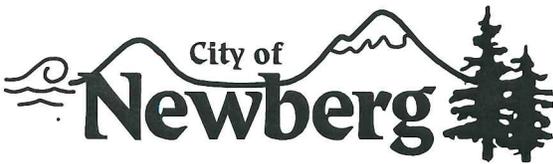


**NEWBERG HISTORIC  
PRESERVATION COMMISSION  
Tuesday, September 16, 2014  
7:00 p.m., Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

- I. Open Meeting**
- II. Roll Call**
- III. Approval of August 19, 2014 Meeting Minutes**
- IV. Define project for CLG grant application**
- V. Next Meeting – October 21, 2014**
- VI. Other Business**
- VII. Adjourn**

**ATTACHMENTS**

- A. Draft meeting minutes for August 19, 2014 ..... Page 2 - 3
- B. CLG Tool Box (past list of projects by other communities) ..... Page 4 - 5
- C. National Historic Register listing process ..... Page 6 - 7
- D. National Historic District Register process ..... Page 8 - 9
- E. National Historic District – FAQ sheet ..... Page 10 - 13



**NEWBERG HISTORIC  
PRESERVATION COMMISSION**  
**Tuesday, August 19, 2014**  
**7:00 p.m., Newberg City Hall**  
**Permit Center Conference Room**  
**414 E. First Street, Newberg, OR**

**I. Open Meeting – 7:00 p.m.**

- II. Roll Call** – Commissioner Attendees included Chairman Rick Fieldhouse, Vice-Chairman Chuck Zickefoose, Barbara Doyle, George Edmunston, Geary Linhart, Isamar Ramirez. Staff present included Associate Planner David Beam, City Manager Jacque Betz, and Interim City Recorder Sue Ryan. Also present was Kuri Gill, of the State Historic Preservation Office (SHPO).

Mr. Beam introduced Kuri Gill from the State Historic Preservation Office. She explained the purpose and scope of their programs. This included the Historic Preservation funding that is available to Certified Local Governments (CLG). She said Newberg will now be treated as a Certified Local Government (CLG) by the State. This designation demonstrates that the city is committed to local historic preservation efforts. The CLG designation still must be approved by the federal government.

She said there is an All-Heritage program by the state that requires they meet 15 out of 20 standards so that they can qualify to be an All Star community. She discussed the commission's role and the grant funding available to them as a CLG. She said in the past the programs were heavily weighted toward regulation and setting up design criteria toward local projects. She said in Oregon, CLG grant funding awards are determined by a project list and what is achievable within timeframe and budget. She said it was a non-competitive grant process. She said that a good first step for Newberg would be to update our local survey of historic properties. She also said that the city already has a good database compiled of historic places.

Ms. Gill then discussed designating properties as historic landmarks. She said the commissioners may want begin by reviewing the existing local inventory and look at the buildings on a field tour to take see what they have. She said the second step to designation would be to either locally or on the National Register level. She said local designation is determined by local rule. She said CLG funds can be spent on that process. She said there was probably enough historic buildings in the Newberg downtown are to qualify for a National Historic District. She said this would be a long process and require a lot of public input as part of going through the nomination process.

Other items of brief discussion included: benefits of forming a National Historic District; what other municipalities in Oregon have them; the use of CLG funds for brick and mortar versus other activities; and, publications and tours to promote historic preservation.

- III. Summary – July 21, 2014** - Commissioner Doyle moved and Commissioner Linhart seconded to approve the minutes of July 21, 2014. The minutes were approved unanimously.
- IV. Develop/Prioritize Task List** - Mr. Beam said he had asked everyone that attended the previous meeting to submit a list of actions they would like to accomplish as a commission. A summary list of those ideas were included in the meeting packet (Exhibit A). He said the ideas in the list were open for discussion.

## Attachment A

Discussion included: what would qualify for funding; on the age of Newberg's survey being 30-plus years old; the feasibility of creating a downtown National Historic District; and, the potential effects of the bypass.

Ms. Gill recommended talking with Sherry Stewart in their office about the Main Street program. The commissioners participated in a dot exercise to choose their priorities.

