



City of McMinnville

HISTORIC PRESERVATION



HOW TO GUIDE

for Property Owners

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INTRODUCTION

This pamphlet is for people who own historic properties within the City of McMinnville, as well as people interested in learning more about, and working with the City of McMinnville's Historic Landmarks Committee (*HLC*) to help preserve and promote McMinnville's history and historic structures.

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MCMINNVILLE HISTORIC RESOURCES INVENTORY

McMinnville maintains an inventory of over 1,000 properties as a Historic Resources inventory. This inventory includes properties and buildings in McMinnville that help to tell the story of McMinnville's history either due to their association with significant people in McMinnville's history, significant events or significant architectural styles.

Preservation of these historic resources is important to the McMinnville community. It keeps the stories alive, provides architectural diversity in the community, and adds to the ever evolving quilt of our built environment that defines our community.

Historic preservation is about preserving the buildings, structures, sites, and objects of our past. But more than that, historic preservation helps us ask questions about our history and what to preserve from our past for future generations. The city's historic character is vital to the city's identity, economic growth, and appeals to residents and visitors alike. These historic resources—encompassing the built environment, archaeological sites, and landscapes—are tangible and visual links to the past and contribute to the character of the city. The preservation of historic resources is a vital element in the city's urban planning process.

There are four categories of historic resources: 1) "A" – Distinctive; 2) "B" – Significant; 3) "C" – Contributory; and 4) "D" – Environmental.

To protect these resources, the City established a Historic Landmarks Committee that is responsible for maintaining the historic resources inventory (adding and deleting properties as appropriate), reviewing alterations to the distinctive and significant historic landmarks, and evaluating demolition requests for historic resources.

THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE

The Historic Landmarks Committee is a volunteer committee made up of five McMinnville citizens who serve four year terms. The Committee includes a Chair and Vice Chair, three at large members plus a Youth Liaison. The Committee members are passionate and knowledgeable about history and historic preservation. The Committee meets the fourth Thursday of every month at 3:00 PM at McMinnville Civic Hall, located at 200 NE 2nd Street. The Committee reviews applications made to the Community Development Department when property owners want to make alterations or renovations to historic homes and businesses on the McMinnville Historic Resources Inventory, or when a property owner wants to add or remove a property from the Inventory. The Committee also reviews all requests for moving or demolishing historic properties.

DO YOU OWN A HISTORIC PROPERTY?

Do you own a historic property here in McMinnville? If so, you may need to apply for Historic Landmarks Committee review when making alterations to your home or business. The Committee and Planning Division staff will work with you on the application process and answer any questions or concerns you may have. We can also connect you with resources like the State Historic Preservation Office (*SHPO*) which manages the National Park Service's National Register of Historic Places for the State of Oregon. SHPO guidelines are a great resource on the best practices for historic preservation. We can also connect you with local resources like the McMinnville Municipal Code which contains the rules and regulations for local historic preservation and all Historic Landmarks Committee rules. (*Chapter 17.65 of the McMinnville Municipal Code*).

HOW TO FIND OUT!

Often times it can be hard to know if you own a historic property or if property you are interested in is considered historic. Not all old buildings are automatically considered historically significant. There are three processes that determine historic significance here in McMinnville. The first is the NPS National Register of Historic Places. Any property listed on the National Register of Historic Places is automatically on the McMinnville Historic Resources Inventory. This includes both individual properties and the Downtown McMinnville Historic District. Created in 1987, the McMinnville Downtown Historic District is defined as the area south of 5th Street, west of the railroad track, north of 2nd Street, and east of Adams Street. In addition to properties on the National Register of Historic Places, properties can be individually nominated locally to be on the McMinnville Historic Resources Inventory.

Properties on the Inventory have gone through a detailed nomination/application process and there are historical records for them that are kept by the City of McMinnville. There are two ways to find out if your home or business is part of one of these lists. The first and easiest way is to check the City's Historic Resources Inventory online at the Planning Division webpage. www.mcminnvilleoregon.gov/cd/page/resource-inventory

From there you can look at the four categories of historic resources in the City: Distinctive, Significant, Contributory and Environmental. Just click the link for each of the sub lists and then use the Control+F (Ctrl-f) feature to type in the address you want to search for. You can also contact the Planning Division by calling 503-434-7311 or emailing Planning@mcminnvilleoregon.gov

HOW TO ADD OR REMOVE A PROPERTY

Perhaps you tried the search on the website and were surprised to find that your historic property isn't on the list, but you want to make sure that it is protected for future generations. You can actually apply for a Historic Resources Inventory Amendment and work with the Historic Landmarks Committee to get it added to the list. You can also use this application to have a property removed from the Historic Resources Inventory as well.

Please contact the Planning Division by calling 503-434-7311 or emailing Planning@mcminnvilleoregon.gov if you want to apply for a Historic Resources Inventory Amendment.

HOW TO UPDATE, RENOVATE, RESTORE & MORE!

If your house is on the McMinnville Historic Resources Inventory you may need to get a Certificate of Approval for alterations that necessitate exterior changes. This may include replacement of historic windows beyond repair or converting a room in the house to another use.

This is to protect the historic value of your property and preserve the historic integrity of your property for future generations. It does not mean that you cannot make improvements to your property, it just means that you need to do it in such a way that the historic integrity of your property is not harmed or removed.

The Certificate of Approval for Alteration Application is for any alteration to a structure on the A or B list of the Historic Resources Inventory or the National Register of Historic Places. This is for alterations to the exterior of the building only, and usually does not include minor maintenance such as repainting. If you are unsure about whether or not your plans fall under general maintenance or need historic review, please call the Planning Division and we will be happy to assist you.

