



## PUBLIC WORKS - COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

# Historic Review of Demolition or Relocation

## Checklist and Review Criteria

### 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.

### Historic Review of Demolition or Relocation Checklist

**PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES**

**PHOTOGRAPHS.** Provide any photographs that document the building's condition.

**DRAWINGS.** Provide drawing(s) that show the location of the building on the property and any other buildings on the property. If moving the building is proposed, please submit drawing(s)/map(s) showing the building location on the new site, including setbacks, and building orientation. The drawing(s) must be large enough that all dimensions, such as the building's height, can be read easily.

**REVIEW CRITERIA RESPONSES**

On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the Historic demolition or relocation complies with each of the following review criteria (ADC 7.330). Each criterion must have at least one finding of fact and conclusion statement.

The Landmarks Advisory Commission must find that the demolition or relocation request meets the following applicable criteria:

- 1) No prudent or feasible alternative exists, OR
- 2) The building or structure is deteriorated beyond repair and cannot be economically rehabilitated on the site to provide a reasonable income or residential environment compared to other structures in the general area, OR

- 3) There is a demonstrated public need for the new use that outweighs any public benefit that might be gained by preserving the subject buildings on the site.
- 4) The proposed development, if any, is compatible with the surrounding area considering such factors as location, use, bulk, landscaping, and exterior design.
- 5) If the building or structure is proposed to be moved, moving to a site within the same historic district is preferred to moving it outside the district.

**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 regarding the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

## 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.

---

## Historic Review of Demolition or Moving – Purpose and Procedure

### Purpose

(7.300) The purpose of reviewing demolition/relocation requests involving a historic landmark is to explore all possible alternatives for preservation. Demolition of historic landmarks is an extreme and final measure.

### Procedure

(7.310) Demolition/Moving permits will be processed in accordance with the following:

- (1) The Building Official shall issue a permit for relocation or demolition if any of the following conditions exist:
  - a) The building or structure is designated non-contributing within an historic district,
  - b) The building or structure has been damaged in excess of 70 percent of its previous value in a fire, flood, wind, or other Act of God, or vandalism.
- (2) Those requests not meeting Building Official approval conditions shall be reviewed by the Landmarks Advisory Commission. The application shall be submitted at least 35 days in advance of the next regularly scheduled public hearing/meeting of the Landmarks Advisory, unless waived by the Director when adequate notice can otherwise be achieved.