

To: Historic Landmarks Board

Memorandum

From: James Reitz (AICP) Senior Planner
jreitz@forestgrove-or.gov (503) 992-3233



Re: January 23 Agenda

Date: January 16, 2018

ACTION ITEMS -

A. **Preservation Grants:** For FY 2017-18, the City Council awarded the Board **\$7,675**. Of that, **\$6,425** has been awarded, leaving **\$1,250** available. One new application has been filed – it is attached.

<u>Building</u>	<u>Address</u>	<u>Grant \$</u>	<u>Project</u>	<u>Status</u>	<u>Notes</u>
"Morrison" House	1827 Douglas St	\$ 675	Painting	Completed	CEP 17-18
"Renzema" House	1903 22 nd Avenue	\$ 450	Chimney	Approved	CEP 17-18
Rasmussen House	1653 Birch Street	\$1,000	Soffit Repair	Completed	CEP 17-18
Burlingham House	1306 Birch Street	\$1,000	Structural	Completed	CEP 17-18
Shultz House	2204 15 th Avenue	\$1,000	Painting	Completed	CEP 17-18
"Monroy" House	2213 15 th Avenue	\$1,000	Painting	Completed	CEP 17-18
Chandler House	1839 Ash Street	\$1,000	Re-Roof	Completed	CEP 17-18
Moore House	2103 15 th Avenue	\$ 300	Porch Repair	Completed	CEP 17-18
Todd House	1638 Main Street	\$1,000	Seismic	Requested	CEP 17-18

B. **Media Outreach and Editorial Calendar** - Kelsey will present the draft calendar for the first half of 2018. If it's acceptable, a motion to adopt would be in order.

C. **Election of Officers** - Current officers are Tsur (chair), Brent (vice-chair) and Cushing (secretary).

INFORMATION ITEMS -

Original Town Resurvey – The HPNW team have clarified their schedule as follows:

Survey

The resurvey data will be submitted by January 19. *We'll have two weeks to edit (by February 2).*
HPNW will incorporate the edits and return a final survey by February 9.

Context Statement

HPNW is editing and expanding the context statement.

The draft context statement will be submitted by February 16. *We'll have three weeks to edit (by March 9).*

HPNW will incorporate the edits and return a draft by March 16. *Final edits will be due by March 23.*

A final context statement will be presented at the March 27 meeting.

District Boundary

A potential downtown district boundary will be prepared by March 2. *We'll have two weeks to edit (by March 16).*

A final preliminary historic district boundary will be presented at the March 27 meeting.

Vacancies – Jennifer, George and Holly have all been reappointed. One vacancy remains, as there were no applicants this round.

2018 Work Plan: Enclosed is the plan for 2018 as amended. No action need be taken unless further revisions are desired.

Knowledge Pub – The next event will be January 24th beginning at 7:30 pm in the Forest Theater. The topic will be *After the Quake: Water for Your Family & Our Community.*

Legal Training - Two sessions have been *tentatively* scheduled for April 9 and April 23, 5:30-7:00 pm. Please pencil in one of those dates on your calendar. Training will focus on 1) the role of appointed officials, 2) conflicts of interest and ethics, 3) campaigning and 4) miscellaneous.

2018-19 CALENDAR - UPCOMING AGENDA ITEMS

February 27, 2018

- Appoint subcommittee to prepare CEP application
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing

March 27, 2018

- HPNW Final Report
- Review and finalize CEP grant application (due March 30th)
- Select Stewart Award recipient
- Preservation Month planning

April 24, 2018

- Preservation Month planning (continued)

May 22, 2018 (fourth Tuesday)

- Historic Month Proclamation (May 14 CC meeting)
- Honor Stewart Award recipient (May 14 CC meeting)
- Review July-December 2018 Editorial Calendar

June 26, 2018

- Preservation Grant reviews
- Restore Oregon nominations
- National Night Out planning
- Adopt July-December 2018 Editorial Calendar

July 24, 2018 (fourth Tuesday)

- Preservation Grant reviews
- National Night Out planning

August 21, 2018

- Public Safety Open House planning (October 13)

September 25, 2018

- Public Safety Open House planning (October 13)

October 23, 2018 (fourth Tuesday)

- No items scheduled at this time

November 27, 2018

- No items scheduled at this time

December 18, 2018 (third Tuesday)

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Annual website review
- 2019 work plan
- Prepare January-June 2019 Editorial Calendar

