City of Yamhill

A small taste of Oregon

Economic Development Committee Meeting Packet

January 6, 2026

3:00 pm

Architectural Survey Data - City of Yamhill

Oregon State Historic Preservation Office

Address/ Historic Name	Current-Other Names	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed / Removed
		1.5	EC	c.1860	Horizontal Board	Second Empire	Single Dwelling		
Ball, William, House				1888					
	Bunn, John Marion, House								
			EC	c.1873	Unknown	Not Applicable	Other		
Pike (Community)									
285 285 W 3rd St		2	ES	1877	Horizontal Board	Second Empire	Single Dwelling	#########	#########
Bunn, John Marion, House			NRI	1888	Wood:Other/Undefined		ZZ		
	Ball, William, House	*Comments: Rear Addition.*							
6091 6091 Bony Rd		1.5	EC	1925	Horizontal Board	Bungalow (Type)	Single Dwelling		
Williams, James & Mable, House									
21000 21000 Cove Orchard Rd		1.5	EC	1910	Horizontal Board	Bungalow (Type)	Single Dwelling		
Zimmerman, Christian, House					Shingle				
Flying M Rd		1	UN	1970	Squared Log	Northwest Regional	Hotel		
Flying M Ranch Lodge									
Flying M Rd			XD	1870	Unknown	Other / Undefined	Single Dwelling		
Flying M Ranch Lodge									
	Travelers Home (Stage Stop)	*Comments: (Fire-A, 1983), Inventory File Missing*							
6490 6490 NE Highway 240		1	ES	1923	Metal Sheet		Agric. Processing	5/1/2016	
Oregon Growers Packing Co. Plant/Zimmerman Broth					Wood Sheet				
	Mid-Columbia Bus Company/Yamhill								
Hwy 233		1.5	EC	1895	Horizontal Board	Gothic Revival	Single Dwelling		
Burton, C W, House (?)									
Hwy 240		1.5	EC	1880	Horizontal Board	Gothic Revival	Single Dwelling		
Roberts, Abraham & Frances, House									
Hwy 47			EC	1835	Unknown	Not Applicable	Cemetery		
Alec's Butte							ZK		
	Carson, Alexander, Gravesite								
Hwy 47		1.5	EC	1860	Vertical Board	Utilitarian	Agric. Outbuilding	#########	
Clark, W D, Barn									
	Fryer, Alexander, Barn	*Comments: (Could not be found using location information during 2012/2013 Settlement Era Homesteads Survey)*							
Laughlin Rd			EC	1904	Unknown	Not Applicable	Extractive Facility		
							MA		
	Coal Mine								

Evaluation Codes: ES=eligible/significant EC=eligible/contributing NC=not eligible/non-contributing NP=not eligible/out of period UN=undetermined/lack of info XD=demolished
NR Status Codes: NRI=individually listed NHD=listed in a historic district NRB=both individually listed and in historic district NHL=Natl. Historic Landmark NS=Listed as part of an NRI

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100 100 Laurel St Laughlin, Lee, House		1.5	ES NRI	1879	Horizontal Board	Italianate Gothic Revival	Single Dwelling		3/26/1979
Laurel & E 1st Sts United Methodist Church		1	EC	1898	Horizontal Board Shingle	Gothic Revival	Religious Facility XA		
265 265 Main St First Christian Church	*Yamhill Community Church*	1	EC	1900	Horizontal Board	Gothic Revival	Religious Facility XA		
110 110 S Maple St T & E Store		1		c.1903			Specialty Store		
McBride Cemetery Rd Hutchcroft, R J, House (?)		1.5	EC	1870	Horizontal Board	Bungalow (Type)	Single Dwelling		
Moores Valley Rd Hankins, William & Mary, House (?)		1.5	EC	1880	Horizontal Board	Queen Anne	Single Dwelling		
9880 9880 Moores Valley Rd Mayhew, George, House		1.5	EC	1937	Horizontal Board	Bungalow (Type)	Single Dwelling		
Oak Hill Rd Nau, William, House (?)		1.5	EC	1910	Horizontal Board	Bungalow (Type)	Single Dwelling		
Oak Ridge Rd Trullinger Grist Mill			XD	1850	Unknown	Other / Undefined	Manufacturing Facility MP		
		Comments: destroyed							
Oak Ridge Rd Trullinger, Daniel, House		1.5	EC	1884	Horizontal Board	Queen Anne	Single Dwelling		
17080 17080 NW Oak Ridge Rd Whiteley, John & Elizabeth, House	*Hanson House*	1.5	EC	1880	Horizontal Board	Vernacular	Single Dwelling		
Pike Rd Harris, T, House & Farm (?)	*Russell, Knot, House ?*	2	EC	1860 1906	Horizontal Board	Craftsman	Farmstead	#########	
		Comments: (Could not be found using location information during 2012/2013 Settlement Era Homesteads Survey) Appears to be present on Google aerial (August 2013). Site includes house and multiple outbuildings. Rear portion of house is the original, box-constructed volume possibly dating to the mid- to late-1850s.							
Pike Rd Obye, Christian, House		1.5	EC	1870	Horizontal Board	Gothic Revival	Single Dwelling		
8760 8760 Pike Rd NW Perrine, C C, House		1.5	EC	1913	Brick:Other/Undefined	Bungalow (Type)	Single Dwelling		

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8881 8881 Pike Rd NW Buckingham, Thomas & Maggie, House		1.5	EC	1870	Horizontal Board	Gothic Revival	Single Dwelling		
11305 11305 Pike Rd NW Hanning, Robert & Kate, House & Farm	*Lazy River Ranch*	2	EC	1910	Horizontal Board	Vernacular	Single Dwelling		
Railroad Grade Rd Geldard, William, House		1.5	EC	1890	Horizontal Board	Queen Anne	Single Dwelling		
16005 16005 NW Rockyford Rd Wright, Andrew & Eleanor, House		1.5	EC	c.1860 c.1880	Horizontal Board Wood:Other/Undefined	Queen Anne Vernacular	Single Dwelling RX	#########	
		Comments: House presents at least four building episodes, with the oldest possibly being circa 1860 box-constructed volume with six-pane sash. Additions/alterations followed in 1880, and the 1920s-30s. Site includes several outbuildings, including a barn.							
17900 17900 Rockyford Rd Hutchcroft School		1	EC	1877	Horizontal Board	Vernacular	School YA		
22180 22180 Turner Creek Rd NW Pike School		1	EC	1934	Horizontal Board	Georgian	School		
22401 22401 Turner Creek Rd NW Pike Community Hall		1	EC	1945	Horizontal Board	Vernacular	City Hall		
Yamhill Chehalem Rd Laughlin, Robert R, House		2	EC	1860 1860	Horizontal Board	Classical Revival: other	Single Dwelling	#########	
		Comments: (Could not be found using location information during 2012/2013 Settlement Era Homesteads Survey)							
Yamhill Pioneer Rd Cooper, Chandler, House & DLC		1.5	EC	1880	Shingle	Gothic Revival	Single Dwelling		

Total Resources Identified: 36

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[redacted]

---------- Forwarded message ---------
From: **OLGUIN Robert * OPRD** [redacted]
Date: Wed, May 3, 2023 at 9:20 AM
Subject: Yamhill - Historic Preservation
[redacted]

Hi Robert and Sue,

Thank you again for the opportunity to visit Yamhill and your offer in a tour of the town. I know I mentioned several resources and so I have done my best to provide everything below but if I am missing something that I mentioned I would provide please let me know.

Grants

The biggest challenge for listing Yamhill's historic resources in the National Register is integrity. There are a lot of great resources in the downtown but alterations over the years have impacted the integrity of the district and individual buildings. An effective way to improve the integrity would be to work on restoration and preservation projects. There are several grant opportunities that could apply to several of the buildings to bring back some of the lost historical character. All our grant information is available here: https://www.oregon.gov/oprd/OH/Pages/Grants.aspx The grant program that would be most applicable is the Diamonds in the Rough, which helps restore building facades.

The Main Street program also has a grant that supports downtown revitalization efforts that can include preservation work to buildings in the main street. You would need to work with your main street organization as they would have to apply but there is potential for a really great partnership and outcome. That funding could ultimately lead to preservation work that restores the integrity of either some or all of the downtown buildings to the point that they could be eligible for the National Register. The Main Street grant could also pair with our other grant which would provide a solid source of funding.

Certified Local Government Program (CLG)

There are several requirements related to this and it does take a commitment by the local government but it is a way to generate funding and support for preservation. For instance, a historic commission is

created and a preservation ordinance is developed both of which can be large lifts. If there is community support for this it can be a very effective tool in preservation. Participation in the program also opens the door for non-competitive grants that support preservation, this can include survey work, public education or even National Register nominations. A CLG can also create a local designation that can have different requirements than the National Register and allow for a different integrity or significance threshold as it is designation criteria catered to your community as opposed to a standardized one for the entire country. Additional information is available here:
https://www.oregon.gov/oprd/OH/Pages/CLG.aspx

National Register

Lastly, we did discuss needing to do a bit more research and survey work to establish the possible potential listing of either a district or an individual building once the integrity is strengthened. Understanding the larger commercial history of Yamhill and its direct relationship to the downtown buildings will be important in understanding what our historical time range will be and will ultimately help with the integrity question. Attached are several documents related to the National Register and guidance documents on research. Also, this bulletin by the National Park Service is a great place to start as it offers a lot of useful research questions to guide the work.
https://www.nps.gov/subjects/nationalregister/upload/NRB39-Complete.pdf

Robert Olguin | National Register Program Coordinator

Heritage Division, Oregon Parks and Recreation Department

State Historic Preservation Office

725 Summer St. NE, Suite C, Salem, Oregon 97301

(503) 602-2468

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Regards,
Robert Davis
Founder

NATIONAL REGISTER BENEFITS AND RESTRICTIONS

Fall 2021

The National Register of Historic Places is the nation's official list of buildings, structures, sites, objects, and districts significant in American history, architecture, and/or archaeology. Over 2,000 Oregon properties are listed in the National Register, with all of the state's 36 counties represented. Listing in the National Register is primarily an honorific designation intended to encourage preserving important historic places. The National Register is maintained by the National Park Service in Washington, D.C., and is administered in Oregon by the State Historic Preservation Office (SHPO). The regulation of National Register-listed properties in Oregon takes place at the local level. The following benefits and restrictions apply to National Register-listed properties in Oregon.

BENEFITS

Recognition: Owners may purchase a plaque that can be placed on the building. Please visit the NPS website for more information. https://www.nps.gov/subjects/nationalregister/faqs

Federal Tax Credit Eligibility: The SHPO administers a federal tax credit program that can save building owners twenty percent (20%) of the cost of rehabilitating their National Register-listed commercial, industrial, or rental residential building. Requirements include submitting a short application form and performing only work that meets appropriate rehabilitation standards. Because the tax implications are complex, individuals should consult legal counsel, an accountant, and/or the appropriate Internal Revenue Service office for assistance in determining the tax consequences of the above provisions.

State Tax Benefit: This program allows owners of properties listed in the National Register of Historic Places to apply to have the property specially assessed for a 10-year period. The program is designed as an incentive to assist property owners in the preservation of historic resources. As a condition of the property tax benefit the owner must provide a preservation plan for the building that meets SHPO standards.

Grant Eligibility: Owners may apply for the Preserving Oregon grant when money is available. Contact the SHPO for the grant schedule. Grants are awarded competitively since demand exceeds the availability of funds.

Building Code Leniency: Under Section 3409.1 of the Oregon Structural Specialty Code, National Register properties and other certified historic buildings may receive waivers for certain code requirements in the interest of preserving the integrity of the property.

Consideration in planning for federal projects: Section 106 of the National Historic Preservation Act of 1966 requires that federal agencies take into consideration the effects of their projects on properties eligible for or listed in the National Register. This program is administered by the SHPO.

RESTRICTIONS

While National Register listing is an honorific designation, some restrictions apply.

- Owners of properties listed in the National Register choosing to take advantage of federal and state tax benefits and grant programs must comply with federal standards.
- Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register.
- Local jurisdictions (county or city) may have other regulations for National Register-listed properties per their local ordinances. Contact your local planning department to determine the level of regulation in your community.

COMMENTING ON NOMINATIONS TO THE NATIONAL REGISTER

Private Property Owners: Private property owners may submit letters of support or additional information for consideration during the review process. Any private owner with fee-simple absolute title to real property within the nominated boundary may object to the listing by submitting a notarized statement to the State Historic Preservation Office. The statement must certify that they are an owner of the property and that they object to the listing. The proposed nomination is not listed in the National Register if the majority of the owners object. However, the National Park Service may determine that the proposed nomination would remain eligible for nomination again in the future.

Public Property Owners: Public property owners may support or object to the listing of a publicly owned property, but owner consent is not required for nominations of public properties to move forward per federal regulations.

Review by Local Governments: Communities participating in the federal-sponsored Certified Local Government (CLG) program review nominations to the National Register of Historic Places and provide comments to the SHPO office. A CLG may support, support with conditions, or object to a nomination document.

If you wish to comment on the nomination of a property to the National Register, please send your comments to the SHPO before the next scheduled meeting of the State Advisory Committee on Historic Preservation. A copy of the nomination and information on the National Register is available from the SHPO upon request.

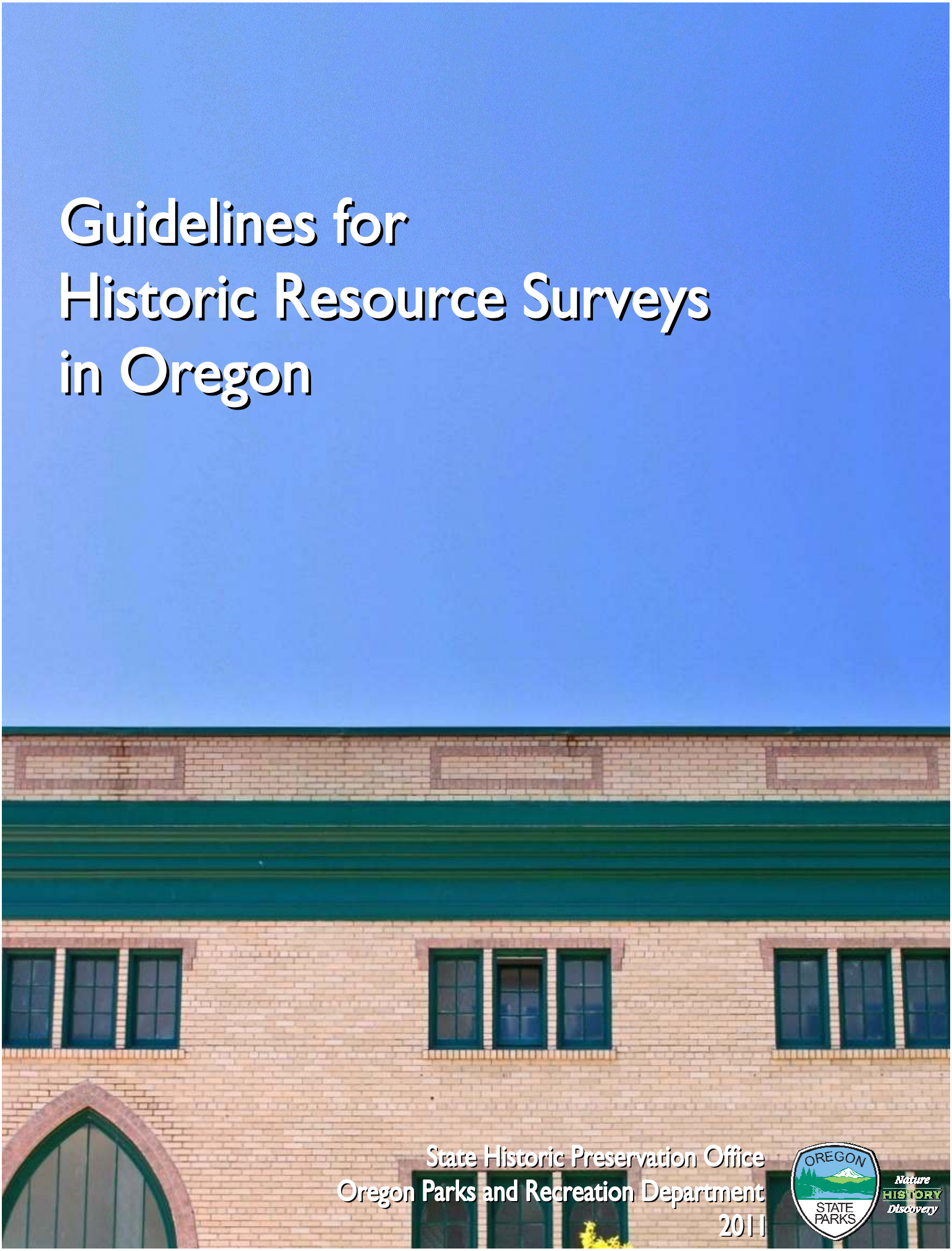
Oregon Parks and Recreation Department
State Historic Preservation Office
725 Summer Street, N.E., Suite C
Salem, OR 97301

Oregon Heritage website: www.oregonheritage.org
National Register website: www.nps.gov/nr

For **general information** about the National Register of Historic Places, contact SHPO by calling (503) 986-0690 or by emailing ORSHPO.NationalRegisterProgram@oprd.oregon.gov.

National Register Program Staff:
Robert Olguin, National Register Program Coordinator
(503) 986-0668 Robert.Olguin@oprd.oregon.gov

Guidelines for Historic Resource Surveys in Oregon



State Historic Preservation Office
Oregon Parks and Recreation Department
2011

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Introduction

Guidelines for Historic Resource Surveys in Oregon is a reference for historic preservation professionals who identify, evaluate, and document historic resources in the state. The guidelines replace previous survey guidelines and associated supplementary documents issued by the Oregon State Historic Preservation Office (SHPO). The guidelines offer instructions and procedures to help develop professional standards and effective procedures for identifying, evaluating, documenting, and reporting historic resources to better ensure high-quality surveys and quicker project reviews by the SHPO.

Guidelines for Historic Resource Surveys in Oregon is designed to provide guidance for all types of above-ground survey projects, including:

- Surveys intended to provide information for preservation planning purposes, such as the preparation of nominations to the National Register of Historic Places
- Surveys funded by the federal Historic Preservation Fund (HPF) and administered by the SHPO
- Surveys required by the SHPO under Section 106 of the National Historic Preservation Act (NHPA) of 1966 as amended
- Surveys recommended by SHPO per ORS 358.653

These guidelines do not provide standards and procedures for archaeological surveys. For information about archaeological surveys in Oregon, please contact the Oregon SHPO's Archaeological Services.

Historic Resource Surveys in Oregon

Completing a historic resource survey often is the first step in the preservation of historic resources important to Oregon's state and local heritage. Mandated by the National Historic Preservation Act (NHPA) of 1966 as amended, historic resource surveys are conducted by state agencies, local governments, and historic preservation professionals, and supported and reviewed by the State Historic Preservation Office (SHPO). A survey is the process of collecting and recording information about historic resources and evaluating their eligibility for the National Register of Historic Places (NRHP) through research, fieldwork, and reporting. After surveying, historic resources are listed in the statewide inventory maintained by the SHPO and in inventories administered by local governments.

In Oregon and elsewhere, completing a historic resource survey is a multi-part process that consists of designing the survey, conducting research about the survey area,

Completing a historic resource survey can reveal a community's history through its built environment. *School, Antelope, Wasco Co.*

completing fieldwork, data entry, and reporting the findings of the survey.

In Oregon, the SHPO is the statewide repository for information relating to historic resources and information collected through all levels and types of survey are recorded in the Oregon Historic Sites Database (OHSD). The OHSD contains records for every resource ever documented as part of a historic resource survey in Oregon from the 1960s through the present. All survey records are available for use by the public and can be searched online at heritagedata.prd.state.or.us/historic.

