



**STAFF REPORT  
PLANNING MANAGER DECISION**


**FILE NUMBER:** DR-14-04, Class I Historic Design Review

**REQUEST:** Replacement and enlargement of basement window to meet egress requirements

**APPROVAL CRITERIA:** Community Development Code (CDC) Chapter 25, Historic Resources

**STAFF REPORT PREPARED BY:** Sara Javoronok, Associate Planner

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Planning Manager's Review 

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**TABLE OF CONTENTS**

**STAFF ANALYSIS AND RECOMMENDATION**

GENERAL INFORMATION ..... 2  
BACKGROUND..... 3  
ANALYSIS ..... 4  
RECOMMENDATION..... 5

**ADDENDUM**

APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS ..... 6

**EXHIBITS**

PM-1 AFFIDAVIT OF NOTICE..... 8  
PM-2 NOTICE MAILING PACKET..... 9  
PM-3 HISTORIC SITE INVENTORY FORM.....14  
PM-4 APPLICANT SUBMITTAL .....15

## GENERAL INFORMATION

**APPLICANT:** Ryan Hatch

**OWNER:** Kathy Selvaggio

**SITE LOCATION:** 1611 6<sup>th</sup> Avenue

**LEGAL DESCRIPTION:** Clackamas County Assessor's Map 31E02BC, Tax Lot 1102

**SITE SIZE:** 5,000 square feet

**ZONING:** R-5, Single Family Residential Detached and Attached/Duplex

**COMP PLAN DESIGNATION:** Medium Density

**120-DAY PERIOD:** The application was complete on July 16, 2014. Therefore, the 120-day application processing period ends on November 13, 2014.

**PUBLIC NOTICE:** Public notice was mailed to the Willamette Neighborhood Association and to affected property owners on July 25, 2014, a notice posted on the site on July 29, 2014, and the application has been posted on the City's website. Therefore, notice requirements have been satisfied.

## BACKGROUND

The subject property is 1611 6<sup>th</sup> Avenue, which is in the Willamette Historic District, approximately one block south of Willamette Falls Drive.



Front façade of existing residence



West (right) elevation of existing residence, the left window is proposed to be enlarged



*Existing basement window and well*

**Site Conditions.** The property accommodates a single family home constructed in 1911 and a c. 1960 non-contributing garage.

**Project Description.** The property owner is finishing the basement as an accessory dwelling unit. The only exterior change is the proposed enlargement and replacement of a window on the west, or right, elevation to meet egress requirements for the bedroom that will be located in the unit. The proposed window opening will be 24 x 30 inches, which is eight inches wider and two inches taller than the existing window. The proposal is for the increase in height to be accommodated by placing the window lower and increasing the size of the window well. From the street, the window will not appear higher.

**Surrounding Land Use.** The property is on the western edge of the Willamette Historic District. The properties to the north, east, and south are zoned Single Family Residential, Detached and Attached/Duplex (R-5). The property to the west is zoned Single Family Residential Detached (R-10).

<b>DIRECTION FROM SITE</b>	<b>LAND USE</b>	<b>ZONING</b>
North	Single family residence	R-5
East	Single family residence	R-5
South	Single family residence	R-5
West	Single family residence	R-10

**Public comments.** To date, staff has not received any comments from the public.

## **ANALYSIS**

CDC Chapter 25, Historic Resources applies to this project, specifically CDC 25.060 Design Standards Applicable to Historic Resources, subsection (A) Standards for Alterations and Additions and CDC 25.070 Additional Standards Applicable to Historic Districts subsection (A). The proposed change requires review since the west (right) elevation faces 15<sup>th</sup> Street and is considered a primary façade. Egress windows are exempt from review on secondary facades, but not on primary facades.

## RECOMMENDATION

Staff recommends approval of the application subject to the following condition:

1. Site Plan, Elevations, and Narrative. The project shall conform to the plans, elevations, and narrative submitted in Exhibit HRB-4.

