



City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Phone (541) 995-6655
www.ci.harrisburg.or.us/planning

LAND USE APPLICATION

STAFF USE ONLY

File Number:	44 4168-2025	Date Received:	5-7
Fee Amount:	2,500	FD 5-7-25	

APPLICATION TYPE

<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat* Minor Major
<input checked="" type="checkbox"/> Conditional Use Permit*	<input checked="" type="checkbox"/> Site Plan Review*
<input type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input checked="" type="checkbox"/> Historic Review – District	<input checked="" type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
<input type="checkbox"/> Zoning Ordinance Text Amendment*	

*A Pre-Application Conference with City Staff is Required

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL

Project Description	Renovate the prior VFW lodge to a commercial space with a residential unit in the back area. We discussed a coffee shop or similar use to continue to drive traffic to the downtown historic district.
Project Name	160 Smith Street - VFW

PRIMARY CONTACT AND OWNER INFORMATION

Applicant's Name Patrick & Donnell Freeman

Phone 303-523-1015

Email freeman_patrick@hotmail.com

Mailing Address P.O. Box 588, Harrisburg, OR 97446

Applicant's Signature

Date 3/29/25

Property Owner Name Patrick & Donnell Freeman Living Trust

Phone 303-523-1015

Email freeman_patrick@hotmail.com

Mailing Address P.O. Box 588, Harrisburg, OR 97446

Owner Signature

Date 3/29/25

*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.

PROPERTY DESCRIPTION

(general vicinity, side of street, distance to intersection, etc.)

Street Address 160 Smith Street

General Location Description

Prior VFW lodge located on Smith street in the downtown

Assessor's Map Number(s)

Related Tax Lot(s)

Map #

15S04W16AA05100

Tax Lot(s) #

327193-05100

The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <http://linn-web.co.linn.or.us/propertywebquerypublic/>

Lot Area

NA

3,840 sf

LAND USE AND OVERLAY ZONES

Existing Zone(s) Commerical

Existing Comprehensive Plan Designation(s) COMMERCIAL - HISTORICAL

Please select any of the following zone overlays or natural areas that apply to the subject site:

- | | | |
|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> Historic Overlay | <input type="checkbox"/> Willamette River Greenway | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Riparian Corridors | <input type="checkbox"/> Wetlands | |

*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.

CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Narrative* (address all applicable HMC review criteria) | <input type="checkbox"/> Architectural Elevations |
| <input type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted | <input checked="" type="checkbox"/> Architectural Floor Plans |
| <input type="checkbox"/> Site Plan | <input checked="" type="checkbox"/> Utilities Plan |
| <input type="checkbox"/> Survey / ALTA | <input type="checkbox"/> Geotechnical Report/Site |
| <input type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Zoning Map (if applicable, show proposed change(s)) | <input type="checkbox"/> Electronic Versions of Exhibits |
| <input type="checkbox"/> Comprehensive Plan Map(s) (if applicable, show proposed changes)) | <input checked="" type="checkbox"/> Application Fee |
| <input type="checkbox"/> Subdivision or Partition Plat | <input type="checkbox"/> Other |

*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment: 3/29/25

PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE

1. Are there existing structures on the site? ☒ Yes ☐ No If yes, please explain

Existing quonset hut (prior VFW lodge).

2. Indicate the uses proposed and describe the intended activities:

We'd like to continue to grow the main street historic downtown area with further commercial use along with a continued resident growth opportunity.

3. How will open space, common areas and recreational facilities be maintained?

Open space will be maintained on a regular basis to ensure the main street is aesthetically appropriate to everyone.

4. Are there previous land use approvals on the development site? ☐ Yes ☒ No
If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

Not to my knowledge.

5. Have you reviewed the Oregon Fire Code Applications Guide in relation to your land use request? ☐ Yes ☒ No Do you have questions about any element of these requirements? If yes, please explain:

AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND

City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

☒ I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

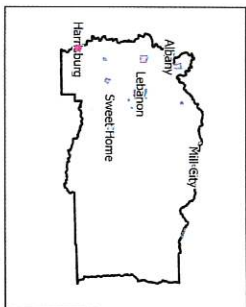
☐ I do not authorize City decision makers to enter onto the property(-ies) associated with this application.



