

- The Chair shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
- The Chair shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
- Discussion of jurisdiction and impartiality of the Board.
- Staff report on the application (including summary of additional correspondence) and initial Board questions for staff.
- Applicant's presentation. (20 minutes)
- Testimony in support of the application. (3 minutes each)
- Testimony in opposition to the application. (3 minutes each)
- Neutral testimony. (3 minutes each)
- Applicant's rebuttal testimony. (10 minutes)
- Questions from the Board to staff, and staff response to testimony.
- Closure of public hearing, no further information from the audience.
- Discussion by Board and decision.
- The Board shall adopt findings employing staff and the City Attorney as necessary in the preparation and adoption of the findings. The Board may, at its discretion, direct the Chair to sign the decision and findings, or it may continue the hearing to consider a draft decision and findings at a subsequent date.



7. For Class II Historic Design Reviews, once a decision is made, a final decision is drafted. The decision becomes final after a 14 day period. During this time, an appeal may be submitted. Appeals to Planning Director decisions will be heard by the Historic Review Board and appeals to Historic Review Board decisions will be heard by the City Council.

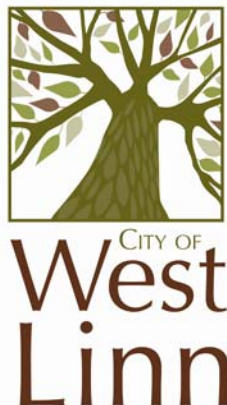


8. After the decision is final, you may begin work on your project. You may apply for any necessary permits before the decision is final, but any work that is completed before the decision is final is done at your own risk. Additional drawings or information may be required for a building permit.

9. Complete your project. Schedule inspections as necessary. If a building permit is required, planning staff will also complete an inspection before your final is issued.

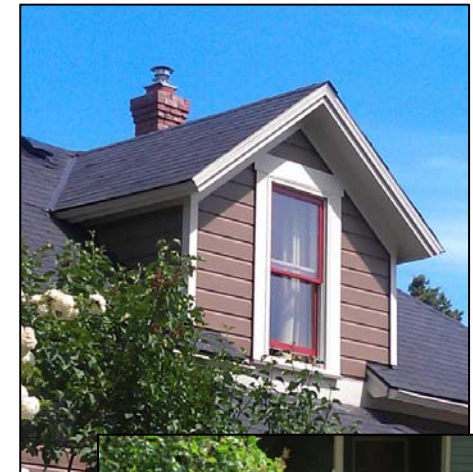
Questions regarding building codes, zoning, variances, commercial plan review, and other concerns should be directed to the Building Department at 503-656-4211.

Questions about historic preservation requirements, historic design review and other cultural resource issues should be directed to Planning Staff at 503-722-5512.



For more information contact the Planning Department at City Hall:
 22500 Salamo Road
 West Linn, OR 97068
 P: (503) 722-5512
 F: (503) 656-4106
 Web: westlinnoregon.gov

Historic Design Review



What is Historic Design Review?

Historic design review is an approval process that certain projects involving historic properties must complete prior to the start of work or getting a building permit. The process is designed to ensure that changes to historic resources retain the historic character and integrity that enabled their historic designation.

Does my project require review by the Historic Review Board?

Many projects with exterior work on properties that are designated as Historic Landmarks or within a Historic District require historic design review. Some work is exempt from historic review. **This is detailed in the City's Community Development Code or you can contact Planning Staff at 503-722-5512.**

What is the process for historic design review?

The following summarizes the historic design review process. Additional information is located in the City's Community Development Code.

1. Determine if historic design review is necessary.

Check the City's Community Development Code (CDC—<http://westlinnoregon.gov/cdc>) or contact Planning Staff at 503-722-5512. Chapter 25 has specific regulations for historic properties and Chapter 99 describes the review process.

2. Submit a Pre-Application Conference form. These are available online (<http://westlinnoregon.gov/planning/pre-application-conference>) or at City Hall. Full plans are not required at this point, but generally a sketch site plan and elevations of the proposal are



needed. The more information is provided, the more guidance staff can provide on the project.

Pre-Application Conferences are held the first and third Thursdays of the month. The form and any additional information



required must be submitted to the Planning and Building Department by 3:30 p.m. two weeks in advance of the desired Pre-Application Conference date.

3. Attend the Pre-Application Conference. At the conference, staff will have prepared draft notes that identify what approval criteria will apply to the project and any changes that may be required to the submitted plans. Staff will send out final notes after the pre-application conference. All Pre-Application Conferences are open to the public. In addition, the forms, submittals, and notes are posted on the City's website.

Pre-Application Conferences are valid for 18 months. If you do not apply for the project within this time period you will need to have another Pre-Application Conference.

4. Submit a Development Review Form. The form is available online (<http://westlinnoregon.gov/planning/development-review-application>) and at City Hall. This form will typically require more information than was needed for the Pre-Application Conference, including a written narrative that addresses the relevant approval criteria for the project from the City's CDC.

There are two types of historic design review, Class I and Class II. The CDC specifies what fits into these categories.

5. Class I Historic Design Review projects are a Planning Director's decision and for significant projects that warrant staff review. They include changes for elements like fences or building material when the proposal is not exempt. Other examples include changes to a façade that are less than 100 square feet, transit shelters, and potentially proposals seeking compliance with the ADA. The respective Neighborhood Association and property owners within 100 feet of the subject property will be notified of the application through mail. The notice will include staff's contact information and a link to the

submittal on the City's web page. There will be 14 days before the decision is final to allow for the public to provide comments or appeal the decision. Any appeals must be filed before the decision is final. Public comment is encouraged and may influence the decision.

Class II Historic Design Review will require a public hearing before the City's Historic Review Board (HRB). The HRB typically meets once a month on the 3rd Tuesday at 7 p.m. in the Council Chambers at City Hall. Property owners within **500 feet** of the subject property will be notified of the application and hearing date through mail. A sign will also be posted on the site. The notice will include staff's contact information and a link to the submittal on the City's web page. In addition, it will include information on the public hearing before the HRB. There is the opportunity for public comment during the public hearing. Public comment is encouraged and may influence the decision.

Once you submit a Development Review Form, staff has 30 days review the submitted information to determine if it is complete. Applications are often incomplete. If an application is incomplete, staff will notify you and you have 180 days to make the application complete. Once an application is determined to be complete, the application must be reviewed by the Planning Director or Historic Review Board and any local level appeals must be held within 120 days.

Typically, the process takes less time than this, but large or complex projects may take the full time permitted. If necessary, an applicant may grant an extension to the 120 day period.

6. Class II Historic Design Review projects will require a public hearing. **If a public hearing is required, it's recommended that applicants attend the hearing.** Conduct of quasi-judicial hearings shall conform to the requirements of ORS 197.763 and the CDC including, but not limited to the following:

