

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
January 28, 2020 -- 6:30 P.M. Page 1 of 3

Members Present: Jennifer Brent, George Cushing, Mark Fischer, Kelsey Trostle
Members Absent: Holly Tsur, Bill Youngs (01 vacancy)
Staff Present: Bryan Pohl
Citizens Present: 03 (Diana Painter, Gary Eddings, Melody Haveluck)

1. **Call to Order:** Trostle opened the meeting at 6:29 p.m. Bryan Pohl and Diana Painter were introduced.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Downtown District Nomination:** Diana Painter explained the draft document she had prepared for the Board's review. She noted that SHPO provided her with outdated survey information (from the early 1980s) and the error was not realized until very late in the preparation of this draft. She felt she had corrected the document to reflect the updated information to include the most recent survey data prepared by HPNW; she believes the document was now ready for review by the Board. She noted a few errors and corrections she had already discovered but it was basically a completed document.

She noted that many of the photos were of poor quality primarily because of the small size in the database she was provided. But she also noted that she had been able to take new photos on this visit to Forest Grove and the weather had cooperated so they will be included in the final document. In addition, there will be examples of architectural details in the final document as well as a map of contributing and non-contributing properties.

Ms. Painter requested that the Board review the document for typos, any areas of personal knowledge, and any factual errors. She said that there are multiple sections of the document and questioned the advisability of just giving portions of the document to each member for individual review. The Board quickly understood her concern and agreed that each member will review the entire document.

After discussion of the timetable and the document, staff was requested to provide hard copies to all members for their review. Board members will review the document and forward all edits to staff by February 10th, to be forwarded to Ms. Painter by February 15th. That will give her time to implement the edits and forward the document to SHPO by their March 1 deadline.

B. **2020 Work Plan:** The packet included the updated work plan which incorporated the changes as directed by the Board at the previous meeting, including the task of making the preservation grant application available in Spanish. **Fischer/Brent to adopt the 2020 Work Plan. Motion carried unanimously.**

C. **January - June 2020 Editorial Calendar:** Trostle went over the current events and needs and the Board agreed that our primary focus for the next few months should continue to be the Photo Contest.

D. **Updated Bylaws:** Pohl said he had reviewed the draft Bylaws and they were in line with the City Council's directive. The Board specifically looked at the Purpose Statement and Powers and Duties. Fischer asked if it should just refer to historic districts but the Board agreed that the city as a whole was within our realm because there were many historically-significant properties outside of the districts and there might be future districts as well. **Fischer/Brent to adopt the bylaws. Motion carried unanimously.**

Trostle raised a concern she had that was related to the bylaws: the Board is currently storing all photos and related documents in her personal drop box, for which she is

paying \$20 monthly. She noted she had her own personal photos in it as well. The question is what would happen to the contents if she left the Board. It was noted that a previous Board member had many relevant photos in his personal collection and the Board had been unable to obtain them after many attempts. To continue to lose irreplaceable photos in the future would be unfortunate. Pohl noted that this topic (public records in private hands) had come up before in the City, with no resolution. He said he would discuss this with staff to craft a solution to this problem.

- E. **2020 Meeting Schedule:** The suggested schedule was the fourth Tuesday of the month except for the December meeting being moved to the third Tuesday to avoid the holiday. Brent noted that many school holidays conflicted with that schedule and other Board members agreed; several noted that they also planned time off during other months as well. It was agreed that no matter when the meetings were scheduled there would always be conflicts with vacations and other events. The question about a conflict with Thanksgiving in November was discussed, and it was suggested that the November meeting also be moved to the third Tuesday. **Brent/Fischer to meet on the fourth Tuesday of the month in January through October, and the third Tuesday of the month in November and December. Motion carried unanimously.**
- F. **Officer Elections:** Pohl said he had spoken with Tsur about the chair position, and that she said if someone else were elected she would fully support them. If not, she would be willing to remain Chair for one more term. Brent said she was not interested in being chair at this time, and Fischer said he needed more time on the Board before he could consider taking on that responsibility. It was noted that Youngs' current time constraints prevented him from the position. Cushing said that he preferred to continue as secretary. Trostle said that with her work she was unable to take chair position at this time, but she would accept the vice-chair position. **Cushing/Fischer to elect Tsur as Chair, Trostle as Vice-Chair, and Cushing as Secretary. Motion carried unanimously.**
- G. **Alternative Funding Sources:** Fischer said that he and Youngs had not had time to pursue this any further, but they hoped to do so before the next meeting. Pohl noted that the Main Street program and the urban renewal district were continuing and that grant money might become available through those programs.
- H. **Photo Contest:** Brent said that she and Cushing had promoted the contest at the Chamber of Commerce meeting and she had received one sponsor already from that effort. She had also communicated with the administrative assistant at the chamber to have it included in the chamber Friday Flash. She said that she, Cushing and Melody Haveluck met briefly before the meeting and that Ms. Haveluck had volunteered to spearhead the pursuit of sponsors for the contest. A suggestion arose that a prize of a guided tour of the A. T. Smith house might be great also; Gary Eddings said he would talk to the FHFG to try and arrange it. Brent will contact Whalen Garfias to see if her husband could provide a Spanish language version of the contest rules.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of December 17, 2019 were approved as submitted.**
- B. FHFG Report. Gary Eddings reported that although their social media program was gaining tremendous support, there was no progress being made on a printed newsletter. He passed out copies of their new *Historic Preservation Resource Guide*. He said that their board was discussing what homes might be eligible to receive a plaque, the question being whether only homes in historic districts were qualified or whether any historically-significant home should also be eligible.
- C. Staff Update. Pohl reported that a study of downtown parking was being undertaken. He also noted that the Library/Police Station block was currently under two different zones

and was being evaluated to make the entire block Town Center Transition. He further described recent building projects around town.

- D. Other: Brent and Cushing discussed the Chamber of Commerce presentation they attended concerning the Cornelius business "Pop Up" Program. Ms. Haveluck said that they had a grant for a full-time person to promote this concept and it was planned for June and July at 12th and Adair with business vendors and entertainment planned for each day. This would help to promote Cornelius as a good place to do business. Pohl said that Forest Grove had discussed this too but a likely location has not been found or any action taken on it.

- 5. **Adjournment:** The January 28, 2020 meeting adjourned at 7:55 p.m.

These minutes respectively submitted by George Cushing, Secretary