

**STAFF REPORT  
PLANNING MANAGER DECISION**

DATE: March 13, 2023

FILE NO.: DR-22-09

REQUEST: Approval of a Class I Historic Design Review at 1611 6<sup>th</sup> Ave

PLANNER: John Floyd, Associate Planner

Planning Manager DSW

**TABLE OF CONTENTS**

	<u>Page</u>
STAFF ANALYSIS AND RECOMMENDATION	
GENERAL INFORMATION .....	2
BACKGROUND .....	3
PUBLIC COMMENTS .....	4
DECISION AND CONDITIONS OF APPROVAL .....	5
ADDENDUM	
STAFF FINDINGS .....	6
EXHIBITS	
PD-1 APPLICANT SUBMITTAL.....	11
PD-2 HISTORIC SITE INVENTORY FORM.....	23
PD-3 COMPLETENESS LETTER.....	25
PD-4 AFFIDAVIT AND NOTICE PACKET.....	27

## GENERAL INFORMATION

**APPLICANT/  
CONSULTANT:**

Justin & Erin Weeks  
297 S. Settlement Ave.  
Woodburn, OR 97071

**OWNER:**

Kathleen Selvaggio  
1611 6<sup>th</sup> Ave  
West Linn, OR 97068

**SITE LOCATION:**

1611 6<sup>th</sup> Avenue

**SITE SIZE:**

6,500 SF

**LEGAL**

**DESCRIPTION:**

Lot 6 and a portion of Lot 5, Block 14, Willamette Falls  
Assessor's Map 31E02BC Tax Lot 1102

**COMP PLAN**

**DESIGNATION:**

Medium-Density Residential

**ZONING:**

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

**APPROVAL**

**CRITERIA:**

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

**120-DAY RULE:**

The application became complete on February 13, 2023. The 120-day  
period ends June 2, 2023.

**PUBLIC NOTICE:**

Notice was mailed to property owners within 300 feet of the subject  
property and to all neighborhood associations on February 14, 2023. A  
sign was placed on the property on February 16, 2023. The notice was  
also posted on the City's website on February 14, 2023. Therefore, public  
notice requirements of CDC Chapter 99 have been met.

## BACKGROUND

The applicant seeks approval for a Class I Historic Design Review to replace two existing basement windows and the rear door at 1611 6<sup>th</sup> Avenue. The structure is an eligible, contributing historic home built circa 1911 in a craftsmen vernacular style, located in both the Willamette Historic District Overlay and the Willamette Historic District National Register. The house sits on an approximately 6,500 square foot lot, located one block south of Willamette Falls Drive and three blocks west of Willamette Primary School.

In 2014 an ADU was constructed in the basement of the structure after receiving historic design review approval to create an egress window (DR-14-04). The current application proposes to replace two fixed basement windows with two operable windows to permit better airflow within the ADU and improving energy efficiency. The windows are located on opposite facades and face each side yard. Concurrent with that is a proposal to replace the existing rear door to the home with a new wood door. No other changes are proposed with this application.



Side Facing façade (15<sup>th</sup> Street) – window to be replaced at lower right.



Alley Facing Façade – Door to be replaced in center.

Properties to the North, South, and East are all within the Historic District and zoned R-5.  
Properties across 15<sup>th</sup> Avenue to the west are not within the Historic District and zoned R-10.

**Public comments:**

No public comments were submitted.

## DECISION

The Community Development Director (designee) approves this application (DR-22-09), based on: 1) the findings submitted by the applicant, which are incorporated by this reference, 2) supplementary staff findings included in the Addendum below, and 3) the addition of conditions of approval below. With these findings, the applicable approval criteria are met. The conditions are as follows:

1. **Plans, Elevations, and Narrative.** The project shall conform to the plans, elevations, and narrative submitted in Exhibit PD-1.

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

  
\_\_\_\_\_  
John Floyd, Associate Planner

March 15, 2023  
Date

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

Mailed this 15<sup>th</sup> Day of March, 2023.

Therefore, the 14-day appeal period ends at 5 p.m. on March 29<sup>th</sup>, 2023.

