



Oregon

Kate Brown, Governor

Parks and Recreation Department

State Historic Preservation Office

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Salem, OR 97301-1266

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www.oregonheritage.org



August 18, 2016

Ms. Alexandra Wenzl
USFS Mt. Hood
16400 Champion Wy
Sandy, OR 97055

RE: SHPO Case No. 16-1464
USFS, FS# 666EA0092A, Tilly Jane Ski Warming Hut
Preservation work on A-Frame
Forest Scervice Road 3512-630 (2S 9E 15), Hood River County

Dear Ms. Wenzl:

We have reviewed the materials submitted on the Tilly Jane Ski Warming Hut rehabilitation project as referenced above, and we concur with the determination that the Tilly Jane Ski Warming Hut is eligible for listing in the National Register of Historic Places. Based on the proposal to adhere to the Secretary of Interior's Standards for the Treatment of Historic Properties for Rehabilitation and a thoughtful work plan regarding the preservation of the structure, we also concur with the finding of no adverse effect for the proposed project.

Unless there are changes to the project, or work conducted outside the Secretary of Interior's Standards, this concludes the requirement for consultation with our office under Section 106 of the National Historic Preservation Act (per 36 CFR Part 800) for above-ground historic resources. Local regulations, if any, still apply and review under local ordinances may be required. Please feel free to contact me if you have any questions, comments or need additional assistance.

Sincerely,

Jessica Gabriel
Historian
(503) 986-0677
Jessica.Gabriel@oregon.gov



OREGON SHPO CLEARANCE FORM

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This form is for: **federal** cultural resource reviews (Section 106); **state** cultural resource reviews (ORS 358.653)

SECTION 1: PROPERTY INFORMATION

SHPO Case Number:

Resource Name: Tilly Jane Ski Warming Hut (A-Frame) – FS Number 666EA0092A

Street Address: Forest Service Road 3512-630; T2S, R9E, NE ¼ SE ¼ NE ¼ Section 15

City: N/A

County: Hood River

Agency Project # 2016/060606/008

Project Name: Tilly Jane Ski Warming Hut Rehabilitation

If there is not a street address, include the Township, Range, and Section, cross streets, or other address description

Owner: Private Local Gov State Gov Federal Gov Other: _____

Are there one or more buildings or structures? YES NO – If no, skip to Section 2 and append photo(s)

Is the property listed in the National Register of Historic Places? YES – Individually YES – In a district NO

Original Construction date: _1939_____ Check box if date is estimated

Siding Type(s) and Material(s): Wood lap and shake

Window Type(s) and Material(s): Four-paned fixed wood.

Has the property been physically altered? No Alterations Few Alterations Major / Many Alterations

SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY - Check the appropriate box

The purpose of this review is to avoid impacts to properties that are "eligible" (historic) or already listed in the National Register of Historic Places. Fully establishing historic significance can be very costly and time consuming. Therefore initial evaluations are based on age (50 years or greater) and integrity (historic appearance), which are the minimum qualifications for listing in the National Register. Additional documentation may be needed further in the process, but typically initial evaluations allow the review process to proceed expeditiously.

The property is considered **Eligible** at this time because it is already listed in the National Register **or**

- is at least 50 years old **and** retains its historic integrity (minimal alterations to key features)
- has potential significance (architectural or historical)

The property is considered **Not Eligible** at this time because it:

- is less than 50 years old **or** is 50 years or older but there have been major alterations to key features
- is known to have no significance, based on National Register-level documentation and evaluation

SECTION 3: APPLICANT DETERMINATION OF EFFECT - Check the appropriate box

The project has **NO EFFECT** on a property that is eligible or already listed in the National Register, either because there is no eligible property involved or the eligible property will not be impacted physically or visually.

The project will have a minor impact on a property that is eligible or already listed in the National Register, and therefore there is **NO ADVERSE EFFECT**. Minor impacts include replacement of some, but not all, siding, doors, or windows, etc.

The project will have a major impact on a property that is eligible or already listed in the National Register, therefore there is an **ADVERSE EFFECT**. Major impacts include full or partial demolition, complete residing, full window replacement, etc.

STATE HISTORIC PRESERVATION OFFICE COMMENTS – Official use only

Eligibility: Concur with the eligibility determination above.
 Do not concur with the eligibility determination above.

Effect: Concur with the effect determination above.
 Do not concur with the effect determination above.

RECEIVED STAMP

Signed: _____ Date: _____

RLS	
ILS	

CONTACT INFORMATION STAMP

Comments:

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SECTION 4: PREVIOUS ALTERATIONS TO THE BUILDING OR STRUCTURE

Only complete this section for buildings that are 50 years old or older. Describe any alterations that have already occurred to the building, such as material replacement, including siding, windows, and doors; any additions, including garages; and any removal or addition of architectural details, such as brackets, columns, and trim. Provide estimated dates for the work. Attach additional pages as necessary.

A contributing element to the Cloud Cap-Tilly Jane Historic District, listed on the National Register on March 22, 1981. At some time in the past, additional flooring was added to the sleeping loft. Starting in 1979 and partially completed in September 1980, a "Preservation and Maintenance Plan" was developed for the Tilly Jane Warming Hut and the American Legion Cookhouse by Mackenzie Engineering Inc. of Portland. This plan recommended the following actions:

1. Replace the fireplace with fuel-efficient stove (to reduce smoke and fire hazard from misuse of the fireplace).
2. Install new ("A" frame leg) footings.
3. Repair legs for "A" frame.
4. New building perimeter wall footings.
5. Improved site drainage.
6. Repair roofing and ridge cap.
7. Install a new FS standard exterior toilet.
8. Repair and replace south wall shingles.
9. Repair and replace windows. Windows are to be hinged from the top and rehung to open outward so that they may be blocked open with a small piece of wood (to provide a ventilation alternative to breaking the window).
10. Repair doors and provide durable latch sets.
11. Provide safety rail at loft.
12. Provide second loft ladder access.
13. Provide interior, durable, first floor bunks/benches.
14. Repair exterior siding.

About half of the above actions were completed in the early 1980's before the National Register Nomination. The completed items included replacement of the fireplace, repair of the roofing and ridge cap, repair and replacement of the south wall shingles, installation of the second loft ladder and safety rail, repair and replacement of the windows, and repair of the exterior siding. Concrete footings were installed replacing the original boulders on the south buttresses. The rock facing was added on two-and-a-half of these. Two of the south-side buttresses were replaced.

