
**STAFF REPORT
PLANNING MANAGER DECISION**

DATE: June 24, 2022
FILE NO.: DR-22-02
REQUEST: Approval of a Class I Historic Design Review at 1795 Willamette Falls Drive
PLANNER: John Floyd, Associate Planner

Planning Manager DSW

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GENERAL INFORMATION

CONSULTANT: Matthew Stockstill
519 SW Park Ave., Suite 405
Portland, OR 97205

OWNER/APPLICANT: Dean and Marcia Delavan
985 SW Long Farm Rd.
West Linn, OR 97068

SITE LOCATION: 1795 Willamette Falls Drive

SITE SIZE: 5,000 square feet

LEGAL

DESCRIPTION: Assessor's Map 3S-1E-02BA Tax Lot 2301
Willamette Falls Plat, Block 8, Lot 1.

COMP PLAN

DESIGNATION: Commercial

ZONING: GC, General Commercial; Historic District Overlay; Willamette Falls Drive
Commercial Design District Overlay

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 RULE: The application became complete on April 15, 2022. The 120-day period
ends August 13, 2022.

PUBLIC NOTICE: Notice was mailed to property owners within 300 feet of the subject
property and to all neighborhood associations on May 5, 2022. A sign
was placed on the property on May 5, 2022. The notice was also posted
on the City's website on May 5, 2022. Therefore, public notice
requirements of CDC Chapter 99 have been met.

BACKGROUND

The applicant seeks approval for a Class I Historic Design Review to convert a second story commercial space to two residential apartments. As part of the conversion, four windows are proposed on secondary facades for light and egress (Exhibit PD-1)

The subject property is located in both the Local Willamette Historic District and Willamette Falls Drive Commercial Design District at the southwesterly corner of Willamette Falls Drive and 13th Street. The property is not located within the National Register Historic District boundary. The building was constructed approximately 22 years ago, outside of the period of significance of the district, and is neither an eligible nor contributing structure.



DECISION

The Community Development Director (designee) approves this application (DR-22-02), 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

June 24, 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 24th Day of June, 2022.

Therefore, the 14-day appeal period ends at 5 p.m. on July 8th, 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 19, SINGLE FAMILY RESIDENTIAL DETACHED AND ATTACHED/DUPLEX, R-5
19.050 USES AND DEVELOPMENT PERMITTED UNDER PRESCRIBED CONDITIONS*

The following uses are allowed in this zone under prescribed conditions:

1. *Single-family residential unit and attached single-family units above a permitted use or a commercial use or place of assembly authorized as a conditional use (e.g., children's day care center, superstore, amusement enterprise, transient lodging, religious institution, school, lodge or community center), and multiple-family units: as a mixed use in conjunction with commercial development, only above the first floor of the structure, except in the Willamette Falls Drive Commercial Design District where dwellings may also occupy a portion of the ground floor pursuant to CDC 58.050.
(...)*

Staff Finding 1: The proposal is to construct two residential units above a permitted and existing commercial use (Hometown Sports). 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 as it alters less than 100 square feet of the rear (south) and interior side (west) facades. More specifically, the proposed windows would alter approximately 88.5 square foot exterior alteration of the structure per sheet DR-5 of the proposed plans (Exhibit PD-1). 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. [...]*
- 7. 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.*
- 8. 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.*
- 9. 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.*
- 10. 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 3: While within the historic district, the structure is approximately 22 years old and is not a period structure. The proposed window and trim will match existing. These standards are not applicable.

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.*

Staff Finding 4: The proposed change in use and window additions do not alter the scale and mass of the existing structure. The proposed windows are located on the second floor with two facing a parking lot to the south which separates the structure from the nearest residential use. The other two will face the adjoining property to the west is occupied by a commercial use. These standards are met.

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

III. 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.

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.

(...)

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.

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.

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.

Staff Finding 6: None of the above listed elements are altered or otherwise affected by the application. These standards do not apply.

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 7: Ground level entry doors are not affected by this proposal. A second story access door, located at the top of an internal stairway that is entered from 13th Street, is proposed for removal in order to enlarge the landing and will be replaced by two access doors to each apartment which will not be visible from the street. These standards 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).

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.

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 8: The proposed second story windows will be double hung fiberglass windows with cedar trim to match existing, are proportional to the building, and centered on the façade to match existing and will not be mirrored or tinted per Exhibit PD-1. No changes are proposed to existing pedestrian level windows. These standards 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.*
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.*
27. Ornamental or advertising flags, pennants, or banners. *Not permitted on buildings.*
28. New materials. *Permitted where it is demonstrated that new material visually replicates originally required material, except siding, which must be wood.*

Staff Finding 9: None of the above listed elements are altered or otherwise affected by the application. Per Exhibit PD-1, existing wood siding will be protected during the installation of the windows and new cedar trim will match existing. These standards are met or do not apply.

PD-1 APPLICANT SUBMITTAL



DEVELOPMENT REVIEW APPLICATION

For Office Use Only

STAFF CONTACT John Floyd	PROJECT NO(S): DR-22-02	PRE-APPLICATION NO. PA-22-03
NON-REFUNDABLE FEE(S) \$250	REFUNDABLE DEPOSIT(S)	TOTAL \$250

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:	Assessor's Map No.:
1795 WILLAMETTE FALLS DR, WEST LINN, OR 97068	Tax Lot(s): 31E02BA02301
	Total Land Area: 0.11 acres (5,000 sq ft)

Brief Description of Proposal:

The upper level of an existing two-story building is being altered from a commercial space to a residential space. The interior will be renovated and 4 new windows will be added that match the existing windows.

Applicant Name: Mathew Stockstill <small>(please print)</small>	Phone: 660.221.2517
Address: 519 SW Park Avenue, Suite 405	Email: mstockstill@mstockstillarchitect.com
City State Zip: Portland, Oregon 97205	

Owner Name (required): Dean and Marcia Delavan <small>(please print)</small>	Phone: 5033292207
Address: 985 SW Long Farm Rd West Linn OR 97068	Email: dde11234@yahoo.com
City State Zip:	

Consultant Name: <small>(please print)</small>	Phone:
Address:	Email:
City State Zip:	

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](https://westlinnoregon.gov/planning/submit-land-use-application) web page:
<https://westlinnoregon.gov/planning/submit-land-use-application>

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	3/15/2022 11:57:02 AM PDT Date	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> DocuSigned by: Owner's signature (required) </div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 8px;"> RECEIVED LSCHRODER, 3/16/2022, 3:01:07 PM </div> <div style="text-align: right;"> 3/15/2022 11:57:02 AM PDT Date </div> </div>
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City of West Linn, Class I Historic Design Review

Site Information

Site Address: 1795 Willamette Falls Drive West Linn, OR 97068

Lot No.: 31E02BA02301

Lot Size: 0.11 acres (5,000 sq ft)

Neighborhood: Willamette Neighborhood Association

Comp. Plan: Commercial

Zoning: General Commercial (GC)

Overlays: Willamette Falls Drive Commercial Design District
Willamette Historic District

Contact Information

Client: DRD Properties LLC
17355 Boones Ferry Rd.
Lake Oswego, OR 97035

Architect: Mathew Stockstill Architect
519 SW Park Ave. Unit 405
Portland, OR 97205

Historical Design Review Application

1. Application Form
2. Narrative covering Chapters 19, 25, & 58.
3. Additional Documentation

SECTION ONE: Application Form

SECTION TWO: NARRATIVE

CHAPTER 19 – GENERAL COMMERCIAL, GC

19.010 PURPOSE

The primary intent of the building is maintained with the existing retail use on the first floor and the north and east facades unchanged.

19.020 PROCEDURES AND APPROVAL PROCESS

The existing primary use is a permitted use listed under section 19.030 and the secondary use is listed under section 19.050. See section 19.030 and 19.050 for additional information.

