

To: Historic Landmarks Board

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

Re: January 26 Agenda

Date: January 19, 2021

Memorandum

NOTE: If anyone can't make the meeting, please advise as soon as possible.

ACTION ITEMS

1. Review and adopt 2021 work plan (including SHPO grant projects). Attached is an excerpt of the Implementation Plan. The proposed project list is extensive, and our ability to complete all the tasks will be further complicated by the ongoing pandemic-related restrictions. As a result, we'll likely need to pare the to-do list back a bit.

Large-Scale Projects: While there are 6 tasks listed, they really pertain to just 2 topics: Downtown District design guidelines, and starting review of post-WWII era neighborhoods.

- The Town Center is already subject to design standards and guidelines, as per Development Code Section 17.8.710(C) *Building Design Standards within the Town Center Districts*, or Section I *Town Center Focus Area* of the Design Guideline Handbook. As such, creating new standards and guidelines specific to the District may be a project that can be put on the back burner for a while.
- Ideally, the Reconnaissance Level Survey (RLS) and context statement would include the nearly 900 lots created between 1946 and 1970. However, the SHPO grant this cycle will only be \$10,000 – and SHPO staff don't believe that amount would be sufficient to complete the task. If the project scope were scaled back to conclude in 1965, about 600 lots could be surveyed. The balance would have to wait until a future grant cycle.

Small-Scale Projects: The above projects would, at this stage, involve mostly staff and a consultant. The smaller-scale projects would require more direct Board involvement.

- A downtown brochure would require the Board to prepare the copy. Actual layout and printing would be another SHPO grant-eligible project, but would also reduce the amount of money available for the RLS project.
- Researching and developing new code would be both a Board and staff project, and could require considerable time for all involved.
- Forest Grove's sesquicentennial (150-year) anniversary will occur in 2022. The Board should start to consider what it wishes to do to mark that event. FYI, attached is Resolution 2018-94 that established a Celebration Committee.

Ongoing Activities: Until such time as our in-person meetings begin again, most of these activities are probably not going to transpire.

Given the amount of funding available this cycle (\$10,000), what project(s) should we initiate?

- Downtown design standards; or
- RLS. Either of these projects would consume the entire \$10,000 SHPO grant
- Downtown brochure - design and printing estimated at \$2,500
- Develop new code
- Begin planning for the sesquicentennial

2. Review and adopt January-June 2021 Editorial Calendar: Selection of topics, timing and publication (*News Times, Friendly Gazette, etc.*)
3. Photo contest: Given the present uncertainties, should a contest be held this year?
4. Annual officer elections: Current officers are Tsur (chair), Brent (vice-chair), and Cushing (secretary). For your reference, below is Forest Grove Code **§ 35.068 HLB OFFICERS**, as adopted last year:
 - (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.
5. Adopt 2021 meeting schedule: The proposed calendar is attached. Note that both the November and December meetings would be on the third Tuesday of the month. Fourth Tuesdays are noted in those months with five Tuesdays.
6. Alternative funding: continued discussion.

INFORMATION ITEMS

Preservation Grants: The budget for FY20-21 is \$2,250. Two grants were awarded for painting projects at 1903 22nd Avenue and 2125 "A" Street. There remains \$750 available. No new applications have been filed.

Downtown District: The nomination was approved last October and the website has been updated to reflect the downtown's new status.

2021 - 2022 CALENDAR - UPCOMING AGENDA ITEMS

February 23, 2021

- ☐ Begin CEP application preparation
- ☐ Mock Design Review Hearing
- ☐ Photo contest

March 23, 2021 (fourth (not fifth) Tuesday)

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

April 27, 2021

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

May 10, 2021 City Council Meeting

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

May 25, 2021

- ☐ Review July-December 2021 Editorial Calendar

June 22, 2021 (fourth (not fifth) Tuesday)

- ☐ National Night Out planning (August 3)
- ☐ Adopt July-December 2021 Editorial Calendar

July 27, 2021

- ☐ Chalk Art Festival planning (September 11)

August 25, 2021 (fourth (not fifth) Tuesday)

- ☐ Chalk Art Festival planning (September 11)
- ☐ Public Safety Open House planning (October 9)

September 28, 2021

- ☐ Public Safety Open House planning (October 9)

October 26, 2021

- ☐ 2022 Photo contest

November 16, 2021 (third Tuesday)

- ☐ 2022 Photo contest

December 21, 2021 (third Tuesday)

- ☐ Discuss 2022 work plan
- ☐ Prepare January-June 2022 Editorial Calendar
- ☐ 2022 Photo contest

January 25, 2022

- ☐ Review and adopt 2022 work plan
- ☐ Review and adopt January-June 2022 Editorial Calendar
- ☐ Photo contest
- ☐ Annual officer elections
- ☐ Adopt 2022 meeting schedule

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2021		
☐ 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).	☐ 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).	☐ 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		
☐ Prepare and submit the post-WWII historic context and selective RLS. ☐ Forest Grove Sesquicentennial.	☐ Explore upgrading Main Street level to "Transforming Downtown," or "Performing Main Street."	☐ 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		

