



## LANDMARKS COMMISSION AGENDA

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**Wednesday, April 2, 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. Approval of Minutes
  - March 5, 2025 [Pages 3-4]
4. Public Comment
5. Scheduled Business
  - A. HI-01-25, Type III – Quasi-Judicial Process [Pages 5-26]  
Summary: Historic Review of Exterior Alterations for the installation of rooftop solar panels.
  - B. HI-02-5, Type III – Quasi-Judicial Process [Pages 27-50]  
Summary: Historic Review of Exterior Alterations for a change in window size and Historic Review of Use of Substitute Materials for the replacement of windows on an existing accessory structure.

*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.***

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



**April 2, 2025**

- 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.*

6. Business from the Commission
7. Staff Updates
8. Next Meeting Date: May 7, 2025
9. 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.*



## LANDMARKS COMMISSION

### MINUTES

March 5, 2025

6:00 p.m.

Hybrid – Council Chambers

Approved: Draft

#### Call to Order

Chair Robinson called the meeting to order at 6:00 p.m.

#### Pledge of Allegiance

**6:00 p.m.**

#### Roll Call

Members present: Camron Settlemier, Chad Robinson, Rayne Legras, Mason Cox, Richard Engeman

Members absent: Cathy Winterrowd (excused), Jim Jansen

#### Election of Chair and Vice Chair positions

Commissioner Cox nominated Commissioner Robinson for the position of Chair. Commissioner Legras seconded the nomination. Commissioner Robinson accepted the nomination. All voted in favor 5-0 of Commissioner Robinson to continue as Chair for 2025.

Commissioner Legras nominated Commissioner Settlemier to continue as Vice-Chair. Commissioner Cox seconded the nomination. Settlemier accepted the nomination. All voted in favor 5-0 for Commissioner Settlemier to continue as Vice-Chair for 2025.

#### Approval of Minutes for January 15, 2025 and February 5, 2025

Commissioner Settlemier motioned to approve the minutes for January 15, 2025, as well as February 5, 2025. Commissioner Engeman seconded the motion, which passed 5-0.

#### Business from the Public

**6:04 p.m.**

Albany Downtown Association, Executive Director, Lise Grato provided a recap of items on the Downtown Newsletter. She announced that The Oregon Mainstreet Revitalization Grant Partners were selected. The first application was for the Albany Civic Theatre for the revitalization of the Rialto Theatre. She noted that having letters of support would be of benefit to the applications. The second is 'Roofs on First Avenue'. The four buildings are the: the Venetian (1914); the Schultz (1910); the Western Union Building (1880); and the Wyatt Building (1889). All are historically contributing buildings.

#### Business from the Commission

**6:16 p.m.**

Commissioner Settlemier asked the others if they were interested in providing a letter from the Commission for the Main Street Grants. Lise Grato offered to support that effort and provide some research on the buildings. Chair suggested including the location, age of the building and architect and any unique history. She will send the information to staff to distribute.

- Historic Preservation Award Nominees

Renovation Award to the building at 401 2nd Avenue SW building (Precision Golf) Commissioners voted. 4-1 (Commissioner Settlemier voting against.)

Volunteer Award to Lise Grato, Downtown Association for her tireless efforts for the Albany Downtown Association helping people on multiple fronts. All voted in favor. 5-0.

Dick Olsen Lifetime Achievement Award for the Monteith Society's 50-plus year history of work in that District. All voted in favor. 5-0.

**March 5, 2025**Staff Updates**6:25 p.m.**

Alyssa Schrems announced that after the Commissioner training staff decided to try moving away from specific final staff recommendations in the staff reports. She explained that because of the subjective nature of some of the Commission decisions, it makes more sense to leave those subjective decisions up to the Commission un-influenced. It was suggested that staff provide more language for the motions to include both approval and a denial motion language as well as framework for better conditions of approval. Commissioner Legras wanted to note for the record that she relies on and appreciates the staff understanding of the review criteria and code. Chair Robinson added his appreciation for their technical knowledge.

Schrems also announced that Benton County and Corvallis are doing their coordination meeting for Historic Preservation Month on March 26, 2025, at 6:30 p.m. It is an open public meeting. Commissioners are welcome to attend in person or virtually and to let her know if they are interested in attending.

Next Meeting Date

The next meeting is scheduled for April 2, 2025, in the Council Chambers at 6:00 p.m.

Adjournment

Hearing no further business Chair Robinson adjourned the meeting at 6:36 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz  
Recorder

David Martineau  
Current Planning Manager

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov).*





## COMMUNITY DEVELOPMENT

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

# Staff Report

## Historic Review of Exterior Alterations

HI-01-25

March 26, 2025

### Summary

This staff report evaluates a Historic Review of Exterior Alterations for a residential structure on a developed lot within the Monteith National Register Historic District (Attachment A). The applicant proposes installing solar panels on the historic home.

### Application Information

Review Body:	Landmarks Commission (Type III review)
Staff Report Prepared By:	Alyssa Schrems, Planner II
Property Owner:	Joseph & Kerry McQuillin Trust; 525 6th Avenue SW, Albany, OR, 97321
Applicant:	Benjamin Steffen; 139 Ankeny Hill Road SE, Jefferson, OR 97352
Address/Location:	525 6th Avenue SW, Albany, OR 97321
Map/Tax Lot:	Linn County Tax Assessor's Map No. 11S-04W-12AA-06500
Zoning:	Hackleman Monteith (HM) District (Monteith National Register Historic District)
Total Land Area:	7,370 square feet
Existing Land Use:	Single Unit Residential
Neighborhood:	Central Albany
Surrounding Zoning:	North: HM- Hackleman Monteith, MUR-Mixed Use Residential, East: HM- Hackleman Monteith, DMU- Downtown Mixed Use South: HM- Hackleman Monteith West: HM- Hackleman Monteith
Surrounding Uses:	North: Residential, Single Unit; Church East: Residential, Single Unit, Commercial Office, Church South: Residential, Single Unit, Church West: Residential, Single Unit
Prior History:	N/A

### Notice Information

On March 12, 2025, a notice of public hearing was mailed to property owners within 100 feet of the subject property. On March 21, 2025, notice of public hearing was posted on the subject site. As of March 24, 2025, no public testimony has been received.

### Analysis of Development Code Criteria

Historic Review of Exterior Alterations Generally (ADC 7.120)



Albany Development Code (ADC) review criteria for Historic Review of Exterior Alterations Generally (ADC 7.120) are addressed in this report for the proposed development. The criteria must be satisfied to grant approval for this application. Code criteria are written in **bold** followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

### Exterior Alteration Criteria (ADC 7.100-7.165)

Section 7.150 of the ADC, Article 7, establishes the following review criteria in **bold** for Historic Review of Exterior Alterations applications. For applications other than the use of substitute materials, the review body must find that one of the following criteria has been met in order to approve an alteration request.

1. **The proposed alteration will cause the structure to more closely approximate the historical character, appearance, or material composition of the original structure than the existing structure; OR**
2. **The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.**

ADC 7.150 further provides that the review body will use the Secretary of the Interior's Standards for Rehabilitation as guidelines in determining whether the proposed alteration meets the review criteria.

### *Secretary of Interior's Standards for Rehabilitation – (ADC 7.160)*

The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. **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.**
2. **The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.**
3. **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 features or architectural elements from other buildings, shall not be undertaken.**
4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.**
6. **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.**
7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic material shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
9. **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.**
10. **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 analysis includes findings related to the Exterior Alterations review criteria in ADC 7.150, followed by the evaluation of the applicable Secretary of Interior Standards in ADC 7.160. Staff conclusions are presented after the findings.

## Findings of Fact

- 1.1 Location and Historic Character of the Area. The subject property is located at 525 6th Avenue SW in the Hacklema Monteith (HM) zoning district within the Monteith National Register Historic District. The surrounding properties are in the HM, DMU, and MUR zoning districts. Surrounding properties are developed with a mix of single dwelling unit residences, commercial offices and churches.
- 1.2 Historic Rating. The subject building is rated as a Historic Non-Contributing resource in the Monteith National Register Historic District.
- 1.3 History and Architectural Style. The nomination form lists the architectural style of the building as Ranch (Attachment B).
- 1.4 Prior Alterations. The nomination form does not note any exterior alterations.
- 1.5 Proposed Exterior Alterations. The applicant proposes installing 29 roof mounted solar panels on the west roof elevation, with the related service located on the north side of the house near the existing main service panel.  
  
The applicant states that the panels will be low-profile with a 36-degree tilt (Attachment C.14). While the panels will be visible from the street, they will match the angle of the roof. The solar panels will also be removable, non-permanent structures.  
  
Based on the facts provided, the addition of solar panels will not change the historic character, appearance, or material composition of the existing structure. Based on these facts, criterion ADC 7.150(2) is met.
- 1.6 Building Use (ADC 7.160(1)). The building's original use was a single unit house. The building is still used as a dwelling and the applicant does not propose to change the use as part of this application.  
  
Only minimal exterior alterations are needed in association with the proposed use, which is consistent with ADC 7.160(1).
- 1.7 Historic Character (ADC 7.160(2)). The house was constructed in 1941 in the Ranch style. Distinctive features of the house include a slanted bay window on the front façade, shutters, and an exterior chimney (Attachment B).  
  
The applicant states that the panels and hardware for the solar panels will be removable and that no historic material will be removed. There will be no alteration of any features or spaces that characterize the property as historic. Based on these facts, criterion ADC 7.160(2) is met.
- 1.8 Historic Record & Changes (ADC 7.160(3) and (4)). The house is designed in the Ranch style. The applicant proposes installing solar panels onto the roof with removable hardware in order to generate energy. No conjectural features or architectural elements are proposed in addition to the solar panels. Based on these facts, criterion ADC 7.160(3) and (4) are met.
- 1.9 Distinctive Characteristics (ADC 7.160(5)). The applicant states that there will be no changes to any features, finishes, construction techniques, or examples of craftsmanship with the addition of the solar panels. No changes are proposed to the roof pitch. Based on these facts, criterion ADC 7.160(5) is met.
- 1.10 Deteriorated Features (ADC 7.160(6)). The applicant states that there are no existing deteriorated historic features. Since there are no deteriorated historic features and the applicant is proposing to add solar panels and not change any existing features, criterion ADC 7.160(6) is satisfied.
- 1.11 Use of Chemical or Physical Treatments (ADC 7.160(7)). The applicant does not propose any chemical or physical treatments in relation to the installation of the solar panels and further states that cleaning of solar panels only requires soap and water. Based on these facts, criterion ADC 7.160(7) is met.
- 1.12 Significant Archaeological Resources (ADC 7.160(8)). The applicant states there are no known archeological resources located at or near this site. Based on these facts, this criterion appears to be met.
- 1.13 Historic Materials (ADC 7.160(9)). The applicant states that the project will not destroy any historic materials or make any changes to the massing, size, scale, or architectural features of the property. The

removable solar panels will be set parallel with the existing roof and will not affect the profile or roofline of the structure. Based on these facts, the criterion in ADC 7.160(9) is met.

- 1.14 New Additions (ADC 7.160(10)). The applicant states they are not proposing any new additions or adjacent or related new construction. Solar panels will be installed with removable hardware and can conceivably be returned to its original form if a future property owner desired to remove the solar panels. Based on these facts, the criterion in ADC 7.160(10) is met.

## Conclusions

- 1.1 The proposed exterior alterations will be compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.
- 1.2 The proposed alteration is consistent with the Secretary of the Interior's Standards in ADC 7.160.

## Overall Conclusions

This proposal seeks to complete exterior alterations to add solar panels to the south roof of the house.

Staff finds all applicable criteria are met for the exterior alterations.

## Options and Recommendations

The Landmarks Commission has three options with respect to the subject application:

Option 1: Approve the request as proposed;

Option 2: Approve the request with conditions of approval;

Option 3: Deny the request.

Based on the discussion above, staff recommends the Landmarks Commission pursue Option 2 and approve the Exterior Alteration request with conditions. If the Landmarks Commission accepts this recommendation, the following motion is suggested.

## Motion

*I move to approve the exterior alterations including conditions of approval as noted in the staff report for application planning file no. HI-01-25. This motion is based on the findings and conclusions in the March 26, 2025, staff report and findings in support of the application made by the Landmarks Commission during deliberations on this matter.*

## Conditions of Approval

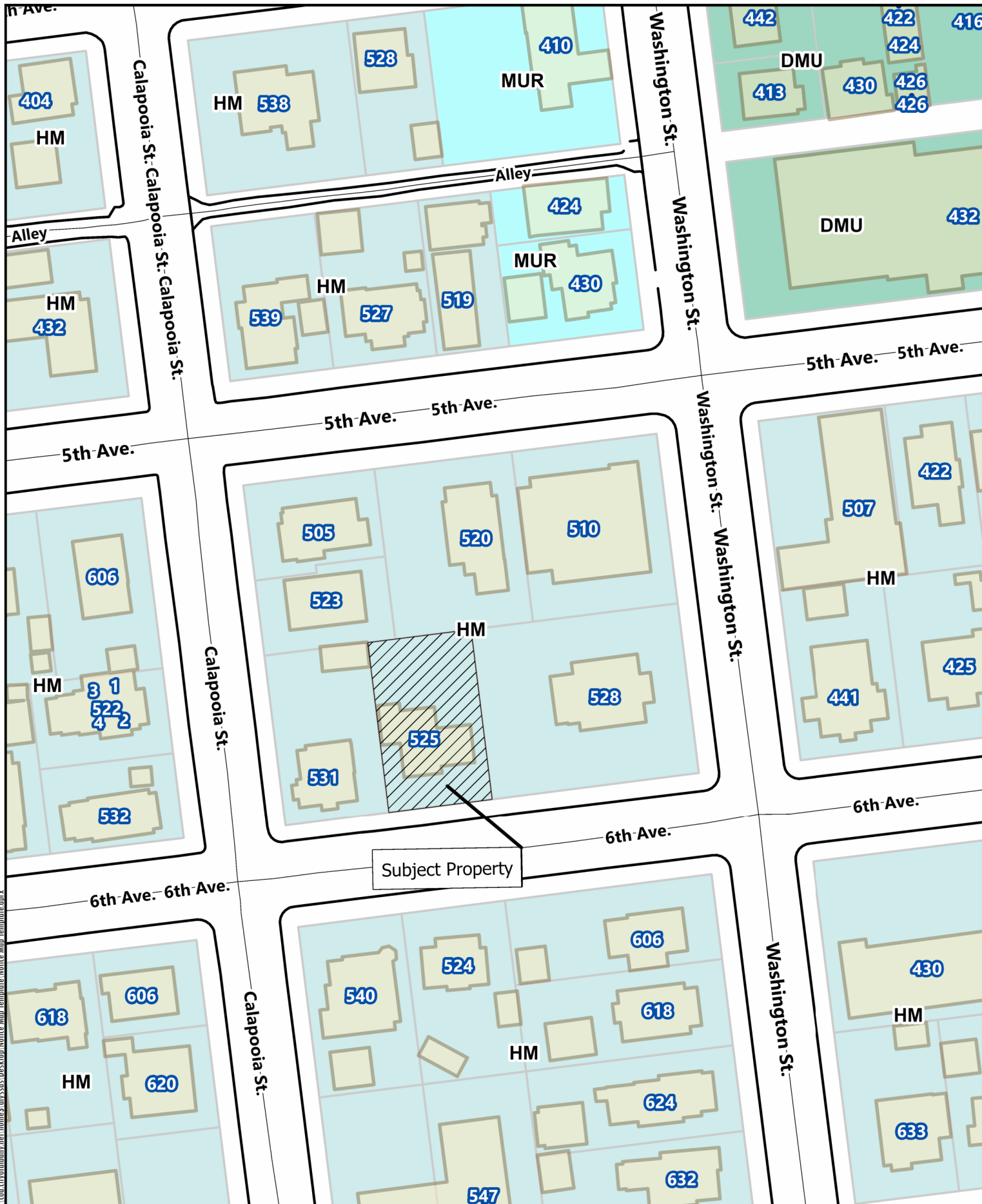
- Condition 1 **Exterior Alterations** – The proposed exterior alterations shall be performed and completed as specified in the staff report and application as submitted. Deviations from these descriptions may require additional review.
- Condition 2 **Historic Review**– A final historic inspection is required to verify that the work has been done according to this application. Please call the historic planner (541-791-0176) a day or two in advance to schedule.

## Attachments

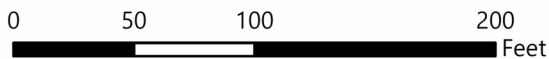
- A. Location Map
- B. Historic Resource Survey
- C. Applicant's Submittal

## Acronyms

ADC	Albany Development Code
DMU	Downtown Mixed Use District
HM	Hackleman Monteith District
MUR	Mixed Use Residential Zone



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Date: 3/10/2025 Map Source:

**525 6th Ave SW**

**Location Map**

OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY - ALBANY  
HISTORIC DISTRICT

Attachment B.1

COUNTY: Linn

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<b>HISTORIC NAME:</b> None	<b>ORIGINAL USE:</b> Residence
<b>COMMON NAME:</b> None	<b>CURRENT USE:</b> Residence
<b>ADDRESS:</b> 525 6th Ave. SW	<b>CONDITION:</b> Good
<b>ADDITIONAL ADDRESS:</b> NONE	<b>INTEGRITY:</b> Good <b>MOVED?</b> N
<b>CITY:</b> Albany	<b>DATE OF CONSTRUCTION:</b> c.1960 1941
<b>OWNER:</b> Leona Pratt/Julian Packard	<b>THEME</b> 20th Century Architecture
<b>CATAGORY:</b> Building	<b>STYLE:</b> Ranch
<b>LOCATION</b> Monteith Historic District	<b>ARCHITECT</b> UNKNOWN
<b>MAP NO:</b> 11S04W12AA <b>TAX LOT:</b> 06500	<b>BUILDER:</b> UNKNOWN
<b>BLOCK:</b> 35 <b>LOT</b> N/A	<b>QUADRANGLE</b> Albany <b>ASSESSMENT:</b> N
<b>ADDITION NAME:</b> Original Platt	<b>ORIGINAL RATING:</b> Compatible
<b>PIN NO:</b> 11S04W12AA06500 <b>ZONING</b> HM	<b>CURRENT RATING:</b> Non-Contributing

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<b>PLAN TYPE/SHAPE:</b> L-shaped	<b>NO. OF STORIES:</b> 1
<b>FOUNDATION MAT.:</b> Concrete	<b>BASEMENT</b> N
<b>ROOF FORM/MAT.:</b> Gable	<b>PORCH:</b> Recessed
<b>STRUCTURAL FRAMING:</b> Wood	
<b>PRIMARY WINDOW TYPE:</b> 6/6 double hung	
<b>EXTERIOR SURFACING MATERIALS:</b> Lap siding	
<b>DECORATIVE FEATURES:</b> Slanted bay on front facade(S), shutters, exterior chimney (E)	

**EXTERIOR ALTERATIONS/ADDITIONS:**

None

**NOTEWORTHY LANDSCAPE FEATURES:**

None

**ADDITIONAL INFO:**

None

**INTERIOR FEATURES:**

None

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**LOCAL INVENTORY NO.:** M.083

**SHPO INVENTORY NO.:** None

**CASE FILE NUMBER:** None



OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY -ALBANY  
MONTEITH HISTORIC DISTRICT -PAGE TWO

NAME: Leona Pratt/Julian Packard  
ADDRESS: 525 Sixth Ave. S.W.  
QUADRANGLE: Albany

T/R/S: T11-R4W-S12  
MAP NO.:11-4W-12AA  
TAX LOT: 6500

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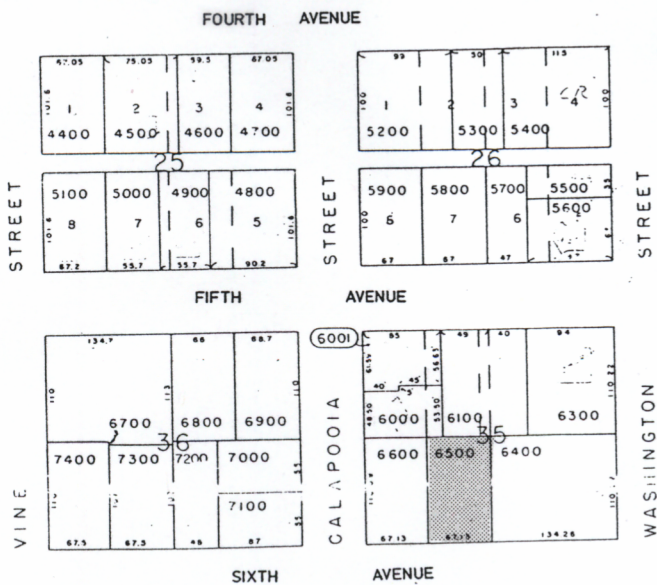


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NEGATIVE NO.: BB-33

SLIDE NO.: MS.083

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GRAPHIC & PHOTO SOURCES: Albany Community Development Planning Division & Tanya Neel.

## Linn County Tax Data File

Tax lot #..... 11S04W12AA06500

Tax acct #..... 0131454

Site address.. 525 6TH AVE SW

In-City? Y

Owner..... PACKARD, JULIAN

Address-1..... PRATT, LEONA F

Address-2..... 1725 13TH AVE SW

Address-3..... ALBANY, OR 97321-1808

Address-4.....

Address-5.....

Property class... 1011 Tax Code #1...0801

Stat class..... 330 Tax Code #2...0000

Land market value... 21,540

Imp. market value... 60,900



107. 525 Sixth Avenue S.W.  
Significance: Compatible  
Use: Residence

*Julian Packard / Leona Pratt  
1725 13th SW  
Albany*

Present Owners: ~~Dale Richardson~~  
~~525 Sixth Avenue S.W.~~  
Tax Lot: 11-4W-12AA-6500

Description:

One story wood frame with hip roof and two exterior chimneys, lap siding with six over six light windows with small slant bay on front elevation.



## COMMUNITY DEVELOPMENT

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

### PLANNING APPLICATION

### APPLICANT/OWNER & AUTHORIZING SIGNATURES

To be included with ALL City of Albany planning submittals

Send completed application and checklist(s) to [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net).

