



## LANDMARKS COMMISSION

### MINUTES

May 7, 2025

6:00 p.m.

Hybrid – Council Chambers

Approved: July 2, 2025

#### Call to Order

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

#### Pledge of Allegiance

#### Roll Call

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

Members absent: Jim Jansen

#### Approval of Minutes for April 2, 2025

Commissioner Winterrowd motioned to approve the minutes for April 2, 2025. Commissioner Engeman seconded the motion, which passed 6-0.

#### Historic Preservation Month Awards

**6:02 p.m.**

Alyssa Schrems introduced the awards remarking that the Landmarks Commission is pleased to recognize projects or efforts that have happened or been completed in the last year. This year there were three projects or organizations that were awarded.

- Building at 401 2nd Avenue SW awarded to Varitone Architecture recognizing their contributions as well as the property owner for their renovation.
- Lise Grato, Albany Downtown Association was awarded for her leadership and all the work she put into promoting downtown business and historic districts and success in facilitating grant funds for renovations.
- Monteith Historic Society was recognized for their founding contribution to preserving Albany's history with the preservation of the Monteith House and efforts that led to the establishment of Albany's historic districts.

Recess called to allow for award photos at 6:06 p.m.

Meeting reconvened at 6:11 p.m.

#### Public Comment

**6:11 p.m.**

Rebecca Bond, Executive Director, Albany Visitors Association, introduced Lonna Capaci as the Association's new Historic Resources Coordinator who will be their liaison to the commission. Capaci previewed their Celebrate National Historic Preservation Month brochure listing the Preservation Month activities in Albany and surrounding communities.

Albany Downtown Association, Executive Director, Lise Grato gave a May update.

#### Scheduled Business

**6:14 p.m.**

Public Hearing (Continuance) Type III Quasi-Judicial Process File No. HI-02-25:

Historic Review of Exterior Alterations for a change in window size and Historic Review of Use of Substitute Materials for the replacement of four windows on an existing accessory structure at 632 Washington Street SW with minor changes to window size.

***Chair Robinson called the public hearing to order at 6:16 p.m.***

Commission Declarations

No members declared any Conflict of Interest, or Ex-parte contact.

All commissioners did a site visit.

No members abstained from participating in the deliberation. There were no challenges to participate.

David Martineau read the hearing procedures.

Staff Report

Alyssa Schrems, presented the staff report sharing slides\* of HI-02-25 Historic Review of Substitute Materials and Exterior Alterations at 632 Washington Street SW.

Applicant Testimony

**6:20 p.m.**

Jason Roeser, the property owner, provided requested information from the last hearing. They had contacted Willamette Window Restoration to determine if the windows were damaged beyond repair and an estimate if they chose the repair route. He noted that despite the expense they prefer to repair rather than replace the windows using substitute materials.

Public Testimony

None.

Staff Response

Schrems responded regarding how to handle a process modification where they are repairing instead of replacement. The commission could approve the replacement but deny the substitute materials or do a modification of the request to remove the substitute materials request as no longer needed.

Procedural Questions

None.

***The Chair called the Public Hearing closed at 6:25 p.m.***

Commission Deliberation

Commissioner Engeman expressed he was pleased at the property owner's further investigation, and coming to a different conclusion than using substitute materials.

**Motion:** Commissioner Settlemier motioned to approve the exterior alterations but deny the use of substitute materials including the conditions of approval as noted in the staff report and adding the additional condition of approval that the windows are repaired rather than replaced per the addendum provided by the applicant for planning file HI-02-25 and 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 in this matter. Commissioner Winterrowd seconded the motion, which passed 6-0.

Public Hearing Type III – Quasi-Judicial Process File No. HI-05-25:

Historic Review of Exterior Alterations to enclose rear area of house and move the non-historic rear door to align with rear east wall and Historic Review of Substitute Materials for window and siding replacement.

***Chair Robinson called the public hearing to order at 6:27 p.m.***

Commission Declarations

No members declared any Conflict of Interest, or Ex-parte contact.

All commissioners did a site visit.

No members abstained from participating in the deliberation. There were no challenges.

David Martineau read the hearing procedures.

Staff Report

6:29 p.m.

Schrems provided the staff's report for application HI-05-25 sharing slides\* for historic review for proposed exterior alterations and use of substitute materials at 244 6th Avenue SE.

Applicant Testimony

6:32 p.m.

