

**MINUTES**  
**HISTORIC LANDMARKS COMMISSION WORK SESSION**  
**January 20, 2022**

**COMMISSIONERS PRESENT**

Carroll Cottingham, Chair  
Jessica Curteman  
David Holton  
Juliana Inman  
Steven Ponce  
Andrew Zimmerman, Vice-Chair

**STAFF PRESENT**

Kimberli Fitzgerald, Historic Preservation  
Officer  
Lisa Anderson-Ogilvie, Deputy Community  
Development Director and Planning  
Administrator  
Zachery Cardoso, Recorder

**COMMISSIONERS ABSENT**

Brett Fuller  
Patricia Mulvihill  
Tracy Schwartz

**1. CALL TO ORDER:**

Vice-Chair Cottingham called the meeting to order at 5:30 P.M.

**2. SWEARING IN NEW COMMISSIONERS:**

Commissioners Holton and Inman were sworn in by Lisa Anderson-Ogilvie

**3. Roll call was taken and quorum was established.**

**4. ELECTIONS**

Vice-Chair Cottingham called for nominations for Chair.

**Motion:** Elect Carroll Cottingham as Chair.

**Motion by:** Commissioner Zimmerman

**Seconded by:** Commissioner Inman

**Questions or Comments by:** None

**Vote:**

*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Schwartz,

*Abstentions:*

**Action:** Elect Carroll Cottingham as Chair.

**VOTE:**

**Yes 6    No 0    Abstain 0    Absent 3 (Fuller, Mulvihill, Schwartz)**

**Motion:** Elect Andrew Zimmerman as Vice-Chair.

**Motion by:** Commissioner Cottingham  
**Seconded by:** Commissioner Inman

**Questions or Comments by:** None

**Vote:**

*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Schwartz,

*Abstentions:*

**Action:** Elect Andrew Zimmerman as Vice-Chair.

**VOTE:**

**Yes 6 No 0 Abstain 0 Absent 3 (Fuller, Mulvihill, Schwartz)**

**5. PUBLIC COMMENT:**

None

**6. APPROVAL OF MINUTES**

a. Minutes of December 16, 2021

**Motion:** Move to approve the minutes.

**Motion by:** Commissioner Zimmerman  
**Seconded by:** Commissioner Inman

**Questions or Comments by:** None

**Vote:**

*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Schwartz,

*Abstentions:*

**Action:** Moved to approve the minutes.

**VOTE:**

**Yes 6 No 0 Abstain 0 Absent 3 (Fuller, Mulvihill, Schwartz)**

**7. DESIGN REVIEWS**

a) Historic Design Review – Case No. HIS21-28 for 466 Court St NE

Class 3 Major Historic Design Review of a proposal to replace the transom windows and storefront systems and add new signage on the primary façade ~~and add a permanent~~

~~outdoor covered dining area with a canopy and drapes adjacent to~~ of the Odd Fellows Hall Annex Building, a historic contributing building in Salem's Downtown Historic District, zoned CB (Central Business District), and located at 466 Court Street NE; 97301; Marion County Assessor's Map and Tax Lot number: 073W27AB-90004.

The Chair opened the public hearing at 5:40 p.m., asked the staff to read the criteria, and called for any conflicts of interest. Commissioner Holton said they have worked with the contractor in the past but could remain unbiased. The Chair then turned the case over to staff.

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 of Approval:

**Condition 1:** The applicant shall salvage the 1936 transom window glass after removal, using accepted preservation and storage methods. The 1936 transom glass shall be retained in a secure storage area on-site, so future restoration of this glazing from the 1936 storefront remodel is potentially feasible.

**Questions for Staff by:** Commissioner Inman, Holton

Persons Testifying

- Curt Renfro, 5796 State St
- Troy Batson, 5796 State St

Questions for the applicant: Curteman, Holton, Inman, Ponce

Neighborhood Association: None

Support: None

Oppose: None

Neutral: None

Rebuttal: None

**Additional questions for staff:** None

The Chair asked if anyone would like to keep the record open for additional testimony.

With no request, the Chair closed the public hearing 6:02 p.m. and the Commission proceeded to deliberations.

**Motion:** Move to Approve the proposal with the following condition:

Condition 1: The applicant shall salvage the 1936 transom window glass and sashes, documenting where they have been removed using accepted preservation and storage methods. The 1936 transom glass shall be retained in a secure dry storage area on-site (such as the attic, so future restoration of this glazing and sashes back to their original locations from the 1936 storefront remodel is potentially feasible.

