



**STAFF REPORT  
FOR THE HISTORIC REVIEW BOARD**

**FILE NUMBER:** DR-20-04

**HEARING DATE:** June 16, 2020

**REQUEST:** Class II Historic Design Review – The proposal is to replace 13 windows and siding on the south elevation of the church at 1683 Willamette Falls Drive.

**APPROVAL CRITERIA:** Community Development Code Chapter 19, General Commercial Zoning  
Community Development Code Chapter 25, Historic Resources  
Community Development Code Chapter 58, Willamette Falls Drive Commercial Design District  
Community Development Code Chapter 99, Quasi-Judicial Decision Making

**STAFF REPORT PREPARED BY:** Darren Wyss, Associate Planner *DSW*

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## GENERAL INFORMATION

### APPLICANT/ OWNER:

Willamette United Methodist Church  
1683 Willamette Falls Drive  
West Linn, OR 97068

### SITE LOCATION:

1683 Willamette Falls Drive

### LEGAL DESCRIPTION:

Clackamas County Assessor's Map 3-1E-02BC, Tax Lot 100

### SITE SIZE:

10,000 square feet

### ZONING:

GC, General Commercial

### COMP PLAN DESIGNATION:

Commercial

### APPROVAL CRITERIA:

Community Development Code (CDC) Chapter 19: General Commercial; Chapter 25: Overlay Zones – Historic District; Chapter 58: Willamette Falls Drive Commercial Design District; Chapter 99: Procedures for Decision Making: Quasi-Judicial.

### 120-DAY PERIOD:

This application became complete on June 1, 2020. The 120-day maximum application processing period ends on September 29, 2020.

### PUBLIC NOTICE:

Public notice was mailed to property owners within 300 feet of the subject property and to all neighborhood associations on June 2, 2020. The property was posted with a sign on June 3, 2020. The notice was posted on the City's website on June 2, 2020. Therefore, public notice requirements of CDC 99 have been met.

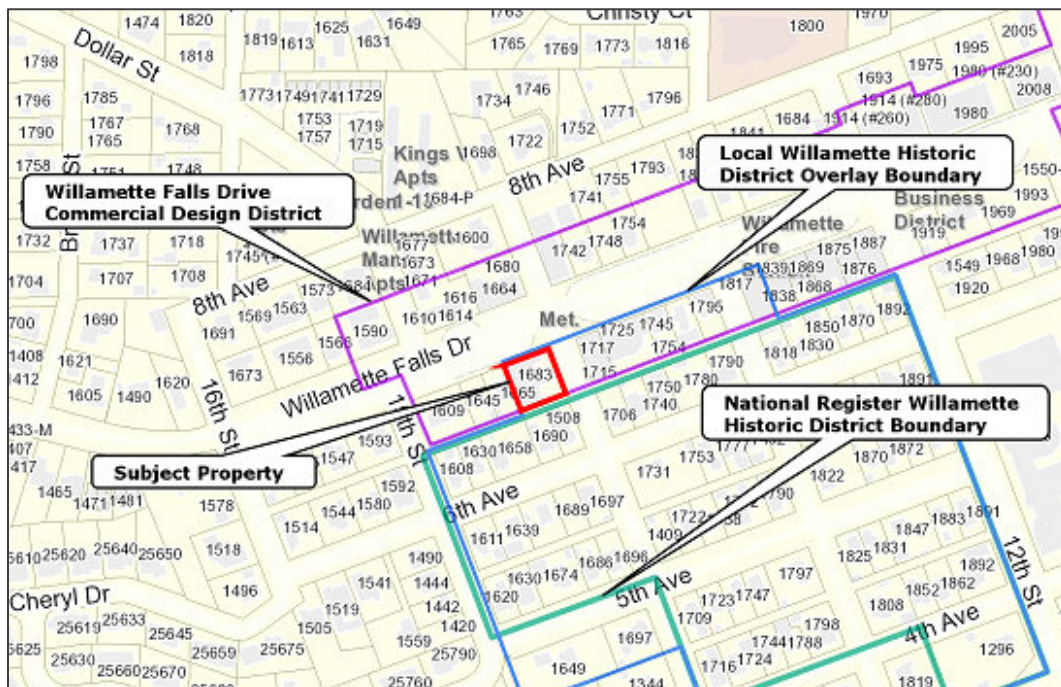
## EXECUTIVE SUMMARY

The subject property is located in both the Local Willamette Historic District and Willamette Falls Drive Commercial Design District. The property is not located within the National Register Historic District boundary. The building is a not eligible/non-contributing historic church located in the Willamette neighborhood on the southwest corner of Willamette Falls Drive and 14<sup>th</sup> Street. Primary construction was completed in 1908 with Gothic Revival architectural style. A number of alterations have been made to the structure over the years, including a one-and-a-half story south addition and modification of the bell tower, an entry addition to replace the front entry stairs and relocation of the church bell to a detached structure, a shed constructed around the base of the detached bell tower, and an addition on the east side of the church adjacent to 14<sup>th</sup> Street.

The applicant is proposing to replace 13 double-hung wood windows (six-over-one lights on second story, one-over-one lights on first story) with one-over-one vinyl-clad wood single-hung windows. The applicant is also proposing to replace existing wood siding with composite board siding to match the aesthetic appearance of the wood. All proposed work will be on south elevation of the one-and-a-half story addition.

## BACKGROUND

The subject property is 1683 Willamette Falls Drive and located in the Local Willamette Historic District and Willamette Falls Drive Commercial Design District. The property is not located within the National Register Historic District boundary. The property is in the Willamette neighborhood at the southwest corner of Willamette Falls Drive and 14<sup>th</sup> Street.



Site Conditions: The property currently contains a not eligible, non-contributing historic church, originally constructed c. 1908 in the Gothic Revival style. The church has had a number of alterations made to the structure over the years, including a one-and-a-half story south addition and modification of the bell tower, an entry addition to replace the front entry stairs and relocation of the church bell to a detached structure, a shed constructed around the base of the detached bell tower, and an addition on the east side of the church adjacent to 14<sup>th</sup> Street. The property's Historic Site Record is attached as Exhibit HRB-2.



Original Construction



Current East Elevation



One-and-One-Half Story South Addition

Project Description: The proposal is to replace 13 double-hung wood windows with one-over-one vinyl-clad wood single-hung windows. The existing six windows on the second story have six-over-one lights, while the seven first story windows have one-over-one lights. The applicant is also proposing to replace existing wood siding with composite board siding to match the aesthetic appearance of the wood. All proposed work will be on south elevation of the one-and-a-half story addition.





Surrounding Land Use: The adjacent property to the west and the property across 14<sup>th</sup> Street are zoned General Commercial. The properties across Knapps Alley to the south are zoned R-5, Single-Family Residential Detached and Attached/Duplex and within the National Register Willamette Historic District.

Public comments. As of the publication of this staff report, staff has not received any comments from the public.

### **ANALYSIS**

Community Development Chapter 25 supersedes any conflicting standards or criteria elsewhere in the code. Staff has found the proposal is consistent with the applicable clear and objective standards and criteria, but requires the Historic Review Board to use discretion in approving the application as presented with alternate materials and window light patterns.

