



City of McMinnville
Planning Department
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EXHIBIT 1 - MINUTES

January 23, 2017
Historic Landmarks Committee
Regular Meeting

3:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Mary Beth Branch, Joan Drabkin, John Mead, Rebecca Quandt, and Cory Schott

Members Absent: None

Staff Present: Chuck Darnell - Associate Planner and Heather Richards - Planning Director

Others Present Nathan Coopridier, Brian Shea, Erin Stephenson, and Rob Stephenson

1. Call to Order

The meeting was called to order at 3:00 pm. Everyone in attendance introduced themselves.

A. Election of Chair & Vice Chair

Committee Member Quandt nominated Joan Drabkin for Chair. The nomination was approved unanimously.

Committee Member Schott nominated Rebecca Quandt for Vice Chair. The nomination was approved unanimously.

2. Citizen Comments

None.

3. Approval of Minutes

A. November 30, 2016 Regular Meeting

Chair Drabkin thought the time the meeting adjourned was incorrect. She thought it was later. Associate Planner Darnell said the meeting started earlier that day at 2 pm.

Committee Member Quandt made a motion to approve the minutes as written. The motion was approved unanimously.

4. Action Items

A. Downtown Design Review & Waiver Request – Southwest Corner of NE 4th Street and NE Ford Street

Associate Planner Darnell presented the staff report. This project was on the southwest corner of NE 4th Street and NE Ford Street which was in the area governed by the downtown design standards. The proposed building was going to have zero setbacks, and would be built right up to the sidewalk. The building would be rectangular in shape, which was similar to the surrounding buildings in the historic downtown. The building façade would be stucco with stucco reveal joints on the north elevation which would create some bays and separation in the façade. There were a number of architectural features to meet the storefront design standards included in this application except for the glazing, which was the purpose of the waiver request. The roof line was similar to other buildings and blended in with the surrounding area. The primary entrance and upper floor windows were recessed. There would be wood flower boxes on some of the windows to provide more interest on those elevations. This was a classic, repetitive style. The building would have a six inch concrete base along the perimeter, which was similar to other buildings in the area. Stucco was an allowed material, and the colors proposed would be navy on the bottom level and tan or white on the upper level. All four sides were visible from the street, and the applicant proposed to have the same architectural styling and design around the entire building. A parking lot was proposed on the south side of the building. There would be nine parking stalls with a landscaped area around them. The landscaping would screen the parking lot. Staff proposed the landscaping be reviewed by the Landscape Review Committee during the building permit process. Awnings were proposed for three of the four elevations and would be placed above doorways. They would be a gray color and made of soft canvas fabric. There would be conditions stating that the final awning materials and stucco color could be approved by the Planning Director as long as they were generally consistent with what was shown in the renderings submitted. The signage being proposed was painted signage above the main entry door on Ford Street and on the west elevation. There would be a condition that the final design of the signage could be approved by the Planning Director.

Nathan Coopridner, architect, said the goal was to fit in with the downtown. The applicants saw the downtown as the reason for the business in this location. Simplicity was also a goal, and they wanted to be classically proportioned but not overly ornate. It had taken time to get the proportion of the windows, spacing, and tenant requirements. They had two more color renderings that he could email later to be included as part of the application.

Committee Member Branch liked the navy and tan/white combination, but thought it was worthy to have more discussion on the colors as it was a higher intensity combination.

Mr. Coopridder replied with a four story building, the base was the entire ground floor and the two colors was a nice way to divide the building. The darker color would emphasize the base and anchor the building, and the lighter color would be cheerful and bounce light. He thought the navy was a subtle color. They could also take a look at the white and match the Oddfellows building, which fronted 3rd on the same block.

Committee Member Quandt clarified the colors in the rendering were not necessarily reflective of the swatches the applicant was considering. It was more a dark navy or navy gray. It would not be jarring, but would be subtle and fit in with the downtown.

Committee Member Quandt said they were only proposing nine parking spaces for 36 rooms. They would be bringing in more cars than they had spaces to accommodate. How were they going to mitigate the impact to nearby businesses?

