



RESTORE  
OREGON

# Historic Resources Inventory

A Planning Guide

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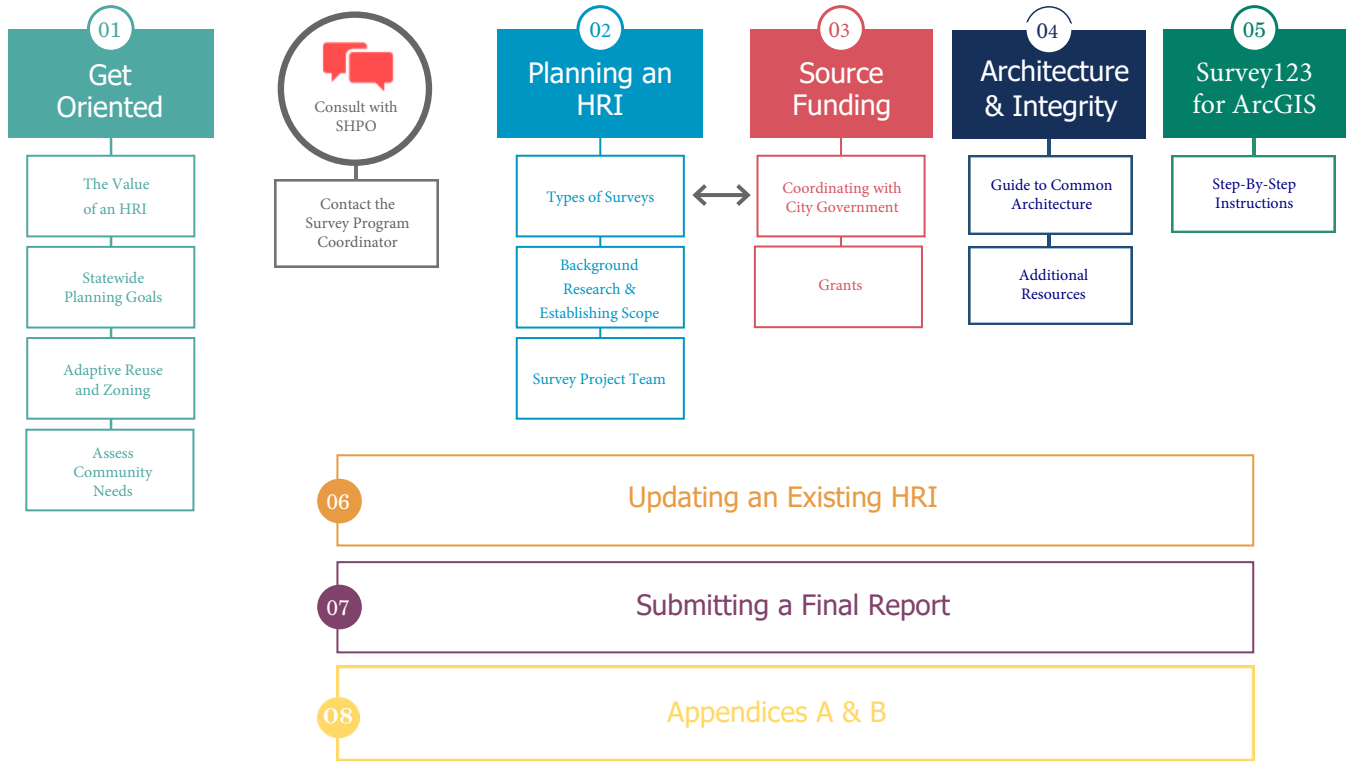
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# Historic Resources Inventory Planning Process Overview



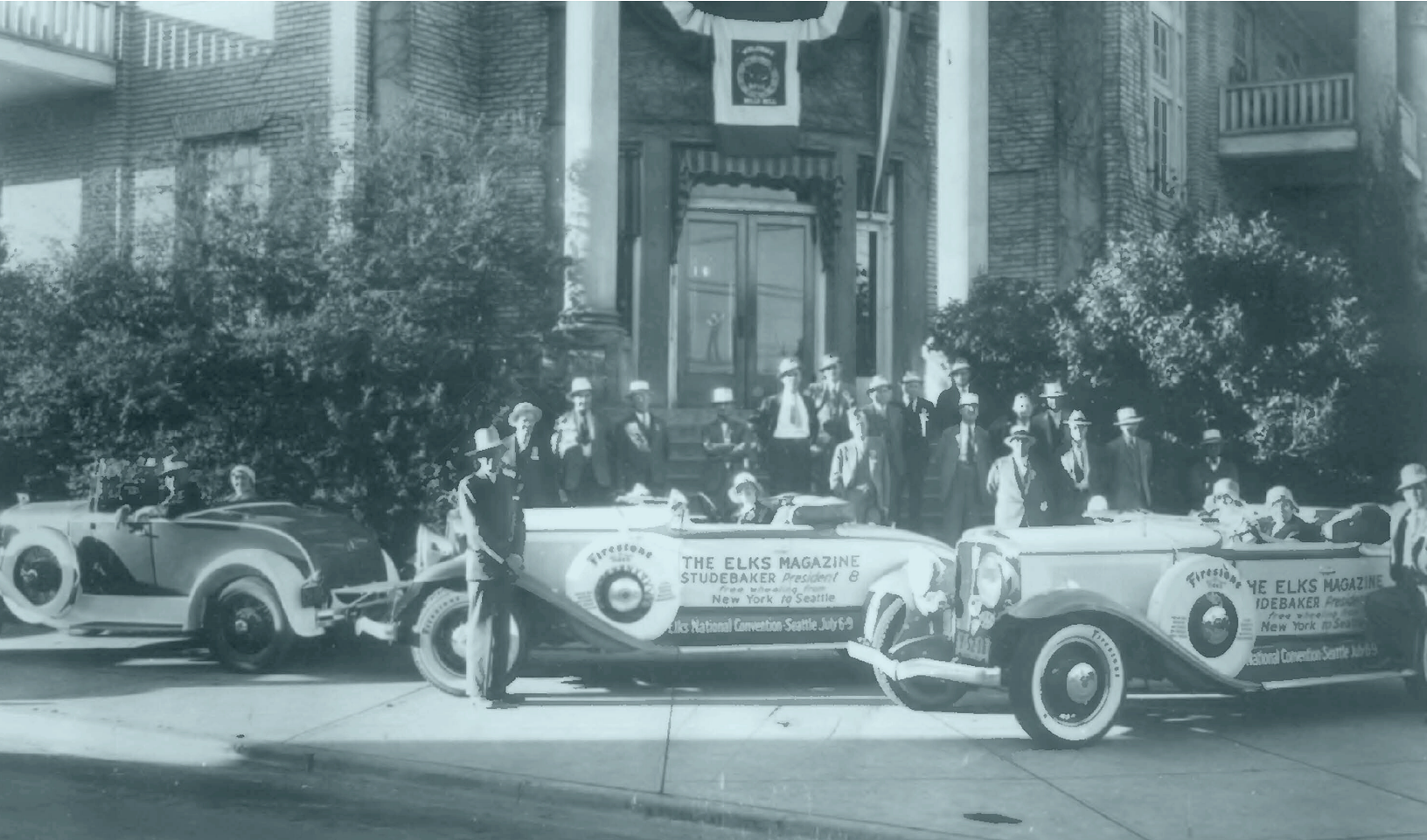
The Restore Oregon Historic Resources Inventory (HRI) Planning Guide is intended to provide a high level guide through the process and decisions one needs to make when seeking to perform or update an historic resources inventory. Each box along the top line of this flow chart corresponds to a document or tool providing information on that aspect of the process.

The HRI Planning Guide is oriented toward Certified Local Governments, but will benefit and community member who wishes to advocate for historic resource planning. We have not attempted to go into full detail or cover all aspects of what can be complex interdependent considerations. Every historic resource inventory is unique. But we hope these modules provide a helpful framework from which to plan and move forward.

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# SECTION ONE

# Get Oriented



Developed by Restore Oregon in partnership with the Oregon State Historic Preservation Office, this Historic Resources Inventory Planning Guide and the companion survey application are free to use for any and all Oregon communities and is designed to provide advocacy and guidance on the process of conducting a historic resource inventory (HRI).

Many Oregon communities do not have historic resource inventories or have inventories with out-of-date information. The lack of well-maintained inventories is a concern because a thorough and up-to-date historic resource inventory forms the core of any successful preservation planning program and overall land use planning. This Historic Resources Inventory Planning Guide is intended as a resource for communities and engaged citizens that are interested in creating a HRI or updating an existing HRI. Although this guide has been specifically designed for use by Certified Local Governments (CLGs) tasked with completing historic resource inventory surveys, when used in coordination with the resources provided by the State Historic Preservation Office (SHPO,) this guide empowers all community members to engage in the inventory process.

This guide provides foundational information, designed to be used in connection with the Guidelines for Historic Resource Surveys in Oregon, published by the State Historic Preservation Office, who oversees all historic resource surveys in Oregon. Creating or updating an inventory can be done by anyone, in any community. It does not require a public hearing and it does not require the consent of private property owners. Thank you for joining forces with Restore Oregon in the journey to inventory your local historic resources! Let's get started.

## The Value of a HRI

There are many reasons that communities should consider conducting, or updating, an inventory of their historic resources. A few of these reasons will be introduced in this section. Remember that there may be many more reasons to conduct surveys and there are additional steps to be taken beyond surveying to further protect and interpret historic resources. Conducting an historic resource inventory, as with any aspect of historic preservation, is about looking toward the future.

### Oregon Planning Goal Number 5

This guide first began in support of Oregon statewide Planning Goal number 5, which reads “local governments shall adopt programs that will protect natural resources and conserve scenic, historic, and open space resources for present and future generations.” This planning goal was designed with community implementation in mind. This means that creating a historic inventory does not require a public hearing and can be done without the consent of private property owners. A historic resource inventory will not necessarily lead to designating a property as a historic place or landmark. Rather, the inventory process is designed to determine whether buildings qualify as historic under one or more categories of criteria from the National Register of Historic Places. This guide is designed to provide the information and resources necessary for your community to plan surveys that meet the standards and guidelines of the State Historic Preservation Office (SHPO).

In support of Planning Goal 5, local governments and state agencies are encouraged to maintain current inventories of historic resources, open spaces, and scenic views and sites. According to the implementation rules for Planning Goal 5 (set forth in OAR 660-023-0200) jurisdictions are encouraged, but not required, to have a preservation ordinance and to adopt local historic inventory and designation processes. The Goal 5 rules encourage inventories to be completed in accordance with the standards and guidelines established by the State Historic Preservation Office and to be provided in a format compatible with the Oregon Historic Sites Database. To learn more about Oregon’s statewide planning goals please visit: <https://www.oregon.gov/lcd/op/pages/goals.aspx>

Of course, there are many additional reasons to conduct historic inventory surveys in your community. Knowledge of the historic resources in a community serves a broad variety of purposes and the potential reasons and benefits listed here are not all-encompassing. Your community may have entirely unique reasons for conducting an HRI survey.



