

Community Development

City of Roseburg: Community Development Department
900 SE Douglas Avenue – 3rd Floor, Roseburg, OR 97470
Phone: 541-492-6750; Email: cdd@cityofroseburg.org
Website: CityofRoseburg.org

HISTORIC REVIEW APPLICATION

Project Site Information:

Site Address: _____ Suite/Apt. No: _____
City/State/Zip: _____ Parcel I.D. No: _____
Previous uses at this Site (Last 10 years): _____

Project Description:

Applicant(s) Information: ☐ Owner ☐ Tenant ☐ Contractor/Agent

Name: _____ Phone: _____
Address: _____ Email: _____
City/State/Zip: _____ Preferred contact: Email ☐ Phone ☐

Property Owner(s) Information: (If Different from Applicant)

Name: _____ Phone: _____
Address: _____ Email: _____
City/State/Zip: _____

****Office Use****

Application Number: _____

Date Received: _____

- ☐ Minor Project Review
☐ HRRC Review

Route to:

- ☐ Fire Dept.
☐ RUSA
☐ Public Works
☐ ODOT
☐ SHPO

Courtesy Copy:

- ☐ Pacific Power
☐ Avista Utilities

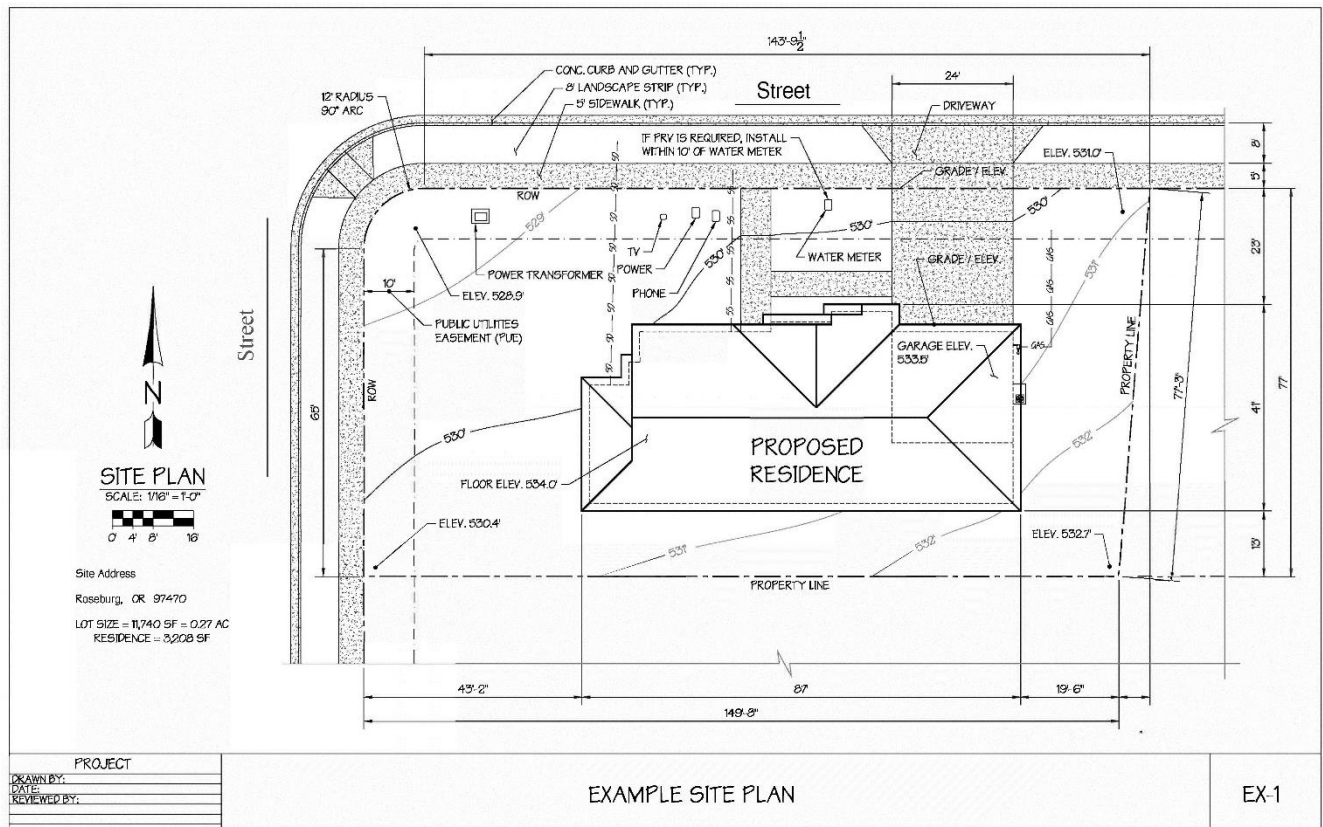
Application Submittal Requirements:

- One paper copy of a site plan, building elevation(s) and floor plan (See pages 2-3 of the application for requirements of each type of plan). If larger than 11" x 17", an electronic submittal is required.
- A completed description of how the project complies with Chapter 12.04.110 of the Roseburg Municipal Code (See pages 4-6 of the application).
- The filing fee for a Historic Resource Review Commission application (Please ask Community Development staff for the current filing fee).

➤ **Site Plan** includes:

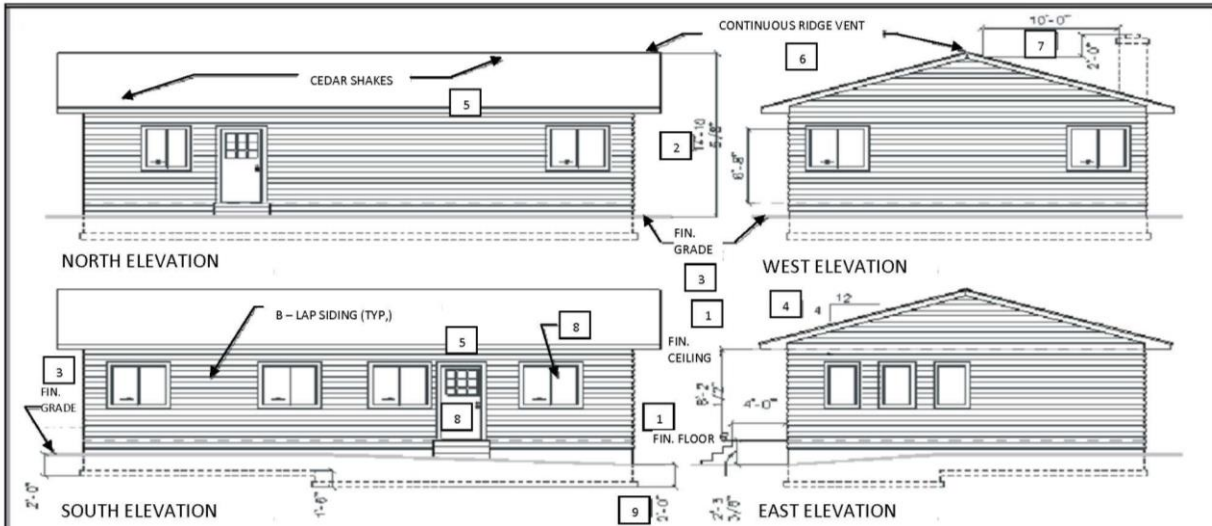
- ☐ Name and address of applicant.
- ☐ North arrow and scale of drawing.
- ☐ Adjacent streets, their name.
- ☐ Points of access (vehicular and pedestrian from each street).
- ☐ All property lines, their dimensions and total lot area.
- ☐ All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks.
- ☐ All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- ☐ Direction of surface drainage, locations of storm drains, any private collection systems and end treatment, sanitary sewer, water service connection, and location of fire hydrants.
- ☐ All existing and proposed pad, ground or wall mounted equipment, utility vaults, transformers, of existing or new nearest fire hydrant(s) indicating distance from property line.
- ☐ All existing and proposed fences including height and types.
- ☐ All existing and proposed easements and their purpose.
- ☐ Existing and finished elevations or contour lines at two-foot intervals.
- ☐ If slope of driveway exceeds 10% provide centerline profile at 10-foot intervals (Hillside/Geologic Review areas limit slope in right-of-way to 5% all other areas slope in right-of-way limited to 2% - the area between end of public improvements and property line – see RMC Section 12.06.030(Q) – Figure 3-3 for illustration).
- ☐ All existing and proposed parking spaces, accessible parking, loading spaces, and bicycle parking, and their dimensions.**
- ☐ All existing and proposed landscaped areas.**
- ☐ All trash enclosures and/or recycling facilities.**

(**Generally only for commercial development)



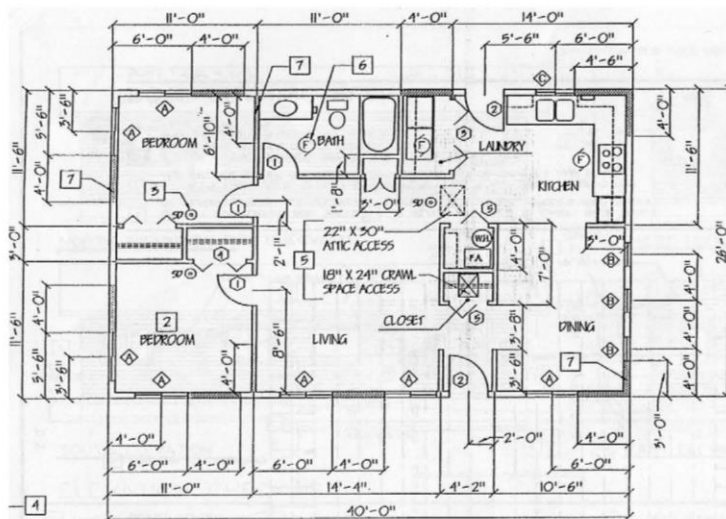
➤ **Building Elevations** of new construction that includes:

- ☐ Elevations labeled appropriately north, south, east and west.
- ☐ Height from the average finished grade at the center of the wall to the highest point of the structure.



➤ **Floor Plan** includes:

- ☐ Dimensioned outline of each floor level.
- ☐ Layout and use of all existing and proposed areas.
- ☐ All entrance and exit points.
- ☐ All enclosed and/or covered parking areas.



FLOOR PLAN CHECKLIST

- 1 COMPLETELY DIMENSION PLAN LOCATE ALL WALLS AND OPENINGS
- 2 SPECIFY USE OF ALL ROOMS
- 3 PROVIDE SMOKE DETECTORS
- 4 SPECIFY SIZES OF ALL DOORS AND WINDOWS
- 5 PROVIDE CRAWL SPACE AND ATTIC ACCESS PANEL
- 6 PROVIDE MECHANICAL VENTILATION
- 7 BRACED WALL PANELS
- 8 LOCATION OF CO2 DETECTOR

DOORS & WINDOWS

- ① 2' - 8" X 6' - 8" WOOD DOOR (HOLLOW CORE)
- ② 3' - 0" X 6' - 8" WOOD DOOR (SOLID CORE)
- ③ 6' - 0" X 6' - 8" DOUBLE BI-FOLD
- ④ 4' - 0" X 6' - 8" DOUBLE BI-FOLD
- ⑤ 3' - 0" X 6' - 8" BI-FOLD
- ⑥ 4' - 0" X 3' - 6" SLIDER
- ⑦ 2' - 0" X 3' - 6" FIXED
- ⑧ 3' - 0" X 3' - 6" SLIDER

KEY

- BRACED WALL PANELS
- 2 X 6 WALLS @ 16" O.C. (EXT.)
- 2 X 4 STUDS @ 16" O.C. (INT.)

FLOOR PLAN



HISTORIC RESOURCE REVIEW COMMISSION (HRRC)

Roseburg Municipal Code (RMC) Chapter 12.04.110

POTENTIAL ACTION:

If HRRC finds the proposal complies with RMC guidelines listed the Director of Community Development is to submit a statement of development approval to the Building Department.

If the Commission finds the proposal does not comply with the guidelines, one of the following can be initiated:

1. Approve the application subject to conditions that will bring the application into compliance.
2. Place a 60-day delay on the building permit to provide time for gathering information to further evaluate the proposal or identify alternatives.
3. Provide the applicant with information concerning local, state, and federal preservation programs so the applicant may gain knowledge of available alternatives.

The decision of the HRRC is final fourteen (14) days after the decision unless a written appeal is received by Community Development.

