



## 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  
Jennifer Maglinte-Timbrook  
Patricia Mulvihill  
Tracy Schwartz  
Kevin T. Sund  
Andrew Zimmerman  
Jamie French– Chair  
Russell Schutte– Vice Chair

#### City Staff

Lisa Anderson-Ogilvie –Deputy Community  
Development Director & Planning Administrator  
Natasha Zimmerman – Deputy City Attorney  
Kimberli Fitzgerald - Historic Preservation Officer  
Kirsten Straus - Recorder

Next Meeting: March 21, 2019  
[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.

### MEETING AGENDA

Thursday, February 21, 2019, 5:30 PM  
Council Chambers, Room 240  
City Hall – Civic Center

1. Call to Order  
*(Appearance of persons wishing to address the HLC on any matter other than those listed for Alteration Reviews—limited to 3 minutes.)*
2. Roll Call
3. Public Comment
4. Approval of Minutes: January 17, 2019
5. Alteration Reviews  
*The format will be a presentation by Staff, followed by a presentation from the applicant (total of 15 minutes), testimony from other interested persons (5 minutes), a rebuttal opportunity for the applicant (5 minutes), and then Commission deliberations. Time limits may be changed at the discretion of the Chair, if warranted by attendance.*
  - a. [Historic Design Review – Case No. HIS18-39 for 1313 Mill St SE](#)  
Major historic design review of a proposal to modify an existing wireless communication facility, replacing 6 wireless antennae and associated equipment with 6 antennae and associated equipment on an existing water tank (1925) within the Willamette Heritage Center/ Thomas Kay Historic Park, individually listed on the National Register of Historic Places, on property zoned CR (Retail Commercial), and located at 1313 Mill Street SE, 97301; Marion County Assessor Map and Tax Lot number: 073W26BC04100.
  - b. [Historic Design Review – Case No. HIS19-02 for 388 State St](#)  
Major Historic Design Review of a proposal to replace six of nine existing antennae on the roof of the Capitol Tower, a historic contributing resource in Salem’s Downtown Historic District, located at 388 State Street (Marion County tax lot 073W27AB07200).
6. Action Items:  
None
7. Discussion Items:
  - a. Spring Newsletter Update – articles due March 1
  - b. Subcommittee Reports
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. If attendance should warrant, the Chair may direct that a warning light on the podium be illuminated when there is one minute remaining in the allotted time. 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)