#### Identification Leads to Preservation

The historic Shipley-Cook barn in Lake Oswego, Oregon was once on Restore Oregon’s Most Endangered Places list. Identifying the resource led to a variety of community efforts to restore and preserve the historic building. In 2008, the Shipley-Cook Farmstead was successfully listed in the National Register of Historic Places, and later, restored.



#### Adaptive Reuse in Action

The historic St. George hotel building in downtown Pendleton, Oregon is an excellent example of adaptive reuse. With the aid of a façade restoration grant, the building’s owner restored elements of the original Italianate architecture, while transforming the empty hotel building into apartment units. <https://pendleton.or.us/pendleton-development-commission/st-george-hotel-restoration>

## You can't save historic resources you don't know about.

A culturally significant place cannot be preserved or rehabilitated for other uses if its historical significance is not known or well-documented. Once a place is identified, community members, concerned citizens and advocates such as Restore Oregon, can take steps to preserve them. Conducting an inventory engages the community and fosters an awareness and a sense of pride in historic places.

Throughout the year, Restore Oregon compiles a list of the most endangered places in Oregon. This list allows advocates to identify historically significant places in their community that may benefit from additional community involvement. Visit [restoreoregon.org](http://restoreoregon.org) to learn about endangered places in Oregon.

## HRIs help local governments plan smarter and maximize heritage resources.

Identifying and inventorying historic resources provides information necessary to assess zoning ordinances, consider historic overlay districts that allow for adaptive reuse of historic buildings, and encourage appropriate and orderly physical development in the community through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses.

Inventorying historic resources also help communities determine what buildings do not have significance, so that new construction can take place without negatively impacting historic buildings and artifacts.

Surveys and inventories do not necessarily seek out historic places with the ultimate goal of preservation in mind. Instead, they help communities plan for the future. This is important for city planners, architects, developers and realtors, and historic preservationists alike.

In Portland, Oregon Citywide Design Guidelines require that any new construction in historic districts “should be designed thoughtfully and deferentially towards its neighbors.” This means that new construction should blend seamlessly with existing historic buildings. The only way to know which buildings are historic, and which architectural forms and styles should be matched, is to have an accurate and up to date historic resources inventory.

## The most environmentally friendly development is the adaptive reuse of existing buildings.

An accurate and updated historic resources inventory helps divert waste from landfills, by encouraging the reuse and recycling of buildings, rather than demolition. Preservation, restoration, and renovations all consume less energy than new construction. The reuse and rehabilitation of historic buildings also reduces climate change impacts by reducing CO2 emissions.

Learn more about the how the “greenest building is the one that is already standing” from the National Trust for Historic Preservation Research and Policy Lab:

[https://living-future.org/wp-content/uploads/2016/11/The\\_Greenest\\_Building.pdf](https://living-future.org/wp-content/uploads/2016/11/The_Greenest_Building.pdf)

Infill development adjacent to older buildings within established historic main street blocks should reinforce a vibrant street wall. While new infill may result in a taller building than its neighbors, it should relate to adjacent historic resources, even while materials and architectural styles may be very different.

New development adjacent to designated historic landmarks or historic districts should be designed thoughtfully and deferentially towards its neighbors. Appropriate responses to neighboring landmarks include continuity of setbacks and cornice lines; matching ground floor heights; repetition of bay and window rhythms; and complementary materials, architectural features, or details. Responsive urban form may include stepping down toward the landmark

height or allowing a wide berth through setbacks or a pocket plaza if the landmark is a standalone building, such as a church or theater.

# Community Surveys In-Action

The City of Salem, Oregon conducted an inventory survey of the historic Grant Neighborhood and compiled the information in a guide available to visitors and property owners. <https://www.cityofsalem.net/CityDocuments/houses-of-grant-neighborhood.pdf>

Communities across Oregon are engaging in the historic preservation process. The City of Bend has created a convenient webpage, where all of the cities related departments and resources are linked.

Check it out at: <https://www.bendoregon.gov/government/departments/community-development/planning>



[APPLICATION FORMS](#)



[BEND EARLY HISTORY](#)



[HISTORIC SITES](#)



[HISTORIC SITE MAPS](#)



[GOVERNING BODIES](#)



[ADDITIONAL RESOURCES](#)

## The Grant Neighborhood

### The History of Salem and Grant

According to historic records dating back to 1850, North Salem began developing in the area north of D Street. It wasn't until the late 1860s that actual development began, and it peaked in the 1880s with the developments of J. H. Minthorn Oregon Land Company. These developments were primarily responsible for the North Salem addition we now know as the Grant and Highland Neighborhoods.



Original Platt Map of North Salem, 1871

Housing development in these areas was stalled due to a sluggish economy in the late nineteenth century. While Salem's economic growth continued into the 1880s, it was impeded by a severe flood in 1890 and a national economic depression between 1893 and 1897. The flood of 1890 occurred at the tail end of January, cresting at 45.10 ft on February 5 and inundating the town. The flood caused the collapse of a \$50,000 (\$1.3 million in 2015) timber wagon bridge built by Robert Wallace three years prior to the flood.



Photograph of the damage to the timber wagon bridge, looking north from Fry Hill in Salem, 1890. Photo courtesy of the Marion Co. Historical Society.

Located at the end of Summer St NE lies the Oregon State Capitol, a building with extensive history. There have been three Capitol buildings. The first, finished in late 1855, was quickly burned to the ground in 1856 before the government even occupied the structure. The second existed between 1876 and 1935 and faced west toward the Willamette River instead of north as it does today. It was a two-story building featuring a rotunda covered with a copper dome. The first story was constructed from native Oregon sandstone, and the exterior featured ornamental pilasters and two-story porticos on the east and west ends. In 1938 this building, too, caught ablaze, and was replaced with the current Capitol in 1938. Sadly, the construction of the current Capitol and adjacent Capitol Mall resulted in the demolition of many historic houses located just south of the current Grant Neighborhood boundary.

## Welcome to The Grant Neighborhood!

This guide was created as a way for you and your family to learn more about the historic city of Salem and within that, the historic neighborhood of Grant! This neighborhood boasts a diverse collection of beautiful and historic homes. Please use this guide to decipher the architectural style of your own home and learn more about why the Grant neighborhood is worth preserving.

This project has been completed through a combined effort of the City of Salem Historic Planning Division, The Grant Neighborhood Association and Portland State University Professor Thomas Hubka. For more information, contact either the City of Salem Historic Planning Division or The Grant Neighborhood Association.



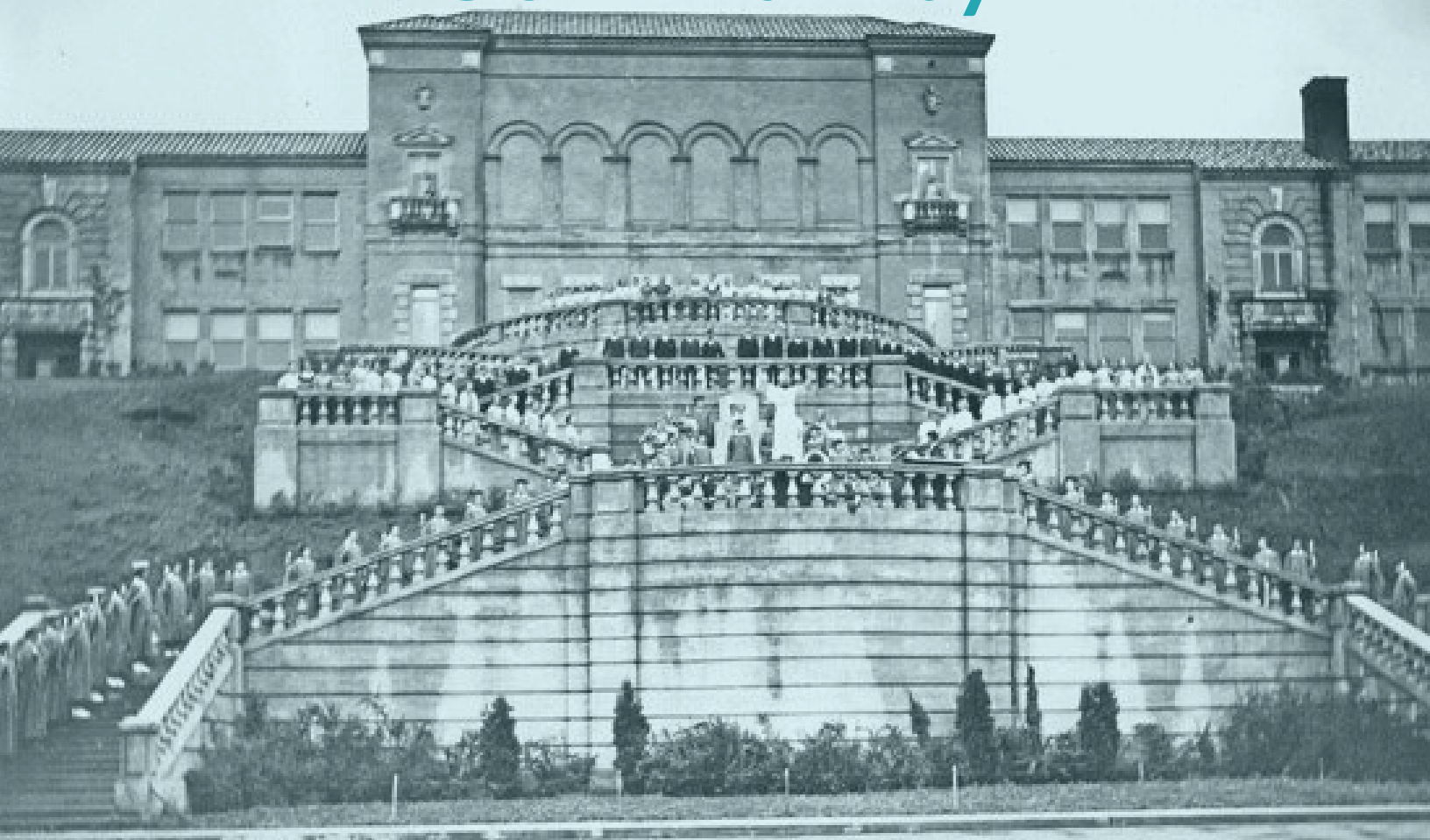
City of Salem Historic Planning Division  
 Kimberli Fitzgerald:  
[kfitzgerald@cityofsalem.net](mailto:kfitzgerald@cityofsalem.net)  
 503-540-2397  
 Sally Studnar:  
[studnar@cityofsalem.net](mailto:studnar@cityofsalem.net)  
 503-540-2311

The Grant Neighborhood Association  
[www.grantneighborhood.org](http://www.grantneighborhood.org)  
 GNA meetings are held the first Thursday of each month at the Grant Community School starting at 6:15 pm. All are welcome to attend!