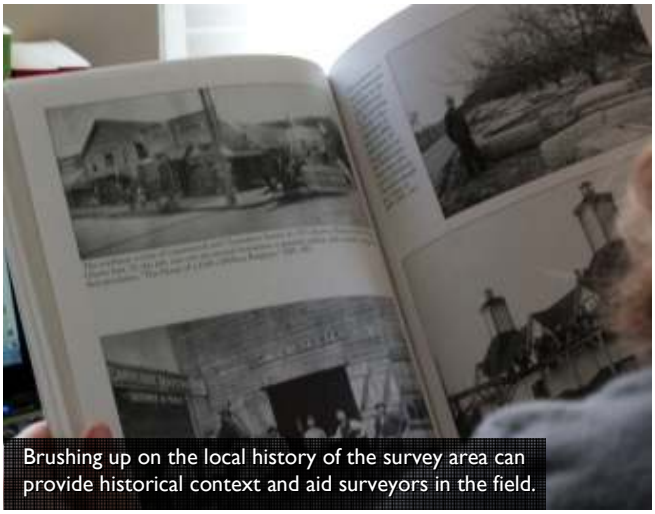
Professional Qualifications

Surveyors involved in historic resource surveys sponsored by the SHPO or compliance activities must meet the Secretary of the Interior's Standards for Archeology and Historic Preservation (36 CFR 61, Appendix A). These professional qualifications used by the National Park Service define the minimum education and experience necessary to perform identification, evaluation, registration, and treatment activities. These qualifications, in general, are a graduate degree in architectural history or closely related field, or a bachelor's degree in the same fields, plus at least two years of full-time experience in architectural history-related work. Surveyors who do not meet the professional qualifications may assist with certain parts of the survey, such as historic research, mapping, photography, and data entry.

Levels of Survey

There are two levels of survey in Oregon: the

A Reconnaissance Level Survey provides baseline data about a historic resource, such as architectural style. *Deco District, Newport, Lincoln Co.*



Brushing up on the local history of the survey area can provide historical context and aid surveyors in the field.

Reconnaissance Level Survey and the Intensive Level Survey:

Reconnaissance Level Survey

The Reconnaissance Level Survey (RLS) is designed as a "first-look" at a broad group of historic resources and records basic information that is collected from the exterior of a building only, such as address, height, siding and building materials, architectural style, and potential eligibility for listing in the National Register either individually or as a contributing resource to a historic district. Information collected through a RLS is assembled in a final report. See Appendix E for an example RLS final report.

Intensive Level Survey

The Intensive Level Survey (ILS) is a detailed look at a single resource and records in-depth information collected from a physical examination of a building's exterior and interior, includes research about the building's property and ownership history, and identifies the resource's potential eligibility for the National Register either individually or as a contributing resource to a historic district. Information collected through an ILS provides a solid basis for individual, historic district, and multiple property National Register nominations. See Appendix I for an example ILS full site form.

Choosing the Right Survey

Reconnaissance Level and Intensive Level surveys are both used for planning purposes but document different aspects of a resource's physical characteristics and history. Depending on the scope and schedule of a project, a Reconnaissance Level and Intensive Level

Reconnaissance and Intensive Level Surveys can be used for any resource type in any location. *Farm, Marion Co.*

survey may be both undertaken, but usually just one or the other is used. The following questions can help guide surveyors to the right level and type of survey to undertake:

- How many resources are within the project area?
- How old are the majority of resources within the project area?
- What type of information is needed about the resources?
- How definitive does the eligibility evaluation need to be?

Recording Surveys Using the Oregon Historic Sites Database

Information collected through all survey levels and types is recorded in the Oregon Historic Sites Database (OHSD). When the appropriate survey level and type is selected, surveyors should request a project database from the SHPO. Depending on the project area's size, the project database will contain all records for a single city, county, or multiple counties. For example, if the project area is confined to just one city, the surveyor will receive a project database with property records only for that city. If the project area includes one city and areas outside the city limits, the project database will contain property records for the entire county. If a project area spans county lines, the project database will contain property records for multiple counties. See Appendix C for details about requesting and returning a project database, known compatibility issues, and specific information on how to use the project database.

Reconnaissance Level Survey

The Reconnaissance Level Survey (RLS) is the basic survey level to identify, document, and report historic resources. Reconnaissance Level Surveys document specific physical information and eligibility evaluations for all individual resources within the survey area, and document preliminary historical background information about the survey area. This information is reported and recommendations are provided for future survey work in the Oregon Historic Sites Database (OHSD). The purpose of a RLS is to provide local governments, agencies, and the SHPO with a baseline of data about historic and non-historic resources within a defined area.

Types of Reconnaissance Level Surveys

There are two types of Reconnaissance Level Surveys:

Standard Reconnaissance Level Survey

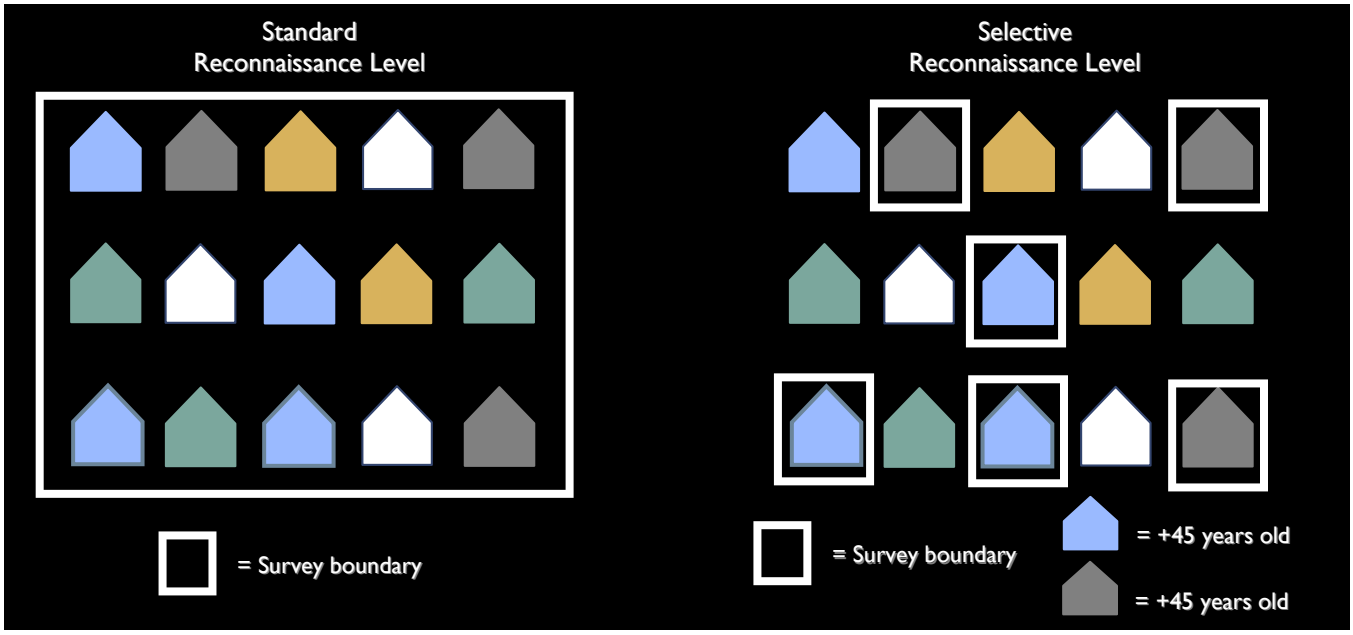
Examines every resource within a survey project area, regardless of the age of the resource. Use a Standard RLS if:

- The survey project area contains more than 10 resources (usually)
- The level of historical background information needed for the survey area is minimal
- The level of information needed for each resource is minimal
- Only a preliminary eligibility evaluation of each resource for the National Register is needed
- Only 2 photos of each resource are needed

Selective Reconnaissance Level Survey

Examines only resources within the survey project area that are about 45 years old or older. Use a Selective RLS if:

- The survey project area contains more than 10 resources (usually)
- The survey project area contains a majority of resources less than 45 years old
- Minimal level of historical background information is needed for the survey area
- Minimal level of information is needed for each resource
- Only a preliminary eligibility evaluation of each resource for the National Register is needed
- Only 2 photos of each resource are needed



Designing a Reconnaissance Level Survey

Determine the Survey Area

The area studied in a Reconnaissance Level Survey can be defined by the project scope, such as with compliance-driven surveys, or by a particular neighborhood, area of development, or political jurisdiction. Carefully establish a survey area in consultation with the SHPO or a qualified professional to ensure that all potentially eligible historic resources are included. In large survey areas, such as an entire city or county, the survey area may be conducted in phases as time and funding allow.

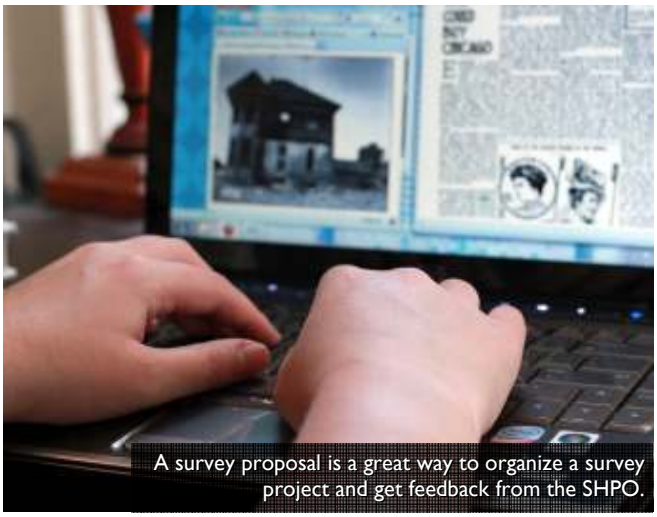
Survey Proposal

A survey proposal explains the survey project goals, methodology, timeline, personnel, funding, and expectations, and is an informal opportunity for the SHPO to assist local governments and agencies with proposed survey projects. See Appendix D for a survey proposal checklist.

For proposed Reconnaissance Level Surveys, submit a survey proposal to the SHPO prior to starting the project with the following items:

- ***Project Name***: Provide the project name and names of those who will work on the project.
- ***Statement of Project Objectives***: Clearly describe the purpose of the survey and refer to current knowledge about the history of the area and property types based on background research or previous surveys. Define the physical extent of the survey area and the amount and kinds of information to be gathered about the resources. Example objectives could include:

In a survey proposal, make sure to provide justification for the selected survey boundary.



A survey proposal is a great way to organize a survey project and get feedback from the SHPO.

  - "to characterize the range of historic properties in a region;"
  - "to identify the number of properties associated with a context;" or
  - "to gather information to determine which properties in an area are significant."
- ***Boundary Explanation and Justification***: Describe and provide justification for the selected boundary of the survey project area.
- ***Project Timeline***: Describe when the survey project will begin, when specific tasks will be completed (e.g. notification, fieldwork, data entry, etc.), and when final reporting will be completed.
- ***Personnel and Funding***: Describe who will conduct the survey and his/her professional qualifications. If a surveyor has not yet been identified, explain how and when the person will be selected. Explain if the survey is funded in part by the federal Historic Preservation Fund through grants awarded by the SHPO, or from another funding source.
- ***Appendices***: Provide a map clearly showing the boundary of the survey project area.

Background Research

Background research of previous surveys and historical contexts or documents is needed to develop a general familiarity with the project area and to develop a narrative section in the final report that provides a brief history of the survey project area. Sources that can provide background research can include SHPO's survey files, historical contexts, historical maps, tax records, historical photographs, local and oral histories, and other

Conducting some background research of the survey area and doing fieldwork will reveal this building's original use. *Old City Jail, Antelope, Wasco Co.*

standard historical reference works. If possible, include examples of historic property types from the survey project area that illustrate local trends and patterns. The historical narrative in the final report should only be enough to characterize the general sense of the development of the project area, usually just one to two paragraphs in length.

Fieldwork

Fieldwork and recordation is the main component in identifying and evaluating resources within a survey project area during a Reconnaissance Level Survey. Fieldwork is conducted along public right-of-ways in a systematic, resource-by-resource way. For each resource surveyed, specific information is collected, two or more photographs are taken, and each resource is noted on a field map.

Project Database

Before beginning fieldwork, setup the project database you received from the SHPO to help manage your project. Begin by creating a new survey project. Then add records that already exist in the project database that are within the current survey project area. Example:

- The survey project area includes resources between the 100-500 blocks of Main Street.
- The project database shows that 5 resources in the 300 block of Main Street were surveyed in the 1990s and already have records.
- Add the existing records for resources in the 300 block of Main Street to your survey project group so they can be updated with new information.

Adding records to the survey project group before beginning fieldwork provides surveyors with great information about any previous surveys that may have been conducted, thoughts from a previous surveyor about a resource's age and integrity, and helps prevent the duplication of records. See Appendix C for detailed instructions on how to use the project database.

Walking List

For fieldwork, surveyors can use the "Walking List" available within the project database, or their own system. The "Walking List" provides surveyors with information about any resources that may have been previously surveyed within the survey project area. After adding any existing records in the project database to a survey project group, surveyors can print a Walking List to use in the field that shows information for each of these existing records. Surveyors can also print a blank "Walking List" to use in the field for those resources in the survey project area that do not yet have records in the project database. See Appendix C for instructions on how to generate a walking list.

Collecting Physical and Architectural Information

Plan ahead! Surveyors should establish a systematic process to ensure all resources within the survey area will be identified and evaluated. This could include driving the project area before fieldwork to determine the terrain, the best route to walk, identifying resources that may be obscured or distant from the public right-of-way and which may need owner permission to access, places to take breaks, or areas where you may feel uncomfortable surveying alone and will want to have a partner.

In areas with a large number of resources, conduct the

Know before you go! Research the project area before fieldwork to identify good driving and walking routes, street closures, or construction activities.

survey by surveying one side of the street and then the other side of the street. In rural areas where resources are farther apart, surveyors can survey both sides of the street before moving onto the next resource.

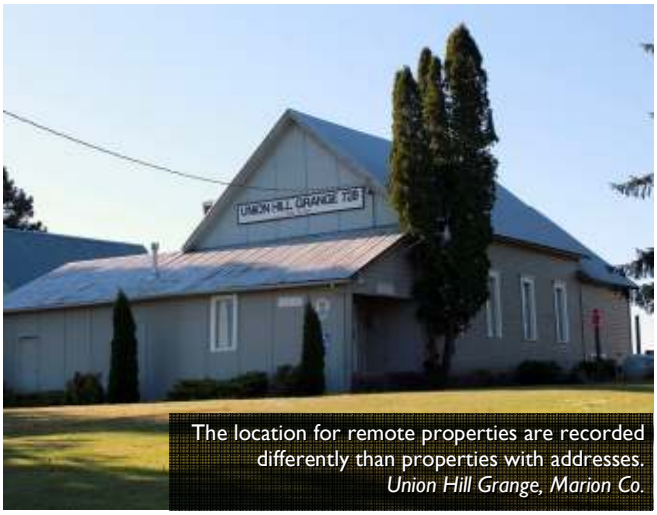
For a Reconnaissance Level Survey, collect information on predominate or "primary" resources within the survey project area, such as residential, commercial, institutional, and industrial buildings, structures, and objects, as one resource and record it as one record in the project database. Briefly note any secondary resources, such as garages and other outbuildings, associated with primary resources, such as a house, in the primary resource record. Do not create individual records for secondary resources. Examples:

- A house and associated garage
  - Create 1 record in the project database; record the house as the primary resource and note the extant garage in the notes field.
- A house and multiple outbuildings
  - Create 1 record in the project database; record the house as the primary resource, and note extant outbuildings in the notes field.

Do not record such features as telephone poles, sidewalks or sidewalk stamps, street signs, trees or other vegetation. Use your discretion in recording individual historic features such as culverts, walls, fences, or markers.

Record the information below on the "Walking List" for each resource using the appropriate material, style, and plan categories listed in the project database (you can view these categories, known as "data codes," in the project database.) If a resource is already listed on the Walking List, field check and update the information. If

A house with an associated outbuilding, such as a garage, shed, or shop, should be recorded in the database as a single resource.



The location for remote properties are recorded differently than properties with addresses. *Union Hill Grange, Marion Co.*

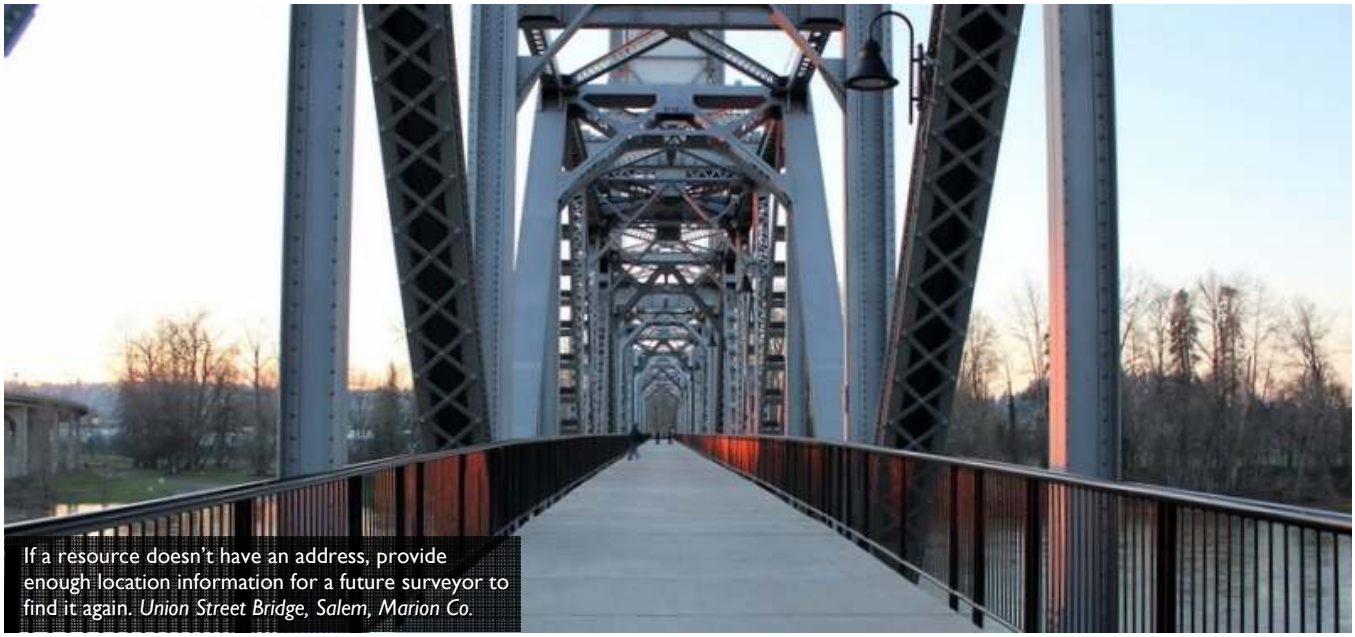
you are unsure about what a resource's feature is, such as building materials or architectural style, record your best guess and mark it with a question mark to review later.

- ***Address***: Record the address number, street, and direction associated with the resource.
  - If an address number is unknown, extrapolate an approximate address and note with a question mark.
  - If a resource does not have an address number (e.g. parks, canal, etc.), enter all address information except a street number.
  - If a resource does not have an address (e.g. cabin, railroad, etc.), enter the location information such as "1 mile east of Road 345 and Meadow Mountain trailhead junction," etc.
  - If a resource contains more than one address, record the address as follows:
    - A commercial building with 3 stores addressed as 100, 102, and 104 N. Main St., record as "100-104 N. Main Street."
    - A duplex on a corner lot with 2 units addressed off different streets, 100 NE Broadway St. and 200 NE Market St., record the most predominant or most logical address as the main address and the other address as an associated address.
    - Two main resources on one tax lot with one address, record 1 address and note that there are 2 resources associated with this address.
    - A "bungalow court" with multiple units, either addressed individually (100-190 Main St.) or

with each unit addressed through a numbering or letter system (Unit 1 or Unit A, etc.), record as 1 resource with either an address range if units are individually addressed, or just one address with the number of units noted.

  - A mobile home park with multiple units, either addressed individually (100-190 Main St.) or with each unit addressed through a numbering or letter system (Unit 1 or Unit A, etc.), record as 1 resource with either an address range if units are individually addressed, or just one address with the number of units noted.
  - An industrial or institutional complex with multiple resources included as part of a larger survey project area, record the complex as 1 record with 1 address.
  - An industrial or institutional complex with multiple resources being surveyed alone, record each resource within the complex as 1 record with 1 address (if the complex has only 1 address, record this same address for each resource, along with the building number, letter, or name).

