

**SPECIAL MEETING**  
**AGENDA**

**HISTORIC LANDMARKS COMMISSION**

November 20, 2024

4:00 p.m.

City Hall Council Chambers  
313 Court Street, The Dalles, Oregon

Via Zoom

<https://us06web.zoom.us/j/83000976030?pwd=Y3NwM1NPVUk3anVPUjNTdythYW1sZz09>

Meeting ID: **830 0097 6030** Passcode: **22217**

Dial: 1-669-900-6833 or 1-253-215-8782

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – August 28, 2024
6. ELECTION OF OFFICERS
7. PUBLIC COMMENT – During this portion of the meeting, anyone may speak on any subject that does not later appear on the agenda. Five minutes per person will be allowed.
8. 2025 GOAL SETTING
9. STAFF COMMENTS
10. COMMISSIONER COMMENTS
11. ADJOURNMENT

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Meeting conducted in a room in compliance with ADA standards.

Prepared by/

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**HISTORIC LANDMARKS COMMISSION**

Paula Webb, Secretary  
Community Development Department

**MINUTES**

**HISTORIC LANDMARKS COMMISSION MEETING**

August 28, 2024  
4:00 p.m.

CITY HALL COUNCIL CHAMBERS  
313 Court Street, The Dalles, Oregon 97058  
Via Zoom / Livestream via City Website

**PRESIDING:** Robert McNary, Chair

**COMMISSIONERS PRESENT:** Bev Eagy, Forust Ercole, Eric Gleason, J. Scott Stephenson

**COMMISSIONERS ABSENT:**

**OTHERS PRESENT:** Museum Commission Representative Julie Reynolds, City Councilor Scott Randall

**OTHERS ABSENT:**

**STAFF PRESENT:** Director Joshua Chandler, Executive Assistant Abigail Jara

**CALL TO ORDER**

The meeting was called to order by Chair McNary at 4:00 p.m.

**PLEDGE OF ALLEGIANCE**

Commissioner Ercole led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Ercole and seconded by Eagy to approve the agenda as presented. The motion carried 5/0; Eagy, Ercole, Gleason, McNary and Vercouteren voting in favor, none opposed.

**APPROVAL OF MINUTES**

It was moved by Ercole and seconded by Eagy to approve the minutes of February 28, 2024 as written. The motion carried 5/0; Eagy, Ercole, Gleason, McNary and Vercouteren voting in favor, none opposed.

It was moved by Ercole and seconded by Eagy to approve the minutes of June 26, 2024 as written. The motion carried 5/0; Eagy, Ercole, Gleason, McNary and Vercouteren voting in favor, none opposed.

**PUBLIC COMMENT**

None.

**PUBLIC HEARING**

HLC Application 216-24, Claudia Leash, 200 E. 2<sup>nd</sup> Street, The Dalles

Request: Approval for interior residential improvements to create four apartments, and exterior improvements to restore the historic building façade and storefront.

Museum Representative Reynolds read the rules of a public hearing. Chair McNary then asked if any Commissioner had ex parte contact, conflict of interest or bias which would prevent an impartial decision. Hearing none, he opened the public hearing at 4:11 p.m.

Director Chandler provided the staff report and presentation (Attachment 1).

Vice Chair Ercole asked if the current windows were wood framed. Director Chandler replied the storefront windows are aluminum framed. The remaining windows are wood framed.

Chair McNary asked if the State Historic Preservation Office (SHPO) had shifted its stance for aluminum window frames. Director Chandler replied he could not answer that question.

Chair McNary asked if the application would go to SHPO for approval. Director Chandler replied the City is a Certified Local Government; decisions would be made by the Historic Landmarks Commission.

Michael Leash, 306 Court Street, The Dalles

Mr. Leash stated the metal iodized windows were included in the application to, and approved by, SHPO.

Commissioner Vercouteren inquired about regulations for window materials. Director Chandler replied preserving historical authenticity while allowing for modern updates is a challenge. Many older buildings in The Dalles were modified before the City was designated a historic district. Given the costs and the lack of original materials in some cases, the use of new materials is understandable. Many of the current aluminum frames are actually modern alterations themselves, rather than true historic elements.

