



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

www.mcminnvilleoregon.gov

Historic Landmarks Committee
ZOOM Online Meeting
January 5, 2021 3:00 PM

*Please note that this meeting will be conducted
 Via Zoom meeting software due to the COVID-19 event.*

ZOOM Meeting: You may join online via the following link:

<https://mcminnvilleoregon.zoom.us/j/99639383178?pwd=NWQxNW1LM2szcFhLcU1lcGZuUHVIQT09>

Zoom Meeting ID: 996 3938 3178

Zoom Meeting Password: 903761

Or you can call in and listen via Zoom: 1-253-215-8782

| Committee Members | Agenda Items |
|----------------------------|---|
| Mary Beth Branch, Chair | <ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Action Items |
| John Mead, Vice-Chair | <ol style="list-style-type: none"> A. HL 4-20: Certificate of Approval for Alteration (Exhibit 1) 806 SE Davis Street B. HL 5-20: Certificate of Approval for Alteration (Exhibit 2) 225 NW Adams Street C. HL 7-20: Certificate of Approval for Alteration (Exhibit 3) 608 NE 3rd Street |
| Mark Cooley | |
| Joan Drabkin | |
| Hadleigh Heller | <ol style="list-style-type: none"> 4. Committee Member Comments 5. Staff Comments |
| Christopher Knapp | <ol style="list-style-type: none"> 6. 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 - STAFF REPORT

DATE: January 5, 2021
TO: Historic Landmark Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: PUBLIC MEETING: HL 4-20 (Certificate of Approval for Alteration) –
806 SE Davis 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 “Certificate of Approval for Alteration” land use application for alterations to the existing historic landmark and building located at 806 SE Davis Street (Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M.). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards. Per the McMinnville Municipal Code (MMC), the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Approval review. The applicants, David & Jori Whitting, are requesting the Certificate of Approval for Alteration approval. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 of the MMC. The Historic 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 806 SE Davis Street. The property identified as Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20

Attachment B: HL 4-20 Application Materials

Figure 1. Vicinity Map (Property Lines Approximate)

The existing building on the subject property is listed on the Historic Resources Inventory as a Significant resource (resource number B540). The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“A two-story wood frame home. Drop siding and corner boards. The roof is an off-center, double-cross gable on the south side; the back side of the house wasn’t viewed. Windows are paired, one-over-one, double-hung sash with cornice moulding. The small one-story gabled front porch has balustrades which flare outward.

The Latourette family was very important in the history of Linfield College. D.C. Latourette, probably the builder of this house, taught at the then McMinnville College from 1878-1880 and served on the Board of Trustees from 1889-1907.

Kenneth Latourette, his son, graduated from Linfield in 1904, became a professor at Yale and was a noted historian in the fields of Christianity and the Far East. Latourette Hall on Linfield’s Campus, was named for the family.”

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

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Attachment B: HL 4-20 Application Materials

“The proposed project consists of two areas of alteration to the existing home exterior: 1) removal of existing brick chimney on the back of the home, and 2) removal of two previously constructed additions on the rear of the home in order to enhance the outdoor space and return the home to a state more similar to original construction.

1. Chimney – the interior fireplace will be removed, necessitating removal of the original brick chimney which will no longer have adequate support. Chimney will be carefully removed from existing structure. Shiplap siding will be repaired using material from the two additions we seek to remove.
2. Removal of additions – The two porch addition structures will be entirely removed, and a new deck installed. The East facing exterior of the main home will be altered to include a horizontal window and a set of French doors to provide an exit outside and onto the deck. The North facing exterior will include a door for access to the garage/storage area. The existing roof line will be extended by approximately 3-4 feet to provide a covered walkway to allow for shelter from the elements when walking between the main home and the garage/storage area.”

Discussion:

The applicant has provided a rendering and elevation drawings identifying the alterations that would occur, should the Certificate of Approval for Alteration land-use application be approved. See Rendering (Figure 2) and Elevations (Figure 3) below.

Figure 2. Rendering



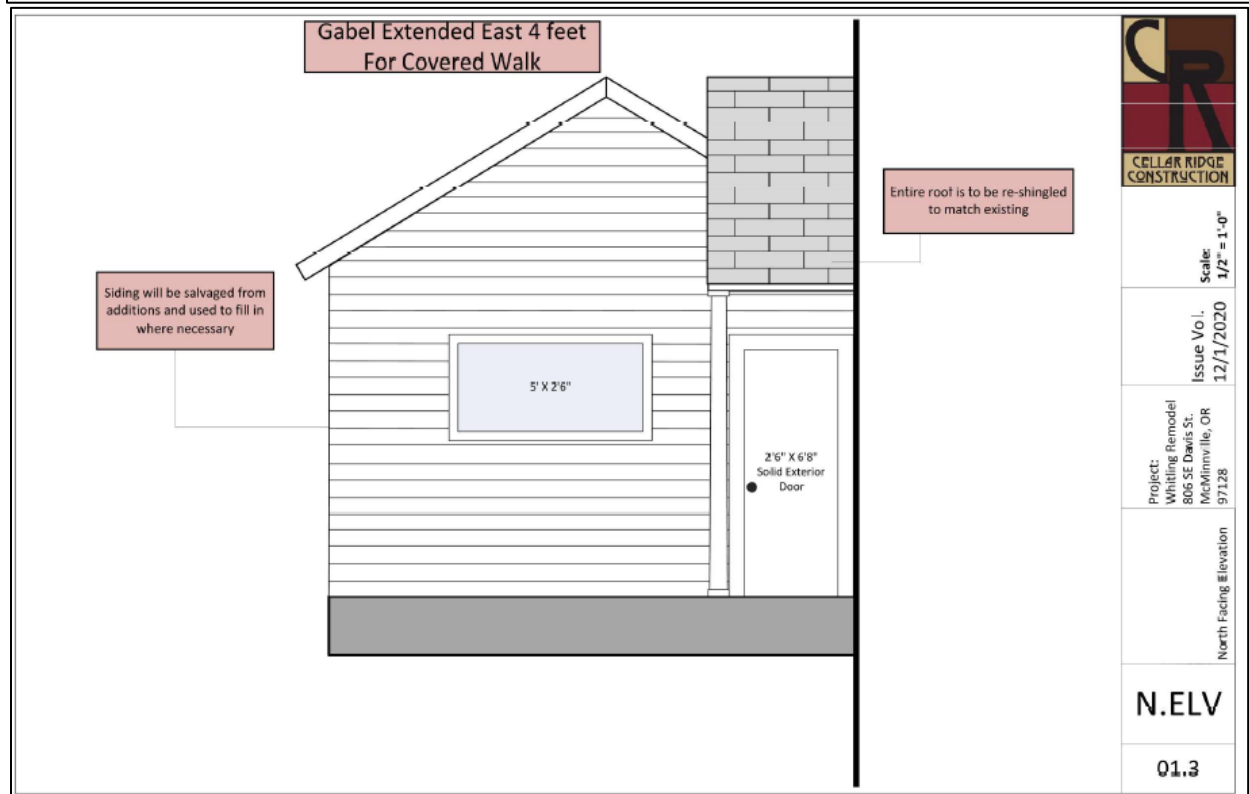
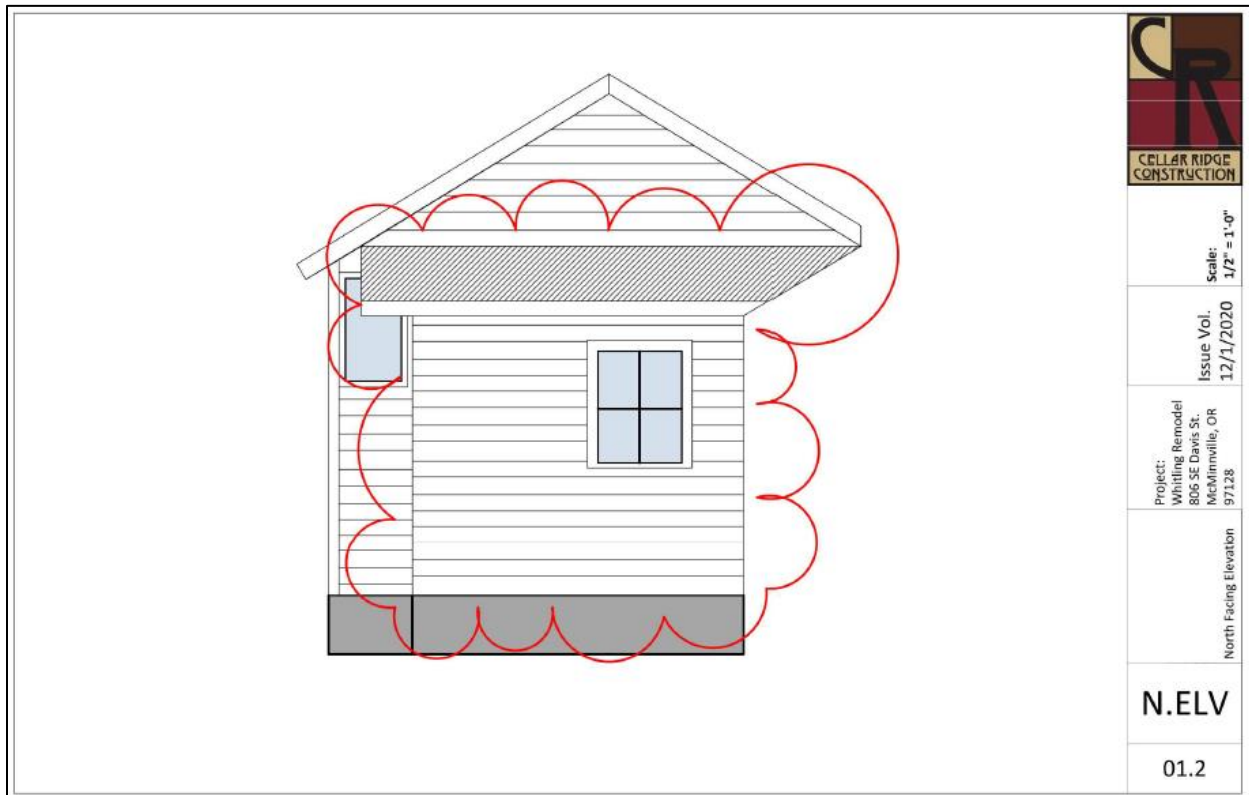
Figure 1: View from East of current structure (left) and proposed new profile after removal of additions (right)

