



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

www.mcminnvilleoregon.gov

Historic Landmarks Committee
McMinnville Civic Hall, 200 NE 2nd Street
September 26, 2019 3:00 PM

Committee Members	Agenda Items
<p>Joan Drabkin, Chair</p> <p>Mary Beth Branch, Vice-Chair</p> <p>Mark Cooley</p> <p>John Mead</p> <p>Heather Sharfeddin</p>	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes <ol style="list-style-type: none"> A. May 30, 2019 Meeting Minutes (Exhibit 1) B. June 26, 2019 Meeting Minutes (Exhibit 2) 4. Action Items <ol style="list-style-type: none"> A. DDR 4-19: 118 NE 3rd Street (Exhibit 3) Downtown Design Review Application with Requests for Waivers from Five (5) Downtown Design Standards 5. Committee Member Comments 6. Staff Comments <ol style="list-style-type: none"> A. Project Updates 7. Adjournment

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Planning Department.



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EXHIBIT 1 - MINUTES

May 30, 2019
Historic Landmarks Committee
Regular Meeting

3:00 pm
McMinnville Civic Hall
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
Others Present: Zack Geary – City Councilor

1. Call to Order

Chair Drabkin called the meeting to order at 3:05 p.m.

2. Citizen Comments

None

3. Approval of Minutes

A. December 28, 2018 Meeting Minutes

B. January 23, 2019 Meeting Minutes

Committee Member Branch moved to approve the December 28, 2018 and January 23, 2019 meeting minutes. The motion was seconded by Committee Member Mead and passed 5-0.

4. Action Items

A. DDR 1-19: 1025 NE 1st Street -
Review of Built Example of Exterior Materials
Review of Proposed Exterior Building Colors

Senior Planner Darnell stated this application had been approved previously with some conditions related to the exterior materials that would be used. The conditions were that the applicant provide samples of the proposed colors and a built example of the final exterior panels. The built example was to include an example of the vertical reveal joint to ensure the reveal joint was minimized in visual appearance and prominence on the building's façade. He then reviewed the built example of the hardie stucco panels that had been provided.

There was discussion regarding the example and if it fit in with what was already in the historic downtown district. The goal of the language in the code was to maintain the look of the downtown. There was concern that the vertical seams were still visible and it might set a precedent for other projects to do the same.

Committee Member Cooley thought this material was chosen because it was low maintenance and less expensive.

Chair Drabkin thought it was a different look that was not like the smooth stucco that is allowed in the downtown. She did not think this maintained the look of downtown.

Committee Member Branch asked about the status of the project.

Senior Planner Darnell said the applicant had submitted a building permit application with the new design. He explained the new design that had been submitted which included changes required by the Committee as conditions of approval on the Downtown Design Review application.

Committee Member Mead discussed one option using this material and then putting stucco over it.

Committee Member Branch was not comfortable with the use of the hardie stucco panels submitted by the applicant. She was also not comfortable with the color as it was not an earth tone, neutral color.

Chair Drabkin said this building would be an anchor in downtown. She thought it was important to maintain the historic look of downtown.

Committee Member Sharfeddin agreed that it was important, especially since it was on 1st Street which was starting to be developed as a commercial street. They did not want to set the wrong precedent.

Committee Member Branch suggested the applicant try the option of putting a layer of stucco on top of this material.

Senior Planner Darnell clarified the Committee thought this material was not consistent and compatible with the listed allowed materials and was not found on any historic building downtown. The seam was still very visual and prominent. He suggested allowing the applicant to come back with a different treatment.

The Committee agreed that the treatment should look like smooth stucco, the vertical seam and fasteners should not be visible, and the applicant should look into other possible approaches.

Committee Member Mead moved that based on the built example of the exterior building materials provided by the applicant, the Committee found that the proposed materials and example of actual built finishes were not consistent with the applicable downtown design standards and the findings of fact in the DDR 1-19 decision document, based on the findings discussed by the Committee on the record. The motion was seconded by Committee Member Cooley and passed 5-0.

There was discussion regarding the exterior building colors and whether they were appropriate for the district.

Committee Member Branch thought the sand color for the body and slate color for the trim were defensible, but not the blue for the doors. She also thought for the built example the applicant should show the horizontal seam as well as the vertical.

There was consensus to have the applicant submit exterior elevations that displayed the relevant component materials in their intended colors.

Committee Member Branch moved to approve the sand color for the body and slate color for the trim and to deny the blue color for the doors as it did not meet the criteria for an earth tone, neutral color. The Committee would like a new set of samples with the colors on the building and a different color for the doors and at least one elevation drawing showing the appropriate colors and all materials represented. The motion was seconded by Committee Member Sharfeddin and passed 5-0.

5. Discussion Items

A. Historic Preservation Awards

Senior Planner Darnell said there were no nominations for the annual Historic Preservation Award in May. There was discussion about potential projects and whether they were eligible. There was consensus that there was one project that may be eligible, the Primisys building.

There was consensus to give the award to that project.

B. Meeting Location Change

Senior Planner Darnell suggested moving the location for the Committee meetings to Civic Hall.

There was consensus to make the move to Civic Hall. There was also consensus to have the City Attorney give the Committee a presentation about the quasi-judicial process.

6. Committee/Commissioner Comments

Committee Member Sharfeddin would not be in attendance at the next meeting.

7. Staff Comments

Senior Planner Darnell announced they had received the Certified Local Government Grant.

8. Adjournment

Chair Drabkin adjourned the meeting at 4:00 p.m.



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EXHIBIT 2 - MINUTES

June 26, 2019
Historic Landmarks Committee
Regular Meeting

3:00 pm
McMinnville Civic Hall
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

Others Present: Max de Lavenne, Kari de Lavenne, and Andrew Burton

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 6-18 / DDR 5-18 – 620 NE 3rd Street
Review of New Exterior Building Colors

- Applicant has requested different exterior building colors than what was previously proposed and approved by the Historic Landmarks Committee. The different exterior colors are being proposed for the entire building façade, including the existing single story building and the second story addition. The proposed building colors will be provided at the meeting for the Historic Landmarks Committee's review.

Senior Planner Darnell presented the staff report. This was a request for a change to the building addition at 620 NE 3rd Street. The application had been approved previously for the second story addition. There had been a condition of approval related to the exterior color of the addition. It was

to be a darker shade than the original structure. The applicant was proposing new colors. He explained the standards for colors in the Downtown Design area.

Max and Kari de Lavenne said they wanted to go with a darker color on the lower floor and a lighter color for the addition. For the lower floor they proposed a Midnight Blue color. They were proposing using the color White Wisp, a gray-white color, for the addition and Coventry Gray for the trim. It would blend in with the sky and create more historical prominence on the original structure and would be less maintenance. The addition would not look like it was modifying the historic building. They showed photos of the façades in the neighborhood and discussed how their proposal would match.

There was discussion regarding the windows, roof, colors, improvements the applicant had made, and how the addition would be used for office space and the main level for retail.

Committee Member Branch liked the proposed colors and thought they were harmonious with each other. Because it would not get much sun, she was concerned that the color on the ground floor would look like a charcoal gray in the shade. It might look closer to black which was not allowed. She thought the color of the upper addition would work well.

Committee Member Mead liked the darker color on the bottom and the lighter color on the top as it would help the addition disappear which was the intent of the code.

Committee Member Branch suggested going with a lighter color on the main floor. If it was going to appear darker because it was in the shade, she thought they could go a bit lighter.

Ms. de Lavenne said the intent was the main floor to be saturated and if they went lighter it would not be the same color.

Committee Member Cooley thought it looked like a dark shade of blue and was acceptable.

It was clarified the new colors would be Midnight Blue, Coventry Gray, and White Wisp.

There was consensus that the proposed colors were acceptable.

B. DDR 1-19: 1025 NE 1st Street -

Review of Built Example of Exterior Materials

Review of Proposed Exterior Building Colors

Senior Planner Darnell discussed a topic from last month's meeting, a built example of exterior materials for the apartment building on 1025 NE 1st Street. At that meeting, the Committee had some conditions which included the Committee reviewing the sample colors and built example of the final exterior panel material. The Committee did not approve the built example that had been provided last month because it was not similar in appearance to smooth stucco and not similar in appearance to other materials found on registered historic buildings in the downtown area. The vertical seam and reveal joints were visible and prominent. The applicant had a revised built example to share.

Andrew Burton, applicant, reviewed the proposed colors and reduced belt course. He had taken out the blue color as requested and the Downing Slate was the color of the body of the building, and Downing Sand was for the trim.

Committee Member Branch said that was opposite of what was presented last month. The Downing Sand was for the body and Downing Slate for the trim. However, she liked the slate for the body and sand for the trim better.

Mr. Burton explained how he had addressed the seam issue. If the seam was calked and treated before being painted, it made the seam virtually disappear. They would treat the seams and use nails instead of screws. He also brought a sample of the product in a smooth version which would be an alternate to the stucco pattern. They did not need to have horizontal seams depending on the size of the panels.

Committee Member Branch thought this was a big precedent to set, allowing a different material to be used in the Downtown District on the main level of a building.

Mr. Burton gave examples of other buildings that had the same material. He thought it would look like stucco when they were finished.

Senior Planner Darnell pointed out those examples had never come before the HLC for review.

Mr. Burton said this property was barely in the Downtown District.

Committee Member Branch said it was meant to be similar in appearance to smooth stucco. She did not think the proposed material represented smooth stucco.

Mr. Burton said the material had to do with keeping the apartment building affordable. They did not intend this to be a high end, expensive building.

Committee Member Branch clarified it would be market rate housing.

Mr. Burton said the owners of the property were not focused on the look of the building, but on the units that were ready to rent.

Committee Member Cooley suggested a paint technique that included sand to simulate the stucco.

Committee Member Mead thought the material missed the historic stucco appearance.

There was discussion about the need for a new built sample that would be treated in a way that was consistent with the design standards and the materials that were allowed in the district.

Mr. Burton said this material fell somewhere between painted wood and smooth stucco.

Committee Member Mead suggested making this product look like wood and wood trim at the seams.

There was discussion regarding the use of wood paneling.

Committee Member Cooley said if they introduced a new building material with the specific intention of getting it to mimic a prohibited material, that was not what the standards called for. He thought they should go back to the smooth stucco.

Committee Member branch would like to see a large sample of the smoother board with a textured paint treatment to resemble smooth stucco.

Chair Drabkin agreed she would like to see a sample. She also recommended swapping the body and trim colors.

There was consensus that the proposed building material was not acceptable and another built example needed to be brought in to address the appearance of the vertical seam, fasteners, and texture.

There was discussion regarding the type of built example the applicant should bring back and scheduling an additional meeting to review the example. There was further discussion regarding the paint colors for the building.

There was consensus for the applicant to swap the paint colors of the body and trim. The doors would be the same color as the body of the building.

5. Discussion Items

None

6. Committee/Commissioner Comments

None

7. Staff Comments

Senior Planner Darnell explained if the Committee would like to change the location of their meetings to the Council Chambers, they would have to meet on a different day to not conflict with Municipal Court. He suggested changing the meetings to the fourth Thursday of every month.

The Committee discussed and determined that the fourth Thursday of every month would be acceptable for the regular standing meeting.

8. Adjournment

Chair Drabkin adjourned the meeting at 4:21 p.m.



EXHIBIT 3 - STAFF REPORT

DATE: September 26, 2019
TO: Historic Landmark Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: DDR 4-19 (Downtown Design Review for New Construction including Waiver Requests) – 118 NE 3rd Street

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Define the unique character through a community process that articulates our core principles

Report in Brief:

This is a quasi-judicial review of a Downtown Design Review land-use application for a new building to be constructed on the property at 118 NE 3rd Street (Tax Lots 8600, 8700 and 9200, Section 20AD, T. 4 S., R. 4 W., W.M). All new construction in the Downtown Design Overlay District need to be reviewed and receive approval for how their design complies with McMinnville's downtown design review standards. Per the McMinnville Municipal Code, the McMinnville Historic Landmarks Committee serves as the decision-making body for the design review. The applicant, Kelley Wilson of SUM Design Studio, on behalf of property owner First Federal Savings & Loan, is requesting the approval of the exterior design of the proposed new building, including approval of waivers from the following 5 (five) codified downtown design standards:

- 1) Reduction in the amount of glazing (i.e. windows and other glass or openings) on the ground floor facades from the required 70 percent to 40 percent on the Third Street façade and 25 percent on the Baker Street facade;
- 2) Allowance of a new parking lot to be located on Third Street (parking lots are prohibited on Third Street);
- 3) Allowance of an entrance to the new parking lot proposed to be located on Third Street (vehicular access to parking lots from Third Street is prohibited);
- 4) Reduction of the landscaping buffer strip between a new parking lot adjacent to Second Street and the sidewalk from the required width of 5 feet down to 3 feet; and
- 5) Allowance of a steel awning material.

The Downtown Design Review request is subject to the review process described in Section 17.59.030(C)(2) and Section 17.59.030(C)(3) of the McMinnville Municipal Code (MMC). The Historic

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

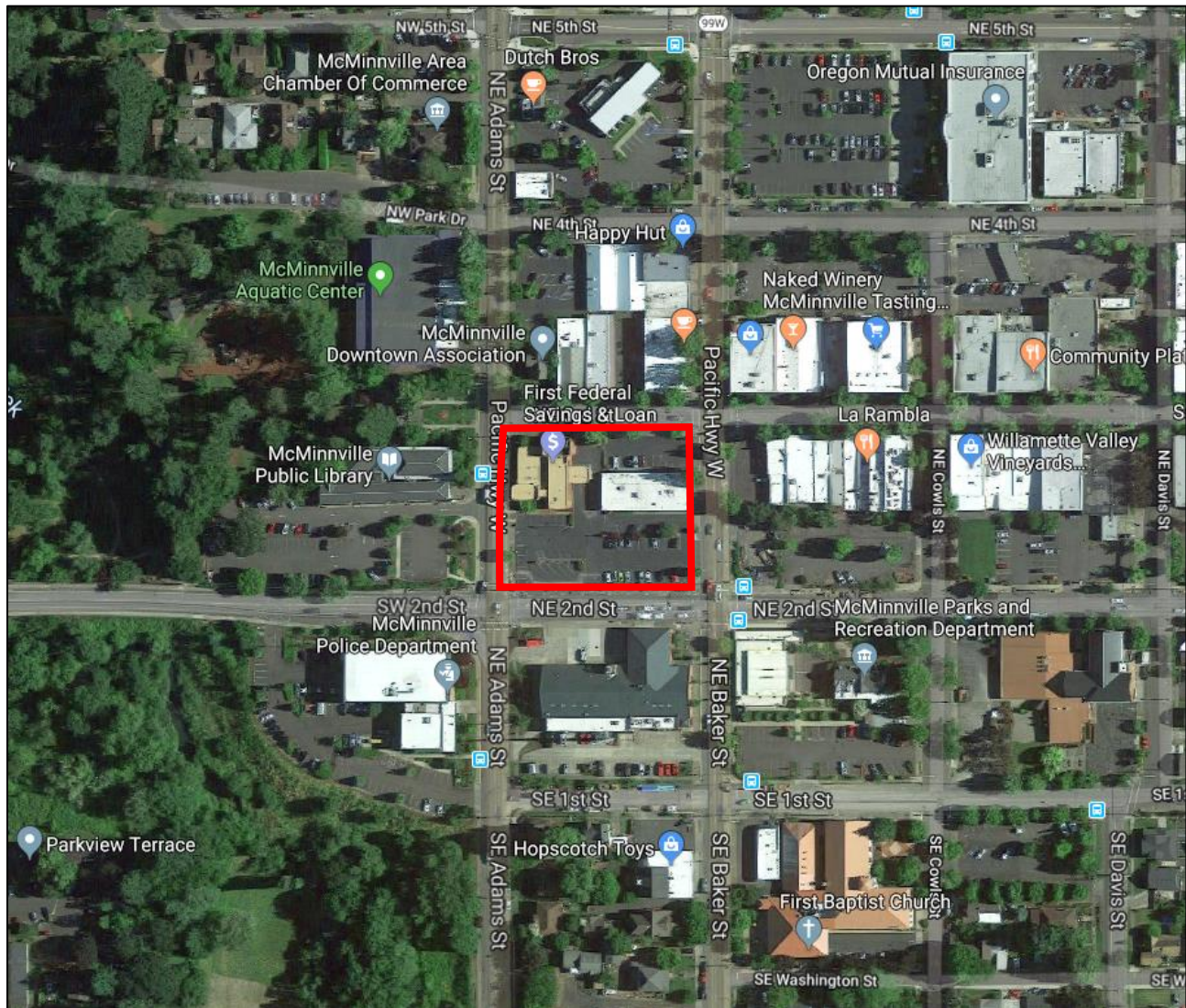
Attachment B: DDR 4-19 Application Materials

Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

Background:

The subject property is located at 118 NE 3rd Street and encompasses a full city block. The property identified as Tax Lots 8600, 8700 and 9200, Section 20AD, T. 4 S., R. 4 W., W.M. See Vicinity Map (Figure 1) below for the approximate location of the site.

Figure 1. Vicinity Map



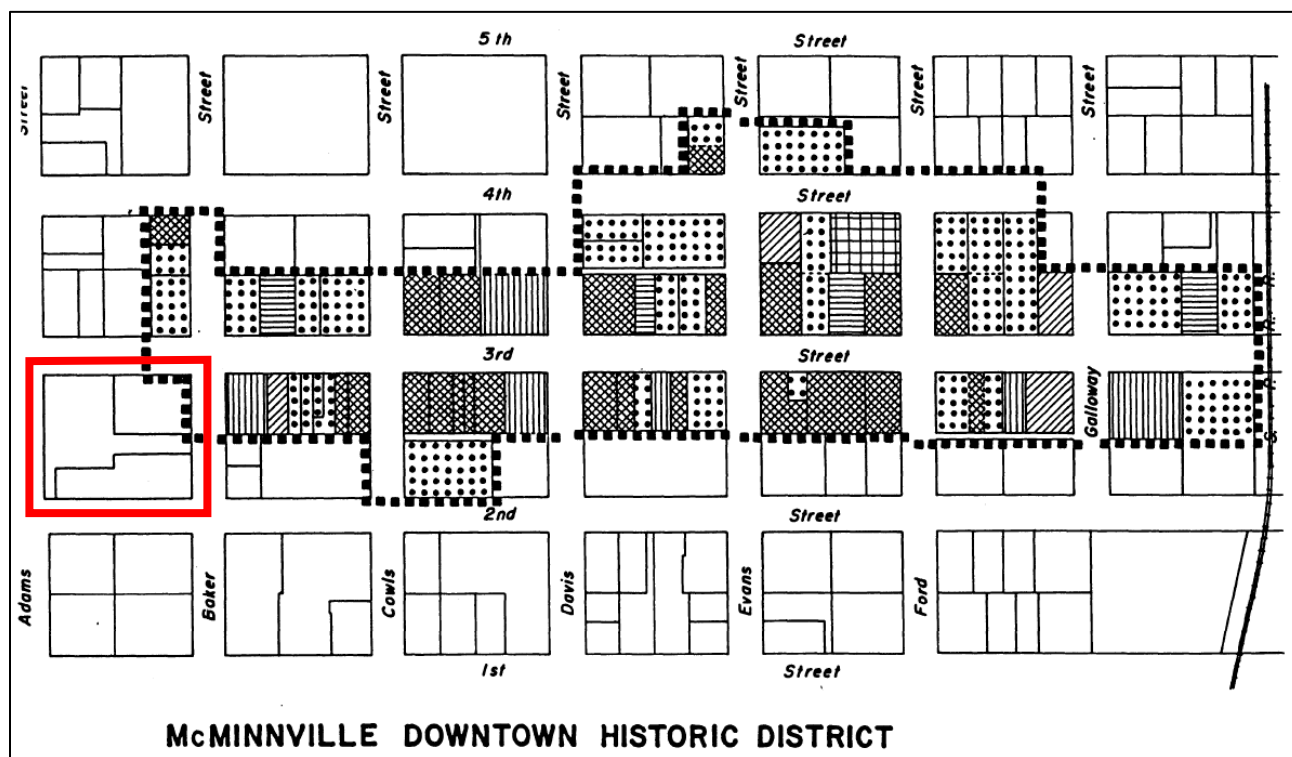
This city block serves as the entry point/gateway and bookend to McMinnville's award winning downtown Third Street, and is located in the Downtown Design Overlay District. The location of the subject site and its proximity to the McMinnville Downtown Historic District are provided in Figure 2 below:

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Figure 2. Downtown Historic District



The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

“First Federal Savings and Loan is an important financial partner in the local McMinnville economy. They value being a part of the community and would like to expand their presence by constructing a new building that will accommodate their customer service branch as well as provide an integrated and efficient location for all executive personnel and related functions.

First Federal intends to replace the two buildings currently located on the block between NE Adams & NE Baker Streets and Second & Third Streets. The existing main building located at the north-west corner of the site, built in 1974, is very much undersized for their current and future needs but provides an important location for retail branch for banking customers. The second and smaller building located at the north-east corner of the site currently houses their loan department. First Federal also has some functions across Third Street which will be accommodated in the new building.

The new building will provide space for all current functions on and around the site as well as additional space for growth.

After an extensive site and operational analysis, it was determined the placement of the new building must allow the existing branch building to remain in place and operational during the construction of any new building. Demolishing the existing building before a new building is complete, forcing a relocation of the branch services to a temporary location, with a duration of over a year, would result in a permanent loss of customers, a significant inconvenience to the remaining and loyal customers and a long term negative economic consequence for First Federal Savings and Loan.

With this in mind, it was determined the new building would be best located near the corner of NE Baker Street and Third. This location would allow adequate space for the existing building to remain

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in place. This would also allow the building to front Third Street and Baker Street. First Federal very much wanted to maintain its “front door” on Third Street and provide a strong urban presence and help McMinnville’s Downtown District remain vibrant and cohesive.

To accommodate First Federal’s needs the building will be approximately 32,000 square feet and three stories tall. The ground floor will house the more public areas such as the branch and the loan department. The upper two floors will house a call center, executive offices, a board room and other administrative functions. There will be two primary customer entrances: one at the corner of NE Third and NE Baker and one from the parking area on the south side of the building.

The parking lot, which will accommodate approximately 62 cars will also have two drive through lanes for automobile transactions. The entire parking lot will receive new asphalt paving. New landscape will also be installed that will meet the zoning code and in some areas exceed the zoning minimums.”

Discussion:

As described above, the applicant intends to redevelop the property with a new three story building that will accommodate the First Federal bank branch, loan services, and office and administrative functions. The applicant has provided plans, elevations, and renderings identifying the improvements that would occur on the site. See Street Facing Elevations and Building Rendering (Figure 3 and Figure 4) below.

Figure 3. Street Facing Elevations



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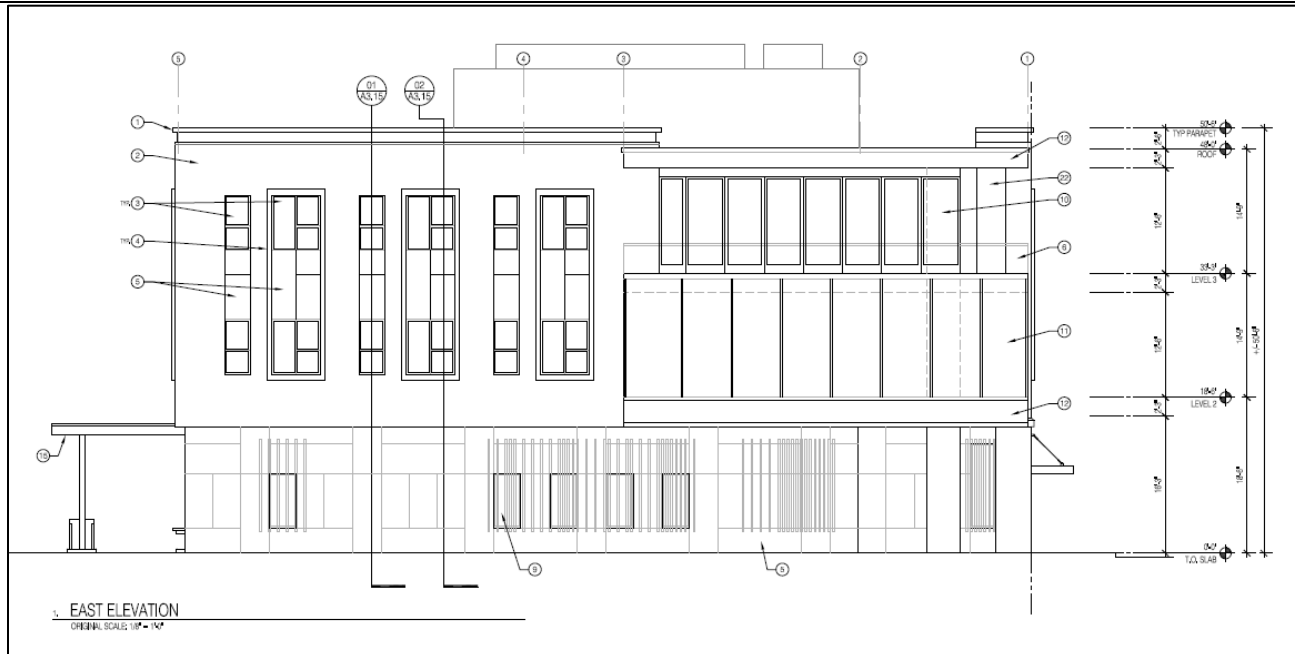


Figure 4. Building Rendering



Decisions and/or recommendations for approval of the land use application is dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code. The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The specific review criteria for Downtown Design Review for New Construction in Section 17.59.040 of the MMC require the proposal to be consistent with the applicable Downtown Design Standards and Guidelines in Chapter 17.59 of the MMC, as well as the following review criteria:

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1. The City's historic preservation policies set forth in the Comprehensive Plan;
2. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2);

In addition, any request for a waiver from a Downtown Design Standard is subject to the specific review criteria in Section 17.59.040(A)(3) of the MMC as follows:

- a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;
- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and
- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Current Request

The approval of this application (DDR 4-19) is contingent upon five waivers from the city's Downtown Design Standards, which is one of the larger departures from the standards of Chapter 17.59 that has been proposed in the history of the downtown design overlay district. Therefore, staff is providing a summary and analysis of each waiver request, along with some of the other applicable Downtown Design Standards, and suggests that the Historic Landmarks Committee consider each individual waiver or standard and determine whether the findings and drawings provided for the waivers and the building design components meet the applicable Downtown Design Standards, and achieves the intent of the Downtown Design Overlay District.

The applicant has provided a written narrative and findings to support their requests. In order to assist the Historic Landmarks Committee in making a decision, staff has attached a draft decision document that incorporates the narrative and findings provided by the applicant. The draft decision document includes potential findings of fact and conclusionary findings for approval of the land use application and the waiver requests. These draft findings are largely based on the applicant's narrative and arguments for their building design and waiver request. If the Committee agrees with the applicant's narrative and arguments for their request, the attached draft decision document could be adopted, or adopted with any amendments considered necessary by the Committee, to approve the application.

The draft decision document does contain some additional staff-suggested findings and explanations of aspects of the building design. The draft decision document also include some suggested conditions of approval to memorialize proposals provided in the applicant's narrative, to clarify or amend minor aspects of the proposed building and site design, and to ensure that the proposed design associated with the waiver requests best meets the intent and purpose of the Downtown Design Standards chapter of the MMC (as required by the waiver review criteria in Section 17.59.040(A)(3)(b)). These suggested conditions will be explained in more detail below.

The Historic Landmarks Committee will have an opportunity to discuss each of the waiver requests, as well as the overall proposed building and site design, in detail during the public meeting. The Committee will also have an opportunity to receive testimony from the applicant and the public. If the Committee, after receiving testimony and deliberating, finds that any of the waiver requests or design standards are not being achieved, the Committee may provide findings on the record for how the proposal does not meet any applicable review criteria or standard. The Committee may also provide findings on the record and a description of a condition of approval for how any particular review criteria or standard could be achieved.

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The draft decision document includes the specific findings of fact for each of the applicable review criteria, but a summary of each Downtown Design Standard and how the proposed project is meeting the standard is provided below. Also provided below is an analysis of the requested waivers and some of the other building and site design aspects that staff has suggested be clarified or refined with conditions of approval to better meet the applicable Downtown Design Standards.

Summary of Applicable Downtown Design Standards

Standard	Code Reference	Proposed Project
Zero Setback	17.59.050(A)(1)	Meets Standard with Condition of Approval
Massing & Configuration	17.59.050(B)(1)	Meets Standard
Façade Articulation	17.59.050(B)(2)	Meets Standard
Belt Course	17.59.050(B)(3)(a)	Meets Standard with Condition of Approval
Bulkhead	17.59.050(B)(3)(b)	Meets Standard
Minimum Amount of Glazing	17.59.050(B)(3)(c)	Waiver Requested
Recessed Entry	17.59.050(B)(3)(d)	Meets Standard
Decorative Cornice	17.59.050(B)(3)(e)	Meets Standard
Roofline Orientation	17.59.050(B)(4)	Meets Standard
Entrance Open to ROW	17.59.050(B)(5)	Meets Standard
Recessed Windows	17.59.050(B)(6)	Meets Standard with Condition of Approval
Building Foundation	17.59.050(B)(8)	Meets Standard with <i>Potential</i> Condition of Approval
Exterior Building Materials	17.59.050(C)(1) & (2)	Meets Standard
Exterior Building Colors	17.59.050(C)(3)	Meets Standard with Condition of Approval
Parking Lot on 3 rd Street	17.59.060(A)	Waiver Requested
Parking Lot Access to 3 rd Street	17.59.060(A)	Waiver Requested
Parking Lot Design	17.59.060(B)	Meets Standard
Parking Lot Landscaping	17.59.060(C)	Waiver Requested
Awning Design & Locations	17.59.070(A)-(C) & (E)-(F)	Meets Standard
Awning Material	17.59.070(D)	Waiver Requested
Sign Design & Locations	17.59.080(A)-(E)	Meets Standard

Analysis of Waiver Requests and Applicable Downtown Design Standards

Overall, much of the project design does meet the applicable Downtown Design Standards. The building is constructed up to the property line with a zero setback along the majority of the building facades, with some small variations for projections into the right-of-way and to allow a wider pedestrian sidewalk area near the main building entrance. The massing and configuration of the building is similar to other buildings in the downtown area, as it is a three-story building with a flat roofline and façade articulation throughout the longer expanses of building façade. Other façade design features are incorporated in the building design, including a belt course, a decorative cornice, and recessed windows. The main entrance to the building is recessed, and is oriented and opens towards the prominent public right-of-way at the corner of Third Street and Baker Street. The exterior building materials are also consistent with what is required in the Downtown Design area, and includes primarily brick with stone panels and glass making up most of the remainder of the façades. The building colors, awnings, and signage proposed are also generally consistent with the Downtown Design Standards, with just some minor clarifications and amendments necessary to achieve the standards, which will be described in more detail below.