19.030 PERMITTED USES

Existing primary is general retail services and is a permitting use under number 15.

19.040 ACCESSORY USES

Use listed is not applicable.

19.050 USES AND DEVELOPMENT PERMITTED UNDER PRESCRIBED CONDITIONS

1. Single-family residential unit and attached single-family units above a permitted use or a commercial use or place of assembly authorized as a conditional use (e.g., children's day care center, superstore, amusement enterprise, transient lodging, religious institution, school, lodge or community center), and *multiple-family units: as a mixed use in conjunction with commercial development, only above the first floor of the structure*, except in the Willamette Falls Drive Commercial Design District where dwellings may also occupy a portion of the ground floor pursuant to CDC 58.050. (Italics added for emphasis).

The addition of the two units on the upper floor of the building complies with the restrictions addressed above in italics. See section 58.050 for specific requirements within the Willamette Falls Drive Commercial Design District. Uses listed as 2 through 7 do not apply.

19.060 CONDITIONAL USES

Uses listed are not applicable.

19.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED OUTRIGHT AND USES PERMITTED UNDER PRESCRIBED CONDITIONS

The dimensions of the existing building are maintained and fulfil the stated requirements.

19.080 DIMENSIONAL REQUIREMENTS, CONDITIONAL USES

Requirements for conditional uses are determined by Chapter 58 and addressed below.

19.090 OTHER APPLICABLE DEVELOPMENT STANDARDS

Additional Sections are not applicable.

CHAPTER 25 – OVERLAY ZONES – HISTORIC DISTRICT

25.010 PURPOSES

The maintained existing façade is recognized as within the historical and architectural style and the first-floor retail store along Willamette Drive will continue despite the upper floor change of use. The exterior alterations are on the small change and only affect the minor facades to the west and south. The addition of bedrooms requires egress windows on the south side. The west façade windows are not required but contribute to the streetscape and livability of the units. The upper floor of the building has been unused for a significant period. The active use of the upper floors will increase economic and social benefits of building to the surrounding businesses and neighborhood.

25.020 USE OF THIS CHAPTER

The proposal is an alteration within a Historic District but is not a historic landmark. The design standards from CDC 25.060 A., 25.070 A., and 25.070 C. would apply.

25.030 PERMITTED USES

Primary use of Retail and proscribed conditional use of residential is permitted by the base zoning district. See Section 19.030 and 19.050 above for additional information.

25.040 HISTORIC DESIGN REVIEW PROCESSES

A. The following aspects of this proposal are exempt from historic review:

Windows along the south façade fall under exemption number 8. Egress windows. The addition of bedrooms along the south second-story wall requires egress windows. The south façade faces Knapp Alley and cannot be seen from the arterial street, Willamette Falls Drive.

The addition of skylights on the roof falls under exemption number 15.a.1. that requires the skylight to be “screened from view of all streets by [...] an existing parapet along the street-facing façade...”

B. The following aspects of this proposal are subject to Class I historic design review:

Windows along the west façade fall under the applicable approval standards number 2 Façade Alteration. The windows are under 100 sq ft. The egress windows on the south side do not apply due to 25.040 A.8.[see above] and 25.040 B1.

C. Not applicable to this proposal.

25.050 APPLICATION REQUIREMENTS

A. Application for historic design review includes this document, and the attached documentation below.

B. through E. Not applicable to this proposal.

25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES

A. Standards for alterations and additions

1. Retention of original construction. Original construction will be protected and maintained during construction.

2. Retention of historic material. The exterior façade will be protected and maintained outside of the area of window additions. Within the area of the window additions, new materials should be consistent with existing façade.
 3. Time period consistency. Proposed windows will match existing window style, operation, and trim.
 4. Significance over time.
 5. Differentiate old from new. The new windows will follow the historic proportions and scale of the existing windows on the north and east façade.
 6. Reversibility.
 7. Building additions. No Building additions.
 8. Building height and roof pitch. No change to height or roof pitch.
 9. Roof materials. The original roof will be replaced consistent with the original design. Roof assembly will be confirmed prior to construction.
 10. Existing exterior walls and siding. Existing exterior walls and siding will be protected and maintained during construction.
 11. New exterior walls and siding. Existing siding will be maintained or repaired unless deemed unusable. Any new materials will follow similar design, color, texture and other visual features.
 12. Gutters and downspouts. Existing gutters and downspouts will be protected and maintained during construction. Required replacements will following existing design, color, texture and other visual features.
 13. New windows. See detailed window elevations in attached drawings.
 14. Storm windows. Not within scope of proposal, unless existing conditions require repair or additional work.
 15. Window replacement. Not within scope of proposal, unless existing conditions require repair or additional work.
 16. Doors. Not within scope of proposal, unless existing conditions require repair or additional work.
 17. Porches. Not within scope of proposal.
 18. Decks. Not within scope off proposal.
 19. Foundations. Not within scope of proposal, unless structural engineer or existing conditions require repair or additional work.
 20. Lighting. No additional exterior lighting within scope. Repairs or replacement as required.
- B. Not applicable to this proposal

25.070 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC DISTRICTS

A. Standards for alterations and additions

1. Compatibility with nearby context. The scale and mass of the existing building will remain. New window placement will follow existing patterns and ornamentation.
 2. Not in period buildings. The existing building is outside of period buildings but compiles with applicable standards.
 3. Not in period noncompatible buildings. Not applicable to this proposal.
- B. Not applicable to this proposal

C. Willamette Historic District General Design Standards. The existing building is not residential or historically residential property. Standard do not apply.

25.080 MODIFICATIONS TO DESIGN STANDARDS

Not applicable to this proposal as not modifications are outside design standards.

25.090 DESIGNATION OF A HISTORIC RESOURCE

Not applicable to this proposal as building is not of specific age.

25.100 REMOVAL OF HISTORIC RESOURCE DESIGNATION

Not applicable to this proposal as building is not historic resource

25.110 RELOCATION OF A HISTORIC RESOURCE

Not applicable to this proposal.

25.120 DEMOLITION OF A HISTORIC RESOURCE

Not applicable to this proposal.

25.130 DEMOLITION BY NEGLECT

Not applicable to this proposal.

25.140 HISTORIC RESOURCE MAP

Map shows property within Willamette Historic District and Willamette Falls Drive Commercial Design District.

Chapter 58 – WILLAMETTE FALLS DRIVE COMMERCIAL DESIGN DISTRICT

58.010 PURPOSE

This proposal directly addresses the rehabilitation of the Willamette Commercial District by using the vacant upper floor of this building. With three bedrooms per unit, the hope is to attract a young professional couple with some space to expand their family. These units will activate this building during non-business hours and add to the adjacent business for the surrounding neighborhood. This existing building was built in 1999 and is outside the historic period of this district but complements its surrounding environment with a similar scale and proportion of the existing façade.

58.020 IMPLEMENTATION

The existing building follows the architectural standard of the 1880 to 1915 period.

58.030 APPLICABILITY

The provisions of the chapter apply to this proposal as the property is located on Willamette Falls Drive and 13th.

58.040 EXEMPTIONS

Not applicable to this proposal.

58.050 PERMITTED USES

All uses are permitted. See Section 19.030 and 19.050 above.

58.070 APPLICATION AND SUBMITTAL REQUIREMENTS

Pre-application conference occurred on February 17th, 2022 with the appropriate fees. This written narrative and attached drawings are to be submitted in application.

58.080 FEES

Appropriate fees will be paid consistent with the Director or Historic Review Board requirements.