**Motion by:** Commissioner Zimmerman  
**Seconded by:** Commissioner Inman

**Questions or Comments by:** Commissioners Zimmerman, Holton, Cottingham

**Vote:**

*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Schwartz

*Abstentions:*

**Action:** Approve Staff recommendation

**VOTE:**

**Yes 6 No 0 Abstain 0 () Absent 3 (Fuller, Mulvihill, Schwartz)**

b) Historic Design Review – Case No. HIS21-01MOD1 for 296 14th St NE

Major Historic Design Review of a proposal to a proposal to modify the original design approved under HIS21-01 to rehabilitate the enclosed porch (circa 1927) and kitchen (circa 1906) attached to the rear of the William H. Byrd house (1887), a historic contributing building within the Court Chemeketa District, on property zoned RD (Duplex Residential), and located at 296 14th St. NE 97301; Marion County Assessor Map and Tax Lot number: 073W26BA-11600.

The Chair opened the public hearing at 6:13 p.m., asked the staff to read the criteria, and called for any conflicts of interest. Commissioner Inman disclosed that Juliana is a neighbor of the applicant in the historic district, but can remain impartial. The Chair then turned the case over to staff.

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.

**Questions for Staff by:** None

Persons Testifying

- Connie Strong, 296 14<sup>th</sup> St NE

Questions for the applicant: None

Neighborhood Association: None

Support: None

Oppose: None

Neutral: None

Rebuttal: None

**Additional questions for staff:** Commissioner Curteman

The Chair asked if anyone would like to keep the record open for additional testimony.

With no request, the Chair closed the public hearing 6:33 p.m. and the Commission proceeded to deliberations.

**Motion:** Approve Staff recommendation

**Motion by:** Commissioner Zimmerman

**Seconded by:** Commissioner Ponce

**Questions or Comments by:** Commissioners Zimmerman, Holton, Cottingham

**Vote:**

*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Schwartz

*Abstentions:*

**Action:** Approve Staff recommendation

**VOTE:**

**Yes 6**

**No 0**

**Abstain 0 ()**

**Absent 3 (Fuller, Mulvihill, Schwartz)**

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## 8. ACTION ITEMS:

### a. Eco Earth Ball – Historic Landmark Designation Initiation Request

Kimberli Fitzgerald presented a summary of the history of the feature as well as the nomination criteria and process.

Questions for Staff: Commissioner Curteman

Chris D’Arcy, the Chair of the Salem Arts Commission, presented on the commission’s desire for the designation

Questions for speaker: Commissioner Zimmerman, Curteman

**Motion:** Move to initiate the process for historic designation of the Eco Earth Globe

**Motion by:** Commissioner Zimmerman  
**Seconded by:** Commissioner Holton

**Questions or Comments by:** Commissioners Zimmerman, Holton, Cottingham

**Vote:**  
*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman  
*Nay:*  
*Absent:* Fuller, Mulvihill, Schwartz  
*Abstentions:*

**Action:** Initiate the process for historic designation of the Eco Earth Globe

**VOTE:**  
**Yes 6 No 0 Abstain 0 () Absent 3 (Fuller, Mulvihill, Schwartz)**

b. Work Plan for 2022 and Annual Report 2021

Kimberli Fitzgerald presented a brief overview of the annual report and workplan.

Chair Cottingham facilitated commissioners signing up for action items on the 2022 work plan.

**Motion:** Move to approve the annual report and work plan and forward to City Council

**Motion by:** Commissioner Zimmerman  
**Seconded by:** Commissioner Inman

**Questions or Comments by:** None

**Vote:**  
*Aye:* Cottingham, Curteman, Holton, Inman, Ponce, Zimmerman  
*Nay:*  
*Absent:* Fuller, Mulvihill, Schwartz  
*Abstentions:*

**Action:** Approve the annual report and work plan and forward to City Council

**VOTE:**  
**Yes 6 No 0 Abstain 0 () Absent 3 (Fuller, Mulvihill, Schwartz)**

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**9. DISCUSSION ITEMS:**

- a. Historic Enforcement- Updated Goals and Priorities
- b. Workplan Assignment Updates and Check-In
- c. Newsletter Assignments – Events
  - a. Carroll – Letter from the Chair
  - b. Andy – Undetermined Contribution
  - c. Ad for photo contest

**10. HISTORIC PRESERVATION OFFICER REPORT**

- a) Planning Conference

With no further business to discuss, the meeting was adjourned at 7:44 p.m.

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Prepared by: *Zachery Cardoso, Recorder*  
January 20, 2022

***APPROVED: February 17, 2022***