



CITY OF ALBANY  
LANDMARKS COMMISSION

---

**MINUTES**

Wednesday, January 8, 2020

6:00 p.m.

Municipal Court, City Hall

Approved: February 5, 2020

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

6:00 p.m.

Chair McQuillin called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners present: Kerry McQuillin; Larry Preston; Bill Ryals; David Abarr; Cathy LeSuer; Keith Kolkow; Jolene Thomson.

Commissioners absent: None.

Staff present: Laura LaRoque, planner III; David Martineau, planning manager; Jennifer Sullivan, administrative assistant.

Others Present: See sign in sheet.

APPROVAL OF MINUTES

6:00 p.m.

Commissioner Ryals moved to approve the December 18, 2019 minutes as presented. Commissioner Kolkow seconded the motion, and it passed 7 – 0.

SCHEDULED BUSINESS

6:01 p.m.

- a. Business from the Public  
None.

6:01 p.m.

- b. Election of Chair, Vice Chair, and Temporary Chair  
Postponed.

6:01 p.m.

- c. Certified Local Government Grant Application

6:02 p.m.

LaRoque presented a Certified Local Government Grant Application PowerPoint presentation. The following are highlights of the presentation and discussions that ensued.

- Preservation month activities were discussed.
- LaRoque mentioned that some of the grant funds are usually budgeted for commissioners to attend trainings and conferences.
- Staff and commissioners discussed a Historic Resources Story Maps survey, Preservation Plans, and where resources and grant allocations should be directed.
  - Ryals introduced the idea of an app being created that could give people access to a Historic Resources Story Map. The Albany Visitor's Association currently offers one and LaRoque thinks the commission could build off of the current app. Additional discussion ensued.
  - Preston asked about obtaining a secondary grant that could be geared specifically towards the Historic Resources Story Map project.
  - Forming partnerships to find help with research for the story map were discussed. LaRoque is unaware of any other grants that could be applied for at this time.

- Discussion to digitize historic pictures and slides recently found by LaRoque and make them a part of the story map were discussed. Martineau thinks it would a good idea to share the slides with the public in an effort to learn more from locals about the houses in the photos. Preston thinks it would be a great idea to host a public event at The Pix Theatre where the public and commission can share information and the commission can possibly obtain additional historic photos. LeSuer believes that a gathering at The Pix Theatre would do well in May during Historic Preservation month.
- Discussion about how to use the grant funds continued. Kolkow thinks the funds should be split into three areas: Mapping, training, and porch projects. Abarr thinks the survey is by far the most important and all efforts should be directed there.
- McQuillin said she feels it is necessary for the commission to have an actual project plan with mile markers and clearly set dates in order to stay on track and move forward with the plans they discuss.
- Preston thinks the survey could be started now even without money designated towards it. He thinks it is important to identify what the commission wants done and their expectations before they hire someone to do a survey. Ryals wants to discuss what the first step is so they can move forward with soliciting qualified consultants to receive proposals. McQuillin said that a request for information is a good start.
- LaRoque advised the commission that the Oregon State Historic Preservation Office is almost done preparing updated guidance documents that the commission can review at an upcoming meeting to help them determine their next move.

LaRoque provided an update to the commission regarding staff approval on an application for porch restoration at 940 Ferry Street.

d. *Business from the Commission*

Ryals said that commissioners may want to attend the upcoming CARA meeting Wednesday, January 15, 2020, 5:15 p.m.

McQuillin thanked Ryals, Abarr, and Preston for their service to the commission and understands that all three are facing expiring terms. It is unknown at this point who may be appointed.

**NEXT MEETING DATE**

7:03 p.m.

The next regularly scheduled meeting will be held **Wednesday, February 5, 2020.**

**ADJOURNMENT**

7:03 p.m.

There being no other business, the meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Reviewed by,

*Signature on file*

*Signature on file*

Jennifer Sullivan  
Administrative Assistant I

Laura LaRoque  
Planner III