

To: Historic Landmarks Board
From: James Reitz (AICP) Senior Planner
jreitz@forestgrove-or.gov (503) 992-3233
Re: July 23 Agenda
Date: July 16, 2019

Memorandum

NOTE: Both Councilor Johnston and Jennifer Brent are excused. If anyone else can't make the meeting, please advise as soon as possible.

ACTION ITEMS -

- A. Preservation Grants:** For FY 2019-20, the City Council awarded the Board **\$4,950**. Two grants totaling **\$2,000** have been approved. One new request has been filed for a **\$1,000** grant. The application materials are enclosed.
- B. Outreach:** Several upcoming events are potentially on your calendar, including –
- **National Night Out** on August 6
 - **Chalk Art Festival** on September 14
 - **Quake Up** at the September 18 Farmers Market. From their website: *Quake Up! will connect attendees with educators, emergency responders, government agencies, local volunteer groups, and private-sector companies who offer information and resources that will assist people in surviving the earthquake. Our Quake Up vision is for a Washington County community that is united and resilient to a Cascadia Subduction Zone earthquake.*
 - **Corn Roast** on September 21
- C. Funding Alternatives.**

INFORMATION ITEMS -

Downtown District: The contract with Painter Preservation has been signed. FYI, a copy of the response is enclosed.

Clark District Brochures: A reprint of the brochures is in process; 2,500 copies will be printed for \$1,172. This expense will be reimbursed through the SHPO grant.

Legislative Update (per the Restore Oregon website): *Restore Oregon attacked this legislative session with high hopes and a concerted lobbying effort to fix Oregon's broken preservation policies. After a uniquely contentious session, the results were decidedly mixed. **The good news:***

- **Special Assessment was renewed through 2022.** *Special Assessment freezes assessed property value for ten years in exchange for the rehabilitation of National Register-listed buildings.*
- **\$5 million was allocated for Main Street revitalization grants** – *Funds matching grants up to \$200,000 to acquire, rehabilitate, or construct buildings in designated Main Streets.*
- **Special appropriations were made to preserve several historic buildings, including:**
 - *The Liberty Theatre – \$1M for stage, house and facilities improvements of this Astoria landmark.*
 - *The Oregon Nikkei Legacy Center– \$500,000 for preservation and renovation of their headquarters in Portland's Chinatown-Japantown historic district.*
 - *2019-2021 Budgets for the Cultural Trust and the Oregon Arts Commission were funded at the Governor's recommended levels.*

We'll need to continue the fight for these bills:

SB 927-3: The Public Participation in Preservation Act. *This bill would have fixed Oregon's broken system for how historic properties are designated and protected, creating a balanced process of community engagement and local control.*

SB 929: The Preservation, Housing, and Seismic Safety Act. Would have created a state tax credit-funded "Rehab Rebate" to offset costs of restoration and seismic retrofitting, and prioritized projects that provide housing.

HB 2208: Would have created an **Unreinforced Masonry Seismic Safety Fund** to cover 35% of retrofitting costs up to a maximum amount of \$1.5M per building.

*In addition to the walk-outs that disrupted and shorted the time frame for hearings and deliberation on our policy bill, the ongoing budget crunch made passage of a new tax credit or seismic fund a bridge too far. **HOWEVER**, we generated significant interest in our proposals and Restore Oregon plans to bring them back in the 2020 "short session."*

Of Note for Livability and Affordability: *One of the most intensely debated bills of the session was **HB 2001** which narrowly passed in the final minutes of the session. It mandates that cities with populations over 10,000 allow multi-family, "middle housing" on all single family zoned lots. While the bill does not prohibit protection of historic resources through design review and other means, Restore Oregon and many others are concerned that this up-zoning will create an incentive to demolish existing less-expensive homes and replace them with more expensive units. It did not include requirements for affordability. Will this lead to displacement and loss of community cultural heritage? In the quest for affordable housing, remember **the most affordable home is already standing!***

August 27 Agenda: Outreach planning, Chalk Art, Quake Up and Public Safety Open House planning, preservation grant requests (if any).

