



# CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

## AGENDA

### CITY COUNCIL – REGULAR MEETING

Troutdale City Hall - Council Chambers  
219 E. Historic Columbia River Hwy. (Lower Level, Rear Entrance)  
Troutdale, OR 97060-2078

**Tuesday, December 9, 2014 – 7:00PM**

At 8pm there will be a ceremony to recognize Councilor Norm Thomas' service to the City

Mayor  
Doug Daoust

City Council  
Norm Thomas  
Glenn White  
David Ripma  
Rich Allen  
Eric Anderson  
John L. Wilson

City Manager  
Craig Ward

City Attorney  
David J. Ross

1. **PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.**
2. **CONSENT AGENDA:**  
2.1 **RESOLUTION:** A resolution accepting the November 4, 2014 General Election results from the Director of Elections, Multnomah County, Oregon.
3. **PUBLIC COMMENT:** Public comment is limited to comments on non-agenda items. *Remarks shall be limited to 5 minutes for each speaker unless a different time is allowed by the Mayor. The Mayor and Council should avoid immediate and protracted response to citizen comments.*
4. **REQUEST:** A request for a letter of support to designate the Historic Columbia River Highway, from Troutdale to Cascade Locks, as an Oregon Scenic Bikeway.  
*Dave Skilton, Friends of the Historic Columbia River Hwy.*
5. **REQUEST:** A letter from Erin Jensen, Chair of the Historic Landmark Commission, requesting Council designate the old City Hall as a Historic Landmark on the City's Historic Resources Inventory.  
*John Morgan, Planning Director*
6. **STAFF COMMUNICATIONS**
7. **COUNCIL COMMUNICATIONS**
8. **ADJOURNMENT**

**Doug Daoust, Mayor**

**Dated:** 12/2/2014

City Council Regular Meetings will be replayed on Comcast Cable Channel 30 and Frontier Communications Channel 38 on the weekend following the meeting - Saturday at 2:30pm and Sunday at 9:00pm.

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page [www.troutdaleoregon.gov](http://www.troutdaleoregon.gov) or call Debbie Stickney, City Recorder at 503-674-7237.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Debbie Stickney, City Recorder 503-674-7237. City Hall, 219 E. Hist. Columbia River Hwy., Troutdale, Oregon 97060-2078

Visit us on the Web: [www.troutdaleoregon.gov](http://www.troutdaleoregon.gov)



# CITY OF TROUTDALE



## STAFF REPORT

**SUBJECT / ISSUE:** A resolution accepting the November 4, 2014 General Election results from the Director of Elections, Multnomah County, Oregon.

**MEETING TYPE:**  
City Council Regular Mtg.

**MEETING DATE:** December 9, 2014

**STAFF MEMBER:** Debbie Stickney  
**DEPARTMENT:** Executive

**ACTION REQUIRED**  
Consent Agenda/Resolution

**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:**  
Not Applicable

**PUBLIC HEARING**  
No

**Comments:**

**STAFF RECOMMENDATION:** Adoption of the resolution.

**EXHIBITS:**

A. None.

**Subject / Issue Relates To:**

Council Goals                       Legislative                       Other

**BACKGROUND:**

On November 4, 2014 electors of Troutdale were asked to cast their vote for candidates running for City of Troutdale City Council Positions 1, 3 and 5.

The results of the November 4, 2014 General Election have been certified by Tim Scott, Director of Elections, Multnomah County, Oregon (Attachment A to the Resolution).

**Current Year Budget Impacts**    Yes (describe)       N/A

**Future Fiscal Impacts:**    Yes (describe)       N/A

**Community Involvement Process:**    Yes (describe)       N/A

Reviewed and Approved by City Manager:

## RESOLUTION NO.

### A RESOLUTION ACCEPTING THE NOVEMBER 4, 2014 GENERAL ELECTION RESULTS FROM THE DIRECTOR OF ELECTIONS, MULTNOMAH COUNTY, OREGON.

#### THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The results of the election were certified by Tim Scott, Director of Elections, Multnomah County, Oregon; and
2. The certified election results were received by Debbie Stickney, City Recorder of Troutdale (Attachment "A").

#### NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:

**Section 1.** The City Council accepts the certified results of the November 4, 2014 General Election (Attachment "A").

**Section 2.** This resolution shall take effect immediately upon adoption.

**YEAS:**  
**NAYS:**  
**ABSTAINED:**

\_\_\_\_\_  
**Doug Daoust, Mayor**

**Dated:**\_\_\_\_\_

\_\_\_\_\_  
**Debbie Stickney, City Recorder**

**Adopted:**

# Attachment A

Resolution # \_\_\_\_\_

NUMBERED KEY CANVASS

RUN DATE:11/21/14 10:25 AM

Multnomah County, Oregon  
General Election  
November 4, 2014

FINAL OFFICIAL RESULTS

REPORT-EL52 PAGE 0052

Councilor, Pos. 1 CITY OF TROUTDALE

Vote for 1

01 = Josh J Moriarty  
02 = David Ripma  
03 = WRITE-IN

VOTES PERCENT

1,888 42.73  
2,486 56.27  
44 1.00

04 = OVER VOTES  
05 = UNDER VOTES

VOTES PERCENT

3  
1,022

-----  
01 02 03 04 05  
-----

4904 859 1066 29 3 495  
4905 1029 1420 15 0 527

## Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



\_\_\_\_\_  
Tim Scott, Director of Elections  
Multnomah County, Oregon

NUMBERED KEY CANVASS

RUN DATE:11/21/14 10:25 AM

Multnomah County, Oregon  
General Election  
November 4, 2014

FINAL OFFICIAL RESULTS

REPORT-EL52 PAGE 0053

VOTES PERCENT

VOTES PERCENT

Councilor, Pos. 3 CITY OF TROUTDALE

Vote for 1

01 = Larry Morgan

02 = Norm Thomas

03 = WRITE-IN

2,257 52.71

1,977 46.17

48 1.12

04 = OVER VOTES

05 = UNDER VOTES

1  
1,160

	01	02	03	04	05
--	----	----	----	----	----

4904	934	899	34	1	584
4905	1323	1078	14	0	576

### Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Tim Scott, Director of Elections  
Multnomah County, Oregon

NUMBERED KEY CANVASS

Multnomah County, Oregon  
General Election  
November 4, 2014

FINAL OFFICIAL RESULTS

RUN DATE:11/21/14 10:25 AM

REPORT-EL52 PAGE 0054

		VOTES PERCENT		VOTES PERCENT	
Councilor, Pos. 5 CITY OF TROUTDALE					
Vote for 1					
01 = Rich Allen		2,962	70.07		
02 = Ray Eppley		1,212	28.67	04 = OVER VOTES	1
03 = WRITE-IN		53	1.25	05 = UNDER VOTES	1,215
-----					
	.01	02	03	04	05
-----					
4904	1292	530	36	1	593
4905	1670	682	17	0	622

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Tim Scott, Director of Elections  
Multnomah County, Oregon



# CITY OF TROUTDALE



## STAFF REPORT

**SUBJECT / ISSUE:** A request for a letter of support to designate the Historic Columbia River Highway, from Troutdale to Cascade Locks, as an Oregon Scenic Bikeway.

<p><b>MEETING TYPE:</b> City Council Regular Mtg.</p>	<p><b>MEETING DATE:</b> December 9, 2014</p>
<p><b>ACTION REQUIRED</b> Motion</p> <p><b>PUBLIC HEARING</b> No</p>	<p><b>ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:</b> Not Applicable</p> <p><u>Comments:</u></p>
<p><b>STAFF RECOMMENDATION:</b> None.</p>	

**EXHIBITS:**

A. Example preliminary support letter and a map of the proposed route

**Subject / Issue Relates To:**

- Council Goals
  Legislative
  Other (describe)

Mr. Dave Skilton is requesting a preliminary letter of support for their application to designate the Historic Columbia River Highway between Troutdale and Cascade Locks (including the trail portion) as an Oregon Scenic Bikeway. The Scenic Bikeway program is administered by the Oregon Parks and Recreation Department and designates the "best-of-the-best" cycling routes in the state. Once a designation is made the route receives significant international Marketing. To date twelve routes have been honored with the designation.

Attached (as Exhibit A) is an example preliminary support letter and a map of the proposed route. Mr. Skilton wants to emphasize that the preliminary letter they are requesting does not commit the city to anything. If the proposal passes the initial analysis a later round would include formal public hearings.

Reviewed and Approved by City Manager:



**Oregon**

John A. Kitzhaber, MD, Governor

**Oregon Department of Transportation**

**District 2C Highway Maintenance**

999 NW Frontage Rd., Ste 250

Troutdale, OR 97060-9567

Voice (503) 665-4193

Fax (503) 665-4487

November 13, 2014

Alex Phillips  
Bicycle Recreation Coordinator  
Oregon Parks and Recreation Department  
725 Summer St. NE  
Salem, OR 97301

RE: Letter of Support; Historic Columbia River Hwy Scenic Bikeway

Dear Ms. Phillips,

The Oregon Department of Transportation has jurisdiction over the Historic Columbia River Highway (Hwy 100). The section of the highway under consideration extends from the Sandy River at Troutdale to the Bridge of the Gods in Cascade Locks (MP 0.00 – MP30.42). This road and connecting trail is being proposed for incorporation into the Oregon Scenic Bikeways system. The local proponent is the *Friends of the Historic Columbia River Highway*, represented by Jeanette Kloos, President.

