

To: Historic Landmarks Board

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

Re: March 28 Agenda

Date: March 21, 2023

Memorandum

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

ACTION ITEMS

1. **Adopt 2023 Meeting Schedule** The proposed calendar is attached. Note that the December meeting would be on the third Tuesday of the month. There is no board meeting scheduled for May. Board to attend City Council meeting on May 22nd to present the annual report, honor the Stewart award recipient, and preservation month proclamation.
2. **Stewart Award Discussion** Please come with suggestions as to possible recipients.
3. **Preservation Month – Window Workshop Discussion** Staff to provide update on window workshop to be held in the Community Auditorium on Saturday May 20th at 9am during Historic Preservation Month. Board to discuss and decide upon specifics of window workshop including outreach actions & promotion & other pertinent logistics.

Information on the event is now available on the event calendar on the City website. Draft flyers, postcard, and social media images are attached.

INFORMATION ITEMS

2023 Oregon Heritage Virtual Summit: Registration is now open for the Oregon Heritage Virtual Summit. Summit is scheduled for April 27-28. Thursday, April 27th the event will take place from 12:30 pm to 5:30 pm with multiple speaker sessions. The summit will end with a virtual workshop scheduled for Friday, April 28th at 8:30 am.

CLG Grant: Application for 2023-2024 CLG grant Cycle was submitted on February 8th, 2023. Awards will be in the range of \$13,500 - \$15,000 and determined in April 2023.

April Agenda: Select Stewart Award recipient, Preservation Month Planning, 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

- ❑ Adopt 2023 meeting schedule
- ❑ Discuss selection of Stewart Award recipient
- ❑ Preservation Month – discuss activities & window workshop outreach

April 25, 2023

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

May 22, 2023 City Council Meeting

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

May 23, 2023 – No board meeting in May

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

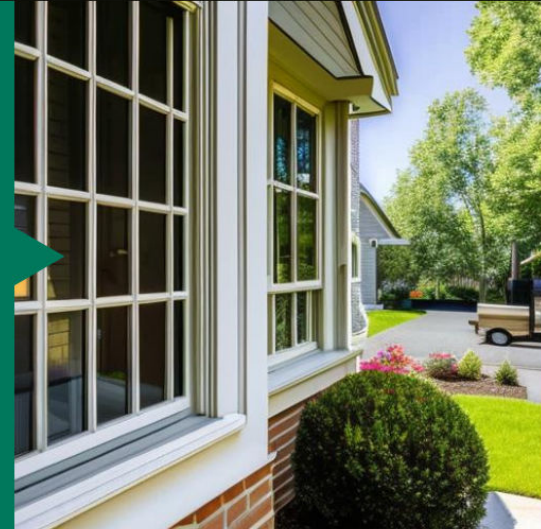
December 20, 2022 (third Tuesday)

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

HISTORIC WINDOW WORKSHOP

Historic and older windows, when properly maintained, can last for many more decades and be just as **ENERGY EFFICIENT** as new windows.

With a little bit of practice, it can be easy - and **INEXPENSIVE** - to repair and maintain your windows.



HISTORIC WINDOW WORKSHOP

SATURDAY MAY 20th, 2023

9am - 11am

**Community Auditorium, 1915 Main Street
Forest Grove, OR 97116**

Join the Historic Landmarks Board and learn the basics of caring for & maintaining historic windows including basic and **DIY** repairs, weatherization, storm windows, and so much more.

PRESENTER - Joy Sears, Restoration Specialist
Oregon Parks and Recreation Department, Heritage Division, State
Historic Preservation Office



CITY OF FOREST GROVE HISTORIC LANDMARKS BOARD PRESENTS

Historic Window Workshops

Energy efficient,
inexpensive, and
easy repair &
maintenance
tips!



Learn the basics of care & maintenance of historic windows including basic and advanced DIY repairs, weatherization, storm windows, and so much more!

MAY 20

9 am -11 am

Forest Grove
Community Auditorium



COMMUNITY AUDITORIUM - 1915 MAIN STREET - FOREST GROVE
Visit www.forestgrove-or.gov/bc-hlb for more information



FOREST GROVE HISTORIC LANDMARKS BOARD
NATIONAL HISTORIC PRESERVATION MONTH

Historic Window Workshop

ENERGY EFFICIENT, INEXPENSIVE, AND EASY REPAIR AND MAINTENANCE



FOR WINDOWS THAT WILL LAST, COME LEARN THE BASICS OF CARING
FOR YOUR HISTORIC WINDOWS INCLUDING BASIC AND DIY REPAIRS,
WEATHERIZATION, AND STORM WINDOWS.

May 20, 2023 | Starts 9 AM | 1915 Main St, Forest Grove

Visit www.forestgrove-or.gov/bc-hlb for more information



Historic Window Workshop

For windows that
will last another
100 years - don't
replace, repair!

Learn:
Maintenance
DIY repairs
Weatherization

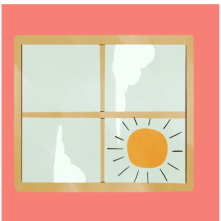
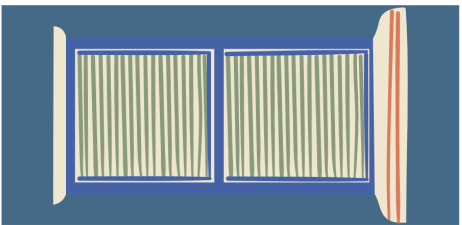
When:
May 20, 2023
9 AM
1915 Main St.

