



City of McMinnville
Planning Department
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EXHIBIT 1 - MINUTES

February 28, 2018
Historic Landmarks Committee
Regular Meeting

3:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Chair Joan Drabkin (call-in), Mary Beth Branch, Mark Cooley, and John Mead
Members Absent: None
Staff Present: Heather Richards – Planning Director
Others Present: Michael Hafner

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

- A. August 23, 2017 Meeting Minutes
- B. October 24, 2017 Meeting Minutes
- C. November 29, 2017 Meeting Minutes

Committee Member Mead moved to approve the August 23, October 24, and November 29, 2017 meeting minutes as written. Motion seconded by Committee Member Branch and passed 4-0.

4. Action Items

- A. Election of Chair and Vice-Chair

Joan Drabkin was nominated for Chair and Mary Beth Branch was nominated for Vice Chair for 2018. Nominations passed 4-0.

5. Discussion Items

A. Historic Single Family Homes in Commercial Zones

Planning Director Richards said this issue was brought forward by JW Mulligan. It had to do with residential homes in the C-3 zone that had been vacated for over a year and how the residential use was no longer allowed. People were having a hard time getting financing for these properties because the residential use was not allowed and they had not been converted to commercial use yet. It caused situations where the properties continued to deteriorate or the current buildings needed to be demolished and something else would be put on the property. The C-3 zone was a strip commercial zone and did not make sense as a buffer zone to the city center. The Office Residential zone was considered a buffer zone and could be used to protect historic single homes adjacent to commercial zones. There were several historic single family homes in the C-3 zone and were operating as residential uses that were in jeopardy. If the Office Residential zone was applied to those areas, it would allow office development to occur which was a classic commercial conversion of a residential structure, small businesses to occur, and single family residential uses to continue. Staff was recommending the Office Residential zone be applied to properties north and south of downtown and as a buffer between C-3 and high density residential. A lot of the homes being used as single family homes in the commercial zones were historic on the landmarks inventory. Staff recommended working with the Planning Commission to increase the Office Residential zone on the north and south sides.

There was discussion regarding changing the zone for additional properties on the couplet.

There was consensus to include the historic residential structures now serving as office space.

There was further discussion regarding other areas that should be included.

There was support from the HLC for the Planning Commission to move forward with this change.

B. Update on Intensive Level Survey and Historic Preservation Plan

Planning Director Richards said the consultants had done the intensive level survey and some of the properties were considered eligible for the national historic register. Staff had looked to see if there was potential for creating a historic district. The common thread that was found for a potential district was that they were all merchant homes in the downtown area. For a historic district they had to look at clustering, majority proportionality that were considered contributing, and a consistent boundary. This area was marginally contributing, however the boundaries could be moved around to include some other historic properties. The consultant would help the City look at the common storyline for the district and the national historic register application would be done through a grant in the future. She also wanted to think about what would make a good district in terms of branding the area, encouraging revitalization and investment, and creating a sense of place.

There was discussion regarding taking out certain areas, such as the community center and parking lots, from the future district boundary.

Planning Director Richards said the next step would be the Historic Preservation Plan. She thought this should be a community effort. The next meeting with the consultants would be April 5.

There was discussion regarding the groups to invite to the meeting.

C. Historic Preservation Month Activities

Planning Director Richards stated May was Historic Preservation Month. The activities to organize were the This Place Matters program and developing and promoting a walking tour of a historic area. She suggested creating a subcommittee to work on the tour, and Chair Drabkin and Committee Member Cooley volunteered. Committee Members Mead and Branch would help with the Historic Preservation Awards. The nominations for the awards would be due by April 13. There was consensus that the winners would be chosen by the Mayor and Council members so the HLC could make nominations. The winners would be announced in May.

There was also consensus that the eligible projects were ones done since the last time the awards were given out to present day.

There was discussion regarding what the award would be, the budget for the awards, and that the award would go to the owners of the properties.

6. Old/New Business

None

7. Committee/Commissioner Comments

None

8. Staff Comments

None

9. Adjournment

Chair Drabkin adjourned the meeting at 4:06 p.m.