CITY OF LA GRANDE
Landmarks Commission Regular Session

Tuesday, September 8, 2022
6:00 p.m.

The meeting is available for viewing on **Facebook Live at the following link:**
https://www.facebook.com/LaGrandeCityManager

AGENDA

a. CALL TO ORDER/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: Approving Minutes of the November 18, 2021 meeting.

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. Please print your name and address on the Public Comments Sign-in Sheet, located on the podium. When addressing the Commission, speak loudly and clearly and state your name. Persons interested in providing virtual public comments shall contact City Staff at mboquist@cityoflagrande.org or by calling 541-962-1307 no later than 5:00pm the day prior to meeting to make arrangements. In the event the Chairperson does not announce a time limit for comments, each speaker is asked to confine their comments to three minutes in length, whether the comments are in-person or virtual.

5. NEW BUSINESS

6. PUBLIC HEARING
a. Consideration of Historical Appropriateness
File Number: 01-HLA-22
Applicant: Remax (Randy & Shawna McKinnis)

7. OLD BUSINESS

8. CITY PLANNER COMMENTS

9. COMMISSION COMMENTS

10. ADJOURN TO WORK SESSION

_____
Kendra VanCleave
Landmarks Secretary

All meetings of the La Grande Landmarks Commission are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities should be made five days before the scheduled meeting by calling (541) 962-1307.

CITY OF LA GRANDE
Landmarks Commission Meeting

Regular Session

Thursday, November 18, 2021

Zoom Meeting

La Grande City Hall
1000 Adams Avenue

MINUTES

COMMISSIONERS PRESENT:
Lindsay Costigan
Cassie Hibbert
Katie Boula
Rod Muilenburg

COMMISSIONERS ABSENT EXCUSED:

DISCUSSION/DISPOSITION

STAFF PRESENT:
Kendra VanCleave, Secretary
Mike Boquist, City Planner

CITIZENS PRESENT
Paul Swigert

CALL TO ORDER/ROLL CALL

HIBBERT called this Regular Session of the Commission to order at 6:08 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 August 12, 2021 meeting.

BOULA introduced the Motion with MUILENBURG providing the Second.

MOTION: The Consent Agenda be approved as presented.

USC: Unanimous

NEW BUSINESS

a. Consideration of Historical Appropriateness
1212 Adams Ave, 02-HLA-21
Paul Swigert

HIBBERT asked for declarations and challenges, there were none.

HIBBERT asked for the staff report.

Due to technical difficulties the meeting was not recorded, the minutes will reflect a general summary of the meeting.

BOQUIST opened with the application for the replacement of the upper floor residential windows on the Adams Avenue facade. The project also includes maintenance/repointing brick.

HIBBERT asked for testimony from the applicant, in favor, neutral and opposition. There were none.

MUILENBURG asked if the archway is to remain. BOQUIST responded yes.

COMMISION DISCUSSION

HIBBERT and BOULA commented that restoration should be considered rather than replacement.

The group took a closer, enlarged look at the pictures submitted with the application.

MUILENBURG indicated that the use of expandible foam that is seen in the picture is problematic and may have caused damage.

The Commission discussed the photographs showed significant deterioration, but appeared that some joints and window elements could be repaired. Additionally, the perimeter of the windows was filled with expanding foam which may have damaged the channels for the window weights. Overall, the Commission felt that they did not have enough information to determine whether the windows could be repaired or not, but may be possible. There was consensus from the group that the amount of damage visible and the expanding foam could have damaged the structural elements of the window, they felt it was reasonable to allow the replacement of the windows with wood windows as proposed.

HIBBERT commented she would like to emphasize a repair of the windows and offered to meet with the applicant on-site to review the windows and if a repair was possible, she could help how to accomplish this project. Additionally, HIBBERT added a repair could save hundreds if not thousands of dollars.

MUILENBURNG introduced the following Motion, with COSTIGAN 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 approved.

USC: Unanimous

STAFF COMMENTS: BOQUIST commented the consultants should be working on a rough draft of standards for the Commission to review in January.

COMMISSIONER COMMENTS: COSTIGAN updated the group on the EOU grand staircase meeting.

There being no further business to come before this Regular Session of the Commission, HIBBERT adjourned the meeting at 6:53p.m. The Commission is scheduled to meet again in Regular Session, Thursday, December 9, 2021, at 6:00 p.m., in the Council Chambers of City Hall, 1000 Adams Avenue, La Grande, Oregon.

ATTEST: **APPROVED:**

_____ _____

Kendra VanCleave, Department Secretary **Chairperson**

DATE APPROVED:_____

APPLICATION FOR LAND USE REVIEW

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
Planning Division
1000 Adams Avenue, P.O. Box 670
La Grande, OR 97850
(541) 962-1307
Fax (541) 963-3333

CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

LAND USE APPLICATIONS

- ☐ Annexation Petition
- ☐ Appeal of Planning Division Decision
- ☐ Appeal of Planning Commission Decision
- ☐ Appeal of Landmarks Commission Decision
- ☐ Comprehensive Plan Document or Map Amendment
- ☐ Conditional Use Permit
- ☐ Duplex Division
- ☐ Fence Height Waiver
- ☐ Floodplain Development Permit *(Separate Applic. Required)*
- ☐ Geologic Hazard Site Plan
- ☑ Historical Landmarks Review
- ☐ Home Occupation Permit
- ☐ Land Development Code Amendment
- ☐ Land Use Approval Time Extension
- ☐ Livestock Permit
- ☐ Lot Line Adjustment
- ☐ Major Land Partition
- ☐ Minor Land Partition
- ☐ Planned Unit Development
- ☐ Preliminary Land Use Review
- ☐ Public Right-of-Way Encroachment
- ☐ Public Right-of-Way Dedication
- ☐ Public ROW Vacation *(Separate Applic. Required)*
- ☐ Site Plan Review
- ☐ Segregation of Tax Lot
- ☐ Sign Permit
- ☐ Subdivision
- ☐ Temporary Use Permit
- ☐ Variance – Administrative
- ☐ Variance – Commission
- ☐ Wetland Development Permit
- ☐ Zoning Approval
- ☐ Zone Change Designation

OWNER/APPLICANT INFORMATION

Applicant/Agent:	Randall + Shawna McKinnis	Land Owner:	Randall + Shawna McKinnis
Mailing Address:	1214 1/2 Adams Ave	Mailing Address:	1214 1/2 Adams Ave
City/State/Zip:	La Grande OR 97850	City/State/Zip:	La Grande OR 97850
Telephone:	541-786-0069	Telephone:	541-786-0069
Fax:		Fax:	
Email:	Shawna@eoni.com	Email:	Shawna@eoni.com

PROJECT INFORMATION

Site Address: 1214 1/2 Adams Ave

Legal Desc.: T 03 S, R 38 E, Section 05cc Tax Lot 7600

Project Value: 8700 00 *(Based on contractors bid estimate.)*

Description: Repair, paint brick on back of building (already painted). Install new window, repair knee braces.

APPLICANT/OWNER CERTIFICATION

The applicant/owner understands and agrees that:

- The applicant/owner assumes all legal and financial responsibilities for establishing and clearing marking the location of all necessary property lines as determined necessary by the City for the proposed development;
- Building setbacks shall be measured from an established property line, not from the street, curb, sidewalk, or other improvement that is not based on a recorded survey;
- Any approvals associated with this request may be revoked if found in conflict with information represented in this application;
- The approval of this request does not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by City of La Grande ordinances, codes or regulations;
- The applicant hereby authorizes City officials of the City of La Grande to enter the property and inspect activity in conjunction with the proposed development project.
- **ASBESTOS:** If the project includes demolition, Oregon law may require an asbestos inspection by an accredited inspector. The applicant/owner hereby understands and agrees to have an asbestos inspection performed, if required by law, and to have a copy of the inspection report available on-site for the duration of the project.

Applicant Signature: Shawna R McKinnis **Owner Signature:** Shawna R McKinnis

APPLICATION FOR LAND USE REVIEW

PAGE 2

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
Planning Division
1000 Adams Avenue, P.O. Box 670
La Grande, OR 97850
(541) 962-1307
Fax (541) 963-3333

CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

STAFF USE ONLY FOR ZONING APPROVAL

Project Elements:
☐ Demolition ☐ New Structure
☐ Addition to Structure ☐ Alterations/Repairs

Demolition Defined: "Any wrecking that that involves the removal of any load-supporting structural member or intentional burning."

Dwelling Standards: 1 2 3 4 5 6 7 8 9 10 11 12 N/A
Required for MH/SF/Duplex & Apartments [Section 3.2.003]

Access. Bldg. Standards Met: ☐ Yes ☐ No ☐ N/A *[Article 5.9]*

☐ Setbacks Met: ☐ Yes ☐ No *[Article 5.3]*

*Front:*_____ *Left:*_____ *Right:*_____ *Rear:*_____

Livestock setbacks:_____

Floodplain: ☐ Yes ☐ No Zone:_____ BFE:_____
If yes, an Elevation Certificate may be required
If yes, a Floodplain Development Permit may be required. [Article 3.12]

Geologic Hazard Zone: ☐ Yes ☐ No
If yes, a Geologic Hazard Waiver is required. [Article 3.4]

Riparian Zone/Wetlands: ☐ Yes ☐ No
If yes, a wetland delineation and DSL Permit may be required. [Articles 3.9 and 3.19]

Fire Protect. Agrmt. Req.: ☐ Yes ☐ No *[Article 3.2]*

Parks & Recreation SDC: ☐ Yes ☐ No *[Article 7.1]*

ROW Improvement Req.: ☐ Yes ☐ No *[Article 6.3]*

LID Agreement Req.: ☐ Yes ☐ No *[Article 6.3]*

Zone: CB

File Number: CA-HLA-22

Application Fee: 75.00

Receipt Number:_____

Date Approved:

Date Submitted:

COMMENTS:_____

Land Use Application Fee Schedule

Annexation Petition	$1000	Minor Land Partition	$250 + $5/lot
Appeal of Planning Division Decision	$75	Planned Unit Development	$500 + $5/lot + Actual Costs for Advertising and Public Notice
Appeal of Planning Commission/Landmarks Commission Decision	$150	Public Right-of-Way Encroachment	$50 + Document Recording Fees
Comprehensive Plan Designation Change	$300 + Actual Costs for Advertising and Public Notice	Public Right-of-Way Dedication	$0
Comprehensive Plan Document Amendment	Actual Costs	Public Right-of-Way Vacation	Actual Costs
Conditional Use Permit	$375	Preliminary Land Use Review (Pre-Application Meeting)	$0
Duplex Division	$250 + $5/lot	Segregation of Tax Lot	$25
Fence Height Waiver	$25	Sign Permit	$75
Floodplain Development Permit	$75	Site Plan Review – New/Expansion	$75 (Projects $0-$50k) $150 (Projects $50k-$100k) (+ $0.50/$1000 over $100k)
Geologic Hazard Site Plans	$75	Subdivision	$500 + $5/lot + Actual Costs for Advertising and Public Notice
Historical Landmarks Review	$75	Temporary Use Permit	$125
Home Occupation Permit	$75	Variance Permit (Administrative)	$175
Land Development Code Amendment	Actual Cost	Variance Permit (Planning Commission)	$450
Land Use Approval Time Extension	$25	Wetland Plan Review	$75
Lot Line Adjustment	$150	Zone Change/LDC Amendment	$300 + Actual Costs for Advertising and Public Notice
Livestock Permit	$25		
Major Land Partition	$500 + $5/lot	Zoning Approval	$25.00

**Applications based on actual costs require a deposit to cover the estimated fees. If there is a shortage of funds discovered during the review process, an additional deposit may be required to be paid. Any surplus or deficit of fees paid will be refunded or billed to the applicant.*
**Application fee for multiple planning actions is equal to the greatest single fee, not the sum of all fees.*
**Application fee may be increased to include third party engineering and/or consulting fees when required.*
S:\Community Development\PLANNING\FORMS\APPLICATIONS\Version 2021\Land Use Application.docx

Kendra VanCleave

From: Shawna <shawna@eoni.com>
Sent: Wednesday, August 10, 2022 3:43 PM
To: Kendra VanCleave
Subject: FW: Landmarks - Facade Grant
Attachments: aw-installation-flash-tape-tds.pdf; aw-installation-sealant-tds.pdf; installationguide-105432.pdf; Shawna McKinnis.vcf

Attached please find the window information you requested. Anything else I need to get to you?

Shawna McKinnis, Principal Broker/Owner
RE/MAX Real Estate Team
1214 ½ Adams Ave, La Grande OR 97850
541-786-0069 Cell
541-963-1000 Office
www.randyandshawna.com

Oregon Real Estate Disclosure Pamphlet

Oh, by the way, if you know of someone who would appreciate the level of service I provide, please call me with their name and business number. I'll be happy to follow up and take great care of them.

From: Red Roof Construction, LLC. <redroofconstruction@yahoo.com>
Sent: Wednesday, August 10, 2022 2:29 PM
To: Shawna <shawna@eoni.com>
Subject: Re: Landmarks - Facade Grant

The project consists of repairing and refacing the exterior brick.
Replace the wood frame window that has out lived its life span with a new wood framed picture window.
The exterior of the building will be newly painted with an exterior paint.
The window will be a wood framed, dual pane, low e window. the frame will be painted to match the exterior. The window will be installed using treated wood frame then caulking and new window installed. The window will be trimmed with a smooth wood trim.
Please let me know if you have any questions or concerns.

Thank you,
Katie Trick
Red Roof Construction
(541) 910-1100
redroofconstruction@yahoo.com
http://www.facebook.com/redroofconstruction/

On Wednesday, August 3, 2022 at 08:36:29 a.m. PDT, Shawna <shawna@eoni.com> wrote:

Shawna McKinnis, Principal Broker/Owner

RE/MAX Real Estate Team

1214 ½ Adams Ave, La Grande OR 97850

541-786-0069 Cell

541-963-1000 Office

www.randyandshawna.com

Oregon Real Estate Disclosure Pamphlet

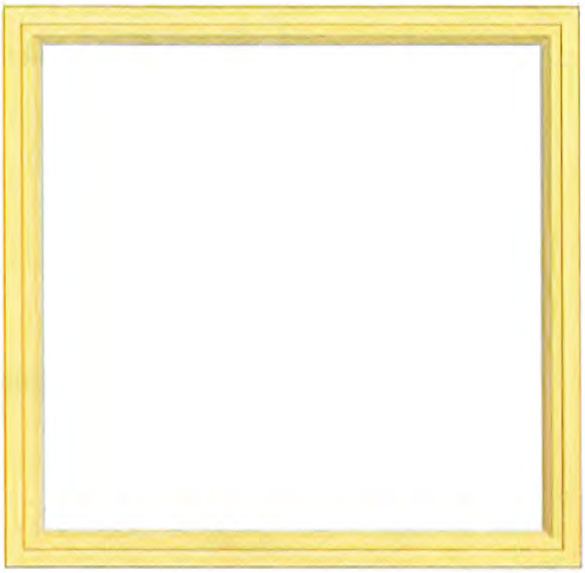
Oh, by the way, if you know of someone who would appreciate the level of service I provide, please call me with their name and business number. I'll be happy to follow up and take great care of them.

From: Kendra VanCleave <KVanCleave@cityoflagrande.org>
Sent: Wednesday, July 27, 2022 3:17 PM
To: shawna <shawna@eoni.com>
Subject: Landmarks - Facade Grant

Hi Shawna,

Ok. I will just go ahead and email the information. The Landmarks Commission just adopted new standards so I will give just the section (Section D.1 and D.2)regarding alley windows on a historic contributing building and what the Landmarks Commission will want submitted.


ENERGYGUIDE



Interior View

Exterior View

Pella® Lifestyle Series Picture Window

Please review the details of your product(s) below. These specs will be used by the factory to produce your one-of-a-kind product.

ONLINE ONLY PRICE

$843.21

Quantity 1

ADD TO CART

EDIT CONFIGURATION

SAVE TO PROJECT

Save to a project to organize and track your products in one place.

Frame Width	38.75
Frame Height	37.5
Operation / Venting	Fixed Frame

Operation / Venting	Fixed Frame
Package	No Package
Hinged Glass Panel Option	Without Hinged Glass Panel
Exterior Paint Grade	Standard Enduraclad
Exterior Color	White
Interior Finish	Unfinished
Insulated Type	Dual
Low-E Glass Style	Advanced Low-E Insulating Glass
Glass Strength	Annealed
Gas Filled	Argon
High Altitude	Non High Altitude
Grille Type	No Grille
Installation Method	Replacement
Jamb Extended Wall Depth	6 9/16"

IMPORTANT SAFETY AND PRODUCT INFORMATION – WINDOW

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities and/or go to ***www.epa.gov/lead*** for more information.

⚠ **WARNING:** To ensure safety and security and help prevent property damage, including possible damage to your window or door, close and lock windows and doors any time they are not being used for venting on a nice day, and particularly during high winds or rain.

IMPORTANT NOTICE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella's installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah and Colorado, Pella makes no warranty of any kind on and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella's installation instructions. Product modifications that are not approved by Pella Corporation will void the warranty.

Care and Maintenance

Care and maintenance information is available by contacting your local Pella retailer. This information is also available at ***www.pella.com.***

Cleaning Instructions

GLASS–Remove any protective film and labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee.

FACTORY FINISHED PRODUCT: Pella product that has been prefinished with stain or paint from the factory requires no additional finishing. Clean the surface with mild soap and water.

PELLA® ALUMINUM CLAD OR IMPERVIA FRAMES: The interior and exterior frame and sash are protected with a tough factory finish. Clean this surface with mild soap and water. Stubborn stains and deposits may be removed with mineral spirits. DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

ENCOMPASS BY PELLA®/THERMASTAR BY PELLA®, PELLA® 150 SERIES, PELLA® 350 SERIES AND PELLA® 250 SERIES WINDOWS FRAMES: The vinyl frame may be cleaned using the same method as the glass. For stubborn dirt, a "non-abrasive" cleaner such as Bon-Ami® or Soft Scrub® may be used. Do not use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Keep door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

Notice: DO NOT use inappropriate solvents or brickwash or cleaning chemicals. If you do, permanent damage can result and the product failure, loss or damage would not be covered by the Limited Warranty.

Interior Finish (Wood Windows)

Paint or finish immediately after installation.

If products cannot be finished immediately, cover with clear plastic to protect from dirt, damage and moisture. Remove any construction residue before finishing. Sand all wood surfaces lightly with 180 grit or finer sandpaper. DO NOT use steel wool. BE CAREFUL NOT TO SCRATCH THE GLASS. Remove sanding dust. Pella products must be finished per the below instructions; failure to follow these instructions voids the Limited Warranty.

NOTE: To maintain proper product performance do not paint, finish or remove the weatherstripping, mohair dust pads, gaskets or vinyl parts. Air and water leakage will result if these parts are removed. After finishing, allow venting windows and doors to dry completely before closing them. If paint, stain or finish gets on the weatherstripping, wipe it off immediately with a damp cloth.

Window Cleaning and Prep Instructions for Unfinished or Primed windows: Dry wipe dust from windows gently. Examine window for possible smudges or fingerprints made from normal handling or construction. To remove smudges, lightly wipe surface with warm water. Scuff sand with light grade sand paper or abrasive pad (220 grit or higher). Rinse surface with warm water. Let window surfaces dry completely before applying finish.

Finish the windows as soon as possible after installation.

- On casement and awnings, it is optional to paint, stain or finish the vertical and horizontal sash edges.
- On single-hungs and double-hungs, do not paint, stain or finish the vertical sash edges, any finish on the vertical sash edges may cause the sash to stick; it is optional to paint, stain or finish the horizontal sash edges.

Pella Corporation is not responsible for interior paint and stain finish imperfections for any product that is not factory-applied by Pella Corporation. For additional information on finishing see the Pella Owner's Manual or go to ***www.pella.com.***

The use of unapproved finishes, solvents or cleaning chemicals may cause adverse reactions with door materials. Pella will not be responsible for problems caused by the use of unapproved materials. If in doubt, contact your local retailer or representative.

Exterior Finish of Existing Frame (Pocket Replacement)

It is the responsibility of the homeowner, contractor or installer to ensure any exposed unfinished wood is covered or finished. Possible methods include, however are not limited to, covering with aluminum coil stock or painting.

