



## MINUTES

### **Coburg Heritage Committee Hybrid Meeting In-Person and via Zoom**

June 8, 2022 – 6:00 P.M.  
91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Marissa Doyle, Chair; Michelle Shattuck, Vice Chair; Stephan Sheehan (via Zoom), Shannon Sardell

**COMMITTEE MEMBERS ABSENT:**

**STAFF PRESENT:** Megan Winner

#### **1. Call the Meeting to Order**

Ms. Doyle called the meeting of the Heritage Committee to order at 6:06 p.m.

#### **2. Roll Call**

Ms. Winner called roll. A quorum was present.

#### **3. Minutes for Approval | May 11th, 2022**

Ms. Sardell suggested correcting 'displace' to 'displays' in the final paragraph.

**MOTION:** Ms. Sardell moved, seconded by Vice Chair Shattuck, to approve the May 11th, 2022, Heritage Committee meeting minutes as amended. The motion passed unanimously – 4:0.

Mr. Sheehan mentioned that he had contacted Volunteer Coordinator Jennifer Yeh at the Lane County History Museum (LCHM) and she had offered to send historians to speak to the committee.

Ms. Winner requested Ms. Yeh's contact information. Mr. Sheehan responded that she could be reached at [volunteers@lchm.org](mailto:volunteers@lchm.org).

#### **4. Committee Business**

##### **• CLG Grant Eligible Projects**

Ms. Winner relayed that she had spoken to State Historic Preservation Office (SHPO) representative Kuri Gill about ways to use the CLG funds. Display cases, framing, and signage or interpretive panels for the parks were ineligible uses of CLG funds, according to Ms. Gill. Instead, Ms. Gill had suggested promoting the walking tour app and booklet, taking out an ad in the 'Travel Lane County' booklet, hiring speakers, or sending a committee member to the National

Preservation Conference in Cincinnati, Ohio, in July.

Ms. Winner clarified that any speakers hired with CLG funds must be experts on local history or development codes. As Ms. Gill had suggested reaching out to Grand Ronde tribes, Ms. Winner had done so and was awaiting a response. The Black Pioneers group was also recommended as a resource for speakers. Ms. Winner asked the committee for input.

Chair Doyle expressed interest in an LCHM speaker.

Vice Chair Shattuck inquired if the presentation would include the public. Ms. Winner said that decision was up to the committee. Ms. Shattuck noted that the event could be videotaped. Ms. Winner mentioned the ability to live-stream.

Concluding that there were no further questions, Ms. Winner offered to contact Ms. Yeh at LCHM about scheduling a speaker.

Ms. Sardell brought forward that the city of Springfield had used CLG funds to hire a consultant in regards to their historic district. She noted that Springfield had a review process to approve alterations to historic properties, overseen by the Historic Commission. Ms. Sardell wondered if any recommendations had been made to the committee during the process of updating the National Register District.

Ms. Winner said she did not believe so.

Ms. Sardell said that Springfield's application process had been educational for property owners, helping them to make alterations, additions, and repairs in a manner sensitive to the historic structures. She suggested that Coburg consider adopting a similar process. Ms. Sardell expressed concerns that without guidance, property owners would make alterations catering to the housing market and that historical resources might be damaged, destroyed, or lost.

Chair Doyle inquired if such changes could be done by the Heritage Committee or if it were the purview of the Ad Hoc code committee. Ms. Winner asked Chair Doyle whether the Heritage Committee would be amending the Development Code document.

Chair Doyle noted the existence of a discrepancy between the Development Code and an ordinance. She wondered whether CLG funds could be used to hire a consultant to review the code. Ms. Winner believed so.

Mr. Sheehan suggested that the city could adopt a contract covering properties in the historic district similar to that of a Homeowners' or Neighborhood Association. Ms. Sardell responded that such contracts leave loopholes. She speculated that the code governing the Washburne District was an overlay.

Ms. Sardell praised Springfield's process for educating both the property owners and the review board. She worried that rising housing costs could lead to the loss of Coburg's smaller historic

buildings without some measures in place. Chair Doyle agreed that the code needed updating.

Chair Doyle asked whether the Heritage Committee would need to form another committee or speak with the City Council. Ms. Winner stated that an Ad Hoc committee meeting would take place the following day, as that team had reached their objective for the current round of Development Code updates. She did not believe there was time to have a consultant draft guidelines for an historic overlay. She briefly touched on the fact that the City of Coburg had an existing historic overlay, and reminded the committee that the CLG funds must be spent by August 31st.

Chair Doyle suggested that the Heritage Committee hire a speaker familiar with such codes to advise the group on the drafting process.

Ms. Winner said that SHPO representative Ms. Gill had recommended the committee request a speaker from Restore Oregon. Ms. Sardell argued that Restore Oregon operated state-wide rather than locally. Instead, she recommended seeking out the authors of the Springfield and Corvallis codes.

Chair Doyle mused that the adopted code need not be restrictive, but that it must serve to maintain the historic architectural character of Coburg. Citing Mr. Sheehan's prior suggestion noted in the minutes, she proposed the creation of an informational pamphlet outlining historic preservation guidelines. She also advocated for a checklist of seasonal property maintenance tips.

