



Historic Preservation Commission

Minutes

November 18, 2025,

7pm

City Hall Camelia (First Floor Conference) Room

Call to Order

The meeting was called to order at 7:00 PM.

Roll Call

Present: Bob Woodruff, Karen Tozer, Britta Mansfield, Brian Engstrom, Deb Buerkle
Absent: Charles Watson

Chair noted that this would have been Charles Watson's last meeting of his term.

Public Comments

There were no public comments.

Continued Business

Resource Inventory Project Updates

The commission discussed the ongoing historic resource inventory project. Two commissioners have completed their assigned areas, while one commissioner indicated they would need assistance due to other commitments. To avoid creating a quorum and potential public meeting law violations, commissioners were advised to coordinate individually with staff rather than discussing the inventory among multiple commissioners.

Commissioners also discussed the need to convert the 1991 historic resource inventory from PDF format to a searchable database to improve accessibility and usability.

Motion: Commissioner Buerkle moved to request that the city manager provide resources to work on converting the historic inventory project to a database format either through paid or volunteer labor in coordination with the commission.

Second: Commissioner Engstrom

Vote: Commissioner Woodruff voted aye. Commissioner Tozer voted aye. Commissioner Mansfield voted aye. Commissioner Engstrom voted aye. Commissioner Buerkle voted aye.
Motion passed unanimously.

Commissioner Watson was absent.

Updates from Staff

Oregon Heritage Excellence Awards

Staff informed the commission about the Oregon Heritage Excellence Awards program, which recognizes individuals, organizations, and projects contributing to Oregon's history. The commission discussed potential nominees, including a historic house that was relocated, but determined that due to the January deadline and ongoing nature of projects, this would be better pursued next year.

CLG Grant

Staff will attend a Certified Local Government (CLG) grant training and asked for direction on the commission's priority for the grant. The commission determined that expanding the historic resources inventory to include mid-century modern architecture should be the focus.

Motion: Commissioner Mansfield moved to direct staff to apply for CLG grants to expand the historic resources inventory to include mid-century modern architecture.

Second: Commissioner Engstrom

Vote:

- Commissioner Woodruff voted aye.
- Commissioner Tozer voted aye.
- Commissioner Mansfield voted aye.
- Commissioner Engstrom voted aye.
- Commissioner Buerkle voted aye.
- Commissioner Watson was absent.

Motion passed unanimously.

Staff also reported that ODOT is continuing historic research related to ADA sidewalk work in town, with downtown work scheduled for June. The commission reaffirmed their previous guidance regarding historic sidewalk stamps: keep in place if possible, move as second choice, and replicate as third choice, with a preference to preserve removed stamps.

Annual Recruitment and Terms Ending

Staff reported that several commission terms are ending, including Chair Woodruff (who has reapplied) and Commissioner Engstrom (who will not be reapplying). Staff noted that the city has received many applicants for commission positions.

Staff also discussed potential changes to student commissioner positions, explaining that Council is considering modifying the code to allow one position on each commission to be filled by either a student or an adult if no students apply.

Items from Commissioners

Commissioner Engstrom thanked the commission for the opportunity to serve and noted that his new job makes it difficult to continue.

Adjournment

The meeting was adjourned at 7:45 PM.

Rachel Thomas

City Recorder Rachel Thomas

Attested by:


Bob Woodruff (Nov 21, 2025 08:46:58 PST)

Chair Bob Woodruff

HPC Minutes 11/18/25

Final Audit Report

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