For Casement Hardware Installation go to: ***www.installpella.com/trimaccessory/hardware.***

FULL FRAME REMOVAL WHEN PREPARING TO INSTALL A NEW BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS

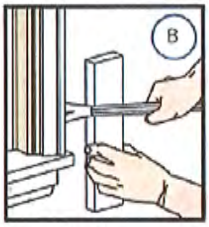
This method of Full Frame Removal involves removing the sash and entire frame of the existing window from the wall. The resulting opening is the original rough opening. The existing window nailing fins are usually nailed to the studs in frame construction with siding, brick veneer or other exterior material applied over the fin on the outside. The interior may have a drywall return from the wall to the window frame.

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities and/or go to *www.epa.gov/lead* for more information.

TOOLS REQUIRED:

- Utility knife
- Phillips and Standard screwdrivers
- Pry bar
- Reciprocating saw
- Hammer
- Putty knife
- Deglazing wheel
- Heat gun
- Angle Grinder with cutting wheel

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.
APPLY ADHESIVE FILM OR DUCT TAPE TO THE GLASS TO PREVENT BREAKAGE.

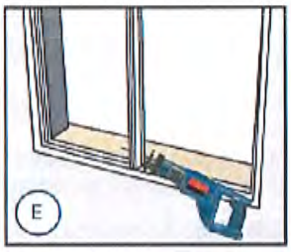


A. **Score the paint or varnish** between the interior trim and the wall or between the drywall return and the window frame to minimize damage.

B. **Remove the interior trim.**

To collapse aluminum frames follow steps C-M.

To cut vinyl, clad wood, or aluminum frames out of the opening, see steps M and N.



C. **Score the sealant** or paint between the exterior siding or brick and the window frame.

D. **Remove the screen and vent sash** from the old window. If it is not removable, see steps G-I.

E. **Remove the division bar** by removing the screws at the ends or cutting it with a reciprocating saw.

F. **Remove the other sash/panel.** Remove any screws holding the fixed sash. Slide and lift out of the channel (sliding windows) or tilt and release from the balance assembly (hung windows).

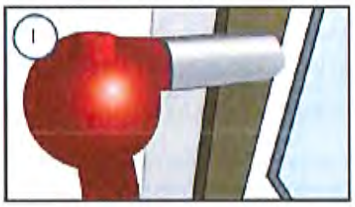
If the sashes are not removable or the glass is sealed to the frame:

G. **Remove the glazing bead** using a putty knife or small pry bar.

H. **For single pane windows with divided lights (grids):** Use an angle grinder with a cut-off wheel to cut the end of the bars where they intersect with the sash or frame. This will allow the window glass to be removed more quickly.

I. **Heat the glazing seal** using an electric heat gun.

J. **While applying heat,** press a de-glazing wheel between the glass and sash or frame. Continue around the perimeter of the sash or panel. Apply light, constant pressure to separate the glass from the sash or frame. Dispose or recycle the glass properly.
NOTE: Wear appropriate personal protective equipment and keep the heat source away from flammable materials.



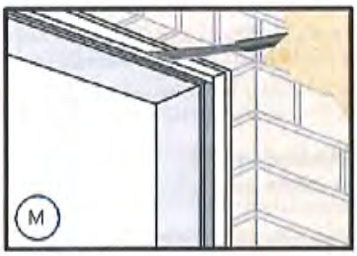
K. **Pry the frame away from the brick or siding.** Use a block of wood under the pry bar to protect interior or exterior finishes. Dispose or recycle the frame materials properly.

L. **Cut through the frame** using a reciprocating saw.

Cutting out vinyl, clad wood or aluminum frames:

M. **Temporarily pry any head flashing up** to avoid damaging or cutting it.

N. **Cut through the sealant line** and nailing fin on all four sides using a reciprocating saw. Ensure the blade does not penetrate the interior where damage can occur to the drywall.



Consult with local providers and authorities to recycle or properly dispose of old window components.

PREPARING FOR BLOCK FRAME OR RENOVATION® / PRECISION FIT® WINDOW INSTALLATION

YOU WILL NEED TO SUPPLY:

- Moisture resistant shims/spacers
- Fasteners (see nail fin anchor instructions and tables at the end of this booklet)
- Closed cell foam backer rod/sealant backer
- Pella® SmartFlash™ foil backed butyl window and door flashing tape or equivalent
- Low expansion, low pressure polyurethane insulating window and door foam sealant. **DO NOT** use high pressure or latex foams.
- Pella Window and Door Installation Sealant or equivalent high quality, multi-purpose sealant

TOOLS REQUIRED:

- Tape measure
- Level
- Square
- Hammer
- Stapler
- Scissors or utility knife
- Small flat blade screwdriver
- Sealant Gun
- Screw Gun with a Phillips Driver bit
- Drill with 1/8", 5/32", 3/16" & 3/8" drill bits
- 1/8" Allen wrench

Other construction materials may be required. Read and understand the instructions and inspect the wall conditions before you begin.

Store windows in upright position, out of direct sunlight.

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE WINDOW INSTALLATION.

1 PREPARING FOR INSTALLATION

A. **Remove plastic wrap and cardboard packaging from the window.** Do not cut checkrail bands (if present) or remove plastic or foam shipping spacers located between the window sash and frame. DO NOT open the window until it is securely fastened.

B. **Inspect the product for any damage** such as cracks, dents or scratches. DO NOT install damaged windows.

C. **Remove screens and hardware** (if necessary). Label them and set aside in a protected area.

Windows with Half Screens:

From the exterior, pull one side of the screen near the shipping clips until the clips disengage from the frame. Rotate the shipping clips toward the exterior of the screen until they snap free from the screen.

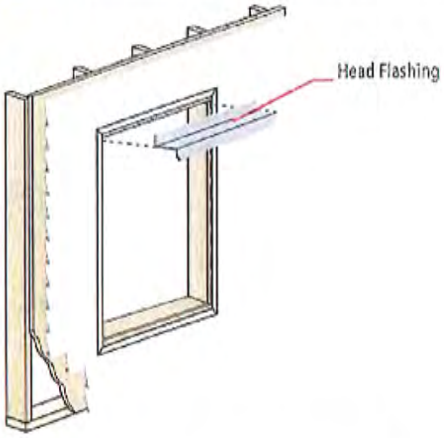
Half screens of some vinyl windows can be removed from the interior.

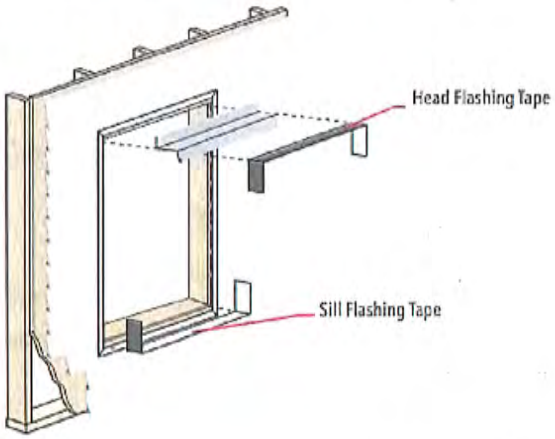
Before Installation, remove dirt and debris from all surfaces of the opening.

D. **Read the entire instruction before proceeding.**

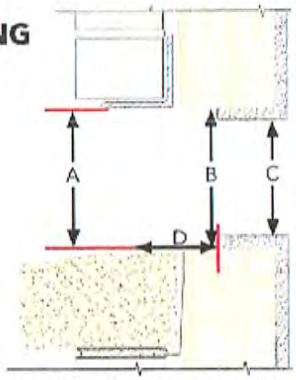
FULL FRAME REPLACEMENT WITHOUT DISTURBING BRICK OR SIDING FOR BLOCK FRAME WINDOWS

FOR USE IN BRICK OR SIDING WITH TRIM/J-TRIM AFTER THE COMPLETE REMOVAL OF A NAIL FIN WINDOW





1 PREPARE THE OPENING



Refer to the full frame removal instructions at the beginning of this booklet.

A. **Measure the width and height of the opening in the brick or siding** (A). The window must be at least 1/2" smaller in width and height.

B. **Measure width and height of the opening in the wood framing** or masonry (B). The window must be at least 1/2" smaller in width and height.

If the interior trim or return materials have been removed, skip to step 2A.

C. **Measure the width and height of the opening in the drywall** return/stool (C) (if applicable).

D. **Measure the depth from the drywall to the exterior of the siding (if applicable).** Compare this to the new window frame depth.

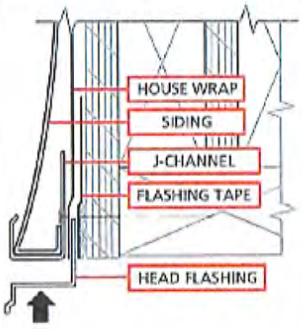
If the window is larger than the drywall return opening (C) and has a frame depth less than (D), it can typically be installed against the exterior edge of the drywall return. If the frame depth is larger than D, cut the drywall back with a utility knife and straight edge enough to allow the window to fit within the (D) depth. Note:Interior shades/blinds may have to be moved to the interior.

If the window is smaller than the drywall return opening, add treated blocking to the opening until the opening is approx. 1/2" larger in width and height than the window (see steps 3H-3L).

2 FLASH THE OPENING

Note: If there is an existing, functioning head flashing or if the opening is directly below a soffit or overhang, skip to step 3.

If building wrap exists at the head of the opening follow steps 2A-2C. If no building wrap exists, skip to step 2D.



A. **Prepare a head flashing with upturned leg** by cutting it the same width as the brick/siding opening.

B. **Pry the top (head) j-channel/siding away from the sheathing** enough so the head flashing can be slid under the house wrap.

C. **Insert the head flashing** behind the brick/siding and behind the house wrap.

2 FLASH THE OPENING (Continued)

No Building Wrap

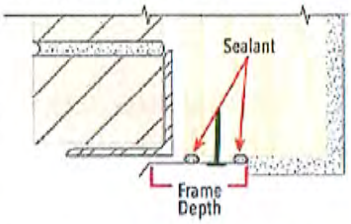
D. **Prepare head flashing** with no up-turned leg by cutting it the same width as the brick/siding opening. The head flashing should not extend past the interior of the window frame.

E. **Apply (2) 3/16" beads of sealant.** One at the interior edge of the flashing and one along the exterior edge of the sheathing.

F. **Apply a 3/16" bead of sealant** at each corner connecting the two beads from step 2E.

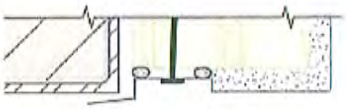
G. **Secure the flashing** to the opening over the sealant using roofing nails or corrosion resistant pan head screws at 12" max. spacing.

Important: The flashing must slope to the exterior.



Flashing may be installed before blocking at head (if required).

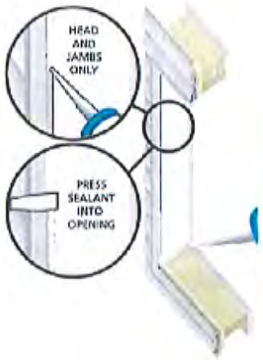
"Z" shaped flashing may be appropriate for some applications.



3 SEAL THE OPENING

A. **Clean the siding J-channel/trim** or brick and rough opening thoroughly.

B. **Apply a 3/8" bead of sealant** (or enough to cover the area) between the j-channel/trim and the sheathing at jambs (siding only). If a head flashing with upturned leg was used, seal between the back of the flashing and the sheathing at the head. Tool the sealant at head and/or jambs with a putty knife to press the sealant into the opening.

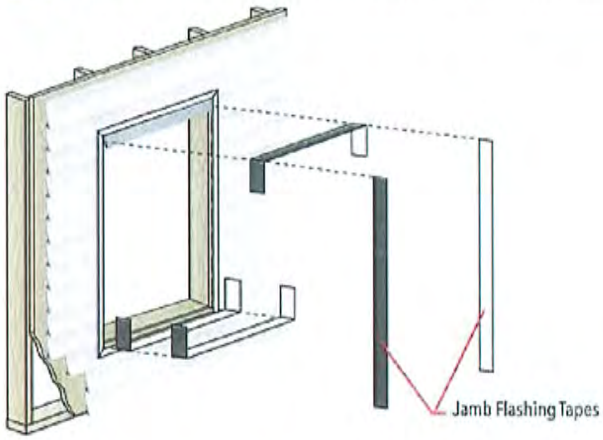


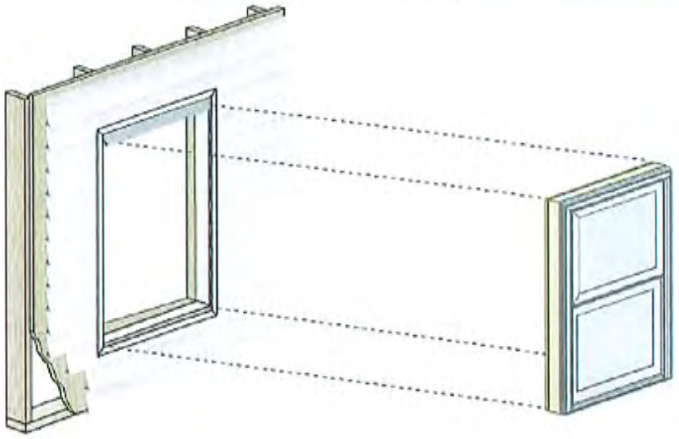
C. **Place a 3/8" bead of sealant at each corner** of the opening.

D. **Apply flashing tape** over the sealant at the head if a flashing with upturned leg was used. Extend the flashing tape 6" down each jamb. Cover the exterior surface of the drywall (if applicable).

FULL FRAME REPLACEMENT WITHOUT DISTURBING BRICK OR SIDING FOR BLOCK FRAME WINDOWS

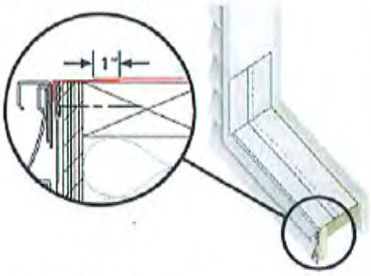
FOR USE IN BRICK OR SIDING WITH TRIM/J-TRIM AFTER THE COMPLETE REMOVAL OF A NAIL FIN WINDOW





3 SEAL THE OPENING (Continued)

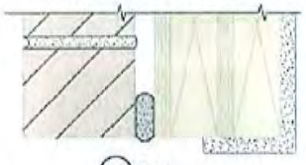
E. **Apply flashing tape at the sill,** folding it behind the brick or siding onto the surface of the building wrap (if applicable) and up each jamb 6". Apply up the exterior edge of the drywall. If 2 pieces of flashing tape are required, apply the 2nd so it overlaps the first by 1".

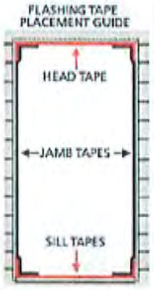


F. **For brick, apply low expansion foam** at the jamb to seal between the back of the brick and the sheathing.

G. **For siding, apply flashing tape** at each jamb extending 3" onto the head and sill. Cover the exterior edge of the drywall (if applicable) and extend the tape over the sealant onto the side of the trim or j-trim.

NOTE: The jamb flashing tape may also be used on brick. Apply sealant to the brick before application.





If the window is smaller than the drywall return opening, add treated blocking to the opening until the opening is approx. 1/2" larger in width and height than the window (see steps H-L).

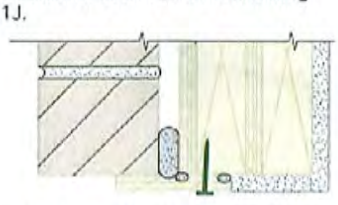
H. **Cut treated blocking** equal to the width and height (B) dimensions as necessary.

I. **Rip the treated blocking** to a width less than (D). The width may be reduced to fit behind brick/siding or head flashing (see step 2) or to fit behind a flush flange as with Pella® 350 Series.

J. **Apply (2) 3/16" beads of sealant.** One just to the exterior of the drywall return and one along the exterior edge of the sheathing.

K. **Apply a 3/16" bead of sealant** at each corner connecting the 2 beads from step 1J.

L. **Secure the treated blocking** to the opening over the sealant using 2" corrosion resistant screws at 16" max. spacing.



4 SET AND FASTEN THE WINDOW

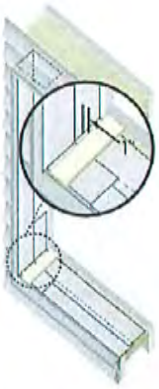
A. **Install and level sill shims.** Place 1" wide x 1/4" to 3/8" thick shims 1/2" from each side. Keep shims back 1/2" from interior and exterior face of window. Place additional shims under each mullion and sliding window interlocker.

For vinyl windows, add shims so maximum spacing is 18".

B. **Attach shims to prevent movement** after they are level.

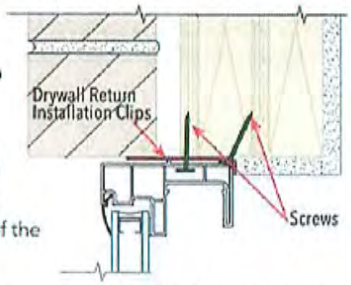
NOTE: Improper placement of shims may result in bowing the bottom of the window.

C. **Drill pilot holes in the window frame** (if they are not factory pre-drilled). Refer to the anchor and shim spacing instructions at the end of this booklet.



For windows being installed against the exterior of the drywall return, follow steps 4D and E.

D. **Secure drywall return installation clips** using #8x 2-1/2" flat head screws at the jambs so they will align with each pilot hole in the window frame. These clips provide secure attachment when frame screws will not penetrate the framing or treated blocking .



E. **Apply sealant** to the exterior edge of the drywall return on all four sides.

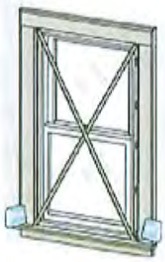
F. **Insert the window** into the opening on the sill shims. Check to make sure the window rests against the drywall and is making contact with the sealant (if applicable).

G. **Place shims and begin driving screws** at each predrilled hole in the window frame. When screwing into drywall return installation clips, use the screws from the clip package.

Add additional shims at the ends of meeting rails and as necessary to ensure even reveal between the frame and sashes.

Refer to the anchoring instructions at the end of this booklet.

NOTE: Keeps shims 1/2" from the exterior surface of the window to allow for backer rod and sealant.



H. **Check for plumb, level, square** and window operation. Make any necessary adjustments to shims and finish installing frame screws.

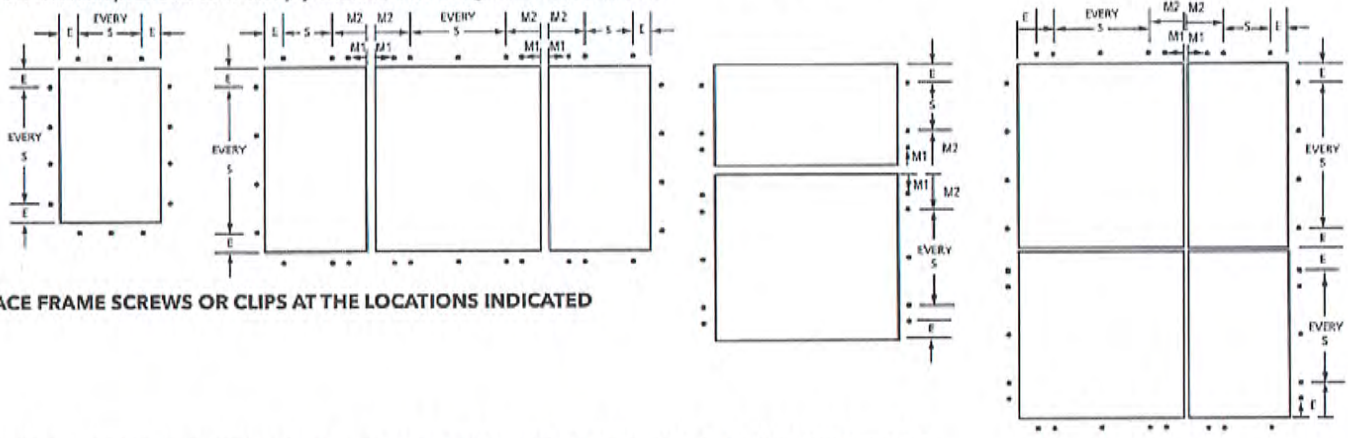
I. **Install interior sealant.** Refer to the interior sealant instructions at the end of this booklet.