- Adjustment (AD)
- Alternative Setback
- Annexation (AN)
- Comprehensive Plan Amendment (CP)
  - Map Amendment
  - Map Amendment; concurrent w/zoning
  - Text Amendment
- Conditional Use, circle one: Type II or III
  - Existing Building: expand or modify
  - New Construction
  - Home Business (Type III only)
- Development Code Text Amendment (DC)
- Floodplain Development Permit (FP)
- Historic Review (HI)
  - Exterior Alteration – residential, not visible from street (Type I)
  - Exterior Alteration – all commercial and residential visible from street (Type III)
  - New Construction (Type III or I-L)
  - Demolition or Moving (Type III)
  - Substitute Materials (Type III)
- Interpretation of Code (CI)
- Quasi-Judicial (Type II)
- Legislative (Type IV)
- Land Division (check all that apply)
  - Partition (PA)
    - Tentative Plat (Type I-L)
    - Tentative Plat PD or CD (Type III)
    - Final Plat (Type I)
  - Subdivision (SD)
    - Tentative Plat (Type I-L)
    - Tentative Plat PD or CD (Type III)
    - Final Plat (Type I)
  - Tentative Re-plat Type I-L (RL)
  - Modification to Approved Site Plan or Conditional Use
- Natural Resource Boundary Refinement (NR)
- Natural Resource Impact Review (NR)
- Non-Conforming Use (MN)
- Planned Development (PD)
  - Preliminary (Type III)
  - Final (Type I)
- Property Line Adjustment (LA)
- Site Plan Review (SP)
  - Accessory Building
  - Change of Use, Temporary or Minor Developments
- Manufactured Home Park
- Modify Existing Development
- Parking Area Expansion (only)
- New Construction
- Tree Felling
- Temporary Placement (TP)
- Urban Growth Boundary (UGB)
- Vacation (VC)
  - Public Street or Alley
  - Public Easements
- Variance (VR)
  - Major Variance (Type II)
  - Minor Variance (Type I-L)
- Willamette Greenway Use (WG)
- Zoning Map Amendment (ZC)
  - Quasi-Judicial (Type IV)
  - Legislative (Type IV)
- Other Required (check all that apply)**
  - Design Standards
  - Hillside Development
  - Mitigation
  - Parking/Parking Lot
  - Traffic Report
  - Other\_\_\_\_\_

#### Location/Description of Subject Property(s)

Site Address(es): 525 6th Ave SW

Assessor's Map No(s): 11S04W12 Tax Lot No(s): 6500

Comprehensive Plan designation: \_\_\_\_\_ Zoning designation: \_\_\_\_\_

Size of Subject Property(s): \_\_\_\_\_ Related Land Use Cases: \_\_\_\_\_

Project Description: Add 11.6kW Roof-mounted PV Solar Array

- Historic Overlay
- Natural Resource Overlay District
- Floodplain or Floodway Overlay

[cd.cityofalbany.net](http://cd.cityofalbany.net)





## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING &amp; PLANNING 541-917-7550

# Historic Review of Exterior Alterations

## Checklist and Review Criteria

### INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (*subject to change every July 1*): staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net). Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

### HISTORIC REVIEW OF EXTERIOR ALTERATIONS SUBMITTAL CHECKLIST:

**PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.**

**PROPERTY AND PROJECT INFORMATION.**

Submit the following information (separately or on this page):

1. Historic District:

Monteith     Hackleman     Downtown     Local Historic     Commercial/Airport

2. Historic rating:

Historic Contributing     Historic Non-Contributing     Non-Historic (post 1945)

3. Year Built: 1960 Architectural Style(s): Ranch

4. Years of exterior alterations, if any: \_\_\_\_\_

5. Please describe the proposed alteration(s) and the purpose of the alterations: \_\_\_\_\_

**Add 11.6kW Roof-mounted Solar Array  
for the purpose of offsetting customer's power bill**

**PHOTOGRAPHS.** Provide photographs that show the current condition of the area you intend to alter.

**CONSTRUCTION PLANS/ELEVATION DRAWINGS.** Provide construction plans, architectural drawings or schematics showing detailed building elevations and exterior plans, and dimensions of all altered or new elements, including foundation, windows, and the setbacks to the property lines, materials proposed, profile/design, etc. If construction plans or drawings are not applicable to your project, then submit an accurate alteration description, including photographs, or other information that describes the project.

[cd.cityofalbany.net](http://cd.cityofalbany.net)



**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.

**☒ REVIEW CRITERIA RESPONSES.**

On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the historic exterior alteration complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement. On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the historic exterior alteration complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement. (See Example Findings of Fact starting on last page.)

1. The Community Development Director will approve **residential** alteration applications if one of the following criteria is met:
  - a. There is no change in historic character, appearance, or material composition from the existing structure.
  - b. The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.
  - c. The proposed alteration is not visible from the street.
2. For all other exterior alteration requests, except for the use of substitute materials\*, and including all **non-residential** requests, the review body must find that one of the following criteria has been met to approve an alteration request:
  - a. The proposed alteration will cause the structure to more closely approximate the historical character, appearance, or material composition of the original structure than the existing structure, or
  - b. The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.

*\*There is a different application for the use of substitute materials. The review criteria for the use of substitute siding, windows, and trim shall be as found in ADC Sections 7.170-7.225.*

The review body will use the Secretary of the Interior's Standards of Rehabilitation as guidelines in determining whether the proposed alteration meets the review criteria [ADC Section 7.160].

The Secretary of the Interior's Standards for Rehabilitation. The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. 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.
2. The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.
3. 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 features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. 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.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic material shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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.
10. 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 [ADC Section 7.160].

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## HISTORIC REVIEW OF EXTERIOR ALTERATIONS – PROCESS AND PROCEDURE

**Purpose (ADC 7.100).** The purpose of reviewing alterations to historic landmarks is to encourage the preservation of characteristics that led to their designation as historic landmarks. Review is required for exterior alterations or additions to buildings or structures classified as historic contributing and historic non-contributing within the historic districts, and to landmarks outside the districts.

**Exemption from Review (ADC 7.110).** Historic review is not required for buildings or structures originally constructed after 1945 or for changes to paint color to any home or structure.

**Procedure (ADC 7.120).** A request for an exterior alteration is reviewed and processed by either the Community Development Director or the Landmarks Commission. The Landmarks Commission replaces the Hearings Board or Planning Commission as the review body. Any exterior or interior alteration to buildings participating in Oregon’s Special Assessment of Historic Property Program will also require review and approval by the State Historic Preservation Office.

1. The Director will approve residential alteration requests if one of the following criteria is met:
  - a. There is no change in historic character, appearance, or material composition from the existing structure.
  - b. The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.
  - c. The proposed alteration is not visible from the street.
2. For all other requests, the Landmarks Commission will review and process the alteration proposal. The applicant and adjoining property owners within 100 feet will receive notification of the Landmarks Commission public hearing on the proposal. The Landmarks Commission will accept written and verbal testimony on the proposal. For buildings on the Special Assessment of Historic Property Program, the Landmarks Commission decision will be forwarded to the State Historic Preservation Office.

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## EXAMPLE OF FINDINGS OF FACT

### Criteria for Findings of Fact

Land use applications must include information that explains the intent, nature, and proposed use of the development, and other pertinent information that may have bearing on the action to be taken by the review authority. To be approved, a Historic Review application must address and demonstrate compliance with the

applicable review criteria in Article 7 and related requirements. If the applicant's submittal is unclear or insufficient to demonstrate the review criteria are satisfied, the application will be delayed or denied.

### Format for Findings of Fact

Statements addressing individual criteria must be in a "finding of fact" format. A finding of fact consists of two parts:

1. Factual information such as the distance between buildings, the width and type of streets, the particular operating characteristics of a proposed use, etc. Facts should reference their source: on-site inspection, a plot plan, City plans, etc.
2. An explanation of how those facts result in a conclusion supporting the criterion.

### Example:

**Criterion:** The proposed alteration will cause the structure to more closely approximate the historical character, appearance, or material composition of the original structure than the existing structure.

**Facts:** The Cultural Resource Inventory indicates that the house was constructed c.1885 and the style is a Western Farmhouse. The decorative features noted are rectangular bays on the north and east sides with panels, turned porch columns and a fixed window with a diamond shaped pattern on the east side. Sanborn Fire map research indicates that the porch originally extended the full length of the west wing of the house.

This application proposes to restore the front porch to the full length of the west wing of the house. Additional porch columns are proposed to match the existing turned porch columns; a hipped roof is proposed consistent with existing entry and bays and Sanborn maps. The current porch, which now only covers the front door, is more of a covered entry than a porch. The balusters are a connected "sawn" design (rather than turned) that was typical in the late 19<sup>th</sup> century. (SEE ATTACHED DRAWING.)

**Conclusion:** Extending the porch to its original size will cause the structure to more closely approximate its historic character and appearance.

## Scope of Work:

### Historic Review of Exterior Alterations (ADC 7.100-7.165)

Section 7.150 of the Albany Development Code (ADC), Article 7, establishes the following review criteria

in bold for Historic Review of Exterior Alterations applications. For applications other than for the use of substitute materials, the review body must find that one of the following criteria has been met to approve an alteration request.

\*\*\*Findings of fact are statements that show how the criteria are met by providing details that support a conclusion. For example, when answering how distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved, you would provide examples of the distinctive features etc and explain how they will remain preserved through the alteration process. This is especially important if you are doing renovations on a distinctive feature.\*\*\*

1. The proposed alteration will cause the structure to more closely approximate the historical character, appearance or material composition of the original structure than the existing structure; OR
2. The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.

### Proposed findings:

**As we designed the solar system with the homeowner we experimented with all roof plains, with the compromise production we selected an array that occupies all the roofs that can be seen minimally from the road. Any part of the array that can be minimally seen from the road is very challenging due to the steep angles, degree of the roof, roof pitch, distance of vision, and sight of line.**

ADC 7.150 further provides that the review body will use the Secretary of the Interior's Standards for Rehabilitation as guidelines in determining whether the proposed alteration meets the review criteria

### Proposed Findings of Fact ADC 7.160:

- 1) 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.

### Proposed findings:

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

Proposed findings:

**The proposed alteration is temporary until the more inconspicuous solar shingles become more available and feasible to install. The solar installation is temporary and does not affect the structural integrity of the building that sits below.**

3) 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 features or architectural elements from other buildings, shall not be undertaken.

Proposed findings:

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

Proposed Findings:

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

Proposed findings:

6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive features, 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.

Proposed findings:

7) Chemical or physical treatments, such as sandblasting, that cause damage to historic material

shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Proposed findings:

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

Proposed findings:

9) 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.



Proposed findings:

**As we designed the solar system with the homeowner we experimented with all roof plains, with the compromise production we selected an array that occupies all the roofs that can not be seen from the road. There are many trees that block any partial view of the tentative array. Any part of the array that can be minimally seen from the road is very challenging due to the steep angles, degree of the roof, roof pitch, distance of vision, and sight of line. Adding solar to non visible roof plains that don't face the street will cause the structure to more closely approximate its historic character and appearance, and will help the environment in doing so.**

10) 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.

Proposed findings:

**The proposed alteration is temporary and does not alternate the original exterior building features.**

To whom it may concern in regards to the Historic District of Albany,

In regards to the tentative solar installation at 525 6th Ave SW Albany, Oregon 97321. We propose the 11.6kW solar system as pictured below. The solar system we propose is a temporary solution to solar's future availability of solar shingles. This is a temporary addition to the home to eliminate most of the customers electric bill to help improve the environment until solar shingles are made more available and more feasible. At the time of the availability of solar shingles the existing solar panels can be reused and recycled on a non historic district home or ground mount at another location. This is a temporary addition to the home that will not alter the historic home's appearance permanently. The Department of Energy Exclaims, "Solar energy can also improve air quality, reduce water use from energy production, and provide ecosystem services for host communities through carbon sequestration, pollination, and ground and stormwater management."

---

**Criterion:** There is no change in historic character, appearance, or material composition from the existing structure.

**Facts:** As we designed the solar system with the homeowner we experimented with all roof plains, with the compromise production we selected an array that occupies all the roofs that can not be seen from the road. Any part of the array that can be minimally seen from the road is very challenging due to the steep angles, degree of the roof, roof pitch, distance of vision, and sight of line.

**Conclusion:** Adding solar to non visible roof plains that don't face the street will cause the structure to more closely approximate its historic character and appearance, and will help the environment in doing so.

---

**Criterion:** The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.

**Facts:** The proposed alteration is temporary until the more inconspicuous solar shingles become more available and feasible to install. The solar installation is temporary and does not affect the structural integrity of the building that sits below.

**Conclusion:** The proposed alteration is temporary and does not alternate the original exterior building features.

---

**Criterion:** The proposed alteration is not visible from the street.

**Facts:** As we designed the solar system with the homeowner we experimented with all roof plains, with the compromise production we selected an array that occupies all the roofs that can not be seen from the road. There are many trees that block any partial view of the tentative array. Any part of the array that can be minimally seen from the road is very challenging due to the steep angles, degree of the roof, roof pitch, distance of vision, and sight of line.

**Conclusion:** Adding solar to non visible roof plains that don't face the street will cause the structure to more closely approximate its historic character and appearance, and will help the environment in doing so.