### **Notes to applicant.**

- Expiration of Approval. This approval shall expire three years from the effective date of this decision.
- Additional Permits Required. Your project may require the following additional permits:
  - Public improvement permit: contact Engineering at (503) 723-5501 or [mcoffie@westlinnoregon.gov](mailto:mcoffie@westlinnoregon.gov)
  - Public works permit: contact Engineering at (503) 723-5501 or [mcoffie@westlinnoregon.gov](mailto:mcoffie@westlinnoregon.gov)
  - On-Site Utilities: contact the Building Division at (503) 656-4211, [jnomie@westlinnoregon.gov](mailto:jnomie@westlinnoregon.gov). (Electrical permits are through Clackamas County, not the City of West Linn.)
  - Building permit: contact the Building Division at (503) 656-4211, [jnomie@westlinnoregon.gov](mailto:jnomie@westlinnoregon.gov).
  - Inspections: Call the Building Division's Inspection Line at (503) 722-5509.

# APPLICABLE REGULATIONS AND ASSOCIATED SUPPLEMENTAL FINDINGS

DR-14-04

## 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.*

*A. Exemptions from historic design review. The following are exempt from historic design review:*

...

*8. Egress windows. Addition of egress windows on secondary facades with wood windows or windows that are consistent with subsection (A)(6) of this section.*

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

*1. Nonexempt. Items listed in CDC 25.040(A)(1) through (17) that do not qualify for an exemption;*

**Finding 1:** The proposed change is subject to Class I historic design review since it is located on a primary façade.

### 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.*

**Finding 2:** The applicant is proposing to finish the basement as an accessory dwelling unit. This requires the enlargement and replacement of an existing west, or right, elevation basement window with a larger window that meets egress requirements for the bedroom in the unit. The existing

window has an opening of approximately 16 x 28 inches and the proposed replacement would have an opening of 24 x 30 inches. The increase in height will be accommodated by placing the window lower. This proposal retains the existing construction to the greatest extent practicable while still allowing for the addition of an accessory dwelling unit that meets building code requirements for egress. The replacement and enlargement of the existing window does not affect a significant stylistic feature of the original construction or an architectural detail that defines the structure's character and affects its historic significance. The criterion is met.

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

**Finding 3:** The applicant is proposing to enlarge and replace an existing basement window. The proposed replacement window has a fiberglass exterior and a wood interior. The proposed fiberglass window has visual features similar to the existing wood window. Fiberglass is an appropriate material since it is a basement window and it is minimally visible from the right-of-way. The criterion is met.

*15. Window replacement. Replacement of windows or window sashes shall be consistent with the original historic appearance, including the profile of the sash, sill, trim, window plane relative to the building wall plane, light pattern, glass color, profile of mullions and muntins, and color.*

**Finding 4:** The applicant is proposing a basement window with a fiberglass exterior and wood interior. The proposed window will have a similar sash profile, trim, and light pattern to the historic windows. The criterion is met.

#### **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.**

**Finding 5:** The applicant is proposing to finish the basement as an accessory dwelling unit. This requires the enlargement and replacement of an existing window to meet egress requirements. The proposed alteration is minimal and does not change the scale and mass of the structure. In addition, the enlargement will be somewhat accommodated since the added height will not be visible. The proposed change is minimally visible from the right-of-way and will not affect the privacy of adjacent properties. The criterion is met.

**AFFIDAVIT OF NOTICE**

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

**GENERAL**

File No. DR-14-04 Applicant's Name Ryan Hatch, Vanport Manufacturing (Kathleen Selvaggio)  
Development Name \_\_\_\_\_  
Scheduled Meeting/Decision Date 8/8/14

**NOTICE:** Notices were sent at least 20 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

**TYPE A** \_\_\_\_\_

- A. The applicant (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- B. Affected property owners (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- C. School District/Board (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- D. Other affected gov't. agencies (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- E. Affected neighborhood assns. (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- F. All parties to an appeal or review (date) \_\_\_\_\_ (signed) \_\_\_\_\_

At least 10 days prior to the scheduled hearing or meeting, notice was published/posted:

Tidings (published date) \_\_\_\_\_ (signed) \_\_\_\_\_  
City's website (posted date) \_\_\_\_\_ (signed) \_\_\_\_\_

**SIGN**

At least 10 days prior to the scheduled hearing, meeting or decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.