**ADDENDUM  
APPROVAL CRITERIA AND FINDINGS  
DR-22-09**

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

*I. CHAPTER 13, RESIDENTIAL, R-5*

*13.030 PERMITTED USES*

*The following uses are permitted outright in this zoning district:*

- 1. Single-family detached residential unit.*

*]...]*

*13.040 ACCESSORY USES*

*Accessory uses are allowed in this zone as provided by Chapter 34 CDC.*

**Staff Finding 1: The proposal is to alter two windows and a door of an existing single-family home with attached accessory dwelling unit (ADU) in the basement, approved under DR-14-04 and related building permits. This standard is met.**

*II. CHAPTER 25, HISTORIC RESOURCES*

*25.040 HISTORIC DESIGN REVIEW PROCESSES*

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

*(...)*

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

*(...)*

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

*(...)*

**Staff Finding 2: As demonstrated in Exhibit PD-1, the proposed window and door changes total approximately 24 square feet. Therefore, the project is subject to Class I Historic Design Review as the proposed alterations affect less than 100 square feet of facade area. This standard is met.**

*25.060 DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES*

*The following design standards apply to all changes, including alterations, additions, and new construction proposed on a designated historic resource. These standards are intended to preserve the features that made the resource 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 exterior construction and overall structural integrity. The original exterior construction and structural integrity 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, windows and doors including their related functional and decorative features, other primary structural elements, spatial relationships that characterize the property, examples of skilled craftsmanship that characterize the building, and architectural details defining the structure's character and historic significance.*
- 2. Retention of exterior historic material. Removal or alteration of historic exterior materials and features shall be avoided during the construction of new additions or alterations. Deteriorated materials and architectural features shall be repaired rather than replaced, unless the material is beyond repair. In the event replacement of an existing feature is necessary, new materials shall match those of the original building in terms of composition, design, color, texture, and other visual features.*

**Staff Finding 3:** As detailed in Exhibit PD-1, the proposal is to modify two-basement level windows and the rear door. The existing basement-level windows are partially subgrade, approximately 20" x 20" in size, and located near the rear of the dwelling. The proposal is to replace the existing fixed wood windows with new stone-white, aluminum casement windows (pine clad on the interior), with no change to the existing openings. Painted cedar trim will be installed around the exterior. The design of the windows is intended to match a fiberglass egress window installed in 2014 as part of the ADU conversion, and match the original proportion, design, color and location of the existing windows they replaced.

The proposed door will be located on the rear of the structure, facing the alley, and is of wood construction. No change to occur to the opening and the craftsmen style of the door is similar to the existing door in the proportion and placement of glass. Exterior trim is being replaced with new wood trim to match existing.

No other architectural features or materials from the period of significance are impacted. These standards are met.

- 3. Time period consistency. Buildings shall be recognizable as a physical record of their time and place. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.*
- 4. Significance over time. Changes to a property that have acquired historic significance in their own right, and during the period of significance, shall be retained and preserved.*
- 5. Differentiate old from new. Alterations, additions, and related new construction shall be differentiated from the original buildings to avoid creating a false sense of history, and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property. Additions and alterations shall be done in accordance with the Secretary of the Interior's Standards for new exterior additions to historic buildings.*
- 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 4:** The proposed alterations are functional and will not impact the character or period styling of the building. Compatibility of window changes is ensured by their relatively invisible location, need for moisture resistant materials, and low visibility. The replacement door is similar in materials, size, and proportion to the original and is compatible without creating a false sense of

**history. The alterations are reversible without compromising the essential form and integrity of the property. 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.*

10. *Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding must be with building materials 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.*

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

**Staff Finding 5: The application does not include a building addition, nor a change in building height, siding, gutters, roof pitch or roof materials. These standards do not apply.**

13. *New windows. New windows shall be located on rear or secondary facades, unless required for a new use. New windows shall match the appearance and size 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 the original historic appearance and material, including profile and proportion of the sash, sill, trim, light patterns, glass color, and profile of mullions and muntins. Replacement of existing windows shall meet standards for window replacement.*

14. *Storm windows. Storm windows shall be made of painted wood, a material with a baked enamel finish, anodized aluminum, or another material that is consistent with the color, detail, and proportions of the building.*

**Staff Finding 6: The application does not include a new window or a storm window. These standards are met.**

15. *Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance and material, 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, method of operation and related features, such as shutters.*



