

# Ordinance 3835 Exhibit E



## MEMORANDUM

To: Evan McKenzie, Pendleton Planning Director  
From: Woodruff Minor, Historian and Greg Winterowd  
Date: May 17, 2012  
Re: **Technical Memorandum 11.1: Certified Local Government Process**

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## BACKGROUND AND CONTEXT

### What This Memorandum Does

In Periodic Review Phase I, Winterbrook evaluated Pendleton’s existing historic preservation program and recommended that the City pursue CLG (Certified Local Government) status from the State Historic Preservation Office (SHPO) and revive the Pendleton Historic Landmarks Commission.

This memorandum includes a discussion of the benefits and responsibilities of achieving CLG status. The Planning Commission and City Council are requested to provide direction to City staff on whether to take the steps necessary to achieve CLG status for a revived Historic Landmarks Commission.

### Related Memoranda

This memorandum represents the first step in carrying out the recommendations found in [Technical Memorandum 11: Historic Resources Program Assessment](#). These recommendations are quoted below:

1. Re-establish a functional Landmarks Commission to (a) consider adding new sites to the Historic Inventory and (b) to implement discretionary review criteria found in the HC Subdistrict. \* \* \*
2. Actively seek Certified Local Government (CLG) status for the Pendleton Landmarks or Planning Commission. This program provides guidance to local governments regarding training and standards for effective landmarks commissions.<sup>1</sup>

## **CLG Background**

Established under provisions of the National Historic Preservation Act, the Certified Local Government (CLG) program is designed to promote grassroots preservation through grants, technical assistance, and networks. The nationwide program is jointly administered by the National Park Service and the various State Historic Preservation Offices.

Oregon's SHPO has designated 40 cities and counties as Certified Local Governments, partnering with these CLGs to celebrate the state's heritage through a process of education, documentation, planning, protection, and rehabilitation. Local governments must meet certain requirements to become "certified;" SHPO is currently making that process easier by streamlining the certification process.

## **CLG BENEFITS AND RESPONSIBILITIES**

### **CLG Benefits**

The Oregon SHPO website itemizes a number of CLG benefits, as paraphrased below.

- **Grants:** CLG matching grants (50/50) are available on an annual basis and typically range in size from \$5,000 to \$20,000. Grant funds are used for a wide range of preservation activities, including:
  - Surveys of historic properties and accompanying context statements
  - National Register nominations for individual buildings and historic districts
  - Public education endeavors such as plaques, walking-tour booklets, and websites
  - Preservation planning, e.g., updating ordinances, preparing design guidelines, and administering local preservation programs
  - Architectural and engineering studies to rehabilitate historic properties
  - Rehabilitation work on listed National Register buildings
  - Training workshops and conferences for staff and commission members
- **Technical Assistance:** CLGs have a privileged relationship with agencies and organizations entrusted with historic preservation, including the Oregon SHPO, National Park Service, National Trust for Historic Preservation, and National Main

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<sup>1</sup> <http://www.oregon.gov/OPRD/HCD/SHPO/clg.shtml>

Street Center. CLGs are able to tap into the expertise and resources of these agencies to help address local preservation issues.

- **Networking:** Workshops, conferences, websites, and other mechanisms allow CLGs to dialogue with local governments throughout the nation on preservation-related issues.
- **Increased Effectiveness:** Certified Local Governments become more skilled in promoting the economic and social benefits of historic preservation in their communities, while also becoming more adept at avoiding controversies arising from mishandled cases.

## **Responsibilities**

SHPO cites five principal CLG certification requirements, as paraphrased below.

- a. **Establish a Historic Preservation/Landmark Commission.** Interested and qualified residents should be appointed, including those with “professional” qualifications in the disciplines of history, architecture, architectural history, archaeology, or related fields.
- b. **Pass a Preservation Ordinance.** The ordinance should outline how historic preservation issues will be addressed by the local government.
- c. **Update and Expand Inventory of Historic Properties.** SHPO takes the lead in this effort by awarding survey grants, thus enhancing the statewide database and files.
- d. **Review and Comment on National Register Nominations.** Following review, nominations submitted by local property owners or other members of the public would be submitted to SHPO, which administers the state’s National Register program.
- e. **Enforce State Preservation Laws.**

## **CLG: PENDLETON**

Pendleton is a prime candidate for designation as a Certified Local Government. Renowned for its rich architectural heritage extending back to the mid-19<sup>th</sup> century, the City retains an impressive array of residential, commercial, civic, and industrial structures in varied styles and materials. As noted in Technical Memorandum 11, a number of these historic properties have been inventoried; others have been listed on the National Register of Historic Places.

Yet the city has also lost important landmarks, and its fine neighborhoods and commercial districts have been compromised by incompatible improvements. CLG designation would do much to preserve Pendleton's historic character and unique charm, with all the attendant potential for economic and social revitalization. "Being a CLG shows your community's commitment to keeping what is significant from the past for future generations," states the National Park Service website. "As a certified town, city, or county seeking other opportunities, it becomes easy to demonstrate a readiness to take on a preservation project and be successful."

To be considered for CLG designation, the City of Pendleton must first take the critical actions:

1. Establish a landmarks commission;
2. Adopt a preservation ordinance; and
3. Update the existing historic resource inventory.

As noted in Technical Memorandum 11, in the 1980s Pendleton established a Landmarks Commission, adopted an historic preservation ordinance, and adopted an historic resource inventory.

1. **Landmarks Commission** – Article XIV Historic Conservation Subdistrict, Section 92 makes it clear that the Planning Director *or* **Landmarks Commission** is responsible for reviewing "development, alterations or demolitions" to ensure that the provisions of the HC Subdistrict are met. However, by custom the Planning Commission (which lacks formal training in historic preservation matters) has assumed this responsibility.
2. **Preservation Ordinance** – Pendleton has an adopted historic preservation ordinance, the Historic Conservation Subdistrict. However, this Subdistrict needs to be amended to comply with the Goal 5 administrative rule (OAR 660-023-0200) and to meet CLG standards. This issue will be addressed further in Technical Memorandum 11.2.
3. **Historic Resource Inventory** – Pendleton has an adopted historic resources inventory – although this inventory needs to be updated to address rule requirements. This issue will be addressed further in Technical Memorandum 11.3.

These and other CLG-related issues will be discussed in depth at the June 24 work session, which will be attended by Kuri Gill, CLG Coordinator for the State Historic Preservation Office.

## **NEXT STEPS**

Following the discussion of CLG benefits and responsibilities, it would be helpful if the Planning Commission and City Council could provide some direction as to whether the City

should work with SHPO to attain CLG status and revive the Pendleton Landmarks Commission.

As called for in Technical Memorandum 11: Historic Resources, over the next two months Winterbrook will prepare the following memoranda for Planning Commission and City Council review:

- Technical Memorandum 11.2: Recommended Amendments to the Pendleton HC Subdistrict
- Technical Memorandum 11.3: Recommended Changes to the Pendleton Historic Resources Inventory