

HL 1-26 & DDR 1-26

April 23, 2026, Historic Landmarks Committee (HLC) Meeting

Order of Operations

1. **Staff Presentation** (30 min)

- Evan Hietpas, Interim Planning Manager
- Heather Richards, Carrie Richter, Matthew Deppe

2. **Applicant Presentation** (30 min)

- Bienestar, FFA Architecture

3. **Public Comments**

4. **HLC Deliberation**

5. **Motion from HLC**

Staff Presentation

1. Proposal and Applications Submitted
2. Review Process and Criteria for Decisions
3. Recap of Issues from March 12th Meeting
4. Summary of Findings
5. Staff Recommendation

Summary of Applications

Subject Site – 544 NE 2nd Street



Application Requests

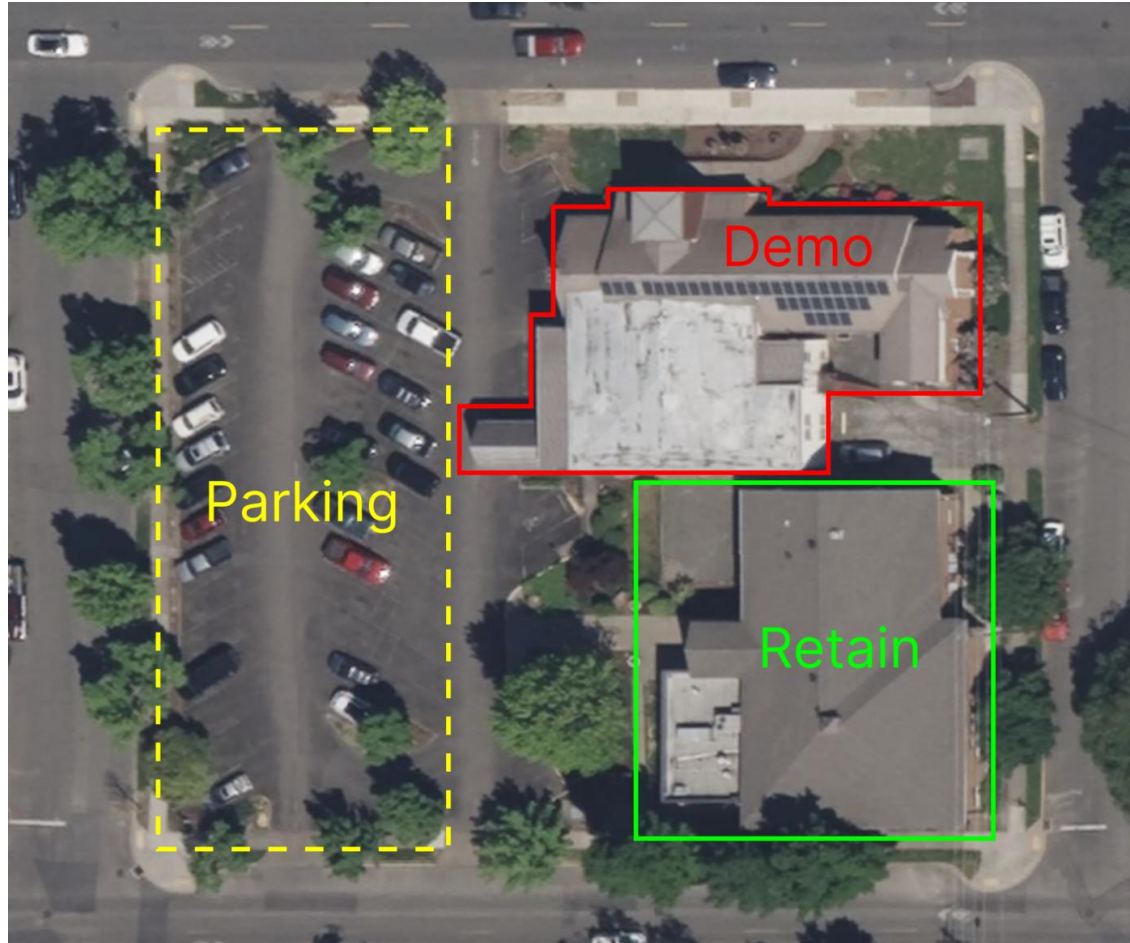
HL 1-26

Demolish a historic resource, designated as a “B” (Significant Resources), by the historic name of “United Methodist Church” now owned by McMinnville Cooperative Ministries