**Staff Finding 7: Staff accepts applicant’s findings in Exhibit PD-1. As detailed in the application, the windows are consistent with the original historic appearance and will retain the same proportion, trim, and color. As the windows are fixed and the need is for greater air circulation for a subterranean ADU, the original method of operation and material is not practicable. This standard is met.**

*16. Doors. Doors shall be painted or stained wood, fiberglass clad, or metal clad, or another material that is consistent with the original historic appearance.*

**Staff Finding 8: Staff accepts applicant’s findings in Exhibit PD-1. As detailed in the application, the proposed will retain the same material, proportions, trim, and original historic appearance. This standard is met.**

*17. Porches. Front porches are allowed on new construction. No front porch shall be added to a structure if there was not one originally. Existing front porches shall not be enclosed or enlarged.*

*Alterations to existing front porches and side yard porches that face a street shall:*

- a. Maintain the shape, width, and spacing of the original columns; and*
- b. Maintain the height, detail, and spacing of the original balustrade.*

*18. Decks. Decks shall be located in the 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. It is necessary to satisfy a requirement of the building code and/or floodplain regulations (Chapter 27 CDC).*

*20. Lighting. Residential lighting shall be shielded to prevent glare and compatible with the architectural character of the building. Blinking, flashing, or moving lighting is not permitted.*

**Staff Finding 9: The applicant proposes no changes to porches, decks, foundations, or lighting. These standards do not apply.**

#### **25.070 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC DISTRICTS**

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

##### **A. Standards for alterations and additions.**

**1. Compatibility with nearby context. Alterations and additions shall be:**

- a. Compatible in scale and mass to adjacent properties; and*
- b. Constructed such that they maintain the privacy of the residents of adjacent properties through window placement, orientation or landscaping.*

*[...]*

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

**1. Front yard setback.**

(...)

2. *Side yard setback.*

(...)

3. *Side street setback.*

(...)

4. *Rear yard setback.*

(...)

5. *Orientation.*

(...)

6. *New lot configuration.*

(...)

7. *Building height.*

(...)

8. *Building shapes and sizes.*

(...)

9. *Roof pitch.*

(...)

10. *Garage access and parking areas.*

**Staff Finding 10: The proposed alterations do not alter the scale, massing, or height of the existing home or affect the privacy of adjacent properties as the replaced windows and doors will have the same orientation and are adjacent to a public street and tall landscaping. Therefore, the standards of the Willamette Historic District are met.**

## **PD-1 APPLICANT SUBMITTAL**



Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068  
Telephone 503.656-3535 • westlinnoregon.gov

## DEVELOPMENT REVIEW APPLICATION

### For Office Use Only

STAFF CONTACT <b>John Floyd</b>	PROJECT NO(S). <b>DR-22-09</b>	PRE-APPLICATION NO. <b>PA-22-29</b>
NON-REFUNDABLE FEE(S) <b>\$100</b>	REFUNDABLE DEPOSIT(S)	TOTAL <b>\$100</b>

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

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

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the City website.

#### Site Location/Address:

Assessor's Map No.:

Tax Lot(s):

Total Land Area:

#### Brief Description of Proposal:

#### Applicant Name:

(please print)

Address:

City State Zip:

Phone:

Email:

#### Owner Name (required):

(please print)

Address:

City State Zip:

Phone:

Email:

#### Consultant Name:

(please print)

Address:

City State Zip:

Phone:

Email:

1. All application fees are non-refundable (excluding deposit). **Any overruns to deposit will result in additional billing.**
2. The owner/applicant or their representative should be present at all public hearings.
3. A decision may be reversed on appeal. The permit approval will not be effective until the appeal period has expired.
4. Submit this form and supporting documents through the [Submit a Land Use Application](https://westlinnoregon.gov/planning/submit-land-use-application) web page:  
<https://westlinnoregon.gov/planning/submit-land-use-application>

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

Applicant's signature

Date

Owner's signature (**required**)

Date



December 17, 2022  
Justin Weeks  
503.313.4225  
Erin Weeks  
503.702.6001  
297 S. Settlemier Ave.  
Woodburn, OR 97071  
CCB# 227894

