

Historic Landmarks Commission Retreat – December 16, 2024

Location: 1900 SW 4th Avenue, Room 4a (4th floor, behind elevators)

Time: 1:30 - 4:45 PM; feel free to arrive as early as 1 PM to settle in

Logistics: Snacks, coffee and tea provided.

Facilitator: Staci Monroe

Attendees: Commission Members, PP&D Design and Historic Review Staff, Hearings Clerk, BPS Staff, Commissioner Emeritus Matthew Roman & Kristen Minor

- [Historic Landmarks Commission Webpage](#)
- [Historic Landmarks Commission - A Guide to the Historic Resource Review Process \[2016\]](#)
- [Historic Landmarks Commission 2023 State of the City Report \[March 2024\]](#)

1:30p - 1:45p Welcome	15 min
▪ Introductions, housekeeping, agenda	
1:45p - 2:45p Resources, Advocacy & Engagement	60 min
▪ Windows in Historic District Resource Guide (10 min)	
▪ Collaboration with organizations & groups (10 min)	
▪ Historic Tax Credit & Other Financial Incentives – overview, advocacy, partnerships (30 min)	
▪ Relevancy Guidebook -“Dismantling the Culture of Preciousness” (10 min)	
2:45p - 3:15p BPS Check-in	30 min
▪ Legacy Business program (5 min)	
▪ Community Design Standards Assessment (5 min)	
▪ Housing Adjustments Compliance Code Project (10 min)	
▪ Goal 5 Cultural areas rulemaking DLDC (10 min)	
3:15p - 3:30p Break	
3:30p - 4:00p Recent Project Reflections	30 min
▪ Review Annual Report & notable staff reviews	
4:00p - 4:10p Staff Reminders for Landmarks Commission	10 min
4:10p - 4:30p State of the City 2024 Prep	20 min
▪ Timing of report & presentation	
▪ Approach with 12 new council members	
4:30p - 4:40p Upcoming Items in 2025	10 min
▪ January Housekeeping	
- Quasi-Judicial & Ethics Refresher	
- Election of Officers	
▪ Membership:	
- Kim & Maya recruitment status	
4:40p – 4:45p Wrap up / Next Steps – Commission & Staff Photo	5 min

The Portland Historic Landmarks Commission

Name	Membership Category	Term Expires
Andrew Smith, Chair	Architect	11/27/26 [2nd full term]
Kimberly Moreland, Vice Chair	Heritage Planning Consultant	03/24/25 [1st full term]
Hannah Bronfman	Public-At-Large	01/04/28 [1st full term]
Cleo Davis	Public-at-Large	04/04/27 [1st full term]
Maya Foty	Preservation Architect	06/21/25 [2nd full term]
Christopher Jose "Hugo" Hamblin-Agosto	Urban Planner	12/08/27 [1st full term]
Peggy Moretti	Nonprofit Management	08/02/26 [1st full term]

Portland Permitting & Development, Land Use Services Design and Historic Review Staff

Kara Fioravanti, Supervising Planner, City Planning + Urban Design

Staci Monroe, Senior City Planner, City Planning

Tim Heron, Senior City Planner, Architecture + Urban Design + City Planning

Benjamin Nielsen, City Planner II, Architecture + Urban Design + Urban Planning

Grace Jeffreys, City Planner II, Architecture

Tanya Paglia, City Planner II, Planning

Preservation Excellence Award 2024

Some things to consider:

- NRHP Reviews
- BPS projects – Legacy Business, LGBTQ+ Project
- Cases – Mt Tabor Lights, VMC

State of the City Awards 2018-2023
2023 - 1918 NW Everett First Church of Christ Scientist
2022 – Albina Library / Street Roots
2021 – Anna Mann / Montgomery Park
2020 – Unicorn Bed / Multco Courthouse
2019 – PAE / Hallock-McMillan
2018 – 500 NW 23 rd (@ Glisan) / Buck-Prager

