CITY OF HOOD RIVER
LAND USE APPLICATION INSTRUCTIONS & TIMELINE

1. **Review Required:** The attached application is required by the Hood River Municipal Code ("Code") for review of your proposed development. Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.

2. **Pre-Application Conference:** Prior to submitting your application, you may be required to attend a pre-application conference with city staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete. Pre-application conferences typically are scheduled approximately 4 weeks after submittal of an application and fee. You also may be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).

3. **Application Submittal:** Applications may be mailed or submitted in person to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. The following *must* be included in your application packet:
    - Completed application form with property owner signature
    - All required materials listed in the application form
    - Application fee
    - Electronic copy of application materials (original .pdf, not scanned) and one (1) paper copy of application and all support materials

    It is the applicant's responsibility to demonstrate the proposal meets standards & approval criteria.

4. **Completeness Review (≤ 30 days):** Upon submittal, your application will be reviewed for completeness within 30 days. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant's responsibility to provide written findings and materials to demonstrate the application complies with the applicable approval criteria and standards.

5. **Incomplete Applications (> 30 days):** If the Planning Department determines that your application is "incomplete," you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Refusal to submit all or some of the missing information could limit the city's ability to approve your application. Incomplete applications become void 181 days after submittal (ORS 227.178).

6. **Complete Applications:** If the Planning Department staff determines that an application is "complete," you will be informed in writing and the review process will begin.

7. **Review Process (≤ 120 days):** Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants are required to attend the public hearing. Notice of the application or public hearing will be mailed to neighboring property owners for comment.

8. **Decision:** A decision with findings and conditions of approval will be issued after a public comment period and public hearing (if applicable). All land use decisions are subject to an appeal process. A final decision is expected within 120 days after an application is deemed complete pursuant to ORS 227.178.

If you have questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City's Code and other useful information are available at the Planning Department's website: http://ci.hood-river.or.us/planning

File No.: _____
Fee: _____
Date Rec'd: _____

CITY OF HOOD RIVER
HISTORIC LANDMARK DESIGNATION APPLICATION

Submit the completed application form **with one (1) paper copy of all application materials including full- and reduced-sized plans, one electronic copy (original .pdf), and appropriate fees** to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. Additional paper copies may be required as determined by staff. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT: ***(attach a copy of title or purchase contract if applicable*)***

Name: _____

Address: _____
(physical) _____

(mailing) _____

_____

Telephone: _____ Cell : _____ Email: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

Authorization of parcel owner required.

NAME OF PROPERTY: (Historic) _____ (Common) _____

PROPERTY ADDRESS (or cross streets): _____

PROPERTY DESCRIPTION: Township _____ Range _____ Section _____ Tax Lot(s) _____

EXISTING USE(S) OF PROPERTY: _____

PROPOSED USE(S) OF PROPERTY: _____

On a separate sheet, please explain why the following historic resource should be designated a City Landmark. The description should include a written analysis of the criteria in HRMC 17.14.080.E and the following information:

1. The building's history, including the builder (if known) and the original owner.
2. Architectural or physical description of the proposed landmark.
3. Discussion of any modifications to the proposed landmark.
4. Map of site.
5. Current photographs of the exterior of the proposed landmark (all elevations).

For internal use:

Received by the City Planning Department: Date: _____ Initials: _____
Reviewed by Landmarks Review Board: Date: _____ Action: _____
City Council Hearing: Date: _____ Action: _____
Other: Date: _____ Action: _____

CHAPTER 17.14 - HISTORIC PRESERVATION

Legislative History: Ord. 1697 (1994); Ord. 1774 (1999); Ord. 1799 (2000).

17.14.080 Designation of Historic Landmarks or Districts.

A. **Purpose**. The designation of historic landmarks/districts allows the City to formally recognize and protect historic landmarks/districts. Designated historic landmarks/districts identify geographic areas, corridors, ensembles, buildings, portions of buildings, sites, landscape features, cemeteries, bridges, signs, plaques, archaeological sites, or other objects of historical and/or architectural significance, locally, regionally, or nationally. The regulations that apply to designated landmarks/districts provide a means to review proposed changes and encourage the preservation of the historic landmark/district.

B. **Initiation**. The process for designating historic landmarks or districts may be initiated by the Landmarks Board, Planning Commission, the City Council, recognized neighborhood groups, interested persons, or property owners, or their authorized agents, who submit a complete application for designation.

C. **Procedure**. Requests for designation of historic landmarks or districts are reviewed initially by the Landmarks Board. The Landmarks Board makes recommendations for designations to the City Council. The City Council shall conduct a quasi-judicial hearing in accordance with the requirements of Chapter 17.09 of the Hood River Municipal Code taking into consideration the recommendations of the Landmarks Board and public testimony.

D. **Application**. An application for designation shall be prepared and filed with the Planning Department, using forms prescribed by the Planning Director. The Planning Director shall fix a date and time for a public hearing before the City Council.

E. **Review Criteria**. The Landmarks Board shall review all applications for historic landmark or district designations and shall make its recommendation on the basis of the following criteria (at least one (1) section or sub-section of the following criteria must apply to the proposed historic landmark or district):

1. The proposed historic landmark or district has historic significance or contributes to the historical resources of the community. The resource is
   a. Associated with past trends, events, or values that have made a significant contribution to the economic, cultural, social, and/or political history of city, county, state, region, or nation; or
   b. Associated with the life of or activities of a person, group, or organization, or institution that has made a significant contribution to the city, county, region, state, or nation.
2. The proposed historic landmark or district has architectural significance because it:
   a. Embodies distinguishing architectural characteristics of a period, style, method of construction, craftsmanship, or materials;
   b. Represents the work of a designer, architect, or master builder who influenced the development and appearance of history of the city, county, region, state, or the nation;

c. Is the only remaining, or one of few remaining, resources of a particular style, building type, design, material, or method of construction;

d. Is a prominent visual landmark with strong associations to the community; or

e. Has high quality of composition, detailing, and/or craftsmanship.

3. The site contains archaeological artifacts related to prehistory or to the early history of the community.

4. The proposed historic landmark or district is listed on the National Register of Historic Places.

5. In conjunction with other criteria listed above, the proposed historic landmark/district

a. Is fifty (50) years old or older unless the resource is of exemplary architectural or historical significance;

b. Contributes to the continuity or historic character of the street, neighborhood, and/or community; or

c. Has sufficient original workmanship and materials remaining to show the construction technique and stylistic character of a given period.

F. **Recommendation by the Landmarks Board**. After the historic resource has been evaluated according to the review criteria set forth in Section 17.14.080 (5), the Landmarks Board shall recommend designation of a historic resource, district, or designation with conditions, or denial of designation, it shall make specific findings based on the review criteria, and the goals and policies of the Comprehensive Plan. The Landmarks Board shall submit its recommendation specifying the findings and forward these to the applicant at least ten (10) days prior to the public hearing and review by the City Council. If the Landmarks Board acts to reject a proposed designation, no further action shall be taken unless an appeal of the Landmarks Board's action is filed with the City Council.

G. **City Council Decision**. The City Council shall conduct a public hearing to consider the proposed designation and recommendations of the Landmarks Board. Following the public hearing, the City Council shall approve, approve with conditions, or deny the proposed designation. Written notice of the decision of the City Council shall be sent to the applicant and property owner by the Planning Director within 30 days of the date of the decision.