



Community Development Planning Division  
P.O. Box 1083  
Corvallis, OR 97339  
(541) 766-6908

## AGENDA

**Corvallis Historic Resources Commission  
Work Session: HRC Work Plan  
6:30 PM, Tuesday, October 28, 2014  
Downtown Fire Station, 400 NW Harrison Blvd.**

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- I. **Visitor Propositions**: Members of the public are encouraged to provide preliminary comments pertaining to the HRC Work Plan.
  - II. **Work Plan Discussion**: Discussion of the HRC Work Plan update, and specific Work Plan items such as the creation of a Preservation Plan.
  - III. **Public Comment**
  - V. **Adjourn**

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For the hearing impaired, an interpreter can be provided with 48 hours notice.  
**For the visually impaired, an agenda in larger print will be made available.**  
Please call (541) 766-6908 for assistance.

The next **regular meeting** is scheduled for Tuesday, November 25, 2014, at 6:30 pm, in the Downtown Fire Station, 400 NW Harrison Blvd.

***Please Turn Over for More Information***

## Historic Resources Commission

### Tentative Upcoming Public Meeting Schedule for 2014

For questions about listed cases, call **541-766-6908**

HRC Historic Resources Commission (meets second Tuesday at 6:30 p.m. – ***Meetings are held at the Fire Station Meeting Room\*, unless it is unavailable, in which case meetings are held in the Madison Avenue Meeting Room\*\*. On occasion, an additional meeting may be held on the 4<sup>th</sup> Tuesday of the Month.***

Meeting Time	Date	Description	Location
6:30 pm	Oct 28	Work Session: HRC Work Plan	* Fire Station
<b><i>Tuesday, Nov 11</i></b>		<b><i>City Offices Closed in Observance of Veterans Day</i></b>	
6:30 pm	Nov 25	Rescheduled Meeting – Due to Conflict with Veteran’s Day Holiday	* Fire Station
<b><i>Thursday, Nov 27 &amp; Friday, Nov 28</i></b>		<b><i>City Offices Closed for Thanksgiving Holiday</i></b>	
6:30 pm	Dec 9	Regular Meeting – Agenda TBD	* Fire Station
<b><i>Thursday, Dec 25</i></b>		<b><i>City Offices Closed in Observance of Christmas Holiday</i></b>	
<b><i>Thursday, Jan 1</i></b>		<b><i>City Offices Closed in Observance of New Year’s Holiday</i></b>	

\*Fire Station, 400 NW Harrison Blvd, second floor meeting room Ave.

\*\*Madison Meeting Room, 500 SW Madison Ave.

The City Website is located at [www.corvallisoregon.gov](http://www.corvallisoregon.gov)

tbd = to be determined

## Memorandum

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To: Historic Resources Commission

From: Carl Metz, Associate Planner *cm*

Date: June 30, 2014

Subject: Updating HRC Work Plan and Creating a Historic Preservation Plan - UPDATE

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A memo, dated May 5, 2014 (attached), discussed the update of the HRC Work Plan and described the background behind the potential creation of a Historic Preservation Plan. This memo also included the current 2012 Work Plan and a document advocating the creation of a Preservation Plan submitted by Commissioner Keeney. These items were also discussed at the June 10, 2014 HRC Regular Meeting. At the meeting, the HRC was informed that Staff would provide additional information regarding the Preservation Plan's possible framework, scope, and examples of other such plans. These items and links to example plans are contained below. Please review and be prepared to discuss possible changes to the 2012 Work Plan and to provide direction regarding the creation of a Preservation Plan at the July 8, 2014 HRC Meeting.

