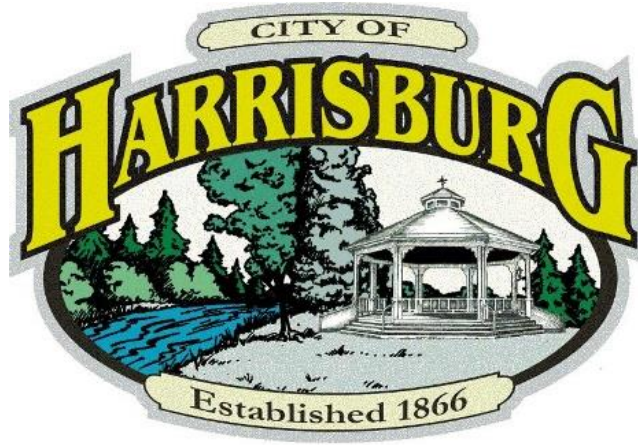




Planning Commission Agenda

July 21, 2026

7:00 PM

Chairperson:	Todd Culver
Vice-Chairperson:	Susan Jackson
Commissioners:	Rhonda Giles, Kurt Kayner, Kent Wullenwaber, Stephanie Tegge and Vacancy
Meeting Location:	Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
4. *If you wish to provide testimony, and are unable to attend, please contact the City Recorder to be placed on a conference call list during the meeting.*
5. *Written testimony can be accepted until 5:30pm on the day of the meeting.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
7. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at lross@ci.harrisburg.or.us.*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

PUBLIC HEARING

- 1. THE MATTER OF A REQUEST FOR A HISTORICAL RESOURCE ALTERATION FOR THE I.O.O.F. HALL LOCATED AT 190 SMITH ST.**

STAFF EXHIBITS:

Exhibit A: June Staff Report

Exhibit B: Application with additional elevation drawings

ACTION: MOTION TO APPROVE (AMEND OR DENY) WITH CONDITIONS THE HISTORICAL RESOURCE ALTERATION REQUEST FOR THE ADDITION OF A SMALL NEW STRUCTURE ON THE ROOF OF THE I.O.O.F. HALL BUILDING, LU 471-2026, LOCATED AT 190 SMITH ST, BASED ON THE CRITERIA, DISCUSSION, AND FINDINGS OF FACT DURING TONIGHTS MEETING

APPLICANT: Patrick Freeman

OTHERS

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Staff Report

Harrisburg Planning Commission

Harrisburg, Oregon

THE MATTER OF A REQUEST FOR A HISTORICAL RESOURCE ALTERATION FOR THE I.O.O.F. HALL LOCATED AT 190 SMITH ST.

STAFF EXHIBITS:

Exhibit A: June Staff Report

Exhibit B: Application with additional elevation drawings

ACTION: MOTION TO APPROVE (AMEND OR DENY) WITH
CONDITIONS THE HISTORICAL RESOURCE ALTERATION REQUEST FOR THE
ADDITION OF A SMALL NEW STRUCTURE ON THE ROOF OF THE I.O.O.F.
HALL BUILDING, LU 471-2026, LOCATED AT 190 SMITH ST, BASED ON THE
CRITERIA, DISCUSSION, AND FINDINGS OF FACT DURING TONIGHTS
MEETING

APPLICANT: Patrick Freeman

LOCATION: 190 Smith St., 15S04W16AA05300

HEARING DATE: July 21, 2026

ZONING: C-1, with an overlay of H-1

OWNER: Clyde the Glide LLC

BACKGROUND

This application for a structure on top of the I.O.O.F. Building was discussed at the last Planning Commission meeting. The previous staff report is available via **Exhibit A**. The applicant was asked to return to the next Planning Commission meeting with an elevation drawing, so that the Planning Commission could see what his intentions were, and could compare design to the historical zone requirements.

INTRODUCTION

As noted previously, the IOOF Hall building is on the Harrisburg Register of Historic Resources. An alteration means any *addition to, removal of, or change in the exterior part*

of a historic resource, but shall not include paint color. The code doesn't prevent the ordinary maintenance or repair of any exterior architectural feature that does not involve a change in design, materials, or external appearance, or the removal of any such if the planner determines emergency action is required for public safety purposes, due to an unsafe, or dangerous condition. Materials that may be used for new residential construction are noted below.

HMC 18.65.050 (18): New Residential Construction – Building Materials. *The type of materials for new residential construction and exterior remodeling shall be selected from those historic materials already present in the area. These include wood, brick, concrete, stucco, and cast iron. Wood is also an acceptable material to use for details and ornament.*

Additional height to this historical resource structure is allowed, and specifically in HMC 18.65.040, the code specifically allows for additional height or stories being added in the case of mixed-use development. Therefore, the code doesn't prevent the applicant from adding a structure to the roof, provided it doesn't exceed 15' in height.

