



## AGENDA

### MILWAUKIE DESIGN AND LANDMARKS COMMITTEE Wednesday, November 14, 2012, 6:30 PM

CITY HALL CONFERENCE ROOM  
10722 SE MAIN ST

- 1.0 **Call to Order - Procedural Matters**
- 2.0 **Meeting Notes** – Motion Needed
  - 2.1 September 5, 2012
- 3.0 **Information Items**
- 4.0 **Audience Participation** – This is an opportunity for the public to comment on any item not on the agenda
- 5.0 **Public Meetings** – None.
- 6.0 **Worksession Items**
  - 6.1 Summary: Milwaukie's Historic Preservation Program  
Presenters: Li Alligood, Associate Planner
- 7.0 **Other Business/Updates**
  - 7.1 Expectations for Board, Commission, and Committee Alternates
- 8.0 **Design and Landmark Committee Discussion Items** – This is an opportunity for comment or discussion for items not on the agenda.
- 9.0 **Forecast for Future Meetings:**
  - December 3, 2012 1. TBD – Cancel?
  - January 7, 2013 1. TBD

## Milwaukie Design and Landmarks Committee Statement

The Design and Landmarks Committee is established to advise the Planning Commission on historic preservation activities, compliance with applicable design guidelines, and to review and recommend appropriate design guidelines and design review processes and procedures to the Planning Commission and City Council.

1. **PROCEDURAL MATTERS.** If you wish to speak at this meeting, please fill out a yellow card and give to planning staff. Please turn off all personal communication devices during meeting. For background information on agenda items, call the Planning Department at 503-786-7600 or email [planning@ci.milwaukie.or.us](mailto:planning@ci.milwaukie.or.us). Thank You.
2. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org)
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org)
4. **FORECAST FOR FUTURE MEETING.** These items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.

### **Public Meeting Procedure**

Those who wish to testify should come to the front podium, state his or her name and address for the record, and remain at the podium until the Chairperson has asked if there are any questions from the Committee members.

1. **STAFF REPORT.** Each design review meeting starts with a brief review of the staff report by staff. The report lists the criteria for the land use action being considered, as well as a recommendation with reasons for that recommendation.
2. **CORRESPONDENCE.** Staff will report any verbal or written correspondence that has been received since the Committee was presented with its meeting packet.
3. **APPLICANT'S PRESENTATION.**
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **NEUTRAL PUBLIC TESTIMONY.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** Testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMITTEE MEMBERS.** The committee members will have the opportunity to ask for clarification from staff, the applicant, or those who have already testified.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all public testimony, the Committee will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC MEETING.** The Chairperson will close the public portion of the meeting. The Committee will then enter into deliberation. From this point in the meeting the Committee will not receive any additional testimony from the audience, but may ask questions of anyone who has testified.
10. **COMMITTEE DISCUSSION AND ACTION.** It is the Committee's intention to make a recommendation this evening on each issue on the agenda. Design and Landmark Committee recommendations are not appealable.
11. **MEETING CONTINUANCE.** Prior to the close of the first public meeting, *any person* may request an opportunity to present additional information at another time. If there is such a request, the Design and Landmarks Committee will either continue the public meeting to a date certain, or leave the record open for at least seven days for additional written evidence, argument, or testimony.

*The City of Milwaukie will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the meeting.*

### **Milwaukie Design and Landmarks Committee:**

Greg Hemer, Chair  
Jim Perrault, Vice Chair  
Scott Barbur  
Chantelle Gamba  
Becky Ives

### **Planning Department Staff:**

Steve Butler, Planning Director  
Ryan Marquardt, Senior Planner  
Li Alligood, Associate Planner  
Brett Kelder, Associate Planner  
Kari Svanstrom, Associate Planner  
Marcia Hamley, Administrative Specialist II  
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE**  
**DESIGN AND LANDMARKS COMMITTEE**  
**MINUTES**  
**Milwaukie City Hall**  
**10722 SE Main Street**  
**WEDNESDAY, SEPTEMBER 5, 2012**  
**6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Greg Hemer, Chair  
 Jim Perrault, Vice Chair  
 Scott Barbur  
 Chantelle Gamba  
 Becky Ives

