

AGENDA
DAYTON HISTORIC PRESERVATION COMMITTEE

DATE: WEDNESDAY, February 8, 2023
PLACE: DAYTON CITY HALL ANNEX and
REMOTE VIA ZOOM <https://us06web.zoom.us/j/85101486260>
TIME: 6:30 PM

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER	
B.	APPEARANCE OF INTERESTED CITIZENS	

This time is reserved for questions or comments from persons in the audience on any topic.

C.	APPROVAL OF MINUTES	
	Meeting on August 30, 2022	1 – 2
D.	CLG GRANT APPLICATION	
	2023 CLG Grant Guidelines	3 - 7
E.	OTHER BUSINESS	
F.	ADJOURN	

Posted: 02/02/2023
Cyndi Park, Library Director

If you have a disability and require a reasonable accommodation to fully participate in this meeting, please contact the City of Dayton at least 32 working hours (four days) before the meeting via email at cityofdayton@ci.dayton.or.us or telephone 503-864-2221 to discuss your accessibility needs.

NEXT REGULAR MEETING DATE
Wednesday, March 8, 2023

Dayton Historic Preservation Committee
Minutes of Meeting of August 30, 2022

Members present: Chairperson Judy Gerrard
Vice Chairperson Kelly Haverkate
Dave Hargett
Wayne Herring

Members absent: Kim Courtin

Staff: Cyndi Park, Library Director

The meeting was opened by Chairperson Judy Gerrard at 6:33 p.m.

Appearance of Interested Citizens

None in attendance.

Dave Hargett made a motion to approve the minutes of July 20, 2022. Wayne Herring seconded the motion. Motion passed unanimously.

CLG Grant Wrap-Up

Cyndi provided a chart of the items that had been funded by the grant, and the items that were in-kind donations from the City to the Committee members for them to review. Cyndi also let the Committee members know that Concrete GPR declined to furnish the City with a report of their findings on their two visits to examine the area alongside the parking area in Brookside Cemetery with ground-penetrating radar. Concrete GPR was not satisfied with their data and would not come back out again, so they declined to bill us for their time as well. All Committee members were disappointed that the scans had not produced anything that we could use to guide us in dealing with this area.

Cyndi showed the Committee the results of the GIS mapping of every historic resource in town. The Committee was very happy with the work that the COG had done on this project, and they liked that new walking tour brochures were ordered as well.

Cyndi let the Committee know that she had tried to have the COG GIS map the headstones in Brookside as well, but there simply wasn't time this cycle.

Dave Hargett moved that the GIS mapping of Brookside be the first project undertaken in the next CLG Grant cycle, and that it should proceed as soon as possible after our agreement is signed. Vice Chair Kelly Haverkate seconded the motion. Motion passed unanimously.

Other Business

Cyndi let the Committee know that Dayton was due for its CLG review. She asked if anyone had anything that they would like the reviewer to know, and general discussion followed over recent projects and upcoming projects.

Adjournment

There being no further business, Chairperson Gerard adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Cyndi Park
Library Director

CERTIFIED LOCAL GOVERNMENT GRANT 2023 GUIDELINES

EDITED FOR FEBRUARY 8, 2023 HISTORIC PRESERVATION COMMITTEE OF DAYTON MEETING

FINANCIAL INFORMATION: You may request \$13,500-15,000. Awards will be adjusted based on the number of applicants and the amounts request. Awards will be in the range of \$13,500 - \$15,000. If you need \$15,000 to complete the work, request that, but the award may be lower.

GRANT TIMELINE:

Survey (RLS & ILS) 1st draft deadline – May 1, 2024

Survey (RLS & ILS) final draft deadline – July 31, 2024

Project completion deadline – August 31, 2024

Final report deadline – September 15, 2024

NO EXTENSIONS ARE AVAILABLE

PROJECTS: These grants support projects that support the preservation of historic properties and archaeological sites.