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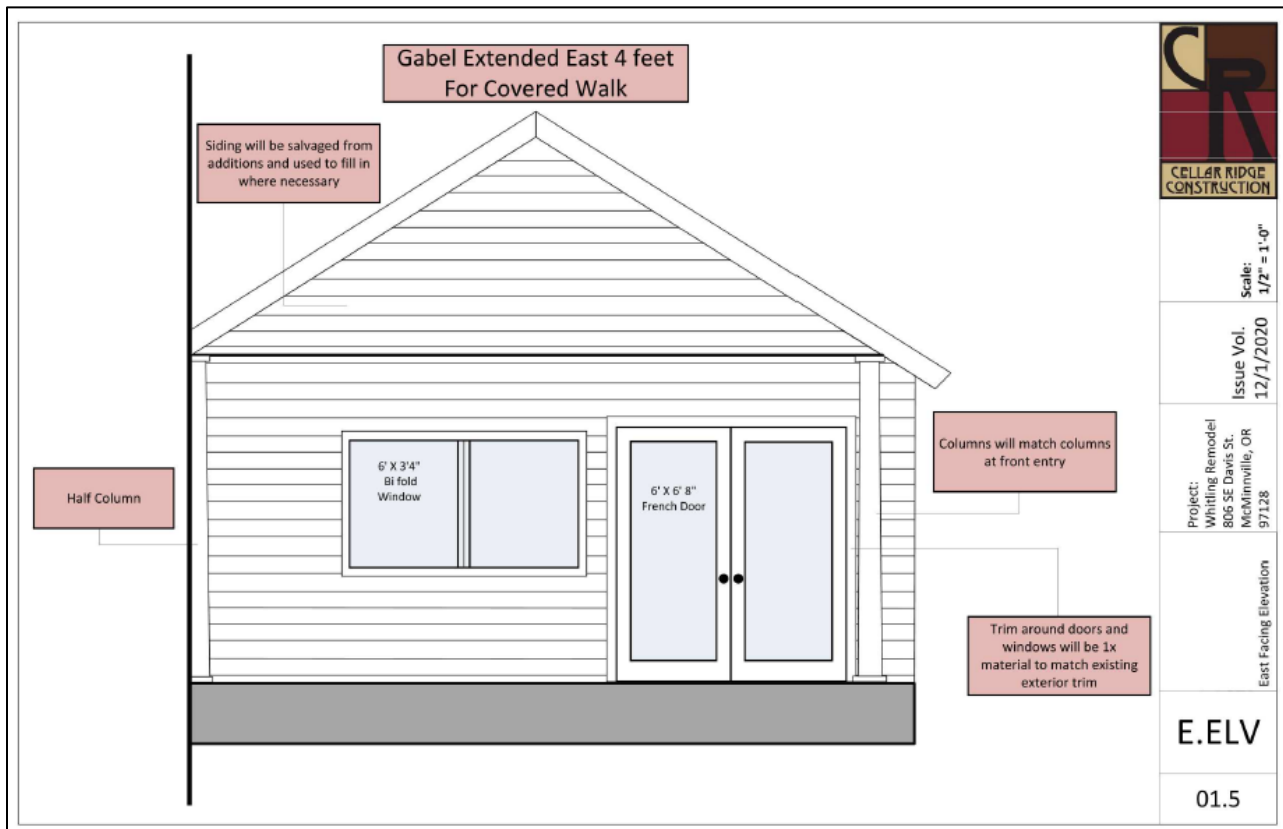
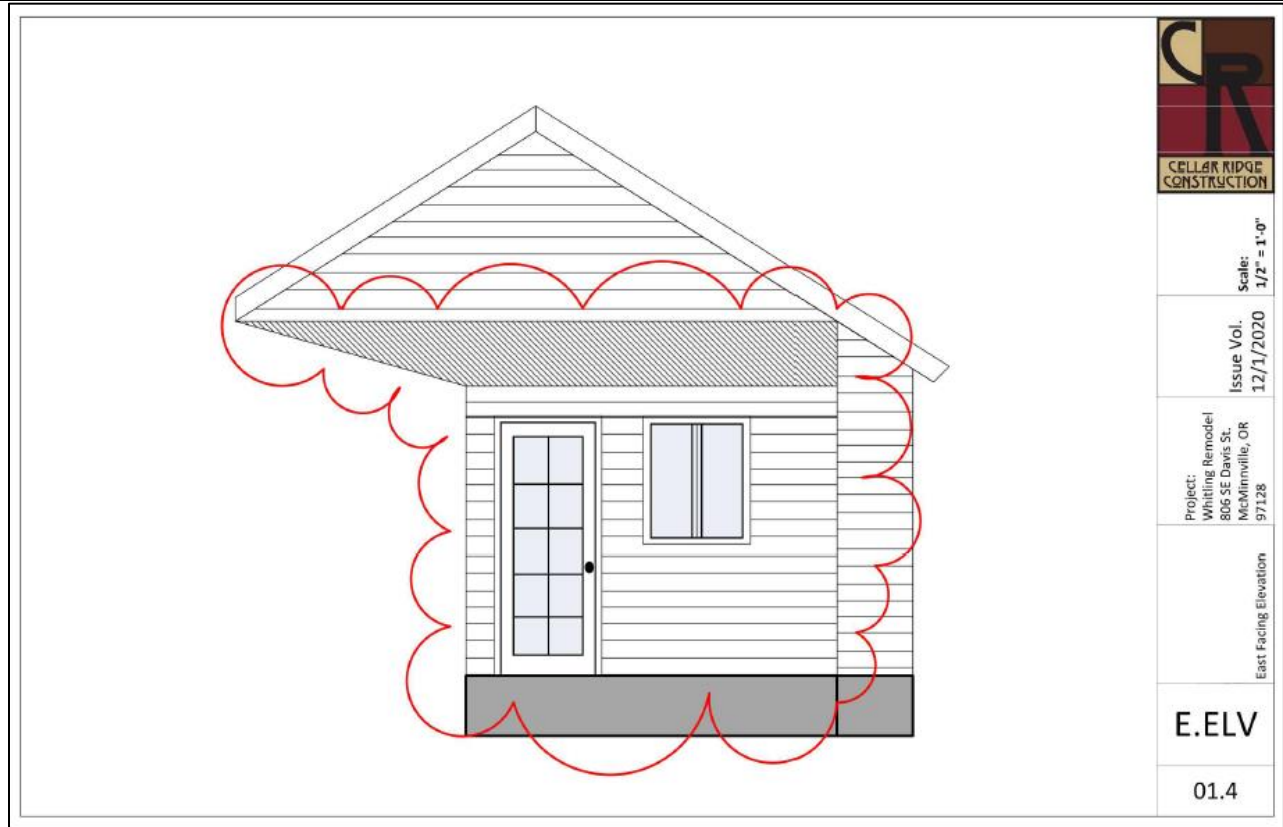
Figure 3. Elevations



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Applicable Criteria

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. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
4. The value and significance of the historic resource; and
5. The physical condition of the historical resource.

The applicant has provided a written narrative and findings to support their requests. The narrative and findings are provided in the application materials, and are also reiterated and expanded upon in the Decision Document. The Decision Document includes the specific findings of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

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Attachment B: HL 4-20 Application Materials

Summary of Proposal and Staff-Recommended Findings

The proposal includes a number of alterations that are all related and result in the final changes to the historic landmark. These alterations include the proposed removal of the existing exterior chimney, the removal of additions on the rear of the building, the extension of a roof to create a covered porch and entrance on the rear of the building, and the reconfiguring of windows and doors in the rear building facades that will now be exposed after the removal of the aforementioned additions.

The proposed alteration to the chimney is somewhat separated, and therefore will be described here first. The applicant is proposing to remove the exterior chimney, and is doing so because the fireplace that supports the chimney is proposed to be removed from the interior of the building. The City's historic preservation standards do not apply to interior work, and so the removal of the interior fireplace is outside of the scope of the Historic Landmarks Committee's review. The removal of the chimney is considered an alteration though as it is on the exterior of the building. Staff does not believe that there was any evidence provided by the applicant in regards to the condition of the exterior chimney, and therefore no evidence that there is deterioration or damage that would warrant its removal on its own. The applicant has stated that the chimney is not specifically referenced in the Historic Resources Inventory description of the property, and so they believe it does not have historic significance. However, the chimney appears to be original to the building and staff therefore believes that its presence does provide historic character as an original feature still made of original brick materials. To preserve this existing historic feature, staff is suggesting a condition of approval to require that the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the suggested condition would require that the chimney be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction, in the same size and dimensions as the existing chimney.

The other alterations, including the removal of the rear additions, extension of the gable roof to create a new rear porch and entrance, and reconfiguration of these exposed rear building facades, are all inter-related. The applicant provided photographic evidence and descriptions of how they believe the existing additions are not original to the structure. Staff also analyzed available Sanborn maps, which reveal that the building footprint was originally more compact and confined to the main home, suggesting that the garage and these additions were added later. Together with the evidence provided by the applicant, staff believes that these porch additions could be removed without resulting in the loss of any significant building feature or space that characterizes the property.

Staff also believes that the alterations to what would then be the exposed and final exterior building facades in this rear area of the building could also be found to be consistent with the applicable historic preservation standards and review criteria. All of these alterations are proposed in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Due to the location of the proposed window, door, and covered patio alterations, and the fact that the alterations would not substantially impact any primary building façade, these proposed alterations generally are not found to detract from the historic character of the historic resource.

The proposed alteration to the roof to allow for the covered porch space will maintain the existing gable form of the roof, extending the gable an additional 4 feet to the east to allow for the covered porch space. Staff believes that this altered roof feature could be found to be compatible because the size and scale of the roof height is not changing, the gable form and width will be maintained, and the scale is not overly dominant of any other prominent historic feature on the building. In addition, the gable end on the new

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roof feature will be finished with the same siding material and color as exists on the remainder of the building, which will be compatible in material and color to the historic resource. The applicant is also proposing to support this new covered porch and roof feature with columns that mimic the existing columns on the more prominent front porch. The incorporation of this design element will relate the altered feature to the historic home, but is in a less prominent location and so does not detract from the more character-defining front porch on the front building façade.

