

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

Wednesday, September 15, 2021

6:00 p.m.

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

AGENDA

The purpose of a Landmarks Work Session is to provide the Commission with an opportunity to informally discuss topics of common concern and interested and to exchange ideas with Staff, not to make decisions or to direct Staff toward a specific action or conclusion beyond identifying additional information the Commission would like to have presented at a later date. As no decision are made, there will be no voting by the Commission at the Work Session. The City Planner may confirm any additional information the Commission requires as part of any future discussion regarding the presented topic(s). If a Work Session topic subsequently requires official action, it will become an action (voting) item on a following Regular Session Agenda. In accordance with Oregon Public Meeting Law, Commission Work Sessions are open to the public; however, in order to make efficient us of time, public comments and questions are generally not entertained during the discussion segment of the Work Session. Time may be designated for public comments at the conclusions of the discussion at the discretion of the Commission. Members of the public are routinely provided with an opportunity to address the Commission during the Public Comments portion of each Regular Session.

1. **CALL TO ORDER AND ROLL CALL**

2. **KICK-OFF MEETING WITH PETER MEIJER ARCHITECTS FOR THE LAGRANDE
DOWNTOWN HISTORIC DISTRICT STANDARDS PRESERVATION CODE UPDATE**

3. **ADJOURN**

Kendra VanCleave
Department Secretary

MINOR PLANNING & DESIGN

MEETING AGENDA

PROJECT:	La Grande Downtown Historic District Standards Preservation Code Update	DATE/TIME	September 15, 2021 6:00 PM
PROJECT NO.:	21-024	LOCATION:	Zoom

Attendees: La Grande Landmarks Commission
Kendra VanCleave, City of La Grande
Kristen Minor, Minor Planning & Design
Tricia Forsi, PMA

1. Introductions and Contact protocols

- Generally emails, info, and questions for PMA team to Kristen with Tricia copied.
- For City contacts, who receives/ who is copied?
- Large file information sharing: Citrix Sharefile

2. Clarifications

- Stakeholder group assembled by the City, representation from:
 - Historic Landmarks Commission
 - City Staff, and/or other City governmental officials
 - Business owners
 - Property owners
 - Tourism and economic development interests (Travel Oregon, Main Street, others?)
 - La Grande residents/ casual users of Downtown historic district area
 - Contractors
 - Any other representative groups? EOU?
- Other stakeholders/ public information sharing:
 - City website? Place to host public survey?
 - Incentive to participate?
- Assistance from City:
 - Some examples (maybe good and bad?) of historic review applications
 - Examples of past land use historic cases decided by Landmarks Commission; maybe also by Landmarks staff
 - “Hosting” public info website - “one-stop shopping” with links, updated meeting info?
 - In-person meeting locations, technological considerations
 - Mapping/ GIS?
- Deliverables from PMA team:
 - Public Involvement Plan
 - Six public meetings (Meeting #2 is in-person but outdoors)
 - Survey and interview results from stakeholders
 - Recommendations for updated process & code language (article 3.5)
 - Final Historic District Standards document (with draft versions for review and discussion) including images, maps as necessary, InDesign files and pdf
 - Other recommendations for collaborations, programs, handouts, etc.

3. Schedule

	As Proposed		Revised Schedule	
	Date	Type	Date	Type
Meeting 1 (Kickoff)	9/15/21	Virtual	9/15/21	Virtual
Meeting 2	9/30/21	In Person	9/30/21	In Person
Meeting 3	10/5/21	In Person	10/5/21	Virtual
Meeting 4	11/20/21	Virtual	11/20/21	Virtual
Draft Standards to the City	1/30/22		1/30/22	
Meeting 5	4/15/22	Virtual	4/15/22	Virtual
Meeting 6	5/15/22	Virtual	5/15/22	Virtual

*Proposed change shown in red.

4. Process

- Public Involvement
 - Meeting 2 We would like to hold in-person if La Grande staff and commissioners are still comfortable with it. We see this meeting held outdoors due to COVID, including a walking and talking presentation led by Kristen and Tricia, followed by a brief town hall-style conversation about the existing design guidelines and where users (applicants/ property owners/builders/etc) see room for improvement. We can offer hand-outs for links to an informational survey and for people to access information about the process.
 - Meeting 3 We would like to hold a series of small meetings on Zoom (or via phone call if necessary) to replace the single meeting. This would not only enable us to better hear from stakeholders with a bit more anonymity if they don't want to share their opinion in public, but also gives more flexibility for meeting times (meetings could be spread out over 2 or 3 days).
- Information Gathering
 - All comments from staff, commissioners at this meeting and anytime
 - Comments made by participants in Meeting 2
 - One-on-one zoom or phone interviews
 - Electronic survey through Google Forms

