

**CITY OF LA GRANDE
Landmarks Commission Special Session**

Thursday August 5, 2021

6:00 p.m.

**Council Chambers
La Grande City Hall
1000 Adams Avenue**

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. AGENDA APPROVAL

*Chairperson asks if there are any additions or changes to the Agenda
(NO MOTION NEEDED)*

3. CONSENT AGENDA

a. Consider Minutes from July 8, 2021
(MOTION-SECOND-VOTE)

4. PUBLIC COMMENTS

Individuals who wish to comment on any item printed on this Agenda may do so during the time that item is under discussion. Individuals who wish to speak about non-Agenda items may do so during this portion of the Agenda. Prior to commenting please state your name and address.

5. PENDING BUSINESS

none

6. NEW BUSINESS

a. Discussion of Consultant proposals for the La Grande Downtown Historic District Standards Update

7. CITY PLANNER COMMENTS

8. COMMISSION COMMENTS

9. ADJOURN

Kendra VanCleave
Department Secretary

CITY OF LA GRANDE
COMMISSION ACTION FORM

Commission Meeting Date: August 5, 2021

COMMISSION ACTION: CONSIDER CONSENT AGENDA

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

OR

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

EXPLANATION:

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

a. Consider: Minutes of the July 8, 2021, Regular Session

COMMISSION ACTION (Office Use Only)

- Motion Passed
- Motion Failed

Recessed: _____

Work Session: _____

Other: _____

Action Tabled: _____
Vote: _____

CITY OF LA GRANDE
Landmarks Commission Meeting

Regular Session

Thursday, July, 2021

Council Chambers

La Grande City Hall
1000 Adams Avenue

MINUTES

COMMISSIONERS PRESENT:

Lindsay Costigan
Cassie Hibbert
Katie Boula
Rod Muilenburg

COMMISSIONERS ABSENT EXCUSED:

Eric Laurence

DISCUSSION/DISPOSITION

STAFF PRESENT:

Kendra VanCleave, Secretary
Mike Boquist, City Planner

CITIZENS PRESENT

Corri Klebaum

CALL TO ORDER/ROLL CALL

HIBBERT called this Regular Session of the Commission to order at 6:04 p.m., and asked for Roll Call; a quorum was determined to be present.

AGENDA APPROVAL

The Agenda was approved as presented

CONSENT AGENDA

- a. Consider Minutes from January 14, 2021 meeting.

BOULA introduced the Motion with Muilenburg providing the Second.

MOTION: The Consent Agenda be approved as presented.

NEW BUSINESS

- a. *Consideration of Historical Appropriateness*
1214 Adams Ave, 01-HLA-21
Finance of America

USC: Unanimous

HIBBERT asked for declarations and challenges, there were none.

HIBBERT asked for the staff report.

BOQUIST opened with the application for a project that will include cleaning and repainting the historic storefront, along with replacing the tile bulkheads and installing wood trim and tongue and groove ceiling within the recessed entry.

1. The project scope includes the following proposed improvements:
 - a. Clean and Repaint the exterior of the building (gray with blue accents). Metal framework around storefront windows will be black (same as existing).



- b. Replace wall tile on bulkhead with wood
- Plywood panel w/ interior box trim detail
 - 1x4 flat stock trim along the base
 - 1x3 flat stock trim on sides/corners and along the top of bulkhead.
- (Note: If the tile cannot be removed easily without compromising the structure, then it will be overlayed instead of removed and replaced.)*





Bulkhead trim to match detail above transoms.

- c. Ceiling within alcove (recessed entry) to be tongue and groove pine (stained) to match the ReMax façade next door. Plus, a light fixture.



- d. Install a new blade sign (3'x6') that would project out from the building, and hang above the storefront windows. The mounting would possibly use the existing mount holes from the former Tap That signage to avoid drilling new or additional holes into the brick, if possible.
Note: The signage would be similar in construction to the County Financial sign next door.



2. The subject building is classified as **Historic Contributing** in the National Register of Historic Places and is subject to compliance with the City's historic preservation requirements provided in *The Standard and Guidelines Manual for Historic rehabilitation and preservation* as adopted by City Council Resolution 4557, Series 2009.

HIBBERT asked for applicant testimony

Corri Klebaum commented on the facade project elements:

1. Remove current tile and if there is brick they will keep it, otherwise they will replace with wood panel and trim out.
2. Paint the building
3. Repaint window trim
4. Replace the can lighting with a weather or pedestrian resistant low profile fixture.
5. Match Country Financial signage with Finance of America.

BOULA asked if there is a change with the glass transoms. KLEBAUM responded no change.

HIBBERT asked for clarification if the tile in ground floor will be replaced. KLEBAUM responded that they will not at this time. They will pressure wash to clean up. BOULA commented that the Commission has resources for cleaning historic buildings.

BOULA handed out a sheet on some other options for the lighting. KLEBAUM indicated that she is open to options on lighting.

KLEBAUM indicated that they are keeping the door frame and will replace just the hardware with polished nickel.

COSTIGAN asked if the stack of bricks separating the buildings on the south side will be painted in half. KLEBAUM responded yes they will.

(audio was muffled) HIBBERT commented if the bulkhead is being replaced with a wood panel and trim she suggested to add depth with the trim. KLEBAUM commented that she will repurpose trim from the basement. Additionally, HIBBERT commented that the characteristic of wood used in historic district is smooth (not hardi-plank etc.)

COSTIGAN introduced the following Motion, with MUILENBURG providing a Second.

MOTION: I move that the Findings of Fact and Conclusions set forth in the Staff Report be amended and that the Project be deemed historically appropriate and conditionally approved with the following condition to find an alternative lighting fixture.

STAFF COMMENTS:

USC: Unanimous
BOQUIST commented that the City is currently working on a new website that will go live the week of July 20th. HIBBERT requested at the August meeting to look at the back-end website to see what can be added to the Landmarks page.
None

COMMISSIONER COMMENTS:

There being no further business to come before this Regular Session of the Commission, HIBBERT adjourned the meeting at 6:41p.m. The Commission is scheduled to meet again in Regular Session, Thursday, August 12, 2021, at 6:00 p.m., in the Council Chambers of City Hall, 1000 Adams Avenue, La Grande, Oregon.

ATTEST:

APPROVED:

Kendra VanCleave

Chairperson

Department Secretary

DATE APPROVED: _____:

CITY of LA GRANDE

LANDMARKS COMMISSION ACTION FORM

Commission Meeting Date: **August 5, 2021**

PRESENTER: Michael J. Boquist, City Planner

COMMISSION ACTION: **CONSIDERATION OF PROPOSALS FOR HISTORIC PRESERVATION CONSULTANT**

1. CHAIR: Commission Discussion About Proposals and Commissioner Scoring

2. CHAIR: Invite Public Testimony

3. CHAIR: Entertain Motion

SUGGESTED MOTION¹ (CONTINUE): I move that this item be continued to the August 12, 2021, Regular Session for further discussion and a decision.

OR

4. CHAIR: Entertain Motion

SUGGESTED MOTION² (DECISION): I move that (consultant) be selected as the consultant for the City Downtown Historic District Standards - Preservation Code Update Project.

5. CHAIR: Invite Further Commission Discussion

6. CHAIR: Ask for the Vote.

EXPLANATION: The City of La Grande was awarded a Certified Local Government (CLG) grant for the La Grande Downtown Historic District Standards – Preservation Code Update. On June 17th, 2021, the Planning Division staff circulated a Request for Proposal to consulting firms, as well as to the State Historic Preservation Office for posting in their weekly Heritage newsletter. The deadline for submission expired on July 23, 2021.

The Planning Division received three (3) proposals, which were from *Cultural Reconnaissance*, *Sears Preservation Consulting* and *Peter Meijer Architect*. The Commission is tasked with independently scoring each consultants RFP submission, which will be discussed during the August 5th meeting. Commissioners may adjust their scores, if desired, after learning more about each consultant during Commission discussions. In the end, the highest scoring consultant should be selected, provided their proposal is within the budgeted grant amount.

COMMISSION ACTION (Office Use Only)
 Motion Passed Motion Failed
 Action Tabled: _____

Vote: _____
Recessed: _____
s:\community development\landmarks\landmarks commission\2021\08-05-21\consultant selection caf.docx

Request for Qualifications for Preservation Consultant

Landmarks Commissioner: _____

Firm Profile and Background	10 points
Historic Preservation experience	20 points
Staffing	10 Points
Project Schedule and Costs	10 Points
References	0 points
TOTAL	50 points

Consultant : Cultural Reconnaissance

Score Criteria	Points
1. Firm profile and background	
2. Historic Preservation experience <ul style="list-style-type: none"> a) Discuss the firm’s experience working with rural communities, specifically those with populations of less than 50,000 b) Provide three (3) examples of historic preservation codes or standards prepared by the firm, preferably in downtown commercial districts within communities with a population of less than 25,000 	
3. Staffing <ul style="list-style-type: none"> a) Resume of key personnel b) Describe key personnel’s experience with facilitating public meetings 	
4. Project schedule and costs <ul style="list-style-type: none"> a) Provide a fee proposal with breakouts per task as described in the scope of services. The project may not exceed \$22,000, inclusive of reimbursables and travel b) Provide a draft project schedule. The project schedule should reflect completion by May 31, 2022 (it is understood that the schedule is estimated at this point and is to be refined and finalized later) 	
5. References <ul style="list-style-type: none"> a) Provide three (3) references for the firm’s prior work 	Y / N
TOTAL POINTS	

NOTES:



July 23, 2021

Ms. Kendra VanCleave
City of LaGrande
1000 Adams Avenue
PO Box 670
LaGrande, OR 97850

RE: La Grande Code Revision and Preservation Standards

Ms. VanCleave,

Cultural Reconnaissance is pleased to provide the following proposal for your consideration. Our bid on the La Grande Code Revision and Preservation Standards is \$19,777.00. Cultural Reconnaissance will work with the City of La Grande and Oregon State Certified Local Governments Coordinator to undertake a revision of the municipal preservation code. Cultural Reconnaissance will also work with city staff and planners to come up with a comprehensive set of preservation design standards that are current generally accepted. The goal is to provide a solid foundation of codes and standards that will benefit City staff, especially the City Council, the Commission, and the City Planning Department. The proposed changes will also be useful tools for developers who plan to undertake major capital facilities projects within the Central Business District. I endeavor to make the standards as reader-friendly as possible for those who call the community their home and are concerned about the preservation of those attributes that are unique to La Grande.

To meet the expectations of the City, Cultural Reconnaissance would recommend investing approximately one hundred thirty-five hours over the course of the next twelve months to reach the stated goal. The total cost of this contract would not exceed your maximum allowable limit, unless extended, to both parties' satisfaction. Cultural Reconnaissance invoices are payable at the end of each month from the time the contract is initiated. This contract may be extended on a month-to-month basis. A subsequent agreement could be negotiated to cover specific tasks which may be determined desirable, but are not addressed by this agreement.

Russell Holter has experience working on the Washington State Historic Preservation Plan and is currently crafting the City of Lewiston, Idaho, Historic Preservation Plan. Susan Beeman has experience revising municipal codes and implementing Historic Preservation Plans. Holter and Beeman are proficient in facilitating discussions. Holter has facilitated Cultural Resources Training at The Dalles, and was a member of the University of Oregon School of Allied Arts and Architecture's, Preservation Field School. Ms. Beeman has many years of experience conducting meetings with local government leaders.

Cultural Reconnaissance has a heart for rural communities and has a current professional working relationship with the following rural communities with populations less than 50,000:

- Okanogan County, WA population 41,000
- Lewiston, ID population 33,000
- La Grande, OR population 13,500 (offered for comparison only)
- Cheney, WA population 12,000

Other projects Cultural Reconnaissance was responsible for implementing include the crafting a National Register Nomination for a historic resource in Grant County, OR. We assisted in developing a capital campaign to raise funds for a museum in Yakima, WA, and completed a heritage tourism feasibility study for a group in Pend Oreille, WA. We recently performed an environmental assessment for a commercial garage in Spokane, and a feasibility study for a railroad on the Oregon coast.

I have taken the time to prepare a few items for your consideration. Attached, I have composed a preliminary budget with a breakout of budget costs. The budget proposal is presented to facilitate dialogue and planning. Also attached are letters of recommendation. Please notify me immediately of any concerns, errors, or omissions at the contact information listed below.

We are excited for an opportunity to work with La Grande. We look forward to hearing from you soon.

Sincerely,

{E-signed}

Russell Holter
Cultural Reconnaissance
253-905-1381
Russell@culturalreconnaissance.com

Attachments

City of La Grande Preservation Code & Plan Proposed Budget

Target budget	\$19,777.00	\$19,777.00
Total cost	\$19,777.00	\$19,777.00

You're over budget by \$0.00

Item	Description	Cost	Qty/Hrs	Amount	Notes
	Codes and Standards	\$100.00	50	\$5,000.00	
	Research	\$100.00	20	\$2,000.00	
	Subconsulting/Editing	\$100.00	12	\$1,200.00	
	Public Hearing/Zoom	\$100.00	20	\$2,000.00	
	Travel Expenses	\$2,670.00	2	\$5,340.00	Presentation to City
	Travel Expenses	\$1,151.00	1	\$1,151.00	Presentation to City
	Miscellaneous Exps and Profits	\$3,086.00	1	\$3,086.00	Legal and other
Total				\$19,777.00	



Scope of Work and Professional Services

Introduction

The City of La Grande (City) seeks professional assistance from Cultural Reconnaissance to craft revisions to their preservation ordinances and a more coherent set of design standards. The requested changes were necessitated by a recently awarded Certified Local Governments (CLG) grant issued by the State of Oregon and the National Park Service. Cultural Reconnaissance will work with the City to ensure that preservation efforts being performed under the requirements of the CLG grant meets or exceeds national standards for historic preservation and those set forth by the Oregon State Historic Preservation Office (SHPO).

The proposal represents two task items. These sections are outlined below and may include, but not necessarily limited to, the following recommended topics:

Task #1 Revise the City Ordinance

Cultural Reconnaissance, working with the State CLG Coordinator will start with up-to-date model code language and craft the new codes to meet specific concerns expressed by the public and municipal leaders. The codes will be refined and sent to the state for comment before making a recommendation for adoption by Council. To implement Task #1, the Scope of Work calls for a variety of in-person and virtual meetings. Both team members are committed to participate in-person visits for the implementation of the project and its close out. If warranted, a supplemental in-person meeting can be held with one member committed to meeting planning and facilitation—dependent upon driving conditions prior to the scheduled meeting. Video conferencing with all parties will meet the expectations of the La Grande request.

Task #2 Establish new design standards

Cultural Reconnaissance working with Landmarks Commission will discuss and craft design standards specific to the needs of the community. The purpose of adopting the new design standards is to provide clarity to property owners and close contentious loopholes caused by vague language or miscomprehensions of generally accepted standards for the treatment of historic properties. Cultural Reconnaissance will write in a tone that is in keeping with the highest expectations and sensitivity to the residents of La Grande and Oregonian culture in general. Cultural Reconnaissance intends to circulate a completed draft (50% document) for the City Landmarks Commission review and comment. All comments received shall be considered and edits made until the results are satisfactory to the client. Cultural Reconnaissance expects the Landmarks Commission will provide substantive comments at the 70% draft stage. Cultural Reconnaissance hopes that with internal guidance, that the Preservation Commission will approve a 90% draft document which would then be available for circulation amongst city staff and state stakeholders. Stakeholders may include the property owners within the City Historic District and the SHPO, specifically, the State CLG Coordinator. With input from the public, city staff, and the SHPO, the plan will be finalized for publication and circulation.

Russell Holter, Historian, has operational knowledge of the Secretary of the Interior Standards for Historic Preservation, has reviewed architectural and engineering documents crafted compliance letters to federal, tribal, and state agencies. Over fifteen years, Holter has participated as an advisor to the Washington State Historic Preservation Plan for three



consecutive issues. Cultural Reconnaissance is currently crafting the historic preservation plan for the City of Lewiston, ID. Cultural Reconnaissance is also the consultant of record for Okanogan County, WA. We recently applied our expertise to the engineering, pre-design, and the historic Cheney Depot's ultimate move from its former home to its new site, three blocks distant. Holter is a Master of Arts in Public History candidate from Norwich University and holds a Business Administration and Marketing degree from the University of Washington. Holter is a twice published author.

Susan Beeman, Municipal Planner, is employed with the City of Cheney Building and Planning Department, and has 30 years' experience in the finance, building and planning departments of local government. She has served as staff support to the City's Historic Preservation Commission since 1994, and as a board member with the Sterling-Moorman House Foundation, a historic house preservation effort, since 2011. Ms. Beeman has extensive experience with code revisions, public hearing facilitation, historic preservation reviews, and recordkeeping for grant projects utilizing funds from both federal and state sources.

The task objective is quantified in the separately attached budget with an estimate of the amount of time it may take to perform the task in billable hours and a projected budgetary cost. Regulatory compliance work would include government communications with state and tribal entities on behalf of the City Landmarks Commission.

Additional tasks such as publishing are contingencies outside the scope of this contract. However, if asked to perform such services, the City shall be provided a revised budget and billed at the contracted rate. (see *Schedule of Services*)

Execution

Upon receiving a retainer for services, Cultural Reconnaissance shall coordinate with a duly appointed single point of contact (SPOC) representing the City to strategize a path forward in meeting these scope of work milestones. Having a SPOC reduces the contractor's risk of receiving mixed messages from Commission members or organizational management and minimizes confusion between the parties of this agreement.

This agreement will hold fast until the document is finalized and accepted at the Landmarks Commission's recommendation to the City Council. This agreement shall be a time and materials agreement. Both parties must agree to the time and the materials after Cultural Reconnaissance has provided an estimate for the City's consideration. (See previously attached budget)

The requested retainer shall be explicitly used for the purposes identified above. The City shall negotiate separately for specific deliverables such as publishing, studies, or business plans where additional subject matter experts, and their corresponding fees might be involved. Cultural Reconnaissance anticipates the task to take approximately one year to complete.



Schedule of Services

The SPOC shall authorize the remittance of a signed copy of the agreement along with a retainer of \$1,000.00. The SPOC shall correspond with Cultural Reconnaissance by phone or email for progress reports each week regarding services requested and a timeline for meeting these expectations. Cultural Reconnaissance shall bill the City via invoice on net-30 terms. Cultural Reconnaissance bills at a rate of \$100.00/hour billed in quarter-hour increments. Some hours may, at Cultural Reconnaissance's discretion, be applied *pro bono*. These *pro bono* hours will be calculated at Cultural Reconnaissance's discretion, and we shall provide a professional services invoice to the City. The City can use these rendered services as matching funds for grant opportunities.

Terms and Conditions

The City shall reimburse expenses such as travel, hotel, and per diem at the published government rate. All costs incurred to produce the Historic Preservation Plan shall be invoiced and reimbursed.

The agreement becomes effective on the date the City's authorized representative signs this scope. Signing below shows that City has retained Cultural Reconnaissance for professional services as a consultant for the work described in this document. This Scope of Work and Agreement may be amended via a written addendum at any time the contract remains open.

Either the City or Cultural Reconnaissance may terminate this agreement at any time in writing with 24-hour notice. Charges accrued for work before the notification of cancellation will be invoiced and paid with net-30 terms. A refund may be issued of the retainer's remaining balance after the final invoice has been calculated.

The advice and recommendations made by Cultural Reconnaissance are not considered legal advice. The City does hereby agree to indemnify and hold Cultural Reconnaissance, Susan Beeman and Russell Holter harmless from and against all claims that may arise in connection with the services provided to the City according to this Scope of Work and Agreement and to pay all costs and fees incurred in connection therewith.

Contact

Russell Holter
Cultural Reconnaissance
PO Box 722
Tacoma, WA 98401-0722
253-905-1381
russell@culturalreconnaissance.com

Susan Beeman

29602 W Boston RD, Cheney, Washington 99004 | (509) 721-1070 | slbeeman@gmail.com

Skills & Abilities

HISTORIC PRESERVATION SPECIALIST

- Staff support for Historic Preservation Commission for the City of Cheney, a Certified Local Government, since 1994. Coordinate & facilitate efforts by an active citizen commission appointed by the Mayor. Commission members use donated time to leverage grant funds for projects which document and promote local history, and encourage preservation of historic resources. Typical projects include register nominations, creation of historic districts, surveys of historic resources, and review of proposed projects for consistency with the Secretary of the Interior's Standards for Treatment of Historic Buildings.
- Founding board member of the Sterling-Moorman House Foundation, a non-profit organization established in 2007 to promote restoration of a city-owned historic house.

LEADERSHIP

- Board Secretary, Cheney Depot Society, & Project Lead – Cheney Depot Relocation & Rehabilitation Project. This multi-year, \$2.2 million project was initiated in 2016 to preserve an iconic 1929 Northern Pacific Railway depot, and is expected to be completed in Q2 of 2022.

COMMUNICATION

- Outstanding written & verbal communication skills, expressed in creation of news releases, newsletters, website content, planning documents and correspondence.
- Attend official meetings of various boards and commissions to prepare accurate and concise minutes of proceedings and assist in developing written documentation of board decisions. Facilitate public meetings, open houses, and other opportunities for public participation in local government.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) EDITOR/ANALYST

- Responsible for collection & management of the City of Cheney's electric, water, sewer utility infrastructure records, and built environment & land use database. Provide training to GIS & Planning Interns from Eastern Washington University, and ensure continuity & coordination of data collected from various sources.

BUILDING PERMIT TECHNICIAN

- Permit Technician certification through the International Code Council, emphasizing legal aspects of building code administration (since 2018).

Experience

GIS/PERMIT TECHNICIAN | CITY OF CHENEY PLANNING & BUILDING DEPARTMENTS | 1994 - PRESENT

- Responsible for all aspects of building permit and land use application acceptance & processing. Ensure that timelines are maintained in processing of applications to provide sufficient public notice of impending land use changes. Review applications for completeness, and assist citizens in all aspects of permitting process, scheduling inspections, interpreting correction notices, and achieving compliance with adopted codes and processes while maintaining a high degree of customer satisfaction.
- Staff support to Planning Commission & Historic Preservation Commission. Attend meetings to take concise and accurate minutes of proceedings; assist with development of agenda packets and drafting written decisions. Help to facilitate public meetings and other opportunities for public comment on comprehensive plan development, water conservation plans, proposed land use changes, and land use code development.
- Special Events: Coordinator for 'Cheney Clean Sweep' community cleanup day held annually in April. Solicit sponsor businesses to donate supplies (trash bags & disposable gloves), refreshments and tote bags for volunteers who spend a Saturday morning in assigned areas of town to pick up trash. Event has expanded to include disposal site for household hazardous waste; a shred event for safe disposal of personal documents; electronics recycling; prescription drug take-back; tire and battery disposal; and discounted rates for furniture & appliance disposal. Approximately 275 participants annually.

ADMINISTRATIVE SECRETARY | CITY OF CHENEY FINANCE DEPARTMENT | 1984 - 1994

- Preparation of agendas, minutes & financial reports for various municipal staff & departments.
- Grant & project recordkeeping, preparation of Comprehensive Annual Financial Report, and departmental payroll processing.
- Newsletter & flyer design, development of standards for documents & forms.
- Software setup & implementation and user training for desktop publishing, word processing, municipal court operations, and custom software developed to support other functions of city government.

FREELANCE LEGAL TYPIST FOR COURT REPORTERS | GRANT COUNTY SUPERIOR COURT | 1983 - 1988

- Involved transcription of dictated material, accurate proofreading skills & attention to detail, familiarity with formats of legal documents and legal terminology, and ability to organize and prioritize work to meet deadlines.

Education

WASHINGTON STATE UNIVERSITY | 1978 - 1980

GIS CERTIFICATES FROM ESRI, PHOENIX, AZ, FOR ARCGIS MAPPING SYSTEMS | 2001-2002

RUSSELL HOLTER
4010 East F Street
Tacoma, Washington 98404
(253) 905-1381
Russell@Culturalreconnaissance.com

OBJECTIVE

To secure a fulltime position where my talents can be used to help your organization and your clientele realize their maximum potential through long-range issue identification, problem solving, marketing, economic development, environmental assessment, and craft creative mitigation strategies for adverse impacts.

STATEMENT OF QUALIFICATIONS

I feel I am uniquely qualified for the position of Cultural Resource Historian. I am a regulatory compliance specialist who has negotiated agreement documents with federal agents, and crafted state and local historic preservation plans. I have also worked for railroad companies; tailored my marketing education towards the transportation industry; I have experience working in broadcast communications and I am a published author.

ENVIRONMENTAL EXPERIENCE

Principal and Historian 5/18—Pres. Cultural Reconnaissance, Tacoma, WA

Cultural Reconnaissance brings highly trained associates together with special expertise in resource management. We understand the industries that we serve and the unique problems that specific projects face prior to full project implementation. We have the ability to recognize these issues, identify areas where cultural resources may be helped or hindered while reviewing project scopes. We know where and when issues such as compliance with federal regulations poses a nexus for project planners. Cultural Reconnaissance can identify matters of archaeological, historic and, in some cases, spiritual importance that have been known to arise and stymie project plans. We evaluate the level of significance of cultural resources and discern their eligibility to National, State, and Local registers. Cultural Reconnaissance can then work on your behalf to negotiate meaningful mitigation strategies for the resolution of effects when project effects are deemed adverse to the cultural environment.

Project Compliance Reviewer 4/02—5/18 Dept. of Archaeology & Historic Preservation

Routinely conducted Section 106 reviews of historic properties. Consultation with Federal Lead Agencies and provide concurrence on Determinations of Eligibility and Effect for potentially historic structures. Review plans and specifications for federally obligated undertakings with the potential to directly or indirectly affect cultural resources. Read and interpret Cultural Resource and Historic Structures Reports to guide decision making in the environmental review process. Provide consultation with Project Managers and Architects to ensure that work conducted on historic properties will pose No Adverse Effect. Guide agencies through the Memoranda of Agreement process for projects that pose Adverse Effects to cultural resources. Provide on-site inspection and assessment of undertakings that may have affects on historic structures. Provided input to the survey and reporting guidelines used by the Department of Archaeology and Historic Preservation. Conduct Environmental Reviews under the State Environmental Policy Act and consultation under Governor's Executive Order 05-05. Provided technical expertise to the State Historic Preservation Officer (SHPO) on the integrity of linear resources such as railroads. Training Coordinator for the SHPO. Routinely called upon to teach classes on Cultural Resources; Section 106; Areas of Potential Effect; Compliance with Governor's Executive Order 05-05; and Archaeological Predictive Modeling. Participated regularly with Washington State Department of Commerce as a Resource Tech-Team Advisor for special projects throughout the state that involves historic resources. Participated periodically in tribal consultation. Wrote press releases for public dissemination and various articles for the DAHP website and blog. Drafted the State Railroad Context.

President 6/98 – 4/02 Holter Historical Research, Steilacoom, WA

Performed writing and research work for Cultural Resource Surveys, Historic Structures Reports and nominations for local and national registries for architects and planners. Assisted as a sub-contractor in writing the Cultural Resource Survey of the Olmsted Brother's Landscape plan on behalf of General Administration. Assisted Legislative Building Facilities in reorganizing historic photographs and plans. Participated in the Legislative Building survey and Historic Structures Report. Co-authored the Tacoma landmarks registrations of the Perkins, and Bone-Dry buildings. Participated as a technical writer and field surveyor in the 2001 Nisqually earthquake assessment report to the

SHPO. Surveyed historic properties before, during and after the storm water upgrade in Olympia and conducted similar work for the first tunnel boring machine project in Seattle.

NON-PROFIT EXPERIENCE

Board of Directors 4/21 – Present Pacific NW Railway Archive, Renton, WA
Appointed to the Board of Directors for my experience working with non-profits, museums, and archives.

President 8/99 – 8/04 Cascade Rail Foundation, Cle Elum, WA
Coordinated volunteers and conducted strategic planning for a \$900,000 rehabilitation of a historic depot. Liaison between non-profit organization and Washington State Parks and Recreation. Recruited Central Washington University architectural students to study historic structures and conduct a survey of the depot and surrounding historic district. Facilitated a seven-member board and two-dozen volunteers. Oversaw the collection and inventory of railroad museum artifacts. Assigned necessary tasks. Media contact.

RAILROAD EXPERIENCE

Conductor/Freight Agent 11/94 – 11/98 Tacoma Eastern, Tacoma, WA
Responsible for the safety of train crews. Assisted customers and investigated their concerns. Negotiated freight rates, traced the whereabouts of freight cars. Collected \$60,000 in bad debts. Drafted a comprehensive market survey of the economic potential of the railway for luring potential investors. Developed spreadsheets to record employee Hours-of-Service and a comprehensive Progressive Inventory Car Log (PICL) for tracing the movements of 700+ railroad cars at the company's disposal. Conducted company payroll for hourly employees, authored letters to clients and agencies, scheduled train-crews, acted as employee/management liaison, student locomotive engineer. General Code of Operating Rules -- Qualified.

Conductor/Shop Assistant Mount Rainier Scenic, Elbe, WA
Fulltime railroad conductor responsible for the safety of passengers and train crews. Worked routinely with the public as a docent. Assisted machinists in light and heavy locomotive repairs.

COMMUNICATIONS EXPERIENCE

Account Executive 5/88 – 8/94 KGY AM & FM, Olympia, WA
Business-to-business marketer who developed proposals for local clients; wrote, edited, and voiced commercials; responsible for billing, collections, corporate communications. Furnished management with a fresh perspective on a demographically younger format. Worked in a team environment to market a new on-air product to the region through the development and execution of promotions and advertising, such as remote broadcasting, contests, concerts, etc.

Account Executive KAYO AM & FM, Aberdeen, WA
Grew personal income on a monthly basis in one of the most economically challenged regions in our state. Consistently met management expectations and sported the lowest rate of delinquent accounts.

On-Air Talent Various Locations in Washington State
Off camera voice talent for TVW, Olympia. Morning Talent and News Director of KBSN, Moses Lake: Wrote stories, conducted interviews, participated in promotional activities, attended and reported on a variety of daily activities. Air Talent for KBRD-fm and KHHO-Tacoma (now KJR-850).

