC General Commercial
Size	5,900 SF / 0.14 acres	Overlay zone(s)	Will. Falls Commercial Design District
Neighborhood	Willamette		Designated Historic Landmark

PROJECT DESCRIPTION: Applicant proposes 840 SF addition to a designated historic landmark with an existing commercial use.

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 West Linn Community Development Code (CDC) Chapters apply to this proposal:

West Linn Community Development Code

[Chapter 19 GENERAL COMMERCIAL, GC](#)

[Chapter 25 OVERLAY ZONES – HISTORIC DISTRICT](#)

- [25.050.A Application Requirements](#)
- [25.060.A Design Standards Applicable to Historic Resources – alteration and additions](#)

[Chapter 58 WILLAMETTE FALLS DRIVE COMMERCIAL DESIGN DISTRICT](#)

- [58.080.b.1 Dimensional standards](#)

[Chapter 99 PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL](#)

- [99.038 Neighborhood Contact Required for Certain Applications](#)
- [99.060.D Historic Review Board Authority](#)



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KEY ISSUES & CONSIDERATIONS

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

1. Because this property is a designated historic landmark any addition or alteration is subject to a Class II Historic Design Review by the Historic Design Review Board (even though it is not within a historic district).
2. A neighborhood meeting is required for any non-residential building over 1,500 square feet.
3. The property is within the Willamette Falls Commercial Design District, and is subject to the dimensional standards in Chapter 58.
4. As the site has a designated historic resource, the criteria in Chapter 58 are subordinate to the applicable criteria in Chapter 25.

RESPONSE TO APPLICANT QUESTIONS

1. *What will be required for stormwater improvements? The new impervious building area is 840 sf, 1,082 sf including the large overhangs that are proposed to match the original historic building. The net increase in site impervious area will be + 60 sf, assuming spaced wood decking on the ADA ramp and porch.*

Preliminary feedback from Engineering: Any development, or redevelopment, adding or modifying 1,000 square feet or more of impervious surface will be required to have stormwater management. The new impervious area would be subject to all stormwater management requirements. If existing impervious area is not modified, it does not need to meet current standards.

Runoff from the new impervious area would need to be captured and routed to an onsite stormwater facility. If an infiltration facility is feasible (which would depend on the existing soil infiltration rates), a storm main connection may not be required. If full infiltration isn't feasible, an overflow lateral connecting to the storm main would be required. Please refer to the [West Linn Stormwater Management Manual](#) for further details regarding requirements.

2. *Is the landscape concept shown for the rear yard sufficient mitigation to allow the decreased rear yard setback as allowed in 58.080?*

This is a discretionary criterion up to the Historic Review Board. It seems possible that your proposal would be eligible due to the non-residential use of the adjacent property to the north.

3. *The existing basement has a ceiling height of +/- 6'-9" and is finished with offices. The existing stair has a width of approximately 2'-6" with a 7"-8.5" rise and a 10" run. We are not able to widen the stair due to existing concrete foundation walls and large footings. We can reconstruct the stair to have compliant rise, run and headroom. Given the historic designation of the building, can we legalize the basement with the low ceiling and narrow stair?*

Please follow up with the building department on this item. Probably not an issue from a land use or Historic Review Board perspective if it only affects interior elements.

4. *Is fiber-cement siding now approved within the historic district (or for designated properties)?*

This is up to discretion of the Historic Review Board. You may need to submit materials samples per application requirements in 25.050.A. There is precedent for this material being approved by the Historic Review Board for other projects.



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5. *There are two bike racks located within the frontage width of the property. Are new bike racks required on site?*

No.

APPLICATION REVIEW PROCESS

Neighborhood meeting: For non-residential buildings over 1,500 square feet, applicant must present their proposal at a Willamette Neighborhood Association meeting prior to submitting an application. Please carefully review [CDC 99.038](#) for requirements regarding noticing and documentation of the meeting.

Submit application and pay application fee:

- Submit a complete application in a single PDF document through the [submit a land use application](#) web portal
- The application fee for a Class II Historic Design Review is \$110 and is non-refundable. Please provide the name and address of the party responsible for the final invoice in your application.
- A complete application must include:
 - A [development application form](#) signed by the applicant and the property owner (if different)
 - Application materials identified in the [development review checklist](#)
 - Additional materials identified for an addition or alteration to a designated historic resource can be found in [CDC25.050.A](#).
 - A compliance narrative consisting of written responses supported by substantial evidence must address all applicable approval standards and criteria. Responses must explain how and why the proposed application will meet each applicable item. “Not applicable” is not an acceptable response to criteria.
 - Submittal requirements may be waived, but the applicant must identify the specific submittal requirement and request, in writing, and explain the specific grounds for the waiver. The Planning Director will respond with a written determination.

Review for completeness: Once an application is submitted, the City has 30 days to deem the application complete or incomplete. If deemed incomplete, the applicant has 180 days to submit missing materials.

Schedule a hearing: Once an application is deemed complete, staff will coordinate with the applicant and the Historic Review Board to schedule a hearing date.

Public notice: The City will mail a Class B notice of a proposed action on a development action at least 14 days before the hearing date. At least 10 days before the hearing, the City will post a sign on the subject property stating that it is the subject of a land use decision (as described in CDC 99.080.B).

Staff report: A staff report with findings as to whether the application meets the applicable approval criteria will be available at least 10 days prior to the hearing date.

Hearing: A public hearing before the Historic Review Board will be held as described in [CDC 99.170](#). A decision will be made at the hearing’s conclusion unless there is a request for a hearing continuation or for a 7-day open record period.

Appeal period: After a decision is made there is a 14-day appeal period. Requirements for appeals can be found in [CDC 99.250](#).

Final decision: If there are no appeals, the decision is final and the applicant may proceed with the project.



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Overall timeline: The City has 120 days from the date an application is deemed complete to issue a final decision, including resolution of any local-level appeals.

ADDITIONAL INFORMATION

- For engineering questions contact Clark Ide at 503-722-3437 or CIde@westlinnoregon.gov.
- 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.
- If a Tualatin Valley Fire & Rescue (TVF&R) service provider permit is required, visit <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.
- Tree removal is regulated by [City Ordinance](#) and the [Community Development Code](#). Any proposed tree removal must be included in the development application.

FRAUD WARNING

Please be advised about a scam in which actors impersonate local government planning and zoning departments to extract illegitimate payments from businesses and residents. Scammers tailor emails and associated attachments to appear as official correspondence. It is important to note:

- The City will never request wire transfers or banking information by email.
- The Planning Commission does not issue invoices.
- Any email asking you to send funds, verify banking details, or initiate a wire transfer is fraudulent.
- Always check the sender's email address carefully. Legitimate emails will come from ***@westlinnoregon.gov
- Do not click links, open attachments, or respond to suspicious emails.
- If you receive a suspicious message, call the City to verify it. Your security is important to us.

Please feel free to contact me with any questions or concerns.

Erica Smith, AICP
Senior Planner
Community Development
esmith@westlinnoregon.gov
503-742-6062