Agenda
Aurora Historic Review Board
Thursday, January 22, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

---

1. **CALL TO ORDER OF THE AURORA HISTORICAL REVIEW BOARD MEETING**

2. **CITY RECORDER DOES ROLL CALL**
   Chair Abernathy
   Member Townsend
   Member Frochen
   Member Fraser
   Member TBA

3. **CONSENT AGENDA**
   a) Historic Review Board Minutes
   b) City Council Minutes
   c) Planning Commission Minutes

4. **CORRESPONDENCE - NA**

5. **VISITORS**

   Anyone wishing to address the Aurora Historic Review Board concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora Historic Review Board could look into the matter and provide some response in the future.

6. **NEW BUSINESS**

   a) Sign application for The Wild West Antiques (formally Deer Creek Mercantile) and owner Dana Gerath at 21581 Main Street.

7. **OLD BUSINESS**

   a) Discussion and or Action on Historic Inventory
   b) Discussion and or Action on Sign Inventory

8. **ADJOURN**

Minutes
Aurora Historic Review Board Meeting
Thursday, December 18, 2014, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Kelly Richardson, CMC City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Tim Kinzer, 21317 Hwy 99E

---

1. **CALL TO ORDER OF THE HISTORIC REVIEW BOARD MEETING**

   The meeting of December 18, 2014 was called to order by Karen Townsend at 7:00 pm

2. **CITY RECORDER DOES ROLL CALL**
   Chair Abernathy – Let the record show came in late at 7:15
   Member Simon – Present
   Member Frochen – Absent
   Member Fraser – Present
   Member Townsend - Present

3. **CONSENT AGENDA**
   a) Historic Review Board Meeting Minutes – November 20, 2014, there were a few corrections stated by Member Townsend and City Recorder Richardson.
   b) City Council Minutes – November, 2014 were not in the packet
   c) Planning Commission – November, 2014

A motion to approve the Historic Review Board minutes of November 20, 2014, with corrections made was made by Member Fraser and is seconded by Member Simon. Motion passed by all.

4. **CORRESPONDENCE –**

   a) Email from Kuri Gill with the Historic Preservation Office

5. **VISITORS**

   Anyone wishing to address the Historic Review Board concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Historic Review Board could look into the matter and provide some response in the future.
   No comments were made during this section.

   No visitors present except for the applicants.

6. NEW BUSINESS

a) Discussion and or Action on Application for fence and roofing at 21317 Hwy 99E property owner Valerie Troyer. Represented by Tim Kinzer. The applicant proposes to replace the white picket fence and to replace the tin and wood shake roof with black composition roofing with white gutters.

The board informs the applicant that for the period wood shingles would be the preferred roofing material however the black composition is allowed per the code. The board also informs the applicant the gutters would also be made of wood for this period of house however there is nothing in the code to regulate gutters.

The proposed white picket fence of 3 to 4 feet high is In compliance with the code however the board informs the applicant it is not required on the property. Per code sections Roof-17.40.150 section A -5 and for the fence 17.40.070 A-1

<u>A motion is made by Member Simon to accept the application as presented and is seconded by Member Fraser. Motion passed by all.</u>

The board also informs the applicant that Mike Bryn's restored the building and would be a great resource of information.

7. OLD BUSINESS

a) Discussion and or Action on Sign Inventory,
   - Member Abernathy presents her information to the board; regarding Aurora Depoe, Home Again, Time after Time, Aurora Antiques, Deer Creek Mercantile, Canvas, Highway 99E Antique Moll, Amy's Pet Grooming, Aurora Auction House, Beyond Art, Scatter Creek Junction, Aurora Colony Fiber Arts and Discovered Treasures.
   - Member Simon presents his information to the board, Northwest Mercantile, Grocery Store, White Rabbit, Birthing Center, Shell Station, and Mr. Sills's property.

   There are various issues regarding the properties and letters will be forth coming once the inventory is complete.

   ACTION ITEM: City Recorder Richardson is asked to send letters to the New Dental Office and Deer Creek Mercantile informing them that they have not applied for their signs and that the Dental Office sign is not in compliance with title 17. Richardson is also asked to inform Beyond Art to remove their open sign from the sidewalk because it is a hazard.

b) Discussion and or Action on Historic Inventory List, no discussion at this time.
c) Discussion and or Action on Certified Local Government Grants, which is added to the agenda at this time. There is a brief discussion on the items the board thinks would best be a part of the grant.

ACTION ITEM: City Recorder Richardson is asked to get the following items, Certified Local Government Grant Application and information. A quote for a double sided spiral bound with Mylar cover approximately 95 pages. Put the open position on the board in the city newsletter. Pull 99E Antiques file for the January meeting.

Member Townsend informs the board that she had asked Tim Corcoran to fill the open position and he is considering it.

8. ADJOURN

Chairman Abernathy adjourned the meeting of December 18, 2014 at 8:40 pm.

_____
Gayle Abernathy, Chairman

ATTEST:

_____
Kelly Richardson, CMC
City Recorder

Minutes
Aurora City Council Meeting
Tuesday, December 09, 2014, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Mary Lambert, Finance Officer
Darrel Lockard, Public Works Superintendent
Kelly Richardson, CMC City Recorder
Dennis Koho, City Attorney
Pete Marcellais, Marion County Deputy

STAFF ABSENT: None

VISITORS PRESENT: Jan Peel, Aurora Visitors Association
Joseph Schaefer, Aurora

---

1. **CALL TO ORDER OF THE CITY COUNCIL MEETING**

   Meeting was called to order by Mayor Bill Graupp at 7:00 pm

2. **CITY RECORDER DOES ROLL CALL**
   Mayor Graupp- Present
   Councilor Sahlin-Present
   Councilor Brotherton-Present
   Councilor Vlcek – Present
   Councilor Sallee - Present

3. **CONSENT AGENDA**
   a) City Council Meeting Minutes – November 12, 2014, Councilor Brotherton has a few formatting concerns regarding the November 12 minutes. Councilor Sallee agrees and has a few concerns as well.
   b) Planning Commission
   c) Historic Review Board Minutes – October 2014

   Motion to approve the consent agenda as presented but with formatting issues discussed was made by Councilor Sallee and is seconded by Councilor Brotherton. Motion approved by all present

4. **CORRESPONDENCE - NA**

5. **VISITORS**

Anyone wishing to address the Aurora City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora City Council could look into the matter and provide some response in the future.
No comments were made during this section.

6. REPORTS

a) Mayor Bill Graupp

- Mayor's report, Graupp touches on various topics regarding the election Graupp doesn't go into specifics.

  Council discussed, nothing in this section

  ACTION: None

b) Marion County Deputy

- Deputy report is attached

  Council discussion, there are no questions from council at this time.

  ACTION: None

Officer Marcellais presents the City Council with a token of thanks for allowing him to serve the community of Aurora with a shadow box filled with various badges and patches. At this time Mayor Graupp asks Deputy Marcellais to make sure the new deputy keeps the relationship with North Marion School District intact.

c) Traffic Safety Committee

- Traffic report no one is present. Deputy Marcellais informs the Council that all of the stop signs need the stop lines painted on the pavement. Marcellais also informs the council of a crash at the 2nd street intersection where the driver couldn't see the stop sign at all. Public Works and I are looking into moving the stop sign to a better location.

  Council discussed the issues surrounding the stop sign lines and the need for them to be done.

  ACTION: The Council decides that something should go in the next city news letter informing the public of the speeding concerns around the town and that they have a zero tolerance position on this. At the same time informing the public that Officer Marcellais will be monitoring our local streets more closely.

d) Finance Officer

- Finance officer report, the tax revenues payments are coming in much quicker this year so that is nice.
- In the coming months we will be looking closure at the various accounts to determine if anything needs to be done.
- On your desk tops you will see the completed audit report for year ended 2014.

Council discussed briefly the audit report and how pleased with Finance Officer Lamberts first audit and how quickly it was completed.

ACTION: None

e) Public Works

- Public Works report, there have been a lot of alarms the Telemetry has been acting up currently we are trying to identify the issues.
- TMDL report is now complete the report had some revisions they have been completed and the report has been resubmitted.
- Water operation and maintenance is going well. The first reading with the new handheld had a few problems however we are working through them.
- Budget appears to be on track so far
- Started reviewing for next year's budget
- The City needs to begin setting some dollars aside for pump maintenance.

Council discussed a overgrown tree issue along Ottaway Rd.

ACTION: Councilor Vlcek asks Public Works Superintendent Lockard to look into the over grown trees along Ottaway Rd. Lockard will speak to the property owner.

f) Parks Committee

- Park report, Councilor Sahlin was wondering about the trees in the park from a previous meeting. Councilor Vlcek informed the council that he was simply waiting for nicer weather before he begins.

Council discussed, Public Works request for a pole saw to make trimming trees easier. Everyone on Council agrees this would make it easier.

ACTION: None

g) City Recorder

- Recorder report, Nothing new really most items are routine every month items
- Asks Council to acknowledge the letter submitted by Verizon Wireless to proceed with applying for their permits.

Council discussed, nothing

ACTION: None

Mayor Graupp informs the Council that he will be out of town beginning Saturday until next Saturday.

h) City Attorney

- City Attorney report

- The lease agreements with Sprint and AT&T along with Verizon are clear that they will reimburse the city for any and all taxes.
- The Orchard View Home Owners Association situation is ongoing.
- The title insurance has been purchased that is required for the Eddy situation. A court appearance is expected very soon. Mr. Eddy's attorney made contact to inform the city that there are two possible deals on the table. Councilor Brotherton asks City Attorney Koho if the City would get stuck with the cleanup of the property and all of the costs associated with it and Koho answered yes the city would.

Council discussed nothing at this time. Other than the need for a meeting prior to the hearing on the Eddy matter.

ACTION: Mayor Graupp requests a meeting prior to the court hearing between himself Council President Sahlin and yourself. Finance Officer Lambert request to be involved in the meeting as well.

7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

a) None

8. NEW BUSINESS

a) Discussion and or Action on Recommendation of Planning Commission to Renew Chair Schaefer and Commissioner Graham 4 year terms.

Motion to approve the recommendation from Planning Commission and Re-Appoint Chair Schaefer and Commissioner Graham to another 4 year term is made by Councilor Sahlin and is seconded by Councilor Sallee. Motion passed by all present.

b) Discussion or Action on Recommendation of Historic Review Board to Renew Chair Abernathy and accept the letter of resignation of Bill Simon.

Motion to approve the recommendation from Historic Review Board to Re-Appoint Chair Abernathy and accept the resignation of Member Simon is made by Councilor Sallee and is seconded by Councilor Brotherton.

c) Discussion and or Action on Allocation of Net Income from the Aurora Outdoor Antiques Faire.

Jan Peel with the Aurora Colony Visitor Association (ACVA) addresses the Council and gives a brief back ground of the Committee. The ACVA came about in 2005 when the Chamber of Commerce dissolved due to the fact that they were sued and couldn't afford the insurance any longer. At which time an agreement was made with the City that they would in a sense sponsor our event under the Cities insurance with the agreement that we would retain our ability to use the dollars raised during the fund raising to complete our downtown improvements each year. We (ACVA) have never asked the City for any of the revenue sharing money to

complete our projects we have always used our dollars raised in the Antique Faire. However this year when we wanted to purchase decorations for the downtown area Barb Pierson was told there was no money for that because our fundraising dollars were put in with all the other dollars of Aurora Colony Days. Since some of them were not as profitable our dollars were used for that. I am asking Council to again separate it out and allow us to use our dollars earned for our projects. The ACVA maintains the 2nd street restrooms with those dollars and many other viable downtown improvements.

The Council has a brief discussion regarding the issue Mayor Graupp sates that they had pared down the budget and combined all the day's events into one line item. There were also some concerns of legality as to how the funds should be issued.

ACTION: It is the consensus of the Council to table this discussion in this forum and suggest a meeting between the Mayor, Council President Sahlin and City Attorney Koho along with the ACVA.

d) Discussion and or Action on Audit Report if Available.
There is a brief discussion and praise to Finance Officer Lambert on a job well done a no exception audit report.

A motion is made to accept the 2014 Audit Report by Councilor Vlcek and is seceded by Councilor Sallee. Motion is passed by all present.

e) Acknowledgement of Formal Election Results.

A motion is made to formally accept the 2014 elections results is made by Councilor Vlcek and is seconded by Councilor Brotherton. Motion is passed by all present.

9. OLD BUSINESS

a) None

Councilor Vlcek informs the City Council that he will be resigning from Council as soon as a suitable replacement is found. Mayor Graupp asks him to stay on until after the new budget cycle in May. Councilor Vlcek agrees to try to accommodate the request.

