

## DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>Gudelis</i>	PROJECT No(s). <i>HDR-25-01</i>	PRE-APPLICATION NO. <i>N/A</i>
NON-REFUNDABLE FEE(S) <i>0</i>	REFUNDABLE DEPOSIT(S) <i>0</i>	TOTAL <i>0</i>

**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 checked="" 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.

<b>Site Location/Address:</b> <b>West Linn Historic City Hall</b> <b>22825 Willamette Drive</b> <b>West Linn, OR 97068</b>	Assessor's Map No.: <b>22E 31BA</b> <hr/> Tax Lot(s): <b>200</b> <hr/> Total Land Area: <b>5,570 sq. ft.</b>
--	--

**Brief Description of Proposal:**

**Amend the previous Class II Design Review approval (DR-22-03) to remove the awnings as required during SHPO review of the project.**

<b>Applicant Name*:</b> <b>City of West Linn</b> Address: <b>22500 Salamo Rd.</b> City State Zip: <b>West Linn, OR 97068</b>	Phone: <b>503-742-6047</b> Email: <b>mbigjohn@westlinnoregon.gov</b>
--	---

<b>Owner Name (required):</b> <b>City of West Linn</b> Address: <b>22500 Salamo Rd.</b> City State Zip: <b>West Linn, OR 97068</b>	Phone: <b>503-742-6047</b> Email: <b>mbigjohn@westlinnoregon.gov</b>
--	---

<b>Consultant Name:</b> <i>n/a</i> Address: City State Zip:	Phone: <i>n/a</i> 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 application costs.**
2. All information provided with the application is considered a public record and subject to disclosure.
3. The owner/applicant or their representative should attend all public hearings related to the application.
4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
5. Submit this form, application narrative, and all supporting documents as a single PDF through the 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. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

*[Signature]*  
Applicant's signature

*2/26/25*  
Date

*[Signature]*  
Owner's signature (required)

*2/26/25*  
Date



# CITY OF West Linn

February 25, 2025

Historic Review Board,

The City received approval from the Historic Review Board for a Class II Historic Design Review (**DR-22-03**) in July 2022 to renovate Historic City Hall, a City-owned building listed on the **National Register of Historic Places**.

As part of the renovation process, the State Historic Preservation Office (SHPO) required a consultation to ensure the project complies with state cultural resource laws. The SHPO consultation resulted in several recommendations, including to remove the steel awnings from the front and south side of the building:

*“Regarding the awning, since historically the photos do not indicate a canopy and the submitted materials explain the decision to not install an operational awning, the proposed design of the permanent canopy over the storefronts is incompatible with the historic appearance. If a smaller version was wanted to provide shelter over an entryway, it would be acceptable to place one over the middle entryway since that section has already had significant changes.”*

The City reviewed the recommendations and agreed to remove the steel awnings to keep the building compatible with the original appearance of the historic structure:

*“The canopy/ awning elements were a desired addition by the Users to provide shading during the summer months and replace the current deteriorated, non-historic fabric awnings. Operable fabric awnings appear to have been installed early in the building’s history at the corner of the building but were not indicated in the original construction drawings. After much deliberation in our office, we concur with your position that the proposed elements should be omitted from the proposed Project. No additional awning element at the entry is needed since the entry doors will be recessed, similar to the original design.”*

Now that the renovations are complete, the City is wanting to ensure the Historic Review Board has the chance to review the alteration of the original approval and correct the record so there is no confusion in the future as to why the steel awnings were not installed.

## Table of Contents

1. West Linn CDC Chapter 25 Responses
2. DR-22-03 Final Decision and Order by the Historic Review Board
3. DR-22-03 Approved Plans with steel awning
4. SHPO Letter dated February 26, 2024
5. City Response Letter to SHPO
6. SHPO Letter in response to City dated April 8, 2024
7. Revised Plans with steel awning removed

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Stylistic features have been preserved and incompatible features removed.**

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Retention of exterior historic materials have been preserved to the extent possible.**

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were**

**removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Removal of the awnings ensures time period consistency.**

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. The steel awnings were a new feature to replace fabric awnings and have not acquired historic significance.**

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal.**

6. Reversibility. Additions and alterations shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its context would be unimpaired.

7. 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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. No additions, changes to building height, roof pitch, or roof materials were part of the project.**

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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. Repair of the building exterior included 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.

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.

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.

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

17. Porches. Front porches are allowed on new construction. 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.

**Applicant Response: The building has been restored as approved by the Historic Review Board in the DR-22-03 Class II Design Review, except the approved steel awnings on the front of the building were removed as the State Historic Preservation Office (SHPO) found them incompatible with the historic appearance and required removal. All other renovations/repairs are consistent with the original Historic Review Board approval.**

**WEST LINN HISTORIC REVIEW BOARD  
FINAL DECISION AND ORDER  
FILE NO. DR-22-03/MISC-22-03/WRG-22-02**

**IN THE MATTER OF A PROPOSAL FOR A CLASS II DESIGN REVIEW FOR THE  
ADAPTIVE REUSE OF A HISTORIC RESOURCE (HISTORIC CITY HALL)  
LOCATED AT 22825 WILLAMETTE DRIVE**

**I. Overview**

At its meetings of June 21<sup>st</sup> and June 22<sup>nd</sup>, 2022, the West Linn Historic Review Board held a public hearing to consider a request by City of West Linn to approve a Class II Design Review for the restoration and adaptive reuse of Historic City Hall as an office and cultural center by the Willamette Falls and Landings Heritage Coalition (“Coalition”). The approval criteria are found in Chapters 19, 25, 28, 42, 46, 48, 54, 55, 66, and 99 of the Community Development Code (CDC). The hearing was conducted pursuant to the provisions of CDC Chapter 99.

The hearing commenced on June 21<sup>st</sup> with an opening statement by Vice-Chair Erwin, and then continued to June 22<sup>nd</sup> on a vote of 5-0. The hearing recommenced on June 22<sup>nd</sup>, 2022 with a staff report presented by John Floyd, Associate Planner. Following the staff report, a presentation was made by the project architect, Todd Iselin of Iselin Architects, and members of the Willamette Falls and Landings Heritage Area Coalition. Representatives of the coalition include Britta Mansfield, Jim Mattis, and Jody Carson. Questions from the board centered around the role and membership of the coalition.

The public hearing was closed and Taylor made a motion to accept staff’s recommendation to approve the application subject to the six staff recommended conditions in the staff report, with Owens seconding the motion. The motion passed 4-1, with Board members Erwin, Taylor, Watton and Owens in favor and Steel opposed.

**II. The Record**

The record was finalized at the June 22, 2022, hearing. The record includes the entire file from DR-22-03 et. al.

**III. Findings of Fact**

- 1) The Overview set forth above is true and correct.
- 2) The applicant is City of West Linn.
- 3) The Historic Review Board finds that it has received all information necessary to make a decision based on the Staff Report and attached findings; public comment, if any; and the evidence in the whole record, including any exhibits received at the hearing.