### **RECOMMENDATION**

**Staff recommends approval of the application to replace windows and siding on the south side of the addition, subject to the Historic Review Board’s approval of the type and design of materials to be used. Subject to approval, the following conditions should be adopted:**

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

**APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS  
DR-20-03**

*CHAPTER 19, GENERAL COMMERCIAL, GC*

*19.030 PERMITTED USES*

*(...)*

*30. Religious institutions within the commercial districts along Highway 43, Salamo Road, or Blankenship Road.*

*19.060 CONDITIONAL USES*

*(...)*

*22. Religious institutions not listed as permitted uses in CDC 19.030.*

**Staff Finding 1: The use of the property as a church dates to 1908. The City has no record of zoning rules in 1908, so the assumption has to be it was permitted. Under current code, a church is a conditional use, but only requires review under Chapter 60: Conditional Uses, if being enlarged or the use is being altered. Neither apply to this proposal. The criteria are met.**

*CHAPTER 25, HISTORIC RESOURCES*

*25.020 USE OF THIS CHAPTER*

*A. Applicability. This chapter shall apply to all properties designated as historic resources as shown on the City's zoning map and properties listed on the National Register. Specific sections apply as noted in subsections B and C of this section.*

*B. Hierarchy of regulation. The provisions of this chapter shall supersede any conflicting standards or criteria elsewhere in the CDC. The underlying zoning provisions for the applicable zone still apply.*

*(...)*

*C. Applicability of historic design standards.*

*(...)*

**Staff Finding 2: The subject property is located in the Local Willamette Historic District Overlay as shown on the City's zoning map. The regulations of Chapter 25 supersede conflicting regulations in Chapter 58, as the property is also located in the Willamette Falls Drive Commercial Design District. The applicable standards for the proposal are found in CDC 25.060(A) and 25.070(A & C). Please see Staff Findings xx to xx. The criteria are met.**

*25.030 PERMITTED USES*

*Unless otherwise provided for in this chapter, uses permitted by the base zoning district that are in accordance with the CDC are allowed on sites containing historic resources.*

**Staff Finding 3: The proposal is to replace windows and siding on an existing church. The subject property is zoned General Commercial and religious institutions are allowed conditionally. See Staff Finding 1. The criteria are met.**



#### 25.040 HISTORIC DESIGN REVIEW PROCESSES

*Proposed changes to historic resources that are not exempted by subsection A of this section...are subject to subsection B of this section, Class I historic design review, or subsection C of this section, Class II historic design review...The processes for conducting Class I and Class II historic design review are in Chapter 99 CDC.*

##### *B. Class I historic design review.*

*(...)*

*2. Facade alteration. Alteration of a facade when 100 square feet or less of the structure's facade is being altered;*

*3. (...)*

*C. Class II historic design review. All proposed new construction, alterations, and additions, not identified as exempt under subsection A of this section, or subject to Class I historic design review under subsection B of this section, are subject to Class II historic design review and must meet the applicable approval standards.*

**Staff Finding 4: The applicant has proposed replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. The applicant has also proposed replacing existing wood siding with new composite siding. Neither the replacement windows meet the consistency standard for exemption, nor the replacement siding meets the matching building material standard for exemption. The area of alteration is greater than 100 square feet and requires a Class II Historic Design Review, which is scheduled for June 16, 2020. The process criteria are met.**

#### 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 5: The applicant has proposed replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. The applicant has also proposed replacing existing wood siding with new composite siding. No structural stylistic features are proposed for alteration. 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 6: The applicant has proposed an alteration for replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. The applicant has also proposed replacing existing wood siding with new composite siding. The applicant is seeking approval to replace rather than repair deteriorated materials. Subject to Historic Review Board approval of the replacement materials, which match the original materials to the extent possible, 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.*
- 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.*
- 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.*
- 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.*

**Staff Finding 7: The applicant has proposed replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. The applicant has also proposed replacing existing wood siding with new composite siding. Subject to Historic Review Board approval of the replacement materials, the criteria are met.**

- 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 8: The applicant proposal does not include a building addition, nor a change in building height, roof pitch, or roof materials. The criteria do not apply.**

- 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.*

- 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.*

**Staff Finding 9: The applicant has proposed replacing existing wood siding with new composite siding. The applicant has provided photographs of the existing and replacement siding to demonstrate being in character with the texture and finish of the original material. Subject to Historic Review Board approval of the replacement materials, the criteria are met.**

- 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.*

**Staff Finding 10: The applicant proposes no changes to gutters or downspouts. The criteria do not apply.**

- 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.*

**Staff Finding 11: The applicant has proposed replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. Existing sills will be refurbished. Trim will be reused or replaced in kind. Subject to Historic Review Board approval that the replacement windows are consistent with the original historic appearance, the criteria are met.**

- 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.*
- B. Standards for accessory structures. The following standards apply to accessory structures on properties designated as historic resources in addition to the regulations in Chapter 34 CDC:  
(...)*

**Staff Finding 12: The proposal does not include alterations or additions to doors, porches, decks, foundations, lighting, or accessory structures. The criteria do not apply.**

*25.070 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC DISTRICTS*

*This section provides additional standards that are applicable to properties within a historic district.*

*A. Standards for alterations and additions.*

1. *Compatibility with nearby context. Alterations and additions shall be:*
  - a. *Compatible in scale and mass to adjacent properties; and*
  - b. *Constructed such that they maintain the privacy of the residents of adjacent properties through window placement, orientation or landscaping.*
2. *Not in period buildings. Alterations to compatible, not in period buildings shall follow all applicable standards of this chapter to avoid creating a false sense of history.*
3. *Not in period noncompatible buildings. Alterations to not in period, noncompatible buildings shall be consistent with applicable standards in CDC 25.060 and 25.070. Such buildings do not contribute to the historic value of the district and are not subject to standards pertaining to siding, windows, and other materials listed in CDC 25.060(A); however, such buildings shall not be so stylistically different from adjacent buildings that they detract from the district's historic character.*

**Staff Finding 13: The City's historic site inventory lists the church building as not eligible/non-contributing due to the alterations and additions over the years. The applicant has proposed an alteration for replacement of 13 existing double-hung wood windows with vinyl-clad wood single-hung windows. Six of the new windows have a different light pattern. The applicant has also proposed replacing existing wood siding with new composite siding. The applicant is seeking approval to replace rather than repair deteriorated materials. Subject to Historic Review Board approval that the replacement materials do not detract from the district's historic character, the criteria are met.**

*B. Standards for new construction. The standards in this section apply only to new construction in a historic district beyond alterations and additions, including new accessory structures. These standards*

shall apply in addition to any other applicable standards (see the Standards Applicability Matrix in CDC 25.020).

**Staff Finding 14: The applicant is not proposing new construction. The criteria do not apply.**

*C. Willamette Historic District general design standards. This subsection applies only to alterations and additions, new construction, and accessory structure construction of residential and historically residential properties in the Willamette Historic District. Other buildings are subject to the requirements in Chapter 58 CDC. Dimensional and other requirements of the underlying zone, as applicable, shall apply.*

1. *Front yard setback.  
(...)*
2. *Side yard setback.  
(...)*
3. *Side street setback.  
(...)*
4. *Rear yard setback.  
(...)*
5. *Orientation. New home construction on corner lots shall be oriented the same direction as the majority of homes on the street with the longest block frontage.*
6. *New lot configuration. In addition to other requirements of the CDC, all new lots in the historic district shall be perpendicular to the street and extend directly from the lot line along the street to the opposite lot line. The primary structure and any other contributing structures on the original property shall not be located on separate lots.*
7. *Building height.  
(...)*
8. *Building shapes and sizes. No building shall exceed 35 feet in overall width. Front facade gables shall not exceed 28 feet in overall width.*
9. *Roof pitch. Roofs shall have a pitch of at least 6:12.*
10. *Garage access and parking areas.  
(...)*

**Staff Finding 15: The applicant is not proposing changes to setbacks, building orientation, lot configuration, roof pitch, garage access, parking areas, nor building height, shape or size. The criteria do not apply.**

**CHAPTER 58, WILLAMETTE FALLS DRIVE COMMERCIAL DESIGN DISTRICT  
58.090 STANDARDS**

*A. Standards are needed to provide a clear and objective list of design elements that are needed to bring new construction and remodels into conformance with 1880 – 1915 architecture. Buildings of the period saw relatively few deviations in design. Consequently, the Historic Review Board will require conformance with the standards. Deviations or deletions from the standards are addressed in the variance procedure of this chapter.*

**Staff Finding 16: The applicant is requesting a variance from CDC 58.090.C(10) for replacement of existing wood siding with new horizontal 1 inch by 8 inch composite siding.**

