

RESOLUTION NO. 3040

A RESOLUTION authorizing a grant application in the amount of \$5,000 be submitted to the State Historic Preservation Office, Certified Local Governments Program.

WHEREAS, the State Historic Preservation Office has funds available to assist local governments in the preservation of historic structures, and

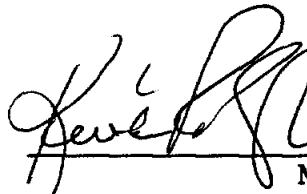
WHEREAS, the City of Albany's Planning Department has planned several activities relating to historic preservation.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that a grant application in the amount of \$5,000 be submitted to the State Historic Preservation Office, Certified Local Governments Program.

BE IT FURTHER RESOLVED that the grant amount will be matched by the City of Albany which may include staff expense.

BE IT FURTHER RESOLVED that the grant funds will be used for the following activities: 1) continue to update the historic inventory; 2) continue to prepare and distribute informational letters to owners of historic rated properties; 3) conduct workshops for the public to promote historic resources and preservation; 4) review 20 historic alteration applications; and 5) conduct two training workshops for Landmarks Advisory Commission members.

DATED THIS 13th DAY OF March, 1991.

  
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Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder

## **CERTIFIED LOCAL GOVERNMENTS GRANT APPLICATION**

### **I. PROJECT PROPONENT**

The City of Albany Planning Department is requesting funding of the City's historic preservation program. The City was designated a Certified Local Government in 1989. The specific projects for which funding is requested include:

- A. Continuation of a historic preservation public education program focusing on informational newsletters to owners of historic rated properties.
- B. A workshop for promoting historic resources and preservation.
- C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.
- D. Two training workshops for Landmarks Advisory Commission members.
- E. Inventory update to develop a context statement.

### **II. PROJECT PERSONNEL**

The following individuals will be primarily responsible for the proposed projects. Linda Sarnoff, City of Albany Associate Planner, will serve as supervisor and primary support staff. Her resume was provided as part of the submitted and approved Certified Local Government application. Ruthann Plunkett will provide administrative and secretarial assistance, while Mary Risinger will provide drafting, mapping, and graphic support.

Consultants will be hired to perform certain tasks. It is anticipated that a historic resource specialist will be contracted to prepare the inventory update research. Additional consultants will be hired to assist in conducting the Landmarks Advisory Commission training sessions. Qualifications of all contractors will be reviewed and determined to be adequate by the State Historic Preservation Office prior to the award of any contract or initiation of any work.

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**III. PROJECT TIMELINE**

The proposed projects will meet the following timelines which cover the period from October 1, 1991 to August 31, 1992.

- A. Continue historic preservation public education through newsletters to owners of historic rated properties.**

November 1 - December 1, 1991                      Newsletters distributed

March 1 - April 1, 1992                              Newsletters distributed

- B. A workshop for promoting historic resources and preservation.**

May 1 - May 31, 1992                              Hold workshop

- C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.**

October 1, 1991 to August 31, 1992              On-going review of alterations as applications are submitted.

- D. Two training workshops for Landmarks Advisory Commission members.**

January 1 - February 28, 1992                      Contract with consultants to conduct workshops.

March 1 - May 31, 1992                              Hold first workshop.

June 1 - July 31, 1992                              Hold second workshop.

- E. Inventory update to develop a context statement.**

October 1 - November 15, 1991                      Select consultant to research sites

November 15 - December 30, 1991              Identify context statement priorities

January 1 - May 30, 1992                              Consultant performs work

June 1 - July 31, 1992                              Hold a public hearing

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**IV. PROJECT SCOPE**

**A. Continue historic preservation public education through newsletters to owners of historic rated properties.**

This program is a continuation of the existing information exchange program. It includes the preparation and distribution of a newsletter with relevant information for owners of all historic rated properties. The newsletter has focused on and will continue to provide information about the benefits and obligations of being within an historic district and/or owning an historic rated structure, architectural styles, helpful preservation hints, special programs/workshops, and a calendar of historic district events. The newsletter has also provided a forum for dispersing information about the City's review process for exterior alterations, demolitions, and new construction standards and the public assistance role of the Landmarks Advisory Commission. Prior to distribution of each newsletter, staff will manually update all address records for owners of historic rated properties using the assessors records. This will ensure that all property owners receive newsletters.

