



## HISTORIC REVIEW BOARD

Minutes of April 17, 2018

Members present: Chair Christine Lewis, Troy Inman, Danny Schreiber, and Tom Watton  
Members absent: Vice Chair Jerry Offer, Peter Graves, and Tom Neff  
Others: Jennifer Arnold, Associate Planner  
Megan Thornton, Assistant City Attorney  
West Linn City Councilor, Terry Cummings

### **BUSINESS MEETING** **CALL TO ORDER**

Chair Lewis called the meeting to order at 6:15 p.m. in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, Oregon.

### **Public Hearing Training**

Megan Thornton gave a training on ex parte contact, hearing procedures, criteria to include in motions, and a script for making a motion during a public hearing. Ms. Thornton also presented the types of conditions of approval acceptable to assign to an application in an effort to guide deliberations to a motion.

### **Presentation by NW Vernacular**

Ms. Arnold introduced Katie Pratt of NW Vernacular who presented the latest draft of the Historic Walking Tour Map. Ms. Pratt presented the methodology for the different routes, colors, symbology, and asked for feedback. Some of the feedback received was to revise some of the stops on the tour, making symbols larger, rotating the map, and making the map image larger on the page. The final map will be presented at the next meeting.

### **Presentation by Willamette United Methodist Church**

The Willamette United Methodist Church (WUMC) is working on a grant application with the intention of taking any awarded funds and beginning the restoration on the historic church structure. Debra Neel and Kathy Boyes both represent WUMC and shared their phased project with the HRB. As part of their grant application, they would like to include a letter of support from the Historic Review Board. Ms. Arnold asked Neel and Boyes to write the letter and email it to her. She would distribute it out to the HRB in an email, and send them a revised/ signed document.

### **CDC Chapter 25 Discussion for Suggested Revisions**

Ms. Arnold handed out a copy of CDC Chapter 25 to all members present, and asked them to all review it for the next meeting. No quorum was present during this discussion, so a motion for changes could not be made.

#### **BUSINESS FROM THE HISTORIC REVIEW BOARD**

No business from the Board

#### **REPORT FROM STAFF**

Ms. Arnold informed the HRB that at the next meeting there will be a discussion on CDC Chapter 25 and possible code changes. Ms. Arnold also informed the HRB that the final version of the Walking Tour Map should also be available.

#### **ADJOURNMENT**

There being no other business, Chair Lewis adjourned the meeting at 8:10 p.m.

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Christine Lewis

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Date