SECTION 5: PROJECT DESCRIPTION

Describe what work is proposed, including what materials will be used and how they will be installed. Specifically identify what historic materials will be retained, restored, replaced, or covered. Include drawings, photos, cut sheets (product descriptions), additional sheets, and other materials as necessary. For vacant lots, please describe the intended use.

The project is to rehabilitate and stabilize the structure. The structure is unique for its buttress/rafters that extend from the roof peak to the ground to be anchored on partially-buried boulders. These prominent features are character-defining elements for the structure. Past changes to the structure in the 1970s includes the replacement of the boulder anchors with angled concrete forms faced with a masonry veneer on the south side (Figures 15), and replacement of deteriorated buttress/rafters with new material spliced to old material beneath the eaves (Figure 16). The buttress/rafters on the north side were not replaced but have severely deteriorated and have been largely replaced with 2" x 10" boards (Figures 10, 11 and 12).

This project proposes to restore the character-defining boulder anchors on the south side of the structure, replace the previously spliced buttress/rafters, and replace the deteriorated rafter/buttresses on the north side of the structure. The ground around the west side of the structure will be graded to drain water away from the building (see continuation sheets for additional details and discussion).

The structure is currently rented out through the national reservation system and managed by the Oregon Nordic Club under a special use permit with the USDA Forest Service. The project will be accomplished using volunteer labor from the Oregon Nordic Club, and also by Wells Construction Inc. from Hood River, Oregon.

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SECTION 6: FUNDING SOURCE	
<input type="checkbox"/> ARRA <input type="checkbox"/> FCC <input type="checkbox"/> FERC <input type="checkbox"/> HUD <input type="checkbox"/> ODOE <input type="checkbox"/> USDARD <input checked="" type="checkbox"/> USFS <input checked="" type="checkbox"/> Other: <u>Oregon Nordic Club funds generated through the Granger Thye permit.</u>	
SECTION 7: AGENCY CONTACT INFORMATION	
Name of Organization Submitting the Project: <u>USDA Forest Service</u>	
Project Contact Name and Title: <u>Michael D. Dryden, East Zone Archaeologist</u>	
Street Address, City, Zip: <u>6780 Highway 35, Mt. Hood-Parkdale, Oregon 97041</u>	
Phone: <u>541-352-1246</u>	Email: mddryden@fs.fed.us.com
Date of Submission <u>06/27/2016</u>	
SECTION 8: ATTACHMENTS	
REQUIRED	<input checked="" type="checkbox"/> 3 – 4, color, 4 x 5 photographs of the subject property, digital or print. One photo is sufficient for vacant property
AS NEEDED <i>Contact SHPO staff with questions</i>	<input checked="" type="checkbox"/> Project area map, for projects including more than one tax lot
	<input checked="" type="checkbox"/> Additional drawings, reports, or other relevant materials
	<input type="checkbox"/> Continuation sheet for sections 4 or 5, or additional context to determine National Register Eligibility.
SHPO Mailing Address: Review and Compliance, Oregon SHPO, 725 Summer St. NE, Suite C, Salem, OR 97301 Documents meeting all aspects of the digital submission policy may be submitted by email to ORSHPO.Clearance@state.or.us	

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CONTINUATION SHEET

- *Include additional documentation for Section 4 or 5 as necessary. Attach maps, drawings, and reports as needed to illustrate current conditions and the planned project. If submitting this form by email, photos and maps may be inserted into continuation sheets.*
- *If completing a complete Determination of Eligibility (DOE) or Finding of Effect (FOE), use continuation sheets as necessary or include appendices.*

A contributing element to the Cloud Cap-Tilly Jane Historic District, the Tilly Jane A-Frame, or Ski Warming Hut was constructed by the CCC's in 1939 and is the last addition to the Historic district. It is a one and one half story rectangular log A-frame building with a concrete foundation. It is on an east-west axis measuring 18 by 56 feet. The shake, gabled roof is built with log rafters that extend to the ground level forming the "A" shape. About half of these rafters are anchored on partially buried boulder abutments. The remaining foundations are concrete replacements installed in the early 1980's. The roof reaches the ground on the front 15 feet of the structure covering the vestibule. The exterior walls are all covered with shakes with the exception of the areas on either side of the vestibule, which are filled with vertical half-log siding (photo above). The fenestration of the building is regular, four-paned, fixed-wood sash windows. The exception to this is the nine-panel, fixed-wood sash window looking out from the upstairs loft above the rear entrance.

The vestibule leading to the main entrance on the east elevation is 15 feet deep, has a dirt floor and contains toilets on either side. A steep stairway on the north side leads up inside to the loft and out through a door onto a pole railed balcony. The main room has a cement slab floor and is finished with vertical board walls. A large open circular fireplace was replaced in the early 1980's by a wood stove. The upstairs loft area has nearly as much floor space as the room below. The loft floor is made of large planks and the ceiling is open-log beamed. There is a steep ladder connecting the main floor with the loft.



Figure 1. East elevation, Tilly Jane Ski Warming Hut (A Frame). Undated USFS photograph.

