



## MINUTES

**August 8, 2024**  
**Historic Landmarks Committee**  
**Special Meeting**

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

**Members Present:** Mary Beth Branch, Mark Cooley, Katherine Huit, and Christopher Knapp  
**Members Absent:** Chris Chenoweth  
**Staff Present:** Matthew Deppe – Associate Planner  
**Others Present:** Michael Hafner

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### 1. Call to Order

Vice Chair Branch called the meeting to order at 3:04 p.m.

### 2. Citizen Comments

None

### 3. Minutes

- December 21, 2023

Associate Planner Deppe said the Committee had questions about the YCAP application and whether wood for wood was allowed or restricted and about the 30-day response from SHPO. He explained SHPO did receive the application and no response meant approval. There were three windows in the application where the existing windows were wood, but the proposed replacement was not wood and that was denied. The sentence, "Replacement of the wood windows would be allowed after review by staff," was removed.

Committee Member Cooley moved to approve the December 21, 2023, meeting minutes as amended. The motion was seconded by Committee Member Branch and passed 3-0-1 with Committee Member Huit abstaining.

### 4. Action Items

- Draft Review of Intensive Level Survey of SODAN Area

Brigid Boyle of Willamette Cultural Resources Associates presented the draft survey. She discussed the levels of historic registry including the National Register of Historic Places, Oregon Historic Sites Database, and McMinnville Historic Resources Inventory, definition of integrity, and results of the study. The recommendations were to update McMinnville's

inventory, prioritize at-risk properties or City-owned properties, or good examples of preservation, investigate historic districts, and incentivize preservation of the City's historic character. She reviewed properties to change from Eligible/Significant to Eligible/Contributing and properties to prioritize.

There was discussion regarding what to do with the survey information, creating a new historic district, making sure the information was accurate, reevaluating the ranking levels in the McMinnville Historic Resources Inventory (HRI), whether a house was eligible if the wood windows were replaced with contemporary windows, what standards to follow, updating the inventory list, incentives for top level resources, process to involve property owners whose properties were on the inventory list as well as potential new homes to put on the list, demolition by neglect, gathering all of the ILS surveys that had been done and synthesizing them into a process for updating the HRI, education and communication strategy for all of the historic homeowners, and how additions affected the historical significance.

Ms. Boyle discussed creating districts in the 1<sup>st</sup> Street, 2<sup>nd</sup> street, and Baker Street corridors and the contributing and non-contributing resources in those corridors. If the Committee had comments/edits to the document, she asked that they submit them by next week so she could incorporate them into the final document.

The Committee suggested some properties to recommend putting on the inventory. There was further discussion regarding how to view a resource that had changed use and classifying houses from more recent eras.

## **5. Discussion Items**

None

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

None

## **7. Committee Member Comments**

Committee Member Knapp said Visit McMinnville was putting together a historical tour and wanted to work with the Committee to promote it.

## **8. Staff Comments**

Associate Planner Deppe said they needed Committee member applications to fill the vacancy left by John Mead. He asked how the Committee would like to approach replacement of awnings downtown for a building that had burned down.

There was discussion regarding the downtown design standards, Secretary of Interior's standards, other storefronts that had been renovated, restoration vs. rehab, intention, historic context of the building, and compatibility.

## **9. Adjournment**

Vice Chair Branch adjourned the meeting at 4:58 p.m.