

**CITY of LA GRANDE**  
**City Council Regular Session**  
**Wednesday, May 5, 2021**

**AGENDA**

The meeting will be available for viewing via the City's scheduled Charter Communications channel 180 that will begin at 6:00 p.m. on May 5, 2021, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

Any person may submit written comments or questions in advance of the meeting. Written comments must be received by 5:00 p.m. on Tuesday, May 4, 2021. The written comments will be read during the public comment section of the respective Agenda Item. Please email Public Comments to [rstrope@cityoflagrande.org](mailto:rstrope@cityoflagrande.org).

**1. WELCOME to this REGULAR SESSION of the LA GRANDE CITY COUNCIL**

- a. Call to Order
- b. Roll Call

- Per ORS 192.670(1), Councilors will be participating in this Regular Session by electronic communication.

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA**

*The Consent Agenda includes routine items of business which may be approved by one Motion of the Council. Any Councilor so desiring may by request remove one or more items from the Consent Agenda for individual consideration under the Unfinished or New Business portion of the Agenda.*

- a. Consider: Approval of Regular Session Minutes; April 7, 2021

**4. PUBLIC COMMENTS**

*Written comments received will be read during this portion of the Agenda for non-Agenda items. Written comments for Agenda items will be read when those items are considered.*

**5. PUBLIC HEARINGS**

- a. Consider: Ordinance, Second Reading; *Accepting Final Sidewalk LID, 2019*

[Carpenter]

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- a. Consider: Establishing a City-Wide Voluntary Sidewalk Local Improvement District; #21-065 [Carpenter]
- b. Consider: Accepting a Certified Local Government Grant from the Oregon Parks & Recreation Department State Historic Preservation Office [Boquist]
- c. Consider: Appointing Citizen to Parking, Traffic, Safety and Street Maintenance Advisory Commission; *Rodney Sands* [Clements]

**8. UNION COUNTY COMMISSIONER'S UPDATE**

**9. STAFF COMMENTS**

**10. CITY MANAGER COMMENTS**

**11. CITY COUNCIL COMMENTS**

**12. ADJOURN**

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Kayla M. Rock  
City Recorder

*The City Council is currently scheduled to meet again in a Regular Session on Wednesday, June 2, 2021, at 6:00 p.m. The City Council of the City of La Grande reserves the right to convene an Executive Session for any purpose authorized under ORS 192.660. Persons requiring special accommodations who wish to participate in the City Council Meeting are encouraged to make arrangements prior to the meeting by calling 541-962-1309. The City of La Grande does not discriminate against individuals with disabilities.*

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: May 5, 2021

PRESENTER: Robert A. Strope, City Manager

COUNCIL ACTION: CONSIDER CONSENT AGENDA

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Entertain Motion

**Suggested Motion:** I move we accept the Consent Agenda as presented.

OR

**Suggested Motion:** I move we accept the Consent Agenda as amended.

- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Ask for the Vote

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**EXPLANATION:** A Consent Agenda includes routine items of business with limited public interest, which may be approved by one Motion of the Council. Any Councilor may, by request, remove any item of business from the Consent Agenda.

a. **Consider:** Approval of Regular Session Minutes; April 7, 2021

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**Reviewed By:** (Initial)

City Manager \_\_\_\_\_  
 City Recorder \_\_\_\_\_  
 Aquatics Division \_\_\_\_\_  
 Building Department \_\_\_\_\_  
 ED Department \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_  
 Library \_\_\_\_\_  
 Parks Department \_\_\_\_\_  
 Planning Department \_\_\_\_\_  
 Police Department \_\_\_\_\_  
 Public Works Department \_\_\_\_\_

**AGENCY ACTION** (Office Use Only)

- Motion Passed
- Motion Failed; \_\_\_\_\_
- Action Tabled: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Resolution Passed  
Effective Date: \_\_\_\_\_
- Ordinance Adopted  
First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**CITY of LA GRANDE**  
**City Council Regular Session**  
**April 7, 2021**

The meeting was available for viewing via the City's scheduled Charter Communications channel 180, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> and on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

***MINUTES***

**COUNCILORS PRESENT:**

Stephen E. Clements, *Mayor*  
Gary Lillard, *Mayor Pro Tem*  
John Bozarth, *Councilor*  
David Glabe, *Councilor*  
Nicole Howard, *Councilor*  
Mary Ann Miesner, *Councilor*  
Justin Rock, *Councilor*

**COUNCILORS ABSENT EXCUSED:**

**STAFF PRESENT**

Robert Strope, *City Manager*  
Kayla Rock, *City Recorder*  
Stacey Stockhoff, *Assistant to the City Manager*  
Gary Bell, *Police Chief*  
Mike Boquist, *Community Development Director*  
Kyle Carpenter, *Public Works Director*  
Teresa Gustafson, *Urban Forester*  
Christine Jarski, *Economic Development Director*  
Heather Rajkovich, *Finance Director*  
Kip Roberson, *Library Director*  
Stu Spence, *Parks and Recreation Director*

Per ORS 192.670(1), Councilors and Staff participated in this Regular Session by electronic communication.

**CALL TO ORDER/ROLL CALL**  
**AGENDA APPROVAL**

Mayor CLEMENTS called to order this Regular Session of the Council at 6:00 p.m. Roll Call was taken and a quorum was determined to be present.

**CONSENT AGENDA**

- a. **Consider:** Approval of Regular Session Minutes;  
*March 3, 2021*

The following Motion was introduced by BOZARTH;  
MIESNER providing the Second:

**MOTION**

**MOTION:** I move that we accept the Consent Agenda as presented.

**VOTE**

**MSC. (unanimous)**

**PUBLIC COMMENTS**

Teresa GUSTAFSON, City of La Grande's Urban Forester, gave a PowerPoint presentation on the City of La Grande's Community Forestry Report. She also stated that City of La Grande received their 31<sup>st</sup> Tree City USA Certification for Year 2020, as well as their 29<sup>th</sup> Tree City USA Growth Award.

GUSTAFSON stated that Governor Brown proclaimed April as *Oregon Arbor Month*, to recognize the value of trees in our communities. She also noted that 'Grow La Grande – Planting Day' would be Saturday, April 24, 2021, from 9 a.m. to 12 p.m.

**PUBLIC HEARINGS**

**a. Consider: Ordinance, First Reading; Accepting Final Sidewalk LID, 2019**

**RULES OF ORDER**

Mayor CLEMENTS announced that the Public Hearing was open at 6:19 p.m. and upon Mayor CLEMENTS' request, the City Recorder read the Rules of Order in their entirety.

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

**Kyle CARPENTER, *Public Works Director***

CARPENTER stated that the Council established a City-Wide Voluntary Sidewalk Local Improvement District (LID) for the year 2019 during the May 1, 2019, Regular Session. A Local Improvement District offers property owners a way to improve their property and maintain existing sidewalks within the right-of-way. This process assists in facilitating sidewalk repair work upon property owner request and approval. With limited interest in 2019, the Sidewalk LID was held open for an additional calendar year (2020) to allow for a higher amount of work to be included in the District.

CARPENTER noted that the 2019 Voluntary Sidewalk Local Improvement District Number 19-064 ended December 31, 2020, with the total cost of projects repaired under the LID being \$14,000.75. Staff monitored approximately 1,200 square feet of sidewalk repairs throughout La Grande during 2019 and 2020, with many property owners hiring contractors or completing the repairs themselves.

CARPENTER stated that the Council accepted the Final Study and Report during the March 3, 2021, Regular Session.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

Mayor CLEMENTS announced that the Public Hearing would be continued to May 5, 2021, at which time the Proposed Ordinance was scheduled to be read a Second Time by Title Only and considered for Adoption.

**COUNCIL DISCUSSION**

None

Upon Mayor CLEMENTS' request, the City Recorder read the Proposed Ordinance for the First Time by Title Only.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ESTABLISHING THE FINAL ASSESSMENTS TO THE PROPERTY DETERMINED TO BE SPECIFICALLY BENEFITED BY THE 2019 CITY WIDE VOLUNTARY SIDEWALK LOCAL IMPROVEMENT DISTRICT NUMBER 19-064; AND DECLARING AN EFFECTIVE DATE**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- a. Consider: Resolution: Initiating Vacation Proceedings, Establishing a Public Hearing Date**

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Michael BOQUIST, *Community Development Director*

BOQUIST stated that this request was to vacate the west ten (10) feet of the Walnut Street right-of-way, lying adjacent to 2906 Walnut Street (Tax Lot 1900) and 313 Lane Avenue (Tax Lot 2202). This right-of-way was currently eighty (80) feet wide and this vacation would result in reducing this right-of-way to seventy (70) feet wide, which would exceed the City's sixty (60) feet right-of-way design standard. This vacation was consistent with a similar ten (10) foot vacation previously approved South of Lane Avenue.

BOQUIST noted that for the right-of-way vacation, State Law requires signatures of consent from a minimum of two thirds (2/3) or 66.6% of the affected property owners and 100% of the adjacent owners. The Applicant received signatures of consent from 75% of the affected property owners and 100% of the adjacent owners. The request met State Law requirements.

BOQUIST stated that if the City Council finds this request to be valid and accepts the Vacation Petition, the request would be referred to the Planning Commission for a Public Hearing and a recommendation during its May 5, 2021, Regular Session. The request would then be scheduled for the City Council's consideration, and a first reading of the Ordinance during the June 2, 2021, Regular Session, with a

final decision anticipated during the July 7, 2021, Regular Session.

In response to HOWARD's question regarding the old street names listed on the Plat maps, BOQUIST answered that the County most likely kept the old names on the Plat maps to preserve the historical record.

In response to MIESNER's question regarding the property south of Lane Avenue and whether it also had a vacation of the right-of-way, BOQUIST stated that this property had previously been vacated by ten (10) feet. He added that this request was consistent with what the City approved previously with this block.

MIESNER asked if he anticipated more vacation requests to be turned in, to which BOQUIST answered no and explained that the cost for moving the water meters located in the right-a-way could be costly for homeowners and that was an expense most homeowners were not interested in paying at this time.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

The following Motion was introduced by HOWARD; MIESNER providing the Second:

**MOTION:** I move that the proposed Resolution initiating Vacation proceedings and establishing a Public Hearing Date be Read by Title Only, Put to a Vote and Passed.

**COUNCIL DISCUSSION**

None

Upon Mayor CLEMENTS' request, the City Recorder read the Proposed Resolution by Title Only:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ACCEPTING A PETITION FOR THE VACATION OF THE WEST TEN FEET (10') OF THE WALNUT STREET RIGHT-OF-WAY BETWEEN BENTON AVENUE AND LANE AVENUE; AND, ESTABLISHING A PUBLIC HEARING DATE [4801]**

**VOTE**

**MSC.** (unanimous)

**b. Consider: Resolution: Establishing Fees for Ambulance Services**

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, *City Manager*

STROPE stated that the current Fee Schedule used by the Fire Department was established by City Council Resolution on April 8, 2009. On March 8, 2021, the City Council conducted a Work Session to discuss potential increases to the current fees being applied by the Fire Department, as well as the addition of a new non-resident rate. The non-resident rate would apply to patients that do not have a primary residence within the City limits of La Grande. At that Work Session, the Fire Department presented the proposal to raise ambulance service fees. As explained at the Work Session, the proposal to raise the fees charged to patients and entities that use or contract with the Fire Department for ambulance services was being recommended at this time to help offset rising costs associated with operating the service. Adding an additional fee structure for non-resident services would help offset the disparity in funding of the Fire Department given City residents pay property taxes, and therefore, subsidize the Fire Department ambulance services to non-residents. Patients on Medicare and Medicaid would not be charged for amounts in excess of the caps imposed under those programs, inclusive of any supplemental coverage the individual may have.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

The following Motion was introduced by MIESNER; HOWARD providing the Second:

**MOTION:** I move that the proposed Resolution establishing fees for the ambulance and fire services be Read by Title Only, Put to a Vote, and Passed.

**COUNCIL DISCUSSION**

None

Upon Mayor CLEMENTS' request, the City Recorder read the Proposed Resolution by Title Only:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ESTABLISHING FEES FOR AMBULANCE AND FIRE SERVICES; AND REPEALING RESOLUTION NUMBER 4552, SERIES 2009; AND ALL OTHER RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH [4802]**

**VOTE**

**MSC.** (unanimous)

**c.** **Consider:** Approval of Hiring Incentive for Qualified Police Officer Candidates

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Gary BELL, *Police Chief*

BELL noted that the Police Department was requesting approval to offer a hiring incentive of up to \$6,000 to certified, experienced police officers hired for the position of Police Officer with the La Grande Police Department.

