

To: Historic Landmarks Board

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

Re: October 22 Agenda

Date: October 15, 2019

Memorandum

ACTION ITEMS

- A. **Preservation Grants:** For FY 19-20, three grants totaling \$3,000 have been approved; \$2,000 remains available. One new grant request has been filed; the application materials are attached.
- B. **Downtown District Nomination:** Diana Painter will be joining us to kick-off the project.
- C. **Funding Alternatives:** Mark and Bill will report on their findings to date.
- D. **Editorial Calendar:** Kelsey will provide an update.
- E. **Photo Contest:** During the 2019 contest, Neil Poulsen (ex-HLB member) sent staff the email below with some suggestions you may want to consider.

"I'm assuming that the Board schedules the photo contest as part of Historic Preservation Month. But, that's not a good time to be scheduling a photo contest that features architecture. With Marcus' entry last year being a notable exception, it's hard to get good architectural photos without sun.

My suggestion would be to have the contest in say, July AND August, and then DISPLAY the entries during Historic Preservation Month. For example, in the Library? A display of architectural photographs by members of the community during Preservation Month is a neat way to call attention to preservation. (Better, in my view, then a contest.)

In preparation for the contest, there could be a write-up in the Times (maybe?), or even the Oregonian, one would want to let the local Camera Club know, the utility bill information sheet, etc. (They've been quite active in the past; not sure how active they are currently.) Thinking about it, it might make sense to make the contest a joint effort WITH the Camera Club? They could let local photographers know. I would also let the Portland Photographers' Forum know about the contest, and post a notice at the new Portland Darkroom facility. Let Jake know, the owner of Blue Moon Camera in St. Johns. He's always been active in the community. At the very least, he might post a notice in his store, or on his website. Ditto, Pro Photo Supply on 19th St. (THE photo store in Portland.) With all of this effort, it might make sense to have the context every other year, versus every year."

INFORMATION ITEMS

Public Safety Open House: Those who participated will report on the event.

November 26 Agenda: Downtown district, alternative funding, editorial calendar, 2020 photo contest planning.

2019-20 CALENDAR - UPCOMING AGENDA ITEMS

November 26, 2019

- Downtown District
- Photo Contest planning

December 17, 2019 (third Tuesday)

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Discuss 2020 work plan
- Prepare January-June 2020 Editorial Calendar
- Photo Contest planning

January 28, 2020

- Review and adopt 2020 work plan
- Review and adopt January-June 2020 Editorial Calendar
- Photo contest planning
- Annual officer elections

February 25, 2020

- Begin CEP application preparation
- Mock Design Review Hearing
- Photo contest planning

March 24, 2020 (fourth Tuesday)

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

April 28, 2020

- Select Stewart Award recipient
- Preservation Month / photo contest planning (continued)

May 26, 2020

- Historic Month Proclamation (May 11 CC meeting)
- Honor Stewart Award recipient (May 11 CC meeting)
- Honor photo contest winners (May 11 CC meeting)
- Review July-December 2019 Editorial Calendar

June 23, 2020 (fourth Tuesday)

- National Night Out planning (August 4)
- Adopt July-December 2019 Editorial Calendar

July 28, 2020

- National Night Out planning (August 4)
- Chalk Art Festival planning (September 12)

August 21, 2020

- Chalk Art Festival planning (September 12)
- Public Safety Open House planning (October 10)

September 22, 2020 (fourth Tuesday)

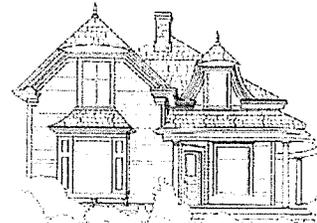
- Public Safety Open House planning (October 10)

October 27, 2020

- Photo Contest Planning



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311-19-000027-PLNG

FILE NO 1304-1.140

HISTORIC PRESERVATION GRANT APPLICATION

Please Print or Type Clearly

DATE: 10/1/19

Applicant Name: Kaylene Selk Mailing Address: 2212 A St, Forest Grove, OR 97116

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

Site Address: Same Historic Name (if known): WR Taylor House

Historic Date (if known): 1921 Architectural Style: Dutch Colonial Revival

Tax Assessor Map and Parcel Number: _____

Treatment (check one) (From the Secretary of the Interior's Standards for the Treatment of Historic Properties):

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

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.

