



CITY OF OREGON CITY

HISTORIC REVIEW BOARD

Work Session MINUTES

Commission Chambers, Libke Public Safety Building, 1234 Linn Ave, Oregon City

Tuesday, May 27, 2025, at 6:00 PM

1. CALL TO ORDER AND ROLL CALL

Chair Powell called the meeting to order at 6:00 PM.

Present: 5 – Board Member Julia Fulkerson, Board Member Paul Edgar, Board Member Gordon Lawrence (late arrival), Vice Chair Robert Green, Chair Tim Powell

Absent: 0

Staffers: 2 – City Attorney Carrie Richter, Senior Planner Christina Robertson-Gardiner

2. PRESENTATIONS

City Attorney Carrie Richter presented the annual Legal 101 session to the Historic Review Board. She discussed the following key points:

- Oregon's statewide land use program, including federal, state, regional, and city obligations reflected in the Oregon City Municipal Code.
- The 19 statewide land use goals, with a focus on Goal 5 related to historic preservation.
- The difference between long-range planning (legislative decision-making) and development review (quasi-judicial or administrative review).
- The four types of land use decisions in Oregon City, with emphasis on Type 3 decisions heard by the Historic Review Board.
- The land use application process, including pre-application meetings, completeness checks, and the 120-day timeline for decisions.
- The importance of impartial decision-making, including disclosure of ex parte contacts, conflicts of interest, and bias.
- Public meetings law and public records requirements.
- The need for decisions to be based on adopted criteria and standards.
- The use of conditions of approval and limitations on their application.

Board members asked questions throughout the presentation, including:

- Clarification on the 120-day decision timeline and extensions.
- The difference between SHPO rules and city land use procedures.
- How to handle ex parte contacts and disclosure requirements.
- The use of personal knowledge and research in decision-making.

Carrie Richter provided recommendations for effective participation as a board member, including:

- Asking questions of staff before hearings.
- Using open-ended questions during hearings to show curiosity and understanding.
- Carefully considering conditions that require major redesigns.

Planning staff encouraged board members to reach out early with questions about applications and to use their Oregon City email for official communications.

3. COMMUNICATIONS

There were no communication items.

4. ADJOURNMENT

Chair Powell adjourned the work session.