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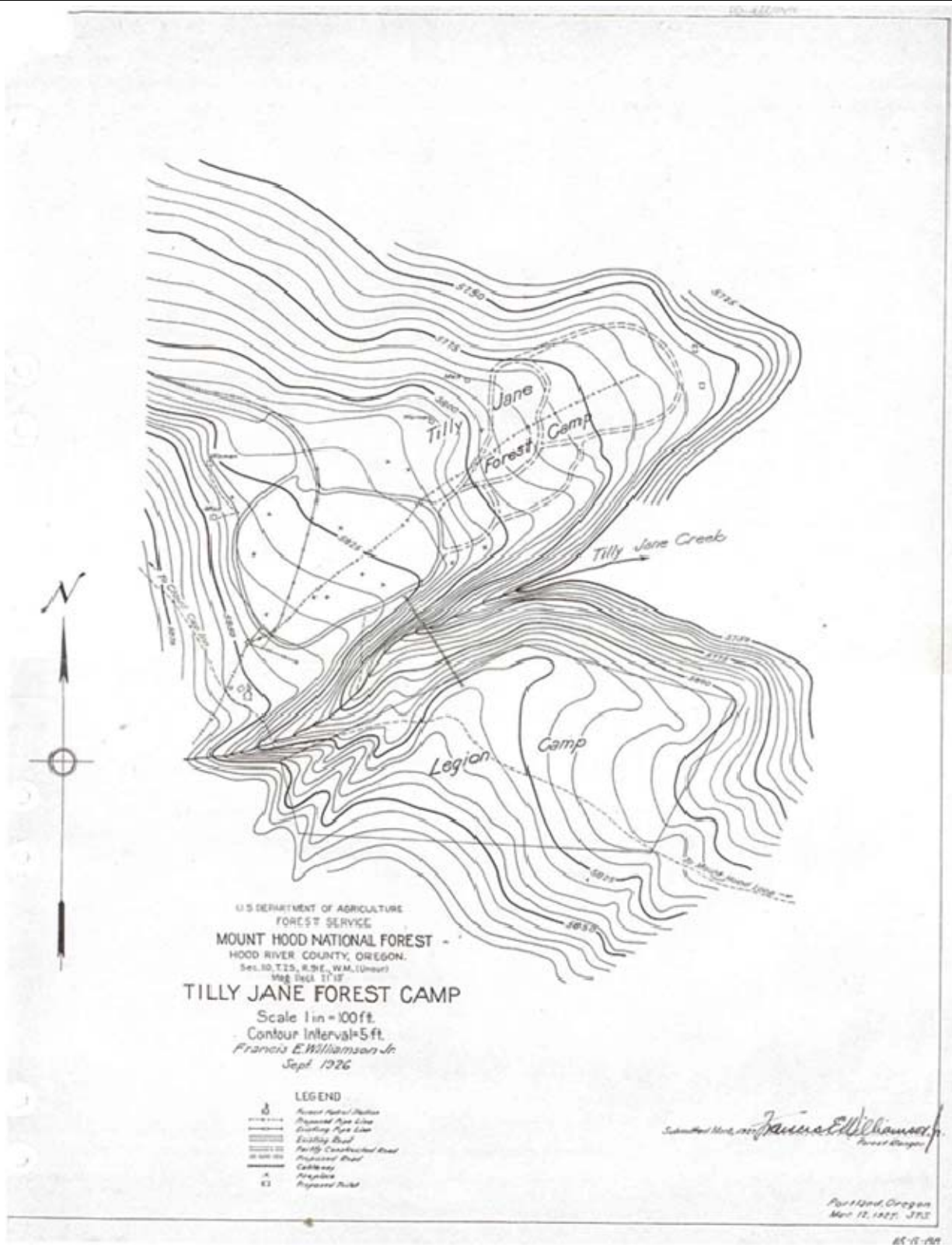


Figure 2. Map of Tilly Jane Forest Camp, showing area of Legion Camp across from the campground. Digital scan of September, 1926 drawing by Francis E. Williamson Jr.

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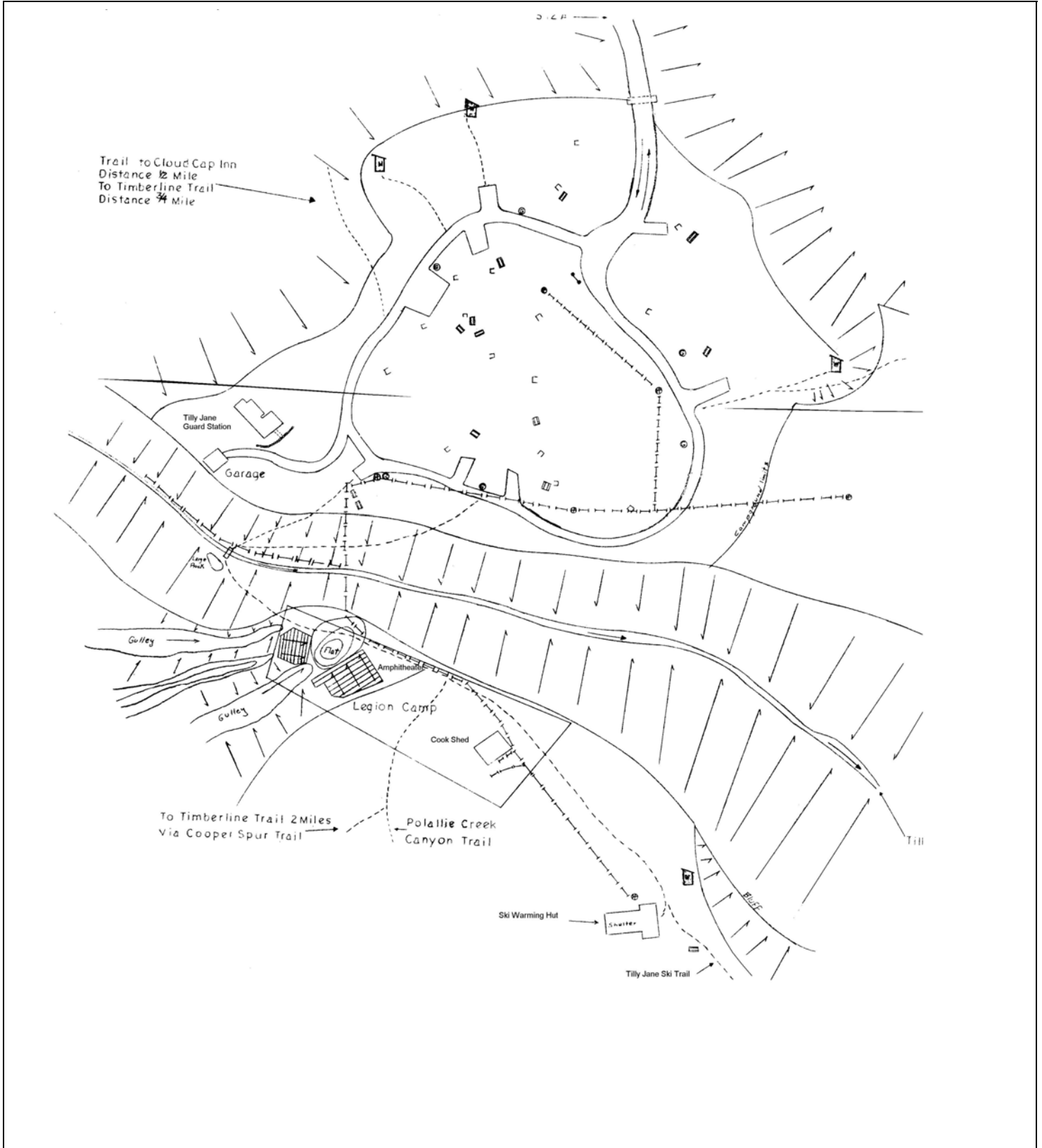


Figure 3. 1926 map of the Tilly Jane complex, modified to show existing structures. Digital scan of USFS map.

