

# MINUTES

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**January 25, 2024**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** Mary Beth Branch, Mark Cooley, Katherine Huit, Christopher Knapp, John Mead, and Chris Chenoweth

**Members Absent:**

**Staff Present:** Adam Tate – Associate Planner and Heather Richards – Community Development Director

**Others Present:**

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Minutes

None

## 4. Action Items

- Election of Officers & welcome for new members

Chair Mead swore in new Committee Member Katherine Huit.

Committee Member Mead was elected as Chair and Committee Member Branch was elected as Vice Chair for 2024.

- Training from Robert Olguin from SHPO

Robert Olguin, State Historic Preservation Office, reviewed what SHPO did, the Certified Local Government program and requirements, Local Preservation Commission, and CLG benefits. He then gave an overview of the National Register of Historic Places, benefits and restrictions, the Goal 5 rule OAR 660-023-0200, National Register process, and amending older nominations.

There was discussion regarding how there was not an automatic local listing with the national register designations and an applicant could opt out of the local landmark program, removal of a local listing did not automatically remove a property from the National Register as it was a separate process, when a building was demolished what the Committee's influence was for what was put in its place, process for delisting a National Register designation, clarifying that designations listed before 2017 were not subject to certain criteria, changing the historic significance of a property, notifying SHPO when structures were demolished to take them off of their list, leveraging reconnaissance level surveys and intensive level surveys into the next step and taking advantage of SHPO staff to help, guidance on windows or other features, training on the application of the Secretary of Interior's guidelines, and Main Street program grant.

- Training from Carrie Richter from Legal on quasi-judicial decision making

Carrie Richter, Attorney with Bateman Seidel, provided training on the quasi-judicial process. She discussed Oregon's land use planning framework, Senate Bill 100, statewide planning goals, land use planning in McMinnville, review categories, review procedure, predictability and a level playing field, 120-day rule requirements, review roles and responsibilities, right to an impartial tribunal, public meetings and records requirements, deliberation and the decision, interpreting discretionary criteria, written findings based on substantial evidence, conditions of approval, and recommendations for effective participation.

There was discussion regarding the HLC's role in the limited discretionary decisions and how they would be acting as an advisory role to the Planning Director, quasi-judicial decisions for new construction on a vacant lot in a National Register district, 30-day deadline for application review after completeness, how appeals go to the Planning Commission and City Council and changing the process to only go to the Council, right to a continuance, when ex parte contact began, bringing up concerns and making disclosures when the record was still open, general conditions that did not have to do with HLC, and how much weight setting a precedent had.

## 6. Discussion Items

None

## 7. Old/New Business

None

## 8. Committee Member Comments

Chair Mead discussed a schedule conflict for Thursday night meetings. There was consensus to continue to meet on Thursdays and Vice Chair Branch would preside over the meetings when Chair Mead was gone.

Chair Mead said he would be reading a book this year called *Power Broker* about the story of Planner Robert Moses. He thought they should amend the code to have appeals go to City Council only. Committee Member Branch suggested amending the 30-day deadline for application review requirement.

Chair Mead said Associate Planner Tate was leaving the City for a different job with the State.

## 7. Staff Comments

Community Development Director Richards said three new staff members would start in February. There was discussion regarding more training for the Committee.

## **8. Adjournment**

Chair mead adjourned the meeting at 5:21 p.m.