

# EXHIBIT 2

City of McMinnville  
Historic Landmarks Committee  
Regular Meeting

November 30, 2016, 2:00 p.m.  
Community Development Center  
McMinnville, Oregon

## MINUTES

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

Members Absent: None

Staff Present: Chuck Darnell (Associate Planner)

Others Present: Charlie Walker (First Baptist Church)

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

Vice-Chair Drabkin called meeting was called to order at 2:02 PM

### **2. Citizen Comments**

There were no citizen comments.

### **3. Approval of Minutes**

Vice-Chair Drabkin asked the committee whether there were any suggested revisions to the October meeting minutes. Hearing no comments, Committee Member Quandt moved that the minutes from the October 26, 2016 regular meeting be approved. Vice-Chair Drabkin seconded. With no further discussion, the Historic Landmarks Committee members voted to approve the minutes unanimously.

Because a guest was present, Vice-Chair Drabkin moved to move the discussion item related to the First Baptist Church up in the agenda. Committee Member Quandt seconded.

Discussion Item:

- A. First Baptist Church Upgrades – 125 SE Cows Street

Associate Planner Darnell introduced the topic, which was that the First Baptist Church is investigating some upgrades to the building. Darnell stated that the First Baptist Church

***Planning Department***

PHONE (503) 434-7311 FAX (503) 474-4955

building was included on the City's Historic Resources Inventory, and the building was designated as "distinctive" which is the highest designation possible. Darnell asked Charlie Walker to share what upgrades the church was investigating.

Charlie Walker, member of the First Baptist Church, explained that the church was celebrating its 150<sup>th</sup> anniversary next year, and decided that they wanted to look at some upgrades to the building to complete during the celebration. Walker explained that they had some estimates, and determined that there were some larger structural upgrades necessary. The necessary upgrades and highest priority improvements included the replacement of the roof, repair of exterior stucco, and repair of the bell tower.

Mr. Walker explained that they want to preserve the bell tower and the architectural features of the building, but that the improvements are going to be very expensive. Mr. Walker explained that they are fundraising and exploring other financing options to fund the improvements. The church, by contacting members and friends of the church, has already raised about half of the funds necessary to complete the improvements. Mr. Walker explained that they are now looking into grant opportunities and have a few leads that they are investigating further.

Associate Planner Darnell stated that he had done some research into grant opportunities that the City could assist in applying for. Darnell stated that many of the State of Oregon funding opportunities, administered through the State Historic Preservation Office, would not be available because the church property is not listed on the National Register. Committee member Quandt asked which grants those were. Staff stated that they were the Preserving Oregon and Diamonds in the Rough grant programs.

Associate Planner Darnell stated that staff explored other grant opportunities outside of the State funds. One foundation was identified that may be an option is the Kinsman Foundation, which is based in Oregon and has provided grants to churches for renovation projects in the past. Mr. Walker stated that they would investigate that foundation further and make contact with them about applying for their next grant round.

Vice-Chair Drabkin asked if there was any way to request assistance from contractors. Mr. Walker stated that they may investigate that once they have decided on a contractor. Vice-Chair Drabkin also stated that McMinnville Water & Light may provide assistance in some of the utility work that will be required during the construction.

Committee member Quandt asked if the pass-through grants through the Certified Local Government process would be an option. Staff stated that those funds could be available, and that the City could increase its grant request to allow for some funding for pass-through grants, which could then be awarded to the church. Mr. Walker stated that they would be happy to provide the matching funds required if that was a possibility. Staff stated that they would investigate further and determine whether the pass-through grants would be a viable option.

#### **4. Action Items**

- A. Façade Improvement Grant – 325 NE 3<sup>rd</sup> Street

Associate Planner Darnell stated that the business owners of the McMinnville Grand Ballroom have submitted a Façade Improvement Grant application to aesthetically alter the entrance to the suite occupied by the Grand Ballroom within the historic Campbell Building, which is located at 313 – 325 NE 3rd Street, in order to align the entryway with their business brand. The Grand Ballroom operates in the upper floor of the building, in the suite with the address of 325 NE 3rd Street.

Associate Planner Darnell stated that the Campbell Building at 313 - 325 NE 3rd Street, also known as the Lynn's Young World building, is included on the McMinnville Historic Resources Inventory, and is listed on the inventory as "Significant". This is the second highest designation possible on the Historic Resources Inventory and is applied to resources of recognized importance to the City due to historical association or architectural integrity, uniqueness, or quality. The building is also located on 3rd Street and within the Downtown Historic District, which is on the National Register of Historic Places.

Associate Planner Darnell stated that for those reasons, the Planning Director has decided to forward the Façade Improvement Grant to the Historic Landmarks Committee for review relative to the proposed alteration of a historic landmark. The application will go before the McMinnville Urban Renewal Advisory Committee (MURAC) for final approval for funding, but the Planning Director has requested that the Historic Landmarks Committee review and approve of the proposed façade improvements prior to MURAC reviewing the application.

