



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-15-23

September 27, 2023

Summary

This staff report evaluates a Historic Review of Exterior Alterations for a residential structure on a developed lot located in the Hackleman Historic District located at 306 6th Avenue SE (Attachment A). The applicant proposes to alter the exterior handrails.

Application Information

Review Body:	Landmarks Commission (Type III review)
Staff Report Prepared By:	Alyssa Schrems, Planner II
Property Owner/Applicant:	Barbara & William Orleman; 306 6th Avenue SE, Albany, OR 97321
Address/Location:	306 6th Avenue SE, Albany, OR 97321
Map/Tax Lot:	Linn County Tax Assessor's Map No. 11S-03W-07BA-07000
Zoning:	Hackleman Monteith (HM)
Total Land Area:	7,881 square feet
Existing Land Use:	Single Unit Residential
Neighborhood:	Central
Surrounding Zoning:	North: HM- Hackleman Monteith East: HM- Hackleman Monteith South: HM- Hackleman Monteith West: HM- Hackleman Monteith
Surrounding Uses:	North: Residential, Single Units East: Residential, Single Units & Park South: Residential, Single Units & Pacific Boulevard West: Residential, Single Units
Prior History:	N/A

Notice Information

On September 13, 2023, a notice of public hearing was mailed to property owners within 100 feet of the subject property. On September 25, 2023, notice of public hearing was posted on the subject site. As of September 26, 2023, 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 the review body will use the Secretary of the Interior's Standards for Rehabilitation as a guideline 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 306 6th Avenue SE in the Hackleman Monteith (HM) zoning district and part of the Hackleman Historic District. The immediate surrounding properties are in the HM zoning district and are developed with single unit dwellings. Surrounding properties are zoned HM and developed with a mix of single unit dwellings and a city park.
- 1.2 Historic Rating. The subject building is listed as part of the Monteith National Register Historic District and is rated as Historic Contributing.
- 1.3 History and Architectural Style. The survey form lists the architectural style of the building as American Four Square (Attachment B).
- 1.4 Prior Alterations. There are no known prior alterations.
- 1.5 Proposed Exterior Alterations. The applicant proposes to install two railings on the front steps of the house. The applicant provides a photo showing the proposed railing design (Attachment C.4) and the existing railing (Attachment C.5).

Based on the facts provided, the addition of the railings appears to be compatible with the existing architectural style of the house. 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 1911 in the American Four-Square style. Distinctive features of the house include a second story centered hipped porch, a gable dormer on the east side of the house, Tuscan porch columns, a rectangular bay on the east side of the house and an exterior chimney on the east side.

The additional stair railings are proposed to be installed on top of the existing low stair railings to provide additional safety features while using the stairs. 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 American Four-Square style. The applicant proposes to install additional stair railings on top of the existing railings. The railings that are proposed are generic in style and do not propose conjectural architectural features. 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 secondary stair railings. 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. 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 additional stair railings. 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 railings are proposed to be installed on top of the existing stair railing, which will not destroy the existing feature. 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. The secondary stair railings will be installed on top of the existing stair railing and could potentially be removed in the future. 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 modify the front stair railings.

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-15-23. This motion is based on the findings and conclusions in the September 27, 2023, 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.

