



# NOTICE of FILING

## LAND USE REQUEST AFFECTING THIS AREA

*There is a development proposal for the property listed in this notice and shown on the attached map. The City is seeking input from neighbors on the proposal. If you have questions or comments about the proposal, contact the case manager.*

*Esta carta es un aviso sobre una propuesta de desarrollo para la propiedad enumerada y que se muestra en el mapa adjunto. La ciudad está buscando la opinión de los vecinos sobre la propuesta. Si tiene preguntas o comentarios sobre la propuesta, póngase en contacto con nosotros al 503-588-6213.*

<b>CASE NUMBER:</b>	Class 2 Minor Historic Design Review Case No. HIS24-13
<b>PROPERTY LOCATION:</b>	102 Liberty St NE, Salem OR 97301
<b>NOTICE MAILING DATE:</b>	August 27, 2024
<b>PROPOSAL SUMMARY:</b>	A proposal to install signage on the primary facade of the McGilchrist Building (1916).
<b>COMMENT PERIOD:</b>	<b>All written comments must be submitted to City Staff no later than <u>5:00 p.m. Tuesday, September 10, 2024</u>. Please direct any questions and/or comments to the Case Manager listed below. Comments received after the close of the comment period will not be considered. Note: Comments submitted are <u>public record</u>. This includes any personal information provided in your comment such as name, email, physical address and phone number.</b>
<b>CASE MANAGER:</b>	<b>Jacob Morris, Historic Preservation Planner</b> , City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, Oregon 97301. Telephone: 503-540-2417; E-mail: <a href="mailto:jjmorris@cityofsalem.net">jjmorris@cityofsalem.net</a>
<b>NEIGHBORHOOD ASSOCIATION:</b>	<i>Neighborhood associations are volunteer organizations of neighbors coming together to make neighborhoods the best they can be. They receive notice of land use applications within their boundaries, and they often submit comments on the applications to the City. Neighborhood association meetings are open to everyone. Contact your neighborhood association to get involved:</i>  Central Area Neighborhood Development Organization (CAN-DO), Bryant Baird, Land Use Chair; Phone: 971-388-0654; Email: <a href="mailto:mbbaird@hotmail.com">mbbaird@hotmail.com</a> .
<b>ACCESS:</b>	The Americans with Disabilities Act (ADA) accommodations will be provided on request.
<b>CRITERIA TO BE CONSIDERED:</b>	Salem Revised Code (SRC) Chapter(s) 230.056 – Signs in Commercial Historic Districts  Salem Revised Code (SRC) is available to view at this link: <a href="http://bit.ly/salemorcode">http://bit.ly/salemorcode</a> . Type in the chapter number(s) listed above to view the applicable criteria.

<b>PROPERTY OWNER(S):</b>	Kerley Commercial LLC(Paul Kerley)
<b>APPLICANT(S):</b>	Jesse Hayes
<b>PROPOSAL REQUEST:</b>	A Class 2 Minor Historic Design review of a proposal to install signage consisting of storefront window lettering and logo, a hanging sign, and lettering at the front edge of the canopy on the west facade of the McGilchrist Building (1916), a historic contributing building in the Salem Downtown Historic District in the CB (Central Business District) zone, and located at 102 Liberty Street NE (Marion County Assessor Map and Tax Lot Number: 073W27AB05200).
<b>APPLICATION PROCESS:</b>	<p>Following the close of the Public Comment Period, a decision will be issued and mailed to the applicant, property owner, affected neighborhood association, anyone who submitted written comments, and anyone who received notice of the land use request.</p> <p>Failure to raise an issue in writing prior to the close of the Public Comment Period with sufficient specificity to provide the opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals (LUBA) on this issue. A similar failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.</p>
<b>MORE INFORMATION:</b>	All documents and evidence submitted by the applicant are available on the City's online Permit Application Center at <a href="https://permits.cityofsalem.net">https://permits.cityofsalem.net</a> . You can use the search function without registering and enter the permit number listed here: 24 112202. Paper copies can be obtained for a reasonable cost.

