FOREST GROVE PLANNING COMMISSION MEETING

COMMUNITY AUDITORIUM, 1915 MAIN STREET

MONDAY, APRIL 6, 2015-- 7:00 P.M.

PLANNING COMMISSION

Tom Beck, Chair

Lisa Nakajima, Vice Chair
Carolyn Hymes
Dale Smith
Hugo Rojas
Phil Ruder
Sebastian B. Lawler

The Planning Commission welcomes your attendance and participation. If you wish to speak on an agenda item, please feel free to do so. However, in fairness to others, we respectively ask that you observe the following:

* Please follow sign-in procedures on the table by the entrance to the auditorium.
* Please state your name and address clearly for the record.
* Groups or organizations are asked to designate one speaker in the interest of time and to avoid repetition.
* When more than one citizen is heard on any matter, please keep your comments to five minutes and avoid repetition in your remarks. Careful attention to the previous speaker's points will help in this regard.
* The Planning Commission carefully considers all the facts before a decision is made. Brief statements are most helpful in reaching a decision based on sound judgment.

Planning Commission meetings are electronically recorded and are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503.992.3235, at least 48 hours prior to the meeting.

AGENDA

(1.) Roll Call

(2.) Public Meeting

1. Public Comment Period for Non-Agenda Items
2. Public Hearing:

   A. Amend various sections of the development Code (Articles 1,2,5,8 and 12) to adopt design standards for historic districts and designated historic landmarks. Amend the Design Guideline Handbook to include a new Section V Historic District design Guidelines for the same districts and designated historic landmarks.

3. **Action Item:**

   A. Presentation by Pacific University on improvements to University Avenue.

4. Work Session Items:

(3) Business Meeting

1. Approval of Minutes
2. Reports from Commissioners/Subcommittees
3. Director's Report
4. Announce next meeting
5. Adjourn

Development Code Text Amendment
Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE:	March 27, 2015
HEARING DATE:	April 6, 2015
REQUEST:	Amend various sections of the Development Code (Articles 1, 2, 5, 8 and 12) to adopt design standards for historic districts and designated historic landmarks. Amend the Design Guideline Handbook to include a new Section V Historic District Design Guidelines for the same districts and designated historic landmarks.
FILE NUMBER:	ZNC-15-00084
PROPERTY LOCATIONS:	Properties located in the Clark, Painter's Woods and Walker-Naylor historic districts and specific designated historic landmarks
LEGAL DESCRIPTION:	Not applicable
APPLICANT:	City of Forest Grove, PO Box 326, Forest Grove, Oregon 97116
APPLICABLE STANDARDS AND CRITERIA:	City of Forest Grove Code: ❑ 10.1.700 et. seq. *Legislative Land Use Decision* ❑ 10.2.020 *Design Review* ❑ 10.2.600 et. seq. *Development Code Text Amendment* ❑ 10.5.200 et. seq. *Historic Landmarks* ❑ 10.8.700 et. seq. *Building Design and Development Standards* ❑ 10.12.210 *Definitions – Meaning of Specific Words and Terms*
REVIEWING STAFF:	James Reitz, AICP, Senior Planner
RECOMMENDATION:	Staff recommends approval of the amendments

I. HISTORIC LANDMARKS - BACKGROUND

Under Oregon State Planning Goal 5, local governments are encouraged to adopt programs designed to protect historic resources. The City has made a strong commitment to the preservation of its historic resources, designating 84 buildings as local landmarks and supporting the creation of three National Register Historic Districts. However, the Historic Landmarks Board (HLB) has noticed with increasing concern that the districts are being threatened by the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. The HLB concluded that the existing review guidelines needed to be strengthened, expanded and codified in order to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts. As noted in the Design Guideline Handbook:

The design review process recognizes that there are a variety of ways new development could accomplish design objectives. The purpose of the design review process is to provide flexibility and creativity in new development while meeting city requirements and helping projects to achieve community character objectives.

The design review process is established by the city's Development Code....The locations and types of projects have a particular significance and impact on the city and thus deserve the special attention that the design review process brings to them.

The Development Code establishes the criteria and procedure for landmark designation, the criteria and procedure for exterior work proposed on a designated landmark, and procedures to demolish, relocate, or remove a landmark from designation. Virtually all projects proposed for the exterior of a landmark requires the Board's review and approval. The only exceptions are replacing materials in-kind, repainting, installation of gutters and downspouts, and installation of removable storm windows (see DC Section 10.5.220(A)). While staff can also review and approve projects that result in "no visual change" staff can't recall any such project ever being proposed, as all to date have resulted in a visual change of some sort.

In acting on an application for work affecting the exterior of a landmark, the HLB has to consider how the application complies with the *Review Guidelines* of DC Section 10.2.220(D). Eleven criteria are listed, addressing not only alterations and additions but also preservation of existing architectural features, surface cleaning, and archeological protection. The current criteria are based largely on the Secretary of the Interior's Standards for Rehabilitation. These criteria are not necessarily "clear and objective" as they contain phrases like "every reasonable effort shall be made" and "stylistic features ... shall be treated with sensibility." Absent a set of clear and objective criteria that would allow staff to perform reviews, the Development Code requires that the HLB enforce these provisions. As such, the Board has to exercise its judgment as to how well an application complies with the intent of the criteria.

The eleven criteria have proven to be so general as to offer the Board little actual direction. Further complicating matters is the fact that Board members generally have little or no design expertise. To compensate, staff attempts to provide additional guidance by informing the Board of best practices. For instance, Criterion #9 notes that a design for alterations or additions "shall not be discouraged" if the design is "compatible" with the character of the property. If, for example, an applicant proposed to use vinyl siding on a project, the staff report would note that, while the criteria are silent on the issue, vinyl siding would not be appropriate because that material was not available during the historic period.

Forest Grove now has three historic districts: Clark, Painter's Woods and Walker-Naylor. It should be noted that all three are National Register Historic Districts, which is an honorary designation bestowed by the National Park Service. Because national districts are honorary, there are no Federal limitations or regulations imposed on a property as a result of being

located within a district.

As noted above, the districts are subject to the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. To address this threat, the HLB worked to develop guidelines and standards to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts.

Two homes built in the Walker-Naylor neighborhood exemplify this concern. One was a replacement for a historic home that burned so extensively that it had to be demolished, while the other was a new home constructed on a vacant lot.

The replacement home (below) is of a scale considerably larger than the home it replaced, and is also considerably larger than its neighbors. The only criterion that applied in this instance was the usual setback requirements for new construction. The new home is both taller and more massive than its neighbors, but is still in compliance with Development Code standards.

The home built on the vacant lot fits in scale-wise (above - center), but is not of an architecture or orientation representative of those homes built during the historic period. Those homes (like the two above that bracket the home in the center) have the entry facing the street, with a porch. Due to the relatively narrow width of the lot, the new home was turned so that the entry faces a side property line. The street-side elevation has no porch. This home too was permitted because it met the setback standards stipulated in the Development Code. The only additional criterion to be satisfied was the *Street Connection and Visual Surveillance Standard* (DC Section 10.8.880(C)). Because this home has two bedroom windows facing the street, this standard was satisfied.

Another on-going concern of the Board is the introduction of materials that were not available during the historic period of the districts, particularly vinyl siding and windows. Much like the aluminum siding industry of the 1950s, vinyl has been effectively marketed as a "maintenance free" and "energy efficient" product (although it is neither). As a result, homes in the districts have been re-sided with vinyl, and wood sash windows replaced with vinyl windows.

To try and address these concerns, the City (using grant funds awarded by the State Historic Preservation Office) contracted with architect Robert Dortignacq to prepare both design guidelines and design standards. They would apply to the following types of projects:

- New development (entirely new buildings) in a historic district; and
- Alterations, remodels, renovations or relocations of a historic landmark; and
- Alterations, remodels, renovations or relocations of a historic contributing building. (See proposed DC Section 10.12.210 H1 for definitions of historic contributing, historic landmark, non-contributing building, and related terms); and
- Additions to non-contributing buildings. Massing, proportions, elevation, setbacks and siting all can have a tremendous impact on whether an addition (or a new building) fits in with its neighbors. Proposed projects would be examined for compliance with sections on Building and Addition Placement and Orientation, Spacing and Setbacks, Building Height and Width, etc. to ensure that the scale of the additions would remain compatible with the neighborhood.

Regardless of a building's category (landmark, historic contributing, non-contributing, or new construction), the design intent would be to maintain or better the overall integrity of the building or the district.

If adopted, applicants would have a choice of options for review of their projects. If the proposed project met the clear and objective standards, staff could approve the application. This option is not available to applicants at present since, as noted above, staff can approve projects only if there is "no visual change". Adoption of clear and objective standards would allow applications to be reviewed under a Type II process, a.k.a. a limited land use decision. This is a decision that "involves the exercise of limited interpretation and discretion in evaluating approval criteria, where approval or denial is based on discretionary standards that regulate the physical characteristics of an outright use. The review typically focuses on what form the use will take or how it will look." (DC Section 10.1.500)

If the proposed design would not meet the standards, the Board would review the project based on the design guidelines. This is the same approach already used in the Development Code and Design Guidelines for multi-family residential and commercial structures.

At present, only the 84 landmarks designated by City ordinance are subject to design review. Adoption of these standards and guidelines would expand that number to a total of 285 historic contributing structures across the three historic districts, plus the 33 of the 84 landmarks noted above that are not located within one of the districts. An additional 197 non-contributing buildings would also be subject to some review (for additions, as described above). Furthermore, new construction (such as a new house on a vacant lot) would also be reviewed to ensure its compatibility with the neighborhood. While infrequent, new homes in the districts often generate the greatest number of comments from neighbors.

PUBLIC OUTREACH

The Board employed an extensive outreach effort to inform the public about the drafting of the guidelines and standards, and to solicit comments. The Board's Summer 2014 newsletter (mailed to about 300 people, and posted on the Board's webpage) was devoted to design issues, including an article about these guidelines and standards, and an article about how similar guidelines have been implemented in Astoria.

In the fall, the HLB launched a month-long public comment period with a guest commentary in the Forest Grove *News Times* on October 1, 2014 (see Exhibit C). The draft documents were posted to the City's website, and postcards were mailed to all property owners in all three districts, and the owners of designated historic sites not located in any district (approximately 500 in total). This postcard described where the documents could be viewed, and requested the public's comments. The Board requested responses to these open-ended questions:

- Do you live in a historic district? If so, which one?
- What do you like about the design standards and guidelines?
- What do you not like about the design standards and guidelines?
- What would you like to see changed in the design standards and guidelines?
- Is there anything else you would like to add?

The public comment period extended through the entire month of October 2014. A follow-up postcard was mailed two weeks into the period as a reminder. As a result of this outreach, eight property owners responded with comments and questions. The comments received and the Board's responses are attached as Exhibit D.

CITY COUNCIL WORK SESSION

On February 9, 2015 the City Council held a joint work session with the Planning Commission and Historic Landmarks Board. The purpose of the work session was to review the proposal with all three bodies, solicit comments, and respond to questions. Staff reported on the history of the proposals, what they contained, and how they would be applied in specific instances. Following the presentation, a general discussion ensued (the minutes of the work session are attached as Exhibit E). At the conclusion of the discussion "... the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making."

On March 16, 2015 public notice for this proposal was mailed to property owners and residents within all three historic districts, and the owners and residents of the historic landmarks located outside of the districts. Notice was also provided to the Plans Review Board and published in the *News Times.* Notice was also provided to Metro and the Department of Land Conservation and Development (DLCD) on January 27, 2015. Staff also provided drafts of the standards and guidelines to SHPO staff while they were being developed, and their suggestions have been incorporated into the documents. As of the writing of this report, no comments have been received from the public or outside agencies.

Development Code Section 10.1.725 *Decision Authority* authorizes the Planning Commission to act on a request for a text amendment after holding a public hearing. The Commission shall then make a recommendation to the City Council to approve, approve with modifications, or deny the application.

