City of Canby Heritage and Landmark Commission
Meeting Minutes: August 6, 2018

Members in attendance: Carol Palmer, Tony Crawford, Kelly Harms, Doug Birkeland, and Pam Judy.

City staff in attendance: Jamie Stickel.

Meeting called to order at 5:30 pm by Chair Carol Palmer.

Introduction:
- Ms. Palmer welcomed Larry Vargas to the meeting. He is one of the applicants for the open commission positions that will be before the City Council for approval on August 15. She asked him to introduce himself to the commission. He moved to Canby in 2016, and said he loves the small town feel of downtown Canby. He lived in Europe for several years where he developed an appreciation for heritage. Mr. Vargas is also a licensed life and health insurance agent, and also does financial planning. The commission members also introduced themselves to Mr. Vargas.

Meeting Minutes:
- Ms. Palmer asked if there were any corrections or additions to the minutes. Mr. Crawford moved to adopt the June minutes. Ms. Judy seconded. The commission voted unanimously to approve the minutes.

Staff Liaison Announcement:
- Ms. Stickel announced that the Economic Development and Tourism Coordinator, who also serves as the commission’s staff liaison, has been selected. She said that Ms. Palmer served on the second round interview panel for the position. Calvin LeSueur will be starting on August 27. He has a Master’s Degree in Economic Development and was a double major in Economic and Arts as an undergraduate. He has worked in the Peace Corp, and is fluent in Spanish.

Follow-up from the Chair:
- Ms. Palmer went over several follow-up items from past meetings:
  - High school commission members. Ms. Palmer said that four students were interested at the end of last school year, and she will follow-up with her high school contact Sue Winner in October.
  - Local registry. The Canby Historical Society (CHS) has some reservations about being on the local registry. Ms. Palmer met with Nora Clark to discuss their concerns. Their board has reservations because they need to do some repairs and will need to use volunteer labor. They’re concerned a local
registry designation might hinder them in using volunteer labor in terms of local building code. Ms. Palmer told Ms. Clark she’d review the code; she didn’t find anything in the local registry section that would preclude using volunteer labor. Ms. Palmer forwarded the concern to Canby Planning Director Bryan Brown to weigh-in on the issue.

One other concern is over the use of photos in our local registry project for the Depot, including credit for any CHS photos used (which we would do) and the unauthorized use of photos that would be on our website. Ms. Palmer has asked Jennifer Burns, the heritage coordinator at the county, what other organizations or museums do to protect the use of photos on websites. Ms. Stickel will also check with the City's web designer for options. One solution may be to provide disclaimer outlining the process to go through to use the photos. Ms. Harms suggested watermarking the photos. Mr. Crawford stated he thought we always provided attribution for photos we use; Ms. Palmer confirmed that we do.

- **Design approval process.** Ms. Palmer followed up with Bryan Brown and Laney Fouse of the Planning Department, and provided them with addresses of other properties that will need to go through the design approval process, like the Baer House and City Hall, among others. When people apply for permits for these properties, they should be notified that they’ll need to go through the design approval process. This didn’t happen with the Knight House property.

- **Cemetery grant.** Ms. Palmer had notified the commission by email that we weren’t successful in getting the Oregon Cemetery Grant for the Baker Prairie Cemetery fence project. Unfortunately, the City isn’t able to pay for the project so we will need to find another source of funding.

- **Rotary and Kiwanis meetings.** Ms. Palmer will be speaking to Canby Rotary on August 31, but will be talking about the Willamette Falls Heritage Area Coalition instead of the HLC. She will be on the agenda later in year, likely in December, and noted that we will have more details about our plans for the upcoming year. Ms. Palmer said she will send Kiwanis a request to make a presentation; Mr. Crawford said Kay Houston is the new program coordinator.

**Certified Local Government Grant Financials:**

- Ms. Stickel went over a handout of the CLG grant expenditures. She noted that the refreshments were not allowable expenses under the grant. Our in-kind contributions (volunteer hours) haven’t been recorded yet. It appears we will be able to re-order more brochures and use up the remainder of the grant funding. Ms. Palmer noted that we will need additional brochures for some upcoming outreach events.
Volunteer Hours:

- Ms. Palmer said commission members need to report hours to Ms. Stickel as soon as possible as the grant closes August 31. When the grant closes, we will no longer need to keep track of our hours as we won’t have any active grants. The next grant opportunity will be next spring; if successful, we will need to begin tracking hours again in May 2019.

Main Street Status:

- Ms. Stickel announced that with the transition to a new economic development and tourism coordinator, the City has decided to step away from the Main Street program and concentrate on efforts that benefits businesses throughout the city (and not just the downtown businesses). This is important in our work as that designation is one of the factors in being named an Oregon Heritage All-Star Community, which is next of the agenda.

Oregon Heritage All-Star Community:

- Ms. Palmer said she went through the application and removed the references to the Main Street program. She said we now meet 10 criteria, but need to have 15 to qualify. Some additional criteria that are within reach are as follows: School program (should be in place after school starts); long-term local business program; heritage website (we are doing anyway); historic records archive (we’ve got the policies from the Canby Historical Society); photo archive (the CHS has an archive, though unknown if it will meet the standards); other heritage achievements (but it may be a challenge). Ms. Stickel noted that the Zion cemetery records are online, so that could be another criteria that can be met. Ms. Palmer will check with the Oregon Heritage Commission to see if the City-owned cemetery records are enough, or if all cemeteries in the city are required. Zoar Lutheran cemetery in the Industrial Park was mentioned.