### Narrative for new door, West Linn Historical Society

Kathy Selvaggio  
301.653.0750  
1611 6th Ave  
West Linn, OR 97068

- This is a Rogue Valley door.
- 2'-8" LH.
- 5 1/4" solid hemlock jamb.
- Net height 81 1/2".
- Bronze weatherstripping and threshold.
- Clear tempered glass.
- Heavy duty hinges to match color of the hardware, homeowner will choose hardware.
- Interior casing will be carefully removed and reinstalled after the new door is in. All interior wood work is original to the home. Weeks Woodworking will preserve the appearance of the home by reusing existing trim. All interior trim will get caulked using a Dap brand painters caulking. All nail holes will be filled.
- New 1x cvg fir trim will be added to the exterior to match current detail of the door. Trim will be primed and ready to paint. Trim will be caulked using a TX-1 polyurethane caulking. All nail holes will be filled.
- Door will be properly sealed and flashed.



December 17, 2022  
 Justin Weeks  
 503.313.4225  
 Erin Weeks  
 503.702.6001  
 297 S. Settlemier Ave.  
 Woodburn, OR 97071  
 CCB# 227894

**CAD Drawing**

Quote # SQBSJ001195\_1  
 Western Pacific Building Materials  
 800 SW 1st Ave.  
 Portland, OR 97210



Entered By: Tyler Miller T.miller@gowestpac.com

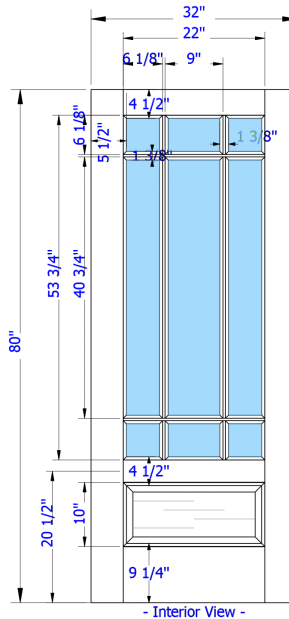
11/1/2022

**Door Info**

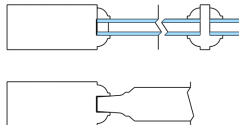
Thickness	1-3/4"
Pattern	4597
Species	DF
Width	2/8
Height	6/8
Stile	5-1/2"
Sticking	Mod Ovolo Sticking
Top Rail	4 1/2"
Bottom Rail	9 1/4"
Glass Type	IG
Panel Type	1-3/8 HRP
Rogue Premium	

**Additional Details**

Door Model - 4597, Glass Thickness 5/8", Bar Profile 1 3/8" TD, Stile and Rail Dimensions Includes 1/2" Sticking Width, Standard Lead-Time



- Interior View -



P-884963-1

All images are interior view

Est Weight: 85

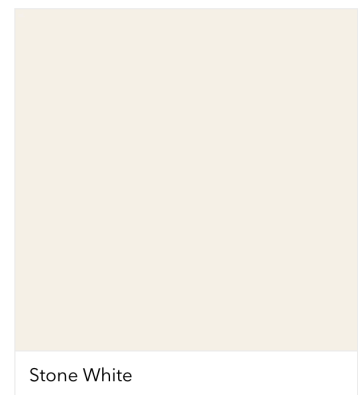


December 17, 2022  
Justin Weeks  
503.313.4225  
Erin Weeks  
503.702.6001  
297 S. Settlemier Ave.  
Woodburn, OR 97071  
CCB# 227894

Kathy Selvaggio  
301.653.0750  
1611 6th Ave  
West Linn, OR 97068

### Narrative for new basement windows, West Linn Historical Society

- Install 1 Mavin Ultimate Casement Window.
  - Stone white aluminum exterior. Bare pine interior.
  - Low-E2 glass with argon.
  - White hardware.
  - West side of home.
  - Window will be installed into existing opening. Cedar trim will be added around the perimeter on the exterior and caulked using a TX-1 polyurethane caulking. Interior will be trimmed using hemlock and caulked using a DAP painters caulking. All nail holes will be filled.
- 
- Install 1 Mavin Ultimate Casement Window.
  - Stone white aluminum exterior. Bare pine interior.
  - Low-E2 glass with argon.
  - White hardware.
  - East side of home.
  - Window will be installed into existing opening. Cedar trim will be added around the perimeter on the exterior and caulked using a TX-1 polyurethane caulking. Interior will be trimmed using hemlock and caulked using a DAP painters caulking. All nail holes will be filled.
  - Color sample, provided to the right, for exterior finish to match egress window.