II. PROPOSAL DESCRIPTION AND ANALYSIS

The proposed ordinance would significantly revise the Development Code for the review of historic landmarks, as follows:

A. Article 2 Section 10.2.310 would be amended to ensure new development in historic districts undergoes a review process. Proposed exterior alterations, remodels, renovations and relocations of historic landmarks and historic contributing buildings within the historic districts would also be subject to review.
B. Article 5 Section 10.5.220 would be amended to apply the existing two-track design review process to historic landmarks and new construction. Staff could review and approve projects demonstrating compliance with Track 1 Development Standards, while all other projects would undergo HLB review through a Track 2 Design Guidelines process.
C. Article 5 Section 10.5.220 would be amended to include an expanded list of Design Standards, including criteria for building and addition placement and orientation, spacing and setbacks, and building design (height, width, shape, roof, dormers and roof features, porches, building elevations, outbuildings and garages, exterior siding, doors and windows, and foundations).
D. Article 8 Section 10.8.705 stipulates what kind of development has to undergo design review, and lists specific design criteria for each use (multi-unit housing, commercial development, development in the Town Center, and institutional development). The proposed amendment would "tie" this section to the standards and criteria listed in Section 10.5.220.
E. Article 12 Section 10.12.210 would be amended to define specific building and historic-related words and terms.

F. The Design Guideline Handbook would be amended to include a new Section V Historic District Design Guidelines. These guidelines would be used for all exterior alteration projects and new construction that could not be approved using the Track 1 Development Standards described above. Whereas staff would review all applications that would meet the clear and objective standards listed in Article 5, project applications that would not comply with those standards would be reviewed by the Historic Landmarks Board, using the design guidelines.

III. APPROVAL CRITERIA AND FINDINGS

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

Community Sustainability Goals

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*

10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards because they would reinforce each district's unique identity and sense of place by maintaining their historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources. Regional planning goals, programs or rules do not apply.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:

a. Land need or desirable for open space;
b. Mineral and aggregate resources;
c. Energy sources;
d. Fish and wildlife areas and habitats;
e. Ecologically and scientifically significant natural areas, including desert areas;
f. Outstanding scenic views and sites;
g. Water areas, wetlands, watersheds and groundwater resources;
h. Wilderness areas;
i. Historic areas, site, structures and objects;
j. Cultural areas;
k. Potential and approved Oregon recreation trails;
l. Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.

Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

IV. ALTERNATIVES

The Planning Commission may:

1. Recommend that the City Council adopt the amendments as written; or
2. Recommend approval of the amendments with modifications; or
3. Recommend that the proposal not be adopted; or
4. Continue deliberations to a date certain.

V. RECOMMENDATION

Based on the findings above, staff recommends approval of the proposal, with any amendments found appropriate by the Planning Commission.

VI. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

Exhibit A	Proposed Ordinance Exhibit to Amend Development Code Article 2 *Design Review,* Article 5 *Historic Landmarks*, Article 8 *Building Design and Development Standards*, and Article 12 *Definitions*
Exhibit B	Proposed Design Guideline Handbook Section V *Historic District Design Guidelines*
Exhibit C	*News Times* Guest Commentary by Holly Tsur, HLB Officer
Exhibit D	Public Comments Received and HLB Responses
Exhibit E	Excerpt of the joint City Council, Planning Commission and Historic Landmarks Board work session minutes of February 9, 2015

DESIGN REVIEW

10.2.020 ASSIGNMENT OF REVIEW AUTHORITY

Land use reviews are assigned to the review bodies stated below.

A. Community Development Director. The Community Development Director (Director) has the authority to consider all land use reviews that are subject to Type I and Type II review procedures. The Director may delegate review and decision-making authority to planning staff.
B. Planning Commission. The Planning Commission serves as the highest commission or board within the City of Forest Grove with respect to the review of land use permits. Where consideration of a landmark or significant tree registration or removal is part of another land use permit or legislative action requiring Planning Commission review, the consideration of the registration or removal shall be assigned to the Planning Commission as part of its public hearing process with recommendation from the Historic Landmarks Board or Community Forestry Commission. The Commission has the authority to consider land use reviews subject to Type III procedures. The Planning Commission also reviews Type IV legislative land use reviews and makes a recommendation to the City Council for a final decision.
C. Hearings Officer. (Description omitted).
D. Historic Landmarks Board. Generally, the Historic Landmarks Board will consider matters related to historic resources. In some applications, the Historic Landmarks Board makes a recommendation for a final decision by the Planning Commission or City Council. The following land use reviews are assigned to the Historic Landmarks Board for at least an initial recommendation.

    1. Landmark designations, and the removal of landmark designations;
    2. Demolition review <u>of landmarks and historic contributing buildings</u>; ~~and~~
    3. Review of proposed work affecting the exterior of landmarks;
    4. <u>New development in a historic district;</u>
    5. <u>Alterations, remodels, renovations or relocations of a historic landmark; and</u>
    6. <u>Alterations, remodels, renovations or relocations of a historic contributing building.</u>

E. Community Forestry Commission. (Description omitted).
F. Public Arts Commission. (Description omitted).
G. City Council. The City Council is responsible for final decisions on plan amendments and zone changes and all land use reviews subject to Type IV procedures. All appeals of land use reviews subject to Type II and Type III procedures are also assigned to the City Council.

10.2.030 CONCURRENT REVIEWS
10.2.300 PURPOSE

10.2.310 APPLICABILITY

Design review is required for the following:

A. New single-family attached developments;
B. New multi-unit developments;
C. New commercial development;
D. Alterations, remodels, or renovations of commercial development in the Town Center and Neighborhood Commercial zones which result in additional floor area of more than 400 square feet; ~~and~~
E. Alterations, remodels, or renovations of commercial development in all other Commercial zones which result in additional floor area of more than 1,000 square feet;
F. New development in a historic district;
G. Alterations, remodels, renovations or relocations of a historic landmark; and
H. Alterations, remodels, renovations or relocations of a historic contributing building.

10.2.320 OVERVIEW OF PROCESS
10.2.330 PROCEDURE
10.2.340 SUBMITTAL REQUIREMENTS

10.2.350 REVIEW CRITERIA

Projects subject to design review by the Director (Type II) or the Design Review Commission (Type III) shall be evaluated based on the following:

A. The development standards of the applicable zoning district and any overlay district;
B. The general development standards of Article 8.
C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:

    1. The design guidelines contained in the applicable section of the "Design Guideline Handbook" are adequately addressed.
    2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

HISTORIC LANDMARKS

10.5.200 PURPOSE
10.5.205 HISTORIC LANDMARKS BOARD
10.5.210 HISTORIC OR CULTURAL LANDMARK DESIGNATION

10.5.220 PROCEDURE FOR REVIEW OF PROPOSED WORK AFFECTING THE EXTERIOR OF LANDMARKS

For the purposes of this section, "historic landmark" or "landmark" is construed to include "historic contributing building" as defined in Section 10.12.210 H1. These standards apply to:

- Structures listed on the *Forest Grove Register of Historic and Cultural Landmarks*, whether or not they are located within a district;
- Historic contributing structures within a district;
- Non-contributing structures within a district; and
- New development within a district.

Prior to the commencement of work on the exterior of a landmark (including repairs, maintenance, alterations, improvements, reconstruction and/or expansion affecting the exterior appearance of the landmark), an application describing the proposed work shall be submitted to the Community Development Department for review. The application shall include plans and specifications describing proposed materials and methods in sufficient detail to illustrate the finished results.

For landmarks within a district, the design intent is to maintain or better the overall integrity of the district. For new development or non-contributing buildings there is a similar intent, particularly if the development would displace an existing landmark.

The standards in this section apply to the exterior rehabilitation of buildings within a historic district. Situations include existing historic contributing buildings, additions, or new development within a district, and to individually-listed historic landmarks located outside of a district. Certain provisions apply to all properties.

Two-Track Procedure: Pursuant to Section 10.2.350, designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Guidelines [Track 2] as described in Design Guidelines Handbook Section V *Historic District Design Guidelines.*

A. Exempt Activities. Replacement of deteriorated materials in kind, repainting, installation of gutters and leaders, ~~and~~ installation of removable storm windows, and demolition of non-contributing buildings shall be considered allowable without assessment of visual impact.

B. ~~No Visual Change~~ – Director Review. When the proposed work activities are not exempt under A. above, the Director shall review the application and plans.

Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the Director. The Director may require additional plans and application materials beyond those required for issuance of a building permit. If review results in a determination that the work would ~~not result in visual change,~~ comply with the standards of Section 10.5.220 D. below, the Director shall provide the applicant with written approval for the work to proceed.

C. ~~Visual Change –~~ HLB Review

1. Where review of the application results in a determination that the work would ~~result in visual change~~ not comply with the standards of Section 10.5.220 D. below, the application shall be forwarded to the HLB for review and action subject to Type III procedures. Other design elements requiring HLB review include:

   a. Relocations or repositionings of a landmark or a historic contributing building pursuant to Section 10.5.225;
   b. Demolition of a landmark or historic contributing building pursuant to Section 10.5.225;
   c. Removal of chimneys from a landmark or historic contributing building; and
   d. New exterior stairs (except those connected to ground-floor entries).

2. Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the HLB. The Board may require additional plans and application materials beyond those required for issuance of a building permit.

3. After reviewing plans and materials, the HLB shall approve, approve with conditions, or reject the proposal subject to Type III notice procedures and timelines.

D. ~~Review Guidelines~~ Design Standards

In acting on an application submitted pursuant to this section for work affecting the exterior of a landmark or construction of a new building within a district, the Director ~~or HLB~~ shall approve the proposal if findings are made demonstrating ~~compliance with~~ that the following ~~guidelines~~ standards are met:

1. General Review Standards

~~1.~~ a. Every reasonable effort shall be made to provide a compatible use for the property that requires minimal alteration of the structure, or to use the property for its originally intended purpose.

~~2.~~ b. The distinguishing original qualities or character of the structure shall not be destroyed. The removal or alteration of historic material or distinctive architectural features shall be avoided when possible.

~~3.~~ c. All structures shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

~~4.~~ d. Changes that may have taken place in the history and development of the structure shall be recognized and respected.

~~5.~~ e. Distinctive stylistic features or examples of skilled craftsmanship that characterize the structure shall be treated with sensibility.

~~6.~~ f. Deteriorated architectural features shall be repaired if practicable; if not, they should be replaced in kind. Where replacement of features is proposed, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

~~7.~~ g. Surface cleaning, if any, of structures shall be undertaken with the least damaging means. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

~~8.~~ h. Every reasonable effort shall be made to protect and preserve archeological landmarks affected by, or adjacent to the landmark.

~~9.~~ i. A design for alterations and additions to the structure shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood, and environment.

~~10.~~ j. Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were removed in the future, the essential form and integrity of the structure would not be impaired.

~~11.~~ k. Attempts to improve or enhance the exterior appearance of a landmark by installing decorative features, such as shutters, shall be avoided unless it can be established that the feature existed on the landmark at its inception.

2. Building and Addition Placement and Orientation

a. Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain an orientation similar to that of the neighboring historic buildings.

b. Additions are not allowed on the primary side of a historic building.

c. New structures or additions are not allowed in the front yard.

3. Spacing and Setbacks

a. Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic and non-contributing buildings may remain and may be repaired but not enlarged.
b. Maintain the average side yard setbacks as determined by historic buildings on the block face. Reduced side yards may be permitted pursuant to Section 10.2.120.

