Minutes approved July 27, 2021.

1. **Call to Order:** Trostle opened the meeting at 6:32 p.m. via Zoom webinar.

Present: Jennifer Brent, George Cushing, Melody Haveluck, Heidi Ruby, Kelsey Trostle and Holly Tsur

Absent: Mark Fischer was excused.

Staff: James Reitz (Senior Planner) and Bryan Pohl (Community Development Director)

Attendees: Martha Robertson, Gary Eddings

1. A. **Approval of Minutes:** The meeting minutes of February 9, 2021 were approved with minor typo-graphical corrections.

2. **Community Communication Inbox:** None.

3. **Action Items / Discussion:**

3.A. **Design Review: 1827 Douglas Street (Washington County Tax Lot 1S306AB11600). Applicant: Martha Robertson. File Number 311-21-000010-PLNG**

Chair Trostle requested a roll call of all Board members for any conflicts of interest, ex-parte contact or bias. All members stated that they had no personal knowledge of the applicant or the house, except for Cushing who noted that he had participated in an informal consultation at the house with the applicant and staff, but had no knowledge other than that. No one challenged the participation of any Board member.

Chair Trostle asked Reitz to review the staff report. Reitz described the request to replace 6 original wood sash windows and 2 others that had been previously replaced with vinyl units. The applicant proposes to replace all 8 with fiberglass units. He explained that staff does not have the authority to approve an exterior modification of a Contributing structure in the Clark Historic District; hence, this request was referred to the Historic Landmarks Board for consideration.

Reitz explained that from his and Cushing's inspection of the windows, it appeared they were sub-stantially intact and repairable. He noted the applicable standards and criteria in the Development Code and the Design Guidelines Handbook. Staff recommended that the application to remove and replace the original windows not be approved, but that the decision would be the Board's to make. He further noted that replacement of the two vinyl units with fiberglass units would not conflict with the Develop-ment Code criteria or Design Guidelines.

Chair Trostle then invited Ms. Robertson to speak. She said she wished to replace a total of 8 windows, 6 original and 2 that had already been replaced with vinyl units. Ms. Robertson then stated she had a lot of questions concerning the design review process. Among her concerns, she said that she was never told about having to undergo a review process for exterior modifications. Furthermore, she said she was not advised by her real estate agent when she purchased the house. She noted that the house did not have a plaque identifying it as a historic home. She felt a $750 preservation grant was not enough to justify the paperwork. Who would pay for the extra cost if any to repair the windows? What were the repercussions if she just went ahead and did replacement without City approval?

Reitz said that he would not be able to answer all those questions tonight, but if she would provide him a complete list later he would respond. He said the question tonight was about replacing the windows so the Board should limit their discussion to that request. He noted that the City sends out annual notices, usually in January, to help ensure owners are aware that their home is in a historic district.

Ms. Robertson added nothing further.

Chair Trostle asked if any other persons had any relevant information concerning the application. Gary Eddings of the Friends of Historic Forest Grove explained that many of the plaques around town were obtained from the Friends, and they are installed at the request of the building owner.

No one else offered any testimony.

Discussion: Chair Trostle asked if the Board had any questions or comments. Cushing said that when he inspected the windows, he felt they were very repairable. He thought there would be some challenges (as there on any historic repair) but he felt they should not be replaced. He noted that the windows have been in place for about 150 years and they do need some maintenance, but to replace them was not necessary.

Tsur described a window repair project she undertook on her historic home, commenting that she had worked with the contractor to help to alleviate the cost. Instead of relying exclusively on the contractor, she did much of the work herself. She further noted that the cost of repair versus the cost of new units was not a factor the Board could take into consideration.

Trostle noted that the Board had reviewed a similar request some time ago, and concluded in that case that removal and replacement was not warranted. She further noted that old windows sometimes get stuck, but that they contribute to the character of the home.

Brent concurred with the previous comments. She also noted that thermal performance can be improved through the use of internal storm windows. Tsur concurred.

Neither Haveluck nor Ruby had any comments.

Chair Trostle asked any other comments; there were none.

Cushing/Tsur motioned to deny the request to replace the 6 original wood sash windows. Motion carried 6-0.

Tsur/Brent motioned to approve the replacement of the two previously replaced windows with fiberglass units. Motion carried 6-0.

Reitz said that the written decision would be sent out within 5 business days and that the appeal period would extend 14 days beyond that.

3.B. Community Outreach

i. **Community Outreach Captain:** Trostle commented that as she was now HLB Chair, she would need to step down from being outreach captain. Haveluck said she would cherish an opportunity to take on the responsibilities so long as Trostle would assist with the process.
ii. **Editorial and Events Calendar:** The Board will review the upcoming season and determine at a future meeting whether to try and participate, given the ongoing pandemic uncertainties.

iii. **Forest Grove Sesquicentennial:** As Councilor Uhing wasn't present, discussion of this topic was postponed to a future meeting.

3.C. **Downtown District Brochure Project:** Cushing volunteered to be the liaison between the designer and the Board, although there would be plenty of work to be reviewed by everyone. A sub-committee consisting of Cushing, Brent and Trostle was appointed to prepare the text and photos for the brochure. Tsur volunteered to perform any editing required.

4. **Council Liaison Report:** No report, as Councilor Uhing was excused.

5. **Board Communications:** Tsur reported that she had received an email from Mark Fischer and that he was resigning his position on the Board due to heavy school commitments.

6. **CEP Grant:** The HLB has been awarded a $4,152 CEP grant. Reitz said that there was $750 remaining in the current budget, and if not committed by June 30th, some rollover may be possible.

   The Board directed staff to send a postcard to the owners of eligible properties advising them of the availability of preservation grants. Staff was also directed to send a letter to owners of buildings in the new Downtown District, as commercial properties have additional grant and loan opportunities beyond what the City offers.

7. **FHFG Report:** Gary Eddings reported that they were starting to work on the south side of the A. T. Smith House and had received a CEP grant for the project.

8. **Staff Update:** Reitz had nothing to report.

9. **Adjournment and Announcement of Next Meeting:** The meeting adjourned at 8:03 p.m. The next meeting date TBD.

   These minutes respectively submitted by George Cushing, Secretary