### Example Framework of a Preservation Plan

1. Local Context
  - History
  - Designated Historic Resources
  - Current Regulatory Framework
2. Public Participation
  - Technical Advisory Committee (TAC)
  - Outreach Efforts: Public Meetings, General & Targeted Surveys, Interviews, Open Houses, Website, etc.
3. Identified Issues and Goals of the Plan
4. Implementation Plan
  - a. Issue
    - i. Goal(s)
      1. Actions
      2. Outcome

## Potential Preservation Plan Issues and Goals

### Previously-Identified Issues/Goals (2012 HRC Work Plan)

1. Identify and Prioritize New Historic Districts
  - Pertinent Comprehensive Plan Article 5.4 Policies
    - **5.4.7** The City shall continue efforts to inventory historic structures, archaeological sites, and other potential historic sites.
    - **5.4.8** The first priority for historic inventory and preservation work shall be older neighborhoods, especially those bordering the downtown and the Oregon State University campus.
    - **5.4.16** The City of Corvallis shall continue efforts to recognize and encourage the formation of national and local historic districts.
  
2. Identify low intensity ways to preserve neighborhood characteristics and more modern resources
  - *Staff Note: Define “low intensity,” “neighborhood characteristics,” and “modern resources”*
  - Pertinent Comprehensive Plan Article 5.4 Policies
    - **5.4.2** The City shall encourage property owners to preserve historic structures in a state as close to their original construction as possible while allowing the structure to be used in an economically viable manner.
    - **5.4.6** An ongoing program shall be maintained to increase public awareness of the City's historic structures and the financial incentives available to the owners of these structures.
    - **5.4.8** The first priority for historic inventory and preservation work shall be older neighborhoods, especially those bordering the downtown and the Oregon State University campus.
    - **5.4.13** The City shall develop a definition, criteria, and a process to formally identify historic residential neighborhoods.
    - **5.4.14** New dwellings and additions in formally recognized historic residential neighborhoods must contain exterior architectural features that relate to the historic period of surrounding dwellings. Examples of this are: street-facing porch, comparable roof slope, horizontal wood siding, and overall design features including trim, windows, and structure.
  
3. Update Existing Survey Information for Designated Historic Resources
  - Pertinent Comprehensive Plan Article 5.4 Policies
    - **5.4.2** The City shall encourage property owners to preserve historic structures in a state as close to their original construction as

possible while allowing the structure to be used in an economically viable manner.

- **5.4.6** An ongoing program shall be maintained to increase public awareness of the City's historic structures and the financial incentives available to the owners of these structures.
- **5.4.7** The City shall continue efforts to inventory historic structures, archaeological sites, and other potential historic sites.

### Additional Issues

4. TBD

### **Example Preservation Plans**

Salem, OR:

<http://www.cityofsalem.net/Departments/CommunityDevelopment/Planning/Documents/Salem%20Historic%20Preservation%20Plan.pdf>

Astoria, OR:

[http://www.astoria.or.us/Assets/dept\\_3/pm/pdf/historic%20preservation%20plan.pdf](http://www.astoria.or.us/Assets/dept_3/pm/pdf/historic%20preservation%20plan.pdf)

Boulder, CO: <https://bouldercolorado.gov/historicpreservation/boulder-historic-preservation-plan>

Fredericksburg, VA: <http://www.fredericksburgva.gov/DocumentCenter/View/334>

### **Attachments**

- Memo to HRC, dated May 5, 2014 (with attachments)

## Memorandum

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To: Historic Resources Commission

From: Bob Richardson, Associate Planner *BAR*

Date: May 5, 2014

Subject: Updating HRC Work Plan and Creating a Historic Preservation Plan

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### **Issue**

The City of Corvallis, OSU, and many community members are in some way involved in the Collaboration Corvallis project. As stated on the project's website,

"The Project utilizes three citizen work groups to evaluate current matters and concerns associated with traffic and parking; planning and housing issues; and livability matters in neighborhoods nearby the university".

The Collaboration Corvallis Steering Committee has presented the City Council with several recommendations developed by the Neighborhood Planning work for achieving its stated goals, which are:

- Consider pros and cons of making adjustments to zoning and housing density in areas near the University.
- Review current development standards, and identify and recommend potential measures that would minimize impact from the creation of high-density housing in or near lower density residential areas.
- Review and recommend housing opportunities for Oregon State students that are compatible within the neighborhoods and Corvallis community.