EDUCATION

Master of Arts in History (Candidate), Concentration in Museum and Archival Management
Graduation June, 2022. Norwich University, Northfield, VT.

Bachelor of Arts in Business Administration, Concentration in Marketing,
Graduated June, 1998. University of Washington, Tacoma, WA.

MILITARY

United States Army, Active and Reserve Service: 5/80 – 5/86

Member of the United Nation's Command Honor Guard, Yongsan, South Korea. Aided Honor Guard Commander in drafting a detailed security and defense procedures plan for the residence of United Nation's Command, Commander-in-Chief. Earned the Army Commendation medal for rendering services as a Recruit Officer Training Corps (ROTC) land navigation instructor. Earned the Army Good Conduct medal.

ACCOMPLISHMENTS

1999 -- Co-Founded the organization that became the Cascade Rail Foundation.

2000 -- Recognized by Washington State Parks and Recreation as an Outstanding Volunteer

2003 – Named by the Mountains to Sound Greenway as “Someone You Should Know.”

2004 – Opened the South Cle Elum depot to the public.

2005 – Published the book Rails To Paradise.

2006 – Technical Specialist for the *History Channel* “Mega Movers--Locomotives” program.
Took “Honorable Mention” honors at the Independent Publisher’s Awards in New York.

2008 – Recognized by the Smithsonian Institute for making a significant contribution to NW history.

2010 – Named by SHPO as Presiding Officer in Adjudicative Proceedings involving Civil Penalty cases.

2013 – First Place in Government Programming Public Service Announcement by NATOA.

2015 – Co-authored the Cultural Resource Integrity Study for the Oahu Railway & Land Company

2016 – Winner of the Murray Morgan Award for History.

2016 – Published the book The Fateful Fourth.

2017 – Featured on *CSPAN's, Book Talk*.

2018 – Founded Cultural Reconnaissance.

2019 – Added to the HistoryLink.com pool of essayists.

2021 – Board of Directors of the Pacific Northwest Railway Archive.

ACTIVITIES

Researching local history, Writing, Photography, and Attending fine arts performances.

REFERENCES

Michael Sullivan
Artifacts Consulting
201 N Yakima Avenue
Tacoma, WA 98403
Phone: 253.572.4599

Steven Vendt
Hawaiian Railway Society
PO Box 60369
Eva Beach, HI 96706
808.681.5461

Tim McMillin
Olympia Oyster Company
1042 S.E. Bloomfield Rd
Shelton, WA 98584
360.426.3355

CAROL J. BUTTERFIELD

407 Pend Oreille Blvd., Metaline Falls, WA 99153 | 509.671.3718 | cjbutterfield@seanet.com

February 10, 2020

SUBJECT: Cultural Reconnaissance

Last year the North Pend Oreille County Chamber of Commerce engaged the professional services of Cultural Reconnaissance and Russell Holter to help us determine the feasibility of an excursion train ride in the region. Though such an attraction had been established here for more than 35 years, it was an all-volunteer operation and shut down in 2016. The Chamber wanted to assess commercial viability in the interest of rural economic vitality. The challenges were many and Russell credibly led us through the discovery process.

Through the engagement Russell provided invaluable information, insight, and introductions.

He has a deep understanding of the world of heritage railroads and contemporary excursion rides. He quickly grounded us with **information** about infrastructure, availability of rolling stock, existing successful business models, and funding options. When we needed very specific data, he delivered it. When appropriate, he also provided general “rule of thumb” information on which to make reasonable assumptions. His **insight** helped us sort through what mattered most to efficiently get to a “go no-go” decision. Finally, Russell provided **introductions** to people who would be critical resources for us, including key funders.

As chair of the Chamber’s Railway Committee, I appreciated Russell’s enthusiasm for our project, and his polite persistence. Russell has been a pleasure to work with and gave us value beyond the cost. I highly recommend him.

Sincerely,

Carol J. Butterfield

Request for Qualifications for Preservation Consultant

Landmarks Commissioner: _____

Firm Profile and Background	10 points
Historic Preservation experience	20 points
Staffing	10 Points
Project Schedule and Costs	10 Points
References	0 points
TOTAL	50 points

Consultant : Joy Sears

Score Criteria	Points
1. Firm profile and background	
2. Historic Preservation experience <ul style="list-style-type: none"> a) Discuss the firm’s experience working with rural communities, specifically those with populations of less than 50,000 b) Provide three (3) examples of historic preservation codes or standards prepared by the firm, preferably in downtown commercial districts within communities with a population of less than 25,000 	
3. Staffing <ul style="list-style-type: none"> a) Resume of key personnel b) Describe key personnel’s experience with facilitating public meetings 	
4. Project schedule and costs <ul style="list-style-type: none"> a) Provide a fee proposal with breakouts per task as described in the scope of services. The project may not exceed \$22,000, inclusive of reimbursables and travel b) Provide a draft project schedule. The project schedule should reflect completion by May 31, 2022 (it is understood that the schedule is estimated at this point and is to be refined and finalized later) 	
5. References <ul style="list-style-type: none"> a) Provide three (3) references for the firm’s prior work 	Y / N
TOTAL POINTS	

NOTES:

7/23/2021

Submittal in response to RFP for La Grande Design Standards Update

To: City of La Grande Landmarks Commission

P.O. Box 670

1000 Adams Avenue

La Grande, OR 97850

From Joy Sears, Historic Preservation Specialist

Sears Preservation Consulting

577 Knapp Place NE

Salem, OR 97301

Firm profile and background:

Sears Preservation Consulting was founded in January 2021 to assist property owners with helping find incentives to the preservation and rehabilitation of old and historic buildings. The firm's key personnel will be Joy Sears. She most recently worked part time providing design review assistance for the state's tax credit program for the Minnesota State Historic Preservation Office. Ms. Sears worked fifteen years as the Restoration Specialist for the Oregon State Historic Preservation Office until she was laid off in June 2020, due to the pandemic budget constraints to Oregon State Parks and Recreation Department. Before moving to Oregon, Ms. Sears worked five years as the Restoration Specialist for the South Dakota State Historic Preservation Office. She received her Master of Science in Historic Preservation at the University of Oregon in 2001. Her undergraduate studies at St. Cloud State University in her native Minnesota is where she was exposed to historic preservation as a career. She grew up with a family who was hands on in fixing up old houses and thought it was a natural field to experience.

Historic Preservation Experience:

As the former chair of the Salem Landmarks Commission, Ms. Sears helped coordinate public participation and discussion to rewrite the local historic preservation code and design guidelines (copy attached to email) for Salem that greatly helped local property owners and the public to eliminate a significant amount of confusion about how the standards apply to various categories of buildings. As the key personnel at Sears Preservation Consulting, Ms. Sears, has over twenty years of historic preservation experience, she has not written design standards or codes personally. Additionally, Ms. Sears has twenty years of experience working with rural communities on various historic preservation issues and conducting/participating in public meetings over the years through both the South Dakota and Oregon State Historic Preservation Offices.

Staffing:
Resume of Key Personnel

Joy E. Sears
Sears Preservation Consulting
577 Knapp Place NE
Salem OR 97301
(503) 480-9741
hpconsultingbysears@gmail.com

Education:

September 1995 – June 2001 **M.S. Historic Preservation** University of Oregon, Eugene, OR. Thesis title: *Barns By Mail: Pre-cut Kit Barns by Mail-Order Catalog in the Midwest from 1900 to 1930*

September 1990 - June 1994 **Bachelor of Art** St. Cloud State University, St. Cloud, MN. Bachelor of Art in Comprehensive Art with minor in American Studies with Heritage Preservation emphasis.

Professional Experience:

February 2021 – June 2021 **Minnesota State Historic Preservation Office**
Position: Remote Design Review Assistance
Duties: Review State/Federal Tax Credit applications for meeting Secretary of the Interior's Standards for Rehabilitation; advise consultants and property owners.

August 2012 – June 2020 **Restore Oregon** – Heritage Barn Taskforce Member
Duties: Helping conduct yearly Heritage Barn Workshop and other educational opportunities on preserving/rehabbing historic agricultural buildings across the state.

September 2011 – present **North American Window Preservation Standards Collaborative (WPSC)**
Positions: WPSC Council Member; WPSC Summit Observer in 2011, 2013, 2015, 2017, 2019
Communications and Publicity Committee 2017,2019

Duties: Collaborated on Window Preservation Standards publication in 2013, helped with WPSC publicity and communications about all volunteer window preservation group.

June 2007 – August 2012

Salem Historic Landmarks Commission

Salem, OR

Positions: Chair, Vice Chair, Commission member

Duties: Reviewing historic property owners requests for proposed work on their properties in both residential and commercial, helped rewrite entire historic ordinance and design guidelines as part of taskforce, member of Educational sub-committee, Preservation workshops/talks and assist Senior Historic Preservation Planner for City of Salem with various projects.

May 2005 – June 2020

Oregon Parks and Recreation Department

Oregon State Historic Preservation Office

Salem, OR

Position: Restoration Specialist

Duties: Advising property owners on restoration / Rehabilitation projects, especially through multiple grant programs coordinated through our office, coordinating the Special Assessment property tax program, coordination of the Federal Investment Tax Credit Program, conducting technical and educational workshops to advise the public.

April 2000 – May 2005

South Dakota State Historical Society

South Dakota State Historic Preservation Office

Pierre, SD

Position: Restoration Specialist and Tax Act Reviewer

Duties: Advising property owners on restoration / Rehabilitation projects, coordination of the State Historic Preservation Property Tax Moratorium Program and Federal Investment Tax Credit Program, Historic Barn Contact, SD Housing Development Authority / Low Income housing contact, conducting technical and educational workshops and slide shows to advise the public.

CHAPTER 230. HISTORIC PRESERVATION

Sec. 230.001. Purpose.

The purpose of this chapter is to identify, designate, and preserve significant properties related to the community's prehistory and history; encourage the rehabilitation and ongoing viability of historic buildings and structures; strengthen public support for historic preservation efforts within the community; foster civic pride; encourage cultural heritage tourism; and promote the continued productive use of recognized resources, and to implement the policies contained in the Salem Area Comprehensive Plan for the preservation of historic resources.

(Prior Code, § 230.001; Ord. No. 34-10)

Sec. 230.005. Definitions; rules of decision; administrative resources.

(a) *Definitions.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Addition means an expansion or physical modification of the exterior of a historic resource that includes the expansion of the building footprint. Additions do not include painting and color selection or ordinary maintenance or repair of the resource.

Alteration means an addition to, removal of, removal from, or physical modification of, an exterior part of a historic resource. Alteration does not include color selection or ordinary maintenance and repair.

Archaeological artifact means any pre-contact or historic objects or cultural material 75 years of age or older, or 50 years of age or older on federal lands, which contain material remains of past human life or activity that are significant for their potential contribution to the understanding of history or prehistory.

Archaeological resource means an archaeological artifact or archaeological site.

Archeological site means ten or more archaeological artifacts, including debitage, likely to have been generated by patterned cultural activity within an area reasonable to that activity; or the presence of any archaeological feature such as a culturally modified tree, cache pit, hearth, housepit, rockshelter, cairn, historic mining ditch, petroglyph, or historic dendroglyph.

Building means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. The term "building" may refer to a historically related complex such as a courthouse and jail or a house and barn.

Cost prohibitive means the price of completing the repair or restoration work on the historic resource or structure exceeds the real market value of the resource or structure.

Demolition means any act that destroys, removes, or relocates, in whole or in part, a historic contributing building or accessory structure such that its historic, cultural, or architectural character and significance is lost.

Historic accessory structure means an accessory structure that is 50 years or older located on the site of an individually designated resource, or within a designated historic district, and that is accessory to a primary historic structure designated on the site.

Historic contributing building means a building or structure, including an accessory structure, within a historic district that existed during the period of significance, and has retained sufficient integrity to convey the history of the district and to contribute to its character.

Historic non-contributing building means a building or structure, including an accessory structure, within a historic district that existed during the period of significance, but has been so altered that it no longer conveys the history of the district or contributes to its character.

Historic preservation means preservation, restoration, or rehabilitation of a historic resource.

Historic Preservation Officer means the administrator of the City's Historic Preservation Program and Cultural Resources Program including professional support to the Historic Landmarks Commission. The Historic Preservation Officer shall meet the professional qualification standards of the United States Department of the Interior and the National Park Service for a preservation professional.

Historic resource means any artifact, object, sign, structure, or building 50 years or older which has potential to further understanding of local, state, or national history or pre-history. Historic resources on a site are categorized as either primary or accessory.

Individually listed resource means a building, structure, site, or object listed individually on the National Register of Historic Places or designated as a local historic resource by the Council.

In-kind replacement means replacement of a deteriorated or damaged historic feature that matches the old in material, design, color, and texture, based upon either direct physical evidence of the feature or photographic evidence of the feature, and that results in a true replication of the original outward appearance of the feature.

Local historic district means and geographically definable area containing a significant concentration, linkage, or continuity of buildings, structures, sites, or objects united historically or aesthetically by plan or physical development, or individual elements separated geographically but linked by association or history. A local historic district is defined by a period of significance, designated as a local historic district by the City Council and adopted as part of Salem's Comprehensive Plan and Historic Preservation Plan, and listed as a historic district in the National Register of Historic Places.

Local historic resource means an individually listed local or National Register resource, or a building, structure, site, artifact, or object that is designated as a historic-contributing or non-contributing resource within a local historic district.

National Register Historic District means a geographically definable area containing a significant concentration, linkage, or continuity of buildings, structures, sites, or objects united historically or aesthetically by plan or physical development, or individual elements separated geographically but linked by association or history. A National Register Historic District is defined by a period of significance and listed as a historic district in the National Register of Historic Places.

National Register resource means a historic resource listed on the National Register of Historic Places.

New construction means a building or structure, other than an accessory structure, constructed on property within a historic district, or on property that is designated as a local historic resource, that is not attached to, or included as a portion of, an existing building or structure.

Non-contributing building means a historic non-contributing building or a non-historic non-contributing building or accessory structure.

Non-historic non-contributing building means a building or structure in a historic district that did not exist during the period of significance.

Object means a material thing of functional, aesthetic, cultural, historic, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Ordinary maintenance and repair means restoration of exterior features that does not involve a change in design, material, or outward appearance.

Original means the component was constructed on or added to the building during the period of significance.

Period of significance means the dates stated in the official designation of a historic district by the National Park Service that identifies the period or periods of time when the district attained the characteristics which qualify it for designation as a historic district.

Primary facade means that part of a building or structure where the main entry is located. On a corner lot each wall fronting the street shall be considered a primary facade.

Primary historic structure means a historic resource within a historic district or an individually listed historic resource that is designated as the main resource on the site due to its size or historic significance.

Property pending designation means a building, structure, site, or object for which a formal application for local historic designation has been initiated, or which has been recommended for nomination to the National Register of Historic Places by SACHP, or a building, structure, site, or object within a proposed historic district for which a formal application for historic designation has been submitted, but which have not yet been reviewed by the Keeper of the National Register, or has been reviewed by the Keeper and determined to be "eligible."

Preservation means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic resource. Work, including preliminary measures to protect and stabilize the resource, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not considered preservation; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Public agency means the State, and all the administrative subdivisions thereof, including, but not limited to, the Oregon Department of Administrative Services.

Public historic resource means a historic resource that is owned by a public agency.

Reconstruction means the act or process of depicting, by means of new construction, the form, features, or detailing of a non-surviving building or structure for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation means the process of making possible a compatible use for a historic-contributing resource or individually listed resource through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural, or architectural values.

Restoration means the act or process of accurately depicting the form, features, and character of a historic-contributing resource or historic-non-contributing resource as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

SHPO means the Oregon State Historic Preservation Office.

Significance means the meaning or value ascribed to a structure, landscape, object, or site based on the National Register criteria for evaluation. It normally stems from a combination of association and integrity related to the design, setting, and workmanship of the district or the designated resource, which may include the important people and events connected with the designated resource or the period of significance established for the district or the significant date(s) of the historic resource.

Site means, unless the context requires otherwise, the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

Structure means a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by humans, a structure is often an engineering project large in scale.

Visible means the resource, or a portion of the resource, can be seen from the public right-of-way. For example, typically the primary facade of a historic resource can be seen from the public right-of-way.

- (b) *Supplemental standards and guidelines for historic design review.* In the event the standards and guidelines contained in this chapter fail to provide regulations for a specific type of historic resource, the rules of the decision will be the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U.S. Department of the Interior, National Park Service.
- (c) *Authority to promulgate guidelines.* The Director may, upon consultation with the Historic Landmarks Commission, promulgate illustrative guidelines to provide general guidance to interested persons on the application of the standards in this chapter.

(Prior Code, § 230.005; Ord. No. 34-10; Ord. No. 25-13; Ord. No. 32-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.010. Designation of local historic resources.

- (a) *Applicability.* Buildings, structures, sites, or objects may be designated as local historic resources as provided in this section.
- (b) *Procedure type.* Designation of a local historic resource is processed as a Type IV procedure under SRC chapter 300.
- (c) *Standing to request designation.*
 - (1) Local historic resource designation may be initiated by the following:
 - (A) The Council;
 - (B) The Historic Landmarks Commission; or
 - (C) The owner of the proposed resource.
 - (2) Any person may file a request with the Council or the Historic Landmarks Commission for initiation of the designation of a local historic resource, provided the proposed resource is not the subject of a pending application for alteration or demolition.
- (d) *Additional submittal requirements.* In addition to the submittal requirements for a Type IV application under SRC chapter 300, an application for local historic resource designation shall include:
 - (1) Narrative description of the proposed resource including:
 - (A) Significant features of the site to be covered by the designation; and
 - (B) Significant people and events connected with the proposed resource.
 - (2) Site plan;
 - (3) Current photographs of all elevations of the building or structure and any significant feature;
 - (4) Copies of any historical photographs, plans, or maps; and
 - (5) Any other documentation demonstrating the significance of the proposed resource.

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- (e) *Criteria.* An application for the designation of a local historic resource shall be granted if the following criteria are met:
- (1) *Age.* The proposed historic resource is at least 50 years old, or demonstrates exceptional significance if less than 50 years of age.
 - (2) *Significance.* The proposed historic resource demonstrates significance in at least one of the following areas:
 - (A) *Cultural significance.* The proposed historic resource:
 - (i) Contributes to the character and historic identity of the neighborhood or City; or
 - (ii) Makes a contribution to the historic character of a historic resource, neighborhood, district, or the City as a whole.
 - (B) *Human significance.* The proposed historic resource:
 - (i) Is associated historically with the life or activities of a person, group, organization or institution that has made a significant contribution to the local community; or
 - (ii) Is associated with events that have made a significant contribution to the broad patterns of local history; or
 - (iii) Has yielded, or may be likely to yield, important information concerning prehistory or history.
 - (C) *Architectural significance.* The proposed historic resource:
 - (i) Is significant as an example of a particular architectural style, building type, structural type, or method of construction; or
 - (ii) Is the work of an acknowledged master or architect, or possesses high artistic values.
 - (3) *Integrity.* The proposed historic resource retains sufficient original design characteristics, craft work, or material to serve as an example of an architectural period, significant building type or structural type, or recognized architectural style.
- (f) *Owner consent.* A property owner may refuse to consent to local historic resource designation at any point during the designation process. A refusal to consent shall remove the property from consideration for local historic resource designation. No permit for the demolition or modification of property removed from consideration for local historic resource designation shall be issued for 120 days following the date of the property owner's refusal to consent to local historic resource designation.

(Prior Code, § 230.010; Ord. No. 34-10)

Sec. 230.015. Removal of local historic resource designation.

- (a) *Applicability.* Buildings, structures, sites, or objects may have local historic resource designation removed, as provided in this section.
- (b) *Classes.*
 - (1) "Class 1" historic resource designation removal is the removal of a local historic resource designation applied prior to September 9, 1995.
 - (2) "Class 2" historic resource designation removal is the removal of a local historic resource designation applied subsequent to September 9, 1995.
- (c) *Procedure type.*

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- (1) Class 1 historic resource designation removal is processed as a Type I procedure under SRC chapter 300.
 - (2) Class 2 historic resource designation removal is processed as a Type IV procedure under SRC chapter 300.
- (d) *Standing to initiate removal.*
- (1) Removal of local historic resource designation may be initiated by the following:
 - (A) The Council;
 - (B) The Historic Landmarks Commission; or
 - (C) The owner of the local historic resource.
- (e) *Submittal requirements.* In addition to the submittal requirements for a Type I application under SRC chapter 300, an application for removal of local historic resource designation shall include:
- (1) Narrative description of the resource proposed for delisting including:
 - (A) Significant features of the site covered by the designation; and
 - (B) An evaluation of the current integrity of the resource including an assessment of the amount of remaining original design characteristics, craft work and material.
 - (2) Site plan;
 - (3) Current photographs of all elevations of the building or structure and any significant feature;
 - (4) Documentation demonstrating that the owner objected to the original designation if applicable;
 - (5) Any other documentation demonstrating that the resource proposed for delisting no longer meets the requirements of SRC 230.010(d).
- (f) *Criteria.* An application for removal of local historic resource designation shall be granted if the following criteria are met:
- (1) For a Class 2 historic resource designation removal, the property no longer meets the criteria for local historic resource designation under SRC 230.010(d).
 - (2) For a Class 1 historic resource designation removal:
 - (A) The local historic resource designation that was imposed on the property by the City over the owner's objections; or
 - (B) The property no longer meets the criteria for local historic resource designation under SRC 230.010(d).

(Prior Code, § 230.015; Ord. No. 34-10)

Sec. 230.017. Recording notice of historic district.

The Director shall cause to be recorded in the docket of City liens created pursuant to SRC 21.060 a notice of historic district for each property where any portion of the property lies within the historic district. The recording of such notice shall not create, and shall not be deemed to create, a lien or other encumbrance on such property.

(Prior Code, § 230.017; Ord. No. 25-13)

Sec. 230.018. Public historic design review jurisdiction.

The City has jurisdiction over historic design review for all public historic resources. If the public agency is the State, or any administrative subdivision of the State, the public agency may enter into a program with SHPO for the conservation of the National Register designated historic resource pursuant to ORS 358.653, in which case historic design review for that historic resource is exempted from this chapter; provided, however, that such program complies with Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U.S. Department of the Interior, National Parks Service, and the public agency provides the Director with notice of such election, no later than the date the contract for construction is advertised for bids.

(Prior Code, § 230.018; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.020. Historic design review.

- (a) *Applicability.* Unless undertaken by a public agency pursuant to a program established under SRC 230.018, no exterior portion of a local historic resource, contributing building, non-contributing building, or new construction in a local historic district shall be erected, altered, restored, moved, or demolished until historic design review approval has been granted, as provided in this section.
- (1) *Historic design review required.* Historic design review is required for the following:
- (A) Remodeling or repair that would change, in any manner, the exterior of a local historic resource or a building or structure in a local historic district, but excluding painting.
 - (B) Moving a local historic or National Register resource, or moving a building or structure into or out of a local or National Register Historic District.
 - (C) Construction of a new building in a local historic district.
 - (D) Alteration of, or addition to, a local historic resource, or to a contributing or non-contributing building in a local historic district.
 - (E) Construction of new walks, fences, parking facilities, and other features on the site of a local historic resource, when adjacent to or within view of public right-of-way.
 - (F) Demolition of a local or National Register historic resource.
 - (G) Streetscape improvements in local historic districts.
- (2) *Historic design review not required.* Historic design review is not required for the following:
- (A) Ordinary maintenance or repair of any exterior architectural feature of a structure or contributing site feature of a local historic resource or contributing or non-contributing building in a local or National Register Historic District to correct deterioration, decay, or damage, which utilizes in-kind materials and restores, replicates, and sustains the existing form. By way of illustration, but not of limitation, ordinary maintenance and repair includes replacement of cracked or broken window panes; surface treatment that is consistent with accepted historic preservation methods; replacement of broken hardware; repair of a portion of a window frame or sash, part of a roof or a small percentage of siding.
 - (B) Change in paint color of a local or National Register historic resource or a contributing or non-contributing building in a local or National Register Historic District.
 - (C) Work conducted entirely within the interior of a local historic resource or contributing or non-contributing building in a local historic district which has no effect on exterior architectural features.

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- (D) The addition of mechanical (HVAC) and associated equipment to the exterior roof or secondary facade of a structure or site of a local historic resource or contributing or non-contributing building in a local or National Register Historic District provided the equipment is not visible from the right-of-way.
 - (E) The addition of temporary and removable alterations, or alterations completed in response to an emergency declared by the City, County, State, or Federal government, to the exterior of a local historic resource or contributing or non-contributing building or site in a local or National Register Historic District.
 - (F) The addition of fencing to the site of a local historic resource or contributing or non-contributing resource in a local or National Register Historic District provided the fencing is not attached to any primary or secondary resource on the site, is of wood or metal, and does not exceed four feet in height within the front yard and six feet in height within the side and rear yards.
- (3) *Buildings partially within and partially without local historic districts.* Where addition or alteration to the exterior of a historic contributing resource or non-contributing building in a local historic district, or construction of a new building in a local historic district, will occur partially inside and partially outside of the district boundaries, historic design review is required for that portion of the building that is within the local district and, if the majority of the area of the building is inside the local historic district, for that portion of the building that is not within the local historic district.
 - (4) *Relationship to other land use reviews.* Projects that require historic design review may also require other land use reviews. If other land use reviews are requirements for development, such reviews shall be held prior to or concurrently with historic design review.
- (b) *Objectives.* The standards in this chapter shall be construed to do the following:
- (1) *Historic contributing buildings and individually listed resources.* Historic contributing buildings and individually listed resources are valuable community resources that contribute immeasurably to the City's identity, history, unique sense of place, and quality of life. Preserving these buildings and resources involves careful planning, conscientious maintenance and repair, knowledgeable and informed restoration, and sensitive rehabilitation that accommodates modern business and residential lifestyles. The standards set forth in this chapter for historic contributing buildings and individually listed resources are intended to preserve and enhance the buildings, resources and districts generally, while allowing for adaptive reuse through sensitive rehabilitation of these buildings and resources.
 - (2) *Non-contributing buildings.* Some buildings and structures in a historic district are non-contributing. These buildings and structures typically do not contribute to the district's historic significance because they either date from outside the district's period of significance or their historic significance has been materially impaired by additions and alterations. The standards set forth in this chapter for non-contributing buildings and structures do not require restoration to their original appearance or require imitation of the appearance of a historic contributing building or structure; rather, the objectives are two-fold. First, the objective for historic non-contributing is to return, when feasible, these buildings to a historic contributing state. Second, the objective for all non-contributing buildings is to maintain the visual coherence of the historic district as a whole.
 - (3) *New construction.* New buildings and structures will be built in historic districts. These new buildings and structures should enhance, rather than detract, from the overall character of the district. It is crucial that the existing harmony of proportions and materials be enhanced when new construction occurs. Therefore, the objective of the standards set forth in this chapter for new construction is to ensure that the design and construction of new buildings and structures is consistent and compatible with the architectural styles of historic contributing buildings that are found in the district.

- (c) *Classes.* There are three classes of historic design review which include Class 1 minor historic design review, Class 2 minor historic design review, and Class 3 major historic design review. Table 230-1 classifies activities based on their required historic design review class. Notwithstanding Table 230-1, any activity proposed that is not covered by the table or does not meet the specific standards set forth for historic contributing buildings in SRC 230.025, SRC 230.040, and 230.060; or for non-contributing buildings and structures the standards set forth in SRC 230.030, SRC 230.045, and 230.063 of this section requires Class 3 major historic design review.

