FOREST GROVE OREGON

A place where families and businesses thrive.

HLB Meeting Minutes - February 9, 2021
Community Auditorium, 1915 Main Street

Minutes approved 05/25/21

1. **Call to Order:** Tsur opened the meeting at 6:37 p.m. via Webex Video Conference. (The meeting was rescheduled from January 26 due to inclement weather). The start of the meeting was delayed due to difficulties getting all members connected.

   Melody Haveluck and Heidi Ruby were introduced to and welcomed by the Board.

   Present: Jennifer Brent, George Cushing, Melody Haveluck, Heidi Ruby, Kelsey Trostle and Holly Tsur

   Absent: Mark Fischer was excused

   Staff: James Reitz (Senior Planner) and Bryan Pohl (Community Development Director)

1. A. **Approval of Minutes:** The meeting minutes of August 25, 2020 were approved as submitted.

2. **Community Communication Inbox:** None.

3. **Action Items / Discussion:**

3.A. **Review and Adopt 2021 Work Plan** (including potential SHPO grant projects): Tsur carefully went over the proposed projects listed in the Implementation Plan, described Staff's recommendations, and facilitated the Board's discussion.

The Large-Scale Projects list had two main parts, the first of which was new Downtown District design standards. Staff noted that the current Town Center standards were probably sufficient for now, and that new standards specific to the historic district could be deferred. The Board concurred.

The second Large Scale Project listed in the Implementation Plan is to initiate an RLS (reconnaissance level survey) of areas not yet surveyed. Staff noted that the SHPO grant would not be enough to cover the expense of an RLS of all the lots platted from 1946-1970, but could be enough to do the lots platted through 1965. Discussion centered on whether to start this work or delay it to a future grant cycle. **Cushing/ to apply for a SHPO grant of approximately $7,500 to start work on the RLS. Motion failed for lack of a second.**

Cushing thought we should look at one of the Small Scale Projects, particularly, creating and printing a Downtown District brochure. Brent concurred, noting that it would be preferable to have the brochure done in time for the City's Sesquicentennial Celebration in 2022. Staff said the expense would be about $2,500. The Board agreed to using the same designer of the previous brochures as that would help maintain design continuity. **Brent/Cushing to apply for a SHPO grant to design and produce a Downtown District brochure. Motion carried unanimously.**

Other Small Scale Projects listed in the Implementation Plan included possibly adopting the International Existing Building Code (IEBC), a demolition-by-neglect ordinance, and a demolition denial ordinance. Staff reported on the current situation and potential benefits of these ordinances. It was noted that there have been very few buildings lost in Forest Grove. It was further noted that each of these proposals would be very labor intensive which might not be conducive during current COVID restrictions. The Board opted to not initiate these projects at this time.

Sesquicentennial Celebration: Councilor Uhing said that preparations have begun and that the Board would be advised of when formal meetings are announced. The Board agreed to be involved.

Ongoing Activities:

- Legal training will be arranged for all the boards and commissions on an as-needed basis.
- Mock design review: Staff will schedule this as soon as it is practical to do so.
- Board cross-training will continue.
- The Board agreed to continue with Preservation Month activities and will work on other activities in the following months.
- Conferences. The Board agreed to first encourage attendance at free conferences (many of which are now on-line) and then look at some of the paid conferences.

3.B. **Review and Adopt January - June 2021 Editorial Calendar**: In light of the current health emergency, the Board did not develop a plan or a calendar for specific editorial production.

3.C. **Photo Contest:** Because of the current health emergency, there will be no photo contest this year.

Due to the lateness of the hour (9:00 pm) Cushing had to leave the meeting.

3.D. **Annual Officer Elections:** Trostle was elected Chair; Brent was elected Vice Chair; and Cushing was elected Secretary.

3.E. **2021 Meeting Schedule:** The proposed 2021 meeting schedule was adopted as submitted.

3.F. **Alternative Funding:** Tsur noted that she had distributed the spreadsheet of potential funders to the Board, and requested that each member complete their portion as soon as possible, as the information will be needed to help prepare the CEP application.

4. **Council Liaison Report:** Councilor Uhing reported on various City activities.

5. **FHFG Report:** Gary Eddings was unable to connect with the Webex meeting and thus, there was no report.

6. **Staff Update:** Reitz had nothing to report.

7. **Added Items:** Cushing expressed concern that private information (members' contact information) was on the private Drop Box account. Councilor Uhing agreed that this was inappropriate and advised she would follow up with the City Manager to find another way for the Board to store photos and other archival material.

8. **Adjournment and Announcement of Next Meeting:** The meeting adjourned at 9:30 p.m. The next meeting date TBD.

These minutes respectively submitted by George Cushing, Secretary