

To: Historic Landmarks Board

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

Re: December 17 Agenda

Date: December 11, 2019

Memorandum

ACTION ITEMS

- A. Preservation Grants:** For FY 19-20, four grants totaling \$4,000 have been approved. Two new grant requests have been filed, both for \$1,000. As only \$1,000 remains available, the Board will need to decide how it should be disbursed.
- The first request at 2302 15th Avenue is for window repair. The initial request also included possible replacement. George and I met the applicants on-site yesterday to review options, and the applicant has now revised the application to be exclusively for repair. However, due to the fore-shortened time frame, only one bid is attached. The bid is from a contractor the applicant has used before.
 - The second request at 1622 Ash Street is for a seismic upgrade. This project would be somewhat different than the projects the Board has reviewed to date, in that the hardware would be partially visible. The explanation for that approach is noted in the application.
 - In other preservation grant matters, Kaylene Selk reports that her "roof project has been delayed by weather. The contractor is waiting for a stretch of dry weather to accommodate the project."
- B. Review 2020 Work Plan:** Attached is the Implementation Plan from the 2017-2026 Preservation Plan. Please review and be prepared to discuss what you wish to accomplish in 2020. Adoption of the work plan will be on the January agenda.
- C. January-June 2020 Editorial Calendar:** Time to begin developing articles to be published in the first half of the year.
- D. Alternative Funding:** Mark and Bill will report on their findings to date.
- E. Photo Contest:** Progress report.

INFORMATION ITEMS

Downtown District Nomination: Ms. Painter will be attending the January 28 meeting. She and I are in discussion with SHPO staff re the potential additional area north of 21st Avenue.

The Boards and Commissions Recognition Reception is tentatively scheduled for the evening of January 16th (location to be determined). Please include a place-holder on your calendar.

January 28 Agenda: Alternative funding, editorial calendar, photo contest, 2020 work plan, 2020 meeting schedule, downtown district nomination.

Board and Commission Reforms: You'll note the 2020 meeting schedule on your next agenda; official adoption of a schedule is one of the reforms recently adopted by the Council. The proposed schedule will reflect past practice: meetings on the fourth Tuesday of the month *except* in December, when it would be on the *third* Tuesday. Once adopted it will be posted on the HLB webpage and general City calendar.

Other reforms coming up:

- Adoption of new bylaws, based on a template that will be uniform across all the boards and commissions. Staff has begun working on this project.
- The Annual Report will be submitted to the City Recorder before year's-end, for inclusion on the Council's January consent agenda. Holly is already working on this 1-2 page report that will summarize 1-3 major activities for the year and 1-3 goals for the upcoming year.
- The annual presentations to the Council will now be spread throughout the year at regularly-scheduled Council meetings instead of at the January reception. The HLB has been tentatively scheduled for a 15-minute presentation at the May 11 Council meeting, to coincide with your Preservation Month activities.
- Officer elections will be held in January, as always. What's new is that the Chair may not serve more than 48-consecutive months (starting in 2020, ending in 2024).

2020 CALENDAR - UPCOMING AGENDA ITEMS

January 28, 2020

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

February 25, 2020

- Begin CEP application preparation
- Mock Design Review Hearing (staff prep time permitting)
- Photo contest

March 24, 2020 (fourth Tuesday)

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

April 28, 2020

- Select Stewart Award recipient
- Preservation Month / photo contest
- Prepare annual report

May 11, 2020 (City Council Meeting)

- ❖ *Present Annual Report*
- ❖ *Preservation Month Proclamation*
- ❖ *Honor Stewart Award recipient and photo contest winners*
- ❖ *Annual Presentation*

May 26, 2020

- 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 25, 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

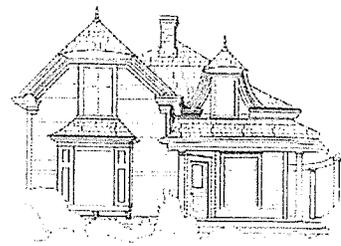
- Photo contest

November 24, 2020

- Photo contest

December 15, 2020 (third Tuesday)

- Prepare 2021 work plan
- Prepare January-June 2021 Editorial Calendar
- Photo contest



A place where families and businesses thrive.

311-19-000031-PLNG

File No. 1304-1.141

HISTORIC PRESERVATION GRANT APPLICATION

Please Print or Type Clearly

Applicant Name: Amber King and Chris Stapley DATE: NOVEMBER 15, 2019
Mailing Address: 2303 15th Avenue Forest Grove OR 97116
Phone Number: [Redacted] E-mail Address: [Redacted]
Site Address: 2303 15th Avenue Historic Name (if known): Forest Grove
Historic Date (if known): 1905? Architectural Style: 4 square
Tax Assessor Map and Parcel Number: [Redacted]

- Treatment (check one) (From the Secretary of the Interior's Standards for the Treatment of Historic Properties):
[X] 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.

All the windows in the original structure need either replacement or repair. As funds become available we would like to either restor to original condition or replace if necessary. At this stage we would like to replace our two front windows - timber framed.

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.
Timber framed windows are considerably more expensive than the new vinyl windows. Replacing the windows with timber windows that replicate the original windows will maintain the historic nature of the home.

