

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
February 27, 2018 -- 7:15 P.M. Page 1 of 2

Members Present: Jennifer Brent, George Cushing, Holly Tsur, Larissa Whalen Garfias (1 vacancy)
Members Excused: Roman Ozeruga, Kelsey Trostle
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 01 (Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 7:16 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

- A. **CEP Application Subcommittee** – Tsur will work with Brent and Trostle to prepare the application. The Board will be able to review it at the March meeting, ahead of the April 6 submittal deadline.
- B. **Potential Stewart Award Recipient** – No names were forthcoming, but a few possible candidate categories were suggested, including the recipients of the greatest number of preservation grants, or those with the highest value. Reitz will research the records and report back at the next meeting.
- C. **Media Outreach and Editorial Calendar** – As Trostle was excused, Tsur led the discussion on the upcoming calendar. She noted that Haveluck submitted an article; that no article was forthcoming on the Anderson Building and wouldn't be until a lease has been signed; and that any article on the Original Town resurvey would need to wait until the consultants have completed more of their work.

One new topic suggested by Whalen Garfias, perhaps for publication in May, would be a historic building photo contest. The Board agreed this was a great idea. Reitz recommended moving the deadlines up a bit in order to make the May 14th City Council meeting; he will also follow-up with the city attorney to ensure there are no legal hurdles.

- D. **Draft Context Statement** – Reitz reported that the draft context statement was available for review, and that the Board would need to comment back to the consultants not later than March 9th. No delays would be acceptable since the consultants are already behind schedule.
- E. **Mock Design Review Hearing** – The Board and staff held a practice hearing to go over standard procedures. Staff had previously prepared and distributed a staff report, describing the building, the applicant's request, and recommendations. Tsur opened the "public hearing" and reviewed the procedures. There was from the outset a bit of confusion as to procedures, which the Board, staff and Johnston discussed and resolved. Tsur then continued; staff presented a PowerPoint describing the project, and noted that the Board must first decide what constitutes "historic" as that would affect the final decision. Tsur then recognized Cushing (filling the role of "applicant") who explained the project and his reasons for the design choices made. Haveluck was recruited to fill the role of a nearby property owner; she testified in favor of a different design choice. Tsur then closed the hearing; the Board entered into deliberations; and a decision was rendered. The Board will discuss what they learned at mock hearing next month, and what they need to work on to make the process smoother.

4. Old Business/New Business:

- Approval of HLB Meeting Minutes. The meeting minutes of January 23, 2018 were approved as submitted.
- Council Liaison Report: Johnston reported on recent Council business, including the Rogers Park upgrades to be constructed this summer; efforts to address affordable housing; the City's purchase of the Stuntzner Building and adjoining property on 19th Avenue; that the average cost of a new home in Forest Grove now exceeds \$500,000; and he reminded the Board of the March 19 and April 9 training sessions.
- SOLV Cemetery Clean-Up: Whalen Garfias reported that she was investigating the May 12 SOLV cemetery clean-up event. It is not yet known if any local cemeteries will participate, but the Board agreed this was a worthwhile effort. She will report back to the Board with more information next month.
- Knowledge Pub: Cushing distributed hand-outs about what to do to prepare for and following an earthquake, and what to do during an active shooter incident.
- FHFG Report: Haveluck said the FHFG would not be doing a garden tour this year, but would instead be doing a yard sale. She also requested that Board members send over their bios for inclusion in a future newsletter.
- Staff Update: Reitz reported that the IT Department was working to update the website with the information retrieved from the old website.
- County Inventory Update: Tsur said she had been contacted by the FHFG about Washington County's project to update the historic inventory county-wide. She will follow-up to see if the Board needs to participate in this effort.
- Brent and Johnston both noted that they would miss the March 27 meeting

5. Adjournment: The February 27, 2018 meeting adjourned at 9:45 p.m.

These minutes respectively submitted by George Cushing, Secretary