

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 1 of 25

MINUTES

HISTORIC LANDMARKS COMMISSION MEETING

October 22, 2025

4:00 p.m.

CITY HALL COUNCIL CHAMBERS
313 Court Street, The Dalles, Oregon 97058
Via Zoom / Livestream via City Website

PRESIDING: Forust Ercole, Chair

COMMISSIONERS PRESENT: Eric Gleason, Victor Johnson

COMMISSIONERS ABSENT: Bob McNary, Tom Giamei

OTHERS PRESENT: City Councilor Scott Randall

OTHERS ABSENT: Museum Commission Representative Julie Reynolds

STAFF PRESENT: Director Joshua Chandler, Senior Planner Sandy Freund, City Manager Matthew Klebes, City Clerk Amy Ell, Administrative Assistant Crystal Sayre

CALL TO ORDER

The meeting was called to order by Chair Ercole at 4:01 p.m.

PLEDGE OF ALLEGIANCE

Chair Ercole led the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Gleason and seconded by Johnson to approve the agenda as presented. The motion carried 3/0, Ercole, Gleason, and Johnson voting in favor, none opposed, McNary and Giamei absent.

APPROVAL OF MINUTES

It was moved by Gleason and seconded by Johnson to approve the minutes of August 27, 2025 as written. The motion carried 3/0, Ercole, Gleason, and Johnson voting in favor, none opposed, McNary and Giamei absent.

PUBLIC COMMENT

None.

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 2 of 25

PRESENTATION

Robert's Rules of Order – Amie Ell, City Clerk

Ms. Ell provided a presentation on Robert's Rules of Order, Attachment 1, explaining their purpose in ensuring fair, structured, and efficient meetings. She reviewed basic parliamentary procedures, including making motions, obtaining recognition from the Chair before speaking, and proper voting practices.

She distributed a quick-guide reference sheet on common motions and discussed frequent errors such as unclear phrasing or speaking out of turn. Commissioners appreciated the refresher, and no questions were raised.

PUBLIC HEARINGS

HLC Application 223-25, City of The Dalles, 201 Federal Street

Request: The City of The Dalles is proposing a public plaza on Federal Street between First and Second Streets in the Commercial Historic District. Plans include shaded seating, landscaping, an interactive water feature, and other amenities to provide a public gathering space.

Chair Ercole read the hearing script into the record, outlining procedures and criteria under the City's Comprehensive Plan and Land Use and Development Ordinance.

Chair Ercole opened the public hearing at 4:13 p.m.

Senior Planner Sandy Freund presented the staff report for HLC 223-25, Attachment 2.

Ms. Freund described the project as new construction within the historic district, designed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Key features include:

- Multiple shade structures with integrated seating areas;
- A bike hub with repair station, racks, and lockers;
- A central water feature and public art spaces;
- Wayfinding signage consistent with Columbia River Gorge design standards.

She noted that the adjacent Transportation Building would remain, undergoing minor exterior updates and internal upgrades to support plaza utilities. Two freestanding signs would identify the Gorge Bike Hub and provide interpretive information.

Ms. Freund recommended approval through HLC Resolution 206-25, subject to conditions of approval addressing materials, colors, and archaeological procedures.

Commissioner Gleason commended the inclusion of an archaeological condition but noted the finding should list the criterion as "*met as conditioned*" rather than "*not applicable*." Staff agreed to edit the staff report finding.

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 3 of 25

Commissioner Johnson inquired about opportunities for commercial advertising within the bike hub signage. City Manager Matthew Klebes responded that signage would adhere to the Gorge Trail branding standards and serve informational and navigational purposes only, not commercial advertising.

Johnson suggested considering ways to highlight local lodging, dining, and cycling routes for visitors, to enhance tourism while maintaining low impact on the district. Mr. Klebes agreed the concept aligned with the project's goals and could be explored through partnerships with the Main Street Program.

Further discussion covered bike lockers, fix-it stations, and design coordination with regional partners. Mr. Klebes explained design details were still being finalized and noted examples from Sisters, Oregon, could offer useful insight.

Commissioner Gleason asked whether the Craig's Building mural would be affected. Mr. Klebes clarified that it lies on private property, and no changes are proposed as part of this project, though coordination with property owners is ongoing.