## SECTION TWO

# Planning an HRI in Your Community

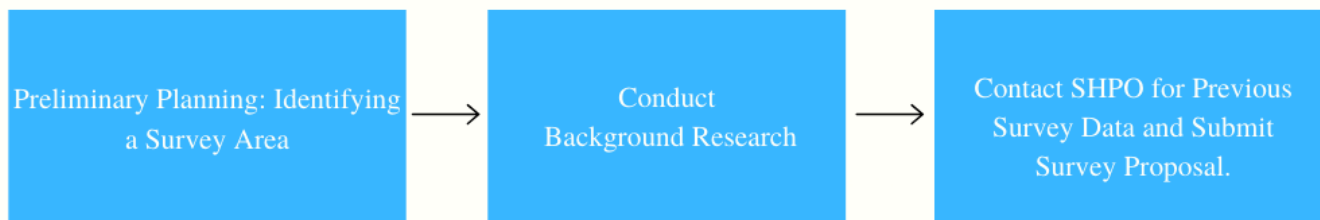


This guide is designed as an advocacy resource and an introductory planning document to be paired with the official guidebook from the [State Historic Preservation Office: Guidelines for Historic Resource Surveys in Oregon](#), which provides the advanced technical instruction necessary to initiate and complete an inventory in Oregon.

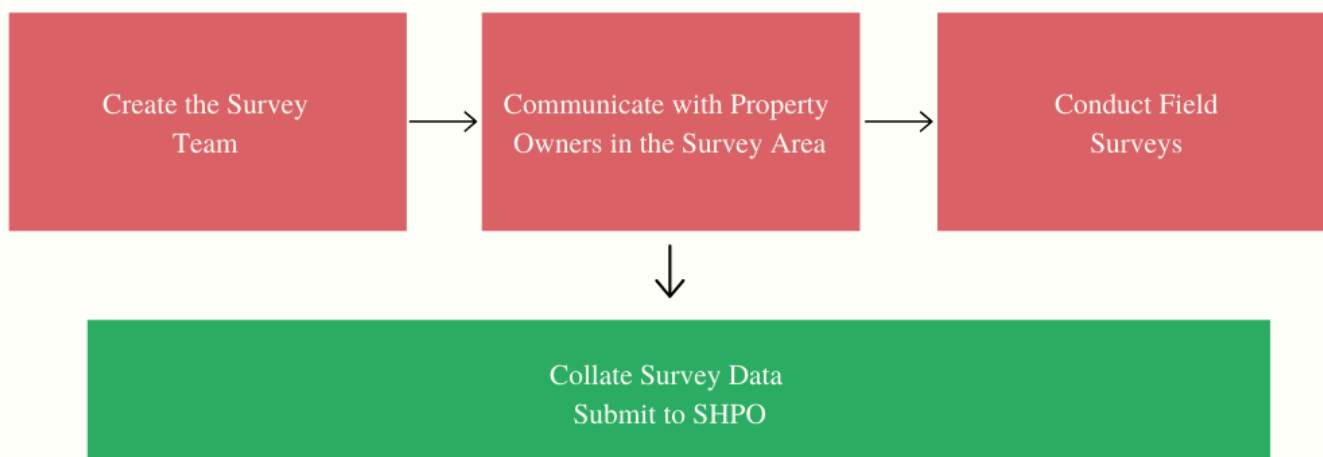
### **DON'T FORGET!**

Before you begin the action phase of your survey, complete the Survey Proposal Form (Appendix A) and return it to the Survey Program Coordinator at the State Historic Preservation Office. Completing this form will help you create a plan for the area you are surveying and ensure that you are not doing unnecessary work on properties that have recently been surveyed.

# Planning Phase



## Action Phase



### A survey proposal must include:

- The name of the project.
- A statement of the project objectives.
- A justification of the survey area,
- A projected timeline,
- A description of the personnel conducting the survey and the survey funding.

The Survey Proposal Form is included in this guide as Appendix A. Further instruction on how to gather information necessary for your proposal is included in the following sections.

### Types of Surveys

There are two common types of historic resource surveys for built environments such as houses, bridges and highways: reconnaissance level and intensive level. This guide provides a foundation for planning a reconnaissance level survey in your community. Archeological investigations serve a different purpose and are not discussed in this guide.

### Surveys for Built Environments

#### Reconnaissance Level Surveys

- A “first look” at a broad group of historic resources.
- Uses basic information that can be collected from the exterior of a building without going inside.
- Creates preliminary evaluations that lay the groundwork for further investigations

#### Intensive Level Surveys

- Detailed evaluations of individual resources.
- Provides the information necessary to complete a nomination to the National Register of Historic Places.
- Makes suggestions for additional research to be completed in the future.

Visit the website of the State Historic Preservation Office to learn more about the different types of surveys: <https://www.oregon.gov/oprd/OH/pages/survey.aspx>

## Background Research & Establishing Scope

Creating a thorough and effective historic resource survey is typically a multi-step process. Although each survey is different, these elements are common to any survey.

### Planning and Designing

The most important pieces of planning are selecting a survey area and submitting a survey proposal. A standard reconnaissance survey examines every building within a projected area, regardless of known information on age of the building or other background.

See page 6 of the SHPO guidebook for more information on planning for a reconnaissance survey.

### Conducting Background Research

Thorough research helps surveyors develop a familiarity of the survey area and creates the foundation for the background history section of final reports submitted to the State Historic Preservation Office. This section of a report usually has information on what, if anything, has previously been surveyed, and why a new or updated survey is necessary. Refer to section 6, Updating an Existing HRI, for a list of resources that will help you conduct background research on your survey area.

See page 7 in the SHPO guidebook for more information on background research.

### Field Survey Work

Fieldwork is the primary component of a reconnaissance level survey. At this stage the survey map and survey form or Survey123 Application will be used. Remember to also take two or more photos of each resource you are evaluating.

A detailed technical guide to the process can be found on page 8 of the SHPO guidebook.



#### When conducting field research:

- **Safety** should always be your highest priority.
- **Remember** to always travel and stand on the public right of way. Stay out of the way of cars, bicycles, and other moving vehicles. Usually this means standing on the sidewalk and out of the street. Always obey all street signs and traffic laws. Utilize the buddy system whenever possible.
- **Be prepared** to identify yourself, and what you are doing. Always be courteous, and if a property owner asks you not to photograph their residence

or any other piece of their property, please do not take photographs. Building trust and community cooperation is very important, and any appearance of being rude or impolite can damage critical relationships.

- **Reporting** on collected data. After field surveying has been completed, the information that you and your team has collected should be entered in the SHPO database. Detailed instructions on how to collate data, including photo sizing and labeling can be found in the SHPO guidebook, beginning on page 11.

## What Makes Up a Survey Project Team?

It is important to remember that anyone can be part of a historic resource inventory. Bringing in a diverse team often helps to foster a sense of importance to the community. Putting your team together early and maintaining good communication throughout the process can help your inventory survey run smoothly.

To be considered official by the State Historic Preservation Office, an HRI must be supervised by someone who meets the Secretary of the Interior's Standards for a qualified researcher. These requirements are created by the National Park Service and define the education and experience required to supervise a survey project.

#### A project supervisor should have:

- A graduate degree in architectural history or historic preservation.
- A bachelor's degree with two years of experience in work related to architectural history.

#### Conducting an HRI Survey: Finding information and recruiting volunteers

- **Crowdsourcing:** Crowdsourcing may involve gathering information from the public, or it may refer to the recruitment of volunteer surveyors. Volunteers can be tremendously beneficial to historic resource surveys. Below are some suggested avenues for recruitment.
- Your local historical society or museum. A list of museums in your area can be found at the AAM website: <http://ww2.aam-us.org/about-museums/find-a-museum>
- Community colleges, colleges, and universities. Students in history or public administration courses might enjoy the opportunity to complete surveys as projects. If you teach students in any capacity, consider making surveying an element of your curricula. Surveying historic properties builds

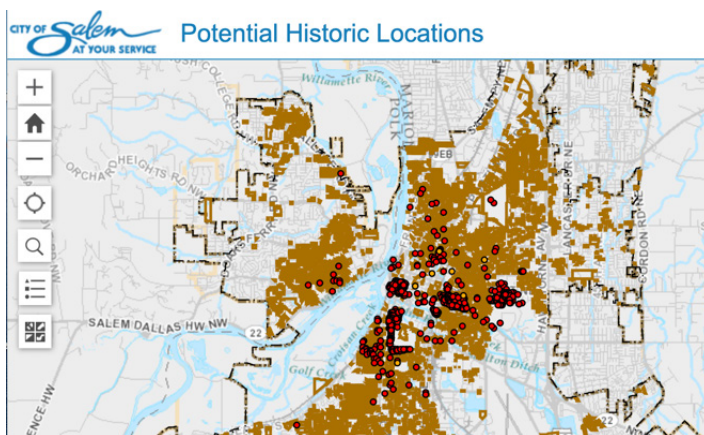
skills in the use of technology, and understanding architecture, history, and archeology among other fields.

- Historic resource inventory surveying may be counted as community service, when properly supervised.
- Veteran's organizations. The Oregon Parks and Recreation Department administers grants available exclusively to groups that involve the active participation of veteran's organizations. Find a VFW Post in your area: <https://www.vfw.org/find-a-post>
- Find an American Legion post in your area: [http://www.members.legion.org/CGI-BIN/lansaweb?webapp=MYLEPOST+webrtn=wr\\_dsplcr+ml=LANSA:XHTML+part=TAL+lang=ENG](http://www.members.legion.org/CGI-BIN/lansaweb?webapp=MYLEPOST+webrtn=wr_dsplcr+ml=LANSA:XHTML+part=TAL+lang=ENG)

Crowdsourcing can be an effective method of gathering historic information. Property owners may have extensive knowledge on the history of buildings, including cultural history that is not easily observed in architectural elements. If you encounter property owners while surveying, consider politely asking if they have any knowledge of the history of their property, or stories that they would like to share with you. Enter any information that you gather in the box that asks for notes and additional information in the survey application.

In order to grow the historic inventory, the City of Salem maintains a website that invites users to report on potentially historic properties, and view others that have been reported as potentially historic. This is an excellent example of crowdsourced information.

<https://salem.maps.arcgis.com/>



[appsCrowdsourceReporter/index.html?appid=444db5c793de433abdf098e76c63b50a](https://appsCrowdsourceReporter/index.html?appid=444db5c793de433abdf098e76c63b50a)

## Get the word out!

Positive publicity can benefit historic preservation in a variety of ways. If you are recruiting volunteers, try sending a press release to local newspapers, public radio, and local tv stations.

If you need additional resources, visit these lists of preservation professionals across the state of Oregon.

Restore Oregon's Resource Directory: [www.restoreoregon.org/resource-directory](http://www.restoreoregon.org/resource-directory)

Oregon State Historic Preservation Office list of consultants and contractors: [www.oregon.gov/oprd/HCD/pages/publications.aspx](http://www.oregon.gov/oprd/HCD/pages/publications.aspx)

## What Data Do I Need to Collect?

When conducting any survey, whether you are using the Survey123 App or not, it is important to include certain pieces of information. This is critical to ensure that the staff at the State Historic Preservation Office can locate the properties reported on for their purposes.