The final exterior of the building, after the removal of the porch additions and extension of the roof feature to create the covered rear porch, is also proposed to be altered. The original east facing façade, as it exists underneath the existing porch addition, will be altered by the relocation of the door and enlargement of the door opening for French doors. The east facing façade will also include a new opening for a new window, and is also proposed to include an extension of the gable roof to allow for a small covered area underneath the extension of the gable roofline. The north facing façade, as it exists underneath the existing porch addition, will be altered by the replacement of the existing door, the removal of one small window, and the addition of a new window more centrally located within this north facing façade. As mentioned above, these alterations are all on the rear building façades, which are not primary façades, are less visible, and do not contain the same type of character defining features that exist on the other primary building facades. Therefore, the relocation and enlargement of the door, as well as the window reconfigurations, could be found to meet applicable historic preservation standards. The window and door fenestration pattern on the rear portions of the building is somewhat irregular, and not as prominent or defined as the fenestration patterns on the front and more visible building facades. The proposed window additions and relocations do not attempt to duplicate any of this historic fenestration pattern on the other building facades, but instead locate windows more centrally in the building walls in a manner that is still compatible with the overall, irregular window fenestration pattern on the rear building facades.

One component of the proposed alterations that staff does not believe is consistent with the applicable historic preservation standards is the proposed materials for the new windows and doors. Staff believes that the materials of the new building components should be consistent with the historic character of the building. The applicant has stated that all other windows on the existing building have been replaced with more modern vinyl windows. However, there are still remaining historic wood materials on the building, including the existing window trim and siding. Wood windows were likely originally on the home and would be more consistent with the remaining historic materials on the building. Therefore, staff is suggesting the inclusion of a condition of approval to require that the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The condition also states that the windows and doors be finished with trim that matches the remainder of the house, which may be a 1x4 finger jointed pine as proposed by the applicant. The condition does specify that the more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors, since they are on a rear façade and not including that decorative finish will distinguish the new windows and doors from the old.

There are many applicable guidelines related to the proposed alteration work within the Secretary of the Interior's Standards for the Treatment of Historic Properties, as described in more detail in the attached Decision Document. Some of these applicable guidelines are also shown below:

Related to Removal of Existing Additions:

Recommended Guideline: Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended Guideline: Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

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Related to Proposed Roof Alteration and New Covered Porch/Entrance:

Recommended Guideline: Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended Guideline: Introducing a new roof feature that is incompatible in size, scale, material, or color.

Not Recommended Guideline: Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse).

Recommended Guideline: Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

Not Recommended Guideline: Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.

Related to Window Alterations:

Recommended Guideline: Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Recommended Guideline: Adding new window openings on rear or other secondary, less visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Not Recommended Guideline: Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Not Recommended Guideline: Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Commission Options:

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

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

Recommendation:

If the Historic Landmarks Committee finds that the proposal meets the applicable standards, staff would recommend that the land use application be approved, with the few conditions of approval described above. Staff has prepared a decision document that would reflect this decision, which includes the following staff-suggested conditions of approval:

1. That the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The windows and doors shall be finished with wood trim that matches the size and dimension of the existing window trim on the remainder of the house. The more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors.
2. That the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home. As stated in the application narrative, the applicant shall attempt to save any matching siding from the porch additions being removed to be used in the final exterior building facades.
3. That the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvaged brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. If reconstruction is necessary, the reconstructed chimney shall be the same size and dimensions as the existing chimney.

If the Historic Landmarks Committee finds that proposal does not meet the applicable review criteria or the Secretary of the Interior Standards, staff would recommend that the Committee provide adequate findings on the record for the denial of the alteration. Alternatively, staff would recommend that the Committee provide direction on findings during their deliberations and continue the application to allow staff to draft an updated Decision Document that incorporates those findings, which could be reviewed at a future Committee meeting.

MOTION FOR APPROVAL OF HL 4-20:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 4-20, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

If the Historic Landmarks Committee does not find that the proposal meets the applicable standards, a recommended motion for the land-use application is provided below.

MOTION FOR CONTINUATION OF HL 4-20:

BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 4-20 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

CD

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

503-434-7311

www.mcminnvilleoregon.gov

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK LOCATED AT 806 SE DAVIS STREET

- DOCKET:** HL 4-20 (Certificate of Approval for Alteration)
- REQUEST:** Approval of alterations to an existing historic landmark and building that is listed on the McMinnville Historic Resources Inventory as a “Significant” historic resource (resource number B540). The proposed alterations include the removal of two non-original additions on the rear of the structure, removal of an existing exterior chimney, and relocation of windows and doors on the rear façade where the additions are proposed to be removed.
- LOCATION:** 806 SE Davis Street. The property identified as Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M.
- ZONING:** R-4 (Multiple Family Residential)
- APPLICANT:** David & Jori Whitling
- STAFF:** Chuck Darnell, Senior Planner
- DATE DEEMED COMPLETE:** December 8, 2020
- HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee
- HEARING DATE & LOCATION:** January 5, 2021, Zoom Online Meeting
- PROCEDURE:** An application for a Certificate of Approval for Alteration is processed in accordance with the procedures in Section 17.65.060 of the McMinnville Municipal Code.
- CRITERIA:** The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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 17.65.080 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 Certificate of Approval for Alteration (HL 4-20), **subject to conditions**.

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DECISION: APPROVAL WITH CONDITIONS
//

Historic Landmarks Committee: _____ Date: _____
Mary Beth Branch, Chair

Planning Department: _____ Date: _____
Heather Richards, Planning Director

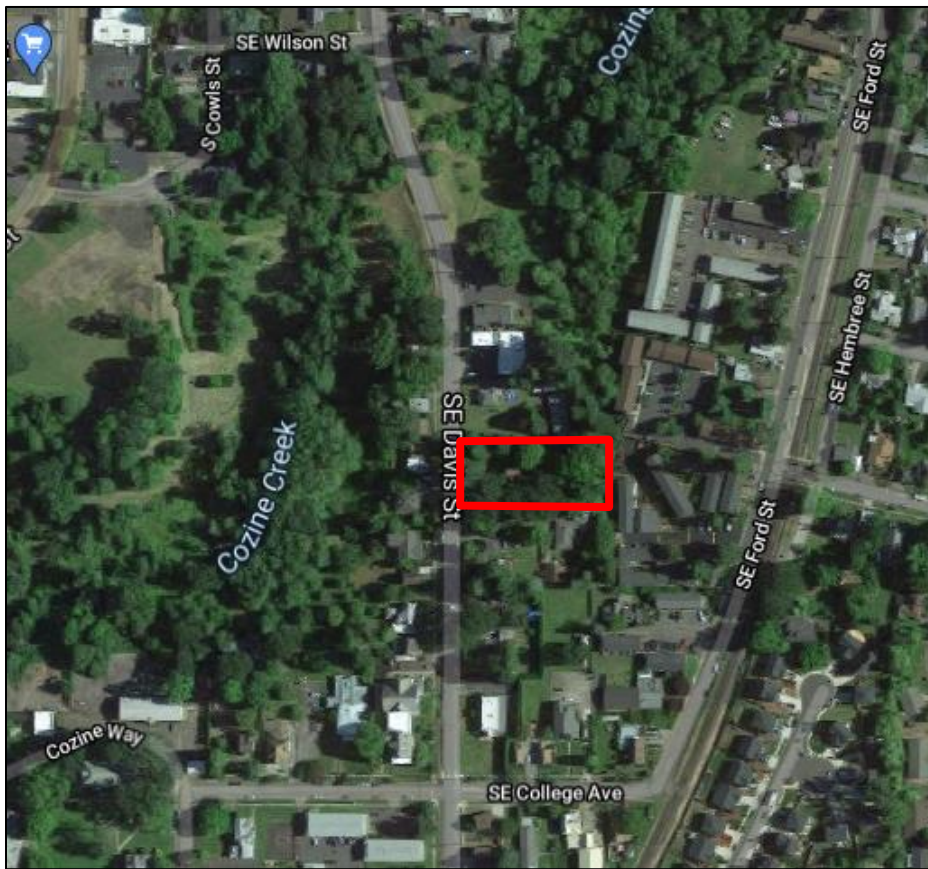
I. APPLICATION SUMMARY:

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use request and the relevant background, 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 806 SE Davis Street. The property identified as Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map (Property Lines Approximate)



The existing building on the subject property is listed on the Historic Resources Inventory as a Significant resource (resource number B540).

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

“The proposed project consists of two areas of alteration to the existing home exterior: 1) removal of existing brick chimney on the back of the home, and 2) removal of two previously constructed additions on the rear of the home in order to enhance the outdoor space and return the home to a state more similar to original construction.

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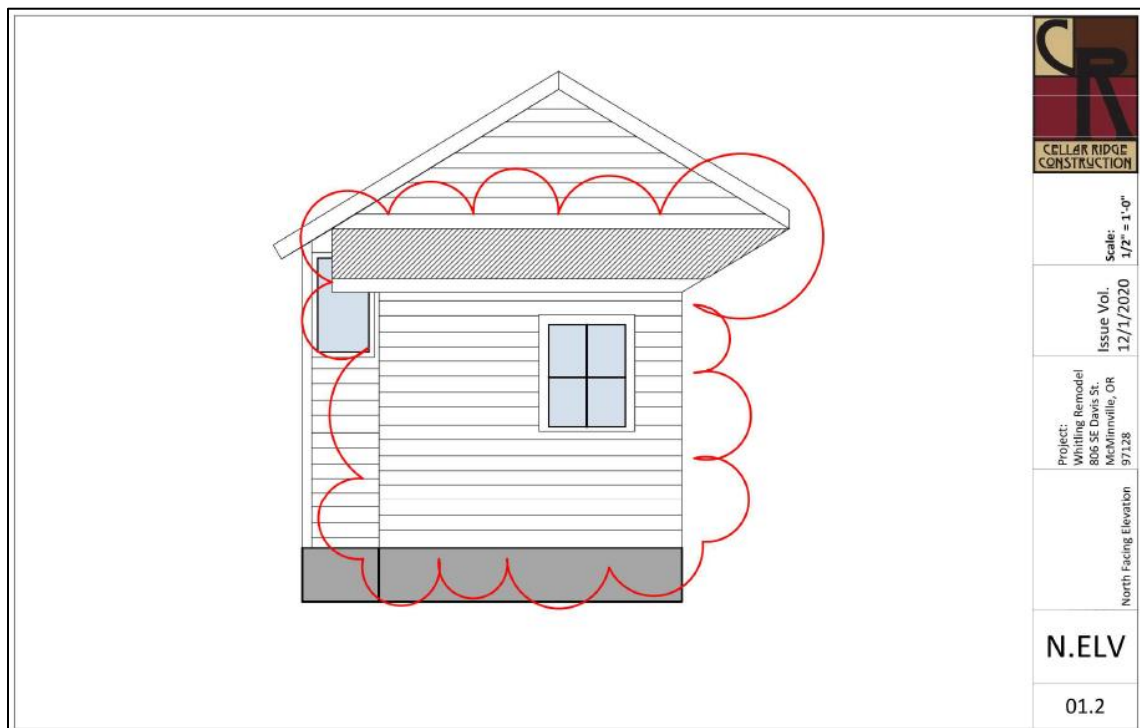
Attachment 1 – Application and Attachments

1. Chimney – the interior fireplace will be removed, necessitating removal of the original brick chimney which will no longer have adequate support. Chimney will be carefully removed from existing structure. Shiplap siding will be repaired using material from the two additions we seek to remove.
2. Removal of additions – The two porch addition structures will be entirely removed, and a new deck installed. The East facing exterior of the main home will be altered to include a horizontal window and a set of French doors to provide an exit outside and onto the deck. The North facing exterior will include a door for access to the garage/storage area. The existing roof line will be extended by approximately 3-4 feet to provide a covered walkway to allow for shelter from the elements when walking between the main home and the garage/storage area.”