(date) \_\_\_\_\_ (signed) \_\_\_\_\_

**NOTICE:** Notices were sent at least 14 days prior to the scheduled hearing, meeting, or decision date per Section 99.080 of the Community Development Code. (check below)

**TYPE B**

- A. The applicant (date) 1/25/14 (signed) S. Shroyer
- B. Affected property owners (date) 1/25/14 (signed) S. Shroyer
- C. School District/Board (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- D. Other affected gov't. agencies (date) \_\_\_\_\_ (signed) \_\_\_\_\_
- E. Affected neighborhood assns. (date) 1/25/14 (signed) S. Shroyer  
Willamette

Notice was posted on the City's website at least 10 days prior to the scheduled hearing or meeting.  
Date: 1/25/14 (signed) S. Shroyer

**STAFF REPORT** mailed to applicant, City Council/Planning Commission and any other applicable parties 10 days prior to the scheduled hearing.

(date) \_\_\_\_\_ (signed) \_\_\_\_\_

**FINAL DECISION** notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

(date) 8/8/14 (signed) S. Shroyer



# PUBLIC NOTICE CHECKLIST

DR-14-04

FILE NO.: \_\_\_\_\_ SITE ADDRESS: 1611 6<sup>th</sup> Ave.

PROJECT MANAGER: Sala Javoronik DATE: 7/14/14

MAILING DEADLINE DATE ~~(10-day)~~ or 20-day (circle one): 7/25/14

PUBLISH IN LOCAL PAPER (10 days prior): Yes \_\_\_\_\_ No X

MEETING DATE: NA 8/8/14  
Decision

**SEND TO (check where applicable):**

Applicant: Name: Ryan Hatch Applicant Address: Vanport Manufacturing Inc.  
P.O. Box 97 Boring, OR 97009

*If Applicant Representative or Owner to receive please list in others below:*

- |   |                                  |
|---|----------------------------------|
| School District/Board _____                                 | Division of State Lands _____    |
| Metro _____   | US Army Corps of Engineers _____ |
| Tri-Met _____   | Stafford-Tualatin CPO _____      |
| Clackamas County _____                                      | City of Lake Oswego _____        |
| ODOT (if on State Hwy.<br>or over 40 dwelling units) _____  | Dept. of Fish & Wildlife _____   |
| Neighborhood Assn(s).<br>(please specify) <u>Willamette</u> | Other(s): _____                  |

Other(s): Kathy Selvaggio  
1611 6th Ave.  
West Linn

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

Other(s): \_\_\_\_\_

**CITY OF WEST LINN  
PLANNING MANAGER DECISION  
FILE NO. DR-14-04**

The West Linn Planning Manager is considering a Class I Historic Design Review application to enlarge an existing basement window to meet egress requirements at 1611 6<sup>th</sup> Avenue.

The decision will be based on the approval criteria in chapters 25 of the Community Development Code (CDC). The approval criteria from the CDC are available for review at City Hall, at the City Library, and at <http://www.westlinnoregon.gov.cdc>.

