



## City of Salem Salem Historic Landmarks Commission (HLC)

Community Development Department

August 17, 2023

5:30 PM – 7:30 PM

Council Chambers, Civic Center

555 Liberty Street SE

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

### PARTICIPANTS

#### Commission Members

Andrew Zimmerman; Jessica Curteman; Brett Fuller; Juliana Inman; Jennifer Maglinte-Timbrook; Chris Morris; Steven Ponce; Kirsten Straus, Connie Strong

#### Staff

Lisa Anderson-Ogilvie, Deputy Community Development Director & Planning Administrator; Fred Wilson, Assistant City Attorney; Kimberli Fitzgerald, Historic Preservation Officer; Zachery Cardoso, Recorder

### AGENDA

1. Call to Order
2. Roll Call
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes:
5. Public Hearings

a. Historic Design Review – HIS23-05

REQUEST: Class 3 Major Historic Design Review of a proposal to install new signage, two security gates and replace the tile at the storefront entrance(s) of the Odd Fellows Hall Annex Building, a historic contributing building in Salem's Downtown Historic District, zoned CB (Central Business District), and located at 456 and 466 Court Street NE; 97301; Marion County Assessors Map and Tax Lot number: 073W27AB-90004 and 90005.

Staff Report: ([Online Here](#))

b. Historic Design Review – HIS23-13

REQUEST: Class 3 Major Historic Design Review of a proposal to rehabilitate the exterior of the Hewitt House, including replacing the front porch and stairs, enclosing the back porch, repairing and replacing exterior shingle siding and replacing windows throughout the exterior of the Hewitt House (c.1907) a historic contributing resource in the Court Chemeketa National Register Historic District located at 1840 Court Street NE (Marion County Assessor Map and Tax Lot

Number: 073W27AC03400).

Staff Report: ([Online Here](#))

6. Action Items
7. Discussion Items
  - a. Toolbox Grants Requests
  - b. Action Plan Updates
  - c. Newsletter
8. Historic Preservation Officer Report
9. Adjourn

**Next Meeting: September 21, 2023**

This meeting is being conducted in person at Council Chambers. Interested persons may view the meeting online on YouTube by going to this link: <https://bit.ly/planningpublicmeetings>

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

To submit written comments for items not on the agenda please contact Zachery Cardoso, Administrative Analyst, at [zcardoso@cityofsalem.net](mailto:zcardoso@cityofsalem.net) or 503-540-2304.

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 503-540-2371 (TTD/TTY 503-588-6439) at least two business days in advance.

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.

**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)