



NOTICE OF PUBLIC HEARING

CITY OF ALBANY
LANDMARKS ADVISORY COMMISSION
Municipal Court Chambers
Albany City Hall, 333 Broadalbin Street SW
Wednesday, January 7, 2009
6:30 p.m.

AGENDA

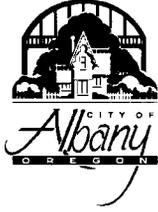
1. CALL TO ORDER (Chair Hult)
2. ROLL CALL
3. APPROVAL OF THE MINUTES: October 1 and December 3, 2008 (Chair Hult)
4. CONTINUED PUBLIC HEARING (HI-12-08): 202 1st Avenue SW (Chair Hult)
Install new window on Ellsworth Street façade
5. OTHER BUSINESS (Catlin)
6. NEXT MEETING: February 4, 2009
7. ADJOURN (7:30 p.m.)

LAC: Please leave a message for Anne Catlin at (541) 917-7560, or send an e-mail to anne.catlin@cityofalbany.net if you cannot attend.

City of Albany Web site: www.cityofalbany.net

The location of the hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling (541) 917-7500.

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COMMUNITY DEVELOPMENT DEPARTMENT

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STAFF REPORT Historic Exterior Alteration

<u>HEARING BODY</u>	LANDMARKS ADVISORY COMMISSION
<u>HEARING DATE</u>	Wednesday, January 7, 2009
<u>HEARING TIME</u>	6:30 p.m.
<u>HEARING LOCATION</u>	Albany City Hall Municipal Court Chambers, 333 Broadalbin Street SW

GENERAL INFORMATION

DATE OF REPORT:	December 31, 2008
FILE:	HI-12-08
TYPE OF APPLICATION:	Exterior alteration request to add a window on the Ellsworth façade.
REVIEW BODY:	Landmarks Advisory Commission
PROPERTY OWNER/APPLICANT:	Brad Jordan; 202 1st Avenue SW; Albany, OR 97321
ADDRESS/LOCATION:	202 1st Avenue SW and 120 Ellsworth Street SW
MAP/TAX LOT:	Linn County Assessor's Map No.11S-3W-06CC; Tax Lot 5401
HISTORIC DISTRICT:	Downtown Commercial
HISTORIC RATING:	Historic Contributing
ZONING:	HD (Historic Downtown)

The Planning Division has received a request to rehabilitate the exterior facade of a historic contributing property in the Downtown Commercial National Register Historic District and has scheduled a public hearing before the Landmarks Advisory Commission.

Notices were mailed to surrounding property owners on December 31, 2008. At the time the Staff Report was completed, the Planning Division had not received any comments on the proposed exterior alterations.

APPEALS

Within five days of the Landmarks Advisory Commission's final decision on this application, the Community Development Director will provide written notice of the decision to the applicant and any other parties entitled to notice.

A decision of the Landmarks Advisory Commission may be appealed to the City Council if a person with standing files a Notice of Appeal with the City within 10 days of the date the City mails the Notice of Decision.

STAFF ANALYSIS
File HI-12-08

The Albany Development Code (ADC), Article 7, contains the following review criteria that must be met for this application to be approved. Findings and conclusions follow the Code criteria and standards.

7.150 Exterior Alteration Review Criteria. For applications other than for 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.

7.160 The Secretary of the Interior's Standards for Rehabilitation. The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