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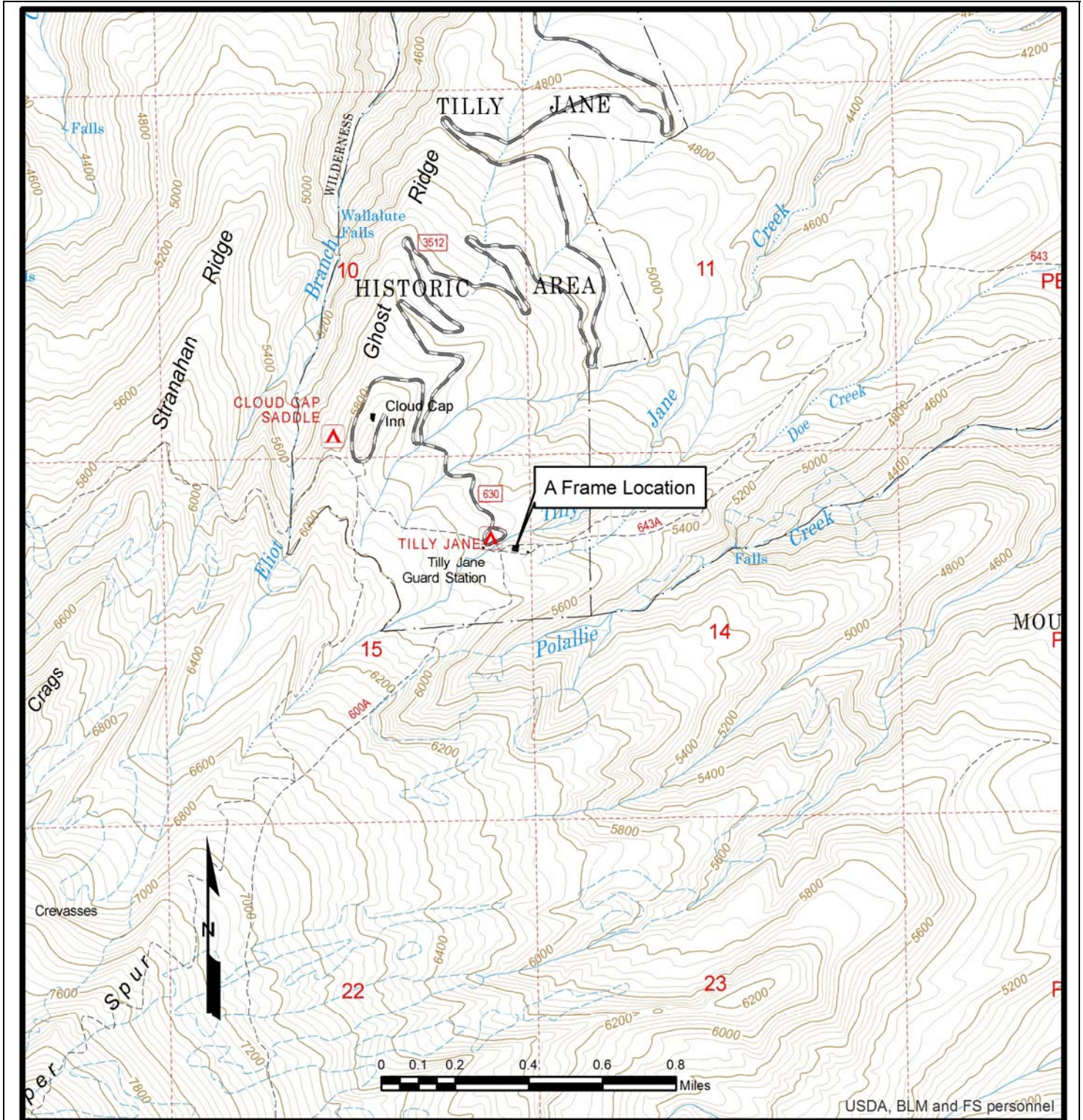


Figure 4. Location of Tilly Jane Warming Hut (A Frame). Portion of Mt. Hood North, OR 1979 7.5' topographic quadrangle.

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The Character Defining Exterior Elements of the Tilly Jane A-frame include: the unique ridge to ground rafters and boulder abutment system; the cedar shake roof shingles; the double coursed cedar shake siding; the split log siding on the entry vestibule; the single pane, true-light sash window units; the exposed purlins; the T-shaped architectural plan; the exterior log support brackets; and the second floor north balcony arrangement.