Attachments

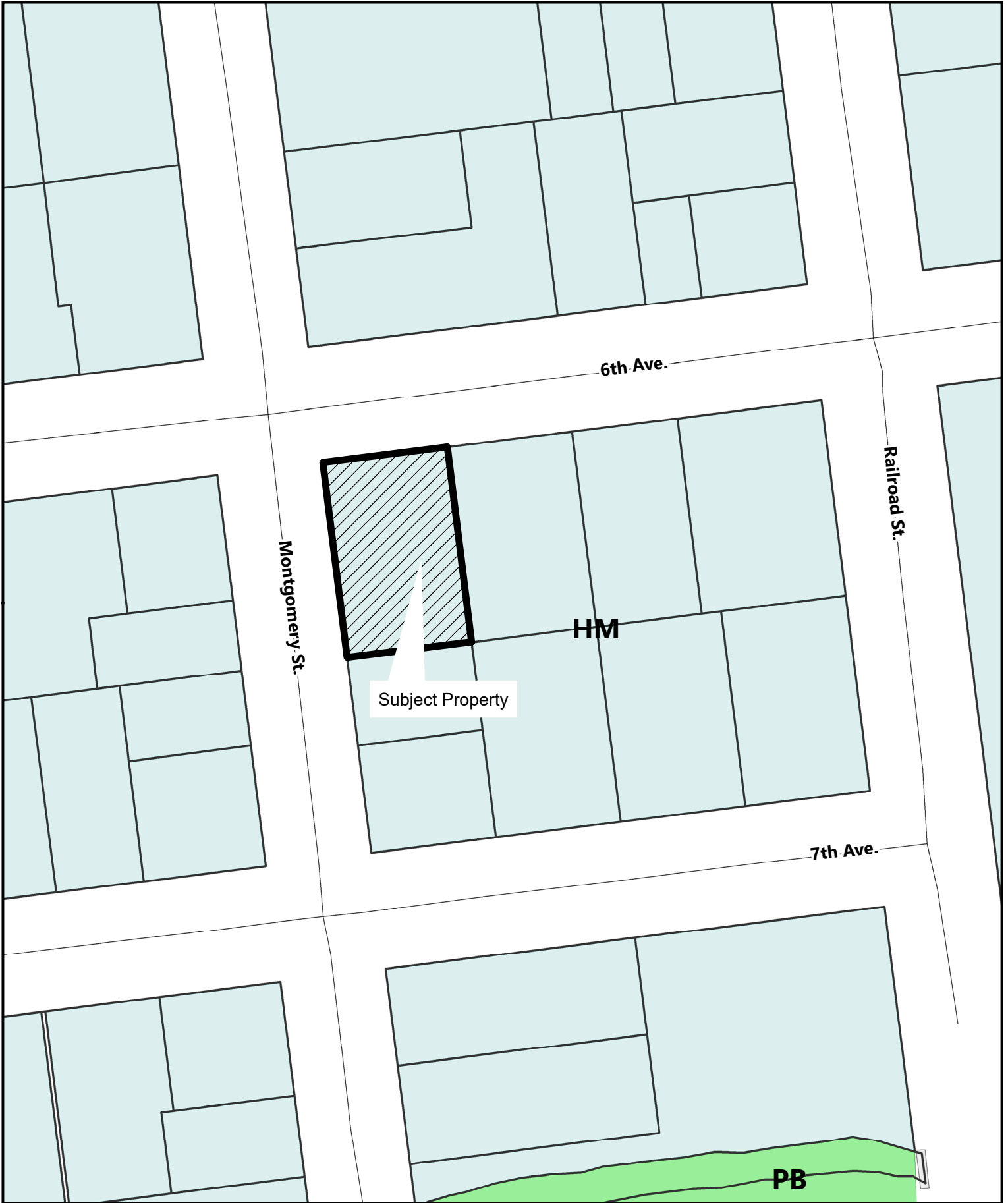
- A. Location Map
- B. Historic Resource Survey
- C. Applicant's Submittal

Acronyms

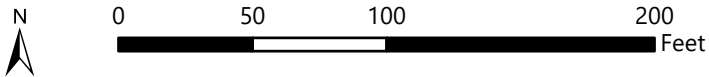
- ADC Albany Development Code
- HM Hackleman Monteith

Architectural Terms (Dictionary of Architecture & Construction 2nd Edition)

- Gable: The vertical triangular portion of the end of a building having a double-sloped roof, from the level of the cornice or eaves to the ridge of the roof.



