

## Memorandum

Date: December 29, 2010

To: Historic Review Board

From: Sara Javoronok, AICP, Associate Planner

Subject: 2011-2012 CLG Grant Application

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### Background

The City is eligible to apply for the 2011-2012 Certified Local Government (CLG) grant through the Oregon State Historic Preservation Office (SHPO). It is a 50/50 matching grant program with a maximum match of \$14,500, for a total project amount of \$29,000. Among the City's previous grant projects are the following:

- Conduct a reconnaissance level survey (RLS) and develop a Historic Context Statement for the Willamette Neighborhood and Holly-Grove areas
- Draft a National Register nomination for the Willamette Falls Neighborhood Historic District
- Conduct a reconnaissance level survey of the Buck Street area
- Selective reconnaissance level surveys of the Bolton and Sunset Neighborhoods

The CLG grant application for 2011-2012 is attached (Attachment 1) along with a sample application (Attachment 2) from the previous grant cycle. The sample includes descriptions of numerous potential projects. The Board's final 2010 year end report is also attached (Attachment 3).

### Potential Projects

Staff has several suggestions for grant projects, which are outlined below. Staff also encourages the Historic Review Board to make recommendations for potential projects.

- 1) Development – These would only apply to contributing National Register listed properties.  
**Rehabilitation Grant Program** – Implement and administer a small rehabilitation grant program. Several communities have rehabilitation programs, including Albany, Astoria, Forest Grove, and Oregon City. Staff recommends a similar program with an initial maximum of a \$1,000 grant and a total of 6 grants, for a total of \$6,000.  
**Design Assistance Program** – Administer and fund a design assistance program that would provide applicants with 2 hours of time with an architect from a City approved list. Staff recommends funding this with \$1,000.
- 2) Intensive Level Survey (ILS) – The previous RLS projects reported that there are several potential districts and individual properties that could be listed on the National Register. An ILS is recommended prior to a National Register nomination. Staff suggests one potential ILS project:

**4800 Block of Willamette Falls Drive** – The selective RLS for the Bolton Neighborhood recommended this as a potential district. Four of the seven properties are locally landmarked. One is already listed on the National Register. Staff recommends funding of about \$7,000.

- 3) **National Register Nominations** – Staff is not suggesting any National Register nominations at this time.
- 4) Other Activities  
**Conference Attendance** – Funding to provide for staff and Board member attendance at the 2011 Oregon Heritage Conference in Astoria and at CLG or other workshops and conferences throughout the year. The estimated registration fee for the conference is \$165.00. Staff recommends funding of \$1,000.
- 5) Planning, Review, and Compliance  
**Development Code Revisions & Design Guidelines** – Revision of the existing sections of the Community Development Code relating to historic properties and the addition of a separate Design Guidelines document. This would involve staff and potentially consultant time. Staff recommends funding of \$15,500.
- 6) **Pre-Development** – Staff is not suggesting any Pre-Development projects at this time.
- 7) **Program Administration** – Staff costs for the administration of the grants. These cannot total more than 15% of the project total, in this case, if the City applies for the maximum match of \$14,500 that would total \$4,350.
- 8) **Public Education** - The grant application includes several potential ideas for public education. Two suggestions from staff are a quarterly or semi-annual newsletter for historic property owners and/or funding for Preservation Month Activities. The activities could include a walking tour, promotional materials, or local preservation awards. The funding amount would vary depending on the activities selected.
- 9) **Reconnaissance Level Survey** – The City has completed RLS projects for a significant portion of the City. There are still a few neighborhoods and areas with a high concentration of potentially historic structures. From staff's perspective, the highest priority area is the remainder of Willamette that has not been surveyed. There are a total of approximately 200 properties. A survey of garages and outbuildings could also be added to the previously surveyed areas. Staff recommends funding of about \$3,500.

**Recommendation**

Staff recommends funding the following elements, which are the highest priority for a total of \$29,000:

Rehabilitation Grant Program	\$ 6,000
Design Assistance	\$ 1,000
Development Code and Design Guidelines	\$15,500
Program Administration	\$ 2,000
Conference Attendance	\$ 1,000
<u>Willamette RLS</u>	<u>\$ 3,500</u>
	\$29,000

## Memorandum

Date: December 29, 2010

To: Historic Review Board

From: Sara Javoronok, AICP, Associate Planner

Subject: Revision to Section 25.070 L

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### **Background**

In April 2010, the City adopted code amendments to Community Development Code (CDC) Chapter 25, which covers the Willamette Historic District. The intent of the code amendments was to strengthen the code requirements for the district so that infill construction, additions, and other changes were more compatible with the form, scale, and character of the existing resources in the neighborhood. Many of the changes addressed concerns raised by residents and Historic Resources Advisory Board members. A more comprehensive update of the historic related code chapters is planned for a later date.

However, since the approval of the changes, staff has discussed potential projects with several applicants and one of the revised sections of code has made projects impossible or severely limits the scope of the project. Staff understands the issues that brought about the code changes, but believes that additional discretion could be given to the Historic Review Board that would still result in compatible changes in the district.

### **Issue**

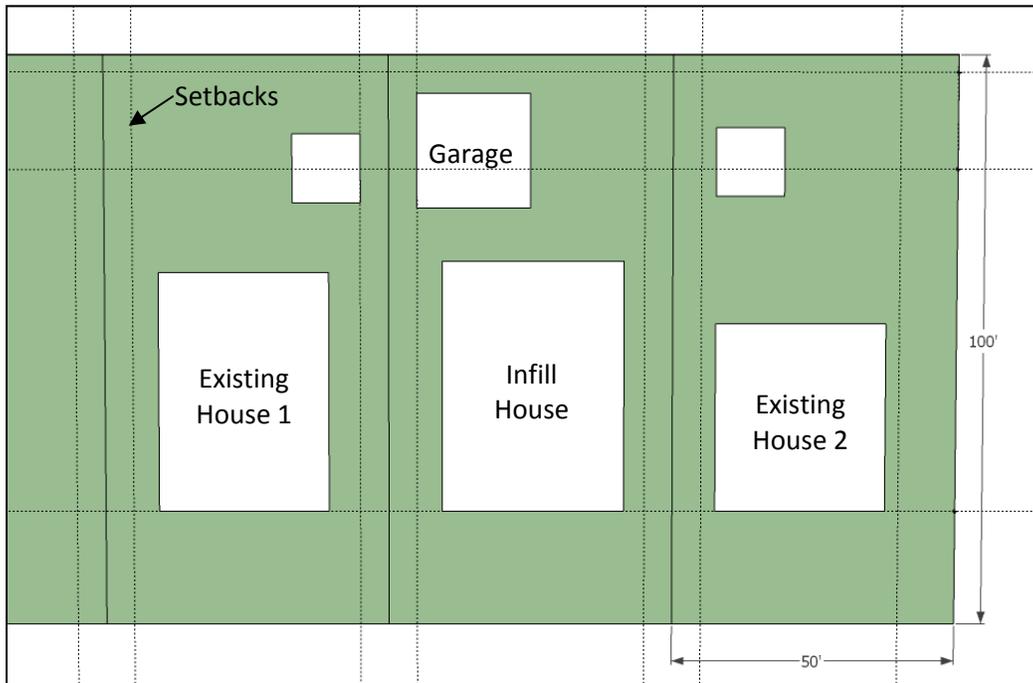
#### *Current Standard*

CDC Subsection 25.070 L addresses massing. The intent of the subsection was to require infill housing and additions that would be compatible with the massing of the existing residences. It states,

Massing. The square footage of the principal dwelling/house and any attached garage (not counting the basement) cannot exceed 125 percent of the average square footage of the adjacent homes (and any attached garage) on either side of the subject house, or 1,200 square feet, whichever is greater. For the purpose of this section, homes to the rear, or across the street, shall not be used as the basis of the square footage calculation. Homes on corner lots shall base their square footage on the one house and any attached garage adjacent to them. The square footage of the adjacent home will be based on actual measurement of all livable space in the house plus any attached garage (exclude crawlspaces or attic areas with less than five-foot vertical clearance plus all basement areas).

Prior to approval, staff tested this amendment on potential infill parcels within the district using the square footage data from the City's SnapMap program, which uses data from the Clackamas County Assessor's Office. However, staff subsequently determined that the square footage data in SnapMap included the basement, not just the above ground living space that contributes to massing. Since the historic structures in the district generally have basements, the exclusion of the basement from

the square footage calculation substantially reduces the total square footage for the majority of the properties in the district. Consequently, the code language limits the size of infill development more than staff originally estimated. As written, the code could make it impossible for a property owner, particularly one with a small house as a neighbor, to build an addition. This could include a small addition located to the rear that does not affect the perceived massing viewed from the street. It would also be difficult to add an addition to a home that is larger than or the same size as the adjacent houses. For example, a new home an infill parcel that has houses that are 990 and 1,250 square feet on either side of it would be limited to 1,406 square feet. While 1,406 square feet is larger than many houses in the district, it is smaller than the average new construction. An example infill house is shown below:



	Size of existing structure	Allowed size of infill structure
Existing House 1	1,260 square feet	
Infill House		125% of (990+1260)/2 = 1,406 square feet
Existing House 2	990 square feet	

Figure 1 & Table 1: Footprints and square footage currently permitted using the info in Table 1. The examples are all a single-story and are on 5,000 square feet lots.

*Previous Standard*

Prior to the recent code changes, the single-family residential design standards, approved in 2006, that apply elsewhere in West Linn also applied in the historic district. These address massing through a limit on floor area ratio (FAR) and overall size through lot coverage. These standards, contained in Chapter 11 for the R-10 zoned portion and in Chapter 13 for the R-5 zoned portion, no longer apply. The requirements were as follows:

Zone	Minimum Lot Size	Floor Area Ratio (FAR)	Lot Coverage	Allowed size of infill structure
R-5	5,000 sq. ft.	.45	40%	2,000 square foot building footprint and a total square foot limitation of 2,250
R-10	10,000 sq. ft.	.45	35%	3,500 square foot footprint and a total of 4,500 square feet

Table 2: Residential Design Standards for R-5 and R-10 Zoned Properties.

The square footage limitations, in Table 2 above, particularly for those properties that were zoned R-10, had the potential to result in infill development or additions that were far larger than adjacent properties. In addition, the definition for lot coverage makes it unclear whether accessory dwelling units (ADUs) would count against the lot coverage for a site. Given this, the most liberal interpretation of the code, not counting ADUs towards lot coverage, is shown below and followed by the maximum permitted by FAR.

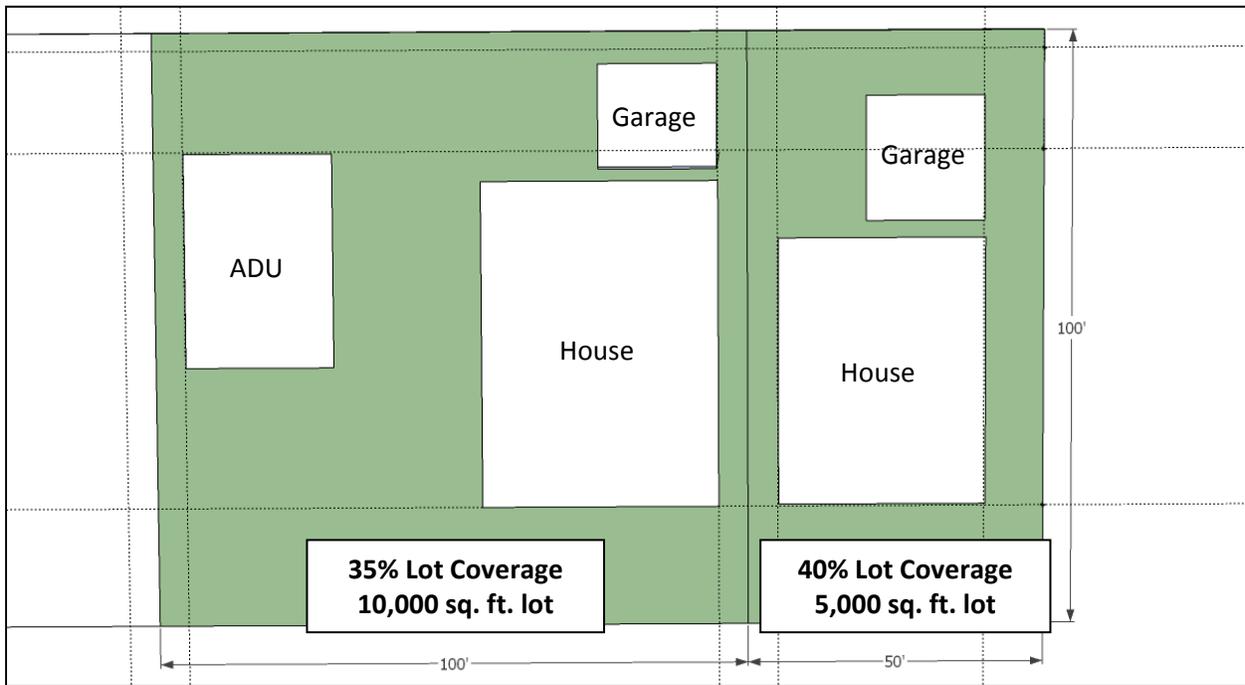


Figure 2: Lot Coverage for single story R-10 and R-5 zoned properties.