The aim with any replacement materials, such as updating metal frames, should ideally be to mirror the original as closely as possible. When wood frames or historically accurate materials are not feasible due to cost or durability issues, the goal then shifts to finding alternatives that respect the aesthetic and character of the original design. This approach balances historical preservation with practical restoration, especially as new, more historically accurate materials become available.

Commissioner Eagy inquired about the possibility of framing the aluminum windows to resemble wood. Director Chandler responded that it could be feasible and emphasized that the primary goal of the project is restoration. He explained that in restoration projects, it is common to encounter deteriorated materials; approval would allow the applicant flexibility to proceed as the condition of the materials is assessed.

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Vice Chair Ercole proposed that the conditions of approval might specify the use of wood framing on the upper floor, while permitting aluminum framing on the ground floor, as metal framing is already present there.

Commissioner Vercouteren asked if the bronze color closely resembled the original wood appearance. Director Chandler replied the bronze finish, being closer to black, might not effectively match the original wood.

*Byron Balogh, LRS Architects, 720 NW Davis, Suite 300, Portland, Oregon 97209*

Historic storefronts, even those from over a century ago, often used resilient materials like wrought iron or steel to endure daily use and occasional damage. Using modern materials that align with preservation guidelines ensures both durability and authenticity without resorting to faux finishes that imitate older styles.

Chair McNary opened comments from proponents.

*Michael Leash, 306 Court Street, The Dalles*

Mr. Leash said he estimated the total project cost to be in the \$780,000 to \$800,000 range. This includes all aspects of the renovation, covering systems like windows and interior treatments. Our goal is to preserve the building's historical integrity by maintaining or restoring elements consistent with its original state. For instance, as Byron explained, we are using a metal system similar to what was implemented on the Lemke building renovation about five or six years ago. Our intention is to restore all wood windows, including rebuilding deteriorated frames on the upper floors, while keeping wood frames wherever possible.”

Representative Reynolds inquired about flashing on the top of the cornices. Mr. Leash replied that metal currently covered all the top cornices. The cornices would be repaired by a company experienced in historic buildings.

Mr. Leash added the project involved rebuilding nine chimneys, though only one original chimney remained. D & R Masonry Restoration would reconstruct each chimney, matching the original stacks that served the nine rooms on the upper floor. Mr. Leash said that these restorations would result in a representation of the building's 1890s appearance. He added the doors on the west side would all be wood.

Commissioner Gleason suggested that, given the lower storefront had already been replaced with aluminum in the past, the Commission might be less strict about returning it to wood. While wood is generally preferred, Gleason noted that since replacing aluminum with aluminum would not result in a loss of original materials, it would likely be acceptable if a return to wood was impractical.

He added that, ideally, the transom windows could be restored with glass if the frames were in good enough condition, though they would likely require some repair. The lower storefront could remain aluminum, while the upper transom windows could be restored in wood if feasible. If the wood was beyond repair or the cost prohibitive, aluminum would be an acceptable alternative.

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Commissioner Gleason expressed appreciation for the project, noting the significance of restoring the building closer to its original condition and the positive impact it would have on the area.

Discussion then focused on the proposed awning.

Mr. Leash expressed interest in options for a metal storefront, citing the nearby Lemke building as a precedent. The Lemke building features a black or bronze anodized aluminum storefront system, including the transom, lower glass, door system, and a metal awning. This metal awning is powder-coated, welded, held at a 45-degree angle, and supported by metal rods to provide rain shelter.

There was a discussion on whether an awning or canopy was required for historic buildings on Second Street. One commissioner noted previous guidelines suggesting that awnings help create a sense of enclosure and provide pedestrian protection from rain, referencing standards similar to those on the Commodore building. Although not a current requirement, awnings are generally encouraged to enhance street engagement.

The applicant confirmed their intent to follow design guidelines as closely as possible, including an awning. However, due to potential high costs—estimated between \$20,000 and \$30,000—the awning might be deferred if financially prohibitive. Research on the building's original awning revealed only early, unclear drawings of a cloth awning, possibly tent-like, from the era when sidewalks were wood or dirt. This historic reference resembles the awning style of the Commodore, though it remains uncertain if the drawings depict the actual building facade or a rendering.