- ***Historic Name/Current Name***: If known, note the historic or current name of the resource.
- ***Original Use***: Note the original use for the resource (e.g. residential, commercial, etc.) and the resource type (e.g. building, structure, object, site).
- ***Eligibility Evaluation***: Record ES, EC, NC, NP, UN, or XD. See Appendix A for a "Guide for Assessing Integrity" and Appendix B for more details about the eligibility evaluation codes.
- ***Construction Date(s)***: Note the approximate date of construction and the approximate date of any major alterations or additions.
- ***Materials***: Note the primary and secondary wall materials
- ***Style***: Record the primary and, if needed, secondary architectural style.
  - If the resource does not have a distinctive style, note the general stylistic period, such as "Victorian Era," "Late 19th/20th Century Period Revivals," or "Modern Period," and the secondary style as "Vernacular."
- ***Plan Type***: If known, record the plan type.
- ***Number of Contributing and Non-Contributing Resources***: Note the total number of contributing (ES or EC) and non-contributing (NC or NP) resources on a property. Briefly note the eligibility evaluation of any secondary resources in the notes field (e.g. "EC garage," or "NC garage," etc.) Example:
  - An EC house and EC garage are the only resources on a property, record as 2 contributing and 0 non-contributing resources. In the notes field record "EC garage."
  - An EC house and NC garage are the only



If a resource doesn't have an address, provide enough location information for a future surveyor to find it again. *Union Street Bridge, Salem, Marion Co.*

resources on a property, record as 1 contributing and 1 non-contributing resource. In the notes field record "NC garage."

- A NC house and NC garage are the only resources on a property, record as 0 contributing and 2 non-contributing resources. In the notes field record "NC garage."

- ***Additional Location Information***: Note if the location of the resource needs clarification (e.g. "house faces Main St. but is addressed off 1st St.," etc.)
- ***Comments***: Provide any additional comments about the resource (e.g. "Replaced siding, windows; large, rear addition," etc.)

Taking Photographs

Two digital photographs of every resource within the survey project area are required for all Reconnaissance Level Surveys:

- Take as many photos of each resource as you need to identify materials, style, and make an eligibility evaluation. If an outbuilding, such as a garage, is present, try to include it in a photo of the main resource if feasible.
- Take photos with a resolution of at least 1600 x 1200 pixels; a higher resolution means the photo will have more detail and specific features of a resource are more easily identified.
- Remember that you will not submit all your survey photos, only 2 photos per resource will be attached to the project database. If there are multiple resources on the property, such as a house and outbuilding, then more photos can be attached of those additional buildings.

Creating Field Map

In addition to collecting information about each resource, create a field map showing the location of each resource, its address, and eligibility evaluation. Using your field map, photos, and notes can make data entry much easier. To create a field map:

- Obtain a map of the survey project area which clearly shows streets and/or tax lots and that will be easy for you to use. For large survey projects, multiple map documents may be needed.

Create a field map to record the general footprint, address, and eligibility evaluation of each historic resource.

- Record each primary resource surveyed by writing the address on the street the resource faces, drawing a square for each resource, and indicating a resource's eligibility as follows. See Appendix B for a description of the eligibility evaluation codes.
  - ES/EC resources, shade the square completely.
  - NC resources, shade the square with cross-hatching.
  - NP resources, shade the square white or leave blank.
- For properties with multiple resources, such as farm or industrial complex, draw a circle around all the associated resources on the map to indicate their relationship to one another.

Data Entry

After fieldwork is completed, refer to field notes, maps, and photos to help enter information for each resource into the project database. Refer to Appendix C "Using the Project Database" for specific instructions on creating a survey project group, new records, labeling, resizing, and attaching photos and maps, etc. Ensure that each record in the project database includes:

- Information for each resource surveyed, such as address, material, and construction date, etc.
- Latitude and longitude information.
- Two photos of each resource (more if there are multiple resources on one property), correctly resized and renamed.
- Assigned to the correct survey project group

Final Reporting

After completion of the field survey and data entry a final report about the Reconnaissance Level Survey is prepared. The final report provides a brief historical overview of the survey project area, a summary of the survey data, and gives recommendations for Intensive Level Surveys, possible National Register nominations, and other preservation activities. The final report may be written in a word processing program and copied and pasted into the Grouping Information Form in the project database, or written directly in the project database. If desired, surveyors can submit the final report to the SHPO as either a Word Doc or PDF file, but the report must also be included in the project database in the Grouping Information Form. See Appendix E for an example final report.

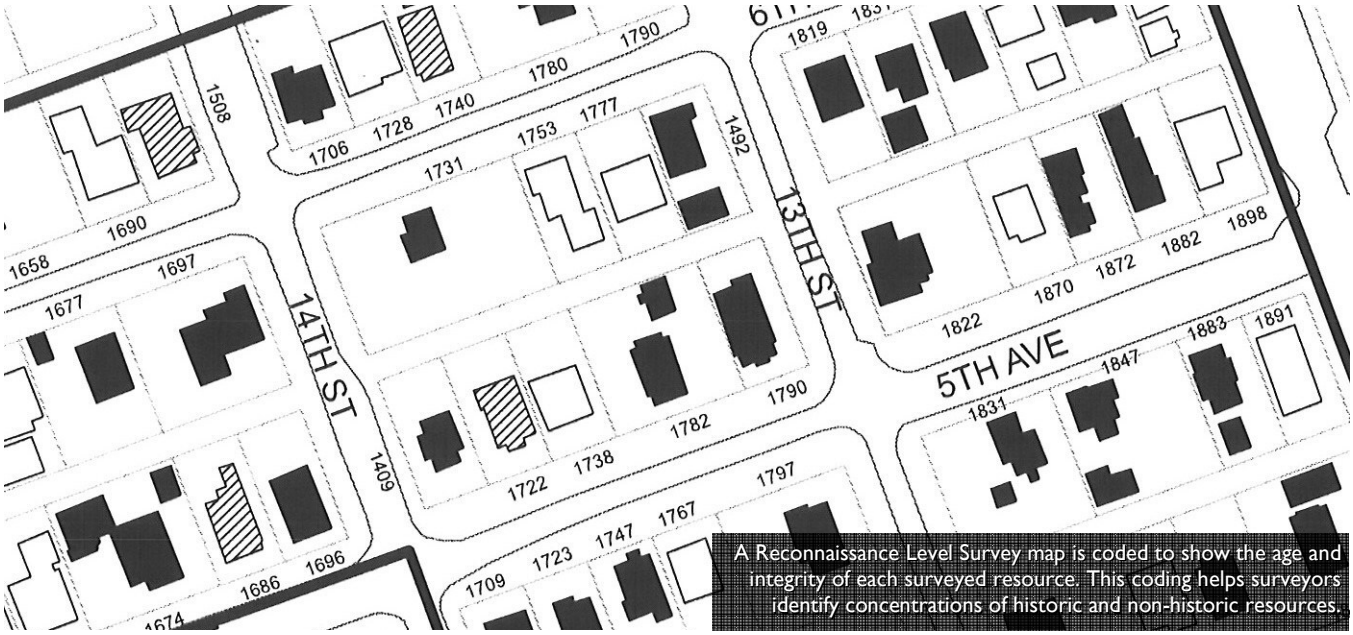
For Reconnaissance Level Surveys, submit a final report with the following items:

- ***Project Name:*** Provide the project name and the names of those who worked on the project.
- ***Statement of Project Objectives***: This section can be re-stated from the research design.
- ***Methodology***: Provide a description of field methods, including any problems or obstacles encountered during fieldwork, and if or how the methodology changed during the survey process, noting any inconsistencies or omissions.
- ***Boundary Explanation and Justification***: This section can be re-stated from the research design if the boundary was not changed. If the boundary was altered, describe and provide justification for the selected boundary of the survey project area.

Provide meaningful recommendations for future preservation activities, such as establishing a historic district. *Nye Beach, Newport, Lincoln Co.*

Providing good recommendations, such as specific resources that could be rehabilitated, can help local governments prioritize their preservation efforts.

- ***Setting***: Describe the natural and built environment, addressing the urban or rural character of the survey project area.
- ***Historical Overview***: Provide brief background research and history for the survey project area.
- ***Data Summary***: Describe the results of the survey, including the types of resources identified during the survey, noting specific, representative resources where appropriate, common types of alterations/ additions, common plan types, etc.
- ***Recommendations***: Provide recommendations for future survey and preservation work, such as identifying specific resources for Intensive Level Surveys, potential individual, historic district, or multiple properties eligible for a local register or the National Register, good candidates for rehabilitation or facade restoration, possible public education opportunities, etc.
- ***Bibliography***: Include full citations for primary and secondary materials referenced, including books, maps, archival documentation, oral histories, etc.
- ***Appendices***: Include the following:
  - *Survey Map*: Final survey map created from your field map that includes a title, north arrow, date, and key (the map does not need to be to scale). The final map can be created by hand or using mapping software, but should use the same system to record address, resource footprint, and eligibility evaluation as described for the field map.



A Reconnaissance Level Survey map is coded to show the age and integrity of each surveyed resource. This coding helps surveyors identify concentrations of historic and non-historic resources.

- *Property List*: Property list with photos of all resources surveyed available from the project database.
- *Statistical Reports*: Statistical report for the survey available from the project database.
- *Other Materials*: Include other materials, such as historic maps, photos, or historical documentation, if desired. Considering adding historic photos especially for those buildings where rehabilitation work is recommended or expected.

Submittal to SHPO

Submit the following items in one folder to the SHPO's FTP site. Instructions for how to upload the items will be sent to surveyors at the beginning of the project.

- ***Project Database Folder***. Includes:
  - Completed project database file.
  - Location Maps folder with correctly resized and renamed files.
  - Photos folder with correctly resized and renamed files.
- ***Final Report*** (in Word Doc or PDF format)
- ***Other Materials*** (if appropriate, such as historic maps, photos, historical documentation, etc.)

Submit the following items on CD or flashdrive to the SHPO by mail.

- ***Original Digital Photos*** (files renamed only)

Intensive Level Survey

The Intensive Level Survey (ILS) is designed to provide a high level of documentation for specific historic resources. This documentation includes research into the history, events, and people associated with the resource, looking primarily at such facts as dates, building development, builders or architects, and biographical data of previous owners and tenants. Information gathered through an ILS is recorded in the Oregon Historic Sites Database (OHSD).

Intensive Level Surveys are often conducted on historic resources identified through a Reconnaissance Level Survey (RLS). The purpose of an ILS is to provide local governments, agencies, and the SHPO with detailed and verifiable information about specific historic resources. In addition, information collected through an ILS provides a solid basis for individual, historic district, and multiple property National Register nominations.

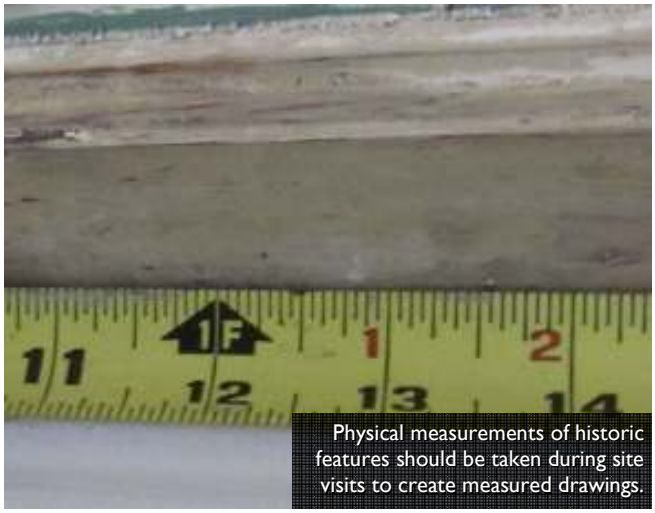
Designing an Intensive Level Survey

Determine Resources to Survey

Identify resources to survey based on the survey project goals and the recommendations of previous Reconnaissance Level Surveys (RLS), other documentation, or prior knowledge. Conducting an Intensive Level Survey is appropriate for:

- ***Further documentation:*** Document the history of a resource and assess definitively its eligibility for a local register or the National Register.
- ***Potential individual designation***: Document the history of a resource and assess definitively its eligibility for a local register or the National Register.
- ***Potential historic district designation***: Document the history of several resources within the proposed historic district boundary to add specific building, event and occupant histories representative of the historic district. Choose resources that best represent the reasons for which the historic district is important (e.g. events, people, or architecture).
- ***Potential multiple property designation***: Document the history of several resources within the proposed multiple property boundary to add specific building, event, and occupant histories representative of the multiple property theme. Choose resources that best represent the reasons for which the multiple properties are important (e.g. events people, or architecture).
- ***Compliance-driven documentation***: Document the history of a resource and assess definitively its eligibility for the National Register within the project area.

An Intensive Level Survey provides a high level of documentation for any type of historic resource. *Winn Barn, Weston, Umatilla Co.*



Physical measurements of historic features should be taken during site visits to create measured drawings.

Fieldwork

Fieldwork and recordation is just as important for an Intensive Level Survey as background research into the resource's history. Surveyors will visit each resource identified to document specific location, physical, and architectural features. In addition, several photographs of the resource will be taken and field site and floor plans prepared.

Project Database

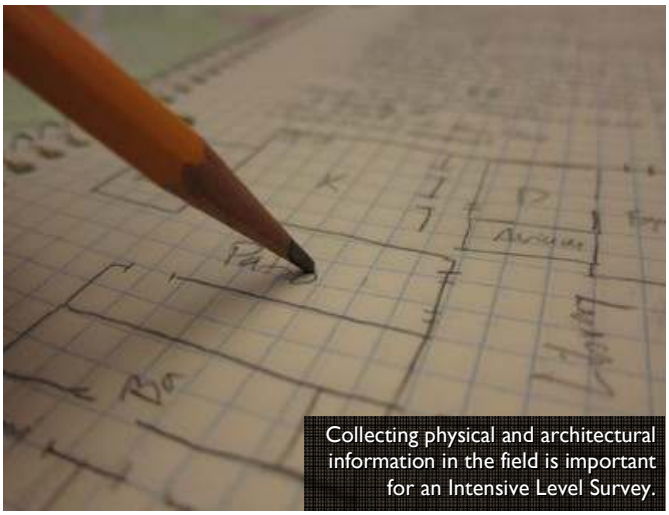
Before beginning fieldwork, setup the project database you receive from the SHPO to help manage the survey project. See Appendix C for instructions on how to use the project database. Begin by searching to see if any previous records exist for those resources that will be surveyed at the Intensive Level. Looking for records before beginning the ILS can provide excellent information about any previous surveys that may have been conducted, thoughts from a previous surveyor about a resource's age and integrity, and helps prevent duplication of records.

Collecting Physical and Architectural Information

An Intensive Level Survey provides a permanent record about a resource and acts as an aid in evaluating its historical integrity and eligibility for registration. Visit each resource identified for an intensive survey to document specific location, physical, and architectural features. While visiting the resource, surveyors can examine the building in more detail and make important observations about such features as its exterior and interior spatial relationships, layout, building materials, and construction methods. These observations can both help the surveyor become familiar with the resource's integrity and history.

Record the information below for each resource using the appropriate use, material, style, and plan categories and text fields found in the project database (view these categories, called "data codes," in the project database). Information collected for the following property types should include:

- ***Individual Resource in Original Location***
  - Original Use (dwelling, church, factory, etc.).
  - Building placement (detached, row, etc.).
  - General Characteristics: overall shape of plan (rectangle, ell, etc.); number of stories, structural system, number of vertical divisions or bays; construction materials (brick, frame, stone, etc.) and wall finish (kind of bond, coursing, shingle, etc.); roof shape.
  - Specific features including location, number, and appearance of: porches (verandas, stoops, attached shed, etc.); windows; doors; chimneys; dormers; other important or visually prominent exterior features.
  - Materials of roof, foundation, walls, and other important features.
  - Important decorative elements.
  - Interior features contributing to the character of the resource.
  - Number, type, and location of outbuildings, as well as dates of their construction.
  - Important features of the immediate environment such as roads, landscaping, etc.



Collecting physical and architectural information in the field is important for an Intensive Level Survey.

- ***Resource Moved from Original Location***
  - Date of move.
  - Description of original (if known) and present locations.
  - Distance the property has been moved.
  - Methods employed in moving the resource (if known).
  - Explanation of the effect of the move on the historical integrity of the resource and upon its new location, with particular reference to the relationships between its original and current orientation, locations, and settings.
  - Reason for the move.

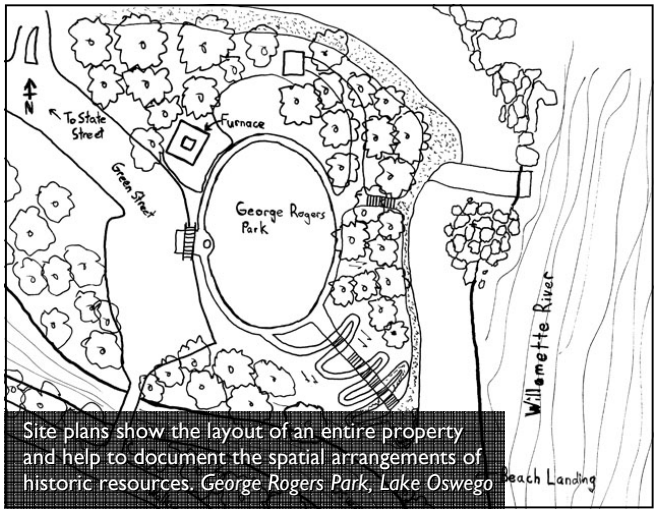
Taking Photographs

Two to ten digital photographs of the resource are required for Intensive Level Surveys.

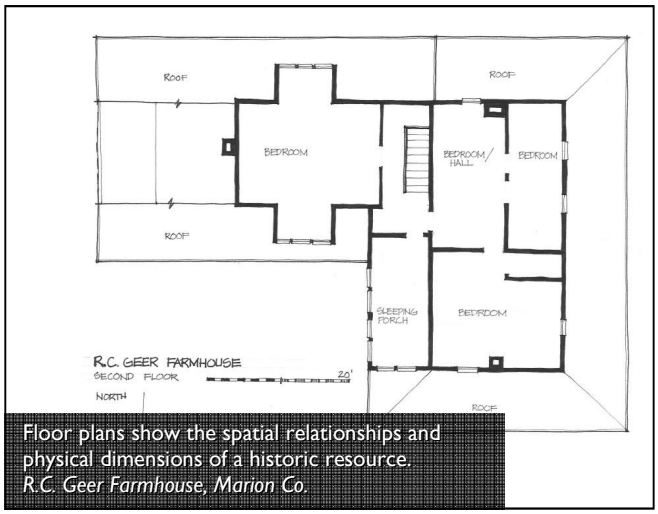
- Take as many photos of the resource as needed to identify materials, style, etc., correctly, and make an eligibility evaluation. Take additional photos of any outbuildings on the property.
- Take photos with a resolution of at least 1600 x 1200 pixels; a higher resolution means the photo will have more detail and specific features of a resource are more easily identified.
- Attach 2-10 photos (resized and renamed) showing at least three facades of each resource to the project database.

Creating Measured Drawings

Measured drawings provide another way to understand a historic resource better. Two common kinds of measured drawings are site plans, which show a resource in relation to its immediate surroundings, and floor plans, which illustrate the spatial arrangement and physical dimensions of a resource. The publication *Invitation to Vernacular Architecture* (University of Tennessee Press, 2005), is a useful guide on how to complete measured drawings. Either hand-drawn or electronic measured drawings are accepted.



Site plans show the layout of an entire property and help to document the spatial arrangements of historic resources. *George Rogers Park, Lake Oswego*



Floor plans show the spatial relationships and physical dimensions of a historic resource. *R.C. Geer Farmhouse, Marion Co.*

- ***Site Plan***: A site plan shows the layout of an entire property. It is especially useful in rural settings where there may be many outbuildings, fences, ditches, etc., associated with a historic resource. It is not necessary to measure the entire property to draw site plan and the drawing does not need to be to scale. Use a large piece of graph paper to help make mapping easier and more accurate.