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306 6th Ave SE

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

Attachment B.1

COUNTY: Linn

HISTORIC NAME: Wiles House	ORIGINAL USE: Residence
COMMON NAME: None	CURRENT USE: Residence
ADDRESS: 306 6th Ave. SE	CONDITION: Good
ADDITIONAL ADDRESS: NONE	INTEGRITY: Good MOVED? N
CITY: Albany	DATE OF CONSTRUCTION: 1911
OWNER: Family Recovery, Inc.	THEME 20th Century Architecture
CATAGORY: Building	STYLE: American Four Square
LOCATION Hackleman Historic District	ARCHITECT UNKNOWN
MAP NO: 11S03W07BA TAX LOT: 07000	BUILDER: UNKNOWN
BLOCK: 9 LOT N/A	QUADRANGLE Albany ASSESSMENT: Y 1992
ADDITION NAME: Hackleman's Second Addition	ORIGINAL RATING: Secondary
PIN NO: 11S03W07BA07000 ZONING HM	CURRENT RATING: Historic Contributing

PLAN TYPE/SHAPE: Rectangle	NO. OF STORIES: 2
FOUNDATION MAT.: Concrete	BASEMENT Y
ROOF FORM/MAT.: Hipped	PORCH: Hipped

STRUCTURAL FRAMING: Balloon

PRIMARY WINDOW TYPE: 1/1 Double Hung

EXTERIOR SURFACING MATERIALS: Beveled Lap siding

DECORATIVE FEATURES:

2nd story centered hipped porch, gable dormer (E), Tuscan proch columns, rectangular bay (E), exterior chimney (E)

EXTERIOR ALTERATIONS/ADDITIONS:

None

NOTEWORTHY LANDSCAPE FEATURES:

None

ADDITIONAL INFO:

None

INTERIOR FEATURES:

None

LOCAL INVENTORY NO.: H.125

SHPO INVENTORY NO.: None

CASE FILE NUMBER: None

Report printe 02/22/2001

HISTORIC RESOURCE SURVEY -ALBANY HACKLEMAN HISTORIC DISTRICT -PAGE TWO

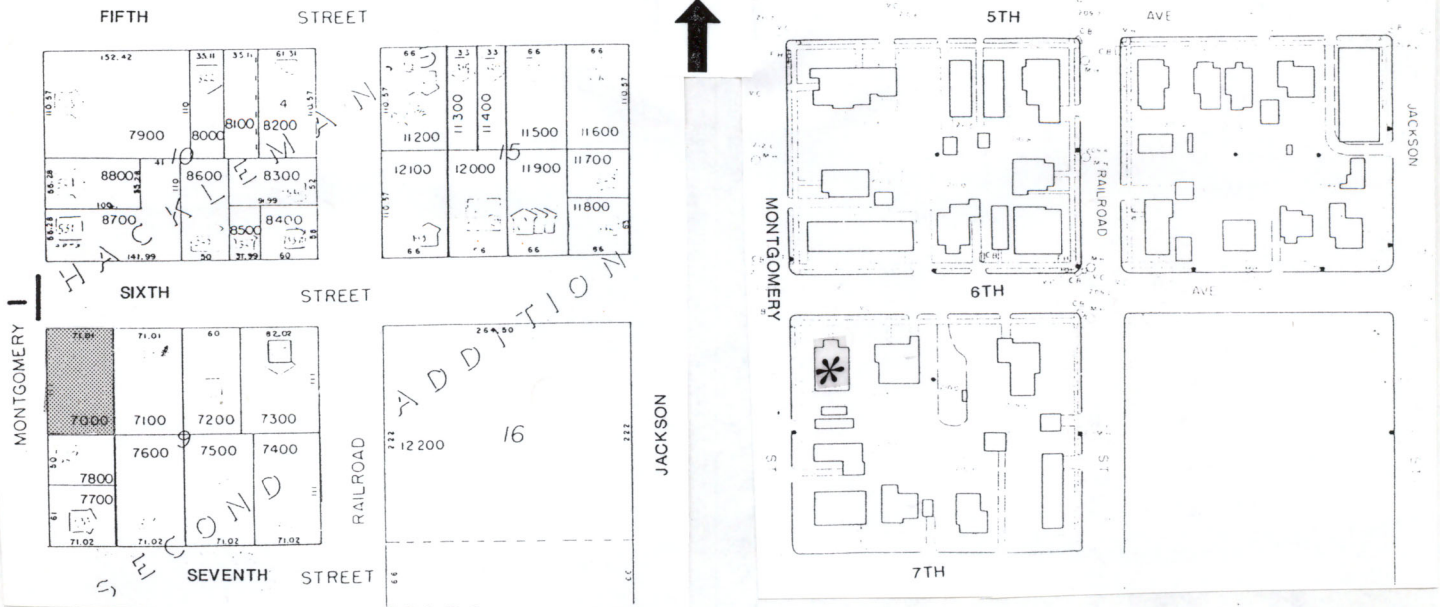
NAME: Edward Wright
ADDRESS: 306 Sixth Ave. SE
QUADRANGLE: Albany

