



City of McMinnville
Planning Department
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EXHIBIT 1 - MINUTES

February 22, 2017
Historic Landmarks Committee
Regular Meeting

3:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Chair Joan Drabkin (call-in), John Mead, and Cory Schott
Members Absent: Mary Beth Branch and Rebecca Quandt
Staff Present: Chuck Darnell - Associate Planner and Heather Richards - Planning Director
Others Present Ellie Gunn and Pamela Stevens

1. Call to Order

The meeting was called to order at 3:13 p.m.

2. Citizen Comments

None.

3. Approval of Minutes

A. January 23, 2017 Regular Meeting

Committee Member Mead moved to approve the January 23, 2017 Regular Meeting minutes as written. Motion seconded by Committee Member Schott and passed 3-0.

4. Action Items

None.

5. Discussion Items

A. SoDAN Partnership

Associate Planner Chuck Darnell explained SoDAN was an organized group that stood for the South Downtown Association of Neighbors. They were interested in partnering with the Historic Landmarks Committee on some projects. One project was creating a walking tour highlighting historic homes downtown.

Ellie Gunn, representing SoDAN, said SoDAN's mission was to preserve the livability of the neighborhood and the safety of the people who lived there. One of the ways to accomplish that mission was to showcase the neighborhood's history through creating a walking tour. She thought a walking tour map could be organized by the dates the houses were built and plaques could be placed on the houses. On the back of the map there could be stories about the houses, such as who lived there first, how the block was developed, and the purpose for the house being built in that location. They had no funds for the project and were hoping to partner with the HLC to produce the walking tour map. If people did not want a plaque on their house, they could put out sandwich board signs. She thought this would discourage crime and would raise the status of the neighborhood.

Associate Planner Darnell said that would tie into the HLC plans to raise awareness of historic areas. Through the Certified Local Government Grant there would be funding for development of these types of materials. The SoDAN group could also help with research and communicating with property owners and getting their buy in and support. He thought there was potential for a partnership.

Chair Drabkin thought the maps could be distributed around the City. Committee Member Mead liked the idea and thought it would encourage walking and celebrate the treasures in the neighborhood. Committee Member Schott thought the City of Dayton was a good example for this type of brochure. He suggested looking to see if there was a unified theme or reason these historic homes were built in this neighborhood. He also suggested talking with Linfield College as it was a natural corridor to walk to the homes.

Associate Planner Darnell said the grant application was due on Friday and they would know by April if they received funds. The design and production of the brochure could possibly be covered by the grant, but the plaques and boards would not have funding. There were other ways that SoDAN could investigate to raise funds for that purpose.

Ms. Gunn said the neighborhood would be meeting in March and this topic would be discussed. They had thought about asking Mitch Horning, who did the sign work on the buildings downtown, if he would do the cedar boards for the historic houses.

Chair Drabkin asked how they would do outreach to the neighbors, not just the ones with historic homes. Ms Gunn said many were interested in this project already.

Committee Member Mead suggested engaging local businesses as well.

Chair Drabkin thought it was a wonderful idea and it might inspire other neighborhoods to do the same. She volunteered to go to the neighborhood meeting and explain the benefits of having people walking through the neighborhood.

Ms. Gunn would contact staff after the neighborhood meeting.

B. Goal 5 Rulemaking & Updates

Associate Planner Darnell said the State had recently adopted new administrative rules related to Goal 5. Local governments had to update their codes and regulations to be consistent with those rules. Staff did a preliminary review and identified some areas that were impacted. The changes included: providing a definition of owner which was important for owner consent for historic designation, following the Secretary of Interior's standards and guidelines for historic preservation which were stricter than what the City was currently using, adopting a Historic Preservation Plan, new criteria for evaluating a resource, and protection for properties on the national register if the local government didn't do that already.

Committee Member Mead suggested community and contractor training for the new standards and guidelines. Associate Planner Darnell would look into resources that could provide the training.

Associate Planner Darnell stated the biggest issue would be the Secretary of Interior's standards and guidelines and how the City would apply them. Staff had thought about creating a certificate of approval process where any exterior alterations would have to be reviewed. This would create a land use decision process and staff thought the HLC's bylaws allowed them to make those decisions. Applicants would have to get a certificate of approval before a building permit was issued. If an application was denied, it could be appealed to the Planning Commission. The State had adopted the new rules, and they were in a 60 day appeal period. The rules would be finalized by April or May. Once they were finalized, staff would work on drafting amendments to the City's ordinance. Staff suggested incorporating the historic preservation ordinance into the zoning ordinance. The HLC would make a recommendation to the Planning Commission who would make a recommendation to the City Council and the Council would make the final decision.

6. Old/New Business

None.

7. Committee/Commissioner Comments

Chair Drabkin asked if staff heard back from the Jackson family about the windows that would be installed on the back of their building. Associate Planner Darnell said he had emailed them about that issue, but had not received a response. He would email them again.

Committee Member Mead would be working with the Jackson family on the upstairs renovation. A Downtown Association grant had been identified to help with the project. One of the pre-requisites was following the Secretary of the Interior's design standards for historic preservation. This would help with getting compliance with the standards. He thought the Jackson family wanted to do right by the community and do the right thing.

8. Staff Comments

None.

9. Adjournment

The meeting was adjourned at 4:05 p.m.