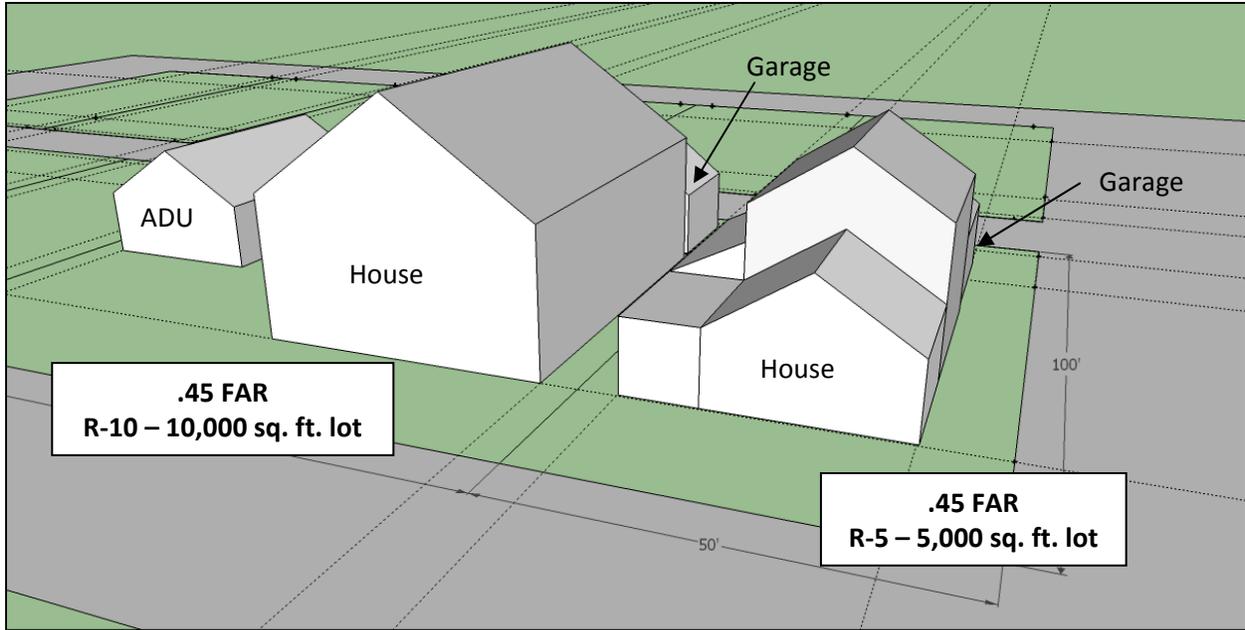


Figure 3: Street/Front Elevation showing the FAR limits for R-10 and R-5 properties.

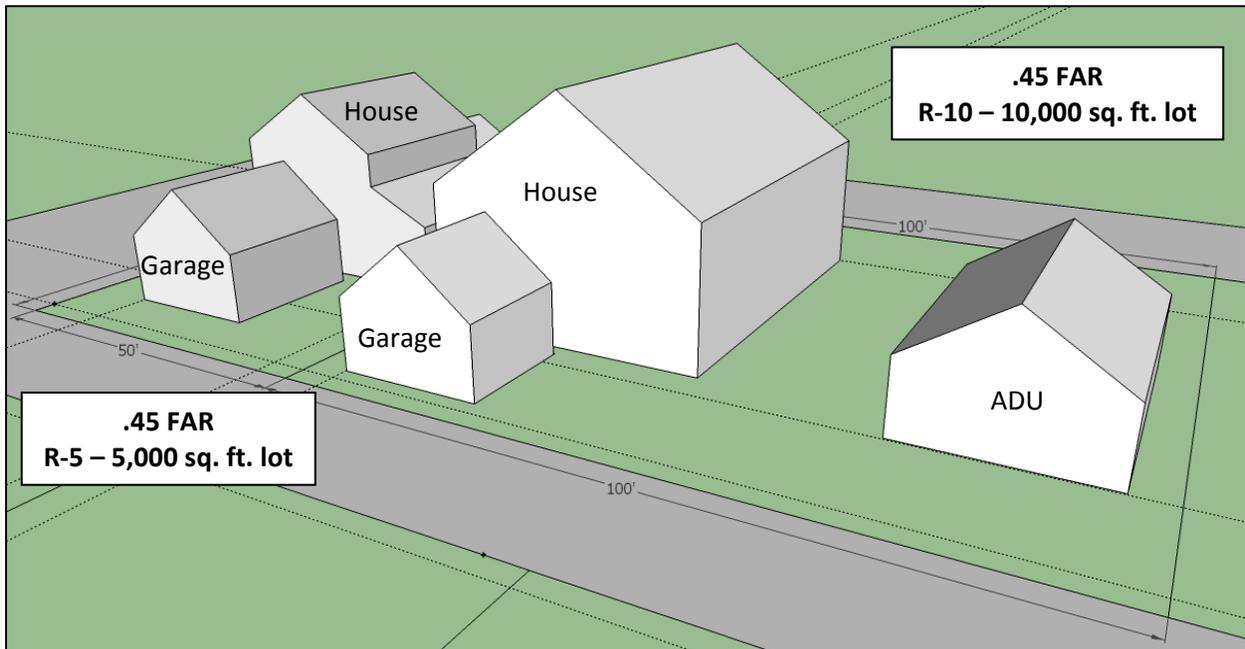


Figure 4: Alley/Rear Elevation showing the FAR limits for R-5 and R-10 zoned properties.

This language led to some successful infill construction, but also structures that were not compatible in scale with the district. Some successful and less successful examples of infill development are shown next to the adjacent properties. Below, their square footage (as defined by the current code), FAR, lot coverage, size compared to adjacent properties, and the size that could be built under the current code are detailed. Additional photos of the side and rear massing and accessory dwelling units are also shown for two of the properties.



1639 6 <sup>th</sup> Avenue	
Square Feet	1,886
Lot Size in Sq. Ft.	6,000
FAR	.31
Lot Coverage	27%
% Larger than Adj. Properties	45%
	15%
Current Sq. Ft. Permitted	1,651



<b>1630 5<sup>th</sup> Avenue</b>	
Square Feet	2,578
Lot Size in Sq. Ft.	5,000
FAR	.43
Lot Coverage	31%
% Larger than Adjacent Properties	10%
	31%
Current Sq. Ft. Permitted	2,336



<b>1777 6<sup>th</sup> Avenue</b>	
Square Feet	2,929
Lot Size in Sq. Ft.	5,000
FAR	.59
Lot Coverage	41%
% Larger than Adjacent Properties	27%
	40%
Current Sq. Ft. Permitted	1,850



Garage and ADU at 1777 6<sup>th</sup> Avenue



Adjacent garage at 1492 13<sup>th</sup> Street



<b>1891 6<sup>th</sup> Avenue</b>	
Square Feet	1,929
Lot Size in Sq. Ft.	5,000
FAR	.39
Lot Coverage	27%
% Larger than Adjacent Properties	-6%
Current Sq. Ft. Permitted	2,566



Side (east) elevation of 1891 6<sup>th</sup> Ave.



Side (west) elevation and garage of 1891 6<sup>th</sup> Ave.

*Code Revision*

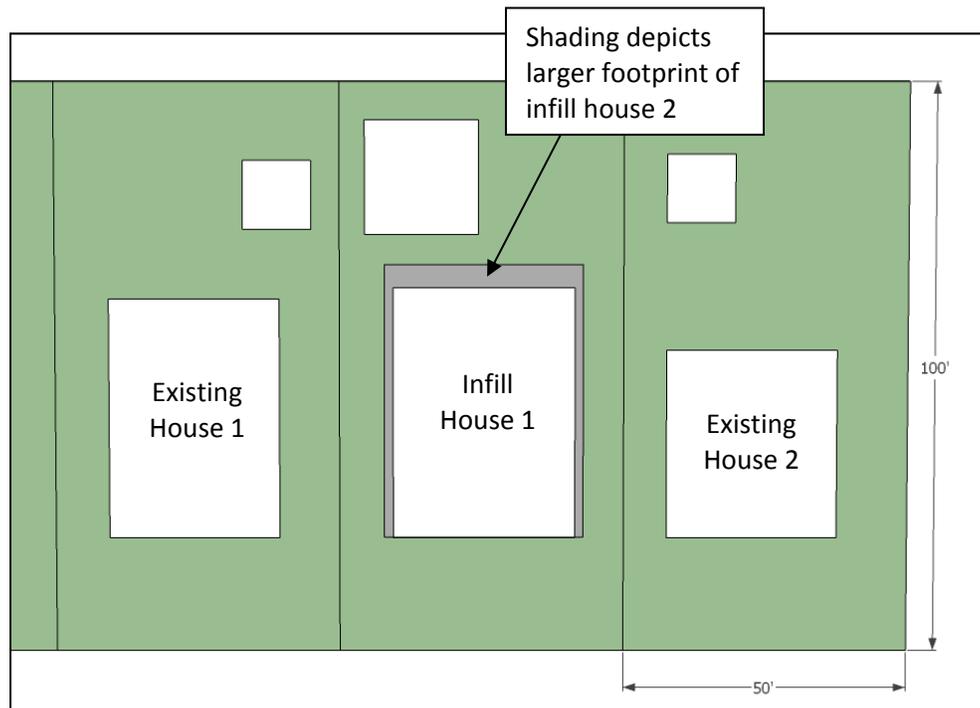
To provide additional flexibility to property owners and homeowners in the district, while still seeking to limit the massing of residences in the district to maintain compatible scale, staff recommends the following revision:

Section 25.070...

L. Massing. The square footage of the principal dwelling/house and any attached garage (not counting the basement) cannot exceed 125 percent of the average square footage of the adjacent homes (and any attached garage) on either side of the subject house, or 1,200 square feet, whichever is greater; **with the exception that the Historic Review Board may approve square footage for structures that is up to 150 percent of the average square footage of the adjacent structures if the applicant graphically demonstrates that the additional square footage will be compatible with the form, scale, massing, and character of the block.**

For the purpose of this section, homes to the rear, or across the street, shall not be used as the basis of the square footage calculation. Homes on corner lots shall base their square footage on the one house and any attached garage adjacent to them. The square footage of the adjacent home will be based on actual measurement of all livable space in the house plus any attached garage (exclude crawlspaces or attic areas with less than five-foot vertical clearance plus all basement areas).

This proposed change would not allow additional square footage by right, but would give the Historic Review Board the ability to permit a larger structure provided it met the larger goal of maintaining the architectural character of the district. Potential projects utilizing this additional discretion are shown below:



	Size
<b>Existing House 1</b>	1,260 square feet
<b>Infill House 1</b>	125% of $(990+1260)/2 = 1,406$ square feet
<b>Infill House 2</b>	150% of $(990+1260)/2 = 1,687$ square feet
<b>Existing House 2</b>	990 square feet

Figure 5 & Table 3: These modify Figure 1 and show the additional square footage permitted for a one-story structure allowing 150% of the square footage of the adjacent properties.