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Glazing Waiver

The applicant is requesting a waiver from the minimum amount of glazing required on the ground floor facades of the building. The primary argument for this waiver is based on the proposed use of the building as a bank and loan office, which does not warrant the type of typical storefront design that a retail commercial use would. The applicant has also argued that the use as a bank and loan office on the ground floor requires a certain level of privacy and security to successfully carry out the functions and services of the bank and loan offices. The applicant provided an analysis of other non-commercial uses in the downtown area that have a similar or lesser amount of glazing than they are requesting, and have argued that their overall building design still provides a repetitive window pattern and façade articulation that provide interest at the pedestrian scale.

The application materials reference a recent project, the Atticus Hotel, that received a waiver from the minimum glazing standard for a similar reason as is being requested by the applicant. In that case, the waiver was granted based on the fact that the site was not located on 3rd Street, and that the design of the building incorporated a fenestration pattern and glazing percentage that was similar to surrounding buildings including the Odd Fellows Lodge and the Old U.S. Post Office. The final building that was constructed with this reduced glazing is provided below:



The application materials include photos of the buildings adjacent to the subject site to show that their proposed design, which also includes a repetitive fenestration pattern along the NE Third Street façade, is not inconsistent with surrounding historic buildings. Photos of those adjacent buildings on the north side of NE 3rd Street are provided below:

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Surface Parking Lot and Access Waivers

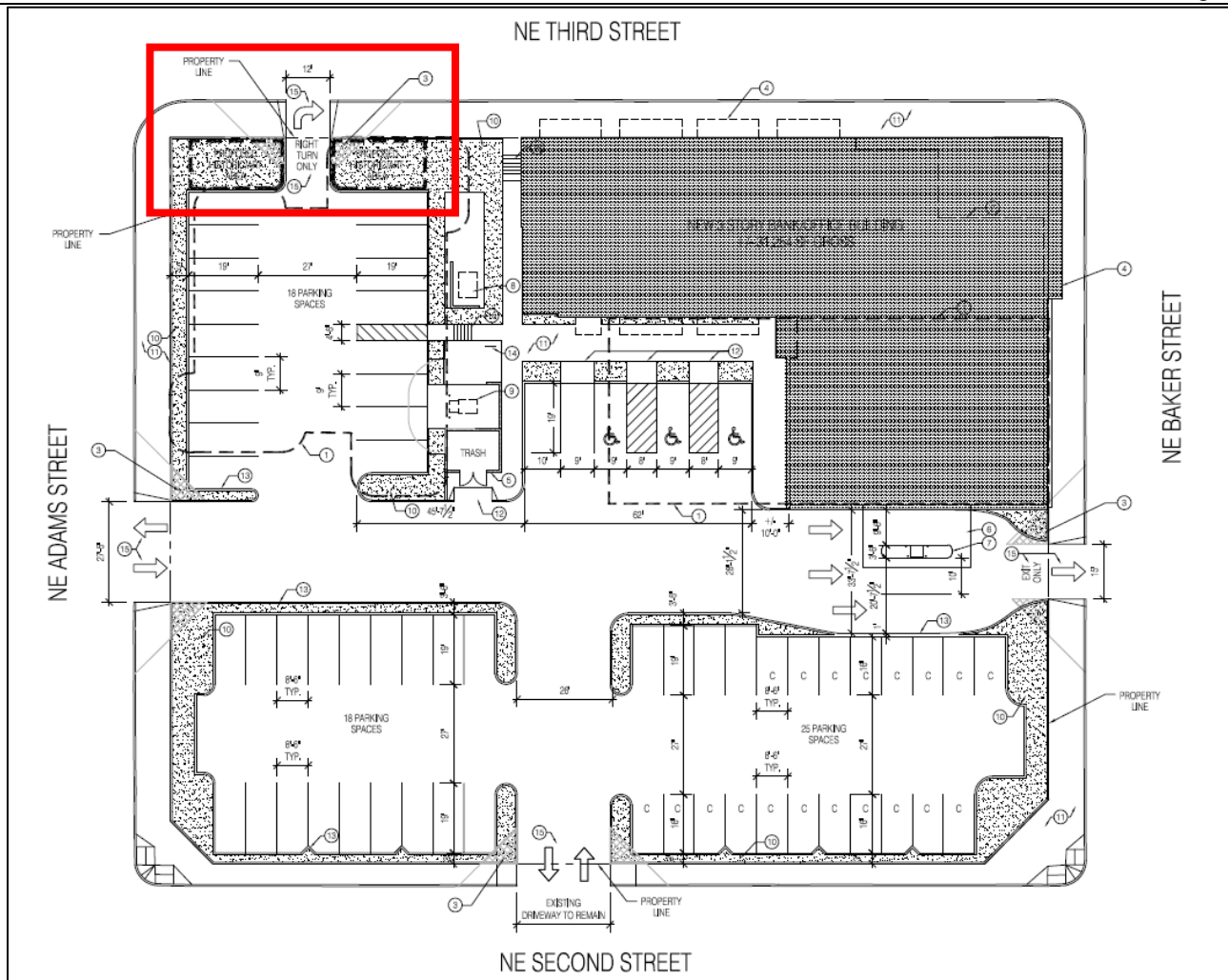
The applicant is requesting two waivers associated with the surface parking lot on the northwest portion of the site, one being that the Downtown Design Standards prohibit parking lots from locating on 3rd Street and the other prohibiting access to surface parking lots from 3rd Street. The applicant has argued that they have a difficulty in providing of a use for this portion of the site, given their plans for redevelopment and need to keep the existing building operational during construction. Their proposed design to achieve the intent of the Downtown Design Standards chapter is to provide a “Historic/Art Area” between the parking lot and the public right-of-way and sidewalk, to thereby create a type of use between the parking lot and the pedestrian realm. The applicant has described this “Historic/Art Area” as potentially including decorative walls, statues, art, and/or historic district gateway/monument signage.

In terms of access from the parking lot, the applicant has provided arguments for the need for the additional access point due to the unique circumstance of their entire block being surrounded by high classifications of roadways that are often slowed by traffic at the major intersections near the subject site. To address the design of the parking lot access, the applicant is proposing this access point to be only a one-way right-only egress from the surface parking lot onto 3rd Street. This reduces the number of vehicles that would use the right-only egress, and allows for the egress drive aisle to be only 12 feet in width to minimize the crossing distance for pedestrians. The “Historic/Art Area” and the right-only egress from the surface parking lot are identified on the site plan below:

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Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials



If the Historic Landmarks Committee finds that the surface parking lot can be located as proposed and argued for by the applicant, staff has included some suggested conditions of approval related to the “Historic/Art Area” and the right-turn only egress drive aisle. One suggested condition memorializes the collaborative “Historic/Art Area” design process proposed by the applicant, and also memorializes the proposed size and potential features to be included in this area. The second suggested condition of approval provides some additional design parameters for the right-turn only egress drive aisle to minimize conflicts with pedestrians, including that the signage and marking plan be submitted to the Planning Department for review, that the signage not distract from the improvements within the “Historic/Art Area”, and that the surface of the driving area within the “Historic/Art Area” be differentiated from the sidewalk through the use of pavers to better define the pedestrian sidewalk space. There is a recent precedent for a similar level of improvement between the public right-of-way and a surface parking lot in the Downtown Design area. While this example is not a parking lot on 3rd Street, it does provide a precedent for the establishment of a use between a parking lot and the sidewalk and the design features included provide for delineation of the space and screening of the parking lot from view.

Examples of this recent precedent in design are provided below:

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

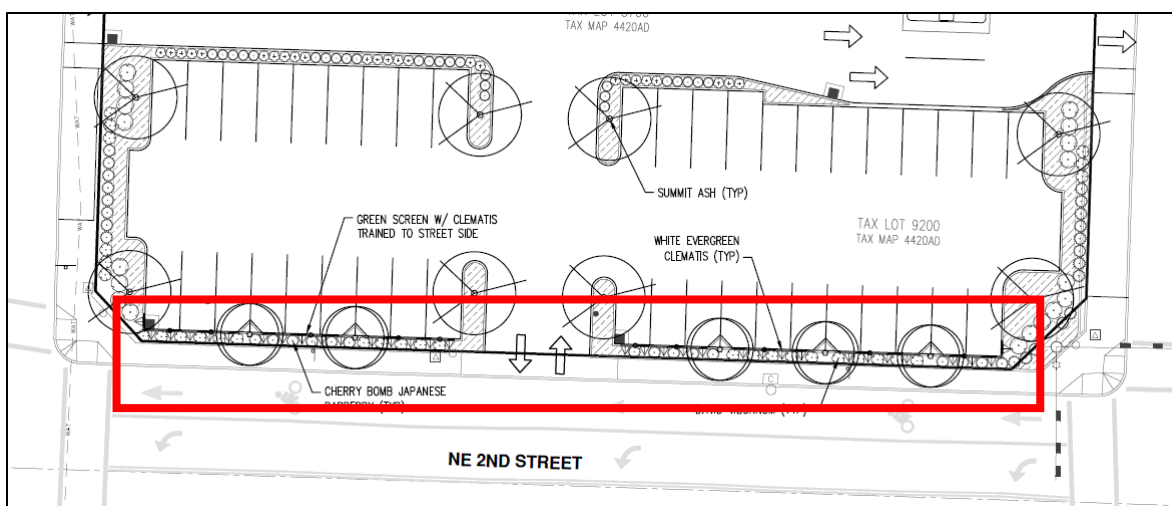
Attachment B: DDR 4-19 Application Materials



Parking Lot Landscaping Buffer Waiver

The applicant is requesting a waiver to reduce the required landscape planting buffer from 5 feet in width to 3 feet in width along the subject site's southern frontage onto NE 2nd Street. The reduction is requested to allow for the parking configuration proposed, which is designed to meet the parking space and parking drive aisle dimensions in the MMC. The applicant is proposing an enhanced design for the 3 foot landscape planter area. One issue with the 2nd Street right-of-way frontage is that there is not adequate space for street tree planting within the sidewalk area, because the street trees would impede on the required accessible path along the sidewalk. To address this and still provide the intended design and aesthetic of street trees, the applicant is proposing diamond-shaped bump-outs of the landscape planting buffer into the parking lot to accommodate trees in the buffer space between the sidewalk and the surface parking lot. This will allow for an aesthetic improvement to the sidewalk space along the property's 2nd Street frontage, and allow for a similar tree canopy as would be achieved if trees were planted in the right-of-way. The applicant is also proposing a decorative trellis fence with plantings to function as a green fence and provide for screening and buffering between the sidewalk and the surface parking lot, as is required by the Downtown Design Standard.

The proposed design with the street tree planting and the location of the decorative fence can be seen below:



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials

Awning Material Waiver

The applicant is requesting a waiver from the list of allowable awning materials to allow for steel awnings along the western portion of the Third Street building façade. The awnings are proposed to be flat and proposed to be located between the windows on the ground floor façade and a transom window above the awning. This form and location is compatible with the overall building's architecture, and because the building is the only building on the subject block, there are no other awnings to match in terms of size, form, or location above the sidewalk. The applicant is arguing that the materials allowed in the Downtown Design Standards are not conducive or functional with a flat awning form that is proposed for this building. The applicant has also identified a number of other examples within the downtown area of flat, steel awnings, including the building at 211 NE 3rd Street (Naked Winery tasting room) and the recently approved steel awning at the Taylor Dale building (608 NE 3rd Street).

Zero Setback Design Standard

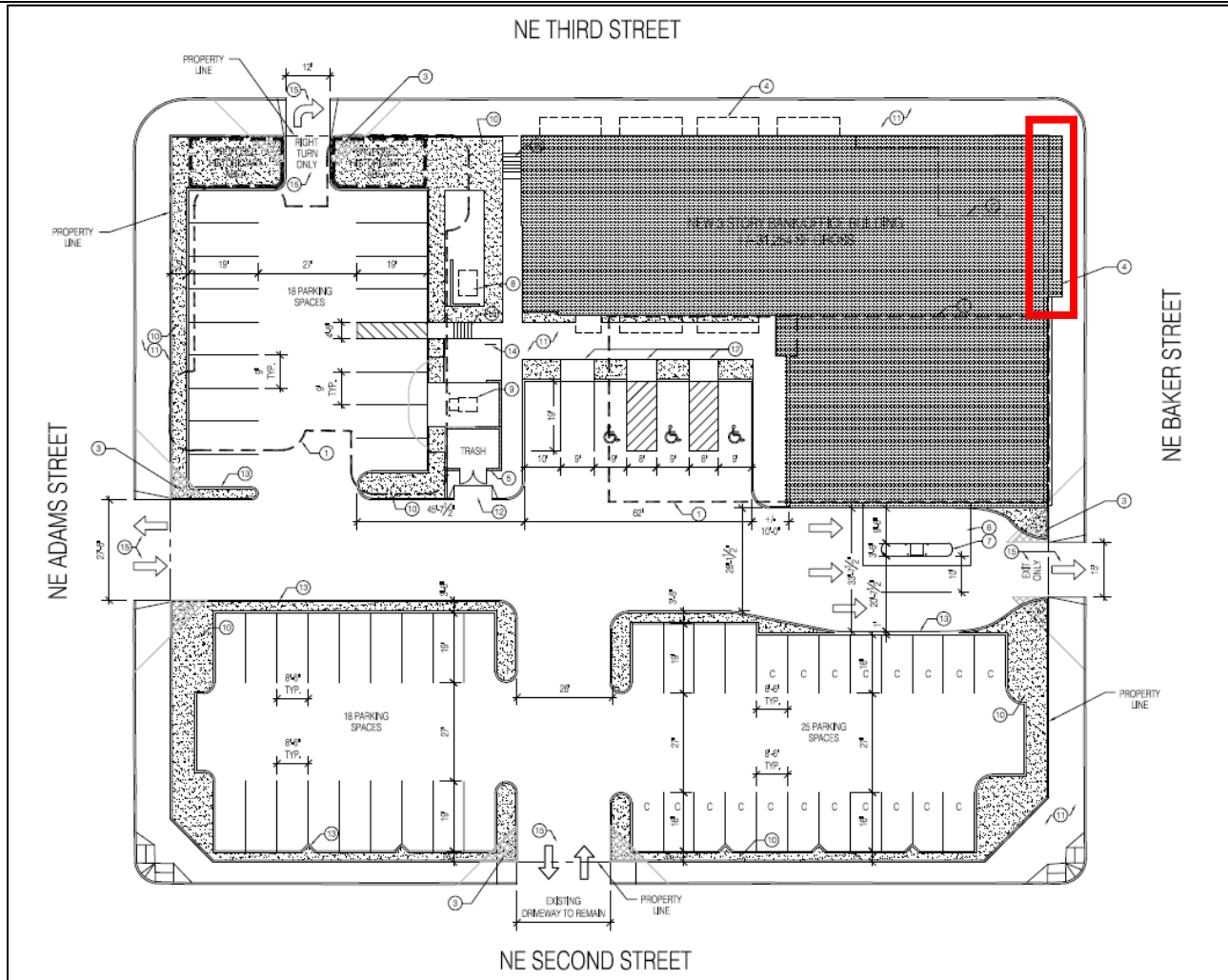
The proposed building design includes a projection of the second and third story into the public right-of-way on the Baker Street (east) façade. The City did request that the applicant send the proposed plans to the Oregon Department of Transportation (ODOT) for review, because Baker Street is part of the Highway 99W system and is under the jurisdiction of ODOT. ODOT did clarify to the applicant that in this section of Highway 99W within the city limits, ODOT only has jurisdiction over uses of the right-of-way between the curbs and that right-of-way use outside of the curblane is subject to City procedures. The McMinnville Engineering Department has reviewed the proposed building design, and because the projection is at a height that provides adequate clearance above the sidewalk, the Engineering Department would allow for the projection into the right-of-way. A condition of approval is suggested to be included to require that the property owner enter into an agreement with the City to allow for the upper story portions of the building to encroach into the right-of-way, if the projection is found to be acceptable to the Historic Landmarks Committee.

This projection is identified on the site plan and the renderings below:

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials

Belt Course and Recessed Window Standards

The application narrative explains that the building design includes a precast concrete belt course along a majority of the building façade, and also explains that a brick soldier course will be used at the same height in the building where the concrete belt course is not provided. However, the plans and renderings do not identify the brick soldier course. Similarly, the application narrative explains that the windows will all be recessed. The plans and renderings easily identify the recessed windows in most locations, however, some of the ground floor windows are not easily identified as being recessed on the floor plan sheets. Therefore, staff is recommending two conditions of approval to require that details be provided with the construction plans submitted for building permit review that identify the recessed windows and the brick soldier course.

Building Foundation

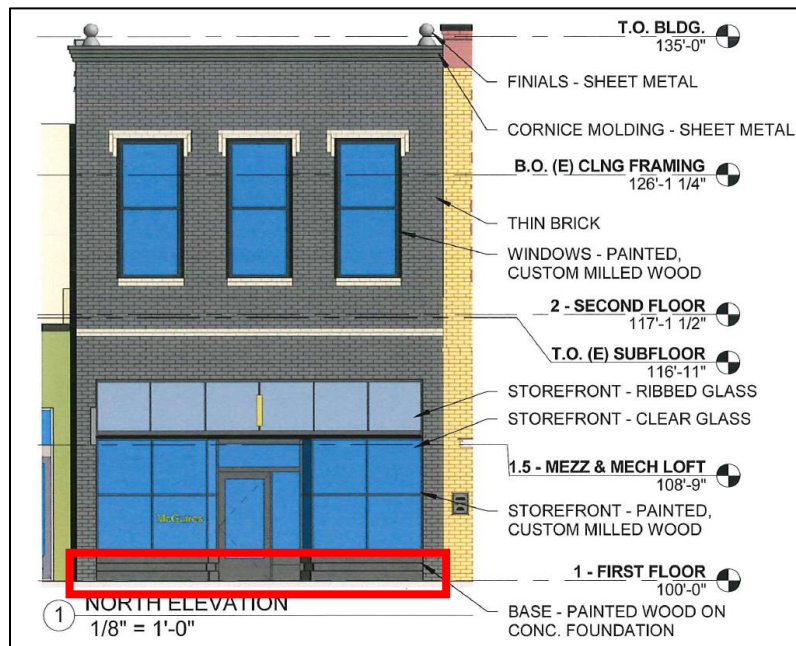
The application narrative describes the foundation or base of the building similarly to the proposed bulkhead, which is provided primarily in areas that have windows along the ground floor façade. However, a true foundation or base is not specifically identified in the elevations and renderings. A more typical type of foundation that has been included on more recent new construction within the Downtown Design area is a continuous concrete foundation immediately above the sidewalk and below the beginning of the primary exterior building material. Examples of this continuous concrete foundation are provided below:



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

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The Historic Landmarks Committee should determine whether the larger foundation proposed by the applicant is acceptable, or whether a smaller foundation similar to the type identified above should be incorporated into the building design. If it is determined that it should be included, staff would suggest that the Historic Landmarks Committee develop a condition of approval to require the smaller concrete foundation to be included in the construction plans submitted for building permit review.

Exterior Building Colors

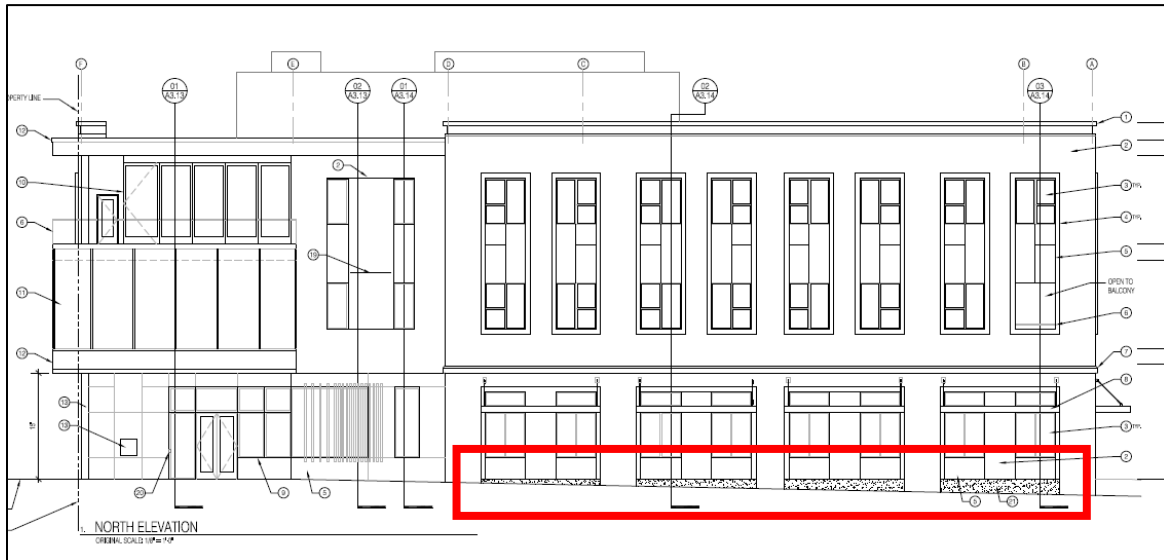
One portion of the façade that is identified differently in the elevation drawings and the renderings is the exposed foundation beneath the windows on the western portion of the 3rd Street façade. This portion of the façade is identified in the elevation on Exhibit C9 as “Exposed Foundation Wall, Skim Coat”, but shows up in the renderings as a consistent material beneath the windows to the sidewalk. The applicant has verified that the elevation drawing is correct, and that the exposed foundation wall would be visible in these areas of the façade, and finished with the cement plaster that is similar to smooth stucco. In order to maintain a cohesive finish beneath the windows and for consistency in this area that is described as the bulkhead in other areas of the application narrative, a condition of approval is suggested to be included to require that the skim coated exposed foundation wall be painted a tan color to match the stone panels that will be above. Alternatively, the condition of approval is suggested to also allow for the applicant to install the stone panel over the foundation wall from the bottom of the window all the way to the sidewalk.

This discrepancy between the elevation drawings and the renderings can be seen below:

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials



Commission Options:

- 1) Close the public meeting and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public meeting to a specific date and time.
- 3) Close the public meeting, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

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- 4) Close the public meeting and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation:

Based on the information and plans provided, staff believes that most of the Downtown Design Standards are being achieved by the proposed building design. However, there are five waivers from the Downtown Design Standards being requested as part of the approval of the Downtown Design Review application. These five waivers are a larger departure from the standards than other requests that have been reviewed by the Historic Landmarks Committee in the past.

Due to the fact that a number of waivers are being requested, staff recommends that the Historic Landmarks Committee consider each individual waiver or standard and determine whether the findings and designs provided by the applicant satisfy the waiver review criteria. The Historic Landmarks Committee should also determine whether the overall project design still accomplishes the intent and purpose of the Downtown Design Standards chapter of the MMC (as required by the waiver review criteria in Section 17.59.040(A)(3)(b)) in a manner that is equal or superior to a project designed to be consistent with the standards.

As discussed in more detail above, staff has attached a draft decision document that incorporates the narrative and findings provided by the applicant. The draft decision document includes potential findings of fact and conclusionary findings for approval of the land use application and the waiver requests. These draft findings are largely based on the applicant's narrative and arguments for their building design and waiver request. If the Committee agrees with the applicant's narrative and arguments for their request, the attached draft decision document could be adopted, or adopted with any amendments considered necessary by the Committee, to approve the application. If the Committee, after receiving testimony and deliberating, finds that the waiver requests do not achieve the intent of the Downtown Design Overlay District, or that the design standards are not being achieved, the Committee may provide findings on the record for how the proposal does not meet the applicable review criteria or standard. The Committee may also provide findings on the record and a description of a condition of approval for how any particular review criteria or standard could be achieved.

MOTION FOR DDR 4-19:

If the Historic Landmarks Committee decides to approve the request, the following motion could be made

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE DDR 4-19, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

If the Historic Landmarks Committee decides to deny the request, the following motion could be made:

THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR DENIAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE ON THE RECORD, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE DENIES DDR 4-19.

If the Historic Landmarks Committee finds that more information is required to make a decision on the application, such as providing additional conditions of approval or design changes, the following motion could be made:

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 4-19

Attachment B: DDR 4-19 Application Materials

THAT BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE CONTINUES THE DOWNTOWN DESIGN REVIEW APPLICATION FOR THE NEW CONSTRUCTION AT 118 NE 3RD STREET TO THE OCTOBER 26, 2019 HISTORIC LANDMARKS COMMITTEE MEETING TO ALLOW FOR [STATE REASONING FOR CONTINUATION].

CD



CITY OF MCMINNVILLE
PLANNING DEPARTMENT
231 NE FIFTH STREET
MCMINNVILLE, OR 97128

503-434-7311

www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF A NEW BUILDING AT 118 NE THIRD STREET WITHIN THE DOWNTOWN DESIGN AREA

DOCKET: DDR 4-19 (Downtown Design Review for New Construction including Waiver Requests)

REQUEST: Approval of the exterior design of a new building to be constructed on the subject property. The proposal includes the demolition of the two existing First Federal buildings that are located on the property today, the construction of a new building oriented towards the corner of Baker and Third Street, and the reconstruction and reconfiguration of all of the parking lots and drive aisles on the property. As part of the review of the building design, the applicant is requesting waivers from the following 5 (five) downtown design standards:

1. Reduction in the amount of glazing (i.e. windows and other glass or openings) on the ground floor facades from the required 70 percent to 40 percent on the Third Street façade and 25 percent on the Baker Street façade;
2. Allowance of a new parking lot to be located on Third Street (parking lots are prohibited on Third Street);
3. Allowance of an entrance to the new parking lot proposed to be located on Third Street (vehicular access to parking lots from Third Street is prohibited);
4. Reduction of the landscaping buffer strip between a new parking lot adjacent to Second Street and the sidewalk from the required width of 5 feet down to 3 feet; and
5. Allowance of a steel awning material.

LOCATION: 118 NE 3rd Street. The property is identified as Tax Lots 8600, 8700 and 9200, Section 20AD, T. 4 S., R. 4 W., W.M.

ZONING: C-3 (General Commercial)

APPLICANT: Kelley Wilson, on behalf of property owner First Federal Savings & Loan

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: August 29, 2019

HEARINGS BODY & ACTION: McMinnville Historic Landmarks Committee

HEARING DATE & LOCATION: September 26, 2019, Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

PROCEDURE: An application for a Downtown Design Review is processed in accordance with the procedures in Section 17.59.030(A) of the McMinnville Municipal Code.

CRITERIA: The applicable criteria for a Downtown Design Review are specified in Section 17.59.040 of the McMinnville Municipal Code. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. “Proposals” specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

APPEAL: As specified in Section 17.59.030(E) of the McMinnville Municipal Code, the Historic Landmarks Committee's decision may be appealed to the Planning Commission within fifteen (15) days of the date written notice of decision is mailed. The City's final decision is subject to a 120 day processing timeline, including resolution of any local appeal.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; Northwest Natural Gas; and Oregon Department of Transportation. Their comments are provided in this document.

RECOMMENDATION

Based on the findings and conclusionary findings, the Historic Landmarks Committee finds the applicable criteria are satisfied with conditions and **APPROVES** the exterior design of the proposed new building at 118 NE 3rd Street (DDR 4-19).

RECOMMENDATION: APPROVAL WITH CONDITIONS

Historic Landmarks Committee: _____
Joan Drabkin, Chair

Date:_____

Planning Department: _____
Heather Richards, Planning Director

Date:_____

Attachments :

Attachment 1 – Application and Attachments

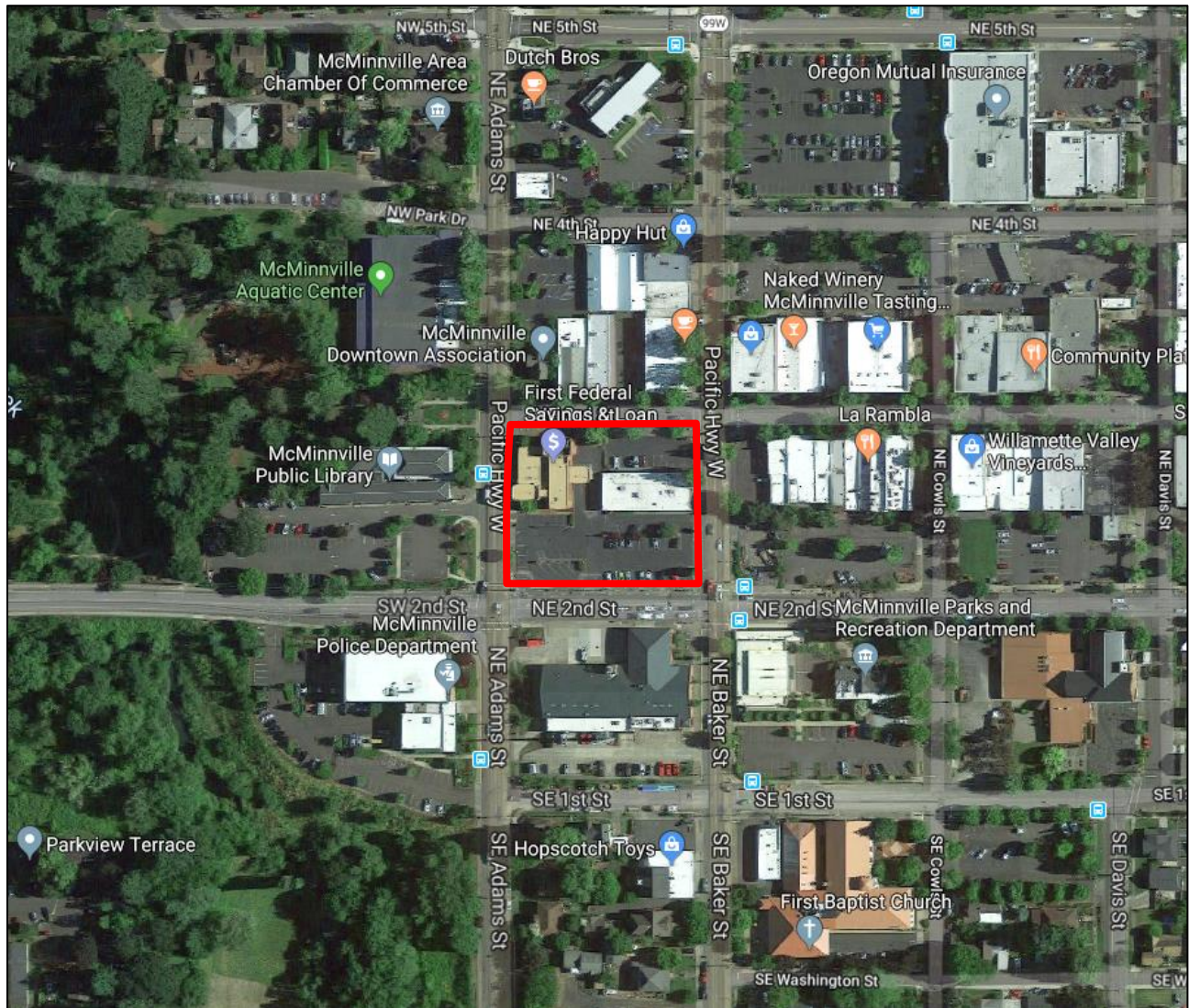
I. APPLICATION SUMMARY:

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the request under consideration. Staff has found the information provided to accurately reflect the current land use request, and excerpted portions are provided below to give context to the request, in addition to staff's comments.

