

**To:** Historic Landmarks Board  
**From:** James Reitz (AICP) Senior Planner  
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**Re:** June 26 Agenda  
**Date:** June 19, 2018



## Memorandum

**NOTE** - Councilor Johnston is excused from the June and July meetings. If anyone else can't make it, please advise as soon as possible.

### ACTION ITEMS -

- A. National Night Out Planning.
- B. Media Outreach and Editorial Calendar: Kelsey will provide an update. Also, please bring forth your ideas for articles over the July-through-December time period.

### INFORMATION ITEMS -

#### **Original Town Resurvey -**

Context Statement: Submitted; we have until **June 29<sup>th</sup>** to complete our edits. HPNW will incorporate the edits and return the final document by July 13<sup>th</sup>.

District Boundary: A potential downtown district boundary was reviewed at the March 27 meeting; the Board recommended the inclusion of several additional properties.

Survey: Submitted; we have until **June 29<sup>th</sup>** to complete our edits. HPNW will incorporate the edits and return the final document by July 13<sup>th</sup>.

**Preservation Grants**: For FY 2017-18, the City Council awarded the Board \$7,675; there is \$450 still available. As no new applications have been filed, the remaining funds will be returned to the CEP program.

For FY 2018-19, the City Council has awarded the Board **\$7,975**. No new applications have been filed.

## 2018-19 CALENDAR - UPCOMING AGENDA ITEMS

### **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
- Discuss 2019 work plan
- Prepare January-June 2019 Editorial Calendar

### **January 22, 2019 (fourth Tuesday)**

- Review and adopt 2019 work plan
- SHPO Grant Application (downtown district)
- Review and adopt January-June 2019 Editorial Calendar
- Photo contest planning
- Annual officer elections

### **February 26, 2019**

- Begin CEP application preparation
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing
- Photo contest planning

### **March 26, 2019**

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

### **April 23, 2019 (fourth Tuesday)**

- 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

### **June 25, 2019**

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