

To: Historic Landmarks Board

From: Amy Kreimeier (AICP) Senior Planner
akreimeier@forestgrove-or.gov (503) 992-3233

Re: June 28 Agenda

Date: June 21, 2022

Memorandum

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

ACTION ITEMS

1. **Preservation grant request.** One application has been submitted. The materials are attached. As noticed below, \$1,511 of funding remains available.
 - 2114 B Street – window replacement and restoration. Project bids are \$5,334.80 and \$2,948.54. A grant of up to \$750 may be awarded.
2. **Governance 101.** Councilwoman Uhing to introduce the first Governance 101 session. This session will introduce the City Council goals and objectives. The Council goals and objectives provide the building blocks for the work plan and the goals and objectives of the Board.
3. **CLG Grant – Funding Reallocation Discussion.** The board to discuss and decide on the reprogramming the funds that were intended for the survey work. The budget for the survey contractor work was \$9,300.00. The Board is at a disadvantage because it is so late in the grant cycle but there are still opportunities for training or public education activities. Below is a list of some potential options:
 - Trainings - The best organization offering training for preservation programs is the National Alliance of Preservation Commissions. They have the forum this July in Ohio. Attendance at the forum is highly recommended by SHPO. The grant can fund the travel, registration, lodging, per diem. And the match can be the staff or commissioner time traveling and attending. <https://www.napcommissions.org/forum>
 - NAPC also has trainings that can be offered online and in-person. <https://www.napcommissions.org/camp>
 - Public Education
 - Translation of walking tour brochures, perhaps even an audio translation that is offered online, for multilingual community members.
 - Presentations, workshops, etc.
 - Mailings to historic property owners.
4. **National Night Out Planning.** Board to begin planning for National Night Out event. National Night Out is August 2nd.

INFORMATION ITEMS

Preservation Grants: The Board was awarded \$4,152 for FY21-22. Four applications have been approved to date:

2004 Main Street – door repair. A grant of \$391 was awarded. This project has been completed.
2620 18th Avenue – porch repair. A grant of \$750 was awarded. This project has been completed.
2114 B Street – siding restoration. A grant of \$750 was awarded. This project has begun.
1638 Birch Street – painting. A grant of \$750 was awarded. This project has not yet begun.

\$1,511 remains uncommitted.

July Agenda: Chalk art festival planning, editorial calendar, website review

2022-2023 CALENDAR - UPCOMING AGENDA ITEMS

June 28, 2022

- ☐ National Night Out planning (August 2)
- ☐ Governance 101

July 26, 2022

- ☐ Chalk Art Festival planning (September 10)
- ☐ Adopt July-December 2022 Editorial Calendar

August 23, 2022 (fourth (not fifth) Tuesday)

- ☐ Chalk Art Festival planning (September 10)
- ☐ Public Safety Open House planning (October 8)

September 27, 2022

- ☐ Public Safety Open House planning (October 8)

October 25, 2022

- ☐ 2023 Photo contest

November 15, 2022 (third Tuesday)

- ☐ 2023 Photo contest

December 20, 2022 (third Tuesday)

- ☐ Discuss 2023 work plan
- ☐ Prepare January-June 2023 Editorial Calendar
- ☐ 2023 Photo contest

January 25, 2023

- ☐ Review and adopt 2023 work plan
- ☐ Review and adopt January-June 2023 Editorial Calendar
- ☐ Photo contest
- ☐ Annual officer elections
- ☐ Adopt 2022 meeting schedule

February 28, 2023

- ☐ Begin CEP application preparation
- ☐ Practice Design Review Hearing

March 28, 2023 (fourth Tuesday)

- ☐ Review and finalize CEP grant application
- ☐ Discuss selection of Stewart Award recipient
- ☐ Preservation Month

April 25, 2023

- ☐ Select Stewart Award recipient
- ☐ Preservation Month - Sesquicentennial
- ☐ Prepare annual report

May 8, 2023 City Council Meeting

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

May 23, 2023 (Tuesday)

- ☐ Review July-December 2022 Editorial Calendar
- ☐ Website review

HISTORIC LANDMARKS BOARD PRESERVATION GRANT PROCEDURE

Adopted February 25, 2014

Revised July 28, 2021

1. INTRODUCTION

HLB Chair introduces the project by providing a statement of what the project is and a brief summary of applicant's request.

2. DESCRIPTION

Applicant (or their non-contractor representative) briefly describes the project request to the Historic Landmarks Board, the bids submitted, the total dollar amount required for the project, and the dollar amount requested for the grant.