- B. The use of neo-designs or simply contextual designs which only attempt to capture the basic or generalized elements such as building line, massing and form, etc., is not acceptable.*
- C. The following standards shall apply to new construction and remodels.*
  - 1. Dimensional standards.*
    - a. Front: zero-foot setback. Building may not be set back from the property line unless it is consistent with predominant building line.*
    - b. Side and side street: zero-foot setback. Building may not be set back from the side property line except for side passageway, accessway, or stairway unless fire codes dictate otherwise. The setback shall not exceed six feet. The setback should be consistent with the rhythm of adjacent structures, or at least not deleterious to it.*
    - c. Rear: 20-foot setback. Setbacks between zero and 20 feet are permitted only if the applicant can demonstrate that he can successfully mitigate any impacts associated with the building in current and future uses as they would relate to abutting residential and other properties.*
    - d. Lot coverage: up to 100 percent of lot may be developed depending upon ability to mitigate impacts upon abutting residential and other uses.*
  - 2. Minimum landscaping required. Sites in this district are exempt from landscaping requirements as identified in Chapter 54 CDC, Landscaping, with the exception of parking areas.*
  - 3. Building height limitations. Maximum building height shall be 35 feet (as measured by this code), and two stories. False fronts shall be considered as the peak of the building if it exceeds the gable roof ridgeline.*
  - 4. External ground level or first story minimum height. Ten feet to allow transoms.*
  - 5. Roof form. Flat or pitched roofs. Pitched roof ridgeline shall run from the front of the building to the back.*
  - 6. Building form, scale and depth. Building shall emphasize the vertical through narrow, tall windows (especially on second floor), vertical awning supports, engaged columns, and exaggerated facades creating a height-to-width ratio of 1.5:1. Building depth shall be flat, only relieved by awning and cornice projections and the indented doorway.*
  - 7. Spacing and rhythm. Buildings shall follow a regular rhythm. Strong vertical breaks or lines should be regularly spaced every 25 to 50 feet.*
  - 8. Facades. No gables, hipped, or pitched roofs shall be exposed to the street at the front. The "Western false front" shall be the preferred style although variations shall be allowed.*
  - 9. Cornice. Cornices shall be broad and may include regularly spaced supporting brackets. A cornice is not required, but preferred.*

**Staff Finding 17: The applicant is not proposing changes to setbacks, landscaping, architectural design, roof pitch or form, nor building height, shape or size. The criteria do not apply.**

- 10. Building materials and orientation. Wood shall be the principal building material. Horizontal wood siding in one-inch by eight-inch dimensions shall be used for siding. Brick and certain concrete configurations are permitted only by a variance under CDC 58.090.*

**Staff Finding 18: The applicant has proposed replacing existing wood siding with new horizontal 1 inch by 8 inch composite siding. The applicant has provided photographs of the existing and replacement siding to demonstrate being in character with the texture and finish of the original material. Subject to Historic Review Board approval of the variance request, the criteria are met.**

11. *Awnings. All buildings shall have awnings extending out from building face. Awnings are preferred for micro-climate benefits. Ideally, the building will have both transom and awnings, although transoms are not required.*

(...)

12. *Extruded roofs. As a substitute for an awning, extruded roofs have a 10- to 40-degree pitch and extend one to two feet from the building face just above the transom windows where the first and second stories meet. The roof runs along the entire building frontage. Standard roofing materials are used. Transoms are required with extruded roofs.*

13. *Doors and entryways. The entryway shall be centered in the middle of the building at grade. The buildings on street corners may position their doors on the corner at an angle as depicted in the illustration. The doors may be single or double doors. The doors shall be recessed three to five feet back from the building line. Doors shall have glazing in the upper two-thirds to half of the door. Panels should decorate the lower portions. The entryway shall have windows all the way around at the same level as the other display windows. Wood doors are preferable although alternatives with a dark matte finish may be acceptable.*

**Staff Finding 19: The applicant is not proposing alterations to or new awnings, extruded roofs, nor changes to doors or entryways. The criteria do not apply.**

14. *Glazing. Clear glass only. No mirrored or tinted glass. No films applied to glass. Lettering on glass is permitted (see subsection (C)(25)(b) of this section).*

**Staff Finding 20: The applicant has proposed replacing 13 existing, clear glass windows with new clear glass windows. The criteria are met.**

15. *Display or pedestrian level windows. Shall extend across at least 80 percent of building front. The windows shall start one and one-half to two and one-half feet above grade to a height of seven to eight feet, and shall be level with the top of the height of the adjacent entryway area, excluding transom. A single sheet of glass is not permitted. The window shall be broken up into numerous sections, also known as lights. From 1880 onwards, the number of lights was generally no more than six in a pedestrian-level window. The frames may be wood or vinyl-clad wood, or other materials so long as a matte finish is possible.*

**Staff Finding 21: The applicant is not proposing alterations to the front facade of the building. The criteria do not apply.**

16. *Second floor and other windows. Double- and single-hung windows proportionately spaced and centered should be used. Smaller square shaped windows may be permitted (one and one-half feet to*

two feet per side). A typical window should have a 3:1 height to width ratio for the glass area. There should be a minimum of two lights: "one over one" of equal size. "Two over one" or "four over one" is appropriate.

**Staff Finding 22: The applicant is proposing to replace 13 double-hung wood windows (six-over-one lights on second story, one-over-one lights on first story) with one-over-one vinyl-clad wood single-hung windows. The replacement windows will maintain the existing height to width ration. The criteria are met.**

17. *Wainscotting. Wainscotting shall be consistent with primary material of the building, typically wood.*

18. *Shutters. Shutters are not allowed.*

19. *Balconies. No balconies are permitted except on rear of building.*

20. *Exterior stairs. Simple stairs are permitted on the rear or side of the building only.*

21. *Roof mounted mechanical equipment. Equipment shall be screened from view on all sides by normal and consistent architectural features of the building. CDC 55.100(D), Privacy and noise, shall apply.*

22. *Air conditioning. No window types on avenue or street side are permitted. Window-mounted air conditioners are not allowed at rear where abutting residential.*

23. *Exterior lighting fixtures. Any lighting fixtures that can be traced to 1880 – 1915 period are permitted. Simple modern fixtures that are screened and/or do not attract attention are acceptable. Overly ornate fixtures of the Victorian era are to be discouraged.*

24. *Transoms. Transom windows are required with extruded roofs and optional with awnings. Transom windows shall cover the front of the building above, but not beyond, the main display windows and the entryway area. Transoms should be broken up into sections every six inches to three feet in a consistent and equal pattern. Height should not exceed three feet. Transoms may or may not open. False ceilings are allowed behind the transoms.*

25. *Planters. No planters are allowed.*

**Staff Finding 23: The applicant is not proposing changes to wainscotting, shutters, balconies, exterior stairs, mechanical equipment, window air conditioners, exterior lighting, transoms, or planters. The criteria do not apply.**

26. *Paint colors. Body color typically included white, cream, or a light, warm color of low intensity. Accents, trims, windows, etc., should be dark-colored. Contrasting colors should be compatible. Existing colors shall not enjoy protected status when repainting is proposed. A palette or color wheel of acceptable 1880 – 1915 period colors shall be the basis for color selection. No other colors are allowed. The palette is available at the Community Development Department.*

**Staff Finding 24: The applicant proposes to paint the exterior to match existing adjacent finishes, which includes white as the body color and black as the second story window trim. The criteria are met.**

27. *Ornamental or advertising flags, pennants, or banners. Not permitted on buildings.*



**Staff Finding 25:** The applicant is not proposing any ornamental or advertising flags, pennants, or banners. The criteria do not apply.

*28. New materials. Permitted where it is demonstrated that new material visually replicates originally required material, except siding, which must be wood.*

**Staff Finding 26:** The applicant has requested a variance to allow replacing existing wood siding with new horizontal 1 inch by 8 inch composite siding. The applicant has provided photographs of the existing and replacement siding to demonstrate the new materials visually replicate the original wood material. Subject to Historic Review Board approval of the variance request, the criteria are met.