- Ms. Palmer asked if the commission felt it was still worth pursuing the Heritage All-Star Community designation. Ms. Palmer noted that there isn’t any timeline or deadline for this work – when we’ve met the criteria, we will then begin working on the significant task of pulling together all the documentation necessary and making the application. The general consensus is it is still worth working towards.

Intensive Level Surveys:

- Ms. Palmer said that these were not part of the handouts, but had been distributed via email. She noted that these were some of the best we’ve seen and very well done. These surveys will be used as follows: The Ace Glass survey was used for the Women’s Heritage Trail; the Mack House is on the local registry so we now have an ILS on one of those properties, the Evangelical Church will be used to for including Zion Memorial in the local landmark project; the Police Station survey will hopefully help the City attract a good tenant for the building.
**Tier III Project:**

- Ms. Judy noted this project will take a great deal of research. She met with Kimberli Fitzgerald with the City of Salem to discuss their work and approach. They don’t have historic districts in Salem, but when they find appropriate buildings they work with the owners and recognize the property with a bronze marker. Ms. Judy said Kimberli suggested the following activities or events to generate excitement for the project: community meetings, newspaper articles, and utility box wraps (which was very successful in getting people interested in Salem).

- Ms. Fitzgerald mentioned offering financial incentives, though that may not be successful if we are looking at mostly houses. Some sources of funding could include CLC micro-grants, private donations, 501(c)3 grants, historical trust funds, etc…

- Ms. Fitzgerald suggested looking at Sanborn Fire Insurance maps; Ms. Judy noted she had to get one of these maps from the Library of Congress in Washington, D.C. She will also be looking at the University of Oregon and Oregon State University to see if they have any of these maps. Ms. Palmer said she had some maps from the Intensive Level Survey work of the downtown area and will send them to Ms. Judy.

- For individual houses, Ms. Fitzgerald suggested going back to the tax records back to the land donation claim to help establish basis for historical designation. Ms. Judy said that county tax records only go back to 1968, and the tax assessor’s office suggested working with historical societies.

- Ms. Judy has a request in with Willamette Fall to research some maps, and will be looking into their information on land donation claims. Ms. Palmer said there are some records that may be of use with the Canby Historical Society. She said you can take the donation land claim information and overlay it on maps. Ms. Palmer will send Ms. Judy a link to the State Historic Preservation Office (SHPO) database which has lots of easily accessible information. Ms. Judy said she wanted to be able to point home owners to information sources if they want to do more research. Ms. Palmer suggested creating a “cheat sheet” for homeowners can use.

- Mr. Vargas asked if we are looking for more heritage houses to add to the local registry. Ms. Palmer said getting homeowners to put their houses on the local registry is an uphill battle because it does mean some restrictions, especially to the outside of the house or business. Our voluntary program is meant to entice owners and provide recognition without rules or restrictions. Ms. Palmer will send Ms. Judy an existing form that could be modified to use with the voluntary program.

**2019-20 Project Timeline Update:**

- Ms. Palmer went over the updated project timeline, noting that project leads and potential funding sources have been added. She noted that the landmark project could use up the Certified Local Government grant, and she looked into National Trust for Historic Preservation grants on the recommendation of Ms. Gill of SHPO. She said these look fairly easy to do. She noted these NTHP grants may be a good fit for Tier III.
• Oregon Cultural Trust grants could potentially be used for Tier III and the local landmark project. For the All-Star Community project, Ms. Palmer said we need to find funding for the business recognition program and thought the Community Partnership Program grants would be a good match. Chamber of Commerce decides who receives the money that comes Travel Oregon funding. She suggested setting up a meeting with Kyle Lang of the Chamber, and offered to go with Mr. Crawford to any meeting.

• Ms. Palmer went over the next steps. In October, we will be having design review training with SHPO, and the meeting may go longer than normal and will be in either the Willamette Room or Council Chambers. Ms. Palmer also invited the City’s planning commission and staff. She plans to have an Request for Proposal (RFP) for the preservation plan project in October so we'll know by our December meeting if the proposed cost fits within CLG grant funding for Tier III and local project or if a new funding source is needed.

• The interpretive signage for Triangle Park for the Women’s Heritage Trail was distributed for comment prior to the meeting, and will be done in both English and Spanish. Ms. Stickel agreed that the cost would come from her budget. Ms. Palmer suggested a Spanish version of the Downtown Heritage Trail in Wait Park. The translation is already done and should be easy to complete.

**Upcoming Outreach/Communication Events:**

• Ms. Palmer will be on the agenda for the Parks and Recreation Board meeting on October 16 at 7 p.m., and any commission members are welcome. She will be speaking about what our commission has been doing (specifically in city parks), and while we’ve worked with department staff in the past we haven’t had any coordinated efforts with them even though we have a vested interest in the City’s parks and the maintenance of the parks. She will suggest that they develop a communications plan to engage the community in the work going on in the parks (if they haven’t done so) and will offer to provide them with some of the materials that we have along with assistance from the Economic Development department for outreach. Ms. Stickel will provide a PowerPoint based on the presentation done for the school.

**Other Business and Announcements:**

• Mr. Crawford provided handouts for the Kiddie Capers Parade, sponsored by the Canby Kiwanis. It is Tuesday, August 15 and includes free admission to the fair.

• The Fourth Annual Big Night Out Street Party will be August 24, from 6-11 p.m., with music and free kids activities. It’s put on by the City along with local businesses and individuals. There will be food and beverage vendors. It kicks off a weekend filled with activities like the Cruise-In and the Dahlia Festival.

• During the fair, stop by the Clackamas County Tourism booth.

The meeting was adjourned at 6:30 p.m. by Ms. Palmer.