

**TO:** HISTORIC LANDMARKS COMMISSION

**THROUGH:** Lisa Anderson-Ogilvie, AICP, Deputy Community Development Director and Planning Administrator

**FROM:** Kimberli Fitzgerald, AICP, Historic Preservation Officer

**SUBJECT:** HLC Membership Requirements

### **SUMMARY**

The Historic Landmarks Commission is being asked to discuss the membership requirements of the Commission and provide recommendations for changes, if any.

### **RECOMMENDATION**

Staff recommends that the HLC discuss the current membership requirements within the Salem Revised Code for serving on the HLC and direct staff to provide recommendations for changes, if any. Given the nature of Salem's archaeological program staff recommends that the HLC consider adding a requirement that at least one of the Professional members be an archaeologist.

### **FACTS AND FINDINGS**

The City Council has undertaken a review of Boards and Commissions as part of their Salem Governance Assessment which began in 2024. The [intent of the review](#) is to improve efficiency and effectiveness, streamline and simplify structure and processes, consider the needs of today's Salem, and improve community representation on committees, boards, commissions. The initial recommendations are to require annual reports to City Council; standardize bylaws and updates to the application process; establish a framework for review of the Board or Commissions purpose and responsibilities; and establish a framework for when a Council liaison would be appointed. See the Council staff report [here](#) and [here](#).

Many Boards and Commissions have membership requirements, such as having a specific type of degree, being a business owner or resident or a specific area, working in a specific field, etc. Due to these requirements, it can be difficult to fill certain positions on some Boards and Commissions. Therefore, City staff are reviewing these membership requirements and will ultimately make a recommendation to the City Council if any changes should be made.

The Historic Landmarks Commission membership requirements can be found in SRC Chapter 20C (**Attachment 1**). They are as follows:

- The Commission shall consist of nine members to be appointed by the Mayor. All members shall have a positive interest in historic preservation and be residents of or have their places of business in the City.

- At least five of the Commissioners shall meet the United States Secretary of the Interior's Historic Preservation Qualification Standards, to the extent that professionals meeting those standards are available in the community. In making such appointments, the Mayor should consider the applicants' qualifications in the fields of archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation, historic preservation planning, and history. The remaining Commissioners may be appointed at large.
- When making appointments to the Commission, the Mayor may also consider applicants' qualifications in the fields of construction, restoration, real estate, local history, and architecture, as these fields are directly related to the routine functions of the Commission.

#### Qualified Archaeologist:

Staff is recommending that the HLC consider recommending that the City Council update the Commission requirements to include a qualified archaeologist. Salem's archaeological program currently meets provisions of the [Goal 5 Cultural Areas rule](#) which require Oregon's local jurisdictions to work with the tribes to ensure protection of significant archaeological sites and cultural landscapes within our jurisdiction. The Commission currently includes an HLC member, who is a qualified archaeologist, that acts as a liaison to the Tribal Roundtable where development projects are reviewed to ensure the protection of archaeological sites in compliance with SRC 230 as well as applicable state and federal laws. Tribal Roundtable meetings routinely require attendees to review restricted archaeological information and reports as well information about the significance of these sites in the Oregon Archaeological Records Remote Access (OARRA) database. This information is restricted to Oregon Qualified Archaeologists (who are certified through the Oregon State Historic Preservation Office). Therefore in order to ensure that Salem's archaeological program continues to comply with the provisions of the Goal 5 Cultural Areas rule, staff recommends that the HLC consider adding a requirement that at least one of the Professional members of the HLC be an Oregon Qualified archaeologist as defined in [ORS 390.235\(6\)\(b\)](#).

#### Attachments:

- A. SRC Chapter 20C – Historic Landmarks Commission

## CHAPTER 20C. - SALEM HISTORIC LANDMARKS COMMISSION

## Sec. 20C.010. - Policy.

It is hereby declared to be the policy of the Council in carrying out the historic sites and structures goal and policy of the Salem Area Comprehensive Plan to identify historic resources and to encourage and promote restoration and preservation of such resources.