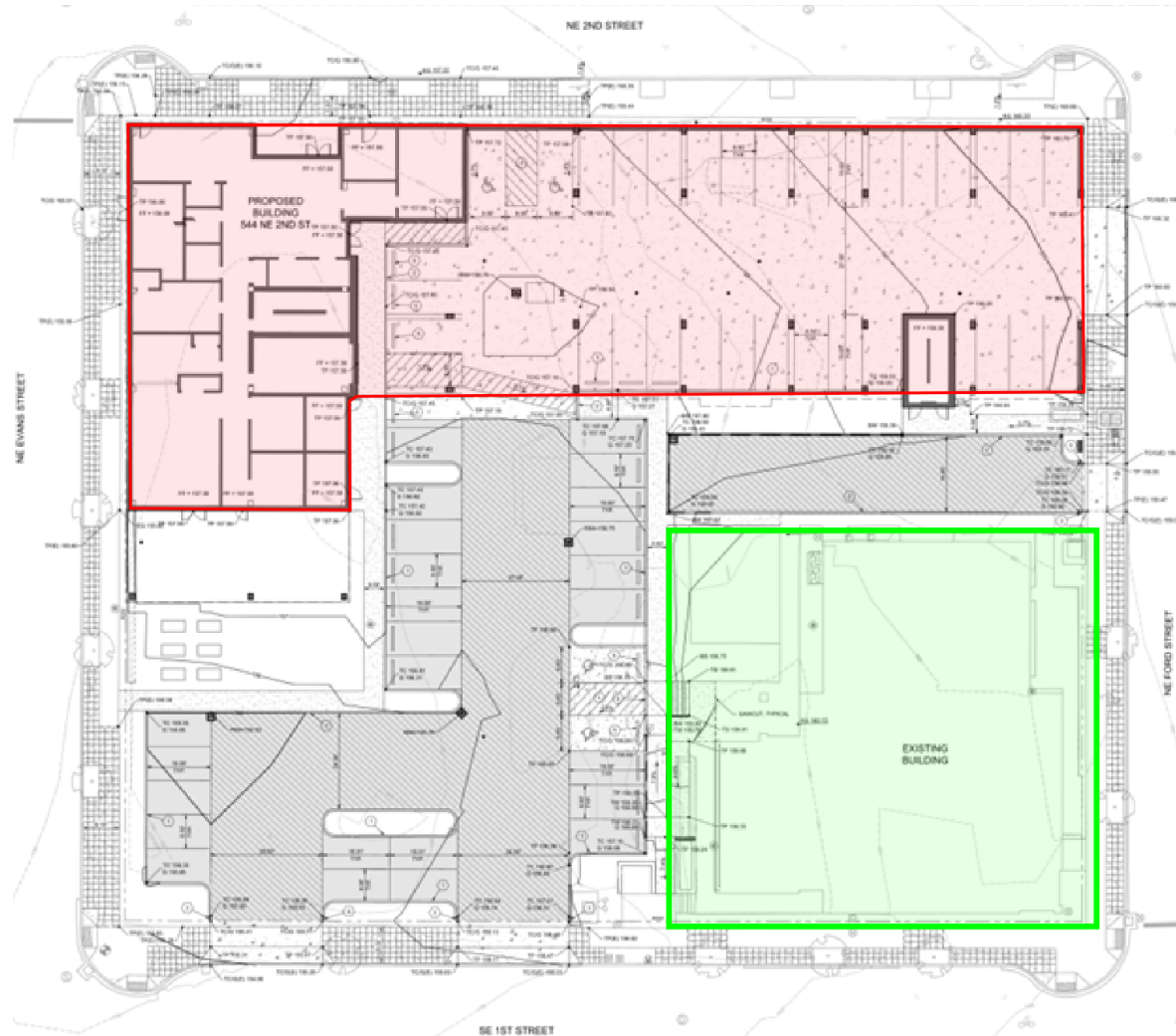
DDR 1-26

Construct a new four-story apartment building on a mixed-use site with a continued church use.