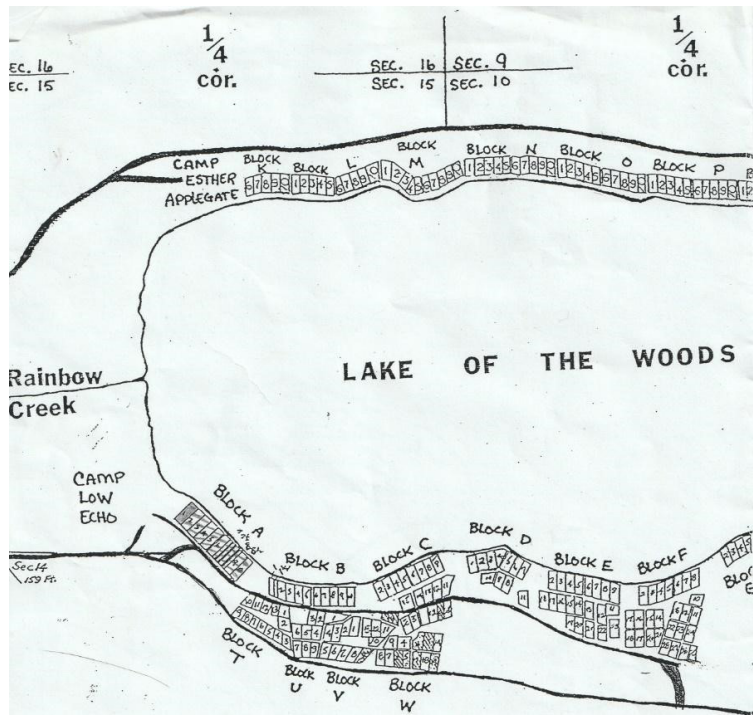
Information that must be included in any report is:

- The street address and number of the property.
- The known or estimated date of construction.
- Whether or not the property is currently listed on the National Register of Historic Places.

\* If there is not a street number associated with the asset that you are surveying, include other substantial information to allow future researchers to locate it.



Example above: The Peter Courtney Minto Island Bicycle and Pedestrian Bridge. Riverfront Park, Salem, OR 97302.



## Survey Mapping

Reconnaissance Level Surveys provide a basic evaluation of multiple resources in the community. Before beginning a survey, creating a map of the resources that you are evaluating can make the process more efficient. Below is an example of a map of potentially historic resources at Lake of the Woods in Klamath County, Oregon.

The final survey map submitted with all of the collected data should be coded to show the age and integrity of each resource that was surveyed.

See page 23 of this guide for more information on determining integrity. Page 13 of the SHPO guidebook has additional information on coding a completed survey map.

## Sample Reconnaissance Survey Log Form

To ensure proper documentation and organization of survey records, the use of a uniformed survey form is recommended. For your convenience, Restore Oregon has developed a form to be used in the Survey123 Application. This will be introduced on page 23 of this guide. Because access to electronic devices is not always possible during field research, the use of a paper survey form such as the one sampled here is also recommended. See Appendix A.

# Preparing for Field Work

## Coordinating with Local Government and Property Owners

Regardless of the scale of your survey, remember that planning ahead is essential. Where possible, and particularly for large scale surveys, property owners should be alerted that a survey will be happening. This helps to ensure that all interactions are friendly and follow a similar format each time. This section includes a sample letter, as well as a sample of frequently asked questions with answers. Work with your local planning or preservation department to find out if notices can be sent from their office prior to your survey.

If you are surveying by yourself, or not as part of a larger project, remember to take basic precautions. Wear sunscreen, drink water to stay hydrated, and be friendly and courteous to property owners and others you might interact with. Remember to remain on the public right of way, such as streets and sidewalks, and bike lanes, to avoid trespassing on private property.

It is often helpful, as resources allow, to send a letter to property owners in a neighborhood being surveyed to make them aware of what the survey will entail, and how property owners can be involved. This reduces confusion, allows surveyors time to safely and fully complete their work, and encourages community participation. The sample letter below was created by the city of Astoria to be sent to residents in a neighborhood being surveyed.

### Sample letter to community:

Date

RE: Inventory of Historic Properties in the Adair-Uppertown Neighborhood Area

The City of Astoria is currently conducting an inventory of historic properties in the Adair-Uppertown Neighborhood Area through a grant from the State Historic Preservation Office. Your property is included in this inventory area. The survey will record architectural details, alterations, and a brief history of each building. The City will have two consultants walking through the neighborhoods recording this information and taking photos of the fronts of buildings. Recordation will be done from the street right-of-way. It is anticipated that recommendations will be made to the Historic Landmarks Commission for consideration of historic landmark status on properties in the Adair Uppertown neighborhood. Many of the properties in this area are already designated as historic.

You will be contacted concerning future public meetings which will be held to answer questions you may have about the process. These meetings will include a general review of the area's history, a review of the inventory, and a discussion of what it means to be a local landmark. Enclosed is an information sheet, which may answer some of your questions.

If you have any historic photographs or information concerning your property that you would like to share with us, please contact us.

The City of Astoria will be happy to answer any questions you may have at any time during this process. Please contact the City Planner in the Community Development Department, at 503-555-5555, or [planner@cityofastoria.gov](mailto:planner@cityofastoria.gov)

Sincerely,

THE CITY OF ASTORIA

## Frequently Asked Questions Regarding HRIs

It can be helpful to accompany letters to property owners with a list of frequently asked questions. If not delivered by mail, giving surveyors and city employees a list of questions can help to reduce confusion and ensure clear, consistent communication. The sample list of questions below was created by the City of Astoria and serves as an example:

### Sample FAQs:

#### **How do I know if a building is “historic?”**

Once a building is “inventoried,” an Inventory Form is prepared that indicates the historic classification of the building. Inventory forms for the Adair-Uppertown Area are anticipated to be mailed to property owners in May 2013. Look for the heading “Classification” on the building’s inventory form. With the current inventory for Adair-Uppertown Neighborhood, the new State classifications of “Contributing” and “Non Contributing” will be used. Properties in the Adair-Uppertown Inventory classified as “Contributing” would be considered as historic.

On inventories completed prior to 2011, a building will be classified under one of five titles: Primary, Secondary, Historic Non-Contributing, Compatible, and Non-Compatible. Only those buildings listed as Primary or Secondary are considered historic at this time.

#### **Are there any other designations for historic buildings?**

Yes, a building might be individually listed as a Local Landmark, National Register, or National Landmark. Both National Register and National Landmark buildings start their designation process locally, but are reviewed at the State and Federal level. For more information on these additional designation processes, contact the City at 503-338-5183 or [rjohnson@astoria.or.us](mailto:rjohnson@astoria.or.us).

#### **What is the local process for designating a building historic through an inventory?**

The City designates a property after completing a comprehensive neighborhood inventory. During this inventory, a historic building consultant reviews the architectural character of a building, its individual history, and alterations which may have occurred to the building exterior. The consultant reviews the building according to criteria listed below. Property owners are then mailed completed inventory forms. At that time, they are invited to an informational meeting and a separate public hearing. Property owners have an opportunity to comment at both meetings. During this process, individual property owners have the opportunity to opt-out of the historic designation. To opt-out of historic designation, the property owner must send a written request to the Astoria Community Development Department any time prior to the formal designation by the Historic Landmarks Commission. Formal designation is made following the public hearing for the historic eligible properties unless the owner has opted out.

#### **What criteria are used to establish the historic designation?**

There are four basic criteria for determining whether or not a building is historic: architectural significance, integrity, setting and history.

Architectural significance deals with style, rarity of type, craftsmanship, materials, and the architect, designer or builder. Integrity looks at how much original fabric remains and whether alterations are compatible.

Setting refers to how well the building fits into the neighborhood and streetscape and whether there are early plantings on the site. History deals with the significance of the owners or occupants, whether the building represents any significant trends or if the building is associated with an important event.

### **Do property owners have a choice whether or not their building is listed as historic?**

Individual property owners may object and opt out of historic designation. At the conclusion of the inventory, all affected property owners are invited to attend a public hearing before the Historic Landmarks Commission. The property owner must send a written request to the Astoria Community Development Department any time prior to the designation by the Historic Landmarks Commission to opt out of historic designation. If no objections are filed with the Community Development Department, the historic designation becomes final when the Historic Landmarks Commission votes to accept the inventory as presented.

### **What City codes apply to historic buildings?**

The Astoria Historic Properties Ordinance currently includes the review of new construction design adjacent to historic buildings. For the purpose of the Historic Properties Ordinance, adjacent properties include all properties "adjacent to or across a public right-of-way from a Historic Landmark." The Historic Landmarks Commission reviews new construction to ensure compatibility in scale, style, height, materials, architectural detail, and orientation with the adjacent historic building(s) and neighborhood.

Exterior alterations (exterior changes) to historic buildings are also reviewed, as stated in the Historic Properties Ordinance. Exterior alterations are permitted but are reviewed by the Historic Landmarks Commission. Alterations include additions, changes in materials or designs of any exterior feature, removing features, etc. Interior alterations are not reviewed by the City. Certain exterior alterations that are to replace missing historic features or are to repair the structure based on historic photographs of the house may be approved administratively by staff.

Routine maintenance is not reviewed. Routine maintenance includes cleaning, landscaping, and minor repairs. In addition, exterior paint colors are not reviewed. Property owners are not required to paint their buildings in historic colors.

### **What other assistance is provided?**

Depending on funding availability, the City may offer the historic building owner limited design consultation by the City's trained staff. This consultation may include reviewing the history and stylistic characteristics of the building, suggestions on how to blend the alterations with the building's historic character, and advice on how to prepare an application for the Historic Landmarks Commission process.

For the Adair-Uppertown Neighborhood, there are no State or Federal financial incentives available at this time. State and Federal financial incentives are only available for buildings individually listed on the National Register of Historic Places or landmarks within a National Register Historic District. The proposed inventory would designate the property locally and therefore it would not be eligible for State and Federal financial assistance.

### **If my house is historic, do I have to open it to the public? Am I limited to what changes I can make to the interior?**

There are no local requirements for open houses. Unless you are on a special program for funding or tax credits (process separate from historic designation), the Astoria Historic Landmarks Commission does not review interior changes. The Adair-Uppertown inventory process does not put structures on a special program for funding or tax credits. These would be applied for separately by a property owner.

### **Does the Clatsop County Historical Society have anything to do with the City of Astoria's historic building program?**

No, people often confuse the Historical Society with the Historic Landmarks Commission. The Clatsop County Historical Society has nothing to do with the review of local landmarks -- that's the role of the Historic Landmarks Commission.

### **Where can I get additional information about historic landmarks and historic preservation?**

Call the City of Astoria Community Development Department at 503-338-5183, or write to us at 1095 Duane Street, Astoria OR 97103.

# SECTION THREE

## Funding for Your HRI



This Historic Resources Inventory Planning Guide has been designed to be accessible to as many communities as possible. It provides the tools necessary for certified local governments to plan surveys with as little expense as possible. This does not mean, however, that expenses will never be encountered, or that surveyors are always readily available. This section of the guide will identify potential resources for funding. Refer to Planning an HRI for ways to reduce costs by using volunteers.

### A Brief Review from Section One

#### Who can conduct a survey?

Anyone can conduct a historic resources inventory survey, including city employees, amateur historians, and those who have never studied history but have an interest in their community. The survey form designed for the Survey123 application has been designed to be used by one or more people at a time.