**STAFF PRESENT**

Li Alligood, Associate Planner (DLC Liaison)

**1.0 Call to Order – Procedural Matters\***

**Chair Greg Hemer** called the meeting to order at 6:35 p.m. and read the conduct of meeting format into the record.

*\*Note: The information presented constitutes summarized minutes only. The meeting audio is available from the Planning Department upon request.*

**2.0 Design and Landmarks Committee Minutes**

There were no minutes for review.

**3.0 Information Items**

There were no information items.

**4.0 Audience Participation** –This is an opportunity for the public to comment on any item not on the agenda. There was none.

**5.0 Public Meetings**

There were no public meetings scheduled.

**6.0 Worksession Items**

- 6.1 Summary: Recap of goals discussion with City Council
- Staff: Li Alligood

40 **Ms. Alligood** provided an overview of the work program shared with Council at the August 7,  
41 2012, joint meeting with the DLC.

42 • **Chair Hemer** asked the Committee if the members approved of the goals, specifically  
43 regarding pursuing Certified Local Government (CLG) status for the City, and  
44 establishing relationships with other groups working downtown in order to build support  
45 for historic preservation.

46 • **The Committee** unanimously agreed to pursue the goals as written.

47 • **DLC Member Ives** clarified that the goal should be specific to building support  
48 for a stronger historic preservation program. **The Committee** agreed.

49 **The Committee** asked Ms. Alligood to provide an overview of the CLG program and the  
50 City's existing historic preservation regulations for a future meeting.

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52 6.2 Summary: Elections law overview

53 Staff: Li Alligood

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55 **Ms. Alligood** provided an overview of election law via a PowerPoint presentation prepared by  
56 the City Attorney.

57 • Committee members should err on the side of caution and not take any position on a  
58 candidate or issue while acting as a member of the DLC

59 • In their personal time, they were free to take positions as long as they stated that their  
60 opinions or participation in election activities was in their personal time rather than as a  
61 DLC member.

62 • **The Committee** asked whether it was appropriate for a DLC member to testify in  
63 support of or opposition to an issue when the DLC was being represented at the same  
64 meeting, and suggested that if a DLC member had another item on an agenda that they  
65 would like to comment on, a different DLC member should speak on behalf of the DLC.

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67 6.3 Summary: Façade improvement program debrief

68 Staff: Li Alligood

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70 **Ms. Alligood** reviewed the projects funded through the City's pilot façade improvement grant  
71 program via PowerPoint presentation.

- 72 • The DLC had reviewed 16 applications and approved 9; had committed almost \$49,000  
73 of the \$50,000 available.
- 74 • The projects were largely complete, with the exception of the planter at 10600 SE  
75 McLoughlin.

76 **The Committee** agreed that the program had been very positive for downtown.

77 **Ms. Alligood** asked the Committee for feedback regarding the success of the program design,  
78 application review, and administration. **The Committee** made the following comments:

- 79 • Suggested that Ms. Alligood get feedback from the applicants about their experience  
80 with the program.
- 81 • Empowering the DLC as a decision maker rather than staff was helpful and allowed staff  
82 to administer the regulatory aspects of the program more effectively.
- 83 • Members of the DLC promoted the program to downtown business and property owners,  
84 and felt that the high subscription rate was related to that promotion.
- 85 • Meganne Steele of Metro attended the first façade grant application review and provided  
86 a helpful framework for DLC decisions, and urged them to set a high bar. The  
87 Committee appreciated that support and direction.

88 **DLC Member Gamba** noted that at least one façade improvement grant recipient had been  
89 very frustrated by the reimbursement process.