**IV. Findings**

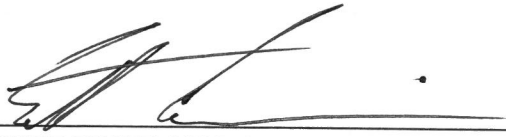
The Historic Review Board adopts the Staff Report for June 21, 2022, with attachments, as its findings, which are incorporated by this reference.

The Historic Review Board concludes that all of the required approval criteria are met subject to the following conditions of approval:

1. Site Plan, Elevations, and Narrative. The project shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-1.
2. Start of Work. No exterior demolition or construction may occur prior to the issuance of building permits.
3. Parking and Site Access. Prior to final inspection, the applicant shall submit a revised parking and access plan and associated Tualatin Valley Fire and Rescue Server Provider Permit demonstrating a 24-foot-wide access drive in compliance with clear vision standards for staff approval. The revised plan shall be implemented and completed prior to final inspection.
4. On Street Parking. Prior to final inspection, the applicant shall either (1) submit a revised parking layout for review and approval by the Planning and Engineering departments, including the location of the no parking zone on Mill Street and any prohibited on-street parking spaces relocated into the lease area; or (2) apply to the Traffic Safety Committee and receive approval for the relocation or removal of the no parking signage along the project frontage.
5. Tree Selection. Prior to final inspection, the applicant shall present a tree planting plan for the city arborist to review and approve. The trees shall be installed per the approved plan prior to final inspection.

**V. Order**

The Historic Review Board concludes that DR-22-03 et. al. is approved based on the Record, Findings of Fact, and Findings above.

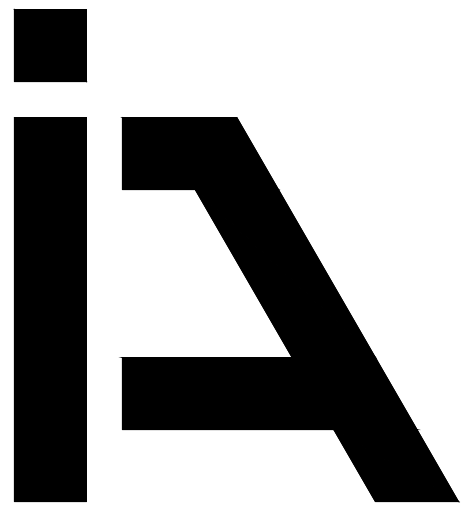
  
\_\_\_\_\_  
SCOTT ERWIN, VICE-CHAIR  
WEST LINN HISTORIC REVIEW BOARD

7/5/22  
\_\_\_\_\_  
DATE

This decision may be appealed to the City Council pursuant to the provisions of Chapter 99 of the Community Development Code and any other applicable rules and statutes. This decision will become effective 14 days from the date of mailing of this final decision as identified below.

Mailed this 5 day of July, 2022.

Therefore, this decision becomes effective at 5 p.m., July 19, 2022.



**ISELIN ARCHITECTS P.C.**

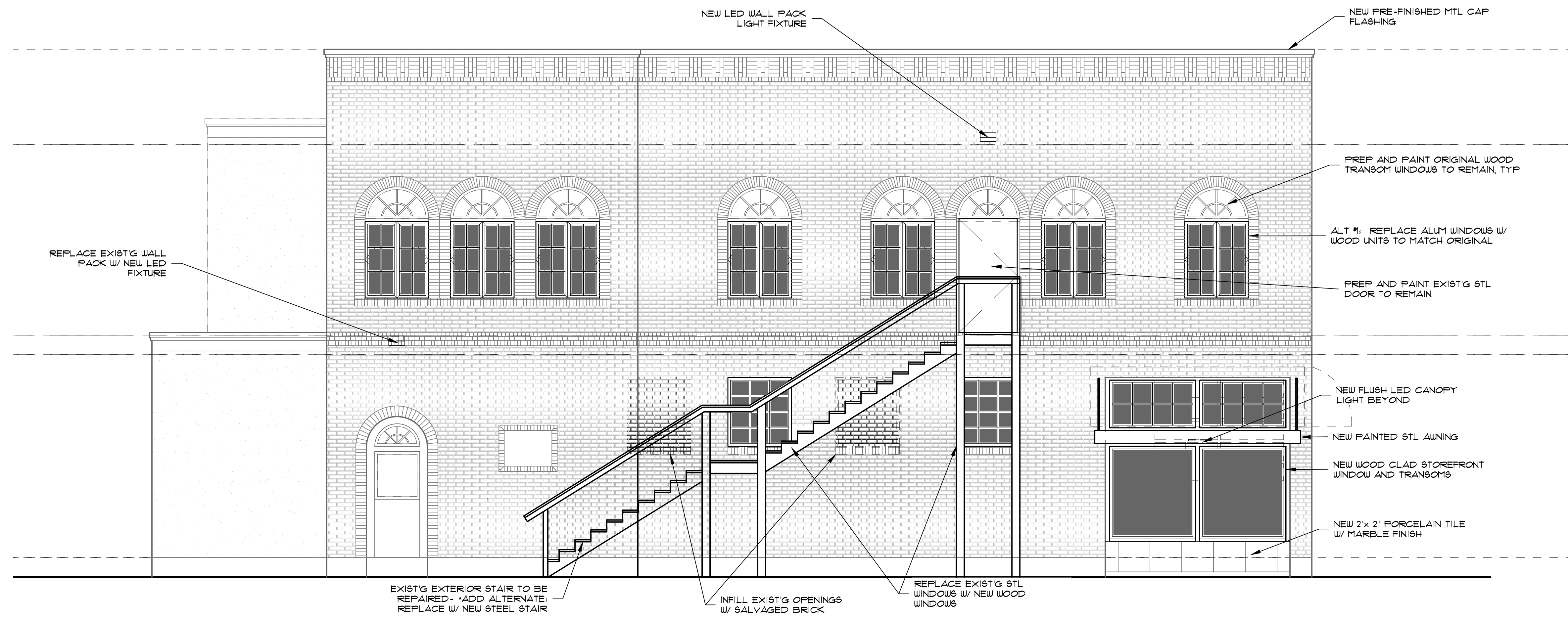
1307 Seventh Street  
Oregon City, OR 97045  
503-656-1942  
www.iselinarchitects.com

NOT FOR  
PRELIMINARY  
CONSTRUCTION



**NORTHEAST (FRONT) ELEVATION**

1/4" = 1'-0"



**SOUTHEAST (LEFT SIDE) ELEVATION**

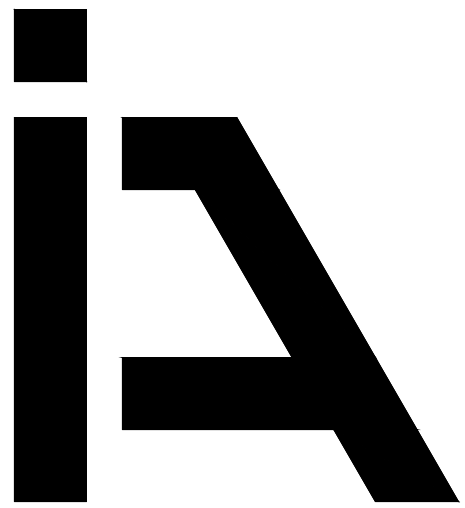
1/4" = 1'-0"

