



CITY OF REDMOND
Community Development Department

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REDMOND HISTORIC LANDMARKS COMMISSION
411 SW 9th Street, Conference Room 210
September 28, 2017
4:30pm – 6:00pm

Agenda

**RHLC
MEMBERS**

**Charles
Rucker
Chair**

**Trish
Pinkerton,
Vice Chair**

**Tonia
Cain**

**Leaha
Moon**

**Shannon
Farnsworth
Rose**

Vacancy

**Karla
Mora
Ex Officio**

TIME	ITEM
4:30 PM	CALL TO ORDER / INTRODUCTIONS
4:30 PM	CITIZEN COMMENTS
4:40 PM	ACTION ITEMS A. Approval of Minutes a. August 24, 2017 (Exhibit 1) b. September 13, 2017 (Exhibit 2)
4:45 PM	DISCUSSION ITEMS A. Historic Preservation Ordinance – Work Session (Exhibit 3) B. May Preservation Month Planning
5:50 PM	
5:55 PM	COMMISSIONER COMMENTS/ANNOUNCEMENTS
6:00 PM	STAFF COMMENTS
	ADJOURN

Next Historic Landmarks meeting will be October 26, 2017

*Please note that these documents are also available on the City's website www.ci.redmond.or.us; click on City Government, hover on Commissions and Committees, click on Redmond Historic Landmarks Commission. You may also request a copy at City Hall from Scott Woodford at 541-923-7758 or Jackie Abslag at 923-7763.

Anyone needing accommodation to participate in the meeting must notify ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



DRAFT

CITY OF REDMOND
Community Development Department

REDMOND HISTORIC LANDMARKS COMMISSION **MINUTES**

August 24, 2017

411 SW 9th Street, City Hall Conference Room 210, Redmond, Oregon

Commissioners Present: Chair Charles Rucker, Vice-Chair Trish Pinkerton, Tonia Cain, Shannon Farnsworth Rose (*absent: Leaha Moon; 2 vacancies*)

Youth Ex Officio: Karla Mora

City Staff: Scott Woodford, *Senior Planner*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

Visitors: Lisa Lee

Media: Dave Morgan, *RedmondNewsToday.com*

(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Rucker called the regular meeting of the Redmond Historic Landmarks Commission to order at 4:30 p.m. with a quorum of commissioners (4 of 5) present.

CITIZEN COMMENTS

None.

ACTION ITEMS

A. Approval of Minutes

1. **July 27, 2017**

Motion 1 (4/0/0): Commissioner Pinkerton moved to approve the minutes of July 27, 2017, as written. Commissioner Rose seconded the motion which passed unanimously.

DISCUSSION ITEMS

A. Redmond Passenger Depot – Discussion About Proposed Changes

Mr. Witcosky reported speaking with Tanney Staffenson, *Staffenson Resources LLC*, who has indicated interest in purchasing the Redmond Railroad (passenger) Depot for \$250,000. He summarized Mr. Staffenson's background and experience in property management and historic preservation. Mr. Staffenson had estimated the cost of improvements at \$120,000. Council will discuss this proposal on September 12, 2017, 6 p.m., and (hopefully) direct the City to negotiate a purchase and sale agreement for Council approval in late September/early October.

Mr. Woodford said the passenger depot was a local landmark. He reviewed (PowerPoint) Mr. Staffenson's August 2, 2017, letter, which outlined the type of improvements planned for the preferred use. Interior improvements proposed were professional offices, conference room, foyer, and possibly extra restrooms. The foyer would have a railroad depot theme and history and remain

Exhibit A

open to the public. Exterior changes proposed were landscape cleanup, touch-up painting, and repair of the parking lot damage. No changes to the stone or windows and no new openings were planned, though replacing the opaque material in the double doors with clear glass would add more light to the rear of the building. The letter indicated food service use would be explored only if the office use proved unviable. Mr. Staffenson has requested a letter of support from this commission.

Commissioner comments and questions covered the value of having a tenant in this building, office use being lighter than restaurant use, keeping window and door configurations the same, protecting the windows, and saving interior historic elements if possible. Commissioner Cain suggested commissioners attend the September 12 Council meeting to learn more specifics about Mr. Staffenson's proposal.

Following discussion, commissioners agreed by consensus they wanted a chance to review the applicant's proposal and were willing to support the direction as detailed in Mr. Staffenson's August 2, 2017, letter.

Mr. Woodford said he would check the legality of the commissioners submitting a tentative letter of support before reviewing a specific proposal.

B. Downtown National Historic District Update

Mr. Woodford reported the nomination was still being processed by the state office. The woman who helped the City work through the nomination process resigned, leaving the state office short-staffed, and it took a while for Kerry Davis (City consultant) to get the proper direction for the changes the State wanted. He outlined the state and federal review processes and timelines. The nomination is due to the National Park Service in mid-September 2017. The City would be notified in November 2017 if the nomination is accepted.

C. Craftsman Bungalow Reconnaissance Level Survey Update

Mr. Woodford said Commissioner Rose had a few comments on the draft survey which was distributed to all commissioners. Kerry Davis is communicating with Jason in the State Historic Preservation Office about information he requested.

Commissioner Pinkerton said she was still researching historic photos and history for some of the surveyed buildings.