BELL explained that the purpose of this incentive was to attract and hire experienced police officer candidates in an effort to replace some of the experience that the City has lost with the high number of retirements over the last several years. Any initial training of an experienced police officer was substantially shorter, allowing them to contribute to covering shifts much quicker than hiring officers with no experience. The time and related costs to train a new, inexperienced officer was substantially higher than the \$6,000 hiring incentive proposed.

BELL stated that originally the intent was to enter into a Memorandum of Agreement (MOA) with the Police Association to formalize the program; however, the Police Association's attorney did not feel an MOA was required. The Police Association supports the proposed incentive. Based on the discussion with the City Council at the March 3, 2021, Regular Session, the City had started advertising for police officers with the proposed incentive included, with the understanding that if the City Council does not approve the incentive, the advertising would be revised. The specific requirements to qualify for the incentive and timing of payments was shown below:

**Hiring Incentive:** A maximum, one-time incentive of up to \$6,000 would be offered to certified, experienced police officers hired after April 7, 2021, for the position of Police Officer with the La Grande Police Department. Qualified applicants must be either currently DPSST police certified or possess the equivalent level of police certification from another state; must be in good standing with Oregon DPSST or another state police certification board, and also with their current employer.

The hiring incentive would be paid in three (3) two-thousand dollar (\$2,000) installments for applicants who commit, as follows:

- Upon successful completion of field training and designation by the City as qualified for assignment to solo officer status.
- Upon successful completion of probationary status and twelve (12) months of continuous service (whichever occurs last).
- Upon completion of thirty (30) months of continuous, satisfactory service as a police officer for the City of La Grande.

BELL stated that the proposed hiring incentive was included in the requested Fiscal Year 2021-2022, Police Department

Budget. Including the hiring incentive to fill future vacancies would be on a case-by-case basis as determined by the City Manager. Qualified officers would be required to enter into an agreement that outlines these requirements and would be binding upon the City and the individual employee.

LILLARD wanted to know the status of how the advertised bonus was working out, to which BELL stated that in the first round of advertising, they have yet to receive an application that would qualify for this incentive. The advertisement for the Police Officer position was still open and he was hopeful that the advertised incentive would encourage qualified applicants to apply.

MIESNER asked if he felt the incentive amount was too low, to which BELL answered that after comparing what other agencies in the state were offering for incentives, he thought they were comparable and the amount could always be reevaluated, if needed.

In response to MIESNER's question regarding the pay and benefits package being offered and if it was comparable to what other cities were offering, BELL responded that not all communities were the same, so comparing a pay and benefits package as a whole, with other cities, would be difficult.

MIESNER asked how much time would it take before a new hire could work solo, to which BELL gave a brief description of the timeline it would take before a newly hired police officer could cover a shift solo, depending on their qualifications, experience, and whether or not they would need to complete training through the Police Academy.

Mayor CLEMENTS stated that he thought the incentive was a great idea and asked BELL to report back to the Council with an update after the next advertising cycle.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

The following Motion was introduced by BOZARTH; MIESNER providing the Second:

**MOTION:** I move that the City Manager's recommendation to offer a hiring incentive for qualified Police Officer candidates be approved as presented.

**COUNCIL DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

d. **Consider: Transfer of 2013 Ford Interceptor  
Police Car; City of Nyssa**

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Gary BELL, *Police Chief*

BELL stated that the La Grande Police Department was no longer in need of this police car, due to the recent purchase of a 2021 Dodge Durango police vehicle. The surplus vehicle had 111,960 miles. This vehicle was no longer reliable or cost effective to use, due to the extreme demands placed upon it when used Twenty-Four (24) hours per day.

BELL explained that the City of Nyssa Police Department previously identified they were interested in ownership of a surplus police vehicle as a donation to supplement the vehicles they currently have. When this vehicle became surplus property, the La Grande Police Department contacted Nyssa Police Department and confirmed they had a need.

In response to Mayor CLEMENTS' question regarding if the Nyssa Police Department was aware of the condition of the car, BELL answered that they were.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

The following Motion was introduced by HOWARD; LILLARD providing the Second:

**MOTION:** Pursuant to Section 9, of Ordinance Number 2962, Series 2000, I move that the 2013 Ford Interceptor police car be declared surplus and the ownership be transferred to the City of Nyssa.

**COUNCIL DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

e. **Consider: Allocating Current COVID-19 Loan  
Program Funding to Community Connections  
to Provide Grants for Utility Bills**

Mayor CLEMENTS stated that he asked STROPE to add this item to the Agenda so the Council could have a further understanding for how these funds would be used.

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, *City Manager*

STROPE noted that at a recent Senior Council meeting where Councilor LILLARD serves as a City Liaison, it was brought to his attention that community members have reported having difficulties paying for their utility bills and were facing shut-offs due to the unpaid bills. The vast majority was due to community members having issues previously paying for their utility bills due to COVID-19 pandemic restrictions and closures. Community Connections has been inundated with requests for help.

STROPE stated that Councilor LILLARD had suggested the City allocate funds to provide need-based grants to pay utility bills for the City of La Grande residents. STROPE recommended the source of such funding, if approved, be the existing COVID-19 Loan Program, which had over \$180,000 of unused funds available.

BOZARTH asked if anyone had reached out to either Avista Utilities or Oregon Trail Electric (OTEC) to see if they had any supplement programs to aid in assisting residents with past due accounts, to which STROPE stated that both Utility Companies provide some level of assistance, but he was unclear of the details. He suggested that he would reach out to both Avista and OTEC to find out the details and then he would report back to the Council.

MIESNER stated that STROPE mentioned federal money earlier and wanted to know if that money was coming from the County, to which STROPE answered no. The estimated \$2.7 million of federal funding, which the City would tentatively receive in two (2) installments, would be used for COVID-19 related purposes; for example, to back fill lost revenues. Once the City receives the defined regulations, the City could look further into the qualifying uses for what the funding could be used for. The \$20,000 proposed for this agenda item was money from the City's General Fund dollars that were allocated for COVID-19 support for La Grande City businesses and would be redirected to City residents.

MIESNER also asked for clarification regarding the money that the City would be receiving from the County, to which STROPE stated that County Commissioner SCARFO would further discuss this topic during his update overview.

LILLARD asked how the process for the water account shut offs went last month, to which RAJKOVICH stated that it went smoothly with approximately sixty (60) delinquent accounts turned off in total. All but two (2) accounts were turned back on by either paying their account in full or they were making payments each month to reduce their balance per agreement with the Finance Department.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

In response to GLABE's question, STROPE stated that after talking with Margaret Davidson, Executive Director of Community Connections, they estimated that \$20,000 would last around two to three months in terms of providing assistance to residents of La Grande, and they could re-evaluate the situation again once funds have been depleted, if adjustments needed to be made.

**MOTION**

The following Motion was introduced by MIESNER; LILLARD providing the Second:

**MOTION:** I move that we direct the City Manager to allocate \$20,000 of current COVID-19 Loan Program funding to Community Connections to provide need-based grants to pay utility bills for City of La Grande residents and to authorize the City Manager to develop and sign all required documentation to implement the program.

**COUNCIL DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

**UNION COUNTY COMMISSIONER'S UPDATE**

SCARFO addressed MIESNER's earlier question regarding the federal funds that Union County would be receiving from the state. SCARFO gave a brief update on the state funding allocations that would be disbursed through the American Rescue Plan (ARP) Funding. He stated that county wide there would be a total of \$9.3 million dollars received. He also added that they were still waiting to hear on how the funding could be used.

SCARFO stated that as of the last COVID-19 case check within Union County, forty-two (42) new positive cases were reported, which kept Union County at the Moderate Risk level. He also reported that Governor Brown introduced a new statewide metric for determining the Extreme Risk level that would begin that week. He shared, for example, if a county was to move or stay below the Extreme Risk level, they must meet the county metrics for case rates and meet the statewide metric, which means that the state total had to be under three hundred (300) COVID-19 positive patients in hospitals and the state does not have a fifteen percent (15%) increase in hospitalizations within a seven (7) day period. He added that Union County would remain in the Moderate Risk level from April 9, 2021, to April 23, 2021.

SCARFO reported that Center for Human Development (CHD) still had two-hundred-fifty (250) openings for vaccinations between these two scheduled dates: Monday, April 12, 2021, and Monday, April 19, 2021. He encouraged those needing a vaccine to call CHD to schedule.

SCARFO mentioned that he emailed the calendar dates for the upcoming Commissioner meetings that were being held via ZOOM and invited City Councilors to attend.

SCARFO stated that the Rock Quarry application was withdrawn by the applicant, therefore there would be no action on this topic.

MIESNER asked if Governor Brown responded to the letter that the County submitted regarding Union County taking control of how to handle decisions during the pandemic, to which SCARFO answered that she acknowledged the letter and would need a couple of weeks to respond back with an answer.

GLABE stressed his concern over the number of people that were not interested in receiving a vaccination, adding they might be basing their decision on misinformation. GLABE asked if putting together an educational campaign based on medical science would be a benefit to those in our community who were seeking information on the vaccine. SCARFO followed up with stating that Public Health was doing the best they could with trying to educate our community and he agreed with GLABE's comments regarding vaccination decisions might be based on misinformation of rumors and fear of the vaccine. HOWARD suggested that any councilor and/or commissioner could advocate getting the vaccine on a local media platform to help encourage citizens to educate themselves and to get vaccinated, to which Mayor CLEMENTS agreed that getting a science-based message out to the public would be positive and he would also volunteer to go on camera if anyone wanted to organize such an event.

#### STAFF COMMENTS

SPENCE stated that the Parks and Recreation Department launched an online survey called the Parks Masterplan Survey. The survey would give citizens the opportunity to convey their opinion on the services and programs the department offered. He encouraged citizens to fill out the survey, either on their website or from their Facebook page.

JARSKI reported that LT Developments received their Certificate of Occupancy for the Putnum Building. She also shared that Dale Mammen would like to offer a tour of the building to the City Councilors.

JARSKI stated that they were moving forward with the Business Retention and Expansion Survey project with one-hundred-seventeen (117) surveys submitted. She was also working with Commissioner Beverage to help outreach and connect with certain individual businesses to collect more refined data.

CARPENTER stated that La Grande Public Works would begin work on the Second Street (Adams Avenue to Spring Avenue) reconstruction project starting on Monday, April 12, 2021, and provided a quick update on the plan, to which LILLARD replied that he was happy to hear about the reconstruction.

A discussion was held regarding other road improvements around N Avenue to K Avenue, Adams Avenue, and the ADA accessibility construction on the sidewalks on Adams Avenue, to which CARPENTER gave a quick overview of the projects that were on the list for future repair.

BELL stated that on December 29, 2020, Union County Emergency Services hosted a video that Grande Ronde Hospital Staff put together to help aid in answering questions regarding the COVID-19 vaccine, and encouraged those interested to go to the website to watch the video at <https://union-county.org/covid-19-vaccine-information/>.

#### CITY MANAGER COMMENTS

STROPE reminded the Council that Monday, April 12, 2021, a Work Session was scheduled regarding the Housing Production Strategy, and on Monday, April 19, 2021, there was a Work Session scheduled regarding the annual report on Tourism Promotion and Budget Proposal. He also stated that the Budget Meetings were scheduled for next month (editorial note: Monday, May 10, 2021, to Wednesday, May 12, 2021).

STROPE stated that City Staff was currently working on brainstorming website design ideas, and the first meeting was going to be held the following week to discuss as a group.

STROPE shared that the state was asking for input and suggestions on what to spend the state surplus dollars and other federal dollars that were available for allocation.

#### CITY COUNCIL COMMENTS

MIESNER requested a detailed report with all of the available money that the City had received or would receive (for example: CARES funding, COVID-19 loan program funding), to which STROPE said that he could provide a list for the Councilors.

GLABE stated he was currently gathering more information on the possibility of a STEM Center in the City of La Grande, and encouraged anyone interested in helping out to please reach out to him.

