

City of McMinnville
Historic Landmarks Committee
Regular Meeting

October 26, 2016, 2:00 p.m.
Community Development Center
McMinnville, Oregon

MINUTES

Members Present: Chair Patti Webb, Committee Members Joan Drabkin and John Mead

Members Absent: Committee Member Rebecca Quandt

Staff Present: Chuck Darnell (Associate Planner) and Heather Richards (Planning Director)

Others Present: Don Johnson (DJ Architecture), and DJ Thommen (Pacific Stucco)

1. Call to Order

Associate Planner Darnell called the meeting to order at 2:10 PM. Staff introduced two representatives of the building owners at 608 NE 3rd Street, and suggested that the Committee move the agenda item that they are in attendance for up in the meeting. The Committee agreed to move the agenda item up to the beginning of the meeting.

2. Discussion Items:

A. Proposed Alterations – 608 NE 3rd Street

Associate Planner Darnell introduced the topic, which was to receive an update on proposed alterations to the historic building at 608 NE 3rd Street. Staff described that this was not a formal review of an application, as the proposed alterations are not of a type that would allow for the Historic Preservation or Downtown Design Guidelines review processes to take place.

Associate Planner Darnell described the situation and that the owners of the building at 608 NE 3rd Street, who recently acquired the property, are proposing to complete some alterations to the building to improve some deteriorated conditions. The proposed alterations include the replacement of existing wood windows with aluminum clad windows, reinforcement of some brick on the alley wall, and application of stucco over the painted brick alley wall. None of the proposed alterations require building permits, which results in the project not being formally reviewed by the Historic Landmarks Committee.

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Staff described how the proposed improvements conform to the Downtown Design Standards and Guidelines, and the guidelines for exterior alterations to historic buildings.

Staff introduced Don Johnson, the architect working with the property owners, and asked him to explain the proposed improvements. Don Johnson described the process that the architect and property owners went through to determine the type of repairs that would be required on the property. DJ Thommen, with Pacific Stucco, explained the reasoning for the property owner proposing to apply stucco to the alley wall of the building.

The committee members discussed and provided recommendations to the project team and asked that they share the recommendations with the property owners. The committee members stated that they understood the reasoning for using the stucco on the alley wall, given that the existing brick has deteriorated and your proposed treatment would preserve the brick in place. Even though the exterior material is changing from brick, they appreciated that the owners were proposing another material that is permitted in our downtown design guidelines. They were also supportive of the color being proposed, as it will match, to the best of the contractor's abilities, the existing color of the brick on the corners and alley side of the building.

The committee members did urge that the owners consider replacing the windows with wood windows to match the existing conditions. If the owners do decide to move forward with replacement windows of an alternate materials, the committee members recommended that the wood-framed aluminum clad windows be used instead of fiberglass windows. The aluminum clad windows are more consistent with other types of windows that have been used on other buildings in the downtown area.

Don Johnson stated that he would bring the Historic Landmarks Committee's recommendations to the property owners for consideration.

3. Approval of Minutes:

A. October 6, 2016 Minutes

The committee members reviewed the minutes from the October 6, 2016 regular meeting of the Historic Landmarks Committee. Committee member Mead made a motion to approve the minutes, seconded by Committee member Drabkin. With no further discussion, the Historic Landmarks Committee members voted to approve the minutes unanimously.

4. Action Items

A. Adopt 2017 Work Plan

Associate Planner Darnell introduced the topic and described that, based on discussion at previous Historic Landmarks Committee meetings, staff compiled a draft 2017 Work Plan for

the Historic Landmarks Committee. Some of the major activities proposed for 2017 include: Development of a Historic Preservation Plan; Refresh of Reconnaissance Level Survey (RLS) completed in 2010; Intensive Level Survey (ILS) for select properties from the most recent RLS; Reestablish the Historic Preservation Award program; and various community outreach and public education activities.

Staff explained the work plan graphic that was created, which included detailed actions, timeframes, and estimated costs for each activity in the work plan, and where all of that specific information was located in the draft work plan.

Committee Member Drabkin asked what areas had been included in past surveys and what areas could be included in future Intensive Level Surveys. Associate Planner Darnell explained that a residential area north of 5th Street and south of 16th Street was included in a past Reconnaissance Level Survey, and that the Historic Landmarks Committee would need to work with staff to identify sub-areas within that past survey that contain historic homes and could be part of an Intensive Level Survey.

Chair Webb asked what the process was for nominating a historic district. Planning Director Richards explained the process that would be required. She explained the benefits from creating a residential historic district, and stated that there would be a substantial community outreach before any residential district was established. Chair Webb stated that it may also assist in developing neighborhood associations in some parts of the city.

Planning Director Richards also stated that the committee could complete historic preservation trainings provided by the State of Oregon. Committee Member Mead stated that it may be beneficial to expand that training and invite property owners and other interested people from the downtown area to attend the training. Staff stated that they would investigate that further.

Associate Planner Darnell further explained the outreach events that are included in the work plan, and stated that they are organized to take place in May, which is Historic Preservation Month. The committee was supportive of that timeframe to allow time to plan for the events to take place in May.

The committee discussed some more specific activities that they may also want to pursue as part of the work plan activities, which included further research on the Reconnaissance Level Survey that was completed in the residential areas of the city, hosting historic tours, and increasing the size of the Historic Landmarks Committee.

Committee Member Drabkin made a motion to approve the 2017 Work Plan. Chair Webb seconded. With no further discussion, the Historic Landmarks Committee members voted to approve the 2017 Work Plan.

5. Citizen Comments

There were no citizen comments.

6. Committee Member Comments

Chair Webb announced that she will be resigning from her position on the Historic Landmarks Committee, due to her availability throughout the year. The committee then discussed the process for reappointing committee members. Staff described the appointment process that City Council had followed in the past and announced that 5 applications had been received, which would now be used to fill 2 vacancies on the committee.

7. Staff Comments

Associate Planner Darnell asked the Committee Members whether the November and December meeting should be rescheduled. The committee decided to reschedule the November meeting to November 30, 2016.

8. Adjournment

The meeting was adjourned at 3:31 PM.