#### What background information do I need?

This planning guide and companion [Guidelines for Historic Resource Surveys in Oregon](#) from the State Historic Preservation Office, and the accompanying app can be used without any prior knowledge or experience, by anyone interested in reporting on the potentially historic nature of their community.

## A Brief Review Continued...

### What is Restore Oregon charging to use the app and guide?

The guide is provided free of charge, and the application can be accessed or downloaded for free.

## Coordinating with City Government

Administered by the National Park Service and managed by the State Historic Preservation Office, the Certified Local Governments (CLG) grant program is designed to promote historic preservation at the local level. Municipal governments must meet certain criteria in order to qualify as a CLG and these grants are only available to government agencies.

### Certified Local Government Grants

Grants through the CLG program distribute federal funds via the State Historic Preservation Office to perform and subsidize historic preservation projects. This should be your first consideration when assessing how to fund your HRI. Additionally, contact your local government's planning department to discuss active or planned surveys and whether there are dedicated funds for performing surveys. They may also guide you toward other sources of funding or other municipal departments or entities responsible for stewarding historic resources.

Learn more about Certified Local Governments on the National Park Service website: <https://www.nps.gov/clg/index.html> or at Oregon's State Historic Preservation Office website: <https://www.oregon.gov/oprd/HCD/SHPO/pages/clg.aspx>

### Cost Considerations

Although the HRI guide and the companion survey application are available for free, there may still be costs associated with your survey. Expenses to plan for may include but are not limited to the following expenses:

- Compensation for city employees assigned to conduct surveys, or payments to contractors or external services hired to complete surveys.
- Labor-hours necessary to collate and clarify survey data collected by volunteers.
- Logistical considerations including technology, transportation, food and lodging.

## For Future Reference: Funding Historic Rehab Projects

While performing an inventory you will likely identify potential bricks-and-mortar historic preservation projects for the future. Make a list of potential projects for future advocacy efforts and check out Restore Oregon's Preservation Toolkit, a step-by-step guide for saving endangered historic resources, found on our website.

Download Restore Oregon's Preservation Toolkit on our website: <https://restoreoregon.org/preservation-toolkit/>

There are a variety of grants and other funding sources available for hands-on preservation work. Familiarize yourself with the following grants available for local governments and property owners.

### Diamonds in the Rough Grants

Awarded by the State Historic Preservation Office, Diamonds in the Rough Grants are designed to assist in the restoration or reconstruction of historic buildings that have been dramatically altered over time. The purpose is to restore buildings to their historic appearance, so that they may potentially qualify for nomination and designation on the National Register of Historic Places.

Learn more by visiting: <https://www.oregon.gov/oprd/HCD/FINASST/docs/DiamondsGrantGuidelines2019.pdf>

### Preserving Oregon Grants

These grants, administered by the State Historic Preservation Office, are available only to projects involving buildings that are already listed on the National Register of Historic Places. For those buildings, Preserving Oregon Grants are designed to fund non-maintenance preservation work. The grant program also supports the identification and preservation of archeological sites.

Learn more by visiting: <https://www.oregon.gov/oprd/Pages/news/2019/Grants-available-for-historic-properties-and-archaeology-projects.aspx>

## Oregon Main Street Revitalization Grants

These grants are designed to foster the revitalization of buildings in designated downtown areas across the state of Oregon. To be eligible, organizations must participate in the Oregon Main Street Network. To find out if your organization is in the network visit [www.oregonheritage.org](http://www.oregonheritage.org).

To learn more about this grant opportunity, visit: [https://www.oregon.gov/oprd/HCD/FINASST/docs/OMSGrantGuidelines\\_2019.pdf](https://www.oregon.gov/oprd/HCD/FINASST/docs/OMSGrantGuidelines_2019.pdf)

## Oregon Heritage Grant

Oregon Heritage Grants are designed specifically to support projects that deal with the conservation of, or development and interpretation of Oregon's cultural heritage. Further priority is given to those that work with threatened resources, or those of statewide significance.

To learn more, including how to apply, please visit:

<https://www.oregon.gov/oprd/HCD/FINASST/docs/HeritageGrantInformation.pdf>

## Veterans and War Memorials Grants

Administered through the State Historic Preservation Office, a division of the Oregon Department of Parks and Recreation, these grants are typically awarded for groups working to preserve, repair, or create new veterans' memorials. The specific requirement is that projects must include the active participation of a veteran's organization. See the information on crowd sourcing for information on how to contact veteran's organizations in your area.

To learn more about these grants please visit:

<https://www.oregon.gov/oprd/Pages/news/2019/Grants-available-for-veterans-and-war-memorials.aspx>

## Oregon Cultural Trust Grants

Oregon Cultural Trust Grants support a variety of fields and projects in arts, humanities, and heritage. The program is supported by donations, and distributes funding through government, tribal and non-profit partners across Oregon. Visit the Cultural Trust website to find out more about qualifying projects and how to apply at <https://culturaltrust.org/about-us/who-we-are/>

## Federal Tax Credits

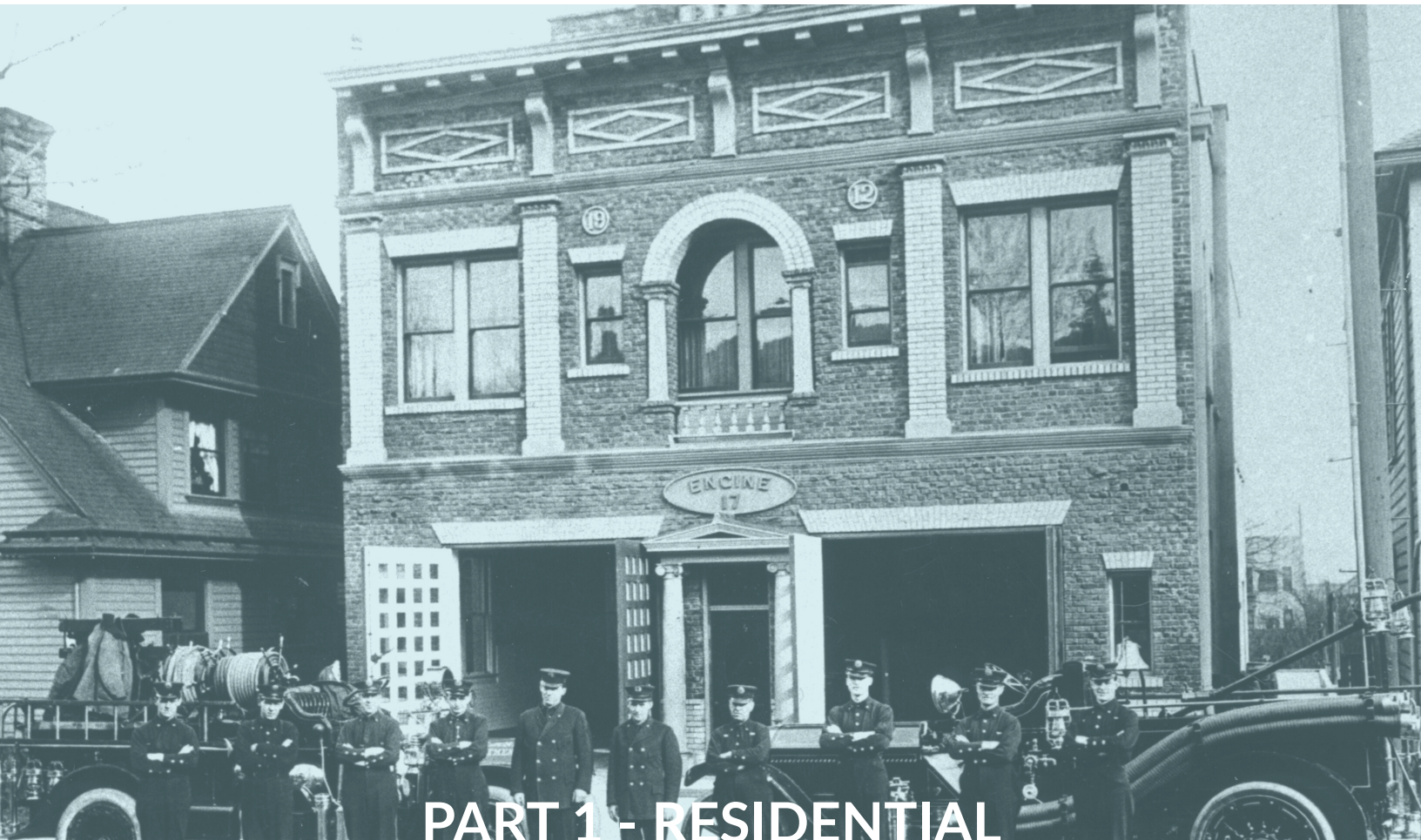
Historic tax credits are available to property owners who undertake a substantial rehabilitation of a historic building in commercial use. Because of this, they are not a source of funding for survey projects. They may, however, incentivize private property owners to become engaged in the survey and research process as the first step to preservation and utilization of tax credits is recognizing and reporting on historic property.

To learn more about federal tax credits for historic preservation, please visit: <https://www.nps.gov/tps/tax-incentives.htm>

## Oregon Special Assessment Program

The state of Oregon offers a program that places a property tax assessment freeze on the true cash value of properties that are currently listed on the National Register of Historic Places. This is designed to encourage property owners to rehabilitate and preserve their historic property without incurring an increase in property tax. As with the federal tax credit listed above, this program will not fund surveying programs, but it may encourage property owners to engage in the process. Learn more about the special assessment program by visiting: [http://www.oregon.gov/OPRD/HCD/SHPO/Pages/tax\\_assessment.aspx](http://www.oregon.gov/OPRD/HCD/SHPO/Pages/tax_assessment.aspx)

# PART FOUR A Quick Guide to Common Architecture



This quick guide is designed to jumpstart surveyors who don't have a strong background in historic architecture, providing a quick overview of the terminology, and how to identify certain architectural styles. There are many publications on architectural styles in existence, and a bibliography of suggested further reading is included.

Architectural style is what makes a building uniquely identifiable, and in many cases, historic. This is separate from the form and functions of buildings. Not all buildings have the same use today that they were built for, so it is important to identify form, function, and architectural style when possible.

## **Function**

What a building was designed for. e.g. apartments, a single-family house, office building, or religious building.