TABLE 230-1. HISTORIC DESIGN REVIEW BY REVIEW CLASS						
Activity Proposed	Review Class					
	Historic Contributing			Non-Contributing		
	Primary Facade	Secondary Facade	Applicable Code Section	Primary Facade	Secondary Facade	Applicable Code Section
Residential Historic Districts						
Alterations and additions	Class 3 Major	Class 2 Minor	230.025(g)	Class 3 Major	Class 2 Minor	230.030(g)
Deck replacement and additions	Class 3 Major	Class 2 Minor	230.025(h)	Class 2 Minor	N/A	230.030(h)
Door replacement	Class 3 Major	Class 2 Minor	230.065230.025(c)	Class 2 Minor	N/A	230.070230.030(c)
Door replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.025(c)	Class 1 Minor	N/A	230.030(c)
Fences	Class 2 Minor	Class 2 Minor	230.025(j)	Class 2 Minor	N/A	230.030(j)
New accessory structures	Class 3 Major	Class 2 Minor	230.025(i)	Class 3 Major	Class 2 Minor	230.030(i)
Porch replacement	Class 3 Major	Class 2 Minor	230.065230.025(d)	Class 2 Minor	N/A	230.070230.030(d)
Porch replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.025(d)	Class 1 Minor	N/A	230.030(d)
Restoration of missing features	Class 2 Minor	Class 2 Minor	230.025(f)	Class 2 Minor	N/A	230.030(f)
Retaining walls	Class 3 Major	Class 2 Minor	230.025(k)	Class 2 Minor	N/A	230.030(k)
Roof replacement	Class 2 Minor	Class 2 Minor	230.065230.025(e)	Class 2 Minor	N/A	230.070230.030(e)
Roof replacement (in-kind)	N/A	N/A	230.025(e)	N/A	N/A	230.030(e)
Siding, exterior trim and minor architectural features replacement	Class 3 Major	Class 2 Minor	230.065230.025(a)	Class 2 Minor	N/A	230.070230.030(a)
Siding, exterior trim and minor architectural features	Class 1 Minor	Class 1 Minor	230.025(a)	Class 1 Minor	N/A	230.030(a)

replacement (in-kind)						
Signs	Class 2 Minor	Class 2 Minor	230.036	Class 2 Minor	N/A	230.036
Site features replacement	Class 3 Major	Class 2 Minor	230.065230.025(l)	Class 2 Minor	N/A	230.070230.030(l)
Site features replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.025(l)	Class 1 Minor	N/A	230.070230.030(l)
Streetscape	Class 2 Minor	—	230.075	N/A	—	230.075
Window replacement	Class 3 Major	Class 2 Minor	230.065230.025(b)	Class 2 Minor	N/A	230.070230.030(b)
Window replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.025(b)	Class 1 Minor	N/A	230.030(b)
Commercial Historic Districts						
Accessibility alterations and additions	Class 3 Major	Class 2 Minor	230.040(h)	Class 2 Minor	N/A	230.045(h)
Alterations and additions	Class 3 Major	Class 2 Minor	230.040(f)	Class 3 Major	Class 2 Minor	230.045(g)
Awnings and canopies replacement or installation	Class 3 Major	Class 2 Minor	230.040(k)	Class 2 Minor	Class 2 Minor	230.045(k)
Awnings and canopies replacement or installation (in-kind)	Class 1 Minor	Class 1 Minor	230.040(k)	Class 1 Minor	N/A	230.045(k)
Door replacement	Class 3 Major	Class 2 Minor	230.065230.040(c)	Class 2 Minor	N/A	230.070230.045(c)
Door replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.040(c)	Class 1 Minor	N/A	230.045(c)
Energy	Class 3 Major	Class 2 Minor	230.040(i)	Class 2 Minor	N/A	230.045(i)
Lintels, architraves, sills, and other architectural details replacement	Class 3 Major	Class 2 Minor	230.065230.040(g)	Class 2 Minor	N/A	230.070230.045(f)
Lintels, architraves, sills, and other architectural details replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.040(g)	Class 1 Minor	N/A	230.045(f)
Masonry, siding, and exterior trim replacement	Class 3 Major	Class 2 Minor	230.065230.040(a)	Class 2 Minor	N/A	230.070230.045(a)

Masonry, siding, and exterior trim replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.040(a)	Class 1 Minor	N/A	230.045(a)
Mechanical equipment and service areas addition and replacement	Class 3 Major	Class 1 Minor	230.065230.040(j)	Class 1 Minor	N/A	230.070230.045(j)
Murals	Class 3 Major	Class 2 Minor	230.055	Class 3 Major	N/A	230.055
Roof and cornice replacement	Class 3 Major	Class 2 Minor	230.065230.040(e)	Class 2 Minor	N/A	230.070230.045(e)
Roof and cornice replacement (in-kind)	N/A	N/A	230.040(e)	N/A	N/A	230.045(e)
Signs	Class 2 Minor	Class 1 Minor	230.056	Class 2 Minor	N/A	230.056
Storefront, or component of storefront, replacement	Class 3 Major	Class 2 Minor	230.065230.040(d)	Class 2 Minor	N/A	230.070230.045(d)
Storefront, or component of storefront, replacement (in-kind)	Class 3 Major	Class 1 Minor	230.040(d)	Class 1 Minor	N/A	230.045(d)
Streetscape	Class 2 Minor	—	230.075	N/A	—	230.075
Window replacement	Class 3 Major	Class 2 Minor	230.065230.040(b)	Class 2 Minor	N/A	230.070230.045(b)
Window replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.040(b)	Class 1 Minor	N/A	230.045(b)
Public Historic Districts						
Accessibility alterations and additions	Class 3 Major	Class 2 Minor	230.060(k)	Class 2 Minor	N/A	230.063(k)
Alterations and additions	Class 3 Major	Class 2 Minor	230.060(h)	Class 3 Major	Class 2 Minor	230.063(h)
Awnings and canopies replacement or installation	Class 3 Major	Class 2 Minor	230.060(n)	Class 2 Minor	Class 2 Minor	230.063(n)
Awnings and canopies replacement or installation (in-kind)	Class 1 Minor	Class 1 Minor	230.060(n)	Class 1 Minor	N/A	230.063(n)

Decks replacement and additions	Class 3 Major	Class 2 Minor	230.060(i)	Class 2 Minor	N/A	230.063(i)
Door replacement	Class 3 Major	Class 2 Minor	230.060(c)	Class 2 Minor	N/A	230.063(c)
Door replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(c)	Class 1 Minor	N/A	230.063(c)
Energy	Class 3 Major	Class 2 Minor	230.060(l)	Class 2 Minor	N/A	230.063(l)
Fences	Class 2 Minor	Class 2 Minor	230.060(p)	Class 2 Minor	N/A	230.063(p)
Lintels, architraves, sills, and other architectural details replacement	Class 3 Major	Class 2 Minor	230.060(j)	Class 2 Minor	N/A	230.063(j)
Lintels, architraves, sills, and other architectural details replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(j)	Class 1 Minor	N/A	230.063(j)
Masonry, siding, and exterior trim replacement details replacement	Class 3 Major	Class 2 Minor	230.060(a)	Class 2 Minor	N/A	230.063(a)
Masonry, siding, and exterior trim replacement details replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(a)	Class 1 Minor	N/A	230.063(a)
Mechanical equipment and service areas addition and replacement	Class 3 Major	Class 1 Minor	230.060(m)	Class 1 Minor	N/A	230.063(m)
New accessory structures	Class 3 Major	Class 2 Minor	230.060(o)	Class 3 Major	Class 2 Minor	230.063(o)
Porch replacement	Class 3 Major	Class 2 Minor	230.060(d)	Class 2 Minor	N/A	230.063(d)
Porch replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(d)	Class 1 Minor	N/A	230.063(d)
Restoration of missing features	Class 2 Minor	Class 2 Minor	230.060(g)	Class 2 Minor	N/A	230.063(g)
Retaining walls	Class 3 Major	Class 2 Minor	230.060(q)	Class 2 Minor	N/A	230.063(q)
Roof and cornice replacement	Class 2 Minor	Class 2 Minor	230.060(e)	Class 2 Minor	N/A	230.063(e)
Roof and cornice replacement (in-kind)	N/A	N/A	230.060(e)	N/A	N/A	230.063(e)

Signs	Class 2 Minor	Class 1 Minor	230.062	Class 2 Minor	N/A	230.062
Site features replacement	Class 3 Major	Class 2 Minor	230.060(r)	Class 2 Minor	N/A	230.063(r)
Site features replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(r)	Class 1 Minor	N/A	230.063(r)
Solar panels, rooftop mechanical, and skylights	Class 3 Major	Class 1 Minor	230.060(f)	Class 1 Minor	N/A	230.063(f)
Streetscape	Class 2 Minor	—	230.075	N/A	—	230.075
Window replacement	Class 3 Major	Class 2 Minor	230.060(b)	Class 2 Minor	N/A	230.063(b)
Window replacement (in-kind)	Class 1 Minor	Class 1 Minor	230.060(b)	Class 1 Minor	N/A	230.063(b)
Individually Listed Historic Resources						
Any activity proposed	Follows review class for historic contributing buildings for the type of resource					
Activity Proposed (New Construction)	Review Class					
	Primary Facade	Secondary Facade		Applicable Code Section		
Residential historic districts	Major	Major		230.035		
Commercial historic districts	Major	Major		230.050		
Public Historic Districts	Major	Major		230.064		

(d) *Procedure type.*

- (1) Class 1 minor historic design review is processed as a Type I procedure under SRC chapter 300.
- (2) Class 2 minor historic design review is processed as a Type II procedure under SRC chapter 300.
- (3) Class 3 major historic design review is processed as a Type III procedure under SRC chapter 300.

(e) *Submittal requirements.*

- (1) *Class 1 and Class 2 minor historic design review.* In addition to the submittal requirements set forth under SRC chapter 300, an application for Class 1 or Class 2 minor historic design review shall include the following:
 - (A) Plan and elevation drawings, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, of the existing building or structure and of the proposed changes, including materials;
 - (B) Photos of the existing building or structure; and
 - (C) Historic photos of the existing building or structure, if available.

(2) *Class 3 major historic design review.* In addition to the submittal requirements for a Type III application under SRC chapter 300, an application for Class 3 major historic design review shall include the following:

- (A) Plan and elevation drawings of the existing building or structure and of the proposed changes, including materials;
- (B) Photos of the existing building or structure;
- (C) Historic photos, if available; and
- (D) Plan and elevation drawings of adjacent properties, or photo-simulation, for additions that increase the gross square footage of the structure by more than 50 percent, or new construction in a historic district.

(f) *Criteria.* Historic design review approval shall be granted if the application satisfied the applicable standards set forth in this chapter.

(Prior Code, § 230.020; Ord. No. 34-10; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.025. Standards for historic contributing buildings in residential historic districts.

Modifications to historic contributing buildings in residential historic districts shall comply with this section.

- (a) *Siding, exterior trim and minor architectural features.* Replacement of siding, exterior trim, and minor architectural features of historic contributing buildings shall be allowed only where the owner has attempted to repair the original siding, exterior trim or minor architectural feature, but repair was determined to be unfeasible due to poor condition of the original materials. If the trim or siding is not original then every effort shall be made to replicate the original trim or siding; the effort shall be substantiated by historic, physical, or pictorial evidence. If the trim and siding cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.* The replacement materials are the same type and quality as the original siding, exterior trim or minor architectural feature, or duplicate, to the greatest degree possible, the appearance and structural qualities of the material being replaced.
 - (2) *Design.* The replacement reproduces the appearance of the original siding, exterior trim or minor architectural feature.
 - (3) *Energy efficiency.* Improvements to improve energy efficiency are allowed, provided the exterior appearance of the historic resource is preserved to the greatest extent possible. Example: Adding additional insulation to attics, crawl spaces or basements.
- (b) *Windows.* Replacement of windows in historic contributing buildings shall be allowed only where the owner has attempted to repair the original window, but repair was not feasible due to the poor condition of the original materials. If the window is not original then every effort shall be made to replicate the original window; the effort shall be substantiated by historic, physical, or pictorial evidence. If the window cannot be replicated then it should be of a compatible design and material to the original.
- (1) *Materials.* All features of the window, including the window frame, sash, stiles, rails, muntins, lamb's tongues and glass, are replaced with materials that duplicate, to the greatest degree possible, the appearance and structural qualities of the original.
 - (2) *Design.* Overall design of the window profile of all parts of the window shall reproduce the appearance of the original window.

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- (3) *Improvements to create energy efficiency.*
- (A) The use of weather-stripping, insulation, storm windows, or materials to either repair or improve the energy efficiency of shall be evaluated as means to achieve the desired energy efficiency objectives prior to seeking authorization to replace a window.
 - (B) If an owner wishes to improve the energy efficiency of windows located on the primary facade, only energy efficiency measures that are removable and do not permanently alter the resource, including, but not limited to, exterior storm windows and weather-stripping, shall be used on the primary facade.
 - (C) If an owner wishes to improve the energy efficiency of windows located on a facade other than the primary facade, measures that are removable and do not permanently alter the resource, including, but not limited to, exterior storm windows and weather-stripping, shall be used. Reuse of the original window frame and sash with replacement by glass that maintains the overall design and appearance of the window is allowed. Example: Single pane glass can be supplemented or thermally upgraded with the addition of another pane of glazing such as adding an interior energy panel (storm window) or exterior panel mounted on the window sash itself.
- (c) *Doors.* Replacement of doors in historic contributing buildings shall be allowed only where the owner has attempted to repair the original door, but repair was not feasible due to the poor condition of the original materials. If the doors are not original then every effort shall be made to replicate the original doors; the effort shall be substantiated by historic, physical, or pictorial evidence. If the door cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.* All features of the door shall be replaced with material that duplicate, to the greatest degree possible, the appearance and structural qualities of the original door.
 - (2) *Design.* The overall design of the door shall reproduce, to the greatest degree possible, the appearance of the original door.
- (d) *Porches.* Replacement of porches on historic contributing buildings shall be allowed only where the owner has attempted to repair the original porch, but repair was not feasible due to the poor condition of the original materials. If the porch is not original then every effort shall be made to replicate the original porch; the effort shall be substantiated by historic, physical, or pictorial evidence. If the porch cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.* All features of the porch shall be replaced with material that duplicate, to the greatest degree possible, the appearance and structural qualities of the original porch.
 - (2) *Design.* The overall design of the porch shall reproduce, to the greatest degree possible, the appearance of the original porch.
- (e) *Roofs.* Replacement of roofs on historic contributing buildings shall be allowed only where the owner has attempted to repair the original roof, but repair was not feasible due to the poor condition of the original materials.
- (1) *Materials.*
 - (A) Historic specialty roofing materials, such as original tile, slate, or rolled composition roofing should be maintained in place whenever possible.
 - (B) New roof materials should match the original materials in scale and texture as closely as possible. Use of plastic or concrete simulated materials is not allowed.
 - (C) Composition roofing is allowed as a substitute for wood shingles in a complete replacement.

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- (D) Imitation slate and wood are allowed as a substitute for original materials in a complete replacement.
 - (2) *Design.*
 - (A) The original roof form and detailing shall be preserved.
 - (B) Original eave overhangs shall be maintained.
 - (C) Cutting back roof rafters and soffits, boxing in exposed rafter tails, adding fascia boards where none existed, or otherwise altering the historical roof overhang is not allowed.
 - (D) To the extent feasible, inappropriate repairs or additions should be removed or corrected.
 - (3) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be added to historic contributing buildings.
 - (A) *Materials.*
 - (i) Non-reflective glass and metal panels are allowed.
 - (ii) Reflective glass and plastic frames are prohibited.
 - (B) *Design.*
 - (i) Solar panels shall not alter the existing profile of the roof, and shall be mounted parallel to the roof plane on rear-facing roofs or placed on the ground in an inconspicuous location.
 - (ii) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural features of the resource.
 - (iii) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (f) *Missing features.* Features that were present on a historic contributing building during the period of significance but which were later removed may be reconstructed.
 - (1) *Materials.* Materials used in the replacement shall match as closely as practicable the composition, design, texture, and other visual qualities of the materials of the missing feature.
 - (2) *Design.* The design accurately duplicates the missing feature. The design shall be substantiated by historic, physical, or pictorial evidence. Evidence does not include conjectural designs, or the appearance of features or different elements from other buildings or structures built during the period of significance.
 - (g) *Alterations and additions.* Additions to and alterations of a historic contributing building or site are allowed.
 - (1) *Materials.* Materials for alterations or additions:
 - (A) Building materials shall be of traditional dimensions.
 - (B) Material shall be of the same type, quality and finish as original material in the building.
 - (C) New masonry added to a building shall, to the greatest extent feasible, match the color, texture and bonding pattern of the original masonry.
 - (D) For those areas where original material must be disturbed, original material shall be retained to the maximum extent possible.

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- (2) *Design*. Alterations or additions shall:
- (A) Additions shall be located at the rear, or on an inconspicuous side, of the building.
 - (B) Be designed and constructed to minimize changes to the building.
 - (C) Be limited in size and scale such that a harmonious relationship is created in relationship to the original building.
 - (D) Be designed and constructed in a manner that significant historical, architectural or cultural features of the building are not obscured, damaged, or destroyed.
 - (E) Be designed to be compatible with the size, scale, material, and character of the building, and the district generally.
 - (F) Not destroy or adversely impact existing distinctive materials, features, finishes and construction techniques or examples of craftsmanship that are part of the building
 - (G) Be constructed with the least possible loss of historic materials.
 - (H) Not create a false sense of historical development by including features that would appear to have been part of the building during the period of significance but whose existence is not supported by historical evidence shall not be added to the building.
 - (I) Be designed in a manner that makes it clear what is original to the building, and what is new.
 - (J) Be designed to reflect, but not replicate, the architectural styles of the period of significance.
 - (K) Preserve features of the building that has occurred over time and has attained significance in its own right.
 - (L) Preserve distinguishing original qualities of the building and its site.
 - (M) Alterations to the building such as the addition of steps, ramps, railings, and lighting in order to address safety or ADA accessibility needs are allowed provided these alterations are compatible with the resource. Exterior lighting shall comply with SRC 800.060.
 - (N) Site alterations such as the addition of walkways, steps, ramps, railings, and lighting in order to address safety or ADA accessibility needs are allowed provided these alterations are compatible with the resource. Exterior lighting shall comply with SRC 800.060.
- (h) *Decks*. Replacement and addition of decks in historic contributing buildings is allowed.
- (1) *Materials*. The deck shall be constructed of wood, a wood composite, or a material available during the period of significance.
 - (2) *Design*. The deck shall:
 - (A) Be located off the rear of the resource.
 - (B) Not obscure any significant architectural features of the resource.
 - (C) Be of a reasonable size and scale in relationship to the resource.
 - (D) Shall not extend beyond the width of the existing footprint of the resource.
- (i) *New accessory structures*. New accessory structures may be built on the site of historic contributing buildings.

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- (1) *Materials.* New accessory structures shall have the same siding material as the resource on the site.
 - (2) *Design.* New accessory structures shall:
 - (A) Be located at the rear of the site.
 - (B) Be no taller than one story.
 - (C) Be similar in character to those built during the period of significance.
 - (D) Be subordinate to the primary structure in terms of mass, size, and height.
 - (j) *Fences.* Fences may be added to sites of historic contributing buildings, provided the fence will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
 - (1) *Materials.* The fence shall be constructed of traditional materials that were available during the period of significance.
 - (2) *Design.* Fences shall be no taller than four feet in the front yard and no taller than six feet inside and rear yards.
 - (k) *Retaining walls.* Retaining walls may be added to sites of historic contributing buildings, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
 - (1) *Materials.* The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940 the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design.* Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yard.
 - (l) *Site features.* Replacement or alteration of site features of a historic contributing building that are identified as significant features on the historic resource inventory for the district, including, but not limited to, driveways, sidewalks, gardens, significant trees, lighting, or geological features is allowed, unless the replacement or alteration would materially alter or destroy the features.
 - (1) *Materials.* Materials shall duplicate, to the greatest degree possible, the appearance and physical qualities of the original materials. Example: Rhododendron hedge planted during the period of significance is replanted with heritage varieties available during the period of significance.
 - (2) *Design.* The design shall reproduce, to the greatest extent possible, the appearance of the original site feature. Example: If the site contains a Lord and Schryver garden, the replacements shall be allowed provided the original design and location of plantings of the historical garden are retained.

(Prior Code, § 230.025; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.030. Standards for non-contributing buildings and structures in residential historic districts.

Modifications to non-contributing buildings in residential historic districts shall comply with this section.

- (a) *Siding, exterior trim and minor architectural features.* Replacement of siding, exterior trim and minor architectural features of non-contributing buildings in residential historic districts is allowed.

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- (1) *Materials.*
 - (A) Building materials shall be of traditional dimensions.
 - (B) Replacement materials shall duplicate, to the greatest degree possible, appearance and structural qualities that are consistent with building materials on buildings in the district.
 - (C) Wood lap, shingles, brick, and stone are appropriate materials.
 - (D) Alternative materials shall appear similar in scale, proportion, texture and finish with buildings in the district.
 - (2) *Design.*
 - (A) Elements should be similar in dimension, design, and pattern to those used on buildings in the district.
 - (B) Extensive use of glass, polished or galvanized metal or other highly-reflective material as a primary exterior finish is not allowed.
 - (C) Ornamental details shall be minimized.
 - (D) Use architectural detail that is generally seen in the district.
 - (3) *Improvements to create energy efficiency.* If an owner wishes to improve the energy efficiency of a non-contributing building, the exterior appearance shall be preserved to the greatest degree possible. Example: Adding additional insulation to attics, crawl spaces or basements.
- (b) *Windows.* Replacement of windows in non-contributing buildings is allowed.
- (1) *Materials.* The replacement window shall be constructed with materials that duplicate, to the greatest degree possible, an appearance and structural qualities consistent with windows in buildings in the district.
 - (2) *Design.*
 - (A) Window openings shall maintain a similar size to the existing windows in the building.
 - (B) Window styles and types shall be similar to the styles and types of buildings in the district.
 - (C) Windows should be simple in shape, arrangement, and detail.
 - (D) Windows shall be finished with trim elements in a manner consistent with buildings in the district.
 - (E) The number of different window styles in the building shall be limited.
 - (3) *Improvements to create energy efficiency.*
 - (A) The use of weather-stripping, insulation, or materials to either repair or improve the energy efficiency of shall be evaluated as means to achieve the desired energy efficiency objectives prior to seeking authorization to replace a window.
 - (B) If an owner wishes to improve the energy efficiency of windows in a non-contributing resource, this is allowed provided the proposed improvements are compatible and do not permanently alter any historic contributing features of the resource.
- (c) *Doors.* Replacement of doors in non-contributing buildings is allowed.
- (1) *Materials.* The replacement door shall be constructed with materials that duplicate, to the greatest degree possible, the appearance and structural qualities consistent with doors in buildings in the district.

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- (2) *Design.*
 - (A) Door openings shall maintain a similar size to the existing doors in the building.
 - (B) Door styles and types shall be similar to the styles and types of buildings in the district.
 - (C) Doors should be simple in shape, arrangement, and detail.
 - (D) Door shall be finished with trim elements in a manner consistent with buildings in the district.
 - (E) The number of different door styles in the building shall be limited.
 - (d) *Porches.* Replacement of porches in non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Building materials shall be of traditional dimensions.
 - (B) Replacement materials shall duplicate, to the greatest degree possible, appearance and structural qualities that are consistent with building materials on buildings in the district.
 - (C) Wood lap, shingles, brick, and stone are appropriate materials.
 - (D) Alternative materials shall appear similar in scale, proportion, texture and finish with buildings in the district.
 - (2) *Design.* The design should be similar in dimension, style, pattern and detail to porches on buildings in the district.
 - (e) *Roofs.* Replacement of roofs on non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Replacement materials shall be of traditional dimensions.
 - (B) Replacement materials shall duplicate, to the greatest degree possible, appearance and structural qualities that are consistent with building materials on buildings in the district.
 - (C) Replacement materials shall have a non-reflective, matte finish.
 - (2) *Design.* The design should be similar in dimension, style, pattern and detail to roofs on buildings in the district.
 - (3) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be added to non-contributing buildings.
 - (A) *Materials.*
 - (i) Non-reflective glass and metal panels are allowed.
 - (ii) Reflective glass and plastic frames are prohibited.
 - (B) *Design.*
 - (i) Solar panels shall not alter the existing profile of the roof, and shall be mounted flush on rear-facing roofs or placed on the ground in an inconspicuous location.
 - (ii) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural features of the resource.
 - (iii) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.

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- (f) *Restoration of missing features.* Features present on a historic non-contributing building that were removed after the period of significance may be reconstructed, subject to the following standards:
- (1) *Materials.* Materials used in the replacement shall match as closely as practicable the composition, design, texture, and other visual qualities of the materials of the missing feature.
 - (2) *Design.* The design shall accurately duplicate the missing feature. The design of the missing feature shall be substantiated by historic, physical, or pictorial evidence. Evidence does not include conjectural designs, or the appearance of features or different elements from other buildings or structures built during the period of significance.
- (g) *Alterations and additions.* Additions and alterations that comply with the standards in this section may be made to non-contributing buildings or sites. Whenever practical, additions and alterations to historic non-contributing buildings or sites should result in the restoration of missing features from the period of significance, or the removal of alterations that were made outside of the period of significance.
- (1) *Materials.*
 - (A) Materials shall be consistent with those present on buildings in the district generally.
 - (B) Roofing materials shall have a non-reflective, matte finish.
 - (2) *Design.*
 - (A) Additions shall be located at the rear, or on an inconspicuous side, of the building.
 - (B) Alterations to features of the building or site that date from the period of significance shall be minimized.
 - (C) Alterations to the building such as the addition of steps, ramps, railings, and lighting in order to address safety or ADA accessibility needs are allowed provided these alterations are compatible with the resource. Exterior lighting shall comply with SRC 800.060.
 - (D) Site alterations such as the addition of walkways, steps, ramps, railings, and lighting in order to address safety or ADA accessibility needs are allowed provided these alterations are compatible with the resource. Exterior lighting shall comply with SRC 800.060.
 - (E) The design of the addition shall be compatible with general character of historic contributing buildings in the historic district and create a harmonious relationship with historic contributing buildings in the district generally. Factors in evaluating the design under this subsection include, but are not limited to:
 - (i) Similarities in the size and scale to those used in historic contributing buildings in the district generally.
 - (ii) Use of architectural features that reflect, or are similar to, the architectural style of historic contributing buildings in the district.
 - (iii) Simple gable or hipped roofs with a pitch similar to surrounding buildings are generally appropriate. Flat roofs may be appropriate when the prevailing styles of architecture provide an appropriate context. Exotic or complex roof forms that detract from the visual continuity of the district are generally inappropriate.
 - (iv) Additions should have a similar mass to surrounding buildings.
 - (v) Front elevations should appear similar in scale to those seen traditionally in the surrounding neighborhood.

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- (vi) The width and height of the addition should not exceed the typical dimensions seen in the district.
 - (vii) Simple rectangular building forms are generally preferred.
 - (F) The design shall make clear what is original and what is new.
 - (G) Features that have been added over time and have attained significance in their own right shall be preserved, even if the features do not reflect the period of significance.
 - (h) *Decks*. Decks may be added to non-contributing buildings, subject to the following standards:
 - (1) *Materials*. The deck shall be constructed of wood, a wood composite, or a material available during the period of significance.
 - (2) *Design*.
 - (A) The deck shall be located off the rear of the building and shall not extend beyond the width of the existing footprint of the building.
 - (B) The deck shall be of a reasonable size and scale in relationship to the building.
 - (i) *New accessory structures*. New accessory structures may be built on the site of non-contributing buildings, subject to the following standards:
 - (1) *Materials*.
 - (A) Building materials shall be of traditional dimensions.
 - (B) Siding material shall consistent with those present in buildings in the district generally.
 - (2) *Design*.
 - (A) The accessory structure shall be located at the rear of the lot or parcel.
 - (B) The accessory structure shall be no taller than one story.
 - (C) The accessory structure shall be of a reasonable size and scale in relationship to the building.
 - (j) *Fences*. Fences may be added to sites of non-contributing buildings, provided the fence will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
 - (1) *Materials*. Fences shall be constructed of traditional materials available during the period of significance.
 - (2) *Design*. Fences shall be no taller than four feet in the front yard and no taller than six feet in side and rear yards.
 - (k) *Retaining walls*. Retaining walls may be added to sites of non-contributing buildings, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
 - (1) *Materials*. The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940 the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design*. Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yard.

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- (l) *Site features.* Replacement or alteration of site features of a historic non-contributing building that are identified as significant features on the historic resource inventory for the district, including, but not limited to, driveways, sidewalks, gardens, significant trees, lighting, or geological features is allowed, unless the replacement or alteration would materially alter or destroy the features.
 - (1) *Materials.* Materials shall duplicate, to the greatest degree possible, the appearance and physical qualities of the original materials. Example: Rhododendron hedge planted during the period of significance is replanted with heritage varieties available during the period of significance.
 - (2) *Design.* The design shall reproduce, to the greatest extent possible, the appearance of the original site feature. Example: If the site contains a Lord and Schryver garden, the replacements shall be allowed, provided the original design and location of plantings of the historical garden are retained.

(Prior Code, § 230.030; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.035. Standards for new construction in residential historic districts.

New buildings may be constructed in residential historic districts, subject to the following standards:

- (a) *Materials.* Materials shall be similar in scale, proportion, texture, and finish to those found on nearby historic structures.
- (b) *Design.*
 - (1) The design shall be compatible with general character of historic contributing buildings in the historic district. Factors in evaluating compatibility include, but are not limited to:
 - (A) The height, width, proportions, size and scale is consistent with those used in similar historic contributing buildings in the district generally.
 - (B) The new building is similar in size and scale to other buildings in the district such that a harmonious relationship is created in relationship.
 - (C) The design reflects, but does not replicate, the architectural style of historic contributing buildings in the district.
 - (D) Architectural elements are used that are similar to those found on historic contributing buildings in the district.
 - (E) Architectural elements such as porches, dormers, doors and windows reflect the spacing, placement, scale, orientation and proportion of buildings in the district.
 - (F) The front facade is designed with human-scaled proportions that are compatible with adjacent buildings and the district as a whole.
 - (G) The building uses similar setbacks, orientation on the site, spacing and distance from adjacent buildings that is found on buildings in the immediate vicinity and the district as a whole.
 - (H) Manufactured dwelling units are prohibited.
 - (2) New buildings shall be designed so that the overall character of the site, including, but not limited to, its topography, special geologic features and trees are retained.
- (c) *Accessory structures.* Accessory structures may be built on the site of new construction.
 - (1) *Materials.*

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- (A) Building materials shall be of traditional dimensions.
 - (B) Siding material shall be consistent with those present in buildings in the district generally.
 - (2) *Design.*
 - (A) The accessory structure shall be located at the rear of the lot or parcel.
 - (B) The accessory structure shall be no taller than one story.
 - (C) The accessory structure shall be of a reasonable size and scale in relationship to the building.
 - (d) *Fences.* Fences may be included in new construction.
 - (1) *Materials.* Fences shall be constructed of traditional materials available during the period of significance.
 - (2) *Design.* Fences shall be no taller than four feet in the front yard and no taller than six feet in side and rear yards.
 - (e) *Retaining walls.* Retaining walls may be included in new construction, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
 - (1) *Materials.* The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940 the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design.* Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yard.
 - (f) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be included in new construction.
 - (1) *Materials.*
 - (A) Non-reflective glass and metal panels are allowed.
 - (B) Reflective glass and plastic frames are prohibited.
 - (2) *Design.*
 - (A) Solar panels shall not alter the existing profile of the roof, and shall be mounted flush on rear-facing roofs or placed on the ground in an inconspicuous location.
 - (B) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural feature of the resource.
 - (C) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.

(Prior Code, § 230.035; Ord. No. 34-10)

Sec. 230.036. Signs in residential historic districts.

Signs in residential historic districts shall meet the standards set forth in this section. The standards in this section are in addition to, and not in lieu of, the applicable standards of SRC chapter 900. Where the standards in

this section conflict with the standards of SRC chapter 900, the standards in this section shall be the applicable standard.

