

## **ARTICLE 36 - HISTORIC PRESERVATION (HP)**

### **Section 36.10 - Purpose and Intent**

To preserve, protect, maintain and enhance those historic resources that trace the evolution of man's influence in Hood River County. Historic resources are the sites, buildings, structures, objects, natural features or specific districts that relate to events or conditions of our past. This includes archaeological sites, which possess evidence of prehistoric culture. Protected sites will provide educational value, enjoyment, and economic diversification as well as beautification of the County and enhancement of property values. This ordinance is intended to allow the County to review building or demolition permits to ensure that these and other historic structures and sites identified in the future are preserved. The Historic Preservation Ordinance can be used to implement the Historic Preservation Plan designation or can be used as an overlay zone.

### **Section 36.20 - Historic Resources**

Historic resources located within unincorporated Hood River County that are listed in the Statewide Inventory of Historic Sites and Buildings, Hood River County, and sites designated in the Hood River County Comprehensive Plan as having important historic significance are subject to the provisions of Section 36.30 - Exterior Remodeling or Alteration, and Section 36.40 - Demolition or New Construction, of this ordinance. Other resources evaluated through the Goal 5 process and determined to be important historic resources shall comply with the provisions in the Historic Preservation Ordinance. The historic resources are listed in Appendix "A" to this ordinance.

### **Section 36.30 - Exterior Remodeling or Alteration**

The Building Official shall submit to the Director all building permit requests for exterior alteration for a historic building. The Director shall, within 30 working days, review the permit application for compliance with the requirements in Section 36.50 of this ordinance, and make the following determinations:

- A. If the Director finds the proposed alterations to be in compliance with Section 36.50, he shall submit to the Building Department a statement that the requirements of this section have been satisfied.
- B. If the Director finds the proposed alterations to be in non-compliance with the requirements of Section 36.50, he shall issue a statement to the Building Official and schedule a hearing before the Hood River County Planning Commission to review the application. The Director shall also inform the County Historical Museum Board, the State Historical Preservation Office and the County Parks and Recreation Committee. The Commission shall complete the following:
  1. The Commission shall meet within 30 working days of the date the completed permit application was submitted to the Building Department. The applicant shall be notified of the time and place of the review and is encouraged to be present. A failure to review within 30 working days shall be considered as an approval of the application.

2. If the Commission finds the proposed alterations to be in compliance with Section 36.50, they shall direct the Planning Director to submit to the Building Department a statement allowing exterior remodeling or alteration.
3. If the Commission finds the proposed alterations to be in non-compliance with Section 36.50, they must:
  - a. Approve the application subject to compliance with conditions, which will bring the application into conformance with Section 36.50; or
  - b. Place up to a 60 day delay from the date of the hearing action on issuance of a building permit for the proposed alteration to provide additional time for gathering information, to further evaluate the proposal or to identify alternatives for the owners; or
  - c. Provide the applicant with information concerning local, state, and federal preservation programs.

**Section 36.40 - Demolition or New Construction**

The Building Official shall submit all requests for demolition of a historic building and new construction on historical sites on which no structure exists to the Director who shall, within 30 working days, schedule a hearing before the Commission to review the request. However, if the structure for which the demolition permit request has been filed has been damaged in excess of 70% of its assessed value due to fire, flood, wind, or other act of God, a demolition permit may be approved by the Building Official without processing the request through the Planning Commission. A failure to review within 30 working days shall be considered as an approval of the application.

The Commission shall complete and consider the following: The Commission may approve the issuance of the demolition permit or building permit or it may delay the issuance of the demolition permit or building permit for up to 60 days from the date the request is received by the Building Department. The Commission's decision shall be based upon consideration and completion of at least the following factors:

- A. Reasonable efforts will be made to provide the owner of the structure with possible alternatives for demolition, including information concerning local, state and federal preservation programs.
- B. Reasonable effort shall be made to maintain the historic structure by any acquisition, protection, stabilization, preservation, rehabilitation, restoration or reconstruction project. (A demonstrated lack of private and public funding for maintenance of a structure is sufficient cause to allow demolition.)
- C. Consideration shall be given to the Guidelines listed in Section 36.50; and

- D. The Commission shall seek assistance through referrals from at least the following County Departments and agencies: County Historic Museum Board, the State Historic Preservation Office, and the County Parks and Recreation Committee.