**There being no further business to come before this Regular Session of the Council, Mayor CLEMENTS adjourned the meeting at 7:22 p.m. The Council is scheduled to meet again in Regular Session on Wednesday, May 5, 2021, at 6:00 p.m., via electronic communications due to COVID-19 pandemic.**

\_\_\_\_\_  
**Stacey M. Stockhoff  
Assistant to the City Manager**

\_\_\_\_\_  
**Stephen E. Clements  
Mayor**

**APPROVED:** \_\_\_\_\_

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: May 5, 2021

PRESENTER: Kyle Carpenter, Public Works Director

COUNCIL ACTION: **SECOND READING BY TITLE ONLY OF PROPOSED ORDINANCE ESTABLISHING FINAL ASSESSMENTS FOR THE 2019 CITY WIDE VOLUNTARY SIDEWALK LOCAL IMPROVEMENT DISTRICT**

- 1. MAYOR: Announce that the Public Hearing is still open for the Ordinance to be read a Second Time by Title Only and considered for Adoption; and that the Rules of Order for this Public Hearing were read in their entirety during the Regular Session of April 7, 2021.
- 2. MAYOR: Request Staff Report
- 3. MAYOR: Request that Public Testimony be Read into the Record
- 4. MAYOR: Invite Council Discussion
- 5. MAYOR: Close the Hearing and Entertain a Motion  
**Suggested Motion:** I move that the proposed Ordinance establishing final assessments for the 2019 City Wide Voluntary Sidewalk Local Improvement District Number 19-064 be Read by Title Only for the Second Time, Put to a Vote, and Adopted.
- 6. MAYOR: Invite Additional Council Discussion
- 7. MAYOR: Ask the City Recorder to Read the Ordinance for a Second Time by Title Only
- 8. MAYOR: Ask for the Vote

\*\*\*\*\*

**EXPLANATION:** Council established a City-Wide Voluntary Sidewalk Local Improvement District (LID) for the year 2019 during the May 1, 2019, Regular Session. A Local Improvement District offers property owners a way to improve their property and maintain existing sidewalks within the right-of-way. This process assists in facilitating sidewalk repair work upon property owner request and approval.

The 2019 Voluntary Sidewalk Local Improvement District Number 19-064 ended December 31, 2020, with the total cost of projects repaired under the LID being \$14,000.75. Staff monitored approximately 1,200 square feet of sidewalk repairs throughout La Grande during 2019 and 2020, with many property owners hiring contractors or completing the repairs themselves.

Council accepted the Final Study and Report during the March 3, 2021, Regular Session and the First Reading of the proposed Ordinance was held at the April 7, 2021, Regular Session.

The City Manager recommends adoption of this proposed Ordinance.

\*\*\*\*\*

**Reviewed By:** (Initial)

City Manager \_\_\_\_\_

City Recorder \_\_\_\_\_

Aquatics Division \_\_\_\_\_

Building Department \_\_\_\_\_

ED Department \_\_\_\_\_

Finance \_\_\_\_\_

Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_

Library \_\_\_\_\_

Parks Department \_\_\_\_\_

Planning Department \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works Department \_\_\_\_\_

**COUNCIL ACTION** (Office Use Only)

Motion Passed

Motion Failed; \_\_\_\_\_

Action Tabled: \_\_\_\_\_

Vote: \_\_\_\_\_

Resolution Passed # \_\_\_\_\_

Effective Date: \_\_\_\_\_

Ordinance Adopted # \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# RULES OF ORDER FOR A LEGISLATIVE PUBLIC HEARING

## CITY RECORDER READS TO THE PUBLIC:

- A. These Rules of Order are applicable to the Public Hearing for considering the 2019 Sidewalk Local Improvement District 19-064.
- B. This is a legislative hearing, therefore Councilor ex parte or pre-hearing contact does not apply.
- C. The Hearing will proceed as follows:
  - 1. The Mayor will open the Public Hearing and request the Staff Report.
  - 2. The Mayor will then accept written public testimony relating to the matter. Due to COVID-19 restrictions, only written testimony will be accepted and shall be read into the record during the Hearing. There is a three-minute time limit for testimony. The order of testimony this evening will begin with that of Proponents (those in favor), followed by Opponents (those opposed), and ending with those Neutral to the Ordinance being adopted.

The meetings will be available for viewing via the City's scheduled Charter Communications channel 180 beginning at 6:00 p.m. on May 5, 2021, on the La Grande Alive website at <https://lagrandealive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

The notice of this Public Hearing required that any person that wanted to submit written comments or questions in advance of the meeting had until 5:00 p.m. on Tuesday, May 4, 2021, to submit them to Kyle Carpenter via email at [kcarpentert@cityoflagrande.org](mailto:kcarpentert@cityoflagrande.org).

- 3. The proceedings are being electronically recorded, to be converted to written Minutes.
- 4. Members of the City Council may ask questions of the Staff at any time.
- 5. Subsequent to deliberation, the Mayor will close the Hearing.

**CITY of LA GRANDE  
ORDINANCE NUMBER \_\_\_\_\_  
SERIES 2021**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY,  
OREGON, ESTABLISHING THE FINAL ASSESSMENTS TO THE PROPERTY DETERMINED TO BE  
SPECIFICALLY BENEFITED BY THE 2019 CITY WIDE VOLUNTARY SIDEWALK LOCAL  
IMPROVEMENT DISTRICT NUMBER 19-064; AND DECLARING AN EFFECTIVE DATE**

**THE CITY OF LA GRANDE ORDAINS AS FOLLOWS:**

**Section 1.** The City Council of the City of La Grande, Union County, Oregon, has considered the final assessments of the property benefited by *City Wide Voluntary Sidewalk Local Improvement District Number 19-064*, which was constructed according to the plans and specifications for the work in said District, heretofore adopted by the City Council of the City of La Grande, Union County, Oregon.

The City Council of the City of La Grande, Union County, Oregon, hereby ascertains and determines the sum of *Fourteen Thousand and 75/100 DOLLARS (\$14,000.75)* to be the final cost of said Sidewalk Improvements; the real property hereinafter described to be specifically benefited by said improvements; that special and peculiar benefits accrued to each tract within said District; and that said assessments have been apportioned among all of the tracts of said property abutting upon, fronting, contiguous and tributary to such improvements and within the boundaries of the Improvement District created for the purpose of making such improvements to the extent of the benefit of such tract of real property by reason of the improvements and in no case in excess of the benefits received.

The City Council of the City of La Grande, Union County, Oregon, also ascertains and determines that the amount set opposite the description or number of each tract(s) is the amount for which said tracts of real property is proposed to be assessed, as shown below.

OWNER	PROPERTY ADDRESS	LEGAL DESCRIPTION	SEC.	TAX LOT	TOTAL LID DUE
Linda Williams	1314 Jackson Ave	All of Lots numbered six (6) and seven (7) of the Scribers Subdivision of Predmore Block of the Predmore Addition.	05CA	2500	\$ 3,414.50
John Lannon	2206 Cedar St	All of Lot numbered three (3) of Block eight (8) of the Supplemental Plat of Grandy's 2 <sup>nd</sup> Addition.	06DB	1200	\$ 1,830.00
Swansons Motels, LLC Attn: Karl & Surgit Swanson	1510 Adams Ave	That portion of Lot two (2), Lot three (3), and Lot four (4) in Block nine (9) of Coggan's Addition. Commencing at a point on the southwest line of said block 9 a distance of 118.79 feet to the northwest from the southernmost point of said block; thence, northwest 40.0 feet; thence, northeast 80.0 feet; thence, northwest 40.0 feet; thence, southwest 80.0 feet; thence, northwest 40.0 feet; thence, northeast 241.58 feet; thence, southeast 120.0 feet; thence, southwest 240.0 feet to the point of beginning.	08BA	6500	\$ 999.50
Douglas M. Briney	1601 7 <sup>th</sup> St	The western eighty three (83) feet of Lot four (4) and the southern fourteen (14) feet of Lot five (5) in Block one hundred (100) of Chaplin's Addition.	05CC	15200	\$ 7,756.75
					\$14,000.75

**Section 2.** That the Finance Director or designee of the City of La Grande, Union County, Oregon, is hereby authorized and directed to prepare a special assessment roll in accordance with the foregoing proposed assessments or the proposed assessments as adjusted by the City Council after considering objections thereto.

**Section 3.** That the Finance Director or designee of the City of La Grande, Union County, Oregon, shall complete the special assessment roll in accordance with the provisions of this Ordinance and shall, without delay, by Certified Mail, transmit a Notice of Final Assessment to the owner of the assessed property of the time when such assessment shall become due and also stating that such assessments may be paid in installments, provided each property owner desiring to do so makes application therefor within ten (10) days from the date of such Notice. Said application to pay installments will be made under the provisions of Oregon Revised Statutes, Section 223.205, to and including Section 223.295, commonly known as the *Bancroft Bonding Act*. Interest on the unpaid assessment shall be at a rate of eight percent (8%) per annum.

**Section 4.** That such assessment shall become due and payable immediately after the final assessments have been entered into the *City Lien Docket* and shall be delinquent thirty (30) days thereafter if unpaid.

**Section 5. EFFECTIVE DATE** This Ordinance shall become effective thirty (30) days after its adoption by the City Council of the City of La Grande, Union County, Oregon, and its approval by the Mayor; specifically, June 5, 2021.

APPROVED AND ADOPTED on this Fifth (5<sup>th</sup>) day of May, 2021, by \_\_\_\_\_  
(\_\_\_\_) of \_\_\_\_\_ (\_\_\_\_) Councilors present and voting in the affirmative.

\_\_\_\_\_  
Stephen E. Clements, Mayor

ATTEST:

\_\_\_\_\_  
Kayla M. Rock  
City Recorder

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: May 5, 2021

PRESENTER: Kyle Carpenter, Public Works Director

COUNCIL ACTION: ESTABLISH A SIDEWALK LOCAL IMPROVEMENT DISTRICT

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be Read into the Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion

**Suggested Motion:** I move that we establish the 2021 City-Wide Voluntary Sidewalk Local Improvement District Number 21-066

5. MAYOR: Invite Additional Council Discussion
6. MAYOR: Ask for the Vote

\*\*\*\*\*

**EXPLANATION:** Staff is recommending that a City-Wide Voluntary Sidewalk Local Improvement District be established for the year 2021. We continue to receive calls from property owners about how they may make improvements to their sidewalks. Implementation of City Wide Voluntary Sidewalk Local Improvement District Number 21-066 allows a method of financing this work and offers property owners a way to improve their property and maintain existing sidewalks. Property owners may seek other financing methods or do the work themselves. Staff has reviewed all nine (9) areas within the sidewalk program. We will continue working with those property owners who have not completed repairs in the past, concentrating on Areas One (1) and Two (2), which is the southern side of town bordered to the north by "E" Avenue and extending from Walnut Street to the railroad tracks. Each area was set to be reviewed every five (5) years per the Sidewalk Handbook. We will also continue to work with those property owners who would like to voluntarily make sidewalk improvements or necessary improvements received on a complaint basis. This is an annual request to support public improvements in the right-of-way.

The City Manager recommends approval of this Agenda item as presented by Staff.

\*\*\*\*\*

**Reviewed By:** (Initial)

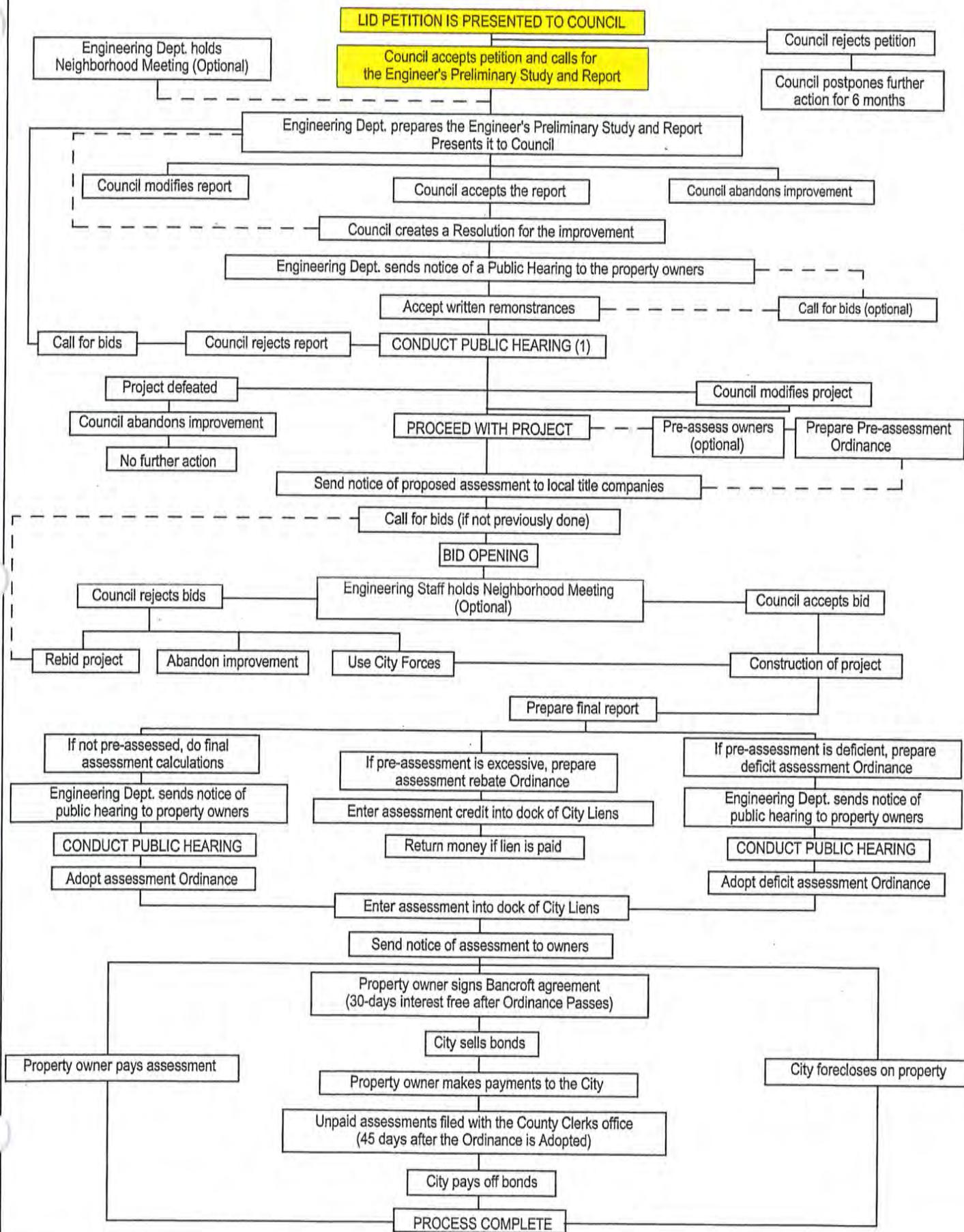
City Manager \_\_\_\_\_  
 City Recorder \_\_\_\_\_  
 Aquatics Division \_\_\_\_\_  
 Building Department \_\_\_\_\_  
 ED Department \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_  
 Library \_\_\_\_\_  
 Parks Department \_\_\_\_\_  
 Planning Department \_\_\_\_\_  
 Police Department \_\_\_\_\_  
 Public Works Department \_\_\_\_\_