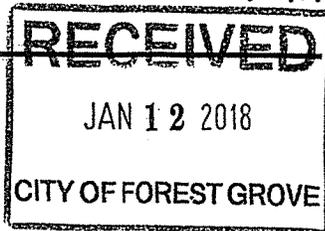
January 22, 2019 (fourth Tuesday)

- Review and adopt 2019 work plan
- Review and adopt January-June 2019 Editorial Calendar
- Annual elections

February 26, 2019

- Appoint subcommittee to prepare CEP application
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing

311-18-000001-PLNG



Historic Preservation Grant Application

Please Print or Type Clearly

DATE: January 12, 2018

Applicant Name: Timothy Rake Mailing Address: 1638 Main Street

Phone Number: [Redacted] E-mail Address: [Redacted]

Site Address: 1638 Main Street Historic Name (if known): The Todd House

Historic Date (if known): 1925 Architectural Style: Dutch Colonial

Tax Assessor Map and Parcel Number: 1S36BC-05101 (Block 42, LOT PT2)

Treatment (circle one): Preservation Rehabilitation Restoration Reconstruction

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

RECONSTRUCTION re-creates vanished or non-surviving portions of a property for interpretive purposes.

Project Description: Briefly explain the proposed work and materials to be used. NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS. CONTACT THE CITY PLANNER AT (503) 992-3233 FOR DETAILS.

This is a seismic stabilization project - to use side plate anchors and shear ties, as well as install earthquake activated shut-off valve

Historicity or Preservation Significance: Describe how the project will enhance the historical nature of, or preserve, renovate, or rebuild the historical aspects of the structure.

This project is aimed at stabilization of this historic structure in the event of a seismic event.

Historical Documentation: Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

Photographs: Submit a "before" photo of the project site. An "after" photograph is required upon completion of the project. *Digital photos should be submitted on disk or via an e-mail attachment in high-resolution, JPG format.*

Project Costs: Attach the contractor's bids or a list of detailed estimates for materials. (Example: Paint: 10 gallons @ \$25/each = \$250; Siding (drop lap): 600 feet, 1" x 6" @ \$1/foot = \$600). Eligible labor costs are limited to those performed by a licensed contractor. Therefore, for DIY projects, grant funding only covers up to 50% of the cost of materials or \$1,000, whichever is less. Property owners planning DIY projects must also submit an invoice showing cost of materials in addition to at least two bids from licensed contractors.

Materials and Labor _____ Cost Estimate

Bid # 1	(see attached)	4645.00
Bid # 2		4370.00

Total: _____

Total amount requested: \$1000

- All projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is less.
- Have you applied to other grant sources for this project? Circle one: Yes No

If yes, indicate the grant source(s) and amount: _____

Project Scheduling:

Beginning Date: March 1, 2018 Completion Date: March 3, 2018

Since funding is limited, you must contact the City Planner at (503) 992-3233 for a possible extension if you cannot start your project within 90 days or complete it within 180 days of when the grant is awarded. Funds are distributed to the owner (not the contractor) upon, completion, inspection, and approval of the project.

If you are approved for a Historic Preservation Grant, you must contact the City Planner when you actually begin the proposed work and when you finish the project. A member of the Board then inspects the work when the project is completed. Once the project passes inspection, the City Planner sends you the grant amount in the form of a check issued by City of Forest Grove.

I have read all pertinent sections of the Historic District Design Guidelines as per Section V of the City of Forest Grove Design Review Handbook and agree to complete the project as approved within 180 days of the application. I will notify the City Planner at (503) 992-3233 when I begin the project and when the project is completed.

Signature: _____ Date: January 12, 2018



NW Seismic Retrofit
PO BOX 12010
PORTLAND OR 97212

PROPOSAL
1/10/2018

Owner: **Tim Rake Residence**
1638 Main St
Forest Grove OR 97116

SCOPE OF WORK:

Residential Seismic Upgrade: Where possible to include a minimum of Simpson side plate anchors and Simpson shear transfer ties to connect the floor diaphragm ON EACH WALL REGARDLESS OF LENGTH, in order to resist 21787.5 lbs of lateral force IN EACH DIRECTION.	\$ 3,665.00
Northridge earthquake activated gas shut-off valve.	\$ 480.00
Permit and inspection if required.	\$ 500.00
HW heater anchoring by others is not included at this time.	N/A
Total	\$ 4,645.00

It was not possible to definitively ascertain the condition of the concrete walls at the time of the site visit for mechanical anchors.