(Prior Code, § 20C.010; Ord. No. 50-85; Ord. No. 51-96; Ord. No. 15-06; Ord. No. 19-08)

## Sec. 20C.020. - Salem Historic Landmarks Commission created; composition.

- (a) There is hereby created a commission to be known as the Salem Historic Landmarks Commission. The Commission shall consist of nine members to be appointed by the Mayor. All members shall have a positive interest in historic preservation and be residents of or have their places of business in the City.
- (b) At least five of the Commissioners shall meet the United States Secretary of the Interior's Historic Preservation Qualification Standards, to the extent that professionals meeting those standards are available in the community. In making such appointments, the Mayor should consider the applicants' qualifications in the fields of archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation, historic preservation planning, and history. The remaining Commissioners may be appointed at large.
- (c) When making appointments to the Commission, the Mayor may also consider applicants' qualifications in the fields of construction, restoration, real estate, local history, and architecture, as these fields are directly related to the routine functions of the Commission.

(Prior Code, § 20C.020; Ord. No. 50-85; Ord. No. 10-93; Ord. No. 50-99; Ord. No. 52-2001; Ord. No. 15-06; Ord. No. 19-08)

## Sec. 20C.030. - Appointments and terms of members.

- (a) Any vacancies on said Commission shall be filled by appointment by the Mayor, after consulting with the chair of the Commission. Members may be reappointed except that a member who has served two full three-year terms may not be reappointed until after the expiration of one full year from the date of expiration of his or her immediate previous term of office.
- (b) Members of the Commission shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

(Prior Code, § 20C.030; Ord. No. 50-85; Ord. No. 10-93; Ord. No. 50-99)

Sec. 20C.040. - Organization of Commission.

- (a) The Commission shall elect a chair and vice-chair who shall hold office at the pleasure of the Commission.
- (b) The Commission shall meet at least once each quarter at a time and place that it specifies at least five days in advance. The Commission may meet at other times in accordance with its rules. All meetings of the Commission shall be open to the public, provided executive sessions may be held pursuant to the provisions of state law.
- (c) The Commission may establish and alter rules and regulations for its own internal government and procedure consistent with the laws of the State and with the Charter and ordinances of the City.
- (d) The Commission's plan of internal organization and rules of procedure shall be governed by Robert's Rules of Order as adopted by SRC 2.655. A record of its proceedings shall be filed with the City Recorder.
- (e) The Department of Community Development shall provide the staff support to the Commission. One such staff person shall be designated as its secretary, who shall keep an accurate record of all proceedings of the Commission.

(Prior Code, § 20C.040; Ord. No. 50-85; Ord. No. 50-99; Ord. No. 58-2002)

Sec. 20C.050. - Functions and duties of the Commission.

The Commission shall have no executive or administrative powers or authority except as herein provided, and this chapter shall not be construed as depriving elected or appointed officials of the City of any power they may have under the laws of the State or the Charter of the City. The Commission shall, except as provided in subsection (p) of this section, be advisory only and shall have powers, common duties, and functions as follows:

- (a) Encourage and support the efforts of private individuals and groups.
- (b) Create a local register of historic buildings, areas, and sites through an inventory of the greater Salem area.
- (c) Make recommendations to the Council on all matters dealing with historic landmarks.
- (d) Establish standards for the designation of landmarks of local, state, and national significance.
- (e) Review applications for state or federal funds for preservation to add local support for such applications, and evaluate impacts upon the City.
- (f) Create public pride and an awareness of the importance of historic landmarks to the community.

- (g) Coordinate with the Planning Commission on matters affecting land use, planning, and zoning.
- (h) Make funding recommendations to the Council.
- (i) Create education programs to make landmark owners aware of the importance of their property to the community.
- (j) Be responsible for facilitating the implementation of SRC chapter 230 and shall make recommendations for such implementation to the Council.
- (k) Recommend appropriate City ordinance changes of law which appear appropriate or needed for furthering historic preservation activities within the City.
- (l) Work to seek the donation of funds, easements, buildings, areas, etc., for community enjoyment and review the impact upon the City of donations.
- (m) Work with and coordinate with the State in the identification and maintenance of state-owned facilities deemed to have historical significance.
- (n) Establish subcommittees and appoint ex officio members as needed.
- (o) Serve as the processing body for nominations to the National Register of Historic Places in accordance with certification to the City delegated by the State and U.S. National Park Service.
- (p) Perform historic design review as authorized under SRC chapter 230.

(Prior Code, § 20C.050; Ord. No. 123-86; Ord. No. 51-96; Ord. No. 52-2001; Ord. No. 62-05)