2019-20 CALENDAR - UPCOMING AGENDA ITEMS

August 21, 2019

- Chalk Art Festival planning (September 14)
- Quake Up planning (September 18)
- Public Safety Open House planning (October 12)

September 24, 2019

- Public Safety Open House planning (October 12)

October 22, 2019 (fourth Tuesday)

- Photo Contest Planning

November 26, 2019

- Photo Contest planning

December 17, 2019 (third Tuesday)

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Discuss 2020 work plan
- Prepare January-June 2020 Editorial Calendar
- Photo Contest planning

January 28, 2020

- Review and adopt 2020 work plan
- Review and adopt January-June 2020 Editorial Calendar
- Photo contest planning
- Annual officer elections

February 25, 2020

- Begin CEP application preparation
- Mock Design Review Hearing
- Photo contest planning

March 24, 2020 (fourth Tuesday)

- Review and finalize CEP grant application
- Discuss Select Stewart Award recipient
- Preservation Month / photo contest planning

April 28, 2020

- Select Stewart Award recipient
- Preservation Month / photo contest planning (continued)

May 26, 2020

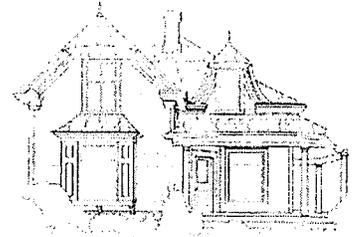
- Historic Month Proclamation (May 11 CC meeting)
- Honor Stewart Award recipient (May 11 CC meeting)
- Honor photo contest winners (May 11 CC meeting)
- Review July-December 2019 Editorial Calendar

June 23, 2020 (fourth Tuesday)

- National Night Out planning (August 4)
- Adopt July-December 2019 Editorial Calendar

July 28, 2020

- National Night Out planning (August 4)
- Chalk Art Festival planning (September 12)



311-19-000015-PLNG

File No. 1304-1.139

HISTORIC PRESERVATION GRANT APPLICATION

Please Print or Type Clearly

DATE: June 18th 2019

Applicant Name: Marc Marengo Mailing Address: 2417 18th Ave.

Phone Number: [Redacted] E-mail Address: [Redacted]

Site Address: same Historic Name (if known):

Historic Date (if known): 1966(?) Architectural Style: Craftsman

Tax Assessor Map and Parcel Number: 1536AB-12000 ~ Block 19, Lot PT 4

Treatment (check one) (From the Secretary of the Interior's Standards for the Treatment of Historic Properties):

[X] PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

[] REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

[] RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

[] RECONSTRUCTION re-creates vanished or non-surviving portions of a property for interpretive purposes.

Project Description: Briefly explain the proposed work and materials to be used.

NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS. CONTACT THE CITY PLANNER AT (503) 992-3233 FOR DETAILS.

Repair various features of the back porch including back stairs (east and west), rotting sections of roof and supports, paint.

Historicity or Preservation Significance: Describe how the project will enhance the historical nature of, or preserve, renovate, or rebuild the historical aspects of the structure.

Self-evident. Straight forward desperately needed repair both to preserve the structure and for safety.

Historical Documentation: Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

We will not alter the exterior.

Photographs: Submit a "before" photo of the project site. An "after" photograph is required upon completion of the project. *Digital photos should be submitted on disk or via an e-mail attachment in high-resolution, JPG format.*

Project Costs: Attach the contractor's bids or a list of detailed estimates for materials. (Example: Paint: 10 gallons @ \$25/each = \$250; Siding (drop lap): 600 feet, 1" x 6" @ \$1/foot = \$600). Eligible labor costs are limited to those performed by a licensed contractor. Therefore, for DIY projects, grant funding only covers up to 50% of the cost of *materials* or \$1,000, whichever is less. Property owners planning DIY projects must also submit an invoice showing cost of materials in addition to at least two bids from licensed contractors.

Materials and Labor Cost Estimate

Total: _____

Total amount requested: _____

- All projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is less.
- Have you applied to other grant sources for this project? Circle one: Yes No

If yes, indicate the grant source(s) and amount: _____

Project Scheduling:

Beginning Date: July 10th Completion Date: July 20th

Since funding is limited, you must contact the City Planner at (503) 992-3233 for a possible extension if you cannot start your project within 90 days or complete it within 180 days of when the grant is awarded. Funds are distributed to the owner (not the contractor) upon, completion, inspection, and approval of the project.

If you are approved for a Historic Preservation Grant, you must contact the City Planner when you actually begin the proposed work and when you finish the project. A member of the Board then inspects the work when the project is completed. Once the project passes inspection, the City Planner sends you the grant amount in the form of a check issued by City of Forest Grove.

I have read all pertinent sections of the Historic District Design Guidelines as per Section V of the City of Forest Grove Design Review Handbook and agree to complete the project as approved within 180 days of the application. I will notify the City Planner at (503) 992-3233 when I begin the project and when the project is completed.

Signature:  Date: JUNE 18 2019

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 53

Significance: The Peterson House was built in 1902 probably by I.A. Macrum, who owned the property for many years before selling it to Mathias Peterson in June 1903 for \$1,200. The Petersons purchased half of the block at that time. E.A. Jerome, a local builder/carpenter, reportedly built this house, a blend of the Queen Anne and Colonial Revival styles, (he was also responsible for the substantial Italianate Rogers residence, which was less than a block away; it is no longer extant). Mathias Peterson owned and operated a hardware and furniture store in Forest Grove into the 1910s. He and his son, R.U. Peterson, joined hands in this business venture, in the early 1910s. After 1912, the Peterson business is no longer listed in Forest Grove business directories. The Peterson family reportedly lived in this house until 1922. Fred W. Phillips lived in the Peterson House in the 1950s and early 1960s. Noah Allen occupied the house in 1964. In 1968 Delores M. Gerritse is listed as the occupant. Although the house is in only fair condition, it retains a very high degree of historic integrity and is, therefore, considered a contributing resource. The garage, although built a bit later, also retains a high degree of integrity and is also considered a contributing resource.

2417 18th Avenue

<i>Historic Name:</i>	Beal-Toplin House
<i>Date of Construction:</i>	c.1906
<i>Owner:</i>	Marc Marengo
<i>Owner Address:</i>	2417 18th Avenue, Forest Grove, OR 97116
<i>Legal Description:</i>	Tax Lot #1S306AB12000
<i>Classification:</i>	Historic Contributing (house); Non-Historic Non-Contributing (garage/apartment)

Description: This is a one-and-a-half story, wood-framed Craftsman bungalow. It is clad with horizontal lapped board siding on the first floor and wood shingles on the upper floor. It sits on a concrete foundation and basement and its side gable roof is covered with composition shingles. The windows are primarily one-over-one double-hung wood sash; some have wooden storms. A full-width front porch is recessed beneath the gable on the south side of the house; pairs of square posts resting on a balustrade railing support the roof edge. A gabled dormer with a tripartite window is centered on the front. Decorative rafter tails and purlins emphasize the overhanging eaves and raking edges. The gable ends have pent roofs. A one-story polygonal bay is located on the west side of the house. An oversized garage with apartment above is located behind the house to the northeast. Landscaping includes a brick-faced retaining wall and picket fence; mature shrubbery and trees are located around the house.

Significance: The Beal-Toplin House was constructed around 1906. The house may have been constructed for Philip Beal, who owned this lot at the time of its construction. Little is known about Philip Beal; he may have been associated with the Forest Grove firm of Beal and Wilds, co-owned by John B. Beal and Frank G. Wilds, in the early 1900s. According to previous historic resource survey forms for this property, Philip Beal sold this property to George and Emma Toplin around 1911 by breaking up a larger parcel he owned. The footprint of the house is depicted on the 1912 Sanborn map. George Toplin was born in Massachusetts in 1854. Emma Toplin, born in Canada in 1860, immigrated to the United States in 1880. She became a U.S. citizen in 1882. The house had several occupants/owners in the 1950s and 1960s. G. Munkres lived at this address in the early 1950s. Kenneth Smith resided there in 1960. R.A. Davies was the occupant in 1964, and in 1968 David P. Jones lived in the house, possibly a relative of Ralph Jones, then living next door at 2425 18th Avenue. The house is in good condition and retains a high degree of historic integrity. It is, therefore considered a contributing resource in the district. The non-historic garage/apartment is considered non-contributing.

PROPOSAL & ACCEPTANCE

1181

Jose Ruiz
1738 Filbert St.
Forest Grove, OR 97113
(503) 740-1293
license 65843

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Marc Marcenco
ADDRESS 2407 18th Ave
CITY Forest Grove STATE OR ZIP 97116
TELEPHONE [REDACTED]

ADDRESS [REDACTED]
CITY [REDACTED] STATE [REDACTED] ZIP [REDACTED]
DATE 05-06-19 DATE OF PLANS [REDACTED] PAGE NO 1 OF PAGES [REDACTED]

Proposal about fix part of the roof between the roof cedar wood is all rotten trimp and facing board gutter and downspouts part of the porch of siding is 3/4 by 8 IN by 4 in cedar 25Ft long by 6Ft tall replacing some part of the plywood on the roof replace stairs is rotten 10 stairs at 7Ft wide and both handrails 2x10 boards and between the roof fix the ceiling 1/4 cedar 6Ft wide and 14Ft long

PROPOSAL INCLUDES:

ACCEPTANCE OF PROPOSAL:

MATERIAL AND LABOR AS REQUIRED IN ACCORDANCE WITH ABOVE SPECIFICATIONS
FOR THE SUM OF four thousand four hundred Eighty nine and 29/100 DOLLARS \$ 4489.29/100
PAYMENT TO BE MADE AS FOLLOWS _____

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO COMPLETE THIS CONTRACT AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED TO THE LEFT.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensations Insurance.

SIGNATURE OR COMPANY _____

AUTHORIZED SIGNATURE _____

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN _____ DAYS

AUTHORIZED SIGNATURE _____

DATE OF ACCEPTANCE _____

Jason Rau Construction llc
 31250 sw unger rd
 Cornelius, or
 97113
 ccb: 183256

Estimate

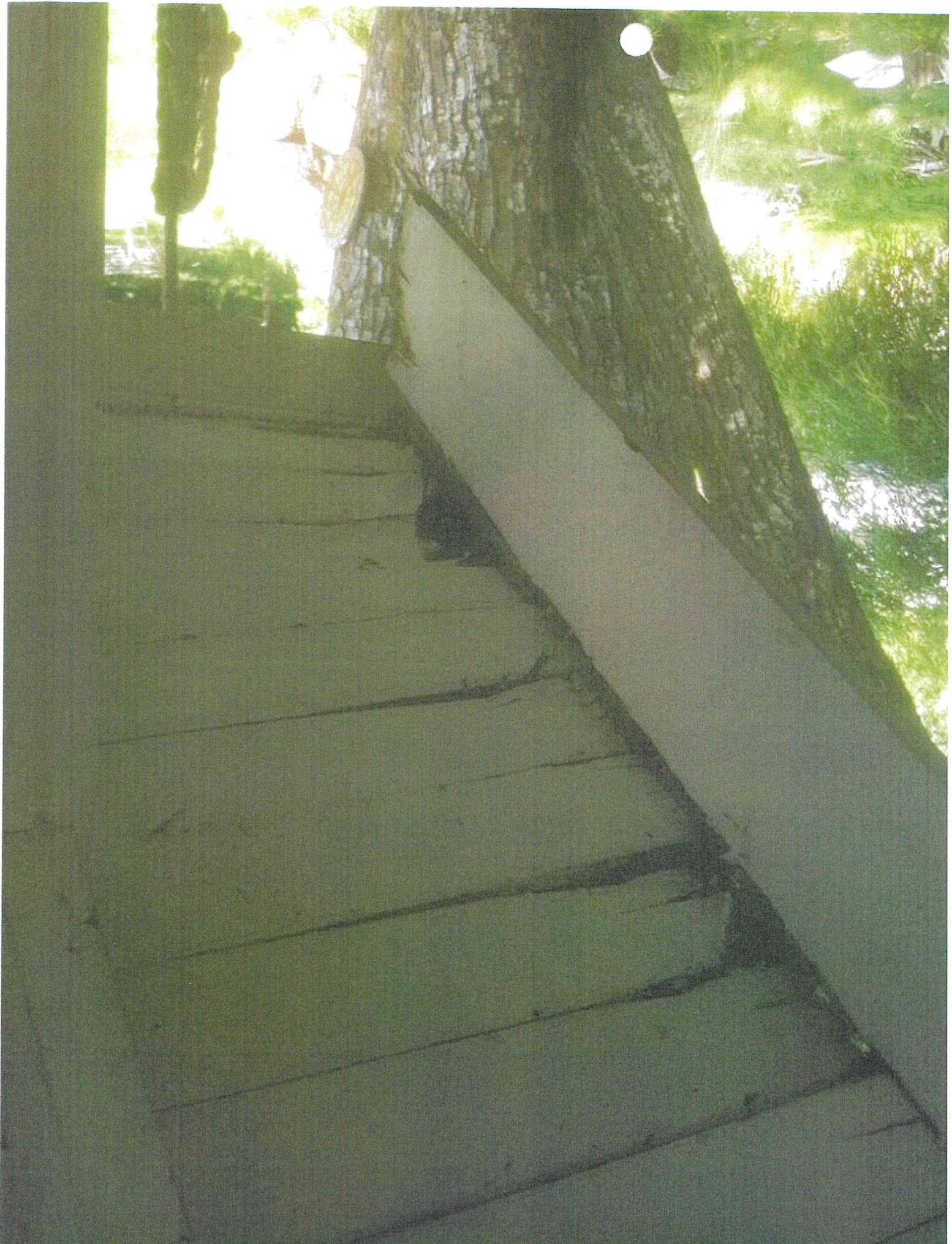
Name/Address
Marc Morenco
2417 18th ave
Forest grove, or
97116
XXXXXXXXXX

Date	Estimate No.	Project
06/11/19	288	

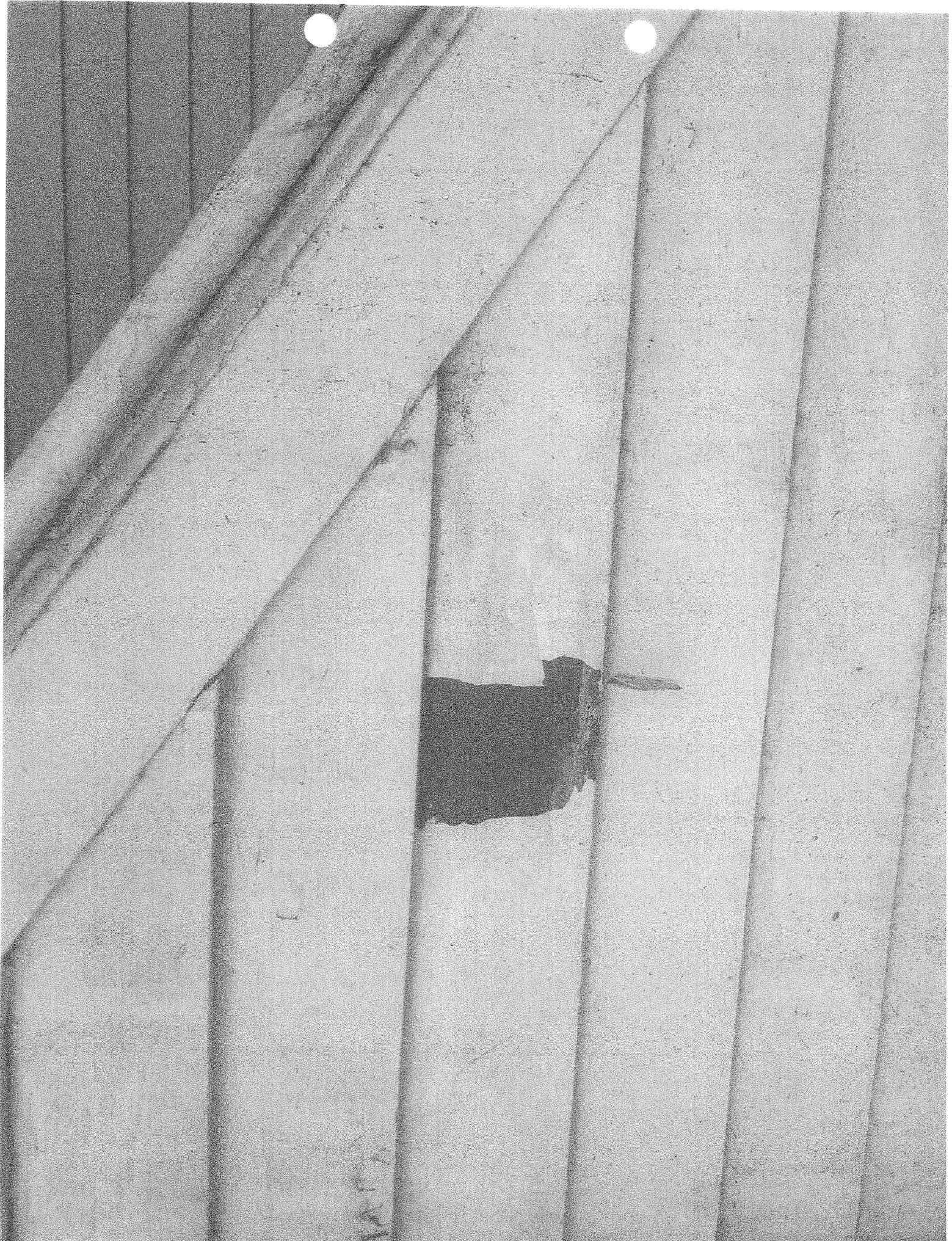
Item	Description	Quantity	Cost	Total
	back porch repair			
Building Cost	demo steps on both sides of porch.	1	300.00	300.00
Building Cost	Inspect substructure of old deck. Make repairs at additional costs. Frame and install new steps on both sides of deck. steps to be 2x4 clear cedar. substructure to be pressure treated.	1	1,400.00	1,400.00
Building Cost	step and framing materials.		1,300.00	1,300.00
Building Cost	Asbestos test on roofing and felts	1	325.00	325.00
Building Cost	Assuming a negative report. demo shingles over rotted roof area. repair 1x4 tng roof decking. limit of 16 sqr feet of decking to be replaced. install new roofing.	1	1,800.00	1,800.00
Building Cost	Paint steps and underside of roof sheathing that was replaced.	1	900.00	900.00
Building Cost	profit and overhead	0.2	6,025.00	1,205.00
Thank you for your business			Total	\$7,230.00













Proposal for
**Forest Grove Downtown Historic District
National Register Nomination**



Prepared for
**City of Forest Grove
Historic Landmarks Board
Forest Grove, Oregon**

Prepared by
**Diana J. Painter, PhD, Painter Preservation
Spokane, Washington
June 11, 2019**



Painter Preservation
HISTORIC PRESERVATION & URBAN DESIGN

June 11, 2019

Mr. James Reitz, AICP
Senior Planner
City of Forest Grove
PO Box 326
Forest Grove, Oregon 97116

RE Proposal for Developing a Historic District Nomination for Downtown Forest Grove

Dear James,

It is our pleasure to submit this proposal for the city's consideration for developing a National Register historic district nomination for Forest Grove's downtown commercial area, which is located within the Original Town Plat. It is our understanding that a survey of the downtown commercial properties and a comprehensive historic context was developed approximately a year ago. This survey and context concluded in a recommendation that the downtown be nominated for a National Register Historic District as the Forest Grove Commercial Historic District. Preliminary boundaries for the district were also recommended. It was suggested that the district was eligible under Criterion A, for the history of the downtown commercial core and Criterion C, for its architecture, which primarily reflects commercial buildings constructed in the late nineteenth and early twentieth centuries. The proposed district comprises 38 properties, with an additional two buildings being suggested northeast of the commercial area for consideration.

Painter Preservation would be more than happy to assist the City of Forest Grove in seeing this historic district come to fruition. Diana Painter, as the Principal Architectural Historian for Painter Preservation, has extensive experience in developing National Register nominations, both as a consultant and former National Register Coordinator for the Oregon State Historic Preservation Office (SHPO). We are confident that our experience is well-suited to the city's goals in undertaking this project.

General Firm Qualifications

Founded in 2002, Painter Preservation provides a full range of historic preservation services to local, state and federal agencies, building owners and developers, and design professionals. We nominate buildings to local, state and the National Register, conduct historic resource surveys and evaluations; develop historic context statements; undertake design review to ensure consistency with the Secretary of Interior's Standards; prepare preservation plans for cities and counties, provide environmental compliance services, including Section 106 reviews and NEPA compliance; prepare mitigation plans, including executing HABS/HAER documentation; and undertake Historic Structures Reports for the rehabilitation of historic buildings. For further information about Painter Preservation's experience, please see the Firm Qualifications attached to this proposal or our website at: www.preservationplans.com.