One recommendation from the Neighborhood Planning work group was for the Corvallis Historic Resources Commission (HRC) to develop a historic preservation plan. The City Council has directed the HRC to explore the development of a historic preservation plan as part of an updated HRC work plan. The Council also stated that the HRC should give consideration to current City budget issues, and identify required resources and potential funding sources to support the creation of a historic preservation plan.

### **Background**

The first HRC work plan was created in 2009, and it was updated in 2012. The work plans have been used primarily to inform Certified Local Government grant requests, and to guide staff efforts when time was available for projects other than review of Historic Preservation Permit applications.

The 2012 work plan is attached to this memo. It is broken into three categories. Under each category is a goal followed by a list of objectives and activities intended to help fulfill the goal. One objective of the work plan is to create an outline for a preservation plan and identify

milestones that can be achieved incrementally. While several of the listed activities on the 2012 work plan have been accomplished or are ongoing, efforts to create a preservation plan have not been undertaken by the HRC or staff.

Preservation Plans have been used to address a variety of community interests but emphasize the identification and protection of designated and potentially eligible structures and sites. The cost of creating a Corvallis historic preservation plan is not known, but at a minimum it is expected that it would cost \$20,000 and take several months to a year to complete. This is based on information from the City of Salem and the City of Cottage Grove, each of which used Certified Local Government (CLG) grant funds to off-set costs for creating a historic preservation plan.

### **Requested Actions**

The HRC is asked to:

- 1) Review and update the 2012 work plan, for example, by modifying, removing or adding action items; and
- 2) Recommend how much of a future CLG grant should be dedicated to creation of a historic preservation plan.

### ***Review and Update the Work Plan***

When updating the work plan, it is not necessary to prioritize each activity. All activities on the work plan are considered worthy of undertaking, and guide staff efforts as time and resources are available.

### ***Prioritize Urgency of a Historic Preservation Plan***

The City will be able to apply for a new CLG grant this winter, and the maximum award amount anticipated is \$14,000. CLG funds have been or could be used to support many activities on the work plan. For example the current \$13,000 CLG grant funds Historic Preservation Month activities, the new Corvallis Historic Preservation Project pass-through grant, and staff and commissioner training. Given the other activities a CLG grant could support, and assuming a \$14,000 grant award, the HRC is asked to recommend how much should be dedicated to the creation of a historic preservation plan.

### **Next Steps**

If the HRC decides to support development of a historic preservation plan, the next step would be for staff to work with the HRC to develop a scope of work for the project. Assuming adequate funding is available, staff would then initiate the consultant selection process, possibly through a Request For Proposal (RFP) process.

### **Attachments**

- 2012 HRC Work Plan
- Document submitted by Commissioner Keeney during the April 8, 2014, HRC meeting

# 2012 Historic Resources Commission Work Plan Final Draft

## Category I

### Goal

*Provide information and technical assistance to persons interested in Corvallis' Designated Historic Resources. Provide relevant educational opportunities to City staff and HRC Commissioners.*

### Objectives

#### ***Provide Education and Technical Assistance***

- Expand resource documents in the Historic Preservation portion of the Planning Division Library.
- Sponsor educational workshops for the public.
- Create, and update as needed, paper copy of application packets.
- Sponsor or lead activities and events regarding the benefits and value of historic preservation. Includes Historic Preservation Month activities and Annual Awards Ceremony.

#### ***Improve Web Resources***

- Add helpful links to the website, such as:
  - Information about green building techniques;
  - Historic Preservation related books available in the Planning Division;
  - Information about incentives for preserving historic resources;
  - State / local contractors specializing in historic preservation;
  - Secretary of Interior's websites regarding historic preservation;
- Provide examples on website of complete vs. incomplete applications.
- Provide information on website explaining the public hearing process.
- Improve access to survey information and statements of historic significance.
- Improve online applications.

#### ***HRC and Staff Training***

- Review HRC mission at least once per year.
- Hold internal trainings for staff and the HRC.
- Attend historic preservation related conferences or trainings, visit other CLG communities.
- Hold orientation for new HRC commissioners
- Create and complete exit surveys for HRC commissioners.

