

To: Historic Landmarks Board
From: James Reitz (AICP) Senior Planner
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Re: January 22 Agenda
Date: January 15, 2018



Memorandum

ACTION ITEMS -

- A. **Adopt 2019 Work Plan** – Attached is a revised copy of the Implementation Plan from the 2017-2026 Preservation Plan, based on your discussion last month. A motion will be necessary to adopt the work plan.
- B. **Adopt January-June 2019 Editorial Calendar** – Deadlines and authorships need to be confirmed. A motion will be necessary to adopt the editorial calendar.
- C. **Officer Elections** – Current officers are Tsur (chair), Brent (vice-chair), and Cushing (secretary). As the Council has not yet made any formal decisions on the operations of the various boards and commissions, all positions need to be filled.
- D. **Meeting Start Time** – Now that the Board is back up to full-strength, it would be appropriate to consider whether to continue with the current 7:15 pm start time. Of the other boards and commissions that meet in the evening, the start times are 5:00 (Arts), 5:15 (Forestry), 5:30 (Citizen Involvement), 6:00 (Sustainability); 6:30 (Library) and 7:00 (Planning Commission and City Council).

INFORMATION ITEMS -

Preservation Grants: For FY 2018-19, the City Council awarded the Board **\$7,975**. Projects awarded to date are listed below. No new requests have been filed. There remains **\$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	Completed
<u>2324 15th Avenue</u>	<u>1,000</u>	<u>Completed</u>
TOTAL	7,794	

The Fredricks House grant (2324 15th Avenue) needs to be signed off; I'll bring the file.

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

Downtown District: At the January 14 City Council meeting, the Council adopted 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. The SHPO grant request will be filed by the end of February. If the grant is awarded, a consultant could be under contract as early as April.

February Agenda: CEP grant preparation, photo contest planning, mock design review (assuming staff has time to prepare the report).

2019-20 CALENDAR - UPCOMING AGENDA ITEMS

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 planning (September 14)

August 21, 2019

- Chalk Art Festival planning (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

January 28, 2020

- Review and adopt 2020 work plan
- Review and adopt January-June 2020 Editorial Calendar
- Photo contest planning
- Annual officer elections

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"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Researching historic buildings workshop (joint project with FHFG). 	<ul style="list-style-type: none"> <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). <input type="checkbox"/> Board funding research.
2020		
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and submit the downtown historic district nomination. <input type="checkbox"/> Research, develop and adopt downtown historic district design guidelines. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and update older historic district brochures. <input type="checkbox"/> Write downtown brochure. <input type="checkbox"/> Presentation about downtown district based on nomination document. 	<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).