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**CITY OF FOREST GROVE HISTORIC LANDMARKS BOARD
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, JANUARY 24, 2017 – 7:15 P.M.**

Jennifer Brent
MJ Guidetti-Clapshaw

Holly Tsur, Chair
George Cushing
Kaylene Toews

Larissa Whalen Garfias
Kelsey Trostle

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192:
→ Public Hearings – Public hearings are held on matters required by state law or City policy. Anyone wishing to testify should sign in for the Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony and will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.
→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235 at least 48 hours prior to the meeting.

A G E N D A

1. Call to Order.
2. Citizen Communication. Anyone wishing to speak on an item not on the agenda may be heard at this time. In the interest of time, please limit comments to three minutes or less.
3. Action Items / Discussion:
 - A. Goal 5 Rulemaking
 - B. Media Outreach – Editorial Calendar
 - C. Preservation Grant Application Review
 - D. Officer Elections
4. New Business
 - Approval of Historic Landmarks Board Meeting Minutes of December 20, 2016.
 - Council Liaison Report
 - Staff Update
 - February 28 Agenda
 - Other
5. Adjourn

To: Historic Landmarks Board

Memorandum

From: James Reitz (AICP) Senior Planner
jreitz@forestgrove-or.gov (503) 992-3233



Re: January 24 Agenda

Date: January 18, 2017

ACTION ITEMS

- A. Goal 5 Rulemaking** – Attached is *Restore Oregon's* summary of the proposed changes to Statewide Goal 5 rules. If the Board wishes to offer testimony, then a letter will need to be prepared prior to the hearing on January 27th. *To expedite matters, it might be advisable for one of you to prepare a draft ahead of the meeting.*
- B. Media Outreach** – Please review and select one or more of the topics on the editorial calendar.
- C. Preservation Grant Application Review** – Holly is re-working the Preservation Grant application form. She'll forward the new version to everyone via email prior to the meeting. Once you receive it, please review and be prepared to offer any suggestions for its further improvement. There is no need to adopt this formally; we just need to reach a consensus.
- D. Annual Officer Elections** -- The current slate is Tsur – chair; Toews – vice chair; and Cushing – secretary.

INFORMATION ITEMS –

Preservation Grants - For FY 2016-17, the City Council awarded the Board \$5,950. Four \$1,000 grants have been awarded, leaving **1,950** uncommitted. No new applications have been filed.

<u>Building</u>	<u>Grant \$</u>	<u>Project</u>	<u>Status</u>	<u>Notes</u>
Broderson House	\$1,000	Front Door	Approved	CEP 16-17
Wilcox-Williams House	\$1,000	Gutters	Approved	CEP 16-17
Rasmussen-Price House	\$1,000	Seismic	Approved	CEP 16-17
I. J. Hoar House	\$1,000	Painting	Approved	CEP 16-17

2017 – 2018 CALENDAR – UPCOMING AGENDA ITEMS

February 28, 2017

- ☐ Appoint subcommittee to prepare CEP application
- ☐ Discuss potential Stewart Award recipient

March 28, 2017

- ☐ Review and finalize CEP grant application (due March 31st)
- ☐ Select Stewart Award recipient
- ☐ CLG Grant – Original Town Resurvey
- ☐ Preservation Month planning

April 25, 2017

- ☐ Preservation Month planning (continued)
- ☐ CLG Grant – Original Town Resurvey

May 23, 2017 (fourth Tuesday)

- ☐ Historic Month Proclamation (May 8 CC meeting)
- ☐ Honor Stewart Award recipient (May 8 CC meeting)
- ☐ CLG Grant – Original Town Resurvey

June 27, 2017

- ☐ Preservation Grant reviews
- ☐ Restore Oregon nominations
- ☐ National Night Out planning (August 1)
- ☐ CLG Grant – Original Town Resurvey

July 25, 2017

- ☐ Preservation Grant reviews
- ☐ National Night Out planning (August 1)

August 22, 2017 (fourth Tuesday)

- ☐ Public Safety Open House planning (October 14)

September 26, 2017

- ☐ Public Safety Open House planning (October 14)

October 24, 2017 (fourth Tuesday)

- ☐ No items scheduled at this time

November 28, 2017

- ☐ No items scheduled at this time

December 19, 2017

- ☐ Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- ☐ Annual website review
- ☐ Develop 2018 work plan

January 23, 2018 (fourth Tuesday)

- ☐ Review and adopt 2018 work plan
- ☐ Annual elections

February 27, 2018

- ☐ Appoint subcommittee to prepare CEP application
- ☐ CLG Grant Application
- ☐ Discuss potential Stewart Award recipient

The Biggest Step Forward for Oregon's Historic Places in 20 Years

By: Lydia Ness on: January 9, 2017 0

For the last 22 years, there has been virtually no meaningful statewide protection of historic resources in Oregon. That may now change. Restore Oregon and a committee of preservationists convened by the Department of Land Conservation and Development (DLCD) have proposed new rules establishing an important baseline of protection for historic places in Oregon. This would protect over 11,000 National Register properties and provide new options for local governments to preserve the historic buildings, homes, and neighborhoods that characterize their communities.

