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5-15-2025

**CITY OF ROSEBURG  
HISTORIC RESOURCE REVIEW COMMISSION  
Wednesday, May 21, 2025 at 4:00 pm**

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

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

Chair Katie Williams	Marilyn Aller	James DeLap	Lisa Gogal
Bentley Gilbert	Stephanie Giles	Nick Lehrbach	
- 3. APPROVAL OF MINUTES**
  - A. Historic Resource Review Commission Minutes from April 16, 2025
- 4. AUDIENCE PARTICIPATION: Comments can be provided by email or hand delivered/See Information on the Reverse**
- 5. PUBLIC HEARING**
  - A. **HR-25-013**, Historic Review for new mural on the south wall of the historic (1885) Caro/U. S. Land Office Building at 504 SE Jackson Street in the Roseburg Downtown Historic District (Mark Moffett, staff).
  - B. **HR-24-034**, Historic Review for exterior alterations to the historic (1905) W. B. Hammitte House at 947 SE Stephens Street.
- 6. SPECIAL GUEST PRESENTATION:** Kuri Gill, Oregon Heritage Grants & Outreach Coordinator from Oregon Heritage is joining us, as mentioned in the April 2025 meeting. Kuri will discuss our pending renewal or **“Check-In” process for Roseburg’s Heritage All-Star Community designation**. Kuri will make a presentation to the Commission (SEE ATTACHED ALL-STAR GUIDELINES).
- 7. BUSINESS FROM STAFF**
- 8. BUSINESS FROM THE COMMISSION**
- 9. NEXT MEETING – Wednesday June 18, 2025.**
- 10. ADJOURNMENT**
- 11. SPECIAL MEETING AT BRIX WITH KURI.** Five Commissioners and staff will be joining Kuri Gill for an early dinner after the HRRC meeting today, before she drives back home to Salem. This is a purely social meeting, and although a quorum of Commissioners is expected to be present, we will not be discussing the specifics of any business to come before the HRRC in the future.

The agenda packet is available on-line at:  
<http://www.cityofroseburg.org/your-government/commissions/historical-resource-review/>

### **AMERICANS WITH DISABILITIES ACT NOTICE**

**Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act.**

TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

### **CITIZEN PARTICIPATION**

**Comments can be provided via email to the Commission at [cdd@roseburgor.gov](mailto:cdd@roseburgor.gov) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on the day of the hearing. 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 Wednesday April 16, 2025 to the Commission, but the comments will not be read out loud 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 [kmartin@roseburgor.gov](mailto:kmartin@roseburgor.gov).

**CITY OF ROSEBURG  
HISTORIC RESOURCE REVIEW COMMISSION MINUTES  
April 16, 2025**

**CALL TO ORDER** – Chair Katie Williams 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** – Chair Katie Williams, Stephanie Giles, Lisa Gogal, Marilyn Aller, Jim DeLap, Nick Lehrbach, and Bentley Gilbert

Absent: none

Others Present: Community Development Director Stuart Cowie, Senior Planner Mark Moffett, Department Technician Kristin Martin

Others in the audience: Nathan Wojtach, Anvil Northwest (for Historic Review HR-25-010)

**APPROVAL OF MINUTES -**

*Commissioner DeLap moved to approve the minutes of the March 19, 2025, meeting as presented. The motion was seconded by Commissioner Giles and approved with the following votes: Chair Williams and Commissioners Aller, Giles, Gogal, DeLap, Lehrbach and Gilbert voted yes. No one voted no.*

**AUDIENCE PARTICIPATION – None**

Director Cowie presented Commission members with certificates in recognition of Distinguished Public Service for their work as members of the Historic Resource Review Commission.

**PUBLIC HEARING –**

Chair Williams read the procedures for the public hearing, opened the public hearing and asked for the staff reports.

**HR-25-010**, Historic Review for new mural on the south wall of the historic (1952) Pargeter Building at 808 SE Lane Avenue in the Roseburg Downtown Historic District (Mark Moffett, staff).

No exparte contact or conflict of interest was declared by the Commissioners.

Moffett provided the staff report. *It was stated by Moffett that the date listed on the agenda should have indicated the year of the building as 1952 instead of 1962.*

The applicant proposed a new mural on the exterior of the historic (1952) Pargeter Building, a two-story office building in the International Style with a simple and windowless south wall facing SE Lane Avenue at the corner of SE Rose Street. Staff reported the proposal will not modify the architecture or materials of the building, and would add life and vibrancy to the south end of the central business district.

Staff felt that guidelines for the exterior remodeling or alteration of a historic resource at RMC 12.04.110.G could be met for this project to be approved and based on the mural detail sheet provided by the applicant, recommended that the Historic Resource Review Commission approve this proposal.

Moffett reported that there were two emails of opposition submitted prior to the hearing in which individuals objected to the aesthetic content of the mural itself and that the artist painting it was from out of the area. Discussion ensued and included a number of personal concerns expressed by

Commissioners that were similar to those expressed in the emails submitted and Commissioners suggested various ideas that they felt would address such concerns.

Moffett stated that the City does not regulate the content of murals, as the proposal is basically a private affair between Anvil and the property owner. He went on to say that the Oregon State Constitution does not allow regulation of the content of murals or signage but only the size and height, etc. of and the physical impacts to historic buildings and materials. In addition, he said that since it's just paint that could easily be changed in the future, there really isn't much in the way of traction in terms of regulating the aesthetics (or artist hometown) on a mural in downtown Roseburg. Discussion ensued.

Director Cowie introduced Nate Wojtach of Anvil Northwest who stated he was present to answer any questions that Commissioners might have about the mural project. There were no questions asked.

Director Cowie stated that murals in downtown Roseburg were just another tool to revitalize and generate more interest in the downtown area. In addition, he said, an artist from out of the area with a unique style might have a particular following which could lead to more visitors to Roseburg and those visitors would more than likely frequent other businesses located in the area.

*Commissioner DeLap moved to approve Historic Resource Review Application #HR-25-010 for exterior alterations on the south wall of the secondary contributing (1952) Pargeter Building at 808 SE Lane Avenue in the Roseburg Downtown Historic District. The motion was seconded by Commissioner Gilbert and approved with the following votes: Chair Williams and Commissioners Aller, Giles, DeLap, and Gilbert voted yes. Commissioner Lehrbach voted no. Commissioner Gogal abstained.*

The public hearing was closed and there were no further questions or discussion

## **BUSINESS FROM STAFF**

Mark Moffett informed Commissioners that on April 28, 2025, Mayor Larry Rich was likely to approve the annual proclamation that May is Historic Preservation Month.

Moffett also informed Commissioners that Kuri Gill from Oregon Heritage would be attending the May 21, 2025, commission meeting to discuss the Heritage All-Star Community "Check-In" process that would be occurring later this year. Commissioners were invited to join Kuri Gill and Moffett for dinner at Brix following the monthly meeting if so inclined for an informal get-together. He reported that an email with specific details would be sent by staff toward the end of the month and he requested Commissioners RSVP promptly so that proper public notification could be made.

## **BUSINESS FROM COMMISSION – None**

**ADJOURNMENT** – The meeting adjourned at 4:25 p.m. The next Historic Resource Review Commission meeting is scheduled for May 21, 2025.

Respectfully submitted,



Kristin Martin  
Department Technician



## **CITY OF ROSEBURG HISTORIC RESOURCE REVIEW COMMISSION AGENDA ITEM REPORT**

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**HRRC Review No. HR-25-013****Meeting Date: May 21, 2025**

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**Prepared for:** Historic Resource Review Commission  
**Staff Contact:** Mark Moffett, Senior Planner  
**Request:** Historic Review Alteration Request at 504 SE Jackson Street.

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### **PROPOSAL SUMMARY:**

Cam Campman, representative for Anvil Northwest and working with City of Roseburg funding support, seeks to install another mural on a downtown building as part of their Experience Roseburg mural project. For this project the mural is confined to the north wall of the primary contributing (1885) Caro Building/U.S Land Office facing SE Washington Avenue, at the corner of SE Jackson Street. The image on the mural includes a representation of Toketee Falls surrounded by local foliage and animals, "Notice Beauty" in bold lettering arched at the top, and "In Roseburg, Oregon" cursive script underneath. Muralists Katie Daisy and Karen Eland from Bend Oregon created the mural design.

### **CONCLUSION AND RECOMMENDATION:**

Guidelines for the exterior remodeling or alteration of a historic resource at RMC 12.04.110.G must be met for this project to be approved. Based on the mural detail sheet provided by the applicant, staff recommend that the Historic Resource Review Commission approve this proposal.

### **SUGGESTED MOTION:**

**BASED ON THE APPLICANT'S PROPOSAL, THE HISTORIC RESOURCE REVIEW COMMISSION APPROVES HISTORIC RESOURCE REVIEW APPLICATION #HR-25-013 FOR EXTERIOR ALTERATIONS ON THE NORTH WALL OF THE SECONDARY CONTRIBUTING (1855) CARO BUILDING/U. S. LAND OFFICE AT 504 SE JACKSON STREET IN THE ROSEBURG DOWNTOWN HISTORIC DISTRICT.**

**IN THE MATTER OF THE REQUEST  
FOR HISTORIC RESOURCE REVIEW APPROVAL AT 808 SE LANE AVENUE  
  
BEFORE THE ROSEBURG HISTORIC RESOURCE REVIEW COMMISSION  
ORDER OF APPROVAL**

**I. NATURE OF APPLICATION**

Cam Campman, representative for Anvil Northwest and working with City of Roseburg funding support, seeks to install another mural on a downtown building as part of their Experience Roseburg mural project. For this project the mural is confined to the north wall of the primary contributing (1885) Caro Building/U.S Land Office facing SE Washington Avenue, at the corner of SE Jackson Street. The image on the mural includes a representation of Toketee Falls surrounded by local foliage and animals, "Notice Beauty" in bold lettering arched at the top, and "In Roseburg, Oregon" cursive script underneath. Muralists Katie Daisy and Karen Eland from Bend Oregon created the mural design.

**II. HISTORIC RESOURCE REVIEW COMMISSION HEARING**

A public hearing on the application before the Roseburg Historic Resource Review Commission occurred on May 21, 2025. During that hearing, the Commission reviewed historic application number HR-25-013 and it was made part of the record.

**III. FINDINGS OF FACT**

**A. EXISTING CONDITIONS**

- i. The Historic Resource Review Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Municipal Code Ordinance No. 3497, as originally adopted March 12, 2018, as both may have been amended from time-to-time.
- ii. The subject site may be described as Township 27 South, Range 05 West, Section 19BC, Tax Lot 04000, Willamette Meridian; R69702.
- iii. The property is zoned CBD (Central Business District) and abuts other CBD-zoned properties. The site is within the Roseburg Downtown Historic District. The building has been used for office and retail space over the years. Two commercial storefronts are oriented to SE Jackson Street, and the Washington Avenue includes a small area of storefront window at the corner, as well as two projecting bay windows on the Washington side. The building has little in the way of historic detail, and includes smooth stucco, applied horizontal boards, and vertical board-and-batten siding above the storefront windows on the main SE Jackson Street façade. Similar to many other buildings in the downtown core, the façade was dramatically remodeled after the 1959 Roseburg blast with a midcentury modern design.
- iv. As originally constructed in 1885, this building was a highly-embellished two-story structure with cast iron columns and pilasters, an arched centered doorway, and an elaborate belt course dividing the building horizontally. It housed a dry goods store, a location for the U. S. Land Offices, and at some unknown point the second floor was removed and replaced with a balcony/mezzanine space at the rear of the building. The current tenant spaces are post-1959 in character, with lowered ceilings and contemporary metal storefront systems.

**B. AGENCY COMMENTS**

Mural applications downtown, because they only involve paint on an existing building wall and do not change the use, occupancy, or services associated with the building, are not routed for comment to the City Fire Department, Public Works Department, or the Roseburg Urban Sanitary Authority (RUSA).

**C. ANALYSIS**

For “contributing” structures, as found in this application, exterior alterations to the building require consideration before the Historic Resource Review Commission (HRRC) prior to approval, with publication of a staff report before the hearing. The appropriate guidelines are those found at RMC 12.04.110.G.1-7.

The applicant has the burden of proof to show that all the relevant historic review guidelines have been met, and that the proposal complies with all applicable criteria of the Roseburg Municipal Code (RMC 12.10.010.O.1.a).

**D. REVIEW CRITERIA: RMC 12.04.110.G.1-7: EXTERIOR ALTERATIONS/ADDITIONS TO HISTORIC RESOURCES**

This section applies to all contributing, significant, primary, historic, eligible or similarly classified historic resources. Affirmative findings shall be documented addressing the following guidelines based upon their relative importance.

1. Retention of original construction. All original exterior materials and details shall be preserved to the maximum extent possible.

Findings: There is no physical change other than paint on the building exterior. The mural will be installed over the stucco or plaster and horizontal board siding on the north façade of the building, west of the storefront windows, and around the exterior of the existing projecting bay window. The primary historic features of the main Jackson Street façade were damaged in the 1959 Roseburg Blast and are no longer in place. Therefore, this guideline is met.

2. Height. Additional stories may be added to historic building and zoning codes.
  - a. The added height complies with requirements of the building and zoning codes.
  - b. The added height does not exceed that which was traditional for the style of the building.
  - c. The added height does not alter the traditional scale and proportions of the building style.
  - d. The added height is visually compatible with adjacent historic resources.
3. Bulk. Horizontal additions may be added to historic buildings provided that:
  - a. The bulk of the additions do not exceed that which was traditional for the building style.
  - b. The addition maintains the traditional scale and proportion of the building style.
  - c. The addition is visually compatible with adjacent historic resources.