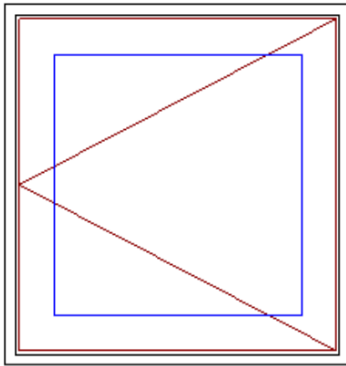




December 17, 2022  
 Justin Weeks  
 503.313.4225  
 Erin Weeks  
 503.702.6001  
 297 S. Settlemier Ave.  
 Woodburn, OR 97071  
 CCB# 227894

## West Side Window

**MARVIN** 



As Viewed From The Exterior

**FS** 20 1/2" X 20 7/8"

**IO** 20 7/8" X 20 15/16"

**Egress Information**

Width: 13 25/64" Height: 15 49/64"

Net Clear Opening: 1.47 SqFt

**Performance Information**

U-Factor: 0.3

Solar Heat Gain Coefficient: 0.29

Visible Light Transmittance: 0.49

Condensation Resistance: 58

CPD Number: MAR-N-337-01533-00001

ENERGY STAR: NC

Stone White Clad Exterior  
 Bare Pine Interior  
 Ultimate Casement Narrow Frame - Left Hand  
 Frame Size 20 1/2" X 20 7/8"  
 Inside Opening 20 7/8" X 20 15/16"  
 8 Degree Frame Bevel  
 Stone White Clad Sash Exterior  
 Bare Pine Sash Interior  
 IG - 1 Lite  
 Low E2 w/Argon  
 Black Perimeter Bar  
 Ogee Interior Glazing Profile  
 Standard Bottom Rail  
 White Weather Strip  
 White Folding Handle  
 White Multi - Point Lock  
 Aluminum Screen  
 White Surround  
 Bright View Mesh

2 3/16" Jamb

No Installation Method

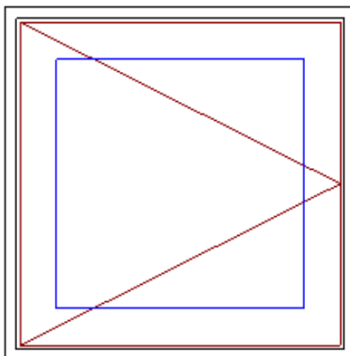
\*\*\*Note: The overall frame depth will be 1 1/16" larger than the jamb size shown above. For example, a 3 1/4" overall frame depth will have a 2 3/16" jamb.

\*\*\*Note: Frame Size shown is measured from the exterior of the unit.

\*\*\*Note: Unit Availability and Price is Subject to Change

## East Side Window

**MARVIN** 



As Viewed From The Exterior

**FS** 19 13/16" X 19 9/16"

**IO** 20 3/16" X 19 5/8"

Stone White Clad Exterior  
 Bare Pine Interior  
 Ultimate Casement Narrow Frame - Right Hand  
 Frame Size 19 13/16" X 19 9/16"  
 Inside Opening 20 3/16" X 19 5/8"  
 8 Degree Frame Bevel  
 Stone White Clad Sash Exterior  
 Bare Pine Sash Interior  
 IG - 1 Lite  
 Low E2 w/Argon  
 Black Perimeter Bar  
 Ogee Interior Glazing Profile  
 Standard Bottom Rail  
 White Weather Strip  
 White Folding Handle  
 White Multi - Point Lock  
 Aluminum Screen  
 White Surround  
 Bright View Mesh

2 3/16" Jamb

No Installation Method

\*\*\*Note: Rotating wash mode hardware not available on UCA, UCANF, UCA PO, and



**To:** John Floyd, City of West Linn, Planning Department

**From:** Kathy Selvaggio, resident of West Linn

**Date:** January 24, 2023

**Re:** Narrative to accompany application to replace basement windows and back door

As requested in your e-mail dated January 22, I am providing a narrative explanation for the replacement of basement windows and the back door at my residence, located at 1611 6<sup>th</sup> Ave., West Linn.

### **1. Basement window replacement**

The relevant design standard from City Code 25.060 is cited below.

15. Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance and material, 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, method of operation and related features, such as shutters.

I want to replace the existing two basement windows because neither of them open, impeding air flow in a living space that includes a kitchen and living room area. In addition, the original windows are single-paned, and the replacement windows will be double paned, offering greater insulation and energy efficiency for the living space.

The replacement windows will be made of aluminum clad, not wood, primarily because of the prohibitive cost to get a window that small size in wood. The window company cannot provide fiberglass windows for windows that are that small. However, cedar trim will be added around the perimeter of the exterior of both windows, replacing the existing wood framing, and the interior window frame as well as the sash will also be wood. The replacement windows will be the same size and color as the existing windows.

The replacements will be casement windows that open, unlike the existing windows. More details are provided in the December 17 plans by the contractor, Weeks Woodworking, and submitted to the city in late December.

It is important to note that the basement currently has an egress casement window in that is made of fiberglass. It was approved by the city when it was installed in 2013. The replacement windows are designed to resemble the style and color of the egress window.

## **2. Back door replacement**

The relevant design standard from City Code 25.060 is cited below.

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.

I want to replace the existing door because it is in poor shape, it is drafty and not sealing properly, and it is missing mullions in some of the window panes. It also has a poorly functioning old glass doorknob and lacks double-paned glass. The existing door will be salvaged and repurposed.

The replacement door will be made of wood. I have selected a style that is consistent with the historic period. It will be painted in the interior as well as the exterior. More details are provided in the December 17 plans by the contractor, Weeks Woodworking, and submitted to the city in late December.

For further questions, please feel free to call me at 301-653-0750, or Justin Weeks, the contractor, at 503-313-4225.

Photos of basement windows exterior and interior

Street facing window -- exterior



Street facing window, interior



Side yard facing window exterior



Yard-facing window, interior



## **PD-2 HISTORIC SITE INVENTORY FORMS**

# Oregon Historic Site Record

LOCATION AND PROPERTY NAME			
<b>address:</b>	1611 SE 6th Ave West Linn, Clackamas County (97068)	<b>historic name:</b>	Gross, Edward, House
<b>assoc addresses:</b>		<b>current/other names:</b>	
<b>location descr:</b>		<b>block/lot/tax lot:</b>	/ 1102
		<b>twshp/rng/sect/qtr sect:</b>	1S 2E 6 BC
PROPERTY CHARACTERISTICS			
<b>resource type:</b>	Building	<b>height (stories):</b>	2.0
<b>elig evaluation:</b>	eligible/contributing	<b>total elig resources:</b>	1
<b>prim constr date:</b>	1911	<b>second date:</b>	
		<b>total inelig resources:</b>	0
		<b>NR Status:</b>	Listed in Historic District
		<b>date indiv listed:</b>	
<b>primary orig use:</b>	Single Dwelling	<b>orig use comments:</b>	
<b>second orig use:</b>		<b>prim style comments:</b>	
<b>primary style:</b>	Craftsman	<b>sec style comments:</b>	
<b>secondary style:</b>	Vernacular	<b>siding comments:</b>	Narrow bevel. Decorative shingles in gable peak.
<b>primary siding:</b>	Horizontal Board	<b>architect:</b>	
<b>secondary siding:</b>		<b>builder:</b>	
<b>plan type:</b>	Bungalow		
COMMENTS/NOTES:			
Ed Gross			
GROUPINGS / ASSOCIATIONS			
<b>Survey/Grouping Included In:</b>	<b>Type of Grouping</b>	<b>Date Listed</b>	<b>Date Compiled</b>
West Linn Selective RLS 2011	Survey & Inventory Project		2011
West Linn Survey- Willamette Conservation District	Survey & Inventory Project		2006
West Linn, Willamette Falls Neighborhood, RLS 2008	Survey & Inventory Project		2008
Willamette Historic District	Listed Historic District	09/24/2009	2008
SHPO INFORMATION FOR THIS PROPERTY			
<b>NR date listed:</b>	N/A	<b>106 Project(s):</b>	None
<b>ILS survey date:</b>		<b>Special Assess Project(s):</b>	None
<b>RLS survey date:</b>	03/17/2006	<b>Federal Tax Project(s):</b>	None
ARCHITECTURAL / PROPERTY DESCRIPTION			
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>			
Main Entrance: Hip roof porch supported by clustered plain posts set on beveled sided balustrade. Turned railing and balustrade at steps (replacement?). Window to right of door has leaded glass. Notes: Picket fence. Rear porch with shed roof supported by turned posts set on solid balustrade.			
HISTORY			
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>			
Refer to scanned documents links.			
RESEARCH INFORMATION			
Title Records	Census Records	Property Tax Records	Local Histories
Sanborn Maps	Biographical Sources	SHPO Files	Interviews
Obituaries	Newspapers	State Archives	Historic Photographs
City Directories	Building Permits	State Library	
<b>Local Library:</b>		<b>University Library:</b>	
<b>Historical Society:</b>		<b>Other Respository:</b>	
Bibliography:			