Replace the sun room roof, including decorative railing + pillars, which has leaked, leading to interior water damage. Railing + pillars will be replaced with like materials, but improved with tapered edges and metal caps to aid drainage and protect from water damage. Pillars will be structurally anchored. Pickets will still be square, but slightly different dimensions to accommodate modern milling.

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 will improve and protect the integrity of the structure, and replace prominent street facing decorative elements.

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

N/A - historic materials and appearance will be maintained.

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

See attached bids from A Cut Above and Legacy Roofing

Total: _____

Total amount requested: \$1,000

- 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: November Completion Date: November

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: Kaylene Selk Digitally signed by Kaylene Selk
Date: 2019.10.01 11:11:23 -07'00' Date: 10/1/19



General Contracting, LLC

CCB# 173528

OWNER: Kaylene Selk	DATE: 9/30/19
JOB SITE: 2212 A ST Forest Grove OR 97116	EMAIL: [REDACTED]
[REDACTED]	PROJECT MANAGER: Chris Getchell

PROPOSAL

WORKMANSHIP: All work will be performed by professionals in a quick and efficient manner.

COMPOSITION: All materials used will be installed to manufacturer's specifications.

ROOF INSPECTION: A full roofing inspection will be done prior to roofing installation. This includes structural, venting and wood deck inspection. Any rot or structural defects found, will be removed and fixed to code by **Legacy Roofing LLC** at an additional cost to the property owner above and beyond the original contract/bid.

TEAROFF: All roofing will be removed and disposed of at the nearest landfill or recycling center.

ROOFING: 1B pvc roofing membrane to be installed after old membrane is removed.

Handrail: handrail to be removed and replaced with 2 x 6 and 2 x 4 elite. Material to be milled down to make true 2 x 2 balusters. Handrail to be replaced to the exact standards as the one we remove.

Paint: paint to be used will be Sherwin Williams Duration paint.

OVERHANGS AND BARGES: If gable end and fascia boards need replaced or added that will be billed as an extra change order unless specified directly in the bid. If barges or fascia need replaced Legacy will be using pre primed cypress lumber unless otherwise specified in the contract.

PAYMENTS/DEPOSITS: 50% of the total contract shall be paid to **Legacy Roofing LLC** by personal or business check, cashier's check, or cash at the signing of contract, and the balance due upon completion of the contracted work. All work done will be billed separately with down payments to be made on each one and progress payments to be made. If the payment is not received upon completion, there will be a 10% charge of total contract price.

PAYMENT ADDRESS: 2406 Pacific Ave Suite A Forest Grove, OR 97116

LICENSES, BONDS AND INSURANCE:

Oregon Construction Contractors Board Number: 173528

Liability Insurance: Benchmark Insurance Company \$1,000,000.00 Effective through 6/16/2020

Bonding Company: Old Republic Surety Co \$20,000.00 Effective through 05/24/2020

NOTICE: You may cancel this transaction at any time prior to the third business day after the date of this transaction by giving written notice. Cancellation by you after the right to rescind has passed shall be deemed a material breach of this agreement and entitles **Legacy Roofing LLC** to damages. Consumer Information regarding how to protect yourself may be obtained directly from the Oregon Construction Contractors Board, 201 High Street SE Suite 600 Salem, OR 97309. Their website is www.ccb.state.or.us Phone number: 503-378-4621