  First, sketch the resource, outbuildings, and any notable features such as large trees, gardens, or fences, trying to be as accurate as possible in positioning the resources. Next, add positions and approximate overall measurements for each resource and feature. Lastly, ensure the site plan has a north arrow, surveyor name, date, and scale (if applicable).

- ***Floor Plan***: A floor plan shows the spatial relationships and physical dimensions of a resource. Although a floor plan does not need to be to scale, ideally, both the interior and exterior of the resource should be measured and the entire space recorded (including basements). A floor plan should show room arrangement, locations of windows and doors, and wall thickness, if possible. Use a large piece of graph paper to help make mapping easier and more accurate

First, record a preliminary overall measurement of the width and depth of the resource to help proportion rooms, doors, windows, and other features so that the field sketch is reasonably to scale. Next, take "running" measurements, which run continuously from start to finish, of the resource. Measure the exterior of the resource first, then the interior. Also, take overall measurements of the depth and width of all rooms. Lastly, ensure the floor plan has a north arrow, surveyor name, date, and scale (if applicable).

Research

For the Intensive Level Survey, historical research is needed to uncover the facts of a resource's historically associated people and events. Histories developed about a resource and its uses and occupants should follow a chronological format, listing such details as the names of occupants, dates of events, and other information found through historical research. Each resource has its own research needs and different sources will need to be consulted depending on those needs. Sources that may be available to consult are listed below. See Appendix F for a "General Guide to Sources" for more research ideas.

SHPO Records

The State Historic Preservation Office has over 50,000 survey records and National Register nominations of historic resources throughout the state documented between the 1960s and today. Surveyors can search SHPO records online at heritagedata.prd.state.or.us/historic/ and physical files at the office. Surveyors also have access to several dozen historic studies of Oregon counties, cities, and statewide thematic contexts. A list of contexts is available at www.oreonheritage.org.

- ***Survey records***: Most records include a property and location description, brief histories of the property and occupants, photographs, and a bibliography.
- ***National Register nominations***: National Register nominations include full architectural descriptions, historical narratives, location information, and multiple photographs and maps.

Tax Records

Tax records can reveal important information about a resource such as a description of structures, dates, and the evolution of a property in relation to city or county developments. These records are available at the county assessor's office and also may be available at the state archive. Portions of these records may also be available online from the county assessor's office.

The most important item in the tax file is the legal description of the property, although there may be an estimated date of construction, a historic photograph of the resource, and perhaps other structural information. Surveyors can use the legal description to research the ownership of the property. See Appendix G for a Title Search Form template.

Title Research

Title research is critical in documenting a resource, and can reveal information about deeds, mortgages, dates when property changed hands, and the names of

Use a range of resources to complete an Intensive Level Survey to get a more accurate physical and resident history of a property.

Historic photos, maps, and local history books are great resources to consult. Many of these resources are available online.

previous owners. Titles can be obtained from the owner, title company files, abstract records, and/or the county recorder's or clerk's office.

Title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas and township, range, and section designations for unincorporated areas. Research all transactions involving the property specified in the legal description, noting the dates, names of buyers and sellers, dollar amounts, and types of transactions (warranty deed, quit claim deed, mortgage, etc.). Copy information about important transactions onto the Title Search Form (see Appendix G). Important transactions are those that involve a change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date can include the first relatively large mortgage or a dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. Surveyors can begin their search with the current owner and work backward to the beginning, or vice versa. Some properties are easier to research from past to present, and others from present to past.

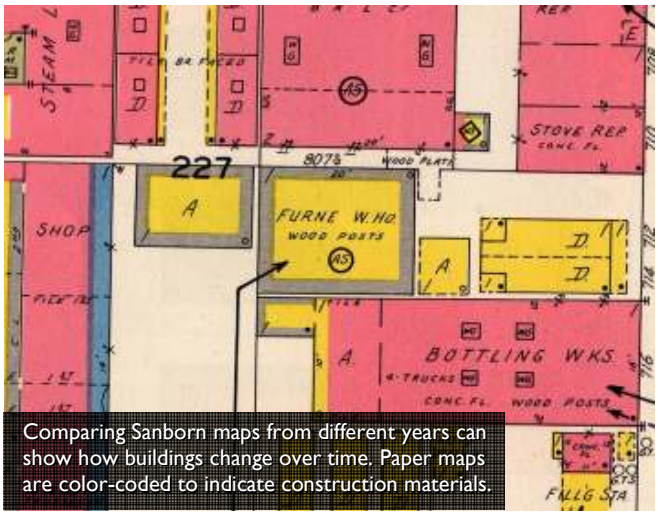
Building Permits

Building permits give the date the permit was issued, address of the property, an estimated cost of construction, a brief description of the building, name of the owner, and sometimes the names of the architect and builder. Building permits can be obtained from the municipal building inspector, city/county records office, or at the city, county, or state archives. Some building permits may be available online. The availability of building permits varies widely among jurisdictions depending on when the city or county began requiring permits and each agency's past and present retention policies. Surveyors should check with local governments on the availability of building permits.

Historic Maps

Historic maps that show the location of an indentified resource are great tools. Surveyors can find maps in printed books, university and college archival collections, county courthouses, city halls, local and regional libraries, at other locations, and often online. Historic maps are very useful for dating buildings and additions, and often show the position of utilities, grade levels, types of construction, building height, and construction materials. Historic maps can include town maps, property maps, private and family maps, land ownership maps, developer's maps, and tourist maps, among others.

- ***General Land Office (GLO) Maps***: These maps show detailed information about land-use and ownership during the late-19th and early-20th centuries. Maps are sorted by township and range.
- ***Metsker's Property Ownership Atlases of Oregon Counties***: These maps show such information as property ownership, plats, roads, trails, creeks, rivers, lakes, railroads, forests, towns, schools, camps, government lot numbers, donation land claims, as well as sections, townships, ranges, and more beginning in the 1920s through the 1980s.
- ***Sanborn Fire Insurance Maps***: These maps show each building on principal residential and commercial blocks and are color-coded (paper copies) to indicate construction materials. By comparing maps from different years, surveyors can establish an approximate date of construction and



Comparing Sanborn maps from different years can show how buildings change over time. Paper maps are color-coded to indicate construction materials.

Allow enough time to research different sources, such as newspapers. Many Oregon newspapers are available online through the University of Oregon.

determine when and what types of changes have been made to the building and surrounding property.

Newspapers

Newspapers for many Oregon communities are on microfilm or online. Newspapers often feature society pages, obituaries, and birth, death, or wedding announcements. They can be found at historical societies, local, state, and federal archives, libraries, and online.

- ***Small city newspapers***: Generally weekly newspapers. Usually information about the construction of major buildings in the community, such as schools, churches, and public and commercial buildings will appear on the front page. References to the construction of houses can also be found.
- ***Large city newspapers***: Daily newspapers, such as the East Oregonian (Pendleton), The Register-Guard (Eugene), and The Bulletin (Bend) can include information about important construction projects. Information about the construction of individual houses can also be found, although not on a consistent or complete basis. Advertisements for builders and real estate companies are also useful sources of information, often highlighting recently completed buildings.

Other Sources

Many other resources can help surveyors complete an ILS and can be found at libraries, local, state, and federal agencies and archives, local historical societies, and university or college archival collections, and also online.

- ***City Directories***: These annual listings provide the names, addresses, and occupations of almost everyone in the city. They can be arranged alphabetically or by both name and address. Directories are useful in verifying when a house was built and whether the building was owner-occupied or rented.
- ***State Gazetteers***: These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen.
- ***Biographical Encyclopedias***: Provides a biographical view of local, regional, and/or state history.
- ***Genealogical Records***: These records can include a number of different documents, including vital records (birth, death, marriage, and divorce records), adoption records, cemetery records, school records, tax records, wills and probate records, criminal records, military records, etc. See Appendix H for a Bibliographic Research Form Template.
- ***Census/Manuscript Census***: Census schedules list each member of the household, dates of birth and marriage, occupations, etc. Census schedules are arranged by county and city and are available for each decade from 1850 to 1930 (1890 excluded). They are available at university and college archival

collections, libraries, state archives, and some information is available online. The type of information and the manner in which it is collected during each census varies greatly from year to year, thus direct comparisons between data sets can be difficult.

- ***Family Histories***: Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful.
- ***Obituary Index***: These are often compiled from newspapers, cemeteries, and other local records by local, county, and state historical societies and other archival depositories. Some obituary indexes are available online.

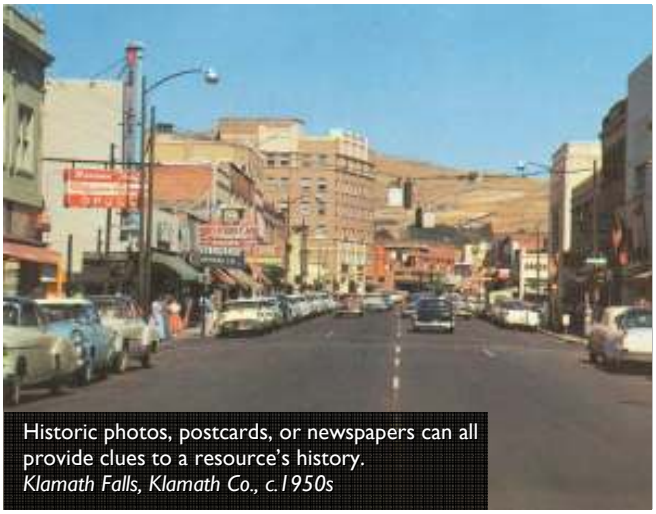
Creating a Bibliography

An accurate and easy-to-use bibliography is an invaluable tool. Property citing sources will ensure that future researchers will be able to find previously located sources. While researching, it is important to keep detailed notes about the location of sources. Make sure to include full publication information, such as the author's name, publisher, date, and page numbers. For archival collections, make sure to include the collection's name, box number, folder number, and other useful information. Consider using *The Chicago Manual of Style* or *A Manual for Writers of Research Papers, Theses, and Dissertations* for formatting your bibliography.

Data Entry

After fieldwork and research is completed, refer to field and research notes, maps, and photos to help enter information for each resource into the project database. Refer to Appendix C "Using the Project Database" for specific instructions on creating new records, labeling, resizing, and attaching photos and maps, etc. Each record in the project database must include:

- Completed or update information under the "RLS Info" tab, and also the resource description, history, and research sources in the "Intnsv Level Survey Info" tab
- One latitude and longitude reference
- At least 2 photos
- A site plan and floor plan



Historic photos, postcards, or newspapers can all provide clues to a resource's history.
Klamath Falls, Klamath Co., c.1950s

Submittal to SHPO

After completion of data entry, submit the following items in one folder to the SHPO's FTP site. Instructions for how to upload the items will be sent to surveyors at the beginning of the project.

- ***Project Database Folder***. Includes:
  - Completed project database file.
  - Location Maps folder with correctly resized and renamed files.
  - Photos folder with correctly resized and renamed files.

Submit the following items via mail to the SHPO:

- ***Site Forms***: Paper copies of completed ILS Full Site Forms for each resource surveyed (generated from the project database).
- ***Measured Drawings***: Paper copies of final site plan and floor plan created from your field site plan and floor plan that include a title, north arrow, date, and key, if needed (the map does not need to be to scale). The final drawings can be created by hand or using mapping software.
- ***Photographs***: Copy of original digital photos (at least 1600 x 1200 pixels and renamed) and one set of color prints of each resource. Label the back of each print with the resource name and description of view (e.g. "Wright House, Front facade," etc.).
- ***Other Materials***: Paper copies of any useful research materials, such as historic maps, photos, or archival documentation, if desired.

Recommended Reading

Related National Register Bulletins

- *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.
- *How to Apply the National Register Criteria for Evaluation*. US Department of the Interior, National Park Service, National Register of Historic Places, rev, 1997.
- *How to Complete the National Register Multiple Property Documentation Form*. US Department of the Interior, National Park Service, National Register of Historic Places, rev, 1999.
- *How to Complete the National Register Registration Form*. US Department of the Interior, National Park Service, National Register of Historic Places, rev. 1997.
- *Researching a Historic Property*. U.S. Department of the Interior, National Park Service, 1991, revised 1998.

Methodology, References, and Style Guides

- 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.
- Carter, Thomas and Peter Goss. *Utah's Historic Architecture, 1847-1940: A Guide*. Salt Lake City: Utah State Historical Society, 1988, rev. 1998.
- *The Chicago Manual of Style*. 16th ed. Chicago: The University of Chicago Press, 2010.
- Clark, Rosalind. *Oregon Style: Architecture from 1840 to the 1950s*. Portland: Professional Book Center, Inc., 1983.
- Hawkins, William J. , III and William F. Willingham. *Classic Houses of Portland, Oregon: 1850-1950*. Portland: Timber Press, Inc., 2005.
- 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.
- Vaughan, Thomas, Ed. And Virginia Guest Ferriday, Assoc. Ed. *Space, Style and Structure: Building in Northwest America*. 2 vols. Portland: Oregon Historical Society, 1974.

Appendices

Appendix A: Evaluating Integrity

For historic resource surveys in Oregon, integrity is defined as the ability of a resource to convey an accurate sense of the past. A resource has integrity if the physical character-defining features of the resource are present. Generally, the retention of these character-defining features enables a resource to effectively convey its history.

For all levels and types of survey, integrity is assessed by:

- The overall presence (or absence) of exterior historic physical form, fenestration, and architectural details, including floor plan, elevation, and materials that can be seen from the public right-of-way.
- Alterations and additions made during the historic period (over 45 years) should be considered historic features of a resource, although these features are not necessarily character-defining.

Alterations and additions may or may not affect the integrity of a resource negatively. In general, modest additions and alterations that have little impact on the historic design of the resource do not significantly affect integrity. For example, consider whether or not replacement siding on a historic house significantly impacts the original character of the resource, taking into consideration that many times new siding is the result of maintenance, health, aesthetic or energy savings concerns during the historic and/or current period. Consider the following questions before making a determination of integrity:

- The extent to which the new material visually approximates the resource's original material, design, and workmanship.
  - e.g. replacement siding made of horizontal aluminum or vinyl siding would have less effect on the visual integrity of a house originally clad in horizontal boards or novelty siding than one built of brick or stone.
- The degree to which other distinctive features or architectural styling are obscured or lost by the application of the new material.
  - e.g. the negative effect of replacement siding is minimized if features such as window surrounds, wood detailing, barge boards, etc., remain undamaged and visible
- The extent to which the new material is accompanied by other alterations or additions that substantially or cumulatively affect the resource's historic character.

The National Register Bulletin Historic Residential Suburbs explains that resources can have integrity where original siding has been replaced if the new siding:

- Visually imitates the historic materials
- Has been thoughtfully applied without destroying and obscuring significant details
- Is not accompanied by other alterations that substantially or cumulatively affect the resource's historic character.

Evaluating Integrity at the Reconnaissance Level

Survey at the Reconnaissance Level relies only on a preliminary understanding of the survey project area's development history and a brief inspection of a resource's exterior physical features visible from the public right-of-way. Since a RLS does not take into account all areas of significance in which a resource may be potentially significant, assessing the integrity of a resource at the Reconnaissance Level can be challenging. Although evaluating historic integrity is sometimes a subjective judgment, the assessment must always be grounded in an understanding of a resource's physical features and how they may relate to its significance.

To evaluate the integrity of a resource at the Reconnaissance Level, the approximate age of the resource should be established first. This is often determined through a physical examination of the resource's form, fenestration, materials, and decorative features. Next, establish the character-defining features of the resource, including architectural style and, if possible, plan type. Lastly, determine the extent to which these character-defining features remain. The evaluation of a resource's integrity and potential eligibility for the

National Register either individually or as part of a historic district at the Reconnaissance Level should be considered preliminary only.

Evaluating Integrity at the Intensive Level

Assessing the integrity of a resource at the Intensive Level will provide a better understanding of the resource's physical and architectural characteristics overall. Later, this information can be used to help identify how the resource may or may not be historically significant in some way. After completion of an Intensive Level Survey, the evaluation of a resource's integrity should be considered more definitive.

Guide for Assessing Integrity

The "Guide for Assessing Integrity" table (below) can help surveyors in evaluating the integrity of a resource by considering the hierarchy of character-defining features and the degree to which they are original or compatible. The table should only be used as a guide for evaluating integrity, not a checklist. With experience, surveyors learn to make this integrity assessment almost "at a glance" by quickly identifying which features should be considered most important in making evaluations of integrity.

Guide for Assessing Integrity	
Consider the hierarchy (1-4) of the following features and the degree to which they are original or compatible to evaluate the integrity of a resource. See the "Guide for Assessing Integrity" paragraph (above) for more information.	
1) Form	Roof shape
	Additions
	Porches
2) Fenestration	1) Openings
	2) Style
	3) Materials
3) Materials	1) Walls
	2) Gable ends, foundation
	3) Roof
4) Decorative Features	Trim/Molding
	Chimney
	Brackets, etc.

Appendix B: Recording Eligibility Evaluations

For all surveys, surveyors will record the current age and integrity of a resource by selecting from six eligibility evaluation categories:

ES (Eligible/Significant)

Record "ES" when a resource currently is over 45 years old, retains historic physical materials, and/or design and architectural features, and appears to be of a notable architectural style, architect-designed, or if the surveyor knows of a significant event or person associated with the resource.

- Example: A building built in 1950 that has a mostly intact footprint, window openings and design, and siding where an important local civic leader lived.

EC (Eligible/Contributing)

Record "EC" when a resource currently is over 45 years old and retains historic physical materials, and/or design and architectural features.

- Example: A building built in 1950 that has a mostly intact footprint, window openings and design, and siding.

NC (Not Eligible/Non-Contributing)

Record "NC" when a resource currently is over 45 years old and does not retain historic physical materials, and/or design and architectural features. Briefly explain why the resource is evaluated as "NC" in the "Notes/Comments" field in the project database.

- Example: A building built in 1950 that has a large side addition, modified window openings, replaced window sashes, and replaced siding. In "Notes/Comments" note, "Large addition, altered windows and siding."

NP (Not Eligible/Out-of-Period)

Record "NP" only when a resource currently is not yet 45 years old or older. Resources within 1 to 2 years of the 45-year mark may also be evaluated as "ES," "EC," or "NC."

- Example: A resource built last year.

UN (Undetermined)

Record "UN" only when the integrity of a resource cannot be determined because the resource was not located, was too obscured by vegetation, or was too distant to evaluate from the public right-of-way, etc. Briefly explain why the resource is evaluated as "UN" in the "Notes/Comments" field in the project database.

- Example: A resource located down a long driveway in a wooded area would be evaluated as "UN" if the surveyor cannot view the exterior of the resource from the public right-of-way and does not have permission to access the property. In "Notes/Comments" note, "Resource not visible from public ROW; will need owner permission to access."

XD (Demolished)

Record "XD" only when a resource is no longer present at the site. If known, briefly explain when the resource was demolished or destroyed in the "Notes/Comments" field in the project database.

- Example: "Demolished in 2011;" or "Destroyed by fire in 2011."

Appendix C: Using the Oregon Historic Sites Database

Information collected through all survey levels and types is recorded in the Oregon Historic Sites Database (OHSD). When the appropriate survey level and type is selected, surveyors should request a project database from the SHPO. Depending on the project area's size, the project database will contain all records for a single city, county, or multiple counties. For example, if the project area is confined to just one city, the surveyor will receive a project database with property records only for that city. If the project area includes one city and areas outside the city limits, the project database will contain property records for the entire county. If a project area spans county lines, the project database will contain property records for multiple counties.

Project Database Compatibility

The Oregon Historic Sites Database is a Microsoft Access 2003 database and is read and write compatible with Access 2003, Access 2007, and Access 2010 software. See below for a list of known compatibility problems between Access 2003 and newer versions of Access.

Access 2007

- When the project database is opened, a security warning will pop-up with the following notice, "Some active content has been disabled. Click for more details." Users should click on the "Enable Content" button to view and edit the database correctly.

Access 2010

- When the project database is opened, a security warning will pop-up with the following notice, "Some active content has been disabled. Click for more details." Users should click on the "Enable Content" button to view and edit the database correctly.
- In the Search Menu, hide the ribbon at the top of the page to enable the vertical scroll bar.
- Users cannot delete records from groups once a record is assigned a group.

