



HISTORIC REVIEW BOARD

Minutes of April 19, 2011

Members present: Vice Chair Jim Mattis, Sandy Carter, Thane Eddington,
James Manning, Brian Pearce and Chris Sherland
Members absent: Chair Jon McLoughlin
Guest: Adam Petersen
Staff present: Sara Javoronok, Associate Planner

1. Call to Order

Vice Chair Mattis called the Historic Review Board meeting to order at 6:35 p.m. in the Bolton Room of the City Hall, 22500 Salamo Road, West Linn, Oregon. Pearce arrived at 6:36 p.m.

- ### 2. Approval of Minutes
- a) January 13, 2011
 - b) February 15, 2011

Carter corrected the February 15 draft and then moved to approve the Minutes of January 13 and February 15, 2011. Sherland seconded the motion and it passed by unanimous vote.

3. Public Comments (None)

- ### 4. Discuss CLG grant projects
- a) Historic Rehabilitation Grant Program

Javoronok distributed her April 11, 2011 Memorandum and draft "Historic Preservation Rehabilitation Grant Guidelines – 2011-2012." She had researched Albany's and Oregon City's programs and consulted with SHPO. She advised the proposed program had a total of \$6,000 to spend on grants of up to \$2,000 each. The funds had to be spent by the end of next summer. She suggested requiring the projects to be completed by the end of July. Each grantee had to provide a 50% match. The City contained 40 houses that would qualify for a grant. Commercial structures did not qualify. Projects would be considered on a "first come, first served" basis. An applicant would be reimbursed after his project was complete. A project could not have been started before the grant was awarded.

The Board discussed the proposed Eligibility Requirements, Funding Priorities and Grant Conditions and Criteria. During the questioning period, Javoronok advised most programs she had researched used grants instead of tax credits. Setting the completion deadline on July 31 left time for the staff to wrap up the final reports by the end of August. The proposed program

did not offer an applicant an extension of time to complete a project. The Board asked if an entire \$10,000 project had to be completed by the deadline if the grant was for a \$1,000 component of it. Javoronok anticipated that component would have to be complete and clearly connected with the grant. She pointed out the guidelines did not allow grants to projects that had already been started. Grants were not allowed for new construction or additions. SHPO had advised her money could not be used to fund maintenance projects, like painting. The guidelines gave the HRB the authority to approve a larger than \$2,000 grant if the proposed project related to an historic resource of citywide importance, or if there were leftover grant funds available.

The Board considered the challenge of addressing grant requests on a first come, first served basis while at the same time endeavoring to prioritize projects for funding. They decided to set a deadline for applications and then prioritize them. They set September 30, 2011 as the deadline. They observed that some owners might already plan to start a project over the next four months, but the intent of the grant program was to spur owners to rehab their property who did not already plan to do it. Javoronok was going to send flyers to the owners of the 40 houses that would qualify for grants to let them know about the program. Carter suggested issuing a press release as well. The group wanted to know what the fees were. Javoronok reported the fee for the preapplication conference was \$350. The review fee for a major development was \$500, but there was no fee for a minor development application. She noted the City was considering lowering the fees. The Board was concerned about the time it would take to go through design review. Javoronok advised an owner could apply for design review and a grant simultaneously.

The Board considered the Steps to Approval. They agreed attending the HRB meeting should not be mandatory, but applicants should understand that it would be better if they did attend the meeting to explain the project and hear the logic behind the HRB decision. Javoronok planned to encourage them to attend. Secretary of Interior standards were listed in the guidelines. The Board observed #9 and #10 were not applicable because they related to new additions. Javoronok planned to talk with SHPO to find out if an entire project had to be consistent with the standards, even if the grant only applied to one component of it. The consensus was to leave the entire list of standards in the guidelines. Mattis was concerned about confidentiality of sensitive personal information. The guidelines called for the applicant to submit a W-9. He suggested the City only release that kind of information if someone requested a copy of the public record. Javoronok related that the draft guidelines called for a W-9 because Albany's process required that, but she would consult the City Attorney about it. Mattis agreed the City Attorney should look at it. The Board generally agreed that Javoronok did not need to bring back the revised version of the guidelines for further HRB examination. She planned to send the final draft to the City Attorney and to SHPO to review. When asked, she recalled that other cities used a point system to evaluate how each project matched the priority list.