More information:
www.forestgrove-or.gov/bc-hlb

FREE!

THE
HISTORIC
LANDMARKS
BOARD
PRESENTS

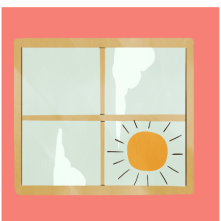
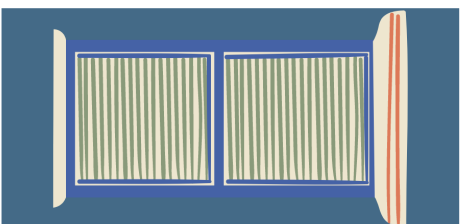
HISTORIC WINDOW WORK SHOP



MAY
20
9 AM

THE
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HISTORIC WINDOW WORK SHOP



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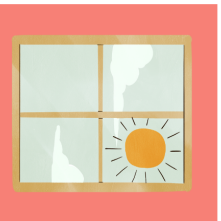
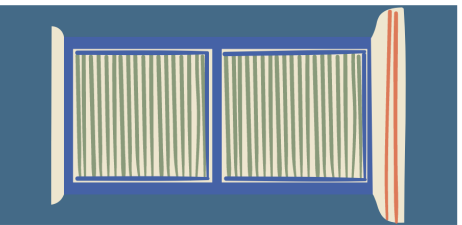


FOR MORE INFORMATION, VISIT [FORESTGROVE-OR.GOV/BC-HLB](https://forestgrove-or.gov/bc-hlb)

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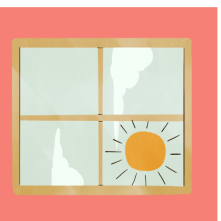
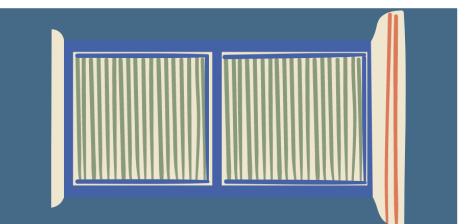
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 Planning
FOREST GROVE OREGON
City of Forest Grove
P.O. Box 326
Forest Grove, OR 97116

FREE WINDOW WORKSHOP

Well maintained windows can be just as ENERGY EFFICIENT and last longer than new windows!

With a little bit of practice, it can be EASY - and INEXPENSIVE - to repair and maintain your windows.

Learn the basics of caring for & maintaining your historic windows including basic and DIY repairs, weatherization, storm windows, and so much more!

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A place where families and businesses thrive.

**Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, February 28, 2023, 6:30 pm**

1. CALL TO ORDER:

Chair Brent called the meeting to order at 6:35 p.m.

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

Board Members Excused: None.

Council Liaison Present: Elena Uhing

Staff Present: Amy Kreimeier

2. CITIZEN COMMUNICATION: None.

3. ACTION ITEMS/DISCUSSION:

- A. Annual Officer Elections:** Brent nominated herself as Chair, Ruby as Vice Chair, and Cushing as Secretary.
Brent/Ruby moved to approve nominations. Motion carried 2-0.
- B. Review & Adopt 2023 Work Plan:** Kreimeier provided a brief report on work plan.
Brent/Cushing moved to adopt work plan. Motion carried 3-0.
- C. Adopt 2023 Meeting Schedule:** Kreimeier provided a brief report on proposed schedule. Board discussed possible scheduling conflicts. Board proposed cancelling May meeting to attend City Council meeting for Stewart Award presentation and National Historic Preservation Month proclamation. Kreimeier to revise schedule for adoption at next board meeting.
- D. Discuss and adopt January – June Editorial Calendar:** Board discussed editorial articles to be printed in the Friends of Historic Forest Grove newsletter and utilizing bulletin boards and reader boards throughout the city to post information.
- E. Preservation Month – Window Workshop Discussion:** Kreimeier provided a brief overview of window workshop to occur on Saturday May 20th. Board decided upon a start time of 9am. Kreimeier advised the presentation would be an hour to an hour and a half and that the State representative presenting did expect a good turnout. Board discussed options to publicize the workshop including social media posts,

flyers, sharing info with other boards and commissions and City agencies, possibly partnering with sustainability commission on this event. Brent to write an editorial piece to promote the event in Friends of Historic Forest Grove newsletter. Kreimeier to create flyers for board to distribute. Cushing to post flyers around town. Ruby to get event information on reader boards and bulletin boards around town. Some of advertising to be Spanish language. Uhing to contact the other boards and commissions.

4. NEW BUSINESS:

- A. **APPROVAL OF MINUTES:** Approval of Historic landmarks meeting minutes of December 20, 2022 meeting.
- B. **COUNCIL LIAISON REPORT:** Councilor Uhing provided a brief report.
- C. **BOARD COMMUNICATIONS:** None.
- D. **FHFG REPORT:** None.
- F. **STAFF UPDATE:** Kreimeier provided a brief report.

5. ADJOURN

The meeting was adjourned at 7:35 p.m.

Respectfully submitted by: George Cushing, Secretary