



LANDMARKS COMMISSION

MINUTES

November 12, 2025

6:00 p.m.

Hybrid – Council Chambers

Approved: December 3, 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, Chad Robinson, Cathy Winterrowd, Richard Engeman, Rayne Legras

Members absent: Mason Cox, Jim Jansen (both excused)

Approval of Minutes for October 6, 2025

Commissioner Winterrowd moved to approve the October 6, 2025, minutes as presented. Commissioner Settlemier seconded the motion, which passed 5-0.

Public Comment

6:01 p.m.

Albany Visitors Association, Visitor Service/Historic Resources Manager, Lonna Capaci, reported on the past month's events, and provided holiday event promotional materials*.

Scheduled Business

6:05 p.m.

A. (Continuance) of Planning File HI-10/11-25 Type III Quasi-Judicial Process – Request for Extension

Historic Review of Substitute Materials and Historic Review of Exterior Alterations to allow replacement of 95 aluminum-clad windows at St. Francis Hotel and EH Rhodes Building at 420 1st Avenue SW within the Downtown Commercial National Register Historic District. Approve to a date certain to the next meeting.

Motion: Commissioner Legras moved to approve the extension of HI-10-25 / HI-11-25 for the historic review until December 3, 2025, at 6:00 p.m. Commissioner Engeman seconded the motion. All voted in favor of granting the continuance 5-0.

B. (Continuance) Planning File HI-12-25 Type III Quasi-Judicial Process

Historic review of Exterior Alterations at 517 9th Avenue SW for replacement of front porch posts in a different turning style.

Chair Robinson opened the public hearing at 6:06 p.m.

Commission Declarations

No members declared any Conflict of Interest or Ex-Parte contact.

Commissioners Settlemier, Engeman, Robinson, and Legras drove/walk by the site.

No members abstained from the deliberation.

There were no challenges to participate.

Reading of Hearing Procedures

David Martineau read the hearing procedures.

Staff Report

6:08 p.m.

Project Planner Alyssa Schrems summarized HI-12-25 and showed photos and plans of the proposed porch columns. She noted the Review Criteria as a Historic-Contributing structure and Proposed Conditions and Decision Options.

Applicant Testimony

6:10 p.m.

Greg Nicol provided new information on sourcing the new posts and his efforts. He did get one soft quote of \$2000 per post.

Commission Questions

Commissioner Engeman asked how many of the posts required attention. Nicol shared that after further inspection 3 posts at minimum showed some deterioration out of 7 or 8 total.

Commissioner Settlemier asked if there is photo evidence of rot/deterioration and whether some damage could be repaired or the rotten area mitigated rather than replacing. Nicol replied that a couple of posts appear to have been repaired at least a couple of times, where rot has not gotten into the turning one of the 3 might be salvageable.

Commissioner Robinson asked about the estimated costs with him executing the work. Roughly \$400/post for the materials and his labor.

Public Testimony

None.

Chair Robinson called the public hearing closed at 6:15 p.m.

Commission Deliberation

Commissioner Winterrowd appreciated the expense of preserving historic structures consistent with regulations but did not support the application as she saw it as inconsistent with Secretary of Interior Standards.

Commissioner Legras supported the project siting that the new posts would be compatible with the historic characteristics of the area and with the existing structure in matching scale, materials and architectural features.

Commissioner Settlemier couldn't support the application as he saw issues with meeting the criteria set in the code. The posts are called out in particular as a feature characterizing the property and the effect of which would be creating a false sense of historical development.

Commissioner Engeman agreed with that reasoning. He heard there is one post that definitely needs replacement costing \$2000 perhaps 2 others that should be replaced in the same styles. If all posts were replaced to be alike, he reflected the costs would be close to the same.

Commissioner Robinson stated that as they try to adhere to the Secretary of Interior Standards as much as possible as guidance, they must allow some discretion. He understood the economic feasibility plays a role but if there are three posts failing now within a few years all posts may fail as well and it is reasonable to assume that it would be quite expensive undertaking. He commended the homeowner for his solution and as the house sits historically between the Eastlake and Italianate styles it wouldn't be surprising to see the Italianate style as appropriate.

