



**City of The Dalles**  
**Community Development Dept**  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
www.thedalles.org

Application #: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Ready to Issue: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received: \_\_\_\_\_

## Historic Landmarks Application

This application is required for all new construction, modifications, and/or alterations to the exterior of certified historic structures and all structures within certified historic districts and reviewed by the City of The Dalles' Historic Landmarks Commission. The review criteria for each application are the Secretary of the Interior's Standards. These standards have been adopted by The Dalles Municipal Code Chapter 11.12 Historic Resources as local review criteria.

### Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Legal Owner (if different than Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Information

Address: \_\_\_\_\_

Map and Tax Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Current Use: \_\_\_\_\_

List any known archeological resources on site:

### Department Use Only

Historic Name (if any): \_\_\_\_\_

Year(s) Built: \_\_\_\_\_

Historic Building/Site:

Yes

No

Historic Classification: \_\_\_\_\_

Historic District:

Trevitt's Addition

Downtown Commercial

## **Project Information**

☐ New Construction      ☐ Expansion/Alteration      ☐ Demolition      ☐ Landmark Designation

Briefly describe the proposed project:

Will the use change as a result of this application?      Yes      No

### **Please submit the following information with this application:**

- ☐ Narrative #1: Description of the project consistent with the Secretary of Interior's Standards for Rehabilitation (page ?)
- ☐ Narrative #2: Explanation of the project consistent with the associated project type (pages ?):
  - ☐ Landmark Designation (#2-A)
  - ☐ Alterations/New Construction/Relocation (#2-B)
  - ☐ Demolition (#2-C)
- ☐ Narrative #3: Description of the project consistent with the associated district design standards: New Construction and Alteration (page ?)
  - ☐ The Dalles Commercial Historic District (#3-A)
  - ☐ Trevitt's Addition (#3-B)
- ☐ Narrative #4, Signs (if applicable): Description of the project consistent with the associated historic sign guideline criteria (page ?)
- ☐ Elevation drawings (existing vs. proposed)
- ☐ Current color photographs of the structure and/or site
- ☐ List of all proposed materials/colors (product brochures recommended)
- ☐ Site Plan (drawn to scale)
- ☐ Historic photographs/documentation of the structure and/or site (encouraged)
- ☐ Copy of all associated Historic Inventory information

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Signature of Applicant

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Signature of Property Owner

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Date

2/11

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Date

### **Narrative #1: Secretary of the Interior's Standards for Rehabilitation (11.12.095, D)**

*The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of Interior regulations. They pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.*

*The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.*

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristic of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### **Narrative #2-A: Landmark Designation (11.12.060)**

**A. Review Criteria (Landmark Designation).** *The Commission shall review all applications for historic landmark or district designation and make its final determination at a public hearing based on at least one of the following criteria.*

1. The proposed landmark or district has historic significance or contributes to the historic resources of the community because it is:
  - a. Associated with past trends, events, or values that have made a significant contribution to the economic, cultural, social and/or political history of city, county, state, region, or nation;
  - b. Associated with the life of or activities of a person, group, or organization, or institution that has made a significant contribution to the city, county, region, state, or nation.

2. The proposed landmark or district has architectural significance because it:
  - a. Embodies distinguishing architectural characteristics of a period, style, method of construction, craftsmanship, or materials;
  - b. Represents the work of a designer, architect, or master builder who influenced the development and appearance of history of the city, county, region, state, or nation;
  - c. Is the only remaining, or one of few remaining resources of a particular style, building type, design, material, or method of construction;
  - d. Has a high quality of composition, detailing, and/or craftsmanship.
3. The site contains archeological artifacts related to prehistory or to the early history of the community.
4. The proposed landmark or district is listed on the National Register of Historic Places.
5. In conjunction with other criteria listed above, the proposed landmark:
  - a. Is listed on the State Inventory of Historic Places;
  - b. Is fifty years old or older unless the resource is of exemplary architectural or historical significance;
  - c. Contributes to the continuity or historic character of the street, neighborhood, and/or community;
  - d. Has sufficient original workmanship and materials remaining to show the construction technique and stylistic character of a given period.

