



CITY OF REDMOND
Community Development Department

411 SW 9th Street,
Redmond OR 97756
541-923-7758
Fax: (541) 548-0706
www.ci.redmond.or.us

REDMOND HISTORIC LANDMARKS COMMISSION
411 SW 9th Street, Conference Room 210
October 26, 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
	ACTION ITEMS
4:35 PM	A. Approval of Minutes a. September 28, 2017 Meeting (Exhibit 1) b. October 11, 2017 Work Session (Exhibit 2)
4:40 PM	DISCUSSION ITEMS A. Public Safety Fee Presentation (<i>presented by Police Captain Chambers</i>)
5:00 PM	B. Redmond Passenger Depot Proposal (Exhibit 3)
5:20 PM	C. Redmond Preservation Code Workshop (Exhibit 4)
5:50 PM	COMMISSIONER COMMENTS/ANNOUNCEMENTS
5:55 PM	STAFF COMMENTS
6:00 PM	ADJOURN

**Next Historic Landmarks meeting will be November 23,
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

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REDMOND HISTORIC LANDMARKS COMMISSION
MINUTES

September 28, 2017

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

Commissioners Present: Chair Charles Rucker, Vice-Chair Trish Pinkerton, Tonia Cain, Leaha Moon, Shannon Farnsworth Rose (*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 regular meeting of the Redmond Historic Landmarks Commission (HLC) to order at 4:31 p.m. with a quorum of commissioners (4 of 5) present. Ms. Rose arrived at 4:33 p.m.

Mr. Woodford informed commissioners Ms. Mora was absent due to illness.

CITIZEN COMMENTS

None.

ACTION ITEMS

A. Approval of Minutes

1. **August 24, 2017**

Motion 1 (5/0/0): Commissioner Pinkerton moved to approve the minutes of August 24, 2017, as written. Commissioner Rucker seconded the motion which passed unanimously.

2. **September 13, 2017**

Motion 2 (5/0/0): Commissioner Pinkerton moved to approve the minutes of September 13, 2017, as written. Commissioner Cain seconded the motion which passed unanimously.

DISCUSSION ITEMS

A. Historic Preservation Ordinance – Work Session

Commissioners continued their review of Chapter 8 Development Regulations for Preservation of Historic Resources. Changes proposed included:

- **8.0830:** Use “Minor Alteration” and “Major Alteration” definitions from Lawrence, Kansas, code. Clarify who can nominate a property for designation.
- **8.0835:** Delete “(Criteria for Designation)” from the end of the second introductory paragraph before the numbered list.

- **8.0850:** Move this section to the location suggested by Kerry Davis.
- **8.0855:** Delete 5.A and 5.B. 5.E: Add reference to Design Review Guidelines and illustrative addendum. Delete 6.A, 6.B, 6.C, and 6.F. Reconcile 8.0855 references with 8.0830/Definitions.
- **8.0860:** Delete 4.C, 4.D, 4.H, and 4.I. Research 4.G before next meeting.

Other discussion points included replacing Redmond’s “Certificate of Approval” with “Certificate of Appropriateness” as the HLC’s formal response to a Request for Alteration, adding “local historic district” where appropriate to distinguish it from a National Register Historic District, replacing “Redmond Historic Landmarks Inventory” with “Redmond Register of Historic Landmarks,” financial incentives for properties on the local landmarks list, and using the Oregon Model Code or Lawrence, Kansas, code where possible.

B. May Preservation Month Planning

Commissioners discussed how to increase attendance at their May events: scheduling informative events inside in May leading to outdoor events during better weather and coordinating HLC events with other community activities (bike tour during Hunt for History, self-led tours of Redmond’s National Historic District, 3rd Friday Stroll).

Mr. Woodford discussed the “Open Streets” event the Bicycle and Pedestrian Advisory Committee (BPAC) was planning for June 23, 2018 (same date as Redmond Street Fair). He said BPAC was working on a “quiet street” demonstration project on Deschutes Avenue that would extend from the Sam Johnson Park entry east to 4th Street. He suggested commissioners consider scheduling an HLC event for the same day to take advantage of the draw from other events.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Chair Rucker reported attending the State Historic Preservation Office training on September 19, 2017. Topics discussed included how Certified Local Governments should address National Register nominations and using social media to promote (market) historic preservation events and issues.

Commissioner Rose said she was officially a Redmond resident now.

Commissioner Cain requested an update on the proposed National Historic District. Mr. Woodford replied it was due to be submitted for approval in October 2017.

STAFF COMMENTS

Next meeting: Thursday, October 26, 4:30 p.m.

ADJOURN

With no further business, Chair Rucker adjourned the meeting at 6 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

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REDMOND HISTORIC LANDMARKS COMMISSION
MINUTES

October 11, 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 1:14 p.m. with a quorum of commissioners (_ of 5) present.

CITIZEN COMMENTS

None.

ACTION ITEMS

A. None

DISCUSSION ITEMS

A. Proposed Code Amendments – Work Session

Commissioners continued their review of Redmond Code Chapter 8, Development Regulations, Preservation of Historic Resources. Other documents consulted included the Oregon Model Historic Preservation Ordinance September 2011, edited April 2013, and the Historic Preservation Code from the City of Lawrence, Kansas. Discussion covered:

- Starting with the model code, adding concepts from the Lawrence code, and customizing the resulting draft to address Redmond's specific needs.
- Improving definitions (Alterations – Major and Minor, Building, Accessory Structures, Certificate of Approval) and the Purpose statement.
- Adding an illustration section similar to that done in the Lawrence code.
- Confirming blue-highlighted sections in the Redmond code are covered elsewhere before deleting them. Provide cross-references as needed.
- Resolving confusion about when and how the Rating Sheet should be used.

- Implementing an annual Preservation Award during May Historic Preservation Month activities.