4. Building Design

a. Height

i. Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
ii. Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
iii. The maximum number of above grade stories is 2½.
iv. The height or number of stories of the front portion of historic buildings may not be increased.
v. The ground floor of a historic building may be raised no more than 3 feet from its existing height.
vi. The maximum height from grade at the building line to the main level for new development is 4 feet.
vii. Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

b. Width

i. The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
ii. The front width of historic buildings may not be increased more than 10%.

c. Shape

i. The overall primary building shape and that of additions must be representative of existing historic buildings on the block face
ii. Additions to historic buildings shall be designed to be secondary to the main building.

iii. Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
iv. Rounded walls or porches are allowed on secondary sides or additions.

d. Roof

i. Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block. Other roof forms such as gambrel, clipped gable or clipped hip may be allowed upon review.
ii. Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
iii. Roofs shall have a minimum 12-inch overhang or the average eave width of historic buildings on the block face.
iv. Gable roofs shall have matching roof slopes.
v. Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex. Shallow stepped gable roofs: a maximum of two are allowed.
vi. The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
vii. Roofing types not allowed where visible: Sheet metal, clay, concrete or metal tile, single-ply types.
viii. Gutters and Downspouts:

- Types allowed: painted sheet metal, copper.
- Types not allowed: vinyl or plastic, except as a downspout receiver hub visible for a maximum of 12 inches above grade.

e. Dormers and Roof Features

i. Dormers on all buildings shall match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
ii. New dormers are not allowed on a front-sloping roof of historic buildings.
iii. A maximum of two dormers are allowed on the front of new development.
iv. The total area for all dormers on a particular slope is limited to 33% for gable-roofed dormers and 50% for shed-roofed dormers.
v. New decorative roof feature additions such as cupolas, towers, crestings, and railings are not allowed.

vi. Chimneys on historic buildings: Retain and repair above the roofline.
vii. Skylights are not allowed on the front sloping roof or on a visible side.
viii. Solar panels, satellite dishes, and mechanical equipment are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.

f. Porches

i. New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
ii. New front porches shall have access to the front street.
iii. New porches on all buildings are to match the existing building style, shape and relative proportion.
iv. Porches on historic buildings shall not be removed or relocated.
v. New development (including accessory dwelling units) shall incorporate a porch or architecturally-defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
vi. Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style. Front porches and roofs shall serve the main level and be one-story in height.
vii. Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
viii. Front porches on historic buildings may not be enclosed.
ix. Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
x. Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
xi. New exterior stairs are allowed for ground floor entrances only.
xii. Raised decks visible from the street are not allowed.
xiii. Materials Not Allowed:

- Exposed Structure: steel stair members, steel and concrete types of stairs.
- Enclosure Members: cable, glass, or vinyl.
- Roofing: metal roofs.

g. Front, Side and Rear Building Elevations

i. The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.

ii. The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.

iii. Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.

iv. Openings: New buildings shall have windows on the front and visible sides of habitable rooms at each level. Each room shall have a minimum of one window.

v. Rear Elevation: Unless specifically denoted as significant, the rear and non-visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.

h. Outbuildings and Garages

i. New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.

ii. Replacement garages: Retain and repair over replacement for both structure and materials.

iii. Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.

iv. Garage Doors: Total width is limited to 1/3 of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. There is no width constraint if the garage faces an alley.

v. Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or outbuildings. Design of these structures must be consistent with the primary building in style, size, construction, materials and detail.

vi. Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.

i. Exterior Siding and Decorative Architectural Details

i. Historic buildings and landmarks shall retain and repair existing siding, architectural features, and details.
ii. Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either the existing or the original siding or material.
iii. Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
iv. Siding Patterns Allowed: A maximum of three wood siding or shingle patterns and types; may also have one type of masonry or plaster.
v. Siding, decorative architectural details and exposed materials that are not allowed:

- Aluminum or metal; vinyl; scored plywood; sheet siding.
- Alternative engineered siding not matching original profiles.
- Plastic, foam or polymer trim.
- Cultured stone or synthetic masonry.
- Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
- Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish

vi. Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings and landmarks.

j. Doors and Windows

i. Original openings on visible sides of historic buildings shall be retained.
ii. New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
iii. New basement windows or doors are allowed on side walls.
iv. New window types and materials not allowed at front-facing or visible sides: sliding glass units, glass block, vinyl, fiberglass, between glass grids, commercial-type windows.
v. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals. Not Allowed: Window shapes other than rectangular.

vi. Retain and repair existing historic window and door parts and trim. Wholesale replacement of windows or sash in good condition on historic buildings is not allowed.

vii. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.

viii. Storm windows are acceptable on interior or exterior. If on the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Exterior storm doors are allowed.

ix. Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings the block face. This includes their design, materials, pattern, grouping, and configuration.

Not allowed: window shapes other than rectangular, vertically asymmetric, individual window division or configuration.

x. Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.

xi. Doors and Sidelights: New decorative or stained glass is allowed.

xii. New door types not allowed: Flush metal doors, metal and glass storefront or commercial-type doors.

k. Foundations

i. On historic buildings: Repairs and replacements shall match the original foundation appearance, materials and height at visible faces. A new foundation may have a veneer matching the original masonry but installed over structural concrete, concrete block unit [CMU], or steel.

ii. Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.

iii. New or replaced foundations and footings shall meet current structural and seismic requirements.

iv. Original solid masonry foundations may have non-visible concrete or metal support.

v. Visible foundations for new buildings shall match the range of visible heights of historic buildings on the block face and may be CMU or concrete.

vi. Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.

BUILDING DESIGN AND DEVELOPMENT STANDARDS

10.8.700 PURPOSE

This section provides standards for new buildings constructed in the city to help provide compatibility with surrounding neighborhoods and ensure that safe, functional working and living environments are created.

10.8.705 APPLICABILITY

The standards in this section apply to all multi-unit residential and commercial projects, ~~and~~ all projects within Town Center districts, historic landmarks, and new development within a historic district.

10.8.710 STANDARDS

A. Building Design Standards for Multi-Unit Development
B. Building Design Standards for Commercial Development
C. Building Design Standards within Town Center Districts
D. Building Design Standards for Institutional Development not within the Institutional Zone
E. Building Design Standards for Historic Landmarks and within Historic Districts

All historic landmarks and new development within a historic district are subject to the design standards found in Section 10.5.220.

DEFINITIONS

10.12.200 MEANING OF WORDS GENERALLY
10.12.205 MEANING OF COMMON WORDS
10.12.210 MEANING OF SPECIFIC WORDS AND TERMS

H1. Historic Landmarks-Related Definitions.

a. Basement: A level that is below grade where the mid-height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.
b. Block Face: The historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing buildings for reference if there are no historic-contributing buildings.
c. Building Line: The line where the building or structure intersects grade. At open walls, the eave line shall be used.
d. Building Parts:
   - Main Portion: The central building mass.
   - Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.

- Wings: A subsidiary and extension portion of the building; at least one room in size.

e. Bay: A partial room projection. It may extend to grade, the floor level, or may be raised, and may also have its own roof.
f. Demolition: The removal of 50% or more of a landmark or historic contributing building, based on its assessed value.
g. Historic Contributing Building: Any building, structure, object or site within the boundaries of a historic district which reflects the significance of the district as a whole due to historic associations, historic architectural qualities, or archeological features.
h. Historic Landmark: Any structure, archeological site, prehistoric site, or historic site on the Forest Grove Register of Historic and Cultural Landmarks (Historic Register) as designated by the City Council.
i. Historic Landmarks Board. The Historic Landmarks Board of the City of Forest Grove or any subcommittee thereof.
j. Integrity: The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district.
k. Non-Contributing Building. Any building, structure, object or site within the boundaries of a historic district that do not add to the qualities, associations, or values of the district because they were not present during the district's period of significance or because they no longer possess historic integrity due to alterations, additions, or other changes.
l. Oblique, Non-Orthogonal, Skewed Front Walls: Front walls that are not parallel to or at a 90-degree angle to their side walls.
m. Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street and that typically has the main entry.
n. Secondary Building Side(s): Non-primary side(s).
o. Visible Sides or Portions: Portions of the building that are visible from the adjacent street(s) or public way.

See other building terms in the Appendix of the Design Guidelines Handbook *Section V Historic District Design Guidelines.*

EXHIBIT B

Focus Area Section V

Historic District Design Guidelines

City of Forest Grove, Oregon
Historic Landmarks Board

Acknowledgements

These Forest Grove Historic Districts Design Guidelines were originally developed by Michelle Dennis and members of the Historic Landmarks Board. They have been updated and reformatted into the Historic Design Review Handbook along with the new Development Code Standards by the Office of Robert Dortignacq, Architect in cooperation with the City of Forest Grove between October, 2013 and July, 2014.

The ordinance to adopt the Guidelines and Standards was approved by the City Council, Ordinance No. 2015- _____ on _____, 2015.

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FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

Introduction

These Historic District Design Guidelines have been developed to provide property owners and the Historic Landmarks Board with guidance for the preservation, restoration, rehabilitation and maintenance of historic landmarks, and new construction within Forest Grove's historic districts. They are based on the Secretary of the Interior's Standards for Rehabilitation.

Retention and restoration of significant architectural features, appropriate use of materials, and sensitive new design help preserve and improve the integrity of individual buildings, and the district as a whole. In this regard, the following collective actions help ensure long-term historic district success.

- Maintain the architectural design, pattern, and details of the original construction and site.
- Maintain the original building materials and use original construction methods.
- Administer new construction that's historically representative of the structure or the district.

Guidelines and Standards

In the interest of flexibility, the strategy adopted by Forest Grove to accomplish the above integrates both guidelines and standards:

Development Standards: Clear, objective, and verifiable requirements provided in the code that protect Forest Grove's architectural heritage. These standards establish a baseline for design, which works in conjunction with other requirements of the Development Code.

Design Guidelines: Recognizing that no set of standards can be perfect, the guidelines provide guidance on how construction might deviate from the standards, and yet still accomplish the goal of protecting our architectural heritage. All projects must meet the development standards. But, projects would be permitted to deviate from the standards in some ways, if it is demonstrated that the related design guidelines have been addressed, and that deviations would result in a higher quality development.

In practice, this strategy engenders a two-track procedure. Designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Design Guidelines [Track 2]. Correspondingly, a two-column approach has been adopted in the body of this document.

Labeled "Track 1, Development Standards", the right-hand column assumes that a project meets all the requirements set forth in the Design Standards (Development Code (DC) Section 10.5.220: Procedure for Review of Proposed Work Affecting the Exterior of Landmarks). The body of this column presents a summary of the development standards that apply to the particular section, plus illustrative photos. (For the actual wording of the design standards, see Section 10.5.220 cited above.)

Labeled "Track 2, Design Guidelines", the left-hand column gives the guidelines and illustrative photos that provide information on how a project might deviate from the development standards that are summarized in the right-hand column. Projects that elect to follow Track 2 (versus Track 1) must receive Historic Landmarks Board approval.

Applicability

The development standards in this section apply to the exterior rehabilitation of buildings within one of the historic districts. Situations include existing historic contributing buildings, additions or new development, and to individually listed historic resources outside of the districts. Certain provisions apply to all properties.

The development standards themselves make recommendations that can be applied to many different resource types, including buildings, sites, structures, objects, and districts. There are additional considerations that may affect preservation or rehabilitation projects, including land use and building codes.

Before undertaking any exterior work on historic resources, Section 10.5.200 et. seq. *Historic Landmarks* should be followed. These design guidelines are consistent with the City's ordinances.

Please note that those properties receiving tax benefits through the Oregon Special Assessment Program are subject to stricter standards for historic compatibility and require approval from the State Historic Preservation Office.

Properties within the historic districts may be eligible for benefits if qualifications are met, including the City's Historic Preservation Renovation Grants (a matching grant program). Information about Renovation Grants is available on the City's website (www.forestgrove-or.gov).

History of Building Types in Forest Grove:

Because the districts developed over several years in conjunction with the overall growth and development of Forest Grove, they not only represent the broad spectrum of community residents, they also represent a wide range of architectural styles and trends, including local variations. In general, houses built for the working class were smaller and less elaborate than houses built for the middle and upper classes. Merchants and professionals were more inclined and better able to afford elaborate houses designed by architects and constructed with the finest materials.

Architectural styles and their variants built in Forest Grove during the nineteenth and twentieth centuries are indicated in Table 1.

Table 1. Forest Grove Architectural Styles and Variants

Century	Architectural Style	Variants
19TH	Second Empire Victorian	
	Italianate Victorian	
	Stick Victorian	
	Queen Anne Victorian	Queen Anne Eastlake Cottage Free Classic
	Vernacular[1]	Gable-Front Gable-Front with Wing American Farmhouse
20TH	Early Colonial Revival	Most commonly Dutch Colonial Revival Greek Revival Classic Revival
	Bungalow	Craftsman Colonial
	American Foursquare	Craftsman Colonial
	20th Century Revival	Tudor French Eclectic Colonial Cape Cod
Post-1940	Minimal Traditional	
	War-Era Cottage	
	Ranch	
	Vernacular*	Pyramidal Cottage Hipped Roof Cottage Eave-less Tract Houses

[1] The term, *vernacular architecture*, refers to buildings made by common, local builders in an informal way, rather than by architects using design methodologies. During construction, locally available resources and traditions are used to address local needs and circumstances. Vernacular architecture tends to evolve over time to reflect the environmental, cultural, and historical context in which it exists.