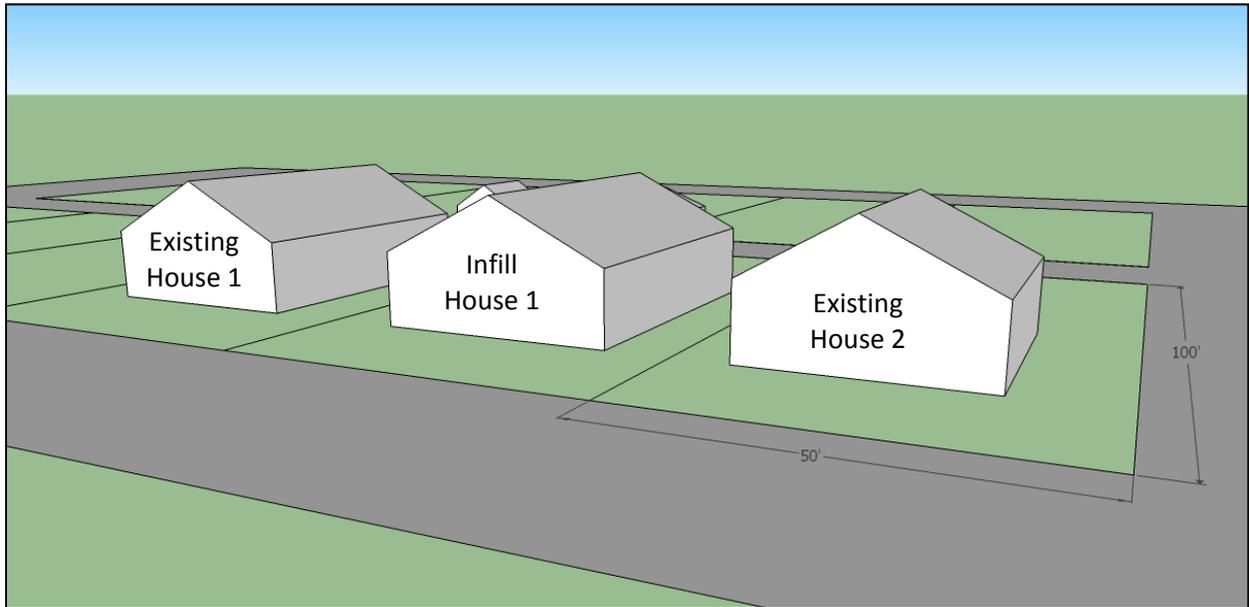


Figure 6: Street/front elevation for single-story structures, including the smaller infill house, based on the square footage in Table 2.

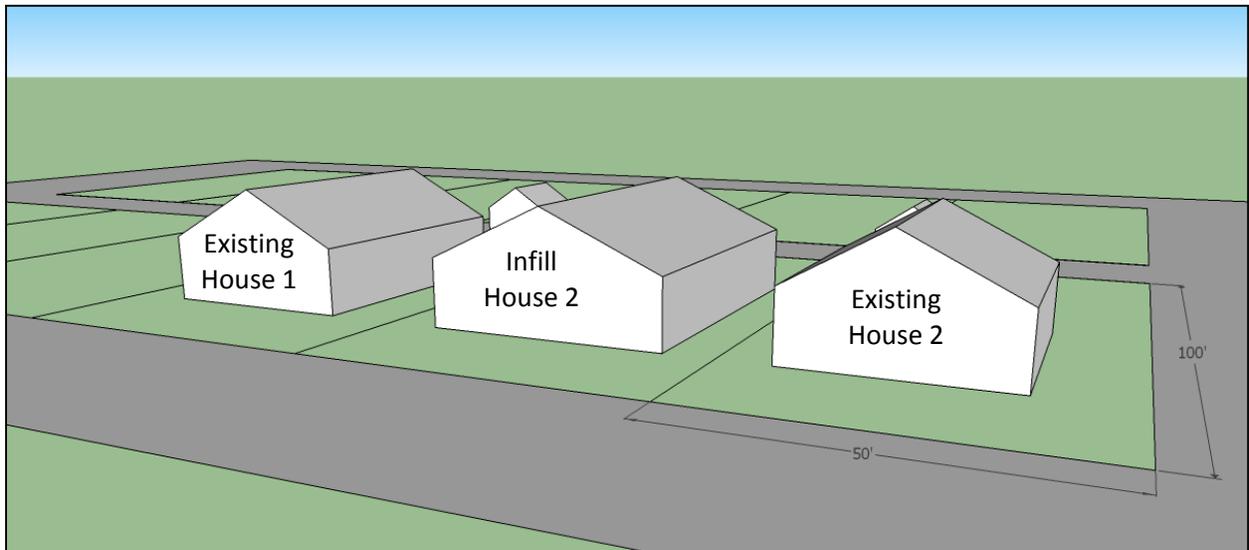


Figure 7: Street/front elevation for single-story structures, including the larger infill house, based on the square footage in Table 3.

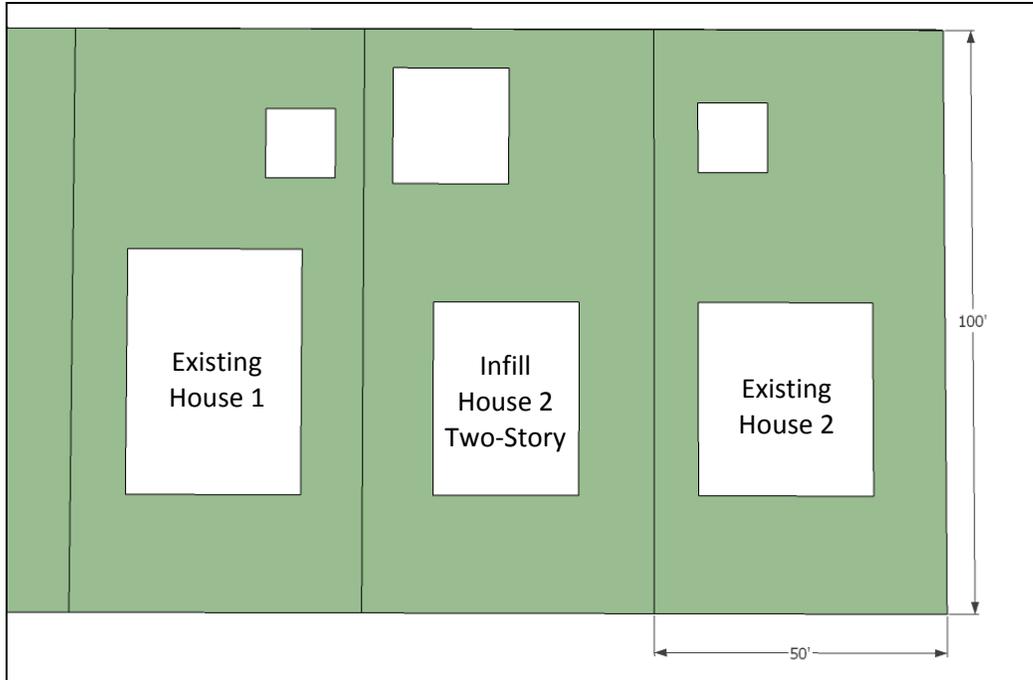


Figure 8: Lot Coverage for a two-story larger infill house based on the square footage in Table 2.

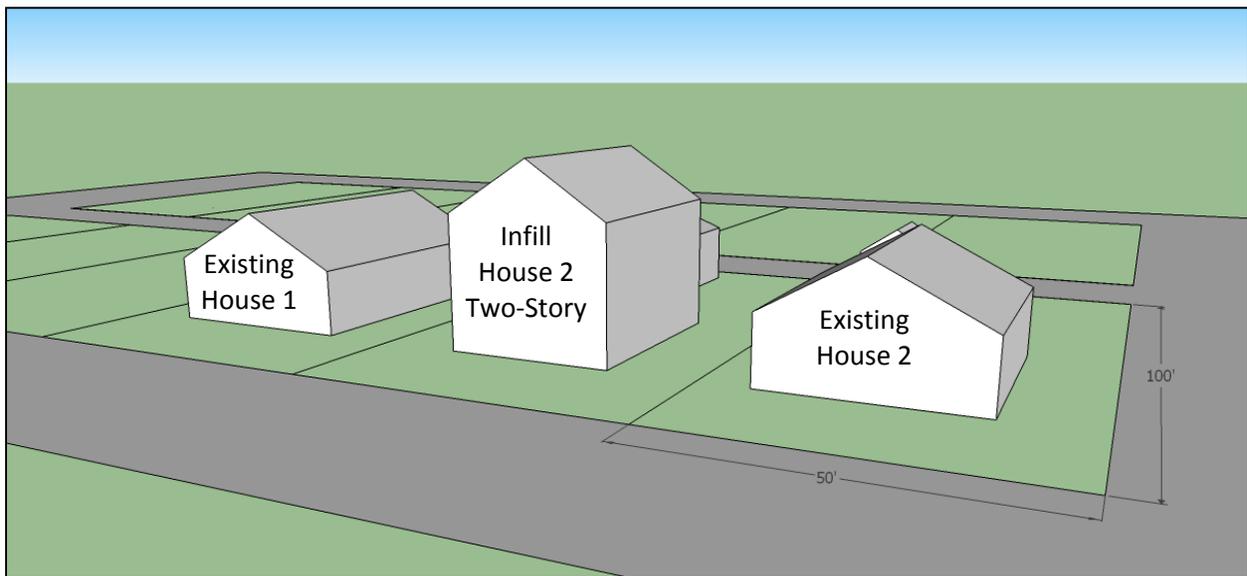
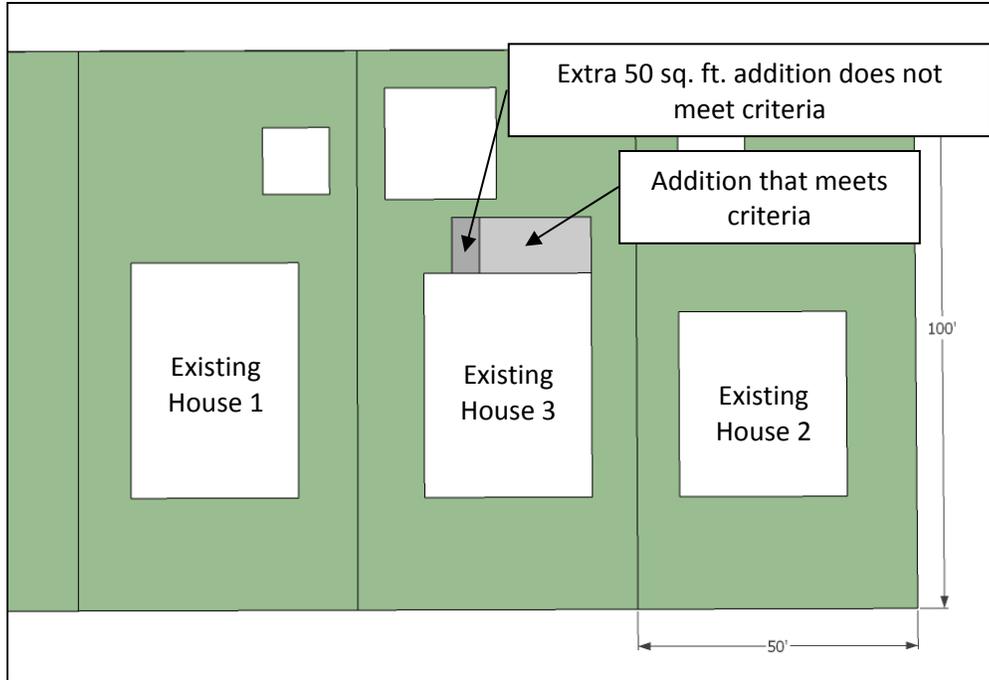


Figure 9: Street/Front Elevation for a two-story larger infill house based on the square footage in Table 2.

The current code also could make an addition, even one to the rear, impossible to add. This is demonstrated in Figures 11, 12 and Table 3. The proposed revisions would give the HRB discretion that could allow for the larger additions proposed below in Figure 10.



