

**Members Present:** Jennifer Brent, George Cushing, Kaylene Toews (three vacancies)  
**Members Excused:** Holly Tsur  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd (arrived late, following the City Council meeting)  
**Citizens Present:** 02

1. **Call to Order:** Toews opened the meeting at 7:21 p.m. **The meeting minutes of April 28, 2015, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Renovation Grant Request: W. R. Taylor house at 2212 "A" Street (Washington County tax lot 1N3 31CC-5201). Applicants: Kaylene and Jeremiah Toews. File Number: HLR-15-00633.** Kaylene Toews recused herself from participating. Jeremiah Toews described the project as a materials-only grant request to do some repairs, including repair of window sills and some plaster repair as well as some other relatively minor woodwork repair. These repairs would be preliminary to the primary project of painting the house. The color would remain primarily white with some trim areas to have some other color, as well as the red front door and blue back door. **Cushing/Brent to approve a grant of \$295. Motion carried 2-0-1 (Toews abstaining).**

Toews rejoined the meeting.

**B. Design Review, continued: Anderson Building at 2001-2003 Main Street (Washington County tax lot 1S3 6BB-600). Applicant: Brett Laurila. File Number: HLR-15-00459.** The topic of the discussion was the proposal to replace all of the second floor windows with vinyl sashes. Because of the deteriorated condition of the remaining original wood sashes, and because many of the original sashes had already been replaced with a mixture of aluminum and vinyl sashes, the applicant was requesting permission to replace all of them so as to have a consistent appearance. Architect Brett Laurila was present, and noted that two Board members as well as staff had arranged a site visit to inspect the windows prior to this meeting.

Laurila brought in a demonstration sample window similar to the proposed new ones, showing the separation of the panes which would provide for more efficient control of heat loss and air intrusion. He also noted that the construction of the glass helped to limit noise transmission through the window.

Laurila described the method of installing the vinyl windows into the building to prevent water intrusion by using a sacrificial trim piece on the outside thus ensuring that no water or air could enter. He described how by using this trim around the window small discrepancies in window square would be disguised. He also noted that the windows would be custom-built so the fit should be very accurate.

Laurila noted that what are considered wood windows currently available are usually a clad window using a wooden frame and then a material - often vinyl - covers the wood frame on the outside so the only visible wood would be on the inside. He also advised that the few wood-only windows did have issues with longevity due to the requirement of heavy maintenance, namely regular painting.

Cushing said that he felt, as most of the windows on the south, east and north sides were a combination of various windows, to replace them all with vinyl would be acceptable to him. But he also noted that although the original wood windows on the west side were in need of some repair, they appeared complete and other than the sills, most of the wood was still in very good condition. During his inspection he observed that while many of the ropes were missing, usually the weights would still be there, and the glass panes appeared to still be in good shape. He felt that the west windows should be rebuilt,

especially considering they would probably be - even in their advanced age - still more solid than new wood windows not constructed of old growth wood.

Brent concurred with Cushing, noting that to keep the original wood windows was an advantage in that they were there and better than replacing an existing, restorable window. She thought the two different types would be a good compromise.

Toews observed that by keeping the wood windows, the Board would be avoiding a precedent of allowing vinyl windows in future applications. She felt that allowing vinyl windows on the Pacific Avenue side but keeping original windows facing Main Street would be acceptable.

Lastly discussed was the issue of the alleged energy loss and noise transmission of single-pane wood windows versus double-paned contemporary windows. Staff noted that many studies had proven that the energy loss is negligible if the wood windows are properly maintained. As for the noise issue, it was noted that people choosing to live in a downtown environment expect a somewhat greater noise level, but the noise would come primarily from the Pacific Avenue side because that's where the greater traffic volume is compared to Main Street.

**Cushing/Brent to approve installation of vinyl windows on the south, east and north side of the Anderson Building's second floor; and retention and restoration of the original wood windows on west side facing Main Street. Motion carried unanimously.**

- C. Spring Newsletter.** Toews said that the newsletter had not been edited yet and expressed concern that with Tsur not able to do the layout, we should perhaps delay publication. Reitz advised that he could do the layout although not as professionally as has been done by Tsur, so the issue could still be published on time. Toews said she would complete the editing and forward to Reitz. Brent said she would get the necessary photos taken.

**4. New Business:**

- Council Liaison Report: Kidd updated the Board of various items of interest, including the selection of a new city manager. He also noted that he would miss the next meeting.
- Staff Update: Reitz reported that he was working on incorporating the design standards into the Development Code. The draft code will remain on the City website for now. He said we should begin working on a follow-up public outreach program and get a mailing out sometime after July 1<sup>st</sup>; this mailing could also serve as the annual notice mailed each January. Toews thought that we could prepare a simple synopsis of the standards.
- Reitz also reported that SB 565 was still proceeding through the legislative process.
- Tsur had communicated a question about raising the possible CEP grant amount for painting and roofing to enable more money to be used. Reitz suggested that all policy questions be delayed until the Board had more members and the strategic planning effort was further along.
- It was suggested that the Board have the district brochures available for the FHFG garden tour on June 7<sup>th</sup>.
- CEP Grant Application. Toews asked for comments on the application she had prepared. The consensus of the Board was to request the fullest possible amount of \$8,000. Other minor edits were discussed and incorporated.

**5. Adjournment:** The May 26, 2015 meeting adjourned at 9:06 p.m.

These minutes respectfully submitted by George Cushing, Secretary