10. ADJOURN

Mayor Graupp adjourns the December 09, 2014 Council meeting at 8:13 P.M.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, December 2, 2014, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT	Kelly Richardson, CMC City Recorder
STAFF ABSENT;	Renata Wakeley, City Planner
VISITORS PRESENT:	Bill Graupp, Aurora Bill Rosacker, Salem

---

1. **CALL TO ORDER OF THE CITY COUNCIL MEETING**

   Meeting was called to order by Chairman Schaefer at 7:00 pm

2. **CITY RECORDER DOES ROLL CALL**
   Chair Schaefer
   Commissioner Graham
   Commissioner Fawcett
   Commissioner Gibson
   Commissioner Rhoden-Feely
   Commissioner Weidman
   Commissioner Willman

3. **CONSENT AGENDA**
   a) Planning Commission Minutes – November 4, 2014
   b) City Council Meeting Minutes – October, 2014
   c) Historic Review Board Minutes – October, 2014

   Motion to approve the consent agenda as presented was made by Commissioner Graham and is seconded by Commissioner Gibson. Motion approved by all.

4. **CORRESPONDENCE –**
   a) Real Time Risk Newsletter Article from City County Insurance.

5. **VISITORS**
   Anyone wishing to address the Aurora Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora Planning Commission could look into the matter and provide some response in the future.

John Berard, Aurora is a new resident in town and asks the Commission who is responsible for the white directional signs in and around Aurora. Chair Schaefer informs him that they would check into it.
Bill Rosacker, informs the Commission that he is a contractor in Aurora and is building a home at 21022 Jenny Marie. He states that he sent his daughter in to find out about everything needed prior to construction he states that he was not informed at that time he neither needed a non-remonstrance agreement nor of the cost involved. He also states that because he has paid so much in system development and permit costs he is asking the Commission to not charge him for the Non-Remonstrance application. Chair Schaefer informs Mr. Rosacker since there is no application before us tonight we cannot make a decision regarding this matter. The charges for the Non-Remonstrance application are what they are and remain so because of the staff time involved.

There is a brief discussion as whether or not these types of agreements are recorded with the property or not.

ACTION ITEM, The Commission would like to look into this matter with the City Planner to see if they should be recorded or not.

6. **NEW BUSINESS**

   a) Discussion and or Action on Training Information Chapter 3 Implementing Measures and Land Development in Practice. The Commission listens as Chair Schaefer goes over the chapter 3 handouts as follows;

Chapter 3: Implementing Measures and Land Development in Practice

Welcome to Chapter 3 – Land Development in Practice. As we noted in our overview in Chapter 1, local comprehensive plans are the overarching documents cities and counties use to guide and regulate land use and development. The comprehensive plan must be consistent with Statewide Planning Goals and is implemented through zoning ordinances, development codes and other regulations. All cities and counties within Oregon have a comprehensive plan and implementing ordinances. It is important to periodically review and revise plans and regulations to ensure they are consistent with legal requirements and reflect community needs and values. The purpose of this chapter is to explain these practices in more detail.

Comprehensive Plans

Comprehensive plans identify each community's type, location and intensity of future development. Depending on the size of the jurisdiction, plans may be subject to periodic review by DLCD, the State Department of Land Conservation and Development. They are expected to accommodate changing needs over time. Where applicable, comprehensive plans include policy guidance for specific natural resources such as rivers, wetlands, forests, farmland, rangeland, estuaries, shorelands, beaches, and dunes.

Preparation

The process to prepare each comprehensive plan requires several steps. They may overlap and do not necessarily take place in this specific order:
Identifying current conditions and issues
Collecting data
Setting goals and

Preparing the plan

When identifying current conditions and issues, it is important to undertake early and thorough public involvement efforts with citizens, local businesses, community organizations and neighborhood leaders. Public engagement may occur in many ways, from open houses, town hall meetings and workshops, to coffee klatches and personal interviews. Websites, e-mail, and other on-line techniques help broaden public outreach and promote civic engagement.

The second task, data collection, also contributes to identifying issues. Information is most often available from governmental agencies, community resources such as housing inventories, and current and previous policies and plans. After careful review and analysis, the data can show emerging patterns that may help to predict future conditions. Examples include population projections and economic forecasts. Information about natural hazards, geology and topography can help guide decisions about where future development should occur.

The third step is to set goals. What is the community's vision? What kind of community do people favor? How much land should be set aside for future housing needs? Industrial development? Natural resource protection? Recreation? Other uses? The resolution of many of these issues will involve application of requirements contained in the statewide planning goals and state statutes.

The fourth and final step is to prepare or update the comprehensive plan - the document that is reviewed and adopted by the governing body. The plan covers public involvement, key goals and focus areas, and implementation measures. The planning process may require several drafts and take considerable time and effort.

Adoption

Adoption of the comprehensive plan is considered a "legislative" action. It follows public hearings, which provide an opportunity for formal public testimony, and final approval by the city council or county commission. After state review and "acknowledgement," the comprehensive plan becomes the community's guiding policy statement regarding land use and development.

Implementation

Comprehensive plans are implemented through land use regulations such as zoning ordinances and development codes. Other measures may include capital improvement programs, design review ordinances, intergovernmental agreements, refinement plans, and special area management plans.

Updates, Amendments and Periodic Review

State law (ORS 197.628) establishes procedures for periodic review of comprehensive plans and land use regulations. This process is mandatory for some more populated jurisdictions and is optional for others. The purpose of this process is to ensure that comprehensive plans and land use regulations are appropriate for the community, given any changes in local, regional and state conditions and continue to comply with the statewide planning goals. Statewide Planning Goal 2 requires all comprehensive plans to contain a schedule for review and revision on a periodic basis. Plans must continue to provide sufficient land for projected population growth and development and ensure that such growth and development is supported by adequate transportation and public facility infrastructure. Needed amendments must go through the adoption process described previously.

Zoning

The purpose of a zoning ordinance is to carry out the policies and designations contained in the comprehensive plan. Zoning ordinances divide community into various land use zoning districts, such R-1 residential, or C-1 Commercial. Each specific zone lists uses and activities allowed outright, allowed with conditions, or prohibited. Zones delineate areas where similar types of development are permitted and others are not. For example, a mixed-use housing/commercial district permits a variety of housing types and businesses, but may not allow large-scale industrial manufacturing. Zones can separate conflicting land uses, protect property values, improve predictability in decision-making, increase efficiency of public services and protect natural resources or special types of land. Zoning ordinances

also contain procedures for actions requiring review or hearings; for amendments to the ordinance or map; and for enforcement.

Zoning Map

The Zoning Map is a visual and spatial planning tool that implements the comprehensive plan. The map shows the location and boundaries of base zones and overlay zones covering all geographical areas of the city or county. The zoning map and any changes to zoning designations over time must be consistent with policies and designations in the comprehensive plan. The comprehensive plan and zoning map may be very similar but not necessarily identical.

Zone Types

Basic zone designations typically include general categories of uses such as Residential, Commercial, Industrial, Public, Farm, Forest, and Rural Residential. Overlay zones typically apply to floodplain and natural hazard areas; specific natural resource areas; or, special use areas such as airports. Within the basic zone categories, communities often include several more specific zones. For example, sub-categories of residential zoning may include single-family, multi-family, medium-density, and high-density. While zoning categories are similar statewide, each community creates its own, based on the desired development pattern and policy framework contained in the comprehensive plan.

Conditional Uses and Variances

Local governments may allow certain uses in a zone subject to review and special conditions. The zoning ordinance lists conditional uses that may be authorized within each zone. Conditions of approval may be specified by the zone or imposed by a decision-maker based on the results of a public review and hearing, although in this case the decision-maker will need to justify special conditions by citing an overarching policy or requirement. A variance allows a local government to modify some requirements to account for unique circumstances based on standards outlined in the zoning ordinance. Variances may reduce lot size requirements or coverage standards, off street parking requirements or structural setbacks. Variances do not allow uses not otherwise authorized in a zoning category.

Conditional use provisions generally apply to uses or activities that have potential adverse impacts or compatibility issues and therefore require review. In many cases, adverse impacts and compatibility issues can be resolved or minimized by the application of conditions or limitations. Zoning ordinances specifically list the types of uses and activities that may be authorized through the conditional use review process. Some types of conditional uses, such as those allowed within Exclusive Farm Use zones, are subject to specific state requirements.

Variance provisions provide the opportunity to modify regulations due to unusual circumstances, such as the lot configuration, in order to allow the same use as similarly situated nearby property. For example, a variance may be requested to allow a reduced setback for a home built on an unusually shaped lot. Variances are subject to specific and rigorous approval standards outlined in the zoning ordinance. Decisions require evidence and findings demonstrating the standards are met.

Overlay Zones

Overlay zones modify the regulations in a base zone by allowing or limiting uses or adding specific requirements. For example, an area may be zoned commercial and also be included in a design overlay zone to meet certain community goals. Among the many types of overlay zones are those for floodplains or other hazards, riparian areas or environmental considerations, future urban uses, greenways, main streets, airports and transportation corridors.

Alternatives to Conventional Zoning

Euclidian Zoning is the most common zoning ordinance framework used in the United States. The term "Euclidian" is from the 1926 U.S. Supreme Court case, Village of Euclid, Ohio v. Ambler Realty Co. This style of zoning segregates land uses into use categories based on the type and intensity of allowed uses and activities. Residential zones typically allow the lowest intensity uses and industrial zones typically allow the highest intensity uses. Over time, many communities have chosen to abandon this tiered

approach in favor of more specific and exclusive zoning categories. This approach encourages more efficient uses of land, public facilities and transit.
Local governments also are increasingly considering "Performance Zoning," also known as "Effects-Based Planning," and "Incentive Zoning." Both establish goals and criteria for development and are considered more flexible than more conventional zoning.
Another alternative, "Mixed-Use Zoning," allows compatible but different types of uses in a single area. A mix of housing, retail, and offices often results in a compact pedestrian friendly development pattern with more efficient infrastructure and stronger economic ties within the community. Mixed-use areas can be included within "Form-Based Codes." These codes regulate development form, rather than land use. For example, form-based codes in a densely developed area typically include smaller set-backs, higher residential density and improved pedestrian circulation.
DLCD has prepared a Model Code for use by small cities and provides technical assistance to local governments. For information about the model code or code assistance program, contact the regional representative for your area.
CC&Rs or "Covenants, Conditions and Restrictions" are also known as "private zoning." They are often established and enforced by a homeowners' association formed by the developer. The goal is to maintain high standards of development by prohibiting activities that could degrade the appearance or security of the development. Covenants restricting ownership in the development by certain classes or races of people are illegal.

Land Divisions

Under Oregon law, there are two categories of land divisions: partitions and subdivisions. A partition divides a unit of land into two or three parcels. A subdivision divides a unit of land into four or more lots.

Minimum Lot Size

Minimum lot size is the smallest area allowed for a lot or parcel. In cities, this is the smallest area of land in a particular zone on which a structure may be built. Minimum lot sizes are typically expressed in square feet in urban zones and in acres in rural zones. The minimum lot size in an area determines the density of allowable development. Typical minimum residential lot sizes in urban areas are between 5,000 and 20,000 square feet. In rural farm and forest zones, they are between 80 - 160 acres, and in rural residential areas between 2 and 10 acres. For reference, one acre is 43,560 square feet. If it were square, it would be approximately 209 feet on each side, about the size of a small city block.

Plans and Plats

Partitions and subdivisions undergo two stages of review and approval. A tentative or preliminary plan is a proposal that is reviewed by local officials to ensure conformance with code or ordinance requirements and identify planning issues or problems. After it is approved, the tentative or preliminary plan becomes a final plat with accurate survey lines and dimensions of lots, streets, utilities, and other physical features. This final plat is officially recorded with the county. Detailed standards and procedures governing partitions and subdivisions are found in ORS Chapter 92*.

b) Discussion and or Action on Renewing Commissioner Graham and Chair Schaefer Terms. There is a brief discussion and it is the,
<u>Consensus of the Planning Commission to recommend to City Council to reappoint Commissioner Graham and Chair Schaefer for another 4 year term.</u>

7. OLD BUSINESS

a) Discussion and or Action on Legislation Regarding Recreational Marijuana, since it has now passed in the election. We now need to look at this at a city level. Also the moratorium on the medical marijuana ends in May of 2015 Chair Schafer states it would be best to look at these items together. There is a brief discussion on the logistics of how to regulate but at this time there is no decision made. It is hoped by all that there will not be a complete rewrite of the code involved as it would be costly.

8. ADJOURN

Chair Schaefer adjourned the December 2, 2014 Aurora Planning Commission Meeting at 8:08 P.M.

Chair Schaefer

ATTEST:

Kelly Richardson, CMC
City Recorder

City of Aurora
HISTORIC REVIEW BOARD
Application for Certificate of Appropriateness

SIGN APPLICATION

IMPORTANT: In order for your application to proceed in a timely basis, this form and the required attachments MUST be completed in full. If your application is incomplete, no decision will be made and your request will be delayed. Please turn in the complete application at least ONE WEEK prior to the meeting (4th Thursday of each month) so that board members can become familiar with your property and project. It is helpful, but not required, if you can attend the meeting.

You will need to refer to the City of Aurora Municipal Code for Signs in the Historic District which can be obtained at City Hall.

