

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
December 17, 2019 -- 6:30 P.M. Page 1 of 3

Members Present: Jennifer Brent, George Cushing, Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur, Bill Youngs
Member Absent: Mark Fischer
Staff Present: James Reitz
Citizens Present: 05 (Gary Eddings, Melody Haveluck, and the grant applicants)

1. **Call to Order:** Tsur opened the meeting at 6:36 p.m.

2. **Citizen Communication:**

3. **Action Items / Discussion:**

A. **Preservation Grant Requests:** Tsur noted that there was only \$1,000 left and that it could go all to one applicant, or 50/50, or any other division to be determined. Because two requests had been submitted and both requested the maximum grant amount, the Board opted to review both applications before determining how to make the award.

Tsur asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Youngs advised that he knew the owners of 2303 15th Avenue but would not have any bias toward them. He also knows their contractor and would have no bias toward them either. There were no challenges from the audience.

i. **“King-Stanley” House at 2303 15th Avenue (Washington County Tax Lot 1S306BD14400). Applicants: Amber King and Chris Stanley. File Number 311-19-000031-PLNG.** Amber King and Chris Stanley were present to discuss their window project. They said they had originally looked at replacing the windows, but after research and advice from staff they decided to repair what they have instead. Cushing and staff had previously inspected the windows and determined that they were prime for repair. Ms. King and Mr. Stanley then contacted an additional contractor and were given a bid to repair the windows at a competitive price compared to replacement. Ms. King said that at this time seven of the double-hung windows would be repaired; the other windows would be done later.

Tsur asked about the single bid submitted to repair the windows, but Cushing noted that two other bids had been submitted for replacement; thus, the requirement that at least two bids be submitted was fulfilled.

Cushing/Whalen Garfias to approve the grant request. Motion carried unanimously.

Ms. King and Mr. Stanley had a non-related question for the Board re installing interior cornice trim on a four-square style house. Youngs - in his capacity as an architect - advised that interior cornice trim was not common in that style, but that it would be perfectly acceptable.

ii. **William and Ida Coon House at 1622 Ash Street (Washington County Tax Lot 1S306BC08300). Applicant: Mark Bailey. File Number 311-19-000000-PLNG.** Mark Bailey was present to discuss his seismic upgrade project. This project would be somewhat different from what the Board has seen previously, as it would use exterior tie-downs from the foundation to the house, and they may be somewhat visible. He said he has a geology degree, so he is familiar with the need for earthquake preparedness. He also noted that he already has earthquake insurance, but that the premium would be reduced once this project is complete.

Mr. Bailey said that the contractor he selected was very familiar with this method. The contractor proposed to remove the bottom few layers of clapboard siding, attach flat

plate connectors from the foundation to the house's framing, and then replace the clapboards. He said that a few inches of the connectors might show below the clapboards but they would be hidden by the front porch or behind shrubbery, except in the back yard. The amount that would be exposed would depend on the foundation height after removing the clapboards. Mr. Bailey chose this contractor because the other bidder would only cut the clapboards, which would then need to be repaired.

When asked why the connections could not be made on the interior, Mr. Bailey replied that the basement had been finished, rendering it financially infeasible to work from the inside.

Cushing/Whalen Garfias to approve the grant request. Motion carried unanimously.

Deliberation: It was noted that the costs of each project were similar and both projects (window repair and seismic upgrades) were very high on the Board's list of recommended projects. **Cushing/Youngs to award each project \$500. Motion carried unanimously.**

- B. 2020 Work Plan:** Tsur began the discussion by reviewing the proposed projects as listed in the Implementation Plan.

Reitz recommended not starting development of downtown business district design guidelines until after the district was approved, which likely won't happen until late in the year. He also noted that a new SHPO grant would be needed to hire a consultant to work on the guidelines, and our next grant cycle won't begin until 2021. He said we still have a good supply of tour maps for the three districts, as he had just done a reprint of the Clark District brochure.

Tsur said that alternate funding sources should be a large-scale project; the Board concurred.

Review of the website should be moved from an ongoing project to a small-scale project, as very little attention had been paid to our pages since the City updated the entire website. This project could include a mailing to building owners to request their review of the website information for corrections or additions. It was also noted that the Board needs to check all general information on the site and verify that all the links are working. This work could start in February or March.

The Implementation Plan plans also includes a recommendation to host a nationally-known speaker such as Donovan Rypkema, who specializes in preservation economics. Reitz noted that speakers aren't free, but if several local cities banded together to share the expense, it might be possible at some point in the future.

Attendance at a conference or other Board-training events will be kept as an ongoing project as funding is available for that.

Reitz will revise the 2020 Work Plan as discussed, for final review and adoption at the next meeting.

- C. January - June 2020 Editorial Calendar:** Trostle began the discussion by observing that Whalen Garfias was stepping down from the Board; as she had been the primary force on the photo contest we'll need someone else to take the lead. Brent volunteered to do so. Whalen Garfias will send everything she has to Brent. Youngs will work on the posters and provide additional technical support. While the photo contest will be the Board's primary outreach project for the next few months, Cushing volunteered to take lead on the small house project in the summer.

For the May-June calendar, a recap of the year's accomplishments could be used for both a *News-Times* article as well as the FHFG's *Friendly Gazette*.

It was noted that the Board's annual report has been tentatively scheduled for the May 11 City Council meeting in conjunction with the National Historic Preservation Month proclamation and the Stewart Award.

Tsur said she was working on the year-end report and Board members offered up a couple of suggestions for it as well. One of the items to be included was our effort to be more culturally diverse, including a photo contest poster in Spanish as well as working on developing a Spanish-language preservation grant application form.

Trostle will revise the calendar as discussed, for final review and adoption at the next meeting.

- D. **Alternative Funding Sources:** Youngs reported that he was continuing to research grant opportunities, but to date he had not identified any to which the Board should apply.
- E. **Photo Contest:** Discussion of this topic occurred during the Editorial Calendar discussion above.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of November 26 were approved with minor corrections.**
- B. FHFG Report. Gary Eddings reported that the editor of the *Friendly Gazette* was stepping down, so there would not be a January edition. They are looking at options as to how - or if - to continue the newsletter. He further reported that they presented two historic house plaques this week and are developing more specific eligibility criteria for which buildings should be plaqued. The Friends are also working on photo Christmas cards.
- C. Staff Update. Reitz reviewed the very full January meeting agenda and noted that he would be on vacation then. He did not know who would be attending in his absence.
- D. January 28 17 Agenda: Downtown district (consultant to attend), alternative funding, editorial calendar, photo contest, annual report, 2020 work plan, officer elections.

- 5. Adjournment:** The December 17, 2019 meeting adjourned at 8:46 p.m.

These minutes respectively submitted by George Cushing, Secretary