- (a) *Historic signs.*
 - (1) Notwithstanding SRC chapter 900, historic signs shall be retained whenever possible, particularly if the sign is:
 - (A) Associated with historic figures, events, or places significant as evidence of the history of the product, business, or service advertised, or significant as reflecting the history of the building or the development of the historic district;
 - (B) Characteristic of a specific period; or
 - (C) Integral to the design of the building or structure.
 - (2) Design.
 - (A) Historic signs shall be recreated only with historical, pictorial, and physical documentation.
- (b) *Permanent non-historic signs.*
 - (1) *Materials.* New signs shall be constructed of wood or metal.
 - (2) *Design.*
 - (A) Permanent non-historic signs shall be located:
 - (i) Within an existing sign frame attached to the historic structure provided this frame does not obscure significant features;
 - (ii) On the building, flush to the building facade or perpendicular to the building not obscuring any character defining features of the historic resource;
 - (iii) On the historic site within an existing sign monument, provided it does not obscure any character defining features of the historic resource or site; or
 - (iv) On the site within 50 feet of the main entrance of the building or tenant space the sign is identifying, not obscuring any character defining features of the historic resource or site.
 - (B) Permanent non-historic signs shall be attached:
 - (i) Into mortar joints, not into masonry; and
 - (ii) Where significant features are not obscured.
 - (C) Any permanent non-historic sign that incorporates lighting shall:
 - (i) Not be electronic or internally illuminated;
 - (ii) Only include lighting that indirectly illuminates the sign. In no case shall such lighting exceed 25 watts (250 nits) or point directly or indirectly at adjacent or neighboring properties within the district; and
 - (iii) Not have exposed conduit.

(Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.040. Standards for historic contributing buildings in commercial historic districts.

Modifications to historic contributing buildings in commercial historic districts shall comply with this section.

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- (a) *Masonry, siding and exterior trim.* Replacement of masonry, siding, and exterior trim of historic contributing buildings shall be allowed only where the owner has attempted repair, but repair was unfeasible due to poor condition of the materials. If the masonry, siding or trim is not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
- (A) Original material shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions, and configuration of the original materials.
- (2) *Design.*
- (A) New materials added to a building shall, to the greatest degree possible, match the color, texture and bonding pattern of the original masonry.
 - (B) When repointing brick or masonry, the joint size, profile, color, strength, porosity and permeability of the original mortar should be matched.
 - (C) Unpainted masonry should not be painted or sealed.
 - (D) Paint should not be removed from brick unless testing demonstrates that no damage to the brick will result.
 - (E) The original appearance of the original materials shall be retained, including early signage, whenever possible.
- (b) *Windows.* Replacement of windows in historic contributing buildings shall be allowed only where the owner has attempted repair, but repair was unfeasible due to poor condition of the materials. If the window is not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
- (A) Original material shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions, and light configuration of the original materials in the windows.
 - (C) Glass block or tinted, mirrored, opaque, or colored glass is not permitted, unless it is the historic glazing type.
- (2) *Design.*
- (A) A replacement window shall, to the greatest extent feasible, match design, size, proportions, configuration, reflective qualities, and profile of the original window.
 - (B) The size and shape of original window openings should be preserved so that the configuration of the facade is not changed.
 - (C) New window openings into the principal elevations, enlargement or reduction of original historic window openings, and infill of original historic window openings are not permitted.
 - (D) New window openings at the rear facade or sides if not visible from the public right-of-way are allowed.

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- (E) Original openings that have been covered or blocked should be re-opened when feasible.
 - (F) Windows historically used on upper levels shall not be installed at storefront level, and storefront (large paned) windows shall not be installed on upper levels.
 - (G) Commercial window types shall not be substituted with residential window types on storefronts.
 - (H) Interior grilles, grilles between layers of insulating glass, or stenciled mullions in lieu of true divided lights or permanently attached exterior mullions are not permitted.
- (c) *Doors.* Replacement of doors in historic contributing buildings shall be allowed only where the owner has attempted repair, but repair was determined to be unfeasible due to poor condition of the materials. If the doors are not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
 - (A) Original material shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions, and configuration of the original materials in the door.
 - (2) *Design.*
 - (A) The replacement door shall, to the greatest extent feasible, match design, size, proportions, and profile of the original door.
 - (B) The size and shape of original door openings should be preserved so that the configuration of the facade is not changed.
 - (C) Original door openings that have been covered or blocked should be re-opened when feasible.
 - (D) Commercial door types shall not be substituted with residential door types.
- (d) *Storefronts.* Replacement of storefronts or components of storefronts in historic contributing buildings shall be allowed only where the owner has attempted repair, but repair was determined to be unfeasible due to poor condition of the materials. If the storefront is not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
 - (A) Original material shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions, and configuration of the original materials in the storefront.
 - (2) *Design.*
 - (A) To the extent practicable, original storefront components such as windows, door configuration, transoms, signage, and decorative features shall be preserved.
 - (B) Where the original storefront is too deteriorated to save, the commercial character of the building shall be retained through:

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- (i) A restoration of the storefront based on historical research and physical evidence.
 - (ii) Contemporary design that is compatible with the scale, design, materials, color and texture of historic compatible buildings in the district.
 - (C) For buildings that provide a separate upper-story entrance on the exterior facade, the street-level entrance should be the primary focus of the building facade.
 - (e) *Roofs and cornices.* Replacement of roofs and cornices on historic contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Historic specialty materials, such as original tile, slate, or rolled composition roofing visible from the street should be maintained in place whenever possible.
 - (B) New roof materials that are visible from the street should match the original materials in type, quality, size, finish, proportions, scale, texture and configuration as closely as possible. Plastic or concrete simulated materials are not allowed. Imitation slate and imitation wood are allowed as a substitute for original materials in a complete replacement.
 - (2) *Design.*
 - (A) The original roof and cornice form and detailing shall be preserved.
 - (B) Original eave overhangs shall be maintained.
 - (C) Cutting back roof rafters and soffits, boxing in exposed rafter tails, adding fascia boards where none existed, or otherwise altering the historical roof overhang is not allowed.
 - (D) To the extent practical, inappropriate repairs or additions should be removed or corrected.
 - (f) *Alterations and additions.* Additions to, or alterations of, the historic contributing building may be made to accommodate uses other than the originally intended purpose.
 - (1) *Materials.* Materials for alterations or additions shall:
 - (A) Building materials shall be of traditional dimensions.
 - (B) Material shall be of the same type, quality and finish as original material in the building.
 - (C) New masonry added to a building shall, to the greatest degree possible, match the color, texture and bonding pattern of the original masonry.
 - (D) For those areas where original material must be disturbed, original material shall be retained to the maximum extent possible.
 - (2) *Design.* Alterations or additions shall:
 - (A) Additions shall be located at the rear, or on an inconspicuous side, of the building.
 - (B) Be designed and constructed to minimize changes to the building.
 - (C) Be limited in size and scale such that a harmonious relationship is created in relationship to the original building.
 - (D) Be designed and constructed in a manner that significant historical, architectural or cultural features of the building are not obscured, damaged, or destroyed.
 - (E) Be designed to be compatible with the size, scale, material, and character of the building, and the district generally.

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- (F) Not destroy or adversely impact existing distinctive materials, features, finishes and construction techniques or examples of craftsmanship that are part of the building.
 - (G) Be constructed with the least possible loss of historic materials
 - (H) Not create a false sense of historical development by including features that would appear to have been part of the building during the period of significance but whose existence is not supported by historical evidence.
 - (I) Be designed in a manner that makes it clear what is original to the building and what is new.
 - (J) Be designed to reflect, but not replicate, the architectural styles of the period of significance.
 - (K) Preserve features of the building that has occurred over time and has attained significance in its own right.
 - (L) Preserve distinguishing original qualities of the building and its site.
 - (M) Not increase the height of a building to more than four stories.
- (g) *Lintels, architraves, sills, and other architectural details.* Replacement of lintels, architraves, sills and other architectural details in historic contributing buildings shall be allowed only where the owner has attempted repair, but repair was unfeasible due to poor condition of the original materials. If the feature is not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
 - (A) Existing architectural details shall be retained.
 - (B) Original material shall, if possible, be retained or repaired.
 - (C) If replacement material is required, similar material shall be used.
 - (2) *Design.*
 - (A) The replacement shall, to the greatest extent feasible, match design, size, proportions, and profile of the original architectural details.
 - (B) Architectural details should not be added unless there is archival evidence suggesting their presence and design.
- (h) *Accessibility.* Additions or alterations to improve accessibility are allowed.
- (1) *Materials.* Materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration of the original materials in the building.
 - (2) *Design.*
 - (A) Design additions or alterations to improve accessibility in a manner that identifies the building's character-defining spaces and features and prevents their damage or loss.
 - (B) Additions and alterations to improve accessibility should be designed in a manner that is compatible with the building and its setting.
- (i) *Energy.* Retrofitting historic contributing buildings to achieve energy efficiency is permitted, if the retrofitting preserves the building's historic character.
- (1) *Materials.*

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- (A) Materials shall be of a type and quality that will not result in degradation of original material in the resource. Example: Addition of insulation to exterior walls should not negatively affect the function of the wall assembly.
 - (B) The materials for any retro-fitted architectural elements, including, but not limited to, windows and doors shall comply with the standards for materials for such elements set forth in this section.
- (2) *Design.*
- (A) To the extent practicable, original systems to control ventilation, such as double hung, transom windows and awnings, shall be preserved.
 - (B) Before seeking to replace windows or doors, improve thermal efficiency through weather-stripping, storm windows, interior shades, blinds and awnings.
 - (C) The designs of any retro-fitted architectural elements, including, but not limited to, windows and doors shall comply with the standards for replacement of such elements set forth in this section.
 - (D) Retrofitting shall be designed in a manner that prevents loss of original material or architectural elements.
- (j) *Mechanical equipment and service areas.* Addition and replacement of mechanical equipment, including, but not limited to, heating and cooling systems, solar panels and telecommunications equipment, and service areas, including, but not limited to, dumpster enclosures, is permitted.
- (1) *Materials.* Materials shall be harmonious in type, color, scale, texture, and proportions with the building and the district generally.
- (2) *Design.*
- (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.
 - (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or set back and screened from view.
 - (D) Solar panels should have low profiles and not be visible from right-of-way, other than alleys, and shall be installed in a manner that minimizes damage to historic materials.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) New skylights and vents shall be placed behind and below the parapet level.
 - (H) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.
- (k) *Awnings and canopies.* Replacement or installation of awnings and canopies on historic contributing buildings is allowed.

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- (1) *Materials.*
 - (A) Materials that are compatible with the character of the building's period and style shall be used.
 - (B) Canvas is an approved material for awnings and canopies.
 - (2) *Design.*
 - (A) Awnings shall be located within window openings, and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Awnings shall be attached in such a manner that historic materials or features are not damaged.
 - (D) Marquees may be used where compatible with the building and neighboring buildings.
 - (E) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (F) Awnings, canopies, or marquees shall have size, scale and design that is compatible with the building and neighboring buildings.

(Prior Code, § 230.040; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.045. Standards for non-contributing buildings and structures in commercial historic districts.

Modifications to non-contributing buildings in commercial historic districts shall comply with this section.

- (a) *Masonry, siding and exterior trim.* Replacement of masonry, siding, and exterior trim of non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) For historic non-contributing buildings, material dating from the period of significance shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions, and configuration of the materials commonly used on other buildings in the district.
 - (2) *Design.*
 - (A) The design shall, to the greatest degree possible, match the color, texture and bonding pattern of the original materials.
 - (B) For historic non-contributing buildings the appearance of original materials that were used on the building during the period of significance shall be restored or reconstructed whenever possible.
- (b) *Windows.* Replacement of windows in non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Windows dating from the period of significance shall, if possible, be retained and repaired or restored.

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- (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration of windows commonly used on other buildings in the district.
 - (C) Glass block or tinted, mirrored, opaque, or colored glass is not permitted, unless it is the historic glazing type.
- (2) *Design.*
- (A) Replacement windows should, to the greatest degree possible, match design, size, proportions, configuration, reflective qualities and profile of original windows dating from the period of significance, if documentary evidence of the appearance is available.
 - (B) The size and shape of window openings dating from the period of significance should be preserved so that the configuration of the facade is not changed.
 - (C) Original openings that have been covered or blocked should be re-opened when feasible.
 - (D) New window openings into the principal elevations, enlargement or reduction of original window openings and infill of original window openings are not permitted.
 - (E) Window styles historically used on upper levels shall not be installed at storefront level, and storefront windows shall not be installed on upper levels.
 - (F) Commercial window types shall not be substituted with residential window types.
 - (G) Interior grilles, grilles between layers of insulating glass, or stenciled mullions in lieu of true divided lights or exterior mullions are not permitted.
- (c) *Doors.* Replacement of doors in non-contributing buildings is allowed.
- (1) *Materials.*
- (A) Doors dating from the period of significance shall, if possible, be retained and repaired or restored.
 - (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of the doors commonly found in the district.
- (2) *Design.*
- (A) Replacement doors shall, to the greatest degree possible, match design, size, proportions and profile of the original door dating from the period of significance, if documentary evidence of the appearance is available.
 - (B) Original door openings that have been covered or blocked should be re-opened when feasible.
 - (C) The size and shape of original door openings should be preserved so that the configuration of the facade is not changed.
 - (D) Commercial door types shall not be substituted with residential door types.
- (d) *Storefronts.* Replacement of storefronts or components of storefronts in non-contributing buildings is allowed.
- (1) *Materials.*
- (A) Materials dating from the period of significance shall, if possible, be retained and repaired or restored.

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- (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of the storefronts commonly found in the district.
- (2) *Design.*
 - (A) To the extent practicable, original storefront components such as windows, door configuration, transoms, signage and decorative features dating from the period of significance shall be preserved.
 - (B) Restoration of the appearance of the storefront during the period of significance, based on historical research and physical evidence, is preferred.
 - (C) Replacement that is contemporary in design shall be compatible with the scale, proportions, massing, height, rhythm, materials, color and texture of historic contributing buildings in the district.
- (e) *Roofs and cornices.* Replacement of roofs and cornices on non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Historic specialty materials, such as original tile, slate, or rolled composition roofing dating from the period of significance should be maintained in place whenever possible.
 - (B) Replacement materials that are visible from the street shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of the roof and cornices commonly found in the district. Plastic or concrete simulated materials are not allowed. Imitation slate and wood are allowed as a substitute for original materials in a complete replacement.
 - (2) *Design.*
 - (A) To the extent practicable, original roof and cornice components visible from the street dating from the period of significance shall be preserved.
 - (B) Eave overhangs dating from the period of significance shall be maintained.
 - (C) Restoration of the appearance of the roof and cornice that is visible from the street, based on historical research and physical evidence from the period of significance, is preferred.
 - (D) Replacement of roofs and cornices that are contemporary in design shall be compatible with the scale, proportions, massing, height, rhythm, materials, color and texture of historic buildings in the district.
 - (E) Cutting back roof rafters and soffits, boxing in exposed rafter tails, adding fascia boards where none existed, or otherwise altering material that dates from the period of significance is not allowed.
 - (F) To the extent practical, inappropriate repairs or additions that occurred after the period of significance should be removed or corrected.
- (f) *Lintels, architraves, sills and other architectural details.* Replacement of lintels, architraves, sills and other architectural details on non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Materials dating from the period of significance shall, if possible, be retained and repaired or restored.

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- (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration commonly found in the district.
- (2) *Design.*
- (A) To the extent practicable, original material dating from the period of significance shall be preserved.
 - (B) Restoration of the appearance of architectural details that are visible from the street, based on historical research and physical evidence from the period of significance, is preferred.
 - (C) Replacement architectural details that are contemporary in design shall be compatible with the scale, proportions, massing, height, rhythm, materials, color and texture of historic buildings in the district.
- (g) *Alterations and additions.* Additions and alterations that comply with the standards in this section may be made to historic non-contributing buildings. Whenever practical, additions and alterations to historic non-contributing buildings should result in the restoration of missing features from the period of significance, or the removal of alterations that were made outside of the period of significance.
- (1) *Materials.*
- (A) Materials shall be consistent with those present in buildings in the district generally.
 - (B) Roofing materials shall have a non-reflective, matte finish.
- (2) *Design.*
- (A) The location for an addition shall be at the rear, or on an inconspicuous side, of the building.
 - (B) Changes to features of a historic non-contributing building that date from the period of significance shall be minimized.
 - (C) The design shall be compatible with the character of historic contributing buildings in the historic district and create a harmonious relationship with historic contributing buildings in the district generally. Factors in evaluating the design under this subsection include, but are not limited to:
 - (i) Similarities in the size and scale to those used in historic contributing buildings in the district generally.
 - (ii) Use of architectural features that reflect, or are similar to, the architectural style of historic contributing buildings in the district.
 - (iii) Simple gable or hipped roofs with a pitch similar to surrounding buildings are generally appropriate. Flat roofs may be appropriate when the prevailing styles of architecture provide an appropriate context. Exotic or complex roof forms that detract from the visual continuity of the district are generally inappropriate.
 - (iv) Additions should have a similar mass to surrounding buildings.
 - (v) Front elevations should appear similar in scale to those seen traditionally in the surrounding neighborhood.
 - (vi) The width and height of the addition should not exceed the typical dimensions seen in the district.

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- (vii) Simple rectangular building forms are generally preferred.
 - (D) The design shall make clear what is original and what is new.
 - (E) Features that have been added over time and have attained significance in their own right shall be preserved, even if the features do not reflect the period of significance.
 - (F) An addition that adds stories shall increase the height of a building to no more than four stories.
- (h) *Accessibility.* Additions or alterations to improve accessibility are allowed.
- (1) *Materials.* Materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of materials commonly used in the district.
 - (2) *Design.*
 - (A) Design additions or alterations to improve accessibility in a manner that identifies the building's character-defining spaces and features and prevents their damage or loss.
 - (B) Additions and alterations to improved accessibility should be designed in a manner that is compatible with the building and its setting.
- (i) *Energy.* Retrofitting non-contributing buildings to achieve energy efficiency is permitted, if the retrofitting preserves the character of the historic district.
- (1) *Materials.* The materials for any retro-fitted architectural elements, including, but not limited to, windows and doors shall comply with the standards for materials for such elements set forth in this section.
 - (2) *Design.*
 - (A) To the extent practicable, systems to control ventilation, such as double hung, transom windows and awnings, dating from the period of significance should be preserved.
 - (B) The designs of any retro-fitted architectural elements, including, but not limited to, windows and doors shall comply with the standards for replacement of such elements set forth in this section.
 - (C) Retrofitting shall be designed in a manner that prevents loss of material or architectural elements dating from the period of significance.
- (j) *Mechanical equipment and service areas.* Addition and replacement of mechanical equipment, including, but not limited to, heating and cooling systems, solar panels and telecommunications equipment, and service areas, including, but not limited to, dumpster enclosures, is allowed.
- (1) *Materials.* Materials shall be harmonious in type, color, scale, texture and proportions with the building and the district generally.
 - (2) *Design.*
 - (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.
 - (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or set back and screened from view.

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- (D) Solar panels should have low profiles and not be visible from right-of-way, other than alleys, and shall be installed in a manner that minimizes damage to historic materials.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) New skylights and vents shall be placed behind and below the parapet level.
 - (H) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.
- (k) *Awnings and canopies.* Replacement or installation of awnings and canopies on non-contributing buildings is allowed.
- (1) *Materials.*
 - (A) Materials that are compatible with the character of the district shall be used.
 - (B) Canvass is an approved material for awnings and canopies.
 - (2) *Design.*
 - (A) Awnings shall be located within window openings, and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Awnings shall be attached in such a manner that historic materials or features are not damaged.
 - (D) Marquees may be used where compatible with the building and neighboring buildings.
 - (E) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (F) Awnings, canopies, or marquees shall have size, scale and design that is compatible with the building and neighboring buildings.

(Prior Code, § 230.045; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.050. Standards for new construction in commercial historic districts.

New buildings may be constructed in commercial historic districts, subject to the following standards:

- (a) *Materials.*
 - (1) The primary facade shall be constructed of traditional building materials such as brick or stone. Stucco or pre-cast concrete block shall not be used in the primary facade.
 - (2) Materials used in the construction shall be identical or similar to those available for similar buildings or structures built during the period of significance.
 - (3) Materials shall be similar in scale, proportion, texture, and finish to those found on nearby historic structures.
- (b) *Design.*

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- (1) The design shall be compatible with the general character of historic contributing buildings in the historic district. Factors in evaluating compatibility include, but are not limited to:
 - (A) The height, width, proportions, size and scale is consistent with those used in similar historic contributing buildings in the district generally.
 - (B) The design reflects, but does not replicate, the architectural style of historic contributing buildings in the district.
 - (C) Architectural elements that are similar to those found on historic contributing buildings in the historic district are used.
 - (D) Architectural elements such as lintels, cornices, doors, storefronts and windows reflect the spacing, placement, scale, orientation and proportion of buildings in the district.
 - (E) The front facade is designed with human-scaled proportions that are compatible with adjacent buildings and the district as a whole.
 - (2) Buildings shall be placed contiguous with the right-of-way line.
 - (3) Buildings shall be designed without above ground pedestrian walkways which are prohibited across any public street.
 - (4) Walls shall include storefronts along each ground floor and shall extend the length of each lot line that is adjacent to a public street. Windows shall not be tinted, mirrored, or treated in such a way as to block views into the interior.
 - (5) Parking within a building on the ground floor shall only be allowed behind secondary facades. Commercial storefronts or office uses shall be provided between any ground floor parking area and the primary facades fronting the public street. Parking is prohibited between the building and the street.
 - (6) No new building shall be designed to allow drive-through uses, except banks and credit unions where construction of the bank or credit union is commenced on or after October 1, 2011, may include a drive-through use as a conditional use subject to the following standards:
 - (A) All components of the drive-through, including kiosk, structure, and drive aisle, shall be located on a secondary facade, not visible from the right-of-way, other than an alley,
 - (B) Queuing lanes shall not be permitted between the building and the right-of-way, other than an alley,
 - (C) Up to two queuing lanes may be permitted,
 - (D) If the subject property abuts an alley, access to and from the drive-through from the alley is encouraged.
 - (7) Manufactured dwelling units are prohibited.
 - (c) *Mechanical equipment and service areas.* Mechanical equipment, including, but not limited to, heating and cooling systems, solar panels and telecommunications equipment, and service areas, including, but not limited to, dumpster enclosures, shall meet the following standards:
 - (1) *Materials.* Materials shall be harmonious in type, color, scale, texture, and proportions with the building and the district generally.
 - (2) *Design.*
 - (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.

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- (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or are set back and screened from view.
 - (D) Solar panels should have low profiles and not be visible from the street.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) Skylights and vents shall be placed behind and below the parapet level.
- (d) *Awnings and canopies.* Awnings and canopies on new construction shall meet the following standards:
- (1) *Materials.*
 - (A) Materials that are compatible with the character of the district shall be used.
 - (B) Canvass is an approved material for awnings and canopies.
 - (2) *Design.*
 - (A) Awnings shall be located within window openings, and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Marquees may be used where compatible with the building and neighboring buildings.
 - (D) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (E) Awnings, canopies, or marquees shall have size, scale and design that is compatible with the building and neighboring buildings.

(Prior Code, § 230.050; Ord. No. 34-10; Ord. No. 22-11; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.055. Murals in commercial historic districts.

Murals that comply with this section are allowed in commercial historic districts:

- (a) Retain historic murals.
- (b) Murals shall be located only on the side or rear of buildings.
- (c) Murals shall not be located on primary facades, or secondary facades that face right-of-way.
- (d) Murals shall be located only on non-historic non-contributing buildings.

(Prior Code, § 230.055; Ord. No. 34-10)

Sec. 230.056. Signs in commercial historic districts.

Signs in commercial historic districts shall meet with the standards set forth in this section. The standards in this section are in addition to, and not in lieu of, the applicable standards of SRC chapter 900. Where the standards in this section conflict with the standards of SRC chapter 900, the standards in this section shall be the applicable standard.

(a) *Historic signs.*

(1) Notwithstanding SRC chapter 900, historic signs shall be retained whenever possible, particularly if the sign is:

- (A) Associated with historic figures, events, or places significant as evidence of the history of the product, business, or service advertised, or significant as reflecting the history of the building or the development of the historic district;
- (B) Characteristic of a specific period; or
- (C) Integral to the design or physical fabric of the building or structure.

(2) Design.

(A) Historic signs shall be recreated only with historical, pictorial, and physical documentation.

(b) *Permanent non-historic signs.*

(1) *Materials.* Permanent non-historic signs shall be constructed of wood, metal, or acrylic.

(2) *Design.*

(A) Permanent non-historic signs shall be located:

- (i) Within an existing sign frame attached to the historic structure provided the sign frame does not obscure significant features of the historic resource; or
- (ii) Between the transom and sill of the first story and:
 - (aa) Perpendicular to the corner;
 - (bb) Flush to the facade; or
 - (cc) Perpendicular to the building;
- (iii) Suspended from the awning or marquee.

(B) Permanent non-historic signs shall be attached:

- (i) Into mortar joints, not into masonry; and
- (ii) Where significant features are not obscured.

(C) Any permanent non-historic sign that incorporates lighting shall:

- (i) Not be internally illuminated, except if it incorporates halo illumination utilizing reversed pan-channel letters with an internal light source reflecting off the building;
- (ii) Not exceed 366 watts or 250 nits between sunset and sunrise; and
- (iii) Not have exposed conduit.

(Prior Code, § 230.056; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.057. Oregon state capitol.

Unless approved pursuant to SRC 230.065, no significant features on existing resources within the boundary of the Oregon State Capitol as identified in Table 230-2 shall be altered.

TABLE 230-2. OREGON STATE CAPITOL

Zone	Resource	Significant Features
1	Capitol Building and adjacent wings	<ul style="list-style-type: none"> ■ Rotunda. ■ Gold Oregon Pioneer Statue. ■ Cast bronze Bas-Reliefs.
	Additions	
2	Oregon Migration Relief Sculpture	<ul style="list-style-type: none"> ■ Figures of Pioneers and a Covered Wagon. ■ Map of Oregon Trail.
	Lewis & Clark Relief Sculpture	<ul style="list-style-type: none"> ■ Figures of Lewis, Clark and Sacagawea. ■ Map of Expedition
3	Willson Park	<ul style="list-style-type: none"> ■ Breyman Fountain. ■ Waite Fountain. ■ Walk of Flags. ■ Liberty Bell Replica. ■ Gazebo. ■ Parade of Animals Sculpture. ■ Douglas-Fir tree grown from seed that rode aboard Apollo 14. ■ Capitol Beaver Family Sculpture.
4	Capitol (East) Park	<ul style="list-style-type: none"> ■ Circuit Rider Statue. ■ John McLoughlin Statue. ■ Jason Lee Statue. ■ Corinthian Columns remaining from Second Capitol. ■ Memorial to Oregon Recipients of Congressional Medal of Honor.
5	North Plaza, Sunken Terrace	<ul style="list-style-type: none"> ■ Sprague Fountain. ■ Wall of Water Fountain.

(Prior Code, § 230.057; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.058. Oregon State Hospital Historic District.

Unless approved pursuant to SRC 230.065, no significant features on existing resources within the Oregon State Hospital Historic District as identified in Table 230-3 shall be altered. Any alterations or additions within Zone 1 of the Oregon State Hospital Historic District shall be limited to secondary facades. No alterations shall be allowed on primary facades or significant features as identified in Table 230-3.

TABLE 230-3. OREGON STATE HOSPITAL HISTORIC DISTRICT RESOURCES			
Zone	Structure/Building	Primary Facade	Significant Features
1	Memorial Building	South (Greenway Dr.) North (Recovery Dr.) South (Recovery Dr.)	<ul style="list-style-type: none"> ■ Double-hung windows. ■ Decorative brick corbelling at roofline.
	Kirkbride Building	West (24th St.) North (Center St.)	<ul style="list-style-type: none"> ■ Cupola spire. ■ Arched multi-light double hung windows. ■ Roof corbelling and brackets.
	Dome Building	West (23rd St.) South (Center St.— includes south facade of	<ul style="list-style-type: none"> ■ Dome. ■ Wood multi-light windows. ■ Front entry staircase.

