

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**November 4, 2020**

**SUBJECT:** Proposed residential remodel to add a second story gable dormer to rear of home and a first story addition on rear of home.

**FILE:** PA-20-11

**ATTENDEES:** Applicant: Denise Hoffner, Natalie Winters (Consultant)  
Staff: Darren Wyss (Planning), Lynn Schroder (Planning)  
Public: None

*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.*

**Project Details**

**Site Address:** 1706 6<sup>th</sup> Avenue  
**Tax Not No.:** 3S 1E 02BA tax lot 2701  
**Site Area:** 5,000 sq. ft.  
**Neighborhood:** Willamette Neighborhood Association  
**Comp. Plan:** Medium Density Residential  
**Zoning:** R-5  
**Zoning Overlays:** Willamette Historic District  
**Applicable CDC Chapters:** Chapter 13: R-5: Single-Family Residential Detached and Attached/Duplex  
Chapter 25: Overlay Zones: Historic District

**Summary**

The proposal is to an eligible/contributing structure located within the National Register listed Willamette Historic District. The applicant proposes to remedy a substandard interior stairway and second floor non-conforming bedrooms through a first story addition and second story gable dormer. Both the addition and dormer would be on the rear of the structure. The home is located on a corner lot, so the addition and dormer will be visible from 14<sup>th</sup> Street and also Knapps Alley from the rear. The proposal also replaces one window on the street-side facade, three windows on the rear facade, and two windows on the interior-side facade. Window replacement shall also be part of any historic design review application and shall match the appearance of original windows as closely as possible, including wood frames and sashes, and matching light patterns.

Please pay particular attention to the following code criteria:  
CDC Chapter 25.060.A(7) – "additions shall be subordinate"  
CDC Chapter 25.060.A(8) – "roof pitch shall be maintained"  
CDD Chapter 25.070.A(1) – "compatibility"  
CDC Chapter 25.070.C(9) – "roof pitch shall be minimum of 6:12"

## Process

For the Class II Historic Design Review, address the submittal requirements found in CDC Chapter 25.050. Include a narrative explaining the proposal in detail and submit responses to the criteria of CDC Chapters 25, particularly sections CDC 25.060 and 25.070. Visual evidence of existing and proposed facades and materials is encouraged. N/A is not an acceptable response to the approval criteria.

Submittal requirements may be waived by the Planning Manager following a request by the applicant. Such a request must identify the specific grounds for the waiver and must be submitted to the Planning Manager (or designee) in letter form (email is acceptable).

A neighborhood meeting is not required per 99.038.

The fee for a Class II Historic Design Review is \$100.

You may access the West Linn Community Development Code (CDC) online at <http://westlinnoregon.gov/cdc>.

Once the application and 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.

Class II Historic Design Review requires approval by the West Linn Historic Review Board (HRB). Once the submittal is declared complete, staff will schedule a public hearing date, send a 14-day public hearing notice, and complete a staff report with a recommendation. There is a 14-day window following the HRB decision to appeal the decision to City Council. If no appeal has been received by the close of the appeal period, the HRB decision is 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. 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. Any changes to the CDC standards may require a different design or submittal.