Subject Property & Request

The subject property is located at 118 NE 3rd Street. The property is identified as Tax Lots 8600, 8700 and 9200, Section 20AD, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map



The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

“First Federal Savings and Loan is an important financial partner in the local McMinnville economy. They value being a part of the community and would like to expand their presence by constructing

a new building that will accommodate their customer service branch as well as provide an integrated and efficient location for all executive personnel and related functions.

First Federal intends to replace the two buildings currently located on the block between NE Adams & NE Baker Streets and Second & Third Streets. The existing main building located at the north-west corner of the site, built in 1974, is very much undersized for their current and future needs but provides an important location for retail branch for banking customers. The second and smaller building located at the north-east corner of the site currently houses their loan department. First Federal also has some functions across Third Street which will be accommodated in the new building.

The new building will provide space for all current functions on and around the site as well as additional space for growth.

After an extensive site and operational analysis, it was determined the placement of the new building must allow the existing branch building to remain in place and operational during the construction of any new building. Demolishing the existing building before a new building is complete, forcing a relocation of the branch services to a temporary location, with a duration of over a year, would result in a permanent loss of customers, a significant inconvenience to the remaining and loyal customers and a long term negative economic consequence for First Federal Savings and Loan.

With this in mind, it was determined the new building would be best located near the corner of NE Baker Street and Third. This location would allow adequate space for the existing building to remain in place. This would also allow the building to front Third Street and Baker Street. First Federal very much wanted to maintain its “front door” on Third Street and provide a strong urban presence and help McMinnville’s Downtown District remain vibrant and cohesive.

To accommodate First Federal’s needs the building will be approximately 32,000 square feet and three stories tall. The ground floor will house the more public areas such as the branch and the loan department. The upper two floors will house a call center, executive offices, a board room and other administrative functions. There will be two primary customer entrances: one at the corner of NE Third and NE Baker and one from the parking area on the south side of the building.

The parking lot, which will accommodate approximately 62 cars will also have two drive through lanes for automobile transactions. The entire parking lot will receive new asphalt paving. New landscape will also be installed that will meet the zoning code and in some areas exceed the zoning minimums.”

Elevations and renderings of the street facing facades of the proposed new building are provided below. Full elevations and additional renderings are provided in the application materials (Attachment 1). **See *Street Facing Elevations (Figure 2) and Building Rendering (Figure 3) below.***

Figure 2. Street Facing Elevations

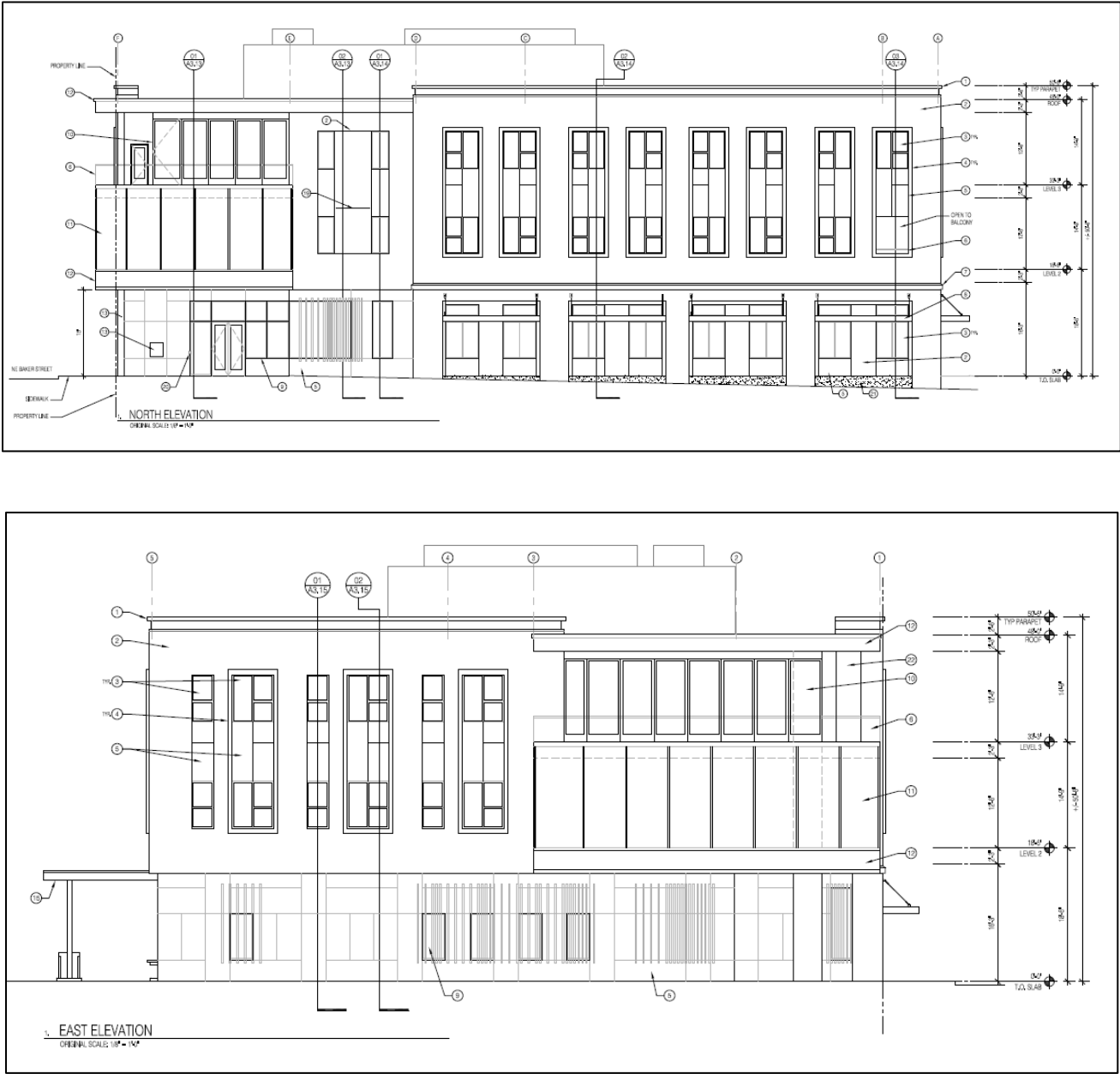
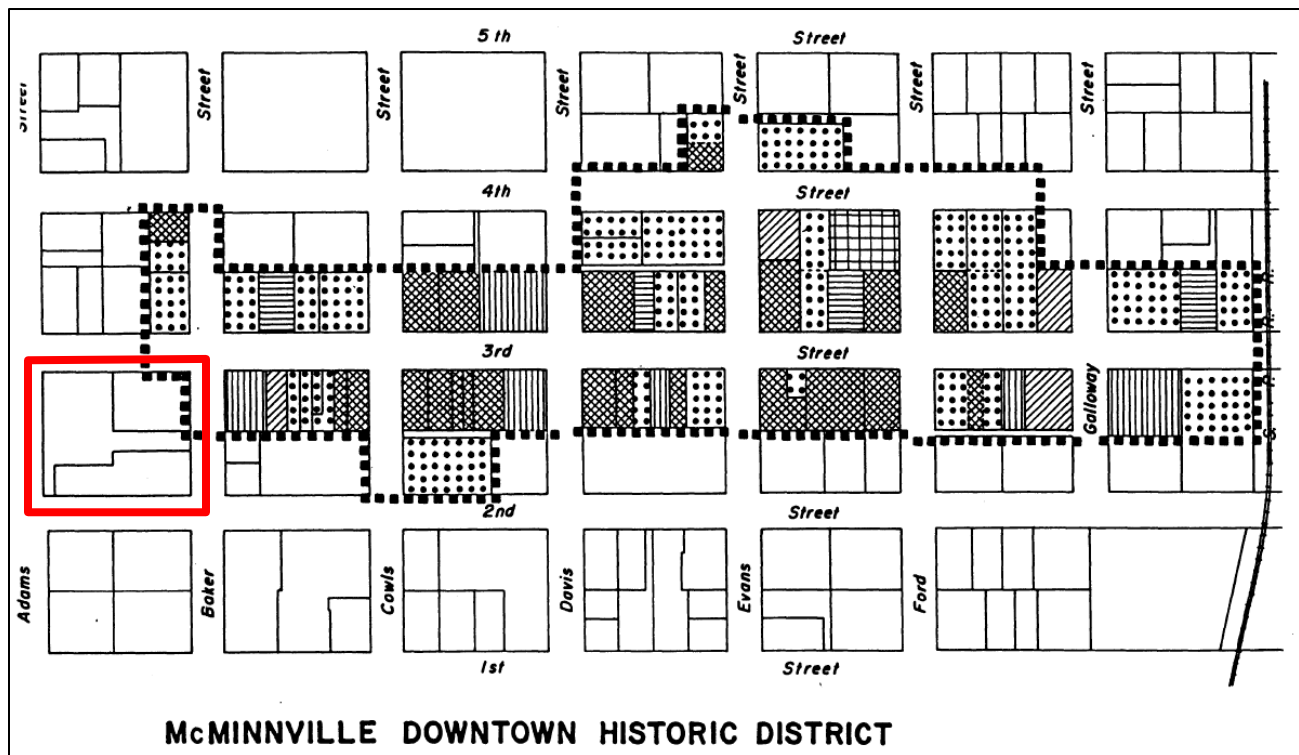


Figure 3. Building Rendering**Background**

The property is located within the Downtown Design Standards and Guidelines area described in Chapter 17.59 of the McMinnville Municipal Code. This city block serves as the entry point/gateway and bookend to McMinnville's downtown Third Street.

The property and the existing buildings are not listed on the local Historic Resources Inventory or the McMinnville Downtown Historic District that is listed on the National Register of Historic Places. However, the property is located on the western edge of the historic district boundary as shown below:



Summary of Criteria & Issues

Decisions and/or recommendations for approval of the land use application is dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code. The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The specific review criteria for Downtown Design Review for New Construction in Section 17.59.040 of the MMC require the proposal to be consistent with the applicable Downtown Design Standards and Guidelines in Chapter 17.59 of the MMC, as well as the following review criteria:

1. The City's historic preservation policies set forth in the Comprehensive Plan;
2. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2);

In addition, any request for a waiver from a Downtown Design Standard is subject to the specific review criteria in Section 17.59.040(A)(3) of the MMC as follows:

- a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;
- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and
- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Attachments:

Attachment 1 – Application and Attachments

Since this project is new construction in the Downtown Design Review Overlay District it is subject to review criteria in Section 17.59.040 of the McMinnville Municipal Code. The application for the review of the exterior design of the new building includes requests for waivers from five (5) individual downtown design standards. Waiver requests are subject to the specific review criteria in Section 17.59.040(A)(3) of the McMinnville Municipal Code.

The requested waivers from downtown design standards include the following:

- 1) Reduction in the amount of glazing (i.e. windows and other glass or openings) on the ground floor facades from the required 70 percent to 40 percent on the Third Street façade and 25 percent on the Baker Street facade;
- 2) Allowance of a new parking lot to be located on Third Street;
- 3) Allowance of an entrance to the new parking lot proposed to be located on Third Street;
- 4) Reduction of the landscaping buffer strip between a new parking lot adjacent to Second Street and the sidewalk from the required width of 5 feet down to 3 feet; and
- 5) Allowance of a steel awning material.

In addition to the sections of the McMinnville Municipal Code referenced above, the goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The applicant has provided findings to support the request for Downtown Design Review. These will be discussed in detail in Section VII (Conclusionary Findings) below.

II. CONDITIONS:

1. That the improvements within the proposed “Historic/Art Area” be designed and installed through the collaborative process described by the applicant, which was to design and develop this area through a decision process by Applicant’s Board with input from Planning Department staff, and Steve Rupp, chair of the Downtown Public Arts Committee. The “Historic/Art Area” shall be located on both the west and east sides of the right-turn only egress, and on each side shall be a minimum dimension of 25 feet wide and 15 feet deep, as shown on the submitted site plan. The “Historic/Art Area” shall not simply be an increased landscape planting area, but it shall incorporate some or all of the features described by the applicant such as statues, art, decorative walls, and/or historic district gateway/monument signage that is accessible and uniquely adds value to the pedestrian experience. The “Historic/Art Area” shall also incorporate some feature with verticality to screen the parking lot from view from Third Street.
2. That the painting and signage for the right-turn only egress onto NE Third Street from the surface parking lot on the northwest portion of the site be submitted to the City for review and approval prior to installation. The signage shall not interfere or distract from the proposed improvements within the “Historic/Art Area”, and the painting and/or markings on the ground shall enhance pedestrian safety within the sidewalk space and not detract from the pedestrian experience of Third Street. In addition, the surface of the driving area within the “Historic/Art Area” shall be differentiated from the sidewalk through the use of pavers to better define the pedestrian sidewalk space.
3. That the property owner shall enter into an agreement and license with the City to allow for the upper-story portions of the building along NE Baker Street to encroach into the public right-of-way.
4. That the applicant shall include a detail of the proposed brick soldier course along all areas of the façade that do not include a precast concrete belt course in the construction plans submitted for building permit review. The soldier course shall be at the same height as the precast concrete belt course between the first and second stories of the building.

5. That the applicant shall include window details in the construction plans submitted for building permit review that depict that all of the windows on the building will be recessed.
6. That the skim coated exposed foundation wall on the 3rd Street façade be painted a tan color to match the stone panels that will be installed above the exposed foundation wall and beneath the windows. Alternatively, the applicant may install the stone panel material over the foundation wall to encompass the entire area from the bottom of the window to the sidewalk.
7. That the applicant shall submit a landscape plan and Landscape Plan Review application to the McMinnville Landscape Review Committee for their review and approval prior to the issuance of building permits for the new building. All landscaping on the site shall be installed as approved by the Landscape Review Committee prior to final building permit inspections being completed. The landscape plan shall:
 - A. Be consistent with the preliminary landscaping plan submitted with the Downtown Design Review application (DDR 4-19);
 - B. Include details for the decorative trellis fence proposed within the landscape buffer space adjacent to NE 2nd Street. The decorative trellis fence shall be limited to 30 inches in height. The landscape plan shall also identify the proposed spacing, at the time of installation, of the plants that will grow into and cover the decorative trellis fence;
 - C. Include proposed street tree plantings, where possible, within the public right-of-way adjacent to the subject site. This includes the frontages onto the NE Adams Street, NE Third Street, and NE Baker Street right-of-ways. Street trees shall meet the planting standards in Section 17.58.045 and Section 17.58.090 of the McMinnville Municipal Code (MMC).

III. ATTACHMENTS:

1. DDR 4-19 Application and Attachments (on file with the Planning Department)

IV. COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. The following comments were received:

- McMinnville Engineering Department

No comments regarding the design standards. Prior to approval of the building permit, the applicant will need to enter into a license to use the public right-of-way for the area(s) where the building encroaches into the right-of-way.

- McMinnville Water and Light

No comments from MW&L.

- Oregon Department of Transportation

The property has frontage on both Adams Street and Baker Street, which together comprise the Pacific Highway West No. 091 (OR-99W). The property currently has 1 highway approach on

Adams Street and 2 highway approaches on Baker Street. The applicant has been in contact with ODOT to discuss preliminary design, and ODOT supports the current proposal of one midblock approach on both Adams Street and Baker Street. The applicant will need to submit an Application for State Highway Approach for the reconstructed approaches on Adams Street and Baker Street. They can contact me to begin the process.

Public Comments

Notice of this request was mailed to property owners located within 100 feet of the subject site. As of the date of the Historic Landmarks Committee public meeting on September 26, 2019, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Kelley Wilson of SUM Design Studio, on behalf of property owner First Federal Savings & Loan, submitted the Downtown Design Review application (DDR 4-19) on July 3, 2019.
2. The application was deemed incomplete on July 24, 2019. A revised application submittal, including items that were requested by the Planning Department to deem the application complete, was provided on August 1, 2019.
3. The application was deemed complete on August 29, 2019. Based on that date, the 120 day land use decision time limit expires on December 27, 2019.
4. The applicant submitted an additional revised application submittal on September 10, 2019. Those revised application materials, which included updated building plans and application narrative, were used in the City's formal review and are reflected in this decision document.
5. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.110 of the McMinnville Municipal Code: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas.

Comments received from agencies are addressed in the Decision Document.

6. Notice of the application and the September 26, 2019 Historic Landmarks Committee public meeting was mailed to property owners within 100 feet of the subject property in accordance with Section 17.59.030(C)(3) and Section 17.72.110 of the McMinnville Municipal Code on Tuesday, September 10, 2019.
7. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting.
8. On September 26, 2019, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 118 NE 3rd Street. The property identified as Tax Lots 8600, 8700 and 9200, Section 20AD, T. 4 S., R. 4 W., W.M.
2. **Size:** Approximately 43,440 square feet.
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** Downtown Design Standards Area (per Section 17.59.020(A) of the McMinnville Municipal Code); Reduced Off-Street Parking Requirements Area (per Section 17.60.100); Reduced Landscaping Requirements Area (per Section 17.57.080).
6. **Current Use:** Commercial – Banking and Loan Services
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** None
 - b. **Other:** None
8. **Other Features:** There are no significant or distinguishing natural features associated with this property.
9. **Utilities:**
 - a. **Water:** Water service is available to the subject site.
 - b. **Electric:** Power service is available to the subject site.
 - c. **Sewer:** Sanitary sewer service is available to the subject site.
 - d. **Stormwater:** Storm sewer service is available to the subject site.
 - e. **Other Services:** Other utility services are available to the subject site. Northwest Natural Gas and Comcast is available to serve the site.
10. **Transportation:** The site includes the entire city block bounded on the north by 3rd Street, on the east by Baker Street, on the south by 2nd Street, and on the west by Adams Street. Adams and Baker Streets are identified as a major arterials in the McMinnville Transportation System Plan. The McMinnville Transportation System Plan also identifies 3rd Street as a major collector and 2nd street as a minor collector. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for these classifications of streets, but the site is fully developed and within the downtown area with historic buildings constructed up to the property line. Therefore, no right-of-way dedication is required during the course of development of the properties in this area of the downtown.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Downtown Design Review request are specified in Section 17.59.040 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

GOAL III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNIVILLE.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The property and the existing buildings are not listed on the McMinnville Historic Resources Inventory or the McMinnville Downtown Historic District that is listed on the National Register of Historic Places. However, the property is located on the western edge of the historic district boundary. The applicant is proposing to include a historical monument area on the northwest corner of the subject site, which will function as a monument and entry to the Third Street corridor and the McMinnville Downtown Historic District, which begins formally at the opposite end of the block at the corner of NE Third Street and NE Baker Street. This historical monument area will provide for interpretation and identification of the McMinnville Downtown Historic District which is of historical significance to the City of McMinnville.

GOAL IV 4: TO PROMOTE THE DOWNTOWN AS A CULTURAL, ADMINISTRATIVE, SERVICE, AND RETAIL CENTER OF McMINNIVILLE

Downtown Development Policies:

Policy 36.00 The City of McMinnville shall encourage a land use pattern that:

- 1. Integrates residential, commercial, and governmental activities in and around the core of the city;*
- 2. Provides expansion room for commercial establishments and allows dense residential development;*
- 3. Provides efficient use of land for adequate parking areas;*
- 4. Encourages vertical mixed commercial and residential uses; and,*
- 5. Provides for a safe and convenient auto-pedestrian traffic circulation pattern.*

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The proposal results in an expanded commercial establishment in the core of the city. The proposed structure is strictly commercial as a bank and loan office, but is proposed to be vertically oriented to maximize development intensity on the subject site. This will preserve the remainder of the site, which is a full city block, for potential future development should the parking areas be found to not be necessary in the future. As proposed, the site includes use of the remainder of the property for off-street parking and internal vehicular circulation. The access points to the site are being reduced and relocated to the center of the block on three of the property’s frontages onto the surrounding public right-of-way. The exception is the Third Street frontage, but this access point is proposed to be egress only and has been minimized in width to reduce the potential conflicts between vehicles and pedestrians

while still providing for the traffic movement out of the site. The applicant has described the necessity for this egress point onto Third Street in their findings for a Downtown Design Standards waiver, which are provided in more detail below.

Policy 39.00 The City of McMinnville shall encourage and allow the development of pocket parks, landscaping, and other natural amenities to provide a visual contrast between streets and parking lots and buildings to enhance the general appearance of the downtown.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION #7. The applicant has provided a preliminary landscape plan identifying areas of the site that will be landscaped, including areas between the proposed parking lots and the surrounding pedestrian areas. A condition of approval is included to require that the landscape plan be submitted for review and approval by the Landscape Review Committee, and the condition includes some required items to be included in the landscape plan to address required Downtown Design Standards and street tree planting standards.

Policy 44.00 The City of McMinnville shall encourage, but not require, private businesses downtown to provide off-street parking and on-site traffic circulation for their employees and customers.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. While not required, the proposal does include the provision of off-street parking spaces for the proposed commercial use.

Policy 46.01 The City shall, through its Landscape Review Committee, develop a list of street trees acceptable for planting within the public rights-of-way, parks and open spaces, and downtown. In addition, the committee shall develop standards for the planting of these trees, particularly within the downtown area, such that sidewalk and tree root conflicts are minimized. This effort should be coordinated with McMinnville Water and Light in an effort to minimize conflicts with utility lines.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION #7. The subject site is located within the Downtown Tree Zone as defined in Section 17.06.045 of the McMinnville Municipal Code. The applicant has provided a preliminary landscape plan identifying areas of the site that will be landscaped, including street trees in some locations. A condition of approval is included to require that the landscape plan be submitted for review and approval by the Landscape Review Committee, and the condition includes requirements that the landscape plan address the applicable street tree planting standards. The Landscape Review Committee review process will ensure that the applicant is made aware of the acceptable planting standard for street trees within the Downtown Tree Zone.

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The process for Downtown Design Review for New Construction provides an opportunity for citizen involvement throughout the process through the public notice and the public meeting process. Throughout the process, there are opportunities for the public to review and obtain copies of the application materials and the completed staff report prior to the advertised public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

Chapter 17.03. General Provisions

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The purpose of the Zoning Ordinance is met by the proposal as described in the Conclusionary Findings contained in this Decision Document.

17.59.020 Applicability.

- A. The provisions of this Chapter shall apply to all lands located within the area bounded to the west by Adams Street, to the north by 4th Street, to the east by Kirby Street, and to the south by 1st Street. Lands immediately adjacent to the west of Adams Street, from 1st Street to 4th Street, are also subject to the provisions of this Chapter.
- B. The provisions of this ordinance shall apply to the following activities conducted within the above described area:
 - 1. All new building construction;
 - 2. Any exterior building or site alteration; and,
 - 3. All new signage.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The subject site is located in the Downtown Design area. The proposal includes new building construction, so the provisions of the Downtown Design Standards and Guidelines chapter are applicable. Findings for the proposed new construction’s consistency with the applicable requirements of the Downtown Design Standards and Guidelines chapter are provided below.

17.59.030 Review Process.

- A. An application for any activity subject to the provisions of this ordinance shall be submitted to the Planning Department and shall be subject to the procedures listed in (B) through (E) below.
- B. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040. The application shall include the following information:
 - 1. The applicant shall submit two (2) copies of the following information:
 - a. A site plan (for new construction or for structural modifications).
 - b. Building and construction drawings.
 - c. Building elevations of all visible sides.
 - 2. The site plan shall include the following information:
 - a. Existing conditions on the site including topography, streetscape, curbcuts, and building condition.
 - b. Details of proposed construction or modification to the existing structure.
 - c. Exterior building elevations for the proposed structure, and also for the adjacent structures.
 - 3. A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.
 - 4. Photographs of the subject site and adjacent property.
 - 5. Other information deemed necessary by the Planning Director, or his/her designee, to allow review of the applicant's proposal. The Planning Director, or his/her designee, may also waive the submittal of certain information based upon the character and complexity (or simplicity) of the proposal.
- C. Review Process
 - 1. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040. The Planning Director shall review the application and determine whether the proposed activity is in compliance with the requirements of this ordinance.
 - 2. The Planning Director may review applications for minor alterations subject to the review criteria stated in Section 17.59.040. The Historic Landmarks Committee shall review applications for major alterations and new construction, subject to the review criteria stated in Section 17.59.040. It shall be the Planning Director's decision as to whether an alteration is minor or major.
 - 3. Notification shall be provided for the review of applications for major alterations and new construction, subject to the provisions of Section 17.72.110.
 - a. The Historic Landmarks Committee shall meet within 30 (thirty) days of the date the application was deemed complete by the Planning Department. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action on the plans. A failure by the Planning Director or Historic Landmarks Committee, as applicable, to review within 30 (thirty) days shall be considered an approval of the application.
 - b. If the Planning Director or Historic Landmarks Committee, as applicable, finds the proposed activity to be in compliance with the provisions of this ordinance, they shall approve the application.
 - c. If the Planning Director or Historic Landmarks Committee, as applicable, finds the proposed activity in noncompliance with the provisions of this ordinance, they may deny the application, or approve it with conditions as may be necessary to bring the activity into compliance with this ordinance.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The applicant submitted an application as required, and the application was reviewed by the Historic Landmarks Committee as it consists of new construction. Notification was provided to property owners within 100 feet of the subject site, and the Historic Landmarks Committee met within 30 days of the date the application was deemed complete.

17.59.040 Review Criteria

- A. In addition to the guidelines and standards contained in this ordinance, the review body shall base their decision to approve, approve with conditions, or deny the application, on the following criteria:
 - 3. The City's historic preservation policies set forth in the Comprehensive Plan;
 - 4. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2); and

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposal is consistent with the City's historic preservation policies in the Comprehensive Plan, as described in more detail in the findings for those Comprehensive Plan policies above. The subject site and existing buildings on the site are not designated as historic landmarks or resources on the McMinnville Historic Resources Inventory, and the property is outside of the McMinnville Downtown Historic District that is listed on the National Register of Historic Places. Therefore, the City's historic preservation regulations are not applicable to this request.

Glazing Waiver – Waiver from Section 17.59.050(B)(3)(c)

- 5. If applicable (waiver request), that all of the following circumstances are found to exist:
 - a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

APPLICANT'S RESPONSE: We understand this design guideline is to preserve, protect and enhance the historic pattern as well as encourage an open and inviting glass storefronts in the Downtown District and to provide an organized, coordinated and cohesive historic district.

The building's use as a bank (savings and loan) and associated offices is not a typical storefront use and requires a specific architectural response. This type of use requires a certain level of privacy and security that are difficult to meet with the required level of glazing. The offices along Third Street require privacy from the street and our proposed window sizes are composed to strike a balance of openness and privacy. The bank teller area has limited windows for security reasons and there is limited opportunity for windows due to the building layout. This layout is derived partly due to the need to retain the existing building in its present location and remain operational.