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

we are not planning to change or alter the exterior appearance of the windows. The new windows are similar to the original windows.

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

| | | |
|---|--------------------------|---|
| <i>Two x bids attached for 2x replacement windows</i> | | |
| <i>Menderson & Daughter</i> | <i>Cash Price \$3900</i> | <i>Payment Option \$4565</i> |
| <i>Clear Choice Windows & Doors</i> | <i>\$4608-66</i> | <i>Rebate Est \$76-56</i> |

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: January 2020 Completion Date: Installation takes one day

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: November 15, 2019

Q

OREGON INVENTORY OF HISTORIC PROPERTIES
 HISTORIC RESOURCE SURVEY FORM

*County: **Washington**

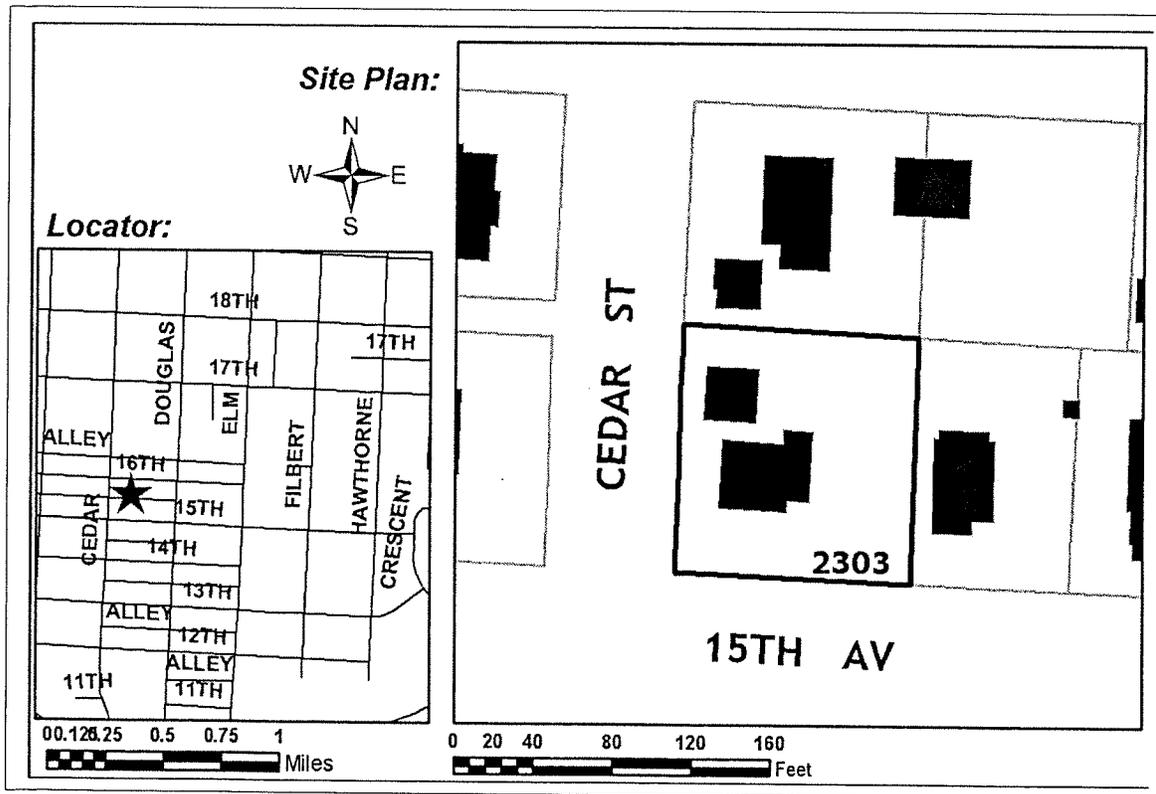
*Street Address: **2303 15TH AVE**

*City: **Forest Grove**

Photo:



Location:



| | | | | |
|--|-----------------------|----------------------|---------------------------------|--------|
| *Researcher/Organization: Caitlin Harvey / HPNW | | | *Date Recorded: 3/7/2005 | |
| Survey Form (Page 2 of 3) | *Photo Roll# 8 | *Frame #(s) 4 | Local Designation # | SHPO # |

**OREGON INVENTORY OF HISTORIC PROPERTIES
HISTORIC RESOURCE SURVEY FORM**

Note: For properties 35 years old and newer, starred (*) sections are the only required fields.

*County: **Washington**

| | | | | | |
|---|-------------------|-----------------------------|---|---|---|
| *Street Address: 2303 15TH AVE | | | | *City: Forest Grove | |
| USGS Quad Name: Forest Grove | | UTM (NAD83) Zone: 10 | | Northing: 5039981 Easting: 491685 | |
| Township: 01S | Range: 03W | Section: 06 | Block: 9 | Lot: 9,10 | Map #: 1S306BD Tax Lot #: 14400 |
| Historic Name: | | | | Grouping or Cluster Name: | |
| *Date of Construction: c. 1900 | | Other Name: | | | |
| Historic Use or Function: Single-family residence | | | *Current Use: Single-family residence | | Associated Archaeological Site: Unknown |