Associate Planner Darnell walked through the proposed design and its compliance with the Downtown Design Standards and Guidelines. Staff determined that that the proposed façade improvements comply with some of the historic preservation and downtown design standards and guidelines, but some key aspects of the proposed improvements do not comply with the standards and guidelines. The features that do not comply are the painting of existing brick on the upper level of the building, the use of a bright purple color on the door and brick, and the installation of wood slats above the doorway.

Associate Planner Darnell stated that staff was suggesting that the Historic Landmarks Committee recommend to MURAC that the application be denied, or that the application be approved with conditions that would result in the applicant amending the design to address the features that do not comply with the downtown design standards.

Committee member Quandt stated that she agreed with staff's determination of the purple color, and stated that she was comfortable with the owners painting other portions of the façade to match the existing color used on the remainder of the building. Vice-Chair Drabkin stated that a darker purple color could be used, as she had seen an eggplant or plum color used on other properties that are actually listed on the National Register of Historic Places.

Vice-Chair Drabkin stated that the restoration of the transom window would be more consistent with the design of the entire building and to match the other suites in the building. Staff stated that the applicant did want to keep their signage in that area somehow. Committee member Mead stated that if a window was installed, the signage could be painted on the window which is encouraged in the downtown area. Committee

members Mead and Quandt agreed with staff's determination that the signage, if it stays as proposed, is consistent with the design standards related to signage in the downtown area.

Vice-Chair Drabkin asked if there was any other discussion. Committee member Quandt moved that the Historic Landmarks Committee recommend approval of the Façade Improvement Grant with the conditions recommended by staff, with the addition of the reference to the use of eggplant or plum color in place of the bright purple. Committee member Mead seconded. With no further discussion, the committee voted to recommend approval of the application with conditions.

Vice-Chair Drabkin stated that the Historic Landmarks Committee should recommend the approval with conditions as the first option, but that if the applicant was not agreeable to the conditions, that the application should be denied. Staff stated that they would present the committee's recommendation to MURAC in that way.

## **5. Discussion Items:**

### **B. Potential Ordinance Updates**

Associate Planner Darnell introduced the topic and explained that since the last regular meeting, staff has further reviewed the historic preservation ordinance and has developed some major areas of the ordinance that could be updated.

Associate Planner Darnell stated that staff believed that the review processes could be updated. The exterior alteration and remodeling review process for historical landmarks, as defined in Section 9 of Ordinance No. 4401, only allows for the Historic Landmarks Committee to review and approve or deny a project when the proposed alterations require a building permit. Also, the Downtown Design Standards and Guidelines only allows for the review of activities that require a building permit.

Staff explained that this has resulted in many alterations of exterior buildings without any review or approval by the City, and this could lead to the installation of prohibited materials or cause a historic building to lose its historic or architectural character. Vice-Chair Drabkin stated that that situation just occurred with the exterior repairs being proposed at the Taylor Dale Hardware building at 608 NE 3d Street. Committee member Quandt stated that color is another design treatment that would not require building permits.

Staff stated that one potential option to address this could be to require that any proposed exterior alteration be approved by the Historic Landmarks Committee. Committee member Quandt stated that she was supportive of that and that it would allow the Historic Landmarks Committee to be more proactive than reactive. Committee member Mead stated that if that process was created, that there should be an educational component to ensure that property owners are aware of the changes that are being considered.

Associate Planner Darnell stated that staff had researched other community's review processes for historic properties or buildings, and found that many communities simply adopt the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Staff stated that those standards may not apply to all situations, especially new construction, but the standards could be used in reviewing alterations or remodeling of existing historic buildings or could only apply to properties listed on the National Register of Historic Places.

Associate Planner Darnell stated that at a previous Historic Landmarks Committee, the committee had expressed interest in possibly increasing the size of the committee to have more people able to assist in completing works and to bring in more members with expertise in historic preservation. Vice-Chair Drabkin stated that the smaller committee results in more effective discussion and decision making. Committee member Quandt stated that she would be supportive of adding more members. Committee member Mead stated that two could be added to keep an odd number for voting purposes, but that the committee could keep this idea in mind and revisit the expansion of the committee when and if the workload of the committee becomes too onerous.

Associate Planner Darnell stated that the Department of Land Conservation and Development (DLCD) is currently leading a rulemaking process to update Oregon Administrative Rules (OARs) related to Statewide Planning Goal 5 (Open Spaces, Scenic and Historic Areas, and Natural Resources). The rulemaking that is underway will address the evaluation of historic buildings, processes for conducting historic inventories, and guidance on how historic resource protection should be incorporated into local comprehensive plans. Staff is following the rulemaking process, and any changes to our local plans or processes that may be required from the result of the updated rules will be brought before the Historic Landmarks Committee for consideration.

## **6. Old/New Business**

There was no old or new business to discuss.

## **7. Committee Member Comments**

The committee discussed the historic walking tour, and decided to postpone the tour until the next regular meeting when the two new committee members would be in place.

## **8. Staff Comments**

There were no staff comments.

## **9. Adjournment**

The meeting was adjourned at 3:35 PM.