The most dots were placed next to the following items:

- 1) Research historic district (downtown area)
- 2) Preserve historical items on 1<sup>st</sup> Street such as horse rings, "post posts", sidewalk name & dates during bypass street reorientation.
- 3) Receive some training from SHPO, etc. Get some guidelines for identifying/developing a well thought out program
- 4) Research other communities that have had a bypass developed around them. How did these communities adjust/thrive/fail?

There was discussion on why what items received more dots than others.

Mr. Beam said there were four with three dots and suggested prioritizing these items as a next step. The commission discussed whether some of the other items could be included under the other items. Commissioner Gunderson asked him to write a summary of the three on the board. Mr. Beam wrote Preserve Historic Street Features, SHPO training, Bypass Adaption Research on the board.

There was discussion on whether it was within the scope of the commission to research the bypass impacts and how other communities had handled when bypasses were built in other towns such as California.

Vice-Chairman Fieldhouse said he saw the four items as being connected. He asked the commission what they wanted to decide on for their end project.

There was discussion on how to proceed.

Mr. Beam explained the grant application was about \$11,000-\$12,000. He reviewed the definition for the CLG requirements and it was an opportunity that happened every biennium. He emphasized that getting grants is not the only purpose of the commission.

**V. Identify Project for Grant Application** – This item will be continued to the next meeting.

**VI. Next Meeting – September 16, 2014**

**VII. Other Business - None**

**VIII. Adjourn – 8:56 p.m.**

**Approved by the Newberg Historic Preservation Commission this 16<sup>th</sup> day of September, 2014.**

**AYES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

---

**Sue Ryan**  
**Interim City Recorder**

---

**Rick Fieldhouse**  
**Historic Preservation Commission Chair**

## Attachment B

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## Oregon Parks & Recreation Department: Oregon Heritage: State Historic Preservation Office



Department

### CLG Tool Box

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Main Street

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Preservation Office**

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Historic Places

Historic Sites Database

National Register

Community Action

Research &amp; Guidance

Technical Assistance

Heritage Bulletins

#### Preservation Planning

[Preservation Planning Guide \[PDF\]](#)
[What to Do with a Historic Survey \[Web Presentation\]](#)  
*(Note: works in Internet Explorer only)*
[What is a National Register Multiple Property Submission? \[Web Presentation\]](#)  
*(Note: works in Internet Explorer only)*
[National Register Success for Your Community: How Many Ways to List \[Web Presentation\]](#)  
*(Note: works in Internet Explorer only)*
[Activity Handout - National Register Success for Your Community \[PDF\]](#)
[Enterprise Interpretive Panel Outline \[PDF\]](#)
[Relevant LUBA Decisions for Land Use Planners \[PDF\]](#)
[LUBA Presentation On HP Laws and Process in Oregon \[PP\]](#)

#### Pass Through Grant Tools

[State Historic Preservation Office Pass Through Grant Tips and Requirements \[PDF\]](#)
[Preservation Agreement Information \[PDF\]](#)
[Preservation Agreement Form \[PDF\]](#)

#### Sample RFPs

[McMinnville RFP for Reconnaissance Level Survey \(RLS\) Project \[PDF\]](#)
[Oregon City RFP for Inventory and Survey Project \[PDF\]](#)

#### Final Products

[Example Reconnaissance Level Survey \(RLS\) Final Product \[PDF\]](#)
[Example Reconnaissance Level Survey \(RLS\) notification letter \[PDF\]](#)  
[Example Intensive Level Surveys \(ILS\):](#)
[House #1 Example ILS \[PDF\]](#)
[House #2 Example ILS \[PDF\]](#)
[School Example ILS \[PDF\]](#)
[Park Example ILS \[PDF\]](#)
[Bridge Example ILS \[PDF\]](#)
[Monmouth Architectural Styles & Guidelines \[PDF\]](#)
[Albany Preservation Month Banner \[PDF\]](#)
[West Linn Industrial Area Design Guidelines \[PDF\]](#)
[Medford Historic District Sign Guidelines \[PDF\]](#)
[Medford Historic Area Brochure \[PDF\]](#)
[Enterprise Interpretive Panel \(1\) \[PDF\]](#)
[Enterprise Interpretive Panel \(2\) \[PDF\]](#)
[Hillsboro Oreenco Walking Tour Pamphlet \[PDF\]](#)
[Hillsboro Downtown Walking Tour Pamphlet \[PDF\]](#)