| | | | |
|---|--|---|-------------------------------|
| Architectural Classification(s): American Foursquare | | Plan Type/Shape: Square | Number of Stories: 2.5 |
| Foundation Material: Poured concrete | | Structural Framing: Platform | Moved? Unknown |
| Roof Type/Material: Hip / Composition shingle | | Window Type/Material: 1/1 wood double hung | |
| Exterior Surface Materials Primary: Channel drop | | Secondary: | Decorative: |
| Exterior Alterations or Additions/Approximate Date: Rebuilt front porch, 1970s. Early addition to east side. | | | |
| Number and type of associated resources: Garage to northeast (1) | | | |

| | | | |
|---|------------------------|---|-------------------------------------|
| Integrity: Good | Condition: Good | Local Ranking: | National Register Listed? No |
| Preliminary National Register Findings: | | | |
| Potentially Eligible: | | <input type="checkbox"/> Individually or <input checked="" type="checkbox"/> As a contributing resource in a district | |
| Not Eligible: | | <input type="checkbox"/> Intact but lacks distinction | |
| | | <input type="checkbox"/> Altered (choose one): <input type="checkbox"/> Reversible/Potentially eligible individually or in district | |
| | | <input type="checkbox"/> Reversible/Ineligible as it lacks distinction | |
| | | <input type="checkbox"/> Not 50 years old <input type="checkbox"/> Irretrievable loss of integrity | |

Description of Physical and Landscape Features:

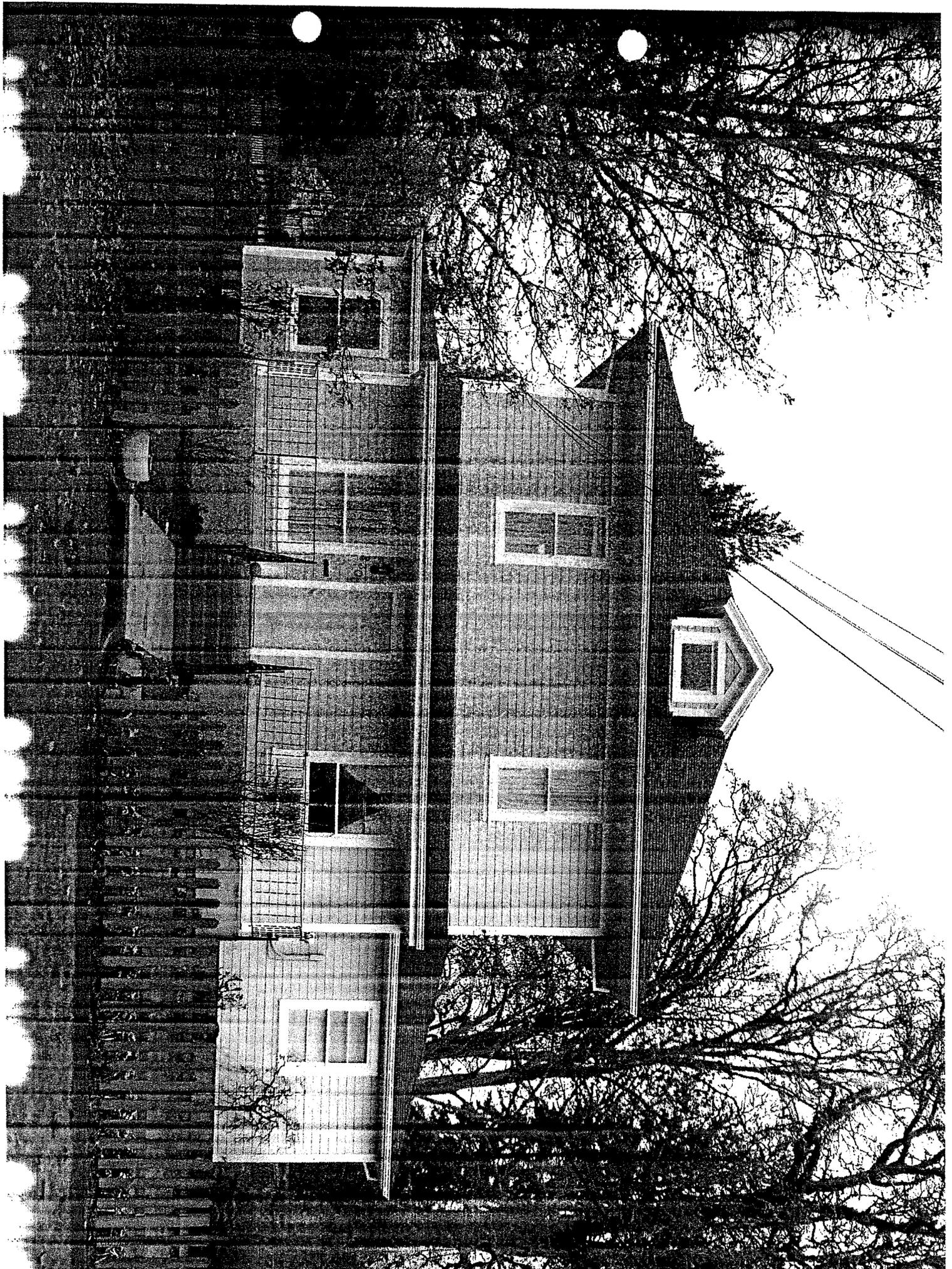
The 2-1/2 story American Foursquare at 2303 15th Avenue was built around 1900. It has a square plan and sits on a poured concrete foundation. The hip roof is covered with composition shingles and has overhanging eaves with decorative modillions. A small gable dormer projects from the roof on each of the four sides. The walls of the house are clad in wood channel drop siding with frieze boards, corner boards and a wood water table and cap. One-over-one wood double-hung windows with decorative hoods are the primary type. The entry is located off a concrete porch that spans the width of the front façade. This porch is not original and is surrounded by a thin metal railing. It is covered by a pent roof. A one-story addition is located on the east side of the house and has a hip roof. A large metal stove pipe projects from its roof. This house is in good condition and its integrity is good.

