

# APPROVED

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
February 26, 2019 -- 6:30 P.M. Page 1 of 2

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

1. **Call to Order:** Tsur opened the meeting at 6:31 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **CEP Grant Application Preparation:** Tsur, Trostle, and Brent will be meeting March 9<sup>th</sup> to work on the CEP grant application and have it ready for the HLB to review by next meeting.

B. **Photo Contest Planning:**

- The contest will run March 22<sup>nd</sup> to April 22, 2019.
- An adult and youth category winner will each be presented with a prize.
- April 23<sup>rd</sup> HLB Meeting - discuss photo to present to Arts Commission.
- May 9<sup>th</sup> - Deadline for Arts Commissions to have their finalist decision.
- May 10<sup>th</sup> - Results from Arts Commission.
- May 13<sup>th</sup> - Eric Stewart and Proclamation to City Council.
- May 17<sup>th</sup> - Information on winners to the City Recorder.
- May 28<sup>th</sup> - City Council Meeting Presentation.

Trostle will reach out to the *News Times* for advertising information. Tsur will talk with Dana Eytzen about the Public Arts Commission voting on the finalist photos.

Whalen Garfias will reach out to Forest Grove High School for participants. She will also work with City staff to get the announcement on the City website and into the Utility Flyer, and make the posters, which Brent will distribute.

Brent will contact the Chamber of Commerce to get the announcement into the Friday Flash, and Fischer will reach out to Pacific University for support.

All of the team will run all processes through Whalen Garfias before contacting outside sources.

C. **Mock Design Review:** Before the review officially began, Tsur ran a series of questions and possible scenarios past Reitz and Councilor Johnston before the group participated.

- 8:30 pm - Design Review proceedings began.
- Tsur reviewed the process.
- Reitz summarized the property in question and the actions needed.
- Cushing (acting as applicant) presented his case for the property to be a four-plex.
- Team presented questions.
- Team deliberated.

Overall the process felt clunky and disjointed. At the end of the design review we realized that as a group we need to perform more mock design reviews before we can perform the process adequately in a professional manner.

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

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of January 22, 2019 were approved as submitted.**
- Council Liaison Report. Councilor Johnston reported about potential legislation on infill housing, and requested that we as citizens bring up legislative concerns to the City Council. He also would like the HLB and Public Arts Commission to work together and join forces to be a part of the town changes.
- FHFG Report. Haveluck reported on the affairs of the Friends of Historic Forest Grove, including:
  - May 6-18<sup>th</sup> - FHFG will have a Library Case for display
  - May 15<sup>th</sup> - Officers Meeting
  - June 2<sup>nd</sup> - Garden Tour
  - September 28<sup>th</sup> - Heritage Tour
- Staff Update. Reitz did not have any other town or SHPO updates not previously discussed.
- March 26 Agenda. CEP grant application review, photo contest, Stewart Award
- Added Items. Cushing has setup a Chamber Luncheon presentation for either June or July- he will return with a firm date at the next meeting.

**5. Adjournment:** The February 26, 2019 meeting adjourned at 9:28 p.m.

These minutes respectively submitted by Kelsey Trostle, Secretary pro tem