ODOT would like to express our general support of this proposed Scenic Bikeway. Though narrow, the HCRH highway is suitable for bicycle travel and the separated trail on the east end of this connection winds through forested lands. This proposed scenic bikeway is being marketed nationally and internationally as one of the best places to ride in North America .

Should this route be chosen, we will continue to offer input to the local proponent in the development of the Scenic Bikeway Management Plan.

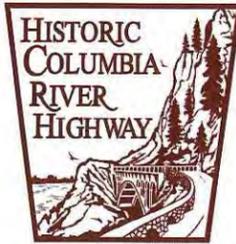
Should you have any questions, please contact me at (503) 665-4193.

Sincerely,

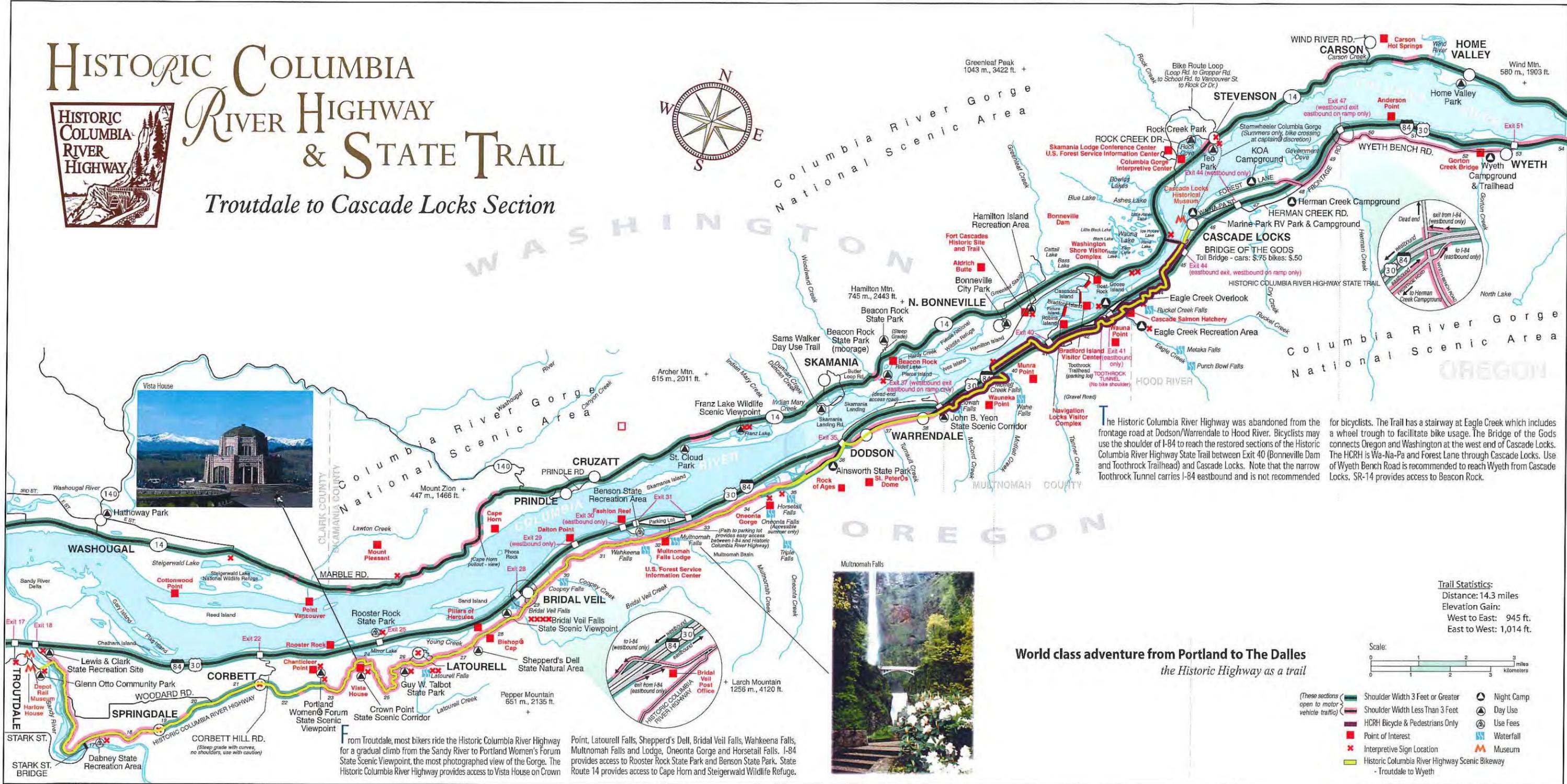
Larry Olson  
District 2C Manager

LO/ad

# HISTORIC COLUMBIA RIVER HIGHWAY & STATE TRAIL

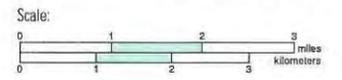


## Troutdale to Cascade Locks Section



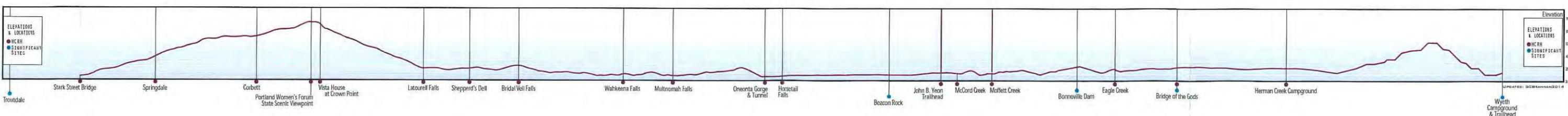
The Historic Columbia River Highway was abandoned from the frontage road at Dodson/Warrendale to Hood River. Bicyclists may use the shoulder of I-84 to reach the restored sections of the Historic Columbia River Highway State Trail between Exit 40 (Bonneville Dam and Toothrock Tunnel) and Cascade Locks. Note that the narrow Toothrock Tunnel carries I-84 eastbound and is not recommended for bicyclists. The Trail has a stairway at Eagle Creek which includes a wheel Oregon to facilitate bike usage. The Bridge of the Gods connects Oregon and Washington at the west end of Cascade Locks. The HCRH is Wa-Na-Pa and Forest Lane through Cascade Locks. Use of Wyeth Bench Road is recommended to reach Wyeth from Cascade Locks. SR-14 provides access to Beacon Rock.

**Trail Statistics:**  
 Distance: 14.3 miles  
 Elevation Gain:  
 West to East: 945 ft.  
 East to West: 1,014 ft.



**World class adventure from Portland to The Dalles**  
*the Historic Highway as a trail*

- (These sections open to motor vehicle traffic)
- █ Shoulder Width 3 Feet or Greater
- █ Shoulder Width Less Than 3 Feet
- █ HCRH Bicycle & Pedestrians Only
- Point of Interest
- ✕ Interpretive Sign Location
- █ Historic Columbia River Highway Scenic Bikeway - Troutdale to Wyeth
- Night Camp
- ▲ Day Use
- Ⓜ Use Fees
- Ⓜ Waterfall
- Ⓜ Museum