Renovation and Remodel of  
**Historic West Linn City Hall Building**  
for Regional Cultural/ Tourism Center in partnership with  
Willamette Falls and Landings Heritage Area Coalition  
22825 Willamette Dr  
West Linn, OR 97068

PROJ. NO. : 1705.3  
FILE : A-ELV  
DATE : 5/5/22 HR

SHEET #  
**A2.1**

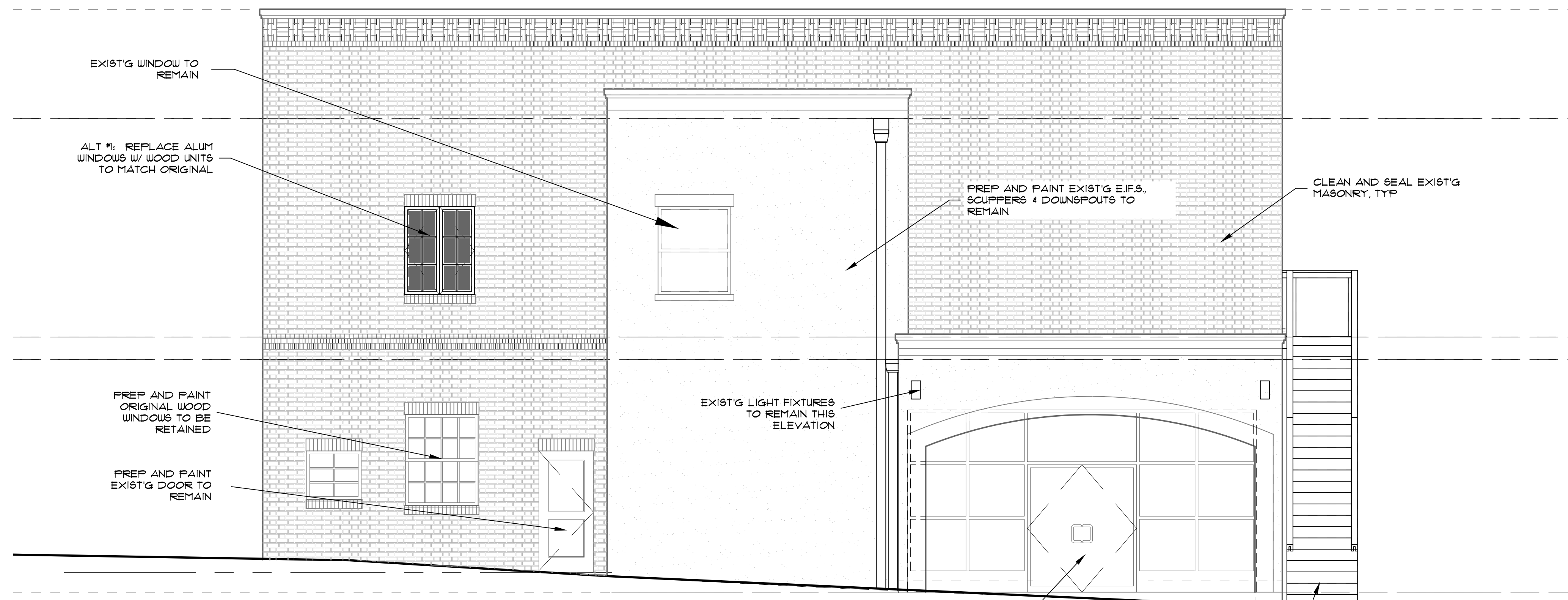
ELEVATIONS



**ISELIN  
ARCHITECTS  
P.C.**

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

NOT FOR  
PRELIMINARY  
CONSTRUCTION



EXIST'G WINDOW TO REMAIN

ALT #1: REPLACE ALUM WINDOWS W/ WOOD UNITS TO MATCH ORIGINAL

PREP AND PAINT EXIST'G E.I.F.S., SCUPPERS & DOWNSPOUTS TO REMAIN

CLEAN AND SEAL EXIST'G MASONRY, TYP

PREP AND PAINT ORIGINAL WOOD WINDOWS TO BE RETAINED

PREP AND PAINT EXIST'G DOOR TO REMAIN

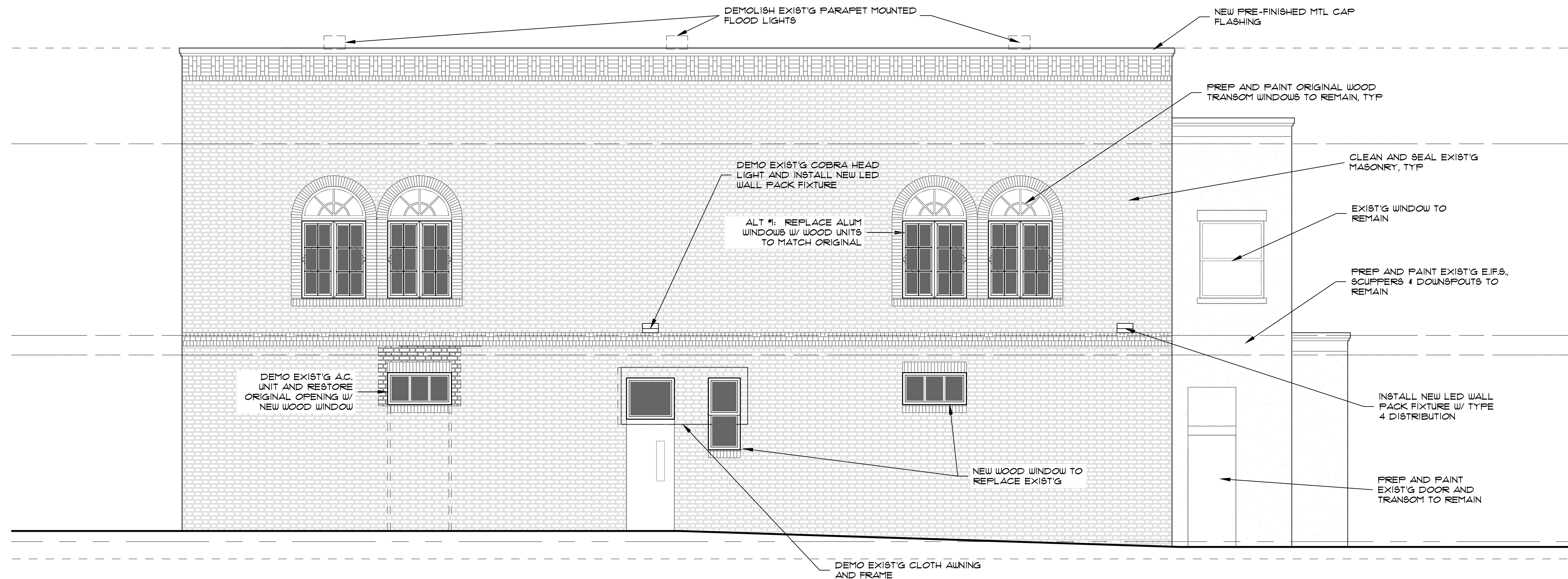
EXIST'G LIGHT FIXTURES TO REMAIN THIS ELEVATION

