



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

TROUTDALE HISTORIC LANDMARKS COMMISSION REGULAR MEETING

Troutdale City Hall Council Chambers
219 E. Historic Columbia River Hwy. (lower level, rear entrance)
Troutdale, Oregon 97060

Thursday October 20, 2016
7:00 p.m.

1. **ROLL CALL/PLEDGE OF ALLEGIANCE**
2. **CITIZEN COMMUNICATION – NON AGENDA ITEMS**
3. **OLD BUSINESS**
 - Update on HLC Funds and Historic Highway Signs
 - Historic Landmark Maps
 - CBD Design Standards
4. **NEW BUSINESS**
 - Certified Local Government (CLG) Designation & Approval Process
5. **DEPARTMENT REPORTS**
6. **COMMISSION INITIATIVES AND CONCERNS**
7. **ADJOURN**

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made in writing at least 48 hours prior to the meeting to Ryan Krueger 503-674-7261, or by email at ryan.krueger@troutdaleoregon.gov

Upcoming Historic Landmark Committee Meetings

November 17, 2016

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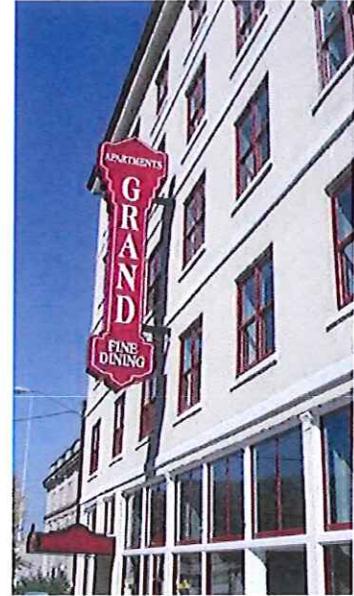
219 E. Hist. Columbia River Hwy. • Troutdale, Oregon 97060-2078 • (503) 665-5175
Fax (503) 667-6403 • TDD/TEX Telephone Only (503) 666-7470

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. This includes a designation process for historic properties.



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.



**Oregon State Historic Preservation Office
Certified Local Government (CLG) Program
Certification Agreement**

Pursuant to the provisions of the 1980 amendments to the National Historic Preservation Act (P. L. 89-655), to applicable federal regulations (36 CFR 61), and to the State of Oregon procedures, the City/County of _____ hereby requests participation in the Certified Local Government program and agrees to:

- (1) Enforce appropriate state or local legislation for the designation and protection of historic properties.
- (2) Maintain an adequate and qualified historic preservation review commission composed of professional and lay members.
- (3) Maintain a system for the survey and inventory of historic properties.
- (4) Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register.
- (5) Maintain adequate financial management systems.
- (6) Adhere to all requirements of the *Historic Preservation Fund Grants Manual*.
- (7) Adhere to any requirements mandated by Congress regarding use of federal historic preservation funds.
- (8) Adhere to requirements outlined in the *State of Oregon Local Government Participation Procedures* issued by the State Historic Preservation Office.
- (9) Satisfactorily perform the responsibilities delegated to it under the Act.

Chief Elected Official

Christine Curran
Deputy State Historic Preservation Officer

Print Name & Title

Date

Date

CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION COMMISSION MEMBER FORM
for the
_____ *Historic Preservation Commission*

1. Name:

Date: _____

2. Address: _____

3. Telephone Number: _____

4. Education: Colleges/universities attended with degrees, areas of study and dates completed.

5. Occupation: _____

6. Positions and/or work experience.

7. Local history/historic preservation activities (publications, committee work, etc.)

8. Community and other activities:

OREGON STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT PROGRAM

ANNOTATED PERFORMANCE STANDARDS – 2001

I. INTRODUCTION

The Certified Local Government (CLG) program was established by the National Historic Preservation Act as amended (16 U.S.C. 470 *et seq.*) in order to extend the existing historic preservation partnership between the federal and state governments to the local level. The model in place at the state level, with a professionally qualified board reviewing nominations, was adapted so that local review bodies would also consider proposals for designation, alteration, moving, demolition, etc. of landmarks. Other responsibilities, which the states have under statute and rule (e.g. to inventory historic and prehistoric cultural resources and to provide for adequate public participation), are extended to the local level through the certification program. In return, states are required to pass through a minimum of 10% of their federal Historic Preservation Fund grant to the Certified Local Governments.

Just as the National Park Service periodically evaluates state programs, the State Historic Preservation Office (SHPO) is required to evaluate each CLG program every four years. Federal regulations, 36 CFR 61.6 and Chapter 9, Section L of the *Historic Preservation Fund Grant Manual*, outline federal requirements, and the *State of Oregon Local Government Participation Procedures* outline the SHPO's expectations. Evidence of serious inadequacies in CLG performance will trigger recommendations for corrective measures from the SHPO and will affect the Certified Local Government's ability to obtain CLG funding. Failure to implement these corrective measures within 180 calendar days will result in the initiation of involuntary decertification procedures by the SHPO, pursuant to Chapter 9, Section M of the *Historic Preservation Fund Grant Manual*, and the *State of Oregon Local Government Participation Procedures* as amended.

The following annotated standards clarify what is expected of CLGs by the state and federal partners and how programs will be evaluated.

