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8-14-2023

**CITY OF ROSEBURG
HISTORIC RESOURCE REVIEW COMMISSION
Wednesday, August 16, 2023
Roseburg City Hall, Council Chambers – 4:00 p.m.**

Public Access: - Facebook Live at [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Kylee Rummel
Bentley Gilbert

Marilyn Aller
Stephanie Giles

James DeLap
Nick Lehrbach

Lisa Gogal

3. APPROVAL OF MINUTES

A. Minutes July 19, 2023. Please see attached 3-page minutes document.

4. AUDIENCE PARTICIPATION: Comments can be provided by email or hand delivered/See Information on the Reverse

5. BUSINESS FROM STAFF

A. **Certified Local Government Program Review with Oregon Heritage – Continued Open Discussion with Commission Members.** Please see attached 5-page DRAFT CLG Program Review packet. Staff will present a brief overview of our findings, and solicit feedback and the missing bios from HRRC members. After incorporating HRRC feedback at this meeting, we will submit an amended packet to the state in advance of the program review itself, which will occur at the September 20, 2023 HRRC meeting.

B. **Informational Item: Minor Project Reviews to date in 2023.** The Historic Districts Overlay (RMC 12.04.110.1.3) requires staff to periodically present the “Minor Projects” we have processed to the HRRC as an informational item. So far this year these have included a new blade sign and a roof repair. Please see the attached one-page project list and two 4-page project review documents.

6. BUSINESS FROM THE COMMISSION

7. NEXT MEETING – September 20, 2023

8. ADJOURNMENT

The agenda packet is available on-line at:

<http://www.cityofroseburg.org/your-government/commissions/historic-resource-review/>

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

CITIZEN PARTICIPATION

Comments can be provided via email to the Commission at cdd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on July 19, 2023. Comments must include the person's name and address, including whether or not they are a resident of the City of Roseburg, for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

The Community Development Director will provide any comments received prior to 12:00 p.m. on July 19, 2023 to the Commission and will be read into the record during the meeting.

For further details or information please contact the Community Development Department Monday through Friday, 8:00 a.m. to 5:00 p.m., at Roseburg City Hall, 900 SE Douglas Avenue, Third Floor, Roseburg OR 97470, phone number 541-492-6750, or e-mail cmatthews@cityofroseburg.org.

CITY OF ROSEBURG
HISTORIC RESOURCE REVIEW COMMISSION MINUTES
July 19, 2023

CALL TO ORDER –Chair Kylee Rummel called the meeting of the Historic Resource Review Commission to order at 4:00 p.m. in the Roseburg City Hall Council Chambers.

ROLL CALL - Present: Chair Rummel, Commissioners Marilyn Aller, Jim DeLap, Bentley Gilbert, Stephanie Giles, Nick Lehrbach.

Absent: Commissioner Lisa Gogal.

Others Present: Community Development Director Stuart Cowie, Department Technician Chrissy Matthews and Senior Planner Mark Moffett.

Mr. Cowie introduced and welcomed HRRC Chair Kylee Rummel and Senior Planner Mark Moffett.

AUDIENCE PARTICIPATION – None

APPROVAL OF MINUTES

Commissioner Lehrbach moved to approve the minutes of the September 29, 2022 meeting as submitted. The motion was seconded by Commissioner DeLap, and approved with the following votes: Chair Rummel, Commissioners Aller, DeLap, Gilbert, Giles, and Lehrbach voted yes. No one voted no.

PUBLIC HEARING

SR-23-209 – 730 SE Cass Avenue. (Primary/Contributing) – Applicant requested historic approval to paint a new ground floor mural on the east-facing ground floor exterior wall of the Grand Hotel, which is now utilized as apartments named the Grand Apartments located at 730 SE Cass Avenue.

Chair Rummel read the procedures for the public hearing, opened the public hearing and asked for the staff report.

No ex-parte contact or conflicts of interest were declared by the Commissioners.

Courtney Hendricks and Suzanne Riley, Representatives for Anvil Northwest were present.

Moffett presented the Staff Report.

