

RESOLUTION NO. 2926

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 \$7,750 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) continuing to update the historic inventory; 2) continuation of preparation and distribution of informational letters to owners of historic rated properties; 3) two workshops for the public to promote historic resources and preservation; 4) review of 15 historic alteration applications; and 5) two training workshops for Landmarks Advisory Commission members.

DATED this 27th day of December, 1989.

  
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Mayor

ATTEST:

  
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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 earlier this year. The specific projects for which funding is requested include:

- A. Continuation of an historic preservation public education program focusing on informational newsletters to owners of historic rated properties.
- B. Two workshops 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 of 50 properties to be included in the Statewide Inventory of Historic Places.

**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. Norma Daily 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 planning/architecture/law firm will be contracted to conduct the Landmarks Advisory Commission training session. Qualifications of all contractors will be reviewed and determined to be adequate prior to the award of any contract.

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**III. PROJECT TIMELINE**

The proposed projects will meet the following timelines which cover the period from October 1, 1990 to August 31, 1991.

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

October 1 - November 1, 1990	Newsletters distributed
February 1 - March 1, 1991	Newsletters distributed
June 1 - July 1, 1991	Newsletters distributed

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

October 1 - October 31, 1990	Hold workshop
May 1 - May 31, 1991	Hold workshop

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

October 1, 1990 to August 31, 1991	On-going review of alterations as applications are submitted.
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- D. Two training workshops for Landmarks Advisory Commission members.**

January 1 - February 28, 1991	Contract with consultants to conduct workshops.
March 1 - May 31, 1991	Hold first workshop.
June 1 - July 31, 1991	Hold second workshop.

- E. Inventory update of 50 properties to be included in the Statewide Inventory of Historic Places.**

October 1 - November 15, 1990	Select consultant to research sites
November 15 - December 30, 1990	Identify properties and take photographs
December 1 - April 30, 1991	Consultant performs work
March 1 - April 30, 1991	Prepare map exhibits
May 1 - June 30, 1991	Transfer information to approved forms and 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 two workshops to promote Albany and its historic resources. The workshops may be held in conjunction with the Albany Convention and Visitor's Commission, the Albany Downtown Association, the Albany Chamber of Commerce or some other civic group that has similar goals or interests at the time. The first workshop is being planned for October 1990 and will address development of bed and breakfast establishments within historic districts and structures. The second workshop to be held in May 1991 will correspond with National Historic Preservation Week and will be a hands-on, "how-to" type of workshop.

#### 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 the first 11 months of 1989, 23 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 location preservation ordinance requirements and procedures so that ordinances and guidelines can be applied consistently and fairly.

#### E. Inventory update of 50 properties to be included in the Statewide Inventory of Historic Places.

The City proposes that the existing historic inventory be updated by focusing on bungalow structures since the existing inventory needs additional research in this area. 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, much of the detail for other types of resources was not researched. The City would like to upgrade and update its inventory. The update of bungalow information will basically cover three different phases. The first phase, which is being requested for funding in this application, will cover the Hackleman Historic District. The second phase will cover the Monteith Historic District. The third phase will involve inventory of bungalows outside of the district. The project 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. A public hearing regarding nomination of the properties to the State Inventory will be held before the City's Landmarks Advisory Commission.

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**V. PROJECT COST**

To fund the five proposed projects, the City of Albany is eligible to request \$7,750 from the Certified Local Government Program if that amount is matched by the same amount from local government funds. The \$7,750 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 (see the resumes for qualifications of Albany staff and Landmarks Advisory Commission members which are on file with the State Historic Preservation Office):

**ELIGIBLE FUNDING  
(Federal Share)**

Basic Participation	\$1,000
Additional Participation (\$2,000 maximum)	2,000
Landmarks Advisory Commission Members:	
Marilyn Hill - Meets Appendix "B" Standards	
Jody Kruse - Meets Appendix "B" Standards	
Allen Nelson - Meets Appendix "B" Standards	
Sharmon O'Neill - Meets Appendix "B" Standards	
Claus Sass - 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
Properties Added to Statewide Inventory 50 properties at \$50.00 each	<u>2,500</u>
<b>TOTAL AMOUNT ELIGIBLE</b>	<b>\$7,750</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 \$7,750 amount requested from SHPO is the actual amount that 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 accomplish the programs identified in this grant proposal, the City will require approximately \$15,700, of which \$7,750 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 @ \$18.47/hour (16 hours each letter/ 3 newsletters)	886.56		886.56
2. Administrative Support 24 hours @ \$15.82	379.68		379.68
3. Duplication/Printing 750 copies ea. mailing (\$85.00 actual) 3 newsletters	255.00	255.00	
4. Postage Bulk rate (Actual \$95.00)	<u>285.00</u>	<u>      </u>	<u>285.00</u>
<b>TOTAL PROJECT</b>	<b>\$1,806.24</b>	<b>\$255.00</b>	<b>\$1,551.24</b>

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

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 32 hours @ \$18.47/hour	591.04	295.52	295.52
2. Duplication 100 copies @ .05/each	<u>5.00</u>	<u>      </u>	<u>5.00</u>
<b>TOTAL PROJECT</b>	<b>\$596.04</b>	<b>\$295.52</b>	<b>\$300.52</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 @ \$18.47/hour	1,108.20	554.10	554.10
2. Administrative Support 40 hours @ \$15.82/hour	632.80		632.80
3. Travel 80 miles @ .25/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
5. Duplication 12 copies of 20 5-page staff reports	<u>60.00</u>	<u>      </u>	<u>60.00</u>
<b>TOTAL PROJECT</b>	<b>\$2,311.00</b>	<b>\$554.10</b>	<b>\$1,756.90</b>