EXIST'G ALUMINUM STOREFRONT TO REMAIN

EXIST'G EXTERIOR STAIR TO BE REPAIRED - ADD ALTERNATE: REPLACE W/ NEW STEEL STAIR

**SOUTHWEST (REAR) ELEVATION**

1/4" = 1'-0"



DEMOLISH EXIST'G PARAPET MOUNTED FLOOD LIGHTS

NEW PRE-FINISHED MTL CAP FLASHING

PREP AND PAINT ORIGINAL WOOD TRANSOM WINDOWS TO REMAIN, TYP

CLEAN AND SEAL EXIST'G MASONRY, TYP

EXIST'G WINDOW TO REMAIN

PREP AND PAINT EXIST'G E.I.F.S., SCUPPERS & DOWNSPOUTS TO REMAIN

INSTALL NEW LED WALL PACK FIXTURE W/ TYPE 4 DISTRIBUTION

PREP AND PAINT EXIST'G DOOR AND TRANSOM TO REMAIN

DEMOLISH EXIST'G COBRA HEAD LIGHT AND INSTALL NEW LED WALL PACK FIXTURE

ALT #1: REPLACE ALUM WINDOWS W/ WOOD UNITS TO MATCH ORIGINAL

DEMOLISH EXIST'G A.C. UNIT AND RESTORE ORIGINAL OPENING W/ NEW WOOD WINDOW

NEW WOOD WINDOW TO REPLACE EXIST'G

DEMOLISH EXIST'G CLOTH AWNING AND FRAME

**NORTHWEST (RIGHT SIDE) ELEVATION**

1/4" = 1'-0"

Renovation and Remodel of  
**Historic West Linn City Hall Building**  
for Regional Cultural/ Tourism Center in partnership with  
Willamette Falls and Landings Heritage Area Coalition  
22825 Willamette Dr  
West Linn, OR 97068

PROJ. NO. : 1705.3  
FILE : A-ELV  
DATE : 5/5/22 HR

SHEET #  
**A2.2**

ELEVATIONS



# Oregon

Tina Kotek, Governor

## Parks and Recreation Department

Oregon Heritage/  
State Historic Preservation Office  
725 Summer St. NE, Suite C  
Salem, OR 97301-1266  
(503) 986-0690  
Fax (503) 986-0793  
oregonheritage.org



February 26, 2024

Angelina Denson, Parks and Recreation Director  
City of West Linn  
Parks and Recreation  
22500 Salamo Road  
West Linn, OR 96068

RE: SHPO Case No. 24-0323

City of West Linn, Historic City Hall

Exterior alterations to restore and rehab historic integrity of West Linn City Hall on National Register  
22825 Willamette Dr., West Linn, Clackamas County

Dear Angelina Denson:

Thank you for submitting information for the undertaking referenced above. Unfortunately, we cannot complete our review at this time until the following comments/questions are addressed:

- Please provide current photos of the building (interior and exterior) that illustrate the current appearance of the building. Since the submission indicated that abatement work has already begun, these photos are needed to understand whether anything has already been removed during the abatement work that was a character-defining feature.
- In the second floor, committee room, historically there appears to have been a ceiling detail. It is unclear if that detail still remains. In the new photographs that are to be provided, please make sure there are some photos that illustrate this room so that we can evaluate the impact of the new drop ceiling.
- This building has had many alterations over the years, both within and outside its period of significance. It is important then, to determine the period in which to accurately restore the building. From the submitted materials, it appears that the intention is to restore the appearance of the building at its original construction. If this is the case then there are several proposed changes that do not accurately reflect the historic documentation, such as the proposed symmetry of the façade and what is termed as an awning in the plans.
- Regarding the awning, since historically the photos do not indicate a canopy and the submitted materials explain the decision to not install an operational awning, the proposed design of the permanent canopy over the storefronts is incompatible with the historic appearance. If a smaller version was wanted to provide shelter over an entryway, it would be acceptable to place one over the middle entryway since that section has already had significant changes.
- The Claussen and Claussen elevation drawing [ca. 1936] and the historic photograph from 1937 illustrate that the building was designed to be asymmetrical in its storefront design and featured large plate glass windows. The proposed drawings offer a symmetrical design with divided storefront windows that is incompatible with the historic appearance. One possible design change to make the façade compatible could be to reopen the historic window opening on the right-hand bay and add an operable door or look like a historic wood door in the infilled door opening and keep the left hand bay intact. The central bay could then be a simplified storefront with simple brick bulkhead, big storefront windows flanking the new double doors and simple single lite transom.

- There seem to be a few references across the submitted documents but we would like to reinforce that if it is decided to use marble within the bulkhead that large pieces must be used to minimize the appearance of seams.

- Please provide further details on the design of the new upper floor windows in comparison with that of the original casements. The plans indicated that there were a couple brands that were considered as possibilities and the staff responses on the development application seemed to suggest that new windows would match the original in design but we would like to see confirmation of the final design of these new windows.

- The plans indicated that all masonry would be sealed. The provided photos in the submission packet do not indicate significant masonry damage and a water repellent or sealing of the masonry is not an appropriate treatment per the Secretary of Interior standards.

- On the rear elevation there are 2 windows that are called out as character-defining features. It is unclear whether these windows will be repaired or replaced.

- The east elevation currently has 4 windows that date to the 1950s. These windows were much larger than what appears in the 1936 photo of the building. The proposed plans seek to infill 2 and replace 2 with new windows but it is a little unclear if the new windows will reflect the 1930s appearance or the 1950s. Please provide further clarification.

- It may have been missed but it was unclear what was happening to the flooring. Will the flooring remain or be replaced? If replaced, what is the choice for the flooring?

Please address the above issues with a letter or new documentation and resubmit to our office via Go Digital. If you have not already done so, be sure to consult with all appropriate Native American tribes regarding the proposed undertaking. In order to help us track the undertaking accurately, reference the SHPO case number above in all correspondence.

Please contact our office if you have any questions, comments or need additional assistance.

Sincerely,

*Robert T. Olguin*

Robert Olguin  
National Register Programs Coordinator  
(503) 602-2468  
Robert.Olguin@opr.d.oregon.gov

cc: Todd Iselin, Iselin Architects PC

To: Robert Olguin, National Register Programs Coordinator  
Oregon State Historic Preservation Office  
[Robert.olguin@opr.d.oregon.gov](mailto:Robert.olguin@opr.d.oregon.gov)

Cc: Megan Big John [mbigjohn@westlinnoregon.gov](mailto:mbigjohn@westlinnoregon.gov)  
Dylan Digby [ddigby@westlinnoregon.gov](mailto:ddigby@westlinnoregon.gov)  
Britta Mansfield [britta@wfheritage.org](mailto:britta@wfheritage.org)

RE: SHPO Case No. 24-0323  
Historic West Linn City Hall Renovation  
22825 Willamette Dr, West Linn, Oregon

Robert,

Thank you for your review of this project. I apologize for the confusion with our team that led to demolition being started prior to a formal review from SHPO being completed.