	Size
<b>Existing House 1</b>	1,260 square feet
<b>Existing House 3</b>	1,200 square feet
<b>Existing House 3 + addition that meets criteria</b>	1,400 square feet
<b>Existing House 3 + 50 sq. feet so addition does not meet criteria</b>	1,450 square feet
<b>Existing House 2</b>	990 square feet

Figure 10 and Table 3: Proposed Additions to Existing House 2 that do and do not meet the current code criteria.

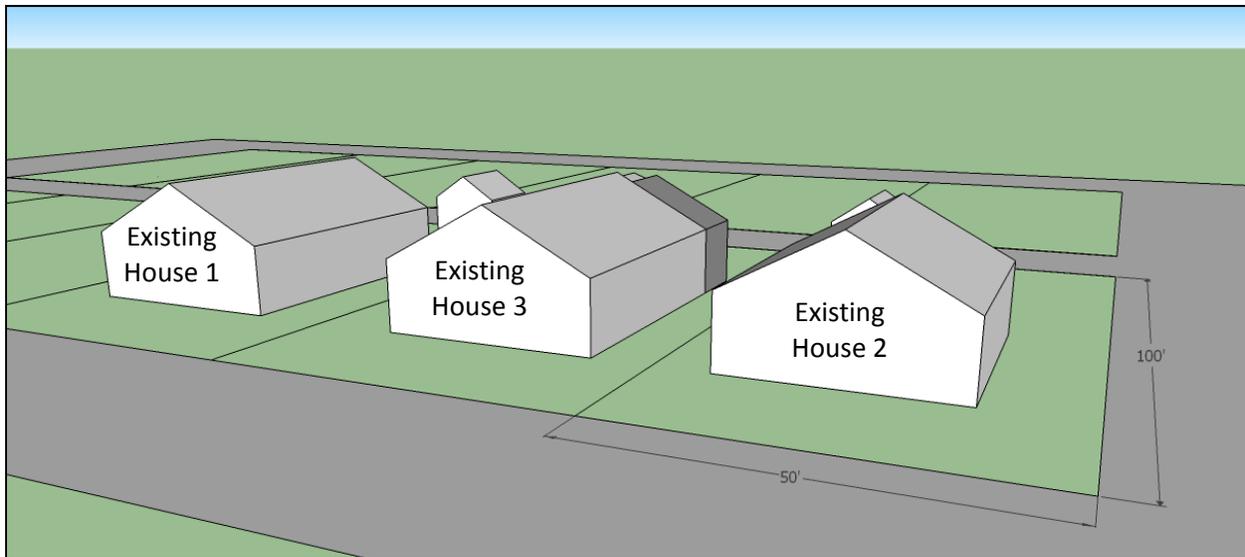


Figure 11: Proposed larger addition to Existing House 3.

**Conclusion**

The existing regulations are designed to prevent development with massing that is incompatible with the character of the historic district. However, as worded, they may be overly restrictive. In addition, they allow for different amounts of development for individual lots in the district. There

are examples of existing successful infill development that would not be permitted under the current standards and staff believes it is appropriate to give additional discretion to the HRB. This will allow for additional square footage in the interim period and the Historic Review Board can further address the issue during the “Phase II” code update.

Additional combinations of these graphics are shown on the following pages. The proposed modifications will allow for additional discretion and flexibility, but remain more restrictive than the general R-5 and R-10 design standards.

**Recommendation**

Staff recommends that the Historic Review Board recommend approval of the proposed change to CDC Section 25.070 M.

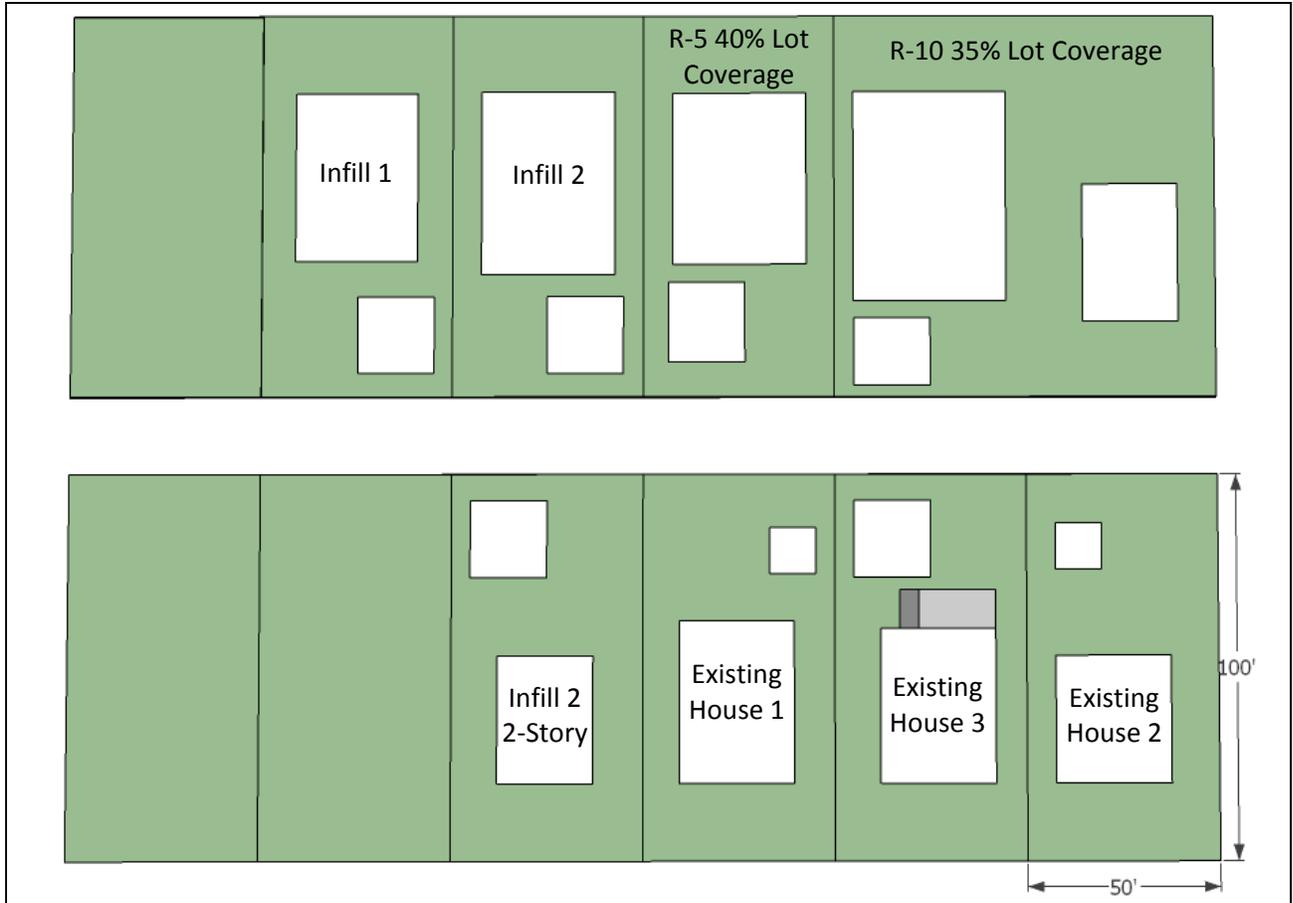


Figure 12: Lot Coverage for all of the variations described above.

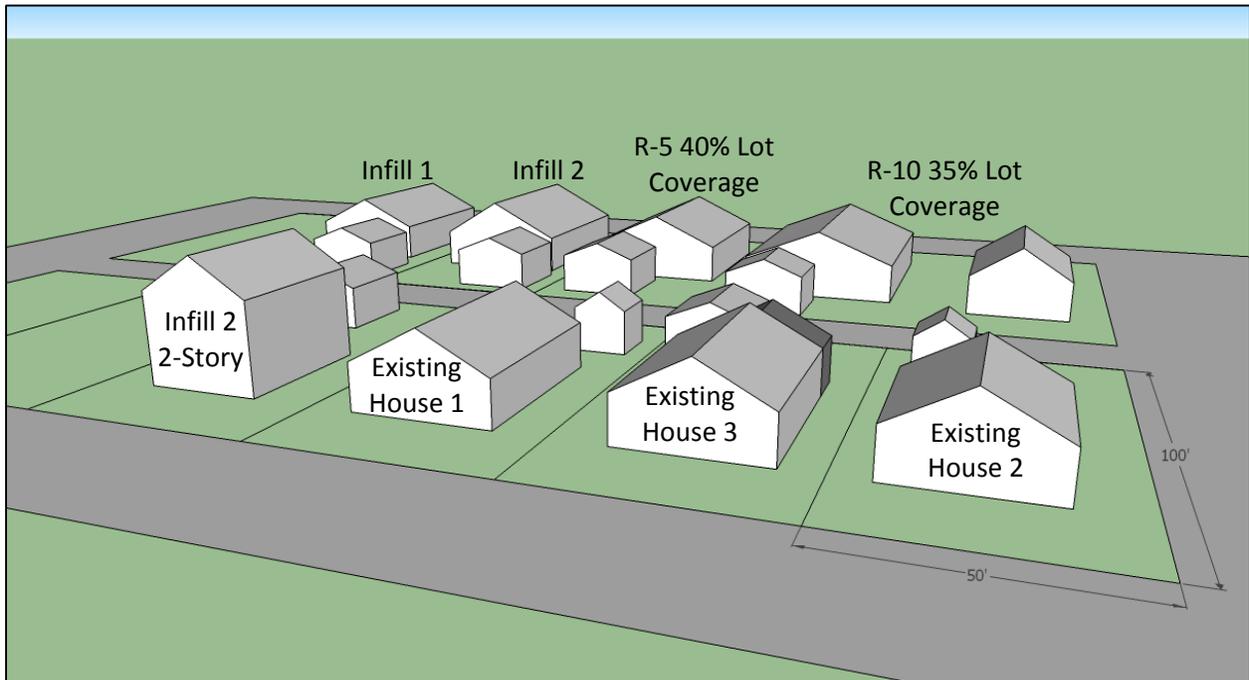


Figure 13: Sample square footage and FAR requirements for all of the variations described above.

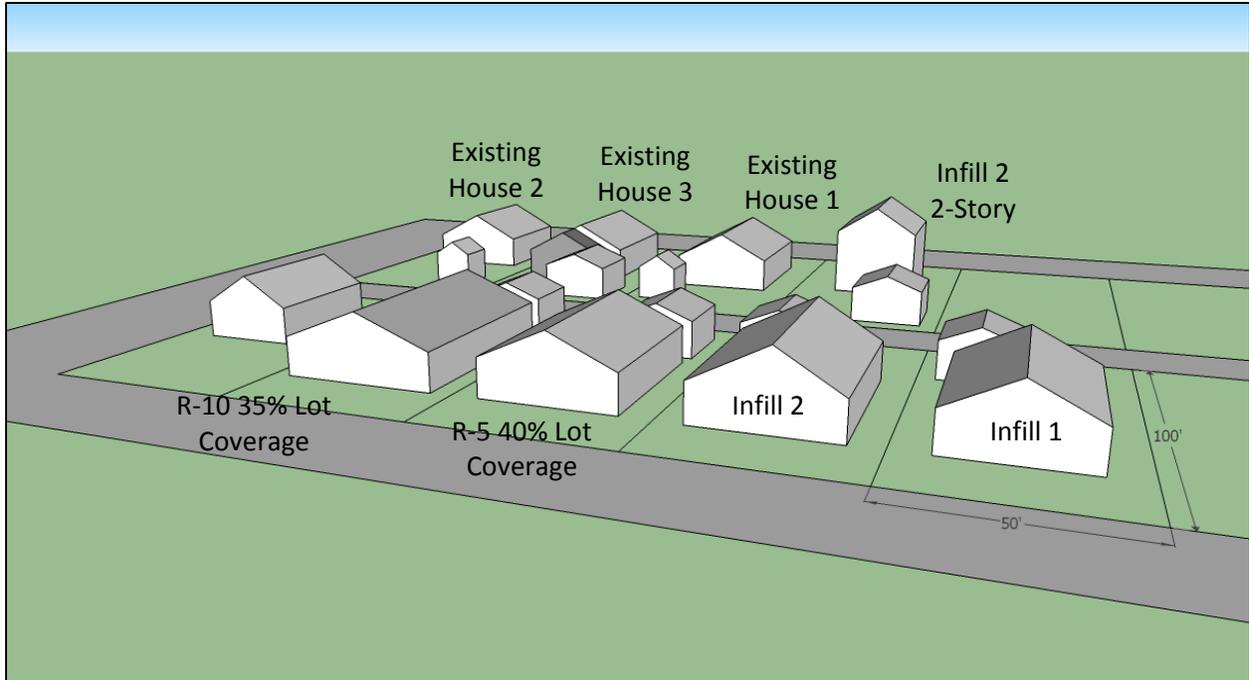


Figure 14: Sample square footage and FAR requirements for all of the variations described above, view rotated 180 degrees from Figure 13.