Ms. Winner asked Ms. Sardell if she would recommend the person responsible for Springfield's code. Ms. Sardell responded that Kristina Koenig-Boe, Chair of the Historic Committee, might have useful information. She cited Springfield Historic Commissioners Michelle Dennis, John Tuttle, Roxie Metzler, Donald Moloney, Ted Corbin, Donald McCormack, and Debra Rose O'Neal as the authors of the Springfield Historic Design Guidelines (2003). Ms. Sardell offered to send Ms. Winner a link to the document.

Chair Doyle suggested the committee reach out to Ted Corbin.

Ms. Sardell praised the Springfield Historic Design Guidelines and noted that those most likely to have complaints were contractors unfamiliar with working on historic properties.

Ms. Winner explained that in Coburg, there was a strict distinction between design standards, which were required, and design guidelines, which were encouraged. She asked if it was the same in Springfield. Ms. Sardell believed that the guidelines were required within the historic district, noting that the document referenced character-defining features and how to identify them.

Ms. Winner asked if the guidelines were specific to Springfield or if they could apply to Coburg if copied verbatim. Ms. Sardell replied that they would likely need to be modified to suit Coburg's needs. Ms. Winner suggested that such a course of action could be completed within the

current round of development. She stated that she would add it to the agenda and would put the guidelines in the packet for next month's meeting.

Mr. Sheehan brought up that a house in Coburg next to the Diamond house had been moved and wondered how that would be covered under the guidelines.

Ms. Shattuck explained that to preserve it, the historic Drury house, previously in that location, had been moved to a new lot. The house Mr. Sheehan was referring to was a new build of no historical importance.

Ms. Sardell noted that if the move were made within the period of significance or contributed to the historic district, the design guidelines would apply. She elaborated with several examples, then suggested distributing the document so everyone could get familiar with the guidelines.

Ms. Winner noted that the examples cited by Ms. Sardell corresponded with Coburg's existing recommendations for preserving a historic street-side appearance. She agreed that she would distribute the document to the committee the following day; she would also include them with the July agenda.

Chair Doyle wondered if the next step would be to approach the Planning Commission. Ms. Winner responded that a Development Code update was a Type 4 legislative land use process which required a variety of notices and public hearings. She said she'd need time to consider the next steps.

Ms. Sardell suggested booking a speaker and inviting public participation to create a dialogue about adopting guidelines. She felt a consultant would be necessary, as well.

Ms. Winner remarked that since the guidelines would be recommendations rather than requirements, perhaps a separate supplemental document could be inserted into the Development Code to make the information available more immediately.

- Walking Tour App Promotion
  - Speakers
  - National Alliance of Preservation Commissions Forum
  - Other educational opportunities
- Preservation Plaques Award Ceremony/Distribution Planning
- Ms. Sardell wondered whether the committee could spend CLG funds on the preservation plaques and ceremony. Ms. Winner said that she would ask.

Vice Chair Shattuck announced that she would pick up the completed plaques within the week.

Chair Doyle inquired if any decisions had been made regarding the ceremony and distribution of the plaques. Ms. Winner said there were no firm decisions.

Ms. Winner noted that the Antique Fair had been scheduled for September 11th. She pointed

out that they could also hold a separate event.

Ms. Sardell proposed that the committee sponsor a wood window booth with Q&A at the Antique Fair. She put forth Julie Whalen of Willamette Window Restoration and Chris Gustafson of Vintage Window Restoration in Albany.

Ms. Winner asked if the committee supported using funds to secure Ms. Whalen a booth at the Antique Fair. Support was unanimous.

Ms. Sardell proposed promoting the Heritage Committee at the booth via posters and pamphlets.

Ms. Sardell and Ms. Shattuck informed the group that they'd be unavailable on September 11th.

Mr. Sheehan suggested setting up a volunteer-staffed table at upcoming Concert in the Park events to promote the Heritage Committee with pamphlets or flyers and a donation box. Ms. Winner agreed that having a presence was a good idea. Ms. Shattuck pointed out that the committee was funded so a donation box was not advisable.

- Art Contest 2023

Chair Doyle introduced the agenda item.

Ms. Sardell endorsed the idea of a coloring booth for kids and suggested a youth art contest. Ms. Shattuck agreed and further recommended simply declaring the 2022 Art Contest for children.

Ms. Sardell proposed placing flyers at Maude Kerns Art Center and Eugene Parks & Rec centers as well as taking out an ad with Willamalane to promote the Art Contest.

Ms. Shattuck pointed out that a prize needed to be offered. Ms. Sardell suggested a gift basket of goods from local merchants. Ms. Shattuck countered with gift certificates. Ms. Sardell concurred, noting that gift certificates would drive business to downtown Coburg. Ice cream and pizza were mentioned as possible prize options.

Ms. Sardell mentioned the frustration of watching the demolition of a historic building in Eugene, comparing it to what could happen in Coburg without an established review process.

Chair Doyle asked what the committee had decided about revealing the preservation plaques. She put forward the idea of combining the plaque unveiling with the sponsored booth. Ms. Winner proposed that they wait to make that decision until she had determined if CLG funds could be used for a ceremony.

Chair Doyle asked if there was any further business.

Mr. Sheehan announced that deceased local historian Curtis Irish's portfolio was available on Flickr.

## **5. Future Meetings | Dates to Remember**

- Next Heritage Committee Meeting: July 13th, 2022

## 6. Adjournment

Chair Doyle adjourned the meeting at 7:09 p.m.

*(Minutes recorded by Angela Kern)*

**APPROVED** by Heritage Committee on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

\_\_\_\_\_  
Marissa Doyle, Chair