

Jake Morris

Subject: Questions about Historic Design Review application

From: Hana Schandelmeier-Lynch <hana@solarenergydesign.com>

Sent: Monday, October 28, 2024 10:53 AM

To: Jake Morris <jjmorris@cityofsalem.net>

Subject: Re: Questions about Historic Design Review application

Great! Thanks for the confirming that with me Jake 😊

Hana Schandelmeier-Lynch
Project Coordinator
(541) 485-8122
860 Conger St. Suite 12, Eugene, OR 97402
Hana@SolarEnergyDesign.com
SolarEnergyDesign.com
CCB# 161672



On Mon, Oct 28, 2024 at 11:42 AM Jake Morris <jjmorris@cityofsalem.net> wrote:

Hana,

I thought I would reach out and confirm that I do see the case, and it appears like your attachments uploaded as well. If I notice anything else needed I will reach out to you. Please feel free to contact me if you need anything.

Best,

Jake Morris, PhD

he/him

Historic Planner

City of Salem | Community Planning and Development Department | Planning

555 Liberty St SE, Suite 305, Salem, OR 97301

jjmorris@cityofsalem.net | 503-540-2417

[Facebook](#) | [YouTube](#) | [Linkedin](#) | www.cityofsalem.net

From: Hana Schandelmeier-Lynch <hana@solarenergydesign.com>

Sent: Monday, October 21, 2024 11:24 AM

To: Jake Morris <jjmorris@cityofsalem.net>

Subject: Re: Questions about Historic Design Review application

Hi Jake,

I went ahead and filled out the form on the permitting portal. I opened up a new land use application - I hope I selected the right thing. There was an option for historic review and I selected the category you mentioned here. So, I've applied and if I did it right there is no need for you to do that for me now. Thank you for offering.

Best,

Hana Schandelmeier-Lynch
Project Coordinator
(541) 485-8122
860 Conger St. Suite 12, Eugene, OR 97402
Hana@SolarEnergyDesign.com
SolarEnergyDesign.com
CCB# 161672



On Tue, Oct 8, 2024 at 12:47 PM Jake Morris <jjmorris@cityofsalem.net> wrote:

Hana,

Thank you for reaching out. That would be a class 2 minor historic design review. The application form needs to be signed by the property owner, or if the applicant signs, then the owner needs to provide written consent (email will work). Generally, it is simpler for the owner to sign. We will also need a copy of the deed.

The worksheet is at the last page of the attached review packet. In addition to the solar panels, the other item that should be described is exactly where any of the power apparatus will be located. Tucked away to the sides or rear are historically sensitive approaches.

I also created a customized sheet for the review criteria for this project. I looked at the solar submittal, and it doesn't appear that any panels are proposed for the front of the house, which is beneficial. Please ensure it says that on the response, and shows the locations on submitted plans (you can use generally the same plans submitted for your current application).

You can create a new class II historic design review, residential, in the planning portal online, but if you want, you can also email me the documents, and I can create a folder for you.

Please feel free to contact me if you have any questions.

Jake Morris, PhD

he/him

Historic Planner

City of Salem | Community Planning and Development Department | Planning

555 Liberty St SE, Suite 305, Salem, OR 97301

jjmorris@cityofsalem.net | 503-540-2417

[Facebook](#) | [YouTube](#) | [Linkedin](#) | www.cityofsalem.net

From: Hana Schandelmeier-Lynch <hana@solarenergydesign.com>

Sent: Tuesday, October 8, 2024 10:58 AM

To: BAS pac <baspac@cityofsalem.net>

Subject: Questions about Historic Design Review application

Hi there,

We are intending to install rooftop solar on a house that is considered historical.

I submitted the building permit (24 120826 00 DW) yesterday not realizing there is another application needed: the Minor Historic Design Review.

Will you send the following forms? They were on the checklist for necessary docs for the submission (which is attached, and has one form on it). I need these forms to make the submission:

1. COMPLETED APPLICATION FORM
2. COMPLETED PROJECT WORKSHEET
3. WRITTEN STATEMENT ADDRESSING APPLICABLE APPROVAL CRITERIA (SRC 230)

Also, can this be submitted online?

Thanks,

Hana Schandelmeier-Lynch
Project Coordinator
(541) 485-8122
860 Conger St. Suite 12, Eugene, OR 97402
Hana@SolarEnergyDesign.com
SolarEnergyDesign.com
CCB# 161672