# City of West Linn

## HISTORIC REVIEW BOARD

### POLICIES AND PROCEDURES

**Agenda.** The agenda for each regular and special Historic Review Board meeting shall be available to the public at least 10 days prior to the hearing date.

**Americans with Disabilities Act (ADA).** All Historic Review Board Agendas shall include the following language:

If any member of the public has a disability that would affect his/her attendance and/or participation in any and all public proceedings, which would require special accommodation, please contact the City Manager to submit requests and disability documentation.

**Annual Review of Board.** The Historic Review Board shall hold an annual work session at the end of each calendar year to review accomplishments and issues from the past year, set goals, and establish a monthly schedule of agenda items for the next year.

**Attendance.** Board members will make a reasonable effort to inform the Chair and Planning Staff if they are unable to attend any meeting. Additionally, the Chair will inform the Vice-Chair and Planning Staff regarding any absence by the Chair.

**Bias and Disqualification.** Any proponent, opponent, or other party interested in a quasi-judicial matter to be heard by the Board may challenge the qualification of any Board member in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Board member's bias, prejudgment, personal interest, or other facts from which the party has concluded that the Board member will not participate and make a decision in an impartial manner. Such challenges shall be made prior to the commencement of the public hearing. The Chair shall give the challenged member an opportunity to respond. Any challenge concerning the qualifications or bias of a Board member by any party (who has standing) in the proceeding shall require a vote of the Board on the challenge. The Board member being challenged shall not vote unless required by the law of necessity to do so. Such challenges shall be incorporated into the record of the hearing.

If the Historic Review Board determines that the member is biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Board member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen if the Board member is a party with standing.

**Bylaws.** Laws or rules governing the internal affairs of an organization. A regulation made by a local authority having legal effect only in the area governed by that authority.

**Board Rules.** The Board shall review its rules as needed and at least once every year. Amendments shall be adopted by a majority vote. The Board has an obligation to be clear and simple in its procedures and consideration of the questions coming before it. The Board rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances or policies, or provisions of the City Charter.

**Communication with Staff.** Board members shall respect the separation between policy-making and administration by:

Limiting inquiries and requests for information from staff or department heads to those questions that may be answered readily or with only the most minimal of research.

Questions requiring significant staff time or resources (eight hours or more) shall require the approval of the Chair or the majority approval of the Board. All written information given by staff to one Board member should be distributed to all the Board members.

Limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, to interfere with their work performance, to undermine the authority of supervisors, or to prevent the full Board from having benefit of any information received. However, questions relating to factual issues regarding quasi-judicial land use hearings are encouraged so as to alert staff to significant issues important to the Historic Review Board acting as a quasi-judicial hearing body, and allow staff to research these issues and be prepared with answers at the hearing.

Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages. Staff shall have the same respect for the roles and responsibilities of Board members.

All informational material of major significance requested by individual Board members will be submitted by staff to the entire Board with a notation indicating which Board member requested the information.

As a demonstration of mutual respect, professionalism and courtesy between Board members and staff, written or oral communication should use formal business address in most instances. Board members should refer to staff either as Mr. or Mrs./Ms. followed by their last name or by their job title. Staff should refer to Board members as Mr. or Mrs./Ms. followed by their last name or Chair as appropriate. By mutual consent, individual Board and staff members may choose to address each other more informally. The overall policy should, however, be one of professional courtesy.

**Conferences and Seminars.** Members of the Board are urged to educate themselves about historic preservation and quasi-judicial proceedings. To that end, Board members are urged to attend conferences, training seminars, or meetings. Such educational opportunities shall be approved by the Board, subject to budgetary constraints. Upon the Board members return from attending a conference, training seminar, or meeting, the Board member will give a brief oral report to all members of the Board unless the majority attended the same function, or if requested by any Board member who did not attend the conference, training seminar, or meeting.

**Conflict of Interest.** Generally, conflicts of interest arise in situations where a Board member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Board. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit of the Board member, a relative, or a business with which the Board member is associated. A potential conflict of interest is one that could be to the private financial benefit of the Board member, a relative or a business with which the Board member is associated. A relative means the spouse, children, siblings, or parents of the public official. A Board member must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue unless allowed by state law.

**Discussion.** During discussion phases of Board deliberations, individual Board members shall request recognition by the Chair to speak by use of the electronic light system within the hearing room, or by other organized method determined by the Chair if the light system is non-operational or unavailable. The Chair should recognize individual Board members requesting to speak in the chronological order of the request, while ensuring that each Board members has an opportunity to speak.

**Emergency Meetings.** In the case of an emergency, an emergency meeting may be called by consent of all available Board members upon such notice as is appropriate to the circumstances. The minutes of the emergency meeting shall describe the emergency justifying less than 24 hours notice. The City shall attempt to contact the media and other interested persons to inform them of the meeting.

**Exhibits.** Exhibits presented before the Board in connection with its deliberations on a legislative, quasi-judicial, or other substantive matter shall be accepted by the Board and made part of the record. The exhibit shall be marked for identification and referenced in the minutes. The exhibit or a copy thereof shall be provided to the meeting recorder.

**Ex Parte Contacts and Disqualification.** For quasi-judicial hearings, Board members will endeavor to refrain from having ex parte contacts relating to any issue of the hearing. Ex parte contacts are those by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. Ex parte contacts can be made orally when the other side is not present, or they can be in the form of written information that the other side does not receive.

If a Board member has ex parte contact prior to any hearing, the Board member will reveal this contact at the meeting and prior to the hearing. The Board member shall describe the substance of the contact and the presiding officer shall announce the right of interested persons to rebut the substance of the communication. The Board member also will state whether such contact affects the Board member's impartiality or ability to vote on the matter. The Board member must state whether he or she will participate or abstain.

For quasi-judicial hearings, a Board member may be disqualified from the hearing by a majority vote of the Board. The Board member disqualified shall not participate in the debate, shall step down from the dais for that portion of the meeting, and cannot vote on that motion.

For quasi-judicial hearings, a Board member who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Board member has reviewed all the evidence and testimony received.

While a site visit is an ex-parte contact, Board members are encouraged to make such visits and take a detailed look at the site, under the condition that: 1) the Board member shall not discuss his or her visit with any party; and, 2) the Board member shall disclose the visit and any observations made at the public hearing.

**Filling Vacancies on the Board and Election of Officers.** (See attached Exhibit "A," Municipal Code sections 2.060 and 2.070.)

**Government Standards and Practices Board Requirements and Reporting.** Board members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

Board members shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Board. This general obligation includes the duty to refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
2. Making decisions involving business associates, customers, clients, and competitors.
3. Repeated violations of Board Rules.
4. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers, or friends.

5. Seeking employment of relatives with the City.
6. Actions benefiting special interest groups at the expense of the City as a whole.
7. Expressing an opinion that is contrary to the official position of the Board without so stating.

In general, Board members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Board and abiding by all decisions of the Board, whether or not the member voted on the prevailing side.

**Legal Advice.** Requests to the City Attorney for advice requiring legal research shall not be made by a Board member except with the concurrence of the majority of the Board or of the Chair. Before requesting research or other action by the City Attorney, the Board is encouraged to consider consulting with the Planning Director to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Board meeting, a Board member shall make requests of the City Attorney through the Planning Director.

**Meeting Staffing.** Planning Staff will attend all Board meetings. Staff may make recommendations to the Board and shall have the right to take part in all Board discussions but shall have no vote. The City Attorney or his/her designee will attend Board meetings as needed. The Planning Director shall designate a staff or contract person as a meeting recorder who will attend all Board meetings and keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of meetings.

**Meeting Times.** The Board shall meet regularly in the Council Chambers on the third Tuesday of each month at 6:30 p.m. for a Work Session which, shall be open to the public, followed by a Commission meeting beginning at 7:00 p.m. Board meetings that exceed three and a half hours in length shall be continued to the next scheduled meeting unless extended by majority vote of the Board. After approximately 90 minutes in session, the Board may break for 10 minutes. The Board may schedule special meetings as needed at its discretion.

**Members of the Public Addressing the Board.** Each person addressing the Board shall first complete a testimony form and give it to the meeting recorder or Vice-Chair prior to discussion of an item on the agenda.

When called by the Board Chair, those wishing to address the Board shall come to the designated area and state their name and address. They shall limit their remarks to three minutes unless the Board decides prior to a particular agenda item to allocate more or less time. They should address all remarks to the Board as a body and not to any member thereof.

No person, other than the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without the permission

of the Chair. During all hearings, questions and comments from the public shall be permitted at the discretion of the Chair. No member of the public will be allowed to speak more than once on a particular agenda item, unless requested by the Chair, except that an applicant in a quasi-judicial hearing shall have the right to rebut all comments from the public, board, or staff pursuant to specific rules set forth for such rebuttal.

At the conclusion of an individual's testimony, a member of the public may be questioned by individual board members regarding their testimony. Questions from the Board should be for the purpose of ascertaining additional facts and opinions from the public, not for argument or dispute. The Chair shall have the authority to set a time limit for responses to questions should such a limit become necessary.

The Board shall maintain a forum allowing citizens to comment on City issues and Board decisions which relate to historic preservation. Any person making personal, offensive, or slanderous remarks, or who become boisterous, threatening, or personally abusive while addressing the Board may be requested to leave the meeting. The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Board. The Chair may request the assistance of Sergeant-at-Arms to restore order at any meeting.

**Minutes.** Minutes shall be prepared with sufficient detail to meet their intended uses. Verbatim minutes are not required.

The minutes of meetings of the Board shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

1. The names of Board members and staff present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. The results of all votes and the vote of each member by name;
4. The substance of the discussion on any matter.
5. Reference to any document discussed at the meeting.

The Board may amend the draft minutes to correct any factual errors in them. Upon receipt of the minutes in the Board agenda packet, the Board members should read and have ready in writing any changes to the minutes. The Board will discuss and vote on any changes at its next earliest meeting. After any changes are approved, the Planning Director (or his/her designee) will prepare a final draft copy of the minutes that will be voted on at a subsequent meeting. Once the final draft is adopted, under no circumstances shall the minutes be subsequently changed except by unanimous vote of the Board.

**Motions.** When a motion is made, it shall be clearly and concisely stated by its mover. Board members are encouraged to exercise their ability to make motions and to do so prior to debate in order to focus discussion on an issue and speed the Board's proceedings. The Presiding Officer will state the name of the Board member who made the motion and the name of the Board member who made the second. When the Board concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of discussion. The following rules shall apply to motions during proceedings of the Board:

- A motion may be withdrawn by the mover at any time without the consent of the Board.
- If a motion does not receive a second, it dies. Certain motions can proceed without a second, including nominations, withdrawal of motion, and agenda order.
- A motion that receives a tie vote fails.
- A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the same meeting. The question being postponed shall be considered at a later time at the same meeting or at a set specified time in the future. A motion to postpone is both debatable and amendable.
- A motion to call for the question shall close the debate on the main motion and is undebatable. This motion must receive a second and fails without a majority vote. Debate is reopened if the motion fails.
- A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting or adding, striking out, striking out and inserting, or substituting.
- Motions that cannot be amended include motion to adjourn, agenda order, lie on the table, reconsideration, and take from the table.
- A motion to amend an amendment is in order.
- Amendments are voted on first, then the main motion as amended.
- The Board will discuss a motion only after the motion has been moved and seconded.
- The motion maker, presiding officer, or meeting recorder should repeat the motion prior to voting.
- The Board Chair will originate all procedural motions.

- A motion to continue or close a public hearing is debatable.
- A point of order, after being addressed by the presiding officer, may be appealed to the body.

