

Planning Commission Agenda

June 16, 2026

7:00 PM

Chairperson: Todd Culver
Commissioners: Rhonda Giles, Jeremy Moritz, Kurt Kayner, Kent Wullenwaber, Susan Jackson, and Stephanie Tegge
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.)

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE MINUTES FROM THE JULY 15, 2025, PLANNING COMMISSION MEETING**

PUBLIC HEARING

- 2. 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

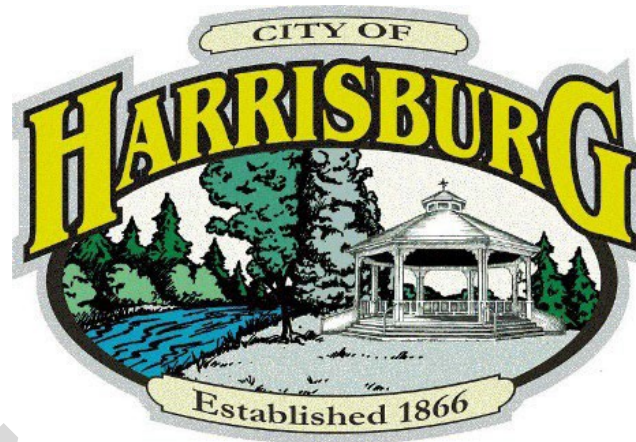
ACTION: MOTION TO *APPROVE, AMEND OR DENY* WITH CONDITIONS THE HISTORICAL RESOURCE ALTERATION REQUEST FOR THE ADDITION OF A SMALL NEW STRUCTURE ON THE ROOF OF THE I.O.O.F. HALL BUILDING, LU 471-2026, LOCATED AT 190 SMITH ST, BASED ON THE CRITERIA, DISCUSSION, AND FINDINGS OF FACT DURING TONIGHT'S MEETING

APPLICANT: Patrick Freeman

OTHERS

ADJOURN

July 15, 2025



Planning Commission Meeting Minutes

July 15, 2025

Vice-Chairperson: Jeremy Moritz, Presiding
 Commissioners Present: Kurt Kayner, Rhonda Giles, Kent Wullenwaber, Susan Jackson, and Joe Neely
 Commissioners Absent: Chairperson Todd Culver
 Staff Present: City Administrator/Planner Michele Eldridge, Finance Director/Deputy City Recorder Cathy Nelson, and Planning Consultant Zach Galloway
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:02pm by Vice-Chairperson Jeremy Moritz.

CONCERNED CITIZEN(S) IN THE AUDIENCE. Everyone present was there for items on the agenda.

PUBLIC HEARING

THE MATTER OF THE PROPOSED SITE PLAN REVIEW AND CONDITIONAL USE PERMIT FOR THE PROPOSED ISOVOLTA HT1 PLANT EXPANSION (LU 464-2025 & 465-2025) LOCATED AT 495 TERRITIRIAL STREET.

Vice-Chairperson Jeremy Moritz read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.

At the hour of 7:04pm, the Public Hearing was opened.

Moritz asked if there were any Conflicts of Interest or any Ex Parte contacts.

None reported.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

Moritz then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.

STAFF REPORT: Eldridge introduced planning consultant, Zach Galloway. Galloway gave a brief overview of the application. The applicant is requesting a conditional use permit that will allow them

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to add an 32,000 sq. ft. addition to their existing facility.

Galloway highlighted the following criteria:

- Criterion 19.15.050 - 1 – Met, 2 – Met, 3 – N/A, 4a – Met with the following conditions:
 - Condition No. 1: Consistency with plans,
 - Condition No. 2: Shared access acceptance,
 - Condition No. 3: Shared access easement,
 - Condition No. 4: Vision Clearance.
- 4b – Met with the following condition:
 - Condition No. 5: Outdoor lighting.
- 4c – Met with the following conditions:
 - Condition No. 6: Parking. Amended to read “the additional 16 required parking spaces, dependent on removal of square footage of non-leasable floor spaces.”
- 4d – Met with the following conditions:
 - Condition No. 7: Sand filter inspection,
 - Condition No. 8: Sand filter O&M,
 - Condition No. 9: Sedimentation and erosion control plan,
 - Condition No. 10: Formal Documentation on RTO emissions/odors.
- 5 – Met, 6 – N/A, 7 – N/A.
- Criterion 19.25.040 – 1a – Met with complete CUP application, 1b – N/A, 1c – Met, 1d – Met.

