

To: Historic Landmarks Board
From: James Reitz (AICP) Senior Planner
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Re: December 18 Agenda
Date: December 11, 2018

Memorandum

ACTION ITEMS -

- A. **Grant Request** – Because the applicant was not in attendance, this item was continued from last month. We are scheduled to call the applicant between 7:15 and 7:30 pm. Please bring your application materials from the last meeting.
- B. **Prepare annual report and presentation** – The reception has been scheduled for Thursday, January 17, 2019. As it will be before your next meeting, this will be your one opportunity to review the materials as a group.
- C. **Discuss 2019 work plan** – Attached is a copy of the Implementation Plan from the 2017-2026 Preservation Plan. The Board should discuss whether these are still the projects you wish to pursue, and whether there are other tasks you wish to take on. Adoption of the work plan will be on the January agenda.
- D. **Prepare January-June 2019 Editorial Calendar** – Please come prepared with suggested topics. The calendar is on the January agenda for adoption.

INFORMATION ITEMS -

Preservation Grants: For FY 2018-19, the City Council awarded the Board **\$7,975**. Projects awarded to date are listed below. One new request has been filed. There remains **\$1,181** available.

Address	Grant Award \$	Status
1619 Maple Street	1,000	Completed
2318 15 th Avenue	1,000	Completed
1419 Cedar Street	794	Completed
2303 15 th Avenue	1,000	Completed
2003 21 st Avenue	1,000	Completed
2038 17 th Avenue	1,000	Completed
1824 23 rd Avenue	1,000	Approved
<u>2324 15th Avenue</u>	<u>1,000</u>	<u>Requested</u>
TOTAL	7,794	

Funding Opportunities: Holly and Kelsey will report on progress to date.

Downtown District: Staff is preparing a report for the January 14 City Council meeting. This report will summarize the district proposal, your outreach efforts to date and their results, and will include a request to approve a resolution in support of the SHPO grant application. That application is for a grant to hire a consultant to prepare the downtown district nomination. Assuming the resolution is adopted, the SHPO grant request would be filed by the end of February. If the grant is awarded, a consultant could be under contract as early as April.

January Agenda: Adopt 2019 work plan, adopt January-June 2019 Editorial Calendar, photo contest planning, annual officer elections.

2019 CALENDAR - UPCOMING AGENDA ITEMS

January 22, 2019 (fourth Tuesday)

- Review and adopt 2019 work plan
- Review and adopt January-June 2019 Editorial Calendar
- Photo contest planning
- Annual officer elections

February 26, 2019

- Begin CEP application preparation
- Mock Design Review Hearing
- Photo contest planning

March 26, 2019

- Review and finalize CEP grant application
- Discuss Select Stewart Award recipient
- Preservation Month / photo contest planning

April 23, 2019 (fourth Tuesday)

- Select Stewart Award recipient
- Preservation Month / photo contest planning (continued)

May 28, 2019

- Historic Month Proclamation (May 13 CC meeting)
- Honor Stewart Award recipient (May 13 CC meeting)
- Honor photo contest winners (May 13 CC meeting)
- Review July-December 2019 Editorial Calendar
- Preservation Grant Application/Distribution Policy Review

June 25, 2019

- National Night Out planning (August 6)
- Adopt July-December 2019 Editorial Calendar

July 23, 2019 (fourth Tuesday)

- National Night Out planning (August 6)
- Chalk Art Festival (September 14)

August 21, 2019

- Chalk Art Festival (September 14)
- Public Safety Open House planning (October 12)

September 24, 2019

- Public Safety Open House planning (October 12)

October 22, 2019 (fourth Tuesday)

- No items scheduled

November 26, 2019

- No items scheduled

December 17, 2019 (third Tuesday)

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Discuss 2020 work plan
- Prepare January-June 2020 Editorial Calendar

Implementation Plan

The Implementation Plan takes the various activities planned to achieve HLB goals and applies them to a calendar. To determine which projects and tasks were important to the community, a questionnaire was distributed in 2015 (see Appendix B). The questionnaire responses were analyzed (see Appendix C), and then a focus group was held in 2016. Using these two inputs, along with the knowledge of the HLB, city staff, and Historic Preservation Northwest, an Implementation Plan for the activities was created. In the table below, each year is divided into three columns corresponding to large-scale projects, smaller-scale projects, and ongoing activities. Events and suggestions listed should be adjusted based on immediate needs or available resources.

