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# MINUTES

**January 23, 2020**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**McMinnville Civic Hall**  
**McMinnville, Oregon**

**Members Present:** Mary Beth Branch, Mark Cooley, Joan Drabkin, Christopher Knapp, and John Mead (via phone)

**Members Absent:** None

**Staff Present:** Chuck Darnell – Senior Planner

**Others Present:**

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## 1. Call to Order

Chair Drabkin called the meeting to order at 3:00 p.m.

## 2. Citizen Comments

None

## 3. Election of Chair and Vice Chair

Chair Drabkin nominated Mary Beth Branch to be Chair for 2020. The motion was seconded by Committee Member Knapp and passed unanimously.

Chair Drabkin nominated John Mead to be Vice Chair for 2020. The motion was seconded by Committee Member Branch and passed unanimously.

## 4. Approval of Minutes

- A. July 25, 2019 Meeting Minutes
- B. September 26, 2019 Meeting Minutes

The July 25 and September 26, 2019 meeting minutes were approved by consensus.

## 5. Discussion Items

- A. Check-In on Committee Processes and Procedures

Senior Planner Darnell introduced new Committee Member Knapp. Committee Member Knapp discussed his experience in historic restoration. He was on the Planning Commission last year, but this was his passion. He had been a carpenter for 20 years and was currently restoring a 100 year old house.

Senior Planner Darnell said at the last meeting there was a conversation about how things had been going with the Committee as there had been many changes and updates over the past few years. He asked if the materials staff provided were helpful or if there were some suggestions for improvements or feedback about the meeting process and location.

Committee Member Branch thought where they were currently meeting caused the meetings to be more casual than they should be. They were making decisions that were enforceable and there was a lack of respect for the work the Committee did. She thought their meetings should be held in the Council Chambers. It would help set the tone for how formal and important the meetings were.

Committee Member Cooley agreed that it would put the onus on the applicants, which was where it properly belonged. There were times when the people came with presentations that were not very well prepared and the Committee had to tease the information out of them to help them cross the finish line.

Committee Member Mead said it was a fine line where they were not helping people design their projects and being the deciding body of whether or not the design was good. The Committee's job was to go through the quasi-judicial process to determine whether the design met the standards.

Committee Member Knapp thought keeping the meetings more formal rather than like a discussion was preferable.

Chair Drabkin said for quasi-judicial decisions it was appropriate to be in the Council Chambers. But for all other business, she preferred the smaller room.

There was consensus to hold quasi-judicial meetings in the Council Chambers, but all other meetings in the smaller room.

Committee Member Branch appreciated the printed packets for meetings.

Committee Members Cooley and Mead were fine with receiving PDFs.

Committee Member Knapp and Chair Drabkin liked the printed packets.

Senior Planner Darnell said if anyone individually wanted paperless packets, to let him know.

Committee Member Branch requested that staff reports include the applicant's narrative regarding how the application met the criteria, especially if there were many waivers, instead of just summarizing the key points. She thought the application should be first in the packet, and then the staff report. She suggested that the HLC review the application criteria for what should and should not be included. She would also like to review the Downtown Design Review standards.

The Committee gave examples of the limitations of the current Downtown Design Review standards as opposed to the intention of the standards and making sure the criteria could enforce the spirit of the Downtown Design Review standards.

There was further discussion regarding the Committee meeting more than once per month, such as a work session on more difficult applications.

Committee Member Mead thought it should be based on a threshold of the building valuation for a work session ahead of the actual meeting.

Committee Member Branch thought that would make the hearing meetings shorter.

Senior Planner Darnell said they did not have the time built into the code process for a work session on applications. He would also have to look into the legality. He thought work sessions were for more legislative items, such as reviewing the application criteria and Downtown Design Review standards.

There was discussion regarding work session topics and the appeals process.

Senior Planner Darnell suggested for applications, staff could let the Committee know when they were deemed complete and the Committee could look over the applications on the website before the staff report was done. He then distributed a packet of relevant code information that would be a resource for the Committee.

## **6. Action Items**

### **A. Approval of 2020 Work Plan**

Senior Planner Darnell said this Work Plan was the same as last year's Work Plan as they were not able to get to all of the items last year. The main item on the Work Plan was the reconnaissance level survey.

There was discussion regarding what would be done with the results of the survey, the areas that would be included, and who to contact for the public outreach.

Senior Planner Darnell said the other items on the Work Plan were: exploring the viability of a historic district in the residential area downtown, promoting Historic Preservation Month, having a booth at the Farmer's Market, Historic Preservation Awards, updating the website, and notifying property owners of historic resources.

Committee Member Branch suggested including the review of the Downtown Design Review standards.

There was discussion regarding the criteria for the Preservation Awards, nominating individuals instead of only projects, and timeframes for the items on the Work Plan.

Committee Member Cooley moved to approve the 2020 Work Plan with the addition of the review of the Downtown Design Review standards. The motion was seconded by Committee Member Mead and passed unanimously.

## **7. Committee Comments**

None

## **8. Staff Comments**

None

## **9. Adjournment**

Chair Drabkin adjourned the meeting at 4:07 p.m.