



HISTORIC REVIEW BOARD
Draft Meeting Notes of January 21, 2025

Members present: Dan Saltee, Kirsten Solberg, Regina Fleming, BreAnn Borgaard, and Sheri Harbour De Vos
Members Absent: James Manning and John Steele
Staff present: Lynn Schroder, Management Analyst

Staff Liaison: Lynn Schroder - lschroder@westlinnoregon.gov

The meeting [audio](#) is available.

1. Call To Order and Roll Call

The meeting was called to order at 6:00pm. Staff Liaison Schroder took roll.

2. Introduction of New Members

New members Regina Fleming and BreAnn Borgaard introduced themselves.

3. Public Comment Related To Items Not On The Agenda

None.

4. Approval of Draft Meeting Notes for [11.19.24](#)

Member moved to approve the meeting notes for 11.19.24. Member seconded. **Ayes: Saltee, Solberg, Stewart, Borgaard, and Fleming. Nays: None. Abstain: None. The motion passed 5-0-0.**

5. Vote to Elect Chair

Dan Saltee nominated Kirsten Solberg to be Chair. **Ayes: Saltee, Fleming, Borgaard, and Harbour De Vos. Member Solberg abstained. Ayes: 4. Nays: None. Abstain: 1. The motion passed 4-1-0.**

6. Discussion – debrief from the December Joint Meeting with Council – Draft Mission Statement, Chapter 58 and potential CLG Grant projects

The committee discussed conducting a historic inventory in the city's north section, prioritizing residential and commercial properties. The historic inventory will include both residential and commercial properties, but not signage or monuments. Schroder will work on the submission for the CLG grant by February 28th.

Schroder will work with the city recorder to develop a change in the municipal code to add the mission statement for the HRB after finishing the CLG grant in March.

Schroder will inquire with the City Council for an update on the Chapter 58 review.

7. Items Of Interest - Board Members

Chair Solberg noted that she is investigating and documenting the historic staircase for millworkers in the Sunset neighborhood.

8. Items Of Interest - Staff

There will be quasi-judicial hearings in February to consider the installation of solar panels on a non-historic house in the Willamette Historic District and March to consider design amendments to Historic City Hall. She noted that the February meeting will be moved to Wednesday, February 19, 2025 due to the President's Day holiday.

Schroder shared that the City will provide training on the quasi-judicial hearing process for Planning Commissioners and HRB Members on Wednesday, February 5, 2025. Schroder encouraged HRB members to attend. Remote attendance will be available.

Schroder has also asked Oregon SHPO to come to the February 19, 2025 HRB meeting to provide an overview of the CLG program, share best practices, and answer any questions the board might have.

Schroder announced potential grant funding to document the historic mill through photography, oral histories, and construction details. The City would need to seek permission from the property owner of the mill to proceed with documentation and research. Grant applications would due in October 2025.

Members expressed support for the City organizing a May celebration to honor the McLean House's listing on the National Register of Historic Places. They also backed plans for a HRB tour of Historic City Hall.

9. Adjourn

The meeting was adjourned at 6:35 pm.