T/R/S: T11-R3W-S07
MAP NO.: 11-3W-07BA
TAX LOT: 07000



NEGATIVE NO.: X-10

SLIDE NO.: H.125



OREGON INVENTORY OF HISTORIC PROPERTIES
HISTORIC RESOURCE SURVEY
ALBANY

Attachment B.3

COUNTY: Linn

HISTORIC NAME: Wiles House

ORIGINAL USE: Resi

COMMON NAME:

CURRENT USE: Resi

ADDRESS: 306 6th

CONDITION: good

CITY: Albany

INTEGRITY: good MOVED:

OWNER: ~~Edward Wright~~ new owner?

DATE OF CONSTRUCTION: 1911

CATAGORY: residence

THEME: 19th Century Architecture

LOCATION: Monteith Historic District

STYLE: American Foursquare

ASSOCIATED FEATURES:

ARCHITECT:

MAP NO: 11-3W-078A TAX LOT: 07000

BUILDER:

BLOCK: 9 LOT:

QUADRANGLE: Albany

ADDITION NAME: Hack 2nd Add

LOCAL RANKING: Secondary

PIN NO.: ZONING:

SPECIAL ASSMENT: 1992

PLAN TYPE/SHAPE: Rectangle

NUMBER OF STORIES: 2

FOUNDATION MATERIAL: Concrete

BASEMENT: yes

ROOF FORM MATERIALS: Hipped

PORCH: Hipped

STRUCTURAL FRAMING: Balloon

PRIMARY WINDOW TYPE: 1/1 DH

EXTERIOR SURFACING MATERIALS: PRIMARY: Beveled lap DECORATIVE: Shingls

DECORATIVE: 2nd story cented hipped porch, Tuscan porch columns, rectangular bay (east), gable dormer (east), exterior chimney (east)

EXTERIOR ALTERATIONS/ADDITIONS:

NOTEWORTHY LANDSCAPE FEATURES:

OTHER:

RECORDED BY: Roz Keeney

DATE: 07/96

LOCAL INVENTORY NO.: H.125

SHPO INVENTORY NO.:

CASE FILE NO.:

Linn County Tax Data File

Tax lot #..... 11S03W07BA07000
Tax acct #..... 0090478
Site address.. 306 6TH AVE SE

In-City? Y

Owner..... FAMILY RECOVERY, INC
Address-1..... 306 SW 8TH ST
Address-2..... CORVALLIS OR 97333-0000
Address-3.....
Address-4.....
Address-5.....

Property class... 0040 Tax Code #1...0801
Stat class..... 000 Tax Code #2...0000

Land market value... 9,200
Imp. market value... 53,810

214. 306 S.E. Sixth
Significance: Secondary
Use: Residence
Date: c. 1910

Present Owner: Edward & Judy Wright
306 S.E. Sixth
Albany, OR 97321
Tax Lot: 11-3W-7BA, TL 7000

Description:

Two story with basement, wood frame structure; two chimneys, one exterior, one interior; drop siding; hip roof; corner board; box cornices; two story porch on front elevation; porch on each story is hip roofed, both supported by Tuscan columns, enclosed banisters. Both doors on front elevation, first story and second story, have classically molded heads and surrounds. Windows are double-hung, one light over one, with classically molded window heads. Square bay on west side elevation with hip roof; four light windows at basement level, with classically molded window heads.

Remarks: Style is ~~Transitional Box~~, and condition is excellent.