#### Energy Efficiency and Preservation

[Simple Ways to Spread the Word About Preservation and Energy Efficiency \[PDF\]](#)
[Energy Efficiency & Historic Homes \[Web Presentation\]](#)  
*(Note: Works only in Internet Explorer)*

#### CLG Grant Info

[2014 Application](#)
[Online Application Instructions](#)
[CLG Sample Budget](#)
[2013 Grant Manual](#)
[2014 Grant Manual](#)
[Sample Grant Application](#)
[Professional Requirements](#)

Attachment B

**Design Review**

- [ORS 358.653 Fact Sheet \[PDF\]](#)
- [Oregon Special Assessment Local Government Design Review Information \[PDF\]](#)
- [Federal & State Laws Protecting Historic Resources \[PDF\]](#)
- [Keeping Your Historic Building Historic \(Standards\) \[Web Presentation\]](#)  
*(Note: Works in Internet Explorer only)*
- [Ideas for Design Review Made Easy \[PDF\]](#)
- [Mock Design Review - Window \[rtf\]](#)
- [Mock Design Review - School \[rtf\]](#)
- [Mock Design Review - Porch \[rtf\]](#)
- [Preservation Ordinance Concepts \[Web Presentation\]](#)  
*(Note: Works only in Internet Explorer)*

**Other Tools**

- [Ideas for Local Preservation Incentives](#)
- [Tips for Using the Oregon Historic Sites Database](#)
- [Ideas for Celebration Preservation Month \(May\)](#)
- Emergency planning and response webpage from Oregon Office of Emergency Management
- <http://www.oregon.gov/OMD/OEM/Pages/NCHR.aspx>

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## Oregon Parks & Recreation Department: Oregon Heritage: National Register

Department

### The National Register of Historic Places



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#### What Can Be Listed?

The National Park Service in Washington D.C. establishes guidelines for listing resources in the National Register of Historic Places. In order to be listed in the National Register, a district, site, building, structure, or object must be 50 years of age or older in general. Eligible properties must also have "integrity," or closely resemble their historic appearance. Integrity includes location, design, setting, materials, workmanship, feeling, and association. Most importantly, a resource must be significant or physically connected with an important part of the past. The National Park Service identifies four areas of significance, which are called "criteria." Significance may include a connection with an historic event or trend, Criterion A; a notable historic person, Criterion B; an example of notable architecture or engineering, distinctive construction, or work of a master, Criterion C; or the potential to yield scientific information, such as an archaeological site, Criterion D.



*Emil and Ottilie Wienecke House, Bend*

Requirements for listing a property in the National Register are explained in detail in National Register Bulletin #15, "How to Apply the National Register Criteria for Evaluation." This bulletin also includes important information regarding listing properties owned by religious organizations, moved properties, birthplaces or graves, cemeteries, reconstructed properties, commemorative properties, and properties that are less than 50 years old.

#### For More Information

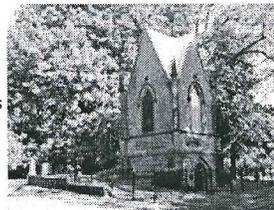
[National Register Fact Sheet \[pdf\]](#) - A SHPO document that describes more about the National Register and how to list a property in Oregon

[National Register Benefits and Responsibilities Webpage](#) - SHPO webpage that describes various programs available to property owners with properties listed in the National Register and applicable land-use laws

[National Register Bulletin #15, "How to Apply the National Register Criteria for Evaluation" \[pdf\]](#) - National Park Service publication that explains in detail how to determine if a property is or is not eligible for the National Register

#### Who Can List a Property?

Anyone can nominate a property to the National Register of Historic Places. However, private property cannot be listed without the consent of the owner(s). In the case of a proposed historic district, a majority of property owners must object to proposed district in order to stop the listing. Owner consent is not required to list public property, but the SHPO urges anyone who is interested in listing a public property to work closely and collaboratively with the public entity that owns the property.

