



**City of McMinnville**  
**Planning Department**  
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# MINUTES

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**April 5, 2018**  
**Historic Landmarks Committee**  
**Regular Meeting**

**10:00 am**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Chair Joan Drabkin, Mary Beth Branch, Mark Cooley, John Mead, and Cory Schott

**Members Absent:** None

**Staff Present:** Chuck Darnell – Associate Planner

**Others Present:** Jules Drabkin, Ellie Gunn, Michael Hafner, Spencer Howard, Katie Pratt, and Heather Sharfeddin

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## 1. Call to Order

Chair Drabkin called the meeting to order at 10:00 a.m.

## 2. Citizen Comments

None

## 3. Approval of Minutes

None

## 4. Action Items

None

## 5. Discussion Items

### A. Historic Preservation Plan Discussion

The consultant team (Northwest Vernacular Historic Preservation) attended the meeting via Skype to facilitate a discussion with the Historic Landmarks Committee on the development of the Historic Preservation Plan.

Katie Pratt and Spencer Howard, Northwest Vernacular Historic Preservation, discussed the intensive level survey that was done. The final edits to the survey report would be completed by the end of the month. They then explained the work that had been done for the Historic Preservation Plan including field work where they looked at the historic areas around the City as well as the outer boundaries to see how the remaining agricultural land and open space related to the City. They were currently writing the chapters and had summarized the historic context for the City with the development history, themes, and architectural styles. They had also sent out an online community survey and had begun interviews with stakeholders.

There was discussion regarding who the stakeholders were. Associate Planner Darnell clarified there was a list of about 20 people representing historic property owners, those working in the construction trades, and various organizations in the City.

Chair Drabkin suggested contacting the family of one of the historic homes on Cows as the owner had recently passed away.

Ms. Pratt said they would be bringing the draft Plan to the HLC on May 23. She asked the HLC about their perspective on the design review process. She thought it was great that they had adopted the Secretary of Interior's standards.

The HLC thought having training on the process would be beneficial.

The consultants then asked clarifying questions about the design review procedures. The HLC did not currently hear many design reviews, however more would most likely come forward in the future. The packet for their meetings was sent out in advance and the packet included staff recommendations. Staff reminded the public to relate their testimony to the guidelines and applicable criteria. The Chair tried to get as much input from the Committee members as possible when making decisions on applications. Generally there was not a lot of public attendance for these applications. Staff usually worked with applicants on contentious issues before the applications came to the HLC and staff included language for the motions in the staff report.

Associate Planner Darnell could provide the Chair with the public hearing script as was done for the Planning Commission. The City Attorney could review the hearing process as well.

Ms. Pratt discussed some of the feedback they had received from stakeholders and preliminary goals for the program. The first goal was to increase public awareness and understanding of historic preservation. The second goal was to promote rehabilitation of historic properties and compatible development.

There was discussion regarding these goals, how to inform people about the rules when they were purchasing properties on the historic inventory and what other communities did, and creating a matrix that showed which applications required design review and which would only need administrative approval.

Mr. Howard reviewed maps and summarized the potentially contributing properties and recommended areas for historic districts. The HLC gave feedback on these areas.

There was discussion regarding the process for choosing a neighborhood and getting their participation in being designated as a historic district.

Mr. Howard discussed the proposal to evaluate the zoning of some areas that were currently zoned Commercial and evaluate some areas that were zoned R-4, to possibly consider the Office-Residential or R-3 zones.

There was discussion regarding the HLC's role in the rezoning effort.

**6. Old/New Business**

None

**7. Committee/Commissioner Comments**

None

**8. Staff Comments**

None

**9. Adjournment**

Chair Drabkin adjourned the meeting at 11:45 a.m.