

To: Historic Landmarks Board

From: James Reitz (AICP) Senior Planner
jreitz@forestgrove-or.gov (503) 992-3233

Re: January 28 Agenda

Date: December 27, 2019

Memorandum

NOTE: If anyone can't make the meeting, please advise Cassi (cbergstrom@forestgrove-or.gov) as soon as possible. I will be out of the office until February 10th.

NOTE: The auditorium back door has been refitted with a new locking mechanism. Even when it is unlocked, it may require a bit of a yank to open.

ACTION ITEMS

- A. Downtown District Nomination: Ms. Painter will be attending this meeting to present her initial findings and review the next steps.
- B. 2020 Work Plan: Attached is the Implementation Plan from the 2017-2026 Preservation Plan. This has been revised based on your discussion at the last meeting. Please review and be prepared to adopt a plan for 2020; a motion to adopt will be required. Included for your reference is the plan for 2021-22; there is a lot potentially on your plate in 2021 but we can refine that later in 2020.
- C. January-June 2020 Editorial Calendar: Articles, authors and timelines should be established. No motion to adopt is required, but there should be a consensus.
- D. Updated Bylaws: The draft is attached. You'll recall that the City Council adopted a uniform bylaw template for use by all the boards and commissions. This draft is based on that template, and has already been approved by the City Recorder as consistent with the template. Please review, particularly the *Purpose Statement* and *Powers and Duties*. If there are no proposed edits, a motion to accept will be required. Following that vote, the Bylaws will be forwarded to the City Council for adoption by ordinance. If you do have proposed edits, those will need to be considered by the City Recorder before proceeding any further.
- E. 2020 Meeting Schedule: As noted in last month's memo, the proposed schedule will reflect past practice: meetings on the fourth Tuesday of the month *except* in December, when the meeting would be on the *third* Tuesday. A motion to adopt the schedule will be required. Once adopted it will be posted on the HLB webpage and general City calendar.
- F. Officer Elections: Starting in 2020, the Chair may not serve more than 48-consecutive months. A motion to elect officers will be required.
- G. Alternative Funding: Mark and Bill will report on their findings to date.
- H. Photo Contest: Progress report.

INFORMATION ITEMS

The Boards and Commissions Reception is scheduled for the evening of February 13th (not in January as in past years). Please include a place-holder on your calendar.

February 25 Agenda: Downtown district, alternative funding, editorial calendar, photo contest, CEP grant application, mock design review (staff prep time permitting).

Preservation Grants: For FY 19-20, six grants totaling \$5,000 have been approved. No more funds are available.

2020 CALENDAR - UPCOMING AGENDA ITEMS

January 28, 2020

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

February 25, 2020

- Begin CEP application preparation
- Mock Design Review Hearing (staff prep time permitting)
- Photo contest

March 24, 2020 (fourth Tuesday)

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

April 28, 2020

- Select Stewart Award recipient
- Preservation Month / photo contest
- Prepare annual report

May 11, 2020 City Council Meeting

- ❖ *Present Annual Report*
- ❖ *Preservation Month Proclamation*
- ❖ *Honor Stewart Award recipient and photo contest winners*
- ❖ *Annual Presentation*

May 26, 2020

- Review July-December 2020 Editorial Calendar

June 23, 2020 (fourth Tuesday)

- National Night Out planning (August 4)
- Adopt July-December 2020 Editorial Calendar

July 28, 2020

- National Night Out planning (August 4)
- Chalk Art Festival planning (September 12)

August 25, 2020

- Chalk Art Festival planning (September 12)
- Public Safety Open House planning (October 10)

September 22, 2020 (fourth Tuesday)

- Public Safety Open House planning (October 10)

October 27, 2020

- Photo contest

November 24, 2020

- Photo contest

December 15, 2020 (third Tuesday)

- Prepare 2021 work plan
- Prepare January-June 2021 Editorial Calendar
- Photo contest

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. 	<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. <input type="checkbox"/> Continue public outreach
2020		
<ul style="list-style-type: none"> <input type="checkbox"/> Submit the downtown historic district nomination. <input type="checkbox"/> Develop alternative funding sources. <input type="checkbox"/> Expand grant program information to better address minority populations in Forest Grove. 	<ul style="list-style-type: none"> <input type="checkbox"/> Page-by-page review of website for updates. 	<ul style="list-style-type: none"> <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).

