



CITY OF
West Linn

**STAFF REPORT
FOR THE HISTORIC REVIEW BOARD**

FILE NUMBER: DR-22-08

HEARING DATE: October 18, 2022

REQUEST: Class II Historic Design Review for exterior alterations to an existing building (West Linn Saloon) within the Willamette Historic District and Willamette Falls Dr. Commercial Design District.

APPROVAL CRITERIA: Community Development Code Chapters 19, 25, 58, and 99

STAFF REPORT PREPARED BY: John Floyd, Associate Planner

Planning Manager's Initials DSW

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GENERAL INFORMATION

APPLICANT/ OWNER:

Willamette Capital Investments
576 Glatt Circle
Woodburn, OR 97071

SITE LOCATION: 1731-1741 Willamette Falls Drive

LEGAL

DESCRIPTION:

Clackamas County Assessor's Map 3-1E-02BA, Tax Lot 2500

SITE SIZE: 10,000 square feet

ZONING:

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

COMP PLAN

DESIGNATION:

Commercial

APPROVAL

CRITERIA:

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

120-DAY PERIOD:

This application became complete on October 4, 2022. The 120-day maximum application processing period ends on February 1, 2023.

PUBLIC NOTICE:

Public notice was mailed to property owners within 300 feet of the subject property and to all neighborhood associations on October 5, 2022. The property was posted with a sign on October 6, 2022. The notice was posted on the City's website on October 5, 2022. Therefore, public notice requirements of CDC 99 have been met.

EXECUTIVE SUMMARY

The subject property is located in both the Local Willamette Historic District and Willamette Falls Drive Commercial Design District (see map on page 7 of this report). The property is not located within the National Register Historic District boundary. The building is an eligible/contributing structure located within the Willamette neighborhood approximately mid-block on Willamette Falls Drive between 13th and 14th Streets. Primary construction was completed circa 1915 as a general store. The building continues to retain its commercial form and function, presently housing the West Linn Saloon.

On April 19, 2022 the Historic Review Board approved modifications to the front façade under [DR-22-01](#). These modifications included the replacement of all siding on the front façade using 7-inch v-groove cedar siding. The applicant now wishes to replace all exposed siding on the sides and rear using the same material. Existing wood trim will be retained or replaced with new wood trim to match existing size and profile.



Existing front facade facing Willamette Falls Drive



Existing side (east) façade as seen from sidewalk along Willamette Falls Drive.



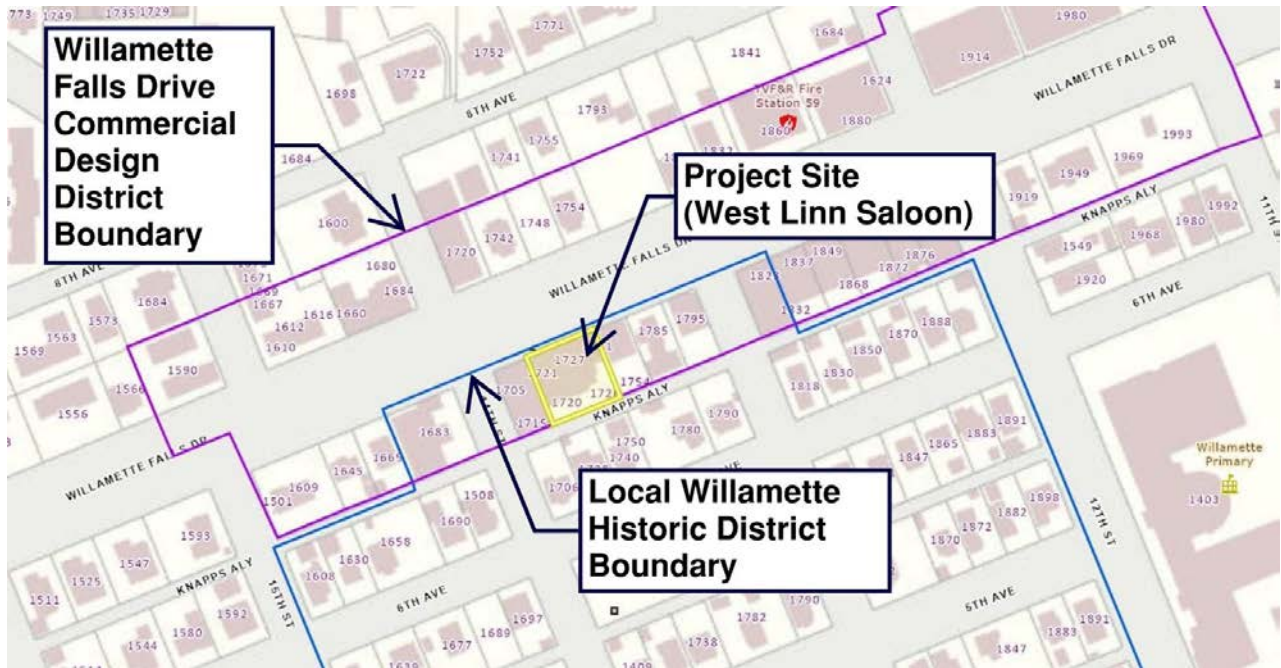
Rear of structure as seen from Knapps Alley.



Damaged siding in rear courtyard.

BACKGROUND AND CONTEXT

The subject property is 1731-1741 Willamette Falls Drive and located in the Local Willamette Historic District and Willamette Falls Drive Commercial Design District. Zoning on the property is General Commercial.



Surrounding Land Uses. The project site is situated mid-block within a commercial “main street” area. Adjoining land uses to the east and west and across Willamette Falls Drive to the north are commercial in nature. Land Uses to the south consist of single-family residential on the opposite side of Knapps Alley.

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

ANALYSIS

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

RECOMMENDATION

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

1. Site Plan, Elevations, and Narrative. Alterations to the building shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-1.
2. Building Permits. No exterior demolition or construction may occur prior to the issuance of building permits.
3. Increased Construction Oversight. During construction work involving the removal and replacement of siding, the Project Architect and/or Owner will visit the site on a regular basis to observe construction and ensure that the following procedures are being followed:
 - A. Phasing of Siding Removal. Siding replacement be undertaken in multiple phases. Each phase shall include the removal of trim and siding and installation of new siding for that section, ensuring that no more than one-third of the building will be unsided at any point.
 - B. Installation of Interior Structural Upgrades Prior to Siding Removal. All interior structural upgrades currently underway, including plywood sheathing as scheduled, shall be completed prior to the removal of any exterior siding.
 - C. Reference to OSSC Chapter 33, Safeguards During Construction. Contractor to conform to the requirements of Oregon Structural Specialty Code Chapter 33, Safeguards During Construction and provide adequate temporary shoring, bracing and support of existing structural systems during construction.
4. Paint Color. The new siding shall be painted the same as the front façade, as approved in DR-22-01.

ADDENDUM
APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS
DR-22-08

CHAPTER 19, GENERAL COMMERCIAL, GC

19.030 PERMITTED USES

(...)

10. Eating and drinking establishments.

(...)

Staff Finding 1: The existing and proposed use of the project site is a restaurant, which falls within the definition of an eating and drinking establishment. This standard is met.

CHAPTER 25, HISTORIC RESOURCES

25.020 USE OF THIS CHAPTER

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

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

(...)

C. Applicability of historic design standards.

(...)

Staff Finding 2: The subject property is located in the Local Willamette Historic District Overlay as shown on the City's zoning map and page 6 of this staff report. The regulations of Chapter 25 supersede conflicting regulations in Chapter 58, as the property is also located in the Willamette Falls Drive Commercial Design District. The applicable standards for the proposal are found in CDC 25.060(A) and 25.070(A & C). Please see Staff Findings 5 to 15. This standard is met.

25.030 PERMITTED USES

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

Staff Finding 3: As discussed in Staff Finding 1, restaurants are a permitted use in the General Commercial District. This standard is met.

25.040 HISTORIC DESIGN REVIEW PROCESSES

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

B. Class I historic design review.

(...)

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

6. (...)

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

Staff Finding 4: The sum area of façade alteration is greater than 100 square feet and requires a Class II Historic Design Review, which is scheduled for hearing by the Historic Review Board on October 18, 2022. The process criteria are met.

25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES

The following design standards apply to all changes, including alterations, additions, and new construction proposed on a designated historic resource. These standards are intended to preserve the features that made the resources eligible for historic designation. Development must comply with all applicable standards, or be approved through the modifications process specified in CDC [25.080](#).

A. Standards for alterations and additions. This section applies to historic reviews for alteration of and additions to designated historic resources:

1. *Retention of original construction. The original construction shall be maintained or restored to the greatest extent practicable. Stylistic features of original construction that shall be preserved include, but are not limited to: a line of columns, decorative shingles, projecting bays, other primary structural elements, spatial relationships that characterize the property, examples of skilled craftsmanship that characterize the building, and architectural details defining the structure's character and historic significance.*

Staff Finding 5: The overall shape and form of the building is not proposed for alteration. Stylistic features will be retained and the replacement siding is consistent with the material and design used at the time of original construction. In order to ensure the building is not structural compromised, the project architect has proposed four conditions in project narrative intended to safeguard the structure. These conditions have been incorporated into the recommended project conditions on page 8 of this staff report. As conditioned, the standard 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 6: Staff adopts the applicant's findings regarding the use of 7-inch cedar V-groove siding. This standard 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.*
5. *Differentiate old from new. Alterations and additions shall be differentiated from the original buildings and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property.*
6. *Reversibility. Additions and alterations shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.*

Staff Finding 7: The proposed alterations are functional and will not impact the character or period styling of the building. 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 8: The application does not include a building addition, nor a change in building height, roof pitch, or roof materials. 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 9: As discussed in Staff Finding 6, the applicant wishes to replace existing wood siding of varying styles with either consistent cedar siding. No new walls are proposed. These standards are met.

12. *Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.*
13. *New windows. New windows shall match the appearance of the original windows as closely as possible. Wood window frames and sashes shall be used unless the applicant demonstrates that the non-wood windows are consistent with their wooden counterparts, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. The window trim and sill shall match the original trim.*
14. *Storm windows. Storm windows shall be made of painted wood, baked enamel, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.*
15. *Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color.*

Staff Finding 10: The applicant proposes no changes to gutters, downspouts, or windows. These standards 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 11: No new doors are proposed. This standard does not apply.