Existing Development



Proposed Development



HL 1-26 (Proposed Demolition)



DDR 1-26 (Proposed Building)



Updated Design from April 9

Updated Design
from April 9



NE CORNER



SW CORNER

Related Records (L 2-26)

Landscape Plan Review

- Administrative Review, with no public notice
- Conditional Approval issued on February 19

Related Records (MA 1-26)

Mandatory Adjustments for Qualifying Residential Development, under Oregon Senate Bill 1537

- Submitted with Downtown Design Review
- Requires public notice, but there is no public meeting or public appeal process
- Applicant has demonstrated that the project is eligible for the adjustments
- **This application is not within the HLC's purview**
- Staff is moving forward with issuing the decision

Mandatory Adjustments for Qualifying Residential Development, under Oregon Senate Bill 1537

- May request up to ten (10) adjustments
- Originally requested five (5) adjustments
 - Common area, open spaces and landscaping (17.11.090.D.5.)
 - Parking Minimums (17.60)
 - Façade articulation (17.11.090.D.12.b.4.)
 - Total window area (17.59.050.B.3.c.)
 - Requirements for balconies and porches (17.11.090.D.6.)
- Applicant is now requesting one (1) additional adjustment
 - Facade materials, color or pattern (17.59.050(C))

Review Process and Criteria

Demolition of Historic Resource

- **Section 17.65.050** “Demolition, Moving, or New Construction (of historic resources)”
- Comprehensive Plan Goals and Policies

Downtown Design Review

- **HLC Focus: Chapter 17.59, primarily Section 17.59.050 “Building and Site Design”**
- Staff Review: All other applicable zoning ordinance sections, primarily 17.11.090 (Apartment Design)
- Comprehensive Plan Goals and Policies

Review Process

HL 1-26

- Notice to properties within 300 feet

DDR 1-26

- Notice to properties within 100 feet

BOTH APPLICATIONS

- Historic Landmark Committee decision
- HLC shall meet within thirty (30) days of the date the application was deemed complete to make a decision (approval, approval with conditions, denial)

March 12th HLC Meeting

- The Historic Landmarks Committee (HLC) held a public hearing. The HLC voted 4-0 in favor of continuing the public hearing to April 23, 2026 at 3:00PM.
- The applicant requested a 45-day extension to the application period to allow for a continued public hearing to April 23, and the 120-day review deadline to July 28.
- On April 9, 2026, the applicant submitted revised application materials to the City.
 - Including a Downtown Design Review Waiver Request for glazing requirements

Public Testimony Received

Attachment 3 to Staff Report, and each Decision Document (up to April 14th) – additional testimony has been received this week.

Topics of Testimony Included:

- Vehicular Traffic Increases/ Pedestrian Safety
- Parking Supply and Demand
- Acknowledgement and advocacy of the need for increased housing availability and affordability in McMinnville
- Concerns about density and building height
- Incompatibility of building design with downtown
- Value and Significance of church building

March 12th Meeting Topics

HL 1-26

Demolition of Historic Resource

Section 17.65.050

- Criteria 1 and 4 could support justification for demolition.
- Criterion 5 (safety hazard) is not applicable and should not be used as justification for demolition.
- Criteria 2, 3, 6, 7, and 8 should be considered closer to better understand if they support justification for demolition

Section 17.65.050

2. The **economic use of the historic resource** and the **reasonableness of the proposed action** and their relationship to the historic resource preservation or renovation;

6. Whether the historic resource 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 resource would cause financial hardship to the owner not outweighed by the public interest in the resource's preservation**; and

Section 17.65.050

3. The **value and significance** of the historic resource;

8. Whether retention of the historic resource would be in the **best interests of a majority of the citizens of the City**, as determined by the Historic Landmarks Committee, and, if not, whether the historic resource 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.

Section 17.65.050

- Applicant provided information and responses to the Demolition Criteria in HL 1-26 resubmittal.
 - In-depth inspection of the existing structure
 - Cost estimates for the work associated with maintaining or re-purposing the existing church structure
- Draft Decision Document prepared by staff includes **Findings for Approval, with Conditions** for docket HL 1-26.

DDR 1-26

Local Requirement	Mandatory Adjustment	Applicant Proposal
<u>17.11.090 Common Spaces</u> 15% of the site (5,219 sq ft required)	<u>(4)(b)</u> Reduction up to 25% (3,915 sq ft required)	4,321 sq ft provided
<u>17.60 Required Parking</u> 0.5 spaces for units with two bedrooms or less 1 spaces for units with more than two bedrooms	<u>(4)(c)</u> Full adjustment (no parking required) <i>69, two-bedroom or less</i> <i>3, three-bedroom</i>	- Church use requires 38 spaces - Shared parking for mixed-use development will have 59 spaces
<u>17.59.050(C) Building Materials</u> Exterior materials shall consist... [of] block, brick, painted wood, smooth stucco, or natural stone.	<u>(5)(a)</u> Full adjustment allowed for Façade materials	- Some brick on the ground-level façade. - Fiber cement shingles for majority
<u>17.11.090 Wall and Roof Design/Articulation Requirements</u>	<u>(5)(b)</u> Full adjustment allowed for Façade articulation	Provided some recesses, offsets, and articulation elements, and 17.59-compliant roof pitch
<u>17.11.090 Private Porches/Balconies</u>	<u>(5)(h)(C)</u> Full adjustment allowed for Façade articulation	No porches or balconies proposed
<u>17.59.050 Windows/Glazing</u>	More information later in presentation, because of Waiver	