3. FINANCIALS

HLB Chair or Forest Grove staff member presents the following amounts for all to see on the white board or handout:

- Total project cost based on applicant's chosen estimate
- Total grant amount requested by applicant
- Total remaining grant funding currently available for distribution

4. DISCUSSION

Historic Landmarks Board has public question/answer session with applicant.

5. DELIBERATION

Historic Landmarks Board deliberates regarding distribution of funding for *all* projects presented during the meeting. All applicants are invited to attend this deliberation.

6. DECISION

Historic Landmarks Board members vote and present their decisions to all applicants. All applicants can be present.

7. NOTICE

Staff mails a written letter to the applicants within five (5) business days of the decision, whether approved or not.

Notes: Some of these details are presently on the application form; some not.

1. Applicants must provide at least two bids from Oregon licensed / bonded contractors. If applicants intend to do the work themselves and the grant request is for materials only, applicants must submit at least two bids for material packages.
2. Preservation Grants are awarded for structural or external construction projects only.
3. Building permits must be obtained, if required.
4. Applicant (or their representative) must present their application and be available for questions from the Historic Landmarks Board at the Preservation Grant application meeting.
5. Applicant may invite a contractor to serve as their representative or bring the contractor with them to assist during discussions, but inviting multiple specialty contractors is discouraged.
6. Applicant can apply for one grant at a time, and they cannot request one grant to fund multiple projects. Applicants are limited to two Preservation Grants during the same funding cycle (July 1 to June 30). The second application cannot be submitted prior to January 1 of the following calendar year. Within the same grant funding cycle, the first project must be completed before a second application can be submitted.
7. Historic Landmarks Board members may apply for Preservation Grants. However, they must announce their membership on the Historic Landmarks Board, and that they have a Preservation Grant being considered at that meeting -- before *any* Preservation Grants are considered by the board. They can participate as a Historic Landmarks Board member during items 1 - 4 of the grant application process for that meeting. They may remain present for items 5 - 7 of the grant applications process during that meeting, but they may not participate in any way.
8. Applicant is not required to select the lowest bidder.
9. In cases where multiple applicants request grants at the same meeting, assuming their applications qualify, all applicants will be awarded grant funding based on Historic Landmarks Board discretion.
10. If insufficient grant funding remains to cover total grant amounts requested at the same meeting, qualifying applicants will be granted funding based on remaining available funds and based on Historic Landmarks Board discretion.
11. At their discretion, the Historic Landmarks Board reserves the right to give preference to projects that are historically correct in terms of architecture, materials, and construction techniques.
12. In cases where the Historic Landmarks Board deems an application does not qualify for funding because all application requirements have not been met, Historic Landmarks Board members will advise the applicant regarding why their application did not qualify, and that the applicant may re-apply for funding at the next Historic Landmarks Board meeting, provided funds are available.
13. Any requirements that the applicant cannot meet may be appealed to the Historic Landmarks Board for consideration.



A place where families and businesses thrive.
311-22-0000 PLNG



*File No. 1304-1.154

HISTORIC PRESERVATION GRANT APPLICATION

Please Print or Type Clearly

DATE: 05-25-2022

Applicant Name: Robyn & Dan Beagle Mailing Address: 2114 B Street, Forest Grove, OR 97116

Phone Number: 831-234-8448 E-mail Address: robynbeagle@gmail.com

Site Address: 2114 B Street, Forest Grove Historic Name (if known):

Historic Date (if known): 1938 Architectural Style: cottage/bungalow transitional?

Tax Assessor Map and Parcel Number: Parcel R784057 TaxLot 1N436DD09700

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 2 modern vinyl windows on front of house with paintable wood windows that match all the existing original windows on front of house.

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.

The house will look much closer to it's original appearance once those two modern vinyl windows are restored to historic paintable wood windows.

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

See photos

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
See attached bids

Cost Estimate

Total: _____

Total amount requested: _____ \$1000

- All projects are eligible to receive up to a \$750 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: _____ July 2022 Completion Date: _____ August 2022

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: R. Beagle

Date: _____ 05/31/2022

Race/Ethnicity (Optional)

In right-hand column, please enter number of applicants who identify with as many Races/Ethnicities as apply in left-hand column:

Race/Ethnicity	Number of Applicants Who Identify with Each Race/Ethnicity Listed
African American, Black	
Asian	
Caucasian, White	
Hispanic, Latino	
Native American	
Pacific Islander	



30 of 83



Front Windows Inbox x

← **Colt Guillory**
to me ▾



May 12, 2022, 11:04 PM



Hey Robyn,

So sorry for not getting this to you quicker. You had said you wanted a nicer window for the front two. These windows are probably one of the best options. It is a Fiberglass exterior with wood interior. Anderson A - series if you want to look them up. They are expensive though.