D. CLG Grant Update

Mr. Woodford said all funds for the last Certified Local Government grant had to be expended by August 31, 2017. He reviewed prior commissioner suggestions on how to allocate the remaining \$2,800 in CLG funds: training – Oregon Heritage Conference (\$400), reference books – *Images of America: Redmond, Oregon, Politics of Historic Districts, Rose of the Desert, and Where the Desert Blooms* (\$600), historic walking tour brochure – reprint 5,000 copies (\$2,090), convert brochure to hardcover book – to use as a prize (\$720), update the website,

Chair Rucker said he would research costs to recreate or obtain digital copies of the out-of-print reference books. He also volunteered to update the website.

E. Bob Whittier Donation Update

Chair Rucker recapped suggestions made at the July meeting for utilizing these funds.

Commissioner discussion covered the final design for the Centennial Park Expansion Project (see City website), creating a historic walk (timeline of Redmond history), and who would be responsible for moving the historic walk project forward.

Exhibit A

Mr. Woodford said the historic walk would be funded by the Redmond Urban Renewal Agency as part of the Centennial Park Expansion Project. He assured commissioners they would have an opportunity to participate in the historic walk project.

F. Code Amendments – Work Session

Mr. Woodford reported receiving a phone call from Kerry Davis, saying she could be available for questions. Following discussion, commissioners agreed they would have better questions if they first reviewed the proposed code amendments and Ms. Davis's comments.

Commissioner comments on Sections 8.0820 through 8.0855 included:

- Review the model Oregon historic code.
- Should HLC roles defined elsewhere in the code be cross-referenced with this location?
- Difference between “minor” and “major” alterations and who should review these.
- Review historic designation process for Deschutes County.
- Update section numbers that are cross-referenced elsewhere in the code. Add a note when a new section replaces an old section.
- Would be easier to review a clean version without strike-out language.
- Does the property owner's written “consent” to designation need to be notarized? How do other communities handle this?
- Provide a better definition of “historic integrity.”
- Clarify the impact of historic designation on a property.
- Helpfulness of Ms. Davis's comments.

Following discussion, commissioners agreed to schedule a code work session on September 13.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

None.

STAFF COMMENTS

Upcoming meetings:

- Wednesday, September 13, 2017, 1 p.m. – code update work session
- Thursday, September 28, 2017, 4:30 p.m. – regular meeting

ADJOURN

With no further business, Chair Rucker adjourned the meeting at 6:08 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2017.

ATTEST:

Charles Rucker
Chair

Scott Woodford
Senior Planner



DRAFT

CITY OF REDMOND
Community Development Department

REDMOND HISTORIC LANDMARKS COMMISSION MINUTES

September 13, 2017

Redmond City Hall, 411 SW 9th Street, Room 200, Redmond, Oregon

Commissioners Present: Chair Charles Rucker, Vice-Chair Trish Pinkerton, Tonia Cain, Shannon Farnsworth Rose (*absent: Leah Moon; 2 vacancies*)

Youth Ex Officio Absent: Karla Mora

City Staff: Scott Woodford, *Senior Planner*; Cameron Prow, *TYPE-Write II*

Visitors: None

Media: None

(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Rucker called the special meeting of the Redmond Historic Landmarks Commission to order at 1:05 p.m. with a quorum of commissioners (4 of 5) present.

CITIZEN COMMENTS

None.

ACTION ITEMS

A. None

DISCUSSION ITEMS

A. Proposed Code Amendments – Work Session

Mr. Woodford reported that Kerry Davis had finished her contract with the City but was still available to answer questions.

Commissioners reviewed Ms. Davis's comments and the current Redmond Historic Preservation Code and made the following comments/suggestions:

- Remove ambiguity in historic code.
- **Appendix A, Rating Sheet:** too vague/subjective, usefulness, tie to ordinance criteria for legal soundness. Retain in current form.
- **Appendix B, Design Review Guidelines – Alterations/Additions:** Add introduction. Do technical details about materials (masonry, wood, architectural metals, roofs and roofing, windows and doors, storefronts, entrances/porches/steps) belong here or in another appendix?

- **Section 8.0830(5):** Delete “partial” from definition of Demolish.
- **Section 8.0835 – Nomination Procedure:** Verify accuracy of data submitted to support designation of buildings and/or sites.
- **Section 8.0860:** Delete Subsections 4.I and 11.
- **Section 8.0870:** Replace “Deschutes County Historical Society” with “Redmond Historic Landmarks Commission.”
- **Section 8.0875(1):** The Landmarks Commission should be notified.
- **Appendix A:** Retain in current form.

Chair Rucker said he would draft the changes proposed during discussion today and at previous meetings and present the results for commissioner review at the September 28 meeting. He asked staff to invite Ms. Davis to the September 28 meeting to hear commissioners’ feedback and to answer questions.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Chair Rucker said he attended a Deschutes County Historic Preservation Month planning committee meeting. Lessons learned from the May 2017 events included the need to start planning and promotion earlier. Mr. Woodford said he would need Chair Rucker’s draft by September 20 to include it in the September 28 meeting packet. *Next meeting agenda:* promotional integrity on Facebook, continuing code update work, earlier planning for Historic Preservation Month in May 2018.

Chair Rucker announced State Historic Preservation Office training on National Register applications would be held at the Deschutes Historical Museum in Bend, Oregon, on September 19, 12-2 p.m.

STAFF COMMENTS

None.

ADJOURN

Next meeting: Thursday, September 28, 2017, 4:30 p.m.

With no further business, Chair Rucker adjourned the meeting at 3:03 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2017.

