

**STAFF REPORT
PLANNING MANAGER DECISION**

DATE: February 28, 2022

FILE NO.: DR-21-12

REQUEST: Approval of a Class I Historic Design Review at 1822 5th Avenue

PLANNER: John Floyd, Associate Planner

Planning Manager DSW

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GENERAL INFORMATION

CONSULTANT: East County Builders
10630 NE Holladay St.
Portland, OR 97220

OWNER/APPLICANT: Marcus Malcom
1822 5th Ave
West Linn, OR 97068

SITE LOCATION: 1822 5th Ave

SITE SIZE: 10,000 square feet

LEGAL DESCRIPTION: Assessor's Map 3S-1E-02BA Tax Lot 6800

COMP PLAN DESIGNATION: Medium-Density Residential

ZONING: R-5, Single-Family Residential Detached
(5,000 sq. ft. minimum lot size)

APPROVAL CRITERIA: Community Development Code (CDC) Chapter 13: Single-Family Residential Detached and Attached, R-5; Chapter 25: Overlay Zones – Historic District; Chapter 99: Procedures for Decision Making: Quasi-Judicial.

120-DAY RULE: The application became complete on January 9, 2022. The 120-day period ends May 9, 2022.

PUBLIC NOTICE: Notice was mailed to property owners within 300 feet of the subject property and to all neighborhood associations on January 11, 2022. A sign was placed on the property on January 12, 2022. The notice was also posted on the City's website on January 11, 2022. Therefore, public notice requirements of CDC Chapter 99 have been met.

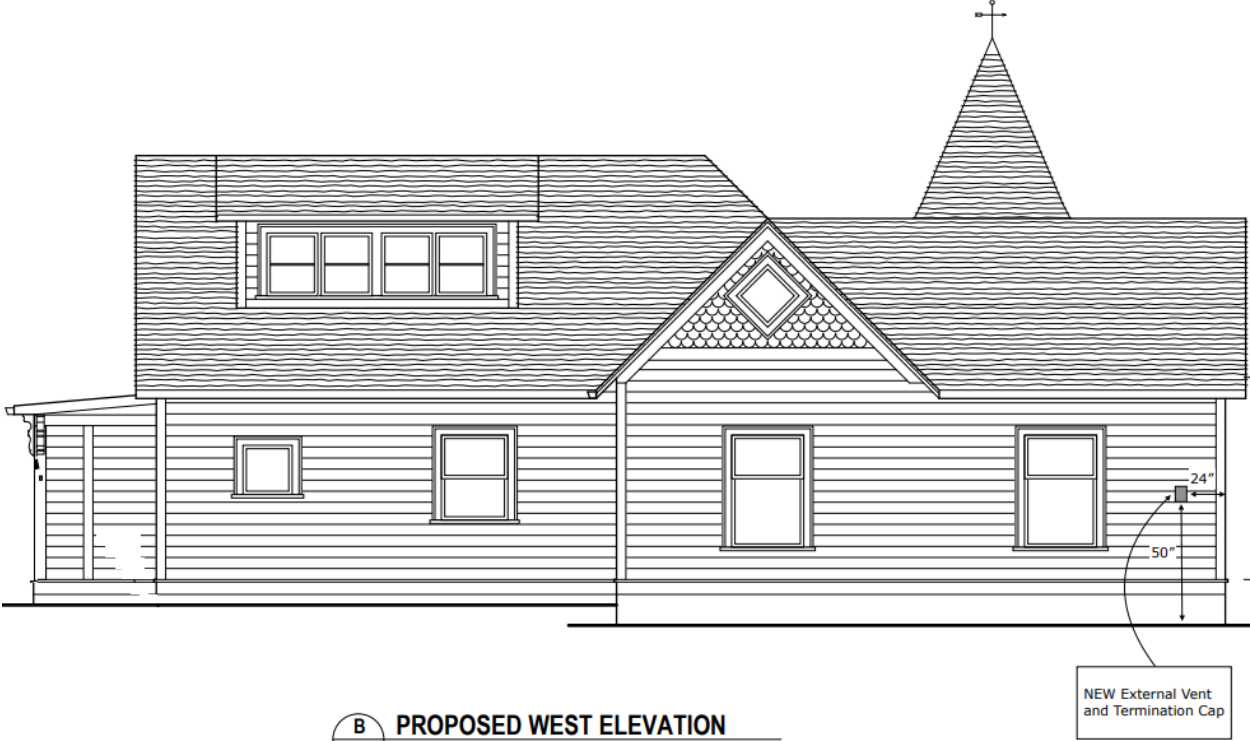


Historic Photo of Southern Façade (Front)



Photo of Western Façade and location of proposed alteration.