Requesting a Project Database

Surveyors should request a project database no more than 30 days in advance of fieldwork. Instructions for downloading the project database will be sent to surveyors at the time of request.

A project database is extracted from the master Oregon Historic Sites Database and will contain the most up-to-date property records at the time of extraction. Because of this, surveyors should request a project database only when they are ready to begin fieldwork. If a project database is requested too far in advance of fieldwork taking place, the record set in the project database will be out-of-date.

The project database will be extracted and placed on the SHPO's FTP site as a folder that contains two folders for maps and photos and the database file. Surveyors need to ensure that all of these folders and files are kept in the original folder in order for the database to correctly display photos and maps in the database records and reports. The project database folder is structured as:

```
|----Example_DB_Jan11 (folder)
|     |----Location Maps (folder)
|     |----Photos (folder)
|     |----Example_HistSites_Jan11.mdb
```

Returning the Project Database

After survey reporting is complete, upload the project database and all associated folders and files included to the SHPO's FTP site. Instructions for how to upload the project database will be sent to surveyors at the beginning of the project. Supplementary survey materials, such as research materials, historic photographs, etc., can also be uploaded.

Once received, SHPO staff will review the project database for completion. If errors are found, such as incomplete record information, photos labeled or attached incorrectly, etc., the database will be returned to the surveyor for editing and re-submittal. The project database folder should be structured as:

```
|----Example_DB_Jan11 (folder)
|     |----Location Maps (folder)
|     |----Photos (folder)
|     |----Example_HistSites_Jan11.mdb
|     |----Example_Final_Report.pdf
|     |----Example_Other_Docs.pdf
```

Using the Project Database

General Information

- Edit only one copy of the project database.
- Ensure that the project database folder contains two folders called "Location Maps" and "Photos," and the project database file. Keep these folders and file together.
- **As soon as a record is edited, it is automatically saved.** When editing, users do not need to "save" the project database. Using the File --> "Save" or "Save As…" option in Access 2007 or Access 2010 may inadvertently convert the project database and make it incompatible with SHPO software.
- If using Access 2007 or Access 2010, see the "Project Database Compatibility" section for known compatibility issues.
- All records for resources listed in the National Register of Historic Places must be handled with extra care. Do not change data (except the RLS date) without checking first with SHPO staff.

Create a New Survey Project

- Open the Oregon Historic Sites Database
- Create a new group
- Create a new survey project
- Fill out the Grouping Information Form as completely as possible, including a name for the survey project, type of survey, and acreage surveyed. If the survey is part of a CLG grant, select "HPF" for the "Funding Source" field. If the survey is compliance-driven, fill out the "106 Surveys Only" section as well.
- Include the city, county, or area name, type of survey, and year in the survey group name. Example RLS project group names:
  - Canyon City Downtown RLS 2010
  - Springfield Mohawk Neighborhood RLS 2009
- Example compliance project group names:
  - Clackamas Sunrise Project: I-205 to Rock Creek Junction (Hwy 212/224) 2007
  - Heppner Court St Improvement Project 2007
- View groups by going to Main Menu --> View All Records and Groups --> View All Groups - list view. If a property has been assigned to a group you can view that group's information by clicking the "View" button in the "survey project name or other group name" field in the property's full record view.

Print a Walking List

- To print a Walking List, go to the Main Menu --> Print Group Reports/Lists --> Select the survey project group name from the Group Name menu --> click on "RLS Walking List (data entry)"
- To print a blank Walking List, go to the Main Menu --> on the left-hand side print "Walking List (blank)."

Add Existing Records to the Survey Project

- Go to the Main Menu and search for property records that may already exist in the survey project area. Searches can be limited to specific streets, construction dates, etc., but broader searches will yield more matching results. **Do not create duplicate records for one property.**
- Search results are displayed in order by alphabetical city, address number, and street name. Change the display of the search results by clicking on the sort button at the top of each column.
- If a property within the project area already has a record in the database, view the full form for the record. In the "Survey Project Name or Other Group Name" field, select the project group name to associate the record with. One record can be assigned multiple project groups.
- Return to the search results by exiting the record form to add more properties to the project group.
- A project group can be assigned to multiple records at one time by going to Main Menu --> View All Records and Groups --> View All Records - list view. This view shows all the records in the project database organized alphabetically by property name. To view properties in address order, click on the sort

button at the top of the "Address or Location" column. In address order, properties are displayed in address number order first, then street name alphabetically. Click the "add to group" box on the far left column for each desired record, then click on the "Add Chkd to a Group" button at the top of the column, select the project group name from the drop-down menu, and click "OK." Click "Yes" if other menus pop up that ask for modifications to the database.

- View all the records assigned to a project group and information about the group by going to Main Menu --> View All Records and Groups --> View All Groups - list view.

Create a New Record

- To add a property to the database, create a new record by going to Main Menu --> Create New Records and Groups (Data Entry) --> Create New Resource Record - Full Entry Form. **All records must have the address, city, county, and associated project group information completed.**
- Alternatively, create a new record by clicking on the "Create New Record" button in the record form view. New records are always placed at the end of the record set by default. You can copy information from a field in the last record you were viewing into the same field in a new record by pressing the CTRL and " (quote/apostrophe) keys at the same time. This is helpful in fields that repeat from one record to another, such as RLS date, city, street name, original use, etc.
- Numbered street names, such as 1st Avenue, 10th Street, 25th Street, etc., must be entered as numbers, NOT spelled out. This allows the streets to be sorted in a numeric rather than alphabetical order.
- Street suffixes such as Avenue, Street, Boulevard, etc., must be entered in the "Suffix" field.
- For resources that do not have an address number (e.g. parks, canal, etc.), enter all address information but a street number.
- For resources that do no have an address at all (e.g. cabin, railroad, forest service road, etc.), enter location information in the "non-addr loc desc" box.
- For a RLS, fill out the "RLS Info" tab, attach a photo in the "Photos" tab, and record the latitude and longitude in the "Additional Location Info" tab.
- For an ILS, fill out or update the "RLS Info" tab, record the resource description, history, and research sources in the "Intnsv Level Survey Info" tab, attach a photos in the "Photos" tab, attach a site map or drawing in the "Maps/Drawings" tab, and record the latitude and longitude in the "Additional Location Info" tab.
- For compliance-driven surveys, complete the "106 Info" tab.

Add Latitude and Longitude

- Record latitude and longitude coordinates for each record in the "Additional Location Info" tab in the "USGS Location Information" fields.
- Collect latitude/longitude coordinates using the North American Datum of 1983 (NAD83) or World Geodetic System (WGS) WGS84.
- Latitude and longitude should be expressed as Decimal Degrees to at least the fifth decimal place. In Oregon, all latitude is measured in positive values and all longitude is measured in negative values. Example: 45.93009 (latitude); -118.38543 (longitude)
- For a single property, record latitude/longitude coordinates for the center of the primary resource on the property (e.g. a property contains a house and associated garage; since the property will have only one record in the OHSD, record the latitude/longitude for the center of the house).
- For large properties with multiple resources that will have individual records in the OHSD, such as farmstead or military complex, record latitude/longitude coordinates for the center of each resource.
- For linear properties, such as trail, railroad bed, or road, record three or more latitude/longitude coordinates along the resource, such as the beginning, middle, and end of the resource. For compliance-sponsored surveys, record one coordinate at the center of where the resource is being crossed; record two other coordinates at either end of the Area of Potential Effect (APE).

Format and Name Photos

Format all photos as follows:

- 800 x 600 pixels
- 100-200 KB file size
- JPG format (.jpg, .jpeg)

Name all photo files with specific addresses as follows:

- Streetname_Number_Direction_01.jpg
- e.g. 100 Main St. N ---> Main_100_N_01.jpg
- e.g. 10 SE Lone Oak Rd. ---> LoneOak_10_SE_01.jpg
- e.g.100 W 14th Ave. ---> 14th_100_W_01.jpg
- e.g. 100-150 F St. ---> F_100_150_01.jpg
  - **Do not** leave any spaces in the file name
  - **Do not** include the type of street suffix (e.g. St., Rd., etc.) in the file name
  - Separate number ranges with an underscore

Name all photo file names without specific address numbers (e.g. a park, canal, etc.) as follows:

- Streetname_Direciton_Resourcename_01.jpg
- e.g. City Park, S Main ---> Main_S_CityPark_01.jpg
- e.g. Canal, E 3rd St. ---> 3rd_E_Canal_01.jpg
  - **Do not** leave any spaces in the file name
  - **Do not** include the type of street suffix (e.g. St., Rd., etc.) in the file name

Name all photo file names without any specific address information (e.g. cabin, railroad, etc.) as follows:

- Resourcename_01.jpg
- e.g. Cabin, Mt. Hood NF ---> Cabin_01.jpg
- e.g. Rail grade, Lake Co. ---> RailGrade_01.jpg

Format and Name Maps

Format all maps as follows:

- 800 x 600 pixels
- 100-200 KB file size
- JPG format (.jpg, .jpeg)

Name all overall survey map file names as follows:

- Year_Surveyname_maptype
- e.g. 2011_LincolnCityRLS_SurveyMap.jpg
- e.g. 2011_RoseburgILS_USGSMap.jpg

Name site plans, floor plans, etc. for individual resources as follows:

- Streetname_Number_Direction_MapType.jpg
- e.g. LoneOak_1234_SE_siteplan.jpg
- e.g. Main_123_N_floorplan_01.jpg
- Use "01, 02, etc." if there is more than one of the same type of map

Add Photos and Maps

- Place copies of all photos for the survey project in the "Photos" folder included with the project database. Only images placed in this folder will be "seen" by the database.
- Place copies of all maps for the survey project in the "Location Maps" folder included with the project database. Only images placed in this folder will be "seen" by the database.
- To add a photo or map to a record, click on the "Photos" or "Maps/Drawings" tab in the full record view form. In the "File Name" field, enter the full file name of the photo or map (e.g. Main_100_NE_01.jpg) located in the "Photos" or "Location Maps" folder included with the project database.
- In the "Image Description" or "Map Description" field, enter a short description of the photo (e.g. Front facade; East facade; Site Plan, 1st floor plan, etc.).
- For photos, checkmark the box next to "Set as primary image for printing reports."
- To add a second photo or map, click the >* button at the bottom of the "Photos" or "Maps" tab.

Delete a Record

- **Do not delete any existing master records!** To see if a record is a pre-existing master record, look in the upper-right hand corner for the "Master ID" and "record ID." If there is a number next to the "Master ID," then the record is a pre-existing master record and must not be deleted.
- If a duplicate record or a pre-existing master record has been created by mistake, delete the record that

was recently created (this record will not have a number next to "Master ID" in the upper right-hand corner of the record form).

- To delete a record from the project database, view the form for that record and place a checkmark in the "Flag Record for Deletion" box. Records flagged for deletion will not be included in any reports, but will show up in searches.
- To delete a record from a group, view the form for that record, click in the group name field, and then click on the red X [insert graphic] in the toolbar. The group name will be deleted from the record.

Create a Final Survey Report

- Report the findings of the survey, such as survey boundaries, summary and recommendations, maps and photos in the "Grouping Information Form" by going to Main Menu --> View All Records and Groups --> View All Groups - list view and selecting the appropriate group.
- In the "Grouping Information Form," enter findings of the survey in the appropriate fields. Surveyors can copy and paste text from other word processing programs directly into the database fields.

View/Print Reports and Lists

- View and print lists by going to Main Menu --> Print Group Reports/Lists. From the "Reports Menu," select a city, county, or group for the report, and the type of report or list to generate.
- View and print a final report by going to Main Menu --> View All Groups and selecting the appropriate group. In the "Grouping Information Form," click on "Select/Print Reports" and choose "RLS Cover Sheet."

Troubleshooting the Project Database

- If the project database gives an error message when in the record form view, make sure that the city and county fields have been filled out. The city and county fields must be filled out first before completing information for the rest of the record.
- If the project database gives an error message when in the Main or Search Menus, or when moving from the Search Menu to the Record Form View, please contact SHPO staff for assistance.

Appendix D: Reconnaissance Level Survey Proposal Checklist

Survey 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

Project Name:		**Date:**	
City:		**County:**	
Survey Type (select one):	☐ Standard RLS ☐ Selective RLS		
Approximate number of resources in project area:			
Reason for Survey:	☐ CLG Project ☐ Compliance Project ☐ Other (briefly describe)		
Survey Sponsor:	Organization:		
	Contact Name:		
	Address:		
	Phone:		
	Email:		
Statement of Project Objectives:			
Boundary Explanation & Justification:			
Project Timeline:			
Personnel & Funding			

To be completed by SHPO staff

SHPO Evaluation of Survey Project

☐ Approved
☐ Conditionally Approved
☐ Returned fro Corrections

Checklist of Required Items

☐ Survey Proposal
☐ Map of proposed survey area

SHPO Staff Signature Date

Example Completed Survey Proposal

Survey Proposal for
Reconnaissance Level Surveys

Complete and submit this proposal to SHPO prior to beginning a survey project.

Project Name:	Canyon City Downtown RLS	**Date:**	March 1, 2010
City:	Canyon City	**County:**	Grant
Survey Type (select one):	☒ Standard RLS ☐ Selective RLS		
Approximate number of resources in project area:	20-30		
Reason for Survey:	☐ CLG Project ☐ Compliance Project ☒ Other (briefly describe)		
Survey Sponsor:	Organization:	Oregon SHPO	
	Contact Name:	Cara Kaser, Survey Coordinator	
	Address:	725 Summer St NE, Suite C, Salem, OR 97301	
	Phone:	(503) 986-0784	
	Email:	cara.kaser@state.or.us	
Statement of Project Objectives:	• Provide city officials and citizens of Canyon City a fair and accurate assessment of resources within downtown Canyon City. • Provide the City of Canyon City with baseline historic resource data as a basis for preservation planning and policy within the project area. • Increase to the body of knowledge regarding rural, downtown historic resources in eastern Oregon maintained by the SHPO.		
Boundary Explanation & Justification:	The survey project area is loosely defined by the downtown area of Canyon City defined by portions of the Original Town plat, extending south into a portion of Kelly's Addition. The boundary is irregular in shape and is bounded on the north by the centerline of E. Main Street, on the west by a natural hillside, generally on the south by the centerline of E. Izee Street, and generally on the east by a portion of the centerline of S. Humbolt Street and Canyon Creek.		
Project Timeline:	• April 2010 - survey downtown. • May 2010 - input data into Oregon Historic Sites Database; write final report,; presentation of survey to city May 30, 2010 - submit report to SHPO.		
Personnel & Funding	• SHPO staff will perform survey. • No other funding provided.		

To be completed by SHPO staff

SHPO Evaluation of Survey Project

☐ Approved
☐ Conditionally Approved
☐ Returned fro Corrections

Checklist of Required Items

☐ Survey Proposal
☐ Map of proposed survey area

SHPO Staff Signature Date

Appendix E: Example Reconnaissance Level Survey Final Report

Canyon City Downtown
Reconnaissance Level Survey
Canyon City, Grant Co., Oregon
June 2010

Report prepared by:

Cara Kaser, Architectural Historian, Oregon SHPO

Survey Conducted by:

Chrissy Curran, Assoc. Deputy SHPO, Oregon SHPO
Cara Kaser, Architectural Historian, Oregon SHPO

Statement of Project Objectives

The Canyon City Downtown Reconnaissance Level Survey was achieved through an informal partnership between the Oregon State Historic Preservation Office (SHPO) and the City of Canyon City. Three project objectives were established: 1) to provide city officials and citizens of Canyon City a fair and accurate assessment of resources within portions of the legal subdivisions "Original Town" and "Kelly's Addition;" 2) to provide the City of Canyon City with baseline historic resource data as a basis for preservation planning and policy within the project area; and 3) to increase to the body of knowledge regarding rural, downtown historic resources in eastern Oregon maintained by the SHPO.

Methodology

The Canyon City Downtown Reconnaissance Level Survey project area was confined to a geographical area loosely defined by the downtown area of Canyon City. East Main Street and Canyon Creek were determined as the northern and eastern boundaries as historic commercial resources largely stop at E. Main Street and Canyon Creek is a natural boundary between the east and west sides of the city. The western boundary was established along a natural hillside that separates downtown for other higher elevation residential areas. The southern boundary was established roughly along E. Izee Street, to include the Grant County Courthouse, and is primarily a boundary between commercial and residential properties. These boundaries encompass portions of the legal subdivisions "Original Town" and "Kelly's Addition."

The project was completed using the latest "Guidelines for Conducting Historic Resource Surveys in Oregon" (February 2008) and supplements provided by the Oregon State Historic Preservation Office. Field data collection took place on April 27, 2010, and was later entered into the Oregon Historic Sites Database. The survey was also conducted in compliance with the Secretary of the Interior's Standards for Preservation Planning.

Boundary Explanation and Justification

The survey project area was loosely defined by the downtown area of Canyon City defined by portions of the Original Town plat, extending south into a portion of Kelly's Addition. The boundary is irregular in shape and is bounded on the north by the centerline of E. Main Street, on the west by a natural hillside, generally on the south by the centerline of E. Izee Street, and generally on the east by a portion of the centerline of S. Humbolt Street and Canyon Creek (see attached maps). The survey project area covered approximately 6 city blocks and consists of 8.5 acres and 21 resources.

Setting

It is likely that the formation of city plats and lots was largely determined by the terrain of the area, largely defined by steep hillsides and Canyon Creek. Platted street, block, and lot shapes within the Canyon City Downtown area are

aligned general north-south situated between Canyon Creek and a steep hillside. Lots are generally irregular except for those lots situated between Clark and Washington Streets south of E. Main Street which are generally uniform in orientation, width, and depth. Street widths vary with S. Canyon City Boulevard (a.k.a John Day Burns Hwy, US Hwy 395) the widest.

Streetscape and typical landscaping within the majority of the survey area include sidewalks (excluding those resources along S. Canyon City Boulevard), with buildings constructed to lot lines. The City Park is an open landscape with trees, shrubs, and play equipment. The Episcopal Church (135 S. Washington St.) is set-back from the street and bounded by open lawns on either side. Large trees along Canyon Creek bound the west side of S. Canyon City Boulevard, providing a visual break between the largely residential development on the west of the creek and commercial on the east.

Historical Overview

Located in central Grant County, the establishment of Canyon City in 1862 followed the discovery of gold in the fall of 1861 along Canyon Creek. An influx of population precipitated by the discovery of gold reached approximately 1,500 people by 1863 and helped lead to the establishment of Canyon City as the county seat in 1864. The city did not incorporate until 1891. The city remained in important proximity to ore extraction throughout the 19th century. A fire in 1870 destroyed part of town, including the county courthouse, and an 1885 fire wiped out Chinatown, which until that time held the largest Chinese settlement in eastern Oregon, and also destroyed the second county courthouse. On November 11, 1898, another fire destroyed Canyon City's business district and several homes. Then again on April 18, 1937, a third fire broke out in town, starting in the Hotel Canyon, before spreading to the business district and destroying a large part of the city. The county courthouse was again lost to fire in November 1950, and the current courthouse was constructed in 1952. Acclaimed American poet Joaquin Miller (real name Cincinnatus Heine Miller, 1837-1913) lived in Canyon City from 1864-1870, after working as Pony Express rider and miner, and was later elected as the judge of Grant County.

Data Summary

The Canyon City Downtown Reconnaissance Level Survey contains 20 buildings and one site (City Park). Building uses are comprised of 11 commercial/trade, 2 residential, 4 governmental, 1 recreation/culture, 1 religious, 1 social, and 1 landscape. Some of the resources within the survey area have been altered and lack some historic integrity, although a majority of resources retain historic integrity. Of the 21 resources, 11 (52%) are considered eligible/ contributing, 3 (14% are eligible/significant, 3 (14%) are not eligible/non-contributing, and 4 (19%) are not eligible/ out-of-period (see attached sheet). The total number of contributing and non-contributing resources is 14 (67%) contributing and 7 (33%) non-contributing. One building, St. Thomas Episcopal Church (135 S. Washington St.) was individually listed in the National Register of Historic Places on November 21, 1974 (NRIS # 74001685).