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2021		
<ul style="list-style-type: none"> □ Research, develop and adopt downtown historic district design guidelines. □ Apply for CLG Grant for a post-WWII historic context statement and selective RLS. □ Identify general areas for selective RLS. □ Write the RFP. □ Interview and select consultants to write the context. □ Begin outreach to property owners in post-WWII neighborhoods (survey notification). 	<ul style="list-style-type: none"> □ Write downtown brochure. □ Research: International Existing Building Code, deconstruction ordinance, demolition by neglect ordinance, demolition denial ordinance. □ Develop proposal(s) to adopt the previous into City Code. □ Prepare for Forest Grove Sesquicentennial. □ Explore additional funding opportunities in conjunction with the Sesquicentennial (Travel Oregon). 	<ul style="list-style-type: none"> □ Legal training with City Attorney. □ HLB training with mock design review. □ Board cross-training to learn officer roles. □ Preservation Month (suggestion: Post-WWII Architecture, Modernism) □ Send an HLB member to a conference (suggestion: Oregon CLG Meeting).
2022		
<ul style="list-style-type: none"> □ Prepare and submit the post-WWII historic context and selective RLS. □ Forest Grove Sesquicentennial. 	<ul style="list-style-type: none"> □ Explore upgrading Main Street level to “Transforming Downtown,” or “Performing Main Street.” 	<ul style="list-style-type: none"> □ Page-by-page review of website for updates. □ Board cross-training to learn officer roles. □ Preservation Month (suggestion: Sesquicentennial/Church & University). □ Send an HLB member to a conference (suggestion: Oregon Main Street Conference).
2023		

ORDINANCE NO. 2020-?

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE III (ADMINISTRATION) §35.065 THROUGH §35.075
TITLED HISTORIC LANDMARKS BOARD**

WHEREAS, the Historic Landmarks Board (HLB) was established by Ordinance No.1980-15, which was adopted by the City Council on September 8, 1980, and codified to regulate designated historic resources; and

WHEREAS, Ordinance No. 1986-11, which was adopted by the City Council on October 27, 1986, repealed and replaced Ordinance No. 1980-15; and

WHEREAS, pursuant to Resolution No. 2019-20, the Council amended its Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, as set forth in §14.15, each B/C is required to adopt by Council Resolution new Bylaws or rules of procedures following a standard template provided by the City; and

WHEREAS, the HLB reviewed and combined its existing Bylaws to form to the new Bylaw template; and

WHEREAS, the Commission reviewed and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on January 28, 2020; and

WHEREAS, Exhibit A is prescribing HLB's duties and responsibilities as well as re-establishing its existing membership.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby amends Forest Grove Code of Ordinances Title III (Administration) §35.065 through §35.075, titled Historic Landmarks Board, as set forth in Exhibit A.

Section 2. Ordinance No. 1986-11 is hereby repealed in its entirety and portions of Ordinance No. 2009-04 thereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 10th day of February, 2020.

PASSED the second reading this 24th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-#
EXHIBIT A

*(New text is indicated by **underline/bold** and text being deleted is ~~struckthrough~~)*

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

~~Pursuant to the state's enabling legislation (O.R.S. Chapter 197) and in recognition of the public education, economical, environmental, and cultural value of the heritage and character of the city to the welfare of its citizens, the following sections create a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the city.~~

(A) The purpose of the Historic Landmarks Board (HLB) is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

§ 35.066 MEMBERSHIP.

