

# 2022 PROJECT WORK PLAN – Draft May 2022

## Historic Commission, City of Springfield

### Overview

Springfield's Historic Commission is a volunteer body of nine voting members and one non-voting liaison that provides recommendations to the Springfield City Council on projects that may impact historic properties and implements projects that further education, awareness, and action around historic preservation within the City of Springfield. The Historic Commission meets every month. Subcommittees meet on an as needed basis.

At the beginning of each year the Commission reviews progress on projects and prioritizes work for the coming year. This Work Plan describes projects currently in progress, those planned for 2022, and makes note of projects the commission hopes to complete in future years. A budget for work to be completed in 2022 is also provided.

### Subcommittees

This work plan proposes the development of two new subcommittees that will be in addition to the Award's subcommittee that currently exists. Each subcommittee will need to follow public meeting law requirements and any rules/procedures identified in the Commission's Handbook (Handbook in progress). Subcommittees will create meeting schedules/frequencies as appropriate for their project tasks. The roles of the subcommittees are described below:

1. **Awards Subcommittee:** this subcommittee includes two representatives from the Historic Commission and two representatives from the Museum Committee along with at least one representative from City staff. This group oversees the planning and implementation of the Award's program for the Mayor. It meets as needed to conduct this work.
2. **Resource Development Committee:** this subcommittee is responsible for overseeing project budget, any grants (including the CLG), and conducting research on any additional funding opportunities (including grants, sponsorships & donations). They may seek additional support from the Commission in recruiting new funds (eg writing of grants, requesting donations). This subcommittee will include the Chair of the Commission along with 1-2 additional members.
3. **Outreach & Education Committee:** This subcommittee is responsible for overseeing projects and research related to increasing the Commission's and the public's awareness and appreciation of historic resources in Springfield.

### 2022 Project Overview

Projects identified in this Work Plan are broken down into 4 categories. The first category are projects that the entire Commission will contribute to. These will be led by the Chair with support from City staff as needed. The remaining three categories are projects that are specifically designated to be supported by each of the three identified subcommittees. The final section of this Work Plan lists remaining projects that the Commission has expressed interest in working on, however they have not officially been programmed or funded. They will be implemented if funding and opportunity exists within 2022, otherwise they may be prioritized higher in the next year's Work Plan.

Item	Name	Timeline	2022 Budget	Additional Funds from CLG	New Budget*	Funding Source/Comment
1	Reconnaissance Level Survey		\$3,900	\$600	\$4,500	Estimate
2	Application Review / Consultant support		\$1,500	\$500	\$2,000	Remaining would be for Code update project
<b>AWARDS SUBCOMMITTEE</b>						
3	Awards Program		\$215	\$785	\$1,000	Budget \$1K/yr
<b>RESOURCE DEVELOPMENT SUBCOMMITTEE</b>						
4	Support partner efforts		\$3,000	\$1,000	\$4,000	
5	<a href="http://Historicfunding.com">Historicfunding.com</a>		\$85		\$85	Spent
6	NTHP membership		\$250		\$250	Spent
<b>OUTREACH &amp; EDUCATION SUBCOMMITTEE</b>						
7	Postcards (Envelopes + stamps)		\$1,300	\$200	\$1,500	
8	Training		\$0	\$1,500	\$1,500	
		<b>Total</b>	<b>\$10,250</b>	<b>\$4,585</b>	<b>\$14,835</b>	
		<b>Remaining CLG</b>			<b>\$878</b>	(Total CLG \$15,713)

\*2022 CLG Funds need to be used by 8/31/23. A new grant cycle will open after that with funds becoming available Spring 2023.