Chair Rucker said the purpose in revising the current Redmond historic preservation code was to assure the code met Certified Local Government (CLG) requirements and was less ambiguous. He commended commissioners' thoughtfulness in considering the implications on citizens.

Commissioners indicated that, while they had no specific questions for Kerry Davis, Preservation Solutions, Inc., her thoughts on their current code review process would be helpful.

Mr. Woodford said he would check with Ms. Davis. He asked commissioners to review the Oregon model code and the new draft code prior to their next meeting on this topic.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Commissioner Rose said the owners of one of Redmond's historic buildings was interested in adding their property to the local designation inventory.

STAFF COMMENTS

Mr. Woodford reported someone else had expressed interest in the Railroad Depot building. He said City Manager Keith Witcosky would like the Landmarks Commission to weigh in on which proposal would be best. Commissioners expressed concern about whether City Council's decision timeline would fit with their regular meeting schedule.

He passed out an agenda for the CLG Workshop in Canby, Oregon, on October 17, 2017.

Next meeting: Thursday, October 26, 2017, 4:30 p.m.

ADJOURN

With no further business, Chair Rucker adjourned the meeting at 3 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: October 26, 2017
TO: Redmond Historic Landmarks Commission (HLC)
THROUGH: Deborah McMahon, Planning Manager
FROM: Scott Woodford, Senior Planner
SUBJECT: Redmond Passenger Depot – Offer to Purchase

Report in Brief:

This report provides a short overview on the City's proposed sale of the Redmond Passenger Depot located at 3716 SW 21st Place and the process it is using to evaluate purchase proposals received.

Background:

The City owns the property that includes the old Redmond Passenger Depot building, which was moved to its current site in the early 2000's. In 2015, the City of Redmond approved adding the structure to the Redmond Inventory of Historic Landmarks, which affords it certain protections and encourages the preservation of its essential, character defining features (it was built in 1912). The City is interested in selling the Depot, but keeping its landmark status and attempting to find a buyer who is interested in preserving the building while finding a new use for it.

At the 8/24 meeting, the HLC reviewed a proposal from Tanney Staffenson. Soon after, the City received a proposal from Lawnae Hunter (see attached).

Discussion:

The City Council has asked the HLC to review proposals for buying the Depot and to make a recommendation to Council on which one it feels is best for the historic resource. Please review the Hunter proposal and we will discuss it further at the meeting.

Keith Witcosky
City of Redmond
411 SW 9th Street
Redmond, OR 97756-2213

October 20, 2017

Dear Mr. Witcosky,

I'm writing to you to express my interest in purchasing the Redmond train station. Please see the purchase and sale agreement.

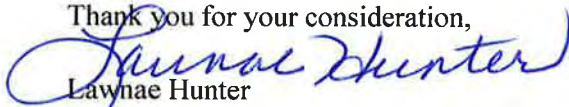
I know this may sound strange, but I don't think you should sell the building to me or anyone else. Redmond has very few historic buildings. It might appear at this time the train station is located in a location that might not be ideal for the city's museum purposes. I have a different opinion on that. The current location of the train station in many ways is at the entrance to the city, located right off of the major parkway offramp in the area of the airport, Expo Center, and golf course. Close your eyes and imagine what Redmond might look like in 25 years. Historic buildings are at a premium in Redmond and the current location of the train station may represent the entrance to the city at that time.

Originally, you may be aware that I offered to donate the building back to the city upon my death. I am still considering this and am working with my CPA and estate attorney. This may be determined upon my death. I do own other properties within the city however none of a historical nature to the building. I am looking to relocate and expand my property management business in Redmond. This will include adding commercial property management services. I personally have been in the property management business since 1982. Plus Property Management has been in business in the city of Redmond for approximately 7 years. I would be happy to include restrictions on the future use of this building limiting it to professional offices in the real estate field while under my ownership. I am familiar with maintaining commercial properties and take pride in maintaining my portfolio of commercial properties mainly located in Santa Maria, CA. I am very particular regarding maintenance and how the buildings appear to the public. For example, I always plant annual flowers in the spring and summer and have plans to re-landscape the existing landscaping to enhance the exterior of the building.

I relocated to central Oregon as a fulltime resident approximately 10 years ago and I am committed to public service and philanthropy and live that in my daily life. For example, I sit on the State of Oregon Real Estate Commission Board and have been elected Vice-Chair for next year. I was also a major donor to Oregon Cascades Campus. I plan to spend my remaining years in Central Oregon and look forward to other ways that I can contribute to demonstrate my love of Central Oregon and the state of Oregon.

In closing, I am sincerely interested in any further discussion regarding this building. I would be honored to become the steward of this lovely landmark and I assure you I will manage it in a professional manner. I have contacted the local model train club and invited them to display and meet in the building if I obtain ownership of the train station. Details of a purchase and sale agreement or long-term lease could be negotiated between my attorney, Myles Conway, and the city representative.

Thank you for your consideration,


Lawnae Hunter
2327 NW Eastes Street
Bend, OR 97702



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EXHIBIT 4

DATE: October 26, 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:

The HLC has had an extensive discussion on revising the existing preservation code. Initially, it started out as an update to the code to tighten up the language and make sure cross references were accurate. Our historic preservation consultant, Preservation Solutions, Inc. provided an audit of the code and recommendations for changes, including conformance with provisions of the Oregon Model Historic Preservation Code. There was also a recommendation to review portions of the City of Lawrence, Kansas preservation ordinance.

At the last meeting (the work session on October 11, 2017), it was decided that we would use the Oregon Model Historic Preservation Ordinance as the basis for the rewrite and edit it to make it more applicable to Redmond and incorporate, where applicable, the provisions of the Lawrence code. The primary purpose for this change in tactics is that the HLC feels that it is important to be in conformance with current standards and practices represented in the model code.