Staff feel that all requirements are met and recommends approval.

- Moritz clarified that the parking condition of an additional 16 spaces was before the non/leasable floor space was removed. Eldridge said that was correct and the actual number would be decided later.

APPLICANT PRESENTATION: Property Representative Jim Woodall and Engineer Eric Favreau gave a presentation of the new product that will be manufactured.

TESTIMONY IN FAVOR WAS ASKED FOR.

- None given.

TESTIMONY IN OPPOSITION WAS ASKED FOR.

- None given.

NUETRAL TESTIMONY WAS ASKED FOR.

- None given.

The public hearing was closed at the hour of 7:42pm.

- **Giles motioned to approve with conditions as amended the Isovolt Site Plan Review and Conditional Use Permit (LU-464-2025 & 465-2025), subject to the conditions of approval contained in the July 1, 2025, staff report. This motion is based on findings contained in the July 1, 2025, Staff Report, and on findings made during deliberations on the request. The motion was seconded by Kayner. The Planning Commission then voted unanimously to approve with conditions as amended the Isovolt Site Plan Review and Conditional Use Permit (LU-464-2025 & 465-2025), subject to the conditions of approval contained in the July 1, 2025, staff report. This motion is based on findings contained in the July 1, 2025, Staff Report, and on findings made during deliberations on the request.**

OTHERS: None

With no further discussion, the meeting was adjourned at the hour of 8:11 pm.

Chairperson

City Recorder

UNAPPROVED

**City of Harrisburg
PLANNING COMMISSION**

NOTICE OF DECISION

REQUEST: The applicant requests approval of a Site Plan and Conditional Use Permit (LU #464-2025) that will allow a 32,000 sq. ft. expansion and a new manufacturing process to the current Isovolta Facility.

LOCATION: 495 Territorial St., Linn County Assessor's Map 15S 04W 10CC, Tax Lot 02300

HEARING DATE: July 15, 2025

ZONING: M-1 (Limited Industrial)

APPLICANT/OWNER

Jim Woodall/Isovolta
495 Territorial St.
Harrisburg, OR 97446

APPEAL DEADLINE: August 4, 9:00AM: 2025

DECISION: The Harrisburg Planning Commission conducted a public hearing on July 15, 2025 and voted to approve the request with conditions of approval. The Planning Commission adopted the findings contained in the July 15, 2025 Staff Report to the Planning Commission, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.45, 18.55, 18.70, 18.75, 18.80, 18.85, 19.15, and 19.25.

APPEALS: The decisions may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. All persons entitled to notice, and who testified during the Planning Commission Hearing specifically addressing the applicable criteria may appeal the Planning Commission's decision to the City Council pursuant to subsection (5) of HMC 19.10.40. The City Council's decision may also be appealed to

the State Land Use Board of Appeals, as applicable. A copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000 plus actual expenses for appealing a Planning Commission decision to the City Council. The appeal filing procedure is available in HMC 19.10.040.(5)(b).

EFFECTIVE DATE: August 5, 2025, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: Site Plan approval shall be effective for eighteen (18) months from the date of approval. If the applicant can show intent of initiating construction on the site within the 18-month period, such as applying for a building permit, or making site improvements consistent with the approved development plan, or provides other evidence of working in good faith towards completing the project, and/or can demonstrate failure to obtain building permits and substantially begin construction within 18 months of site design approval was beyond the applicant's immediate control, and if there have been no changes to the applicable code provisions, the City Administrator may extend an approval for an additional 18 months when requested.