J. **Install exterior sealant.** Refer to the exterior sealant instructions at the end of this booklet.

K. **Install interior and exterior trim** (if necessary).

BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS ANCHOR INSTRUCTIONS

Note: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.



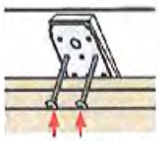
PLACE FRAME SCREWS OR CLIPS AT THE LOCATIONS INDICATED

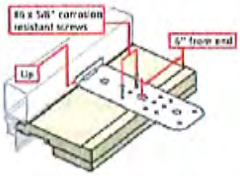
ARCHITECT SERIES® (850) AND PELLA® LIFESTYLE SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener Wood **	Special Notes
Casement/ Awning	6"	16"	3"*	6"	#8x3" Finish Screw	
Double- or Single- Hung	6"	16"	3"*	6"	#8x3" Finish Screw	For windows with integrated Rolscreen® retractable screen, drive jamb screws at each factory pre-punched hole in the jamb liner. Add fasteners as necessary, driving the head past flush of the jamb liner. Avoid Rolscreen components in the head and sill.
Fixed Frame	6"	16"	3"*	6"	#8x3" Finish Screw	
Monumental DH > 54" x 96"	6" (head)	16" (head)	3"*	6"*	#8 x 3" Screw	Remove sashes and jamb liners. Drive 1 screw though each jamb liner support clip (top, bottom, checkrail and center of each sash). Drive 2 additional screws through the frame (or secure clips) 3" above and below the checkrail on each jamb. Drive additional screws through the frame (or secure clips) centered between each jamb liner support clip.

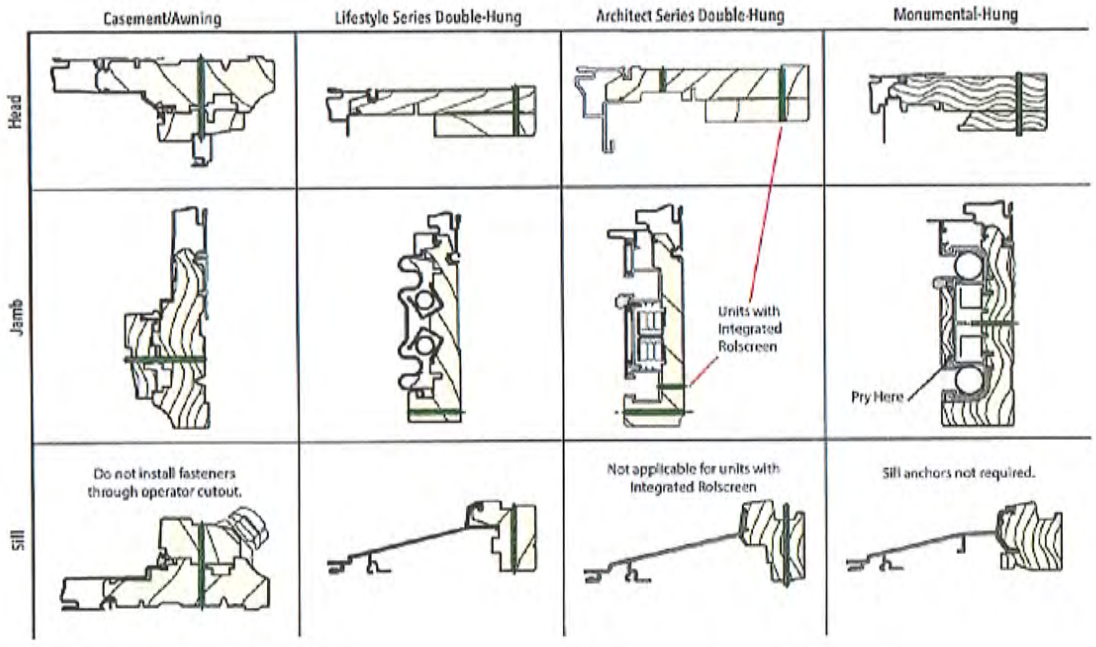
* M1 anchor required if design pressure exceeds 20 psf.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; For concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.


#6 x 1-1/2" screw

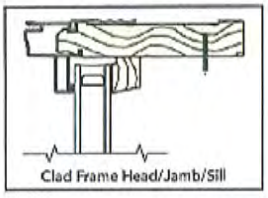


1/8" Pilot Hole Locations




Monumental Hung jamb liner support clip


Pry off Monumental Double-Hung jamb liner


Clad Frame Head/Jamb/Sill

BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS ANCHOR INSTRUCTIONS

NOTE: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.

PELLA® IMPERVIA® WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fasteners*	Special Notes
Sliding and Sash Set Fixed	6"	16"	6"	3"	#8 x 2-1/2" Pan Head (provided)	Installation clips required for anchoring at the sill.
Single-Hung						Sill anchors not required for single wide units. Installation clips required for mullion anchoring.
Double-Hung						
Casement/Awning – Vent and Fixed					#8 x 2" Pan Head (provided)	Head and Sill anchors not required when single-wide unit with frame width less than 42".
Direct Set	6"	15"			#10 x 3" Pan Head (provided)	Install screws at pre-marked locations after removing interior frame covers (see below)

Use Factory Drilled installation holes if present.

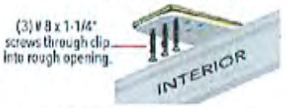
Install hole plugs after driving screws (except CM/AW and Direct Set)

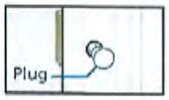
* For light gauge steel framing, use #10 self-drilling/self-tapping screws

For concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

Clip Anchor Method Only

Slide clips into the frame groove and locate per the anchor spacing instructions. Use a small piece of flashing tape to hold the clips in place.





Mullion Anchoring Diagram

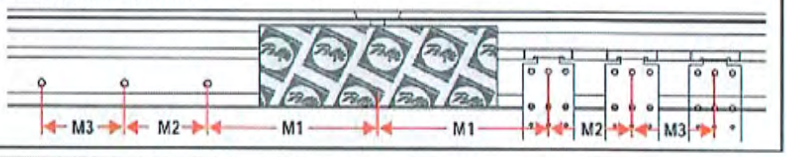
Use Factory Drilled installation holes if present.

Composites (Integral) or Standard Joining: M1 anchor using a through frame fastener or installation clips.

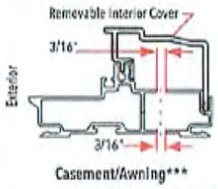
1/2" Structural, 1" Structural, or 1/2" Structural with Reinforcement: M1 and M2 anchors required.

1" Structural with 1 or 2 Reinforcements: M1, M2, and M3 anchors required.

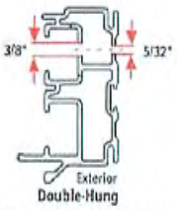
*Anchors required at each mullion end. Anchor using through frame fasteners or installation clips.



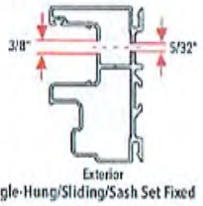
Pilot Hole Locations and Sizes



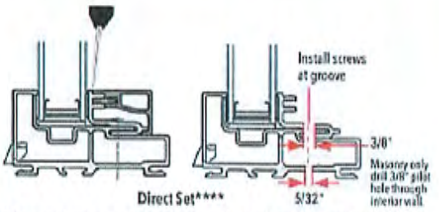
Casement/Awning***



Double-Hung



Single-Hung/Sliding/Sash Set Fixed



Direct Set****

***If an Interior Frame Cover has a "Quick Release Band" around the cover; pull the band to help remove the cover.

****Use putty knife; insert where indicated and slide cover to interior.

PELLA® 350 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

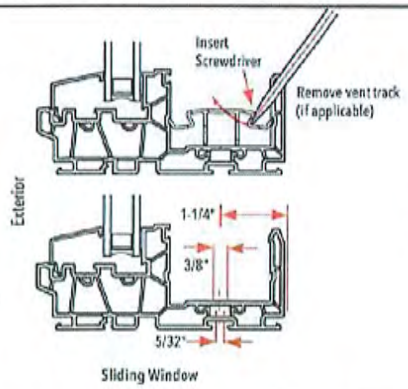
Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener Wood**	Special Notes
Casement/Awning	6"*	16"*	None	6"	#10x2-1/2" Pan Head (provided)	
Sliding and Fixed Window	6"*	16"*	None	6"	#10x2-1/2" Pan Head (provided)	Place 2 screws 4" from the center of the meeting rail at the head and sill of sliding windows.
Double- and Single-Hung	6"*	16"*	None	6"	#10x2-1/2" Pan Head (provided)	

* Use Factory Drilled installation holes if present.

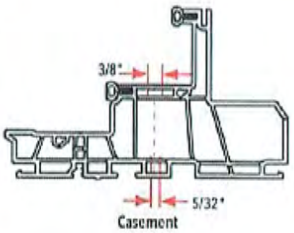
** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

Install hole plugs after driving screws.

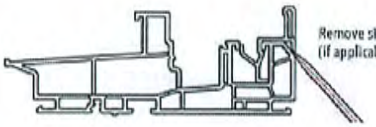
Pilot Hole Locations and Sizes

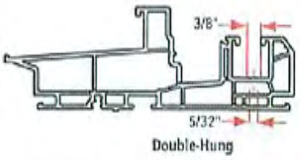


Sliding Window



Casement





Double-Hung

BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOW ANCHOR INSTRUCTIONS

NOTE: Standard performance only. Additional anchoring may be required for performance upgrade, impact-resistant products or to comply with local building code requirements.

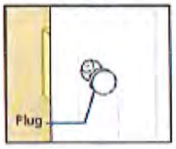
ENCOMPASS BY PELLA* / THERMASTAR BY PELLA* / PELLA* 150 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

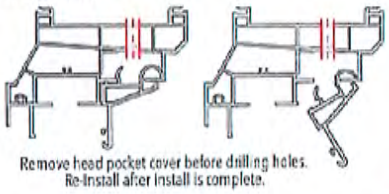
Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener Wood***	Special Notes
Sliding Window (East and West)	6"	16"	3"/ centered	8"/none	#8 x 1-1/4" Pan Head (provided)	Use M1 and M2 spacing for screws at head of meeting rail. Center 1 clip below the meeting rail.
Single-Hung (West)	6"	16"	3"	6"	#8 x 2-1/2" Pan Head (provided)	Use M1 and M2 spacing for screws at the head only with mullions.
Single- and Double-Hung (East)	Factory Pre-Drilled**		4"	8"	#10 x 2" Pan Head (provided)	High Performance DH: (3) #8 x 2" jamb frame screws, 4" apart at checkrails. Use (4) #8 x 2" screws at head mullion ends and 4 clips at sill mullion ends 3" and 6" from mullion. Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.
Fixed Window	4"*	16"*	4"	none	#8 x 3" Pan Head (provided)	Use clips at the sill at mullions and centered under fixed casements in 3-wide combinations.

All venting products: Head and sill anchors are required on composites only.
* Use Factory Drilled installation holes if present.
** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.
*** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

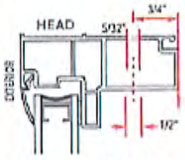
Pilot Hole Locations and Sizes

Double-, Single-Hung and Sliding Window



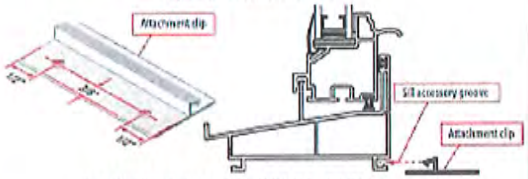


Remove head pocket cover before drilling holes. Re-Install after install is complete.



Sliding, Single- and Double-Hung window hole location.

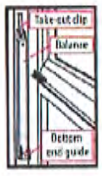
Clip Installation for Mullions



Drill (2) 5/32" holes and install (2) #10 x 1-1/2" screws per clip.

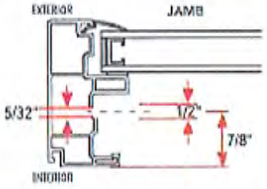
Single Hung (West)

Before drilling jamb installation holes, pull out the bottom of the take-out clip on each jamb.

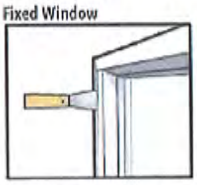


Raise the sash until the balance engages the take-out clips. Slide the sash all the way to one side and pull out the opposite side. Carefully set the sash aside.

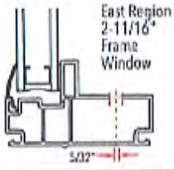
Separate the balances from the take out clips by holding them at top and bottom and pushing down 1". Tilt the top of the balance away from the frame and lift the hook out of the frame.

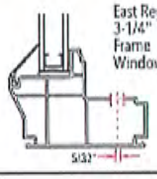


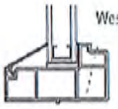
Fixed Window



Remove fixed window glazing beads before drilling installation holes. (West)







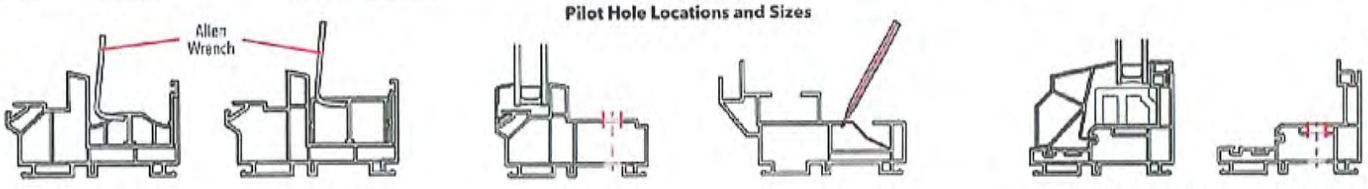
PELLA* 250 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener Wood***	Special Notes
DH/SH (single units)	Factory Pre-Drilled**		–	–	#10 x 2" Pan Head (provided)	Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.
DH / SH / FX	4"	16" **	3"	6"	#10 x 2" Pan Head (provided)	Use M1 and M2 spacing for screws at head and clips at sill with mullions only.
SW	4"	16"	–	6"		
SW ≥PG50	4"	12"	–	6"		
CM/AW	Factory pre-drilled holes in Jambs and Head, clips at sill 4" Edge Spacing and 12" Max. Spacing		4"	8"		
FX CM/AW	Clip only 4" Edge Spacing and 12" Max. Spacing		4"	8"		

All venting products: Head and sill anchors are required on composites only.
* Use Factory Drilled installation holes if present.
** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.
*** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

250 Series DH PG50 ONLY: Add additional clip at center of mullion at sill only.
Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.
250 Series 1" Structural Mulls: Use (4) #10 x 2" screws in each end anchor
250 Series 1/2" Mulls: Use Attachment Clips at sill spaced 3" and 6" from mullion.

Pilot Hole Locations and Sizes



Revised 07/13/2021

INTERIOR AND EXTERIOR SEALANT FOR BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS

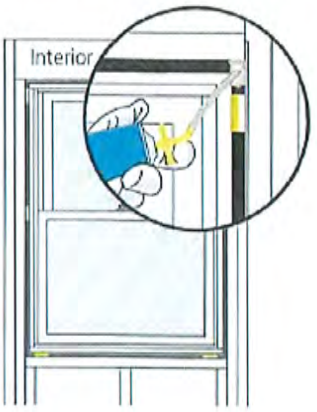
Interior Sealant Instructions

CAUTION: Use low pressure polyurethane window and door insulating foams. Follow the directions on the can. Do not use high pressure or latex foams.

A. **Insert the nozzle or straw between the rough opening and window frame.** This can be done from the interior or exterior.

B. **Place a 1" deep bead of foam** approx. 1" from the interior of the frame to allow for expansion. Do not fill the entire depth of the rough opening cavity.
NOTE: Apply foam between the frame and rough opening, NOT between jamb extensions and the rough opening.

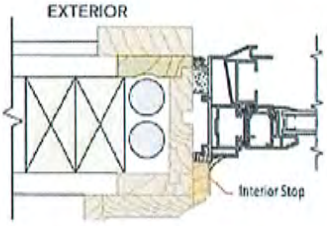
C. **To ensure a continuous interior seal,** apply sealant over the interior surface of any shims or clips that interrupt the foam seal.
Backer rod (as necessary) and sealant can be used in place of the low expansion foam to create the interior seal. However, foam has greater insulating properties. Fiberglass batt or similar insulation is not recommended as it can absorb water and does not act as an air seal.



For windows set against drywall return or wood interior stops:

D. **Apply a corner bead of sealant** where the frame and drywall return or stop meet. This sealant covers any gaps and creates a smooth transition between materials. Applying a continuous interior bead of sealant eliminates the need for low expansion foam.
Note: Use a low odor, paintable sealant such as Pella Window and Door Installation Sealant.

E. **Re-check window operation** and remove shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.



Exterior Sealant Instructions

CAUTION: Use a high quality, multi-purpose exterior sealant such as Pella Window and Door Installation Sealant. Follow the directions on the cartridge.

A. **If the space between the new window frame and the opening is greater than 1/4",** go to step (B) If less than 1/4" or if the frame does not project past an exterior stop (Figure 1), skip to step (C).

B. **Insert backer rod** 3/8" deep in the space around the window. Backer rod adds shape and controls the depth of the sealant line.

C. **Apply a continuous bead of sealant** where the new frame contacts the exterior stop (Figure 1) or between the frame and the opening (Figures 2, 3 and 4). Continue the seal across the bottom of the sill adapter (if applicable). Do not block weep holes or weep hoods with sealant.
NOTE: For full frame replacement in brick or siding, where the wall is designed to manage water do not leave gaps or weeps in the exterior sealant. For pocket replacement, if weep holes are not present in the sill adapter and the existing sill slopes to the exterior, leave weep gaps in the sealant (Figure 5).

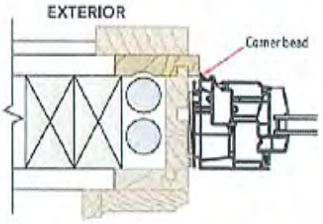


Figure 1

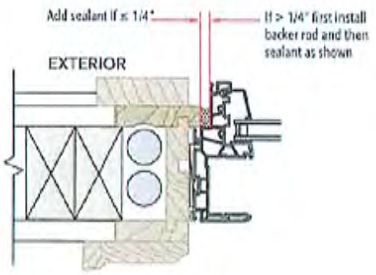


Figure 2

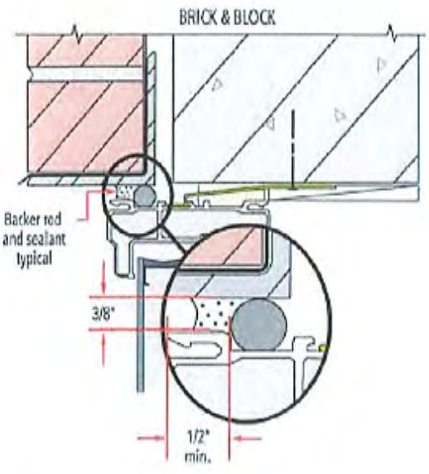


Figure 3

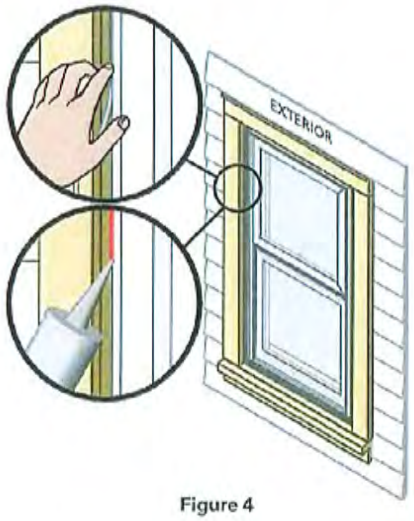


Figure 4

Figure 5

Andersen™ Installation Materials

Sealant

Technical Data

Product Description

Andersen Sealant is a high-performance, single component, moisture-curing MS Polymer. This sealant is compatible with all Andersen® windows and patio doors as well as other Andersen recommended installation aids. This product also has good adhesion to common building material surfaces.

Product Applications

Andersen Sealant is ideally suited for the installation of Andersen windows and patio doors in both new construction and replacement applications. This sealant is not recommended for use in glazing applications (bonding to glass).