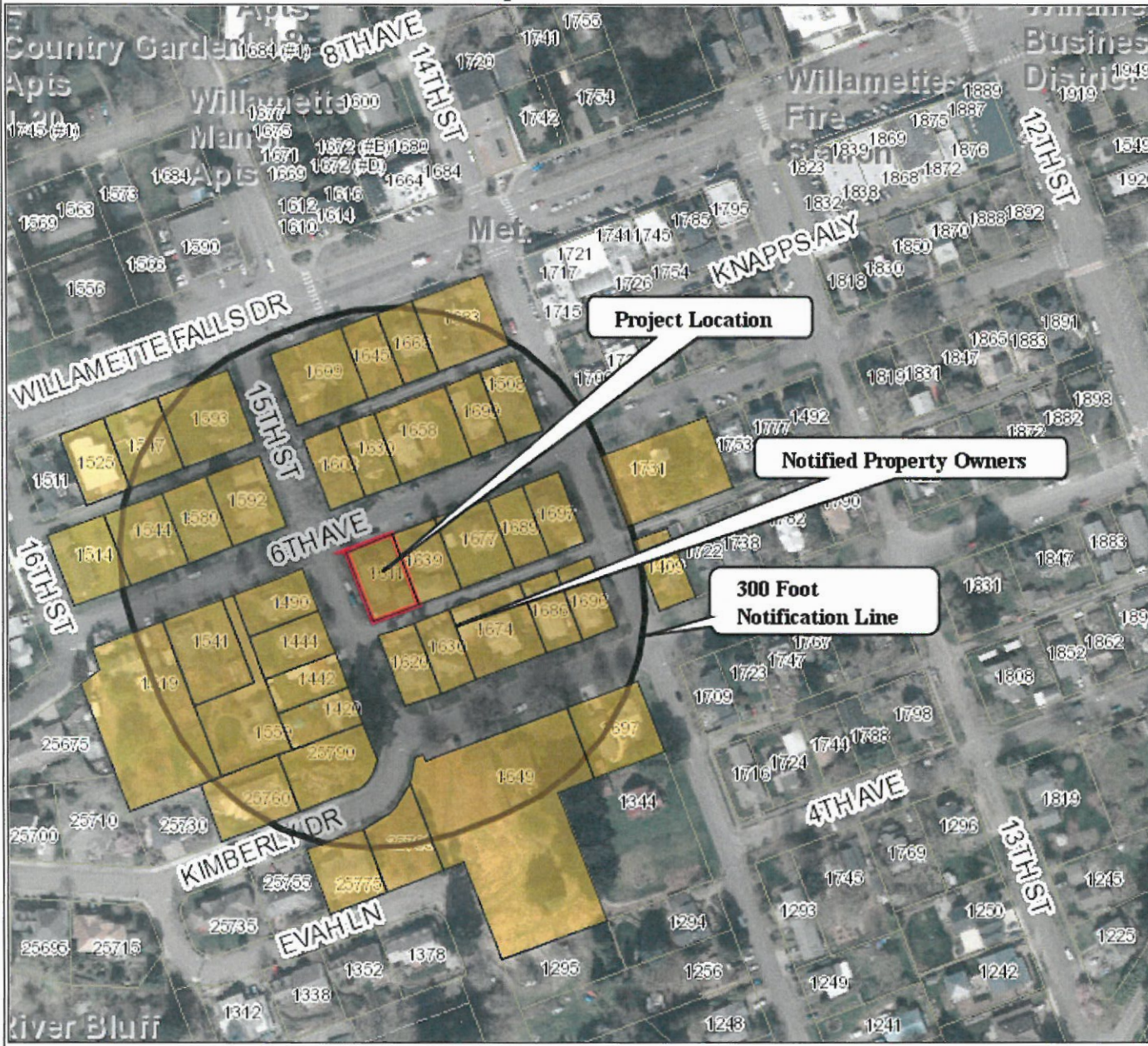
You have received this notice because County records indicate that you own property within 300 feet of this property (Tax Lot 1102 of Clackamas County Assessor's Map 31E02BC) or as otherwise required by the CDC.

All relevant materials in the above noted file are available for inspection at no cost at City Hall, and on the city web site <http://westlinnoregon.gov/planning/1611-6th-avenue-historic-review> or copies may be obtained for a minimal charge per page. Although there is no public hearing, your comments and ideas are invited and can influence the final decision of the Planning Manager. Planning staff looks forward to discussing the application with you. **The final decision is expected to be made on, and no earlier than, August 8, 2014**, so please contact us prior to that date. For further information, please contact Sara Javoronok, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, (503) 722-5512, [sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov).