Name Dana Geraths Date 1/14/15
Business Name The Wild West (Formerly Deer Creek Mercantile)
Physical Address 21581A Main st. Aurora, OR 97002
Mailing Address PO Box 594, Aurora, OR 97002
Phone 503-559-2350 Email Degeraths@gmail.com

Number of signs requested 1

Colors (please bring samples)
Background White mfg/number
Trim Barn Wood mfg/number
Lettering Black/Red shadow mfg/number
Other Design Elements

Type signs:

☐ **Freestanding sign(s)**
Location
Size (dimension)
Height from ground to top of sign
Material of signs
Material of supporting structure
Font/size

☑ **Wall sign(s)**
Location Above front door of shop
Size (dimension) 72" x 33"
Total wall area (façade) upon which the sign will be mounted (sq.ft) ?
Total sign area (sq.ft) 15 sq ft. Approx.
Material of sign Wood
Font/size Varies

Paid $15 cash 1-15-2015
receipt # 079542

☐ **A-Frame sign(s)**

Number of signs (see sign code)_____

Location(s)_____

Size (dimension)_____

Material_____

Font/size_____

☐ **Other type of sign**_____

Location_____

Size (dimension)_____

Material_____

Font/size_____

Do your sign(s) requiring lighting?

☐ Yes ☑ No

Proposed lighting_____

Attach the following in order for your application to be accepted:

1. **Site plan drawn to scale with project location shown.**
2. **Elevations, including dimensions.**
3. **Photograph of property is helpful but not required.**

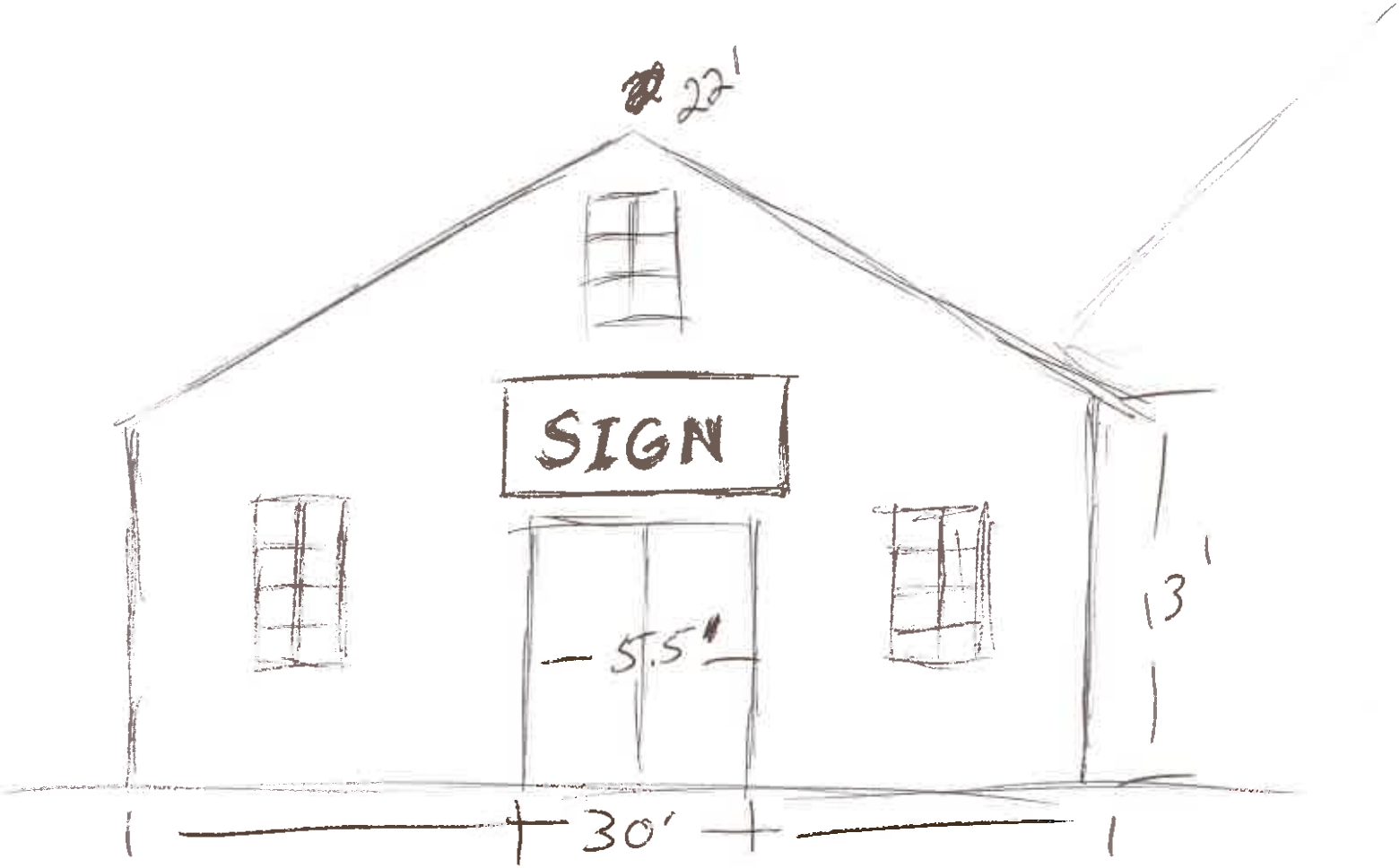
I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

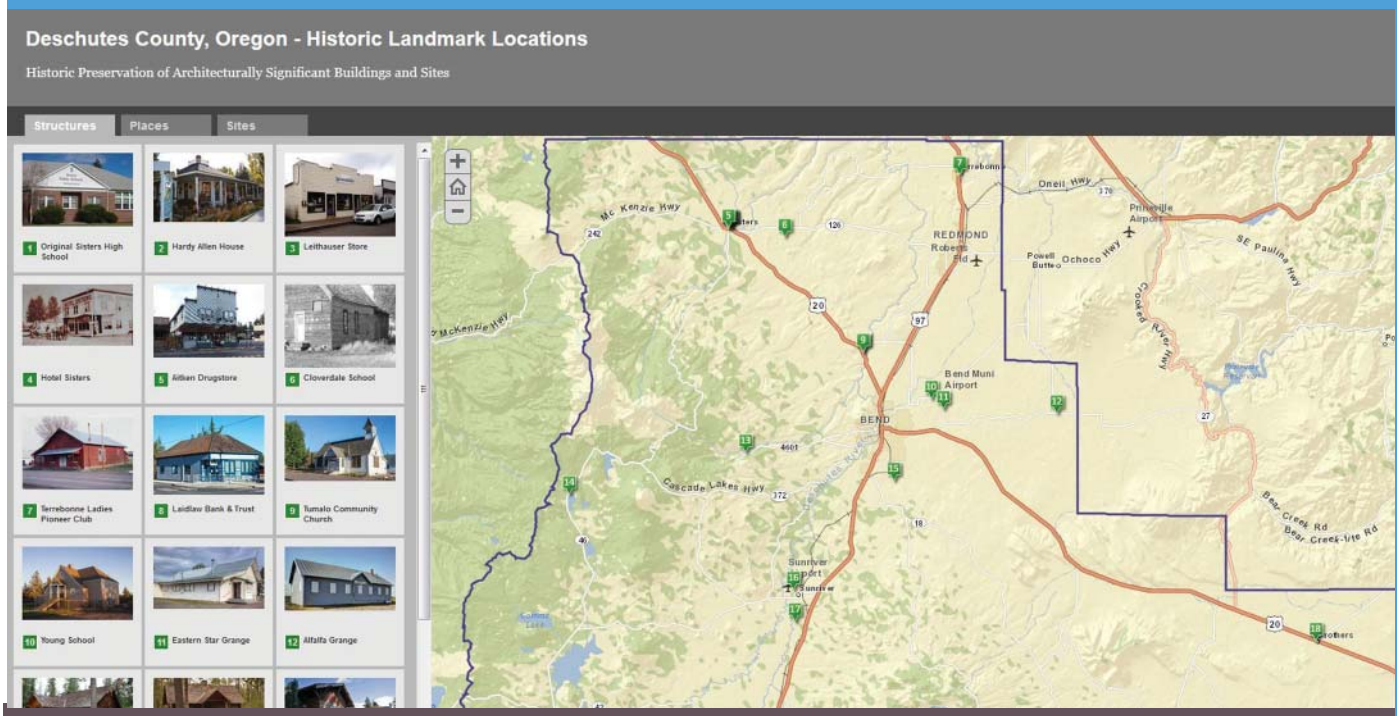
1/14/15
Date

Signature of Applicant

Sign Measures 72" x 33" approx.
White Background, Black Text, Red Shadow on Main Title. Font = TT Oldstyle 1

Sign is bordered with aged Barnwood.


22'
SIGN
5.5'
13'
30'



2015 Certified Local Government Grants

Grant Requirement Manual

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1829 C Street NW, Washington, D.C. 20240.

The activity that is the subject of the publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, as provided through the Oregon State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

State Historic Preservation Office
Oregon Parks and Recreation Department

Cover Photo: *Deschutes County CLG project*

Introduction

Congratulations on receiving a grant from the State Historic Preservation Office (SHPO). The Certified Local Government (CLG) grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior. You must comply with all Federal laws governing the administration of sub-grants as noted in the CLG Grant Agreement and this Manual.

These grants must have a 1:1 match. The grant cycle is 17 months if the grant agreement is signed promptly.

We want to help your approved project succeed. While we attempt to make the grant requirements clear and easy, we are responsible to the public for the appropriate handling of state and federal funds. Grant funds will be provided to you as reimbursement for appropriately completed and reported work. Please use this manual to navigate the grant process.

If you have more questions after reading this manual please contact: Kuri Gill at Kuri.Gill@oregon.gov or (503) 986-0685.

Canby

Grant Agreement

It is very important to read and be familiar with all elements of the CLG Grant Agreement, as it is the legal document defining your project activities. This Manual lays out additional guidance for requirements of the grant. Non-compliance with the terms of these documents will cause problems with paying you for your work, and may even jeopardize receiving a grant in the future.

Shortly after you were notified that you had been awarded a grant, you received a Grant Agreement. By signing the Grant Agreement, you attested acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. This manual is considered to be part of your Grant Agreement.

Some of the items in the Agreement included:

1. An approved project budget with line items specifying project expenses.
2. Project Starting Date, Project Completion Date and the date final reports are due.
3. Special Conditions for the project.
4. Specific language for the acknowledgement of public funds

provided by the State of Oregon and the National Park Service.
5. Requirements for submitting reports and billings.
6. Requirements for inspections and audits.

Amendments to the Agreement
You may not, without prior written approval from us, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract you hold was made on the assumption that the work described would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

The Grants Coordinator must be notified as soon as possible of expected under expenditures of grant or match funds. Any unspent CLG Grant funds must be reobligated to other projects; otherwise, they are lost to the people of Oregon, and returned to the federal government.

We are here to help!

Grant Management

Consultation with SHPO

SHPO staff has expertise in all types of typical CLG projects. While ongoing communication with the CLG Coordinator is required, you will be working closely with other staff assigned by SHPO in the program areas related to your project.
For example:

Ian Johnson - National Register, Ordinance, Education
Joy Sears - Restoration & Rehabilitation
Kuri Gill - Education, Review & Compliance, Planning, etc.
Diana Painter - Survey, National Register
Jason Allen - Survey
Mike Gushard - Education

Port Orford

Work Plans

Work plans for all projects must be approved by the SHPO staff before work begins. For example: for Historic Rehabilitation projects, submit the following to the Grants Coordinator:

1. Before photographs
2. Plan drawings
3. Work description including materials, tools and processes to be used
4. Timeline

SHPO staff must approve drafts of publications and interpretive panels prior to production.

Hiring Consultants/Contractors

The grantee is responsible for all contractor and consultant oversight. A consultant or contractor is any individual or firm who is not a staff member on the permanent payroll of the grantee's organization. If you plan to use a consultant or contractor to carry out any tasks in your project, the selection must be consistent with Oregon State policies and the Secretary of Interior's Historic Preservation Professional Qualification Standards (**http://www.nps.gov/history/local-law/arch_stnds_9.htm**).

These provisions apply to the hiring of consultants or contractors when the funds to pay their fees are either CLG Grant Funds, or are part of the non-federal matching share of a CLG grant. Depending on their involvement in the project, your staff may be required to meet the Secretary of Interior's standards for historic preservation professionals also.

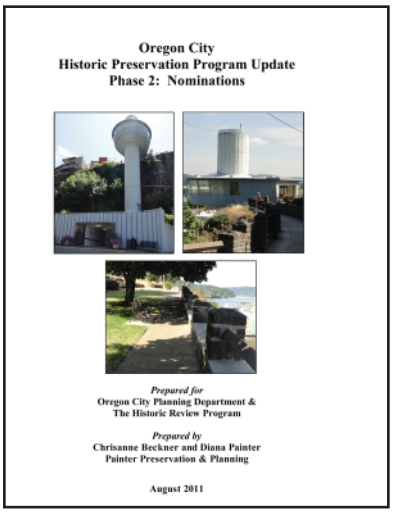
Grantees shall maintain documentation on file to support all hiring and contracting procurements involving Federal and matching funds, including evidence that the services of the consultant are needed and cannot be met by current staff whose salaries are paid in part under the grant. Documentation must include:

1. How contractor was solicited and selected;
2. Why contractor was selected (references, quality, previous work, time frame, cost, etc).

