



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE

Monday, February 4, 2013, 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 January 7, 2013

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: Joint meeting with Historic Milwaukie NDA Board

Presenter: Li Alligood, Associate Planner

7.0 Other Business/Updates

7.1 Group photo

7.2 OGE Ethics Training on February 26

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:

March 4, 2013 1. TBD

April 1, 2013 1. Adams Street Connector Lanterns/Beacons

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. Thank You.
2. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.cityofmilwaukie.org
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at 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 Kelter, 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
MONDAY, JANUARY 7, 2013
6:30 PM

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

Li Alligood, Associate Planner (DLC Liaison)
 Kari Svanstrom, Associate Planner

COMMITTEE MEMBERS ABSENT

Becky Ives

1.0 Call to Order – Procedural Matters*

Chair Greg Hemer called the meeting to order at 6:40 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. The meeting presentation is posted at <http://www.ci.milwaukie.or.us/planning/design-and-landmarks-committee-18>.*

2.0 Design and Landmarks Committee Minutes

2.1 October 23, 2012 (Joint with PC)

DLC Member Scott Barbur moved to approve the October 23, 2012, meeting minutes as presented. **DLC Vice Chair Jim Perrault** seconded the motion, which passed unanimously.

2.2 November 14, 2012

DLC Member Chantelle Gamba moved to approve the November 14, 2012, meeting minutes as presented. **Mr. Jim Perrault** seconded the motion, which passed unanimously.

3.0 Information Items

41 There were no information items.

42

43 **4.0 Audience Participation** –This is an opportunity for the public to comment on any item
44 not on the agenda. There was none.

45

46 **5.0 Public Meetings**

47 There were no public meetings scheduled.

48

49 **6.0 Worksession Items**

50 6.1 Summary: Adams Street Connector Lanterns/Beacons Project

51 Staff: Kari Svanstrom, Associate Planner

52

53 **Kari Svanstrom, Associate Planner**, provided an overview of the project via PowerPoint
54 presentation slides 1-7.

55 • The ACS and the lanterns were located in the public right-of-way and were exempt from
56 the downtown design guidelines. However, staff was seeking input on the
57 beacon/lantern design from the DLC.

58 • The lanterns were not part of the base ACS project, but the connector was being
59 designed to accommodate later installation of the lanterns.

60 • The ACS was scheduled for construction in summer 2013.

61 • The project area was Adams Street between the light rail station and McLoughlin Blvd /
62 Dogwood Park.

63 • The ACS was a component of the South Downtown Concept Plan. The ACS was part of
64 Phase 6 of that Plan.

65 **Mike Zillis, Walker-Macy**, provided an overview of the South Downtown Concept Plan and light
66 rail station site via PowerPoint presentation slides 8-13.

67 • A portion of Adams St was closing as part of the light rail project constructed by TriMet,
68 and TriMet was working with the project team to develop the ACS.

69 • The ACS was designed to accommodate festival events, vendors, and pedestrians and
70 cyclists.

- 71 • An additional element was beacons, or lanterns, that would provide a warm glow and
72 seating/gathering areas for people.
- 73 • Slide 12 showed both the base project, which was funded through a grant from Metro,
74 and future phases contingent on fundraising, which were shown within dashed red lines.
- 75 **David Horsely, DAO Architecture**, provided an overview of the lanterns via PowerPoint
76 presentation slides 14-16.
- 77 • The lanterns were designed to be anchored in the surroundings, such as the railroad
78 trestle.
- 79 • The project team was interested in using historical images for the lanterns to reference
80 Milwaukie's past.
- 81 • The lanterns were approximately 20 feet tall and materials included: Ipe wood (or
82 ironwood) for the structural members; fabricated or cast stainless steel plates; and
83 perforated metal screens.
- 84 **Joann Le, DAO Architecture**, shared samples of the wood, steel, and metal materials and
85 provided an overview of the lantern design via PowerPoint presentation slides 17-22.
- 86 • The perforated metal screens had different appearances during the day and night, and
87 could be illuminated in various colors with LED lights.
- 88 • The lanterns could be decorated or utilized to create festival spaces. They were
89 designed to accommodate banners and signage. LED lighting within the frame would
90 create a glow and could change colors depending on the event.
- 91 **Ms. Svanstrom** described the process of choosing historical photos for the lantern screens via
92 PowerPoint presentation slide 18.
- 93 • The design team would work with the DLC and the community to choose images and
94 themes for the lanterns through a website selection process and would bring the final
95 selections to the DLC in April.
- 96 • The exact images used will need to be determined in conjunction with the metal
97 fabricator to ensure the final images on the panels are legible.
- 98 **Mr. Horsley and Ms. Le** responded to questions from the Committee:

