

MINUTES
HISTORIC DISTRICT DESIGN REVIEW MEETING
November 5, 2014

1. **Call to Order/Roll Call.** The meeting was called to order at 8:00 a.m. by Chair Gail Duman. Members present include Lea Hoover, Ann Mehaffy Larry Abell, Jo Marlette, Chris Storz, Dan McQuisten and staff Michelle Owen and Julie Smith. Don Burrows was also present for the review of the Blue Mountain Masonic Lodge application.
2. **Review Blue Mountain Masonic Lodge Application.** Mr. Burrows was present so Chair Gail Duman directed to discuss his application first to allow him to leave after the discussion. Mr. Burrows stated he was just replacing the fabric on the awnings that the color and design would remain the same.

Ms. Mehaffy made a motion to approve the application with a second by Mr. Storz. With a unanimous vote in favor, the motion carried.

Mr. Storz made a motion to approve the BIG DEAL Grant for \$500.00 with a second by Ms. Mehaffy. With a unanimous vote in favor, the motion carried.

3. **Review Cole's Tribute Application.** Ms. Duman stated that Cole's Tribute is actually outside the Historic District so they cannot take the application. Ms. Duman stated she appreciated their consideration but that the Historic District ends with the Yamaha shop behind Cole's Tribute.

Ms. Smith stated that the applicant had already paid the dues for the application; Ms. Duman stated that a refund would be in order.

4. **CLG Grant Update.** Ms. Owen stated that she had been in contact with Joy Sears, the Restoration Specialist with the Oregon State Historic Preservation Office, and recommended sending the applications to her after filtering through this committee as Ms. Sears will be the one reviewing the applications. Ms. Owen wanted to encourage board members to reach out to Ms. Sears for opinions and assistance.

Ms. Mehaffy stated that the group should set a goal that within the next two-three weeks HBC review the criteria. Afterwards, forward the material onto Joy, and then send out an RFP/notice of the opportunity. Ms. Mehaffy suggested by the first of December be all setup and to check in with Ms. Owen on the timeframe and applications. Ms. Owen recommended that if there are criteria used to determine the chosen applicant, that criteria be the applicable to applicants. Mr. Abell stated HBC applied for Leo Adler funding as well.

Ms. Mehaffy recommended submitting materials (solicitation form) to Ms. Sears by Monday December 1, 2014 for review. Ms. Owen summarized that the group will submit the solicitation to Ms. Sears and then bring it back to the committee to begin the process.

Ms. Gail asked in regards to the process of notice for those that may apply. Ms. Owen stated that public forum (City's website) and letters mailed to those within the Historic District would suffice.

Discussion continued regarding the money received. Ms. Owen stated that the City will receive the money with the intentions for the project(s) selected and City Council will issue payment to the selected project(s).

5. **Approval of September 3, 2014 Minutes.** Ms. Duman stated there was only small error that needed to be corrected, from item 4, "Forrest Cover" should be read "Forest Grove". With that correction, Ms. Marlette made a motion to approve the minutes seconded by Ms. Mehaffy. With all in favor, the motion carried.
6. **Approval of September 17, 2014 Minutes.** Mr. Abell stated he only saw one correction as well, item 3, Mr. Abel should be corrected to Mr. Abell. With this correction, Ms. Marlette made a motion to approve the minutes, seconded by Ms. Mehaffy. With all in favor, the motion carried.
7. **Other Business.** Mr. Storz stated his resignation as he will be accepting a new job out of the area. He stated that he enjoyed his term with this committee and wished best of luck with their future endeavors.

Ms. Duman stated that Home Furnishings Liquidator on Main Street had painted their second awning without commission approval. The consensus was to review the original application to determine if this was included. If this work description was not included, a letter will be sent notifying the need of commission approval.

Also under other business, Ms. Duman stated that the temporary plastic sign for the vapor store on 1st street had expired the 30 day grace period so a letter will need to be sent informing the business that a more permanent sign is required.

8. **Adjourn.** With no other business the meeting was ADJOURNED at 8:27 p.m.