A Conditional Use Permit can be suspended or revoked at any time upon findings and actions by the City Administrator as noted in HMC 19.25.050



Jeremy Moritz
Planning Commission Vice-Chair

CONDITIONS OF APPROVAL

CONDITION NO. 1: CONSISTENCY WITH PLANS. Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the Planning Commission through conditions of approval.

CONDITION NO. 2: SHARED ACCESS ACCEPTANCE: Prior to the Building Permit Submittal, the Applicant shall provide documentation that the abutting property owner accepts the proposed asphalt paving improvement and shared access or remove the proposed off-site paving.

CONDITION NO. 3: SHARED ACCESS EASEMENT Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan showing the shared access easement between the site and abutting parcel.

CONDITION NO. 4: VISION CLEARANCE: Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan to clearly show the required vision clearance area, within which there can be no visual obstruction between three feet and eight feet in height above grade.

CONDITION NO. 5: OUTDOOR LIGHTING: Any future outdoor lighting installation is subject to and must demonstrate consistency with HMC 18.75.050 at the time of Building Permit submittal. The Applicant shall provide an outdoor lighting plan signed and sealed by the engineer of record or other licensed professional, as necessary.

CONDITION NO. 6: PARKING: Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan to show the location of the additional required parking spaces dependent upon removal of non-leasable floor spaces, consistent with the City codified dimensional standards at HMC 18.80.030(4).

CONDITION NO. 7: SAND FILTER INSPECTION: Prior to issuance of a Certificate of Occupancy, the Applicant shall allow City personnel to access the sand filter during normal business hours and the open the ditch area pre- and post-filter for the required inspections.

CONDITION NO. 8: SAND FILTER O&M: Prior to Building Permit submittal, the Applicant shall provide to the City a copy of sand filter Operations and Maintenance plan.

CONDITION NO. 9: SEDIMENTATION AND EROSION CONTROL PLAN: At the time of Building Permit submittal, the Applicant shall provide to the City a Sedimentation and erosion control plan.

CONDITION NO. 10: FORMAL DOCUMENTATION ON RTO EMISSIONS/ODORS: Prior to submittal of the Building Permit, the Applicant shall provide formal documentation

about the regenerative thermal oxidizer that verifies odors are sufficiently removed from emissions as asserted in the written narrative.

OTHER DEVELOPMENT CONSIDERATIONS (*Informational Only*)

1. The Applicant shall acquire all required permits, including but not limited to those related to demolition and site preparation, building, electrical, mechanical, and plumbing, before beginning construction of different project components, public improvements as required by HMC Title 15.
2. Additional Design Information is necessary to determine what kinds of building permit changes are required. Most buildings of this size and/or occupancy will require a licensed architect and a licensed engineer. More detailed information on the specifics of the building such as occupancy classification, construction type and fire separation distances are required in order determine if there are any known building code issues. This will also determine if the existing building is already sprinklered, which would then be required of the new addition.
3. Be advised that a 1200-C Permit may be required.
4. Any new fencing will be required to meet the height and landscape standards per HMC 18.75.040(3)(b).

NOTICE OF DECISION

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	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat* Minor Major
<input type="checkbox"/> Conditional Use Permit*	<input type="checkbox"/> Site Plan Review*
<input checked="" type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input checked="" type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input type="checkbox"/> Historic Review – District	<input type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
	<input type="checkbox"/> 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)	Related Tax Lot(s)
Map #	Tax Lot(s) #
15S04W16-AA-05300	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)

Existing Comprehensive Plan Designation(s)

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

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

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

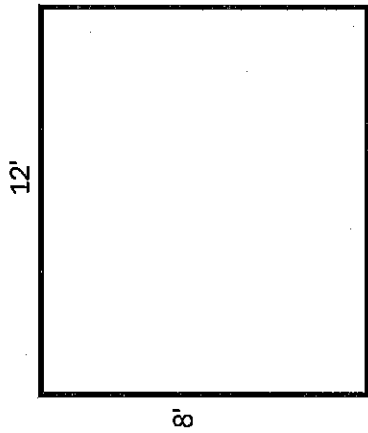
Any repair or replacement of missing features would be based on **accurate historical evidence** and designed to be compatible with the building's **scale, materials, and neighborhood character**. This criterion is acknowledged but **not applicable to the current project scope**.