Councilor Randall observed this was the Commission's first review of a street-to-plaza conversion rather than a building alteration. Commissioners agreed it was consistent with the Commission's role in preserving the district's character.

Commissioner Johnson expressed strong support, noting that pedestrian use of streets is historically consistent with early urban patterns in The Dalles.

Commissioner Gleason praised staff for integrating the Secretary of the Interior's Standards early in design development and for bringing the proposal to the Commission prior to final design. Commissioner Johnson commended the public engagement process and noted broad community support.

With no further deliberation, this portion of the public hearing was closed at 4:33 p.m.

It was moved by Gleason and seconded by Johnson to approve HLC 223-25. The motion carried 3/0, Ercole, Gleason, and Johnson voting in favor, none opposed, McNary and Giamei absent.

RESOLUTIONS

HLC Resolution 206-25, City of The Dalles, 201 Federal Street

It was moved by Gleason and seconded by Johnson to approve HLC Resolution 206-25 as written. The motion carried 3/0, Ercole, Gleason, and Johnson voting in favor, none opposed, McNary and Giamei absent.

STAFF COMMENTS

Senior Planner Freund previewed discussion topics for November, including:

- Annual Goal Setting;
- Review of projects involving non-contributing structures within or adjacent to historic districts.

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 4 of 25

She described instances where garages or secondary structures on historic properties require removal or replacement, raising questions about whether such actions should undergo HLC review.

Commissioner Gleason stated that demolition or replacement of any structure within the district—even non-contributing—should require Commission review. Director Chandler and Ms. Freund agreed to bring forward a case study for consideration at the next meeting.

Director Chandler further noted plans to propose fee schedule adjustments, explaining that current HLC applications cost \$85 while newspaper noticing costs exceed \$115, resulting in a taxpayer subsidy. Commissioners discussed whether public notices should continue in the newspaper or be limited to mailed notices.

Commissioner Gleason recalled that HLC applications were once free to encourage participation, while Commissioners Johnson and Chandler emphasized balancing accessibility with fiscal responsibility. City Manager Klebes provided budget context, noting limited property tax growth under Measures 5 and 50 and the City's reliance on user fees for sustainability.

Commissioner Johnson suggested that title companies could include a notice at closing for properties within the Historic District, ensuring buyers are aware of applicable restrictions and procedures.

COMMISSIONER COMMENTS

Commissioner Gleason reported that the Original Courthouse Regional History Forum will return in February 2026, dedicated to the late Carl Vercouteren, a long-time Commission member and community historian.

ADJOURNMENT

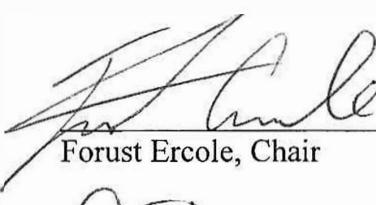
Being no further business, the meeting adjourned at 4:58 p.m.

Meeting conducted in a room in compliance with ADA standards.

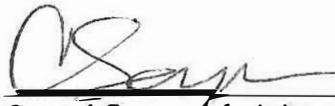
Submitted by/

Crystal Sayre, Administrative Assistant
Community Development Department

SIGNED:


Forust Ercole, Chair

ATTEST:


Crystal Sayre, Administrative Assistant
Community Development Department

ROBERTS RULES OF ORDER

BASIC COMMITTEE OVERVIEW



WHY USE ROBERT'S RULES OF ORDER?

Grounded in integrity, equality, and respect, Robert's Rules have remained relevant for nearly 150 years.



Provide a structured approach for more efficient meetings and help keep discussions on track.



Facilitate effective communication and decision-making during Committee or Commission meetings



Promote fairness by giving everyone a voice and the space to be heard.

ELECTION OF CHAIR & SECRETARY

CHAIR

Facilitates the meeting, maintains order, recognizes speakers, and ensures adherence to the agenda.

SECRETARY

Signs approved minutes



- Any member may nominate a candidate.
- Nominations do not require a second.

SPEAKING PROCEDURES

RECOGNIZING SPEAKERS



Members should wait to be acknowledged by the Chair before speaking.

