



## Memorandum

Date: December 11, 2023

To: Historic Review Board

From: John Floyd, Senior Planner

Subject: Annual report and 5-year plan

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Citizen Advisory Groups are given the opportunity to report on their accomplishments and challenges for the year, in addition to goals they have for the future. These reports are provided to Council to inform their goals for the following year during the annual Council Goal Setting Retreat, and to aid Council in providing appropriate feedback and direction. To that end, staff has incorporated feedback provided at the November 14<sup>th</sup> meeting of the HRB into a draft report attached for the HRB's review, edit, and approval.

Additional topics to be discussed at the meeting include a report back on the Certified Local Government (CLG) Program Review with the State Historic Preservation Office (SHPO), their suggestion at the use of a five-year plan, and updates on the Historic Homeownership Workshop.

If you have questions about the meeting or materials, please feel free to email or call me at [jfloyd@westlinnoregon.gov](mailto:jfloyd@westlinnoregon.gov) or 503-742-6058. Thank you, and I hope to see everyone on the 19<sup>th</sup>.



# CITY OF West Linn

## 2023 Advisory Group & Neighborhood Association Annual Report

### Advisory Group/Neighborhood Association

Historic Review Board (HRB)

#### Group Leadership

James Manning, Chair  
Danny Schreiber, Vice Chair  
Scott Erwin, Council Liaison  
John Floyd, Staff Liaison

#### Meeting Times, Dates & Location –

Third Tuesday of every month at 6pm.

In 2023 the HRB held 7 regular meetings, conducted one tour, and failed to make quorum at one meeting.

#### 2023 Accomplishments

- Conducted three quasi-judicial hearings, including a Class II Historic Design Review, and a Class II Design Review and a Design Exception in the Willamette Falls Drive Commercial Design District.
- Received training from the City Attorney's office on how to conduct a quasi-judicial hearing.
- Provided input and direction on the successful implementation of a Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO).
- Conducted an informational tour of the Willamette Falls Paper Company Mill on Moores Island to better understand the commercial activities and overall context of the existing buildings.

#### 2023 Challenges

- Existing Technology in Council Chambers is inadequate for hybrid public hearings and challenges full participation by remote participants.
- The Community Development Code (CDC) splits decision-making authority between the HRB and the Planning Commission in overlapping and competing ways, challenging the city's ability to make timely and unified decisions.
- The need for more public education on the appropriate application of the CDC, and ensuring decisions are made on objective findings and not emotions.
- Ongoing public confusion regarding the role and authority of HRB.

**Commented [FJ1]:** These were reported in the 2022 Annual Report. Are they still relevant?

#### 2023 Council Goalsetting

- HRB requests direction from Council to review the effectiveness of the design standards and approval procedures contained in CDC Chapter 58 (Willamette Falls Drive Commercial Design District), and to present council with a list of recommended code changes to be added to the [Planning Docket](#). This work would include revisiting the

appropriateness of requiring all new construction to adhere to the Western False Front style of 1880-1915.

- Prioritize the appointment of property owners and occupants within the Willamette Historic District and Willamette Neighborhood to the HRB.
- Increased outreach and resources regarding history of West Linn, including the installation of more bronze plaques on listed historic structures.

**Any additional feedback to share with the City Council?**

- The HRB encourages Council to investigate public parking options in Willamette to avoid impacts to the historic district and balance the needs of employees with the needs of patrons.

**Commented [FJ2]:** This was reported in the 2022 Annual Report. Still relevant?

DRAFT