A rendering of the proposed alterations was provided by the applicant and is identified below:

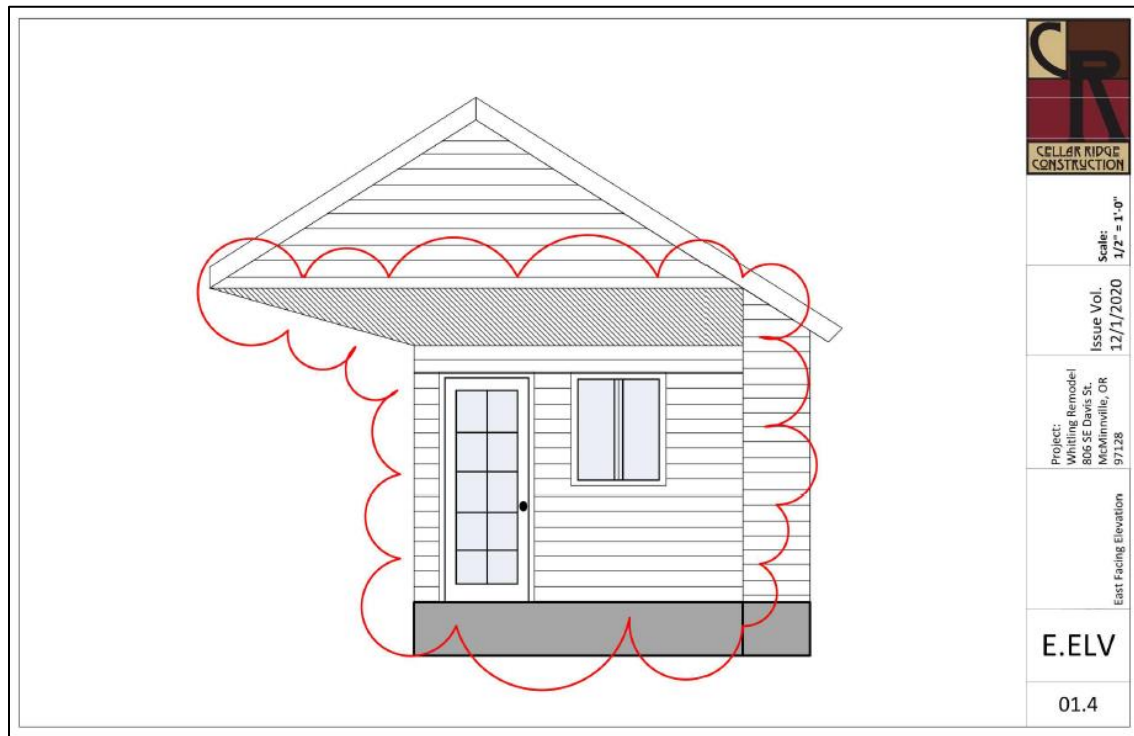
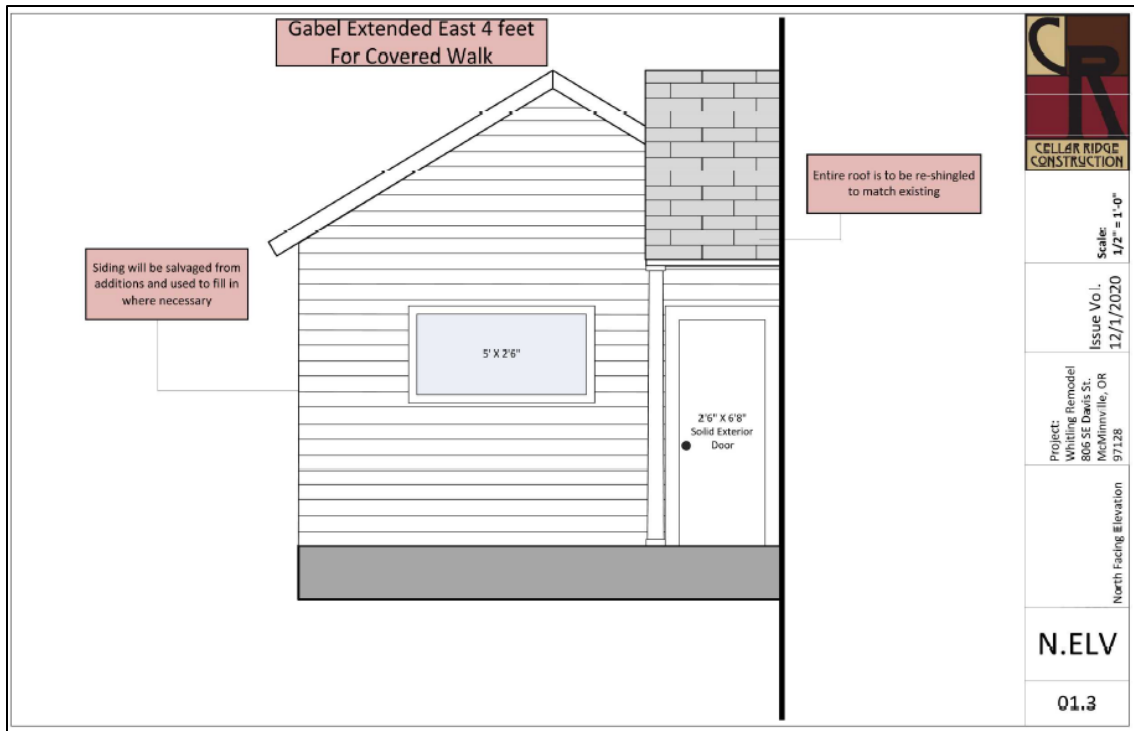


The proposed alterations are identified in the submitted building elevations identified below:



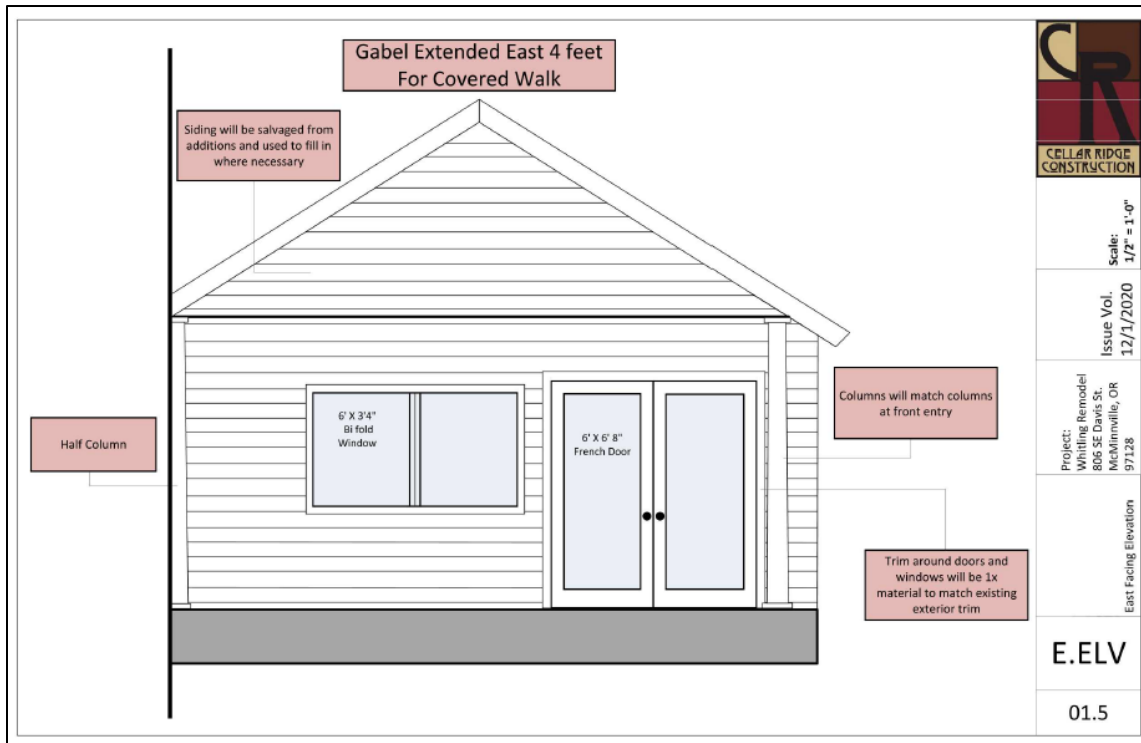
Attachments :

Attachment 1 – Application and Attachments



Attachments:

Attachment 1 – Application and Attachments



Background

The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number B540) for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“A two-story wood frame home. Drop siding and corner boards. The roof is an off-center, double-cross gable on the south side; the back side of the house wasn’t viewed. Windows are paired, one-over-one, double-hung sash with cornice moulding. The small one-story gabled front porch has balustrades which flare outward.