HMC 18.65.040 (7) Mixed-Use Building Height Bonus. *Height bonuses for mixed-use buildings approved or approved with conditions under Table 18.45.040.5 must meet all of the following criteria:*

- a. *The proposed height increase is for the sole purpose of allowing a residential use above a permitted commercial, civic, or institutional use; or is required to accommodate structured parking.*
- b. *The proposed increase in height is compatible with adjacent uses and structures or can be made compatible through reasonable conditions of approval. For the purposes of this subsection, a finding of compatibility means that the proposed height increase does not create a fire hazard; does not conflict with a locally or Federally designated historic landmark or district, or with a building or district the City recognizes as being eligible for the National Register of Historic Places; and does not create excessive glare, shade, noise, or privacy concerns for existing adjacent residential uses.*
- c. *The proposed increase in height does not exceed 15 feet, per Table 18.45.040.5.*

CRITERIA AND FINDINGS OF FACT

HMC 18.55.030(7): Review Criteria for an Alteration Application. In reviewing an application to alter a historic building and to preserve the historical and architectural integrity of historical resources, and to provide for public safety, Planning Commission decisions shall be based on applicable State and local codes and ordinances related to building, fire and life safety, and the following criteria:

1. Criterion:

- a. *The removal or alteration of any historical marker or distinctive architectural features shall be avoided when possible.*

Discussion: There will be no removal or alteration of any architectural features that are currently present on the building.

Finding: This criteria is not applicable.

2. Criterion:

b. Alterations that include materials or a design not in keeping with the historic appearance of the building or structure shall be discouraged.

Discussion: The narrative provided by the owner states that they are keeping a similar window to wall ratio of the existing building. The structure, which is already framed on the roof, is consistent with that of the entire building itself. (See Photo's below)



Paint is actually not governed by the City, but we do appreciate that the owner plans on it being compatible with the colors of the IOOF Hall, as well as the Gods Storehouse Structure (Hardware Store-180 Smith St.) next door. The design, therefore, meets the requirements of the historic resource development code. The materials shown in the revised application (**Exhibit B**) include a structure that has only siding and windows, with one exterior man door. The applicant is showing a black metal roof for the structure. As noted previously, a flat roof is visible on virtually every historical resource structure in the commercial zone. However, a very slight increase in height would also be acceptable, in order to eliminate or limit maintenance issues. It is up to the Planning Commission to determine if the materials being used are acceptable in the historic district. With the new structure being centralized on the roof of the building, the materials are likely not as visible to residents, except for those viewing it from the southwest.

Finding: This criterion has been met.

3. Criterion:

c. Alterations that have taken place over the course of time are part of the history and development of the building or structure. These alterations may be significant in their own right and shall be preserved if possible and appropriate.

Discussion: The applicant will not be working on any other part of the building, other than the new structure on the roof.

Finding: This criteria is not applicable.

4. Criterion:

d. ***Distinctive stylistic features or examples of skilled craftsmanship should be treated carefully and retained whenever possible.***

Discussion: The applicant is altering the building by the addition of a room on the roof. They will not be touching any other part of the building. The design of the room located on the roof is consistent with the boxy appearance of the IOOF Hall building.

Finding: This criterion has been met.

5. Criterion:

e. ***Deteriorated architectural features shall be repaired, rather than replaced, whenever possible.***

Discussion: The applicant is not changing any architectural features on the building at this time, other than the addition of a small structure to the roof.

Finding: This criteria does not apply.

6. Criterion:

f. ***If it is necessary to replace deteriorated architectural features, new materials should match, as closely as possible, in terms of composition, design, color and texture.***

Discussion: The applicant is not replacing any deteriorated architectural features.

Finding: This criterion does not apply.

7. Criterion:

g. ***Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical or pictorial evidence rather than on availability or architectural elements from other buildings or structures. The design shall be compatible with the size, scale, and material of the historic building or structure and shall be compatible with the character of the neighborhood.***

Discussion: The applicant is not repairing, or replacing missing architectural features, other than the addition of a new structure on the roof. The applicant has provided the Planning Commission with an application that includes the design elements in **Exhibit B, with elevation drawings added**. They are proposing siding that will be painted charcoal, and windows that are plain glass sliders. The building has a mix of plain windows, and windows with panes. This same mix appears on the Gods Storehouse structure that abuts the IOOF Hall building. While paned windows are more desirable in the historical zone, it's clear that flat glass is also used on several of the historical resource structures. This structure is also located on the roof, which makes it

somewhat less visible than structures elsewhere; therefore, staff does think the windows as shown are acceptable due to the location. The only comments received have been from the building inspector, and are located in development concerns.

Finding: This criteria has been met.

CONCLUSIONS

The applicant requests approval of a historical resource alteration (LU 471-2026) for the I.O.O.F Hall structure, to add a small structure on the roof of the building. The City did receive one other comment from the City's Building Official, Jason Johannesen. He noted that the building modification will require a structural permit, which might also trigger the need for an architect, or engineer, or both for the design. There might also be an issue with the combustible wood framing being used for this structure. This is a development concern, rather than planning, but should be mentioned for the applicant to be prepared. See Development Concern No. 1 below.

The applicant initially thought that because there was a mixed-use development in the building, and that the structure was added to the residential part of the building, that the structure itself, which is under 200 sq. ft., (96 sq. ft.) wouldn't be subject to a building permit. Unfortunately, the building is located in the commercial zone, and as a mixed-use development, any structural additions are considered commercial in nature. In addition, in Oregon building structural code, the 200 sq. ft. or under allowance only applies to accessory structures that are located on the ground in residential zones.

As demonstrated by the above discussion, analysis and findings, the application, as conditioned, complies with the applicable criteria from the Harrisburg Municipal Code.

Development Concern No. 1: The applicant is required to apply for a structural building permit, which could possibly trigger the requirement for an architect, and/or engineering, or could possibly require a change in structural framing.

