

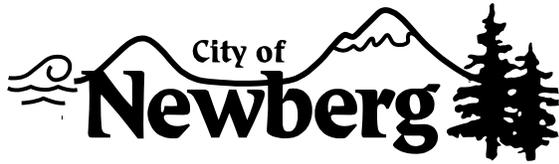


**NEWBERG HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
Tuesday, October 18, 2016
7:00 PM
NEWBERG CITY HALL
414 E. FIRST STREET**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF JUNE 21, 2016 MEETING MINUTES**
- IV. DISCUSSION – NEXT STEPS**
- V. OTHER BUSINESS**
- VI. NEXT MEETING: TBD – OPTIONS ARE 11/15/16, 12/20/16, & 1/17/16**
- VII. ADJOURNMENT**

FOR QUESTIONS, PLEASE STOP BY, OR CALL 503-537-1240, COMMUNITY DEVELOPMENT DEPT. – P.O. BOX 970 – 414 E. FIRST ST.

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: *In order to accommodate persons with physical impairments, please notify the Community Development Department of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 537-1240. For TTY services please dial 711.*



**NEWBERG HISTORIC
PRESERVATION COMMISSION
MEETING MINUTES
Tuesday, June 21, 2016
7:00 p.m., Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR**

- I. Open Meeting** – 7:01 p.m.
- II. Roll Call** - Commissioner attendees included Chair Rick Fieldhouse, Vice-Chair Chuck Zickefoose, Barbara Doyle, Geary Linhart, and Ryan Howard.

Staff present: Senior Planner Steve Olson; Community Development Director Doug Rux. Kenny Gunn of Summit Solutions was also present.

- III. Approval of April 19, 2016 meeting minutes** – Commissioner Zickefoose moved to approve the minutes, and Commissioner Doyle seconded the motion. The commissioners approved the motion unanimously.
- IV. Downtown Historic Inventory update** – Kenny Gunn presented the results of the RLS and ILS inventory work, as described in the draft RLS/ILS report. He encouraged comments on the draft report. He also discussed the potential for a historic district in downtown Newberg, issues that would need to be addressed, and the need for at least 50% buy-in from properties within the boundaries. There would need to be substantial ground work done with property owners before considering a district. He mentioned that the Multiple Property Document was a potential alternative to a district, as it grouped building by a historic theme (“old brick commercial buildings”) rather than by a contiguous boundary. In the report he concluded that the Cameo Theater was a strong candidate for a National Register nomination, and the Mills-Hester House (Painted Lady) was a good candidate.

The commissioners and visitor George Edmonston had questions about several aspects of the work, and what the next steps would be. Some potential next steps were assisting with National Register nominations, or working towards a historic district or Multiple Property Document.

Kenny showed the draft website in desktop and mobile modes, and asked for feedback regarding the organization, content, and walking tour.

- V. Next meeting:** tbd
- VI. Adjourn** – 8:38 p.m.

Approved by the Newberg Historic Preservation Commission this 18th day of October, 2016.

AYES:

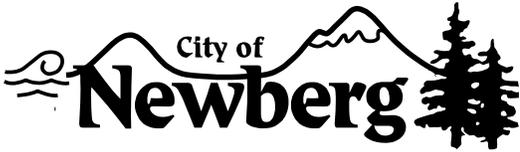
NO:

ABSENT:

ABSTAIN:

Steve Olson
Minutes Recorder

Rick Fieldhouse,
Historic Preservation Commission Chair



Community Development Department
P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132
503-537-1240 ▪ Fax 503-537-1272 ▪ www.newbergoregon.gov

MEMORANDUM

TO: Newberg Historic Preservation Commission (HPC)
FROM: Steve Olson, Senior Planner
SUBJECT: Discussion: Next steps for the HPC
DATE: October 11, 2016

Discussion: Next steps for the HPC – after the 2015/16 CLG grant

The CLG grant has been completed, and the work products accepted by SHPO. What should be the focus of the Historic Preservation Commission going forward? Some ideas to discuss:

1. Historic signage – plaques and interpretive signs
2. Sidewalks – preserving stamped names, horse rings, and other historic elements of the urban landscape
3. Future grant applications – consider priorities, staffing needs:
 - a. CLG (Certified Local Government) SHPO grant – potential projects include National Register nomination (Cameo Theater example), or pass-through façade grants for National Register properties (see attached information for other examples of CLG grant projects). The deadline for the next round of CLG grant applications is February 24, 2017.
 - b. Diamonds in the Rough SHPO grant – Used to restore building facades that have been heavily modified over time. The deadline for the grant application is Spring 2017 (see attached information for other requirements).
4. Historic district or Multiple Property Document options