If an adhesive anchoring system is required for some or all holes, owner will be billed an additional \$12 per bolt, for a potential total of \$192

TBD if necessary

Unless noted above, removal and replacement of interior or exterior finishes, ductwork, gas and water plumbing, built-ins, concrete, insulation, joists, personal belongings, etc., required for access to sill plate, floor joists and foundation, will be billed on a time-and-materials basis at the rate of \$75 per man hour.

TBD if necessary

This phase is likely to be approximately \$ (-0-) additional.

Please add 3% for payment by credit card (\$ 139) to offset merchant service fees.

Your Consultant: **Tim Cook** 971.258.8346

PO Box 12010 Portland, OR 97212
CCB# 186559

Proposal & Contract

Customer: Timothy Rake

Date: 01/12/18

Address: 1638 Main St.

Phone: [REDACTED]

Email: [REDACTED]

Estimator: Daryl Hare

SECURE SEISMIC



CCB# - 210818 | www.secureseismic.com | 503.451.5210
1024 NE Buffalo St. Portland, OR 97211

Scope of Work:

Earthquake retrofit per Simpson manufacturing prescriptive design attaching wood framing of home to concrete foundation.

Simpson URFP (Retrofit Foundation Plate) will be installed linking concrete stem wall to existing wood sill. Plates will be installed approx. every 4' with 2 each 1/2" x 4" Titen HD concrete anchor. Total of 40 UFP's installed.

Simpson shear transfer tie linking wood sill to rim joist and floor joist structure installed approx. every 32". Total of 70 shear transfer ties installed.

All necessary demo is included. No drywall repair is included.

Upgrade current hot water heater restraint.

All necessary permits and drawings included.

- \$4025

Earthquake actuated natural gas shutoff valve.

- \$345

Option for stamped engineering design if required by city of Forest Grove.

- \$1550

Owner Acceptance:

I, Timothy Rake, agree to the terms and conditions listed below. By signing below I state that I have legal authority as the owner of the property or am an authorized representative to enter this contract.

Submitted by (owner or authorized representative)

Date

Oregon Historic Site Record

LOCATION AND PROPERTY NAME			
address:	1638 Main St Forest Grove, Washington County	historic name:	Todd, Samuel, House
assoc addresses:		current/other names:	
location descr:		block/lot/tax lot:	
		twshp/rng/sect/qtr sect:	1S 3W 6
PROPERTY CHARACTERISTICS			
resource type:	Building	height (stories):	1.5
elig evaluation:	eligible/contributing	total elig resources:	1
prim constr date:	c.1925	total inelig resources:	0
		NR Status:	Listed in Historic District
		second date:	
		date indiv listed:	
primary orig use:	Single Dwelling	orig use comments:	
second orig use:		prim style comments:	
primary style:	Colonial Revival	sec style comments:	
secondary style:		siding comments:	
primary siding:	Horizontal Board	architect:	
secondary siding:		builder:	
plan type:			
comments/notes:			
GROUPINGS / ASSOCIATIONS			
Survey/Grouping Included In:	Type of Grouping	Date Listed	Date Compiled
Clark Historic District	Listed Historic District	06/01/2002	
SHPO INFORMATION FOR THIS PROPERTY			
NR date listed:	N/A	106 Project(s):	None
ILS survey date:		Special Assess Project(s):	None
RLS survey date:		Federal Tax Project(s):	None
ARCHITECTURAL / PROPERTY DESCRIPTION			
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>			
Refer to scanned documents links.			
HISTORY			
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>			
Refer to scanned documents links.			
RESEARCH INFORMATION			
Title Records	Census Records	Property Tax Records	Local Histories
Sanborn Maps	Biographical Sources	SHPO Files	Interviews
Obituaries	Newspapers	State Archives	Historic Photographs
City Directories	Building Permits	State Library	
Local Library:		University Library:	
Historical Society:		Other Respository:	
Bibliography:			