ATTEST:

Charles Rucker
Chair

Scott Woodford
Senior Planner



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EXHIBIT 3

DATE: September 28, 2017
TO: Redmond Historic Landmarks Commission (HLC)
THROUGH: Deborah McMahon, Planning Manager
FROM: Scott Woodford, Senior Planner
SUBJECT: Preservation Code Amendments

Report in Brief:

This report continues the discussion for amending the Preservation Code.

Background:

The 2016/17 HLC Work Plan calls for the HLC to “update the Preservation Code in the Redmond Development Code to improve the administration of the language.”

Discussion:

At the last meeting, the HLC completed its initial review of the recommended amendments to the Historic Preservation Ordinance put together by Preservation Solutions, Inc. The recommendations sought to update the code and make it more in line with the Oregon Model Historic Preservation Ordinance.

It was decided at the meeting that we would write out the ordinance without the changes noted for ease of review and then review it again. Attachment A is that version.

CHAPTER 8 DEVELOPMENT REGULATIONS

PRESERVATION OF HISTORIC RESOURCES

8.0820 Purpose.

The City of Redmond establishes a Historic Preservation Ordinance to identify, recognize, and preserve significant properties related to the community's history and prehistory; encourage the rehabilitation and ongoing viability of historic buildings and structures; strengthen public support for historic preservation efforts within the community; foster civic pride; and encourage cultural heritage tourism. To that end, a program is necessary for the evaluation of historic resources; when applicable, their designation to the Redmond Historic Landmarks Inventory; and land use regulations regarding the alteration, relocation, or demolition of designated landmarks

8.0825 Administration.

1. This code shall be administered by the Redmond Historic Landmarks Commission (Landmarks Commission), as defined by Redmond City Code, Section 2.590 – 2.596.
2. The Commission shall serve as a land use decision making body on all historic landmark (as defined by Section 8.0830(11)) applications required by Section 8.0820
3. 8.0880 of the Redmond City Code, and as an advisory body to the City Council on city policy, ordinances, decisions, and on city projects that could affect the historic landmarks and their settings that are protected by this code.

8.0830 Definitions.

The following terms are defined as indicated:

1. **Alteration:** An addition, removal, or reconfiguration which changes the appearance of a historic resource, including new construction in historic districts.
 - A. Minor Alteration
 - B. Major Alteration
2. **Architectural Significance:** The physical importance of a property based on physical aspects of its design, materials, form, style, or workmanship. Architectural significance means it:
 - A. portrays the environment of a group of people in an era of history characterized by a distinctive architectural style; or
 - B. embodies those distinguishing characteristics of an architectural type; or
 - C. is the work of an architect or master builder whose individual work has influenced the development of the city; or
 - D. contains elements of architectural design, detail, materials, or craftsmanship which represent a significant innovation.
3. **Building:** A construction made for purposes of shelter or habitation, e.g. house, barn, store, theater, train station, garage, school, etc.
4. **Certificate of Approval:** A document issued by the City's Planning Department indicating that the applicant has satisfactorily met the provisions of this Ordinance for the alteration, relocation, or demolition of a Landmark.
5. **Demolish:** The word "demolish" shall mean to raze, destroy, dismantle, deface or, in any other manner, cause sixty-five (65) percent of, or greater of a designated landmark or structure and/or building or a designated landmark or structure and/or building in a historic district.
6. **District:** A geographically defined area possessing a significant concentration of buildings, structures, objects, and/or sites which are unified historically by plan or physical development, e.g. downtown, residential neighborhood, military reservation, ranch complex, etc.
7. **Exterior:** The word "exterior" shall mean any portion of the outside of a structure and/or building.
8. **Historic Artifacts:** Three-dimensional objects in furnishings, art objects, architectural elements, building materials and items of personal property which have historic

CHAPTER 8 DEVELOPMENT REGULATIONS

significance. "Historic artifacts" does not include photographs, paper, electronic media or other media that are classified as public records.

9. **Historic Contributing:** A building, structure, site or object that retains or exhibits sufficient integrity (materials, design and setting) to convey a sense of history. These resources contribute to and strengthen the historic character of the City of Redmond.
10. **Historic Integrity:** The quality of all of the components of the resource, including historic location, design, setting, materials, workmanship, feeling, and/or association of a resource, as opposed to its physical condition.
11. **Historic Landmark:** A building, structure, site, object, or district listed in the Redmond Historic Landmarks Inventory. These listed resources are officially recognized by the City of Redmond as significant in community history.
12. **Redmond Register of Historic Places:** The list of, and record of information about, properties officially recognized by the City of Redmond as important to its history and afforded protection under this ordinance.
13. **Non-Contributing:** A building, structure, site or object that either is not significant or does not retain sufficient historic integrity to convey a sense of history.
14. **Historic Resource:** A building, structure, object, site, or district that is listed or potentially meets the criteria for listing in the Redmond Historic Landmarks Inventory.
15. **Historic Resource Survey:** The record of buildings, structures, objects, and sites recorded by the City of Redmond used to identify historic resources potentially eligible for listing in the Local Landmark Register.
16. **Historic Significance:** The physical association of a building, structure, site, object, or district with historic events, trends, persons, architecture, method of construction, or that have yielded or may yield information important in prehistory or history. Historic significance means it:
 - A. has character, interest, or value as part of the development, heritage, or cultural characteristics for the city, county, state, or nation; or
 - B. is the site of a historic event with an effect upon society; or
 - C. is identified with a person or group of persons who had some influence on society, or
 - D. exemplifies the cultural, political, economic, social, or historic heritage of the community.
17. **Landmarks Commission:** This term shall mean the Redmond Historic Landmarks Commission.
18. **National Register of Historic Places:** The nation's official list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, and culture.
19. **Object:** A construction which is primarily artistic or commemorative in nature and not normally movable or part of a building or structure, e.g. statue, fountain, monument, sign, etc.
20. **Owner Consent:** This term refers to the designation process, which must include the written approval of the property owner(s) to proceed.
21. **Period of Significance:** The span of time when a property or district attained the significance for which it meets local landmark criteria.
22. **Rehabilitation:** The process of returning a Landmark to a state of utility through repair or alteration, which makes possible an efficient use while preserving those portions and features of the Landmark and its site that convey its significance.
23. **Site:** The location of a significant event, use, or occupation which may include associated standing or ruined buildings or structures, e.g. battlefield, shipwreck, campsite, cemetery, natural feature, tree, garden, food-gathering area, etc.
24. **State Historic Preservation Office (SHPO):** Each state has a designated State Historic Preservation Office (SHPO) to administer the preservation programs under the National Historic Preservations Act. The SHPO includes a State Historic Preservation Officer who is aided by a professional staff and review board.

