

## HISTORIC LANDMARKS ADVISORY COMMITTEE

Wednesday, September 19, 2018 - Conference Room 113B - 6:30 p.m.

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Kay Demlow



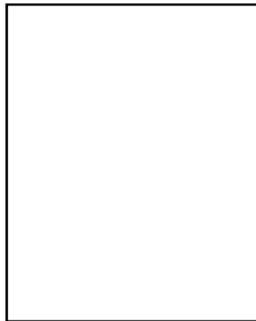
Judy Goldman



Lynne Foster



Maria Brown



Vacant



Vacant



Vacant

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**Thank you for taking the time to join us at a Historic Landmarks Advisory Committee meeting!**

We encourage our community's participation. Meeting materials — including agendas and packets — are available at [Hillsboro-Oregon.gov](http://Hillsboro-Oregon.gov). If you have any questions, contact Rachel Haddon at 503-681-6155. We are happy to assist you!

Sign-language interpreters and Assisted Listening Devices (ALD) are available at no cost. Please call 503-681-6100 or TTY 503-682-6284 72 hours prior to the meeting.

**I. Call to Order – Roll Call**

Chair: Maria Brown  
Vice-Chair: Kay Demlow  
Members: Lynne Foster; Judy Goldmann

**II. Communications & Non-Agenda Items**

**III. Approval of Minutes – July 18, 2018**

**IV. Staff Reports (Oral reports at meeting)**

A. CLG Conference 2018

Discuss upcoming conference on November 16, 2018 in Independence, OR.

B. Malone House Cultural Resource Inventory Nomination Recap

Recap the process and discuss any needed improvements.

C. Summer Events Recap

Recap Celebrate Hillsboro and Hillsboro 2035 and identify any materials needed for next year.

D. Committee Recruitment

Discuss ongoing recruitment effort for three (3) vacant positions on committee.

**V. Unfinished Business**

A. 2018 Workplan

Provide final copy of 2018 Workplan to members.

**VI. New Business - None**

**VII. HLAC Communications or Reports**

**VIII. Adjournment**

1 **Historic Landmarks Advisory Committee**  
2 **Regular Meeting**  
3 **July 18, 2018**  
4 **6:30 PM**

**Room C207**  
**Hillsboro Civic Center**  
**150 E Main Street**  
**Hillsboro**

5  
6 **MINUTES**  
7

8 **I. Call to Order – Roll Call**  
9

10 Present: Maria Brown; Kay Demlow; Lynne Foster; Judy Goldmann.

11  
12 Staff present: Laura Kelly; Michael Brown; Amber Ames; Rachel Haddon  
13

14 **II. Approval of Minutes – May 16, 2018**

15 Brown noted on page 6, line 41 should be corrected to state, “*with* any teachers”.

16  
17 Kay Demlow moved approval of the May 16, 2018 minutes as corrected; Lynn Foster seconded. The  
18 minutes were unanimously approved.  
19

20 **III. Communications and Non-Agenda Items**

21 **A. 2018 City Council Priorities – Michael Brown, City Manager**

22 Amber Ames, City Recorder, stated that she and City Manager Michael Brown had been attending various  
23 Board and Commission meetings because they wanted to improve City Staff’s and elected officials’  
24 connection to the volunteer commissioners as well as make them feel connected and help them to be  
25 informed.

- 26 • She explained that she oversaw the Board and Commission recruitment and appointment process and  
27 had made some changes to bring in more social media and to have a broader outreach.
- 28 • She played the 2018 City Council Priorities video and noted it was available on the City’s YouTube  
29 channel. The video was pushed through social media and updated annually.
- 30 • She circulated a sign-up sheet for the notification list “Happening in Hillsboro”, noting that those who  
31 signed up would receive an update every couple of weeks on videos, such as the one played tonight,  
32 and other programs in Hillsboro.
- 33 • She also distributed fliers on Hillsboro Fun Fest and invited HLAC and their families to attend the event  
34 on August 1, 2018 from 12:00 pm to 8 pm at the Gordon Faber Recreation Complex, which included  
35 free food and activities, as well as a Hops game that evening.  
36

37 City Manager Brown stated all members of Boards and Committees had been invited to join the Council and  
38 other City governance at the What We Believe event two years ago where a facilitator led a group  
39 discussion to help connect attendees to City governments. The attendees had been encouraged to invite  
40 people from the community; particularly those who might not otherwise wish to know about or had  
41 participated in government, to attend the Civic Leadership Academy. He discussed some of the Council  
42 priorities, especially those that might have some connection with HLAC as follows:

- 43 • Affordable housing was a significant priority of the City Council. The Planning Department and the City  
44 Manager’s office were in the process of developing a series of policies to help support affordable  
45 housing, and other ideas were being researched.
- 46 • The Council also looked at ownership housing. With the exception of projects done by Habitat for  
47 Humanity, not many projects had been built for ownership by people with lower incomes.
  - 48 • Homelessness was also a big social issue for which the City had a task force. Over the last three  
49 years, the City had been coordinating with groups working with homelessness to define the

1 appropriate role for City government’s support. A series of recommendations would be presented  
 2 to the Council at an upcoming work session. In the interim, the City had a series of community  
 3 service grants and programs to support non-profits who help the homeless.

