

Jake Morris

From: Jake Morris
Sent: Friday, September 13, 2024 4:30 PM
To: Matthew Miller
Cc: Jaimes White
Subject: RE: 1598 Court St NE Historic Design Review- remaining items for Historic Design Review

Importance: High

Thanks for providing the form, I appreciate it, and also the level of detail in the answers. I spoke with historic staff, and we currently don't have any legal process for review that doesn't include a Historic Landmarks Hearing for new construction in the historic district. If we have everything in for a complete application by the end of next week (**Sept 20**), then we can schedule it for the October 17th Historic Landmarks Commission meeting. There are a few remaining items needed that I have listed below:

Additional items to have a complete application for Historic Design Review:

1. A copy of the recorded deed, that shows the legal description and tax lot for the property.
2. A few photos of the existing condition of the property.

To make the process quicker and easier, I went ahead started an application. It is 24 119378 PLN. I added the materials you already provided, and also added a few required ones. One additional piece of information I will need is an estimate of the overall cost of the project. Once I have that I can generate the invoice. Please estimate the cost of the project, not the finished property value.

The application is accessed the same way as other permits for the City of Salem

[Home Page - PAC Portal \(cityofsalem.net\)](https://cityofsalem.net)

Jaime,

In our phone conversation today, we mentioned upcoming code changes. I spoke with other Historic staff after the call, and currently we must use existing procedure. Once the new code is adopted, if there is a legal way to change the process that would be quicker, we would be happy to discuss all available options and compare timelines.

Have a good weekend,

Jake Morris, PhD

he/him

Historic Planner

City of Salem | Community Planning and Development Department | Planning

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From: Matthew Miller <workwithmiller@gmail.com>
Sent: Friday, September 13, 2024 1:21 PM
To: Jake Morris <jjmorris@cityofsalem.net>
Subject: Re: 1598 Court St NE Historic Design Review

Yes, got it revised to a pdf format. Please see attached.

Thank you,
Shannon

On Sep 13, 2024, at 12:38 PM, Jake Morris <jjmorris@cityofsalem.net> wrote:

Thanks, would you be able to provide the “new construction standards in residential historic districts” document in either a pdf or word format version?

Jake Morris, PhD

he/him

Historic Planner

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From: Matthew Miller <workwithmiller@gmail.com>
Sent: Thursday, September 5, 2024 7:18 PM
To: Jake Morris <jjmorris@cityofsalem.net>
Subject: Re: 1598 Court St NE Historic Design Review

Hi Jake,

I'm working with Matt to get the application documents completed for review. Please see attached: Historic Alteration Review Worksheet, Land Use Application, New Construction Standard Worksheet, Plans Set, and Site Plan.

Thanks,
Shannon Light
Office Manager
Work With Miller, LLC

On Sep 5, 2024, at 2:39 PM, Jake Morris <jjimorris@cityofsalem.net> wrote:

Matt,

It was good speaking with you today, despite the connection issues. I have attached the application packet, and also a worksheet customized to your specific criteria to save a little time. I am also attaching a link to the submittal process, but please don't hesitate to reach out if something could use some more clarification: [Remodel and Repair Historic Buildings | Salem, Oregon \(cityofsalem.net\)](https://www.cityofsalem.net/remodel-and-repair-historic-buildings)

Please let me know if there is anything I can help with,

Jake Morris, PhD

he/him

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<Historic Design Review Packet.pdf><New Construction Standards in Residential Historic Districts.docx>