Findings for 2 and 3: There are no changes proposed to the height or bulk of the building. Therefore, these guidelines are not relevant to the current proposal.

4. Visual Integrity of Structure. The lines of columns, piers, spandrels, and other primary structural elements shall be maintained so far as is practicable.

Findings: The north façade of the building where the mural is proposed is constructed of stucco or plaster, with horizontal boards applied to the exterior upper portion of the façade, and one projecting bay window. The mural would be painted over the siding and horizontal boards but not the projecting bay window. There are no columns, piers, spandrels or other exposed structural elements besides the bay window. Therefore, this guideline is met.

5. 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.

Findings: There are no altered building elements besides the painted mural, and no changed relationship of voids to solids. The building, although constructed in 1885 with an elaborate Italianate façade facing Jackson Street, was completely redone in a midcentury modern style after the 1959 Roseburg Blast. With no significant changes to the scale or proportion of the building, this guideline is met.

6. Materials and Texture. In-kind materials and textures shall be used in the alteration or addition of historic resources. Exterior alteration or addition shall follow the requirements of the Secretary of Interior's Standards for Historic Preservation Projects and the Historic Preservation League of Oregon's Rehab Oregon Right manual.

Findings: Other than a coat of paint, which is entirely reversible, there are no alterations to materials or additions to this building included in the project. Therefore, this guideline is met.

7. 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 resource.

Findings: The proposed mural does not change any signage, lighting, fences, awnings or other building features. Therefore, this guideline is met.

#### IV. CONCLUSION

The applicant has proposed a new mural on the south side wall of the historic (1885) Caro/U. S. Land Office Building on the corner of SE Jackson Street and Washington Avenue. The mural is done in a realistic style with an image of Toketee Falls, plants and animals, and lettering reminiscent of a midcentury postcard. The proposal will not impact the architecture of the building, and will add life and vibrancy to a visible corner in the downtown area.

Based on the above findings, the Historic Resource Review Commission **APPROVES** Historic Resource Review application #HR-25-013 for alterations to the (1885) Caro/U. S. Land Office Building at 504 SE Jackson Street, as shown on Exhibit B.

#### V. ORDER

BASED ON THE APPLICANT'S PROPOSAL, THE HISTORIC RESOURCE REVIEW COMMISSION **APPROVES** HISTORIC RESOURCE REVIEW APPLICATION #HR-25-013 FOR EXTERIOR ALTERATIONS ON THE SOUTH WALL OF THE CONTRIBUTING (1885) CARO/U. S. LAND OFFICE BUILDING AT 504 SE JACKSON STREET IN THE ROSEBURG DOWNTOWN HISTORIC DISTRICT.

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Stuart Cowie, Community Development Director

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Date

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Katie Williams, Historic Resource Review Commission Chair

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Date



Historic Resource Review Commission Members:

Katie Williams, Chair  
Bentley Gilbert

Lisa Gogal, Vice Chair  
Nick Lehrbach

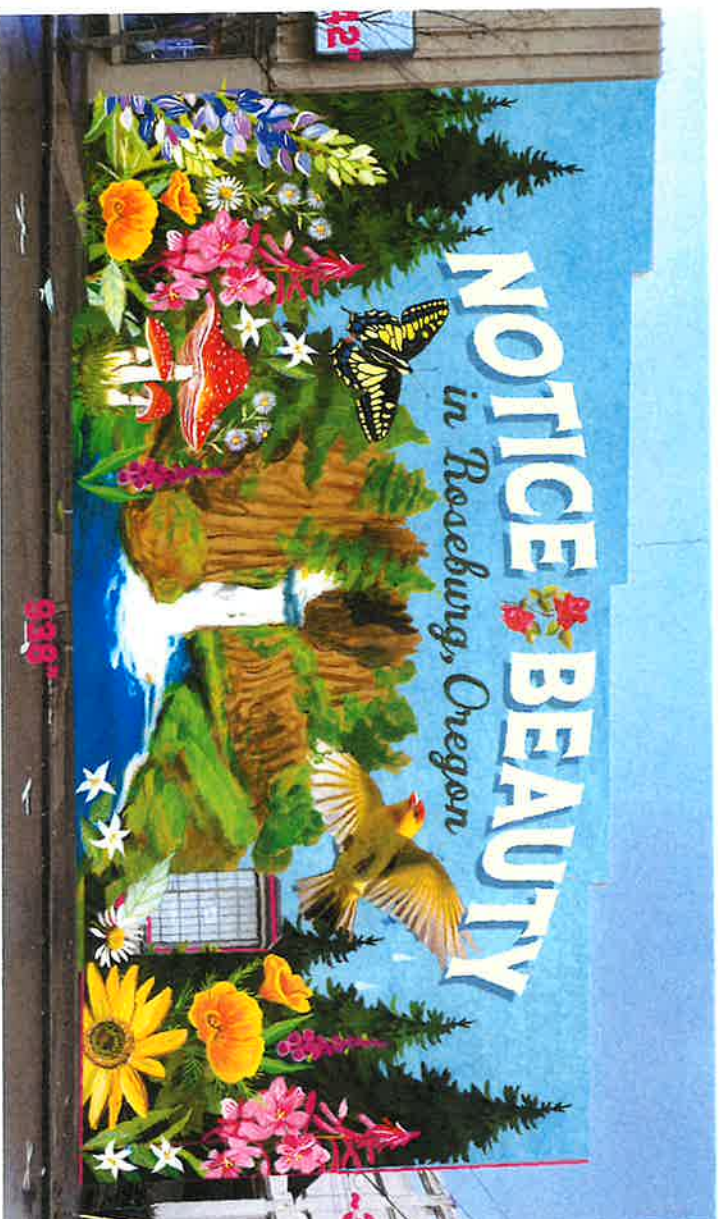
Marilyn Aller  
Stephanie Giles

James De Lap

**Exhibits (ATTACHED exhibits in bold font):**

- A. Original Application Form
- B. Mural Detail Sheet and Site Photo (**ATTACHED**)
- C. Owner Authorization Form

## EXPERIENCE ROSEBURG MURAL PROJECT - Caro Building

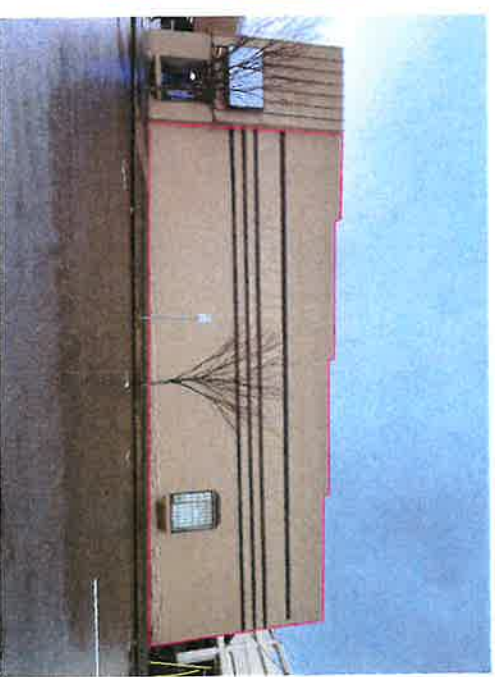


SIZE ~2,220 square feet LOCATION 506 SE Jackson Street (North Wall)

THE SUBJECT Tourism-related. Initial ideas: Toketee Falls surrounded by local foliage, animals, 'Notice Beauty' in bold lettering arched at the top, 'in Roseburg, Oregon' script underneath

PROPOSED INSTALL DATES Early to Mid June

CONCEPTION The Caro building on SE Jackson Street near the West end of downtown. Large rectangular wall of the building, almost spanning the entire block and about 3 stories high. Eye catching location for anyone leaving downtown via SE Washington Avenue or walking on Jackson Street near SE Washington Avenue (Farmer's Market, downtown events).



ABOUT THE MURALISTS Katie Daisy and Karen Eland are an art duo based out of Bend, OR. Known for their fine art, painterly style that includes typography elements to create beautiful, colorful murals that celebrate the landscapes of the mural location.

Their art encourages an appreciation for nature, connection, and community, often becoming a photo opportunity for locals and visitors alike.



## **CITY OF ROSEBURG HISTORIC RESOURCE REVIEW COMMISSION AGENDA ITEM REPORT**

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**HRRC Review No. HR-24-034****Meeting Date: May 21, 2025**

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**Prepared for:** Historic Resource Review Commission**Staff Contact:** Mark Moffett, Senior Planner**Request:** Historic Review Alteration Request at 947 SE Stephens Street.

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**PROPOSAL SUMMARY:**

Jaime Covarrubias, applicant and property owner, is requesting historic resource review approval for exterior alterations to the historic (1905) W. B. Hammitte House at 947 SE Stephens Street, an individually-listed historic resource. Work including exterior replacement doors and windows, window re-sizing, and exterior siding, trim, roof and back porch replacement has already been completed. Contractor-grade vinyl windows and horizontal siding have been applied over the original exterior.

**CONCLUSION AND RECOMMENDATION:**

Guidelines for the exterior remodeling or alteration of a historic resource at RMC 12.04.110.G apply to the project. Based on the history of enforcement actions at the property, information provided by the applicant and the findings in this report, staff recommend two different possible courses of action for the Historic Resource Review Commission regarding this proposal.

**SUGGESTED MOTION – OPTION 1:**

BASED ON THE APPLICANT'S PROPOSAL AND DRAWINGS, THE HISTORIC RESOURCE REVIEW COMMISSION **APPROVES** HISTORIC RESOURCE REVIEW APPLICATION #HR-24-0434 FOR EXTERIOR ALTERATIONS TO THE HISTORIC (1905) W. B. HAMMITTE HOUSE AT 947 SE STEPHENS STREET.

**SUGGESTED MOTION – OPTION 2:**

BASED ON THE APPLICANT'S PROPOSAL AND DRAWINGS, THE HISTORIC RESOURCE REVIEW COMMISSION **DENIES** HISTORIC RESOURCE REVIEW APPLICATION #HR-24-0434 FOR EXTERIOR ALTERATIONS TO THE HISTORIC (1905) W. B. HAMMITTE HOUSE AT 947 SE STEPHENS STREET.

**IN THE MATTER OF THE REQUEST  
FOR HISTORIC RESOURCE REVIEW APPROVAL AT 947 SE STEPHENS STREET  
BEFORE THE ROSEBURG HISTORIC RESOURCE REVIEW COMMISSION  
ORDER OF APPROVAL**

**I. NATURE OF APPLICATION**

Jaime Covarrubias, applicant and property owner, is requesting historic resource review approval for exterior alterations to the historic (1905) W. B. Hammitte House at 947 SE Stephens Street, an individually-listed historic resource. Work including exterior replacement doors and windows, window re-sizing, and exterior siding, trim, roof and back porch replacement has already been completed. Contractor-grade vinyl windows and horizontal siding have been applied over the original exterior.

This application was submitted on December 30, 2024. An incomplete letter was sent on January 15, 2025 and staff determined that the case was complete on April 9, 2025. Therefore, the 120-day deadline for a final decision in this application, including any continued hearings and local appeals, expires on August 7, 2025.

**II. HISTORIC RESOURCE REVIEW COMMISSION HEARING**

A public hearing on the application before the Roseburg Historic Resource Review Commission occurred on May 21, 2025. During that hearing, the Commission reviewed historic application number HR-24-034 and it was made part of the record.

**III. FINDINGS OF FACT**

**A. EXISTING CONDITIONS**

- i. The Historic Resource Review Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Municipal Code (RMC) Ordinance No. 3497, as originally adopted March 12, 2018, as both may have been amended from time-to-time.
- ii. The subject site may be described as Township 27 South, Range 06 West, Section 24DA, Tax Lot 00600, Willamette Meridian; R72236.
- iii. The property is zoned C3 (General Commercial) and abuts other C3-zoned properties. The site includes an individually-listed historic resource and is therefore subject to the requirements of the Historic Districts Overlay (RMC 12.04.110).
- iv. The site has three different structures on the property, only one of which is listed on the City of Roseburg Historic Inventory. The unlisted buildings include a small detached commercial storefront building directly abutting the sidewalk with a one-story apartment building above (939 and 941 SE Stephens), and a detached garage building on the rear of the property. Vehicle access to the property is from the rear frontage at the interior corner of SE Cobb Street and McClellan Avenue.
- v. The property includes a large two-story structure that was originally constructed in 1905 in the Queen Anne style, and is identified in City of Roseburg historic records as the W. B. Hammitte House. The structure is a contributing resource but outside of any historic district. It is believed that the original owner of the house was W. B. Hammitte, and undertaker by occupation. He purchased P. Bendick's

Undertaking Business in 1903. In 1906, he was elected the Douglas County Coroner. The Daily Review noted that Hammitte had purchased an auto-hearse in Portland. This was the first auto-hears to be used south of Salem in 1914.

- vi. At the time of the city historic inventory in 1983, the house was in fair to good condition, but has since deteriorated over time. At some point the house was converted into three different apartments, without benefit of the required building permits. There has been a long history of code violations in recent years, including disconnected sewer pipes that were draining onto SE Stephens Street, large amounts of trash and debris in the yard, people living in an RV and detached garage on the property, and other similar complaints from neighbors. Those issues occurred under a prior owner before the current owner purchased the property in November of 2023.



