

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**Notes**  
**May 21, 2015**

SUBJECT: Installing dormer windows on truncated hipped roof of historic landmark structure at 1562 Buck Street

FILE: PA-15-18

ATTENDEES: Applicant: Bonnie Mangene  
Staff: Peter Spir (Associate Planner)

*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Site Information**

Site Address: 1562 Buck Street

Area: 5,000 sq. ft.

Comprehensive Plan Designation: Medium Density Residential

Zoning Classification: R-50 (5,000 square foot minimum lot size)

Overlays: Historic Landmark designation

Applicable CDC Chapters: 25 (Historic Districts) Chapter 13 (R-5 zoning district)

**Project Details**

The house was identified in the 1984 inventory as a Historic Landmark. Its chief attributes were noted in past inventories: Constructed circa 1904 with a distinctive truncated hip roof and encircling porch, supported by turned posts. Siding is wide shiplap. Windows are 1/1 double hung with architrave molding. The door is paneled and glazed with transom window with architrave molding. Of these features the roof form is distinctive.

The proposal is to convert the second floor space into two bedrooms. The Building Codes require an ingress egress window for bedrooms. Consequently, the applicant proposes dormers on the front and rear of the roof. This triggers Class II historic design review.

Historic Review Board (HRB) review is required for this kind of change given that dormers on the front elevation may be regarded as a significant change to the architecture of this house.

**Process**

The applicant shall meet the submittal requirements and approval criteria of CDC 25 (Historic District) for a Class II historic design review. Specifically, 25.050(A) and 25.060(A) (1-20).

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver. The application form must be signed by the property owner.

The fee for Historic District review is \$100. **Please note that fees may change after July 1, 2015, with a new Master Fee Schedule.** The CDC is online at <http://westlinnoregon.gov/cdc>.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, the staff will schedule the HRB hearing date and post notice. The HRB will hold the public hearing and either approve, approve with conditions or deny the application. There is a 14-day window to appeal the decision of the HRB to City Council. If no appeal has been received by the close of the appeal period, the HRB decision becomes final and the applicant may move forward with the development of their proposal.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***