**B. Two workshops for promoting historic resources and preservation.**

As proposed, the Planning Department would like to conduct one workshop to promote Albany and its historic resources. The workshop may be held in conjunction with the Albany Visitor's Association, the Albany Downtown Association, the Albany Chamber of Commerce or other civic group that has similar goals or interests at the time. The workshop will occur sometime during 1992 and will address appropriate renovation of historic structures.

**C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.**

The City reviews proposed exterior alterations to all rated structures within the designated historic districts and primary and secondary rated structures outside of the districts. This project would provide funding to cover the costs of conducting the analysis and hold public meetings/hearings for review by the Landmarks Advisory Commission. In 1990, 20 exterior alteration applications were reviewed for historic exterior compatibility.

**D. Two training workshops for Landmarks Advisory Commission members.**

As proposed, the workshops for the Landmarks Advisory Commission members will consist of two 2-hour sessions at which information about the following topics will be presented: (1) the City's preservation ordinances; (2) the City's design review guidelines and their relationship to the Secretary of the Interior's Standards for Rehabilitation; and (3) the proper procedures for conducting public hearings. The primary goal of the workshop is to assure that all Commission members have a common understanding of the City's preservation ordinance requirements and procedures so that ordinances and guidelines can be applied consistently and fairly.

**E. Inventory update to develop a context statement.**

In last year's CLG grant cycle, the City of Albany requested and was awarded a grant to assist with an inventory update. The focus of the update was on bungalow structures since the existing inventory needs additional research in this area. Unfortunately, when the grant was requested, the City did not envision the passage of Ballot Measure 5. With the budget uncertainties caused by this ballot measure, the work was never undertaken. SHPO was notified of this development immediately. All other aspects of the grant proposal have been or are being accomplished.

Now that the City has a better understanding of its financial situation, we have revised our plans and developed a multi-phased approach to meeting our inventory update need. As previously identified in our last grant request, the City's existing historic inventory needs to be updated especially in the area of bungalow structures. There are approximately 150 bungalows between the two residential National Register historic districts and an undetermined number of bungalows outside of the districts. When the previous inventory was prepared,

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bungalows generally were noted; however, only a minimal physical description was prepared. Other significant details and research information was not prepared. The City would like to upgrade and update its inventory.

The update of bungalow information will basically cover four different phases. The first phase, which is being requested for funding in this application, will cover the preparation of a contextual statement for the bungalow structures. The second phase will involve inventory research and for the bungalow structures in the Hackleman Historic District. The third phase will cover the Monteith Historic District. The fourth and final phase will involve inventory of bungalows outside of the district. The inventory work will involve researching of the properties, re-writing and transferring existing information from the City's forms to the state-approved forms, preparing locational map exhibits, and taking photographs/slides. The City's Landmarks Advisory Commission will review these inventory updates for content, consistency, and final rating.

**V. PROJECT COST**

To fund the five proposed projects, the City of Albany is eligible to request \$5,250 from the Certified Local Government Program if that amount is matched by the same amount from local government funds. The \$5,250 figure is based on the allocation formula outlined in the local government participation procedures established by the Oregon State Historic Preservation Office. The eligible amount is broken down as follows: (Note: Resumes for qualifications of Albany staff and Landmarks Advisory Commission members are on file with the State Historic Preservation Office) with the exception of new members Suzanne Bagley and Nancy Terhaar. These are attached.

