



LANDMARKS COMMISSION

MINUTES

February 5, 2025

6:00 p.m.

Hybrid – Council Chambers

Approved: March 5, 2025

Call to Order

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

Pledge of Allegiance

6:00 p.m.

Roll Call

Members present: Camron Settlemier, Cathy Winterrowd, Chad Robinson, Rayne Legras, Jim Jansen

Members absent: Mason Cox, Richard Engeman (both excused)

Business from the Public

6:01 p.m.

None.

Business from the Commission

- Historic Preservation Award Nominations

6:02 p.m.

Commissioner Winterrowd suggested recognizing Lise Grato for her consistent and enthusiastic efforts with the Albany Downtown Association promoting the historic district and helping downtown businesses access to federal grants.

Commissioner Robinson offered 401 2nd Street as an excellent, well-executed project.

Commissioner Settlemier asked if they had recognized the Monteith Historical Society previously. Commissioner Robinson didn't believe they had and thought it a great nomination.

Planner II, Alyssa Schrems asked if commissioners had seen 925 Walnut Street porch.

Commissioner Robinson suggested that they bring these ideas back to the next meeting to vote on. Staff will put a presentation together and the plan is to present the awards during Historic Preservation Month in May.

- Preservation Month

6:08 p.m.

Commissioner Winterrowd offered to contact Dr. David Lewis regarding doing another presentation talk at the library.

Commissioner Robinson offered up Commissioner Settlemier about doing a program on "How to Research Your House". Settlemier requested a room with audio/visual potential to illustrate the material.

Commissioners talked about the location of historic references. Staff mentioned the Carnegie Library and other locations.

Commissioner Settlemier asked about including the Historic Preservation Month Open House/Mixer during May.

Staff shared that the Certified Local Government (CLG) grant status was unclear at this time and how it looks for expenditures so a decision on the mixer will be delayed.

Staff Updates

6:12 p.m.

Schrems polled the Commission to see if any Commissioners were willing to participate on a Steering Committee together by the University of Oregon School of Public Policy discussing a heritage disaster

resilience plan meeting monthly. Winterrowd had volunteered previously. Commissioners Settlemier and Robinson considered the one-off volunteer interview as a possibility.

- Landmarks Tips and Advice for Applications

Commissioner Winterrowd had composed a comprehensive list of applicant tips which the Commissioners reviewed. The list would be intended as a helpful supplement to the application providing additional clarity of what is being asked for.

Commissioner Settlemier suggested incorporating this as guidelines for application submission similar to the guidelines for new construction. Dos and don'ts.

Schrems shared they are still in the building phase of a new Community Development website which should make finding the guidelines easier.

Commissioner Jansen asked about compliance issues of project work is not done in compliance with application approvals/conditions. Schrems assured them that there are historic inspections and deviations must return to the Commission.

Commissioner Robinson asked that the drafted guidelines list and use of substitute materials document be combined into a handout to be reviewed at the next meeting. Commissioner Jansen asked if there was a "approved substitute materials list". Schrems admitted that the idea has been considered but there were issues with identifying brand name materials, as availability is uncertain.

- Staff Guide to Landmarks Process

6:25 p.m.

Commissioner Robinson recommended highlighting that the applicant should attend the hearings either in person or virtually. Applicants should plan to be available to the commissioners to answer questions regarding their application.

Business from Staff

6:28 p.m.

Nothing additional.

Chair Robinson inquired if anyone in attendance had any comments for the commission. Albany resident Diane Slamp stated that she was a board member for the Albany Civic Theater and attended the meeting to get more information.

Commissioner Winterrowd asked about the upcoming Citizen Advisory Group (CAG) training and the Commissioner's questions regarding reopening/closing the record. Staff answered that they did share their concerns with the organizers. Schrems shared that in addition they are planning on running through with some scenario training for difficult hearings.

Next Meeting Date

The next meeting is scheduled for March 5, 2025, in the Council Chambers at 6:00 p.m.

Adjournment

Hearing no further business Chair Robinson adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Reviewed by,

Signature on file

Signature on file

Susan Muniz
Recorder

David Martineau
Current Planning Manager