



## LANDMARKS COMMISSION AGENDA

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**Wednesday, February 5, 2025**

**6:00 p.m.**

This meeting includes in-person and virtual participation.

*Council Chambers*

*333 Broadalbin Street SW*

Or join the meeting here:

<https://council.albanyoregon.gov/groups/lac/zoom>

Phone: 1 (253) 215-8782 (long distance charges may apply)

Meeting ID: 891-3470-9381 Passcode: 530561

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Business from the Public

*Persons wanting to provide comments may:*

- 1- *Email written comments to [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov), including your name, before **noon on the day of the meeting**.*
- 2- *To comment virtually during the meeting, register by emailing [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov) before **noon on the day of the meeting**, with your name. The chair will call upon those who have registered to speak.*
- 3- *Appear in person at the meeting and register to speak.*

4. Business from the Commission
  - Historic Preservation Award Nominees
5. Staff Updates
  - Steering Committee Volunteers
  - Preservation Open House/Community Mixer Planning
  - Landmarks Tips and Advice for Application

[albanyoregon.gov/cd](https://albanyoregon.gov/cd)



- Staff Guide to Landmarks Process

6. Next Meeting Date: March 5, 2025

7. Adjournment

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov) or call 541-917-7550*

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.*

## Historic Review Process

This is intended to be a general overview of the two types of land use processes that happen when you submit a historic review application. To figure out which one will apply to your case, please reach out to the Historic Planner at 541-791-0176.

For all types of applications:

- 1) Submit your application (forms available online) to the e-permitting/accela portal or by emailing [cd.customerservice@albanyoregon.gov](mailto:cd.customerservice@albanyoregon.gov)
- 2) A staff member will reach out to you once the application has been set up and invoiced; they will reference a file number that is formatted HI-00XX-2X. If you applied online, the application will temporarily be assigned an “APP” file number (APP-00XX-2X). Once staff have assigned it a file type this application will be closed, but review will continue under the HI file. Payment can be made either online via credit card or in-person/via mail with a check.
- 3) The historic planner will reach out if any additional information is needed. Please submit visuals with your application, such as examples of materials to be used, a drawing of the change, or a site plan showing where work will be done. Please note that as the person submitting the application, it is up to you to show that everything meets the decision criteria. If you have questions about anything, please reach out to the Historic Planner. They cannot fill out your application for you, or tell you what to write, but they can make suggestions about how to answer or provide clarification about what is needed.

For staff level reviews:

- 1) Review will take about 1-2 weeks after the fee has been paid.
- 2) The decision will be mailed to the address provided on the application. If you get mail at a PO Box, make sure to provide that information!
- 3) The decision will tell you if anything is required (condition of approval). A regular condition of approval is to have a final historic inspection completed.
- 4) Some applications will also require a building permit. Please make sure to check with the Building Department at 541-917-7550 to see if a permit is needed.

For Landmarks Review:

- 1) The review time varies depending on when the application is submitted. The Landmarks Commission meets regularly on the first Wednesday of every month (with some exceptions for holidays or other events). Please check with staff prior to submitting an application to see when the submittal deadline is for the upcoming hearing.
- 2) Once the application is submitted, staff will review it to make sure that the application is complete. If complete, the staff person will mail out a “notice of filing” to notify surrounding property owners of the application. This notice is mailed out at least 20 days prior to the hearing. This portion of the process is hands-off for you; City staff will reach out if anything is needed, but it is normal to only receive the notice of filing in the mail.

- 3) 7-10 days before the hearing, City staff will install a temporary yard sign on your property (two if you are on a corner). We try to install it where it does not affect your plants. Typically a small square of grass is removed, then replaced once the sign is taken down. City staff will remove the sign after the hearing.
- 4) 7 days before the hearing, staff will mail out a staff report and post it online. This report compares the application to the decision criteria, which is what is used to make a final decision with Landmarks. Please read the staff report and prepare to answer any questions that come up!
- 5) Meetings are held at 6pm in the City Council Chambers at City Hall (333 Broadalbin St SW, first floor), unless noted on the notice of filing. If you are unsure of where to go, please ask the security guard in the lobby.
- 6) On the day of the hearing, please be prepared to talk to Landmarks about your application and what you are trying to do. They may have questions about the project, so try to prepare for questions about why the change is proposed, why you chose the materials you did, and what alternatives you considered.

\*Landmarks uses parliamentary procedures to hold meetings. Do not panic if they are using weird phrases or reading off a script at the start of the hearing, this is a requirement that they have to follow for land use hearings. Staff can help walk you through the process ahead of time if you are unsure of what to do during the hearing or if you have specific questions.

- 7) There may be other people who submit testimony, either in favor or against. If there is testimony against the project, you will have an opportunity to provide more testimony to the commission. For best results, try to answer any questions that were raised by the testimony, or provide additional information if there is confusion.
- 8) Once all testimony is done, Landmarks will “close” the hearing to more information. At this point they will discuss the information that has been provided and make a decision. Even if you hear them say they have questions or you think they understand something wrong, at this point you will just have to wait for a decision.

\*Occasionally Landmarks will feel that they do not have enough information to make a decision. You can consent to come back during the next meeting to provide more information. If you do not want to continue the meeting to another date, you do not have to, but be aware that this is likely to result in the decision being denied as they will not have the evidence to show that the application meets the decision criteria.

- 8) Landmarks will make a “motion” and vote on it. This decision is tentative until the written decision is mailed out (it is also posted on the website). The written decision will have an appeal date; once that date has passed and staff has not reached out to let you know that there has been an appeal, then you can start on your project.

\*Make sure to reach through your decision as there may be requirements (conditions of approval) that need to be met or followed. Contact the historic planner at 541-791-0176 if you have any questions.

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