

To: Historic Landmarks Board

Memorandum

From: Amy Kreimeier (AICP) Senior Planner
akreimeier@forestgrove-or.gov (503) 992-3233

Re: January 24 Agenda

Date: January 13, 2023

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

ACTION ITEMS

1. **Annual Officer Elections** Current officers are Brent (Chair), Haveluck (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 & Adopt 2023 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. All tasks are related to the post WWII RLS survey work to be proposed as part of the CLG grant application. This work was not completed during the previous year's work plan.

Small-Scale Projects: There are three tasks listed. The smaller scale projects require more direct Board involvement. These include an increased focus and effort on outreach activities and board training. Additional brochure design work and printing to be proposed as part of CLG grant application.

Ongoing Activities: Six activities are listed. With the exception of Preservation Month, these tasks are focused on Board development and administrative activities. Board members should begin planning for attendance at a conference such as the Oregon Heritage Summit and Oregon Main Street Conference.

3. **Adopt 2023 Meeting Schedule** The proposed calendar is attached. Note that the December meeting would be on the third Tuesday of the month.
4. **Discuss and adopt January-June 2023 Editorial Calendar** Discuss & assign articles that will be published in the first half of the year. Discuss outreach activities & participation in events & assign tasks as necessary. Determine dates for articles & activities. Attached is a list of outreach possibilities to aid in discussion.
5. **Preservation Month – Window Workshop Discussion** Staff to provide update on window workshop. Board to discuss and decide upon specifics of window workshop including outreach actions.

INFORMATION ITEMS

CLG Grant: Application for 2023-2024 CLG grant Cycle due February 24, 2023. Awards will be in the range of \$13,500 - \$15,000.

February Agenda: Governance 101, Window Workshop update

2023-2024 CALENDAR - UPCOMING AGENDA ITEMS

January 25, 2023

- ❑ Review and adopt 2023 work plan
- ❑ Discuss and adopt January-June 2023 Editorial Calendar – assign tasks
- ❑ Annual officer elections
- ❑ Adopt 2023 meeting schedule
- ❑ Preservation Month – window workshop outreach

February 28, 2023

- ❑ Governance 101 – legal training with city attorney
- ❑ Preservation Month – window workshop outreach

March 28, 2023

- ❑ Discuss selection of Stewart Award recipient
- ❑ Preservation Month – discuss activities & window workshop outreach
- ❑ Mock design review hearing

April 25, 2023

- ❑ Select Stewart Award recipient
- ❑ Preservation Month – finalize activities & window workshop
- ❑ Chair to prepare annual report

May 8, 2023 City Council Meeting

- ❖ *Present Annual Report*
- ❖ *Preservation Month Proclamation; honor Stewart Award recipient*

May 23, 2023

- ❑ Preservation Month
- ❑ Discuss July-December 2023 Editorial Calendar – assign tasks

June 27, 2023

- ❑ Adopt July-December 2023 Editorial Calendar
- ❑ National Night Out planning (August 1)
- ❑ Governance 101

July 25, 2023

- ❑ Chalk Art Festival planning (September)
- ❑ National Night Out planning (August 1)

August 22, 2023

- ❑ Chalk Art Festival planning (September)
- ❑ Public Safety Open House planning (October)

September 26, 2023

- ❑ Public Safety Open House planning (October)

October 24, 2023

November 28, 2023

December 20, 2022 (third Tuesday)

- ❑ Discuss 2024 work plan
- ❑ Prepare January – June 2024 Editorial Calendar

2023 Adopted Work Plan

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2023		
☐ 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 and selective RLS ☐ Begin outreach to property owners in post-WWII neighborhoods (survey notification)	☐ Outreach: host a window repair workshop, create a realtors packet on historic properties, participate in yearly City events (national night out, public safety open house, chalk art festival, farmers market) ☐ Complete Spanish language brochure translation with finishing design work and printing ☐ Board training & legal training with City Attorney	☐ HLB training with mock design review ☐ Board cross-training to learn officer roles ☐ Page-by-page review of website for updates ☐ Preservation Month ☐ Send an HLB member to a conference (suggestion: Oregon Heritage Summit, Oregon Main Street Conference) ☐ Governance 101
2024		
☐ Prepare and submit the post-WWII historic context and selective RLS ☐ Incorporate the City's Diversity, Equity, and Inclusion initiative into outreach activities ☐ Evaluate potential 2025 SHPO grant options	☐ Outreach: scavenger hunt, photo contest, participate in yearly City events (national night out, public safety open house, chalk art festival, farmers market) ☐ Page-by-page review of website for updates ☐	☐ Legal training with City Attorney ☐ Board cross-training to learn officer roles ☐ Preservation Month ☐ Send an HLB member to a conference (suggestion: Oregon Heritage Conference; NAPC Forum) ☐ Prepare CEP grant ☐ Governance 101
2025		
☐ Review results of context and RLS to determine post-WWII historic district potential ☐ Amendments to Historic Design Standards and Guidelines – commercial properties	☐ Upload post-WWII context to web and social media ☐ Presentations on post-WWII architecture ☐ Outreach: scavenger hunt, photo contest, participate in yearly City events (national night out, public safety open house, chalk art festival, farmers market)	☐ Legal training with City Attorney ☐ HLB training with mock design review ☐ Board cross-training to learn officer roles ☐ Preservation Month ☐ Send an HLB member to a conference (suggestion: National Trust Conference; Oregon Main Street Conference)



