

**MINUTES**  
**HISTORIC LANDMARKS COMMISSION WORK SESSION**  
**January 17, 2019**

**COMMISSIONERS PRESENT**

Carrol Cottingham  
Jamie French  
Russell Schutte  
Tracy Schwartz  
Andrew Zimmerman  
Jennifer Maglinte-Timbrook, Vice Chair

**COMMISSIONERS ABSENT**

Kevin Sund, excused  
Patricia Mulvihill, excused

**STAFF PRESENT**

Kimberli Fitzgerald, Historic Preservation Officer  
Lisa Anderson-Ogilvie, Deputy Community Development Director and Planning Administrator  
Natasha Zimmerman, Deputy City Attorney  
Sally Long, Planner I  
Kirsten Straus, Recorder

**1. CALL TO ORDER:**

Vice-Chair, Jennifer Maglinte-Timbrook, called the meeting to order at 5:31 P.M.

Roll call was taken and quorum was established.

**2. PUBLIC COMMENT: None**

**3. APPROVAL OF MINUTES**

**a. Minutes of December 20, 2018**

**Motion:** Move to approve the minutes from December 20, 2018 with one typo addressed.

**Motion by:** Commissioner French

**Seconded by:** Commissioner Schutte

**Questions or Comments by:** none.

**Vote:**

*Aye:* Cottingham, French, Schutte, Schwartz, Zimmerman and Timbrook

*Nay:*

*Absent:* Sund, Mulvihill

*Abstentions:*

**Action:** Moved to approve the minutes from December 20, 2018 with typo fix.

**VOTE:**

**Yes 6    No 0    Abstain 0    Absent 2 (Sund, Mulvihill)**

**6. ALTERATION REVIEWS**

- a. Historic Design Review – New Construction Case No. HIS18-28 for 260 State Street:  
Major Historic Design Review of a proposal to construct a new mixed use apartment building on a vacant lot within Salem’s Downtown Historic District, in the CB (Central Business District) zone, and located at 260 State Street (Marion County Assessors Map and Tax Lot number: 073W27BA00100).

The Chair opened the public hearing at 5:35 p.m. and directed staff to read the applicable criteria into the record. The Chair asked if there were any conflicts of interest or exparte contacts.

Jamie French said that her office has reviewed this property but she had not reviewed it personally.

Andrew Zimmerman has written about this site for the Statesman Journal but this will not affect his deliberation.

Kimberli Fitzgerald, Historic Preservation Officer, entered the Staff Report, all attachments and testimony into the record. Ms. Fitzgerald then summarized the proposal and outlined the applicable criteria, highlighting each criterion and how specific proposal components addressed that criterion.

**Staff Recommendation:** Based upon the information presented in the application, plans submitted for review, and findings as presented in this staff report, staff recommends that the Historic Landmarks Commission **APPROVE** the proposal with the following **CONDITION:**

**Condition 1: The applicant shall provide a copy of the state archaeological permit authorizing the proposed ground disturbing activity on this site prior to issuance of grading and building permits for new construction.**

**Questions for Staff by:** Commissioners French, Schutte,

Persons Testifying

- Joshua Scott, Koz Development, 1830 Bickford Ave, Ste 201, Snohomish, WA 98290

Questions for the applicant: Commissioner Schutte

Neighborhood Association: None

Support: None

Oppose: None

Neutral: Clinton Hair, 156 Front Street

Rebuttal: None

**Additional questions for staff:** None

With no further questions, the Chair closed the public hearing 5:53 p.m. and the Commission proceeded to deliberations.

**Motion:** Move to approve staff recommendation with the following condition of approval:

Condition 1: The applicant shall provide a copy of the state archaeological permit authorizing the proposed ground disturbing activity on this site prior to issuance of grading and building permits for new construction.

**Motion by:** Commissioner Schutte  
**Seconded by:** Commissioner Zimmerman

**Questions or Comments by:** Commissioners Schutte, Zimmerman, Timbrook, French, Schwartz

**Motion:** Move to approve staff recommendations with the amendment that the applicant shall provide a copy of the Historic Clearance Review approval letter from the SHPO Office authorizing the proposed ground disturbing activity on this site prior to issuance of grading and building permits for new construction.

**Motion by:** Commissioner French  
**Seconded by:** Commissioner Schwartz

**Questions or Comments by:** Commissioners Schwartz, Schutte, French

**Vote:**  
*Aye:* Cottingham, French, Schutte, Sund, Schwartz, Zimmerman and Timbrook  
*Nay:*  
*Absent:* Sund, Mulvihill  
*Abstentions:*

**Action:** Moved to amend Condition 1 to read “The applicant shall provide a copy of the ~~state archaeological permit~~ Historic Clearance Review approval letter from the State Historic Preservation Office authorizing the proposed ground disturbing activity on this site prior to issuance of grading and building permits for new construction.”

**Action:** Moved to approve staff recommendation with amended condition.

**VOTE:**

**Yes 6    No 0    Abstain 0    Absent 2 (Sund, Mulvihill)**

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b. APPEAL of Historic Design Review Case No. HIS18-33 for 1724 Chemeketa St NE  
Appeal of the Planning Administrator’s Minor Historic Design Review Decision regarding the proposal to remove two trees located in the front of historic contributing residence William R. Leach House (c1908). The residence is located within the Court Street-Chemeketa Street National Register Historic District, on property zoned RD (Duplex Residential), and located

at 1724 Chemeketa St NE, (Marion County Assessors Map and Tax Lot number: 073W26AC01500).