1983 Historic Inventory Photograph

- vii. The current owner applied for a pre-application conference which was held in December, 2023. During that conference staff advised the applicant of the historic status on the main home, and that prior approval would be required before any exterior alterations. The applicant proceeded with an initial permit to repair the detached commercial building and apartment at 939 & 941 SE Stephens in January, 2024 and cleaned up much of the remaining trash and debris in the yard.
- viii. At some time in 2024 extensive remodeling was done on the main, historic structure, including replacement doors and windows, reconfigured window openings, and new exterior siding and trim. The open rear porch was also demolished and rebuilt during 2024, and the roof was re-surfaced. This work was done without benefit of the required Historic Site Review.
- ix. Site photos are attached to this report from a staff visit to the property in 2023, at the invitation of the owner (see Exhibit H, attached). These photos show the prior condition of the property, including poorly maintained siding with peeling and missing paint, the warped rear porch roof, and some of the remaining trash and debris in the yard.
- x. Another set of pictures are attached to this report showing the unpermitted exterior changes that were made in 2024, including the replacement windows, new siding and trim, new front stairs and railings, enclosed north side porch, and reconfigured back porch cover and railings, etc. (see Exhibit I, attached). Several of the original windows have been covered over, original window headers and trim have been removed, horizontal belly bands and belt coursing have been removed, and the descending finials from the street-facing projecting corners of the upper floor are missing.
- xi. The applicant was given an incomplete letter asking for detailed elevations of the building, as well as a narrative addressing the historic review guidelines. A written narrative from a friend of the applicant was provided on March 10, 2025 (see Exhibit J, attached), and the updated elevation drawings were submitted to make the case complete on April 9, 2025 (Exhibit G, attached).



## **B. AGENCY COMMENTS**

This application was reviewed by the three standard public agencies that comment on building alteration projects. Roseburg Public Works and Roseburg Fire have reviewed the proposal and have offered standard comments, with no significant issues that impact this historic review process. A detailed copy of the comments will be provided to the applicant.

The Roseburg Urban Sanitary Authority has completed their review and their comments also raise no issues that would impact this historic review process.

The outstanding fees due for fire inspection and review will need to be paid by the applicant prior to any final approval.

## **C. ANALYSIS**

For “contributing” structures, as found in this application, exterior alterations to the building require consideration before the Historic Resource Review Commission (HRRRC) prior to approval, with publication of a staff report before the hearing. The appropriate guidelines are those found at RMC 12.04.110.G.1-7.

The applicant has the burden of proof to show that all the relevant historic review guidelines have been met, and that the proposal complies with all applicable criteria of the Roseburg Municipal Code (RMC 12.10.010.O.1.a).

## **D. REVIEW CRITERIA: RMC 12.04.110.G.1-7: EXTERIOR ALTERATIONS/ADDITIONS TO HISTORIC RESOURCES**

This section applies to all contributing, significant, primary, historic, eligible or similarly classified historic resources. Affirmative findings shall be documented addressing the following guidelines based upon their relative importance.

1. Retention of original construction. All original exterior materials and details shall be preserved to the maximum extent possible.

**Findings:** Unfortunately, the remodeling work on this home began without the benefit of historic resource review. Some of the original historic material was removed, including windows, trim, finials and other features. New windows and exterior siding and trim have been installed, the front stairs were rebuilt, and the back porch was reconstructed with a shed roof versus a hipped roof.

The applicant has provided a written narrative describing the situation, as well as elevation drawings. Both pre-remodel and current photographs are attached to this report.

Because of the long history of code violations, and given the poor condition of the historic exterior, staff is taking a “neutral” position on this applicant and giving two choices of orders in the recommendation, one for approval and one for denial. Although much of the original character is gone, it appears that the original materials were discarded by the contractor and would be very challenging and expensive to replace. The Community Development Director and staff would support an approval, but with regrets for the loss of historic character and fabric. We would also support a motion of denial, but recognize that this could cause hardship and additional expense to the applicant, who has made a good faith effort to clean up the property.

Staff defers a final finding on this guideline to the Historic Review Commission. If the Commission approves the application, this guideline would be met. If Commission denies the application, this guideline is not met.

2. Height. Additional stories may be added to historic building and zoning codes.
  - a. The added height complies with requirements of the building and zoning codes.
  - b. The added height does not exceed that which was traditional for the style of the building.
  - c. The added height does not alter the traditional scale and proportions of the building style.
  - d. The added height is visually compatible with adjacent historic resources.
3. Bulk. Horizontal additions may be added to historic buildings provided that:
  - a. The bulk of the additions do not exceed that which was traditional for the building style.
  - b. The addition maintains the traditional scale and proportion of the building style.
  - c. The addition is visually compatible with adjacent historic resources.

**Findings for 2 and 3:** There are no changes proposed to the height or bulk of the building. Therefore, these guidelines are not relevant.

4. Visual Integrity of Structure. The lines of columns, piers, spandrels, and other primary structural elements shall be maintained so far as is practicable.
5. 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.
6. Materials and Texture. In-kind materials and textures shall be used in the alteration or addition of historic resources. Exterior alteration or addition shall follow the requirements of the Secretary of Interior's Standards for Historic Preservation Projects and the Historic Preservation League of Oregon's Rehab Oregon Right manual.
7. 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 resource.

**Findings for 4 through 7:** Unfortunately, the remodeling work on this home began without the benefit of historic resource review. Some of the original historic material was removed, including windows, trim, finials and other features. New windows and exterior siding and trim have been installed, the front stairs were rebuilt, and the back porch was reconstructed with a shed roof versus a hipped roof.

The applicant has provided a written narrative describing the situation, as well as elevation drawings. Both pre-remodel and current photographs are attached to this report.

Because of the long history of code violations, and given the poor condition of the historic exterior, staff is taking a "neutral" position on this applicant and giving two choices of orders in the recommendation, one for approval and one for denial. Although much of the original character is gone, it appears that the original materials were discarded by the contractor and would be very challenging and expensive to replace. The Community Development Director and staff would support an approval, but with regrets for the loss of historic character and fabric. We would also support a motion of denial, but recognize that this could cause hardship and additional expense to the applicant, who has made a good faith effort to clean up the property.

Staff defers a final finding on this guideline to the Historic Review Commission. If the Commission approves the application, this guideline would be met. If Commission denies the application, this guideline is not met.

#### **IV. CONCLUSION**

The applicant has proposed modifications to the exterior of the historic 1905 W. B. Hammitte House, a Queen Anne home sitting high above SE Stephens Street just south of the downtown historic district. Although the

house condition had deteriorated after years of neglect, until some time in 2024 it still retained much of the original exterior siding, windows and architectural details. Unfortunately, and despite a pre-application conference informing the applicant of the process required for exterior work, an extensive remodeling job was done on the exterior in 2024. At the same time, the current owner has cleaned up the property and remedied several code violations, and the property is in better repair than it has been for many years.

Staff have taken a neutral position on this application and deferred to the Historic Resource Review Commission on whether or not to approve the project. An order for approval would legalize the work that was done without review, which is unfortunate but would be supported by staff. Staff would also support a motion of denial, although this would involve significant additional expenses for the applicant and much of the removed historic material appears to be missing or discarded in any event.

Based on the above findings, staff offers a potential two-part order below with two different decision pathways as noted above.

**V. ORDER** *(selected choice to be circled on final signed copy, rejected choice to be crossed out)*

**OPTION 1:**

BASED ON THE APPLICANT'S PROPOSAL AND DRAWINGS, THE HISTORIC RESOURCE REVIEW COMMISSION **APPROVES** HISTORIC RESOURCE REVIEW APPLICATION #HR-24-0434 FOR EXTERIOR ALTERATIONS TO THE HISTORIC (1905) W. B. HAMMITTE HOUSE AT 947 SE STEPHENS STREET.

**OPTION 2:**

BASED ON THE APPLICANT'S PROPOSAL AND DRAWINGS, THE HISTORIC RESOURCE REVIEW COMMISSION **DENIES** HISTORIC RESOURCE REVIEW APPLICATION #HR-24-0434 FOR EXTERIOR ALTERATIONS TO THE HISTORIC (1905) W. B. HAMMITTE HOUSE AT 947 SE STEPHENS STREET.

---

Stuart Cowie, Community Development Director

---

Date

---

Katie Williams, Historic Resource Review Commission Chair

---

Date

Historic Resource Review Commission Members:

Katie Williams, Chair  
Bentley Gilbert

Lisa Gogal, Vice Chair  
Nick Lehrbach

Marilyn Aller  
Stephanie Giles

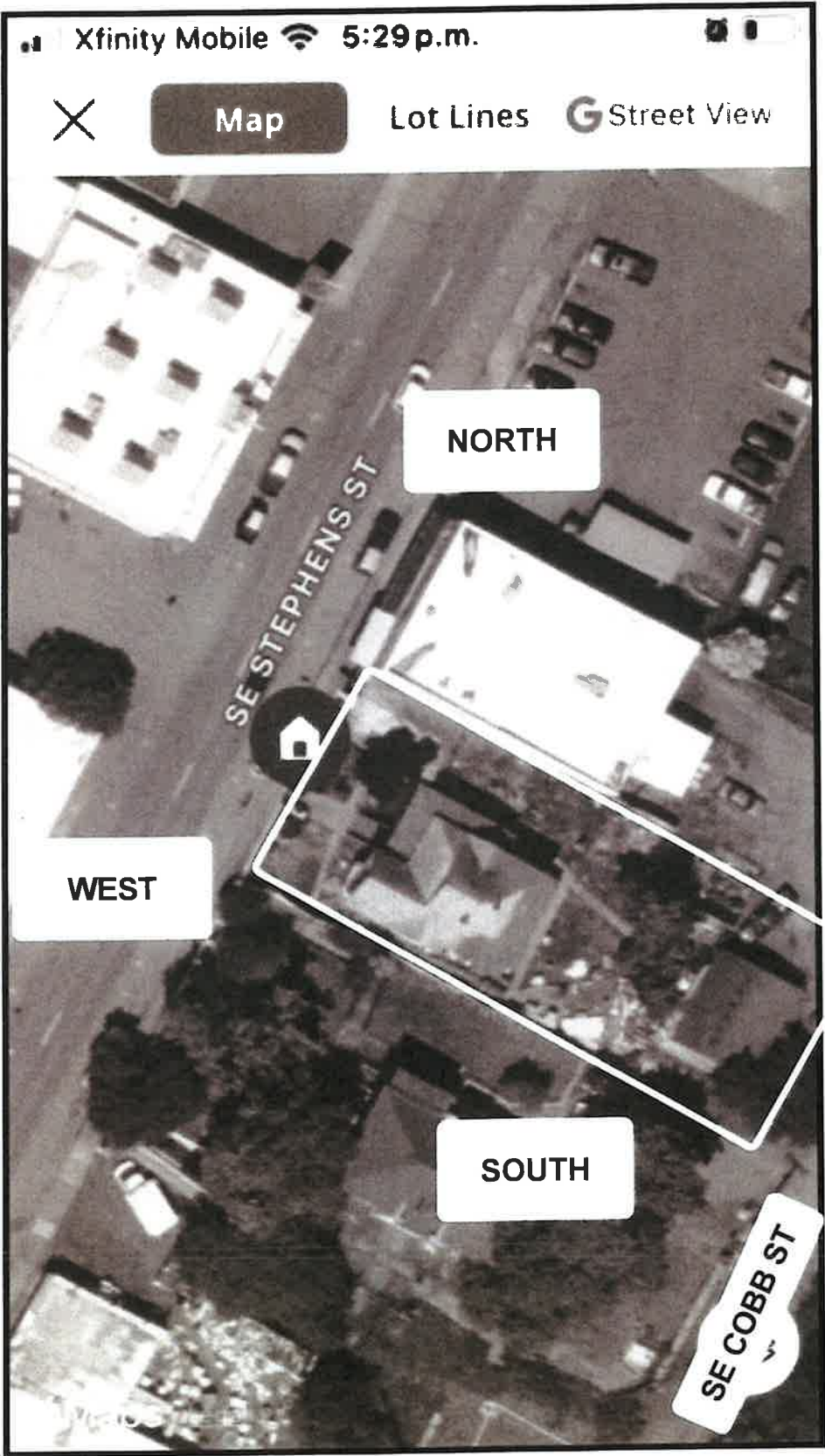
James De Lap

**Exhibits (ATTACHED exhibits in bold font):**

- A. Original Application Form
- B. Historic Site Record
- C. Incomplete Letter, sent 1/15/25
- D. Old, outdated elevations
- E. Pre-Hearing Agency Comments
- F. Site and Floor Plans (**ATTACHED**)
- G. Revised Elevations, rec'd. 4.9.25 (**ATTACHED**)
- H. 2023 Staff Exterior Photographs (**ATTACHED**)
- I. 2024 Applicant Exterior Photographs (**ATTACHED**)
- J. Applicant Narrative, rec'd. 3.10.25 (**ATTACHED**)