SHPO may request that the Grantee check the Consultant's references, if evidence of this is not submitted with the approval request. This is good hiring practice.

The Grantee has the responsibility for project completion, as they are under contract with the SHPO. Management of the consultant contract is included in this responsibility. The Grantee needs to maintain regular contact with the consultant to receive progress reports and assure that the agreed upon timeline is being met, and that the products meet their contracted obligations.

All work carried out by the contractor or consultant must be submitted first to the grantee, not to SHPO. When the Grantee approves the work, the Grantee will submit the report, any documents that are products, photos, and the payment request to SHPO. In no case does the contractor or consultant submit work or reports directly to SHPO; drafts for SHPO review must also come from the Grantee.

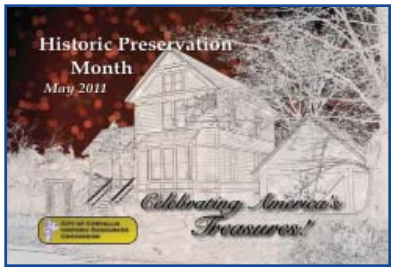

Oregon City
Historic Preservation Program Update
Phase 2: Nominations

Prepared for
Oregon City Planning Department &
The Historic Review Program

Prepared by
Chrisanne Beckner and Diana Painter
Painter Preservation & Planning

August 2011

See Heritage Bulletin #8 for more information about working with contractors and consultants. Available at www.oregonheritage.org.



Fossil

Public Notice Requirement

All grant or match-funded publications, literature, and videos must be reviewed, revised if needed, and approved in draft form by SHPO prior to final publication. This includes context statements, pamphlets, brochures, booklets, interpretive panels, exhibits, etc.

Acknowledgment of Support

An acknowledgment of NPS support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by HPF grant funds. Projects that must include this are newsletters, brochures, plans, reports, etc. This acknowledgment shall be in the form of the following statement:

The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

(Only relevant portions of the required statement need to be used as appropriate depending on the content of the publication; e.g., if there are no commercial products, then that part of the statement can be omitted.)

Nondiscrimination Statement

Publications and audio-visual materials must also include the following nondiscrimination statement:

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.

Public information

Press releases, publications, and any other public dissemination of information (including electronic materials such as World Wide Web

pages) by a grantee made possible by grant assistance shall acknowledge Department of the Interior, National Park Service grant support by use of the above statements.

We cannot reiburse for projects that don't include the above statements.

Copies of publications

Upon publication, a minimum of one electronic copy and three hard copies must be submitted to SHPO. Two copies of the publication will be furnished by SHPO to NPS, which will furnish one copy to the Department of the Interior's Natural Resource Library for deposit. Of the copies retained by SHPO, one will be filed with the contract and the other will be placed in the resource library. Publications covered by this section include any publication produced as a result of research or any other work funded in whole or in part by CLG grants, except National Register Nominations and Inventories, which conform to their own submission requirements.

Preservation Agreement Requirement

All development or rehabilitation projects require a Preservation Agreement between the SHPO and the property owner. An example Preservation Agreement is available as a fillable form on the HPD Grants website: **http://www.oregon.gov/OPRD/HCD/SHPO/pages/clg_Tools.shtml**

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. Please send a printed copy with the final report. We prefer photos in a digital format (300dpi). If you provide a digital copy, then the hard copy can be printed from a computer. If you are not providing a digital version, the photo must be professionally printed.

Calendar & Timeline

Grant Funds Available – April 1, 2015 with a fully signed grant agreement
Progress Report - June 30, 2015
Grant Project Completion Deadline – August 31, 2016*
Final Report & Billing Deadline – September 20, 2016

* Schedule any contracted work well before the project completion deadline so you have time to review the product and request any changes before it is turned into SHPO.

HISTORIC DISTRICT DEVELOPMENT STANDARDS
HISTORIC BUILDING BRIEF No. 5

Garages/Outbuildings

General Guidelines
- Retain and preserve historic garages and outbuildings whenever possible.
- New buildings should not visually detract from the main house.
- New buildings should be placed behind the front line of main house.
- Single-width garage doors maintain the character of historic neighborhoods. Multiple garage doors detract from historic character.

History
- Garages originally were separate buildings placed behind the house, often accessed from alleys.
- Began to be incorporated into houses in 1920s. Usually placed on side of house, in hilly locations they were often tucked underneath.
- Doors were usually swinging doors, one car width wide.

Early 20th century single-garage tucked underneath

Late 20th century double garage gabled toward street

- Garages in Ranch Style houses were under the same roof as main house and often placed in front.
- By 1970s, garages were one of most prominent features of a house. Typically placed closer to street, and with wider doors than earlier examples.
- Other types of historic outbuildings include sheds for storing garden/farm equipment, wood sheds, pump houses, spring houses and outhouses.

Placement and Size of New Garages/Outbuildings
- Locate as inconspicuously as possible on side or rear of main house. Preferably placed behind rear line of main house.
- Must meet current City codes on setback and lot coverage ratios.

This project is supported in part by a grant from the Oregon State Historic Preservation Office, Oregon Parks & Recreation Department, funded by the National Park Service through the National Historic Preservation Act.

Ideas for photos – building condition, contractors at work, artifact condition, historic feature condition, collections facilities, people doing data entry or scanning, volunteer group shots, celebration of completion events, etc.)

CLG Grant Reporting & Billing

Project Reports

A interim and final report form will be emailed to you. Please fill them out in electronic form, if possible, and email them. An interim project report is required on June 30th.

Please include:

1. what has been accomplished on the project to date;
2. any problems or concerns you might have;
3. any OPRD assistance needed.

The Report Form follows the work itemization in your application and Agreement. This report is not intended to be a time consuming procedure. Information to complete it should be collected on an ongoing basis throughout the project. Each report stands on its own. Do not repeat information and expenditures previously reported.

****NOTE: WE MAY SWITCH TO ONLINE REPORTING DURING THIS GRANT CYCLE, YOU WILL BE NOTIFIED AND ASSISTED.****

St. Helens

Submitting an interim reimbursement request

Partial payments may be requested throughout the duration of the grant period on the project report form. The current interim or final project progress report form must be used, and all requested information must be entered.

The entire final payment will be withheld until all products are received, and approved by SHPO. No more than 50% of the expenditures to date will be paid in any payment, to assure the required 50/50 minimum match.

Remember to submit all document or video drafts to SHPO for review, revision if necessary, and approval prior to publication. Review by professional staff may take two weeks.

Final Products

Federal Guidelines make it very clear that the product is the measurable result of CLG projects. Products must meet the Secretary of Interior's Standards for the applicable project objectives. It is very important that you complete each element agreed upon in the Agreement. If goals are not met, it is SHPO's responsibility to withhold final reimbursement, or request re-payment of funds. Your ability to secure future grants from SHPO may also be affected.

When the project is completed, submit a final report summarizing the project using the final report form and necessary attachments including photographs. Your final reimbursement request and report documents must be submitted within twenty (20) days following the agreed project end date. This must include:

1. Final Project Report & Billing Form
2. Project summary
3. Before, during and after photographs
4. Copies of projects like brochures and research summaries
5. Copies of contractor/consultant invoices
6. Receipts or accounting documention of smaller expenses

Audits

A financial audit of your grant may be conducted following the submission of your final products and payment requests after the grant period ends. Also, the SHPO program is audited at least every four years, and your project may also be audited as a part of that review. Your financial records should be retained for a period of seven years, or for three years following the final audit.

In Field Monitoring

You may receive approximately one or more site inspections involving both the project coordinator and/or persons conducting the work. Typically, the meeting might consist of a visit to the project area; a review of the boundaries, concentrations or types of resources, discussion of the progress of the project, or attendance at a public hearing or meeting. Record keeping and financial systems may be examined. In-field monitoring will be scheduled in advance of the meeting.

If you have more questions after reading this manual, please contact:

Kuri Gill at Kuri.Gill@oregon.gov or (503) 986-0685

Allowable Costs

Expenditures may be charged to this grant only if they:

1. are in payment of an obligation incurred during the contracted grant period,
2. are necessary to the accomplishment of approved grant objectives, and
3. conform to the "Standards for Allowability of Costs" and "Matching Share Standards" in the NPS Historic Preservation Fund Grants Manual, Chapters 13 & 14. These chapters are available as a separate document on the Heritage Program Grants page: **http://www.oregon.gov/OPRD/HCD/grants.shtml**

Note Regarding Federal Employees: You may not use any Federal grant funds or matching funds to pay any expenses of current employees of the Federal Government. This is in accordance with 18 USC 209 stating that a Federal employee can't receive supplemental compensation for their services in their capacity as Federal Government employees.

Federal Requirements of the Grant

1. Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars A-87, A-102, and A-110, apply to CLG grants. Failure to comply with these Circulars may be the basis for withholding payments for proper charges, recovery of such funds, and the termination of financial support. Most of the circulars are on the Web, at **http://www.whitehouse.gov/OMB/circulars/**.
2. Environmental Requirements. Activities funded by CLG grants shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (Public Law 91-190), the Coastal Zone Management Act, and the Floodplain Management Act, as applicable.
3. Equal Opportunity. Equal Opportunity information must be posted in all project offices and sites. All activities assisted under the HPF grant program are subject applicable Federal laws as stated in your contractual agreement, including the provisions below:
    a. Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of race, color, age, national origin, or handicap shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
    b. DI Form 1350, Assurance of Compliance (with Title VI, Civil Rights Act of 1964)
    c. Property acquired or developed with HPF assistance shall be open to entry and use by all persons, regardless of race, color, age, national origin, or handicap who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence.

Accounting Procedures

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0670 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

1. Establish a separate account for each agreement project.
2. Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant billing form.
3. Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit.

Following is information about the specific budget categories:

Professional Contractor or Consultant

1. Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.
2. Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.
3. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Volunteer Time

1. The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.
2. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project. A packet of forms are available from your grant coordinator for use by grantees who are tracking values of volunteer work and donations to projects. The forms are, for the most part, self explanatory.
3. Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge. In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then included in the payment request support documentation.

Supplemental Information

Employees
When a staff member is involved in a grant project, their time on the project must be clearly tracked electronically or on a timesheet, showing hours on their usual job and hours on the project separately. Total hours may not exceed 40 hours/week, with the only exception being the well documented time at meetings occuring outside normal work hours. Payrolls need to be signed by an authorized person.

Time and Attendance

1. Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed.
2. Fringe benefit rates should be developed using actual costs, and individual components should be identified.
3. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel
State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. In November 2011, this rate was 51 cents per mile. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained.

Current State of Oregon rates are:
Breakfast = $11.50
Lunch = $11.50
Dinner = $23
Lodging = $77

Materials and Equipment
Value and Use of Owned Equipment: Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs. The State has developed a form that may be used for this purpose; copies are available from the grants coordinator.

Equipment Rental (Outside): Payments made by the project sponsor for equipment rented for specific project area are generally allowable under state regulations. Payments made by the project sponsor must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Supplies

1. Supplies and materials charged to the project must be supported by purchase orders and supplier's invoices.
2. The original or a photocopy of the cancelled checks must be available for a field audit.

3. Printing, Publication Design, etc.
4. If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

1. Valuation of In Kind Contributions from Third Parties The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.
2. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.
3. Volunteered services may be counted as matching share if they are a necessary part of the project. A packet of forms are available from the grants coordinator for use by grantees who are tracking values of volunteer work and donations to projects. The forms are, for the most part, self explanatory.
4. Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge. In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then included in the payment request support documentation.
5. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.
6. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.

Professional Qualifications Standards

Note: Consultants hired for CLG projects should meet the following qualifications.
The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Supplemental Information

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.
Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Application | **Worksheets** | Information | Event Log | Control Panel

Project Budget Worksheet

RLS - Contractor	$3,000.00
RLS - Materials & Supplies	$100.00
RLS - Staff 10hr/50	$500.00
Public Ed - Staff 20hr/$50	$1,000.00
Public Ed - Design, Printing, Etc	$1,000.00
Public Ed - Volunteer time 100hr/$9.10	$1,000.00
Other - Travel	$500.00
Other - registration	$500.00
Public Ed - Materials & Equipment	$1,000.00
Development - Contractor	$3,000.00
Development - Staff time 4hr/$50	$200.00
Grant Administration - Staff 5hr/$20 & 4hr/$50	$300.00
NR Nomination - Staff 50hr/$50	$2,500.00
NR Nomination - Contractor	$9,000.00
NR Nomination - Materials & Supplies	$400.00

Total Project Cost: $0.00

Source of Funding Worksheet

Staff - 88hr/$50	$4,400.00
Staff - 5hr/&20	$100.00
Volunteer time - 100hr/9.10	$1,000.00
Contractor	$5,100.00
Materials & Supplies	$1,400.00

Total Match for Sponsor: $12,000.00
Grant Funds Requested: $12,000.00
Total: $24,000.00

CLG Sample Budget

Please enter the cost for each project with the project and cost categories.