PLANNING COMMISSION ACTION

The Planning Commission has three options with respect to the subject applications. They can:

1. Approve the request;
2. Approve the request with conditions; or
3. Deny the request.

Based upon the criteria, discussion, and findings of facts above, Staff recommends the Planning Commission Approve with Conditions the Historical Resource Alteration Request for the addition of a new structure on the roof of the I.O.O.F. Hall building, LU 471-2026, located at 190 Smith St.

RECOMMENDED MOTION(S)

Consistent with staff's recommendation to the Planning Commission, the motion is shown at the top of the Staff Report.

RECOMMENDED CONDITIONS OF APPROVAL

1. **Condition of Approval No 1: Consistency with Plans** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.

DEVELOPMENT CONCERNS:

Development Concern No. 1: The applicant is required to apply for a structural building permit, which could possibly trigger the requirement for an architect, and/or engineering, or could possibly require a change in structural framing.

Staff Report

Harrisburg Planning Commission

Harrisburg, Oregon

THE MATTER OF A REQUEST FOR A HISTORICAL RESOURCE ALTERATION FOR THE I.O.O.F. HALL LOCATED AT 190 SMITH ST.

STAFF EXHIBITS:

Exhibit A: Application Packet

ACTION: MOTION TO APPROVE (AMEND OR DENY) WITH CONDITIONS THE HISTORICAL RESOURCE ALTERATION REQUEST FOR THE ADDITION OF A SMALL NEW STRUCTURE ON THE ROOF OF THE I.O.O.F. HALL BUILDING, LU 471-2026, LOCATED AT 190 SMITH ST, BASED ON THE CRITERIA, DISCUSSION, AND FINDINGS OF FACT DURING TONIGHTS MEETING

APPLICANT: Patrick Freeman

LOCATION: 190 Smith St., 15S04W16AA05300

HEARING DATE: June 16, 2026

ZONING: C-1, with an overlay of H-1

OWNER: Clyde the Glide LLC

BACKGROUND

The I.O.O.F. Building is one of the most beloved structures in town. The Freeman's purchased the IOOF Building in early 2018 and set upon their labor of love. They rescued the IOOF Building after the interior had been condemned due to holes in the ceiling/roof, and general disrepair of the building. After making their intentions known, they started filing for property improvement grants in 2018, and 2022, and for the Mainstreet Revitalization Grant (\$250,000) in 2020. The top two floors now comprise their home, along with a portion of the ground floor. The very front of the building became a commercial office, which is currently occupied by Clara Russell Insurance, operating as Allstate Insurance. The property owner also went through a variance, and a historical resource alteration permit to add an exterior garage entrance to the ground floor area from S. 2nd St. This would have been added to the east side of the building. Although

they obtained approval, they ultimately decided to not follow through with their initial plans, due to engineering and architectural requirements and fees for altering the structural integrity of the building.

INTRODUCTION

The owner has been having problems with continuing leaks at the roof entrance to the home. There has always been ladder access to this part of the roof. He needs access at least once a month for maintenance purposes; therefore removing that entrance is not feasible. He decided that since they've tried to personally and professionally repair this area multiple times, that building something over the top of this entrance would be the best way to control future damage.

As noted, the IOOF Hall building is on the Harrisburg Register of Historic Resources. An alteration means any *addition to, removal of, or change in the exterior part of a historic resource, but shall not include paint color*. The code doesn't prevent the ordinary maintenance or repair of any exterior architectural feature that does not involve a change in design, materials, or external appearance, or the removal of any such if the planner determines emergency action is required for public safety purposes, due to an unsafe, or dangerous condition.

CRITERIA AND FINDINGS OF FACT

HMC 18.55.030(7): Review Criteria for an Alteration Application. In reviewing an application to alter a historic building and to preserve the historical and architectural integrity of historical resources, and to provide for public safety, Planning Commission decisions shall be based on applicable State and local codes and ordinances related to building, fire and life safety, and the following criteria:

1. Criterion:

a. *The removal or alteration of any historical marker or distinctive architectural features shall be avoided when possible.*

Discussion: There will be no removal or alteration of any architectural features that are currently present on the building.

Finding: This criteria is not applicable.

2. Criterion:

b. *Alterations that include materials or a design not in keeping with the historic appearance of the building or structure shall be discouraged.*

Discussion: The narrative provided by the owner states that they are keeping a similar window to wall ratio of the existing building. The structure, which is already framed on the roof, is consistent with that of the entire building itself. (See Photo's below)



Paint is actually not governed by the City, but we do appreciate that the owner plans on it being compatible with the colors of the IOOF Hall, as well as the Gods Storehouse Structure (Hardware Store-180 Smith St.) next door. The design, therefore, meets the requirements of the historic resource development code. While the materials in the application (**Exhibit A**) include brick façade/siding, the property owner has not shown how they will appear on the addition. As such, they will need to provide a site drawing with the building permit, that shows how much brick façade will be placed, along with siding. There is no roof detail on the submitted detail sheets, so this must also be provided to the City with the building permit. A flat roof is visible on virtually every historical resource structure in the commercial zone. However, a very slight increase in height would also be acceptable, in order to eliminate or limit maintenance issues.

Condition of Approval No. 2: Historic Appearance - Concurrent with the building permit application, the property owner shall provide a site plan/elevation drawing showing how the brick façade, and siding will appear on the new structure, and must also provide/show final roof details and materials.

Finding: As conditioned, this criterion has been met.

