

CITY OF ROSEBURG  
HISTORIC RESOURCE REVIEW COMMISSION  
Wednesday, June 19, 2019  
Roseburg City Hall, 3<sup>rd</sup> Floor Conference Room – 3:30 p.m.

*Shawn*  
06/12/19

*NOTE: It is up to each of you as Commissioners and Staff to let staff know before the day of the meeting if you will not be able to attend. Thank you.*

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL: Chair Andrea Zielinski  
Marilyn Aller Lisa Gogal Nick Lehrbach  
Bentley Gilbert Stephanie Giles James DeLap
- III. APPROVAL OF MINUTES  
A. Minutes April 17, 2019 – Historic Resource Review Commission Minutes
- IV. AUDIENCE PARTICIPATION: See Reverse for Information
- V. PUBLIC HEARING
- VI. BUSINESS FROM STAFF  
A. Certified Local Government (CLG) Program Review
- IX. BUSINESS FROM THE COMMISSION
- X. NEXT MEETING – July 17, 2019
- XI. ADJOURNMENT

**\* \* \* AMERICANS WITH DISABILITIES ACT NOTICE \* \* \***

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900. The agenda packet is available online at: <http://www.cityofroseburg.org/your-government/commissions/historic-resource-review/>

**AUDIENCE PARTICIPATION INFORMATION**

The Historic Resources Review Commission welcomes and encourages participation by citizens at all meetings. To allow the Commission to deal with business already scheduled, it is asked that anyone wishing to address the Commission follow these simple guidelines.

### **Non-Agenda Items**

If you wish to address the Historic Resources Review Commission on a matter not on the agenda, at the appropriate time please raise your hand and wait to be recognized by the Chair. Persons addressing the Commission must state their full name and address for the record. All remarks are to be directed to the Commission. For items not on the agenda the presentation should be brief and be on a topic of interest to the Historic Resources Review Commission, such as a general land use matter. These presentations are reserved for new material which has not been previously considered. The Commission will not be taking action on any item presented under "Audience Participation" and if needed will provide direction to staff for appropriate follow-up.

### **Agenda Items**

For items on the agenda you will be given an opportunity to address the Commission once the item is called. Agenda items typically begin with establishing those who have party status, (to be explained by the Chair), a report from staff, followed by Commission questions to staff, then the applicant along with anyone he wishes to call as a witness on his behalf will be called to speak, followed by those with party status. After all initial testimony is completed there will be an opportunity for rebuttal. Everyone addressing the Commission is subject to questioning. After the hearing portion of the item is completed, the Commission will discuss the matter with a motion for consideration being presented and acted on.

Once final action is taken on Quasi-Judicial matters, the action of the Commission can be appealed to the City Council within 14 calendar days of the decision by filing a Notice of Review with the Community Development Department. Action on Legislative matters is typically a recommendation to the City Council and will be forwarded to them for final consideration.

For further details or information please contact the Community Development Department Monday through Friday, 8:00 a.m. to 5:00 p.m., at Roseburg City Hall, 900 SE Douglas Avenue, Third Floor, Roseburg OR 97470, phone number 541-492-6750, or e-mail [cmatthews@cityofroseburg.org](mailto:cmatthews@cityofroseburg.org)

**CITY OF ROSEBURG**  
**HISTORIC RESOURCE REVIEW COMMISSION MINUTES**  
**April 17, 2019**

**CALL TO ORDER** - Chair Andrea Zielinski called the regular meeting of the Historic Resource Review Commission to order at 3:31 p.m., in the third floor conference room of City Hall, 900 SE Douglas Avenue, Roseburg, Oregon.

**ROLL CALL** - Present: Chair Andrea Zielinski, Commissioners Marilyn Aller, Bentley Gilbert, Stephanie Giles, Lisa Gogal, and Nick Lehrbach.

Others Present: Community Development Director Stuart Cowie, Associate Planner Teresa Clemons, Associate Planner John Lazur and Department Technician Chrissy Matthews.