Resources were built at varying times, and there is no one decade when a majority of resources were constructed. The decade that retains the highest number of extant buildings is between 1900 and 1909 (19%) Most likely due to three devastating fires in Canyon City between 1870 and 1937, there is a mix of building ages and building styles. 25 per cent of the resources date from the period between 1860 and 1899, and the majority of resources (57%) date from the period between 1900 and 1959 (see attached sheet). Combined, 83% of the resources date from the hundred-year period between 1860 and 1959. Non-contributing resources are distributed throughout the survey area, but with concentrations of not eligible/contributing properties located only along S. Washington Street. Not eligible/Out of period resources are mainly also found along S. Washington Street, but with some and incompatible alterations found along S. Canyon City Boulevard (e.g. 235-295 S. Canyon City Boulevard).

It appears that S. Washington Street historically was the main commercial area or "downtown" of Canyon City as the majority of storefronts face onto this street. Beginning during the mid-20th century, newer buildings were built facing, or nearer, S. Canyon City Boulevard, the primary route currently connecting Canyon City and John Day (e.g. 101 and 280 S. Canyon City Blvd). Two resources, the Joaquin Miller Cabin and Greenhorn Jail, located at 121 S. Canyon City Boulevard, were relocated along this main route. In addition, the entrances to both the Woldenberg and Patterson Buildings (235-295 S. Canyon City Blvd) were re-oriented from S. Washington Street to face S. Canyon City Boulevard most likely during the 1960s. The original rear facades of these buildings (but now the primary entrances) were altered in a Neo-Mansard style.

Resources within the survey area are most often 1-story, some with false fronts or parapets, although buildings dating from the mid-20th century are 1- or 2-stories. Common building materials include stone (laid in regular or random courses), poured concrete, and stucco. A notable example of the use of stone within the survey area is the 1938 Fraternal Lodge Building (131 S. Washington St.), a 2-story, random coursed stone building. The Grant County Courthouse (200 S. Canyon City Blvd) built in 1952 uses a combination of stucco and stone. Common window types include multi-lite, metal-sash, single-lite, fixed, wood-sash, and modern vinyl windows.

Common alterations to building materials include replacement of original wood or metal-sash windows with vinyl-sash windows, stucco and synthetic stone applied over original stone-work, painted stone-work, and altered storefront facades. The majority of resources, however, retain historic integrity. A few resources are not eligible due to age only (not yet 50 years old).

Recommendations

Further Reconnaissance Level Survey of other commercial areas within Canyon City along S. Canyon City Boulevard and Washington Street is recommended to identify potentially eligible resources if other commercial areas exist.

Further study through Intensive Level Surveys (ILS) is recommended within the Canyon City Downtown for the following resources:

- Fraternal Lodge Building (131 S. Washington St.) – further study of building's history and use, and architectural style and construction.
- Joaquin Miller Cabin (121 S. Canyon City Blvd) – further study of building's history and use by Miller.
- Grant County Courthouse (200 S. Canyon City Blvd) – further study of building's history, use, and architectural style.
- First National Bank of Canyon City (110 S. Washington St.) – further study of building's history, use, and architectural style.
- Canyon City Brewery (111 S. Washington St.) – further study of building's history, use, and architectural style.
- Greenhorn Jail (121 S. Canyon City Blvd) – further study of building's history, use, and architectural style.
- Grant County Historical Museum (101 S. Canyon City Blvd) – further study of building's history and use.

The Canyon City Downtown may be potentially eligible for listing as a historic district in the National Register of Historic Places under Criterion A for Community Planning and Development in Canyon City during the late 19th and early 20th centuries. In addition, several resources within the survey area may be individually eligible for the National Register and could be consider for listing as part of a Multiple Property Submission under Criteria A, B, and C for Community Planning and Development, Social History, Literature, Commerce, Politics/Government, and Architecture. With further study, consider listing these resources in the National Register:

- Canyon City Downtown Historic District – potentially eligible under Criterion A for Community Planning and Development, Commerce, Politics/Government, and Social History for association with the development of Canyon City.
- Multiple Property Submission "Historic Resources of Downtown Canyon City"
- Fraternal Lodge Building (131 S. Washington St.) – potentially individually eligible under Criterion A under Social History for association with development of fraternal organizations in Canyon City.
- Joaquin Miller Cabin (121 S. Canyon City Blvd) – potentially individually eligible under Criterion B under Literature for association with poet and essayist Joaquin Miller (real name Cincinnatus Heine Miller). Two residences of Miller's are already listed in the National Register, one of which, the Joaquin Miller House, is a National Historic Landmark in Oakland, California (see http://tps.cr.nps.gov/nhl/detail.cfm?ResourceId=111&ResourceType=Building).
- Grant County Courthouse (200 S. Canyon City Blvd) – potentially individually eligible under Criterion A under Politics/Government for association with the enactment and administration of laws and government in Grant County. The building may also be eligible under Criterion C for Architecture as an example of public building construction during the 1950s in Oregon.
- First National Bank of Canyon City (110 S. Washington St.) – potentially individually eligible under Criterion A for Commerce as an example of an early 20th century bank in Grant County.

Canyon City Brewery (111 S. Washington St.) – potentially individually eligible under Criterion A for Commerce and possibly Entertainment/Recreation as an example of a 19th century brewery/saloon in Canyon City.

The Canyon City Downtown could benefit from a historic preservation education program aimed at restoring historic building materials. This could include education about maintaining and repairing historic masonry and windows and how-to make appropriate alterations to maintain a resource's historic integrity and character. Education could be through public meetings, hands-on workshops, online tools, and publications.

Explore the option of becoming a preservation partner with the SHPO as a Certified Local Government (CLG). Communities that participate as a CLG are eligible to receive yearly grants offered from the National Park Service and administered through the SHPO. Grants can be used for a number of preservation-related projects including the development of educational materials such as interpretive panels, bricks-and-mortar projects for rehabilitation of historic buildings, survey and inventory, and National Register nominations. CLG grants can also be used as other grants passed-through to local community members. For example, a mini-grant program funded through a pass-through CLG grant aimed at downtown facade rehabilitation for the removal of non-compatible siding or for repairing historic masonry or windows could be offered. For more information about the CLG Program, contact CLG Coordinator Kuri Gill, at (503) 986-0685 or kuri.gill@state.or.us, and visit http://www.oregonheritage.org/OPRD/HCD/SHPO/clg.shtml.

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Allen, Cain. "Kam Wah Chugn, John Day, 1909." Oregon Historic Society Oregon History Project, 2005. http:/ ohs.org /education/oregonhistory/historical_records/dspDocument.cfm?doc_ID=1C23D5FF-E9E1-D5F1-484DACDF311E5FA7

Blue Mountain Eagle, "Fire Fiend Wipes Out Canyon Business District," April 20, 1937.

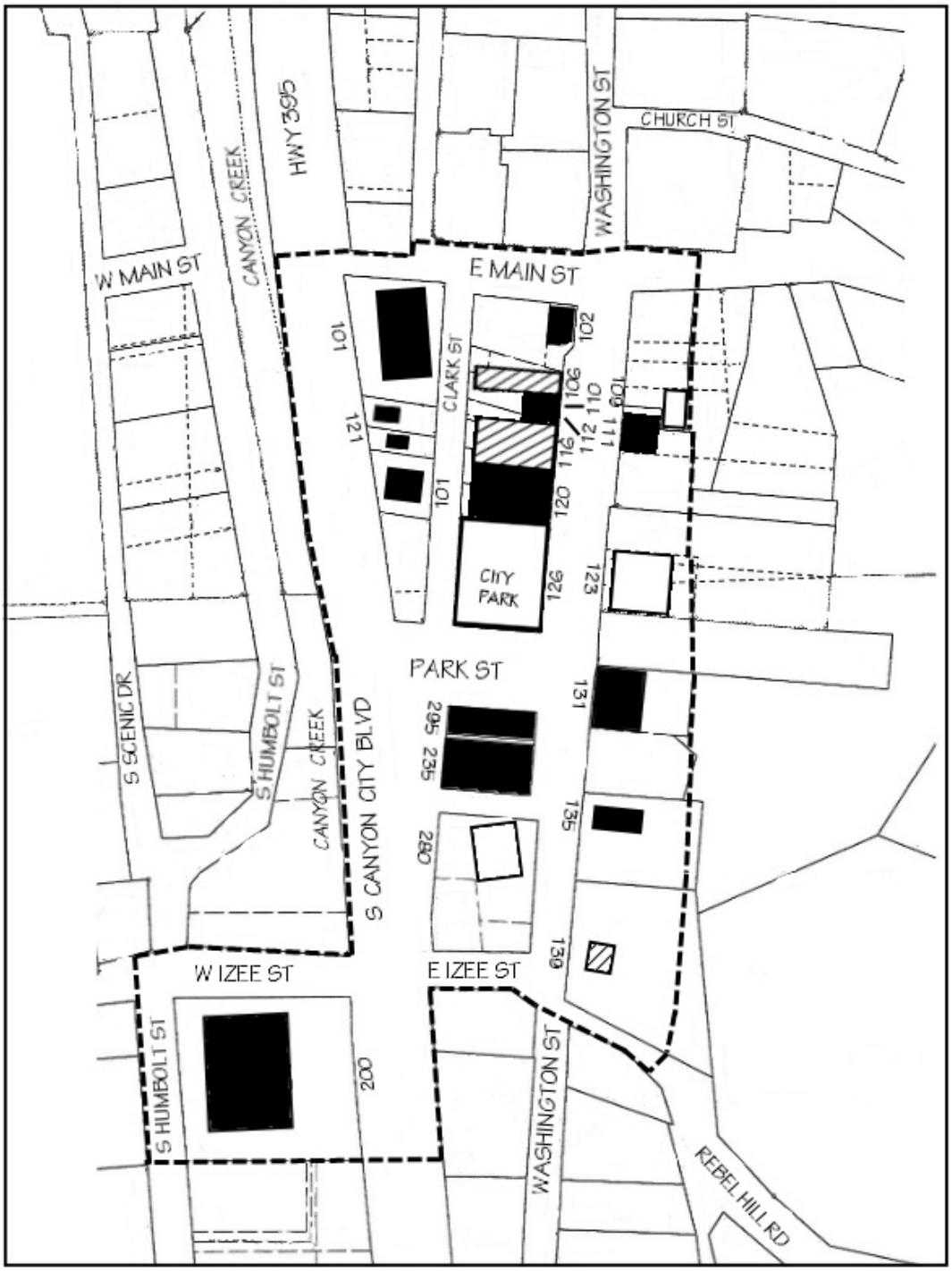
Hicks, Edwin. "History of Canyon City." *Blue Mountain Eagle*, October 14, 1921.

McArthur, Lewis A. *Oregon Geographic Names*. 7th ed. Revised and enlarged by Lewis L. McArthur. Portland: Oregon Historic Society Press, 2003.

Appendices

- ***Survey Map***: Final survey map created from your field map that includes a title, north arrow, date, and key (the map does not need to be to scale). The final map can be created by hand or using mapping software, but should use the same system to record address, resource footprint, and eligibility evaluation as described for the field map.
- ***Property List***: Property list with photos of all resources surveyed available from the project database.
- ***Statistical Reports***: Statistical report for the survey available from the project database.
- ***Other Mater****ials*: Include other materials, such as historic maps, photos, or historical documentation, if desired. Considering adding historic photos especially for those buildings where rehabilitation work is recommended or expected.

Example Survey Map



CANYON CITY RLS MAP
CANYON CITY, GRANT CO, OREGON
APRIL 2010
PREPARED BY CARA KASER, SHPO STAFF

ELIGIBLE/CONTRIBUTING
NOT ELIGIBLE/NON-CONTRIBUTING
OUT OF PERIOD/NON-CONTRIBUTING
SURVEY BOUNDARY

N

(printout date: 6/11/2010)

Architectural Survey Data for Canyon City Downtown RLS 2010

Oregon State Historic Preservation Office

Page 1 of 3

Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date
101 S Canyon City Blvd Grant County Historical Museum *Olive Museum*	1	EC	1953	Concrete Block Vertical Board	Late 20th Century: Other	Museum	4/27/2010	
Comments: Joaquin Miller Cabin and Greenhorn Jail part of museum grounds								
121 S Canyon City Blvd Greenhorn Jail	1	EC	c.1910	Squared Log	Vernacular	Correctional Institute	4/27/2010	
Comments: Part of Grant Co. Historical Museum grounds								
121 S Canyon City Blvd Miller, Joaquin, Cabin	2	EC	c.1865	Horizontal Board Vertical Board	Federal	Single Dwelling	4/27/2010	
Comments: Part of Grant Co. Historian Museum grounds								
200 S Canyon City Blvd Grant County Courthouse	3	ES	1952	Stucco Stone:Other/Undefined	Modern Period: Other	Courthouse	4/27/2010	
Comments: Located on S Canyon City Blvd across creek								
235 S Canyon City Blvd Woldenberg Building *Jody Thompson Portrait Design*	1	EC	1938 c.1970	Poured Concrete	Commercial (Type)	COMMERCIAL: General	4/27/2010	
Comments: Original front facade faces S Washington St; current primary facade faces S Canyon City Blvd with c. 1970 remodel								
280 S Canyon City Blvd *Red's Electric Service*	1	NP	c.1970	Cast Stone	Late 20th Century: Other	COMMERCIAL: General	4/27/2010	
Comments: Good example late century modern								
295 S Canyon City Blvd Patterson Building *Golden Dragon Chinese Restaurant*	1	EC	1938 c.1970	Poured Concrete	Commercial (Type)	COMMERCIAL: General	4/27/2010	
Comments: Original front facade faces S Washington; current primary facade faces S Canyon City Blvd with c. 1970s remodel								
101 Clark St Post Office	1	EC	c.1950	Stucco	Modern Commercial (Type) Spanish Revival	Post Office	4/27/2010	
102 S Washington St Durkheimer, J, Building	1	EC	c.1885	Stone:Other/Undefined	Commercial (Type)	COMMERCIAL: General	4/27/2010	
Comments: Now in residential use; some window and entrance alterations								
108 S Washington St *Victory Baptist Church*	1	NC	c.1900	Stucco	Commercial (Type)	COMMERCIAL: General	4/27/2010	
Comments: Altered								

Evaluation Codes: ES=eligible/significant EC=eligible/contributing NC=not eligible/non-contributing NP=not eligible/out of period UN=undetermined/lack of info XD=demolished
NR Status Codes: NRI=individually listed NHD=listed in Hist Dist NRB=listed individually and w/i Hist Dist NHL=listed as National Hist Landmark NS=listed as part of an NRI

Example Statistical Reports

6/11/2010

Historic Building Report/Counts

(All Properties Inventoried)

Evaluation Counts - Canyon City Downtown RLS 2010

Evaluation	Quantity	% of Total
eligible/contributing	11	52%
eligible/significant	3	14%
not eligible/non-contributing	3	14%
not eligible/out of period	4	19%
Total:	21	

Construction Date Decade Counts - Canyon City Downtown RLS 2010

Decade	Quantity	% of Total
1860s	1	5%
1870s	2	10%
1880s	1	5%
1890s	1	5%
1900s	4	19%
1910s	1	5%
1930s	3	14%
1940s	1	5%
1950s	3	14%
1970s	3	14%
1980s	1	5%
Total:	21	

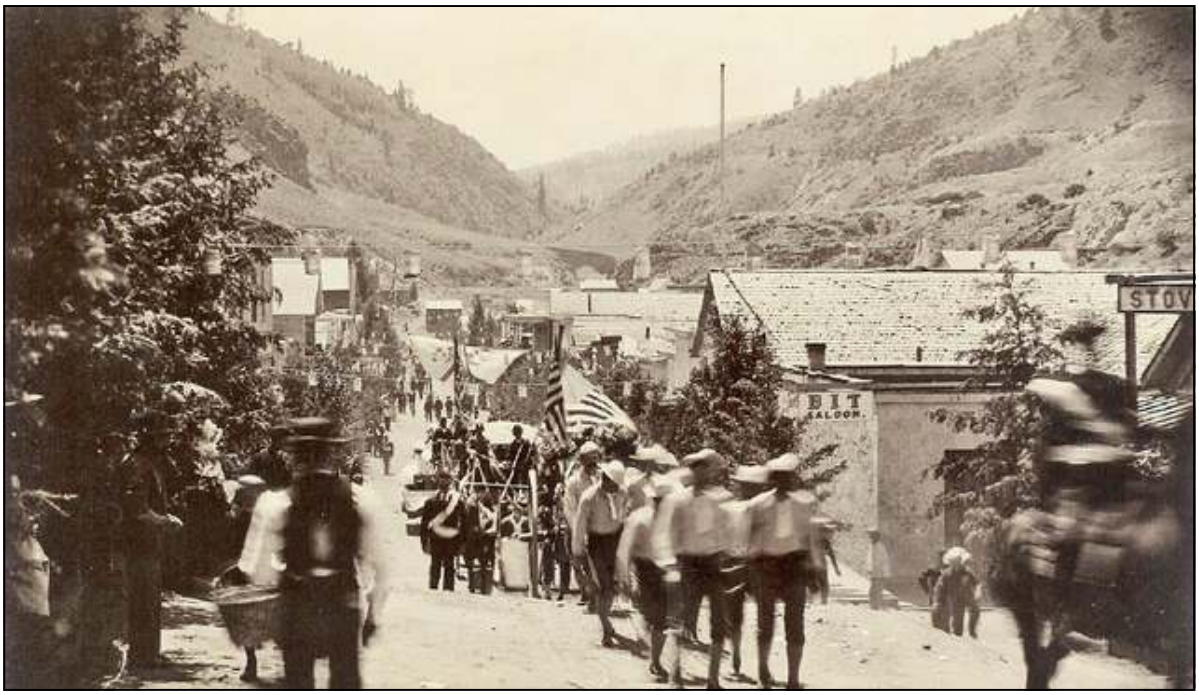
Original Use Counts - Canyon City Downtown RLS 2010

Original Use	Quantity	% of Total
COMMERCE / TRADE	11	52%
DOMESTIC	2	10%
GOVERNMENT	4	19%
LANDSCAPE	1	5%
RECREATION & CULTURE	1	5%
RELIGION	1	5%
SOCIAL	1	5%
Total:	21	

Material Counts - Canyon City Downtown RLS 2010

Materials	Quantity	% of Total
CONCRETE	4	19%
LOG	1	5%
NOT APPLICABLE	1	5%
STONE	8	38%
STUCCO	3	14%
SYNTHETIC SIDING	1	5%
WOOD	3	14%
Total:	21	

Example Other Materials



View of Canyon City downtown, 4th of July parade, July 4, 1885.
Courtesy of Baker County Library.

View of Canyon City downtown, 1900, taken by W. Lindgren.
Courtesy of Umatilla National Forest.

