

City of Canby Historic Review Board

Meeting Minutes: October 3, 2016

Members in attendance: Carol Palmer, Tony Crawford, Pam Judy, and John Serlet

Members absent: Rebekah Goodfellow, John Baker, and Barb Garber

City Staff in attendance: Jamie Stickel, Main Street Manager, Bryan Brown, Planning Director

Meeting started at 5:33pm

Discussion Items

Local Registry Process for City Hall

- Bryan Brown walked the group through the process and timeline for adding City Hall to the local registry (attached).
- In anticipation of using this same process after the first of the year for the Depot, Nora Clark and Sue Farnsworth from the Canby Historical Society sat in on the discussion.

Welcome introductions for new member Pam Judy!

Heritage Trail

- Authorization forms will be sent this week to property owners for plaque installation
- Brochures to be placed at: Canby Center, Canby Adult Center, Cutsforth's, *Canby Herald*, City Hall, Library, Canby Historical Society, Hope Village, each school library, Ratcliff House, Club Fit, and Starbucks.

Cemetery Rehabilitation

- All is ready for marker cleaning tomorrow. Jamie and Carol purchased brushes and scrapers; Jeff to provide cleaning solution. Expecting 14 volunteers. Hoping for sun, no rain.
- The Oregon Commission on Historic Cemeteries will open its grant cycle after the first of the year. We will apply for funds to repair remaining markers. May or may not have enough grant funding in this cycle for wrought-iron protective fencing.

Survey updates

- Will hand out at next meeting

2017-18 project list

- Emailed last week – for discussion at next meeting.

Adjourned at 6:40

Next meeting: November 7 at 5:30 in City Council Chambers to accommodate public hearing on addition of City Hall to the Local Registry.

Attachment 1

DESIGNATION OF OLD CITY HALL AS CANBY HISTORIC LANDMARK

HD 16-01 City Hall Landmark Designation

Item#	Date	Action	Responsible Party
1	10/4/16	Prepare Letter for Neighborhood Meeting	Laney
2	10/6/16	Mailing of Neighborhood Meeting Notice	Laney
3	10/8/16	Prepare Hearing Notice - HRB/PC & CC	Laney
4	10/18/16	Mailing of HRB Hearing Notice/PC & CC Hearings	Laney
5	10/20/16	Neighborhood Meeting Held	Carol
6	10/26/16	Send HRB Hearing Notice to Canby Herald	Laney
7	10/26/16	Erect Hearing Notice Sign on Property	Bryan
8	10/26/16	Staff Report to HRB Due & Draft Findings	Jamie & Carol
9	10/28/16	Packet to HRB & Posted to Website	Laney & Valerie
10	11/7/16	HRB Hearing Held - Council Chambers	HRB
11	11/16/16	PC Staff Report/Draft Ordinance/Findings Due	Bryan
12	11/18/16	Packet to PC & Posted to Website	Laney & Valerie
13	11/28/16	PC Mtg. - Hearing to Review HRB Recommendation/Findings & Approve Overlay	Bryan/Jamie/Carol
14	11/29/16	CC Memo & Final Findings - Ordinance to Kim	Bryan & Kim
15	12/7/16	CC Hearing to Review PC/HRB Recommendation/Findings & Approve Overlay	Bryan/Carol
16	1/4/17	CC Passes 2nd Reading & Emergency Clause	Kim