

**STAFF REPORT  
PLANNING MANAGER DECISION**

DATE: October 14, 2020

FILE NO.: DR-20-08

REQUEST: Approval of a Class I Historic Design Review at 22830 Willamette Drive #6

PLANNER: Chris Myers, Associate Planner

Planning Manager DSW

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## GENERAL INFORMATION

**APPLICANT:** Chris Boston  
Bridgefront Management  
9989 SE Cheryl Court  
Happy Valley, OR 97086

**CONSULTANT:** Steve Maguire  
Axis Design Group  
11104 SE Stark Street  
Portland, OR 97216

**OWNER:** Chris Boston  
Bridgefront Management  
9989 SE Cheryl Court  
Happy Valley, OR 97086

**SITE LOCATION:** 22830 Willamette Drive #6

**SITE SIZE:** 2000 square feet

**LEGAL DESCRIPTION:** Assessor's Map 22E30DC Tax Lot 02400

**COMP PLAN DESIGNATION:** Commercial

**ZONING:** General Commercial

**APPROVAL CRITERIA:** Community Development Code (CDC) Chapter 25 Overlay Zones – Historic District

**120-DAY RULE:** The application became complete on September 24, 2020. The 120-day period ends January 22, 2021.

**PUBLIC NOTICE:** Notice was mailed to property owners within 300 feet of the subject property and to all neighborhood associations on September 30, 2020. A sign was placed on the property on October 2, 2020. The notice was also posted on the City's website on September 30, 2020. Therefore, public notice requirements of CDC Chapter 99 have been met.

## BACKGROUND

The applicant seeks approval for a Class I Historic Design Review to divide one large apartment into two apartments. This will restore the building to its original configuration. This will require the addition of one exterior door to the structure.

### **Public comments:**

No public comments received

## DECISION

The Community Development Director (designee) approves this application (DR-20-08), based on: 1) the findings submitted by the applicant, which are incorporated by this reference, 2) supplementary staff findings included in the Addendum below, and 3) the addition of conditions of approval below. With these findings, the applicable approval criteria are met. The conditions are as follows:

- 1. Site Plan. With the exception of modifications required by these conditions, the project shall conform to the plans in Exhibit PD-1.**

The provisions of the Community Development Code Chapter 99 have been met.

*Chris Myers*

\_\_\_\_\_  
Chris Myers, Associate Planner

October 14, 2020

Date

Appeals to this decision must be filed with the West Linn Planning Department within 14 days of the mailing date. The appeal fee is \$400. The appeal must be filed by an individual who has established standing by submitting comments before the decision date. Approval will lapse 3 years from the effective approval date if the final plat is not recorded.

Mailed this 14<sup>th</sup> day of October 2020.

Therefore, the 14-day appeal period ends at 5 p.m. on October 28, 2020.

**ADDENDUM  
APPROVAL CRITERIA AND FINDINGS  
DR-20-08**

This decision adopts the findings for approval contained within the applicant's submittal, with the following exceptions and additions:

*I. CHAPTER 25, Overlay Zones – Historic District*

**25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES**

*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 1: Applicant proposes the addition of one exterior door matched to the current exterior door and pouring new concrete to extend the alcove step to match the existing adjacent alcove step. Interior hardwood flooring, and interior lighting will be retained. The criteria is 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 2: The new door proposed will be of period design and match the existing door. Stucco will be used around door and painted to match. Interior flooring and period lighting will be retained. The criteria is 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.*

**Staff Finding 3: No further changes to the existing structure are proposed.  
The criteria is met.**

*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.*

**Staff Finding 4: The new door proposed will match existing doors and of period design. The existing alcove will be used to place the new door. Interior changes will retain existing hardwood floors and period lighting.  
The criteria is met.**

*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 5: The proposed new door will be constructed in such a fashion that removal of the door in order to return the structure to its existing configuration will be easily achieved.  
The criteria is 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.*

