

Historic Landmark Clearance Permit Information & Submittal Requirements



Planning Department
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Overview

The City of McMinnville recognizes that certain districts, buildings, and sites in the city have special historic or architectural significance. These districts, buildings, and sites give the community character and beauty and provide a visual record of McMinnville heritage. The preservation of these structures and areas is important for the education, enjoyment, and pride of the citizens of McMinnville. In addition, the preservation of historic sites and structures can assist in the formation of historic districts which offer economic advantages to landowners through tax incentives.

In order to encourage the preservation of historic sites and structures, the City adopted an ordinance ([Ord. No. 4401](#)) which established a Historic Landmarks Committee and set forth procedures to protect McMinnville's historic resources. The ordinance affects buildings and sites which were identified as "Distinctive" (A) or "Significant" (B) on the historic resources survey completed in 1980.

If the historic or architectural character of a site or structure identified as Distinctive or Significant on the Historic Resource Inventory is proposed for alteration, demolition, or other new construction, the Historic Landmarks Committee will review the permit application. The review process will give consideration to the historic and architectural significance of the site or structure. The committee may impose up to a 120-day delay for historic structures proposed for demolition (180 days for projects involving a "distinctive" project), during which time the applicant will be advised of alternatives less harmful to the site or structure and any preservation programs which may apply. The review process and guidelines used to review permit applications are discussed below.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Historic Landmark Clearance Permit application form;
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), including the following information:
 - Name of owner;
 - Address of site;
 - Lot dimensions;
 - The outline and location of existing structures;
 - The distance of all existing structures from existing property lines;
 - Location, names, and existing widths (right-of-way) of streets and access easements;
 - The outline and location of any proposed building alteration, addition or new construction;
 - The outline and location of any proposed building demolition. If only a portion of a building is to be demolished, highlight that area to be demolished; and
 - Signs, exterior lighting, and other appurtenances such as walls, fences, and awnings.

- Structural drawings, including elevations of the proposed alteration. The elevations shall include colors and descriptions of the finish material.

- Prior to any demolition permit clearance, photographs and/or drawings of the existing structure will be required.

Review Process

The following information is taken from [Ordinance No. 4401](#) and relates to the review process when an application for moving, demolishing, adding to or modifying (exterior) a historic structure is submitted.

Section 8. Demolition, Moving, or New Construction. The Building Official shall submit all requests for demolition or moving of a historic landmark and new construction on historical sites (landmarks) on which no structure exists to the Planning Director who shall, within 21 (twenty-one) days, schedule a meeting of the Historic Landmarks Committee to review the request. A failure to review within 21 (twenty-one) days shall be considered an approval of the application.

- A. The Historic Landmarks Committee may approve, approve with conditions, or delay the issuance of a demolition permit, moving permit, or building permit. The Historic Landmarks Committee may delay a permit for up to 120 (one hundred twenty) days from the date the request is received by the Building Department during which time they will provide the owner of the structure with possible alternatives for demolition, including information concerning local, state, and federal preservation programs. If the permit request affects a “distinctive” resource, the delay period may be extended an additional 60 (sixty) days.

- B. The Historic Landmarks Committee shall base its decision on the following criteria:
 - 1. The City’s historic preservation policies set forth in the comprehensive plan and the purpose of this ordinance;
 - 2. The economic use of the historic landmark and the reasonableness of the proposed action and their relationship to the historic landmark’s preservation or renovation;
 - 3. The value and significance of the historic landmark;
 - 4. The physical condition of the historic landmark;
 - 5. Whether the historic landmark constitutes a hazard to the safety of the public or its occupants;
 - 6. Whether the historic landmark is a deterrent to an improvement program of substantial benefit to the City which overrides the public interest in its preservation;
 - 7. Whether retention of the historic landmark would cause financial hardship to the owner not outweighed by the public interest in the landmark’s preservation; and
 - 8. Whether retention of the historic landmark would be in the best interest of a majority of the citizens of the City, as determined by the Historic Landmarks Committee, and, if not, whether the historic landmark may be preserved by an alternative means such as through photography, item removal, written description, measured drawings, sound retention or other means of limited or special preservation.

- C. If the structure for which a demolition permit request has been filed has been damaged in excess of 70% (seventy percent) of its assessed value due to fire, flood, wind, or other natural disasters, permit clearance may be given by the Planning Director without processing the request through the Historic Landmarks Committee.
- D. Any permit may be conditioned by the Planning Director or the Historic Landmarks Committee to secure interior and/or exterior documentation of the landmark prior to the proposed action. Required documentation shall consist of no less than 20 (twenty) digital photographs. Any permit may also be conditioned to preserve site landscaping such as individual plants or trees or to preserve selected architectural features such as doors, windows, brackets, mouldings, or other details.

Section 9. Exterior Alteration or Remodeling. The Building Official shall submit to the Planning Director all building permit requests for exterior alterations to a historical landmark. The Planning Director shall, within five (5) working days, review the permit application for compliance with the requirements as set out in Section 10 of this ordinance.