**B. Removal of Designation.** *A designated resource that has lost its significance through alteration or by an error in the original documentation used to designate the resource can be considered for removal from the local historic inventory provided that:*

1. The alteration or misdocumentation was caused without intent or illegal action and is not feasible to reverse;
2. No foreseeable or reasonable treatment or research is available or likely to reconfirm the resource as significant;
3. In the case of a state or nationally designated resource, concurrence from the Oregon State Historic Preservation Office has been sought and any comments considered in the decision to remove the resource from the local inventory.

### **Narrative #2-B: Alterations, New Construction, Relocations (11.12.070)**

#### **A. Review Criteria.**

1. Exceptions. Minor alterations described in Section 11.12.050 of this chapter may be approved without findings pursuant to this section.
2. Findings Required. A staff report is required to indicate whether a proposal is or is not in compliance with the provisions of this section.
3. Secretary's Standards. Commission decisions shall be based on the Secretary of the Interior's Guidelines for the Treatment of Historic Properties.
4. If the Commission finds that an application does not meet the approval criteria the permit shall be denied and no building permit shall be issued unless the decision is reversed on appeal.
5. Alterations.
  - a. Addition/Removal. Applications may be approved conditioned upon certain treatments of the resource to ensure compatibility with the secretary's standards.
  - b. New Construction in Historic Districts. The new construction must not adversely affect the character of the subject building or district. Efforts shall be made to ensure that the new construction is compatible in scale, height, volume, spacing, setbacks, roof pitch, color, and other characteristics typical of the district.
  - c. Relocations. Permits to relocate designated landmarks shall not be approved unless: the applicant shows that the landmark is in eminent danger and can not otherwise be protected; or the Commission has recommended the action in conjunction with denial of a demolition permit; or the landmark is being returned to its original location; or, in the case of a non-contributing resource within a district, the resource is not capable of achieving a future contributing status through accepted treatment. (Ord. 94-1194)

## **Narrative #2-C: Demolition (11.12.080)**

### **A. Review Criteria. The Commission shall consider:**

1. The state of repair of the landmark.
2. The reasonableness of the cost of renovation or repair.
3. The purpose of preserving such designated historical landmark.
4. The criteria used in the original designation of the landmark.
5. The applicable provisions of the City's Comprehensive Plan.
6. The character of the surrounding neighborhood.
7. Any other factor deemed appropriate by the Commission.

## **Narrative #3-A: Design Guidelines: The Dalles Commercial Historic District (11.12.095, F-N)**

### **F. New Construction and Rehabilitation.**

1. New construction is necessary to accommodate expanding and new needs of a healthy downtown. There are existing gaps in the downtown that should be filled. New construction should maintain the character of The Dalles by not hiding building additions but in making them sympathetic to the historic buildings and town form without imitating past architectural styles.
2. Guidelines.
  - a. New construction fronting streets should be in keeping with the original architectural character, color, mass, scale and materials of the neighboring buildings (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
  - b. Additions to existing buildings should be in keeping with the original architectural character, color, mass, scale and materials (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
  - c. New construction should fill in gaps in the urban fabric; tight to the sidewalk or vertical edge, reinforcing the enclosure of the street.
  - d. Existing additions to historic buildings should be evaluated for their sympathy with the historic building and their contribution to the downtown character.

### **G. Streetscape.**

1. The Dalles' downtown is a pedestrian friendly environment resulting from the storefronts, width of sidewalks, and features such as street lights. New construction and rehabilitation should contribute in making downtown The Dalles an inhabitable place that is pleasant for walking, providing a buffer zone of parked cars between automobile traffic and pedestrians, while also reinforcing the rhythm of the street.
2. Guidelines.
  - a. Landscaping is not recommended because historically there was none.
  - b. Historically appropriate street lights should be installed.
  - c. Streetlights and other sidewalk elements should be placed so as not to obscure line of vision of automobiles.
  - d. Garbage cans are unattractive and should not be part of the streetscape.
  - e. A downtown maintenance program should be implemented to keep streets and sidewalks clean.