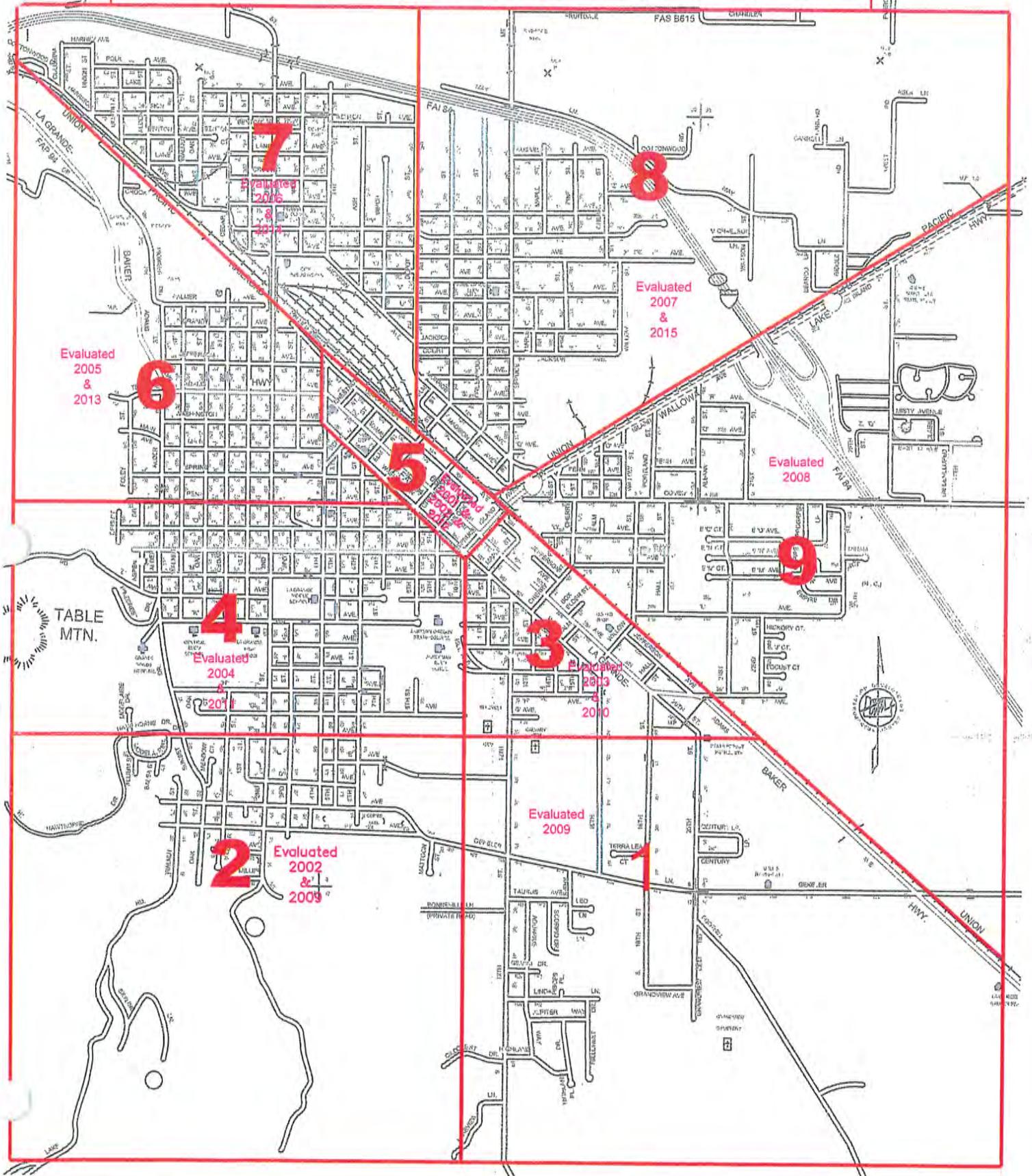
**COUNCIL ACTION** (Office Use Only)

- Motion Passed  
 Motion Failed; \_\_\_\_\_  
 Action Tabled: \_\_\_\_\_  
 Vote: \_\_\_\_\_
- Resolution Passed # \_\_\_\_\_  
 Effective Date: \_\_\_\_\_
- Ordinance Adopted # \_\_\_\_\_  
 First Reading: \_\_\_\_\_  
 Second Reading: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_

# FLOWCHART OF THE L.I.D. PROCESS



# SIDEWALK AREAS



CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: May 5, 2021

PRESENTER: Michael Boquist, Community Development Director

COUNCIL ACTION: **CONSIDER ACCEPTING A CERTIFIED LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT-STATE HISTORIC PRESERVATION OFFICE**

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be Read into the Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion:

**SUGGESTED MOTION:** I move that the City Council approve the acceptance of the Certified Local Government Grant from the Oregon Parks and Recreation Department – State Historic Preservation Office contingent upon Budget Approval as presented.

5. MAYOR: Invite Additional Council Discussion
6. MAYOR: Ask for the Vote

\*\*\*\*\*

**EXPLANATION:** During the February 3, 2021, Regular Session of the City Council, the Planning Division and Landmarks Commission requested the City Council's support in applying for a \$10,000 Certified Local Government Grant offered through the Oregon State Historic Preservation Office (SHPO). The purpose of this grant is to update the City's Downtown Historic District Standards. This grant requires a 1:1 hard dollar match, which is included in the FY 2021-2022 Proposed Budget.

On April 2, 2021, the Planning Division was notified that the City was successful with this grant request, with the possibility of being awarded an additional \$1,500, which the City could match in-kind. The Resolution adopted by the City Council in February 2021, authorized the Planning Division staff to apply for the grant, however, during the Council discussions, the Council requested a copy of the project scope and budget for review prior to the City accepting the grant. The attached supporting documentation outlines the work that would be done by the consultant with associated estimated costs for each element of the work. If the City Council approves accepting the grant, the Resolution also authorized to the City Manager to sign any documents related to the grant so no further Council action will be required.

Background – As discussed during the City Council's Joint Work Session with the Landmarks Commission on February 1, 2021, the Historic District Standards were written in 1999, as "guidelines" later changed to standards in 2009 by Resolution of the City Council. However, the change from "guidelines" to "standards" did not include significant regulatory edits, thus many standards are recommended, suggested or implied, but are not clear. The lack of clarity in the standards is often confusing for property owners, and have also resulted in inconsistent implementation of some standards. Through this grant, the City will hire a consultant to facilitate a public process and assist in improving and rewriting the standards to remove the ambiguity.

During the February 3, 2021, Regular Session of the City Council, the Council discussed whether the intended outcome of this Code update could be accomplished with minor amendments prepared by Staff and the Landmarks Commission, instead of hiring a consultant for a full re-write of the Code; and whether Staff could facilitate the robust public involvement process that is required as part of the code amendment process. Staff relayed the Commission's concerns that a simpler process of only amending the existing Code could occur, but would likely result in a band-

aid approach that does not provide a long-term solution that is supported by the community; and it may not provide the clarity needed in the standards, consistency with decisions, or flexibility desired for the different classifications of historic buildings. Additionally, Staff and the Landmarks Commission do not feel that the City could adequately facilitate a robust and productive public engagement process that results in strong community support for the proposed amendments.

Some Councilors expressed similar concerns as Staff, and stated the desire for a third-party consultant that is knowledgeable in historic preservation and has the strong public engagement skills required to effectively facilitate the code amendment process. A consultant would be an unbiased and neutral party that may be more successful at developing and rewriting the Downtown Historic District Standards and gaining community support.

Planning Division Staff is seeking City Council support for accepting this grant as was contemplated at the Work Session, contingent upon budget approval.

The City Manager recommends authorizing the Planning Division Staff to accept the Certified Local Government Grant as presented by Staff.

\*\*\*\*\*

**Reviewed By:** (Initial)

City Manager \_\_\_\_\_  
 City Recorder \_\_\_\_\_  
 Aquatics Division \_\_\_\_\_  
 Building Department \_\_\_\_\_  
 ED Department \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Fire Department \_\_\_\_\_

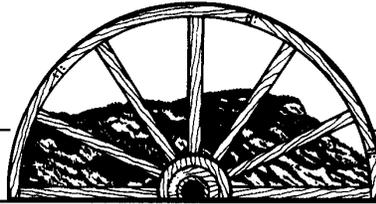
Human Resources Dept \_\_\_\_\_  
 Library \_\_\_\_\_  
 Parks Department \_\_\_\_\_  
 Planning Department \_\_\_\_\_  
 Police Department \_\_\_\_\_  
 Public Works Department \_\_\_\_\_

**COUNCIL ACTION** (Office Use Only)

- Motion Passed
- Motion Failed; \_\_\_\_\_
- Action Tabled: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Resolution Passed # \_\_\_\_\_  
Effective Date: \_\_\_\_\_
- Ordinance Adopted # \_\_\_\_\_  
First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

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CITY OF



LA GRANDE

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THE HUB OF NORTHEASTERN OREGON

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COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION • P.O. Box 670 • 1000 Adams Avenue • La Grande, OR 97850  
Phone: (541) 962-1307 • Fax: (541) 963-3333 • Web: [www.planning.cityoflagrande.org](http://www.planning.cityoflagrande.org)

## **2021 CLG Grant Narrative La Grande Downtown Historic District Standards Update**

In 1999, the City of La Grande established its downtown Commercial Historic District. As part of the listing of the Historic District, the City hired an outside consultant to create an inventory of the District's buildings and a Historic District Guidelines document for the District. In 2009, the City renamed and slightly modified the guidelines document and readopted it as Historic District "Standards". The purpose of this adoption was to change the guidelines from an advisory document that encouraged historic preservation to become standards with regulatory power. However, the document was still written from a guidelines approach and includes "may" or "should" statements meant to encourage a specific standard or outcome, but in some cases it is unclear what is actually required.

Since 2009, the City has used this Standards document to review modifications to properties in the Historic District. The City has experienced a number of situations where the Standards do not offer clear or specific direction. This lack of clarity has been confusing and frustrating for property owners, City planning staff, and volunteers serving on the City's Landmarks Advisory Commission.

La Grande's Commercial Historic District includes 57 Historic Contributing resources, 20 Historic Non-Contributing resources, and 15 Non-Contributing resources. Under the current Standards, modifications to all properties are treated the same whether the resource is contributing or not. This lack of distinction in the Standards between contributing and non-contributing resources creates further confusion among downtown property owners, who do not see why a 1974 bank or a 2011 medical office building is held to the same historic modification requirements as a National Register property.

Though La Grande is working to be a leader in preservation for Eastern Oregon, the east side of the state continues to have a lack of preservation design resources, architects, and contractors familiar with preservation practices. Property owners in La Grande by default pursue a design/build approach with local contractors, and the current standards do not adequately prepare owners or contractors to plan building modifications for City review.

Finally, the District has changed over the past 20 years of its existence. Because the Standards document does not provide clear direction and does not reflect evolution in the District over the past 20 years, the institutional memory of City staff and Landmarks commissioners becomes the prime approach to project review. Relying on memory, rather than clear standards, creates inconsistent implementation and inequity in the review process.