The Certificate of Approval for Alteration Application can be found on the Permit and Applications page of the City website.

www.mcminnvilleoregon.gov/cd/page/applications-fees

If you plan to move or demolish a historic structure you MUST apply for the Certificate of Approval for Demolition/Move, which can also be found on the City's website.

www.mcminnvilleoregon.gov/cd/page/applications-fees Note that this application applies to all historic properties in the City of McMinnville including those on the A, B, C and D lists of the Historic Resources Inventory as well as the National Register of Historic Places, and the City of McMinnville Downtown Historic District.

THE HLC REVIEW PROCESS

Once you complete and pay for your application it will be reviewed by Planning Division staff. The first step is a completeness check where staff looks over the application and checks to see if all the required materials and information have been submitted. If any required materials are lacking, staff will contact the applicant and request those materials. This completeness check may take up to 30 days, but usually goes more quickly than that. Once all the required application materials are in, the application will be deemed complete. The application then enters the formal review process.

The next step is a comment period where neighboring property owners are notified of the application via a public mailer and invited to send in comments. At this time other City divisions and agencies such as the Building and Engineering Divisions, and McMinnville Water and Light will review the application as well. Once the comment period ends, Planning Division staff will write a staff report and send that to the Historic Landmarks Committee members to review. Then the Historic Landmarks Committee will meet and make a decision on the application. The committee can decide to either approve, approve with conditions, deny, or continue the application for further review at a later date.

NEXT STEPS AFTER THE HLC REVIEW

After the Committee meets to review an application, the applicant will receive a letter from the Planning Division within five days of the Committee's decision informing the applicant if their application was approved or denied as well as detailed conditions of approval.

The applicant will still need to apply for a building permit to carry out the work planned. The conditions of approval from the Historic Landmarks committee will dictate the work to be done and if any further submissions or information need to be relayed to the Planning Division. These requirements can be things like paint colors that may need to be submitted for review.

HELPFUL LINKS FOR HISTORIC PRESERVATION GUIDELINES & MORE!

This section will provide helpful links to guidelines and standards for historic preservation you should consult when planning alterations to your historic home or business. These guides provide meaningful guidance and suggestions on how to make alterations to your historic resource without devaluing the historic integrity of your property. They will also help you learn the lingo of historic preservation and will make your application process much easier after you have brushed up on some terms and best practices!

National Park Service and State of Oregon Links

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

NATIONAL REGISTER OF HISTORIC PLACES

www.nps.gov/subjects/nationalregister/index.htm

THE USE OF SUBSTITUTE MATERIALS ON BUILDING EXTERIORS

www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm

APPROPRIATE METHODS FOR REDUCING LEAD-PAINT HAZARDS IN HISTORIC HOUSING

nps.history.com/publications/preservation/briefs/37.pdf

MAINTAINING THE EXTERIOR OF HISTORIC BUILDINGS

www.nps.gov/orgs/1739/upload/preservation-brief-47-exteriors-small-medium-buildings.pdf

SUSTAINABILITY AND ENERGY EFFICIENCY FOR HISTORIC BUILDINGS

www.nps.gov/orgs/1739/sustainability-energy-efficiency-resilience-historic-buildings.htm

FEDERAL TAX INCENTIVES FOR HISTORIC PRESERVATION

www.nps.gov/subjects/taxincentives/index.htm

STATE OF OREGON HISTORIC PRESERVATION OFFICE

www.oregon.gov/oprd/oh/pages/default.aspx

STATE OF OREGON TAX INCENTIVES FOR HISTORIC PRESERVATION

www.oregon.gov/oprd/oh/pages/tax-incentives.aspx

OREGON HISTORICAL SOCIETY

www.ohs.org

LOCAL LINKS

CITY OF MCMINNVILLE HISTORIC PRESERVATION &
HISTORIC LANDMARKS COMMITTEE

www.mcminnvilleoregon.gov/cd/page/historic-preservation

CITY OF MCMINNVILLE HISTORIC RESOURCES INVENTORY

www.mcminnvilleoregon.gov/cd/page/resource-inventory

UNCOVER MCMINNVILLE HISTORIC PRESERVATION PROJECT

<https://www.mcminnvilleoregon.gov/cd/page/uncover-mcminnville-historic-preservation>

YAMHILL COUNTY HISTORICAL SOCIETY

www.yamhillcountyhistory.org

OTHER WAYS TO GET INVOLVED!

The Historic Landmarks Committee is always looking for ways to engage and encourage residents to learn more about and help preserve McMinnville's wonderful historic sites. The Committee usually has a Youth Liaison, a title held by a local student that is interested in McMinnville history and historic preservation. Interested persons are encouraged to contact the Planning Division. We also encourage anyone interested to attend future Historic Landmark Committee meetings, get to know the HLC committee members, and help us get more historic structures registered on the Historic Resources Inventory List. There are many wonderful historic homes in the City that are not registered yet. You can also get involved in other local groups like the Yamhill County Historical Society which runs the excellent Yamhill Valley Heritage Center.



City of McMinnville

HISTORIC PRESERVATION

CITY OF MCMINNVILLE COMMUNITY DEVELOPMENT DEPARTMENT

231 NE 5th St. McMinnville, Oregon 97128 • 503-434-7311

Planning@mcminnvilleoregon.gov

<https://www.mcminnvilleoregon.gov/cd>