Any appeals to this decision must be filed within 14 days of the final decision date with the Planning Department. Failure to raise an issue in person or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes the raising of the issue at a subsequent time on appeal or before the Land Use Board of Appeals.

SHAUNA SHROYER  
Planning Administrative Assistant

# 1611 6th Avenue Notification Map



Scale 1:2,400 - 1 in = 200 ft  
Scale is based on 8-1/2 x 11 paper size



Map created by: SSHROYER  
Date Created: 18-Jul-14 08:10 AM

**WEST LINN GIS**

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Source: West Linn GIS (Geographic Information System) MapOptix.

ARNOLD DAVID L & DEBORAH E HEPLER  
1519 6TH AVE  
WEST LINN, OR 97068

BEATTY JAMES W & PAULINE  
1690 6TH AVE  
WEST LINN, OR 97068

BIETSCHKE EDWIN H & MARY T  
1442 15TH ST  
WEST LINN, OR 97068

BOLLINGER PAUL J  
1630 5TH AVE  
WEST LINN, OR 97068

BRUNE ROBERT G & KARLYN L  
1620 5TH AVE  
WEST LINN, OR 97068

BUTGATTI LYDIA C  
1630 6TH AVE  
WEST LINN, OR 97068

BUTLER KELLY R & STEPHANIE A  
1508 14TH ST  
WEST LINN, OR 97068

CAMPBELL WILEY & MARY BETH  
1559 6TH AVE  
WEST LINN, OR 97068

CASSIDY SHARLA J  
1580 6TH AVE  
WEST LINN, OR 97068

CLARK RICHARD J CO-TRUSTEE  
1674 5TH AVE  
WEST LINN, OR 97068

CONVERGENT PACIFIC LLC  
8975 SW CENTER ST  
TIGARD, OR 97223

DONNERBERG LYNDSEY  
1490 15TH ST  
WEST LINN, OR 97068

EARLE CAROL & LANCE  
1592 6TH AVE  
WEST LINN, OR 97068

GREENWOOD DARRELL W & VICKI M  
24323 SW MOUNTAIN RD  
WEST LINN, OR 97068

GRESS MARJORIE A  
1645 WILLAMETTE FALLS DR  
WEST LINN, OR 97068

HAFER SHAREE Q  
25775 KIMBERLY DR  
WEST LINN, OR 97068

HALE JUDY A  
1608 6TH AVE  
WEST LINN, OR 97068

JOHNSON SCOTT A & MICHELLE J  
1696 5TH AVE  
WEST LINN, OR 97068

KILEY STEPHEN H & ROBIN T  
25790 KIMBERLY DR  
WEST LINN, OR 97068

KINZER NANCY A  
25760 KIMBERLY DR  
WEST LINN, OR 97068

KNIGHT CHRISTOPHER JON & S JACOBI  
1639 6TH AVE  
WEST LINN, OR 97068

LENZ H RANDALL & PATRICIA L  
1444 15TH ST  
WEST LINN, OR 97068

MATILE GEORGE A & OPAL M  
1490 WILLAMETTE FALLS DR  
WEST LINN, OR 97068

MCCOID PAUL M & LINDA K  
1677 SE 6TH AVE  
WEST LINN, OR 97068

MEINHARD RICHARD & SANDRA K  
PELLENS  
3957 E BURNSIDE  
PORTLAND, OR 97214

MILLER D ROBERT & DIANA L  
21650 SW RIBERA LN  
WEST LINN, OR 97068

NELSON GEORGE & BETTY J  
1686 5TH AVE  
WEST LINN, OR 97068

RAFFETTO DANIEL & S NELSON-  
RAFFETTO  
4782 COHO LN  
WEST LINN, OR 97068

RUNKEL PROPERTIES LLC  
5151 FIRWOOD CT  
WEST LINN, OR 97068

SAMPSON MICHAEL J & BETHANY  
1697 6TH AVE  
WEST LINN, OR 97068

SELVAGGIO KATHLEEN A  
1611 6TH AVE  
WEST LINN, OR 97068

STODDART ROBERT G  
1525 WILLAMETTE FALLS DR  
WEST LINN, OR 97068

