



MINUTES

August 5, 2026

6:00 p.m.

Hybrid – Council Chambers

Approved: September 2, 2026

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, Richard Engeman, Vance McDermott, Mason Cox

Members absent: Cathy Winterrowd, Rayne Legras

Approval of Minutes for July 1, 2026

Commissioner Settlemier had edits to the June 5 minutes. Settlemier motioned for approval of the June 5, 2026, meeting minutes, with edits. Commissioner McDermott seconded the motion. All voted and motion passed 5-0.

Approval of Minutes for July 15, 2026

Commissioner Settlemier motioned for approval of the July 15, 2026, meeting minutes, as presented. Commissioner McDermott seconded the motion. All voted and motion passed 5-0.

Comment

Lonna Capaci, Visitor Service/Historic Resources Manager for the Albany Visitors Association (AVA) reported on the Summer Interior Home Tour, on Saturday, July 25th. It was very well attended with 263 in attendance, of which there were over 100 ticket sales on that day. The tour included 5 historic homes. She shared on her volunteer opportunity at the Great Oregon Steam Up, on August 1st in Brooks. As a representative of the Albany Downtown Association, she shared the Association's enthusiasm with the opening of Blacksmith Coffee Company, located in the old Urban Ag Building on 2nd Avenue. The building still showcases the original iron rings on one wall, from its original use as a blacksmith shop.

Liz Rapp spoke on the rails in front of the Electric Train Station, located within the road. Albany is known as "The Hub City", due to the large number of trains that departed Albany each day, heading in five different directions. This was the most trains for the state, outside of Portland. Although the city has done an admirable job protecting the historic buildings, it has not protected any of the original tracks that were so vital to the community. She shared that there is a small section of the original tracks, on 5th Ave, that are now visible at the edge of the street where the street has started to deteriorate. Rapp shared a packet* to the Commissioners, showing details on the dimensions and types of materials the historic tracks consisted of. She explained that the space is located within a parallel parking space and doesn't interfere with normal traffic. She asked to have staff work with Public Works to identify and flag the tracks, as a historic resource in Albany, protecting them from damage. She also asked for a long term plan to preserve the rails and brick paving as an exposed street-scape feature in front of the Oregon Electric Station. Chair Robinson asked Staff for guidance on how to proceed. Martineau recommended that the commission could make and pass a motion to move this forward in the process. Staff would then work with Public Works staff to make it happen. Settlemier noted a few additional locations in Albany that rails are also becoming visible.

Motion: Settlemier made a motion to direct staff to include the Oregon Electric trackage street-scape, at Baker and 5th Avenue, to be included as part of the Hackleman National Historic District and recognize that as a structure of that historic district. Engeman described details about the trains that serviced Albany. Engeman seconded the motion. Roll call vote was requested. Yes votes: Engeman, Settlemier, Robinson, Cox, McDermott. No votes: none. Motion passed 5-0

Scheduled Business

Quasi-Judicial Public Hearing on Planning File HI-10-26 - Historic Review of Exterior Alterations to replace the existing handrails on the steps leading to the Old City Hall/Federal Building at 240 2nd Ave SW.

Chair called the public hearing to order at 6:17 p.m.

Commission Declarations

- No members declared any Conflict of Interest
- No members declared any Ex-Parte Contact
- Settlemier, Robinson and McDermott reported a drive/walk by
- No members abstained from the deliberation
- There were no public challenges to participation of commission members

Reading of Hearing Procedures

Planning Manager, David Martineau, read the hearing procedures.

Staff Report

Project Planner, Jennifer Cepello, presented the staff report and slides*. This is for HI-10-26, a historic review of exterior alterations, located at 240 2nd Ave SW. The proposed work is to replace the handrails on the exterior steps and to install handrails in multiple other locations.