Cost categories:

- Contractor/Consultant
- Volunteer Time
- Staff Time
- Travel
- Materials & Equipment
- Printing, Design, etc.
- Other (specify)

Project categories (codes to use in budget):

- Grant Administration (Grant Admin)
- Reconnaissance Level Survey (RLS)
- Intensive Level Survey (ILS)
- National Register Nomination (NR)
- Public Education (Public Ed)
- Planning, Review & Compliance (PR&C)
- Pre-Development
- Development
- Other Activities (Other)

CERTIFIED LOCAL GOVERNMENT GRANT

ONLINE GRANT APPLICATION INSTRUCTIONS

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

The CLG Program has an online grant application. This system has been designed to make the grant application more efficient. The instructions may not address every possible scenario that could occur however, you will get the information necessary to navigate the application process. These instructions are intended to assist with the online application process, for information on how to answer the questions see the sample form of the old application. Please contact Kuri Gill (Kuri.Gill@oregon.gov or 503-986-0685) for assistance.

System Requirements: The OPRD Online Grant Application requires the following software:

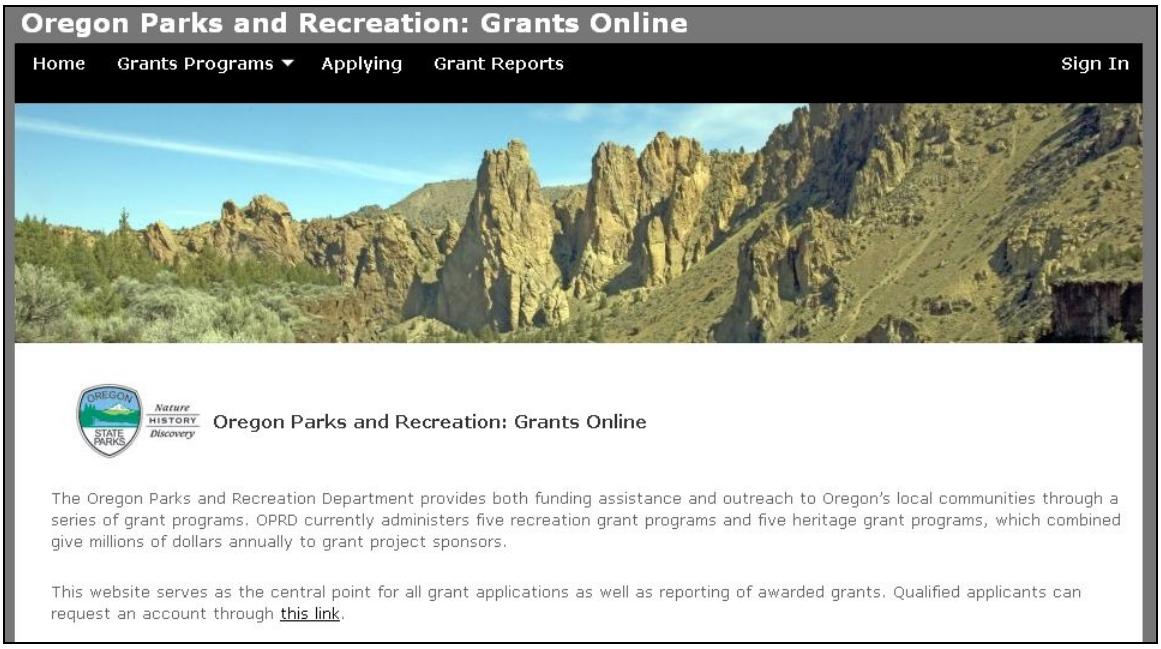
1. Browser:
    - Firefox version 7 or higher.
    - Safari version 4 or higher.
    - Chrome version 10 or higher.
    - Internet Explorer version 8 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all application functionality is available in Internet Explorer. To create and manage Applications with a minimum amount of frustration, we suggest you use Chrome, Safari or Firefox browsers. Click on one of these links to download the appropriate browser.)
2. JavaScript must be turned ON.
3. Popup blockers need exceptions for this site.
4. If you are not receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

Note: Screen shots and photos within these instructions are just samples of what the application looks like. These shots are from a simulated application. These are not taken from the actual grant application from this particular grant cycle.

Step One: Accessing the Online Grant System

1. Visit the Oregon Parks and Recreation: Grants Online site at http://oprdgrants.org/
2. Qualified applicants can request an account through clicking on the link provided at the bottom of the page.
3. You will then be directed to the Grant System Account Request page.

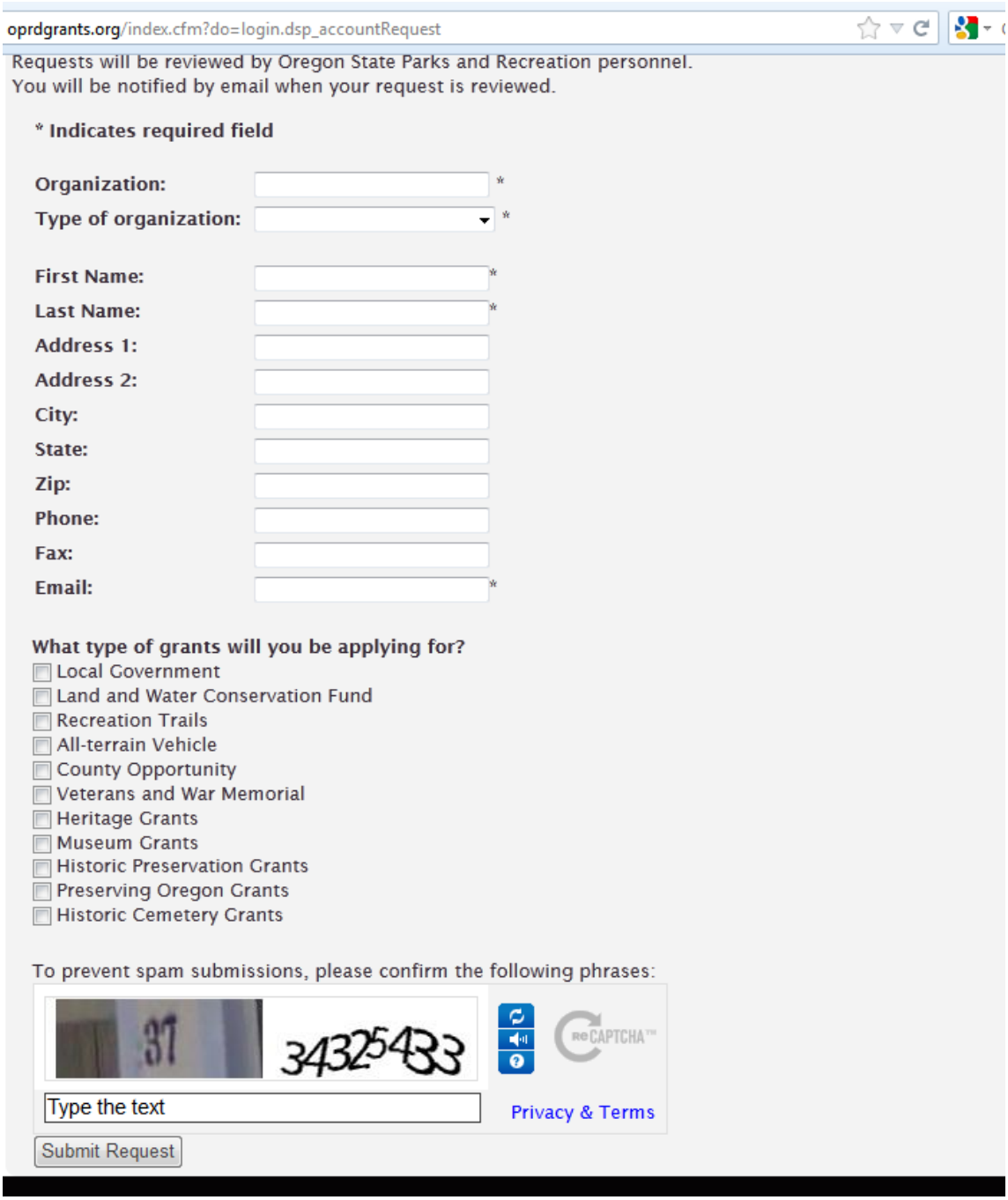


It is recommended you request an account as soon as possible. Do not wait until the last minute to request an account or to begin filling out the application. Grant staff must review and approve your account request before you can access the online application. Requests will be reviewed within 3 business days.

Step Two: Request an Account

1. Enter your name, organization information and contact information. Only certified local governments will be approved to apply to the CLG Grant Program.
2. Check the Historic Preservation Grants box. You may also check any other grant type you will be applying for in the future if you wish.
3. At the bottom of the screen, enter the distorted words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this program. If you are not sure what the words are, enter your best guess or click the 'reload' button next to the distorted words. Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. Click

the ‘submit request’ button.

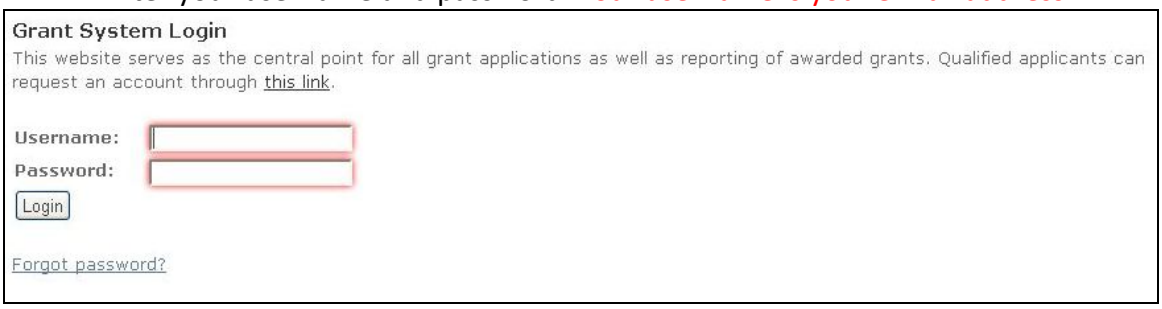


4. You will receive a confirmation e-mail from OPRD RecGrants once your request has been processed. If you are approved for an account, this e-mail will include a link which will direct you to set your password. When you click the link, a box will pop-up to enter your password. You have 24 hours from the time the email was sent to complete this, notify the grants coordinator if you have missed that time frame.

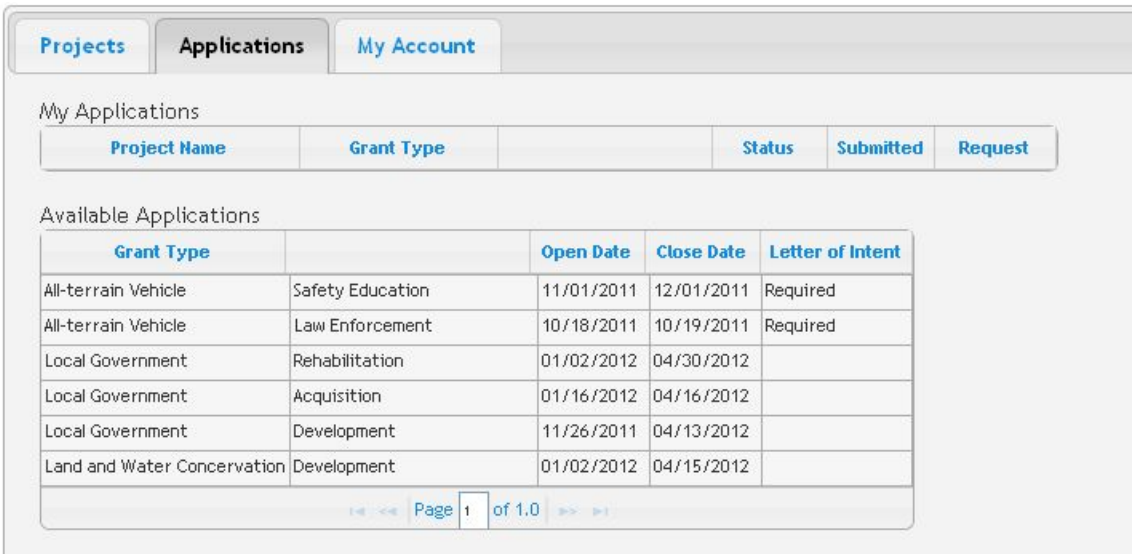
Step Three: Applying for a Grant

Once you have set your password you may begin to apply for a grant.

1. Go to http://oprdgrants.org/ and click 'sign in'.
2. Enter your username and password. Your username is your e-mail address.