- Legend
- Public Road
 - Railroad
 - Subdivision
 - Tax Parcel Lines
 - Historical

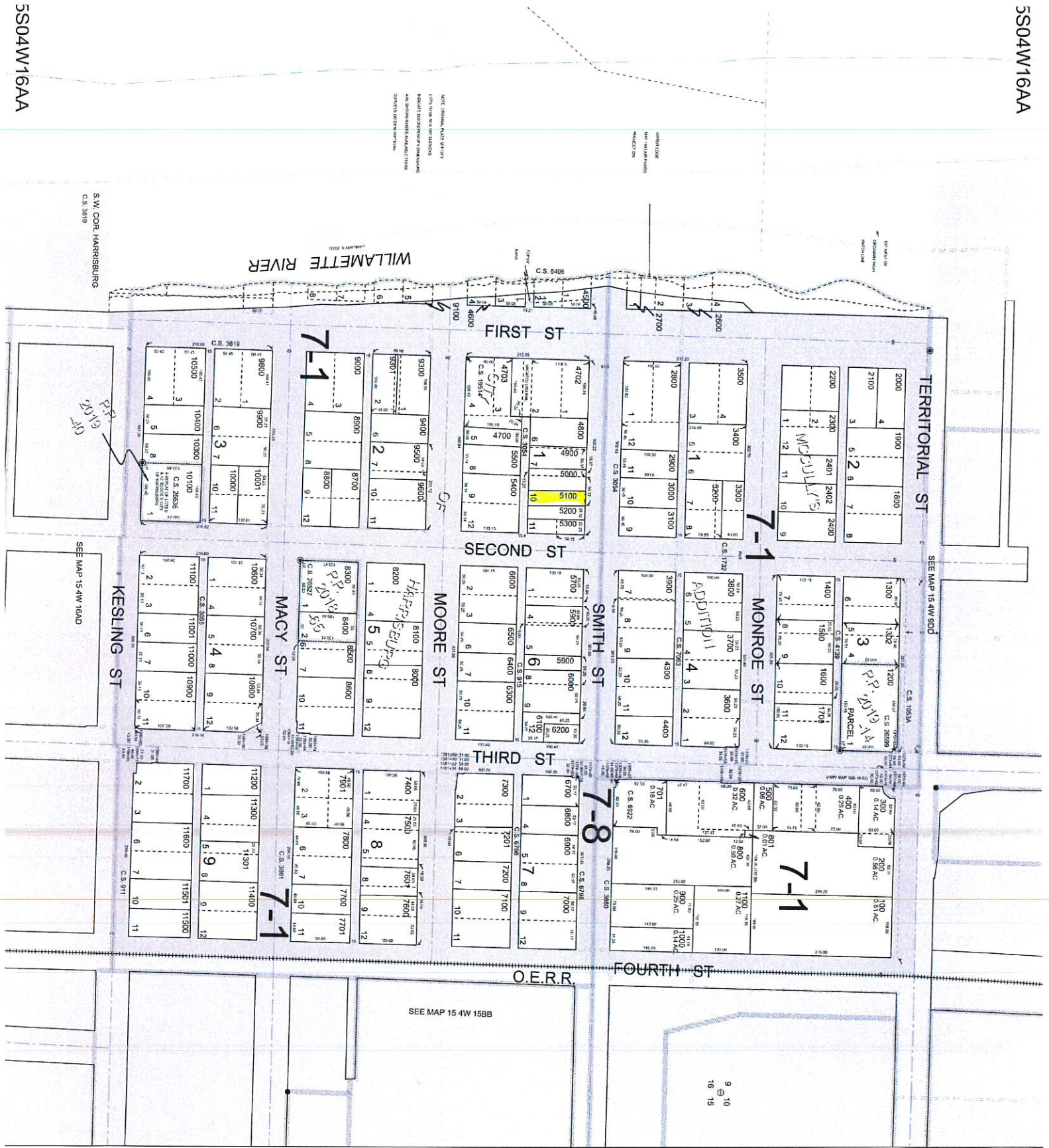
Canceled taxlots

- 700
- 4000
- 4100
- 4200
- 501
- 9700
- 9800
- 9900
- 10200



MAP FOR ASSESSMENT PURPOSES ONLY

Printed on: 4/21/2025



NOTE: CANCELLED PLATS SHOWN
IN THIS MAP ARE NOT VALID
FOR ANY PURPOSES
AND SHOULD BE DELETED FROM
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S.W. COR. HARRISBURG
C.S. 3810

SEE MAP 15 4W 16AD

SEE MAP 15 4W 90D

SEE MAP 15 4W 158B

Criteria Document

Site Plan Criteria: (Note: In 4, below, you will see design standards that generally don't apply to the historical zone. The parking standards for historic overlay exempts you from parking. If you'd like to provide it to help out your renter, or the business lease holder, you are welcome to create it. There is a possibility that if you provide it, you might need to pave it.....but the alley is gravel, so it might be acceptable to leave it as gravel, unlike most areas in town.) Chapter 18.75 does apply.

19.15.050 Approval criteria.

An application for site design review shall be approved if the proposal meets all of the following criteria. The Harrisburg Planning Commission, in approving the application, may impose reasonable conditions of approval, consistent with the applicable criteria contained herein.

1. The application is complete, in accordance with HNC 19.15.040;
2. The application complies with all of the applicable provisions of Chapters [18.45](#) and [18.55](#) HMC, including, but not limited to, building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;
3. The proposal includes required upgrades, if any, to existing development that does not comply with the applicable land use district standards, pursuant to Chapter [18.25](#) HMC.
4. The proposal complies with all of the development and design standards, as applicable, including, but not limited to:
 - a. Chapter [18.70](#) HMC, Access and Circulation;
 - **Access will be through the alley (either direction). Most likely, this will be one resident and one vehicle**
 - b. Chapter [18.75](#) HMC, Landscaping, Fences and Walls, Outdoor Lighting;
 - **Not applicable per Michele**