At the meeting, we discussed adding:

1. Lawrence Definitions of Minor and Major Alteration (which states that, generally, a minor alteration is any maintenance, repair, replacements that uses materials identical to the original or existing materials. A major alteration is one that uses materials that are different than those that are currently there or changes in appearance to the structure, such as additions or modifications).
2. We discussed adding the illustrations provided in the Lawrence ordinance. I’ve included them to see how they might fit into the model ordinance.
3. For definition of Building, we suggested “A structure or accessory structure(s) created to shelter any form of human activity, including but not limited to a house, barn, church or hotel.”
4. We had other suggested changes, but that was for the existing ordinance when we thought we were going to keep and modify it.

I would suggest reading through the attached model ordinance one more time, reading the yellow boxes that have good suggestions, examining the shaded blue areas (those are required to be incorporated for CLG cities) and think about it in the lenses of how it would be applied in Redmond. Is it appropriate largely as is? Or, does it need to be further modified to work here?

Let's discuss it at our next meeting and, if necessary, another work session.

The City of Redmond Historic Preservation Ordinance

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; 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.

8.0825 Administration. **Already in Section 2.590 of the Redmond Municipal Code, so it's not needed here.**

Applicability.

No provision of this Ordinance shall be construed to prevent the ordinary maintenance of a Landmark when such action does not involve a change in design, materials, or appearance. No provision in this Ordinance shall be construed to prevent the alteration, demolition, or relocation of a Landmark when the Building Official certifies that such action is required for public safety. At his or her discretion, the Building Official may find that under state law and Section 11.D.3 that a Landmark does not meet current building code but is not dangerous.

8.0830: Definitions.

The following definitions apply to terms used in this Ordinance. Terms not defined have their commonly construed meaning:

1. Alteration: An addition, removal, or reconfiguration that changes the appearance of a Landmark. Painting, when color is not specifically noted in Landmark's Record of Designation, and ordinary maintenance are excluded from this definition.
2. Building: A house, barn, church, hotel, or similar construction created principally to shelter any form of human activity.
3. Certificate of Appropriateness (COA): A document issued by the Historic Preservation Officer indicating that the applicant has satisfactorily met the provisions of this Ordinance for the alteration, relocation, or demolition of a Landmark.
4. Demolition: The complete destruction or dismantling of sixty-five (65) percent of, or greater, of the entirety of a Landmark.
5. District: A significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.
6. Eligible/Contributing: A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district.
7. Eligible/Significant: A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and

association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district, and are likely individually eligible for listing in the Local Landmark Register.

8. Exceptional Significance: The quality of historic significance achieved outside the usual norms of age, association, or rarity.
9. Historic Integrity: The quality of wholeness of historic location, design, setting, materials, workmanship, feeling, and/or association of a historic resource, as opposed to its physical condition.
10. Historic Preservation Officer: The city official responsible for the administration of this Ordinance.
11. Historic Resource: A building, structure, object, site, or district that is at least fifty (50) years old or is of exceptional significance and potentially meets the age, integrity, and significance criteria for listing in the Local Landmark Register, but may not necessarily be recorded in the Historic Resource Survey.
12. Historic Resources of Statewide Significance: Buildings, structures, sites, objects, and districts that are listed in the National Register.
13. 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.
14. 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.
15. Landmark: A building, structure, site, object, or district listed in the City of Redmond Local Landmark Register.
16. Local Landmark Register: The list of historic resources officially recognized by the City of Redmond as important to its history and afforded the protection under this Ordinance.
17. National Register of Historic Places: The nation's official list of buildings, structures, sites, objects, and districts important in the nation's history and maintained by the National Park Service in Washington, D.C., and hereinafter referred to as the "National Register." Historic resources listed in the National Register are referred to as "Historic Resources of Statewide Significance" in Oregon Revised Statutes.
18. Non-Contributing: A building, structure, object, or site originally constructed within the applicable period of significance that does not retain or exhibit sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties do not strengthen the historic integrity of an existing or potential historic district in their current condition.
19. Not in Period: A building, structure, object, or site that was originally constructed outside the applicable period of significance.
20. Object: A construction that is largely artistic in nature or is relatively small in scale and simply constructed in comparison to buildings or structures, including a fountain, sculpture, monument, milepost, etc.

21. Ordinary Maintenance: Activities that do not remove materials or alter qualities that make a historic resource eligible for listing in the Local Landmark Register, including cleaning, painting, when color is not specifically noted in Landmark's Record of Designation, and limited replacement of siding, trim, and window components when such material is beyond repair and where the new piece is of the same size, dimension, material, and finish as that of the original historic material. Excluded from this definition is the replacement of an entire window sash or more than twenty (20) percent of the siding or trim on any one side of a Landmark at any one time within one (1) calendar year.
22. Period of Significance: The time period, from one to several years or decades, during which a Landmark was associated with an important historic event(s), trend(s), person(s), architecture, or method(s) of construction.
23. Record of Designation: The official document created by the Historic Preservation Officer that describes how a Landmark meets the criteria for listing in the Local Landmark Register.
24. 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 historic significance.
25. Relocation: The removal from or moving of a Landmark from its original location noted in the Record of Designation.
26. Site: The location of a significant event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of any existing building, structure, or object.
27. Structure: A functional construction made usually for purposes other than creating human shelter, such as an aircraft, bridge, fence, dam, tunnel, etc.
28. Streetscape: The physical parts and aesthetic qualities of a public right-of-way, including the roadway, gutter, tree lawn, sidewalk, retaining walls, landscaping and building setback

Section 7: Severability. If any portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance shall remain in force and effect.

Section 8: Conflicts with Other Laws. If the provisions of this Ordinance are found to be in conflict with federal or state laws the federal or state law shall prevail. In cases of conflict with other city ordinances the previously established statute shall take precedence.

