

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
October 23, 2018 -- 7:15 P.M. Page 1 of 2

Members Present: Jennifer Brent, George Cushing, Mark Fischer, Larissa Whalen Garfias, Holly Tsur, Bill Youngs
Member Excused: Kelsey Trostle
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 01 (Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 7:20 p.m. New board member Mark Fischer was introduced to the Board.
2. **Citizen Communication:** None.
3. **Action Items / Discussion:**

- A. **Downtown District** - Tsur distributed an information packet which included an invitation to the open house scheduled for November 8, 2018 from 7 to 9 pm. She said the open house is primarily intended for property owners and that is who the invitation will be sent to, but others are welcome to attend.

She described the items to be presented, including how the district boundaries were determined, criteria for eligibility, and packets of information to be distributed at the open house. She noted that Robert Olguin (SHPO's National Register Program Coordinator) will be the featured speaker. He is expected to explain the financial benefits of a district, as well as property owner responsibilities. He will be bringing handouts as well. While reviewing the handouts, the Board did note some minor revisions needed to improve readability and clarity.

Reitz stressed that in addition to the sign-in sheet, careful attendance should be taken and that all questions and answers documented, as this information will need to be transmitted to the City Council. It was determined that the event should be called an open house rather than a town hall meeting, to make it friendlier and more informative. It was noted that light refreshments would be provided.

A question was raised as to whether a second open house would be necessary. Reitz advised that if so, the timetable for that would have to be not later than mid-December due to the lead time necessary to prepare for the Council presentation in January. If the schedule slips at all, then the SHPO grant request deadline in February could be missed and the nomination process delayed for at least a year. If there are questions remaining following the open house, Reitz suggested responding to those persons directly, versus having another general meeting.

Tsur closed the discussion by saying she will update the handouts with the revisions noted, and forward everything to Reitz by the end of the week.

- B. **Preservation Grant Policy Review** – Cushing raised a few questions about the grant review and approval process and requested that the Board discuss them.
 - i. The first item for discussion was when an application is presented to the Board after work has begun. Cushing noted that this has happened in the past as well as at the last meeting. Both times the Board allowed the projects to proceed and funded them, contrary to the policy not to award grants, even though that is explicitly mentioned in the grant application. It was observed that sometimes applications are filed before work has started, but initiated before the Board's review. Sometimes too, projects are initiated because the contractor's schedule is tight. However, with contractor lead times and difficulty in even locating a contractor, it should be relatively easy to fulfill the requirement of submitting the application and getting it approved before the work would start. Reitz concurred, stating that the lead time to submit a grant application is only a week before each Board meeting.

Cushing/Whalen Garfias to revise the grant application text “Grants are not awarded for materials already purchased or for work already in progress or completed” so that it is highlighted or bolded. Motion carried unanimously.

The Board opted to remain lenient during the current grant cycle, but to revisit this discussion next year before the next grant cycle begins. At that time, the Board requested that the grant application be edited to move this requirement forward in the document, to hopefully increase applicant awareness of the stipulation.

- ii. The second question Cushing raised was the potential use of materials that may not be allowed under the design standards. Of particular concern was a recent garage door replacement request. The Board decided then that as the building had already been changed since its original construction, and was not really visible from the street, a change in material was acceptable, even if the project was not grant-eligible. Upon further discussion, Board members chose not to revise their decision. On another grant project, a potential window replacement had not undergone Board review. The Board requested that staff follow-up with that applicant and report back.
- iii. The last question raised was concerning modifications to noncontributing buildings. Reitz said it was allowed without Board review so long as the mass of a building and its setbacks were not involved. If either was proposed to be modified, then Board review might be required. The Board might also have to review new construction in a district, if the proposed design deviated from the standards.

4. Old Business/New Business:

- Funding Opportunities Update. Tsur had nothing further to report at this time.
- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of September 25, 2018 were approved with several minor corrections and clarifications.**
- Council Liaison Report. Johnston reported on work in the watershed, and that the Council was proceeding with trying to standardize the practices of the advisory boards and commissions. Among the items being considered was allowing student representatives to become voting members, allowing commissions to revise their meeting schedules to better reflect their workloads, and having staff prepare meeting minutes. Cushing (as current HLB secretary) expressed concern about staff taking minutes; he said that he finds taking notes helpful in keeping himself focused. He also thought that if staff has to take minutes, it might distract staff from participating when needed in the Board's discussions.
- Public Safety Open House. Cushing reported that he and Whalen Garfias had participated, along with representatives from NW Natural Gas and Clean Water Services. The event was well attended. He specifically noted that Whalen Garfias and her emergency preparedness kit were extremely well received and that she is a real asset to the Board.
- FHFG Report. Haveluck said that the home tour was very successful. About 340 people attended (normal attendance is about 250 to 275), and FHFG made about \$5,600. She further noted that the current newsletter was in print, and that the next newsletter is due out in February 2019.
- Staff Update. Reitz had nothing to report.

5. **Adjournment:** The October 23, 2018 meeting adjourned at 9:45 p.m.

These minutes respectively submitted by George Cushing, Secretary