Attached is the quote for the windows and for us to remove and install the new windows would be \$900 or possibly a little less. Let me know what you think.

Thanks,

--



Colt Guillory

Colt Guillory Construction
503.819.3482
colt@gghomes.com
gghomes.com



SOLD BY:

15877 SE 98th Ave
Clackamas, OR 97015
(971) 221-6943



SOLD TO:

CREATED DATE
4/21/2022

LATEST UPDATE
4/21/2022

OWNER
Crystal Fox

Abbreviated Quote Report - Customer Pricing

QUOTE NAME
Beagle

PROJECT NAME
Beagle

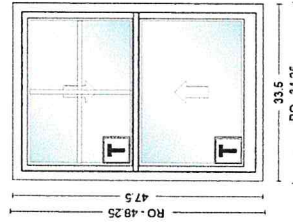
QUOTE NUMBER
2194597

CUSTOMER PO#

TRADE ID

ORDER NOTES:

DELIVERY NOTES:



Item	Qty	Operation	Location	Unit Price	Ext. Price
100	2	AA		\$1,474.27	\$2,948.54

RO Size = 34 1/4" x 48 1/4"

Unit Size = 33 1/2" x 47 1/2"

ADH 2' 9 1/2"X3' 11 1/2", Unit, 8 Degrees - Moderate, A Series Double-Hung, Equal Sash, 4 9/16" Frame Depth, Standard Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 Tempered Argon Fill Full Divided Light w/Energy Spacer Division, 2 Wide, 2 High, Specified Equal Light Pattern, White, Pine w/White, 3/4" Grille Bar, Stainless Glass / Grille Spacer, Hand Lift, Traditional, Satin Nickel, Traditional, 1 Sash Locks Satin Nickel, White, Full Screen, TruScene Wrapping: 3 1/2" Interior Casing Width, Pine / White - Painted Stool

Sash Lift: ADH Hand Lift Traditional Satin Nickel PN:9159476

Insect Screen 1: A Series Double-Hung, ADH 33.5 x 47.5 8 Degrees - Moderate Full Screen TruScene White

Stool Option: ADH 2' 9 1/2"X3' 11 1/2" 4 9/16" Wall Thickness Pine White - Painted for 3 1/2" Interior Casing Width

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)	Comments:
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A1	0.29	0.27	NO	A1	29.4440	19.1040	3.90620	
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SUB-TOTAL:	\$2,948.54
FREIGHT:	\$0.00
LABOR:	\$0.00
TAX:	\$0.00
TOTAL:	\$2,948.54

CUSTOMER SIGNATURE _____ DATE _____

* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

CUSTOMER PRICE QUOTE



Date: 04/27/2022 Sales Consultant: Matthew Knight Sales Consultant Phone #: (971) 286-1219	Branch: Portland Customer Support Center: 1800 HOME-DEPOT License(s):
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INSTALLATION ADDRESS: 2114 B Street Forest Grove OR 97116 Job #: 1-1ZFVNISM

PURCHASER(S): Robyn & Dan Beagle	Work Phone	Home Phone	Cell Phone (831) 566-9004
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Quote Name: Package A

Your Project Price

	Total	Monthly*
Home Depot Price:	\$5334.80	\$106.70
Current Promotion:		
Your Best Price:	\$5334.80	\$106.70

This is a price quote and does NOT constitute a Sales Contract
The total investment (including discount amounts) is valid until the promotion expires, ask sales consultant for details.
The Home Depot Price will expire on 05/27/2022



PROFESSIONAL INSTALLATION
Licensed, insured and trusted experts from measurement to installation to cleanup



TOTAL PROJECT MANAGEMENT
Team of dedicated professionals assigned to oversee every step of your project



SUPERIOR WARRANTIES
The Home Depot stands behind your job; labor, materials and your satisfaction guaranteed by The Home Depot

Job#: 1-1ZFVNISM

2 Andersen WoodWright WW Double Hung (FF)

WW Double Hung (FF), White Int. Finish, White Ext. Finish, With Grids Style - Sculptured, COLONIAL Pattern, Standard ,
Simulated Divided Light w/ Spacer, W- 36, H- 48, UI- 84, And Hardware- Premium Finish Estate

400 SERIES WOODWRIGHT® DOUBLE-HUNG WINDOWS

OUR PREMIUM DOUBLE-HUNG REPLACEMENT WINDOW

With their authentic craftsmanship and beautiful details, Andersen Woodwright® double-hung windows allow you to retain or add charm to your home with beautiful wood interiors and a wide array of style options.