*Areas highlighted in **blue** are required items to participate in the CLG program.*

Section 9: Identification and Evaluation of Historic Resources. The Historic Resource Survey lists, describes, and determines the eligibility of historic resources for listing in the Local Landmark Register. Not all properties listed in the Historic Resource Survey are eligible for listing in the Landmarks Register. A property

need not be first listed in the Historic Resource Survey before being nominated to the Local Landmark Register under Section 10.

- A. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community's needs and interests.
- B. Before commencing inventory studies or updates, the Commission shall provide public notice describing the inventory, its purposes, and invite public participation. *(Note preferred method(s) of notification and provide timelines. Notification may include public notices, mailings, web postings, etc.)*
- C. Surveyed properties shall be identified as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Survey shall meet the requirements of the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or most recent guidance for such efforts published by the SHPO and be supplied to the agency within six (6) months of the completion of the study.
- D. The Historic Resource Survey shall be maintained as a public record with the exception of archaeological sites, which is prohibited by State law.
- E. Citizens shall have the opportunity to review and correct information included in the Historic Resource Survey. Any member of the public may place a property in the Historic Resource Survey; however, the Commission retains the authority to determine the property's eligibility for listing in the Local Landmark Register.
- F. The Commission may collect further information including, but not limited to, current photographs, architectural descriptions based on on-site observations, or archival documentation for properties already listed in the Local Landmark Register or National Register for the purposes of administering this Ordinance pursuant to the provisions of this Section.

Section 10: Local Landmark Register. The Commission may designate historic resources to the Local Landmark Register as a means of providing recognition of their significance and providing ~~incentives~~ and guidelines for their preservation. The Local Landmark Register is maintained by the Historic Preservation Officer and shall be available to the public.

- A. Historic Resources Listed in the National Register. Historic resources within the corporate boundaries of the City of Redmond and listed in the National Register, including all National Register-listed historic districts in their entirety may be listed in the Local Landmark Register using the procedures outlined in Section C, but need not be documented as outlined in Section B.2 through B.4 of this Section. In such cases, the National Register nomination shall serve as the Record of Designation. As Historic Resources of Statewide Significance, all National Register-listed properties, including individual properties in recognized National Register-listed historic districts, are subject to the regulations in Section 11.E, pursuant to Oregon State Law.
- B. Criteria for Designating Historic Resources to the Local Landmark Register. Any building, structure, object, site, or district may be designated to the Local Landmark Register if it meets all the Criteria of Section 10.A or all of the criteria listed below:
 - 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 the 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.
- C. Nomination Procedure. Any person, group, or government agency may nominate a property for listing in the Local Landmark Register. The nomination procedures are as follows:
1. There is no fee associated with nominating a historic resource to the Landmark Register.
 2. The nomination for a historic resource to the Local Landmark Register must include a description of the boundaries of the proposed nominated area and the structures, objects, and sites contained therein, and a statement explaining how the historic resource(s) meet(s) the criteria under B of this Section. The Historic Preservation Officer may establish additional standards for a complete application.
 3. Prior to setting the proposed nomination on the agenda for the next Commission meeting, the Historic Preservation Officer shall inform property owners in writing of the nomination process pursuant to local and state law. To be listed in the Local Landmark Register, the property's legal owner(s) shall provide to the City a written statement acknowledging that the owner understands the nomination process and the results of such a designation, and wishes to have their property listed in the Local Landmark Register. 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.

4. Upon acceptance of a complete application and receipt of written owner consent, the Historic Preservation Officer shall schedule a public hearing before the Commission pursuant to applicable state and local laws.
 5. The Commission shall review the documentation for completeness, accuracy, and compliance with the "Criteria for Designating Historic Resources to the Local Landmark Register" 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. The Commission shall develop written findings to support its decisions.
 6. Applications approved or denied by the Commission shall be *(Note if the City Council or Planning Commission will vote on nomination and any related processes. Insert reference to appropriate ordinances regarding established processes for amending zoning maps, comprehensive plans, etc. once the historic resource is listed in the Local Landmark Register.)*
 7. Upon final approval by the City Council, the Historic Preservation Officer shall prepare a Record of Designation 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 Local Landmark Register.
 8. Historic Resources designated as Landmarks shall be noted as such in *(name appropriate zoning maps, plans, etc.)* The designation shall apply to the entirety of the recognized Landmark as described in the Record of Designation regardless of future property division or ownership.
 9. A Record of Designation may be amended through the process described in this Section. The Historic Preservation Officer may administratively add additional materials gathered under the provisions of Section 9 to keep the record current or elaborate on established facts in the Record of Designation. Notice of such an action shall be provided to the Commission at their next regular meeting.
- D. Results of Listing in Local Landmark Register. Historic resources listed in the Local Landmark Register receive the following benefits:

While not all of these provisions may make sense for every City, It is important to include as many incentives as possible for historic properties to both encourage private property owners to participate in the program and to ensure that historic buildings remain in productive use while maintaining their historic character.

1. All uses and restrictions established by the underlying zoning, existing conditional use permits, and other applicable design standards shall remain in effect unless changed through due process.
2. Landmarks are protected under the provisions of Section 11 through 16.
3. City staff shall consider granting zoning variances and/or conditional use permits in order to encourage the productive use and preservation of Landmarks.

4. The local Building Official shall consider waiving certain code requirements in accordance with the existing state building code.
5. Property owners of Landmarks may seek technical or financial assistance from the Commission in applying for grants or tax incentives for rehabilitating their properties as resources and funds are available.
6. Property owners of Landmarks are eligible to receive City-funded grants and loans to assist with the preservation of their buildings as resources and funds are available.

Sites of Historical Interest-keep this from the old Code?

Section 11 establishes the procedures and criteria for alteration, relocation, and demolition of Landmarks. This Section could be made less stringent by removing portions that relate to the regulation of new construction or Non-Contributing or Out-of-Period Historic Resources, or by making the Section advisory only. Establishing separate standards for Contributing, Non-contributing, and Out-of-Period Buildings and new construction will strengthen the document while providing more specific guidance for decision making.