These images depict actual homes located in Forest Grove[2].

Wood was the most commonly used building material in the historic districts. Most of the historic buildings are of wood-framed construction with some form of wood siding. Windows, doors, and architectural ornamentations were wooden. Many of the early homes in Forest Grove had only rudimentary foundations; but over time, this changed. Currently, almost all historic buildings sit on either poured concrete or concrete block foundations; however, some foundations are composed of concrete and stone or concrete and brick. Many early roofs in Forest Grove were built using wood shingles, with composition roofing introduced in the early 1900s. There are a number of examples of historically significant houses, both in and outside of the districts, built using the "Taylor Process Hollow Wall Concrete Construction" patented method developed in the 1920s. This construction utilized a concrete double wall with an air space. Most of these structures are clad with stucco but have wood-framed roofing systems.

[2] Illustrations courtesy of The Friends of Historic Forest Grove; 2005; *Historic Homes of Forest Grove Coloring Book*; Pgs. 4, 8, 16, 18, 20, 24, 26.

There are historically significant non-residential buildings located in each of the historic districts. Central School, located in the Clark District, is an excellent example of the 20th Century Period Revival style of architecture with Tudor style elements. Typical of schools built in the 1930s, Central School is of brick construction. Historic churches in the districts display the typical Gothic Revival elements, most commonly in the arched windows. The original portions of these churches were often constructed of wood, although later additions include materials such as brick and stucco.

Among the architects and builders who contributed to the development of Forest Grove were Harley McDonald, William Borchardt, E.M. Jerome, F.M. Starrett, Francis Large, John Taylor, Moore and Loynes, and Higgins and Biederman.

DEFINITIONS AND EXPLANATIONS USED IN THE GUIDELINES

Basement: A level that is below grade where the mid height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.

Block Face refers to historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing houses if there are no historic contributing buildings.

Building Line: The line where the building or structure intersects grade. At open walls, the eave line shall be used.

Building Parts - Main Portion refers to the central building mass.

- Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.
- Wings refers to a subsidiary and extension portion of the building; at least one room in size.
- Bay refers to a room projection. It may extend to grade, the floor level or may be raised. It may have its own roof.

Historic Buildings: Means historic contributing buildings unless noted otherwise.

Oblique, Non-Orthogonal, Skewed Front Walls: Front walls that are not parallel or at a 90 degree angle to their side walls.

Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street, and that typically has the main entry

Secondary Building Side(s): Non primary side(s).

Visible Sides or Portions: Portions of the building visible from the adjacent street(s) or public way.

For other building terms see the Appendix of the Design Review Handbook.

BUILDING AND ADDITION PLACEMENT

Intent: Maintain the open space and block defining qualities of the historic districts.

The Building and Addition Placement section includes the following guidelines:

- Orientation
- Spacing
- Setbacks

BUILDING AND ADDITION PLACEMENT

Guideline: Preserve the historic open space qualities, setbacks and building orientation determined by the historic buildings of the district.

Description: Although there is not a uniform setback or spacing of houses in Forest Grove's historic districts, buildings are usually set back from the street on the lot with a relatively sizable front yard, which includes a wide parkway between street and sidewalk. Buildings in a residential district are generally located on lots so that open space exists between them. Lot widths and building widths vary, but there is generally a repetitive pattern of buildings and open space created by side yards and driveways between buildings.

Track 2 Design Guidelines

Recommended

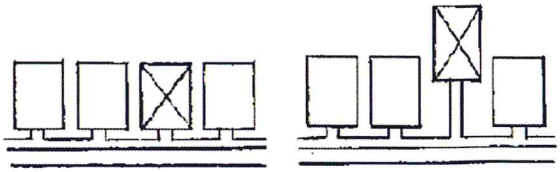
- Orientation: Locate and position new buildings similar to the historic buildings on the block face.
- Orient the building front towards the street. Building entries should be at the front of the building facing and accessing the street.
- Position additions at the rear of the building, if possible. Occasionally a side ell may be an appropriate addition. New structures and additions are not recommended on the front façade.
- Moving or repositioning a historic building or structure may affect its historic significance and needs to be reviewed carefully.
- Spacing: Maintain the pattern of buildings set apart by open spaces between them as established historically in the district and block face.
- Removal of non-historic additions is encouraged, as is reconstruction of missing historic features and additions with proper documentation.
- Maintain public parking strips, sidewalks, and street trees as appropriate for the block face.
- Setbacks: Maintain consistency in the historic pattern of setbacks and building spacing throughout each block. Front setbacks should be yards, perhaps with driveways along the sides of the buildings.
- New construction setbacks for all buildings should match those of the surrounding historic buildings.
- The front setback should be a yard, not a parking area.

Track 1 Development Standards

Related Code Standards

- Orientation: Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain a similar orientation of the neighboring historic buildings.
- Additions are not allowed onto the primary side of a historic building.
- New structures or additions are not allowed in the front yard.
- Existing historic buildings or structures may not be moved or repositioned without Guideline review. See Section 10.5.225.
- Spacing: Maintain the existing front and side spacing and building placement determined by historic buildings within the block face.
- Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings. See Section 10.5.220(i)(vi).
- Maintain parkways and sidewalk alignment for the block face. See Section 10.8.620.
- Setbacks: Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic as well as non-historic structures may remain and may be repaired but not enlarged.
- Maintain average side yard setbacks as determined by historic buildings on the block face.
- Accessory Dwelling Units [ADU]: Either attached or detached: the side yard is governed by Section 10.3.130 Table 3-7.

Typical Spacing and Setback Found in the Districts



New construction set back or brought forward from the street in ways that cause misalignment disrupts the rhythm of the historic development pattern. New construction that maintains the existing setbacks fits better into the historic streetscape.

Mixed Home Sizes as Found in the Districts
Note Orientation to Street and Parkway

New Construction in the District that Maintains Historic Setback, Spacing, and Orientation Qualities

An Example of 2 Story Residences in the District Illustrating the Historic Spacing and Openness Qualities

Mixed Shapes, Sizes and Styles in the Districts Displaying the Historic Spacing and Orientation Qualities

BUILDING DESIGN

Intent: The intent of the Building Design Guidelines section is to preserve the unique historic contributing qualities of the historic districts. For existing historic buildings, the particular interest is to provide direction for sustaining those resources as they require maintenance, and alterations. The intent for non-historic buildings and new development is to provide guidance for the design of their new construction and alterations such that the end result does not deter or diminish the overall historic qualities of the historic districts.

A compatible new building or addition should complement the existing pattern of the historic district. This involves designing buildings that use an architectural style that is similar to its neighbors. Historical photographs can help in this regard. Occasionally, a property owner wishes to increase the living space within an existing building. In fact, a number of historic buildings in Forest Grove have had additions constructed.

The Building Design section includes the following guidelines:

- Height
- Width
- Shape
- Roofs, Dormers and Roof Features
- Porches
- Front, Side and Rear Elevations
- Outbuildings and Garages
- Exterior Siding and Decorative Architectural Details
- Doors and Windows
- Foundations

BUILDING SIZE, SCALE AND COMPATIBILITY

Guideline: The existing historic buildings sizes, scale and shapes in the district should be evaluated and respected when considering modifications, additions, or when constructing new buildings.

Description: Buildings in the historic districts are generally one, one-and-a-half, or two stories in height, as are the churches and Central School.

Track 2 Design Guidelines

Recommended

- Maintain elements that define the existing size, scale, relationship to the ground and site, shape, and architectural styles of historic buildings in the district.
- Additional floors are generally not appropriate. Attempt to gain additional floor space through the use of additions to the rear or side of the building, or by the addition of appropriate dormers on the roof to create additional space on the attic level.
- The size and scale of new buildings should be consistent with surrounding buildings in the district.
- Any additions should be compatible with the original building design and architectural style.
- Except in limited locations, very large buildings (such as mansions or large apartment complexes) are inappropriate in the district. Larger buildings should generally be located at corners, and smaller buildings should generally be located in the mid-block.
- No addition should overwhelm the scale of the building.
- The additional space should be compatible in design, but distinguishable from, the original building. Compatible materials and construction techniques should be used.
- Additions should be made so that if the addition ever were to be removed, there is minimal damage to the original structure.
- The site shall not be significantly re-graded or altered for the purpose of gaining additional stories or building size.

1 Story *1 ½ Story* *2 Stories* *1 Story-Basement*

Track 1 Development Standards

Related Code Standards

Height

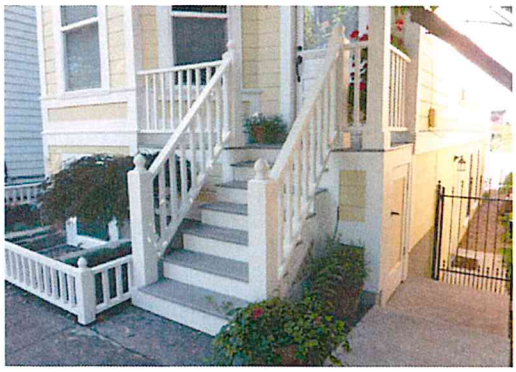
- Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
- Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
- The maximum number of above grade stories is 2½.
- The height or number of stories of the front portion of historic buildings may not be increased.
- Historic buildings may be raised no more than 3 feet from their existing height.
- The maximum height from grade at the building line to the main level for new buildings is 4 feet.
- Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

Width

- The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
- The front width of historic buildings may not be increased more than 10%.

Shape

- The overall primary building shape and that of additions must be representative of existing historic buildings on the block face.
- Additions to historic buildings shall be designed to be secondary to the main building.
- Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
- Rounded walls or porches are allowed for secondary walls or additions.



Example of a Single-Story Cottage
Raised 3 Feet to Allow Lower Level Improvements;
the Historic Relationship to the Ground is Retained

Example of a Single-Story Cottage Turned into a
Tall, Skinny Structure Resulting in the Loss of its
Historic Relationship to the Ground

An Example of an Appropriate New Home
Illustrating Acceptable Size, Scale, Spacing, and
Roof, Dormer, Windows and Details

An Example of Substantial Site Re-grading
To Create a new Lower Level. The Modifications
Result in a Denser Urban Fabric with the Loss of Yard
and Plantings

An Example of an Appropriate New Home -
Note Trim, Roof Forms, Porch Detail
and Garage Entry From Side Drive

An Example of an Appropriate New Home -
Note Trim and Roof Forms, Porch Detail
and Entry Approach From the Street

ROOFS, DORMERS AND ROOF FEATURES

Guideline: Preserve and respect the original roof shape and characteristics of historic buildings.

Description: Utilize the existing roof shapes and qualities of the historic buildings as a guide for alterations and new work. Roof forms vary in shape and pitch. Most are of moderate pitch, although there are examples of steeply pitched and shallow roofs. The majority of roofs are gabled or hipped, although there are also examples of gambrel roofs and clipped gable (or jerkinhead) roofs.

Track 2 Design Guidelines

Recommended

- The repair and alteration of roofs should match the original shape and pitch. Generally, the same roof pitch should be used for additions.
- The same roof type and material should be used for additions.
- The roof form of new buildings should be compatible with that of neighborhood buildings.
- Distinctive decorative features, such as dormers, character defining chimneys, and exposed rafter tails, should be retained. New dormers generally should have the same character as the existing roof (for example a gabled dormer on a gabled roof) and should be designed in proportion to the roof area and other windows in the house.
- Dormers that did not exist historically should be kept to the rear of the house and out of view from the public right-of-way whenever possible.
- Do not install roof features that never existed or that create a false historical appearance. This may include cupolas, cresting, or ornate and corbelled chimneys. Skylights, roof vents, new chimneys and flues, mechanical systems and roof decks should be as inconspicuous as possible from the public right-of-way.
- Restoration of missing historic features with proper documentation is encouraged.
- When feasible, roof materials should be repaired or replaced in kind. Match the original patterns, textures and materials when possible. When repair or replacement of an original material is not possible, the use of composition shingles is acceptable.
- Inappropriate roofing materials include metal, tile, concrete, and vinyl. These materials should be avoided unless there is clear evidence that they were used when the building was constructed.