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**PURE ENERGY GROUP, INC**  
 139 ANKENY HILL RD SE JEFFERSON, OR 97352  
 CCB# 235232 Exp. 03/25 BCD #C1653 Exp. 07/25  
 ELECTRICAL SUPERVISOR NOEL LETSON #66175  
 TRAVIS SHEFFIELD MOBILE 841-936-0980  
 INFO@PUREENERGY.GROUP  
 WWW.PUREENERGY.GROUP

**KEYED NOTES**

- ① Tap existing main conductors with IPC 4/0-6 llsc (ahead of main breaker)
  - ② Provide new Breaker in Electrical Panel opposite main breaker
  - ③ Provide new Production Meterbase per Utility Company standards
  - ④ Provide new disconnect for Utility operation located within 10' of Meter
  - ⑤ New AC Combiner Panel as indicated (not for other circuits)
  - ⑥ New PV Inverter with integrated DC Disconnect for String Fusing
  - ⑦ Roof Mounted Modules with Rapid Shut Down Device/Optimizer
  - ⑧ Roof Mounted Modules with integrated Micro Inverter see System Design
  - ⑨ Rapid Shut Down Switch located on exterior of building
- \*\* not all keyed notes are used on the drawing

**SYSTEM = 11,600 TOTAL DC WATTS**

29 - REC400AA PURE @ 400 WATT modules  
 1 - Solaredge SE10000H-US Inverter at 42 amps x 1.25 = 60A OCPD  
 2 Strings of 10 & 1 at 9 combined at inverter w/P485 optimizers

DESCRIPTION	MODULE	str10	Total
PV System Module watts / totals	400	400	11600
Operating Voltage(Vmpp) Volts	42.1	400	400
Operating Current(Imp) Amps	9.51	9.51	28.53
Max System Voltage(Voc)Volts	48.8	400	400
Short Circuit Current (Isc) Amps	10.28	10.28	30.84

**INSTALLATION NOTES**

1. Series connect modules using manufacturer's pre-terminated cable
2. Utilize grounding clamps for all modules/inverters/optimizers
3. Place New AC PV Circuit Breaker opposite Main Service Breaker
4. Utilize continuous #6 Cu ground wire for all PV equipment
5. All terminations/connections to utilize oxide inhibitor (nolox)
6. All DC conduits within building to be Metallic (PVC not allowed)
7. Provide and Install all labels per NEC code, and per Utility requirements
8. Provide and install additional ground rods/clamps as required per NEC.
9. Utilize EMT conduit with Rain Tight fittings for exterior locations

DC - ARRAY TO INVERTER - 100' ft longest length #10 gauge wire  
 $(.2) \times (\text{wire length}) \times (\text{module imp}) \times (\text{rated wire resist.}) / (\text{vmp @ avg. high temp})$   
 $(2 \times 100 \times 9.51 \times 1.24) / 1000 = 2.6 / 400 \times 100 = .6\% \text{ DC Vdrop}$

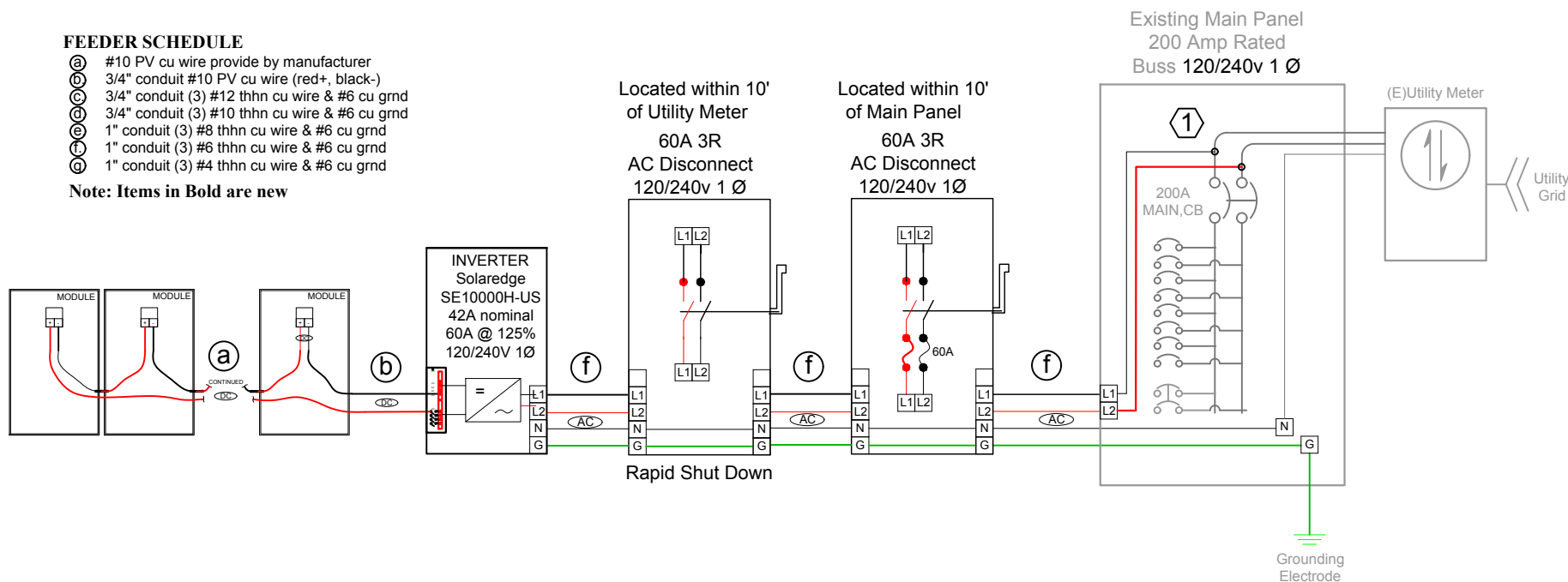
AC - INVERTER TO METER - 20' total length #6 gauge cu wire  
 $(2 \times 20 \times .491 \times 42) / 1,000 = .82 / 240 \times 100 = .34\% \text{ Vdrop AC}$

(L=Length, R=Resistance, I=Load in amps (x.866 = 3Ø circuits)  
 $VD = [(2 \times L \times R \times I) / 1,000] \times .866$      $VD\% = [VD / \text{Source Voltage}] \times 100$   
 \*dc calculations are based on longest circuit lengths

**FEEDER SCHEDULE**

- Ⓐ #10 PV cu wire provide by manufacturer
- Ⓑ 3/4" conduit #10 PV cu wire (red+, black-)
- Ⓒ 3/4" conduit (3) #12 thhn cu wire & #6 cu grd
- Ⓓ 3/4" conduit (3) #10 thhn cu wire & #6 cu grd
- Ⓔ 1" conduit (3) #8 thhn cu wire & #6 cu grd
- Ⓕ 1" conduit (3) #6 thhn cu wire & #6 cu grd
- Ⓖ 1" conduit (3) #4 thhn cu wire & #6 cu grd

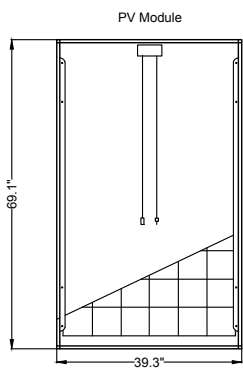
**Note: Items in Bold are new**



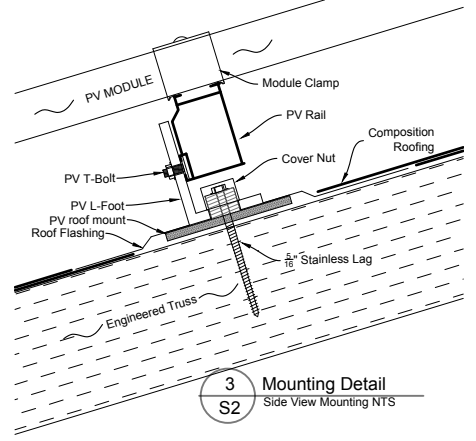
1 Electrical One-Line Diagram  
 S3 NTS

**McQuillin Solar**  
 525 6th AVE SW  
 Albany, OR 97321

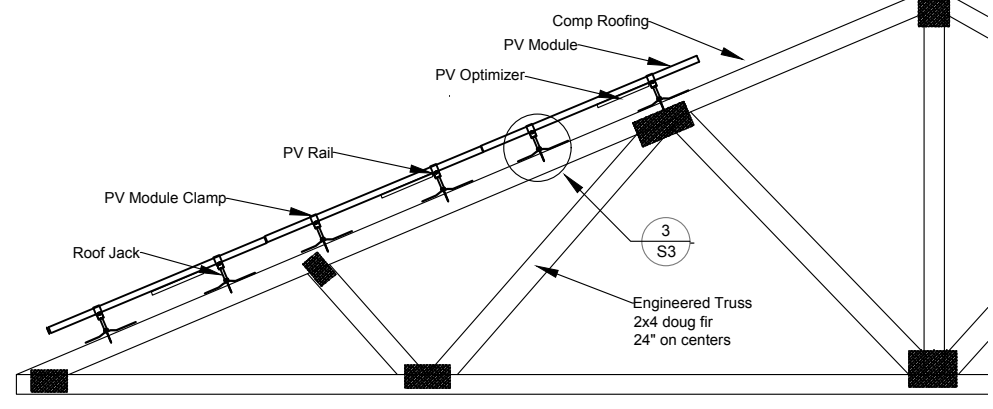
DATE 2/11/2025  
 DRAFTER TSS  
 REVISION Permit Set  
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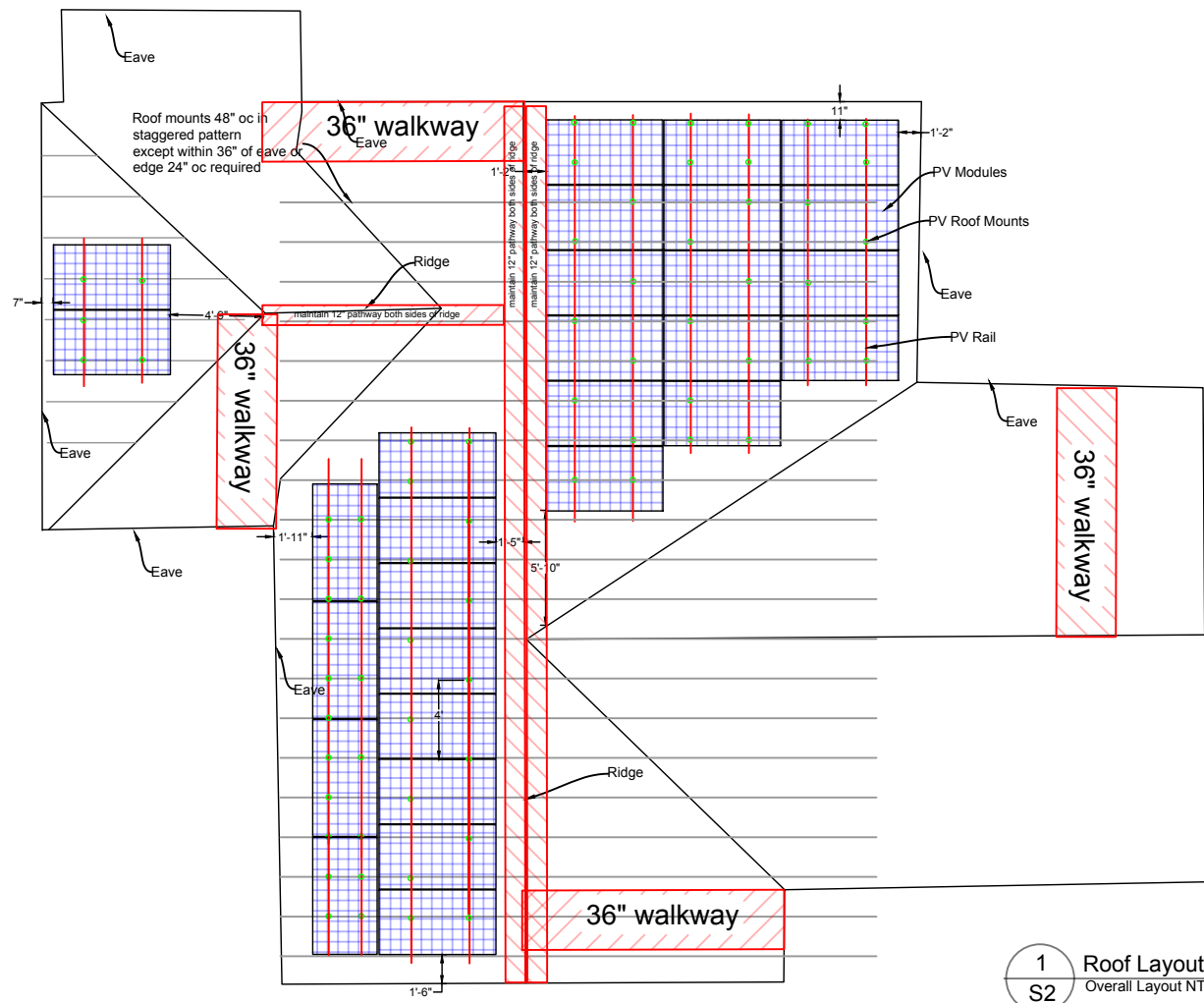
4 Module Details  
S2 Front View NTS



