

## Memorandum

Date: August 5, 2011

To: Planning Commission/Commission for Citizen Involvement

From: Sara Javoronok, Associate Planner

Subject: CDC Chapters 25 and 26 Update

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### **Purpose**

Staff is seeking direction from the Planning Commission/Commission for Citizen Involvement on the proposed scope and schedule for revisions to CDC Chapter 25, Historic District and Chapter 26, Historic Landmarks. The City was awarded Certified Local Government (CLG) grant funding earlier this year for this project. As part of this grant, staff and the Historic Review Board are proposing to update two chapters of the Community Development Code (CDC) – Chapter 25, which applies to the Willamette Historic District, and Chapter 26, which applies to the designated Historic Landmarks. Staff discussed the proposed work plan with the Historic Review Board at their last meeting and incorporated their comments as well as comments from the State Historic Preservation Office.

### **Background**

The City designated the Willamette Historic District in the mid 1980s and has amended the chapter several times over the years. The City designated 29 historic landmarks in 1990 and over the years made some amendments to this chapter, but not as many as Chapter 25. In response to concerns over infill development, especially regarding size and massing, the City amended the Historic District chapter in early 2010. These amendments were often referred to as “Phase I”, with this project as a future Phase II. The City also amended the code later in the year to establish the HRB.

The attached draft project schedule outlines a process for formulating the code amendments over the course of the next year. It includes this discussion with the Planning Commission, formation of a technical committee to review and guide the process, meeting with the neighborhoods of those affected, a survey of those affected by the regulations, a forum to allow for comments and review by affected parties and individuals, Historic Review Board review and recommendation, and public hearings before the Planning Commission and City Council.

Funding for these projects became available April 1, 2011, and the projects must be complete by August 31, 2012, but not necessarily adopted by that date (a public hearing draft would suffice). Staff’s goal is to have the amendments through a significant portion of the approval process by the August 31, 2012 completion date.

In terms of the existing code, staff recommends several changes. The changes will also be influenced by those affected by the regulations and those serving on the technical committee. Staff’s recommendation for the changes may include reorganizing and consolidating the two chapters as well as the items in the list below:

- Add landmark delisting procedure
- Add landmark/district designation procedures

- Include the Secretary of the Interior’s Standards for Rehabilitation
- Update the terminology and definitions to match the current terminology (Ex? contributing, non-contributing, etc.)
- Update the Historic District map to reflect infill construction, changes to properties, and current terminology. Assign status to properties, likely from the survey information used for the National Register nomination
- Assess whether we want the landmarks listed in the CDC, Comprehensive Plan, zoning map, or other document
- Update Chapter 26 to reflect the landmarks that were moved or destroyed due to natural events
- Assess existing landmarks to determine if their integrity is still intact
- Assess existing zoning (GC) for landmarks located near the mill
- Assess whether to make changes to allow for administrative review, Class I review, and Class II review, similar to Chapter 55, Design Review
- Assess whether additional regulations, such as those for the district, should apply to landmarks
- Establish separate standards for contributing properties, non-contributing properties, and new construction.

**Recommendation**

Staff is seeking input and comments from the Planning Commission/Commission for Citizen Involvement on the proposed project approach, community involvement, scope, and schedule. Following this meeting, staff will seek direction from the City Manager, incorporate any recommendations, and proceed with the project.

**Draft Schedule**  
**Historic Code Revisions**

Description	July '11	August	September	October	November	December	January '12	February	March	April	May	June	July	August	September	October	
Staff review of existing code	█																
Discuss draft work program and schedule with HRB	◆																
Planning Commission (PC) and possible City Council (CC) check-in		◆															
Finalize work program		█															
Produce RFP for consultant			█														
Staff and HRB members choose consultant				◆													
Establish webpage				█													
Form Technical Committee with representation from the HRB, PC, Willamette HD, Landmark owners, and building community				█													
Technical Committee Kick-off Meeting					◆												
Develop and distribute survey to identify issues and problems with existing code					█												
Assess survey data						█											
Technical Committee Work Session(s)						◆	◆	◆	◆								
Drafting of amendments							█	█	█	█							
Technical Committee review of draft amendments									◆								
Forum to discuss draft amendments									◆								
Initial HRB review of draft amendments										◆							
Internal review of draft amendments										█							
Technical Committee review and response to HRB and internal review comments											◆						
Additional HRB review of draft amendments												◆					
Internal review of draft amendments												█					
PC briefing and initial PC review of draft amendments													◆				
Initial PC review of public hearing draft														◆			
PC direction on public hearing draft															◆		
CC briefing																◆	
CC public hearing and review of draft amendments																◆	
CC direction on draft amendments																◆	
Adoption																	◆
Final Documents to SHPO																	█

◆ = meeting