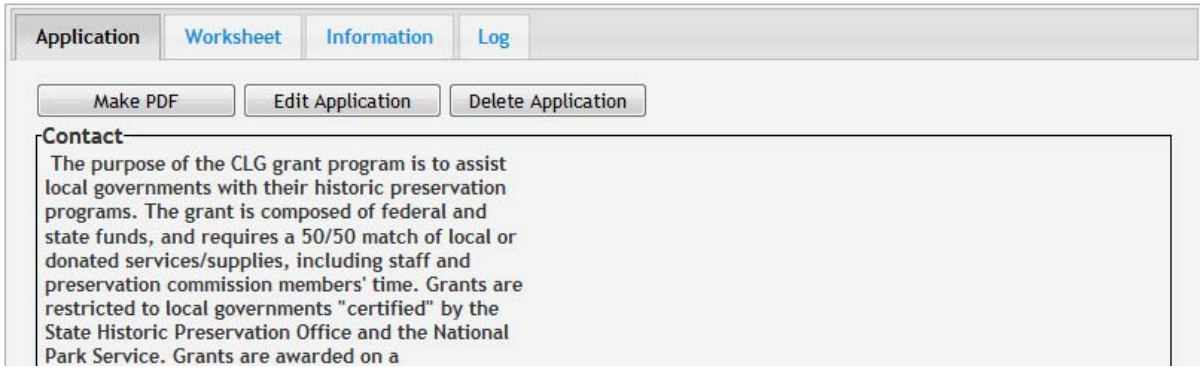


3. Select the 'Applications' tab. There may be several applications available through different OPRD grant programs, so be sure to select the correct grant type and project type that applies to your project. Select Historic Preservation Grants for the Grant Program field and 2015 for the Grant Year field.
4. Select the application you need under 'Available Applications', click anywhere on the application title to open. Once you have saved information in the application it will be available under 'My Applications' to edit or view.

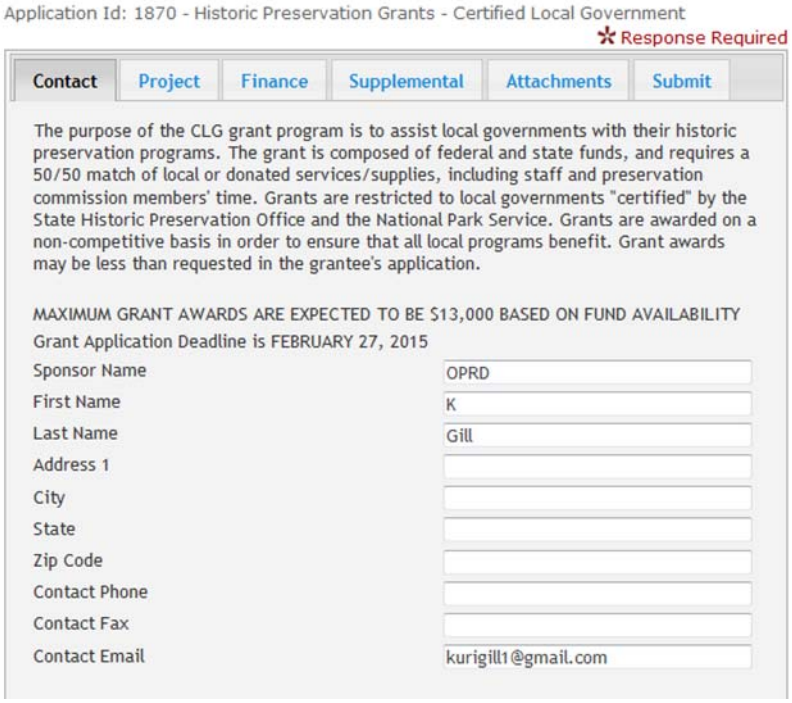


5. Click on the 'Edit Application' button. This button will appear each time you log on until you have submitted the application. You would only 'Delete Application' if you choose not to

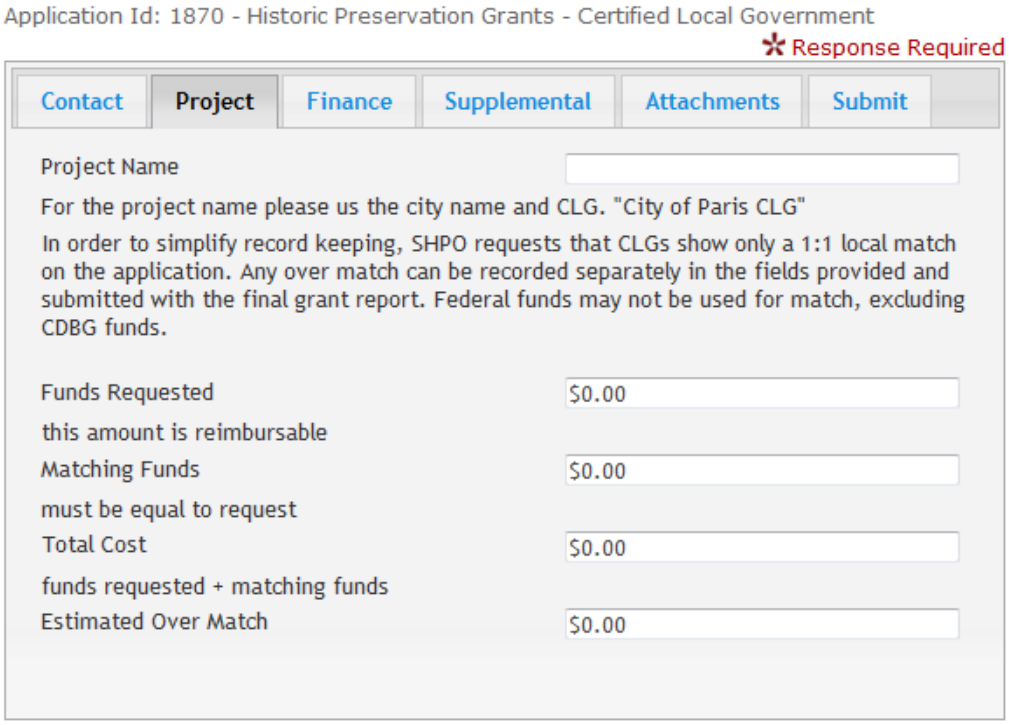
submit the application. The application can be edited up until it is submitted.



6. Each tab is a section of the application that must be completed. You may move from tab to tab during the course of completing the application. You are not required to complete the entire application or all parts within a tab all at one time. It is recommended that you complete the 'Project' tab first. Click the 'Save' button at the top of the page after completing responses. You should save often. You may log out and log back in when you are ready to work on your application as desired. Questions with an asterisk require a response prior to final submission.



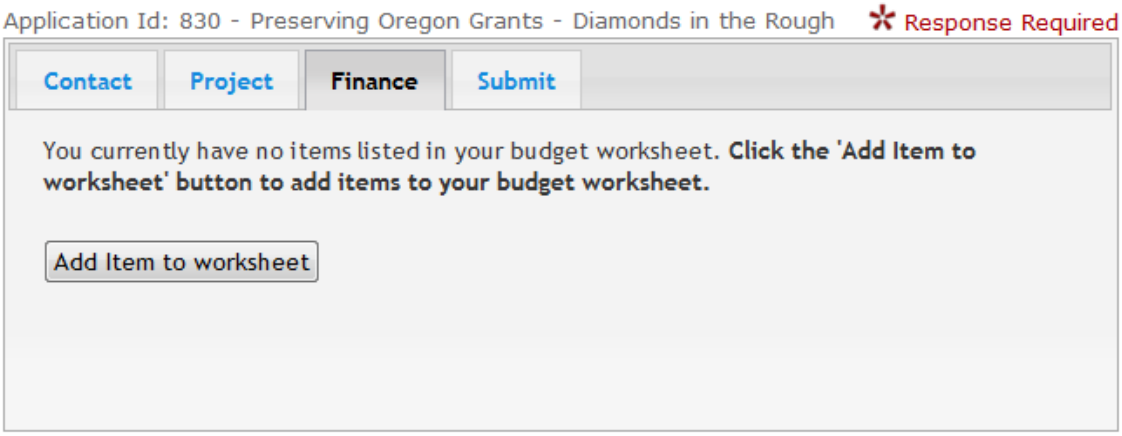
7. The 'Project' tab is where information about the project is entered. Project Name should be the city or county and CLG (ex. City of Paris CLG) Keep in mind that the 'Funds Requested', 'Matching Funds', and 'Total Cost' amounts need to match the amounts that you will enter in the 'Finance' tab. 'Funds requested' and 'matching funds' must be equal. Enter 'over match' amount in the over match field.



Click 'save' after you are done entering responses.

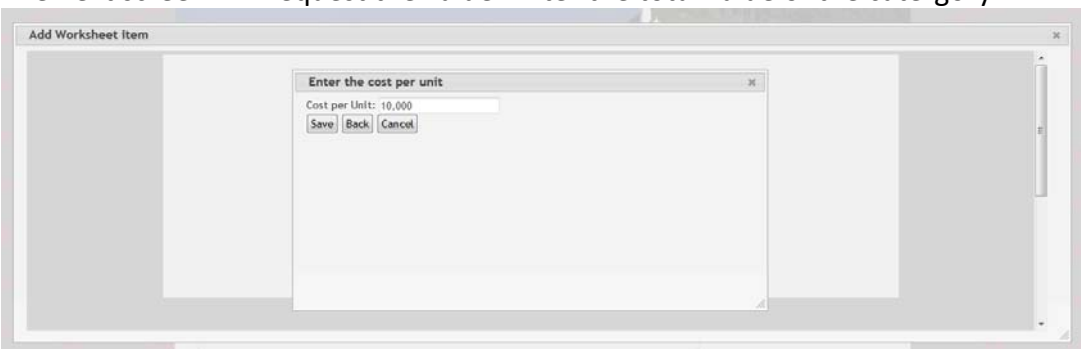
8. The 'Finance' tab is where you provide summary information about finance of all project categories. Match amount for each project category is addressed on the 'Funding Sources Worksheet'. Project category and total cost information is to be provided on the 'Project Budget Worksheet' and other finance related questions are on the 'Other Funding Questions' section.

Please note: Before you begin this section you should already have a project budget established. It is recommended you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your finances established to work from when you begin this section.

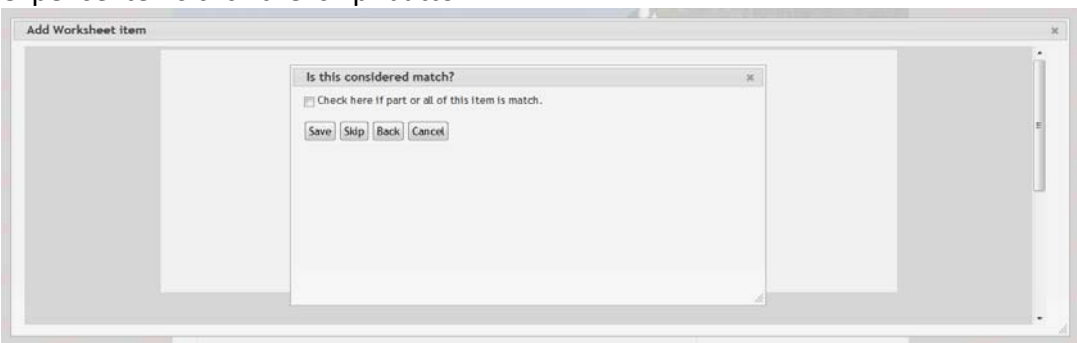


a. Click ‘Add Item to Worksheet’ button to enter items into the form.
b. The first screen will request the item name. **Use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other**.

c. The next screen will request the value. Enter the total value of the catergory.

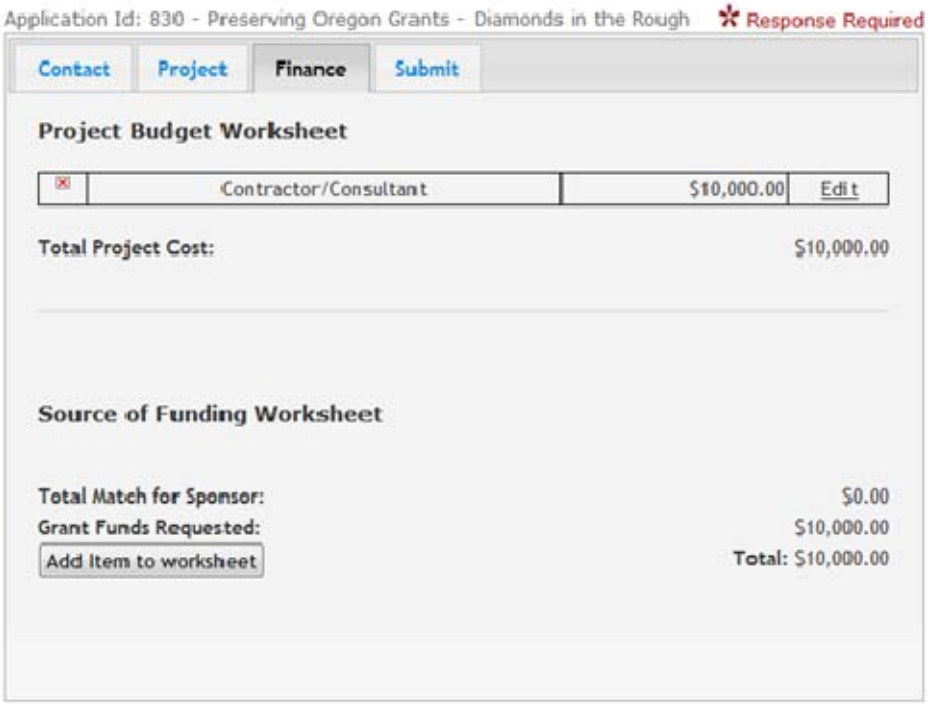


d. The next screen will allow you to mark the item as match. We recommend entering all expenses first and then entering the match items. To continue enter expense items click the ‘skip’ button.



e. The next screen will show what you have entered. If you need the change it, click the ‘edit’ button and go through the process again making changes. If it is OK, then click the ‘save’ button.

f. The next screen will show you the form as completed so far.