3. Criterion:

c. Alterations that have taken place over the course of time are part of the history and development of the building or structure. These alterations may be significant in their own right and shall be preserved if possible and appropriate.

Discussion: The applicant will not be working on any other part of the building, other than the new structure on the roof.

Finding: This criteria is not applicable.

4. Criterion:

d. Distinctive stylistic features or examples of skilled craftsmanship should be treated carefully and retained whenever possible.

Discussion: The applicant is altering the building by the addition of a room on the roof. They will not be touching any other part of the building. The design of the room located on the roof is consistent with the boxy appearance of the IOOF Hall building.

Finding: This criterion has been met.

5. Criterion:

e. ***Deteriorated architectural features shall be repaired, rather than replaced, whenever possible.***

Discussion: The applicant is not changing any architectural features on the building at this time, other than the addition of a small structure to the roof.

Finding: This criteria does not apply.

6. Criterion:

f. ***If it is necessary to replace deteriorated architectural features, new materials should match, as closely as possible, in terms of composition, design, color and texture.***

Discussion: The applicant is not replacing any deteriorated architectural features.

Finding: This criterion does not apply.

7. Criterion:

g. ***Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical or pictorial evidence rather than on availability or architectural elements from other buildings or structures. The design shall be compatible with the size, scale, and material of the historic building or structure and shall be compatible with the character of the neighborhood.***

Discussion: The applicant is not repairing, or replacing missing architectural features, other than the addition of a new structure on the roof. The applicant has provided the Planning Commission with an application that includes the design elements in **Exhibit A**. They are proposing a mix of brick façade, and siding that will be painted charcoal. They are proposing windows that are plain glass sliders. The building has a mix of plain windows, and windows with panes. This same mix appears on the Gods Storehouse structure that abuts the IOOF Hall building. While paned windows are more desirable in the historical zone, it's clear that flat glass is also used on several of the historical resource structures. This structure is also located on the roof, which makes it somewhat less visible than structures elsewhere; therefore, staff does think the windows as shown are acceptable due to the location. The City is required to share the application with the State Historic Preservation Office; there were no comments received from them. Public Works had no concerns about this request. The only other comment received was from our building official, this is addressed in the conclusion as a development concern.

Finding: As conditioned in Condition No. 2; this criteria has been met.

CONCLUSIONS

The applicant requests approval of a historical resource alteration (LU 471-2026) for the I.O.O.F Hall structure, to add a small structure on the roof of the building. The City did receive one other comment from the City's Building Official, Jason Johannesen. He noted that the building modification will require a structural permit, which might also trigger the need for an architect, or engineer, or both for the design. There might also be an issue with the combustible wood framing being used for this structure. This is a development concern, rather than planning, but should be mentioned for the applicant to be prepared. See Development Concern No. 1 below.

The applicant initially thought that because there was a mixed-use development in the building, and that the structure was added to the residential part of the building, that the structure itself, which is under 200 sq. ft., (96 sq. ft.) wouldn't be subject to a building permit. Unfortunately, the building is located in the commercial zone, and as a mixed-use development, any structural additions are considered commercial in nature. In addition, in Oregon building structural code, the 200 sq. ft. or under allowance only applies to accessory structures that are located on the ground in residential zones.

As demonstrated by the above discussion, analysis and findings, the application, as conditioned, complies with the applicable criteria from the Harrisburg Municipal Code.

Development Concern No. 1: The applicant is required to apply for a structural building permit, which could possibly trigger the requirement for an architect, and/or engineering, or could possibly require a change in structural framing.

PLANNING COMMISSION ACTION

The Planning Commission has three options with respect to the subject applications. They can:

1. Approve the request;
2. Approve the request with conditions; or
3. Deny the request.

Based upon the criteria, discussion, and findings of facts above, Staff recommends the Planning Commission Approve with Conditions the Historical Resource Alteration Request for the addition of a new structure on the roof of the I.O.O.F. Hall building, LU 471-2026, located at 190 Smith St.

RECOMMENDED MOTION(S)

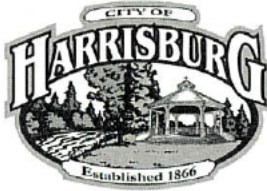
Consistent with staff's recommendation to the Planning Commission, the motion is shown at the top of the Staff Report.

RECOMMENDED CONDITIONS OF APPROVAL

1. **Condition of Approval No 1: Consistency with Plans** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.
2. **Condition of Approval No. 2: Historic Appearance** - Concurrent with the building permit application, the property owner shall provide a site plan/elevation drawing showing how the brick façade, and siding will appear on the new structure, and must also provide/show final roof details and materials.

DEVELOPMENT CONCERNS:

Development Concern No. 1: The applicant is required to apply for a structural building permit, which could possibly trigger the requirement for an architect, and/or engineering, or could possibly require a change in structural framing.