Downtown Design Review

17.59.050(C) Building Materials

- **Criterion 1.** “Exterior building materials shall **consist of building materials found on registered historic buildings** in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.”

17.59.050(B) Building Design

- **Criteria 3c.** “3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: c. **A minimum of 70 percent glazing below the transom line** of at least eight feet above the sidewalk, and **40 percent glazing below the horizontal trim band** between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;”

17.59.050(C) Building Materials

Criterion 1

- Applicant Initial Response: The design team will make every effort to incorporate these building materials. The current design seeks to reflect the historic church on the site and the nearby historic commercial corridor by including brick at the first floor with concrete columns. The upper stories are primarily clad in fiber cement shingles with vertical elements of fiber cement panels.
- City Findings: **NOT SATISFIED**. The fiber cement shingles and fiber cement panels are used for the majority of the exterior building design.

17.59.050(C) Building Materials

Applicant Updated Response: Applicant is now requesting one (1) additional Mandatory Adjustments for Qualifying Residential Development, under Oregon Senate Bill 1537

~~–Facade materials, color or pattern (17.59.050(C))~~

- Draft Decision Document has been updated to reflect that this Criterion is now **SATISFIED** with the Mandatory Adjustment.

17.59.050(B) Building Design

Criteria 3c

- Applicant Initial Response: Significant glazing has been incorporated on both facades, particularly at the corner. Additionally mesh metal screens provides visual permeability along much of the façade below the eight-foot transom adjacent to the tuck-under parking.
- City Findings: **NOT SATISFIED**. Mesh metal screens do not meet the intent of the glazing requirement, and it has not been demonstrated how the requirement above the transom line has been met

Glazing Requirement

Local Requirement	<u>17.59.050.B.3.c. (Building Design)</u> 3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: c. A minimum of <u>70 percent glazing below the transom</u> line of at least eight feet above the sidewalk, and <u>40 percent glazing</u> below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
Mandatory Adjustment	<u>(5)(g)</u> • Must allow up to 30% adjustment if application includes at least 12% total façade as window area • Below: <i>30% of 70% = 21% reduction</i> (49% glazing required) • Above: <i>30% of 40% = 12% reduction</i> (28% glazing required)
Applicant Proposal (Waiver Request)	See Sheets A205 and A206, and Waiver Request Memo. The waiver request seeks to broaden what meets the intent of the requirement by substituting the perforated metal panels and openings for storefront glazing.

Waiver Request Process (17.59.030)

A guideline or standard contained in this ordinance may be waived as part of the design review process **when it can be demonstrated that the proposed design satisfies or exceeds the downtown design goals and objectives of this ordinance.** If a waiver is requested, the applicant must explain in their application how the proposed design satisfies or exceeds these goals and objectives...

Waiver Review Criteria – 17.59.040(A)(3)

3. If applicable (**waiver request**), that **ALL** of the following circumstances are found to exist:

- a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a **unique or unusual aspect of the site, an existing structure, or proposed use of the site**;
- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is **equal or superior** to a project designed consistent with the standards contained herein; and
- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Waiver Review Criteria – 17.59.040(A)(3)

- a. The applicant has shown that there is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique aspect of the site, and the proposed use of the site. In this case the proposal of tuck-around parking provides an efficient use of space in the downtown area. Considering this is a housing development that would not have business storefronts along 2nd Street, it is reasonable that this is a unique case based on the proposed use.
- b. By replicating the rhythm of storefronts with the panels, trellises and planters, the applicant has demonstrated that the alternative design accomplishes the purpose of this Chapter.
- c. The applicant is providing significant glazing elsewhere on the building, where there is not the conflict with the tuck-under parking. The applicant considered the installation of additional glazing near the corner entrance of the building and the public meeting room, however, this additional glazing would result in even less brick being provided, which has been a key design consideration of the HLC.

