



**STANDARD HISTORIC REVIEW APPLICATION FOR EXTERIOR ALTERATIONS TO SITES/STRUCTURES – Type III**

**CHECK THE APPLICABLE HISTORIC DISTRICT:**

- Downtown
- South Oakdale
- Geneva-Minnesota
- Corning Court Ensemble
- Property Individually Listed on National Register

**1. APPLICANT INFORMATION**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**2. AGENT INFORMATION (Owner’s consent required)**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**3. OWNER INFORMATION**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

**4. PROJECT DESCRIPTION**

Description of  
Project

Zoning District

Assessor's Map/Tax Lot #

Address:

List any land use application file numbers associated with this property:

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**If any wetlands exist on the site, it is the applicant's responsibility to obtain a permit from the Oregon Department of State Lands and U.S. Army Corps of Engineers before any site work begins.**

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5. REQUIRED SUBMITTALS

- Application Form (completed and signed)
- Project Description (1 copy)
  - o Describe the specific changes you are proposing in detail and explain how the project meets the approval criteria in Section 10.188 (Page 4).
- Site Plan (1 copy)
  - o Drawn to scale.
  - o Note: If you are making changes that do not affect the site or the structure’s footprint a Site Plan is not required.
- Building Elevations (1 copy)
  - o Drawn to scale.
  - o Indicating building material types.
  - o Color photograph or rendering may be substituted if no structural changes are proposed.
- All large plans folded as per *Plan Folding Instructions* (page 10).
- Reduced copies of plans (8 ½" x 11" and 11"x17").
- Assessor’s Map of area with site indicated (8 ½" x 11").
- Proposed exterior color chips (if applicable).
- Written Consent of Owner (Page 7).
- Signed Statement regarding posting of Public Hearing Signs (Page 9).
- Typed Mailing Labels:
  - o For all property owners within 200 feet.
  - o Mailing label must follow format to the right.
- Fee
  - Standard Historic Review: \$500
  - Checks made payable to *City of Medford*
  - Pay at time of submittal to the Planning Department

Mailing Label Format:

372W19DB Tax Lot 3700

Jane and John Jones  
 000 Delta Waters Road  
 Medford, OR 97504

6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature \_\_\_\_\_  Applicant     Agent     Owner

Print Name \_\_\_\_\_

Date \_\_\_\_\_

APPLICABLE SECTIONS FROM THE MEDFORD LAND DEVELOPMENT CODE

**Section 10.188(C) Historic Review, Approval Criteria.**

Approval of Historic Review applications shall require findings that the proposal is consistent with the indicated approval criteria:

\* \* \*

**(2) Exterior Alteration and/or New Construction.**

The Landmarks and Historic Preservation Commission shall approve a Historic Review application for exterior alteration and/or new construction within an Historic Preservation Overlay after consideration during a public hearing, if findings can be made substantiating that the proposal is consistent, or can be made consistent through the imposition of conditions, with all of the following criteria:

- (a) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the purposes of the Historic Preservation Overlay in Section 10.401; and,
- (b) It has been demonstrated that the proposed exterior alteration and/or new construction will preserve the historic character, form, and integrity of the historic resource; and,
- (c) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with the most current version of The Secretary of the Interior's Standards for the Treatment of Historic Properties; and,
- (d) It has been demonstrated that the proposed exterior alteration and/or new construction is compatible with the historical and architectural style of the historic resource, of adjacent historic properties, and of the historic district within which it is located, if any. Assessment of compatibility may include consideration of the design, arrangement, proportion, detail, scale, color, texture, and materials, and the way new features will be differentiated from the old; and,
- (e) It has been demonstrated that the proposed exterior alteration and/or new construction is consistent with all other applicable provisions of this Code.

\* \* \*

**(4) Demolition and Relocation.** The Landmarks and Historic Preservation Commission shall temporarily delay issuance of a demolition or relocation permit for all or part of a building, structure, object or site in an Historic Preservation Overlay, unless, during a public hearing:

- (a) It is demonstrated that a temporary suspension of the demolition or relocation permit would not aid in avoiding the demolition or relocation of the historic resource; in informing the owner of the benefits of renovation; nor in pursuing public or private acquisition or restoration; and,
- (b) In the case of a demolition, it is demonstrated that there is no practical opportunity to relocate the historic resource to another site, nor to salvage historic or architectural elements; and,

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- (c) It is demonstrated that the proposed demolition or relocation would not adversely affect the protection, enhancement, perpetuation, improvement, or use of any historic district or other historic resource; and,
  - (d) It is demonstrated that the benefits of protecting the historic resource no longer outweigh the benefits of allowing the demolition or relocation.
- (5) Temporary Suspension of a Demolition or Relocation Permit.**
- (a) In the case of temporary suspension of a demolition or relocation permit by the Landmarks and Historic Preservation Commission, issuance of the permit shall be delayed for a period of 120 days from the date of application for Historic Review or for the demolition or relocation permit, whichever is earlier.
  - (b) The Landmarks and Historic Preservation Commission may invoke an extension of the suspension period for an additional period not exceeding 90 days if it determines during a subsequent public hearing that there is a program underway that could result in public or private acquisition, or preservation or restoration of such building, structure, object, or site, and that there are reasonable grounds to believe that such a program will be successful.
  - (c) During the period of suspension, no permit shall be issued for demolition or relocation, nor shall any person demolish or move the building, structure, object, or site.
  - (d) At the end of the suspension period, if all such programs have been unsuccessful, the Medford Building Safety Director shall issue a demolition or relocation permit as long as the application otherwise complies with all other city ordinances.