**Staff Finding 6: Staff incorporates applicant findings.  
The criteria is met.**

*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 7: No changes are proposed to the roof, pitch of the roof, or roof materials.  
The criteria does 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.*

**Staff Finding 8: The space around the new door will match the exterior walls in both material and color.**

**The criteria is met.**

*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.*

*12. Gutters and downspouts.*

*13. New windows.*

*14. Storm windows.*

*15. Window replacement.*

**Staff Finding 9: No new exterior walls, gutters, downspouts, windows, or storm windows are proposed.**

**The criteria do not apply.**

*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.*

**Staff Finding 10: The proposed new door is painted wood and will be consistent with the existing door in both style and color.**

**The criteria is met.**

*17. Porches. Front porches are allowed on new construction. No front porch shall be added to a structure if there was not one originally. Existing front porches shall not be enclosed or enlarged. Alterations to existing front porches and side yard porches that face a street shall:*

*a. Maintain the shape, width, and spacing of the original columns; and*

*b. Maintain the height, detail, and spacing of the original balustrade.*

**Staff Finding 11: Applicant is not proposing any front porches. Applicant proposes leveling and extending the existing exterior step by 12" in order to match the existing step in the adjacent alcove.**

**The criteria are met.**

*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.*

**Staff Finding 12: No new deck, foundation work, or lighting is proposed.  
The criteria do not apply.**

## **PD-1 APPLICANT SUBMITTAL**



## DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>WYSS</i>	PROJECT NO(S). <i>DR-20-08</i>	PRE-APPLICATION NO.
NON-REFUNDABLE FEE(S) <i>100</i>	REFUNDABLE DEPOSIT(S) <i>0</i>	TOTAL <i>100</i>

**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> <i>22830 Willamette Dr #6</i>	Assessor's Map No.: <i>00569254</i>
	Tax Lot(s): <i>22E30DC02400</i>
	Total Land Area: <i>2000</i>

**Brief Description of Proposal:** *We want to divide a large apartment (1300 sq ft) into two apartments. We are restoring the building to its original configuration of 2 apartments in that space.*



<b>Applicant Name:</b> <i>CHRIS BOSTON</i> <small>(please print)</small>	Phone: <i>503-975-7577</i>
Address: <i>9989 SE CHERYL CT</i>	Email: <i>CHRISMBOSTON@GMAIL.COM</i>
City State Zip: <i>HAPPY VALLEY OR 97086</i>	

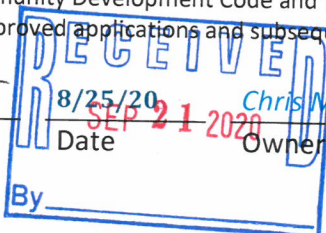
<b>Owner Name</b> (required): <i>CHRIS BOSTON DBA BRIDGEFRONT MANAGEMENT</i> <small>(please print)</small>	Phone: <i>503-975-7577</i>
Address: <i>9989 SE CHERYL CT</i>	Email: <i>CHRISMBOSTON@GMAIL.COM</i>
City State Zip: <i>HAPPY VALLEY OR 97086</i>	

<b>Consultant Name:</b> <i>STEVE MAGUIRE @ AXIS DESIGN GROUP</i> <small>(please print)</small>	Phone: <i>503-284-0988</i>
Address: <i>11104 SE STARK ST</i>	Email: <i>STEVENM@AXISDESIGNGROUP.COM</i>
City State Zip: <i>PORTLAND OR 97216</i>	

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

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.