### **H. Building Setback.**

1. The Dalles' buildings historically were aligned along the sidewalk, giving a sense of enclosure to the street and providing for a more pleasant pedestrian environment. New construction and rehabilitation should maintain the alignment of buildings along the sidewalk edge.
2. Guidelines.
  - a. New construction should face the street and maintain the sidewalk edge.

- b. The “Street Cafe” permit allows for restaurants to put tables on the sidewalk with a five-foot clearance, creating a more pedestrian friendly environment.

I. Building Height.

1. The Dalles’ historic building heights are varied, within a range of one story to four stories (Commadore Apartments). New construction should maintain this range of building heights through a minimum and maximum height limit which will allow for flexibility and contribute to the street environment in the rise and fall of cornice lines.
2. Guidelines.
  - a. A maximum building height of 55 feet, measured from the sidewalk to the highest portion of roof or cornice, is recommended.
  - b. A minimum building height of 20 feet is recommended.

J. Building Width.

1. The interest and variety of The Dalles’ commercial streets is derived in part from the historic lot size which helped in creating a pedestrian friendly environment through the rhythm of windows, entrances, and structure. New construction and rehabilitation should maintain the commercial nature and lot width that dominates in The Dalles’ in order to retain the definition and rhythm of the street front.
2. Guidelines.
  - a. New construction should build from side lot line to side lot line, especially when next to an alley.
  - b. If new construction is to take up more than one lot, some sense of division should be evident in the facade detailing through the use of adequate window frontage and rhythm of entrances.

K. Materials.

1. The sense of cohesiveness and continuity of The Dalles’ commercial area derives in part from the consistent use of building materials in building facades. New construction and rehabilitation should use appropriate materials that provide scale making a more pedestrian friendly environment.
2. Guidelines.
  - a. For building renovations, original materials should be restored wherever possible.
  - b. When materials need to be replaced for restoration they should be compatible in quality, color, texture, finish and dimension to the original materials (see Subsection D, Secretary of the Interior’s Standards for Rehabilitation).
  - c. New construction should use materials compatible with the historic buildings in quality, color, texture, finish and dimension. Predominant materials of the commercial historic district are:
    - brick
    - stone
    - cast iron
    - glazed terra cotta
    - cement plaster (stucco)
  - d. The use of wood for windows is recommended.
  - e. The use of reflective and smoked glass is prohibited.
  - f. Whenever possible, the natural color of the materials should be retained.
  - g. An ordinance prohibiting the painting of brick, unless it is damaged or has already been sandblasted, should be adopted.
  - h. Sandblasting of brick is prohibited as it severely damages the brick.
  - i. When painting a building the following color scheme is recommended:
    - darkest-window sash
    - medium-building
    - lightest-trim, detail

#### L. Roof Form.

1. Roof forms contribute to the identity of The Dalles commercial district because historically they were flat with parapets, false fronts, or gables concealed by a parapet or false front, in contrast to the pitched roofs in the residential neighborhoods. New construction and rehabilitation should maintain the commercial nature of the downtown in the articulation of its roof forms along the street edge.
2. Guidelines.
  - a. Roof forms should be consistent with those commercial buildings of the historic period of downtown.
  - b. Parapet and flat roof forms are recommended.
  - c. Pitched roof forms associated with residential structures are not recommended, unless concealed by a parapet.
  - d. Detailing of the parapets with patterned or relief cornices and stepping is highly recommended.

#### M. Commercial Front.

1. The continuous commercial fronts of downtown The Dalles make a consistent, pedestrian friendly backdrop for a wide variety of businesses. The storefront is predominantly made up of glazing with only structure and decoration revealed. The upper stories consist mostly of wall with discreet window openings. New construction and rehabilitation should maintain the continuity of the multi-story buildings and the clear distinction between storefront and upper floor office or residences through facade treatment and articulation.
2. Guidelines.
  - a. Primary entrances should be recessed, glazed and oriented to the street rather than to a rear or interior alley.
  - b. Tiled floors are highly effective in marking the recessed entrance.
  - c. The use of large, clear plate glass for display windows incorporated with transom windows is recommended.
  - d. The use of vertical, double-hung windows; either singly or in groups is recommended on the upper levels.
  - e. Window bulkheads of the historic type are recommended.
  - f. Identify and retain fragments such as earlier window systems and no longer used door locations which evoke a sense of the building's history.
  - g. The use of historic photographs for reference is recommended.
  - h. Development and adoption of a Facade Improvement Plan is recommended.

