



## LANDMARKS COMMISSION

### MINUTES

September 3, 2025

6:00 p.m.

Hybrid – Council Chambers

Approved: October 1, 2025

#### 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, Cathy Winterrowd, Richard Engeman, Rayne Legras, Mason Cox, Jim Jansen

Members absent: none

#### Approval of Minutes

Commissioner Settlemier motioned to approve the minutes for August 6, 2025, Landmarks Commission meeting. Commissioner Jansen seconded the motion which passed 7-0.

Commissioner Settlemier motioned to approve the minutes for the Joint Landmarks Commission and City Council meeting on July 7, 2025. Commissioner Jansen seconded the motion, which passed 7-0.

#### Business from the Public

**6:02 p.m.**

Executive Director, Lise Grato with the Albany Downtown Association reported on Albany activities posted in their September Downtown Albany Newsletter.

Visitor Services/Historic Resources Manager, Lonna Capaci, for the Albany Visitors Association gave an update on events and changes happening in Albany.

#### Scheduled Business

**6:11 p.m.**

#### Public Hearing Type III Quasi-Judicial Process File No. HI-09-25:

Historic Review of Exterior Alterations for installation of rooftop solar panels on a building located at 1022 8th Avenue SW.

***Chair Robinson called the public hearing to order at 6:12 p.m.***

#### Commission Declarations

No members declared any conflict of interest or ex-parte contact.

Commissioners Winterrowd, Settlemier, Cox, Engeman, Robinson and Legras drove by the site.

No members abstained from the deliberation.

There were no challenges to participate.

Current Planning Manager, David Martineau, read the hearing procedures.

#### Staff Report

**6:14 p.m.**

Martineau presented the Staff Report, sharing slides\* on planning file no. HI-09-25. This building is located within the Hackleman/Monteith District. The home is Historic Non-Contributing.

Applicant Testimony

**6:17 p.m.**

Homeowners Doug and Christi Clark began by sharing with the Commission that they have lived in the home for 38 years and always maintained it thoughtful of its historic contribution.

Public Testimony

**6:18 p.m.**

None.

Procedural Questions

None.

Commission Questions

Commissioner Settlemier asked if the control box for the solar system was going to be visible from the street or sidewalk and the color of the panel frames. Christi Clark responded she didn't believe the control box would be visible and the edges of the panels are black.

***Chair Robinson closed the public hearing at 6:21 p.m.***

Commission Deliberation

**6:21 p.m.**

None.

**Motion:** Commissioner Jansen motioned to approve the exterior alterations including conditions of approval as noted in the staff report for application planning file no. HI-09-25. This motion is based on the findings and conclusions in the August 27, 2025, staff report and findings in support of the application made by the Landmarks Commission during deliberations on this matter. Commissioner Cox seconded the motion which passed 7-0.

Public Hearing Type III Quasi-Judicial Process Files No. HI-10-25/HI-11-25:

Historic Review of Substitute Materials and Historic Review of Exterior Alterations to allow the replacement of 95 windows with aluminum-clad windows at the St. Francis Hotel and EH Rhodes Building, 420 1st Avenue SW.

***Chair Robinson called the public hearing to order at 6:23 p.m.***

Commission Declarations

None of the members declared any conflict of interest or ex-parte contact.

Commissioners Winterrowd, Settlemier, Cox, Engeman, Robinson and Legras reported site visits.

No members abstained from the deliberation.

There were no challenges to participate.

Martineau read the hearing procedures.

Staff Report

Martineau provided a summary of the staff report sharing slides\*.

Commissioner Winterrowd asked Martineau if the city had a copy of the Park Service report or conclusions. Martineau said he would have to check that.