City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Phone (541) 995-6655
www.ci.harrisburg.or.us/planning

LAND USE APPLICATION

STAFF USE ONLY	
File Number: LU 471-2026	Date Received: 04.30.26 to 05.27.26
Fee Amount: \$350	

APPLICATION TYPE	
☐ Annexation*	☐ Property Line Adjustment
☐ Comprehensive Plan Amendment*	☐ Partition/Replat* Minor Major
☐ Conditional Use Permit*	☐ Site Plan Review*
☒ Historic Permit*	☐ Site Plan Review – Parking Only
☒ Resource Alteration	☐ Subdivision/Replat*
☐ Resource Demolition	☐ Vacation of street, alley or easement
☐ Historic Review – District	☐ Variance*
☐ Legal Lot Determination	☐ Zone Map Change*
☐ Zoning Ordinance Text Amendment*	
*A Pre-Application Conference with City Staff is Required	

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL	
Project Description	Create a rooftop access bulkhead providing safe and appropriate size access for equipment and workers to maintain structural and mechanical systems. Aesthetically, we're looking to maintain the overall look of the building with black frame windows/trim and a paint scheme to coordinates with the building and downtown historical district.
Project Name	Rooftop Access Bulkhead

PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name **Patrick Freeman**

Phone **415-377-5382** Email **fr [REDACTED]**

Mailing Address **[REDACTED] Harrisburg, OR 97446**

Applicant's Signature **[REDACTED]** Date **4/30/26**

Property Owner Name **Clyde the Glide, LLC**

Phone **415-377-5382** Email **fr [REDACTED]**

Mailing Address **1 [REDACTED] Harrisburg, OR 97446**

Owner Signature **[REDACTED]** Date **4/30/26**

*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address **190 Smith Street**

General Location Description **NW corner of Smith and 2nd Street**

Assessor's Map Number(s) **15S04W16-AA-05300** Related Tax Lot(s) **5300**

Map # **15S04W16-AA-05300** Tax Lot(s) # **5300**

The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <http://linn-web.co.linn.or.us/propertywebquerypublic/>

Lot Area **.06 acres**

LAND USE AND OVERLAY ZONES

Existing Zone(s) Residential use in a Commercial zone C-1

Existing Comprehensive Plan Designation(s) C-1 Mixed Use Development

Please select any of the following zone overlays or natural areas that apply to the subject site:

- ☒ Historic Overlay
 ☐ Willamette River Greenway
 ☐ Floodplain
☐ Riparian Corridors
 ☐ Wetlands

*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.

CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- | | |
|---|--|
| ☒ Narrative* (address all applicable HMC review criteria)
☐ Assessor's Map with Applicable Tax Lots Highlighted
☐ Site Plan
☐ Survey / ALTA
☐ Aerial Photograph / Existing Land Use(s) Map
☐ Zoning Map (if applicable, show proposed change(s))
☐ Comprehensive Plan Map(s) (if applicable, show proposed changes)
☐ Subdivision or Partition Plat | ☐ Architectural Elevations
☐ Architectural Floor Plans
☐ Utilities Plan
☐ Geotechnical Report/Site
☐ Assessment
☐ Electronic Versions of Exhibits
☐ Application Fee
☐ Other |
|---|--|

*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment: 4/30/26

PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE

1. Are there existing structures on the site? ☒ Yes ☐ No If yes, please explain

Our existing residential home is one the proposed site for the project

2. Indicate the uses proposed and describe the intended activities:

Address water penetration issues while providing space for bringing in large equipment to address and maintain future mechanical and structural issues on the roof going forward particularly considering the age of the building

3. How will open space, common areas and recreational facilities be maintained?

Maintained in a similar manner to the existing building exterior and to historical standards

4. Are there previous land use approvals on the development site? ☒ Yes ☒ No
If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

Not that I'm aware of

5. Have you reviewed the Oregon Fire Code Applications Guide in relation to your land use request? ☒ Yes ☐ No Do you have questions about any element of these requirements? If yes, please explain:

Nothing required in this space as it is only a access point for the roof

AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND

City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

☒ I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

☒ I do not authorize City decision makers to enter onto the property(-ies) associated with this application.

Review Criteria for an Alteration Application. In reviewing an application to alter a historic building and to preserve the historical and architectural integrity of historical resources, and to provide for public safety, Planning Commission decisions shall be based on applicable State and local codes and ordinances related to building, fire and life safety, and the following criteria:

a. Removal or alteration of historical markers or distinctive architectural features

The proposed alterations will **avoid the removal or alteration of any historical markers or distinctive architectural features** wherever possible. The project has been designed to ensure that no historically significant elements are disrupted.

b. Compatibility with historic appearance

The proposed alterations are designed to be **consistent with the existing historic character of the building**. Specifically, the design maintains:

- A similar **window-to-wall ratio** of the existing building.
- A **complementary paint scheme**
- A **box-shaped form** consistent with the existing structure

These elements ensure the addition is visually cohesive and in keeping with the building's established aesthetic.

c. Recognition of historical alterations over time

The project acknowledges that past alterations contribute to the building's historical development. The proposed work will **not disrupt or remove any existing historical elements**, and all historically significant features will be preserved.

d. Preservation of distinctive stylistic features and craftsmanship

The project team agrees to **preserve and treat carefully any distinctive stylistic features or examples of skilled craftsmanship** in accordance with applicable regulations. However, **no such features are impacted within the scope of the proposed alterations**.

e. Repair of deteriorated architectural features

The applicant agrees that **deteriorated features should be repaired rather than replaced whenever possible**. This criterion is acknowledged; however, it is **not applicable to the current scope**, as no such repairs are proposed.

f. Replacement materials matching original features

Where replacement is necessary, materials will be selected to **closely match the original in composition, design, color, and texture**. This standard is acknowledged, though it is **not applicable to the proposed scope of work**.

g. Accurate duplication of missing architectural features

Any repair or replacement of missing features would be based on **accurate historical evidence** and designed to be compatible with the building's **scale, materials, and neighborhood character**. This criterion is acknowledged but **not applicable to the current project scope**.

