

HISTORIC & CULTURAL LANDMARK ALTERATION

CITY OF GRESHAM
1333 NW Eastman Parkway
Gresham, Oregon 97030-3825



Purpose:

To maintain the visual integrity of the exterior of buildings that are designated as Class 1 historic or cultural landmarks within the City of Gresham.

Applicability:

A Type III Historic and Cultural Landmark Alteration permit is needed for any exterior change to a Class 1 historic or cultural landmark that requires a building permit.

Reconstruction of a Class 1 landmark which has been accidentally damaged or destroyed may be permitted by the Manager without going through this Type III process when building permit plans submitted by the owner clearly indicate that the structure will be reconstructed to match its appearance prior to the accident. Applicable fees for the review of the building permit by Planning staff as well as the Historic Resources Advisory Committee, when necessary, will be applied. The applicant should be aware that this process may delay issuance of a building permit.

Procedures:

The applicant must submit a development permit application that includes the information shown below. The application will be reviewed for completeness by the City within 30 days of application submittal. If additional information is necessary, the applicant will be contacted by the City and given a list of information still required to deem the file complete for processing. Once the application is determined to be complete, a meeting is set up with the Historic Resources Advisory Committee. The Historic Resources Advisory Committee will review the application and make a recommendation to the Hearings Officer. Following completion of the appropriate public notice, the City will hold a public hearing in front of the Hearings Officer. The Hearings Officer will then issue a decision regarding the proposal. A pre-application conference is recommended, but not required, prior to submittal of a historic alteration application.

Submittal Requirements: The applicant must submit the following¹:

- One copy of a development permit **application**
- For ownership verification, submit one copy of the most recent **deed** or **title report** for all involved properties.
- The required **fee**.²
- Submit 5 copies of a **narrative** that includes the following:
 - Detailed description of the proposed alteration.
 - Describes how the proposal will comply with each of the approval criteria listed at GCDC 5.0321.
Please note that it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria.
- Submit 5 copies of a **site plan** that includes the following:
 - Date, north arrow and standard engineer's scale (if to scale).
 - Site address
 - Approximate location of all structures, trees, adjoining streets and driveway on the site.
- Submit 5 copies of building **elevations** that include the following:
 - Proposed architectural exterior.
 - Existing architectural exterior. Photographs may be submitted in lieu of existing elevations.

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¹ Permit Techs: Counter completeness includes submittal of the correct number of copies of each bolded item listed under the 'Submittal Requirements' heading. If these items are not included in the application submittal, the application should not be accepted by the City.

² Contact the Planner on Duty at 503-618-2780 or pod@ci.gresham.or.us for current fee.

5.0321 Review of Proposed Alterations Affecting the Exterior Appearance of Landmarks

Prior to issuance of a building permit for proposed alterations affecting the exterior appearance of a Class 1 landmark, the Historic Resources Advisory Committee and the hearing body under the Type III procedure shall review the proposal and act to approve, approve with modifications, or prohibit the proposed alteration. However, reconstruction of a Class 1 landmark which has been accidentally damaged or destroyed may be permitted by the Manager without review by the Committee or the hearing body when plans submitted by the owner clearly indicate that the structure will be reconstructed to match its appearance prior to the accident. A proposed alteration shall be approved or approved with modifications only upon finding conformance with the following standards:

- (A) The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships shall be avoided.
- (B) A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
- (C) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- (D) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- (E) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- (F) New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- (G) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- (H) Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- (I) A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (J) Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.