This application proposes to use CLG grant funding for an update of the City's Historic District Standards. The City's Landmarks Advisory Commission has established the following goals for the Standards update project:

1. The new Standards document should provide clarity to both the process and preservation requirements. The result should be a Standards document that is more clear, not more cumbersome, and creates a more predictable outcome for applicants going through the Landmarks review process.
2. The update of the Standards should be a public process that requests engagement and input from Historic District stakeholders, including but not limited to property owners, businesses, contractors, and preservation/history advocates.
3. The new Standards document should include a distinction between a) National Register and Historic Contributing resources; 2) Historic Non-Contributing resources; and 3) Non-Contributing resources.
4. The new Standards document should be in accordance with Secretary of the Interior preservation standards to preserve the integrity of the District and allow for property owners to participate in preservation grant and incentive programs.

The City proposes to use the CLG grant funds to hire an outside consultant to assist in improving and rewriting Standards and to facilitate the public process. The consultant would ideally be an unbiased, neutral party experienced in historic preservation, standards updates, with strong public engagement and facilitator skills and an understanding of the needs of rural communities.

On February 1, 2021, the La Grande City Council and the Landmarks Advisory Commission met in a joint work session to discuss this project and grant application. The City Council was supportive of applying for the CLG grant for this project, see attached City Council Resolution 4800, Series 2021. If this grant funding is received, the Planning Department will submit a funding match request in May 2021 for the 2021-2022 fiscal year budget for review and approval by the City Council.

The Standards update project would commence following budget approval by the City Council in June 2021, effective July 2, 2021. Public engagement meetings would take place during Fall 2021; we hope by then COVID-19 restrictions will be loosened and allow for in-person meetings. City staff and Landmarks commissioners would be responsible for outreach to potential stakeholders for inclusion in the public process.

The consultant's scope of work would be as follows:

**Task 1: Kick-off – Late summer 2021. (\$1000)**

1. Review current standards and goals for update project.
2. Virtual meeting with City staff and Landmarks Advisory Commission to discuss current standards and process deficiencies.

**Task 2: Public Engagement - Fall 2021. (\$10,000)**

1. Meeting 1 – In-person in La Grande
  - a. Consultant to prepare material for and facilitate meeting.
  - b. Communicate goals, timeline, and process of update project to stakeholders.

- c. Provide an introduction to the La Grande Commercial Historic District – architectural styles, period of significance, contributing vs. non-contributing definitions, etc.
  - d. Provide an introduction to Secretary of the Interior preservation standards and priorities.
  - e. Prepare and circulate a survey on perceived deficiencies in current standards.
2. Meeting 2 – In-person in La Grande
    - a. Consultant to prepare material for and facilitate meeting.
    - b. Discuss survey results and Gather additional feedback on deficiencies in current standards and ideas for improvement
    - c. Discuss changes to District over the past 20 years since the District was established
    - d. Discuss community priorities for Historic District
  3. Meeting 3 – In person in La Grande (or virtual if budget is limited)
    - a. Consultant to prepare material for and facilitate meeting.
    - b. Review draft recommendations for changes to Standards document and discuss feedback

**Task 3: Draft of new Standards document – Winter 2021/2022. (\$4,000)**

1. Rewrite standards to provide clarity to requirements. Eliminate hold-over language from being “guidelines” and make the standards more definitive as requirements.
2. Include distinction in approach between a) National Register and Historic Contributing resources; 2) Historic Non-Contributing resources; and 3) Non-Contributing resources.
3. Incorporate public process feedback into Standards document.

**Task 4: Standards document review and finalization – Spring 2022. (\$5,000)**

1. Provide draft of revised Standards document to City staff and Landmarks Advisory Commission for review and comment.
2. Virtual meeting with City staff and Landmarks Advisory Commission to review questions/comments.
3. Update draft document based upon City staff and Landmarks commissioner comments.
4. Virtual meeting with City Council to present recommendation for revised Standards document.
5. Update and finalize Standards document as needed based upon City Council comments.

**CITY of LA GRANDE  
RESOLUTION NUMBER 4800  
SERIES 2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, AUTHORIZING CITY OF LA GRANDE PLANNING DIVISION STAFF TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT – STATE HISTORIC PRESERVATION OFFICE FOR UPDATING AND REWRITING THE DOWNTOWN HISTORIC DISTRICT STANDARDS; AUTHORIZING CITY MANAGER ROBERT A. STROPE TO SIGN THE GRANT APPLICATION AND ANY DOCUMENTS RELATED TO ACCEPTING THE GRANT IF AWARDED**

**WHEREAS, the Oregon Parks and Recreation Department – State Historic Preservation Office is accepting applications for the Certified Local Government Grant Program; and,**

**WHEREAS, the City Council of the City of La Grande, Union County, Oregon, desires to participate in this Grant Program to the greatest extent possible, to improve the historic preservation of the Downtown Historic District; and,**

**WHEREAS, the City Manager, Planning Division Staff, Landmarks Commission and City Council of the City of La Grande, Union County, Oregon, have identified updating the Downtown Historic District standards as a high priority in the City of La Grande, Union County, Oregon; and,**

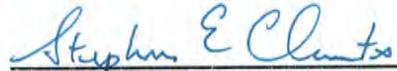
**WHEREAS, the Planning Division will be requesting the matching funds required for this grant application in the 2021-2022 Fiscal Year budget, should the grant be awarded;**

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Grande, Union County, Oregon, that the Planning Division Staff shall be and hereby are authorized to apply for a Certified Local Government Grant from the Oregon Parks and Recreation Department – State Historic Preservation Office for updating and rewriting the Downtown Historic District Standards; and,**

**BE IT FURTHER RESOLVED by the City Council of the City of La Grande, Union County, Oregon, that City Manager Robert A. Strobe shall be and hereby is authorized to sign the grant application and any documents related to accepting the grant if awarded.**

City of La Grande  
Resolution Number 4800  
Series 2021  
Page (2)

PASSED and EFFECTIVE ON this Third (3<sup>rd</sup>) day of February, 2021, by Seven  
(7) of Seven (7) Councilors present and voting in the affirmative.

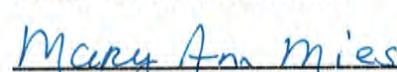
  
\_\_\_\_\_  
Stephen E. Clements, Mayor

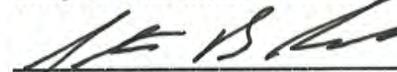
  
\_\_\_\_\_  
Gary Lillard, Mayor Pro Tem

  
\_\_\_\_\_  
John Bozarth, Councilor

  
\_\_\_\_\_  
David Glabe, Councilor

  
\_\_\_\_\_  
Nicole Howard, Councilor

  
\_\_\_\_\_  
Mary Ann Miesner, Councilor

  
\_\_\_\_\_  
Justin Rock, Councilor

ATTEST:

  
\_\_\_\_\_  
Kayla M. Rock  
City Recorder



CITY OF LA GRANDE  
RESOLUTION NUMBER 4557  
SERIES 2009

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, OREGON, ADOPTING  
THE STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND  
PRESERVATION**

WHEREAS, the Standards and Guidelines Manual, attached hereto and by this reference incorporated herein as if fully set forth, is an amendment to and replacement of the Historic District Design Standards, which is referenced in the Land Development Code Ordinance, but not adopted as an enforceable document; and,

WHEREAS, the Standards and Guidelines Manual does not contain specific "land use" regulations; but, rather, architectural design elements and is not required to be incorporated into the Land Development Code Ordinance; and,

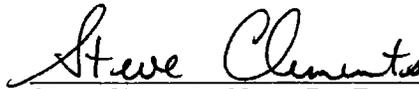
WHEREAS, the Standards and Guidelines Manual is intended to evolve and be updated on an "as needed" basis, as the conditions within the Downtown Historic District change as a result of having an active Main Street program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Grande, Oregon, that the Standards and Guidelines Manual for Historic Rehabilitation and Preservation, dated May, 2009, shall be and hereby is adopted.

PASSED and EFFECTIVE ON this Third (3<sup>rd</sup>) day of June, 2009, by five (5) of five (5) Councilors present and voting in the affirmative.

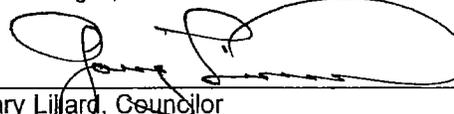
ABSENT EXCUSED

Colleen F. Johnson, Mayor

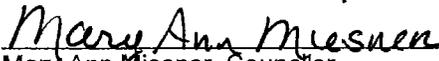
  
Steve Clements, Mayor Pro Tem

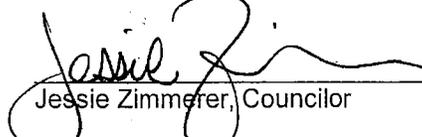
ABSENT EXCUSED

Les Balsiger, Councilor

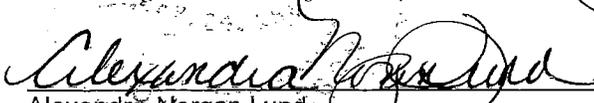
  
Gary Lillard, Councilor

  
Kelly McGee, Councilor

  
Mary Ann Miesner, Councilor

  
Jessie Zimmerer, Councilor

ATTEST:

  
Alexandra Morgan Lund  
City Recorder

# **STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION**

The Standards and Guidelines Manual for Historic Rehabilitation and Preservation for La Grande, Oregon will provide rehabilitation parameters to owners of buildings in the National Register Commercial Historic District as well as establishing criteria for new construction within the District. Property owners can also use these standards to assist in developing viable applications to the City Landmarks Commission for major alterations and new construction within the District. These design standards will also provide assistance to the City as they review alteration, demolition, and new construction requests within the downtown Historic District. The design standards are meant to encourage owners of historic properties and La Grande residents to appreciate and preserve the local architecture and history which helps define the unique character of the community.

*Note: For an understanding of the Design Review Process see Article 3.5 of the Land Development Code.*

## **HISTORIC VIEW OF LA GRANDE**

The La Grande Commercial Historic District encompasses significant buildings in the City's history which date from 1891 to 1948. The District has a concentrated collection of buildings reflecting the early development of La Grande as a leading trading and transportation center in Northeastern Oregon. Downtown La Grande also served as a regional division point for operations of the Oregon Railroad and Navigation Company and catered to the railroad traffic. Downtown La Grande not only served the local community, but also handled the regional trade of the farmers and ranchers who came to town to ship their commodities, shop for goods, and conduct business.

In the early 1880s, the community developed around the proposed OR&N Co. Railroad (later the Union Pacific). Before the railroad workers commenced to lay the tracks, commercial enterprises relocated from "Old Town" La Grande in the southwest section of town to the proposed tracks and depot site. Three streets paralleling the tracks are now a part of the Historic District – Jefferson, Adams, and Washington Avenues – between Fourth and Greenwood Streets and Cove Avenue. This commercial area was originally comprised of wooden structures. A significant fire in 1891 destroyed many blocks of businesses and subsequent construction was of masonry. Many historic resources of the 1890s reconstruction era remain.

At the turn of the 20<sup>th</sup> century, La Grande had established itself as the trading center for Union County and the railroad was still the focus of the community's activities. The 20<sup>th</sup> century brought many changes as the Progressive era began. Substantial buildings were constructed in La Grande's business district. Large two-story, brick buildings became anchors on many prominent corners and mingled with the smaller 1890s brick structures. Many businesses focused on Depot Street and Adams Avenue. Warehouses and businesses supporting the railroad faced Jefferson Avenue.

The automobile era ushered in a new period of development in the town. In the 1910s and 1920s, many new types of businesses evolved - service stations and car dealerships – and La Grande established itself as the center of the auto industry in Union County Oregon. Located along the south side of Jefferson Avenue and on Adams Avenue east of Fir Street, these auto-related businesses were generally one-story buildings constructed of hollow clay tile or concrete.