Staff recommended the Historic Resource Review Commission approve the Historic Review application for a mural on the east-facing ground floor wall of the historic Grand Hotel (now Grand Apartments) as depicted in the images on pages 3 and 4 of the report, subject to the following conditions of approval:

1. The mural must be confined to the plain wall surfaces at the first floor, below the projecting belt course that separates the ground and second floors, and held off from the existing storefront near the corner, from the gas piping, meter and projecting fire alarm, and from the inset side

walls, doors, windows and door and window trim perpendicular to and setback from the primary wall surface.

2. Any significant deviation from this approval shall be re-reviewed by the City of Roseburg Community Development Department and Historic Resource Review Commission prior to approval.

Chair Rummel asked if the mural in the mockup is the actual mural being painted. Moffett stated it is.

Cowie mentioned the review of a mural is to determine if it detracts from or is in keeping with the historical nature of the area/building and not what the mural illustrates.

Applicant Courtney Hendricks Experience Roseburg 555 SE Kane Street is one of the designers at Anvil Northwest and one of the people heavily involved with the mural project. Three murals have been completed which have received great feedback. The muralist is Hanna Eddy from Nevada and is the first female muralist. She has the widest reach of anyone they've worked with so far on the project with over 91K Instagram followers which will help to bring tourists to Roseburg and downtown.

Hearing no further questions or comments, the public hearing was closed. There was no discussion from the Commission.

Commissioner Gilbert stated he is in favor and is encouraged by the murals.

Chair Rummel stated she is excited about the mural tour and believes the tour will bring excitement to the community.

Commissioner Lehrbach moved to adopt the proposed Findings of Fact and Order to approve Historic Review number SR-23-209, new mural on the exterior wall of the east-facing ground floor exterior wall of the historic Grand Hotel at 730 SE Cass Avenue as detailed in Findings and Order. The motion was seconded by Commissioner Aller, and approved with the following votes: Chair Rummel, Commissioners Aller, DeLap, Gilbert, Giles, and Lehrbach voted yes. No one voted no.

BUSINESS FROM STAFF

Certified Local Government Program Review with the State Historic Preservation Office (SHPO).

Moffett shared the State Historic Preservation Office is required to check in and evaluate Certified Local Government (CLG) programs every four years to see how the program is doing and if they can provide assistance.

The Commission was asked if they would like to participate in the process. SHPO encourages commission members to provide a resume describing their connection and experience to historic preservation.

Roseburg is one of seven cities in the state designated as a Heritage All-Star Community. As a CLG, we are tasked with putting together a report prior to the CLG Program Review, which we anticipate will occur before and during the September 20th HRRC meeting. A draft report will be provided at the August 16th HRRC meeting for a work session and feedback.

Commissioner Gilbert stated he is in favor of Kuri Gill from SHPO attending a HRRC meeting.

BUSINESS FROM COMMISSION –

Commissioner Aller inquired about the building demolished at 629 SE Cass Ave.

Cowie stated this demolition was reviewed and approved by the HRRC February 2020. The owner of this parcel also owns the former beauty collage building and proposes to utilize the area for parking.

ADJOURNMENT – The meeting adjourned at 4:22 p.m. The next Historic Resource Review Commission meeting is scheduled for August 16, 2023.



Chrissy Matthews
Department Technician

CLG Program Review

The primary purpose of this review is to ensure that the local government continues to meet the basic requirements to be a Certified Local Government.

CLG: *City of Roseburg, Oregon.*

Contact Person: *Mark Moffett, Senior Planner, City of Roseburg Community Development Department.*

1. Historic Preservation Commission

- Is the commission fully constituted (no vacancies), and have copies of current members' resumes been forwarded to the SHPO?
- Are reasonable efforts made to appoint at least a few historic preservation "professionals"?
- Approximately how many times per year does the commission meet?
- Are written minutes kept and available to the public?
- Are proper public notices given for commission meetings?