**News Media.** The Board recognizes the important role of the news media in informing the public about the decisions, activities, and priorities of government. Workspace shall be reserved for members of the press at Board meetings so that they may observe and hear proceedings clearly. The terms “news media,” “press,” and “representative of the press” for the purpose of these rules are interchangeable and mean someone who:

Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and regularly reports on the activities of government or the governing body.

It is inappropriate to comment to the news media or through any communications medium on an issue before or during the decision-making process, especially if the issue is a quasi-judicial matter.

**Order and Decorum.** A law enforcement officer of the City may be sergeant-at-arms of the Board meetings. The sergeant-at-arms shall carry out all orders and instructions given by the Chair for the purposes of maintaining order and decorum at the Board meeting. If the sergeant-at-arms determines that the actions of any person who violates the order and decorum of the meeting constitutes a violation of any provision of the West Linn Municipal Code, the sergeant-at-arms may place such person under arrest and cause such person to be prosecuted under the provisions of the Municipal Code, or take other appropriate action as outlined in the West Linn Official Police Manual Revised.

Any of the following shall be sufficient cause for the sergeant-at-arms to, at the direction of the Chair, or by a majority of the Board present, to remove any person from the Board chamber for the duration of the meeting:

1. Use of unreasonably loud or disruptive language.
2. Making of loud or disruptive noise, including applause.
3. Engaging in violent or distracting action.
4. Willful injury of furnishings or of the interior of the Board chambers.
5. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
6. Refusal to obey an order of the Chair or an order issued by a Board member that has been approved by a majority of the Board present.

Before the sergeant-at-arms is directed to remove any person from a Board meeting for conduct described in this section, that person shall be given a warning by the Chair to cease his or her conduct. If a meeting is disrupted by members of the audience, the Chair or a majority of the Board present may declare a recess and/or order that the Council chamber be cleared.

**Order of Business.** The Chair shall have the authority to arrange the order of business as is deemed necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:

- A. Call to Order
- B. Minutes
- C. Public Hearings
- D. Business from the Historic Review Board
- E. Report from the Staff

**Historic Review Board Testimony.** The Historic Review Board was established to act as a hearing body and render decisions on certain types of projects listed in Section 99.060 D of the Community Development Code, and to make recommendations to the Planning Commission and/or the City Council on historic resources issues. In an effort to maintain the impartiality of the Historic Review Board, especially in cases where issues can be remanded by the Planning Commission or City Council back to the Historic Review Board for review, the following rules are established. For legislative land use matters before the Planning Commission or the City Council, Historic Review Board members may testify as a Historic Review Board member, as a Board representative if so designated by the Board, or as a citizen. For quasi-judicial hearings or petitions for review before the Board, Board members, who have participated in the preceding Board decision, may not testify before the Planning Commission or City Council on the respective matter unless they are designated by the Board to do so.

**Presiding Officer.** The Chair shall be the Presiding Officer and conduct all meetings, preserve order, and enforce the rules of the Board. The Vice-Chair shall preside in the absence of the Chair and shall receive and organize public testimony forms received during the meeting. The Presiding Officer shall not be deprived of any of the rights and privileges of a Board member except that the Presiding Officer shall only vote after all other members of the Board have voted. In case of the absence of the Chair and the Vice-Chair, Planning Staff shall call the meeting to order and the Board shall elect a chairperson for the meeting by majority vote.

**Quasi-Judicial Hearing.** Conduct of quasi-judicial hearings shall conform to the requirements of ORS 197.763 and the West Linn Community Development Code including, but not limited to the following:

1. The Chair shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.

2. The Chair shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
3. Discussion of jurisdiction and impartiality of the Board.
4. Staff report on the application (including summary of additional correspondence) and initial Board questions for staff.
5. Applicant's presentation. (20 minutes)
6. Testimony in support of the application. (3 minutes each)
7. Testimony in opposition to the application. (3 minutes each)
8. Neutral testimony. (3 minutes each)
9. Applicant's rebuttal testimony. (10 minutes)
10. Questions from the Board to staff, and staff response to testimony.
11. Closure of public hearing, no further information from the audience.
12. Discussion by Board and decision.
13. The Board shall adopt findings employing staff and the City Attorney as necessary in the preparation and adoption of the findings. The Board may, at its discretion, direct the Chair to sign the decision and findings, or it may continue the hearing to consider a draft decision and findings at a subsequent date.

If there are objections to the jurisdiction of the Board to hear a matter, the Chair shall terminate the hearing if the inquiry results in substantial evidence that the Board lacks jurisdiction, or the procedural requirements of any code or ordinance provision were not met.

The Board members should avoid conduct during a hearing that can be construed or misinterpreted as conducting private deliberations shielded from public view.

**Public Records.** The disposition of public records created or received by Board members shall be in accordance with Oregon Public Records Law. Written information incidental to the official duties of a member of the Board including electronic mail messages, notes, memos, and calendars (e.g., "day timers") are public records and are subject to disclosure under the Public Records Law.

**Quorum.** The quorum requirement for the conduct of Board business is a majority of members of the Historic Review Board. If a Historic Review Board member is disqualified from voting for any reason, steps down from the dais, and remains in the room, then they shall be still considered as part of the quorum even though not voting.

**Reconsideration of Actions Taken.** A member who voted with the majority may move for a reconsideration of an action at the same meeting. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Board.

**Representing the City.** When a member of the Historic Review Board represents the City before another governmental agency, before a community organization or media, the official should first indicate the majority position of the Board. Personal opinions and comments may be expressed only if the Board member clarifies that those statements do not represent the position of the Board.

**Roberts Rules of Order.** On any matter or issue not addressed by these Historic Review Board rules, Roberts Rules of Order shall apply.

**Speaking by Board Members.** Any Board member desiring to be heard shall be recognized by the Chair, but shall confine his or her remarks to the subject under consideration or to be considered. Board members will be direct, candid, and professional in speech and demeanor. Board members will speak one at a time, allowing one another to finish.

**Suspension of Rules.** These rules may be suspended upon an affirmative vote of the majority of a quorum of the Board. Suspension of the rules should only occur in cases of extreme necessity and for no other reason.

**Televising of Meetings.** Public hearings before Board may be televised. Televising of hearings shall be accomplished pursuant to applicable adopted policies.

**Voting.** Every Board member, when a question is taken, shall vote unless a majority of the Board members present, for special reason, shall excuse said person. No Board member shall be permitted to vote on any subject in which he or she has a conflict of interest. All votes shall be taken by a roll call. A vote may be yes, no, or an abstention.

The concurrence of a majority of the Board members present and qualified to vote shall be necessary to decide any question before the Board. The meeting recorder shall call the roll, alternating the order of members called. The Chair, in all instances, shall vote last.

**Work Sessions.** Work sessions of the Board shall be held in accordance with the Oregon Public Meetings Law (ORS 192.6-710). Whenever circumstances require such a session, it shall be called by the Chair or two Board members.

# State Historic Preservation Office

## CLG Grant Application

### 2011-2012 Grant Cycle

The purpose of the CLG grant program is to assist local governments with their historic preservation programs. The grant of composed of federal and state funds, requires a 50/50 match of local funds or donated services/supplies, including staff and preservation commission members' time. Grants are restricted to local governments "certified" by the State Historic Preservation Office and the National Park Service. Grants are awarded on a non-competitive basis in order to ensure that all local programs benefit. Grant awards may be less than requested in the grantee's application.

Maximum grant awards are expected to be around \$14,500 based on fund availability.

Mail, fax or email both sections of the completed application no later than **February 25, 2011** to:

State Historic Preservation Office  
 Attention: Kuri Gill  
 725 Summer Street NE, Suite C  
 Salem OR 97301

Notification of grant awards will be made by late March, with contracts available for a start date of April 1st. For assistance, contact Kuri Gill, 503-986-0685, **Kuri.Gill@state.or.us**.

#### I. APPLICANT INFORMATION & BUDGET SUMMARY

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Names of State Legislators: Senate: \_\_\_\_\_ House: \_\_\_\_\_

Grant Request: \_\_\_\_\_ This amount is reimbursable.

Local Match: \_\_\_\_\_ Same as grant request.\*

Proposed Total Project Budget: \_\_\_\_\_ Grant Request + Local Match (Same as Item 11 in Section II)

Match Sources: \_\_\_\_\_

\*In order to simplify record keeping SHPO requests that CLGs show only a 1:1 local match on the application. Any over match can be recorded separately and submitted with the end of grant cycle report. Federal funds may not be used for match, excluding CDBG funds.

**SUBMISSION CERTIFICATION:** The signers below certify the intent of the Local Government to carry out the proposed objectives and commitments in this application, if approved for funding by SHPO.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landmarks Commission Chair (recommended)

**SECTION II: PROPOSED SCOPE OF WORK** - Complete the sections that apply to your proposed activities for this grant cycle. Please be specific in explaining your proposed projects, particularly in estimating costs and describing the quantity and quality of the "products" your project will generate. If you would like to show a match beyond the 1:1 required match place that amount in the "Over Match" field in each budget section. SHPO staff will be available for guidance before your projects begin. The current federal maximum per hour that can be paid by grant or match for staff or consultants is \$87.82/hr in Portland Metro area and \$83.54.elsewhere.

**1. DEVELOPMENT**

Labor and material costs for rehabilitating National Register properties (must be on the Register prior to rehab work). Most projects will likely be single activities, such as re-roofing, painting, window repair, etc. All projects should have "Predevelopment" studies completed in advance. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Selection of the property to receive the grant should be based on an open and fair selection process if it is privately owned.

Scope of Work - Include property name and timeline. Please attach photos and work plan including methods and materials.

Professional Contractor or Consultant \_\_\_\_\_  
 Volunteer Time (\$8.40/hour) \_\_\_\_\_  
 Staff \_\_\_\_\_  
 List position & wage: \_\_\_\_\_  
 Travel (\$.55/mile) \_\_\_\_\_  
 Materials & Equipment \_\_\_\_\_  
 Printing, Design, etc. \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

**2. INTENSIVE LEVEL SURVEY**

Historical documentation of buildings identified in the reconnaissance survey or other process, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in "Guidelines for Conducting Historic Resource Surveys in Oregon" (current version).Surveyors must meet professional requirements (see Appendix A). The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional. The SHPO survey data forms for each historic building average 25-50 hours to research and fill out. Consultant rates are approximately \$40-\$80 per hour.

Scope of Work - Include timeline of project, approximate number of structures and geographic area.

Professional Contractor or Consultant \_\_\_\_\_  
 Volunteer Time (\$8.40/hour) \_\_\_\_\_  
 Staff \_\_\_\_\_  
 List position & wage: \_\_\_\_\_  
 Travel (\$.55/mile) \_\_\_\_\_  
 Materials & Equipment \_\_\_\_\_  
 Printing, Design, etc. \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

### 3. NATIONAL REGISTER NOMINATIONS

Involves completing forms and all supporting documentation for National Register designation of significant resources. It is best to hire a consultant to complete the forms and shepherd the document through to the National Park Service. Consultants must meet professional requirements (see Appendix A). Consultant rates are approximately \$40-\$80 per hour. It usually takes 100-150 hours to complete all the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to application.

Scope of Work - Include timeline of project and number and description of properties.

Professional Contractor or Consultant \_\_\_\_\_  
Volunteer Time (\$8.40/hour) \_\_\_\_\_  
Staff \_\_\_\_\_  
List position & wage: \_\_\_\_\_  
Travel (\$.55/mile) \_\_\_\_\_  
Materials & Equipment \_\_\_\_\_  
Printing, Design, etc. \_\_\_\_\_  
Other: \_\_\_\_\_  
Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

### 4. OTHER ACTIVITIES

Attendance at in-state and out-of-state historic preservation conference, other activities that do not readily fit a category above. Please be as specific as possible and give separate dollar cost estimates for each proposed activity.

Scope of Work - Describe all additional projects including timeline, method and scope.