3 Mounting Detail  
S2 Side View Mounting NTS



2 Roof Plan Typical  
S2 Side View Mounting NTS



1 Roof Layout  
S2 Overall Layout NTS



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 525 6th AVE SW  
 Albany, OR 97321

DATE 2/11/2025  
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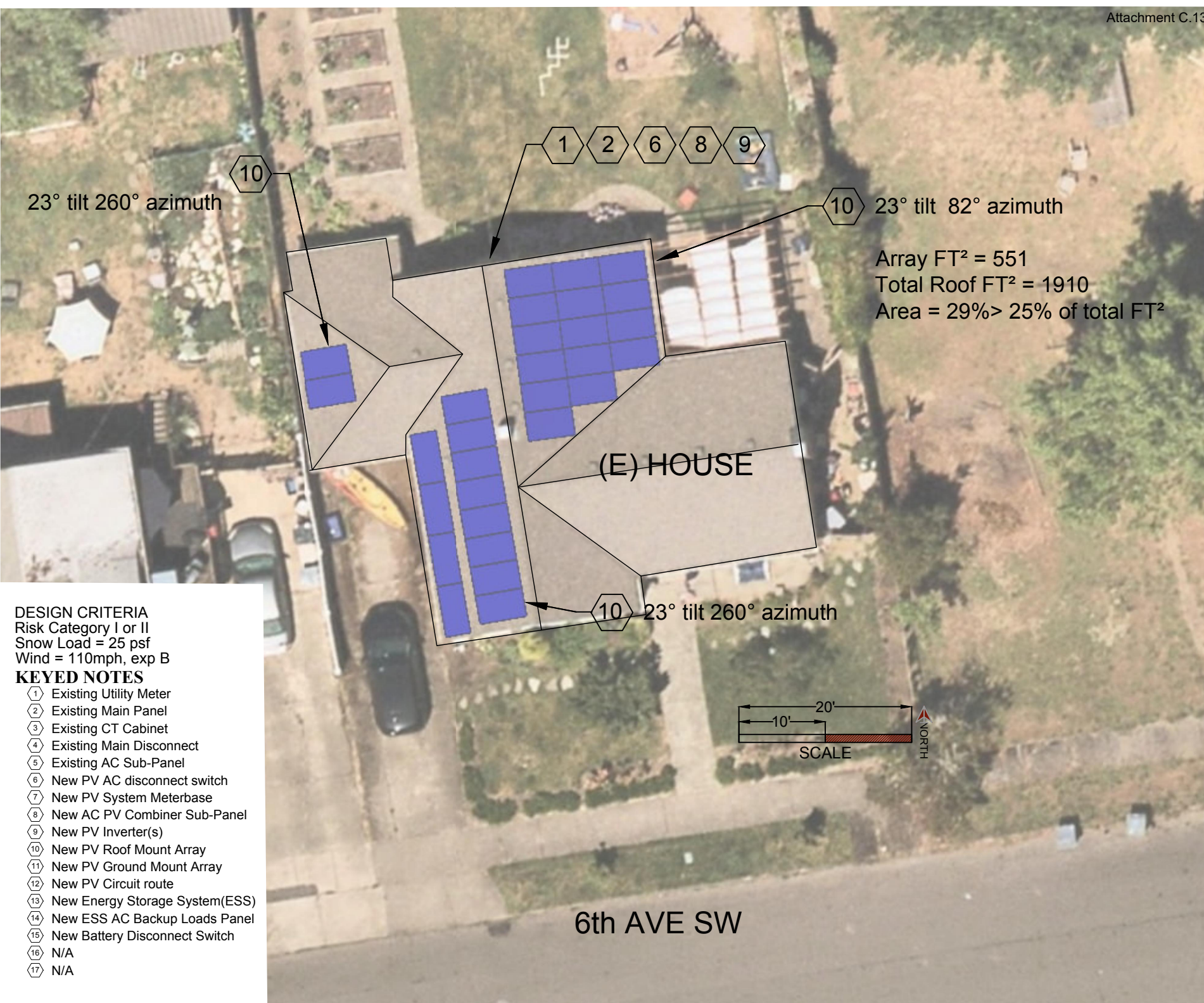


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 525 6th AVE SW  
 Albany, OR 97321

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 Projects\McQuillin\McQuillon.dwg

SHEET



23° tilt 260° azimuth

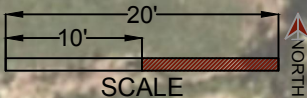
23° tilt 82° azimuth

Array FT<sup>2</sup> = 551  
 Total Roof FT<sup>2</sup> = 1910  
 Area = 29% > 25% of total FT<sup>2</sup>

(E) HOUSE

23° tilt 260° azimuth

6th AVE SW



**DESIGN CRITERIA**  
 Risk Category I or II  
 Snow Load = 25 psf  
 Wind = 110mph, exp B

**KEYED NOTES**

- ① Existing Utility Meter
- ② Existing Main Panel
- ③ Existing CT Cabinet
- ④ Existing Main Disconnect
- ⑤ Existing AC Sub-Panel
- ⑥ New PV AC disconnect switch
- ⑦ New PV System Meterbase
- ⑧ New AC PV Combiner Sub-Panel
- ⑨ New PV Inverter(s)
- ⑩ New PV Roof Mount Array
- ⑪ New PV Ground Mount Array
- ⑫ New PV Circuit route
- ⑬ New Energy Storage System(ESS)
- ⑭ New ESS AC Backup Loads Panel
- ⑮ New Battery Disconnect Switch
- ⑯ N/A
- ⑰ N/A



## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | COMMUNITY DEVELOPMENT 541-917-7550

# Staff Report

## Historic Review of Exterior Alterations and Substitute Materials

HI-02-25

March 26, 2025

### Summary

This staff report evaluates a Historic Review of Substitute Materials and Exterior Alterations for an accessory structure (garage) on a developed lot within the Monteith National Register Historic District (Attachment A). The applicant proposes a like-for-like trim replacement on an accessory structure, as well as a replacement of four double-hung windows with composite windows of slightly larger dimensions.

### Application Information

Review Body:	Landmarks Commission (Type III review)
Staff Report Prepared By:	Alyssa Schrems, Planner II
Property Owner/Applicant:	Jason & Jessica Roeser, 632 Washington Street SW, Albany, OR 97321
Address/Location:	632 Washington Street SW, Albany, OR 97321
Map/Tax Lot:	Linn County Tax Assessor's Map No. 11S-04W-12AA; Tax Lot 13200
Zoning:	Historic Monteith (HM) District (Montieth National Register Historic District)
Total Land Area:	7,370 square feet
Existing Land Use:	Single Unit Residence
Neighborhood:	Central Albany
Surrounding Zoning:	North: Hackleman Montieth (HM) East: HM South: HM West: HM
Surrounding Uses:	North: Single Unit Residences, Church East: Single Unit Residences South: Single Unit Residences West: Church, Single Unit Residences, Fourplex
Prior History:	N/A

### Notice Information

On March 12, 2025, a notice of public hearing was mailed to property owners within 100 feet of the subject property. On March 21, 2025, notice of public hearing was also posted on the subject site. As of March 23, 2025, no comments have been received.

### Analysis of Development Code Criteria

#### Historic Review of Exterior Alterations Generally (ADC 7.120)

Albany Development Code (ADC) review criteria for Historic Review of Exterior Alterations Generally (ADC 7.120) are addressed in this report for the proposed development. The criteria must be satisfied to grant



approval for this application. Code criteria are written in **bold** followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

### Exterior Alteration Criteria (ADC 7.100-7.165)

Section 7.150 of the ADC, Article 7, establishes the following review criteria in **bold** for Historic Review of Exterior Alterations applications. For applications other than the use of substitute materials, the review body must find that one of the following criteria has been met in order to approve an alteration request.

- a. **The proposed alteration will cause the structure to more closely approximate the historical character, appearance, or material composition of the original structure than the existing structure; OR**
- b. **The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.**

### Findings of Fact

- 1.1 Location and Historic Character of the Area. The subject property is located at 632 Washington Street SW in the Hackleman Monteith (HM) zoning district within the Monteith National Register Historic District. Properties in all directions are in the HM zoning district and are developed with residential uses and churches.
- 1.2 Historic Rating. The residence is rated as a Historic Contributing resource in the Monteith National Register Historic District. The residence was constructed in 1893. The accessory structure was originally constructed as a carriage house and has been converted into a garage.
- 1.3 History and Architectural Style. The nomination form lists the architectural style of the residence as Queen Anne/Stick style. The exterior chimney on the south side of the residence is noted as either being altered or added as an addition. A garage door has been added to the accessory structure.
- 1.4 Proposed Exterior Alterations. The applicant proposes to replace four existing double hung windows on the carriage house/garage with composite windows in the same style but better sized for the openings. The applicant also proposes to replace deteriorated window trim as needed, with like-for-like materials.

ADC 7.150 further provides the review body will use the Secretary of the Interior's Standards for Rehabilitation as guidelines in determining whether the proposed alteration meets the review criteria. Conclusions for ADC 7.150 and 7.160 will be discussed below.

### Secretary of Interior's Standards for Rehabilitation – (ADC 7.160)

The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. **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.**
2. **The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.**
3. **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 features or architectural elements from other buildings, shall not be undertaken.**
4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.**
6. **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.**
7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic material**



shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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.
10. 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.

## Findings of Fact

- 2.1 Building Use (ADC 7.160(1)). The primary structure was originally constructed as a residence and continues to be used as a residence. The carriage house was originally constructed to house a carriage and has been converted into a garage with the addition of a garage door. Both a garage and carriage house are used to shelter a method of transportation specific to their time period. Based on this fact, this criterion is met.
- 2.2 Historic Character (ADC 7.160(2)). The residence was constructed in the Queen Anne/Stick style. The carriage house was constructed in a complementary manner to the house, with divided lite double-hung windows on the first floor and loft. The windows in the loft are approximately half the size of those on the first floor. Based on these facts, criterion ADC 7.160(2) is met.
- 2.3 Historic Record & Changes (ADC 7.160(3) and (4)). The residence was originally constructed in 1893 in the Queen Anne/Stick style. The carriage house was constructed in a manner that is complementary to the house but lacks the distinctive stickwork or gable brackets. The applicant does not propose any conjectural features or architectural elements from other buildings. The changes to the house that have occurred have not acquired historic significance in their own right. Based on these facts, criterion ADC 7.160(3 and 4) are met.
- 2.4 Distinctive characteristics (ADC 7.160(5)). The residence was originally constructed in 1893 in the Queen Anne/Stick style. Distinctive features include stick work in the gable ends, Eastlake porch features, sunburst gable brackets, rectangular window bays with brackets on the east and south side of the house and a transom above the entry door. The carriage house appears to have novelty drop siding and double hung windows, with the windows on the ground level being six over six divided lite windows and the loft windows consisting of six divided lites. The applicant proposes replacing the windows with windows matching the existing window style but sized slightly larger to better fit the window openings.
- 2.5 Deteriorated Features (ADC 7.160(6)). The applicant proposes replacing four windows with windows matching the existing window style but slightly larger to better fit the window openings. The applicant states that the existing windows are a replacement window that was “scabbed in” prior their ownership. The Commission may determine if this criterion is met based on further evidence and testimony submitted.
- 2.6 Use of Chemical or Physical Treatments (ADC 7.160(7)). The applicant states they will not use chemical or physical treatments. Based on this, the criterion is met.
- 2.7 Significant Archaeological Resources (ADC 7.160(8)). The applicant states there are no known archeological resources located at or near this site. If significant archaeological resources are found on the site, the contractor will notify the architect who will notify a SHPO archeologist. The artifact will not be moved and work in the area will cease until SHPO is done with their review. Based on these facts, this criterion appears to be met.
- 2.8 Historic Materials (ADC 7.160(9)). The applicant states the exterior alterations will not destroy historic materials that characterize the property. The proposed alterations will approximate the size, scale, and architectural features based on pictorial evidence. The applicant further proposes to reuse existing trim around the windows depending on deterioration. In the event that existing trim cannot be

salvaged the applicant proposes to do a like for like material replacement. The Commission may determine if this criterion is met based on further evidence and testimony submitted.