Appendix F: General Guide to Sources

From *National Register Bulletin: Researching a Historic Property*

Material	Sources	Potential Information Yielded
Abstract of Title	• Owner • Office of attorney who did title search • Title company files	• Summary of relevant deeds, mortgages, wills, litigation, tax sales • Names of owners • Dates when property changed hands • Description of legal boundaries
Architectural/ Construction Drawings	• Owner • Architectural or successor firm • Headquarters of organization or firm that built the structure • Recent tax assessor's records • Newspaper references	• Architect/builder • Plans • Materials • Built dates and alterations • General construction information
Architectural Journals	• Specialized fine arts libraries • Original architectural publications	• Architectural articles from historic period • Architectural biographies • Architectural drawings and photographs
Building Permits	• Municipal building inspector • City/county records office • City/county/State archives	• Architect • Existence of architectural drawings • Client • Contractor • Cost and date of work • Alterations
Census/Manuscript Census Records (Population, agricultural, manufacturing)	• State archives • Federal Records Center, Suitland, MD	• Residents of property for years census taken • Property ownership • Acreage, crops, and livestock • Types and locations of manufacturers • Ethnic backgrounds of residents, ages, and education levels
Church Records	• Parish churches • Diocesan offices	• Birth • Death • Baptism • Marriages
City Council or County Minutes, Ordinances, etc.	• City clerk • Clerk of superior court or county courthouse	• Ordinances of resolution affecting a property, subdivision, etc. • Dates • Description
Commercial Histories	• Head offices of companies • Local or regional libraries • Historical societies • Corporate records	• Histories of local industries and businesses

Community/County Histories	• Local/regional libraries • Historical societies • Fraternal organizations	• Information about structures, people, and events: pertinent dates, locations, activities, biographical sketches, etc.
Corporate/Business Records (Ledger Books, Advertisements, etc.)	• Corporate/business archives • Specialized libraries • Present corporation/business	• Nature and source of items sold • Economic base of community
Court Documents	• Courthouses • State archives	• Civil and criminal indices: civil and criminal court actions, divorces, property suits, etc. • Voting rolls • Probate records
Deeds	• Clerk of superior court, county courthouse • State archives	• Ownership or title • Property value (noticeable value change can indicate construction, additions, change in neighborhood makeup and in the community)
Directories and Gazetteers	• Local/regional libraries • Historical societies	• City directories: occupants of dwelling by alphabetical listing, addresses, and businesses • Business directories: lists of merchants, addresses, and advertisements • Social directories: names of community's social elite listed alphabetically and by streets; hotel occupants • Gazetteers: information on rural areas, businesses, and towns
Estate Records (Wills, inventories and appraisals, administration of estates, annual returns and sales)	• Office of the judge of probate/ county courthouse/town hall • State archives (prior to 1900) • Private records • Historical societies	• Value, apparent wealth and size of dwelling • Property changes • Ownership changes • Rental information • Sales of land that may never have been recorded by deeds
Family/Personal Papers (Letters, diaries, ledger books, etc., bibles, published family histories)	• Present and past owners • State archives • Descendants • Genealogical libraries and bibliographies • Local/regional libraries • Historical societies • State/Federal archives	• Ownership • Descriptions • Photographs • Architectural Plans • History/events
Genealogical Records	• Historical societies • State and national archives • Local/regional libraries • Biographical publications • Genealogical publications and libraries • "Vanity press" county histories and family histories • Latter-Day Saints, Genealogical Society	• Biographies of individuals • Family histories • Photographs and drawings of home and family members

Homestead Records (for some Western states)	• Federal Records Center, Suitland, MD • Bureau of Land Management, State offices (for patent numbers)	• Application indices: When and where buildings and structures were located on homestead, marital status, children, ages, and national origin
Insurance Records	• Owners (past and present) • Insurance company offices (sometimes only main or regional offices)	• Floor plans • Dates of construction • Increases in premiums that may indicate when a change was made to the structure
Interviews and Oral Histories	• Current or former owners, occupants, and observers	• Personal recollections about property: its original appearance, evolution, and uses.
Land Records	• Bureau of Land Management, Washington, DC 20240 (contact for general material and addresses of State offices)	• Information concerning properties and people, dates, locations, events, activities, and biographies associated with them • Former General Land Office (GLO) holdings, including: Homestead patents, mining district and patented claim records, GLO maps and plats
Maps and Plats (Town maps, property plats, private and family maps, land ownership maps, "Bird's Eye View" maps, developer's town layouts, tourist maps, landscaping firm layouts, Sanborn or Baist Insurance maps)	• County courthouse • City hall • Printed books • Local/regional libraries • University/college collections • Surveyor general • Library of Congress • Architect's/landscape architect's firm records	• Location • Boundaries • Uses • Outbuildings
Military Records	• National Archives: Prior to World War I • Federal Resources Center, St. Louis, MO: From World War I	• Pension records, addresses, and status • Various materials, including personal letters, family bibles, and marriage certificates
Newspapers/Sunday Supplements	• Local/regional libraries • State/Federal archives • Historical societies • Newspaper morgues	• Advertisements: names of occupant/owner, address of property, and use of structure • Society pages: gossip columns; articles pertaining to local social events, ceremonies, weddings, births, and meetings • Obituaries: information about owners and architects • Articles about local building efforts, architecture, etc. • Birth, death, and wedding announcements

Photographs and Postcards	• Owners • Historical societies • Local antique shops and flea markets • Local/regional libraries • State archives	• Architectural and landscape features • Alterations • Associated structures • Associated with persons and events
Tax Records	• Judge of probate: city/county courts • Tax assessor • State archives • City/county clerk	• Description of structures • Dates • Evolution of property in relation to city limits or county development • Drawings and plans • Increases in valuation may suggest new improvements or construction

Notes

- Federal (manuscript) census records generally are released to the public seventy-five years after the census is taken. The earliest Federal census available is 1790. Most Federal census records prior to 1880 do not contain house addresses. The regular 1890 census was destroyed by fire. However, some special census schedules are available, including information on surviving Union veterans of the Civil War for certain states. Check the availability of State censuses. More recent and detailed data are available for some states.
- One caution about deed information: when the deed goes back to the 1700s or early 1800s, you cannot automatically assume that the structure you are investigating is the same one referred to in the earliest deed. The original structure may have been destroyed, and you may be investigating a replacement built at a later date.
- City Directories: During the later 1800s and the early 1900s, many cities had directories that listed people at their home addresses, and often included occupational information. These directories--if compiled for your community--should be available in your public library or historical society. Having obtained a list of owners from the deed records, you can try find the people in these city directories. In cases where occupations and titles are given, you can see the rise (or fall) in the fortunes of the past owners by noting the changes in their occupational descriptions from year to year.
- Old maps are important sources of information about the location of a structure and its immediate surroundings at a given date. They are useful for dating buildings and additions. Some city atlases (e.g. Sanborn or Baist) are at a scale to indicate approximate dimensions. They often show the position of utilities, grade levels, types of construction, and the height of buildings. The accuracy of maps varies, and sometimes they depict proposed improvements that were never built, or that were built in a different manner. Even recent maps may contain significant facts about historic properties.

Appendix G: Title Research Form Template

Address: _____

City: _____

Historic Address: _____

Current Owner: _____

Address: _____

Tax Number: _____

Legal Description (include acreage): _____

Trans. Type	Trans. Date	Filing Date	Grantor	Grantee	Dollar Amount

Appendix H: Biographic Research Form Template

Complete this form for each of the principal owners/occupants of the building during the historic period (generally up through at least the 1950s) to help write your ownership history of the property for an Intensive Level Survey.

1. Name_____ Sex_____

2. Date of Birth _____ Location_____

3. Date of Death_____ Location_____

4. Parent's Full Names_____

5. Name of Spouse_____

6. Date Married_____ Location_____

7. Date of Spouse's Death_____

8. Children's Full Names_____

_____

9. Occupations/Date_____

_____

_____

10. Religion_____

11. Education_____

12. Affiliations/Organizations_____

_____

_____

13. Civic/Church Positions_____

_____

14. Residences (Addresses and Dates)_____

_____

_____

_____

15. Miscellaneous Information:

Appendix I: Example Full Site Form

Oregon Historic Site Form

Lake Grove Park
3800 Lakeview Blvd
Lake Oswego, Clackamas County

LOCATION AND PROPERTY NAME

address: **3800 Lakeview Blvd** ☐ apprx. addrs

Lake Oswego ☐ vcnt **Clackamas County**

Optional Information
assoc addresses:
(former addresses, intersections, etc.)
location descr:
(remote sites)

historic name: **Lake Grove Park**

current/ other names: **Lake Grove Swim Park**

block nbr: ____ lot nbr: ____ tax lot nbr: 1700
township: 02S range: 01E section: 08 1/4: CD
zip: 97035

PROPERTY CHARACTERISTICS

resource type: **Site** height (# stories): ____

elig. evaluation: **eligible/contributing**

primary constr date: **1927** (c.) ☑ secondary date: ____ (c.) ☐
(optional--use for major addns)

primary orig use: **Park/Plaza**
secondary orig use:
primary style:
secondary style:
primary siding:
secondary siding:
plan type: **Other/Undefined**

comments/notes:

total # eligible resources: **1** total # ineligible resources: **2**

NR status:
NR date listed: ____ (indiv listed only; see Grouping for hist dist)

orig use comments:
prim style comments:
sec style comments:
siding comments:
architect:
builder:

GROUPINGS / ASSOCIATIONS

survey project name or other grouping name: Lake Oswego Historic Survey and Inventory 2009-2010 2010 — Survey & Inventory Project

farmstead/cluster name:

external site #: ____
(ID# used in city/agency database)

SHPO INFO FOR THIS PROPERTY

NR date listed:
ILS survey date: **4/1/2010**
RLS survey date: **2/23/2010**
Gen File date:

106 Project(s)

Lake Grove Swim Park, looking north

Oregon Historic Site Form

Lake Grove Park
3800 Lakeview Blvd
Lake Oswego, Clackamas County

ARCHITECTURAL / PROPERTY DESCRIPTION

(Include expanded description of the building/property, setting, significant landscape features, outbuildings, and alterations)

Exterior Alterations or Additions, Approximate Date: New check-in Building/1992 (old check-in building was removed at this time); Refurbish existing lifeguard office and replacde wood with concrete masonry units/1999.

The Lake Grove Swim Park is located on the south side of Lakeview Boulevard on a lot encompassing almost an acre. The park sits on two lots in a residential neighborhood and has nearly 350'0" of Lake Oswego frontage. The lot's grade slops down from its highest point near Lakeview road to the south where the property edge meets the lake.

The Park's lot is lush with a number of mature trees. The majority of the trees are Douglas Firs, but there are a few Maple trees and large Cedar trees. The park has a perimeter chain link fence surrounding the north (street side), east, and west portions of the lot. On the north side of the lot, the fence rests on a small half-wall constructed of coursed, rough cut stone. A pedestrian sidewalk abuts the wall and a single row of diagonal parking is located between the sidewalk and Lakeview Boulevard.

The entrance to the park is on the east end of the north edge of the lot. There is a stone staircase that matches the half wall running along the park's north edge. The park sits below the grade of the street. The wall extends from the street level approximatly 10 feet below grade. The stairs curve slightly as they descend and lead to a large concrete area that leads to the check-in counter. The large concrete pad has a number of smaller walkways that lead towards the water, play areas, and concession stand. The walkways are both gravel and concrete and dead end at the grassy treeless area that abuts the lake.

Just west of the check-in building there is a concrete pad with a basketball hoop. Beyond the basketball area there is a driveway that is used for maintenance of the park. The concession stand is located to the south of the driveway and basketball area. The site has two playgrounds, one is located on the southeast side of the lot and the other is located at the southwest corner. There is also a wading pool and a restroom in the southwest corner of the lot. A large wooden walkway/deck floats in the lake. The walkway creates two rectangular swimming areas.

The check-in/concession building is a concrete block structure with a side gable, standing seam metal roof. There is a counter height opening on the east façade that closes with metal roll over door. There is a door cnoterd on the south façade with two counter height openings, one on each side of the door . There is another entry door on the west façade. It appears this building was constructed in 1992. At that time the old check-in building was removed.

The park's restroom building is constructed of board formed concrete. There is a large door on the north façade and six window openings, all of which have been filled in with concrete. Above the windows there appears to be four rows of newer concrete block. The front gabled roof is clad in a metal, standing seam roof. There are two arched entrances centerd on a projection on the south façade. There are three small, pointed arch windows with metal cross bracing on the south façade. These windows, along with the arched openings, give the building a Gothic look. It is unclear when this building was consbructed, but it was likely a early addition to the park's landscape.

The southwest corner there is a utility building that is architecturally slightly different from the other buildings on the site. The building has concrete pillars on each corner capped with a metal covering. The entrance doorway has a concrete surround with a pointed arch inset. There was once an entrance door on the south façade, but it has since been filled with concrete block. There are two windows on the east façade, each window is filled with rows of glass blocks. An addition has been added to the building There are no records that indicate that this building has been replaced by another structure and may be original to the site.

HISTORY

(Chronological, descriptive history of the property from its construction through at least the historic period [preferably to the present])

The Lake Grove Park was designated for use by the residents in Lake Grove School District No. 106 in 1927. The deed that conveyed the property from the Oregon Iron and Steel Company to the Lake Grove School District limited the parks use to residents of the district for the sole purpose of recreation such as swimming and park activities. The boundary for the old Lake Grove school district spans from Interstate-5 on the west, Multnomah County border on the north, the country club, through the lake and south to Westview Road and west to Royce Way, and eventually meeting with the Tualatin River. Any child or parent in this special tax district is allowed to use the swim park when it is open. The park currently has the following amenities: concrete wading pool for kids 7 years and younger, restroom facilities, lifeguards on duty for swimmers in the lake during all operating hours, ping pong, volleyball, tetherball, basketball, and various other activities/equipment.

From 1927 to 1952 the Lake Grove Park was funded through a Lake Grove School District no. 106 tax levy, which allowed them to operate the swim park as part of their school district. In 1953, when the Lake Oswego and the Lake Grove School District's consolidated to form one school district for the entire city. It was concluded that the swim park was not large enough for the entire new district, and opening the park to the residents of the Oswego School District No. 47 would have been in violation of the 1927 deed restriction barring use by anyone but residents of Lake Grove School District No. 47.

The newly combined Lake Oswego School District paid for the swim park with a city wide tax until the 1956-1957 budget year, when it was decided that it was unfair to tax residents who were restricted from using the swim park for its operation and maintenance fees. A board of community members was appointed to develop a new system for funding the Lake Grove Park. They suggested the formation of a park and recreation district, which was defeated by the voters from the old Lake Grove School District No. 106. During the 1957 operating season the park functioned with a donation from the Lake Grove Parent and Teachers Association. In 1958, the school was able to levy a tax on the old residents of Lake Grove School District No. 106 to operate the park. This model has been followed every year since the 1958 tax year.

The Lake Grove swim park, even while undergoing some financial instability, was loved by residents who had access to the parks recreational

Oregon Historic Site Form

Lake Grove Park
3800 Lakeview Blvd
Lake Oswego, Clackamas County

amenities. The Lake Oswego Review reported the 1965 season at the Lake Grove Park, was one of the most successful on record. At the time, there were 1500 resident families who obtained park passes, which was a "record issue." Because of this increased interest the swimming, picnic, and park spaces were used to capacity that year.

The Lake Grove Park maintains a high degree of integrity. It has been serving the Lake Grove School District as the local park since its conception in 1927. The park has been updated over the years, but the park like setting and lake access have remained for more than eighty years.

RESEARCH INFORMATION

(Check all of the basic sources consulted and cite specific important sources)

- [x] Title Records
- [ ] Sanborn Maps
- [ ] Obituaries
- [ ] City Directories
- [ ] Census Records
- [ ] Biographical Sources
- [x] Newspapers
- [x] Building Permits
- [x] Property Tax Records
- [ ] SHPO Files
- [ ] State Archives
- [ ] State Library
- [x] Local Histories
- [ ] Interviews
- [x] Historic Photographs

Local Library: Lake Oswego Public Library

University Library:

Historical Society:

Other Repository:

Bibliography: Lake Oswego School District, "Lake Grove Swim Park," http://www.loswego.k12.or.us /community/lg_swimpark.htm. (accessed October 23, 2009).

Lake Oswego Review, Special Magazine: Lake Oswego In Review, "Swimming Limited at Lake Grove Park" July 1977. p. 18

History of the Lake Grove Park, Lake Oswego Public Library Vertical Files: Swim Parks.

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National Register Of Historic Places

August 2018

The National Register of Historic Places is the nation's official list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, and culture. The records are maintained in Washington, D.C. by the National Park Service. Over 2,000 properties located in all 36 counties of Oregon are listed in the National Register. Oregon listings presently include 154 historic districts.

The State Historic Preservation Office

Each state has a designated State Historic Preservation Office (SHPO). In Oregon, the State Historic Preservation Office operates within the Oregon Parks and Recreation Department. A nine-member, governor-appointed State Advisory Committee on Historic Preservation (SACHP) is responsible for reviewing and making recommendations on all nominations to the National Register. Academic disciplines represented by the SHPO staff and the SACHP include history, archaeology, architecture, architectural history and a Native American culture.

Hayden Bridge, Benton County

How are properties listed in the National Register?

Properties are listed in the National Register through a public nomination process. The property owner often initiates a nomination. Any individual, local historical society, other community group, or even the state of Oregon, however, may prepare a nomination. The first step is a phone call to the SHPO to get a preliminary eligibility evaluation of the property from National Register staff. The next step is completion of the nomination form that describes the property and documents its significance. The property owner decides whether to prepare the form independently or engage a consultant to conduct the research and assemble the materials required to complete the form. About 50 percent of applicants conduct their own research and prepare their own nomination forms.

Emil and Ottilie Wienecke House, Deschutes County

When a technically complete nomination form is received by the SHPO, it is placed on the calendar for review by the SACHP during one of three public meetings held each year. The SACHP decides whether the property proposed for nomination meets the National Register criteria and makes its recommendations to the SHPO accordingly. If approved by the SACHP and the SHPO, the form is sent to Washington, D.C. The Keeper of the National Register of Historic Places decides whether to accept the nomination and list the property. The majority of properties nominated to the National Register are accepted for listing. Sometimes a nomination is returned for correction and resubmitted to the Keeper.

What are the benefits of listing a property in the National Register?

Listing in the National Register of Historic Places honors the property and recognizes its importance to the community, the state, and/or the nation. Owners of listed properties may apply for Preserving Oregon grants. The SHPO administers a federal tax credit program that can save building owners 20 percent of the cost of rehabilitating their listed income-producing building. In addition, Oregon has a Special Assessment of Historic Property Program that specially assesses a property's assessed value for 10 years. It is most effective when the program is in place prior to any substantial rehabilitation of the property.

Are properties listed in the National Register subject to restrictions and regulations?

Owners of properties listed in the National Register choosing to take advantage of federal and state tax benefits and grant programs must comply with federal standards. Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register. Local governments have the authority to form local historic districts and landmarks, and may also create additional protections for properties listed in the National Register through a separate local process.

To find out more about how your local government may regulate National Register listed properties, contact your local planning office.

Depot Bay Ocean Wayside, Lincoln County

Private owners of National Register properties have no obligation to admit the public to their properties or restore them unless they have voluntarily agreed to this as a condition of receiving federal, state, or local economic benefits.

Listing a property in the National Register does not prevent the owner from selling the property or adapting it to a compatible new use. In making changes to a listed property, owners are advised to follow the Secretary of the Interior's Standards for Rehabilitation.

Listed properties can be removed from the Register only under specific circumstances: If the decision regarding eligibility for listing was made in error, or was based on information subsequently proven incorrect; if a procedural error was made in the nomination process; or if the qualities that made the property eligible for listing in the National Register no longer exist.

Can a property be listed without permission of the owner?

Private property: A property in private ownership that is proposed for nomination as an individual listing in the National Register cannot be listed if the owner has formally objected to the listing. If a historic district is being proposed for nomination, the district cannot be listed if the majority of owners of private property within the proposed district boundary object to the listing.

Publicly owned property: Although the Keeper of the National Register will take the agency's comments into consideration, a public owner's objection does not preclude the listing of a property in public ownership.

How difficult is it to prepare a nomination to the National Register?

One should expect to spend between 100 and 150 hours preparing a nomination for an individual property. If the property is a historic district or a complex of several buildings, it will take longer. The narrative of the nomination form is divided into two sections: a description of the property, and a discussion of why it is significant. The key to preparing a successful nomination form is staying focused on the applicable criteria and demonstrating how the property meets those criteria. Appendices include maps and photographs. The process for an individual listing takes approximately one year from start to finish.

One should expect to spend between 100 and 150 hours preparing a nomination for an individual property.

Kam Wah Chung, Grant County

What determines whether a property qualifies for listing in the National Register?

The National Park Service provides excellent guidance on applying the National Register criteria for evaluation. While there can be exceptions, properties likely to meet the criteria of the National Register are at least 50 years old, and are well preserved and distinctive examples of an architectural or engineering type or style. The property may also be important for its association with persons, events, or broad patterns in local, state, or national history; or, in the case of archaeological sites, because it has the potential to yield significant information in American history or prehistory.

ADDITIONAL INFORMATION

State Historic Preservation Office
Oregon Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, Oregon 97301

Oregon Heritage website: www.oregonheritage.org
National Register website: www.nps.gov/nr

For **general information** about the National Register of Historic Places, contact Tracy Collis by phone at (503) 986-0690 or email tracy.collis@oregon.gov.

National Register Program Staff:
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National Register Benefits And Restrictions

August 2018

The National Register of Historic Places is the official federal list of properties that are significant in American history, architecture, archaeology, and engineering. This is primarily an honorific designation intended to recognize important buildings, structures, objects, sites and districts to encourage their preservation. The National Register program is a federal program administered at the state level by the State Historic Preservation Office (SHPO). The regulation of National Register-listed properties in Oregon takes place at the local level. The following benefits and restrictions apply to National Register-listed properties.

