

To: Historic Landmarks Board
From: James Reitz (AICP) Senior Planner
jreitz@forestgrove-or.gov (503) 992-3233
Re: December 19 Agenda
Date: December 12, 2017



Memorandum

ACTION ITEMS -

- A. **Annual Report** – Holly will present the draft annual report.
- B. **2018 Work Plan:** Enclosed is the 2018 Implementation Page from the Strategic Plan. From this the Board can discuss its tasks for the next year. The work plan will be on the January agenda for adoption.
- C. **Media Outreach and Editorial Calendar** – Kelsey will present the draft calendar for 2018. This too will be on the January agenda for adoption.

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

Original Town Resurvey – The HPNW team have revised their schedule as follows: they will use their field data to update the 1993 survey and turn over the resurvey data to us around January 15th, giving us two weeks to edit. They will then incorporate the edits and return a final survey around February 7th. During this period they will also be editing and expanding the context statement. That would be submitted for our edits around February 1st, giving us three weeks to edit. The draft with edits would be returned around March 1st for the final edit, with the final context statement done by the end of March. Meanwhile, they will be creating a preliminary historic district boundary, which will be submitted for review around February 21st, giving us two weeks to edit. Those edits would be incorporated and a final preliminary historic district boundary returned in mid-March.

The Boards and Commission Recognition Dinner has been set for January 18, 2018 at the Senior Center from 5:30 to 8:00 pm.

Vacancies – Jennifer, George and Holly have all applied for reappointment. One additional vacancy remains.

January 23 Agenda – Note that the meeting will be the fourth Tuesday, not the last Tuesday.

Election of Officers will be on the January agenda. Current officers are Tsur (chair), and Cushing (secretary). The vice-chair position is vacant due to Toews' resignation.

Knowledge Pub – The next event will be January 24th beginning at 7:30 pm in the Forest Theater. The topic will be *After the Quake: Water for Your Family & Our Community*.

Legal Training - Two sessions have been *tentatively* scheduled for April 9 and April 23, 5:30-7:00 pm. Please pencil in one of those dates on your calendar. Training will focus on 1) the role of appointed officials, 2) conflicts of interest and ethics, 3) campaigning and 4) miscellaneous.

2018-19 CALENDAR - UPCOMING AGENDA ITEMS

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

January 22, 2019 (fourth Tuesday)

- Review and adopt 2019 work plan
- Review and adopt 2019 Editorial Calendar
- Annual elections

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