The suitability of a metal awning was discussed, considering both the local climate and historic design guidelines. Commissioner Eagy questioned the durability of a canvas awning, which might not withstand high winds. Director Chandler noted the Code mentions flat, horizontal metal canopies suspended by chains or rods, which offer pedestrian coverage.

Mr. Leash clarified that, if approved, the proposed metal awning would match the bronze aluminum used for the lower window frames, ensuring a uniform appearance. He added that the awning had already received approval as part of their application process with SHPO and the Main Street "Diamonds in the Rough" grant.

Some committee members, while acknowledging past guidelines favoring fabric awnings, recognized that a metal canopy might be more practical and in line with historic preservation goals. The public hearing concluded with an invitation for any final questions, after which the committee planned to deliberate on the proposal.

Commissioner Eagy asked if the paint palette would return to the original, or chosen from a palette of historic colors. Mr. Leash replied the colors would be historically appropriate. Director Chandler added the historic palette is a condition of approval.

Chair McNary closed the public hearing at 5:30 p.m.

Commissioner Ercole supported a compromise on window materials. He recommended that, if feasible, the applicant should replace the upper-floor windows with wood to maintain the building's historical integrity. For the ground floor, he found it acceptable to use bronze

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aluminum, as it aligns with the current materials in place. He suggested adding a condition of approval specifying that the ground floor may use bronze aluminum, while the upper floor should prioritize wood.

Director Chandler noted the proposal involves matching the new entryway materials with those used in the existing entry on Court Street. The only area where the aluminum system would be applied is on the building's northern face, specifically for the transom windows, door, and storefront glass window system in that section.

Modified conditions of approval were discussed. Condition 7: "Following a complete assessment of existing conditions of the storefront and transom glass system on the northern building face, if replacement of the system is needed, the applicant may replace the system with new wood framed windows, or replace the system with a new bronze anodized aluminum storefront system. If original materials are uncovered during this process, the applicant should try to retain original materials.

Condition 8: The applicant may install the metal awning as shown on the elevation drawing, or install a canvas cloth awning once the restoration work is completed and paint colors chosen.

### **COMMISSIONER COMMENTS**

Chair McNary moved on to Commissioner Comments, prior to returning to the public hearing motion.

Representative Reynolds reported that recent "hop-on, hop-off" days from cruise ships have been inconsistent and less frequent compared to the previous year. A new staff member with a background in Native American Affairs from Evergreen State College has joined the team, bringing valuable knowledge. Current director Crystal Davis Ross will retire in November, and the organization is actively seeking her replacement. Additionally, the latest issue of *The Fort Dalles Dispatch* has been mailed to members; those interested in receiving it are encouraged to join as members.

Commissioner Eagy said the garden in front of Saint Peter's Landmark had been cleared of weeds and cleaned up. Additionally, the site's stolen outdoor lights—valued at around \$600 each—have been replaced, restoring the grounds to a well-maintained state.

Commissioner Vercouteren noted the Original Courthouse was not included in the "hop-on, hop-off" tours this year. Efforts to have the tours stop there were unsuccessful, leaving visitors with fewer opportunities to view the site, though it is accessible by walking from the Chamber of Commerce. Vercouteren expressed concern about the lack of visitors, as previous agreements with the tour boat operators were not renewed for this year.

Commissioner Vercouteren asked Claudia Leash whether a trap door at Sigman's Flowers, used for quick escapes during the building's past, would remain as part of the renovation. The answer was no, the trap door would not be preserved. The story behind it was shared: the hotel had been used for "certain purposes," and when the law came knocking, the trap door allowed people to escape from the apartment to the mezzanine, where they could quickly jump down and flee, avoiding being taken directly to the jail across the street.

## **PUBLIC HEARING**

### **HLC Application 216-24, Claudia Leash, 200 E. 2<sup>nd</sup> Street, The Dalles**

Chair McNary returned to the discussion of HLC 216-24.

Director Chandler presented the modified condition number 7: Following a complete assessment of existing conditions of the storefront and transom glass system on the northern building face, if replacement of the system is needed, the applicant may replace the system with a new wood framed window system, glass and frame, replace the system with a new bronze anodized aluminum storefront system, glass and frame. If original materials are uncovered during restoration, the applicant should strive to retain all original materials whenever possible.