Features and Benefits

• Paintable	• Wide application temperature range
• Color matched to Andersen exteriors	• Excellent long-term durability
• Compatible with common building material surfaces	• Solvent free

Sealant Color

Andersen Sealant matches Andersen standard product colors: White, Sandtone, Terratone, Forest Green, Dove Gray, Red Rock, Black, Dark Bronze, Prairie Grass, Cocoa Bean, and Canvas.

Gloss may vary based on tooling at application.

Packaging

Available in single 10.1 oz cartridges with a screw on nozzle and a protective foil seal inside the cartridge. Also available in case quantities of 12 cartridges.

Shelf Life

For best results, use within 12 months of the manufacturers' printed date on the cartridge. Follow label instructions for storage.

Classification

ASTM C920, Type S, Grade NS, Class 50, Use T, NT, I, G and A. USDA accepted.

Technical Data:

Tack Free Time (77°F 55%RH)	<60 min	ASTM C679
Skin Time (77°F 50%RH)	<30 min	ASTM C679
Sag	Non Sagging	ASTM D2202
Tensile Strength	225 psi	ASTM D412
Elongation	275%	ASTM D412
Hardness (shore D)	45-50	ASTM C661
UV Ratings (2000 hours UVA)	No change in appearance or properties	ASTM G26
Corrosive Properties	Non Corrosive	
Staining	Non Staining	ASTM C510
Movement Capability	+ 50%	ASTM C719

9164447 BB-DO Revised 04/19/17

Directions for use

For best results apply Andersen Sealant between 10°F and 110°F. If temperature exposure goes above 110°F, sealant viscosity may lower and run. Place sealant in a cool place to raise viscosity. Conversely, if sealant is below 10°F, sealant may not pump properly and must be warmed for best application results.

Surface Preparation

Apply to clean, dry surface, free of contaminants that could adversely affect adhesion. Care must be taken in cold temperatures so that surfaces do not have condensation or frost present.

Adhesion

Andersen Sealant adheres to all Andersen family of brands exterior product surfaces/finishes including: A-Series, E-Series, 400 Series, 200 Series, 100 Series, Silver Line®, and American Craftsman®.

Andersen adhesion testing demonstrates excellent adhesion to the following building materials: spruce pine fir (SPF) stud grade lumber, pine, green treated lumber, plywood orientated strand board (OSB), concrete masonry unit (CMU), galvanized steel, anodized aluminum, and glass faced gypsum sheathing.

Andersen Sealant adheres to most exterior sheathing products: Vinyl siding; aluminum siding; steel siding; brick; painted wood; polyester coated aluminum coil stock; polyester, polyvinylidene difluoride (PVDF), and vinyl coated steel coil stock; primed cement board; and rough cedar. Variances in material types and coatings may affect adhesion.

Compatibility

Andersen Sealant conforms to stringent internal Andersen standards for compatibility. Andersen recommends that a small amount of sealant be applied to a sample of substrate to test for compatibility.

Painting

For best results, Andersen Sealant should be tack free before painting. Andersen recommends using a high quality water-based paint. Oil-based paints are not recommended. Test in small area first.

Clean Up

For best results, use 50% isopropyl alcohol to remove uncured Andersen Sealant. Cured sealant must be removed manually.

NOTICE

Acid solutions used for cleaning masonry or concrete will affect sealant color. If acid contacts sealant, wash immediately with clean water.

For additional questions about Andersen Sealant, contact the Andersen Help Center at 1-888-888-7020.

Installation Guide

for Wood Specialty Fixed Windows

Andersen®
architectural
windows and
doors

INSTALLER: Please leave this guide with the building owner to file for future reference.

Congratulations! You have just purchased one of the many fine Andersen® products. Proper assembly, installation and maintenance are essential if the benefits of your Andersen product are to be fully attained. Therefore, please read and follow this instruction guide completely. If your abilities do not match this procedure's requirements, contact an experienced contractor. You may direct any questions about this or other products to your local Andersen dealer, found in the Yellow Pages under "Windows" or call Andersen WindowCare® service center at 1-888-888-7020 Monday through Friday, 7 a.m. to 7 p.m. Central Time and Saturday, 8 a.m. to 4 p.m. Central Time. Thank you for choosing Andersen.

Important Safety, Assembly, and Installation Information

Every assembly and installation is different (windloads, structural support, etc.). Andersen strongly recommends consultation with an Andersen supplier or an experienced contractor, architect, or structural engineer prior to the assembly and installation of any Andersen product. Andersen has no responsibility in regard to the post-manufactured assembly and installation of Andersen products.

⚠ WARNING

Using ladders and/or scaffolding and working at elevated levels may be hazardous. Follow equipment manufacturer's instructions for safe operation. Use extreme caution when working around window and door openings. Falling from opening may result in injury or death.

⚠ WARNING

Improper use of hand/power tools could result in injury and/or product damage. Follow manufacturer's instructions for safe operation of equipment. Always wear safety glasses.

⚠ WARNING

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people with enough strength to lift, carry and install window and door products to avoid injury and/or product damage.

⚠ WARNING

Unless specifically ordered, Andersen windows are not equipped with safety glass, and if broken, could fragment causing injury. Many laws and building codes require safety glass in locations adjacent to or near doors. Andersen windows are available with safety glass that may reduce the likelihood of injury when broken. Information on safety glass is available from your local Andersen dealer.

⚠ CAUTION

- Factory supplied exterior brickmould and casings **DO NOT** take the place of standard window and door flashing. Unit must be properly flashed and sealed with silicone for protection against water and air infiltration. Use non-reflective flashings.
- Do not apply any type of film to glass. Thermal stress conditions resulting in glass damage could occur.
- Use of movable insulating materials such as window coverings, shutters, and other shading devices may damage glass and/or vinyl. In addition, excessive condensation may result causing deterioration of windows and doors.

⚠ WARNING

Metal fasteners and other hardware components may corrode when exposed to preservative treated and fire-retardant treated lumber. Obtain and use the appropriate metal fasteners and hardware as called out by the installation guide to fasten unit to any rough opening made from pressure treated and fire-retardant treated lumber. Failure to use the appropriate materials for the installation may cause a failure resulting in injury, property or product damage.

Parts Included

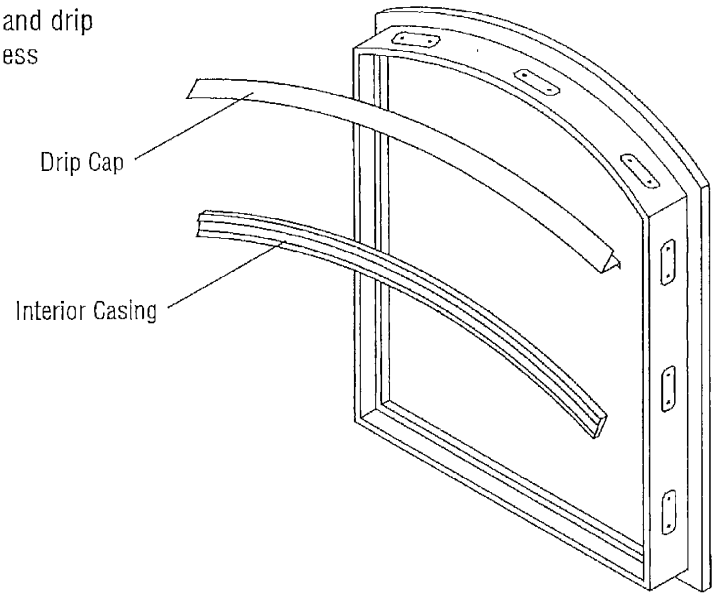
(1) Installation Guide
(1) Window Unit

Tools and Supplies

- Safety Glasses
- Tape Measure
- Level
- Hammer
- Putty Knife
- Carpenter's Square
- Caulk Gun
- Phillips Screwdriver
- Power Drill
- 3/16" Drill Bit
- Foam Backer Rod
- Sealant
- 1/4" Blocks
- Shims
- Fasteners (use Stainless Steel, if required)
  - 3" Finish Nails
  - #10 x 1-1/2" Screws
  - #10 x 2-1/2" Screws (if required)

1. Unit Preparation

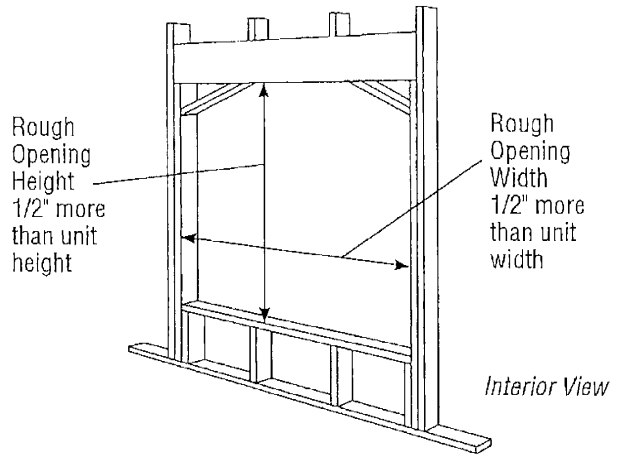
- Remove unit from packaging being careful not to damage unit. Place unit exterior side down on a clean, flat work surface.
- Remove loose items such as interior casing and drip cap. Extension jambs are factory applied unless ordered loose.

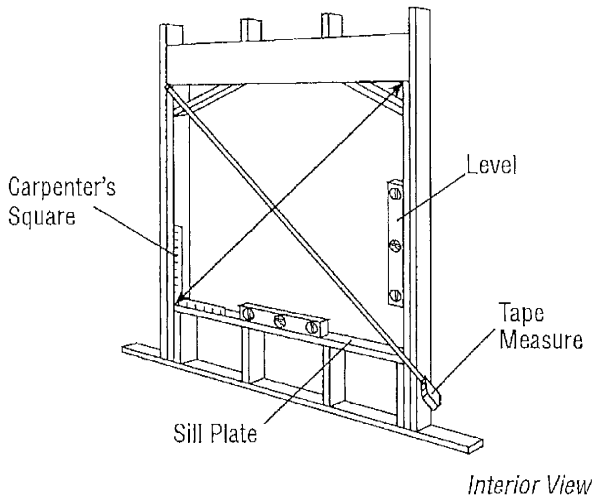


Interior View

2. Prepare Rough Opening

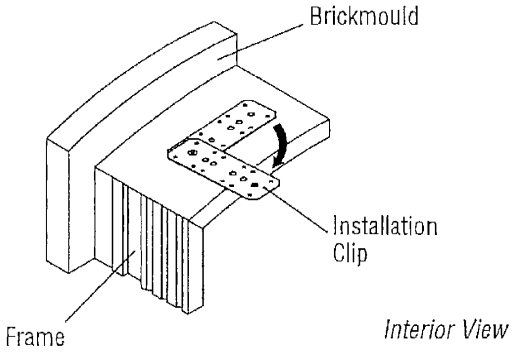
- Size of rough opening should allow minimum 1/4" clearance around entire unit, between frame and rough opening. Width of rough opening should be 1/2" more than unit width. Height of rough opening should be 1/2" more than unit height.
- Check rough opening for square by measuring diagonally, upper left to lower right and upper right to lower left corner. If measurements are within 1/8", opening is square. If rough opening is not square, correct as needed.
- Check plumb and level using a carpenter's square and level. Sill plate must be level. If rough opening is not plumb and level, correct as needed.





3. Position Installation Clips

- Rotate *Installation Clips* 90° into position around frame, as shown, before placing unit into rough opening.
- For Springline™ and arch units, relocate *Installation Clips* on radius head jamb for securing to building framing as needed.



4. Install Unit

⚠ WARNING

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people with enough strength to lift, carry and install window and door products to avoid injury and/or product damage.

⚠ WARNING

Metal fasteners and other hardware components may corrode when exposed to preservative treated and fire-retardant treated lumber. Obtain and use the appropriate metal fasteners and hardware as called out by the installation guide to fasten unit to any rough opening made from pressure treated and fire-retardant treated lumber. Failure to use the appropriate materials for the installation may cause a failure resulting in injury, property or product damage.

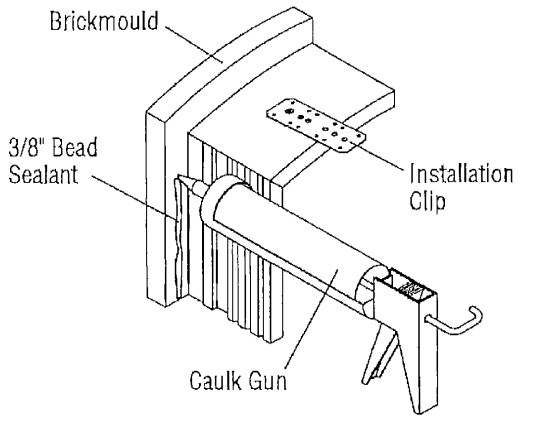
CAUTION

A minimum space of 1/4" is required around exterior perimeter of unit between frame and siding. Masonry/ brick veneer installations require a minimum 1/2" space along sill and 1/4" space around the remaining perimeter. Failure to properly space unit in opening may result in product and/or property damage.

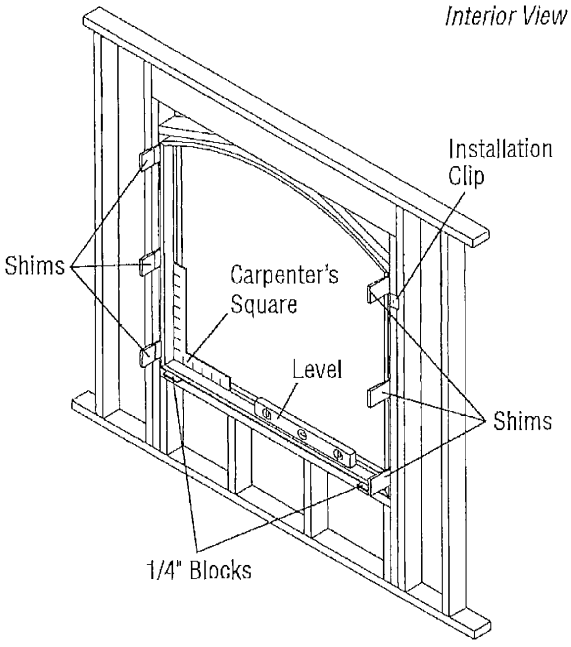
CAUTION

Sealant must be compatible with all materials it contacts. Follow sealant manufacturer's instructions regarding surface cleaning and preparation, application, and temperature when applying sealant. Failure to do so may result in water infiltration.

- Apply a 3/8" bead of sealant to back of brickmould.
- Lift unit into rough opening from the exterior.
- Place 1/4" blocks at corners of sill under side jambs. Add shims under sill to support and level unit as needed. For joined units, shims must be placed under mullion post(s) at sill.
- Center, square, and level unit in opening.
- Bend and fasten *Installation Clip* at highest point using a #10 x 1-1/2" screw. For rectangular and arch units, secure one corner. For Springline™ units, secure top of unit.



Interior View



Interior View

5. Secure Unit in Opening

⚠ WARNING

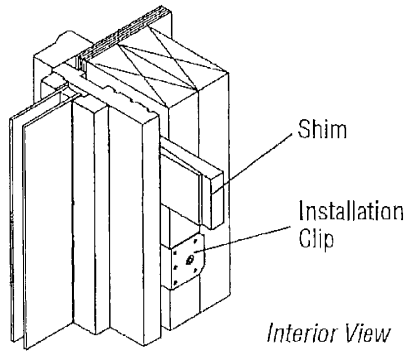
Metal fasteners and other hardware components may corrode when exposed to preservative treated and fire-retardant treated lumber. Obtain and use the appropriate metal fasteners and hardware as called out by the installation guide to fasten unit to any rough opening made from pressure treated and fire-retardant treated lumber. Failure to use the appropriate materials for the installation may cause a failure resulting in injury, property or product damage.

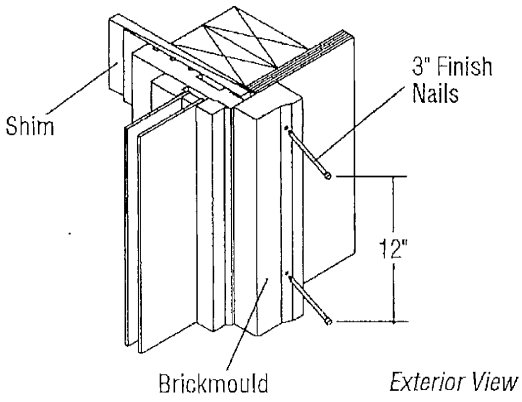
NOTICE

Both Installation Clips and nailing through brickmould are recommended for installing all units. If both cannot be used, unit must also be secured to building structure through frame.

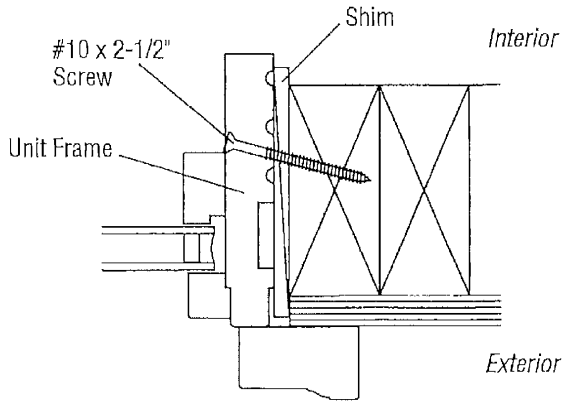
Wood Frame Construction

- Insert shims between frame and rough opening along side jambs, just above or below *Installation Clips*.
- Check plumb, level, and square of unit. Adjust shims as needed.
- Bend and fasten *Installation Clips* to building structure using #10 x 1-1/2" screws.
- Recheck plumb, level and square of unit.
- Nail through brickmould every 12" using 3" finish nails.





- If securing through the frame (where *Installation Clips* or nailing through brickmould cannot be done) predrill 3/16" holes through unit frame 4" from each corner and every 16" in between.
- Insert shims between frame and rough opening near 3/16" holes.
- Check plumb, level and square of unit. Adjust shims as needed.
- Secure unit through predrilled holes in frame using #10 x 2-1/2" screws.
- Recheck plumb, level and square of unit. Correct as needed.



Wood Frame Construction

5. Secure Unit in Opening (continued)

Masonry Construction

CAUTION

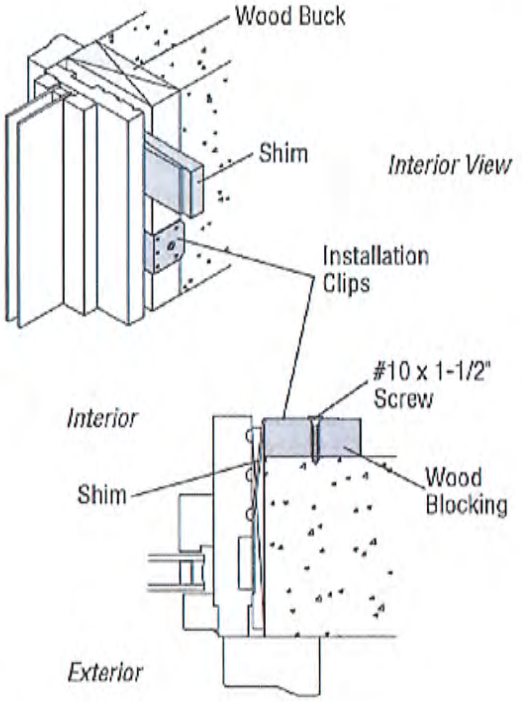
DO NOT install unit with unfinished wood in direct contact with masonry/concrete. Apply proper finish to wood surface, or place barrier (i.e. tar paper or ice/water membrane) between wood and masonry/ concrete surface. Failure to do so may result in product and/or property damage.

