



APPROVED: January 7, 2009

**CITY OF ALBANY**  
**LANDMARKS ADVISORY COMMISSION**  
City Hall Municipal Court Chambers, 333 Broadalbin Street  
Wednesday, October 1, 2008  
6:30 p.m.

**MINUTES**

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

Landmarks Commissioners Absent: None

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

Others present: 5 others present

**CALL TO ORDER**

Chair Oscar Hult called the meeting to order at 6:32 p.m.

**APPROVAL OF THE August 6, 2008 MINUTES**

**Motion:** Commissioner Linda Herd moved to approve the August 6, 2008 minutes with amendments. Commissioner Heidi Overman seconded it. **Motion passed unanimously.**

**REVIEW OF 2008-2009 CLG GRANTS**

Planner II, Anne Catlin, stated a portion of the money budgeted for design guidelines could be moved to another line item since the money was set aside to hire a consultant and the guidelines would be done internally. She said to save some money for the copying costs. Herd asked if there was a cost to put the design guidelines on the website. Keeney said no.

Keeney asked if Rusty van Rossmann would do sketches for the design guidelines. Catlin affirmed. Keeney suggested setting aside \$1,500 for graphics. Catlin stated she would inform the public when the guidelines are on the website and also make copies available at the Community Development Department. Keeney suggested putting more money towards doing more workshops. Catlin stated that very few funds had been spent on workshops in the past. Herd asked if there was someone that Catlin would want to be brought in to do a workshop. She suggested Jane Powell as a possible speaker.

Keeney suggested doing a joint workshop with another city. Herd agreed. She said that with the recent announcement of the Main Street Program, it would be good to team up with other cities that are interested in doing a workshop.

Keeney stated she asked the Bosco-Milligan Foundation if videos of their workshops could be made available. She said that Bosco-Milligan wanted to, but needed input that it would be a valuable resource. She recommended that if any Landmarks Advisory Commission (LAC) member thought it was a good idea, they could email Bosco-Milligan. Catlin suggested putting money in for attending workshops. She suggested letting the downtown business know about the different workshop that would be applicable. Hult suggested \$500 for workshops. Keeney agreed. Herd suggested a possible workshop being

restoration and “doing it green.” Herd also suggested doing one on small spaces and how to maximize usability and future sales. Catlin liked the idea of doing a workshop on the design guidelines and thought other cities might like to participate.

Catlin asked if there should be more money set aside for conferences. She said that the \$300 set aside did not cover the Oregon Heritage Conference. She suggested \$450. Keeney suggested \$100 per person. Others agreed and it was suggested to add another \$100 for Catlin for a total of \$800.

Catlin stated that they may want to set aside money to purchase more books and renew memberships. Keeney suggested \$300 for books and membership. Catlin suggested a little more would be helpful. Herd asked if \$350 would be enough. Catlin thought it would.

Catlin thought the rest could be spent in the Rehabilitation Grant Program. She said that there would not be any money coming from the City. She stated that this past year, most of the money for the program came from the City.

Hult stated that he would like to see more money for Preservation Month. He said that since this is the Sesquicentennial for Oregon, it should be important. Keeney suggested doing nice posters. Herd agreed. Keeney suggested doing preservation awards posters. Herd suggested \$500 for Preservation Month.

Catlin stated that she would revise the budget, email a confirmation and then send it to SHPO.

Keeney asked about pursuing survey work, Nation Register nominations or adjustments.

Catlin suggested setting money aside to hire someone to take the photos for the website database. She said that Jerry Anderson originally dropped them off at Utility Billing but they cannot be found. Hult stated that he would talk to Jerry Anderson about getting the pictures. Catlin said that for the rest of the photos they could set aside money for someone to do it all. Keeney said there was no need to hire anyone. Hult volunteered to finish taking the pictures. Catlin stated that when she had the photos, she would put the information in the database, and then work to get it online.

Keeney stated that the Monteith boundaries on the website needed to be updated. Catlin said that she would send an email to Matt Harrington.