CLG Grant Program

The Certified Local Government (CLG) program offers matching grants to cities and counties that have been "certified" as historic preservation partners with both the state and the federal governments. These grants can be used for a wide-range of preservation projects, including National Register nominations, historic resource surveys, preservation education, preservation code development, building restoration, and preservation planning. Between roughly \$65,000 - \$200,000 is available per year, depending on federal allocation and state priorities.

Application Deadline: Submitted February 24, 2017

Your local government must be a CLG to apply, contact the coordinator for more information.

[-> CLG Grant Awards](#)

Contact:

Kuri Gill
CLG Coordinator
Phone: (503) 986-0685
Email: kuri.gill@oregon.gov

Certified
Local
Governments

 [Back to the top](#)

Diamonds in the Rough Grant Program

DIAMONDS IN THE ROUGH GRANT

DIAMONDS IN THE ROUGH grants are to restore or reconstruct the facades of buildings that have been heavily altered over the years. The purpose is to return them to their historic appearance and potentially qualify them for historic register designation (local or national). These grants are part of the SHPO's Preserving Oregon Grant Program for the 2013-15 biennium. Grants may be awarded up to \$20,000.

Application Deadline: Spring 2017

Applications will open in January. Use the information below for planning purposes. We don't expect major changes for next year.

- > [2016 Diamonds in the Rough Grant Information](#)
- > [2016 Diamonds in the Rough Online Grant Instructions](#)
- > [OPRD Grants Online Program](#)

-> [2016 Diamonds in the Rough Awards](#)

Contact

Kuri Gill
Grants and Outreach Coordinator
Phone: (503) 986-0685
Email: kuri.gill@oregon.gov

CLG Grants - Examples of projects

**2014 Certified Local Government Grants
Heritage and Community Programs, Oregon Parks and Recreation Department**

Applicant	Project Description	Grant Request	Grant Award	Match	Overmatch
Albany	Solicit support for and develop a National Register nomination for the Lehigh Acres, post WWII neighborhood. Create and distribute two newsletters to property owners. Hold three preservation workshops, lectures or tours for preservation month and the summer. Hold preservation month awards program. Revise historic overlay ordinance and comprehensive plan. Offer residential rehabilitation pass-through grants. Review and compliance.	\$12,000	\$12,000	\$12,000	\$0
Ashland	Offer preservation month activities including a city council presentation, walking tour and preservation awards. Revise and expand the Site Design and Use Standards. Attendance at in-state and out-of-state historic preservation conferences for training for staff and commissioners.	\$10,635	\$10,635	\$10,640	\$1,334
Astoria	* Offer pass-through facade grants for National Register properties in the Downtown Historic District. Provide architectural design assistance. Design review and compliance. Grant Administration.	\$12,000	\$12,000	\$12,000	\$0
Baker City	Replace non historic windows on the National Register listed Baker City Hall.	\$12,000	\$12,000	\$12,000	\$0
Benton County	Preservation month activates including lectures, workshops and tours. Preservation assessment of Wren Community Center. Repairs on the National Register listed Independent School and Palestine Church. Attendance of staff and commissioners at approved training and conferences. Review and compliance. Program administration.	\$12,000	\$12,000	\$12,000	\$0
Cottage Grove	Publish and distribute new "Development of Downtown Cottage Grove Historic Preservation Handbook." Develop schematic designs for the Cottage Grove Armory.	\$12,000	\$12,000	\$12,000	\$12,000
Enterprise	* Complete National Register Nomination forms for the Lear Building. Develop a mobile phone walking tour and a walking tour brochure. Provide a preservation award program. Grant administration. Planning, review and Compliance.	\$11,300	\$11,300	\$11,300	\$0
Gresham	Complete Reconnaissance Level Survey of approximately 75 properties in the northwest portion of Gresham's Northwest Neighborhood. Nominate the Ott house to the National Register and for local designation. Grant Administration.	\$7,200	\$7,200	\$7,200	\$0
Jacksonville	Repair the National Register listed Jackson County Jail and Beekman House.	\$9,540	\$9,540	\$9,540	\$0

