



APPROVED: \_\_\_\_\_

**CITY OF ALBANY**  
**LANDMARKS ADVISORY COMMISSION**  
City Hall Municipal Court Chambers, 333 Broadalbin Street  
Wednesday, February 6, 2008  
6:30 p.m.

**MINUTES**

Landmarks Commissioners present: Oscar Hult, Roz Keeney, Dave Pinyerd and Robyn van Rossmann

Staff present: Planner II Anne Catlin and Administrative Assistant Sheena Dodson

Others present: Rebecca Bond

**CALL TO ORDER**

Chair Oscar Hult called the meeting to order at 6:34 p.m.

**PLANNING SESSION**

Window Replacement

Planner Anne Catlin stated that developing a windows handout for the public would be helpful in interpreting the Development Code. She said the biggest challenge is when someone wants to replace a wood window with a wood window. She stated that the Secretary of Interior Standards says to repair before replacing, yet someone could interpret the Code to say the new window is routine maintenance, just like replacing a stair tread. Catlin noted that window replacement seems to be a bigger issue than maintenance and feels it would be beneficial to have something that explains what triggers historic review. Catlin says she encourages window repair and refers people to the City's Website which has information on how to repair windows, energy efficiency and how to make storm windows.

Catlin asked if window replacement (with wood windows) was something the LAC wanted to enforce. Hult said an issue is most replacement windows do not look like the original windows. He said for them to say that they are replacing them with the same is not a reality. Catlin asked if a custom wood replacement sash using cords and weights would be acceptable without going through historic review. Hult said only if the sash is exactly replicating what had been there. Pinyerd said that unique old windows, like those on the house next to the Monteith house, should not disappear. Hult said if windows are proven to be beyond repair and the window can be replicated, replacement is warranted. Catlin said that she was trying to think of simple window where design is not unique. Hult thinks that if the LAC is going to allow replacement of windows that can be easily replicated it should only be one-light window. Catlin also suggested non-operable windows for potential replacement. Pinyerd asked Catlin if the goal was to get to the level of standards that Corvallis has. Catlin said the desire is for a clear handout with specifics of what would require historic review. She believed there could be some Code amendments, such as the substitute materials section, because there are not many situations where substitute materials would be allowed. She said the easiest thing would be to have a handout available on the Web that makes the review process very clear without encouraging replacement. Keeney asked if a handout would be beneficial for those that serve at the Community Development counter. Catlin affirmed. She stated it would be helpful in providing a consistent message.

Catlin clarified that the LAC feels sash replacements not using the original opening system are an exterior alteration. Pinyerd affirmed. Catlin said muntin width will be a challenge for replacement sashes because companies can't make them narrow enough to match older windows. She said that companies can replicate muntins on a sash that is newer. Keeney stated the LAC was more worried about older ones. Catlin suggested that someone do research about what companies are available for that type of work.

Keeney suggested looking at the preservation bulletins on windows for some language. Keeney said that Vancouver, Washington and Oregon City preservation sites had information on windows directed to a lay person. Catlin offered to check out the Websites and gather as much information as she could.

Catlin said another issue with windows is the desire for increased energy efficiency. She said that if repairing a window costs too much, a new energy efficient sash is often preferred. She has allowed replacement for windows that have been deteriorated beyond repair to be double-paned. She has not researched different companies to see what the low energy glass actually looks like to know if glass replacement would be noticeable and subject to historic review. Pinyerd said he has only noticed new glass in commercial storefronts. Catlin says she encourages people to get storm windows. Keeney said that Smith Glass informed her that no one wants storm windows; most are getting double-paned glass instead. Discussion followed.

Pinyerd asked if storm windows should be reviewed. Catlin said the Code does not require review for storm windows. She said LAC could discourage storm windows, especially on the front façade. Pinyerd said the vinyl storm windows stand out. Catlin asked if the LAC wanted a special section in the Code on windows that could address substitute materials and the importance of keeping unique styles of windows. She stated that she would work on the handout and bring it back to the LAC for review. Keeney asked if the handout would answer the frequently asked questions. Catlin said there was a handout that answered most questions but did not address the issues with windows.

Keeney said that the LAC could prioritize preferred approaches and give standards. Pinyerd suggested creating a flow chart for the process. Others liked the idea, with window replacement as the last option. Catlin said she would work on the brochure.