25. **Structure:** A construction made for functions other than shelter or habitation.

8.0832 Property Owner **Consent** Required for Designation.

The property owner's **written consent** will be required for the **Commission to** consider **an application seeking** designation of a Building, Structure, Object, Site or District **to the Historic Landmark Inventory** as outlined in Section 8.0835, 8.0840 and 8.0845 of the Redmond Development Code.

Prior to setting the proposed nomination on the agenda for the next Commission meeting, the Planning Department shall inform property owners in writing of the nomination process pursuant to local and state law. To be listed in the Historic Landmark Inventory, the property's legal owner(s) shall consent in writing with a statement acknowledging that that the owner understands the nomination process and the results of such a designation, and consents to their property being locally listed. Within locally-designated historic districts a boundary may be established, but only those that submit a statement as described above will be listed in the Local Landmark Register. In cases where multiple persons or entities own a single property, a simple majority of the property owners must submit a written statement. The City of Redmond may not object to the listing of a historic resource in City ownership. This provision does not apply to individual historic resources and historic districts listed in the National Register.

8.0835 Designation of Historic Building, Structure, Object, Site, or **District**.

The **Landmark Commission may designate historic resources to the Redmond Historic Landmarks Inventory as a means of providing recognition of their significance and providing incentives and guidelines for their preservation. The Redmond Historic Landmarks Inventory is maintained by the Planning Department and shall be available to the public.**

Criteria for Designating Historic Resources to the Redmond Historic Landmarks Inventory (Criteria for Designation):

1. The property is located within the boundaries of the City of Redmond.
2. The property is over fifty (50) years of age or of exceptional importance, or in the case of a district, the majority of properties are over fifty (50) years old or have exceptional significance.
3. The property possesses sufficient historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features. Major alterations that may destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with non-historic materials, moving the resource from its original location to one that is dissimilar to the original, additions which significantly detract from or obscure the form and appearance of the historic resource when viewed from the public right-of-way.
4. The property has historic significance as demonstrated by meeting at least one of the following criteria:
 - A. Association with events that have made a significant contribution to the broad patterns of our history; and/or
 - B. Association with the lives or persons significant in our past; and/or
 - C. Embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or
 - D. Have yielded, or may be likely to yield, information important in prehistory or history.

Nomination Procedure: Any person, group, or government agency may prepare and submit an application for a property to be considered for local landmark designation. The nomination procedures are as follows:

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- A. There is no fee associated with submitting an application nominating a historic resource to the Historic Landmark Inventory.
- B. The application to nominate a historic resource to the Historic Landmark Inventory must include a description of the boundaries of the proposed nominated area; a list of the buildings, structures, objects, and sites contained therein; a list of character-defining features; a statement explaining how the historic resource(s) meet(s) the Criteria for Designation.
- C. Any application for historic designation must be filed with the City Planning Department before the date of application for any building, conditional use, or any other application or permit which might be affected by such historic designation.
- D. Property owner consent in writing, as outlined in Section 8.0835 of the Redmond Development Code, is needed before the City Planning Department forwards to the Commission an application to nominate a historic resource to the Historic Landmarks Inventory.
- E. Upon receipt of a request by the Landmarks Commission to designate a particular building or site within the city limits of Redmond as a historical building or site, or upon direction by the Redmond City Council on its own motion, the City Planning Department shall advise the owner of such building or site and shall fix a date and time for a public hearing before the City Council thereon.
- F. The City Planning Department shall transmit a copy of the application to the Landmarks Commission unless such a request has come from the Landmarks Commission.
- G. The Commission shall review the application for completeness, accuracy, and compliance with the Criteria for Designation of this Section. The Commission may make a recommendation to approve, deny, or table the application pending further testimony, or to allow for the petitioner to provide additional information as requested by the Commission.
- H. Applications approved or denied by the Landmarks Commission shall be submitted to the City Council at least 10 days prior to its public hearing.
- I. At the City Council's public hearing, the owner of the property involved, a representative of the Landmarks Commission, and all other interested parties shall be entitled to be heard by the City Council.
- J. If the City Council determines that a building, structure, site, object, or district inside the city limits that is proposed for designation meets the "Criteria for Designation" of this Section, the council may list the resource in the Redmond Historic Landmark Inventory.
- K. Upon final approval by the City Council, the Planning Department shall prepare and maintain a file that includes the original nomination materials and any testimony or additional materials considered during the nomination process that establishes the eligibility of the historic resource for listing in the Redmond Historic Landmark Inventory.
- L. Historic resources designated as Landmarks shall be noted as such in any applicable zoning maps, GIS mapping systems, etc. The designation shall apply to the entirety of the recognized landmark as described in the approved application, regardless of future property division or ownership.
- M. The City Council may make a recommendation regarding any request to designate a particular building or site within the urban growth area as a historical building or site. As used in this section, "urban growth area" is that area outside the City limits but within the urban growth boundary.
- N. At the time of annexation to the city, all designated historic landmarks within the annexation area shall automatically revert to within city jurisdiction unless a public hearing is held to remove the site from the historical designation.

