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**Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, April 26, 2022, 6:30 pm**

1. CALL TO ORDER:

Chair Brent called the meeting to order at 6:34 p.m. via Zoom webinar.

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

Board Members Excused: None.

Staff Present: Amy Kreimeier

2. CITIZEN COMMUNICATION: None.

3. ACTION ITEMS/DISCUSSION:

- A. Preservation Grant Request at 1638 Birch Street:** Applicant Marcia Andrea presented her project to paint the exterior of her historic home and repair and replace shingles as necessary. Bids of \$8,300.00 and \$18,400.00 were presented with a \$750.00 grant requested. A question was raised regarding the lack of lead paint abatement work in the bid the applicant intended to accept. Staff requested that the contract be amended to include lead abatement work should it become necessary, given the common use of lead paint in homes of this age. Applicant had previous discussions with contractor regarding lead abatement. Cushing/Ruby moved to approve the grant request on the condition that the contract be updated to include lead abatement. Motion carried 4-0.
- B. CLG Grant – RLS survey – Post WWII Plats – Project Update:** Kreimeier shared a status update with the Board. The contractor hired to conduct the RLS survey had to unexpectedly cancel the contract. RLS survey work as part of the current CLG grant cycle would no longer be feasible. Kreimeier to contact SHPO to discuss ramifications and alternative projects to fund.
- C. Downtown Historic District Brochure:** Board discussed the final design of brochure and next steps. Kreimeier to send brochure to SHPO for approval and then begin printing process once approve by the Board. Cushing/Brent moved to approve the final brochure design. Motion carried 4-0.
- D. Stewart Award Selection:** Cushing proposed Holly Tsur as the recipient of the 2022 Stewart Award. Board unanimously agreed. Cushing volunteered to write the award

citation and a press release regarding Holly Tsur. Award to be presented at the May 23rd City Council meeting.

- E. **Preservation Month Planning:** Haveluck discussed preparations for the scavenger hunt activity to take place on May 7 from 10am to 3pm. Scavenger hunt to begin and end at the Friends of Historic Forest Grove offices, the old train station. Haveluck requested assistance in advertising the event at the Farmer's Market and during the event. Two \$25 gift cards will be awarded as prizes. Cost to conduct the event will be \$15-\$20 per board member. Haveluck also discussed the need for a new Friends of Historic Forest Grove liaison to the board. Kreimeier provided an update on the National Preservation Month banner to be displayed during the month of May. National Preservation Month City Council proclamation to occur at the May 23rd council meeting.
- F. **Annual Report:** Kreimeier advised the board on annual report preparation. Annual report to be prepared by the Chair and presented to the City Council as required by the city code. The board agreed to present the report on May 23rd in conjunction with the preservation month proclamation and Stewart Award presentation. Materials to be submitted to staff by May 13th.

4. **NEW BUSINESS:**

- A. **APPROVAL OF MINUTES:** Approval of Historic landmarks meeting minutes of March 24, 2022 meeting.
- B. **COUNCIL LIAISON REPORT:** None.
- C. **BOARD COMMUNICATIONS:** Tsur advised that she was resigning from the board.
- D. **FHFG REPORT:** None.
- E. **STAFF UPDATE:** Kreimeier gave brief report regarding upcoming meetings. Consensus was reached to not hold a meeting in May and to begin holding future meetings in person once again.

5. **ADJOURN**

The meeting was adjourned at 7:50 p.m.

Respectfully submitted by: George Cushing, Secretary