

**Members Present:** Jennifer Brent, George Cushing, MJ Guidetti-Clapshaw, Holly Tsur, Larissa Whalen Garfias (01 vacancy)  
**Member Excused:** Kaylene Toews  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd  
**Citizens Present:** 01

1. **Call to Order:** Tsur opened the meeting at 7:13 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Renovation Grant Request – W. R. Taylor House at 2212 “A” Street (Washington County Tax Lot 1N3 31CC-5201). Applicant: Jeremiah Toews. File Number: 311-16-000003-PLNG.** Applicant Jeremiah Toews presented his request for a grant to help with the expense to re-roof the house. He reported that he had two estimates and had chosen one. He described the project, which will include removing two layers of roofing and replacing much of the sheathing to bring the roof back to like-new condition. Board members asked a few questions and were satisfied with the responses. **Tsur/Cushing to award a grant of \$500. Motion carried unanimously.**

**B. Strategic Plan – Focus Group Meeting Follow-Up:** The Board previously received a meeting synopsis from the consultants of Historic Preservation NW but generally had not had a chance to really review it before the meeting. Tsur felt that we need a more thorough understanding of the Main Street Program. Guidetti-Clapshaw concurred, saying that she felt we needed more information about the differences between the Main Street Program and a historic downtown district.

Discussion ensued about how the Main Street Program is multi-tiered with several levels of commitment and opportunity. Reitz noted that it would not be a Board or City-initiated effort, but that it would have to be started by a private non-governmental organization like the City Club or the Chamber of Commerce. It was noted that Linda Lewis and the City Club would be a natural to initiate this but they would first have to determine if the downtown business community would be supportive.

Reitz stated that the time frame to develop and implement a Main Street Program could be several years out; it is not something that would be in place next year. Kidd added that while it is primarily a national program, the State is also involved. He further noted that the program could be funded through a combination of City, State and National sources; locally, some funding might be available through the urban renewal district.

A question was raised as to whether a Downtown Historic District would be affected by the recently enacted design guidelines and standards. Reitz replied in the negative, noting that the new code addresses only residential construction and was specific to the three existing historic districts. To make any changes or to include other districts in the future would require City Council approval.

Reitz requested that the Board continue to review the synopsis and forward any additions or corrections directly to the consultants, with copies to the rest of us.

**C. CEP Grant Application:** Tsur stated that she would prepare a draft of the grant application; she'll then forward it to everyone for review and comment. We'll have an opportunity to discuss it at the March 22 meeting, before the application deadline.

Kidd reported that the CEP Grant Committee had revised the requirements for this cycle: the maximum amount to be requested will be capped at \$10,000 and no more than two applications can be submitted by each applicant. He said that Metro stipulates that CEP funds cannot be used to offset government budget line items and that they are striving to stop mini-grants in the future.

The Board discussed the reality that again we may not have all the current funds committed before the end of the fiscal year in June. Tsur suggested that we consider increasing the maximum grant amounts for the next cycle. She noted that Albany has a grant program that distributes leftover funding at the end of the budget cycle to recipients. Reitz was tasked to determine how Albany handles this and to research any legal requirements, and to bring this information back to the next meeting.

**4. Old Business/New Business:**

- Approval of HLB Meeting Minutes. **The meeting minutes of January 26, 2016 were approved as submitted.**
- Council Liaison Report: Kidd updated the Board on various items of interest, including the Council's approval of the Tokala project. He also suggested that the Board explore the possibility of partnering with the Sustainability, Arts, and Parks and Recreation commissions as we might have some common goals. Cushing volunteered to reach out to the chair persons of each commission and initiate those discussions. Kidd further noted that there are the remains of a number of original homesteads in the Forest Grove watershed; he suggested that Board members sign up for the next walking tour. He stressed that the watershed is not open to the public at any other time.
- Reitz reported that Mary Jo Morelli had contacted him about offering a Forest Grove history class over three or four weeks in May, to coincide with National Historic Preservation Month. The class would be one night a week for a couple of hours and would be sponsored by the Board. There would be an entrance fee to provide for expenses: Morelli's time plus any materials and refreshments. The Board endorsed the idea and requested that Reitz continue with making the arrangements.
- Concern was expressed about the difficulty in locating information on the City website. The possibility of a Facebook page with hyperlinks to specific parts of the HLB page of the City's website was suggested. Kidd said he would look into legalities of the Board using a Facebook page.
- Tsur asked everyone to start thinking about potential recipients of the Eric Stewart Award. Garfias asked for some background; Kidd provided a short description of Stewart's involvement in the documentation of Forest Grove history and Tsur described the location and content of the library's historic room, named in Stewart's honor.
- Reitz requested that members turn in their notebooks for updating; Cushing, Guidetti-Clapshaw and Tsur did so. The updated notebooks will be distributed at the next meeting.

**5. Adjournment:** The February 23, 2016 meeting adjourned at 8:55p.m.

These minutes respectfully submitted by George Cushing, Secretary