Authentic Craftsmanship

Woodwright® windows help replicate the look of classic architecture and feature wood jamb liners to integrate seamlessly with your existing interior trim.



Interior Options

Choose from three interior wood species or low-maintenance prefinished White to closely match or replicate your current home decor.



Long-Lasting,* Weathertight Performance

Our Perma-Shield® exterior cladding protects the unit and offers low maintenance. Dual-layer weatherstripping helps seal out dust, wind and water.

Designed for Every Application

Available for easy replacement, insert windows are built to help save you time and money with minimal disruption to your home. Available in three sill angle options for a weathertight fit.



Shown Unfinished

For new construction or remodeling projects, full-frame windows are available. These offer the maximum visible glass area and are a good option when wanting to change the size or shape of the existing window opening.

Tilt-In Feature

Now featuring our Easy Tilt-Release Lock. By just pushing your thumb forward, the window tilts inward to make cleaning your window even easier.

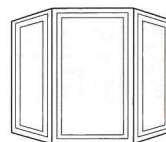


Beauty Is In the Details

Elegant hardware features a traditional spoon style design and is available in 12 finishes to match cabinetry and décor.

Consider Bay Windows

Bay window combinations are available for this product.



Available for both insert and full-frame windows.

400 SERIES WOODWRIGHT® DOUBLE-HUNG WINDOWS

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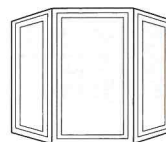


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2022 City Council Goals and Objectives

		Financial Stewardship We will be responsible stewards of the City's financial resources.			
		Community Engagement We will invite members of the community in developing City policies and programs.			
		Equity, Diversity and Inclusion We are committed to fair inclusion where diverse members of our community can participate and thrive.			
GOALS	#	OBJECTIVES	DEPT	YRS	B/C*
Support housing stability	1	Evaluate recommendations from the Housing Needs Analysis to incentivize affordable housing	CD	2	PC
	2	Implement middle housing legislation (HB2001)	CD	1	PC
	3	Develop policies and identify partner services that will address homeless encampments	ADM/POL	1	
	4	Advocate for legislation that supports housing opportunities in Forest Grove	COUNCIL	N/A	
	5	Implement the Development Process Review Study recommendations	CD/ENG	2	N/A
Improve Communications + Engagement	6	Complete the Communications plan	ADM	1	CCI
	7	Collaborate with community partners to plan the City's 150th anniversary/ sesquicentennial	ADM	1	**
	8	Conduct community engagement for Police Chief recruitment	ADM	1	
	9	Complete Council and Staff DEI training and draft DEI Plan	ADM	1	
Plan and grow a resilient community	10	Decide the timing, rate and outreach strategy for a community services local option levy	ADM	1	
	11	Continue exploration of fire district governance	FIRE/ADM	2	
	12	Consider long-term growth options and refine the West Side Financial Plan	CD/ADM	2	PC
	13	Initiate alternatives analysis for a northern fire station	FIRE	2	
	14	Review City Charter	ADM	2	***
	15	Update Emergency Operations Plan	FIRE	2	
Expand sustainable transportation to increase mobility	16	Support projects that enhance mobility in areas with limited transportation alternatives	ENG	1	
	17	Expand electrical vehicle program	L/P	2	
	18	Support the Council Creek Regional Corridor	ENG	2	
Expand recreation opportunities	19	Reconfigure the space on the eastern side of the library	LIB	2	LC
	20	Complete community engagement for Eastside Park	P&R	1	P&R
	21	Develop a cost recovery methodology and rate structure for recreation programming	P&R	2	P&R
	22	Develop a master plan for the Emerald Necklace Trail	P&R	1	P&R
	23	Construct Stites Park, community garden, and improve Bard Park	P&R	1	

* This objective is assigned to or being considered by the listed Board or Commission. Further assignments require approval by City Council.

** A community-based Sesquicentennial Committee has been formed to plan/market the celebration.

*** Requires appointment of a Charter Review Commission

CD Community Development

ADM Administration

ENG Engineering

LIB Library

P&R Parks and Recreation