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PROCESS FOR DESIGNATION OF A HISTORIC DISTRICT – CITY OF SALEM

The first step in the process for designating a National Register Historic District after a complete nomination and all the attachments have been prepared, is to submit the nomination to the Oregon SHPO. It is recommended that prior to submittal, the applicant attend an HLC meeting in order to share that an application is being submitted.

Deadlines for submittal are:

- March 1st** for the June SACHP meeting
- July 1st** for the October SACHP meeting
- Nov. 1st** for the February SACHP meeting

Once the nomination has been submitted and deemed complete, the SHPO staff will send the nomination to the local government for consideration 70 days before the SACHP meeting. At this time the nomination will also be forwarded to the SACHP for their review.

Salem Historic Landmarks Commission – Review and Recommendation

Once the nomination has been received by the SHPO, the HLC staff will send notification to affected property owners that there is a proposed district that has been submitted for consideration. This notice will include an opportunity for property owners to provide testimony at a public meeting held by the HLC where they will have an opportunity to state whether they either support or object to the designation. A notice will also be sent to DLCD and be published in the newspaper. Should a minimum of 51% of property owners support moving forward, the HLC can provide a Letter of Support to the SACHP recommending that they proceed with the Historic District nomination and forward it to the National Park Service. It should be noted that no written objection is treated as support.

SACHP Review

The SACHP will review the proposed nomination for compliance with the applicable designation criteria, and either will recommend the district for listing, not recommend it for listing or table it for revisions. If it is recommended for listing, it is forwarded on to the National Park Service for their review and final decision regarding designation (45 days).

Local Designation

Per SRC 230.010 a Local Designation can be initiated by the property owner(s), the Historic Landmarks Commission or the City Council. For historic districts, the property owners within the District Boundary can choose to authorize the Neighborhood Association to act on their behalf to request that either the HLC or the City Council initiate the local district designation of the designated National Register Historic District—however this will need to be in writing, and a minimum of 51% (majority) of property owners within the proposed boundary will need to be in support of the initiation (meaning more than 49% cannot object).

HLC Review

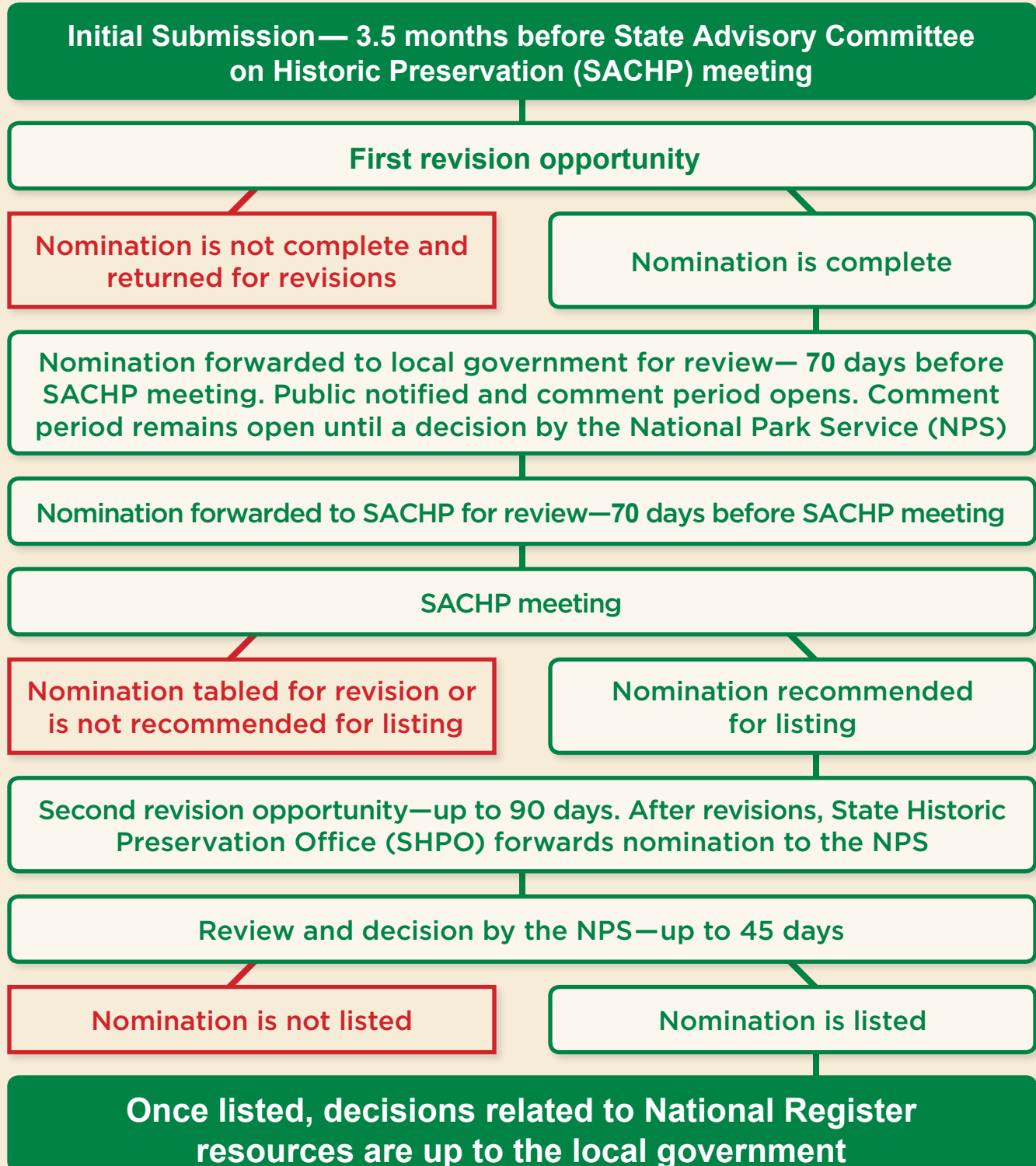
Once initiated, the HLC staff will send notification to affected property owners that there is a proposed Local Historic District that has been submitted for consideration, and a public hearing will be held, which will include an opportunity for property owners and interested parties to testify. The HLC will review the proposal for compliance with SRC 230 and make a recommendation to the City Council to either approve the designation or deny.

City Council Review

After the HLC has made their recommendation the City Council will hold a public hearing to consider the proposed designation of the district as a local district, this will include preparation of an Ordinance (and will include 1st reading and second reading). Should the City Council choose to adopt the Ordinance establishing the district, it would become effective after the appeal period.



National Register Process Flow Chart



Note: The public may comment anytime during the process between the public posting of the agenda for the next meeting of the SACHP and the end of the NPS review period.