1. **Bid/Payment Due:** Final payment is due upon completion of the contracted work. A finance charge at the rate of 1.5% per month / 18% per annum will begin to accrue on the 15th day retroactive to the date of completion of work if payment is not received by that date. Bid is contingent upon the use of **Legacy Roofing LLC's** standard contract terms and conditions.
2. **Warranty: For Roofing Only-** GAF Master Elite lifetime manufacturer's warranty applies to this job. Warranties are not in effect or valid until all monies due are paid in full within (30) days of job completion shall be deemed a material breach of contract and will void all warranties. Our limited labor warranty covers roof leaks caused by defective workmanship and does not include roof leaks caused by: (1) Obstruction of proper drainage of the roof by debris buildup; (2) Excessive walking on the roof and /or walking on the roof by persons who do so improperly; (3) Standing water or ponding; (4) improper flashing or sealing of any roof penetrations made after the work done by **Legacy Roofing LLC** has been completed; (5) Any physical damage of whatever nature to the roofing materials; (6) Work done on the roof by any persons other than **Legacy Roofing LLC**. In addition, our limited labor warranty does not cover damage to roofs caused by lightning, hurricane, tornado, hailstorm, gale (70mph) force winds, impact of foreign objects, or damage due to settlement or structural deficiency. **Legacy Roofing LLC** is not responsible for loss or exposing nail heads due to vibration during roofing installation. **Legacy Roofing LLC** is not responsible for sheet rock or texture damage due to skylight frame being removed for re-flashing of the curb. **Legacy Roofing LLC** is not responsible for punctured air conditioning lines beneath decking. **Legacy Roofing LLC** is not responsible for re-directing or installing satellite dishes. **Legacy Roofing LLC** is not responsible for small debris or dust in the attic from tear-off or roofing installation. Warranty limited to repair of roof leaks and replacement of missing shingles, but does not include repair of, or reimbursement for water damage to the structure or building or any components or contents thereof including mold, mildew or interruption in the use of the building or structure or personal injury claims resulting from the alleged mold growth.
3. **Disputes:** If buyer is dissatisfied with some aspect of the contractor's work after said job is substantially completed, buyer agrees to not withhold any more than 5% of the price of the contract until an agreement is reached and enacted upon, whereon the balance withheld plus any applicable finance charges becomes due and payable.
4. **Access to Building or Structure:** Owner shall supply free access to building for direct loading of materials. In the event, necessary access is not available or is refused to the contractor, this contract may be cancelled and owner shall pay for all reasonable costs incurred by **Legacy Roofing LLC**.
5. **Permits/Fees:** Any fees and /or permits required will be paid for and obtained by **Legacy Roofing LLC**. Any other charges, taxes, assessments, fees, etc. of any kind whatsoever, required by government body, telephone or utility company or the like shall be paid for by the owner unless otherwise stated in the contract.
6. **Signs:** Owner hereby grants **Legacy Roofing LLC** the rights to display his signs at the site while work is being performed.
7. **Photos:** Owner hereby grants **Legacy Roofing LLC** without further written authorization, the right to use aerial or surface photos of the job to be used in advertising. Owner grants contractor the right to publish the project street address on a "reference" list or other advertising which may be given to prospective customers.
8. **Concealed Damage or Dry Rot:** **Legacy Roofing LLC** will inform owner of any dry rot or other sub-roof deterioration which is concealed and is discovered during the course the work. Contractor is not responsible to repair any such discovered deterioration and any work performed by the contractor to remedy such discovered deterioration will only be done as extra work in a written change order. (\$85.00 per sheet for ½" CDX plywood, \$95.00 per sheet for overhang ¾" CDX plywood, \$105.00 per sheet for ¾" cdx plywood)
9. **Termites, Pests, and Hazardous Substances:** Owner understands that contractor is not qualified or licensed as an inspector or abatement contractor for hazardous materials (As identified by the State Of Oregon) or for pest (including termites). Should any such hazardous substances or pests be suspected to be present on the premises, it is the owner's responsibility to arrange and pay for inspection and abatement. Contractor cannot certify or warrant your building as being free of hazardous substances or pests.
10. **Clean Up:** Upon completion, contractor will be responsible for clean-up and removal of job related debris on the outside of the structure only; leaving the premises in a neat, broom-cleaned condition. Job related debris consisting of dust, dirt, asphalt, or pieces of roofing materials which may settle into attics, garages and living areas with open beam ceilings or any other area being worked over is unavoidable. Every effort will be made to minimize interior debris, however due to insurance liability limitations, contractor will not be responsible for or held liable for the cleanup or removal of any materials or debris left inside the structure during course of construction.
11. **Notification of Defects:** Owners are responsible for notifying **Legacy Roofing LLC** in writing, of any complaints regarding work done by **Legacy Roofing LLC**. Owner shall give **Legacy Roofing LLC** ample opportunity to affect any repairs or changes which may be required prior to taking any action which owner may otherwise be entitled to. Should owners or others at owner's direction make such repairs/changes without notification to **Legacy Roofing LLC** in writing, then the owners will be solely responsible for the costs and effectiveness of such repair/cost.
12. **Summary of Required Oregon Construction Contractors Board (CCB) Consumer Notices:** Oregon law requires construction contractors to give homeowners certain notices before and during a construction project. The summary explains what they mean. It is important to read and understand these forms.
 - A. **Consumer Protection Notice-** This information explains contractor licensing standards, bond and insurance requirements, steps consumers can take for successful construction projects and what to do if problems occur.
 - B. **Information Notice to Owners about Construction Liens-** Contractors must give homeowner's this notice any time the contract price is more than a \$1000. It is given at the time of the contract signing or if a verbal contract within 5 working days. The notice explains the construction lien law. It includes steps homeowners can take to protect their property from a construction lien.
 - C. **Notice of Procedure-** The notice explains what a homeowner must do before beginning an arbitration or court action against a contractor for construction defects. (This procedure is separate from the CCB Dispute Resolution process.)
13. **Explanation of Property Owner's Rights:**
 - A. Consumers have the right to receive the products and services agreed to in the contract
 - B. Consumers have the right to resolve disputes through means outlined in the contract.
 - C. Consumers have the right to file a complaint with the CCB. Any arbitration or mediation clauses in the contract may prevent the CCB form processing.

