



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

Community Development Department

July 18, 2024

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

Jessica Curteman; Juliana Inman; Cara Kaser; Jennifer Maglinte-Timbrook; Chris Morris; Kirsten Straus, Connie Strong, Charles Weathers, Andrew Zimmerman;

Staff

Lisa Anderson-Ogilvie, Deputy Community Development Director & Planning Administrator; Fred Wilson, Assistant City Attorney; Kimberli Fitzgerald, Historic Preservation Officer; Jacob Morris, Historic Preservation Planner, 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. HIS24-05 Appeal SUMMARY: Appeal of a proposal to install a fence with gate on south end of building and west side of alley of the Electric Building (1917).

REQUEST: Appeal of a Class 2 Minor Historic Design Review of a proposal to install a fence with gate on south end of building and west side of alley of the Electric Building (1917), a historic contributing resource within the Downtown Salem National Register Historic District on property zoned CB (Central Business District) and located at 249 Liberty Street NE (aka 241-249 Liberty Street NE- Marion County Assessors Map and Tax Lot number: 073W22DC07301).

Staff Report ([Online Here](#))

6. Action Items

None
7. Discussion Items
  - a. Historic Features Restoration Grant
  - b. Workplan Assignment Updates

- c. Newsletter
- 8. Historic Preservation Officer Report
- 9. Adjourn

**Next Meeting: August 15, 2024**

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)