### **Section 10.401 Historic Preservation Overlay, Purpose.**

The Medford Historic Preservation Overlay is a zoning designation that may be applied to properties, public or private, within the City. It is the purpose of the Historic Preservation Overlay to protect, enhance, perpetuate, and improve those buildings, structures, objects, sites, and districts that are of local, regional, statewide, or national historic significance. The Historic Preservation Overlay is a critical element of Medford's residential and commercial revitalization strategy, and a keystone in the broader economic and community development strategy. More specifically, the Historic Preservation Overlay is intended to:

- (1) Affect and accomplish the protection, enhancement, perpetuation, and improvement of such buildings, structures, objects, sites, and districts that represent elements of Medford's cultural, social, economic, political, or architectural history;
- (2) Safeguard Medford's historic, aesthetic, and cultural heritage as embodied in such buildings, structures, objects, sites, and districts;
- (3) Complement the *National Historic Preservation Act* and *National Register of Historic Places*;
- (4) Encourage private owners and public citizens to understand the value of such buildings, structures, objects, sites, and districts, thus creating incentives for preservation;
- (5) Foster civic pride in the beauty and accomplishments of the past;
- (6) Protect and enhance Medford's visitor and tourist attractions, and support and stimulate business and industry;

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- (7) Promote the use of such buildings, structures, objects, sites, and districts for the education, pleasure, and public welfare of the residents of Medford;
- (8) Further the provisions of Statewide Planning Goal 5 (to protect natural resources and conserve scenic and historic areas and open spaces); and,
- (9) Implement the *Medford Comprehensive Plan*.

### **Section 10.404 Significant Historic Resource Designation, Refusal.**

If the owner of a property proposed for designation as a significant historic resource that is not listed on the *National Register of Historic Places*, nor within a National Register historic district, submits in writing a refusal to consent to such designation, the designation process for that property shall be terminated.

### **Section 10.405 Historic Preservation Overlay Designation, Removal.**

\* \* \*

- (2) Upon written request for removal by the owner of a property designation as a significant historic resource that is not listed on the *National Register of Historic Places*, nor within a National Register historic district, the City shall remove said property from the Historic Preservation Overlay.

### **Section 10.406 Historic Preservation Overlay, Exterior Alteration or New Construction.**

No person may alter any building, structure, object, or site in an Historic Preservation Overlay in such a manner as to affect its exterior appearance, nor may any new structure be constructed, unless said exterior alteration or new construction has been approved through the process for Class 'C' Historic Review applications or Minor Historic Review.

- (1) Any exterior alteration except those related to signage or exterior color shall conform with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- (2) Nothing in this section shall be construed to prevent the ordinary maintenance or repair of any exterior component of a structure or site that does not involve a change in design, material, color or outward appearance of such features.
- (3) When a Local Historic Resource designation or consideration of such designation has been removed from a building, structure, object, or site at the request of the property owner pursuant to Section 10.404 or Section 10.405(2), the Medford Building Safety Department shall not issue a permit for exterior alteration within 120 days from the date the request for removal of the historic designation was received by the City.

### **Section 10.407 Historic Preservation Overlay, Demolition or Relocation**

No person may demolish or relocate all or part of any building, structure, object, or site in an Historic Preservation Overlay unless said demolition or relocation has been reviewed through the process for Class 'C' Historic Review applications; except in the following instances:

- (1) Where the Medford Building Safety Director or designee has ordered the removal or demolition of any building, structure, or object determined to be an immediate danger to life, health, or property. Nothing in this Section shall be construed as making it unlawful for any person to comply with such an order.

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- (2) Demolition, or relocation to a non-historic area, of a detached non-habitable accessory structure not larger than 300 square feet, unless the accessory structure is an attribute that contributes to the historic value of an historic resource or district.
- (3) Demolition, or relocation to a non-historic area, of buildings, structures, or objects in historic districts that are classified as non-historic or noncontributing in the survey conducted to support the creation of the district.

If a Local Historic Resource designation has been removed from a property at the owner's written request, the Medford Building Safety Department shall not issue a permit for demolition or relocation within 120 days from the date the request for removal was received by the City, except in the instances described in (1) through (3).

