

MINUTES
HISTORIC LANDMARKS COMMISSION WORK SESSION
January 18, 2018

COMMISSIONERS PRESENT

Carroll Cottingham (*see note)
Jamie French
Andrew Hendrie
Lindsey Kerr
Sarah Pearson
Kevin Sund – Chair
Russell Schutte
Jennifer Timbrook-Vice Chair

COMMISSIONERS ABSENT

Nicholas Larson (Un-Excused)

STAFF PRESENT

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

1. CALL TO ORDER:

Chair Kevin Sund, called the meeting to order at 5:31 P.M.

At this time, newly appointed Commissioner, Lindsey Kerr, recited the Oath of Office and was sworn in by Natasha Zimmerman, Deputy City Attorney.

Roll call was taken and quorum was established.

2. ELECTIONS

Commissioner Maglinte-Timbrook was nominated as Vice-Chair for 2018.

Motion: Move to appoint Commissioner Maglinte-Timbrook as Vice-Chair for 2018.

Motion by: Commissioner Sund

Seconded by: Commissioner Hendrie

Questions or Comments by: None

Vote:

Aye: Hendrie, French, Kerr, Pearson, Sund and Schutte

Nay:

Absent: Cottingham and Larson

Abstentions: Timbrook

Action: Moved to appoint Commissioner Maglinte-Timbrook as Vice-Chair for 2018.

VOTE:

Yes 6 No 0 Abstain 1 (Timbrook) Absent 2 (Cottingham and Larson)

Commissioner Sund was nominated as Chair for 2018.

Motion: Move to appoint Commissioner Sund as Chair for 2018.

Motion by: Commissioner Timbrook
Seconded by: Commissioner Schutte

Questions or Comments by: None

Vote:

Aye: Hendrie, French, Kerr, Pearson, Schutte, and Timbrook

Nay:

Absent: Cottingham and Larson

Abstentions: Sund

Action: Moved to appoint Commissioner Sund as Chair for 2018.

VOTE:

Yes 6 No 0 Abstain Sund Absent 2 (Cottingham and Larson)

3. PUBLIC COMMENT: None

4. APPROVAL OF MINUTES

a. Minutes of December 21, 2017

Motion: Move to approve the minutes from December 21, 2017 as presented.

Motion by: Commissioner Timbrook
Seconded by: Commissioner Pearson

Questions or Comments by: None

Vote:

Aye: Hendrie, French, Kerr, Pearson, Sund, Schutte, and Timbrook

Nay:

Absent: Cottingham and Larson

Abstentions:

Action: Moved to approve the minutes from December 21, 2017 as presented.

VOTE:

5. ALTERATION REVIEWS

Historic Design Review Case No. HIS16-36MOD1 for 148 Liberty St NE

Major Historic Design Review of a proposal to modify a previous historic design review approval (HIS16-36) to modify the front facade of Engleberg’s Antiks(1915), a historic non-contributing building in Salem’s Downtown Historic District, zoned CB (Central Business) zone, and located at 148 Liberty Street NE, 97301 (Marion County Assessor’s Map and Tax Lot number: 073W27AB05400).

The Chair opened the hearing at 5:36 a.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, there were none.

***Note:** Let the record reflect that Commissioner Cottingham arrived at 5:40 p.m.

Kimberli Fitzgerald, Historic Preservation Officer, entered the Staff Report, all attachments and the presentation 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. Noted for the record that the initial staff report and attachments excluded the sign dimensions, however, a second email was sent out that contained them.

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.

Questions for Staff by: Pearson, Schutte

Persons Testifying

- Dan Harrold, agent for the applicant.

Questions for the applicant: Schutte

Neighborhood Association: None

Support: None

Oppose: None

Neutral: None

Rebuttal: None

Additional questions for staff: None

With no further questions, the Chair closed the public hearing 5:50 pm and the Commission proceeded to deliberations.

Motion: Move to approve Staff recommendation.

