



CITY OF
West Linn

HISTORIC REVIEW BOARD

Minutes of November 15, 2011

Members present: Chair Jon McLoughlin, Vice Chair Jim Mattis, Sandy Carter, James Manning and Chris Sherland

Members absent: Thane Eddington and Brian Pearce

Staff present: Sara Javoronok, Associate Planner

Guests: David Goldstein and Darcy McMath

1. Call to Order

Chair Jon McLoughlin called the Historic Review Board (HRB) meeting to order at 6:35 p.m. in the Willamette Room of City Hall, 22500 Salamo Road, West Linn, Oregon.

2. Approval of Minutes

Vice Chair Mattis **moved** to adopt the Minutes of August 16, 2011; September 20, 2011; and October 18, 2011. Mr. Manning **seconded** the motion and it **passed** 5:0.

3. Public Comments (None)

4. Business Meeting

a) Technical Committee

Planner Javoronok announced a technical committee was being formed to work on the next phase of historic code amendments. The committee would consist of representatives from the Willamette Neighborhood Association, a Planning Commission member; two HRB members; someone involved in real estate; a builder; and two representative historic property owners. The committee would work with a consultant. The RFP had been issued. Four owners had responded to the letter that had been sent to owners of landmarks. The process would start with a survey. The consultant would draft design guidelines and standards for the committee to review. There would be a property owner forum. The HRB would comment on the draft amendments. The Planning Commission would hear the proposal and forward its recommendation to the City Council. Javoronok hoped the process could have a draft ready by the end of December and the amendments could be ready for a hearing next summer. Chair McLoughlin and Mr. Mattis volunteered to serve on the Committee.

b) Citizen Advisory Group Annual Report

Ms. Javoronok distributed sets of updated code for the Board members to put in their binders. She advised that every City advisory board was being required to submit an annual report by December 15. She projected the survey form on a screen and filled it out as the Board discussed it. HRB accomplishments included six quasi-judicial hearings and qualifying for a \$14,500 Certified Local Government (CLG) grant. It had used the CLG funds to create the local Historic Rehabilitation Grant program and fund four grant projects; complete a reconnaissance level survey of 250 properties in the Willamette neighborhood; complete a supplemental survey of the Willamette Historic District; and start the second phase of historic code amendments. The Board recalled they had been challenged by outdated code and what to do about the proposed bus shelter. However they decided not to include the bus shelter quandary in the report. When asked, Ms. Javoronok confirmed the old police station building was a landmark. Any changes would require a public hearing.

Next year the HRB planned to continue doing quasi-judicial reviews; complete the technical committee work; complete grant projects, including a multiple property submission; arrange for May to be proclaimed Preservation Month and plan an activity for that month; work more closely with other boards, particularly the Sustainability Advisory Board; and continue to fund training for staff and Board members. They anticipated the greatest challenges they would face were limited staffing resources and the fact that people did not have funds to restore their houses in the current economy. Ms. Javoronok advised the money the HRB had set aside for training this year was still available and could be used next year. Vice Chair Mattis would have the HRB urge the City Council to be proactive in getting the Falls area designated a National Historic Heritage Area.

c) Preliminary Work Plan and National Preservation Month discussion

Ms. Javoronok recalled the HRB had already talked about things they wanted to do next year (see above discussion). She listed things the HRAB had wanted to see in a longer term work plan. They included front counter process and training (which had not been a big issue lately) and continuing survey work. There were properties and accessory structures in the Willamette Neighborhood; properties in the mill area; and mid-century modern properties that could be surveyed and placed into small historic districts. Chair McLoughlin suggested that after the surveys were done the owners might be encouraged to think about taking it a little further if they were told about the incentives. The Board observed that houses older than 50 years qualified for historic designation. They wanted to make owners aware of that. Ms. Javoronok related that SHPO staff recommended having an event to raise awareness that mid-century modern properties could qualify as historic and then working on creating an historic district or a multiple property submission. She planned to refine the work plan and bring it back so the HRB could prioritize projects. Then the Board's proposed work plan would be incorporated into the Planning Department work plan. The HRB planned to talk about Preservation Month at its next meeting.

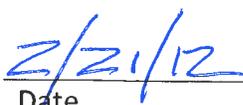
5. Business from the Historic Review Board (None)

6. Report from Staff (None)

Staff did not anticipate a meeting in December. The next meeting would be in 2012 on January 17, 2012. There being no other business, Chair McLoughlin adjourned the meeting at 7:45 p.m.



Jon McLoughlin, Chair



Date