If an application is made for a permit to demolish or relocate all or part of a building, structure, object, or site within an Historic Preservation Overlay, the Medford Building Safety Director shall, within seven days of the date of application, notify the Planning Director. The Planning Director shall notify the applicant of the requirements for Historic Review. Proposed demolition or relocation in an Historic Preservation Overlay shall be subject to the applicable portions of this Code whether or not a demolition or relocation permit has been applied for.

WRITTEN CONSENT OF OWNER

I/We, \_\_\_\_\_, the property owner(s) of Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, hereby consent to the filing of an application for \_\_\_\_\_ on said property, and will allow \_\_\_\_\_ to represent me before the City of Medford Approving Authority.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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### Public Hearing Signs, Section 10.124 (B)

Public hearing signs shall be posted on the project site for any proposed Type II, III, or IV (minor) land use actions according to the following:

- (1) Contents of sign. Public Hearing signs shall include a description of the proposed land use action, the date of the public hearing, and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.
- (4) Consequences of failing to post the property as required. Failure to post the signs as required by this section is a violation of the Medford Municipal Code.

**For the applicant's convenience, the Planning Department will provide the signs at the Land Development Committee Meeting. Should this meeting not be scheduled 21 days prior to the hearing, it is the applicant's responsibility to contact the Planning Department to pick up the sign(s).**

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PUBLIC HEARING SIGNS

I, \_\_\_\_\_, the property owner (or authorized agent) of Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, have read Medford *Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and understand the consequences for not doing so.

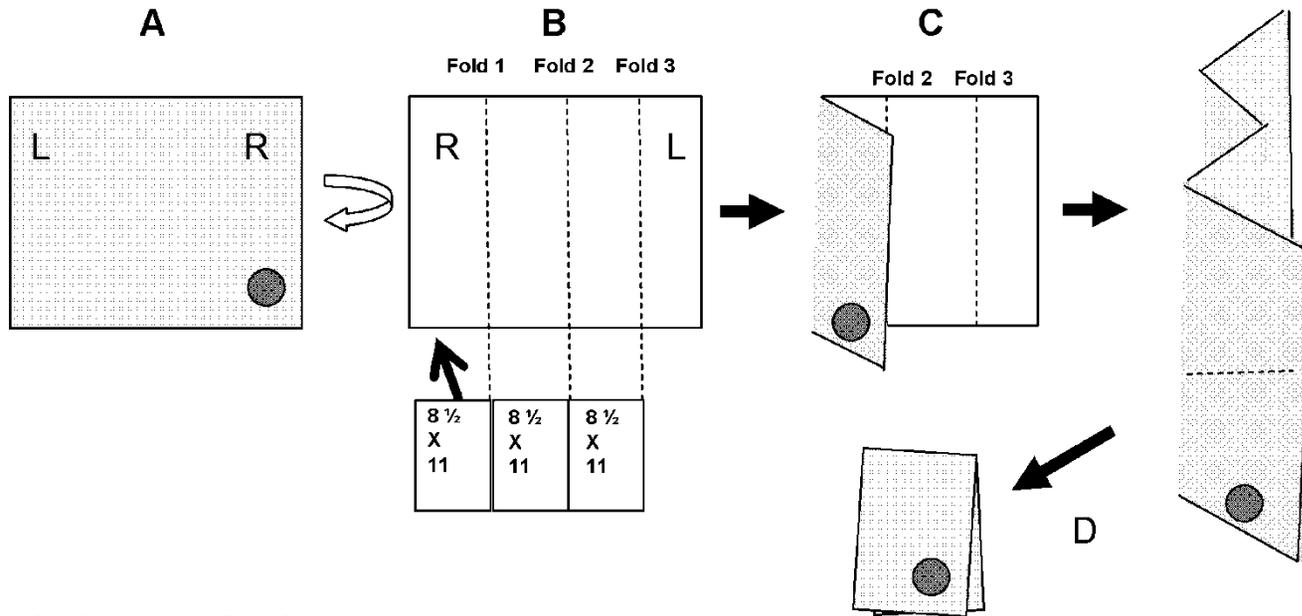
Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

	<b>PUBLIC NOTICE OF PROPOSED LAND USE ACTION</b>
Proposed Land Use Action:	
Public Hearing Date: File No.:	
	For more information: Contact the City of Medford Planning Department at 774-2380

PLAN FOLDING INSTRUCTIONS



- A. Lie map flat facing up.
- B. Flip the map over (the top right corner is now the top left corner). Using the width of an  $8\frac{1}{2}$  x 11 piece of paper as a guide, start with the left side of the map and fold the map over as wide as the guide ( $8\frac{1}{2}$  inches).
- C. Repeat folding, no wider than the first fold ( $8\frac{1}{2}$  inches), and continue in an accordion style until you no longer have any folds left to make.
- D. Fold the accordion map in half by folding the top edge behind the bottom edge so that the lower right corner of the map ends up on top.