

**To:** Historic Landmarks Board  
**From:** James Reitz (AICP) Senior Planner  
[jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov) (503) 992-3233  
**Re:** October 23 Agenda  
**Date:** October 16, 2018



## Memorandum

**NOTE** – If anyone can't make the meeting, please advise as soon as possible.

### **ACTION ITEMS** -

- A. Downtown District.** Topics for this meeting (Holly and I have been hammering out the cover letter and information sheets; look for those via email on Monday) -

**October - November:** Refine the written materials; prepare packets for distribution to the property owners. Learn and understand the nomination process; learn and understand the incentives available to owners of income-generating properties in a historic district. Know why HPNW recommended the proposed boundary, and why buildings are in or out. Be prepared to discuss design standards and the City's/Board's role in the design review process.

**November 8 Town Hall** – The auditorium has been reserved from 6:30 to 9:00. We'll begin set-up at 6:30 and have the doors open by 7:00. Include a sign-in sheet, but also keep track of how many attendees (not everyone will sign in). Make note of what questions are being asked, and your responses. Provide staff a list of all the people you've spoken to (and whom you haven't), the questions asked and answered, and a written summary. The outreach effort will need to be completed by month's end.

**December:** Staff will prepare a report to the Council, including a PowerPoint presentation. These will summarize your outreach efforts and their results. There is required lead time to every CC agenda: If this is on the January 14 agenda, the materials will have to be completed by January 4 (including department head and city manager review).

**January – February 2019:** Staff presentation to the Council and a request to approve a resolution in support of the SHPO grant application to prepare a downtown district nomination. The Board chair or whoever has been leading this effort should also testify. Assuming the endorsement is given, file the SHPO grant request. If successful, a consultant could be under contract as early as April.

- B. Policy Review** – Enclosed is a copy of the paperwork associated with the preservation grant application. George has suggested a discussion might be in order given the grant request last month that was initiated before the Board's review of the request. While uncommon, it has happened more than once.

George also has raised the question of what to do when replacement materials (most recently, windows) are proposed that don't meet the design standards. Attached is the Board's policy on replacement windows.

*Q: should either of the above policies be modified in some way?*

And lastly, he's asked whether the Board has any say about modifications to non-contributing buildings. For the most part, the answer is no. Modifications that increase the form or mass of a building, or change its setbacks, might require Board review to ensure the building scale remains compatible with the surrounding neighborhood. The same would be true for all-new construction. For instance, had the design standards and guidelines been in place when the new home was proposed in the 2200 block of "A" Street, the design and orientation would likely have been different. But changes in materials on an existing building are not subject to Board review since the building is already non-contributing.

**INFORMATION ITEMS -**

**Preservation Grants:** For FY 2018-19, the City Council awarded the Board **\$7,975**. Projects awarded to date are listed below. No new requests have been filed. There remains **\$1,181** available.

<b>Address</b>	<b>Grant Award \$</b>	<b>Status</b>
1619 Maple Street	1,000	Completed
2318 15 <sup>th</sup> Avenue	1,000	Completed
1419 Cedar Street	794	Completed
2303 15 <sup>th</sup> Avenue	1,000	In progress
2003 21 <sup>st</sup> Avenue	1,000	Approved
2038 17 <sup>th</sup> Avenue	1,000	In progress
<u>1824 23<sup>rd</sup> Avenue</u>	<u>1,000</u>	<u>Approved</u>
<b>TOTAL</b>	<b>6,794</b>	

**Funding Opportunities:** Kelsey and Holly will report on their progress to date.

## 2018-19 CALENDAR - UPCOMING AGENDA ITEMS

### **November 27, 2018**

- Downtown District

### **December 18, 2018 (third Tuesday)**

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

### **January 22, 2019 (fourth Tuesday)**

- Review and adopt 2019 work plan
- Downtown district - SHPO Grant Application
- Review and adopt January-June 2019 Editorial Calendar
- Photo contest planning
- Annual officer elections

### **February 26, 2019**

- Begin CEP application preparation
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing
- Photo contest planning

### **March 26, 2019**

- Review and finalize CEP grant application
- Select Stewart Award recipient
- Preservation Month / photo contest planning

### **April 23, 2019 (fourth Tuesday)**

- Preservation Month / photo contest planning (continued)