b) Scope CDC Chapters 25 & 26 Rewrite

Javoronok distributed "Community Development Code – Chapters 25 & 26 Rewrite – Initial Scoping, April 11, 2011." The document suggested projects the HRB could choose to work on. She pointed out the boundaries of the local and National Register historic districts and related the age ranges of the properties they contained. Landmarks were marked with red triangles. The map needed to be updated. Some structures and landmarks were gone or altered enough to disqualify them from historic status. SHPO recommended adding a "delisting" process to the code. Salem had that kind of process in its code. She reported that she had attended two Willamette Neighborhood Association meetings and found the Association did not support making any changes to the historic district code to address massing. Only a few projects had been affected by that code's averaging requirement. Some of them had gone forward as smaller projects. She suggested the HRB could look at how to incorporate sustainability into the historic preservation code. She asked the Board to determine what its priority projects should be. The work would be done with CLG funding and had to be done by August of next year. The funding could pay for a consultant and some staff time. The HRB should consider what things the consultant should do and what things the staff should do. It should identify the stakeholders and how to involve them in the process. Carter wanted to get the information out to realtors. Javoronok asked if the Board wanted to fashion separate guidelines or put them in the code. Salem had put them in its code. Vice Chair Mattis favored having a separate guidelines document. Carter stressed the important thing was to provide both the code and the easier-to-understand guidelines to the code at the same time. Javoronok advised that both Chapters 25 and 26 needed to be revised so there were not different standards for the historic district and historic landmarks. She related the staff found it frustrating to have one section that addressed both new construction and additions. Carter did not anticipate the historic district would experience much new construction. There were only about ten properties that were dividable double lots. She recalled the historic district could lose its designation if it lost too many contributing properties. Javoronok suggested the code should address accessory structures and ensure that infill was compatible with the neighborhood. Mattis and Carter wanted the group to think about how to prioritize work projects and then come back to discuss that. Mattis ask Javoronok to provide her recommendation too.

5. Business from the Historic Review Board

Mattis asked about Awalt. Javoronok reported that he had resigned after the February meeting, but he planned to continue to attend HRB meetings and he was still on the email list. Carter suggested the Board consider a multiple property nomination. She suggested the HRB fashion a strategy to raise the awareness of people who lived in historic homes. She also suggested the Board consider a project to identify nonstructural landmarks like the Sunset steps and the low point over the ridge people used to take their wagons down to the river to soak the wooden tires cracks shut. Other members recalled the old fire pits in Willamette Park had been removed for some reason. They wanted to be able to protect things like that. Javoronok advised the way to protect them was to designate them as local landmarks. That could be part of the process to update the list of Landmarks in the code. Carter suggested the

Board ask neighborhood associations to identify the things they felt were of historic importance in their areas.

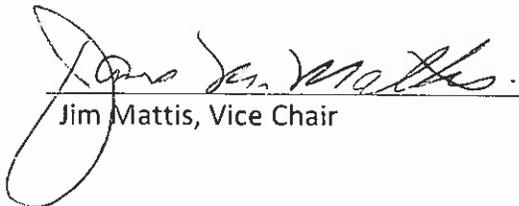
6. Report from Staff

May was National Preservation Month. The City Council was going to issue a proclamation. Javoronok suggested the HRB plan some events. CLG grant funds could help pay for them. Mattis asked her to put that discussion on the agenda. Javoronok recalled holding an online competition to design street sign toppers for the Willamette Falls National Register District had not worked. The staff was now suggesting using a committee to select a local artist to design them so they could be installed in the near future. Javoronok had arranged for SHPO representatives to come to West Linn to offer training. They would talk about the quasi-judicial review process and Secretary of the Interior Standards. The HRB members generally agreed to schedule the training on May 3. They asked that SHPO also tell them about successful preservation programs in other Oregon communities.

4. Adjournment

There being no other business, Vice Chair Mattis adjourned the meeting at 7:47 p.m.

APPROVED:



Jim Mattis, Vice Chair

6/7/11

Date