58.090 STANDARDS

- A. Design Standards have been followed as addressed below.
- B. No neo or simplified designs were used to address the standards in this chapter.
- C. Standards for new construction and remodels.
 1. **Dimensional Standards.** No alterations to existing setbacks.
 2. **Minimum landscaping required.** Landscaping is not required for this district. No alteration to existing parking areas requiring landscaping.
 3. **Building height limitations.** No alterations to existing building height.
 4. **External ground level or first story minimum height.** No alterations are to be made to the ground level or first story height.
 5. **Roof form.** The restoration of the roof will match existing, and form will be hidden by existing parapet.
 6. **Building form, scale and depth.** No alterations to existing conditions of building form, scale and depth.
 7. **Spacing and rhythm.** The existing spacing and rhythm of exterior elements will be maintained after the addition of the new windows.
 8. **Facades.** Existing façade follows "western false front" style and will be protected and maintained during and after construction.
 9. **Cornice.** Existing cornice will be protected and maintained during and after construction
 10. **Building materials and orientation.** Exterior wood siding will be protected and maintained during construction. Any necessary areas will be replaced due to window additions or required repairs.
 11. **Awnings.** Not applicable to this proposal.
 12. **Extruded Roofs.** Existing Extruded Roof will be protected and maintained during and after construction.
 13. **Doors and Entryways.** The existing upper-level entry door at the top of the stairs will be demolished to enlarge the landing. All other existing exterior doors and entryways will be protected and maintained during and after construction.
 14. **Gazing.** Gazing will be replaced if required by energy code and follow the required class glass only.
 15. **Display or pedestrian level windows.** Existing main level windows will be protected and maintained during and after construction.
 16. **Second floor and other windows.** Existing windows will be protected and maintained during construction. See enlarged window elevations for new window additions.
 17. **Wainscotting.** Not applicable to this proposal.
 18. **Shutters.** Not applicable to this proposal.

19. **Balconies.** Not applicable to this proposal.
20. **Exterior stairs.** Existing exterior stairs to remain.
21. **Roof mounted mechanical equipment.** All roof mounted equipment will be screened by the existing parapet.
22. **Air conditioning.** Not applicable to this proposal.
23. **Exterior lighting fixtures.** Existing lighting will be maintained, and appropriate fixtures will be used if required to replace existing.
24. **Transoms.** Existing first level transoms windows will be protected and maintained.
25. **Planters.** Not applicable to this proposal.
26. **Paint colors.** Exterior paint to match existing will be provided only in areas where required after the addition of the proposed windows.
27. **Ornamental or advertising flags, pennants or banners.** Not applicable to this proposal.
28. **New materials.** All new materials will match existing conditions or follow the design standards addressed above.

58.100 VARIANCE PROCEDURES

All design standards have been appropriately applied and no alternatives have been used.

58.110 EXPIRATION OR EXTENSION OF APPROVAL

Substantial construction will occur within three years of approval.

SECTION THREE: ADDITIONAL DOCUMENTATION

DR-1: SITE PLAN

DR-2: EXISTING PLAN

DR-3: PROPOSED PLAN

DR-4: ELEVATIONS

DR-5: ELEVATIONS

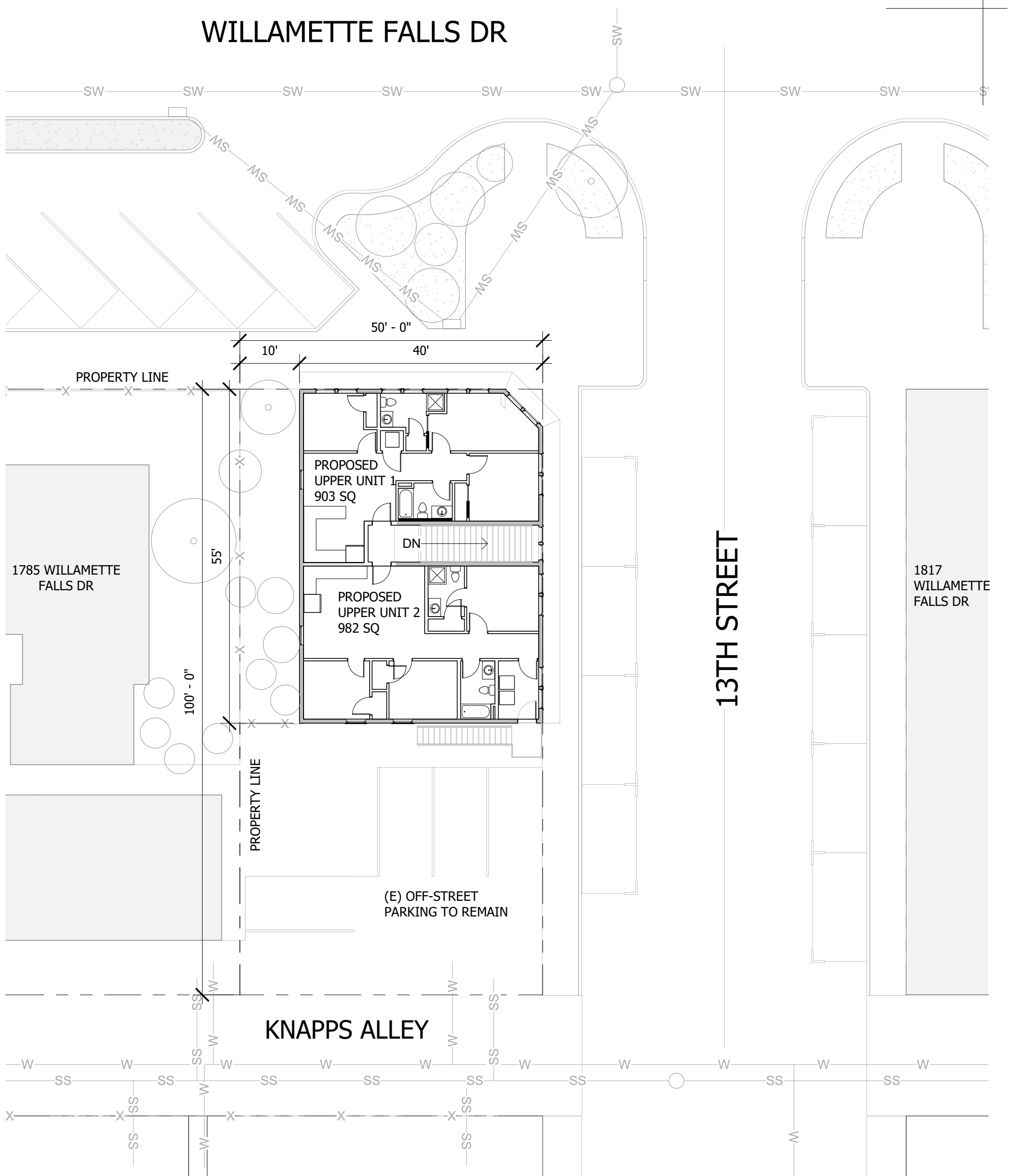
DR-6: PROPOSED WINDOWS ELEVATIONS

DR-7: CURRENT PHOTOGRAPHS

DR-8: CURRENT PHOTOGRAPHS

COMPLETE DEVELOPMENT REVIEW APPLICATION

WILLAMETTE FALLS DR



1 SITE PLAN - UPPER LEVEL PROPOSED
1/16" = 1'-0"

Site Address: 1795 Willamette Falls Drive.
West Linn, OR 97068

Lot No.: 31E02BA02301

Lot Size: 0.11 acres (5,000 sq ft)

Neighborhood: Willamette Neighborhood Association

Comp. Plan: Commercial

Zoning: General Commercial (GC)