**APPROVAL OF MINUTES** – *Commissioner Gilbert moved to approve the minutes of the March 20, 2019 meeting as submitted. The motion was seconded by Commissioner Giles, and approved with the following votes: Chair Zielinski, Commissioners Aller, Gilbert, Giles, Gogal, and Lehrbach voted yes. No one voted no.*

Commissioner Aller stated her name was omitted from the March 20, 2019 minutes reflecting her yes vote on the Demolition of the Safeway building and the Commission Support of Resolution 2019-3. Ms. Clemons stated she would amend the March 20, 2019 minutes to reflect Commissioner Aller's yes vote.

**AUDIENCE PARTICIPATION** – Jim DeLap 2343 NW Chambers Dr., Roseburg, mentioned the News Review advertised the HRRC meeting in the City Hall Council Chambers instead of the third floor conference room of City Hall. Ms. Clemons stated she would contact the News Review.

**PUBLIC HEARING**

Chair Zielinski opened the public hearing. There were no ex parte conflicts declared by the commission members.

**HRRC recommendation to Planning Commission re: Pine Street Waterfront Overlay (PSWO)** - Ms. Clemons reported Urbsworks, consultant for the PSWO project, reached out to Community Development Staff during development of proposed PSWO text amendments and PSWO Pattern Book to ensure that Historic and Floodplain guidelines would apply to any sites or structures redeveloped within the overlay zone. Urbsworks incorporated the comments into the Pattern Book. The Floed-Lane House is the only property listed on the National Register. Ms. Clemons commended Urbsworks for doing a great job incorporating the historic overlay and new improvements.

Mr. Lazur said the area is currently zoned General Commercial (C3). The overlay will streamline the code to allow a different type of development. Due to access limitations, the PSWO will allow for a more cohesive approach to the waterfront area.

Mr. Cowie presented the Pine Street Waterfront Overlay Pattern Book to the commission. He explained how the overlay would be implemented, and discussed beautification standards, parking standards, identified building shapes, identified different porch styles to be integrated in the historic nature of the buildings, and the options on preserving and adapting to reuse existing

structures. The PSWO will streamline the approval method to minor staff approvals. The area is small but has great redevelopment potential and connects with the multi-use path.

Commissioner Gilbert inquired if the PSWO will affect the current property owners. Mr. Cowie stated the property owners were notified of the proposed changes.

Commissioner Aller inquired how many owner occupied properties are in the area. Mr. Lazur replied approximately 60%. Properties that access off SE Douglas Avenue on to SE Pine Street currently do not have legal access. Development is challenging because of the difficulty securing finances through a financial institute with no insurable access. The City has an easement through the railroad for the multi-use path. Mr. Lazur further discussed how City staff would review architectural standards, new buildings and alterations consistent with the guidelines and requirements of the Pattern Book; however, the demolition or relocation of an historical building would require HRRC review.

Commissioner Aller inquired what would be the first physical action if the PSWO were implemented. Mr. Cowie stated the first physical action could be a property owner who wants to improve their property would be held to the Pattern Book standards. The current zoning requirements limit what can be developed in the area.

Staff recommended HRRC amend Staff Minor Project Review Template to incorporate PSWO references and requirements to allow minor staff approval for all modifications to historic properties within the PSWO zone, except the Floed-Lane House. It is listed on the National Register and any modifications require scrutiny provided by a public hearing.

With no further discussion, Chair Zielinski closed the public hearing.

*Commissioner Gilbert moved the Historic Resource Review Commission recommend Planning Commission adopt the Pine Street Waterfront Overlay (PSWO) text amendments and pattern book. The motion was seconded by Commissioner Lehrbach and approved with the following votes: Chair Zielinski, Commissioners Aller, Gilbert, Giles, Gogal, and Lehrbach voted yes. No one voted no.*

**HRRC recommendation to City Council re: Historic Preservation Month Proclamation - Ms. Clemons** stated every year, upon staff's recommendation and with support from the Historic Resource Review Commission, Mayor Larry Rich and the Roseburg City Council will issue their proclamation declaring May National Preservation Month at their May meeting.

The Commission unanimously agreed to recommend to City Council declaring May National Preservation Month.

## **BUSINESS FROM STAFF**

**Volunteer Appreciation Month** - Mr. Cowie shared April is volunteer appreciation month. The commission received a certificate of appreciate and a small gift in recognition of their volunteer service. Mr. Cowie thanked the commission for their commitment and dedication.

