



**HISTORIC REVIEW BOARD
Draft Meeting Notes of March 19, 2025**

Members present: Kirsten Solberg, Sheri Harbour De Vos, James Manning and BreAnn Borgaard
Members Absent: Dan Saltee, Regina Fleming, and John Steele
Applicant: Megan Big John, West Linn Parks and Recreation Director
Staff present: Lynn Schroder, Management Analyst and Aaron Gudelj, Associate Planner

Staff Liaison: Lynn Schroder - lschroder@westlinnoregon.gov

The meeting [video](#) is available.

1. Call To Order and Roll Call

Chair Solberg called the meeting to order at 6:05 pm.

2. Public Comment Related To Items Not On The Agenda

None.

3. Approval of Draft Meeting Notes for 02.19.25

Member Borgaard moved to approve the HRB meeting notes for 02.19.25. Chair Solberg seconded.

Ayes: Harbour De Vos, Manning, Solberg, and Borgaard. Nays: None. Abstain: None. The motion passed 4-0-0.

4. Public Hearing: HDR-25-01, Class 2 Historic Design Review of Historic City Hall at 22825 Willamette Drive

Chair Solberg introduced application HDR-25-01, Class 2 Historic Design Review of Historic City Hall at 22825 Willamette Drive. The West Linn Parks & Recreation Department is seeking to amend a previous Class 2 Historic Design Review approval (DR-22-03) to remove the awnings. Solberg provided an overview of the hearing process and opened the public hearing.

Management Analyst Schroder addressed legal standards and appeal rights. The substantive criteria for the application are Community Development Code (CDC) Chapter 25: Overlay Zones – Historic District and Chapter 99: Procedures for Decision Making: Quasi-Judicial. Schroder addressed the Historic Review Board members’ conflicts of interest, bias, ex-parte contacts, and site visits. Member Solberg noted that she drove by the property. She stated that she would remain unbiased when evaluating this application. Schroder then invited audience members to raise any objections regarding the Historic Review Board's jurisdiction or any potential biases or ex-parte disclosures by the Members. There was none.

Associate Planner Aaron Gudelj delivered the staff report. Historic City Hall has been restored in accordance with the Historic Review Board's approval under the DR-22-03 Class II Design Review, with one exception—the approved steel awnings on the front of the building were not installed.

In July 2022, the Historic Review Board granted Class II Historic Design Review (DR-22-03) approval for the renovation of Historic City Hall, a City-owned building listed on the National Register of Historic

Places. As part of the restoration project, the State Historic Preservation Office (SHPO) consulted with the City to ensure compliance with state cultural resource laws. Based on SHPO's recommendations, the steel awnings on the front and south side of the building were removed from the project.

Now that renovations are complete, the City seeks to provide the Historic Review Board with an opportunity to formally review this modification to the original approval and update the record to prevent any future confusion regarding the omission of the steel awnings.

Member Manning asked why SHPO requested to remove the awnings. Gudelj explained that SHPO found them incompatible with the historic appearance and required removal.

Megan Big John, West Linn Parks Director, was present to answer any questions about the application.

Chair Solberg asked for public testimony on the application. No testimony was given at the public hearing; however, the City received a comment from Willamette Falls and Landings Heritage Area Executive.

There were no requests for continuances.

Chair Solberg closed the public hearing and open deliberations. Members deliberated.

Member Manning moved to approve HDR-25-01 as presented and directed staff to prepare a Final Decision and order based on the findings in the staff report and record. Chair Borgaard seconded. **Ayes: Harbour De Vos, Manning, Solberg, and Borgaard. Nays: None. Abstain: None. The motion passed 4-0-0.**

5. Items Of Interest - Board Members

None.

6. Items Of Interest – Staff

Management Analyst Schroder discussed a date for the McLean house celebration and a tour of Historic City Hall. Members expressed support for a celebration on May 31, 2025. Schroder also noted that the April HRB meeting will be a Certified Local Government program overview for members provided by Kuri Gill from Oregon SHPO.

7. Adjourn

Chair Solberg adjourned the meeting at 6:30 pm.