Track 1 Development Standards

Related Code Standards

Roofs

- Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block.
- Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
- Roofs shall have a minimum of 12" overhang or the average of historic buildings on the block face.
- Gable roofs shall have matching roof slopes.
- Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex.
- Shallow stepped gable roofs: a maximum of 2 are allowed.
- The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
- Roofing types Not Allowed where visible: Sheet metal, clay, concrete or metal tile, single ply types.
- Gutters and Downspouts:

  Types allowed: painted sheet metal, copper.

  Types not allowed: vinyl, plastic except as a downspout receiver hub visible for a maximum of 12" above grade.

Example of a New Building with Complying Roof and Window Shapes, Trim, Siding
Note: The Project Would Not Meet the Street Orientation Guidelines or Standards

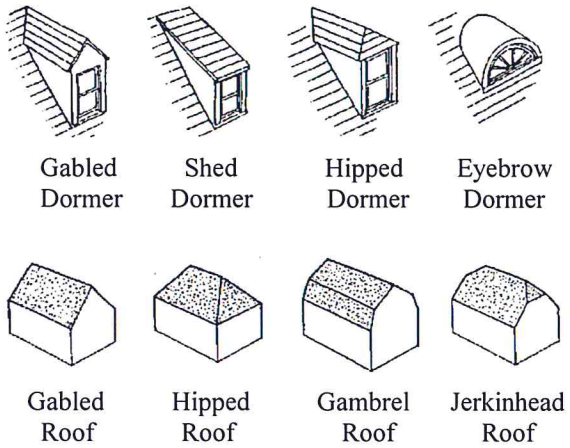
Example of a Non-Complying Roof Shape, General Lack of Trim and Type of Siding

Example Illustrating Simplified, Yet Interesting Secondary Side and Rear Elevations

Example of a Historically Inappropriately-Shaped Building, Roof and Windows

Example Illustrating Appropriate Dormers and Main Roof on a New Home

Example of Non-Complying Shed Roof Shapes, and Sheet Metal Roofing Materials



Dormers and Roof Features

- Dormers on all buildings are to match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
- New dormers are not allowed on a front sloping roof of historic buildings.
- A maximum of 2 dormers are allowed on the front of new buildings.
- The total area for all dormers on a particular slope is limited to 33% for gable roofed dormers and 50% for shed roofed dormers.
- New decorative roof feature additions such as cupolas, towers, crestings, railings are not allowed.
- Chimneys on historic buildings: Retain and repair above the roofline.
- Skylights are not allowed on the front sloping roof.
- Solar panels, satellite dishes, mechanical equipment, are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.

Examples of Complying Historic Dormers

Examples of Excessive and Out-of-Scale Dormers

PORCHES

Guideline: Preserve the front porch and entry of historic buildings. Utilize those existing historic front porches as a design clue for new construction.

Description: A front porch is a characteristic feature of many historic homes, serving as the transition from the street to the interior of the house, and providing outdoor living space as well as protection from the weather. The front porch designates the front and primary entry for the house.

Track 2 Design Guidelines

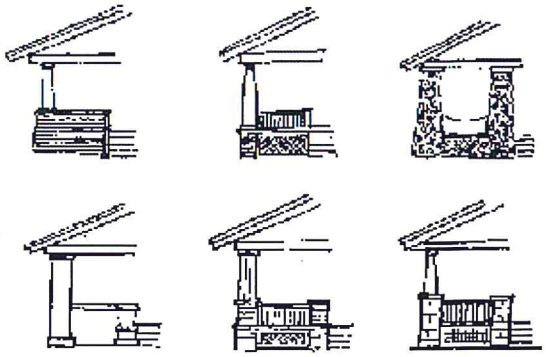
Recommended

- Avoid removing original porches and their distinctive features, such as posts, railings, and stairs; or replacing them with incompatible porches that destroy or cover up character-defining features of the house.
- Repair porch elements whenever possible. If repair is not possible, replacement of materials should be in kind and original design and details should be retained.
- Porches should not be enclosed unless the railings, detail, and open quality of the porch are carefully preserved.
- When trying to replicate a historic porch that has been removed, base the replacement design on historic photographs and historical research and documentation. If no photographs or written descriptive evidence are available, use a period design that is suitable for the style of architecture, replicating trim details and siding materials of the house.
- Porch repairs and replacements should conform to current building codes related to railing height, spindle spacing, step spacing, etc.
- The use of porches should be compatible with that of surrounding historic buildings, and consistent with the building's architecture. If the nearby houses have porches, consider designing the new building with a porch that is compatible in style and scale, or if the nearby houses are of a vintage where porches were not included, the new building should be designed without a front porch, or with one that is modest and does not draw attention to itself or defines the main entry otherwise.
- Porches on new buildings shall respect the style, character of existing historic buildings on the block face. Upper level porches may be allowed if represented on the block face.
- New porches, stairs and components shall integrate with and match the style, materials and finishes of the building.

Track 1 Development Standards

Related Code Standards

- New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
- New front porches must have front street access.
- New porches on all buildings are to match the existing building style, shape and proportion.
- Porches on historic buildings shall not be removed or relocated.
- New houses and accessory dwelling units [ADUs] shall incorporate a porch or architecturally defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
- Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style.
- Front porches and roofs shall serve the main level and be one story in height.
- Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
- Front porches on historic buildings may not be enclosed.
- Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
- Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
- New exterior stairs are allowed for ground floor entrances only.
- Raised decks visible from the street are not allowed.
- Materials Not Allowed:
  - Exposed Structure: steel stair members, steel and concrete types of stairs.
  - Enclosure Members: cable, glass, or vinyl.
  - Roofing: metal roofs.
  - See Decorative Architectural Detail Section.



Typical Bungalow Porches

Porch enclosure (Above) preserves the original details and characteristics of the historic porch (Above Top).

Example of a Well-Maintained Historic Porch

Examples of Non-Complying Porches

DISTINCTION BETWEEN FRONT, SIDE AND REAR ELEVATIONS

Guideline: Preserve the defining qualities the front elevation with minimal alterations.

Description: The front elevations of buildings in the historic districts are generally considered the main facades. They are sometimes distinguished from the side and rear elevations by the use of more elaborate architectural detail and ornamentation.

Track 2 Design Guidelines

Recommended

- Maintain the front facade orientation to the street or corner unless historic orientation was different.
- Original features of each elevation (such as porches, balconies, bay windows, and trim details) should be retained and rehabilitated.
- Additions to buildings should be located on the rear and side elevations. Note: The Front Portion includes the first ten feet of the sides.
- Additions and alterations on historic buildings shall be historically appropriate and consistent and shall use representative products and materials.
- The design of new buildings or alterations to non-historic or historic non-contributing buildings shall not worsen the integrity of the block face or historic district.
- Avoid creating a false historical appearance that is incompatible with the style of the building. Rehabilitation should be based on sound pictorial or documented evidence.

Track 1 Development Standards

Related Code Standards

- The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
- The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
- Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
- Openings: New buildings shall have windows on the front and visible sides of habitable spaces at each level. Each such space shall have a minimum of one window.
- Rear Elevation: Unless specifically noted as significant, the rear and not visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.

OUTBUILDINGS AND GARAGES

Guideline: Garages and outbuildings are important, but secondary, structures for the historic building.

Description: Garages and outbuildings should not be overlooked as important components of historic properties. There are a number of historic garages in Forest Grove. Alterations or additions to these buildings should follow these guidelines.

Track 2 Design Guidelines

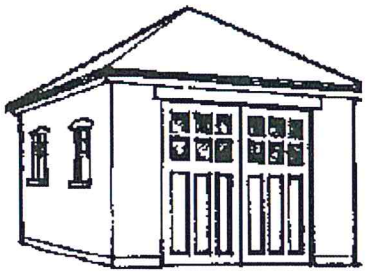
Recommended

- Whenever possible, original garages or out-buildings should be retained or restored, and maintained rather than replaced.
- Whenever possible, retain and repair historic materials, or replace them in kind.
- If replacing a historic garage, use photographic documentation to guide the design for the replacement. Early garages were often designed to match the house; replacement of such garages should take such design and materials usage into account.
- If constructing a new garage for a historic property, the size and scale of the garage should be compatible with the historic house for which it is being constructed. The shape and pitch of the garage roof and siding materials should match that of the house.
- The key element in garage design is the door. Repair original garage doors whenever possible. If replacement is necessary, avoid overhead roll doors (unless the garage is recent enough to have an overhead roll door originally). Consider using typical early garage doors, which are often side-hinged, paneled bi-folds with the top third glazed. It is possible to construct side-hinged, bi-fold doors that can be activated with a garage door opener.
- Houses built after World War II might have had a carport rather than a garage. As with garages, these should be designed to be compatible with the historic house.

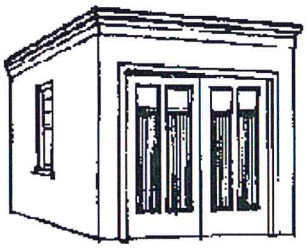
Track 1 Development Standards

Related Code Standards

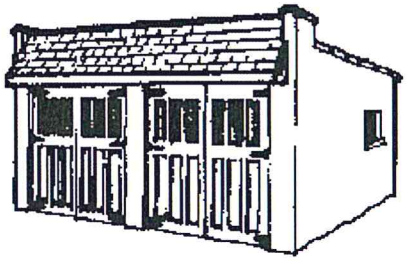
- New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.
- Replacement garages: Retain and repair over replacement for both structure and materials.
- Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear where possible. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.
- Garage Doors: Total width is limited to ⅓ of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. No width constraint if facing the alley.
- Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or out-buildings. Design of these structures must be consistent with the primary building in style, size, construction, materials, detail and color.
- Gazebos and Pergolas are not allowed on the front or in the front yard. See Section 10.7.020.
- Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.



Hipped Roof Garage



Shed Roof Garage



Two-car Garage With Shed Roof

An Inappropriate Mostly Glass Garage Door

Examples of Appropriate, Well-Crafted New Detached Garages Styled and Built to Integrate With Their Homes

EXTERIOR SIDING AND DECORATIVE ARCHITECTURAL DETAILS

Guideline: Preserve and maintain historic siding and decorative architectural details and utilize new matching materials for repairs and additions.

Description: Wood was the predominant building material used for historic properties. It was abundant, cheap, and easily worked to produce siding, moldings, decorative features and finishes. Other materials that were occasionally used include brick, concrete, stone, and stucco. It is important to identify and protect character-defining features such as siding types, window and door moldings, cornices, and brackets.

Track 2 Design Guidelines

Recommended

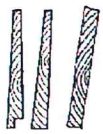
- Whenever possible, original siding and details should be retained or restored, and maintained rather than replaced. If replacing siding materials is necessary, match the siding type, material, and reveal as closely as possible. Do not substitute one type of siding for another (for example, do not use heavy shakes to replace wood shingles; do not use flush-mounted shiplap to replace clapboards; use consistently-sized reveals).
- Siding materials used on new buildings should be consistent with the predominant materials used on other buildings in the district. It is preferable to use wood siding; vinyl and aluminum sidings are not encouraged in historic neighborhoods.
- Use decorative detailing responsibly and locate it at the eaves, windows, and door heads, and porches. Do not attempt to create a false historic appearance.
- Avoid using destructive surface preparation such as propane or butane torches, sandblasting, and high pressure water blasting, as these methods can damage the siding and trim materials.
- Observe current laws for lead-based paint removal.
- Inappropriate materials include T1-11 or scored plywood, vinyl, plastic, and metal. If replacement of moldings and decorative features is necessary, match the materials, details, and workmanship as closely as possible.