The Latourette family was very important in the history of Linfield College. D.C. Latourette, probably the builder of this house, taught at the then McMinnville College from 1878-1880 and served on the Board of Trustees from 1889-1907.

Kenneth Latourette, his son, graduated from Linfield in 1904, became a professor at Yale and was a noted historian in the fields of Christianity and the Far East. Latourette Hall on Linfield’s Campus, was named for the family.”

Summary of Criteria & Issues

The application (HL 4-20) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the McMinnville Municipal Code (MMC). The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The specific review criteria for Certificate of Approval for Alteration requests, in Section 17.65.060(B) of the MMC, require the Historic Landmarks Committee to base each decision on the following criteria:

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1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
4. The value and significance of the historic resource; and
5. The physical condition of the historical resource.

The applicant has provided findings to support the request for a Certificate of Approval for Alteration. These will be discussed in detail in Section VII (Conclusionary Findings) below.

II. CONDITIONS:

1. That the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The windows and doors shall be finished with wood trim that matches the size and dimension of the existing window trim on the remainder of the house. The more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors.
2. That the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home. As stated in the application narrative, the applicant shall attempt to save any matching siding from the porch additions being removed to be used in the final exterior building facades.
3. That the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvaged

brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. If reconstruction is necessary, the reconstructed chimney shall be the same size and dimensions as the existing chimney.

III. ATTACHMENTS:

1. HL 4-20 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 concerns with the submittal.

Conditions for future Building Permit: If the value of the improvements is more than 25% of the current Real Market Value for the structure listed by the Yamhill County Assessor's office, the applicant shall show the reconstruction of the site driveway and the construction of sidewalk in the right-of-way that conform to the public right-of-way accessibility guideline (PROWAG) standards. Contact Jeff Gooden at (503) 434-7312 with any questions regarding the driveway/sidewalk improvements.

Note: The existing private sanitary sewer lateral was evaluated for defects in 2016 and passed inspection. No additional inspection of the sewer lateral is required prior to issuance of a building permit.

- McMinnville Building Department

No permit is necessary for removal of the chimney and repair of the siding and roof eave. Building permits will be necessary for the balance of work. Additionally, because portions of the exterior wall at the new laundry won't meet the conventional construction provisions of the building code, an engineer will need to provide the lateral design for that portion. The rest of work however may be done by a non-licensed design professional.

- McMinnville Water and Light

McMinnville Water & Light has no comments on this historic landmark submittal.

- McMinnville Fire Department

We have no issues with the proposed renovations. Please make a note that any change of use would require the structure to be brought up to code for the new type of use.

- Comcast

Comcast has no conflicts or comments on this matter.

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Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date of the Historic Landmarks Committee public meeting on January 5, 2021, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, David & Jori Whitling, submitted the Certificate of Approval application (HL 4-20) on November 23, 2020.
2. The application was deemed incomplete on November 30, 2020. A revised application submittal, including the items that were requested by the Planning Department to deem the application complete, was provided on December 2, 2020.
3. The application was deemed complete on December 8, 2020. Based on that date, the 120 day land use decision time limit expires on April 7, 2021.
4. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: 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.

5. Notice of the application and the January 5, 2021 Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on December 18, 2020.
6. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting.
7. On January 5, 2021, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 806 SE Davis Street. The property identified as Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M.
2. **Size:** Approximately 0.60 acres.
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-4 (Multiple Family Residential)
5. **Overlay Zones/Special Districts:** None.
6. **Current Use:** Single Family Residential

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7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number B540.
 - b. **Other:** None

8. **Other Features:** The site is developed with a single family residential structure. The site is relatively flat with some slope toward the east at the eastern portion of the lot. The only significant or distinguishing natural features associated with this property is that the property is fairly vegetated with a number of large and mature trees.

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 is adjacent to SE Davis Street, which is identified as a Minor Collector street in the McMinnville Transportation System Plan (TSP). Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for minor collector streets as 56 or 66 feet depending on whether bike lanes are included. SE Davis Street is identified as being a street with bike sharrows and not bike lanes in the TSP, therefore the required right-of-way width adjacent to the property is 56 feet. The existing right-of-way width adjacent to the property is 60 feet, which exceeds this minimum right-of-way width.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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 McMINNVILLE.

GOAL III 4: ENCOURAGE THE PRESERVATION AND REHABILITATION OF HISTORIC RESOURCES

APPLICANT’S RESPONSE: The proposed project will meet the policies of the Comprehensive plan by preserving and protecting this site of historical significance while also returning it to a state more consistent with its original construction. The alterations to be made to the home will likely increase property value and improve energy efficiency.

FINDING: SATISFIED WITH CONDITIONS #1 AND #2. The City partially concurs with the applicant’s findings. The City agrees that the investment in the structure is a commitment to the continued use and preservation of the historic resource. However, the City finds that the materials proposed to be used in the alterations to the structure would not preserve the historical significance of the structure. Conditions of approval are included to address the door, window, trim, and siding materials, and are described in more detail in findings for other applicable review criteria below. These conditions of approval would still allow the alterations and investment in the historic resource to occur.

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 a Certificate of Approval for Alteration 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 meeting(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

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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.

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant, who is also the property owner, filed an application and request for approval of proposed alterations to the building that is designated as a Significant resource on the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee within 30 days of the application being deemed complete.

17.65.060 Exterior Alteration or Remodeling. [...]

B. The Historic Landmarks Committee shall base its decision on the following criteria:

17.65.060(B)(1). *The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;*

APPLICANT’S RESPONSE: The proposed project will meet the policies of the Comprehensive plan by preserving and protecting this site of historical significance while also returning it to a state more consistent with its original construction. The alterations to be made to the home will likely increase property value and improve energy efficiency.

FINDING: SATISFIED. The findings for the applicable Comprehensive Plan policies are provided above.

17.65.060(B)(2)(a). *A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.*

APPLICANT’S RESPONSE: The proposed project will not alter the historic use of the home, which was and will continue to remain a residence.

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

17.65.060(B)(2)(b). *The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

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APPLICANT’S RESPONSE: The details of the proposed project are designed to maximize retention of the historic character and features of the property. The current chimney, which is not visible from the street, will be removed and siding from the same era will be used to patch the section where the chimney currently runs up the backside of the home. Removal of the porch additions will restore the house to a state more closely resembling the original construction.

FINDING: SATISFIED WITH CONDITIONS #1, #2, AND #3. The City partially concurs with the applicant’s findings. The City finds that evidence was provided to support the proposed removal of the porch additions, based on evidence that they were added at a later date and not original to the building or property. The porch additions are not associated with the documented historic character of the property and therefore, their removal does not result in the loss of a feature or space that characterizes the property. The footprint of the historic building after their removal will more closely resemble the original footprint and form of the building.

The exterior of the building, after the removal of the porch additions, is also proposed to be altered. The original east facing façade, as it exists underneath the existing porch addition, will be altered by the relocation of the door and enlargement of the door opening for French doors. The east facing façade will also include a new opening for a new window, and is also proposed to include an extension of the gable roof to allow for a small covered area underneath the extension of the gable roofline. The north facing façade, as it exists underneath the existing porch addition, will be altered by the replacement of the existing door, the removal of one small window, and the addition of a new window more centrally located within this north facing façade.

These alterations are proposed in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Due to the location of the proposed window, door, and covered patio alterations, and the fact that the alterations would not substantially impact any primary building façade, the proposed alterations are not found to detract from the historic character of the historic resource. However, the material of the new building components should be consistent with the historic character of the historic resource. The applicant has stated that all other windows on the existing building have been replaced with more modern vinyl windows. However, there are still remaining historic wood materials on the building, including the existing window trim and siding. Wood windows were likely originally on the home and would be more consistent with the remaining historic materials on the building. Therefore, a condition of approval is included to require that the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The condition also states that the windows and doors be finished with trim that matches the remainder of the house, which may be a 1x4 finger jointed pine as proposed by the applicant. The condition does specify that the more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors, since they are on a rear façade and not including that decorative finish will distinguish the new windows and doors from the old. Another condition of approval is included to require that the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home.

The City finds that the proposed removal of the exterior chimney is not supported, and that the removal of this feature would result in the loss of historic character of the building. While the chimney is not specifically referenced in the Historic Resources Inventory description of the historic resource, the chimney appears to be original and therefore provides historic character as an original feature still made of original brick materials. No evidence was provided that the

chimney on the exterior of the building is in poor condition that would warrant its removal, but the chimney is proposed to be removed because the fireplace on the interior of the structure is being removed. The City does not find that this warrants removal of the exterior chimney. In order to preserve this original feature, a condition of approval is included to require that the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction.

17.65.060(B)(2)(c). *Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.*

APPLICANT'S RESPONSE: It is our intention to ensure that the house retains the historic character and features of the original property. As noted above, the chimney will be removed, but using original siding to patch that are will make it look original and if there were no chimney to begin with. We will maintain the current exterior siding that forms the current interior walls of the additions. As needed, the siding will be repaired to match the surrounding undisturbed areas of siding. The goal will be to remove any trace of the previous additions.

FINDING: SATISFIED WITH CONDITIONS #1, #2, AND #3. The City partially concurs with the applicant's findings, in that the proposed alterations do not impact historically significant portions of the historic resource. The City adds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the off-center, double-cross gable roof, the drop siding and corner boards, and the one-story gabled front porch with balustrades. The alterations are proposed in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Also, the applicant is proposing to repair any areas of siding with salvaged materials or by matching with the same siding material, which will result in the alterations being physically and visually compatible with the historic resource. A condition of approval is included to require that the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home.

However, the proposed window and door materials are not found to be physically or visually compatible with the historic resource, and also are not found to be consistent with other applicable review criteria, as described in more detail below. Conditions of approval are included to address the window and door materials.

In addition, the City finds that the proposed removal of the exterior chimney is not supported, and that the removal of this feature would not stabilize or conserve existing historic materials and features. While the chimney is not specifically referenced in the Historic Resources Inventory description of the historic resource, the chimney appears to be original and therefore provides historic character as an original feature still made of original materials (brick). No evidence was provided that the chimney on the exterior of the building is in poor condition that would warrant its removal, but the chimney is proposed to be removed because the fireplace on the interior of the structure is being removed. The City does not find that this warrants removal of the exterior chimney. In order to preserve this original feature, a condition of approval is included to require that the exterior chimney be supported and maintained during the removal

of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. The preservation of the chimney or the reconstruction using the same materials will ensure that the chimney either remains or is reconstructed in a manner that is physically and visually compatible with the existing, original chimney.