We would like to proceed with construction and modify elements as deemed necessary for a successful renovation of this building and to satisfy SHPO.

As you noted in your letter dated February 26, 2024 this building has been altered substantially in the past. Our goal with this remodel and renovation is to modify and remove non-historic features to the extent practical to allow the building to better represent the original construction. Since the building has been altered in the past we are also balancing the need to show these altered elements are not original. Creating this distinction is always subjective. An exact replication of the original construction would be ideal, but is not possible given current building code requirements, the need to ensure life safety and provide accessibility.

I am uploading interior and exterior photos to DropBox. Most of these photos were taken a few years ago and a few were taken today at the upper floor ceiling and rear building windows. This building has been vacant for more than 8 years and these are areas that have deteriorated within the past year.

The following bulleted paragraphs are in response to the items you identified in your letter:

- It was discovered today that the original ceiling in the historic committee room is about 80% in tact. This room was previously divided up with a dropped gypsum board ceiling installed at part of the space and a suspended acoustic ceiling installed at the remainder of the space. We will revise our plans and details to reflect the retaining of this element we previously assumed to be lost. Refer to photos sent via Dropbox.
- The canopy/ awning elements were a desired addition by the Users to provide shading during the summer months and replace the current deteriorated, non-historic fabric awnings. Operable fabric awnings appear to have been installed early in the building's history at the corner of the building, but were not indicated in the original construction drawings. After much deliberation in our office, we concur with your position that the proposed elements should be omitted from the proposed Project.

No additional awning element at the entry is needed since the entry doors will be recessed, similar to the original design.

- The front façade of the building has been modified previously at least three times, based on the window types and masonry infill. The original design by Clausen and Clausen had a symmetrical design with three equal bays. This was modified during construction to be asymmetrical. It is not clear if this was a programmatic element or if it was changed to reflect the step in the floor that was deemed necessary due to the shallow bedrock encountered. Neither the original design or the modified design as constructed would meet current ADA requirement so have sought to open up the original openings in this wall with as much glazing as possible using contemporary wood windows to match the appearance as closely as possible to the original. Unfortunately, we are not able to achieve the size of the original plate glass windows or the mitred glass corners originally detailed due to structural, energy code, water intrusion detailing requirements and budgetary constraints. We have therefore proposed installing windows per the revised drawings and retain the central double doors that will meet ADA requirements without regrading the front yard. Note that on the proposed elevation revisions we have omitted the awnings and reduced the horizontal framing to the minimum required and changed the mullions at the transoms to better match the original 10 lite configuration. **Is this proposed revision acceptable?**
- Marble was noted at the bulkheads on the original construction drawings and the historic photos appear to show a smooth veneer at this location. This was likely removed around 1950 and we have been unable to confirm exactly what this material was. Rather than install actual marble which does not perform well long term on the exterior of a building we have chosen to utilize a frost proof porcelain tile that looks like the Carrera marble that was used on other WPA projects in Oregon. The largest size available is 24"x24". Best practice for this installation (Based on TCNA Manual) requires a 1/8" grout joint. **Will this solution be acceptable?**
- The upper floor windows that the contractor has proposed and that we have tentatively accepted are "Weathershield" premium series, aluminum clad wood windows with simulated divided lites and clear vertical grain fir interior. The mullions will align with the historic transom windows being retained and the profile of the extrusion is less than 1/16" wider than the historic profile. **Is this acceptable or do you need additional information to review?**
- Masonry is generally in very good condition and appears to have been properly repointed during the 1980's remodeling of the building. The building is located at a very high traffic count location and is extremely dirty due to road grime and pollution. It has not likely been cleaned in 25+ years. Low pressure water cleaning per Preservation Brief #1 is proposed to remove dirt. A breathable, non-silane, non-glossy, penetrating sealer was proposed to minimize future dirt and organic build-up. Older editions of Preservation Brief #1 prohibited use of sealers on masonry. The current version discourages, but does not prohibit the use of such sealers. **Knowing the City has limited funds for routine cleaning of this building, please let us know if the proposed "Lastiseal" sealer is acceptable or you would like this removed from the Project.**



# **iAISELIN ARCHITECTS, P.C.**

1307 Seventh Street Oregon City, OR 97045 p: 503-656-1942 f: 503-656-0658

- When the construction documents were prepared for this project it was the intent to restore the 2 windows at the rear of the building. These have continued to deteriorate to the point where repair is not practical. See photos. We have requested a proposal from the contractor to replace these to match the existing with the same window series being utilized elsewhere. **Windows are to match original size and lite configuration. Let me know if this is acceptable.**
- The 1950's steel windows on the east side to be removed and/ or replaced are incompatible with the original wood windows, even though the reflect changes to the building over time. There will only be enough brick salvaged from elsewhere on the building to infill two of these non-historic openings. The 2 window openings proposed to be retained are the original openings that were enlarged with a prior remodel. It is proposed that these current opening sizes be retained for economy with new fixed windows with grids to be proportional to the windows elsewhere in the building installed in these openings. Modification to these openings to return them to their original horizontal orientation is an expense to the project we were hoping to avoid and not having sufficient original brick will be problematic. **Please confirm that this will be acceptable.**
- Original flooring throughout the building was vinyl asbestos tile. It was previously encapsulated at the upper level and is now being abated at the main level. The most recent floor finishes were carpeting except for marmoleum at the bathrooms. New carpet or luxury vinyl tile are proposed to be installed per drawings throughout, except for bathrooms; which are now to receive ceramic tile finishes.

Thank you again for your prompt review of this important landmark. I look forward to working with you to ensure that this building be preserved through its new use for future generations to appreciate.

Sincerely,



Todd L Iselin



# Oregon

Tina Kotek, Governor

## Parks and Recreation Department

Oregon Heritage/  
State Historic Preservation Office  
725 Summer St. NE, Suite C  
Salem, OR 97301-1266  
(503) 986-0690  
Fax (503) 986-0793  
oregonheritage.org



April 8, 2024

Megan Big John, Parks and Recreation Director  
City of West Linn  
22500 Salamo Road  
West Linn, OR 96068

RE: SHPO Case No. 24-0323

City of West Linn, Historic City Hall

Exterior alterations to restore and rehab historic integrity of West Linn City Hall on National Register  
22825 Willamette Dr., West Linn, Clackamas County

Dear Megan Big John:

Thank you for submitting information for the undertaking referenced above. We appreciate the thoughtful discussion and consideration, along with the itemized list describing the requested additional documentation. All but the masonry treatment we approve and we have added clarification for the 1950s steel windows.

- Regarding the masonry cleaning, the Latiseal sealer is not an approved treatment and we would like this removed from the project.
- As a point of clarification regarding the 1950s steel windows, because these were installed during the period of significance for this property we are okay with retaining the enlarged size from the 1950s.