17. *Porches. Front porches are allowed on new construction...*
 18. *Decks. Decks shall be located in rear yard or the portion of the side yard behind the front 50 percent of the primary structure.*
 19. *Foundations. Repair or construction of a foundation that results in raising or lowering the building elevation must demonstrate that:
 - a. *The proposal is consistent with the original design and, if applicable, is consistent in the context of adjacent and other structures on the block, based on photographic or other evidence; or*
 - b. *That it is necessary to satisfy a requirement of the building code and/or floodplain regulations (Chapter 27 CDC).**
 20. *Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.*
- B. Standards for accessory structures. The following standards apply to accessory structures on properties designated as historic resources in addition to the regulations in Chapter 34 CDC:
(...)*

Staff Finding 12: The proposal does not include alterations or additions to porches, decks, foundations, or accessory structures. No new lighting is 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.**
- 2. Not in period buildings. Alterations to compatible, not in period buildings shall follow all applicable standards of this chapter to avoid creating a false sense of history.*
- 3. Not in period noncompatible buildings. Alterations to not in period, noncompatible buildings shall be consistent with applicable standards in CDC [25.060](#) and [25.070](#). Such buildings do not contribute to the historic value of the district and are not subject to standards pertaining to siding, windows, and other materials listed in CDC [25.060\(A\)](#); however, such buildings shall not be so stylistically different from adjacent buildings that they detract from the district's historic character.*

Staff Finding 13: The proposed alterations do not alter the existing scale and mass of the existing building, nor does it affect or compromise the privacy of adjacent residents. The building is an eligible/contributing structure. Therefore, these standards are met or do not apply.

B. Standards for new construction. The standards in this section apply only to new construction in a historic district beyond alterations and additions, including new accessory structures. These standards shall apply in addition to any other applicable standards (see the Standards Applicability Matrix in CDC [25.020](#)).

Staff Finding 14: The applicant is not proposing new construction. These standards do not apply.

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

1. Front yard setback.

(...)

2. Side yard setback.

(...)

3. Side street setback.

(...)

4. Rear yard setback.

(...)

5. Orientation. New home construction on corner lots shall be oriented the same direction as the majority of homes on the street with the longest block frontage.

6. New lot configuration. In addition to other requirements of the CDC, all new lots in the historic district shall be perpendicular to the street and extend directly from the lot line along the street to the

opposite lot line. The primary structure and any other contributing structures on the original property shall not be located on separate lots.

7. *Building height.*

(...)

8. *Building shapes and sizes. No building shall exceed 35 feet in overall width. Front facade gables shall not exceed 28 feet in overall width.*

9. *Roof pitch. Roofs shall have a pitch of at least 6:12.*

10. *Garage access and parking areas.*

(...)

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

CHAPTER 58, WILLAMETTE FALLS DRIVE COMMERCIAL DESIGN DISTRICT

58.090 STANDARDS

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

B. *The use of neo-designs or simply contextual designs which only attempt to capture the basic or generalized elements such as building line, massing and form, etc., is not acceptable.*

C. *The following standards shall apply to new construction and remodels.*

1. *Dimensional standards.*

a. *Front: zero-foot setback. Building may not be set back from the property line unless it is consistent with predominant building line.*

b. *Side and side street: zero-foot setback. Building may not be set back from the side property line except for side passageway, accessway, or stairway unless fire codes dictate otherwise. The setback shall not exceed six feet. The setback should be consistent with the rhythm of adjacent structures, or at least not deleterious to it.*

c. *Rear: 20-foot setback. Setbacks between zero and 20 feet are permitted only if the applicant can demonstrate that he can successfully mitigate any impacts associated with the building in current and future uses as they would relate to abutting residential and other properties.*

d. *Lot coverage: up to 100 percent of lot may be developed depending upon ability to mitigate impacts upon abutting residential and other uses.*

2. *Minimum landscaping required. Sites in this district are exempt from landscaping requirements as identified in Chapter 54 CDC, Landscaping, with the exception of parking areas.*

3. *Building height limitations. Maximum building height shall be 35 feet (as measured by this code), and two stories. False fronts shall be considered as the peak of the building if it exceeds the gable roof ridgeline.*

4. *External ground level or first story minimum height. Ten feet to allow transoms.*

5. *Roof form. Flat or pitched roofs. Pitched roof ridgeline shall run from the front of the building to the back.*

6. *Building form, scale and depth. Building shall emphasize the vertical through narrow, tall windows (especially on second floor), vertical awning supports, engaged columns, and exaggerated facades creating a height-to-width ratio of 1.5:1. Building depth shall be flat, only relieved by awning and cornice projections and the indented doorway.*
7. *Spacing and rhythm. Buildings shall follow a regular rhythm. Strong vertical breaks or lines should be regularly spaced every 25 to 50 feet.*
8. *Facades. No gables, hipped, or pitched roofs shall be exposed to the street at the front. The “Western false front” shall be the preferred style although variations shall be allowed.*
9. *Cornice. Cornices shall be broad and may include regularly spaced supporting brackets. A cornice is not required, but preferred.*

Staff Finding 16: The applicant is not proposing changes to setbacks, landscaping, architectural design, openings, roof pitch or form, nor building height, shape or size. These standards do not apply.

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

Staff Finding 17: The applicant is proposing the use of wood cedar siding to match that approved for the front façade. This standard is met.

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

Awnings shall be either canvas or vinyl, or similar approved material, supported by an internal metal framework or metal or wood supported by a curved metal support, either attached to the building or a simple four-inch by four-inch wood post extending down to the outside of the sidewalk.

Awnings shall, therefore, extend beyond the front property line to the outside edge of the sidewalk, and shall possess a seven-foot clearance to the valance or any other part. The pitch of the awning shall be 10 to 40 degrees. No “bubble-type” awnings are permitted. No backlit awnings are permitted. Canvas or matte-finish vinyl, or similar approved material awnings, may be one-color or striped and shall have a free-hanging plain or crenelated valance. Canvas or matte-finish vinyl, or similar approved material awnings, should not be shared between two structures. Each structure should have its own awning.

Staff Finding 18: No changes to awnings are proposed. This standard does not apply.

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 19: Extruded roofs are not affected by or included in the application. This standard does 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 20: No changes to doors are proposed. This standard does not apply.

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

Staff Finding 21: No changes to windows are proposed. This standard does not apply.

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 22: The applicant is not proposing alterations display or pedestrian level windows. This standard does not apply.

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

18. *Shutters. Shutters are not allowed.*

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

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

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

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

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

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

25. *Planters. No planters are allowed.*

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

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

Staff Finding 24: The application did not proposed a specific color scheme for the new siding. Staff recommends a condition requiring the replaced siding and trim be painted the same color as that approved in DR-22-01. As conditioned, this standard is met.

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

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

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

Staff Finding 26: The proposed new siding will be cedar, consistent with the original materials. This standard is met.

EXHIBIT HRB-1 APPLICANT SUBMITTAL

Application for
Class II Historic Design Review

West Linn Saloon

Side and Rear Wall Siding Replacement

September 27, 2022

City of West Linn
Planning Department
22500 Salamo Road
West Linn, OR 97068

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Building Elevations

Project Information:

Project Team

Owner: Willamette Capital Investments
Contact: Patrick Hanlin, phanlin@msn.com
576 Glatt Circle
Woodburn, OR 97071
503-407-8957

Architect: Iselin Architects, PC
1307 7th Street
Oregon City, OR 97045
503-656-1942
Jessica Iselin, Project Architect, jessica@iselinarch.com

Project Location:

Site Address: 1731 Willamette Falls Drive
West Linn, OR 97068
Tax Lot 31E02BA02500

Site Area: .23 acre

Zone: General Commercial
Willamette Falls Drive Commercial Design District

Project Description:

The project includes siding replacement on the side and rear wall of the building with cedar v-groove siding to match the siding approved

by DR-22-01 on April 19, 2022. Paint colors to be as approved by the city in this HRB/Design Review approval.

Chapter 25 OVERLAY ZONES - HISTORIC DISTRICT

Sections:

- [25.010](#) PURPOSES
- [25.020](#) USE OF THIS CHAPTER
- [25.030](#) PERMITTED USES
- [25.040](#) HISTORIC DESIGN REVIEW PROCESSES
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- [25.140](#) HISTORIC RESOURCE MAP

25.010 PURPOSES

The purposes of this chapter are to:

- A. Foster community and neighborhood pride and sense of community identity based on recognition and use of historic and cultural resources.
The West Linn Saloon is an established, successful and popular business within the district.
- B. Identify and protect the City's historic resources (see Chapter 2 CDC, Definitions), including the diverse architectural styles that reflect the phases of the City's history.
The West Linn Saloon is located within one of the integral historic buildings in one of the core blocks within the district and provides consistency and vitality to the building and district.
- C. Encourage preservation and use of historic sites, structures, and districts within the City that reflect special elements of its historical, architectural, archaeological, artistic, cultural, and engineering heritage.
The success of the business has led to the need to expand and the desire to provide improved access, fire and life safety and weatherization elements that are included in the ongoing remodel. These improvements, along with the additional siding replacement, will help to ensure the preservation and continued viability of the building.
- D. Provide procedures and establish approval criteria for all reviews of proposed alterations to the exterior of historic structures and sites and other development in historic districts.
The proposed siding replacement conforms to the approval criteria of the district as addressed in the following sections.

- E. Increase economic and financial benefits to historic property owners and the community.
The proposed siding replacement will support and enhance the appeal and longevity of the business, benefitting the business owners, property owners and community.
- F. Ensure that changes to designated historic resources protect the integrity of the resource and the significant aspects of the area's heritage.
The proposed siding replacement is compatible with the existing building scale and style as well as the character of the district.
- G. Provide regulations that will ensure the preservation of the quality and historic integrity of historic resources and their site and, if applicable, ensure compatibility and consistency with the qualities of the respective historic district its nomination was intended to preserve.
The proposed siding replacement will not impact the appearance of the building and will have a positive impact on the district through the preservation measures performed on a core property within the district.
- H. Provide for creation of new historic districts and designation of new landmarks, as appropriate, and to allow removal of such designations if they are no longer appropriate.
The West Linn Saloon building is within the historic district, but is not a designated structure or landmark.
- I. Provide a process to enable thoughtful consideration of the proposed demolition of historic structures. (Ord. 1614 § 6, 2013)
Demolition of the existing structure is not proposed.