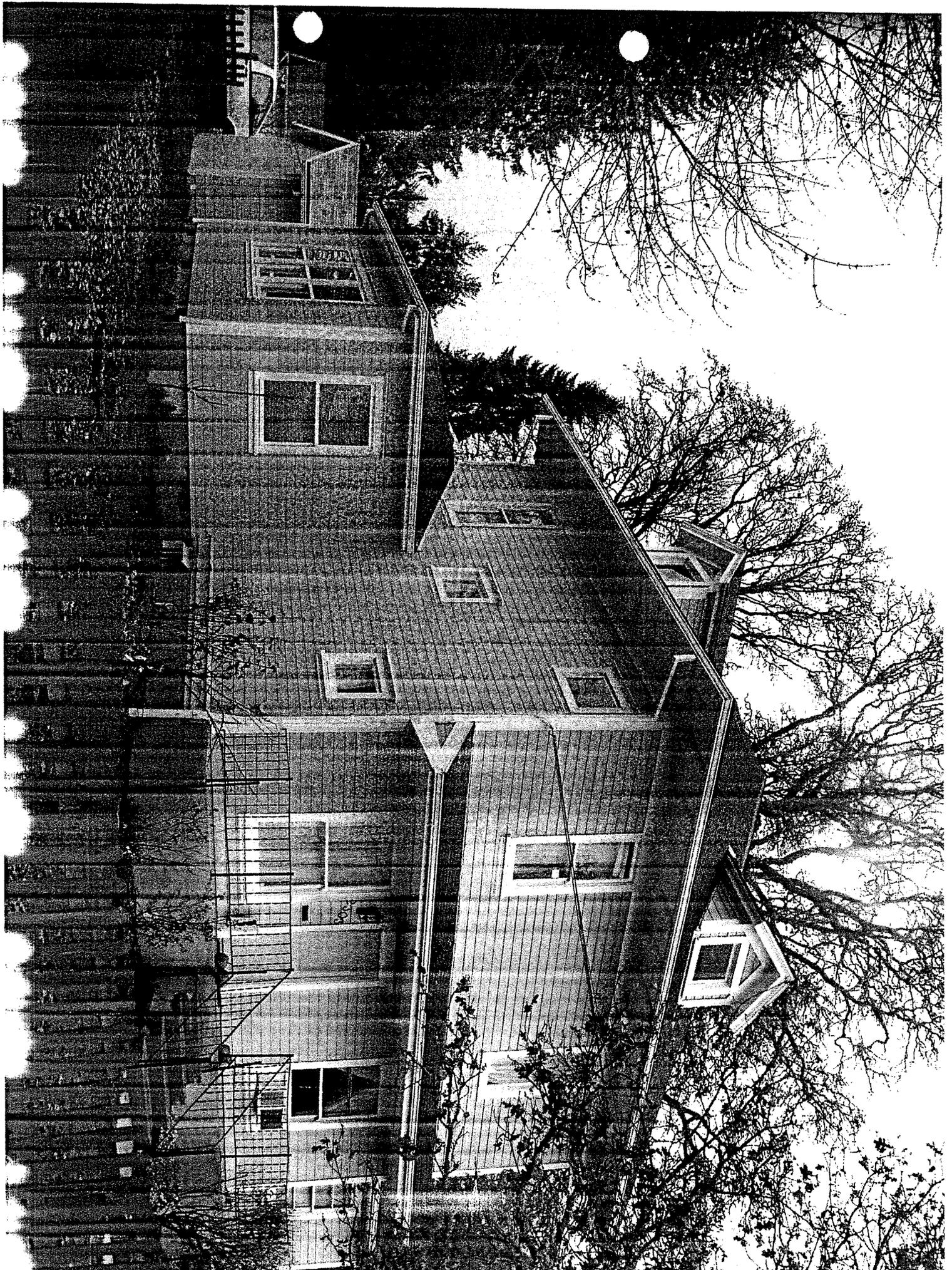
Statement of Significance [Required ONLY for Intensive Level Surveys] (use additional sheets if necessary)

Architect/Original Owner: **Christianson family**
Significance: **High school janitor**

| | | | |
|--|--|---------------------------------|--------|
| *Researcher/Organization: Caitlin Harvey / HPNW | | *Date Recorded: 3/7/2005 | |
| Survey Form (Page 1 of 3) | | Local Designation # | SHPO # |







Gene S. Waitzla Inc.

