



WEST LINN MEETING NOTICE

HISTORIC RESOURCES ADVISORY BOARD

April 6, 2010

7:00 PM

**Willamette Room, 1st Floor City Hall
22500 Salamo Road**

1. CALL TO ORDER

2. BUSINESS ITEMS

a) MINUTES OF 3-2-10

b) UPDATE ON 09-10 CLG GRANT WITH CONSULTANT Staff: Tom Soppe and Sara Javoronok

c) ESTABLISHMENT OF A HISTORIC REVIEW BOARD Staff: Sara Javoronok

3. MISCELLANEOUS ITEMS OF INTEREST

4. ADJOURNMENT

For special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331 or TDD 503-657-7845.



Memorandum

TO: Historic Resources Advisory Board

FROM: Sara Javoronok, Associate Planner

DATE: March 25, 2010

SUBJECT: Establishment of a Historic Review Board

Purpose

Staff is seeking input from the Historic Resources Advisory Board (HRAB) regarding the establishment of a City of West Linn Historic Review Board. This Board will assume the duties that the Clackamas County Historic Review Board (CCHRB) provides for the City. As of September 30, 2010, the CCHRB will cease review of the designation, alteration, and demolition of historic landmarks and properties in the Willamette Historic District and the Willamette Falls Drive Commercial District.

Staff is proposing two options for consideration by the HRAB: (1) a single Board that is responsible for the functions of both the HRAB and the CCHRB, or (2) retaining the HRAB and creating a new Historic Review Board. Either option will require changes to Chapter 2 of the Municipal Code and several chapters of the Community Development Code (CDC).

Following input from the HRAB, staff will seek direction from the City Council on which option to pursue. The necessary code amendments will then be reviewed by the HRAB and Planning Commission, and then approved by the City Council prior to the September 30, 2010 deadline set by Clackamas County and the City.

Background

The City first established an intergovernmental agreement with the CCHRB in the 1980s to ensure that portions of the CDC are implemented. This includes reviewing new construction and alterations to structures within historic districts, providing recommendations for the designation of historic landmarks or districts, applying architectural design review standards within the Willamette Falls Drive Commercial District, and reviewing and making recommendations on proposed partitions of properties designated as landmarks. The CCHRB reviews approximately 4-5 applications

annually for the City of West Linn. In 2009, Clackamas County terminated this agreement. As part of the agreement, the City has a one-year transition period to establish a Historic Review Board. This period ends September 30, 2010.

The City established the HRAB, which meets monthly, in 2006. The HRAB currently serves in an advisory capacity and does not have authority to approve or deny projects. However, it does serve some of the traditional functions of a historic review board. These functions include educating the public, coordinating local preservation groups, monitoring the City's historic inventories, researching and recommending property owner incentives, coordinating with Clackamas County and the CCHRB, seeking funding for preservation work, and providing a facility for West Linn historic artifacts and materials. The HRAB has applied for and completed several Certified Local Government (CLG) grants with matching funding from the State Historic Preservation Office (SHPO), including one for National Register designation for the Willamette Falls Neighborhood Historic District.

The establishment of a Historic Review Board will assist the City with maintaining its status as a CLG, which it attained in 2006. Currently, program elements are completed by both the HRAB and by the Historic Review Board. The program is administered through the SHPO for the Department of the Interior. It has several requirements for governments, which are as follows:

- Establish a historic preservation commission and appoint interested and qualified residents to serve. As available, members should meet professional qualifications for history, architecture, architectural history, archaeology, and related fields.
- Pass a preservation ordinance that outlines how the local government will address historic preservation issues.
- Agree to participate in updating and expanding the state's historic building inventory program. The SHPO maintains a master database and provides matching grants to survey additional properties.
- Agree to review and comment on any National Register of Historic Places nominations of properties within the local government boundaries. Nominations are usually submitted by the property owners themselves or other members of the public. The SHPO administers the National Register program.
- Affirm that it will fulfill its obligation to enforce existing state preservation laws.

Discussion

Option 1: Single Historic Review Board

This option would repeal the existing code language for the HRAB and add language to create a new Historic Review Board. The functions of the HRAB and CCHRB would be consolidated into a single, 5-7 person review body. Most communities have a single body that performs the functions of the existing CCHRB and the HRAB.

With this option, staff proposes a standing monthly meeting schedule for any public hearings, with a workshop session prior to the meeting to discuss projects and items that do not require a public hearing. These meetings could be cancelled if there is not an agenda item for the meeting. Staff recommends that the members of the new Board have a demonstrated interest, knowledge, or competence in historic preservation and in one of the following fields: architecture, landscape architecture, history, archaeology, art history, construction, real estate, engineering, urban planning, law, finance, cultural geography, cultural anthropology, local history or related disciplines. At least one member must be an architect. Staff also recommends that the majority of the members live in the City of West Linn.

Potential benefits of this option are that a single Board would require less staff time. The Board members may have a greater understanding of the range of historic preservation issues facing the City with review of applications, work in inventorying properties, and other projects. Alternatively, there is concern with splitting the local expertise among two Boards rather than a single Board.

Option 2: HRAB and Historic Review Board

The HRAB would maintain its current powers and duties with this option. A new Historic Review Board, comprised of 3-5 members, would perform the duties that are currently completed by the CCHRB. This group would meet on an as needed basis. The HRAB would maintain its monthly meeting schedule. As with Option 1, staff recommends that the members of the new Board have a demonstrated interest, knowledge, or competence in historic preservation and in one of the following fields: architecture, landscape architecture, history, archaeology, art history, construction, real estate, engineering, urban planning, law, finance, cultural geography, cultural anthropology, local history or related disciplines. At least one member must be an architect. Staff also recommends that the majority of the members must live within the City of West Linn.

The HRAB would continue with its existing duties and the new Board would review the same types of cases as the CCHRB. However, it is uncommon for a community of West Linn's size to have two boards for these functions. The two boards are also likely to require more staff time than a single board.

Recommendation

Staff is seeking input and comments from the HRAB on the proposed options for a Historic Review Board. Following this meeting, staff will seek direction from the City Council, and then the necessary approvals for the specific code amendments from the HRAB, Planning Commission, and City Council.