**ELIGIBLE FUNDING  
(Federal Share)**

Basic Participation	\$1,000
Additional Participation (\$2,000 maximum)	2,000
Landmarks Advisory Commission Members:	
Suzanne Bagley - Meets Appendix "B" Standards	
Marilyn Hill - Meets Appendix "B" Standards	
Allen Nelson - Meets Appendix "B" Standards	
Claus Sass - Meets Appendix "B" Standards	
Nanacy Terhaar - Meets Appendix "B" Standards	
City Staff	
Linda Sarnoff - Meets Appendix "B" Standards	750
Design Review of Historic Properties 20 properties at \$75.00 each	1,500
<b>TOTAL AMOUNT ELIGIBLE</b>	<b>\$5,250</b>

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**PROPOSED PROJECTS**

The budget for each of the five proposed projects are presented separately and then totaled in a summary table to arrive at the total amount requested. The \$5,000 amount requested from SHPO is slightly less than the City is eligible to request based on the existing eligibility formula. In addition to the projects identified here, there are a number of other projects on the City's work plan that also help implement the City's overall historic program. Of noteworthy mention is the City's allocation of \$20,000 to establish a revolving loan fund to be used for extending low interest loans to owners of historic rated properties desiring to do exterior rehabilitation and renovation work. To date, fourteen loans have been issued which have assisted with a variety of projects including new paint, roofs, porches, foundation repair and siding restoration. To accomplish the programs identified in this grant proposal, the City will require approximately \$10,238, of which \$5,000 is being requested in this grant proposal. The remainder of the amount needed to accomplish these programs will come from the City's general fund and specifically, the Planning Department's operating budget.

**A. Continue historic preservation public education through newsletters to owners of historic rated properties.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 48 hours @ \$20.00/hour (16 hours each letter/ 3 newsletters)	960.00	600.00	360.00
2. Administrative Support 24 hours @ \$16.00	384.00	200.00	184.00
3. Duplication/Printing 750 copies ea. mailing (\$100.00 estim.) 2 newsletters	200.00	200.00	
4. Postage Bulk rate (\$100.00)	<u>200.00</u>	<u>200.00</u>	—
<b>TOTAL PROJECT</b>	<b>\$1,744.00</b>	<b>\$1200.00</b>	<b>\$554.00</b>

**B. A workshop for promoting historic resources and preservation.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 20 hours @ \$20.00/hour	400.00	200.00	205.00
2. Duplication 100 copies @ .05/each	<u>5.00</u>	—	—
<b>TOTAL PROJECT</b>	<b>\$405.00</b>	<b>\$200.00</b>	<b>\$205.00</b>

**C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 60 hours @ \$20.00/hour	1,200.00	600.00	600.00
2. Administrative Support 40 hours @ \$16.00/hour	640.00		640.00
3. Travel 91 miles @ .22/mile	20.00		20.00
4. Notice - Mailed 20 notices/review @ .40/each Published Notice 20 @ \$30.00/each	160.00 600.00		160.00 600.00

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5. Duplication 12 copies of 20 5-page staff reports	<u>60.00</u>	_____	<u>60.00</u>
<b>TOTAL PROJECT</b>	<b>\$2,680.00</b>	<b>\$600.00</b>	<b>\$2,080.00</b>

**D. Two training workshops for Landmarks Advisory Commission members.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Planning Director 12 hours @ \$25.00/hour	300.00	200.00	100.00
2. Associate Planner 20 hours @ \$20.00/hour	400.00		400.00
3. Administrative Support 16 hours @ \$16.00/hour	256.00		256.00
4. Consultant (attorney or planner) 6 hours @ \$75 fee	450.00	440.00	10.00
5. Consultant (architect/architect. historian) \$60.00 fee	360.00	360.00	
6. Duplication 10 copies - 50 page set of guidelines and procedures @ .05/copy	25.00		25.00
7. Miscellaneous Supplies Postage and Announcements	<u>10.00</u>	_____	<u>10.00</u>
<b>TOTAL PROJECT</b>	<b>\$1,801.00</b>	<b>\$1000.00</b>	<b>\$801.00</b>