Modified condition number 8: The applicant may install the metal awning as shown on the elevation drawing, or install a canvas cloth awning once the restoration work is completed and the paint colors are chosen.

It was moved by Vercouteren and seconded by Eagy to approve HLC 216-24, with modified conditions of approval. The motion carried 5/0; Eagy, Ercole, Gleason, McNary and Vercouteren voting in favor, none opposed.

## **RESOLUTION**

### **Resolution HLC 202-24: Approval of HLC 216-24, Claudia Leash**

It was moved by Ercole and seconded by Eagy to approve Resolution 202-24 approving Application HLC 216-24, based upon the findings of fact and conclusions of law set forth in the staff report, with the modified conditions of approval following Commission discussion. The motion carried 5/0; Eagy, Ercole, Gleason, McNary and Vercouteren voting in favor, none opposed.

## **DISCUSSION ITEM**

## **STAFF COMMENTS**

Director Chandler stated the next meeting date will be set before the end of the year. Currently, there are no new applications, but one potential project involves the demolition and replacement of a dilapidated garage on a historic property. Additionally, updates include the planned restoration of the Bohn's Printing mural, returning it to its original design, and the ongoing work with a local archaeologist for the First Street parking lot repaving project. The project is being carefully managed to ensure no artifacts are disturbed during the resurfacing process, with appropriate notices sent to relevant parties, including individuals on the notification list. The goal is to create about 55 new parking spaces for local businesses after the project is completed.

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 5:45 p.m.



*Meeting conducted in a room in compliance with ADA standards.*

Submitted by/  
Paula Webb, Secretary  
Community Development Department

SIGNED:

\_\_\_\_\_  
Robert McNary, Chair

ATTEST:

\_\_\_\_\_  
Paula Webb, Secretary  
Community Development Department

DRAFT



## CITY of THE DALLES

313 COURT  
STREET THE DALLES,  
OREGON 97058

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(541) 296-5481 ext. 1125  
COMMUNITY DEVELOPMENT DEPARTMENT

### MEMORANDUM

**To:** City of The Dalles Historic Landmarks Commission

**Meeting Date:** November 20, 2024

**Regarding:** 2025 Historic Landmarks Goal Setting

**Prepared by:** Sandy Freund, AICP, Senior Planner  
Historic Landmarks Coordinator

#### DISCUSSION:

The City of The Dalles is a Certified Local Government. Therefore, there are certain requirements the City must fulfill to maintain this certification, such as establishing a historic review board. In The Dalles, the Historic Landmarks Commission (HLC) serves as the local review board responsible for conducting hearings to review historic designations as well as development applications of all historic properties and structures.

The Dalles Municipal Code 11.12.040 outlines the powers and duties of the Commission. One of these duties is to *submit an annual report to the Mayor and City Council by February 1<sup>st</sup>* to outline the goals for the upcoming year of the Commission with a narrative of HLC's efforts to meet those goals. The objective of the November 20, 2024 HLC meeting is to establish the goals for 2025 and recognize how the Commission and the City have met those goals.

In reviewing HLC goals over the last several years, staff is recommending the consideration of a potential restructuring exercise beginning with this meeting to ensure goals are achieved and prioritized for completion over the coming years. One approach to this will be to define length of terms for each goal on a short-term (1-2 year), medium-term (3-5 year) and long-term and/or continuous (5+ years) basis, as well as numbering each goal for easier reference. Many of the goals on this list have been documented as continued priorities for the Board, some with actionable steps needed for completion, with others as ongoing commitments and policies the City must be mindful of with future historic initiatives and developments occurring within the City. A similar approach to this is outlined in the City's Comprehensive Plan which outlines Goals, Policies, and Implementation Measures for each of the fourteen Goals within that document.

This strategy could help further breakdown the list by moving goals up as they are achieved throughout the year, as well as outline various steps that may be taken to achieve any number of these goals. The HLC may also wish to consider combining similar goals into one; for example: 1) historic building plaque concept designs, fabrication/installation, and inclusion of more properties (i.e., Amotan Field), or 2) various initiatives with the Pioneer Cemetery, including restoration and preservation, informational signage, and establishing an inventory of the cemetery on the City's website.