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**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		300.00
2. Associate Planner 20 hours @ \$18.47/hour	369.40		369.40
3. Administrative Support 16 hours @ \$15.82/hour	253.12		253.12
4. Consultant (attorney or planner) 6 hours @ \$75/hour	450.00	450.00	
5. Consultant (architect/architect. historian) 6 hours @ \$60.00/hour	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>\$1,767.52</b>	<b>\$810.00</b>	<b>\$957.52</b>

**E. Inventory update of 50 properties to be included in the Statewide Inventory of Historic Places.**

	<u>TOTAL</u>	<u>SHPO</u>	<u>MATCH</u>
1. Associate Planner 50 hours @ \$18.47/hour	923.50	719.20	204.30
2. Administrative Support 100 hours @ \$15.82/hour	1,582.00		1,582.00
3. Consultant Context Statement 80 hrs. @ \$15/hour 50 sites @ 5 hrs/site \$15/hour	1,200.00 3,750.00	1,200.00 3,750.00	
4. Photography 36 exposure Tri-X \$3.59/roll/3 rolls Processing @ \$14.00/roll Reprints 4 ea. site @ \$.37/each Slide film \$6.29/roll/3 rolls Processing \$6.85/roll	10.77 42.00 74.00 18.87 20.55	10.77 42.00 74.00 18.87 20.55	
5. Duplication 250 - 2 sided form @ \$.05/page (property owner, city, state, 2 working copies) Enlargement of 50 maps @ \$.25/ each Copies for LAC (7 sets) Miscellaneous Copies	25.00 12.50 35.00 12.50		25.00 12.50 35.00 12.50
6. Maps Chart Pack Pattern Film 2 sheets @ \$4.00/each 100 hours @ \$14.03/hour	8.00 1,403.00		8.00 1,403.00
7. Public Notification Published Notice 2 @ \$30 2 Mailed Notices 50 @ \$.40/each	60.00 40.00		60.00 40.00
8. Travel 60 miles @ .25/mile (2 trips)	<u>30.00</u>		<u>30.00</u>
<b>TOTAL PROJECT</b>	<b>\$9,247.69</b>	<b>\$5,835.39</b>	<b>\$3,412.30</b>

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**SUMMARY OF AMOUNT REQUESTED**

In summary, the cost of the five proposed projects total \$15,728.49, with \$7,750 requested through the Certified Local Governments program. The requested amount will be matched by at least \$7,750 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	\$ 255.00	\$1,551.24	\$1,806.24
B. Two Workshops	295.52	300.52	596.04
C. Review 20 Exterior Alterations	554.10	1,756.90	2,311.00
D. Two LAC Training Workshops	810.00	957.52	1,767.52
E. Add 50 Properties to State Inventory	<u>5,835.38</u>	<u>3,412.31</u>	<u>9,247.69</u>
<b>TOTAL</b>	<b>\$7,750.00</b>	<b>\$7,978.49</b>	<b>\$15,728.49</b>

**TOTAL CERTIFIED LOCAL GOVERNMENTS (CLG) FUNDS REQUESTED: \$ 7,750.00**

**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. Two workshops 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 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 of 50 properties to be included in the Statewide Inventory of Historic Places.

The objective is to continue a program of upgrading and updating the City's historic inventory by 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. Two workshops 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 first workshop that has been discussed will be in conjunction with the Albany Convention and Visitors Commission and will address the development standards and historic preservation ordinance regulations in regards to establishing bed and breakfast businesses in historic structures. The second workshop will correspond with National Historic Preservation Week and will be a hands-on, "how-to" type of workshop. 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 23 applications before the Landmarks Advisory Commission between January 1, 1989 and November 30, 1989.

**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 of 50 properties to be included in the Statewide Inventory of Historic Places.**

The City proposes that the existing historic inventory be updated by focusing on bungalow structures since this is one area where the existing inventory is in need of additional research. 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, much of the detail provided for other types of resources was not researched. The City would like to upgrade and update its inventory. The update of bungalow information will basically cover three different phases. The first phase which is being requested for funding in this application will cover the Hackleman Historic District. The second phase will cover the Monteith Historic District and the third phase will involve inventory of those bungalows outside of the district. The project will involve researching of the properties, re-writing and transferring existing

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information from the City's forms to the state-approved forms, preparing locational map exhibits, and taking photographs and slides. A public hearing regarding nomination of the properties to the State Inventory will be held before the City's Landmarks Advisory Commission.

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 brief historical overview of Albany from the period of 1910 through the 1920's. Research would be confined primarily to existing reference materials such as newspapers, books and local articles. In addition the context statement would attempt to address the unique trends and styles, builders or other trends evidenced in Albany during the bungalow period. However, research would be limited in scope as outlined in the previous project cost section.

### 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. Two workshops 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 of 50 properties to be included in the Statewide Inventory of Historic Places.

One copy of the context statement and each inventory with its accompanying photograph and site map will be given to the State Historic Preservation Office as a final product.