



City of McMinnville
Planning Department
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MINUTES

December 16, 2021
Historic Landmarks Committee
Regular Meeting

3:30 pm
Zoom Meeting
McMinnville, Oregon

Members Present: Mary Beth Branch, Mark Cooley, Joan Drabkin, and John Mead
Members Absent: Christopher Knapp
Staff Present: Heather Richards – Planning Director and Amy Dixon – Contract Planner
Others Present: Chris Chenowith, Council liaison

1. Call to Order

Chair Mead called the meeting to order at 3:30 p.m.

2. Citizen Comments

None

3. Action Items

- Minutes – March 11, 2021
- Minutes – April 22, 2021

Committee Member Drabkin moved to approve the March 11 and April 22, 2021 minutes. The motion was seconded by Committee Member Branch and passed unanimously.

4. Discussion Items

- Historic Preservation Marketing Education Program – CLG Grant

Planning Director Richards introduced Noelle Amaya, Communication & Engagement Manager.

Communication & Engagement Manager Amaya said this was a grant funded project to increase public engagement and awareness of the historic sites and historic landmark process in McMinnville. She reviewed the public engagement activities planned, proposed engagement timeline, community partners, budget information, where they were at right now in the process, and next steps.

There was discussion regarding the proposed pamphlets, involvement with SHPO, value of historic preservation, options for Covid restrictions, highlighting past historic preservation awardees, reference library, and website design.

- **Historic Landmarks Demolition Code**

Contract Planner Dixon said the consultant presented recommendations in May for changes to the demolition code and the Committee suggested some additional changes. The consultant made those changes and today was a review of the final proposal.

Planning Director Richards explained the next steps in the process including public hearings with the Planning Commission and City Council.

There was discussion regarding whether all of the resource categories needed to go through the demolition process or to exclude the c and d categories, cost for applicants to provide the information required, elevation architectural drawings vs. high quality elevation photographs, fee if someone demolished a building without a permit, why demolition by neglect was limited to exterior features and looking into including the interior, analysis of economic hardship, and different standards for residential demolition vs. commercial demolition.

Chair Mead suggested striking J, K, and L as being overly burdensome to applicants.

There was consensus to bring this back to the next meeting for further discussion.

5. Committee Comments

Committee Member Drabkin said this was her last meeting.

The Committee thanked her for her time and contributions.

6. Staff Comments

Planning Director Richards said the Council had appointed a new Committee member who would join them at the next meeting. She said Sarah Sullivan had left the City for a different job and Contract Planner Dixon was done at the end of this month.

7. Adjournment

Chair Mead adjourned the meeting at 5:04 p.m.