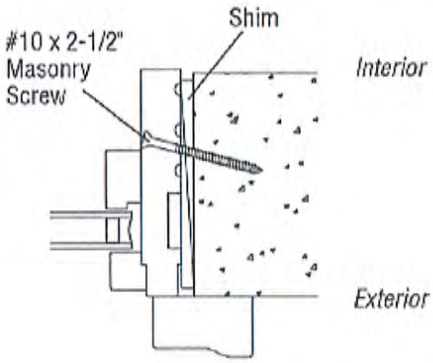
NOTICE

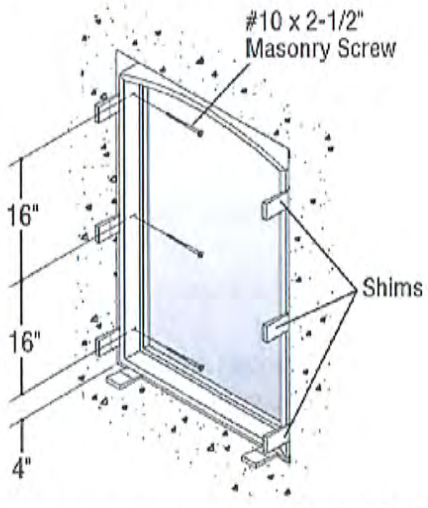
For masonry applications, install and securely fasten a wood buck or wood blocking around masonry opening before installing the window.

- Insert shims between frame and rough opening along side jambs, just above or below *Installation Clips.*
- Bend and secure *Installation Clip* at middle of each jamb to masonry, wood blocking, or wood buck using #10 x 1-1/2" screws. If *Installation Clips* are being secured directly to masonry, predrill hole and use masonry screws.
- Check plumb, level, and square of unit. Adjust shims as needed.
- Secure remaining *Installation Clips.*
- Recheck plumb, level and square of unit. Correct as needed.

- If securing through the frame (where *Installation Clips* or nailing through brickmould cannot be done) drill 3/16" holes through unit frame 4" from each corner and every 16" in between. If securing directly to masonry, predrill masonry for #10 x 2-1/2" masonry screws.
- Insert shims between frame and rough opening near 3/16" holes.
- Check plumb, level and square of unit. Adjust shims as needed.
- Secure unit through frame using #10 x 2-1/2" screws. Use masonry screws if needed.
- Recheck plumb, level and square of unit. Correct as needed.







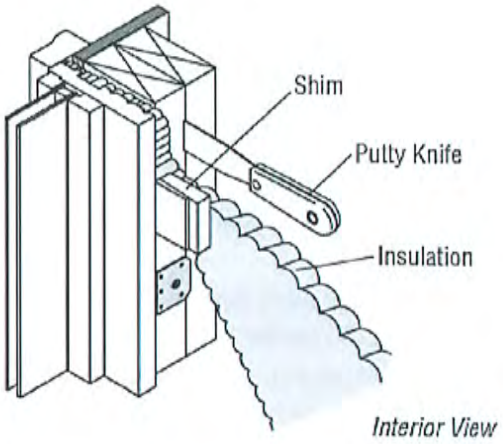
Masonry Construction

6. Insulate Around Unit

CAUTION

When insulating between unit frame and rough opening, or between units when joining, **DO NOT** overpack batt insulation or overfill with expandable foam. Bowed jambs may result causing product performance problems. Follow insulation manufacture's instructions.

- Insulate between frame, extension jambs, and rough opening on all sides. **DO NOT** over pack batt insulation or overfill with expandable foam.



Interior View

7. Apply Exterior Finish and Seal Unit

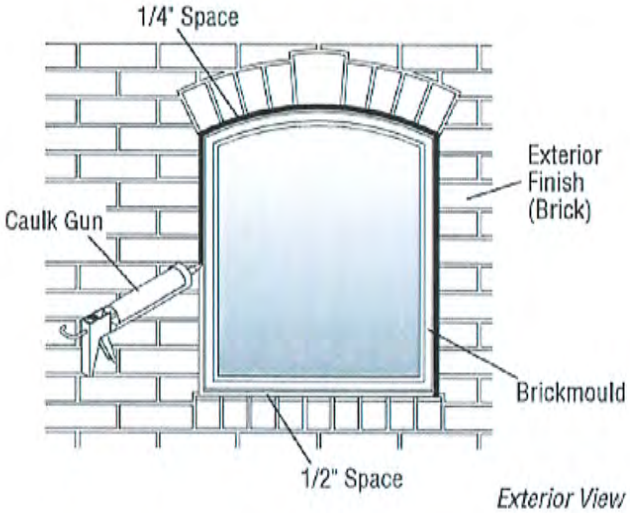
CAUTION

A minimum space of 1/4" is required around exterior perimeter of unit between frame and siding. Masonry/brick veneer installations require a minimum 1/2" space along sill and 1/4" space around the remaining perimeter. Failure to do so may result in product and/or property damage.

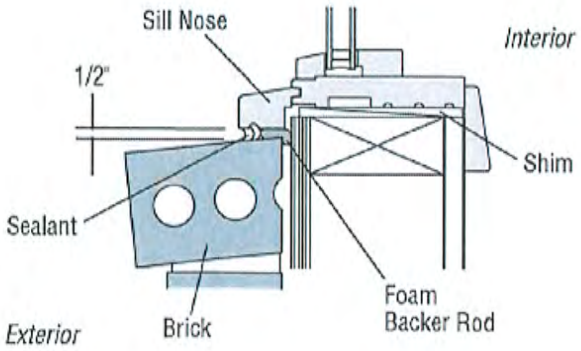
NOTICE

Use foam backer rod to seal and reduce the depth of gap before filling with sealant, as needed. Follow sealant manufacturer's instructions.

- Apply exterior finish leaving 1/4" space between exterior finish and unit brickmould or frame. For masonry/brick applications, 1/2" space is required below sill or sill nose and 1/4" space around remaining perimeter.
- Apply backer rod and a continuous bead of sealant around exterior perimeter of window unit between unit brickmould and sill nose or frame and exterior finish.



Exterior View



Finishing, Cleaning, and Maintenance Instructions

CAUTION

- **DO NOT** expose unfinished wood to high moisture conditions, excessive heat or humidity. Finish wood surfaces immediately after installation. Unfinished wood surfaces will discolor, deteriorate, and/or may bow and split.
- **DO NOT** stain or paint weatherstrip, silicone beads, vinyl, glass, or hardware.
- Acid solutions used to wash masonry/concrete will damage wood, glass, fasteners, hardware, and metal flashing. Follow the acid solution manufacturer's instructions carefully. Protect and/or cover Andersen® products during the cleaning process to prevent acid contact. If acid does come in contact with unit, immediately wash all surfaces with clean water.

INTERIOR FINISHING

Read and follow finishing manufacturer's instructions and warnings on each container of finishing material for priming, painting, staining, and varnishing.

CLEANING

Clean all non-wood surfaces using a mild detergent-and-water solution and a soft cloth or brush. **DO NOT** use abrasive cleaners or solutions containing corrosive solvents. For persistent dirt or grime, use a nonabrasive cleanser or a mixture of water and alcohol or ammonia.

MAINTENANCE

Immediately sand and refinish any wood that becomes stained or mildewed to prevent further discoloration and/or damage. For further information, contact your local Andersen Dealer. Dealers can be found in the Yellow Pages under Windows.

Andersen™ Installation Materials

Straight Flashing Tape

Technical Data

Product Description

Andersen™ straight flashing tape is a high-performance self-adhering waterproof membrane designed for sealing around window and door openings in exterior walls. This straight flashing tape is compatible with all Andersen® windows and patio doors as well as other Andersen recommended installation aids. This product has excellent adhesion to Andersen window and door materials as well as most common building material surfaces.

Product Applications

Andersen straight flashing tape is ideally suited for the installation of Andersen® windows and patio doors in a variety of new construction and remodel/replacement applications.

Product Construction

Backing: Layered Copolymer Film

Adhesive: Acrylic Polymer

Release Liner: Silicone Coated Paper

Tape (overall thickness): 9.9 mils

Roll Sizes (width, length): 4" x 75' 4" x 33'
6" x 75' 6" x 33'

Features and Benefits

- High performance self-adhesive waterproof flashing membrane.
- Seals around nails and staples.
- Asphalt and solvent free for compatibility.
- Split release liner for easy application.
- Wide installation application temperature 0° to 140°F.
- Superior low temperature adhesion.
- Very thin technology for reduced material buildup at corners.
- Translucent facer when applied for adhesion verification.
- Resists UV exposure for 12 months.

Packaging

Available as single roll or as a case with a quantity of 12 rolls.

Shelf Life

For best results, use within 24 months of the point of purchase printed date on the roll label.

Storage

Store under normal conditions of 60° to 80°F and 40-60% Relative Humidity (RH) in the original wrapper.

Certifications

Andersen flashing tape meets AAMA 711-05 voluntary specification for self-adhering flashing use for installation of exterior wall fenestration products: Adhesion type rating Type-A (no need for primer at tested conditions). Thermal Exposure Class 3 - Highest level (176°F at 7 days). Class A (No Primer). Level 3 Thermal Exposure (80°C/176°F for 7 days).

Meets the criteria to contribute to the environmental quality (EQ) credit 4.1: low emitting materials: Adhesives & sealants under the United States Green Building Councils rating system for new construction & major renovations (LEED-NC), Version 2.2, core and shell (LEED-CS), Version 2.0, and commercial interiors (LEED-CI), Version 2.0.

Data

Characteristic	Unit of Measure	Standard	Andersen Straight Flashing Tape
Water Vapor Transmission	Perms	ASTM E96/E96M (water method)	.19 Perms
Installation Application Temperature	Degrees F		0° to 140°F
Service Temperature	Degrees F	AAMA 711-05	-40° to 200°F
UV Resistance	Days	AAMA 711-13, ASTM G154, ASTM D3330	365 Days
Thickness	mm	ASTM D3652	.250 mm
Puncture Resistance			Tough backing resists punctures and tears
Water Resistance	Hours	ASTM D779	>200 Hours
Nail Sealability		ASTM E331/547 (per AAMA 711-05, Annex 1 both before and after thermal cycling)	Passed
90° Peel Adhesion - Andersen Vinyl	Lbs/In	AAMA 711-05	5.4 lbs/in
90° Peel Adhesion - Spun Bound Polyethylene (House Wrap)	Lbs/In	AAMA 711-05	3.125 lbs/in
90° Peel Adhesion - Plywood	Lbs/In	AAMA 711-05 sec 5.3	9.6 lbs/in
90° Peel Adhesion - Oriented Strand Board (OSB)	Lbs/In	AAMA 711-05 sec 5.3	3.75 lbs/in
90° Peel Adhesion - Tape Facer	Lbs/In	AAMA 711-05 sec 5.3 (0°F temp)	2.7 lbs/in
Tensile Strength	Lbs	AAMA 711-05	8.2 lbs

Limitations of use

For optimum performance, Andersen straight flashing tape should be applied at temperatures between 0°F and 140°F. Inspect the product to make sure it is free of any damage that may compromise its moisture resistive properties. Product should be covered by exterior facade within 365 days of application.

Surface Preparation

Prior to installation, surfaces should be dry and cleaned and free of any dirt or other substances that may interfere with adhesion, as well as any sharp protrusions. Surfaces shall have no voids, damaged or unsupported areas. Repair surfaces before applying Andersen straight flashing tape.

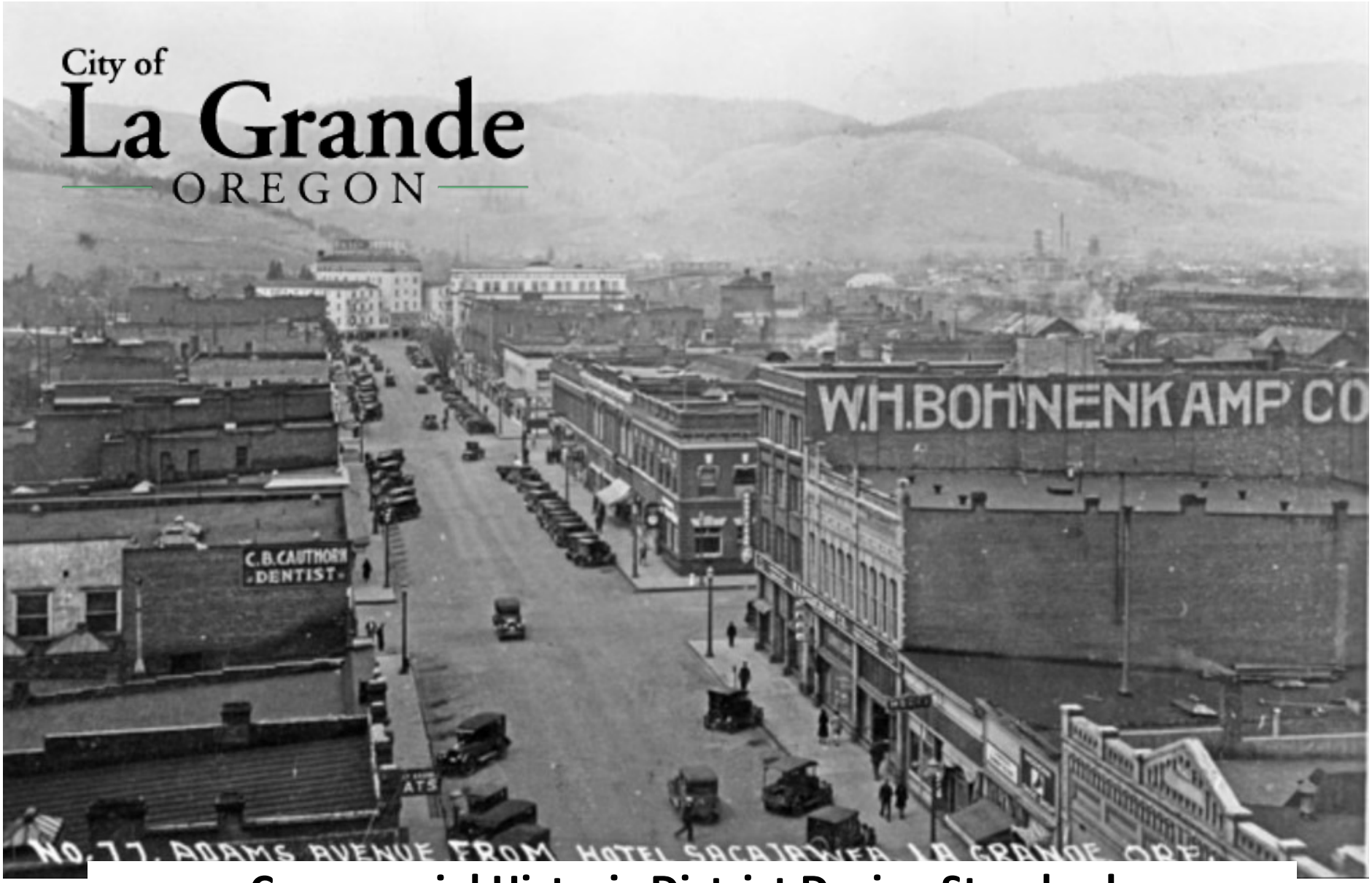
Directions for Use

1—Before use, clean application surface thoroughly. 2—Cut to desired length. 3—Remove one side of split release liner, position tape, and firmly apply to surface. 4—Remove remaining release liner and firmly apply tape to surface. 5—Use roller to fully adhere tape to surface. 6—Cover product as soon as possible (max. exposure 365 days). 7—Store unused product in dry conditions 60° to 80°F and 40-60%RH.

Compatibility

Andersen straight flashing tape conforms to stringent internal Andersen standards for compatibility with Andersen products. Andersen straight flashing tape is compatible with all other Andersen recommended installation materials.

For additional questions about Andersen straight flashing tape, contact the Andersen Help Center at 1-888-888-7020.



Commercial Historic District Design Standards

Date of Adoption: July 6, 2022

ACKNOWLEDGEMENTS

We humbly acknowledge the original inhabitants of the land the City of La Grande is upon: the Cayuse, Umatilla, Walla Walla, and Nez Perce people. We celebrate their traditions, languages, and stories.

Thank you to the community who came out, who provided feedback, and those who provided follow-up interviews. The time you took to tell us what is working and what isn't working, your values and your struggles with designation and regulations, and your personal examples gave us the insight to promote a shift in approach. It must be recognized that community interests are difficult to maintain and achieve consensus about; they sometimes run counter to our ingrained individualism. We thank those who are actively working to create and sustain community in all ways, including through historic preservation.

LaGrande Landmarks Commissioners:

Katie Boula
Cassie Hibbert, Chair
Rod Muilenburg
Lindsay Costigan

La Grande City Commission and Mayor:

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

La Grande Planning Department staff:

Michael Boquist, Community Development Director
Kendra VanCleave, CEDD Secretary

Consultant team for the La Grande Commercial Historic District Standards update:

Peter Meijer Architect, PC

Tricia Forsi, Preservation Planner
Skyla Leavitt, Architectural Designer
Peter Meijer AIA, owner

MINOR PLANNING & DESIGN

Kristen Minor, owner

This publication has been 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

The activity that is the subject of this effort to update the La Grande Commercial Historic District Standards has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

TABLE OF CONTENTS

ACKNOWLEDGEMENTS 2
TABLE OF CONTENTS 3
INTRODUCTION 4
Historic District Background 4
Purpose 6
How to Use the La Grande Commercial Historic District Design Standards 7
A STANDARDS – EXISTING BUILDINGS 14
A.1 STOREFRONT REHABILITATION 14
A.2 NEW ADDITIONS 16
A.3 BUILDING FAÇADE MAINTENANCE AND REHABILITATION 17
A.4 ACCESSIBILITY 18
A.5 DISASTER AND SAFETY PLANNING 19
A.6 RELOCATION OR DEMOLITION 20
B STANDARDS – NEW or NONHISTORIC CONSTRUCTION . 21
B.1 GROUND FLOOR 21
B.2 BUILDING PROPORTION 22
B.3 STREETSCAPE & SETBACKS 23
C STANDARDS – WORK VISIBLE FROM THE STREET 24
C.1 MATERIALS 24
C.2 WINDOWS 27
C.3 AWNINGS 28
C.4 SIGNS 30
C.5 FENCES/ACCESSORY STRUCTURES 31
C.6 ROOFS & ROOFTOP ELEMENTS 32
D STANDARDS – WORK NOT VISIBLE FROM THE STREET 33
D.1 MATERIALS 33
D.2 WINDOWS 33
D.3 AWNINGS 34
D.4 SIGNS 34
D.5 FENCES/ACCESSORY STRUCTURES 35
D.6 ROOFS & ROOFTOP ELEMENTS 35
APPENDIX 36
Glossary 36
Styles 38
Secretary of the Interior's Standards for Rehabilitation .40
Additional Resources 41
Preservation Briefs 41
Historic Building Resources 41

INTRODUCTION

Historic District Background

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

Depot Street, c. 1927, looking southwest from Adams Avenue.

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

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

The automobile era ushered in a new period of development in the town. In the 1910s and 1920s, many new types of businesses evolved - service stations and car dealerships – and La Grande established itself as the center of the auto industry in Union County Oregon. Located along the south side of Jefferson Avenue and on Adams Avenue east of Fir Street, these auto-related businesses were generally one-story buildings constructed of hollow clay tile or concrete.
This era also ushered in a new look for many facades along La Grande's downtown streets. More progressive and modern styles were sought to reflect this prosperous period. Older buildings underwent face-lifts whereby the Queen Anne elements of the 1890s were stripped and windows replaced to create smooth, blocky edifices with squared openings common in the first two decades of the 20th century.

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

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

Purpose

The purpose of the La Grande Commercial Historic District Standards is to provide guidance to property owners, commercial tenants, City of La Grande staff, the Landmarks Advisory Commission, and other community members about best practices for making changes to properties, while retaining the overall look and feel of the District. The District represents La Grande's heritage, and most of the District's buildings are visibly related by some common characteristics. Together, they create a place which has an impact greater than any individual historic building could. Preserving La Grande's heritage is a catalyst for economic vitality, community investment, and tourism.

However, change is inevitable. The Standards do not prevent change or halt progress; nor do they restrict an individual property owner's creativity. The Standards are meant to allow for new and remodeling projects within a range of possibilities, enhancing the appearance and livability of the District, but ensuring compatibility with the older structures. The goal of the Standards is to help manage the process of change.

The Standards address the rehabilitation of existing buildings, new construction and additions, and relocation or demolition of existing buildings. The Standards are based on the Secretary of the Interior's Standards for Rehabilitation (provided in Appendix) but are tailored to the character and unique features of the built environment in the La Grande Commercial Historic District, such as its alleys.

Anonymous, "La Grande, Street Scene 22,"c. 1920, EOU Digital Archives, accessed April 27, 2022, https://library-archives.eou.edu/items/show/10101.