Applicant Testimony

Scott Lepman, the applicant, described the proposed alterations, which would be adding handrails up the side of the steps leading to the front door, along the two front porticos, side steps, ADA ramp, and a set up at the rear of the building. He also discussed and shared a handout* offering up the two options to secure the railings to the concrete steps.

Staff questions

McDermott asked for clarification on the style of railing, having different depictions in the application. There was discussion about the type of material to be used in the fabrication of the railing, as well as location of each railing. Lisa Kanaski, staff of Lepman, came forward to explain the location of new installations of the handrails. Robinson asked if the applicant would be ok with returning to a future meeting, to see the exact style of handrails. Lepman was agreeable to the option, if the Commissioners needed more information.

Public Testimony

None.

Waiver

Chair asked if the applicant wished to waive the 7-day waiting period for submitting additional written arguments. Lepman agreed to waive the waiting period.

Chair Robinson called the public hearing closed at 6:50 p.m.

Commission Deliberation

Settlemier did not have an issue with the style of handrails. Robinson agreed on the style and the option to connect to the concrete. There was discussion on crafting a motion.

Motion: Cox motioned to approve the exterior alterations, including the conditions of approval, including that the railing would be located on either side of the primary stairs and porch, at the ADA ramp, and small section needed on the west side steps. They will be constructed of fabricated

steel, and that the balusters mirror the interior balusters. In the event that additional railings are required on the primary entrance stairs, they are also approved. Commissioner McDermott seconded. The vote passed with 5-0.

Scheduled Business

Quasi-Judicial Public Hearing on Planning File HI-12-26 - Historic Review of Exterior Alterations to 426 1st Ave SW. This is to replace a window with a second entrance.

Commission Declarations

- McDermott discussed a potential Conflict of Interest
- No members declared any Ex-Parte Contact
- Engeman, Settlemier, Cox, McDermott reported a drive/walk by
- Robinson abstained from the deliberation.
- There were no public challenges to participation of commission members.

Reading of Hearing Procedures

Project Planner, Jennifer Cepello, read the hearing procedures.

Staff Report

Planning Manager, David Martineau, presented the staff report and slides*. This is to restore the second entrance to 426 1st Ave SW.

Commissioner Settlemier called the public hearing to order at 7:03 p.m.

Public Testimony

None.

Applicant Testimony

Derrick Whiteside, owner of the property, explained the proposal to restore the second front entrance to the building. This entrance was removed in 1987 to operate as one retail space. He wants to restore the second entrance to return the front to its original look.

Staff questions

McDermott asked for clarification on the size of the second archway and proposed doorway. Whiteside will have the second door and transom match the original one in size and materials used. Settlemier asked for specifics on the transom, since the images did not match the proposed plans. Whiteside will have an identical door to what is installed on the original one.

Public Testimony

None.

Waiver

Vice Chair asked if the applicant wished to waive the 7-day waiting period for submitting additional written arguments. The applicant agreed to waive the waiting period.

Commissioner Settlemier called the public hearing closed at 7:14 p.m.

Commission Deliberation

McDermott stated that matching the doorways makes sense although it is not historic in nature. He recommended to have a condition that the two doors match. Cox and Engeman agreed. Settlemier reiterated the transom but liked that the second door is being reinstalled.

Motion: Commissioner McDermott made a motion to approve the exterior alteration, with conditions that the wood transoms match in look and materials. Engeman seconded and all voted to approve. Motion passed 4-0.

Article 7 Discussion

Planning Manager, David Martineau, asked that the discussion be tabled and that commissioners send him all their notes to make it a more effective meeting. Robinson asked about how much time would be available at the September meeting, for the Article 7 discussion.

Business from the Commission

McDermott, Robinson and Settlemier participated in the Home Tour. Looking forward to the one in December.

Business from Staff

None

Next Meeting Dates

The next meeting is scheduled for September 2, 2026, at 6:00 p.m.

Adjournment

Chair Robinson adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Reviewed by,

Talley Richardson
Administrative Assistant

David Martineau
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.*