**E. Inventory update to develop a context statement.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 16 hours @ \$20/hour	320.00		320.00
2. Administrative Support 16 hours @ \$16/hour	160.00		160.00
3. Consultant Context Statement 100 hrs. @ \$30/hour	3,000.00	2,000.00	1,000.00
4. Duplication 50 pages @ \$.05/page (property owner, city, state, 2 working copies)	2.50		2.50
Copies for LAC (7 sets)	17.50		17.50
Copies for City Council (9 sets)	22.50		22.50
5. Public Notification Published Notice2 @ \$30	60.00		60.00
6. Travel 100 miles @ .25/mile	<u>25.00</u>	_____	<u>25.00</u>
<b>TOTAL PROJECT</b>	<b>\$3,607.50</b>	<b>\$2,000.00</b>	<b>\$1,607.50</b>

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**SUMMARY OF AMOUNT REQUESTED**

In summary, the cost of the five proposed projects total \$10,238, with \$5,000 requested through the Certified Local Governments program. The requested amount will be matched by at least \$5,000 in local match from the City of Albany. The cost of the five proposed projects is as follows:

**SUMMARY OF AMOUNT REQUESTED**

<u>PROJECT</u>	<u>SHPO</u>	<u>MATCH</u>	<u>TOTAL</u>
A. Public Education Program	\$1,200.00	\$ 544.00	\$1,744.00
B. Public Workshops	200.00	205.00	405.00
C. Review 20 Exterior Alterations	600.00	2,080.00	2,680.00
D. Two LAC Training Workshops	1,000.00	801.00	1,801.00
E. Inventory Update - Context Statement	<u>2,000.00</u>	<u>1,608.00</u>	<u>3,608.00</u>
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$5,238.00</b>	<b>\$10,238.00</b>

**TOTAL CERTIFIED LOCAL GOVERNMENTS (CLG) FUNDS REQUESTED: \$ 5,000.00**

**VI. PROJECT OBJECTIVES**

**A. Continue historic preservation public education through newsletters to owners of historic rated properties.**

The primary objective of this program is to educate the public who own historic structures of the benefits and obligations of being within a historic district and/or owning a historic rated structure.

**B. A Workshop for promoting historic resources and preservation.**

The objectives of these workshops are to reach those individuals and groups who already have an interest in historic preservation with information about the City of Albany's preservation program and proper techniques for rehabilitating older structures.

**C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.**

The objective of this on-going project is to comply with the City's local preservation ordinances, which require that exterior alterations, new construction and demolitions be reviewed by the Landmarks Advisory Commission.

**D. Two training workshops for Landmarks Advisory Commission members.**

The objective of these workshops is to assist Commission members with gaining and/or refining their knowledge in the technical aspects of preservation and public participation processes.

**E. Inventory update to develop a context statement.**

The objective is to continue a program of upgrading and updating the City's historic inventory by developing context statements and, in future years, to continue researching properties that were not adequately surveyed in past efforts and transfer new and existing information from City inventory forms to the State approved forms.



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### VII. PROJECT METHODOLOGY

#### A. Continue historic preservation public education through newsletters to owners of historic rated properties.

The proposed education program will be conducted entirely by City Planning Department staff. The Planning Department will prepare informational newsletters or other printed material that will inform property owners of the benefits and obligations of being within a designated historic district and/or owning historic rated property. The Planning Department will also research and keep current historic property owner information. Updates will be made prior to each newsletter and will be made from the Assessor's records obtained from the County.

#### B. A Workshop for promoting historic resources and preservation.

The proposed workshops for promoting historic resources will be put on by the City of Albany Planning Department in conjunction with any other city or civic organization that has a similar interest in historic preservation. The workshop will address a particular aspect of historic preservation. Local experts will be recruited to assist in the technical portions of the workshop.