Professional Contractor or Consultant \_\_\_\_\_  
Volunteer Time (\$8.40/hour) \_\_\_\_\_  
Staff \_\_\_\_\_  
List position & wage: \_\_\_\_\_  
Travel (\$.55/mile) \_\_\_\_\_  
Materials & Equipment \_\_\_\_\_  
Printing, Design, etc. \_\_\_\_\_  
Other: \_\_\_\_\_  
Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

### 5. PLANNING, REVIEW AND COMPLIANCE

Local review of proposals for demolition, exterior alterations, and new construction projects; design review: development, publication and implementation of design standards or guidelines; revision of preservation ordinances, etc.

Scope of Work - Include number of meetings and general review & compliance work planned.

Professional Contractor or Consultant \_\_\_\_\_

Volunteer Time (\$8.40/hour) \_\_\_\_\_

Staff \_\_\_\_\_

List position & wage: \_\_\_\_\_

Travel (\$.55/mile) \_\_\_\_\_

Materials & Equipment \_\_\_\_\_

Printing, Design, etc. \_\_\_\_\_

Other: \_\_\_\_\_

Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

**6. PRE-DEVELOPMENT**

Preparation of feasibility studies, working drawings and specifications for the rehabilitation, preservation and stabilization of properties eligible for or listed in the National Register. Projects must meet state and federal rehabilitation standards and should be performed by appropriate professionals (i.e., architects or engineers; see professional requirements, Appendix A).

Scope of Work - Describe project, type, method, product and timeline.

Professional Contractor or Consultant \_\_\_\_\_

Volunteer Time (\$8.40/hour) \_\_\_\_\_

Staff \_\_\_\_\_

List position & wage: \_\_\_\_\_

Travel (\$.55/mile) \_\_\_\_\_

Materials & Equipment \_\_\_\_\_

Printing, Design, etc. \_\_\_\_\_

Other: \_\_\_\_\_

Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

**7. PROGRAM ADMINISTRATION**

These costs are related specifically to management of the grant. Please feel free to add additional lines for clarity. Total for this section must not exceed 15% of the grant amount.

Scope of Work - Describe project, type, method, product and timeline.

Professional Contractor or Consultant \_\_\_\_\_  
 Volunteer Time (\$8.40/hour) \_\_\_\_\_  
 Staff \_\_\_\_\_  
 List position & wage: \_\_\_\_\_  
 Travel (\$.55/mile) \_\_\_\_\_  
 Materials & Equipment \_\_\_\_\_  
 Printing, Design, etc. \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

**8. PUBLIC EDUCATION**

Tours, slide presentations, lectures, brochures, books, historical markers, public events, websites, newsletters, preservation awards, etc.; **must be related to preservation of historic or archaeological sites.**

Scope of Work - Describe project(s) including timeline, quantity, type and distribution of product.

Professional Contractor or Consultant \_\_\_\_\_  
 Volunteer Time (\$8.40/hour) \_\_\_\_\_  
 Staff \_\_\_\_\_  
 List position & wage: \_\_\_\_\_  
 Travel (\$.55/mile) \_\_\_\_\_  
 Materials & Equipment \_\_\_\_\_  
 Printing, Design, etc. \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

**9. RECONNAISSANCE LEVEL SURVEY**

Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. (See professional requirements in Appendix A.) Architectural survey products must meet the standards required in “Guidelines for Conducting Historic Resource Surveys in Oregon” (current version). The survey time per building is approximately 10-20 minutes. The consultant rate is usually \$40-\$80 per hour. Archaeological surveys must generate a survey report and appropriate site and isolate find forms required by SHPO. The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional.

Scope of Work - Include timeline of project, approximate number of structures and geographic area.

Professional Contractor or Consultant \_\_\_\_\_  
 Volunteer Time (\$8.40/hour) \_\_\_\_\_  
 Staff \_\_\_\_\_  
 List position & wage: \_\_\_\_\_  
 Travel (\$.55/mile) \_\_\_\_\_  
 Materials & Equipment \_\_\_\_\_  
 Printing, Design, etc. \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Expected Over Match: \_\_\_\_\_ Total: \_\_\_\_\_

11. TOTAL PROJECT BUDGET (Total of items 1-10 and includes grant request and match) \_\_\_\_\_

Print Form

## APPENDIX A

### Professional Qualifications Standards

**Note: Consultants hired for CLG projects should meet the following qualifications.**

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

#### **History**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

#### **Archeology**

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

#### **Architectural History**

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

#### **Architecture**

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

#### **Historic Architecture**

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Note: The total projects in this sample add up to more than the allowed amount. This is an attempt to show a wide variety of projects in application form.

# State Historic Preservation Office

## CLG Grant Application

### 2010-2011 Grant Cycle

The purpose of the CLG grant program is to assist local governments with their historic preservation programs. The grant of composed of federal and state funds requires a 50/50 match of local funds or donated services/supplies, including staff and preservation commission members' time. Grants are restricted to local governments "certified" by the State Historic Preservation Office and the National Park Service. Grants are awarded on a non-competitive basis in order to ensure that all local programs benefit. Grant awards may be less than requested in the grantee's application.

Maximum grant awards are expected to be \$17,000 based on fund availability.

Mail, fax or email both sections of the completed application no later than **February 26, 2010** to:

State Historic Preservation Office  
Attention: Kuri Gill  
725 Summer Street NE, Suite C  
Salem OR 97301

Notification of grant awards will be made by late March, with contracts available for a start date of April 1st. For assistance, contact Kuri Gill, 503-986-0685, [Kuri.Gill@state.or.us](mailto:Kuri.Gill@state.or.us).

#### I. APPLICANT INFORMATION & BUDGET SUMMARY

First Name: Jane Last Name: Doe

Organization: Doe City

Address: 555 Smith Lane City: Doe City State: OR Zip: 97555

Phone: 555-555-5555 Fax: 555-555-5555 Email: janedoe@smithcity.org

Names of State Legislators: Senate: Jack Johnson House: Jane Johnson

Grant Request: \$29,000.00 This amount is reimbursable.

Local Match: \$29,000.00 Same as grant request.\*

Proposed Total Project Budget: \$58,000.00 Grant Request + Local Match (Same as Item 11 of Section

Match Sources: staff time, commissioner time, Urban renewal funds, pass through grant match

\* In order to simplify record keeping SHPO requests that CLGs to show only a 1:1 local match on the application. Any over match can be recorded separately and submitted with the end of grant cycle report. Federal funds may not be used for match, excluding CDBG funds.

**SUBMISSION CERTIFICATION:** The signers below certify the intent of the Local Government to carry out the proposed objectives and commitments in this application, if approved for funding by SHPO.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landmarks Commission Chair (recommended)

**SECTION II: PROPOSED SCOPE OF WORK** - Complete the sections that apply to your proposed activities for this grant cycle. Please be specific in explaining your proposed projects, particularly in estimating costs and describing the quantity and quality of the "products" your project will generate. If you would like to show a match beyond the 1:1 required match, place that amount in the "Over Match" field in each budget section. SHPO staff will be available for guidance before your projects begin. The current federal maximum per hour that can be paid by grant or match for staff or consultants is \$87.82/hr in the Portland Metro area and \$83.54 elsewhere.

**1. PROGRAM ADMINISTRATION**

These costs are related specifically to management of the grant. Please feel free to add additional lines for clarity. Total for this section must not exceed 15 % of the grant amount.

Scope of Work - Include staff and tasks involved.

Planner and admin support to process tracking, reporting and billing.

Professional Contractor or Consultant	_____
Volunteer Time (\$8.40/hour)	_____
Staff	\$500.00
List position & wage: <u>planner (\$22/hr), admin support (\$15/hr)</u>	
Travel (\$.55/mile)	_____
Materials & Equipment	_____
Printing, Design, etc.	_____
Other: _____	_____
Expected Over Match: _____	Total \$500.00

**2. RECONNAISSANCE LEVEL SURVEY**

Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. (See professional requirements in Appendix A.) Architectural survey products must meet the standards required in "Guidelines for Conducting Historic Resource Surveys in Oregon" (current version). The survey time per building is approximately 10-20 minutes. The consultant rate is usually \$40-\$80 per hour. Archaeological surveys must generate a survey report and appropriate site and isolate find forms required by SHPO. The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional.

Scope of Work - Include timeline of project, approximate number of structures and geographic area.

RLS for the Churchill Neighborhood, about 300 properties, the first phase of survey for mid-century structures in the city. The area was selected due to its cohesive visual character and history of development. Survey results will be presented to the public and used for planning and other purposes.

Doe City will seek bids beginning in April with survey to be completed by June 30, 2010.

Professional Contractor or Consultant	\$5,100.00
Volunteer Time (\$8.40/hour)	_____
Staff	\$1,000.00
List position & wage: <u>planner (\$22/hr), planner 2 (\$25/hr), admin support (\$12/hr)</u>	
Travel (\$.55/mile)	_____
Materials & Equipment	_____
Printing, Design, etc.	_____
Other: _____	_____
Expected Over Match: _____	Total \$6,100.00

### 3. INTENSIVE LEVEL SURVEY

Historical documentation of buildings identified in the reconnaissance survey or other process, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in "Guidelines for Conducting Historic Resource Surveys in Oregon" (current version). Surveyors must meet professional requirements (see Appendix A). The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional. The SHPO survey data forms for each historic building average 25-50 hours to research and fill out. Consultant rates are approximately \$40-\$80 per hour.

Scope of Work - Include timeline of project and number and description of properties.

ILS on 10 properties within the Doe downtown. The buildings were selected based on the recent RLS of the downtown. The ILS will be presented to the public and will be used in planning, possible National Register nominations and future public education, such as walking tours, signs and website information.

Doe City will seek bids beginning in April, with survey to be completed by July 15, 2011.

Professional Contractor or Consultant	\$7,000.00
Volunteer Time (\$8.40/hour)	_____
Staff	\$1,000.00
List position & wage: planner (\$22/hr), admin support (\$12/hr)	_____
Travel (\$.55/mile)	_____
Materials & Equipment	_____
Printing, Design, etc.	_____
Other: _____	_____
Expected Over Match: _____	Total \$8,000.00

### 4. NATIONAL REGISTER NOMINATIONS

Involves completing forms and all supporting documentation for National Register designation of significant resources. It is best to hire a consultant to complete the forms and shepherd the document through to the National Park Service. Consultants must meet professional requirements (see Appendix A). Consultant rates are approximately \$40-\$80 per hour. It usually takes 100-150 hours to complete all the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of the properties prior to application.

Scope of Work - Include timeline and brief description of properties to be nominated.

Nomination of the Doe Brewery Building. The building is a major feature in the downtown and has retained its original appearance for 110 years. It was identified as a significant property in recent surveys.

SHPO has agreed that the property is eligible.

Doe City will seek bids beginning in June 2010 and work toward a submission for the winter SACHP meeting.

Professional Contractor or Consultant	\$6,000.00
Volunteer Time (\$8.40/hour)	_____
Staff	\$1,000.00
List position & wage: _____	_____
Travel (\$.55/mile)	_____
Materials & Equipment	_____
Printing, Design, etc.	_____
Other: planner (\$22/hr), admin support (\$12/hr)	_____
Expected Over Match: _____	Total \$7,000.00

**5. PUBLIC EDUCATION**

Tours, slide presentations, lectures, brochures, books, historical markers, public events, websites, newsletters, preservation awards, etc.; **must be related to preservation of historic or archaeological sites.**

Scope of Work - Describe project(s) including timeline, quantity, type and distribution of product.

[Here are some examples (budget below is for preservation month activities)...]

Historic Preservation month activities for two years including a guest speaker or workshop, two guided walking tours and local preservation awards. Activities will be in May 2010 and May 2011.

Publish and distribute a quarterly newsletter to the local historic landmark and district property owners by mail and post on the website. All work will be completed by city staff and volunteers (include design, printing, postage and handling). Newsletters are distributed around Feb., May, Aug., Nov. throughout the grant period. Newsletters are typically four pages long and 400 copies are printed.

Reorganize and add historic property photographs to the website. Work will be completed by staff and volunteers. Work to be completed February 2011.

Purchase preservation materials for the local library and create a bibliography available at the planning office. Work to be completed June 2010.