Summary

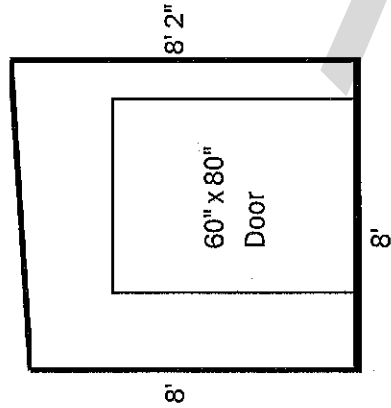
The proposed alterations are designed to **respect and maintain the historic integrity of the structure**, while ensuring compatibility with its existing architectural character. The project avoids disruption to historical features and adheres to all applicable regulations and preservation standards.

EXHIBIT A

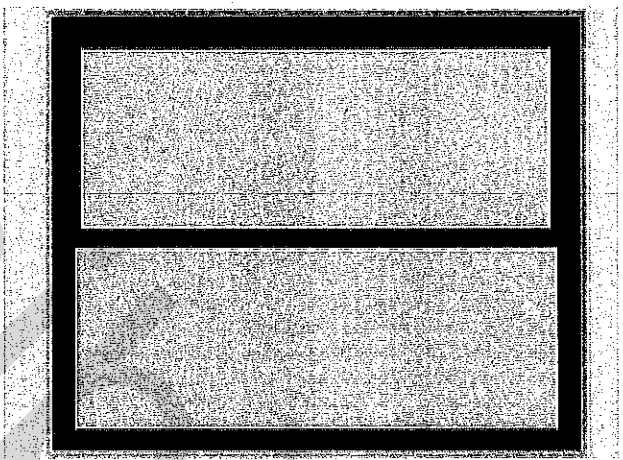
Floorplan

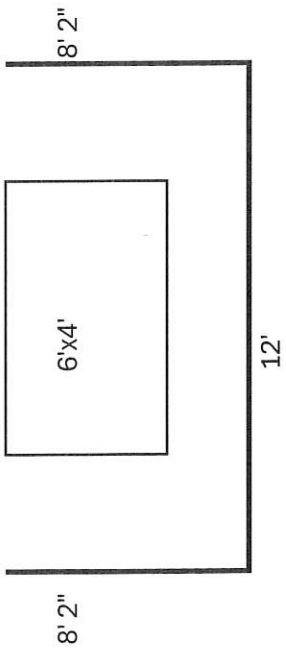


North Elevation

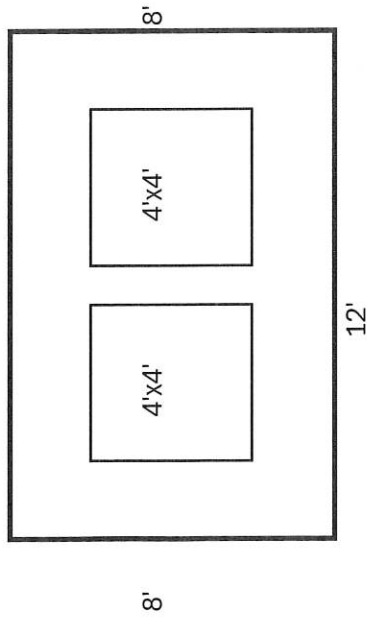