Procedure for Removing Landmarks from Redmond Historic Landmark Inventory: A

CHAPTER 8 DEVELOPMENT REGULATIONS

public hearing before the Commission and a signed Certificate of Approval shall be required to remove a Landmark from the Redmond Historic Landmark Inventory.

8.0850 Designation Not a Recommendation for Federal Action.

Nothing in this code nor the **local** designation of a **historic resource or** district under Section 6 shall be interpreted as a recommendation by the City Council supporting designation of any **resource to the National Register of Historic Places or** as a "Certified Historic Structure" for purposes of Section 191 (d), (1), (b), or (c) of the Federal Tax Reform Act of 1976. No such recommendation or certification shall be made without notice to affected parties and an additional hearing thereof.

8.0855 Exterior Alteration and New Construction.

1. Except as provided pursuant to Section H, no person may alter any **resource** in a historic district **or any individually** designated historic landmark in such a manner as to affect its exterior appearance, nor may any new structure and/or building be constructed unless a Certificate of Approval has been issued by the Landmarks Commission and the planning director.
2. Application for such a certificate shall be made to the Planning Department and shall be referred to the Landmarks Commission for review or hearing.
 - A. Minor alterations may be acted upon by the planning director or his/her designee by administrative review.
3. All applications must be accompanied by appropriate plans and/or specifications.
4. Any request for a Certificate of Approval must be filed prior to or in conjunction with an application for any building or land use permit.
5. For exterior alterations of structures and/or buildings in a historic district or **an individually** designated **landmark**, the criteria to be used by the Landmarks Commission in reaching its decision on the Certificate of Approval shall include the following:
 - A. Provisions of the Redmond Urban Area Comprehensive Plan.
 - B. The reasonableness of the proposed alteration and the relationship to public interest in the structure's and/or building's preservation or renovation.
 - C. The **historic** value and significance of the structure and/or building.
 - D. The **integrity** of the structure and/or building.
 - E. The general compatibility of exterior design, arrangement, proportion, detail, scale, texture, and materials proposed to be used with an existing structure and/or building.
 - F. Other pertinent aesthetic factors as appropriate.
6. For construction of new structures and/or buildings in a designated historic district, the criteria to be used in the issuance of a Certificate of Approval shall include the following:
 - A. The purpose as set forth in Section 1.
 - B. The provisions of the Redmond Urban Area Comprehensive Plan.
 - C. The economic effect of the new structure and/or building on the historical value of the district.
 - D. The effect of the proposed new structure and/or building on the character **and integrity** of the district.
 - E. The general compatibility of the exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new structure and/or building.
 - F. Economic, social, environmental and energy consequences.
7. All decisions on Certificates of Approval shall be in writing.
8. Nothing in this code shall be construed to prevent the ordinary maintenance or repair (i.e., painting) of exterior architectural features which does not involve a change in design or type of materials unless the building official can certify the repair is required for the public safety because it is an unsafe or dangerous condition.
9. All decisions concerning the certificate of approval are subject to appeal to the City

CHAPTER 8 DEVELOPMENT REGULATIONS

Council as set forth in Section 12.

NOTE: Design Review Guidelines for Alterations and Additions and Design Review Guidelines for New Construction are hereby made a part of this code as appendices B and C pursuant to Section 7.

8.0860 Demolition - Building Condemnation.

1. If an application is made for the demolition of any designated historic resource or a resource within a designated historic district the application shall be transmitted, before action is taken, to the Landmarks Commission within seven (7) days of the application.
2. The Landmarks Commission shall hold a public hearing within thirty (30) days on the receipt of the application.
3. The applicant, the owner of the property, and any interested parties shall be entitled to be heard before the Landmarks Commission.
4. In determining the appropriateness for the demolition as proposed in the application, the Landmarks Commission shall consider the following:
 - A. All plans, drawings, and photographs as may be submitted by the applicant.
 - B. Information presented at a public hearing held concerning the proposed work.
 - C. The Redmond Urban Area Comprehensive Plan.
 - D. The purpose of this code as set forth in Section 1.
 - E. The criteria used in the original designation of the landmark or district in which the property owner under consideration is situated.
 - F. The historic integrity and architectural style, the general design, arrangement, materials of the structure and/or building in question or its appurtenant fixtures, and the relationship of such features to similar features of other buildings within the city and the position of the structure and/or building in relationship to public rights-of-way and to other buildings and structures in the area.
 - G. The effects of the proposed work upon the protection, enhancement, perpetuation, and use of the structure and/or building which cause it to possess a special character, special historical or aesthetic interest, or value.
 - H. Whether delay of the permit will involve substantial hardship to the applicant and whether issuance of the permit would act to the substantial detriment of the public welfare and would be contrary to the intent and purposes of this code.
 - I. Economic, social, environmental, and energy consequences.
5. The Landmarks Commission may approve the demolition request after considering the criteria contained in Section D.
6. If no appeal is filed, the building official shall issue the permit in compliance with other codes and ordinances of the city.
7. The Landmarks Commission may suspend the application for a demolition permit if it is determined that, in the interest of preserving historical values, the structure and/or building or landmark should not be demolished and, in that event, issuance of the permit shall be suspended for a period fixed by the commission as follows: The Landmarks Commission may invoke a stay of demolition for a period not exceeding thirty (30) days from the date of public hearing. The commission may invoke an extension of the suspension period if it determines that there is a program or project under way which could result in public or private acquisition or relocation of such structure and/or building or site and that there is reasonable ground to building or site and that is reasonable ground to believe that such program or project may be successful; then the commission, at its discretion, may extend the suspension period in thirty (30) day increments for an additional period not exceeding ninety (90) days, to a total of not more than one hundred twenty (120) days from the date of acceptance of the demolition permit. During such period of suspension of permit application, no permit shall be issued for such demolition nor shall any person demolish the structure and/or building. If all such programs or projects are demonstrated to the commission to be unsuccessful and the applicant has not withdrawn his application for a demolition permit, the building official shall issue such