- 4 • The City was in the evaluation process of trickier issues such as ordinances and their effects on the  
 5 homeless. The huge spectrum of homeless people was a challenge. Many had mental health and  
 6 drug addiction issues or had recently been in a correctional institution and had challenges finding  
 7 housing.
- 8 • The Crescent Greenway Project would likely be 30 years in the making and would connect the Gordon  
 9 Faber Recreational Complex to the South Hillsboro development via trails and greenways. The City  
 10 wished to place cultural information about the city’s history along the trail, which he believed might be  
 11 of interest to HLAC. Such information could include recognition of indigenous people who once lived in  
 12 the area or other educational information.
- 13 • A Civic Leadership Academy would take place on September 12<sup>th</sup> to October 17<sup>th</sup> on Wednesdays from  
 14 5:30 pm to 8:00 pm. Dinner and child care would be provided. The City encouraged people like HLAC  
 15 members to invite people to participate. The program was designed to teach the process of governance  
 16 and also to give the participants a real City issue for them to create a series of recommendations. At the  
 17 last Academy, issues such as affordable housing and entrepreneurship were discussed, and both groups  
 18 had meaningful work that had been continued since then.
- 19 • Ames added that every year, the Academy fed into the Boards and Commissions recruitment cycle.  
 20 Last year, a number of applications had been received from attendees who then received priority  
 21 for placement among the Boards and Commissions. Foster said she had attended the Academy last  
 22 fall and it was probably one of the most challenging and greatest decisions she had made. The  
 23 attendees worked hard and made a lot of contacts, and it had led to her being an HLAC member.

24 City Manager Brown noted the Kettering Institute, which focused on representative democracy, had called  
 25 out the Civic Leadership Academy for the uniqueness of the work of its participants.

- 26 • He thanked HLAC on behalf of the City Council for their important work and noted they loved the  
 27 historic awards HLAC gave. He recognized the importance of maintaining older buildings and supported  
 28 the increase design standards for new buildings, especially in Old Orenco.

29  
 30 Kelly noted 4,500 people volunteered with the City for a total of 50,000 hours per year. Brown said she  
 31 would like to know how Hillsboro compared to other cities for volunteer hours.

32  
 33 Brown said within Hillsboro’s city limits were a lot of older homes some of which were 1950s or 1960s  
 34 vintage and had big yards. She noticed a lot of those homes were being sold and replaced by six to eight  
 35 townhomes were one house used to be. Kelly replied Planning Staff could speak to HLAC about their  
 36 processes and requirements.

37  
 38 Kelly confirmed she would email past Civic Leadership Academy graduates tomorrow to find someone who  
 39 was interested in serving on HLAC. Goldmann stated she was very concerned that, currently, if an HLAC  
 40 member was not able to vote on an issue, the Committee would not have a quorum.

41  
 42 **IV. Staff Reports**

43 **A. 2035 Community Celebration Recap and Upcoming Celebrate Hillsboro Event**

44 Goldmann stated she was pleased with the turnout and interest at the 2035 Community Celebration. The  
 45 information provided by Kelly was very nice and some of the kids payed good attention to it. Demlow  
 46 added the activity was just challenging enough and historically accurate. Some of the kids gave the wrong  
 47 answers, but a lot of them were learning, which was good.

1 For the Celebrate Hillsboro Event, Haddon stated she had selected eight questions from the quiz created by  
 2 Cindy Cosenzo. Answers were provided on the back of the quiz. A map showing the Cultural Resources and  
 3 [the years they were added to the Cultural Resource Inventory \(CRI\) \[31:06\]](#) would be available for people to  
 4 use as a reference. The newest addition to the CRI, the Malone House, was not on the map yet, nor was the  
 5 tallest landmark, but it was located just across the street from the event. The following changes were  
 6 recommended for the quiz:

- 7 • Question #5 about the trees on the CRI needed the correct number.
- 8 • The letter “c” was missing from the word [\[inaudible 33:16\]](#).
- 9 • The text about the sequoias should read, “The sequoias were planted by John Porter, a  
 10 nurseryman, with seeds brought back from California.”
- 11 • The text on the quiz should be in bold type for readability.
- 12 • The booth would be located on Main St on the street in front of the fountain and would have the  
 13 following volunteers and shifts, with Haddon helping with setup and tear down:
- 14 • 9:00 am – 11:00 am: Brown and Goldmann
- 15 • 11:00 am – 1:30 pm: Foster with one more person needed
- 16 • 1:30 pm – 4:00 pm: Demlow with one more person needed.