15. 314 S.E. Sixth
Significance: Compatible

1

3

[Faint handwritten notes and signatures]

Linn County Tax Data File

Tax lot #..... 11S03W07BA07000
Tax acct #..... 0090478
Site address.. 306 6TH AVE SE

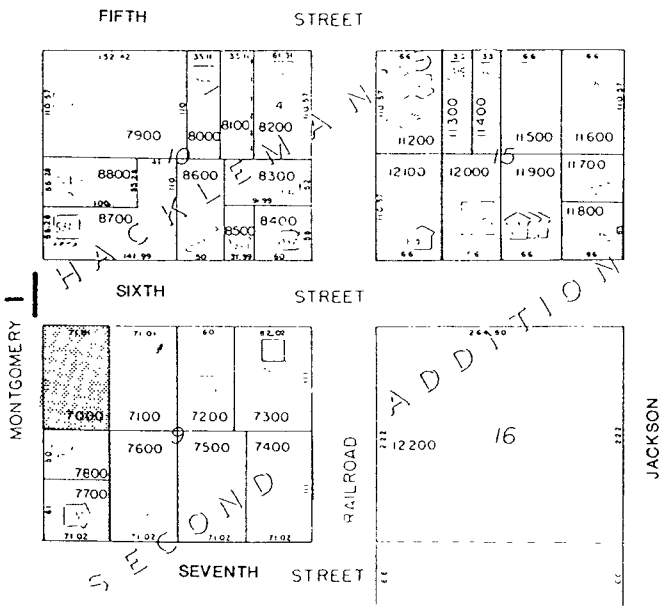
In-City? Y

Owner..... WRIGHT, EDWARD B
Address-1..... 306 6TH AVE SE
Address-2..... ALBANY OR 97321-2931
Address-3.....
Address-4.....
Address-5.....

Property class... 0040 Tax Code #1...0801
Stat class..... 000 Tax Code #2...0000

Land market value... 9,200
Imp. market value... 53,810

306 6th E



The Best Place to Buy HARDWARE in Albany

Barker Hardware Co.

216 W. FIRST Phones: Bell 283, Home 31 ALBANY, ORE.
116 ALBANY POLK'S LINN COUNTY DIRECTORY 1913

Wicks Forrest T, student, bds H A Wicks
Wicks George (Minnie), laborer, res 739 S Jefferson
Wicks Harry A (Julia), whsmn Magnolia Mills, res Corvallis rd R F D 3
Widmer Chris, farmer, res N Albany
Widmer Daniel, farmer, res N Albany
Wieder Charles H (Jessie A), sec-treas Pirtle-Wieder Company, res 519 S Broadalbin
Wieder Edwin, bds E L Wieder
Wieder Edwin L (Mary), res S Washington nw cor W 11th
Wieder Harold L, student, bds 519 S Broadalbin
Wieder Mary L, bds E L Wieder
Wieder VanSellar, bds E L Wieder
Wilber Corbett, mach A C & M P Baltimore, bds 416 E 1st
Wilcox Mary, clerk S E Young & Son, res 404 S Calapooia
Wilcox Sue, bds 404 S Calapooia
Wiles Clarence E, student, bds 306 E 6th
Wiles Edward F (Mary J), farmer, res 306 E 6th ✓
Wilganson Axel, laborer, bds 707 E 5th
Wilkerson Hilton D, laborer, bds 617 W 4th
Wilkins Clarence A, laborer, bds 316 E 2d
Wilkins Dora (wid R S), res 1038 W 7th
Wilkins Elmer, student, bds 1038 W 7th
Wilkins Harry F (Ethel), clerk Fred Dawson, res 640 W 7th
Wilkins Lloyd H (Hilma A), engineer, res 417 E 3d
Wilkins Pera F, clerk Fred Dawson, bds 1038 W 7th
Will Frank G, jeweler 326 W 1st, res 328 same
Will-Stark Building, 328 W 1st
WILLAMETTE TRANSFER & DRAY LINE, Howard F. Hazen
Propr, Baggage, Job Work and Piano Moving, Wood far Sale,
325 S Lyon, Tels Home 411, Bell 499-J, Barn Tel Home 185, res
306 E 2d, Tels Home 208, Bell 280-R (See Left Top Lines).
Willard A Jackson (Colena), res 638 E 5th
Willard Everett M, carrier R F D 2, bds J A Willard
Willard Glenn W (Agnes L), electrician, res 332 N Pine
Willard J Asbury (M Adeline), farmer, res Santiam rd ne cor S Geary
Willert Addie (wid Fred), res 424 W 2d
Willet T O, civil engineer, bds 105 E 1st
Williams Clover, clerk, bds 341 E 2d
Williams Elmer E, farmer, res N Albany
Williams Emmet W (Dolly), brakeman C&ERR, res 733 E 9th.
Williams Gertrude, helper J R Haines, rms 106 E 4th
Williams Jennie E (wid David S), furn rms 341 E 2d
Williams Joseph, buyer D E Nebergall, rms 313 S Lyon