FINDING: SATISFIED. The City concurs with the applicant's findings.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

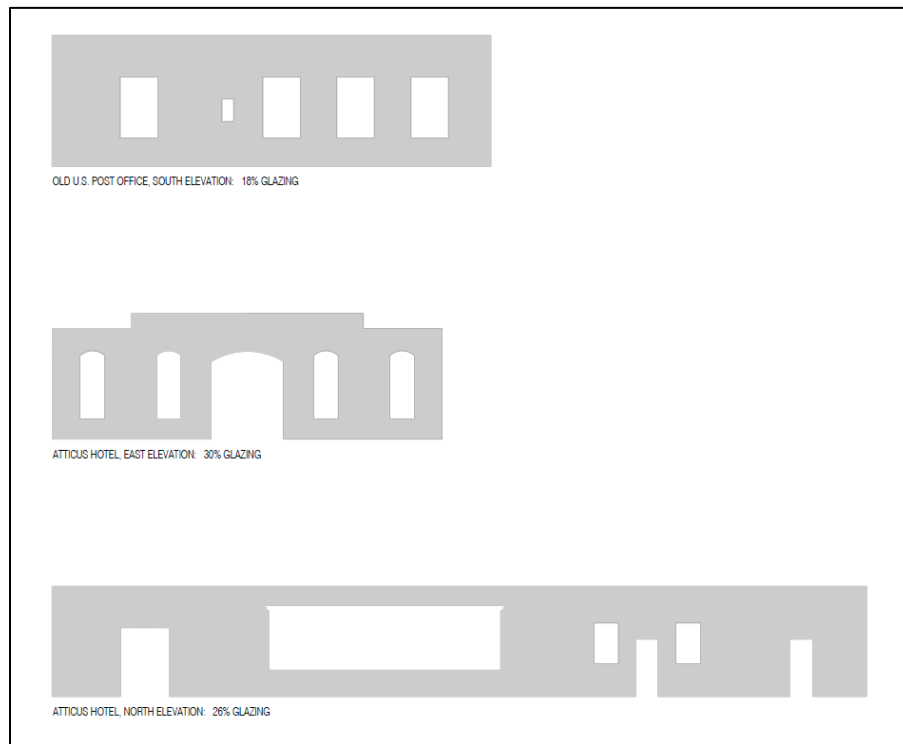
APPLICANT'S RESPONSE: The ground floor window pattern along Third Street provides a familiar and friendly urban experience as well as a pleasing regular rhythm of windows. Although it does not meet the glazing area it does provide a series of windows that provide interest and

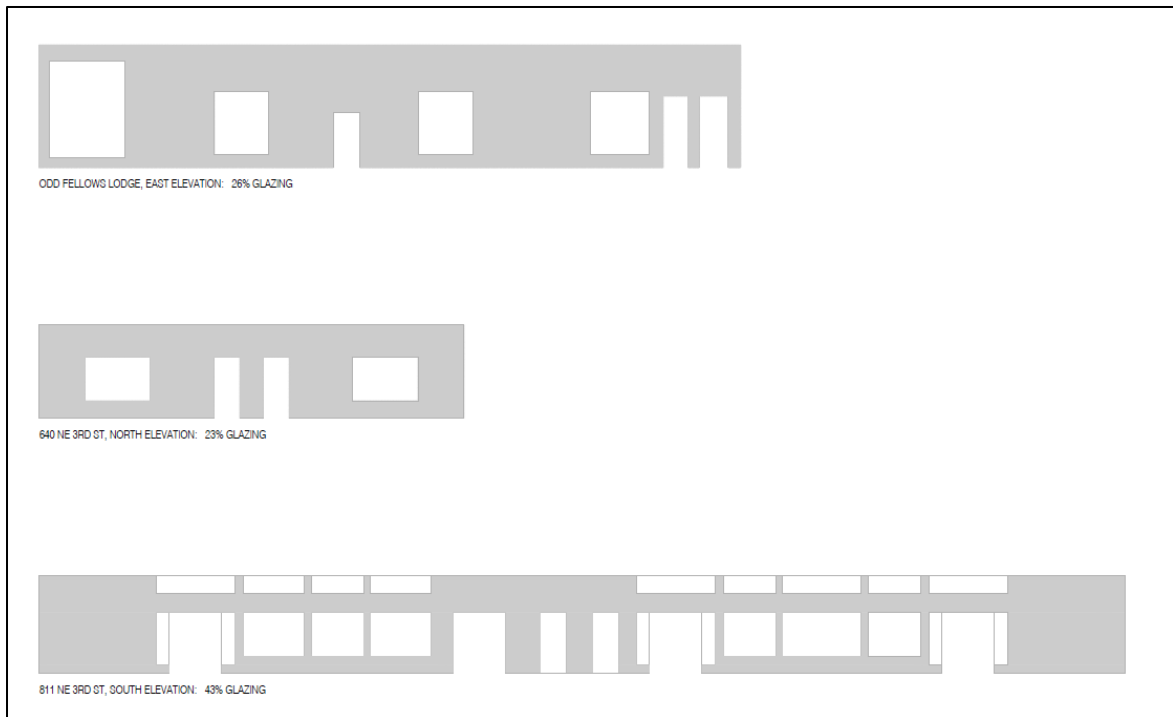
is not unlike several other buildings in the Downtown district. Certain newer buildings with uses other than retail have established a precedent of a lesser amount of glazing, (see Exhibit A1 and Exhibit A2), such as:

- Atticus Hotel at 4th and Ford Street
- Apartments and street level offices at 811 3rd Street
- Lewis and Stark building at 640 3rd Street.

Although these buildings don't meet these criteria, they do successfully support an organized, coordinated and cohesive historical district. Also, the applicant's building location at the end of Third Street does not interrupt the retail experience that dominates the Downtown District along Third Street, primarily between Baker Street and Galloway Street. This project establishes its own presence at street level and would continue the varied but historical pattern of the downtown district.

FINDING: SATISFIED. The City concurs with the applicant's findings. The City adds that the applicant provided an analysis of the glazing percentages of other buildings within the Downtown Design Area, and identified that the proposed glazing for the new building is consistent with those glazing patterns. This analysis of example buildings is provided below:





The applicant also provided photo examples of the buildings on the north side of Third Street, adjacent to and across the street from the proposed new building. While the same level of analysis was not provided for this street frontage, the photo examples show that the amount of glazing on these adjacent historic buildings is consistent with what is proposed for the new building. These photos can be seen below:





- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

APPLICANT'S RESPONSE: A waiver would allow the privacy and security the applicant needs to maintain a professional and secure office and banking environment.

FINDING: SATISFIED. The City concurs with the applicant's findings.

Surface Parking Lot Waiver – Waiver from Section 17.59.060(A)

Attachments :

Attachment 1 – Application and Attachments

3. If applicable (waiver request), that all of the following circumstances are found to exist:
 - a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

APPLICANT'S RESPONSE: First Federal Savings is replacing the two buildings on the site. The loan and title services are currently housed in the smaller one-story building and can be temporarily relocated off-site because they can be easily accommodated in typical office space and they have relatively low public interface resulting in low public inconvenience and low economic impact.

The main building, on the other hand, has a high public interaction and houses specialized services and equipment. This is especially true for the auto drive-up functions as well as vault services for cash and safety deposit boxes. In order to avoid customer inconvenience and the high cost of temporarily moving these functions off-site, it is the bank's intent to keep their current bank building open and operational during construction. To accomplish this the new building will be located on the NE corner of the site. This avoids the existing building yet still maintains the primary pedestrian entrance on Third Street. When construction is complete and the new building is operational, the existing bank building will be demolished. The area where this existing building stood will then be open and the highest and best use is as a parking lot. First Federal's design intention was not to place a parking lot along Third, but the remaining open area left little choice but to utilize it as a parking lot. However, they do realize the importance of maintaining the cohesive and pleasant downtown experience and propose to buffer the sidewalk from the parking area with a generous amount of landscaping beyond the zoning minimum. In addition, the application is proposing a portion of the landscaped area for a public art installation or a historical marker. See Exhibits C3 and C4.

The vehicle drive from the parking lot, also included in this waiver request, is proposed as a narrow drive of just 12 feet to reduce the crossing distance for pedestrians and also as an exit-only and right-turn only. This right-turn only will improve flow from the parking lot onto Third by allowing cars to only go east on Third. This will reduce possible conflict with cars turning from Adams onto Third as well avoid cars trying to make left turn into a short queuing line to Adams Street. It will also reduce the potentially more dangerous entry on to Adams or Baker, which tend to have faster moving traffic and more volume.

It should be noted that this new proposed design is a substantial improvement over the current conditions. The property currently has three driveways on to Third with parking fronting Third Street for more than half its length. Additionally, one driveway on to Baker will be eliminated.

Also, see the "Applicant's Supplement to its Land Use Application as Revised August 01, 2019" for additional information addressing this waiver request.

FINDING: SATISFIED. The City does not find that the construction phasing requirements provide a difficulty in meeting the design standards, but rather that the proposed design minimizes the impact of the parking lot on Third Street, as will be described in more detail below. In addition, the portion of the site proposed to be used as a parking lot will preserve the future re-development potential of the northwest portion of the site, should the parking spaces be found to be not necessary in the future.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

APPLICANT’S RESPONSE: The generous landscaped setback from the sidewalk will provide a pleasant buffer from the parking lot. We believe the purpose of the criteria is to shield pedestrians from a parking lot which the landscape buffer accomplishes.

Additional Applicant Response from Supplemental Submittal: Currently, the frontage along the south side of Third Street from Adams to Baker Street, is approximately two thirds (2/3) parking lot with three vehicular accesses onto Third Street, and another vehicular access onto Baker Street. The remaining approximately one third (1/3) of the block of the Third Street frontage is the existing brick bank facility on the southeast corner of Third and Adams Streets.

The Third and Adams Street intersection is a key gateway to historic downtown McMinnville. This unique location in of itself supports Applicant’s proposed development for historic purposes as hereafter discussed.

As one drives south on Adams Street and turns left onto Third Street, you enter the McMinnville Downtown Historic District corridor with the historic Cozine House on your left. Applicant suggests and proposes that the area on the right side of Third Street between the sidewalk and the 18 space parking area be developed for historic purposes.

The area could include a sign “Welcome to Historic Downtown McMinnville” on the Adams Street side of the Applicant’s proposed Third Street access. Another wall on the east side of the Third Street access could, for example, set forth a history of McMinnville. Applicant proposes that the way to design and develop this area would be through a decision process by Applicant’s Board with input from planning staff, and Steve Rupp, chair of the Downtown Public Arts Committee. Additionally, art could be included that would consist of one or two historically relevant statues which, if appropriately placed, would serve to draw attention to them and away from the exit from the parking lot onto Third Street. A redesign of this exit is addressed in number (2) of this Supplement.

The benefits of this proposal are significant: the public will have an enhanced access to Third Street, a significant opportunity to present a brief history of McMinnville will be utilized, the proposed parking lot will abut this proposed historic use and not Third Street and the proposed walls and the statue(s) will significantly shield and reduce the presence of the parking lot.

Applicant submits that the proposed area would accomplish an important purpose for the downtown core as set forth in McMinnville ordinance 4797, Section 17.59.010 Purpose (as amended) which provides: “Rather, its (ordinance 4797), purpose is to build on the “main Street” qualities that currently exist with the downtown and to foster an organized coordinated and cohesive historic district that reflects the “sense of place, economic base, and history unique to McMinnville and the downtown core. (ordinance 4797, October 23, 2003).”

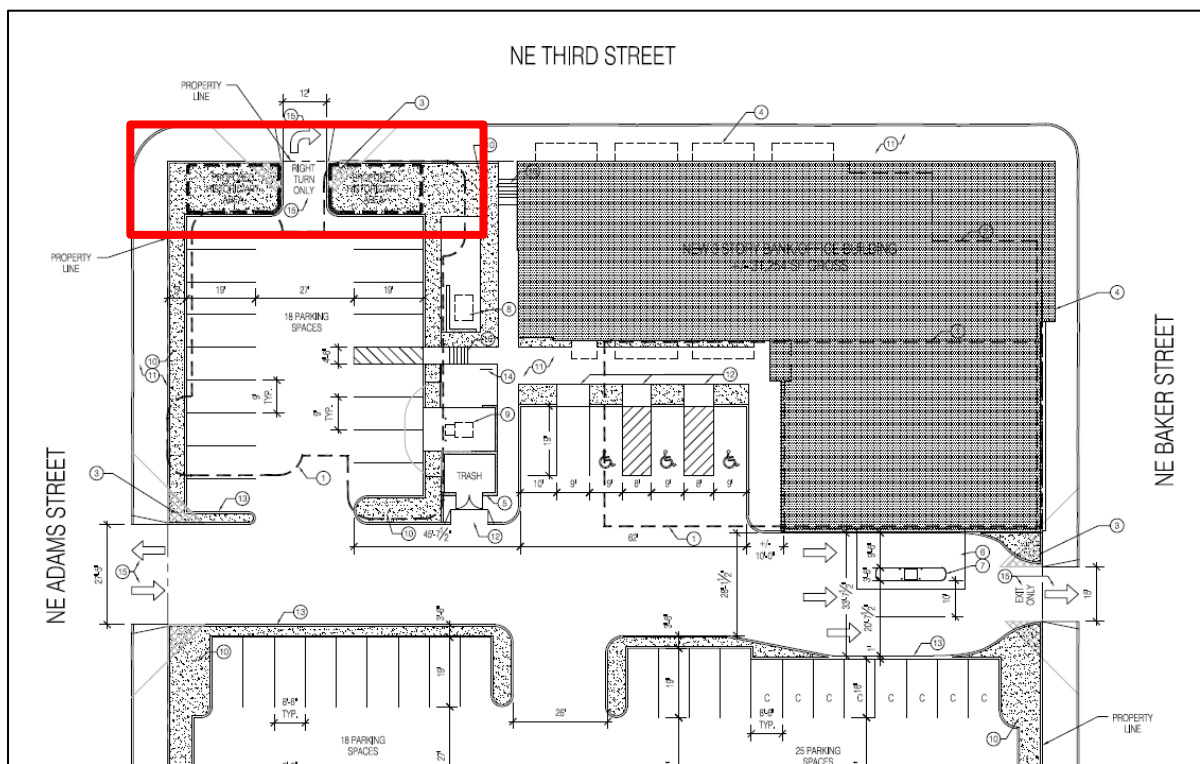
As such, the proposed area could be determined to be a unique and separate which would separate the parking lot from Third Street whereby the parking lot would abut this proposed area, and not Third, and thus not requiring a waiver.

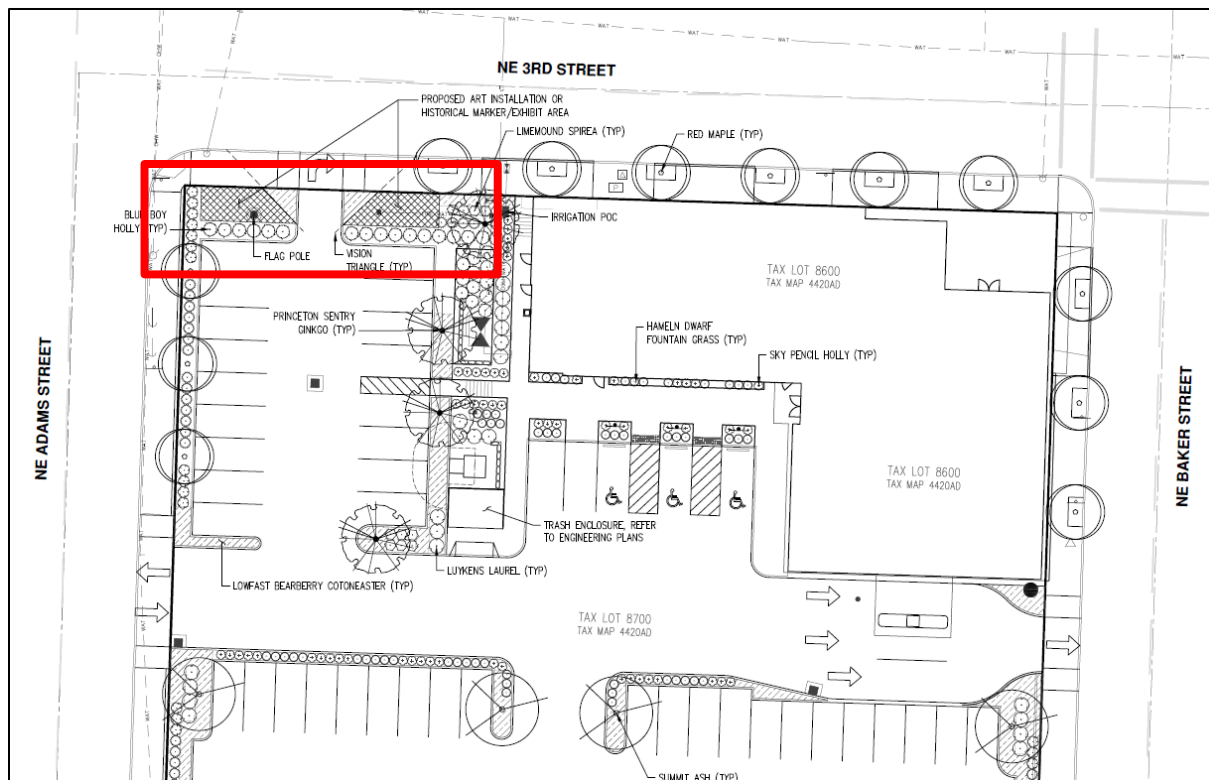
In addition, Applicant’s proposed area addresses the purpose tests set forth in Chapter 17.65.010 of ordinance 5034 which are:

- A. Stabilize and improve property values through restoration efforts;
- B. Promote the education of local citizens on the benefits associated with an active historic preservation program;
- C. Foster civic pride in the beauty and noble accomplishments of the past;
- D. Protect and enhance the City’s attractions for tourists and visitors; and
- E. Strengthen the economy of the City.

FINDING: SATISFIED WITH CONDITION #1. The City concurs with the applicant's findings. A condition of approval is included to require that the improvements within the proposed "Historic/Art Area" be designed and installed through the collaborative process described by the applicant. The condition of approval specifies that the "Historic/Art Area" shall be located on both the west and east sides of the right-turn only egress, and on each side shall be a minimum dimension of 25 feet wide and 15 feet deep, as shown on the submitted site plan. The condition of approval also specifies that the "Historic/Art Area" shall not simply be an increased landscape planting area, but that it incorporate some or all of the features described by the applicant such as statues, art, decorative wall, and/or historic district gateway/monument signage. The condition of approval also specifies that some feature with verticality be provided to screen the parking lot from view from Third Street.

The proposed site plan and preliminary landscape plan for the building and development show the location of the surface parking lot and the historic monument area described by the applicant.





- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

APPLICANT'S RESPONSE: The difficulty in meeting the requirement would be to leave the area completely undeveloped with no practical use the applicant. Allowing the parking lot would allow the applicant reasonable use of the property and the generous landscaping set back would be a benefit and asset to the community.

FINDING: SATISFIED. The City concurs with the applicant's findings.

Access from Surface Parking Lot to Third Street Waiver – Waiver from Section 17.59.060(A)

3. If applicable (waiver request), that all of the following circumstances are found to exist:
 - a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

APPLICANT'S RESPONSE: The main building, on the other hand, has a high public interaction and houses specialized services and equipment. This is especially true for the auto drive-up functions as well as vault services for cash and safety deposit boxes. In order to avoid customer inconvenience and the high cost of temporarily moving these functions off-site, it is the bank's intent to keep their current bank building open and operational during construction. To accomplish this the new building will be located on the NE corner of the site. This avoids the existing building yet still maintains the primary pedestrian entrance on Third Street. When construction is complete and the new building is operational, the existing bank building will be demolished. The area where this existing building stood will then be open and the highest and best use is as a parking lot. First Federal's design intention was not to place a parking lot along Third, but the remaining open area left little choice but to utilize it as a parking lot. However, they do realize the importance of maintaining the cohesive and pleasant downtown experience and propose to buffer the sidewalk from the parking area with a generous amount of landscaping

beyond the zoning minimum. In addition, the application is proposing a portion of the landscaped area for a public art installation or a historical marker. See Exhibits C3 and C4.

Additional Applicant Response from Supplemental Submittal: Without this exit onto Third Street, traffic from the site's parking lots, would be forced to exit on one of three busy streets, two of which are state highways and the third, Second Street, is a major arterial all of which have the following issues and impacts:

- a) They are near traffic lights;
- b) When the applicable traffic light is red, traffic quickly, if not immediately, blocks the exit;
- c) If the traffic light is green, vehicles exiting the parking lot must merge with traffic moving at, or near, the posted speed limit;
- d) Traffic at all three of these locations is known for back-ups. This condition and associated problems will worsen as McMinnville grows and traffic volume increases (McMinnville is projecting growth of approximately 33% in the next 20 years);
- e) Without the existing exit onto Third Street, traffic desiring to continue east on Third Street, or turn left at Third and Baker and go north on Baker Street will have to exit at one of the other out of direction exits and further impact traffic at these exits;
- f) Continued access onto Third Street has several important advantages. First, the traffic proceeding east from Adams Street onto Third Street is significantly less than on the other three streets and is also moving at a much slower speed having just turned east off of Adams Street. Second, the traffic exiting Applicant's drive onto Third Street can then proceed to the traffic light at Third and Baker Streets and then have a controlled movement to continue east on Third Street, or to make a left turn and proceed north on Baker Street;
- g) As future traffic loads on the other three streets increase, this exit out to Third Street will be used and even more beneficial to downtown traffic movement; and
- h) Finally, the traffic pattern and volume of Applicant's site is unique as to its location with three sides abutted by major arterials. The Third Street access is the best mitigation of traffic from this unique site.

FINDING: SATISFIED. The City concurs with the applicant's findings. However, the City notes that Adams and Baker Streets are identified as a major arterials in the McMinnville Transportation System Plan. The McMinnville Transportation System Plan identifies 3rd Street as a major collector and 2nd street as a minor collector (not an arterial as described by the applicant). The City still finds that this site is a unique situation with the higher street classifications on all four sides and the traffic issues described by the applicant.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

APPLICANT'S RESPONSE: The vehicle drive from the parking lot, also included in this waiver request, is proposed as a narrow drive of just 12 feet to reduce the crossing distance for pedestrians and also as an exit-only and right-turn only. This right-turn only will improve flow from the parking lot onto Third by allowing cars to only go east on Third. This will reduce possible conflict with cars turning from Adams onto Third as well avoid cars trying to make left turn into a short queuing line to Adams Street. It will also reduce the potentially more dangerous entry on to Adams or Baker, which tend to have faster moving traffic and more volume.

It should be noted that this new proposed design is a substantial improvement over the current conditions. The property currently has three driveways on to Third with parking fronting Third Street for more than half its length. Additionally, one driveway on to Baker will be eliminated.

Also, see the “Applicant’s Supplement to its Land Use Application as Revised August 01, 2019” for additional information addressing this waiver request.

Additional Applicant Response from Supplemental Submittal: Applicant currently has parking on its site that abuts the south at the proposed 18 parking spaces which are located in the northwest quarter of Applicant’s property. This existing parking has been on the site since 1974 and has been and is now served by the existing driveway which runs northerly to Third Street. In effect, Applicant is seeking an approximate 30 foot westerly relocation of this existing access to Third Street. The question then becomes, is it a new use requiring a waiver, or approval of a relocation of an existing use? Applicant believes it is the latter. Either way, the impact of continuing an existing use does not create a new impact, rather a continuation of the status quo. In addition, the net effect of the proposed site plan results in the elimination of two driveway accesses on Third Street and one on Baker Street and 120 feet of current parking lot frontage.

Finally, Applicant would provide appropriate historical objects of art to be located on each side of the exit, or as otherwise appropriate, to minimize the impact of this exit onto Third Street. Continuing the exit onto Third Street best satisfies the requirements of MMc Section 17.59.040(A)(3).

FINDING: SATISFIED WITH CONDITION #2. The City concurs with the applicant’s findings, primarily the fact that the access point is limited to egress only and is minimized to a width of 12 feet. A condition of approval is included to require that the painting and signage for the right-turn only egress be submitted to the City for review and approval prior to installation. The signage shall not interfere or distract from the proposed improvements within the “Historic/Art Area”, and the painting on the ground shall enhance pedestrian safety within the sidewalk space and not detract from the pedestrian experience of Third Street. In addition, the condition of approval specifies that the surface of the driving area within the “Historic/Art Area” shall be differentiated from the sidewalk through the use of pavers to better define the pedestrian sidewalk space.

- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

APPLICANT’S RESPONSE: The difficulty in meeting the requirement would be to leave the area completely undeveloped with no practical use the applicant. Allowing the parking lot would allow the applicant reasonable use of the property and the generous landscaping set back would be a benefit and asset to the community.

Additional Applicant Response from Supplemental Submittal: The proposed site plan results in a reduction from approximately 160 feet of the south side of the Third Street from Baker to Adams, being used for a parking lot and Third Street access to 12 feet of Third Street access. If the proposed building were to be located elsewhere on the block, all of these impacts on Third Street would continue.

FINDING: SATISFIED. The City concurs with the applicant’s findings. The width of the egress only drive aisle at 12 feet in width is the minimum width to remain functional for vehicular egress from the site.

Landscaping Buffer Strip Reduction Waiver – Waiver from Section 17.59.060(C)

- 3. If applicable (waiver request), that all of the following circumstances are found to exist:

- a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

APPLICANT'S RESPONSE: The applicant was required by the city to dedicate private property when Second Street right-of-way improvements were recently constructed by the city. This widening of the right-of-way and sidewalk reduced the usable area available to the applicant. The reduction has now resulted in limited clearances between Second Street and the new building. This remaining distance with a three foot landscape buffer would allow adequate space for parking and drive isles that meet city zoning requirements. The applicant is asking to have the landscape buffer along Second Street reduced by two feet to accommodate the parking and to regain a portion of the area previously dedicated for public use.

Also, the reduced buffer includes the required street trees for Second Street by providing a tree wells that protrude from the buffer edge. This would effectively increase the buffer width to 5 feet at the street tree locations. Please see the Landscape Plan.

Additional Applicant Response from Supplemental Submittal: Applicant believes it has adequately addressed and has met the circumstances necessary to support this waiver. See pages 12-14 of Applicant's Land Use Application Revised August 01, 2019. Applicant would again stress the significant numbers of employees, and also customers who use these parking lots and drive extended and four door pickups which require significant maneuvering space.

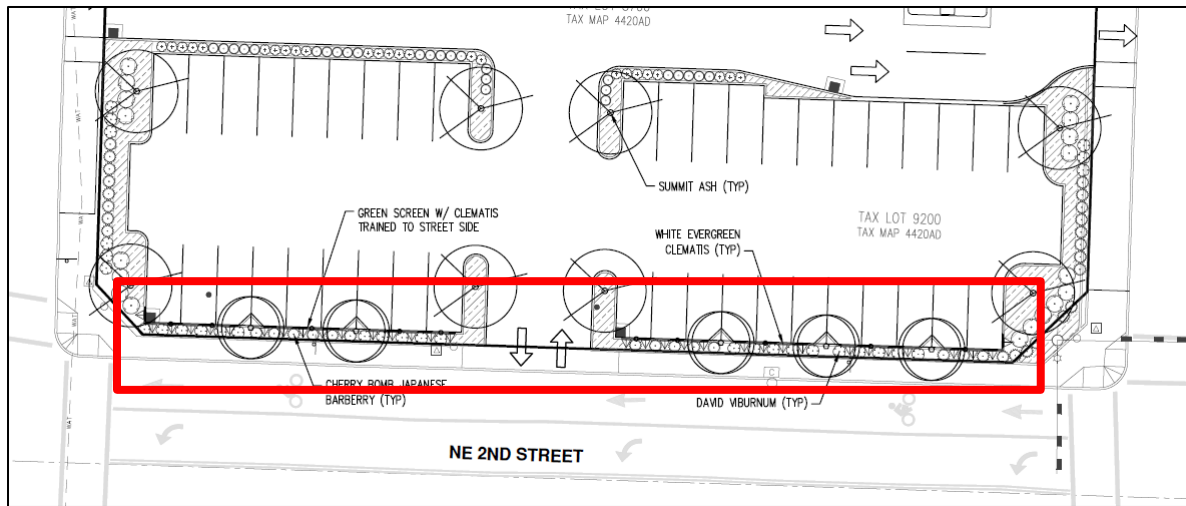
FINDING: SATISFIED. The City concurs with the applicant's findings. While some reductions in drive aisles could have been pursued to allow for the 5 foot landscape buffer per Section 17.60.080(G), the City finds that the alternative design proposed by the applicant accomplishes the purpose of the Downtown Design Standard Chapter, as described below.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

APPLICANT'S RESPONSE: The applicant is proposing a more densely landscaped area in the requested three-foot buffer and will also provide a decorative fence/trellises that is approximately 30-inches tall. This additional landscaping and decorative fence will provide equal or superior screening that the required 5-foot buffer. See Exhibit C.

FINDING: SATISFIED WITH CONDITION #7. The City concurs with the applicant's findings and adds that the proposed design is superior in that trees are proposed in the landscape area in wider, diagonal tree wells. Street trees are an important component of the McMinnville downtown core, and the sidewalk space within the right-of-way of 2nd Street is constrained and would not allow for street trees in the sidewalk without impacting the required accessible path within the sidewalk. This is a unique aspect of the site that results in a difficulty in meeting the street tree amenity requirements of the code, and the proposed design allows for trees to be planted in the buffer strip to achieve the intent of the code. The trees within the landscape buffer area will provide some of the function of street trees, providing shade for pedestrians, tree canopy within the downtown, and improved aesthetics of the property's frontage onto the public right-of-way. A condition of approval is included to require that a landscape plan, with details for the proposed decorative fence, be submitted to the Landscape Review Committee for review and approval.

The proposed design with the street tree planting and examples of the decorative fence can be seen below:



GREEN FENCE EXAMPLES



EXHIBIT D

- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

APPLICANT'S RESPONSE: A three-foot landscape buffer would allow the applicant to achieve the clearances needed for two rows of parking and the drive through lanes. More than three-foot would necessitate removing one row of parking. Many employees and customers drive full size trucks and a 27 foot drive aisle will reduce conflicts and difficulty in parking and navigating the lot.

FINDING: SATISFIED. The City concurs with the applicant's findings.

Attachments :

Attachment 1 – Application and Attachments

Awning Material Waiver – Waiver from Section 17.59.070(D)

3. If applicable (waiver request), that all of the following circumstances are found to exist:
 - a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

APPLICANT’S RESPONSE: The applicant is requesting a waiver to allow finished steel awnings that complement the design of the building and are a high quality and durable material. The required “soft canvas, fabric or matte finish vinyl” has a short life span and the applicant would like the material to represent their values in terms of longevity and durability.

The proposed awnings are an attractive alternative and will provide long lasting protection for pedestrians along Third Street. This will be the only building on this block of Third Street and will therefore not be in potential contrast to adjacent buildings.

Additional Applicant Response from Supplemental Submittal: McMinnville ordinance at Section 17.06.05 (General Definitions) provides as follows:

Awning – A secondary covering attached to the exterior wall of a building. The location of an awning on a building may be above a window, a door, or over a sidewalk. An awning is often painted with information as to the name of the business, thereby acting as a sign, in addition to providing protection from weather.

Clearly, McMinnville’s definition of an awning allows for the flat awning proposed by Applicant. McMinnville’s ordinance in its section of Design Standards for awnings provides:

D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal, or plastic awnings is prohibited.

The standards in this section D would apply, and are consistent with a sloped awning. The materials, such as are proposed in section D, clearly will not work for allowed flat awnings as proposed by Applicant as they will impound water, which will cause them to sag and collect more water until the water will ultimately spill over – potentially onto pedestrians. The opposite result of what an awning should accomplish.