Commissioner Legras added that she appreciated the owner's efforts to maintain the home in good condition in keeping with the historic designation.

Motion: Commissioner Settlemier motioned to deny the exterior alteration as detailed in planning file HI-12-25. This motion is based on the findings and conclusions made by the Landmarks Commission in deliberations on this matter in particular it's adherence to Section 7.150 Section 2 and Section 7.160 Sections 2 through 6. Commissioner Winterrowd seconded the motion for denial. The Chair called for a roll call vote. Commissioners Winterrowd, Settlemier voted in favor of denial. Commissioners Legras, Robinson, and Engeman opposed the denial. The motion failed 3-2.

Motion: Commissioner Legras moved to approve the exterior alterations including conditions of approval drafted during this meeting for application file HI-12-25. This motion is based on the findings and conclusions in the September 24, 2025, staff report and findings in support of the application made by the Landmarks Commission during deliberations on this matter. The motion was seconded by Commissioner Engeman. The Chair called for a roll call vote. Commissioners Robinson, Engeman and Legras voted to approve the motion. Commissioner Winterrowd and Settlemier voted in opposition. Motion carried 3-2.

Commissioner Engeman asked if the application proposed that all seven posts are of the same pattern. Commissioner Robinson responded that during the initial meeting that was clarified that they would be replaced to match.

C. HI-14-25, Type III Quasi-Judicial Public Hearing

Historic Review of Exterior Alterations to allow for construction of an addition to a residential dwelling unit (804 11th Avenue SW). Hackleman/Monteith (HM) District Historic Inventory.

Chair Robinson called to order at 6:32 p.m.

Commission Declarations

Commissioner Settlemier declared that he knows the applicant but has not discussed the application with the applicant and will base his decision strictly on Chapter 7 and facts presented.

No members declared any Conflict of Interest or Ex-Parte contact.

Commissioners Settlemier, Robinson, Winterrowd and Legras reported site visits.

No members abstained from the deliberation.

There were no challenges to participate.

Reading of Hearing Procedures

David Martineau read the hearing procedures.

Staff Report

David Martineau provided the staff report. Proposed construction includes an addition of 271 square feet, a 104-square-foot covered porch, and a 171-square-foot uncovered patio to be located on the south (rear) façade of the existing residential structure.

Applicant Testimony

6:39 p.m.

Lori Stephens, Architect and Michael Beacham Contractor represented the applicant. Stephens began by clarifying that they did summarize most everything in the application including describing that the windows will be metal clad. The arched window is facing the rear of the property but there are arches inside the interior of the house, cove arches in doorways and they intended to mimic that on the exterior.

Beacham offered testimony on the materials. The plan is to use windows and doors from a manufacturer (Windsor) Pinnacle design. He had experienced using these on other historic renovations which had been approved in other municipalities. The style and design will be mimicked to match and meet current standards. They provide historic design with modern weatherization. Beacham provided a physical sample of the window for consideration. Commissioners inspected the window sample. He also has samples of the trim, siding and decking available if interested.

Commission Questions

Commissioner Engeman had a question about the windowpane number, one over one or two over two. Beacham answered that the windows will match the existing style.

Commissioner Settlemier asked if the 3 windows under the arch in the back are going to be two over two as well. Stephens said that esthetically it made more sense to have one over one.

Commissioner Settlemier continued asking about the siding being lifted up from the foundation. Beacham confirmed that the siding on all four sides will remain the same. Settlemier then asked about replacing the garage door, but Beacham confirmed that they would not be replacing the garage door.

Chair Robinson called for a recess at 6:59 p.m.

Meeting was reconvened at 7:05 p.m.