<i>Chris M Boston</i> 	<i>Chris M Boston</i> 	<i>8/25/20</i>	<i>8/25/20</i>
Applicant's signature	Owner's signature (required)	Date	Date



## RE: 22820 Willamette Dr, West Linn

### Request to divide apartment

We own two multi-family buildings next to the Oregon City bridge. We have 19 units total. One unit, unit #6 is unusually large (approximately 1300 sq ft) and has been used as a commercial space for approximately 12 years. However, there is only 20 parking spaces for the apartment and no street parking. This building is not suited for commercial use. **We are requesting restoring unit #6 to its original use as two separate apartments.** The previous owner decided to combine the two apartments. We do not have pictures of the building before the commercial conversion. We have spoken with long-time residents, plus the existence of two electrical services and plumbing for two kitchens indicates that the space indeed was originally two residential units. The meters outside and the two electrical panels inside are marked "unit 6" and "unit 7" respectively.

### Adherence to Community Development Code 25.060:

- A. 1. We will be adding another door in existing alcove to provide access to the second unit. The door will match the existing entry door. We will also pour a new concrete porch over the existing porch in the alcove to extend the porch out 12" to provide a more level porch and 3 ft clearance for the new door. No other changes to the exterior of the building is necessary. Interior changes are minimal. An existing wall that separates the two units has doorways that will be closed off. Hardwood flooring and period lighting will be retained.
2. When the new door is installed, we will apply stucco around the door and paint it to match the existing door.
3. No other changes will be made to the building
4. No other changes will be made to the building
5. See pictures below. We will be installing a matching door and will utilize the existing alcove to install a second door. No pictures could be found to show that a door existed here previously, by it is likely based on the location of the long wall separating the two units.
6. The door could easily be removed with a window put in its place to return the building to its existing condition
7. No additions are proposed. The new door will match in size, style and color the original door
8. No changes to the roof or roof pitch are proposed
9. No changes to the roof or roof pitch are proposed
10. The area around the new door will be covered in stucco to match the existing exterior wall texture.



11. No new exterior walls are proposed
12. New gutters and downspouts are not proposed
13. No new windows are proposed
14. No storm windows are proposed
15. No new windows are proposed
16. The new door will be consistent with the existing door
17. The alcove size and shape will not be altered. The existing step to the front door will be leveled and extended 12" into the sidewalk. This is consistent with the existing step next the alcove.



18. No deck is proposed
19. No work to the foundation is proposed
20. No new lighting is proposed

**EXISTING EXTERIOR**



**AFTER – A MATCHING EXTERIOR DOOR WILL BE ADDED TO THE ALCOVE.  
THE PORCH WILL BE EXTENDED SLIGHTLY.**





## EXISTING EXTERIOR OF ENTIRE BUILDING



### Contact information:

Building owner: Bridgefront Management, LLC

Bridgefront Management member/manager: Chris Boston. 503-975-7577.