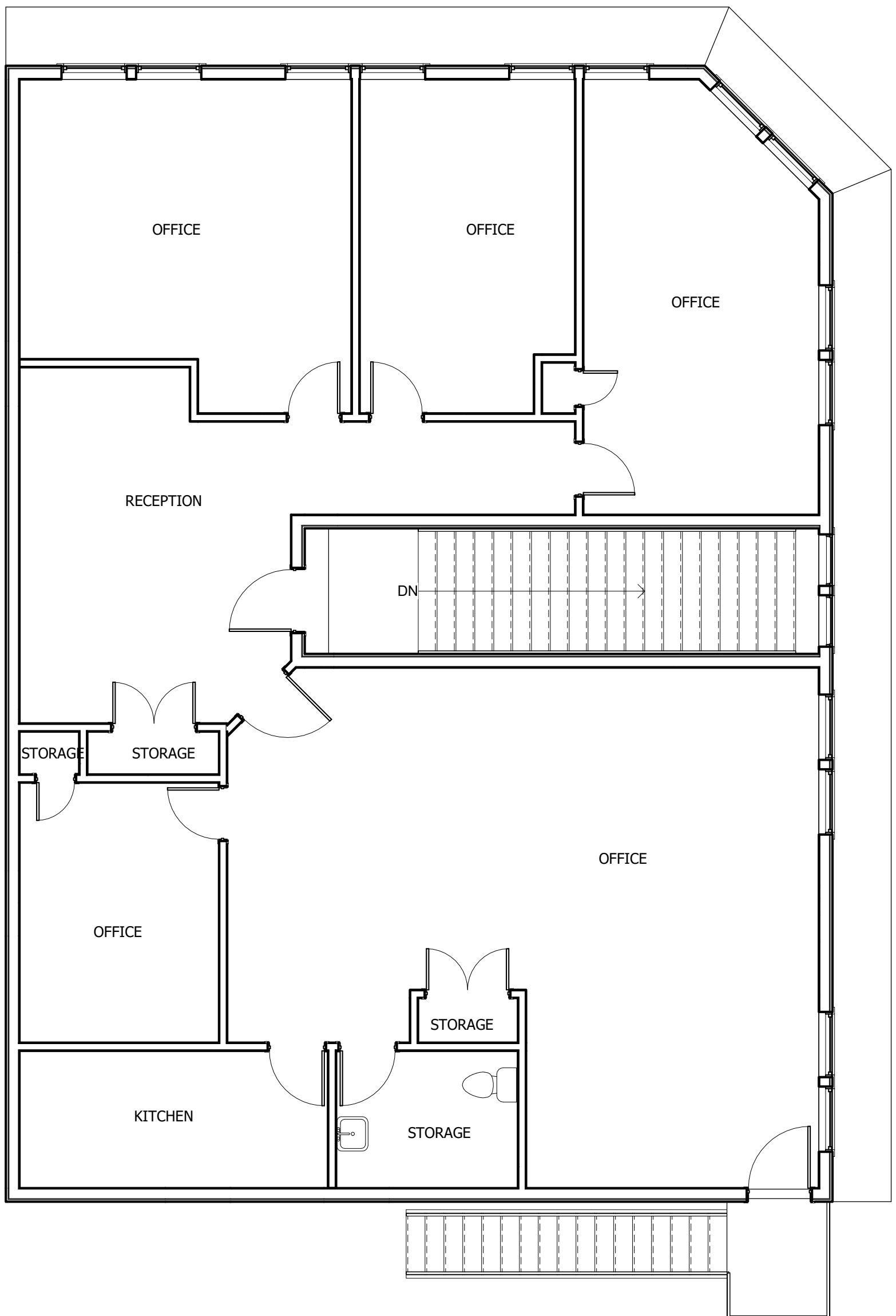
Overlays: Willamette Falls Drive Commercial Design District
Willamette Historic District (Local Designation)
Historic Design Review required



DR-1
2133
03.15.2022

SITE PLAN
WEST LINN LOFTS
1795 WILLAMETTE FALLS DR
WEST LINN, OR 97068

MATHEW STOCKSTILL
ARCHITECT LLC
519 SW PARK AVE
UNIT 405
PORTLAND, OR 97205

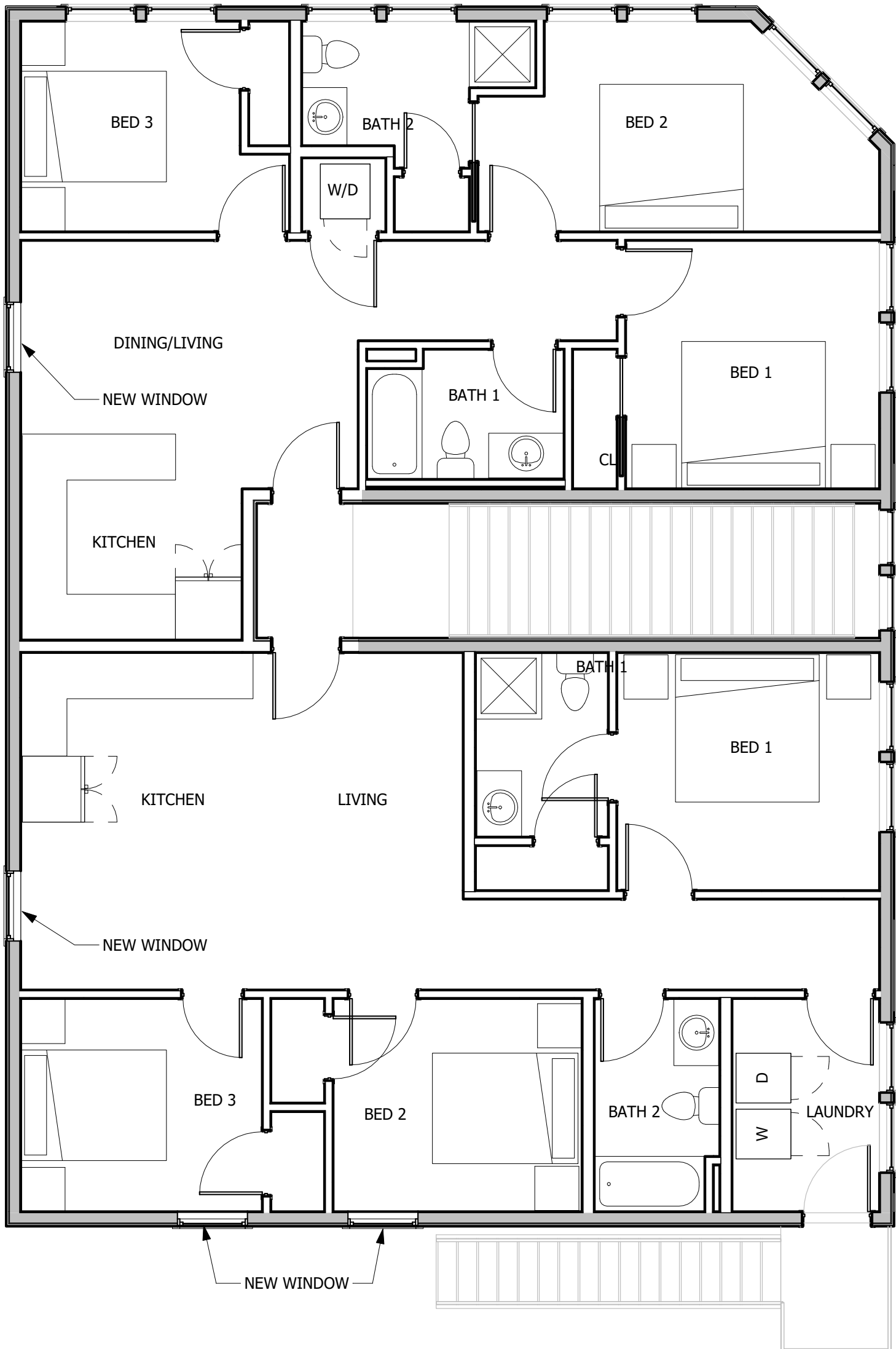


① EXISTING LOFT FLOOR PLAN
 3/16" = 1'-0"