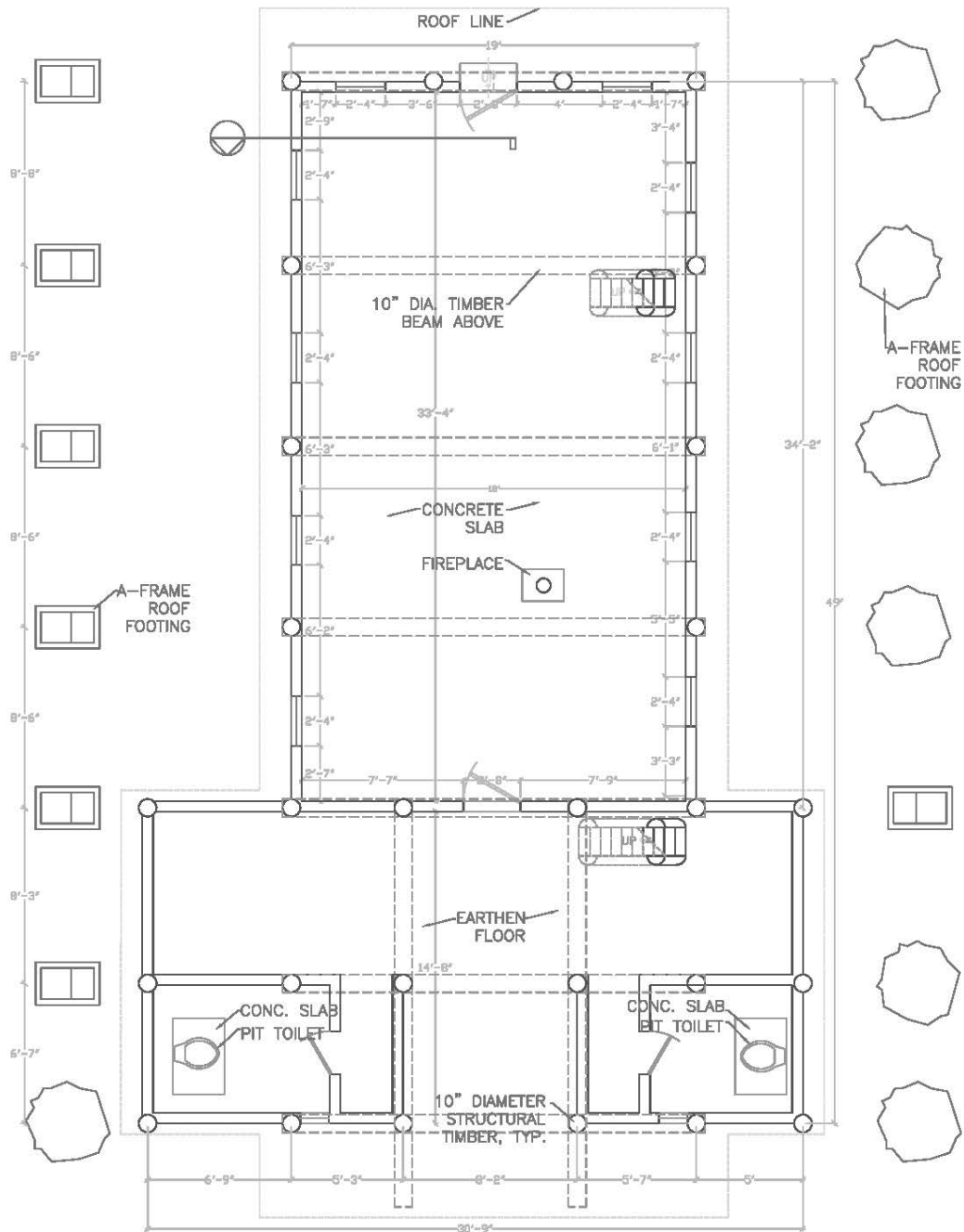


Figure 5. North elevation Tilly Jane Ski Warming Hut (A Frame). Undated USFS photograph.

Existing Condition: The A-frame shelter is in fair shape; however, the sleeping loft is showing signs of age and the supporting joists are on four-foot centers. The old loft floorboards and wide span results in sagging and a feeling of insecurity. The exposed portions of many of the buttresses have rotted. Some have been strengthened by the addition of 2x10 boards (Figures 10, 11 and 12). A modern door has been used to replace the balcony door on the main elevation. Of the two toilet areas in the original design, one is used for wood storage and the other is non-standard barrel toilet. A number of trees are growing next to the structure. Their branches are rubbing against the building resulting in abrasion and loss of shingles. Their roots have the potential to impact the buildings foundation. Many of the vertical support posts are in contact with the ground, and the bases of the posts show 4" to 10" of deterioration. Many of the exposed rafter and purlin ends are exposed to the elements and also exhibit decay. The north balcony shows varying degrees of deterioration, and the existing rail system is inadequate. Some of the exterior wall shakes show deterioration from ground contact and from birds boring for insects. All of the buttress/rafters on the north side have been replaced in the 1970s; the proposed project would replace non-historic materials on that side of the structure. The inspection of the structure by a regional Forest Service engineer Steven Oravetz revealed that all of the buttress/rafters on the south side of the structure have severely deteriorated and no longer retain any structural strength or stability and should be replaced.

Use: In the winter it is used, as designed, for overnight stays by skiers who ski up the Tilly Jane ski trail (#643) or FS Road 3512 (usually an all day trip) and then ski down either the Old Wagon Road or the Tilly Jane ski trail (#643). During the summer there is incidental use by backpackers or climbers. The structure is currently rented out through the national reservation system and managed by the Oregon Nordic Club under a special use permit with the USDA Forest Service.

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FLOOR PLAN
 $\frac{3}{16}'' = 1'-0''$



Figure 6. Plan view of Tilly Jane Ski Warming Hut. Boulder buttress/rafter anchors are shown as irregular circles while concrete anchors are shown as rectangular features. Drawing by Andrew Houlihan.

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Figure 7. Tilly Jane Ski Warming Hut, east elevation (front). USFS digital photograph obtained by Michael D. Dryden 07/18/2016.



Figure 8. Tilly Jane Ski Warming Hut, south elevation. USFS digital photograph obtained by Michael D. Dryden 07/18/2016.

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Figure 9. Tilly Jane Ski Warming Hut, north elevation. USFS digital photograph obtained by Michael D. Dryden 07/18/2019.



Figure 10. Tilly Jane Ski Warming Hut. Photograph of deteriorated buttress/rafters on north elevation "sandwiched" between 2"x10" boards. USFS digital photograph obtained by Michael D. Dryden 07/18/2016.

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Figure 11. Tilly Jane Ski Warming Hut. Close-up view of deteriorated buttress/rafters on north side of structure with augmented timbers. USFS digital photograph obtained 07/18/2016



Figure 12. Tilly Jane Ski Warming Hut. Overview of rafter/buttresses on north side, view looking east. Concrete forms intended to replace boulder anchors situated to left of buttress/rafters. USFS digital photograph obtained 07/18/2016.

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Figure 13. Tilly Jane Ski Warming Hut. Close-up view of concrete form intended to replace boulder buttress/rafter anchors. USFS digital photograph obtained 07/18/2016 by Michael D. Dryden.



Figure 14. Tilly Jane Ski Warming Hut. View of buttress/rafters and boulder anchors replaced on south elevation. View looking east. The previous boulder anchors lie just to the right of the buttress/rafters. USFS digital photograph obtained 07/18/2016 by Michael D. Dryden 07/18/2016.

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Figure 15. Tilly Jane Ski Warming Hut. Close-up view of concrete buttress/rafter anchor replacement with masonry veneer. USFS digital photograph obtained 07/18/2016.



Figure 16. Tilly Jane Ski Warming Hut. View of previously-spliced buttress/rafter situated on south elevation. USFS digital photograph obtained 07/18/2016 by Michael D. Dryden.

