

## DEVELOPMENT REVIEW APPLICATION

**For Office Use Only**

STAFF CONTACT <b>John Floyd</b>	PROJECT NO(S). <b>HDR-24-01</b>	PRE-APPLICATION NO. <b>n/a</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"/> Final Plat (FP) <span style="color: red;">Related File # _____</span> | <input type="checkbox"/> Subdivision (SUB)                               |
| <input type="checkbox"/> Appeal (AP)                    | <input type="checkbox"/> Flood Management Area (FMA)   | <input type="checkbox"/> Temporary Uses (MISC)                           |
| <input type="checkbox"/> CDC Amendment (CDC)            | <input type="checkbox"/> Historic Review (HDR)   | <input type="checkbox"/> Time Extension (EXT)                            |
| <input type="checkbox"/> Code Interpretation (MISC)     | <input type="checkbox"/> Lot Line Adjustment (LLA)   | <input type="checkbox"/> Right of Way Vacation (VAC)                     |
| <input type="checkbox"/> Conditional Use (CUP)          | <input type="checkbox"/> Minor Partition (MIP)   | <input type="checkbox"/> Variance (VAR)                                  |
| <input type="checkbox"/> Design Review (DR)             | <input type="checkbox"/> Modification of Approval (MOD)  | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Tree Easement Vacation (MISC)  | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures                                | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)    |
| <input type="checkbox"/> Expediated Land Division (ELD) | <input type="checkbox"/> Planned Unit Development (PUD)  | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)      |
| <input type="checkbox"/> Extension of Approval (EXT)    | <input type="checkbox"/> Street Vacation   | <input type="checkbox"/> Zone Change (ZC)                                |

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

**Site Location/Address:**

Assessor's Map No.:

Tax Lot(s):

Total Land Area:

**Brief Description of Proposal:**

**Applicant Name\*:**

Address:  
City State Zip:

Phone:  
Email:

**Owner Name (required):**

Address:  
City State Zip:

Phone:  
Email:

**Consultant Name:**

Address:  
City State Zip:

Phone:  
Email:

1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. **\*The applicant is financially responsible for all permit costs.**
2. The owner/applicant or their representative should attend all public hearings.
3. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
4. Submit this form, application narrative, and all supporting documents as a single PDF 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 authorizes the application and grants city staff the **right of entry** onto the property to review the application. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

Applicant's signature

Date

  
Owner's signature (required)

02/14/2024

Date

# DEVELOPMENT REVIEW CHECKLIST

The application form and supporting materials should be submitted electronically through <https://westlinnoregon.gov/planning/submit-land-use-application> as one (1) .pdf file. To create a single PDF file, go to [Adobe Acrobat Free Merge PDF](#) online tool. [Other free Acrobat PDF tools](#) like converting a file to PDF or reducing the file size are available on the Adobe website.

Supporting reports may be uploaded separately through this web form *if* the file size is too large. The separate submissions should be numbered (i.e., Submittal 1 of 2) and noted under transmittal contents. All plan set files **MUST** be flattened and reduced.

Submission requirement to upload through the web form:

- .pdf format.
- Individual file size no larger than 128 MB.
- Do not attach 'zip' files. Our server will reject all 'zip' files.
- Reduce and flatten all plan sets BEFORE uploading plan sets. The raster/vector settings should be optimized for printing.

A complete application must include the following:

- Development Review Application. Original signatures from all owners must be on the application form. **Do NOT use DocuSign.**
- A **project narrative** outlining the project's scope in detail, including the changes to the site, structure, landscaping, parking, land use, and lot consolidations.
- Complete written responses to identified approval criteria in the [Community Development Code \(CDC\)](#).
- A Service Provider Letter from Tualatin Valley Fire and Rescue - <https://www.tvfr.com/399/Service-Provider-Permit> Please contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) with any questions about TVF&R requirements.
- Vicinity Map showing the site within the City.
- Site Plan drawn to scale showing the:
  - Taxlot and address of the project,
  - Area of the site (acres or square feet),
  - Zoning and Neighborhood Association,
  - Location and dimensions of existing and proposed buildings, structures,
  - Location of existing and proposed on-site driveways and off-street parking,
  - Configuration and dimensions of all existing and proposed lots and tracts, including a proposed park, open space, and or drainage tracts or easements,
  - Location and width of existing and proposed easement for access, drainage, etc., and
  - Location of existing and proposed trees and other proposed landscaping.
  - Location of existing public and private utilities, easements, and 100-year floodplain,
  - Sensitive areas, including the location of on-site wetlands and riparian areas,
  - Location of existing off-site driveways across the street,
  - If applicable, internal circulation system, name, and location of existing and proposed roadways and roadway easements (private and public), and
  - Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.
- If applicable, a Utility Plan and Landscape plan, drawn to scale.
- If applicable, Building elevation drawings with exterior elevations for every side of each structure, height including building materials and floor levels, drawn to scale.
- If required, documentation of any required meeting with the respective City-recognized neighborhood association per CDC [99.038](#).
- Any other materials identified by city staff at the pre-application meeting.

