

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

MAY 5, 2009

Members Present: Sandy Carter, Charles Awalt and Tom Neff

Members Absent: Gail Holmes and Midge Pierce

Guests: Julie Koler, Andrews History Group; Ruth Offer

Staff Present: Tom Soppe, Associate Planner; and Richard Seals, Finance Director

Agenda Topics: Minutes; Presentation by Finance Director; CLG Consultants' Update; Goal 5 Update; Miscellaneous Items of Interest

1. CALL TO ORDER

Ms. Carter called the meeting to order at 7:00 p.m. in the Willamette Room of City Hall, 22500 Salamo Road, West Linn, Oregon.

2. BUSINESS ITEMS

2.a. MINUTES of 03-24-09 (see below)

2.b. MINUTES of 04-07-09

The Minutes of March 24 and April 7, 2009 were approved with two changes to the draft by unanimous agreement of those members present.

2.c. AUDIT / CITY FINANCES PRESENTATION BY CITY FINANCE DIRECTOR

Richard Seals, the new Finance Director, reported that he had finished the Annual Financial report and it was available online. Budget meetings were to start the next evening. He confirmed that no planning department staff was proposed to be cut and the proposed budget added a planner, who would focus on historic preservation and neighborhoods. The City Council had asked for that. The money to pay for the position was to come from Willamette Falls Television fees. Carter expressed her distress with this tradeoff, as the WFTV facilities and staff have been extremely cooperative with and supportive of educational programming related to historic preservation efforts in West Linn, HRAB members stressed the new staff should be trained in preservation; be familiar with the City; and be the person the rest of the staff relied on regarding historic preservation and related codes. When asked, Seals advised the group to forward examples of job descriptions to Acting Planning Director Kerr. *Tom Neff joined the meeting at this time and established a quorum for the vote on the Minutes.

2.d. UPDATE FROM CLG GRANT CONSULTANTS

Ms. Koler reported she planned to complete the draft code by the end of the month. She confirmed she had Peter Spir's comments. She proposed to simplify the code by creating a section for general application; a separate section for the Willamette Overlay Zone; and she anticipated that eventually separate sections for the Holly Grove Overlay zone and the industrial zone could be added. She had provided the members with draft code she had written for Holly Grove. She recommended the HRAB enlist the aid of the consultants to write a separate, helpful, guidebook that planners could give to inquiring property owners. It would explain the code using contextual drawings and photographs of appropriate and inappropriate treatments. Carter observed general consensus to direct the consultants to create the guidebook too.

Ms. Kohler then referred to an email from Mildred Andrews (also from Andrews History Group) and discussed each recommendation in it. One recommendation was to restructure the current code and organize it by design component. For example, an owner could go to "roofs" and see standards that related to roof alterations, new roof construction and roof maintenance. She agreed to send the Board an example of what that would look like.

Ms. Kohler proposed to remove "defunct" categories that no one used anymore. There would just be overlay zones and districts based on periods of significance. Mr. Awalt suggested adding another category to flag buildings built during a period of significance, but that had been altered until they were no longer significant. This would ensure that any additional modifications to them brought them back toward significance. They were called "noncontributing" buildings. There were three or four of them in Willamette. The consultant confirmed she would work on that.

Ms. Kohler recommended expanding the boundary for Holly Grove that the previous consultant had proposed. It would be expanded to include a large, visually prominent parcel with a noncontributing building on it near the corner of Holly and Grove. That way the historic district regulations could control redevelopment on the parcel once they are enacted. The boundary would also be expanded to include three small houses on Garden Street so they would serve to buffer the neighborhood from the commercial area. They would be required to abide by the same guidelines as the rest of the neighborhood. Mr. Soppe confirmed they were still zoned R-10. Ms. Carter asked and then observed that none of the board members had any issue with doing that.

Ms. Koler then discussed changes to the standards, starting with Exterior Alterations of Existing Building. The members asked her to ensure that this section helped readers understand what the basic principles and Secretary of Interior Standards were. The group agreed with the consultants' recommendation to remove the option of using "exterior mutton grids," and to require "true divided lights." When asked, she clarified the "primary elevation entryway" was the front façade entry. Members agreed that no more front entries should be allowed to be enclosed by a porch or front deck.

Mr. Awalt asked why Peter Spir had moved forward already on changes to the Willamette Historic District code when the timeline envisioned by HRAB had Holly-Grove code first before Willamette. Mr. Awalt questioned staff's sequencing of historic code work, which seemed to be out of order.

Ms. Koler proposed to separate new construction and additions standards. Mr. Soppe clarified the proposed standards addressed the issue of disparate heights between existing and new construction, and it required the applicant to submit elevations of the subject house and those on either side of it. He clarified height was measured to the top of the ridge. Mr. Awalt advised the group to recommend a specific maximum height, not just refer to the height of the tallest building in the district. He advised language needed to be tightened up that related allowable height of a two-story subject house to the height of the adjacent two story houses, but did not address allowable height when the adjacent houses were single story. Ms. Koler indicated she understood that concern.

Ms. Koler then discussed the Holly Grove draft code. It required the front setback of a new house to be positioned somewhere in between the setbacks of adjacent houses so there was continuity along the street. Members generally accepted that. They considered whether to allow window muttons in new construction. Mr. Awalt observed the neighborhood had lots of muttoned windows. However, he did not want to see white plastic interior muttons that could not be painted to match the rest of the window. He agreed that cream color was acceptable. The group wanted to encourage, but not require, them to be a neutral color. Ms. Koler planned to incorporate such a standard into the next draft for the board to examine.