#### *58.100 VARIANCE PROCEDURES*

*In those circumstances where a design proposal cannot meet the standards, or proposes an alternative to the standard, the Historic Review Board may grant a variance in those cases where one of the following criteria is met:*

- A. The applicant can demonstrate by review of historical records or photographs that the alternative is correct and appropriate to architecture in the region, and especially West Linn, in 1880 – 1915.*
- B. The applicant is incorporating exceptional 1880 – 1915 architecture into the building which overcompensates for an omission. The emphasis is upon superior design, detail, or workmanship.*

**Staff Finding 27:** The applicant has requested a variance to allow replacing existing wood siding with new horizontal 1 inch by 8 inch composite siding. The applicant has provided photographs of the existing and replacement siding to demonstrate the new materials visually replicate the original wood material. Subject to Historic Review Board approval of the variance request, the criteria are met.

# EXHIBIT HRB-1 APPLICANT SUBMITTAL

### DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <b>Wyss</b>	PROJECT No(s). <b>DR-20-03</b>	
NON-REFUNDABLE FEE(S) <b>\$ 250</b>	REFUNDABLE DEPOSIT(S)	TOTAL <b>waived</b>

**Type of Review (Please check all that apply):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Annexation (ANX)                      | <input checked="" type="checkbox"/> Historic Review                       | <input type="checkbox"/> Subdivision (SUB)                               |
| <input type="checkbox"/> Appeal and Review (AP) *              | <input type="checkbox"/> Legislative Plan or Change                       | <input type="checkbox"/> Temporary Uses *                                |
| <input type="checkbox"/> Conditional Use (CUP)                 | <input type="checkbox"/> Lot Line Adjustment (LLA) **/**                  | <input type="checkbox"/> Time Extension *                                |
| <input type="checkbox"/> Design Review (DR)                    | <input type="checkbox"/> Minor Partition (MIP) (Preliminary Plat or Plan) | <input type="checkbox"/> Variance (VAR)                                  |
| <input type="checkbox"/> Easement Vacation                     | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures           | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities    | <input type="checkbox"/> Planned Unit Development (PUD)                   | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)    |
| <input type="checkbox"/> Final Plat or Plan (FP)               | <input type="checkbox"/> Pre-Application Conference (PA) **/**            | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)      |
| <input type="checkbox"/> Flood Management Area                 | <input type="checkbox"/> Street Vacation                                  | <input type="checkbox"/> Zone Change                                     |
| <input type="checkbox"/> Hillside Protection & Erosion Control |   |  |

Home Occupation, Pre-Application, Sidewalk Use, Sign Review Permit, and Temporary Sign Permit applications require different or additional application forms, available on the City website or at City Hall.

<b>Site Location/Address:</b> Willamette United Methodist Church 1683 Willamette Falls Drive, West Linn OR 97068	<b>Assessor's Map No.:</b> 31E02BC00100 <b>Tax Lot(s):</b> 31E02BC00100 <b>Total Land Area:</b>
--	---

**Brief Description of Proposal:**  
see attached "South Elevator Siding Replacement"

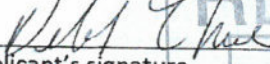
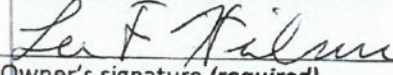
<b>Applicant Name:</b> (please print) <b>Willamette United Methodist Church</b>	<b>Phone:</b> 931-255-9032
<b>Address:</b> 1683 Willamette Falls Dr., West Linn, OR 97068	<b>Email:</b> deborah.neel@gmail.com
<b>City State Zip:</b>	

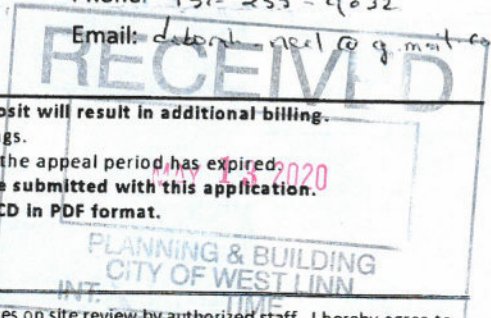
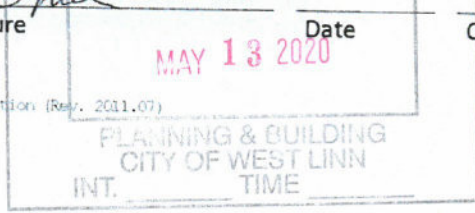
<b>Owner Name:</b> (please print) <b>Willamette United Methodist Church</b>	<b>Phone:</b>
<b>Address:</b> 1683 Willamette Falls Dr.	<b>Email:</b>
<b>City State Zip:</b> West Linn, OR 97068	

<b>Consultant Name:</b> (please print) <b>Deborah Neel</b>	<b>Phone:</b> 931-255-9032
<b>Address:</b> 5023 Territorial Dr.	<b>Email:</b> deborah.neel@g.mut.com
<b>City State Zip:</b> West Linn, OR 97068	

- All application fees are non-refundable (excluding deposit). Any overruns to deposit will result in additional billing.
  - The owner/applicant or their representative should be present at all public hearings.
  - A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
  - Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format. If large sets of plans are required in application please submit only two sets.
- \* No CD required / \*\* Only one hard-copy set needed

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Community Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

	<b>Applicant's signature</b>	<b>Date</b>		<b>Owner's signature (required)</b>	<b>Date</b>
				Head of Trustee.	3-10-2020



To the City of West Linn, Planning & Development

Re: Willamette United Methodist Church located at 1683 Willamette Falls Drive

We are requesting historic review of the first phase of exterior renovations. The project includes the eastern section of a 43'x12' 8" two story frame structure that was added to the church sometime between 1930-1958. Referred to as the "Southeast Elevation Siding Replacement", the work consists of removal of wood siding and windows, replacement of siding with Composite Board of similar profile and dimension, replacement of thirteen double hung wood windows and frames with Milgard Series XXX single hung, one over one window units. Existing sills will be refurbished. Trim including corner boards will be reused or replaced in kind. Exterior shall be painted to match existing adjacent finishes.

Interior work shall include patching and limited repair at window openings to accommodate the new windows.

The project will replace severely deteriorated exterior finishes to the wall running north-south along the alley. While this elevation is not visible from the main front of the church, it does face the historic residential district across the alley.

A variance will be required to permit use of composite material siding (Hardie Board).

Per Section 25.060, the original construction will be restored as much as possible. There are few if any stylistic features to be preserved. The windows were unique to this addition and are not sized like any other windows. The profile and proportion of the parts are selected to be a close match to the existing wood frame windows, with the exception of the upper lights at the second story that are not divided.

Per Section 58.090, standards are adhered to with exception of the siding material and the window replacements.

Per Section 58.100, the applicant is requesting a variance under paragraph A. this will include the materials for the siding and for the windows.

This project has been bid and awarded and is ready to start, pending approval by the Historic Review Board.

**From:** [Neel, Deborah L](#)  
**To:** [Wyss, Darren](#)  
**Cc:** [Chris Heilman](#)  
**Subject:** WUMC and HRB  
**Date:** Tuesday, May 26, 2020 4:34:21 PM

---

**CAUTION:** This email originated from an External source. Do not click links, open attachments, or follow instructions from this sender unless you recognize the sender and know the content is safe. If you are unsure, please contact the Help Desk immediately for further assistance.

It is my understanding that the church building does not fall under eligible or contributing to historic significance. In other words we are not compatible nor included in the review by the HRB for our exterior repair projects. However, we are happy to answer some of your questions as follows:

- 13 windows are unique to the church and are only found on the alley side of the church addition on the lower and upper levels. Only the upper level windows have divided lights. Replacement windows will not have true divided lights and snap in mullions are not acceptable for many reasons.
- the new windows are vinyl clad wood, single hung
- all siding is to be replaced with composite board which will have a longer life cycle and hold paint better. See the plans for extent of work. It is only the two story addition that is included in this phase.