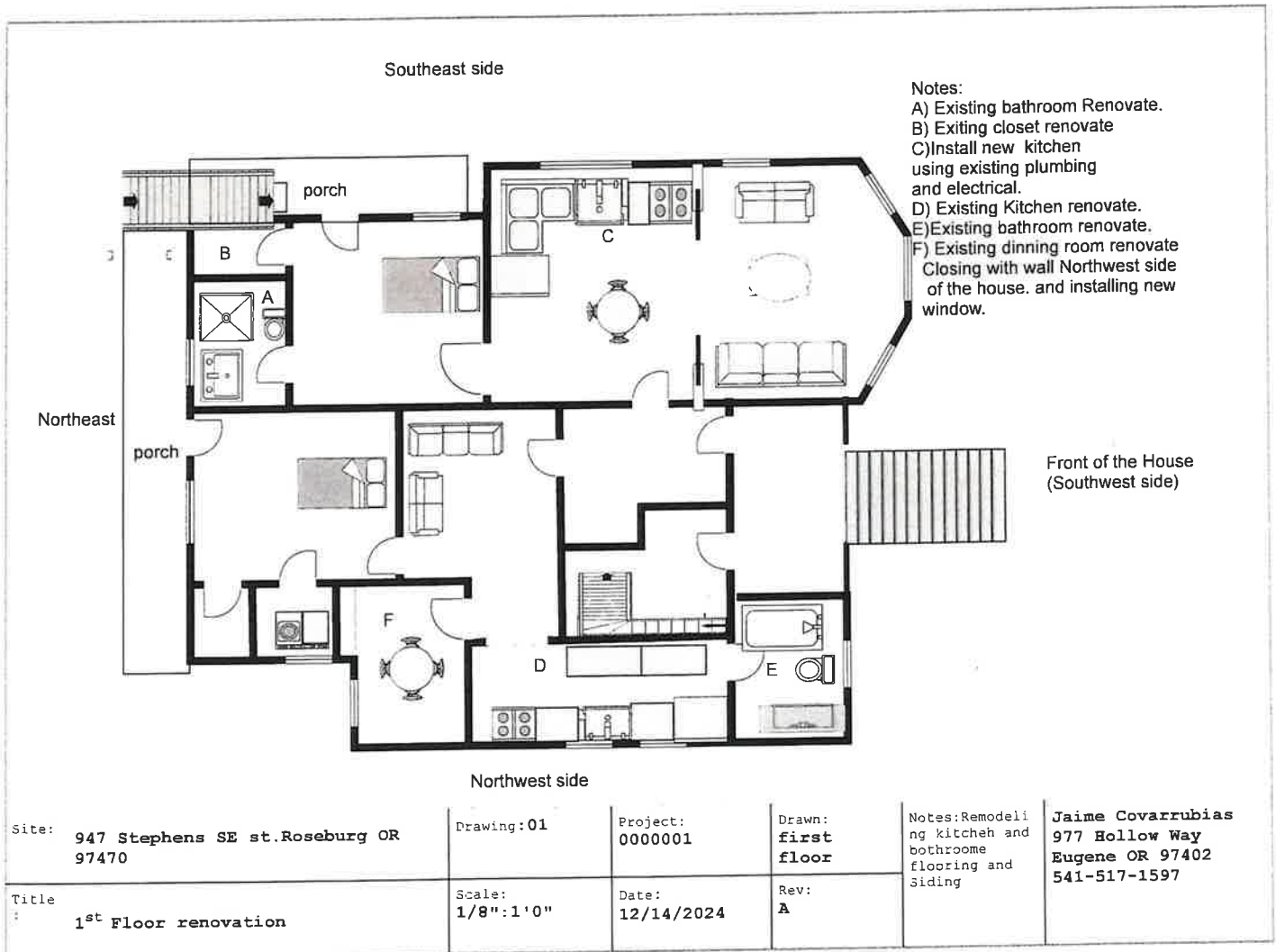


947 Stephens se St. Roseburg OR.97470  
Lot: 0.27 Acres

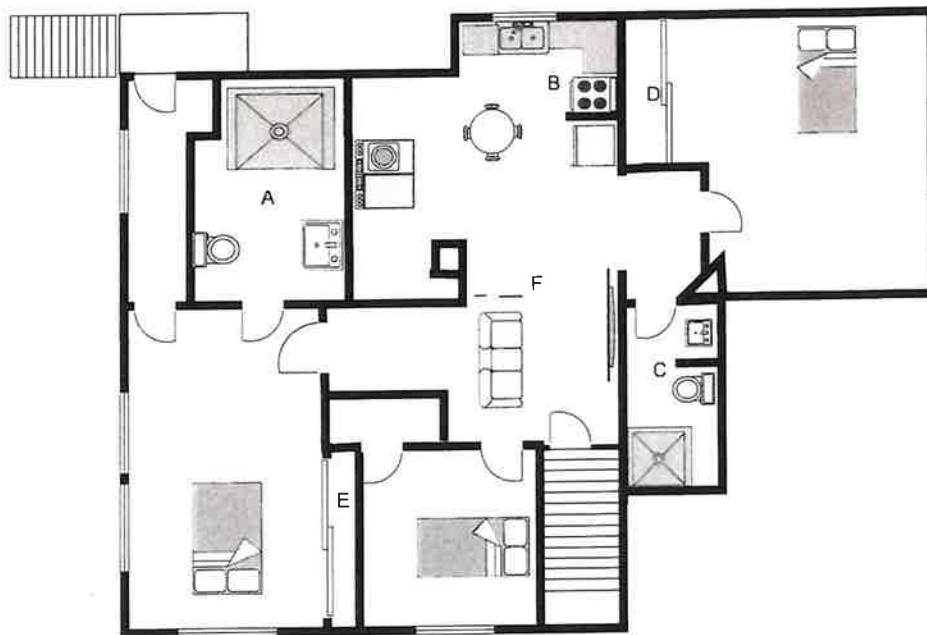


South

HR-24-034  
EXH. F 1/3



HR-24-034  
ExH.F 2/3



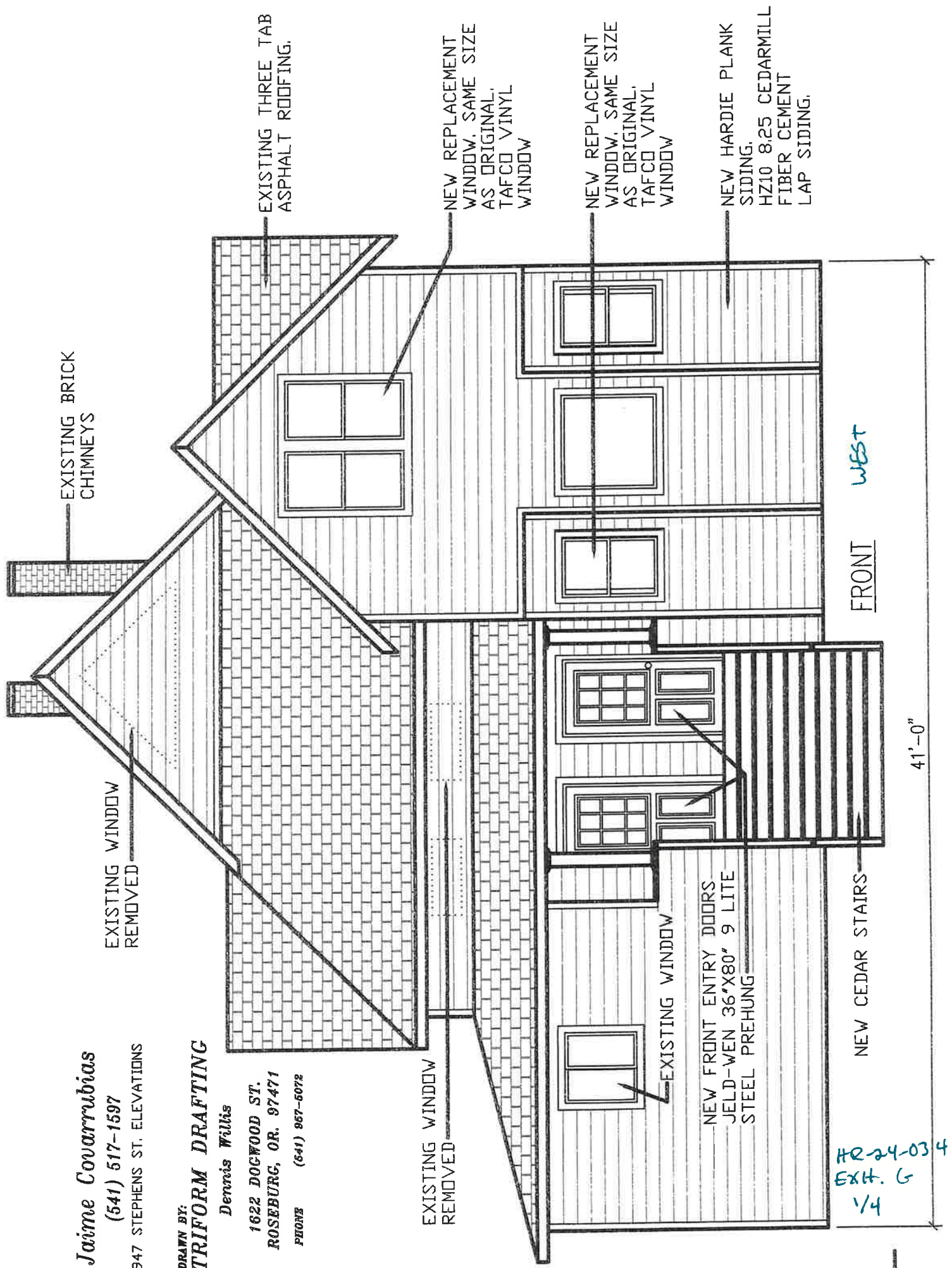
Notes:  
 A) Existing Bathroom renovate  
 B) Existing Kitchen renovate  
 C) Existing Bathroom renovate  
 D) New closet and walls to create a bedroom, no demolition needed.  
 E) New closet No demolition needed.  
 F) remove a 4' of wall to create a living room  
 Painting and flooring on both Levels.

Site: 947 Stephens se st. Roseburg OR. 97487	Drawing: 002	Project: 001	Drawn: Name	Notes:	Jaime Covarrubias 977 Hollow Way Eugene OR, 97402
Title: 2 <sup>nd</sup> Floor Office Remodel	Scale: 1/8"=1'0"	Date: 12/16/2024	Rev: A		

HR-24-034  
 EXH. F 3/3

947 STEPHENS ST. ELEVATIONS

**PHONE (641) 957-5072**



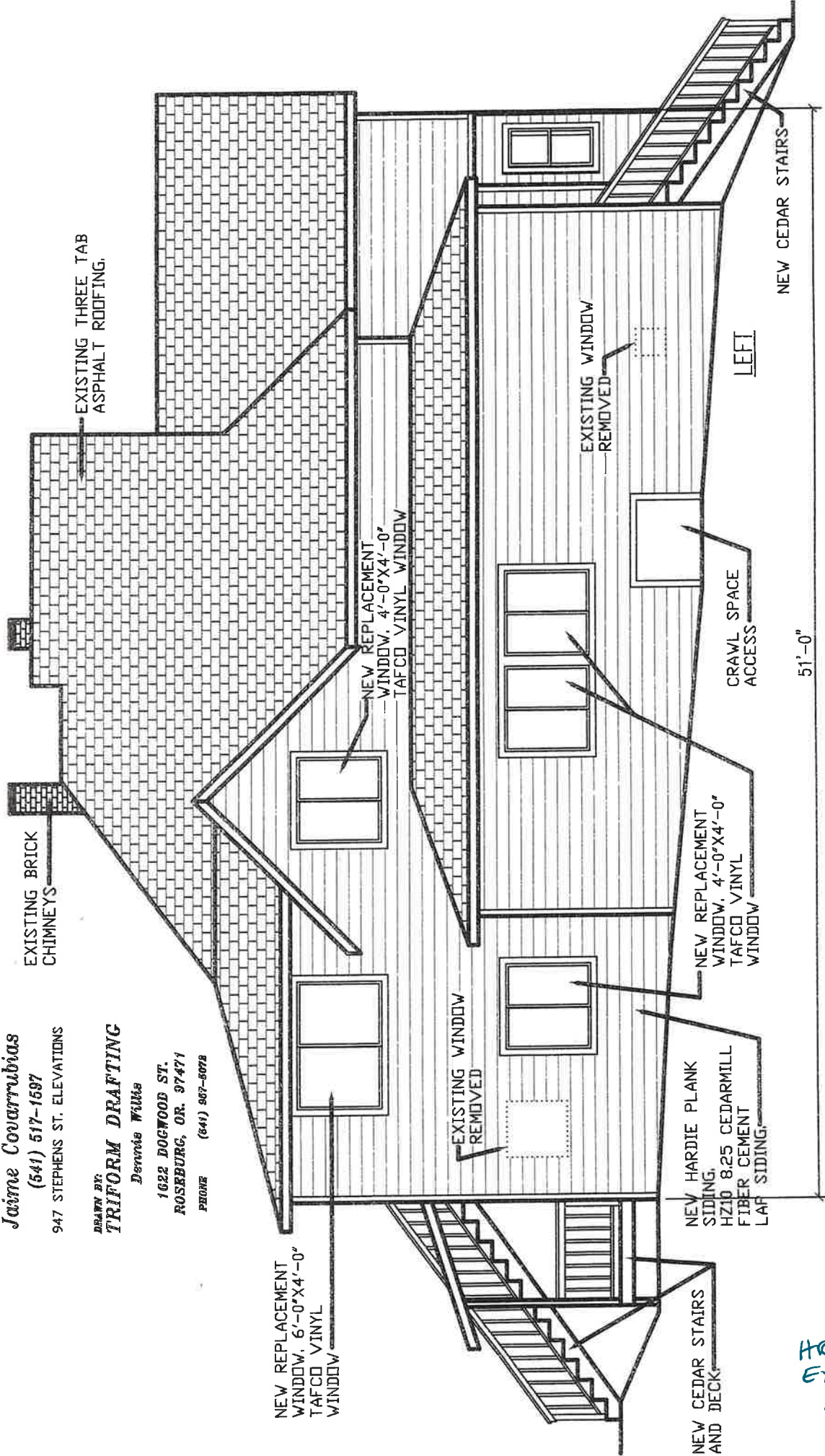


*Jaime Covarrubias*  
(541) 517-1597  
947 STEPHENS ST. ELEVATIONS

*DRAWN BY:*  
**TRIFORM DRAFTING**

*Denise Willis*

1622 DOGWOOD ST.  
ROSEBURG, OR. 97471  
PHONE (541) 967-6078



NORTH

HC-24-034  
EXH. G  
2/4

Jaime Covarrubias

(541) 517-1597

947 STEPHENS ST. ELEVATIONS

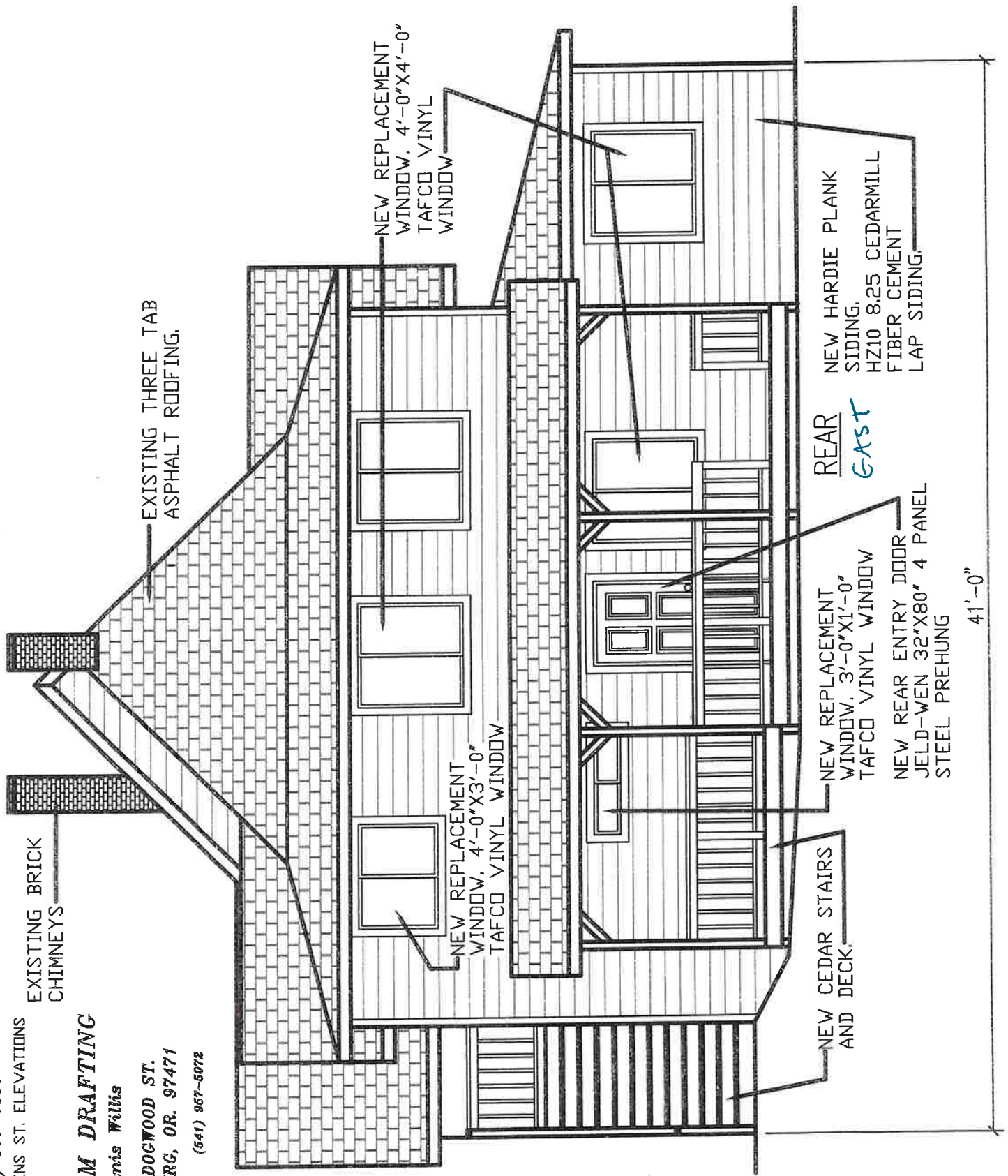
DRAWN BY:

TRIFORM DRAFTING

Dennis Willis

1622 DOGWOOD ST.  
ROSEBURG, OR. 97471

PHONE (541) 967-5072

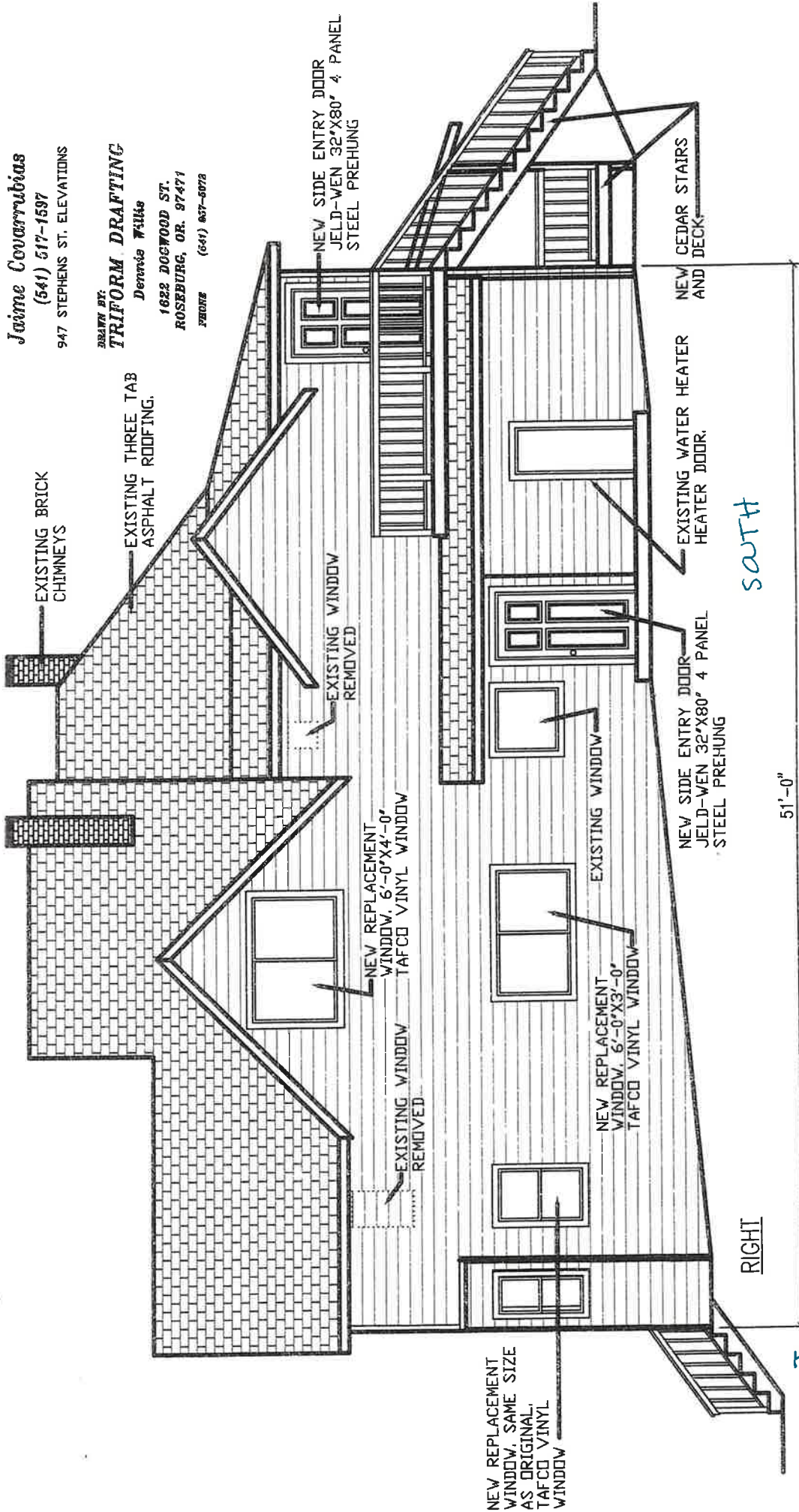


H2C-24-034  
EXH. G  
314



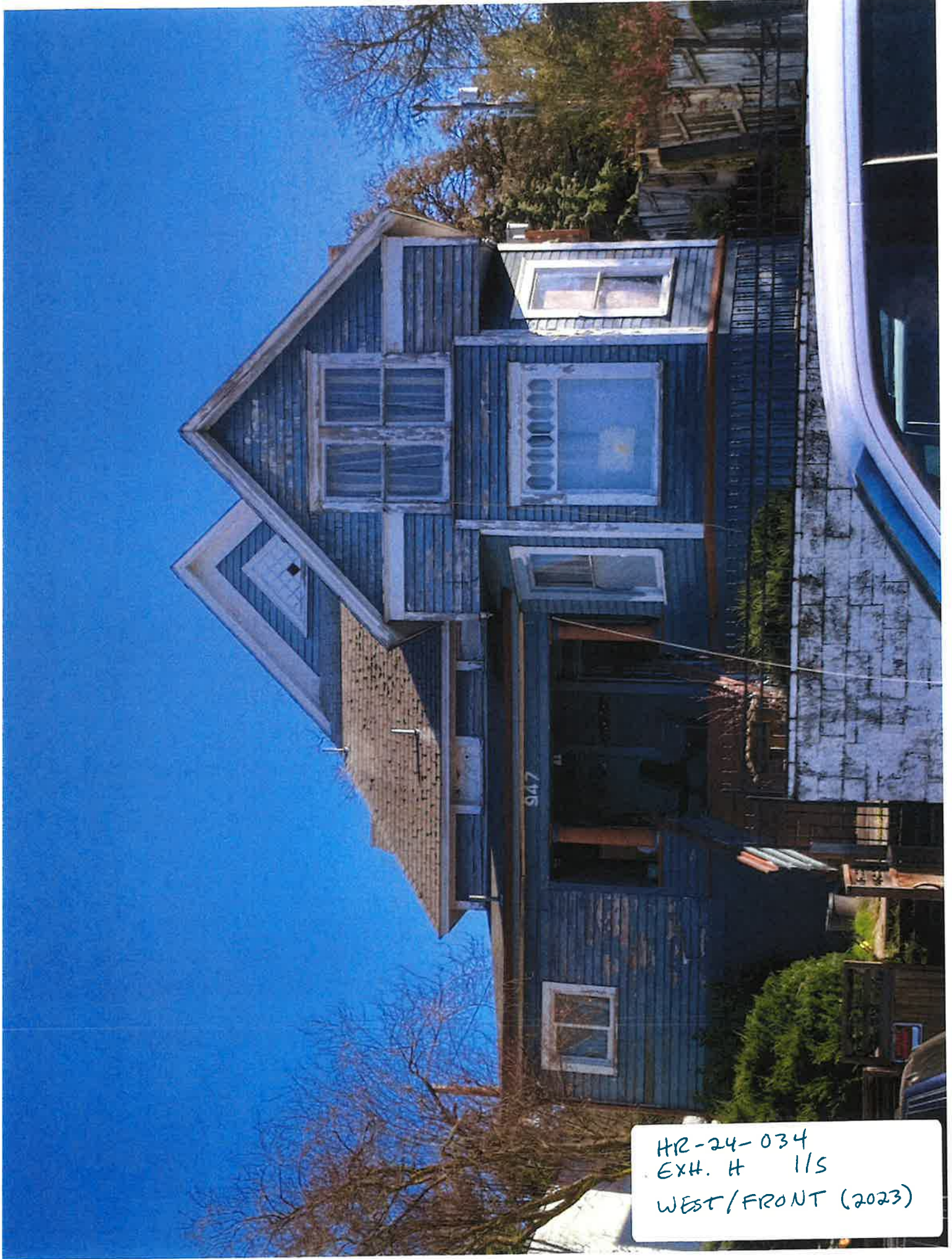
Jaime Covarrubias  
(541) 517-1597  
947 STEPHENS ST. ELEVATIONS

DESIGN BY:  
**TRIFORM DRAFTING**  
Dorena Mills  
1622 DOGWOOD ST.  
ROSEBURG, OR. 97471  
PHONE (541) 637-8072



HR-24-034  
EXH. G  
414





HR-24-034  
EXH. H 1/5  
WEST/FRONT (2023)