*Depot Street, c. 1927, looking southwest from Adams Avenue. Observe the original lampposts and awnings. Contrast the changes in the building facades to the existing storefronts.*

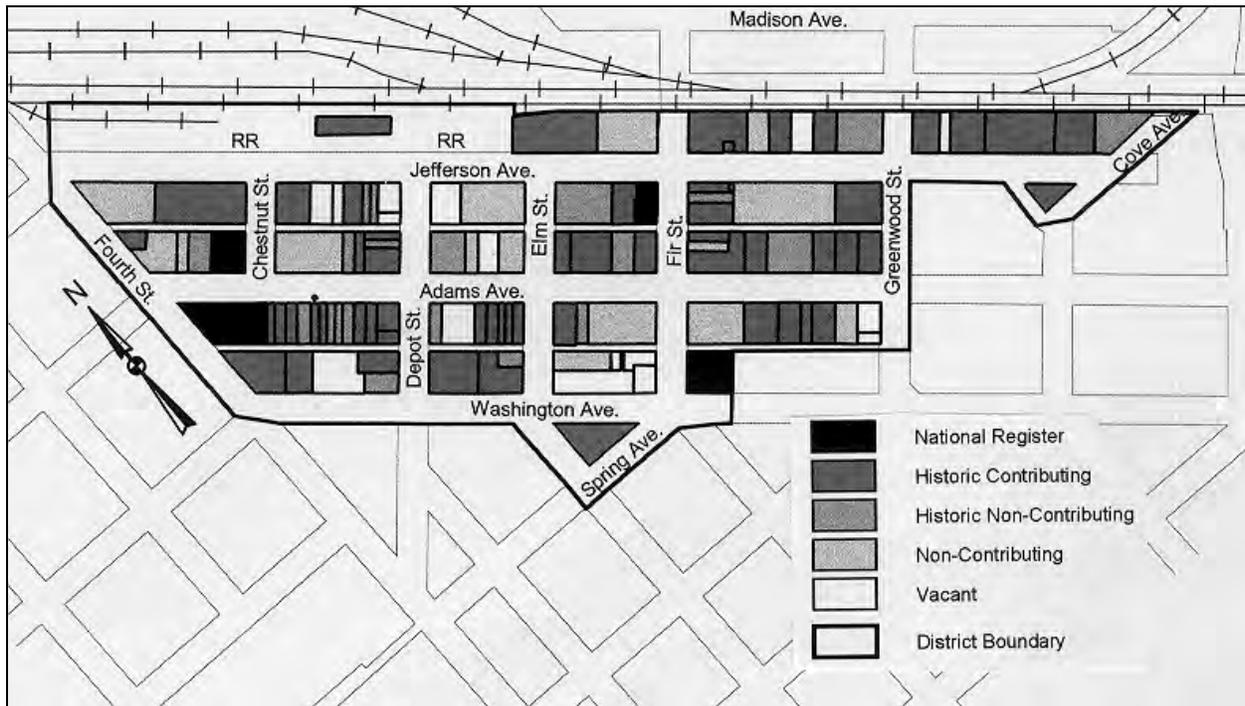
This era also ushered in a new look for many facades along La Grande's downtown streets. More progressive and modern styles were sought to reflect this prosperous period. Older buildings underwent face-lifts whereby the Queen Anne elements of the 1890s were stripped and windows replaced to create smooth, blocky edifices with squared openings common in the first two decades of the 20<sup>th</sup> century.

At the end of the 1920s, the Union Pacific Railroad constructed the present depot with the grand opening in 1930. This final act of the progressive era ensured La Grande's prominence as a railroad town, though the Depression of the 1930s affected this community as well as many others across the country. Building in downtown virtually stopped until after World War II. In the late 1940s, a few other automobile dealerships opened in downtown La Grande.

In the 1960s, the Interstate Highway system began to adversely affect La Grande's downtown business district. Highway 30 – Adams Avenue – lost its position as the major route through town. Interstate 84 and associated strip-commercial development gradually drained business from downtown. Although many storefronts have evolved and upper stories vacated, downtown La Grande still remains a busy population center and provides vital services for the community.

### LA GRANDE COMMERCIAL HISTORIC DISTRICT

The La Grande Commercial Historic District encompasses 42.7 acres and covers portions of sixteen city blocks running east-west from Fourth to Greenwood streets and Cove Avenue; and north-south from Jefferson Avenue to Washington Avenue (see map). The district is significant for its history of development as a community center and its architecture which reflects early La Grande as a leading trading and transportation center of northeastern Oregon.



*La Grande Commercial Historic District*

#### DISTRICT MAP KEY

- ❖ National Register: Properties previously listed on the National Register of Historic Places.
- ❖ Historic/Contributing: Historic buildings constructed between 1891 and 1948 that have retained a high degree of integrity.
- ❖ Historic/Non-Contributing: Historic buildings built between 1891 and 1948 that have been altered substantially and do not retain their integrity.
- ❖ Non-Contributing: (1) Buildings that have been substantially altered and the historic character is irretrievable or (2) those buildings constructed after 1948 that do not fit into the period of significance.
- ❖ Vacant: Vacant lots or lots used as parking areas.
- ❖ District Boundary

*Note: All properties within the Historic District are subject to the provisions in the Historic Preservation Ordinance.*

## ARCHITECTURAL STYLES

**B**uildings of a similar type provide continuity for the downtown streetscape. Differences in the style create visual variety and help distinguish one building from another. These differences reflect what was popular at the time of construction, the use of the building, or the tastes of the owner, builder, or architect.

The historic buildings in the District date from 1891 to 1948, and show the evolution of different building styles. Although primarily vernacular in character, the buildings display elements of various styles including Italianate, Romanesque Revival, 20<sup>TH</sup> Century Commercial, American Renaissance, and Modern. Learning about the style of the building can help answer preservation questions including those about the original treatments, color schemes, and what should replace missing elements.



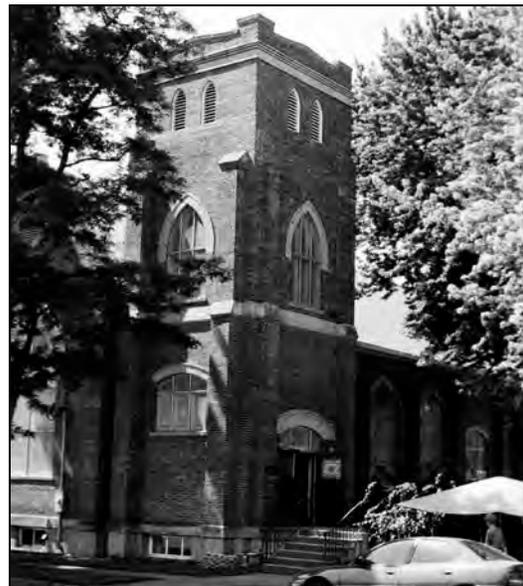
*Slater Building – Italianate*



*West Jacobson Building – 20<sup>th</sup> Century*



*Salvation Army – Mission Revival*



*Presbyterian Church – Gothic Revival*

## DESIGN STANDARDS

**D**esign Standards are written in accordance with the Secretary of Interior Standards for Rehabilitation which are used by private and public entities throughout the nation. The Standards should be applied to specific rehabilitation projects in a reasonable manner taking into consideration economic and technical feasibility. The Design Standards on the following pages help interpret the ten basic rehabilitation standards listed below.

### Secretary of Interior Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## REHABILITATION STANDARDS

**R**ehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The first step in determining if a building should be rehabilitated is to evaluate the existing condition, noting the character defining features of the building. Examine the elements which are original as well as document the more recent alterations. These observations will aid in the rehabilitation project.

*Note: Design Standards for "New Construction" such as streetscape, height, width, and materials may also apply to rehabilitation projects. See appropriate sections.*

## GENERAL STOREFRONT REHABILITATION STANDARDS

**W**hen considering a rehabilitation project, respect the original style and period of construction. Storefront rehabilitation projects shall be based on traditional storefront designs. Certain procedures are not recommended in rehabilitation projects: introducing non-historic elements; changing the location of the original storefront doors; and the removal of character defining features, craftsmanship, and/or materials

### General Standards:

- A. Some alterations gain significance in their own right; respect the evolution of the building within the period of significance.
- B. Wherever possible, significant storefronts (original or historic alteration), including windows, sash, doors, transoms, signs, and decorative features, should be repaired rather than be replaced. If repair is not feasible, the element should be accurately reproduced based on historic research or physical evidence.
- C. Avoid creating a "look" that is not based on historic fact.
- D. Base rehabilitation on solid historical documentation such as physical evidence, photographs, or original drawings; do not assume what the building looked like historically.
- E. If no evidence of original storefront exists, it is better to replace the storefront with a design and materials compatible to the period of the building.
- F. Relate the new storefront to the upper stories of the building in materials and details.

### Specific Standards

- A. Incorporate large storefront windows into new design; these window types are prominent features on the first floor of a traditional storefront during the period of 1891 and 1948.
- B. Display windows shall be clear glass.
- C. Storefront frames shall be made of wood or metal (non-aluminum finish).
- D. Fit the rehabilitated storefront into original opening; do not extend beyond the opening. The storefront may be set back slightly (perhaps 3 inches) from the plane of the façade to accentuate the sense of containment.
- E. Transom windows shall be clear glass; some types of decorative glass may be permitted.
- F. Entrance doors shall be recessed and have a large glass panel surrounded by a wood or metal frame (non-aluminum finish).
- G. Bulkheads should be made of wood panels, stone, tiles (less than four inches), or concrete.

**CAUTION!!!! Items to Avoid**

- A. Mansard roofs with wooden shingles covering the storefronts.
- B. Wood or metal siding and fake brick or stone veneers.
- C. Inappropriate historical themes should also be avoided such as small window panes and shutters. These represent different building types and styles not found in La Grande.
- D. Newer metal doors with more contemporary designs.
- E. Vinyl windows.



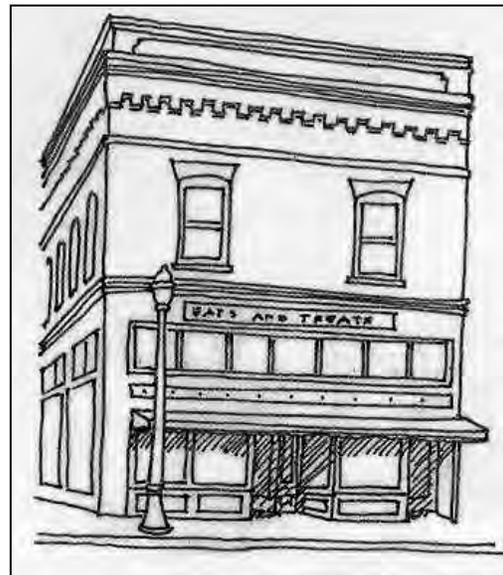
*This building exhibits an original storefront on right with alterations occurring at the left.*



*Rehabilitate the storefront on left using similar proportions and features as its neighbor.*



*The storefront of the former Hotel Paris has been substantially altered.*



*Rehabilitate the ground level of the façade by adding recessed doors, display windows, and transom windows using historic photos.*

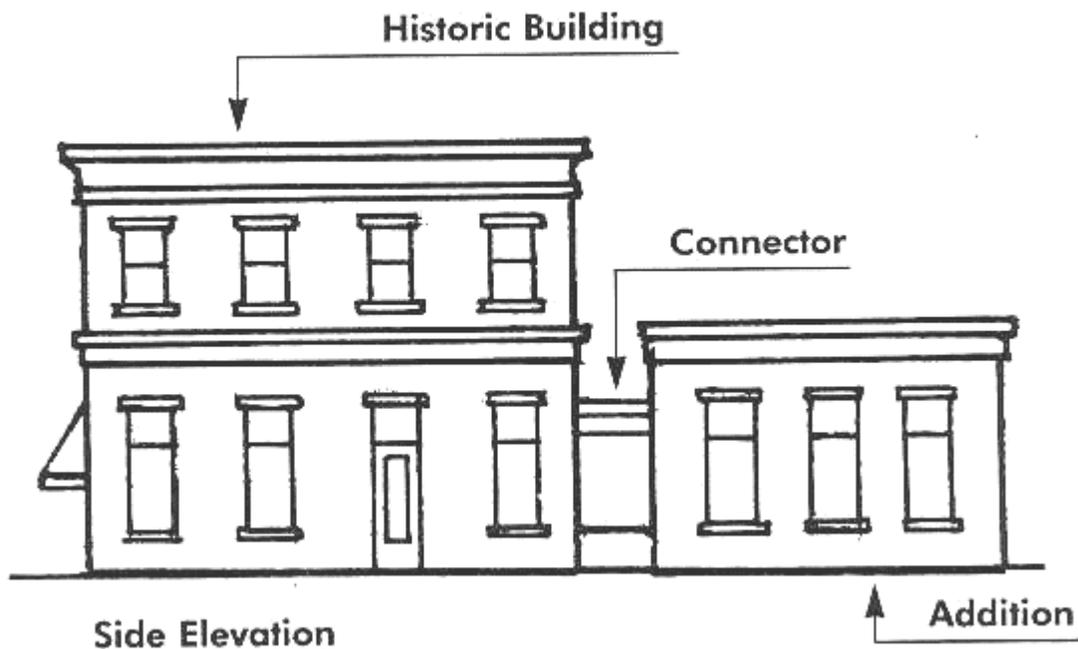
## NEW ADDITIONS

### *to Historic Buildings whether contributing or non-contributing and National Register*

**A** modern addition to a historic building is the most sensitive and difficult design issue to manage. Few of the historic buildings in downtown La Grande have recent additions. However, future growth may increase the need for expansion of these historic structures.