- 90 • **Ms. Alligood** noted that the Planning Department applied regulations to private  
91 properties, which was often an unpopular position. Seven façade grant reimbursements  
92 had been processed without incident, but one grant recipient had found the process very  
93 challenging due to the procedural requirements.

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## 95 **7.0 Planning Department Other Business/Updates**

### 96 7.1 Planning Department staffing

97 **Ms. Alligood** provided an update on new staff in the Planning Department. Stephen Butler had  
98 been hired as the new Planning Director, and would begin in the position on September 17.

99 Associate Planner Ryan Marquardt had been promoted to the Senior Planner position, and one  
100 more planner would be hired.

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102 7.2 October meeting

103 The Committee had requested ethics training, which had been scheduled as a joint worksession  
104 with the Planning Commission on October 23. An additional worksession item had been added  
105 to that meeting's agenda.

106 **Ms. Alligood** asked if the Committee would like to reschedule the regular October meeting from  
107 the 1<sup>st</sup> to the 23<sup>rd</sup>. **The Committee** agreed.

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109 **8.0 Design and Landmarks Committee Discussion Items**

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111 **9.0 Forecast for Future Meetings:**

- 112 October 23, 2012 1. Worksession (joint with PC): Ethics training  
113 2. Worksession (joint with PC): Downtown zoning and PAR  
114 updates  
115 November 5, 2012 1. Worksession: Certified Local Government (CLG) status  
116 2. Worksession: City historic resources regulations

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119 Meeting adjourned at approximately 8:35 p.m.

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Respectfully submitted,

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Li Alligood, Associate Planner

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Greg Hemer, Chair



**To:** Design and Landmarks Committee  
**From:** Li Alligood, Associate Planner  
**Date:** November 7, 2012, for November 14, 2012, Worksession  
**Subject:** Milwaukie's Historic Preservation Program

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## **ACTION REQUESTED**

None. This is a briefing for discussion only. The Design and Landmarks Committee has expressed interest in strengthening the City's historic preservation program through the pursuit of Certified Local Government (CLG) status during the 2012/2013 fiscal year.

## **BACKGROUND INFORMATION**

### **A. History of Prior Actions and Discussions**

- **August 7, 2012:** Joint meeting with City Council to discuss the 2012-13 DLC work program. The DLC expressed interest in assisting the City with attaining CLG status. Council supported preservation education and protection.
- **July 5, 2011:** Joint meeting with City Council to discuss the 2011-12 DLC work program. The DLC expressed interest in increasing its role in historic preservation activities by establishing itself as a Historic Review Commission (HRC). Council supported historic preservation education and protection.

### **B. Overview of Historic Preservation in Milwaukie**

According to the Historic Resources Element of the Milwaukie Comprehensive Plan,<sup>1</sup> protecting Milwaukie's historic resources has several cultural and economic benefits for its residents, including:

- Fostering civic pride in accomplishments of the past
- Promoting choices in housing types and styles

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<sup>1</sup> Available online at [http://www.qcode.us/codes/milwaukie/view.php?topic=comprehensive\\_plan-3&frames=off](http://www.qcode.us/codes/milwaukie/view.php?topic=comprehensive_plan-3&frames=off).

- Strengthening the economy of the City
- Providing educational and recreational opportunities

Generally, City policy is set and directed by the Comprehensive Plan. The policies of the Comprehensive Plan are administered through Milwaukie Municipal Code Title 19, the zoning ordinance (or “code”). The implementing ordinance is MMC Chapter 19.403 Historic Preservation Overlay Zone HP.<sup>2</sup>

#### **i. Comprehensive Plan Inventory**

The current Milwaukie Comprehensive Plan was adopted in 1988. Comp Plan policies related to the preservation and protection of historic resources are located in Chapter 3 – Environmental and Natural Resources, Historic Resources Element.<sup>3</sup> The goal statement of this element is “Preserve and protect significant historical and cultural sites, structures, or objects of the City.”