## **HISTORIC COMMISSION PROJECTS** (facilitated by Chair with support from City staff)

### **1. Commission Administration**

*Stewarded by: the Commission Chair with support from the entire Commission*

*Budget: N/A*

*Timeline: Ongoing or as noted*

- a. At the start of each year, create a work plan and budget to guide work.
- b. Form subcommittees that support the current work plan
- c. At the end of each year, provide an end of year report on work conducted.
- d. On an as needed basis, update any procedures, bylaws or ground rules.
- e. Recruit and orient new members

### **2. Historic Application Review:**

*Stewarded by: the entire Commission with support from consultant*

*Budget: The Commission has \$2,000 designated for consultant support for this task, which is 14.28 hours (@\$105/hr). This will be added to the remaining 8 hours from 2021, for a total of 22.28 hours available.*

*Timeline: Ongoing/As needed*

Commissioners will provide recommendations to staff and council on applications that impact historic resources in the community as defined in Section 3.3-9 of Springfield's Development

Code. The Commission will consult with a local historic architect to guide recommendations for this process on an as needed basis. The procedure for reviewing applications will be defined in the Commissioner procedures that get developed (see next project); however, they are generally:

- Application is submitted and distributed to Commissioners by staff liaison.
- Chair immediately reviews application to determine need for consultant review and forward if necessary.
- Commissioners review the application and relevant material prior to attending next meeting.
- At next meeting the commission discusses the project. Applicant may attend public comment to explain project/intent if desired.
- Chair drafts the Commission's recommendation and sends to Staff.
- Staff provides draft to Commissioners and gives a short window to respond to Staff with any additional comments or clarifications.

### **3. Commissioner Handbooks including Bylaws & Codes of Conduct**

*Stewarded by: Chair of Commission with support from City liaison and legal*

*Budget: N/A (digital)*

*Timeline: ASAP and ongoing until complete. Will be reviewed/revise on an annual basis.*

Materials will be developed by the Chair, reviewed by City staff and Commissioners, and approved once final. These will include operating procedures, roles and responsibilities, and other information that will be beneficial to help the Commission run smoothly. It will also be a useful reference to orient new members upon joining the Commission.

Tasks associated with this project include:

- Develop Bylaws and/or Procedures with review/support from legal
- Agree upon Codes of Conduct
- Identify other resources to make available for Commissioners
- Find a virtual platform where these can be stored/accessed (HC website?)

### **4. Phase 1 of Reconnaissance Level Survey for the Washburne Historic District.**

*Stewarded by: hired consultant*

*Budget: \$4,500*

*Timeline: Get proposal from consultant by 10/2022, start work by 1/2023, complete phase 1 by end of grant cycle.*

The inventory for the Washburne Historic District has not been updated since the initial listing of the District in 1987. The initial survey minimally incorporated landscaping, but it did not identify significant trees or accessory buildings. Additionally, buildings that have not been resurveyed since the original historic designation will have their surveys updated so that the Commission has a more current picture of the entire historic district. It is well overdue for an update that is more encompassing of the district's assets.

This project is important to implement sooner than later so that the changes experienced from increased density due to recent code revisions (Accessory Dwelling Unit, Middle Housing code changes) can be documented. The Commission will not have adequate funds to implement this project at one time and will need to seek matching funds and/or phase the project over several grant cycles. The Commission spoke with a consultant, Adaptive Preservation, who is willing to conduct the Reconnaissance Level Survey (RLS) for the Washburne Historic District, which includes 313 properties, in two phases. In phase 1, under this CLG grant, approximately 125 of the properties would be surveyed. The remaining parcels would be surveyed in Phase 2, through a future grant.