25.020 USE OF THIS CHAPTER

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

The property is located within the Historic District and complies with the requirements as specifically addressed in individual sections.

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

1. Exemptions. The items listed in CDC [25.040\(A\)](#), Exemptions from historic design review, are exempt from historic review provided that they comply with any applicable requirements in CDC [25.040\(A\)](#).

No exemptions are requested.

2. Design standards. CDC [25.060](#), Design standards applicable to historic resources, applies to historic reviews for designated properties, except for CDC [25.060\(B\)](#), Standards for accessory structures, which applies only to accessory structures on sites containing historic resources.

The proposed siding replacement complies with the Design Standards as addressed in 25.060.

3. Additional design standards. CDC [25.070](#), Additional design standards applicable to historic districts, provides additional standards that are applicable to historic design review for historic district properties.

a. CDC [25.070\(A\)](#), Standards for alterations and additions, applies only to historic design review in a historic district.

Refer to 25.070(A) for specific responses.

b. CDC [25.070\(B\)](#), Standards for new construction, applies only to new development or construction in a historic district beyond alterations and additions, and including accessory structures.

Not applicable. The project does not involve new construction.

c. CDC [25.070\(C\)](#), Willamette Historic District general standards, applies only to alterations and additions, new construction, and accessory structure construction in the Willamette Historic District.

Refer to 25.070(C) for specific responses.

C. Applicability of historic design standards. Development subject to this chapter must comply with applicable historic design review standards unless otherwise approved through the modifications process under CDC [25.080](#). The “X” in the following chart indicates which standards are applicable to different types of development.

STANDARDS APPLICABILITY MATRIX						
SECTION	PROPOSED ACTIVITY	ADDITIONS AND ALTERATIONS	ADDITIONS AND ALTERATIONS	NEW CONSTRUCTION	ACCESSORY STRUCTURES	ACCESSORY STRUCTURES
	LOCATION	HISTORIC LANDMARK	HISTORIC DISTRICT	HISTORIC DISTRICT	HISTORIC LANDMARK	HISTORIC DISTRICT
25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES	A. STANDARDS FOR ALTERATIONS AND ADDITIONS	X	X	X	X	X
	B. STANDARDS FOR ACCESSORY STRUCTURES				X	X
25.070 ADDITIONAL DESIGN	A. STANDARDS FOR ALTERATIONS		X			X

STANDARDS APPLICABLE TO HISTORIC DISTRICTS	AND ADDITIONS					
	B. STANDARDS FOR NEW CONSTRUCTION			X		X
	C. WILLAMETTE HISTORIC DISTRICT GENERAL STANDARDS		X	X		X

(Ord. 1614 § 6, 2013)

25.030 PERMITTED USES

Unless otherwise provided for in this chapter, uses permitted by the base zoning district that are in accordance with the CDC are allowed on sites containing historic resources. (Ord. 1614 § 6, 2013)

A restaurant is a permitted use in the GC base zone.

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.

- A. Exemptions from historic design review. The following are exempt from historic design review:
1. Ordinary maintenance. Ordinary maintenance or repair including a change of facade colors, unless the color is specifically listed in the historic resource inventory, historic resource nomination, or National Register nomination as an attribute that contributes to the resource's historic significance.
 2. Gutters and downspouts. Replacement or addition of gutters and downspouts that are rectangular, ogee, or K-shaped and composed of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references.
 3. Foundation. Repair of a foundation with the same material or construction of a foundation in the same location that does not result in raising or lowering the building elevation.
 4. Building material. Replacement of building material, when required due to deterioration of material, with building material that matches the original material.
 5. Roof material. Repair or replacement of roof material with material comparable to the existing roof, or replacement of the roof in its entirety with cedar shingles, three tab asphalt shingles, or architectural composition shingles.
 6. Window sashes. Replacement of window sashes with new sashes consistent with the original appearance. Elements of consistency include: material, profile and proportions of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins.

7. Storm windows. Storm windows made of painted wood, baked enamel, anodized aluminum, or other materials with forms that complement or match the color, detail, and proportions of the building.
8. Egress windows. Addition of egress windows on secondary facades with wood windows or windows that are consistent with subsection (A)(6) of this section.
9. Landscaping. Landscaping changes unless the landscaping is identified in the historic resource inventory, historic resource nomination, or National Register nomination, as an attribute that contributes to the resource's historic value.
10. Fences. Construction of fences that meet the following requirements in addition to the requirements of Chapter 44 CDC:
 - a. Traditional fences. Any fence along a front lot line or along the portion of a side lot line between the street and the primary structure (see Figures 1 and 2) which:
 - 1) Consists of pickets, each of which are between one and three inches wide and spaced equally;
 - 2) Does not have solid portions exceeding 50 percent; and
 - 3) Is no greater than 36 inches in height.
 - b. General fences. Any fence that is not located along a front lot line or along the portion of a side lot line between the street and the primary structure that is:
 - 1) Constructed of wood fence boards, rails, posts, and associated hardware only; and
 - 2) No greater than 72 inches in height.

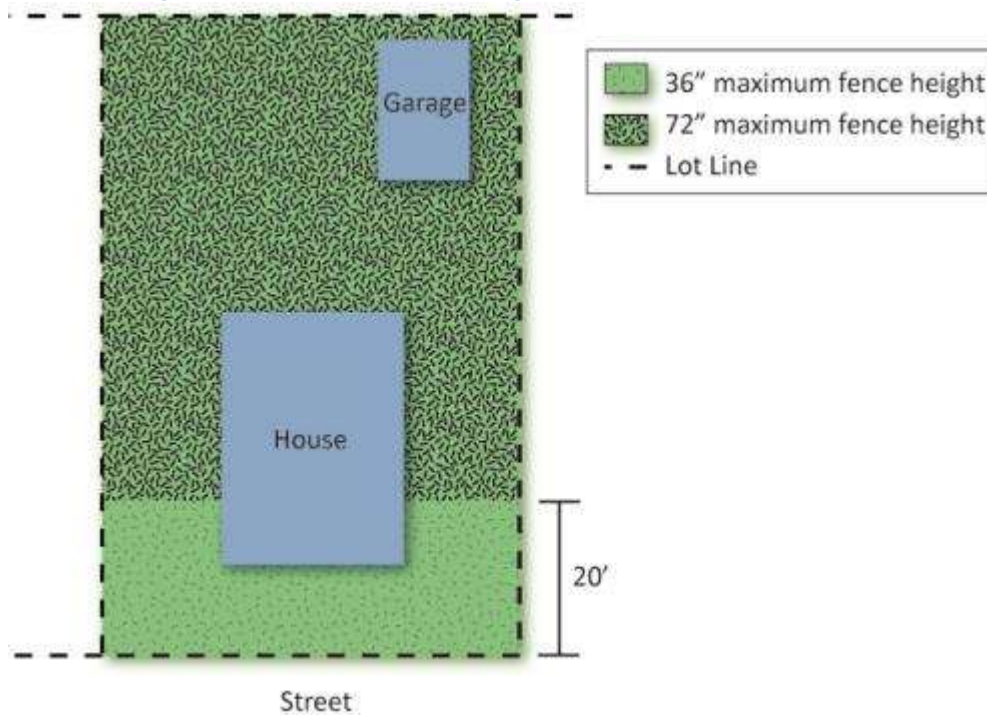


Figure 1: Example of Exempt Interior Lot Fence Locations



Figure 2: Example of Exempt Corner Lot Fence Locations

11. Retaining walls. Construction of retaining walls that meet the following requirements:
 - a. No greater than three feet high; and
 - b. Project above upper grade no more than 12 inches.
12. Swimming pools. Construction of in-ground swimming pools in rear yards.
13. Mechanical equipment. Replacement or installation of mechanical equipment, if 100 percent screened by a permitted building, fence, or landscaping that precludes visibility from any street.
14. Solar energy systems. Replacement or installation of solar energy systems that are not part of a project that includes other elements subject to historic design review, provided the following requirements are met:
 - a. On a flat roof, the horizontal portion of a mansard roof, or roofs surrounded by a parapet that is at least 12 inches higher than the highest part of the roof surface:
 - 1) The solar energy system must be mounted flush or on racks with the system or rack extending no more than five feet above the top of the highest point of the roof.
 - 2) The solar energy system must be screened from view from all streets by an existing parapet along the street-facing facade that is as tall as the tallest part of the solar energy system, or by setting the solar energy system back from the roof edges facing the street four feet for each foot of solar energy system height.
 - b. On a pitched roof, solar energy systems may be located on a section of pitched roof facing a rear lot line or on a section of pitched roof facing within 45 degrees of the rear lot line. (See the example on the right side of Figure 3.) The system must be mounted flush, with the plane of the system parallel with the roof surface, with the system no more than 12 inches from the surface of the roof at any point, and set back three feet from the roof edge and ridge line.