The applicant is proposing the installation of a direct vent gas fireplace at the southwest corner of the existing home, with the vent facing west near the corner of the building as shown below. No other changes are proposed at this time.



B
5 **PROPOSED WEST ELEVATION**
1/4" = 1'-0"
13th STREET ELEVATION

Public comments:

No public comments were submitted.

DECISION

The Community Development Director (designee) approves this application (DR-21-12), 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. **Plans, Elevations, and Narrative.** The project shall conform to the plans, elevations, and narrative submitted in Exhibit PD-1.

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



John Floyd, Associate Planner

February 28, 2022

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 28th Day of February, 2022.

Therefore, the 14-day appeal period ends at 5 p.m. on March 14th, 2022.

**ADDENDUM
APPROVAL CRITERIA AND FINDINGS
DR-21-12**

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

*I. CHAPTER 13, SINGLE FAMILY RESIDENTIAL DETACHED AND ATTACHED/DUPLEX, R-5
13.030 PERMITTED USES*

The following uses are permitted outright in this zoning district:

- 1. Single-family detached residential unit.*

Staff Finding 1: The proposal is to install a fireplace vent on the facade of an existing single-family home. This standard is met.

*II. CHAPTER 25, HISTORIC RESOURCES
25.040 HISTORIC DESIGN REVIEW PROCESSES*

Proposed changes to historic resources that are not exempted by subsection A of this section, Exemptions from historic design review, are subject to subsection B of this section, Class I historic design review, or subsection C of this section, Class II historic design review. Class I historic design review addresses significant changes that warrant staff review. Class II historic design review addresses major changes including additions and new construction, subject to Historic Review Board approval. The processes for conducting Class I and Class II historic design review are in Chapter 99 CDC.

(...)

B. Class I historic design review. The following are subject to Class I historic design review to determine their compliance with the applicable approval standards:

(...)

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

(...)

Staff Finding 2: The proposed façade alteration is subject to Class I Historic Design Review since it is an alteration of less than 100 square feet of the street side facade. This standard is 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.

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.*
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 3: Staff incorporates applicant findings (Exhibit PD-1). These standards 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 4: The project does not include an addition or changes to the roof. These standards 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 5: Staff incorporates applicant findings (Exhibit PD-1). These standards are met or do not apply.

12. *Gutters and downspouts.*
(...)

Staff Finding 6: No changes to gutters are proposed. This standard does 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.*

Staff Finding 7: No changes to windows are proposed. This standard does not apply.

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.*

Staff Finding 8: Storm windows are not part of the application. This standard does not apply.

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 8: No changes to windows are proposed. This standard does 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.*
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.*

Staff Finding 9: No changes to these elements are proposed. These standards 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.*

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.

(...)

6. New lot configuration.

(...)

7. Building height.

(...)

8. Building shapes and sizes.

(...)

9. Roof pitch.

(...)

10. Garage access and parking areas.

Staff Finding 10: The proposed alteration does not affect any of the above design features. These standards do not apply.

PD-1 APPLICANT SUBMITTAL

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT	John Floyd	PROJECT NO(S). DR-21-12
NON-REFUNDABLE FEE(S)	\$100	TOTAL \$100

Type of Review (Please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Annexation (ANX) | <input 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 checked="" 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.

Site Location/Address:

 1822 5th Ave
 West Linn, OR 97068

Assessor's Map No.: 31E02BA

Tax Lot(s): 7 & 8

Total Land Area: 10,000 SF

Brief Description of Proposal:

Main floor direct vent gas fireplace to be installed on the southwest corner of the house. External vent and vent cap to be installed on the west wall (facing 13th street).

