



## 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 Exterior Alterations 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 [plans@cityofalbany.net](mailto:plans@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 Exterior Alterations Submittal Checklist

**PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES**

**PROPERTY & PROJECT INFORMATION**

Submit the following information (separately or on this page):

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): \_\_\_\_\_

4) Construction Date: \_\_\_\_\_

5) Please describe the proposed alteration(s) and the purpose of the alterations: \_\_\_\_\_

\_\_\_\_\_



## □ 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 exterior alteration complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement. On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the historic exterior alteration complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement.

1. The Community Development Director will approve **residential** alteration applications if one of the following criteria is met:
  - a. There is no change in historic character, appearance, or material composition from the existing structure.
  - b. The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.
  - c. The proposed alteration is not visible from the street.
2. For all other exterior alteration requests, except for the use of substitute materials\* and including all **non-residential** requests, the review body must find that one of the following criteria has been met to approve an alteration request:
  - a. 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, or
  - b. The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.

*\*There is a different application for the use of substitute materials. The review criteria for the use of substitute siding, windows, and trim shall be as found in ADC Sections 7.170-7.225.*

The review body will use the Secretary of the Interior's Standards of Rehabilitation as guidelines in determining whether the proposed alteration meets the review criteria [ADC Section 7.160].

The Secretary of the Interior's Standards for Rehabilitation. The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
  7. Chemical or physical treatments, such as sandblasting, that cause damage to historic material shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old, and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired [ADC Section 7.160].
- Photographs.** Provide photographs that show the current condition of the area you intend to alter.
  - Construction Plans/Elevation Drawings.** Provide construction plans, architectural drawings or schematics showing detailed building elevations and exterior plans, and dimensions of all altered or new elements, including foundation, windows, and the setbacks to the property lines, materials proposed, profile/design, etc. If construction plans or drawings are not applicable to your project, then submit an accurate alteration description, including photographs, or other information that describes the project.

**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.

---

## 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 Exterior Alterations – Process and Procedure

**Purpose (ADC 7.100)** The purpose of reviewing alterations to historic landmarks is to encourage the preservation of characteristics that led to their designation as historic landmarks. Review is required for exterior alterations or additions to buildings or structures classified as historic contributing and historic non-contributing within the historic districts, and to landmarks outside the districts.

**Exemption from Review (ADC 7.110).** Historic review is not required for buildings or structures originally constructed after 1945 or for changes to paint color to any home or structure.

**Procedure (ADC 7.120)** A request for an exterior alteration is reviewed and processed by either the Community Development Director or the Landmarks Advisory Commission. The Landmarks Advisory Commission replaces the Hearings Board or Planning Commission as the review body. Any exterior or interior alteration to buildings participating in Oregon’s Special Assessment of Historic Property Program will also require review and approval by the State Historic Preservation Office.

1. The Director will approve residential alteration requests if one of the following criteria is met:
  - a. There is no change in historic character, appearance, or material composition from the existing structure.
  - b. The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.
  - c. The proposed alteration is not visible from the street.
2. For all other requests, the Landmarks Advisory Commission will review and process the alteration proposal. The applicant and adjoining property owners within 100 feet will receive notification of the Landmarks Advisory Commission public hearing on the proposal. The Commission will accept written and verbal testimony on the proposal. For buildings on the Special Assessment of Historic Property Program, the Landmarks Advisory Commission decision will be forwarded to the State Historic Preservation Office.