



**City of McMinnville**  
**Planning Department**  
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## EXHIBIT 2 - MINUTES

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**March 22, 2017**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Chair Joan Drabkin, Mary Beth Branch, John Mead (arrived late), Rebecca Quandt, and Cory Schott

**Members Absent:** None

**Staff Present:** Chuck Darnell – Associate Planner and Heather Richards – Planning Director

**Others Present:** None

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### 1. Call to Order

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

### 2. Citizen Comments

None.

### 3. Approval of Minutes

None.

### 4. Action Items

- A. HL 1-17 – 326 NE Davis Street (Exhibit 1)  
Exterior Alteration of a Historic Landmark

Chair Drabkin said because the owners of the building were C & G Realty, she recused herself from the discussion and decision. She knew one of the owners well, the “G” of the company, and her family and his family were intertwined.

Associate Planner Darnell explained the site was the Union Block building on the corner of Davis and 3<sup>rd</sup>. There was a mezzanine level in the building and the owners wanted to use it for dining space. To do so, the Building Code required additional means of egress. There were distances that had to be met and the two locations for the exit doors were on the window bays that existed on each side of the main door. It would be consistent on each side in how they placed the doors and it met the Building Official's requirements. The building was a historic landmark with a distinctive classification, the highest classification. Whatever was done should blend in with the architecture of the building. Any exterior alteration had to be approved by the HLC.

Associate Planner Darnell discussed the review criteria. The applicant was not taking out any historic materials and the overall visual integrity of the structure was not being altered. The aluminum clad doors did not necessarily fit in with the historical architecture of the building, but the ground floor had already been heavily altered and the materials they were proposing would blend in with what was there today. The proposed alteration was consistent with the Comprehensive Plan, historic preservation policies, and purpose statement of the ordinance. The applicant was trying to maximize the use of the building and met the Building Code. It was reasonable. Since the building façade had been heavily altered, the proposal was not out of character and they were proposing to match the window style to best of their ability. It was up to the HLC to determine whether the economic use of the building and the reasonableness of the proposal to attempt to meet Building Code requirements and maximize the use outweighed the fact that the materials were not necessarily consistent with the historic architecture of the building. He displayed some pictures of the building and what was being proposed. Some conditions of approval could be included to make sure the alteration blended in and fit with the building.

Committee Member Quandt suggested that the applicant submit a drawing of what the windows and doors would actually look like. She did not feel comfortable approving the application until a drawing was submitted.

The applicant was not in attendance to explain the proposal.

Committee Member Quandt moved to delay the issuance of a building permit until the full elevation drawing was reviewed by the HLC. Motion seconded by Committee Member Branch and passed 3-0-1 with Chair Drabkin recused. The HLC agreed to be available for an extra meeting to review the drawing.

Chair Drabkin asked hypothetically could the applicant be asked to use more traditional materials than aluminum clad, which in the future could help restore the building.

Committee Member Mead arrived at 3:18 p.m.

Associate Planner Darnell thought the HLC could ask for more traditional materials to be used which would be more consistent with the guidelines.

There was discussion regarding having a balance of following the guidelines and not being

too strict and allowing people to make good use of these buildings. There was further discussion regarding the need for flexibility to look at all aspects of a proposal.

## **5. Discussion Items**

### **A. Historic Preservation Month Activities (Exhibit 2)**

Associate Planner Darnell said May was Preservation Month and he asked what the HLC wanted to do to promote historic preservation in McMinnville. Previously they had discussed participating in the This Place Matters campaign. The campaign included taking a picture of a historic site with a This Place Matters sign and sharing it on social media. Information could be put on the City's website about it and the Planning Department was creating a Facebook page where the photos could be shared. There would also be a Historic Preservation Proclamation from City Council.

Committee Member Quandt said the Downtown Association was giving historic walking tours in May as well.

Committee Member Schott suggested having success stories included of buildings that had been restored.

Chair Drabkin had pictures of the Macy House burning down which was now being restored. They might want to wait until it was finished to share the photos.

Committee Member Mead discussed the [whatwasthere.com](http://whatwasthere.com) website where historic photographs could be submitted and people could see what it looked like currently and what it looked like in the past.

There was consensus that each committee member would submit photos and history of the buildings to staff and staff would put them up on the website through the month of May. Staff would create the This Place Matters sign.

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

None.

## **7. Committee/Commissioner Comments**

Committee Member Quandt was approached by a citizen who was finalizing the purchase of a property downtown and was interested in making improvements to the building. He had asked her questions about what was allowed, such as paint color. She suggested putting together a one page guidelines summary that could be given to people, or that the Committee could have to answer these types of questions.

There was agreement that a summary should be created.

Chair Drabkin asked for an update on the Jackson family and the window installation. Associate Planner Darnell had emailed them, but still had not heard back.

#### **8. Staff Comments**

Planning Director Heather Richards asked that Chair Drabkin be at the April 25 Council meeting where the Historic Preservation Proclamation would be read. She asked that Chair Drabkin also present what the HLC was working on at that meeting.

#### **9. Adjournment**

Chair Drabkin adjourned the meeting at 3:50 p.m.