For applications that the Planning Commission decides, the applicant or applicant's representative should present their proposal to the PC at the public hearing.

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

## **Marcus & Jenny Malcom Residence**

1822 5th Avenue West Linn, Oregon 97068

### Site Information

Site Area: 10,000 square feet

Neighborhood: Willamette

Comp. Plan: Medium Density Residential

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

### Project Details

The applicant is proposing a main floor replacement of the front door with a custom wood door that matches as closely as possible the existing door: 3 panel door style, trim and all glass. We will attempt to reuse the existing stained glass or in-kind replacement. The current door has significant damage which makes repair and restoration difficult: warping, cracking and the areas around the door hardware are severely damaged.

The house location is 1822 5th Avenue property, which is in the locally designated Willamette Historic District and inside of the National Register district. Door to be installed at the front of the house facing 5th street. The lot is zoned R-5 and is 10,000 square feet. The property is on the north side of 5th Avenue at the corner of 5th Avenue and 13th Street. Per Clackamas County Assessor data, the house was built c. 1899.

Packet Table of Contents:

- A. Development Review Application
- B. Historical Review Written Narrative (CDC 25.060 & CDC 25.070)
  - a. Historical 1899 5th Ave. Photo of Residence
  - b. Photos of 2024 Existing Residence (door)

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

#### **CDC 25.060:**

#### **DESIGN STANDARDS APPLICABLE TO HISTORIC RESOURCES**

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

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

**1. Retention of original construction.**

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

The original house constructed in 1899 shall be maintained or restored to the greatest extent practicable during the removal of the original door and the installation of an in-kind door for this project.

**2. Retention of historic material.**

**Removal or alteration of historic materials and features shall be avoided during the construction of new additions or exterior alterations. Whenever possible, deteriorated materials and architectural features shall be repaired rather than replaced. In the event replacement of an existing feature is necessary, new materials shall, to the extent possible, match those of the original building in terms of composition, design, color, texture, and other visual features.**

Removal or alteration of historic materials and features shall be avoided during the construction of the proposed fireplace direct vent.

The only removal will be the front door itself and possibly some damaged wood sections to the door frame.

**3. Time period consistency. Buildings shall be recognizable as a physical record of their time and place. Alterations which have no historical basis or which seek to create a false sense of historical development are not allowed.**

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

**4. Significance over time. Changes to a property that have acquired historic significance in their own right, and during the period of significance, shall be retained and preserved.**

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

**5. Differentiate old from new. Alterations and additions shall be differentiated from the original buildings and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property.**

Wood door replacement will be custom built and be as close as possible to the original door.

**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.**

Since we will be replacing the front door this will be hard to reverse, but can be done.

**7. Building additions.**

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

**8. Building height and roof pitch.**

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

**9. Roof materials.**

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

**10. Existing exterior walls and siding. Replacement of the finish materials of existing walls and siding with different material must be demonstrated, using photographic or other evidence, to be in character with those of the original materials, or with materials that are consistent with the original construction.**

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

**11. New exterior walls and siding.**

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

**12. Gutters and downspouts.**

No gutters or downspouts will be used in this project.

**13. New windows.**

No new windows will be used in this project.

**14. Storm windows.**

No storm windows will be used in this project.

**15. Window replacement.**

No window replacement will be done in this project.

**16. Doors.**

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

A custom wood door will be replacing the current door. We are taking great care to replicate the door to match as close as possible including:

- Dimensions will stay the same

- 3 panel shape and size will be matched
- Trim and moldings will be matched
- As much of the original glass that can be reused will be installed in the new door
- Paint the same color

**17. Porches.**

No porches will be impacted by this project.

**18. Decks.**

No decks will be impacted by this project.

**19. Foundations.**

No foundations will be impacted by this project.

**20. Lighting.**

No lighting will be impacted by this project.

**B. Standards for accessory structures. The following standards apply to accessory structures on properties designated as historic resources in addition to the regulations in Chapter 34 CDC:**

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



5th Avenue Original Home c. 1899



Front door 2024