



COMMUNITY DEVELOPMENT

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

Historic Review of Substitute Materials

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 cd.customerservice@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.

REQUIRED ATTACHMENTS AND CHECKLIST:

- PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.**
- HISTORIC INFORMATION.** Provide a copy of the historic information about the building and proposed project below.
- WRITTEN DESCRIPTION/DRAWINGS.** Detail where the substitute material is proposed, the type of substitute materials, proposed dimensions, and proposed methods of application of substitute materials and preservation of the original materials and architectural elements.
- PHOTOGRAPHS.** Please submit any photos that clearly show the current condition of the area intended to be altered by the application of substitute materials.
- PEST AND DRY ROT INSPECTION REPORT.** The City may require a pest and dry rot inspection and a report assessing the structure's condition.
- 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 review criteria found on pages 2 & 3.
- HISTORIC PROPERTY INFORMATION & PROJECT DESCRIPTION**
Submit the following information (separately or submit this page):
 - Historic District:
 Monteith Hackleman Downtown Local Historic Commercial/Airport
 - Historic rating:
 Historic Contributing Historic Non-Contributing Non-Historic (post 1945)
 - House Architectural Style(s): _____
 - Construction Date: _____

- 5. Please explain in detail what original features (siding, windows, trim, etc.) are proposed to be replaced. For windows, measurements are needed for each window proposed to be replaced. At least one photograph of each window is required to show the condition of all window parts.

- 6. **Proposed materials and application methods.** Include dimensions and design details for each new window. (Note: new windows must match the style and profile of the original windows. For example, a single-pane sash must be replaced with a single-pane sash; a six-pane sash must be replaced with a six-pane sash.)

- 7. How will the original materials and architectural features/elements be preserved?

REVIEW CRITERIA RESPONSES. On a **separate page** please 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 (ADC 7.200 and 7.210). Each criterion must have at least one finding of fact and conclusion statement. (See Example Findings of Fact on page 3.)

Eligibility for the Use of Substitute Materials. The City of Albany interprets the Secretary of Interior’s Standards for Rehabilitation on compatibility to allow substitute siding and windows only under the following conditions:

- 1. The building or structure is rated historic non-contributing OR, in the case of historic contributing buildings or structures, the existing siding, windows, or trim is so deteriorated or damaged that it cannot be repaired and finding materials that would match the original siding, windows or trim is cost prohibitive.

Any application for the use of substitute siding, windows, and/or trim will be decided on a case-by-case basis. The prior existence of substitute siding and/or trim on the historic buildings on the Local Historic Inventory will not be considered a factor in determining any application for further use of said materials.

Design and Application Criteria for Substitute Materials. For buildings or structures rated historic contributing or historic non-contributing, the application for the use of substitute materials on siding, windows or trim must follow these guidelines:

- 1. The proposed substitute materials must approximate in placement, profile, size, proportion, and general appearance the existing siding, windows, or trim.
- 2. Substitute siding, windows, and trim must be installed in a manner that maximizes the ability of a future property owner to remove the substitute materials and restore the structure to its original condition using traditional materials.

3. The proposed material must be finished in a color appropriate to the age and style of the house, and the character of both the streetscape and the overall district. The proposed siding or trim must not be grained to resemble wood.
4. The proposed siding, siding, windows, or trim must not damage, destroy, or otherwise affect decorative or character-defining features of the building. Unusual examples of historic siding, windows, and/or trim may not be covered or replaced with substitute materials.
5. The covering of existing historic wood window or door trim with substitute trim will not be allowed if the historic trim can be reasonably repaired. Repairs may be made with fiberglass or epoxy materials to bring the surface to the original profile, which can then be finished, like the original material.
6. Substitute siding or trim may not be applied over historic brick, stone, stucco, or other masonry surfaces.

For the application of substitute siding and trim only:

7. The supporting framing that may be rotted or otherwise found unfit for continued support shall be replaced in kind with new material.
8. The interior surface of the exterior wall shall receive a vapor barrier to prevent vapor transmission from the interior spaces.
9. Walls to receive the proposed siding shall be insulated and ventilated from the exterior to eliminate any interior condensation that may occur.
10. Sheathing of an adequate nature shall be applied to support the proposed siding material with the determination of adequacy to be at the discretion of the planning staff.
11. The proposed siding shall be placed in the same direction as the historic siding.
12. The new trim shall be applied so as to discourage moisture infiltration and deterioration.
13. The distance between the new trim and the new siding shall match the distance between the historic trim and the historic siding.
14. A good faith effort shall be made to sell or donate any remaining historic material for architectural salvage to an appropriate business or non-profit organization that has an interest in historic building materials.

HISTORIC REVIEW OF SUBSTITUTE MATERIALS: OVERVIEW

The City reviews the use of substitute materials to encourage preservation of characteristics and materials of the historic architectural style. Review is required for the application of substitute materials for siding, windows, and trim on buildings or structures originally constructed before 1946 and on the Local Historic Inventory.

A pre-application meeting is recommended prior to applying for this land use permit. This meeting provides for an exchange of information about Development Code and Comprehensive Plan requirements and offers technical and design assistance to the applicant. **Please contact the Historic Preservation Planner in the Planning Division to arrange a time to meet to review your project proposal. In most cases, a site visit will be needed to document the condition of the materials proposed to be replaced.**

The Landmarks Commission reviews applications for use of substitute materials. The applicant and adjoining property owners within 100 feet (ADC 7.180) will receive notification of the Landmarks Commission meeting on the proposal. The Commission accepts both written and verbal testimony. The Landmarks Commission may attach conditions of approval appropriate for the promotion or preservation of historic or architectural integrity. All conditions must relate to a review criterion.

All decisions must specify the basis for the decision. Landmarks Commission decisions may be appealed to the Albany City Council. Decisions of the Community Development Director may be appealed to the Landmarks Commission.

Note: Projects that require a historic review may also require other land use reviews. If other reviews are required, they may be handled concurrently.

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:

1. 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.
2. An explanation of how those facts result in a conclusion supporting the criterion.

Example:

Criterion: 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 19th 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.