 - **We do plan on improving/cleaning the side yards, outdoor patio and front entry with potted/hanging planting. The building and façade would benefit from some greenery. Outdoor security lighting may be upgraded as well to improve security. All applicable city rules and guidelines will be followed**
 - c. Chapter [18.80](#) HMC, Parking and Loading; and
 - **Alley parking will be limited to resident vehicles only – likely one vehicle due to proposed size of studio apartment**
 - **Commercial parking will be short term street parking**
 - d. Chapter [18.85](#) HMC, Public Facilities

5. For nonresidential uses, all adverse impacts to adjacent properties, such as light, glare, noise, odor, vibration, smoke, dust, or visual impact, shall be avoided; or where impacts cannot be avoided, they are minimized; and

Agreed and as the neighbor to this property, we'll make sure to enforce this

6. The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable.

Agreed

7. As a condition of approval, the Planning Commission may require public improvements that are necessary to mitigate or prevent development impacts including, but not limited to, traffic, noise, odors, dust, pollution, or others that would affect surrounding existing uses or the City as a whole. [Ord. 987 § 1 (Exh. A), 2022.]

We don't anticipate any of these issues with the current scope of work

19.40.040 Variances:

2. Approval Criteria. The Planning Commission through a Type III procedure may approve a variance upon finding that it meets all of the following criteria:

a. The variance is necessary because the subject code provision does not account for special or unique physical or historical circumstances of the subject site, existing development patterns, or adjacent land uses. If an existing lot or development is nonconforming, the City may accept the nonconforming status as sufficient evidence of a hardship for purposes of approving a variance under this section;

The variance (for added residential) is requested to continue to drive the downtown population to help support the focused effort to bring successful commercial opportunities to the main street district of downtown Harrisburg

b. The variance is the minimum necessary to address the special or unique physical circumstances related to the subject site;