DR-2
 2133
 03.15.2022

EXISTING PLAN
 WEST LINN LOFTS
 1795 WILLAMETTE FALLS DR
 WEST LINN, OR 97068

**MATHEW STOCKSTILL
 ARCHITECT LLC**
 519 SW PARK AVE
 UNIT 405
 PORTLAND, OR 97205

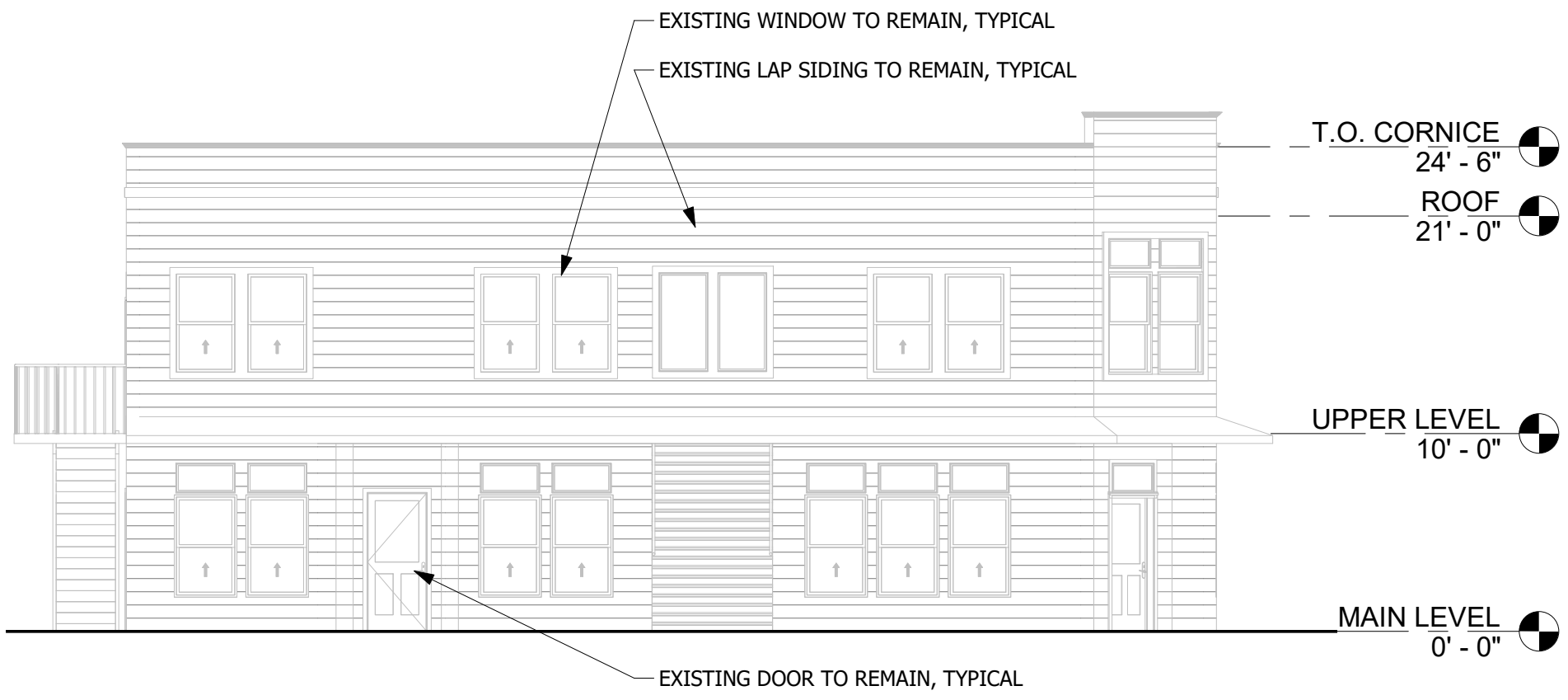


1 PROPOSED LOFT FLOOR PLAN
 3/16" = 1'-0"

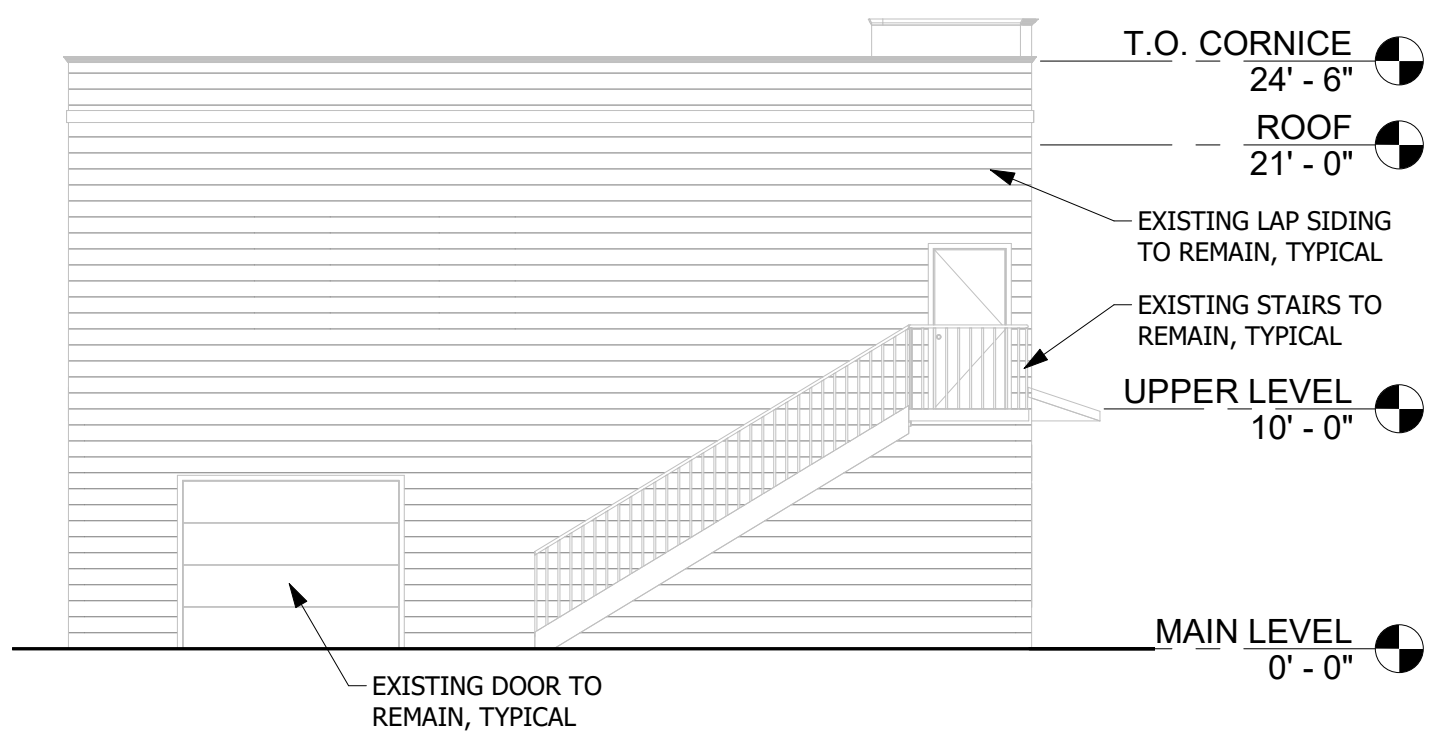
DR-3
 2133
 03.15.2022

PROPOSED PLAN
 WEST LINN LOFTS