- The LED lights would be directed upwards so as not to shine directly in the eyes of passers-by.
- Structural ipe was available, and DAO was working with a structural engineer to ensure that ipe was the appropriate structural material for the lanterns. The ipe would not be stained, and would become silver over time.
- The City did not have a “dark sky” program, but the lantern lighting design considered the potential of adjacent residential development in the future.
- The process of choosing the images would be a collaboration between the design team, the fabricator, and the community in order to establish a “heritage walk” concept. The goal was to identify images that resonated with the community and also worked well in the perforated metal format.
- The lanterns would cost approximately \$20-25,000 apiece.

Lisa Batey, 11912 SE 19th Ave, asked several questions regarding the specifics of the lantern design.

Karen Whitman, Karen Whitman Projects, addressed the Committee. She was working with the project team to identify funding sources for the lanterns. She was very excited about the project and connecting the local corporate community to the project.

7.0 Planning Department Other Business/Updates

7.1 Officer Elections

Ms. Gamba nominated Greg Hemer for Chair and Jim Perrault for Vice Chair. Mr. Barbur seconded the nomination of both, which passed unanimously.

7.2 Group Photo

The group photo was rescheduled for the February meeting due to the absence of DLC Member Becky Ives.

7.3 Upcoming Presentation/Training by Oregon Government Ethics Commission

A representative from the OGEC would be providing an ethics training for the Council, Planning Commission, and DLC at the Council worksession on Tuesday, February 26. The DLC was invited and encouraged to attend.

7.4 Updated DLC Notebook Pages

Updated DLC notebook pages were distributed to reflect recently adopted code amendments. The downtown zones had been renumbered but no changes had been made to the regulations.

8.0 Design and Landmarks Committee Discussion Items

9.0 Forecast for Future Meetings:

February 4, 2013 1. Worksession: Joint meeting with Historic Milwaukie NDA Board

March 4, 2013 1. TBD

Meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,

Li Alligood, Associate Planner

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

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,¹ 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

¹ Available online at 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.²

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.³ 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.

²Available online at http://www.qcode.us/codes/milwaukie/view.php?topic=19-19_400-19_403&frames=off.

³ Available online at 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 activities⁴

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.

⁴ 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.⁵

Incentives of NR listing include "frozen" Oregon property tax assessments; tax increment financing for rehabilitation; leniency in local building codes;⁶ and expanded local conditional use allowances.⁷ 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

⁵ With the exception of publicly-owned property.

⁶ 2010 ORSC Section 3409, Historic Buildings.

⁷ 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.

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 |
| 11 ¹ | 3125 SE Van Water (1886)* | Ardenwald Cong. Church 62 |
| 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 ² | 8835 SE 42nd (1923) | House 67 |
| 46 | 9002 SE McLoughlin (1938) | Commercial Building (ODOT) 71 |
| <u>“Contributing” properties:</u> | | |
| 13 ³ | 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 |
| 25 ⁴ | 2526 SE Monroe** | House 33 |

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

² Added in 1993 by Ord. 1749.

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

⁴ 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 ⁵ | 10565 SE 23rd | House | 50 |
| 33 ⁶ | Deleted | | |
| 35 | 11630 SE 27th** | House | 34 |
| 36 ⁷ | Deleted by Ord. 1986 | Ardenwald School | |
| 37 | 9405 SE 42nd** | House | 36 |
| 38 ⁸ | 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 ⁹ | Deleted by Ord. 1981 | Portland Traction Line | |
| 43 | 3438 SE Wake St. | House | ? |
| 44 ¹⁰ | 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.

⁵ Revised from “Significant” to “Contributing” at property owner’s request.

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

⁷ Deleted in 2008 (CPA-08-02).

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

⁹ Deleted in 2008 (CPA-08-01).

¹⁰ 11022 SE 37th (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.

