

Application Packet: Historic Design Review-Major

Historic Design Review approval is required when exterior alterations to Local Historic Landmarks or resources within National Register Districts are proposed. Historic Design Review is either Administrative (Minor) or requires approval by the Historic Landmarks Commission (Major) depending upon the level of work proposed.

Requirements pertaining to Historic Design Review are contained in Salem Revised Code (SRC) Chapter 230. To determine whether work requires Minor or Major approval, please consult Table 230-1.

PROCEDURE TYPE

An application for a Minor Historic Design Review is processed as a **Type III procedure** under SRC Chapter 300.

PROCESS

Most decisions are issued within 45 days of application submittal (*State Law requires the City to issue a decision within 120 days of the date the application is deemed complete*).

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320);
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information;
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted, the application is deemed complete and staff sets the date for the public hearing at the next available Historic Landmarks Commission meeting. Notice of the hearing is sent to the applicant, property owner, neighborhood association, the surrounding historic district and property owners within 250 feet.
- Staff prepares posting sign(s) and sends notice of posting requirements to the applicant.
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to hearing.
- The Historic Landmarks Commission holds the public hearing. Staff presents the staff report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s) and rebuttal.
- The Historic Landmarks Commission renders their Decision based upon whether the proposal meets the applicable criteria in SRC 230.
- Staff sends copy of Decision (*noting 15-day appeal period*) to applicant, property owner, neighborhood association, the surrounding historic district and property owners within 250 ft.;
- If no appeal is filed, and the City Council does not initiate review of the application (in the case of Demolition and New Construction), the Major Historic Design Review decision becomes effective.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Major Historic Design Review shall contain the following:

- ☒ **COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- ☒ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☒ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☒ **COMPLETED PROJECT WORKSHEET**
- ☒ **WRITTEN STATEMENT ADDRESSING APPLICABLE APPROVAL CRITERIA (SRC 230)** (included on project worksheet, and also attached as separate document)
- ☒ **PROJECT PLAN SUBMITTAL** (Format should be no larger than 11x17 inches, unless noted otherwise)
See "VWM Salem Application Attachment 092020", attached
 - a. Elevation, plan drawings or photographs of the existing exterior (All sides affected by alteration)
 - b. Elevation, plan drawings or photo simulations of the proposed exterior (All sides affected by alteration). If application is for a sign, please include proposed colors (signs must be light lettering on dark background)
 - c. Description/Plans noting the materials to be used (windows, siding, roofing, etc). If application is for a sign or awning, please include method of attachment to the building.
 - d. Site plan showing location of existing resource on lot and identifying the area to be altered. Site plan shall also indicate contributing features, such as landscaping, when applicable

Historic Alteration Review Worksheet

Site Address: _____

Resource Status: Contributing ☐ Non- Contributing ☐ Individual Landmark ☐

Type of Work Activity Proposed: Major ☐ Minor ☐

Chose One: Commercial District ☐ Individual Resource ☐ Public District ☐
Residential District ☐ Sign ☐

Replacement, Alteration, Restoration or Addition of:

Architectural Feature:

- ☐ Awning
- ☐ Door
- ☐ Exterior Trim, Lintel
- ☐ Other architectural feature _____
- ☐ Roof/Cornice
- ☐ Masonry/Siding
- ☐ Storefront
- ☐ Window(s) Number of windows: _____

Landscape Feature:

- ☐ Fence
- ☐ Streetscape
- ☐ Other Site feature (describe) _____

New:

- ☐ Addition
- ☐ Accessory Structure
- ☐ Sign
- ☐ Mural
- ☐ Accessibility Ramp
- ☐ Energy Improvements
- ☐ Mechanical Equipment
- ☐ Primary Structure

Will the proposed alteration be visible from any public right-of-way? ☐ Yes ☐ No

Project's Existing Material: _____ Project's New Material: _____

Project Description

Briefly provide an overview of the type of work proposed. Describe how it meets the applicable design criteria in SRC Chapter 230. Please attach any additional information (i.e., product specification sheets) that will help staff and the HLC clearly understand the proposed work:

Signature of Applicant _____

Date Submitted/Signed _____

Written Statement Addressing Applicable Approval Criteria (SRC 230)

9.20.20

Mike Abbaté, Abbaté Designs LLC

A Citizen Committee and non-profit organization has worked for three years with Oregon Senators and Representatives and Oregon State Parks to identify the most optimal place on the Capitol Grounds to construct a new Memorial recognizing the honor and sacrifice of Oregon's Vietnam Veterans, and to ensure it is a thoughtful, respectful and beautiful enhancement to Willson Park. The Memorial site, at the SW Corner of Willson Park, lies within the Oregon State Capitol Historic District (SRC Sec 230.200(d))

As this is new construction, and not a building, we have elected to follow the applicable Guidelines identified in Sec 230.065:

e) Changes that have taken place to a historic resource over the course of time are evidence of the history and development of a historic resource and its environment and should be recognized and respected. These changes may have acquired significance in their own right, and this significance should be recognized and respected.

Willson Park has changed over time, most recently with new symmetrical walkways installed by OPRD to better connect the WWII Memorial to the other historic features in the Park. The Vietnam Memorial has been designed to incorporate the new path geometry developed by OPRD.

Another recent change to Willson Park was the addition of the WWII Memorial itself in 2011. The proposed Vietnam War Memorial mirrors the location of the WWII Memorial black granite wall in the NW corner of the park with a black granite "Column Wall" on the SW corner to reflect the symmetrical balance of the Park.

(f) Additions and alterations to a historic resource shall be designed and constructed to minimize changes to the historic resource.

No significant features identified in Table 230-3 will be affected by the installation of the Vietnam War memorial. In fact, the symmetrical geometry of Willson Park will be enhanced by the placement of a similar wall on the south side of the axis.

The proposed Gold Star Families component can be installed in one of two locations, depending on the preference of OPRD: 1) in one of the elliptical alcoves on the north-south walkway connecting the WWII and Vietnam Memorials or 2) in the central ellipse between the two memorials. It would only be constructed in the central ellipse if OPRD chooses to relocate the Parade of Animals Sculpture.

(g) Additions and alterations shall be constructed with the least possible loss of historic materials and so that significant features are not obscured, damaged, or destroyed.

The proposed Vietnam War Memorial will retain the existing landscape character of this SW corner of Willson Park with its large canopy trees and open landscaping. Great care is being taken to preserve, protect and integrate the existing large trees into the Memorial itself. All trees and sidewalks in the Cottage St. and State St. rights of way will similarly be protected. Materials found elsewhere in the Park such as black granite, basalt stone and bronze are repeated in the new Memorial.