This document provides clear descriptions and illustrations of work meeting the standards, and graphics to assist property owners, applicants, and decision-makers to determine which standards apply to which types of projects.

How to Use the La Grande Commercial Historic District Design Standards

Determining what Standards apply to various projects in La Grande is a five-step process. This process is outlined below and explained in more detail on the following pages.

Step 1: Determine if the building is located within the La Grande Commercial Historic District.

Step 2: Determine the building's classification.

Step 3: Determine the location of the proposed work.

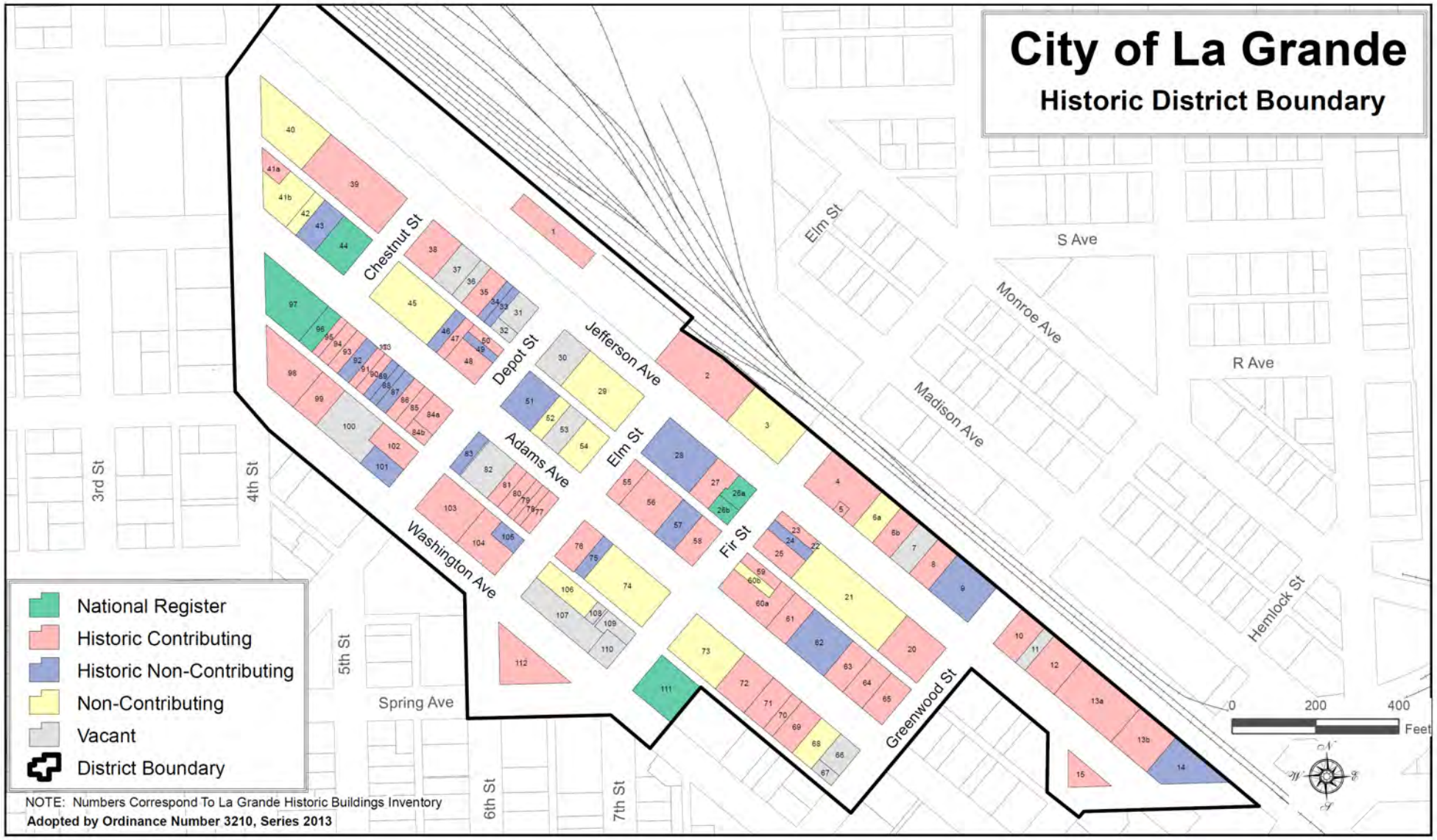
Step 4: Use the determinations from Steps 2 and 3 to find which sets of Standards apply.

Step 5: Submit application to the La Grande Community and Economic Development Department.

STEP 1: Is the building located within the La Grande Commercial Historic District?

The Historic Commercial Design Standards apply to buildings located within the La Grande Commercial Historic District ("the District" throughout this document). A map of the District and each building's status within the District is provided on the next page. Please keep in mind that the map is only accurate as of 2022; for the most up-to-date information check with the City of La Grande or the State Historic Preservation Office.

For more information specific to your property, please visit *the City's Land Use ArcGIS Map* at: *https://www.cityoflagrande.org/community-development-planning-division/interactive-maps.*



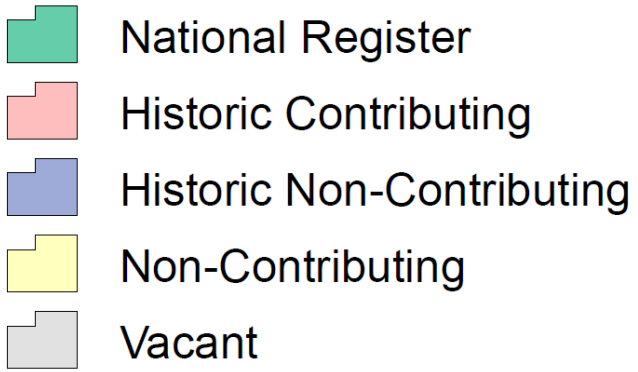
La Grande Commercial Historic District Map (Source: City of La Grande)

STEP 2: What is your building or property's classification?

There are five types of classifications identified in the District: National Register, Historic Contributing, Historic Non-Contributing, Non-Contributing, and Vacant. These are shown on the previous map.

National Register: A building in the District that was individually listed on the National Register of Historic Places. The historic documentation for these individually listed buildings are independent of the La Grande Commercial Historic District, but these buildings are also part of – and contributing to – the District. Please refer to their individual nominations for more information.

Contributing Resource: A building in the District which was constructed between 1891 to 1948, which still has most of the essential qualities, materials, and features from this time period, and which was formally recognized by the National Register as a historic contributing resource to the District.



Historic Non-Contributing Resource: A building in the District which was constructed between 1891 to 1948 but which was deemed to have lost many or most of its original qualities and features and therefore not included as a contributing resource to the District in 2001. Note that an older non-contributing resource can be renovated and restored, and its status changed to Contributing. Staff at the Oregon State Historic Preservation Office (Oregon SHPO) can submit simple documentation to the National Parks Service to have the original nomination document amended. Alternatively, a contributing resource can be reclassified as non-contributing if its historic integrity is compromised. If too many resources are reclassified as non-contributing, an entire District's historic designation can be removed.

Non-Contributing Resource: A non-contributing resource is a building, site, structure, or object that does not add to the historic architectural qualities, historic associations, or archaeological values for which the district is significant. Typically, the building was simply constructed too recently (after 1948, in the case of the La Grande Commercial Historic District).

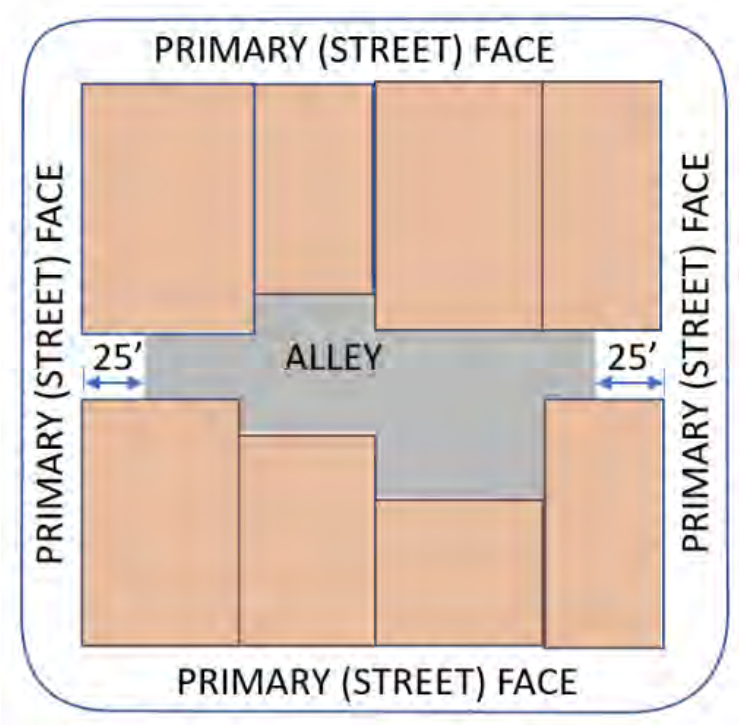
Vacant: The map shows lots that were vacant at the time of listing in 2001. Some of these lots have since been developed. Future construction will be subject to the same standards as non-contributing resources.

STEP 3: What is the location of the proposed work?

Every project will fall into one of two categories based on where the work is occurring on the building or site. Generally, work that will be visible only at the interior of a block is granted a slightly more flexible set of standards. Use the diagram of a "typical" La Grande block below, and the descriptions, to determine which category the work is in. Final decisions will be at the discretion of the Landmarks Commission.

Work Visible from Primary Streets: Work in this category is anything that is or will be visible along or from a primary street face (not an alley). If work proposed in the interior of the block is tall enough to be seen over other buildings, or if the work can be seen between other buildings from a primary street, it is considered street-facing. However, work visible from alleyway entries is not considered street-facing as long as the work occurs at least 25 feet from the primary street building wall. A handful of buildings in the District are visible on every side from a primary street.

Work Visible only from an Alley: If the work proposed is within or fronting the dark-colored alley interior area shown in the diagram and will not otherwise be visible from a primary (non-alley) street, then the work is in the "alley-fronting" category. If the whole of the project is more than 25 feet back from the primary street face, the work still counts as alley-fronting even if visible from the alley curb-cut on the primary street.



STEP 4: Use your project's location in the District and property classification to find which sets of Standards apply.

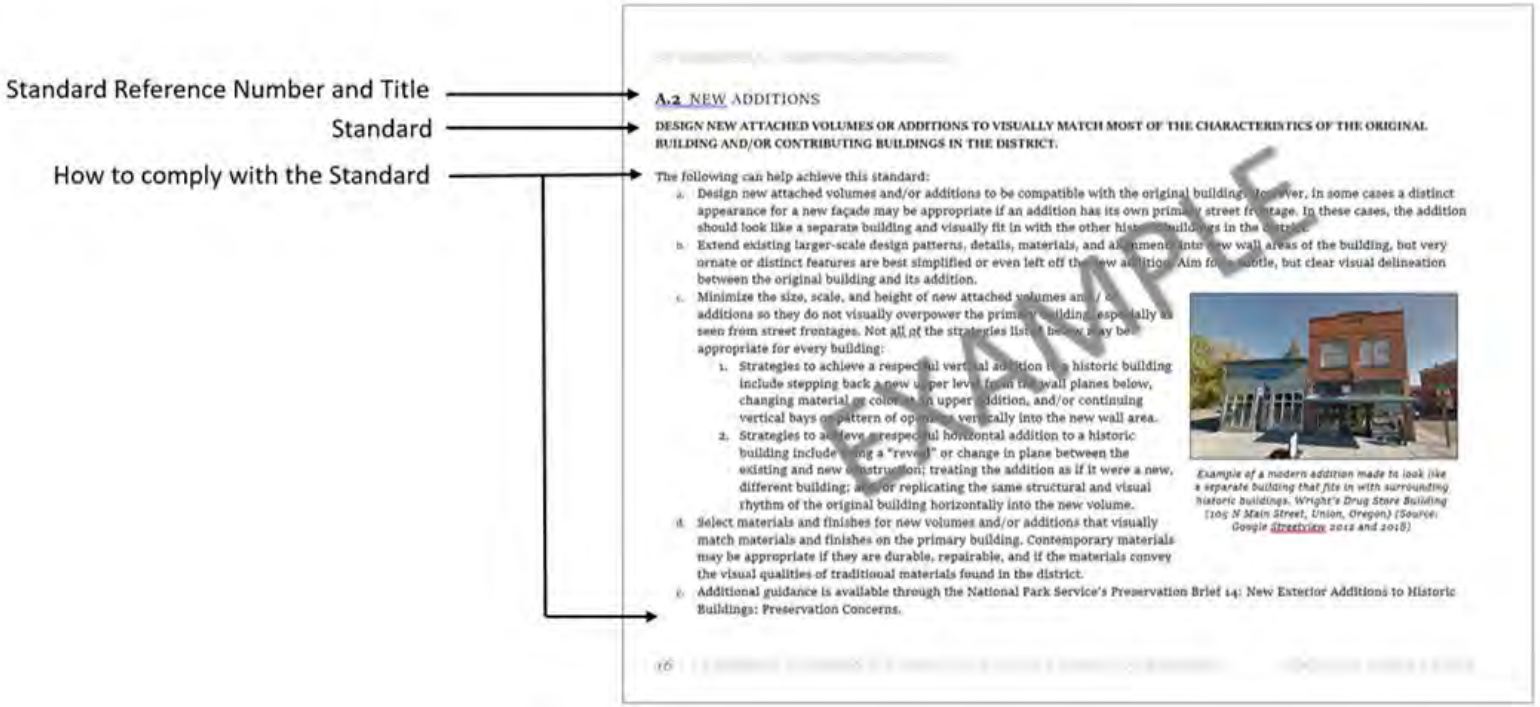
Use the categories from Steps 2 and 3 and the table below to determine which sets of Standards apply to the proposed scope of work. Every project will have two sets of Standards that apply. For example, if the building is historic contributing and the proposed work is visible from the street, such as a new storefront, then the work must be in conformance with Standards A and C.

	If the site or property is: National Register Historic Contributing Historic Non-Contributing	If the site or property is: Non-Contributing Vacant
If the work proposed will be visible from the street:	**USE STANDARDS A AND C**	**USE STANDARDS B AND C**
If the work proposed is only visible from the alley:	**USE STANDARDS A AND D**	**USE STANDARDS B AND D**

Each Standard begins with a reference number which will consist of a letter – A, B, C, or D – and a number. Following this is the title which describes what the Standard applies to.

Following the title and reference number is a sentence or two in ALL CAPS. This is the Standard.

Included with each Standard is a series of directions on how best to achieve the Standard.



How to Use and Understand this Document

STEP 5: Submit application to the La Grande Community and Economic Development Department

For more information, please contact

Community Development Director
Community and Economic Development Department
1000 Adams Avenue, P.O. Box 670
La Grande, OR 97850
LGPlanning@cityoflagrande.org
(541) 962-1307

Or visit our website

https://www.cityoflagrande.org/landmarks-commission/pages/historic-landmarks-historic-resources

A STANDARDS – EXISTING BUILDINGS

A.1 STOREFRONT REHABILITATION

PRESERVE, RESTORE, OR RECONSTRUCT MISSING PRIMARY FEATURES OF A HISTORIC STOREFRONT. STRENGTHEN THE HISTORIC PATTERN AND PROPORTION OF STOREFRONT BAYS.

The following can help achieve this standard:

a. Replace missing pilasters between storefronts, missing solid bulkhead areas beneath storefront display windows, and/or missing transom windows by using historic evidence such as drawings or photographs, where possible.
b. Keep the traditional storefront opening(s) intact, with clear glass display windows and entry doors. Do not fill storefront openings with solid wall areas (except below the display windows in the bulkhead area).
c. Preserve and restore the primary features and materials of a historic storefront. If historic storefronts are missing, base the design and materials of the new storefront on the historic system as much as possible. Use materials such as painted (not anodized) metal or wood.
d. A proposal to replace an existing historic storefront system must be accompanied by photographic evidence that the system cannot reasonably be repaired.
e. Do not remove or block off transom windows, although insertion of translucent, opaque, or tinted glass or in some cases louver panels are appropriate if the original transom window divisions are maintained in the new materials.

212 Fir Street is a good example of a rehabilitated storefront. Note the new panelized bulkhead beneath the storefront windows. (Source for image on left: Google Street View 2012)

f. If the original transom glass is missing, use new glass. In some cases where original transoms are uncovered, but clear glazing is not yet feasible due to a dropped ceiling or other situation, solid transom panels within frames may be allowed if the solid panels can be replaced by glass in the frame at some future point.
g. Retain or restore the operability of any original transoms as a natural climate control feature.
h. Design new storefront entry doors, if new entries are proposed, to include large glass areas. Use wood and glass, or painted metal and glass doors, as appropriate to the building and the existing storefront system.
i. If a building did not originally have ground floor storefronts or windows, new openings that fit the style and original use of the building may still be appropriate if it allows the building to have a new use. Retain and respect original features and align new features with original features.

This former warehouse building was rehabilitated for a new use circa 2008. Alterations included the replacement of the small loading dock windows with larger windows. A full storefront bay expression would have conveyed the wrong "story" about the building's original use. This style of rehabilitation could be applied to buildings along Jefferson Avenue. (Source for image on left: c.1980 City of Portland Historic Resource Inventory) (Source for image on right: 2009 Google Street View)

A.2 NEW ADDITIONS

DESIGN NEW ATTACHED VOLUMES OR ADDITIONS TO VISUALLY MATCH MOST OF THE CHARACTERISTICS OF THE ORIGINAL BUILDING AND/OR CONTRIBUTING BUILDINGS IN THE DISTRICT.

The following can help achieve this standard:

a. Design new attached volumes and/or additions to be compatible with the original building. However, in some cases a distinct appearance for a new façade may be appropriate if an addition has its own primary street frontage. In these cases, the addition should look like a separate building and visually fit in with the other historic buildings in the district.
b. Extend existing larger-scale design patterns, details, materials, and alignments into new wall areas of the building, but very ornate or distinct features are best simplified or even left off the new addition. Aim for a subtle, but clear visual delineation between the original building and its addition.
c. Minimize the size, scale, and height of new attached volumes and / or additions so they do not visually overpower the primary building, especially as seen from street frontages. Not all of the strategies listed below are appropriate for every building:
d. Strategies to achieve a respectful vertical addition to a historic building include stepping back a new upper level from the wall planes below, changing material or color at an upper addition, and/or continuing vertical bays or pattern of openings vertically into the new wall area.
e. Strategies to achieve a respectful horizontal addition to a historic building include using a “reveal” or change in plane between the existing and new construction; treating the addition as if it were a new, different building; and/or replicating the same structural and visual rhythm of the original building horizontally into the new volume.
f. Select materials and finishes for new volumes and/or additions that visually match materials and finishes on the primary building. Many contemporary materials and finishes can be a good visual match to historic materials if they are durable, repairable, and not prohibited (see Standard C.1 or D.1, Materials).
g. Additional guidance is available through the National Park Service’s Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns.

Example of a modern addition made to look like a separate building that fits in with surrounding historic buildings. Wright's Drug Store Building (105 N Main Street, Union, Oregon) (Source: Google Streetview 2012 and 2018)

A.3 BUILDING FAÇADE MAINTENANCE AND REHABILITATION

WHEN DESIGNING ALTERATIONS, RESPECT THE ORIGINAL STYLE AND DESIGN OF THE BUILDING, AND RETAIN ORIGINAL FEATURES AND MATERIALS.

The following can help achieve this standard:

a. Preserve and maintain original historic architectural elements and materials.
b. Especially at street-facing façades, ensure that new or added architectural elements or materials are highly similar to or "in kind" with related elements of the historic building and of contributing buildings in the immediate surrounding area.
c. Design the materials and shifts in plane (as, for instance, the plane of window glazing relative to the plane of the exterior wall) of façade alterations to be visually matching the traditional or existing architectural detail of the historic building.
d. Keep proposed contemporary or modern-looking new additions, such as a sign or a light fixture, at a scale that does not overwhelm the existing resource.
e. For historic non-contributing buildings, modest alterations that match or are in keeping with the later changes to the building may be appropriate if the building does not lose any further historic features or materials.
f. Make sure new architectural elements at the exterior of the building do not unintentionally introduce stylistic elements from other architectural styles. See "STYLES" and "Additional Resources" in the Appendix for more information.