Agreed

c. The variance does not conflict with other applicable City policies or other applicable regulations;

Agreed

d. The variance will result in no foreseeable harm to adjacent property owners or to the public interest;

The variance will help support the adjacent properties and the overall downtown area.

e. All applicable building code requirements and engineering design standards shall be met;

We plan on following all applicable building code requirements and engineering design standards.

f. The variance is necessary for the preservation and enjoyment of the same property rights as possessed by owners of other property in the same zone; and

This is a unique property and the variance allows us to achieve the general goal of mixed use properties in the historic downtown main street area. Due to the existing type of structure, the 2nd floor residential mixed-use layout isn't an option but the variance lets us achieve the larger goals of the community.

g. In granting a variance, the Planning Commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or the community as a whole. [Ord. 987 § 1 (Exh. A), 2022.]

Look forward to discussing any conditions you may find necessary

This is the hyperlink to HMC 18.65, these are the compliance standards of the historical zone. <https://link.edgepilot.com/s/d6f1f890/BjzZRb9G2Em7Y-dZ72tbXw?u=https://www.codepublishing.com/OR/Harrisburg/%23!/Harrisburg18/Harrisburg1865.html%2318.65.050> The design of the front of the building, and how you restore the Quonset hut metal exterior, need to follow these guidelines as close as possible. These standards also apply to the residence on the south side of the Quonset hut.

We have read and understand the guidelines and will be diligent with the compliance standards of the historical zone.

HMC 18.65.050(15) – Downtown Historic District Design Standards:

15. Design Guidelines for Commercial Construction. New commercial construction and exterior improvements and rehabilitation shall comply with subsections (3) through (14) of this section, with the following emphasis:

a. The historic downtown commercial buildings shall be maintained and developed to represent a historic riverfront community of the late 1880s to early 1900s. The following buildings currently listed on the local inventory of historic properties best represent buildings from this era:

(1) I.O.O.F. Hall, 190 Smith Street;

(2) Rampy Building, 195 Smith Street;

(3) Hubbell Building, 286 Smith Street; and

(4) May and Senders Store (original three-bay arcaded facade), 125 Smith Street.

Agree with this strategy and will do our best to follow the general historical aesthetic theme of the downtown area. The building structure itself does limit our ability somewhat but we'll still make every effort to comply with this direction whenever possible.

16. Building Materials for Commercial Construction. The type of materials used shall be selected from those materials exhibited on the buildings (or similar) representing the targeted era listed in subsection (15)(a) of this section. These include wood, brick, cast iron, and wrought iron.

We will explore how to thoughtfully incorporate some of these materials into our overall exterior design

17. New Residential Construction – Design Guidelines. New residential construction and exterior improvements and rehabilitation shall comply with subsections (3) through (14) of this section, with the following emphasis:

a. The historic downtown residential buildings shall be maintained and developed to represent a historic riverfront community of the late 1880s to early 1900s. The following buildings currently listed on the local inventory of historic properties best represent buildings from this era:

Agree with this strategy and will do our best to follow the general historical aesthetic theme of the downtown area. The building structure itself does limit our ability somewhat but we'll still make every effort to comply with this direction whenever possible.

(1) E.F. Wyatt House, 353 Smith Street;

(2) Abner Waters/J.P. Schooling House, 206 South 4th Street and outbuilding;

(3) Thomas Sommerville House, 196 South 4th Street.

18. New Residential Construction – Building Materials. The type of materials for new residential construction and exterior remodeling shall be selected from those historic materials already present in the area. These include wood, brick, concrete, stucco, and cast iron. Wood is also an acceptable material to use for details and ornament.