A map of historic resources is included as Map 4. The current Historic Resources Property List (or “historic inventory”) is included in the Comp Plan as Appendix 1 (see Attachment 1 for an annotated inventory). The inventory currently contains 40 historic resources: 17 “significant” resources; 19 “contributing” resources; and 4 “unrankable” resources.

#### **ii. Historic Preservation Ordinance**

The Historic Preservation Overlay Zone HP was adopted to implement the Comprehensive Plan historic preservation policies by regulating the alteration and demolition of designated historic resources. Generally, designated historic resources are subject to the following regulations:

- “Significant” resources: subject to administrative review for minor exterior alterations; Planning Commission review for other exterior alterations or demolition; and City Council review of designation or deletion of landmark status
- “Contributing” resources: subject to Planning Commission review for demolition and City Council review of designation or deletion of landmark status. Contributing resources are not subject to review of exterior alterations.
- “Unrankable” resources: required to assign a ranking before any development can take place. However, state law prohibits the ranking of a resource without property owner consent, and this provision is unenforceable as written.

Despite the group’s name, the code does not grant the Design and Landmarks Committee (DLC) a formal role in the historic property review process. However, per MMC 19.1006.3.C.2, DLC members receive referrals of Type III applications involving a designated historic resource. Individual DLC members can comment on these applications.

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<sup>2</sup>Available online at [http://www.qcode.us/codes/milwaukie/view.php?topic=19-19\\_400-19\\_403&frames=off](http://www.qcode.us/codes/milwaukie/view.php?topic=19-19_400-19_403&frames=off).

<sup>3</sup> Available online at [http://www.qcode.us/codes/milwaukie/view.php?topic=comprehensive\\_plan-3&frames=off](http://www.qcode.us/codes/milwaukie/view.php?topic=comprehensive_plan-3&frames=off)



## **D. Overview of Preservation Programs**

The DLC has expressed interest in strengthening the City’s historic preservation program by pursuing Certified Local Government (CLG) status. In addition to the CLG program, there are several state, regional, and local programs that can increase knowledge of and support for preservation of local historic resources. This section provides an overview of various approaches, from the local to federal level.

### **i. Preservation Education**

Local preservation education activities are generally low-cost, locally focused, and can be the precursor to larger-scale activities such as historic district nomination or CLG status. These activities are generally undertaken by groups (such as a historical society) made up of business owners, homeowners, interested residents, historians, and others. Oregon communities have used a number of approaches to increase awareness of their historic resources and build support for local preservation activities:

- Organizing and digitizing local historic records and making them available to the public through the City or nonprofit organization web site
- Leading walking tours of historic resources
- Installing informational plaques about the city’s history at sites and buildings of note
- Writing a book about local history and contributing royalties from sales to historic preservation activities<sup>4</sup>

The Milwaukie Museum is run by the Milwaukie Historical Society, which appears to be its primary activity. Staff is not aware of other active, preservation-focused groups in the city.

### **ii. Oregon Main Street & Clackamas County Main Street Programs**

The Main Street Program is program of the National Trust for Historic Preservation, and emphasizes preservation as a tool for revitalizing traditional business districts. Main Street status is generally established by a coalition of stakeholders, including business owners, chambers of commerce, and local governments through the Oregon Main Street Program. This approach has been very successful in historic communities, but generally relies on active volunteers and a full-time Main Street Manager to oversee volunteer recruitment, fundraising, and operations.

In 2008, the state reestablished the Oregon Main Street Program. In 2009, the City enrolled in the Oregon Main Street program as an “Exploring Main Street” community in order to gauge interest in the program within the downtown stakeholder community. The local program adopted the name “Main Street Milwaukie,” and established four committees: Organization, Promotion, Design, and Economic Vitality and was intermittently active through 2010.

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<sup>4</sup> Through Arcadia Publishing: <http://www.arcadiapublishing.com/>.

Due to limited interest among downtown businesses, as well as the reduction of Community Development Department staffing during the 2012-14 budget process, the Main Street Milwaukie program is currently inactive.

