

Members Present: Jennifer Brent, George Cushing, Kaylene Toews (arrived 7:30), Holly Tsur (03 vacancies)
Staff Present: James Reitz
Council Liaison: Richard Kidd
Citizens Present: 02

1. **Call to Order:** Tsur opened the meeting at 7:23 p.m. **The meeting minutes of August 18, 2015 were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Renovation Grant Request: E. A. Jerome House at 2033 18th Avenue (Washington County Tax Lot 1S3 6BB-12001). Applicant: Jonny Garrett. File Number: 311-15-000016 PLNG. The request was for materials only. Mr. Garrett explained that he is planning extensive work to prepare the home for painting. He has already power washed the home, and is doing extensive scraping and minor rot repair. He noted that he has a lead paint abatement certificate and that he is following proper procedures. He said there are some areas of the house that will require extensive rot repair and that he will be delaying that until some future time.

He noted the home used a rather unusual construction technique: the upright wall studs were installed on edge and then 1x tongue-and-groove boards were installed as siding with no intermediate layer. Because of that he plans to do extensive caulking with extremely high-quality caulk and up to a 55-year life. He will use a higher quality of primer called "Peel Bond" that acts as a binding agent for original paint to prevent it from peeling. He will then use two coats of top coat paint. It will be done in three different colors. After deliberation by the Board **Cushing/Brent to approve a \$360 grant. Motion carried unanimously.**

B. Fire Department Open House: Cushing reported that no seismic upgrade contractors would be participating because of their tremendous work load at this time. The State Geology Board does not have anyone they could send. Northwest Natural Gas has provided some swag and information on shutting off gas lines, but there will be no physical participation. He was not able to find any retailers of emergency kits in the local area. He did get a local insurance agent to commit to participating.

He will host a table at the open house and give out the NWNG information and also copies of the most recent HLB newsletter concerning earthquakes. It was suggested that we also have copies of our recruitment letter and some renovation grant applications available. Brent and Toews said they would help host. Cushing said he would advise the insurance agent as well as the fire department of this action. He will contact Neil Poulsen to retrieve the HLB display board.

4. **Old Business/New Business:**

- Council Liaison Report: Kidd updated the Board on various items of interest, noting that the new city manager has begun working, and that the demolition of the Times Litho building has begun. He further advised that 495 squares were used in the sidewalk chalk art festival, a new record.
- Staff update: Reitz reported that the building permits were in for the Anderson Building remodel previously reviewed and approved by the Board.
- Strategic Plan: Reitz reported that he received four responses from consultants that had all worked with the Board in the past. The responses are being vetted by staff. Once the

initial review is done, interviews will be scheduled; he'll try to ensure the participation of at least one Board member. He also requested that the Board start thinking about the questions we would like to include in the community survey to be conducted with this effort.

- Annual Notice: Toews and Reitz have completed work on the annual notice; it will be mailed out shortly, just as soon as the mailing lists are updated.
- Recruitment Letter: Tsur has completed the letter. Reitz reported that he sent a follow-up email to the FGSD about recruiting one of their history teachers for one of the vacant Board positions.
- Reitz requested that Board members start thinking about when or if to allow fiberglass sashes as an acceptable option if original wood sashes were damaged beyond repair and high-quality replacement wood sashes were not available.

5. Adjournment: The September 22, 2015 meeting adjourned at 8:23 p.m.

These minutes respectfully submitted by George Cushing, Secretary