Staff Reminders for Landmarks Commission

1. **Lead with approval criteria.** All comments/decisions must be based on the approval criteria. We gain a high level of respect and offer transparency when this is our habit.
2. **Design Advice Requests are not Land Use Reviews.** Please watch the terminology used during DAs and LUs. There is no decision-making in DAs.
3. **Tone.** Reviews are not based in our personal preferences; as noted above reviews are based on approval criteria. Avoid using terms like "I like...", "I prefer...", "I think...", and instead you can simply state "Option #4 meets criteria C5 and A6".
4. **Participation.** All commissioners are encouraged to participate in discussion and share perspectives. The more voices the better! With all members now having almost one year of service, there should be a level of comfort in sharing the commission duties by taking the lead on a discussion/deliberation, volunteering for letter writing, reviewing nominations, etc.
5. **Absences:** Important to know as early as possible if you have a conflict or a hard stop. This can affect our ability to have a quorum which is needed for land use cases. You are welcome and encouraged to submit project comments to the Chair, Staci, Tim and Kara. This is particularly relevant for DARs and especially important if you have significant concerns about an applicant's concept.
6. **Clarify and be decisive in your comments.** During conversation and deliberations, be sure to reinforce verbally (no head nodding) when you agree or disagree with other Commissioner comments.
7. **Use staff.** We are here to help you. Please ask staff questions so you have the facts.
8. **Conditions of Approval.** When a Condition is necessary to grant approval, keep in mind the following:
 - Conditions must be based on approval criteria.
 - Conditions should be a single simple sentence that is easily implementable/enforceable.
 - Revising a condition after a decision is made requires the same process that created the original condition [ie. a condition for a Type 3 Review will require a Type 3 return to change].
9. **Email etiquette.** Staff is your record keeper so always cc: staff. Do not "reply to all" as that constitutes a public meeting.
10. **Watch the clock.** Be mindful of time, support other Commissioners comments without repeating the same comments.

Historic Resource Overlay [Portland Zoning Code 33.445]

33.445.010 Purpose

The historic resource overlay zone protects historic resources that have been identified as significant to the history of the city and region. The regulations implement Portland's Comprehensive Plan policies that address historic preservation. These policies recognize the role historic resources have in promoting education and enjoyment for those living in and visiting the region. The regulations foster awareness, memory, and pride among the region's current and future residents in their city and its diverse architecture, culture, and history. Historic preservation recognizes social and cultural history, retains significant architecture, promotes economic and environmental health, and stewards important resources for the use, education, and enjoyment of future generations.

Historic Landmarks Commission [Portland Zoning Code 33.710.060]

D. Powers and duties. The Historic Landmarks Commission has all of the powers and duties which are assigned to it by this Title or by City Council. The Commission powers and duties include:

1. Establishing, amending, or removing Historic Landmark and Conservation Landmark designations and amending Historic District and Conservation District designations in quasi-judicial reviews;
2. Recommending the establishment, amendment, or removal of Historic Landmark and Conservation Landmark designations and Significant Resource identification to the City Council in legislative actions;
3. Providing advice on the establishment, amendment, or removal of Historic Districts and Conservation Districts to the Planning and Sustainability Commission in legislative actions;
4. Recommending design guidelines for Historic Districts and Conservation Districts to the City Council in legislative actions;
5. Reviewing development proposals for Historic Landmarks and Conservation Landmarks and in Historic Districts and Conservation Districts in quasi-judicial reviews;
6. Reviewing demolition and relocation requests for certain Historic Landmarks, Conservation Landmarks, and resources in Historic Districts and Conservation Districts in quasi-judicial reviews;
7. Providing advice on historic preservation matters to the Hearings Officer, Design Commission, Planning and Sustainability Commission, Portland Development Commission, other City commissions and committees, and City Council; and
8. Initiating and coordinating historic preservation and public outreach programs in the City, including making recommendations on National Register of Historic Places nominations and making recommendations to other governmental agencies regarding historic preservation programs and issues.

E. Annual report. The Commission must make an annual report of its actions and accomplishments for each calendar year. The report must be filed with the Director of BDS by the first working day of April. The Director of BDS may combine the report with annual reports of other bodies for transmission to City Council.