**Section 36.50 - Guidelines for Exterior Alteration of a Historic Building**

Affirmative findings will be documented addressing the following guidelines based upon their relative importance.

- A. Retention of original construction. All original exterior materials and details shall be preserved to the maximum extent possible.
- B. Height. Additional stories may be added to historic buildings provided that:
  - 1. The added height complies with requirements of the building and zoning codes.
  - 2. The added height does not exceed that which was traditional for the style of the building.
  - 3. The added height does not alter the traditional scale and proportions of the building style.
  - 4. The added height is visually compatible with adjacent historic buildings.
- C. Bulk. Horizontal additions may be added to historic buildings provided that:
  - 1. The bulk of the addition does not exceed that which was traditional for the building style.
  - 2. The addition maintains the traditional scale and proportion of the building style.
  - 3. The addition is visually compatible with adjacent historic buildings.
- D. Visual Integrity of Structure. The lines of columns, piers, spandrels, and other primary structural elements shall be maintained so far as is practicable.
- E. Scale and Proportion. The scale and proportion of altered or added building elements, the relationship of voids to solids (window to wall) shall be visually compatible with the traditional architectural character of the historic building.
- F. Material, Color, and Texture. The materials, colors, and textures used in the alteration or addition shall be visually compatible with the traditional architectural character of the historic building.
- G. Signs, Lighting, and Other Appurtenances. Signs, exterior lighting, and other appurtenances, such as walls, fences, awnings, and landscaping shall be visually compatible with the traditional architectural character of the historic building.

### **Section 36.60 - Process for Designation of Historic Resources**

- A. The Director, upon request from the Board or Planning Commission or upon a request by a property owner or the contract purchaser to designate a particular building or site as a historic resource, shall advise the owner of such building or site. The Director shall also inform the County Planning Commission, the County Historical Museum Board, the County Parks and Recreation Committee, and State Historic Preservation Office.
- B. The Director shall fix a date and time for a public hearing before the Planning Commission pursuant to Article 60, Administrative Procedures, County Zoning Ordinance.
- C. The Commission's determination as to whether a site or building shall be designated a historic resource shall be based upon at least consideration of the following:
  - 1. Evaluation of the proposed site through the Goal 5 process as outlined in OAR 660-16-000.
  - 2. Testimony from the owner of the site.
  - 3. Comments from the owners of abutting property, representatives of the County Historic Museum Board, the County Parks and Recreation Committee, the Building Official, the State Historic Preservation Office and other interested parties.
  - 4. Other considerations deemed necessary by the Commission to assist in their decision making.
  - 5. If the Commission determines that a site or building shall be designated as Historic Resource, it shall complete one of the following actions:
    - a. Add the resource to the Historic Resources List noted in Section 36.20 - Historic Resources; or
    - b. Apply the Historic Preservation Zone as an overlay; or
    - c. Recommend to the Board to apply the Historic Preservation Plan designation to the historic resource.
- D. If any designated historical building or site has been demolished or destroyed, the Planning Commission, upon direction from the Board or upon its motion, may remove the historical building designation. If the designation is proposed to be removed from any historical building or site for any other reason than set forth in the preceding sentence, then similar notices, recommendations and hearings shall be held as specified in A., B., and C. above.

**Section 36.70 - Building Official Powers**

Nothing in this chapter may be interpreted to mean that the Commission may issue building permits as that is an ability reserved to the Building Official.

**Section 36.80 - Appeals**

Actions of the Planning Commission can be appealed to the Hood River Board of County Commissioners as outlined in Article 61 - Review by the Board, County Zoning Ordinance.