Erin Stephenson, applicant, said this was an existing private parking lot that currently did not provide parking for surrounding businesses. Once the hotel is open, she thought they would be able to have 18 cars parked there as it will function as valet parking and they would lease additional parking off site that valet staff would run additional cars to. The current parking lot was under-utilized and was private and not open to the public. A customer going downtown and an overnight guest were seeking out different parking needs. Due to the parking enforcement program, the overnight guest would not be able to park on 3rd Street or on a side street.

Rob Stephenson, applicant, said they had found that guests did not mind leaving their cars and walking around downtown. On a daily average, all 36 rooms would not be occupied and not every guest had a car. Staff would most likely use the nearby parking structure or use the off-site parking area and get shuttled in.

Committee Member Mead arrived at 3:30 pm.

Planning Director Richards said most cities did not require onsite parking as part of a high density development. A parking study was being done for downtown over the next six months. It will look at capacity issues, take into account new development coming online, take into account future development opportunities, and identify locations that could be used to bring more public parking to support businesses downtown.

Associate Planner Darnell discussed the waiver. There was a requirement for 70% of the façade to be glazing. The request was to allow the east façade to be 30% glazing which fronted 4th and the north facade to be 26% glazing. There needed to be a demonstrable difficulty in meeting this requirement due to a unique or unusual aspect of the site. The applicants argued that the design of the building as a hotel was different than a traditional storefront that the standard attempted to create. The site of the hotel was unique as it was one block north from 3rd Street. The applicants provided elevations from surrounding buildings in Exhibit A which had similar glazing and showed how the new building would blend in to the surrounding environment. There also needed to be evidence that the alternative design accomplished the purpose of the chapter, which was that the design of

the building was coordinated, cohesive, and fostering the design in the historic downtown area.

Committee Member Branch asked what the entrance on Ford would look like. Associate Planner Darnell said it included a door and recesses in the wall, which would be considered glazing.

Associate Planner Darnell said the last requirement was the waiver requested the minimum necessary to alleviate the difficulty. The applicants argued that the percentage proposed was consistent with the surrounding area. It was not directly located on 3rd Street and was a unique use. The request worked with their design, was consistent with the surrounding area, and was a minimum change. Staff recommended approval of the design and waiver with the conditions in the staff report. He then reviewed the conditions of approval.

Committee Member Schott asked if they had attempted to meet the glazing requirement in any of the renderings. Mr. Coopriider said they did do a diagram of what it would like with 70% glazing. They found it was not feasible as half of the ground floor façade on 4th Street was kitchen and back of house functions and as a wood structure they needed portions of the wall to support the building during an earthquake. The intent of the standard was to reflect the historic character of the neighborhood. A hotel required more privacy and was not for window shopping, and it was not on 3rd Street where the buildings had 70% glazing.

Chair Drabkin made a motion to approve the downtown design review and waiver request for the southwest corner of NE 4th Street and NE Ford Street with the conditions of approval as proposed by staff, seconded by Committee Member Quandt. The motion was approved unanimously.

Ms. Stephenson said they would be submitting for a building permit shortly and had a scheduled May groundbreaking. Construction should be completed in February 2018. They had a signed lease with a restaurant tenant who would also be doing the room service for the hotel.

5. Discussion Items

A. Draft Certified Local Government Application (Exhibit 4)

Associate Planner Darnell said the deadline for the next Certified Local Government Grant cycle application was February 24. The Planning Department set aside \$12,000 in the budget to serve as matching funds for the program. The grants would be awarded in April, and the funding ran through August 2018. Staff pulled out items from the recently adopted work plan that would be eligible for the grant. The three staff proposed were: development of a Historic Preservation Plan for the City, completion of intensive level surveys of properties that were included in the last reconnaissance level survey, and public education. He was working through the list of properties identified for the intensive level survey. He would be putting them on a map to see if there were areas of concentration for possible neighborhood nominations or creation of a historic residential district.

There was discussion regarding what was included in the intensive level surveys and how the results would be used.

Associate Planner Darnell suggested using an RFP process for a consultant to do both the intensive level survey and the Historic Preservation Plan. He explained the goals and major tasks for the Plan. The public education could include promotional materials, annual Historic Preservation Award program, producing historic walking tour brochures, and compiling resources on the City's website.

6. Old/New Business

None.

7. Committee/Commissioner Comments

None.

8. Staff Comments

None.

9. Adjournment

A. Adjourn for Historic Walking Tour of Downtown Area

Chair Drabkin adjourned the meeting at 4:14 pm.