- 2.9 New Additions (ADC 7.160(10)). The applicant states that there are no new additions proposed with this request, therefore this criterion is not applicable.

## Conclusions

- 2.1 The proposed exterior alterations will restore deteriorated and/or missing character-defining features on the front façade.
- 2.2 The proposed alterations are consistent with the existing structure in massing, size, scale, materials, and architectural features, potentially satisfying ADC 7.150(2) and consistent with the Secretary of Interior's Standards in ADC 7.160,

## Historic Review of the Use of Substitute Materials (ADC 7.170-7.225)

ADC eligibility for the use of substitute materials (ADC 7.200(1)) and review criteria for Historic Review of the Use of Substitute Materials (ADC 7.200) are addressed in this report for the proposed development. The criteria must be satisfied to grant approval for this application. Code criteria are written in **bold** followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

## Eligibility for the Use of Substitute Materials (ADC 7.200)

**The City of Albany interprets the Secretary of Interior's Standards for Rehabilitation on compatibility to allow substitute siding and windows only under the following conditions:**

**The building or structure is rated historic non-contributing; OR**

**In the case of historic contributing buildings or structures, the existing siding, windows or trim is so deteriorated or damaged that it cannot be repaired and finding materials that would match the original siding, windows or trim is cost prohibitive.**

**Any application for the use of substitute siding, windows, and/or trim will be decided on a case-by-case basis. The prior existence of substitute siding and/or trim on the historic buildings on the Local Historic Inventory will not be considered a factor in determining any application for further use of said materials.**

The applicant proposes to replace four double hung windows on an existing garage/carriage house with windows that match the existing windows in style but are slightly larger to fit the window openings.

## Findings of Fact

- 3.1 Eligibility and Existing Conditions. The residence is rated as a Historic Contributing resource in the Montieth National Register Historic District. The applicant states that four of the existing wood double-hung windows on the garage are deteriorated and need to be replaced. The applicant provided photos of the windows proposed to be replaced.
- 3.2 Substitute Materials. The applicant proposes to replace the windows with matching windows made of a composite material.

## Conclusions

- 3.1 The residence is rated as a Historic Contributing resource in the Montieth National Historic District and is therefore not eligible for review under the first threshold in ADC 7.200.
- 3.2 The applicant states that wood elements that are damaged due to rot will be replaced with composite windows in a matching style but slightly larger.
- 3.3 Based on the above analysis, staff recommends additional information regarding the cost prohibitive nature of non-substitute materials. The applicant shall have an opportunity to expand on their eligibility at the hearing.

## Design and Application Criteria for the Use of Substitute Materials (ADC 7.210)

### Criterion 1

**The proposed substitute materials must approximate in placement, profile, size, proportion, and general appearance of the existing siding, windows or trim.**

#### Findings of Fact

- 1.1 The applicant provided specification sheets for both window styles in the application submittals. The proposed windows appear to replicate the profile and style of the original windows, with only minor detail changes due to sizes. The Commission has the discretion to determine if the proposed windows generally approximate the appearance of the previous windows.

#### Conclusions

- 1.1 New windows are proposed to match the general appearance of the existing windows.
- 1.2 The Commission may determine if this criterion is met.

### Criterion 2

**Substitute siding, windows and trim must be installed in a manner that maximizes the ability of a future property owner to remove the substitute materials and restore the structure to its original condition using traditional materials.**

#### Findings of Fact and Conclusions

- 2.1 Based on the plans, all installed materials can be removed and replaced later if needed without considerable damage to the structure.
- 2.2 This criterion has been satisfied.

### Criterion 3

**The proposed material must be finished in a color appropriate to the age and style of the house, and the character of both the streetscape and the overall district. The proposed siding or trim must not be grained to resemble wood.**

#### Findings of Fact

- 3.1 Based on the submittals, none of the windows' components will be grained to resemble wood.

#### Conclusions

- 3.1 The proposed material will not be wood-grained.
- 3.2 This criterion has been satisfied.

### Criterion 4

**The proposed siding, windows or trim must not damage, destroy, or otherwise affect decorative or character-defining features of the building. Unusual examples of historic siding, windows and/or trim may not be covered or replaced with substitute materials.**

#### Findings of Fact and Conclusions

- 4.1 The windows will not be installed in a manner that would affect decorative or character-defining features on the building. The applicant is not proposing to enlarge the window opening, rather better fit the window to the existing opening.
- 4.2 Based on these facts, the criterion appears to be satisfied.

### Criterion 5

**The covering of existing historic wood window or door trim with substitute trim will not be allowed if the historic trim can be reasonably repaired. Repairs may be made with fiberglass or epoxy materials to bring the surface to the original profile, which can then be finished, like the original material.**

#### Findings of Fact and Conclusions

- 5.1 No historic trim is proposed to be covered by substitute materials. The applicant proposes to replace deteriorated trim with like-for-like replacement of wood trim. The applicant also proposes to reinstall the existing wood trim depending on deterioration level.

5.2 Based on these facts, this criterion is satisfied.

## Criterion 6

**Substitute siding or trim may not be applied over historic brick, stone, stucco, or other masonry surfaces.**

### Findings of Fact

6.1 The applicant does not propose to install any siding or trim over historic brick, stone, stucco, or other masonry surfaces.

### Conclusions

6.1 There is no siding or trim to be installed over the historic limestone or stucco.

## Summary – Substitute Materials

The applicant proposes to replace four double hung windows on an existing garage/carriage house with windows that match the existing windows in style but are slightly larger to fit the window openings.

## Overall Conclusions

The applicant proposes a like-for-like trim replacement on an accessory structure, as well as a replacement of four double-hung windows with composite windows of slightly larger dimensions.

Staff finds all applicable criteria are met for the exterior alterations and use of substitute materials but encourages additional information regarding eligibility to be provided by the applicant at the hearing.

## Options and Recommendations

The Landmarks Commission has five options with respect to the subject application:

Option 1: Approve the requests as proposed;

Option 2: Approve the requests with conditions of approval;

Option 3: Approve the Exterior Alteration request but deny the Use of Substitute Materials;

Option 4: Approve the Use of Substitute Materials but deny the Exterior Alteration; or

Option 5: Deny the requests.

Based on the discussion above, staff recommends the Landmarks Commission pursue Option 2 and approve both the Exterior Alteration request and the Use of Substitute Materials request with conditions. If the Landmarks Commission accepts this recommendation, the following motion is suggested.

## Motion

*I move to approve the exterior alterations and use of substitute materials including conditions of approval as noted in the staff report for application planning file no. HI-02-25. This motion is based on the findings and conclusions in the March 26, 2025, staff report and findings in support of the application made by the Landmarks Commission during deliberations on this matter.*

## Conditions of Approval

Condition 1 **Exterior Alterations** – The proposed exterior alterations shall be performed and completed as specified in the staff report. Deviations from these descriptions may require additional review.

Condition 2 **Historic Review** – A final historic inspection is required to verify that the work has been done according to this application. Please call the historic planner (541-791-0176) a day or two in advance to schedule.

## Attachments

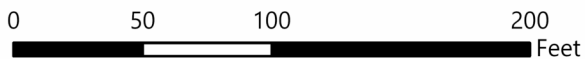
- A. Location Map
- B. Historic Resource Survey
- C. Applicant's Submittal

## Acronyms

ADC	Albany Development Code
HI	Historic file designation
HM	Hackleman Monteith Zoning District



\\csc.cityofalbany.net\home\albs\ss\desktop\Notice Map Template\Notice Map Template.aprx



Date: 3/10/2025 Map Source:

632 Washington St SW

Location Map

OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY - ALBANY  
HISTORIC DISTRICT

Attachment B.1

COUNTY: Linn

---

<b>HISTORIC NAME:</b> Baltimore House	<b>ORIGINAL USE:</b> Residence
<b>COMMON NAME:</b> None	<b>CURRENT USE:</b> Residence
<b>ADDRESS:</b> 632 Washington St. SW	<b>CONDITION:</b> Good
<b>ADDITIONAL ADDRESS:</b> NONE	<b>INTEGRITY:</b> Good <b>MOVED?</b> N
<b>CITY:</b> Albany	<b>DATE OF CONSTRUCTION:</b> 1893
<b>OWNER:</b> Max & Traci Ahmad	<b>THEME</b> 19th Century Architecture
<b>CATAGORY:</b> Building	<b>STYLE:</b> Queen Anne/Stick
<b>LOCATION</b> Monteith Historic District	<b>ARCHITECT</b> UNKNOWN
<b>MAP NO:</b> 11S04W12AA <b>TAX LOT:</b> 13200	<b>BUILDER:</b> UNKNOWN
<b>BLOCK:</b> 46 <b>LOT</b> N/A	<b>QUADRANGLE</b> Albany <b>ASSESSMENT:</b> N 1981
<b>ADDITION NAME:</b> Original Platt	<b>ORIGINAL RATING:</b> Primary
<b>PIN NO:</b> 11S04W12AA13200 <b>ZONING</b> HM	<b>CURRENT RATING:</b> Historic Contributing

---

<b>PLAN TYPE/SHAPE:</b> Irregular	<b>NO. OF STORIES:</b> 2
<b>FOUNDATION MAT.:</b> Brick	<b>BASEMENT</b> Y
<b>ROOF FORM/MAT.:</b> Hipped and gable	<b>PORCH:</b> Hipped

**STRUCTURAL FRAMING:** Balloon

**PRIMARY WINDOW TYPE:** 1/1 double hung

**EXTERIOR SURFACING MATERIALS:** Drop siding

**DECORATIVE FEATURES:**

Stick work in gable ends, Eastlake porch features, sunburst gable brackets, rectangular bays w/ brackets E&S side, Transom above door

**EXTERIOR ALTERATIONS/ADDITIONS:**

Exterior chimney (S)

**NOTEWORTHY LANDSCAPE FEATURES:**

None

**ADDITIONAL INFO:**

Carriage house on 7th Ave. converted to garage

**INTERIOR FEATURES:**

None

---

**LOCAL INVENTORY NO.:** M.361

**SHPO INVENTORY NO.:** None

**CASE FILE NUMBER:** None



OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY -ALBANY  
MONTEITH HISTORIC DISTRICT -PAGE TWO

*Hazel Harrison*  
NAME: Max & Traci Ahmad  
ADDRESS: 632 Washington Ave. S.W.  
QUADRANGLE: Albany