#### C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.

An on-going function of the Landmarks Advisory Commission is to review exterior alteration to all historic rated properties within the designated historic districts and primary and secondary rated structures outside of the districts. Review is initiated when a property owner submits an application for approval of an exterior alteration. The Planner reviews the application and prepares a staff report. Notice of the pending application is sent to affected property owners and a public meeting or hearing is called before the Landmarks Advisory Commission. Notice is also published in the newspaper. The Landmarks Advisory Commission holds a meeting or hearing and determines the appropriateness of the proposed alteration consistent with City regulations. The City of Albany had 20 applications before the Landmarks Advisory Commission in 1990.

#### D. Two training workshops for Landmarks Advisory Commission members.

The proposed workshops will be conducted by City planning staff, a consulting attorney or planner, and an architectural consultant. The City staff will present information about the City's preservation ordinances. The attorney or planner will discuss the proper procedures that should be followed when holding a public hearing. The architectural consultant will discuss the City's design review guidelines and their relationship to the Secretary of the Interior's standards. Slides will be used to highlight examples of good and bad rehabilitation projects. Written information about the City's ordinances and hearings procedures will be distributed to the Landmarks Advisory Commission members. The two workshops will be approximately two hours in length and planned at a time convenient for LAC members.

#### E. Inventory update to develop a context statement.

In last year's CLG grant cycle, the City of Albany requested and was awarded a grant to assist with an inventory update. The focus of the update was on bungalow structures since the existing inventory needs additional research in this area. Unfortunately, when the grant was requested, the City did not envision the passage of Ballot Measure 5. With the budget uncertainties caused by this ballot measure, the work was never undertaken.

Now that the City has a better understanding of its financial situation, we have revised our plans and developed a multi-phased approach to meeting our inventory update need. As previously identified in our last grant request, the City's existing historic inventory needs to be updated especially in the area of bungalow structures. There are approximately 150 bungalows between the two residential National Register historic districts and an undetermined number of bungalows outside of the districts. When the previous inventory was prepared, bungalows generally were noted; however, only a minimal physical description was prepared. Other significant

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details and research information was not prepared. The City would like to upgrade and update its inventory.

The update of bungalow information will basically cover four different phases. The first phase, which is being requested for funding in this application, will cover the preparation of a contextual statement for the bungalow structures. The second phase will involve inventory research and for the bungalow structures in the Hackleman Historic District. The third phase will cover the Monteith Historic District. The fourth and final phase will involve inventory of bungalows outside of the district. The inventory work will involve researching of the properties, re-writing and transferring existing information from the City's forms to the state-approved forms, preparing locational map exhibits, and taking photographs/slides. The City's Landmarks Advisory Commission will review these inventory updates for content, consistency, and final rating.

As part of this first phase of the bungalow inventory, it is proposed that a limited context statement be developed for this inventory work. The context statement would provide a historical overview of Albany from the period of 1910 through the 1920's. Research would primarily be centered on existing reference materials such as newspapers, books and local articles. In addition the context statement would attempt to address the unique trends styles, builders, or other trends evidenced in Albany during the bungalow period. Research would be limited in scope to primarily Albany and the influences that shaped the construction of bungalows in Albany.

### VII. FINAL PRODUCTS

A. Continue historic preservation public education through newsletters to owners of historic rated properties.

Copies of all newsletters and other printed materials distributed to property owners of historic rated structures will be forwarded to the State Historic Preservation Office as a final product.

B. A Workshop for promoting historic resources and preservation.

Copies of the agenda and any printed handouts will be forwarded to the State Historic Preservation Office as a final product.

C. Review of exterior alterations of 20 buildings by the Landmarks Advisory Commission.

Copies of the City's staff report and minutes of the meetings/hearings will be forwarded to the State as a final product.

D. Two training workshops for Landmarks Advisory Commission members.

Copies of ordinances, guidelines, and any other material distributed as part of the workshops will be forwarded to the State Historic Preservation Office as a final product.

E. Inventory update to prepare context statement.

One copy of the approved context statement will be sent to the State Historic Preservation Office as a final product.