**PLEASE PROMPTLY FORWARD A COPY OF THIS NOTICE TO ANY OTHER OWNER, TENANT OR LESSEE**  
**For more information about Planning in Salem:**  
<http://www.cityofsalem.net/planning>

*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 Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities. Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact the Community Development Department at 503-588-6173 at least three business days before this meeting or event.*

TTD/TTY telephone 503-588-6439 is also available 24/7

# REQUEST FOR COMMENTS

*Si necesita ayuda para comprender esta información, por favor llame 503-588-6173*

**REGARDING:** Class 2 Minor Historic Design Review Case No. HIS24-13

**PROJECT ADDRESS:** 102 Liberty St NE, Salem OR 97301

**AMANDA Application No.:** 24-112202-PLN

**COMMENT PERIOD ENDS:** September 10, 2024 at 5:00 p.m.

**SUMMARY:** A proposal to install signage on the primary facade of the McGilchrist Building (1916).

**REQUEST:** A Class 2 Minor Historic Design review of a proposal to install signage consisting of storefront window lettering and logo, a hanging sign, and lettering at the front edge of the canopy on the west facade of the McGilchrist Building (1916), a historic contributing building in the Salem Downtown Historic District in the CB (Central Business District) zone, and located at 102 Liberty Street NE (Marion County Assessor Map and Tax Lot Number: 073W27AB05200).

The Planning Division is interested in hearing from you about the attached proposal. Staff will prepare a Decision that includes consideration of comments received during this comment period. We are interested in receiving pertinent, factual information such as neighborhood association recommendations and comments of affected property owners or residents. The complete case file, including all materials submitted by the applicant and any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports, are available upon request.

**Comments received by 5:00 p.m. Tuesday, September 10, 2024**, will be considered in the decision process. Comments received after this date will be not considered. *Comments submitted are public record. This includes any personal information provided in your comment such as name, email, physical address and phone number. Mailed comments can take up to 7 calendar days to arrive at our office. To ensure that your comments are received by the deadline, we recommend that you e-mail your comments to the Case Manager listed below.*

**CASE MANAGER:** Jacob Morris, Historic Preservation Planner, City of Salem, Planning Division; 555 Liberty St SE, Room 305, Salem, OR 97301; Phone: 503-540-2417; E-Mail: [jjmorris@cityofsalem.net](mailto:jjmorris@cityofsalem.net).

For information about Planning in Salem, please visit: <http://www.cityofsalem.net/planning>

## PLEASE CHECK THE FOLLOWING THAT APPLY:

- 1. I have reviewed the proposal and have no objections to it.
- 2. I have reviewed the proposal and have the following comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT: IF YOU MAIL COMMENTS, PLEASE FOLD AND RETURN THIS POSTAGE-PAID FORM**



