

# City of Falls City, OR

## Historic Landmark Commission

Wednesday, November 23, 2022 at 5:15 pm

### Notice of Meeting

Meeting Location; 320 N Main St. Falls City, Or 97344

Amy Houghtaling, Guy Mack, Mike McConnell, Bruce Garrett, Paul King



1. Call to Order
2. Pledge of Allegiance
3. Motion to Adopt the Entire Agenda
4. Consent Agenda

#### Attachments:

- **November 3, 2022 Minutes** (Landmark\_11-03-22.pdf)

5. Public Comments
6. Old Business
7. New Business
  - a. Coffee Shop SHPO Packet

#### Attachments:

- **SHPO Communication** (SHPO\_Communication.pdf)
- **SHPO Instructions** (Go\_Digital\_Instructions.pdf)
- **SHPO Clearance Form** (OregonSHPOClearanceForm-2.pdf)

8. Correspondence, Comments and Ex-Officio Reports
9. Committee Announcements
10. Adjourn

**City of Falls City**  
**Historic Landmark Commission**  
Thursday November 3, 2022 5:15PM  
Meeting Location: 320 N Main Street Falls City

**Commission Members Present**

Amy Houghtaling, Mike McConnell, Bruce Garrett, Guy Mack. Also present were City Manager AJ Foscoli and Kirk Bathke.

**1) Roll Call**

Chair Houghtaling called the meeting to order at 5:16 PM, took roll call.

**2) Pledge of Allegiance**

Chair Houghtaling led the Commission in the Pledge of Allegiance.

**3) Motion to Adopt the entire Agenda**

No motion made because it was not on the HLC packet.

**4) Consent Agenda Motion Action Approving Consent Agenda Items**

Member Mack moved and member Garrett seconded to: **Approve the minutes for 10/11/22 and 09/21/22 with the correction of the meeting date and minutes date to 10/11/22.** Motion passed 4-0-0 Ayes. Amy Houghtaling, Mike McConnell, Bruce Garrett, Guy Mack.

**5) Public Comment - None**

**6) Old Business - Grant Discussion**

Member McConnell informed Commission that when he talked with Kuri Gill of OR SHPO that she could provide a list of candidates to perform an update to the City's Registry of Historic Properties but could not suggest whom. She also informed member McConnell that the new deadline for this Grant is February 2023.

**7) New Business**

**A. Small Clinic Building (Coffee Shop)**

During the discussion of member McConnell with Kuri Gill of the Oregon State Historic Preservation Office she mentioned they (SHPO) had at least three Grants to assist in the renovation of City owned properties older than fifty years (windows, building supplies, siding). Kirk Bathke mentioned he had already purchased windows and siding.

The Commission, with the assistance of City Manager Foscoli, completed the OR SHPO SUBMITTAL FORM. City Manager Foscoli electronically filed the form to Kuri Gill of OR SHPO.

**8) Correspondence, Comments and Ex-Officio Report**

Member Mack mentioned the need of a barrier to deter anyone from going under the Doctors Cottage. Kirk Bathke informed HLC/City that the foundation forms are built and that they planned to pour the concrete soon. If so, the need for a barrier would be moot.

**9) Committee Announcements**

Next meeting to be determined. Chair Houghtaling will coordinate scheduling.

**9) Adjourn**

Member Mack moved and Member McConnell seconded **we adjourn.** Motion carried 4-0-0 Ayes. Amy Houghtaling, Mike McConnell, Bruce Garrett, Guy Mack. Meeting adjourned at 5:48.

\_\_\_\_\_ Historic Landmark Commissioner Chair Houghtaling

Attested: \_\_\_\_\_ Historic Landmark Committee Member

**From:** CLEARANCE ORSHPO \* OPRD <[ORSHPO.Clearance@opr.d.oregon.gov](mailto:ORSHPO.Clearance@opr.d.oregon.gov)>  
**Sent:** Wednesday, November 16, 2022 6:43 AM  
**To:** AJ Foscoli <[Manager@fallscityoregon.gov](mailto:Manager@fallscityoregon.gov)>  
**Subject:** RE: Doctor's Cottage

AJ...I see there was not a completed Clearance Form included with your Submittal. This is a requirement to complete the SHPO consultation as it speaks to the property being rehabilitated and provides us with photos. See Go Digital Instructions, Step 2, Oregon SHPO Clearance Form bullet. This form must be completed and returned to our office for review in order to complete consultation. In addition to a completed Clearance Form, you will also need to submit the required Submittal Form with appropriate changes at the top of the form regarding New Information on a Case and the case number identified as provided below when you re-submit. ~mbgrover

**THIS E-MAIL CONFIRMS RECEIPT OF AN ELECTRONIC SUBMISSION FOR AN HISTORIC RESOURCE/106 REVIEW**  
**.....THIS E-MAIL DOES NOT REPRESENT CONCLUSION OF THE REVIEW/106 CONSULTATION.....**

We received a clearance submission on your above referenced project.

The assigned SHPO Case Number is 22-1585 . Refer to this case number on all future correspondence.

This case has been placed in the appropriate Review Staff queue.

The SHPO receipt date is the initial date this complete submittal was received **12/2/2022**.

Do not respond to this email.

## Go Digital Information

Go Digital has been developed to streamline the submittal process for review and compliance cases and allow our office to assist a greater number of customers while maintaining response times. With Go Digital, submittals for both the built environment and archaeological review will now be accepted electronically with no hard copies required.

Once a project is submitted through Go Digital, updates to projects, revisions, additional information, and correspondence must also be submitted electronically. Hard copies will not be accepted on Go Digital cases.

If you do not have the ability to submit electronically, paper or hard copy submittals will still be accepted via standard mailing options. However, once a project is submitted via hard copy, updates to projects, revisions, additional information, and correspondence must also be submitted via hard copy. Electronic submittals will not be accepted on hard copy cases. A CD containing a digital copy of all required materials is still required with hard copy submittals.

Go Digital submittals are sent to [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov). This dedicated email account is monitored by support staff and ensures your project receives a SHPO case number and is assigned to the appropriate staff for review.

### Incomplete Submittals/Info Requested from SHPO

If you are asked to submit missing or additional data (e.g., USGS map, list site form numbers, better location information or site data), all project data included in/with the incomplete submittal must be resubmitted again together (not just missing information) with a new Submittal Form. The new submission will replace the earlier incomplete submittal. Do not send the information to individual staff but resubmit it through the Go Digital email account [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov). The SHPO Case # must be referenced so it can be linked to the appropriate case file.

## Go Digital Instructions

### Steps 1-6

#### STEP 1: Complete OR SHPO Submittal Form—Required

- A completed Submittal Form is required with EVERY electronic submittal to [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov). This includes new cases, additional information on existing cases or, responses to more information from SHPO on existing cases. Exception is multiple emails on a single project submittal because of file size limits as described below in Step 5.
- A completed Submittal Form must be attached to the email as an individual stand-alone file.
- The Submittal Form cannot be modified by the submitter. If a modified version is submitted the entire electronic submittal will be returned as incomplete.
- Electronic submittals must be accompanied with the most current version of the OR SHPO Submittal Form found [here](#)
- All sections of the Submittal Form require a response. Those sections include *Why, What, Where, Who, How, Submitted to SHPO For* and *Additional Attachments* selection (See Example1, Example 2 and/or Example 3).

## Continuation of Go Digital Instructions on Following Page

### STEP 2: Prepare Other Review Individual Attachments –As Applicable

#### □ Cover Letter

#### □ Maps- Required for Archaeological Review

- At minimum a 1:24K USGS Topo map, zoomed to an appropriate scale to clearly show the project area, as well as the features of the map is required. If this cannot be completed with one map for large projects, multiple maps of appropriate scale can be submitted. Maps should be incorporated into the archaeological report. However, if you are not submitting an archaeological report but still need clearance from SHPO, **we strongly encourage the use of Google Earth to create a map file with the following easy step by step instructions.**
- **GOOGLE EARTH INSTRUCTIONS**
  - Make sure that Google Earth is installed on your computer. It is a free download available on the internet.
  - In Google Earth, navigate to your project area (ex. Address or Lat/Long)
  - Use the Add Polygon Tool located at the top left. Click on the tool and then draw your project area. If your project area is very small you can use Add Placemark. The Add Placemark tool looks like a yellow thumb tack to the left of the Add Polygon tool.
  - In the Places tab of the table of content on the left of the Google Earth image, right click on the newly created Untitled Polygon or Placemark
  - Select Save Place As and name your file appropriately. ALSO in the Save as Type pulldown box select Kml.
  - In file explorer of your computer navigate to the folder where you saved the file and attach that file to the email you will submit to [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov)

#### □ Oregon SHPO Clearance Form- (See Example 4)

- Required for built environment review if Section 106 Documentation Forms are not used. The Clearance Form is intended for use by non-historic preservation professionals. To find form [click here](#)

#### □ Section 106 Documentation Forms

- Required for built environment review if Clearance Forms are not used. Section 106 Forms are intended for use by professional historians, architectural historians, preservationists, etc. Find form [click here](#)