Deborah Neel, Architect, Project Manager, COR  
Project Execution Branch, Infrastructure Management Division  
US Fish and Wildlife Service Legacy Regions 1, 7 & 8  
Office: 503-231-2047  
Cell: 971-282-2237

# Willamette United Methodist Church

West Linn, Oregon

A presentation of pictures and sketches from 1908 to the Present

# 1908 to 1930



The original structure in 1908 was added to and raised a half story in 1921. The bell tower was modified then.

1958 to 1963



DR-20-09 The front exterior stair was replaced by the entry addition and the bell was relocated to a steel tower. June 16, 2020



# 1995 to 2002

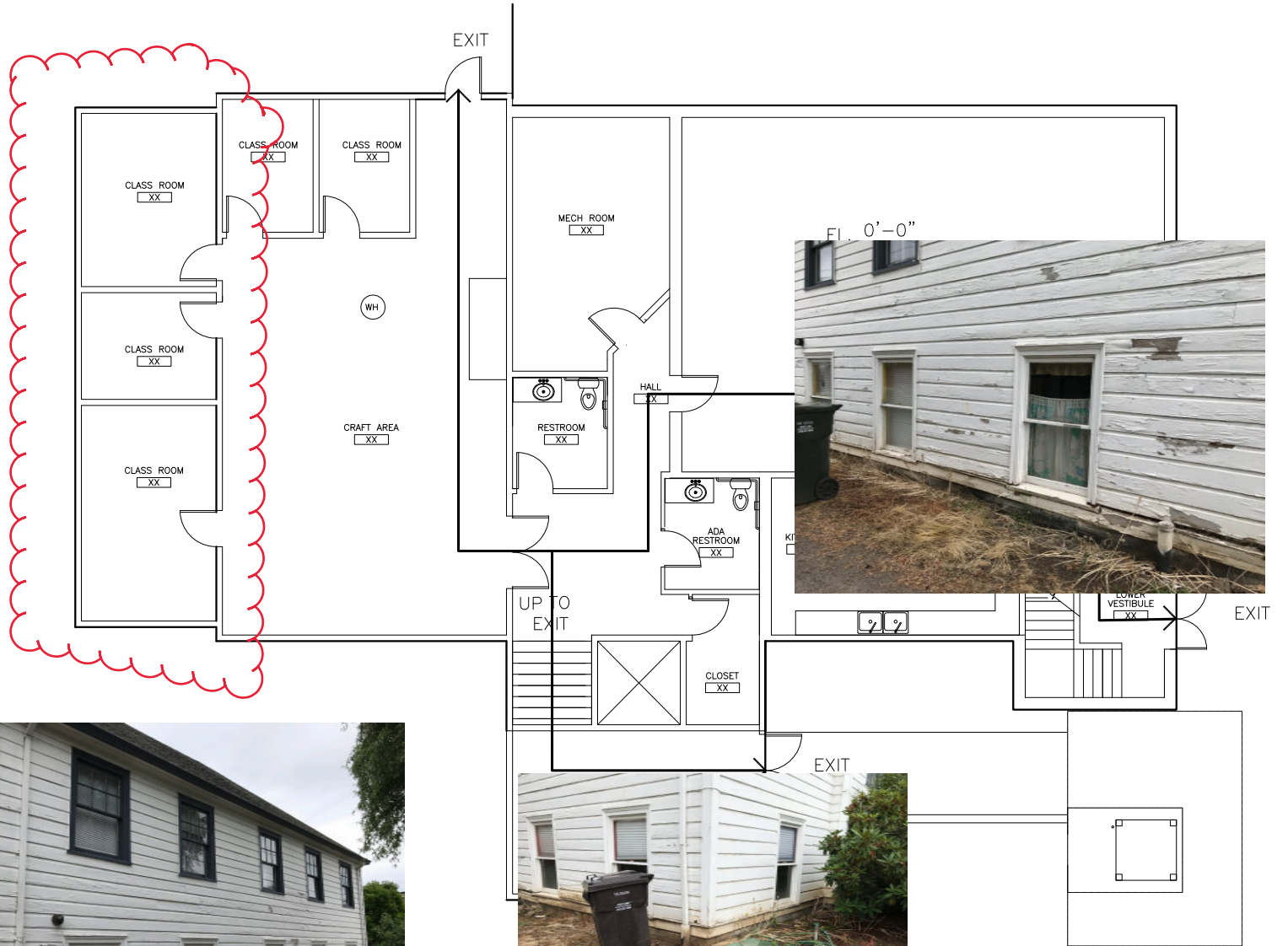


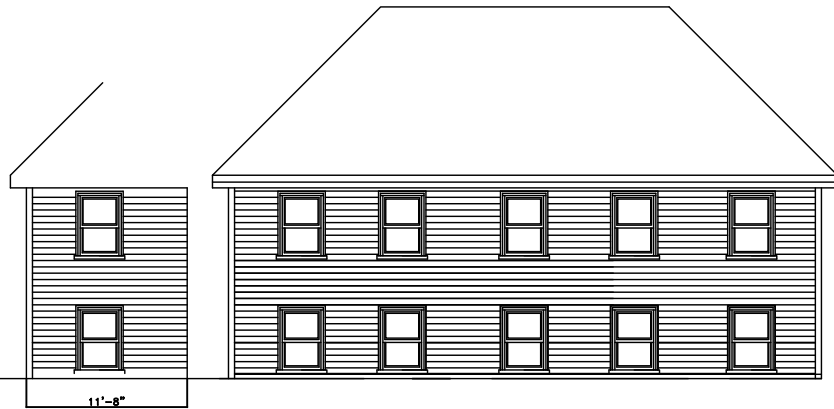
The construction of the shed surrounding the bell tower structure has not been dated –no documentation.

# 1997 to 2009 North Addition



DR-2003 In 1997 the design for the North Addition was accepted with conditions by the Historic Review Board. June 16, 2020



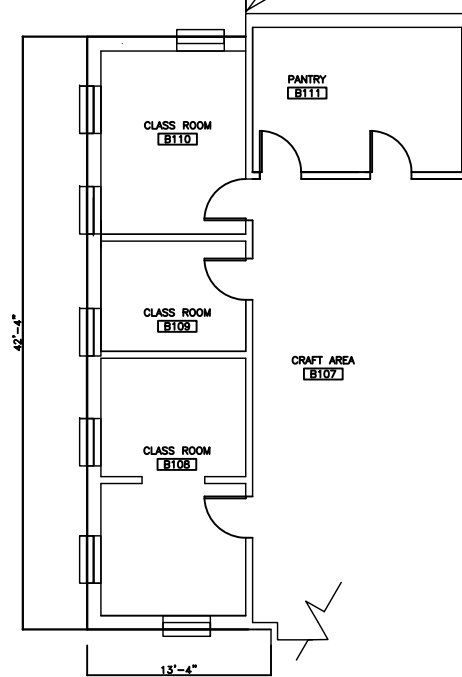


SOUTH  
NORTH (SIM)

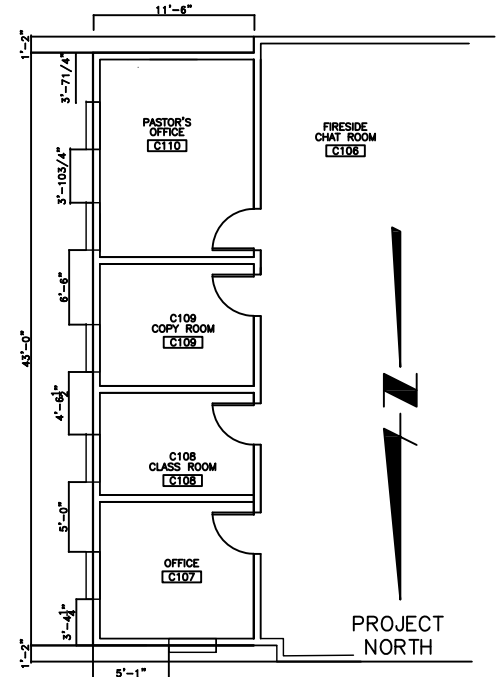
ELEVATION  
EAST (TYP)

# WILLAMETTE UNITED METHODIST CHURCH FACADE UPGRADES

CONTINUE RENOVATION WORK TO OUTSIDE  
CORNERS.