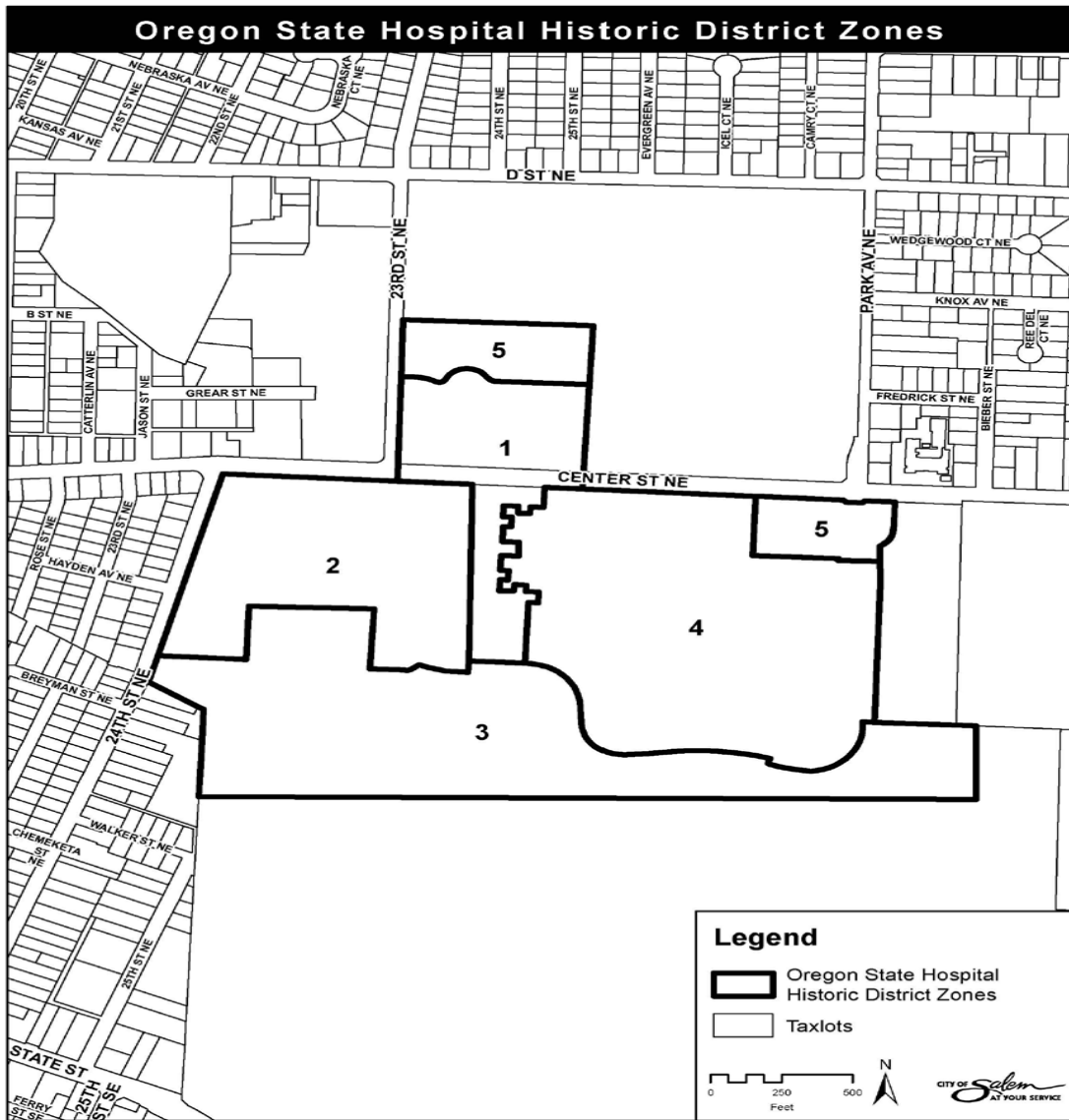
		east wing North (Bittern Street)	
2	Kirkbride Grounds Structures/Historic Park	West (24th St.) North (Center St.)	<ul style="list-style-type: none"> ■ Fountain area with 'Baby Hercules' Statue. ■ Memorial circle with vault markers. ■ Park entrance pillars.
3	R01-Cottage	South (Greenway Dr.) North (Center St.) West (26th St. NE) East (Recovery Dr. NE)	<ul style="list-style-type: none"> ■ Roof gables. ■ Wooden lintels. ■ Multi-light double-hung windows. ■ Brick/stucco-clad chimneys.
	R02-Cottage	South (Greenway Dr.) North (Center St.) West (26th St. NE) East (Recovery Dr. NE)	
	R03-Cottage	South (Greenway Dr.) North (Center St.) West (26th St. NE) East (Recovery Dr. NE)	
	R04-Cottage	North (Greenway Dr.)	
	R05-Cottage	North (Greenway Dr.)	
	R06-Cottage	North (Greenway Dr.)	
	R07-Cottage	North (Greenway Dr.)	
	R08-Cottage	North (Greenway Dr.)	
	R09-Cottage	North (Greenway Dr.)	
	R10-Cottage	North (Greenway Dr.)	
	R11-Cottage	North (Greenway Dr.)	
	R12-Cottage	North (Greenway Dr.)	
	R13-Cottage	North (Greenway Dr.)	
	R14-Cottage	West (24th Pl.)	
	R15-Cottage	West (24th Pl.)	
	R16-Cottage	West (24th Pl.)	
	R17-Cottage	East (24th Pl.)	
	R18-Cottage	East (24th Pl.)	
	R19-Cottage	North (Bates Dr.)	
	R20-Cottage	North (Bates Dr.)	
R21-Cottage	North (Bates Dr.)		
S07-Cottage	North (private rd. off of Park Ave.)		
S08-Cottage	North (private rd. off of Park Ave.)		
4	Oregon State Hospital (primary treatment building)	West (24th St.) North (Center St.) (Considered an addition to the Kirkbride structure)	<ul style="list-style-type: none"> ■ Front entry
5	S04-Physical Plant	North (Center St.) East (Park Ave.) West	<ul style="list-style-type: none"> ■ Corbelled cornices, flat roof, wood doors and transoms.

	Yaquina Hall	South (Bittern St.)	■ Front entries
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(Prior Code, § 230.058; Ord. No. 25-13; Ord. No. 15-19 , § 1(Exh. A), 12-9-2019, eff. 1-8-2020; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 15-19 , § 1(Exh. A), adopted Dec. 9, 2019, effective Jan. 8, 2020, changed the title of § 230.58 from "Oregon state hospital district" to read as herein set out.

FIGURE 230-1. OREGON STATE HOSPITAL HISTORIC DISTRICT ZONES



Sec. 230.060. Standards for historic contributing buildings in public historic districts and individually listed public historic resources.

Modification to historic contributing buildings in public historic districts and individually listed public historic resources shall comply with this section.

- (a) *Masonry, siding, exterior trim and minor architectural features.* Replacement of masonry, siding, exterior trim, and minor architectural features of historic contributing buildings and individually listed public historic resources shall be allowed only where the owner has attempted to repair the original siding, exterior trim or minor architectural feature, but repair was determined to be unfeasible due to the poor condition of the original materials. If the masonry, siding, or trim is not original then every effort shall be made to replicate the original materials; the effort shall be substantiated by historic, physical, or pictorial evidence. If the masonry, siding, or trim cannot be replicated then it should be of a compatible design and material.
 - (1) *Materials.* The replacement materials are the same type and quality as the original siding, exterior trim or minor architectural feature, or duplicate, to the greatest degree possible, the appearance and structural qualities of the material being replaced.
 - (2) *Design.* The replacement reproduces the appearance of the original siding, exterior trim or minor architectural feature.
 - (3) *Energy efficiency.* Improvements to improve energy efficiency are allowed, provided the exterior appearance of the historic resource is preserved to the greatest extent possible. Example: Adding additional insulation to attics, crawl spaces or basements.

- (b) *Windows.* Replacement of windows and individually listed public historic resources shall be allowed only where the owner has attempted to repair the original window, but repair was not feasible due to the poor condition of the original materials. If the window is not original then every effort shall be made to replicate the original window; the effort shall be substantiated by historic, physical, or pictorial evidence. If the window cannot be replicated then it should be of a compatible design and material.
 - (1) *Materials.* All features of the window, including the window frame, sash, stiles, rails, muntins, lamb's tongues and glass, are replaced with materials that duplicate, to the greatest degree possible, the appearance and structural qualities of the original.
 - (2) *Design.* Overall design of the window profile of all parts of the window shall reproduce the appearance of the original window.
 - (3) *Energy efficiency.*
 - (A) The use of weather-stripping, insulation, or materials to either repair or improve the energy efficiency shall be evaluated as means to achieve the desired energy efficiency objectives prior to seeking authorization to replace a window.
 - (B) If an owner wishes to improve the energy efficiency of windows located on the primary facade, only energy efficiency measures that are removable and do not permanently alter the resource shall be used. This includes, but is not limited to, exterior storm windows, weather-stripping.
 - (C) If an owner wishes to improve the energy efficiency of windows located on a facade other than the primary facade, measures that are removable and do not permanently alter the resource shall be used. This includes, but is not limited to, exterior storm windows, weather-stripping. Reuse of the original window frame and sash with replacement glass

that maintains the overall design and appearance of the window is allowed. Example: Replacement of single-pane glass with new energy efficient double-paned glass is permissible, so long as the window is in satisfactory condition, muntins are wide enough to hold the double-paned glass, the double-paned glass can be inserted into the original window sash, there are only minor alterations to the overall design of the window, and the double-paned glass is not visibly tinted or reflective.

- (c) *Doors.* Replacement of doors in historic contributing buildings and individually listed public historic resources shall be allowed only where the owner has attempted to repair the original door, but repair was not feasible due to the poor condition of the original materials. If the doors are not original, then every effort shall be made to replicate the original doors; the effort shall be substantiated by historic, physical, or pictorial evidence. If the door cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.* All features of the door shall be replaced with materials that duplicate, to the greatest degree possible, the appearance and structural qualities of the original door.
 - (2) *Design.* The overall design of the door shall reproduce, to the greatest degree possible, the appearance of the original door.
- (d) *Porches.* Replacement of porches on historic contributing buildings and individually listed public historic resources shall be allowed only where the owner has attempted to repair the original porch, but repair was not feasible due to the poor condition of the original materials. If the porch is not original, then every effort shall be made to replicate the original porch; the effort shall be substantiated by historic, physical, or pictorial evidence. If the porch cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.* All features of the porch shall be replaced with material that duplicate, to the greatest degree possible, the appearance and structural qualities of the original porch.
 - (2) *Design.* The overall design of the porch shall reproduce, to the greatest degree possible, the appearance of the original porch.
- (e) *Roofs and cornices.* Replacement of roofs and cornices on historic contributing buildings and individually listed public historic resources shall be allowed only where the owner has attempted to repair the original roof, but repair was not feasible due to the poor condition of the original materials.
- (1) *Materials.*
 - (A) Historic specialty roofing materials, such as original tile, slate, or rolled composition roofing should be maintained in place whenever possible.
 - (B) New roof materials should match the original materials in scale and texture as closely as possible. Use of plastic or concrete simulated materials is not allowed.
 - (C) Composition roofing is allowed as a substitute for wood shingles in a complete replacement.
 - (D) Imitation slate and wood are allowed as a substitute for original materials in a complete replacement.
 - (2) *Design.*
 - (A) The original roof and cornice form and detailing shall be preserved.
 - (B) Original eave overhangs shall be maintained.
 - (C) Cutting back roof rafter and soffits, boxing in exposed rafter tails, adding fascia boards where none existed, or otherwise altering the historical roof overhang is not allowed.

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- (D) To the extent feasible, inappropriate repairs or additions should be removed or corrected.
- (f) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be added to historic contributing buildings and individually listed public historic resources.
- (1) *Materials.*
- (A) Non-reflective glass and metal panels are allowed.
- (B) Reflective glass and plastic frames are prohibited.
- (2) *Design.*
- (A) Solar panels shall not alter the existing profile of the roof, and shall be mounted parallel to the roof plane on rear-facing roofs or placed on the ground in an inconspicuous location.
- (B) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural features of the resource.
- (C) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
- (D) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.
- (g) *Missing features.* Features that were present on a historic contributing building and individually listed public historic resources during the period of significance but which were later removed may be reconstructed.
- (1) *Materials.* Materials used in the replacement shall match as closely as practicable the composition, design, texture, and other visual qualities of the materials of the missing feature.
- (2) *Design.* The design shall accurately duplicate the missing feature. The design shall be substantiated by historic, physical, or pictorial evidence. Evidence does not include conjectural designs, or the appearance of features or different elements from other buildings or structures built during the period of significance.
- (h) *Alterations and additions.* Additions to and alterations of the historic contributing building and individually listed public historic resources are allowed.
- (1) *Materials.*
- (A) Building materials shall be of traditional dimensions.
- (B) Material shall be of the same type, quality and finish as original material in the building.
- (C) New masonry added to a building shall, to the greatest extent feasible, match the color, texture and bonding pattern of the original masonry.
- (D) For those areas where original material must be disturbed, original material shall be retained to the maximum extent possible.
- (2) *Design.* Alterations or additions shall:
- (A) Be located at the rear, or on an inconspicuous side, of the building.

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- (B) Be designed and constructed to minimize changes to the building.
 - (C) Be limited in size and scale such that a harmonious relationship is created with the original building.
 - (D) Be designed and constructed in a manner that significant historical, architectural or cultural features of the building are not obscured, damaged, or destroyed.
 - (E) Be designed to be compatible with the size, scale, material, and character of the building, and the district generally.
 - (F) Not destroy or adversely impact existing distinctive materials, features, finishes and construction techniques or examples of craftsmanship that are part of the building.
 - (G) Be constructed with the least possible loss of historic materials.
 - (H) Not create a false sense of historical development by including features that would appear to have been part of the building during the period of significance but whose existence is not supported by historical evidence.
 - (I) Be designed in a manner that makes it clear what is original to the building and what is new.
 - (J) Be designed to reflect, but not replicate, the architectural styles of the period of significance.
 - (K) Preserve features of the building that have occurred over time and have attained significance in their own right.
 - (L) Preserve distinguishing original qualities of the building and its site.
 - (M) Not increase the height of a building to more than four stories.
- (i) *Decks.* Replacement and addition of decks in historic contributing buildings and individually listed public historic resources is allowed.
- (1) *Materials.* The deck shall be constructed of wood, a wood composite, or a material available during the period of significance.
 - (2) *Design.* The deck shall:
 - (A) Be located off the rear of the resource.
 - (B) Not obscure any significant architectural features of the resource.
 - (C) Be of a reasonable size and scale in relationship to the resource.
 - (D) Shall not extend beyond the width of the existing footprint of the resource.
- (j) *Lintels, architraves, sills, and other architectural details.* Replacement of lintels, architraves, sills and other architectural details in historic contributing buildings and individually listed public historic resources shall be allowed only where the owner has attempted repair, but repair was unfeasible due to the poor condition of the original materials. If the feature is not original then every effort shall be made to replicate the original feature; the effort shall be substantiated by historic, physical, or pictorial evidence. If the feature cannot be replicated then it should be of a compatible design and material.
- (1) *Materials.*
 - (A) Existing architectural details shall be retained.
 - (B) Original material shall, if possible, be retained or repaired.

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- (C) If replacement material is required, similar material shall be used.
 - (2) *Design.*
 - (A) The replacement shall, to the greatest extent feasible, match design, size, proportions, and profile of the original architectural details.
 - (B) Architectural details should not be added unless there is archival evidence suggesting their presence and design.
 - (k) *Accessibility.* Additions or alterations to improve accessibility are allowed.
 - (1) *Materials.* To the greatest extent practicable, materials shall be of the same type, quality, design, size, finish, proportions and configuration of the original materials in the building.
 - (2) *Design.*
 - (A) Additions or alterations to improve accessibility should be designed in a manner that identifies the building's character-defining spaces and features and prevents their damage or loss.
 - (B) Additions and alterations to improve accessibility should be designed in a manner that is compatible with the building and its setting.
 - (l) *Energy efficiency.* Retrofitting historic contributing buildings and individually listed public historic resources to achieve energy efficiency is permitted, if the retrofitting preserves the building's historic character.
 - (1) *Materials.*
 - (A) Materials shall be of a type and quality that will not result in degradation of original material in the resource. Example: Addition of insulation to exterior walls should not negatively affect the function of the wall assembly.
 - (B) The materials for any retrofitted architectural elements shall comply with the standards for materials for such elements set forth in this section. This includes, but is not limited to, windows and doors.
 - (2) *Design.*
 - (A) To the extent practicable, original systems to control ventilation, such as double hung, transom windows and awnings, shall be preserved.
 - (B) Before seeking to replace windows or doors, improve thermal efficiency through weather-stripping, storm windows, interior shades, blinds and awnings.
 - (C) The designs of any retrofitted architectural elements shall comply with the standards for replacement of such elements set forth in this section.
 - (D) Retrofitting shall be designed in a manner that prevents loss of original material or architectural elements.
 - (m) *Mechanical equipment and service areas.* Addition and replacement of mechanical equipment is permitted. This includes, but is not limited to, heating and cooling systems, solar panels, telecommunications equipment and dumpster enclosures.
 - (1) *Materials.* Materials shall be harmonious in type, color, scale, texture, and proportions with the building and the district generally.
 - (2) *Design.*

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- (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.
 - (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or are set back and screened from view.
 - (D) Solar panels should have low profiles and not be visible from right-of-way, other than alleys, and shall be installed in a manner that minimizes damage to historic materials.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) New skylights and vents shall be placed behind and below the parapet level.
 - (H) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.
- (n) *Awnings and canopies.*
- (1) *Materials.* Replacement or installation of awnings and canopies on historic contributing buildings and individually listed public historic resources is allowed.
 - (A) Materials that are compatible with the character of the building's period and style shall be used.
 - (B) Canvas is an approved material for awnings and canopies.
 - (2) *Design.*
 - (A) Awnings shall be located within window openings and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Awnings shall be attached in such a manner that historic materials or features are not damaged.
 - (D) Marquees may be used where compatible with the building and neighboring buildings.
 - (E) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (F) Awnings, canopies, or marquees shall have size, scale and design that are compatible with the building and neighboring buildings.
- (o) *New accessory structures.* New accessory structures may be built on the site of historic contributing buildings and individually listed public historic resources.
- (1) *Materials.* New accessory structures shall have the same siding material as the primary resources, or consistent with other primary structures in the zone.
 - (2) *Design.* New accessory structures shall:
 - (A) Not be located on or around the primary facade of an existing resource.

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- (B) Be no taller than one story.
 - (C) Be similar in character to those built during the period of significance.
 - (D) Be subordinate to the primary structure in terms of mass, size, and height.
- (p) *Fences.* Fences may be added to sites of historic contributing buildings and individually listed public historic resources, provided the fence will not result in the removal or destruction of site features identified as significant on the historic resource inventory.
- (1) *Materials.* The fence shall be constructed of traditional materials that were available during the period of significance.
 - (2) *Design.* Fences shall be no taller than four feet in the front yard and no taller than six feet in side and rear yards.
- (q) *Retaining walls.* Retaining walls may be added to sites of historic contributing buildings and individually listed public historic resources, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory.
- (1) *Materials.* The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940 the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design.* Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yards.
- (r) *Site features.* Replacement or alteration of site features of a historic contributing building and individually listed public historic resources that are identified as significant features on the historic resource inventory, including, but not limited to, driveways, sidewalks, gardens, significant trees, or geological features is allowed, unless the replacement or alteration would materially alter or destroy the features.
- (1) *Materials.* Materials shall duplicate, to the greatest degree possible, the appearance and physical qualities of the original materials. Example: Rhododendron hedge planted during the period of significance is replanted with heritage varieties available during the period of significance.
 - (2) *Design.* The design shall reproduce, to the greatest extent possible, the appearance of the original site feature. Example: If the site contains a Lord and Schryver garden, the replacements shall be allowed provided the original design and location of plantings of the historical garden are retained.

(Prior Code, § 230.060; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.062. Signs in public historic districts.

Signs in public historic districts and on an individually listed public historic resource shall comply with this section, as well as any applicable requirements set forth in SRC chapter 900.

- (a) Historic signs shall be retained whenever possible, particularly if the sign is associated with historic figures, events or places, significant as evidence of the history of the product, business or service advertised, significant as reflecting the history of the building or the development of the historic district, characteristic of a specific period, or integral to the building's or structure's design or physical fabric.

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- (b) Reconstruction of historic signs shall only be allowed if there is sufficient historical, pictorial, and physical documentation to replicate the sign's appearance at a specific period of time and in its historic location.
 - (c) New signs shall:
 - (1) Be compatible with the size, scale, and design of the historic resource.
 - (2) Be located where they do not obscure significant features of a historic resource.
 - (3) Use materials that are compatible with and characteristic of the period of significance.
 - (4) Be attached in a manner that prevents damage to historic materials.
 - (5) Any sign identifying the use of the building or structure shall be limited to the minimum size necessary to provide such identification.

(Prior Code, § 230.062; Ord. No. 25-13)

Sec. 230.063. Standards for non-contributing buildings and structures in public historic districts.

Modifications to non-contributing buildings in public historic districts shall comply with this section.

- (a) *Masonry, siding, exterior trim, and minor architectural features.* Replacement of masonry, siding, and exterior trim of non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) For historic non-contributing buildings, material dating from the period of significance shall, if possible, be retained or repaired.
 - (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions, and configuration of the materials commonly used on other buildings in the district.
 - (2) *Design.*
 - (A) The design shall, to the greatest degree possible, match the color, texture and bonding pattern of the original materials.
 - (B) For historic non-contributing buildings the appearance of original materials that were used on the building during the period of significance shall be restored or reconstructed whenever possible.
- (b) *Windows.* Replacement of windows in historic non-contributing buildings is allowed.
 - (1) *Materials.*
 - (A) Windows dating from the period of significance shall, if feasible, be retained and repaired or restored.
 - (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration of windows commonly used on other buildings in the district.
 - (C) Glass block or tinted, mirrored, opaque, or colored glass is not permitted, unless it is the historic glazing type.
 - (2) *Design.*

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- (A) Replacement windows should, to the greatest degree possible, match design, size, proportions, configuration, reflective qualities and profile of the original windows dating from the period of significance, if documentary evidence of the appearance is available.
 - (B) The size and shape of the window openings dating from the period of significance should be preserved so that the configuration of the facade is not changed.
 - (C) Original openings that have been covered or blocked should be re-opened when feasible.
 - (D) New window openings into the principal elevations, enlargement or reduction of original window openings, and infill of original window openings are not permitted.
 - (E) Window styles historically used on upper levels shall not be installed at storefront level, and storefront windows shall not be installed on upper levels.
 - (F) Commercial window types shall not be substituted with residential window types, unless the type of window being replaced is residential.
 - (G) Interior grilles, grilles between layers of insulating glass, or stenciled mullions in lieu of true divided lights or exterior mullions are not permitted.
- (c) *Doors.* Replacement of doors in non-contributing buildings shall be allowed.
- (1) *Materials.*
 - (A) Doors dating from the period of significance shall, if possible, be retained and repaired or restored.
 - (B) Replacement materials shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of the doors commonly found in the district.
 - (2) *Design.*
 - (A) Replacement doors shall, to the greatest degree possible, match design, size, proportions and profile of the original door dating from the period of significance, if documentary evidence of the appearance is available.
 - (B) Original door openings that have been covered or blocked should be reopened when feasible.
 - (C) The size and shape of original door openings should be preserved so that the configuration of the facade is not changed.
 - (D) Commercial door types shall not be substituted with residential door types, unless the type of door being replaced is residential.
- (d) *Porches.* Replacement of porches on non-contributing buildings is allowed.
- (1) *Materials.*
 - (A) All features of the porch shall be replaced with material that duplicate, to the greatest degree possible, the appearance and structural qualities of the original porch.
 - (B) Replacement materials shall duplicate, to the greatest degree possible, the appearance and structural qualities that are consistent with building materials on buildings in the district.
 - (C) Wood lap, shingles, brick, and stone are appropriate materials.
 - (D) Alternative materials shall appear similar in scale, proportion, texture and finish with buildings in the district.

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- (2) *Design.* The design should be similar in dimension, style, pattern and detail to porches on buildings in the district.
- (e) *Roofs and cornices.* Replacement of roofs and cornices on non-contributing buildings shall be allowed.
- (1) *Materials.*
- (A) Historic specialty roofing materials, such as original tile, slate, or rolled composition roofing dating from the period of significance should be maintained in place whenever possible.
- (B) Replacement materials that are visible from the street shall be, to the greatest degree possible, of the same type, quality, design, size, finish, proportions and configuration of the roof and cornices commonly found in the district. Plastic or concrete simulated materials are not allowed. Imitation slate and wood are allowed as a substitute for original materials in a complete replacement.
- (2) *Design.*
- (A) To the extent practicable, original roof and cornice components visible from the street dating from the period of significance shall be preserved.
- (B) Eave overhangs dating from the period of significance shall be maintained.
- (C) Restoration of the appearance of the roof and cornice that is visible from the street, based on historical research and physical evidence from the period of significance, is preferred.
- (D) Replacement of roofs and cornices that are contemporary in design shall be compatible with the scale, proportions, massing, height, rhythm, materials, color and texture of historic buildings in the district.
- (E) Cutting back roof rafters and soffits, boxing in exposed rafter tails, adding fascia boards where none existed, or otherwise altering material that dates from the period of significance is not allowed.
- (F) To the extent practical, inappropriate repairs or additions that occurred after the period of significance should be removed or corrected.
- (f) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be added to historic contributing buildings and individually listed public historic resources.
- (A) *Materials.*
- (i) Non-reflective glass and metal panels are allowed.
- (ii) Reflective glass and plastic frames are prohibited.
- (B) *Design.*
- (i) Solar panels shall not alter the existing profile of the roof, and shall be mounted parallel to the roof plane on rear-facing roofs or placed on the ground in an inconspicuous location.
- (ii) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural features of the resource.
- (iii) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
- (iv) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total

number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.

- (g) *Missing features.* Features that were present on a non-contributing building during the period of significance but which were later removed may be reconstructed.
- (1) *Materials.* Materials used in the replacement shall match as closely as practicable the composition, design, texture, and other visual qualities of the materials of the missing feature.
 - (2) *Design.* The design accurately duplicates the missing feature. The design shall be substantiated by historic, physical, or pictorial evidence. Evidence does not include conjectural designs, or the appearance of features or different elements from other buildings or structures built during the period of significance.
- (h) *Alterations and additions.* Additions and alterations that comply with the standards in this section may be made to historic non-contributing buildings. Whenever practical, additions and alterations to historic non-contributing buildings should result in the restoration of missing features from the period of significance, or the removal of alterations that were made outside of the period of significance.
- (1) *Materials.*
 - (A) Materials shall be consistent with those present in buildings in the district generally.
 - (B) Roofing materials shall have a non-reflective, matte finish.
 - (2) *Design.*
 - (A) The location for an addition shall be at the rear, or on an inconspicuous side of the building.
 - (B) Changes to features of a historic non-contributing building that date from the period of significance shall be minimized.
 - (C) The design shall be compatible with the character of non-contributing buildings in the historic district and create a harmonious relationship with historic contributing buildings in the district generally. Factors in evaluating the design under this subsection include, but are not limited to:
 - (i) Similarities in the size and scale to those used in historic contributing buildings in the district generally.
 - (ii) Use of architectural features that reflect, or are similar to, the architectural style of historic contributing buildings in the district.
 - (iii) Simple gable or hipped roofs with a pitch similar to surrounding buildings are generally appropriate. Flat roofs may be appropriate when the prevailing styles of architecture provide an appropriate context. Exotic or complex roof forms that detract from the visual continuity of the district are generally inappropriate.
 - (iv) Additions should have a similar mass to surrounding buildings.
 - (v) Front elevations should appear similar in scale to those seen traditionally in the surrounding neighborhood.
 - (vi) The width and height of the addition should not exceed the typical dimensions seen in the district.
 - (vii) Simple rectangular building forms are generally preferred.

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- (D) The design shall make clear what is original and what is new.
 - (E) Features that have been added over time and have attained significance in their own right shall be preserved, even if the features do not reflect the period of significance.
 - (F) An addition that adds stories shall increase the height of a building to no more than four stories.
- (i) *Decks.* Replacement and addition of decks in non-contributing buildings is allowed, subject to the following standards:
- (1) *Materials.* The deck shall be constructed of wood, a wood composite, or a material available during the period of significance.
 - (2) *Design.* The deck shall:
 - (A) Be located off the rear of the resource.
 - (B) Be of a reasonable size and scale in relationship to the resource.
- (j) *Lintels, architraves, sills, and other architectural details.* Replacement of lintels, architraves, sills, and other architectural details on non-contributing buildings is allowed.
- (1) *Materials.*
 - (A) Materials dating from the period of significance shall, if possible, be retained and repaired or restored.
 - (B) Replacement materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration commonly found in the district.
 - (2) *Design.*
 - (A) To the extent practicable, original material dating from the period of significance shall be preserved.
 - (B) Restoration of the appearance of architectural details that are visible from the street, based on historical research and physical evidence from the period of significance, is preferred.
 - (C) Replacement of architectural details that are contemporary in design shall be compatible with the scale, proportions, massing, height, rhythm, materials, color, and texture of historic buildings in the district.
- (k) *Accessibility.* Additions or alterations to improve accessibility are allowed.
- (1) *Materials.* Materials shall be, to the greatest extent practicable, of the same type, quality, design, size, finish, proportions and configuration of the original materials in the building.
 - (2) *Design.*
 - (A) Additions or alterations to improve accessibility shall be designed in a manner that identifies the building's character-defining spaces and features, and prevents their damage or loss.
 - (B) Additions and alterations to improve accessibility should be designed in a manner that is compatible with the building and its setting.
- (l) *Energy efficiency.* Retrofitting non-contributing buildings to achieve energy efficiency is permitted, if the retrofitting preserves the character of the historic district.

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- (1) *Materials.* The materials for any retrofitted architectural elements shall comply with the standards for materials for such elements set forth in this section. This includes, but is not limited to, windows and doors.
 - (2) *Design.*
 - (A) To the extent practicable, original systems to control ventilation, such as double hung, transom windows and awnings, dating from the period of significance shall be preserved.
 - (B) The designs of any retrofitted architectural elements shall comply with the standards for replacement of such elements set forth in this section. This includes, but is not limited to, windows and doors.
 - (C) Retrofitting shall be designed in a manner that prevents loss of original material or architectural elements dating from the period of significance.
- (m) *Mechanical equipment and service areas.* Addition and replacement of mechanical equipment is permitted. This includes, but is not limited to, heating and cooling systems, solar panels, telecommunications equipment, and dumpster enclosures.
- (1) *Materials.* Materials shall be harmonious in type, color, scale, texture, and proportions with the building and the district generally.
 - (2) *Design.*
 - (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.
 - (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or are set back and screened from view.
 - (D) Solar panels should have low profiles and not be visible from right-of-way, other than alleys, and shall be installed in a manner that minimizes damage to historic materials.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) New skylights and vents shall be placed behind and below the parapet level.
 - (H) Any new or replacement communication device(s), including, but not limited to, dishes, antennas, and associated equipment, collocated on existing sites shall not exceed the total number and cumulative size of the dishes, antennas, and associated equipment which have been approved for installation under the most recent historic design review approval for such devices.
- (n) *Awnings and canopies.* Replacement or installation of awnings and canopies on non-contributing buildings is allowed.
- (1) *Materials.*
 - (A) Materials that are compatible with the character of the district shall be used.
 - (B) Canvas is an approved material for awnings and canopies.
 - (2) *Design.*

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- (A) Awnings shall be located within window openings, and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Awnings shall be attached in such a manner that historic materials or features are not damaged.
 - (D) Marquees may be used where compatible with the building and neighboring buildings.
 - (E) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (F) Awnings, canopies, or marquees shall have size, scale, and design that are compatible with the building and neighboring buildings.
- (o) *New accessory structures.* New accessory structures may be built on the site of non-contributing buildings, subject to the following standards:
- (1) *Materials.*
 - (A) Building materials shall be of traditional dimensions.
 - (B) Siding material shall be consistent with those present in buildings in close proximity to the accessory, generally.
 - (2) *Design.* New accessory structures shall:
 - (A) Not be located on or around the primary facade of an existing resource.
 - (B) Be no taller than one story.
 - (C) Be of a reasonable size and scale in relationship to the building.
- (p) *Fences.* Fences may be added to sites of non-contributing buildings, provided the fencing will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
- (1) *Materials.* Fences shall be constructed of traditional materials that were available during the period of significance.
 - (2) *Design.* Fences shall be no taller than four feet in the front yard and no taller than six feet in side and rear yards.
- (q) *Retaining walls.* Retaining walls may be added to sites of non-contributing buildings, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
- (1) *Materials.* The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940, the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design.* Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yard.
- (r) *Site features.* Replacement or alteration of site features of a non-contributing building that are identified as significant features on the historic resource inventory for the district, including, but not limited to, driveways, sidewalks, gardens, significant trees, or geological features is allowed, unless the replacement or alteration would materially alter or destroy the features.

