

To: Historic Landmarks Board

From: James Reitz (AICP) Senior Planner
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Re: April 24 Agenda

Date: April 17, 2018



Memorandum

ACTION ITEMS -

- A. Preservation Month (Stewart Award and Photo Contest).
- B. Media Outreach and Editorial Calendar: Kelsey will provide an update.

INFORMATION ITEMS -

Original Town Resurvey –

Context Statement: The draft context statement was submitted February 23rd and our edits were submitted by March 9th. HPNW incorporated the edits; final edits were submitted by March 23.

District Boundary: A potential downtown district boundary was prepared by March 2nd and our edits were submitted by March 16th. HPNW attended the March 27 meeting to review both the context statement and draft downtown boundary.

Survey: The resurvey data will be submitted by June 15. *We'll have two weeks to edit (by June 29).* HPNW will incorporate the edits and return a final survey by July 13.

HPNW reports that they are currently immersed in data entry.

May 12 SOLV Cemetery Clean-Up - Larissa will provide an update.

Preservation Grants: For FY 2017-18, the City Council awarded the Board **\$7,675**. Because the Renzema house project came in under budget, there is now **\$450** still 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 Street	\$ 675	Painting	Completed	CEP 17-18
"Renzema" House	1903 22 nd Avenue	\$ 250	Chimney	Completed	CEP 17-18
Rasmussen House	1653 Birch Street	\$1,000	Soffit Repair	Completed	CEP 17-18
Burlingham House	1306 Birch Street	\$1,000	Structural	Completed	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	Completed	CEP 17-18
Moore House	2103 15 th Avenue	\$ 300	Porch Repair	Completed	CEP 17-18
Todd House	1638 Main Street	\$1,000	Seismic	Completed	CEP 17-18

2018-19 CALENDAR - UPCOMING AGENDA ITEMS

May 22, 2018 (fourth Tuesday)

- Site Review Application
- Historic Month Proclamation and Honor Stewart Award recipient (May 14 CC meeting)
- Review July-December 2018 Editorial Calendar

June 26, 2018

- Preservation Grant reviews
- Restore Oregon nominations
- National Night Out planning (August 7)
- Adopt July-December 2018 Editorial Calendar

July 24, 2018 (fourth Tuesday)

- Preservation Grant reviews
- National Night Out planning (August 7)

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
- Prepare January-June 2019 Editorial Calendar

January 22, 2019 (fourth Tuesday)

- Review and adopt 2019 work plan
- SHPO Grant Application
- Review and adopt January-June 2019 Editorial Calendar
- Annual elections

February 26, 2019

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

March 26, 2019

- Review and finalize CEP grant application
- Select Stewart Award recipient
- Preservation Month event planning

April 23, 2019 (fourth Tuesday)

- Preservation Month event planning (continued)

May 28, 2019

- Historic Month Proclamation (May 13 CC meeting)
- Honor Stewart Award recipient (May 13 CC meeting)
- Review July-December 2019 Editorial Calendar

DRAFT

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
March 27, 2018 -- 7:15 P.M. Page 1 of 2

Members Present: Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur, Bill Youngs
Members Excused: Jennifer Brent, George Cushing
Members Absent: Roman Ozeruga
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 04 (including Bernadette Niederer, Dave Pinyerd, and Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 7:15 p.m. and welcomed new Board member William Youngs.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **HPNW Report** – Niederer and Pinyerd presented and discussed their rationale for the downtown historic district boundaries they're proposing. The criteria include those buildings erected before 1940, building integrity, and logical physical boundaries. Within their proposed boundary, greater than 90% of the buildings would be considered contributing to the district, which is a higher than average number. It is necessary to make boundaries that both make sense for the City and that can be defended when the nomination is submitted to the State Advisory Committee on Historic Preservation (SACHP), the group that must approve a nomination before it is forwarded to the National Park Service. Discussion was held about whether to extend the boundary east along Pacific Avenue to Ash Street and west to "A" Street; it was decided to include both areas for now. One of the next steps will include getting owner buy-in for proceeding with a nomination (greater than 50% is needed; more is encouraged). Specific design standards and guidelines will also need to be developed for a downtown commercial district, although that might have to follow the nomination process. Youngs, with his experience in historic restoration, expressed interest in engaging historic building owners to help them better understand the benefits of a historic district. He noted that standards must be flexible enough to allow for economic development while also maintaining the intended purpose of the design standards. HPNW will continue with their work, including documentation as to how and why each structure is contributing to the district.