Chrismboston@gmail.com



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**DESIGN GROUP**  
 ARCHITECTURE & ENGINEERING, INC.  
 11104 S.E. STARK STREET  
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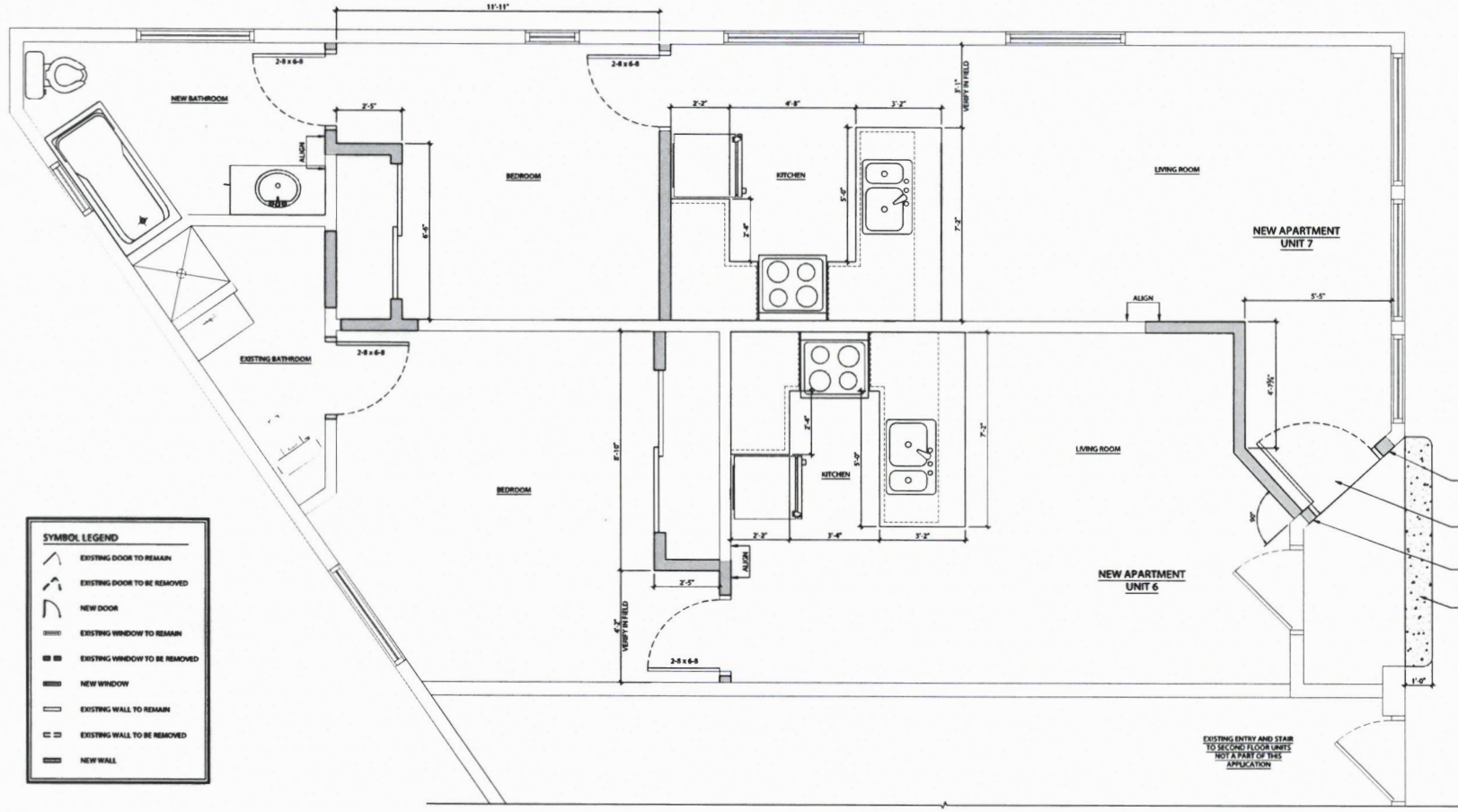
**BRIDGEFRONT APARTMENTS UNITS 6 AND 7**  
 22820 WILLAMETTE DRIVE  
 WEST Linn, OR 97146

REVISIONS

No.	Description	Date

DRAWN BY: SIM  
 CHECKED BY: SIM  
 JOB NO: 20-032  
 DATE: 08/14/2020  
 ISSUED FOR: PERMIT  
 SHEET TITLE  
 FLOOR PLAN - NEW UNITS 6 AND 7  
 SHEET NO.

**A-121**



**SYMBOL LEGEND**

	EXISTING DOOR TO REMAIN
	EXISTING DOOR TO BE REMOVED
	NEW DOOR
	EXISTING WINDOW TO REMAIN
	EXISTING WINDOW TO BE REMOVED
	NEW WINDOW
	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	NEW WALL

**1 FLOOR PLAN - NEW (UNITS 6 AND 7)**  
 SCALE: 1/8" = 1'-0"

EXISTING ENTRY AND STAIR TO SECOND FLOOR UNITS NOT A PART OF THIS APPLICATION

S:\Projects\2020\Projects\20-032\_Bridgefront\_Apartments\Drawings\F2\_Concept\CD\A-121-202032 Floor Plan New Units 6 and 7.dwg 17:20:10 Thu Aug 13 2020 8:43 AM

