

To: Historic Landmarks Board

From: Amy Kreimeier (AICP) Senior Planner
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Re: January 25 Agenda

Date: January 18, 2022

Memorandum

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

ACTION ITEMS

1. **Annual Officer Elections.** Current officers are Brent (Vice Chair) and Cushing (Secretary). For your reference, below is Forest Grove Code Section 35.068 HLB Officers:

(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.

2. **Review and adopt 2022 work plan.** Attached is an excerpt of the implementation plan. It has been updated to reflect the tasks discussed at the December meeting.

Large-Scale Projects: There are four tasks listed. Spanish language document translation and cultural outreach has been added. Both the post WWII RLS and Downtown District brochure will be completed this year as part of the 2021 CLG grant cycle.

- Spanish language document translation may require a more extensive review of documents, notices, and website information to ensure correct translation and effective communication. For both English and Spanish text to fit onto one notice, significant reduction and simplification of text will be required with a focus on directing people to the website for more substantial information. With the exception of brochures, translation work may be best served following website review.

Small-Scale Projects: There are four tasks listed, three of which are essentially carried over from 2021. The smaller scale projects would require more direct Board involvement.

Ongoing Activities: Six activities are listed. With the exception of Preservation Month, these tasks are focused on Board development and administrative activities.

- Board member conference suggestion: 2022 Oregon Heritage Conference, April 27-29 in Corvallis.
3. **Adopt 2022 Meeting Schedule.** The proposed calendar is attached. Note that both the November and December meetings would be on the third Tuesday of the month. Website review is tentatively proposed for the May meeting.
 4. **Downtown District Brochure Project:** Brochure sub-committee member Tsur to provide an update on the project thus far.
 5. **Sesquicentennial event planning.** Begin discussing and planning sesquicentennial celebration event for the month of May.

INFORMATION ITEMS

Preservation Grants: Preservation grant postcards were mailed the first week of January. Numerous inquiries on the program have been received from homeowners, primarily in the Clark District.

The Board was awarded \$4,152 for FY21-22. Two applications have been approved to date:

2004 Main Street – door repair. A grant of \$391 was awarded. This project has been completed.
2620 18th Avenue – porch repair. A grant of \$750 was awarded.

\$3,011 remains uncommitted.

February Agenda: Begin CEP application preparation, Practice Design Review Hearing

2022-2023 CALENDAR - UPCOMING AGENDA ITEMS

February 22, 2022

- ☐ Begin CEP application preparation
- ☐ Practice Design Review Hearing

March 22, 2022 (fourth (not fifth) Tuesday)

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

April 26, 2022

- ☐ Select Stewart Award recipient
- ☐ Preservation Month - Sesquicentennial
- ☐ Prepare annual report

May 9, 2022 City Council Meeting

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

May 24, 2022 (fourth (not fifth) Tuesday)

- ☐ Review July-December 2022 Editorial Calendar
- ☐ Website review

June 28, 2022

- ☐ National Night Out planning (August 2)
- ☐ Adopt July-December 2022 Editorial Calendar

July 26, 2022

- ☐ Chalk Art Festival planning (September 10)

August 23, 2022 (fourth (not fifth) Tuesday)

- ☐ Chalk Art Festival planning (September 10)
- ☐ Public Safety Open House planning (October 8)

September 27, 2022

- ☐ Public Safety Open House planning (October 8)

October 25, 2022

- ☐ 2023 Photo contest

November 15, 2022 (third Tuesday)

- ☐ 2023 Photo contest

December 20, 2022 (third Tuesday)

- ☐ Discuss 2023 work plan
- ☐ Prepare January-June 2023 Editorial Calendar
- ☐ 2023 Photo contest

January 25, 2023

- ☐ Review and adopt 2023 work plan
- ☐ Review and adopt January-June 2023 Editorial Calendar
- ☐ Photo contest
- ☐ Annual officer elections
- ☐ Adopt 2022 meeting schedule

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2021		
☐ 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).	☐ 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. ☐ Spanish language document translation and cultural outreach. ☐ Downtown District Brochure. ☐ Evaluate potential 2023 SHPO grant options.	☐ Research: International Existing Building Code, deconstruction ordinance, demolition by neglect ordinance, demolition denial ordinance. ☐ Explore upgrading Main Street level to "Transforming Downtown," or "Performing Main Street." ☐ Forest Grove Sesquicentennial. ☐ Explore additional funding opportunities in conjunction with the Sesquicentennial (Travel Oregon).	☐ Legal training with City Attorney. ☐ Page-by-page review of website for updates. ☐ Board cross-training to learn officer roles. ☐ Preservation Month (Sesquicentennial). ☐ Send an HLB member to a conference (suggestion: Oregon Heritage Conference; NAPC Forum). ☐ Prepare CEP grant.
2023		
☐ Review results of context and RLS to determine post-WWII historic district potential. ☐ Prepare amendments to Historic Design Standards and Guidelines.	☐ Upload post-WWII context to web and social media. ☐ Presentations on post-WWII architecture.	☐ Legal training with City Attorney. ☐ HLB training with mock design review. ☐ Board cross-training to learn officer roles. ☐ Preservation Month (suggestion: Transportation) ☐ Send an HLB member to a conference (suggestion: National Trust Conference; Oregon Main Street Conference).



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Historic Landmarks Board 2022 Meeting Schedule

Fourth Tuesday of the Month (Unless Otherwise Noted)

Location: Community Auditorium Conference Room

1915 Main Street

Time: 6:30 PM

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

July 26, 2022

August 23, 2022

September 27, 2022

October 25, 2022

November 15, 2022 (third Tuesday)

December 20, 2022 (third Tuesday)