

Members Present: Jennifer Brent, George Cushing, MJ Guidetti-Clapshaw Kaylene Toews, Holly Tsur, Larissa Whalen Garfias (01 vacancy)
Staff Present: James Reitz
Council Liaison: Richard Kidd was excused
Citizens Present: 03 (Andrea Davis, Brandon Kang, Neil Poulsen)

1. **Call to Order:** Tsur opened the meeting at 7:15 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Renovation Grant Requests –

- **House at 1837 Douglas Street (Washington County Tax Lot 1S3 6AB-11500). Applicant: Andrea Davis. File Number 311-16-000074-PLNG.** Andrea Davis was present to discuss her re-roofing project. The roof started to leak last year and so was definitely in need of replacement. She noted it would be a total tear-off as a previous roofer had installed asphalt shingles on top of shake on a portion of the roof, and that was part of the reason it had started to leak. She had three bids and was taking the one from A & T Roofing, based on referrals of others and because she felt this contractor best understood her needs. **Brent/Toews to award a \$500 grant. Motion carried unanimously.**
- **House at 1711 22nd Avenue (Washington County Tax Lot 1N4 36DD-1300). Applicant: Brandon Kang. File Number 311-16-000079-PLNG.** Brandon Kang was present to discuss his re-roofing project. He commented that the roof was beginning to fail and some portions were starting to sag due to the underlayment failing. He had received four estimates and had selected Old Recreation because he knew their work and was impressed with it. **Brent/Garfias to award a \$500 grant. Motion carried unanimously.**

B. Strategic Plan Update: Bernadette Niederer and David Pinyerd of Historic Preservation Northwest (HPNW) were present to discuss the first draft. Several Board members noted that they had not yet completely read through it, but all felt able to discuss general points and possible revisions, including -

- Move the first sections to the appendix, including the history of Forest Grove and pages 2-7, with possibly a short synopsis of that information up front with a referral to appendix.
- Start with the survey questions and then discuss existing incentive programs, current programs and their basic assessment of the program.
- Follow the assessment with suggested goals and then the balance of the information.
- Remove mention of current situations in favor of more generic descriptions.
- Remove mention of current members and staff by name, in favor of more generic descriptions such as “Board members”, “Council Liaison”, and “Senior Planner”.
- Due to inevitable Board member and staff turnover, this plan should include some mention of a succession methodology.
- Remove redundancies e.g. the number of historic resources was noted at least twice.
- Standardize the text, instead of part first person and part third person. Staff noted that formal wording was preferred for what will become an official City document.
- More sources of funding resources were desired including web site addresses, but Pinyerd noted that web addresses frequently change.

- Niederer and Pinyerd felt that this had been a good discussion and that they could continue to refine the plan as per these suggestions.
- Staff reminded the Board that we need to totally go through the document and provide the consultants with more specific suggestions and revisions; also, that it is very important to go through the task list and prioritize projects as the first two years had too much for the Board to realistically accomplish.
- Niederer and Pinyerd encouraged the Board to forward their comments to them immediately for inclusion into the next draft.

4. Old Business/New Business:

- Approval of HLB Meeting Minutes. **The meeting minutes of April 26, 2016 were approved as submitted.**
- Council Liaison Report: None, as Kidd was excused.
- Staff Update: Reitz reported that he called the Anderson Building owner to encourage him to proceed more rapidly on the window restoration part of the project. He further noted that there were two possible renovation grant projects being considered for the June meeting.
- Garfias said that she was working on a kit house project with a first grade class at Harvey Clark School. She asked if anyone knew of kit houses in the community; Neil Poulsen said there are a few. She plans to take photos of the homes to make the project more interesting for the kids.
- Tsur requested that when grant project final inspections were completed, that the inspector takes photos of the project for inclusion in the CEP grant application.
- Toews reported that the Castle School article by Garfias and Cushing was going to be published by the *Oregonian*, and she requested that we do a link on our web site to the *Oregonian* web site. The *News Times* is going to publish an article on the Eric Stewart Award but due to publication by the *Oregonian* they could not run the Castle school article.
- Brent noted that the history class by Mary Jo Morelli was proceeding and was very informative. Brent herself was extremely positive and indicated that she was amazed by the facts she had been learning.

5. Adjournment: The May 24, 2016 meeting adjourned at 8:43 p.m.

These minutes respectfully submitted by George Cushing, Secretary