II. ANNOTATED STANDARDS

A. "The Certified Local Government enforces preservation legislation and ordinances."

There is a government-to-government relationship between the SHPO and the CLG. The SHPO expects elected officials and administrators of CLGs to support historic preservation programs with adequate funding, staff, and access, and ensure that ordinances and other legislation designed to protect historic and prehistoric cultural resources are enforced (qq.v., OAR 660-023-0200 & "State or

Local Statute,” *Historic Preservation Fund Grants Manual*, Glossary-20). This relationship also means that in hearing appeals of controversial decisions, the elected body respects the expertise of its landmarks commission and gives due consideration to historic values in rendering its decision.

B. "The Certified Local Government establishes and maintains an adequate and qualified landmarks commission."

The CLG must seek the expertise necessary to make informed decisions about historic and prehistoric cultural resources. This is normally provided by a landmarks commission composed of professional and lay members; however, qualified staff members and/or consultants may be relied upon as needed. At a minimum, the CLG must make a reasonable effort to seat commissioners with a demonstrated *positive* interest in historic preservation, the majority of whom should meet the federal historic preservation professional standards (q.v., “Minimum Requirements for Certification,” *Historic Preservation Fund Grants Manual*, Chapter 9, (D)(2)). The CLG must provide the SHPO with the opportunity to comment on qualifications of candidates prior to their appointment.

C. "The Certified Local Government designates local landmarks."

This standard relates to the initial protection of local historic and prehistoric cultural resources (q.v., “State and Local Statute,” *Historic Preservation Fund Grants Manual*, Glossary-20). Cultural resources may include, but are not limited to: districts, sites, buildings, structures, and objects. Designation, or denial of designation, must be based on clear and objective criteria embodied in the local ordinance and supported by written findings of fact. The CLG shall also have a written policy or ordinance provision that addresses the question of "owner consent" for local designation of landmark properties (q.v., ORS 197.772 & LUBA No. 2000-160). Properties listed in the National Register of Historic Places must be protected as local landmarks under OAR 660-023-0200.

D. "The Certified Local Government reviews proposals to alter local landmarks."

This standard extends the protection afforded by landmark designation through the review of alteration proposals. The review process should be timely, straightforward, and not overly burdensome to proponents or opponents. The CLG is expected to provide its citizens and landmark commissioners with sufficient information and reference materials to make informed proposals and decisions, and apprise its building officials of the exceptions available to historic buildings under various codes and regulations. Proposed major alterations to properties listed in the National Register of Historic Places must be reviewed under OAR 660-023-0200.

E. "The Certified Local Government reviews requests for demolition and removal of local landmarks."

This standard ensures that proposals to demolish or remove landmarks are reviewed under local ordinance provisions, and where applicable that delay periods for consideration of alternatives are used. The CLG should actively seek alternatives to demolition or removal, and should require meaningful proof from proponents seeking to justify such proposals on economic or hardship grounds. If demolitions are allowed, recordation, curation of parts, salvage, or other mitigative measures should be required. Proposed demolitions or removals of properties listed in the National Register of Historic Places must be reviewed under OAR 660-023-0200.

F. "The Certified Local Government seeks training opportunities for landmark commissioners."

This standard ensures that landmark commission decisions are consistent and credible. Commissions often include individuals without formal historic preservation education or experience in conducting public hearings. It is expected that the CLG will provide or take advantage of educational opportunities for commissioners, especially relating to designation, alteration review, and conducting public hearings and meetings.

G. "The Certified Local Government seeks to educate the public regarding historic preservation in the community."

A public that understands its stake in the preservation of historic and prehistoric cultural resources is fundamental to a successful program. Public education may be accomplished in a number of ways. The CLG can hold workshops on appropriate preservation techniques for rehabilitating or restoring historic properties, sponsor National Historic Preservation Week activities, support or promote historic house tours, lectures or seminars, and other activities that educate its citizens on the importance of the community's past. The CLG can also encourage preservation education in the local school system.

H. "The Certified Local Government maintains a system of survey and inventory that is consistent with the Statewide Inventory of Historic Properties."

Although all current Oregon CLGs have inventories consistent with Statewide Inventory of Historic Properties standards, history is not static. Because additional historic properties reach eligibility with each passing year, a phased strategy of new surveys, and a uniform inventory maintenance program are encouraged. Existing Statewide Inventories and data generated through surveys are to be housed in a safe and secure location.

I. "The Certified Local Government conducts meetings in conformance with State of Oregon public meeting statutes."

Decisions affecting historic resources are less vulnerable to challenge and overturn when they are made within the parameters of ORS 192.610-ORS192.690. To avoid any potential liability for conflict of interest, CLGs must include provisions in their written procedures that meet NPS requirements (*Historic Preservation Fund Grants Manual*, Chapter 3, C(1)(2)).

J. "The Certified Local Government reviews and comments on National Register nominations."

CLG participation is a key component in the National Register nomination process, and commissions are expected to review and comment on all National Register nominations forwarded from their jurisdictions. Comments must be made with benefit of appropriate professional expertise, either from or obtained by the commission. Nominations prepared or overseen by the CLG, particularly those for historic districts, require a higher degree of direct participation in the National Register process, including responsibility for notification, presentation, editing or other technical corrections.

K. "The Certified Local Government administers subgrants in accordance with established procedures."

CLGs are expected to follow administrative procedures outlined in the SHPO *Grant Administration Manual*. The Grants Coordinator evaluates performance in terms of timeliness, adherence to contract provisions, fiscal responsibility, and final products.