The committee’s role in case of such a drafting oversight, that is materials which are not intended for an allowed flat awning, is to grant such a waiver as will to effectuate the use of an appropriate material.

The design alternative for this Applicant is to eliminate the awnings to the detriment of pedestrians.

Applicant points out the committee’s waiver an allowance of metal for the Taylor Dale Building as an example of an appropriate waiver.

FINDING: SATISFIED. The City concurs with the applicant’s findings, particularly that the canvas, fabric, or vinyl materials would not function well in the form of a flat awning as proposed and found to be suitable for this building’s architecture, as described below.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

APPLICANT’S RESPONSE: The proposed steel awnings will provide weather protection along Third Street that is comparable or superior to “soft canvas, fabric or matte finish vinyl”. The thin profile of the proposed awnings will also provide a subtle and attractive feature to the street scape and more in keeping with the architectural design of the building.

In addition, there is a precedent of HLC approving alternate materials for an awning. The recent approval of the 618 Proposal at 608 NE 3rd proposed an awning similar to the applicant’s design. Also, there is a current flat metal awning at 211 3rd Street (Naked Winery tasting room). See Exhibit B.

Also, see the “Applicant’s Supplement to its Land Use Application as Revised August 01, 2019” for additional information addressing this waiver request.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the awning materials proposed are compatible with the building design. The materials allow for a flat awning form that blends into the façade between the ground floor windows and the transoms above those ground floor windows. The material is also not aluminum or in the form of ribbed or corrugated metal panels, all of which are prohibited as exterior materials, but rather is proposed to be a steel framed awning that is more compatible with the new building and with other historic buildings in the downtown area, as evidenced by other applications of a similar design at 211 NE 3rd Street and 618 NE 3rd Street. In addition, an alternative to this proposed material would be for there to be no awnings on the building façade, which would result in the loss of the weather protection amenity for the pedestrian environment along 3rd Street.

- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

APPLICANT’S RESPONSE: Allowing a durable material that is a good long-term investment would alleviate the need for continual cleaning and maintenance and provide a longer life span for the awnings.

FINDING: SATISFIED. The City concurs with the applicant’s findings.

17.59.050 Building and Site Design.

A. Building Setback.

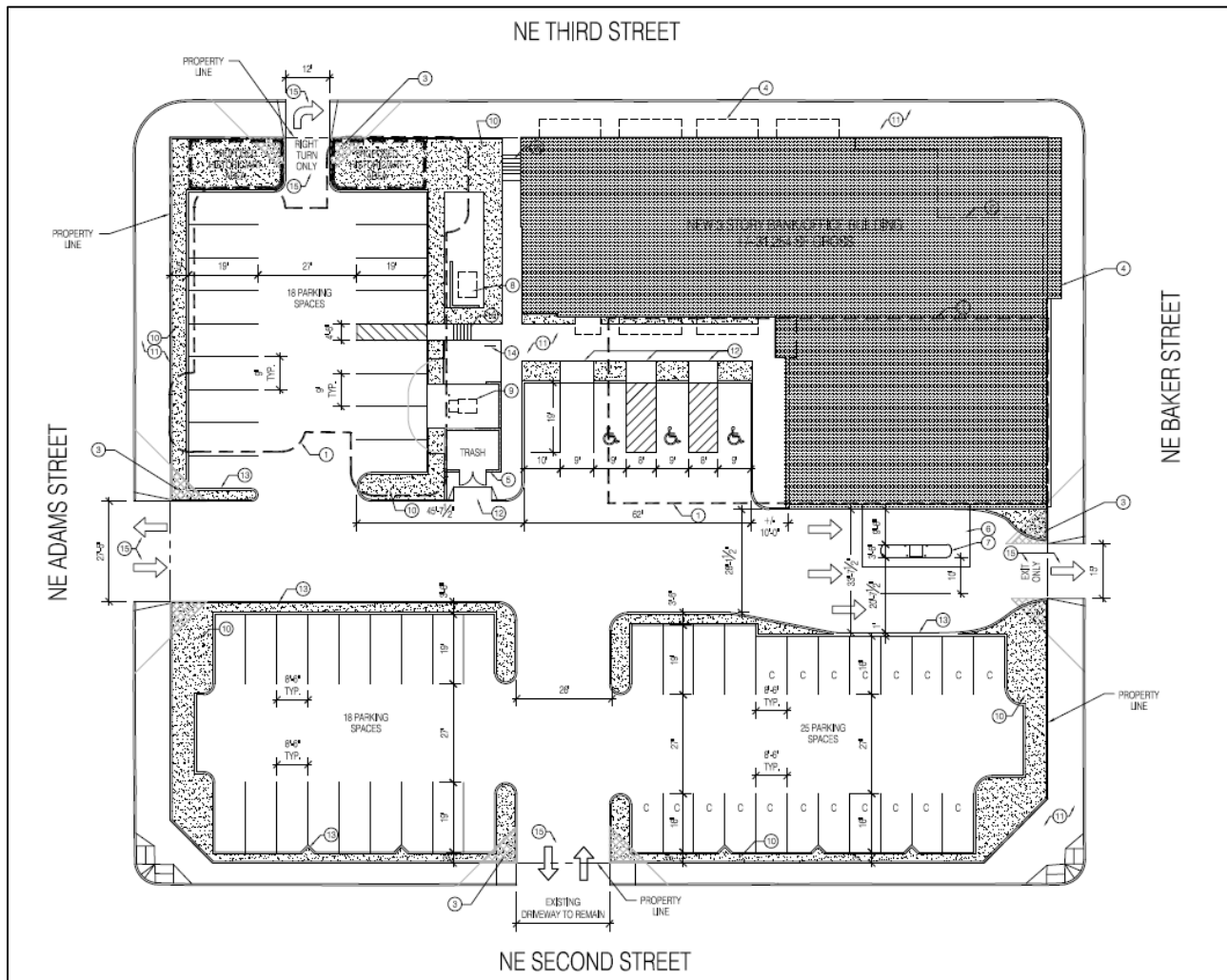
- 1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.

APPLICANT’S RESPONSE: The building will front the property line on the west façade (NE Baker Street) and north façade (NE Third Street). We believe this meets the design criteria.

FINDING: SATISFIED WITH CONDITION #3. The City concurs with the applicant’s findings. The City adds that the proposed site plan for the building and development show construction of the new building with zero setbacks along the majority of the NE Baker Street and NE Third Street property lines. The only portions of the ground floor building wall that are not constructed to the property lines is the area that is recessed for the main entry and a plaza space in front of the entry, and smaller areas along the Third Street and Baker Street facade. Along the Third Street façade, only 22 feet of the overall 142 feet of building frontage are slightly set back from the property line. This portion of the façade is setback 3 feet from the property line, and allows for a wider pedestrian space adjacent to the recessed entry at the corner of Third Street and Baker Street. Along the Baker Street façade, the ground floor façade is setback approximately 1.5 feet to again allow for a wider pedestrian space. The upper stories of the building along the Baker Street façade are constructed with a zero setback.

A portion of the upper story of the building will project beyond the property line, and a condition of approval is included to require that the property owner enter into a license with the City to use the public right-of-way for the areas where the building encroaches into the right-of-way.

The site plan identifying these proposed setbacks and projections is provided below:



17.59.050 Building and Site Design.

- A. Building Setback.
 2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The only portion of the ground floor building wall that is not constructed to the property lines is the area that is recessed for the main entry and a plaza space in front of the entry, which is included in the building design to meet other applicable downtown design standards for recessed entrances and having the primary entrance open onto the public right-of-way. Findings for these other applicable standards will be provided below. Small portions of the Third Street and Baker Street façade are also slightly set back to allow for a wider pedestrian sidewalk, as described above.

17.59.050 Building and Site Design

- B. Building Design.

Attachments :

Attachment 1 – Application and Attachments

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

APPLICANT'S RESPONSE: Specific to this criterion there are no other buildings on the block so the new building will establish its own datum lines. The building will be three stories along both Third and NE Baker and will be similar in height to other buildings to the east along Third Street. The building will be set back at the northeast corner which should reduce its perceived scale. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings, particularly that there are no other existing buildings on the same block. The City adds that the overall massing and configuration of the building are similar to other buildings within the Downtown Design Standards area and the McMinnville Downtown Historic District. The building is similar in massing to other three story buildings such as the Masonic Building on the northwest corner of NE Third Street and NE Cows Street, and the Cooks Hotel building on the southeast corner of NE Third Street and NE Evans Street.

17.59.050 Building and Site Design

B. Building Design. [...]

2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

APPLICANT'S RESPONSE: The building elevation along Third Street is divided into three separate sections to provide relief and interest similar to the pattern of the approximately 60-foot subdivisions along NE Third Street to the east. The NE Baker Street elevation is also reduced to separate sections that reduce its scale. We believe these architectural details meet the intent of the design criteria.

FINDING: SATISFIED. Staff concurs with the applicant's findings, and notes that this property has underlying historically platted lots from Block 3 of the original McMinnville Town Plat recorded on July 3, 1865. Those lots have since been re-described as the three parcels of various configurations that exist on the subject site today.

The Third Street façade of the new building is proposed to be approximately 143 feet in width. The applicant is arguing that the building has been divided into three sections. The three distinct sections of the Third Street façade are identified below. The first section is made up of primarily glass, with some stone panels on the ground floor façade and metal panels shown between the ground floor façade and the glass curtain wall system of the second story corner feature. The first section also includes the recessed entry, which further breaks up the ground floor façade. The second section shifts to a brick material on the upper stories, and continues the stone panels and windows on the ground floor façade. The entire second section is set back approximately three (3) feet from the remaining western portion of the Third Street façade, which creates a visual break in the façade. The total width of these first two sections is approximately 52 feet in width (56 feet in width if including the four (4) foot projection of the second story into the NE Baker Street right-of-way), which is less than the required 60 foot width. The remainder of the façade is approximately 91 feet in width, which does exceed the historical 60 foot width. This third section does not contain visual divisions that run from the ground to the roofline, but there are vertically-oriented window patterns and a protruding brick façade detail that provide some relief and proportional separation in the wider third section of the façade. The vertically-oriented protruding brick façade details on the upper stories align with the window openings on the

ground floor of the façade. The third section also includes a change in roof height from the first two sections.



The Baker Street façade is separated into two sections, as shown below. Similar to the Third Street façade, the first section is made of up primarily glass, with some stone panels on the ground floor façade and metal panels shown between the ground floor façade and the glass curtain wall system of the second story corner feature. The second section again switches to a brick building material on the upper stories, and continues the stone panels and windows on the ground floor façade. The second section continues the same vertically-oriented window patterns and a protruding brick façade detail that are present on the western portion of the Third Street façade, which again provides some relief and proportional separation in the façade. The first section (glass section) is approximately 47 feet in width, and the second section (brick section) is approximately 53 feet in width.



17.59.050 Building and Site Design

- B. Building Design. [...]
 - 3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
 - a. A belt course separating the upper stories from the first floor;

Attachments :

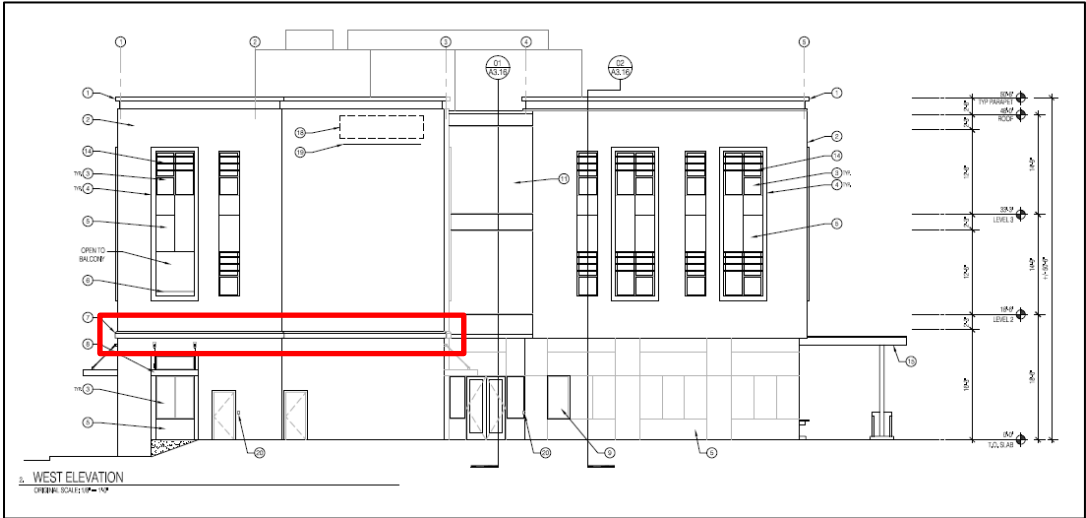
Attachment 1 – Application and Attachments

APPLICANT’S RESPONSE: The building has a precast-concrete belt course along the partial north and south facades and along the entire west façade. To continue this architectural feature, the remaining part of the facades have a brick soldier course aligned with the precast belt course. This belt course is approximately 15 feet above the first floor. We believe these elements meet the intent of the design criteria.

FINDING: SATISFIED WITH CONDITION #4. The City concurs with the applicant’s findings. However, the brick soldier course described by the applicant is not identified in the building elevations or the building renderings. Therefore, a condition of approval is included to require that the construction plans submitted for building permit review include a detail of the proposed brick soldier course along all areas of the façade that do not include a precast concrete belt course. The soldier course shall be at the same height as the precast concrete belt course.

The precast concrete belt course is proposed in the following locations on the façade:





17.59.050 Building and Site Design

B. Building Design. [...]

Attachments :
Attachment 1 – Application and Attachments

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: [...]
 - b. A bulkhead at the street level;;

APPLICANT'S RESPONSE: The Third Street windows located in the brick portions of the facade will have bulkheads of stone panels. The windows at the branch also have bulkheads that match the surrounding stone panels. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings, and adds that the stone panel bulkhead beneath the windows is carried throughout the ground floor façade at the same height, even in the areas that are absent of windows. This height of the bulkhead is established in other areas without windows through the use of a seam between stone panels at the same height as the base of the windows in other locations along the ground floor façade. The only portions of the street facing façades that do not have this bulkhead feature are the portions of the façade that have brick pilasters between windows on the Third Street ground floor façade.

17.59.050 Building and Site Design

- B. Building Design. [...]
 3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: [...]
 - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;

APPLICANT'S RESPONSE: A waiver is requested for this design criteria to allow glazing percentage to be less than the required amount. Allow the north façade along Third Street to have an aggregate of 40% glazing area below the 8-foot transom line (the glazing area above the transom line and below the horizontal trim band between the first and second floors meets the 40% guideline); and on the east façade along Baker Street to have a 25% glazing area below the 8-foot transom line and to have a 25% glazing area above the 8-foot transom line and below the horizontal trim band between the first and second floors.

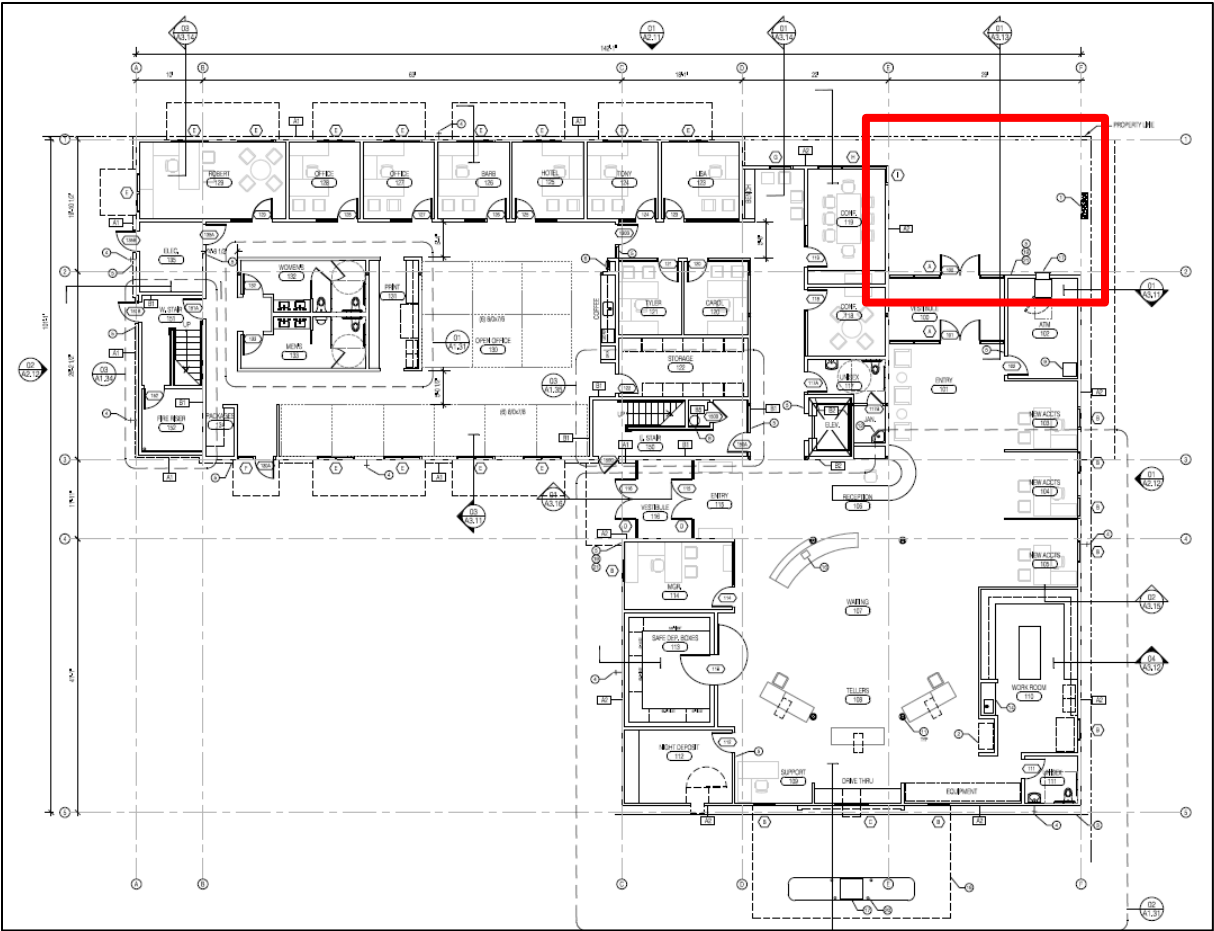
FINDING: SATISFIED. Findings for the waiver described by the applicant are provided in the findings for the waiver review criteria above.

17.59.050 Building and Site Design

- B. Building Design. [...]
 3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: [...]
 - d. A recessed entry and transom with transparent door; and

APPLICANT'S RESPONSE: The main entry at the corner of 3rd Street and Baker is recessed with a glass door and glass transom. This meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings. The floor plan and rendering provided with the application materials depict the recessed entry and transparent door proposed on the corner of the building oriented towards 3rd Street and Baker Street.



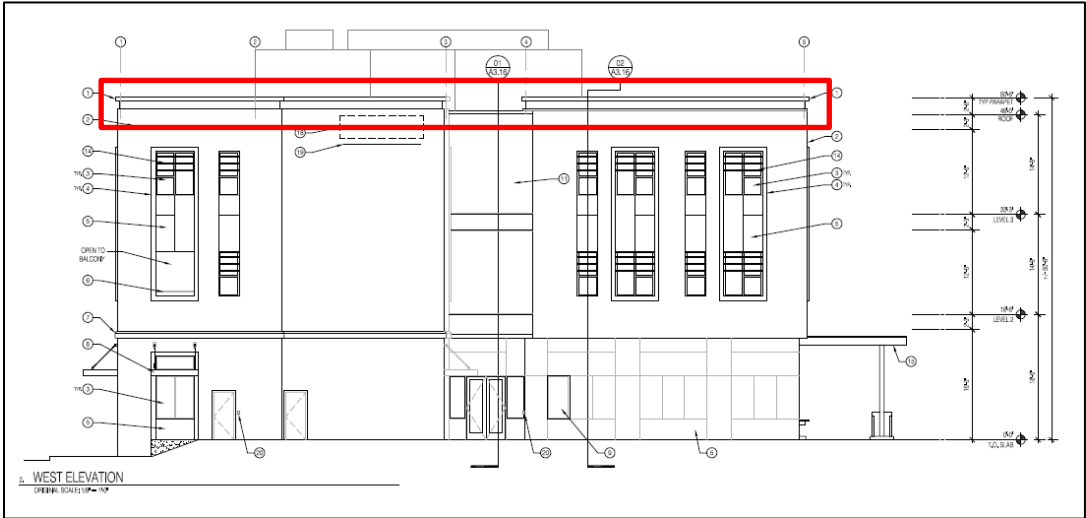
17.59.050 Building and Site Design

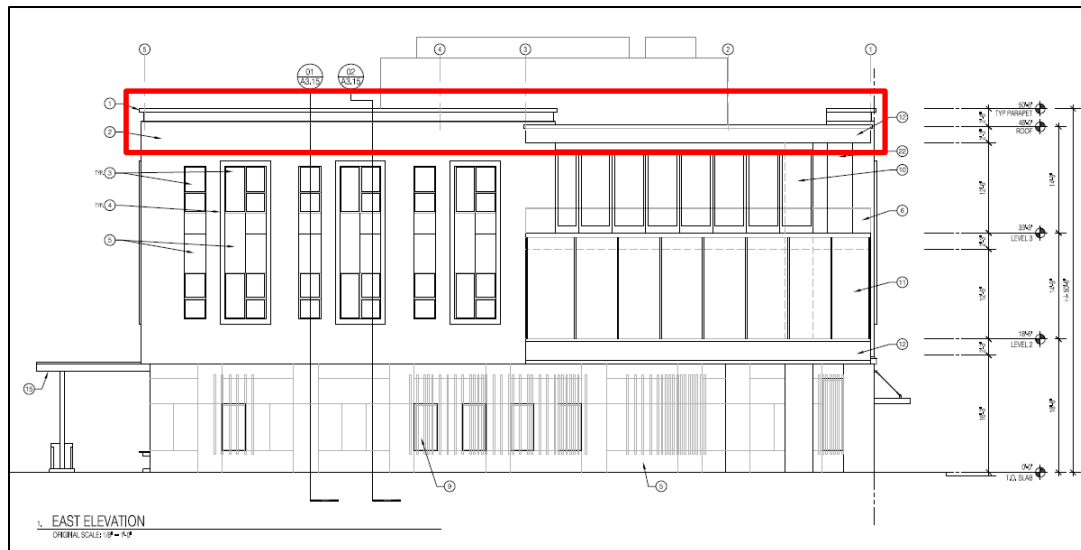
- B. Building Design. [...]
3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include: [...]
- e. Decorative cornice or cap at the roofline.

APPLICANT'S RESPONSE: The building has a complementary metal cornice cap to accentuate the top of the building. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.







17.59.050 Building and Site Design

B. Building Design. [...]

4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

APPLICANT'S RESPONSE: There are no adjacent buildings on the block, but the new building does relate to other buildings in the downtown district with its similar scale and three-story height. Also, the building does not use gable forms or other residential elements. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings, and adds that the building has a flat roofline around the entire perimeter. The flat roofline is consistent with the orientation of rooflines on other existing buildings within the Downtown Design Standards area.

17.59.050 Building and Site Design

B. Building Design. [...]

5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

APPLICANT'S RESPONSE: The building's entrance is recessed and is located on the corner of Third Street and Baker Street. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings. The floor plan and rendering provided with the application materials depicts the recessed entry proposed within the storefront window system, as shown in the finding for Section 17.59.050(B)(3)(d) above.

17.59.050 Building and Site Design

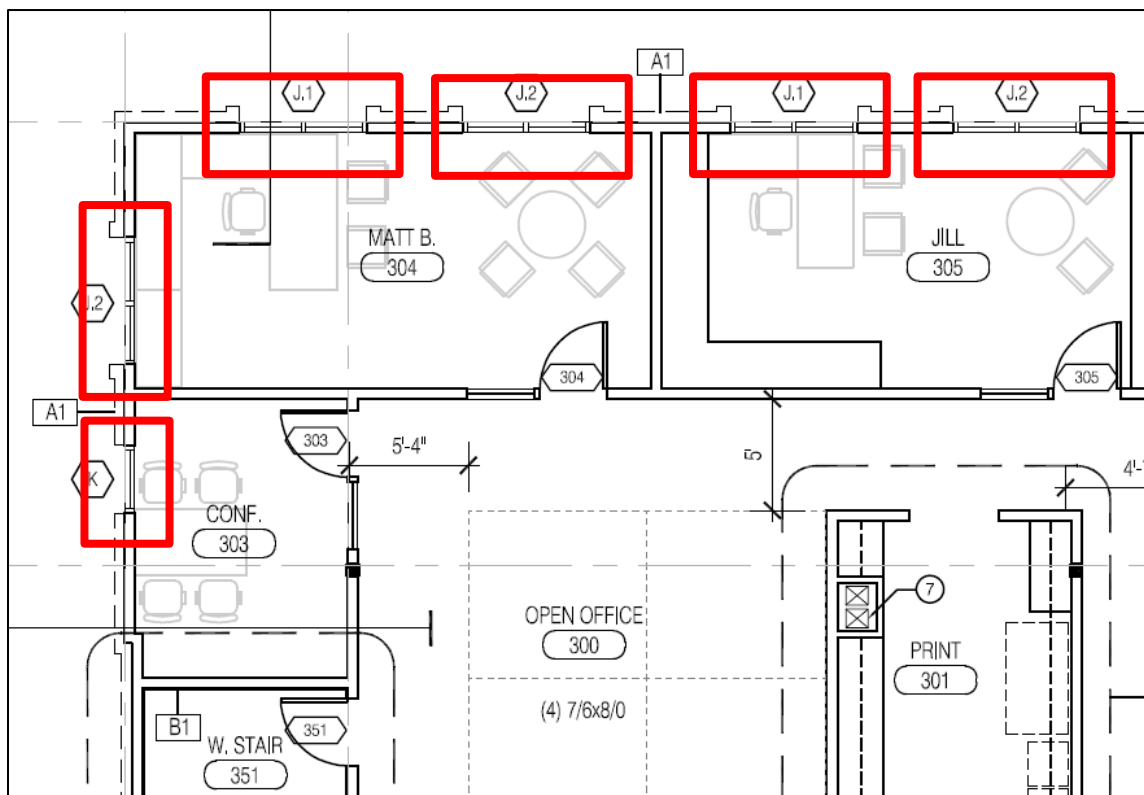
B. Building Design. [...]

6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

APPLICANT'S RESPONSE: The windows are recessed to create a strong shadow line. In addition, we have provided a protruding brick surround at the windows to create an additional shadow line to further give an appearance of a deepset window. The upper windows are vertically oriented. We believe this meets the design criteria.

FINDING: SATISFIED WITH CONDITION #5. The City concurs with the applicant's findings, but adds that no details for the windows were provided. Detail numbers were identified in the plan set on the floor plans, but were not included in the submittal. Therefore, a condition of approval is included to require that the construction plans submitted for building permit review include window details depicting that all of the windows on the building will be recessed.

The renderings and floor plans do identify recessed windows both on the ground floor and the upper stories, as shown below (note – the floor plan provided is of the third floor but is typical of what is identified on the full floor plan drawings):



17.59.050 Building and Site Design

- B. Building Design. [...]
 - 7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

APPLICANT’S RESPONSE: The project is not a remodel, so these criteria do not apply.

FINDING: SATISFIED. The City concurs with the applicant’s findings.

17.59.050 Building and Site Design

- B. Building Design. [...]
 - 8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

APPLICANT’S RESPONSE: The building uses several elements to create a distinct base. The sections along Third Street have a distinct but complementary material (stone panels) at the window bulkheads to establish a differentiated base and the window awnings establish a horizontal line to separate the base from the upper parts of the building. The branch or banking areas at the main entry and along Baker Street use a stone panel to clearly identify the branch function as well as create a strong, distinct and welcoming base. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant’s findings.

17.59.050 Building and Site Design

- C. Building Materials.
 - 1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

APPLICANT’S RESPONSE: The building’s primary material is brick which is used on the upper floors. The material in the small areas between the grouped windows on the second and third floors is a stone panel. The branch areas at the street level also use a stone panel. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant’s findings. The specific locations and application of the stated building materials are shown in more detail in the elevation drawings submitted with the application materials. The City would also note that “Metal Wall Panel Systems” are noted as being applied beneath the glass window wall on the second story and beneath the “Pre-Finished Sheet Metal Cornice Cap”. Aluminum window frames and sunshades are also included for the windows on the building, both horizontally over the upper story windows and vertically over some of the ground floor windows. The City acknowledges that these materials are used only in window and trim locations and not as a primary exterior building materials, which is allowed in new construction that is not associated with a historic resource.

17.59.050 Building and Site Design

- C. Building Materials. [...]
 - 2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;

- d. Corrugated metal panels;
- e. Plywood sheathing, to include wood paneling such as T-111;
- f. Plastic sheathing; and
- g. Reflective or moderate to high grade tinted glass.

APPLICANT'S RESPONSE: The building does not use any of the above listed materials. We believe this meets the design criteria.