LOWER  
LEVEL



UPPER  
LEVEL

REMOVE WOOD SIDING AND WINDOWS FROM REAR  
ADDITION AND TURN OVER TO WUMC REPS.  
REPAIR AND REPLACE WITH MATCHING MATERIALS  
ALL EXTERIOR SIDING, TRIM, WINDOWS. REUSE &  
REPAIR EX. WINDOW SILLS, IF POSSIBLE.

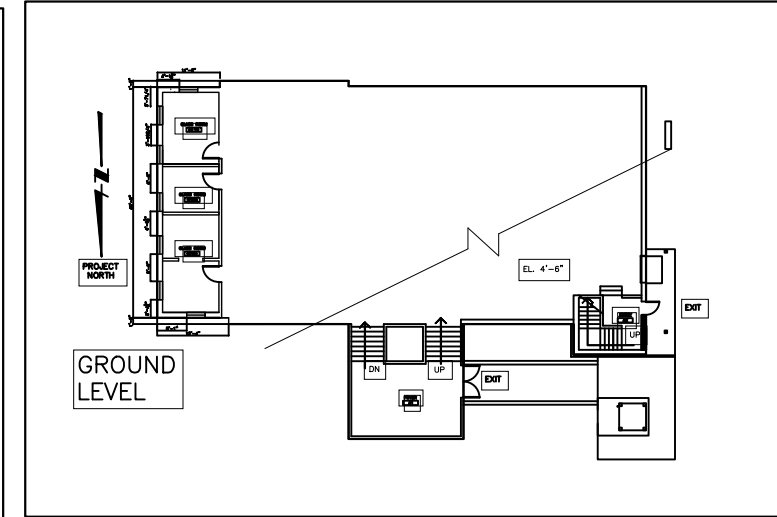
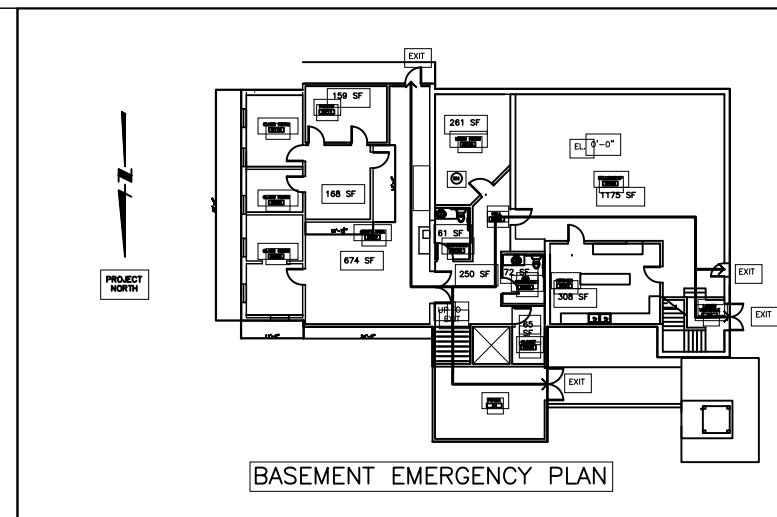
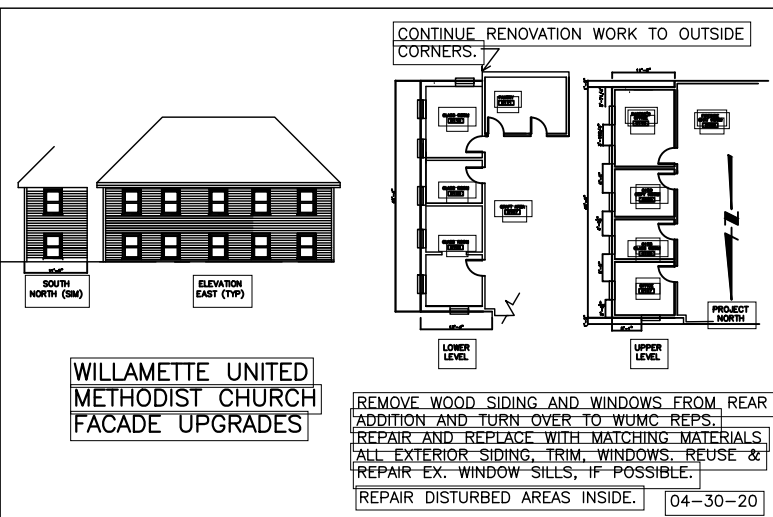
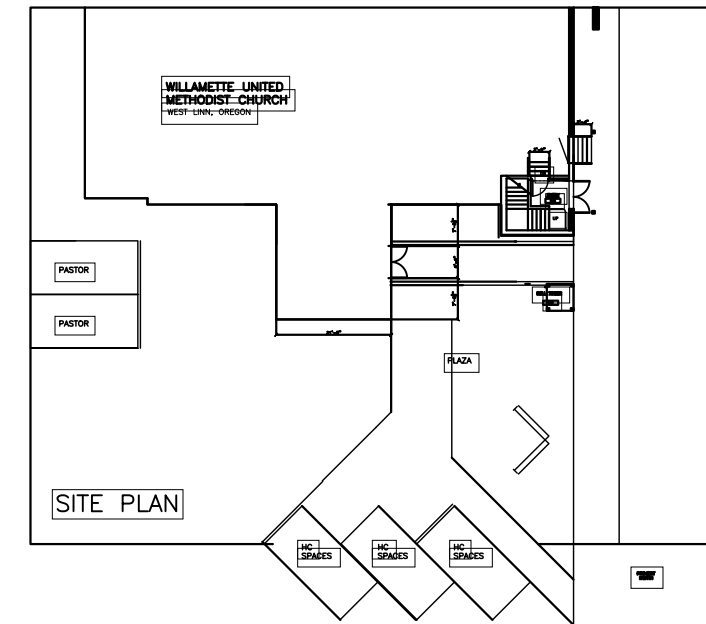
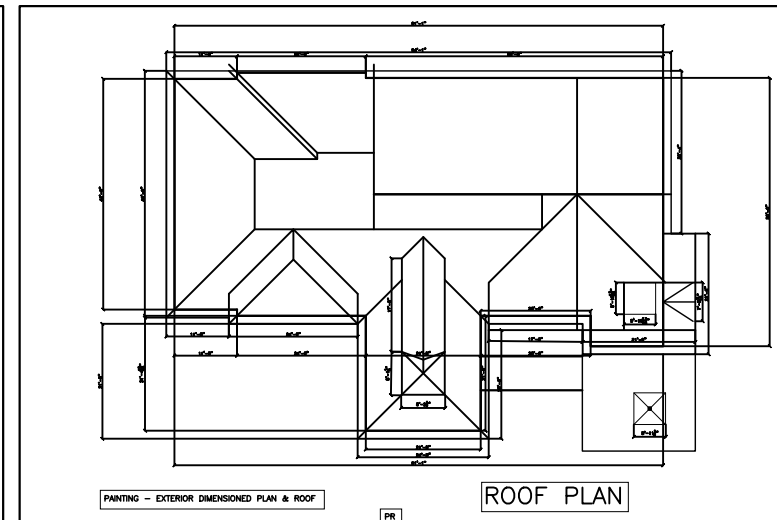
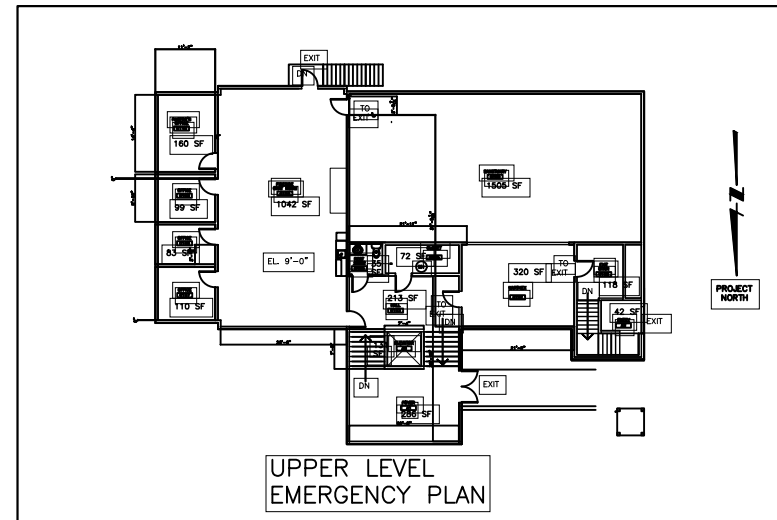
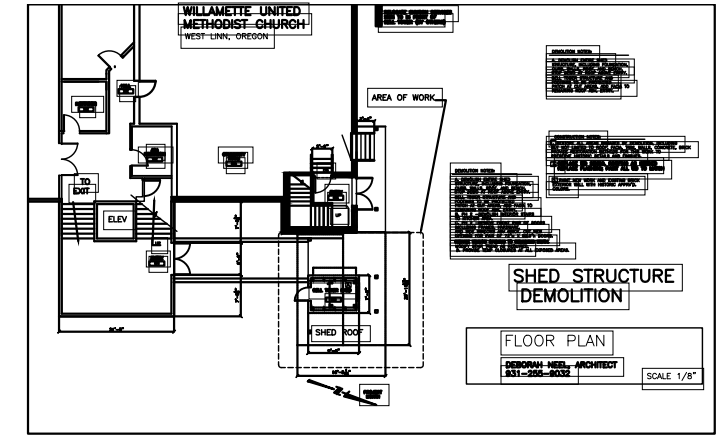
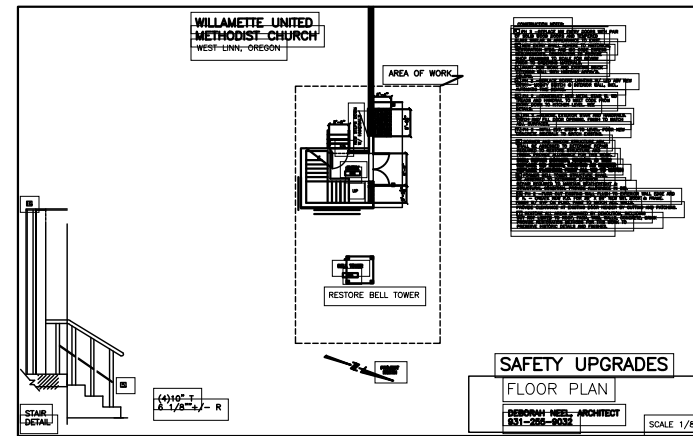
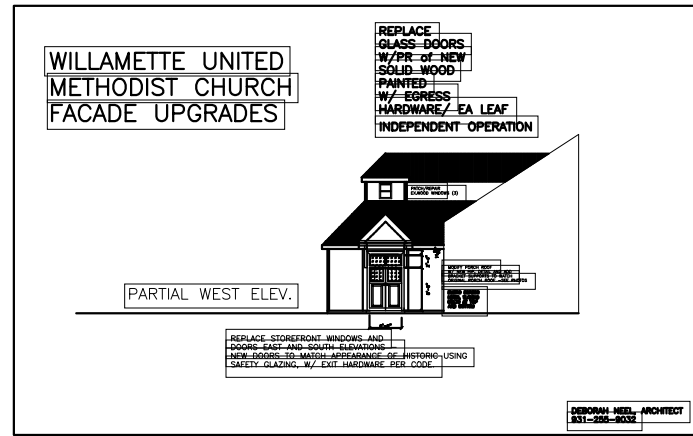
REPAIR DISTURBED AREAS INSIDE. 04-30-20