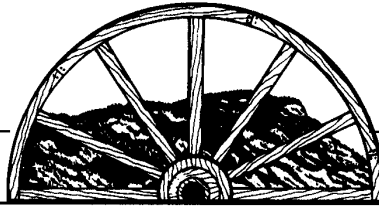
5. Discussion of the issues and problems in current system

- Existing Historic standards/ guidelines document
 - From perspective of Commissioners
 - From perspective of staff
- Process and Code (Article 3.5 but also more general process-related issues)
 - From perspective of Commissioners
 - From perspective of staff
 - What are the desired take-aways from this process? Enabling more staff decisions?

6. State "Goal 5" Land use changes around historic resources: implications?



CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

LANDMARKS COMMISSION • P.O. Box 670 • 1000 Adams Avenue • La Grande, OR 97850
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La Grande Downtown Historic District Standards Preservation Code Update

REQUEST FOR PROPOSAL for Historic Preservation Consultant

Issued: June 17, 2021

Due date: July 23, 2021 by 5:00 p.m. PST

Project Summary

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

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

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

Though La Grande is working to be a leader in preservation for Eastern Oregon, the east side of the state continues to have a lack of preservation design resources, architects, and contractors

familiar with preservation practices. Property owners in La Grande by default pursue a design/build approach with local contractors, and the current standards do not adequately prepare owners or contractors to plan building modifications for City review.

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

Oregon Certified Local Government (CLG) grant funding has been awarded for an update of the City's Historic District Standards. The City's Landmarks Advisory Commission has established the following goals for the Standards update project:

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

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

The Standards update project may not exceed \$22,000 and is anticipated for completion by May 31, 2022. Public engagement meetings are desired to take place during Fall/Winter season 2021/2022; we hope by then COVID-19 restrictions will be loosened and allow for in-person meetings. City staff and Landmarks commissioners would be responsible for outreach to potential stakeholders for inclusion in the public process. There are six meetings anticipated. As listed in the Scope of Services, some meetings may be virtual to reduce costs from travel time.

This project is being funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the Historic Preservation Fund, National Park Service,

Department of the Interior. Any opinion, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005.

Scope of Services

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

Task 1: Kick-off – Late summer to early Fall 2021.

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

Task 2: Public Engagement – Fall and Winter 2021/2022.

1. Meeting 2 – In-person in La Grande
 - a. Consultant to prepare material for and facilitate meeting.
 - b. Communicate goals, timeline, and process of update project to stakeholders.
 - c. Provide an introduction to the La Grande Commercial Historic District – architectural styles, period of significance, contributing vs. non-contributing definitions, etc.
 - d. Provide an introduction to Secretary of the Interior preservation standards and priorities.
 - e. Prepare and circulate a survey on perceived deficiencies and strengths in current standards.
2. Meeting 3 – In-person in La Grande
 - a. Consultant to prepare material for and facilitate meeting.
 - b. Discuss survey results and Gather additional feedback on deficiencies in current standards and ideas for improvement
 - c. Discuss changes to District over the past 20 years since the District was established
 - d. Discuss community priorities for Historic District
3. Meeting 4 – In person in La Grande (or virtual if budget is limited)
 - a. Consultant to prepare material for and facilitate meeting.
 - b. Review draft recommendations for changes to Standards document and discuss feedback

Task 3: Draft of new Standards document – Winter 2021/2022.

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

Task 4: Standards document review and finalization – Spring 2022.

1. Provide draft of revised Standards document to City staff and Landmarks Advisory Commission for review and comment.
2. Meeting 5 - Virtual meeting with City staff and Landmarks Advisory Commission
 - a. Review and discuss draft of revised Standards.
3. Update draft document based upon City staff and Landmarks commissioner comments.
4. Meeting 6 – In person (or virtual if budget is limited) with City Council, Landmarks Commission and Staff
 - a. Present and discuss revised final draft of Standards.
5. Update and finalize Standards document as needed based upon City Council comments.
 - a. The final Standards document shall be provided in an editable Microsoft Word format.

Evaluation Process / Content for Evaluation

The consultant’s proposal content shall be evaluated by the Landmarks Commission with points assigned based upon the qualifications content listed below. The Landmarks Commission will select one firm for performing the requested services.