17.65.060(B)(2)(d). *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

APPLICANT’S RESPONSE: We do not believe that the structures previously added to the porch contain historic significance. They are clearly structures built over the previously existing porch, as evidenced by several features:

- Interior walls of these two rooms consist of exterior siding that matches the rest of the house. (Figure 2)
- The floor of these rooms slopes away from the main structure, consistent with original use as a porch.
- A screen door is still attached and in use between the kitchen and porch structure, despite the fact that this doorway is fully enclosed within the interior of the home. (Figure 3)
- Evidence of a prior large exterior window on the East-facing interior wall clearly shows that this was previously an exterior wall of the home. (Figure 4)
- A close look at the ceiling of the porch structure shows that the original roof line and decorative elements of the main structure were preserved, and the walls and ceiling of the porch structures were simply notched to accommodate the shape of the roofline. (Figure 5)
- Seams between the existing main structure and the walls of the porch additions are quite open and daylight is readily visible between them. Pattern of siding is also offset from that of the main house, neither of which would be expected if construction of the two were contemporaneous. (Figure 6) [...]

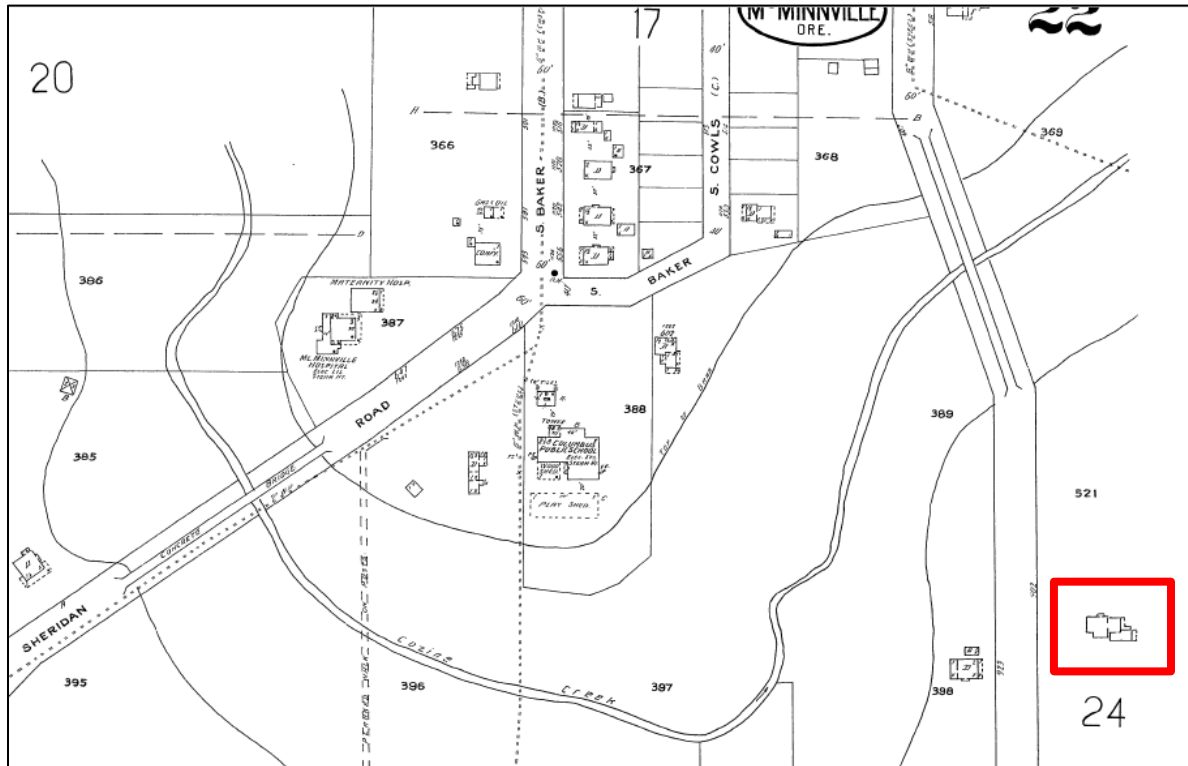
There is no documentation of these structures that we could find in available historic materials available to us. These porch structures are not visible on the Original Survey Photo, dated 1983, nor are they visible from the street. The Historic Resource Survey’s “Statement of Historical Significance and Description of Property” simply states that “the back side of the house wasn’t viewed”. The structures in question have been used as a storage pantry and to house the electric washer and dryer, so we do not believe that have been used in a manner consistent with developing any kind of historic significance.

FINDING: SATISFIED WITH CONDITION #3. The City concurs with the applicant’s findings, in that there is no evidence that the porch additions, which were changes to the property, have acquired historic significance that require retention or preservation. However, the removal of the chimney was not found to be supported by other applicable review criteria, as described in more detail above. A condition of approval is included to require that the chimney be maintained or reconstructed if necessary, as described in more detail above.

Sanborn maps were reviewed in order to determine whether the additions proposed for removal were original to the building. The first Sanborn map that identifies the area where the subject historic resource is located was in 1928. The historic resource appears to be shown on the 1928 Sanborn map. However, not much detail is provided for the structure, if it is the historic resource in question. The area and the same structure are shown again on the 1948 Sanborn map, but again not much detail is provided for the structure. If these structures on the Sanborn map are

the historic resource in question, the porch additions were not original. The exiting garage south of the main home is also not original, which is consistent with the existing floor plan that shows the garage being attached to a later addition. Based on the Sanborn maps and the evidence provided by the applicant, it is determined that the additions proposed to be removed are not original. The Sanborn maps and the potential reference to the historic resource at 806 SE Davis Street are identified below.

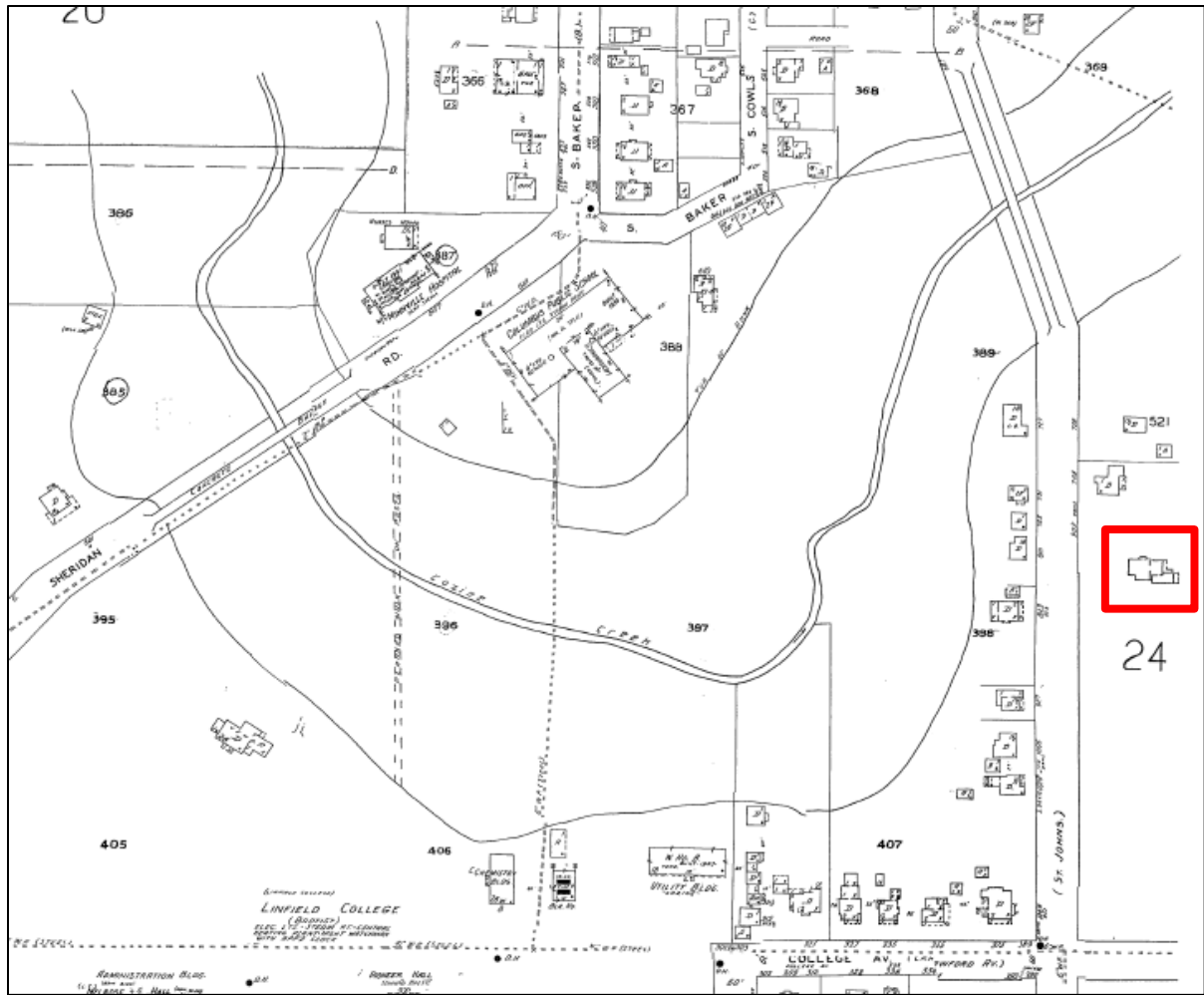
1928 Sanborn Map – Sheet 22:



1928-1948 Sanborn Map – Sheet 22:

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17.65.060(B)(2)(e). Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

APPLICANT’S RESPONSE: We will maintain the existing East-facing roof line and extend that outward approximately 3-4 feet. This will be supported with two posts that will be designed to visually match the two existing columns currently located on the front porch of the home. Further detail of roof line is available in figures 12-14. [...]