From Troutdale, most bikers ride the Historic Columbia River Highway for a gradual climb from the Sandy River to Portland Women's Forum State Scenic Viewpoint, the most photographed view of the Gorge. The Historic Columbia River Highway provides access to Vista House on Crown Point, Latourell Falls, Shepperd's Dell, Bridal Veil Falls, Wahkeena Falls, Multnomah Falls and Lodge, Oneonta Gorge and Horsetail Falls. I-84 provides access to Rooster Rock State Park and Benson State Park. State Route 14 provides access to Cape Horn and Steigerwald Wildlife Refuge.

UPDATED: FEBRUARY 2014



# CITY OF TROUTDALE



## STAFF REPORT

**SUBJECT / ISSUE:** Historic Landmark designation process for Old City Hall

**MEETING TYPE:**  
City Council Regular Mtg.

**MEETING DATE:** December 9, 2014

**STAFF MEMBER:** John Morgan  
**DEPARTMENT:** Community Development

**ACTION REQUIRED**  
Motion

**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:**  
Approval

**PUBLIC HEARING**  
No

**Comments:**

**STAFF RECOMMENDATION:** Approve motion

**EXHIBITS:**

A. Letter from Erin Janssens, Historic Landmark Commission Chair with attachment

**Subject / Issue Relates To:**

Council Goals     Legislative     Other (describe)

**Issue / Council Decision & Discussion Points:**

- ◆ The Historic Landmark Commission, through its Chair Erin Janssens, is requesting the City Council authorize applying for the local historic landmark designation of the old City Hall structure.
- ◆ The City is the owner of the property, therefore the Council must authorize the application for the designation.
- ◆ If the Council agrees to the application, the Historic Landmark Commission will consider the matter, with a public hearing, and make a decision. That decision is appealable to the City Council.

Reviewed and Approved by City Manager:

**BACKGROUND:**

At its June 25<sup>th</sup> meeting, the Commission discussed the status and future of the Old City Hall. The Commission members expressed interest in designating the property as a historic structure on the City's historic inventory.

It was recognized that the Council, as the owner of city property, must authorize an application before the Historic Landmark Commission can go through the designation process. Therefore, the Commission authorized the Chair to send a letter making that request. That letter is attached along with the draft minutes of the meeting.