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**BUSINESS REPLY MAIL**  
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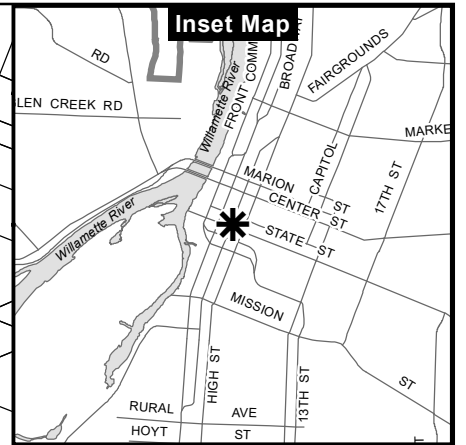
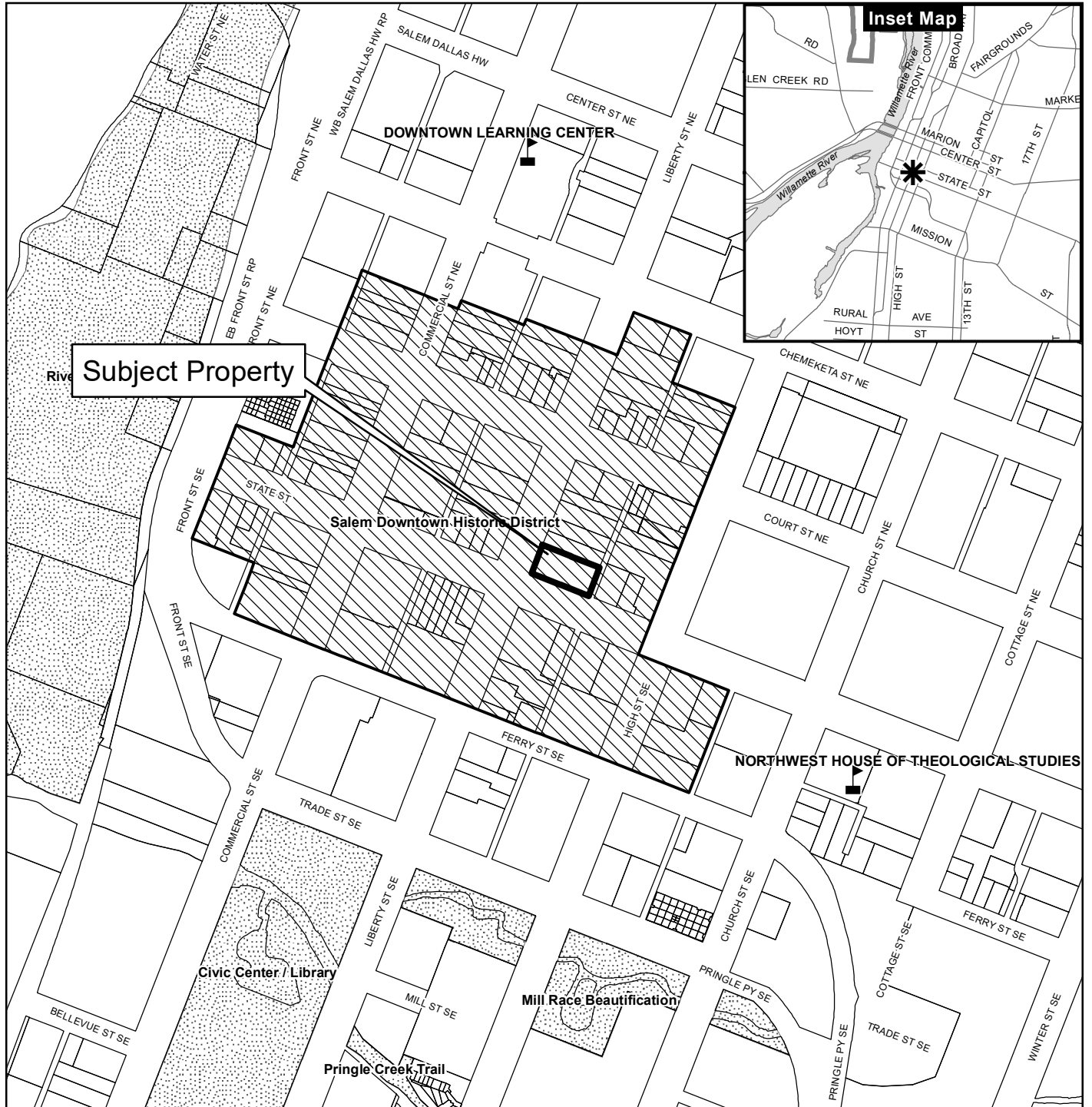
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PLANNING DIVISION  
CITY OF SALEM RM 305  
555 LIBERTY ST SE  
SALEM OR 97301-9907