DLCD which will hold a hearing on January 27 in St. Helens at 8:30AM (Meriwether Place, Canyon Room, 1070 Columbia Blvd St Helens, OR 97051). Written Testimony must be submitted by January 17th.

The proposed rules would:

1. Mandate demolition review for all 11,594 properties listed in the National Register of Historic Places.
2. Enable the option to create local historic districts by clarifying that only a simple majority of property owners need to consent to that designation. This provides a "preservation lite" option in communities like Portland, who apply additional regulation such as design review to National Register districts.
3. Clarify that taking an inventory of historic buildings is not a form of designation. This frees cities to update their historic resource inventories without requiring owners to consent.
4. Allow local jurisdictions to apply additional protections to National Register listed properties or districts, but only after a public process. This gives property owners a role in customizing design guidelines or other regulations for their district.

The proposed rule changes implement Oregon's Goal 5 land use policy to protect both natural and historic resources. They must now be adopted by DLCD which will hold a hearing on **January 27 in St. Helens at 8:30AM** (Meriwether Place, Canyon Room, 1070 Columbia Blvd St Helens, OR 97051). These recommendations represent a major step forward and Restore Oregon strongly endorses them. We encourage our members and concerned citizens to submit testimony and attend the hearing. **Written testimony must be submitted by January 17th.** Additional guidelines for testimony are located on the DLCD's website.

These changes would provide modest but meaningful protection for thousands of historic resources that currently have no protection; add clarity and statewide consistency for how we treat historic places; and add flexibility for local communities to regulate their historic resources. It is a crucial moment for historic preservation and this is the time for preservationists to show support and raise their voice.

How to Comment

The Land Conservation and Development Commission will conduct a hearing on draft amendments to the historic resources rule at its January 25-27, 2017 meeting in St. Helens, Oregon. The meeting agenda is not complete so the time for the hearing on the Goal 5 rule is not known at this time. It is expected to be on Friday, January 27. The agenda is available [here](#). The hearing is scheduled for 8:30 a.m. on Friday, January 27, 2017 at 1070 Columbia Blvd., St. Helens, OR 97051.

A staff report to the commission will be distributed approximately two weeks before the hearing. The report will also be available [here](#).

The commission will accept oral and written testimony. Persons who wish to testify are requested to follow these guidelines:

- Complete a Testimony Sign Up Form, provided at the meeting handout table
- Provide written testimony in advance to amie.abbott@state.or.us and casaria.taylor@state.or.us (January 17 is the deadline to submit advance testimony if you wish to have the commission review it prior to the meeting). If you are unable to supply materials in advance, please bring 20 copies to the meeting for distribution to the commission, staff and members of the public (January 17 is the deadline to submit advance testimony if you wish to have the commission review it prior to the meeting). If you are unable to supply materials in advance, please bring 20 copies to the meeting for distribution to the commission, staff and members of the public
- Recognize that substance, not length, determines the value of testimony
- Endorse, rather than repeat, testimony of other witnesses with whom you agree

The commission has added the option of testifying by videoconference when the commission is holding a traveling meeting. The videoconferencing will be available at the department's office in Salem: Basement Hearing Room, 635 Capitol Street NE, Salem, Oregon 97301. Please note that the quality of video technology is not guaranteed. In addition, written testimony will only be provided electronically. Therefore, if your testimony is critical, please plan to attend the meeting in person.

Those testifying by videoconference are asked to follow the above guidelines for public testimony.

HLB 2017 Public Outreach Editorial Calendar			
Target Publication	Target Date	Topic/Description	Pitch Date/submit content to publication
FHFG newsletter	2/1/17 (tentative)	Strategic Plan Update: Share a brief update on key elements of the strategic plan and timing for approval. Thanks the community again for their input.T	1/1/17
FHFG newsletter	3/1/17	Renovation Grant Funds Available: highlight 1-3 key projects from 2016-2017 and solicit additional applications to ensure we distribute all funds.	2/15/17
News Times	5/1/17	Eric Steward Award Announcement: Profile winner in a contributed article or work with the reporter covering City Counsel activity and focus on the award presentation.	4/15/17
FHFG newsletter	6/1/17	Eric Steward Award Announcement: Repurpose and shorten the profile from the News Times to announce the winner.	5/15/17
News Times	8/1/17	Selling Your Historic Home: During this popular time to sell home (before kids start school) when there is a lot of real estate news coverage, repurpose the HLB article by Holly with tips and tricks.	7/1/17
News Times	10/1/17	Earthquake Safety and Protection for Historic Homes: In a contributed article for the Safe and Secure special section, highlight the risk earthquakes post to historic homes (including loss of historically relevant properties to the community), and how they can be safeguarded. Include a call to action to use Preservation Grant Program funds for the projects.	9/1/17
News Times	11/1/17	Anderson Building Tour: In a contributed article profile [NAME?] and give a behind the scenes tour of the Anderson building. Include efforts to retain historic features, and the use of the Preservation Grant Funds.	10/15/17
FHFG newsletter	12/1/17	The Next Generation of History Buffs: Recap youth education activities from the year.	11/15/17

