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**Planning Department**  
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# MINUTES

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**July 25, 2018**  
**Historic Landmarks Committee**  
**Regular Meeting**

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

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

**Members Absent:** None

**Staff Present:** Chuck Darnell – Senior Planner, Jamie Fleckenstein – Associate Planner, and Tom Schauer – Senior Planner

**Others Present:** Linda Cameron and Larry Cummings

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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 8-18 / DDR 8-18 – Certificate of Approval and Downtown Design Review and Waiver - 337 NE Baker Street

Senior Planner Darnell reviewed the application for exterior alterations to 337 NE Baker Street. He described the subject site which was located in the Downtown Historic District and was classified as a secondary significant contributing property. The building was recently severely damaged by a traffic accident in April when a passenger vehicle drove through the front wall. The damage was severe enough that it required demolition of the façade for safety reasons. The Certificate of Approval would allow for the restoration of the historic building and approval of a Downtown Design Review application would ensure that the proposed alterations were consistent with the Downtown Design standards and guidelines. The applicant was also requesting a waiver from the storefront design

standards to allow for the retention of an existing overhead door that was utilized by the existing commercial business.

He then reviewed the approval criteria for the Certificate of Approval. The oldest photograph that could be found of the building was from the 1940s which showed that the original façade was quite different. It had a recessed entry in the center and two storefront window systems with bays on each side. Over time changes had occurred and garage doors and the bays were added to the center and the entry was moved to the south of the building. The applicant was attempting to go back to the more historical characteristics that were original to the building. The construction would consist of replicating the building's original three bay design with a recessed center entry. The façade would be faced in a standard size red brick with a running bond pattern. Articulation of brick detailing would consist of a step cornice, a soldier course at the base of the building and above each bay opening. The south bay's painted wood storefront windows would sit on a brick bulkhead and have a divide transom above. The north bay would retain the garage door for service access although the door's design would mimic the historical proportions and characteristics of the south storefront bay. The materials used would be consistent with what was there previously including brick façade, wooden storefront windows and doors, transom above the storefront doors, and the doors would be mostly transparent and flanked by sidelights on both sides. The garage door would have a pattern replicating the transom across the top.

Staff thought the application met the criteria to recreate the historic character of the building and bring it back to its more historically significant period in the 1940s before all of the alterations occurred. The applicant had argued that the proposed alterations could most closely be considered a "Rehabilitation" of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior's standards for the treatment of historic properties. However, in reviewing the proposed scope of work, staff believed that the more applicable treatment in the Secretary of the Interior's standards was the "Restoration" treatment. Staff also thought the application met the Downtown Design Review standards in regard to massing, vertical divisions, storefronts, rooflines, scale, and proportion. The existing massing and scale would be retained, the storefront system was being reintroduced, and the entryway was being recessed. The building material standards were also met. The signage would be in the same style and location as the previous signage. The signage was well under the allowable size and was consistent with the historic character of the building. The waiver request was for the storefront glazing requirement which was 70% glazing below the transom on the front façade. The reason for the request was to retain the existing garage door for the current business operations. The applicant was only using one bay as the garage door and would rework the other two bays to better meet the historic design. The garage door would blend in with the rest of the façade and the overall design with openings on the garage bay. The storefront window and south bay were the same width and a storefront system could be easily added in the future. Staff was in support of the waiver request. Staff also recommended approval of the application with conditions and he reviewed the conditions.

Committee Member Branch asked what the percentage of glazing would be. Linda Cameron, architect representing the applicant, said even if they did not have an overhead door, the overall percentage of the glazing would be less than the 70%. She thought the glazing was around 60% including the transoms, portions of the door, and storefront.

Committee Member Branch asked if the soldier course on the brick at the bottom was original. Ms. Cameron said they could not tell from the pictures, but historically there was a base that happened

and that was the reason for it. Senior Planner Darnell clarified the soldier course matched the level of the adjacent buildings.

Committee Member Sharfeddin asked if there was alley access to the building. Ms. Cameron said there was not.

Larry Cummings, applicant, requested approval as he would like to begin construction as soon as possible. He explained how the garage door was used for the service van.

Based on the findings of fact and the conclusionary findings for approval as discussed by the Historic Landmarks Committee and the materials submitted by the applicant, Committee Member Branch moved to approve the Certificate of Approval to allow the alteration of the historic building at 337 NE Baker Street with the conditions recommended by staff. The motion was seconded by Committee Member Cooley and passed 5-0.

Based on the findings of fact and the conclusionary findings for approval as discussed by the Historic Landmarks Committee and the materials submitted by the applicant, Committee Member Mead moved to approve the exterior alterations and design waiver for the historic building at 337 NE Baker Street with the conditions recommended by staff. The motion was seconded by Committee Member Cooley and passed 5-0.

#### **5. Discussion Items**

None

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

None

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

None

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

Senior Planner Darnell said the final draft of the Historic Preservation Plan had been received and he would bring it to the next meeting.

#### **9. Adjournment**

Chair Drabkin adjourned the meeting at 3:26 p.m.