Staff have reviewed the listed 2024 Goals with an update where appropriate including a list of notable recently completed, assessed, or ongoing goals. If a 2024 goal was completed, staff has made a ~~strike through~~ of that goal, and thus may be removed from the 2025 Goals list accordingly.

### **Completed and/or assessed projects from 2024 Goals:**

- *Provide a historic restoration workshop for local homeowners and contractors.*
  - Workshop held June 2022
- *Apply for a grant to create a Preservation Plan for The Dalles.*
  - Applied for grant in March 2024 for Pioneer Cemetery – grant not awarded
- *Create a concept design for historic building plaques.*
  - Walking Tour plaques created/installed in 2023/2024
  - No further action on existing historic building plaques
- *Provide landscaping, informational signage, ~~and maintenance~~ of the Pioneer Cemetery.*
  - Routine maintenance and upkeep added to the City's General Fund
- *Encourage the restoration and preservation of the Pioneer Cemetery and establish an inventory available on the City of the Dalles website.*
  - Applied for restoration/preservation grant in March 2024 – grant not awarded
- *Encourage the restoration of the upstairs windows of the Waldron-Gitchell Building.*
  - Building is currently inaccessible and unsafe for public entry
- ~~*Support the installation of the light capsule art project at the Waldron-Gitchell Building.*~~
  - Project completed and activated May 2024
- *Encourage preservation and re-use of the Waldron-Gitchell Building.*
  - Building is currently inaccessible and unsafe for public entry
- *Make historic preservation educational and funding resources available online to assist restorers with assessment and other historic preservation needs.*
  - Historic Inventory map to be launched winter 2024/2025 in coordination with Wasco County GIS

- *Support Historic Preservation Month, local historic preservation, and educational workshops.*
  - Illuminate The Dalles event in 2024 brought approximately 80 people to the Waldron-Gitchell Building lighting ceremony
- *Assist with historic plaque costs and availability.*
  - Walking Tour plaques were provided to all property owners free of charge
  - No further action on existing historic building plaques

**Attachments:**

- A. Historic Landmarks Commission – 2024 Goals

City of The Dalles  
Historic Landmarks Commission  
2024 Goals

*Short-Term Goals (1-2 years):*

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- Update Historic Ordinance and Design Standards to be clear and objective.
- Provide a historic restoration workshop for local homeowners and contractors.
- Encourage the addition of a student representative on the Historic Landmarks Commission.
- Apply for a grant to create a Preservation Plan for The Dalles.
- Create a concept design for historic building plaques.
- Encourage the fabrication and installation of historic plaques throughout the community, including Amotan Field.
- Support the creation of tours of historic properties and the Pioneer Cemetery.
- Provide landscaping, informational signage, and maintenance of the Pioneer Cemetery.
- Encourage the restoration and preservation of the Pioneer Cemetery and establish an inventory available on the City of The Dalles website.
- Encourage the restoration of the upstairs windows of the Waldron-Gitchell Building
- Support the installation of the light capsule art project at the Waldron-Gitchell Building.

*Continuous Goals:*

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- Encourage preservation and re-use of the Waldron-Gitchell Building.
- Collaborate with Main Street and The Dalles Art Center on further downtown restoration project goals.
- Make historic preservation educational and funding resources available online to assist restorers with assessment and other historic preservation needs.
- Provide annual recognition of historic restorations at the annual goal setting meetings.
- Provide onsite acknowledgements for notable restorations.
- Encourage historic restoration for downtown by providing historic background research.
- Encourage the collection and preservation of local history, including irreplaceable oral and written histories.

- Update historic inventories and encourage new nominations to local and national registries.
- Maintain Certified Local Government status.
- Support Historic Preservation Month, local historic preservation, and educational workshops.
- Assist with historic plaque costs and availability.
- Keep the Historic Walking Tour current in all formats.
- Increase communication on all Urban Renewal and Main Street projects, vision and goals.
- Provide optional historic and procedural commissioner trainings.
- Support the Fort Dalles/Anderson Homestead Museum and the Vehicle Storage Display Building.
- Support and advocate for the preservation and continued use of The Dalles High School and Colonel Wright Elementary School.
- Encourage continued preservation and compatible infill of Historic Chinatown.
- Encourage preservation and continued use of Rock Fort by following the adopted Preservation and Maintenance Plan.