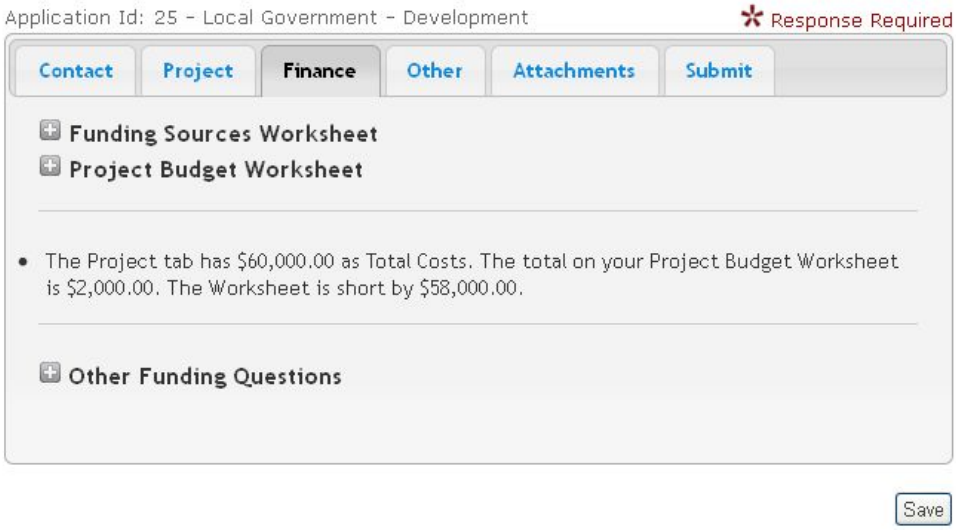


g. Continue adding items to the expenses.

h. To enter the match amount. Continue the process as before, at the match question select the match box.

i. On the next screen, enter the match source

j. When you save you will see the entry and have to opportunity to edit as before. When you save that you will the entire budget form.



k. To enter a grant funded match follow the instructions for the other match categories. Select the box the notes it is a grant sourced match. A new window will open to enter grant information. Please use this if you have applied for a grant or intend to do so.

l. When you have entered all the expense and all of the match items, review the complete form. Use the edit option if you need to make any changes.

Application Id: 830 - Preserving Oregon Grants - Diamonds in the Rough * Response Required

Contact | Project | Finance | Submit

Project Budget Worksheet

	Contractor/Consultant	$10,000.00	Edit
	Staff Time	$10,000.00	Edit
	Materials & Supplies	$8,800.00	Edit
	Volunteer Time	$5,000.00	Edit
	Design, Printing, etc.	$5,000.00	Edit
	Travel	$1,000.00	Edit
	Other - permits	$200.00	Edit

Total Project Cost: $40,000.00

Source of Funding Worksheet

	Staff Time	$10,000.00	Edit
	Heritage Access Grant	$5,000.00	Edit
	Volunteer Time	$5,000.00	Edit
	Organizational Cash	$2,000.00	Edit

Total Match for Sponsor: $22,000.00
Grant Funds Requested: $18,000.00
Add Item to worksheet **Total:** $40,000.00

m. The totals on the form must match the amounts entered at the beginning of the application on the 'Project' tab.

Note: When you submit, if the totals on the project tab and totals on the finances tab don't match you will get a notification.

Worksheet Sample – Complete Project Budget and Source of Funding

Application | Worksheets | Information | Event Log | Control Panel

Project Budget Worksheet

RLS - Contractor	$3,000.00
RLS - Materials & Supplies	$100.00
RLS - Staff 10hr/50	$500.00
Public Ed - Staff 20hr/$50	$1,000.00
Public Ed - Design, Printing, Etc	$1,000.00
Public Ed - Volunteer time 100hr/$9.10	$1,000.00
Other - Travel	$500.00
Other - registration	$500.00
Public Ed - Materials & Equipment	$1,000.00
Development - Contractor	$3,000.00
Development - Staff time 4hr/$50	$200.00
Grant Administration - Staff 5hr/$20 & 4hr/$50	$300.00
NR Nomination - Staff 50hr/$50	$2,500.00
NR Nomination - Contractor	$9,000.00
NR Nomination - Materials & Supplies	$400.00

Total Project Cost: $0.00

Source of Funding Worksheet

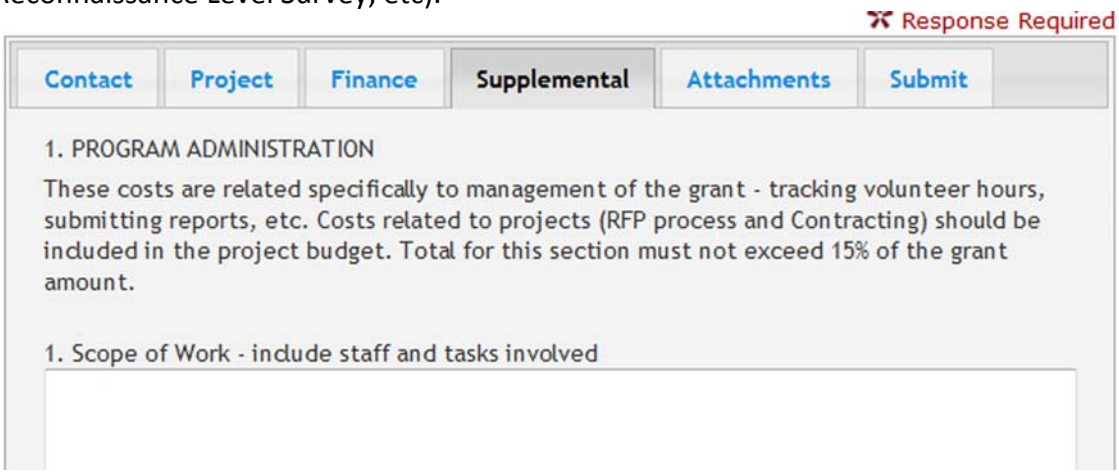
Staff - 88hr/$50	$4,400.00
Staff - 5hr/&20	$100.00
Volunteer time - 100hr/9.10	$1,000.00
Contractor	$5,100.00
Materials & Supplies	$1,400.00

Total Match for Sponsor: $12,000.00
Grant Funds Requested: $12,000.00
Total: $24,000.00

n. 'Other Funding Questions' is additional information and there are no other questions.

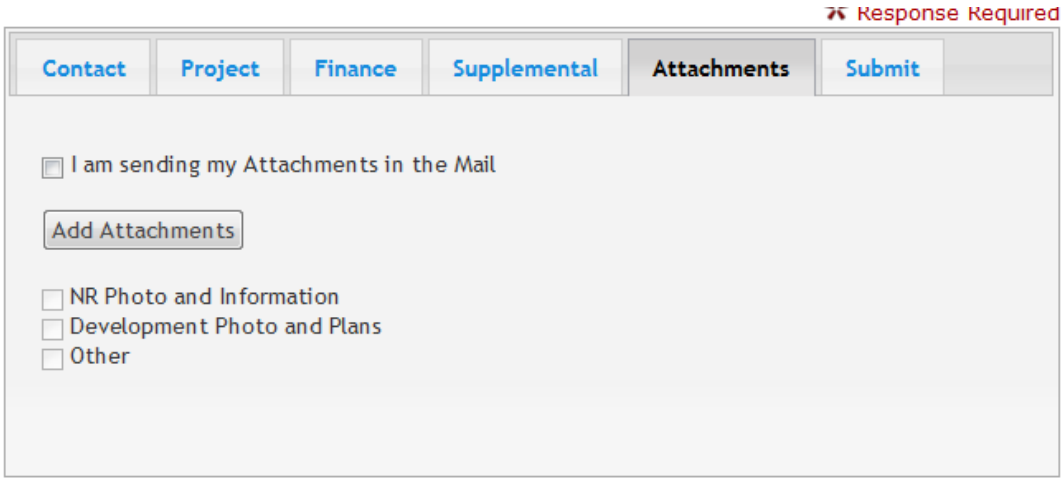
9. The "Supplemental" tab is where a majority of questions in the application are located. This is the area broken out into the project categories (National Register Nomination,

Reconnaissance Level Survey, etc).

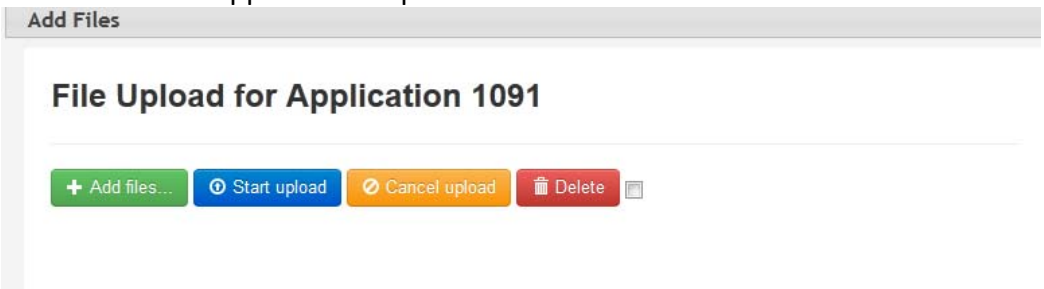


10. The 'Attachments' tab is where you will upload required supporting documents. The required documents are listed in this tab and also described in Section 2 of the Grants Manual. Instructions for attachments are as follows:

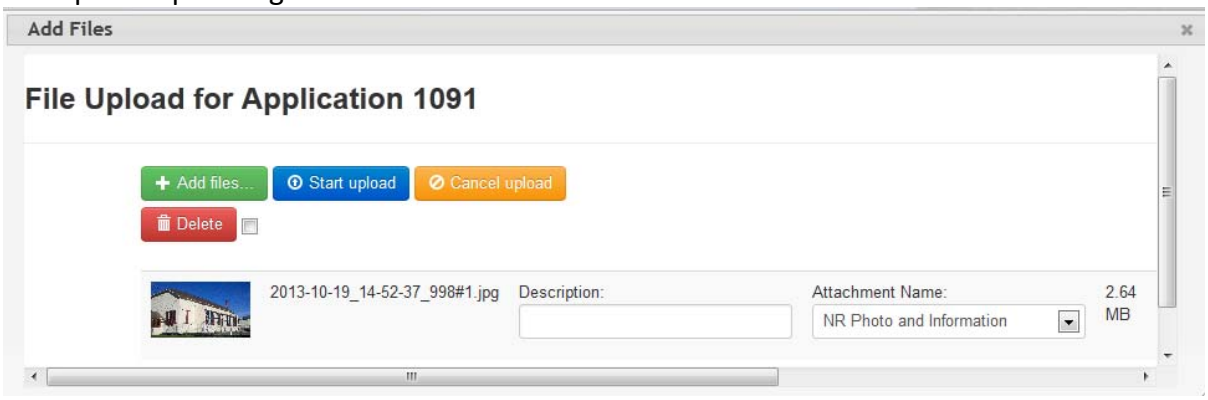
    a. After reviewing the list of required attachments, make the items you wish to upload available in a file accessible on your computer. If you need to scan items and save them to a file, do so. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, etc. Please make photos individual files, don't load them into a word or PDF document. Once you have your documents saved to a location of your choice, you may begin to upload documents.



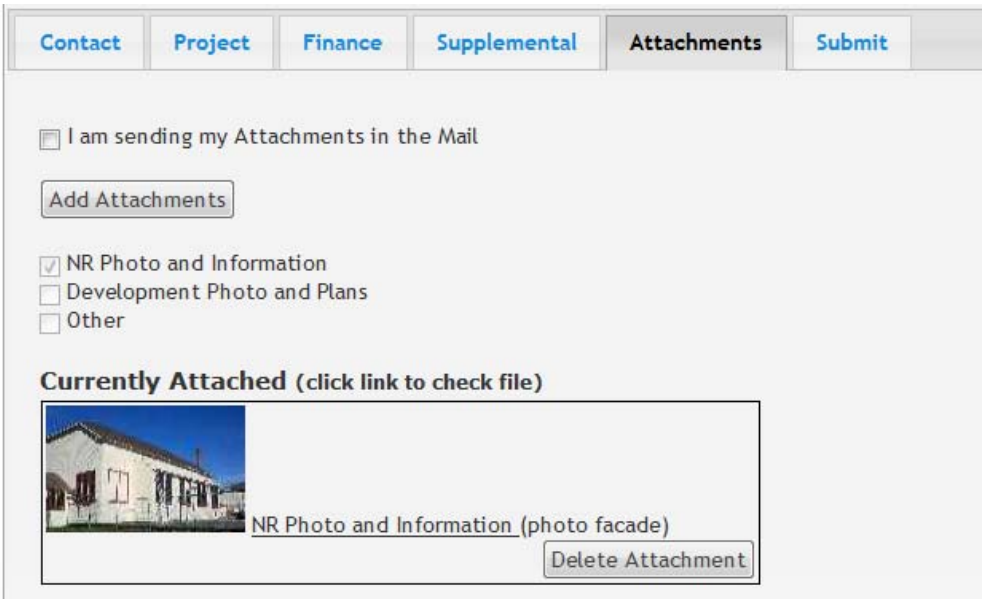
b. To begin uploading documents click the 'Add Attachments' button. Step by step instructions will appear at this point.