# Vicinity Map

## 102 LIBERTY ST NE



Subject Property

### Legend

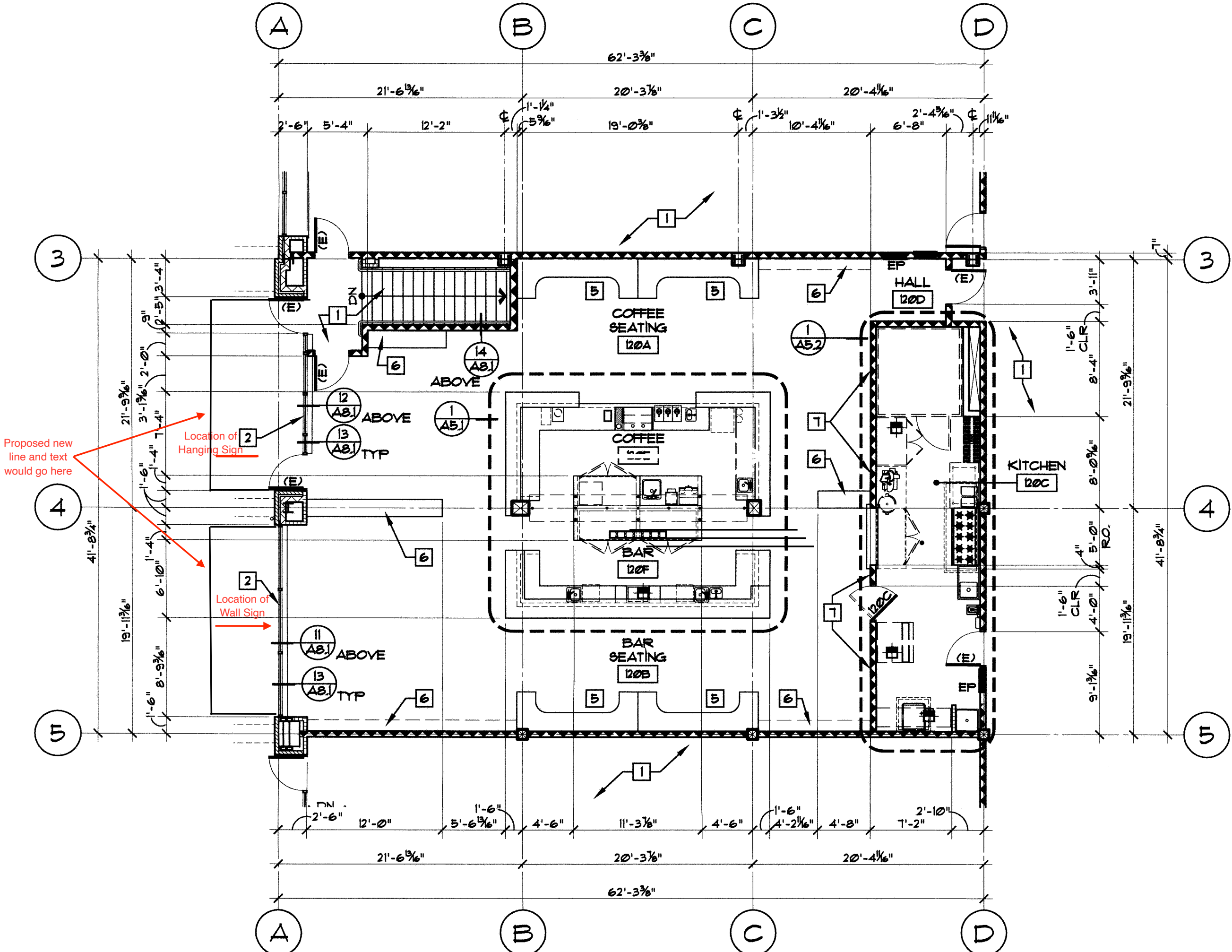
-  Taxlots
-  Urban Growth Boundary
-  City Limits
-  Outside Salem City Limits
-  Historic District
-  Schools
-  Parks



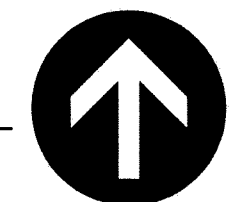
0 100 200 400 Feet



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2 FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"





Archive Coffee & Bar  
102 Liberty St NE Ste 120  
Salem, OR 97301

### Existing Sign Sizes and Locations

The first sign is a hanging sign which been here for the last 9 years. When we opened 9 and a half years ago, I did not know and wasn't notified that I was supposed to apply for a permit for these signs. This sign is 48" wide x 16" high, made of black walnut and metal with white vinyl for the lettering. It hangs in off of the awning in front of my shop's front door. The front door faces west and is on Liberty Street.

The second existing sign is a wall (window) sign which has also been here for the last 9 years. This sign is 56" wide x 28" high white vinyl cutouts stuck to the window. It also has a 1/8" line that runs across the bottom of the window with the words -- COFFEE -- BRUNCH -- COCKTAILS -- DINNER -- between the lines. The letters for the words in the line are 1.5" high. The window faces west and is also on Liberty Street.

Let me know if you have any questions.

Jesse Yoshiya Hayes  
Owner  
Archive



Window and Hanging Signs







Historic Review Team,

Thank you for reviewing this design review. I am seeking to add a narrow white vinyl line along the edge of the awning on the front of my business' building. This sign would read: Coffee - Brunch - Cocktails - Dinner. It would be well designed and subtle, fitting the flow of the building. I have attached photoshopped pictures of precisely how it would look.

Thank you for your aid,

A handwritten signature in black ink, appearing to read "Jesse Hayes", is written over a light blue horizontal line.

Jesse Yoshiya Hayes  
Owner  
Archive Coffee & Bar



McGILCHRIST BUILDING

Proposed Awning Lettering

COFFEE BRUNCH COCKTAILS DINNER

ARCHIVE  
COFFEE & BAR





This 1950s image of the McGilchrist Building shows similar awning lettering to the proposed new lettering:

