



150 East Main Street, Hillsboro, OR 97123  
4<sup>th</sup> Floor • 503/681-6153  
Fax: 503/681-6245  
www.ci.hillsboro.or.us

## CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. When applicable, applicants are also advised to submit three (3) draft application packages in advance of deadline dates for public hearings: a list of meeting dates and deadlines is available on request. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

### TRACKING INFORMATION (For Office Use Only)

Planner \_\_\_\_\_ File # \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_ (acres or sq. ft.) Dimensions \_\_\_\_\_

### SUMMARY OF REQUEST

Name of Inventoried Cultural Resource \_\_\_\_\_

Narrative Summary: *(Provide a brief summary of proposed alteration, demolition, or relocation on the existing cultural resource.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject to previous Land-use approval?  Yes  No File No. \_\_\_\_\_ *(attach copy of Notice of Decision)*

**NOTE:** The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested cultural resource alteration based on the approval criteria. For more information read Approval Criteria and Submittal Requirements on pages 4 and 5.

CONTINUED ON PAGE 2

# CULTURAL RESOURCE ALTERATION APPLICATION (CONTINUED)

## DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Floodplain \_\_\_\_\_ Wetlands \_\_\_\_\_ Significant Natural Resources \_\_\_\_\_

Cultural Resources \_\_\_\_\_ Airport Noise Contours \_\_\_\_\_ Slopes greater than 25% \_\_\_\_\_

Water Provider:  City of Hillsboro  Tualatin Valley Water District  Other: \_\_\_\_\_

Does the site have access to City Street(s)  Yes  No *(Please explain)* \_\_\_\_\_

Does the site have access to County Road(s)  Yes  No *(Please explain)* \_\_\_\_\_

Are there existing structures on the site?  Yes  No *(If Yes, please list all structures and explain future status of each.)*

## OWNERSHIP AND APPLICANT INFORMATION

Property Owner Name(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No *(If Yes, please list tax map and tax lots)*

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(If more than one property owner, please attach a separate sheet with additional names and signatures.)*

**Applicant** \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

CONTINUED ON PAGE 3

# CULTURAL RESOURCE ALTERATION APPLICATION (CONTINUED)

## ADDITIONAL PROJECT TEAM MEMBERS

Architect \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Civil Engineer \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Landscape Architect \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Additional Personnel \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

### COMPLETENESS CHECK (For Office Use Only)

Received by \_\_\_\_\_ Date \_\_\_\_\_

Accepted as complete by \_\_\_\_\_ Date \_\_\_\_\_

Additional reviews pending?  YES  NO If yes, what is the File # \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee(s) \_\_\_\_\_

Paid \_\_\_\_\_

# **APPROVAL CRITERIA AND REQUIREMENTS**

## **(CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION)**

The approval criteria and requirements for a Cultural Resource Alteration are listed in Section 132 of the Zoning Ordinance. The following are excerpts of this section:

### **(6) Application for Alteration of a Designated Cultural Resource.**

- (a) No designated cultural resource shall be altered without prior review by the Historic Landmarks Advisory Committee and approval of the Planning Commission.
- (b) Cultural resource owners desiring to alter a cultural resource shall submit an application to the Historic Landmarks Advisory Committee. The application shall include site plans, exterior building elevations, and materials specifications on any proposed alteration. The Historic Landmarks Advisory Committee shall review the application with respect to the criteria listed in subsection (d) and shall make findings and a recommendation to the Planning Commission regarding the proposal.
- (c) The Planning Commission shall hold a public hearing on the request. Notice of the hearing shall be mailed to owners of property within a 200-foot radius of the affected property, to recognized local and County historical societies, and to the State Historic Preservation Office. At the public hearing, the Planning Commission shall receive the findings and recommendation of the Historic Landmarks Advisory Committee, and shall receive any testimony submitted by interested parties. (Amended by Ord. No. 5778/8-07)
- (d) The Historic Landmarks Advisory Committee and the Planning Commission shall evaluate a proposed alteration based on the degree to which the alteration would meet the following standards:
  - 1. The alteration would enable the resource to be used as it was historically or to be given a new use requiring the least practicable change to its distinctive materials, features, spaces, and spatial relationships.
  - 2. The historic character of the resource property would be retained and preserved, and the relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
  - 3. The alteration would recognize a physical record of the resource's time, place, and use, and changes that create a false sense of historical development (such as adding features from other historic properties) are not proposed.
  - 4. The proposed alteration would retain and preserve changes to the resource that have attained historic significance in their own right.
  - 5. The alteration would preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the resource.
  - 6. Deteriorated historic features would be repaired rather than replaced. If severe deterioration requires replacement of a distinctive feature, the new feature would match the old in design, color, texture, and, where possible, materials. Replacement of missing features would be documented by historical evidence. Replacement of original features, such as wooden window, doors, or siding, with features made from modern materials such as vinyl, metal, or fiberglass, would be discouraged.
  - 7. Any proposed chemical and physical treatments would be undertaken using the gentlest means possible. Treatments that cause damage to historic materials would be avoided.
  - 8. Any archeological resources would be protected and preserved in place. If archeological disturbance can not be avoided, appropriate mitigation measures would be included as part of the alteration.

9. New additions, exterior alterations, or related new construction would not destroy historic materials, features, and spatial relationships that characterize the resource. To protect the integrity of the resource, new work would be differentiated from the old and would be compatible with the historic materials, features, size, scale and proportion, and massing
10. Any new additions and adjacent or related new construction proposed in the alteration would be constructed in a manner to allow their removal in the future without impairing the essential form and integrity of the resource and its surroundings. .

For the review of exterior alterations of historic resources, the Historic Landmarks Advisory Committee and the Planning Commission may use, as supplemental information for clarification, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U.S. Department of the Interior, National Park Service and codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives Program.

- (e) The Planning Commission shall work with the applicant, interested citizens and technical staff to minimize the negative impact of the proposed action, wherever possible.
- (f) Following receipt of testimony, the Planning Commission shall deliberate and analyze the proposed alteration. Based on that analysis, the Planning Commission shall make a determination whether to approve or deny the request. The Planning Commission's decision shall be final unless appealed.
- (g) No provision of this ordinance shall be construed to prevent the ordinary repair or maintenance of a designated Cultural Resource, where such action does not involve a change in design, materials, or appearance.

**(7) Application for Demolition or Relocation of a Designated Cultural Resource.**

- (a) No designated cultural resource shall be demolished or relocated without prior review by the Historic Landmarks Advisory Committee and approval of the Planning Commission.
- (b) Cultural resource owners desiring to demolish or relocate a cultural resource shall submit an application to the Historic Landmarks Advisory Committee. The Historic Landmarks Advisory Committee shall review the application with respect to the following standards:
  1. The designated property has deteriorated beyond repair, and relocation or demolition is structurally necessary;
  2. No prudent and feasible alternative exists to repair or use the structure in its present location; and
  3. The relocation or demolition is economically necessary. To prove economic necessity, the applicant must demonstrate through presentation of at least one rehabilitation option that the resource cannot be reasonably rehabilitated in its present location, and that the condition of the cultural resource prevents any substantial beneficial use of the property; and
  4. The proposed use of the property has been found to be in compliance with all applicable city, state and federal requirements including zoning and building codes; and
  5. The value to the community of the proposed use of the property outweighs the value of retaining the designated Cultural Resource on its present site.

The Committee shall consider the request, and shall forward its findings and recommendation to the Planning Commission.

- (c) The Planning Commission shall hold a public hearing on the request. Notice of the hearing shall be mailed to owners of property within a 200-foot radius of the affected property, to recognized local and County historical societies, and to the State Historic Preservation Office. At the public hearing, the Planning Commission shall receive the findings and recommendation of the Historic Landmarks Advisory Committee, and shall receive any testimony submitted by interested parties.

- (d) Following receipt of testimony, the Planning Commission shall deliberate and analyze the proposed relocation or demolition, based on the standards in subsection (b). Based on that analysis, the Planning Commission shall make a determination whether to approve or deny the request.
- (e) Approval of an application for relocation or demolition may be delayed up to 60 days by the Planning Commission. The Planning Commission may place any of the following conditions on approval of a demolition application:
  - (1) interior and/or exterior documentation of the site prior to the proposed, demolition;
  - (2) preservation of selected architectural features and site landscaping; and
  - (3) a good faith effort by the applicant to sell the structure for relocation.

The Planning Commission may, however, approve a demolition permit at any time within the 60 day period if it feels the applicant has made an effort in good faith to retain, document, and/or preserve the culturally significant characteristics of the resource.

- (f) The City Council may extend a demolition delay by an additional 60 days at the request of the Historic Landmarks Advisory Committee, the Planning Commission or an interested party.

# SUBMITTAL REQUIREMENTS

## (CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION)

- Original, signed application form plus twenty-five (25) copies. The original application form must include a “wet ink” signature from the property owner or authorized agent. This information must be reproduced so please write clearly using black/dark blue ink or type.
- Original plus twenty-five (25) copies of the appropriate and necessary site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria, including a written statement describing the proposal and referencing any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc. **NOTE:** Details for narrative provided below under the headings: General Information, Existing Conditions, and Proposed Improvements.
- One (1) copy of either:
  - A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary.
  - A CWS Service Provider Letter.
- Complete Application Packet Sets: All submitted material must be folded and collated in sets and to scale. Submittals should include one complete, original application packet along with the applicable number of copy sets indicated above.
  - All plans (full-sized and reduced) must be measured to a legible and reasonable scale. Examples of preferred plan scales include:
    - Site plans: 1" = 20' for full-size plans (24" x 36"); 1" = 40' for reduced (11" x 17")
    - Landscape plans: 1" = 20' for full-size plans (24" x 36"); 1" = 10' for detailed plans; 1" = 40' for reduced (11" x 17")
    - Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1' for full-size; no smaller than 1/16" = 1' for reduced plans; 1/4" = 1' for detailed plans.

### GENERAL INFORMATION

- Proposed/existing cultural resource name.
- Map context information including date, north arrow, and scale of drawing.
- Vicinity map showing the general location of the property in relation to the nearest major street or highway.
- Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses. Contacts should include owners, applicants, site plan designers, engineers and surveyors.
- Recent photographs of site and building elevations, including adjacent streets and surrounding area.

### EXISTING CONDITIONS

- Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.
- Location, purpose and present width of all existing easements of record on and abutting the tract.
- Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 25% and 5-foot intervals for slopes over 25%.
- Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain.
- Existing uses including the scaled location and present use of all existing structures on the property.

### PROPOSED ALTERATIONS

- Proposed use of property.
- Narrative statement of the alterations proposed and a timeline of the alterations to be made.
- Identification of which structures will remain and which will be removed.

## SUBMITTAL RECOMMENDATIONS

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.

- ❑ Applicants are advised to submit three (3) draft application packages one week in advance of deadline dates for public hearings.

**FOR MORE INFORMATION PLEASE CONTACT:**  
City of Hillsboro Planning Department  
150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
Phone: (503) 681-6153 Fax: (503) 681-6245  
E-mail: [planning\\_dept@ci.hillsboro.or.us](mailto:planning_dept@ci.hillsboro.or.us)  
Website: [www.ci.hillsboro.or.us](http://www.ci.hillsboro.or.us)