***Improve Coordination with the City Council and other City Commissions***

- Provide an annual report to the City Council, and upon request, to other commissions and committees such as the Planning Commission, Downtown Commission, and Committee for Citizen Involvement.

**Category II**

**Goal**

*Encourage and facilitate historically compatible maintenance of Designated Historic Resources.*

**Objectives**

***Investigate Streamlining Common HPP Applications***

- Review opportunities for streamlining requirements for common applications.
- Develop example packets and HPP application materials specific to common applications.

***Create Graphic Example Handbook (related to Code)***

The handbook would:

- Show examples of compliance vs. noncompliance with LDC Chapter 2.9 provisions;
- Include typical examples of architectural styles, components of facades, windows, etc.

***Identify and Create Programs to Keep Historic Properties in Good Repair***

- As relevant, involve other City programs and revise Municipal Code and LDC.
- Investigate incentive programs and partnerships to promote property maintenance.

***Inventorizing and Recording Sidewalk Stamps***

- Map identified sidewalk stamps.
- Review provisions regarding protection of sidewalk stamps to address challenges with retaining the original sidewalk panel within new sidewalks.

***Ongoing LDC Revisions***

- Review potential areas where the LDC should be revised relative to Historic Preservation Provisions.

**Category III**

**Goal**

*Develop a Historic Preservation Plan to guide short and long range preservation goals.*

## **Objectives**

### ***Create a Historic Preservation Plan***

- By January 2013 create outline for plan and identify milestones that can be achieved incrementally
  
- The plan could incorporate the items in this work plan, and others such as:
  - Identify and Prioritize New Historic Districts;
  
  - Identify low intensity ways to preserve neighborhood characteristics and more modern resources;
  
  - Update Existing Survey Information for Designated Historic Resources.

## Historic Preservation Plan Q&A

### What is a Historic Preservation Plan?

A Historic Preservation Plan is like a map that identifies community-agreed-upon destinations, offers multiple ways to reach those destinations, and establishes directions and priorities.

The Plan describes why preservation is important to the community and identifies those elements that define community character and merit preservation, promotion, or protection. A Historic Preservation Plan differs only in subject matter from housing, transportation, environment, land use, or recreation planning, for example.

### Why does Corvallis need a Historic Preservation Plan?

Like all planning processes a preservation plan promotes a thoughtful, proactive strategy to reduce crisis decision-making and is key to effective historic, human and financial resource management. The Plan distinguishes the truly important from the merely urgent, and sets priorities among competing demands.

### Why now?

A confluence of multiple factors identify now as an ideal time for preservation planning:

- Long-standing community concern
- Historic Resources Commission (HRC) consistent workplan priority
- City/OSU Collaboration's Neighborhood Planning Group (NPG) recommendation
- Neighborhood galvanized response to sudden housing pressure
- Neighborhood Photo Survey completed
- Skilled professional volunteer assistance

### Who will do this?

The NPG recommended that the HRC serve as the lead planning group; the Collaboration's Steering Committee supported the NPG recommendations, and Council referred the matter to the HRC for their consideration, analysis and evaluation.

Typically, planning office preservation staff, with the involvement of the HRC and broad public participation collaborate to prepare a Preservation Plan. While a public/private process will be key to successful plan development, city staff will need to coordinate the project, provide oversight and fiscal management. Volunteers may assist with additional survey, research, writing, grant-writing and other activities as needed.

### How much will it cost?

Depends. Although volunteers may accomplish much of the work, a professional facilitator and a public process will be needed to assure a holistic approach and impartial evaluation of data.

### How will we fund the Plan?

In a time of increasingly tighter budgets, all agencies must work smarter to stretch municipal dollars even further. Multiple agencies and foundations support Preservation Planning; staff and volunteer time will provide in-kind match for potential grant programs.

### Will the plan promote additional regulations?

The existing Land Development Code Chapter 2.9 regulates Designated Historic Resources.

*Wherever men have lived there is a story to be told . . .*  
Henry David Thoreau, 1860