Section 11: Treatment of Historic Resources listed in the Local Landmark Register.

The Landmarks Commission shall use the provisions of this Section to preserve the exterior character-defining features of individual Landmarks; the exterior of individual buildings in local Landmark historic districts; and exteriors and interior public spaces of city-owned Landmarks.

This passage assumes that any alteration not explicitly exempted will be reviewed by the Commission. In Oregon, City's do have the authority to regulate alterations to historic properties that do not require a building permit. The SHPO suggests that siding, window and door, and roofing replacement be regulated to ensure that a building's historic character is maintained. Items like landscaping and painting and the construction of small auxiliary buildings usually do not impact historic buildings and should be excluded from review. In general, the exemption list should include as many items as possible. In some cases, a city may choose to regulate only work that requires a building permit.

- A. Exclusions. Activities not subject to the provisions of this Section. *(Add more if appropriate)*
1. Alterations to building interiors, exempting those owned by The City of Redmond.
 2. Application of exterior paint color when color is not specifically noted in record of designation.
 3. Alterations to landscape features not specifically identified as historically significant in Record of Designation.

A Certificate of Compliance is an administrative tool that creates a brief (ideally 1 page) record of the staff or commission decision. Requiring a special certificate for historic review insures that permits are not mistakenly issued and that all parties are clear on what is approved/required for the permit.

- B. **Major Alterations, Relocations, and Demolitions of a Landmark.** No Landmark or exterior landscape or archaeological element noted as significant in the Record of Designation shall be altered, relocated, or demolished, or a new building or structure constructed within the area defined in the Record of Designation without a Certificate of Appropriateness signed and issued by the Historic Preservation Officer. Certificates must be presented to the Building Official before a building or demolition permit is issued. **The process for a Certificate of Appropriateness is:**
1. An application for a Certificate of Appropriateness must include a description of the proposed activity, accompanying maps, photographs, drawings, and other documentation. The Historic Preservation Officer may establish additional standards for a complete application, including defining different criteria for a complete application under provisions C, D, and E of this Section.
 2. Upon acceptance of a complete application, the Historic Preservation Officer shall decide within **(# of days)** if the proposed work is subject to provisions C, D, or E of this Section.
 3. The Historic Preservation Officer shall prepare a staff report that summarizes the proposed project, notes the criteria specified in this Ordinance under which the application shall be considered, and make a recommendation to the Commission to approve, approve with conditions, or deny the application for a Certificate of Appropriateness.
 4. Materials that may be used in the preparation of the staff report include the Record of Designation; and/or National Register nomination; and/or other archival photos, maps; and/or other documentary evidence specific to the subject property; and/or observations from on-site inspections from the public-right-of way to document its historic appearance or alteration over time; and/or documents and publications of the National Park Service or Oregon State Historic Preservation Office. Documents that are not available from the City at the time of application for a Certificate of Appropriateness shall be made available to the applicant at least ten (10) calendar days before a public hearing is held or administrative decision is made.
 5. The Commission shall review and act upon applications for the alteration, relocation, and demolition of a Landmark. Applications for the alteration of a Landmark may be approved, approved with conditions, or denied. Applications for the relocation or demolition of a Landmark may be approved, approved with conditions, or the action delayed for up to one year. The Commission shall develop written findings to support its decisions. The Historic Preservation Officer shall include any conditions imposed by the Commission in the Certificate of Appropriateness pursuant to this Section.
 6. A Certificate of Appropriateness issued for the alteration of a Landmark shall be effective for a period of two (2) years from the date of its issuance. A Certificate of Appropriateness issued for the relocation or demolition of a historic resource shall be effective for a period of one (1) year. **(A Certificate of Appropriateness may/may not be extended – add period and process if extensions are allowed)**
 7. A Landmark may be altered, relocated, or demolished without a Certificate of Appropriateness if the Building Official attests in writing that the condition of a Landmark poses a clear and immediate hazard to public safety. The comments of the Building Official with sufficient evidence to support his or her conclusions

shall be provided to the Historic Preservation Officer within fifteen (15) days of making his or her decision. The Historic Preservation Officer will make these materials available to the Commission at their next regular meeting. The property owner(s) must submit an application for a Certificate of Appropriateness as required under this Ordinance within thirty (30) days of the Building Official submitting his or her written statement to the Historic Preservation Officer.

This passage allows communities to insert a list of activities that may be reviewed and approved by staff without commission oversight that are not exempted in A 1-3 of this section. This list may be as long or short as required. Three examples of activities that SHPO suggests could be handled by staff are listed here. To avoid legal challenges, the items listed here should have clear and objective criteria that the Preservation Officer or assigned staff person can use to make a decision.

C. Public Hearing Not Required for Alterations, Relocations, and Demolitions of a Landmark. The Historic Preservation Officer may issue a Certificate of Appropriateness for the alteration of a Landmark without a public hearing when the proposed alteration will not significantly change the qualities that merited the listing of the Landmark in the Local Landmark Register. A completed Certificate of Appropriateness must be presented to the Building Official before a permit is issued. The Historic Preservation Officer shall make a list of certificates issued in this manner available to the Commission at each regular meeting. Activities eligible for a Certificate of Appropriateness issued as described in this provision include the following:

1. Construction of a fence that meets *(insert code reference or specific guidance)*
2. Demolition of an outbuilding noted as sharing a lot with a Landmark and specifically noted as not historically significant in its designation. *(insert code reference or specific guidance)*
3. New addition to a Landmark or new construction not visible from the public right-of-way.