CCB # 195461
2789 Heather Way
Forest Grove, OR 97116

Phone # 5038099542 Jerseygino@gmail.com

| | |
|------------|-----|
| | |
| 12/10/2019 | 100 |

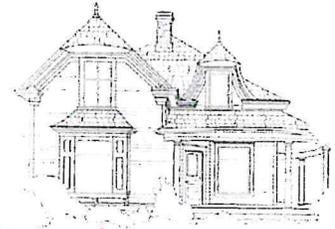
Chris and Amber Stanley
2303 15th Ave
Forest Grove, Or. 97116

RECEIVED
DEC 11 2019
City of Forest Grove

| Description | Total |
|---|------------|
| repair to seven (7) double hung windows. remove and reinstall both upper and lower sashes, remove paint buildup where necessary, clean and lubricate tracks, replace sash cords and free up sash cord pulleys, remove and replace parting bead, repair trim where necessary paying special attention to ears on exterior trim sills where broken or damaged. \$425 per window | 2,975.00 |
| | \$2,975.00 |



A place where families and businesses thrive.



311-19-00035-PLNG

File 1304-1.142

HISTORIC PRESERVATION GRANT APPLICATION

Please Print or Type Clearly

DATE: Dec. 3, 2019

Applicant Name: Mark & Pamela Bailey Mailing Address: 1622 Ash Street

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

Site Address: 1622 Ash Street Historic Name (if known): Coon House, Clark Historic District

Historic Date (if known): 1920 Architectural Style: Arts and Crafts

Tax Assessor Map and Parcel Number: 1S306BC08300

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.

We will be undertaking seismic retrofitting to attach the frame of the house to the foundation for earthquake preparedness. This will be done in a manner that will be minimally visible by removing the bottom two rows of siding, attaching connecting plates, then replacing the siding that will then cover the connecting plates.

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 work is designed to preserve the structure when earthquakes happen, increasing the probability that it will endure for another 100 years.

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

At the completion of the project, there might be up to about 3" of exposure of each plate where they have been attached. Anywhere that these connective plates might be exposed, they will be painted to match the existing exterior so they blend in with with minimal visibility.

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 |
|--|----------------|
| <u>44 Flat Retrofit foundation plates</u> | <u>\$3,080</u> |
| <u>CDX plywood, house wrap, hardware, caulking</u> | <u>\$ 300</u> |
| <u>City of Forest Grove Permit and Inspection</u> | <u>\$ 500</u> |
| Total: _____ | <u>\$3,880</u> |
| Total amount requested: _____ | <u>\$1,000</u> |

- 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: Jan 6, 2020 Completion Date: Feb 1, 2020

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: [REDACTED] Date: 12/3/2019

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 76

Ash Street (no street number; west of 1614 Ash)

Owner: Patricia Lewis
Owner Address: 2025 16th Avenue, Forest Grove, OR 97116
Legal Description: Tax Lot #1S306BC08500
Classification: Vacant

1622 Ash Street

Historic Name: Coon, William B. & Ida M., House
Date of Construction: c.1920
Owner: Kelly and Susan Sanders
Owner Address: 1622 Ash Street, Forest Grove, OR 97116
Legal Description: Tax Lot #1S306BC08300
Classification: Historic Contributing (2)

Description: This is a one-and-a-half story, wood-framed Craftsman style bungalow. It is clad with horizontal lapped board siding and sits on a concrete foundation. Its front-facing gabled roof is covered with composition shingles. The windows are one-over-one double-hung wood sash. A full-width front porch has a brick balustrade atop a low brick wall that enclosed the porch crawl space. Its hipped roof is adorned with a central gable having an ornamental truss and is supported by four tapered boxed posts resting upon brick piers that have been incorporated in the front balustrade. A gabled dormer is located on the south elevation. Additional decorative features include an exterior brick chimney on the south, exposed rafter tails and knee braces beneath the overhanging raking edge of the roof. An older enclosed, two-car carport (garage with no doors) is located to the west of the house. Landscaping includes a fruit-bearing tree in the front and evergreen trees in the rear.

Significance: This house was constructed in c.1920 for William and Ida Coon. They had purchased this property from Phoebe Kirkwood in 1913. Coon practiced veterinary medicine in Forest Grove for many decades. The third generation of Coon veterinarians continued practicing in Forest Grove until March 2000. Paul Jackson bought the Coon House in 1945. Jackson, a postman, owned and occupied the house, with Clarabelle P. Jackson, through the 1950s and 1960s. Les AuCoin and his family lived in this house in the 1970s after his election to the U.S. House of Representatives. The house is in good condition and is considered a contributing resource in the district. The garage/carport, which is in fair condition, is also considered contributing.