Members Present: Jennifer Brent, George Cushing, Larissa Whalen Garfias, MJ Guidetti-Clapshaw, Kaylene Toews, Kelsey Trostle
Staff Present: James Reitz
Council Liaison: Timothy Rippe
Citizens Present: 02

1. **Call to Order:** Tsur opened the meeting at 7:10 p.m. New member Kelsey Trostle was introduced and welcomed to the Board. She took a moment go over her background and her interest in historic preservation.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Preservation Grant Request – I. J. Hoar House at 1623 Ash Street (Washington County Tax Lot 1S3 6BD-5300). Applicant: Jane Romig. File Number 311-16-000199-PLNG. Jane Romig was present to discuss her painting project. She said that her family had owned the house since 1923. She noted that the paint was in a much deteriorated condition. She plans to have the house painted a shade of white that appears to have been the original color, except that the original window frames then were possibly painted black which she does not intend to replicate. She received two bids and was accepting one of them. After a few clarifying questions, **Toews/Guidetti-Clapshaw to approve a \$1,000 grant. Motion carried unanimously.**

B. Annual Report and Presentation – Tsur said she had been requested by the city recorder to keep the report to five minutes or less; the Board agreed last year's report was one of the shortest and so the instructions were not meant specifically for the Board. Keeping with the direction to keep it short, Tsur said that she had refined her draft even more, and will be highlighting primarily the 2017-2026 Preservation Plan and the preservation grant program. She showed the Board her draft presentation and the Board agreed it was appropriate.

C. 2017 Work Plan - Tsur went through the 2017 Implementation Plan as outlined in the 2017-2026 Preservation Plan. The Board agreed that we should proceed with it at this time. Among the items discussed were preparing the CLG grant request for a reconnaissance re-survey of the Original Town plat. Reitz noted that the survey would include the area from 16th to 21st avenues and "B" to Elm streets, not just the downtown area. He noted that the first Original Town survey was done in 1993 but many buildings have changed since then, and others have now reached the 50-year threshold thus making them eligible for survey. He also commented that the last survey was on paper but the new one will be all digital, thus making it easier to access and use. The cost is expected to be between \$10,000 and \$12,000.

Responding to a question from Rippe, Reitz said a reconnaissance survey is a "drive-by" type report with just general documentation of the architecture and condition of buildings; it does not delve into history like an Intensive Survey does. An Intensive Survey could be done at a later time before submission for a historic district, if additional research is needed.

It was noted that more up-to-date research was needed before deciding whether to proceed with a downtown district. It was agreed that the Board should start developing a plan of how to advise building owners about the advantages of a historic district. Reitz observed that the Original Town re-survey would not be complete until late 2017; with that in mind, the Board agreed that a postcard should be sent out before the survey begins to advise property owners of the effort and to contact us if they have any questions.

Aside from initiating the Original Town re-survey, the Board also agreed to the other 2017 Implementation Plan tasks of beginning to research other funding options; continuing with our public outreach efforts; and that the legal training and mock design review should be scheduled as soon as possible.

- D. Media Outreach Editorial Calendar** - Toews distributed a draft calendar and some suggested topics. She noted that the calendar was intended to be flexible, i.e., we could move topics around so long as we kept to the overall schedule. After discussion **Brent/Whalen Garfias to adopt the calendar and topics. Motion carried unanimously.** Tsur noted that we need to contact the FHFG to get their newsletter publishing schedule and also find out what their lead time is for article submission; Toews said she would follow-up with them. Tsur also asked everyone to review the topics proposed and select one or more of them; we'll sort out who wants to do what at the next meeting.
- E. Preservation Grant Application Review** – Tsur said that the rewrite of the preservation grant application was proceeding. She will send it Toews and Reitz for their comments and then forward it to the Board for final review.
- F. Annual Website Review** - Reitz said that the City was revamping their website and so it was an opportune time to review our portion of it. A couple of ideas were suggested: we need a better way to search for information rather than just lists of subjects; and more interactive mapping (Rippe suggested Google maps or something GIS-based) might make it easier for people looking for a particular address.
- G. Meeting Time** – By consensus the Board agreed to keep the 7:15 p.m. meeting start time.

4. Old Business/New Business:

- Approval of HLB Meeting Minutes. **The meeting minutes of October 25, 2016 were approved as submitted.** (No meeting was held in November).
- Council Liaison Report: Rippe was only recently elected to the Council, and stated that he was looking forward to working with the Board.
- Tsur commented that the cross-training of members was progressing, but more was needed. Brent offered to chair the January meeting and Whalen Garfias will take the minutes.
- Staff Update: Reitz updated the Board on various development projects around the city. He also noted that annual officer elections were on the January 2017 agenda.

5. Adjournment: The December 20, 2016 meeting adjourned at 9:00 p.m.

These minutes respectively submitted by George Cushing, Secretary