Applicant representative, Candace Ribera testified as to the condition of the house. With wall studs are a varying length on center and no footings, the electric was outdated and badly patched, the roof is bad in spots and no insulation in the walls or windows. Room joints need to be replaced with additional structure. The siding is rotting from the inside. There is a consideration for demolition if expense to repair is too onerous.

Commission Questions

Commissioner Winterrowd asked how they plan on proceeding. Ribera responded that they are planning on working from the inside out and have a structural engineer scheduled to do a review. Schrems clarified that the commission is reviewing the exterior changes and materials.

Commissioner Legras asked for clarification if the aluminum siding had been directly placed over the original cedar lap siding. Ribera indicated it had and that the original siding beneath the aluminum was rotting in place.

Commissioner Robinson asked about the siding treatment and reveal. Ribera agreed they would match the reveal and siding corners.

Commissioner Settlemier asked if they had any photographic evidence of the rotting siding as seen from the interior. Ribera did not at this time. The commissioner asked whether they could tell the original lap siding size, Ribera surmised it to be 3 1/2" and planned on matching that size and reveal. She also did not have any price comparison between the Hardi-plank and wood and inferred that the project expense may exceed what they were willing to do.

Commissioner Cox asked the purpose of moving the position of the back door. Ribera explained that it is to provide better alignment and room configurations.

Commissioner Robinson additionally inquired about any roofline changes. Ribera said there would not be any roofline changes.

Commissioner Legras asked about the soffit material and back door style. Ribera answered that it will just be a normal back door, the front door will be craftsman type. She supposed the aluminum soffits will be changed as well.

Staff Response

Schrems emphasized that the commission's jurisdiction only pertains to the outside, predominantly visible features. Interior work is exempt from historic review.

Public Testimony

None.

Procedural Questions

None.

***Chair Robinson closed the public hearing at 6:48 p.m.***

Commission Deliberation

Commissioner Robinson weighed in that he believes that this was a similar situation to what they had last month. That they are bound by the Development Code and it requires we have findings around the criteria and that there are several areas where there hasn't been any definitive information or evidence provided. He suggested re-opening the hearing to establish a continuance.

Commissioner Settlemier agreed and noted they need to know what information is missing. What types of corner boards, types of soffits, doors, pictures showing the original siding damage from the interior showing reveal and size. Also providing evidence as to whether it is cost prohibitive to use Hardi-plank versus wood. He added a concern around enclosing that covered walkway as it appears to have been a part of the home within the period of significance. Commissioner Legras offered that it would be better for the home security to enclose the area.

Commissioner Winterrowd agreed with Legras, but wanted more detail on the siding reveal as well as photo documentation of the deterioration.

**Motion:** Commissioner Legras motioned to re-open the public hearing. Commissioner Engeman seconded the motion, which passed 6-0.

***The public hearing was re-opened at 6:54 p.m.***

The Chair invited Candace Ribera back and reiterated the commission's request for additional information as discussed. He emphasized the importance of getting photos of the deterioration of the original siding under the aluminum. And repeated the commissioners request for additional information on the soffit treatment, door styles, corners and cost comparison of substitute materials. He explained that they are going to leave the hearing open to give them time to provide the requested information.

Ribera emphasized that until they get the structural engineer's review they won't know if it is feasible to save the structure or to walk away.

The Chair announced that the hearing will be continued with additional public notice on a date to be determined.

Business from the Commission

**7:02 p.m.**

Commissioner Winterrowd announced that all was well with the presentation by David Lewis, OSU Associate Anthropology Professor for Preservation Month. It is scheduled at the library Harwood Hall at 6:00 p.m. May 21, 2025.

Commissioner Settlemier announced his talk "If Walls Could Talk" on how to research the history of your house scheduled at 6:00 p.m. on May 27, 2025, in the main Albany Library.

Staff Updates

Schrems brought up scheduling the June meeting, potentially June 9, 2025, at 4:00 p.m. This will be a Joint Work Session moving forward with the Article 7 updates. Schrems continued to provide some insight into what the joint work session may include, such as reporting on the feedback received in their outreach efforts and simplifying the review process with expanded staff reviews on some applications.

Next Meeting Date

The next meeting is to be determined.

Adjournment

Hearing no further business Chair Robinson adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Reviewed by,

*Signature on file*

*Signature on file*

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).*