D. Public Hearing Required for Certificate of Appropriateness. A public hearing before the Commission and a signed Certificate of Appropriateness shall be required for activities not exempted in A.1 through A.3. and C.1 through C.3 of this Section. *(Adjust references as needed).*

1. Prior to submitting an application for a permit pursuant to this Section, proponents are encouraged to request a pre-application conference to review concepts and proposals. ~~The Historic Preservation Officer may assign a staff member to perform these duties or contract with other parties to complete the consultation. The Commission may also form ad hoc committees for this purpose. Commission members participating in pre-application conferences shall disclose their ex parte contact at the time of a public hearing on the proposal. (Reference to local law concerning ex parte contact and conflict of interest here)~~
2. Upon acceptance of a complete application the Historic Preservation Officer shall schedule a public hearing pursuant to applicable local and state laws.

Provision 3 establishes the general review criteria for a Certificate of Compliance, which is based on the Secretary of the Interior's Standards for Rehabilitation. These "general design standards" provide broad guidance for any project that may be proposed, and SHPO advises adopting the passage as written. Provision 4 is also based on the Standards, but the passage refines the general design standards by addressing specific projects. The list provided in Provision 4 can be made as long or short as necessary; although SHPO does not recommend attempting to make an exhaustive list because of the varied nature of historic resources. Instead, keep the list broad to address the greatest number of projects or consider adopting building- or district-specific guidelines.

3. In order to approve an application for the alteration of a Landmark, the Commission must find that the proposal meets the following guidelines as applicable:
 - a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships; and/or
 - b. The historic integrity of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided; and/or
 - c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken; and/or
 - d. Changes to a property that have acquired historic significance in their own right shall be retained and preserved; and/or
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved; and/or
 - f. Deteriorated historic features shall be repaired rather than replaced. If the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence; and/or
 - g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used; and/or
 - h. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken; and/or
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment; and/or
 - j. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4. In addition to meeting the applicable guidelines in 3(a) through 3(j) of this Section, in order to approve an application for the alteration of a Landmark the Commission must find that the proposal meets the following design standards as applicable:
 - a. Vacant buildings shall be weather- and vandal-proofed in order to minimize further deterioration and the threat to public safety; and/or
 - b. Rehabilitation work, especially on the exterior and the principal facades shall preserve the existing historic features or replace them if absolutely necessary with features and materials known to have existed on the building through verifiable evidence such as photographs. Alterations to Landmarks shall not be based on speculation, but instead on documentary evidence; and/or
 - c. New additions shall be subordinate to the original building, meaning lower in height, attached to the rear or set back along the side, smaller in scale, and have less architectural detail; and/or
 - d. Height, width, setback, roof shape, and the overall scale and massing of new buildings within historic districts and on lots with existing Landmarks, or additions to Landmarks shall be compatible with the existing historic building(s) and, in the case of historic districts, the overall streetscape; and/or
 - e. In historic districts and on lots with existing Landmarks, materials on at least the primary façade(s) of new buildings shall be similar in size, shape, color, and texture to the original materials on the facades of surrounding historic buildings; and/or
 - f. Architectural details on new construction (including wood or metal trim, porches, cornices, arches, and window and door features, etc.) shall be complimentary, but shall not replicate historic features on surrounding historic buildings; and/or
 - g. Window and door opening should be similar in size and orientation (vertical to horizontal) to openings on historic buildings and shall take up about the same percentage of the overall façade as those on surrounding historic buildings; and/or
 - h. In historic districts and on lots with existing Landmarks, the relationship of the width to the height of the principal elevations for new buildings and additions to existing Landmarks shall be in scale with the surrounding structures and streetscape. Wider new building can be divided into segments that more closely resemble the façade widths of historic buildings; and/or
 - i. In historic districts and on lots with existing Landmarks, the roof shape of new buildings and additions to existing Landmarks shall be visually compatible with the surrounding structures and streetscape. Unusual roof shapes, materials, and pitches are discouraged; and/or
 - j. Moving Landmarks shall be avoided, especially to create artificial groupings; and/or
 - k. The demolition of Landmarks shall be avoided whenever possible; and/or

- I. Any applicable design guidelines adopted by the Commission in Section 6.

This model ordinance does not prohibit the relocation or demolition of historic resources; although it is discouraged in the specific design standards in 13.D.4(j) and (k). Instead, relocation and demolition are discouraged by requiring the applicant to have an approved re-use plan for the site. The commission may also discourage these activities by delaying the issuance of a Certificate of Compliance for 180 days with the option of an 180-day extension to explore alternatives. If a proposed relocation or demolition goes forward, the commission may impose conditions, including documentation, salvage, and that the applicant assume responsibility for removing the historic resource from Landmark Register. Jurisdictions that would like stronger provisions to protect historic resources are encouraged to adopt them.

D. Demolition or Relocation. A public hearing before the Landmark Commission and the Planning Commission and a signed Certificate of Appropriateness shall be required to relocate or demolish a Landmark or any property listed in the National Register of Historic Places individually or as part of a historic district.

1. In recommending that the Planning Commission approve, approve with conditions, or deny an application for the demolition of a Landmark, the Landmark Commission shall find that:
 - a. The applicant has completed a replacement plan for the site, including drawings approved by the Building Official. If the property is located within a historic district, plans must be submitted for review by the Commission pursuant to Section 11.D as it relates to new construction; and
 - b. The Building Official determines and states in writing that the building may not be safely removed from the site; and
 - c. The value to the community of the proposed use of the property outweighs the value of retaining Landmark at the original location. Public testimony shall be considered when making this determination.
2. In recommending that the Planning Commission approve, approve with conditions, or deny an application for the relocation of a Landmark, the Landmark Commission must find that:
 - a. The relocated Landmark remains within the corporate limits of Redmond
 - b. The new site provides a suitable setting and ensures the building's long-term preservation.
 - c. The applicant has completed a plan for the new site, including drawings approved by the Building Official.
3. In approving or denying an application for the relocation or demolition of a Landmark, the Commission may impose the following conditions:

- a. Photographic, video, or drawn recordation of the Landmark in its original location; and/or
 - b. In the case of demolition, the Landmark be transported to a new site, and that, to the extent possible, the new location is similar to the original site and that the original setback and orientation of the building is replicated on the new lot; and/or
 - c. In the cases of properties listed in the National Register, that the applicant attempt to obtain permission to move the Landmark from the National Park Service in order to retain the property's listing in the National Register and/or assume all responsibility and cost of removing the if permission cannot be obtained; and/or
 - d. Other reasonable mitigation measures.
4. At the hearing of an application to relocate or demolish a Landmark the Commission may, in the interest of exploring reasonable alternatives, delay issuance of a Certificate of Appropriateness for up to one hundred eighty (180) calendar days from the date of the hearing. Not more than sixty (60) and not less than thirty (30) calendar days prior to the expiration of the delay period, the Historic Preservation Officer shall schedule a public hearing pursuant to local and state laws to allow the Commission to consider if there are still reasonable alternatives to explore, and if the group will request in writing that the City Council continue the delay for an additional period of up to one hundred eighty (180) calendar days. *(Add any additional process details for appeals to the City Council)*
 5. The Commission may not delay the relocation or demolition of a Landmark for more than three-hundred sixty (360) calendar days subject to the provisions of this Section. At the end of the waiting period, the Historic Preservation Officer shall issue a Certificate of Appropriateness for the relocation or demolition of the Landmark.
 6. Upon issuing a Certificate of Appropriateness for the demolition of a Landmark, the Historic Preservation Officer shall post a legal notice in a local newspaper of general circulation *(Insert alternative notification process if desired)* announcing the demolition, the criteria under which the demolition was approved, the historic significance of the property, and invite the public to provide alternatives to the demolition for consideration by the Commission.
 7. Relocated Landmarks shall remain listed in the Local Landmark Register unless removed under Section 12.
 8. Demolished Landmarks shall be removed from the Local Landmark Register using the procedures described in Section 12.

Section 12 provides for the removal of Landmark from the Landmark Register only if the property no longer retains its historic appearance or if the property owner at the time of the designation did not have an opportunity to object to the listing. It does not allow for the removal of a Landmark for any other reason, including at the request of the current owner. This provision is based on the Oregon Land Use Board of Appeals (LUBA) case 2000-160, Kay Demlow vs. City of Hillsboro.

Section 12: Removal of Landmarks from the Local Landmark Register.

A public hearing before the Commission and a signed Certificate of Appropriateness shall be required to remove a Landmark from the Local Landmark Register.

- A. An application to remove a Landmark from the Local Landmark Register shall not be considered for one (1) year after the date of decision for the denial of an application for the relocation or demolition of the same Landmark under Section 12.E.
- B. Landmarks concurrently listed in the Local Landmark Register and National Register will be considered for removal from the Local Landmark Register only after the Landmark is removed from the National Register and the SHPO has provided written evidence of the removal to the Historic Preservation Officer.
- C. Any individual or group, including the Commission acting on its own initiative, may initiate the removal of a Landmark or individual property within a historic district from the Local Landmark Register by submitting a complete application to the Historic Preservation Officer.
- D. The Historic Preservation Officer shall establish standards for a complete application for the removal of a Landmark from the Local Landmark Register. Upon acceptance of a complete application, the Historic Preservation Officer shall schedule a public hearing pursuant to applicable local and state laws.
- E. In order to approve an application for the removal of a Landmark from the Local Landmark Register the Commission must find the following:
 - 1. The Landmark has ceased to meet the criteria for listing in the Local Landmark Register because the qualities which caused it to be originally listed have been lost or destroyed; and/or
 - 2. The property owner at the time the property was added to the Local Landmark Register did not provide written permission for such action as required under Section 10.
- F. Landmarks accidentally destroyed by flood, fire, or other natural or accidental act or demolished under the provisions of Section 11 and meeting the definition of “demolished” as defined in this Ordinance may be removed administratively from the Local Landmark Register by the Historic Preservation Officer. Notice of this action and written evidence documenting the demolition of the Landmark shall be provided to the Commission at their next regular meeting. This same documentation shall be provided to the SHPO. If a Landmark is also listed in the National Register, the Commission shall request that the SHPO remove the property from the National Register if not requiring the owner to do so under Section 11.E.3.
- G. Upon removing a Landmark from the Local Landmark Register, the Historic Preservation Officer shall post a legal notice in a local newspaper of general circulation (*Insert alternative notification process if desired*) announcing the removal, the criteria under which the removal was approved, and the historic significance of the property.

If there are already procedures in place for economic hardship, appeals, resubmission and enforcement, consider using these procedures in place of what is provided below; however, in some cases it may be appropriate to develop separate processes.

Section 13: Economic Hardship. The Landmarks Commission shall grant a Certificate of Appropriateness for a relocation, demolition, or, at the Commission's discretion, modify or exempt a property from the requirements of Section 11 if the applicant can demonstrate that complying with the provisions of this Ordinance creates an economic hardship that prevents the profitable use of the subject property.

- A. Economic Hardship may only be considered in a separate hearing after an application for a Certificate of Appropriateness for the alteration, relocation, or demolition of a Landmark has been issued or denied and all pending appeals to the Land Use Board of Appeals, the Land Conservation and Development Commission, and local, state, and federal courts are resolved.
- B. Separate standards for demonstrating an economic hardship are established for investment or income-producing and non-income-producing properties:
 - 1. Economic hardship for an income-producing property shall be found when the property owner demonstrates that a reasonable rate of return cannot be obtained from the Landmark if it retains its historic features, buildings, or structures in either its present condition or if it is rehabilitated.
 - 2. Economic hardship for a non-income-producing property shall be found when the property owner demonstrates that the Landmark has no beneficial use as a single-family dwelling or for an institutional use in its present condition or if rehabilitated.
- C. Property owners seeking a Certificate of Appropriateness for economic hardship must provide sufficient information, as determined by the Historic Preservation Officer, to support the application for the Certificate. Demonstration of an economic hardship shall not be based on or include any of the following circumstances:
 - 1. Willful or negligent acts by the owner; and/or
 - 2. Purchase of the property for substantially more than market value; and/or
 - 3. Failure to perform normal maintenance and repairs; and/or
 - 4. Failure to diligently solicit and retain tenants; and/or
 - 5. Failure to provide normal tenant improvements.

