



## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Building & Planning 541-917-7550

# Historic Review of Historic Designation, Individual Property Re-Rating, or Local Landmarks Removal

## DESIGNATION OF LANDMARKS APPLICATION CHECKLIST

Before you submit an application to the Planning Division, please check this list to verify you are not missing essential information. An incomplete application may delay the approval process.

## REQUIRED ATTACHMENTS

- A. Application contents.** An application for designation of a landmark (individual or a district) must include the following documents:
1. A written description and a map of the proposed district's boundaries or the location of the proposed landmark or property to be evaluated.
  2. A statement explaining:
    - a) The reasons why the proposed district, landmark or property should be designated.
    - b) The reasons why the proposed boundaries of the proposed district are appropriate.
    - c) The potential impact, if any, that designation of the proposed district or landmark would have on the owners, surrounding residents, or other property owners in the area.
  3. On a separate paper, prepare a written statement addressing the review criteria and providing findings of fact in support of the application.
- APPLICANT/PROPERTY OWNER INFORMATION.** Submit a Land Use Signature Page and list all current owners of record and others to be notified, such as agents and engineers. All property owners of record must sign the form. Agents may sign only with an attached Power of Attorney or letter of authorization from the actual owner(s).
- REVIEW FEE.** Submit a check made payable to the City of Albany in the appropriate amount for this application. Contact the Community Development Department for the current fee.

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## DESIGNATION, RE-RATING, REMOVAL OF LANDMARKS

The designation of historic landmarks allows the City to recognize, rate and protect its historic architecture. Properties listed on the National Register of Historic Places are eligible for automatic listing on the Local Historic Inventory. The Local Historic Inventory identifies buildings, sites, structures, objects and districts of historical importance or architectural significance that are considered exemplary of their time and style. Regulating historic landmarks provides a way to review proposed changes and encourage the preservation of historical or architectural value. Periodically it may be necessary to re-rate or remove the designation of a historic landmark to reflect changing conditions, community values or needs.

A meeting with the preservation planner is recommended for all applications for designation, re-rating, and removal of landmarks. The meeting provides for an exchange of information about Development Code and Comprehensive Plan requirements and offers technical and design assistance to the applicant.

### **Procedures.**

1. **Designation.** The City reviews applications for designation of historic landmarks and districts through legislative or quasi-judicial procedure. The process is legislative when it affects a large number of people or properties. The Landmarks Commission is the initial review body. The City Council makes the final historic designation.
2. **Amendment to Existing Historic Districts.** Changes or additions to the period of significance statement, property rating structure, or boundaries of an existing historic district are reviewed under the legislative process. The Landmarks Commission is the initial review body. The City Council reviews and adopts any amendments to the historic districts.
3. **Local Historic Inventory Removal.** Only landmarks outside the National Register Historic Districts that are not listed on the National Register of Historic Places individually are eligible for removal from the Local Historic Inventory. The Community Development Director may delete any demolished or removed historic structure outside the historic districts from the Local Historic Inventory. If a National Register building or structure is demolished or moved, application must be made to the State Historic Preservation Office to redesignate the property and/or remove it from the National Register.
4. **Individual Property Re-Rating.** The Landmarks Commission reviews applications to re-rate individual properties.

Projects that require a historic review may also require other land use reviews. If other reviews are required, they may be handled concurrently.

Designation, re-rating, or removal of a landmark will be approved if the review body finds the application conforms to the established criteria. Before the review body can approve an application, the applicant must submit information that adequately supports the application. If the applicant submits insufficient or unclear information, the application will be denied or delayed.

All decisions must specify the basis for the decision. Albany City Council decisions may be appealed to the Land Use Board of Appeals. Landmarks Commission decisions may be appealed to the Albany City Council.

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## DESIGNATION OF LANDMARKS APPLICATION

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a city land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

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### PROPERTY DESCRIPTION

Property address \_\_\_\_\_

Assessor's Parcel Map No. \_\_\_\_\_ Tax Lot No. \_\_\_\_\_

Zoning designation \_\_\_\_\_

Historic building name (if known) \_\_\_\_\_

Historic rating:

Historic Contributing     Historic Non-Contributing     Out of Period/Non-Contributing

**FOR NEW HISTORIC DISTRICTS** – Attach a spreadsheet that includes the above information for each property to be included in the proposed district.

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### REVIEW CRITERIA

**Designation.** In addition to being at least fifty years of age, the review bodies must find that one of the following criteria has been met in order to approve a proposed landmark or district:

**1. The proposed landmark or district has historic significance because:**

- a) There is an association with the life or activities of a person, group, organization, or institution that has made a significant contribution to the city, county, state, or nation;
- b) There is an association with an event that has made a significant contribution to the city, county, state, or nation;
- c) There is an association with broad patterns of political, economic, or industrial history in the city, county, state, or nation;
- d) Existing land use surrounding the resource contributes to the integrity of the historic period represented; or
- e) The resource contributes to the continuity or historic character of the street, neighborhood, and/or community.

**2. The proposed landmark or district has architectural significance because:**

- a) It is an example of a particular architectural style, building type and/or convention;
- b) It has a high quality of composition, detailing and/or craftsmanship;
- c) It is an example of a particular material and/or method of construction;
- d) The resource retains its original design features, materials and/or character;
- e) It is the only remaining, or one of a few remaining resources of a particular style, building type, design, material, or method of construction; or
- f) It is a visual landmark.

**3. The proposed landmark or district is listed on the National Register of Historic Places. [ADC 7.070]**

**Re-Rating or Removal.** The review body must find that one of the following criteria is met in order to approve a re-rating or remove a landmark from the Local Historic Inventory:

1. The inventory was in error.
2. Additional research has uncovered an association with a person, group, organization, institution or events that have made a significant contribution to the city, county, state or nation or additional research has been compiled regarding the architectural significance of a structure or style.
3. Alterations to the structure have caused it to more closely approximate the historical character, appearance, or material composition of the original structure.
4. Alterations to the structure have removed distinguishing features or otherwise altered the exterior such that the existing rating is no longer justified.
5. The reasons for designating the historic landmark no longer apply. [ADC 7.080]