The Landmarks Commission will invite recommended finalists for Zoom interviews based solely upon its evaluation of selection criteria 1-5. The evaluation committee, at its sole discretion, may forego the interview process.

1. Firm profile and background – 10 points
2. Historic Preservation experience – 20 points
 - a. Discuss the firm’s experience working with rural communities, specifically those with populations of less than 50,000 people.
 - 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 people.
3. Staffing – 10 points
 - a. Resume of key personnel.
 - b. Describe key personnel’s experience with facilitating public meetings.
4. Project Schedule and Costs – 10 points

- 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 (Zero points – for information only)
- a. Provide three (3) references for the firm’s prior or current work.
6. Interview – 20 points
- TOTAL POINTS FOR SCORING = 70 points

Selection Schedule

June 17, 2021	RFP Issued
July 23, 2021	Proposals due
August 5, 2021	Landmarks Commission meets to review proposals
August 6, 2021	Finalists contacted to schedule Zoom interview
August 9-12, 2021	Zoom interviews with selected finalists
August 13-14, 2021	Notification of selected consultant / Intent to Award

Submittal

Any questions or comments on this RFP please send via e-mail to Kendra VanCleave, KVanCleave@cityoflagrande.org.

Interested consultants shall submit a proposal to address the content requirements listed above. Proposals shall not exceed fifteen (15) letter-size (8.5x11”) pages, single-sided (not including the three (3) examples of historic preservation codes or standards prepared by the firm requested above).

Proposals are due by July 23, 2021, at 5:00 p.m. PST. A digital copy in PDF format is to be e-mailed to Kendra VanCleave, KVanCleave@cityoflagrande.org.

Proposals shall be addressed to:
City of La Grande Landmarks Commission
P.O. Box 670
1000 Adams Avenue
La Grande, OR 97850

SCOPE OF SERVICES COMPARISON

Peter Meijer	City of La Grande	Outcome for contract
<p>Task 1</p> <p>1.1 Project Kick off meeting 9/15</p> <ul style="list-style-type: none"> • Project Manager organizes kick off meeting for Project team • Consultant team facilitates kick-off meeting with Commission, staff, and property owners based on list provided by City • Walking tour of district <p>1.2 Project coordination meetings – Project manager will set schedule and convene Project Team coordination meetings to be held regularly throughout project.</p> <p>1.3 Public involvement plan- Consultant team will coordinate w/staff to finalize public involvement plan. Staff to provide initial draft of Public involvement plan for PMA’s review and feedback. Plan shall identify roles of the Commission among other public outreach and involvement opportunities as described in scope.</p> <p style="text-align: center;"><u>Task 1 deliverables –</u></p> <ul style="list-style-type: none"> • Public Involvement Plan • Kick off meetings and materials (project team meeting, Landmarks Commission Briefing #1, Meeting #1) • Project coordination meetings 	<p>Task 1</p> <p>Kick off meeting 9/15</p> <ol style="list-style-type: none"> 1. Review current standards and goals for update project 2. Meeting 1- virtual meeting with staff and Commission to discuss current standards and process deficiencies. 	
<p>Task 2</p> <p>2.1 Background research- The consultant team will review previous studies, existing codes and plans, recent projects and proposals:</p> <ul style="list-style-type: none"> • Relevant sections of the City of La Grande Zoning Code 	<p>Task 2</p> <ol style="list-style-type: none"> 1. Meeting 2 – In-person in La Grande <ol style="list-style-type: none"> a. Consultant to prepare material for and facilitate meeting. b. Communicate goals, timeline, and process of update project to stakeholders. c. Provide an introduction to the La Grande Commercial Historic District – architectural styles, period of significance, contributing vs. non-contributing definitions, etc. d. Provide an introduction to Secretary of the Interior preservation standards and priorities. 	