#### N. Awnings.

1. Awnings provide a "ceiling" for pedestrian traffic which helps to give a sense of enclosure to the street and protection from the elements. New construction and rehabilitation should maintain the horizontal datum line along the street, resulting from awnings which enliven the street, making it pedestrian friendly.
2. Guidelines.
  - a. The use of historic photographs is recommended for reference in replacement of awnings and canopies.
  - b. Awnings and canopies should fit within window bays so as not to detract from architectural features of the building.
  - c. Awnings and canopies should not obscure transom windows above display windows.
  - d. Retractable fabric awnings were used historically and are recommended, as they add variety to the streetscape because they can be adjusted to varying conditions, such as light and weather.
  - e. Awnings should have a slope of no more than 45 degrees.
  - f. The color of the awning should be compatible with the building.

- g. Flat, horizontal metal canopies suspended by chains or rods, if original, should be used as they provide cover for pedestrians and shade within the store.
- h. The use of internally illuminated, plastic, barrel awnings are prohibited as they detract from architectural features with incompatible materials that are out of scale.

**Narrative #3-B: Design Guidelines: Trevitt's Addition (11.12.095, P)**

**2. Landscaping.**

- a. Yards in the Trevitt's Addition vary as a result of the topography and in general the houses are setback from the sidewalk in contrast with the commercial district. They have three zones; sidewalk, front yard and house. New construction and rehabilitation should maintain the alignment of houses in the district and the historic character of the yards.
- b. Guidelines.
  - i. New construction should be set back from the street property line a minimum of 15 feet.
  - ii. Street facing portions of the property should be preserved so that the public's visual access is not obstructed.
  - iii. Shrubs, trees, and foundation plantings should not dominate the appearance of the house; rather, they should be complimentary and highlight important features of the building.
  - iv. Preserve and maintain all mature landscaping, remove only if diseased or presenting a life safety hazard.
  - v. New construction should keep landscaping low near the building using flowers and low shrubs with larger plants and trees further away from the building.
  - vi. In choosing landscaping elements the following should be considered:
    - style of house
    - climate appropriate plantings
  - vii. Use of fences is recommended provided they are in keeping with the style of the house and the scale of the neighborhood.
  - viii. The use of historic photographs for reference is recommended.

**3. Porches.**

- a. Porches are a prevalent aspect in Trevitt's Addition and they vary from small stoops to grand verandas. The porch is an integral part of the home in that it serves as both a functional and decorative element. It provides the transition from outdoor to indoor, public to private. New construction and rehabilitation should retain the neighborhood's historic character through the porches' proportion, scale, materials, and style.
- b. Guidelines.
  - i. Preservation of defining features such as columns, entablature, railings and other details is important to maintaining the overall character of the house.
  - ii. When original elements are too damaged to restore or rehabilitate, the materials and craftsmanship used to repair the porch should replicate the original construction (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
  - iii. When adding or remodeling a porch on a historic home the use of photographs for reference is recommended.
  - iv. Retain all representative distinctive damaged material as a future record.
  - v. Preventive maintenance can help avoid costly repairs. Annual inspection should include checking:
    - proper roof drainage



- integrity of roofing material
- blistering paint (water leakage)
- damp areas
- substructure for water and insect damage

vi. New construction should use a simple design with hip or shed roof with simple posts and handrails.

vii. The following materials are prohibited:

- corrugated fiberglass
- metal siding
- wrought iron porch supports
- prefabricated trellis
- plywood
- exposed concrete block

#### 4. Roofing.

a. Roof forms contribute to the character of Trevitt's Addition in their form. They are predominantly gables with an assortment of gambrels and hips. New construction and rehabilitation should maintain the residential nature of the roof forms of the historic neighborhood.

b. Guidelines.