~~The Historic Landmarks Board (HLB) shall be composed of seven members who shall be appointed by the City Council. All members shall have a demonstrated positive interest, competence or knowledge of historic preservation. At least five of the members shall be residents of the city, and nonresident members shall reside within a reasonable distance of the city. When making appointments to the Board, the Council should consider the applicant's qualifications in the fields of history, architecture, architectural history, and archaeology, as well as in the arts, culture, city planning, landscape architecture, business, real estate, law, government, engineering, or construction.~~

(A) Members of the HLB shall be composed of seven (7) members and one (1) student member who shall be appointed by City Council.

(B) Two members may reside outside of corporate limits of the city.

(C) All members shall have a demonstrated positive interest, competence or knowledge of historic preservation.

(D) Members are required to attend training courses as assigned and approved by City Council.

(E) An individual member may not act in official capacity.

(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.

(G) HLB members serve without compensation.

§ 35.067 TERMS OF OFFICE.

~~The term of each member of the HLB shall be four years with terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.~~

(A) HLB members shall be voting members and shall serve four (4) year terms.

(B) Student members shall be voting member and shall serve a two (2) year term. Student appointee must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.

(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.

(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.

(E) HLB members must apply during open recruitment and be interviewed by City Council after each term to continue service. HLB members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.

(F) Members may not serve on more than two (2) Boards or Commissions at the same time.

(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.

§ 35.068 OFFICERS.

At the first meeting in January of each year, the members shall elect a Chair, Vice Chair, and Secretary who shall be voting members and hold office at the pleasure of the HLB.

(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly-scheduled HLB meeting of each year.

(B) The Chair may not serve more than 48-consecutive months.

(C) In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(D) The Chair shall:

(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.

(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.

(3) An HLB member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

(4) The agenda shall follow a standard template provided by the City.

(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.

(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.

(7) The Chair shall submit and present an Annual Report to the City Council listing the HLB's major activities for the past year and objectives for the coming year.

(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

§ 35.069 EXPENSES.

Board members shall not receive compensation nor shall incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council.

§ 35.070 MEETINGS AND RULES PROCEDURES AND QUORUM.

~~A majority of the members serving on the Board at any time shall constitute a quorum. The Board shall conduct at least one meeting every three months or as needed. The Board shall have the right to adopt such rules of order and procedure as they deem necessary, provided that it is consistent with the laws of this state and with the City Charter and city ordinances.~~

(A) Meetings:

(1) Unless otherwise required by state law or city code, the HLB shall hold meetings no less than four (4) times a year unless more frequently as established by the HLB.

(2) In January of each year, the HLB shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.

(3) The HLB meeting agenda and packet shall be distributed to the HLB at least five (5) days prior to the meeting.

(4) All meetings are open to the public. Anyone wishing to speak to the HLB may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.

(5) The student member may provide a report at every meeting.

(6) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the HLB to advise or make recommendations to the HLB.

(7) Special meetings may be called by a vote of the HLB at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more HLB members.

(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

(B) Minutes:

(1) The HLB may appoint a secretary at the first regularly-scheduled HLB meeting of each year to take the HLB meeting minutes.

(2) Written minutes are required for all meetings.

(3) The minutes shall follow a standard template provided by the City.

(4) The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

(5) Staff may take minutes if the HLB requests the City to do so.

(6) Staff shall review the minutes to ensure compliance with state law.

(7) Staff shall post the HLB-approved minutes to the website as soon as possible.

(C) Attendance:

(1) Members are expected to attend every meeting.

(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.

(3) The Chair, with the consent of the HLB, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

(4) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

(D) Quorum:

Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

(E) Voting and Decision Making:

(1) Roberts Rules of Order Newly Revised shall govern all proceedings unless they conflict with these rules.

(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

(3) The HLB shall operate in the general public interest serving the community as a whole. The HLB shall serve no special interest(s) or endorse any commercial product or enterprise.

(F) Conflicts of Interest and Ethics Law:

(1) HLB members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.

(2) HLB members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).