Mr. Colley stated this is his last meeting as the City Manager. He personally thanked the commissioners for their contribution and service to historic preservation and its importance.

**2993 NE Douglas Avenue SAVED!** Ms. Clemons shared the building at 2993 NE Douglas Avenue was purchased and will be relocated. Once removed from its current site, it will not be recognized as an historic structure. If placed within the city limits, a site review approval will be required.

**BUSINESS FROM COMMISSION**

Commissioner Lehrbach inquired if the use matters for historical structures. Ms. Clemons stated the National Preservation is adaptive to reuse, but all guidelines are expected to be followed, keeping as much historic character as possible. It is important to keep the history living and viable by keeping historic structures in use.

Commissioner Gilbert shared he had planned to attend the Oregon Heritage Summit Conference; however, is unable to attend.

**ADJOURNMENT** – The meeting adjourned at 4:27 p.m. The next meeting is May 15, 2019.



Chrissy Matthews  
Department Technician



**CITY OF ROSEBURG  
COMMUNITY DEVELOPMENT DEPARTMENT  
900 SE DOUGLAS AVENUE (3<sup>rd</sup> Floor)  
ROSEBURG, OR 97470  
541-492-6750**

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## **MEMORANDUM**

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**Date:** June 12, 2019  
**To:** Historic Resource Review Commission  
**From:** Teresa Clemons, Associate Planner  
**Subject:** CLG Program Review

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State Historic Preservation Office (SHPO) is required to check-in and evaluate Certified Local Governments (CLGs) every 4 years. This summer is our time to review how things are going in our program and see what SHPO can do to help out.

During our last review, SHPO staff attended our HRRC meeting to go over items required by the CLG program (see attached summary) and review our current code. This is the time to discuss successes and challenges and will share information to let SHPO know what we need from them to support our program.

Following the visit, SHPO writes up results for our review. This can be a fun opportunity to get support and improve our preservation program.

Kuri Gill will be here to discuss our program on June 17<sup>th</sup>. She is a great supporter of Historic Preservation and a wealth of knowledge about all aspects of it. Please let me know if you have questions about what to expect.

Thanks!

## CLG Program Review

The primary purpose of this review is to ensure that the local government continues to meet the basic requirements to be a Certified Local Government.

CLG: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### 1. Historic Preservation Commission

- Is the commission fully constituted (no vacancies), and have copies of current members' resumes been forwarded to the SHPO?
- Are reasonable efforts made to appoint at least a few historic preservation "professionals"?
- Approximately how many times per year does the commission meet?
- Are written minutes kept and available to the public?
- Are proper public notices given for commission meetings?

Comments:

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### 2. Protection of Historic Properties

- Does the historic preservation ordinance still contain appropriate protections for designated historic properties?
- Are the historic design review decisions made by the staff and/or commission appropriate and in keeping with accepted historic preservation standards?
- Are commission members and staff provided training in how to apply historic preservation standards?
- Are local historic preservation decisions consistent with decisions made through either the state or federal historic preservation process?

Comments:

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### 3. Maintain Appropriate Historic Property Records

- Is there an organized filing system for properties that have been surveyed or listed in historic site registers?
- Are these records available to the public?
- Are survey and inventory records consistent with SHPO standards and provided to the SHPO for integration into the master statewide system?

Comments:

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4. Participation in the National Register Nomination Process

- Has the CLG provided SHPO written comments on National Register nominations?
- Have nominations submitted by the CLG been approved by the State Advisory Committee on Historic Preservation and the National Park Service?

Comments:

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5. Public Education and Awareness

- Does the CLG sponsor or support events and activities that promote awareness, understanding, and appreciation for historic properties within the community?
  - Examples:

Comments:

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6. Grant Management

- Has the CLG used its grant funds appropriately and completely?
- Has grant paperwork been submitted to the SHPO in a timely and organized fashion?
- Are grant records in good order and maintained for the appropriate 5-year (?) retention period?

Comments:

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**Overall evaluation**

Meets Requirements

Does Not Meet Requirements

Comments:

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SHPO Evaluator: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

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