- A. If the Planning Director finds the proposed alterations to be in compliance with Section 10, he shall submit to the Building Department a permit clearance form which will indicate that the requirements of this chapter have been satisfied by the request.
- B. If the Planning Director finds the proposed alteration to be in noncompliance with the requirements of Section 10, he shall immediately issue a “notice of delay” to the Building Official and call for a meeting of the Historic Landmarks Committee to review the application.
 - 1. The Historic Landmarks Committee shall meet within 21 (twenty-one) days of the date the completed permit application was submitted to the Building Division. The applicant shall be notified of the time and place of the review and is encouraged to be present, although his/her presence shall not be necessary for action on the plans. A failure to review within 21 (twenty-one) days shall be considered an approval of the application.
 - 2. If the Historic Landmarks Committee finds the proposed alterations to be in compliance with Section 10, they shall direct the Planning Director to submit to the Building Division a permit clearance form.
 - 3. If the Historic Landmarks Committee finds the proposed alterations to be in noncompliance with Section 10, they must:
 - a. Approve the application subject to compliance with conditions which will bring the application into conformance with Section 10. Permit clearance will be subject to said conditions; or
 - b. Direct the Planning Director to issue a notice of delay which places up to a 60 (sixty) day delay from the date of the committee action on issuance of a building permit for the proposed alteration and provide the applicant with information concerning local, state, and federal preservation programs. If the proposed alteration affects a “distinctive” resource, the delay period may be extended an additional 60 (sixty) days.
- C. Any permit may be conditioned by the Planning Director or the Historic Landmarks Committee to secure interior and/or exterior documentation of the landmark prior to the proposed action. Required documentation shall consist of no less than 20 (twenty) digital photographs. Any permit may also be conditioned to preserve site landscaping such as individual plants or trees or to preserve selected architectural features such as doors, windows, brackets, mouldings, or other details.

Section 10. Guidelines for the Exterior Alteration of a Historic Landmark. Generally, an application for exterior alteration of a historic landmark shall be approved if the change or the treatment proposed is determined to be harmonious and compatible with the appearance and character of the historical building and shall generally be disapproved if found detrimental to or otherwise adversely affecting the architectural significance, the integrity of historical appearance, and the educational and historical value of the building.

A. The following guidelines apply to exterior alterations to historical buildings:

1. **Retention of original construction.** So far as possible, all original exterior materials and details shall be preserved or replaced to match the original.
2. **Height.** Additional stories may be added to historic buildings provided that:
 - a. The added height complies with requirements of the building and zoning codes;
 - b. The added height does not exceed that which was traditional for the style of the building;
 - c. The added height does not alter the traditional scale and proportions of the building style; and
 - d. The added height is visually compatible with adjacent historic buildings.
3. **Bulk.** Horizontal additions may be added to historic buildings provided that:
 - a. The bulk of the addition does not exceed that which was traditional for the building style;
 - b. The addition maintains the traditional scale and proportion of the building; and
 - c. The addition is visually compatible with adjacent historic buildings.
4. **Visual Integrity of Structure.** The lines of columns, piers, spandrels, and other primary structural elements shall be maintained so far as practicable.
5. **Scale and Proportion.** The scale and proportion of altered or added building elements, the relationship of voids to solid (windows to wall) shall be visually compatible with the traditional architectural character of the historic building.
6. **Materials, Color, and Texture.** The materials, colors, and textures used in the alteration or addition shall be visually compatible with the traditional architectural character of the historic building.
7. **Lighting and Other Appurtenances.** Exterior lighting and other appurtenances, such as walls, fences, awnings, and landscaping shall be visually compatible with the traditional architectural character of the historic building.

B. The Historic Landmarks Committee shall base their decision on the following criteria:

1. Compliance with the guidelines in Section 10(a);
2. The City's historic preservation policies set forth in the Comprehensive Plan and the purpose statement of this ordinance;
3. The economic use of the historic landmark and the reasonableness of the proposed alteration and their relationship to the public interest in the historic landmark's preservation or renovation;
4. The value and significance of the historic landmark;
5. The physical condition of the historical landmark; and

6. The general compatibility and aesthetics of exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used with the existing landmark.

A decision made by the Planning Director or the HLC may be appealed to the Planning Commission as stated in Section 17.72.170 (Appeal from Ruling of Planning Director).



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Office Use Only:	
File No.	_____
Date Received	_____
Fee	_____
Receipt No.	_____
Received by	_____

Historic Landmark Clearance Permit (Alteration or Demolition)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

This request is for a:

Building Permit (alteration of a historic building)

Demolition Permit

1. What is the classification of the historic building? _____

2. Architect Name _____ Phone _____
(Engineer or Other Designer)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

3. Contractor Name _____ Phone _____

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

4. The existing use of the property. _____

5. The intended use of the property. _____

6. The reason(s) for the request (e.g., meet building code requirements, provide more living area, etc.). _____

7. The specific design objective(s) of the proposal (e.g., maintain traditional scale and proportion, continue existing window pattern, etc.). _____

8. What alternatives that maintain the historic character of the site or structure have been investigated? Be specific. _____

9. Will approval of the request result in removal of existing landscaping? If so, give names, sizes, and number of the plant materials to be removed. _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.*
- If applicable, structural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the finish material.*
- Prior to any demolition permit clearance, photographs and/or drawings of the existing structure will be required.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date