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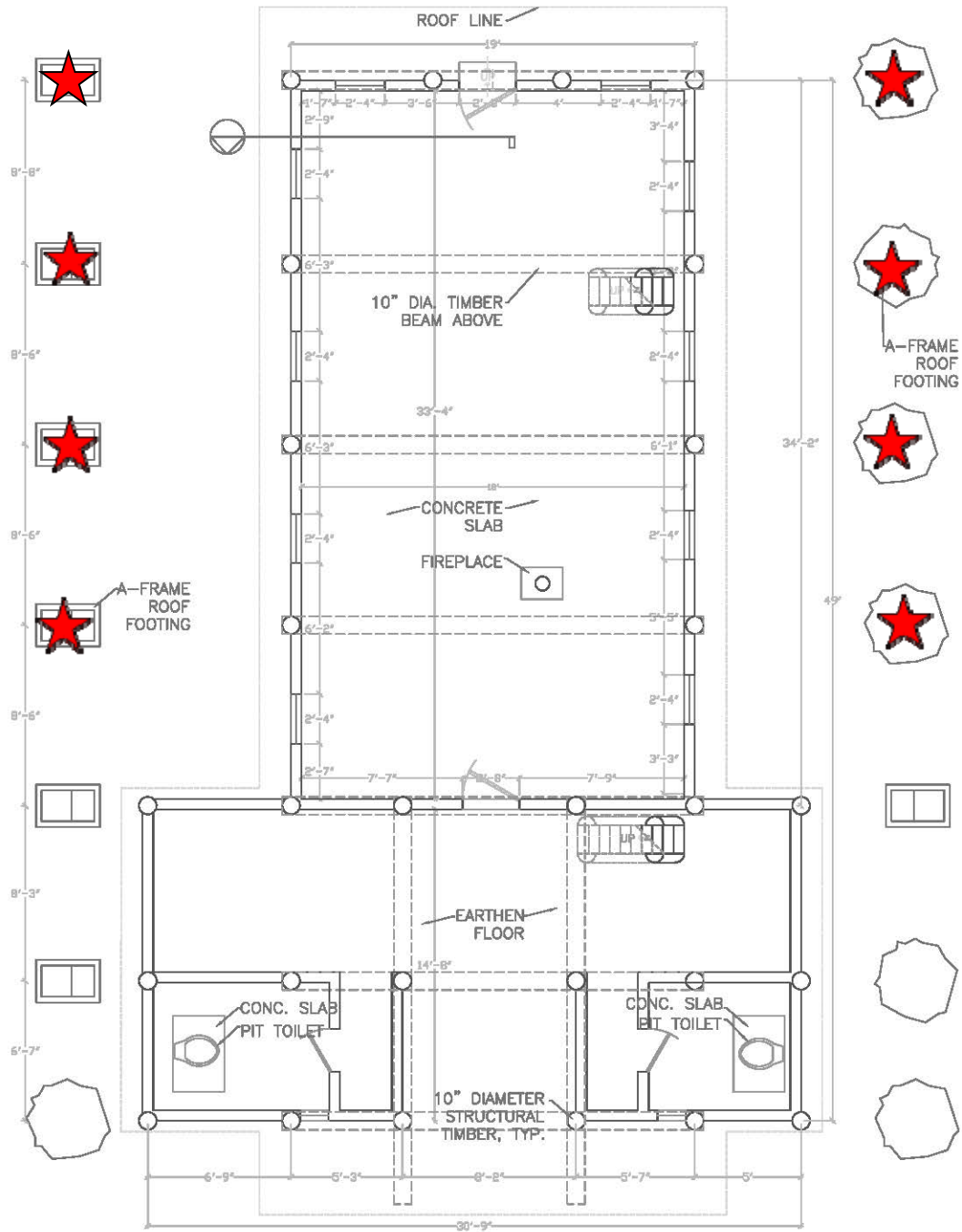
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Figure 17. Tilly Jane Ski Warming Hut. View of intact original buttress/rafter boulder anchors. USFS digital photograph obtained 07/18/2016 by Michael D. Dryden.

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FLOOR PLAN

$\frac{3}{16}'' = 1'-0''$

Figure 18. Tilly Jane Ski Warming Hut. Plan view; butress/rafters proposed for replacement are indicated by red star. Boulders on right side of building will be undisturbed and used in place. Drawing by Andrew Houlihan.

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The buttress/rafter boulder anchors left in place on the north side of the structure were found to be solidly positioned and will be left in place. The project proposes to restore four of the buttress/rafter boulder anchors on the south elevation and to splice four replacement buttress/rafters on the north elevation (Figure 18).

For the restoration of the south buttress/rafters:

- The existing non-original concrete forms on the south side of the structure would be removed.
- The existing original anchor boulders on the north side of the structure would be left in place and reused.
- The previously spliced buttress/rafters would be removed.
- Holes measuring approximately two feet square and two feet deep would be excavated.
- The holes would be filled with $\frac{3}{4}$ minus gravel and compacted.
- Quikrete concrete mix would be added to the gravel.
- The original boulder buttress/rafter anchors would be placed atop the gravel/concrete mix in each hole (Figure 19). The boulders would be reburied but partially exposed.
- A hole would be drilled in each boulder anchor. Anchor pins 1" diameter would be epoxied into the drilled holes. A $\frac{1}{2}$ " anchor plate would be attached to the end of the anchor pin flush with the face of the anchor boulder (Figure 20).
- A $1\frac{1}{2}$ " to 2" threaded rod would be inserted into the base of the replacement buttress/rafter. A $\frac{1}{2}$ " thick base plate would be tightened against the base of the replacement log. A $\frac{1}{2}$ " jacking plate would be attached to the end of the threaded rod, and an adjusting nut would be situated between the jacking plate and the base plate (Figure 20). The jacking plate would be spot welded to the anchor plate. The adjusting nut would be used to tighten the connection as needed.
- Logs of Pacific Silver Fir and hemlock would be selected for the appropriate diameter for half-lap splicing onto the original buttress/rafter (Figures 21 and 22).
- The replacement buttress/rafters would be secured with $\frac{3}{4}$ " bolts situated at the splice. The bolt heads would be counter-sunk to show less. The bolts would be an unobtrusive color, either black or rust-colored.
- Logs would be treated with Bor8 wood preservative rods. The rods would be inserted into small shafts drilled into the underside of each log spaced at the appropriate intervals. The shafts would be covered with wood plugs.