 1795 WILLAMETTE FALLS DR
 WEST LINN, OR 97068

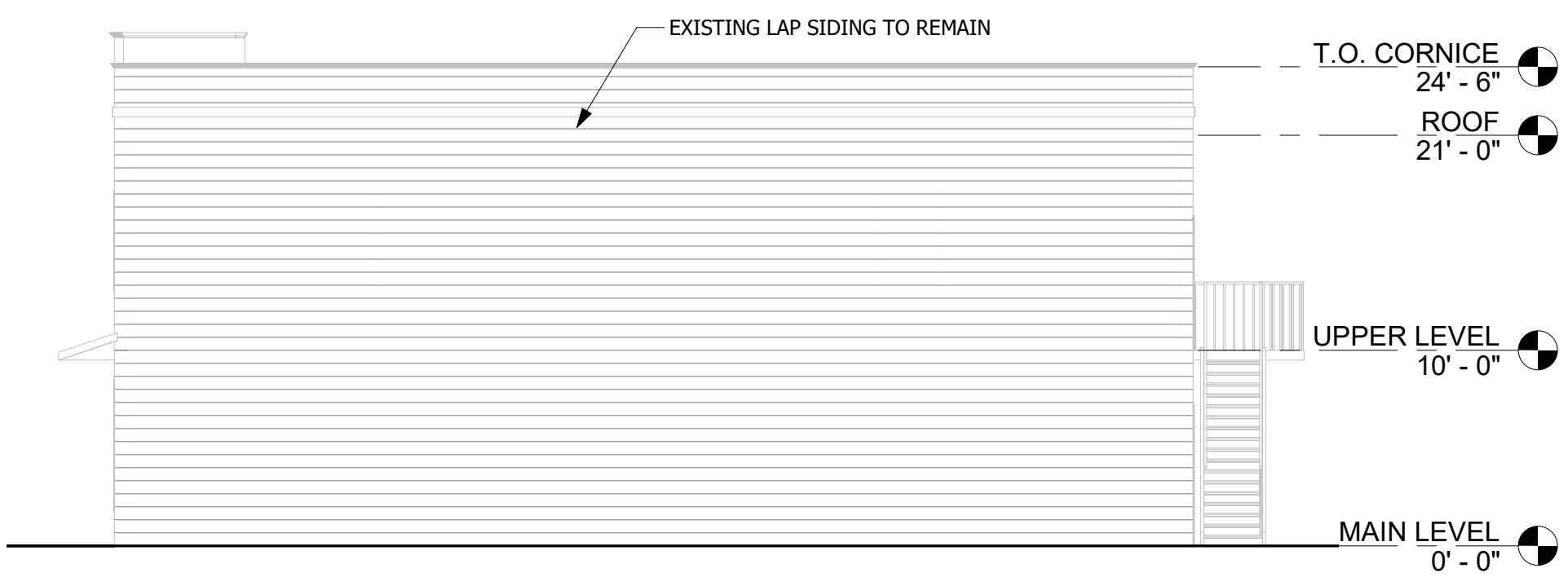
MATHEW STOCKSTILL
ARCHITECT LLC
 519 SW PARK AVE
 UNIT 405
 PORTLAND, OR 97205



1 EXISTING ELEVATION - EAST
1/8" = 1'-0"



2 EXISTING ELEVATION - SOUTH
1/8" = 1'-0"

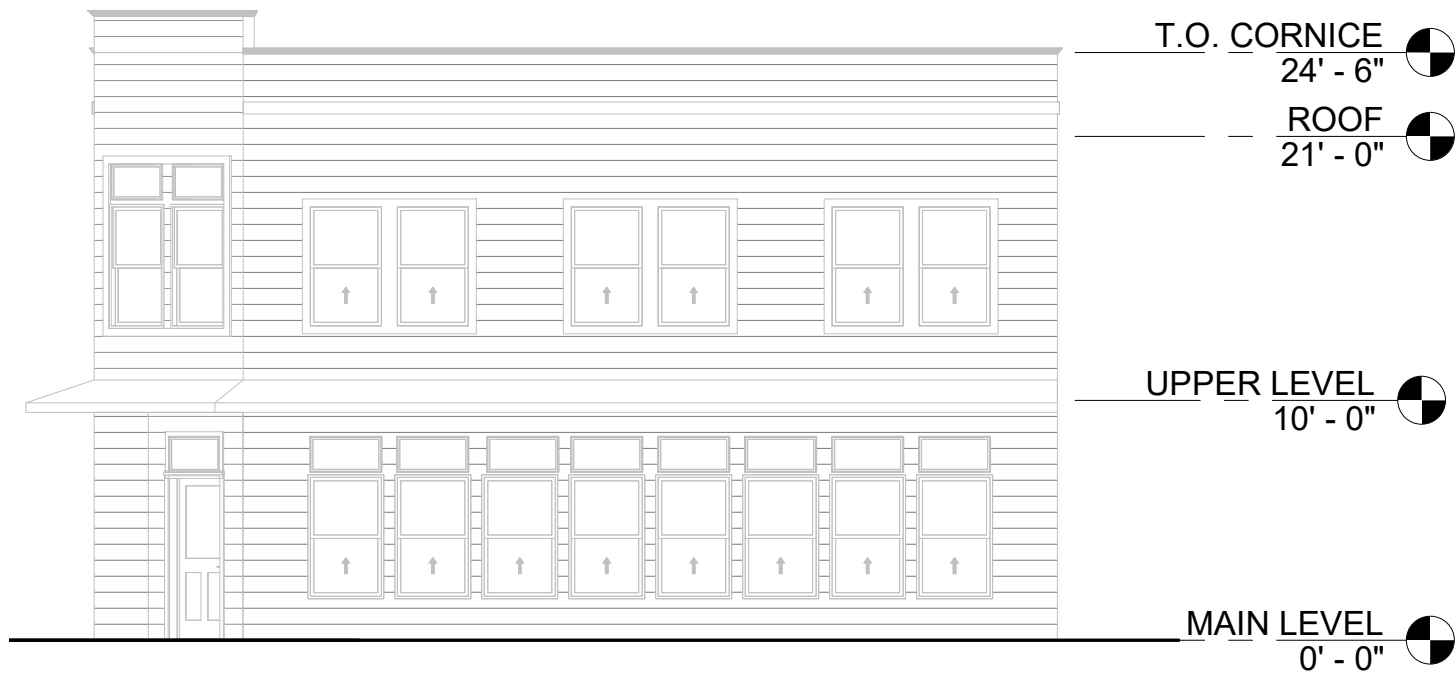


3 EXISTING ELEVATION - WEST
1/8" = 1'-0"

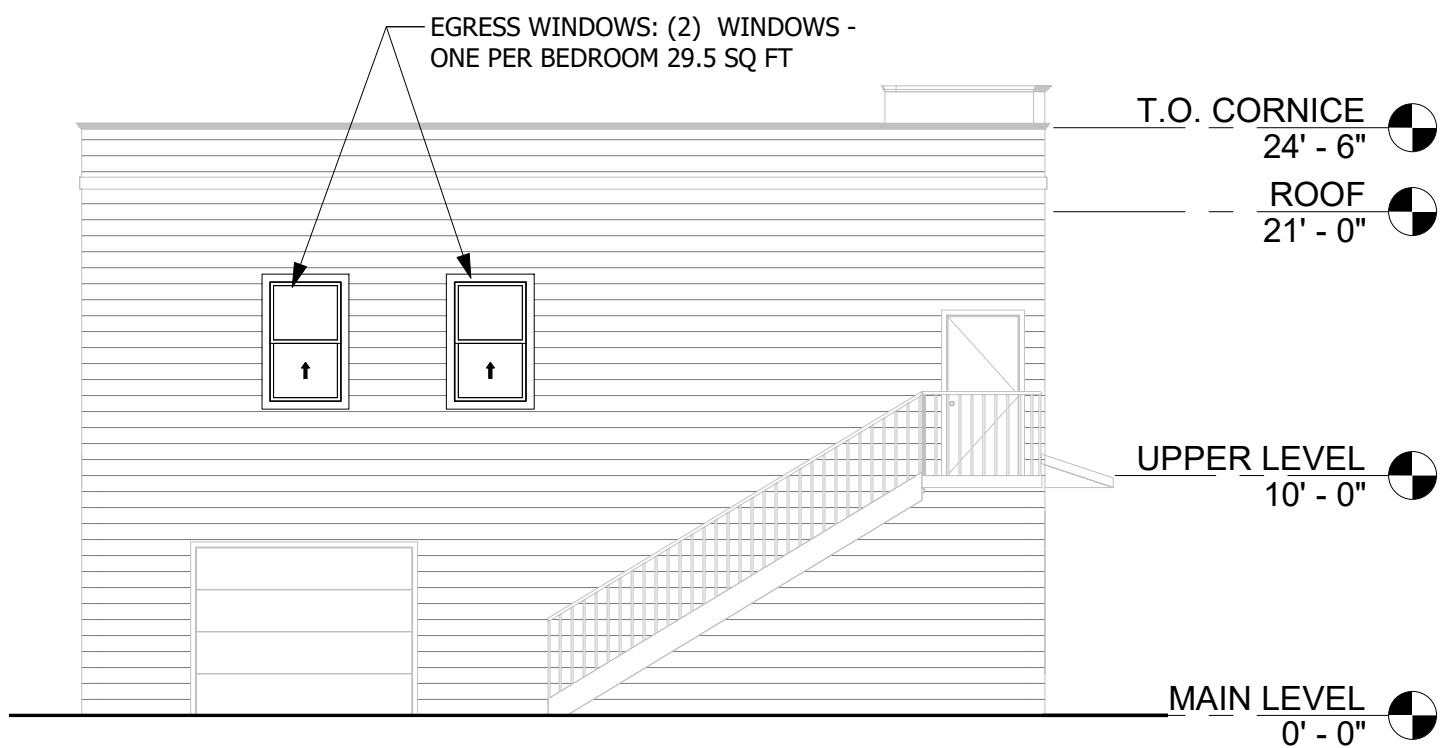
