

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
November 26, 2019 -- 6:30 P.M. Page 1 of 2

Members Present: George Cushing, Mark Fischer (arrived @ 7:20), Larissa Whalen Garfias, Holly Tsur, Bill Youngs
Members Excused: Jennifer Brent and Kelsey Trostle
Staff Present: James Reitz
Citizens Present: 02 (Gary Eddings and Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 6:37 p.m.
2. **Citizen Communication:** Ms. Haveluck reported on the success of the Friends' Old Train Station Halloween open house. She also distributed information on the upcoming Forest Grove Tree lighting ceremony at the senior center.

3. Action Items / Discussion:

- A. **Alternative Funding Sources:** Youngs said that not much had been done lately but that he and Fischer had continued checking on the web for any new ideas, without much success.
- B. **Editorial Calendar:** Trostle reported by email before the meeting that no articles were due or were planned before year's end.
- C. **Photo Contest:** Whalen Garfias distributed potential posters for the contest; they were mostly updated posters from last year. One totally new design was agreed with some minor changes; its design would be great for the utility flyer as it was simple and to the point. Although it did not have a lot of information on it, it did show the website and all agreed that anyone interested would look to that for information. It was decided to leave the HLB initials off because most people would not know what that was referring to; instead the posters will just read *Forest Grove Photo Contest*. It was noted that some of the posters would be in Spanish to encourage broader participation.

Youngs volunteered to make up a large selection of posters and to have them available at the December meeting so Board members could start passing them out. It was also decided to make postcard-sized flyers for further distribution.

Cushing will announce the contest at the December 16th Chamber of Commerce meeting and pass out flyers. He will get them from Youngs before the chamber meeting as it will take place before the December 17th Board meeting.

Whalen Garfias will forward the contest rules and information sheets to Tsur for final edits before printing and distribution.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of October 22 were approved with minor corrections.**
- B. FHFG Report. Mr. Eddings reaffirmed that their holiday party is on Sunday, December 8th at Centro Cultural. He also noted that the Old Train Station would be open on December 7th from 10 a.m. to 6 p.m. celebrating the holiday season.
- C. Staff Update. Reitz had a number of updates, including:
 - A new preservation grant request has been filed but it has not yet been determined if the project is grant-eligible. He and Cushing attempted to do a site inspection with

the applicants, but had not been able to make contact with them at the appointed time. A new appointment will be scheduled after the Thanksgiving holiday.

- It was also noted the porch repair project on 18th Avenue was completed. An inspection by Cushing and Fischer also had to be rescheduled to after the holiday.
- The annual report format has been changed to provide more individual meeting time with the Council during the year rather than all boards and commissions reporting at the same time. Tsur said she was preparing the year-end report and asked Reitz for information on the preservation grants for the year. Tsur verified with Mr. Eddings that she could use the summary article previously prepared for their newsletter. He replied that that would be fine.
- Reitz reported that he had been in close contact with Diana Painter of Painter Preservation about the Downtown District nomination. She is working with SHPO to verify the submittal requirements, and evaluating the information already made available to her. Reitz said that she probably would not be able to attend the December 17th meeting, but she was planning to attend the January 28th meeting.
- Reitz recently attended a Certified Local Government (CLG) meeting in Albany that was primarily focused on updating staff about new legislation and best practices, but also included a tour of downtown Albany including their restored carousel and the workshop where they are working on more animals. He noted that the carousel has a variety of different animals to ride on, and not just horses.
- Reitz said that SHPO has updated their model preservation ordinance. He observed that since Forest Grove's ordinance was originally adopted in 1980 and had undergone several updates since, it was probably time to consider a total review to ensure the code is up to recommended standards.
- SHPO staff at the CLG meeting noted that landmark demolition codes in Oregon varied widely: some cities do not allow demolition at all; some regulate demolition by neglect; some have demolition delay; and some have no code whatsoever. He noted that Forest Grove's code allows for a 180-day delay in the hopes that a landmark building would be relocated versus demolished. However, that is a short time frame in which to find a buyer, identify a recipient site for the building, and make the move. Because of all the work involved, 180 days is rarely enough time and consequently, this provision is not considered very effective.

So far in Forest Grove however, only relatively minor accessory buildings have been demolished. Tsur observed that demolition of more significant buildings could be requested, and suggested that the Board consider preparing a position paper to the City Council on this matter.

- D. New Business: Fischer commented on the new *Visit Historic Forest Grove* sign on Hwy 47 south of town. He noted that when heading north one passes the "B" Street intersection before seeing the sign. Others commented that the Chamber of Commerce had the sign installed and that it was on the only available property in the vicinity.
- E. December 17 Agenda: Alternative funding, editorial calendar, photo contest, annual report, 2020 work plan

Tsur reminded everyone that the next meeting would be on the December 17th, a week earlier than usual due to the holiday. A holiday party was planned to celebrate after the conclusion of the regular meeting. Tsur also advised that we would be working on the 2020 action plan at the next meeting; so we should review it beforehand.

- 5. **Adjournment:** The November 26, 2019 meeting adjourned at 7:42 p.m.

These minutes respectively submitted by George Cushing, Secretary