### Planning Projects

Catlin suggested updating the historic preservation section of the Comprehensive Plan. She recommended having a brainstorming session and then a public meeting to review the current policies. She said that updating the background text and polices would require a public hearing. She implied that the LAC could brainstorm at a later date and decide on public input process. Keeney asked if the public input process could be in the newsletter. Catlin said yes.

Pinyerd asked if design guidelines would be an easier way of updating the policies for the historic districts rather than changing the Code because of the public input process. Catlin said it depended on whether the guidelines are adopted or advisory. She said the Code could state that the LAC would use guidelines for a person's application. She thought design guidelines would be informative for the public to know what the LAC would use to review an application such as; window placement, scale, proportions and additions.

### CLG Grant Application

Catlin asked the LAC for input on what projects to apply for in the next CLG grant. She stated that last meeting the LAC talked about requesting money for illustrated design guidelines. She reported that

Kimberli Fitzgerald had done a series of pamphlets for Astoria, and suggested the guidelines might be a series of pamphlets. She thought this would help provide more information about why certain details are important. She asked for input on the cost to fund the project. Pinyerd thought that the proposed budget of \$4,000 to \$6,000 was acceptable. Keeney believed there were a number of pamphlets already out there and was unsure if any were copy written. Pinyerd said the other communities have come up with design standards in the past few CLG grant cycles that could be used as a reference for cost. Keeney agreed, but believed the cost may be closer to \$6,000. Rebecca Bond suggested Robert Dortignacq. Keeney believed that Dortignacq developed design guidelines for Oregon City. Catlin said she would research what other communities design standards had cost.

Catlin asked if Pinyerd knew where the upcoming national conferences were going to be located and if anyone would want to attend. Pinyerd said the National Trust conference would be in Tulsa, Oklahoma. Keeney said that she would like to attend the conference that is specific to commissioners. Pinyerd said the Alliance of Preservation Commissioners conference is meeting in New Orleans. Catlin said if anyone was interested attending a conference, she would need to ask for grant money to cover the fees. Pinyerd suggested that new commissioners Derryl James and Robyn van Rossmann attend. Van Rossmann said she was interested. Catlin said she would research for dates and costs for a person or two to attend. She said the New Orleans conference would be a good one for van Rossmann to attend. Pinyerd recommended the Oregon Heritage conference as one to attend. Keeney thought it was inexpensive and in Eugene this year. Catlin said there was money in this year's budget if anyone wanted to attend it.

Catlin said she usually requests grant money for workshops to pay for experts that might be traveling the "circuit." Keeney suggested looking at Architectural Heritage Center (AHC) events in Portland for ideas. Hult thought the AHC events are very specific to Portland. Catlin said her City membership to the AHC can be used for a discount for anyone that wanted to attend a conference. She suggested some good ones on style, kitchens and bathrooms. On a side note, Catlin said that Richard Moe, National Trust President, is speaking for free in Portland, February 27. Discussion followed. Catlin said she would add money for workshops and conferences for the LAC to attend.

Bond asked if Catlin could request money to help Albany be designated under the Main Street program. Keeney said part of the designation to have a Main Street program is training and a need to dedicate some people and time. Catlin asked if it would be beneficial to have a specific staff person dedicated to work 20 hours a week on it. She would ask SHPO about support financially as they are a strong partner in the Main Street program. Discussion followed.

Catlin asked each LAC member to email her their story of why they chose to live in Albany, Oregon. She stated that van Rossmann, being a realtor, had a good story about how she moved from Corvallis to Albany. She said the stories would be for the *This Old House* article. She would communicate with LAC the information she received from article writer Keith Bendolfe. Bond said Bendolfe is a co-editor that initiated contact asking for information for the article. She is waiting to hear from him with how many pictures are needed and specific things he is looking for. Catlin has asked him when the article would be published. Discussion followed.

### Newsletter

Catlin distributed a draft of the next newsletter, which contained information about the rehabilitation grant, an interview with Commissioner Dave Pinyerd, a section discussing paint issues, and a section on how historic preservation is "green." She commented that she was unable to find the "paint bubble issue" that was discussed at the last LAC meeting. She said she would ask Commissioner James for the information. She said she would email the latest draft of the newsletter for their review and planned on mailing the newsletter out on February 25th in time for the rehabilitation grant open house.