CHAPTER 8 DEVELOPMENT REGULATIONS

permit if the permit application otherwise complies with the codes and ordinances of the city.

8. Action by the Landmarks Commission suspending issuance of a permit for demolition may be appealed to the City Council by the applicant for permit by filing a notice of appeal in the same manner as provided for in Section 13 for appeals.
9. Before any action is taken to condemn a structure and/or building designated as a historical building or site or any structure and/or building within a designated historic district, the Landmarks Commission shall review the report of the City Building Department and any other city departments relating to the condition of the building and the premises and the extent of its danger, deterioration, or decay. The Landmarks Commission shall report on its review and make a recommendation concerning city action to the City Council before official action of condemnation is instituted.
10. The same procedure as stated in this section shall apply to building extraction.

8.0865 Record of Demolished Historical Building/Artifacts.

1. If a designated historical building is to be demolished, insofar as practicable and as funds are available, the Landmarks Commission shall keep a pictorial and graphic history of the historical building or historical site with additional data as it may obtain.
2. To the extent funds are available of the Landmarks Commission may obtain donations thereof, the Landmarks Commission shall obtain artifacts from the building or site which it deems worthy of preservation, such as carvings or other materials it deems of artistic or historical importance.

8.0870 Signs/Plaques.

The owner of a designated historical building or site or the occupant thereof, with the consent of the owner, may install an identification plaque or sign indicating the name, date architect, or other appropriate information upon the property, provided that the size, material, design, location, and text of such plaque or sign is approved by the Deschutes County Historical Society.

8.0875 Redevelopment and Neighboring Improvement Projects.

1. In any redevelopment project or neighboring improvement project administered by a department of the city or submitted to the City Council for its review and recommendation, the proposed action relating to a designated historical district, building, or site shall be submitted to the Landmarks Commission for its review and recommendation.
2. A report thereon by the Landmarks Commission shall be filed by the City Council and a copy shall be sent to the appropriate city department.

8.0880 Appeals.

Appeals from actions of the Landmarks Commission shall be to the Redmond City Council and may be filed by the applicant, the owner, occupant of the site or district concerned, or by any other person who participated in the initial hearing. Appeals must be filed within fifteen (15) days from the date of action by the Landmarks Commission, shall be filed on a form provided by the Planning Department, and shall be accompanied by a fee set for appeals by the Redmond City Council may be appealed to the Land Use Board of Appeals in accordance with rules and procedures established by state law and that board.

CHAPTER 8 DEVELOPMENT REGULATIONS

Redmond Historic Preservation Code

PRESERVATION OF HISTORIC BUILDINGS AND SITES

APPENDIX "A" RATING SHEET

RATING

BUILDING/STRUCTURE

LOCATION

TOWN/VICINITY

EVALUATOR

DATE

Scoring on Scale of 1-5

- 5 - Excellent
- 4 - Very Good
- 3 - Good
- 2 - Fair
- 1 - Poor
- 0 - Non-existent

REDMOND HISTORIC LANDMARKS COMMISSION RATING SHEET

Factors	Relative Importance	Weighted Rating
1. Interpretive Potential: Property is associated with historic or famous events, is related to the broad cultural history of the nation, state or community, is included on the National Register of Historic Places.	3.0 x	
2. Rarity of type and/or Style: Property represents a period of history or prehistory or style of architecture or method of construction of extraordinary or unusual design, detail, materials, or craftsmanship; or is identified as the work of an architect, designer or master builder whose work has influenced development in the nation, state or community.	2.0 x	
3. Identification: Property is identified with a person or persons who have significantly contributed to the history of the City or County.	1.5 x	
4. Symbolic Value: Property represents an aesthetic or educational feature of the community, or has contributed to the cultural or economic history of the area.	1.5 x	
5. Chronology: Property was developed early in the relative scale of local history or was an early expression of a type or style of structure or development.	1.0 x	

CHAPTER 8 DEVELOPMENT REGULATIONS

APPENDIX "B" DESIGN

REVIEW GUIDELINES

ALTERATIONS / ADDITIONS

A. SITING

1. In addition to the zoning requirements, the relationship of new additions to the street and to the open space between buildings shall be compatible with adjacent historic buildings and with the historic character of the surrounding area.
2. New additions shall be sited so that the impact to the primary facades(s) is kept to a minimum. Additions shall generally be located at the rear portions of the property or in such locations where they have the least visual impact from public ways.

