



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

EXHIBIT 1 - MINUTES

April 25, 2017
Historic Landmarks Committee
Regular Meeting

3:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Chair Joan Drabkin, Mary Beth Branch, John Mead, Rebecca Quandt, and Cory Schott

Members Absent: None

Staff Present: Chuck Darnell - Associate Planner

Others Present Ellie Gunn

1. Call to Order

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

3. Citizen Comments

None.

4. Approval of Minutes

None.

5. Action Items

None.

6. Discussion Items

A. Historic Preservation Month Activities

Chair Drabkin said at the last meeting the Committee agreed to do a This Place Matters program where the Committee would take pictures of historic places with the sign and write a story or give a history about the places and post them on social media. They were also going to put together historic walking tours with the Downtown Association and were going to ask the City Council for a proclamation declaring May as Preservation Month. Ms. Gunn had come back with a SoDAN walking tour proposal as well.

Associate Planner Darnell said the proclamation would be done that night at the City Council meeting.

Committee Member Quandt said the Downtown Association had been working on a walking tour of the Chinese underground, to be done possibly on May 7 or May 14.

There was discussion regarding holding more tours and opening them up to more people, such as giving them on the last weekend of the month during the summer. There was further discussion regarding what places to take pictures of for the This Place Matters Program and adding to the walking tours.

Committee Member Quandt clarified the Committee would start submitting photos with a blurb to staff by Monday. Committee members listed the photos/blurbs they planned to submit.

B. Certified Local Government Grant Award

Associate Planner Darnell announced the City received the Certified Local Government Grant and the deadline to get all of the work done was August 31, 2018. The projects included the Historic Preservation Plan, intensive level survey, public education activities, creation of a new historic walking tour brochure, historic preservation awards, and promotional materials. The intensive level survey and Historic Preservation Plan would be done by one consultant. Staff would develop an RFP for that work and the Committee would help review the proposals and interview consultants. He thought the survey could be done by the end of this year, and then they could start working on the Historic Preservation Plan. The Committee could decide what properties would be included in the survey. There was money included in the budget for printing the walking tour brochure. The Committee would help with what properties should be included and with the stories and histories.

Ellie Gunn, representing SoDAN, had a list of potential of properties for a walking tour and there were 10 people from SoDAN interested in having a plaque on their house. She explained the possible route of the walking tour. The goal was to get more people interested in the neighborhood from a historic perspective and as a place to walk. There would be another SoDAN meeting in May and she could talk to more people about signing up. They would also work on a plaque design.

There was discussion regarding where the plaques would be placed and what information would be on the plaques. There was further discussion regarding what would be included in the brochure including a historic and a current picture of the property and the research that would need to be done.

Committee Member Quandt suggested getting some grant funding for plaques for downtown buildings and creating a mobile friendly app for the plaques.

Ms. Gunn thought during the summer SoDAN members could be at the Farmers Market and provide neighborhood walking tours. She would keep working on these ideas and the brochure.

C. Goal 5 Rulemaking and Local Ordinance Updates

Associate Planner Darnell said the Department of Land Conservation and Development updated the Oregon Administrative Rules related to Goal 5 that included the historic resources language. The update triggered changes to local ordinances and programs. Staff reviewed the changes with the Committee in February and how they might impact the City's ordinance. Some of the required changes were: updating the criteria for designating a historic resource, review process and criteria for demolishing or removing a property on the national register, public hearing for demolition of a national register resource, updated definition of owner and process for owner consent for a local historic resource designation, and that any alteration had to follow the Secretary of the Interior's standards and guidelines. Some items that had Committee discretion were: having all historic resources subject to the design standards and HLC review and the new rules not applying to the contributory and environmental categories.

Chair Drabkin thought the new rules were aggressive and constraining on property owners. She wanted to have a more collaborative effort in working with property owners.

There was discussion regarding how many designated properties were in the City and whether or not more should be added as well as the process for un-designating them.

Associate Planner Darnell stated another change was including the historic preservation ordinance as a chapter in the City's zoning ordinance. He discussed a certificate of approval process where any exterior alteration, demolition, or moving of a historic resource would come before the HLC for review. That might require a change to the Committee's bylaws. He distributed and reviewed the draft of the zoning ordinance chapter which included language from the existing historic preservation ordinance. He explained the changes to the definitions and the sections of the chapter. Another question that needed to be clarified was the state rule that no permit for demolition or modification could be issued for 120 days from the day the application was submitted.

There was discussion regarding the consequences if someone did not submit an application as required.

Associate Planner Darnell said another big change was using the Secretary of the Interior's standards and guidelines which were stricter than the current standards. Currently application notices went out to owners of historic landmarks within 300 feet, and staff thought it should be changed to go out to all property owners within 300 feet. There was a violation section in the historic preservation ordinance, however he would check with the City Attorney to see if the standard enforcement and violation policies that were already in the zoning ordinance applied.

Committee Member Quandt thought the \$1,500 for demolishing a historic landmark was not enough to be a deterrent.

Associate Planner Darnell said there was an appeals process, and any decision of the HLC could be appealed to the Planning Commission, and Planning Commission appeals would go the City Council.

The draft chapter would be cleaned up and staff would be in contact with SHPO to get clarification on some of the outstanding items and it would be brought back to the HLC at their next meeting. It would also be taken to a Planning Commission Work Session. Questions for the Committee to

consider were if the new Secretary of the Interior's standards applied to all four categories or if they should keep it to the two, whether there should be a certificate of approval process, and regarding the requirement to protect resources on the national register, did they want to exclude non-contributing or accessory structures from the design standards and review process.

Associate Planner Darnell showed maps of where the current historic resources were located and their designations.

7. Old/New Business

None.

8. Committee/Commissioner Comments

None.

9. Staff Comments

None.

10. Adjournment

Chair Drabkin adjourned the meeting at 4:30 p.m.