To participate in the CLG program all decisions of the Commission or decision-making body must be appealable. If your jurisdiction has a specific process for appeals it should be stated or referenced in the ordinance.

Section 14: Appeals. Decisions of the Commission are appealable to the City Council. Decisions of City Council are appealable to the Oregon State Land Use Board of Appeals.

Section 15: Re-submittal of an Application Previously Denied. An application for a Certificate of Appropriateness which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission, or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least two (2) years from the date

the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome.

Penalties are an unfortunate, but necessary part of any ordinance. Without penalties, compliance is voluntary and unenforceable.

Section 16: Enforcement of the Provisions of this Ordinance. Penalties for violations of the provisions of this Ordinance shall be the same as for violation of the City of Redmond Planning Code.

There are, of course, many other provisions that could be added to this ordinance other than those already suggested. Including:

- *Separate guidelines for new construction; non-contributing resources; or historic signage*
- *A demolition by neglect ordinance – such a provision will greatly reduce number of demolitions and relocations and challenges under the Economic Hardship Clause.*
- *A separate non-regulatory designation. Some communities have provisions that allow them to recognize historic properties, but that do not require any form of review. See notes in the text.*
- *Provisions addressing the preservation of archaeological resources.*

SETBACK

Consider - Maintaining the historic facade lines of streetscapes by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If exceptions are made, buildings should be set back into the lot rather than closer to the street. If existing setbacks vary, new buildings should conform to historic siting patterns.



Avoid - Violating the existing setback pattern by placing new buildings in front of or behind the historic facade line. Avoid placing buildings at odd angles to the street, unless in an area where diverse siting already exists, even if proper setback is maintained.



PLATFORMS

Consider - The use of a raised platform is a traditional siting characteristic of some of the older buildings in Lawrence. This visual "pedestal" is created by retaining walls and stepped entries.



Avoid - Bringing walls of new buildings straight out of the ground without a sense of platform, i.e., without maintaining the same entry height as neighboring buildings. Such structures seem squat, visually incomplete, and do not relate well to their elevated neighbors. Also avoid leveling off terraced slopes or removing retained platforms.



SENSE OF ENTRY

Consider - Articulating the main entrances to the building with covered porches, porticos, and other pronounced architectural forms. Entries were historically raised a few steps above the grade of the property and were a prominent visual feature of the street elevation of the building.



Avoid - Facades with no strong sense of entry. Side entries or entries not defined by a porch or similar transitional element result in an incompatible "flat" first-floor facade.

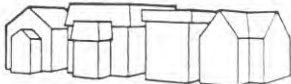


ROOF SHAPES

Consider - Relating the roof forms of the new buildings to those found in the area. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making new structures more visually compatible.



Avoid - Introducing roof shapes, pitches, or materials not traditionally used in the area.

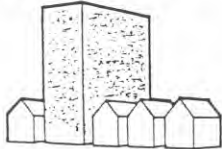


HEIGHT

Consider - Relating the overall height of new construction to that of adjacent structures. As a general rule, construct new buildings to a height roughly equal to the average height of existing buildings from the historic period on and across the street.



Avoid - New construction that greatly varies in height (too high or too low) from older buildings in the vicinity.

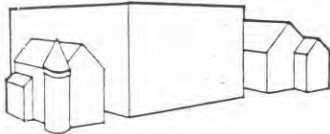


SCALE

Consider - Relating the size and proportions of new structures to the scale of adjacent buildings. Although much larger than its neighbors in terms of square footage, the building shown maintains the same scale and rhythm as the existing buildings.



Avoid - Buildings that in height, width, or massing violate the existing scale of the area. The new building shown here disrupts the scale and rhythm of the streetscape, although it might be appropriate in a different location.

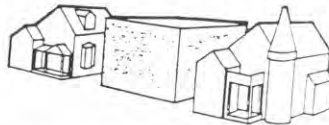


MASSING

Consider - Breaking up uninteresting boxlike forms into smaller, varied masses such as are common on most buildings from the historic period. Variety of form and massing are elements essential to the character of the streetscape in historic districts.



Avoid - Single, monolithic forms that are not relieved by variations in massing. Boxlike facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and facade articulation.



DIRECTIONAL EXPRESSION

Consider - Relating the vertical, horizontal, or nondirectional facade character of new buildings to the predominant directional expression of nearby buildings. Horizontal buildings can be made to relate to the more vertical adjacent structures by breaking the facade into smaller masses that conform to the primary expression of the streetscape.



Avoid - Strongly horizontal or vertical facade expressions unless compatible with the character of structures in the immediate area. The new building shown does not relate well to either its neighbors or to the rhythm of the streetscape because of its unbroken horizontal facade.



RHYTHM OF OPENINGS

Consider - Respecting the recurrent alternation of wall areas with door and window elements in the facade. Also consider the width-to-height ratio of bays in the facade. The placement of openings with respect to the facade's overall composition, symmetry, or balanced asymmetry should be carefully studied.



Avoid - Introducing incompatible facade patterns that upset the rhythm of openings established in surrounding structures. Glass walls and window and door shapes and locations shown in the example are disrespectful to the adjoining buildings.



IMITATIONS

Consider - Accurate restoration of or visually compatible additions to existing buildings, and, for new construction, contemporary architecture that well represents our own time, yet enhances the nature and character of the historic district.



Avoid - Replicating or imitating the styles, motifs, or details of older periods. Such attempts are rarely successful and, even if done well, present a confusing picture of the true character of the historical area.