#### □ Built Report

#### □ Archaeology Report

- **Required** to Complete the most current State Historic Preservation Office Report Cover Page and include as the first page(s) of the archaeology report (See Example 5). To find the fillable Report Cover form [click here](#).
- Do not include site and isolate forms with the archaeology report (*BLM or USFS Reports see bullet below*)
  - Enter all site and isolate form information using the [online archaeological site form](#)
  - List the form numbers of each site and isolate form (located in upper left corner of each on line form) on the Report Summary of Resources and NRHP Eligibility Page of the State Historic Preservation Office Report Cover Page
  - Submit each site and isolate form using the online archaeological site form
  - *BLM and USFS Reports* submit an individual .pdf for each site, using the current agency form accepted by the SHPO, and attach each individually to the submittal

# OREGON SHPO CLEARANCE FORM

Do not use this form for ODOT or Federal Highway projects or to record archaeological sites

This form is for: **federal** cultural resource reviews (Section 106); **state** cultural resource reviews (ORS 358.653)

## SECTION 1: PROPERTY INFORMATION

SHPO Case Number:

Resource Name:

Street Address:

City:

County:

Agency Project #

Project Name:

If there is not a street address, include the Township, Range, and Section, cross streets, or other address description

Owner:  Private  Local Gov  State Gov  Federal Gov  Other: \_\_\_\_\_

Are there one or more buildings or structures?  YES  NO – If no, skip to Section 2 and append photo(s)

Is the property listed in the National Register of Historic Places?  YES – Individually  YES – In a district  NO

Original Construction date: \_\_\_\_\_  Check box if date is estimated

Siding Type(s) and Material(s):

Window Type(s) and Material(s):

Has the property been physically altered?  No Alterations  Few Alterations  Major / Many Alterations

## SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY - Check the appropriate box

The purpose of this review is to avoid impacts to properties that are "eligible" (historic) or already listed in the National Register of Historic Places. Fully establishing historic significance can be very costly and time consuming. Therefore initial evaluations are based on age (50 years or greater) and integrity (historic appearance), which are the minimum qualifications for listing in the National Register. Additional documentation may be needed further in the process, but typically initial evaluations allow the review process to proceed expeditiously.

The property is considered **Eligible** at this time because it is already listed in the National Register **or**

- is at least 50 years old **and** retains its historic integrity (minimal alterations to key features)
- has potential significance (architectural or historical)

The property is considered **Not Eligible** at this time because it:

- is less than 50 years old **or** is 50 years or older but there have been major alterations to key features
- is known to have no significance, based on National Register-level documentation and evaluation

## SECTION 3: APPLICANT DETERMINATION OF EFFECT - Check the appropriate box

The project has **NO EFFECT** on a property that is eligible or already listed in the National Register, either because there is no eligible property involved or the eligible property will not be impacted physically or visually.

The project will have a minor impact on a property that is eligible or already listed in the National Register, and therefore there is **NO ADVERSE EFFECT**. Minor impacts include replacement of some, but not all, siding, doors, or windows, etc.

The project will have a major impact on a property that is eligible or already listed in the National Register, therefore there is an **ADVERSE EFFECT**. Major impacts include full or partial demolition, complete residing, full window replacement, etc.

## STATE HISTORIC PRESERVATION OFFICE COMMENTS – Official use only

**Eligibility:**  Concur with the eligibility determination above.  
 Do not concur with the eligibility determination above.

**Effect:**  Concur with the effect determination above.  
 Do not concur with the effect determination above.

RECEIVED STAMP

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

RLS	
ILS	

## CONTACT INFORMATION STAMP

Comments:

# OREGON SHPO CLEARANCE FORM

Do not use this form for ODOT or Federal Highway projects or to record archaeological sites

## SECTION 4: PREVIOUS ALTERATIONS TO THE BUILDING OR STRUCTURE

Only complete this section for buildings that are 50 years old or older. Describe any alterations that have already occurred to the building, such as material replacement, including siding, windows, and doors; any additions, including garages; and any removal or addition of architectural details, such as brackets, columns, and trim. Provide estimated dates for the work. Attach additional pages as necessary.

## SECTION 5: PROJECT DESCRIPTION

Describe what work is proposed, including what materials will be used and how they will be installed. Specifically identify what historic materials will be retained, restored, replaced, or covered. Include drawings, photos, cut sheets (product descriptions), additional sheets, and other materials as necessary. For vacant lots, please describe the intended use.

## SECTION 6: FUNDING SOURCE

ARRA     FCC     FERC     HUD     ODOE     USDARD     USFS     HPF  
 Other: \_\_\_\_\_

## SECTION 7: AGENCY CONTACT INFORMATION

Name of Organization Submitting the Project:

Project Contact Name and Title:

Street Address, City, Zip:

Phone:

Email:

Date of Submission:

## SECTION 8: ATTACHMENTS

### REQUIRED

3 – 4, color, 4 x 5 photographs of the subject property, digital or print.  
One photo is sufficient for vacant property

### AS NEEDED

Contact SHPO staff with questions

Project area map, for projects including more than one tax lot. (Required for HPF-funded projects). See instructions.