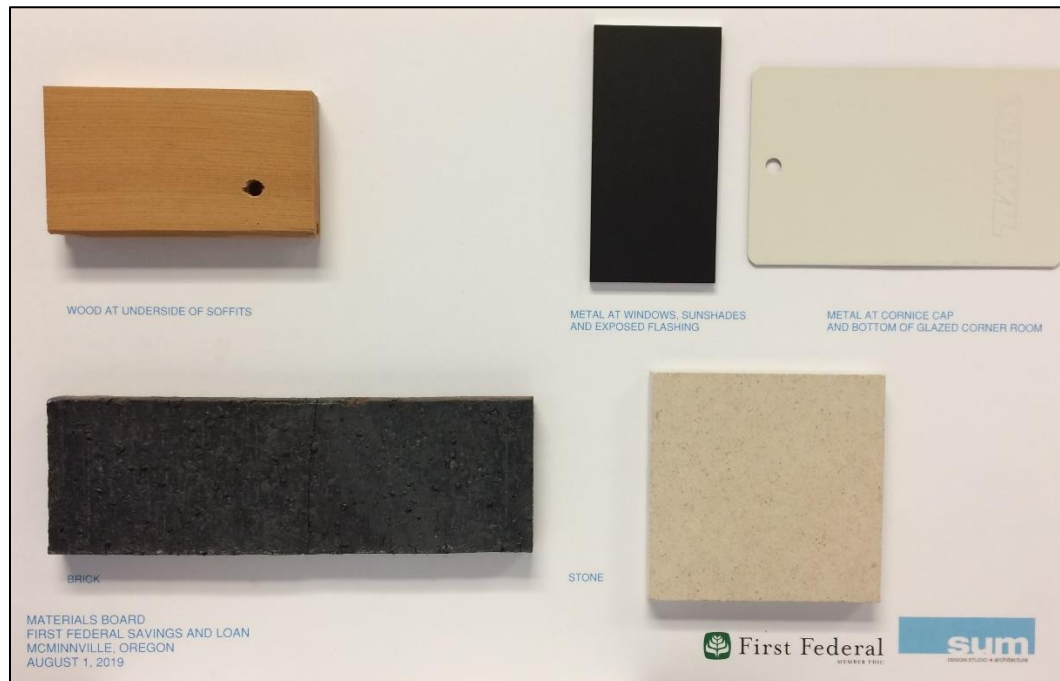
FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.050 Building and Site Design

- C. Building Materials. [...]
 - 3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

APPLICANT'S RESPONSE: We believe the exterior materials meet all the above criteria.

FINDING: SATISFIED WITH CONDITION #6. The applicant provided a sample board of the materials proposed to be used on the exterior of the building. The colors of the materials were found to be low reflective, subtle, and earth tone colors. Black color is used only in the metal materials of the sunshades, exposed flashing, and framing of the windows. The material board is on file with the Planning Department, and is also shown below:



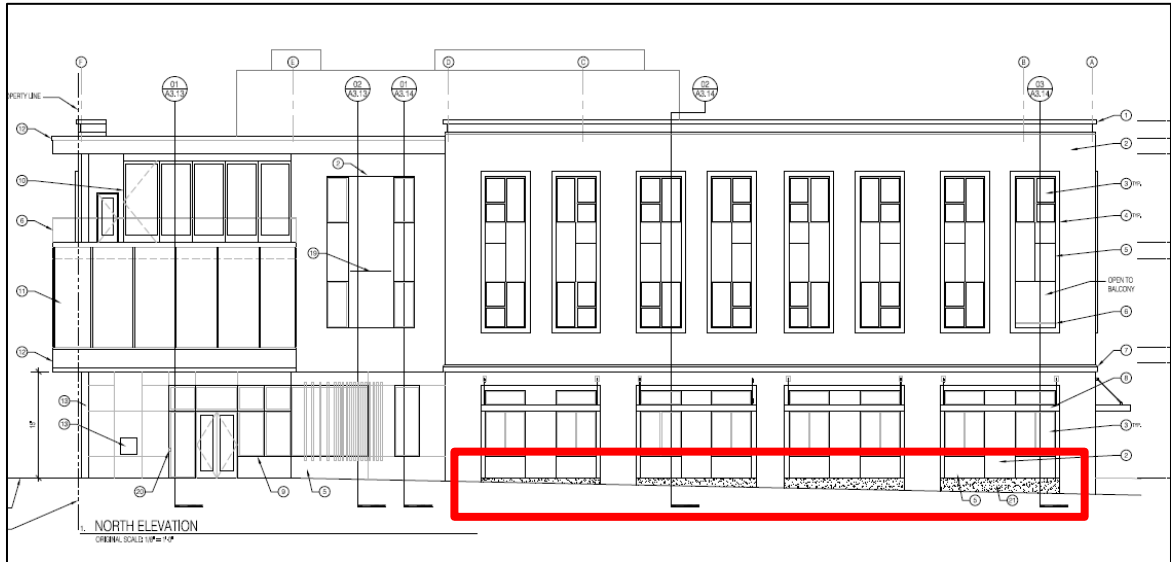
One portion of the façade that is identified differently in the elevation drawings and the renderings is the exposed foundation beneath the windows on the western portion of the 3rd Street façade. This portion of the façade is identified in the elevation on Exhibit C9 as “Exposed Foundation Wall, Skim Coat”, but shows up in the renderings as a consistent material beneath the windows to the sidewalk. The applicant has verified that the elevation drawing is correct, and that the exposed foundation wall would be visible in these areas of the façade, and finished with the cement plaster that is similar to smooth stucco. In order to maintain a cohesive finish beneath the windows and for consistency in this area that is

Attachments :

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described as the bulkhead in other areas of the application narrative, a condition of approval is included to require that the skim coated exposed foundation wall be painted a tan color to match the stone panels that will be installed above the exposed foundation wall and beneath the windows. Alternatively, the applicant may install the stone panel material over the foundation wall to encompass the entire area from the bottom of the window to the sidewalk.

This discrepancy between the elevation drawings and the renderings can be seen below:



17.59.060 Surface Parking Lots.

- A. Surface parking lots shall be prohibited from locating on Third Street. In addition, vehicular access to parking lots from Third Street is prohibited.

APPLICANT'S RESPONSE: A waiver is requested for this design criteria to allow a parking lot along NE Third Street as well as an entrance from the parking lot onto 3rd Street.

FINDING: SATISFIED. Findings for the waiver described by the applicant are provided in the findings for the waiver review criteria above.

17.59.060 Surface Parking Lots.

- B. All parking lots shall be designed consistent with the requirements of Section 17.60.080 of the McMinnville Zoning Ordinance.

APPLICANT'S RESPONSE: The parking lots have been designed to meet the above zoning ordinances.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.060 Surface Parking Lots.

- C. A hedge or wall, thirty (30) inches in height, or dense landscaping within a buffer strip a minimum of five feet in width shall be placed along the street-side edge of all surface parking lots. Landscaping within the buffer strip shall include street trees selected as appropriate to the situation and spaced according to its type, shrubs spaced a minimum of three feet on center, and groundcover. A landscaping plan for this buffer shall be subject to review and approval by the McMinnville Landscape Review Committee.

APPLICANT'S RESPONSE: A waiver is requested for this design criteria to allow a landscaping buffer strip of 3 feet along Second Street.

FINDING: SATISFIED. Findings for the waiver described by the applicant are provided in the findings for the waiver review criteria above.

17.59.070 Awnings.

- A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows exist, awning placement shall be above or over the transom windows where feasible.

APPLICANT'S RESPONSE: The awnings are provided at each of the Third Street windows and are sized to compliment the building size as well as provide protection for pedestrians. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.070 Awnings.

- B. Awnings shall be placed between pilasters.

APPLICANT'S RESPONSE: The awnings are placed over each window and between pilasters. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.070 Awnings.

- C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.

APPLICANT'S RESPONSE: There are no adjacent buildings on the block, so the awnings establish their own height and continuous pattern. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.070 Awnings.

- D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.

APPLICANT'S RESPONSE: A waiver is requested for this design criteria to allow awnings of a different material.

FINDING: SATISFIED. Findings for the waiver described by the applicant are provided in the findings for the waiver review criteria above.

17.59.070 Awnings.

- E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.

APPLICANT'S RESPONSE: The proposed awnings are not internally illuminated. This meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.070 Awnings.

- F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited.

APPLICANT'S RESPONSE: The proposed awnings will be painted to complement the colors and materials of the building and will not use high intensity colors. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.080 Signs.

- A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

APPLICANT'S RESPONSE: The proposed signs will be flush mounted to the exterior of the building. The applicant is proposing three signs. Two larger signs, one on the west façade and one on the south façade. See Exhibit B1 and B4. A third sign, which will be the applicants trademark symbol will be mounted to the north façade and may be lit although not internally. See Exhibit B1. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings, but adds that the actual exhibits showing the locations of the proposed signs are Exhibit C9 and Exhibit C10. The reference to the exhibits in the applicant's response above was based on the exhibits from previous version of the plan set, and the applicant verified that the signage locations shown on Exhibit C9 and Exhibit C10 are correct. The applicant also verified that the trademark symbol sign is intended to be located on the north façade, but was not drawn on Exhibit C9.

17.59.080 Signs.

- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.

APPLICANT'S RESPONSE: Only one business will occupy the building.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.080 Signs.

- C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

APPLICANT'S RESPONSE: The proposed signs will be located per Exhibit B1 and B4 and are sized and located to complement the building design. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings, but adds that the actual exhibits showing the locations of the proposed signs are Exhibit C9 and Exhibit C10. The reference to the exhibits in the applicant's response above was based on the exhibits from previous version of the plan set, and the applicant verified that the signage locations shown on Exhibit C9 and Exhibit C10 are correct. The applicant also verified that the trademark symbol sign is intended to be located on the north façade, but was not drawn on Exhibit C9.

The City also adds that the larger signs are proposed to be located below the cornice, and between the cornice and the top of the upper story windows, which is a traditional location. The smaller icon sign on the north façade is proposed to be located between the second and third story and between the windows on the section of the brick façade that is setback approximately three feet.

17.59.080 Signs.

- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

APPLICANT'S RESPONSE: The proposed signs will be less than 200 SF total. The west and south signs are approximately 40 SF each and the icon sign on the north façade will be approximately 22 SF. Total sign area is approximately 102 SF. We believe this meets the design criteria.

FINDING: SATISFIED. The City concurs with the applicant's findings.

17.59.080 Signs.

- E. The use of the following are prohibited in the downtown area:
1. Internally-lit signs;
 2. Flashing signs
 3. Pedestal signs and pole-mounted signs;
 4. Portable trailer signs;
 5. Cabinet-type plastic signs;
 6. Billboards of all types and sizes;
 7. Historically incompatible canopies, awnings, and signs;
 8. Signs that move by mechanical, electrical, kinetic or other means; and,
 9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

APPLICANT'S RESPONSE: The project will not include any of these types of signs.

FINDING: SATISFIED. The City concurs with the applicant's findings.

CD

569-19-000394-PLNG



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. DD24-19
Date Received 7/3/19
Fee \$1200
Receipt No. 200860
Received by RL

Downtown Design Standards & Guidelines Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☒ Other Architect

Applicant Name Kelley Wilson Phone 503.715.5847

Contact Name Same Phone _____
(If different than above)

Address 231 SE 12th Ave.

City, State, Zip Portland, OR 97214

Contact Email kelley@sumcdesignstudio.com

Property Owner Information

Property Owner Name First Federal Savings & Loan Phone 503.472.6171
(If different than above)

Contact Name Jim Schlotfeldt Phone _____

Address 118 NE 3rd St.

City, State, Zip McM. 97218

Contact Email jschlotfeldt@firstfedweb.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 118 NE 3rd St.

Assessor Map No. R44 - 20AP 08700 Total Site Area 43,440 SF +/-

Subdivision " " 08600 Block _____ Lot _____
09200

Comprehensive Plan Designation Commercial Zoning Designation C-3

This request is for a:

☒ **Design Review**

☒ **Design Waiver**

1. Attach a written narrative that describes:

- ☒ A. The proposed project in detail, including descriptions of the architectural features and building materials being used;
- ☒ B. How the project meets the applicable downtown design standards and guidelines;
- ☒ C. How the project meets the historic preservation standards and guidelines (if applicable); and
- ☒ D. How the project will fit into the context of the downtown historic district.

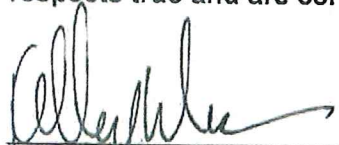
2. As part of this application, is a waiver to the standards and guidelines of Chapter 17.59 being requested? If so, explain in detail how the criteria for waiving a standard or guideline as listed in Section 17.59.040(A) have been met (*attach additional pages if necessary*).

yes, four design waivers are requested. please see
attached narrative/application.


In addition to this completed application, the applicant must provide the following:

- ☐ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size). For new construction or for structural modifications show the information listed in page one of the information sheet.
- ☐ Building and construction drawings including building elevations of all visible sides.
- ☐ A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.
- ☐ Photographs of the subject site and adjacent property.
- ☐ Other information deemed necessary by the Planning Director.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.


Applicant's Signature

7.2.19.
Date


Property Owner's Signature

7-3-19
Date

Land Use Application
Design Review
For
Downtown Design Standards and Guidelines
REVISED SEPT. 09, 2019

Project: Replacement Building for First Federal Savings and Loan
118 NE Third Street
(full block between NE Adams/ NE Baker and 2nd/3rd)
McMinnville, OR 97128

Submitted to: City of McMinnville
Planning Department
231 NE 5th Street
McMinnville, OR 97218

Applicant/Owner: First Federal Savings & Loan Association
118 NE Third Street
McMinnville, OR 97128
Mr. Jim Schlotfeldt, President and CEO

Contact: Kelley Wilson, Architect
SUM design studio + architecture
231 SE 12th Avenue
Portland, OR 97214
503.715.5847
kelley@sumdesignstudio.com

I. Executive Summary

First Federal Savings and Loan is an important financial partner in the local McMinnville economy. They value being a part of the community and would like to expand their presence by constructing a new building that will accommodate their customer service branch as well as provide an integrated and efficient location for all executive personnel and related functions.

First Federal intends to replace the two buildings currently located on the block between NE Adams & NE Baker Streets and Second & Third Streets. The existing main building located at the north-west corner of the site, built in 1974, is very much undersized for their current and future needs but provides an important location for retail branch for banking customers. The second and smaller building located at the north-east corner of the site currently houses their loan department. First Federal also has some functions across Third Street which will be accommodated in the new building.

The new building will provide space for all current functions on and around the site as well as additional space for growth.

II. Building and Site Design Summary

After an extensive site and operational analysis, it was determined the placement of the new building must allow the existing branch building to remain in place and operational during the construction of any new building. Demolishing the existing building before a new building is complete, forcing a relocation of the branch services to a temporary location, with a duration of over a year, would result in a permanent loss of customers, a significant inconvenience to the remaining and loyal customers and a long term negative economic consequence for First Federal Savings and Loan.

With this in mind, it was determined the new building would be best located near the corner of NE Baker Street and Third. This location would allow adequate space for the existing building to remain in place. This would also allow the building to front Third Street and Baker Street. First Federal very much wanted to maintain its “front door” on Third Street and provide a strong urban presence and help McMinnville’s Downtown District remain vibrant and cohesive.

To accommodate First Federal's needs the building will be approximately 32,000 square feet and three stories tall. The ground floor will house the more public areas such as the branch and the loan department. The upper two floors will house a call center, executive offices, a board room and other administrative functions. There will be two primary customer entrances: one at the corner of NE Third and NE Baker and one from the parking area on the south side of the building.

The parking lot, which will accommodate approximately 62 cars will also have two drive through lanes for automobile transactions. The entire parking lot will receive new asphalt paving. New landscape will also be installed that will meet the zoning code and in some areas exceed the zoning minimums.

III. Design Guideline Adherence Responses

The following are specific responses to Chapter 17.59 DOWNTOWN DESIGN STANDARDS AND GUIDELINES of the McMinnville Zoning Code.

17.59.050 Building and Site Design.

A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.

Response: The building will front the property line on the west façade (NE Baker Street) and north façade (NE Third Street). We believe this meets the design criteria.

B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

Response: Specific to this criterion there are no other buildings on the block so the new building will establish its own datum lines. The building will be three stories along both Third and NE Baker and will be similar in height to other buildings to the east along Third Street. The building will be set back at the northeast corner which should reduce its perceived scale. We believe this meets the design criteria.

2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

Response: The building elevation along Third Street is divided into three separate sections to provide relief and interest similar to the pattern of the approximately 60-foot subdivisions along NE Third Street to the east. The NE Baker Street elevation is also reduced to separate sections that reduce

its scale. We believe these architectural details meet the intent of the design criteria.

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:

a. A belt course separating the upper stories from the first floor;

Response: The building has a precast-concrete belt course along the partial north and south facades and along the entire west façade. To continue this architectural feature, the remaining part of the facades have a brick soldier course aligned with the precast belt course. This belt course is approximately 15 feet above the first floor. We believe these elements meet the intent of the design criteria.

b. A bulkhead at the street level;

Response: The Third Street windows located in the brick portions of the facade will have bulkheads of stone panels. The windows at the branch also have bulkheads that match the surrounding stone panels. We believe this meets the design criteria.

c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;

*** Response: **A waiver is requested for this design criteria to allow glazing percentage to be less than the required amount.** Allow the north façade along Third Street to have an aggregate of 40% glazing area below the 8-foot transom line (the glazing area above the transom line and below the horizontal trim band between the first and second floors meets the 40% guideline); and on the east façade along Baker Street to have a 25% glazing area below the 8-foot transom line and to have a 25% glazing area above the 8-foot transom line and below the horizontal trim band between the first and second floors.

Criteria 17.59.040 A.3.a There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

We understand this design guideline is to preserve, protect and enhance the historic pattern as well as encourage an open and inviting glass storefronts in the Downtown District and to provide an organized, coordinated and cohesive historic district.

The building's use as a bank (savings and loan) and associated offices is not a typical storefront use and requires a specific architectural response. This type of use requires a certain level of privacy and security that are difficult to meet with the required level of glazing. The offices along Third Street require privacy from the street and our proposed window sizes are composed to strike a balance of openness and privacy. The bank teller area has limited windows for security reasons and there is limited opportunity for windows due to the building layout. This layout is derived partly due to the need to retain the existing building in its present location and remain operational.

Criteria 17.59.040 A.3.b There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein;

The ground floor window pattern along Third Street provides a familiar and friendly urban experience as well as a pleasing regular rhythm of windows. Although it does not meet the glazing area it does provide a series of windows that provide interest and is not unlike several other buildings in the Downtown district. Certain newer buildings with uses other than retail have established a precedent of a lesser amount of glazing, (see Exhibit A1 and Exhibit A2), such as:

- Atticus Hotel at 4th and Ford Street
- Apartments and street level offices at 811 3rd Street
- Lewis and Stark building at 640 3rd Street.

Although these buildings don't meet these criteria, they do successfully support an organized, coordinated and cohesive historical district. Also, the applicant's building location at the end of Third Street does not interrupt the retail experience that dominates the Downtown District along Third Street, primarily between Baker Street and Galloway Street. This project establishes its own presence at street level and would continue the varied but historical pattern of the downtown district.

Criteria 17.59.040 A.3. c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

A waiver would allow the privacy and security the applicant needs to maintain a professional and secure office and banking environment.

d. A recessed entry and transom with transparent door; and

Response: The main entry at the corner of 3rd Street and Baker is recessed with a glass door and glass transom. This meets the design criteria.

e. Decorative cornice or cap at the roofline.

Response: The building has a complementary metal cornice cap to accentuate the top of the building. We believe this meets the design criteria.

4.Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Response: There are no adjacent buildings on the block, but the new building does relate to other buildings in the downtown district with its similar scale and three-story height. Also, the building does not use gable

forms or other residential elements. We believe this meets the design criteria.

5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

Response: The building's entrance is recessed and is located on the corner of Third Street and Baker Street. We believe this meets the design criteria.

6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

Response: The windows are recessed to create a strong shadow line. In addition, we have provided a protruding brick surround at the windows to create an additional shadow line to further give an appearance of a deep-set window. The upper windows are vertically oriented. We believe this meets the design criteria.

7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

Response: The project is not a remodel, so these criteria do not apply.

8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

The building uses several elements to create a distinct base. The sections along Third Street have a distinct but complementary material (stone panels) at the window bulkheads to establish a differentiated base and the window awnings establish a horizontal line to separate the base from the upper parts of the building. The branch or banking areas at the main entry and along Baker Street use a stone panel to clearly identify the branch

function as well as create a strong, distinct and welcoming base. We believe this meets the design criteria.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

Response: The building's primary material is brick which is used on the upper floors. The material in the small areas between the grouped windows on the second and third floors is a stone panel. The branch areas at the street level also use a stone panel. We believe this meets the design criteria.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):

- a. Wood, vinyl, or aluminum siding;*
- b. Wood, asphalt, or fiberglass shingles;*
- c. Structural ribbed metal panels;*
- d. Corrugated metal panels;*
- e. Plywood sheathing, to include wood paneling such as T-111;*
- f. Plastic sheathing; and*
- g. Reflective or moderate to high grade tinted glass.*

Response: The building does not use any of the above listed materials. We believe this meets the design criteria.

3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim. (Ord. 4797 §1, 2003).

Response: We believe the exterior materials meet all the above criteria.

17.59.060 Surface Parking Lots.

A. Surface parking lots shall be prohibited from locating on Third Street. In addition, vehicular access to parking lots from Third Street is prohibited.

*** Response: A waiver is requested for this design criteria to allow a parking lot along NE Third Street as well as an entrance from the parking lot onto 3rd Street.

Criteria 17.59.040 A.3.a There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

First Federal Savings is replacing the two buildings on the site. The loan and title services are currently housed in the smaller one-story building and can be temporarily relocated off-site because they can be easily accommodated in typical office space and they have relatively low public interface resulting in low public inconvenience and low economic impact.

The main building, on the other hand, has a high public interaction and houses specialized services and equipment. This is especially true for the auto drive-up functions as well as vault services for cash and safety deposit boxes. In order to avoid customer inconvenience and the high cost of temporarily moving these functions off-site, it is the bank's intent to keep their current bank building open and operational during construction. To accomplish this the new building will be located on the NE corner of the site. This avoids the existing building yet still maintains the primary pedestrian entrance on Third Street. When construction is complete and the new building is operational, the existing bank building will be demolished. The area where this existing building stood will then be open and the highest and best use is as a parking lot. First Federal's design intention was not to place a parking lot along Third, but the remaining open area left little choice but to utilize it as a parking lot. However, they do realize the importance of maintaining the cohesive and pleasant downtown

experience and propose to buffer the sidewalk from the parking area with a generous amount of landscaping beyond the zoning minimum. In addition, the application is proposing a portion of the landscaped area for a public art installation or a historical marker. See Exhibits C3 and C4.

The vehicle drive from the parking lot, also included in this waiver request, is proposed as a narrow drive of just 12 feet to reduce the crossing distance for pedestrians and also as an exit-only and right-turn only. This right-turn only will improve flow from the parking lot onto Third by allowing cars to only go east on Third. This will reduce possible conflict with cars turning from Adams onto Third as well avoid cars trying to make left turn into a short queuing line to Adams Street. It will also reduce the potentially more dangerous entry on to Adams or Baker, which tend to have faster moving traffic and more volume.

It should be noted that this new proposed design is a substantial improvement over the current conditions. The property currently has three driveways on to Third with parking fronting Third Street for more than half its length. Additionally, one driveway on to Baker will be eliminated.

Also, see the “Applicant’s Supplement to its Land Use Application as Revised August 01, 2019” for additional information addressing this waiver request.

Criteria 17.59.040 A.3.b There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein;

The generous landscaped setback from the sidewalk will provide a pleasant buffer from the parking lot. We believe the purpose of the criteria is to shield pedestrians from a parking lot which the landscape buffer accomplishes.

Criteria 17.59.040 A.3. c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

The difficulty in meeting the requirement would be to leave the area completely undeveloped with no practical use the applicant. Allowing the parking lot would allow the applicant reasonable use of the property and the generous landscaping set back would be a benefit and asset to the community.

B. All parking lots shall be designed consistent with the requirements of Section 17.60.080 of the McMinnville Zoning Ordinance.

Response: The parking lots have been designed to meet the above zoning ordinances.

C. A hedge or wall, thirty (30) inches in height, or dense landscaping within a buffer strip a minimum of five feet in width shall be placed along the street-side edge of all surface parking lots. Landscaping within the buffer strip shall include street trees selected as appropriate to the situation and spaced according to its type, shrubs spaced a minimum of three feet on center, and groundcover. A landscaping plan for this buffer shall be subject to review and approval by the McMinnville Landscape Review Committee. (Ord. 4797 §1, 2003).

***Response: **A waiver is requested for this design criteria to allow a landscaping buffer strip of 3 feet along Second Street.**

Criteria 17.59.040 A.3.a There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

The applicant was required by the city to dedicate private property when Second Street right-of-way improvements were recently constructed by the city. This widening of the right-of-way and sidewalk reduced the usable area available to the applicant. The reduction has now resulted in limited clearances between Second Street and the new building. This remaining distance with a three-

foot landscape buffer would allow adequate space for parking and drive isles that meet city zoning requirements. The applicant is asking to have the landscape buffer along Second Street reduced by two feet to accommodate the parking and to regain a portion of the area previously dedicated for public use.

Also, the reduced buffer includes the required street trees for Second Street by providing a tree wells that protrude from the buffer edge. This would effectively increase the buffer width to 5 feet at the street tree locations. Please see the Landscape Plan

Criteria 17.59.040 A.3.b There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein;

The applicant is proposing a more densely landscaped area in the requested three-foot buffer and will also provide a decorative fence/trellises that is approximately 30-inches tall. This additional landscaping and decorative fence will provide equal or superior screening that the required 5-foot buffer. See Exhibit C.

Criteria 17.59.040 A.3. c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

A three-foot landscape buffer would allow the applicant to achieve the clearances needed for two rows of parking and the drive through lanes. More than three-foot would necessitate removing one row of parking. Many employees and customers drive full size trucks and a 27 foot drive aisle will reduce conflicts and difficulty in parking and navigating the lot.

17.59.070 Awnings.

A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows

exist, awning placement shall be above or over the transom windows where feasible.

Response: The awnings are provided at each of the Third Street windows and are sized to compliment the building size as well as provide protection for pedestrians. We believe this meets the design criteria.

B. Awnings shall be placed between pilasters.

Response: The awnings are placed over each window and between pilasters. We believe this meets the design criteria.

C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.

Response: There are no adjacent building on the block, so the awnings establish their own height and continuous pattern. We believe this meets the design criteria.

D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.

*****Response: A waiver is requested for this design criteria to allow awnings of a different material.**

Criteria 17.59.040 A.3.a There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

The applicant is requesting a waiver to allow finished steel awnings that complement the design of the building and are a high quality and durable material. The required “soft canvas, fabric or matte finish vinyl” has a short life span and the applicant would like the material to represent their values in terms of longevity and durability.

The proposed awnings are an attractive alternative and will provide long lasting protection for pedestrians along Third Street. This will be the only building on this block of Third Street and will therefore not be in potential contrast to adjacent buildings.

Criteria 17.59.040 A.3.b There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein;

The proposed steel awnings will provide weather protection along Third Street that is comparable or superior to “soft canvas, fabric or matte finish vinyl”. The thin profile of the proposed awnings will also provide a subtle and attractive feature to the street scape and more in keeping with the architectural design of the building.

In addition, there is a precedent of HLC approving alternate materials for an awning. The recent approval of the 618 Proposal at 608 NE 3rd proposed an awning similar to the applicant’s design. Also, there is a current flat metal awning at 211 3rd Street (Naked Winery tasting room). See Exhibit B.

Also, see the “Applicant’s Supplement to its Land Use Application as Revised August 01, 2019” for additional information addressing this waiver request.

Criteria 17.59.040 A.3. c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Allowing a durable material that is a good long-term investment would alleviate the need for continual cleaning and maintenance and provide a longer life span for the awnings.

E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.

Response: The proposed awnings are not internally illuminated. This meets the design criteria.

F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited.

Response: The proposed awnings will be painted to complement the colors and materials of the building and will not use high intensity colors. We believe this meets the design criteria.

17.59.080 Signs.

A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

Response: The proposed signs will be flush mounted to the exterior of the building. The applicant is proposing three signs. Two larger signs, one on the west façade and one on the south façade. See Exhibit B1 and B4. A third sign, which will be the applicants trademark symbol will be mounted to the north façade and may be lit although not internally. See Exhibit B1. We believe this meets the design criteria.

B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.

Response: Only one business will occupy the building.

C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

Response: The proposed signs will be located per Exhibit B1 and B4 and are sized and located to complement the building design. We believe this meets the design criteria.

D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

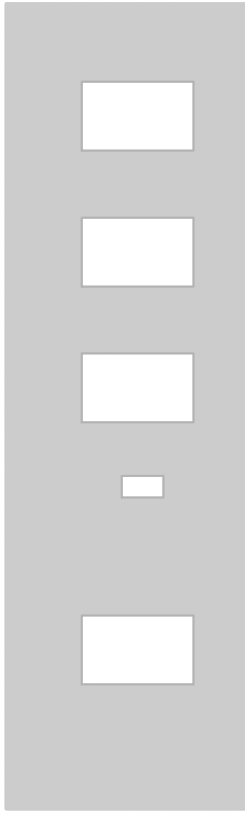
Response: The proposed signs will be less than 200 SF total. The west and south signs are approximately 40 SF each and the icon sign on the north façade will be approximately 22 SF. Total sign area is approximately 102 SF. We believe this meets the design criteria.

E. The use of the following is prohibited in the downtown area:

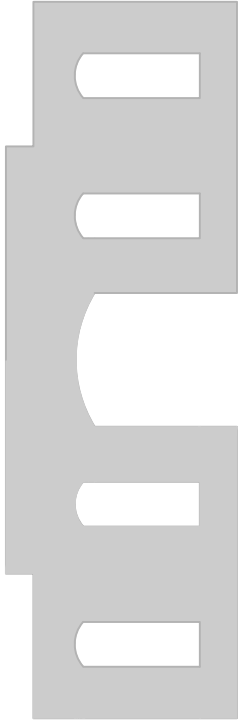
- 1. Internally lit signs;*
- 2. Flashing signs;*
- 3. Pedestal signs and pole-mounted signs;*
- 4. Portable trailer signs;*
- 5. Cabinet-type plastic signs;*
- 6. Billboards of all types and sizes;*
- 7. Historically incompatible canopies, awnings, and signs;*
- 8. Signs that move by mechanical, electrical, kinetic or other means; and,*
- 9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).*

Response: The project will not include any of these types of signs.

