



**Historic Review Board  
Meeting Notes of October 20, 2020**

Members present: Danny Schreiber, Scott Erwin, Tim Young, and Tom Watton  
Council Liaison: Mayor Russ Axelrod  
Staff present: Darren Wyss, Acting Planning Manager, Lynn Schroder, Administrative Assistant

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**1. Call to Order**

Vice-Chair Schreiber called the virtual meeting to order at 6:00 pm.

**2. Public Comment Related To Land Use Items Not On the Agenda**

None.

**3. Work Session: CDC Chapter 25 Revisions**

Acting Planning Manager presented CDC Chapter 25 Code Changes. He sought consensus on flexibility in replacement materials, front, rear, street side, and interior side facade changes, and roof pitch when a dormer is added.

Vice-Chair Schreiber noted that the purpose for historic design review outlined in the CDC is to encourage preservation. Board members agreed with the goal should be preservation rather than emulation. Property owners should repair original materials or replace them with like materials. The HRB has discretion for new construction. Board members wanted all facades to be subject to the preservation standard. The Board briefly discussed roof pitch when a dormer is added but wanted to discuss it further.

Board members expressed concern about the lack of code enforcement in the district with homeowners making changes without regard to the historic design requirements when a permit is not required. Wyss noted that code enforcement in West Linn is complaint-based, not proactive. Vice-Chair Schreiber stated that the City could do code requirement outreach as part of the CLG grants. Wyss said that once set up; the City could send regular mailings to houses highlighting code requirements. Board members discussed adding a ministerial review for fences, painting houses, and other changes to ensure that the houses' historical characteristics and the district are maintained.

**4. Work Session: CLG Grant Applications**

The City will receive CLG grant funds in early 2021. The City has been receiving funds every two years and has options on how to spend them. In the past, the funds have been used for rehabilitation projects and a walking tour map. The funds can be used be for:

- Rehabilitation of Historic Properties
- Public Education and Outreach
- Training for HRB Members and Staff
- Digitizing Old Photographs/Records
- Preparing National Register Nomination Application

Board members preferred that CLG grants be focused on an education program that builds property owners understanding of code requirements and community pride. Rehabilitation grants for houses is a secondary priority.

**5. Items of Interest from Board**

None.

**6. Items of Interest from Staff**

The November 17, 2020 meeting will include a discussion on the draft annual report to the City Council.

**7. Adjourn**

Acting Planning Manager Wyss adjourned the meeting at 7:50 pm.