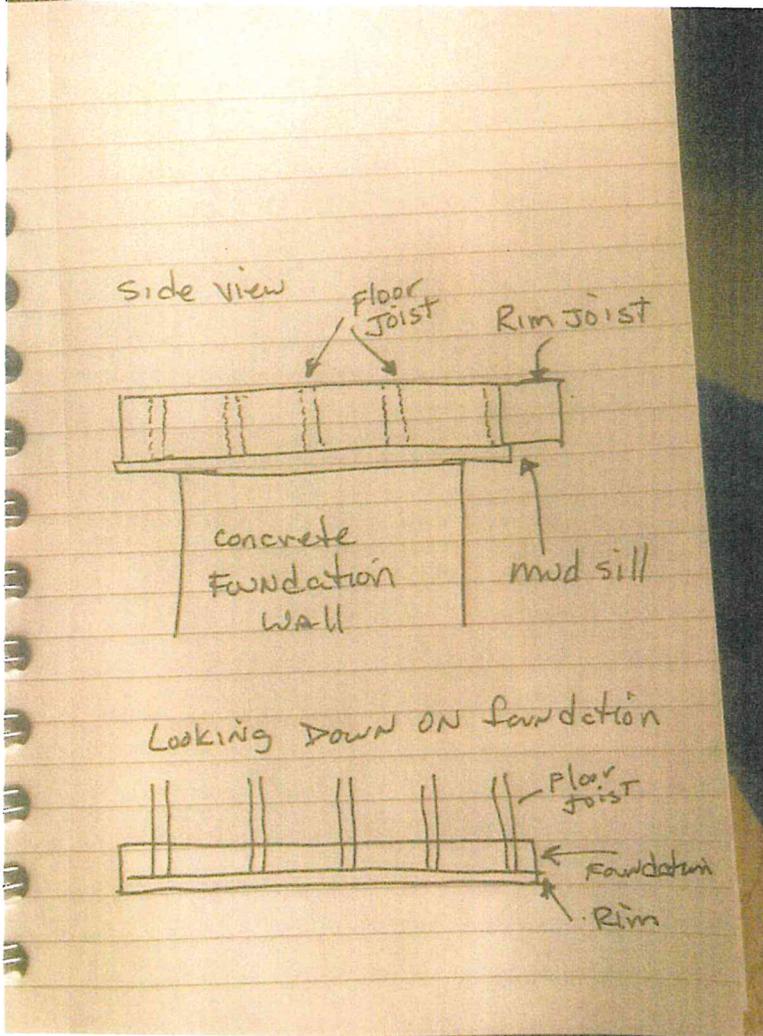
1623 Ash Street

Historic Name: Hoar, I.J., House
Date of Construction: c.1910
Owner: Jane Romig and Robert Watrous
Owner Address: 17396 SW Kemmer Rd., Beaverton, OR 97007
Legal Description: Tax Lot #1S306BD05300
Classification: Historic Contributing

Description: This is a one-and-a-half story, wood-framed Craftsman style bungalow. It is sheathed with a combination of aluminum siding and wood shingles. It sits on a concrete block foundation and basement and its intersecting gabled roof is covered with composition shingles. The one-over-one windows have been replaced with vinyl. A full-width front porch has a hipped roof with a small centered gable marking the entrance; the roof is supported by bold boxed tapered posts sitting on concrete block piers and the railing is a simple balustrade. The south elevation includes a small bay and an exterior brick chimney. Decorative features include exposed rafter tails and knee braces. Landscaping includes a small concrete retaining wall and steps in the front, nicely trimmed shrubs, and several deciduous trees.

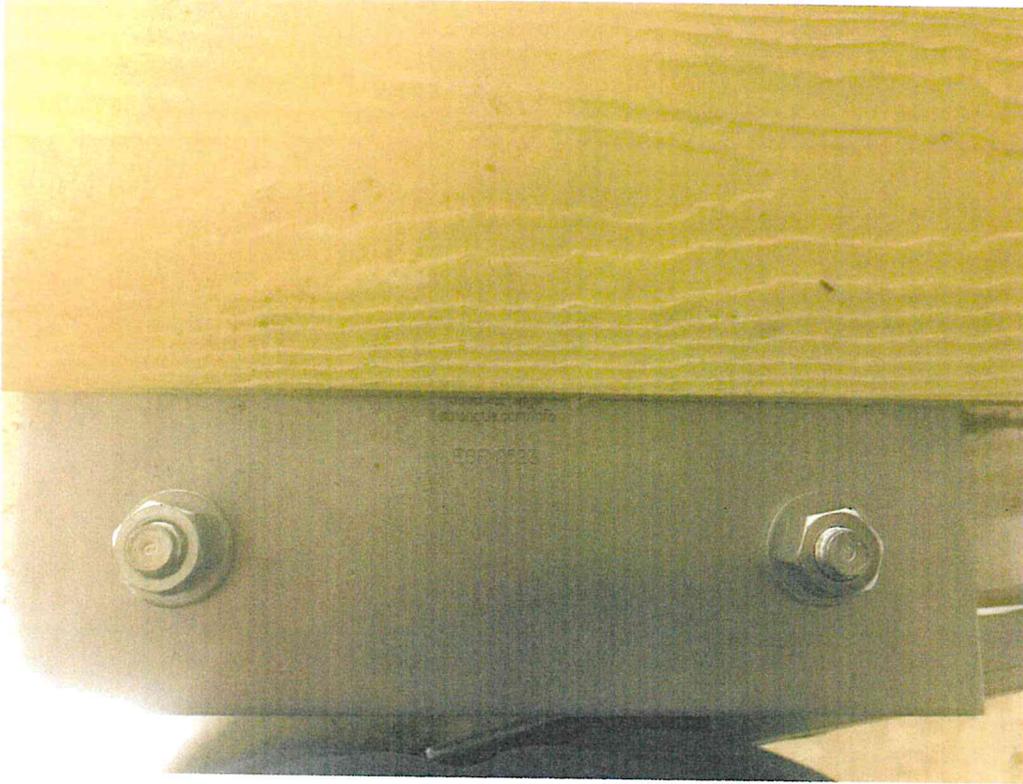
Mark & Pamela Bailey
1622 Ash St. Forest Grove