Applicant Testimony

**6:27 p.m.**

Applicant representative, Laura LaRoque, with Pathfinder Land Use Consulting, provided testimony representing applicant Scott Lepman dba Glorietta Bay LLC. She wanted to respond to items in the staff report and comments received on the application. She provided a Power Point presentation to illustrate the

project. She provided photo evidence of representative damage and decay from neglect or deferred maintenance at each elevation. She then referenced the extra memo\* handed out to the commission. She noted that there was no window-by-window survey included in the application but that inventory was completed on the building and provided to the Historic Preservation Office and National Park Service. It was not included in Landmarks application because it included interior details referencing the building deterioration in its entirety and they decided rather to focus on photos representative of the status of all of the windows. From that window inventory it showed widespread rot and window materials missing or decayed. She then addressed the cost analysis criteria. The developer's staff who were trained in rehabbing windows were able to calculate the cost estimate based on a similar project. Using substitute materials were considered to cost 60% less. Seeking estimates was difficult as there are a limited number of contractors who could provide comparative estimates. She noted the window design would match original design. The National Park Service determined that the replacement windows must match the historic opening appearance, size, design and proportion. She responded to the Friends of Historic Albany written comment/concern.

Commissioner Questions

**6:47 p.m.**

Commissioner Jansen wished to better understand the makeup of aluminum-clad windows and why it would be approved as substitute material on a historic building. LaRoque explained that it is aluminum molded and shaped on the exterior and wood on the interior to match the interior wood trim. He wanted to verify how many windows would be replaced. LaRoque replied that only the storefront commercial first floor windows wouldn't be replaced or considered in this application.

Commissioner Winterrowd asked about the overall project cost. Jeremy Lepman was there to provide some testimony but didn't have the specific number, but offered it would be in the millions, possibly 18 million. She then asked about why they didn't get the window-by-window inventory from the Park Service report. She noted it would be good for the record to have that window schedule for staff.

Commissioner Robinson asked for clarification on the effort to get cost estimates. LaRoque explained that there was not a second bid available because contractors were unable to provide bids within their time constraints. Robinson explained that the Commission needed to have findings to support their decision. He asked how the windows were estimated without a quote. LaRoque noted there was a cost estimate provided for their window choice but without a final order placed, cost wasn't available yet.

Commissioner Settlemier asked if the beaded window trim will be replicated. LaRoque verified that it will in aluminum as well.

Commissioner Winterrowd asked if all windows were reviewed independently. LaRoque shared that they did. Winterrowd shared that the Commission should have had the entire packet of information.

Commissioner Jansen asked if the applicant has a copy of the report and why it wasn't provided. LaRoque said they can provide it.

Commissioner Settlemier had concerns about the cost comparison per window. Settlemier asked if they knew the replacement cost with wood windows vs substitute materials. She did not.

Commissioner Robinson asked if given more time the applicant could submit a competitive bid on the repair of windows and getting the full window inventory. LaRoque agreed that they could provide the report but getting a cost comparison would be difficult.

Commissioner Engeman stated that they need more information. He was concerned that the costs they offered were very high.

Public Testimony

None.

Staff Response

None.

**Motion:** Commissioner Winterrowd moved to continue the hearing on item HI-01-25 and HI-11-25 to the date certain Landmarks Commission meeting October 1, 2025. Commissioner Engeman seconded the motion, which passed 7-0.

Business from the Commission

7:27 p.m.

Commissioner Robinson brought up that there is some movement with National Entry Technology Laboratory (NETL) Building 2 as far as what conditions may be applied if they were to demolish Building 2 on the campus at NETL. There is a proposal memo about what NETL is willing to do. Robinson offered to share any details. Commissioner Settlemier noted that the Commission should be considered an interested party and that information should be shared.

Staff Updates

Martineau announced that they are beginning on the next newsletter to be issued in October. Commissioner Winterrowd did provide an interview article regarding Professor Lewis and his book as she wanted to continue to put forward native values and archaeological issues.

Next Meeting Date

The next meeting is October 1, 2025.

Adjournment

Hearing no further business Chair Robinson adjourned the meeting at 7:30 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).*