This new porch area will include a total of four new openings in the walls:

1. A simple solid exterior door to provide entry into the existing garage structure to the south-facing wall, measuring 2’6”x6’8”. This replaces the existing door into this area, seen in Figure 15.
2. A horizontal window on the South-facing wall to provide light into the new laundry area, measuring 5’x2’6”.
3. A horizontal window on the East-facing wall to provide light into the kitchen, measuring 6’x3’4”. We propose using a bi-fold design window from Sierra Pacific Windows, which is made of a pre-primed pine material. (<https://www.sierrapacificwindows.com/Product/Detail/Window/Bi-Fold/All-Wood/Bi-Fold%20Window>). The bi-fold design allows us to pen up the room to the outside, but when closed looks basically identical to a traditional window.
4. A set of French doors on the South-facing wall to provide egress to the outside, measuring 6’x6’8”. We propose using a door from Marvin which is fiberglass but

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designed to mimic wood, or equivalent if this is not available. (Additional info at <https://www.marvin.com/products/collections/elevate/swinging-french-door>).

These will be designed to match the existing windows and door style of the existing home. Specifically, the door and trim material will be 1x4 pre-primed finger jointed pine. (This trim can be seen in several of the pictures in this document, but especially Figure 13.) With the exception of the horizontal bi-fold window, our preference would be to utilize vinyl or fiberglass windows and doors for these areas as they are significantly more durable and cost-effective. We think a deviation from traditional wood openings is reasonable based on two factors – first, at some point in the past prior to our purchasing it, all the exterior windows of the main structure have been replaced with vinyl windows, so these new windows would actually match the current state of the home better if also in vinyl; and second – the area in question is on the well-enclosed rear façade of the house, not visible at all from the street or surrounding area.

FINDING: SATISFIED WITH CONDITIONS #1, #2, AND #3. The City partially concurs with the applicant’s findings, in that the proposed alterations do not impact historically significant portions of the historic resource. However, the City finds that the proposed material for the windows and doors did not satisfy other applicable review criteria, as described in more detail above and below. Conditions of approval are included to address the window and door materials, as well as the siding, window trim, and the chimney. These conditions of approval will ensure that the finishes associated with the alterations will match the existing materials and finishes on the historic building. The condition related to the window and door trim does specify that the more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors, since they are on a rear façade and not including that decorative finish will distinguish the new windows and doors from the old.

The City finds that the proposed removal of the exterior chimney is not supported, and that the removal of this feature would result in the loss of historic character of the building. While the chimney is not specifically referenced in the Historic Resources Inventory description of the historic resource, the chimney appears to be original and therefore provides historic character as an original feature still made of original materials (brick). No evidence was provided that the chimney on the exterior of the building is in poor condition that would warrant its removal, but the chimney is proposed to be removed because the fireplace on the interior of the structure is being removed. The City does not find that this warrants removal of the exterior chimney. In order to preserve this original feature, a condition of approval is included to require that the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction.

17.65.060(B)(2)(f). *The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.*

APPLICANT’S RESPONSE: As noted above, the chimney will be removed and replaced with siding that is consistent with the rest of the house. We will attempt to recycle the current brick if possible, and will use salvageable material from the removal of the two additions.

FINDING: SATISFIED WITH CONDITIONS #1, #2, AND #3. The City finds that some of the proposed alterations are appropriate, but not all of the proposed alterations. Based on evidence

provided by the applicant and an analysis of Sanborn maps that identify the historic resource in question, the City has determined that the proposed removal of the existing porch additions is appropriate. This determination is based on the fact that the additions are not original to the structure, are in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Also, the applicant is proposing to repair or reconstruct any areas of siding with salvaged materials or by matching with the same siding material, which will result in the alterations matching the old materials in composition, design, color, and texture. A condition of approval is included to specifically require that the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home.

However, the proposed window and door material is not found to match the old in composition or design, and also is not found to be consistent with other applicable review criteria, as described in more detail below in the findings for the Secretary of the Interior Standards. Conditions of approval are included to address the window and door materials.

The City finds that the existing condition of the chimney warrants repair and preservation, and that complete removal is not the appropriate level of intervention of that specific feature. While the chimney is not specifically referenced in the Historic Resources Inventory description of the historic resource, the chimney appears to be original and therefore provides historic character as an original feature still made of original materials (brick). No evidence was provided that the chimney on the exterior of the building is in poor condition that would warrant its removal, but the chimney is proposed to be removed because the fireplace on the interior of the structure is being removed. The City does not find that this warrants removal of the exterior chimney. In order to preserve this original feature, a condition of approval is included to require that the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. This will ensure that the reconstructed chimney, if it is necessary, matches the original chimney in composition, design, color, and texture.

17.65.060(B)(2)(g). *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

APPLICANT'S RESPONSE: This criterion is not applicable, as there are no chemical or physical treatments being proposed.

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

17.65.060(B)(2)(h). *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

APPLICANT'S RESPONSE: We are not aware of any known archeological resources. If any are discovered during construction, they will be dealt with in a manner compliant with local and federal regulations.

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

17.65.060(B)(2)(i). *The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.*

APPLICANT’S RESPONSE: The project is designed to meet published Standards for Rehabilitation as noted by the Department of the Interior. Specifically, regarding the chimney replacement, the recommended guideline states “Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered”. We do not believe the existing chimney has architectural or historic significance, as no evidence of the chimney is mentioned or visible in the original survey photo or any of the historic documents available to us. However, if the Historic Landmarks Committee disagrees, we could instead remove the existing chimney and replace with a faux-chimney to match the current chimney’s dimensions and façade.

Regarding the removal of the porch additions, the most applicable guideline seems to be the following “Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only with the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material and color of the historic building.” In this case we believe that there is good evidence that the existing porch structures have been added on at a date significantly later than the original construction unknown to us, and the manner of their construction is incompatible with easy egress to the outside space. Furthermore, the porch structures also represent a safety hazard given that the flooring is not level and noticeable slopes away from the house. We have no historic documentation of what this area of the house originally looked like, so we will endeavor to use existing design features on the front of the house (e.g. columns) as a model for design of the new work, and in addition will maintain the existing color and siding material. As noted previously, the original exterior wall and siding are already in place on the interior of these structures, so restoration in this case will be readily accomplished simply by removing the additions.

FINDING: SATISFIED WITH CONDITIONS #1, #2, AND #3. The City concurs with the applicant’s finding that the proposed alterations would be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

“In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.”

The City finds that the proposal does include an alteration, which is only allowed in the Rehabilitation treatment. The City also finds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the off-center, double-cross gable roof, the drop siding and corner boards, and the one-story gabled front porch with balustrades.

The proposal involves a number of types of alterations, each of which is described in more detail below and applied to the applicable recommended and not recommended guidelines in the Secretary of the Interior Standards.

Findings for Alteration to Remove Porch Additions: The proposal includes the removal of two additions on the rear of the building, which the applicant has provided argument and evidence for being later additions to the building. Some of the applicable Rehabilitation guidelines for building sites are provided below:

Recommended Guideline: Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended Guideline: Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

Finding: Based on evidence provided by the applicant and an analysis of Sanborn maps that identify the historic resource in question, the City has determined that the proposed removal of the existing porch additions is appropriate. This determination is based on the fact that the additions are not original to the structure, are in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Therefore, the removal of these additions will not detract from the historic character of the site and do not result in the removal of a building feature that is important in defining the historic character of the site.

Findings for Chimney Alteration: The applicant is proposing to remove the existing chimney, because the fireplace within the interior of the home is being removed which is currently supporting the chimney on the exterior of the home.

Recommended Guideline: Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Finding: As described in more detail above, the City finds that no evidence was provided that the chimney on the exterior of the building is in poor condition that would warrant its removal, but the chimney is proposed to be removed because the fireplace on the interior of the structure is being removed. Therefore, a condition of approval is included to require that the existing brick chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. This will ensure that the reconstructed chimney, if it is necessary, matches the original chimney in physical appearance and materials.

Findings for Roof Feature (Covered Patio) Alteration: The original east facing façade, as it exists underneath the existing porch addition, will be altered by the relocation of the door and enlargement of the door opening for French doors. The east facing façade will also include a new opening for a new window, and is also proposed to include an extension of the gable roof

to allow for a small covered area underneath the extension of the gable roofline. Some of the applicable Rehabilitation guidelines for roof alterations to historic buildings are provided below:

Recommended Guideline: Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.

Recommended Guideline: Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended Guideline: Introducing a new roof feature that is incompatible in size, scale, material, or color.

Not Recommended Guideline: Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse)

Finding: The proposed alteration to the roof to allow for the covered porch space will maintain the existing gable form of the roof, extending the gable an additional 4 feet to the east to allow for the covered porch space. The gable roof in this location is not on a prominent location of the building façade, as it is in the rear of the building and is not the most prominent or highly visible building façade. Therefore, it is found that this alteration to the roof form can occur without impact to the character-defining features of the building. The proposed new roof feature, that being the 4 foot extension of the gable, is found to be compatible in size and scale as the roof height is not changing, the gable form and width will be maintained, and the scale is not overly dominant of any other prominent historic feature on the building. In addition, the gable end on the new roof feature will be finished with the same siding material and color as exists on the remainder of the building, which will be compatible in material and color to the historic resource.

Some of the applicable Rehabilitation guidelines for entrances and porches on historic buildings are provided below:

Recommended Guideline: Identifying, retaining, and preserving entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.

Not Recommended Guideline: Removing or substantially changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Not Recommended Guideline: Cutting new entrances on a primary façade.

Finding: As described in more detail above, the proposed alteration and extension of the gable roof at the rear of the building will allow for the creation of the covered porch and new entrance.

The existing entrance is currently hidden by a later addition that is proposed to be removed and is on the rear building façade, and therefore is found to not be a character defining feature of the building. The proposal includes the relocation and enlargement of the entrance to allow for the addition of French doors instead of the existing single entrance door (which again is currently hidden by a later addition to the building). This new entrance is not on a primary façade, but is in the rear of the building on a façade that is not as important in defining the overall historic character of the building. Because the larger door is on a less visible façade and is not in a location that has a consistent door and window fenestration pattern, the enlargement of the entrance into a set of French doors is found to be acceptable.

The applicant is proposing to incorporate columns on the new porch that mimic the prominent columns on the front porch, which is on the most character-defining façade of the historic building. The integration of these new columns will result in the new porch being visually compatible with the historic building and will incorporate a new feature that is associated with the original, character-defining features on the existing building. In addition, conditions of approval are included to require that the finish materials for the altered porch and entrance will be wood to be more consistent with the historic character, and to include wood trim that is consistent with trim used on other existing entrances and windows on the building.

Recommended Guideline: Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Recommended Guideline: Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

Not Recommended Guideline: Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.