Applicant	Project Description	Grant Request	Grant Award	Match	Overmatch
McMinnville	Collect new photos and historical information for Downtown Historic District Properties. Design and print walking tour brochure and develop website tour of those properties. RLS	\$12,000	\$12,000	\$12,000	\$0
Medford	Conduct various activities to generate greater public awareness and support for each of the cities historic districts. Develop new code language. Send landmarks members to approved conferences and trainings. Grant Administration.	\$12,000	\$12,000	\$12,000	\$0
Monmouth	Develop a mobile application for the recently updated historic walking tour and provide preservation awards to downtown historic property owners.	\$4,250	\$4,250	\$4,250	\$0
Oregon City	Publish and distribute home owner education packets. Publish and distribute brochures for three National Register properties: Carnegie Library, McLoughlin Promenade, Municipal Elevator. Repair the National Register listed Ermitfanger House.	\$10,000	\$10,000	\$10,000	\$0
Pendleton	Establish a database of locally designated properties, to be available online including current and historic photos. Offer at least two guided walking tours.	\$5,000	\$5,000	\$5,000	\$0
Portland	Complete a Multiple Property Document for properties associated with Portland's African American history. Update the preservation section of the City's Comprehensive Plan. Review and compliance. Grant administration.	\$12,000	\$12,000	\$12,000	\$0
Redmond	Complete Reconnaissance Level Survey of 70 properties in Redmond's Downtown. Complete Intensive level survey of 10 properties from the RLS. Publish and distribute a Redmond Historic Preservation plan. Attendance at in-state and out-of-state historic preservation conferences for training for staff and commissioners.	\$12,000	\$12,000	\$12,000	\$0
Roseburg	Repair National Register listed Old Roseburg Soldier's Home Hospital. Review and Compliance. Attendance at in-state and out-of-state historic preservation conferences for training for staff and commissioners. Promote Laurelwood Neighborhood.	\$12,000	\$12,000	\$12,000	\$0
Springfield	Complete RLS for approximately 150 properties in the Emerald Heights area. Develop pilot project to provide an informational packet to property owners in the Washburne Historic District. Develop a display for preservation month highlighting pre-1915 properties. Begin research and outreach leading to future code revision Develop a Lumber Heritage Context for use in evaluating lumber industry related resources in Springfield. Attendance at in-state and out-of-state historic preservation conferences for training for staff and commissioners. Review and compliance.	\$12,000	\$12,000	\$12,000	\$0
Funded Totals		\$189,925	\$189,925	\$189,930	\$13,334

Number of Applications: 18

Oregon State Historic Preservation Office

Requirements and Tips for Successful Local Rehabilitation Grants Using CLG Funds

Tips:

Use State Historic Preservation Office (SHPO) support –

- a. *Ideas for managing an application grant program* – Several folks in the SHPO have experience managing and applying for grants with an application process.
- b. *Building doctor support from SHPO Restoration Specialist, Joy Sears* – Joy can walk through buildings, share ideas for dealing with code, alternative use and energy, outline a general plan, etc. These visits can go a long way to inspire property owners to do good preservation work and alleviate potential problems with contractors, building officials, etc.
- c. *Assistance and guidance from SHPO for changes in work plans* – Changes are often required during the course of a rehab project. SHPO staff can help come up with solutions, and, by keeping SHPO in the loop, you can ensure that inappropriate changes won't jeopardize the grant funding for your project.

Start early in your CLG grant cycle –

Whether you hand pick a grant project or have an application process, inevitably people back out. If you start early you can find another project for your rehabilitation grant funds.

Spread the word about the results –

The more people who know that the local government helped fund the project, the better off you are. Post before and after photos on your website, try to get it in the paper, etc.

Use the project as an educational tool for others –

This is an opportunity to talk to folks about in-kind replacement, the importance of various features, etc. Ask the contractor if the project can be used for a walking tour or as a demonstration site.

Solicit bids from experienced preservation contractors –

SHPO's online list of contractors and the Historic Preservation listserv are good sources for leads to experienced and reputable contractors. You can avoid lots of headaches if you have a good contractor. See Heritage Bulletin #8 for tips on working with contractors available at www.oregonheritage.org or by contacting SHPO.

Keep projects simple –

Straightforward projects with fewer complexities and contractors are usually more successful. Complex projects may need to be completed in phases over more than a single grant round.