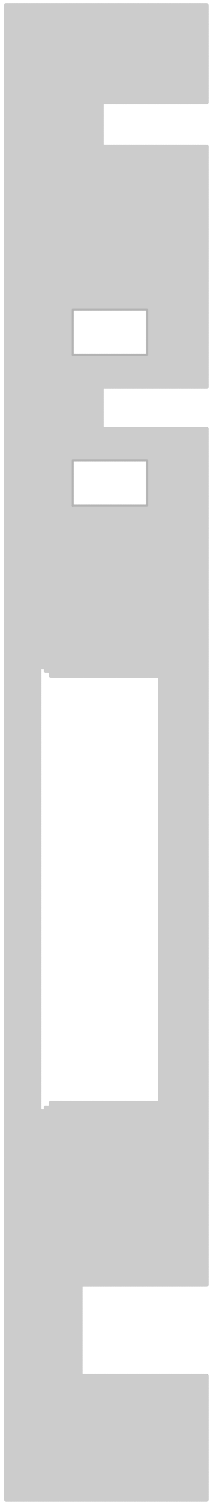
End



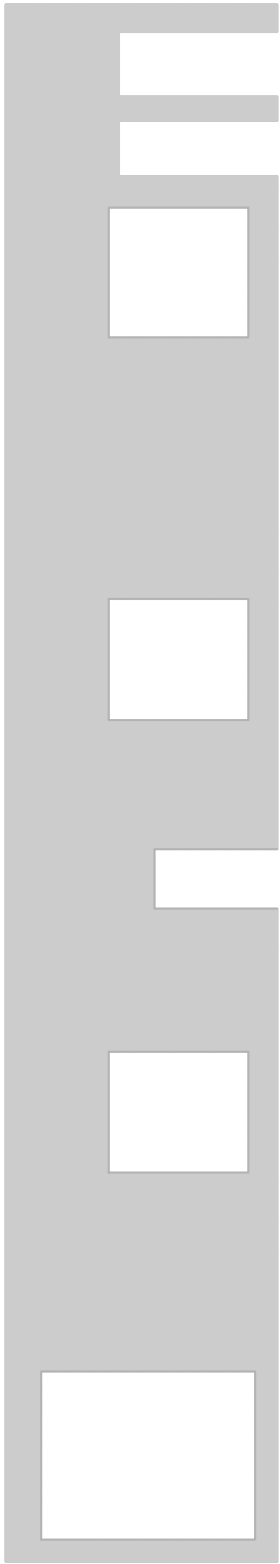
OLD U.S. POST OFFICE, SOUTH ELEVATION: 18% GLAZING



ATTICUS HOTEL, EAST ELEVATION: 30% GLAZING



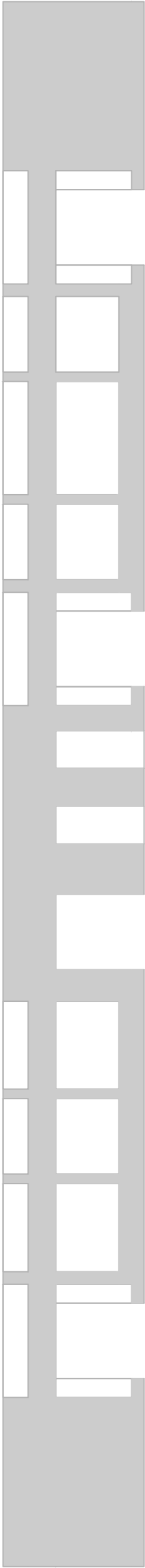
ATTICUS HOTEL, NORTH ELEVATION: 26% GLAZING



ODD FELLOWS LODGE, EAST ELEVATION: 26% GLAZING



640 NE 3RD ST, NORTH ELEVATION: 23% GLAZING



811 NE 3RD ST, SOUTH ELEVATION: 43% GLAZING

EXHIBIT A2: GLAZING PERCENTAGE COMPARISON

North Side of Third Street from Adams to Baker Street







3







Flat metal awning at 211 NE 3rd Street
(existing)



Flat metal awning at 608 NE 3rd Street
(approved by Historic Landmark Commission and under construction)

EXHIBIT B

Applicant's Supplement of August 28, 2019 to its Land Use Application as Revised August 01, 2019

Applicant, First Federal Savings and Loan Association, submits the following additional narrative in support of its Downtown Design Review Application (ODR 4-19) and waiver from (5) of the applicable Downtown Design Standards. They are as follows:

- 1) A surface parking lot on Third Street;
- 2) Vehicular access from the proposed parking lot to Third Street;
- 3) Landscaping near surface parking lot north side of Second Street;
- 4) Glazing requirements; and
- 5) Awning materials.

1. A surface parking lot on Third Street.

Criteria 17.59.040 A.3.b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained therein.

Currently, the frontage along the south side of Third Street from Adams to Baker Street, is approximately two thirds (2/3) parking lot with three vehicular accesses onto Third Street, and another vehicular access onto Baker Street. The remaining approximately one third (1/3) of the block of the Third Street frontage is the existing brick bank facility on the southeast corner of Third and Adams Streets.

The Third and Adams Street intersection is a key gateway to historic downtown McMinnville. This unique location in of itself supports Applicant's proposed development for historic purposes as hereafter discussed.

As one drives south on Adams Street and turns left onto Third Street, you enter the McMinnville Downtown Historic District corridor with the historic Cozine House on your left. Applicant suggests and proposes that the area on the right side of Third Street between the sidewalk and the 18 space parking area be developed for historic purposes.

The area could include a sign "Welcome to Historic Downtown McMinnville" on the Adams Street side of the Applicant's proposed Third Street access. Another wall on the east side of the Third Street access could, for example, set forth a history of McMinnville. Applicant proposes that the way to design and develop this area would be through a decision process by Applicant's Board with input from planning staff, and Steve Rupp, chair of the Downtown Public Arts Committee. Additionally, art could be included that would consist of one or two historically relevant statues which, if appropriately placed, would serve to draw attention to them and away from the exit from the parking lot onto Third Street. A redesign of this exit is addressed in number (2) of this Supplement.

The benefits of this proposal are significant: the public will have an enhanced access to Third Street, a significant opportunity to present a brief history of McMinnville will be utilized, the proposed parking lot will abut this proposed historic use and not Third Street and the proposed walls and the statue(s) will significantly shield and reduce the presence of the parking lot.

Applicant submits that the proposed area would accomplish an important purpose for the downtown core as set forth in McMinnville ordinance 4797, Section 17.59.010 Purpose (as amended) which provides: “Rather, its (ordinance 4797), purpose is to build on the “main Street” qualities that currently exist with the downtown and to foster an organized coordinated and cohesive historic district that reflects the “sense of place, economic base, and history unique to McMinnville and the downtown core. (ordinance 4797, October 23, 2003).”

As such, the proposed area could be determined to be a unique and separate which would separate the parking lot from Third Street whereby the parking lot would abut this proposed area, and not Third, and thus not requiring a waiver.

In addition, Applicant’s proposed area addresses the purpose tests set forth in Chapter 17.65.010 of ordinance 5034 which are:

- A. Stabilize and improve property values through restoration efforts;
- B. Promote the education of local citizens on the benefits associated with an active historic preservation program;
- C. Foster civic pride in the beauty and noble accomplishments of the past;
- D. Protect and enhance the City’s attractions for tourists and visitors; and
- E. Strengthen the economy of the City.

2. Vehicular access from the proposed parking lot to Third Street.

Criteria 17.59.040 A.3.a There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site.

Without this exit onto Third Street, traffic from the site’s parking lots, would be forced to exit on one of three busy streets, two of which are state highways and the third, Second Street, is a major arterial all of which have the following issues and impacts:

- a) They are near traffic lights;
- b) When the applicable traffic light is red, traffic quickly, if not immediately, blocks the exit;
- c) If the traffic light is green, vehicles exiting the parking lot must merge with traffic moving at, or near, the posted speed limit;
- d) Traffic at all three of these locations is known for back-ups. This condition and associated problems will worsen as McMinnville grows and traffic volume increases (McMinnville is projecting growth of approximately 33% in the next 20 years);
- e) Without the existing exit onto Third Street, traffic desiring to continue east on Third Street, or turn left at Third and Baker and go north on Baker Street will have to exit at one of the other out of direction exits and further impact traffic at these exits;
- f) Continued access onto Third Street has several important advantages. First, the traffic proceeding east from Adams Street onto Third Street is significantly less than on the other three streets and is also moving at a much slower speed having just turned east off of Adams Street. Second, the traffic exiting Applicant’s drive onto Third Street can then

proceed to the traffic light at Third and Baker Streets and then have a controlled movement to continue east on Third Street, or to make a left turn and proceed north on Baker Street;

- g) As future traffic loads on the other three streets increase, this exit out to Third Street will be used and even more beneficial to downtown traffic movement; and
- h) Finally, the traffic pattern and volume of Applicant's site is unique as to its location with three sides abutted by major arterials. The Third Street access is the best mitigation of traffic from this unique site.

Criteria 17.59.040 A.3.b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein.

Applicant currently has parking on its site that abuts the south at the proposed 18 parking spaces which are located in the northwest quarter of Applicant's property. This existing parking has been on the site since 1974 and has been and is now served by the existing driveway which runs northerly to Third Street. In effect, Applicant is seeking an approximate 30 foot westerly relocation of this existing access to Third Street. The question then becomes, is it a new use requiring a waiver, or approval of a relocation of an existing use? Applicant believes it is the latter. Either way, the impact of continuing an existing use does not create a new impact, rather a continuation of the status quo. In addition, the net effect of the proposed site plan results in the elimination of two driveway accesses on Third Street and one on Baker Street and 120 feet of current parking lot frontage.

Finally, Applicant would provide appropriate historical objects of art to be located on each side of the exit, or as otherwise appropriate, to minimize the impact of this exit onto Third Street. Continuing the exit onto Third Street best satisfies the requirements of MMc Section 17.59.040(A)(3).

Criteria 17.59.040 A.3.c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter (Ord. 4797 §1, 2003).

The proposed site plan results in a reduction from approximately 160 feet of the south side of the Third Street from Baker to Adams, being used for a parking lot and Third Street access to 12 feet of Third Street access. If the proposed building were to be located elsewhere on the block, all of these impacts on Third Street would continue.

3. Landscaping near surface parking lot.

Applicant believes it has adequately addressed and has met the circumstances necessary to support this waiver. See pages 12-14 of Applicant's Land Use Application Revised August 01, 2019. Applicant would again stress the significant numbers of employees, and also customers who use these parking lots and drive extended and four door pickups which require significant maneuvering space.

4. Glazing requirements.

Applicant believes it has adequately addressed and has met the circumstances necessary to support this Waiver. See pages 5-9 of Applicant's Land Use Application Revised August 01, 2019. Applicant reserves the opportunity to submit further information.

5. Awning materials.

Applicant supplements Section 1, 17.59.070 Awnings, Subpart D, on page 14 of its Downtown Design Review Application as follows:

McMinnville ordinance at Section 17.06.05 (General Definitions) provides as follows:

Awning – A secondary covering attached to the exterior wall of a building. The location of an awning on a building may be above a window, a door, or over a sidewalk. An awning is often painted with information as to the name of the business, thereby acting as a sign, in addition to providing protection from weather.

Clearly, McMinnville's definition of an awning allows for the flat awning proposed by Applicant.

McMinnville's ordinance in its section of Design Standards for awnings provides:

D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal, or plastic awnings is prohibited.

The standards in this section D would apply, and are consistent with a sloped awning. The materials, such as are proposed in section D, clearly will not work for allowed flat awnings as proposed by Applicant as they will impound water, which will cause them to sag and collect more water until the water will ultimately spill over – potentially onto pedestrians. The opposite result of what an awning should accomplish.

The committee's role in case of such a drafting oversight, that is materials which are not intended for an allowed flat awning, is to grant such a waiver as will to effectuate the use of an appropriate material.

The design alternative for this Applicant is to eliminate the awnings to the detriment of pedestrians.

Applicant points out the committee's waiver an allowance of metal for the Taylor Dale Building as an example of an appropriate waiver.

Applicant believes it has adequately addressed and has met the circumstances necessary to support this waiver. See pages 14-16 of Applicant's Land Use Application Revised August 01, 2019.

Chuck Darnell

From: Kelley Wilson <kelley@sumdesignstudio.com>
Sent: Wednesday, August 7, 2019 11:38 AM
To: Heather Richards; Jim Schlotfeldt
Cc: Chuck Darnell; Jeannette Mayer; Christian Sterner; Matt Loosemore
Subject: RE: Design Review submittal
Attachments: First Fed - trash pickup design approval.pdf

This message originated outside of the City of McMinnville.

Chuck and Heather,
Per your request on the Completeness Letter we have received approval from Recology on our proposed trash/recycling pickup configuration. Please see the attached email from Recology.

Thank you.

Kelley Wilson
project manager/architect

sum DESIGN STUDIO + architecture

From: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>
Sent: Friday, August 2, 2019 4:51 PM
To: Jim Schlotfeldt <JSchlotfeldt@firstfedweb.com>
Cc: Kelley Wilson <kelley@sumdesignstudio.com>; Chuck Darnell <Charles.Darnell@mcminnvilleoregon.gov>; Jeannette Mayer <JMayer@firstfedweb.com>; Christian Sterner <christian@sumdesignstudio.com>; Matt Loosemore <matt@sumdesignstudio.com>
Subject: Re: Design Review submittal

Hi Jim,

We will look at your revised submittal next week and get back to you on whether it is complete to bring to the August HLC meeting.

Heather Richards, PCED
Planning Director
231 NE Fifth Street
McMinnville, OR 97128

503-474-5107 (work)
541-604-4152 (cell)

On Aug 2, 2019, at 4:36 PM, Jim Schlotfeldt <JSchlotfeldt@firstfedweb.com> wrote:

This message originated outside of the City of McMinnville.

Kelley Wilson

From: Rich Kuehn <rkuehn@westernoregonwaste.com>
Sent: Wednesday, August 7, 2019 11:24 AM
To: Kelley Wilson
Cc: Christian Sterner; KnightC@aks-eng.com
Subject: RE: First Federal Savings and Loan, McMinnville - new building

Good morning Kelley,

I have reviewed the site plans. While we strive with new construction to have trash and recycling enclosures sited in such a manner that we can directly stab the containers vs. our driver having to wheel them out of the enclosure by hand, we understand this is not always possible. This enclosure design and dimensions should work for a building of this size. Based on a few other businesses of like size in the area they will most likely need a 4 yard trash, 6 yard OCC, and (4-6) 90 gallon carts for commingled recycling. Please let me know if you have any further questions.

Thank you,

Rich Kuehn
Operations Manager

Recology™ Western Oregon
1850 NE Lafayette Avenue | McMinnville, OR 97128
T: 503.472.3176 | F: 503.474.4843 | rkuehn@recology.com

WASTE ZERO
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Recologize = WASTE ZERO
The Best and Highest Use of All Resources!

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From: Kelley Wilson [<mailto:kelley@sumdesignstudio.com>]
Sent: Wednesday, July 31, 2019 10:40 AM
To: *RWO Info <RWOinfo@recology.com>
Cc: Christian Sterner <christian@sumdesignstudio.com>; Chris Knight <KnightC@aks-eng.com>
Subject: First Federal Savings and Loan, McMinnville - new building

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

We are the architects working on the design of a new building for First Federal S&L in McMinnville. The new building will be on the same site as their current buildings at 118 NE Third Street. The current buildings will be demolished.

I would like to confirm the location and access to the trash enclosure we are currently showing. I would also like to confirm the size of the enclosure. It is 10 feet deep and 15'4" wide. We have not determined the size of dumpster so if you could suggest an appropriate size for this 30,000 SF/100 employees office building it would be appreciated. Please see the attached site plan.

Thank you and please call if you have any questions or would like to discuss the project.

Kelley Wilson
project manager/architect

sum DESIGN STUDIO + architecture
231 SE 12th Avenue
office 503 715 5847 | ext. 111
cell 503 282 1400

Jim Schlotfeldt

From: KNECHT Casey <Casey.KNECHT@odot.state.or.us>
Sent: Thursday, May 30, 2019 4:04 PM
To: Christian Sterner
Cc: Kelley Wilson; EARL Robert; WAKEM Jordan
Subject: RE: McMinnville First Federal Savings and Loan

RECEIVED

AUG 22 2019

COMMUNITY DEVELOPMENT
CENTER

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Christian,

Jurisdiction of highways within city limits is a little tricky. For this section of OR-99W, ODOT has curb-to-curb jurisdiction. Everything beyond the curbline is city controlled. Well, except for ADA ramps and driveways, since those are access points to the highway. There are a few things ODOT would still be concerned about like sight distance at the corner, oversized vehicle clearance, etc. But none of that appears to be affected by the design proposal.

Long story short, this is a question for the city.

Thanks,

Casey Knecht, P.E.

Development Review Coordinator | ODOT Region 2
885 Airport Rd SE, Bldg P | Salem OR 97301
503-986-5170 | casey.knecht@odot.state.or.us

From: Christian Sterner [mailto:christian@sumdesignstudio.com]
Sent: Thursday, May 30, 2019 11:35 AM
To: KNECHT Casey
Cc: Kelley Wilson
Subject: McMinnville First Federal Savings and Loan

Hi Casey,

We are designing the bank and their offices at the corner of NE Baker and NE Third and have an overhang over the sidewalk on NE Baker. The overhang starts at 15'-0" and extends 3'-8" there and at the roof is 4'-0" in the same footprint, please see site plan and elevations calling this area out for you. The rendering has NE Baker on the left (where the overhang is) and NE Third on the right. The overhang allows for the bank's tight program of interior spaces and engages the corner in an attractive way. Since NE Baker is one of the streets controlled by ODOT, can you please let me know if there are any issues with this overhang? Thanks very much!

Christian Sterner
sum DESIGN STUDIO + architecture
231 SE 12th Ave.
Portland, OR 97214
503.715.5847 x112

GREEN FENCE EXAMPLES

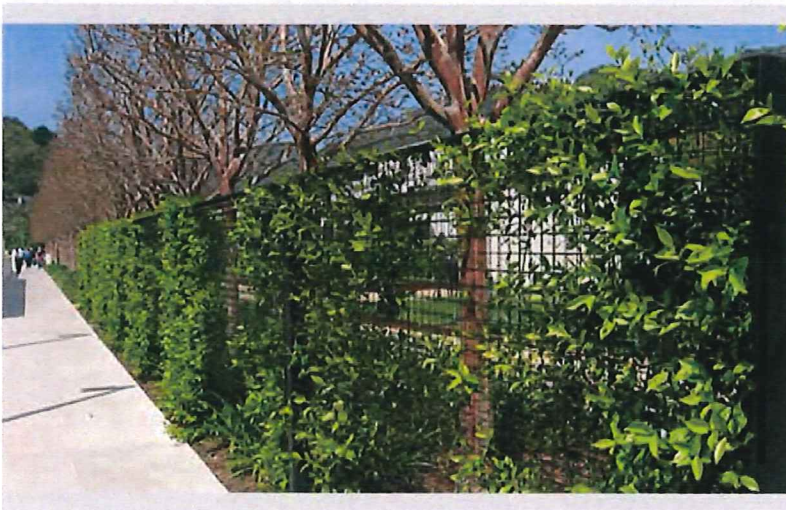


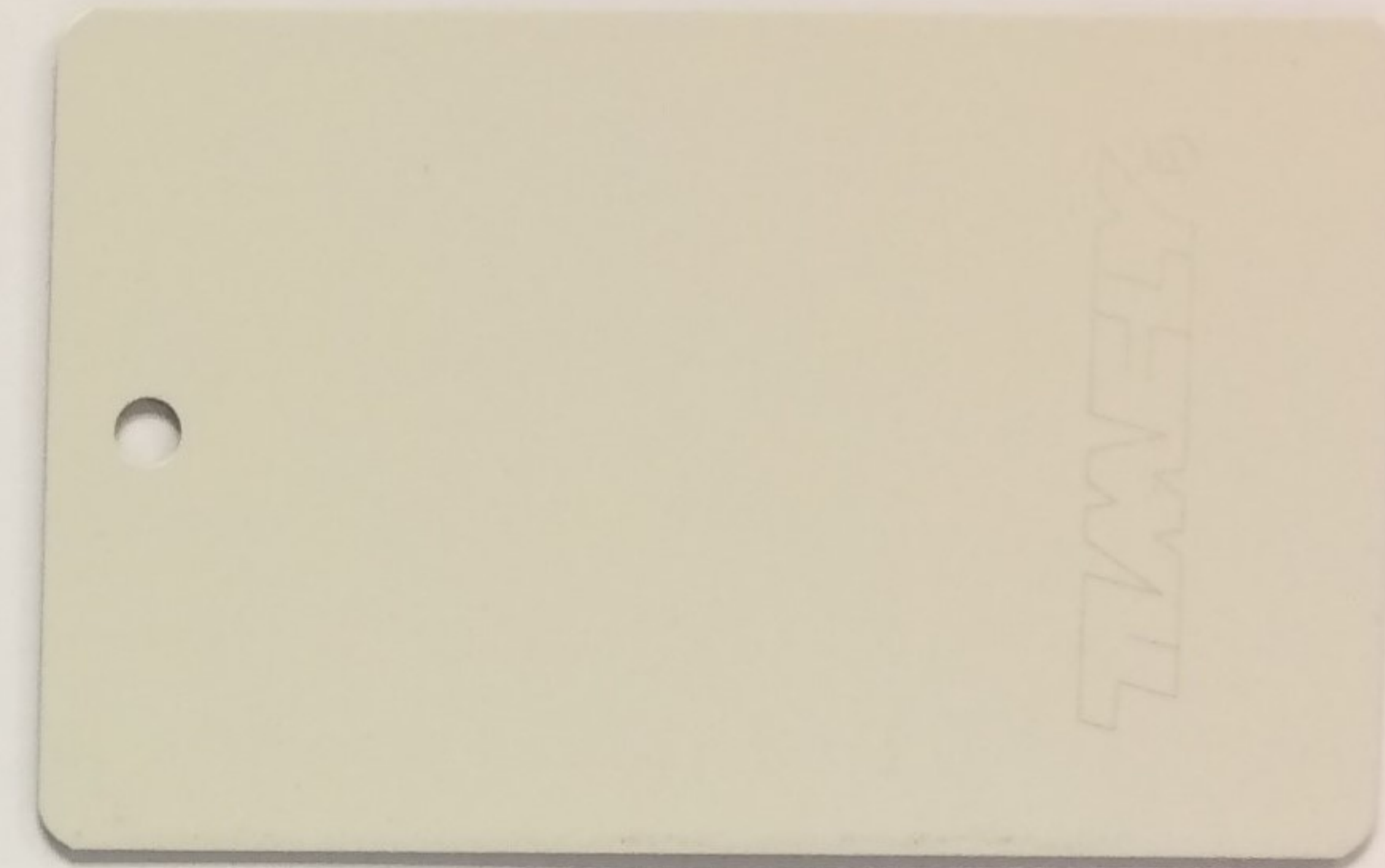
EXHIBIT D



WOOD AT UNDERSIDE OF SOFFITS



METAL AT WINDOWS, SUNSHADES
AND EXPOSED FLASHING



METAL AT CORNICE CAP
AND BOTTOM OF GLAZED CORNER ROOM



BRICK



STONE

NOT FOR
CONSTRUCTION

231 se 12th avenue
portland, oregon 97214
sumdesignstudio.com
503 715 5847 ph | fax

100% DESIGN DEVELOPMENT SET
August 29, 2019

IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, OR ELECTRONICALLY, OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL CONTROL.

PROJECT NUMBER:	19004
PLOT DATE:	19-0827
TEAM:	.

REVISION LOG:

A blank grid consisting of 10 columns and 5 rows, intended for drawing a picture.

SHEET:

COVER SHEET

A0.01

EXHIBIT C1

118 NE THIRD STREET, MCMINNVILLE, OREGON

NEW CONSTRUCTION OF A 3 STORY OFFICE BUILDING.

RAYBORN'S PLUMBING, INC.
19990 SW CIPOLE ROAD
TUALATIN, OR 97062
CONTACT: PAT LARSON
PHONE: (503) 692-4139

PROJECT ADDRESS: 118 NE THIRD STREET
McMINNVILLE, OREGON 97128

12903 SW HERMAN RD., 31E 100
TUALATIN, OR 97062
CONTACT: CHRIS KNIGHT
PHONE: 503-563-6151

GEOPACIFIC ENGINEERING, INC.
14835 SW 72ND AVE.
PORTLAND, OR 97224
CONTACT: BEN ANDERSON, P.E.
PHONE: 503-598-8445

DEFERRED SUBMITTAL APPROVAL

THE SYSTEMS LISTED BELOW WILL BE CONSTRUCTED USING A DESIGN/BUILD APPROACH. INFORMATION REGARDING DESIGN/BUILD SYSTEMS INCLUDED IN THIS SET OF DRAWINGS ARE PRELIMINARY TO PROVIDE A BASIS FOR BIDDING AND PLANNING. DESIGN DRAWINGS FOR THE SYSTEMS LISTED BELOW ARE TO BE PROVIDED BY THE CONTRACTOR AND SHALL BE DEFERRED SUBMITTAL. DRAWINGS, DEFERRED SUBMITTAL DRAWINGS REQUIRE REVIEW BY THE ARCHITECT AND APPROVAL BY THE AUTHORITY HAVING JURISDICTION PRIOR TO CONSTRUCTION.

1. THE PROCEDURE FOR DEFERRED SUBMITTAL IS AS FOLLOWS:
2. CONTRACTOR TO REVIEW AND PROVIDE SUBMITTAL STAMP OF APPROVAL.
3. DEFERRED SUBMITTAL SHALL BE SUBMITTED TO THE ARCHITECT FOR REVIEW.
4. FOLLOWING THE COMPLETION OF THE ARCHITECT'S REVIEW THE CONTRACTOR SHALL SUBMIT TO THE AUTHORITY HAVING JURISDICTION.
5. CONSTRUCTION WORK RELATED TO DEFERRED SUBMITTAL SYSTEMS SHALL NOT BE PERFORMED UNTIL THE DEFERRED SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE AUTHORITY HAVING JURISDICTION.