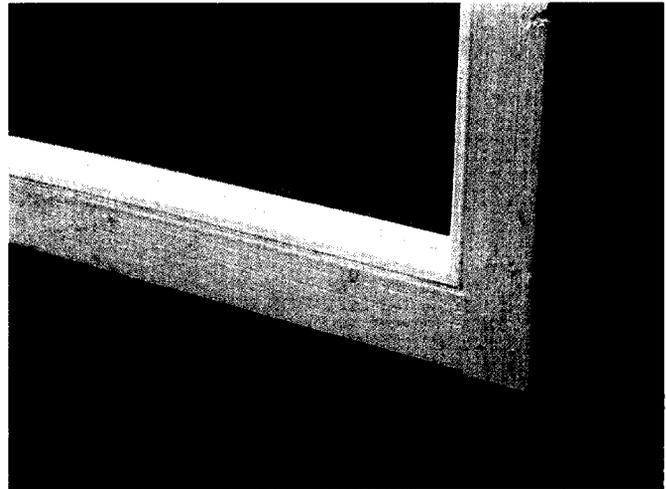
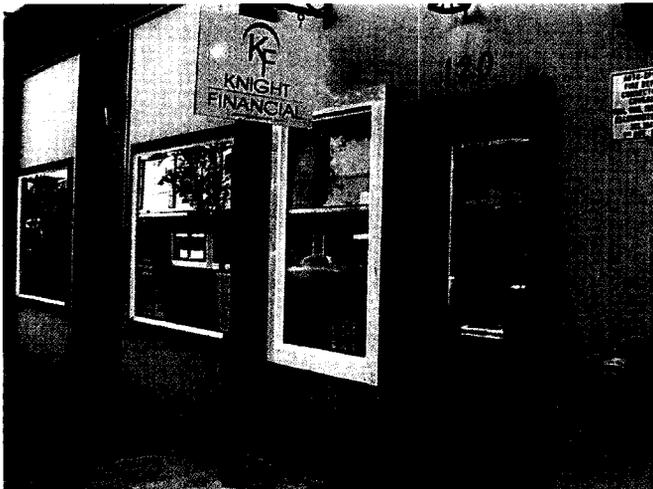
- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2) The historic character of a property shall be retained and preserved. The removal of historic material or 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.

FINDINGS

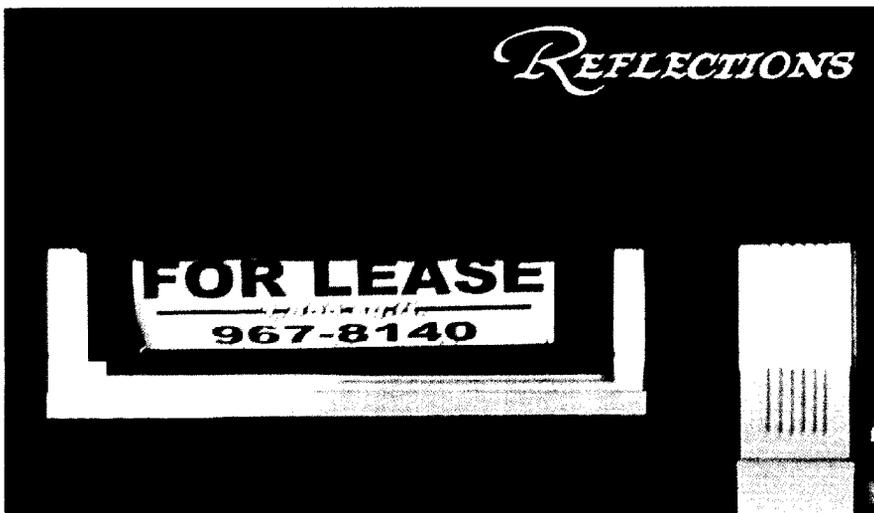
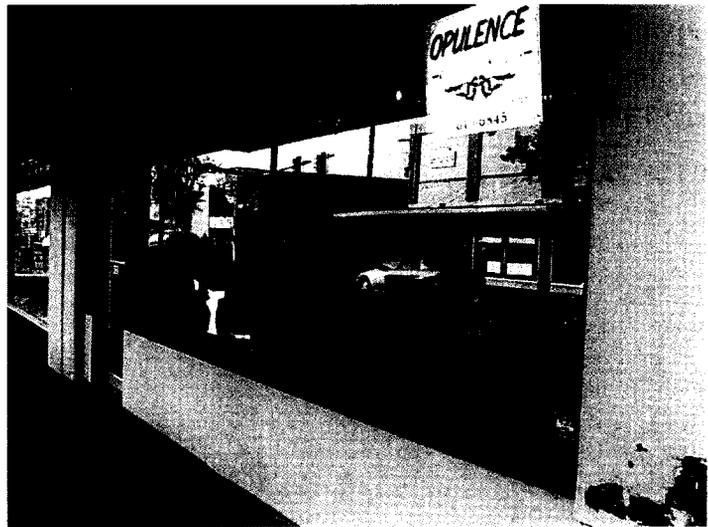
1. The building was originally the Revere House Hotel, constructed c.1878 as a three-story Italianate with lap siding. The building has been significantly altered over the years from its original appearance, including removing the top floor. A c.1940 photograph shows Hurley's Drug store in the first floor. At a later date, the second story was covered with aluminum siding.
2. Owner Brad Jordan removed the aluminum siding and restored the c.1940 appearance to the building in 2007.