DR-4
2133
03.15.2022

EXISTING ELEVATIONS
WEST LINN LOFTS
1795 WILLAMETTE FALLS DR
WEST LINN, OR 97068

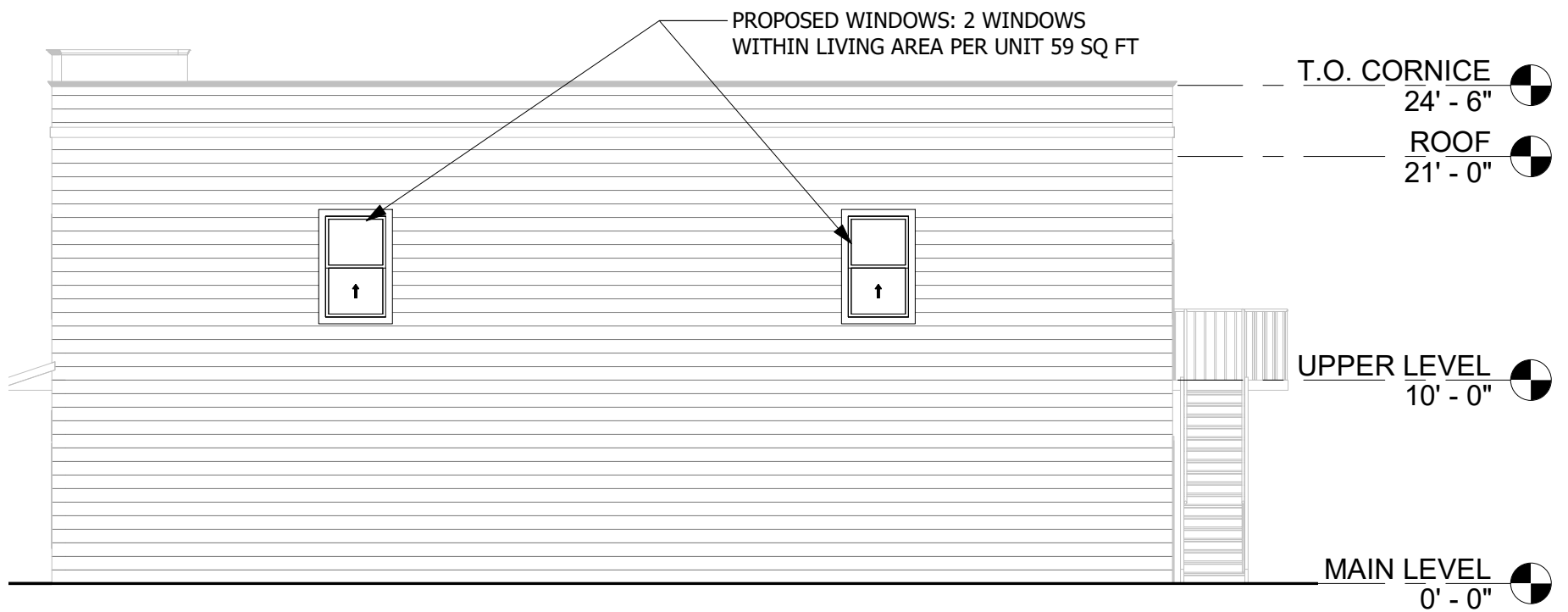
MATHEW STOCKSTILL
ARCHITECT LLC
519 SW PARK AVE
UNIT 405
PORTLAND, OR 97205



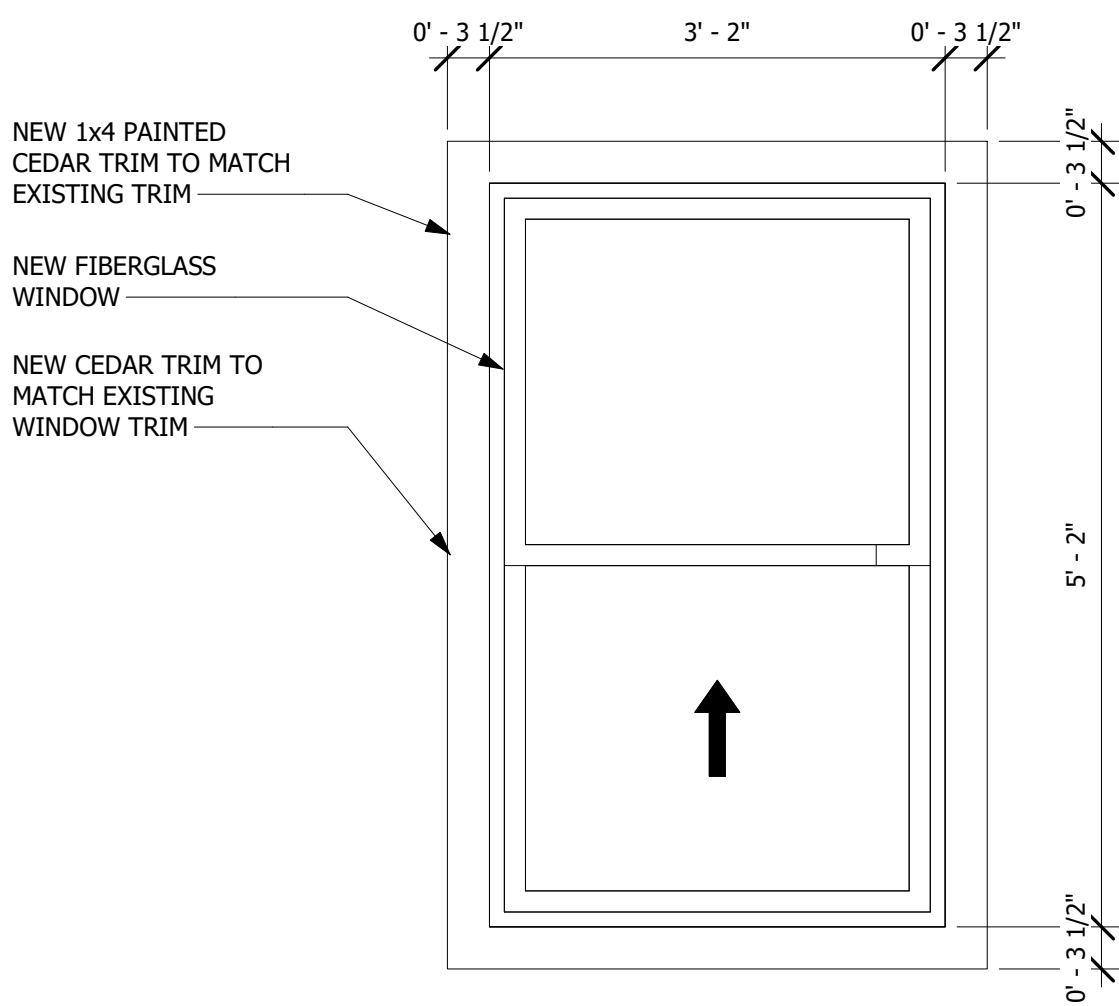
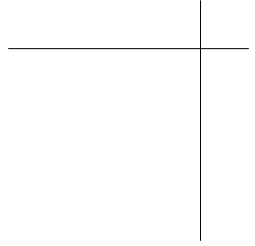
① EXISTING ELEVATION - NORTH
1/8" = 1'-0"