TOTAL COST FOR ROOF & HANDRAIL: \$18,500.00

ACCEPTANCE

I/We authorize Legacy Roofing LLC to furnish all material and labor required to complete the work mentioned in the above proposal, for which I/We agree to pay the amount mentioned in said proposal plan. I/We have read/received the following forms required to be included by the State of Oregon with this proposal: Oregon 1) Consumer Protection Notice, 2) Notice of Procedure and 3) Information Notice to Owner about Construction Liens

CUSTOMER'S SIGNATURE

LEGACY ROOFING LLC REPRESENTATIVE SIGNATURE

DATE:

COLOR:



A CUT ABOVE
EXTERIORS

18151 SW Boones Ferry Road
Portland, OR 97224
Phone: (503) 643-1121 FAX: (503) 643-0469
Lic: OR#153847 WA#CUTABAE96ORN

Customer: Kaylene Selk	Date: September 16, 2019
Customer:	Consultant: Rob Colson
Address: 2212 A Street Forest Grove, OR	Phone: [REDACTED]
Phone: [REDACTED]	
E-mail:	

The following Scope of work also includes labor, materials, disposal, portable restroom, site protection measures to protect landscaping and any needed lead safe work practices (LSWP). Final ventilation calculations and work to be determined by the project manager. The scope does not include interior or exterior painting, insulation, electrical, plumbing, siding, building permits, engineering, removal of asbestos or other hazardous materials or other work unless otherwise specified below.