3. The owner proposes to install a window into an office space at the back of the building fronting Ellsworth Street to give the space more natural light. He proposes a window that looks like and is finished like the other windows fronting Ellsworth Street. The window is installed. (Photos show the new window and other windows on this façade.)
4. The window is three feet wide and five feet tall and looks like it is vinyl. It is trimmed with four-inch pressure treated wood.



5. Proposed alterations should cause the building to either look more like it did historically or be compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials and architectural features. While the new window looks like the other new windows adjacent to it, the proposed window material and trim are not consistent with other storefront windows in near vicinity or at the front of this building. Most storefront windows are wood or metal (newer). Most windows do not have wood trim. Pictures below show the non-original storefront windows at the front of this building, a storefront window on the adjacent building and then one across the street of a completely different style.



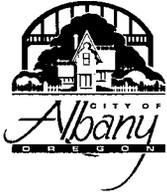
6. Staff talked with owner Brad Jordan about the windows in the adjacent hair salon space. He says the windows were there when he purchased the building and doesn't remember them ever being replaced. However, looking at photos from the 1990s, and the ones today, it looks like the storefront windows were replaced as the glass used to continue around the sides where the door recesses. There was no historic review for these windows to be replaced and somehow went undetected or reported. (Note: research uncovered a request (file HI-06-99) for one thermal pane aluminum window and lap siding at 120-122 Ellsworth to match the storefront windows facing 1st Avenue. The drawings indicate this was for an existing wood window that used to be next to the opening that now goes to the upstairs. This window was removed when Jordan did the building remodel.

7. Jordan was trying to match the adjacent windows and installed trim around the new window that is not smooth and flat like a piece of wood would be. In addition, as noted earlier, storefront windows were not typically trimmed with wood – they were wood in a wood frame. While the vinyl window could be painted, they way they are installed and framed, it is impossible to make the window opening look like historic window openings.
8. The proposal is consistent with what is on the building, however, is not consistent with the historic character of the building or others in the District. The window opening could be improved to be more compatible with the historic features in several ways:
 - Remove the trim and paint the window.
 - Replace the trim with flat trim and paint it and the window the same color.
 - Replace the window.

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Distribution

Applicant/Property Owner	1
LAC Mailing List	
CARA (Kate Porsche)	1
File HI-12-08	1



APPROVED: _____

**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 4TH 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

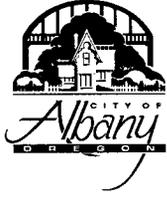
Chair Hult adjourned the meeting at approximately 8:30 p.m.

Submitted by

Sheena Dodson
Administrative Assistant

Reviewed by

Anne Catlin
Planner II



APPROVED: _____

**CITY OF ALBANY
LANDMARKS ADVISORY COMMISSION
City Hall Municipal Court Chambers, 333 Broadalbin Street
Wednesday, December 3, 2008**

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, Administrative Assistant I Diana Eilers

Others present: Rebecca Bond and Skip Throop

CALL TO ORDER

Chair Oscar Hult called the meeting to order at 6:30 p.m.

PUBLIC HEARING (HI-11-08 and DC-03-08)

Hult called the public hearing on Planning File HI-11-08 and DC-03-08, Monteith National Register District Boundary Expansion, to order.

Declarations

Hult asked if any of the Commissioners wished to declare a conflict of interest, report a site visit, or an ex parte contact. Hult said that he can safely say everyone has been through the district.