FOLLOWING PROCEDURE



- Speak only when recognized.
- No interruptions or speaking over others.
- Stay on topic per the agenda.

STAFF PRESENTATIONS



- Staff presents first.
- Committee members ask questions when recognized by the Chair.

Motions are made for committee actions, including approval of the agenda, minutes, and approving the recommended budget.

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Member makes a clearly worded motion to take action.

- “I move...”
- All motions are recorded in the minutes

Motion must be seconded.

- “I second the motion...”
- A second allows discussion to occur; it does not signify approval
- A motion without a second does not move forward

Chairperson restates the motion.

- “It has been moved by... and seconded by... that...”
- Provides any needed clarity

Discussion / Debate occurs

- Maker of the motion begins the discussion and Chairperson facilitates discussion
- Amendments may be offered - return to step 1 to amend a motion: “I move to amend the motion by...”

Chairperson closes discussion and states the question / asks for vote

- “The question is on the adoption of the motion that...”
- Motion repeated word for word

Chairperson provides voting directions

- “Those in favor of the motion say aye”;
- “Those opposed, say no”

Chairperson announces the result of the vote

- “The ayes have it, and the motion is adopted”
- “The noes have it, and the motion is lost”
- Recorded in the minutes

MAKING A MOTION



COMMON MISTAKES TO AVOID

Speaking Without Recognition: Always be acknowledged by the Chair before speaking.

Unclear Motion Phrasing: Clearly state motions using proper language.

Skipping Motion Seconding: Motions need a second before discussion can proceed.

Irrelevant Discussions: Stay on-topic and avoid straying into unrelated matters.

Improper Voting: Ensure clarity on what is being voted on and confirm results.



THANK YOU

FOR SERVING ON OUR BUDGET COMMITTEES

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 12 of 25

Attachment 2



City of The Dalles Historic Landmarks Commission

WEDNESDAY, OCTOBER 22, 2025 | 4:00 PM

HLC Application #223-25

Applicant: City of The Dalles

Site Address: Federal Street from E. 2nd Street to E. 1st Street

Historic Status: Not listed

Historic District: The Dalles Commercial

Existing Use: None/Vacated Right-of-Way

Request: Approval to develop a public pedestrian plaza between East First and Second Streets on recently vacated segment of Federal Street.

Vicinity Map



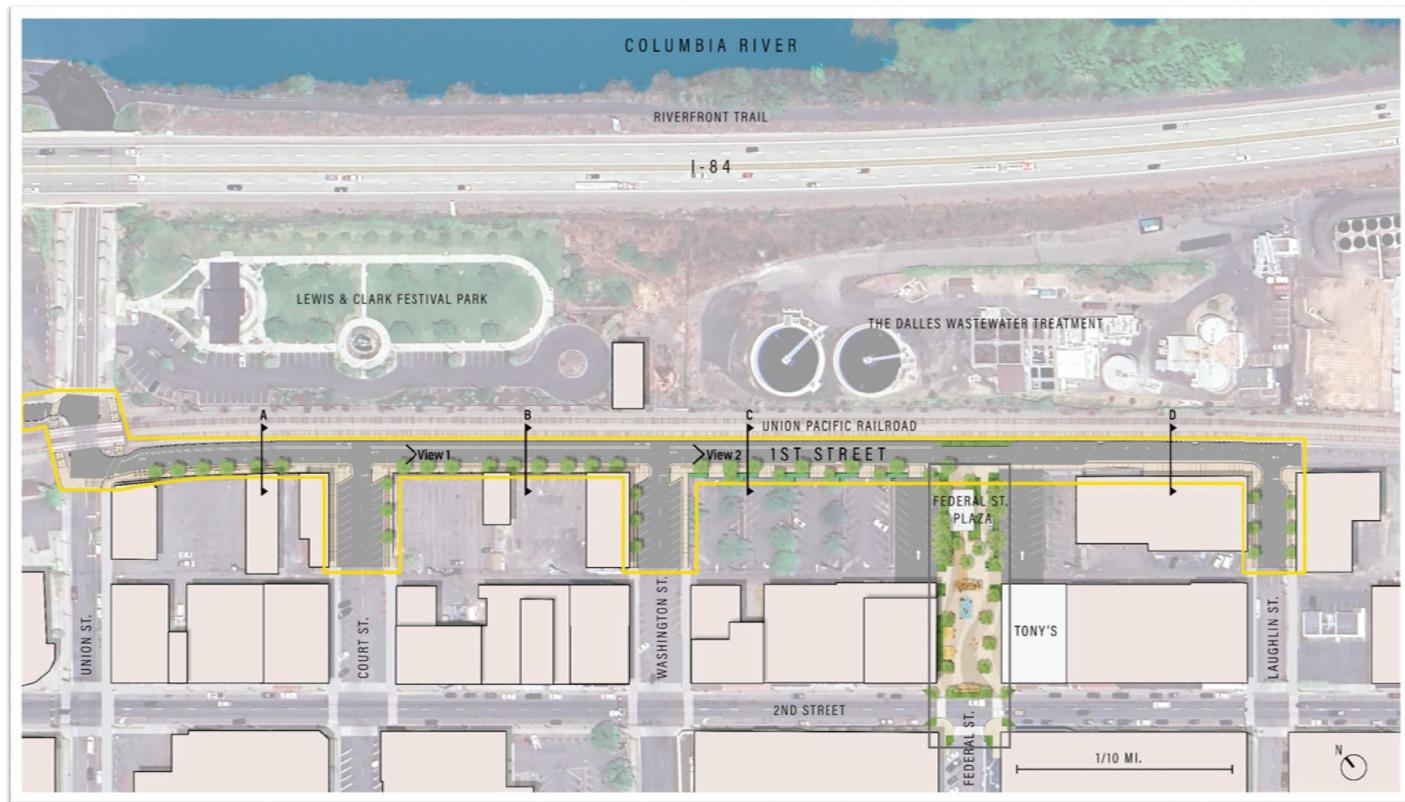
MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 15 of 25