#### Standards:

- A. Preserve significant historic materials and features.
- B. Avoid attaching additions on primary or "public" elevations.
- C. Design the addition to be subordinate to the historic building.
- D. Minimize the loss of historic material by linking the new addition to the historic building by a connector; only the connecting passageway should penetrate the historic wall.
- E. Consider setting the connector back from the historic building's wall plane so the form of the historic building can be distinguished from the new addition.
- F. Protect the historical significance of the building by making a visual distinction between the old and new.
- G. New additions should be compatible with the size, scale, color, material, and character of the historic building.
- H. Set back an additional story from the roof edge to ensure the historic building's profile is not radically changed.



*Example of rear addition to historic building*

## ACCESSIBILITY – AMERICANS WITH DISABILITIES ACT

Properties in the District are not exempt from federal, state, or local laws requiring structures to be made accessible to disabled citizens. However, provisions in the Building Code allows for special consideration for properties designated as historic resources so the impact on the buildings can be minimized. The challenge is to provide accessibility while meeting code requirements, and at the same time, maintaining the historic character of the building or site.

### Standards:

- A. Design new ramps or other structures to be unobtrusive and simple as possible.
- B. Minimize the size of the ramp and landings without inconveniencing the users.
- C. Landscaping, the careful choice of building material, and compatible color choices are all suggested ways of reducing the visual impact of the access structure.
- D. Install ramps or other structures so they are reversible in the future and do not harm the character of the historic structure in a detrimental manner.
- E. Design the ramp and railing sensitively to the character, materials, and massing of the building, especially if it is on the front elevation.
- F. Place the access ramp on the side or rear of the building if the impact on the front façade is too detrimental.
- G. Seek common solutions such as ramp or elevator additions that might serve two adjacent buildings.
- H. Consider the use of mechanical lifts or other devices where feasible in lieu of a ramp; these are less intrusive alternatives.



La Grande City Hall – the historic integrity of the north and west entries has been maintained. The ramp and railing have been added to the secondary elevation of the building at the southwest corner.

## **NEW CONSTRUCTION STANDARDS**

*Note: The following Standards are also applicable to rehabilitation projects.*

**D**esign Standards for an historic district should not dictate certain styles for new buildings because most areas exhibit an evolution of architectural styles. These design Standards emphasize compatibility, context, and design elements, rather than styles, which allow for a broad and flexible approach to new construction within an historic district. The design Standards for new construction emphasize building characteristics that may be shared with old and new. Attention to these elements encourages the design of buildings that clearly are new, yet do not disrupt the continuity of the historic district. The following are some of the elements to consider when designing new buildings within the downtown Historic District.

## **STREETSCAPE AND SETBACKS**

La Grande's downtown has unique characteristics that define the City's streetscape. The wide streets and sidewalks, low to medium building heights, and small and large storefronts, reflect the historic character of the town. The majority of the historic buildings in downtown La Grande are flush with the sidewalk, abut one another (except where demolished buildings create vacant lots or parking areas), and have recessed entries. City Hall varies from the traditional setback. Some of the warehouses and newer buildings, such as the banks, in the district, also deviate from the traditional setback reflecting the use and period of construction.

### **Standards:**

- A. Front new construction to the street and align with the neighboring buildings.
- B. Abut new construction with the adjacent buildings if neighboring buildings dictate pattern.
- C. Recess entries slightly from the building's edge, creating a protected area.

## **BUILDING HEIGHT**

**T**he buildings in downtown La Grande vary in height from one to seven stories but are generally one to two stories in height. The anchor buildings (on the corners of streets) such as the Foley Building (1011 Adams Avenue), the Roesch Building (101 – 111 Fir Street), and the Bohnenkamp Building (1301 Adams Avenue) are higher than the other buildings in the district. A majority of the commercial buildings have parapets which make the buildings appear higher.

### **Standards:**

- A. The maximum downtown building height allowed in the City Code is 60 feet in height (some exceptions apply, see Article 5.4 of the Land Development Code).
- B. The height should be within the range of heights found on the immediate block.
- C. Encourage the use of parapets in the building design (see "Roof Form" Standards).
- E. Height to width ratio should be similar to other buildings in the immediate area.
- F. Floor to floor height should be similar to other buildings in the immediate area.

### ***BUILDING WIDTH***

**D**owntown buildings were often platted into relatively narrow and deep lots; these widths often characterize how a downtown appears. Building widths in downtown La Grande reflect this patterning and vary from 20 feet to 110 feet wide. Generally, the smaller historic one-story buildings range in width from 20 feet to 30 feet, and the larger two and three story anchor or corner buildings are about 60 feet to 110 feet wide.

#### **Standards:**

- A. Build new construction from side lot line to side lot line.
- B. Design new construction that encompasses more than one typical 30' – 60' lot so that the facade appears to be a series of narrow shops.
- C. The height to width ratio should be similar to other buildings in the immediate block.

### **ROOF FORMS**

**T**he roofs of the commercial buildings in the District are generally flat with parapets or gable roofs hidden by parapets or false fronts. This is in contrast to visible pitched roofs in residential areas. Parapets add character to a building, and are often stepped or curved, and are embellished with cornices, special facing material, or decorative details. Parapets are a prominent feature in La Grande's downtown.

#### **Standards:**

- A. Avoid sloped or residential type roofs in the District unless hidden by parapet or false front.
- B. Use of parapets as a decorative feature and to hide the roof plane.
- C. Encourage the use of decorative details on the parapet, using examples from surrounding buildings.

## REHABILITATION AND NEW CONSTRUCTION STANDARDS

The following elements are applicable to rehabilitation and new construction projects.

### OPENINGS – WINDOW TYPES, PROPORTIONS, AND STOREFRONTS

The buildings in downtown La Grande were designed to house a variety of enterprises. These businesses often had central recessed entries that provided more window display space and shelter from the elements, along with emphasizing the entrance from the sidewalk. Large display windows usually flanked the entries and low wooden, tile, or masonry kickplates were built below the storefront windows. A band of horizontal transom windows was generally built above the storefront windows and entries. Historically, the entries were usually composed of single paired doors made with large, glass panes with wood surrounds.

The upper story windows in multi-story buildings are either paired or single, double-hung windows which are vertically oriented. Generally, these windows have enough space in between the windows for one or two window widths. The lower stories were often separated from the upper stories by a strong horizontal band created by such elements as a change in building materials, decoration, texture, and/or awnings and canopies.

#### **Standards: (Where architectural elements exist)**

- A. Recess primary entries and orient to the street rather than the side or rear.
- B. Use large panes of glass in the entry doors (paired or single); the use of solid doors is not recommended on the primary or street facades.
- C. Incorporate transom windows above entries or uncover existing.
- D. Use large, clear plate glass in display storefront windows on street level with transom windows above and kickplates below.
- E. Generally use double-hung windows either paired or singly for the upper floor windows.
- F. Maintain a clear visual division between the lower and upper stories by a change in material, surface texture, architectural detail, or use of awnings or canopies to define the horizontal division.
- G. Maintain the rhythm and spacing of the window pattern and the ratio of the solid surface or wall area to window area.

### MATERIALS

The building material used in the construction of the historic buildings downtown was predominantly brick; cast iron, concrete, hollow clay tile, and local stone were used to a lesser extent. The sense of cohesiveness and continuity of the District derives in part from the consistent use of these building materials. The earliest buildings were constructed of brick and stone; the later buildings are almost all concrete or concrete block structures. Common trim materials used historically include wood, sheet metal, and concrete. The windows were generally constructed of wood. See Appendix C.

#### **Standards:**

- A. Use materials in rehabilitation projects that are compatible with existing, and neighboring historic buildings in quality, color, texture, finish, and dimension.
- B. Use reclaimed materials from original building where possible.

**CAUTION !!!! Materials to Avoid**

- A. Vinyl siding or trim, vinyl windows
- B. Aluminum siding
- C. Wood, vinyl or composition siding consistent with residential construction
- D. Rustic wood shakes, barn wood
- E. Corrugated metal
- F. Corrugated fiberglass
- G. Modern imitation rock, wood, stone, or brick veneers
- H. Metalized reflective or "smoked" glass
- I. Wood shingle façade coverings or canopies

**AWNINGS**

**A**wnings provide protection from the elements and create a sense of enclosure to the street. The historic photographs of La Grande show the awnings were plain in design, generally fit within the window opening, retractable, and usually striped or solid in color (most likely white) with scalloped or straight edges.

**Standards:**

- A. The use of historic photographs is recommended for reference in replacement or adding new awnings. Historic photographs can illustrate the style and detail of historic awnings.
- B. For upper story windows, awnings should fit within window bays and not overlap multiple window openings.
- C. Awnings should not detract from or conceal the building's architectural details or features, such as transom windows, ornamental brickwork, ghost signs, iron work, leaded glass, etc.
- D. Canvas awnings are required unless they are flat; horizontal metal and/or wood canopies suspended by chains or rods may be permitted if original to the period of the building.
- E. Slope of no more than 45 degrees is recommended.
- F. Choose awning colors that are compatible with the color of the building; avoid brightly colored or "busy" patterns.
- G. Text and/or graphics on awnings should be located only on the vertical edge and not on sloped or curved sections of the awning; graphics or logos (without text) may be applied to the curved or sloped portions of the awning.

## SIGNAGE

Signage has always played an important role in the appearance of commercial buildings. Typical signs located on commercial buildings are flush mounted, hanging, window signs, icon or graphic signs, and painted “billboard” style signage. Flush mounted signs are signboards or individual letters placed on the front of a building, hanging signs are hung from sidewalk coverings or mounted perpendicular to the sidewalk, and window signs are generally at eye level and are displayed in the storefront windows. Icon or graphic signs illustrate the type of business they are advertising. Billboard style signs were large advertisements painted on the sides of taller buildings, visible from the alley or side street. Historic lighted signs include neon and internally lit signs.

*Note: Signage is subject to the provisions of La Grande’s Land Development Code Ordinance.*

### **Standards:**

- A. The use of historic photos is recommended for reference in replacement or adding new signage.
- B. Relate signs in placement and size to other building elements.
- C. Elements such as windows, cornices, or decorative details should not be obscured by signage.
- D. Complement the sign material, style, and color with the building facade.
- E. Individual shop signs in a single storefront should relate to each other in design, size, color, placement on the building, and lettering style.
- F. Night lighting of signage needs to be subtle and in keeping with the architectural style.
- G. The use of gold leaf window signs at an appropriate scale is recommended.
- H. The use of plastic faced or electric signs are not permitted unless historically appropriate for that building.
- I. Murals are not recommended on unpainted masonry buildings. Murals should depict the historic character of La Grande’s history. Applied panels with painted murals are acceptable also.
- J. Neon lights on the interior of the storefront windows are considered compatible signage. Historic neon signs are becoming rare and their preservation should be encouraged.

## COLOR

Painting a storefront can be one of the most dramatic improvements to a building. Some of the commercial buildings in the District are plain in design, making them suitable for subtle color choices and a simple color scheme.

**Standards: The use of historic photos is recommended, when available.**

- A. Avoid using intense hues and a number of vivid colors on the building. Use not more than three colors.

## ALLEYSCAPES AND REAR ENTRANCES

Alleys and rear entrances should not be overlooked when planning downtown improvements. Often dirty, neglected and shunned, alleys can be turned into attractive secondary corridors through the business district. Development of rear entrances (double fronting) improves customer access from parking areas and can substantially improve pedestrian circulation throughout the downtown area. Alleyways contain a more intimate scale being removed from the bustling noise of traffic and surrounded by the warmth of the red brick walls of the buildings. Elements such as arched door and window openings, steel bars, faded signs, downspouts, tie bolts, and fire escapes contribute to the visual character of the alleyways. Alley entries offer opportunities for residential access to upper level apartments. Open alleyways – alleys that have been exposed to view by the removal of other buildings – offer opportunities for developing inviting rear entrances in the enhanced “alleyscape” – to the benefit of the whole streetscape. Alleys in the Historic District run east-west and generally provide ample width for improvements while retaining access for service vehicles.

**Standards:**

- A. Focus attention on alleys which are exposed to public view.
- B. Rehabilitate rear facades by repairing windows, doors, and downspouts.
- C. Cleaning and painting greatly improves appearances.
- D. Minimize the clutter caused by dumpsters by using storage bins and screening walls.
- E. New pavement textures, landscaping, and the undergrounding of utilities are needed alley improvements.
- F. Plant material within alleyways can easily be incorporated; use planters to enhance alley entrances.
- G. Materials and colors shall be designed similarly to the street façade for customer recognition and creating a cohesive design.
- H. Rear signage and lighting shall be a smaller version of these street façade elements.
- I. Consider using murals, historic maps/graphics on alley walls to give interest.