S:\Projects\2020\Projects\20-032\_Bridgefront\_Apartments\F2\_Current\CAD\A-111\_2020\Floor Plan Demo.dwg © Plot Date: Aug 17 20 © Time: 9:52 AM



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**AXIS DESIGN GROUP**  
 ARCHITECTURE & ENGINEERING, INC.  
 11104 S.E. STARK STREET  
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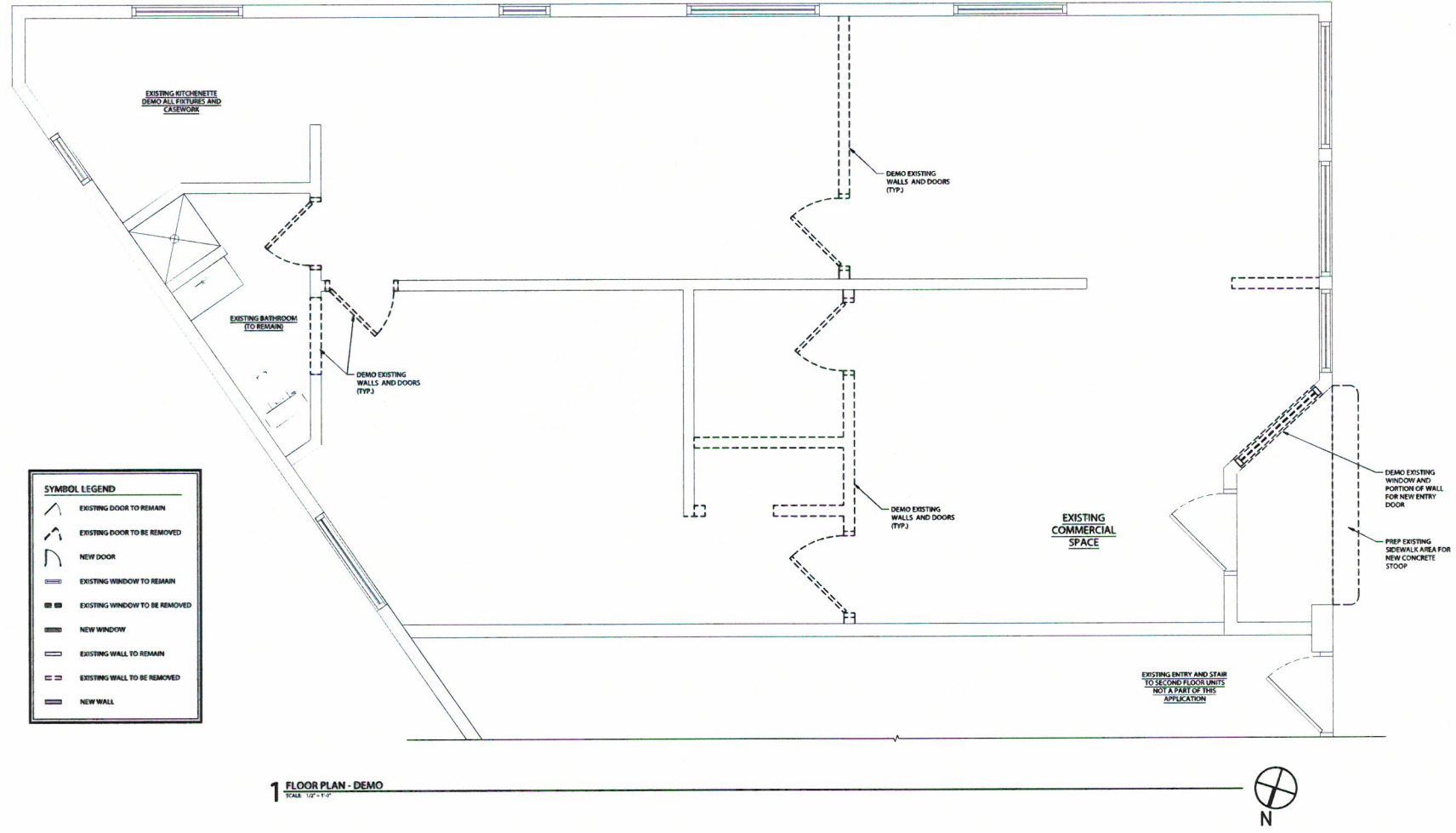
**BRIDGEFRONT APARTMENTS UNITS 6 AND 7**  
 23820 WILLAMETTE DRIVE  
 WEST LINN, OR 97068