West Elevation

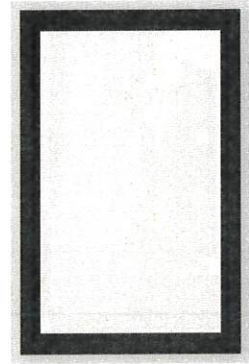
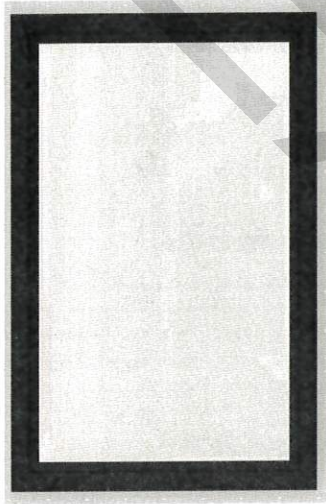
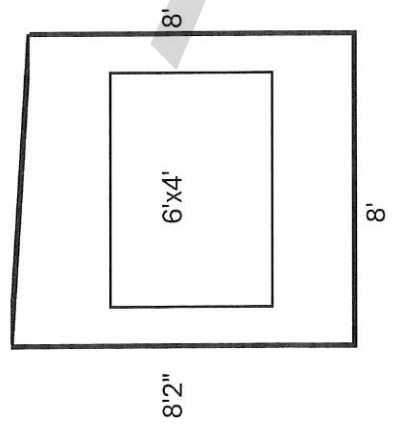




East Elevation



South Elevation



This is a sliding window



Trim Material

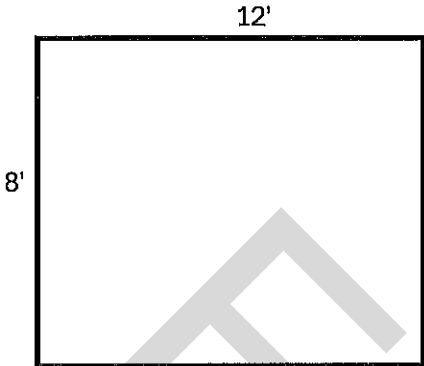


Roof Material

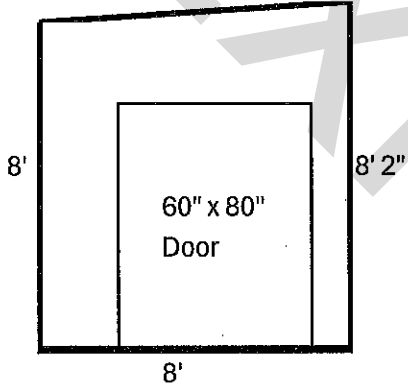


T-1-11 - Shown in Agreeable Gray

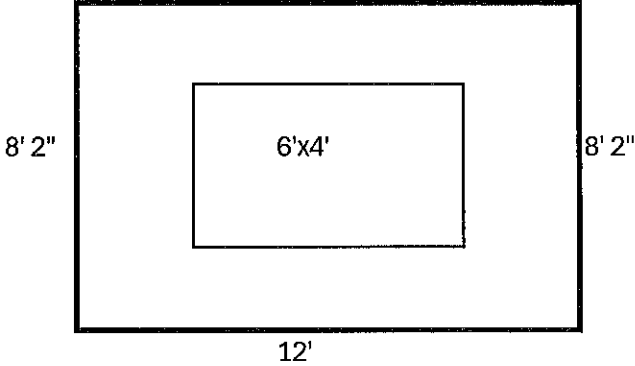
Floorplan



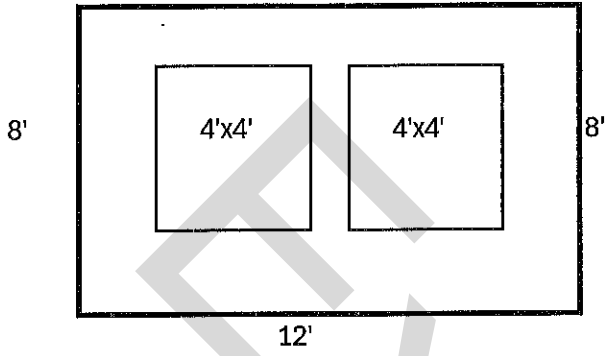
North Elevation



West Elevation



East Elevation



South Elevation