SUPPRESSED NAME  
1409 14TH ST  
WEST LINN, OR 97068

SWANSON RODNEY D & SUSAN V  
HARTFORD  
1731 6TH AVE  
WEST LINN, OR 97068

TUOR DARREN C & KRISTEN D  
1649 5TH AVE  
WEST LINN, OR 97068

VONTAGEN FREDERICK W TRSTEE  
1102 SW SCHAEFFER RD  
WEST LINN, OR 97068

WEBB LONNY R & KRISTINE A  
1294 14TH ST  
WEST LINN, OR 97068

WILLAMETTE UNITED METH CH  
1683 WILLAMETTE FALLS DR  
WEST LINN, OR 97068

WOLFE LAWRENCE D  
1544 6TH AVE  
WEST LINN, OR 97068

WOOLENSACK BARBARA  
1697 5TH AVE  
WEST LINN, OR 97068

RYAN HATCH  
VANPORT MANUFACTURING, INC  
P O BOX 97  
BORING, OR 97009

MICHAEL SELVAGGIO  
WILLAMETTE NA PRESIDENT  
1790 FIFTH AVE  
WEST LINN OR 97068

**MAILED**  
7-25-14 *ss*

# Oregon Historic Site Form

Gross, Edward, House  
 1611 6th Ave  
 West Linn, Clackamas County

## LOCATION AND PROPERTY NAME

address: 1611 6th Ave  apprx. addr  
West Linn  vcnt Clackamas County  
 Optional Information  
 assoc addresses:  
 (former addresses, intersections, etc.)  
 location descr:  
 (remote sites)

historic name: Gross, Edward, House  
 current/  
 other names:  
 block nbr: \_\_\_\_\_ lot nbr: \_\_\_\_\_ tax lot nbr: 1102  
 township: 03S range: 01E section: 02 1/4: BC  
 zip: 97068

## PROPERTY CHARACTERISTICS

resource type: Building height (# stories): 2 total # eligible resources: 1 total # ineligible resources: \_\_\_\_\_  
 elig. evaluation: eligible/contributing NR status: Listed in Historic District  
 primary constr date: 1911 (c.  secondary date: \_\_\_\_\_ (c.)  NR date listed: \_\_\_\_\_ (indiv listed only; see Grouping for hist dist)  
 (optional--use for major addns)  
 primary orig use: Single Dwelling orig use comments: \_\_\_\_\_  
 secondary orig use: \_\_\_\_\_ prim style comments: \_\_\_\_\_  
 primary style: Craftsman sec style comments: \_\_\_\_\_  
 secondary style: Vernacular siding comments: Narrow bevel. Decorative shingles in gable peak.  
 primary siding: Horizontal Board architect: \_\_\_\_\_  
 secondary siding: \_\_\_\_\_ builder: \_\_\_\_\_  
 plan type: Bungalow  
 comments/notes: Ed Gross

## GROUPINGS / ASSOCIATIONS

survey project name or other grouping name		Other (enter description)
COWL Willamette Historic District		
West Linn Survey- Willamette Conservation District, 2006		Survey & Inventory Project
West Linn, Willamette Falls Neighborhood, RLS 2008, 2008		Survey & Inventory Project
Willamette Falls Neighborhood Historic District, 2008		Listed Historic District

farmstead/cluster name: \_\_\_\_\_ external site #: WL-2-614  
 (ID# used in city/agency database)

## SHPO INFO FOR THIS PROPERTY

NR date listed: \_\_\_\_\_ **NHD**  
 ILS survey date: \_\_\_\_\_  
 RLS survey date: 3/17/2006  
 Gen File date: \_\_\_\_\_  
**106 Project(s)**