B. LANDSCAPE

1. Traditional landscape elements evident in the district - grass, trees, shrubs, picket fences, etc. - should be preserved and are encouraged in site redevelopment.
2. Inappropriate landscape treatments, such as berms and extensive ground cover, are discouraged.
3. Landscape treatments shall be kept an appropriate distance away from the building in order to prevent damage or future maintenance concerns.
4. Avoid ivy attached to buildings.

C. BUILDING HEIGHT

1. In addition to the zoning requirements, the height of new additions shall not exceed the height of the historic building, or of historic buildings in the surrounding area.
2. Additions should be stepped down in height and stepped in from the sides to reinforce the secondary nature of the addition.

D. BUILDING MASSING

1. New additions smaller than the historic building or the historic buildings in the surrounding area are encouraged.
 - (a) Where new additions must be larger, the new addition shall be articulated in such a manner that no single element is visually larger than the historic building or larger than the surrounding historic buildings.

E. PROPORTION AND SCALE

1. The relationship of height to width of new additions and their sub-elements, such as windows and doors and of alterations, shall be compatible with related elements of the historic building and with the historic character of the surrounding area.
2. The relationship of solids to voids (wall to window) shall be compatible with related elements on the historic building and with the historic character of the surrounding area.

CHAPTER 8 DEVELOPMENT REGULATIONS

F. EXTERIOR FEATURES

1. General

(a) To the extent practicable, original historic architectural elements and materials shall be preserved.

(b) Architectural elements and materials for new additions shall be compatible with related elements of the historic building and with the historic character of the surrounding area.

(c) The preservation, cleaning, repair, and other treatment of original materials shall be in accord with the Secretary of Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

2. Foundations:

(a) Concrete or masonry foundations to replace deteriorated wood foundations are encouraged. Such new foundations shall be covered with board skirting or similar treatment to match the original appearance and extend to within six to eight inches (6" - 8") of the ground level.

(b) Concrete or masonry foundations for new additions need not be covered with material that simulates earlier construction.

(c) New foundations shall not significantly alter the historic elevation of the building.

3. Roofs:

(a) Roofs on new additions shall be of forms (gabled, hipped, etc.) that are compatible with the historic building and the historic character of the district.

MASONRY

(Adobe, Brick, Stone, Terra Cotta, Concrete, Stucco, Mortar)

RECOMMENDED*

Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.

Repointing only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.

Duplicating old mortar in composition, color, and texture.

Duplicating old mortar in joint size, method of application, and joint profile.

Repairing stucco with a stucco mixture that duplicates the original as closely as possible in appearance and texture.

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Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains, and always with the gentlest method possible, such as low-pressure water and soft, natural bristle brushes.

Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Replacing missing significant architectural features, such as cornices, brackets, railings, and shutters.

Retaining the original or early color and texture of masonry surfaces, including early signage wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

NOT RECOMMENDED

Applying waterproofing or water repellent coating or surface consolidation treatments unless required to solve a specific technical problem that has been studied and identified. Coatings are frequently unnecessary, expensive, and can accelerate deterioration of the masonry.

Repointing mortar joints that do not need repointing. Using electric saws and hammers to remove mortar can seriously damage the adjacent brick.

Repointing with mortar of high Portland cement content can often create a bond that is stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Sandblasting, including dry and wet grit and other abrasives, brick, or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration. Using chemical reaction with the masonry materials, i.e., acid on limestone or marble.

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone, or brick veneer.

Removing architectural features such as cornices, brackets, railings, shutters, window architraves, and doorway pediments.

Removing paint from masonry surfaces indiscriminately. This may subject the building to damage and change its appearance.

WOOD

(Clapboard, Weatherboard, Shingles, and Other Wooden Siding)

RECOMMENDED

CHAPTER 8 DEVELOPMENT REGULATIONS

Retaining and preserving significant architectural features wherever possible.

Repairing or replacing, where necessary, deteriorated material that duplicates in size, shape, and texture, the old as closely as possible.

NOT RECOMMENDED

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrate the continuity of growth and change.

Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed, such as artificial stone, brick, veneer, asbestos, or asphalt shingles and plastic or aluminum siding. Such material can also contribute to the deterioration of the structure from moisture and insects.

ARCHITECTURAL METALS

(Cast Iron, Steel, Pressed Tin, Aluminum, and Zinc)

RECOMMENDED

Retaining original material, whenever possible.

Cleaning when necessary with the appropriate method. Metals should be cleaned by methods that do not abrade the surface.

NOT RECOMMENDED

Removing architectural features that are an essential part of a building's character and appearance, illustrating the continuity of growth and change.

Exposing metals which were intended to be protected from the environment. Do not use cleaning methods which alter the color, texture, and tone of the metal.

ROOFS AND ROOFING

RECOMMENDED

Preserving the original roof shape.

Retaining the original material, whenever possible.

Providing adequate roof drainage and ensuring that the roofing materials provide a weathertight covering for the structure.

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Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

NOT RECOMMENDED

Changing the essential character of the roof by adding inappropriate features such as dormer windows, vents, or skylights.

Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.

Stripping the roof of architectural features important to its character.

WINDOWS AND DOORS

RECOMMENDED**

Retaining and repairing window and door openings, frames, sash, glass, doors, lintels, sills, pediments, architraves, hardware, awnings, and shutters where they contribute to the architectural and historic character of the building.

Improving the thermal performance of existing windows and doors through adding or replacing weatherstripping and adding storm windows and doors which are compatible with the character of the building and which do not damage window or door frames.