If you are able to edit the scope to remove the masonry sealer, then, we concur that there will be no adverse effect to historic properties for this undertaking and this will conclude consultation with our office under Section 106 of the National Historic Preservation Act (per 36 CFR Part 800) and/or Oregon Revised State (ORS) 358.653 for built-environment resources. If you have not already done so, be sure to consult with all appropriate Native American tribes and interested parties regarding the proposed undertaking.

If the undertaking design or effect changes or if additional historic properties are identified, further consultation with our office will be necessary before proceeding with the proposed undertaking. Additional consultation regarding this case must be sent through Go Digital. In order to help us track the undertaking accurately, reference the SHPO case number above in all correspondence.

Please contact our office if you have any questions, comments or need additional assistance.

Sincerely,

*Robert T. Olguin*

Robert Olguin  
National Register Programs Coordinator  
(503) 602-2468  
Robert.Olguin@opr.d.oregon.gov

cc: Todd Iselin, Iselin Architects PC

**KEYNOTES**

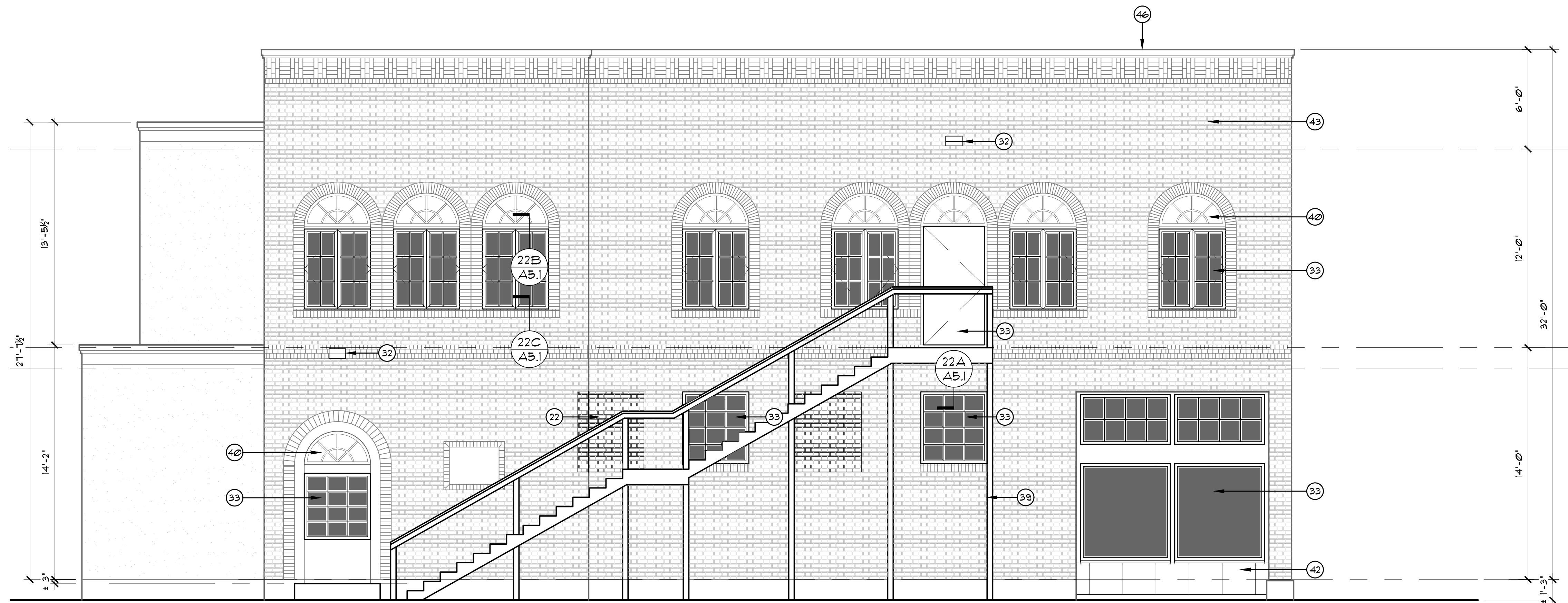
(NOT ALL KEYNOTES REFERENCED ON EACH PAGE)

21. EXIST'G WALL TO REMAIN. PATCH & REPAIR AS REQ'D DUE TO REMOVAL OF FINISHES OR OTHER MODIFICATIONS. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT. REF FINISH SCHEDULE FOR ADD'L FINISH INFO.
22. INFILL OP'NG IN EXT WALL W/ CONC, BRICK VENEER & INTERIOR FURR'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
23. NEW WD FRMD WALL W/ GYP BD FINISH EA. SIDE. 2x4 @ 16" O.C. UNO. PER FRAMING NOTES. 2x6 AS REQ'D FOR PLUMBING. REF FINISH SCHEDULE FOR FINISHES, TYP.
24. INFILL WALL AS REQ'D W/ 2x STUDS SIZE AS REQ'D TO MATCH EXIST'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
25. NEW FIRE EXTINGUISHER & CABT.
26. FURNISHINGS TO BE PROVIDED & INSTALLED BY OWNER/TENANT.
27. STL PIPE COL TO BE EXPOSED. SAND & PAINT.
28. NEW GYP BD CLG OVER 2x6 CLG JOISTS @ 24" O.C.
29. NEW GYP BD CLG SUSP FROM EXIST'G FRM'G. REF DTL 21/A5.2 FOR SEISMIC BRACING. VFY HT AS REQ'D TO CLEAR WINDOWS & CONCEAL EXIST'G ELECTRICAL CONDUIT & FIXTURES AS POSSIBLE.
30. NEW FLY SHTH'G OVER NEW 2x6 FLR FRM'G @ 16" O.C.
31. NEW CONC RAMP. REF DTL. 24/A5.1
32. NEW LIGHT FIXTURE. REF RCP / LIGHTING PLANS.
33. DOOR/WINDOW PER SCHEDULE.
34. NEW GYP BD CLG @ CENTER SECTION OF COFFERED CLG.
35. 2x6 FLR JOISTS @ 16" O.C. W/ LUGS TO 2x6 LEDGER W/ (2) #10 x 3" SCREWS @ 24" O.C. TO STUD OR SOLID BLK'G.
36. NEW 5 1/2" x 12" GLAM BM. SUPPORT W/ NEW POST @ CORNER & (4) NEW 2x STUDS @ EXIST'G WALL & FOUNDATION.
37. NEW 3 1/2" x 9" GLAM BM. INSTALL NEW HUC46 TO EXIST'G CONC BM W/ (8) TITEN TURBO SCREWS EA END.
38. NEW 6x6 POST W/ 24" SQ FTG. REF DTL 12/A5.1.
39. NEW STAIR & RAILINGS. REF DTL 4/A5.2. PAINT SEMI-GLOSS BLACK.
40. EXIST'G WD WINDOW TO REMAIN. CLEAN, SAND & PAINT, TYP.
41. NEW PAINTED STL CHANNEL LINING. REF FLANS & DTL FOR ADD'L INFORMATION & PROVIDE STRUCTURAL DRAWINGS BY LICENSED ENGINEER. PAINT SEMI-GLOSS BLACK.
42. NEW TILE WAINSCOT.
43. EXIST'G MASONRY TO BE CLEANED & SEALED.
44. EXIST'G EXTERIOR INSULATION & FINISH SYSTEM, SCUPPERS, DOWNSPOUTS & MISC ITEMS TO REMAIN TO BE CLEANED, PREPPED & PAINTED.
45. EXIST'G ALUM STOREFRONT ASSEMBLY TO REMAIN.
46. EXIST'G PRE-FIN MTL PARAPET CAP FLASH'G & COUNTER FLASH'G TO REMAIN.
47. INSTALL NEW INSUL ABOVE EXIST'G AS REQ'D TO PROVIDE R-49.
48. FURR FLR W/ 3/4" CDX PLY OVER P.T. 2x FURR'G @ 16" O.C. AS REQ'D TO ALIGN W/ ADJACENT FLR.
49. NEW NON-RATED DATA OR HVAC CHASE THROUGH UPPER LEVEL FLR FRM'G TO UPPER LEVEL ATTIC FRM'G. 2x4 FRM'G W/ GYP BD @ OUTSIDE FACE. PROVIDE 10"x12" ACCESS PANEL IN DATA CHASE IN BREAK RM.
50. NEW SUSP ACT & GRID.
51. INSTALL NEW CONTINUOUS 5 1/2" x 10 1/2" G. LAM HEADER BETWEEN WINDOW AND TRANSOM.
52. EXISTING 3' WIDE DOOR(S) W/ ADA COMPLIANT THRESHOLD AND EXIT DEVICE TO REMAIN.
53. INSTALL HVAC EQUIPMENT PER FLANS ABOVE FINISH CEILING. HANG FROM SIDE OF EXISTING FLOOR JOISTS USING UNI-STRUT F1000-H3 (OR EQUAL) USING (3) #10 x 1 1/2" SCREWS AND WASHERS.
54. FULL HEIGHT 4x4 POST AT END OF WALL W/ BC40 BASE AND (2) LL358 SCREWS TO JOIST OR SOLID BLK'G AT EXIST'G FLOOR JOIST ABOVE.
55. INSTALL NEW ADA COMPLIANT DRINKING FOUNTAIN/ WATER BOTTLE FILL STATION.