17  
 18 Goldmann said she would assist with the tear down. Demlow would message Debbie Raber about  
 19 volunteering.  
 20

21 Haddon said the Walking Tour brochures would be available as well as the playing cards to be distributed  
 22 for completing the quiz. She would create a poster encouraging people to take the quiz. Goldmann said  
 23 sign-up sheets for HLAC information were needed as well as the [big book of CRI properties](#).  
 24

25 Kelly stated Haddon would be taking over the majority of the HLAC responsibilities including staffing the  
 26 Committee as Kelly would be focusing on creating or amending the Code for design standards. She noted  
 27 Haddon had a background in historic preservation. Because she also served on the Planning, Zoning, and  
 28 Hearings Board, she would not attend the tentative HLAC meeting in August. Consideration was being given  
 29 to the possibility of moving the HLAC meeting to another night at 6 pm, but scheduling conflicts with other  
 30 meetings and availability of security were creating challenges.  
 31

32 **V. Old Business**

33 **A. 2018 Work Plan**

34 Kelly said she had noted in red the changes to the 2018 Work Plan from the May HLAC meeting. She  
 35 reviewed the changes and noted they were also listed on the front of the Staff report. The following  
 36 additional points were discussed:

- 37 • An information card was being worked on with the Communications team to distribute to organizations  
 38 who might be interested in HLAC. It would not be ready in time for Celebrate Hillsboro, though Ames’  
 39 contact information could be shared with anyone who was interested in HLAC.
- 40 • The 2020 Heritage Conference would be added to the 2019 Work Plan.

41  
 42 Kay Demlow moved approval of HLAC’s 2018 Work Plan. Lynn Foster seconded and the motion passed  
 43 unanimously.  
 44

45 Kelly stated she would send the final version of the Work Plan to the Committee members.  
 46

47 **VI. New Business**

48 **A. 2018 Krahrmer Preservation Grants**

1 Demlow recused herself from voting on the 2018 Krahmer Preservation Grants as she was one of the  
 2 applicants.

3  
 4 Kelly noted one application for \$2,000 had already been approved by HLAC and the work was underway.  
 5 The second call for applications generated four responses which she summarized as follows:

- 6 • Demlow’s application for the Mary Eagleton Pittenger House requested \$2,000 for front porch  
 7 repair and included work on windows and storm improvements.
- 8 • Three applications were received from the [Lukedorf Group \[1:00:04\]](#). They included the Waring  
 9 House on SE Washington St for \$1,400 for exterior stair and deck repair, the Milne House I on SE  
 10 Walnut St for \$1,200 for front deck repair, and Milne House II for \$1,325 for a front door repair.
- 11 • The total for the four grants and the previously-awarded grant was \$7,925 and \$10,000 had been  
 12 budgeted. The remaining funds would go toward the match for the Certified Local Government (CLG)  
 13 grant for the educational materials HLAC would create that could also be included in the next Krahmer  
 14 Preservation Grant mailing.

15  
 16 Maria Brown moved approval of the 2018 Krahmer Preservation Grants for the Mary Eagleton Pittenger  
 17 House for \$2,000, Waring House for \$1,400, Milne House I for \$1,200, and Milne House II for \$1,325. Lynn  
 18 Foster seconded and the motion passed unanimously.

19  
 20 **VII. Reports from HLAC Members**  
 21 Foster offered to support HLAC on social media. Demlow said the Walking Tours for the Hillsboro Historical  
 22 Society were ongoing. The next tour was July 24<sup>th</sup> in South Hillsboro at 6:30 pm and would take about 1.5  
 23 hours. Goldmann would provide the promotional sign.

24  
 25 **VIII. Adjournment**  
 26 The meeting adjourned at [approximately 7:41 p.m.](#)

27  
 28  
 29  
 30  
 31 Maria Brown, Chair  
 32 Historic Landmarks Advisory Committee

33  
 34 This meeting was recorded and the minutes prepared by ABC Transcription Services, Inc.