### iii. Certified Local Government Program

The CLG program is funded by the National Park Service and administered at the state level by the Oregon State Historic Preservation Office (SHPO). Certified Local Government (CLG) certification is acquired and maintained at the local government level. Milwaukie is not currently a CLG.

In order to become a CLG, a local government must meet 5 criteria. Currently, the City is not eligible for CLG status due primarily to its outdated historic resource evaluation and ranking system. In order to meet CLG criteria, the following updates to the zoning ordinance would be required:

- A revised historic preservation ordinance that complies with state and federal law and updates the City's criteria for adding a historic resource to the historic inventory.
- Amendments to the zoning ordinance to empower the DLC with historic resource review and recommendation to the Planning Commission.

Amendments to the zoning ordinance are Type V, or legislative, applications, which require significant public outreach and review and approval by the Planning Commission and City Council. As such, broad support from the community and City leaders would be needed to pursue this designation. See Attachment 2 for details about qualification criteria, benefits, and considerations of CLG status.

### iv. National Register Listing & National Historic Districts

The National Register of Historic Places ("National Register" or NR) is maintained by the National Park Service (NPS) and administered at the state level by SHPO. Generally, NR listing is pursued by individual property owners in order to access state and federal incentives for listing. Although NR listing can be pursued by others, property owner consent is required.<sup>5</sup>

Incentives of NR listing include "frozen" Oregon property tax assessments; tax increment financing for rehabilitation; leniency in local building codes;<sup>6</sup> and expanded local conditional use allowances.<sup>7</sup> There are currently 4 private homes in Milwaukie listed on the NR. Four additional downtown properties have been determined eligible for NR listing. NR listing does not prevent the alteration or demolition of listed structures, unless federal funds are being used.

National Historic District listing is generally pursued by a group of property owners in an area of historical significance; the majority of property owners within a Historic District must agree to the designation. Incentives for historic district listing include increased awareness of the area's historic significant, and can provide a baseline for

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<sup>5</sup> With the exception of publicly-owned property.

<sup>6</sup> 2010 ORSC Section 3409, Historic Buildings.

<sup>7</sup> Listed in MMC 19.403.8, available online at [http://www.qcode.us/codes/milwaukie/view.php?topic=19-19\\_400-19\\_403&frames=off](http://www.qcode.us/codes/milwaukie/view.php?topic=19-19_400-19_403&frames=off).

design standards for new development within the district. Milwaukie does not have any listed historic districts.

Listing a property on the NR requires owner cooperation, as well as a financial commitment. Listing a historic district requires approval of the majority of property owners, as well as a financial commitment. Establishing a historic district would require significant outreach and communication with property owners within the district.

#### **E. Next Steps**

Currently, staff does not have the capacity to organize or manage an expanded historic preservation program. As such, any new preservation activities would need to be conducted by the DLC or other volunteer or professional community groups. In the future, Council may direct Planning to add an updated historic preservation ordinance to the 2013-2014 (or later) department work plan. At that time, staff would seek DLC review of and concurrence with any proposed revisions.

Existing staffing levels could support DLC efforts in the following ways: promotion of preservation-related activities through the City web site; connecting the DLC with existing resources and materials, such as the downtown walking tour, Milwaukie History Memos, and DLC-prepared overview of historic resources; and keeping the DLC informed about education and training opportunities through the Oregon Main Street Program and other organizations.

The DLC may wish to begin with some local preservation activities in order to build support for broader preservation activities such as CLG status or historic district listing.

#### **ATTACHMENTS**

Attachments are provided only to the Design and Landmarks Committee unless noted as being attached. All material is available for viewing upon request.