1913 Polks Directory

Provident Trust Co.

G. F. Johnson, President

2nd Floor Selling Bldg., Portland, Or.

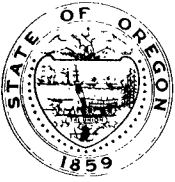
BONDS MORTGAGES INVESTMENTS

Attachment B.8
If you have money to loan we can place it for you.
Paid Capital \$200,000. If you own property in Portland we can sell it for you.
Send for our free booklet.

POLK'S LINN COUNTY DIRECTORY 1913

ALBANY 117

Williams Mary D (wid Homer), maid 828 E 8th
Williams Newton D (Rachel), photgr res ws S Sherman 1 s E 2d
Williams Walter, laborer, bds 219 S Lyon
Williams W, rms 306 E 2d
Williamson Clyde E (Elverta E), bookkeeper First National Bank, res Santiam rd nw cor Chicago
Williamson Elmer B, bds 821 W 6th
Williamson Grant (Lizzie), gardener, res N Albany
Williamson Mabel G, teacher Maple School, bds 321 S Washington
Willis George W (Sarah A), boarding 342 E 2d
Willis S Rockwell (M Etta), (Willis & Brown), eng C&ERR, res 128 W 5th
WILLIS & BROWN (S R Willis and H E Brown), Proprs Mission Parlors 309 W 1st (See p 4)
Wilman Frank, plumber, bds 219 S Lyon
Wilmot Elizabeth J (wid Marion L), res 106 S Geary
Wilson A Barton (Mae), foreman C&ERR, res 1025 E 9th
Wilson Benton, machinist C&ERR Co
Wilson E Ludwig (Georgia C), music teacher, res 323 S Ferry
Wilson Mrs Frances M, music teacher, bds 323 S Ferry
Wilson Frankie W, student, bds 917 E 8th
Wilson John B (Maude), photgr 333 W 1st, res 120 W 6th
Wilson John W, farmer, res 427 S Denver
Wilson L Estelle, student, bds 917 E 8th
Wilson Robert (Linn Produce C), Broadalbin and Water
Wilson Wm E (N Belle), cleaner C&ERR, res 917 E 8th
Winkler Walter R (Cecil L), brakeman C&ERR, res E 10th nw cor S Main
Winkley Ruby, clerk The New Elite, rms 240 W 3d
Winn Curtis B (Cloe F), agt Wells Fargo & Co Exp, mngr Western Union Telegraph Co, res 115 W 4th
Wint Harold E, bds Matthew Wint
Wint Matthew (Elizabeth), res W 11th nr Cottage
Wintermete Russell, barnman P C Anderson & Son
Wirtz Casper, laborer, res Chicago sw cor Santiam rd
Wise Edith, bds Ed Wise
Wise Ed, carpenter, res es Chicago 1 n E 8th
Wiseman J F, rms 306 E 2d
Witherel J M, prin Madison School, res 333 S Jefferson
Wolf Anthony (Anna J), chairmaker R Veal & Son, res 1120 E 2d
Wolf O C (Bertha), traveling salesman, rms 532 S Baker
Wolfer Henry A (Mary B), yardman Hammond Lbr Co, res 1406 E Front
Wolz Henry (Bessie), meat cutter M B Craft, rms 116 S Washington