If the Council authorizes the application, the Historic Landmark Commission will hold a hearing on the matter and make a decision on the designation. That process would likely happen early in 2015. The Commission's decision is appealable to the City Council by any party with standing established in the public hearing process.

**PROS & CONS:**

Pros:

- Considering the application recognizes there is a historic nature to the property
- Going through the process gives the opportunity to determine if the property rises to the level of being designated a local historic landmark
- If it is so designated, provisions of Chapter 4.200 of the Development Code come into play which help protect the structure from remodels not in keeping with the historic character, and from demolition.

Cons

- The historic landmark designation creates potential perceived barriers to options the Council may want to consider for the future of the building and property.

<b>Current Year Budget Impacts</b> <input type="checkbox"/> Yes ( <i>describe</i> ) <input checked="" type="checkbox"/> N/A
<b>Future Fiscal Impacts:</b> <input type="checkbox"/> Yes ( <i>describe</i> ) <input checked="" type="checkbox"/> N/A
<b>City Attorney Approved</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
<b>Community Involvement Process:</b> <input type="checkbox"/> Yes ( <i>describe</i> ) <input checked="" type="checkbox"/> N/A



# CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

December 4, 2014

Troutdale City Council  
219 E Historic Columbia River Highway  
Troutdale, Oregon 97060

Honorable Mayor and City Councilors:

Re: Designation of old City Hall as a Historic Landmark

The Troutdale Historic Landmarks Commission, at its June 25, 2014 meeting, decided to take appropriate steps to consider the designation of the old City Hall site as an historic landmark, and if so designated go through the appropriate steps to consider what to do next with that structure.

To that end, the Historic Landmark Commission moved to request the Council authorize applying for the local historic landmark designation of the old City Hall structure, located at 104 SE Kibling Avenue, under the provision of Troutdale Development Code Chapter 4.240 Historic Landmark Designation.

A copy of the draft minutes is attached for the Council's information.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Erin Janssens".

Erin Janssens  
Chair, Troutdale Historic Landmarks Commission

**MINUTES**  
**HISTORIC LANDMARKS COMMISSION**  
**Regular Meeting**  
City Conference Building  
223 S. Buxton Road  
Troutdale, Oregon 97060  
**June 25, 2014**

**Members Present:** Erin Janssens  
Audrey Lowell  
Sharon Nesbit  
Cynthia Walston  
LeAnn Stephan

**Members Absent:** None.

**Staff:** Elizabeth McCallum, Senior Planner

**Guests:** Michael McRae, 2032 SW Hensley St., Troutdale, OR 97060  
Jason Little, 2032 SW Hensley St., Troutdale, OR 97060  
Jon Lowell, 2304 SW Indian Mary Ct., Troutdale, OR 97060

1. **Call to Order.** Vice-Chair Audrey Lowell called the meeting to order at 7:00 p.m. Chair Janssens arrived at this point.
2. **Agenda Update.** Commissioner Nesbit suggested adding an agenda item relating to storage of information on the historic sites, explaining that when the City closes a file (which Ms. McCallum said referred to files with quasi-judicial decisions) additional information cannot be added. Commissioner Nesbit said she would like to discuss a recommendation on this that the Troutdale Historical Society could continue to add information as it becomes available. Chair Janssens agreed to add this as an additional agenda item for discussion as new agenda item 7a. There were no other requests.

**Chair Janssens asked for a motion to approve this action. Commissioner Nesbit moved, with a second by another Commissioner, to amend the agenda to include this additional item. There was no discussion and no vote on the motion.**

3. **Approval of Minutes:**
  - **April 30, 2014.** Commissioner Stephan pointed out that in agenda item 4 (election of officers), she was named in the minutes as Vice-Chair of the Commission. In fact, Audrey Lowell was elected Vice-Chair and the minutes. The minutes will be corrected. **Commissioner Nesbit moved, with a second from another Commissioner, to approve the minutes as corrected. Chair Janssens called the minutes approved although there was no vote.**

4. **McGinnis House Report on Architectural Style.** Commissioner Stephan said when she compared the Cape Cod and the Craftsman Bungalow styles, it became apparent that the McGinnis House is a Craftsman Bungalow, in her opinion. Commissioner Nesbit said the document submitted by Commissioner Stephan is very good, the detail is wonderful, and she said she thinks one of these should be done for everything we do. This gives us a record when it enters the system of all the property's details. Commissioner Stephan asked if there was anything else anyone thought should be added; there were no takers. Chair Janssens asked for a motion to approve the report and agree on the style as a Craftsman Bungalow.