## STANDARDS FOR BUILDING FAÇADE MAINTENANCE AND REHABILITATION

### Masonry

#### **Moisture**

Brick and stone are exceptionally durable building materials, but they can and do deteriorate. Most often water infiltration is responsible. Moisture can enter through the top of a wall or where the wall meets the roof. Check roof, flashing, and wall copings periodically for soundness. Gutters and downspouts should also be inspected periodically for leakage.

#### **Repointing**

The sand and high lime mortar commonly used in older masonry buildings gradually erodes as water runs over the wall surface and with freeze/thaw cycles. Joints should be inspected periodically for crumbling or missing mortar. If mortar joints have recessed more than about 1/2 inch, they should be repointed with new mortar to prevent water penetration and ensure the integrity of the wall. New mortar joints should match the original in style, size, mortar composition, and color. It is especially important to repoint with a mortar of the same hardness as the original. The softer historic mortar compresses as the bricks expand in warm weather and flexes as they contract in cold weather. It is by design the sacrificial element of the wall and gradual erosion is to be expected. Harder modern mortars with a high content of portland cement will resist the warm weather expansion of the brick, causing cracking and spalling of the brick surface. In cold weather this same inflexibility may cause cracks to open up as the historic bricks contract and water may infiltrate.

#### **Cleaning**

Masonry cleaning can have a dramatic impact on the appearance of a building. Most historic masonry buildings have never been cleaned and accumulated dirt may be obscuring the original masonry color. Dirt may also hold airborne pollutants which can erode the surface of the masonry.

Masonry should always be cleaned by the gentlest possible method. In many cases low pressure water washing (no more than 250 psi), together with scrubbing with a soft, natural bristle brush may be sufficient.

If paint or heavy grime must be removed, a chemical cleaner may be required. There is a wide range of chemical cleaners available and a qualified cleaning contractor should be consulted to evaluate your building and recommend a treatment. Whatever treatment is selected, a test patch should first be tried and allowed to weather for a few weeks or months. If the results of the test are satisfactory and no damage is observed, it should be safe to proceed.

#### **Sandblasting**

Sandblasting is especially harmful to brick surfaces, eroding the hard outer layer to expose a softer, more porous surface that will weather rapidly. You should be aware that sandblasting will disqualify a project from consideration applying for federal tax credits.

#### **Painting**

In general, exposed masonry should never be painted. Unless the surface was painted from the start - as was sometimes the case with very soft brick - cleaning and repointing of the masonry is always preferable. A previously painted surface should be chemically cleaned. Only if chemical paint removal proves impracticable (due to a cementitious paint coat, for example) should previously painted brick or stone be repainted.

### Wood

Storefronts, cornices, brackets, and other decorative facade elements were often made of wood. These original exterior woodwork elements should be retained wherever possible. Regular maintenance will prevent deterioration. Check periodically for soft, rotted areas, splits, and dampness. Damaged or decayed sections can usually be repaired by renailing, caulking, and filling. Epoxy pastes and epoxy consolidants can also be very effective in repairing even seriously rotted wood. When painting, use an oil-based primer followed by two final coats of oil-based paint.

Severely rotted or missing pieces may be reproduced by a good carpenter or millwork shop. Try to match or at least complement the existing details when replacing woodwork.

### Metals

Decorative elements of cast iron and sheet metal were frequently applied to brick and stone facades. The ease with which intricate detail could be reproduced in cast iron or stamped sheet metal ornament permitted the appearance of expensive carved or turned work at a fraction of the cost. Needless to say, this kind of architectural ornament became quite popular.

These architectural elements are essential to the character and appearance of your building. They should not be removed unless absolutely necessary.

Cast iron was used extensively for storefront columns and window lintels and is quite permanent. A sound paint coat is essential, though, to prevent rust and corrosion. Rust or paint build-up may be removed by chemical treatment or low pressure dry grit blasting (80-100 psi). If parts are missing, they can be reproduced in fiberglass or aluminum using existing pieces to make a mold. If the missing pieces are relatively free of ornamental detail, wooden pieces might be substituted.

Pressed or stamped sheet metal was most often used to create the sometimes very elaborate cornices that crowned many 19th-century commercial buildings. This thin metal cornice was typically nailed to a wooden framework attached to the building.

Stamped metal ornamentation may be of sheet copper, which requires no surface protection, or of sheet iron, usually coated with zinc or lead to retard rusting.

Galvanized or lead-coated sheet metal should always be kept painted. If stamped metal is to be cleaned, a chemical paint remover should be used. Dry grit blasting, while usually safe for cast iron, should never be used on the thinner, more flexible pressed metal.

Reproductions of missing pressed metal ornaments can often be made by a sheet metal shop. In some cases, pressed metal decorative items, stamped in the original molds, are available commercially.

All metals requiring painting should first be primed with a commercial metal primer followed by two finish coats of oil-based paint.

## GLOSSARY

CORNICE - Any projecting ornamental molding along the top of a building or wall.

DOUBLE HUNG SASH WINDOW - A window with two sash, one above the other, arranged to slide vertically past each other.

ELEVATION - The external faces of a building or drawing thereof.

FACADE - The front of a building; part of a building facing the street.

FENESTRATION - The arrangement of windows.

HISTORIC DISTRICT - Any commercial or residential area which includes or encompasses historic sites, landmarks, buildings, structures, or objects determined by the local Historic Preservation Commission to be appropriate for historic preservation.

PARAPET - A low, solid, protective wall or railing along the edge of a roof or balcony.

PILASTER - A shallow pier attached to a wall; often decorated to resemble a classical column.

POINTING - The outer portion of mortar in the joints of a masonry wall.

REHABILITATION - The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

RESTORATION - Returning a building to some specific date (often the date it was supposedly built) replacing all changes made after that date with copies of what might have been there, and removing all work of a later period.

TRANSOM - An upper band of windows above the storefront display windows that admit light to the center of a lofty room.

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: May 5, 2021

PRESENTER: Steve Clements, Mayor

COUNCIL ACTION: **CONSIDER APPOINTMENT TO THE PARKING, TRAFFIC SAFETY, AND STREET MAINTENANCE ADVISORY COMMISSION**

- 1. MAYOR: Explain Vacancy
- 2. MAYOR: Entertain Motion

**Suggested Motion:** I move that **Rodney Sands** be appointed to the **Parking, Traffic Safety, and Street Maintenance Advisory Commission** for the remainder of a three-year term, expiring December 31, 2023.

- 3. MAYOR: Invite Additional Council Discussion
- 4. MAYOR: Ask for the Vote

\*\*\*\*\*

**EXPLANATION:** The seven-member **Parking, Traffic Safety and Street Maintenance Advisory Commission** meets on an as needed basis and recommends policy changes to the City Council.

This Commission currently has four vacancies; two are due to the expiration of a term and two are due to resignations. One vacancy is for the remainder of a three-year term, expiring on December 31, 2023; one vacancy is for the remainder of a two-year term, expiring on December 31, 2022; two vacancies are for the remainder of a one-year term, expiring on December 31, 2021.

**Mr. Sands** has previously served on the Budget Committee from 2010-2018.

Currently seated members of the Commission and the expiration of their terms are as follows: Corrine Dutto, 2023; Bruce Kevan, 2022; and Ashley O'Toole, 2021.

The appointment of **Mr. Sands** would leave three seats vacant on this Commission, for which Staff will continue to advertise.

\*\*\*\*\*

**Reviewed By:** (Initial)

City Manager \_\_\_\_\_  
 City Recorder \_\_\_\_\_  
 Aquatics Division \_\_\_\_\_  
 Building Department \_\_\_\_\_  
 ED Department \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_  
 Library \_\_\_\_\_  
 Parks Department \_\_\_\_\_  
 Planning Department \_\_\_\_\_  
 Police Department \_\_\_\_\_  
 Public Works Department \_\_\_\_\_

**COUNCIL ACTION** (Office Use Only)

- Motion Passed
- Motion Failed; \_\_\_\_\_
- Action Tabled: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Resolution Passed  
Effective Date: \_\_\_\_\_
- Ordinance Adopted  
First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# CITY of LA GRANDE

## Application for Boards, Advisory Commissions and Committees

Name: Rodney Sands

Street Address: 1702 J Ave Mailing Address: same  
La Grande, OR 97850

Preferred Phone Number: 206-359-0039 Alternate Number: \_\_\_\_\_

Email Address: rtsands@eoni.com

City Resident?  Yes  No City Employee?  Yes  No

Have you previously served on any of the City's Boards/Advisory Commissions/Committees?  Yes  No

If yes, which one(s) and when? Budget Committee 2010-18, Goal 9

Applications will be retained for 90 days, after which you will need to complete a new application for consideration to fill a vacancy.

**Applying for:** Please indicate your preferences by putting a number in the box next to those on which you would like to serve--1 for your first choice, 2 for your second, etc.,—you may serve on two (2) plus the Budget Committee.

On how many Commissions, other than the Budget Committee, do you wish to serve?  One  Two

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Air Quality      | <input type="checkbox"/> Building Board of Appeals        | <input checked="" type="checkbox"/> Parking, Traffic Safety, and Street Maintenance | <input type="checkbox"/> Union County Economic Development Corporation Board of Directors |
| <input type="checkbox"/> Arts             | <input type="checkbox"/> Community Landscape and Forestry | <input type="checkbox"/> Parks and Recreation                                       |   |
| <input type="checkbox"/> Budget Committee |   |   |   |

The following Advisory Commissions have specific requirements and expectations. Please initial on the line in front of the Advisory Commission for which you are applying to indicate that you meet and agree to these requirements and expectations.

           **Landmarks** *Members appointed to the Landmarks Advisory Commission shall have a demonstrated interest, competence, or knowledge of historic preservation. At least three (3) members should be professionals from the disciplines of history, archaeology, planning, law, architecture or architectural history. An individual appointed to the Landmarks Advisory Commission shall be resident of the City or a property owner within the Historic District of the City of La Grande, Oregon; except that two (2) such members may be residents of Union County.*

           **Library** *Chapter 357 of Oregon Revised Statutes requires that a public library be governed by a Library Advisory Commission. Commission members shall be individuals who are actively interested in Library services and programs, and in all instances, serve as advocates for the Cook Memorial Library, its services and programs. The five (5) Commissioners shall serve four-year (4-year) terms.*

           **Planning** *Members of the Planning Commission are required to complete an annual Statement of Economic Interest, to be submitted to the Oregon Government Ethics Commission. ORS 227.020 provides the authority for the creation of a Planning Commission. The Commission renders final decisions in connection with certain land use procedures, unless appealed to the City Council. All five (5) members of the Commission shall reside within the Urban Growth Boundary, but only one (1) may reside outside the City limits. A member of the Planning Commission may serve no more than two (2) consecutive terms, but may again be considered for appointment after one (1) year of nonparticipation on the Commission.*

           **Union County Tourism Advisory Committee** *City appointed members to this Advisory Committee shall be either the owner or manager of a large lodging property in La Grande, or the owner or manager of a La Grande retail business or restaurant.*

**Urban Renewal Advisory Committee (URAC)** An individual appointed to the Urban Renewal Advisory Commission shall be actively interested in curing and preventing conditions of blight and improving the physical, economic and social conditions within the Urban Renewal District. Members shall be residents of La Grande, the La Grande Urban Growth Boundary, or the owner or manager of properties and/or businesses located in the Urban Renewal District. The Commission may also include one Union County Commissioner (non-voting) and the Superintendent or one Board Member of the La Grande School District (non-voting).

**For URAC ONLY:** Do you: Own or manage a property(ies) or business(es) in the La Grande Urban Renewal District?  
 Yes       No

If yes: Name of business: \_\_\_\_\_ Address: \_\_\_\_\_

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the Advisory Commission/Committee for which you are applying. (Please attach no more than one additional typewritten page).

I am volunteering to sit on the Parking, Traffic Safety and Street Maintenance Committee out of  
Interest to support the good decisions that committee must make.

**PLEASE RETURN YOUR COMPLETED APPLICATION TO: Stacey Stockhoff, Assistant to the City Manager, or Kayla Nichols, City Recorder; 1000 Adams Avenue/P. O. Box 670; FAX (541) 963-3333**

Pursuant to City of La Grande Ordinance, applicants for Boards and Advisory Commissions/Committees may be subject to a background review. Please complete the following Release for Background Check. This information is for office use only and not subject to public disclosure.

Name: Rodney T. Sands Date: April 22, 2021  
Street Address: 1702 J Ave  
La Grande, OR 97850  
Mailing Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

Signature Rodney T. Sands

For Office Use Only	
Criminal Background search completed by: <u>Anita Zinic</u>	on <u>4/22/2021</u>
<input checked="" type="checkbox"/> Eligible for Hire (negative)	<input type="checkbox"/> Further investigation recommended (positive)