Replacing missing or irreparable windows on significant facades with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

Replacing missing or irreparable windows on significant facades with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

NOT RECOMMENDED

Introducing or changing the location or size of windows, doors, and other openings that alter the architectural and historic character of the building.

Replacing window and door features on significant facades with historically and architecturally incompatible materials such as anodized aluminum, mirrored or tinted glass.

Removing window and door features that can be repaired where such features contribute to the historic and architectural character of the building.

Installing on significant facades shutters, screens, blinds, security grills, and awnings which are historically inappropriate and which detract from the character of the building.

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Installing new exterior storm windows and doors which are inappropriate in size or color, or which are inoperable, or which require removal of original windows and doors.

Installing interior storm windows that allow moisture to accumulate and damage the window.

Replacing sash which contribute to the character of the building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

Replacing sash which contribute to the character of the building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

Installing heating / air conditioning units in the window frames when the sash and frames may be damaged. Window installations should be considered only when all other viable heating / cooling systems would result in significant damage to historic material.

STOREFRONTS

RECOMMENDED

Retaining and repairing existing storefronts, including windows, sash, doors, transoms, signage, and decorative features where such features contribute to the architectural and historic character of the building.

Where original or early storefronts no longer exist, or are too deteriorated to save, retaining the commercial character of the building through (1) contemporary design which is compatible with the scale, design, materials, color, and texture of the historic buildings, or (2) an accurate restoration of the storefront based on historical research and physical evidence.

NOT RECOMMENDED

Introducing a storefront or new design element on the ground floor, such as an arcade, which alters the architectural and historic character of the building and its relationship with the street or its setting or which causes destruction of significant historic fabric.

Using materials which detract from the historic or architectural character of the building, such as mirrored glass.

Altering the entrance through a significant storefront.

ENTRANCES, PORCHES, AND STEPS

RECOMMENDED

CHAPTER 8 DEVELOPMENT REGULATIONS

Retaining porches and steps that are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta, tile, and brick.

NOT RECOMMENDED

Removing or altering porches and steps that are appropriate to the building's development and style.

Stripping porches and steps of original material and architectural features, such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile, and brick.

Enclosing porches and steps in a manner that destroys their intended appearance.

* For more information, consult Preservation Briefs:

- 1) "The Cleaning and Waterproofing of Masonry Buildings"
- 2) "Repointing Mortar Joints in Historic Brick Buildings" (Washington, D.C.; Heritage Conservation and Recreation Service, 1975 and 1976). Both are available from the Government Printing Office or State Historic Preservation Officers.

** For more information, consult Preservation Briefs:

- 3) "Conserving Energy in Historic Buildings" (Washington, D.C.; Heritage Conservation and Recreation Service, 1978). It is available from the Government Printing Office or State Historic Preservation Office.

CHAPTER 8 DEVELOPMENT REGULATIONS

APPENDIX "C"

DESIGN REVIEW GUIDELINES

NEW CONSTRUCTION

A. GENERAL

1. New construction shall be compatible in size, form, scale, materials, and texture with adjacent historic buildings and with dominant architectural character of the district.
2. Contemporary designs expressing the elements described in 1. above are encouraged.
3. Imitating in detail an earlier style of architecture is discouraged.

B. SITING

1. In addition to the zoning requirements, the relationship of new construction to the street and to the open space between buildings shall be compatible with surrounding historic buildings and with the historic character of the district.

C. LANDSCAPE

1. Traditional landscape elements evident in the district--grass, trees, shrubs--are encouraged in new development.
2. Inappropriate landscape treatment such as berms and extensive ground cover areas are discouraged.

D. BUILDING HEIGHT

1. In addition to the zoning requirements, the height of new construction shall not exceed the height of the tallest historic building of similar type in the district.

E. BUILDING BULK

1. The apparent size of primary elements of new construction shall not exceed that of the largest historic building in the district.

F. PROPORTION AND SCALE

1. The relationship of height to width of primary and secondary elements of new construction shall be compatible with the dominant historic character of the district, such as the typical historic windows which have an approximate proportion of 2 vertical to 1 horizontal.
2. The relationship of solid to void (wall to window) shall be compatible with the dominant historic character of the district.

G. EXTERIOR FEATURES

CHAPTER 8 DEVELOPMENT REGULATIONS

1. General:

(a) Exterior features such as bays, porches, balconies, and other architectural elements that establish the district's historic character are encouraged in new construction.

2. Materials:

(a) New construction should employ materials traditional to the district--wood, stone, and brick. Such materials should be employed in their traditional configuration, e.g., drop siding, common brick, standard shingles.

(b) Inappropriate materials such as plywood, plastic and metal sidings, imitation brick and stone, and raw aluminum window frames are discouraged.

3. Roof Form:

(a) Primary roofs shall be gabled with pitches in the range of 12/12 to 12/8 to reflect the dominant roof pitches of the district's primary historic buildings.

4. Garages/Carports:

(a) When feasible, garages and carports should be located on the site where they have the minimum visual impact from public ways.

(b) Where garages must face the street front, they should be designed to minimize their bulk and visual impact. Single-car garage doors should be employed.

5. Signs:

(a) In addition to the sign code regulations, the size, placement, type, design, and materials of signs shall be compatible with the historic building and the historic character of the district.

(b) Standard back-lighted metal framed plastic signs are discouraged.

CHAPTER 8 DEVELOPMENT REGULATIONS

APPENDIX "D"

THE FEDERAL REQUIREMENTS OF THE CERTIFIED LOCAL GOVERNMENT