Responding to a question, Commissioner Stephan said she did not track her time in preparing this report. Commissioner Nesbit said it was so well done that she thought it appropriate to have one of these done for every historic property. **Commissioner Nesbit moved, with a second by Chair Janssens, to approve the report on the style of the McGinnis House as a Craftsman Bungalow and add that to the record, and to add the document done by Commissioner Stephan to the record as well.** Chair Janssens asked if a copy of this document would also be kept by the Historical Society; no reply was audible. **There was no vote on this motion.**

Chair Janssens said the owners and/or their representatives of the McGinnis House are present and have accepted this report (this was not audible).

5. **McGinnis House Conditional Use Activities.** The question was raised, Chair Janssens said, but not discussed clearly enough at the last meeting as to whether the Historic Landmarks Commission should recommend to the Planning Commission the list of activities identified by the owners of the McGinnis House presented on April 30, 2014, for consideration as conditional uses. That list is in the agenda packet, on the back of the June 18, 2014, memo from Ms. McCallum regarding this agenda item. She asked Ms. McCallum what the zoning is on the House; Ms. McCallum did not have that information in front of her but said she believes it is A2, but this question is regardless of the underlying zoning. Chair Janssens said this is an exception to the zoning, to which Ms. McCallum said a conditional use is not an exception to the zoning. The purpose of this conditional use was explained to the Commission in her memo. A variance is an exception to the zoning and this is not the same concept at all, she added. It may be useful to look at what the Planning Commission considers when they look at a conditional use request; they look at what is called the Criteria, and she explained those, and said this Commission may consider uses that can be referred to the Planning Commission for consideration as conditional uses to help preserve or reuse the designated historic landmark. At least one Commissioner said this was not clear, so Chair Janssens said they will wade through it.

There was discussion on what the owner should request on his conditional use application; Ms. McCallum said when the formal application is filed, the applicant will need to respond to the criteria and she referenced her handout, under item F. Chair Janssens raised the issue of maintaining the property and not creating any public nuisances, which Ms. McCallum said is also addressed in the conditional use application.

Commissioner Nesbit asked if the City would enforce noise caps in the neighborhood. This was imposed today and she wondered how useful it would be if parties that are allowed run late; will that be a problem for the neighborhood? Mr. McRae said they had talked about not going beyond 10:00 p.m. with events, but they could even go to 9:00 p.m. Ms. McCallum said that is in the Municipal Code and enforced by the Police Department, not the Planning Department or the Planning Commission.

Commissioner Nesbit said she saw nothing inappropriate on the proposed list of activities for the McGinnis House as long as they comply with City ordinances, etc. She likes the phrasing used that the events will be respectful that this property is a City landmark. Mr. McRae said it also will bring in lodging revenue to Troutdale as opposed to that revenue going to Portland.

**Commissioner Walston moved to recommend the McGinnis House conditional use application move forward to the Planning Commission for their consideration; Commissioner Nesbit said she hoped the “respect” phrase would be included in the motion.** There was no second, the motion died.

**Chair Janssens suggested another motion: recommend the McGinnis House conditional use request be forwarded to the Planning Commission, and that it comply with being a respectful, responsible neighbor and be a positive reflection on the Historic Status in Troutdale. Commissioner Walston seconded this motion. The motion passed unanimously.**

[Commissioner Ralston and Mr. McRae conducted a personal conversation at this time.]

- 6. Uniform Signage for Historic Landmarks.** Commissioner Nesbit referred to the photos of the samples of existing landmark plaques (in the agenda packet) and gave a brief history of them. She said she likes this type of landmark signage, or something like them, because they tell a story/history of the property where a lot of other landmark signs don't have the story. Her goal is to have that story/history. This type of landmark is no longer available, however, and she cannot find the enameled plaques anywhere. They are almost entirely vandal proof and not worth stealing, and they secure well. And are legible, someone added. [The Commissioner also distributed a handout of information on the plaques used by the Oregon Historical Society – see **Exhibit A.**] She recalled that they cost about \$100 to \$100 to do, with the text being 100 words or less. The Historical Society would select the site and then prepare the text which would be vetted by historians at the Oregon Historical Society. That may not be necessary, but at the time we did it that way, she said. We told of other sites where these were presented, and there are probably 8 or 9 of them around town. The State made these available to the Troutdale Historical Society so they have the State seal, but they are Troutdale Historical Society landmarks. Chair Janssens gave her a name of a person with the State (Susan Haylock) who may be able to help her find these plaques again.

If we cannot have this same type of marker, Commissioner Nesbit suggested that we have similar markers with text (story/history) on them. If we are going to go to the trouble, they should be informative. Chair Janssens said she agrees. Chair Nesbit added that the text

would be important, of course, and we can have any logos we want; she suggested the City of Troutdale logo, that it say it is a Troutdale Historic Landmark, and she thought that when they're posted at a house, like Commissioner Walston's, that they be placed where they can be read from the public right-of-way. Chair Janssens asked if the Commission should worry about keeping up with technology and put a QR code on each of them that links back perhaps to the Historical Society web page, or something like that? That way people could look the landmark up as soon as they link up with the QR code. This was discussed.