The Commission reviewed the photo* provided of the 3-panel replacement door. Commissioner Settlemier asked to review the 3D rendering model of the back southeast corner of the house on page 36 of the packet. He pointed out the false eve over the arch window and asked how far the eve sticks out. Stephens said it

matches the current eaves. But the eaves will be at 18 inches in the back. Stephens explained that she extended it to match the other eave lines. He commented on the style of the porch being too contemporary.

Public Testimony

Jo Ray Perkins testified as a neighbor. She had reviewed the architectural drawings and believed it was a nice addition to the bungalow style home. She is in favor of approving the addition.

Rebuttal Testimony

None.

Chair Robinson called the public hearing closed at 7:14 p.m.

Commission Deliberation

Commissioner Engeman found this application acceptable.

Commissioner Settlemier had some problems with the proposal regarding the back side of the house. He noted that it was built in 1939 post-war cottage style/minimal traditional which tends to be small and simple and often have horizontal windowpanes and minimal porches on entry ways. He also was concerned with the false eave over the arched window as it is more of a design element. He didn't feel the changes were in keeping with the historic style.

Commissioner Robinson liked the application but had some concerns. He commended them for their thorough application, and the size and scope of the addition is appropriate but being a corner lot the eave and gable profile in the back and archtop window is very contemporary. The window styling was in keeping but replacement is not necessary. And the 18-inch soffits and false gable as well aren't in keeping with the historic design.

Commissioner Legras agreed with most of the comments especially regarding the transom. She wanted to see something more in keeping with the original features.

Commissioner Winterrowd agreed as well but didn't share the same concerns with the back window as it is in the back yard. She felt the window was acceptable and could support the project as proposed.

Commissioner Engeman agreed with Winterrowd about the arch window noting it was very different, but it's not a street view location and it respects the basic roof line of the original cottage and not a large addition which convinced him that it should be allowable because it does differentiate from the initial building.

Commissioner Legras asked if the Commission could ask for a smaller eave. The Chair suggested the eave length was mechanical. He referred to page 45 of the application picture that it may be the design. But creating a large overhang on that side.

Commissioner Settlemier still wasn't convinced of the justification.

Motion: Commissioner Winterrowd motioned to approve the exterior alterations including conditions of approval as noted in the staff report for application planning file HI-14-25. This motion is based on the findings and conclusions in the November 5, 2025, staff report and findings in support of the application made by the landmarks commission during deliberations. Commissioner Legras seconded the motion, which passed 4-1, with Commissioner Settlemier voting against.

Business from the Commission/Staff Updates

7:31 p.m.

Commissioner Robinson began by responding to information Schrems sent to the commissioners regarding the CLG workshop. Schrems announced that the CLG Workshop is online only and everyone is welcome to attend. Workshops will include a question-and-answer discussion on the coming changes from the State of Oregon regarding tribal consultations and archeology. Staff are working on incorporating those changes in the finalizing of Article 7 updates for January.

Schrems also noted that the Preservation Post newsletter is coming out soon and includes a call for houses for the visitor's association parlor tour.

Commissioner Robinson shared his good experience from last year's CLG. Others found it helpful as well.

Commissioner Settlemier had a request regarding continuances that items that have been entered into the record from the initial hearing should be included in the agenda packet for the continuance for reference.

The Chair appreciated Martineau's verbally summarizing the additional written testimony to ensure it was recorded for the audio.

Commissioner Winterrowd suggested a workshop outside the public hearing format with staff and commissioners possibly focused on the Secretary of the Interior Standards. Consistency is important to their decision-making, and they should have a common understanding of interpreting the standards. Schrems agreed that it would be good to have those conversations.

Commissioner Robinson asked the status of the code update. Schrems responded they are currently on hold for the archeology language changes in Article 7. The State is finalizing the rule for January 1, 2026.

Next Meeting Date

The next meeting is scheduled for December 3, 2025, at 6:00 p.m.

Adjournment

Hearing no further business Chair Robinson adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Signature on file

Susan Muniz
Recorder

Reviewed by,

Signature on file

David Martineau
Planning Manager

*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@albanyoregon.gov.