### **May 28, 2019**

- Historic Month Proclamation (May 13 CC meeting)
- Honor Stewart Award recipient (May 13 CC meeting)
- Honor photo contest winners (May 13 CC meeting)
- Review July-December 2019 Editorial Calendar

### **June 25, 2019**

- National Night Out planning (August 6)
- Adopt July-December 2019 Editorial Calendar

### **July 23, 2019 (fourth Tuesday)**

- National Night Out planning (August 6)
- Chalk Art Festival (September 14)

### **August 21, 2019**

- Chalk Art Festival (September 14)
- Public Safety Open House planning (October 12)

### **September 24, 2019**

- Public Safety Open House planning (October 12)

### **October 22, 2018 (fourth Tuesday)**

- No items scheduled



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## HISTORIC PRESERVATION GRANT Overview

The Forest Grove Historic Landmarks Board makes funds available by way of Historic Preservation Grants to property owners of structures within one of Forest Grove's three historic districts (Clark, Painter's Woods, and Walker-Naylor). These grants are also available for structures listed on the National Historic Register or the City's Register of Historic and Cultural Landmarks. Historic Preservation Grants amount to \$1,000 or half the cost of the project, whichever is less.

Qualifying projects include exterior preservation, rehabilitation, restoration, or reconstruction improvements; or improvements that preserve the building's structural integrity such as adding foundations or earthquake retrofits. Projects should be in keeping with the architectural integrity of the structure and with the *Historic District Design Guidelines* as per Section V of the *City of Forest Grove Design Review Handbook*. Where possible, projects should also reflect construction techniques and materials used when the structure was built.

Applicants must complete Pages 2 and 3 of the attached application and provide at least two bids from Oregon licensed and bonded contractors for the Board's review. Applicants planning DIY projects must also provide an invoice showing cost of materials. If available, applicants should also include supporting information such as photos; materials samples, and installation instructions; as well as scaled plans, elevations, and section drawings.

Applicants must present their application at a Historic Landmarks Board meeting held the fourth Tuesday of each month. Applications received by the third Monday of each month are reviewed by the Board during that same month. If the Board approves the grant, recipients are required to display a sign available from Forest Grove Planning Division at (503) 992-3233 identifying the project as qualifying for grant funding. Funds are granted to applicants after work is completed and is then inspected and approved by a Historic Landmarks Board member.

See Pages 4 and 5 for detailed instructions about completing the following Historic Preservation Grant application.



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## HISTORIC PRESERVATION GRANT APPLICATION

### Detailed Instructions

The Forest Grove Historic Landmarks Board's Preservation Grant Program makes funds available to property owners of *registered* historic buildings who plan to make:

- Exterior preservation, rehabilitation, restoration, or reconstruction improvements
- Improvements preserving the building's structural integrity such as adding foundations and earthquake retrofits

Owners of *Historic Contributing* structures in the Clark, Painter's Woods, and Walker-Naylor National Historic Districts are also eligible to apply for these grants for the above project types. To qualify for a grant, all improvements and projects should be in keeping with the architectural integrity of the structure. Wherever possible, projects should also reflect original construction techniques and materials used when the structure was built. Projects should also be in keeping with the *Historic District Design Guidelines as per Section V of the City of Forest Grove Design Review Handbook*. Design assistance is available free of charge from the Historic Landmarks Board and from the Community Development Department. Contact the City Planner at (503) 992-3233 for information.

To apply for a Historic Preservation grant:

1. Complete the *Historic Preservation Grant Application* on Pages 2 and 3 and submit it to the Community Development Department at 1924 Council Street, Forest Grove, Oregon 97116. Applicants may request only one project at a time. If their first application within a fiscal year is completed and approved, they may submit a second application after April 1 of the same fiscal year. Applications must also include:
  - At least two bids from Oregon-licensed and bonded contractors. Applications for DIY projects must also include an invoice showing cost of materials in addition to at least two bids from licensed contractors.