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- (1) *Materials.* Materials shall duplicate, to the greatest degree practicable, the appearance and physical qualities of the original materials. Example: Rhododendron hedge planted during the period of significance is replanted with heritage varieties available during the period of significance.
 - (2) *Design.* The design shall reproduce, to the greatest extent practicable, the appearance of the original site feature. Example: If the site contains a Lord and Schryver garden, the replacements shall be allowed provided the original design and location of plantings of the historical garden are retained.

(Prior Code, § 230.063; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.064. Standards for new construction in public historic districts.

New buildings may be constructed in public historic districts, subject to the following standards:

(a) *Materials.*

- (1) The primary facade shall be constructed of building materials that are consistent with other primary structures in the vicinity.
- (2) Materials used in the construction shall be identical or similar those available for similar buildings or structures built during the period of significance.
- (3) Materials shall be similar in scale, proportion, texture, and finish to those found on nearby historic structures.

(b) *Design.*

- (1) Within all public historic districts, other than the Oregon State Hospital Historic District, the design shall be compatible with general character of historic contributing buildings in the historic district. Factors in evaluating compatibility include, but are not limited to:
 - (A) The height, width, proportions, size and scale is consistent with those used in similar historic contributing buildings in the district generally.
 - (B) The design reflects, but does not replicate, the architectural style of historic contributing buildings in the district.
 - (C) Architectural elements that are similar to those found on historic contributing buildings in the historic district are used.
 - (D) Architectural elements such as lintels, cornices, doors, and windows reflect the spacing, placement, scale, orientation and proportion of buildings in the district.
 - (E) The front facade is designed with proportions that are compatible with adjacent buildings in the vicinity.
- (2) Within the Oregon State Hospital Historic District the design shall be compatible with general character of the historic contributing buildings, as identified in Table 230-3, located in the zone, as identified in Figure 230-5, where the work is occurring.
 - (A) The height, width, proportions, size and scale is consistent with those used in similar historic contributing buildings in the district generally.
 - (B) The design reflects, but does not replicate, the architectural style of historic contributing buildings in the district.

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- (C) Architectural elements that are similar to those found on historic contributing buildings in the historic district are used.
 - (D) Architectural elements such as lintels, cornices, doors, and windows reflect the spacing, placement, scale, orientation, and proportion of buildings in the district.
 - (E) The front facade is designed with proportions that are compatible with adjacent buildings in the vicinity.
- (c) *Mechanical equipment and service areas.* Mechanical equipment, including, but not limited to, heating and cooling systems, solar panels, and telecommunications equipment, and service areas, including, but not limited to, dumpster enclosures, shall meet the following standards:
- (1) *Materials.* Materials shall be harmonious in type, color, scale, texture, and proportions with the building and the district generally.
 - (2) *Design.*
 - (A) Mechanical equipment and service areas should be located out of public view and designed as an integral part of the overall building design.
 - (B) Mechanical equipment and service areas should be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
 - (C) Low-profile mechanical units and elevator shafts may be placed on rooftops if they are not visible from the street, or are set back and screened from view.
 - (D) Solar panels should have low profiles and not be visible from the street.
 - (E) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.
 - (F) Mechanical equipment placed at street level should be screened in a manner that is compatible with the streetscape and adjacent buildings.
 - (G) Skylights and vents shall be placed behind and below the parapet level.
- (d) *Accessory structures.* Accessory structures may be built on the site of new construction.
- (1) *Materials.*
 - (A) Building materials shall be of traditional dimensions.
 - (B) Siding material shall be consistent with those present in buildings in the district generally.
 - (2) *Design.*
 - (A) The accessory structure shall be located at the rear of the lot or parcel.
 - (B) The accessory structure shall be no taller than one story.
 - (C) The accessory structure shall be of a reasonable size and scale in relationship to the building.
- (e) *Awnings and canopies.* Awnings and canopies on new construction shall meet the following standards:
- (1) *Materials.*
 - (A) Materials that are compatible with the character of the district shall be used.
 - (B) Canvas is an approved material for awnings and canopies.
 - (2) *Design.*

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- (A) Awnings shall be located within window openings, and below transoms.
 - (B) Umbrella-type awnings and non-historic forms are not permitted.
 - (C) Marquees may be used where compatible with the building and neighboring buildings.
 - (D) Awnings, canopies, or marquees shall not obscure significant architectural features on the building.
 - (E) Awnings, canopies, or marquees shall have size, scale, and design that are compatible with the building and neighboring buildings.
- (f) *Fences.* Fences may be included in new construction.
- (1) *Materials.* Fences shall be constructed of traditional materials available during the period of significance.
 - (2) *Design.* Fences shall be no taller than four feet in the front yard and no taller than six feet in side and rear yards.
- (g) *Retaining walls.* Retaining walls may be included in new construction, provided the retaining wall will not result in the removal or destruction of site features identified as significant on the historic resource inventory for the district.
- (1) *Materials.* The retaining wall shall be constructed of traditional materials that were available during the period of significance. Example: If the period of significance is 1920-1940, the materials that were available included, but were not limited to, rusticated stone, formed concrete, poured concrete, and brick.
 - (2) *Design.* Retaining walls shall be no taller than two feet in the front and four feet on the side and rear yard.
- (h) *Solar panels, rooftop mechanical devices, and skylights.* Solar panels and other rooftop mechanical structures may be included in new construction.
- (1) *Materials.*
 - (A) Non-reflective glass and metal panels are allowed.
 - (B) Reflective glass and plastic frames are prohibited.
 - (2) *Design.*
 - (A) Solar panels shall not alter the existing profile of the roof, and shall be mounted flush on rear-facing roofs or placed on the ground in an inconspicuous location.
 - (B) Satellite dishes, TV antennae and other rooftop mechanical structures shall be installed so they are not visible from the street and do not damage or obscure significant architectural feature of the resource.
 - (C) Skylights shall be flat and shall not alter the existing profile of the roof. Bubble-type skylights are prohibited.

(Prior Code, § 230.064; Ord. No. 25-13; Ord. No. 15-19 , § 1(Exh. A), 12-9-2019, eff. 1-8-2020; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.065. General guidelines for historic contributing resources.

In lieu of the standards for historic contributing buildings set forth in SRC 230.025 and 230.040, an applicant may make a proposal for preservation, restoration, or rehabilitation activity, regardless of type of work, which shall conform to the following guidelines:

- (a) Except as otherwise provided in this chapter, the property shall be used for its historic purpose, or for a similar purpose that will not alter street access, landscape design, entrance(s), height, footprint, fenestration, or massing.
- (b) Historic materials, finishes, and distinctive features shall, when possible, be preserved and repaired according to historic preservation methods.
- (c) Distinctive stylistic features or examples of skilled craftsmanship significance shall be treated with sensitivity.
- (d) Historic or original features shall be restored or reconstructed only when supported by physical or photographic evidence.
- (e) Changes that have taken place to a historic resource over the course of time are evidence of the history and development of a historic resource and its environment, and should be recognized and respected. These changes may have acquired historic significance in their own right, and this significance should be recognized and respected.
- (f) Additions and alterations to a historic resource shall be designed and constructed to minimize changes to the historic resource.
- (g) Additions and alterations shall be constructed with the least possible loss of historic materials and so that significant features are not obscured, damaged, or destroyed.
- (h) Structural deficiencies in a historic resource shall be corrected without visually changing the composition, design, texture or other visual qualities.
- (i) Excavation or re-grading shall not be allowed adjacent to or within the site of a historic resource which could cause the foundation to settle, shift, or fail, or have a similar effect on adjacent historic resources.

(Prior Code, § 230.065; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.070. General guidelines for non-contributing buildings and structures.

In lieu of the standards for non-contributing buildings and structures set forth in SRC 230.030 and 230.045, an applicant may make changes to a non-contributing building or structure, regardless of type of work, which shall conform to the following guidelines:

- (a) Materials shall be consistent with those present in buildings and structures in the district generally.
- (b) Alterations and additions shall be compatible in design and construction with the general character of buildings or structures in the historic district. Factors in evaluating compatibility include, but are not limited to:
 - (1) Architectural elements such as porches, dormers, doors and windows reflect the spacing, placement, scale, orientation and proportion of buildings in the district, generally.
 - (2) The location is at the rear, or on an inconspicuous side, of the building or structure.

-
- (3) The size and scale is consistent and harmonious with the buildings and structures in the district generally.
 - (4) The design reflects, but does not replicate, the architectural style of historic contributing buildings and structures in the district.
 - (5) The building uses similar setbacks, orientation on the site, spacing and distance from adjacent buildings that is found on buildings in the immediate vicinity and the district as a whole.

(Prior Code, § 230.070; Ord. No. 34-10)

Sec. 230.075. Streetscape standards.

Streetscape improvements in historic districts shall comply with this section.

- (a) *Non-contributing features within the public right-of-way.* Alterations to non-contributing features within the public right-of-way shall comply with the Public Works Design Standards.
- (b) *Materials.*
 - (1) Replacement materials should match as closely as possible to the original color, texture, size, and finish of the original materials.
- (c) *Design.*
 - (1) Historic street lamps shall be preserved, if feasible.
 - (2) Historic landscaped buffer zones, such as the grassy median between the sidewalk and curb shall be preserved.
 - (3) Historic retaining walls should be preserved, if feasible.
 - (4) Significant sidewalk and driveway features should be preserved when they contribute to the character of the district.
 - (5) Original driveway locations and curb cuts should be preserved when they contribute to the character of the district.
 - (6) Only those portions of character-defining streetscape that are deteriorated beyond repair shall be replaced.
 - (7) New sidewalks should align with existing historic sidewalks on the block, if present.
 - (8) When feasible, replacement or new sidewalks should exhibit scoring lines and brush patterns consistent with the historic material when those elements contribute to the historic character of the district.
- (d) *City trees.*
 - (1) Removal of contributing City trees shall comply with SRC chapter 86.
 - (2) Any contributing City tree that has been removed shall be replanted in the same location and with the same species, except as otherwise approved through an adjustment under SRC chapter 250.

(Prior Code, § 230.075; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.080. Individually listed resources.

Historic preservation activity on an individually listed resource shall comply with the standards for historic contributing buildings for the type of resource.

(Prior Code, § 230.080; Ord. No. 34-10)

Sec. 230.082. Public historic mitigation.

- (a) A public agency shall avoid inadvertent impacts to a historic resource for which the agency is responsible.
- (b) A public agency that alters an historic resource for which the agency is responsible to the degree where the alteration has adverse effect on the historic resource shall mitigate the adverse effect as provided in this subsection.
 - (1) *Level of effect.* Any proposed alteration that will have an adverse effect to the historic resource shall be classified as to the level of effect, as set forth in Table 230-4. The level of effect is based on the scale of work and the location of the work. Example: An alteration that involves minor work on a secondary facade will not have as high of an adverse effect on a public historic resource as a project involving major work on a primary facade.

TABLE 230-4. PUBLIC HISTORIC MITIGATION - LEVEL OF EFFECT				
Activity Proposed	Primary Facade	Level of Effect	Secondary Facade	Level of Effect
Public Historic District				
Demolition	Adverse Effect	Level Three	Adverse Effect	Level Two
Accessibility alterations and additions	Adverse Effect	Level One	No Adverse Effect	None
Alterations and additions	Adverse Effect	Level Two	No Adverse Effect	None
Awnings and canopies replacement or installation	Adverse Effect	Level One	No Adverse Effect	None
Awnings and canopies replacement or installation (in-kind)	No Adverse Effect	None	No Adverse Effect	None
Decks replacement and additions	Adverse Effect	Level One	No Adverse Effect	None
Door replacement	Adverse Effect	Level One	No Adverse Effect	None
Door replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None
Energy	Adverse Effect	Level One	No Adverse Effect	None
Fences	Adverse Effect	Level One	No Adverse Effect	None
Lintels, architraves, sills, and other architectural details replacement	Adverse Effect	Level One	No Adverse Effect	None
Lintels, architraves, sills, and other architectural details replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None

Masonry, siding, and exterior trim replacement details replacement	Adverse Effect	Level Two	No Adverse Effect	None
Masonry, siding, and exterior trim replacement details replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None
Mechanical equipment and service areas addition and replacement	Adverse Effect	Level One	No Adverse Effect	None
Murals and signs	Adverse Effect	Level One	No Adverse Effect	None
Murals and signs (meeting standards)	No Adverse Effect	None	No Adverse Effect	None
Porch replacement	Adverse Effect	Level Two	No Adverse Effect	None
Porch replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None
Restoration of missing features	No Adverse Effect	None	No Adverse Effect	None
Retaining walls	Adverse Effect	Level One	No Adverse Effect	None
Roof and cornice replacement	Adverse Effect	Level Two	No Adverse Effect	None
Roof and cornice replacement (in-kind)	No Adverse Effect	None	No Effect	None
Site features replacement	Adverse Effect	Level One	No Adverse Effect	None
Site features replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None
Window replacement	Adverse Effect	Level Two	No Adverse Effect	None
Window replacement (in-kind)	No Adverse Effect	None	No Adverse Effect	None

(2) *Mitigation required.* Mitigation shall be commensurate with the level, as set forth in this subsection.

- (A) *Level One: minor adverse effect.* Work involves loss of historic features or minor alterations. Mitigation shall include photo documentation of original feature or features prior to removal and an intensive level documentation of the historic resource. The historic resource shall be documented utilizing the standards for photographing and documenting historic resources established by the SHPO.
- (B) *Level Two: moderate adverse effect.* Work involves major alterations or additions. Mitigation shall include photo documentation of original feature or features prior to commencement of work, ILS level documentation of the historic resource, and the development of both on-site and stand-alone educational materials which will meaningfully educate the public about the historic resource. Examples of stand-alone educational materials include, but are not limited to, informational websites and pamphlets. A digital version of any educational materials shall be provided and adequate hard copies printed for distribution by the City. On-site materials include, but are not limited to, informational kiosks or panels containing historical photos, architectural information and maps relating to the historic resource and site that are installed on the site of the historic resource.

(C) *Level Three: major adverse effect.* Work results in demolition of a historic resource. Mitigation shall include photo documentation of historic resource prior to commencement of demolition. ILS level documentation of the historic resource, and the development of both on-site and stand-alone educational materials which will meaningfully educate the public about the historic resource, and donation to the City's Historic Preservation Trust Fund, as provided in this subsection. Examples of stand-alone educational materials include, but are not limited to, informational websites and pamphlets. A digital version of any educational materials shall be provided along, and adequate hard copies printed for distribution by the City. On-site materials include, but are not limited to, informational kiosks or panels containing historical photos, architectural information and maps relating to the historic resource and site that are installed on the site of the historic resource. The public agency shall donate 0.1 percent of the estimated market value of the historic resource to the City's Historic Preservation Trust Fund.

(3) *Completion of mitigation.* Mitigation shall be complete at the time of completion of project giving rise to the required mitigation.

(Prior Code, § 230.082; Ord. No. 25-13; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.084 Determination of historic resource relocation feasibility.

- (a) *Applicability.* No historic contributing building within a local or National Register Historic District or individually listed local or National Register historic resource shall be relocated or demolished without first obtaining a determination of relocation feasibility as provided in this section.
- (b) *Procedure Type.* An application for determination of historic resource relocation feasibility is processed as a Type I procedure under SRC chapter 300.
- (c) *Submittal requirements.* In addition to the submittal requirement for a Type I application under SRC chapter 300, an application for determination of historic resource relocation feasibility shall include the following:
 - (1) A report from a structural engineer evaluating the structural integrity of the building or resource and the feasibility of transporting it on the public street right-of-way.
 - (2) A determination from the Building Official whether the building or resource can be reasonably moved.
- (d) *Criteria.* The relocation of a historic contributing building or individually listed resource shall be determined to be feasible if the following criterion is met:
 - (1) The structural integrity of the building or resource is such that transporting it on the public street right-of-way will not result in the reasonable likelihood of collapse and will not otherwise endanger public health, safety, and welfare.

(Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.085. Historic resource relocation.

- (a) *Applicability.* No historic contributing building within a local or National Register Historic District or individually listed local or National Register historic resource shall be relocated without obtaining historic resource relocation approval pursuant to this section.
- (b) *Procedure type.* Historic resource relocation is processed as a Type III procedure under SRC chapter 300.
- (c) *Submittal requirements.* In addition to the submittal requirement for a Type III application under SRC chapter 300, an application for historic resource relocation shall include the following:

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- (1) Site plan and vicinity map of the proposed new location.
 - (2) A determination of historic resource relocation feasibility pursuant to SRC 230.084.
 - (3) A plan for transporting the building or resource on the public street right-of way from its current location to the proposed new location.
- (d) *Criteria.* An application for historic resource relocation shall be granted if the following criteria are met:
- (1) The proposed new location is within the City limits; or a reasonable attempt has been made to locate the resource in a jurisdiction that has the ability to designate the resource as a historic resource.
 - (2) A reasonable attempt has been made to relocate the resource within an existing local or National Register Historic District.
 - (3) The structural integrity of the building or resource is such that transporting it on the public street right-of-way will not result in the reasonable likelihood of collapse and will not otherwise endanger public health, safety, and welfare.
- (e) *Historic resource designation.* If the proposed new location is within the City limits and the original requirements relating to the historic integrity of the resource under SRC 230.010(e)(3) are met after the building or resource has been relocated, the applicant shall initiate redesignation of the building or resource pursuant to SRC 230.010 prior to obtaining Certificate of Occupancy at the new location. If, however, the original requirements relating to the historic integrity of the resource are not met after the building or resource has been relocated, the applicant shall initiate removal of local historic resource designation pursuant to SRC 230.015.

(Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 12-20 , § 1(Exh. A), adopted 10-26-2020, repealed § 230.085 in its entirety and enacted new provisions to read as herein set out. Former § 230.085 pertained to historic resource adaptive reuse, and derived from prior Code 230.085; Ord. No. 34-10; Ord. No. 25-13; and Ord. No. 31-13.

Sec. 230.090. Demolition of primary historic structures.

- (a) *Applicability.* Prior to the issuance of a permit for the demolition of a historic contributing building within a local or National Register Historic District or individually listed local or National Register [historic] resource, the owner must obtain historic resource demolition approval pursuant to this section.
- (b) *Procedure type.* Historic resource demolition is processed as a Type III procedure under SRC chapter 300.
- (c) *Submittal requirements.* In addition to the submittal requirements for a Type III application under SRC chapter 300, an application for historic resource demolition shall include:
 - (1) A statement of the historic value and significance of the building or resource to the community from the listing document (Local, National Register listing) as well as any relevant supportive documentation from a preservation professional, taking into consideration its designation as a local landmark, individually listed historic contributing building on the National Register, or its location within a National Register Historic District;
 - (2) Documentation confirming that the property owner has owned the property for at least one year prior to applying for historic resource demolition; and
 - (3) Documentation of economic hardship demonstrating the property is incapable of generating a reasonable economic return, including, but not limited to:
 - (A) The purchase price of the building or resource;

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- (B) Assessed value for the two years immediately preceding the application;
 - (C) Current fair market value of building or resource as determined by appraiser;
 - (D) Real estate taxes for the two years immediately preceding the application;
 - (E) The annual gross income generated from the building or resource for the last two years;
 - (F) The debt associated with the building or resource including a profit and loss statement for the two years immediately preceding the application; and
 - (G) Any expenditures associated with the building or structure during the two years immediately preceding the application.
- (4) Documentation demonstrating good faith efforts of the property owner to sell, rent, or lease the building or resource, including, but not limited to:
 - (A) All real estate listings for the building or resource for the past two years, including prices asked/offers received; and
 - (B) All real rental listings for the building or resource for the past two years including rental prices and number of rental applications received.
 - (5) Analysis of the proposed adaptive reuse of the building or resource, including, but not limited to:
 - (A) Report from structural engineer on the condition of building or resource;
 - (B) Estimate of cost for rehabilitation of building or resource with an existing use;
 - (C) Report from real estate or other market professional identifying potential alternative uses allowed for development of the building or resource with existing zoning. The report should include a market analysis evaluating need for alternative uses as well as the number of existing alternative uses already present within the zone;
 - (D) Estimate of cost for rehabilitation of building or resource for at least two other identified uses; and
 - (E) Report identifying available economic incentives for adaptive reuse of the building or resource, including any federal tax credits available for rehabilitation of National Register properties.
 - (6) A determination of historic resource relocation feasibility pursuant to SRC 230.084.
 - (7) A proposed plan for deconstruction of the resource, including provisions to salvage historic material for sale, donation, or reuse on the site.
 - (8) A proposed plan for redevelopment of the site on which the building or resource is located.
- (d) *Criteria.* An application for a historic resource demolition shall be granted if the following criteria are met:
- (1) The value to the community of the proposed use of the property outweighs the value of retaining the designated historic resource on the present site.
 - (2) The designated historic resource is not capable of generating a reasonable economic return and the demolition is economically necessary.
 - (3) The owner has made a good faith effort to sell or relocate the designated resource.
 - (4) No prudent and feasible alternative exists to rehabilitate and reuse the designated resource in its present location.
 - (5) The applicant has demonstrated that the resource will be deconstructed and historic material will be salvaged at the time of demolition.

(Prior Code, § 230.090; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 12-20 , § 1(Exh. A), adopted 10-26-2020, changed the title of § 230.090 from "Demolition" to read as herein set out.

Sec. 230.095. Demolition of historic accessory structure.

- (a) *Applicability.* Prior to the issuance of a permit for the demolition of a historic accessory structure the owner must first obtain a historic accessory structure demolition approval pursuant to this section.
- (b) *Classes.*
 - (1) Class 1 historic accessory structure demolition is the demolition of a historic accessory structure located at the rear of the property and not visible from the right-of-way.
 - (2) Class 2 historic accessory structure demolition is the demolition of a contributing historic accessory structure visible from the right-of-way.
- (c) *Procedure type.*
 - (1) Class 1 historic accessory structure demolition is processed as a Type I procedure under SRC chapter 300.
 - (2) Class 2 historic accessory structure demolition is processed as a Type III procedure under SRC chapter 300.
- (d) *Submittal requirements.* In addition to the submittal requirements set forth under SRC chapter 300, an application for Class 1 or Class 2 historic accessory structure demolition shall include:
 - (1) Site plan. A site plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:
 - (A) The total site area, property lines with dimensions, and orientation relative to north.
 - (B) The location, width, and names of all existing streets, alleys, flag lot accessways, and public accessways abutting the perimeter of the subject property.
 - (C) The location and distance to property lines of all existing primary and accessory structures and other improvements including fences, walls, driveways, off-street parking areas, off-street loading areas, vehicle turnaround areas.
 - (2) A summary of the estimated real market value of the structure, estimated costs to repair the accessory structure, any efforts to repair the structure and a statement regarding why repair is not feasible.
 - (3) A report from a structural engineer as to the soundness of the structure and the feasibility of repair.
- (e) *Criteria.*
 - (1) An application for Class 1 historic accessory structure removal shall be granted if the accessory structure lacks structural integrity and would be cost prohibitive to repair on site.
 - (2) An application for Class 2 historic accessory structure removal shall be granted if the following criteria are met:
 - (A) The historic accessory structure is not individually significant nor comprised of distinctive stylistic features or examples of skilled craftsmanship that contribute significantly to the historic value of the primary historic structure on the site.
 - (B) The historic accessory structure lacks structural integrity and would be cost prohibitive to repair on site; and

(C) No feasible alternative exists to rehabilitate the historic accessory structure.

(Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Sec. 230.100. Demolition by neglect.

- (a) No owner of a historic contributing building or an individually listed resource shall maintain and keep such building or resource in a manner that promotes or allows deterioration, dilapidation and decay of any portion of the building or resource, or that would, if the building or resource is vacant, allow open entry by unauthorized persons. Violation of this subsection is hereby declared to be a public nuisance which may be abated as provided in this section.
- (b) Criteria. An owner violates subsection (a) of this section, if the owner promotes or allows any of the following to occur to, or exist in, the historic contributing building or individually listed resource:
 - (1) Faults, defects, or other conditions which render the building or resource structurally unsafe or not properly watertight including any condition which allows the building or resource to allow standing water.
 - (2) Deterioration of walls or support members due to damage caused by pests or animals, failure to paint, or otherwise maintain the building or resource.
 - (3) Failure to secure the building or resource and prevent entry by unauthorized persons.
 - (4) Failure to maintain parts of the resource so they are securely attached and will not fall or injure persons or property.
 - (5) Deterioration to the foundation.
 - (6) Deterioration to floor supports such that they cannot carry imposed loads with safety.
 - (7) Deterioration to members of walls, or other vertical supports in such a manner to prevent splitting, leaning, listing, buckling, or becoming insufficient to carry imposed loads with safety.
 - (8) Deterioration of members of ceiling, roofs, ceiling and roof supports, or other horizontal members to the extent that they sag, split, or buckle.
 - (9) Deterioration of ceilings, roofs, or their supports, or other horizontal members such that they become insufficient to carry imposed loads with safety.
 - (10) Fireplaces or chimneys which list, bulge, or settle due to defective material or deterioration.
- (c) Abatement. When the code enforcement official has reasonable grounds to believe that a violation of this section has occurred or is occurring, the code enforcement official may initiate enforcement proceedings by issuing an enforcement order, as provided in SRC 20J.090. Enforcement proceedings, and appeals thereof, shall follow the procedures set forth in SRC 20J.090 through 20J.430.
- (d) Nothing in this section shall prevent the summary abatement of unsafe or dangerous condition of a historic resource that constitutes an imminent and serious threat to public safety.

(Prior Code, § 230.095; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 12-20 , § 1(Exh. A), adopted Oct. 26, 2020, renumbered § 230.095 as § 230.100.

Sec. 230.105. Preservation of archeological resources.

- (a) Archeological resources shall be protected and preserved in place subject to the requirements of federal, state, and local regulations, including the guidelines administered by the Oregon State Historic Preservation Office and ORS 358.905—358.961.
- (b) A person may not excavate, injure, destroy or alter an archaeological site or object or remove an archaeological object located on public or private lands unless that activity is authorized by a permit issued under ORS 390.235. A violation of this subsection is a misdemeanor.

(Prior Code, § 230.100; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 12-20 , § 1(Exh. A), adopted Oct. 26, 2020, renumbered § 230.100 as § 230.105.

Sec. 230.110. Enforcement.

In addition to any remedies set forth in this chapter, SRC 230.001—230.095 may be enforced through SRC 110.110.

(Prior Code, § 230.101; Ord. No. 34-10; Ord. No. 12-20 , § 1(Exh. A), 10-26-2020, eff. 11-25-2020)

Editor's note(s)—Ord. No. 12-20 , § 1(Exh. A), adopted Oct. 26, 2020, renumbered § 230.101 as § 230.110.

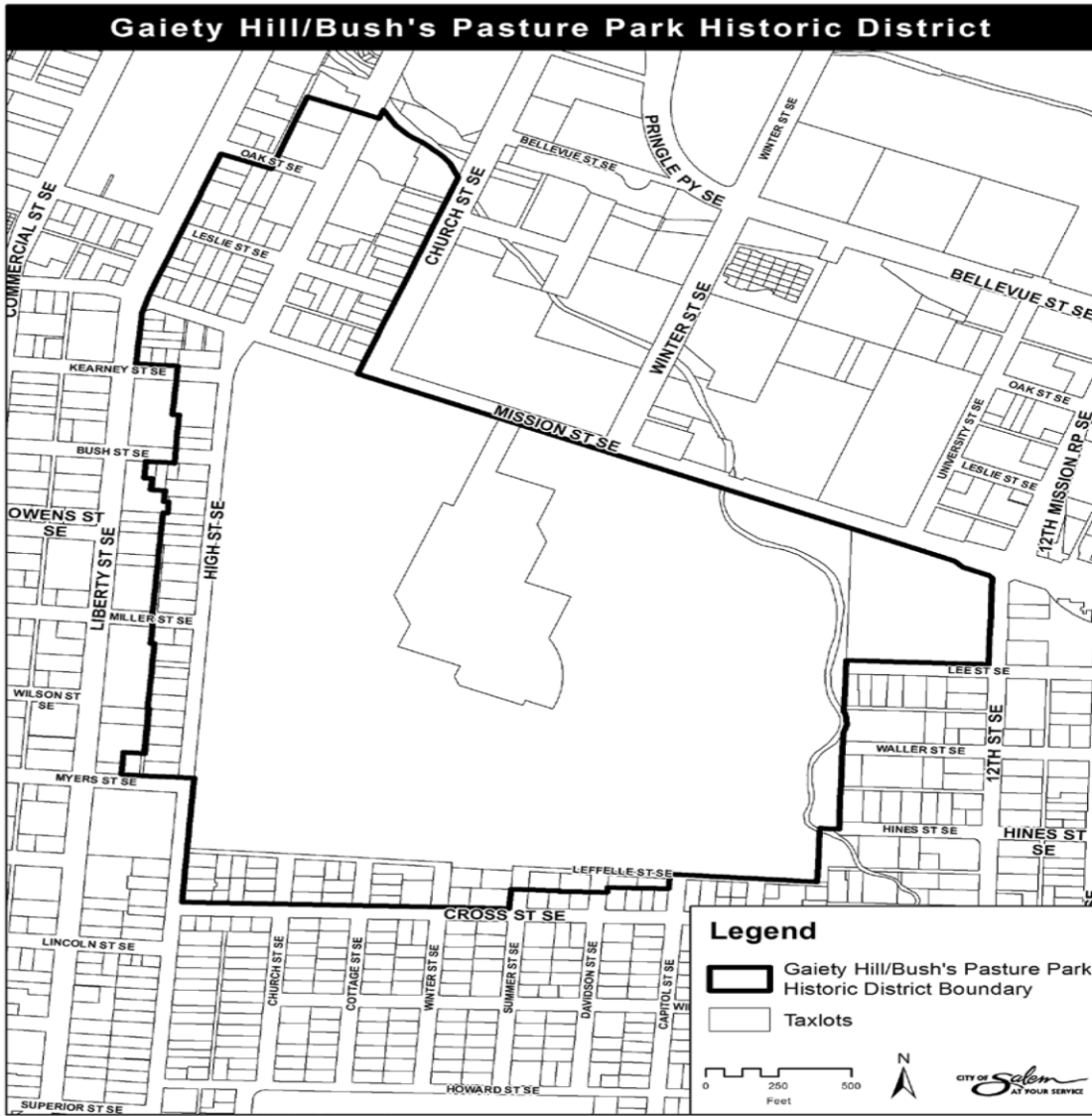
Secs. 230.115—230.190. Reserved

Sec. 230.200. Historic districts.