**Section 36.90 - Site Development Standards**

Compliance with the Site Development Standards required by the base zone (i.e., setbacks for front, rear, side and between buildings; off-street parking, minimum lot or parcel size; vision clearance) or compliance with the site development requirements of the predominant surrounding and adjacent zone, shall be required.

## APPENDIX "A"<sup>1</sup>

1. Potter (Miles) House (Cooper, Emma House)	2N 10E 3B #300
2. Hazel Rebekah Lodge 156 and Kemp I.O.O.F. Lodge 181 (same)	2N 10E 26B #800
3. Kollas House ("Starvation Flats")	2N 10E 28 #3700
4. Kroeger (John) House (same)	2N 10E 27 #4200
5. McCan (Capt. Charles P.) House (same)	2N 10E 2A #1900
6. Mt. Hood School (Mt. Hood Town Hall and Recreation Center)	1N 10E 27 #2100
7. Methodist Episcopal Church (Odell United Methodist Church)	2N 10E 26C #3600
8. United Church Upper Hood River Valley (Parkdale Community Church)	1N 10E 32DD #2500
9. Morton (J.W.) House (Struck, Sheldon House)	3N 10E 28 #402
10. Tucker (Barton R.) House (same)	2N 10E 15 #3500
11. Connaway (Harry) and Lafferty (I.U.) store (Weber Bros. Hardware)	2N 10E 22DD #700
12. First Congregational Church (Windmaster Community Church of God)	2N 10E 10 #1900
13. Union Church (Church of Christ)	2N 10E 22DD #800
14. English House (same)	2N 10E 21 #6002
15. Oak Grove School House	2N 10E 16 #3800

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<sup>1</sup>. Sites listed by historic name, then common name as they appear in the Statewide Inventory of Historic Sites and Buildings, Hood River County, 1976.

# ADMINISTRATIVE LAND USE APPLICATION



## HOOD RIVER COUNTY COMMUNITY DEVELOPMENT

601 State Street  
Hood River, OR 97031  
**JOHN ROBERTS, DIRECTOR**  
PHONE 541-387-6840  
FAX 541-387-6873  
plan.dept@co.hood-river.or.us

PLANNING
File No.:
Date received:
Date issued:
Application Review Fee \$

### TYPE OF LAND USE PERMIT:

#### Dwellings:

- Farm Operator Dwelling  
    Income    Acreage
- Relative Farm Dwelling
- Accessory Farm Dwelling
- Farm Lot of Record
- Forest Template Dwelling
- Forest Large Tract Dwelling
- Forest Lot of Record

#### Conditional Use:

- Non- Farm Dwelling
- Dependent Relative Dwelling
- Home Occupation
- Bed and Breakfast

#### Other:

- Variance
- Subdivision

- Plan and Zone Change
- Planned Unit Development
- Zone Boundary Adjustment
- Comprehensive Plan Amendment

- \_\_\_\_\_
- \_\_\_\_\_

### SITE INFORMATION:

Township:	Range:	Section:	Tax Lot:	Parcel size: _____ ac.	Zoning: _____
Site Address:				City:	

Description of Proposed Development or Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### APPLICATION CHECKLIST:

Unless otherwise noted, the following information is required as part of a complete application:

Completed application form	Project description
Applicant's & ALL property owners' signatures	Applicable criteria form / questionnaire
Site Plan - per attached example	Supporting documents (farm income, etc.)
Filing fee	

Only applications with the required information can be processed. Obtain a copy of the criteria and the questionnaire for your application type. The pertinent Hood River County Zoning Ordinance sections may be obtained from Hood River County Community Development or on-line through the county website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us)

Pursuant to Oregon Revised Statutes Chapter 215, Section 427, this department has 30 days to review the application for completeness and notify the applicant of any deficiencies.

