

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
July 28, 2020 -- 6:30 P.M. Page 1 of 3

Members Present: Jennifer Brent, Kelsey Trostle, Holly Tsur and Bill Youngs (01 vacancy)
Members Absent: George Cushing and Mark Fischer
Staff Present: James Reitz and Bryan Pohl
Council Liaison: Peter Truax was excused
Citizens Present: 02 (Kristin Renzema and Gary Eddings, both via Webex)

1. **Call to Order:** Tsur opened the meeting at 6:36 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration and protocols resulting from COVID-19 (Coronavirus disease), the HLB limited in-person contact and social distancing. **The HLB conducted the meeting remotely by video conference.** The meeting was remotely video conferenced by Community Development Director Bryan Pohl as well as televised live from the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 21 and live-streamed on MACC TVCTV YouTube Channel 21. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony were accepted if submitted by July 28th, 2020, 3 p.m. to Senior Planner James Reitz.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Preservation Grant Policy: Because the CEP grant was much reduced this year, the Board considered whether to revise the amounts awarded for each preservation grant. Brent asked staff if there had been a slow-down in grant requests. Reitz applied in the affirmative, but he could not necessarily attribute that to the pandemic. He noted that new requests could be filed at any time, and they sometimes are submitted without any previous consultation with staff. Brent then suggested that reducing the award to a maximum of \$750 would be acceptable to her.

Youngs said he too would be agreeable to a smaller grant amount, as that would allow the Board to award more grants overall. Tsur responded that she would prefer to keep the amount as-is (at \$1,000). She felt that would be the most consistent and keeping with past practice.

Brent noted that with \$2,150 to work with, only 2 grants were likely if each was awarded \$1,000. If the grant maximum were reduced to \$750, then 3 grants might be possible. Youngs offered – on behalf of his firm – to contribute \$100, which would allow for three full \$750 grants.

Youngs/Trostle to reduce the preservation grant award to a maximum of \$750. Motion carried unanimously.

B. Preservation Grant Request: 1903 22nd Avenue (Washington County Tax Lot 1N331CC06300). Applicant: Kristin Renzema. File Number 311-20-000115-PLNG. The applicant explained her project to the Board. She noted that many of the homes on her block are painted green, and she wanted something different and more historically accurate. She has selected a shade of dark blue (but not as dark as navy blue) for the trim. She has already selected a contractor.

Tsur advised that the wood siding was soft and should be only lightly pressure-washed. The applicant will follow-up with the contractor to ensure proper care is taken.

Board members had few other questions and all expressed support for the project. **Brent/Youngs to award a \$750 grant. Motion carried unanimously.**

- C. **Photo Contest:** Tsur noted that not all of the photos had been included in the packet. She has now uploaded all of them into Dropbox. She requested that everyone review them, and forward their selections to Trostle, who will tabulate the results.

Tsur has been in communication with Melody Haveluck, who was coordinating the prizes offered by some local businesses. Due to the pandemic it is not known if the prizes are still available. Tsur will follow-up with Haveluck and report back to the Board.

- D. **July-December Editorial Calendar:** Trostle noted that National Night Out, Quake-Up, the Chalk Art Festival and the Public Safety Fair had all been postponed or dropped this year. It does not appear that the Board's participation in any of these events is likely.

She asked if anyone had ideas for articles, but also observed that the *News Times* has not been very receptive. Tsur suggested that any articles be provided only to the *Friendly Gazette* for now. Several topics were suggested, which Trostle will incorporate into the calendar.

- E. **Stewart Award:** Trostle commented that no one came to mind for the award this year, and that there had been no "big" projects with "ginormous" impacts that should be recognized. Youngs suggested that perhaps one of the local contractors might be a good candidate; Brent concurred, but noted that further research would be needed, so maybe this would be a better idea for next year.

Brent thought the award should be skipped this year because the public had "no bandwidth" due to the pandemic. Tsur concurred, and observed that the award ceremony would have to be done remotely, which would not be as grand a presentation as desired.

By unanimous consent, the Board decided to forgo making the Stewart Award this year.

- F. **Alternative Funding Sources:** Tsur summarized where the discussion concluded at the February meeting. She asked Youngs for an update. He replied that he and Fischer hadn't met since; he also thinks this is not the right time to be asking for funds.

Tsur expressed her frustration at the lack of progress, noting that this is a big goal and the effort must be sustained. The Board will need to provide evidence to the City Council as to what has been done and document the results. The Board must show what alternatives are and are not feasible.

Youngs said that most of the grants he and Fischer reviewed simply didn't fit with what the HLB does. Tsur then requested that Youngs prepare a spreadsheet summarizing the results and offered to help him in the effort. Youngs said he would do so.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of February 25, 2020 were approved as submitted.**
- B. Council Liaison Report. Mayor Truax was excused. Chair Tsur said that she had spoken with the Mayor earlier, and passed along his update on City activities.
- C. FHFG Report. Gary Eddings reported that the Friends had been meeting regularly. Due to the pandemic, they have suspended any fundraising activities for now. He said the organization has been restructured to streamline operations which are being overseen by a new Board of Directors. They are continuing work on the A. T. Smith house; a structural engineering study is being performed to develop a plan to stabilize the foundation. The *Friendly Gazette* has been re-formatted and is now a quarterly publication; it is being printed by Gann Brothers Printing, who recently relocated to downtown Forest Grove.

- D. Staff Update. Reitz reported that consultant Diana Painter had completed editing the Downtown District nomination and that it had been sent to SHPO for final review. SHPO staff anticipate completing the review within two weeks. If acceptable, it will be forwarded to the National Park Service in Washington, D.C. NPS would then have 45 days in which to render a final decision.

Reitz further reported that there was one incomplete grant project from last fiscal year. He sent a letter to the applicant requesting an update on the project, but there has been no reply. If the applicant does not contact staff soon, the grant will be voided. Reitz said that if that happens, he will request that some or all of the award (\$500) be rolled over into the current fiscal year fund, but he could not guarantee that the request would be approved.

5. **Adjournment:** The July 28, 2020 meeting adjourned at 8:24 p.m.

These minutes respectively submitted by James Reitz (AICP), Senior Planner