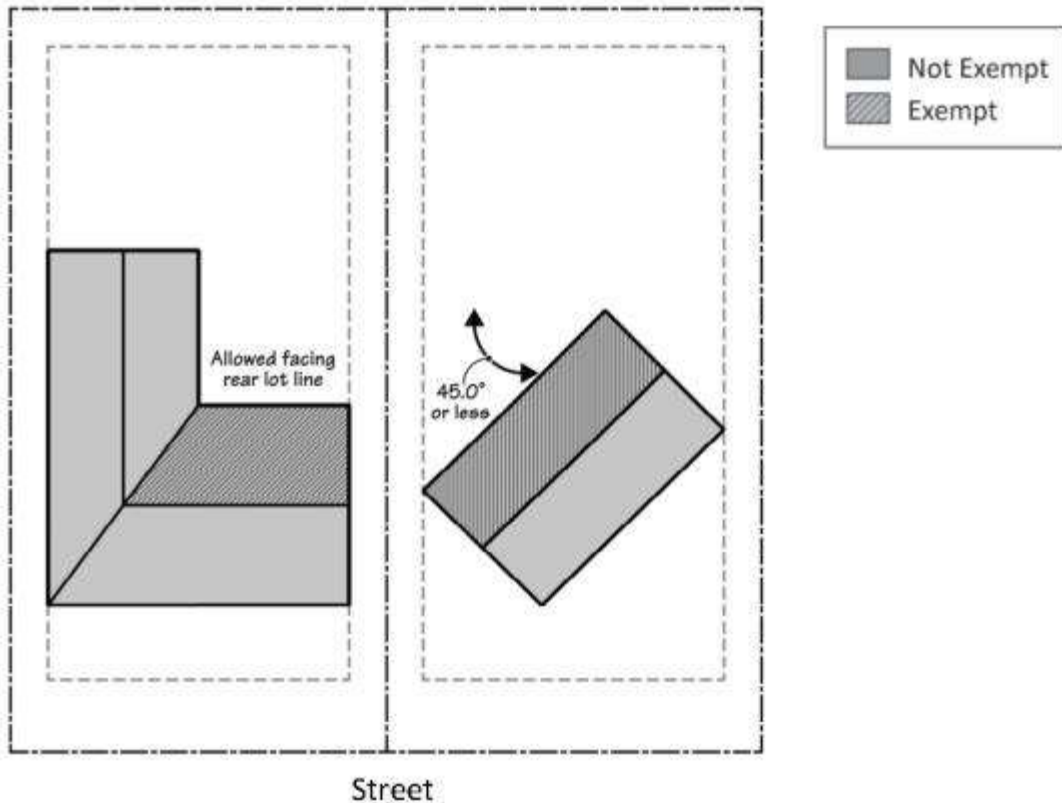


Figure 3: Exempt Solar Energy System Locations

15. Skylights. Replacement or installation of skylights that are not part of a project that includes other elements subject to historic design review, provided the following requirements are met:
 - a. For skylights that are on a flat roof, the horizontal portion of a mansard roof, or roofs surrounded by a parapet that is at least 12 inches higher than the highest part of the roof surface, the skylight must be screened from view from all streets by:
 - 1) An existing parapet along the street-facing facade that is as tall as the tallest part of the skylight; or
 - 2) Setting the skylight back from the roof edges facing the street four feet for each foot of skylight height.
 - b. For skylights that are on a pitched roof, the skylight must be flat and must face a side or rear lot line or be located on a section of a pitched roof that faces within 45 degrees of a rear lot line. (See the right side of Figure 3.)
16. Utilities, street infrastructure, and street furniture. Replacement or installation of utilities, street infrastructure, or street furniture except for streetlights, utility boxes, benches, receptacles, and the installation of curbs where there are none. Replacement and new sidewalks shall not exceed four feet in width except as required to comply with the Americans with Disabilities Act and shall be compatible in location, pattern, spacing, dimensions, and materials with existing sidewalks.
17. Accessory structures. Construction of accessory structures under 120 square feet and 10 feet in height (greenhouses, storage sheds, jacuzzis, spas, structures, gazebos, etc.) in a side or rear yard.

No exempted items are proposed and no exemptions are requested.

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:

1. Nonexempt. Items listed in CDC [25.040\(A\)\(1\)](#) through (17) that do not qualify for an exemption;
2. Facade alteration. Alteration of a facade when 100 square feet or less of the structure's facade is being altered;
3. Ingress/egress. Revised points of ingress/egress to a site;
4. Americans with Disabilities Act. Proposals seeking compliance with the Americans with Disabilities Act, not including the public right-of-way; and
5. Art and statuary. Construction of freestanding art and statuary over 10 feet tall.

The proposed siding replacement will impact more than 100 sf of façade area; therefore, the required review will be Class II.

C. Class II historic design review. All proposed new construction, alterations, and additions, not identified as exempt under subsection A of this section, or subject to Class I historic design review under subsection B of this section, are subject to Class II historic design review and must meet the applicable approval standards. (Ord. 1614 § 6, 2013)

The proposed siding replacement will impact more than 100 sf of façade area; therefore, the required review will be Class II.

25.050 APPLICATION REQUIREMENTS

A. Historic design review. Applications for historic design review shall include the following:

1. Narrative. Written narrative explaining the proposal and how it meets the approval criteria in CDC [25.060](#) and [25.070](#), as applicable;
2. Existing plan and elevation drawings. Plan and elevation drawings of the existing structure, if applicable, including materials;
3. Proposed plan and elevation drawings. Plan and elevation drawings of the proposed changes, including materials;
4. Current photographs. Photographs of the existing structure, if applicable;
5. Historic photographs. Historic photographs and/or drawings of the existing structure, if available; and
6. Supplementary. For additions that increase the gross square footage of the structures on the site by more than 50 percent, and/or new construction in a historic district:
 - a. Plan and elevation drawings of adjacent properties; and
 - b. A rendering and/or photo-simulation showing the proposal in context.

All required information is included as part of this application. Supplementary information is not required based on the proposed work.

B. Designation of a historic resource. Applications for designation as an historic resource shall include the following:

1. Narrative. Written narrative description of the proposed historic resource and how it meets one or more of the approval criteria in CDC [25.090\(A\)](#);
2. Site plan. Site plan depicting the property boundaries and all structures and features on the site;

3. Current photographs. Current photographs of all elevations of the existing structure and any significant features;
4. Historic photographs. Historic photographs, plans, or maps, if available;
5. Supplementary documentation. Any other documentation demonstrating the significance of the proposed historic resource; and
6. Owner consent. Owner consent as follows:
 - a. Historic landmarks. The property owner must consent, in writing, to a proposed historic landmark designation with the exception that properties listed on the National Register shall be regulated as historic landmarks regardless of the owner's consent.
 - b. Historic districts. A property owner may refuse to consent to historic district designation at any point during the designation process. Properties in historic districts listed on the National Register shall be regulated as historic properties regardless of the owner's consent.

Designation of a historic resource is not requested.

C. Removal of historic resource designation. Applications for removal of historic resource designation shall include the following:

1. Narrative. Written narrative description of the historic resource proposed for removal of designation that addresses the considerations identified in CDC [25.100](#);
2. Site plan. Site plan depicting the property boundaries and all structures and features on the site;
3. Current photographs. Current photographs of all elevations of the existing structure and any significant features;
4. Historic photographs. Historic photographs, plans, or maps, if available; and
5. Supplementary documentation. Documentation that the property owner objected, on the record, at the time of designation, if applicable.

Removal of a historic designation is not requested.

D. Relocation of a historic resource. Applications for relocation of an historic resource shall include the following:

1. Examination of alternatives. Documentation that all reasonable alternatives to relocation have been explored and that relocation is the preferred alternative.
2. Structure and site documentation. Documentation of the historic structure and site conditions prior to relocation, including detailed photography, notes, drawings, and reference measurements.
3. Moving procedures. Clearly stated moving procedures that will be utilized to protect historic elements and document the relocation, including: plans for minimizing damage to historic materials, labeling system for dismembered elements to assure accurate reconstruction in the new location, and plans for protecting the historic resource until reconstruction is complete.

Relocation of a historic resource is not requested.

E. Demolition of a historic resource.

1. Historic landmark or contributing primary structure. An application for the demolition of a historic landmark or contributing primary structure shall include:
 - a. A statement of the historic significance of the structure or resource to the community, taking into consideration its designation as a historic landmark or its contributing status in a historic district.

- b. A statement demonstrating good faith efforts of the property owner to sell or relocate the structure or resources, including, but not limited to:
 - 1) Real estate taxes for the two years immediately preceding the application;
 - 2) Assessed value for the two years immediately preceding the application;
 - 3) Current fair market value of the structure or resource as determined by an appraiser;
 - 4) All listings for the structure or resource for the past two years including prices asked and offers received; and
 - 5) Documentation of all attempts to relocate the structure or resource.
 - c. Documentation of the historic structure and site conditions prior to demolition, including detailed photography, notes, drawings, and reference measurements.
 - d. A report from a structural engineer on the condition of the structure or resource.
 - e. The estimated cost of rehabilitation of the structure or resource.
 - f. A report from a real estate or other market professional identifying potential alternative uses for the structure or resource permitted within the existing zoning classification.
 - g. A report identifying available economic incentives for adaptive reuse of the structure or resource.
 - h. A proposed plan for redevelopment of the site on which the structure or resource is located.
2. Non-contributing or not in period primary structure and accessory structure. An application for the demolition of a non-contributing or not in period primary structure or an accessory structure shall include:
- a. A statement of the historic significance of the structure or resource to the community, taking into consideration its location on the site of a historic landmark or within a historic district.
 - b. A site plan depicting the property boundaries and all structures and features on the site.
 - c. A proposed plan for redevelopment of the site on which the structure or resource is located. (Ord. 1614 § 6, 2013)

Demolition of a historic resource is not requested.

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 construction will be retained.

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.

Because of various repairs and remodels over the course of the building lifespan, the facades contain a variety of siding variations: drop siding, deep v-groove siding, shallower v-groove siding and plywood. Some of the siding is solid wood and some is finger-jointed. There is a little of the original siding that has been re-used and relocated over the years, but the majority was replaced approximately 20 years ago.

It is the owner's objective to provide a clean, uniform finish on all façades. The new siding will be cedar, v-groove, with approximately a 7" exposure as recently approved by HRB for the front façade. Existing wood trim will be re-used as feasible or new wood trim to match the existing sizes and profiles will be installed.

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 proposed siding replacement is functional and will not impact the character or period styling of the building.

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.

The applicant contacted the West Linn Historical Society to try to obtain historical information and photos of the property, but none were located. No detailed history of the existing is known. The proposed siding replacement will be compatible with the building as it currently exists.

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.

As there is no addition proposed and the siding replacement will extend around the entire building, the ability to differentiate new work from the original building is not applicable.

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 siding replacement will not impact the form and integrity of the building.

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.

No building additions are proposed.

8. Building height and roof pitch. Existing or historic building heights and roof pitch shall be maintained.

The height and roof pitch will not be altered.

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.

No new or replacement roofing is proposed.

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.

Refer to 25.060(A)2. above for proposed revisions to exterior siding.

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.

No new exterior walls are proposed and the proposed siding will be wood.

12. Gutters and downspouts. Replacement or new gutters and downspouts shall be rectangular, ogee, or K-shaped and comprised of wood or metal material, or styles and materials that match those that were typically used on similar style buildings of the era, or the era the building style references. Vinyl or other materials and styles that do not match those that were typically used on similar style buildings of the era, or the era the building style references, are not permitted.

No new gutters or downspouts are proposed.

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.

No new windows are proposed.

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.

No new storm windows are proposed.

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.

No window replacement is proposed.

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.

No new doors are proposed.

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.

No porches are proposed.

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.

