



CITY OF West Linn

HISTORIC REVIEW BOARD

Minutes of January 15, 2013

<u>Members present:</u>	Chair Jon McLoughlin, Vice Chair Jim Mattis, Thane Eddington, James Manning and Chris Sherland
<u>Members absent:</u>	None
<u>Council Liaison:</u>	None
<u>Staff present:</u>	Sara Javoronok, Associate Planner/Staff Liaison

CALL TO ORDER

Chair McLoughlin called the meeting to order at 7:02 p.m. in the Bolton Room of City Hall, 22500 Salamo Road, West Linn, Oregon.

BUSINESS MEETING

Election of Officers

Ms. Javoronok explained that per the Municipal Code advisory boards would elect a Chair and Vice Chair at their first meeting of the calendar year. Officers were limited to two years in their respective offices and that a new Chair and Vice Chair needed to be elected. Chair McLoughlin stated he would prefer to continue with the status quo and thought that the "term" was three years rather than single year. He also wanted to talk with the Mayor about the HRB interviewing applicants. This is the practice in Oregon City and Clackamas County. Ms. Javoronok and the City Attorney's interpretation was that the "term" was a single year. Mr. Mattis inquired as to whether the Chair and Vice Chair could serve as Co-Chairs. No members were willing to serve as the Chair. Mr. Mattis stated that he was willing to continue on as a Co-Chair with Mr. McLoughlin. Mr. McLoughlin would continue to run the meetings. Staff and HRB determined that this seemed to meet the requirements. Staff would check with the City Attorney. The members discussed interviewing applicants. Staff stated that this was not the practice among advisory boards. The City Council interviewed Planning Commission applicants. Mr. Mattis stated this would be a City Council call and that the Planning Commission had reviewed because they wanted individuals with land use experience. The HRB decided to draft a letter to the City Council requesting for the HRB to interview applicants since the HRB was a quasi-judicial body. Mr. Manning made a motion for Mr. McLoughlin and Mr. Mattis to serve as Co-Chairs. Mr. Sherland seconded the motion. The motion passed 5-0.

CLG Grant Application

Ms. Javoronok discussed the handouts for the CLG grant with project options. The CLG grant was due soon. Funds would be available in April 2013 and the projects completed by August 2014. The SHPO grant would be up to \$13,000 and the City would have to match it. She was not sure if the funds would be available given the City's budget shortfall. She wanted to know what the HRB was interested in pursuing for the grant.

Mr. Sherland wanted to know if these had been prioritized. Ms. Javoronok stated that the HRAB had done this. Mr. Sherland expressed a desire to prioritize this. Co-Chair McLoughlin asked about signage. Ms. Javoronok stated that these funds would not cover sign toppers. She stated that the City's sign shop could probably make these signs. Mr. Eddington stated that he would see if his firm could design a logo. The HRB thought this would be a good idea.

Co-Chair McLoughlin stated that it would be a good idea to prioritize the items in the handouts to assign a 1-3 priority to each. The HRB agreed to mark them up, including those that they wanted to apply for with the grant, and then send them to staff by February 1st. Ms. Javoronok would send them out on the 8th.

Ms. Javoronok discussed potential CLG grant projects included in the memo and other recommendations. The HRB discussed potential alternative reuses for the police station once it was vacated. It was locally designated. The City could see if it was eligible for the National Register. There was also discussion about getting a National Register designation for the nearby homes.

Preservation Month (May 2013)

The HRB agreed that they wanted to continue with the Preservation Award in 2013. Co-Chair McLoughlin suggested tying it with the City's Centennial and presenting the award in August. Ms. Javoronok suggested proclaiming Preservation Month in May and presenting the award in August. The previous year they presented an award to a person and a project. The suggested potential projects and individuals to award for their work and agreed to discuss it ___.

Mr. Manning said that the heritage area designation and the Locks should be a priority and that there was increased deterioration on the site. Mr. Mattis discussed the WFHAC and the Locks and the next steps for each, including a study for the Locks. Mr. Sherland suggested using grant funding for the Locks. Ms. Javoronok agreed to update the 2012 Preservation Month poster.

Proposed CDC Amendments

Ms. Javoronok outlined the proposed CDC amendments. The amendment package included numerous substantive, but unrelated amendments. Four included elements that affected the HRB: public notice requirements, projecting signage, moving the Ch. 58 sign standards to Ch. 52 with all of the other sign requirements, and codifying requirements for docketing. The draft proposed to change the public notice requirements for Class B notices, which applied to most HRB reviews to 500 feet up from 100 feet. There are some concerns regarding the time and cost of this. Ms. Javoronok highlighted the examples from the memo. Co-Chair McLoughlin asked if this was something the property owner did. Ms. Javoronok responded that in West Linn this was something that staff sent out. This wasn't the case in all communities. The HRB recommended leaving the requirement at 100 feet. There was some support with Ms. Javoronok's recommendation of posting a sign in the yard, which is not currently done for these projects.

The second that affected the HRB was code language that would permit projecting signs. There could be one per customer entrance and up to 12 sq. ft. in size. Mr. Sherland asked how this was added to the draft because the HRAB did not want projecting signs. Ms. Javoronok thought they wanted projecting signs in Willamette. Ms. Javoronok presented examples. The HRB supported this change.

Ms. Javoronok stated another change was relocating the requirements for signs from Ch. 58 to Ch. 52. Mr. Manning asked about the process for getting a sign. Ms. Javoronok stated that it was a decision made at the staff level by a planner after the submission of an application. She outlined the specific provisions of the proposed language for projecting signs. The HRB supported this change.

Ms. Javoronok outlined the provisions for docketing to change the code and how these would be processed. Docketing would also apply to projects that required a significant amount of staff time. Mr. Mattis agreed with the process and wanted to know if there was an escape. Ms. Javoronok read the corresponding provision. The HRB supported this change.

BUSINESS FROM THE HISTORIC REVIEW BOARD

Mr. Manning asked about the call center changing to a music school and wanted to know if that would come before the HRB. Ms. Javoronok responded that they were not making exterior changes. She discussed that they applied for a Clackamas County grant for drawings as to how they could potentially modify the building to better fit with the neighborhood and hope to have them present this to the HRB.

REPORT FROM STAFF

Co-Chair McLoughlin reminded the Board members about the meeting for the historic homeowners and residents at the Willamette Fire Station on Thursday at 7:00 p.m. Chair McLoughlin said that he would attend. Ms. Javoronok would run the meeting and send postcards to homeowners and residents. The WNA included it in a recent neighborhood email.

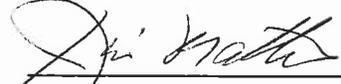
ADJOURNMENT

There being no other business, Co-Chair McLoughlin adjourned the meeting at approximately 8:20 p.m.

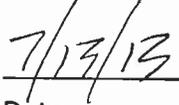
APPROVED:



Jon McLoughlin, Co-Chair



Jim Mattis, Co-Chair



Date