Example of uploading an NR Photo



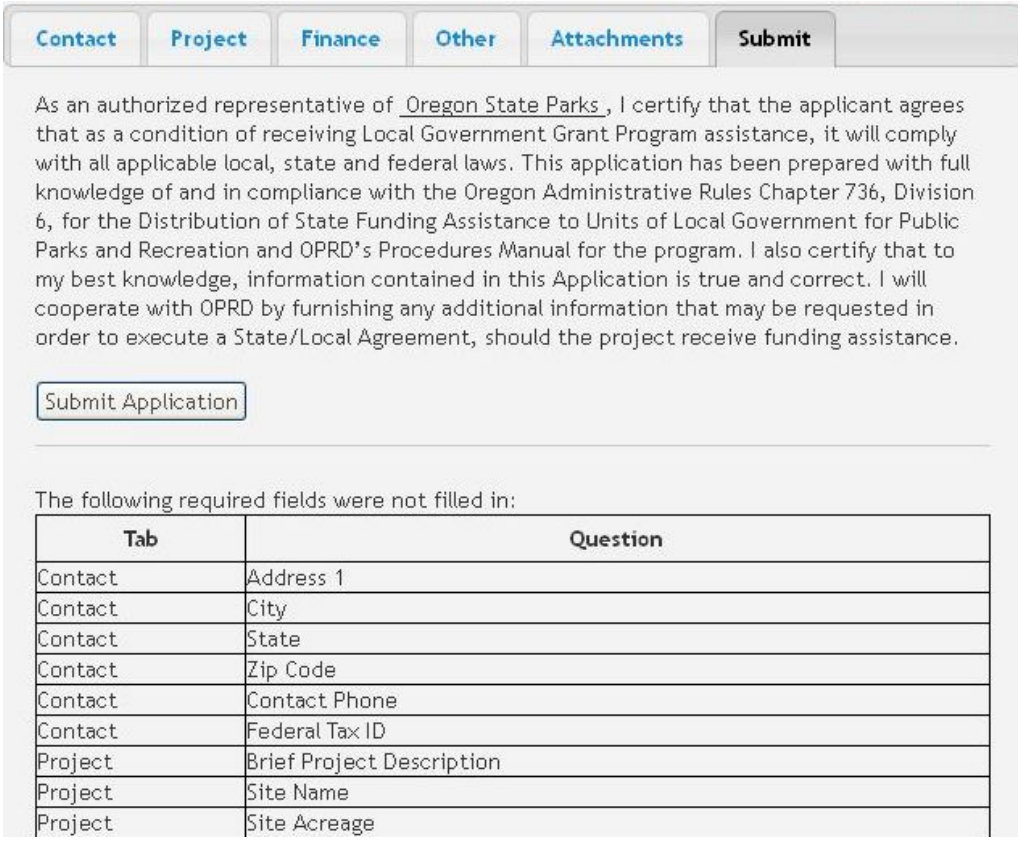
c. Once the selected file is uploaded it will appear next to a drop down menu of required attachments. Select the required attachment title that should be associated with your document and type in a description. Click the blue start upload button. Your file will appear in a list, you may need to refresh the page or move to another page and back to see it. If you wish to check the document to assure it is correct, click the link to the attachment.



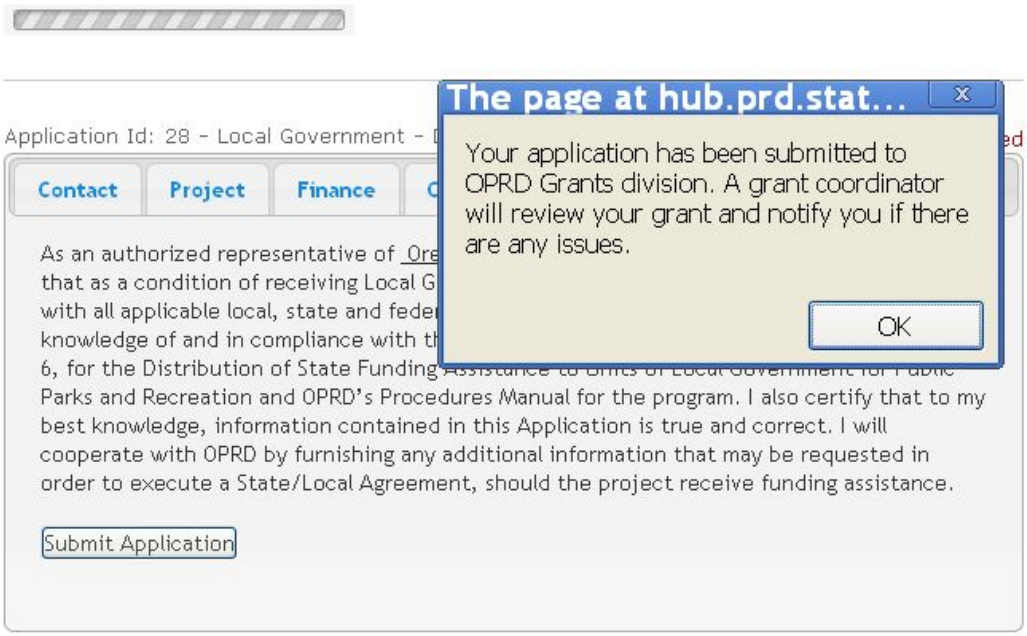
d. If you would like to upload an attachment that is not specifically defined on the list, assign the "Other" attachments label to upload your documents. If you do NOT have "Other" attachments or you are NOT completing an NR nomination or a development project, upload a document that says "NA" or "No Attachements"
e. There is an option to send all the required attachments by mail, if you choose to do this, check the 'I am sending my attachments in the mail' box. Mailed attachments must arrive in Salem no later than February . It is preferred that attachments are uploaded rather than mailed if you have the capability to do so.
f. If you choose to upload your attachments, ALL attachments on the list must be uploaded. If you do not have attachments for a specific category, you must upload a document with "NA" or "Do Document" on it. If you are doing a National Register nomination or a development project those materials are required.

11. Once the application is complete go to the 'Submit' tab. Read the statement. If you agree with the statement click the 'Submit Application' button.

If you submit an incomplete application, you will receive message letting you know what required fields were not filled in or what attachments were not submitted. You must complete all the required fields before your application can be submitted and accepted.

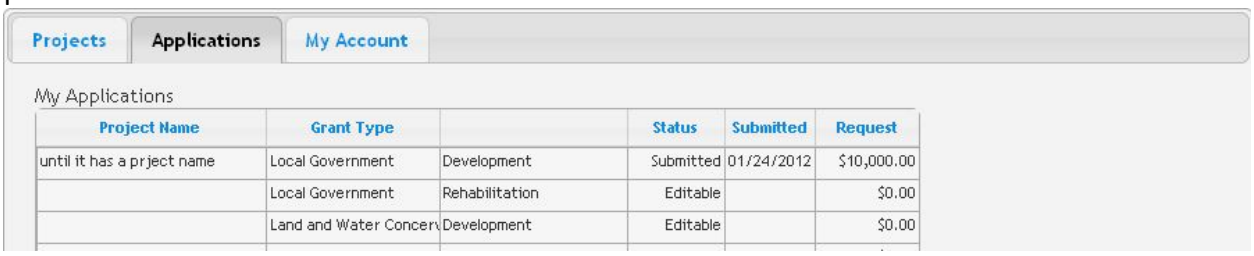


Once all fields are complete and the application is submitted, a message will pop up stating that your application has been submitted to the OPRD grants division. You will also receive an e-mail from oprd.recgrants@state.or.us notifying you that it has been received.



Step Four: Application Status

1. You may log on to http://oprdgrants.org/ at any point to check the status of the application. The application status will be one of three depending on where it is in the process.

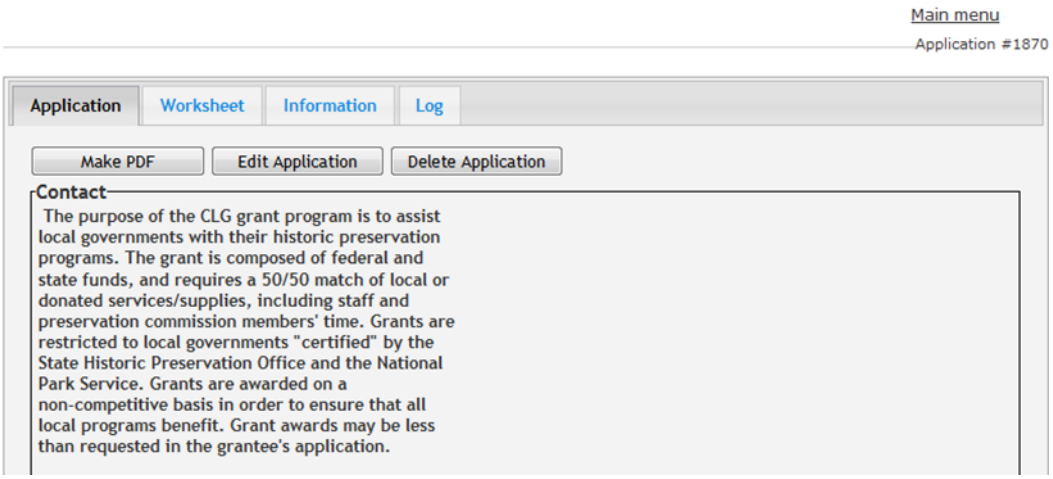


Project Name	Grant Type		Status	Submitted	Request
until it has a prject name	Local Government	Development	Submitted	01/24/2012	$10,000.00
	Local Government	Rehabilitation	Editable		$0.00
	Land and Water Concerv	Development	Editable		$0.00

2. The application will be in 'Editable' status while it is still being completed by the applicant and prior to it being submitted.
3. Once submitted the application status will change to 'Submitted'. Please check to make sure the application is in 'Submitted' status the by grant application deadline. If the application is not submitted by the deadline, it will be disqualified and not be considered for funding.
4. After submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention, the status will be changed from 'Submitted' to 'Reviewed'. When the application is in 'Reviewed' status you will not need to do anything unless contacted by OPRD staff.
5. If the application requires updates or changes after staff technical review, you will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from 'Submitted' to 'Editable' until the updates are reviewed by staff. Staff will work with the applicant until the application is corrected. After all corrections are approved the status will then change to 'Reviewed' and you will need to do nothing further unless contacted by OPRD staff.

Application Tips & Troubleshooting:

- Complete as much information in the 'Project' tab as possible before moving on to other parts of the application. The most important parts to complete in the 'Project' tab first are the Grant Request, Match and Total items.
- Log out of the site if you need to leave your computer for more then half an hour. The system may become unresponsive if you stop working on the application for long periods of time without logging out.
- Be sure to click 'Save' often while working on the application. If you are working on a tab with many questions, you shouldn't work on more than a couple of questions at a time before saving your answers. You should always save immediately after answering a long narrative question.
- If you are having problems with the application, check to make sure you are using a browser that meets the system requirements outlined on the first page of these instructions.
- If you are using an acceptable browser and are having problems, try clearing your web browser's cache. If you do not know how to do this, search your

browser's help menu for "clear cache" or call OPRD Grant Program staff for assistance. After clearing your browser's cache, exit your browser completely before attempting to access the site again. You should periodically clear the cache to allow your browser to function more efficiently.

- Have budgets and documents you will need ready when you log in to begin your application. The application isn't intended to be a place to work out your budget, this should already be figured out when you go to enter it in the application.
- If you are working on a narrative answer that will take a lot of time and editing, you should prepare and save that answer in a Word document. You then can cut and paste your answer into the application. Always save immediately after answering a question that you have put a great deal of time into completing. It is a good idea to double check that your narrative has actually saved by leaving that tab and coming back to see if the answer is there.
- If you see a message pop up that indicates there was a problem saving, likely your answer did not save. The best thing to do at this point would be to log out, log back in and try again. If you don't log out first, this could cause more saving problems with rest of the questions on that tab.
- Complete the application well before the deadline. No applications can be submitted after the deadline.
- Save a PDF of your grant application for your records. When you open your application you will be on the 'Application Tab', you can click on the 'Export PDF' button. You can save the application at this point and print it if you want.