



APPROVED: April 2, 2008

**CITY OF ALBANY**  
**LANDMARKS ADVISORY COMMISSION**  
City Hall Municipal Court Chambers, 333 Broadalbin Street  
Wednesday, March 5, 2008  
6:30 p.m.

**MINUTES**

Landmarks Commissioners Present: Linda Herd, Oscar Hult, Roz Keeney, Heidi Overman, Dave Pinyerd and Robyn van Rossmann

Landmarks Commissioners Absent: Derryl James

Staff present: Planner II Anne Catlin

Others present: Rebecca Bond (Albany Visitors Association), about 12 others were in the audience

**CALL TO ORDER**

Chair Oscar Hult called the meeting to order at 6:33 p.m.

**REHABILITATION GRANT OPEN HOUSE**

Planner Anne Catlin welcomed guests in the audience and explained aspects of the residential rehabilitation matching grant program. The maximum grant award this year is \$3,000 depending on the scope of the project. She asked the Landmarks Advisory Commission (LAC) to clarify if Local Historic Inventory properties, which include properties outside of the National Register historic districts, were eligible for the grant. After some discussion the LAC concluded the program should be offered to all Local Historic Inventory properties and not just those listed on the National Register of Historic Places.

Catlin said the grant requires at least a 50-percent match. Grant projects are reviewed and approved by the Albany Landmarks Advisory Commission. She then reviewed the types of eligible projects that include:

- Those that restore integrity to the architectural style by removing incompatible features, alterations or additions and/or restoring missing or altered historic features on the front façade will be given first priority.
- Projects that restore and/or replace deteriorated historic features on the front façade will be given second priority.
- Projects that restore missing or deteriorated features on facades visible from the street will be given third priority.
- Repair and maintenance of items that would prevent further damage to the structure, such as gutter repair, painting and foundation work will be considered if funds are still available.

Catlin then opened the floor to questions about specific grant projects. The following questions were raised by residents:

- Are screen doors and storm windows eligible for grant funding? No, because the fixtures are not permanent.

- Is replacing a “new” front door with a historically appropriate one an eligible grant project? Yes.
- Would stair treads on stairs to a front porch be eligible for funding? Yes.
- Would new windows replacing aluminum windows be eligible for the grant? Yes, but only those windows visible from the street.
- Would removing an old concrete footing in the yard/sidewalk area eligible for funding? Projects need must include improvements to the building.

#### APPROVAL OF THE MINUTES

Commissioner Roz Keeney made a motion to approve both the January 16, 2008 and February 6, 2008 minutes. Commissioner Robyn van Rossmann seconded the motion. The motion passed 6:0.

#### OTHER BUSINESS

Catlin said that the State Historic Preservation Office (SHPO) staff has asked each community to make cuts to their 2008-2009 grant applications and ask for no more than \$10,500. She asked the LAC for input on how to revise the CLG grant budget. Discussion followed. Most of the budget reductions were made by eliminating the proposal to send two members to out-of-state preservation conferences. Catlin suggested using some money in this year’s grant cycle for design guidelines to reduce the amount needed in the 2008-2009 grant cycle.

Catlin said there was money in the current 2007-2008 grant cycle for people to attend the Oregon Heritage conference in Eugene and for maybe one or two folks to attend the National Alliance of Preservation Commissioners conference in New Orleans. Regarding upcoming conferences, Roz Keeney, Rebecca Bond, Heidi Overman and Dave Pinyerd expressed interest in attending the Oregon Heritage conference. Oscar Hult and Robyn van Rossmann would like to attend the Oregon conference on Sunday only. Van Rossmann, Keeney and Overman expressed interested in attending the preservation conference in New Orleans in July.

Catlin said she would review the budget and asked the Commissioners to research costs for travel to New Orleans.

Keeney suggested discussing the issue of appointing a LAC member to serve as a mentor to applicants. The member would offer support and help persons with their applications, but would not vote on the application when it came to the Commission.

Hult expressed concern that applicants would feel their projects would be assured approval, when the project may not be accepted and approved as submitted. Discussion followed.

Catlin suggested that the Commission consider mentoring applicants with their projects after approval and still offer the project consultations with staff and the LAC.

#### NEXT MEETING DATE

The next meeting of the Landmarks Advisory Board is scheduled for Wednesday, April 2, 2008, at 6:30 p.m.

Albany Landmarks Advisory Commission  
Wednesday, March 5, 2008

ADJOURNMENT

Chair Hult adjourned the meeting at approximately 8:15 p.m.

Submitted by

*Signature on file*

Anne Catlin  
Planner II

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