Motion by: Commissioner Timbrook
Seconded by: Commissioner Schutte

Questions or Comments by: Timbrook, Schutte, Kerr, Pearson, Hendrie,
Cottingham, French, Sund

Vote:
Aye: Cottingham, Hendrie, French, Kerr, Pearson, Sund, Schutte, and
Timbrook
Nay:
Absent: Larson
Abstentions:

Action: Moved to approve Staff recommendation.

VOTE:

Yes 8 No 0 Abstain 0 Absent 1 (Larson)

6. ACTION ITEMS: None

7. DISCUSSION ITEMS:

- **Subcommittee Appointments**

1. Public Outreach and Education Sub-Committee (Kerr, Pearson, Schutte, French & Timbrook)

- ATTEND WORKSHOPS
SEISMIC RETROFIT – DATE TBD
HISTORIC WINDOW – DATE TBD
- ATTEND CONFERENCES (SUCH AS)
Oregon Heritage Conference – April 11-13, 2018: Bend, OR
- HISTORIC PRESERVATION MONTH TABLE (May)
- HLC NEWSLETTER & SOCIAL MEDIA **CONTENT DEVELOPMENT IDEAS**

2. Economic & Recognition Incentives Sub-Committee (Cottingham, Hendrie, Sund & Larson)

- AWARDS COMMITTEE
PRIZES FOR HISTORIC PHOTO CONTEST – 7 WINNERS
PRIZES FOR AWARD WINNERS
HANDOUTS/PRIZES FOR HISTORIC PRESERVATION MONTH TABLE
- PHOTO CONTEST JUDGING
- HISTORIC PRESERVATION AWARD NOMINATIONS

(VIRGINIA GREEN & BEN MAXWELL AWARDS)

- GAME DEVELOPMENT (Historic Preservation Month Table)

3: Promote Heritage Tourism & Local History (Commissioner Kerr)

- SALEM HERITAGE & CULTURE FORUM LIAISON: Commissioner Kerr

Motion: Move to approve the 3 Sub-Committee appointments.

Motion by: Commissioner Timbrook

Seconded by: Commissioner French

Questions or Comments by: Timbrook, Schutte, Kerr, Pearson, Hendrie, Cottingham, French, Sund

Vote:

Aye: Cottingham, Hendrie, French, Kerr, Pearson, Sund, Schutte, and Timbrook

Nay:

Absent: Larson

Abstentions:

Action: Moved to approve the 3 Sub-Committee appointments.

VOTE:

Yes 8 No 0 Abstain 0 Absent 1 (Larson)

- **2018 Historic Photo Contest**

The contest will kick off January 31st with submissions accepted until March 30, 2018. There are 3 categories this year; Best Historic Place, Building and Neighborhood. There will be one winning photo and an honorable mention in each category. As well, a Chairman's Choice will be awarded.

Entries will be voted on at the April HLC meeting and winners chosen.

Contest winners will be recognized at the May HLC meeting.

All photos will be on exhibit at the Capitol from May 14-31, 2018.

There was discussion about having an Instagram account, however, the City isn't currently on Instagram and staff recommended using Facebook or Twitter to promote any type of historic hash tag. The Public Outreach and Education Sub-Committee will discuss this idea.

8. HISTORIC PRESERVATION OFFICER REPORT:

- Ms. Fitzgerald and Commissioner Sund will attend the January 22, 2018 City Council meeting to speak to the 2017 HLC Accomplishments & 2018 Work Plan
- Baggage Depot Ribbon Cutting
- Toolbox Grant Spring Cycle begins February 1, 2018
- Chinese Shrine project advisory meeting January 31, 2018
- Joint Commission Training: Possibly dates are March 7 or 8 at Center 50 Plus.

Ms. Fitzgerald showed the Commission some bricks from the 201 Commercial building project that are up for grabs if someone is willing to go and get them.

With no further business to discuss, the meeting was adjourned at 6:20 p.m.

Prepared by: *Sally Long, Recorder*
January 18, 2018

APPROVED: February 15, 2018