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Historic Landmarks Board 2023 Meeting Schedule

Fourth Tuesday of the Month (Unless Otherwise Noted)

Location: Community Auditorium Conference Room

1915 Main Street

Time: 6:30 PM

January 24, 2023

February 28, 2023

March 28, 2023

April 25, 2023

May 23, 2023

June 27, 2023

July 25, 2023

August 22, 2023

September 26, 2023

October 24, 2023

November 28, 2023

December 19, 2023 (third Tuesday)

OUTREACH

- CITY OF FOREST GROVE
 - Post on website
 - Put in City newsletter
 - Press release on website
 - City Calendar
 - City social media posts
- WRITTEN MATERIALS
 - Mailer
 - Postcard
 - Posters/flyers
 - Share on social media
 - Newspaper article/press release
- PLACES TO POST
 - City Hall
 - Community auditorium
 - Library
 - Senior center
 - Senior center reader board
 - Aquatic center
 - Fire Department reader board
 - Downtown businesses
- SHARE WITH OTHER COMMISSIONS/DEPARTMENTS/AGENCIES – ask to share information at their meetings, post on their social media & website, make information available to their network, etc.
 - City Council
 - Arts Commission
 - Sustainability Commission
 - Parks & Rec. Department
 - Fire Department
 - Police Department
 - Library Department
 - School District
- SHARE WITH OTHER ENTITIES – ask to share on their social media, post at their site, share in their newsletters, post on their websites, make information available to their network, etc.
 - Friends of Historic Forest Grove
 - Adelante Mujeres – Spanish speaking
 - Churches in historic districts
 - Pacific University
 - Realtors
 - Business owners
 - Chamber of Commerce
 - Tourism
- YEARLY EVENTS – participate in events that are already occurring
 - National Night Out
 - Public Safety Open House
 - Chalk Art Festival
 - Farmer's Market



Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, December 20, 2022, 6:30 pm

1. **CALL TO ORDER:**

Vice Chair Haveluck called the meeting to order at 6:34 p.m.

Historic Landmark Board Members Present: Heidi Ruby, George Cushing, Jennifer Brent, Melody Haveluck.

Board Members Excused: None.

Council Liaison Present: Elena Uhing

Staff Present: Amy Kreimeier

2. **CITIZEN COMMUNICATION:** None.

3. **ACTION ITEMS/DISCUSSION:**

A. **Work Session – Historic Preservation Program Goals & Implementation:**

Kreimeier provided a brief report on the Historic Preservation Plan goals and implementation. Board to focus efforts on the goals to engage the community in historic preservation efforts and to encourage preservation of historic resources.

B. **2023 Work Plan Discussion:** Kreimeier provided a brief report on work achieved as part of 2022 work plan and the proposed 2023 work plan as included in the Historic Preservation Plan. It was noted that due to the cancellation of the post WWII RLS survey contract a large number of 2022 work plan items had not been achieved. Board discussed additional work plan items to increase outreach and educational opportunities with the community including a window workshop, educational resources for realtors, participation in community events, partnerships with other boards and commissions, and outreach with the Spanish speaking community.

C. **2023 CLG Grant Application Discussion:** Board discussed using grant funding to re-start post WWII RLS survey work, complete design work for Spanish language brochures, and additional printing of all brochures. Backup projects to include sending a board member to a conference and additional outreach and educational activities.

Cushing/Brent moved to approve proposed projects. Motion carried 4-0.

4. **NEW BUSINESS:**

- A. **APPROVAL OF MINUTES:** Approval of Historic landmarks meeting minutes of August 23, 2022 meeting.
- B. **COUNCIL LIAISON REPORT:** Councilor Uhing provided a brief report.
- C. **BOARD COMMUNICATIONS:** None.
- D. **FHFG REPORT:** Haveluck provided a brief report.
- D. **STAFF UPDATE:** Kreimeier provided a brief report.

5. **ADJOURN**

The meeting was adjourned at 8:35 p.m.

Respectfully submitted by: George Cushing, Secretary