ALTERATIONS:

The HRRC evaluates **exterior alterations** to a historic resource based on the guidelines provided in RMC Section 12.04.110(C). In order to assist the HRRC with review of your project, described how this project complies (use additional sheets if necessary).

- A. **Retention of Original Construction.** All original exterior materials and details shall be preserved to the maximum extent possible.
- B. **Height.** Additional stories may be added:
 1. The added height complies with requirements of the building and zoning codes.
 2. The added height does not exceed that which was traditional for the style of the building.
 3. The added height does not alter the traditional scale and proportion of the building.
 4. The added height is visually compatible with adjacent historic buildings.
- C. **Bulk:**
 1. The bulk of the addition is not to exceed that which was traditional for the building style.
 2. The addition is to maintain the traditional scale and proportion of the building style.
 3. The addition is to be visually compatible with adjacent historic buildings.
- D. **Visual Integrity of Structure.** The lines of columns, piers, spandrels, and other primary structural elements shall be maintained as is practicable.
- E. **Scale and Proportion.** The scale and proportion of altered or added building elements, the relationship of voids to solids (window to wall) shall be visually compatible with traditional architectural character of the historic building.

- F. **Materials and Texture.** In-kind materials and textures shall be used in the alteration or addition of historic structures. Exterior alteration or addition shall follow the requirements of the Secretary of the Interior's Standards for Historic Preservation Projects and the Historic Preservation League of Oregon's Rehab Oregon Right manual.
- G. **Signs, Lighting, and other Appurtenances.** Signs, exterior lighting and other appurtenances, such as walls, fences, awnings, and landscaping shall be visually compatible with the traditional architectural character of the historic building.

Described how the project complies with the above: _____

NEW CONSTRUCTION:

An **addition or new construction** to a property inventoried as a historic resource is evaluated based on the guidelines in RMC Section 12.04.110(E). To assist the HRRC with review of your project, described how this project complies. (use additional sheets if necessary)

1. **Siting.** New, added or relocated buildings are to be sited according to features of the surrounding neighborhood and the overall character of the historic area in terms of orientation, distance to adjacent buildings, traditional setback, and retention of important site features.
2. **Height.** The proportion of the new or relocated building is compatible with the average height of the traditional character of the surroundings.
3. **Bulk and Scale.** The bulk and/or proportions (size, mass, and/or volume) of any new or relocated building is compatible with the traditional character of the surrounding. Examine the massing of nearby buildings (whether symmetrical or asymmetrical, central block (or L-shape), and design the new building with similar bulk.
4. **Materials.** The materials are consistent with the predominant materials and finishes found on other resources in the surrounding area. Examine the color, texture, pattern, composition, and scale of neighboring historic resources.
5. **Width.** The proportion of the new or relocated buildings is compatible with the average width and massing of the neighboring buildings. If a building is wider than other buildings on the block, the façade should be broken up into narrower bays that reflect the common historic widths.
6. **Specific Design Elements.** Design elements need to be compatible with the existing character of the surroundings with consideration for, but not limited to, roof form, windows and doors, exterior siding and architectural details.

Described how the project complies with the above: _____

DEMOLITION:

Proposed **demolition** to a property inventoried as a historic resource is evaluated based on the guidelines in RMC Section 12.04.110(F). To assist the HRRC with review of your project, described how this project complies. (Use additional sheets if necessary)

The Commission may delay the issuance of the demolition permit or building permit for up to sixty (60) days from the date of the hearings action. The Commission's decision shall be based upon consideration and completion of the following factors:

1. Reasonable efforts shall be made by the Commission to provide the owner of the structure with possible alternatives for demolition, including information concerning local, state, and federal preservation programs;
2. Reasonable effort shall be made by the Commission to maintain the historic structure by an acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction project. (A demonstrated lack of private and public funding for the above is sufficient cause to allow demolition);
3. Consideration shall be given to the Guidelines listed in Section 12.04.110(G); and,
4. The Commission may request the Director and/or applicant to seek assistance through referrals from the appropriate agencies and organizations, which may include: The State Historic Preservation Office, the Douglas County Museum, and the Douglas County Historic Resource Review Committee. (Ord. 9/2008)

Described how the project complies with the above: _____
