

To: Historic Landmarks Board
From: James Reitz (AICP) Senior Planner
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Re: November 28 Agenda
Date: November 20, 2017



Memorandum

ACTION ITEMS -

- A. **Original Town Resurvey** – The HPNW team will be present to report on their progress.
- B. **Media Outreach and Editorial Calendar** – In addition to the current projects, it is time to start thinking about the 2018 calendar.

INFORMATION ITEMS -

Preservation Grants: For FY 2017-18, the City Council awarded the Board **\$7,675**. Of that, **\$6,425** has been awarded, leaving **\$1,250** available. No new applications have been filed.

<u>Building</u>	<u>Address</u>	<u>Grant \$</u>	<u>Project</u>	<u>Status</u>	<u>Notes</u>
"Morrison" House	1827 Douglas St	\$ 675	Painting	Completed	CEP 17-18
"Renzema" House	1903 22 nd Avenue	\$ 450	Chimney	Approved	CEP 17-18
Rasmussen House	1653 Birch Street	\$1,000	Soffit Repair	Completed	CEP 17-18
Burlingham House	1306 Birch Street	\$1,000	Structural	Approved	CEP 17-18
Shultz House	2204 15 th Avenue	\$1,000	Painting	Completed	CEP 17-18
"Monroy" House	2213 15 th Avenue	\$1,000	Painting	Completed	CEP 17-18
Chandler House	1839 Ash Street	\$1,000	Re-Roof	Approved	CEP 17-18
Moore House	2103 15 th Avenue	\$ 300	Porch Repair	Approved	CEP 17-18

Historic Cemetery Nominations: As a follow-up to a suggestion at the last meeting to document the local cemeteries, enclosed are SHPO's Historic Cemetery Survey Form and a list of the official historic cemeteries in Washington County.

2018 Work Plan: Enclosed is the 2018 Implementation Page from the Strategic Plan. From this the Board can begin to discuss its tasks for the next year. This item will be on the December agenda.

Expiring Terms: The terms of Jennifer, George and Holly all expire this December. The City Council has invited members whose terms are expiring to seek reappointment during open recruitment.

December Meeting: The next meeting will be on December 19th, not the 26th.

2017 – 2018 CALENDAR - UPCOMING AGENDA ITEMS

December 19, 2017

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Annual website review
- 2018 work plan
- 2018 Editorial Calendar
- Resurvey Open House (date TBD)

January 23, 2018 (fourth Tuesday)

- Review and adopt 2018 work plan
- Review and adopt 2018 Editorial Calendar
- Annual elections

February 27, 2018

- Appoint subcommittee to prepare CEP application
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing

March 27, 2018

- Review and finalize CEP grant application (due March 30th)
- Select Stewart Award recipient
- Preservation Month planning

April 24, 2018

- Preservation Month planning (continued)

May 22, 2018 (fourth Tuesday)

- Historic Month Proclamation (May 14 CC meeting)
- Honor Stewart Award recipient (May 14 CC meeting)

June 26, 2018

- Preservation Grant reviews
- Restore Oregon nominations
- National Night Out planning

July 24, 2018 (fourth Tuesday)

- Preservation Grant reviews
- National Night Out planning

August 21, 2018

- Public Safety Open House planning (October 13)

September 25, 2018

- Public Safety Open House planning (October 13)

October 23, 2018 (fourth Tuesday)

- No items scheduled at this time

November 27, 2018

- No items scheduled at this time

December 18, 2018 (third Tuesday)

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Annual website review
- 2019 work plan
- 2019 Editorial Calendar

Tying the Implementation Plan Back to the Goals

The following table summarizes the activities for the next ten years, tying each activity to the need addressed, the relevant goal(s), and the most likely funding source(s) for the activity:

Year	Activity	Need Addressed	Goal	Funding
2017				
	Prepare for re-survey of the Original Town Plat	22-year-long desire of HLB to create a downtown historic district	Protect	CLG Grant
	Begin outreach to downtown property owners & merchants	22-year-long desire of HLB to create a downtown historic district	Engage / Encourage	City
	Investigate additional funding opportunities	More funding beyond CLG and City is needed to further goals through activities	Encourage	None
	Update Historic Preservation Renovation Grant program	Focus group identified potential improvements to program and form	Encourage / Refine	City
	Develop a consistent outreach outlet	Need evident from questionnaire and focus group	Engage / Refine	None
	Strengthen ties with FHFG	Encourage collaboration is a goal and HLB identified FHFG as most beneficial	Engage	None
	HLB training, officer cross-training, conference attendance	Requirement to maintain CLG status	Refine	City
	Preservation Month activities	Promote and celebrate historic preservation is an HLB goal	Engage	City
2018				
	Re-survey Original Town Plat	22-year-long desire of HLB to create a downtown historic district	Protect	CLG Grant
	Work with City to join Main Street Program	Questionnaire results showed desire for Main Street	Protect / Encourage	City
	Questionnaire and focus group about downtown district	22-year-long desire of HLB to create a downtown historic district	Engage	City
	Fill HLB Student Advisory Position	Focus group suggestion	Engage / Refine	None
	Website review, officer cross-training, conference attendance	Requirement to maintain CLG status	Refine	City / CLG Program
	Preservation Month activities	Promote and celebrate historic preservation is an HLB goal	Engage	City

**OREGON COMMISSION ON HISTORIC CEMETERIES
HISTORIC CEMETERY SURVEY FORM**

Name on Cemetery Sign, if any:		Legal Name, if different:			
Other Known Names:				Primary County:	
Physical Address, if any:			Nearest City/Town/Community:		Zip Code:
Directions from Nearest Community: (Indicate county road numbers, key landmarks, signage, distance from nearest road, etc.)					
Township:	Range:	Section:	¼ Section:	Tax Lot #:	
Zoning Designation:			National Register Listed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Public Accessibility (select only one): <input type="checkbox"/> By permission only <input type="checkbox"/> Unrestricted Access <input type="checkbox"/> Inaccessible			Accessible by (select the primary access method): <input type="checkbox"/> Foot <input type="checkbox"/> Car <input type="checkbox"/> Not Accessible <input type="checkbox"/> Other:		
Year Cemetery Officially Established }	Currently perform burials? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Earliest Known Burial Date:		Latest Known Burial Date
Has the Cemetery ever been relocated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Date:			Approximate Size of Cemetery:		Number of Acres:
General Condition of Cemetery of Gravesite: <input type="checkbox"/> Well Maintained <input type="checkbox"/> Marginally Maintained <input type="checkbox"/> Not Maintained <input type="checkbox"/> Overgrown, easily identifiable <input type="checkbox"/> Overgrown, not identifiable <input type="checkbox"/> Not identifiable as a burial site, but known to exist through traditional or other means (explain)					

Regarding Gravestones and Markers:					
Approximate number of gravestones or markers:			Are markers and stones in their original locations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Give approximate number of gravestones and/or markers in each category.					
Inscriptions Readable: _____		Inscriptions Unreadable: _____		Intact and Standing: _____	
Broken but Standing: _____		Fragments on Ground: _____		Damaged Surfaces: _____	
Any signs of Vandalism or Intentional Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			Have repairs been attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, when?		
Repair Methods Used: <input type="checkbox"/> Adhesives <input type="checkbox"/> Metal Supports <input type="checkbox"/> Coatings <input type="checkbox"/> Iron Pins/Bolts <input type="checkbox"/> Other <input type="checkbox"/> Unknown					

Design Character of Cemetery: (cont.)					
Materials of which markers are made: <input type="checkbox"/> Stone <input type="checkbox"/> Marble <input type="checkbox"/> Slate <input type="checkbox"/> Granite <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Other (list)					
Decorative Carvings and Sculptural Forms Found on Markers: <input type="checkbox"/> Angels <input type="checkbox"/> Lambs <input type="checkbox"/> Religious Symbols <input type="checkbox"/> Draperies <input type="checkbox"/> Urns <input type="checkbox"/> Plant and Flower Symbols <input type="checkbox"/> Architectural Forms <input type="checkbox"/> Other (list)					

**OREGON COMMISSION ON HISTORIC CEMETERIES
HISTORIC CEMETERY SURVEY FORM**

Structures: Describe architectural features such as crypts or mausoleums, any distinctive elements such as ornamental fences, paved walkways, brickwork, decorative ironwork, sculptures, fountains, roads, boundary fences, buildings or signage.

