

City of Canby Heritage and Landmark Commission

Meeting Minutes: August 5, 2019

Members in attendance: Carol Palmer, Tony Crawford, Larry Vargas, Jennifer Giller, Kelly Harms, Judi Jarosh, and Havvy Ehrich.

City staff in attendance: Calvin LeSueur and Jamie Stickel

City Council Liaison in attendance: Greg Parker

Chair Tony Crawford called the meeting to order at 5:30 p.m.

Meeting June Minutes:

- Ms. Harms wasn't at the June meeting so there weren't any minutes to approve. Mr. LeSueur recorded the meeting and will provide her with the recording so minutes can be written and approved at an upcoming meeting.

City Council Liaison Report:

- Councilor Parker announced that Scott McClure of Monmouth has been selected as the new City Administrator, and should be on board before October. He said that City Councilor Tracie Heidt resigned and Trygve Berge has replaced her.
- He said the Council has been keeping a list of items needing updating in the Comprehensive Landuse Plan and will be addressing those. He talked about the Housing Lands Study, which outlines how much land is needed to meet population demands over the next 20 years. He said it's part of a formal process that will lead to a decision of whether or not to expand the Urban Growth Boundary. Mr. Parker noted that Canby's population growth has slowed from approximately 2.9% to 2.1%, with most growth in single and two-person households.

Preservation Plan Recap:

- The Commission met with the consultants last week, and Ms. Palmer has been working with them to share information. She said she didn't know when the consultants will be available to meet with the Commission again, but will keep everyone apprised. Members appreciated the consultants' effort to get to know the city and were impressed with their professionalism.

Zion Marker Cleanup Update:

- Ms. Jarosh said the proposed date for the cleanup is September 21 at 10:00 a.m. She shared documents outlining the timelines, project plans, and assignments for the project. She asked that people review the assignments and provide feedback, either during the meeting or by email. Ms. Palmer noted that we need to have a sign that states the cleanup is funded by the Oregon Commission on Historic Cemeteries and get a photo of that to submit with the grant report.
- Ms. Palmer moved to approve the September 21 date, Ms. Giller seconded. Motion passed unanimously.

Historic Sites Project:

- Ms. Giller said that next year is the 150th anniversary of Canby's town plating, and we are hoping to have an event that can tie in with the anniversary. After the railroad came through and some land owners sold property to the railroad, the railroad had it platted. Philander Lee filed the plat on August 9, 1870, and incorporated in 1893. Ms. Palmer said it was a turning point in the city's history and the downtown core wouldn't exist without it. Mr. Parker said he'd work to generate some excitement on the City Council for the anniversary.
- Ms. Palmer said there is positive interest from other groups to partner with us for an event, which is important as the Commission has several other projects going on.
- She said we have permission from Bryan Brown of the Planning Department to use the Planning website to post our information, and noted work is still being done to see what incentives would entice local property owners to be on the local registry or being a landmark.
- Mr. Vargas asked if there was any more discussion about a mini historic district. Ms. Palmer said it wasn't in this project, but it's still in its early stages. She noted she'd like to see what the consultants have to say about it.

New Member Placement Discussion/Operational Proposals:

- Ms. Giller, Mr. Vargas, and Ms. Palmer met recently to develop some operational recommendations, which are provided as handouts. Ms. Palmer said the workloads for both the staff and HLC chair have grown substantially and are unsustainable, and roles and responsibilities need to be shared more equitably. The goals are to become more self-sufficient, decrease the workload of the HLC Staff Liaison, and divide up various responsibilities among HLC members. As part of this effort, please refrain from cc'ing Mr. LaSueur on every email; instead email him when his specific assistance is needed.