Tasks associated with this project include:

- Ask Adaptive Preservation and possibly 1-2 other consultants to submit a proposal for bringing surveys for buildings within the Washburne District up to current standards in 2 phases, with the first phase meeting the project budget of \$4,000. Request consultant to provide presentation to the HC as part of this project's scope.
- Execute a contract for this work

## **AWARDS SUBCOMMITTEE PROJECTS**

### **5. Implement the Springfield Heritage Awards Program**

*Stewarded by: Awards subcommittee*

*Budget: \$1,000, cost of award, jury convening, awards event*

*Timeline: Award planning is underway, deadline for submittal will be in April/May, and Mayor will give awards in June 2022.*

With the goal of increasing public awareness and appreciation for historic preservation, the Historic Commission will be implementing an awards program in partnership with the Commission for the Springfield History Museum. These awards recognize a broad array of stewardship activities that increase public awareness, appreciation, and support an inclusive perspective of local heritage. This year will serve as our "test run" for this project and provide a basis from which this program can grow and develop in years to come. Two categories of awards are provided: (1) Preservation Excellence Awards, which are project focused, and (2) History Maker Awards, which are person/entity focused. Up to two three awards will be presented for each category. The exact criteria, timeline, and requirements for this program are defined further in the award packet developed by the subcommittee supporting this project. Tasks associated with this project for 2022 include:

- Develop award package (award applications, guidelines, process, timeline)
- Develop promotional material (press release, posters, website content)
- Form Jury and coordinate jury convening
- Fabricate awards
- Plan and host awards event
- Promotion and press of awards recipients

## RESOURCE DEVELOPMENT SUBCOMMITTEE PROJECTS

### 6. Support Local Preservation Efforts

*Stewarded by: local landowners, Resource Development Subcommittee*

*Budget: consultant fees, \$4,000*

*Timeline: these funds will be provided to landowners as requests are made.*

There are three significant structures in Springfield that have, or potentially have, owners who are willing to work towards listing their buildings as local or state/national landmarks. This includes: (1) a Springfield School Administration Building; (2) the first African American Church in Glenwood; and (3) the Gray Jaqua House in collaboration with Willamalane Parks & Recreation District. In effort to support these partners, the commission would like to assist with hiring consultants to do the research and documentation necessary to move these efforts forward. The landowners will manage the contracts for these projects and the final research/documentation will be provided to the commission to assist with any future education or preservation efforts relating to these structures.

In addition to directly providing funds to support these efforts, the Historic Commission will be purchasing memberships to [historicfunding.com](http://historicfunding.com) and the National Trust for Historic Preservation. The first will be a good resource for grants and other funding opportunities that could be available to the Commission and local partners; the second will be a good learning resource for the Commission as well as a funding source.

Tasks associated with this include:

- Form a resource development subcommittee
- Establish criteria for granting local partners funds for HP efforts that will lead towards getting buildings officially recognized.
- Purchase memberships to [historicfunding.com](http://historicfunding.com) & designate a member of the subcommittee to be the point person for this resource. This person will assist with researching grant opportunities the Commission or other community members may be eligible for.
- Purchase a membership to NTHP and designate a point person for this resource. This person will be responsible for managing this resource and will have access to all member benefits. They can post questions on behalf of the Commission, conduct research on relevant issues via the available forums/groups, and share training materials. In addition, they will be the point person for grants available through NTHP.

## EDUCATION & OUTREACH SUBCOMMITTEE PROJECTS

### 7. Training and Education for Commissioners:

*Stewarded by: Education & Outreach Subcommittee*

*Budget: \$3,500*

*Timeline: Ongoing/As desired*

Commissioners are encouraged to attend local, state, and national trainings to broaden commissioner awareness and education on historic preservation topics. 2021 was a busy year

for training and we anticipate less investment in training in 2022. We would like to make limited funds available for Commissioners to attend the [NAPC Forum](#), the NTHP PastForward Conference (Nov 1-4, virtual), the Oregon Heritage Conference (April 27-29, virtual), or other relevant training opportunities approved by the Subcommittee.

The Education & Outreach Subcommittee will develop a procedure for commissioners to submit requests for funding to support their attendance to these conferences and a procedure for distributing funds allocated to this project task in an equitable manner. The Resource Development Committee can also support researching additional funding opportunities if additional funds are needed.