No decks are proposed.

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).

No foundation work is proposed.

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.

No new lighting is proposed.

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:

1. All accessory structures.

a. Location.

- 1) Accessory structures in the Willamette Historic District are subject to the setback requirements of CDC [25.070\(C\)\(1\)](#) through (4);
- 2) Accessory structures on historic landmark properties must meet the setback requirements of the underlying zone and Chapter [34](#) CDC;
- 3) Detached accessory structures shall be in the rear yard; and
- 4) Two-story accessory structures shall be at least 10 feet from the house; and one-story accessory structures shall be at least three feet from the house.

- b. Height. Accessory structures in the Willamette Historic District are subject to CDC [25.070\(C\)\(7\)](#). Accessory structures on historic landmark properties must meet the height requirements of the underlying zone and Chapter [34](#) CDC.
2. Conversions and additions. Existing detached, unheated structures including, but not limited to, workshops and garages, may be converted into other allowable accessory uses under the following conditions:
 - a. The structure is located behind the house's front building line;
 - b. A structure in the front yard cannot be converted to a heated accessory structure;
 - c. A story may be added to an existing non-contributing garage or similar accessory structure; provided, that the final design meets the setback standards of this chapter for a two story accessory structure (see CDC [25.070\(C\)\(1\)](#) through (4)) for the historic district, or the setbacks in Chapter [34](#) CDC for a historic landmark; and
 - d. The conversion of an existing structure is not required to meet the design standards in CDC [34.030](#), but it must conform to all applicable requirements of this chapter. (Ord. 1614 § 6, 2013)

No accessory structures are proposed.

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.The existing building is similar in scale and mass to other buildings along Willamette Falls Drive and the proposed siding replacement will not impact the scale or mass of the building.

2. Not in period buildings. Alterations to compatible, not in period buildings shall follow all applicable standards of this chapter to avoid creating a false sense of history.

The West Linn Saloon building was constructed within a similar time period as the majority of the buildings along Willamette Falls Drive within the district.

3. Not in period noncompatible buildings. Alterations to not in period, noncompatible buildings shall be consistent with applicable standards in CDC [25.060](#) and [25.070](#). Such buildings do not contribute to the historic value of the district and are not subject to standards pertaining to siding, windows, and other materials listed in CDC [25.060\(A\)](#); however, such buildings shall not be so stylistically different from adjacent buildings that they detract from the district's historic character.

The West Linn Saloon building is compatible with the general style and character of other buildings along Willamette Falls Drive within the district.

B. Standards for new construction. The standards in this section apply only to new construction in a historic district beyond alterations and additions, including new accessory structures. These standards shall apply in addition to any other applicable standards (see the Standards Applicability Matrix in CDC [25.020](#)).

1. New construction shall complement and support the district. The historic district's defining characteristics include a discernible aesthetic rhythm of massing, scale, and siting. Infill buildings shall not deviate in a detracting manner from these elements, but appear as complementary members of the district, by conforming to the following:
 - a. Lot or parcel size, massing, scale, proportion, form, siting, floor area ratio, window patterns, building divisions, and height shall correspond to the contributing buildings within the district, and any specific historic district standards and the applicable requirements of the underlying zone.
 - b. Infill buildings shall relate to and strengthen the defining characteristics, including architectural style, without replicating the historic buildings. Buildings shall differentiate by use of materials, mechanical systems, construction methods, and, if applicable, signage. Architectural style shall not be the primary indicator of differentiation.
 - c. Mechanical and automobile infrastructure must be appropriately concealed when not consistent with the district's character.
2. Reconstruction. Reconstruction of buildings that existed within the district during the period of significance is allowed. Reconstructions shall be done in accordance with the Secretary of the Interior's Standards for Reconstruction.
3. Archaeological resources shall be preserved in place or mitigated. When new construction must disturb archaeological resources, mitigation measures shall be carried out consistent with applicable state and federal laws. As appropriate, information yielded from archaeological mitigation shall be interpreted in the new building or site.

The project does not involve new construction.

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.
 - a. The front yard setback shall equal the average of the front setbacks of adjacent homes on the block face. For corner lots, the setback shall be the average between the adjacent house to the side and 20 feet. The setback shall be the distance measured from the front property line to the dominant vertical face of the building, exclusive of any porches or front landings.
 - b. Unenclosed porches with no living space above may encroach into the front yard setback six feet from the dominant vertical face of the building.

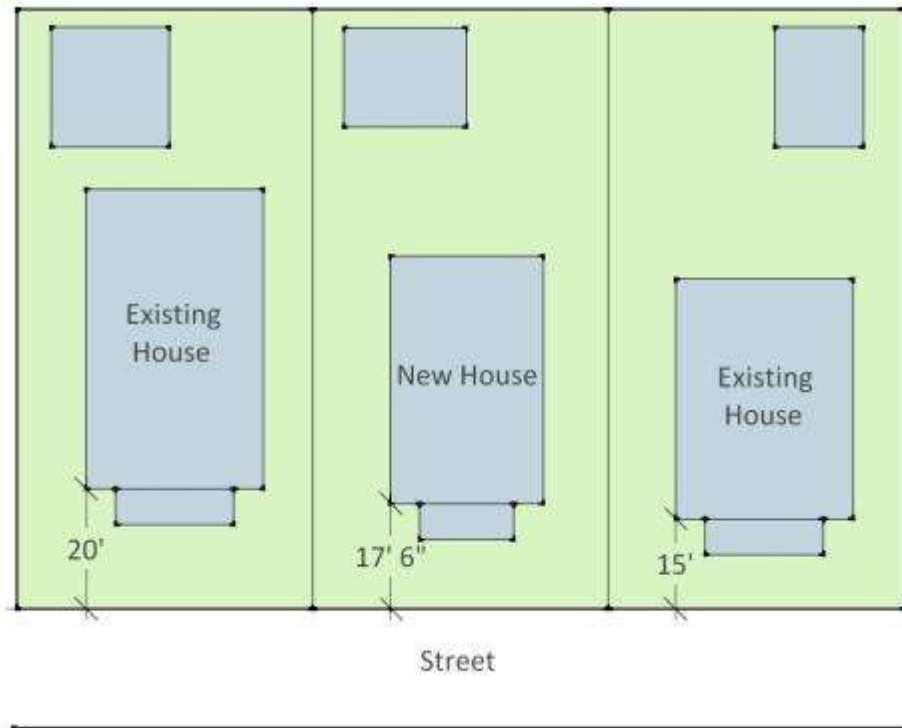


Figure 4: Front Yard Setback

2. Side yard setback. Side yard setbacks shall be five feet, except:
 - a. Bays, porches and chimneys and other projections that are cumulatively no more than 20 percent of the overall respective building wall length may intrude 18 inches into the side yard setback; and
 - b. One story accessory structures may be sited within three feet of the side property line and two story accessory structures shall be a minimum of 15 feet from the side property line.
3. Side street setback. Setbacks from side streets shall be 10 feet for both developed and undeveloped streets, except:
 - a. Bays, porches and chimneys and other projections may intrude two feet into side street yard setback; and
 - b. One and two story accessory structures may be sited within five feet of the side street property line.
4. Rear yard setback. The rear yard setback shall be a minimum of 20 feet, except for accessory structures, which may be sited to within three feet of the rear property lines.
5. Orientation. New home construction on corner lots shall be oriented the same direction as the majority of homes on the street with the longest block frontage.
6. *Repealed by Ord. 1675.*
7. Building height.
 - a. Residential structures are limited to 28 feet in height. Cupolas and towers shall not exceed 50 feet in height.
 - b. One story accessory structures shall not exceed a height of 15 feet. For the purposes of this chapter, any one story accessory structure over 15 feet is considered a two story structure.

- c. Two story accessory structures shall not exceed the maximum height of 23 feet as measured per Chapter 41 CDC.
- d. Accessory structures shall not exceed the height of the primary dwelling.
- 8. Building shapes and sizes. No building shall exceed 35 feet in overall width. Front facade gables shall not exceed 28 feet in overall width.
- 9. Roof pitch. Roofs shall have a pitch of at least 6:12.
- 10. Garage access and parking areas.
 - a. Garages shall be accessed from an alley, if present. No garage door may face or have access onto a street except when alley access is not available.
 - b. Parking areas.
 - 1) No residential lot shall be converted solely to parking use.
 - 2) No rear yard area shall be converted solely to parking use.
 - 3) When a lot is adjacent to an alley, all parking access shall be from the alley. (Ord. 1614 § 6, 2013; Ord. 1636 § 23, 2014; Ord. 1675 § 33, 2018)

The project does not involve a residential or historically residential property.

25.080 MODIFICATIONS TO DESIGN STANDARDS

This section provides for deviation from site development standards in this chapter to enable flexibility and innovation consistent with the purposes of this chapter while ensuring that the features that historic designations are intended to preserve are maintained.

A. Applicability. The provisions of Chapter 75 CDC, Variance, shall not apply to the standards in this chapter.

B. Assessment of modification. When an applicant proposes an alternative to the standards of this chapter the approval authority shall grant a modification when:

1. Historical records. The applicant demonstrates by review of historical records or photographs that the proposed alternative is consistent with and appropriate to the architecture in the historic district, or is appropriate to the applicable style of architecture;
2. Consistency. The resulting development of the proposal would be consistent with the intent of the standards for which the modification is requested, as determined by the approval authority;
3. Negative impacts. Negative impacts to adjacent homes and/or a historic district will be minimized. These include, but are not limited to, loss of solar access, light, or air to an adjacent structure, and scale or mass that visually overwhelm or are not deferential to an adjacent landmark or contributing structure; and
4. Exceptional architecture. The proposal incorporates exceptional and appropriate architectural elements into the building. (Ord. 1614 § 6, 2013)

No modifications to site or building design standards are requested.

25.090 DESIGNATION OF A HISTORIC RESOURCE

The designation of historic resources shall comply with the following criteria; provided, that the age of a specific building shall not be deemed sufficient in itself to warrant designation of a building as historic.