We have a budget and could afford these, Commissioner Nesbit said. Chair Janssens asked if the City should buy the signs or the applicant; Commissioner Nesbit asked Ms. McCallum about the funding. Ms. McCallum said she was aware of a letter from Chair Janssens to the City Council and presented to the City Manager, and she believes the Council did not act on it. Commissioner Nesbit said she thought they did; Ms. McCallum said she had seen no follow-up on it and there would have been another whole package to the State then if they had, as they would have had to pass a resolution. She was not a participant of that so had no knowledge of it. Chair Janssens asked if this Commission could request that Ms. McCallum follow up on this to see if the funding exists; Ms. McCallum said she can bring it to the City Manager. Commissioner Nesbit said she would like to follow that with a follow-up to the Council that if it has not been done that we would like it done.

To expand this topic a bit, Chair Janssens said, whether or not we have the money in our budget, she believes the property owner(s) should be responsible for purchasing the pre-set sign, the language of which has to be approved by this Commission. Because she thinks our aim should be more toward outreach and education versus individual property owner signs. Commissioner Walston agreed. And the sign is portable, Chair Janssens added. Another Commissioner asked what if the property owner refuses to purchase the sign; that's up to them, Chair Janssens said, and at this time there is no benefit for them. We have not moved this Commission yet to a process where we lobby the Council to provide any tax incentive, etc., and there is no requirement yet for anyone. More discussion ensued regarding historic landmarks in the Development Code signage, answering a question from Commissioner Nesbit whether there are any advantages for historic landmarks in the Building or Development Codes that there are none. That is something we can work on, Chair Janssens said, although it would probably not be appropriate for her or Commissioner Walston to participate since they both own a historic landmark property. Ms. McCallum said that would be a question for the City Attorney in her understanding as they would be sharing ideas rather than participating in a land use decision. Another Commissioner made an inaudible comment.

Chair Janssens asked if Commissioner Nesbit is going to do some more research on the enamel signs, or something similar – Commissioner Nesbit said she is – and that we have consistent and timeless signs. There was a short discussion on what they should look like. Commissioner Nesbit said they can work on the plaque design if she can ever find the right plaque. She will keep working on it.

Commissioner Walston had a question about her house, a landmark, and what she can do to make her landmark sign “alive” again. Discussion followed.

7. **Communication to Council re Designation of City Hall as a Landmark.** Commissioner Nesbit said there is a great deal of concern, as they go about the process of trying to either replace or redo our current City Hall, about the preservation of that historic building. Councilor Dave Ripma has presented the Council with a contractor’s estimate for rebuilding it, and saying it is quite doable (the same person who did Edgefield so she tends to trust him), and there have been other concerns that the City is sliding past the issue of the old building and building a new City Hall. They may well do that; it may not be practical to fix the old City Hall. She thinks the City should probably be the first to observe all the standards and obey its own rules.

She thinks our City needs to be the first to know that their City Hall is an historic building, and that it must at least go through the steps anyone else would have to go through with an historic building. The Commission discussed this topic, and Commissioner Nesbit said we cannot make the Council do what we want, but we can ask them to make it a City Historic Landmark so they must think about it a lot before they do anything. At this point the Council has not made any decision, but the building is historic and it should be designated as such.

**Chair Janssens moved that the Historic Landmarks Commission present to City Council that they be responsible to take appropriate steps to consider the designation of the old City Hall site as an historic landmark, and then go through the appropriate steps to consider what to do next with that structure, if it is evaluated as an historic landmark. Commissioner Stephan seconded the motion.** Chair Janssens said that something should be put in writing and that all the Commissioners attend the City Council meeting when it is presented in order to respond to Council questions. The City is in a leadership position and is a role model and a steward of taxpayer’s property, and given the aesthetics of our city that should be considered, she added. **The vote on the motion was unanimously in favor.** Commissioner Janssens asked Ms. McCallum to draft the letter to submittal to Council and then schedule a time certain for its presentation.

- 7.a. **Additional Information on Historic Sites.** As mentioned at the beginning of this meeting, Commissioner Nesbit said she would like to discuss a recommendation on this so the Troutdale Historical Society could continue to add information as it becomes available. This came about because the issue of keeping a file open is problematic for keeping a public record, as Mr. Craig Ward previously told this Commission. There has to be some source in Troutdale for information on these historic houses, she said, and the Historical Society has in the past kept some information. If we set up a filing system of Troutdale Historic Landmarks, beginning with a copy of the official files from the City showing that the property achieved landmark status, then we could continue to add whatever material we have on that property so the Historical Society would have a complete file that we could add to as information accumulates. Chair Janssens asked if there is any conflict of interest with the City or any legal liability that would prevent the City from giving them duplicate copies of a property owner’s file. Ms. McCallum and Commissioner Nesbit agreed that

those are public records; the original would be retained by the City and would be archived with the State. Chair Janssens said Commissioner Nesbit's idea is an excellent one.