Benefits:

- *Recognition*
- *Federal tax credit eligibility*
- *State tax benefit*
- *Grant eligibility*
- *Building code leniency*
- *Consideration in planning for federal projects*

Jennie Bramhall House, Multnomah County

BENEFITS

Recognition

Owners may purchase a plaque that can be placed on the building. Please contact Joy Sears at (503) 986-0688 for a list of plaque manufacturers.

Federal tax credit eligibility

The SHPO administers a federal tax credit program that can save building owners twenty percent of qualifying costs of rehabilitating their National Register-listed, income-producing building. Requirements include submitting an application form with accompanying photos and plans and performing only work that meets the rehabilitation standards. Because tax requirements are complex, individuals should consult legal counsel, an accountant, or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions.

Sparta Building, Jackson County

State tax benefit

This program allows owners of properties listed in the national Register of Historic Places to apply for a special assessment of the assessed value of the property for a 10 year period. The program is designed as an incentive to assist property owners in the preservation of historic resources. As a condition of the property tax benefit the owner must provide a preservation plan for the building that meets SHPO standards.

Grant eligibility

When funds are available, Preserving Oregon grant applications are invited. Contact the SHPO for the grant schedule. Grants are awarded competitively since demand invariably exceeds availability of funds.

Building code leniency

Under Section 3409.1 of the Oregon Structural Specialty Code, National Register properties and other certified historic buildings are eligible for consideration of waivers of certain code requirements in the interest of preserving the integrity of the property.

Consideration in planning for federal projects

Section 106 of the National Historic Preservation Act of 1966 requires that federal agencies take into consideration the effects of their projects on properties eligible for or listed in the National Register. This program is administered by the SHPO.

RESTRICTIONS

Owners of properties listed in the National Register choosing to take advantage of federal and state tax benefits and grant programs must comply with federal standards. Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register. Local governments have the authority to form local historic districts and landmarks, and may also create additional protections for properties listed in the National Register through a separate local process.

To find out more about how your local government may regulate National Register listed properties, contact your local planning office.

Rinehart Building, Multnomah County

Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register

Historic district listing

Private property owners holding fee-simple absolute title to real property within the historic district may object to listing a district in the National Register by submitting a notarized statement to the SHPO certifying that the individual is the sole or partial owner of the property and that they object to the listing. The proposed district will not be listed if a majority of the property owners object.

Public property listing

Public property owners may support or object to the listing of a publicly owned property, but owner consent is not required for nominations of public properties to move forward.

If you wish to comment on the nomination of a property to the National Register, please send your comments to the SHPO before the next scheduled meeting of the State Advisory Committee on Historic Preservation. A copy of the nomination and information on the National Register is available from the SHPO upon request.

Fire Station No. 7, Multnomah County

If you wish to comment on the nomination of a property to the National Register, please send your comments to the State Historic Preservation Office before the next scheduled meeting of the State Advisory Committee on Historic Preservation.

ADDITIONAL INFORMATION

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Planning a National Register Historic District

August 2018

A historic district is an area or neighborhood that has a concentration of buildings and associated landscape and streetscape features (50 years or older) that retain a high degree of historic character and integrity, and represent an important aspect of an area's history.

Palmer Brothers Building, Baker County

What is required for documenting an historic district?

A historic district is treated as one property by the National Register. A district nomination is prepared using the same National Register Bulletins (instructions), form and continuation sheets that one would use to document an individual property, and processed in generally the same manner as an individual property, but there are some additional considerations.

Survey documentation is required for proposed districts. This involves photographing and describing all buildings and related features in the district, recording their basic characteristics, and assessing whether or not they contribute to the historic character of the district. Contributing properties retain and exhibit sufficient integrity (materials, design, setting) to convey a sense of the area's history. In those cases where a jurisdiction already has an updated survey of the proposed district area, a list of the buildings that includes their addresses, pertinent descriptive information, and contributing status may be substituted for new survey information.

An historical overview of the entire district based on the survey of the district, its history, and its architectural and urban design character is required. This narrative historic context statement provides a basic background history of the area and justifies the significance of the district.

The National Register requires a map showing the boundaries of the district and each building and structure in the district, with the contributing properties distinguished from the non-contributing properties. Mapping requirements are described in more detail in National Register Bulletin #16A, "How to Complete the National Register Registration Form." Having the properties mapped early in the process will often help determine district boundaries, since concentratations of contributing buildings can be seen at a glance.

Please contact the staff of the Oregon National Register program for more information on how to document potential historic districts.

Oak Hills Historic District, Washington County

What are the implications of historic district designation?

One of the primary benefits of National Register designation is the fostering of community awareness and pride in one's heritage and the neighborhood. Designation tends to help stabilize a neighborhood, stimulate increased owner-occupancy by making it a more distinct and desirable place to live and work, and generate increased property values as buildings are rehabilitated. These beneficial effects vary, of course, depending on the area and the economy at the time. Overall, however, historic district designation has produced positive results both in Oregon and throughout the country.

Historic designation provides financial benefits for qualifying properties. Under provisions of the Economic Recovery Tax Act, owners of listed properties may qualify for a 20 percent investment tax credit for the certified rehabilitation of income-producing property such as commercial, industrial, or rental residential buildings. In Oregon, under state law, owners of listed properties may apply for a property tax benefit – a special assessment of the assessed value of the property for a 10-year period, provided the property will be rehabilitated. There are also limited funds available annually on a competitive basis to owners of listed properties through the Oregon SHPO's Preserving Oregon grant program. In historic districts, these financial incentives are only available to contributing properties in the district. If your building is considered non-contributing, you must still comply with local preservation ordinances, even though you do not qualify for the financial benefits mentioned above.

One of the primary benefits of National Register designation is the fostering of community awareness and pride in one's heritage and the neighborhood.

Buildings listed in the National Register may be given more leniency in complying with building code requirements in order to protect their historic qualities. Listed buildings may often qualify more easily for conditional use permits or other code exemptions or variances.

Owners of properties listed in the National Register choosing to take advantage of federal and state tax benefits and grant programs must comply with federal standards. Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register. Local governments have the authority to form local historic districts and landmarks, and may also create additional protections for properties listed in the National Register through a separate local process.

Local governments have the authority to form local historic districts and landmarks, and may also create additional protections for properties listed in the National Register through a separate local process.

To find out more about how your local government may regulate National Register listed properties, contact your local planning office.

Can a property owner object to a listing?

Private property owners holding fee-simple absolute title to real property within the historic district may object to listing a district in the National Register by submitting a notarized statement to the SHPO certifying that the individual is the sole or partial owner of the property and that they object to the listing. The proposed district will not be listed if a majority of the property owners object.

Each owner of private property in a district has one opportunity to object regardless of how many properties or what part of the one property that individual owns, and regardless of whether the property contributes to the historic significance of the proposed district. An owner is defined as an individual or legal entity under Oregon State law holding fee simple absolute title to real property within the district. Per federal rules, objections by divisions of government, including schools and fire districts are not counted toward the total needed to prevent listing a district in the National Register.

The opportunity to object is described more fully in the federal regulations, Chapter 36 of the Code of Federal Regulations, Section 60.

Irvington Historic District, Multnomah County

Each owner of private property in a district has one opportunity to object regardless of how many properties or what part of the one property that individual owns, and regardless of whether the property contributes to the historic significance of the proposed district.

Salem Pioneer Cemetery, Marion County

To learn more about planning an outreach process for creating National Register historic districts, see Heritage Bulletin 26: Outreach for National Register Historic Districts. To learn more about the National Register, see Heritage Bulletin 4: National Register of Historic Places. And to learn more about the benefits of being listed in a National Register historic district, see Heritage Bulletin 5: National Register Benefits and Restrictions.

ADDITIONAL INFORMATION

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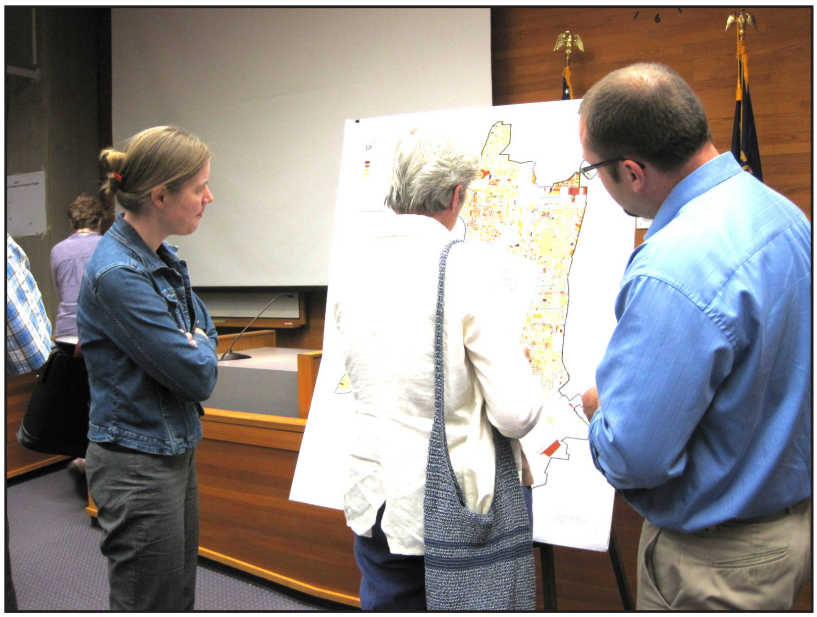
Outreach for National Register Historic Districts

Aug. 2018

Creating a National Register historic district involves gathering information about the history and appearance of your community, neighborhood or downtown, and using this documentation to assess its eligibility and begin writing a National Register nomination. At the same time, to ensure that the process is successful, it is equally important to develop a community outreach program that will, from the beginning, engage your neighbors in the planning process.



Benefits of a district

The benefits of creating a National Register historic district include eligibility for tax benefit programs and grants. The listing process can bring a neighborhood together and have a positive effect on its identity and self-image. An unsuccessful process can result in contention within a community or neighborhood and costly delays in the nomination process. For these reasons, it is important to craft an effective outreach program and engage the public and partners from the beginning.

Talk to the city or county

Listing is honorific. Oregon State law requires local governments to review proposals to demolish or relocate properties listed in the National Register. Local governments have the authority to form local historic districts and landmarks, and may also create additional protections for properties listed in the National Register through a separate local process.

To find out more about how your local government may regulate National Register listed properties, please contact the local planning office.

Talk to the State Historic Preservation Office

The National Register listing process is administered by the Oregon State Historic Preservation Office (SHPO) on behalf of the National Park Service. The SHPO works directly with historic district proponents, providing advice and guidance for evaluating a district and preparing a nomination. The SHPO can help district proponents plan an effective outreach process, which is critical for a successful nomination. The SHPO is also available to provide information to opponents about objecting to National Register listing, according to National Park Serice guidelines. The process of planning a historic district, from developing an outreach plan to conducting a survey and developing the nomination, can take several years, hundreds of volunteer hours, and possibly require funding for a professional consultant. To ensure a successful outcome, it is important to consult the SHPO early in the planning process.

Get the word out

Begin planning for a historic district by holding an informational meeting or open house for neighborhood residents and/or business owners. This can help gauge the community's interest in a potential district. An informational meeting can also educate the public about the pros and cons of adopting a historic district, provide information about the steps involved, and explain the public process. This will help build support for the district. Correspondingly, an informational meeting may also help ensure that the planning process closely reflects community goals.

There are many ways to get the word out, and communities should consider which are most appropriate for them. Below are some questions to help develop an outreach plan tailored to your neighborhood.

- Are your supporters media savvy internet users? A listserv is a good way to keep everyone informed about the planning process. A webpage or blog can also provide information on the process, and include links to additional resources. A Facebook page allows community members to post their own comments and concerns.
- Is there a community newspaper that many residents read? Placing feature articles and posting news items in newspapers may also be an effective way to reach the neighborhood. If there is not a widely read local newspaper, consider creating a newsletter.
- Do many people walk in your neighborhood? Is there a community bulletin board? Creating and posting flyers may also be a good way to advertise meetings. Flyers may also be distributed door-to-door.
- Do your community members prefer to get notices by mail? Postcards can be a good way to advertise meetings and other events and keep people informed.
- What about radio or TV? Is there a cable or public access channel that serves the community? Taped interviews and other informational programs can reach local audiences.
- Is your community engaged in local activities and events? Information about the historic district planning process can be provided at farmers markets, fairs, school activities, and public meetings.
- Do you need to gauge community support? At a key point in the process it may be helpful to conduct an opinion survey to gauge support, either online, by mail, or in person.

Raise awareness of your community's history

Another strategy for planning a historic district is to raise awareness of your community's history, architecture and landmarks. Activities that promote historic preservation can also help build support for your historic district. Goals here are to learn more about the neighborhood and actively engage the community.

- Create or sponsor a walking tour, either a digital tour or paper brochure.
- Place interviews with local historians or profiles of long-time residents in the newspaper, on social media outlets, or on local public access TV channels.
- Create features on local history with historic photos or "then and now" photos.
- Publish reprints of older newspaper articles on key events.
- Create a speakers bureau, featuring engaging and informed speakers.
- Develop or sponsor workshops on building rehabilitation and related issues.
- Sponsor lectures on topics of local interest.
- Create an exhibit about the neighborhood that can be displayed at places like the local library, community center, or city hall.
- Create a traveling exhibit about the neighborhood and the planning process that can "go on the road" to local community events.

Create relationships with other organizations

Other organizations can assist with planning and/or promoting a historic district. Possibilities include a local advocacy group, a neighborhood or homeowner's association, and/or a local historical society. These relationships can be important in the planning process and on an on-going basis.

Additional tips and ideas

- Publicize every step in the planning process and celebrate successes (remember to write press releases!).
- Invite advocates to meetings, such as city staff, elected officials, SHPO staff, or representatives of the local non-profit historic advocacy group.
- Hold meetings in a neutral, easily accessible location.
- Create a Frequently Asked Questions or "Top Ten Myths" piece about historic districts to distribute along with other information about your planning process.
- Create comment cards to distribute at meetings, so those who do not want to speak in public can submit comments later.
- Make information about the process multi-lingual, if this is relevant.

To learn more about the National Register, see **Heritage Bulletin 4: National Register of Historic Places**. To learn more about the benefits of being listed in a National Register historic district, see **Heritage Bulletin 5: National Register Benefits and Restrictions**. And for guidance on the technical process of developing a National Register historic district, see **Heritage Bulletin 6: Planning a National Register Historic District**. For additional help with outreach planning see **Heritage Bulletin 2: How to Spread the News**.

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Research Tips and Sources

April 2014

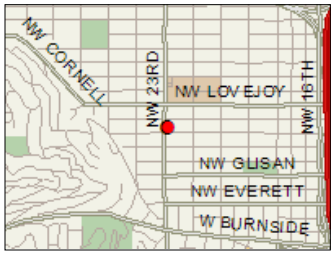
There is no single source to gather information about places. Quality research efforts require time, travel, communication and patience. Many sources are available on the internet, but you should still need to visit libraries, museums and government offices in person.

Research Tips

- Give yourself time.
- Plan for research and copying fees.
- Take a pencil, many places do not allow pens.
- Take a digital camera, they may be allowed for hard to copy items like maps.
- Be friendly and appreciative.
- Confirm the reliability of the all sources, particularly the internet.
- Be aware that all sources have flaws, it is best to confirm with an alternate source if possible.
- Keep track of sources and reference them when you use the information. Photocopies of source information can be helpful.
- Make a research plan that includes the goals of the research and information desired. This will help you focus your time. It will also help research staff get you the right sources.
- Ask for help. All archives, museums and government agencies use slightly different systems.
- No source is perfect! Always try to find other sources for confirmation of information. Tax assessor's dates of construction may be wrong, obituaries and even grave markers can be inaccurate. Be especially cautions of on-line sources. Know who is providing the information and how they got it before you use it.

Types of Sources

- Deeds – property boundaries, ownership, etc.
- Abstract of Title - ownership
- Maps – property boundaries, ownership, neighboring properties, etc.
- Photographs – design, period, socioeconomic information, environment, etc.
- Newspapers and Periodicals – advertising, directories, obituaries, society news, marriage and birth announcements, public events, real estate and construction articles, and tons more
- Diaries, Journals and Letters – family information, business information, etc.
- Census Records – family members, ages, employment, employees, property size and use, ethnic background, etc.
- Tax Records – legal description of property, property values, building information, ownership, relationship to city and county boundaries, etc.
- Directories – addresses, employees, related businesses, etc.
- Estate & Probate Records – property, value, personal items, family and business relationships, etc.
- Trade Journals – business information, associations, etc.
- Church Records – birth, death, marriage, baptism, etc.
- Oral Histories – family and business information, events, etc.
- State Gazetteers – business information, etc.
- Military Records – Pension records, status, addresses, possibly personal information like marriage certificates, personal letters, etc.



Where to Find These Sources

Oregon State Archives

sos.oregon.gov

State Records
Local Government Records
Genealogical Records
Journals
Business Records
Estate and Probate Records
Tax Records

Oregon Historical Society

www.ohs.org

Photographs
Newspapers and Periodicals
Diaries, Journals and Letters
Artifacts
Estate & Probate Records
Trade Journals
Oral Histories
State Gazetteers

University of Oregon Special Collections and Archives

library.uoregon.edu/speccoll/index.html

Photographs
Newspapers and Periodicals
Diaries, Journal and Letters
Local Publications
Directories
Trade Journals

Local Historical Societies and Museums

- Photographs
- Artifacts
- Newspapers and Periodicals
- Diaries, Journals and Letters
- Local Publications
- Directories
- Census Records
- Estate and Probate Records
- Donation Land Claim Survey Materials
- Trade Journals
- Oral Histories
- State Gazetteers

Local Genealogical Societies

- Diaries, Journals and Letters
- Newspapers and Periodicals
- Directories
- Census Records
- Donation Land Claim Survey Materials
- Local Libraries
- Photographs
- Newspapers and Periodicals
- Diaries, Journals and Letters
- Directories
- Census Records
- Metzger Land Ownership Maps
- Sanborn Fire Insurance Maps
- State Gazetteers

City Government Offices

- Maps
- Property Information

County Government Offices

- Surveyor Maps (Surveyors' Office)
- Deed and Land Maps (Assessor's Office)
- Donation Land Claim Survey materials
- Estate & Probate Records (Court)
- Tax records

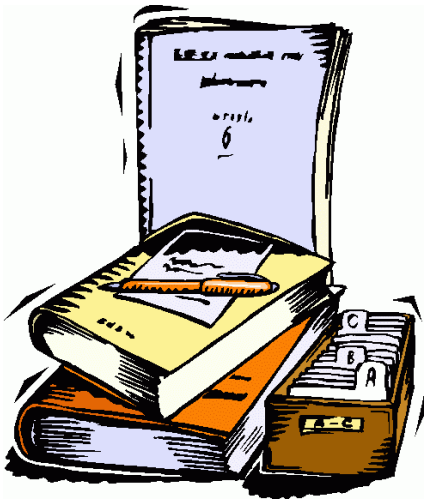
State Government Offices

Oregon Department of Transportation
www.oregon.gov/odot/Pages/index.aspx

- Maps
- Photographs
- Publications

Oregon Fish and Wildlife
www.dfw.state.or.us/

- Maps
- Photographs



Federal Government Offices

Bureau of Land Management
www.blm.gov
- Maps
- Photographs
- Donation Land Claim Survey materials
- Homestead Records

Library of Congress
www.loc.gov
- Photographs
- Maps
- Documents

United States Forest Service
www.fs.fed.us
- Maps
- Photographs

National Archives
www.archives.gov
- Homestead Documents
- Military Records prior to World War I

Federal Resources Center
www.archives.gov/st-louis/military-personnel
- Military Records, 20th century

Tribal Government Offices

- Photographs
- Maps
- Diaries, Journals and Letters
- Oral Histories
- Artifacts
- Census Records
- Property Documents

Other

- Thomas Guides
- Metzger Map
  - buy from Oregon Blue Print.
- Title Information
  - title company files or title search.
- Business or Agency Records of current property owner
- Church Records
- Local newspaper offices

Library of Congress