Additional drawings, reports, or other relevant materials

Continuation sheet for sections 4 or 5, or additional context to determine National Register Eligibility.

**SHPO Mailing Address: Review and Compliance, Oregon SHPO, 725 Summer St. NE, Suite C, Salem, OR 97301**  
**Documents meeting all aspects of the digital submission policy may be submitted by email to**  
**ORSHPO.Clearance@oregon.gov**



# OREGON SHPO CLEARANCE FORM CONTINUATION SHEET

*Do not use this form for ODOT, Federal Highway projects or to record archaeological sites*

## CONTINUATION SHEET

- *Include additional documentation for Section 4 or 5 as necessary. Attach maps, drawings, and reports as needed to illustrate current conditions and the planned project. If submitting this form by email, photos and maps may be inserted into continuation sheets.*
- *If completing a complete Determination of Eligibility (DOE) or Finding of Effect (FOE), use continuation sheets as necessary or include appendixes.*

# OREGON SHPO CLEARANCE FORM INSTRUCTIONS

*Do not use this form for ODOT, Federal Highway projects or to record archaeological sites*

## **SECTION 1: PROPERTY INFORMATION:**

- Include complete address and agency project number and name, if applicable.
- Check YES if there are any buildings on the site. Check NO if it is a vacant parcel (in which case it will be evaluated for archaeology and the potential impact on surrounding buildings only.)
- Check YES if your research (look on our website at <http://heritagedata.prd.state.or.us/historic/> and/or call your local planning office) shows the property is listed. Check NO if you find that it is not listed.
- Fill in the construction date. Check box if date is estimated.
- Describe the siding and window types and materials. Examples: double hung wood windows; vertical wood siding.
- Check to what degree the property has been altered. Ask yourself, would the original owner recognize the building, or have there been many changes that obscure the historic features?

## **SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY:**

- Check the ELIGIBLE box if the building is listed (National Register OR Local landmarks register), has previously been evaluated as eligible, or is 50 years of age AND the majority of the exterior historic features are retained.
- Check the NOT ELIGIBLE box if the building is not yet 50 years old, or if in your opinion there have been many and/or major changes (e.g. additions, siding and/or window replacement, porch enclosures).
- Applicants who acknowledge that the property meets the minimum qualifications for listing in the National Register but choose to contest this determination must complete a Determination of Eligibility (DOE). The DOE must demonstrate that the property is not eligible for the National Register using the Criteria listed in National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation." The DOE may be submitted on continuation sheets or as a separate document.

## **SECTION 3: APPLICANT DETERMINATION OF EFFECT:**

- Check the NO EFFECT box if the property is NOT ELIGIBLE for listing in the National Register or if the work will not replace or alter the appearance of any of the building's exterior features.
- Check the NO ADVERSE EFFECT box if the property is ELIGIBLE for listing or is already listed in the National Register and the work is visible (e.g. re-roofing with same materials, window or siding repair, adding a vent) but will not remove or obscure historic features.
- Check ADVERSE EFFECT if the property is ELIGIBLE or listed in the National Register and the work includes major changes, such as replacing the siding or windows.

## **SECTION 4: PREVIOUS ALTERATIONS**

- List the changes that **already** occurred to the building, including siding, windows, doors, porches, additions including dormers, or if the property was moved. Include the approximate date of each alteration. The information can be provided in list format.

## **SECTION 5: PROJECT DESCRIPTION:**

- Clearly describe what is being repaired or replaced, and how that work will be done. What materials and installation process are proposed? Include sufficient information (e.g. close-up photos, product specification sheets) so we can compare what exists with what is proposed. The information can be provided in list format.

## **SECTION 6: FUNDING SOURCE:**

- Check the federal or state agency funding the project; or check "other" and fill in the agency name.

## **SECTION 7: AGENCY CONTACT INFORMATION:**

- List the name of the organization submitting the Clearance Form

## **SECTION 8: ATTACHMENTS:**

- Photos: Include photos of the entire building, especially the elevations that can be seen from the street. Include close-ups of features that will be impacted by the project.
- Additional Information: When applicable, include window specifications, plans or diagrams that illustrate pertinent existing conditions and/or proposed work
- Continuation sheets for additional Section 4 or 5 narrative or to append a formal Determination of Eligibility (DOE) or Finding of Effect (FOE). These materials may also be submitted as a separate document.
- A map with location of project clearly marked with latitude and longitude coordinates in decimal degree format to the 5<sup>th</sup> decimal point is REQUIRED for all projects funded with Historic Preservation Funds through the Certified Local Government Grant. A single point for projects encompassing less than 5 acres is sufficient.