- Wherever possible preserve, repair and protect existing materials and forms (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
- New construction should use roof forms that are consistent with the residential buildings in the neighborhood.
- Gable, hip, and gambrel roof forms are recommended.
- Flat roof forms for new construction are not recommended and are usually associated with commercial buildings.
- Both new construction and rehabilitation should use wood or asphalt shingles.
- Metal roofing and wood shakes are not recommended, unless original (St. Peter's Catholic Church).
- If replacement or repair is necessary, retain a portion of original roofing for future information.
- The use of historic photographs for reference is recommended.

#### 5. Siding.

a. The sense of cohesiveness and continuity of Trevitt's Addition derives in part from the consistent use of building materials in building facades: horizontal wood siding, brick, and stucco. New construction and rehabilitation should use materials that provide scale and relate to the historic residential character.

b. Guidelines.

- Wherever possible preserve, repair and protect existing materials (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
- If necessary, siding should be replaced with in-kind materials (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
- The use of materials appropriate to the building style is recommended.
- Be consistent with the original siding in terms of style and exposure.
- When replacing shingle siding it is recommended to use shingles with the same texture, exposure, pattern and to install with the same construction technique.

- vi. In general all buildings should have wood siding that is painted.
- vii. For new construction the use of stucco, brick and wood siding is recommended.
- viii. The use of aluminum, vinyl and plywood siding is prohibited.

6. Windows and Doors.

- a. Windows and doors serve in giving character to the American house. They provide proportion and scale to the elevation. In Trevitt's Addition windows are predominantly double-hung sash. Door styles vary throughout the neighborhood. New construction and rehabilitation should try and preserve the historic character of the windows and doors through proportion, scale, and rhythm.
- b. Guidelines.
  - i. When dealing with historic windows and doors it is best to repair before replacing (see Subsection D, Secretary of the Interior's Standards for Rehabilitation).
  - ii. Replacement of the original windows and doors is not recommended. However, when replacement is necessary the material, size, proportion, scale, and detail of the original should be matched in order to preserve the historic integrity.
  - iii. Original muntin configuration should be kept as it gives scale and proportion to the overall reading of the window.
  - iv. If no original material exists the use of historic photographs is recommended.
  - v. The use of thermal shutters and shades is recommended for weatherization as it does not effect the original windows, providing a non-impacting solution.
  - vi. Interior storm windows are recommended.
  - vii. Weatherstripping and caulking should be checked regularly to ensure good weatherization.
  - viii. New construction should use double-hung, one over one, or two over two windows with simple flat trim.
  - ix. The use of vinyl windows is not recommended.
  - x. Reflective glass is prohibited.

7. Color.

- a. Trevitt's Addition has a varied range of building colors which contributes to the liveliness of the neighborhood. New paint should maintain an overall image of variety, without providing a strict palette, allowing for flexibility and freedom, which created the current appearance of the neighborhood.
- b. Guidelines.
  - i. Research and replication of original paint colors is recommended.
  - ii. As a rule it is recommended that three colors be used:
    - darkest-window sash
    - medium-building
    - lightest-trim, detail
  - iii. In choosing a color scheme for a house, consult the local hardware stores which have historic paint palettes for suggested styles.
  - iv. In general earth tones are recommended.
  - v. Lighter colors used for smaller homes help to give them more presence.
  - vi. Houses should use varying color palettes in an effort to retain the sense of variety in the neighborhood.

#### **Narrative #4: Sign Guidelines (11.12.095, O)**

1. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. New construction and rehabilitation should maintain a system in which signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape.
2. Guidelines.
  - a. Wall signs, window signs, canopy and projecting signs attached to buildings should be compatible in scale, without obscuring the architectural features.
  - b. Window signs should be at eye level to entice the pedestrian.
  - c. The window background should be treated as if it is a black surface in order for a painted sign to be readable.
  - d. The use of gold leaf window signs at an appropriate scale is recommended.
  - e. Hanging signs using front lighting are recommended.
  - f. Historic product signs painted on building sides should be preserved when possible, as they contribute to the character of the commercial area.
  - g. The use of historic photographs for reference is recommended.
  - h. Murals are not recommended on primary, secondary, and historic buildings as they lessen the integrity of the architecture and damage the building surface.
  - i. Free standing sign faces are not recommended.
  - j. Plastic sign faces are not recommended.
  - k. Can signs are not recommended.