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2018		
☐ Perform historic resource survey. ☐ Review and complete historic resource survey. ☐ Investigate participation in Main Street program in conjunction with Chamber of Commerce, City Club, Planning Commission and City Council.	☐ Develop a questionnaire focused on a potential downtown historic district. ☐ Hold a focus group based on questionnaire results. ☐ Fill HLB Student Advisory Position from Pacific University or High School.	☐ Page-by-page review of website for updates (alternating years henceforth). ☐ Board cross-training to learn officer roles. ☐ Preservation Month (suggestion: A.T. Smith House/Preserving the Pioneer Era). ☐ Send an HLB member to a conference (suggestion: Oregon Main Street Conference).
2019		
☐ Apply for CLG Grant for a downtown historic district nomination. ☐ Set physical and temporal boundaries. ☐ Select consultants to write the nomination. ☐ Write the RFP. ☐ Interview and select consultants.	☐ Researching historic buildings workshop (joint project with FHFG).	☐ HLB training with mock design review. ☐ Board cross-training to learn officer roles. ☐ Preservation Month (suggestion: Main Street theme with Restore Oregon). ☐ Send an HLB member to a conference (suggestion: Oregon Heritage Conference). ☐ Board funding research. ☐ Continue public outreach
2020		
☐ Submit the downtown historic district nomination. ☐ Develop alternative funding sources. ☐ Expand grant program information to better address minority populations in Forest Grove.	☐ Page-by-page review of website for updates.	☐ Board cross-training to learn officer roles. ☐ Preservation Month (suggestion: Donovan Rypkema presentation). ☐ Send an HLB member to a conference (suggestion: National Alliance of Preservation Commissions Conference).



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>11.26.18</u>
FINAL ACTION:	<u>Reso 2018-94</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 26, 2018*

PROJECT TEAM: *Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Forest Grove Sesquicentennial Celebration Committee*

ACTION REQUESTED:

☐	☐ Ordinance	☐ Order	☒ X	☐ Resolution	☐ Motion	☐ Informational
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X all that apply

ISSUE STATEMENT:

The City of Forest Grove will celebrate its 150th sesquicentennial anniversary on October 5, 2022. Staff is proposing to create a Forest Grove Sesquicentennial Celebration Committee with the express purpose of envisioning, creating, and implementing a commemoration in keeping with the spirit of Forest Grove's 150th Anniversary and its rich and diverse history.

Staff is proposing the Committee consist of members from local civic, non-profit, and educational entities, including but not limited to, the Friends of Historic Forest Grove, Historic Landmarks Board, Pacific University, Chamber of Commerce, City Club, Washington County Historical Society and more. Staff further proposes the Committee be Ad-Hoc, appointed by the Mayor, and serve at a frequency and duration commensurate with the purpose above. The Committee would expire on December 31, 2022 unless otherwise authorized by Council.

FISCAL IMPACT:

Adoption of the proposed resolution will not have a fiscal impact this year. The Committee may propose a budget allotment as the commemoration date draws closer and the scope of the commemoration is better known. Additional revenue sources may include a CEP or TLT grant. The City Manager will appoint a Staff Liaison to assist the Committee.

STAFF RECOMMENDATION:

To enable early planning activities to occur, staff recommends City Council adopt the attached resolution.

RESOLUTION NO. 2018-94

**RESOLUTION CREATING THE FOREST GROVE
SESQUICENTENNIAL CELEBRATION COMMITTEE
TO COMMEMORATE THE CITY'S 150TH ANNIVERSARY**

WHEREAS, The Kalapuya people of the Atfalati tribe lived in the Forest Grove area prior to being settled by European immigrants in the 1840's; and

WHEREAS, By 1845 the area numbered 15 families and was called West Tualatin Plains; and

WHEREAS, The town was platted in 1850 and the name "Forest Grove" was adopted January 10, 1851, by the Tualatin Academy Board of Trustees, later known as Pacific University, and was allegedly derived from the grove of oak trees that stand at Pacific today; and

WHEREAS, The City of Forest Grove was officially incorporated on October 5, 1872, making it the oldest city in Washington County; and

WHEREAS, In recognition of the City's rich and diverse history, the City has created three National Register Historic Districts including Clark (115 resources), Walker / Naylor (83 resources) and Painter's Woods (37 resources); and

WHEREAS, The City of Forest Grove created a Historic Landmarks Board in 1980 to recognize, restore, and preserve the historicity of Forest Grove; and

WHEREAS, The City of Forest Grove will celebrate its 150th sesquicentennial anniversary on October 5, 2022.

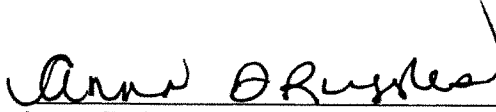
NOW, THEREFORE, BE IT RESOLVED, BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby approves the creation of a Sesquicentennial Celebration Committee (Committee) with the express purpose of envisioning, creating, and implementing a commemoration in keeping with the spirit of Forest Grove's 150th Anniversary and its rich and diverse history.

- a) The Committee shall consist of members from local civic, non-profit, and educational entities, including but not limited to, the Historic Landmarks Board, the Friends of Historic Forest Grove, Pacific University, Chamber of Commerce, City Club, Washington County Historical Society, and more.
- b) The Committee shall be Ad-Hoc, appointed by the Mayor, and serve at a frequency and duration commensurate with the purpose above.
- c) Unless otherwise adopted by City Council, the Sesquicentennial Committee will expire on December 31, 2022.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of November, 2018.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of November, 2018.



Peter B. Truax, Mayor



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Historic Landmarks Board 2021 Meeting Schedule

Fourth Tuesday of the Month (Unless Otherwise Noted)

Location: Community Auditorium Conference Room

1915 Main Street

Time: 6:30 PM

January 26, 2021

February 23, 2021

March 23, 2021 (fourth Tuesday)

April 27, 2021

May 25, 2021

June 22, 2021 (fourth Tuesday)

July 27, 2021

August 24, 2021 (fourth Tuesday)

September 28, 2021

October 26, 2021

November 16, 2021 (third Tuesday)

December 21, 2021 (third Tuesday)