

**CITY OF WEST LINN
HISTORIC RESOURCES ADVISORY BOARD MINUTES**

Tuesday, September 9, 2008

Members Present: Charles Awalt, Sandy Carter, Gail Holmes, Tom Neff

Members Absent: David Banash

Staff Present: Tom Soppe, Associate Planner; Bryan Brown, Planning Director

Guests Present: Ruth Offer

Agenda Topics: SHPO nomination evaluation form, Willamette nomination outreach update, preparation for SAICHP October meeting, Draft letters for Goal 5/historic landmark outreach

1. CALL TO ORDER

Ms. Holmes called the meeting to order at 7:09 PM.

2. MINUTES OF AUGUST 5, 2008

A motion was made and approved to approve these minutes.

3. SHPO NOMINATION EVALUATION FORM

Mr. Soppe explained that SHPO requires HRAB to fill out this form and provide appropriate commentary in evaluating its own nomination submittal to SHPO. He introduced what he had written as draft commentary to supplement it and draft answers to the questions on it. Members edited this draft and reached a consensus as to what it should say.

4. WILLAMETTE NOMINATION OUTREACH UPDATE

Ms. Offer reviewed the outreach effort that she and Terry Loriaux had done so far. She gave the number of citizens who checked the form that they supported the nomination and the number that were undecided, and reported that no one had said they opposed the nomination so far. She said they had restarted their efforts to contact those people that they had not been able to contact yet. She expressed her frustration that the nomination had been turned in, with a particular district name selected, when she was still doing outreach including regarding what the name should be. Mr. Brown explained that it is normal and acceptable for the nomination to be turned into the state before outreach has ended and that the purpose of the outreach is to make sure citizens know what is going on and know the benefits of the nomination before the SACHP meeting. This way they do not show up at the SACHP meeting to say they were not contacted and/or they oppose the nomination. He said the name can still change if there is great public support for a different name. Ms. Offer discussed how some property owners had more accurate

information about their properties that contradicted inaccurate information in the nomination. Mr. Soppe agreed to contact Ian Johnson at SHPO about how to best go about making these corrections in the submitted nomination. In response to the need for better information, Mr. Awalt said a deeper survey should eventually be done for the district. Members agreed with Mr. Awalt's other suggestion that any outbuilding that showed on the historic Sanborn Maps of Willamette that is still in existence should count as ES/EC buildings if possible.

5. PREPARATION FOR SACHP OCTOBER MEETING

Mr. Soppe and Mr. Brown discussed that this meeting was on October 9 in Astoria. Mr. Soppe and Mr. Brown said they were planning to attend as staff and that someone would have to speak for the district, staff or non-staff. Ms. Holmes said she would be able to attend. Ms. Offer said she could attend and speak as a citizen of the district. She said Ms. Loriaux might be able to attend as well.

6. DRAFT LETTER FOR GOAL 5/HISTORIC LANDMARK OUTREACH

Mr. Soppe explained the purpose of the letters in initiating outreach in adopting the Goal 5 list and adding properties that are on the Goal 5 list but not listed in the Historic Landmarks CDC chapter (and not in the protected historic district either) to this chapter. He explained that one letter was for outreach to those in the Willamette Historic District (who would all be on the City's Goal 5 list also), another letter was for those who were on the Goal 5 draft list and already protected in the landmarks chapter, and another was for those who were on the Goal 5 draft list who were also proposed to be added to the landmarks chapter. It was discussed how this outreach effort would not be initiated until after the nomination of Willamette was complete, so property owners there would not confuse the two. Members discussed how the letters could be worded differently to make citizens feel better about adoption to these rosters, including how/whether the letters needed to discuss opting out. Mr. Awalt said that CCHRB would have a hearing about adding properties to the historic landmarks chapter before the Planning Commission and City Council had hearings on Goal 5, and that the hearing on the landmarks chapter is when they are allowed to opt out.

7. MISCELLANEOUS ITEMS

Ms. Carter discussed Lockfest on the upcoming Saturday, and she Ms. Holmes discussed the art festival at the same date. Mr. Soppe reminded HRAB members about the kickoff meeting with the new consultants at 9 AM on Monday 9/15. Ms. Carter discussed the inspection of the locks to occur in October. Mr. Awalt asked if the letter from TVFR regarding Section 106 had arrived yet. Mr. Soppe said it had not but that TVFR had agreed to do it.

8. ADJOURNMENT

Ms. Holmes adjourned the meeting at 8:32.

**ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF
AUGUST 5, 2008**

Agenda Item	Title	Doc Date	Document Description	Document Number
3	National Register Nomination Evaluation Sheet	August 2008	SHPO form for HRAB to fill out evaluating nomination	080909HRAB01
3	See description	August 2008	Staff draft answers to above nomination questions	080909HRAB02
6	Goal 5 West Linn Historic Inventory Property Location	September 2008	Map of locations of Goal 5 properties, City's SHPO database properties, and City historic landmarks	080909HRAB03
6	Draft letters re Goal 5 and historic landmark outreach	August 2008	Staff's draft letters for outreach regarding adopting properties into City Goal 5 inventory and historic landmarks list	080909HRAB04

MINUTES APPROVED:

Gail Holmes, Chair

Date