



City of McMinnville
Planning Department
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MINUTES

June 23, 2022
Historic Landmarks Committee
Regular Meeting

3:00 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Mary Beth Branch, Eve Dewan, Mark Cooley, Christopher Knapp, and John Mead

Members Absent: Hadleigh Heller – Youth Liaison (recently resigned)

Staff Present: Heather Richards – Planning Director, Adam Tate – Associate Planner

Others Present: Chris Chenoweth – Council Liaison

1. Call to Order

Chair John Mead called the meeting to order at 3:07 pm. This meeting was held in accordance with land use procedures required by McMinnville Code, McMinnville Comprehensive Plan, and the State of Oregon.

2. Citizen Comments

Committee Member Mary Beth Branch commented on behalf of a citizen who wanted to know where to access the Zoom link for public meetings. The Zoom link could be found in the agenda for the desired meeting found on <https://www.mcminnvilleoregon.gov/meetings>.

3. Approval of Minutes

- **9/1/2021 Meeting Minutes**

Committee Member Eve Dewan moved to approve the September 1, 2021 Meeting Minutes as presented. Committee Member Branch seconded. Motion passed unanimously.

4. Action Items

- **HL 1-22: 436 SE Baker Street**

Chair Mead opened the hearing. There were no objections to the jurisdiction of the Committee, and no Committee Member abstained or declared prior contact or site visits.

Associate Planner Adam Tate reported on HL-122 (Certificate of Approval for Alteration) 436 SE Baker Street, requesting approval for projects that had already been completed as the Applicant claimed they were unaware the projects needed to be approved by the Historic

Landmarks Committee (HLC). She described the projects and the historic significance of the property and asked the Committee to consider whether the Application met the criterion test for alteration according to the Comprehensive Plan Historic Preservation policies and chapter 17.65 Historic Preservation of the McMinnville Code. Staff recommended approval of the Application subject to the conditions specified.

Planning Director Heather Richards noted the case had come up as a Code Enforcement case. They had contacted the property owner who did have building permits for interior work but did not have building permits and had not gone through the HLC review process regarding the stairs. The Applicant had requested a rezone from OR to C3 which brought attention to the lack of permits. The building had been allowed to be used as a residence in either zone. If not approved the Applicant would be required to remove the stairway.

Mark Drevdahl, representing the Applicant, reported that the stairwell was completed between late spring and early summer of 2021, and the windows had been installed in December of 2020. The fireside windows had been found in the basement of the house, and the property owners had them installed where they originally would have been. He answered Committee Member's questions about the permitted work, the work done to the stairs without a permit, and the materials used.

Staff commented that the case was further complicated as the home was sold in April to new owners who were currently running a short-term rental out of the home and noted the only part of the house that had not been properly permitted was the outdoor stairway and the second-floor room accessed by the stairs. Planning Director Richards discussed various construction permits that had been granted to Applicants in 2020.

No members of the public provided comment in support or opposition.

The Committee discussed the request with Staff. While most of the conditions seemed to have been met, the proposed design may not have been approved if the proper review process had been followed. Staff confirmed that the HLC could require a review after the Building Department inspected the stairs. Several Committee members expressed concern about the lack of design details provided with the application, which made it impossible to make an informed decision, and agreed it would be best to request more information rather than adding conditions of approval. Staff recommended continuing the hearing until a later date to receive more information on all the features of the project, and any other alterations that have been made, and noted they could deny based on various sections of Code which were not satisfied.

Committee Member Cooley moved that based on the finding that 17.65.060(B)(2)(c) (B-2c) and 17.65.060(B)(2)(i) are not satisfied that we do not approve the Application at this time and request additional information relevant to those criteria. Committee Member Branch seconded. Motion passed unanimously.

5. Discussion Items

- **Goal 5 Comprehensive Plan Update**

Planning Director Richards discussed the three volumes of the McMinnville Comprehensive Plan, which has not been updated since 1981, provided an overview of the City's plan amendment process, and noted that Northwest Vernacular has also been asked by the City to provide recommended language for Volume 1 of the McMinnville Comprehensive Plan.

Katie Pratt, Consultant at Northwest Vernacular, gave a presentation on their process for drafting amendments and a high-level overview of their recommended amendments. Their full revised text could be found in the packet for this meeting. She also answered clarifying questions from Committee Members about the archeological section and the Oregon Special Assessment Program.

Planning Director Richards suggested including the full Preservation Plan Context Statement within the document to make it more accessible to the public, especially as it contains interesting and relevant McMinnville history.

Committee Member Branch moved that the Committee recommend to the Planning Commission the amendments as proposed by Northwest Vernacular to the Comprehensive Plan: Volume 1 Cultural Resources with the additions that have been discussed. Committee Member Knapp seconded. Motion passed unanimously.

- **Demolition Code Discussion – Proposed amendments to section 17.65 of the McMinnville Municipal Code Historic Preservation regarding the Certificates of Approval for Demolition.**

Planning Director Richards presented the proposed amendments noting they were developed to bring McMinnville Code into compliance with State law, establish clearer performance metrics and review criteria for demolition findings, and remedy non-compliance with demolition and demolition by neglect. The amendments were proposed following a review of the Codes for best practices of the Cities of Albany, Bend, Eugene, Portland, Redmond, and Salem, and were based on recommendations from previous HLC meetings and Staff review. She confirmed that non-contributing sites would be handled differently than historical sites and that the Committee could take public comments now or at a separate hearing.

Chair Mead opened the topic for public comment.

- Heather Miller, President of the McMinnville Downtown Association, was in favor of a public hearing to accept comments from business owners and the public.
 - Planning Director Richards explained how the public hearing processes would proceed.
 - The Committee discussed whether a public hearing should take place at the HLC level or move on to the Planning Commission and City Council.
 - City Council Liaison Chris Chenoweth was in favor of public hearings when there were sufficient levels of discussion in the community regarding the topic. Councilor Chenoweth and Heather Miller were both in favor of holding the public hearing at the HLC level.

There was no further public comment. The Committee discussed the proposed amendments. During the discussion, Christopher Knapp excused himself from the meeting at approximately 5:52 pm. Section 17.65.050 (Demolition and Relocation of Historic Resources) was discussed noting to which structures the different regulations apply. Additional application requirements were suggested. There was also discussion about assessing the rarity of the historical significance of a property, replacing the word “restoration” with “rehabilitation”, whether the Code should apply to accessory structures, neglect, demolition and related penalties, enforcing the affirmative maintenance provisions, the broadness and specificity of the language used for ordinances in the Comprehensive Plan and other Codes and how the wording could be used to

protect Historical Resources, and whether the City could require historical resources to be kept up to Code. The Committee was comfortable with the proposed penalty fees, pending Legal review and public feedback.

Planning Director Richards listed items she would get more information about. After Staff and Legal review, Committee Member Branch would receive an updated version to review on behalf of the Committee. She also reviewed the scheduling of public hearings and Applications at upcoming meetings within the structured timeframe and noted there would be increased public interest.

6. Old/New Business

- HLG Public Engagement Program Update

Associate Planner Tate reported to the Committee about new posters which have arrived. The historical speaker series which began was well spoken and well attended. He listed future speakers on the schedule. The Committee noted appreciation for the new posters, and their presence on social media, and discussed merchandizing them.

7. Committee Member Comments

None

8. Staff Comments

Councilor Chenoweth and Planning Director Richards both thanked the Committee and Staff Members for their work on behalf of the City and noted the importance of Historic Resources to the community.

9. Adjournment

Chair Mead adjourned the meeting at 6:32 pm.