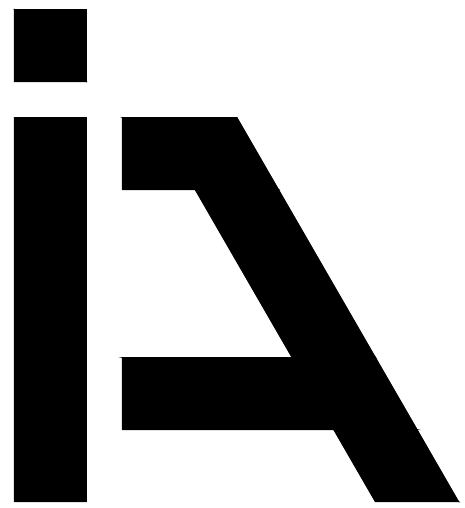
**NORTHEAST (FRONT) ELEVATION**

1/4" = 1'-0"



**SOUTHEAST (LEFT SIDE) ELEVATION**

1/4" = 1'-0"



**ISELIN  
ARCHITECTS  
P.C.**

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



**Renovation and Remodel of  
Historic West Linn City Hall Building  
22825 Willamette Drive West Linn, OR 97068**  
for Regional Cultural/ Tourism Center in partnership with  
Willamette Falls and Landings Heritage Area Coalition

PROJ. NO. : 1705.3  
FILE : A-ELV  
DATE : 7/12/2023  
REVISIONS  
1: 9/15/23

SHEET #

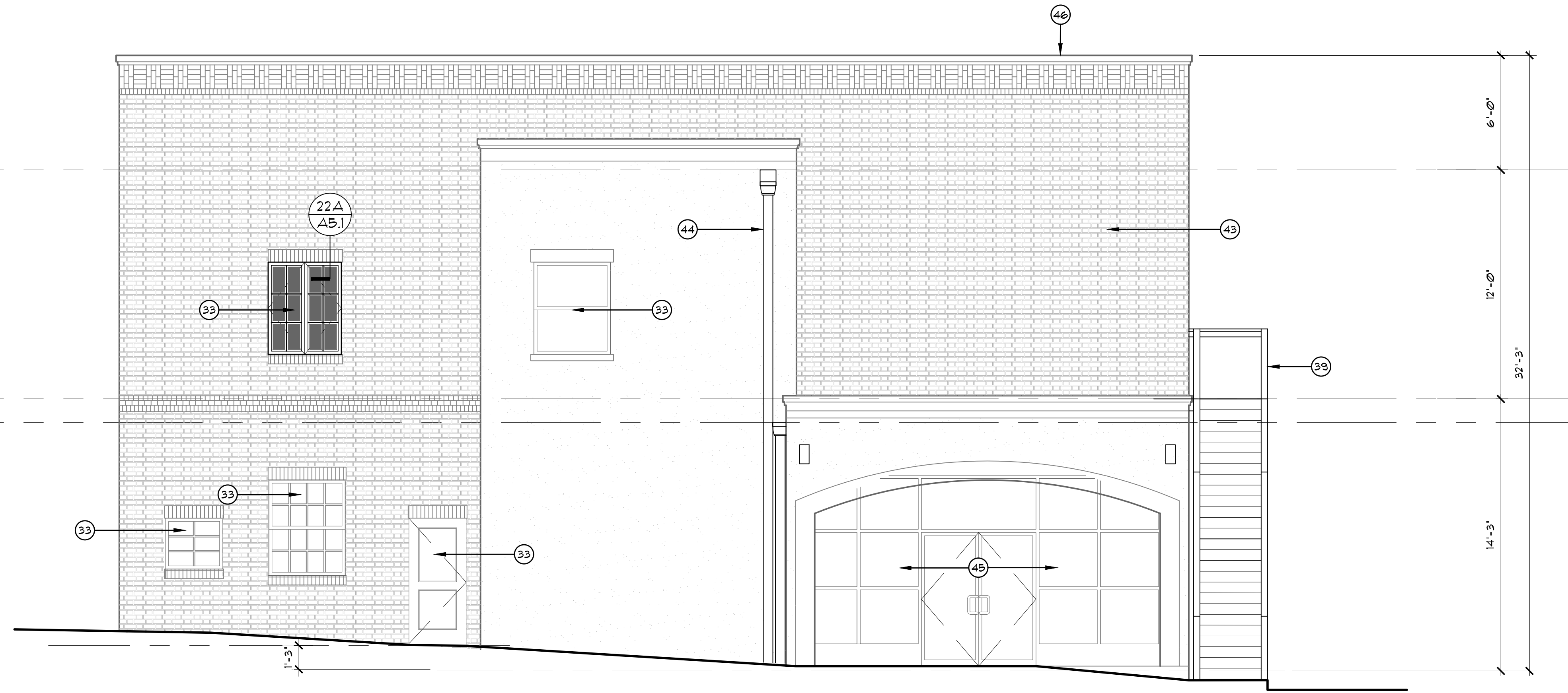
**A2.1**

BUILDING ELEVATIONS

**KEYNOTES**

(NOT ALL KEYNOTES REFERENCED ON EACH PAGE)