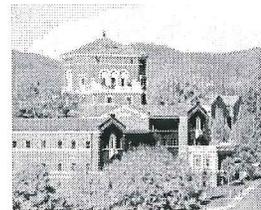


*Lone Fir Cemetery, Portland*

#### What is the Process?

Nominating and listing a property in the National Register is a public process that can take up to one year for a single property. Historic districts take much longer. Although there are no fees associated with nominating a property, nomination preparers will need to provide archival-quality photographs and research materials at their own cost.

Nominations are accepted three times per year in March, July, and November. Nominations are first reviewed for completeness by SHPO staff. Preparers then have approximately 30 days to correct any noted deficiencies and return a revised nomination. Nominations that meet at least minimum standards are then provided to local historic landmarks commissions for review 60 days before the nomination is considered by the State Advisory Committee on Historic Preservation (SACHP).



*Oregon State University Historic District, Corvallis*

The SACHP meets three times per year in February, June, and October. Property owners, nomination preparers, and local elected officials are notified of the pending nomination by mail 60 days before the SACHP hearing. Nominations approved by the SACHP are forwarded to the Keeper of the National Register within 90 days of the hearing date. Once received, the Keeper notifies the SHPO within 45 days if the nomination was approved or denied.

#### For More Information

### Attachment C

[SACHP Webpage](#) - SHPO webpage with information about the SACHP, its role, dates of upcoming meetings, and previous meeting minutes

[National Register Consultants \[pdf\]](#) - SHPO list of private consultants able to write National Register nominations

#### Completing the Nomination Form

Nomination preparers should plan spending 100 to 150 hours to research and write a National Register nomination for a single property and up to a year to complete the listing process. Nominations for historic districts take much longer to prepare and up to two to three years to complete the listing.

Documentation for the National Register differs depending on the type of property nominated. For more information, forms, and useful aids for preparing nominations see the following webpages below.

#### National Register Property Types

[Single Properties](#) - A single residence, business, or industry with or without associated outbuildings

[Historic Districts](#) - A neighborhood or complex of related buildings such as a farmstead

[Multiple Property Documentation](#) - Individual resources related by a common history



*Hotel Warshauer-Geiser Grand Hotel, Baker City*

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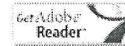


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- Research & Guidance

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- Technical Assistance
  - Heritage Bulletins

**Listing Historic Districts in the National Register**

**Before You Begin**

**Is it Eligible?**

A historic district is an area or neighborhood that has a concentration of buildings, associated landscape, and streetscape features that are at least 50 years old or older. To be eligible for the National Register the district must maintain its historic appearance and be associated with an important aspect of the area's history. Before beginning a nomination, consult with SHPO staff to ensure that your potential historic district meets these minimum requirements, and to receive information on how to complete the nomination.



*Oakland Historic District, Oakland*

Before beginning a historic district nomination, submit a Historic Resource Record (HRR) to the SHPO. The HRR asks those interested in listing a property to briefly describe the district and why they believe it is eligible for the National Register, as well as to submit photographs of the district. HRRs can be submitted in person, by regular mail, or email. SHPO staff will answer these requests within two to four weeks, often sooner.

Using standards established by the National Park Service and information provided in the HRR, SHPO staff will give their opinion on the property's eligibility for the National Register, and give advice on potential research strategies. SHPO staff will also include useful information about the National Register and how to complete a nomination form in the HRR response.

Although it is possible for an individual or group to nominate a historic district, the SHPO suggests that historic preservation professionals prepare historic district nominations. Historic district nominations are often multi-year projects requiring specialized knowledge of local history, architecture, and National Register documentation. Professionals should submit a HRR before beginning work on a potential historic district.

[Historic Resource Record \(HRR\)](#) [doc]

**What Does Listing Mean?**

The SHPO and the federal government do not regulate private property unless the owner chooses to take advantage of federal and state tax incentives or grants. Local county and city governments, however, are required by state law to protect properties listed in the National Register. Because local laws vary from place to place, property owners or those looking to purchase properties listed in the National Register should contact their local planning office.