T/R/S: T11-R4W-S12  
MAP NO.: 11-4W-12AA  
TAX LOT: 13200

\*\*\*\*\*

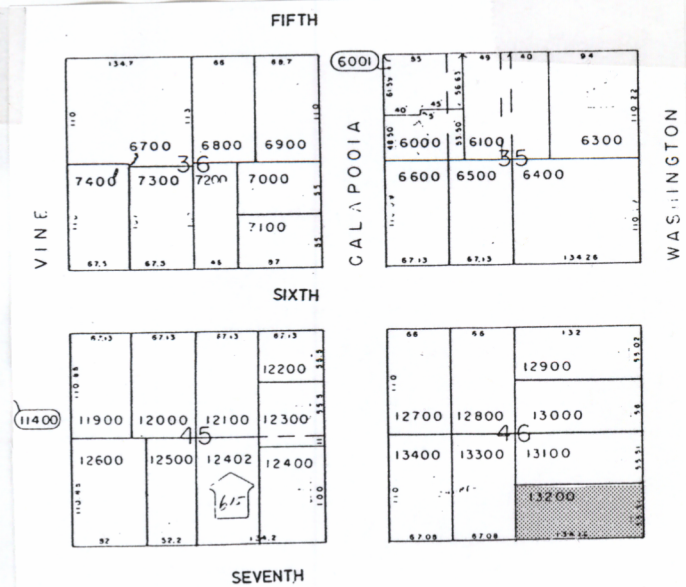
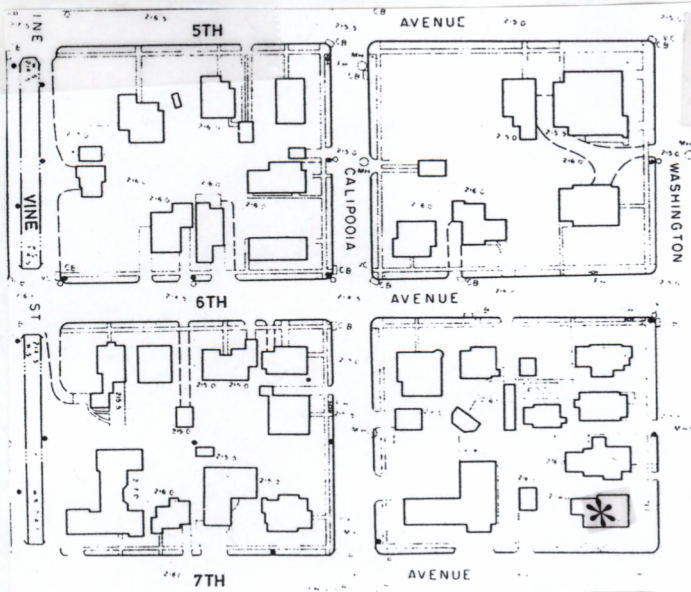


\*\*\*\*\*

NEGATIVE NO.: X-32

SLIDE NO.: MS.361

\*\*\*\*\*



GRAPHIC & PHOTO SOURCES: Albany Community Development Planning Division & Tanya Neel.



P E R M I T S Id: ASSR105 Keyword: UASSR User: BLDGA  
Assessor Parcel File Maintenance

08/17/94

Enter Option: I

Parcel No: 11S04W-12-AA-13200

Account No: 0132148

Status: A Active

Retired(Y/N): N

Street Address: 632 Dir: SW St: WASHINGTON STREET

City:

Situs Location: 632 WASHINGTON STREET SW

Legal Desc:

Acres: .00

X-COORD:

Y-COORD:

Tax Rate Area: 440

Assr Use Code: 0041

Assessed/Exempt: A

Pub Owned(Y/N): N

Primary Owner: AHMAD, SHAHNEWAZ MAX

Phone:

Mailing Addr: AHMAD, TRACI

632 WASHINGTON ST SW

ALBANY, OR

Zip: 973212332

Contract Owner: Percent/Ownership: .00

\*\*\* Press any key to continue \*\*\*

164. 632 Washington S.W.  
 Significance: Primary  
 Use: Residence  
 Date: c. 1893

*John Baiter, Caroline*  
 Present Owners: ~~Sara Blickensderfer~~ *Washlock*  
 632 Washington S.W.  
 Tax Lot: 11-4W-12AA-13200

Description:

Two story with basement, gable and hipped roofs, wood frame, brick exterior chimneys, and brick and concrete block foundations, some stuccoed.

This corner lot house is an interesting hybrid of styles--primarily Queen Anne with elements of Stick Style, Italianate and Eastlake.

Each facade has a two story gabled bay with brackets, pendants, sunburst and other Eastlake ornament at the apex of the barge boards. Gable walls have diagonal panels in the Stick Style manner. Street front (south and east) bays have projecting rectangular bays at the first floor in the Italianate manner.

Paneled bays have paired windows, a bracketed cornice and a hipped roof terminating at the second floor window sill.

The front porch extends from the front bay (east) around to the north bay and features a pediment over the entry, brackets, spindles and other Eastlake trim. The front door has decorated panels and an elegant etched glass light with classical trim at the head and sill.

Typical windows are double-hung, one light over one.

Horizontal drop siding with corner boards is used on all walls.

Alterations - storm windows added - west wall of west wing altered - front and back porch steps and railings not original - concrete block foundations are recent - composition roof shingles.

Chimney needs repair.

Historical Comments: Style is Queen Anne. This house appears on 1895 Sanborn Map. D. M. Thompson, a saddler, owned this property in 1859, deeded to him by Thomas Monteith. Owners are in possession of all abstracts, deeds, titles, and mortgages on the property.

Emma Baltimore House c.1891

632 Washington

We don't know much about Emma, but the latest research indicated that E. Lena Baltimore lived in Albany in 1880 and was 50 years old at that time. Her husband was I. William Baltimore a lawyer. I suspect that Emma was the widow of I. William when this house was built soon after 1891.

The garage in the back of the house is a remodeled carriage house.

Note: stick work, gable trim, bargeboards



## COMMUNITY DEVELOPMENT

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

### APPLICANT/OWNER & AUTHORIZING SIGNATURES

To be included with ALL City of Albany planning submittals

Send completed signature page and checklist(s) to [albanyoregon.gov/permits](http://albanyoregon.gov/permits)

- Adjustment (AD)
- Alternative Setback
- Annexation (AN)
- Comprehensive Plan Amendment (CP)
  - o Map Amendment
  - o Map Amendment; concurrent w/zoning
  - o Text Amendment
- Conditional Use, circle one: Type II or III
  - o Existing Building: expand or modify
  - o New Construction
  - o Home Business (Type III only)
- Development Code Text Amendment (DC)
- Floodplain Development Permit (FP)
- Historic Review (HI)
  - o **Exterior Alteration** – residential, not visible from street (Type I)
  - o Exterior Alteration – all commercial and residential visible from street (Type III)
  - o New Construction (Type III or I-L)
  - o Demolition or Moving (Type III)
  - o Substitute Materials (Type III)
- Interpretation of Code (CI)
- Quasi-Judicial (Type II)
- Legislative (Type IV)
- Land Division (check all that apply)
  - Partition (PA)  Expedited
    - o Tentative Plat (Type I-L)
    - o Tentative Plat PD or CD (Type III)
    - o Final Plat (Type I)
  - Subdivision (SD)  Expedited
    - o Tentative Plat (Type I-L)
    - o Tentative Plat PD or CD (Type III)
    - o Final Plat (Type I)
  - Tentative Re-plat Type I-L (RL)
  - Modification to Approved Site Plan or Conditional Use
  - Natural Resource Boundary Refinement (NR)
  - Natural Resource Impact Review (NR)
  - Non-Conforming Use (MN)
  - Planned Development (PD)
    - o Preliminary (Type III)
    - o Final (Type I)
  - Property Line Adjustment (LA)
  - Site Plan Review (SP)
    - o Accessory Building
    - o Change of Use, Temporary or Minor Developments
- Manufactured Home Park
- Modify Existing Development
- Parking Area Expansion (only)
- New Construction
- Tree Felling
- Temporary Placement (TP)
- Urban Growth Boundary (UGB)
- Vacation (VC)
  - o Public Street or Alley
  - o Public Easements
- Variance (VR)
  - o Major Variance (Type II)
  - o Minor Variance (Type I-L)
- Willamette Greenway Use (WG)
- Zoning Map Amendment (ZC)
  - o Quasi-Judicial (Type IV)
  - o Legislative (Type IV)
- Other Required (check all that apply)**
  - o Design Standards
  - o Hillside Development
  - o Mitigation
  - o Parking/Parking Lot
  - o Traffic Report
  - Other \_\_\_\_\_

#### Location/Description of Subject Property(s)

Site Address(es): \_\_\_\_\_

Assessor's Map No(s): \_\_\_\_\_ Tax Lot No(s): \_\_\_\_\_

Comprehensive Plan designation: \_\_\_\_\_ Zoning designation: \_\_\_\_\_

Size of Subject Property(s): \_\_\_\_\_ Related Land Use Cases: \_\_\_\_\_

Project Description: \_\_\_\_\_

Historic Overlay

Natural Resource Overlay District

Floodplain or Floodway Overlay





## COMMUNITY DEVELOPMENT

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

# Historic Review of Substitute Materials

## Checklist and Review Criteria

### INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (subject to change every July 1); staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Application and materials must be submitted online through Accela at <http://www.albanyoregon.gov/permits>. Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

### REQUIRED ATTACHMENTS AND CHECKLIST:

- PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.**
- HISTORIC INFORMATION.** Provide a copy of the historic information about the building and proposed project below.
- WRITTEN DESCRIPTION/DRAWINGS.** Detail where the substitute material is proposed, the type of substitute materials, proposed dimensions, and proposed methods of application of substitute materials and preservation of the original materials and architectural elements. *ATTACHED*
- PHOTOGRAPHS.** Please submit any photos that clearly show the current condition of the area intended to be altered by the application of substitute materials.
- PEST AND DRY ROT INSPECTION REPORT.** The City may require a pest and dry rot inspection and a report assessing the structure's condition.
- REVIEW CRITERIA RESPONSES.** In a separate document, prepare detailed written responses, using factual statements (called findings of fact), to explain how the historic exterior alteration complies with each of the review criteria found on pages 2 & 3.
- HISTORIC PROPERTY INFORMATION & PROJECT DESCRIPTION**  
Submit the following information (separately or submit this page):
  1. Historic District:
    - Monteith    Hackleman    Downtown    Local Historic    Commercial/Airport
  2. Historic rating:
    - Historic Contributing    Historic Non-Contributing    Non-Historic (post 1945)
  3. House Architectural Style(s): QUEEN ANNE

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



- 4. Construction Date: TBD BASED ON WINDOW APPROVAL ~ APRIL 2025?
- 5. Please explain in detail what original features (siding, windows, trim, etc.) are proposed to be replaced. For windows, measurements are needed for each window proposed to be replaced. At least one photograph of each window is required to show the condition of all window parts.

ORIGINAL WINDOWS NO LONGER INSTALLED. WERE REPLACED WITH  
INCORRECTLY SIZED WINDOWS AS TEMPORARY FIX PRIOR TO MV  
OWNERSHIP. PHOTOS ATTACHED.

- 6. **Proposed materials and application methods.** Include dimensions and design details for each new window. (Note: new windows must match the style and profile of the original windows. For example, a single-pane sash must be replaced with a single-pane sash; a six-pane sash must be replaced with a six-pane sash.)
- 7. How will the original materials and architectural features/elements be preserved?

NEW WINDOWS WILL ALSO BE DOUBLE HUNG + SAME GENERAL DESIGN  
AS ORIGINAL / CURRENT WINDOWS.

**REVIEW CRITERIA RESPONSES.** On a **separate page** please prepare detailed written responses, using factual statements (called findings of fact), to explain how the historic exterior alteration complies with each of the following review criteria (ADC 7.200 and 7.210). Each criterion must have at least one finding of fact and conclusion statement. (See Example Findings of Fact on page 3.)

Eligibility for the Use of Substitute Materials. The City of Albany interprets the Secretary of Interior’s Standards for Rehabilitation on compatibility to allow substitute siding and windows only under the following conditions:

- 1. The building or structure is rated historic non-contributing OR, in the case of historic contributing buildings or structures, the existing siding, windows, or trim is so deteriorated or damaged that it cannot be repaired and finding materials that would match the original siding, windows or trim is cost prohibitive.

Any application for the use of substitute siding, windows, and/or trim will be decided on a case-by-case basis. The prior existence of substitute siding and/or trim on the historic buildings on the Local Historic Inventory will not be considered a factor in determining any application for further use of said materials.

Design and Application Criteria for Substitute Materials. For buildings or structures rated historic contributing or historic non-contributing, the application for the use of substitute materials on siding, windows or trim must follow these guidelines:

- 1. The proposed substitute materials must approximate in placement, profile, size, proportion, and general appearance the existing siding, windows, or trim.
- 2. Substitute siding, windows, and trim must be installed in a manner that maximizes the ability of a future property owner to remove the substitute materials and restore the structure to its original condition using traditional materials.