- Survey – the documentation of historic properties and archaeological sites
- Designation – Designating a historic property or archaeological site to the local landmarks list or National Register of Historic Places.
- Pre-Development – Building preservation plans, structural reports, designs, etc. for historic properties.
- Development – Rehabilitation of properties listed on the National Register of Historic Places.
- Planning – Community preservation plans, archaeology studies, etc.
- Review and compliance – Management of the CLG’s preservation program, processing design review applications, design guidelines, etc. This should generally be matching source, this grant is not intended to fund the operation of the preservation program.
- Public Education – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc. Signs and interpretive panels are NOT eligible for funding.
- Supplemental
 - Grant Administration – Costs related specifically to the management of the grant – tracking volunteer hours, submitting reports, etc. Costs related to projects (RFP process, contracting) should be included in that project category. Total for this section must not exceed 15% of the total project amount. Generally, this category should only be used for match to the grant funds. Provide scope of work, include staff and tasks involved.
 - Reconnaissance Level Survey – Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. Architectural survey products must meet the standards established in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). A public presentation of survey results is highly recommended. Archaeological surveys must

generate a survey report and appropriate site and isolate forms required by SHPO. The documentation must meet state standards. Provide scope of work including reason for survey, reason for property selection, number of properties included, and geographic area. **Note: New deadline for RLS – first draft of survey is due by May 1, 2024 and final draft due August 1, 2024. A completed appendix D of the guidelines is required as an attachment to the application.**

- Intensive Level Survey (ILS) – Historical Documentation of building identified in the Reconnaissance Level Survey or other process, or, archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). Archaeology survey must meet state standards and requirements. Consultants must meet professional requirements in the [Historic Preservation Fund Grant Manual](#). Provide timelines, properties to be documented and reason for the selection of those properties. Please explain the Reconnaissance Level Survey or other process that was used to determine the need for ILS, submit RLS or other process documentation. Please note if property owners have given permission for the ILS or not. **Note: New deadline for ILS – first draft of survey is due by May 1, 2024 and final draft due August 1, 2024.**
- National Register Nominations – Completion of forms and supporting documentation for National Register designation of significant resources. It takes approximately 100-150 hours to complete all of the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to the application. Provide timelines, property to be nominated, reason for property selection. Submit ILS, RLS or other determination of eligibility of the property. Please note if property owners have given permission for the nomination or not. **Note: A completed [Historic Resource Record](#) is required as an attachment to the application.**
- Public Education – Historic Preservation month activities, tours, mobile device tours, lectures, brochures, public events, websites, workshops, newsletters, preservation awards, etc.; must be related to preservation of historical or archaeological sites. Provide timeline, quantity and type of product, outreach and promotion details, intended audience, goals. **Signs and interpretive panels are NOT eligible.**
- Planning – Community preservation plans and planning tools. Provide timeline, public engagement plan, purpose for plan, goals, etc.
- Review and Compliance – General preservation program management, local review of proposals for alteration, new construction and demolition, design assistance and guidelines, etc. General program management and design review should primarily be used as match for the grant funds. Provide the product information, people involved, approximate number of meetings, goals, etc.
- Pre-Development – Preparation of feasibility studies, working drawings, structural reports, preservation plans for the maintenance and/or rehabilitation, preservation and/or stabilization of properties eligible for or listed in the National Register of Historic Places. Projects must meet the [Secretary of the Interior’s Standards for Rehabilitation](#) and must be performed by professionals the meet [Historic Preservation Fund Grant](#) standards. Provide timeline, scope of work, reason for the work, reason for the property selection, information on estimates.
- Development - Labor and materials costs for rehabilitating National Register properties (must be on the Register or contributing to a district prior to the work). Provide scope of work including timeline, materials, methods, property location, condition, etc. NOTE: The entire review process for SHPO and NPS before work can begin is at least 90 days.

For known development projects, attach complete development project packet including current photo, historic photo if available, map, work plan drawings, and cover page.