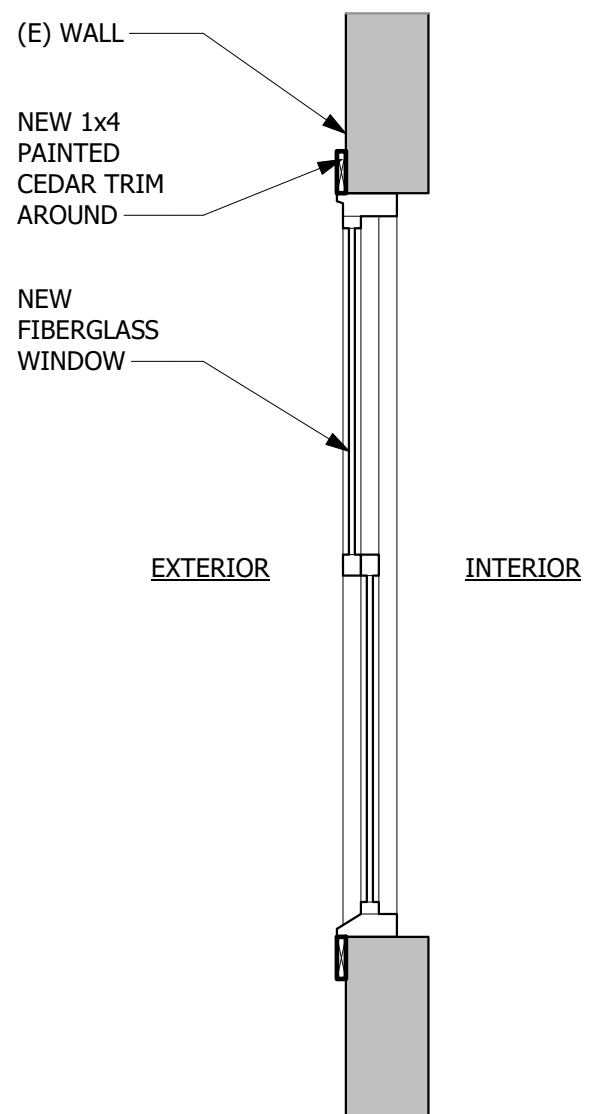
② PROPOSED ELEVATION - SOUTH
1/8" = 1'-0"



③ PROPOSED ELEVATION - WEST
1/8" = 1'-0"



**EXTERIOR
ELEVATION**



SECTION

WINDOW LEGEND

3/4" = 1'-0"

DR-6
2133
03.15.2022

PROPOSED WINDOWS
WEST LINN LOFTS
1795 WILLAMETTE FALLS DR
WEST LINN, OR 97068

**MATHEW STOCKSTILL
ARCHITECT LLC**
519 SW PARK AVE
UNIT 405
PORTLAND, OR 97205



NORTH FACADE ALONG WILLAMETTE FALLS DRIVE



EAST FACADE ALONG 13TH STREET



SOUTH FACADE BEHIND BUILDING

DR-7
2133
03.15.2022

CURRENT PHOTOGRAPHS
WEST LINN LOFTS
1795 WILLAMETTE FALLS DR
WEST LINN, OR 97068

MATHEW STOCKSTILL
ARCHITECT LLC
519 SW PARK AVE
UNIT 405
PORTLAND, OR 97205



WEST FACADE



EXISTING CENTER STAIRWELL DOOR TO BE REMOVED

DR-8
2133
03.15.2022

CURRENT PHOTOGRAPHS
WEST LINN LOFTS
1795 WILLAMETTE FALLS DR
WEST LINN, OR 97068

MATHEW STOCKSTILL
ARCHITECT LLC
519 SW PARK AVE
UNIT 405
PORTLAND, OR 97205

PD-2 COMPLETENESS LETTER



CITY OF
West Linn

April 19, 2022

Matthew Stockstill Architect
519 SW Park Ave. Unit 405
Portland OR 97205

SUBJECT: Alteration of an existing building at 1795 Willamette Falls Drive (DR-22-02)

Dear Mr. Stockstill,

You submitted an application for a Class I Design Review on March 16th, 2022. The Community Development Department has reviewed the materials and found the application to be **complete** as of April 15, 2022. The city has 120 days to exhaust all local review, that period ends August 13, 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 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-3 AFFADAVIT AND NOTICE PACKET



**AFFIDAVIT OF NOTICE
PLANNING MANAGER DECISION**

We, the undersigned, 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-22-02**

Address: **1795 Willamette Falls Dr**

Applicant's Name: **Mathew Stockstill**

Scheduled Decision Date: **Planning Manager Decision no earlier than May 19, 2022**

MAILED NOTICE

Notice of Upcoming Planning Manager Decision was mailed at least 14 days before the decision date, per Section 99.080 of the Community Development Code to:

Dean and Marcia Delavan, applicant	5/5/22	<i>Lynn Schroder</i>
Mathew Stockstill, applicant representative	5/5/22	<i>Lynn Schroder</i>
SHPO	5/5/22	<i>Lynn Schroder</i>
Jason Arn, TVF&R	5/5/22	<i>Lynn Schroder</i>
Property owners within 300ft of the site perimeter	5/5/22	<i>Lynn Schroder</i>
Willamette Neighborhood Association	5/5/22	<i>Lynn Schroder</i>

WEBSITE

Notice was posted on the City's website 14 days before the decision date.

5/5/22	<i>Lynn Schroder</i>
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SIGN

A sign was posted on the property at least 10 days before the hearing, per Section 99.080 of the CDC.

5/5/22	<i>John Floyd</i>
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FINAL DECISION

Notice of Final Decision was mailed to the applicant, all parties with standing, and posted on the City's website, per Section 99.040 of the Community Development Code.

6/24/22	<i>Lynn Schroder</i>
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**CITY OF WEST LINN
NOTICE OF UPCOMING PLANNING MANAGER DECISION
FILE NO. DR-22-02**

The West Linn Planning Manager is considering Class I Historic Design Review at 1795 Willamette Falls Drive. The applicant is requesting approval to add four new windows on secondary facades, associated with the conversion of the second story from commercial to residential use.

The Planning Manager will decide the application based on criteria in Chapters 19, 25, 58, and 99 of the Community Development Code (CDC). The CDC approval criteria 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/1795-willamette-falls-drive-class-1-historic-design-review>. The application, all documents or evidence relied upon by the applicant, and the 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 must submit all material before 4:00 p.m. on May 19, 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 (CDC Section 99.090).

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](#).

For additional information, please contact John Floyd, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6058 for additional information.



**NOTICE OF UPCOMING
PLANNING MANAGER DECISION**

**PROJECT # DIR-22-02
MAIL: 05/05/22 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.