Applicant Name:

(please print)

Marcus Malcom

Phone: 503-830-8118

Address:

1822 5th Ave

Email: malcomm314@gmail.com

City State Zip:

West Linn, OR 97068

Owner Name (required):

(please print)

Marcus Malcom

Phone: 503-830-8118

Address:

1822 5th Ave

Email: malcomm314@gmail.com

City State Zip:

West Linn, OR 97068

Consultant Name:

(please print)

East County Builders

Phone: 503-505-4825

Address:

10630 NE Holladay St

Email: eastcountybuilders@gmail.com

City State Zip:

Portland, OR 97220

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. The permit approval will not be effective until the appeal period has expired.
4. The City accepts electronic (.pdf) land use applications and project submissions from applicants. Applicants should submit this form and supporting documents through the Submit a Land Use Application web page: <https://westlinnoregon.gov/planning/submit-land-use-application>

RECEIVED

LSCHRODER, 12/10/2021, 10:25:10 AM

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.

Applicant's signature

Date

Owner's signature (required)

12/09/2021

Date

City of West Linn, Oregon Class I Historic Design Review:

Marcus & Jenny Malcom Residence

1822 5th Avenue West Linn, Oregon 97068

Site Information

Site Area: 10,000 square feet

Neighborhood: Willamette

Comp. Plan: Medium Density Residential

Zoning: R-5 (Single-Family Residential Detached and Attached/Duplex) Overlays: Willamette Historic District Overlay Zone

Project Details

The applicant is proposing a main floor installation of a direct vent gas fireplace to be installed on the southwest corner at the 1822 5th Avenue property, which is in the locally designated Willamette Historic District and inside of the National Register district. External vent and vent cap to be installed on the west wall (facing 13th street). The lot is zoned R-5 and is 10,000 square feet. The property is on the north side of 5th Avenue at the corner of 5th Avenue and 13th Street. Per Clackamas County Assessor data, the house was built c. 1899.

Packet Table of Contents:

- A. Development Review Application
- B. Historical Review Written Narrative (CDC 25.060 & CDC 25.070)
 - a. Historical 1899 5th Ave. Photo of Residence
 - b. Photos of 2021 Existing Residence
- C. Sheet #1: As-is West Exterior elevation
- D. Sheet #2: Proposed West Exterior Elevation

B. Historical Review Written Narrative (CDC 25.060 & CDC 25.070)

CDC 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.

The original house constructed in 1899 shall be maintained or restored to the greatest extent practicable during the construction of the proposed fireplace direct vent for this project.

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.

Removal or alteration of historic materials and features shall be avoided during the construction of the proposed fireplace direct vent. The only removal will be a small portion of the siding for the vent.

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.

The time period of the original 1899 building shall remain consistent.

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.

There are no additional changes to the property that have acquired historical significance.

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.

The proposed additional vent will have minimal and original 1899 building shall remain consistent.

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.

The proposed fireplace direct vent will have minimal impact and can be easily reversed.

7. Building additions.

No building additions planned and this section does not apply to the proposed project.

8. Building height and roof pitch.

No changes to the building height or roof pitch and this section does not apply to the proposed project.

9. Roof materials.

No changes to the roof planned and this section does not apply to the proposed project.

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.

This project will not replace any siding and will only remove a small section of siding for the ventilation system.

11. New exterior walls and siding.

No new exterior walls or siding will be used in this project.

12. Gutters and downspouts.

No gutters or downspouts will be used in this project.

13. New windows.

No new windows will be used in this project.

14. Storm windows.

No storm windows will be used in this project.

15. Window replacement.

No window replacement will be done in this project.

16. Doors.

No doors will be impacted by this project.

17. Porches.

No porches will be impacted by this project.

18. Decks.

No decks will be impacted by this project.

19. Foundations.

No foundations will be impacted by this project.

20. Lighting.

No lighting will be impacted by this project.

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:

Accessory structures are not involved in this project, this section does not apply.