### SIGNATURES: All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

Owner Name: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: Phone:                      E-mail:	Owner Name: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: Phone:                      E-mail:
Applicant if other than owner: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: Phone:                      E-mail:	<p><i>By signing, I acknowledge that the information provided in this application is accurate to the best of my knowledge. Signature of the property owner(s) indicates that the property owners(s) is/are aware that an application is being made on the subject property. Signature of the property owner(s) also authorizes the County planning staff reasonable access to the site in order to evaluate the application.</i></p>

## **SITE PLAN:**

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A site plan, drawn **TO SCALE** in black ink at a maximum scale of 1 inch = 100 feet, must be included with your submitted application. Please do not use highlighter, colors, or photographs/aerial photos since they are not easily reproducible. Site plans should be drawn on paper **NO LARGER THAN 11"x17"**.

If the parcel is large, planning staff suggests that you submit a detail site plan that shows only the portions of the parcel affected by the proposed development, together with a vicinity plan showing the overall site. If this option is pursued, please show at least two property lines and enough of the parcel or some adjacent features, such as roads, so that the planner and other viewers can locate the proposed development on the vicinity map.

Much of the required information may be obtained from the Hood River County webmap at [www.co.hood-river.or.us](http://www.co.hood-river.or.us) - under "County Maps"

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## **MINIMUM SITE PLAN INFORMATION REQUIREMENTS:**

**Please Note:** Although most site plans can be drawn by the person making application, you may wish to hire a professional to prepare your site plan if your proposal is complex or the site is challenging. Site plans allow the planner and other interested parties to clearly understand the nature of the proposal and its relationship to the parcel, as well as surrounding parcels of land. Submitted site plans are considered legally binding documents. It is the responsibility of the applicant to know and accurately identify the subject parcel's property lines, as well as the location of any easements or rights-of-way.

- ⇒ Property Information - address and map and tax lot.
- ⇒ Property owner and applicant name.
- ⇒ Scale and north arrow.
- ⇒ Boundaries of parcel with dimensions.
- ⇒ Location, labeling, and size of existing and proposed buildings and structures.
- ⇒ Setback distance of proposed buildings and structures from property lines, roads, other structures, streams, ponds, & wetlands.
- ⇒ Location and width of access roads, driveways, turnouts, turnarounds, and parking areas.
- ⇒ Location of utility services, *including approved septic drainfields, and replacement field.*
- ⇒ All easements (access, utility, irrigation, etc.).
- ⇒ Significant slope or terrain features.
- ⇒ Vegetation type.
- ⇒ Portion of property in farm or forest use.
- ⇒ Vicinity map (if needed to augment your site plan).

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**Site plans not drawn to scale or failing to include the required information will not be accepted. See the sample site plan provided.**

**Using a piece of graph paper, such as that included within this application form, may be the simplest way to draw your plan to scale!**