Attachment 2

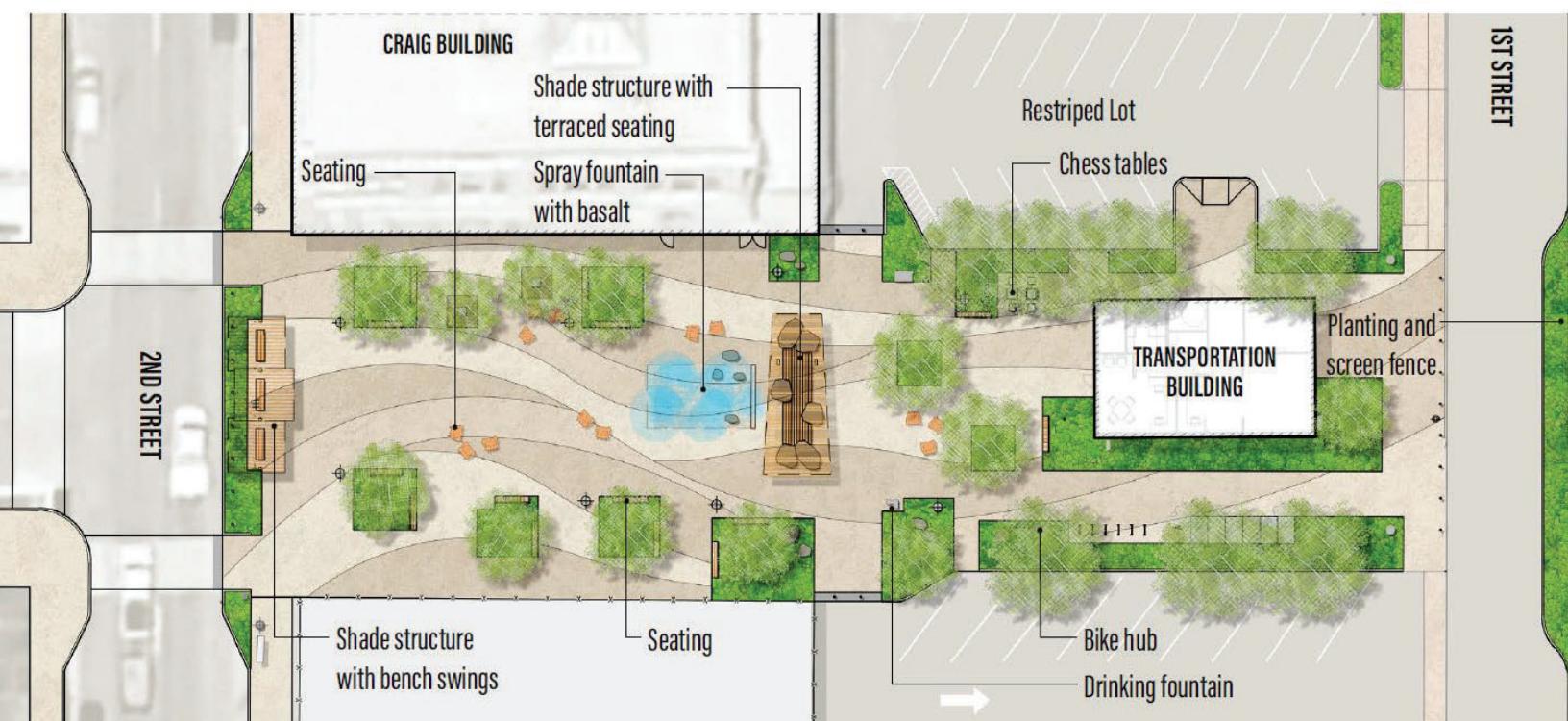


Applicant Proposal

New Construction:

- Proposed public plaza is categorized as new construction in a historic district.
- Designed in accordance with Secretary of Interior's Guidelines
- Compatible with the district in scale, materials and colors.
- Focus on pedestrian amenities:
 - Shade structures
 - Seating
 - Natural stone paving
 - Historic style lighting

Site Plan



View south
to 2nd
Street



MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 19 of 25

Attachment 2



MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 20 of 25

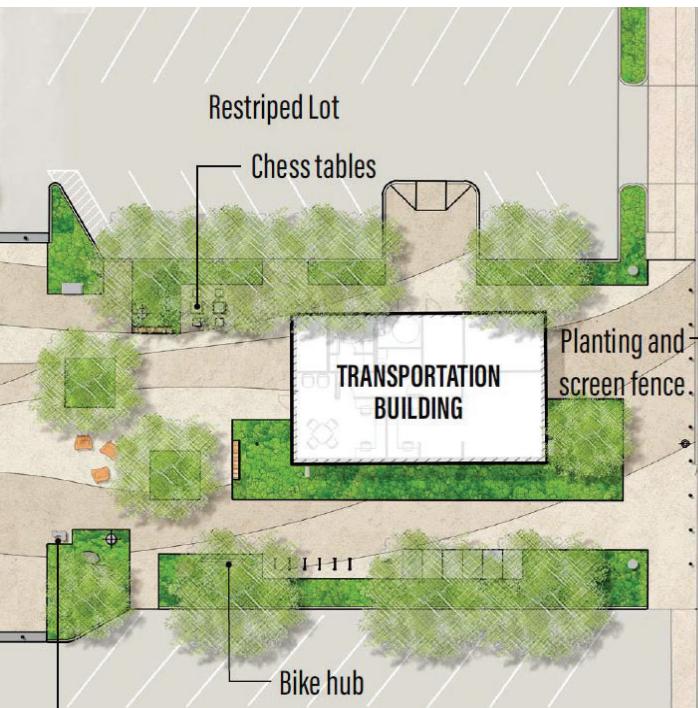
Attachment 2



View from
Bike Hub
looking
towards
2nd Street



Overview: Transportation Bldg. & Bike Hub



Proposed Bike Hub with wayfinding signage



Recommendation

- All applicable criteria meet:
 - Secretary of the Interior Standards
 - The Dalles Municipal Code, Title 11 criteria
- Staff recommends the HLC adopt Resolution No. 206-25, granting approval to develop a public pedestrian plaza between East First and Second Streets on a recently vacated segment of Federal Street, based on findings of fact with conditions of approval.

MINUTES

Historic Landmarks Commission Meeting

October 22, 2025

Page 25 of 25

Attachment 2



City of The Dalles Historic Landmarks Commission

QUESTIONS?