Summary

The proposed alterations are designed to **respect and maintain the historic integrity of the structure**, while ensuring compatibility with its existing architectural character. The project avoids disruption to historical features and adheres to all applicable regulations and preservation standards.

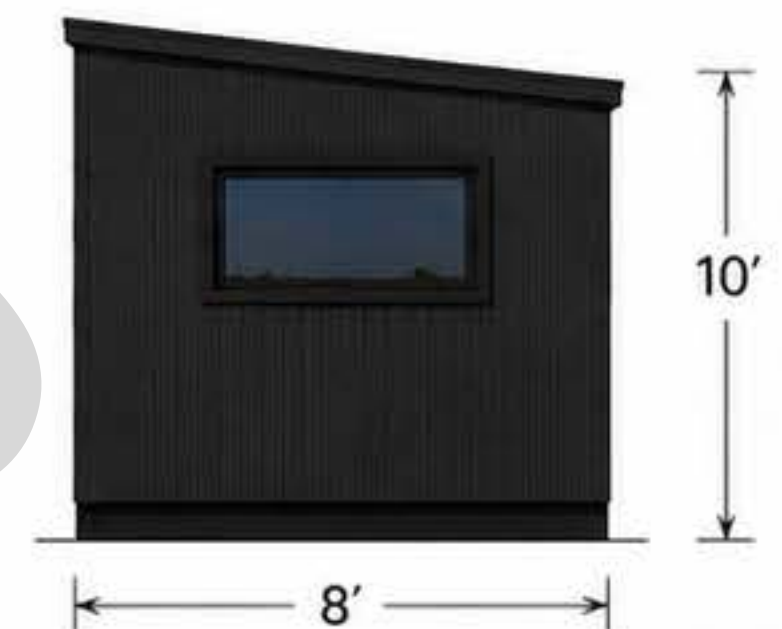
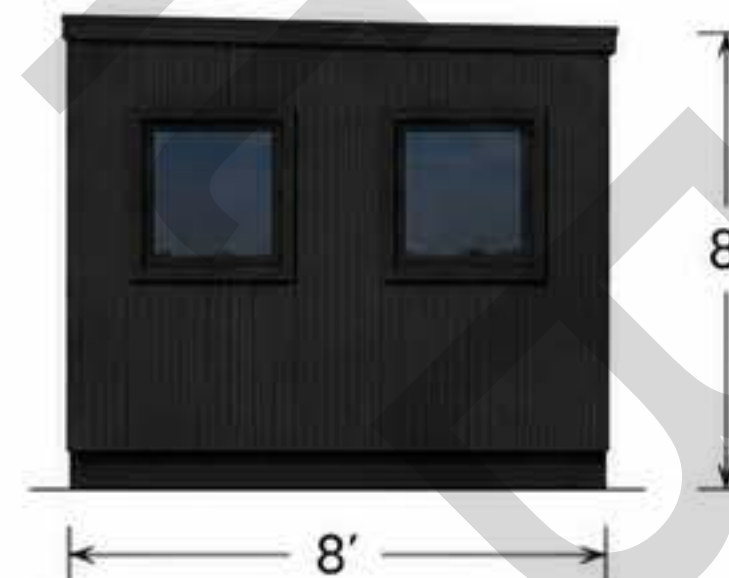
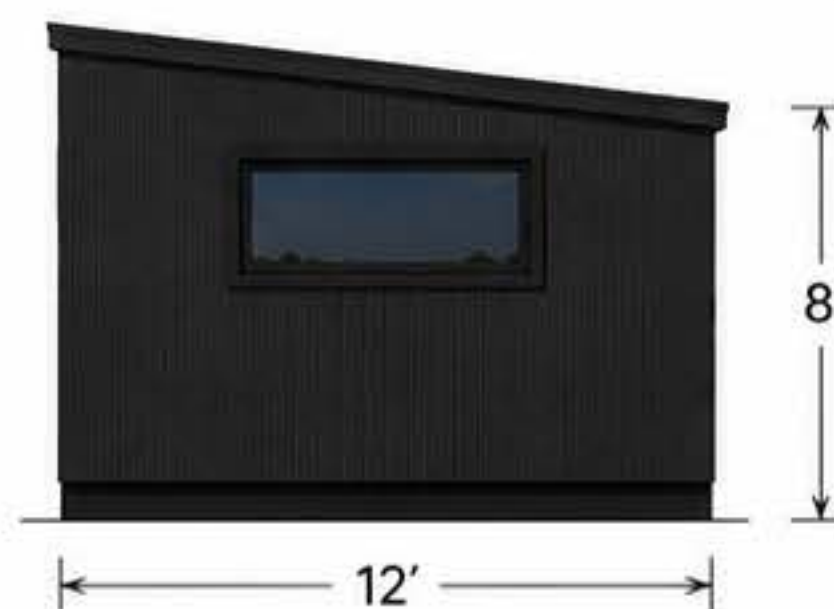
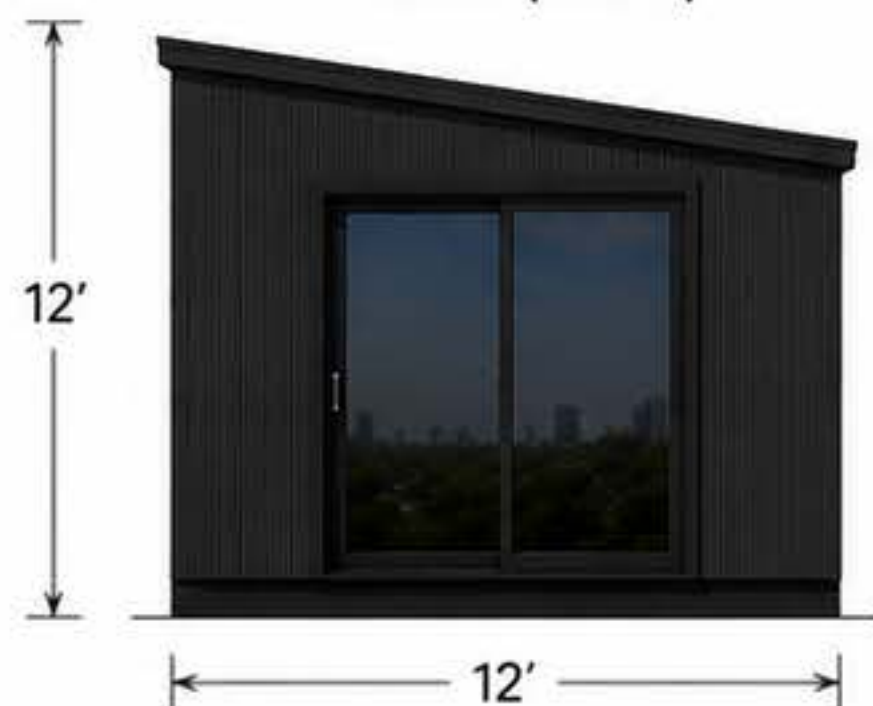