THE CONTRACTOR IS RESPONSIBLE FOR THE FOLLOWING DEFERRED SUBMITTALS:

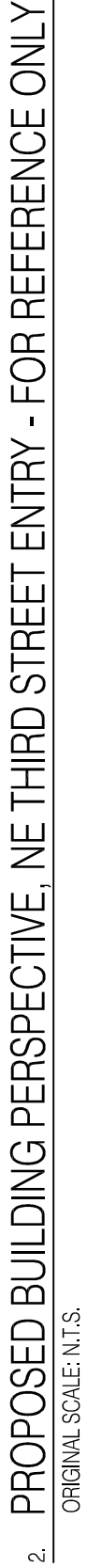
- FIRE ALARM SYSTEM
- FIRE SPRINKLER SYSTEM

DESIGN-BUILD COORDINATION

DESIGN BUILD SERVICES SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. FIRE ALARM (APPROVED FIRST BY GENERAL CONTRACTOR)
2. FIRE SPRINKLER SYSTEM

FINAL DESIGN, ENGINEERING, AND SHOP DRAWINGS SHALL BE SUBMITTED TO ARCHITECT FOR REVIEW PRIOR TO PROCEEDING. SHOP DRAWINGS SHALL INCLUDE ALL MATERIALS, CONFIGURATIONS, ATTACHMENTS, AND FINISHES



EXISTING CONDITIONS

DESIGNED BY: BRE
DRAWN BY: ROR
MANAGED BY: ROR
DATE: 2/7/2019
REGISTERED PROFESSIONAL LAND SURVEYOR
RENEWAL DATE: MAY 11, 2005
ROBERT D. RETIG
8072415
REVISIONS: 12/31/20

JOB NUMBER
7230
SHEET
C002

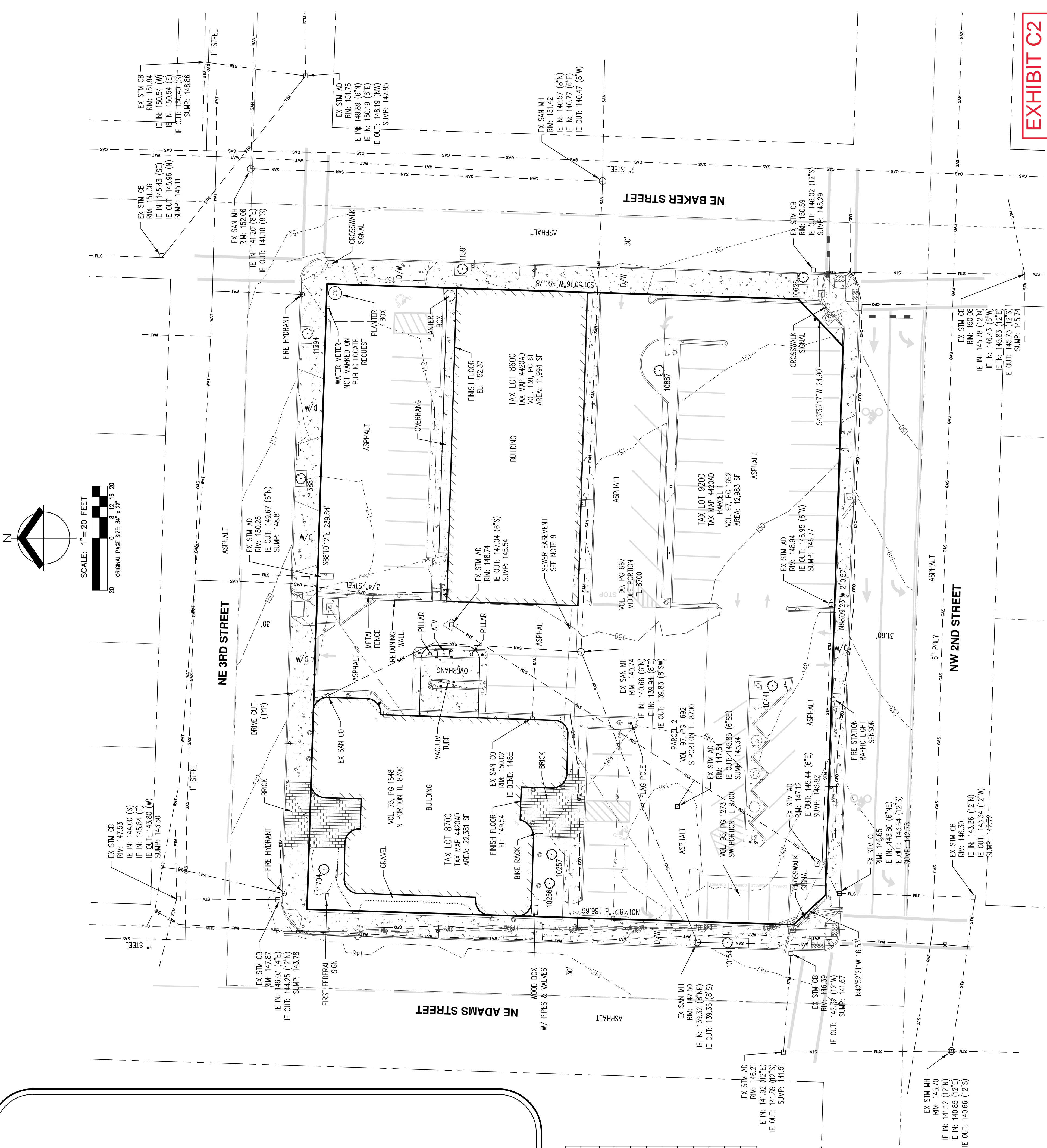


EXHIBIT C2

LEGEND

EXISTING

EXISTING

STORM DRAIN CLEAN OUT
STORM DRAIN CATCH BASIN
STORM DRAIN AREA DRAIN
STORM DRAIN MANHOLE
GAS METER
GAS VALVE
GUY WIRE ANCHOR
UTILITY POLE
POWER VAULT
POWER JUNCTION BOX
POWER PEDESTAL
COMMUNICATIONS VAULT
COMMUNICATIONS JUNCTION BOX
COMMUNICATIONS RISER

DECIDUOUS TREE
CONIFEROUS TREE
FIRE HYDRANT
WATER BLOWOFF
WATER METER
WATER VALVE
DOUBLE CHECK VALVE
AIR RELEASE VALVE
SANITARY SEWER CLEAN OUT
SANITARY SEWER MANHOLE
SIGN
STREET LIGHT
MAILBOX

EXISTING

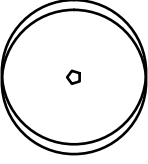
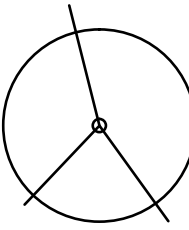
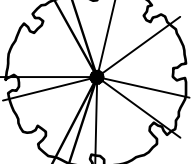





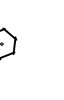


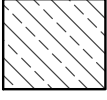
RIGHT-OF-WAY LINE
BOUNDARY LINE
PROPERTY LINE
CENTERLINE
DITCH
CURB
EDGE OF PAVEMENT
EASEMENT
FENCE LINE
GRAVEL EDGE
POWER LINE
OVERHEAD WIRE
COMMUNICATIONS LINE
FIBER OPTIC LINE
GAS LINE
STORM DRAIN LINE
SANITARY SEWER LINE
WATER LINE

GROUND LIGHT CAN
D/W
TL

TREE TABLE		
TREE NUMBER	TYPE	DBH (IN.)
10154	DECIDUOUS	15
10256	DECIDUOUS	6
10257	DECIDUOUS	6
10441	DECIDUOUS	6
10826	DECIDUOUS	10
10887	DECIDUOUS	8
11388	DECIDUOUS	14
11394	DECIDUOUS	7
11591	DECIDUOUS	14
11704	DECIDUOUS	6,6,7,9

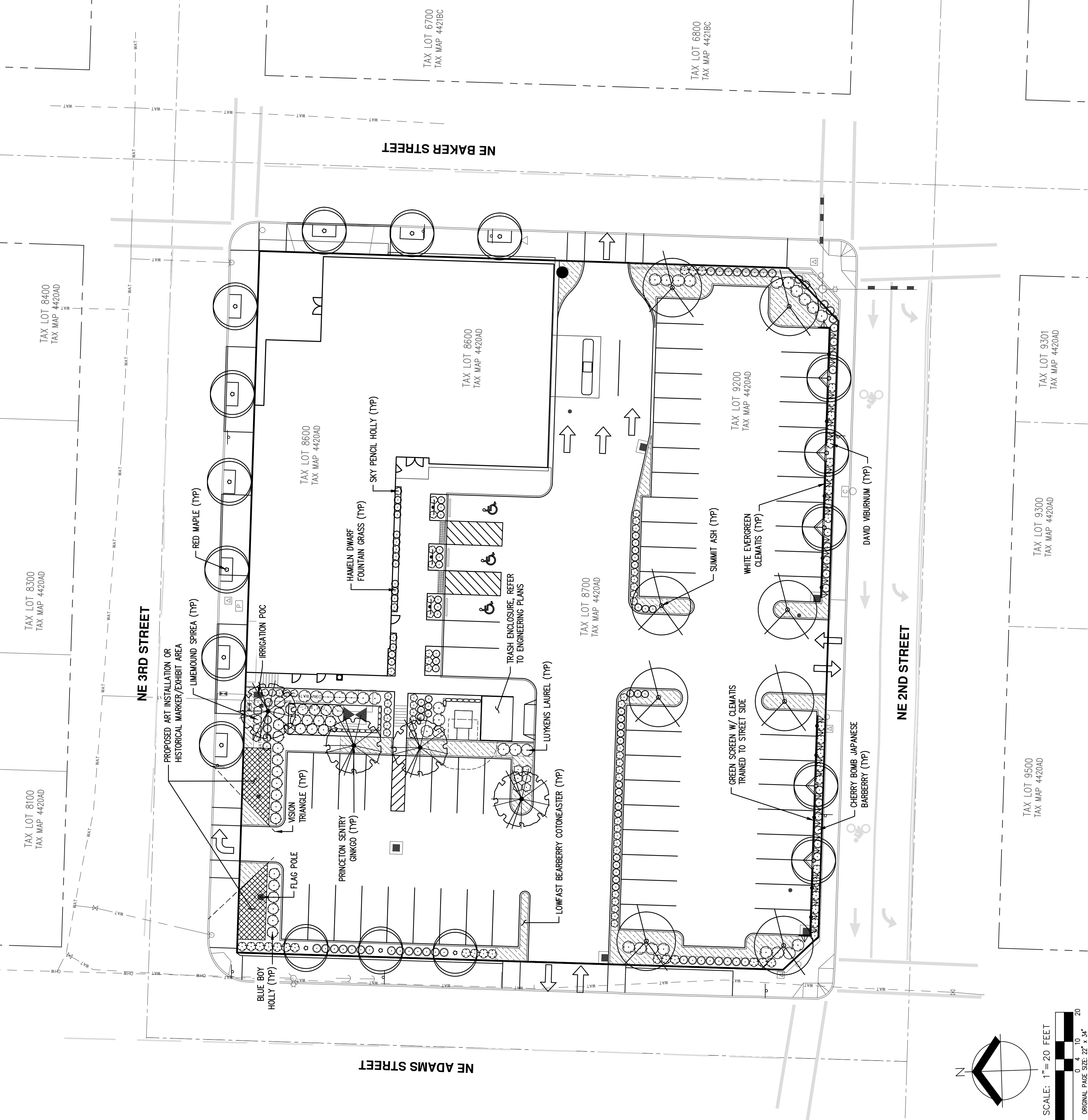
- NOTES:**
- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED BY OTHERS. PROVIDED PER UTILITY LOCATE TICKET NUMBER 18333435, 18333447, 18333452, AND 18333454. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
 - FIELD WORK WAS CONDUCTED DECEMBER 19-21, 2018.
 - VERTICAL DATUM: ELEVATIONS ARE BASED ON 3 CITY OF MC MINNVILLE VERTICAL BENCHMARKS AND A NGS VERTICAL BENCHMARK. A 3-1/2" BRASS DISK LOCATED IN A WINDOW SILL AT THE NE CORNER OF 5TH AND EVANS, NGS POINT ID = "E103". THE BRASS DISK ELEVATION = 157.16 PER CITY INFORMATION. THE 3 CITY MONUMENTS ARE LOCATED AT THE FOLLOWING LOCATIONS: THE CENTERLINE-CENTERLINE INTERSECTION OF 5TH AND DAVIS, ELEVATION = 154.06; THE CENTERLINE-CENTERLINE INTERSECTION OF 2ND AND EVANS, ELEVATION = 152.65; AND THE CENTERLINE-CENTERLINE INTERSECTION OF 2ND AND GALLOWAY, ELEVATION = 158.03. ELEVATIONS ARE BASED ON NGVD 29 DATUM.
 - THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY TO BE RECORDED WITH THE COUNTY. BOUNDARIES MAY BE PRELIMINARY AND SHOULD BE CONFIRMED WITH THE STAMPING SURVEYOR PRIOR TO RELYING ON FOR DETAILED DESIGN OR CONSTRUCTION.
 - SURVEY IS ONLY VALID WITH SURVEYOR'S STAMP AND SIGNATURE.
 - BUILDING FOOTPRINTS ARE MEASURED TO SIDING UNLESS NOTED OTHERWISE. CONTACT SURVEYOR WITH QUESTIONS REGARDING BUILDING TIES.
 - CONTOUR INTERVAL IS 1 FOOT.
 - TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN. TREE DIAMETERS WERE DETERMINED BY VISUAL INSPECTION. TREE INFORMATION IS SUBJECT TO CHANGE UPON ARBORIST INSPECTION.
 - THERE IS AN EXISTING SEWER EASEMENT THAT DOES NOT FOLLOW THE EXISTING SEWER LINE. THE EASEMENT DESCRIBES A CENTERLINE BUT NO SPECIFIC WIDTH. THIS IS DESCRIBED IN FOUR SEPARATE DOCUMENTS IN BOOK 100, PAGES 570-573.

PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	17	ACER RUBRUM 'BOWHALL RED'	RED MAPLE	2" CAL B&B	AS SHOWN
	8	FRAXINUS PENNSYLVANICA 'SUMMIT'	SUMMIT ASH	2" CAL B&B	AS SHOWN
	4	GINKGO BILOBA 'PRINCETON SENTRY'	PRINCETON SENTRY GINKGO	2" CAL B&B	AS SHOWN
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	55	BERBERIS THUNBERGII 'MONOMB'	CHERRY BOMB JAPANESE BARBERRY	2 GAL CONT.	36" o.c.
	58	ILEX CREMATA 'SKY PENCIL'	SKY PENCIL JAPANESE HOLLY	2 GAL CONT.	30" o.c.
	30	ILEX X MESEREAKE 'BLUE BOY' TM	BLUE BOY HOLLY	5 GAL CONT.	48" o.c.
	55	PENNSETUM ALOPECUROIDES 'HAMELN'	HAMELN DWARF FOUNTAIN GRASS	1 GAL CONT.	30" o.c.
	32	PRUNUS LAUROCEASUS 'OTTO LUYKEN'	LUYKENS LAUREL	3 GAL CONT.	48" o.c.
	11	SPRAEA X BUMALDA 'LIMEMOUND' TM	LIMEOUND SPIREA	2 GAL CONT.	36" o.c.
	41	VIBURNUM DAVIDII	DAVID VIBURNUM	2 GAL CONT.	36" o.c.
VINES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	33	CLEMATIS X CARTMANI 'AVALANCHE'	WHITE EVERGREEN CLEMATIS	1 GAL CONT.	24" o.c.
GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	APPROX. 2,147 SF	COTONEASTER DAMMER 'LOWFAST'	LOWFAST BEARBERRY COTONEASTER	1 GAL CONT	36" o.c.

GENERAL NOTES:

- LANDSCAPING AS SHOWN IS INTENDED TO SHOW DESIGN INTENT AND PORTRAY THE CHARACTER OF THE SITE. PLANT SPECIES, SIZES, SPACING, QUANTITIES, CONDITION, ETC. MAY BE REVISED PRIOR TO FINAL SUBMITTAL, WHERE ALLOWABLE UNDER THE CITY OF MCMINNVILLE'S DESIGN STANDARDS.
- NO STREET TREE SHALL BE PLANTED WITHIN 10' OF ANY FIRE HYDRANT, UTILITY POLE, SANITARY SEWER, STORM SEWER OR WATER LINES, OR WITHIN 20' OF ANY STREET LIGHT STANDARDS OR STREET INTERSECTIONS, OR WITHIN 5' OF ANY PRIVATE DRIVEWAY OR ALLEY; OR AS REQUIRED BY THE CURRENT EDITION OF THE CITY'S DESIGN STANDARDS. ADJUST PLANTING ON SITE AS NECESSARY TO AVOID CONFLICTS WITH UTILITIES, METERS, LIGHTS, DRIVEWAY LOCATIONS, ETC.
- STREET TREES ALONG NE ADAMS STREET ARE PROPOSED BEHIND THE SIDEWALK TO AVOID DRY UTILITY LINES, INCLUDING POWER, CURRENTLY RUNNING UNDER THE SIDEWALK. STREET TREES ALONG NE 2ND STREET ARE PROPOSED BEHIND THE SIDEWALK TO MAINTAIN FULL ADA ACCESS ALONG THE SIDEWALK.
- LANDSCAPING SHALL CONFORM TO APPLICABLE CITY OF MCMINNVILLE'S LANDSCAPE DESIGN STANDARDS AND TO AMERICAN STANDARDS FOR NURSERY STOCK (ANSI Z60.1). CURRENT EDITION. PLANT MATERIALS SHALL BE HEALTHY, EVENLY BRANCHED AND TYPICAL FOR THEIR SPECIES, CONFORMING TO SIZE AND QUALITY GRADE REQUIREMENTS LISTED IN THESE STANDARDS.
- LANDSCAPING SHALL BE WATERED BY MEANS OF AN UNDERGROUND IRRIGATION SYSTEM OR AS OTHERWISE APPROVED AND CONTINUALLY MAINTAINED TO PRESENT A NEAT AND ORDERLY APPEARANCE. IRRIGATION SHALL UTILIZE WATER-SAVING TECHNOLOGY (WEATHER BASED CONTROLLER, WATER EFFICIENT SPRAY HEADS, ETC.) WHERE FEASIBLE.
- MULCH: DARK HEMLOCK OR FIR BARK MULCH, MEDIUM GRIND, SHALL BE USED UNDER ALL PLANT MATERIAL FOR SOIL MOISTURE RETENTION AND WEED SUPPRESSION.
- THE PROPOSED GREEN SCREEN WILL BE INSTALLED INTEGRAL TO THE CURB ALONG THE PARKING LOT. THE SCREEN WILL BE 30" HIGH FROM THE TOP OF THE CURB AND HAVE CLEMATIS TRAINED TO GROW AND COVER THE METAL SCREEN.



FIRST FEDERAL SAVINGS & LOAN
118 NE THIRD STREET
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DESIGN DEVELOPMENT SET

IN THE EVENT CONTRACTS ARE DISAPPROVED BY THE ORIGINAL CONTRACTOR, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND ANY CITY OF THE DOCUMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND ANY CITY OF THE DOCUMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND ANY CITY OF THE DOCUMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

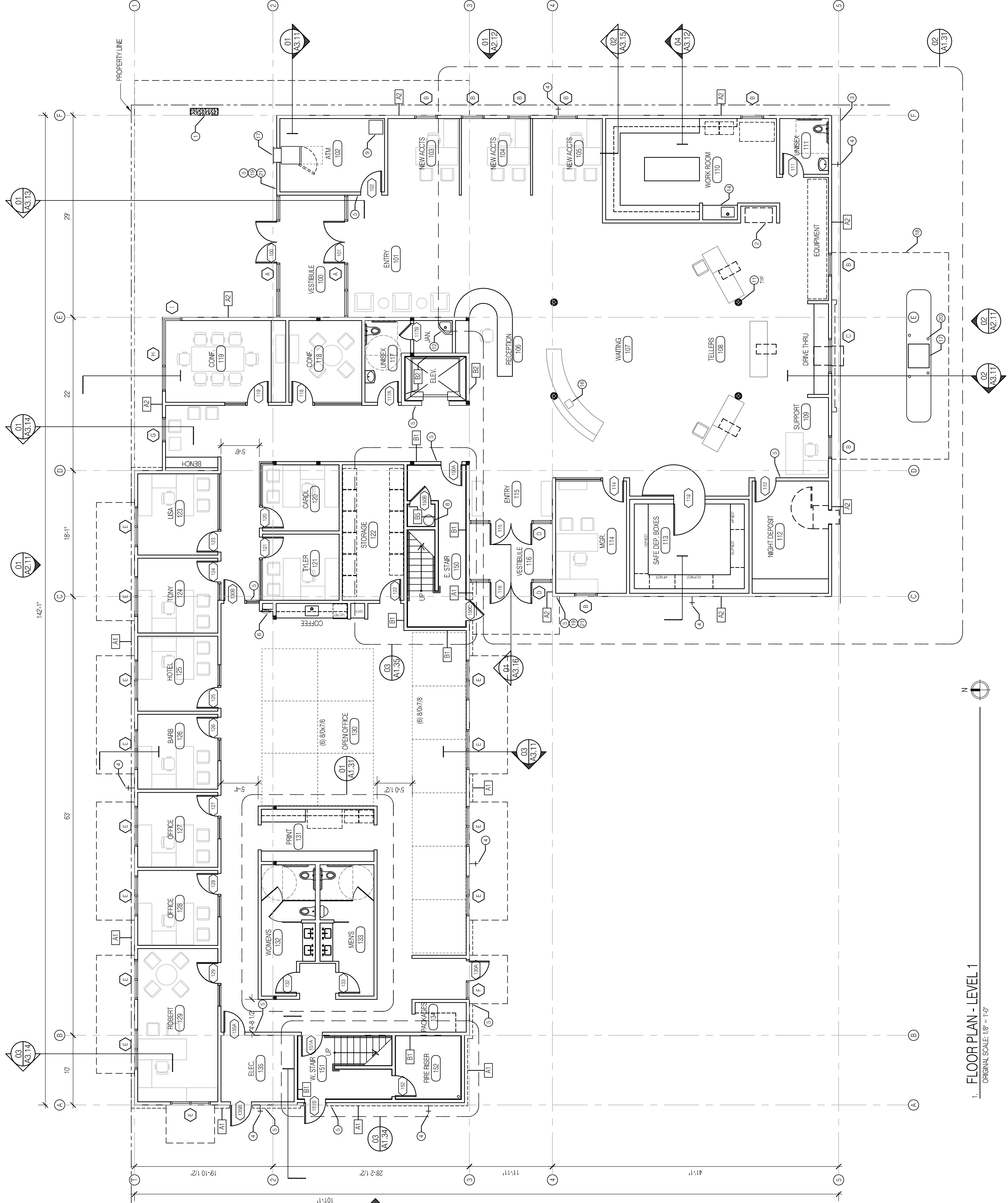
PROJECT NUMBER: 19014
PLOT DATE: 19-02-2020
TEAM:

PERSON LOG:	
04/01/2019	50% SD
05/01/2019	100% SD
06/01/2019	50% DD
08/01/2019	100% DD

SHEET:
PRELIMINARY
LANDSCAPING PLAN

L1

EXHIBIT C3



1. FLOOR PLAN - LEVEL 1
ORIGINAL SCALE: 1/8" = 1'-0"

FLOOR PLAN NOTES

- A. REFERENCE AS TO FOR ASSEMBLIES, INTERIOR WALL ASSEMBLIES ARE TYPE BA TYP, U.N.O.
- B. THERE SHALL BE NO EXPOSED PIPES, DUCTS, CONDUNIT, VENTS, ETC. ALL SUCH LINES SHALL BE CONCEALED OR FLURRED AND FINISHED, UNLESS NOTED AS EXPOSED CONSTRUCTION ON THE DRAWINGS
- C. ALL EXIT DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT USE OF ANY KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT
- D. DIMENSIONS ARE TO FACE OF FRAMING, FACE OF CONCRETE, GRIDLINES, OR CENTERLINE OF OBJECT, U.N.O.
- E. REFERENCE STRUCTURAL FOR SHEAR AND BEARING WALL LOCATIONS
- F. PROVIDE BACKING OR STRAPPING FOR ALL WALL MOUNTED ACCESSORIES, FURNISHINGS, AND EQUIPMENT. VERIFY WEIGHTS AND LOCATIONS
- G. REFER TO FINISH SCHEDULE FOR ALL FINISHES.
- H. REFER TO APPLIANCE & EQUIPMENT SCHEDULE FOR WINDOW TREATMENT SPEC AND LOCATIONS.
- I. NOT ALL KEYNOTES ARE USED ON ALL PLANS.

SHEET KEY

- 100 DOOR / DOOR SYMBOL - SEE SHEET AS.11 FOR TYPES
- X WINDOW / WINDOW SYMBOL - SEE SHEET AS.10 FOR TYPES
- X ASSEMBLY TAG, SEE AS.10 AND AS.11

KEYNOTES

- 1. CONCRETE COLUMN
- 2. COIN COUNTER
- 3. CONCRETE CURB AT DRIVE THROUGH-SEE SITE PLAN AND CIVIL DRAWINGS
- 4. HOSE BIBB
- 5. CARD READER, VERIFY LOCATION W/ OWNER
- 6. WATER BOTTLE FILLING STATION WITH INTERNAL CHILLER
- 7. EXHAUST SHAFT
- 8. WATER HEATER MOUNTED HIGH
- 9. IDENTIFY BACK, SEE ELECTRICAL
- 10. RECESSED FIRE EXTINGUISHER CABINET, COORDINATE LOCATION W/ FIRE MARSHAL
- 11. STRUCTURAL POST
- 12. MOP SINK, SEE MEP, VERIFY REOD CLEARANCES
- 13. PROVIDE WATER LINE FOR ICE MAKER AND REFRIGERATOR
- 14. COFFEE STATION, PROVIDE WATER LINE
- 15. SINK W/ GARBAGE DISPOSAL
- 16. GLASS FILLER OR WATER STATION AND SINK
- 17. ATM
- 18. DRIVE-THRU CANOPY
- 19. DOOR ACTUATOR BUTTON, VERIFY LOCATION W/ ARCH
- 20. CONIC FILLED STEEL BOLLARDS, VERIFY REOD HT AND LOCATIONS, SEE DETAIL
- 21. LOCK BOX, COORDINATE LOCATION W/ FIRE MARSHAL
- 22. AREA OF DEPRESSED SLAB FOR INSET CARPET, SEE FINISH PLAN
- 23. CONIC SLAB CONTROL JOINTS AT BLDG INTERIOR, LOCATE ON GRID LINES, TYP, CONTROL JOINTS NOT SHOWN FOR CLARITY
- 24. MINIMUM WALL OR EQUAL

NOT FOR
CONSTRUCTION

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118 NE THIRD STREET
McMINNVILLE, OREGON 97128
100% DESIGN DEVELOPMENT SET
August 29, 2019

IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE FURNISH, FINISH AND EQUIP. SCHEDULES, THE FURNISH, FINISH AND EQUIP. SCHEDULES SHALL PREVAIL. THE FURNISH, FINISH AND EQUIP. SCHEDULES SHALL BE THE BASIS FOR THE CONSTRUCTION OF THE PROJECT. THE FURNISH, FINISH AND EQUIP. SCHEDULES SHALL BE THE BASIS FOR THE CONSTRUCTION OF THE PROJECT. THE FURNISH, FINISH AND EQUIP. SCHEDULES SHALL BE THE BASIS FOR THE CONSTRUCTION OF THE PROJECT.

PROJECT NUMBER: 19004
PLOT DATE: 03-08-27
TEAM:
REVISION LOG:

SHEET:
FLOOR PLAN -
LEVEL 1




EXHIBIT C5

A1.11

FLOOR PLAN NOTES

- A. REFERENCE TO/IN FOR ASSEMBLIES, INTERIOR WALL ASSEMBLIES AND
TYPE B, TIE, L.U.O.
- B. THERE SHALL BE NO EXPOSED PIPES, DUCTS, CONDUIT, VENTS, ETC.
ALL SUCH LINES SHALL BE CONCEALED OR FIRED AND FINISHED.
UNLESS NOTED AS EXPOSED CONSTRUCTION ON THE DRAWINGS.
- C. ALL EXIST DOORS SHALL BE CREPEABLE FROM THE INSIDE WITHOUT USE
OF ANY KEY OR ANY SPECIAL KNOWLEDGE OR FORCE.
- D. DIMENSIONS ARE TO FACE OF FRAMING, FACE OF CONCRETE,
GROUNDLINE OR CENTERLINE OF OBJECT, UNLESS
NOTED OTHERWISE.
- E. REFERENCE STRUCTURAL FOR SHEAR AND BEARING WALL LOCATIONS
AND FOR WALL LOCATIONS.
- F. PROVIDE BRACING OR STRAPPING FOR ALL WALL MOUNTED
ACCESSORIES, FURNISHINGS, AND EQUIPMENT, VERIFY WEIGHTS AND
LOCATIONS.
- G. REFER TO FINISH SCHEDULE FOR ALL FINISHES.
- H. REFER TO APPEARANCE & EQUIPMENT SCHEDULE FOR WINDOW
TREATMENT SPEC AND LOCATIONS.
- I. NOT ALL KEYNOTES ARE USED ON ALL PLANS.

SHEET KEY

- | | |
|---|--|
|  | DOOR / DOOR SYMBOL - SEE SHEET A6.11 FOR TYPES |
|  | WINDOW / WINDOW SYMBOL - SEE SHEET A6.10 FOR TYPES |
|  | ASSEMBLY TAG, SEE A5.10 AND A5.11 |

KEYNOTES ⊗ ⊗

1. CONCRETE COLUMN
2. COIN COUNTER
3. CONCRETE CURB AT DRIVE THROUGH/SEE SITE PLAN AND CIVIL DRAWINGS
4. HOSE BIBB
5. CARD READER, VERIFY LOCATION w/ OWNER
6. WATER BOTTLE FILLING STATION WITH INTERNAL CHILLER
7. EXHAUST SHIRT
8. WATER HEATER, MOUNTED HIGH
9. ID#/MDF RACK, SEE ELECTRICAL
10. RECESSED FIRE EXTINGUISHER CABINET, COORDINATE LOCATION w/ FIRE MARSHAL
11. STRUCTURAL POST
12. MOP SINK, SEE MEP, VERIFY REO CLEARANCES
13. PROVIDE WATER LINE FOR ICE MAKER AND REFRIGERATOR
14. COFFEE STATION, PROVIDE WATER LINE
15. SINK w/ GARBAGE DISPOSAL
16. GLASS FILLER OR WATER STATION AND SINK
17. ATM
18. DRIVE THRU CANOPY
19. DOOR ACTUATOR BUTTON, VERIFY LOCATION w/ ARCH
20. CONC. FILLER STEEL BOLLARDS, VERIFY REO HT AND LOCATIONS, SEE DETAIL
21. LOCK BOX, COORDINATE LOCATION w/ FIRE MARSHAL
22. AREA OF COMPRESSED SLAB FOR INSET CARPET, SEE FINISH PLAN
23. CONC. SLAB CONTROL JOINTS AT BULKHEAD INTERIOR, LOCATE ON GRID LINE, VERIFY CONTROL JOINTS NOT SHOWN OR CLASH
24. MANWALL, OPERABLE WALL OR EQUAL

1. FLOOR PLAN - LEVEL 2
ORIGINAL SCALE: 1/8" = 1'-0"

SHEET:
FLOOR PLAN -
LEVEL 2

sum
DESIGN STUDIO
+ architecture

231 se 12th avenue
portland, oregon 97214
sumdesignstudio.com
503 715 5847 ph | fax

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CONSTRUCTION

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18 NE THIRD STREET
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August 29, 2019

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[illegible]

EXHIBIT C6

A1.12

DESIGN STUDIO
+ architecture

231 se 12th avenue
portland, oregon 97214
sumdesignstudio.com
503 715 5847 ph | fax

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CONSTRUCTION

KEYNOTES ⊗

1. ROOFTOP MECHANICAL UNITS. SEE MECHANICAL PLANS.
2. ROOF HATCH. SEE DETAIL ____.
3. ROOF DRAIN WITH OVERFLOW. SEE DETAIL ____.
4. ROOF OVER DRIVE THROUGH BEYOND ____.
5. CRICKET AS REQUIRED FOR DRAINAGE.
6. SCREENING FOR MECHANICAL UNITS. SEE DETAIL ____.

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August 29, 2019

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August 29, 2019

August 29, 2019

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THE USE OF THESE PLANS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED & PUBLICATION THEREOF IS EXPRESSLY LIMITED TO SUCH USE. REPRODUCTION, PUBLICATION OR THE USE OF THESE PLANS AND SPECIFICATIONS FOR ANY OTHER PURPOSES, WITHOUT THE WRITTEN CONSENT OF THE ENGINEER, IS PROHIBITED. ANY REUSE OF THESE PLANS AND SPECIFICATIONS SHALL CONSTITUTE FRAUDULENT CONDUCT AND THE ACCEPTANCE OF THESE RESTRICTIONS.

THE USE OF THESE PLANS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED & PUBLICATION THEREOF IS EXPRESSLY LIMITED TO SUCH USE. REPRODUCTION, PUBLICATION OR USE BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED. TITLE TO THE PLANS & SPECIFICATIONS REMAIN IN THE ARCHITECT WITHOUT PREJUDICE. VISUAL CONTACT WITH THESE PLANS & SPECIFICATIONS SHALL CONSTITUTE A WAIVER OF EVIDENCE OF THE ACCEPTANCE OF THESE RESTRICTIONS.

PROJECT NUMBER: 19004

PLOT DATE: 19-0827

TEAM:

REVISION LOG:

SHEET:

ROOF PLAN

EXHIBIT C8

A1.14





FIRST FEDERAL SAVINGS AND LOAN 100% DESIGN DEVELOPMENT RENDERING B
AUGUST 29, 2019



FIRST FEDERAL SAVINGS AND LOAN 100% DESIGN DEVELOPMENT RENDERING C
AUGUST 29, 2019



FIRST FEDERAL SAVINGS AND LOAN 100% DESIGN DEVELOPMENT RENDERING D
AUGUST 29, 2019



EXHIBIT D4





FIRST FEDERAL SAVINGS AND LOAN 100% DESIGN DEVELOPMENT RENDERING E
AUGUST 29, 2019



FIRST FEDERAL SAVINGS AND LOAN 100% DESIGN DEVELOPMENT RENDERING F
AUGUST 29, 2019