The Chair opened the public hearing at 6:02 p.m. and directed staff to read the applicable criteria into the record. The Chair asked if there were any conflicts of interest or exparte contacts.

Tracy Schwartz heard about this project at her office last fall but this will not affect her opinion on this case.

Kimberli Fitzgerald, Historic Preservation Officer, entered the Staff Report, all attachments and testimony into the record. Ms. Fitzgerald then summarized the proposal and outlined the applicable criteria, highlighting each criterion and how specific proposal components addressed that criterion.

**Staff Recommendation:** Based upon the information presented in the application, plans submitted for review, and findings as presented in this staff report, staff recommends that the Historic Landmarks Commission **AFFIRM** the November 15, 2018 decision, denying Historic Design Review Case No. HIS18-33, a proposal to remove two trees located in the front of historic contributing residence, the Stone (William R. Leach) House.

**Questions for Staff by:** Commissioners Zimmerman, French, Schwartz, Schutte

Persons Testifying:

Neighborhood Association: None

For removal:

- Ron Sterba, 500 20<sup>th</sup> St NE;
- Janet Straup, 270 17<sup>th</sup> St NE;

At this time, photos were submitted by Janet Straup. Commissioner Schutte had a question for Janet Straup.

For leaving the trees:

- Ken Adams, 1695 Chemeketa St NE;
- Sarah Rohrs, 260 23<sup>rd</sup> St NE

Support:

Oppose: None

Neutral:

Rebuttal: None

**Additional questions for staff:** Schwartz

With no further questions, the Chair closed the public hearing 6:32 p.m. and the Commission proceeded to deliberations.

**Motion:** Move to approve staff recommendation as presented.

**Motion by:** Commissioner French  
**Seconded by:** Commissioner Schwartz

**Questions or Comments by:** Commissioners French, Schwartz, Zimmerman, Timbrook, Schutte

**Vote:**  
*Aye:* Cottingham, French, Schwartz, Zimmerman, and Timbrook  
*Nay:* Schutte  
*Absent:* Sund, Mulvihill  
*Abstentions:*

**Action:** Moved to approve staff recommendation as presented.

**VOTE:**

**Yes 5 No 1 (Schutte) Abstain 0 Absent 2 (Sund, Mulvihill)**



**4. ACTION ITEMS:**

**a. 2019 Officer Elections**

**Motion:** Move to elect Jamie French as the new Chair of the Historic Landmarks Commission.

**Motion by:** Commissioner Schwartz  
**Seconded by:** Commissioner Timbrook  
**Vote:**  
*Aye:* Cottingham, French, Schutte, Schwartz, Zimmerman, and Timbrook  
*Nay:*  
*Absent:* Sund, Mulivihill  
*Abstentions:*

**Action:** Moved to elect Jamie French as the new Chair of the Historic Landmarks Commission.

**VOTE: Yes 6 No 0 Abstain 0 Absent 2 (Sund, Mulvihill)**

**Motion:** Move to elect Russell Schutte as the new Vice-Chair of the Historic Landmarks Commission.

**Motion by:** Commissioner French  
**Seconded by:** Commissioner Schwartz  
**Vote:**  
*Aye:* Cottingham, French, Schutte, Schwartz, Zimmerman, and Timbrook  
*Nay:*

*Absent:* Sund, Mulvihill

*Abstentions:*

**Action:** Moved to elect Russell Schutte as the new Vice-Chair of the Historic Landmarks Commission.

**VOTE: Yes 6 No 0 Abstain 0 Absent 2 (Sund, Mulvihill)**

### **b. Subcommittee Appointments**

- Public Outreach & Ed. Sub-Committee (Commissioners Zimmerman, Timbrook, Schwartz)
  - ❖ Workshop planning and attendance, Historic Preservation Month Table, HLC Newsletter and Social Media Content Development Ideas
- Economic & Recognition Incentives Sub-Committee (Cottingham, Schutte, Mulvihill)
  - ❖ Awards Committee, Historic Preservation Award Nominations, Game Development
- Promote Heritage Tourism & Local History (Sund)
  - ❖ Salem Culture and Heritage Forum Liaison
- Survey and Inventory Committee (French, Schwartz, Timbrook)
  - ❖ Survey and Inventory Committee

### **c. 2018 Accomplishments & 2019 Work Plan**

**Motion:** Move to approve the 2018 Accomplishments & 2019 Work Plan as submitted and present it to City Council at a scheduled meeting in February and have the Chair attend the meeting to speak to the work plan.

**Vote:**

*Aye:* Cottingham, French, Schutte, Schwartz, Zimmerman, and Timbrook

*Nay:*

*Absent:* Sund, Mulvihill

*Abstentions:*

**Action:** Moved to approve the 2018 Accomplishments / 2019 Work Plan as submitted and present it to City Council at scheduled meeting in February and have the Chair attend the meeting to speak to the work plan.

**VOTE: YES 6 NO 0 ABST 0 ABSENT 2 (Sund, Mulvihill)**

## **5. DISCUSSION ITEMS:**

- a. Spring Newsletter Update
  - i. Deadline March 1<sup>st</sup> for Newsletter Submissions
- b. Historic District Tour
  - i. Will send out a poll to gather potential dates – will try for a summer date
- c. Historic Preservation Awards/Historic Photo Contest

- i. Would like a flyer to send out
- ii. Want to reach out further
- iii. Will follow up with Sub-committee report in Feb.

**6. HISTORIC PRESERVATION OFFICER REPORT**

With no further business to discuss, the meeting was adjourned at 7:04 p.m.

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Prepared by: *Kirsten Straus, Recorder*  
January 17, 2019

***APPROVED: February 21, 2019***