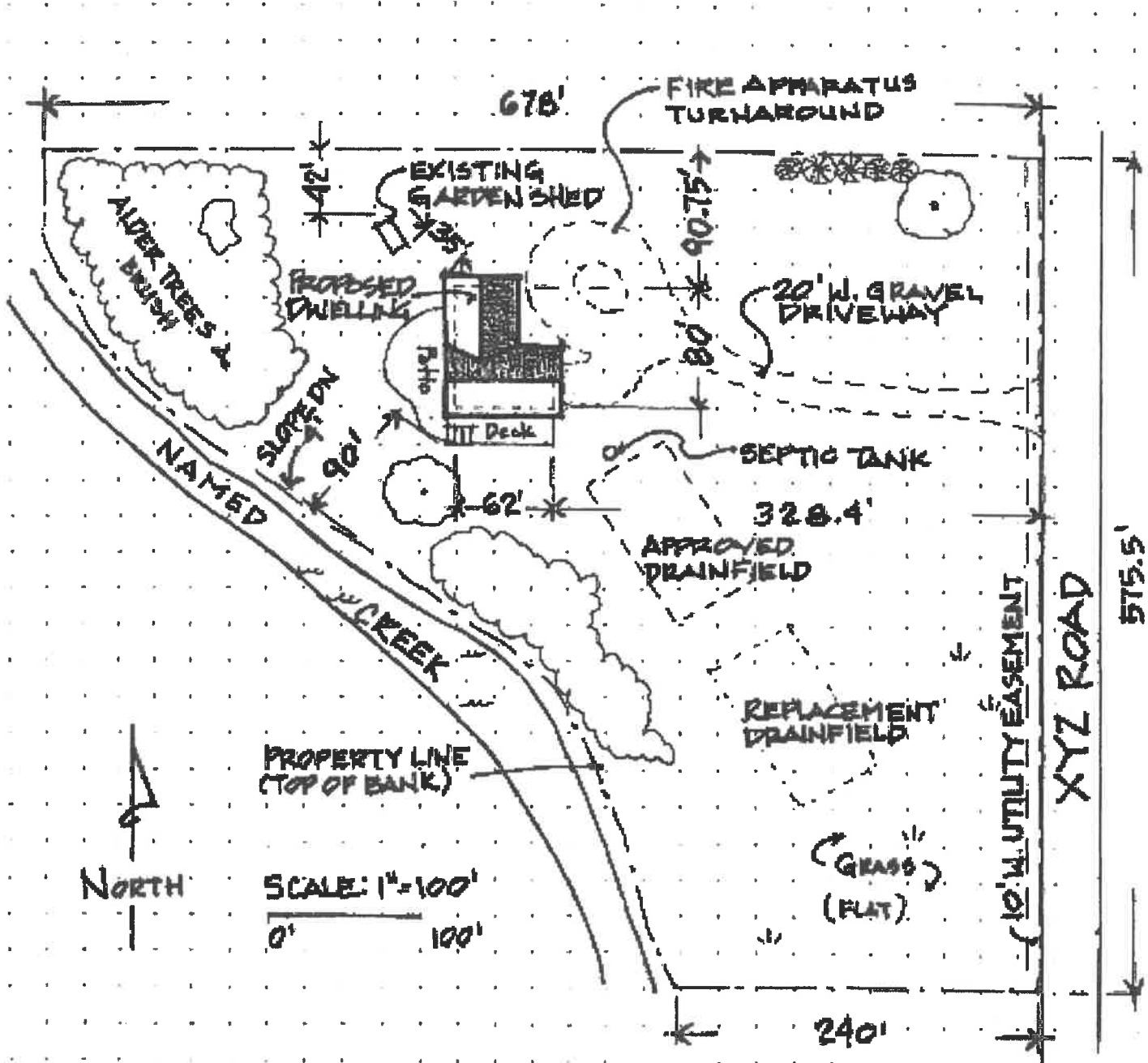
**SITE PLAN EXAMPLE**

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxElt 2010



**Does your site plan show the following?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Property Information.                            | <input checked="" type="checkbox"/> Location of utilities, septic drainfields.          |
| <input checked="" type="checkbox"/> Scale and north arrow.                           | <input checked="" type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input checked="" type="checkbox"/> Boundaries of parcel with dimensions.            | <input checked="" type="checkbox"/> Significant slope or terrain features.              |
| <input checked="" type="checkbox"/> Existing and proposed structures.                | <input checked="" type="checkbox"/> Vegetation type.                                    |
| <input checked="" type="checkbox"/> Setback distances of proposed buildings.         | <input checked="" type="checkbox"/> Portion of property in farm or forest use.          |
| <input checked="" type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input checked="" type="checkbox"/> Vicinity map (if needed to augment your site plan). |

## SITE PLAN

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Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_ Sec \_\_\_\_\_ TxLt \_\_\_\_\_

**Does your site plan show the following?**

- |   |  |
|---|--|
| <input type="checkbox"/> Property Information.                            | <input type="checkbox"/> Location of utilities, septic drainfields.          |
| <input type="checkbox"/> Scale and north arrow.                           | <input type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input type="checkbox"/> Boundaries of parcel with dimensions.            | <input type="checkbox"/> Significant slope or terrain features.              |
| <input type="checkbox"/> Existing and proposed structures.                | <input type="checkbox"/> Vegetation type.                                    |
| <input type="checkbox"/> Setback distances of proposed buildings.         | <input type="checkbox"/> Portion of property in farm or forest use.          |
| <input type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input type="checkbox"/> Vicinity map (if needed to augment your site plan). |