- As a commission of the City, we must comply with Oregon's Public Record laws and our materials and information must be accessible. We also have grant report requirements around record retention, etc...as well as SHPO guidance for local registry documents.
- Preserving and maintaining our history and documents is critically important. Ms. Palmer noted that several recommendations deal with records, and that records will be kept in one of three places: the Planning Department website, the HLC's website, or the Oregon Record Management System, in which both the City and the HLC have sections.
- The rest of the handout outlines the responsibilities of various members of the HLC and city staff. Ms. Palmer reminded HLC members that materials for meetings need to get to the chair so they can be distributed at the meeting and included in the packets posted online. She also noted that project leads are responsible for tracking volunteer time, which are especially important for grant reporting.
- Ms. Palmer then went through the committee assignments handout and asked for any feedback either during the meeting or through email. Mr. LeSueur asked if public outreach/public speaking was in the list of duties, and Ms. Palmer said it's really been done on an ad hoc basis. Mr. Crawford said he felt it was the chair's responsibility to present or assign to another commission member. We have several different presentations already created, and Ms. Stickel suggested that the chair should also be responsible for updating any presentations.
- The final handouts were new member agreements samples; these came from the recent Oregon Heritage Summit. These will need to be modified to work for the HLC, but once finished they could help potential HLC applicants decide if they want to commission members. Ms. Jarosh said she didn't see anything about compliance with city guidelines on cybersecurity or privacy.
- The documents will be revisited at the October meeting. In the intervening months, if anyone has any suggestions they can be shared through email or sent to Ms. Palmer. She also requested that all materials go through the chair so they can be put into the packet, starting with the October meeting.

Canby Herald Building Discussion:

- Mr. Crawford said that the Canby Herald building has been sold to the owners of the Backstop Bar & Grill, which is next door to the Herald, and he'd been contacted by a reporter from the Herald asking if the HLC would be considering some type of signage on the building.

- Ms. Palmer and Ms. Stickel talked to the new owner and learned nothing was going to be done with the building for a while, so we don't need to decide on anything at this meeting and can work with the owner to find a way to recognize the importance of the building.
- During Ms. Palmer's conversations with John Baker, editor of the Canby Herald, she learned that they have bound copies of the newspaper going back to the 1920, and they are now a storage issue. The Pamplin Group (owners of the Herald) do not allow University of Oregon to digitize their newspapers, so if these bound volumes are lost, much of the history of Canby could be lost as well. Unfortunately, several other organizations have said they aren't able to take these volumes, so we don't know what will happen to them yet.

Website Update:

- Ms. Giller provided a screenshot handout of the website, and noted that we need to get caught up with posting agendas, packets, minutes. Ms. Palmer said these items should just go to the City Recorder, not to Mr. LeSueur. Ms. Giller noted that commissioners and their terms are listed. Ms. Stickel clarified when someone replaces a commission member, they are filling the remainder of the prior member's term.

Commission Opening:

- Mr. Crawford is leaving on August 19 for Cairo, Egypt, for the 2019-20 school year. He is not able to take a leave of absence, so has submitted his resignation for a term that ends in 2021. Since he is also an officer of the commission, the HLC must now elect a new chair.

Elections:

- Mr. Crawford open the floor for nominations for chair. Ms. Palmer nominated Ms. Giller, who accepted the nomination. There were no other nominations. Mr. Vargas moved to close nominations, Ms. Harms seconded. Motion to close nominations passed. Mr. Crawford called for the vote by acclamation; Ms. Giller was elected unanimously and took over as chair for the rest of the meeting.
- Ms. Giller thanked Mr. Crawford for his service and told him we hope he'll consider rejoining the commission when he returns.
- As Ms. Giller was the vice-chair, we now have to fill that position. She asked for any nominations. Ms. Palmer said she would serve, but only through the end of the year as she is chair of the library board next year. Our elections are in January each year,

so that is the remainder of the term anyway. There were no other nominations, so Ms. Giller called for the vote, which passed unanimously.

For the Good of the Order:

- Ms. Palmer has been recruiting for open positions on the commission, and encouraged everyone to think about people who might be a good fit for the commission.
- The next meeting is October 7 (no September meeting).
- Mr. Vargas said to watch for emails about the Zion Cemetery clean-up in September.

Ms. Giller adjourned the meeting at 6:40 p.m.