↓  
This goes in small  
classroom downstairs









**FLOOR PLAN**  
DEBORAH HELL ARCHITECT EST-200-9032 SCALE 1/8"



## EXHIBIT HRB-2 HISTORIC SITE INVENTORY FORMS

# Oregon Historic Site Record

LOCATION AND PROPERTY NAME				
<b>address:</b>	1683 Willamette Falls Dr West Linn, Clackamas County	<b>historic name:</b>	Willamette United Methodist Church	
<b>assoc addresses:</b>		<b>current/other names:</b>		
<b>location descr:</b>		<b>block/lot/tax lot:</b>		
		<b>twshp/rng/sect/qtr sect:</b>	3S 1E 2	
PROPERTY CHARACTERISTICS				
<b>resource type:</b>	Building	<b>height (stories):</b>	2.0	<b>total elig resources:</b> 0 <b>total inelig resources:</b> 1
<b>elig evaluation:</b>	not eligible/non-contributing		<b>NR Status:</b>	
<b>prim constr date:</b>	c.1908	<b>second date:</b>	c.1960	<b>date indiv listed:</b>
<b>primary orig use:</b>	Religious Facility		<b>orig use comments:</b>	
<b>second orig use:</b>			<b>prim style comments:</b>	
<b>primary style:</b>	Gothic Revival		<b>sec style comments:</b>	
<b>secondary style:</b>			<b>siding comments:</b>	
<b>primary siding:</b>	Horizontal Board		<b>architect:</b>	
<b>secondary siding:</b>			<b>builder:</b>	
<b>plan type:</b>	Church/Meetinghouse			
COMMENTS/NOTES:				
Major modifications to entry				
GROUPINGS / ASSOCIATIONS				
<b>Survey/Grouping Included In:</b>		<b>Type of Grouping</b>	<b>Date Listed</b>	<b>Date Compiled</b>
West Linn, Willamette Falls Neighborhood, RLS 2008		Survey & Inventory Project		2008
SHPO INFORMATION FOR THIS PROPERTY				
<b>NR date listed:</b>	N/A	<b>106 Project(s):</b>	None	
<b>ILS survey date:</b>		<b>Special Assess Project(s):</b>	None	
<b>RLS survey date:</b>	10/29/2008	<b>Federal Tax Project(s):</b>	None	
ARCHITECTURAL / PROPERTY DESCRIPTION				
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>				
Refer to scanned documents links.				
HISTORY				
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>				
Refer to scanned documents links.				
RESEARCH INFORMATION				
Title Records	Census Records	Property Tax Records	Local Histories	
Sanborn Maps	Biographical Sources	SHPO Files	Interviews	
Obituaries	Newspapers	State Archives	Historic Photographs	
City Directories	Building Permits	State Library		
<b>Local Library:</b>		<b>University Library:</b>		
<b>Historical Society:</b>		<b>Other Respository:</b>		
Bibliography:				

# EXHIBIT HRB-3 AFFADAVIT AND NOTICE PACKET

**AFFIDAVIT OF NOTICE**

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

**GENERAL**

File No. DR-20-03 Applicant's Name United Methodist Church  
Development Name 1683 Willamette Falls Drive  
Scheduled Meeting/Decision Date 6/16/20

**NOTICE:** Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

**TYPE A** \_\_\_\_\_

- A. The applicant (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- B. Affected property owners (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- C. School District/Board (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- D. Other affected gov't. agencies (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- E. Affected neighborhood assns. (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- F. All parties to an appeal or review (date) \_\_\_\_\_ (signed) \_\_\_\_\_

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) \_\_\_\_\_ (signed) \_\_\_\_\_  
City's website (posted date) \_\_\_\_\_ (signed) \_\_\_\_\_

**SIGN**

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.