Track 1 Development Standards

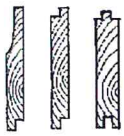
Related Code Standards

- Historic buildings shall retain and repair existing siding, architectural features, and details.
- Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either existing or original.
- Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
- Siding Patterns Allowed: A maximum of 3 wood siding or shingle patterns and types, may also have 1 type of masonry or plaster.
- Surface Preparation: Coating preparation shall avoid damage to historic materials. Sandblasting masonry or wood is not allowed. Note: Pressure washing can damage materials if performed with high pressure, narrow water tip, or insufficient spray distance.
- Siding, decorative architectural details and exposed materials that are not allowed:
  - Aluminum or metal; vinyl; scored plywood or sheet siding;
  - Alternative engineered siding not matching original profiles;
  - Plastic, foam or polymer trim,
  - Cultured stone, synthetic masonry.
- Finishes:
  - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
  - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish.

BEVELED SIDING FLUSH-MOUNTED SIDING

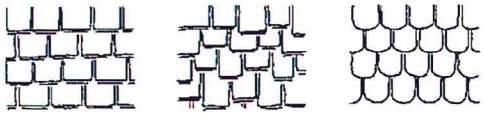


Rabbited (left),
Clapboard (center)
Weatherboard (right)

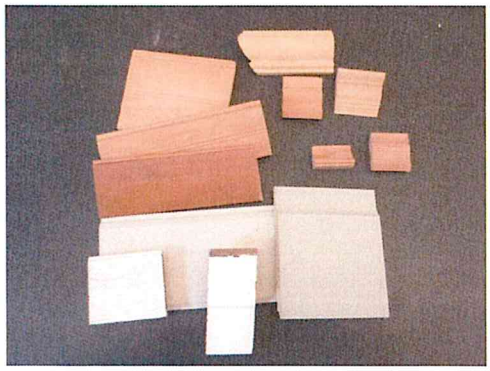


Droplap (left)
Shiplap (center)
Tongue and Groove (right)

WOOD SHINGLE SIDING



Coursed Staggered Fishscale



Wood Molding of Many Shapes are Available Either in Stock, as Salvage Materials, or as Specially Fabricated

Example of an Inappropriate Siding Revision

Example of a Front Porch and Stair Appropriately Modified to Meet Current Building Codes For Handrails

An Example of New Construction With Inappropriate Materials and Finishes

DOORS AND WINDOWS

Guideline: Preserve and maintain historic doors and windows, and utilize their design as a cue for new work.

Description: Windows and doors provide access, light, and ventilation. Their design and arrangement is often a primary decorative feature in a historic building. The majority of historic windows in Forest Grove are double-hung wood sash, although there are examples of several other styles of windows. Historically, doors were also made of wood.

Track 2 Design Guidelines

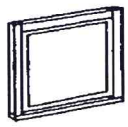
Recommended

- Original window and door openings should be retained.
- Original decorative details should be preserved.
- Repair wooden doors, windows, sashes, frames, and trim whenever possible. If repair is not possible, replacements should match the original details in design, configuration, and materials (i.e., wood, glass, and hardware).
- Avoid removing a historic window and blocking the opening or replacing it with a new window that conveys a completely different appearance.
- If storm windows are desired, consider those that can be installed on the interior of the windows. If exterior storms are necessary, select storm window materials compatible with the age of the house (wooden storm windows are appropriate for homes constructed prior to 1945, while aluminum storm windows became popular for homes constructed after 1945).
- Window restorations should follow fire safety and building codes.
- New windows added in basement and attic remodels must meet building codes related to adequate egress and ingress while attempting to retain historical accuracy; but building codes take precedence.
- The relationship of width to height of windows and doors should be consistent with the dominant pattern set by the surrounding historic buildings, as should the rhythm of walls to openings.

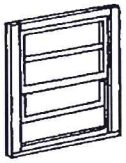
Track 1 Development Standards

Related Code Standards

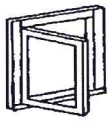
- Original openings on visible sides of historic buildings shall be retained.
- New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
- New basement windows or doors are allowed on side walls.
- Retain and repair existing historic window and door parts and trim if possible. Wholesale replacement of windows or sash of otherwise windows in good condition on historic buildings is not allowed.
- New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.
- Storm windows are acceptable on interior or exterior. At the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Storm doors are allowed.
- Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings on the block face. This includes their design, materials, pattern, grouping, and configuration. Not allowed: Vertically asymmetric, individual window division or configuration.
- New window types and materials not allowed: At front facing or visible sides: Sliding glass units, glass block, vinyl, fiber glass, between glass grids, commercial type windows.
- Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- Doors and Sidelights: New decorative or stained glass is allowed.
- New door types not allowed: Flush metal doors, metal and glass storefront or commercial type doors.



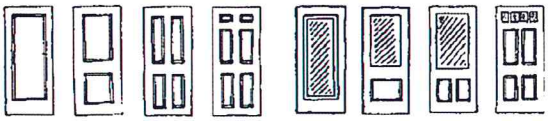
Fixed Pane Window



Double-hung or Single hung Sash



Casement Window



Examples of Historic Paneled Exterior Doors

Example of Non-Complying Window, With a Vertically Asymmetric Division

Example of a Traditionally-Styled Wood Screen Door

Exterior Wood Storm Windows Provide Protection for Historic Wood Window Glazing, Sash and Parts

Good Example of Traditionally-Styled Wood Windows for New Construction

Well-Crafted Matching Wood Window Replacement Inappropriate Siding and Trim Replacement

FOUNDATIONS

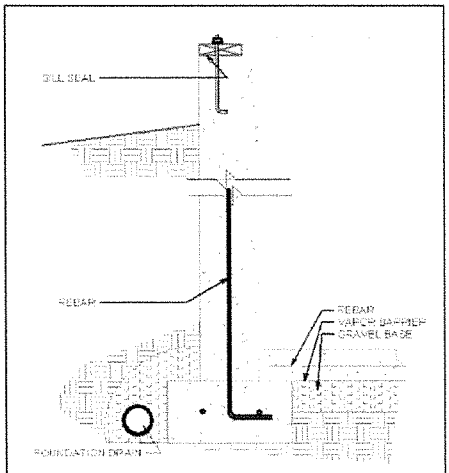
Guideline: Maintain the exterior visible quality of historic foundations while ensuring their structural integrity.

Description: The majority of foundations are concrete, either poured reinforced structural concrete or concrete block. There are a small number of examples where the foundations include brick and/or stone.

Track 2 Design Guidelines

Recommended

- When possible, the appearance of the original foundation should be retained. Changes to foundations should match or be compatible with original foundations in height and use of materials.
- Porch steps, access doors and windows, and vents are features that may be considered part of a foundation. Care should be taken to retain these features when repairing or replacing foundations.
- If a foundation is replaced, attempt to create the same look on the exterior surface.
- Foundation work is generally dangerous and should be done by a professional.
- New or repaired foundations should be designed by a professional and should consider drainage, earthquake anchors, all required safety features, and insulation.
- Foundations should be constructed of concrete and according to building code.



Example Basement Foundation

Track 1 Development Standards

Related Code Standards

- On historic buildings: Repairs and replacements to match original foundation appearance, materials and height at visible faces.
- Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.
- New or replaced foundations and footings shall meet current structural and seismic requirements.
- Original solid masonry foundations may have non visible concrete or metal support.
- New foundations at original solid masonry may have a matching veneer over structural concrete, concrete block unit [CMU], or steel.
- Visible foundations at new infill buildings to match the range of visible heights of historic buildings on the block face and may be concrete block units or concrete.
- Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.

Example of an Inexpensive Brick Pier Reinforcement to be Covered With Wood Skirting on Completion

GLOSSARY

Arch – a construction technique and structural member, usually curved and often made of masonry. They are composed of individual wedge-shaped pieces that span an opening and support the weight above by resolving vertical pressure into horizontal or diagonal thrust.

Apron – a plain or decorative piece of trim found directly below the sill of a window.

Architrave – the lowest part of an entablature, or the molded frame above a door or window opening.

Asymmetrical – a building with an exterior appearance that is not symmetrical or balanced. Any arrangement of building elements including doors, windows or porches that are offset to one side is asymmetrical.

Balcony – a platform projecting from the wall or window of a building, usually enclosed by a railing.

Baluster – any of the small posts that support the upper rail of a railing, as in a stair-case or balcony.

Balustrade – the entire railing system including a top rail and its balusters, and sometimes a bottom rail.

Bargeboard – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging raking ends of a gabled roof; sometimes called a verge-board.

Battered pier and post – a tapered pier and post that is thicker at the base than at the top.

Bay – a regularly repeated spatial element defined by beams or ribs and their supports.

Bay window – a projecting bay with windows that forms an extension of the interior space. On the outside, it extends to the ground level, in contrast to an oriel window, which projects form the wall plane above ground level.

Beltcourse (or Stringcourse) – a horizontal course or masonry or wood on the exterior of a building that usually corresponds with the level of an interior floor.

Beveled siding – siding tapered or beveled so that its upper edge is thinner than its lower; it is lapped in laying to cover the horizontal joint between two adjoining pieces; also called clap-boards.

Board-and-batten siding – vertical siding made up of alternative wide and thin boards where the thin boards cover the joints between the wide boards.

Brackets (or Braces) – projecting elements, sometimes carved or decorated, that support or appear to support a projecting eave or lintel.

Casement window – a window that is hinged on the side and opens inward or outward.

Chamfered post – a post exhibiting a beveled edge which may be either a flat surface, a grooved surface, or a more elaborately molded surface.

Chimney pot – a decorative masonry element placed at the top of a chimney, common on Queen Anne and Tudor Revival buildings.

Clapboards – siding that consists of narrow, horizontal, overlapping wooden boards that are tapered or beveled so that the upper edge is thinner than its lower; the reveal (the exposed area of each board not overlapped by another board) is usually three to six inches.

Column – a vertical shaft or pillar usually circular in section that supports, or appears to support a capital, load beam or architrave.

Corbel – a projection from a masonry wall or chimney, sometimes supporting a load and sometimes for decorative effect.

Corner board – a board that is used as trim on the external corner of a wood-framed structure and against which the ends of the siding are usually fitted.

Cornice – the exterior trim of a structure at the meeting of the roof and wall; usually consists of bed molding, soffit, fascia, and crown molding.

Course – in masonry, a layer of bricks or stones running horizontally in a wall.

Cresting – decorative grillwork or trim applied to the ridge crest of a roof; common on Queen Anne style buildings.

Cross-gabled roof – a roof that has two intersecting gables where one is the main axis or ridge of the house and the other is perpendicular to the main ridge.

Dentil molding – a molding composed of small rectangular blocks run in a row.

Dormer – a structure containing a vertical window (or windows) that projects through a pitched roof.

Double-hung sash window – a window with two or more sashes; it can be opened by sliding the bottom portion up or the top portion down, and is usually weighted within the frame to make lifting easier.

Droplap siding – a type of horizontal board siding that is overlapped and the profile often includes a rounded "channel" along the top edge of the board; sometimes referred to as channel siding.

Eave – the part of the roof that overhangs the walls of a building.

Entablature – above columns or pilasters, a three-part horizontal section of a classical order, consisting of the cornice at the top, the frieze in the middle, and the architrave on the bottom.

Façade – the face or front of a building.

Fanlight – a window, often semicircular, over a door with radiating muntins suggesting a fan.

Fascia board – a flat board horizontally located at the top of an exterior wall, directly beneath the eaves.

Flashing – pieces of noncorrosive metal used around wall and roof junctions and angles as a means of preventing leaks.

Frieze – the middle division of an entablature, below the cornice.

Gable – the vertical triangular portion of the end of a building having a double-sloping roof, usually with the base of the triangle sitting at the level of the eaves, and the apex at the ridge of the roof; the term sometimes refers to the entire end wall.

Gabled roof – a roof form have an inverted "V"-shaped roof at one or both ends.

Gambrel roof – a roof having two pitches on each sloped side, typical of Dutch Colonial Revival architecture.

Gingerbread – highly decorative woodwork with cut-out ornamentation, made with a jigsaw or scroll saw.

Half-timbering – in late medieval architecture, a type of construction in which the heavy timber framework is exposed, and the spaces between the timbers are filled with wattle-and-daub, plaster, or brickwork. The effect of half-timbering was imitated primarily in the Tudor Revival styles of the 20th Century.

