

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
December 18, 2018 -- 7:15 P.M. Page 1 of 2

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

1. **Call to Order:** Tsur opened the meeting at 7:17 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Preservation Grant Request – Fredricks House at 2324 15th Avenue (Washington County Tax Lot 1S306CA00300). Applicant: Margie Waltz. File Number: 311-18-000037-PLNG. Tsur noted that this grant request was carried over from the previous meeting since the applicant was not in attendance. Because the applicant lives out of town, the Board had agreed at the previous meeting to have her attend by phone at this meeting. Tsur then called Ms. Waltz and advised her that she was on speakerphone.

Several Board members know the applicant, but all advised that they would be able to be fair and unbiased on this request.

Ms. Waltz described her project (exterior painting) noting that the paint was in very poor condition and deteriorating. Due to time constraints and her living out of state, she actually contracted and completed the project before the application was brought before the Board last month.

Tsur commented that the Board was going to be lenient for this grant: contrary to the Board's policy about not awarding grants for a project already completed. Because the Board had previously approved a similar application this grant cycle, it would consider others. However, when the new grant cycle starts on July 1st there will be no leniency.

Ms. Waltz said she had two bids from licensed contractors. No mention of lead paint was made by either contractor, although she acknowledged that due to the age of the house it would probably have lead paint. Tsur expressed concern that the contractor had pressure washed the house and had probably dislodged some lead paint in the process. She commented that that is one of the reasons for the Board's review before a project starts; to advise an applicant about lead paint and about giving the house time to dry out before painting. Cushing added that if lead paint was not completely removed safely, the owner of the house would be liable if anyone - especially children - were to ingest it.

Cushing/Youngs to award a \$1,000 grant. Motion carried unanimously.

Haveluck asked if there were plans to sell the house. Ms. Waltz said she has no plans to sell it and might even move back into it at some unknown time in the future.

B. Annual Report and Presentation – Tsur went through her presentation in about 6 minutes with some discussion with the Board along the way, so it should come in under the 5 minutes required. A discussion followed on the requirement to not use PowerPoint presentations this year and that only poster boards on tables or easels were to be used. Reitz noted that the boards and commissions reception and annual reports format was in flux; reports may be done throughout the year rather than at the annual reception.

C. 2019 Work Plan – A major task for the year will be the downtown district nomination process; the Board will need to be involved in selecting the consultant. Because the

process is just getting started, the Board opted to delay development of potential downtown district design standards and guidelines until the district is formed.

In smaller scale projects, the Board opted to also delay development of a downtown walking tour brochure. Reitz noted that the Clark District brochures were running low and that the next SHPO grant request would include money for a reprint, along with the annual fee for NAPC dues. A workshop to teach people how to research their historic building was deemed worthwhile, and would be a great joint project with the FHFG because they already have that capability and the Board could help to publicize it.

Tsur committed to researching other funding options such as from the Washington County Visitor's Association.

Ongoing activities will include Preservation Month and the photo contest in May.

The Board will review and adopt the 2019 work plan in January.

- D. **January - June 2019 Editorial Calendar** - Many great ideas were put forth along with a tentative schedule. It was noted that a synopsis of the Board's activities for the past year would be a great article for the Friendly Gazette; it would need to be submitted by mid-January. Cushing volunteered to prepare the article.

The Board will review and adopt the 2019 editorial calendar in January.

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

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of November 27, 2018 were approved with minor grammatical corrections.**
- Council Liaison Report. No report, as Councilor Johnston was excused. Reitz relayed that Councilor Johnston requested that staff remind the Board to register their comments or concerns regarding the proposed board and commission reforms; comments should be forwarded to him, the city recorder, or both.
- FHFG Report. Haveluck reported that their holiday party was held at Old College Hall and was a great event.
- Staff Update. Reitz reported that Pacific University was making progress on their historic preservation plan.
- January 22 Agenda. Items will include adoption of the 2019 Work Plan, adoption of the January – June editorial calendar, and officer elections.

5. **Adjournment:** The December 18, 2018 meeting adjourned at 8:56 p.m.

These minutes respectively submitted by George Cushing, Secretary