



## COMMUNITY DEVELOPMENT DEPARTMENT

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# Historic Review of New Construction

## Checklist, Overview & Review Criteria

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### 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 [eplans@cityofalbany.net](mailto:eplans@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.

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### HISTORIC REVIEW OF NEW CONSTRUCTION SUBMITTAL CHECKLIST

- PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES**
- PROPERTY & PROJECT INFORMATION.** See page 2.
- REVIEW CRITERIA RESPONSES**

On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the new construction complies with each of the following review criteria (ADC 7.270). Each criterion must have at least one finding of fact and conclusion statement. See page 2 for criteria and Attachment A for an example.

The Community Development Director or the Landmarks Advisory Commission must find that the request meets the following applicable criteria in order to approve the new construction request:

- (1) Within the Monteith and Hackleman Districts:
  - (a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.
  - (b) The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.
  - (c) Building materials are reflective of and complementary to existing buildings within the district.

- (2) Within the Downtown District:
  - (a) The development maintains the horizontal elements of adjacent buildings. (These horizontal elements can include an alignment of window frames, roof lines, facades and clear distinction between first floors and upper floors.)
  - (b) The development maintains other historic patterns, such as the horizontal/vertical pattern of upper story windows and the pattern of entrances along the street.
  - (c) Building materials are reflective of and complementary to existing historic buildings within the district.
  - (d) Lot coverage, setbacks, and building orientation to the street are consistent with the surrounding development patterns.
  - (e) The development maintains the pedestrian scale and orientation of the downtown district.

- A SITE PLAN** showing the location of the structure on the site, setbacks, building dimensions, the location of driveways and landscape areas, and the general location of structures on adjacent lots.
- CONSTRUCTION PLANS/ELEVATION DRAWINGS** showing detailed building elevations, dimensions, materials and architectural elements.

**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

## PROPERTY & PROJECT INFORMATION

- Submit the following information (separately or on this sheet):
  1. Historic District:
    - Monteith    Hackleman    Downtown    Local Historic    Commercial/ Airport
  2. Historic rating:
    - Historic Contributing    Historic Non-Contributing    Non-Historic (post 1945)
  3. House Architectural Style(s): \_\_\_\_\_ Constructed: \_\_\_\_\_
  4. Please describe the proposal: \_\_\_\_\_

## EXAMPLE OF FINDINGS OF FACT

### CRITERIA FOR FINDINGS OF FACT:

Land use applications must include information that explains the intent, nature, and proposed use of the development, and other pertinent information that may have bearing on the action to be taken by the review authority. To be approved, a Historic Review application must address and demonstrate compliance with the applicable review criteria in Article 7 and related requirements. If the applicant's submittal is unclear or insufficient to demonstrate the review criteria are satisfied, the application will be delayed or denied.

## **FORMAT FOR FINDINGS OF FACT:**

Statements addressing individual criteria must be in a “finding of fact” format. A finding of fact consists of two parts:

- Factual information such as the distance between buildings, the width and type of streets, the particular operating characteristics of a proposed use, etc. Facts should reference their source: on-site inspection, a plot plan, City plans, etc.
- An explanation of how those facts result in a conclusion supporting the criterion.

## **EXAMPLE:**

**CRITERION:** 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.

**FACTS:** The Cultural Resource Inventory indicates that the house was constructed c.1885 and the style is a Western Farmhouse. The decorative features noted are rectangular bays on the north and east sides with panels, turned porch columns and a fixed window with a diamond shaped pattern on the east side. Sanborn Fire map research indicates that the porch originally extended the full length of the west wing of the house.

This application proposes to restore the front porch to the full length of the west wing of the house. Additional porch columns are proposed to match the existing turned porch columns; a hipped roof is proposed consistent with existing entry and bays and Sanborn maps. The current porch, which now only covers the front door, is more of a covered entry than a porch. The balusters are a connected “sawn” design (rather than turned) that was typical in the late 19<sup>th</sup> century. (SEE ATTACHED DRAWING.)

**CONCLUSION:** Extending the porch to its original size will cause the structure to more closely approximate its historic character and appearance.

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## **HISTORIC REVIEW PROCESS OVERVIEW**

The City reviews new structures over 100 square feet within historic districts in order to ensure they are compatible with the character of that district. The Director will approve applications for new construction, but may decide to refer the application the Landmarks Advisory Commission for a decision. For staff level-reviews, the applicant and property owners within 100 feet of the subject property will receive notice of the proposal. For Commission reviews, the notice area is 300 feet.

**BEFORE SUBMITTING YOUR APPLICATION,** arrange a pre-application meeting with the Preservation Planner. Projects other than single-family uses may also require other land use reviews and a pre-application meeting with a team of City representatives to determine what land use issues exist and if any other land use approvals may be required.

New Construction will be approved if the review body finds the application satisfied the review criteria (on page 2), possibly with conditions of approval. Staff may require guarantees and evidence that conditions are complied with.

Landmarks Advisory Commission decisions may be appealed to the Albany City Council. Staff decisions may be appealed to the Landmarks Advisory Commission.