SCOPE OF SERVICES COMPARISON

<ul style="list-style-type: none"> • Secretary of the Interiors Standards and Guidelines for the Treatment of historic properties • La Grande Downtown historic district nomination and guidelines <p>2.2 Background interviews – The consultant team will conduct interviews with Commission and select property owners to understand goals, interests, and concerns. The consultant team will also meet with staff and stakeholders to get a better understanding of how design guidelines are used, what works what doesn't.</p> <p>2.3 Precedent research on culturally significant districts- Consultant team will conduct research of comparable culturally based districts including other historic districts for similar sized communities. Interviews with stakeholders, staff and cultural and historic preservation organizations as well as review of relevant design guideline docs, development plans.</p> <p>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.</p> <p>2.5 Meeting #2 with staff and Commission – Consultant team will facilitate a discussion to:</p> <ul style="list-style-type: none"> • Confirm the problem definition and project purpose • Clarify the City's expectations for maps, photographs and other images to be included in final document 	<ul style="list-style-type: none"> e. Prepare and circulate a survey on perceived deficiencies and strengths in current standards. <p>2. Meeting 3 – In-person in La Grande</p> <ul style="list-style-type: none"> a. Consultant to prepare material for and facilitate meeting. b. Discuss survey results and Gather additional feedback on deficiencies in current standards and ideas for improvement c. Discuss changes to District over the past 20 years since the District was established d. Discuss community priorities for Historic District <p>3. Meeting 4 – In person in La Grande (or virtual if budget is limited)</p> <ul style="list-style-type: none"> a. Consultant to prepare material for and facilitate meeting. b. Review draft recommendations for changes to Standards document and discuss feedback 	
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SCOPE OF SERVICES COMPARISON

<ul style="list-style-type: none"> • Discuss scope of drawings/illustrations the consultant provides <p style="text-align: center;"><u>Task 2 Deliverables:</u></p> <ul style="list-style-type: none"> • Brief summary of findings from tasks 2.1 to 2.5 <ul style="list-style-type: none"> • Meeting #2 • Project definition, project purpose and project objectives and guiding principals • Initial evaluation criteria for development of guideline options 		
<p>Task 3</p> <p>Task 3.1 Concept report</p> <ul style="list-style-type: none"> • Consultant team will prepare an outline level summary of initial ideas for historic district standards and code update. This report may include illustrations and other documentation to communicate the meaning of proposed ideas. • Consultant team will hold a workshop/Meeting #3 with staff and stakeholder members to review and provide feedback. • Consultant team will revise concept report based on meeting #3 results. Project manager to distribute revised report to stakeholders. <p>Task 3.2 Discussion draft revised standards and code provisions</p> <ul style="list-style-type: none"> • Based on task 3.1 consultant team will prepare a discussion draft of recommendation for district design guidelines and any possible code provisions. • Discussion Draft will be posted online for public comment. 	<p>Task 3</p> <ol style="list-style-type: none"> 1. Rewrite standards to provide clarity to requirements. Eliminate hold-over language from being “guidelines” and make the standards more definitive as requirements. 2. Include distinction in approach between a) National Register and Historic Contributing resources; 2) Historic Non-Contributing resources; and 3) Non-Contributing resources. 3. Incorporate public process feedback into Standards document. 	

SCOPE OF SERVICES COMPARISON

<p style="text-align: center;">Task 3 deliverables</p> <ul style="list-style-type: none"> • Concept report • Meeting #3- in person meeting with staff and Commission to discuss draft concept report • Meeting #4 – virtual a meeting with staff, property owners and Commission • Meeting #5- virtual meeting with staff and Commission • Summary of public comments and related project changes 		
<p>Task 4</p> <p>Task 4.1 Proposed draft revisions to Historic District standards and preservation code update and report</p> <ul style="list-style-type: none"> • Based on feedback received in task 3.2, consultant team will prepare final previous to the Standards and Preservation code updates <p>Task 4.2 Prepare the recommendations</p> <ul style="list-style-type: none"> • Consultant team will prepare a report with recommendations for new guidelines that incorporates any changes that result from task 3.3. Report will be reviewed by Staff prior to public release. Final draft will be the basis for City Council hearings and action of the proposal. <p>Task 4.3 Meet with City Council, Commission and staff to present final recommendations for Historic District</p> <p style="text-align: center;">Task 4 deliverables</p> <ul style="list-style-type: none"> • Propose final recommendations for new guidelines and code updates • Meeting #6 virtual meeting with staff, Commission and City Council 	<p>Task 4</p> <ol style="list-style-type: none"> 1. Provide draft of revised Standards document to City staff and Landmarks Advisory Commission for review and comment. 2. Meeting 5 - Virtual meeting with City staff and Landmarks Advisory Commission <ol style="list-style-type: none"> a. Review and discuss draft of revised Standards. 3. Update draft document based upon City staff and Landmarks commissioner comments. 4. Meeting 6 – In person (or virtual if budget is limited) with City Council, Landmarks Commission and Staff <ol style="list-style-type: none"> a. Present an discuss revised final draft of Standards. 5. Update and finalize Standards document as needed based upon City Council comments. <ol style="list-style-type: none"> a. The final Standards document shall be provided in an editable Microsoft Word format. 	