We will explore how to thoughtfully incorporate some of these materials into our overall exterior design

19. Parking Standards for Historic Overlay. Parking standards generally applicable within the City of Harrisburg may not be appropriate for the historic district. The intent of the historic district is to have an appearance reminiscent of a time before there were automobiles and parking lots. Parking standards within the historic district shall therefore be as follows:

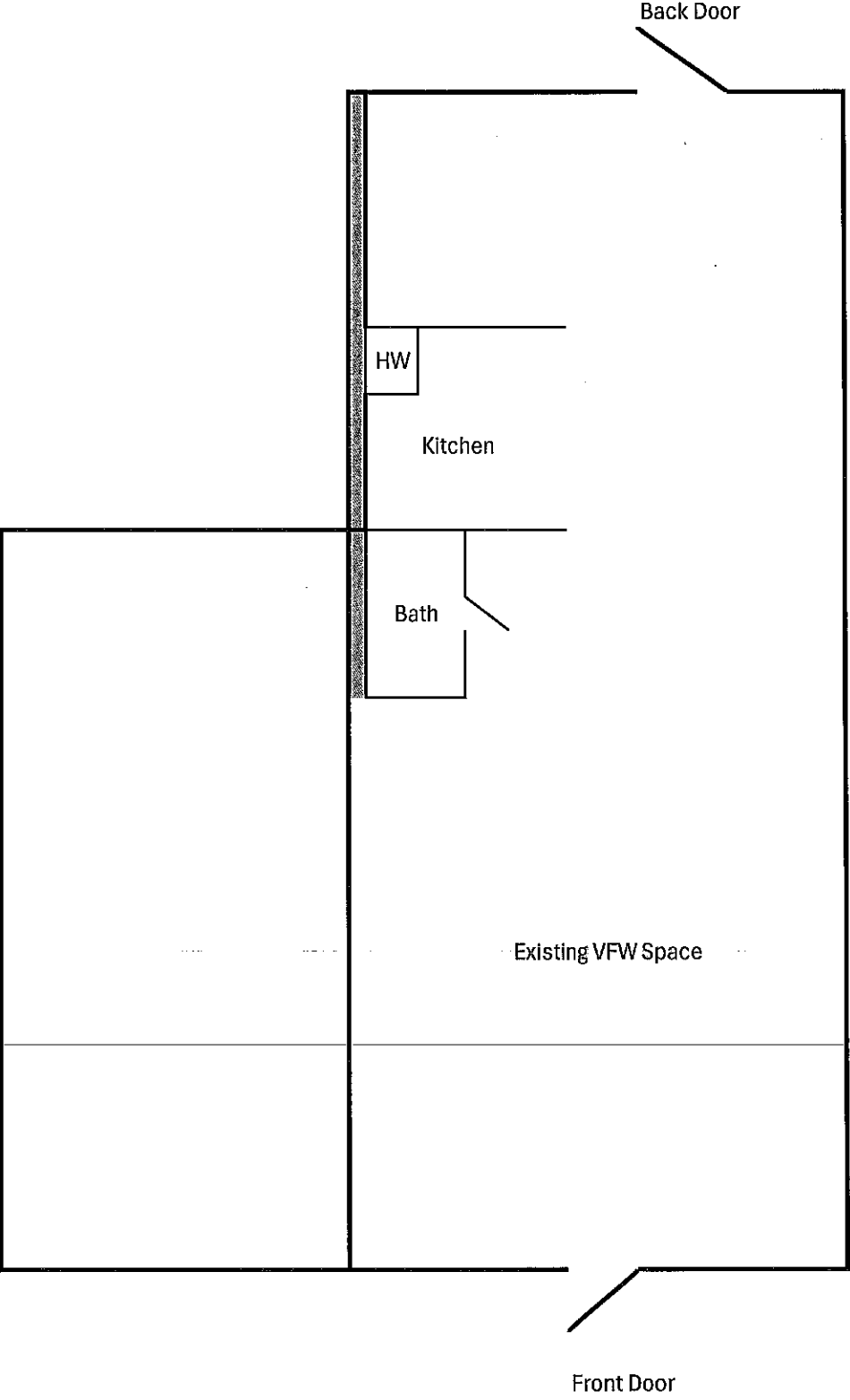
a. Parking shall be accessed from a public alley unless the City Planner determines this cannot reasonably be accomplished.

Agreed, no planned major changes here

b. Parking, if provided off-street, shall not front onto a public street other than an alley except for public parking lots or when it is determined to be necessary by the City Planner.