The Allen Building at 1004-1008 Commercial Street in Astoria, OR installed a historic inspired storefront. (Source: Circa 1920s Newspaper, 1989 Oregon SHPO Inventory Form, 2018 Google Streetview)

A.4 ACCESSIBILITY

ENSURE THAT BUILDING ENTRIES ARE ACCESSIBLE AND ACCOMODATE UNIVERSAL DESIGN.

The following can help achieve this standard:

a. Design accessibility features, such as ramps, handrails, and mechanical lifts, so they visually fit in with the design, scale, materials, and finish of the building and its features.
b. Minimize the visual impact of universal design features such as elevator additions, fire stairs, and fire doors. Design such features to be as inconspicuous as possible, with a simple, clean appearance overall.
c. Universal access may be achieved by creating new or alternate means of access to the historic building if it does not compromise the key features of the historic structure.
d. For more information, refer to Technical Preservation Services Brief 32: Making Historic Properties Accessible.

A way to retain the historic column and bay structure and introduce a modern storefront with ADA ramp. Everyone uses the same sloped entry.

A.5 DISASTER AND SAFETY PLANNING

UNDERTAKE SEISMIC IMPROVEMENTS AND OTHER DISASTER PLANNING IN THE MOST UNOBTRUSIVE WAY POSSIBLE, AND TAKE STEPS TO STABILIZE BUILDINGS THAT ARE VACANT.

The following can help achieve this standard:

a. Seismically upgrade historic buildings, especially those that are constructed of unreinforced masonry. Choose solutions that retain historic materials and do not impact window openings or the exterior of buildings.
b. Retain and strengthen existing structural materials and systems.
c. Ensure the fire safety of the building and its immediate neighbors when undertaking interior or exterior alterations. Examples include installing sprinklers and closing interior shafts or spaces that might be hidden behind walls and ceilings.
d. Regularly inspect the structural strength of historic features such as cornices, canopies, or other heavy building elements.
e. Keep doors and windows closed within a disused or vacant building to limit the spread of fire.
f. Perform temporary repairs to roofs and windows to stop water from entering a disused or vacant building.
g. Cover broken or damaged windows and holes in roofs.
h. Secure loose gutters and downspouts.

Example of parapet bracing as seen from the roof (Source: National Park Service)

A.6 RELOCATION OR DEMOLITION

ALTERNATIVES TO DEMOLITION OF A NON-CONTRIBUTING HISTORIC BUILDING MUST BE EXPLORED, INCLUDING RELOCATION AND SALE. PARTIAL DEMOLITION OF A CONTRIBUTING BUILDING MAY BE CONSIDERED IF NECESSARY FOR A NEW ADDITION.

The following can help achieve this standard:

a. Protect individually listed buildings, historic contributing buildings, and historic non-contributing buildings from demolition.
b. If the historic features or materials of a historic non-contributing building have been irrevocably lost and there is little realistic chance the building could be or will be historically renovated and/or become a contributing resource, then relocation may be considered. If the building cannot realistically be relocated, then demolition may be considered.
c. Write and carry out a salvage plan for materials and features and ensure photographic documentation of any historic building prior to demolition.
d. Relocation of an existing building from elsewhere into the District will be reviewed as a new building.
e. Demolition or relocation of an existing non-contributing building from the District to another location will be considered if the result of the demolition or relocation will be a new building on the site.
f. If partial demolition (removal of floor or wall area) is planned to create a new addition of floor area, the demolished historic area shall be the minimum necessary. The resulting (new) exterior walls, windows, and other features will be reviewed using the "Additions" standard (A.2).
g. Use a cautious approach to large equipment and digging within the historic district so as to protect known and unknown archaeological resources from damage during construction.

The historic Cumberland Church in Albany, Oregon, en route to its new location. The steeple was temporarily removed to facilitate the move. (Source: Corvallis Gazette-Times photo, October 2021)

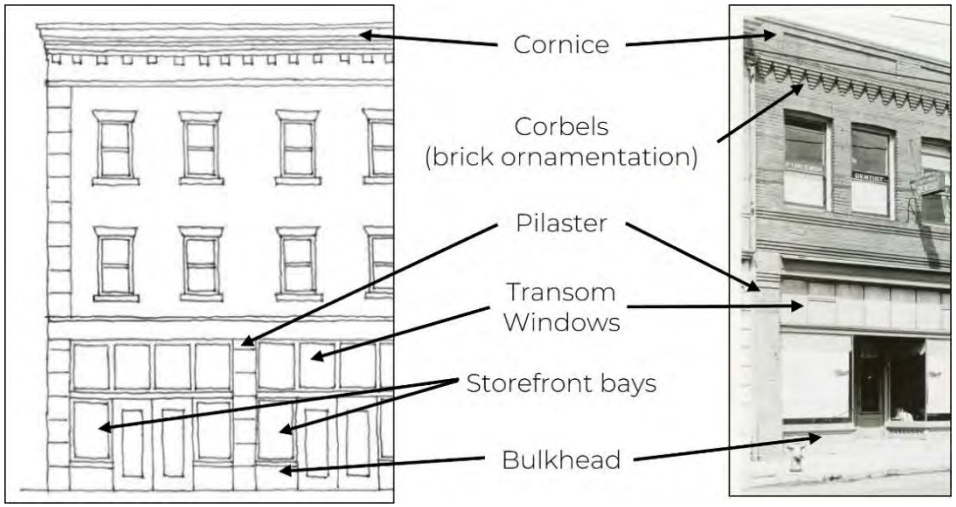
B STANDARDS – NEW or NONHISTORIC CONSTRUCTION

B.1 GROUND FLOOR

DESIGN NEW STREET-FACING STOREFRONT BAYS TO BE SIMILAR IN SIZE AND FEATURES TO THOSE IN NEARBY CONTRIBUTING BUILDINGS. ALLOW FOR NEW GROUND-FLOOR OPENINGS THAT RESPECT AN EXISTING BUILDING'S ORIGINAL USE AND STYLE.

The following can help achieve this standard:

a. Organize the design of new ground-floor level street-facing facades with a regular rhythm of repeating storefront bays, using a proportion based on contributing buildings nearby.
b. Provide a similar height for new ground-level spaces as the site's contributing neighbors. Generally, ground levels will be taller than upper levels.
c. Design bays with a solid bulkhead of a similar height to those of contributing buildings, with clear glazing above.
d. Use small-scale details and textures that provide shadow lines and interest at ground-level storefront or windows.
e. Set entry doors back from the building face to provide interest and weather protection.
f. Use transom windows across the top of each storefront bay.
g. If an existing building did not originally have ground floor storefronts or windows, new openings that fit the style and original use of the building may still be appropriate to allow for an adaptive reuse. Retain and respect original features and align new features with original features.



B.2 BUILDING PROPORTION

REFLECT THE GENERAL SIZE, PROPORTION, AND VOLUME OF THE DISTRICT'S CONTRIBUTING BUILDINGS IN NEW CONSTRUCTION OR IN CHANGES TO NONHISTORIC BUILDINGS

The following can help achieve this standard:

a. Use simple, "blocky" building forms that generally reflect the size and proportion of contributing buildings nearby.
b. Align windows in new construction with existing windows of neighboring buildings. Align the height or strong horizontal features with the height or horizontal features of a neighboring contributing building.
c. Where new construction is taller or wider than the existing buildings, strategies to visually break down the mass include:
    1. Creating a linear projecting element such as a strong cornice or upper-level horizontal projection to break height and reflect similarities with nearby contributing buildings.
    2. Using varied rooflines and massing to break the apparent scale of a full-block building façade.
    3. Where a building has a full-block face, dividing the new wall area into one or more vertical bays with a change in plane to visually group areas of the building façade into smaller areas.

1100 Block of Adams Avenue. The buildings have a consistent height and storefront size. (Source: Google Street View 2018)

B.3 STREETSCAPE & SETBACKS

CONSTRUCT STREET-FACING WALLS OF THE BUILDING TO THE COMMON STREET BUILDING LINE OR "STREETWALL."

The following can help achieve this standard:

a. Align the street-facing walls of new buildings or new additions with the walls of existing contributing buildings along the block. While small-scale insets or extensions such as recessed entries or an upper projecting bay are acceptable, the main plane of the building wall must reinforce the common streetwall.
b. Parking or vehicular areas between a building and the sidewalk detract from the pedestrian environment and the historic street wall; these uses must be moved back to the alley or rear side of the building (unless in the historically more industrial area on North side of Jefferson Street).
c. If an existing building area is already set back from the right of way, the area between the building and the street may be landscaped, or may become a pedestrian plaza, incorporating seating and shade.
d. A missing street wall can be suggested by the use of high-quality, durable elements placed in line with the neighboring buildings, such as bollards or a visually permeable fence.

This infill development (2020) in Bozeman, MT created different volumes to break up the mass of new construction relative to the existing older buildings. The new building repairs and fills the gap in the streetwall. (Source: https://www.loopnet.com/Listin)

C STANDARDS – WORK VISIBLE FROM THE STREET

C.1 MATERIALS

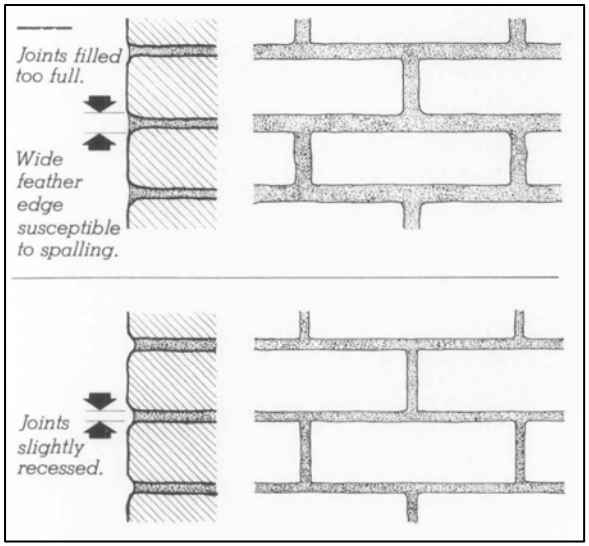
REFLECT EXISTING HISTORIC MATERIALS AND FINISHES IN THE DISTRICT WHEN SELECTING NEW OR REPLACEMENT MATERIALS, AND MAINTAIN EXISTING MATERIALS SUCH AS BRICK, WOOD, AND METAL.

The following can help achieve this standard:

a. Retain and preserve primary materials, features, and surfaces that contribute to the historic character of a building or the overall District, such as brick, stone, granite, limestone, slate, concrete, concrete block, terra cotta, clay tile, painted steel or aluminum, and concrete stucco. Where possible, retain historic secondary materials as well, for example in exposed foundations and at copings and other details.

b. Clean masonry surfaces using the gentlest effective method when necessary to stop deterioration or to remove heavy soiling.

c. Use low pressure washing with detergents and scrub with natural bristle brushes. The use of destructive stripping or cleaning methods, such as sandblasting, power washing, high-pressure water blasting, or any other abrasive method that causes deterioration (i.e. chipping, eroding, or wearing away) or changes the color of the masonry or the mortar is prohibited. Consult Technical Preservation Services Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.



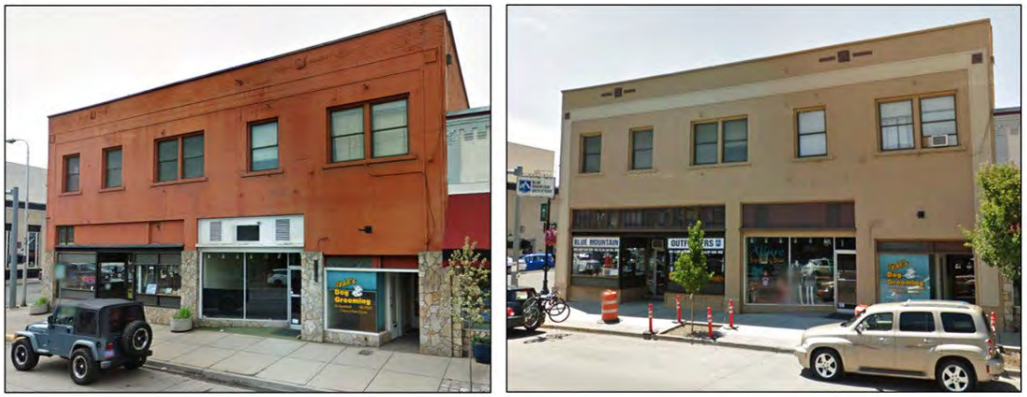
Comparison of visual effect of full mortar joints vs. slightly recessed joints. Filling joints too full hides the actual joint thickness and changes the character of the original brick work. (Source: National Park Service)

d. Repair masonry features, surfaces, and details using appropriate repair methods including re-pointing, consolidating, piecing in, and patching. Do not cover historic exterior materials with a new applied material, unless temporarily necessary to stabilize damaged areas or prevent further damage. New masonry surfaces in new construction may be painted or sealed.

j. Use low pressure washing with detergents and scrub with natural bristle brushes. The use of destructive stripping or cleaning methods, such as sandblasting, power washing, high-pressure water blasting, or any other abrasive method that causes deterioration (i.e. chipping, eroding, or wearing away) or changes the color of the masonry or the mortar is prohibited. Consult Technical Preservation Services Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.

Consult Technical Preservation Services Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.

e. Repair masonry features, surfaces, and details using appropriate repair methods including re-pointing, consolidating, piecing in, and patching. Do not cover historic exterior materials with a new applied material, unless temporarily necessary to stabilize damaged areas or prevent further damage. New masonry surfaces in new construction may be painted or sealed.
f. It is not appropriate to paint, seal, or coat historic masonry surfaces that were not previously painted, sealed, or coated as this can trap moisture and degrade the masonry. Repoint deteriorated mortar joints matching the original mortar in strength, composition, color, and texture; generally do not use Portland Cement as it does not allow for expansion and contraction. Consult Technical Preservation Services Brief 2: Repointing Mortar Joints in Historic Masonry Buildings.
g. Replace missing features on contributing buildings with materials in keeping with the building's original materials. Substitute contemporary, but visually matching materials for the original only if it is not feasible to replace in kind.
h. In new additions or new construction, consider designs that include brick patterning, corbelling, insets and projections, or other traditional decorative brickwork details, especially those that provide a change in plane. Brick size and texture, joint width, and other small-scale design features can provide a sense of continuity with the craftsmanship and texture of contributing buildings.
i. In new additions or new construction, use durable and repairable contemporary materials as secondary accents in combination with traditional primary wall materials such as masonry or concrete stucco.
j. Finish new materials in a similar way to contributing buildings with the same material; wood is painted, metal is powder-coated or painted in a non-metallic finish, concrete stucco is finished smooth rather than a highly sanded or troweled finish, and glass is clear or translucent.



Ralston Block (1124 Adams Avenue) Note the removal of the added "fieldstone" facing and restoration of the historic painted brick wall finish. (Source: Google Street View 2012 and 2015)

Prohibited Materials or finishes: Many modern materials are reasonable substitutes for historic materials and may be good options within the La Grande Commercial Historic District. However, several materials are **prohibited** and are discussed below.

1. **EIFS** (Exterior Insulation and Finish System) is a synthetic stucco system that includes an inner foam insulation board, a middle polymer, a cement base coat that is reinforced with fiberglass mesh, and an exterior textured finish coat. EIFS does not "breathe" and can trap moisture within the wall thickness which can cause mold and mildew to rot wood sills and framing. Because of the potential harm it can cause to an older structure, synthetic stucco is not permitted on existing buildings in the District. **Alternatives to EIFS.** Use true stucco, or cement plaster, which is a combination of sand, lime, Portland cement, and water. Also, only use breathable water-based paints on stucco.
2. **Elastomeric paints** may seem to be low maintenance, but on true stucco and permeable brick materials, they act as a barrier and trap water in the wall, which can cause peeling and serious damage to the interior walls of the building.
3. **Vinyl** windows (or siding). The manufacture of vinyl (polyvinyl chloride, or PVC) windows requires a highly toxic production process. Dioxin, a toxic carcinogen, is formed when PVC is manufactured and when it is burned (an increasing concern with wildfires and climate change). While vinyl windows are now available in darker colors, they are still not inherently repairable and not paintable. They appear to last in the range of 20 to 25 years, and then must be totally replaced again, so they are nowhere near as durable as a wood window or the other components of a historic building. They are toxic to dispose of as well. Vinyl windows are typically made with an installation flange to prevent water infiltration, but which pushes the plane of the window out to the plane of the exterior siding. The building then loses the depth, shadow, and the detailing of the original window design. Alternatives to Vinyl (windows). See Standard C.2 Windows.
4. **Unpainted "rustic" barn wood** is not allowed if specified as an exterior wall finish; it may be allowable as a sign or other secondary accent. Historically, all of the wood in the District used in exterior applications was painted as part of its durability and planned maintenance over time.
5. **Dark tinted or mirrored glass** is not allowed as part of a storefront or window. Light low-e glass coatings as well as standard green or blue tinted glass are generally acceptable, but ground floor window glazing in particular must allow visibility through the glass (note that blinds or shades are fine and do not require review).
6. **Fiber cement siding such as Hardie siding or Hardie board with "fake grain" finish** is not allowed. Smooth-finish, painted fiber cement board may be allowable as a finish for new wall areas in alley-facing locations or at the discretion of the Landmarks Commission.
7. **Shiny metallic finishes such as anodized aluminum storefronts, chrome, polished stainless steel, or metallic-look paints** are not allowed as part of a wall finish or system. These materials/finishes may be allowable as part of a sign or other smaller-scale feature. Aluminum storefront systems are allowed if they are painted.

C.2 WINDOWS

PRESERVE, REPAIR, AND RETROFIT EXISTING WOOD OR METAL WINDOWS TO IMPROVE ENERGY EFFICIENCY. USE DURABLE MATERIALS AND VISUALLY MATCHING FINISHES, PROFILES, AND DEPTHS FOR ANY NEW WINDOWS.

The following can help achieve this standard:

a. Maintain original windows in their original openings. Regularly inspect, repair, re-caulk, and re-paint historic windows to prevent deterioration.
b. Weather-strip and caulk older windows and consider the installation of storm windows (preferably at interior) to improve thermal performance of older windows.
c. A proposal to replace existing historic windows (windows constructed before 1948), whether on a historic contributing or historic non-contributing building, must be accompanied by photographic evidence that the windows cannot reasonably be repaired.
d. If new or replacement windows are proposed, ensure that the new windows match the size of the existing (historic) opening, without infill panels. Specify new windows that match the historic windows in their configuration, operation, profiles, dimensions, and finish.
e. Specify traditional, paintable, and repairable materials such as painted wood or metal for new windows. Use clear or very lightly tinted glass and avoid the use of simulated divided lights unless an exterior dimensional grid is applied to visually match historic multi-pane window divisions in the building.
f. Prioritize solutions that match the original material of historic windows in a building, but new windows using alternative materials may be appropriate in some locations if they can convincingly replicate the appearance of the historic windows.

Baker Furniture Co. (1916 Main Street, Baker City, OR) (Source: 1978 Baker Historic District National Register and 2018 Google Streetview)

C.3 AWNINGS

IF AWNINGS OR CANOPIES ARE PROPOSED, PLACE THEM TO RESPECT AND HIGHLIGHT THE STOREFRONT BAY PATTERN OF THE BUILDING.