A. Approval criteria. The approval authority may designate additional historic resources if it determines that the site or district proposed for designation meets at least one of the following five criteria:

1. Events. Is associated with an event or events that made a significant contribution to the history of the city, county, state or nation;

2. Persons. Is associated with the life or lives of a significant person or people in the history of the city, county, state or nation;
 3. Architecture. Embodies distinctive architectural characteristics of a type, style, period or method of construction;
 4. Construction. Represents the work of a master builder, designer, or architect who influenced the development of the city, county, state or nation; or
 5. Archaeology. Has yielded, or will likely yield, information important in prehistory or history.
- B. Pending designation – Issuance of permits. No building permit for altering, moving, or demolishing any proposed historic resource shall be issued while any advertised public hearing or any appeal affecting the proposed designation of the area or building is pending. (Ord. 1614 § 6, 2013)

No designation of a historic resource is requested.

25.100 REMOVAL OF HISTORIC RESOURCE DESIGNATION

These provisions allow for the removal of the local historic designation when it is no longer appropriate. This review does not affect a property or district's listing on the National Register. Proposals to remove historic resource designation shall be approved if the approval authority finds that removal of the designation is appropriate after considering the information required under subsections A and B of this section.

- A. Assessment of designation. The approval authority shall consider:
1. Criteria. Whether the historic resource meets the criteria for listing under CDC 25.090(A);
 2. Hardship. The importance to the public of retaining the historic resource relative to the hardship to the owner and any potential hazard to the public if the historic resource is retained;
 3. Condition. The physical condition of the historic resource and any loss of characteristics that originally caused it to be listed;
 4. Historic or architectural significance. The historic or architectural significance of the historic resource;
 5. Economic use and benefits. The economic use of the historic resource and any economic benefits associated with the proposed new use of the property; and
 6. Location. If within a historic district, its contribution to the district and the effect on the district if the designation is removed.
- B. Owner consent.
1. Historic landmarks. For historic landmark properties, the property owner at the time of designation must have objected, on the record, to the historic designation.
 2. Historic districts. For properties in historic districts, the property owner at the time of designation must have objected, on the record, to inclusion in the district. (Ord. 1614 § 6, 2013)

No removal of historic resource designation is requested.

25.110 RELOCATION OF A HISTORIC RESOURCE

Moving a historic structure is generally discouraged. However, in some cases relocation is preferable to loss of the structure. The following requirements apply to the relocation of historic resources.

- A. Assessment of relocation. The approval authority shall require to the extent feasible, that the structure be located on the new site in a manner that does not change its historic orientation to the street, relationship to adjacent properties, and the overall site. In making the determination, considerations shall include:

1. Setbacks. Maintaining relatively similar setbacks, side yard conditions, and relationship to other structures on the site;

2. Site characteristics. Maintaining character similar to the historic site in terms of neighboring structures, materials, site relationships and age (for example, it should not be moved to the back of a lot if that was not the character of the historic location, nor should it be located on a corner lot if historically it was on an interior lot); and

3. Economic and physical feasibility. Demonstrating that it is not economically or physically feasible to locate the structure on a site that meets the characteristics in (1) and (2); if so, an alternate site may be considered.

B. Written commitment. There must be a written commitment accepted by the City Attorney to complete the relocation and subsequent rehabilitation of the structure and its new site. Bonding or other assurances may be required. Temporary relocations for interim construction may be necessary and must require a plan for protecting the structure at the interim site as well as a commitment to a schedule for completion of relocation to the proposed new site. (Ord. 1614 § 6, 2013)

No relocation of a historic resource is requested.

25.120 DEMOLITION OF A HISTORIC RESOURCE

A permit for demolition of a historic resource is required and shall not be issued without approval by the approval authority; provided, nothing contained in this section shall be interpreted as giving permission for any person to violate an order of the Building Official to remove or demolish a structure that the Building Official has designated as dangerous to life, health, or property.

A. Approval criteria.

1. Historic landmark or primary contributing structure. An application for the demolition of a historic landmark or primary contributing structure shall be approved if the following criteria are met:

- a. The value to the community of the proposed use of the property outweighs the value of retaining the designated historic resource on the present site;
- b. The designated historic resource is not capable of generating a reasonable economic return and the demolition is economically necessary;
- c. The owner has documented a good faith effort to sell or relocate the designated resource; and
- d. No practicable alternative exists to rehabilitate and reuse the designated resource in its present location.

2. Non-contributing or not in period primary structure, accessory structure. An application for the demolition of a non-contributing or not in period primary structure or an accessory structure shall be approved if it is determined that the property does not have historic significance based on its architectural style, construction method or materials, or other pertinent factors as determined by the approval authority.

B. Issuance of permits. A demolition permit for a historic resource shall not be issued prior to historic design review and any other required approval of plans for the site, if applicable, or the submittal of building plans for a permit for the site. (Ord. 1614 § 6, 2013)

No demolition of a historic resource is requested.

25.130 DEMOLITION BY NEGLECT

All properties designated as historic resources shall comply with this section.

A. Criteria for determination of demolition by neglect. If one or more of the following is promoted, allowed to occur, or exist in a historic resource, the property is determined to meet the criteria for demolition by neglect and enforcement action to remedy the applicable criteria may be taken pursuant to Chapter [106](#) CDC, Enforcement:

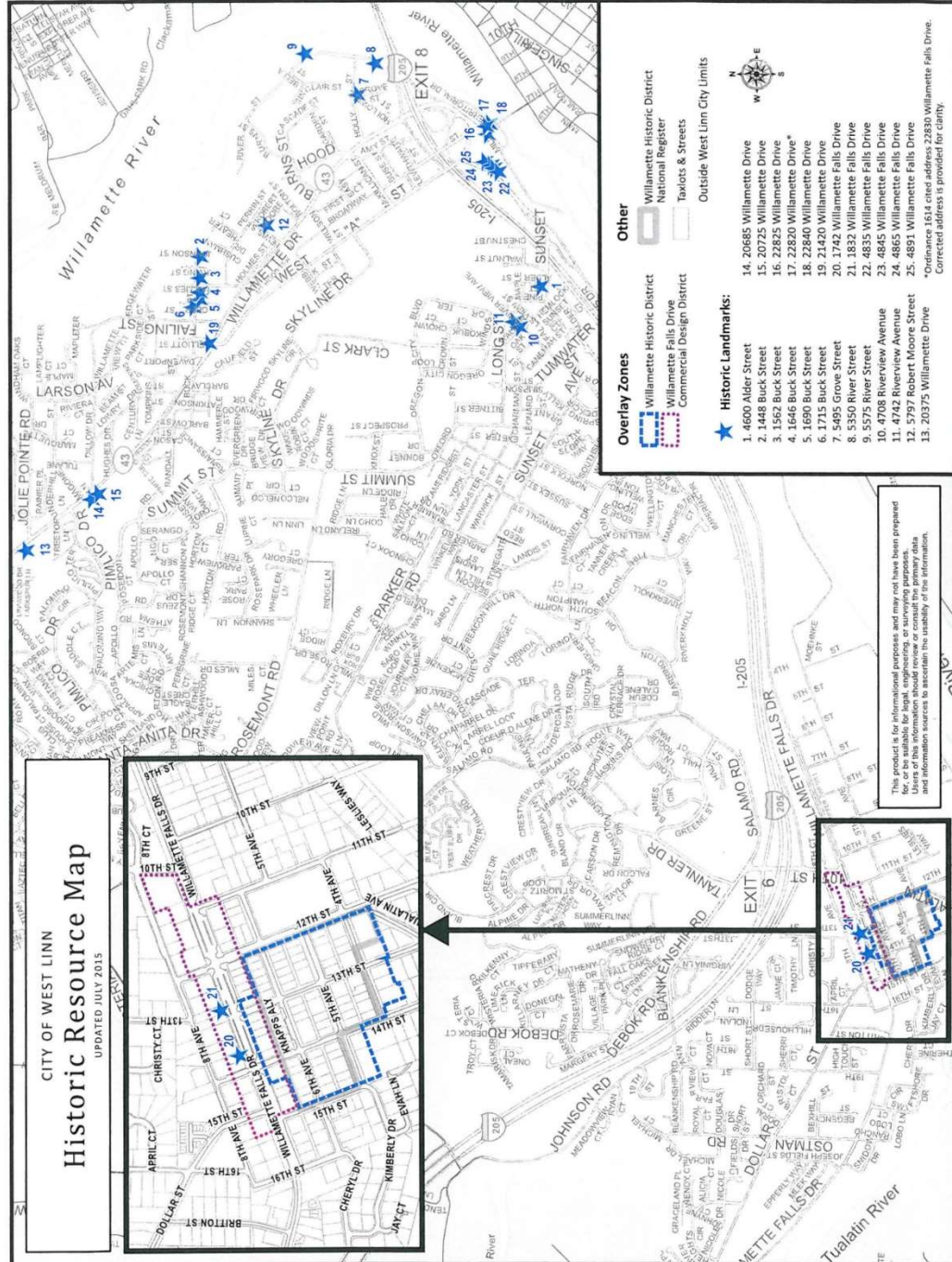
1. Structural integrity. Faults, defects, or other conditions which render the structure or resource structurally unsafe or not properly watertight.
2. Walls and other support members.
 - a. Walls or support members that are deteriorated due to failure to paint or otherwise maintain the structure or resource;
 - b. Members of walls, or other vertical supports that split, lean, list or buckle due to defective material or deterioration; and/or
 - c. Members of walls, or other vertical supports that are insufficient to carry imposed loads with safety.
3. Windows and doors. Failure to keep windows and doors secured in a manner that prevents entry by unauthorized persons.
4. Security.
 - a. Failure to maintain parts of the resource so they are securely attached and will not fall or injure persons or property.
 - b. Failure to secure the resource from vandals, animals, or pests.
 - c. Failure to prevent infiltration of water through inadequate gutters, landscaping or other site features.
5. Foundation. Deteriorated or inadequate foundation.
6. Floor supports. Deteriorated floor supports or floor supports that are insufficient to carry imposed loads with safety.
7. Ceiling and roof supports.
 - a. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members that sag, split, or buckle due to defective material or deterioration.
 - b. Members of ceilings, roofs, or their supports, or other horizontal members that are insufficient to carry imposed loads with safety.
8. Fireplaces or chimneys. Fireplaces or chimneys which list, bulge, or settle due to defective material or deterioration.

B. Abatement. Nothing in this section shall prevent the abatement of the unsafe or dangerous condition of a historic resource that constitutes an imminent and serious threat to public safety. If a historic resource is destroyed, it may be rebuilt on the original building footprint. (Ord. 1614 § 6, 2013)
The existing building has been consistently utilized and well maintained throughout its history and will continue to be maintained, improved and utilized for the foreseeable future.