HLB 2018 Public Outreach Editorial Calendar

Owner	Target Publication	Topic/Description	Month	Content Deadline/ Publication Date	Notes
Jennifer	FHFG Newsletter/ News Times	Who, What, When, Where of the HLB	January:	January 15th	250-300 words to News Times, no limit on FHFG. January 15th is cut off for Friendly Gazette
Melody	News Times	House Stories	February:	February 15th	Valentine's Day: homes that were built to loved ones 250-300 words
???	News Times	Anderson House opening?	March:	March 15th	250-300 words: Article taking about the grants associated with the project and the upcoming business to thrive in it.
	FHFG Newsletter	HPNW- update	April:	April 15th	no word limit: Update from HPNW, What we are doing, what we have found, and why we are having a survey.
	News Times	Feature Homes & Eric Steward Award	May:	May 15th	250-300 words Eric Steward Award Historic Preservation Month: Feature a home in FG with historical significance
	News Times	Design Standards and Requirements : Grant updates	June:	June 15th	250-300 words: Preservation requirements and how/where do you start in the process of preservation?
	FHFG Newsletter	Preservation Grants	July:	July 15th	no word limit
	News Times	How to Research your Historic Home	August:	August 15th	250-300 words National Night Out:
Kelsey	News Times	Main Street Association Programs	September:	September 15th	250-300 words: Programs and funding that are available to owners Sidewalk Chalk Festival:
	News Times		October:	October 15th	250-300 words Safety Fair:
	FHFG Newsletter		November:	Novemeber 15th	no word limit

	News Times		December:	December 15th	250-300 words
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Tying the Implementation Plan Back to the Goals

The following table summarizes the activities for the next ten years, tying each activity to the need addressed, the relevant goal(s), and the most likely funding source(s) for the activity:

Year	Activity	Need Addressed	Goal	Funding
2017				
	Prepare for re-survey of the Original Town Plat	22-year-long desire of HLB to create a downtown historic district	Protect	CLG Grant
	Begin outreach to downtown property owners & merchants	22-year-long desire of HLB to create a downtown historic district	Engage / Encourage	City
	Investigate additional funding opportunities	More funding beyond CLG and City is needed to further goals through activities	Encourage	None
	Update Historic Preservation Renovation Grant program	Focus group identified potential improvements to program and form	Encourage / Refine	City
	Develop a consistent outreach outlet	Need evident from questionnaire and focus group	Engage / Refine	None
	Strengthen ties with FHFG	Encourage collaboration is a goal and HLB identified FHFG as most beneficial	Engage	None
	HLB training, officer cross-training, conference attendance	Requirement to maintain CLG status	Refine	City
	Preservation Month activities	Promote and celebrate historic preservation is an HLB goal	Engage	City
2018				
	Re-survey Original Town Plat	22-year-long desire of HLB to create a downtown historic district	Protect	CLG Grant
	Work with City to join Main Street Program	Questionnaire results showed desire for Main Street	Protect / Encourage	City
	Questionnaire and focus group about downtown district	22-year-long desire of HLB to create a downtown historic district	Engage	City
	Fill HLB Student Advisory Position	Focus group suggestion	Engage / Refine	None
	HLB training, website review, officer cross-training, conference attendance	Requirement to maintain CLG status	Refine	City / CLG Program
	Preservation Month activities	Promote and celebrate historic preservation is an HLB goal	Engage	City

Implementation Plan

The Implementation Plan takes the various activities planned to achieve HLB goals and applies them to a calendar. To determine which projects and tasks were important to the community, a questionnaire was distributed in 2015 (see Appendix B). The questionnaire responses were analyzed (see Appendix C), and then a focus group was held in 2016. Using these two inputs, along with the knowledge of the HLB, city staff, and Historic Preservation Northwest, an Implementation Plan for the activities was created. In the table below, each year is divided into three columns corresponding to large-scale projects, smaller-scale projects, and ongoing activities. Events and suggestions listed should be adjusted based on immediate needs or available resources.

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
2018		
<ul style="list-style-type: none"> ● Perform historic resource survey. ● Review and complete historic resource survey. ● Investigate participation in Main Street program in conjunction with Chamber of Commerce, City Club, Planning Commission and City Council. 	<ul style="list-style-type: none"> ● Develop a questionnaire focused on a potential downtown historic district. ● Hold a focus group based on questionnaire results. ● Fill HLB Student Advisory Position from Pacific University or High School. 	<ul style="list-style-type: none"> ● Page-by-page review of website for updates (alternating years henceforth). ● Board cross-training to learn officer roles. ● Preservation Month (suggestion: A.T. Smith House/Preserving the Pioneer Era). ● Send an HLB member to a conference (suggestion: Oregon Main Street Conference).