## **PD-3 COMPLETENESS LETTER**



CITY OF  
**West Linn**

February 13, 2023

Kathleen Selvaggio  
1611 6th Ave  
West Linn, OR 97068

SUBJECT: DR-22-09 / Application to replace two windows and a door at 1611 6th Ave in the Willamette Historic District

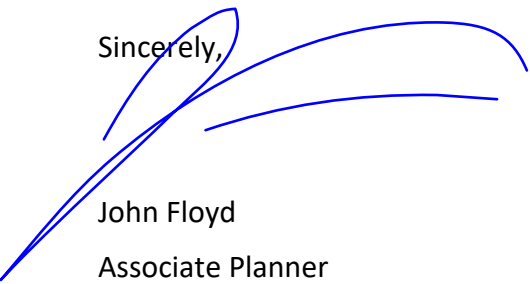
Dear Ms. Selvaggio,

The City accepted your revised application for review on February 2<sup>nd</sup>, 2023. 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 June 2, 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. This notice will identify the earliest potential decision date by the Planning Manager.

Please contact me at 503-742-6058, or by email at [jfloyd@westlinnoregon.gov](mailto:jfloyd@westlinnoregon.gov) if you have any questions or comments.

Sincerely,



John Floyd  
Associate Planner

**PD-4 AFFADAVIT AND NOTICE PACKET**

**CITY OF WEST LINN  
NOTICE OF UPCOMING PLANNING MANAGER DECISION  
FILE NO. DR-22-09**

The West Linn Planning Manager is considering Class I Historic Design Review. The applicant is requesting approval for to replace two basement windows and the rear door at 1611 6<sup>th</sup> Avenue in the Willamette Historic District.

You have been notified of this proposal because County records indicate that you own property within 300 feet of the property (Clackamas County Assessor's Map 31E02BC01102), or as otherwise required by CDC Chapter 99.080.

The Planning Manager will decide the application based on criteria in Chapters 25 and 99 of the Community Development Code (CDC). The 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/1611-6th-class-1-historic-design-review>. The application, all documents or evidence relied upon by the applicant and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at reasonable cost.

A public hearing will not be held for this decision. **Anyone wishing to submit comments for consideration must submit all material before 4:00 p.m. on February 28, 2023 to [jfloyd@westlinnoregon.gov](mailto:jfloyd@westlinnoregon.gov) or mail them to City Hall. All comments must be received by the deadline.**

**It is important to submit all testimony in response to this notice.** All comments submitted for consideration of this 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 notice of the final decision pursuant to CDC [99.240](#).

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

DR-22-09 - PROPERTIES WITHIN 300 FEET OF 1611 6<sup>TH</sup> AVENUE





**NOTICE OF UPCOMING  
PLANNING MANAGER DECISION**

**PROJECT # MISC-22-09  
MAIL: 02-14-23 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.



**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-22-09** Address: 1611 6thAve  
Applicant's Name: **Kathy Selvaggio**  
Scheduled Decision Date: **Planning Manager Decision no earlier than 2/28/23**

**MAILED NOTICE**

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

Kathy Selvaggio, applicant	2/14/23	<i>Lynn Schroder</i>
Property owners within 300ft of the site perimeter	2/14/23	<i>Lynn Schroder</i>
Neighborhood Association – email NA	2/14/23	<i>Lynn Schroder</i>

**WEBSITE**

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

2/14/23	<i>Lynn Schroder</i>
---------	----------------------

**SIGN**

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

2/16/23	<b>BEN GARDNER</b>
---------	--------------------

**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.

--	--