#### DRAFT DESIGN GUIDELINES

Catlin reviewed the design guidelines document, noting that it would likely become several documents, and suggested the architectural style information go in a separate document that was not ready. She stated that she like how Oregon City had formatted theirs and incorporated some of the format into this draft. Pinyerd asked if it would total up to one page per topic. Catlin explained that some topics may be two pages with pictures. Overman thought the bullet organization was a good idea. Hult agreed saying it would be easier to read. Hult suggested keeping it one page per style. Herd said that you could have two or a number of photos that best represents those styles. Catlin added there would be a glossary of definitions.

Hult stated that the draft guidelines seemed like a lot to read. Herd said that it could be too many words. Keeney suggested that design guidelines be done in PDF sections, for the public to go to exactly what they were looking for. Catlin said that the majority of the design guidelines online, you just go to the section you want. Herd said that if someone went to the website and clicked on the table of contents and clicked on porches and stairs they would go to porches and stairs. Catlin agreed.

Catlin stated that she started with the Eugene guidelines and removed sections that do not need to be included in the Albany design guidelines. She stated that the format that she liked best was to relate it to the Secretary of Interior standards. She suggested another format was to do “appropriate” and “not appropriate” sub-sections. She described the format of the draft, the inclusion of background information and explained “appropriate” and “not appropriate.”

Catlin suggested the LAC start at the beginning of the document and give feedback page by page.

van Rossmann suggested stressing the fact that these are national standards. Bigger font was suggested. Catlin would think about how to emphasize the preservation regulations. Herd suggested that the word advisory in the Landmarks Advisory Commission is confusing.

Catlin stated that the Secretary of Interior Standards is referenced in each section. Most thought this was not necessary.

Keeney said that a difference between a standard and guidelines. Catlin stated that the goal of the document is to figure out what to be included in the documents so that they are helpful to the public, and then determine whether or not they are “standards” or “guidelines.” Catlin said this would determine the relationship between these documents and the Development Code. Keeney suggested double checking with the City Attorney on what to do with guidelines or standards. Catlin stated that the documents are interpreting the Secretary of Interior’s Standards. Catlin said she would look into legalities.

Hult stated that some content was duplicating information already available. Keeney suggested referencing any bulletins.

Herd suggested putting house addresses under the photographs as users may want to know where it is.

Catlin asked if they liked the “appropriate” versus “not appropriate” format, noting pictures or graphics would be added. Hult suggested everything be bulleted. Overman liked the verbiage. Keeney agreed.

Using the words “allowed” or “not allowed” was suggested because the word appropriate does not carry any weight.

Keeney suggested a chapter on maintenance with a check-off list. Herd suggested it be its own separate document. Hult said there are already good documents out there regarding maintenance.

Catlin asked for input on the level of content. It was suggested to remove the maintenance sections. Keeney suggested something on paint colors. Catlin suggested providing links to other existing documents.

Overman liked the garden section and asked if it could be included. Keeney asked if there would be an ADA section. Catlin said she started one but wanted it to be reviewed by Building staff.

## OTHER BUSINESS

Herd asked about the arched windows being restored on Thad Olivetti’s building (the Cusick Bank building). Catlin said that she met with Olivetti, who said the windows were scaled off of Rob Dortignacq’s drawings approved by the LAC. She said the original windows had a slightly steeper arch radius, but that some of the courses of brick are missing and framing needed to be added to hold the windows. Pinyerd said that would explain why the arch radius is not the same. Catlin stated that the brick was not exposed originally and would not be when the project is finished. Hult said if the brick was not

going to be seen, he was okay with it.

NEW HOUSE AT 4<sup>TH</sup> AND MONTGOMERY STREET

Catlin stated that the owner had not followed the plans he submitted and that were approved by the LAC for the house. She noted that he was not done but thought she should get feedback on the house so far and get that to the owner. Discussion followed. Herd concluded that the shingles and other details are not what were approved.

ADJOURNMENT

Chair Hult adjourned the meeting at approximately 8:30 p.m.

Submitted by

Reviewed by

*Signature on file*

*Signature on file*

Sheena Dodson  
Administrative Assistant

Anne Catlin  
Planner II