Requirements:



All properties must be on the National Register of Historic Places –

ISSUE

They can be listed individually or as contributing to a listed district.

Project work plans must meet the Secretary of the Interior's Standards for Rehabilitation and be approved by SHPO staff before work begins –

All rehabilitation projects must be approved. Please send drawings, photos, historical research, materials and technique information to your CLG coordinator.

A preservation agreement or covenant must be signed by the property owner and SHPO before work begins –

This is a requirement of the National Park Service. SHPO has the forms and procedure online and available by request.

Follow all standard procurement requirements, including solicitation of bids and selection of contractors –

SHPO (and the National Park Service) needs a brief summary of your (or property owner's) selection process (SHPO has simple forms you can use). You don't have to choose the lowest bid, but you should justify your selection if you do not.

The CLG must provide before and after photographs to SHPO –

Digital images of at least 300 dpi are preferred, professional prints are accepted.

DIAMONDS IN THE ROUGH GRANT

2016-2017

OREGON STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

"Diamonds in the Rough" grants are to restore or reconstruct the facades of buildings that have been heavily altered over the years. The purpose is to return them to their historic appearance and potentially qualify them for historic register designation (local or national). These grants are part of the SHPO's Preserving Oregon Grant Program for the 2015-17 biennium.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. There will be two grant cycles in the 2015-2017 biennium.

FINANCIAL INFORMATION: Grant funds may be awarded for amounts up to \$20,000.

MATCH: Grants must be matched 1:1 by the grantee. Match can be in the form of cash, in-kind donations, and volunteer time.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

PRESERVATION REQUIREMENTS: The application must convey that all work will be completed using the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Typically, grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting will be provided at the time of award.

GRANT TIMELINE:

Deadline – May 13, 2016 (11:59pm)

Notification – July 1, 2016

Reporting deadline – May 15, 2017

HISTORIC PROPERTIES GRANTS ELIGIBILITY AND CRITERIA:

- Buildings must have heavily modified primary facades and
 1. Clear evidence that substantial portions of the historic facades are still there, covered by newer materials, or
 2. Historic photos or original drawings that provide clear evidence for guiding the restoration/reconstruction. Lower priority will be given to applications that propose work based on speculation or generic designs rather than historical evidence for that specific building.
- Funds from this grant program may not be claimed for the federal rehabilitation tax credits.
- Buildings taking advantage of Oregon's Special Assessment of Historic Properties program may qualify if they meet the "heavily modified primary facade" requirement.
- All work must meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>.
- Remodeling, new additions, or solely cosmetic efforts are not eligible for funding.

CRITERIA:



Oregon Heritage, OPRD

www.oregonheritage.org

- The level of preservation of character-defining features.
- The work plan is well developed and described and the corresponding cost estimates.
- Demonstrated project readiness and the matching dollar share in-hand commitment.
- Demonstrated community need for and benefit from the project.

PRIORITIES:

- Commercial or public buildings in Certified Local Government communities, designated Main Street areas, or local or National Register historic districts.
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Projects that will generate dramatic "before-and-after" results.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

REGISTER ON TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Register for only one login per organization. Please use the instructions for OPRD: Grants Online which can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

APPLICATION SUBMISSION: Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>

APPLICATION QUESTIONS: The following questions will appear on the online application.

- Brief Project Description
- Finance – Please see the OPRD: Grants Online instructions for more detail.
 - Project Budget - use categories: contractor/consultant; volunteer time; employee; travel ; materials & equipment; printing, publication, design, etc.; other.
 - Funding Source - use categories: organizational funds (include staff time, operations, donations), in-kind donations, volunteer time. Enter matching grants individually.
- Project Need and Value - Describe need and value in terms of the condition of the property, the historical significance of the property, the value of the property to the community or the organization. Describe how the project will effect the community. Describe the level of alteration and how this project will bring historic character to the building.
- Project Timeline - List your major objectives and approximate dates they will be completed.
- Project Detail - Describe the preservation work that will be completed, how the work will be completed, materials that will be used and who will do it and their qualifications, i.e. general contractor, sub-contracts, architects, archaeologists, skilled volunteers, etc.
- Ability to Complete the Project - Describe your organization's history and past successes related to this project, any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
- Submit photos (current and historic), drawings of proposed work, estimates, resumes, workplans, technical information.

ASSISTANCE:

Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