25.140 HISTORIC RESOURCE MAP

The Historic Resource Map, shown in Figure 1 below, identifies the Willamette Historic District, as shown on the Zoning Map; the Willamette Falls Drive Commercial Design District, as identified in CDC 58.030(C); and the historic landmarks identified on the Zoning Map.

FIGURE 1



Siding Replacement Safeguards:

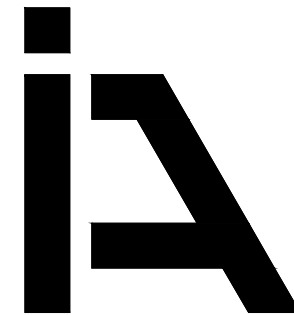
The following conditions are proposed to help ensure the protection of the structure during construction:

1. Phasing of Siding Removal
Siding replacement be undertaken in multiple phases. Each phase shall include the removal of trim and siding and installation of new siding for that section, ensuring that no more than one-third of the building will be unsided at any point.

2. Installation of Interior Structural Upgrades Prior to Siding Removal
All interior structural upgrades currently underway, including plywood sheathing as scheduled, shall be completed prior to the removal of any exterior siding.

3. Reference to OSSC Chapter 33, Safeguards During Construction
Contractor to conform to the requirements of Oregon Structural Specialty Code Chapter 33, Safeguards During Construction and provide adequate temporary shoring, bracing and support of existing structural systems during construction.

4. Increased Construction Oversight
During construction work involving the removal and replacement of siding, Architect and/or Owner will visit the site on a regular basis to observe construction and ensure that agreed upon procedures are being followed.



**ISELIN
ARCHITECTS
P.C.**

1307 Seventh Street
Oregon City, OR 97045
503-656-1942 ph
503-656-0658 fax
www.iselinarchitects.com

NOT FOR
PRELIMINARY
CONSTRUCTION

Additional Siding Replacement

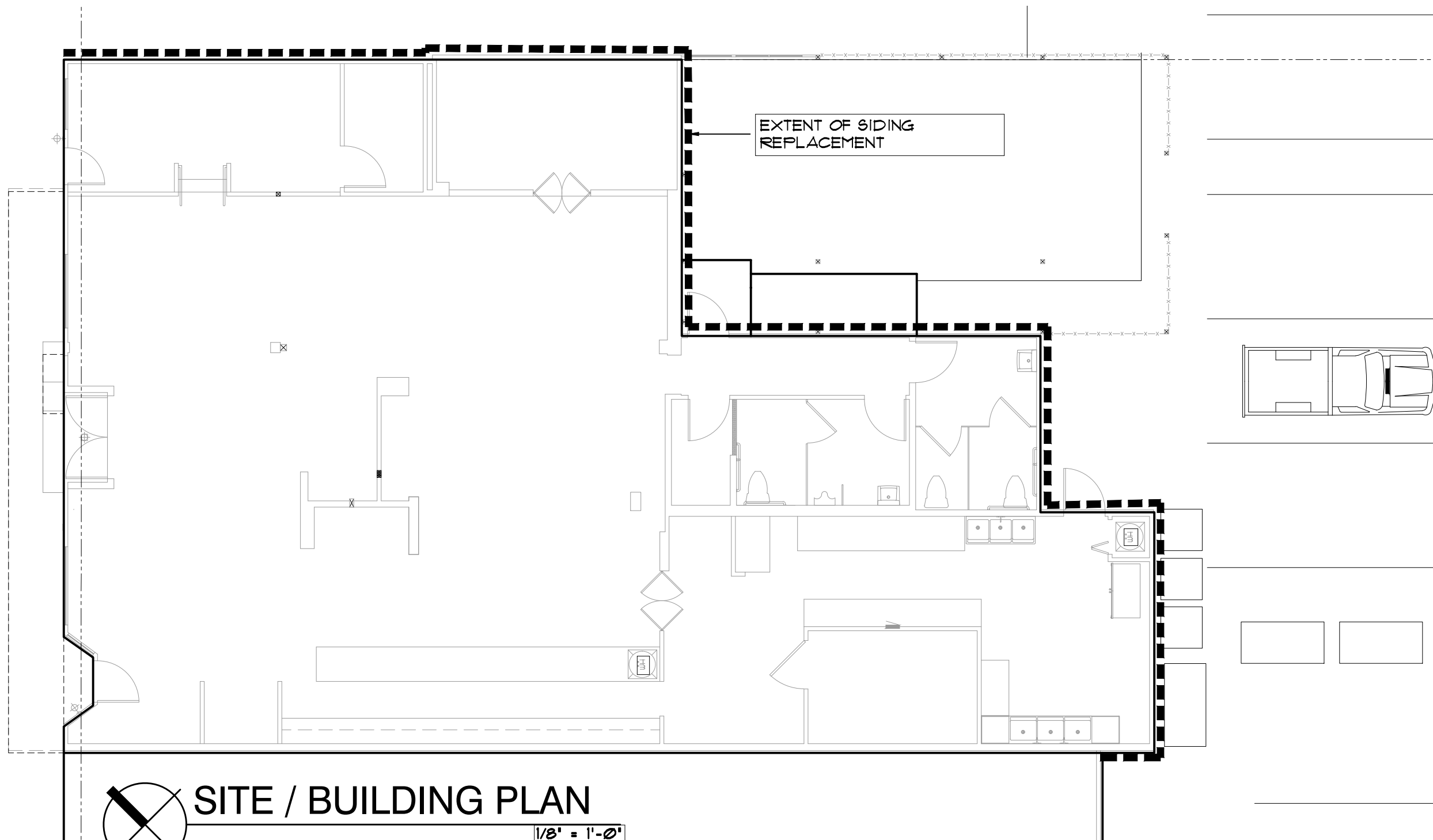
West Linn Saloon

1731 Willamette Falls Drive
West Linn, OR 97068

PROJ. NO. : 2143
FILE :
DATE : 09/23/22

SHEET #

1 of 2



 **SITE / BUILDING PLAN**
1/8" = 1'-0"



 **VICINITY MAP**
N.T.S.

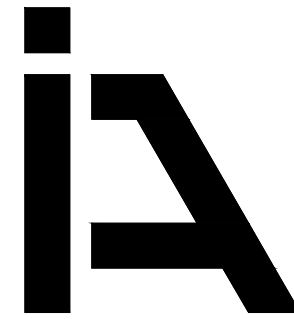
PROJECT INFORMATION

MODIFICATIONS TO AN EXISTING BUILDING:

- SIDING REPLACEMENT AT SIDES & BACK OF BUILDING W/ CEDAR V-GROOVE TO MATCH SIDING REPLACEMENT APPROVED AT FRONT

DRAWING INDEX

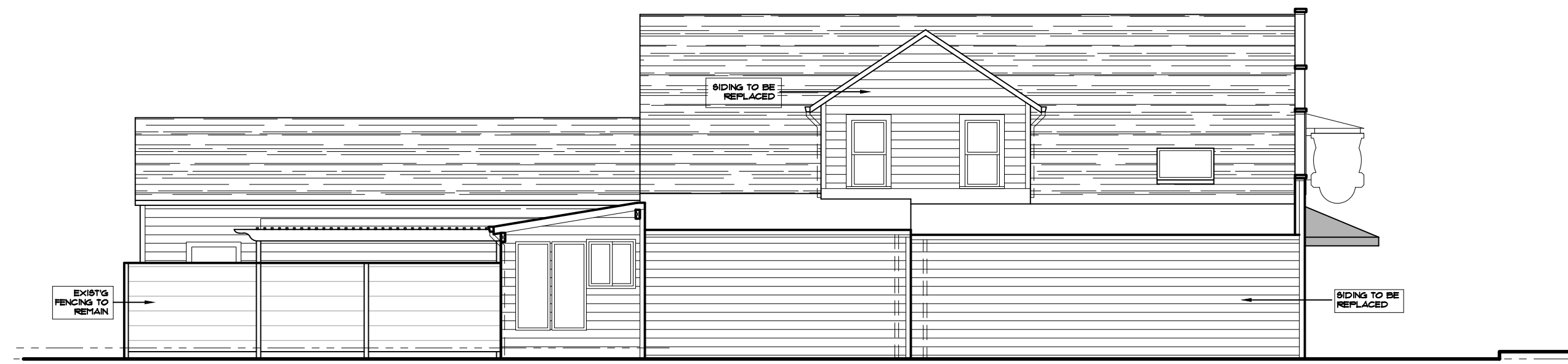
- 1 SITE / BUILDING PLAN
- 2 BUILDING ELEVATIONS



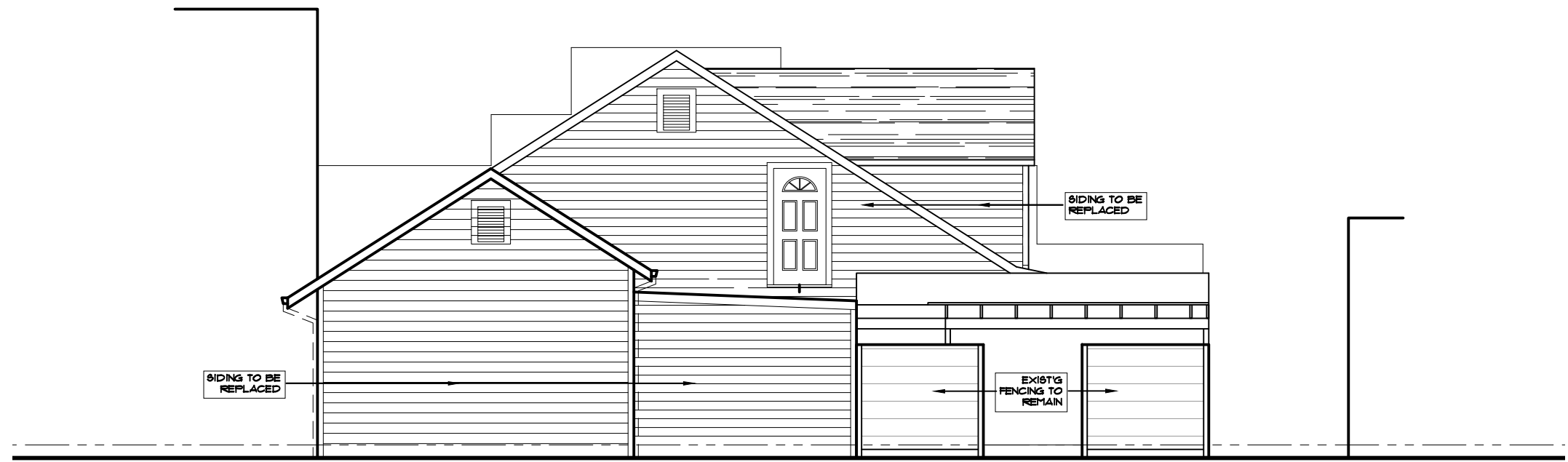
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NOT FOR
PRELIMINARY
CONSTRUCTION