### DEVELOPMENT REVIEW APPLICATION

FOR STAFF COMPLETION	
PROJECT NO.	
STAFF CONTACT	
NON-REFUNDABLE FEE(S)	
REFUNDABLE DEPOSIT(S)	
TOTAL FEES	

Type of Review (Please check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Annexation                              | <input checked="" type="checkbox"/> Historic Review                 | <input type="checkbox"/> Quasi-Judicial Plan or Zone Change     |
| <input type="checkbox"/> Appeal and Review *                     | <input type="checkbox"/> Legislative Plan or Change                 | <input type="checkbox"/> Street Vacation                        |
| <input type="checkbox"/> Conditional Use                         | <input type="checkbox"/> Lot Line Adjustment * /**                  | <input type="checkbox"/> Subdivision                            |
| <input type="checkbox"/> Design Review                           | <input type="checkbox"/> Minor Partition (Preliminary Plat or Plan) | <input type="checkbox"/> Temporary Uses *                       |
| <input type="checkbox"/> Easement Vacation                       | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures     | <input type="checkbox"/> Tualatin River Greenway                |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities      | <input type="checkbox"/> One-Year Extension *                       | <input type="checkbox"/> Variance                               |
| <input type="checkbox"/> Final Plat or Plan                      | <input type="checkbox"/> Planned Unit Development                   | <input type="checkbox"/> Water Resource Area Protection/Wetland |
| <input type="checkbox"/> Flood Plain Construction                | <input type="checkbox"/> Pre-Application Conference *               | <input type="checkbox"/> Willamette River Greenway              |
| <input type="checkbox"/> Hillside Protection and Erosion Control |   |   |

Home Occupation, Pre-Application, Sidewalk Use Application\*, Sign Review Permit Application\*, and Temporary Sign Permit Application require different or additional application forms, available on the City Website or at City Hall.

Site Location/Address <i>1611 16th Ave, West Linn</i>	Assessor's Map No.
	Tax Lot
	Total Land Area
Brief Description of Proposal <i>need to enlarge existing window to meet egress for bedroom.</i>	
Owner Name & Address <i>Katny Selvaggio 1611 16th Ave</i>	<input type="checkbox"/> Check if this is the applicant. Phone Email
Consultant Name & Address <i>Ryan Hatch Vanport Manufacturing Inc. Boring, OR 97009</i>	<input checked="" type="checkbox"/> Check if this is the applicant. Phone <i>503.333.7888</i> Email <i>ryan.hatch@vanport-intl.com</i>

- All application fees are non-refundable (excluding deposit).
- The owner/applicant or their representative should be present at all public hearings.
- A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
- Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application. One (1) complete set of digital application materials must also be submitted on CD in PDF format.**  
If large sets of plans are required in application please submit only two sets.

\* No CD required / \*\* Only one copy needed

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. The applicant waives the right to the provisions of ORS 94.020. 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.

	<i>7/14/14</i>
Applicant's signature	Date
<i>Kathleen Selvaggio</i>	<i>7/16/14</i>
Owner's signature	Date



EXISTING BASEMENT WINDOW  
AND WELL.

PROPOSED IS INCREASING WIDTH  
AND HEIGHT OF WINDOW AND  
WIDTH AND DEPTH OF WELL  
TO MEET EGRESS REQUIREMENTS.



Ryan Hatch  
Vanport Manufacturing Inc  
PO Box 97  
Boring Or, 97009  
CCB#188407

To: City of West Linn  
Historic Review

#### Application Narrative

Location is 1611 6<sup>th</sup> Ave West Linn. Plans for in-law quarters were submitted July 1, 2014 in which the following detail was noted. Existing window in area designated in submitted plans, as bedroom, will require that existing window be replaced with larger window for egress requirement.

25.040-A-8

The existing window is approx. 2' x 2.5' and will require a larger 2.5' x 3' wood framed casement window for egress opening requirement.

25.060 A-1, 2, 15

By using a wood framed window and casement style (one sash opening to 90 degrees) we maintain the same look and style of window present in the home. By increasing the depth of the well and keeping the current window height above grade the same we will comply with criteria found in CDC 25.060 and 25.070 - A.1

The trim and paint schemes will remain as seen in picture provided of existing window. 25.070 A.1

Thank you,

Window style proposed:

Milgard casement Essence Series wood window



## Javoronok, Sara

---

**From:** Ryan Hatch <ryan.hatch@vanport-intl.com>  
**Sent:** Thursday, July 17, 2014 8:56 AM  
**To:** Javoronok, Sara  
**Subject:** Re: West Linn - 1611 6th Ave.

