

Members Present: Jennifer Brent, George Cushing, Kaylene Toews, Holly Tsur (03 vacancies)
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: -0-

1. **Call to Order:** Tsur opened the meeting at 7:24 p.m. (Due to vacation schedules, the regular meeting of August 25 was moved up to this date). **The meeting minutes of July 28, 2015 were approved as submitted.**
2. **Citizen Communication:** None.
3. **Action Items / Discussion:**
 - A. **Fire Department Open House:** Cushing reported that he had contacted the Fire Marshal and the department is receptive to having earthquake preparedness vendors participate in the open house. The department will supply tables and power as needed. He also has contacted NW Natural Gas, an insurance agent, and the state geology department. He was attempting to contact contractors specializing in seismic upgrades but had not been able to do so yet.
 - B. **Annual Notice Update:** Toews is working on a draft.
 - C. **Board Member Recruitment:** Tsur distributed a draft letter and requested that everyone review it and get back to her with comments and suggestions as soon as possible.
4. **New Business:**
 - Council Liaison Report: Kidd updated the Board on various items of interest, including an update on the new city manager; an update on the Times Litho building and how the site might be redeveloped; and an update on a new concrete batch plant near the A. T. Smith house and the satisfactory agreement between the applicant and the FHFG.
 - Cushing noted that he had been contacted by local contractor Brad Martin about potentially installing vinyl windows in a historic house. He said he had directed Mr. Martin to the website to review the design standards. Reitz noted that he too had spoken with Mr. Martin and advised that staff could not approve the application; only the Board has that authority.
 - Staff update: Reitz reported that the strategic plan Request for Proposals was nearly ready for distribution. Upon question from Tsur, he advised that the Board is overdue for another legal workshop session with the city attorney, but that it should wait until the current vacancies are filled. He further reported that he had been contacted by two homeowners interested in submitting renovation grant requests for seismic retrofits, but that the contractors are so busy they won't even come out to prepare a bid until November. Lastly, he advised that with the adoption of the design guidelines, the Board will need to practice their review process and procedures, but if a request should come up before that occurs, the Board could use the format developed for grant requests with some modifications.
 - September 22 Meeting: Reitz noted that September has five Tuesdays and reminded everyone to be sure that their calendar has our next meeting on the fourth Tuesday.
5. **Adjournment:** The August 18, 2015 meeting adjourned at 8:14p.m.

These minutes respectfully submitted by George Cushing, Secretary