1. Annotated Historic Property Inventory (attached)
2. CLG Qualification Criteria (attached)

**COMPREHENSIVE PLAN****APPENDIX 1 — HISTORIC RESOURCES PROPERTY LIST**

<u>SITE NO./ADDRESS/(YEAR BUILT)***</u>	<u>TYPE</u>	<u>SCORE</u>
<u>“Significant” properties:</u>		
1	9712 SE Cambridge Lane (1941)*	House 56
2	9717 SE Cambridge Lane (1938)	House 52
3	9911 SE Cambridge Lane (1923)*	House 50
4	10200 SE Cambridge Lane (1915)*	House 45
5	2300 SE Harrison (1937)*	Milwaukie Jr. High School 60
6	3235 SE Harrison (1888)*	House 42
7	10636 SE Main (1925)*	Milwaukie Masonic Lodge 58
8	10722 SE Main (1938)*	Milwaukie City Hall 59
9	11008 SE Main (1905)*	Commercial Building 43
10	4217 SE Railroad (1885)*	House 38
<del>11</del> <sup>1</sup>	<del>3125 SE Van Water (1886)*</del>	<del>Ardenwald Cong. Church 62</del>
12	1620 SE Waverly Dr. (1922)*	House 54
14	11300 SE 23rd (1925)*	Milwaukie High School 53
15	10399 SE 34th (1912)*	House 46
24	12006 SE McLoughlin**	House 32
34	11188 SE 27th**	House 52
45 <sup>2</sup>	8835 SE 42nd (1923)	House 67
46	9002 SE McLoughlin (1938)	Commercial Building (ODOT) 71
<u>“Contributing” properties:</u>		
13 <sup>3</sup>	2316 SE Wren St. (1922)*	House 32
16	2115 SE Adams**	House 19
17	9900 SE Cambridge Lane**	House 27
18	4141 SE King Rd.**	House 36
19	2515 SE Lake Rd.**	House 33
20	3182 SE Lake Rd.**	House 44
21	10914 SE Main**	Commercial Building 45
22	10999 SE Main**	Commercial Building 38
23	11073 SE Main**	Commercial Building 39
<del>25</del> <sup>4</sup>	<del>2526 SE Monroe**</del>	<del>House 33</del>

<sup>1</sup> Removed in 1996 through administrative review (HR-96-01). It was not removed from the Comprehensive Plan at that time.

<sup>2</sup> Added in 1993 by Ord. 1749.

<sup>3</sup> Recategorized from “Significant” to “Contributing” at property owner’s request (HR-92-01).

<sup>4</sup> Removed in 1997 through administrative review (HR-97-01). It was not removed from the Comprehensive Plan at that time.

<u>SITE NO./ADDRESS/(YEAR BUILT)***</u>	<u>TYPE</u>	<u>SCORE</u>	
26	12374 SE Oatfield**	House	35
27	12021 SE River Rd.**	House	33
28	1612 SE Waverly Dr.**	House	49
29	12671 SE Where Else Lane**	House	36
30	11912 SE 19th**	House	38
31	10392 SE 23rd**	House	37
32 <sup>5</sup>	10565 SE 23rd	House	50
33 <sup>6</sup>	Deleted		
35	11630 SE 27th**	House	34
36 <sup>7</sup>	Deleted by Ord. 1986	Ardenwald School	
37	9405 SE 42nd**	House	36
38 <sup>8</sup>	9908 SE Cambridge Lane	House	36

“Unrankable” properties:

39	2607 SE Monroe	House	?
40	2715 SE Monroe	House/First City Water Works	?
41	Pioneer Cemetery	Cemetery	?
42 <sup>9</sup>	Deleted by Ord. 1981	Portland Traction Line	
43	3438 SE Wake St.	House	?
44 <sup>10</sup>	Deleted by Final Order of Council, April 3, 2007		?

\* Has a rating score with at least two 10's from the Evaluation Worksheet.

\*\* Has a rating score with at least one 10 from the Evaluation Worksheet.

\*\*\* Year built listed for significant structures only.

**NOTE: Strikeouts indicate properties that have been removed from the Historic Inventory but are still listed in the Comprehensive Plan and on the zoning map.**

<sup>5</sup> Revised from “Significant” to “Contributing” at property owner’s request.

