

City of Canby Heritage and Landmark Commission

Meeting Minutes: October 7, 2019

Members in attendance: Doug Birkeland, Havvy Ehrich, Jennifer Giller, Kelly Harms, Judi Jarosh, Carol Palmer, Rachel Swanson, and Larry Vargas.

City staff in attendance: Calvin LeSueur

Guests: Katie Pratt from Northwest Vernacular and Eric Pfeiffer-Robinson from Canby Historical Society

Chair Jennifer Giller called the meeting to order at 5:30 p.m.

Introductions:

- Ms. Giller welcomed new member Rachel Swanson, and asked the commission to introduce themselves.

Meeting March Minutes:

- Mr. Vargas moved to approve the minutes as written, Mr. Birkeland seconded the motion. Motion passed and minutes approved.

City Council Liaison Report:

- Mr. Parker was absent from the meeting, so there was no report.

150th Commemoration:

- Canby was initially platted in 1870, making 2020 the 150th anniversary of the event. Ms. Palmer discussed her research into the initial platting of the city and went over her findings, including a review of the centennial celebrations in 1970.
- Ms. Palmer, Ms. Giller, and Jamie Stickel made a proposal to City Administrator Rick Robinson in September that provides a framework for a variety of groups to use for celebrations and events throughout the year. A budget of \$4,750 has approved by the City. Ms. Stickel will be the lead from the City.
- The proposal, budget, and a copy of the plat from the Canby Herald were included as part of the meeting packet.

Zion Marker Cleanup Update:

- Ms. Jarosh and Mr. Vargas were co-chairs of this project and reported that 103 markers were cleaned during the September 21, 2019, event. There were volunteers

from several Canby organizations, including Kiwanis, Canby Area Beautification, Canby High School, and Canby Historical Society, in addition to the HLC. The project received publicity in the CanbyNow Facebook group and the Canby Herald.

- A secondary purpose of the project was to collect missing marker dates for the cemetery database. Ms. Jarosh spearheaded this effort, and Ms. Harms collected the missing dates where possible. A recap of the project was part of the meeting packet.

Cemetery Marker Repair Project:

- Ms. Palmer said the weather didn't cooperate for original dates of the marker repair work, but she is hoping that the contractor, Jeff Hilts, will be able to get some work done this month. She will be keeping in touch with him and will keep the HLC apprised of the progress.
- This project is funded by a grant and must be completed by May 1, 2020.

Historic Preservation Plan:

- Ms. Pratt, one of our consultants from Northwest Vernacular, reported that she's been doing stakeholder interviews and will come back later for another round. She said that it's been interesting and she's been getting a variety of answers, which will help refine the community at-large survey. The goal is to have the survey ready to release at the public community meeting to be held early this winter.
- They have prepared the policy review sections and sent them to Ms. Palmer. Most of this review is of the historic preservation ordinance as well as other code that has connection to or potential to connect with historic properties. It also has suggestions for revisions to the historic preservation ordinance and ways to be thinking bigger picture about historic preservation within the city's operations.
- A list of stakeholders to be interviewed was included as part of the meeting packet. Ms. Pratt discussed the criteria used to select the stakeholders and other suggestions were made for additions.
- Mr. Fifer-Robinson mentioned he has a particular interest in heritage trees, and is available if needed.

Intensive Level Survey Training:

- Ms. Palmer said we do these surveys for a few reasons, including when a property has been identified on a reconnaissance survey and this can be the next step towards getting to a registry nomination, and for research purposes, such as for the interpretive signage and heritage trail walks.

- These are funded through the National Parks Service at a 50-50 match. We can also use Kinsman Foundation funding for these surveys. Each Intensive Level Survey takes between three to four months to complete, costs between \$800-\$1,200, and must be done by someone with the appropriate credentials. The State Historic Preservation Office (SHPO) has a list of people qualified to do this work.
- Ms. Palmer walked through the historic resource survey form of the Canby Evangelical Church on Township Road. She discussed the different sections of the form and the continuation sheet, and noted this rich information is very valuable when we apply for grants or develop materials.

HLC Operational Proposal:

- Ms. Palmer went over the revised two-page handout included in the packet. She noted that the annual cemetery project was added to the assignment list on page 1. She moved to adopt the commission assignment proposal, which is on page 1, and the eight recommendations for how we operate, which are on pages 3 and 4. Ms. Jarosh seconded the motion. Voting followed and motion passed.

For the Good of the Order:

- Mr. LeSueur noted that the new City Administrator Scott McClure started today, and Ms. Giller asked him to extend an invitation to Mr. McClure to attend any of our meetings.
- Ms. Giller said she will be out of the country in November and proposed skipping the November meeting, with the next meeting then being held on December 2 at 5:30 p.m. There was no opposition to the proposal.
- A new city recorder has been hired (Melissa Bisset), though Ms. Palmer said that the city was responsive to requests made during the interim between recorders. She also noted that the city has scrapbooks since the 1930s, though they aren't available to the public, and they've been valuable as she has done research.
- Mr. LeSueur said he is also staff liaison to the Bike and Ped Committee, and they are refocusing on extend the Molalla Forest Road with land that was donated to the City about a year ago. He wanted to make the HLC aware of this and said the committee has submitted a pre-application to the county tourism agency for a development plan of that next section of the road. Ms. Palmer said there are some great photos of the logging from the 1950s that are at the Depot.

Ms. Giller adjourned the meeting at 6:31 p.m.