Comments: *The City of Roseburg Historic Resource Review Commission (HRRC) is fully constituted with seven members, including a Chair and Vice Chair. The City did not have current member resumes of the members, but we requested them at the July 19, 2023 meeting and received biographical statements from some of the members as noted below:*

Chair: Kylee Rummel

I have a Bachelor's of Science in Accounting & Business with a minor in Communications. I have 15 years of accounting experience, and I am currently the Controller for UCAN.

As City Councilor of Ward I, I was asked to serve as the Chair of the HRCC. I don't have a background or any experience in historical preservation, but I have always had a fascination with art and history from the time I was in elementary school. I think people in general fascinate me, and both art and history have the ability to tell a story about who we are and how we got here. As Oregonians, we are fortunate enough to have a rich history made up of the stories of so many indigenous tribes, explorers such as the Lewis & Clark expedition, and the pioneers who came here on the Oregon Trail.

My family has ties to Roseburg dating back to the 1930's, and I was born in Roseburg and have called this area home my entire life. I have grown up hearing stories of Roseburg, pieces of Roseburg's history as we would say, and I look forward to learning more about Roseburg's history and the preservation of history through HRCC.

Vice Chair: Lisa Gogal

Marilyn Aller

James De Lap

I like old things! I appreciate the craftsmanship and the pride that the builder had in what he (or she) did and want their name on it so that everyone knows who they are and the quality of their work.

Today, to find out who is responsible for a building you have to go online and look it up. There is not a sign or a plaque on it that shows pride in what they did.

Look at old equipment and how well it is made and how ingenious it is designed to do it's job.

I enjoy driving around and looking at older homes here in Roseburg and in many other towns in Oregon and how unique they are. Well made! Made to last many many years!

Being on the Historical Resources Review Commission allows me to have a voice in how and what is allowed to preserve the visual integrity of historical buildings.

Bentley Gilbert

Stephanie Giles

I was born and raised in Roseburg. I graduated from Roseburg High School in 1965. I spent 12 years in Eugene and over 30 years in Portland, with a two-year residence in England.

I returned to Roseburg in 2011, after my parents died. I joined the Genealogical Society of Douglas County. My father had started a family tree. From his 700 names I now have over 24,000 names and counting. I'd had no idea that I was related to so many of the pioneer families of Douglas County. I'm constantly learning their stories and history.

I'm now the president of GSDC. I'm also on the board of the Douglas County Historical Society. Other groups I joined are Altrusa and AAUW. I was also a Friend of the Museum until that program was ended.

My mother was a longtime antique dealer in Roseburg. In my groups I have been able to research and price vintage items, from jewelry, books, collectibles, etc.

I do research for the DCHS publication The Umpqua Trapper.

Nick Lehrbach

With a fully-constituted HRRC, we have not had the opportunity to make efforts at appointing at least a few historic preservation "professionals". We do have a number of members with extensive experience with local buildings, people, and culture, as well as local historical associations, societies and museums. There is a limited pool of professional design and engineering firms in Roseburg, and no known currently practicing preservation firm or historic preservation professional per se in Douglas County. In the event that there is an opening on the HRRC going forward, we can attempt to solicit new member(s) from professional associations as recommended previously in the 2019 CLG Program Review.

The HRRC meets at 4:00 PM on the third Wednesday of the month in Council Chambers of City Hall. The HRRC met four times in 2021, 6 times in 2022, and has or will be meeting in May, July, August and September of 2023, plus additional meetings as necessary for the remainder of 2023. Minutes are kept and available with the agendas of the next meeting on the HRRC web page: <https://www.cityofroseburg.org/your-government/commissions/historical-resource-review>. Hard copies of the minutes are also available to the public upon request.

Notices for HRRC meetings, including the agendas, minutes from prior meetings, and project review packages are posted by the Community Development Department Clerk on the HRRC page on the city's website the week before the meeting, and sent via e-mail to HRRC Commissioners, to the local news media (TV, print, radio), and to a list of people who have subscribed with the City to receive Commission notices. The City's Communication Specialist also posts notices of all upcoming HRRC meetings, including a link to the meeting agenda & review packet, on the City's social media accounts on Facebook, NextDoor and Twitter.

Recommendations:

2. Protection of Historic Properties – Includes code review and evaluation of two review decisions if any.
- Does the historic preservation ordinance still contain appropriate protections for designated historic properties?
 - Are the historic design review decisions made by the staff and/or commission appropriate and in keeping with accepted historic preservation standards?
 - Does the protection meet state law and rule?
 - Are commission members and staff provided training in how to apply historic preservation standards?
 - Are local historic preservation decisions consistent with decisions made through either the state or federal historic preservation process?

Comments: The City of Roseburg Historic Preservation regulations are contained in the Roseburg Municipal Code (RMC) at 12.04.110 (Historic Districts Overlay). Staff would refer to the State Historic Preservation Office on amendments that may be needed or desirable in terms of strengthening our regulations and/or aligning them with state or federal standards. The 2019 CLG Program Review comments in our records refer to a “new state administrative rule”, but the specifics of that rule and any recommendations in light of changes needed to our ordinance were not identified. We welcome the opportunity to improve and strengthen our ordinance.

All three planners at the City of Roseburg have been in their position for less than 9 months, without extensive experience in the local processing of Historic Review (HR) permits. The Senior Planner has extensive past experience with historic preservation, having completed an internship at the National Main Street Center (NTHP) in 1991, updated the Oregon City Historic Resources Inventory in 1994, and worked for many years at the City of Portland doing both legislative and development review work in preservation (Albina Community Plan Historic Resources Update, 7+ years of historic-related development review of alterations and new buildings in districts, etc.).

Staff has compiled a listing of several major and minor projects since July, 2019 and included the site and case numbers in a separate attachment. Several “minor” projects that have been reviewed without a formal HRRC meeting, as provided for in the ordinance at RMC 12.04.100.I (Minor Project Review and approval by the Community Development Director).

Recommendations:

3. Maintain Appropriate Historic Property Records

- Is there an organized filing system for properties that have been surveyed or listed in historic site registers?
- Are these records available to the public?
- Are survey and inventory records consistent with SHPO standards and provided to the SHPO for integration into the master statewide system?

Comments: Historic Resource records of individual properties and our four historic districts are available in a consolidated electronic folder on the city server. We also have a detailed inventory of individual resources provided in a GIS-based format on the city webpage, put together in 2022 from an Americorps RARE program intern. That page is available at this link: <https://www.cityofroseburg.org/departments/community-development/about/historic-database>, then by connecting on the same page to the Historic Resources Map Viewer: <https://roseburg.maps.arcgis.com/apps/instant/sidebar/index.html?appid=259bba4de9cc4bfaa22412f6107aad38&¢er=-123.3539,43.2127&level=15&hiddenLayers=>.

All records are available to the public. We are happy to coordinate with SHPO to verify that all in-house City of Roseburg historic records are contained within the SHPO master statewide system.

Recommendations:

4. Participation in the National Register Nomination Process

- Has the CLG provided SHPO written comments on National Register nominations?
- Have nominations submitted by the CLG been approved by the State Advisory Committee on Historic Preservation and the National Park Service?

Comments: The City is unaware of any recent National Register nominations since July, 2019. If solicitations for comment and review of any future nominations are received, the city will engage and respond. No local nominations have been forwarded since July, 2019.

Recommendations:

5. Public Education and Awareness

- Does the CLG sponsor or support events and activities that promote awareness, understanding, and appreciation for historic properties within the community?

Comments: Yes, the City supports events and activities that promote awareness, understanding and appreciation for historic properties. In addition to our online Historic Resources Map Viewer, the City has an online interactive story map experience regarding local historic resources: <https://storymaps.arcgis.com/stories/05b70792949749eb93df71b7532b88af>. We have also sponsored historic-themed tourism grants such as the one that resulted in the Ghosts of Roseburg Past Tour, whose author gave the HRRC a personal guided tour in May of 2023. Paper copies of the printed Ghosts of Roseburg Past Tour are available in City Hall, and the project has a stand-alone website: <https://ghostsofroseburg.com/>.

Recommendations:

6. Grant Management

- Has the CLG used its grant funds appropriately and completely?
- Has grant paperwork been submitted to the SHPO in a timely and organized fashion?
- Are grant records in good order and maintained for the appropriate 5-year (?) retention period?

Comments: There are no current CLG grants being funded at the City of Roseburg.

City records of prior CLG grants are maintained in the Community Development Department. We have records of grant materials going back to a 1982 Roseburg Historic Walking Tour grant, through the most recent and now closed-out grants identified as CLG-OR-18-18 and GR-18-09. Grant records are and will be maintained in good order.

Recommendations:

Overall evaluation

Meets Requirements

Does Not Meet Requirements

Comments:

Recommendations:

SHPO Evaluator: _____
(print name)

(signature)

Date: _____

CLG Program Review – Minor Projects List August 16, 2023

CLG: [City of Roseburg, Oregon](#).

Contact Person: [Mark Moffett, Senior Planner, City of Roseburg Community Development Department](#).

For the August 16, 2023 meeting, we are providing the two historic district reviews for “Minor Projects” received to date this year, noted in the boxed section at the top of the list below. Staff is required to periodically present a list of these “Minor Projects” (RMC 12.04.110.I) that are reviewed internally by staff to HRRC members as an “informational item” (RMC 12.04.110.I.3). Such projects include fences, roof repairs/gutters/downspouts, foundation repair/replacement, window and door repair/replacement, restoration projects, porch rail repair/replacement, awnings and signs.

Below the minor projects, this document also includes a selection of all the other Historic Review applications that have been processed since the last CLG Program Review in July, 2019. A sampling of these cases will be included in the September HRRC meeting packet for the CLG Program Review itself.

2023 Minor Projects to Date

SR-23-055	603 SE Jackson	Umpqua Savings & Loan, 1958	Blade Sign
SR-23-125	805 SE Stephens	Rose Hotel, 1925	Roof Repair

2023 Historic Reviews @ HRRC:

SR-23-209	730 SE Cass	Grand Hotel, 1910 & 1916	Mural
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2022 Historic Reviews @ HRRC:

HR-22-005	526 SE Jackson	Wilder and Agee Clothing Store Building, 1890	Mural
HR-22-006	435 SE Jackson	Judd’s Furniture Store, 1915	Mural
SR-22-101	212 W Riverside Dr	Laurelwood HD, Minimalist Traditional, 1941	Garage Remodel
SR-22-136	276 SE Stephens	Downtown HD, Eligible/Contributing, 1960	Addition
HR-22-007	525 SE Main	Umpqua Cleaners, 1923	Mural

2021 Historic Reviews @ HRRC:

SR-21-008	1248 SE Pine	Mill-Pine HD, Vacant, 1903 home demolished 2018	New House
SR-21-084	910 SE Washington	Terminal Hotel/Valley Hotel, 1885 & 1916	Alterations

2020 Historic Reviews @ HRRC:

SR-20-020	629, 632 & 635 Cass	Roseburg Sanitary Market, 1913	Demolition
SR-20-021	464 SE Jackson	Noncontributing Rite-Aid, post-1960	Partial Demo
SR-20-144	1637 NE Commercial	J. H. Smith House, 1920	Demo/Addition
SR-20-256	154 SE Mosher	Claire Morley House, 1900	Demolition



SITE REVIEW APPROVAL

CITY OF ROSEBURG

900 SE Douglas Ave
Roseburg, OR 97470
541-492-6750
cdd@cityofroseburg.org

Site Review #:SR-23-055
Date: 04/25/2023
<input checked="" type="checkbox"/> City Inspection Required
<input type="checkbox"/> City Inspection Not Required

Site Address: 949 SE OAK AVE (603 SE Judson)	Parcel ID: R70311	Zone: CBD
Tax I.D. Number: 270519BC09700	Subdivision/PUD: ROSEBURG, BLOCK 39	

Project Description: LED Illuminated Flag Mount Sign Cabinet Double Faced. White Acrylic Face with Reverse Cut Black and Gold Cut Vinyl Overlays. Sign Area= 40"X40" at 11.11 sq. ft.	Setback Front:0 Setback Rear:0 Side Interior: 3 Side Exterior:0
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Owner: ESCHER GROUP LLC	Applicant: ESCHER GROUP LLC Signcraft		
Owner Address: 1172 SE HAWTHORNE	Applicant Address: 1172 SE HAWTHORNE P.O. Box 1141		
Owner City: ROSEBURG	Applicant City: ROSEBURG		
Owner State: OR	Owner Zip: 97470	Applicant State: OR	Applicant Zip: 97470
Owner Phone #:	Applicant Phone #:		
Owner Email:	Applicant Email: Signs @ signcrafting.com		
	Prof. License #:		

By signing below, I acknowledge that I have read, understand and agree to build to the descriptions, plans and specifications within and attached to this permit and that all development shall adhere to the standards of the Roseburg Municipal Code and attached requirements. If a building permit for a development for which site plan approval has been granted is not obtained within six (6) months of said approval said approval is deemed automatically revoked, and a new site plan and application must be submitted and approved prior to issuance of a building permit.

Elizabeth H. Minaise 4/25/2023
Owner/Applicant Date

Owner/Applicant Date

**A listed applicant may only sign above if an approved land use owner authorization form or professional license number has been provided. **



See Attached Requirements

Number of Attached Page(s): 3

City Stamp: Simon
(Permit is void without stamp)

Approval Type	Note	Date Routed	Approved By
Planning	<p>1) The underlying zone is CBD</p> <p>2) 12.08.020(F) Each building in the CBD is permitted one projecting sign. This sign will have a maximum area of 50 square feet per face.</p> <p>3) The 11 square foot addition to the existing sign will not result in a sign larger than 50 square feet per face.</p> <p>4) 12.06.010(G) - A building permit for development shall be obtained within six (6) months of this approval.</p> <p>5) 12.06.010(I) - Once approved, the development of the site must conform to approved site plans and all conditions attached thereto. Any departure constitutes a violation of this Ordinance.</p> <p>6) The applicant shall be responsible for obtaining a building permit from the Douglas County Building Department.</p>	02/23/2023	lbean@cityofroseburg.org



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

SITE PLAN REVIEW APPLICATION

Category of Development:

- One or Two Family Dwelling
- Multi-Family
- Commercial/Industrial
- Other: _____

Type of Work: (Check all that apply)

- New Construction
- Addition/Alteration/Change of Use
- Demolition
- Other: SIGN/ID

Project Site Information:

Site Address: 603 SE Jackson Suite/Apt. No: _____
 City/State/Zip: Roseburg, OR 97470 Parcel I.D. No: R70311
 Previous uses at this Site (Last 10 years): _____

Project Description:

LED Illuminated Flag Mount Sign Cabinet Double Faced.
 White Acrylic Face with Reverse Cut Black and Gold Cut Vinyl Overlays.
 Sign Area= 40"X40" at 11.11 sq. ft.

Building Area

Existing (sq. ft.): _____ Existing (sq. ft.): _____
 New (sq. ft.): _____ New (sq. ft.): _____

Impervious Area (parking, driveways, etc.)

Sign Permits only

<u>Existing Signs</u>	<u>Proposed Signs</u>
Type/Amount _____	Type/Amount <u>LED Illuminated Flag Mount</u>
Total Sign Area _____ sq. ft.	Total Sign Area <u>11.11</u> sq. ft.

Applicant(s) Information: Owner Tenant Contractor/Agent

Name: SignCraft Premier Identity Solutions, Inc. Phone: 541-672-3170
 Address: PO Box 1141 Email: SIGNS@SIGNCRAFTING.COM
 City/State/Zip: Roseburg, OR 97470 Preferred contact: Email Phone

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

Name: OREGON LIFE LLC, THE Phone: (541) 391-4945
 Address: PO BOX 968 Email: _____
 City/State/Zip: DRAIN, OR 97434

Office Use

Application Number: _____

Date Received: _____

Route to:

- Fire Dept.
- RUSA
- Public Works
- ODOT

Courtesy Copy:

- Pacific Power
- Avista Utilities

Required Plans:

- Site Plan
- Floor Plan(s)
- Building Elevations
- Parking Plan/Counts
- Landscape Plan
- Grading Plan
- Elevation Certificate
- Geo-technical Report
- Improvement Plan(s)
- Fire Dept. Checklist
- Other: _____

Additional Review:

- Floodplain
 - Historic
 - Hillside Development
- Land Use File: _____

Illuminated Flag Mount Sign – Layout & Detail



DESCRIPTION:
 40"X40" LED Illuminated Flag Mount Sign Cabinet
 Double Faced.
 White Acrylic Face with Reverse Cut Black
 and Gold Cut Vinyl Overlays.