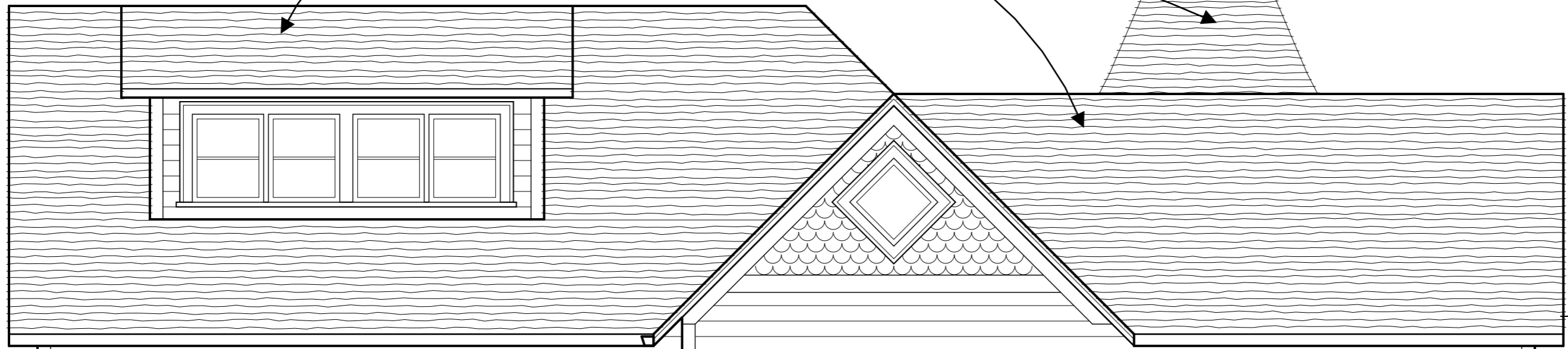
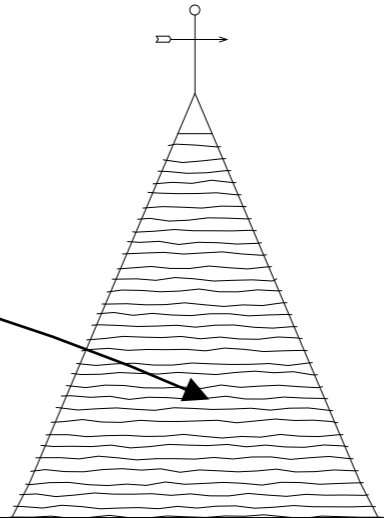
5th Avenue Original Home c. 1899



13th Street - West View - 2021

Sheet #1

EXISTING FIBERGLASS
ROOF SHINGLES



EXISTING
UPPER SUBFLOOR

± 9'-11"

EXISTING
MAIN SUBFLOOR

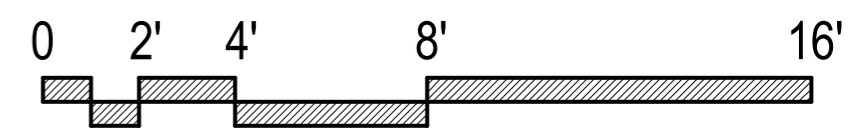
EXISTING HORIZONTAL
WOOD SIDING

EXISTING WOOD WINDOWS

D
5

AS-BUILT WEST ELEVATION

1/4" = 1'-0"
13th STREET ELEVATION





NEW External Vent
and Termination Cap

B
5

PROPOSED WEST ELEVATION

1/4" = 1'-0"

13th STREET ELEVATION

PD-2 HISTORIC SITE INVENTORY FORMS

Cultural Resource Survey Form:

CLACKAMAS COUNTY

T. D. NUMBER WL-2-58

PHOTO INFORMATION:

ROLL: XXX
FRAME: 8

STUDY AREA: West Linn
LEGAL: T. 3 R. 1E SEC. 2BA
TAX (LOTS): 6800
ZONE _____ SIZE .23

IDENTIFICATION:

COMMON/HISTORICAL NAME: Baker Residence
ADDRESS: 1822 S.W. 5th Avenue AREA: West Linn
CURRENT OWNER: EDWIN A. WOODWORTH USE: Residence
OWNER'S ADDRESS: same West Linn
ORIGINAL OWNER: BENJAMIN and MARY ANN BAKER USE: Residence
AREA OF SIGNIFICANCE: TOWN: X COUNTY: _____ CITY: _____ NATION: _____

HISTORIC INTEREST:

THEME: Architecture - 19th Century DATE: ca. 1895
DESCRIPTION: Land for the town of Willamette was purchased from B. F. Baker by the Willamette Falls Electric Company, predecessor of Portland General Electric. Baker stipulated that 12th Street run from town to the river to allow residents access to the docks.