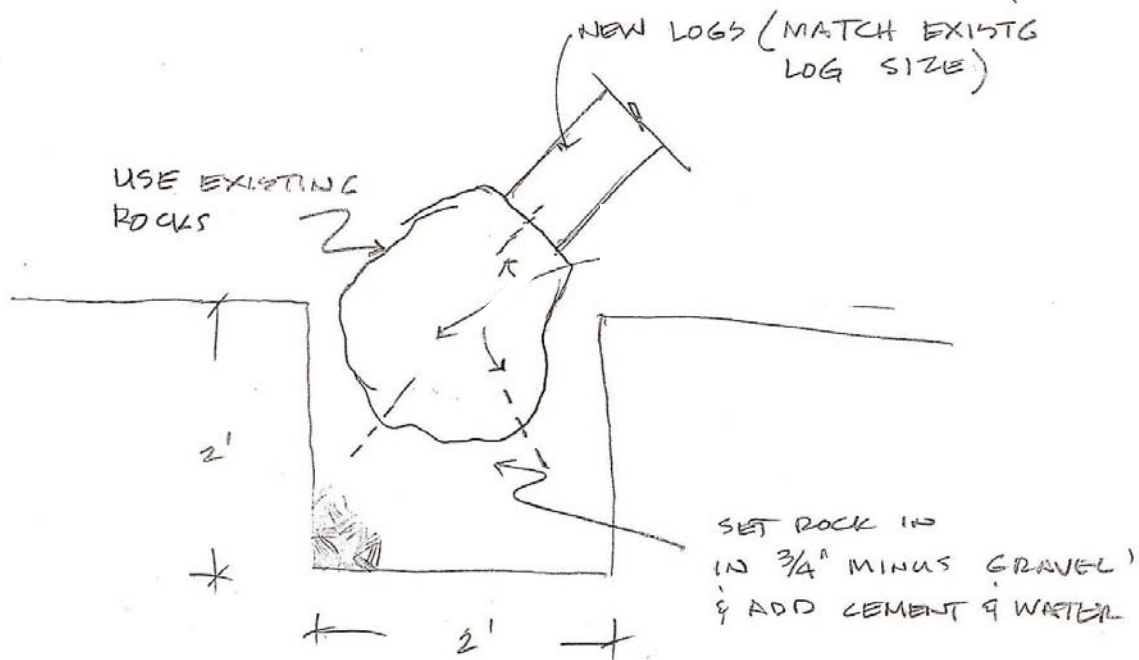


Figure 19. Drawing of proposed buttress/rafter boulder anchor restoration. Drawing by Wells Construction, Inc.

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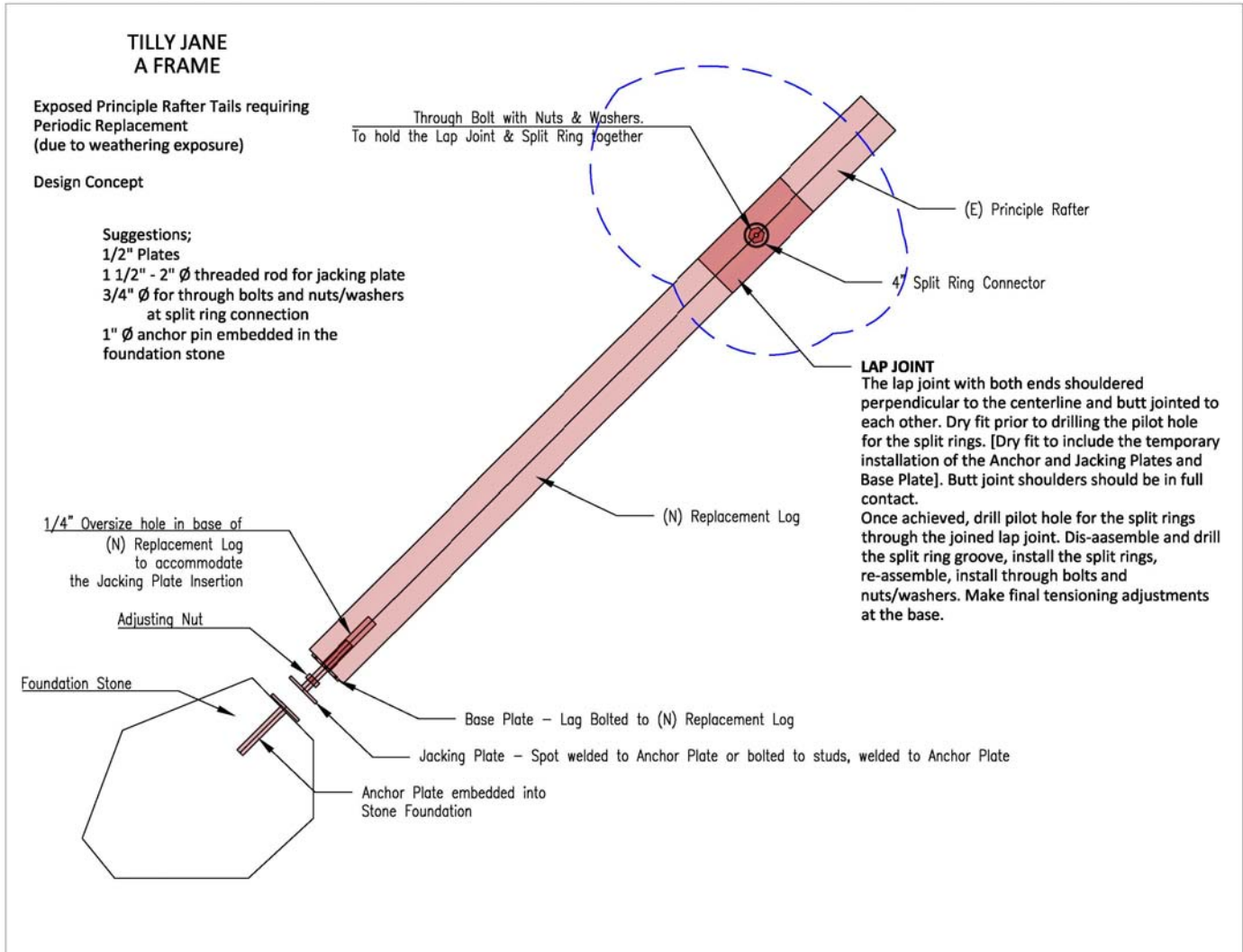


Figure 20. Tilly Jane Ski Warming Hut. Diagram of proposed connection between rafter/buttress log and anchor boulder. The base plate, jacking plate, anchor plate, and the adjusting nut would not be visible to the casual observer. The adjusting nut and base plate could be tightened as the wood shrinks and the anchor boulder settles to provide for a solid connection. The space would also provide for air space between the base of the log and the boulder and prevent dry rot. Drawing by David C. Rogers of Logs and Timbers, LLC.

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Figure 21. Close-up view of previously spliced buttress/rafter on south elevation. The location of the current splice tends to wick moisture up into the splice. The new splice would be situated 2" to 3" higher under the eave to be more protected. Red arrow points to the proposed splice location. USFS digital photograph obtained 07/18/2016.