Sign to be Installed on Aluminum Mounting Brackets
 and connected to existing power.

Aluminum Mounting Bracket at top and bottom of sign cabinet
 To be mounted on top of existing sign

Customer Signature _____

Date _____

Landlord Approval _____

Date _____



FOR ILLUSTRATION ONLY.
 NOT GUARANTEED DRAWN TO SCALE.

Approval Type	Note	Date Routed	Approved By
Planning	<p>1) Re-roofing project at the Rose Apartments in downtown Roseburg. Verified with applicant that the project is repair and replacement only, with no new exterior alterations to the building.</p> <p>2) Site is zoned C3 General Commercial, and is also located inside the Downtown Roseburg Historic District. Minor projects including "roof repair and replacement, including gutters and downspouts", are exempt from the historic review process required for building alterations (RMC 12.04.110.l.1.b).</p> <p>3) This City of Roseburg Site Review is valid for six months only. If the required Douglas County Building Permit has not been issued within six months, a separate City of Roseburg Site Review will be required.</p>	04/21/2023	Mark Moffett, Planning



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

SITE PLAN REVIEW APPLICATION

Category of Development:

- One or Two Family Dwelling
- Multi-Family
- Commercial/Industrial
- Other: _____

Type of Work: (Check all that apply)

- New Construction
- Addition/Alteration/Change of Use
- Demolition
- Other: _____

Project Site Information:

Site Address: 805 SE Stephens St. Suite/Apt. No: _____
 City/State/Zip: Roseburg, OR 97471 Parcel I.D. No: R71648
 Previous uses at this Site (Last 10 years): _____

Project Description:

Tear off existing membrane roofing. Install 2 layers of fire sheet. Install 50 mil membrane. Install new IB vents, and pipe boots. Wrap Parapett walls and units with IB Roofing. Install new IB drip edge around perimeter or building. New drain liners or through wall scuppers if needed.

Building Area

Existing (sq. ft.): 6,000
 New (sq. ft.): _____

Impervious Area (parking, driveways, etc.)

Existing (sq. ft.): _____
 New (sq. ft.): _____

Sign Permits only

Existing Signs

Type/Amount _____

Proposed Signs

Type/Amount _____

Total Sign Area _____ sq. ft. Total Sign Area _____ sq. ft.

Applicant(s) Information: Owner Tenant Contractor/Agent

Name: Elycia Larkins Company Name: Rich Rayburn Roofing
 Address: 2161 West Foothill Drive Phone: 541-430-9997
 City/State/Zip: Roseburg, OR 97471 Email: rayburnroseburg@outlook.com

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

Name: Umpqua Community Development Cor. Phone: 541.671.5831
 Address: _____ Email: luke.jacobs@nwumpqua.org
 City/State/Zip: Roseburg, OR 97471 PER ASSESSOR: ROSE APARTMENTS 2018 LLC
605 SE KANE STREET, ROSEBURG, OR 97470

Office Use

Application Number: SR-23-125

Date Received: 4/20/2023 Mark

Route to:

- Fire Dept.
- RUSA
- Public Works
- ODOT

Courtesy Copy:

- Pacific Power
- Avista Utilities

Required Plans:

- Site Plan
- Floor Plan(s)
- Building Elevations
- Parking Plan/Counts
- Landscape Plan
- Grading Plan
- Elevation Certificate
- Geo-technical Report
- Improvement Plan(s)
- Fire Dept. Checklist
- Other: _____

Additional Review:

- Floodplain
- Historic
- Hillside Development

Land Use File: _____

