

# MINUTES

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**August 25, 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:** Sal Peralta – Council Liaison

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## 1. Call to Order

Chair John Mead called the meeting to order at 3:01 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

- **February 23, 2022 Meeting Minutes**

Committee Member Mary Beth Branch moved to approve the February 23, 2022 Meeting Minutes as presented. Committee Member Mark Cooley seconded. Motion passed unanimously.

## 4. Action Items

- **HL 3-22: 221 SE Cowsls Street**

Associate Planner Adam Tate presented the proposed alterations to 221 SE Cowsls Street and reviewed the public comments submitted by the public agencies. Staff recommended approval of the Application subject to the conditions specified in the decision documents.

Committee Members asked clarifying questions about the pictures of conceptual changes, the guidelines for determining that archeological resources had been found, and the installation of the siding.

Brent and Brenda Flanders, Applicants, clarified the picture of the siding was indeed a Google image, and it was used because of the clear depiction of that style of window box. They hoped to use the existing French door as a window and build a stylized window box to match the window boxes on the rest of the house, which would enable them to use the original trim. The Applicants wanted to replace only the shakes that were damaged when the sunroom was built. They purchased wood shakes and will paint them to match the rest of the house. The sewer lateral is on the east side of the house and has already been replaced. They confirmed the French doors were original to the house and that the fireplace bricks were imperfect bricks, which came from a nearby brick mill around the time the house was built.

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

Chair Mead closed the public hearing and invited Council Members to deliberate.

All Committee Members were satisfied with the Application, and several noted the alteration would bring the house back to its more original form and appreciated the work the Applicants have put into maintaining the home.

Committee Member Cooley moved that based on the findings of facts, the conclusionary findings for approval, and the materials submitted by the Applicant the Historic Landmarks Committee approves HL 3-22 subject to the conditions of approval provided in the decision document. Committee Member Knapp seconded. Motion passed unanimously.

- **HL 4-22: 935 NE Galloway Street**

Chair Mead opened the hearing. There were no objections to the jurisdiction of the Committee.

- Committee Member Knapp lived next door to the Applicant and had discussed the project with his neighbor. He felt that he could participate and remain unbiased.
- Committee Member Branch had a phone call a long time ago with the Applicant when they had been considering purchasing the property, and they had discussed the project briefly at that time. Her business partner had possibly given the Applicant a quote on the project, but she is unsure whether they will be involved in the project. Planning Director Richards advised Committee Member Branch that if she could possibly be involved in work on the project, she should recuse herself from the Committee. She chose to remain a part of the Committee.

Associate Planner Tate presented the proposed alterations at 935 NE Galloway Street, reviewed the comments submitted by public agencies, and listed the recommended conditions for approval. Photos were shown depicting the poor condition of the home due to neglect. Elevation drawings were provided showing the proposed changes to the home. She confirmed that notices were mailed to property owners located within 300 feet of the subject site and the Planning Department had not received any public testimony regarding the project. Staff recommended approval of the Application subject to the conditions specified in the decision documents.

Daniel Bramske, the Architect representing the Applicant, presented the project. Mr. Bramske described the extent of the neglect that had taken place at the property. A building permit for a separate one-and-a-half-story structure and garage has been issued. The second phase of the project is to restore the house on the interior and exterior. Plans included replacing rotted siding, rebuilding the front stairs and porch railing, and replacing existing aluminum windows with double-hung wooden windows. In the rear, ceilings would be raised and a double door to the

backyard would be added. The electrical meter would be moved from the front to the back of the house.

Jeff, Applicant, said he would like to restore the historical look of the house, as well as increase the livability of the space.

The Applicants answered clarifying questions from Committee Members about the materials and colors that would be used on the French doors, siding, window and door trim, roofing, and railings, as well as details about the window glazing, and confirmed they wanted feedback from the Committee before selecting materials. Planning Director Richards noted the materials and colors should be listed in the Application and suggested a possible continuance to allow time to make a final decision on materials and colors. Chair Mead suggested that the Committee provide feedback at this meeting, and then pursue a continuance on the matter so the Applicant could submit more information on the materials.

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

Committee Members briefly discussed the request and all agreed that more information would be needed to make a final decision. The Applicant was advised to refer to the Historic Resource Inventory information included in the Application to inform decisions regarding materials.

Committee Member Branch moved to continue the Application to a future date as per Planning Director Richard's suggestion that based on when the Planning Department receives the amended Application it would be brought back to the HLC for review. Committee Member Cooley seconded. Motion passed unanimously.

## **5. Discussion Items**

None

## **6. Old/New Business**

- **HLG Public Engagement Program Update**

Associate Planner Tate reported to the Committee as follows:

- He noted the successful presentation given by Committee Member Branch complete with a slideshow, handouts, tour, and a very enthusiastic crowd.
- The new posters and yard signs were being distributed around town.
- The proofs for the How-To pamphlet for historic property owners and the Uncover McMinnville pamphlet exhibiting 30 Historic Resources were being printed by Oregon Stationers.
- Financial matters, statements, and documents to SHPO would be completed by the end of the month.

Planning Director Richards would review the contract with Nectar Graphics as they have received many requests to purchase the posters.

The Committee suggested selling the posters at Buchanan Cellers. They also discussed releasing calendars highlighting Historical Resources. The Committee expressed enthusiasm that they could generate revenue for the City. The Committee also discussed Façade Grants provided through the McMinnville Urban Renewal program which has a revolving loan fund.

## **7. Committee Member Comments**

Committee Member Branch noted that Kim Sapunar, a GIS Mapping Analyst with Mid-Willamette Valley Council of Governments, asked if the City had reached out to their agency to inquire how they could assist with GIS mapping related to buildings highlighted in the historic outreach program. Committee Member Branch would provide her information to Associate Planner Tate. Councilor Peralta added that as Chair of the Mid-Willamette Valley Council of Governments, he would also check in with Ms. Sapunar regarding resources that could benefit McMinnville Historic Resources Inventory. The Committee discussed creating an online GIS database to highlight Historic Resources and discussed having an interactive map to be used for self-guided tours and enable searching by tax lot number or physical address.

Chair Mead referenced the incomplete Application they reviewed and said those specific details that the Committee is required to evaluate should have been requested from the Applicant in advance. Many Applications are time sensitive coming in for review with an incomplete Application wasted the time of the Applicant and Committee. Committee Member Branch added that the meeting packets received by the Committee no longer included the full Application and documentation provided by the Applicant. She hoped further meeting packets would include all the information to allow the Committee to review the details of Applications in advance. Planning Director Richards confirmed that Applications legally should be attached to Staff decision documents included in meeting packets, and that it would be helpful to send the information directly to Committee Members when sending the letter deeming the Application to be complete. She was committed to ensuring the necessary information is provided in future cases.

## **8. Staff Comments**

Staff had received the Application for Gwendolyn Hotel which was being reviewed for completeness. Planning Director Richards discussed possible scheduling for the public hearing. Legal counsel noted that the current time period for holding public hearings was rather short. Planning Director Richards would review the Application and send it to Committee Members when she deemed it complete.

Staff had also received an Application for three certificates of approval for the demolition of three individual properties and an Application for a downtown design review for a new construction project. The Applications would be brought before the Committee at the same meeting.

Planning Director Richards announced the resignation of one of the City's Senior Planners, Monica Bilodeau. She was restructuring the Planning Department and would be in contact with Chair Mead regarding Staffing of the HLC meetings. The goal was to continue providing services to everyone while seeking to fill that position.

## **9. Adjournment**

Chair Mead adjourned the meeting at 4:39 pm.