21. EXIST'G WALL TO REMAIN. PATCH & REPAIR AS REQ'D DUE TO REMOVAL OF FINISHES OR OTHER MODIFICATIONS. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE. PAINT. REF FINISH SCHEDULE FOR ADD'L FINISH INFO.
22. INFILL OP'NG IN EXT WALL W/ CONC. BRICK VENEER & INTERIOR FURR'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
23. NEW WD FRM'D WALL W/ GYP BD FINISH EA. SIDE. 2x4 @ 16" O.C. UNO. PER FRAMING NOTES. 2x6 AS REQ'D FOR PLUMBING. REF FINISH SCHEDULE FOR FINISHES, TYP.
24. INFILL WALL AS REQ'D W/ 2x STUDS SIZE AS REQ'D TO MATCH EXIST'G. FINISH TO MATCH EXIST'G ADJACENT & PROVIDE SEAMLESS APPEARANCE, PAINT.
25. NEW FIRE EXTINGUISHER & CABT.
26. FURNISHINGS TO BE PROVIDED & INSTALLED BY OWNER/TENANT.
27. STL PIPE COL TO BE EXPOSED. SAND & PAINT.
28. NEW GYP BD CLG OVER 2x6 CLG JOISTS @ 24" O.C.
29. NEW GYP BD CLG SUSP FROM EXIST'G FRM'G. REF DTL 21/AB2 FOR SEISMIC BRACING. VFT HT AS REQ'D TO CLEAR WINDOWS & CONCEAL EXIST'G ELECTRICAL CONDUIT & FIXTURES AS POSSIBLE.
30. NEW FLY SHT'G OVER NEW 2x6 FLR FRM'G @ 16" O.C.
31. NEW CONC RAMP. REF DTL. 24/AB1
32. NEW LIGHT FIXTURE. REF RCP / LIGHTING PLANS.
33. DOOR/WINDOW PER SCHEDULE.
34. NEW GYP BD CLG @ CENTER SECTION OF COFFERED CLG.
35. 2x6 FLR JOISTS @ 16" O.C. W/ LU26 TO 2x6 LEDGER W/ (2) #10 x 3" SCREWS @ 24" O.C. TO STUD OR SOLID BLKG.
36. NEW 5 1/2" x 12" GLAM BM. SUPPORT W/ NEW POST @ CORNER & (4) NEW 2x STUDS @ EXIST'G WALL & FOUNDATION.
37. NEW 3 1/2" x 9" GLAM BM. INSTALL NEW HUC46 TO EXIST'G CONC BM W/ (8) TITEN TURBO SCREWS EA END.
38. NEW 6x6 POST W/ 24" SQ FTG. REF DTL 12/AB1.
39. NEW STAIR & RAILINGS. REF DTL 4/AB2. PAINT SEMI-GLOSS BLACK.
40. EXIST'G WD WINDOW TO REMAIN. CLEAN, SAND & PAINT, TYP.
41. NEW PAINTED STL CHANNEL AWNING. REF PLANS & DTL FOR ADD'L INFORMATION & PROVIDE STRUCTURAL DRAWINGS BY LICENSED ENGINEER (PAINT SEMI-GLOSS BLACK).
42. NEW TILE WAINSCOT.
43. EXIST'G MASONRY TO BE CLEANED & SEALED.
44. EXIST'G EXTERIOR INSULATION & FINISH SYSTEM, SCUFFERS, DOWNPOUTS & MISC ITEMS TO REMAIN TO BE CLEANED, FRIEPED & PAINTED.
45. EXIST'G ALUM STOREFRONT ASSEMBLY TO REMAIN.
46. EXIST'G PRE-FIN MTL PARAPET CAP FLASH'G & COUNTER FLASH'G TO REMAIN.
47. INSTALL NEW INSUL ABOVE EXIST'G AS REQ'D TO PROVIDE R-49.
48. FURR FLR W/ 3/4" CDX PLY OVER P.T. 2x FURR'G @ 16" O.C. AS REQ'D TO ALIGN W/ ADJACENT FLR.
49. NEW NON-RATED DATA OR HVAC CHASE THROUGH UPPER LEVEL FLR FRM'G TO UPPER LEVEL ATTIC FRM'G. 2x4 FRM'G W/ GYP BD @ OUTSIDE FACE. PROVIDE ± 10"x12" ACCESS PANEL IN DATA CHASE IN BREAK RM.
50. NEW SUSP ACT & GRID.
51. INSTALL NEW CONTINUOUS 5 1/2 x 10 1/2 G. LAM HEADER BETWEEN WINDOW AND TRANSOM.
52. EXISTING 3' WIDE DOOR(S) W/ ADA COMPLIANT THRESHOLD AND EXIT DEVICE TO REMAIN.
53. INSTALL HVAC EQUIPMENT PER PLANS ABOVE FINISH CEILING. HANG FROM SIDE OF EXISTING FLOOR JOISTS USING 'UNI-STRUT' P1000-H3 (OR EQUAL) USING (3) #10 x 1 1/2" SCREWS AND WASHERS.
54. FULL HEIGHT 4x4 POST AT END OF WALL W/ BC40 BASE AND (2) LL350 SCREWS TO JOIST OR SOLID BLKG AT EXIST'G FLOOR JOIST ABOVE.
55. INSTALL NEW ADA COMPLIANT DRINKING FOUNTAIN/ WATER BOTTLE FILL STATION.



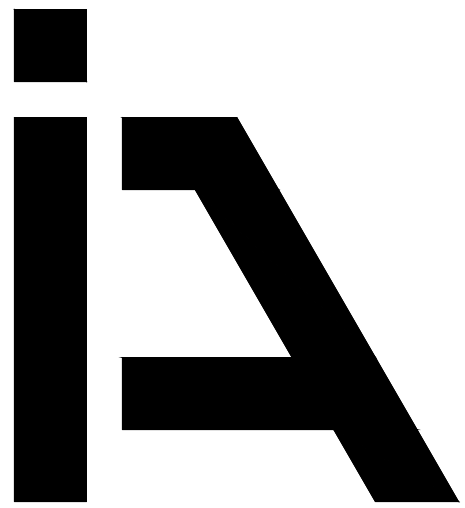
**SOUTHWEST (REAR) ELEVATION**

1/4" = 1'-0"



**NORTHWEST (RIGHT SIDE) ELEVATION**

1/4" = 1'-0"



**ISELIN  
ARCHITECTS  
P.C.**

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



**Renovation and Remodel of  
Historic West Linn City Hall Building  
22825 Willamette Drive West Linn, OR 97068**

for Regional Cultural/ Tourism Center in partnership with  
Willamette Falls and Landings Heritage Area Coalition

PROJ. NO. : 1705.3  
FILE : A-ELV  
DATE : 7/12/2023  
REVISIONS  
1: 9/15/23

SHEET #

**A2.2**

BUILDING ELEVATIONS