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2017		
<ul style="list-style-type: none"> <input type="checkbox"/> Apply for CLG Grant for a resurvey of the Original Town Plat. <input type="checkbox"/> Review last survey of Original Town Plat. <input type="checkbox"/> Review boundaries and adjust if needed. <input type="checkbox"/> Write the Request for Proposals (RFP). <input type="checkbox"/> Interview and select consultants to perform the historic resource survey. <input type="checkbox"/> Begin outreach to downtown property owners and merchants (survey notification). 	<ul style="list-style-type: none"> <input type="checkbox"/> Investigate additional funding opportunities. <input type="checkbox"/> Revise the Historic Preservation Renovation Grant form. <input type="checkbox"/> Develop an exit survey for people going through design review or applying for a Historic Preservation Renovation Grant. <input type="checkbox"/> Develop a consistent outreach outlet, be it newsletter, column in FHFG newsletter or blog. <input type="checkbox"/> Explore reciprocal advisor/liaison position with FHFG Board. 	<ul style="list-style-type: none"> <input type="checkbox"/> Legal training with City Attorney (alternating years henceforth). <input type="checkbox"/> HLB training with mock design review (alternating years henceforth). <input type="checkbox"/> Board cross-training to learn officer roles. <input type="checkbox"/> Preservation Month (suggestion: Historic Theater Workshop with Restore Oregon). <input type="checkbox"/> Send an HLB member to a conference (suggestion: Oregon CLG Meeting).

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2018		
<ul style="list-style-type: none"> <input type="checkbox"/> Perform historic resource survey. <input type="checkbox"/> Review and complete historic resource survey. <input type="checkbox"/> Investigate participation in Main Street program in conjunction with Chamber of Commerce, City Club, Planning Commission and City Council. 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a questionnaire focused on a potential downtown historic district. <input type="checkbox"/> Hold a focus group based on questionnaire results. <input type="checkbox"/> Fill HLB Student Advisory Position from Pacific University or High School. 	<ul style="list-style-type: none"> <input type="checkbox"/> Page-by-page review of website for updates (alternating years henceforth). <input type="checkbox"/> Board cross-training to learn officer roles. <input type="checkbox"/> Preservation Month (suggestion: A.T. Smith House/Preserving the Pioneer Era). <input type="checkbox"/> Send an HLB member to a conference (suggestion: Oregon Main Street Conference).
2019		
<ul style="list-style-type: none"> <input type="checkbox"/> Apply for CLG Grant for a downtown historic district nomination. <input type="checkbox"/> Set physical and temporal boundaries. <input type="checkbox"/> Select consultants to write the nomination. <input type="checkbox"/> Write the RFP. <input type="checkbox"/> Interview and select consultants. <input type="checkbox"/> Research downtown historic district design guidelines. 	<ul style="list-style-type: none"> <input type="checkbox"/> Write downtown walking tour brochure. <input type="checkbox"/> Presentation about downtown buildings based on historic resource survey results. <input type="checkbox"/> Researching historic buildings workshop. 	<ul style="list-style-type: none"> <input type="checkbox"/> Legal training with City Attorney. <input type="checkbox"/> HLB training with mock design review. <input type="checkbox"/> Board cross-training to learn officer roles. <input type="checkbox"/> Preservation Month (suggestion: Main Street theme with Restore Oregon). <input type="checkbox"/> Send an HLB member to a conference (suggestion: Oregon Heritage Conference).
2020		
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and submit the downtown historic district nomination. <input type="checkbox"/> Develop and adopt downtown historic district design guidelines. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and update older historic district brochures. 	<ul style="list-style-type: none"> <input type="checkbox"/> Page-by-page review of website for updates. <input type="checkbox"/> Board cross-training to learn officer roles. <input type="checkbox"/> Preservation Month (suggestion: Donovan Rypkema presentation). <input type="checkbox"/> Send an HLB member to a conference (suggestion: National Alliance of Preservation Commissions Conference).