Understood

c. There is no minimum number of automobile parking spaces for uses in the Downtown Historic District Zone. [Ord. 987 § 1 (Exh. A), 2022.]



Back Door

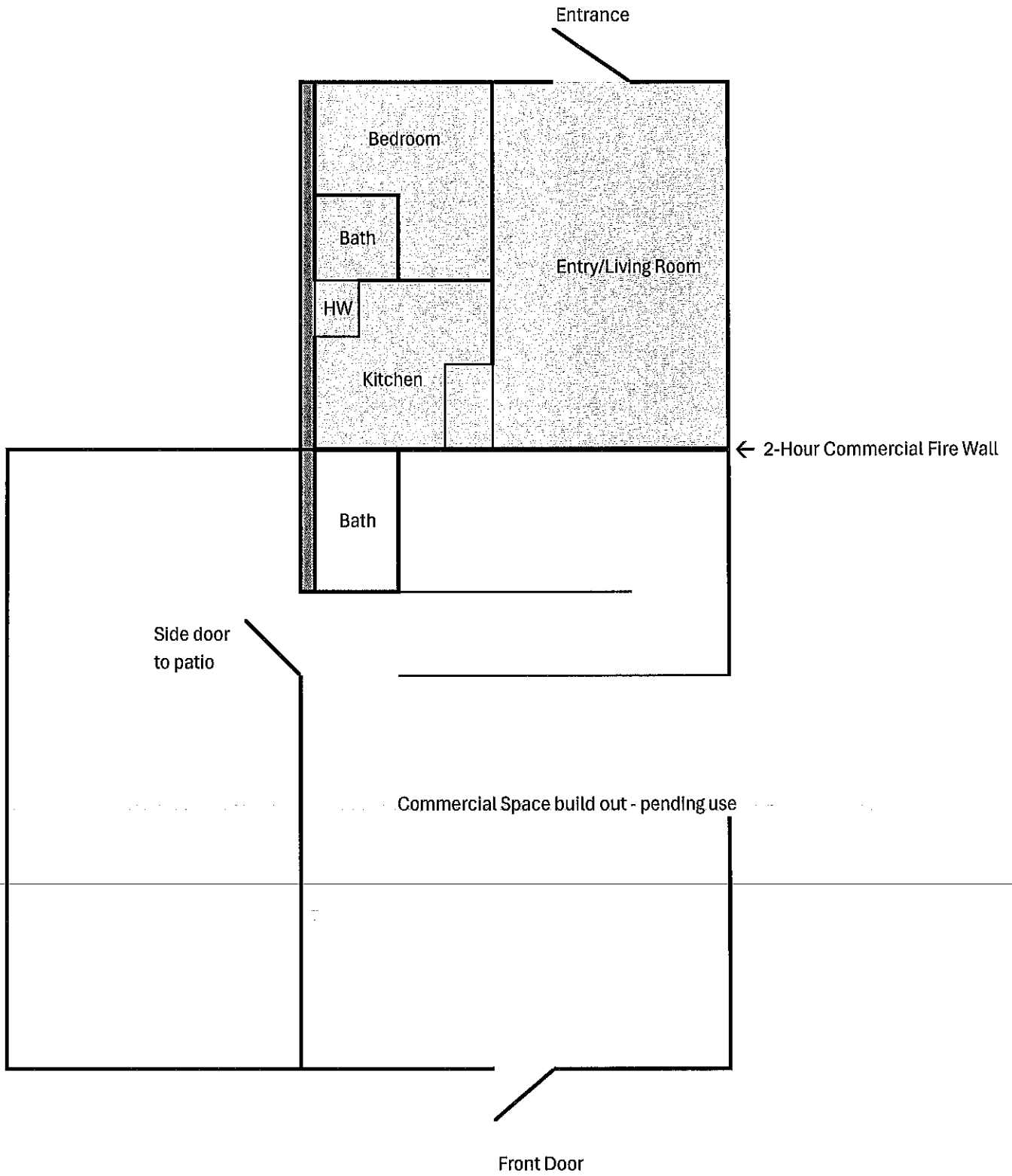
HW

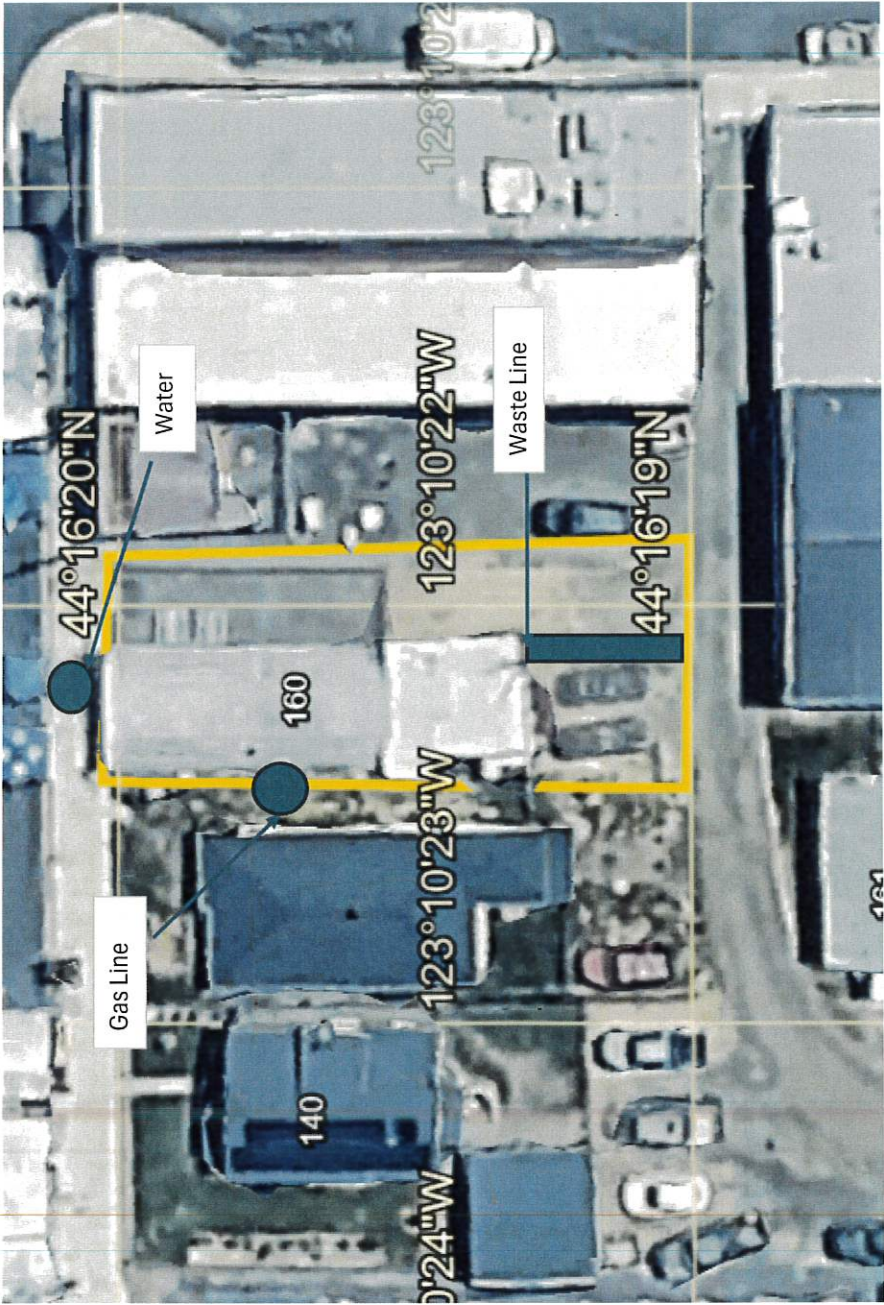
Kitchen

Bath

Existing VFW Space

Front Door





Dimensions 21.5' x 70'
Square Footage 1505