Oregon

John A. Kitzhaber, M.D., Governor

Attachment B.9

Parks and Recreation Department

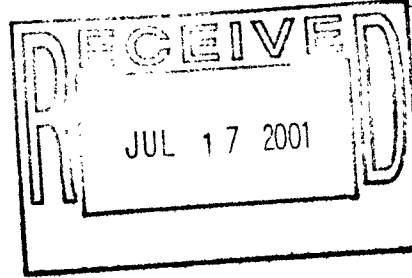
State Historic Preservation Office

1115 Commercial St. NE

Salem, OR 97301-1012

(503) 378-4168

FAX (503) 378-6447



July 12, 2001

Jan Schoen
Linn County Assessor's Office
PO Box 100
Albany OR 97321

RE: Edward Wiles House
Hackleman Historic District
306 Sixth SE
Tax Acct. No. 0090478

Dear Ms. Schoen:

Under provisions of ORS 358.535 the State Historic Preservation Office (SHPO) is informing your office that the owner of the property referenced above failed to respond to a request for a report.

The request for information was mailed on May 1, 2001 return receipt requested and received (see attached copies), with a 60-day deadline for response.

PLEASE NOTIFY THIS OFFICE WHEN ACTION HAS BEEN TAKEN IN REGARD TO THIS MATTER.

Sincerely,

James M. Hamrick, Jr.
Assistant Director for Heritage Conservation
Deputy State Historic Preservation Officer

JMH:sqh

Attachments

cc: Family Recovery Inc

g:\shpo\suzie\requesttoremove

306 64

63



306 6th

G2



306

6th

G4



306 6th
E. face (L)
X-11 97



306

64th

W. face

Ⓜ

X-09

97





COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & 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. 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: 1911 Architectural Style(s): AMERICAN FOUR SQUARE

4. Years of exterior alterations, if any: _____

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

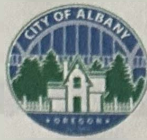
TWO RAILINGS FOR FRONT STEPS
SAFETY REASONS

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





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 submittalsSend completed application and checklist(s) to cd.customerservice@cityofalbany.net.

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

Location/Description of Subject Property(s)

Site Address(es): 306 6TH AVE SEAssessor's Map No(s): 11S03W07BA Tax Lot No(s): D7000Comprehensive Plan designation: _____ Zoning designation: HMSize of Subject Property(s): 3852 HOUSE Related Land Use Cases: _____
784 LOT

Project Description: _____

TWD HANDRAILS FOR FLOWT STEPS Historic Overlay Natural Resource Overlay District Floodplain or Floodway Overlay

Applicant Information (must be signed)

Name: BARBARA + WILLIAM DRLEMAN Signature: [Signature]
 Mailing Address: 306 6TH AVE SE Date: 8.29.2023
 City: ALBANY State: OR Zip: 97321
 Phone # 541.915.2594 Fax #: _____ Email: bkorleman@gmail.com

File #(s): _____ Date Fee & Application Received: _____
 Pre-App File #(s): _____ Pre-App Meeting Date: _____
 Amount Paid: _____ Received By: _____

Property Owner Information (must be signed)

Same as Applicant

Name: _____ Signature: _____
 Mailing Address: _____ Date: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____
 Email: _____

Authorized Agent or Representative (must be signed, if applicable)

Choose One: Engineer Architect Other _____
 Name: _____ Signature: _____
 Mailing Address: _____ Date: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____
 Email: _____
 Relationship to property owner(s): _____

Electronic Plans Representative (if different from applicant)

IF MORE THAN ONE, PROVIDE THE FOLLOWING INFORMATION FOR EACH; THEY WILL BE SENT ALL CITY NOTICES
 Choose One: Engineer Architect Other _____
 Name: _____ Signature: _____
 Mailing Address: _____ Date: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____
 Email: _____

Other Representative (must be signed, if applicable)

Choose One: Engineer Architect Other _____
 Name: _____ Signature: _____
 Mailing Address: _____ Date: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____
 Email: _____