The historic districts in Salem are:

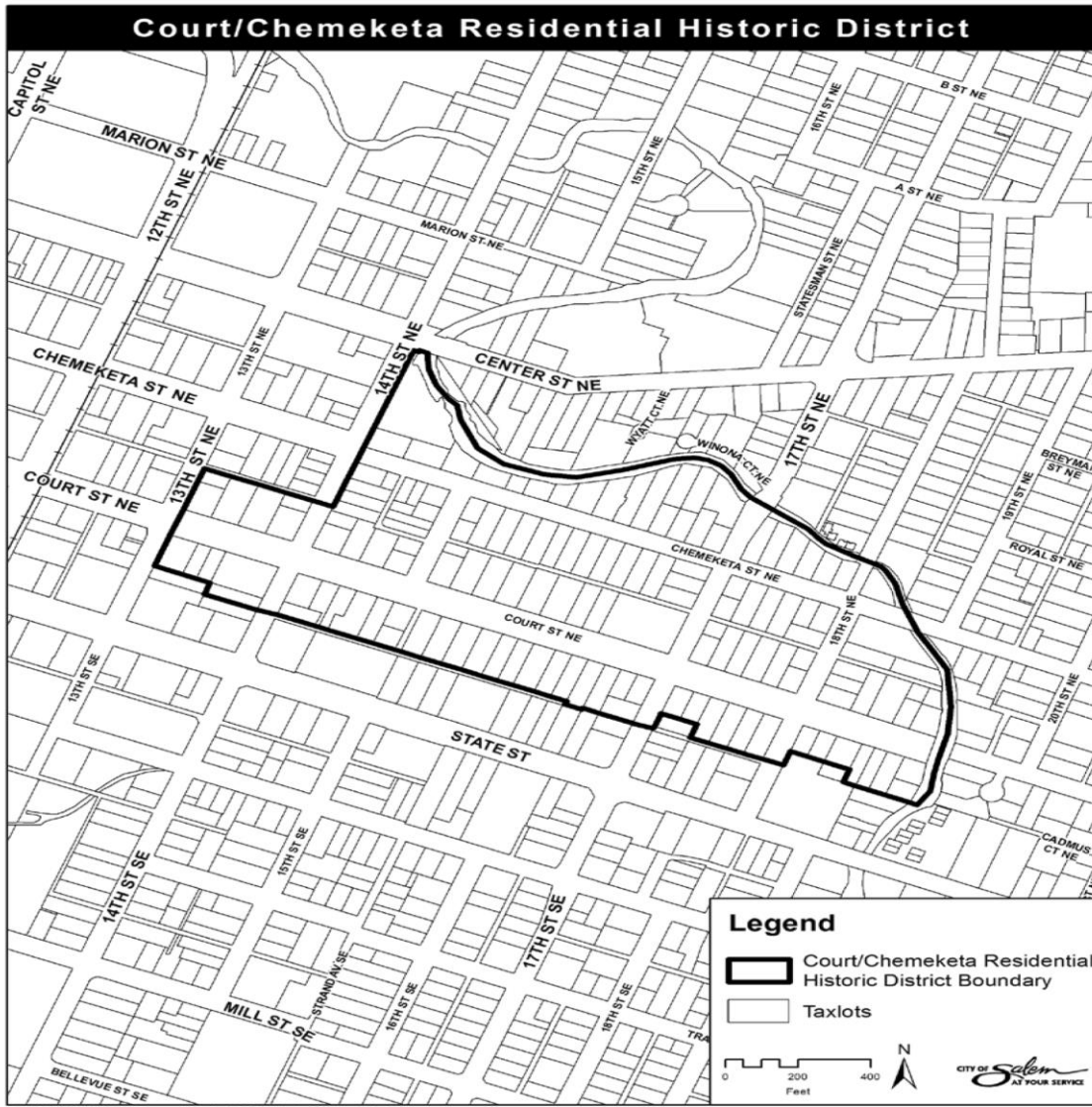
- (a) *Gaiety Hill/Bush's Pasture Park Historic District (Figure 230-2)*. The Gaiety Hill/Bush's Pasture Historic District was listed on the National Register of Historic Places in 1986. The period of significance is 1878-1938. The area of the district is 143 acres, and includes 113 historic contributing resources and 32 non-contributing resources. Resources are primarily residential, and the most predominant style the Craftsman Bungalow. The district includes four major Lord and Schryver gardens. The district is most noted for Bush's Pasture Park, located at the center of the district.

FIGURE 230-2. GAIETY HILL/BUSH'S PASTURE PARK



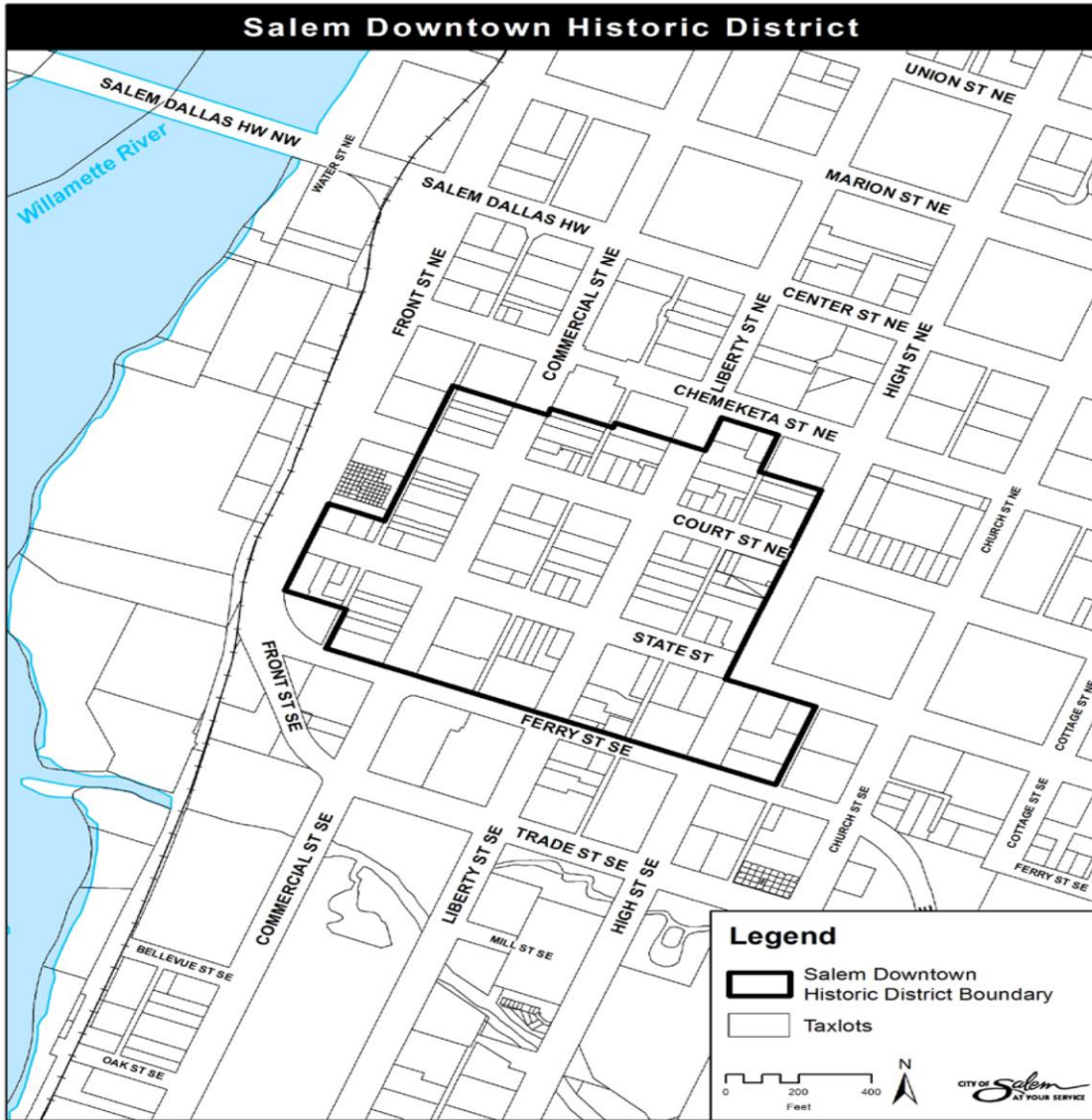
- (b) *Court Street-Chemeketa Street Historic District (Figure 230-3).* The Court Street-Chemeketa Historic District was listed on the National Register of Historic Places in 1987. The period of significance is 1860-1937. The area of the district is 38.75 acres and includes 99 historic contributing and 48 non-contributing resources. The overall character of the district is that of a late 19th and early 20th century neighborhood. Resources are primarily residential. The district is named for its two east-west streets. Court Street is a 99-foot wide boulevard lined with larger and older houses. Chemeketa Street is narrower and lined primarily with bungalows and cottages, some of which front Mill Creek.

FIGURE 230-3. COURT/CHEMEKETA DISTRICT



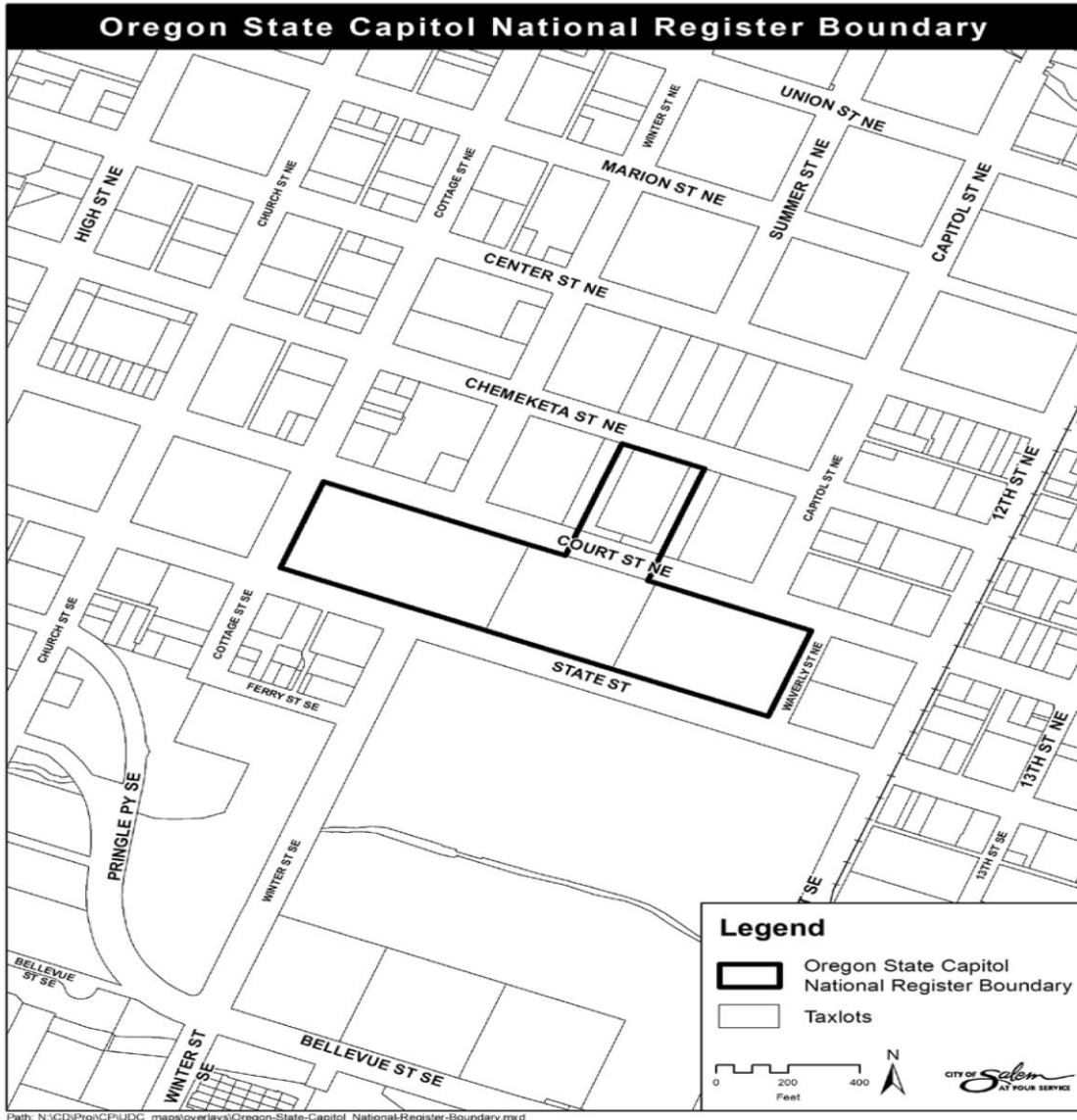
- (c) *Salem Downtown Historic District (Figure 230-4)*. The Salem Downtown Historic District was listed on the National Register of Historic Places in 2001. The period of significance is 1867-1950. The district is comprised of approximately seven City blocks and includes 57 historic contributing resources and 35 non-contributing resources. Resources are primarily commercial in character. The district comprises commercial buildings which share a continuity of scale, lot-line development at the street, common building materials such as brick and concrete, and stylistic elements derived from traditional architectural styles such as Richardsonian Romanesque and Italianate. The storefronts throughout the district reflect both the downtown's early development, as well as efforts to modernize over time.

FIGURE 230-4. SALEM DOWNTOWN HISTORIC DISTRICT



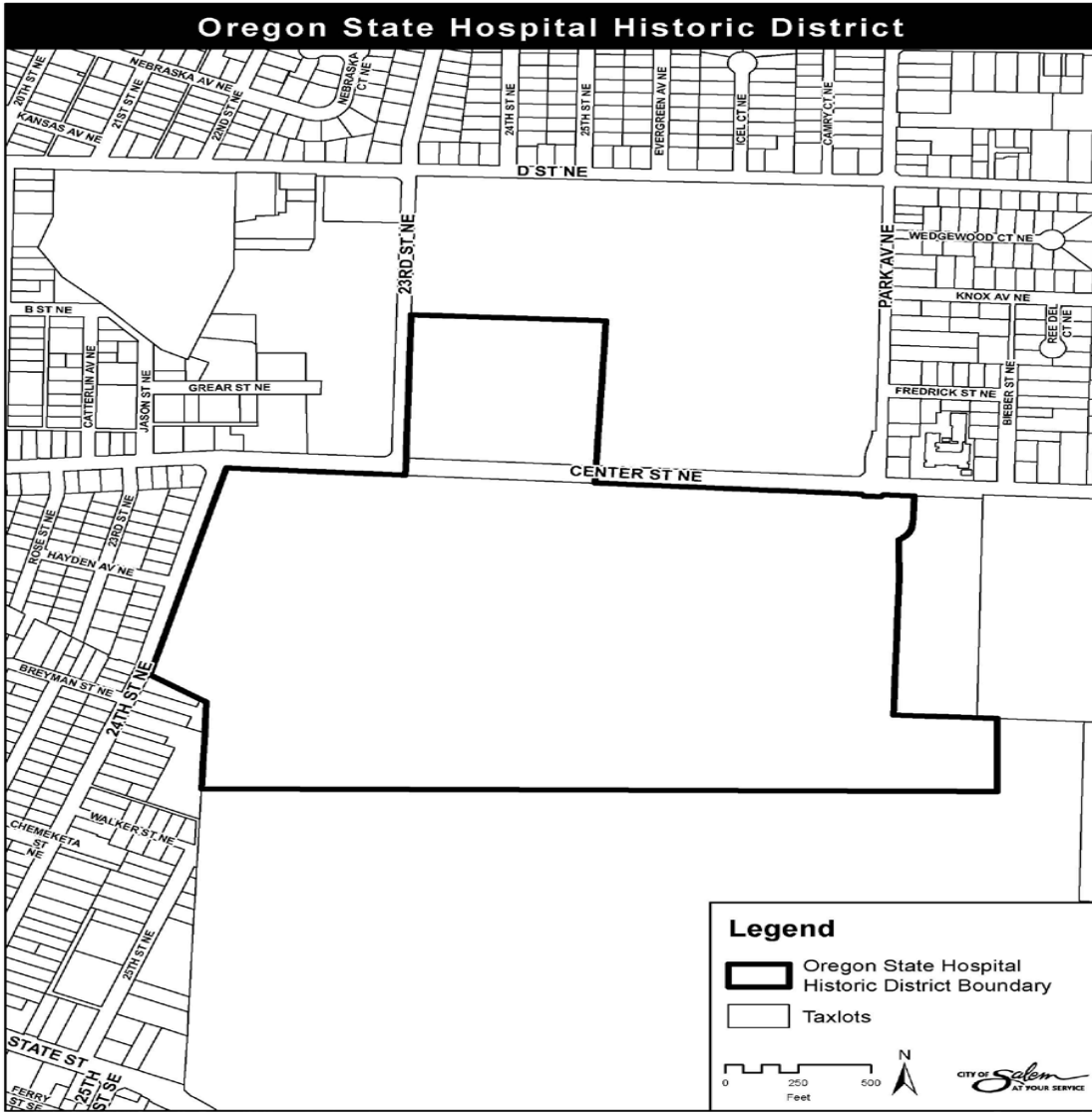
- (d) *Oregon State Capitol* (Figure 230-5). The Oregon State Capitol was listed on the National Register of Historic Places in 1988. The Oregon State Capitol was constructed between 1936 and 1938, is 14.49 acres; includes the Capitol Building and adjacent wings, Wilson Park to the west, Capitol Park to the east, and extends to the north from the Capitol steps across Court Street to include one block of the former East and West Summer Streets and the sunken lawn terrace between these two streets.

FIGURE 230-5. OREGON STATE CAPITOL



- (e) *Oregon State Hospital Historic District (Figure 230-6)*. The Oregon State Hospital Historic District was listed on the National Register of Historic Places in 2008. The period of significance is 1883-1958. The area of the district had 67 resources at the time of designation. The resources included buildings constructed for office use, a physical plant and support buildings, patient treatment wards, and staff residences.

FIGURE 230-6. OREGON STATE HOSPITAL HISTORIC DISTRICT



(Prior Code, § 230.200; Ord. No. 25-13; Ord. No. 15-19 , § 1(Exh. A), 12-9-2019, eff. 1-8-2020)

Secs. 230.210, 230.220. Reserved

Sec. 230.225. Individually listed resources.

The list of individually listed local resources shall be maintained by the Director. The list may be maintained electronically, and shall be available to the general public.

(Prior Code, § 230.225; Ord. No. 25-13)

Project costs:

Costs per trip to La Grande

- Travel Time	10 hours@\$50/hour	\$ 500.00
- Meeting/Research Time	18 hours@\$75/hour	\$ 1,350.00
- Lodging	2 nights @\$96/night	\$ 192.00
- Meals/Incidentals	3 days @\$55/day	\$ 165.00
- Mileage (Roundtrip)	608 miles@\$.58/mile	\$ 352.64
	Total	\$ 2,559.64

Three trips \$ 7,678.92

155 hours @\$75/hour \$11,625.00

Total \$19,303.92

Project schedule:

Early-Mid September 2021 - Project kickoff – Collection of existing documents and surveys

- Virtual meeting with City Staff and Landmark Advisory Commission (maybe two separate meetings depending on if meeting is part of normal landmark commission meeting or special landmark commission meeting)
- Work with City Staff to create pool of Shareholders for Shareholder Advisory Committee (SAC).

October 2021-December 2021

- Public engagement meetings
- Meeting 2 – in person
- Establish SAC with City Staff
- Meeting 3 – in person
- Meeting 4 – planned in person

January – March 2022 - Draft Standard document

March - April 2022 - Standard document review

- Virtual meeting(s) with SAC

May 1, 2022 - Standard document finalization to be completed no later than May 15, 2022.

References:

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Kimberli Fitzgerald, Senior Planner, Historic Preservation Officer, City of Salem
Email - kfitzgerald@cityofsalem.net
Office phone - 503-540-2397
Cell phone - 503-351-7578

Lynda Ozan, Deputy State Historic Preservation Officer, Oklahoma SHPO
Email - lozan@okhistory.org
Work Phone - 405-522-4484

Request for Qualifications for Preservation Consultant

Landmarks Commissioner: _____

Firm Profile and Background	10 points
Historic Preservation experience	20 points
Staffing	10 Points
Project Schedule and Costs	10 Points
References	0 points
TOTAL	50 points

Consultant : Peter Meijer

Score Criteria	Points
1. Firm profile and background	
2. Historic Preservation experience <ul style="list-style-type: none"> a) Discuss the firm’s experience working with rural communities, specifically those with populations of less than 50,000 b) Provide three (3) examples of historic preservation codes or standards prepared by the firm, preferably in downtown commercial districts within communities with a population of less than 25,000 	
3. Staffing <ul style="list-style-type: none"> a) Resume of key personnel b) Describe key personnel’s experience with facilitating public meetings 	
4. Project schedule and costs <ul style="list-style-type: none"> a) Provide a fee proposal with breakouts per task as described in the scope of services. The project may not exceed \$22,000, inclusive of reimbursables and travel b) Provide a draft project schedule. The project schedule should reflect completion by May 31, 2022 (it is understood that the schedule is estimated at this point and is to be refined and finalized later) 	
5. References <ul style="list-style-type: none"> a) Provide three (3) references for the firm’s prior work 	Y / N
TOTAL POINTS	

NOTES:



REQUEST FOR PROPOSAL
Historic Preservation Consultant

La Grande Downtown Historic District Standards
Preservation Code Update

Due July 23, 2021



Submitted to City of La Grande
by **Peter Meijer Architect, PC**
605 NE 21st Avenue Suite 200 Portland, OR 97232
503.517.0283 • www.pmapdx.com

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Peter Meijer Architect, PC

July 23, 2021

City of La Grande
Landmarks Commission
P.O. Box 670
1000 Adams Avenue
La Grande, OR 97850

Project: Request for Proposal for Historic Preservation Consultant

Dear Kendra,

Historic Preservation has the ability to connect all scales of communities to their architectural heritage so it can be enjoyed and built upon by future generations. We have had the opportunity to work with the City of La Grande in 2019-2020 as a design consultant for your commercial historic district. We look forward to the opportunity to work with the City and community of La Grande on a comprehensive historic district standards preservation code update.

Peter Meijer Architect produces innovative restoration and material science solutions in response to architecture, building science, and planning needs. While a core focus at our firm includes robust architecture services, we provide extensive historic preservation services. We have demonstrated experience in writing National Register nominations, historical context statements, design guidelines, working with local research resources, conducting public outreach, and maintaining a strong rapport with the State Historic Preservation Office (SHPO).

Key staff presented in our proposal include Peter Meijer, Tricia Forsi, and Kristen Minor. Prior to founding Minor Planning & Design, Kristen was an Associate with Peter Meijer Architect, and a Project Manager for the relevant historic preservation projects highlighted in our proposal. For the City of La Grande, Kristen will be the Project Manager, Tricia will support Kristen as the project Preservation Specialist, and Peter will provide Principal oversight, ensuring quality and review of all project deliverables. Kristen and Tricia will be supported in the field and during the In Person meetings by PMA support staff to both facilitate efficient meetings and record the conversations.

We have the flexibility to begin supporting the City with the La Grande Downtown Historic District Standards Preservation Code Update immediately, and offer a team-oriented, collaborative approach.

Sincerely,

A handwritten signature in black ink, appearing to be 'P. Meijer'.

Peter Meijer AIA, NCARB
Principal and Founder

FIRM PROFILE

Peter Meijer Architect, PC (PMA), produces innovative restoration and material science solutions in response to architecture, building science, and planning needs. Founded in 2003, we are committed to the reuse and adaptability of existing, recent past, and historic built environments.

FIRM CULTURE AND MISSION

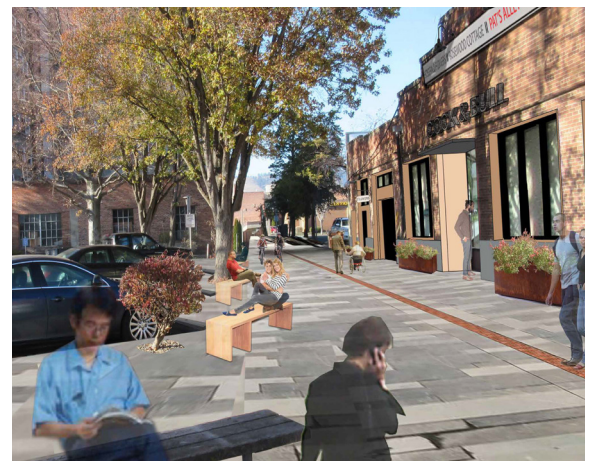
Our firm culture is guided by our core values of integrity, leadership, balance, and stewardship. We are collectively driven by our company's mission to invest in the future by providing compatible, resilient solutions within our built environment.

SECRETARY OF THE INTERIOR STANDARDS

PMA provides consultation regarding the interpretation and compliance with the National Park Service's Secretary of Interior Standards and ORS 358.653, the Statue granting the Oregon SHPO consultation authority for public structures. Our staff meet the Secretary of the Interior's Professional Qualification Standards as outlined in 36 CFR 61.

EXPERIENCE WORKING WITH THE CITY OF LA GRANDE

We were selected to participate in the La Grande Commercial Historic District Conceptual Design Program. Our office was matched with a building owner within the Historic District and helped them build knowledge and awareness about appropriate designs, means, methods, materials, and costs for addressing their historic renovations. We provided conceptual-level façade renovations, including drawings, material suggestions, and recommendations for further due diligence by the owner.



Overview of Services Provided

ARCHITECTURE

- Programming
- Conceptual Design
- Schematic Design
- Construction Documents
- Construction Administration
- Materials research/specifications
- Project feasibility and preliminary cost estimating studies
- Code analysis
- Land Use review presentations
- Seismic analysis

BUILDING SCIENCE

- Building condition assessments
- Existing facilities surveys
- Forensic building analysis
- Thermal imaging
- Impact rebound testing
- Energy modeling for day lighting and hydro-thermal analysis
- Chemical analysis of material properties
- Water intrusion & air infiltration testing
- Disassembly and core removal
- Recordation with video-scopes
- Roof assessments

PRESERVATION PLANNING

- Design Guidelines
- Land Use Review - Type I, II, III design review
- Section 106 & Mitigation
- National Register of Historic Places Nominations
- Historic Structures Reports
- Historic Preservation Plans
- HABS/HAER Documentation
- Determination of Eligibility (DoE) documents
- Findings of Effect (FoE) evaluations
- Historic Tax Credit Applications
- Historic Context Statements
- Reconnaissance Level and Intensive Level Surveys

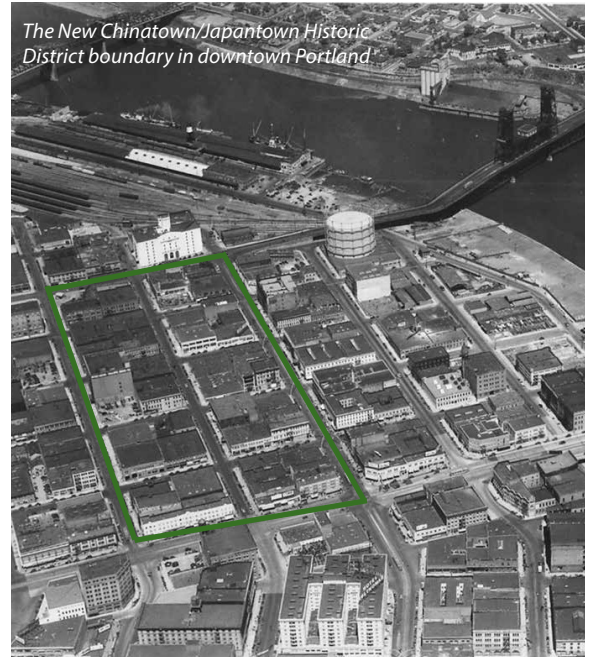
SUB-CONSULTANTS

MINOR PLANNING & DESIGN

ESB & WBE #12287

Kristen Minor launched Minor Planning & Design as a sole proprietor in June 2019. Minor Planning & Design has expertise in a wide range of issues, from City land use planning and regulation to National Park Service nominations and documentation to alterations and design advice, and they are committed to helping people solve design-related challenges. The business allows Kristen to combine experience she's earned in the past thirty years. From a background and early practice in architecture to a decade as a city planner in Portland to her most recent 10 years as a preservation planner, each career shift has built upon skills learned before. Kristen cares deeply about the built environment and will always be a passionate advocate for design excellence, for respecting and taking inspiration from existing older architecture, and for helping owners make good ideas happen.

Minor Planning & Design is a certified Emerging Small Business (ESB) and a certified Women Business Enterprise (WBE) in the State of Oregon. Minor Planning & Design also meets the Secretary of the Interior standards for professional qualifications in the following fields: Historic Architecture and Architectural History.



