

Members Present: Jennifer Brent, George Cushing, Kaylene Toews, Holly Tsur (via phone)
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: 02

1. **Call to Order:** Toews opened the meeting at 7:15 p.m. **The meeting minutes of May 26, 2015, were approved as submitted.** (Due to a lack of action items, no meeting was held in June).

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Renovation Grant Request: Mary Black House ADU at 2023 17th Avenue (Washington County tax lot 1S3 6BC-1500). Applicant: Peter Holmes. File Number: HLR-15-00948. This project involves removal of previously installed vinyl siding from the accessory dwelling unit (ADU) and replacing it with cedar clapboards, as was originally on the house. The Holmes' advised that they had started this project when the electric box was updated. They had removed vinyl siding on one small wall in hopes of retaining the original cedar siding, but determined that the condition was too poor to be restored due to holes having been drilled to install blow-in insulation as well as some dry rot, nail holes, etc. They are able to obtain clapboards that are the same dimensions as the originals, with a slight groove to improve the weatherability, and are going to replicate the corner board style of a restored house nearby that would be historically accurate. Mr. Holmes distributed samples of the proposed siding for examination.

There was some concern about the ADU being non-contributing on the original survey because of replacement windows in addition to the vinyl siding. Mr. Holmes replied that the home has the original wood windows with aluminum storm windows, which may have caused the error in documentation. It was noted that the front door was not the original either (it's a steel door) but that it could be easily replaced at any time. Thus, consistent with SHPO policy, by replacing the siding the home would be brought back to a contributing status.

Kidd asked if the existing cedar siding reveal would be maintained. Mr. Holmes replied that it would.

As the siding sample had both a smooth side and rough side, Reitz asked which side would be exposed. Mr. Holmes replied that it would be smooth-side out.

This is a materials-only grant request. Mr. Holmes said that this is his third historic home project and he feels very confident that they can do the job themselves with an end result that would be even better than having a contractor do it. They noted that the siding they replaced already went very smoothly.

Cushing/Brent to award a \$1,000 grant. Motion carried unanimously.

B. Design Guidelines and Standards – Annual Notice: Reitz commented that the existing notice was informative, but that it needed updating to be more interesting and include more information, especially as it will now be mailed to a lot more homeowners in the districts due to the adoption of the design guidelines and standards. Toews volunteered to work on the rewrite and Tsur offered to help on the editing.

C. Summer Newsletter: Toews expressed concern about continuing the newsletter, what with all the other commitments ahead and the few members currently on the Board. Tsur noted that we had some ideas for future issues but she agreed that a hiatus might be in order; Brent concurred. Reitz commented that the seismic upgrade article in the most

recent issue had already resulted in two new inquires about retrofit projects. Tsur said that the Spring issue review of project grants awarded was a very good issue and very informative. It was noted that with more members, or after the strategic plan was completed, perhaps the need for or format of the newsletter would change. **Brent/Tsur to place the newsletter on hiatus until March 2016. Motion carried unanimously.**

The Board will reconsider this issue at the March 2016 meeting.

- D. Strategic Plan – Recruitment:** Reitz noted that these two issues were closely related. The strategic plan RFP will go out in August, with the intent of getting a consultant onboard by October.

He noted that the planning effort would be better if there were more Board members. More members would make all of our projects easier to proceed, as we have three vacancies now and only four members. He recommended a targeted recruitment program, and requested that the Board suggest specific people to approach. The suggestions included the historicforestgrove.com website owners, someone from FHFG, the architect of the recent Bailey house project, any Washington County planner with a preservation background, someone from the Washington County Visitors and Convention Bureau, the McMenamins historian, someone from David Hill Winery, past grant recipients and a few others. Tsur asked if Board members all have to reside in the city. Reitz replied that up to two could reside elsewhere.

Reitz said he could locate contact information for most of the suggested names. Brent said she would work on a recruitment letter of three or four paragraphs; Tsur said she would help also, and asked everyone to provide a few bullet points on what they feel are advantages to being on the Board.

4. New Business:

- Council Liaison Report: Kidd updated the Board of various items of interest, including the City delegation trip to Japan. He noted that the Board needs to establish a design review process as well as an action plan to quickly review requests. Reitz concurred, and also noted that we're due for an update on our legal training.
- Tsur asked about doing another postcard promoting the renovation grants. Toews replied that the annual notice could fulfill this need even better and said she will place a high priority on getting that out.
- Cushing asked if the Board would consider some kind of recognition for the work Rob Dortignacq did on the design guidelines and standards. Kidd suggested that the Mayor present him with a Forest Grove ambassador coin. After further discussion the Board decided on a plaque. Cushing will contact Award Presentations to have one prepared.
- Because two Board members would not be available for the regular August 25th meeting, it was decided to move it up a week to August 18th.

5. Adjournment: The July 28, 2015 meeting adjourned at 8:33 p.m.

These minutes respectfully submitted by George Cushing, Secretary