## **Form**

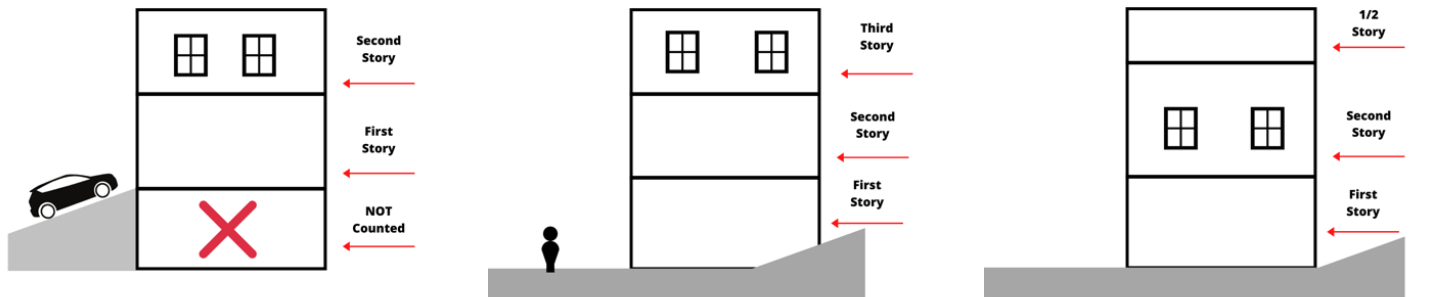
A regular form is considered to be a form that is consistent and orderly and are generally symmetrical. The sphere, cylinder, cone and cube are examples of regular forms. These forms can be changed by the addition or subtraction of elements, but can still remain regular. An irregular form is one whose parts are dissimilar and generally inconsistent and asymmetrical.

## Style

Most buildings and architecture fit in one or more styles, which change and evolve over time to match the needs and preferences of their communities. The remainder of this guide is dedicated to describing and providing examples of some common styles of architecture.

## Stories on a Building

Identifying the height of a building by number of stories provides additional means of understanding its style, possible dates of construction or additions, and an additional way to locate the building in the future. Stories are the total number of distinct above-ground floors in a building.



*Below-ground floors are not counted as stories in a building.*

*Stories are counted from the surveyor's perspective. Three complete stories are visible here.*

*Smaller, but still visible floors are counted as half-stories.*

## Craftsman

This style refers to a variety of buildings, that most commonly emerged in the late 19th Century. Common features of buildings in this broad category can include low pitched gabled or hipped roofs, low hanging eaves, exposed rafters, the use of front-facing porches, symmetry, and even the incorporation of other architectural stylings. Pictured here is the historic Thorson House in Bend, Oregon.

Photo by Ian Poellet



## Prairie School

Prairie School architecture is most often characterized by its interaction with surrounding landscapes. Buildings of this style most often feature extensive use of horizontal lines which resembled flat and open plains and prairies. Frank Lloyd Wright was a pioneering architect of the style. Pictured is Oregon's only Frank Lloyd Wright architecture, the Gordon House in Silverton.

Photo courtesy of the Gordon House Conservancy.



## Foursquare

Sometimes called “American Foursquare,” or the “Prairie Box,” this architectural style was designed specifically to be plain in nature. It incorporates elements of both the prairie school, and craftsman styles in response to the more ornate Victorian architecture that was common just before the emergence of foursquare. Pictured is the Stevens Crawford Heritage House in Oregon City, Oregon.

Photo Courtesy of Clackamas County Historical Society.



## Midcentury or Mid-Century Modern

Most common from 1930 to 1960, this style of architecture emphasized joining the indoors and outdoors, along with the use of angular construction. The style that originated in Europe was brought to the United States by architects including Marcel Breuer and Walter Gropius. Easy to confuse with the Prairie School style, a famous example in commercial architecture is the main terminal of the Washington Dulles Airport. Pictured is a mid-century modern style house designed by Oregon architect Robert Rummer in Lake Oswego, Oregon. Photo courtesy of Restore Oregon.



## Cape Cod

Originating in New England, the Cape Cod style house was designed to be low in profile, with features designed specifically to withstand extreme weather. Cape Cod houses typically feature moderately sloped gabled roof, central chimney, and shingled or lapped wall construction. The Cape Cod cottage pictured features shingled wall construction and a steeply pitched side-gabled roof. Photo courtesy of Evan West.



## Queen Anne

Among the most recognizable Victorian Styles of architecture, Queen Anne actually refers to styles made popular in the Jacobean and Elizabethan eras. These buildings are usually made from wood, featuring as much ornate decoration as they could possibly be built with. Queen Anne style often features towers and turrets, often with curved glass, and wraparound porches. Pictured is the Shelton McMurphy Johnson House in Eugene, Oregon.

Photo Courtesy Shelton Murphy Johnson House Foundation.



## Richardsonian Romanesque

Named after the architect Henry Hobson Richardson, this style incorporates elements of French, Spanish, and Italian architecture. Identifying features include the use of obvious “Romanesque” arches, and the use of towers or turrets. Pictured is the former Imperial Hotel in Portland, built in 1894.

Photo courtesy of Steve Morgan



## Colonial Revival

Originating around the time of the United States' Centennial in 1876, colonial revival architecture honors and recreates stylings common to colonial America. These were influenced by British, Dutch, and even Italian and Spanish designs. Because of this range of inspiration, Colonial Revival remains exceedingly popular, and difficult to clearly define. Decorative entrances, frequently those flanked by large columns, together with brick construction and gabled and gambrel roofs are among the most common identifiable characteristics. Pictured is the historic McCann House in Bend, Oregon.



## Tudor Revival

This style gets its name by “reviving,” architectural stylings that were common between 1500 and 1560. Houses in this style tend to feature Steeply pitched roofs, half-timbered construction, and frequently asymmetrical floorplans. Wooden features tend to be dark in color, and heavy in appearance. Pictured is Oregon's Mahonia Hall.

Photo courtesy of Evan West.



## Multi-Family

This can be any building, whether it was designed to house more than one family or not, that is divided into separate living spaces. Most often these are apartment buildings or condominiums that visually present themselves as large in size, often multiple stories and often with many windows and balconies. However, it is not uncommon for individual residences to have been repurposed to serve as multi-family dwellings. The simplest method of determining if this has been done, is to look for multiple unit or street address numbers listed on the exteriors of buildings or mailboxes.

Pictured are four examples of multi-family dwellings in Oregon.



## Vernacular

The term “vernacular” is used to refer to architecture or construction that is domestic and functional rather than public or high style. The term “vernacular architecture” is most often used to describe common domestic architecture of a region, characterized by inexpensive materials and straightforward, utilitarian design usually far simpler in form and style than what the technology of the time could produce. Construction of vernacular buildings often took place using local or native materials and knowledge, done without the plans or supervision of a licensed architect. Examples are wide-ranging, but could include a cabin built with materials from its natural surroundings, a simplified Queen Anne farmhouse, or an A-frame cottage.

Pictured above is a vernacular residence cabin built to meet certain size and construction material requirements for its specific location and use. Photo courtesy of Evan West.



## Part 2 - Commercial

As with residential architecture, businesses can occupy a wide variety of building types, with or without obvious signage or indication that they are a business. This quick guide is intended to provide an introduction to some of the most common types of business architecture, and terms that you may hear associated with them.

### Mainstreet or Store Front

Common to “downtown” American business districts, these are individual stores that occupy space in a larger block of buildings. Typically, these businesses feature street-facing display windows, a single point of entrance and exit, and may have one or more stories above the street level. Often second and third stories were used for offices, or as living spaces for business owners and their families.

In the photos at right (courtesy of Evan West), notice how distinct and different businesses in different buildings are adjoined. There are windows displaying merchandise at the street level, as well as windows above indicating one or more additional stories. In the second photo, notice the row of windows just above the display windows at street level. That is called a transom and is an easily identifiable feature of many main street businesses. There is also ornate and detailed styling on the cornice, the projecting elements at the top of the building.

Of course, not all main street or downtown businesses will take these particular forms and styles. For more information on main street commercial architecture, please see “Anatomy of a Mainstreet Building” by Michael Houser. It is available online at: [https://dahp.wa.gov/sites/default/files/Anatomy\\_of\\_MainStreet\\_0.pdf](https://dahp.wa.gov/sites/default/files/Anatomy_of_MainStreet_0.pdf)

### “Box,” “Big box,” or “Department” Store

These are commercial buildings that are often built by their occupants and intended exclusively for use as places of shopping. They often anchor larger shopping complexes or can be found on larger pieces of land that allow for expansive parking lots. The historic quality of these buildings may depend on when they were constructed, what the original occupant was, and whether or not they are currently occupied.

Learn more about the history of department stores worldwide at: <http://www.bbc.com/culture/bspoke/story/20150326-a-history-of-the-department-store/index.html>



## Free Standing

This is often seen in the form of gas stations, auto repair shops, or fast food restaurants. Free standing businesses are not physically connected to any other structures, are most often single-story buildings, and may have been constructed specifically to serve in their existing capacity. All of these characteristics are seen in the restaurant pictured.



Learn more about the history of gas stations in the United States by visiting:

<https://www.smithsonianmag.com/smart-news/short-picture-history-gas-stations-180967337/>

## Ghost Signs

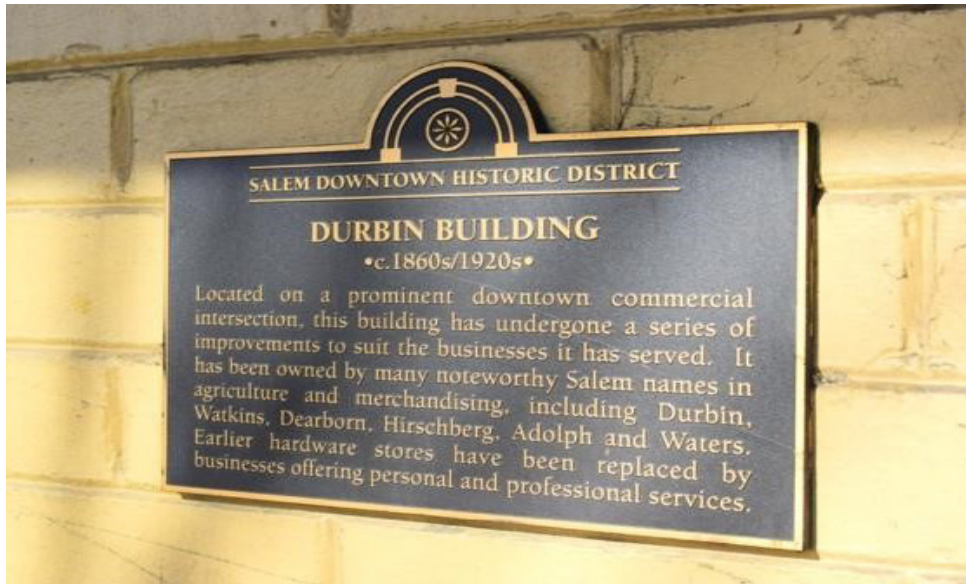
Though they are not exclusively found on any one type of architecture, “ghost signs” are fun connections to the past to look for. Typically found on commercial buildings, ghost signs are the remnants of painted signage and murals. They may provide clues to, or evidence of, the previous use of buildings.

Learn more about ghost signs by visiting:

<https://savingplaces.org/stories/your-citys-ghost-signs-have-stories-to-tell#.XuKplINKiRs>



# Evaluating Historic Integrity on a Reconnaissance Level Survey



Remember to look for signs, plaques, and other indications that buildings may have already been surveyed or been nominated to the National Register of Historic Places.

When conducting a reconnaissance level survey, only a preliminary understanding and evaluation of historic integrity is necessary. As with other pieces of the survey, integrity evaluation is conducted from the public right of way. There is no need to inspect the interior of buildings. The integrity determination made during a reconnaissance survey is based only on known history and a brief visual inspection of a resource.