The New Chinatown/Japantown Historic District boundary in downtown Portland



In working with the Portland Development Commission and our partners, Peter Meijer Architect has been steadfast in understanding, preserving, and enhancing the important history and culture of Portland's Old Town.

Through both the development of design guidelines for the New Chinatown/Japantown Historic District and restoration of the Chinatown Gate, PMA has been thoughtful, detail-oriented, knowledgeable and flexible in presenting solutions and completing work.

Thank you for your team's passion and commitment to the subject matter and client needs."

- Sarah Harpole
Prosper Portland
Senior Project Manager

HISTORIC PRESERVATION EXPERIENCE

DESIGN GUIDELINES, CODE AND STANDARDS UPDATES

- City of Portland The New Chinatown Japantown Historic District Guidelines
- City of Portland Historic Resources Inventory Update
- City of Hillsboro Johnson Belluschi House Cultural Resource Alteration
- Kings Hill Historic District Guidelines
- Oregon State University Historic District Guidelines
- Willamalane Feasibility Study for Briggs House Redevelopment

SURVEY & INVENTORY

- Clark County Mid-Century Modern Survey
- Laurelhurst Neighborhood RLS & ILS
- City of Lake Oswego Intensive Level Survey (ILS)
- City of Olympia Residential Mid-Century Survey
- Thematic Survey of Modern Movement Non-residential Architecture, 1945-1975 in St. Louis
- Portland Historic Modern Resources in the Central City RLS
- City of Hillsboro Cultural Resource Inventory Update
- Oregon State University HPP & ILS for Campus Historic District

HISTORIC CONTEXT DEVELOPMENT

- Clark County Mid-Century Modern Context Statement
- Laurelhurst Neighborhood Historic District Context Statement
- City of Olympia: Mid-Century Residential Context Statement
- City of St. Louis: Architectural trends, forms, materials and expression important in the St. Louis School of Modern Movement Architect, c. 1945-1975
- Preservation Priority Zones, Veterans Memorial Coliseum
- OSU Buildable Land Area Study

NATIONAL REGISTER NOMINATIONS

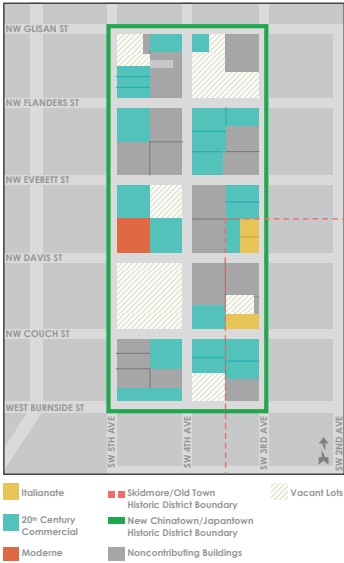
- John Quincy Adams Young House (1869)
- Wheeldon Annex (1911-1914)
- Laurelhurst Neighborhood Historic District (1910-1948)
- Visitors Information Center (1948)
- OSU Historic District (1888-1957)
- Veterans Memorial Coliseum (1960)
- Clark County Poor Farm Historic District (1913-1966)
- Portland Public Service Building (1983)

WORKING WITH RURAL COMMUNITIES

In 2019 through 2020, the City of La Grande selected PMA to participate in a Conceptual Design Program for property owners in the La Grande Commercial Historic District. We worked with Teri and Angie Arnson on the Observer Publishing Co/ PO Daniels Auto building (aka Pat's Alley) at 1414 Adamas Avenue. PMA is also currently working at Eastern Oregon University on the Grand Stair project that includes interfacing with Friends of the Stair, a community led organization.

Also in 2020, PMA worked under an on-call contract with the City of Corvallis (pop 58,000) on a variety of city structures and we have worked in Albany, Oregon with the Albany Regional Museum. In addition, PMA is working on the Rivoli Theater in Pendleton, OR.

HISTORIC PRESERVATION EXPERIENCE



Each guideline addresses a specific topic, but has the same components.

The **TITLE** is in capital letters, bold, and uses an alpha-numeric prefix that relates to the framework described on the preceding pages. For example, Guideline B2: HISTORICALLY SIGNIFICANT FEATURES is the second guideline of Section B, ALTERATION GUIDELINES.

The **BACKGROUND** statement outlines the reasons for the design guideline and the goals that the City wishes to achieve. The background statement also provides clarification among related or similar design guidelines or adds more detail to the guideline language. This information helps inform application of the guidelines, but does not serve as approval criteria.

The **DESIGN GUIDELINE LANGUAGE** serves as the actual approval criteria.

The **accomplished by** statements and photographs are provided to exemplify and illustrate how guidelines may be met. In many cases the descriptions are followed by pictures of examples. The accomplished by's and the examples must not be considered as the only possible design solutions. They are intended to stimulate new ideas and provide direction for designers and developers, but are not approval criteria.

GUIDELINES FOR ALTERATIONS B2: HISTORICALLY SIGNIFICANT FEATURES

B2: HISTORICALLY SIGNIFICANT FEATURES

BACKGROUND:

Most older buildings have exterior changes that were made over time. If the changes were made 50 years ago or more, those changes may have acquired historic significance. In the New Chinatown/Japantown Historic District, historic physical alterations that were made by one of the predominant ethnic communities are an example of changes that should generally be retained to show the building's and the district's history and affiliations over time.

Guideline B2 may be accomplished by:

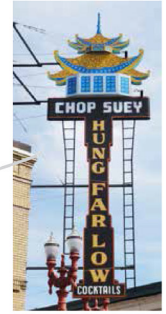
- Retaining exterior modifications associated with authentic Japanese and/or Chinese cultural adaptations.
- Preserving and rehabilitating historic signs.

GUIDELINE B2

RETAIN ANY CHANGES TO THE BUILDING THAT HAVE ACQUIRED HISTORIC SIGNIFICANCE.



This Italianate building on NW 2nd Avenue retains its cobble upper-level awning, awning sign, and fire escape. These alterations have acquired historic significance.



The historic and iconic Wang Far Low sign was rehabilitated and re-installed in its original location, though the restaurant is no longer in operation.

50

NEW CHINATOWN/JAPANTOWN HISTORIC DISTRICT DESIGN GUIDELINES



Creating A Visual Identify For Future Development in one of Portland's Oldest Neighborhoods

PMA worked with the Bureau of Planning and Sustainability and Prosper Portland, in coordination with the Stakeholder Advisory Committee (SAC) to develop a set of **design guidelines for the New/Chinatown/Japantown Historic District** in Portland, Oregon.

This Historic District is located in Old Town / Chinatown, one of Portland's oldest neighborhoods and is home to many Portland institutions. The New Chinatown/Japantown Historic District Design Guidelines are adopted land use approval criteria that protect the architectural integrity and cultural significance of Portland's New Chinatown/Japantown Historic District.

The guidelines advocate for preservation of the presence of a thriving community, which is different from preservation of the original architecture of the District. The document also includes land use approval criteria applicable to new development and alterations in the district. The guidelines allow change to take place which will respect the unique character of the district, the only historic district in Portland which is primarily significant for its cultural history.

LOCATION	Portland, Oregon
SIZE	10 city blocks
STATUS	Completed Fall 2017
ROLE	Historic Preservation Architect/Consultant
SERVICES	<ul style="list-style-type: none"> Historic district design guidelines



Providing a Roadmap for a more Comprehensive, Equitable, and Meaningful Citywide Inventory of Historic Resources

The Bureau of Planning and Sustainability (BPS) retained the project team in the spring of 2017 to provide an implementation plan to the City of Portland for updating the 33-year-old HRI. The report serves as a roadmap for arriving at a more comprehensive, equitable and meaningful citywide inventory of significant historic resources.

The project team conducted a thorough literature review of Portland’s existing historic preservation programs, analyzed inventory best practices offered by the State of Oregon and three comparable cities (Austin, Denver and Los Angeles), held two roundtable sessions with local historic preservation stakeholders, and arrived at recommendations tailored to the unique land use structures and regulatory environments of Portland and Oregon as a whole.

Report authors incorporated best practices from the Secretary of the Interior’s Standards for Historic Preservation Planning, as well as evaluation criteria applied for consideration of listing in the National Register of Historic Places. The report also builds on an initial assessment of the Historic Resource Inventory conducted by Peter Meijer Architect, PC, in 2011.

LOCATION Portland, Oregon
SIZE 10 city blocks
STATUS Completed 2017-2018
ROLE Historic Preservation Architect/Consultant
SERVICES <ul style="list-style-type: none"> • Regulatory Review • Land Use • Outreach • Historic Resource Inventory

Key Personnel

Our goal is to strengthen and enhance properties and sites that already exist. Our key team members are selected for their knowledge and experience relative to providing historic resource planning services.

Every scale of project at PMA is managed by a project leader with support staff, giving PMA the resource capacity to respond to client needs and goals, coordinate schedules, and execute project specific deliverables on schedule. PMA utilizes active principal involvement and leadership throughout every project, ensuring quality and review of all project deliverables.

Kristen Minor

PROJECT MANAGER

Kristen’s planning background provides extensive experience with zoning code and regulatory projects of many scales, including land use approvals for design and historic reviews in Portland and in other jurisdictions. She has completed historic district design guidelines and has done multiple planning studies at “micro” (site) and “macro” (overview) scales. Kristen currently chairs the Portland Historic Landmarks Commission. She was the project manager for the City of Portland New Chinatown/Japantown Historic District Guidelines and the City of Portland Historic Resources Inventory Update.

Kristen meets the Secretary of the Interior’s Historic Preservation Professional Qualification Standards (36 CFR Part 61).

Tricia Forsi

PRESERVATION SPECIALIST

Tricia’s background is rooted in working with public and private agencies on architectural and planning projects - from Historic Land Use Review to Compliance with state and federal historic standards. As the team’s preservation specialist, she will assist the project manager in coordination, research, and preparing final documents.

Tricia meets the Secretary of the Interior’s Historic Preservation Professional Qualification Standards (36 CFR Part 61) and the National Park Service cultural resource management specialty: Historian (GS-170).

Kristen and Tricia will be supported in the field and during the In Person meetings by PMA support staff to both facilitate efficient meetings and record the conversations.



Community Outreach for City of St. Louis city-wide survey and inventory of modern-era resources.

Peter Meijer AIA, NCARB

PRINCIPAL-IN-CHARGE

Peter has devoted his career to the preservation, material assessment, and repair of buildings. He is a leading expert in building material science and routinely hired regarding renovation and preservation strategies. Peter will provide the project manager with technical and managerial guidance, while following the progress of work.

Peter meets the Secretary of the Interior’s Historic Preservation Professional Qualification Standards (36 CFR Part 61), and the National Park Service cultural resource management specialties: Historical Architect (GS-808) and Architectural Conservator (GS-1001).



Kristen Minor

Minor Planning & Design
2146 NE 17th Avenue, Portland OR 97212
kristen.minor.pdx@gmail.com
(503) 706-9618
www.minorplanningdesign.com

Education

B. A. in Architecture & Art, Rice University

B. Arch., Rice University

Registrations and Memberships

Portland Historic Landmarks Commission since 2015, Chair since 2018

Professional Registration, Architect, New York State

Past/current Positions

2019+ *Adjunct professor* (one annual class) for UO Master in Preservation program

2008-2019 Peter Meijer Architect PC:
Preservation Planner

1998-2008 City of Portland:
Land Use Planner in Urban Design

1997-1998 Thompson Vaivoda & Assoc:
Project Architect

1988-1996 Kohn Pedersen Fox Associates: *Curtainwall Designer; Project Architect*

Minor Planning & Design

As a sole proprietor (WBE and ESB certified, State of Oregon), Kristen has expertise in a wide range of issues, from City land use planning and regulation to National Park Service nominations and documentation to alterations and design advice. Minor Planning & Design meets the Secretary of the Interior standards for professional qualifications in the following fields: Historic Architecture and Architectural History.

Selected Recent Projects

National Register Nomination for West Linn City Hall (OR)

Historic Assessment work for ODOT improvement projects in various communities: Elkton, Monroe, Harrisburg, Bandon, etc.

Survey, MOA, & Historic Context for Portland State University

Survey & National Register Nomination, Laurelhurst Historic District

“Updating the Historic Resources Inventory” (recommendations for City of Portland)

Design Guidelines for New Chinatown/ Japantown Historic District

Training for City of Lake Oswego land use staff

Section 106 for Multnomah Falls Lodge & Footpath and also for Columbia River Highway, Corbett, OR

Historic Consultant on Grant High School Modernization project (Mahlum Architects)



Peter Meijer Architect, PC

BIOGRAPHY Tricia is a preservation planner with experience on a wide variety of preservation projects. Her specialties include communicating and coordinating project deliverables with local, state, and federal historic review agencies, National Register Nominations, Federal Historic Tax Credit applications, State Historic Incentives, and conducting historic resource evaluations and surveys. She is passionate about and dedicated to the process of reinvesting in our existing and historic properties.

Tricia meets the Secretary of the Interior's Historic Preservation Professional Qualification Standards (36 CFR Part 61) and the National Park Service cultural resource management specialty: Historian (GS-170).



Tricia Forsi
Preservation Planner

RELEVANT EXPERIENCE **Clark County** | Survey & Context Statement for Mid-Century Modern Resources
Clark County, WA 2021- Current

SHPO Compliance | Unico, Montgomery Ward & Co. Building (Boundary Reduction)
Portland, OR 2020

SHPO Compliance | Home Forward, Fountain Place Historic Tax Credit Application
Portland, OR 2020

SHPO Compliance | Home Forward, Dahlke Manor Renovation LUR
Portland, OR 2020

SHPO Compliance | HPA, Troy Laundry Building Renovation
Portland, OR 2020

City of Seattle, Landmarks | 1001 Westlake Avenue North De-listing Nomination*
Seattle, WA 2017

USPS | Section 106, USPS 442 Hamilton Street*
Allentown, PA 2018

USPS | Section 106, USPS 1171 Bellevue Way NE*
Bellevue, WA 2017

Oregon Special Assessment | Gray Building*
Salem, OR 2018

Federal Historic Tax Credits | Gray Building*
Salem, OR 2018

** Project completed with a previous firm.*

EDUCATION
Masters of Business Administration,
University of Portland

Masters of Science,
Architectural Conservation,
University of Edinburgh

Bachelor of Arts, History with honors,
Amherst College

PROFESSIONAL AFFILIATIONS

- Downtown Association Intern
2019
- Amherst College, Associate Class Agent
2018-Current
- Portland Ultimate, Board Member
2018-Current



Peter Meijer Architect, PC

BIOGRAPHY Peter has over 30 years of professional architectural and building science experience on the assessment, restoration, and adaptive reuse of existing, recent past, and historic buildings for public agencies, higher education institutions, K-12 facilities, cultural and historic resources, and private owners. As a professional architect with a background in scientific research, Peter has developed his career with a focus on the unique building sciences associated with building material performance and advocating for sustainable reuse of existing resources. He is routinely enlisted by clients for his expertise on how to successfully get through the regulatory historic review process smoothly.

Peter meets the *Secretary of the Interior's Historic Preservation Professional Qualification Standards (36 CFR Part 61)*, and the *National Park Service cultural resource management specialties: Historical Architect (GS-808) and Architectural Conservator (GS-1001)*.

RELEVANT EXPERIENCE **City of La Grande** | Main Street Rehabilitation Conceptual Design
La Grande, OR 2019

Springfield Heritage Museum | Museum Concepts for Re-design
Springfield, OR 2018

Willamalane Parks and Recreation | Reynold & Eva Briggs House
Feasibility Analysis
Springfield, OR 2017

Prosper Portland | New Chinatown/Japantown Historic District Design
Guidelines
Portland, OR 2017

City of Portland | Historic Resource Inventory Update
Portland, OR 2017

Home Forward | Fountain Place Renovation and Seismic Upgrade
Portland, OR 2018- Current

Home Forward | Dahlke Manor Renovation
Portland, OR 2019- Current

City of Portland | On-Call, Historic Preservation
Portland, OR 2019 - Present

Portland Parks & Recreation | On-Call, Building Envelope
Portland, OR 2018 - Present

Portland Parks & Recreation | Dishman Re-Roof
Portland, OR 2019 - Present

Portland Parks & Recreation | Peninsula Park Community Building
Portland, OR 2019 - Present

City of Albany | National Historic Preservation Act Consulting
Albany, OR 2008



Peter Meijer, AIA, NCARB
Principal-in-Charge

EDUCATION

Master of Architecture,
University of Illinois

Bachelor of Arts, Biology
St. Olaf College

PROFESSIONAL REGISTRATION

- NCARB Certified/Licensed Architect:
 - Oregon #ARI-3619
 - Washington #9386

PROFESSIONAL AFFILIATIONS

- APT Northwest
2005 - Present
- Friends of Timberline, Board Member
2014- Present
- Pioneer Courthouse Historical Society, Board Member
2014- Present
- Building Enclosure Council
2012- Present
- RCI
2015- Present
- Docomomo US_Oregon
2013- Present

Approach and Methodology

This scope of work covers tasks to be completed by a Peter Meijer Architect (PMA) to assist the City of La Grande staff with development of District Standards and Preservation Code Update for the La Grande Downtown Historic District. The work does not include updating the national historic district nomination. PMA combines expertise in architectural and historic design assessment, guideline development, graphic illustration, report preparation, committee facilitation and outreach.

The key deliverable is a revised set of District Standards and Preservation Code Updates, prepared to the City of La Grande's format and specifications, that provides clarity for new infill development and alterations to historic structures through design guidelines. Guidelines are to be developed with public stakeholder input and approved by the Historic Landmarks Commission after public hearings.

It is assumed that the City of La Grande will convene a stakeholder Committee to provide staff and consultants with feedback on the elements of the project as they develop including problem definition, existing conditions analysis and draft recommendations.

TASK 1: PROJECT INITIATION / PROJECT MANAGEMENT

Task 1.1 Project Kick-off meetings

- Project Manager organizes kick-off meeting for the Project Team.
- The Consultant Team facilitates a kick-off meeting with the Committee, staff, and property Owners based on list provided by City Meeting #1
 - Hold walking tour of the district

Task 1.2 Project coordination meetings

Project Manager will set schedule and convene Project Team coordination meetings to be held regularly throughout the project.

Task 1.3 Public Involvement Plan

The Consultant Team will coordinate with City Staff to finalize the public involvement plan for the project. It is anticipated that City staff will provide the initial draft of a Public Involvement Plan for PMA's review and feedback. The public involvement plan shall identify the role of the Committee among other public outreach and involvement opportunities as described in this scope of work.

Task 1 Deliverables:

- Public Involvement Plan
- Kick-off meetings and materials
 - Project Team meeting
 - Historic Landmarks Commission Briefing #1
 - Meeting #1
- Project coordination meetings

TASK 2: BACKGROUND RESEARCH AND DEFINING PROJECT OBJECTIVES

Task 2.1 Background Research

The Consultant team will review previous studies, existing codes and plans, recent projects and proposals, including:

- Relevant sections of the City of La Grande Zoning Code
- Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties
- La Grande Downtown Historic District Nomination and guidelines

Task 2.2 Background interviews

The Consultant Team will conduct interviews with select Committee members and select property Owners to understand their goals, interests and concerns about the project. The Consultant Team will also meet with city staff, and other key project stakeholders to get a better understanding of how design guidelines are used, what works and what does not work.

Task 2.3 Precedent research on culturally significant districts

The Consultant Team will conduct precedent research of comparable culturally-based districts including other historic districts for similar sized communities. Work is to include interviews with stakeholders, city staff and cultural and historic preservation organizations as well as review of relevant design guideline documents, development plans, etc.

Task 2.4 Field Work and documentation

The Consultant Team will perform field work and analysis as needed to document and assess the design, architectural and historic qualities of the district that are relevant to creating design guidelines.

Task 2.5 Meeting #2 with City staff and Committee members

Consultant Team will facilitate a discussion to:

- Confirm the problem definition and project purpose.
- Clarify the City's expectations for maps, photographs, and other images to be included in the final document.
- Discuss scope of drawings/illustrations the consultant provides.

Task 2 Deliverables:

- Brief summary of findings from Tasks 2.1 to 2.5
- Meeting #2
- Project problem definition, project purpose and project objectives and guiding principles
- Initial evaluation criteria for development of guideline options

TASK 3: DEVELOP RECOMMENDATIONS

Task 3.1 Concept Report

- The Consultant Team will prepare an outline level summary of initial ideas for historic district standards and Preservation Code Update (the Concept Report). This report may include illustrations and other documentation sufficient to communicate the meaning of proposed guideline ideas.
- The Consultant Team will hold a workshop/ Meeting #3 with City Staff and stakeholder members to review, understand and provide feedback on the concept report.
- Consultant Team will revise Concept Report based on workshop results. Project Manager will distribute revised report to stake holders.

Task 3.2 Discussion Draft revised Standards and code provisions (Discussion Draft Report)

- Based on Task 3.1, the Consultant Team will prepare a Discussion Draft of recommendations for district design guidelines and any possible code provisions. The report will be at a sufficient level of detail and completion to allow effective and efficient feedback from City Staff, the stakeholders, and the public.
- The Discussion Draft will be posted online for public comment.

Task 3 Deliverables:

- Concept Report
- Meeting #3 - in person meeting with City staff and Landmarks to discuss Draft Concept Report
- Meetings #4 - virtual meeting with City staff, Property owners, and Landmarks
- Meeting #5 - virtual meeting with City staff and Landmarks
- Summary of public comments and related project changes

TASK 4: FINAL RECOMMENDATIONS

Task 4.1 Proposed Draft revisions to Historic District Standards and Preservation Code Update and report

Based on feedback received in Task 3.2, the Consultant Team will prepare final revisions to the Standards and Preservation Code Updates.

Task 4.2 Prepare the Recommendations

The Consultant Team will prepare a report with recommendations for new guidelines that incorporates any changes that result from Task 3.3. The report will be reviewed by City staff prior to public release. The Final Draft will be the basis for City Council hearings and action of the proposal.

Task 4.3 Meet with City Council, Landmarks Commission and City staff to present final recommendations for District Standards and Preservation Code Update for the La Grande Downtown Historic District

Task 4 Deliverables:

- Propose final recommendations for new guidelines and code updates
- Meeting #6 - virtual meeting with staff, Landmarks Commission and City Council

PROJECT SCHEDULE AND COST

SCHEDULE				
	Q3 2021	Q4 2021	Q1 2022	Q2 2022
Task 1: Kick Off				
Meeting 1 (virtual)	9/15/21			
Task 2: Public Engagement				
Meeting 2 (in person)		9/30/21		
Meeting 3 (in person)		10/5/21		
Meeting 4 (virtual)		11/20/21		
Task 3: Draft Standards				
Draft Standards to City			01/30/22	
Task 4: Draft Standards				
Meeting 5 (virtual)			4/15/22	
Meeting 6 (virtual)				5/15/22

FEE PROPOSAL	
TASK	COST
General Project Management <ul style="list-style-type: none"> - Contract administration - Consultant coordination - Project management 	\$900
Task 1: Project Kick Off <ul style="list-style-type: none"> - Review current standards and goals - Meeting #1 (virtual) 	\$1,900
Task 2: Public Engagement <ul style="list-style-type: none"> - Meeting # 2 & # 3 (in person) - Conduct survey w/select Committee members - Prepare agenda and presentation material - Lead walking tour of district - Meeting # 4 (virtual) - City staff, Property owners, Landmarks - Provide summary of survey findings 	\$5,200
Task 3: Draft Standards <ul style="list-style-type: none"> - Draft update revision to Standards & Code 	\$6,900
Task 4: Final Standards <ul style="list-style-type: none"> - Meeting #5 (virtual) – City staff & Landmarks - Review draft revisions - Meeting # 6 (virtual) – City staff, City Council & Landmarks - Provide final update to Standards & Code 	\$3,500
Reimbursable Costs	\$3,600
TOTAL	\$22,000

References

PROJECT

City of Portland Historic Resource Inventory Update

To read the full report, please click here: [City of Portland Historic Resource Inventory Update Report](#)

REFERENCE

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PROJECT

The New Chinatown/Japantown Historic District Design Guidelines

To read the full historic district design guideline, please click here: [ENB-11.58 - Chinatown / Japantown Historic District Design Guidelines](#)

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PROJECT

Oregon State University Historic District Design Guidelines

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ARCHITECTURAL STYLES

 <p>Arts & Crafts style: 1880 - 1920</p> <p>This style maintains a steep-pitched roof and minimal eaves. These houses often have multiple gables, as well as possible telescoping or pairing. Some houses have central roof on a central tower. Roofs often include dormers. Overall, they are typically combining, complex, and asymmetrical. They are often composed of stucco, brick, or stucco and brick combination with wood or iron and lattice siding. The windows are multi-light casement with little or no iron and often set in a series. These houses also typically have massive chimneys.</p>	 <p>Colonial Revival Style: 1880 - 1945</p> <p>This style typically exhibits a symmetrical facade. These houses often have traditional feature windows, especially centered on gable ends, that are not always semi-circular or circular. Windows are often paired and 6/6 or 8/8 double hung. Sometimes there are one bay or one window feature. Roofs are commonly hipped. These houses also have closed soffits, and sometimes an enclosed side porch.</p>	 <p>Craftsman style: 1890 - 1945</p> <p>This style often exhibits a side-gable roof, widely eaveless home, a wide brick or stone belt, and an open porch with rather tall. Windows are double-hung or casement and often found in a series. Crafted wood bays are common of the upper level. These homes often exhibit a four square (2 stories) or Bungalow (1 to 1.5) typology. Some have Châteauf or Tudor influences. "Craftsman" Craftsman homes are typically 2 stories and rectangular with a balcony cut-out pattern and a "boxed-in" bargeboards, a combination Craftsman Colonial style exhibits gable or gambrel roofs but no wide overhang, and normally has a porch within the roof volume. Doric columns or piers are common, with double-hung windows.</p>
 <p>Prairie School style: 1910 - 1925</p> <p>This style of house typically exhibits flat, gable, or hip roofs that sometimes have brackets and generally have wide overhangs and closed soffits. These houses often have massive rectangular piers. Bands of casement windows are most predominant in this style, but double hung windows are also very common as well. These types of houses sometimes have a balcony of the second story. The main entrance is typically a glass door entry with sidelights.</p>	 <p>Georgian Revival style: a sub-style of Colonial Revival. These houses are rectangular, symmetrical, and typically composed of brick with stone, stucco, or wood decoration. The main entrance exhibits a portico with classical motifs. Windows are almost always double hung.</p>	 <p>Dutch Colonial style: houses are also a sub-style of Colonial Revival and are easily identified by their gambrel roofs.</p>
<p>Neo-Classical style: 1895 - 1950</p> <p>These porches are typically two stories in height, but a one-story version typically has columns up to the main roof. The main facade exhibits a full-height colonnaded porch and either a broken or unbroken pediment of the entry.</p>		

ARCHITECTURAL STYLES

 <p>Tudor Revival style: 1910 - 1940</p> <p>This style has a steep or medium-pitch gabled roof or sometimes hip-roofed, and can have rounded "megan" edges and/or jettied eaves (or clipped gables) of its gabled dormers. These houses are typically constructed and 1 to 2 stories in height. They have narrow, multi-light casement windows in bays, often crown-head each bay, and large chimneys on end-walls. They are usually composed of a stucco exterior and cinder brick.</p>	 <p>English Cottage style: 1920 - 1940</p> <p>This style has a steep or medium-pitch gabled roof or sometimes hip-roofed, and can have rounded "megan" edges and/or jettied eaves (or clipped gables) of its gabled dormers. These houses are typically constructed and 1 to 2 stories in height. They have narrow, multi-light casement windows in bays, often crown-head each bay, and large chimneys on end-walls. They are usually composed of a stucco exterior and cinder brick.</p>	 <p>World War II Era Cottage style: 1935 - 1950</p> <p>This style is primarily identified by their one-story compact size, with low-pitched hipped roof. Charming is limited to one or two materials, often wood clapboards or the color of shingles, and brick veneer. A short projecting wing is common of the front, with the entrance on the side or rear to a walk-in recessed porch. Windows are typically wood multi-pane fixed and double hung, often with corner windows. Garage were mostly detached and fully set back from the house.</p>
 <p>Mediterranean Revival style: 1910 - 1930</p> <p>This style exhibits a hipped roof that is most typically tile. Its exterior walls are predominantly stucco or concrete. Windows are casement, double hung, and often have arched lintels. A portico of the main entry and facade are very common. Italian Renaissance Revival style and French Renaissance Revival style are sub-styles of Mediterranean according to the SNPC.</p>	 <p>Spanish Revival style: 1910 - 1930</p> <p>This style has a low-pitched hip or gabled the roof, exterior stucco walls, and is typically 2 stories in height. A bell tower and belfry with wrought iron are often combined in these types of houses.</p>	 <p>Ranch style: 1940 - 1970</p> <p>This style is more of form than a style, having a very simple rectangular footprint and shallowly pitched hipped or gable roof. Gables are often attached and face the street. Entrances feature a large multi-columned porch. Many houses include up to four different types of casings that vary from wood clapboards, vertical boards, vertically-grooved plywood, and brick and stone veneer that usually extends to chimneys and integrated planters.</p>
<p>Minimal Traditional style: 1930 - 1950</p> <p>This style is characterized by small, often symmetrical houses with medium-pitched gabled roof with little to no overhang. Cladding is generally wood clapboards or shingles, and windows are typically wood double-hung, sometimes with multi-pane divisions on the front. Gables are often detached and set back, or in many cases attached but completely set back from the roof plane of the house. It is not yet horizontal in form.</p>		

CREATING ENGAGING CONTENT FOR COMMUNITY OUTREACH

Local cities routinely ask us to provide presentations for their staff and community members to help increase awareness and interest in local historic preservation efforts for residential and commercial architectural resources. Often these presentations focus on a board-overview of architectural style, type, and use.

Above is an example of collateral we designed as a downloadable pocketbook style guide that demonstrates architectural styles in an engaging way for multiple audiences - historians to novice community members that are interested in learning about their communities architectural resources.



Thank You

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