PARTIAL
SIDE (NE) ELEVATION - PROPOSED
1/4" = 1'-0"



ALLEY (SE) ELEVATION
1/4" = 1'-0"

Additional Siding Replacement
West Linn Saloon
1731 Willamette Falls Drive
West Linn, OR 97068

PROJ. NO. : 2143
FILE :
DATE : 09/23/22

EXHIBIT HRB-2 HISTORIC SITE INVENTORY FORM

Oregon Historic Site Record

LOCATION AND PROPERTY NAME			
address:	1731-1741 Willamette Falls Dr West Linn, Clackamas County	historic name:	Pet Adoptions; West Linn Saloon & Eatery
assoc addresses:		current/other names:	
location descr:		block/lot/tax lot:	
		twshp/rng/sect/qtr sect:	3S 1E 2
PROPERTY CHARACTERISTICS			
resource type:	Building	height (stories):	1.0
elig evaluation:	eligible/contributing	total elig resources:	
prim constr date:	c.1915	NR Status:	
		total inelig resources:	
		date indiv listed:	
primary orig use:	COMMERCIAL: General	orig use comments:	
second orig use:		prim style comments:	
primary style:	Commercial (Type)	sec style comments:	
secondary style:		siding comments:	
primary siding:	Horizontal Board	architect:	
secondary siding:		builder:	
plan type:	1-Part Block		
comments/notes:			
Converted house			
GROUPINGS / ASSOCIATIONS			
Survey/Grouping Included In:	Type of Grouping	Date Listed	Date Compiled
West Linn, Willamette Falls Neighborhood, RLS 2008	Survey & Inventory Project		2008
SHPO INFORMATION FOR THIS PROPERTY			
NR date listed:	N/A	106 Project(s):	None
ILS survey date:		Special Assess Project(s):	None
RLS survey date:	10/01/2007	Federal Tax Project(s):	None
ARCHITECTURAL / PROPERTY DESCRIPTION			
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>			
Refer to scanned documents links.			
HISTORY			
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>			
Refer to scanned documents links.			
RESEARCH INFORMATION			
Title Records	Census Records	Property Tax Records	Local Histories
Sanborn Maps	Biographical Sources	SHPO Files	Interviews
Obituaries	Newspapers	State Archives	Historic Photographs
City Directories	Building Permits	State Library	
Local Library:		University Library:	
Historical Society:		Other Respository:	
Bibliography:			

EXHIBIT HRB-3 COMPLETENESS LETTER



CITY OF
West Linn

October 4, 2022

Jessica Iselin
Iselin Architects, PC
1307 7th Street
Oregon City, OR 97045

SUBJECT: Application for alteration of a historic resource at 1731 Willamette Falls Drive (West Linn Saloon) in the Willamette Historic District (DR-22-08)

Dear Ms. Iselin,

You submitted an application for a Class II Design Review on September 29th, 2022. The Community Development Department has reviewed the materials and found the application to be **complete**. The city has 120 days to exhaust all local review, that period ends February 1, 2023.

Please be aware that determination of a complete application does not guarantee a recommendation of approval for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Historic Review Board to render a decision on your proposal. A 14-day public notice will be prepared and mailed for a public hearing before the West Linn Historic Review Board.

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

EXHIBIT HRB-4 AFFADAVIT AND NOTICE PACKET

**CITY OF WEST LINN HISTORIC REVIEW BOARD
PUBLIC HEARING NOTICE
FILE NO. DR-22-08**

The West Linn Historic Review Board will hold a hybrid public hearing on **Tuesday, October 18 at 6:00 pm** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a request for a Class II Historic Design Review at 1731 Willamette Falls Drive (West Linn Saloon). The applicant is requesting approval for the replacement of wood siding along the sides and rear of the structure.

The HRB will make its decision based on applicable criteria found 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/1731-willamette-falls-drive-class-ii-historic-design-review-exterior-alterations-0>. 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 a reasonable cost. The staff report will be posted on the website and available for inspection at no cost, or copies may be obtained at a reasonable cost, at least ten days before the hearing.

The hearing will be conducted according to CDC Section 99.170 in a hybrid format with some members, staff, presenters, and public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online at <https://youtu.be/-xV8nv338WQ>.

Anyone wishing to present written testimony for consideration should submit all materials before 12:00 pm on the meeting day to jfloyd@westlinnoregon.gov or mail them to City Hall.

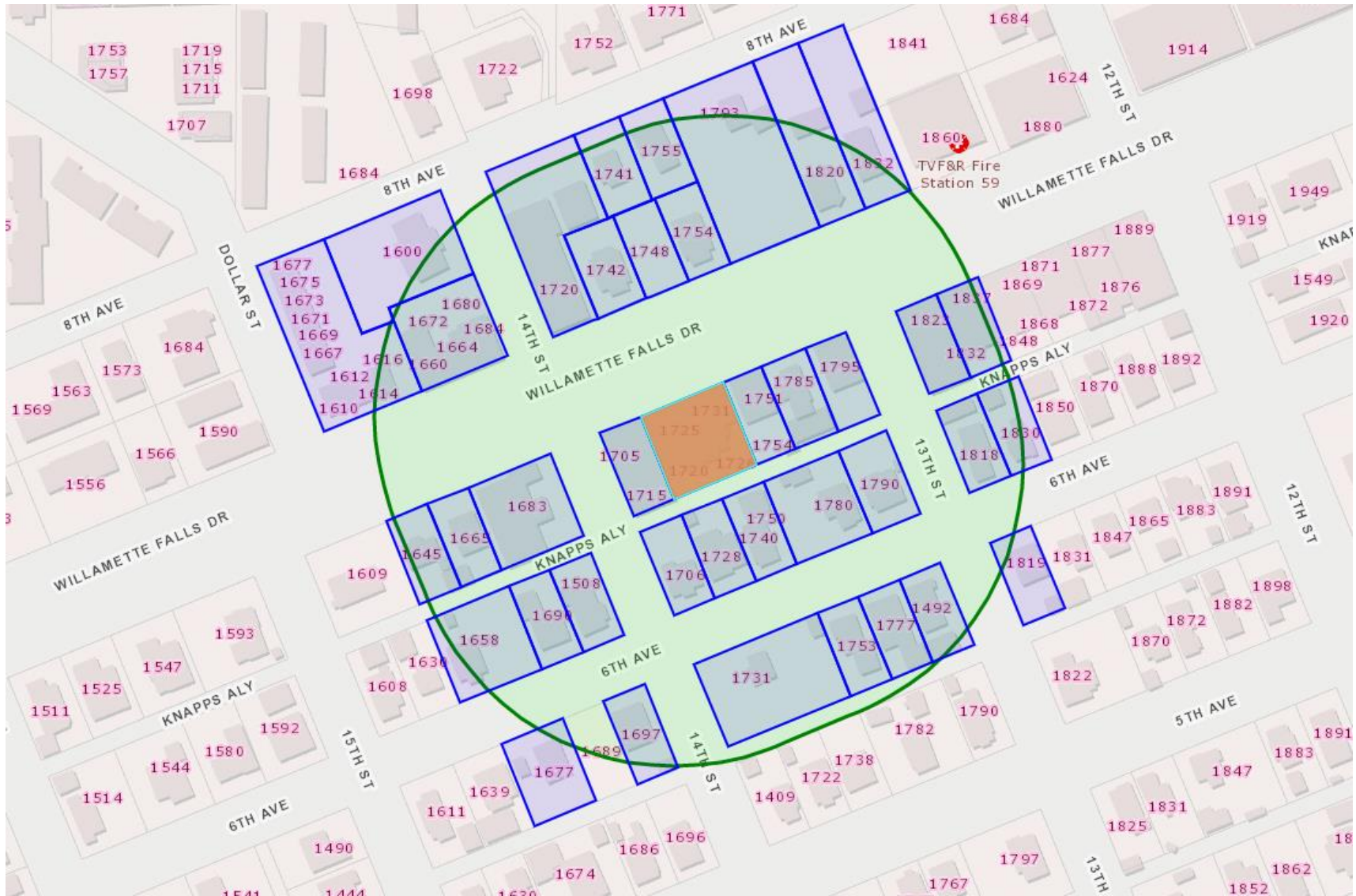
Those who wish to participate remotely should complete the speaker form at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> **before 4:00 pm on the meeting day** to receive an invitation to join the meeting. Virtual participants can log in through a computer, mobile device, or call-in.

It is important to submit all testimony in response to this notice. All comments submitted for consideration of this application 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 final decision notice 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 or jfloyd@westlinnoregon.gov for additional information.

DR-22-08 Properties within 300 feet of 1731 Willamette Falls Drive





**AFFIDAVIT OF NOTICE
HISTORIC REVIEW BOARD 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-22-08

Address: 1731 Willamette Falls Drive

Applicant's Name: **Willamette Capital Investments, LLC**

Scheduled Decision Date: **Historic Review Board no earlier than Oct 18, 2022**

MAILED NOTICE

Notice of Upcoming Historic Review Board hearing was mailed at least 14 days before the decision date, per Section 99.080 of the Community Development Code to:

Willamette Capital Investments, LLC, applicant	10/4/22	<i>Lynn Schroder</i>
Jessica Iselin, applicant representative	10/4/22	<i>Lynn Schroder</i>
Oregon SHPO	10/4/22	<i>Lynn Schroder</i>
Property owners within 300ft of the site perimeter	10/4/22	<i>Lynn Schroder</i>
Willamette Neighborhood Association	10/4/22	<i>Lynn Schroder</i>

WEBSITE

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

10/4/22	<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.

10/5/22	<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.

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PROJECT # DR-22-08
MAIL: 10/04/22 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.