**For More Information**

[National Register Program](#) - SHPO webpage that describes what the National Register and listing process

[Historic District Fact Sheet](#) [pdf] - Fact sheet about historic districts and property owners' rights and responsibilities

[National Register Benefits and Responsibilities](#) - SHPO webpage that describes programs available to property owners with National Register properties and applicable land-use laws

[Oregon Grants](#) - SHPO webpage that describes available grants to owners of National Register properties and other cultural resources and institutions

[Tax Incentives Program](#) - SHPO webpage that describes tax benefit programs available to National Register properties

[Professional Contractors List](#) - Directory of contractors offering various services from historic building repair to National Register nomination preparation

**Completing the National Register Nomination**



**National Register Forms**

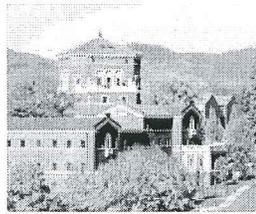
- [Historic Resource Record \(HRR\)](#)
- [National Register Form](#)
- [National Register Form Cover Sheet](#)

**Useful Resources**

- [Preparing National Register Nominations in Oregon](#)
- [NR Bulletins and Brochures](#)

### Attachment D

The National Register nomination is a federal document that has specific technical requirements. While SHPO staff can assist preparers in completing nominations, staff do not write nominations for preparers.



*Oregon State University Historic District*

Proper documentation for a historic district includes a completed National Register nomination form (Sections 1-10); photographs, photograph continuation sheet, and photograph location map; a completed survey database for the potential historic district, and accompanying property and statistical reports; and a historic district map. All documentation must meet requirements specified by the National Park Service and the Oregon SHPO.

The following documents and guides include all necessary instructions for completing a National Register nomination. Please note that the example nomination in National Register Bulletin 16A, "How to Complete the National Register Registration Form," is outdated and does not meet current National Register standards. Please contact the SHPO if you would like a current example nomination.

#### **Instructions and Forms**

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# HERITAGE BULLETIN

6

Tips, Ideas & More to Help Preserve Oregon's Heritage

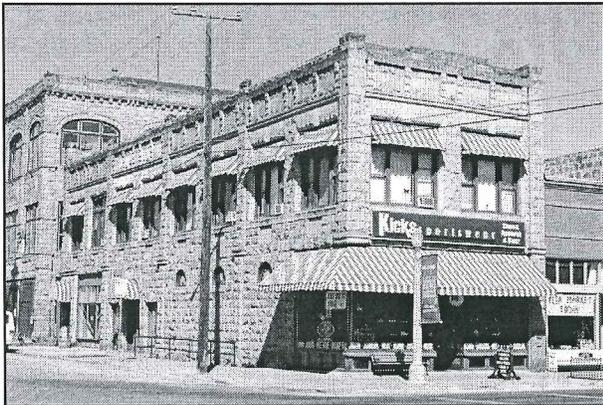
NATIONAL REGISTER HISTORIC DISTRICTS

APRIL 2014

A historic district is an area or neighborhood that has a concentration of buildings and associated landscape and streetscape features (50 years or older) that retain a high degree of historic character and integrity, and represent an important aspect of an area's history.

### *What is required for documenting a historic district?*

A historic district is treated as one property by the National Register. A district nomination is prepared using the same National Register bulletins (instructions), form and continuation sheets that one would use to document an individual property, and is processed in generally the same manner as an individual property, but there are some additional considerations.



*Palmer Brothers Building, Baker County*

Survey documentation is required for proposed districts. This involves photographing and describing all buildings and related features in the district, recording their basic characteristics, and assessing whether or not they contribute to the historic character of the district. Contributing properties retain and exhibit sufficient integrity (materials, design, setting) to convey a sense of the area's history. In those cases where a jurisdiction already has an updated survey of the proposed district area, a list of the buildings that includes their addresses, pertinent descriptive information, and contributing status may be substituted for new survey information.

An historical overview of the entire district based on the survey of the district, its history, and its architectural and urban design character, is required. This narrative historic context statement provides a basic background history of the area and describes the significance of the district.

The National Register requires a map showing the boundaries of the district and each building and structure in the district, with the contributing properties distinguished from the non-contributing properties. Mapping requirements are described in more detail in National Register Bulletin #16A, "How to Complete the National Register Registration Form." Having the properties mapped early in the process will often help determine district boundaries, since concentrations of contributing buildings can be seen at a glance.