REVISIONS

No.	Description	Date

DRAWN BY: SJM  
 CHECKED BY: SJM  
 JOB NO: 20-032  
 DATE: 08/14/2020  
 ISSUED FOR: PERMIT  
 SHEET TITLE  
 FLOOR PLAN - DEMO  
 SHEET NO.

A-111



**SYMBOL LEGEND**

	EXISTING DOOR TO REMAIN
	EXISTING DOOR TO BE REMOVED
	NEW DOOR
	EXISTING WINDOW TO REMAIN
	EXISTING WINDOW TO BE REMOVED
	NEW WINDOW
	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	NEW WALL

**1 FLOOR PLAN - DEMO**  
 SCALE: 1/2" = 1'-0"





**PD-2 AFFADAVIT AND NOTICE PACKET**



**CITY OF WEST LINN  
NOTICE OF UPCOMING  
PLANNING MANAGER DECISION  
FILE NO. DR-20-08**

The West Linn Planning Manager is considering a request for a Class I Historic Design Review application to divide one large apartment into two apartments. This will restore the building to its original configuration. The proposal includes the addition of one exterior door to the structure. (Tax Lot 2400 of Clackamas County Assessor's Map 22E30DC).

The decision will be based on the approval criteria in Chapter 25 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>.

You have been notified of this proposal because County records indicate that you own property within 500 feet of the subject property (Clackamas County Assessor's Map 22E30DC, tax lot 2400), or as otherwise required by Chapter 99: Procedures for Decision Making: Quasi-Judicial of the CDC.

All relevant materials are posted on the city website <https://westlinnoregon.gov/planning/22830-willamette-drive-class-i-historic-design-review>. Alternatively, the materials are available for inspection at no cost at City Hall or copies may be obtained for a minimal charge per page.

A public hearing will not be held on this decision. **Anyone wishing to present written testimony for consideration on this matter shall submit all material before 4:00 p.m. on October 13, 2020. Persons interested in party status should submit their letter along with any concerns related to the proposal by the comment deadline.** For further information, please contact Chris Myers, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503)742-6062, [cmyers@westlinnoregon.gov](mailto:cmyers@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.



**Legend**

- City Limit
- ⋯ Unimproved ROW
- Parks and Open Space
- City Owned Property

0 0.06 0.11 Miles



1: 4,514



**Notes**

This map was automatically generated using Geocortex Essentials.



**NOTICE OF  
PLANNING MANAGER DECISION**

**PROJECT # DR-20-08  
MAIL: 10/14/2020 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.

## **PD-3 COMPLETENESS LETTER**



CITY OF  
**West Linn**

September 24, 2020

Chris Boston  
DBA Bridgefront Management  
9989 SE Cheryl Court  
Happy Valley, OR 97086

SUBJECT: DR-20-08 application for Class I Historic Design Review to add one a new ingress/egress door on the front facade of the apartment building at 22380 Willamette Drive #6

Chris:

You submitted this application on August 27, 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 January 22, 2021.

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 Planning Director to render a decision on your proposal.

A 14-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

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  
Acting Planning Manager