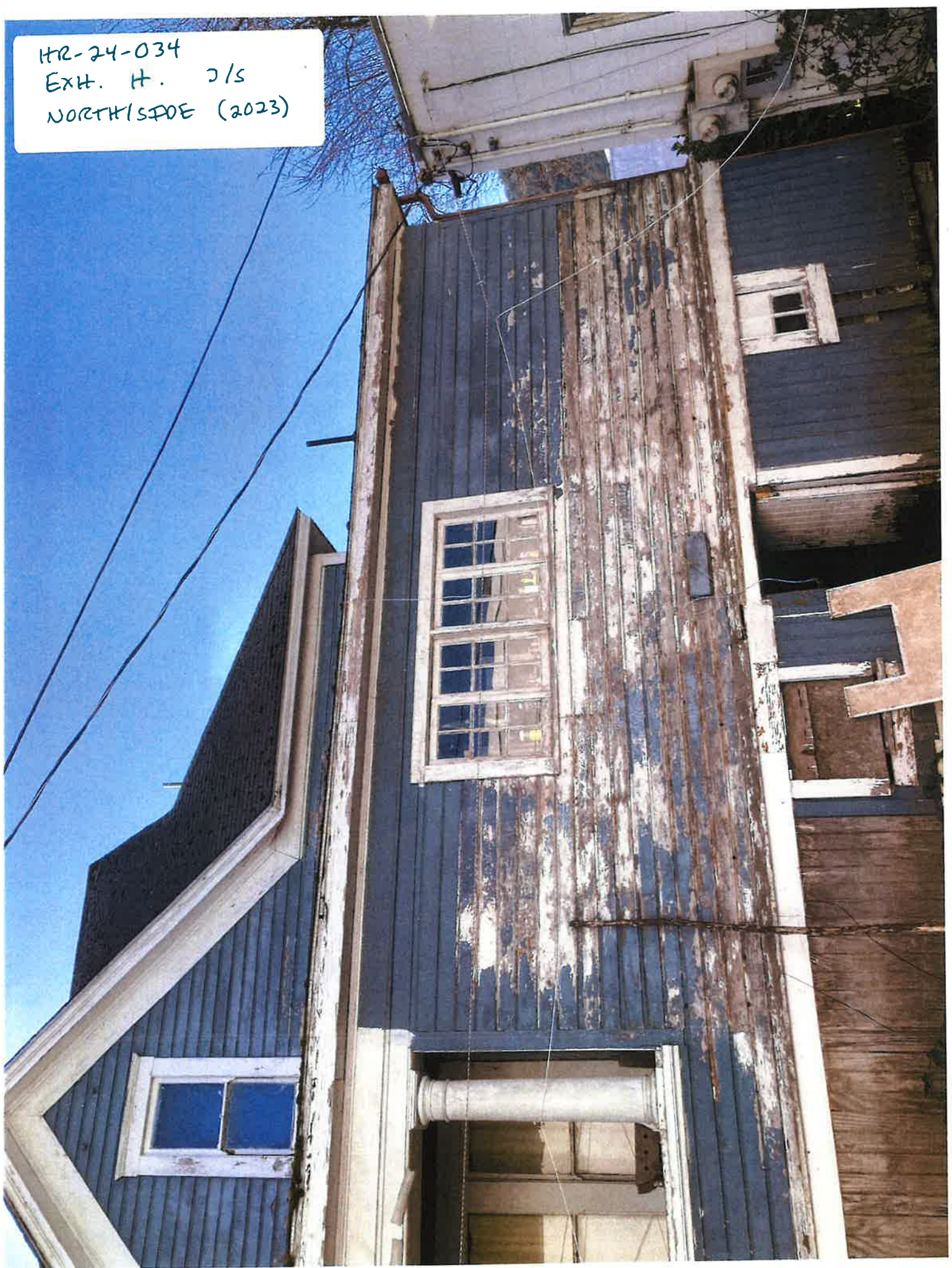




HE-24-034  
EXH. H. 215  
NORTH SIDE (2023)



HR-24-034  
Ext. H. 2/5  
NORTH SIDE (2023)

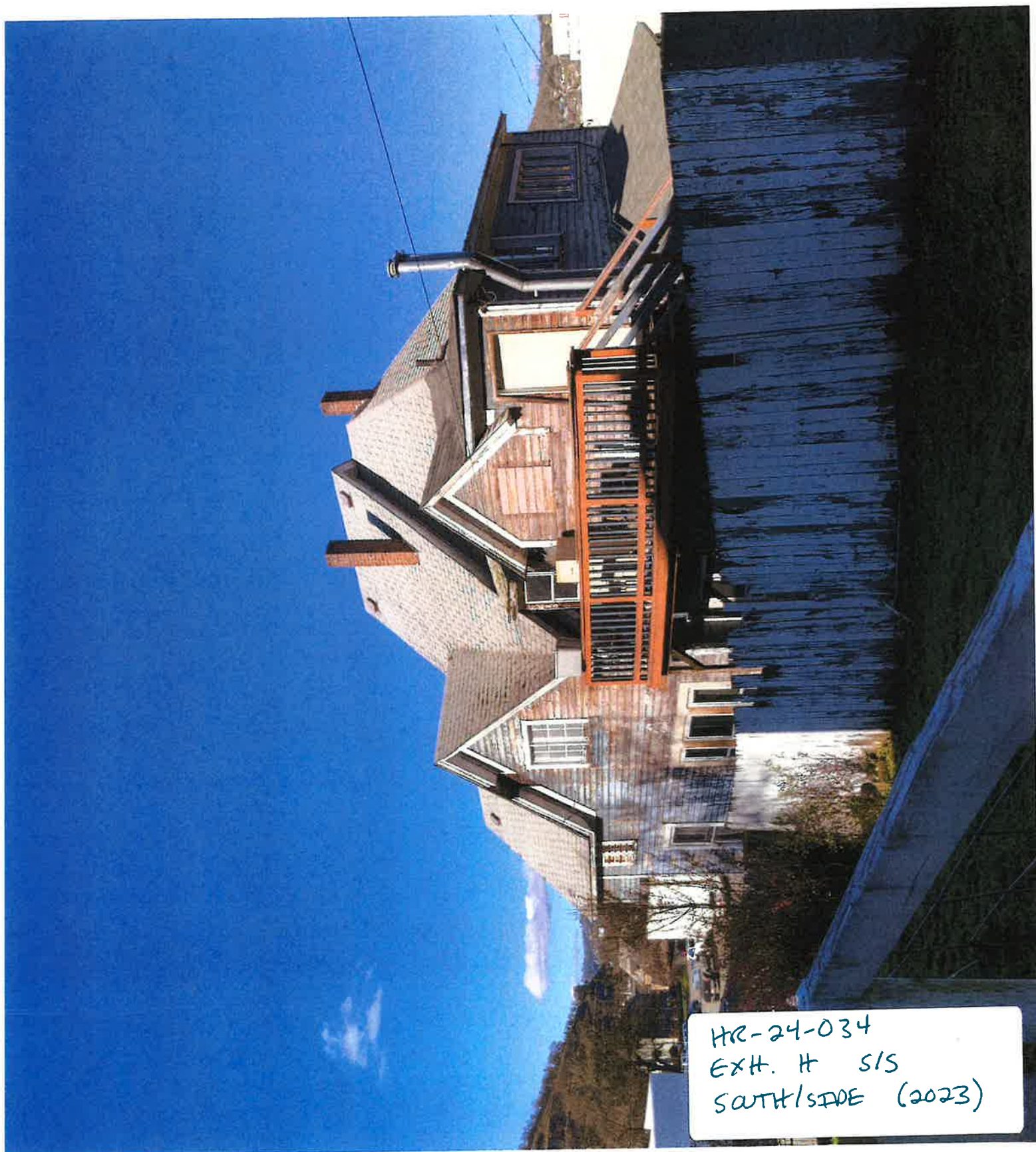




HR-24-034  
EXH. H 4/5  
EAST REAR (2023)







HR-24-034  
EXH. H SIS  
SOUTH/SIDE (2023)





HR-24-034  
EXH. I 116  
WEST/FRONT (2024)





HR-24-034  
EXT. I 2/6  
NORTH/SIDE (2024)

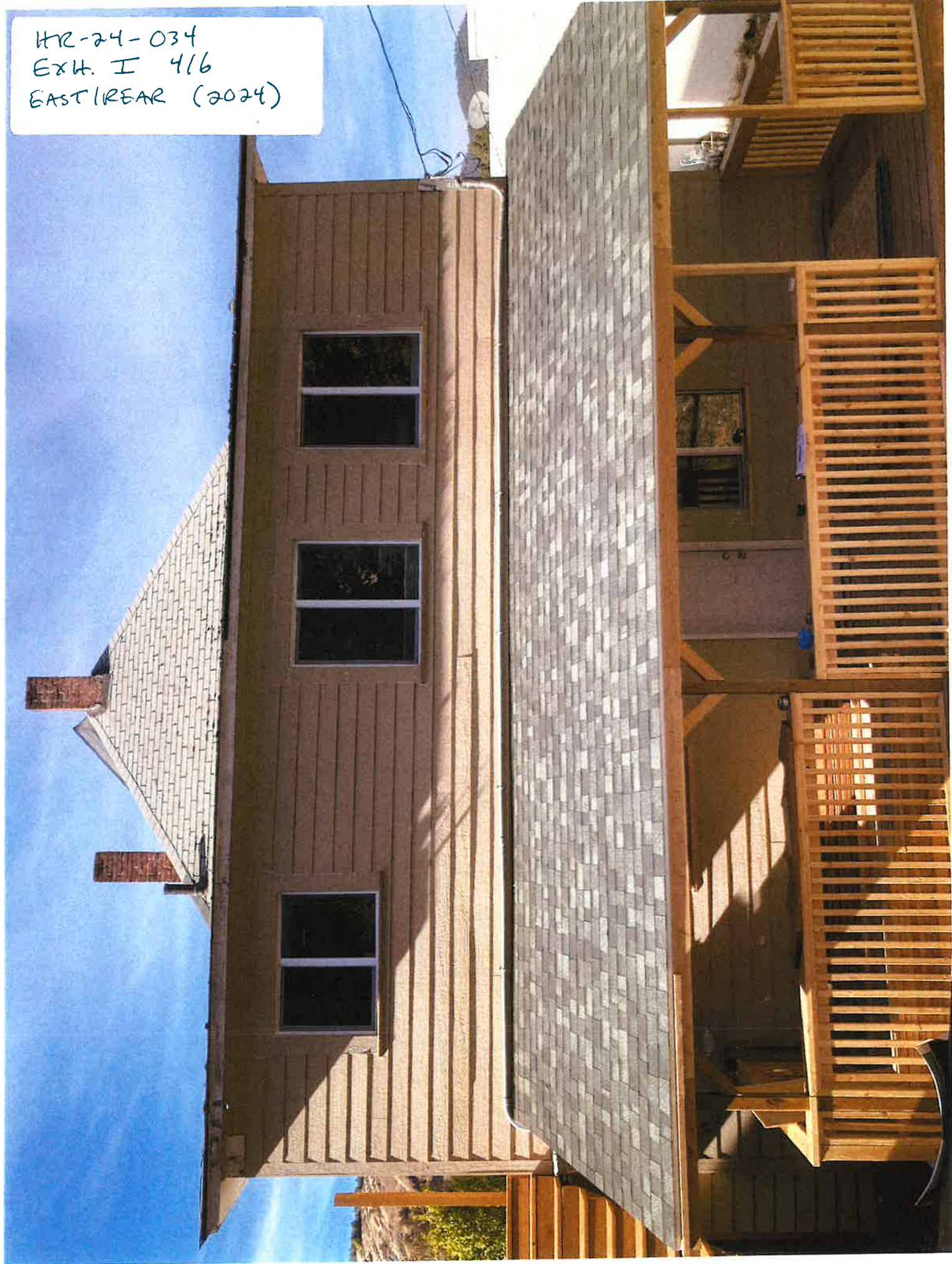




HR-24-034  
EXH. I 316  
EAST/REAR AND NORTH/SIDE  
(2024)



HR-24-034  
EXH. I 416  
EAST/REAR (2024)







HR-24-034  
EXH. I S/6  
EAST/REAR AND SOUTH/SIDE  
(2024)





HR-24-034  
EXH. I 6/6  
WEST/FRONT AND SOUTH SIDE  
(2024)

**From:** Marcos Bodart <[marcos.bodart@exprealty.com](mailto:marcos.bodart@exprealty.com)>

**Sent:** Monday, March 10, 2025 11:14 AM

**To:** Mark Moffett <[mmoffett@cityofroseburg.org](mailto:mmoffett@cityofroseburg.org)>

**Cc:** Jaime Covarrubias <[jaimecovarrubias77@gmail.com](mailto:jaimecovarrubias77@gmail.com)>

**Subject:** Jaime Covarrubias

You don't often get email from [marcos.bodart@exprealty.com](mailto:marcos.bodart@exprealty.com). [Learn why this is important](#)  
Dear Mark,

My name is Marcos Bodart and I'm Jaime Covarrubias Realtor, mortgage broker and long time friend.

I was in the conference call with Jaime, you and the other staff at the City of Roseburg, when Jaime first started the project.

I have been out of the country for a few months and after my return, Jaime told me he ran into a few problems with his project and he shared the letter he received from you, dated 01/15/25.

I'm trying to help Jaime get things straightened out with you and the planning department, so I'll try to address the issues you raised on the letter one by one:  
Please see my comments in red, next to your commentary:

Accurate, scalable, revised elevations identifying all exterior materials. The elevations submitted are not an accurate two-dimensional representation of the building as it exists today, are not drawn to a recognizable and verifiable scale on paper, and the exterior materials for siding, trim, windows, porch posts, stairs, railings, etc. are not clearly shown. As described to you during the pre-application conference in December, 2023 (PRE-23-051), this may require you to employ an architect or other design professional to put the drawings together. This is less important during a simple repair project as we discussed in December, 2023, but when you are completely revising the size, proportion, orientation and number of window openings, enclosing former porches, and making wholesale changes to the architecture and appearance of a historic building we require professional, scaled elevations. Please provide a complete set of accurate, scalable, revised elevations including all the current information and notes, but also materials information for the siding, trim, windows, porch posts, stairs, railings, etc. The siding, corner/window/door trim, sills and any proposed exterior lighting must be drawn accurately to scale and shown on the elevations. Please submit a full, scalable paper set of elevations, as well as a set in pdf format that is legible and suitable for photocopy reproduction at 8.5" x 11";  
**Jaime has retained the services of a professional to assist him in drawing up the set of plans that will include the scalable elevations, which will outline all the relevant information you are requesting, in the appropriate size. We expect to have this done shortly and will submit it for your review promptly.**

Supplemental responses to questions below regarding the proposal and how the project meets the relevant historic guidelines. The narrative provided included three brief sentences in response to the relevant guidelines at RMC 12.04.110.G.1-7, but did not address any specific materials, did not discuss what was removed on the building and why, and did not talk about what happened to the original windows and other materials that were removed prior to going through the review process. In addition, cryptic and confusing statements were made in response to the New Construction and Demolition guidelines. Although the New Construction and Demolition

HR-24-034  
EXH. J



guidelines don't apply to this project, the statements made are concerning and raise additional questions, especially given the fact that all the recent work was already done without review, despite your being made aware of the issues and process before the work was done. In order to be able to understand the scope of work, including not just what has already been done without review but also additional work that may be done to "finish" the project, we need additional information. Please respond in writing to the following supplemental questions:

I believe this is due to a language barrier and Jaime's inability to express these issues in a clear manner.

I have posted the issues you outline and Jaime's itemized response as narrated to me by him:

What are the materials being used? Please identify the specific siding material, including brand name if any, as well as what type of windows, trim, doors, stair and porch materials, etc.

Jaime purchased most of the building materials from Home Depot and tried to use the highest quality materials possible. This caused him to go way over budget and run into funding issues, requiring him to go back to his lender and request additional funding for completion. He used a wood lap siding that resembles the original siding, except for the width of the lap siding. He ran into problems with his original contractor, who talked him into using the new siding instead of trying to recover the existing siding, claiming that the siding was in too poor of a condition to be salvaged and that it would be next to impossible to find matching siding to fill in the areas that was too damaged and dry rotted.

Jaime takes responsibility for these decisions, but it was not done in malice or in complete disregard of the rules. This is his very first remodel project and it may have been too much to take on for an inexperienced investor.

What happened to the original materials that were removed? Were they thrown away into the garbage? Are any of the original windows still in the property? If so, please provide pictures and details. Are the porch columns at the north side porch still in place under the new walls? Are the wooden finials from underneath the projecting second floor walls facing the street still available, or were they thrown in the garbage?

The original siding was mostly very much rotted and not in repairable condition. The contractor installed the new siding over the old siding, so the original siding is still preserved. Most of the windows were single paned and also rotted out. Most windows were replaced to match the existing size, with custom made windows for the front of the building that resemble the original windows. The porch columns at the north side porch were left in place and wrapped in new siding to match the rest of the house. The contractor inadvertently disposed of the wooden finials that were underneath the second floor walls and were thrown in the garbage without Jaime's consent or authorization

How much of the original historic material is still in place under the new siding and trim? Was any historic siding removed, and if so where? Were the cornices or other decorative window and door trim removed to make room for the replacement trim?

As stated before, the existing siding was simply covered with new wood lap siding that was similar to the existing siding, different only in width. Windows and door trim were only removed where it had to be, in order to replace the rotted materials with sound materials. Effort was made to retain all sound material and historic nature of the dwelling.

Your application says "We won't change the size of the house at list 95% unless is necessary". What does this mean? Are you planning on doing additional work to add floor area or do other work? Under what conditions would it be necessary to "change the size of the house". Please clarify what, if any, additional work is proposed for the exterior of the building and describe those changes in detail (in addition to showing them on the updated elevations, floor plans if necessary, etc.).

Jaime's statements in this section were made in error. There was no change whatsoever to the size of the house, not was any additional square footage added to the existing dwelling. The house was, if anything, too big already for a first time investor/rehabber, so there was no need to add anything to the existing floor plan.

Your application says "We are going to be notified if demolition is necessary". What does this mean? Are you proposing further changes than what has already been done? Is demolition one of your options?

This was also a misstatement on Jaime's part, as the demolition he is referring to was the removal of the existing roof shingles so it can be replaced with sound materials. There was no demolition done to the property and no future demolition are planned for this project.

You also suggest "there are rootten parts that are not event part of the house any more and they need to be replace with similar material". What does this mean? Are additional historic elements of the building still to be removed? What documentation do you have to show the extent of damage to historic material?

Jaime is making reference to the plywood skirting that was rotting and missing in parts of the house. This material was not part of the original house and was in poor condition and needing replacement. No additional removal of materials will be done to the interior and exterior of the dwelling.

What does "also if we notice that it is dangerous" mean? As above, please clarify in writing the scope of the proposal, including a detailed written summary of the work that was already done, as well was any additional work that is still proposed.

Jaime was only saying that they only removed original materials that were too rooted or deemed dangerous, such as rooted flooring and stairways. He will provide the requested summary of the work that was already done together with the elevations and architectural drawings you requested.

NOTE: This is a very problematic application, and will be difficult to approve. Although in poor shape on the exterior, the charming exterior siding, windows, trim, finials, porches, etc. had survived intact for 120 years as one of Roseburg's grandest homes from the Victorian Era. The building could have simply been cleaned, sanded and painted on the exterior, which would have been significantly cheaper than all the work that was done. The historic character of the building has been mostly destroyed, especially with the modified exterior siding, removed and modified window openings, and the destruction and removal of other historic fabric like windows, porches, finials, elaborate window trim, shingle siding, etc.. It is disappointing especially because you were fully informed of the review process and requirements shortly after purchasing the property in 2023, before any of this work was done, and after staff generously visited the site in person and offered to help you through the process of scoping and designing a project that

would preserve the historic character. In addition to needing professional, scalable elevations and written details to proceed with this case, be advised that future projects of yours in Roseburg that modify a historic building without approval may result in code compliance actions, fines, and a requirement to fully restore damaged, destroyed or removed historic material.

I just wanted to stress once again that whatever work that was completed outside of the standing rules, was not done in malice, nor was Jaime trying to circumvent or cut corners. He spared no expense in trying to bring this home to its former grandeur. By the time the siding work had commenced, Jaime had already gone through 2 contractors, who took advantage of his lack of experience to extract as much money as they could from him. By the time he hired the 3rd contractor, he was already running into funding problems. The factor that he works a full time job and lives over an hour away from the job site was also a contributor to having some of the work done without his complete supervision. I can tell you that Jaime is a law abiding citizen, who goes the extra mile to comply and wouldn't have ever violated any restriction or broken any code compliance knowingly.

I hope you can see that this was a big misunderstanding and that you find a way to help Jaime finalize this project successfully.

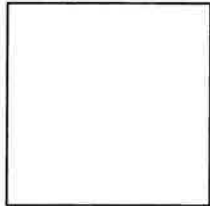
He has put tons of his own funds, and lots of blood, sweat and tears into this project to get this far, and coming up short would be a major setback for this hard working family man, who was trying to learn and expand his trade.

I will be helping Jaime move forward and will be a point of contact for anything you need in order to help him finish this project in a satisfactory manner.

Thanks again,

Marcos

EXP/Obsidian mortgage



**Marcos Bodart**

eXp Realty

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[www.exprealty.com](http://www.exprealty.com)





# OREGON HERITAGE ALL-STAR COMMUNITY

The primary purpose of the Oregon Heritage All-Star Community program is to help communities make the most of their historic resources. By doing so, communities safeguard important elements of the past, advance both "quality of life" and economic objectives, and enhance their unique character. Under this overarching purpose, the program has three primary goals:

1. **Educate** communities about the full spectrum of cultural heritage activities available to them, including the following:
  - a. preservation of historic buildings and sites;
  - b. artifact curation and interpretation;
  - c. retention of written records, documents, and photographs for research and archival purposes;
  - d. collection of oral histories, business and institutional histories, family histories, and genealogical records;
  - e. public education activities that promote heritage to a broad range of constituents.
2. **Encourage** communities to follow best practices to expand and strengthen their participation in as many of the cultural heritage activities as possible and to coordinate those activities.
3. **Recognize**, through a "certification" process, the communities that reach an exemplary level of participation.

Consistent with the Oregon Heritage Plan, Heritage All-Star Communities are committed to including more voices in the history they are telling and preserving, increasing access to their heritage resources, promoting the value of local heritage, and pursuing professional standards and best practices.

## DESIGNATION PROCESS

A community must meet at least 15 of the 24 criteria outlined below and submit the required documentation to be considered for Oregon Heritage All-Star Community designation. Criteria were selected to reflect diverse heritage resources and best practices that support the goals of the Oregon Heritage Plan. The Oregon Heritage Commission (OHC) will review applications and make the final determination. Once designated, staff will work with the community to announce and publicize the designation.

Communities that are striving to be an Oregon Heritage All-Star Community and already meet at least 10 criteria may submit an Application of Interest. These communities will receive additional technical support from Oregon Heritage in achieving the All-Star designation.

## DEADLINE

Applications may be submitted at any time during the year. Oregon Heritage staff will review the applications, make any necessary inquiries and provide a recommendation to the OHC. Complete applications will be reviewed and a determination made by the OHC at its next regularly scheduled meeting.

## ELIGIBILITY & WHO MAY APPLY

The program is primarily designed for city governments, however "communities" eligible for participation in the program may also include unincorporated towns and federally recognized tribes, and perhaps other entities. If there is no city or tribal government, please contact Oregon Heritage to discuss alternative applicant organizations.

## DESIGNATED COMMUNITIES RECEIVE

- a certificate for display in the local government office or another appropriately designated location
- two metal signs for display near city entrance signs or at other appropriate locations
- the designation noted on the Travel Oregon website
- a logo to use in publications and marketing materials
- Heritage All-Star Community Services from Oregon Heritage - technical support, workshops and tools.

## MAINTAINING THE DESIGNATION

Continuation of Heritage All-Star Community status is subject to review by the OHC every four years or as determined necessary. The review will include a written assessment by Heritage Commission staff based on meeting "renewal" criteria listed in this document, supplemental documentation provided by the community, and an in-person visit. Staff will schedule these progress visits no less than two months in advance and will work with communities to provide technical assistance as needed.

## SUBMIT AN ONLINE APPLICATION

The Designation Application must be submitted through the Oregon Parks and Recreation Grants Online application system. Access the online system at [oprdrgrants.org](http://oprdrgrants.org). You will have the option to create an account or login. If you have used the system before, there is no need to register. Log in using your email address and your password, and contact [Kuri.Gill@oprdr.oregon.gov](mailto:Kuri.Gill@oprdr.oregon.gov) or 503-986-0685 if you need to have the Oregon Heritage All-Star Community (OHAC) applications to your account. See online registration and [application instructions](#) for detailed directions to use the online grant system: <https://www.oregon.gov/oprdr/OH/Pages/Grants.aspx#one>

If you believe your community meets at least 15 of the 24 criteria for designation as a Heritage All-Star Community please select **"OHAC Designation Application"** from the dropdown list to apply.

Communities that do not meet 15 of the criteria, but are interested in working toward the goal should complete the **"OHAC Interest Form"** instead. If your community meets at least 10 criteria and submits an Application of Interest, you may receive additional assistance from Oregon Heritage to



attain the Heritage All-Star Community designation. An Oregon Heritage staff member will follow-up with you regarding your status and a plan to create next steps for your community.

Once you are in the online system, you can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>

The online system will allow you to view all program materials related to your community. This includes your initial application, subsequent check-ins, and All-Star grant applications and tracking.

## **ATTACHING REQUIRED DOCUMENTATION**

In order to apply for Heritage All-Star Designation, and later renew the designation, you will be required to attach specific documentation. When you are logged into the [OPRD Grants Online](#) system you will be able to upload required supporting documents such as plans, policies, and completed PRePs. There is a specific Attachments section in the application system. The required documents will be listed in this tab. Please refer to the list of required attachments in this document and the list of labels in order to completely upload all necessary attachments. Full instruction can be found in the [OHAC Online Instructions Manual](#).

### **Tips:**

- Uploaded attachments can be photos, Word documents, spreadsheets, PDFs, etc...
- Avoid naming your attachments with symbols.
- The naming style that works best is AllStar\_Museum\_PReP



# DESIGNATION CRITERIA

Below are the criteria for the Heritage All-Star Community designation and a checklist of the documentation you will need to submit through the online application. Communities must meet 15 of the 24 criteria in order to receive the designation. Designated communities that are renewing their designation (approximately every four years) will need to provide the “renewing designation” set of documentation.

Approval by the elected officials to participate in this program is also required.

You will be asked to write a very short description of how you meet each criterion, as well as attach the documentation listed below.

- ☐ **1. HISTORIC PRESERVATION PROGRAM:** The city has adopted a historic preservation ordinance and has a local landmarks commission that meets regularly. Achieving Certified Local Government (CLG) status through the State Historic Preservation Office (SHPO) fulfills this requirement.

**Initial Application:**

- Briefly describe how you meet this criterion.
- Submit a copy of the preservation ordinance or letter of CLG status from the National Park Service.

**Renewing Designation:**

- Briefly describe any updates to your city’s historic preservation program.
- Submit:
  - Evidence of at least one code review in the past four years. For example, minutes of the meeting that included the review.

- ☐ **2. HISTORIC SITES REGISTER:** The city has an active process for surveying and documenting historic properties and listing significant historic properties in either a local historic sites register or the National Register of Historic Places.

**Initial Application:**

- Briefly describe your city’s designation process and criteria.
- Explain how the list can be accessed by the public.
- Submit a current list of historic sites, or link to an online list.

**Renewing Designation:**

- Briefly describe any updates to your city’s survey and documentation process.
- Submit a copy of your city’s most recently updated list of historic sites, or a link to an online list.

- ☐ **3. NONPROFIT PARTNER:** There is at least one non-profit 501(c)3 heritage organization located in the community, and it works closely with the city and others at promoting an important aspect of the community's history.

**Initial Application:**

- Briefly list and describe all community non-profits actively promoting history and/or heritage. Must be incorporated with the State of Oregon.
- Submit a copy of each organization's bylaws.

**Renewing Designation:**

- Briefly describe any updates to your non-profit partners.
- Submit a copy of the non-profit partners' updated bylaws, or board minutes documenting a review of the bylaws.

- ☐ **4. HISTORY MUSEUM:** The community has a history museum that operates during regularly scheduled hours. In order for a museum to qualify under this category it must have been in operation for at least two years, have an on-site attendant, and be open at least 120 hours per year. The museum must have a collections policy that addresses NAGPRA and a completed [PReP](#). A "heritage tourism facility" may substitute for a museum under this category if it has substantial heritage-related offerings and meets the requirements described above.

**Initial Application:**

- Briefly list and describe all history museums operating in the community. Include hours of operation and contact information.
- Submit:
  - Two photos of each facility
  - The museum's bylaws
  - The museum's collections policy
  - A completed [PReP](#)

**Renewing Designation:**

- Briefly describe any updates to the community's history museum(s).
- Submit:
  - Board minutes documenting the most recent review of the bylaws
  - Board minutes documenting a review of the collections policy
  - An updated [PReP](#)
  - If a new facility is being added, please provide: two photos of the facility, the bylaws, the collections policy, and the completed PReP.

- ☐ **5. CULTURAL HERITAGE COALITION:** The community's heritage organizations/committees have met annually for five years to coordinate efforts and maximize resources.

**Initial Application:**

- Briefly list the working name of the group, participating organizations, and their contact information.
- Describe how the group is organized, meeting times and locations, and how the group communicates.

- Discuss the two most recent projects completed by the group.
- Submit two photos or products from the two most recent projects.

**Renewing Designation:**

- Briefly summarize the group's recent collaborative projects.
- Describe when and how the results of the project were presented to the city council.
- Submit:
  - Documentation that the groups meets at least once a year (i.e., agendas or minutes)
  - Two recent photos or products from the collaboration

- ☐ **6. GRANT FUNDED PROJECTS:** The community and its heritage organizations have obtained and successfully completed at least five grants for heritage-related projects within the past seven years.

**Initial Application:**

- Briefly list the five grants including project title, description, date, funding source, and contact.
- Submit two photos or products from the five grants.

**Renewing Designation:**

- Briefly list the five most recent grants obtained within the past seven years including project title, description, date, funding source, and contact.
- Submit two photos or products from the five grants.

- ☐ **7. SCHOOL PROGRAMS:** A school or community organization in partnership with a school, regularly sponsors the annual National History Day competition, includes local history studies in its curriculum, or has an ongoing effort that allows students to assist in conducting tours of local historical sites or participate in other local history events and activities. Must be on-going, not field trips or traveling trunks.

**Initial Application:**

- Briefly describe the school programs that engage students in local history, including the school name and contact person for the project.
- Submit two photos or products from each school program.

**Renewing Designation:**

- Briefly describe any updates to the school programs that engage students in local history.
- Submit two new photos or products from each school program.

- ☐ **8. PUBLIC EDUCATION:** Within the past seven years, the community has produced or conducted a substantial public education offering, including interpretive signage, walking tour, publication or other media presentation that promotes the community's history.

**Initial Application:**

- Briefly describe your public education offerings. Include date, location, purpose, organizers, and primary contact information.
- Submit two photos or products from the public education programs.

**Renewing Designation:**

- Briefly describe updates to your public education offerings that have occurred within the past seven years. Include date, location, purpose, organizers, and primary contact information.
- Submit two new photos or products from the public education programs.

- ☐ **9. HERITAGE WEBSITE:** The community maintains an up-to-date website that provides meaningful content about the community's history, including a listing of the heritage activities and programs available in the community (such as the items on the list of Designation Criteria).

**Initial Application:**

- Briefly list the web address, information about the organization that manages content, and contact information for that organization.
- Submit:
  - A screen shot of the main page
  - Screen shots from two other pages

**Renewing Designation:**

- Briefly list any updated information related to the content, organization, and management of the heritage website.
- Submit:
  - A current screen shot of the main page
  - Current screen shots from two other pages

- ☐ **10. OREGON MAIN STREET:** The community has an active Main Street program that has been accepted by Oregon Main Street (OMS) in the Main Street track. (Connected Communities are not eligible.)

**Initial Application:**

- Briefly list your community's Main Street tier, date of acceptance by OMS, and contact information for the Main Street organization.

**Renewing Designation:**

- Briefly list updated Main Street information, including tier level changes and contact information for the Main Street organization.

- ☐ **11. LONG-TERM LOCAL BUSINESS:** The city has three or more locally owned, active businesses that have been in operation for 50 years or more, and it has a program for recognizing that achievement.

**Initial Application:**

- Briefly list businesses including date of establishment, owner contact information, and description of business type.
- Describe the program to recognize local businesses.
- Submit one photo of each business.

**Renewing Designation:**

- Briefly list any long-term businesses that have been recognized (awarded) within the past four years.
- Describe any significant changes to the award program.

- Submit one photo of each newly awarded business.

- ☐ **12. HERITAGE TOURISM PARTNERSHIP:** The community has historic markers, public interpretive panels, walking/biking/driving heritage related tours, heritage/history brochures, heritage trees designated by the Oregon Travel Information Council, or programs with Travel Oregon, and the community has promoted those features through public education and tourism promotion efforts.

**Initial Application:**

- Briefly list and describe your heritage tourism features.
- Explain how they are promoted.
- Submit two photos of each feature.

**Renewing Designation:**

- Briefly describe any updates to the tourism partnership.
- Describe promotions that have occurred within the past four years.
- Submit at least two samples of promotions (i.e., photos, brochures) within the past four years.

- ☐ **13. PUBLIC OR HISTORIC RECORDS ARCHIVE:** The community has a policy and [PReP](#) in place for handling and preserving archival, historic, government, and other public records that complies with professional standards. Must be accessible to the public.

**Initial Application:**

- Briefly list the name and contact information of the archival institution.
- Describe the collection and how the records are collected, catalogued, stored, and accessed.
- Submit:
  - A collection policy or procedure
  - A completed [PReP](#)

**Renewing Designation:**

- Briefly list any updates to your public historic records archive.
- Describe how the public can access the records.
- Share a story of how the public has used the records.
- Submit:
  - An updated [PReP](#)
  - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)

- ☐ **14. PHOTO ARCHIVE:** An organization in the community has a program to gather, identify, preserve, and make accessible to the public photographs related to the community's past.

**Initial Application:**

- Briefly list the name, contact information, and approximate number of documents.
- Describe the collection and how the records are collected, catalogued, stored, and accessed by the public.
- Submit
  - A collection policy or procedure

- A completed [PReP](#)

**Renewing Designation:**

- Briefly list any updates to your photo archive.
- Describe how the public can access the records.
- Share a story of how the public has used the records.
- Submit:
  - An updated [PReP](#)
  - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)

☐ **15. ORAL HISTORIES:** A community organization has an active oral history program that records, transcribes into written form, and makes accessible to the public interviews with long-time residents or individuals involved in events or activities of a historic nature.

**Initial Application:**

- Briefly list the organization(s), their contact information, and approximate number of oral histories.
- Describe how the oral histories are collected, cataloged, stored, and accessed by the public.
- Submit
  - A collection policy or procedure
  - A completed [PReP](#)

**Renewing Designation:**

- List the number of oral histories collected within the past three years.
- Provide a brief description of how stories are being shared.
- Submit:
  - An updated [PReP](#)
  - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)
  - Optional: a short transcript of a recently collected oral history

☐ **16. HERITAGE EVENTS:** The community has conducted an event or commemorative activity on an annual basis for at least 25 years to recognize an aspect of the community's cultural heritage. Oregon Heritage Tradition designation by the Oregon Heritage Commission would automatically meet this requirement.

**Initial Application:**

- Briefly list the event, year established, primary organizations, and their contact information.
- Describe the event, location, and timing.
- Submit five photos of the event.

**Renewing Designation:**

- Briefly describe any changes or additions to your community's heritage event.
- Submit:
  - A flyer or documentation of the most recent event
  - Five updated photos of the event



- If adding a new event:
  - Briefly list the event, year established, primary organizations, and their contact information.
  - Describe the event, location, and timing.

☐ **17. HISTORIC CEMETERY DESIGNATION:** The community has at least one historic cemetery that has been officially designated as such by the Oregon Commission on Historic Cemeteries, and there are ongoing efforts to maintain and protect it.

**Initial Application:**

- Briefly list each cemetery including location and organization contact information.
- Submit:
  - Two photos of each cemetery
  - A completed [PReP](#)

**Renewing Designation submit:**

- Briefly share any updates on designated historic cemeteries.
- Submit an updated [PReP](#)

☐ **18. CEMETERY AND GENEALOGICAL RECORDS SUMMARY:** The community has implemented a program to verify and make available cemetery and genealogical records to the public in written or electronic form for use in historic and genealogy research.

**Initial Application:**

- Briefly list each organization and their contact information.
- Describe the information they collect and how it is accessed by the public.
- Submit a completed [PReP](#).

**Renewing Designation:**

- Briefly describe any updates and confirm how the public can access the records.
- Share a story of how the public has used the records.
- Submit an updated [PReP](#).

☐ **19. AWARD RECOGNITION:** A project, person, or organization in the community has received a state or national award for achievement in some aspect of heritage within the past seven years. Oregon Heritage Excellence Awards and Excellence on Main Awards would qualify under this category.

**Initial Application:**

- Briefly list each award including name, awarding organization, and contact information.
- Describe the award type, year awarded, purpose, and project awarded.
- Submit two photos from each award.

**Renewing Designation:**

- Briefly list awards received within the past seven years, including award name, awarding organization, and contact information.
- Briefly describe the award type, year awarded, purpose, and project.
- Submit two photos from each new award.

- ☐ **20. DISASTER PREPAREDNESS:** At least one disaster plan for a heritage resource (museum, historic cemetery, genealogical society, etc...) has been completed and implemented. A community-wide disaster plan qualifies if heritage resources are included.

**Initial Application:**

- Briefly list each heritage resource with a disaster plan.
- Submit disaster plans.

**Renewing Designation:**

- Briefly describe any updates to disaster planning for your community's heritage resources.
- Briefly share action items completed within the past four years (if any).
- Submit board minutes or evidence the plan has been recently reviewed.

- ☐ **21. UNTOLD HISTORIES:** At least one story about the city's historically marginalized communities has been documented and interpreted. This may include histories of people of color, women, LGBTQ+, low-income individuals, prisoners, the disabled, senior citizens, or others. The interpretation must be permanently included in public history, museum displays, or accessible online to the public. These stories should be integrated within overall interpretation, but may be stand-alone depending on the context of the interpretation. Exhibits updated to include multiple perspectives may qualify.

**Initial Application:**

- Briefly list each untold story that has been documented and interpreted.
- Describe the process and resources used to develop interpretive perspectives.
- Submit photos of the interpretation of one or more histories.

**Renewing Designation:**

- Briefly describe at least one new story that has been documented or interpreted.
- Submit at least one photo of the new public interpretation.

- ☐ **22. DIVERSITY & INCLUSION PLAN:** At least one heritage organization in the community has created and is implementing a plan for serving the entire community and is actively working to make heritage resources more accessible and available to all. Plans may include diversity statements, goals embedded in a strategic plan, or a full DEI plan.

**Initial Application:**

- Briefly list and describe each organization with a plan, including objectives and the year implemented.
- Submit each diversity and inclusion plan.

**Renewing Designation:**

- Briefly describe action items from DEI plans that have been completed.
- Briefly describe any additional updates to your community's DEI planning.
- Submit board minutes documenting the most recent review of the plan(s).

- ☐ **23. TRIBAL CONSULTATION:** At least one entity within the community has actively established a process for communicating and collaborating with federally recognized Indian

tribal governments. This includes exchanging information, receiving input, and considering tribal viewpoints on heritage and history projects and properties within Tribes' historic and cultural areas of interest. This may be a government to government relationship through the city, or a museum or nonprofit partner consulting with the Tribes on heritage projects. This is not about seeking individual input from a tribal member, but rather consulting with representatives of a tribal government. Contact the [Oregon Legislative Commission on Indian Services](#) for Tribal government and cultural resources office contacts for your area.

**Initial Application:**

- Briefly describe the consulting relationship(s), including the community entity involved, the Tribes, and the channels of communication.
- Describe the impact of the consultation on the project, program, or property. How was tribal input incorporated?
- Submit: Evidence of the consultation process, such as a letter or email from the Tribes, a copy of a program with joint logos, or a document related to project content.

**Renewing Designation:**

- Briefly provide an update on your community's Tribal consulting relationships. Have you been successful in continuing to involve the Tribes and build an ongoing partnership?
- Describe the benefit of Tribal consultation on your heritage and history work.
- Submit: Evidence of the continued consultation process, such as a letter or email from the Tribes, a copy of a program with joint logos, or a document related to project content.

- ☐ **24. OTHER HERITAGE ACHIEVEMENTS:** The community has implemented other programs or projects that do not fit previously listed criteria but that demonstrate a sustained and noteworthy commitment to the preservation and interpretation of the community's heritage.

**Initial Application:**

- Briefly list each achievement including name and contact information for the organization associated with the achievement.
- Describe the achievement, date, organizations involved, etc...
- Submit two photos from each achievement.

**Renewing Designation**

- Briefly describe how your community has sustained and promoted this program or project. If you haven't, then tell us about another achievement.
- Submit an updated photo or product from each achievement.