

**CITY OF OREGON CITY
HISTORIC REVIEW BOARD WORK SESSION MINUTES
OCTOBER 12, 2010**

**City Hall – Commission Chambers
625 Center Street, Oregon City**

Board Members Present:

Chair John McLoughlin
Ken Baysinger
Cindy Towle
Vicki Yates
Todd Iselin

Staff Present:

Christina Robertson-Gardiner, Associate Planner

1. CALL TO ORDER

Chair McLoughlin called the meeting to order at 6:09 p.m.

2. Preservation Grant Applications

PG 10-05, Siding Repair

Chair McLoughlin suggested postponing this item to the October 26 meeting.

Christina Robertson-Gardiner stated there would be RFP interviews at that meeting and she recommended not having Preservation Grant applications on the agenda. She thought it could be continued to the Work Session on November 9.

Motion by Ms. Towle, second by Mr. Baysinger, to continue PG 10-05 to the meeting of November 9, 2010. Motion passed unanimously 5-0.

PG 10-06, Window Repair, 402 John Adams Street

Ms. Robertson-Gardiner presented the grant application. Three windows were proposed to be repaired. The interior trim would not be included in the grant.

There was discussion about the contractor the applicant had chosen as the Board had not worked with this contractor before.

Motion by Ms. Towle, second by Ms. Yates, to approve PG 10-06 with the recommendation to caution the applicant to check references on the contractor. Motion passed unanimously 5-0.

3. Discussion Items

Ermatinger House Update

Ms. Robertson-Gardiner had a conversation with the State Historic Preservation Office regarding future grant opportunities for long term solutions to the Ermatinger House.

Ms. Yates asked where the City was in the process of the windows being replaced with Urban Renewal money. Ms. Robertson-Gardiner would report back at the November meeting.

There was discussion about creating a non-profit for the Ermatinger House.

Videostreaming Meetings

Ms. Robertson-Gardiner said all City meetings were to be video streamed in the Commission Chambers. She discussed the options of either changing the Work Session dates or combining Work Sessions and Regular Meetings into one meeting once a month.

The Board agreed to meet the fourth Tuesday of the month, the Work Session would be from 6 to 7 p.m. and the Regular Meeting would begin at 7 p.m. This schedule would begin in January.

Vacancies and Application Deadlines

Ms. Robertson-Gardiner said the process was when a committee member's term expired, they had to reapply. She encouraged the three Board members whose terms were expiring to fill out an application.

RFP Interviews

Ms. Robertson-Gardiner said three members of the Citizen Involvement Committee wanted to be involved with the RFP interviews as it would be inventorying all of the Neighborhood Associations. The CIC members could score the firms and submit comments in writing or come to the interviews and give comments after the interviews but not vote.

The Board agreed that the CIC members would observe the interviews and after the interviews give their comments. They would also have a written scoring sheet as well.

Ms. Robertson-Gardiner reviewed the scoring sheet and interview questions. She asked if the Board wanted to interview all six applicants. The Board would let her know by Thursday.

4. ADJOURN

Chair McLoughlin adjourned the meeting at 7:00 p.m.