### **1. Attend bi-annual Heritage Conference, CLG training, and other related educational opportunities**

*HLAC Area of Responsibility: Complete projects and activities related to obtaining and maintaining City Certified Local Government (CLG) Status. The Committee will pursue and administer CLG grants for the benefit of the City.*

- a) Budget for attendance at the 2018 CLG conference in October 2018
- b) Identify and inform members about additional educational opportunities related to HLAC's Work Plan as they arise

### **2. Improve Cultural Resource Alteration (CRA) protocols and communications**

*HLAC Area of Responsibility: Maintain the City Cultural Resources Inventory*

- a) Time and resources permitting, provide training opportunities for HLAC members on legal issues, land use decision-making, relevant local history, and architectural/ design principles
- b) Continue to work with Planning Director and Planning Commission to ensure clear communication of HLAC recommendations
- c) Create an information card for prospective HLAC recruits about how to join and what to expect

### **3. Initiate a pilot project for adding properties to the Cultural Resources Inventory**

*HLAC Area of Responsibility: Maintain the City Cultural Resources Inventory*

- a) Review the Richard D. Malone House pilot project to assess the process for adding properties to the CRI
- b) Develop materials for property owners including benefits, considerations, and procedures of designation
- c) Modify outreach materials, make process recommendations, and update protocols based on pilot project experience
- d) Review past survey work to identify likely areas for future Reconnaissance Level Surveys and/or Intensive Level Surveys

#### **4. Continue Cultural Resource Alteration (CRA) application reviews and recommendations**

*HLAC Area of Responsibility: Regulate and protect landmarks through review and recommendations to the Planning Commission and City Council, for approval or disapproval of proposed changes in accordance with the criteria for alteration, relocation, or demolition of landmarks*

- a) Review CRA applications and provide recommendations to Planning Commission or Planning Director as needed
- b) Ensure complete and timely delivery of CRA application materials and staff reports to the HLAC

#### **5. Monitor and report on new activity at designated landmarks**

*HLAC Area of Responsibility: Review proposed activities of the city and other agencies that may seriously affect designated landmarks, and advise the City Council and the Planning Commission regarding such activities*

- a) Review CRI list of resources and divide responsibility for resource monitoring evenly among HLAC members
- b) Regularly monitor assigned resources and report any activity of concern to staff and HLAC
- c) Relay activities of concern to Planning Director

#### **6. Arrange for lectures and events on topics related to the Committee's purpose. Examples include youth outreach and community projects**

*HLAC Area of Responsibility: [Provide] public education on the history, scenic and cultural landmarks of the city;*

- a) No action items this year; see actions 9 and 11 for items complying with this HLAC area of responsibility

## **7. Include HLAC staff members on Advisory Committees and other project-specific City bodies**

*HLAC Area of Responsibility: [Provide] advice to the council and other city bodies on preservation of historic and cultural landmarks;*

- a) Assign HLAC representative(s) to other city bodies as requested
- b) Report relevant project updates to HLAC

## **8. Develop a program for preservation of Heritage Elms at Orenco**

*HLAC Area of Responsibility: [Provide] advice to the council and other city bodies on preservation of historic and cultural landmarks;*

- a) Support Public Works Department in discussions regarding code changes/ policy recommendations that would allow City to undertake maintenance of certain street trees
- b) Receive an update from Public Works about progress of the City program and discuss any potential future HLAC role

## **9. Identify educational materials and resources (existing and needed) on the preservation of historic and cultural landmarks**

*HLAC Area of Responsibility: [Provide] advice to the council and other city bodies on preservation of historic and cultural landmarks;*

- a) Decide on HLAC outreach and education messaging goals within the “How to Love Your Historic Home” framework
- b) Review and provide input on staff-developed materials, funded by CLG grant funds

## **10. Continue the Preserving Historic Hillsboro Award program and historic plaque program**

*HLAC Area of Responsibility: [Make] recommendations to the City Council and the Planning Commission on historic and cultural landmark preservation programs such as tax incentives to preserve designated landmarks;*

- a) Continue to nominate and award Preserving Historic Hillsboro awards on an annual basis; publicize award winners
- b) Continue to offer plaques to all CRI property owners and contribute 50% of their cost; advertise program to CRI owners via annual mailer
- c) Continue to offer plaques to all Preserving Historic Hillsboro Award winners and contribute 100% of their cost

## **11. Continue HLAC presence at summer events such as Celebrate Hillsboro**

*HLAC Area of Responsibility: [Hear] public comment regarding the cultural, historic and scenic values of community landmarks;*

- a) Continue to host booth at Celebrate Hillsboro and Hillsboro 2035 Celebration in order to distribute educational materials and raise awareness
- b) Continue to ensure booth materials are relevant and well stocked; modify, replace, and/or add new materials as appropriate

## **12. Continue the Krahrmer Preservation Grant program**

*HLAC Area of Responsibility: Secure alternative funding and develop local grant or loan programs to encourage the preservation of historic resources in the city;*

- a) Continue to fund and award Krahrmer Preservation Grants on an annual basis; publicize award winners