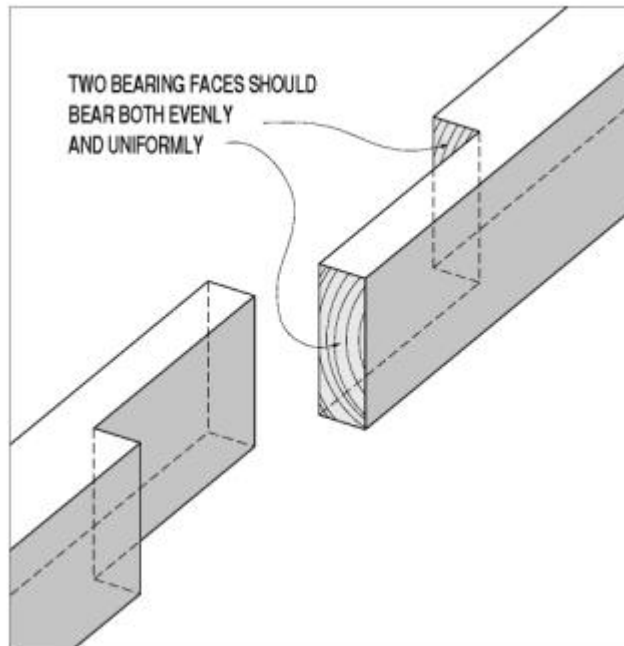


Figure 22. Example of half-lap splice.
<https://www.fhwa.dot.gov/publications/research/infrastructure/structures/04098/14.cfm>

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The project meets the Secretary of the Interior's Standards for the Treatment of Historic Properties for Rehabilitation.

- 1) *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*
 - The structure will be rented to the general public through the national reservation system. Primary use of the structure will be as it was originally intended as a ski warming shelter. The structure will also be made available during the summer for campers and explorers.
- 2) *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*
- 5) *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- 6) *Deteriorated historic features be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
 - The buttress/rafters and their boulder anchors are defining characteristics for the structure. The concrete anchors that replaced the boulders on the south side of the structure will be removed, and the original boulder anchors will be restored. The boulder anchors on the north side of the structure will be left in place.
 - The buttress/rafters on the south side of the structure have been previously replaced. Replacing these features will not affect historic materials. However, a small portion of the existing buttress/rafters will be cut to enable placement the new splice higher under the eave where it will be more protected from the elements and will not wick moisture into the splice. The splice bolt heads will be counter-sunk and not visible to the casual observer.
 - The buttress/rafters on the north side of the structure have deteriorated significantly and lack structural integrity. These buttress/rafters will also be spliced up high under the eaves.
 - It was determined that the original log-to-boulder connection lacked stability. The threaded rod and base plate connections will provide a solid, stable connection. The connection will also provide air space and allow water to drain, and will prevent dry rot. The connection can also be tightened as needed to provide for a solid joint. The connection will also not be visible to the casual observer.
 - Pacific silver fir and hemlock of matching dimensions and obtained locally will comprise the replacement buttress/rafters. The structure was initially constructed from locally-derived materials.
- 7) *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
 - The Pacific silver fir and hemlock used in the initial construction of the building are especially subject to fungal decay and dry rot. The replacement buttress/rafters will be treated with Bor8 wood preservative rods. The rods measure from ¼" to ¾" in diameter, and in lengths from ½" to 4". Small shafts of the appropriate size will be drilled into the logs from below at the appropriate spacing. The rods will be inserted into the shafts; the holes will be plugged with wood plugs. The plugs will be hidden from view on the backside of the buttress/rafters and will not be visible to the casual observer.

The proposed project meets the Secretary of the Interior's Standards for the Treatment of Historic Properties for Rehabilitation and we believe will **no adverse effect** on the historic Tilly Jane Ski Warming Hut.

OREGON SHPO CLEARANCE FORM INSTRUCTIONS

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SECTION 1: PROPERTY INFORMATION:

- Include complete address and agency project number and name, if applicable.
- Check YES if there are any buildings on the site. Check NO if it is a vacant parcel (in which case it will be evaluated for archaeology and the potential impact on surrounding buildings only.)
- Check YES if your research (look on our website at <http://heritagedata.prd.state.or.us/historic/> and/or call your local planning office) shows the property is listed. Check NO if you find that it is not listed.
- Fill in the construction date. Check box if date is estimated.
- Describe the siding and window types and materials. Examples: double hung wood windows; vertical wood siding.
- Check to what degree the property has been altered. Ask yourself, would the original owner recognize the building, or have there been many changes that obscure the historic features?

SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY:

- Check the ELIGIBLE box if the building is listed (National Register OR Local landmarks register), has previously been evaluated as eligible, or is 50 years of age AND the majority of the exterior historic features are retained.
- Check the NOT ELIGIBLE box if the building is not yet 50 years old, or if in your opinion there have been many and/or major changes (e.g. additions, siding and/or window replacement, porch enclosures).
- Applicants who acknowledge that the property meets the minimum qualifications for listing in the National Register but choose to contest this determination must complete a Determination of Eligibility (DOE). The DOE must demonstrate that the property is not eligible for the National Register using the Criteria listed in National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation." The DOE may be submitted on continuation sheets or as a separate document.

SECTION 3: APPLICANT DETERMINATION OF EFFECT:

- Check the NO EFFECT box if the property is NOT ELIGIBLE for listing in the National Register or if the work will not replace or alter the appearance of any of the building's exterior features.
- Check the NO ADVERSE EFFECT box if the property is ELIGIBLE for listing or is already listed in the National Register and the work is visible (e.g. re-roofing with same materials, window or siding repair, adding a vent) but will not remove or obscure historic features.
- Check ADVERSE EFFECT if the property is ELIGIBLE or listed in the National Register and the work includes major changes, such as replacing the siding or windows.

SECTION 4: PREVIOUS ALTERATIONS

- List the changes that **already** occurred to the building, including siding, windows, doors, porches, additions including dormers, or if the property was moved. Include the approximate date of each alteration. The information can be provided in list format.

SECTION 5: PROJECT DESCRIPTION:

- Clearly describe what is being repaired or replaced, and how that work will be done. What materials and installation process are proposed? Include sufficient information (e.g. close-up photos, product specification sheets) so we can compare what exists with what is proposed. The information can be provided in list format.

SECTION 6: FUNDING SOURCE:

- Check the federal or state agency funding the project; or check "other" and fill in the agency name.

SECTION 7: AGENCY CONTACT INFORMATION:

- List the name of the organization submitting the Clearance Form

SECTION 8: ATTACHMENTS:

- Photos: Include photos of the entire building, especially the elevations that can be seen from the street. Include close-ups of features that will be impacted by the project.
- Additional Information: When applicable, include window specifications, plans or diagrams that illustrate pertinent existing conditions and/or proposed work
- Continuation sheets for additional Section 4 or 5 narrative or to append a formal Determination of Eligibility (DOE) or Finding of Effect (FOE). These materials may also be submitted as a separate document.