**Note:** No application will be reviewed that does not have at least two bids attached.

If available, applications should also include:

- Photos (including close-ups of any architectural details involved in the preservation project)
- Samples of replacement and new construction materials
- Manufacturer's specifications and details of product installation
- Scaled plans, elevations, and/or section drawings that include major architectural features, as well as the design and location of the project as proposed

The Board reviews applications on the fourth Tuesday of each month. Applications received by the third Monday of each month will be processed during that same month. *Applicants or their representative (e.g., contractor) must attend the Board meeting to respond to any questions.*

2. The Board reviews and approves projects that are keeping with the historic integrity of the structure subject to the following conditions and criteria:
  - i. The Board reserves the right to approve a project depending on conditions that property owners must meet for the project before funding is provided.
  - ii. Any property that is on the National Historic Register that receives a grant must remain on the Register for at least five full years following project completion. If the property is removed from the Register, the grant must be repaid in full to City of Forest Grove.
  - iii. In the Clark, Painter's Woods, and Walker-Naylor National Historic Districts, all *Historic Contributing* structures are eligible.
  - iv. All projects are eligible to receive up to a maximum \$1,000 grant or 50% of the project cost, whichever is less.
  - v. During the duration of the project, grant recipients are required to display a sign (available from the City Planner at (503) 992-3233) identifying the project as being awarded grant funding.
  - vi. Projects must be started within 90 days and completed within 180 days of the date when the grant is awarded. Funds are distributed to the owner (not the contractor) upon completion, inspection, and final approval of the project. If a project cannot be started within 90 days or completed within 180 days, property owners must

contact the City Planner at (503) 992-3233 to discuss a possible extension.

- vii. Owners must contact the City Planner at (503) 992-3233 upon project completion. Funds are granted after work is complete and inspected by a Historic Landmarks Board member.
  - viii. Grants are considered taxable income and must be reported on your income tax return.
3. The grant cycle is based on the fiscal year (July 1 – June 30). Applications for each new fiscal year may be submitted by June 15 and anytime thereafter if funding remains available. *Funds are available no sooner than July 1 or when released by the City. Grants are not awarded for materials already purchased or for work already in progress or completed.* First-time applicants in the current fiscal year receive priority in cases where two or more applicants apply for funding that is insufficient to cover all grant requests. Previous grant recipients in the current fiscal year may apply for any funds remaining in the fourth quarter (April–June) as long as their previous projects are completed. If insufficient funds remain for award to two or more grant applicants, the Board will use their discretion in how to award the remaining funds.
4. Questions about the program or the application should be directed to the City Planner at (503) 992-3233 during regular business hours, or e-mail at [jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov)



CITY OF FOREST GROVE  
HISTORIC LANDMARKS BOARD  
POLICY RE: WOOD SASH WINDOW REPLACEMENTS  
ADOPTED 01/26/16

**ISSUE:** Use of alternative material window replacements for wood sash windows.

**BACKGROUND:** Wood windows sometimes deteriorate to the point where they can no longer be restored or repaired. Several replacement options then need to be considered. These replacement options include installing sashes of the same style and dimensions as the original (including muntin profiles) constructed of the following materials:

1. A wood window sash recycled from another building of the same era.
2. A new all-wood window sash.
3. A new fiberglass window sash.
4. A new aluminum-clad wood sash (i.e. wood interior with an aluminum exterior).
5. A new all-aluminum sash window.
6. A new vinyl sash window.

**POLICY:** When an original wood window has deteriorated to the point to where it must be replaced, the HLB will allow replacements, in the following order of preference:

1. A wood window sash recycled from another building. This is the preferred option because it would most closely replicate the original, deteriorated window; and the sash can be painted.
2. An all-wood new window sash. This is the second choice because, while the sash could be fabricated to duplicate the original design and could be painted, contemporary construction materials (e.g. second-growth finger-joined Douglas fir) are not of the same quality as old growth materials.
3. A fiberglass window sash would be the third choice. Fiberglass has the advantage of being a stable material (meaning it does not flex with heat or cold); the grain and appearance of fiberglass sashes can closely match wood sashes; and fiberglass sashes can be painted to match the building's trim.

New aluminum-clad wood sash or new all-aluminum sash windows are not acceptable because their exteriors cannot be painted to match the building's trim. Their color is fixed at the factory and cannot be changed.

New vinyl sash windows are not acceptable because the material is unstable (i.e., it flexes with heat and cold); they cannot be painted (vinyl windows are designed with weep holes to allow water drainage from the sill, and filling these holes with paint can make the system fail, causing leaks and voiding the warranty); 30% of vinyl replacement windows will fail within 10 years of installation, and would need to be replaced again (Rypkema, 2006); and vinyl window sashes are toxic to produce and create toxic by-products (Sedovic, 2005).

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