<sup>6</sup> 12320 SE 25<sup>th</sup>, deleted by Ord. 1719 (CPA-91-02).

<sup>7</sup> Deleted in 2008 (CPA-08-02).

<sup>8</sup> Shifted from “Unrankable” to “Contributing” by Ord. 1937 (HR-04-01).

<sup>9</sup> Deleted in 2008 (CPA-08-01).

<sup>10</sup> 11022 SE 37<sup>th</sup> ( HR-07-01).

## *Certified Local Government Certification*

### ***Requirements***

The basic certification requirements for local governments are as follows:

- Establish a historic preservation commission and appoint interested and qualified residents to serve. To the extent they are available, at least some of the commission members should meet "professional" qualifications in the disciplines of history, architecture, architectural history, archaeology, or related fields.
- Pass a preservation ordinance that outlines how the local government will address historic preservation issues.
- Agree to participate in updating and expanding the state's historic building inventory program. SHPO takes the lead in this effort by maintaining the master database and the files for the statewide inventory, and by providing grants to survey additional properties.
- Agree to review and comment on any National Register of Historic Places nominations of properties within the local government boundaries. Nominations are usually submitted by the property owners themselves or other members of the public. SHPO administers the National Register program in Oregon.
- Affirm that it will fulfill its obligation to enforce existing state preservation laws.



### ***Benefits***

- **Grants:** CLGs may apply for annual grants from SHPO. The grants, which require a 50/50 match, have typically been in the \$5,000--\$20,000 range in recent years. Grants can be used for a broad range of preservation activities, though some of the most common grant-funded projects include the following:
  - Surveys of historic properties and accompanying context studies
  - National Register nominations of either individual buildings or historic districts
  - Public education activities: plaques, walking tour booklets, websites, etc.
  - Preservation planning: updating ordinances, preparing design guidelines, administering local preservation programs, etc.
  - Architectural and engineering studies and plans for rehabilitating historic properties
  - "Brick-and-mortar" rehabilitation work on National Register buildings
- **Training:** workshops and conferences for staff and commission members
- **SHPO and National Park Service assistance:** CLGs enjoy a partnership relationship with the state and federal agencies that have the primary responsibility for promoting historic preservation in the U.S. As such, CLGs are able to tap into the expertise and resources of these agencies in order to help address their local preservation issues. **Networking:** Through CLG workshops, conferences, listservs, and websites, CLGs are able to participate in the discussion of preservation issues with other local governments throughout the state and country.
- **Increased Effectiveness:** By participating in the CLG program, local governments become more skilled and effective at promoting the economic, social, and educational benefits of historic preservation in their community. They are also able to avoid much of the controversy that comes from mishandled local historic preservation issues.





**To:** Design and Landmarks Committee  
**From:** Li Alligood, Associate Planner  
**Date:** November 7, 2012, for November 14, 2012, Worksession  
**Subject:** Expectations and Guidelines for Board, Commission, and Committee Alternates

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### **ACTION REQUESTED**

None. This is a briefing for discussion only.

### **BACKGROUND INFORMATION**

Council established an alternate program for City boards, commissions, and committees (BCC) in November 2011.<sup>1</sup> The City Manager's office has requested that all board, commission, and committee liaisons share these expectations with their groups.

The intent of the alternate program is to help prepare a person to serve mid-term if a vacancy comes open as well as be fully knowledgeable of the issues at hand to fill a vacancy upon term expirations.

To date, Council has appointed alternates to the Planning Commission and the Library Board. The DLC does not currently have an alternate. However, if more than one qualified person interviews for a vacant DLC position in the future, Council may choose to appoint an alternate.

### **ATTACHMENTS**

Attachments are provided only to the Design and Landmarks Committee unless noted as being attached. All material is available for viewing upon request.

1. Staff Report for November 1, 2011, Council Hearing
2. Expectations and Guidelines for Board, Commission, and Committee Alternates

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<sup>1</sup> Res. 99-2011, adopted November 1, 2011.