Waiver Review Criteria – 17.59.040(A)(3)

*a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, **or proposed use of the site**;*

- Applicant Response: Both the north and west facades have difficulty meeting the specific glazing requirements of 17.59.50.B.3(c) due to unique aspects of the site and uses. Because of the desire to provide parking and maintain the McMinnville Ministry's SE building, the parking has been incorporated within the first floor of the building. As a result, the parking spaces are present at the north façade along NE 2nd St and mechanical spaces have been pushed to the west façade along NE Evan St. Meeting the storefront window requirements at the tuck-under parking facades will not meet the design intention of replicating historic storefront windows and would limit air flow into the structured parking area. Additionally, on the west façade, the leasing office at the corner and community room both have extensive windows, but the mechanical spaces tucked between them provide limited opportunities for windows. The south end of the west façade is open to the common outdoor space but is separated from the sidewalk by a landscape planter and is not an opening for passage. These are all unique characteristics that derive from the need to configure around the SE Ministry Building and structuring parking under the residential floors. This criterion is met.

Waiver Review Criteria – 17.59.040(A)(3)

*a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, **or proposed use of the site**;*

- Draft Decision Document Finding: **SATISFIED.**
- Recommended Finding: **SATISFIED.**

Waiver Review Criteria – 17.59.040(A)(3)

*b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner **that is equal or superior to a project designed consistent with the standards (glazing)** contained herein*

- Applicant Response: Given the unique characteristics of this design, the alternatives to glazing that are proposed are equal to the intent of the glazing requirements. The sequences of perforated metal panels and openings along the facades will create visual interest from the pedestrian realm and provide light and air into the interior of the structured parking. Additionally, the openings into the common outdoor space and into the tuck-under parking are not intended for pedestrian or vehicle passage so they do not meet the language of the standard, but they do provide the ground floor visual permeability that the standard seeks to create.

Waiver Review Criteria – 17.59.040(A)(3)

*b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner **that is equal or superior to a project designed consistent with the standards (glazing)** contained herein*

- Draft Decision Document Finding: **SATISFIED.**
- Recommendation: **SEEKING INPUT FROM HLC/NOT SATISFIED.**

Waiver Review Criteria – 17.59.040(A)(3)

*c. The waiver requested is the **minimum necessary to alleviate the difficulty** of meeting the requirements of this Chapter.*

- Applicant Response: As discussed, storefront windows anchor the corner and the other standards of Subsection B.2 are met. The inability to replicate storefront windows in front of the tuck-under parking, mechanical areas, and outdoor common space are deviations only in the interpretation of what counts as glazing within the standard, not the intent to provide a pedestrian friendly ground floor façade.

Waiver Review Criteria – 17.59.040(A)(3)

*c. The waiver requested is the **minimum necessary to alleviate the difficulty** of meeting the requirements of this Chapter.*

- Draft Decision Document Finding: **SATISFIED.**
- Recommendation: **SEEKING INPUT FROM HLC.**
 - Although the proposal may increase the amount of transparency into the building, it further distances the design from providing the level of pedestrian engagement and placemaking that would be achieved if the window transparency standard, as stated in the purpose statement, was satisfied.

Waiver Review Criteria – 17.59.040(A)(3)

3. If applicable (**waiver request**), that **ALL** of the following circumstances are found to exist:

- a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a **unique or unusual aspect of the site, an existing structure, or proposed use of the site**;
- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is **equal or superior** to a project designed consistent with the standards contained herein; and
- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Staff Recommendation

Staff Recommendation

- Carefully consider the applicant's presentation
- Facilitate a detailed discussion centered on the Decision Criteria for these applications.
- **HLC 1-26: Staff recommends that the HLC carefully consider the Historic Resource Demolition Criteria in Section 17.65.050.**
- **DDR 1-26: Staff recommends to request additional information from the applicant, or provide input on the applicant's proposed Waiver Request, to verify compliance with the Waiver Request Review Criteria in 17.59.040(A)(3)(b and c).**
- Sufficient evidence may be provided at this meeting, the applicant may request an extension to the review timeline to provide additional materials, or may request that the HLC renders a decision.

Staff Recommendation

- Staff would recommended revising the Draft DDR 1-22 Decision Document to include additional findings regarding the applicability of the SB 1537 Mandatory Adjustment request to ensure there is clarity on which Downtown Design Review requirements were adjusted based on State law.
- The HLC's Motion needs to reflect any final revisions to be made to the **Findings** of **Conditions of Approval** from what was included in the Draft Decision Documents included in today's meeting packet.