Terrain: Level Hilly - Moderate Steep Other (describe)

Bounded by: Fence Wall Hedge Other (describe)

Landscaping: Describe any traditional landscaping, historic plants and shrubbery, exceptional trees, etc., the cemetery contains.

Does the cemetery provide habitat for native birds and other wildlife? Describe any native plants and the types of birds and other wildlife present.

OREGON COMMISSION ON HISTORIC CEMETERIES HISTORIC CEMETERY SURVEY FORM

History of Cemetery: (Attach additional pages, if desired)
List any important individuals in state or local history buried there:
Describe any significant ethnic or religious sections within the cemetery site:
Was this cemetery associated with specific groups such as I.O.O.F., Masonic Lodge, etc.?
Describe any unusual features or historic incidents of interest:
What is the most urgent need for care of this cemetery, if any?

Cemetery Contact Information:	
Cemetery Ownership Type: (select only one) <input type="checkbox"/> Association <input type="checkbox"/> Municipal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Private <input type="checkbox"/> Family (list below) <input type="checkbox"/> Church (list below) <input type="checkbox"/> Lodge or Fraternal Order <input type="checkbox"/> Other (list below)	Is the cemetery a trust or non-profit? <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit
Contact Person or Organization for Cemetery, if any:	This Contact is: <input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Contact for access permission
Address of Contact:	Phone Numbers: Personal: Business: Cell: Fax:
Additional Contact Information:	Email Address:
Name, Address and Phone Number of Person Completing this Form:	Date Completed:

Historic Cemeteries in Oregon

Historic Name	Nearest City	Other Names
John Cogswell	Wrentham	Coggsmill; Coggswell; Cogswell Graves; Cogswell, John
Washington County		
Union Point Cemetery	Banks	
Cherry Grove Cemetery	Cherry Grove	Cherry Grove Baptist
Fern Hill Cemetery	Cornelius	
Gales Creek Cemetery	Gales Creek	
Hill Cemetery	Gaston	
Hillsboro Pioneer Cemetery	Hillsboro	Hillsboro Masonic Cemetery; Hillsboro IOOF Cemetery
Washintgon County TLID IN22 1000 2700	Hillsboro	Methodist Meeting House
Raffety Cemetery	Mountaindale	
Arcade Cemetery	North Plains	Pumpkiin Ridge Cemetery, Miller Cemetery
BurgDorfer Graves	North Plains	BurgDorfer Graves
Harrison Cemetery	North Plains	Harrison Cemetery Assn. Inc.,
Jackson Cemetery	North Plains	Jackson Family Cemetery
Mountain View Cemetery	North Plains	The Mountain View Cemetery Assoc.
Patton Cemetery	Raleigh Hills	
Maple Lane Cemetery	Sherwood	Bluetown Cemetery, Lutheran Cemetery
Middleton Pioneer Cemetery	Sherwood	
Crescent Grove Cemetery & Mausoleum	Tigard	Ames Chapel
St. Anthony Catholic	Tigard	St. Anthony Catholic Cemetery; St. Anthony Cemetery; Tigard Catholic; St. Anthony's;
Tigard Evangelical Cemetery	Tigard	Emanuel; Emanuel Evangelical United Bretheren; Evangle; Little Bull Mountain; The Pioneer Sunset; Tigard Evangelical United Bretheren; Tigardville; United Methodist; Sunset Pioneer Cemetery
Winona Cemetery	Tualatin	
Meridian Cemetery [New]	Wilsonville	