Tasks associated with this project include:

- Develop procedure for commissioners to submit requests for funding that seems fair/equitable for all commissioners
- Develop and update list of training/education opportunities for commissioners
- Work with the Resource Development Committee to develop a list of possible funding opportunities, if any exist, to support education. CLG funds could ideally be used as match.

#### **8. Education and Awareness: Postcard Mailing**

*Stewarded by: Outreach & Education Subcommittee*

*Budget: \$1,500*

*Timeline: ASAP*

These activities focus on increasing local awareness of and appreciation for historic preservation. In 2022 the Commission will prioritize the mailing of a postcard to Washburne residents and real estate agents to promote awareness of the Historic Overlay, its boundaries and significance, and who to contact for more information.

Tasks Associated with this Project:

- Purchase envelopes
- Finalize and print letter
- Develop mailing address list
- Label, stamp, stuff and mail

#### **FUTURE PROJECTS: PROGRAMED AND UNFUNDED**

##### **Code Update Project / Design Guidelines Update (Included in CLG)**

The Historic District Overlay in the Springfield Development Code is scheduled to be updated in Phase 3 of the City's Development Code Update Project, where some/all of the code update work is expected to occur during the grant period. The City is in the process of hiring a new Senior Planner to work on the Development Code Update so the timeline and engagement plan has not yet been determined. The Commission is interested in engaging more with NAPC

and/or consultants to help with updating the Development Code and Design Guidelines for the Historic District Overlay. Funds dedicated to this work will most likely be used for consultant support in updating the Development Code and Historic District Overlay Design Guidelines.

### **Untold Stories – Additional/Revised Historic Context Statements**

The Commission would like to be able to contribute towards local efforts to increase awareness and knowledge about the “untold” stories in our community, such as the “Strides for Social Justice” effort mentioned above.

### **Historic Trees Project**

Additionally, the Commission would like to engage with the Historic Preservation Program and tree specialists at the University of Oregon to document historic Trees within the Washburne Historic District for future use on a tree education and awareness program to assist with the protection of these assets.

### **Update/Revive Walking Tours and other Local Educational Resources (mentioned in CLG)**

The City previously developed self-guided walking tour guides for both the Washburne District and Downtown to showcase historic properties. The Commission was also involved in presenting an exhibit at the Springfield History Museum, “Citizen Historians: Eyewitnessing Springfield’s Past,” which included a display of a pre-1915 citywide RLS completed by a subcommittee. The results of the RLS were certified by SHPO and added to the SHPO database. The Commission would like to revive these resources by promoting the self-guided walking tours and brainstorming other creative ideas to promote these areas (i.e., video tours, etc.). The Commission has also been approached to consider engagement in local marathons that highlight historic sites in the vicinity, under a new program “Strides for Social Justice.” The City is not requesting funds from this grant for this project.

### **Springfield Historic Preservation Plan**

The National Alliance of Preservation Commissions (NAPC) recommends local jurisdictions prepare a preservation plan to (1) identify all historic resources/assets in the region, (2) identify opportunities and threats to these resources, and (3) propose a plan that prioritizes next steps toward protecting these resources. This task would require hiring a consultant to conduct work.

## **HISTORIC COMMISSION PROJECT IDEAS**

The below list includes future project ideas the Committee has brainstormed. This is a working list the Commission will add to and refer back to during annual work plan brainstorming.

- Inventory of the Washburne/Landscape Survey
- Expand Awards program. Tree awards?
- Mailings of education materials
- Funds for local/built projects. Consider having a small grant program with CLG funds.
- Other outreach to Washburne and residents

- Is there anything to partner with the Museum on?
- Awareness of skilled trades and historic preservation – focus on youth
- Support for local trades people
- Consultant support for Community Input on Historic Sites
- Other studies/site assessments?
- Consider boundary of Washburne Historic District
- Consider adding a district downtown
- Consider other additional districts in town (eg lumber, mid-century modern)