Design and install an interpretive panel at the gateway to downtown. Approximately 3x4, digitally embedded images mounted on metal posts. The information will be gathered and written by commissioners and staff, the design, production and installation will be contracted. Work to be completed [professional design, production and installation \$9000]

Provide markers for local landmark buildings in the downtown. Markers will include one historic photo and short text about the history of the building. The information will be gathered and written by commissioners and staff, the design, production and installation will be contracted. Markers will be posted May 2011 as part of preservation month activities. [professional design, production and installation \$50-\$400]

Professional Contractor or Consultant	\$200.00
Volunteer Time (\$8.40/hour)	\$1,000.00
Staff	\$1,000.00
List position & wage: planner (\$22/hr), PR staff (\$17/hr), admin support (\$12/hr)	
Travel (\$.55/mile)	
Materials & Equipment	\$500.00
Printing, Design, etc.	\$150.00
Other: publicity - ads, mailing	\$300.00
Expected Over Match: \$4,000.00	Total \$3,150.00

**6. PLANNING, REVIEW AND COMPLIANCE**

Local review of proposals for demolition, exterior alterations, and new construction projects; design review: development, publication and implementation of design standards or guidelines; revision of preservation ordinances, etc.

Scope of Work - Include number of meetings and general review & compliance work planned.

Update and revise existing preservation ordinance using staff time and the services of a consultant. Also develop illustrated guidelines as a supplement to the ordinance (consultant). Code revisions will be complete by April 2011. Guidelines will be complete June 2011.

Review project proposals as they apply.

Professional Contractor or Consultant	_____	\$2,000.00
Volunteer Time (\$8.40/hour)	_____	\$2,000.00
Staff	_____	\$4,000.00
List position & wage: planner (\$22/hr), admin support (\$12/hr), planner 2 (\$24/hr)		
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other:	_____	
Expected Over Match: \$2,500.00	Total	\$8,000.00

## 7. PRE-DEVELOPMENT

Preparation of feasibility studies, working drawings and specifications for the rehabilitation, preservation and stabilization of properties eligible for or listed in the National Register. Projects must meet state and federal rehabilitation standards and should be performed by appropriate professionals (i.e., architects or engineers; see professional requirements, Appendix A).

Scope of Work - Describe project, type, method, product and timeline.

Evaluate the structural integrity and preservation needs for the Doe Feed and Seed to be rehabilitated and used as a restaurant. Work will include a preservation plan and exterior drawings. City will seek bids in October, with work to be completed January 30, 2011.

Professional Contractor or Consultant	_____	\$12,000.00
Volunteer Time (\$8.40/hour)	_____	\$3,000.00
Staff	_____	\$1,000.00
List position & wage: planner (\$22/hr), admin support (\$12/hr)		
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other:	_____	
Expected Over Match: _____	Total	\$16,000.00

## 8. DEVELOPMENT

Labor and material costs for rehabilitating National Register properties (must be on the Register prior to rehab work). Most projects will likely be single activities, such as re-roofing, painting, window repair, etc. All projects should have "Predevelopment" studies completed in advance. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Selection of the property to receive the grant should be based on an open and fair selection process if it is privately owned.

Scope of Work - Include property name and timeline. Please attach photos and work plan including methods and materials.

Examples of various projects are included. The budget will be for a simple, local, pass-through grant program.

Replace 5 aluminum windows of the 1912 Doe City Hall, with wood windows to match the original design. The work will follow the Secretary of the Interior's Standards for Rehabilitation. City will seek bids beginning in May, with project completion August 15, 2010. Before photos and window samples are included in the attachments.

Facade rehabilitation of the 1893 Doe Hardware Store. Front covering will be removed to expose the transom

windows, repairs made to street level windows and the facade will be painted. Plans are based on historic photographs. All paint preparation will be completed with hand tools. The work will follow the Secretary of the Interior's Standards for Rehabilitation. Before photos and plan drawings are included in the grant application attachment.

Organize a local pass-through grant program for exterior projects on locally designated landmarks. Each grant will require at least a 1:1 match from the property owner, with a \$2000 limit award in a single grant cycle. The grants will be given for approved projects on a first-come, first-served basis during the application period. Projects will be reviewed by a committee of the commission and staff and approved by the commission. All projects will follow the Secretary of the Interior's Standards for Rehabilitation. The application period will be May-June, 2010. Work must be completed on the projects by January 30, 2011.

Organize a local pass-through grant program for exterior projects on locally designated landmarks. Each grant will require at least a 1:1 match from the property owner, with a \$2000 limit award in a single grant cycle. The grants will be given for approved projects on a first-come, first-served basis during the application period. Projects will be reviewed by a committee of the commission and staff and approved by the commission. All projects will follow the Secretary of the Interior's Standards for Rehabilitation. The application period will be May-June, 2010. Work must be completed on the projects by January 30, 2011.

Professional Contractor or Consultant	_____	\$2,000.00
Volunteer Time (\$8.40/hour)	_____	\$3,000.00
Staff	_____	
List position & wage: planner (\$22/hr), admin staff (\$12/hr)	_____	
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	\$100.00
Other: mailing, advertising, etc.	_____	\$400.00
Expected Over Match: _____	Total \$5,500.00	_____

### 9. OTHER ACTIVITIES

Attendance at in-state and out-of-state historic preservation conferences, other activities that do not readily fit a category above. Please be as specific as possible and give separate dollar amount estimates for each proposed activity.

Scope of Work - Describe all additional projects including timeline, method and scope.

Send staff and commissioners to appropriate available trainings at local, state and national levels.

Professional Contractor or Consultant	_____	
Volunteer Time (\$8.40/hour)	_____	\$1,000.00
Staff	_____	\$1,000.00
List position & wage: planner (\$22/hr), admin support (\$12/hr)	_____	
Travel (\$.55/mile)	_____	\$500.00
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other: registration	_____	\$1,250.00
Expected Over Match: _____	Total \$3,750.00	_____

11. TOTAL PROJECT BUDGET (Total of items 1-10 and includes grant request and match) \$58,000.00

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Submit by Email

Print Form

SAMPLE

SAMPLE

SAMPLE

## APPENDIX A

### Professional Qualifications Standards

**Note: Consultants hired for CLG projects should meet the following qualifications.**

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

#### History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

#### Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

#### Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

#### Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

#### Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



## Historic Review Board

Jon McLoughlin, Chair  
Jim Mattis, Vice-Chair

### Meeting Times:

- Third Tuesdays at 6:30 (work session) at City Hall
- Third Tuesdays at 7:00 (meeting) at City Hall.

### 2010 Quasi-Judicial Project Review:

The tables below summarize the pre-application conferences held by staff and the public hearings held by the Clackamas County Historic Review Board. Staff is likely to hold additional pre-application conferences before the end of the calendar year. The City's Historic Review Board (HRB) is likely to review projects before the end of the calendar year.

#### **Pre-Application Conferences**

Pre App. No.	Proposal	Status
PA-10-17, 6/17/2010	1697 6 <sup>th</sup> Avenue – Demolish west addition. Restore exterior.	Applied and complete.
PA-10-21, 7/1/2010	1883 6 <sup>th</sup> Avenue – Dormer Addition	Applied and in progress.
PA-10-31, 10/21/2010	1697 6 <sup>th</sup> Avenue – Rear Dormer Addition	Have not applied.
PA-10-33, 11/4/2010	Lot next to 1697 6 <sup>th</sup> Avenue – New Home Construction	Have not applied.

#### **Projects**

Project No.	Project	Status
MISC-10-04	Rear Addition Modification	Approved and in progress.
DR-10-01	1715 Buck Street – Rear Addition	Approved and in progress.
DR-10-10	1697 6 <sup>th</sup> Avenue – Demolish west addition. Restore exterior.	Approved and complete.
DR-10-11	1883 6 <sup>th</sup> Avenue – Dormer Addition	Approved and in progress.

### 2010 Work Program Project Status:

The following projects appear in the City Council adopted Planning Department work program.

#### **Mandatory Projects**

Project	Work Program Status	Current Status
<b>E. Establish a Historic Board.</b> In September, 2010 the Clackamas County Historic Resources Board will cease to review proposed alterations to historic structures in West Linn. We need to establish, train, and staff another body to perform this function. This will involve CDC and municipal code amendments.	Alternative approaches for establishing a historic board will be presented to the HRAB for comment in April 2010 and for City Council review and direction in May.	Historic Review Board approved by the Council in September. First meeting held in October.



**Discretionary Projects**

Project	Work Program Status	Current Status
<p><b>G. Willamette Historic District Code Update –Phase I.</b> This project will produce standards to improve the compatibility of new and re-modeled structures with surrounding uses, to help preserve the character of the Willamette District.</p>	<p>City Council hearing on March 8, 2010.</p>	<p>Approved by the Council on April 26, 2010.</p>
<p><b>H. Update the Historic Inventory in the Comprehensive Plan and CDC.</b> This project entails updating the Historic Inventory in the Comprehensive Plan and revising the CDC to recognize and protect additional structures identified through a community-wide historic resources inventory.</p>	<p>The consultant completed a reconnaissance level survey of West Linn to update the historic inventory. The City and HRAB are reviewing the recommended properties. Further research and analysis are needed before the properties are listed in the Comprehensive Plan and CDC.</p>	<p>Project deferred. Additional research and analysis is needed. Consider establishing a Historic Sites List.</p>
<p><b>I. Holly Grove and Buck St. surveys.</b> A reconnaissance level survey and design guidelines are complete for the Holly Grove area. This information and associated outreach efforts will provide the basis for a conservation overlay district.</p>	<p>The survey and design guidelines are complete. Staff and the HRAB will work to turn the guidelines into code and establish the conservation district.</p>	<p>Project deferred. Outreach needs to be made to the neighborhood to assess support for a district.</p>
<p><b>J. Historic Mill area design standards overlay.</b> A consultant is drafting advisory design guidelines for the mill area to provide guidance for potential projects in the area.</p>	<p>The consultant’s project is due on August 31, 2010.</p>	<p>Complete.</p>
<p><b>K. Bolton and Sunset survey.</b> A consultant is preparing a reconnaissance level survey of approximately 500 pre-1964 structures in the Bolton and Sunset neighborhoods.</p>	<p>The consultant’s project is due on August 31, 2010.</p>	<p>Complete.</p>
<p><b>L. Main Street Program for Willamette and Robinwood Commercial Areas.</b> Staff is supporting a State and County sponsored “Main Street” program to explore opportunities to aid new businesses and enhance existing businesses in these commercial areas.</p>	<p>Training is ongoing. The County’s economic consultant submitted a draft economic study to the City. Greater participation and regularly scheduled meetings have occurred in the Willamette District. Board positions and by-laws are being created for that district.</p>	<p>Board positions are filled. Greater business participation has been achieved. Committee work is underway. Training and outreach continues.</p>



**Are the deferred discretionary projects still a priority?**

The HRB would like to continue with the efforts in H and I. However, these are not the highest priority projects for the HRB. In addition, the HRB may approach the designation of additional resources as described in H and I through a National Register Multiple Property Submission or the adoption of a Historic Sites List. To proceed with either of these projects would require direction from the HRB, and potentially the City Council, as well as staff/consultant time to prepare the required documentation and information.

**Future Year Potential Work Program Projects:**

***Previously Identified Projects***

**G. Willamette Historic District Code Update –Phase II.**

The Historic Resources Advisory Board (HRAB) deferred many of the code changes proposed by staff pending further study. This project would complete the code update started in Phase I.

**Are there additional projects to add to the work program?**

With Council approval, the Board will apply for an additional CLG grant in early 2011. Potential projects include a rehabilitation grant program and assistance with design guidelines and/or an update to the historic related code chapters of the CDC. This project would be an expanded version of the Phase II Code Update already identified in the work program.

**What do you anticipate as your greatest challenges or obstacles?**

The HRB’s greatest challenge will likely be that it is a new Board with quasi-judicial responsibilities. Its members have a variety of experiences with historic preservation and related fields. The Board will also be setting its initial goals and priorities as it reviews quasi-judicial projects.

**Tools For Success:**

**What will your group require to attain your goals in 2011?**

*(e.g. A specific Council action (specify); staff time or resources; BN 12/13 funding; communications assistance; community involvement, etc.)*

With Council approval, in early 2011 the Board will apply for a matching grant for Certified Local Government communities from the State Historic Preservation Office. The City has applied for and received funding from this program for the past four years.

**Do you need any specific training to assist your work or goals?**

Staff and/or HRB members are likely to attend SHPO sponsored workshops and conferences.