Catlin said the next LAC meeting would be an open house on the rehabilitation grant. She said the past open houses she has shown photos of past projects to help with project ideas. This is an opportunity for the public to find out if their project is eligible for funding. She said after the open house LAC could hold a regular meeting.

Catlin said she talked to landscape architect Bill Marshall, who volunteered to do a gardening lecture, on Saturday, March 22 at 9:30 a.m. She said he is thinking of talking about small gardens and outdoor rooms. She says that there would be approximately 25 seats and would fill up quickly. Keeney asked if it would be at Marshall's place. Catlin said yes, at Stutzman Services. Keeney suggested that if they had a good response they could move the lecture to City Hall. Keeney suggested asking Marshall to do a Power Point, and make it available online. Bond recommended getting contact information for people that sign up in case the meeting is moved to a new larger location.

Pinyerd enjoyed getting an electronic version of the newsletter. Catlin said she will continue to work with the City's webmaster on putting old information on the website.

Catlin said there is \$1,200 left in this grant cycle to develop topical brochures. She said the money could be put towards the rehabilitation program or for the brochures. She asked the LAC their preference. Hult thought the illustrated residential design guidelines were the brochures. Catlin said they would have more detail. Keeney said it would be a bigger version and more of a handout. Catlin asked Pinyerd if he could prepare a couple of topical brochures. Hult suggested "Why NOT to do new windows" or "Why NOT to do vinyl siding." Catlin agreed. She said that they have one already called "Why to say no, to vinyl" that Pinyerd did.

Catlin suggested putting money towards the historic database with pictures and if money was left, towards brochures. She stated that there was time to spend the money and they could see how many grant applications come in. In order to put the database online, Catlin said she needed the digital pictures. Keeney said that she has pictures on a CD and only needs to add addresses. Catlin said she needs Overman's pictures. She said she would do the addressing if addresses were already written down. Keeney suggested paying someone to get it finished. Discussion followed.

Catlin suggested for the next meeting reviewing the content in the notebook on due process, if there were no historic cases for review. She was open to suggestions for meeting content. Hult suggested going over the process again.

Hult said he would like to discuss the Bob Pott's memorial event. He suggested if something was going to be done, it needed to get started. Keeney asked if grant money could be used toward the memorial. Catlin said yes. Keeney asked if someone was overseeing the planning of the event. Bond said no one was. She thought Linda Herd had helped put a slideshow together but she was not sure who had it. Catlin said that she had the slideshow and that it consisted of commercial properties only. She stated the previous presentation of residential photos was overheads. Catlin said she could help and offered to hand over the information she had. Bond said she notified the museum board of the Bob Pott's memorial idea. Keeney asked if the museum had the photos that Catlin had scanned in. Bond said the museum had the entire Bob Pott's collection but it was not all scanned. Keeney asked if anyone from the museum would be able to take the lead on the Pott's project. Hult and Keeney said they would be willing to assist. Bond said that she would set up a meeting.

#### Other Business

Pinyerd asked if the LAC should attend the February 22 State Advisory Committee meeting in Corvallis on the Monteith expansion. Catlin said it would probably help to have members there. Pinyerd asked if

the nominees were presenting or SHPO. Catlin said that consultant Kimberli Fitzgerald and she had talked about preparing some visuals. Discussion followed.

Bond said the Linn County Cultural Coalition has a grant application deadline of February 22. She said that if LAC knew of a non-profit that is providing a cultural experience in Linn County and wants to apply for a matching grant all the information is available at the Downtown Visitors Association Website or the Linn County Cultural Coalition Website. Catlin asked if the grant was for anything cultural-related. Bond said it could be arts, dance, music, etc.

Bond shared the spring break activities planned for the kids the week of March 24-28. She asked Catlin to add the events to the historic newsletter.

Catlin informed the LAC that she had been appointed to the Governors' task force on historic preservation, as a property owner. Catlin said the committee is evaluating the special assessment program.

Keeney asked how filling the Community Development Director position was going. Catlin gave an update.

Catlin gave an update of Code enforcement cases and how the program works.

#### NEXT MEETING DATE

The next meeting of the Landmarks Advisory Board is scheduled for Wednesday, March 5, 2008, at 6:30 p.m.

#### ADJOURNMENT

Chair Hult adjourned the meeting at approximately 8:28 p.m.

Submitted by

*Signature on file*

Sheena Dodson  
Administrative Assistant

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Reviewed by

*Signature on file*

Anne Catlin  
Planner II