(3) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

(G) Role of Council Liaison:

(1) The Council Liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.

(2) Council Liaison's role is to collaborate between the City Council and the HLB to ensure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.

(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the HLB.

(H) Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the HLB by utilizing their expertise regarding city policy and process.

(2) The staff liaison shall:

(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a HLB.

(b) Review the agenda in consultation with the HLB Chair. The agenda shall follow a standard template provided by the City.

(c) Prepare, post and distribute the HLB packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

(d) Prepare HLB meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.

(e) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

(3) Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

(I) Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

(J) Amending Bylaws:

(1) A majority of all members must vote affirmatively to modify the HLB bylaws on at least two separate readings at two separate meetings.

(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.

(3) All bylaws or rules, including changes, must be approved by the City Council.

(4) Bylaws shall follow a standard template provided by the City.

§ 35.071 POWERS AND DUTIES.

The HLB is authorized to:

(A) Maintain the City's Register of Historic and Cultural Landmarks (Historic Register), by:

(1) Recommending to the City Council the designation as historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(2) Recommending to the City Council the removal of a landmark from the Historic Register.

(B) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;

(C) Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;

(D) Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:

(1) Providing public education on the historic, scenic, and cultural landmarks of the city;

(2) Providing advice to the City Council and other City boards on preservation of historic and cultural landmarks;

(3) Providing technical economic information on preservation of historic and cultural landmarks;

(4) Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;

(5) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(7) Periodically reviewing and making recommendations for updating the Historic Register; and

(8) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

(9) (E) Adopt rules and procedures for the operation of the HLB.

§ 35.072 CRITERIA FOR LANDMARK DESIGNATION.

The Historic Landmarks Board (HLB) may recommend to the City Council for designation as a historic or cultural landmark and for inclusion in the Historic Register any structure, archaeological or prehistoric site, or historic site, upon a finding by the Board that the subject property:

(A) Is associated with events that have made a significant contribution to the history of the city, the county, the state, or the nation;

(B) Is associated with the lives of persons holding a significant place in the history of the city, the county, the state, or the nation;

(C) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method of construction, craftsmanship, or in use of indigenous materials;

(D) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of the city, the state, the Pacific Northwest, or the nation; and

(E) In the case of proposed designation of a site, yields or may be likely to yield information in history, prehistory, or archaeology.

§ 35.073 PROCEDURE FOR LANDMARK DESIGNATION.

(A) Designation of property as a historic or cultural landmark may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(B) Designation of property as a historic or cultural landmark is classified as a Type IV procedure, and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(D) If the Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based, and order an amendment of the zoning map to label the designated property with the HL overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this subchapter.

(E) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this subchapter.

§ 35.074 PROCEDURE FOR REMOVAL OF A LANDMARK DESIGNATION.

(A) Removal of a designated landmark from the Register may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(B) Removal of a designated landmark from the Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the HL overlay designation requires two sequential public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) The HLB shall make its decision on the basis of the criteria contained in § 35.073 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(D) If the Board acts to deny a request for removal of a landmark from the Register, no further action shall be taken unless the applicant files an appeal of the Board's action with the City Council.

(E) Within 60 days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Register, or to deny the request. When removing a landmark designation from the Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

§ 35.075 ANNUAL NOTIFICATION.

(A) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has been found by the city to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements.

(D) The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the city's Register of Historic and Cultural Landmarks;

(2) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or city staff, as provided in this subchapter;

(3) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark; and

(4) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.



A place where families and businesses thrive.

Historic Landmarks Board 2020 Meeting Schedule

Fourth Tuesday of the Month (Unless Otherwise Noted)

Location: Community Auditorium Conference Room

1915 Main Street

Time: 6:30 PM

January 28, 2020

February 25, 2020

March 24, 2020

April 28, 2020

May 26, 2020

June 23, 2020

July 28, 2020

August 25, 2020

September 22, 2020

October 27, 2020

November 24, 2020

December 15, 2020 (third Tuesday)