3. The proposed material must be finished in a color appropriate to the age and style of the house, and the character of both the streetscape and the overall district. The proposed siding or trim must not be grained to resemble wood.
4. The proposed siding, siding, windows, or trim must not damage, destroy, or otherwise affect decorative or character-defining features of the building. Unusual examples of historic siding, windows, and/or trim may not be covered or replaced with substitute materials.
5. The covering of existing historic wood window or door trim with substitute trim will not be allowed if the historic trim can be reasonably repaired. Repairs may be made with fiberglass or epoxy materials to bring the surface to the original profile, which can then be finished, like the original material.
6. Substitute siding or trim may not be applied over historic brick, stone, stucco, or other masonry surfaces.

For the application of substitute siding and trim only:

7. The supporting framing that may be rotted or otherwise found unfit for continued support shall be replaced in kind with new material.
8. The interior surface of the exterior wall shall receive a vapor barrier to prevent vapor transmission from the interior spaces.
9. Walls to receive the proposed siding shall be insulated and ventilated from the exterior to eliminate any interior condensation that may occur.
10. Sheathing of an adequate nature shall be applied to support the proposed siding material with the determination of adequacy to be at the discretion of the planning staff.
11. The proposed siding shall be placed in the same direction as the historic siding.
12. The new trim shall be applied so as to discourage moisture infiltration and deterioration.
13. The distance between the new trim and the new siding shall match the distance between the historic trim and the historic siding.
14. A good faith effort shall be made to sell or donate any remaining historic material for architectural salvage to an appropriate business or non-profit organization that has an interest in historic building materials.

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## HISTORIC REVIEW OF SUBSTITUTE MATERIALS: OVERVIEW

The City reviews the use of substitute materials to encourage preservation of characteristics and materials of the historic architectural style. Review is required for the application of substitute materials for siding, windows, and trim on buildings or structures originally constructed before 1946 and on the Local Historic Inventory.

A pre-application meeting is recommended prior to applying for this land use permit. This meeting provides for an exchange of information about Development Code and Comprehensive Plan requirements and offers technical and design assistance to the applicant. **Please contact the Historic Preservation Planner in the Planning Division to arrange a time to meet to review your project proposal. In most cases, a site visit will be needed to document the condition of the materials proposed to be replaced.**

The Landmarks Commission reviews applications for use of substitute materials. The applicant and adjoining property owners within 100 feet (ADC 7.180) will receive notification of the Landmarks Commission meeting on the proposal. The Commission accepts both written and verbal testimony. The Landmarks Commission may attach conditions of approval appropriate for the promotion or preservation of historic or architectural integrity. All conditions must relate to a review criterion.

All decisions must specify the basis for the decision. Landmarks Commission decisions may be appealed to the Albany City Council. Decisions of the Community Development Director may be appealed to the Landmarks Commission.

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

---

## EXAMPLE OF FINDINGS OF FACT

### Criteria for Findings of Fact:

Land use applications must include information that explains the intent, nature, and proposed use of the development, and other pertinent information that may have bearing on the action to be taken by the review authority. To be approved, a Historic Review application must address and demonstrate compliance with the applicable review criteria in Article 7 and related requirements. If the applicant's submittal is unclear or insufficient to demonstrate the review criteria are satisfied, the application will be delayed or denied.

### Format for Findings of Fact:

Statements addressing individual criteria must be in a "finding of fact" format. A finding of fact consists of two parts:

1. Factual information such as the distance between buildings, the width and type of streets, the particular operating characteristics of a proposed use, etc. Facts should reference their source: on-site inspection, a plot plan, City plans, etc.
2. An explanation of how those facts result in a conclusion supporting the criterion.

### Example:

**Criterion:** The proposed alteration will cause the structure to more closely approximate the historical character, appearance or material composition of the original structure than the existing structure.

**Facts:** The Cultural Resource Inventory indicates that the house was constructed c.1885 and the style is a Western Farmhouse. The decorative features noted are rectangular bays on the north and east sides with panels, turned porch columns, and a fixed window with a diamond shaped pattern on the east side. Sanborn Fire map research indicates that the porch originally extended the full length of the west wing of the house.

This application proposes to restore the front porch to the full length of the west wing of the house. Additional porch columns are proposed to match the existing turned porch columns; a hipped roof is proposed consistent with existing entry and bays and Sanborn maps. The current porch, which now only covers the front door, is more of a covered entry than a porch. The balusters are a connected "sawn" design (rather than turned) that was typical in the late 19th century. (SEE ATTACHED DRAWING.)

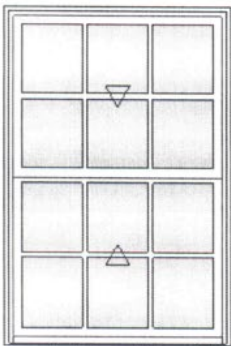
**Conclusion:** Extending the porch to its original size will cause the structure to more closely approximate its historic character and appearance.



**Historic Exterior Alteration Compliance (632 Washington St SW / Carriage House Windows)**

- Home Details
  - 632 Washington St SW Albany, 97321
  - Built 1893 / Monteith Historic District
  - Categorized as Historic Contributing
- Scope: Replace 4 damaged windows in detached carriage house with double hung windows (qty 2 = 38 1/2" x 56 1/4", qty 2 = 37" x 39 5/8")
- 2 of the current windows on 2<sup>nd</sup> floor are not sized correctly, they were temporarily "scabbed in" prior to our ownership. (see attached photos).
- New windows will maintain similar look to original windows and also match house (double hung).
- Rotting trim will be replaced where applicable with like-materials. If possible, will salvage existing trim if no rot/damage is identified.
- Windows and trim will be painted to match existing structure.

## Window Information

MARVIN 

As Viewed From The Exterior

Entered As: CN

CN 3856

FS 37 1/2" X 55 3/4"

RO 38 1/2" X 56 1/4"

Egress Information

Width: 34 3/8" Height: 22 31/32"

Net Clear Opening: 5.48 SqFt

**Performance Information**

U-Factor: 0.28

Solar Heat Gain Coefficient: 0.28

Visible Light Transmittance: 0.48

Condensation Resistance: 56

CPD Number: MAR-N-272-01534-00001

**Performance Grade**

Licensee #783

AAMA/WDMA/CSA/101/ I.S.2/A440-08

LC-PG40 1054X1720 mm (42X67.7 in)

LC-PG40 DP +40/-40

FL6525

Stone White Exterior

White Interior

Elevate Double Hung

CN 3856

Rough Opening 38 1/2" X 56 1/4"

Top Sash

Stone White Exterior

White Interior

IG

Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

Rectangular - Special Cut 3W2H

Stone White Ext - White Int

Bottom Sash

Stone White Exterior

White Interior

IG

Low E2 w/Argon

Stainless Perimeter and Spacer Bar

7/8" SDL - With Spacer Bar - Stainless

Rectangular - Special Cut 3W2H

Stone White Ext - White Int

White Weather Strip Package

1 White Sash Lock

Exterior Aluminum Screen

Stone White Surround

Bright View Mesh

\*\*\*Screen/Combo Ship Loose

4 9/16" Jambes

Nailing Fin

\*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

\*\*\*Note: Unit Availability and Price is Subject to Change

**Frame and Sash:**

- The frame and sash exteriors are made of Ultrex® and meets all the requirements of AAMA 624-10.
- Exterior colors: Stone White, Pebble Gray, Bronze, Cashmere, Gunmetal, or Ebony. Frame and sash color may be selected independently.
- The interior is non finger-jointed pine, kiln dried to a moisture content of 6-12% at time of fabrication. Water-repellent, preservative treated.
- Interior wood is available as Pine bare wood or factory-applied white, clear, and designer black interior finish. Frame and sash color may be selected independently.

**Frame:**

- Composite frame thickness is 1 9/16", (40). Frame width is 4 9/16", (116). Flat bottom sill with 13 degree bevel. Non finger-jointed pine interior frame liner is applied to all units. Ultrex is .075" (2) thick.

**Sash:**

- Composite sash thickness is 1 17/32" (39). Ultrex is .070" (2) thick.

**Jamb Extension:**

- Extension Thickness: 9/16" (14)
- Multiple depths available from 1/8" (3), 1/4"(6), and depths varying between 1/2"(13) and 4"(102) at 1/16" (2) increments
- Maximum jamb depth is 8 9/16". (217)
- 6 13/16" (173) or 6 13/16" (173) jamb extension - factory-applied
- All other jamb depth options are available shipped loose.
- Material: Bare Pine
- Option: factory applied white, designer black and clear lacquer interior finish

**Hardware:**

- The balance system is a coil spring block and tackle system, with nylon cord and zinc locking shoe.
- Both sash tilt into the room for cleaning or removal for painting without removing the screen.
- High-pressure zinc die cast check rail lock and keeper.
- Lock employs a cam-lock mechanism.
  - Color: Almond Frost, White, or Matte Black. Optional Bright Brass, Oil Rubbed Bronze, and Satin Nickel.
- Each sash employs spring loaded tilt latches to allow for easy tilting or sash.
- On IZ3 units CN32 widths and wider, two locks are mounted.
- Optional factory applied Window Opening Control Device is available on all sizes. A system consisting of an acetal lever housed in an acetal shell on each stile of the top sash. This device works in accordance to ASTM F2090-10 standard specification for window fall prevention devices with emergency escape.
  - Color: White, Beige, and Black.

**Installation:**

- Factory applied folding nailing fin and drip cap system
  - Optional installation brackets for masonry available
  - Optional through jamb installation method with brackets
  - Factory supplied field mulling kits are available for standard assemblies, or 30° and 45° Bay assemblies.
- Recommended method for IZ3 glazed units is installation clips and nailing fin.



Stone White Exterior  
 White Interior  
 Elevate Awning - Roto Operating  
 CN 3739  
 Rough Opening 37" X 39 5/8"  
 Stone White Exterior  
 White Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W2H  
 Stone White Ext - White Int  
 White Folding Handle

OMS Ver. 0004.12.00 (Current)

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For product warranty information please visit, [www.marvin.com/support/warranty](http://www.marvin.com/support/warranty).

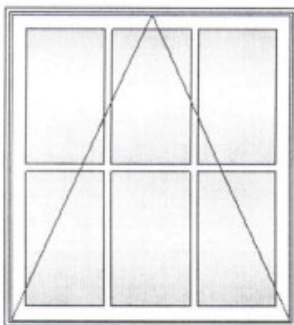
OMS Ver. 0004.12.00 (Current)

Product availability and pricing subject to change.

632 WASHINGTON ST

OLSEN CONST

Quote Number: UV8RNY



As Viewed From The Exterior

Interior Aluminum Screen  
 Bright View Mesh  
 White Surround  
 \*\*\*Screen/Combo Ship Loose  
 4 9/16" Jambes  
 Nailing Fin  
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**Entered As:** CN

CN 3739

FS 36" X 39 1/8"

RO 37" X 39 5/8"

**Egress Information**

No Egress Information available.

**Performance Information**

U-Factor: 0.27

Solar Heat Gain Coefficient: 0.27

Visible Light Transmittance: 0.46

Condensation Resistance: 57

CPD Number: MAR-N-251-01240-00001

**Performance Grade**

Licensee #899

AAMA/WDMA/CSA/101/ I.S.2/A440-08

LC-PG50 914X1197 mm (37X47.7 in)

LC-PG50 DP +50/-50

FL9686

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## Existing Window Photos:

1. 2<sup>nd</sup> Floor South Facing.

- Note gap at top of window as it is not properly fitted to opening.



2. 2<sup>nd</sup> Floor North Facing:

- Note gap at top of window as it is not properly fitted to opening.
- 2<sup>nd</sup> photo = interior view.





3. 1<sup>st</sup> Floor East Facing



4. 1<sup>st</sup> Floor West Facing

Note west facing side of carriage house will be painted to match the rest of structure after siding/window replacement. Was previously blocked by row of arborvitae that were removed last fall.