**Chair Janssens moved that the Commission create a process between the Historical Society and the City of Troutdale to provide copies of files and copies of all documented work related to historic properties on the City Register to the Historic Society. Commissioner Nesbit suggested adding the phrase "for record keeping". Chair Janssens accepts the amendment to the motion. Commissioner Walston seconded the motion. The motion passed unanimously.**

There was a personal conversation here about Chair Janssens' dog.

8. **Work Plan Updates.** Chair Janssens reviewed and revised the draft Work Plan (in the agenda packet). Item 1. Signage/Plaques will continue; Item 2. Incentives, she said we need a continued discussion but we need to take it entirely on its own. She said she would like to add an Item 8. Advertise or work with Mt. Hood Community College to find an intern that can help us with some marketing material such as brochures and on a website, although we may need to develop that first. We could have a page on the City's website, Commissioner Nesbit said. Chair Janssens said that would be best, and she agreed. But working on a handout for property owners to use to apply for designation and developing a brochure for a walking tour which we spoke of previously, etc. We have some good projects to work on but don't yet have a starting place, she said.

Commissioner Nesbit said she is interested in the incentives and wishes there was a way to make people do it other than beyond the goodness of their heart. Chair Janssens said they could add incentives to the next work session agenda. Commissioner Nesbit said she thought they ought to have a party at the McGinnis House and invite property owners to come. Another Commissioner said that might help them know that there is even the possibility. If we had an event and were prepared and showed them what was possible, Commissioner Nesbit said, then we need to work on the incentives. Chair Janssens said we can have the process outlined. This led to a discussion of some of the downtown properties that could be the makeup of a downtown historic district.

Updating the Work Plan, Chair Janssens said she thinks their revised work plan should be as follows:

- Item 1 – Letter to the Council regarding the old City Hall designation for landmark status
- Item 2 – Continue signage/plaques - ongoing
- Item 3 – Incentives; Historic District designation
- Item 4 – Intern to assist with developing a brochure and possibly apps
- Item 5 – Brochure and apps; handouts for property owners later on
- Item 6 – Handouts to property owners (as developed later on)

**Commissioner Nesbit moved to approve the amended Work Plan list in this order; Commissioner Walston seconded the motion. The vote was unanimous and the motion was approved.**

9. **Hand-out to Owners of Properties on Periodic Review Field Survey Dated December 14, 2010.** Chair Janssens asked if they could back-up and add this item to their work plan. Ms. McCallum said when Item 8 was discussed it was her understanding that this would be added to the Work Plan. Incentives for historic properties was discussed; Commissioner Nesbit said she might be able to find a list from Restore Oregon. The Commission reviewed what had been discussed earlier on their request to Council on the City's application to the State for Certified Local Government. Chair Janssens asked that Ms. McCallum please find and then resubmit that letter to the Council and also forward a copy of that letter to this Commission, and it will be discussed at the next meeting. Ms. McCallum said the City Manager again emphasized to her that this Commission's meeting will need to be quarterly because of the lack of staff to facilitate them, which led her to say she does not know when the Commission will meet again, and she understands that the City Council meets only once a month during the summer, in July. The Commissioners will need to decide when they would like to see this brought before the Council. Commissioner Nesbit asked if they can just instruct Ms. McCallum to resubmit the letter to the Council now, and then we can at least be in line again for them to look at it. Chair Janssens seconded that, saying they approved the letter once before. She asked Ms. McCallum to follow-up on it, and if there was no decision on it rendered, see if we can resubmit.
10. **Department Reports.** None.
11. **Commission Initiatives and Concerns.** Commissioner Nesbit said she thought she should talk with Rip Caswell to see if he wants to put his reconstructed apartment building on the Historic Landmarks List. Chair Janssens said that is a great idea and suggested adding it to the list of potential sites. Chair Janssens asked if anyone had any issues or concerns that would go onto the next meeting agenda. Buildings undergoing a metamorphosis were brought up by Commissioner Nesbit, but we have nothing to send them to us. As well as this, there was a short discussion on one specific house with a unique paint job. Another discussion was about hideous houses in a historic district;
12. **Adjourn** – The meeting adjourned at 8:45 p.m.

---

Erin Janssens

---

Date

Attest: \_\_\_\_\_  
Rooney Barker, Transcriptionist