



**Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, December 21, 2021, 6:30 pm**

1. CALL TO ORDER:

Motion from the floor by Cushing to have Tsur act as Chair due to the departure of the Chair and the Vice Chair was not in attendance. A 2nd was offered by Haveluck. The motion to have Tsur act as Chair for the meeting was passed by voice agreement.

Chair Holly Tsur called the meeting to order at 6:32 p.m. via Zoom webinar.

Historic Landmark Board Members Present: Holly Tsur, Heidi Ruby, Melody Haveluck, George Cushing

Historic Landmark Board Members Excused: Jennifer Brent

Staff Present: Amy Kreimeier, Bryan Pohl

2. INTRODUCTION OF MEMBERS: Introduction of new staff member: Amy Kreimeier.

3. CITIZEN COMMUNICATION: None.

4. ACTION ITEMS/DISCUSSION:

A. 2022 Work Plan Discussion: Tsur lead a discussion of the 2021 Large-Scale projects, Smaller-Scale projects, and Ongoing Activities. It was noted that a partial survey of post WWII historic context statement and selective RLS work has begun. Contractor to complete project in June. It was noted that the research of deconstruction codes had not been started. Due to Covid, legal training and mock design review had been delayed.

Plan for 2022:

Large-Scale Projects: Post WWII Historical District evaluation; Spanish language document translation & cultural outreach; finish the Downtown Historic District brochure; preliminary evaluation of potential 2023 SHPO grant options.

Smaller-Scale Projects: Explore upgrading Main Street Level to Transforming Downtown or Performing Main Street; Sesquicentennial participation.

Ongoing Activities: Legal training with City Attorney; HLB training with mock design review; board cross training; Preservation Month – Sesquicentennial theme; page by page review of the website for updates; send member to a conference; search for additional funding opportunities; prepare CEP Grant.

B. Community Outreach:

i. Editorial and Events Calendar: Haveluck advised that the Friends Newsletter deadline was January 15, 2022. Tsur to send postcard about available CEP grant funds to Kreimeier for mailing in new year. Tsur to send postcard to Haveluck to forward to the Friends for inclusion. Haveluck to see if she could offer anything for the newsletter. Haveluck stated that the News Times will print stories if newsworthy and print ready.

ii. Forest Grove Sesquicentennial: Haveluck advised she had joined the organizing committee due to Trostle leaving the board. She advised there were 32 email names on the committee, meeting usually twice a month, both via web as well as in person. Haveluck advised the kickoff celebration would be January 1st. She noted that each month would be celebrated with special emphases on specific elements of the Sesquicentennial. Board agreed to sponsor May for Preservation Month, grant promotion and possibly the Eric Stewart Award.

iii. 2022 Photo Contest: Board agreed not to offer photo contest in 2022.

C. Downtown Historic District Brochure Project: Cushing advised the story of the district was completed. Tsur noted that she had joined the brochure subcommittee upon Trostle resignation. Tsur concurred saying she had been working with Mary Jo Morelli to ensure historical accuracy. Tsur advised that to complete the brochure would require photos and 75-85 word descriptions of the 10 buildings on the walking tour. Tsur noted that reference to the creation of the district would also be required. Kreimeier advised that she had contacted the contactor to advise of the delay on the brochure content. Tsur suggested that a couple months might be sufficient to complete. Kreimeier advised that the cycle was one year in at this point. Tsur said she would start looking for content and photos after the holidays. Cushing to provide additional information on buildings obtained from James Reitz.

5. NEW BUSINESS:

A. APPROVAL OF MINUTES: Approval of Historic landmarks meeting minutes of July 27, 2021 meeting. Tsur wanted to verify that the contractor for the porch project had been able to obtain a 2nd bid for the project. She also questioned the potential door repair status. Cushing advised that Reitz had advised that the homeowner had a previous contractor she had worked with do the repair without having other bids and dropped her preservation grant request. No corrections. Meeting minutes stand as presented.

B. COUNCIL LIAISON REPORT: No report, as Councilor Uhing was excused.

C. BOARD COMMUNICATIONS: None.

D. FHFG REPORT: Gary Eddings provided an update on the calendar sale.

E. **STAFF UPDATE:** Kreimeier gave brief report.

F. **ANNOUNCEMENT OF NEXT MEETING:**
The next meeting is to be determined.

5. **ADJOURN**

The meeting was adjourned at 8:08 p.m.

Respectfully submitted by: George Cushing, HLB Secretary