

## Remodeling or Additions in the Historic District

The Bend Landmarks Commission is responsible for administering the Bend Code - Preservation of Historic Resources; the purpose being to identify, foster, encourage and develop the preservation, management and enhancement of structures, sites and objects of cultural significance in a manner conforming with, but not limited by, the provisions of the National Historic Preservation Act of 1966. The Commission is composed of five voting members and unnumbered non-voting ex-officio members who have expertise in historic preservation related disciplines. The Commission serves as a hearings body for matters concerning historical districts, building and/or structures and sites within the City. There are two Historic Districts in Bend; the Bend Old Town Historic District and the Drake Park Historic District.

### The Process:

1. Determine if your home is in a Historic District.
  - a. See the maps of the Historic Districts on the City of Bend's Website:  
[www.ci.bend.or.us/depts/community\\_development/planning\\_division/historic\\_preservation.html](http://www.ci.bend.or.us/depts/community_development/planning_division/historic_preservation.html)
  - b. Contact Heidi Kennedy, Senior Planner at the City of Bend Planning Department.
2. Read the Bend Code – Preservation of Historic Resources
  - a. Available on-line from the City of Bend's Website
3. Talk with Ms Kennedy regarding your remodel or addition plans;
  - a. Determine what is and isn't permitted (City Planning regulations and Historic District / Bend Code regulations).
  - b. Determine the best method to attain your project goals.
  - c. Research the history of your home, determine its significance, and the significant features that it obtains.
  - d. Determine if your plan will allow you to take advantage of the many tax credits and incentives available for preservation work on historic structures.
  - e. Additional information, including preservation "How-Tos" available on the City's Website.
4. Develop your plans & specifications:
  - a. Review the Appendix "B" Design Review Guidelines for Alterations / Additions.
  - b. Refer to books on Historic Architecture of your home's style for ideas.
  - c. Look for examples of your ideas in neighboring historic homes within the same district and/or other historic examples.
  - d. Hire an Architect or Designer specializing in Historic Preservation.
5. Work with Ms Kennedy as you develop your final plans. At a minimum, review your plans with her prior to applying the City for any additional feedback or suggestions.
6. Fill out an "Application to Alter a Historic Landmark" available from the City of Bend Community Development Department or on-line at the City's Website
  - a. Minor alterations and most restoration efforts can be administratively approved.
  - b. Major alterations, highly visible alterations, new construction, demolition, etc require a public hearing by the Landmarks Commission.
  - c. Ordinary maintenance and repairs that do not affect historic or architectural design do not require a certificate of approval from the Landmarks Commission.
7. Turn in the Application and required fee to the City Planning Department.
  - a. Your application will then be transferred to the Landmarks Commission for review.

- b. Staff will develop a “Staff Report” on your application. This involves researching the history of your property and analyzing your application in relation to the City of Bend’s Historic Preservation Code.
  - c. Then a Hearing date will be set and a notification will be sent out to neighbors and the Bend Bulletin. You are required to post a sign on your property of the proposed case (issued by the City).
  - d. All Landmarks Commissioners receive a copy of the application, drawings, and Staff Report one week prior to the hearing for their review.
  - e. The Hearing is typically held at City Hall on the third Thursday of the month at 6:00 pm.
8. The Hearing:
- a. The case is presented by Staff to the Landmarks Commissioners.
  - b. The applicant may present additional information to the Commission.
  - c. The Commission may ask questions of Staff or the applicant.
  - d. Any proponents of the application are asked to speak.
  - e. Any opponents of the application are asked to speak.
  - f. The applicant is offered the opportunity to respond to these or any other comments.
  - g. Any additional questions from the Commission are asked.
  - h. The hearing will then be closed and no additional comments from the applicant or the audience are allowed.
  - i. The Commission will discuss the case and come to a decision. The decision is made as a motion and determined by a majority vote.
  - j. The final decision will be sent to the applicant in written form within a week of the hearing.
9. Upon Landmarks approval, final construction documents may be developed and are required to be submitted to the Building Department for a building permit.

Remember: The historic district was created to protect the value, character and history of not only your home, but your neighborhood and in-turn the City of Bend.