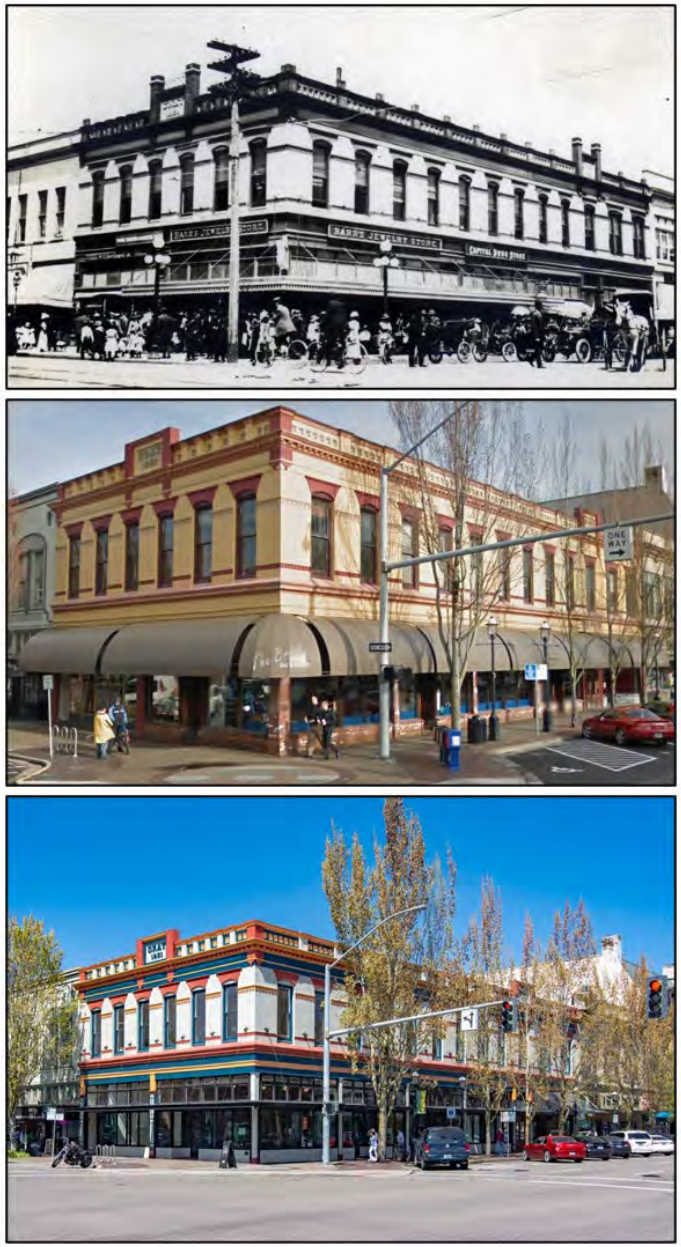
The following can help achieve this standard:

a. Fit new ground-level awnings within storefront bays on buildings with storefront bay openings. If existing storefront bays include inset entries, however, awnings may not be appropriate or necessary for weather protection.
b. If there were once historic awnings, and there are photos or other historic evidence of their style and detail, use the historic evidence to inform the size, placement, and support details of the new awnings.
c. Rather than arched, bubble-shaped or bull nose awning forms, choose simple "shed" awning forms with slope less than 45 degrees. The use of supporting chains or rods, as well as flat canopies or special entry canopy shapes are appropriate in some cases, especially at a special building entry.
d. For upper story windows, fit awnings within single window openings rather than overlapping awnings over multiple window openings.
e. Ensure that new awnings will not detract from or conceal the building's architectural details or features, such as transom windows, ornamental brickwork, ghost signs, iron work, leaded glass, etc. Design new awnings and canopies to be in character with the original building and surrounding historic context.

This circa 1930s image shows an ornamental canopy at the corner entry of the store, still present on the building. (Source: City of La Grande Archives)

f. The use of woven fabric materials for awnings, preferably in a single color, will be appropriate for most buildings in the historic district. The use of vinyl, plastic, or other shiny materials for canopies or awnings is prohibited. Entry canopies of metal, glass, or finished wood may be appropriate in some cases, especially at a special entry condition where a canopy existed originally.

g. Graphics or added text along the bottom free edge of the awning may be used if at a pedestrian-oriented scale. The use of graphics or text on the slope of the awning is prohibited.



Gray Building (105-135 Liberty Street NE, Salem, OR) Lowest image shows the rehabilitation of historic awning configuration from circa 1912. (Sources top to bottom: Willamette Heritage Center, Google Streetview 2012, City of Salem)

C.4 SIGNS

PLACE SIGNS SO AS NOT TO DESTROY HISTORIC MATERIALS, OBSCURE DECORATIVE FEATURES, OR DOMINATE THE FAÇADE OF THE BUILDING. USE DURABLE MATERIALS AND FINISHES.

The following can help achieve this standard:

a. All signs must conform to the Article 5.8 of the City of La Grande Land Development Code.
b. The use of internally lit sign and illuminated cabinet signs is prohibited.
c. If more than one tenant occupies a building, consider a repeatable sign design or framework at the ground floor level of the building that each tenant may individualize.
d. Affix signs to allow for later removability and repair; for instance routing bolt holes in brick joints rather than through bricks where possible.
e. Creatively re-use an original or historic sign or its supports, and incorporate these historic elements into the new or altered sign.
f. Signs are encouraged to reflect historic texture and details found throughout the District. Use signs that are specifically sized and designed for their locations, especially on historic buildings. Do not cover up or interrupt decorative building features or details.
g. Signs above the ground level are appropriate if they are not over-scaled to the pedestrian environment, and do not detract from the architecture of the building or District.

A variety of sign types are visible in this image, including blade signs, mounted wall signs, and internally illuminated letter signs. All are placed for pedestrian use and are no larger than historic building features at the ground level.

C.5 FENCES/ACCESSORY STRUCTURES

DESIGN NON-BUILDING ACCESSORY ELEMENTS TO BE DURABLE, WELL-CRAFTED, AND IN KEEPING WITH THE STYLES, FINISHES, AND MATERIALS OF THE HISTORIC DISTRICT.

The following can help achieve this standard:

a. Design non-building accessory elements such as fences, freestanding light poles, bike parking racks, benches, "pole" or monument signs, or materials used in the walking surface to be durable, well-crafted, and reflective of the styles and materials of the historic district.
b. Design for the pedestrian environment, rather than for automobiles. Consider the user's tactile experience, their safety and protection, and the scale of any new accessory elements in the historic district, whether in the right-of-way or on private property.
c. Consider adding or including opportunities for a pedestrian to shelter from snow or sun.
d. Protect pedestrians and bicyclists from negative impacts related to automobiles, such as visual obstructions and headlight glare.
e. Use materials derived from and complementary to the existing materials found on contributing and historic buildings in the District. Finish all materials and joints to be durable, attractive, and long-lasting; such as painting wood, hiding fasteners, and/or fully enclosing the edges of panels or sheet metal.

View of Depot Street with a freestanding arch in the background leading to the railway station, c.1926-28 (Source: RPB Collection)

C.6 ROOFS & ROOFTOP ELEMENTS

MINIMIZE VISIBILITY OF ADDED ROOFTOP ELEMENTS.

The following can help achieve this standard:

a. Retain and, if possible, re-open historic skylights for natural daylighting and passive solar opportunities. Retrofit existing skylights and consider adding an insulating cover to keep heat in at night.
b. Avoid "bubble" forms for new skylights or for skylight alterations, but consider a range of more rectilinear skylight forms as long as their visual impact as seen from the surrounding streets or sidewalks is limited. However, if any historic skylights are present, match their size and shape when adding new skylights.
c. On flat roofs, set back elements such as angled photovoltaic panels, or utility, communication, or mechanical equipment from street-fronting sides of the building, unless the existing parapet prevents visibility from the sidewalk directly across the street. On flat or sloped roofs, minimize visibility of these rooftop elements. Use matte finishes and colors that blend with the roof or background for equipment or for any added elements such as an elevator over-run.
d. Locate rooftop patios at least 10 feet back from the front building façade. Use simple, open railings to minimize the visual impact of the rooftop patio from below.

Using flat or low-slope solar panels is a simple way to limit visibility. (Sources: National Park Service: https:://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm

D STANDARDS – WORK NOT VISIBLE FROM THE STREET

D.1 MATERIALS

EXISTING WALLS AND WALL FINISHES, IF HISTORIC, SHOULD BE MAINTAINED. NEW FINISHES WILL PREDOMINANTLY VISUALLY MATCH HISTORIC MATERIALS FOUND IN THE DISTRICT, BUT NEW MATERIALS ON NEW WALL SURFACES MAY BE INTRODUCED.

The following can help achieve this standard:

a. The use of elastomeric paints, vinyl siding, and "fake grain" fiber cement siding such as Hardie siding or Hardie board is prohibited.
b. At new walls or new wall finishes, specify durable materials that are visually similar to historic materials in the District, such as brick, concrete stucco or painted smooth fiber cement panels, or painted wood.
c. Repair masonry features, surfaces, and details using appropriate repair methods including re-pointing, consolidating, piecing in, and patching. Do not cover historic exterior materials with a new applied material, unless temporarily necessary to stabilize damaged areas or prevent further damage.

Example of materials that are allowable in the alley but would be unacceptable on the primary

D.2 WINDOWS

NEW OPENINGS AND NEW WINDOWS CAN ADD INTEREST AND FLEXIBILITY. FOLLOW THE GENERAL SIZE, PATTERN, ALIGNMENTS, AND PROPORTION OF NEARBY HISTORIC OPENINGS.

The following can help achieve this standard:

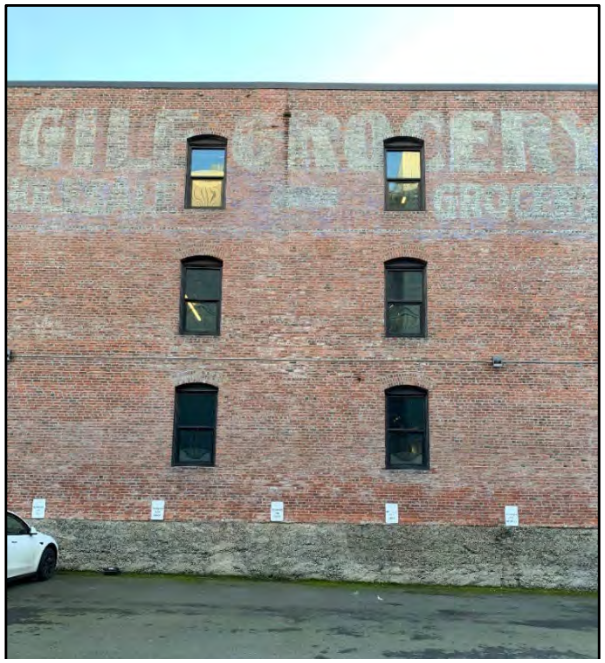
a. A proposal to replace existing historic windows, whether on a historic contributing or historic non-contributing building, must be accompanied by photographic evidence that the windows cannot reasonably be repaired.
b. Include traditional or contemporary water-shedding details such as a projecting, sloped sill in new openings. Inset new windows into the wall opening, especially in historic masonry walls.
c. Specify durable, repairable materials such as painted wood or metal, fiberglass, or aluminum-clad wood for new windows. Use clear or very lightly tinted glass and avoid the use of simulated divided lights. Vinyl windows are prohibited.
d. Cutting a few new openings into an existing masonry wall may be approvable in very limited circumstances. Use historic brick details and lintel designs in the new opening, preferably utilizing the removed bricks from the wall area.

D.3 AWNINGS

USE AWNINGS OR CANOPIES TO HIGHLIGHT A PEDESTRIAN SEATING AREA OR ENTRY.

The following can help achieve this standard:

a. If affixing a new awning or canopy to a historic wall, keep damage to the historic materials as limited as possible.
b. Ensure that new awnings will not detract from or conceal the building's architectural details or features, such as transom windows, ornamental brickwork, ghost signs, iron work, leaded glass, etc.



Example of a ghost sign left intact to show how the building has changed over time.

D.4 SIGNS

DO NOT OBSCURE DECORATIVE BUILDING FEATURES OR HISTORIC SIGNS. USE RESTRAINT IN LIGHTING AND SIZING SIGNS.

The following can help achieve this standard:

k. All signs must conform to the Article 5.8 of the City of La Grande Land Development Code.
l. The use of internally lit sign and illuminated cabinet signs is prohibited.
m. Retain existing historic ghost signs at sides and backs of buildings and keep the signs visible to pedestrians.
n. Reflect historic textural and depth details found throughout the District in sign designs and details. Do not cover up or interrupt decorative building features or details.
o. Scale and place signs for an intimate, human-scaled environment.

D.5 FENCES/ACCESSORY STRUCTURES

PLACE ACCESSORY ELEMENTS PRIMARILY TO SUPPORT THE PEDESTRIAN EXPERIENCE.

The following can help achieve this standard:

a. Do not impede the movement of vehicles and service uses through alleys, but design the remainder of the alley-facing environment primarily for the safety and enjoyment of both pedestrians and bicycles.
b. Keep areas visually open to the alley itself and visually open to views from upper windows.
c. Prioritize designs and materials that are complementary to the features and materials in contributing and historic buildings in the District. Retain older materials such as exposed brick walls.

Accessory features such as planters, furniture, bollards, or trash enclosures allow for multiple uses in block interior areas and activate the alleyscape

D.6 ROOFS & ROOFTOP ELEMENTS

LIMIT THE SIZE AND SCALE OF NEW ROOFTOP ELEMENTS

The following can help achieve this standard:

p. Prioritize the placement of new service elements such as angled photovoltaic panels, skylights, stair or elevator over-runs, or utility, communication, or mechanical equipment back from roof edges, though these elements may be visible. Use matte finishes and colors that blend with the roof or background for equipment.

APPENDIX

Glossary

Contributing Resource: A building in the District which was constructed between 1891 to 1948, which still has most of the essential qualities, materials, and features from this time period, and which was formally recognized by the National Register as a historic contributing resource to the District.

Historic Non-contributing Resource: A building in the District which was constructed between 1891 to 1948 but which was deemed to have lost many or most of its original qualities and features and therefore not included as a contributing resource to the District in 2001. Note that an older non-contributing resource can be renovated and restored, and its status changed to Contributing. Staff at the Oregon State Historic Preservation Office (Oregon Heritage) can submit simple documentation to the National Parks Service to have the original nomination document amended. Alternatively, a contributing resource can be reclassified as non-contributing if its historic integrity is compromised. If too many resources are reclassified as non-contributing, an entire district's historic designation can be removed.

Compatible: Similar to or sympathetic to something else. Architectural compatibility in a historic district is achieved when a change or new project reflects many, but not necessarily all, of the historic characteristics of the district. The new work can be seen as new, but is visually in harmony with the group and not trying to stand out.

Replace in-kind: This phrase is often used by the National Parks Service to refer to using new features on a building that match the old ones in material, profile, finish, and other details.

Reconstruct: If all or part of a historic feature is missing, reconstruct it from appropriate evidence, such as historical photographs, or features on similar adjacent properties.

Masonry: A wall or other construction made of smaller units of materials such as brick, stone, or concrete block.

Unreinforced masonry construction: Masonry construction that is not strengthened by another material or system, such as steel rebar, a poured concrete shear wall, or a steel frame. Commonly built from the 1800s up until about 1960, the exterior walls of unreinforced masonry buildings are particularly vulnerable to lateral movement, such as an earthquake.

Parapet: The part of a building wall that extends up past the roof.

Coping: The finish material at the top of a wall or parapet, typically made slightly wider than the wall to prevent water from getting into the wall. Copings can be stone, precast concrete, formed metal, or other material.

Character: The overall look and feel of a place or building. In a historic district such as the La Grande Commercial Historic District, the character is defined by the predominant older buildings that share common characteristics, but also by the paving, light fixtures, and other details.

Style: The decorative elements of a building or structure, in combination with its overall structure and expression. Knowing the style of your building can help determine what new components will be compatible with the existing design. The features and expression of one style are typically not appropriate to use on a building of another style. For example, the windows in an Italianate building are narrow and vertical in proportion, but on a Modern-era building, windows are horizontally-proportioned and have very little trim. See "Styles," next page, for a more detailed explanation of several styles found in the La Grande Commercial Historic District.

Universal Design: Treating all people, whether using a wheelchair, feet, or a walker, with an equal invitation to enter an area or a building. As much as possible, this means avoiding situations where people unable to use stairs have to take a less convenient path, or service corridors in the back to meet ADA accessibility.

Styles

Following are four of the most common styles in the District. Many buildings in the District are not "textbook" examples of a single style, but have characteristics of several styles, are less elaborate than some more "high style" examples, or were altered over time. The La Grande Commercial Historic District is primarily made up of buildings that are *20th-Century Commercial* style, *Italianate*, and *Early Modern*. A few examples of other styles found in the District include *Gothic Revival*, *Spanish Colonial* or *Mission Revival*, and a more Classical revival style sometimes called *American Renaissance* revival.

Italianate style architecture was a revival style typically used in Oregon from 1870 to 1910.

- Simple forms of two to four stories
- Deeply recessed windows and doors
- Cast iron, brick and stucco materials
- Tall, narrow double-hung windows, often arched and with elaborate hoods & crowns
- Quoins; belt courses
- Low-pitched or flat roof with parapet, sometimes a cupola or tower
- Prominent cornices with brackets, often paired; and wide overhanging eaves
- Elaborate double-door entrances with detailed surrounds.

Slater Building, Fir St. (Image Wikimedia).

20th-Century Commercial style architecture was common throughout the U.S. from 1890 to 1930.

- Simple forms of one to four stories
- High ground floor storefronts, regular pattern of storefront bays, often with recessed entrances
- Brick and masonry façades, with decorative brickwork and corbelled details, esp. at cornice
- Flat roofs with parapets
- Transoms over the storefronts
- Symmetrical bays and fenestration. Regularized storefront bays at ground
- Upper windows smaller, typically double-hung

Melville Building, Adams Ave.
Lottes Building, Adams Ave. (not pictured)

Mediterranean Revival, Mission, or Spanish (Colonial) Revival styles were popular in Oregon 1910-1935.

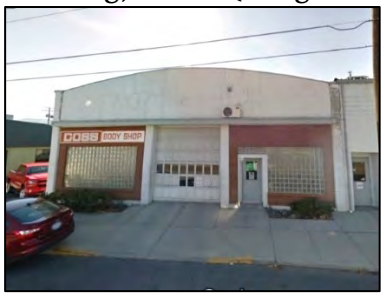
- Plain, flat surfaces -most often stucco, occasionally brick. (Spanish Revival styles have more surface ornamentation)
- Tile roofs, often a low pitched (hip or gable) roof, or flat with a parapet. (Mediterranean and Spanish Revival styles)
- Round-headed arched openings, often in pairs or threes (Mediterranean).
- Curvilinear parapet (Spanish Revival or Mission styles)

Historic La Grande City Hall & Fire Department, Elm St.

Salvation Army Building, Fir St. (image Google streetview)

Early Modern or Transitional styles were used in Oregon from 1925 to 1945.

q. Overall simplicity of form
   - Use of flat, “stripped” wall planes that meet without a cornice or significant eave
   - Windows may have a horizontal proportion and/or use glass block
   - Decoration, when present, tends to be ahistorical motifs like v-grooves or stepping forms



Goss’ Body Shop, Jefferson St. (Image Google Streetview)
Roesch Building, Fir and Washington (Not pictured)

Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

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

Additional Resources

Preservation Briefs

These briefs are prepared by the Technical Preservation Services department of the National Park Service. These briefs represent the best practices for preservation. In some cases, the work recommended surpasses the requirements for the City of La Grande, but can be helpful in determining an appropriate approach to rehabilitation, especially if considering applying for an incentive program such as the Federal Historic Tax Credits. A list of useful briefs is included below. To access the briefs, please visit. *https://www.nps.gov/tps/how-to-preserve/briefs.htm*

- Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Brief 2: Repointing Mortar Joints in Historic Masonry Buildings
- Brief 3: Improving Energy Efficiency in Historic Buildings
- Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Brief 9: The Repair of Historic Wooden Windows
- Brief 11: Rehabilitating Historic Storefronts
- Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns
- Brief 16: The Use of Substitute Materials on Historic Building Exteriors
- Brief 25: The Preservation of Historic Signs
- Brief 41: The Seismic Rehabilitation of Historic Buildings
- Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

Historic Building Resources

These resources can be used to research the historic appearance of a building.

- Eastern Oregon University Digital Photo Archive https://library-archives.eou.edu/
- Oregon Historical Society https://www.ohs.org/research-and-library/
- University of Oregon Digital Photo Collection https://oregondigital.org/catalog/
- University of Oregon Historic Oregon Newspapers https://oregonnews.uoregon.edu/
- Clark, Rosalind. Oregon Style: Architecture from 1840 to the 1950s. Portland: Professional Book Center, Inc., 1983.
- Poppeliers, John C. and S. Allen Chambers Jr. What Style Is It: A Guide to American Architecture, revised ed. Hoboken, NJ: John Wiley & Sons, 2003.
- Whiffen, Marcus. American Architecture since 1780: A Guide to the Styles. MIT Press, 1969.