- Other Activities – Attendance at approved in-state and out-of-state historic preservation conferences and trainings, other projects that do not readily fit a category above. Provide timeline, work plan, conference name, number of participants. Provide details for each different type of project in this category.
- Back-up activity – Provide information on a back-up activity in case one of your projects falls through.
- Budget Detail – Provide details on estimates, committed in-kind participation, etc. Attach a detailed budget.
- Project Timeline – Provide target start and completion dates for all projects. Include benchmarks like: release RFP, hire consultant, initial public participation, complete project.
- Risk Assessment – Describe your accounting staff support and system

Survey Project Requirements (RLS & ILS)

The CLG must work with SHPO to:

- Develop the survey proposal to be submitted to SHPO before starting work and timeline.
- Develop the RFP.

This communication should occur in the first quarter of the grant period.

SHPO will work with the selected consultant and the CLG to:

- Coordinate the database access.
- Coordinate information transfer.
- Ensure SHPO requirements are achieved.

Survey Project Deadlines

These deadlines are required for submission to SHPO, they do not include the CLG and commission/board review, which should be accounted for in the contract timeline.

1st draft database, maps and report outline to SHPO – May 1, 2024

SHPO return comments – June 1, 2024

SHPO & consultant work through revisions (as needed) – June 1, 2025-July 31, 2025

Final draft to SHPO – August 1, 2025

Development Project Requirements

Eligible Projects

Rehabilitation and preservation of properties listed on the National Register of Historic Places individually or contributing to a district.

Painting alone is ineligible for funding.

Projects eligible for funding.

Roofing

Window repair

Foundation repair

Siding repair

Replacement of missing architectural features , etc.

Preservation Agreement Requirement

All development or rehabilitation projects require a Preservation Agreement between the SHPO and the property owner. An example Preservation Agreement is available as a fillable form on Oregon Heritage website: <https://www.oregon.gov/oprd/OH/pages/clg.aspx>. You may submit this with the application or as a progress report in OPRD Grants Online. This is **required before work** can begin on the project. If the Federal funds use on a property accumulate to over \$25,000 then a covenant is required. If a covenant is required, then a copy of the deed will need to be submitted. Contact your grant coordinator in this case.

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff). Do not submit photographs in a PDF format.

Descriptions and supporting document requirements for typical project types:

Reconnaissance Level Survey

Summary: Describe the location, the number of properties, the general results of the survey, the number of people attending the public presentation of the survey.

Attachments: Submit the final survey report. The database and list of properties will be submitted directly to the survey program, so do not upload those.

Intensive Level Survey

Summary: Provide the address and property name, if there is one, and describe the property and a few sentences of the results of the survey, and recommendations for next steps.

Attachments: Submit the final report.

National Register Nomination

Summary: Provide the address and property name, if there is one, and describe how far the nomination is through the listing process.

Attachments: Submit a photograph of the property and the coversheet of the nomination form. The full nominations are submitted through the National Register program.

Pre-Development

Summary: Provide the address and property name, if there is one. Describe the purpose the pre-development work.

Attachments: The report, drawings, plans, etc. Be sure the required credit statements appear on the documents.

Development

Summary: Provide the address and property name, if there is one. Describe the work completed, the methods and materials used, the original materials retained or lost.

Attachments: Prior to work beginning the signed Preservation Agreement and complete CLG Development Project Packet must be submitted. For the final report, attach photos of people doing the work and before and after photos (jpg or tiff, 300 dpi or higher) and summary from contractor of work completed.

Review and compliance

Summary: Describe the number of meetings, the numbers of projects reviewed (by commission and/or staff).

Attachments: Packet of meeting agendas or minutes (agenda only, not meeting packets).

Planning

Summary: Describe the planning work completed, and a few sentences about the public participation and the results.

Attachments: Electronic copies of products (design guidelines, preservation plans, etc.) Be sure the required credit statements appear on the documents.

Public Education

Summary: For events, list each event, who and how many attended and the results. For brochures, describe what they are, how many were printed and how they were distributed. For formal publications, describe what they are, how many were printed and how they were distributed. For web-based projects describe what they are and many have accessed them.

Attachments: For events, submit flyers, articles, photos of the event, programs, etc. For brochures, submit the brochure. For formal publications, submit hard copies outside of OPRD Grants Online. For web based projects submit the url and screen shots that convey the work completed. Be sure the required credit statements appear on the documents.