

**MINUTES**  
**HISTORIC LANDMARKS COMMISSION WORK SESSION**  
**May 17, 2018**

**COMMISSIONERS PRESENT**

Carroll Cottingham  
Jamie French  
Andrew Hendrie  
Lindsey Kerr  
Sarah Pearson  
Russell Schutte  
Jennifer Timbrook – Vice Chair

**COMMISSIONERS ABSENT**

Kevin Sund (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:**

Vice-Chair, Jennifer Timbrook, called the meeting to order at 5:32 P.M.

Roll call was taken and quorum was established.

**2. PUBLIC COMMENT: None**

**3. APPROVAL OF MINUTES**

a. Minutes of April 19, 2018

**Motion:** Move to approve the minutes from April 19, 2018 as presented.

**Motion by:** Commissioner Hendrie

**Seconded by:** Commissioner French

**Questions or Comments by:** None

**Vote:**

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

*Nay:*

*Absent:* Sund

*Abstentions:*

**Action:** Moved to approve the minutes from April 19, 2018 as presented.

**VOTE:**

**Yes 7 No 0 Abstain 0 Absent 1 (Sund)**

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**5. ALTERATION REVIEWS**

Historic Design Review Case No. HIS18-03 for 1868 & 1880 Court St NE:

Major Historic Design Review of a proposal to install a new building facade on a historic contributing and a non-contributing accessory structure located between the Simpson Cottage #3 (1890) and the Simpson Cottage #2 (1890). Both cottages are historic contributing resources within the Court-Chemeketa National Register Historic District, zoned RD (Duplex Residential), and located at 1880 Court Street NE (Marion County Assessor’s Map and Tax Lot number: 073W26AC-07600) and 1886 Court Street NE (Marion County Assessor’s Map and Tax Lot number: 073W26AC07500).

The Chair opened the hearing at 5:33 p.m.

At this time, Kimberli Fitzgerald, Historic Preservation Officer informed the Commission that the applicant has requested the hearing be continued until the June HLC meeting date.

**Staff Recommendation:**

Continue the public hearing until a date certain, June 21, 2018.

**Motion:** Move to continue the public hearing until a date certain, June 21, 2018.

**Motion by:** Commissioner Hendrie  
**Seconded by:** Commissioner French

**Questions or Comments by:** None

**Vote:**

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

*Nay:*

*Absent:* Sund

*Abstentions:*

**Action:** Moved to continue the public hearing until a date certain, June 21, 2018.

**Yes 7 No 0 Abstain 0 Absent 1 (Sund)**

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Historic Design Review Case No. HIS17-33MOD1 for 1873 Court St NE: Major Historic Design Review of a modification of a previously approved decision (HIS17-33), modifying the design of the approved proposed porch and window replacement, as well as requesting approval to replace the front door on the Frank Holmes House (1906), a historic contributing resource within the Court Chemeketa Historic District on a property zoned RD (Duplex Residential) and located at 1873 Court Street NE, 97301, Marion County Assessors Tax Lot 073W26AC04900.

The Chair opened the hearing at 5:34 p.m. and directed staff to read the applicable criteria into the record. The Chair asked if there were any conflicts of interest or ex parte contacts. There were none.

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.

**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.

**Questions for Staff by:** Timbrook and Kerr

Persons Testifying

- Doug Lethin, C & R Remodeling, PO Box 13065, Salem

Questions for the applicant: None

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 5:43 p.m. and the Commission proceeded to deliberations.

**Motion:** Move to approve Staff recommendation.

**Motion by:** Commissioner Hendrie

**Seconded by:** Commissioner French

**Questions or Comments by:** Hendrie

**Vote:**

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

*Nay:*

*Absent:* Sund

*Abstentions:*

**Action:** Moved to approve Staff recommendation.

**VOTE:**

**Yes 7    No 0    Abstain 0    Absent 1 (Sund)**

**Motion:** Move to reorder the agenda and have the awards presented last.

**Motion by:** Commissioner Hendrie  
**Seconded by:** Commissioner French

**Questions or Comments by:** Hendrie

**Vote:**

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

*Nay:*

*Absent:* Sund

*Abstentions:*

**Action:** Moved to reorder the agenda and have the awards presented last.

**6. ACTION ITEMS:** None

**7. DISCUSSION ITEMS:**

- a. Public Outreach & Education Sub-Committee: working on heritage day quiz questions  
Commissioners Sund and Timbrook will man the booth
- b. Economic & Recognition Incentives Sub-Committee: no updates at this time.

**8. HISTORIC PRESERVATION OFFICER REPORT:**

- Preservation Month Fair reminder
- Update on the inadvertent discovery at Capitol
- Chinese Shrine Project Presentation in Portland

At this time the Commission took a short recess.

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**9. HISTORIC PRESERVATION MONTH AWARDS**

- Ben Maxwell Award – Dr. Richard Neahrng, presented by: City Councilor Cara Kaser
- Virginia P. Green Award-Deb Meaghers, presented by: City Councilor Cara Kaser
- Youth Category: Spring Time (Oregon State Capitol) – Max Quintero  
Timber Frame Pavilion – Zach Person
- 1<sup>st</sup> Place, Best Historic Place Category: Mill Creek from State Street – Camron Settlemier
- Honorable Mention, Place Category: Thomas Kay Woolen Mill – Holly Hayes
- 1<sup>st</sup> Place, Best Neighborhood Category: Pomeroy and Keen Clock – Holly Hayes

- Honorable Mention, Neighborhood Category: State Street Corridor – Camron Settlemier
- 1<sup>st</sup> Place, Best Historic Building Category: D.A. White Building – Becky Willhite
- Honorable Mention, Building Category: Reed Opera House Ballroom – Kimberly Seabury
- Chairman’s Choice Award: Cast Iron Façade – Holly Hayes

With no further business to discuss, the meeting was adjourned to Sub-Committees at 7:24 p.m.

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Prepared by: *Sally Long, Recorder*  
*May 17, 2018*

***APPROVED: June 21, 2018***