National Register Experience

Painter Preservation has been developing National Register nominations since 2004, when we successfully completed the Nettleton's Addition National Register nomination. At 949 properties, this is the largest historic district in the state of Washington. Currently, we have two National Register nominations at state historic preservation offices for consideration. One is for a small district that includes the city of Sandpoint, Idaho's last remaining grain elevator and one is for the St. Francis Mission Church on the reservation of the Pomo Band of Hopland Indians, which is in Mendocino County, California. The National Register nomination most like the city of Forest Grove's proposed nomination was for the City of Ellensburg, Washington (attached). This was a revision of the existing nomination for the district, which had been listed in 1977. A survey for the district had never been conducted. As a result, the survey for the district was the main focus of the work (Only one sample form is included here from the 106-property survey). A list of contributing and non-contributing properties was developed, and a new boundary recommended based on existing conditions. Since the district was already listed, additional research was not a focus of this work.

Additional experience is as follows. Diana Painter served as a National Register and Survey Coordinator for the Oregon State Historic Preservation Office from 2012 to 2017. In conjunction with this work, she facilitated the listing of over 100 districts and individual properties, as well as co-authoring and writing nominations herself. One property for which she wrote the nomination was Pietro Belluschi's Aloha Farmhouse in Washington County. This project was presented at a national conference for the Vernacular Architecture Forum. Two recent nominations for districts that she edited and recommended for listing were the Redmond Downtown Historic District and Portland's Eastmoreland Historic District. Diana also wrote Oregon's Heritage Bulletin on Outreach for National Register Historic Districts while employed at the SHPO, to assist cities and counties in developing public involvement strategies to support the listing of historic districts (attached).

Project Team

Diana Painter, PhD, owner and Principal Architectural Historian for Painter Preservation, will serve as the project manager and main point of contact for this project. As a sole proprietor, I am involved in every aspect of my business. As a result, the project will have the advantage of my experience and attention to every aspect of project development and execution. My qualifications meet the Secretary of Interior's Professional Qualification Standards in Architectural History. I have seventeen years of professional experience as principal of my firm, working in all aspects of historic preservation practice including significant experience in developing nominations to local, state and the National Register. I additionally have over 20 years of experience in urban design/urban planning. I hold a PhD in Architecture and a Masters Degree in Urban Planning and a Certificate in Urban Design.

Profile of Diana Painter

Diana J. Painter, PhD, founded Painter Preservation in 2002 after working for over twenty years in urban design and urban planning in the Northwest, California, and the Northeast. Ms. Painter studied architectural design in graduate programs at the University of Washington and University of Pennsylvania before earning her PhD in 1990 in architectural history at the University of Sheffield in Sheffield, England. She holds a Master's Degree in Urban Planning and Certificate in Urban Design from the University of Washington and a BA in interdisciplinary design from Fairhaven College in Bellingham, Washington. Diana has been the recipient of numerous awards for her research and preservation activities, including a 2018 national award from the National Alliance of Preservation Commissions, state awards from the Washington and Oregon State Historic Preservation Offices, and regional awards from the Sonoma

County Board of Supervisors and the Sonoma Historical Records Commission. She has been the recipient of research fellowships for study in Sheffield, England and Rome, Italy, and for research support from the American Planning Association Urban Design and Preservation Chapter. Ms. Painter served on the Sonoma County Landmarks Commission from 2003 to 2007, the last two years as chair, where she oversaw the preparation of the Sonoma Historic Landmarks Commission Five-Year Plan. She currently sits on the City of Spokane Planning Commission. She has served for the last six years as president of the Society of Architectural Historians Marion Dean Ross (PNW) Chapter. She is additionally active in numerous professional organizations, including the Alliance for Historic Landscape Preservation and the Vernacular Architecture Forum. She shares her passion for historic preservation and urban design through community and professional activities and teaching, speaking and writing about urban and architectural history.

Project Approach

We feel that a robust public outreach program is particularly important for the successful nomination of a historic district. Our approach to this is outlined in the following pages. We anticipate keeping in close contact with city staff and the Historic Landmarks Board as this project develops. In the following pages please find our response to the Request for Proposals, including our approach to the project, a schedule and budget, and project references. Also included here is a project sample from a similar project completed by Painter Preservation and a copy of Heritage Bulletin #26: Outreach for National Register Historic Districts, which I wrote while employed at the Oregon SHPO. I have also included here my Firm Qualifications and a resume.

We would be honored to be a part of Forest Grove's impressive historic preservation program by assisting with this nomination. Please do not hesitate to contact me if you have any questions. We look forward to the possibility of working with you on this important project.

Sincerely,



Diana J. Painter, PhD
Owner/Principal Architectural Historian

Attachments:

- Ellensburg Downtown Historic District
- Heritage Bulletin #26: Outreach for National Register Historic Districts
- Qualifications and Resume

Project Approach, Tasks and Deliverables

Task 1 – Project kick-off; trip #1

The first step in the project will be to meet with city staff and hold an introductory meeting with the Historic Landmarks Board (HLB). Items for discussion with city staff include developing a public outreach strategy for the project, as appropriate; discussing the project background and any additional research or documentation that should be undertaken; touring the site; and discussing the proposed schedule, including the submission schedule to the Oregon State Historic Preservation Office (SHPO) and the State Advisory Committee on Historic Preservation (SACHP).

Community outreach: Meeting with HLB

Deliverable: None

Task 2 – Draft nomination development; trip #2

The second task will be to develop a draft nomination for the historic district, including all formatting and preparation of exhibits, including taking representative photographs at the appropriate resolution for submittal to the National Park Service (NPS). This will be submitted to city staff and to the Historic Landmarks Board for review. Revisions will be made, and a schedule confirmed for submittal to the state for review. Any further outreach to property owners in the historic district may be conducted at this time, as desirable.

Community outreach: Meeting with HLB

Deliverable: Draft National Register nomination, plus revised nomination

Task 3 – Draft nomination to SHPO

The revised draft of the nomination will be submitted to the SHPO by March 1, 2020 deadline, to ensure that it is heard at the June 2020 SACHP meeting. It may be that presenting the nomination to the City Council before it is forwarded to the SHPO would be good timing. Part of this task involves responding to the SHPO's comments in a timely manner, so they can schedule the nomination to be heard at the June meeting.

Community outreach: Possible City Council presentation

Deliverables: Revised draft nomination

Task 4 – SACHP meeting; finalize nomination; trip #3

This task involves attending the SACHP meeting and answering any questions about the nomination (the meeting is held in different locations; this budget assumes that the meeting will take place in Salem). After the SACHP meeting, it is customary to have additional comments from the Committee that must be addressed before the nomination is forwarded to the NPS. This task also involves ensuring that the nomination is in its final form, with all exhibits as required by the NPS.

Community outreach: None; meeting with SACHP

Deliverables: Final draft nomination, plus exhibits

Budget and Schedule

Hourly rates for labor are charged at \$85 per hour. Hourly rates for travel are charged at \$65 and are included in the travel costs. Travel costs are estimated at \$1000 per trip, which includes travel time. Four trips are planned, for two rounds of meetings with city staff and the Historic Landmarks Board. Task 1 will include a discussion of any public meetings or holding an open house. The project will not exceed the estimated costs.

Task 1 – Project kick-off	\$1510.00
Labor	\$ 510.00
Expenses (travel)	\$1000.00
Task 2 – Draft nomination development	\$5675.00
Labor	\$4675.00
Expenses (travel)	\$1000.00
Task 3 – Draft nomination to SHPO	\$ 680.00
Labor	\$ 680.00
Task 4 – SACHP meeting; finalization	\$1680.00
Labor	\$ 680.00
Expenses	\$1000.00
Additional expenses	\$ 25.00
Total estimated costs	\$9570.00

The schedule assumes a Notice to Proceed in August 2019, with the first meeting with the Historic Landmarks Board to occur in September. Project completion is assumed to occur in September 2020, when the nomination is sent to the National Park Service. The National Park Service sometimes asks for revisions, but this is not common. If revisions are requested, this contract assumes completion of these requested changes.

Task 1 – Project kick-off - August-September 2019

Task 2 – Draft nomination development - October-December 2019

Task 3 – Draft nomination to SHPO- January-February 2020

Task 4 – SACHP meeting; finalize nomination – June-September 2020