Staff Report

Planner II Catlin summarized the staff report. She said that the project has been in progress for a long time. The purpose of the hearing tonight is to add the expansion area properties onto the local historic inventory and replace the map in the Development Code with a new version. Catlin gave a brief history of the Monteith District and how it was established. It was listed in the National Register of Historic Places in February 1980, it is 54 blocks, and has a nice block grid pattern, but the boundaries were irregular from the beginning.

The time period of significance for the District was expanded from 1915 to 1945 to include many different architectural styles to the District. Catlin showed pictures of the types of homes in the District. Survey work was done around the boundaries of the Monteith District and Hackleman District. A consultant was hired to see if there was potential for new historic districts. The Commission looked at the Monteith District first for an expansion because that is where there was more community support.

In April 2006, a meeting was held with property owners in the initial boundary area and there was good attendance. In the end, there was very good support and few objections. The consultants worked with the Commission and eventually came up with a boundary that reflected development patterns. Another public meeting was held and the City Councilors were invited to the meeting; no objections were made to

the proposal. It went through two reviews at the state level (State Advisory Committee on Historic Preservation).

The final nomination was submitted to the Register in September 2008 and it was listed in the National Register November 13, 2008. Catlin said that the proposal meets the criteria to be added to the local historic inventory and meets the Comprehensive Plan goals, Development Code criteria, as well as the statewide planning goals.

Hult asked if there were any comments either opposing or in favor of this application. No comments were made.

The public hearing was closed at 6:44 p.m.

MOTION: Herd made a motion to approve the proposed Development Code amendment, Overman seconded the motion; **approved** 6-0.

PUBLIC HEARING (HI-10-08): 208-210 First Avenue SW

Hult called the public hearing on Planning File HI-10-08, 208-210 First Avenue SW, to order.

Declarations

Commissioners Herd, van Rossmann, and Overman said they have done site visits. Hult said he has been by the property.

Staff Report

Catlin summarized the staff report. She said that the applicant's (Skip Throop) original restoration plans were approved by the Commission a few months ago. The applicant is now working on the back of the building and some issues have come up. Catlin said that Throop is here to ask for approval for additional exterior alterations and a substitute materials request. The requests are to remove a brick chimney, to install a metal fire safety door at the back of the restaurant space, to convert a doorway that now goes to "nowhere" into a window, to replace two back windows with double-hung fiberglass or aluminum clad windows with a wood-clad interior, and to rebuild the bay windows to match what is there.

Catlin said that there are two sets of review criteria; the exterior alteration review criteria and the Secretary of the Interior's Standards for Rehabilitation. Catlin discussed the bay window bump outs first. She said that if the applicant rebuilds everything back and uses salvage materials as much as possible that this will not change the appearance and is a maintenance issue only. She said that one bay window has double-hung windows and one has casement windows. Throop said that his intention is to build everything back to match what is there. Catlin said that because the applicant is proposing to put everything back the way it is, the changes he is making will help the structural integrity and safety, so that meets the review criteria.

Catlin asked Throop if the conversion from a door to the window was on his preservation plan submitted to the State Historic Preservation Office (SHPO). Throop said it was. Catlin said that Rob Dortignacq recommended removal of the chimney. Throop said that he took the chimney down already because it was leaning. The bricks weren't mortared into the main wall. He doesn't know when it was put in, maybe in the 1930s or so for the bakery. Catlin feels that the chimney removal request seems to be necessary for safety.

Catlin said that the new fire safety egress door opening will be cut into the brick at the back of the retail/restaurant space. It will be a standard metal back door. Bricks will be reused on the building. Herd suggested painting it to look like a wood panel door. Throop said that he could do that or he could purchase a door that is already painted that way.

Throop said that he would like to replace the entire window units with new ones. He would prefer to use fiberglass on the exterior, with wood on the interior. Catlin went over the substitute materials review criteria. The only time substituting materials can be used is if the original product would be cost prohibitive. Catlin said that in this case, she believes that fiberglass windows are comparable in price to wood windows. She then directed attention to an e-mail from Joy Sears at the SHPO (Exhibit A). The e-mail stated that it is likely that the federal tax credit application would not be approved if fiberglass is used. Catlin said that the windows are in bad shape and need to be replaced, but wood should be chosen to receive approval.