NORTH (FRONT)

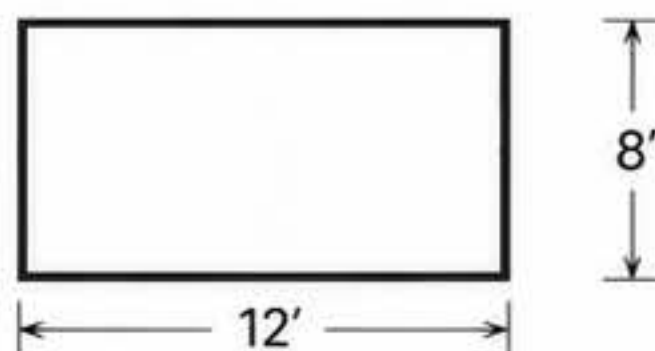
SOUTH (BACK)

EAST (SIDE)

WEST (SIDE)



FOOTPRINT (PLAN VIEW)

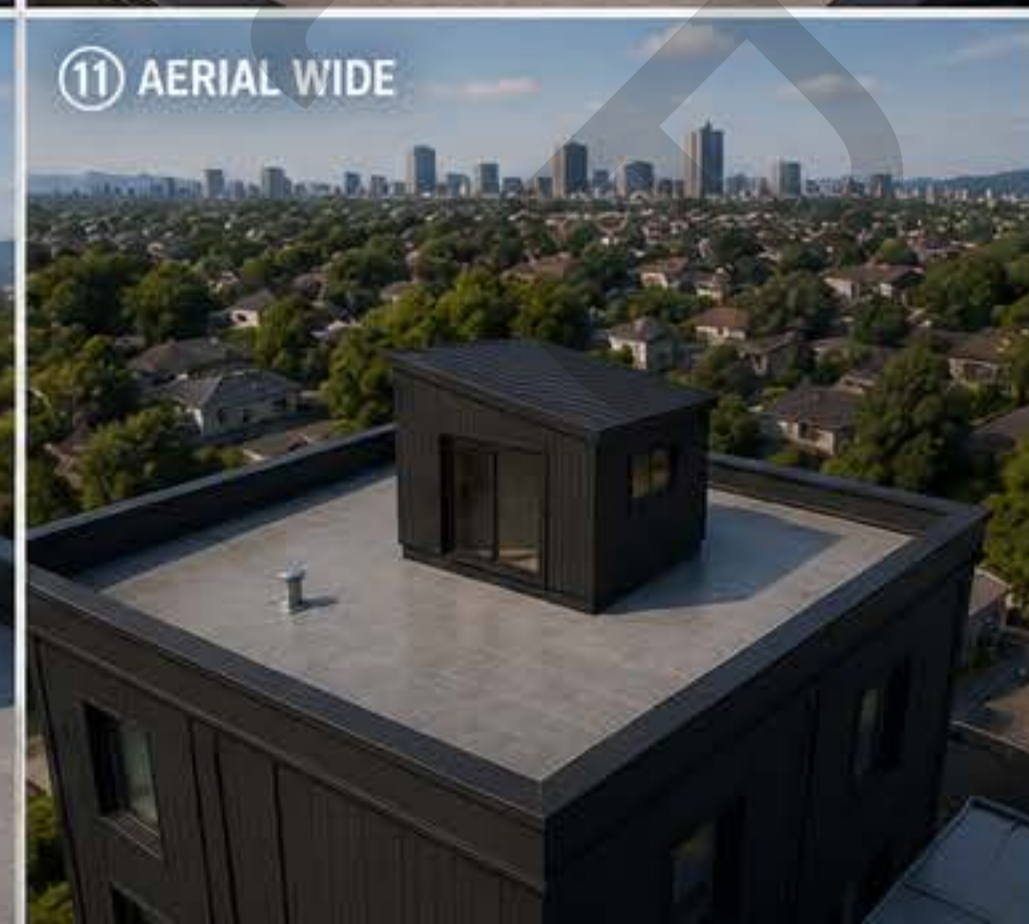


- Exterior Dimensions (Footprint): 12' (W) x 8' (D)
- North (Front) Wall Height: 12' (high)
- South (Back) Wall Height: 8' (low)
- East Wall Height: 8' (no pitch)
- West Wall Height: 10' (no pitch)
- Roof Slopes from North (front) to South (back)