After more consideration about how to anchor your home without coming from the interior, I think there's really only one choice available. When I was looking at the exterior siding, I had planned on removing the siding up about 24 inches from the bottom and drilling down into the mud sill. But after looking over the photos and thinking about the floor structure from your pictures, the only method is the FRFP's (Flat Retrofit Foundation Plates). I will need to remove the siding as above but due to the floor structure and design, drilling down won't work (no access)



What I'm proposing is opening up the exterior wall, remove the sheeting behind the siding (I think that's what we felt under the siding) and mechanically attach the mud sill and foundation with the flat foundation plates. Either the plate will go on under the sheeting or attach directly through the sheeting (It depends on whether the sheeting is flush with the foundation wall or not). A house wrap would be attached and the siding reinstalled. Any replaced sheeting will be

shear wall nailed which is every 4 inches on the perimeter and 8 inches in the field. The only concern I have is the fact that some of the flat plate will be visible after install along with the wedge anchors.



I think the most you would see is about 3 inches of the plate and the nuts from the wedge anchors. The problem is that you will see these all the way around the house and that's what I want to make sure you understand. If you truly want to hide all evidence of the retrofit, it needs to be from the interior (not an option).



Prepared by:
Kevin Wiles
C 503-718-1649
kwiles@terrafirmafs.com

TerraFirma Foundation Systems
www.GoTerraFirma.com
TF 866-486-7196
F 541-229-4051
License# OR: 173547 WA: TERRAFR931LH

Prepared for:
Mark Bailey

Job location:
1622 Ash St
Forest Grove, OR 97116

Prepared on:
10-25-19

Project Summary

Table with 2 columns: Description and Amount. Rows include Modern Seismic Upgrade (\$5,502.00), Non-Finance Discount 10% (\$-550.20), Total Investment (\$4,951.80), Total Contract Price (\$4,951.80), Deposit Required - 25% (\$1,237.95), Deposit Paid (\$0.00), and Amount Due Upon Installation (\$4,951.80).

Customer Consent

If the foundation (including foundation walls, footings and/or concrete slab) is found to be in too poor of condition to safely complete the contracted work, additional work and associated cost will be required. Any alteration in scope and/or cost will only be made after a consultation and approval between TerraFirma Foundation Systems and Customer. While TerraFirma Foundation Systems will do its best to evaluate the condition of the foundation concrete prior to work commencing, TFFS is not responsible for any damage that occurs as the result of failing foundation concrete. Completing the work in this Proposal at the time scheduled is contingent upon accidents or delays beyond our control. This Proposal is based primarily on the Customer's description of the problem. This Proposal may be withdrawn if not accepted by the Customer within 45 days. OR: 173547 WA: TERRAFR931LH

