



MINUTES

July 28, 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:

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

Others Present: Chris Chenoweth – Council Liaison

1. Call to Order

Chair John Mead called the meeting to order at 3:08 pm. This meeting was held in accordance with land use procedures required by McMinnville City Code, McMinnville Comprehensive Plan, and the State of Oregon.

2. Citizen Comments

None

3. Approval of Minutes

- **December 6, 2021 Meeting Minutes**

Committee Member Branch moved to approve the December 6, 2021 Meeting Minutes as presented. Committee Member Knapp seconded. Motion passed unanimously.

4. Action Items

- **HL 2-22: 855 NE 5th Street**

Chair Mead opened the hearing. Committee Member Mary Beth Branch stepped down from the Committee to represent the Applicants. There were no objections to the jurisdiction of the Committee, and none of the other Committee Members abstained or declared prior contact or site visits.

Associate Planner Adam Tate presented the proposed alterations at 855 NE 5th Street. His presentation included photographs of the exterior renderings of proposed changes, and the site plan showing the parking and landscape changes. He also reviewed the public comments that

had been submitted and provided details about the condition of approval that Staff recommended.

Planning Director Richards clarified further minor changes to the Application or those required for maintenance would be approved by Staff. Substantive changes to the Application would be presented before the Historic Landmarks Committee (HLC). There could be differences in interpretation between the Federal, State, and City level agencies involved. The City would defer to the State and Federal agencies to avoid complications. There would also be additional reviews with other Committees for this Application including a landscape review and acquiring a building permit.

Mary Beth Branch, representing the Applicant, presented the history of the structure and the rehabilitation plan for the property. She showed photographs of the structure during different time periods and noted architectural details and additions built onto the structure through time. The building had never been vacant, and she noted the previous uses of the building throughout her presentation. An important change would be to raise the awning that projected into the public right of way and did not reach the minimum height for safe semi-truck passage. She defined the property lines and mentioned a shared use agreement with an adjacent property for parking. She provided elevation diagrams and the floor plan of the building and described some of the proposed plans to rehabilitate the structure. She explained the choice and placement of windows in detail.

Ms. Branch answered clarifying questions from Committee Members about her proposed changes to the awning, the load-out bins, the windows, the hand railing, the loading dock, the patio and outdoor spaces, and the electrical service to the building.

No members of the public provided testimony in support or opposition to the Application.

Chair Mead closed the public hearing and opened Committee deliberation.

Committee Member Knapp felt the Application was very thorough and had no questions.

Committee Member Cooley felt comfortable with the Application based on the presentation and Staff Report and was ready to approve the Application with the additional conditions mentioned by Staff.

Associate Planner Tate read the five conditions for approval recommended by Staff.

Committee Member Cooley moved based on the conclusionary findings for approval in the materials submitted by the Applicant the Historic Landmarks Committee approves HL 2-22 subject to the conditions of approval provided in the decision document. Committee Member Knapp seconded. Motion passed unanimously.

5. Discussion Items

None

6. Old/New Business

- **HLG Public Engagement Program Update**

Associate Planner Tate reported to the Committee about the historical speaker series. Previous presentations have been of high quality and were well attended by the public and local media. He detailed upcoming speakers including a presentation by Committee Member Branch on the history of Buchanan Cellars which includes a tour. Associate Planner Tate would be leading a walking tour of historic sites in McMinnville at the end of August.

- **Demolition Code Update**

Planning Director Richards reported on the Demolition Code which is in a final draft form. She would forward a copy both to Committee Member Branch and City Legal counsel. She has been in discussion with the News Register to clarify issues and confirm that property owners would be notified of the public hearings held by the HLC and Planning Commission. The scheduling of the public hearing was discussed. Committee Members were comfortable with moving forward toward the public hearing without reviewing the document further. An article in the paper regarding upcoming projects that would include the demolition of some significant historic properties downtown has created some public urgency. The final decision could be made in approximately four months when the HLC, Planning Commission, and City Council have approved the ordinances.

7. Committee Member Comments

None

8. Staff Comments

None

9. Adjournment

Chair Mead adjourned the meeting at 4:35 pm.