*Please contact the staff of the Oregon National Register program for more information on how to document potential historic districts.*



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(503) 986-0690

## NATIONAL REGISTER HISTORIC DISTRICTS

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### *What are the implications of historic district designation?*

One of the primary benefits of National Register designation is fostering community awareness and pride in one's heritage and the neighborhood. Designation tends to help stabilize a neighborhood, stimulate increased owner-occupancy by making it a more distinct and desirable place to live and work, and generate increased property values as buildings are rehabilitated. These beneficial effects vary, of course, depending on the area and the economy at the time. Overall, however, historic district designation has produced positive results in Oregon and throughout the country.

*One of the primary benefits of National Register designation is the fostering of community awareness and pride in one's heritage and the neighborhood.*

Historic designation provides financial benefits for qualifying contributing properties. Under the Federal Tax Credit Program, owners of listed properties may qualify for a 20 percent tax credit for the certified rehabilitation of income-producing property. In Oregon, under state law, owners of listed properties may apply for a property tax benefit – a “freeze” of the assessed value of the property for a 10-year period, provided the property will be rehabilitated. There are also limited funds available annually on a competitive basis to owners of listed properties through the Oregon SHPO's Preserving Oregon grant program. In historic districts, these financial incentives are only available to contributing properties in the district. If your building is considered non-contributing, you must still comply with local preservation ordinances, whether or not you qualify for the financial benefits mentioned above.

Contributing buildings in a listed district may be given more leniency in complying with building code requirements in order to protect their historic qualities. Listed buildings may often qualify more easily for conditional use permits or other code exemptions or variances.

Restrictions and controls in a historic district are set forth by the local jurisdiction. Contact your local planning office for a copy of its preservation ordinance and for details about any regulations or benefits that may be in place for property owners in historic districts. There are no restrictions imposed by federal or state regulations on private property owners in a historic district, provided the property is not benefiting from federal money through federally funded projects or tax incentive programs.



*Petersen Rock Gardens, Deschutes County*



## NATIONAL REGISTER HISTORIC DISTRICTS

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### *Can a property owner object to a listing?*

Owners of private property within a proposed historic district may object to the listing by submitting to the SHPO a notarized statement certifying that the party is the sole or partial owner of the property and objects to the listing. The National Register will not list a district if the majority of property owners object.

*Owners of private property within a proposed historic district may object to the listing by submitting to the SHPO a notarized statement certifying that the party is the sole or partial owner of the property and objects to the listing.*



*Irvington Historic District, Multnomah County*

Each owner of private property in a district has one “vote” regardless of how many properties or what part of the one property that party owns, and regardless of whether the property contributes to the significance of the district. An owner is defined as an entity (individual, partnership, corporation or public agency) holding fee simple title to a property. The right to object is described more fully in the federal regulations governing the National Register program, 36 CFR 60.6.

### ***Building community support***

One of the first and most important steps in developing a historic district is getting the word out. Good information about the benefits and restrictions of owning a home in a historic district is critical. Reaching out to everyone in a potential district in the beginning and on an on-going basis will save time and energy in the long run. Ways to engage the neighborhood include holding regular open houses or meetings, creating a listserv, producing a newsletter, publishing articles in the local newspaper, developing a website, and going door-to-door to talk about the benefits of being in a historic district. Please contact the SHPO to discuss the best ways to build support for a historic district in your community.



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(503) 986-0690

## NATIONAL REGISTER HISTORIC DISTRICTS

4



*Salem Pioneer Cemetery, Marion County*

### ADDITIONAL INFORMATION

#### State Historic Preservation Office

Oregon Parks and Recreation Department  
725 Summer Street, N.E., Suite C  
Salem, OR 97301

**Oregon Heritage** website: [www.oregonheritage.org](http://www.oregonheritage.org)

**National Register** website: [www.nps.gov/nr](http://www.nps.gov/nr)

For **general information** about the National Register of Historic Places, contact Tracy Zeller by calling (503) 986-0690 or by emailing [tracy.zeller@oregon.gov](mailto:tracy.zeller@oregon.gov).

#### National Register Program Staff:

Ian Johnson, Historian

(503) 986-0678

[ian.johnson@oregon.gov](mailto:ian.johnson@oregon.gov)

Diana Painter, Architectural Historian

(503) 986-0668

[diana.painter@oregon.gov](mailto:diana.painter@oregon.gov)



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