(date) 6/3/2020 (signed) [Signature]

**NOTICE:** Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

**TYPE B**

- A. The applicant (date) 6/2/20 (signed) ZS
- B. Affected property owners (date) 6/2/20 (signed) ZS
- C. School District/Board (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- D. Other affected gov't. agencies (date) 6/20/20 (signed) ZS
- E. Affected neighborhood assns. (date) 6/20/20 (signed) Zygmund Schroeder

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.  
Date: 6/2/20 (signed) Zygmund Schroeder

**STAFF REPORT** mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) 6/4/2020 (signed) [Signature]

**FINAL DECISION** notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) \_\_\_\_\_ (signed) \_\_\_\_\_

**CITY OF WEST LINN**  
**HISTORIC REVIEW BOARD PUBLIC HEARING NOTICE**  
**FILE NO. DR-20-03**

The West Linn Historic Review Board is scheduled to hold a public hearing on Tuesday, June 16, 2020 at 6:00 p.m. for the purpose of making a decision on a Class II Historic Design Review application for the replacement of 13 windows and siding on the south elevation of the church at 1683 Willamette Falls Drive.

The decision will be based on the approval criteria in Chapters 25 and 58 of the Community Development Code (CDC). The approval criteria from the CDC are available for review at City Hall, at the City Library, and at <http://www.westlinnoregon.gov/cdc>. All relevant materials in the above noted file are available for inspection at no cost on the city web site <https://westlinnoregon.gov/planning/class-ii-historic-design-review-willamette-united-methodist-church-1683-willamette-falls> or copies may be obtained for a minimal charge per page.

You have been notified of this proposal because County records indicate that you own property within 300 feet of this property (Tax Lot 100 of Clackamas County Assessor's Map 31E 02BC) or as otherwise required by Chapter 99 of the CDC.

COVID-19 Update: Due to state restrictions on public gatherings, City Hall is temporarily closed to the public until further notice. The Historic Review Board meeting will be conducted virtually via WebEx. The public can [watch the meeting online](#) on the City's meeting page: [westlinnoregon.gov/meetings](http://westlinnoregon.gov/meetings).

If you would like to submit written comments, email [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov). Written comments can also be submitted by clicking on the [eComment](#) link on the City's meeting page. All written comments must be received before noon on the meeting day.

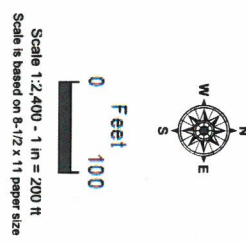
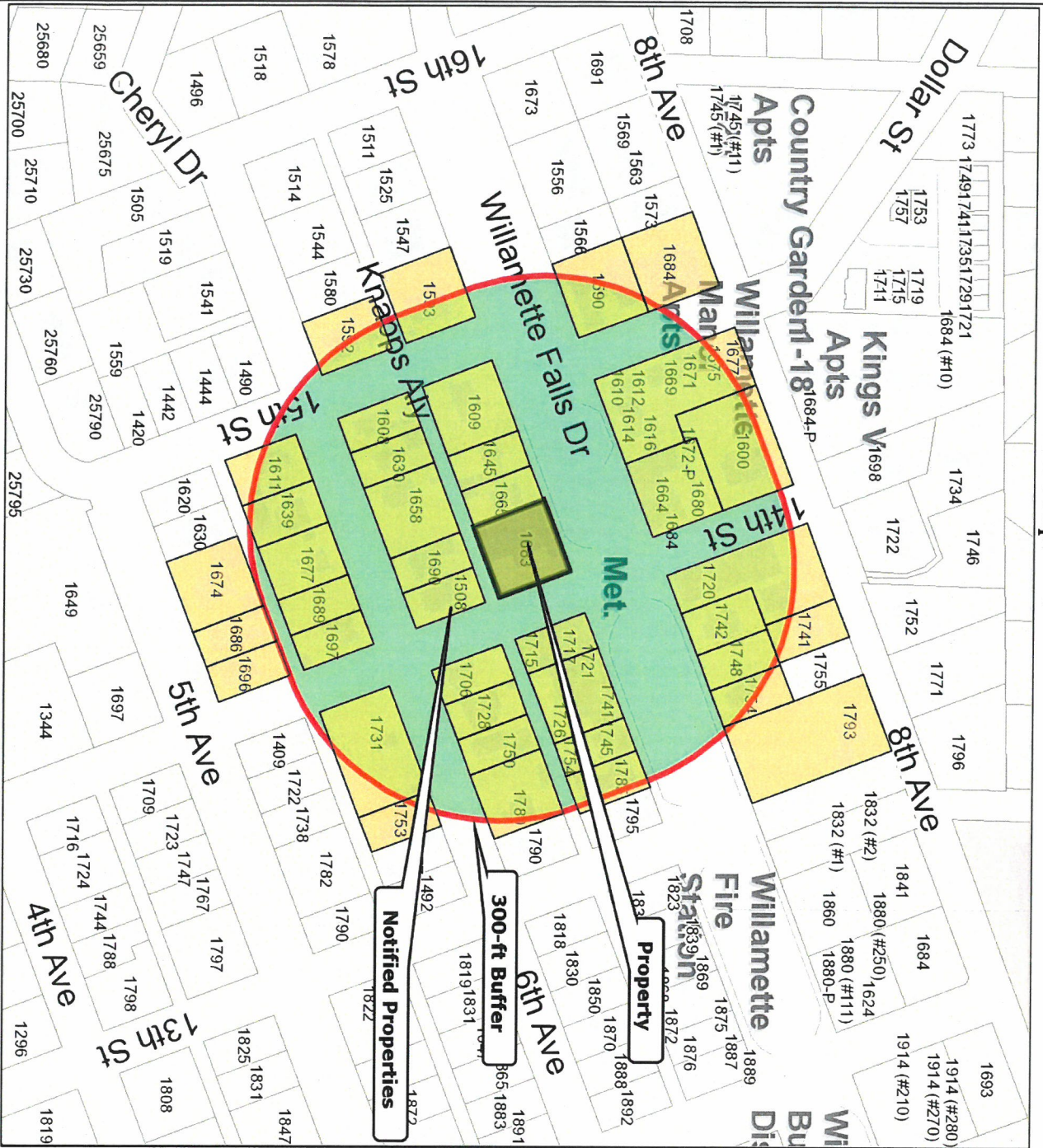
To speak during the meeting, complete the form located at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> (the form only needs to be completed once). After completing the form, register to speak at the meeting by clicking on the [eComment](#). After clicking on the eComment link, click on the **Register to Speak** link. A WebEx invitation will be sent to you before the meeting. You can join the meeting from the WebEx meeting invitation. All requests to speak must be received before noon on the meeting day.

If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.

For further information, please contact Darren Wyss, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503)742-6064, [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov).

Any appeals to this decision must be filed within 14 days of the final decision date with the Planning Department. **It is important to submit all testimony in response to this notice.** Failure to raise an issue in person or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes the raising of the issue at a subsequent time on appeal or before the Land Use Board of Appeals.

# DR-20-03 300-foot Notification Map



Map created by: LSCHRODER  
Date Created: 02-Jun-20 09:24 AM

**WEST LINN GIS**

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Map scale is approximate. Source: West Linn GIS (Geographic Information System) MapOutput.



**NOTICE OF UPCOMING  
HISTORIC REVIEW BOARD PUBLIC HEARING**

**PROJECT # DR-20-03  
MAIL: 06/02/2020 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.

## **EXHIBIT HRB-4 COMPLETENESS LETTER**





## CITY OF West Linn

June 1, 2020

Willamette United Methodist Church  
1683 Willamette Falls Drive  
West Linn, Oregon 97068

SUBJECT: Class II Historic Design Review (DR-20-03) application for replacement of 13 windows and wood siding on south elevation of the church at 1683 Willamette Falls Drive in the Local Willamette Historic District

Greetings:

You submitted this application on May 13, 2020. The Community Development Department has reviewed the submitted materials and has deemed the application to be **complete**. The city has 120 days to exhaust all local review; that period ends September 29, 2020.

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 14-day public notice will be prepared and mailed. This notice will identify the earliest possible public hearing date by the Historic Review Board.

Please contact me at 503-742-6064, or by email at [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

Darren Wyss  
Associate Planner