ARCHITECTURAL INTEREST:

STYLE: Queen Anne Vernacular STORIES: 1 1/2
DATE: ca. 1895 CONDITION: Good ARCHITECT: _____
SIDING: Covered with asphalt shingles. Decorative shingles in gable peak.
ROOF: Cross gable.
DOORS: Paneled with flash glass.
WINDOWS: Appear to be replaced. Diamond windows on east elevation.

MAIN ENTRANCE: Encircling porch with flat roof supported by plain posts with consoles and pendants from cornice (?).

NOTES: Turret with flared tent roof, weather vane, bracketed eaves and paired 1/1 double-hung windows. Brick foundation.



BIBLIOGRAPHY:

0, 51

DATE: 1/16/84
RECORDER: BORGE/ALTIER
445

PD-3 COMPLETENESS LETTER



CITY OF
West Linn

January 9, 2022

Marcus Malcom
1822 5th Ave
West Linn, OR 97068

SUBJECT: Application for alteration of a historic resource at 1822 5th Avenue in the Willamette Historic District (DR-21-12)

Dear Mr. Malcom,


You submitted this application on December 10, 2021. The Community Development Department has reviewed the revised materials and has found the application to be **complete**. The city has 120 days to exhaust all local review, that period ends May 9, 2022.

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 Commission 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 Manager.

Please contact me at 503-742-6058, or by email at jfloyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,



John Floyd
Associate Planner

PD-4 AFFADAVIT AND NOTICE PACKET



**AFFIDAVIT OF NOTICE
Type B**

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

PROJECT

File No.: **DR-21-12**

Address: **1822 5th Ave**

Applicant's Name: **Marcus Malcom**

Scheduled Decision Date: **Planning Manager Decision no earlier than 1/25/22**

MAILED NOTICE

As required by CDC Section 99.080, notices were mailed at least 14 days before the decision date to:

1	Marcus Malcom, applicant	1/11/22	<i>Lynn Schroder</i>
2	Property owners within 300ft	1/11/22	<i>Lynn Schroder</i>
3	Kathie Halicki, Willamette NA	1/11/22	<i>Lynn Schroder</i>
4	Oregon SHPO	1/11/22	<i>Lynn Schroder</i>

WEBSITE

Notice was posted on the City's website before the decision date.

1/10/22	<i>Lynn Schroder</i>
----------------	----------------------

SIGN

A sign was posted on the property at least 10 days before the decision date.

1/12/22	John Floyd
----------------	-------------------

FINAL DECISION

Notice of final decision was mailed to the applicant, all other parties with standing, and posted on the City's website.

2.28/22	<i>Lynn Schroder</i>
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**CITY OF WEST LINN
NOTICE OF UPCOMING PLANNING MANAGER DECISION
FILE NO. DR-21-12**

The West Linn Planning Manager is considering DR-21-12, a Class I Design Review for alteration of a historic resource (installation of a gas fireplace vent at the southwest corner of the house) at 1822 5thth Avenue in the Willamette Historic District.

You have been notified of this proposal because County records indicate that you own property within 300 feet of the property (Clackamas County Assessor's Map 31E02BA06800) or as otherwise required by CDC Chapter 99.080.

The Planning Manager will decide the application based on criteria in Chapters 25 and 99 of the Community Development Code (CDC). The approval criteria from the CDC are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City's website, <https://westlinnoregon.gov/planning/1822-5th-avenue-class-1-historic-design-review>. Alternatively, the application, all documents or evidence relied upon by the applicant and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at reasonable cost.

A public hearing will not be held for this decision. **Anyone wishing to submit comments for consideration shall submit all material before 4:00 p.m. on January 25, 2022 to jfloyd@westlinnoregon.gov or mail them to City Hall. All comments must be received by the deadline.**

It is important to submit all testimony in response to this notice. All comments submitted for consideration of this appeal should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue.

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the notice of the final decision pursuant to CDC [99.240](#).

Contact John Floyd, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503) 742-6058 for additional information.

DR-21-12 Notified Properties within 300 feet of Subject Property





**NOTICE OF UPCOMING
PLANNING MANAGER DECISION**

**PROJECT # DR-21-12
MAIL: 1/11/22 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.