Hipped roof – a roof that slopes upward on all four sides.

Hood molding – a decorative molding over a window or door frame, commonly found on Italianate style buildings.

Horizontal lapped board siding – a term used to describe siding material that consists of wooden boards that are applied horizontally and are overlapped; used in a generic sense when it cannot be determined easily if the boards are beveled clapboards.

Infill – construction of new buildings on empty lots between existing structures.

Jerkinhead roof – a gabled roof truncated or clipped at the apex; also called a clipped gable roof. They are common in bungalows and Tudor Revival style architecture.

Leaded glass – small panes of glass, either clear or colored, that are held together in place by strips of lead called cames.

Lintel – a horizontal beam over an opening in a wall that carries the weight of the structure above.

Mansard roof – a roof with two slopes where the lower slope is nearly vertical and often concave or convex in profile. Common in Second Empire style architecture.

Massing – the overall group of forms that comprise the physical bulk and weight of a three-dimensional building or space.

Molding – a decorative band or strip with a constant profile or section generally used in cornices and as trim around window and door openings. It provides a contoured transition from one surface to another or produces a rectangular or curved profile to a flat surface.

Mullion – the vertical member of a window or door that divides and supports panes or panels in a series.

Muntin – one of the members, vertical or horizontal, that divides and supports the panes of glass in a window.

Oriel window – a window bay that projects from the building beginning above the ground level.

Palladian window – a window divided into three parts: a large arched central window flanked by two smaller rectangular windows. They are common to Italianate and Colonial Revival-style architecture.

Parapet – a wall that extends above the roof line.

Pediment – a low triangular gable end, often found in classical architecture.

Pent roof – a small sloping roof, the upper end of which butts against a wall of a house, usually above the first-floor windows.

Pier – a stout, vertical, structural support, often made of masonry; common supports for porch posts on Craftsman bungalows.

Pilaster – a pier or pillar (or vertical portion of) attached to the wall of a building, often with a capital and base.

Pitch – the degree of slope or inclination of a roof.

Porch – a covered entrance or semi-enclosed space either projecting from the facade of a building or recessed into the facade beneath the main portion of the building's roof.

Portico – a porch or covered walkway consisting of a roof supported by columns.

Post – a vertical support member of a building; square, rectangular or boxed posts commonly support porch roofs of Craftsman bungalows, while turned posts are commonly found on Queen Anne style houses.

Purlins – horizontal members in the roof frame that run on the top of or beneath the rafters.

Quoins – cornerstones of a building, raising the entire height of the wall, and distinguished from the main wall construction material by size, texture, or conspicuous joining. In masonry construction, they reinforce the corners; in wood construction, they do not bear any load, are made of wood, and imitate the effect of stone or brick for decorative purposes.

Rafters (and rafter tails) – the sloping wooden roof-frame members that extend from the ridge to the eaves and establish the pitch of the roof. In Craftsman and bungalow-style buildings, the ends of these, called "rafter tails," are often left exposed rather than boxed in by a soffit.

Reveal – Part of a jamb, window, or door opening that is visible le between the outer all surface and the window or door frame.

Ribbon coursing – a method of applying wood shingles as siding where the courses of shingles alternate between a wide and narrow reveal.

Ribbon window – a continuous horizontal row or band of windows separated only by mullions. Used to some degree in Craftsman style buildings, but they also appear in early modern styles.

Rustication – masonry characterized by smooth or roughly textured block faces and strongly emphasized recessed joints.

Sash – window framework that may be fixed or moveable. If moveable, it may slide, as in a double-hung window; or it may pivot, as in a casement window.

Scale – the relative size of objects or elements to one another, making sure they work together and that one does not outweigh another.

Setback – the distance between the street or sidewalk and the front edge of a building.

Shakes – hand-cut wood shingles that are heavier than shingles; usually not tapered as are shingles, with more irregular, rough surfaces than shingles. Used for roofing materials on some contemporary styles of houses.

Shed roof – a roof consisting of one inclined plane.

Shingles – thin rectangular pieces of wood or other materials used in overlapping rows as a means of covering walls or roofs; the base of the shingles can be cut in a variety of shapes to give the shingles surface a distinctive pattern.

Shiplap siding – a type of horizontal board siding that is rabbited so as to be flush-mounted, tight surface on the exterior wall; occasionally the edges of the boards are beveled and when placed together the joint creates a small "V" groove.

Sidelight – a framed window on either side of a door or window.

Siding (also called Sheathing) – the material that covers the exterior surface of a buildings walls; may include horizontally lapped boards such as clapboards, weatherboard, shiplap or droplap; vertical boards such as board-and-batten; shingles such as cedar shingles, decoratively shaped wood shingles, and asbestos cement shingles.

Sill – the lowest horizontal member in a frame or opening of a window or door; also the lowest horizontal member in a framed wall or partition.

Skirting – siding or latticework applied below the water table molding on a building; sometimes applied only beneath the decking of the porch.

Soffit – the underside of the eaves on a building, particularly the boards enclosing the eaves and covering the rafter tails.

Spalling – the cracking or flaking of particles from a surface; occasionally occurs in masonry walls where moisture is a problem.

Stucco – a material, usually composed of cement, sand and lime, applied to a surface to form a hard, uniform covering that may be either smooth or textured.

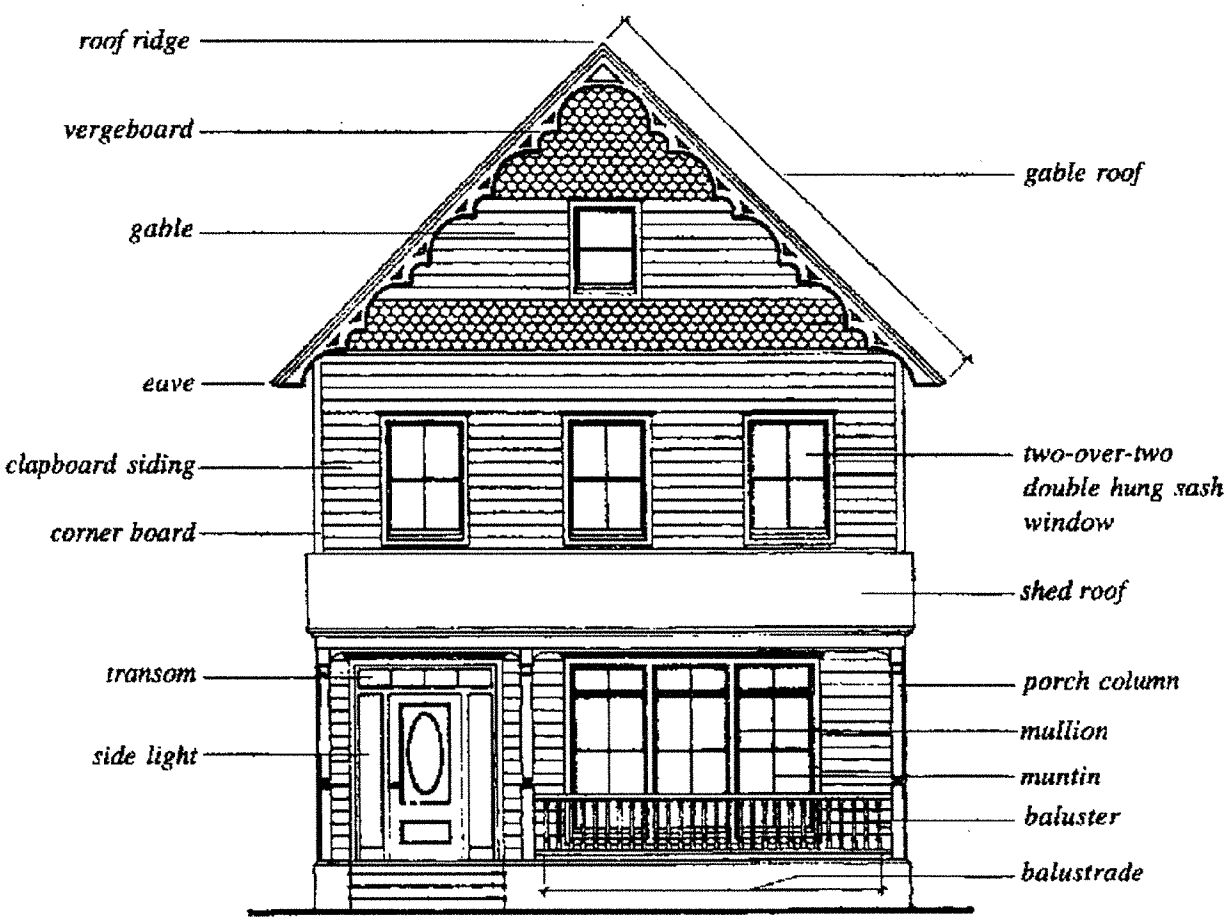
Surrounds – the molded trim around a door or window.

Symmetry – refers to a balanced overall exterior appearance of a building. The porch, door, windows and other features on the front facade of a building are arranged in such a manner that if the building was divided down the center, each side would mirror the other.

Tongue-and-groove – a type of board milled to create a recessed groove along one side and a corresponding flange along the other side that lock together when two or more boards are placed side-by-side. Tongue-and-groove boards were commonly used for flooring and siding.

Transom windows – a window or series of windows above a door or large window.

Veranda – a covered porch or balcony, which wraps around at least one corner of the house.



Vergeboard – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging eaves of a gable roof; sometimes called a bargeboard.

Water table – a projecting ledge, molding, or string course just beneath the siding of a building, designed to throw off rainwater; it usually divides the foundation of a building from the first floor.

Weatherboard siding – a horizontal lapped board siding where the boards are not tapered, but are of even width.

COMMENTARY

EXHIBIT C

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Is Forest Grove's priority historic preservation, urban growth ... or both?

GUEST COMMENTARY
Holly Tsur

In today's busy digital age, people flip from one app to the next and zip from one appointment to the other. But in Forest Grove, if you take a slow stroll through our three national historic districts, you can literally touch the history that surrounds you.

Sit back and sip lemonade on the wrap-around porch of a 1905 Queen Anne Victorian known to locals as the "Green Gables House" in the Clark District. In the Walker-Naylor District, imagine parking your buggy in front of the Old Stagecoach Stop, an 1858 two-story built in grand classical revival style. Or study the intricate pattern of shingles that runs along the huge gable overhangs of a 1921 Craftsman Bungalow in Painter's Woods. In an instant, you'll see how Forest Grove's past blends harmoniously with the present. But will these irreplaceable historic treasures remain a part of our future?

Like many small Oregon towns, Forest Grove sits at the crossroads of a rich pioneer heritage and a bright urban future. Will we choose one direction over the other? Or better yet, can we travel both ways?

By 2050, Washington County's population will nearly double, according to the Oregon Office of Economic Analysis. And with that explosive growth comes the need for more housing. But without clear and well-considered guidelines and standards for remodels and new construction within our historic districts, we risk irrevocable damage to the historic integrity of existing structures and fragmenting our historic neighborhoods with insensitive infill.

The Forest Grove Historic Landmarks Board has set out to protect and preserve our historic districts, while setting fair and equitable expectations for development. We contracted architectural consultants, Dortiqnacq Architecture, a firm known for its successful design standards adopted by historic towns such as Oregon City. Together, we've drafted design standards and guidelines that provide comprehensive direction to builders, remodelers and property owners.

TSUR

The design standards consist of verifiable, objective requirements that protect our districts. Recognizing that some circumstances may warrant deviations, the design guidelines provide flexible guidance on how, with approval of Forest Grove's Planning Department, construction may vary from the standards.

We need your feedback to ensure these documents fully address our community's historic preservation needs. Based on your input, we'll prepare revisions for consideration by Forest Grove's Planning Commission and city council. Once approved, the final edition will be incorporated into Forest Grove's development codes and design guidelines handbook.

We invite you to review the standards and guidelines at forestgrove-or.gov/city-hall/citizen-boards-commissions/historic-landmarks-board. Please submit your remarks to James Reitz, senior planner, city of Forest Grove by email at jreitz@forestgrove-or.gov; by mail at P.O. Box 326, Forest Grove, OR 97116-0326; or in person at 1924 Council Street by Oct. 15.

