

# APPROVED

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

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

1. **Call to Order:** Youngs opened the meeting at 6:35 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **CEP Grant Application Preparation:** Youngs reviewed the grant proposal drafted by Tsur, and clarified a of couple points. **Cushing/Trostle to approve and submit the application. Motion carried unanimously.** Reitz will inform Tsur of the vote.

B. **Photo Contest Planning:** Whalen Garfias discussed the progress to date. She said not much was confirmed for prizes at this point. Youngs volunteered to check with other vendors for prizes. It was suggested and agreed that if all Board members could donate \$10 apiece, we could still have prizes. Johnston recommended the Board contact the chamber of commerce to ask for certificates from members and also to check with the Rotary Clubs. It was also suggested the Board might be able to get a small grant from the Public Arts Commission next year.

Youngs also volunteered to print the posters. They can then be distributed around town, including the schools. Cushing will take posters to the Fire Department and Tidwell Dental so they can put the information on their video display boards.

C. **Stewart Award:** Some suggestions were made but the strongest was for the owners of the Thornburg house for the recent repair and update project. Everyone was encouraged to come forth with possible recipients for discussion and selection at the April meeting. Reitz will forward the information developed last year on past award recipients and preservation grant projects. Youngs would try to take some photos of various possibilities also.

D. **Editorial Calendar:** Trostle discussed the calendar over the next few months and it was decided that what with the photo contest and the Stewart Award, the Board would concentrate on them for now.

E. **Policy Review:** Cushing went over the information provided by staff and a few points were clarified. All agreed that the preservation grant requirement to get Board approval for a project before start of work must be included in the policy statement as well as in the application. Reitz will update the policy accordingly.

Cushing asked about the Board's policy concerning renovations done outside of the Board's review. If the responsible party didn't correct the situation voluntarily, Reitz advised that there is procedure in place for enforcement -

- Staff would prepare and present a report at a Board meeting, with appropriate advance notice to all interested persons (a Type III process)
- The responsible party and others in support would testify
- All other interested people would testify
- The Board would deliberate and make a decision
- Anyone who testified would have 14 days to appeal the Board's decision
- If an appeal were filed, the matter would go before the City Council

- If anyone disagreed with the City Council decision, the matter would then go into the court system.

In response to a question as to why the storm window award is only 25% versus the standard preservation grant award of 50%, Reitz responded that it is because there are additional rebates available through the Light and Power Department.

In response to a question about circa dates and preservation grant eligibility, Reitz responded that the date range was developed by and is consistent with the SHPO standard.

- F. **SB 927 and SB 929:** Both of these bills concern historic properties. They are presently under review by a state senate committee. The Board decided at this point that they just want to remain informed of the bills' status and that no action was needed by the Board at this time. Once the bills are reported out of committee, the Board may opt to take more formal action.

#### 4. Old Business/New Business:

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of February 26, 2019 were approved with one typographical correction.**
- Council Liaison Report. Councilor Johnston reported on a recent visit to Washington, D.C. that was very productive. In local matters, he said that funds from the City's transit lodging tax were being used to hire a tourism director to work on branding and tourism. He also reported on a recent City Council hearing about expanding a manufactured home park at the east edge of town.
- 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 display in the library case
  - May 15<sup>th</sup> – Annual meeting with a guest speaker from the Tualatin Riverkeepers
  - June 2<sup>nd</sup>- Garden Tour
  - September 28<sup>th</sup> - Heritage Tour

In other news, she said they were doing a bottle return bag that was designed to encourage recycling; and that Neil Poulsen was in the final stages of designing a brochure describing resources in Forest Grove.

- Staff Update. Reitz reported that he was expecting the SHPO grant approval soon. He reminded everyone that the May meeting was the same evening as the City Council meeting (due to the Memorial Day holiday). Johnston mentioned that there might be a City Council work session before their meeting, so the Board may need to relocate from the conference room. Reitz will follow up on that matter with the city recorder.
- April 23 Agenda. Photo contest, Stewart Award, editorial calendar

#### 5. Adjournment: The March 26, 2019 meeting adjourned at 8:18 p.m.

These minutes respectively submitted by George Cushing, Secretary