Perfect. We plan on using the exact same trim style nothing will change appearance wise. Thank you very very much for all your help with this.  
Have a great vacation.

On Jul 17, 2014, at 8:45 AM, "Javoronok, Sara" <[sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov)> wrote:

Ok, thanks. That should be good. My report will likely have a condition that it has the same width trim as the existing window.

Sara

Sara Javoronok  
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Associate Planner  
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**From:** Ryan Hatch [<mailto:ryan.hatch@vanport-intl.com>]  
**Sent:** Thursday, July 17, 2014 8:34 AM  
**To:** Javoronok, Sara  
**Subject:** Re: West Linn - 1611 6th Ave.

Yes that is the measurements for the existing window.  
In order to meet the egress requirements I am proposing that we use a new window who's rough opening is 30 x 36. That way we have a window opening of 24 x 30.  
The top of the existing window and the top of new window will be in the same location I will increase the height of the new window by lowering the existing windowsill. I will widen the current window by 12" to get the 24" window opening

Thanks

On Jul 17, 2014, at 8:15 AM, "Javoronok, Sara" <[sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov)> wrote:

Is that the current one? I need the opening, frame, and trim for the proposed window – in your application it was much larger and I wasn't sure what that counted.

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**From:** Ryan Hatch [<mailto:ryan.hatch@vanport-intl.com>]

**Sent:** Thursday, July 17, 2014 7:59 AM

**To:** Javoronok, Sara

**Subject:** Re: West Linn - 1611 6th Ave.

Thank you Sara,  
The measurement on the window is 18 1/2 x 30. That's interior opening.

Thanks

Ryan

On Jul 16, 2014, at 4:58 PM, "Javoronok, Sara" <[sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov)> wrote:

Ryan,

See below in blue for responses.

Let me know if you have other questions.

Sara

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**From:** Ryan Hatch [<mailto:ryan.hatch@vanport-intl.com>]

**Sent:** Wednesday, July 16, 2014 4:35 PM

**To:** Javoronok, Sara

**Subject:** Re: West Linn - 1611 6th Ave.

Thank you Sara,

I appreciate you working I this before heading out for what I hope is a great vacation.

I'll get you the dimensions on the existing window no later then tomorrow am.

Can you clarify for me the dates. Your email reads as though we will have a decision about the window by August 8. And then a final report 14 days later. Is the 120 days am amount the city reserves the right to take if necessary? Yes. Could it be less time till we know how to proceed with the work? August 8<sup>th</sup> is the earliest date I'll have the report ready. We're required to send out the notice of that date at least 14 days in advance. People can file an appeal in the 14 days after the decision date. So, by around 8/22 you'll be completely set to proceed, anything earlier than that would be at your own risk. The Building Department is also reviewing your plans and will let you know any revisions that they have.

Thank you for your help and patience with me. This is my first historic review in West Linn.

Sincerely

Ryan

On Jul 16, 2014, at 3:38 PM, "Javoronok, Sara"  
<[sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov)> wrote:

Ryan,

Attached is the letter declaring your application complete. A notice will also go out to you, the neighborhood association, and the properties within 300 ft. letting them know about the proposal and giving them an opportunity to comment. There will be a decision on or after August 8, 2014 and it will become final 14 days after the decision date. There is an opportunity for people with standing to appeal during that period.

Also, as mentioned in the letter, I would like clarification on the dimensions of the existing and proposed windows in the narrative you submitted. Per the City's measurements, the opening of the existing window is smaller than stated in the narrative. Please provide the dimensions of the opening, frame, and exterior trim on the proposed window.

Let me know if you have any questions.

Thanks.

Sara

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[<Complete Letter.pdf>](#)

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