Ms. Koler found a reference to half timbering in the draft that she advised did not belong there, and she planned to take it out. She explained that there was not much half timbering in Holly Grove, but even if there were such houses, Secretary of Interior Standards did not allow new construction to replicate historic structures.

Instead of trying to require historically accurate landscape materials, the group generally agreed to try to encourage use of historic plants in Holly Grove landscaping by providing a suggested plant list and photographs of examples.

When one of the group worried about excessive lot coverage, Mr. Soppe advised that most Holly Grove lots were in the R-10 zone that limited coverage to 35%, and the two lots that were in the General Commercial zone were limited to 50% lot coverage. A Holly Grove lot would be limited to whichever standard was stricter: Holly Grove overlay standards, or the base zone standards. The board asked that the draft reiterate the base zone limits in the historic standards to make it easier for the reader to find them.

Members were to email Ms. Koler with any other questions and suggestions. The board and Ms. Koler agreed that Ms. Andrews and Ms. Koler should also attend the June 2nd meeting when the HRAB went over the final draft.

Mr. Awalt moved to direct the staff to revise the contract so it extended to the end of June. Mr. Neff seconded the motion and it passed by unanimous vote of those members present.

2.e. UPDATE OF GOAL 5 OF THE COMPREHENSIVE PLAN

The Planning Director and the City Council had asked the HRAB to look at the introduction to the Goal 5 section of the Comprehensive Plan and recommend any necessary updates. The HRAB observed “Willamette Historic Area” was the correct

reference, and language regarding what it encompassed needed to be improved. When asked, Mr. Soppe advised that protecting the historic quality of the city was a Comprehensive Plan goal and he anticipated that creating a new overlay zone and the design review that would necessitate would help accomplish it.

In response to a question, he also advised that the code does not address protection of archeological sites and he had never dealt with notifying the state about an archeological site. The group suggested a reference to “Heritage Committee” should be changed to “Willamette Falls Heritage Area Coalition.” Mr. Soppe clarified the code referred to the “Willamette Historic District,” not the “Willamette Falls Historic District”, as the former is the name of the local overlay and the latter is the name given to the National Register nomination of the district, which is not regulated by the Comprehensive Plan. The members suggested removing current reference to a Pacific Northwest-style house and not using that vague term in future code. Members also said they did not know what “historic centerpiece” meant. The City had already obtained Certified Local Government status, so the group agreed Goal 5 should say they wanted to maintain rather than obtain CLG status.

3. MISCELLANEOUS ITEMS OF INTEREST

Mr. Soppe reported that the CCHRB had officially voted to dissolve the Intergovernmental Agreement between Clackamas County and the City, ending the relationship between the City and CCHRB in one year. The final one-year period would start as of the date of the official letter if to West Linn. Mr. Soppe said that was likely to happen around the end of the current month. When asked, he said he was not aware of any West Linn business pending before CCHRB. He also clarified that he was not aware there had been any progress finding West Linn residents to serve in the City slots on the board. Mr. Awalt suggested the staff contact West Linn resident John McLoughlin.

The Sustainability Advisory Board (SAB) was asking that each City board identify a liaison to the SAB to help them develop content for a public education kiosk. Ms. Carter volunteered to be the liaison to introduce the concept of old home stewardship and preservation as a sustainability tactic.

Mr. Soppe reported the Peter Spir planned to come to the June 2nd meeting to talk about the Willamette Historic District code revisions. The board wanted to know if the Planning Director had agreed to make the industrial overlay a staff priority.

Mr. Awalt moved to advise the City to direct the staff to prioritize time to draft an historic industrial overlay zone and report on its progress at the next HRAB meeting. Mr. Neff seconded the motion and it passed by unanimous vote of those members present.

Mr. Soppe agreed to check on the status of the HRAB’s recommendation to the City Council to adopt mitigation provisions to apply when historic structures were removed.

Ms. Carter announced that the Willamette Falls Heritage Foundation had held its third Clackamas County art jam the previous week at the Bull Run Power house on the Bull Run River. The site had been optioned to a developer, so the future of the historic powerhouse is uncertain.

4. ADJOURNMENT

Ms. Carter adjourned the meeting at 8:00 p.m.

**ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF
May 5, 2009**

Agenda Item	Title	Doc Date	Document Description	Document Number
2a	HRAB Minutes 3-24-09	3-25-09	See title	090505HRAB01
2b	HRAB Minutes 4-07-09	4-8-09	See title	090505HRAB02
2c	City of West Linn, Oregon Annual Financial Report Fiscal Year 2008	2008	Most recent city annual financial report	090505HRAB03
2d	Holly Grove Neighborhood	Summer 2006	Excerpt from Willamette/Holly Grove historic context statement	090505HRAB04
2d	Lincoln Heights Preservation Plan	July 12, 2007	City of Los Angeles historic district plan	090505HRAB05
2d	Angeleno Heights Preservation Plan Part II Design Guidelines	June 10, 2004	Excerpt from City of Los Angeles historic district plan	090505HRAB06
2d	See description	May 5, 2009	Draft code for Holly Grove district from Andrews History Group	090505HRAB07
2e	Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources	1983	Excerpt from Goal 5 section of Comprehensive Plan	090505HRAB08
3	See description	April 24, 2009	Updates to Willamette Falls Historic District nomination submittal from	090505HRAB09

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MINUTES APPROVED:

Sandy Carter, Vice Chair

Date