



Historic Landmark Meeting

City of Falls City, Oregon

Meeting Location: 320 N Main Street, Falls City

Thursday, August 13, 2020 at 4:30 PM

Posted on August 11, 2020

Committee Members

Mike McConnell

Amy Houghtailing

Guy Mack

Bruce Garrett

Vacant

Vacant

Vacant

AGENDA

1. **Call to order**
 2. **Pledge of Allegiance**
 3. **Motion to adopt the entire agenda**
 4. **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Meeting Minutes October 14, 2020 (pg. 1-2)
 5. **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
 6. **Old Business**
 - a. Update on App Project- Discussion
 7. **New Business**
 - a. SR- Jamie Ward-Elect a New Chair and Vice Chair (pg. 3-4)
 - b. Update on Clinic Facelift- Discussion
 - c. SR William Sullivan- Committee Handbooks (pg. 5)
 8. **Correspondence, Comments and Ex-Officio Reports**
 9. **Committee Announcements**
 10. **Adjourn**
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**City of Falls City
Historic Landmark Commission Workshop**

Monday October 14, 2019 3:15PM

Meeting Location: Falls City High School Science Room, 111 N Main Street

Commission Members Present

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack

1) Roll Call

Chair McConnell called the meeting to order at 3:16 PM, took roll call.

2) Pledge of Allegiance

Chair McConnell dispensed with the Pledge of Allegiance.

3) Motion to Adopt the entire Agenda

A motion was made by Commissioner Houghtaling and seconded by Commissioner Garrett to adopt the entire Agenda. Motion carried 4-0-0 Ayes. Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack.

4) Consent Agenda Motion Action Approving Consent Agenda Items

A motion was made by Commissioner Houghtaling and seconded by Chair McConnell to approve Consent Agenda Item, HLC Meeting minutes October 7, 2019. Motion carried 4-0-0 Ayes. Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack.

5) Public Comment

None

6) Old Business - 2019 CLG Grant Update - Amy Houghtaling

HLC was joined by High School Instructor, Sean Burgett, who will be teaching/guiding the construction of the interactive Internet App. Member Houghtaling read the purpose of the Grant: Develop a mobile App, in partnership with Falls City High School, of historic properties and locations so the community and visitors can explore Falls City. Project to be completed by June 30, 2020 deadline. Member Houghtaling informed HLC and Mr. Burgett that there is \$800.00 for administration of Grant, \$2000.00 for materials, \$5500.00 for Research and Development, \$5455.00 for independent outside consultation/advise and \$500.00 for Community Event when project finished to promote the Mobile App. Project to commence with the start of the 2019 school year and be completed by June 2020. Mr. Burgett informed HLC that the students have taken preliminary GPS data on the listed 16 properties on the Historic Property Inventory and that a drone will be used in obtaining aerial photos. HLC will meet with students and instructor for regular updates/progress on project.

7) New Business

A. Free Workshop - Kuri Gill email - CLG members are invited to attend the free Annual CLG Workshop to be held November 14, 2019 in Albany from 9:00 - 4:00. Possible agenda; Embracing women's history in 2020, Traditional Cultural Properties, National Register Review and Comment process and Demolition review. Interested members should contact City Staff or Ms. Gill if they want to attend.

B. Historic Feasibility Grant - A grant that examines the history and construction of a historic property, records the current condition of the structures, its major systems and finishes, and explores the feasibility of various reuse options through considerations of structural, mechanical code and architectural changes as well as associated costs needed to accommodate the recommended uses. HLC is not prepared at this time to take on another project (even in the planning stage) instead wanting to focus on the implementation and completion of our current CLG Grant. If the City of Falls City and City Council wants to move ahead with this study, HLC

will provide whatever assistance we can. No motion on either the Dr.'s Office or the Old City Jail was entered.

8) Correspondence, Comments and Ex-Officio Reports

9) Adjourn

A motion was made by Commissioner Mack and seconded by Commissioner Houghtaling to adjourn. Motion carried 4-0-0 Ayes. Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack.

Meeting adjourned at 3:54.

Next meeting to be determined by Members when needed.

_____ Historic Landmark Commissioner Chair McConnell

Attested: _____ Historic Landmark Committee Member

STAFF REPORT

TO: Historic Landmark Commission
FROM: Jamie Ward, City Clerk
SUBJECT: Select HLC Commission Chair, Vice Chair and Secretary for 2020
DATE: 08/11/2020

SUMMARY

Appoint a 2020 Chairperson, a Vice-Chairperson and Secretary. To proceed, Committee should nominate an appointee to accept nominations and call for votes.

BACKGROUND:

Due to lack of 2018 meetings the Historical Landmark Commission defaulted in fulfilling the two meeting per year requirement set forth in the Municipal Code Chapter 32.05.040 Meetings Four members of the commission shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

Municipal Code Chapter 32.05.010 requires each committee and commission to appoint a chair at the first meeting of each new-year. Municipal Code Chapter 32.05.010 does not allow a Commissioner to serve more than two consecutive years as Chairperson; a commissioner can serve as chairperson after a break in service.

This Ordinance requires the Commission to fill three positions; Chair, Vice-Chair and Secretary.

32.05.010 Historic Landmark Commission Established

The historic landmarks commission is hereby established. The commission shall be composed of seven members appointed by the mayor, with the consent of the council. The historic landmarks commission members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the commission shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

PREVIOUS COMMITTEE ACTION:

None

STAFF RECOMMENDATION:

None

EXHIBIT

None

PROPOSED MOTIONS

Committee appointee asks for nominations for Commission Chair for 2020.

Committee appointee accepts nominations. Hearing no additional nominations; calls for a motion and a vote.

Motion: I move _____ be appointing Chair of the Historic Landmark Commission for 2020.

Motion made by:

Seconded by:

Record the vote:

Committee Chair asks for nominations for Commission Vice Chair for 2020.

Committee Chair accepts nominations. Hearing no additional nominations, calls for a motion and a vote.

Motion: I move _____ be appointing Vice Chair of the Historic Landmark Commission for 2020.

Motion made by:

Seconded by:

Record the vote:

Committee Chair asks for nominations for Commission Secretary for 2020.

Committee Chair accepts nominations. Hearing no additional nominations, calls for a motion and a vote.

Motion: I move _____ be appointing Secretary of the Historic Landmark Commission for 2020.

Motion made by:

Seconded by:

Record the vote:

STAFF REPORT

TO: HISTORIC LANDMARKS COMMITTEE
FROM: WILLIAM SULLIVAN, COMMUNITY DEVELOPMENT & OUTREACH
COORDINATOR
SUBJECT: COMMITTEE HANDBOOKS

SUMMARY

In an effort to provide more resources to city committees and help committees to be as effective as they can be, handbooks have been made for each committee. These handbooks are meant to serve as a helpful reference guide for committee members in case of any questions. They also will help to orient those who are newly appointed to this committee and familiarize them with important city documents and the scope of the Historic Landmarks Committee's work. While not required, it may be helpful for at least one committee member to have their handbook with them during a meeting, in case any questions arise. City staff appreciate the time you volunteer for this committee and hope that this handbook will be helpful to you!

Please take your handbook home with you, review it, and refer to it when needed. If you resign from the Historical Landmarks Committee, please return your handbook to City Hall so that city staff can pass it on to a future committee member.

PROPOSED MOTIONS

N/A