



**HISTORIC REVIEW BOARD
Meeting Notes of January 16, 2024
VIRTUAL DUE TO STORM**

Members present: James Manning, Danny Schreiber, Dan Saltee, Michael Fuller and Kirsten Solberg, and Brad Stewart (arrived late).
Members absent: John Steele
Staff present: John Floyd, Associate Planner, Parks and Recreation Director Megan Big John, Lynn Schroder, Community Development Management Analyst

Staff Liaison: John Floyd - jfloyd@westlinnoregon.gov

1. Call To Order and Roll Call

Chair Manning called the virtual meeting to order at 6:05 pm. John Floyd called the roll.

2. Agenda Amendment

Member Solberg moved to amend the agenda to include Election of Chair and Vice Chair. Danny Schreiber seconded. **Ayes: Fuller, Saltee, Solberg, Schreiber, and Manning. Nays: None. Abstain: The motion passed 5-0-0.**

3. Election of Chair and Vice Chair

James Manning volunteered to be Chair. Dan Saltee nominated Danny Schreiber to be Vice Chair. **Ayes: Fuller, Saltee, Solberg, Schreiber, and Manning. Nays: None. Abstain: The motion passed 5-0-0.**

4. Public Comment Related To Items Not On The Agenda

None.

5. Approval of [Draft Meeting Notes for November 14, 2023](#)

Member Schreiber moved to approve the meeting notes for 11/14/23. Member Solberg seconded. **Ayes: Fuller, Saltee, Solberg, Schreiber, and Manning. Nays: None. Abstain: The motion passed 5-0-0.**

6. Introduction of New Parks Director Megan Big John

Floyd introduced the City's new Parks & Recreation Director, Megan Big John, who brings prior experience from the Lake Oswego Parks & Recreation Department. Director Big John conveyed her excitement about joining the City and collaborating with the HRB on preserving historical resources. She also delved into plans for establishing a donation policy for historic artifacts and fostering partnerships with local community groups. Vice Chair Schreiber expressed his concerns about safeguarding the historical integrity of the McLean House and historic properties.

7. [Annual Report to Council](#)

Citizen Advisory Groups have the chance to present their accomplishments, challenges, and goals to the City Council in its annual report. The input given during the 11/14/23 HRB meeting was integrated into a preliminary report awaiting HRB approval. Members expressed a desire to include a review and update of Chapter 58 Code. Additionally, Schreiber advocated for expanding the number of properties designated as local historic landmarks.

8. [Certified Local Government Program Review and Five-Year Plan](#)

Local governments certified by the State Historic Preservation Office (SHPO) undergo a comprehensive review every four years to verify that their programs meet the required minimum standards. In September 2023, the City met with SHPO as part of this cycle. The City is now anticipating the receipt of its recertification letter. HRB members explored the idea of creating a 5-year action plan to strategically align projects with the CLG grant cycle.

9. [Historic Home Ownership Workshop and McLean House National Register Nomination Update](#)

The City is offering a second Historic Homeowner Workshop aimed at helping homeowners designate their property on the National Register of Historic Places or as a local historic landmark on **Tues, February 27, 2024 at 6:00 at City Hall.**

The consultant is preparing the initial draft of the National Register Nomination for the McLean House. The draft is scheduled for review by the HRB in February. Following the HRB review, the draft will be submitted for evaluation by the Oregon State Historic Preservation Office (SHPO) on March 1, 2024. SHPO will initiate a public notification and comment period, which will remain open until a decision is made by the National Park Service (NPS). The State Advisory Committee on Historic Preservation (SACHP) is set to review the nomination on June 1, 2024. Following revisions and comments, SHPO will forward the nomination to the NPS, which has approximately 45 days to make a decision (expected around October 2024). The City plans to seek letters of support for the nomination from the community, which will be submitted to SACHP by June 1, 2024.

10. Items Of Interest - Board Members

Brad Stewart introduced himself. He has lived in West Linn for 18 years.

Vice Chair Schreiber announced that the Willamette Falls & Landings Heritage Coalition is hosting a Hard Hats and Hot Dogs Fundraising event at West Linn's Historic City Hall on January 21, 2024, from 1 pm to 3 pm. He also noted that the West Linn Historical Society will hold its annual meeting on January 21, 2024, at 4:30 at the Willamette House.

11. Items Of Interest - Staff

Floyd noted that the applicant has sought an additional extension for DR-23-01 to provide time to review the HRB denial received from the last meeting. Staff is expecting a Planning Commission hearing on the application on February 21, 2024.

The draft West Linn Waterfront Vision Plan will be presented to the HRB in early 2024 for feedback.

12. Adjourn

Chair Manning adjourned the meeting at 7:25 pm.