Authorized Signature _____ Date _____

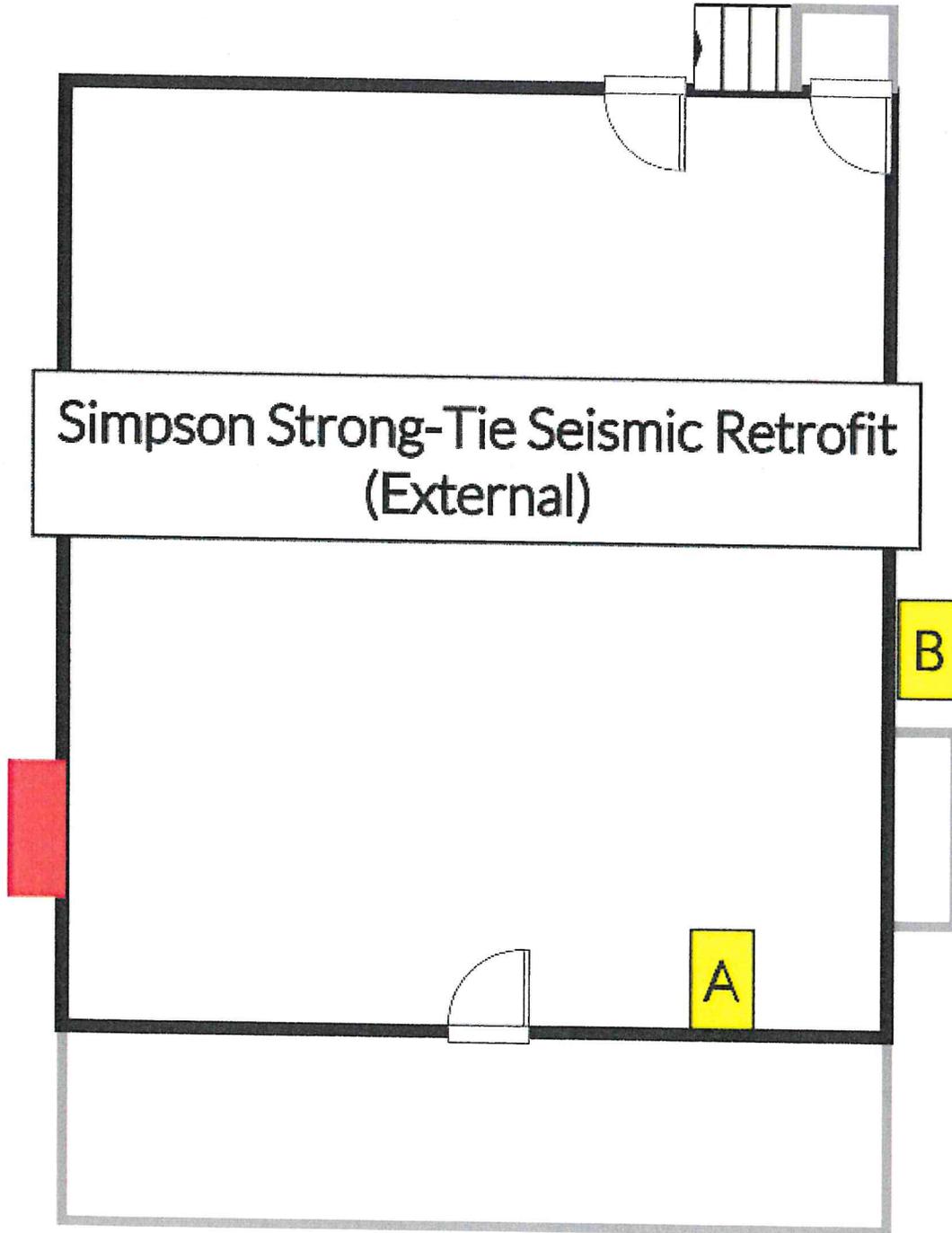
Acceptance of Contract— I am/we are aware of and agree to the contents of this Proposal, the attached Job Detail sheet(s), and the attached Limited Warranty, (together, the "Contract"). You are authorized to do the work as specified in the Contract. I/we will make the payment set forth in this Contract at the time it is due. I/we will pay your service charge of 1.33% per month (16% per annum) if my/our account is 30 days or more past due, plus your attorney's fees and costs to collect and enforce this Contract. In event account must be referred to a third party for collection, I/we agree to pay all reasonable collection and/or attorney fees, as well as court costs incurred to effect collection.

Customer Signature _____ Date _____

Canceling the project after 3 days may result in loss of deposit.

Initial _____

Job Details



- A) Crawlspace Entrance
- B) Gas Meter

Job Details (Continued)

Specifications

Permit Fee to obtain necessary permit from governing jurisdiction. Install automatic gas shut off valve on customer-owner pipeline. Install Simpson UFP, FAP, or Titan HD at sill plate and concrete foundation wall per designed specification. Access determines bracket type. Homeowner to restore siding.

Contractor Will

- 1.) Remove any landscaping in the work area. Not responsible for replacement.
- 2.) Maintain a safe and clean job site.
- 3.) Remove and dispose of all organic matter and debris from project area.
- 4.) Protect surfaces with drop cloth and plastic protection.
- 5.) When project contains unknown conditions, TerraFirma will stop work and discuss with homeowner. Additional cost may be added to project if additional work is necessary.

Customer Will

- 1.) Remove and replace any landscaping that is in the work area.
- 2.) Move items at least 10 feet away from the work area.
- 3.) Be aware that dust, noise, and dirt may be excessive in some cases. Dust may be present days after installation.

Additional Notes

- 1.) Home owner has been advised on sealing/caulking plates post install.
- 2.) Siding will be notched, home owner will restore as wanted on completion.
- 3.) Home owner request notching cut outs to be saved for possible re-use.

Product List

Modern Seismic Upgrade

| | |
|---|----|
| Earthquake Retrofit Permit | 1 |
| Earthquake Gas Shut Off | 1 |
| Earthquake Retrofit Brackets (Exterior) | 32 |

Non-Finance Discount 10%

| | |
|--------------------------------|---|
| Non-Finance Discount 10% | 1 |
|--------------------------------|---|







| 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). |
| 2019 | | |
| <ul style="list-style-type: none"> □ Apply for CLG Grant for a downtown historic district nomination. □ Set physical and temporal boundaries. □ Select consultants to write the nomination. □ Write the RFP. □ Interview and select consultants. □ Research downtown historic district design guidelines. | <ul style="list-style-type: none"> □ Write downtown walking tour brochure. □ Presentation about downtown buildings based on historic resource survey results. □ Researching historic buildings workshop. | <ul style="list-style-type: none"> □ Legal training with City Attorney. □ HLB training with mock design review. □ Board cross-training to learn officer roles. □ Preservation Month (suggestion: Main Street theme with Restore Oregon). □ Send an HLB member to a conference (suggestion: Oregon Heritage Conference). |
| 2020 | | |
| <ul style="list-style-type: none"> □ Prepare and submit the downtown historic district nomination. □ Develop and adopt downtown historic district design guidelines. | <ul style="list-style-type: none"> □ Review and update older historic district brochures. | <ul style="list-style-type: none"> □ Page-by-page review of website for updates. □ Board cross-training to learn officer roles. □ Preservation Month (suggestion: Donovan Rypkema presentation). □ Send an HLB member to a conference (suggestion: National Alliance of Preservation Commissions Conference). |