Together we can support well-nurtured historic districts that provide an attractive and lucrative market for historically representative restorations and harmonious infill development, boosting business for local contractors. Historic property owners will realize higher appreciation and resale values resulting from well-maintained and historically sensitive buildings. And with an even stronger historic identity, Forest Grove will emerge as a more attractive destination; a place where people come in larger numbers — not only to enjoy farm-fresh produce and world-class pinot — but to vacation, shop and set down roots. With clear and well-considered historic guidelines and standards in place, we can help ensure preservation of Forest Grove's rich historic heritage while providing room for a bright urban future.

Holly Tsur is co-chair of the Forest Grove Historic Landmarks Board.

Design Guidelines and Standards Public Input

Responses

What do you like about the Design Guidelines and Standards?
I like... that we have to keep the exterior of the house historic looking with using historic period materials. I also like the homeowners have freedom on the inside of the house to remodel the home to standard building codes.
I would say... I generally agree with most of the standards and design things listed.
I am in favor of guidelines because they help the community and the individual that wants to remodel. The guidelines would help create a uniform city design.
I think the standards and guidelines are fair and a good plan.
The document is quite well crafted. There is nothing irrelevant or lacking. What an amazing amount of work this represents! There is one thing I especially like. Well, two things: Having the design guidelines and development standards in adjacent columns is not only helpful but also visually appealing. The other thing I like are the visuals: excellent photos and illustrations with appropriate captions. On the whole, the document is quite an accomplishment.
It does add value to the town and the properties, and will keep Forest Grove cute. Any city can have unattractiveness- it takes effort to make things nice.
I like that they preserve the historic nature of our neighborhoods, and include enough detail to ensure that standards are met.
They are reasonable and maintain the historic integrity and character of Forest Grove.

What do you dislike?
What I dislike, is nothing. I love how the homes in old town look, and I love the neighborhood as well.
All in all, I dislike such standards as it becomes a tool for the city to come down on specific property owners akin to the current issues with using the IRS to go after political groups they don't like.
It may be difficult to find affordable contractors to do any rehab work to the standards and guidelines recommended.
I would offer only one suggestion, though, and that is to place subcategories directly across from each other, e.g., under Focus Area 5, design guidelines Additions across from development standards Additions, design guidelines Setbacks across from development standards Setbacks, etc.
Nothing.
No issues with them.

CONCERNS

Comment or Questions	Response
Place subcategories directly across from each other.	This would add clarity. Formatting will be completed before final adoption.
Difficult to find affordable contractors.	This is not a guideline or code issue. The City has list of local contractors, but cannot make recommendations. Applicants may also review City files for the names of contractors that have done work on historic structures.

Paint color is mentioned in the Guidelines on page 3 and nowhere else.	Pending Planning Commission review, this reference will be removed. The Historic Landmarks Board opted to not try to regulate paint colors because other historic communities do not; because people should be able to choose what colors to paint their homes; and because if paint color was restricted it could cause a backlash against the entire program.
Homes converted to duplexes.	Allowed uses are regulated by Development Code Section 10.3.120; this is not a design guideline issue.
Steel and concrete are great construction materials.	Non-historic materials such as these would be exceptions and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
Concrete is a great material and can be tinted, stamped, and other techniques (used) to create nice-looking properties.	Same response as above.
Wrought iron was used in many of the (historic) periods.	Same response as above.
To disallow vinyl would limit repairs and new construction since many things are made of plastic and vinyl in place of older wooden trim.	Same response as above.
Siding not allowed: Plastic or polymer trim.	Same response as above.
Setbacks - Your description does not cover corner lots at all. No guidance as to double setbacks or one street versus the other.	Setbacks are regulated by Development Code Section 10.3.130; this is not a design guideline issue.
If I were to upgrade the place with new windows and siding, what other issues would I have to address?	The Historic Landmarks Board has no authority to require other restorations. Any project that requires a building permit may trigger additional Building Code compliance issues. Any non-historic material or architectural feature that might be proposed would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
If I wanted to add gingerbread to the buildings while replacing windows or siding, would it then trigger other issues such as height?	A non-historic material or architectural feature would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures. Building height in all zones is regulated by the Development Code.
Do you plan to have a Planning Commission?	The Historic Landmarks Board would be the reviewing body, with appeals to the City Council.

What if I wanted to replace the existing building completely?	Development Code Section 10.5.225 provides for a demolition delay of up to 180 days. If the applicant has not withdrawn the demolition application by then, demolition of the landmark would be allowed to proceed. Any replacement structure would be reviewed against the design guidelines and standards.
Will it take several tens of thousands of dollars to go before this board with no guarantee of an outcome?	Standard City site review fees would apply. For instance, a residential addition would be charged $74.30 plus standard building permit fees.
Will you have a planning department and building department that have different objectives?	Each department has a code to enforce and does coordinate to ensure they don't conflict with one another.
How much will all this cost or add to construction costs?	Site review fees would be as above. The costs to comply with specific code requirements are impossible to forecast, as each project is unique.
We replaced wooden steps to our front porch with cement steps years ago; would they meet standards listed in the document?	Work permitted before adoption of the guidelines would not be required to change, but new work would need to be reviewed under the new provisions. Exceptions may be allowed with approval of the Historic Landmarks Board (and in compliance with the building code).
It's hard to predict if what a homeowner would like to do would be in conflict with these documents. How would those differences be rectified if/when they occur?	An applicant should consult with staff before an application is filed. Staff will identify potential issues and offer alternatives as to how they can be addressed. If the applicant wishes to vary from the design standards, the Historic Landmarks Board would have to review the project based on the design guidelines, which offer greater design flexibility.
Include the business community in our outreach. Specifically, Rotary, Chamber, and Realtors.	The Historic Landmarks Board chair met with: · Chamber of Commerce Director Howard Sullivan supports the project. A formal presentation will be made to the Chamber in April 2015 (the earliest date available). · Local Realtor Katya Duncan. She too supports the project, and indicated that once adopted, she'll include the guidelines and standards in every packet that she distributes to new owners of historic homes. The Board chair also contacted the Daybreak Rotary meeting coordinator, but a presentation was not done as they had no time left this year. Another attempt will be made Spring 2015. Further outreach to local realtors will also be attempted at that time.
Update the introduction to the guidelines to something more appropriate to the need of providing standards and guidelines versus having stand-alone voluntary guidelines.	The introduction to the guidelines has been revised by the Board to better explain the relationship between the guidelines and the development standards.

Change the name of the "themes" mentioned in the original guidelines introduction to something more active.	"Themes" have been retitled by the Board as "collective actions" in the updated introduction.

Benefit Plan. Bingenheimer noted new single-family home construction continued at a high pace in FY 2013-14 with 99 building permits issued, helping the City's property taxes to increase at a rate greater than the three percent growth in assessed value for existing residential property. Bingenheimber reported the City formed an Urban Renewal District in the downtown area in June 2014, noting the district encompasses 6.6 percent of the City's area and 9.5 percent of the City's taxable assessed value. Bingenheimber advised the effect on the City's future tax revenues is still being determined but loss of taxes from the City's permanent tax rate is expected and will offset some of the additional property taxes from new residential growth, noting the City has not identified any specific projects within the district (City's local option levy is exempt from the Urban Renewal District). In addition, electric and water rates are expected to increase six percent and eight percent per year, respectively, for the next three years as the City continues to address updating aging infrastructure for both of those utilities and adding additional capacity to address future electric and water needs. In conclusion of the above-noted presentation, Bingenheimber addressed various Council inquiries pertaining to the auditor's report, internal control and financial analysis, noting he commends staff for their excellent assistance and outstanding support during the City's audit process.

Mayor Truax called a recess of the regular Council meeting at 7:24 pm so Council could convene into Joint Work Session with Planning Commission and Historic Landmarks Board as noted below.

6. **<u>JOINT WORK SESSION: HISTORIC DISTRICT DESIGN GUIDELINES AND DEVELOPMENT STANDARD</u>:**

Mayor Truax called the Joint Work Session with Council, Planning Commission and Historic Landmarks Board to order at 7:32 p.m. **COUNCIL PRESENT:** Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **PLANNING COMMISSION PRESENT:** Carolyn Hymes; Sebastian Lawler; Lisa Nakajima; Hugo Rojas; Dale Smith; and Tom Beck, Planning Commission Chair (Absent: Phil Ruder). **HISTORIC LANDMARKS BOARD PRESENT:** Jennifer Brent, George Cushing; Kaylene Toews; Holly Tsur; and Neil Poulsen, Historic Landmarks Board Chair. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Jon Holan, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles,

City Recorder.

Staff Report:
Holan and Reitz facilitated the joint work session, noting the purpose of the joint work session was to allow the Historic Landmarks Board (HLB) an opportunity to review and seek input from Council and Planning Commission on the draft Historic Design Guidelines and Historic Design Standards (Development Code Section 10.5.200-10.5.220). Reitz reported the HLB received a grant and contracted the services of Robert Dortignacq, Architect, who worked with HLB in drafting the historic design guidelines and standards. Reitz introduced Robert Dortignacq, Architect, who provided an overall summary of the draft historic design guidelines and standards. Reitz reported HLB conducted an extensive public outreach to solicit comments on the draft historic design guidelines and standards, noting HLB's Summer Newsletter (mailed to about 300 people) was devoted to historic design guidelines and standards and the draft documents were posted on the City's website and postcards were mailed to all property owners within all of the three historic districts (Clark, Painter's Wood and Walker-Naylor) and owners of designated historic sites not located within any district (approximately 500 in total). In conclusion of the above-noted staff report, Holan and Reitz referenced the design guidelines, noting the guide provides design guidelines for the Town Center, Commercial Corridor and multi-family residential projects. The design standards are proposing to amend various Development Code sections, including portions of Design Review (Section 10.2.000); Historic Landmarks (Section 10.5.200); Building Design and Development Standards (Section 10.8.700); and Definitions (Section 10.12.210).

Discussion:
Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed historic design guidelines and standards. Holan and Reitz, as well as Dortignacq and HLB members, responded to various concerns, inquiries and scenarios presented pertaining to designated landmarks, new construction, site plans and exterior architectural-related details, noting 84 landmarks are currently designated by the City and are subject to design review. Reitz advised if the historic guidelines and standards are adopted by Council, the review process would expand to a total of 285 historic contributing structures across the three historic districts, plus 33 of the 84 landmarks that are not located within a district, and an additional 197 non-contributing buildings would be subject to some review and any new construction would be subject to review to ensure its

compatibility with the neighborhood. Reitz explained how the adopted design guidelines and design standards would apply as part of the application design review process, noting if the proposed project complies with clear and objective design standards, the application will be reviewed by staff and would be subject to a Type II design review process. If an alteration is proposed to affect the exterior of a designated landmark or historic contributing structure in the City's three historic districts and/or new construction within a district, the application will be forwarded to HLB for review and would be subject to a Type III design review process. Reitz noted if staff or HLB denies an application, the applicant can appeal Type II and Type III design reviews to the Council. In addition, Reitz displayed photographs showing examples of new development in historic districts and renovations of historic contributing structures, i.e., preserving historic open space qualities, setbacks, building orientations, dormers and roof features, porches, outbuildings and garages, doors and windows, foundations and exterior siding and decorative architectural details that deter or diminish the overall historic qualities of the historic district. Reitz also addressed various inquiries pertaining to lot size, consolidating lots and various types of scenarios that would require a Type III design review by the HLB.

In conclusion of the above-noted discussion, the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making. Hearing no further discussion from the group, Mayor Truax adjourned the joint work session.

Mayor Truax adjourned the Joint Work Session at 8:50 p.m. and reconvened the regular meeting at 8:57 p.m.

7. **CITY MANAGER PRO TEM'S REPORT:**
Gamble reported on upcoming events as noted in the Council calendar. Gamble reminded Council of their Goal-Setting Retreat, which will be held Saturday, February 21, 2015, starting at 8:30 am, Light and Power Conference Room. Gamble provided a brief update on the City Manager's selection process, noting the ad-hoc committee met and created the City Manager Candidate Hiring Profile, which will be presented at the next regular Council meeting for Council consideration. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related