B. **CEP Application** – Tsur reviewed the proposed grant application with the Board. The request is proposed to be \$10,000 this year, up from the current award of \$7,675. The rationale for requesting more is that funds were awarded much earlier this year than in prior years, suggesting that there is a growing demand. No changes to the application were suggested by the Board. Tsur will make the presentation at the April 19th CEP committee meeting; Board members are encouraged to attend.

C. **Preservation Month Planning**

i. **Potential Stewart Award Recipient** – The Board reviewed past preservation grant applicants and considered the effort and financial investment of each. The owners of Oscar Brown House #1 were nominated given their several restoration projects and the loving care shown their home. Tsur requested that Trostle do the write-up; Youngs and Whalen Garfias volunteered to assist.

ii. **Photo Contest** – The Board reviewed posters, a press release, the contest rules and contest release form submitted for review by Whalen Garfias. Tsur requested that staff have the release form reviewed by the city attorney; Reitz will follow-up. The City will host a webpage with the contest rules and release form, and will also post the contest on Facebook. The contest will run April 2-23 with preliminary judging planned for the April 24 HLB meeting. Community judges include Jim Flory of Pacific University and Carol Berget with the Forest Grove

Camera Club. Richard Kidd was recommended as a third judge; Whalen Garfias will reach out to him. She will also reach out to the *News Times* to see if they would like to participate.

- D. **Media Outreach and Editorial Calendar** – Trostle will do an article on the Stewart Awardees, and Whalen Garfias will write about the Historic Photo Contest. Tsur reminded everyone that their bios all need updating and should be provided to her for editing; she will then forward them to Trostle for uploading to the website and for submittal to the FHFG for publication in their newsletter.
- E. **Mock Hearing Debrief** – There were some mistakes noted in the process; both the Board and staff would like additional practice. Consideration should be given to recording the next practice session as a learning tool.

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

- Approval of HLB Meeting Minutes. **The meeting minutes of February 27, 2018 were approved as submitted.**
- Council Liaison Report: Johnston covered a wide range of topics, including the increased collaboration planned between non-profits and the City's boards and commissions; that he is now co-chair of a board to increase interagency cooperation within Oregon; that the City has purchased two downtown lots that might be used for future police and fire department facilities; that the geriatric psychiatric unit at Tuality Hospital has closed, and that there are plans in the works to convert the emergency room to an urgent care. The Board commented about the decline of medical/emergency services in the city.
- FHFG Report: Haveluck said their 2018 Calendar of Events will include a scavenger hunt, pioneer day at the Smith house, the annual meeting, a yard sale (in lieu of the usual garden tour), a summer picnic, the home tour, and a holiday social. She commented that Facebook has been a great tool in reaching the public. She said that the FHFG would like to help the Board promoting the photo contest. She closed by noting that they also plan to apply for a CEP grant for a project at the Smith house.
- Staff Update: Reitz reminded everyone of the upcoming B&C legal training sessions. All are strongly encouraged to attend.
- April 24 Agenda. Preservation Month planning will continue; and judging the Historic Photo Contest entries.
- Cemetery Clean Up, May 12 with SOLVE. Whalen Garfias scouted Forest View Cemetery and then contacted SOLVE. As clean-up will mainly focus on trash pickup and removal of invasive plants, it is unclear how this would specifically benefit Forest View Cemetery. Whalen Garfias did register the HLB as a volunteer organization with SOLVE. She is awaiting contact from SOLVE regarding possible participation in the May 12 event.

5. **Adjournment:** The March 27, 2018 meeting adjourned at 9:45 p.m.

These minutes respectively submitted by Larissa Whalen Garfias, Secretary Pro Tem