



City of Tualatin

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INSTRUCTIONS AND REQUIREMENTS FOR LANDMARK ALTERATIONS AND NEW CONSTRUCTION APPLICATIONS

Section 68.100 of the Tualatin Development Code regulates alteration and additions (new construction) to landmarks. The Community Development Director has the responsibility to review the application for compliance with the Tualatin Development Code (TDC) and issue a Certificate of Appropriateness regarding alteration and additions (new construction) to designated landmarks.

An individual wishing to alter or construct a new building to a landmark shall submit an application to the Community Development Department – Planning Division accompanied by the information listed below. If any information is missing or incomplete, the Community Development Director will not accept the application until all necessary information is provided. Once a complete application is submitted, the Community Development Director has 30 days to issue a decision.

The Community Development Director will review the application and prepare a staff recommended decision. The decision shall include findings of fact and conclusions for the particular aspects of the decision, based on applicable criteria.

Before submitting a Landmark Alteration or New Construction application, please contact the Planning Division at 503-691-3026 to schedule a pre-application conference. The purpose of the conference is to answer questions on the process, provide the applicant with information about City requirements affecting the request, and answer other questions from the applicant.

The following information shall accompany a landmark demolition or relocation application:

1. The applicant's name, address, and email address.
2. The property owner's name(s) and address(s), if different from the applicant's, and a statement of authorization to act on behalf of the owner signed by the owner. City initiated applications do not require a property owner signature.
3. The street address or other easily understood geographical reference to the property.
4. A drawing or site map illustrating the location of the structure on the property.

5. A statement explaining compliance with the applicable approval criteria in Sections 68.100 or 68.030 as appropriate.
6. Five sets of plan drawings drawn to scale to include site, landscaping and elevations.
7. Photographs of the landmark, which show all exterior elevations.
8. One (1) copy of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 1000 feet of the subject property.
9. Include the correct names and address of all owners of property within 1000 feet of the subject property. The Tax Lot number and Assessors Map number must be included with each name and address. The tax map and lot numbers, names, and addresses must be placed on the blank matrix provided with the application materials. The spacing of the addresses on the matrix is critical because the addresses are reproduced onto pre-gummed address labels sheets, for mail. Please note the tax map and lot number is the first line of the address label.
10. Any other information deemed necessary by the Community Development Director.
11. The burden of proof in all cases is upon the applicant seeking approval. Failure to provide a complete application is sufficient reason to deny the application.

DEVELOPMENT CODE CRITERIA REGARDING ALTERATION OR NEW CONSTRUCTION

Section 68.100 Alteration and New Construction Criteria.

(1) Nothing in this section shall be construed to prevent the maintenance or repair of any exterior architectural feature which does not involve a change in design, material or appearance of such feature or which the Building Official shall determine is required for the public safety due to an unsafe or dangerous condition.

(2) Maintenance and repair are not subject to TDC 68.090 or 68.100 and include, but are not limited to:

(a) Replacement of gutters and downspouts, or the addition of gutters and downspouts, using materials that match either existing materials or those that were typically used on similar style buildings;

(b) Repairing, or providing a new foundation that does not result in raising or lowering the building elevation unless the foundation materials and craftsmanship contributes to the historical and architectural significance of the landmark;

(c) Replacement of wood siding, when required due to deterioration of material, with wood material that matches the appearance of the original siding;

(d) Repair and/or replacement of roof material with the same kind of roof materials existing, or with materials which replicate the original roof;

(e) Installation of storm windows and doors made with wood, bronze or flat finished anodized aluminum or baked enamel frames which complement or match the color, detail and proportions of the building;

(f) Replacement of wood sashes with wood sashes, or the addition of wood sashes when such is consistent with the original historic appearance; and

(g) Painting and related preparation.

(3) In determining whether a request for alteration of a landmark shall be approved, approved with conditions or denied, the Community Development Director shall make a decision that:

(a) The alteration will not diminish the historical significance of the landmark;
and

(b) The alteration will not diminish the architectural significance of the landmark.

(4) In determining whether a request for new construction on a landmark site shall be approved, approved with conditions or denied the Community Development Director shall make a decision that:

(a) The design of the proposed structure is compatible with the design of the landmark resource on the site considering scale, style, height, architectural detail, materials and colors.

(b) The location and orientation of the new structure on the site is consistent with the typical location and orientation of similar structures on the site considering setbacks, distances between structures, location of entrances and similar siting considerations.

(5) The following factors are to be used by the Community Development Director in making a decision on alterations and new construction:

- (a) The use of the landmark, the reasonableness of the proposed alteration, and the relationship of these factors to the public interest in preservation of the landmark;
- (b) The value and significance of the landmark;
- (c) The physical condition of the landmark;
- (d) The United States Department of the Interior's Secretary of the Interior

Standards:

(i) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

(ii) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

(iii) Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural elements from other buildings, shall not be undertaken.

(iv) Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.

(v) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(vi) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

(vii) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

(viii) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(ix) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

(x) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The above items are the minimum requirements for a Landmark Alternation or New Construction application. All application forms and written material should be typewritten or printed in ink. Historic Preservation code language in its entirety is attached.

If you have any questions or wish to schedule a pre-application conference, please contact the Tualatin Planning Division at 503-691-3026.

	LABEL TEMPLATE / EXAMPLE	
	2S 1W 23BC 2000 PROPERTY OWNER'S NAME ADDRESS CITY STATE ZIP	

**HISTORIC LANDMARK
(ALTERATION & NEW CONSTRUCTION)
CERTIFICATION OF SIGN POSTING**



The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **medium purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at <<http://www.ci.tualatin.or.us/departments/communitydevelopment/planning>>.

As the applicant for the _____ project, I hereby certify that on this day, _____ sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____