



## SALEM HISTORIC LANDMARKS COMMISSION (HLC) COMMUNITY DEVELOPMENT DEPARTMENT

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503.588.6173 (TTD/TTY 503-588-6439) at least two business days in advance.

### HLC COMMISSION

#### Commissioners

Carroll Cottingham- Vice Chair  
Jessica Curteman  
Jamie French  
Brett Fuller  
Patricia Mulvihill  
Steven Ponce  
Tracy Schwartz -Chair  
Kelly Thomas  
Andrew Zimmerman

#### City Staff

Lisa Anderson-Ogilvie –Deputy Community  
Development Director & Planning Administrator  
Thomas Cupani – Deputy City Attorney  
Kimberli Fitzgerald – Historic Preservation Officer  
Zachery Cardoso – Recorder

Next Meeting: June 17, 2021

[www.cityofsalem.net/Planning](http://www.cityofsalem.net/Planning)

**\*\*Declare potential or actual conflicts of interest prior to each item on the agenda.**

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

### VIRTUAL MEETING AGENDA

Thursday, May 20, 2021

5:30 PM – 7:30 PM

ONLINE

Staff Reports and presentations for this meeting will be available at this link, see "Agendas and Meeting Minutes":  
<https://www.cityofsalem.net/Pages/historic-landmarks-commission.aspx>

#### VIRTUAL MEETING ACCESS:

To view this meeting LIVE on YouTube, please visit this link with your computer, tablet, or smartphone by clicking this link:

<https://bit.ly/planningpublicmeetings>

TO PROVIDE WRITTEN TESTIMONY AT THIS MEETING: Email written testimony to the Case Manager or mail to City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, Oregon 97301. We recommend you email comments to ensure receipt before the public hearing.

TO SIGN UP TO PROVIDE IN-PERSON TESTIMONY: You may provide testimony virtually at the public hearing. To sign up to provide live testimony during a public hearing, please email [zcardoso@cityofsalem.net](mailto:zcardoso@cityofsalem.net) or call 503-540-2304 by May 20, 2021 at 3:00p.m.

*The City of Salem and the Salem Planning Commission thanks you for your support in slowing the spread of COVID-19 by attending this public meeting digitally.*

For any questions or concerns about the above information, please contact Zachery Cardoso, Admin Analyst I at [zcardoso@cityofsalem.net](mailto:zcardoso@cityofsalem.net) or 503-540-2304.

**VIRTUAL MEETING AGENDA**  
**SALEM HISTORIC LANDMARKS COMMISSION**

Thursday, May 20, 2021

5:30 PM – 7:30 PM

ONLINE

1. Call to Order
2. Roll Call
3. Public Comment (for items not already on the agenda)  
Please contact Zachery Cardoso, Admin Analyst I at [zcardoso@cityofsalem.net](mailto:zcardoso@cityofsalem.net), 503-540-2304, or City of Salem Planning, Attn: Zachery Cardoso 555 Liberty St SE Rm 305, Salem OR 97301 to provide written testimony or sign up to provide in-person testimony.
4. Approval of Minutes: April 15, 2021
5. Public Hearings
6. Action Items
  - a. Historic Preservation Month Awards
    - i. Chair
    - ii. Ben Maxwell
    - iii. Virginia Green
    - iv. Landscape
  - b. Photo Contest
    - i. Historic Exterior
    - ii. Historic Interior
    - iii. Historic Landscape/Streetscape/Feature
    - iv. Selfie/Pet Pic with a Historic Feature or Landscape
    - v. Chair
7. Discussion Items:
  - a. Historic Preservation Month Proclamation
  - b. Workplan Assignment Updates and Check-In
  - c. Newsletter Assignments
8. Historic Preservation Officer Report

**SALEM HISTORIC LANDMARKS COMMISSION  
PUBLIC HEARING PROCEDURES**

THE PROCESS FOR THE PUBLIC HEARING will begin with the staff presentation, followed by the applicant's case presentation (*limited to a total of 15 minutes*), neighborhood organization comments (*limited to a total of 10 minutes*), testimony of persons either in favor or opposition (*limited to 5 minutes each, discretionary*), and a rebuttal opportunity for the applicant (*limited to 5 minutes*), should opposition be raised. The public testimony portion will then be closed and Commission deliberation follows.

THE APPLICANT HAS THE BURDEN OF PROOF to show that the approval criteria can be satisfied by the facts. Opponents may rebut the applicant's testimony by showing alternative facts or by showing that the evidence submitted does not satisfy the approval criteria. Any participant may request that the hearing be continued or that the record be left open for submission of additional evidence or testimony. The Commission may continue the hearing to another date and time, or leave the record open to receive additional evidence or written testimony.

HISTORIC LANDMARKS COMMISSION DECISIONS are based on the criteria contained in the Salem Revised Code (SRC) Chapter 230. Applications may be approved, conditionally approved, or denied on the basis of conformity with the applicable criteria. Conditions of approval, if any, shall be limited to project modifications required to enable the project to better meet the intent of the design guidelines or standards.

ALL ISSUES MUST BE RAISED AT THE HEARING. Failure to raise an issue, accompanied by statements or evidence sufficient to afford the parties an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals (LUBA) on that issue. A similar failure to raise constitutional issues relating to any proposed conditions of approval precludes an action for damages in Circuit Court.

Salem Revised Code (SRC) Chapter 230 and other informative documents may be accessed online at:  
[www.cityofsalem.net/Historic](http://www.cityofsalem.net/Historic)