Determining integrity means evaluating what remains of the historic character of a place or a building. Integrity is defined as the physical characteristics that are tangibly related to the historic property. It is rated on a four-point scale: excellent, good, fair, and poor.



Simple example: A building was previously considered to be historic because it had a thatched roof. At an unknown date the thatched roof was replaced with corrugated metal. If the building didn't qualify for any other reason, it likely suffered a fatal loss of integrity when the roof was replaced. Look back on page 8 of this guide for information about historic eligibility.

In the example above, the building's historic integrity would be poor. This is because it has lost the only feature that qualified the building for historic designation. Learn more about historic integrity with a video tutorial from the National Trust for Historic Preservation. <https://savingplaces.org/stories/preservation-tips-and-tools-national-register-guide-episode-9-evaluating-historic-integrity#.Xmf6SJNKgUs>

# Bibliography and Additional Resources

For further examinations of American architecture, explore this list of titles at your local library.

America's Architectural Roots: Ethnic Groups that Built America. Edited by Dell Upton. New York: John Wiley & Sons, Inc., 1964.

Blumenson, John J.-G. Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945. 2nd Edition. New York: W.W. Norton & Company, 1981.

Carter, Thomas and Elizabeth Collins Cromley. Invitation to Vernacular Architecture: A Guide to the Study of Ordinary Buildings and Landscapes. Knoxville: The University of Tennessee Press, 2005.

Clark, Rosalind. Oregon Style: Architecture from 1840 to the 1950s. Portland: Professional Book Center, Inc., 1983.

Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places. US Department of the Interior, National Park Service, National Register of Historic Places, 2002.

Hubka, Thomas C. Houses Without Names: Architectural Nomenclature and the Classification of America's Common Houses. Knoxville: University of Tennessee Press, 2013.

McAlester, Virginia and Lee McAlester. A Field Guide to American Houses. New York: Alfred A. Knopf, 1984, rev. 2006.

Ritz, Richard Ellison. Architects of Oregon: A Biographical Dictionary of Architects Deceased - 19th and 20th Centuries. Portland: Lair Hill Publishing, 2002.

Poppeliers, John C. and S. Allen Chambers Jr. What Style Is It? A Guide to American Architecture. Hoboken, NJ: John Wiley & Sons Inc., 2003.

## Considering the National Register of Historic Places?

### What is it?

The National Register of Historic Places is the nationwide list of places that have been designated as historic. Created by the National Historic Preservation Act of 1966, the National Register of Historic Places is maintained by the National Park Service, in coordination with State Historic Preservation Offices.

Potentially eligible assets include districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. The state of Oregon has roughly 2,000 individual resources listed on the register, and 124 historic districts. Historic designation is the highest possible result of historic resource inventory. It is important to remember, however, that not every property surveyed will be eligible and that historic designation is not the only reason to conduct an historic resource inventory.

### Benefits of listing an asset on the National Register of Historic Places include:

- Permanent documentation in the national record, easily available for posterity.
- Opportunity to apply for state and federal historic tax credits and historic preservation grant funding. See section 5 of this guide for more information on funding.
- Flexibility in code compliance, depending on the jurisdiction.

## The National Register of Historic Places Does NOT:

- Give the federal government control over your property.
- Protect your property against demolition. However, in Oregon, properties listed in the National Register must go through a demolition review prior to deconstruction or demolition.
- Regulate the sale or alteration of your property.
- Any restrictions placed on historic properties are the result of LOCAL ordinances, many of which use National Register listing as a criterion for imposing review of alterations or restrictions on demolition. Having a complete and up-to-date historic resources inventory provides the foundation for historic preservation planning, including the implementation of local historic building codes and zoning ordinances. In most communities in Oregon outside of Portland there are no restrictions applied to National Register properties with the exception of demolition review. Contact your local Planning Bureau for more information.

In order to be designated as historic, a property or place must qualify under at least one of four possible categories:



Criterion A: Associations with events that have made a significant contribution to the broad patterns of history. (Example: National Historic Oregon Trail)

Criterion B: Association with the lives of significant persons in the past (Example: the Bush House Museum, Salem, Oregon)



Criterion C: Places that embody the distinct characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity. (Example: The Watzek House designed by Oregon Architect John Yeon)



Criterion D: Places that have yielded, or may be likely to yield, information important to history or prehistory. (Example: Abert Lake Petroglyph)

## **How to Place a Property on the National Register of Historic Places**

- Remember that only property owners can nominate private property in the state of Oregon. Anyone can nominate public places.
- Gather historic information on the property. Contact the State Historic Preservation Office and complete the Historic Resource Record form to confirm eligibility.
- Complete the National Register Registration Form. It is recommended to work with SHPO or a preservation professional at this stage.
- Present the nomination to the State Advisory Committee on Historic Preservation.

The process of approving a National Register Nomination can take up to one year. Some benefits of registration may be available to property owners while the application is in process.

## **How will the National Register of Historic Places Impact my Survey?**

This guide provides a foundation for conducting a reconnaissance level survey. If the goal of your survey is to nominate assets to the National Register of Historic Places, an intensive level survey will need to be conducted to provide sufficient evidence for nomination. See page 14 in the SHPO guidelines for historic resource surveys for instructions on conducting an intensive level survey.

Learn more about the State of Oregon's rules and regulations on planning for historic designation by visiting: [https://www.oregon.gov/lcd/Publications/Planning\\_for\\_Historic\\_Preservation\\_in\\_Oregon.pdf](https://www.oregon.gov/lcd/Publications/Planning_for_Historic_Preservation_in_Oregon.pdf)

Learn more about the National Register of Historic Places by visiting the official website at: <https://www.nps.gov/subjects/nationalregister/index.htm>

# SECTION FIVE

# Using Survey 123



A sample survey form was provided on page 15 of this guide. To simplify the inventory process, and to assist in organization of your data, Restore Oregon has created a digital inventory form on Survey123 for ArcGIS to aid in the process of documentation and organization. It is not required that you use it, but please be sure to reference page 13 of this guide to ensure that you are meeting the minimum requirements of the State Historic Preservation Office.

The survey form created by Restore Oregon for Survey123 is free to use. No subscription or downloads are necessary.

## **STEP 1**

To begin, click on, or copy and paste into your web browser, the hyperlink below.

<https://arcg.is/1zXPY9>

## **STEP 2**

You will be asked if you want to open Survey123 in your internet browser, or in the application for your smartphone or tablet.

Either option is acceptable, but only the application allows you to save your favorite answers, as explained in step three.

Open in browser



Open in the Survey123 field app



If you don't have the Survey123 field app, please download it first.

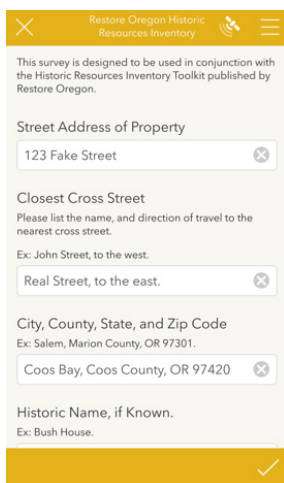


Powered by [Survey123 for ArcGIS](#)

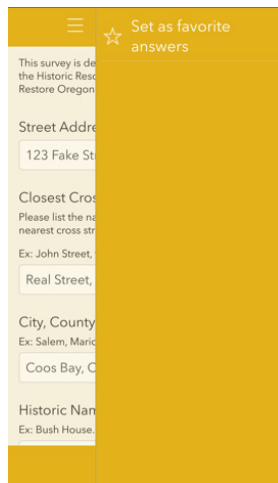
### STEP 3

Begin filling out the fields on the survey form. If you are surveying multiple buildings within the same area, it may be helpful to save the city, county, state, zip code, and street name fields as “favorite answers.”

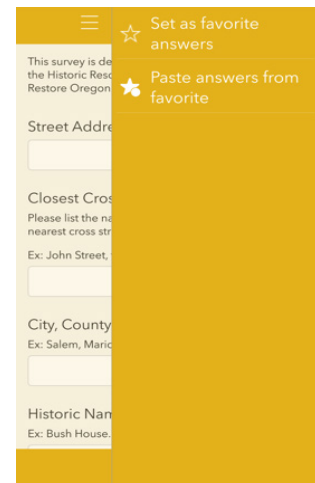
Saving these answers allows you to re-enter them for each building without having to type them each time.



This screenshot shows the Survey123 form for 'Restore Oregon Historic Resources Inventory'. The form includes fields for 'Street Address of Property' (123 Fake Street), 'Closest Cross Street' (Real Street, to the east), 'City, County, State, and Zip Code' (Coos Bay, Coos County, OR 97420), and 'Historic Name, if Known' (Bush House). A yellow dialog box is overlaid on the right side of the form, with a star icon and the text 'Set as favorite answers'.



This screenshot shows the Survey123 form with the same fields as the previous screenshot. A yellow dialog box is overlaid on the right side of the form, with a star icon and the text 'Paste answers from favorite'.



This screenshot shows the Survey123 form with the same fields as the previous screenshots. A yellow dialog box is overlaid on the right side of the form, with a star icon and the text 'Set as favorite answers'.

## STEP 4

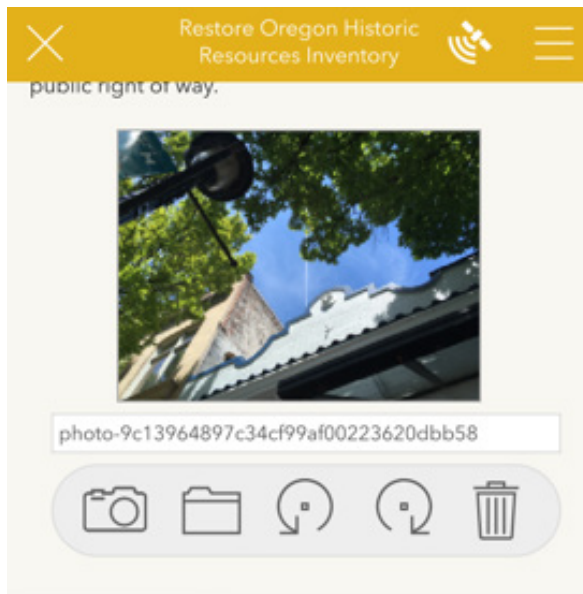
Once you have taken photographs of the property you are surveying, photos should be renamed to meet the format required by the SHPO database.

Click on the string of characters below each photo to change the name of the photo.

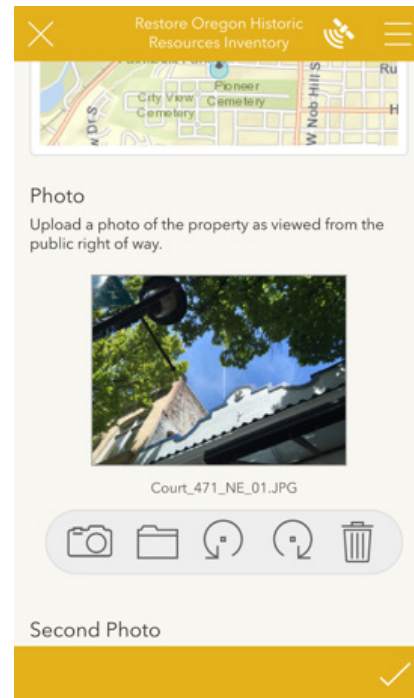
Using only underscores with no commas, periods or other punctuation, rename your photo: Street\_Number\_Quadrant\_PhotoNumber

Ex: the first photo of 471 Court Street NE becomes Court\_471\_NE\_01

The second photo taken would be named Court\_471\_NE\_02



Change the name of the photos to meet the SHPO requirements by clicking on the characters underneath each photo



When the name has been entered in the proper configuration, click on the check mark to save the photo

More information about photo naming requirements can be found on page 29 of the SHPO guidebook.