WINDOW SIZES:

- North (Front): 6' x 4' Sliding Door
- South (Back): 4' x 4' Horizontal Window
- East (Side): 2 - 4' x 4' Windows
- West (Side): 6' x 4' Window

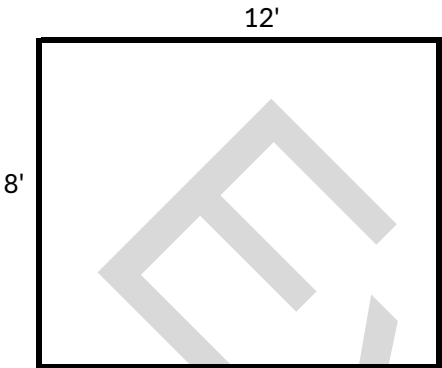




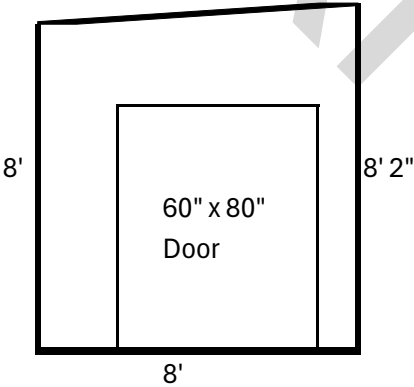
Trim/Flashing Material

Roof Materi

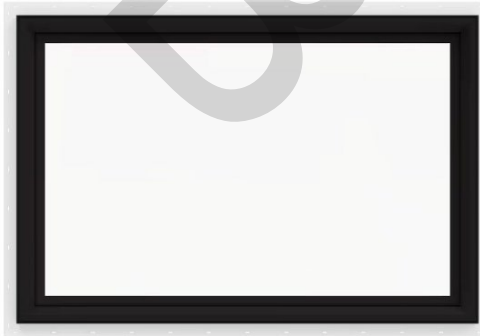
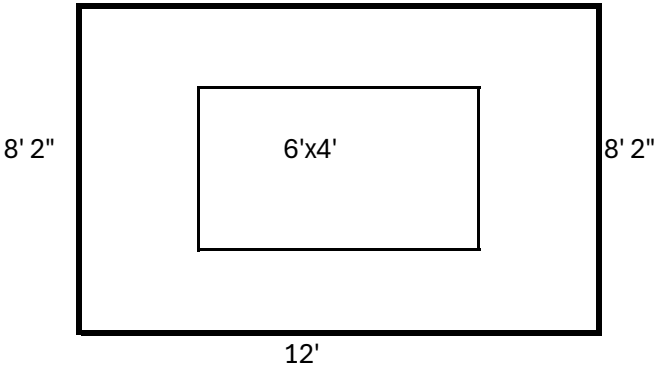
Floorplan



North Elevation

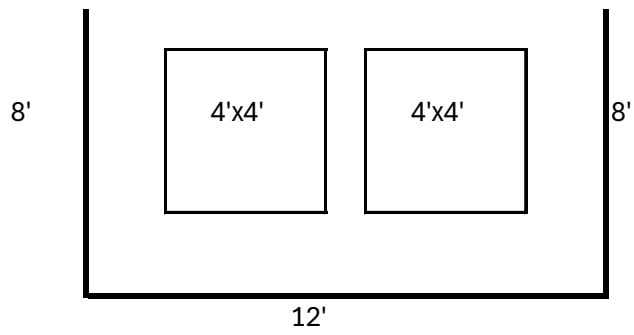


West Elevation

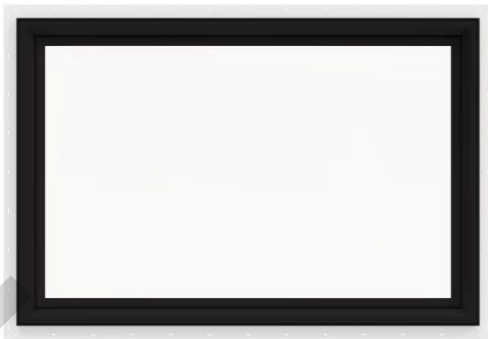
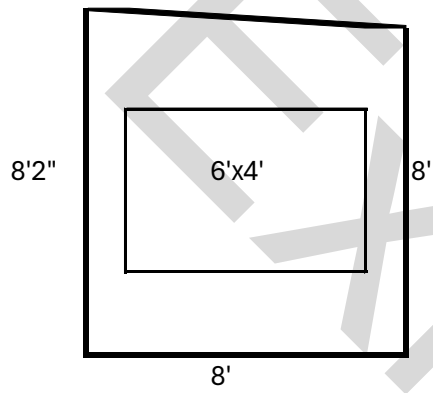


East Elevation





South Elevation





1st Choice to stay consistent
T-11 Siding (Tricorn Black shown)



or T1-11 Siding (Agreeable Gray shown)





Exhibit B