Hult asked if there were any comments on the application. No comments were made.

The public hearing was closed at 7:07 p.m.

Hult said that the new fire egress door has already been approved and is on the original plans. Hult doesn't know if there was a condition on what the door should look like.

Regarding converting the doorway to a window, Overman asked Throop if he would fill the rest of the opening with brick. Skip said that he would make it the same size as the other window and would fill it in with brick. Pinyerd asked if the metal shutters would stay where the door was going to be converted. Skip said that they are all severely rotten and rusted except for a couple of them. Hult said that the plan submitted before showed a balcony. Hult said that sometimes an element isn't usable, but is left to add an element to the building. Throop said that he can leave the door; he will just seal it up so it can't be accessed. Hult suggested using wood hardener inside the shutters in order to save the shutters. Herd concurred regarding trying to keep the shutters. Throop said that the shutters are not fixable and are dangerous. van Rossmann agrees with Herd, but she has looked at them and they are scary and nearly falling out. Throop said he would consider putting new ones on if he had to. Hult suggested deferring to the state on this item as it is not part of the request.

Hult discussed the bay windows issue. Overman said that she supports this request as long as all of the details are duplicated and similar products are used. Keeney said that because the bay windows are so characteristic of the building, she would like them to be wood.

Hult discussed the request for two new windows (the back windows above the old "Boccherini's" space). Hult asked if Throop plans to replace the whole window unit, or just the sashes. Hult said that modern windows are spring loaded don't have the lead weights. Throop said that the only thing you see from the outside is the brick. Overman felt replacing the window units with matching windows with rail extensions would be compatible. Keeney said that she prefers the lead weights but the most important thing is matching the materials and style.

MOTION: Keeney motioned to grant approval with conditions to:

- remove the chimney,
- the second floor door will stay and be sealed up so it is inaccessible,
- the windows be replaced with wood windows in-kind (rail extension and frame), and
- the bay windows will be rebuilt with materials in-kind (in a historic manner);

van Rossmann seconded, **approved** 6-0.

PUBLIC HEARING (HI-12-08): 120 Ellsworth Street/202 1st Avenue SW

Hult called the public hearing for Planning File HI-12-08, 120 Ellsworth Street, to order.

Declarations

Van Rossman did a site visit. Herd reported ex parte contact saying she saw the project underway and talked to the applicant about it needing historic review. Hult said he went by.

Staff Report

Catlin summarized the staff report. She said that the project was close to complete and that somehow the building permit was signed off on without her being notified. The applicant would like to add a window for light into an office space and was trying to make it compatible with the ones next door. Catlin noted that the vinyl windows he was trying to duplicate are not historically appropriate and is not sure when they were installed. Catlin said that the proposed window does not meet the compatible materials criteria. Keeney said that the best we can do is have the applicant match the other windows. Pinyerd suggested looking at the window for a date stamp to get an idea of when the window was installed. Catlin said that the LAC could suggest ways that the applicant could improve the compatibility of the proposed window. Hult said that the windows on the side are already there and at least they are being matched. van Rossmann said that she would be okay with leaving the window if the trim is taken off if the applicant would match the windows next to it. She noted that the trim around the adjacent windows was narrower. Hult would like to table this until next month so they can talk to the applicant.

MOTION: Herd made a motion to continue the public hearing at next month's meeting, Overman seconded, **approved 6-0.**

OTHER BUSINESS

Herd had a question about the Cuisick building and if the low-e glass was approved by the LAC. Herd thought they had talked about having it be clear glass, but is certain that the glass put in is not clear.

Catlin noted the December open houses list and an invitation to the Albany Visitor's Association open house in their folders.

NEXT MEETING DATE

The next meeting of the Landmarks Advisory Board is scheduled for Wednesday, January 7, 2009, at 6:30 p.m.

ADJOURNMENT

Chair Hult adjourned the meeting at approximately 8:00 p.m.

Submitted by

Reviewed by

Diana Eilers
Administrative Assistant I

Anne Catlin
Planner II

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