

City of McMinnville  
Historic Landmarks Committee  
Regular Meeting

October 6, 2016, 3:00 p.m.  
Community Development Center  
McMinnville, Oregon

## MINUTES

Members Present: Committee Members Joan Drabkin, John Mead, and Rebecca Quandt

Members Absent: Chair Patti Webb

Staff Present: Chuck Darnell (Associate Planner), Ron Pomeroy (Principal Planner), and Heather Richards (Planning Director)

Others Present:

### **1. Call to Order**

Associate Planner Darnell called the meeting to order at 3:10 PM. Staff announced that Committee Member Bob McCann had resigned, and that the Planning Department will be advertising for a new committee member. All attendees introduced themselves and described their position on the Historic Landmarks Committee.

### **2. Approval of Minutes:**

There were no minutes to approve.

### **3. Action Items**

#### A. Establish Standing Meeting Time

Staff proposed that the Historic Landmarks Committee establish a standing meeting time to assist in working towards the goals and strategic work plan that will be created for the Historic Landmarks Committee.

The committee members discussed and determined that the fourth Wednesday of the month could serve as the standing meeting for the Historic Landmarks Committee. Committee Member Drabkin made a motion to establish a regular meeting on the fourth Wednesday of

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each month. Committee Member Quandt seconded. With no further discussion, the Historic Landmarks Committee members voted to approve the standing meeting time.

#### **4. Discussion Items:**

##### **A. Overview of Historic Landmarks Ordinance and Inventory**

Staff provided an overview of the Historic Preservation Ordinance (Ordinance 4401) and the Historic Resources Inventory. Staff highlighted important components of the Historic Preservation Ordinance, including the role of the Historic Landmarks Committee, the adoption of the Historic Resources Inventory, the permit application and review processes, and criteria to be applied in reviewing applications.

Committee Member Quandt asked when the last time the Historic Preservation Ordinance was amended. Principal Planner Pomeroy stated that it had not been since its original adoption in 1987.

The committee discussed the Historic Resources Inventory, and viewed the documents that the Planning Department uses to identify and regulate properties on the Historic Resources Inventory.

##### **B. Overview of Past Projects**

Staff provided an overview of projects that the Historic Landmarks Committee had completed in the past, including a Reconnaissance Level Survey (RLS), pass-through grants for property improvements, and supporting other historic preservation activities in the City.

The committee discussed the RLS in more detail, and what work was done in the past. There was a discussion on the reasons for completing the RLS in the past and how that work could be expanded upon. One of the reasons for completing the RLS was to evaluate whether there was potential to nominate a residential historic district.

##### **C. Goals and Strategic Work Plan**

Staff suggested and encouraged that the Historic Landmarks Committee develop goals and a strategic work plan to guide committee activities over the coming years. Staff described potential goals that could be adopted to help organize activities that would eventually make up a work plan. Those goals included preserving McMinnville's historic resources, evaluating and improving the protection of McMinnville's historic resources, and increasing awareness and appreciation of McMinnville's historic resources.

The committee discussed the proposed goals and determined that they accurately reflected the type of work and activities that the Historic Landmarks Committee is involved with. It was

also determined that the proposed goals relate back to the roles of the Historic Landmarks Committee as defined in the Historic Preservation Ordinance.

Staff then proposed some potential activities and projects that the Historic Landmarks Committee could focus on in the future. Staff provided a list of projects that had been discussed in the past by the committee. The committee discussed how undertaking some more proactive and strategic activities could get the community more involved in historic preservation. The committee determined that having a work plan adopted would assist in creating a more robust Historic Landmarks Committee, and could assist in promoting and ultimately better protecting the historic resources that exist in McMinnville.

Staff provided information on the Certified Local Governments (CLG) grant program, which could be used to complete Historic Landmarks Committee projects. Staff announced that the deadline for applying for those grant funds was in February 2017.

The Historic Landmarks Committee discussed a variety of projects, and decided to focus in the near term on the creation of a historic preservation plan, completing a historic preservation plan, completing training, promoting awareness projects, reestablishing an awards program, and investigating the establishment of historic plaques. The Historic Landmarks Committee directed staff to compile a draft work plan with more detail on future activities to bring back to a future meeting for adoption.

## **5. Citizen Comments**

There were no citizen comments.

## **6. Committee Member Comments**

There were no committee member comments.

## **7. Staff Comments**

There were no staff comments.

## **8. Adjournment**

The meeting was adjourned at 4:24 PM.