It is important to also keep a photo log to track your photographs, separate from the Survey123 App. Information you should write down is the address of the property, and the side of the building that you are photographing. i.e. Photo 1) 127 Court Street, South Facing Façade.

## STEP 5

Once each survey form has been completed, the information that you submit will be sent to Restore Oregon. Once your survey project is complete contact the Programs Director at Restore Oregon, to receive your batched data.

## PART SIX

# Updating an Existing HRI



Once an HRI survey is completed, it is important that the locations surveyed are updated and revisited regularly. This helps to ensure that as time passes and more structures meet the age standard for being historic, or their cultural significance becomes recognized, the HRI remains an effective and relevant reference. Updates to an HRI typically fall into two broad categories, verification and expansion.

### **Verification**

Verification is the process of doing field work and/or background research to update or correct data in an existing HRI. This process does not involve visiting new locations. It is a review of previously surveyed properties and places.

### **Expansion**

Expansion involves the process of conducting new field surveys or research that is focused on a group of buildings or places that were not previously addressed. New locations are identified and surveyed for the first time.

## Reasons to update an HRI may include:

- Data for properties in the existing HRI is out of date, particularly if it does not reflect demolitions or significant alterations completed after the conclusion of the last HRI survey. This type of update usually falls into the verification category.
- Certain geographic areas may not have been included in prior inventory efforts. For example, the City of Portland's 1984 HRI was completed before the eastern portion of the city was annexed and therefore did not address that area. This type of update is in the expansion category.
- Culturally significant themes or properties associated with under-represented communities may have been inadequately addressed in previous inventory work. This is often due to the fact that, historically, many HRIs have been based on architectural significance and ignored buildings with less visual appeal but which had significant cultural importance.
- It may be desirable to enhance available data regarding especially endangered or vulnerable buildings. This can involve both the expansion and verification categories.

To find out what pieces of your community have previously been surveyed and to receive the previous data sets contact the Survey Program Coordinator at the Oregon State Historic Preservation Office.

The Oregon State Historic Preservation Office has final authority in what material it will accept, and whether a property is eligible to be listed on the National Register of Historic Places. It is important to remember, however, that even if designation does not occur, a proper inventory can still benefit your community. Some surveying is better than no surveying at all.

Once you have contacted the State Historic Preservation Office, consider using these resources to find additional information on the properties that you are updating.

- **To get started**, find your local library and work with a reference librarian to find out what materials they have available. <https://find-your-public-library.dp.la/>



- **Sanborn Maps:** Until 1977, the Sanborn Map company published maps of cities across America to help insurance providers understand how likely fires were to occur. They were based on the construction materials and the spacing of businesses and houses. Today, these same maps help researchers determine when buildings were built, and if they were substantially changed or demolished over time. Start a search for Sanborn Maps of your area at: <https://www.loc.gov/collections/sanborn-maps>
- **General Land Office Maps:** Sorted by township and range, these were created by surveyors in the 19th and 20th century and offer highly detailed information about land use in that timeframe. Search for GLO Maps through the University of Oregon website: [https://library.uoregon.edu/map/map\\_resources/about\\_glo](https://library.uoregon.edu/map/map_resources/about_glo)

- **Metsker's Property Ownership Atlases of Oregon:** These books contain maps of Oregon that are designed to show a wide variety of information, including property ownership, government lot numbers, railroads, forests, camps, and others. Available from the early 1920s through the 1980s. Begin your search of Metsker's Atlases through the Oregon State University website: <http://scarc.library.oregonstate.edu/findingaids/index.php?p=collections/findingaid&id=2041>
- **City Directories:** Similar to modern phonebooks, directories that listed the names of residents along with their address can be extremely useful in identifying when buildings were constructed and who occupied them. Many local libraries and museums have collections of city directories.
- **Local and Regional Newspapers:** Major construction or demolition is often reported on in local or regional newspapers. Searching by date in local archives can provide insight and background information. Connect with your local library to find out where newspaper archives are located.
- **The National Trust for Historic Preservation:** To find out if a branch in your state might have resources or recommendations for you, visit <https://savingplaces.org/>

More information on conducting background research can be found on page 17 of the SHPO guidebook.



#### Historic Knowledge Benefits Everyone!

Beth La Fleur, Associate Planner in Bend, Oregon knows first-hand the ways in which owning a home that has been identified as historic can benefit homeowners. After her property was damaged by a fire, a historic designation helped her to make the appropriate insurance claim and allowed her insurance company to work with qualified contractors to restore the home to its pre-disaster historic character using historically appropriate materials. Always be sure to let your home insurance provider know if your property is listed locally or nationally as a Historic Property.

# SECTION SEVEN

# Submitting a Final Report



After completing the field survey of the pre-defined area, it's time to create a final report. This is usually sent to the State Historic Preservation Office but can also be held at the local level. Ensuring that the final report has the correct information will make future updates to the survey possible and convenient. Reports can be saved as Microsoft Word documents, or as PDF files.

The minimum required content of the final report on a reconnaissance survey are listed here:

- **The Project Name:** How was this project identified, and who was involved?
- **The Statement of Project Objectives:** What was the reason for conducting this survey?
- **Survey Methodology:** How was the survey conducted and were there any problems encountered during the fieldwork?
- **Boundary Explanation and Justification:** Description of the area that was surveyed, and why it was chosen specifically.

- **Recommendations:** What can be done in the future? Is this survey area a good candidate for an intensive level survey?
- **Setting:** Description of the natural and man-made environment that surrounds the historic resources surveyed.
- **Historical Overview:** This is the researched background information, and general history for the greater survey area.
- **Data Summary:** What were the results of the survey? Describe what was found and whether it matched the background research and preliminary expectations.
- **Bibliography:** A full bibliography of any sources references is required by SHPO.
- **Appendices:** These should include the survey map, a list with photos of all the resources surveyed, and any other supporting materials such as historic photos.

## APPENDIX A

# Proposal for Reconnaissance Level Surveys

Complete and submit this proposal to SHPO prior to beginning a survey project.  
 Instructions for completing the form in Guidelines for Completing Historic Resource Surveys in Oregon, p. 7

<b>Project Name:</b>		<b>Date:</b>	
<b>City:</b>		<b>County:</b>	
<b>Survey Type (select one):</b>	Standard RLS (describe survey boundaries below) Selective RLS (describe the selected parameters below, i.e., const. date range, style, etc.)		
<b>Survey Sponsor:</b>	Organization:		
	Contact Name:		
	Address:		
	Phone:		
	Email:		
<b>Approx. # of resources in survey area:</b>	<b>Reason for Survey:</b> CLG Project Compliance Project Re-survey of listed Historic District		Other (briefly describe):
<b>Statement of Project Objectives:</b>			
<b>Boundary Description or Selective Survey Parameters:</b>			
<b>Project Timeline:</b>			
<b>Personnel &amp; Funding</b>			

### Required Project Deliverables

- Survey Database
- Survey Report
- In-person report to HLC
- National Register Amendment (for HD updates)
- Additional Deliverable: \_\_\_\_\_
- Additional Deliverable: \_\_\_\_\_

## APPENDIX B

# Glossary of Preservation Terminology

### **Adaptive Reuse**

Using a historic resource for a purpose other than was originally intended (i.e. a historic warehouse repurposed as offices or condominiums). Also see Rehabilitation.

### **Alteration**

The act of changing a historic structure including its use, exterior and interior elements, making additions, conducting partial demolition, replacing features or elements, sand or water blasting, chemical cleaning, and/or the removal of existing elements.

### **Assessment**

The act of evaluating and interpreting an existing historic resource.

### **Certified Local Government (CLG)**

A federal program designed to promote historic preservation at the local level that is administered by the State Historic Preservation Office (SHPO). Local governments meet certain qualifications to become “certified” and thereby qualify to receive matching grants.

### **Character Defining Features (CDFs)**

Elements of a historic resource that contribute to its overall value, historic integrity, and/or historic significance. See Historic Integrity and Historic Significance. See also <https://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm>.

### **Compatible Design**

Closely aligning architectural, context, setting, style, and historic character.

### **Conditional Use**

Zoning exception, which allows a property owner to use their land in a way that is not regulated by existing zoning ordinances or within an existing zoning district.

### **Designation**

Status of a historic resource on the National Register of Historic Places or local and state heritage lists.

### **Façade**

The exterior face of a building. Typically the front or most decorative wall, and those walls facing a public way or space.

### **Historic Context**

A narrative that groups information about historic properties based on a shared theme, specific time period and geographical area.

### **Historic Conservation Easement**

A customizable deed restriction that runs with title of the property to all future owners protecting the property in perpetuity against demolition or inappropriate alterations. (Available through Restore Oregon)

### **Historic Integrity**

The retention of physical characteristics that existed during the property’s historic or prehistoric period. These include location, design, setting or context, materials, workmanship, feeling and association. See [https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15\\_8.Htm](https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_8.Htm).

## APPENDIX B

# Glossary of Preservation Terminology Continued

### **Historic Fabric**

Original or old building materials or construction.

### **Historic Resource**

A district, site, building, structure or object that holds significance in American history, architecture, engineering, archeology or culture at the National, State, or local level.

### **Historic Significance**

Determining why, where, and when a historic resource is important.

### **Historic Tax Credits**

A federal income tax credit of 20% for income-producing buildings (commercial and residential rental). See [www.nps.gov/tps/tax-incentives.htm](http://www.nps.gov/tps/tax-incentives.htm) (also called "Certified Rehabilitation")

### **National Register of Historic Places**

The official list of the Nation's historic places worthy of preservation based on significance in American history, architecture, archeology, engineering, or culture.

### **Period of Significance**

The span of time in which a historic resource is designated significant based on events or activities that have occurred.

### **Rehabilitation**

The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

### **Replace In-kind**

Replacing historic fabric with new elements that match in appearance, size, shape, design, scale, color, material, and craftsmanship.

### **Special Assessment of Historic Properties**

An Oregon state program that freezes the assessed value of a property for a 10-years; restricted to buildings listed on the National Register that will be appropriately rehabilitated in accordance with the Secretary of Interior Standards. [www.oregon.gov/oprd/HCD/SHPO/pages/tax\\_assessment.aspx](http://www.oregon.gov/oprd/HCD/SHPO/pages/tax_assessment.aspx).

### **State Historic Preservation Office (SHPO)**

The agency that manages and administers programs for the protection of the state's historic and cultural resources, including the National Register, Special Assessment, and Historic Tax Credits.



RESTORE  
OREGON

For more information contact