Description of Roofing Work to be Performed	Front	Right	Back	Left	Other
Removal					
Remove all layers of existing roofing over sun room, inspect roof deck and install new underlayment. Roof repairs to be performed on a time and materials basis which is not included in this estimate.					✓
New Roofing					
Install IB roofing on flat roofing area in white - 80mil thickness and 25 year parts & labor warranty - Includes IB Manufacturer On-Site Inspection & Certification					✓
Insulation					
Ceiling Insulation - Adding 2" Iso-Panel Insulation & Coverboard for Class A fire rating					✓
Railing Work					
Remove and Install new Posts - Secured to lower framing for stability - Similar design with a top flashing to protect from weather. Final design to me determined with project manager.					✓
Remove and replace existing railings with similar but not exact design. Exact duplication will require additional cost to create.					✓
Painting of the railing is not included but available upon request at Time & Material Rates					

Customer Signature:	Date:
Customer Signature:	Date:
A Cut Above Exteriors:	Date:



18151 SW Boones Ferry Road
 Portland, OR 97224
 Phone: (503) 643-1121 FAX: (503) 643-0469
 License: OR#153847 WA#CUTABAE96ORN

Project Sales Agreement

Customer:	Kaylene Selk	Date:	9/16/2019
Customer:		Consultant:	Rob Colson
Address:	2212 A Street Forest Grove, OR	Consultant Phone:	
Phone:		Consultant E-mail:	
E-mail:			

Roofing replacement as described in scope of work	(Included)
Total Price of Project	\$13,827
20% Off September Promotion	-\$2,765
Previous Customer	-\$277
Subtotal	\$10,786
State tax 0%	
Sale Price	\$10,786

Deposit Required		Initial Payment Information	
40%	\$4,314	Financing	
		Cash Deposit	
		Credit Card Deposit	
		Remaining Balance	\$10,786

Contract Terms & Conditions

Initial Lead Safe Work Practices: I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Initial Mold: ACAE has no responsibility under this Agreement relating to mold, mold remediation, or indoor air quality and pollution, including, but not limited to, health issues, health impacts, physical ailments, mold remediation, ventilation system remediation, property damage, containments for the removal of any building materials, special debris disposal costs, HEPA vacuuming, any cleaning relating to mold remediation, negative air machines, or anything else related to mold or indoor air quality and pollution. ACAE shall not be liable for any damages whatsoever relating to mold and indoor air quality and pollution.

PAYMENT TERMS: A down payment of 40% is required at the time of signing this Agreement in order to add this Project to ACAE's schedule, Finance deposit percentage may vary. A 50% progress payment is due upon substantial completion of the siding, roofing and/or window work. Progress payments will be required on jobs that include a combination of siding, roofing or windows and jobs that exceed one month in duration. The remaining 10% is due when painting and punchlist work is complete. Any and all applicable sales tax will be added to Contract Agreement Price and any Change Orders and Time & Material additional work. Owner shall not be entitled to a refund or a reduction in the Contract Price if there are unused materials at the end of ACAE's work. All unused materials are the property of ACAE. If ACAE will be performing any other work pursuant to this Agreement, payment for the other work will be due upon SUBSTANTIAL COMPLETION of such work. Owner shall pay 1.5% per month on any unpaid bills as a late charge for any amounts due under this Agreement which remain unpaid (10) days after due. Owner agrees that ACAE may terminate or suspend all construction activities should any billing remain unpaid longer than (10) days. Owner shall be liable for any costs incurred by ACAE because of termination or suspension. Should Owner cancel this Agreement more than three business days after they sign it, Owner shall be liable to ACAE for all costs incurred by ACAE as a result of said unexcused cancellation, plus 10% of the contract price.

ACCEPTANCE: I have read and understood, and I agree to, all items included within this Agreement (including the Terms & Conditions specified on the back and any attached Addendums or other documents). By signing, Owner(s) and ACAE agree to be bound by this Agreement. All financed projects are subject to credit approval.

Customer Signature: _____ **Customer Signature:** _____

ACAE: _____ **Date:** _____