Finding: The new entrance and porch that are proposed are not based on documentary or physical evidence, as there is not accurate documentary evidence of what the original façade or entrance may have been. This is evident by the existing building footprint not being the same as shown on the available Sanborn maps, as well as by the uncovering of exterior windows that had been completely closed up within the wall on this rear building façade. Instead of attempting to duplicate any previous design, the porch and entrance will be of a new design that is found to be compatible with the historic building. The proposed new porch is being created by a 4 foot extension of the existing gable roof, which is maintaining the size and scale of the existing roof. The extension of the gable roof will be at the same height as the existing roof, the gable form and width of the gable will be maintained, and the scale is not overly dominant of any other prominent historic feature on the building. In addition, the gable end on the new roof feature will be finished with the same siding material and color as exists on the remainder of the building, which will be compatible in material and color to the historic resource. Conditions of approval are also included to require that the finish materials for the altered porch and entrance be wood to be more consistent with the historic character, and to include wood trim that is consistent with trim used on other existing entrances and windows on the building.

Findings for Window Alterations: The original east facing façade, as it exists underneath the existing porch addition, will be altered by the relocation of the door and enlargement of the door opening for French doors. The east facing façade will also include a new opening for a new window. The north facing façade, as it exists underneath the existing porch addition, will be altered by the replacement of the existing door, the removal of one small window, and the addition of a new window more centrally located within this north facing façade. Some of the applicable Rehabilitation guidelines for windows on historic buildings are provided below:

Recommended Guideline: Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.

Recommended Guideline: Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Recommended Guideline: Adding new window openings on rear or other secondary, less visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Not Recommended Guideline: Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Not Recommended Guideline: Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Not Recommended Guideline: Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

Finding: As described in more detail above, the alteration involves the addition of new windows on the east facing and north facing facades. One existing window on the north facing façade will be removed, and replaced with a new window opening more centrally located in the building façade. The new window openings will occur on rear elevations that are less visible and are not prominent elevations with character-defining features. The area of the window alterations is located in an area of the structure that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. The new window openings also do not duplicate any historic fenestration pattern that exists on the structure. The existing window fenestration pattern on the rear and sides of the building is actually quite varied, so the new windows are still compatible with the overall window fenestration pattern without attempting to duplicate any more prominent window pattern on more prominent building facades. Due to the location of the proposed window alteration, and the fact that the alteration would not substantially impact any primary building elevation, the proposed relocation of the existing

window on the north facing façade and the addition of a new window on the east facing façade is not found to detract from the historic character of the historic resource. However, in order to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource, a condition of approval is included to require that the new windows be wood and that the windows be finished with wood trim in a size that is consistent with trim on other existing windows on the building. The condition does specify that the more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors, since they are on a rear façade and not including that decorative finish will distinguish the new windows and doors from the old.

17.65.060(B)(3). *The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource’s preservation or renovation;*

APPLICANT’S RESPONSE: The proposed project goals will likely increase the property value of the historic home.

FINDING: SATISFIED WITH CONDITIONS #1 AND #2. The City partially concurs with the applicant’s findings. The City agrees that the proposed alterations would result in an investment in the structure, and that this would serve as a commitment to the continued use and preservation of the historic resource. However, the City finds that the proposed use of more modern materials is not reasonable due to the materials not being compatible with the historic resource. As described in more detail above, other applicable review criteria and the Secretary of the Interior Standards provide guidance for the use of materials that are more compatible with the historic resource. The applicant had stated that many windows on the building have been replaced with more modern vinyl windows. However, in the future, all of the vinyl windows could again be replaced with a more historically compatible wood window, which would better preserve the historic character of the building. Conditions of approval are included to address the door, window, trim, and siding materials, and are addressed in more detail in findings for other applicable review criteria above.

17.65.060(B)(4). *The value and significance of the historic resource; and*

APPLICANT’S RESPONSE: The site is significant for its historic charm and connection with one of the founders of the nearby college (now Linfield University). We feel that the proposed changes will restore the property back to a state more comparable to its original construction, while also enhancing the outdoor space and recreational use of the property.

FINDING: SATISFIED WITH CONDITIONS #1 AND #2. The City finds that the proposal generally protects the character-defining structural components of the historic resource, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain. However, the City finds that the proposed use of more modern materials is not compatible with the historic resource and that the use of those materials would detract from the value and significance of the historic resource. Conditions of approval are included to address the door, window, trim, and siding materials, and allow the alterations in a manner that does not detract from the value and significance of the historic resource. These conditions of approval are addressed in more detail in findings for other applicable review criteria above.

17.65.060(B)(5). *The physical condition of the historical resource.*

APPLICANT’S RESPONSE: The existing building is overall in good physical condition, but elements of the structures proposed for removal likely do not meet current safety and construction codes, which will be rectified by their removal.

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

CD



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

509-20-000643 Plng

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|--------------------------|
| Office Use Only |
| File No. HLA-20 |
| Date Received 11-23-2020 |
| Fee 1300.00 |
| Receipt No. |
| Received by: SB |

Certificate of Approval (Alteration)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name David and Jori Whittling Phone 303-241-5339

Contact Name _____ Phone _____
(If different than above)

Address: 9257 Gunbarrel Ridge Road

City, State, Zip: Boulder, CO 80301

Contact Email david.whittling@gmail.com

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name <SAME AS ABOVE> Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

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

Property Address 806 SE Davis Street

Assessor Map No. R4 421-CC0-1100 Total Site Area 26,279sq ft

Subdivision Mrs. P.W. Chandler's First Block 4 Lot 5

Comprehensive Plan Designation Residential Zoning Designation R-4

1. What is the classification of the historic building? B - Significant B540

2. Architect Name _____ Phone _____
(Engineer or Other Designer)
 Contact Name _____ Phone _____
 Address _____
 City, State, Zip _____
 Contact Email _____

3. Contractor Name Cellar Ridge Construction Phone: 503-980-3587
 Contact Name Carson Benner Phone _____
 Address 109 NW 5th Street
 City, State, Zip McMinnville, OR 97128
 Contact Email cbenner@cellaridge.com

4. The existing use of the property. Single Family - Residential

5. The intended use of the property. Single Family - Residential


6. Attach a written narrative that describes:
 - A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);
 - B. How the proposed project meets the applicable Comprehensive Plan policies;
 - C. How the proposed project meets the applicable design standards and guidelines, which are as follows:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;
- D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;
 - E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and
 - F. The physical condition of the historic resource, and how the condition relates to the proposed project.

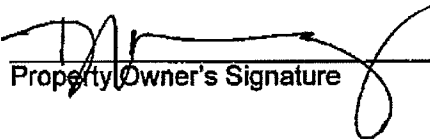
In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.*
- Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.*
- Photographs and/or drawings of the existing structure.*

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

11/20/2020
 Date


 Property Owner's Signature

11/20/2020
 Date

Dear Members of the Historic Landmark Committee:

We wanted to take a moment to thank you for your work on behalf of this project, and to briefly introduce ourselves. We are the Whitling family – David, Jori and Ellery. We have been looking to purchase a historic home in McMinnville for the last several years and are delighted that we finally found the right property for us. There are obviously many fine homes in the area for sale, but our priority has been to find a home that possesses a noteworthy history and that still retains its historic character. We believe that our new property, the LaTourrette house, certainly meets this criteria, and it is our intention to further enhance the home while making sure that we preserve the elements and historic character that drew us to it in the first place. We hope this intention comes through in our application.

Thank you again for your attention to our proposed plan. We look forward to your feedback.

Sincerely,

The Whitling Family



Application for Alteration of Historic Landmark – 806 SE Davis St.

Submitted by David and Jori Whitling, 11/20/20

A. Description of the proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.)

The proposed project consists of two areas of alteration to the existing historic home exterior: 1) removal of existing brick chimney on the back of the home, and 2) removal of two previously constructed additions on the rear of the home in order to enhance the outdoor space and return the home to a state more similar to original construction.

1. Chimney – the interior fireplace will be removed, necessitating removal of the original brick chimney which will no longer have adequate support. Chimney will be carefully removed from existing structure. Shiplap siding will be repaired using material from the two additions we seek to remove.
2. Removal of Additions – The two porch addition structures will be entirely removed, and a new deck installed. The East facing exterior of the main home will be altered to include a horizontal window and a set of French doors to provide an exit outside and onto the deck. The North facing exterior will include a door for access to the garage/storage area. The existing roof line will be extended by approximately 3-4 feet to provide a covered walkway to allow for shelter from the elements when walking between the main home and the garage/storage area.



Figure 1: View from East of current structure (left) and proposed new profile after removal of additions (right)

B. How the proposed project meets the applicable Comprehensive Plan policies;

The proposed project will meet the policies of the Comprehensive plan by preserving and protecting this site of historical significance while also returning it to a state more consistent with its original construction. The alterations to be made to the home will likely increase property value and improve energy efficiency.

C. How the proposed project meets the applicable design standards and guidelines, which are as follows:

a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

The proposed project will not alter the historic use of the home, which was and will continue to remain a residence.

b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

The details of the proposed project are designed to maximize retention of the historic character and features of the property. The current chimney, which is not visible from the street, will be removed and siding from the same era will be used to patch the section where the chimney currently runs up the backside of the home. Removal of the porch additions will restore the house to a state more closely resembling the original construction.

c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

It is our intention to ensure that the house retains the historic character and features of the original property. As noted above, the chimney will be removed, but using original siding to patch that area will make it look original and if there were no chimney to begin with. We will maintain the current exterior siding that forms the current interior walls of the additions. As needed, the siding will be repaired to match the surrounding undisturbed areas of siding. The goal will be to remove any trace of the previous additions.

d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

We do not believe that the structures previously added to the porch contain historic significance. They are clearly structures built over the previously existing porch, as evidenced by several features:

- Interior walls of these two rooms consist of exterior siding that matches the rest of the house. (Figure 2)
- The floor of these rooms slopes away from the main structure, consistent with original use as a porch.
- A screen door is still attached and in use between the kitchen and porch structure, despite the fact that this doorway is fully enclosed within the interior of the home. (Figure 3)
- Evidence of a prior large exterior window on the East-facing interior wall clearly shows that this was previously an exterior wall of the home. (Figure 4)
- A close look at the ceiling of the porch structures shows that the original roof line and decorative elements of the main structure were preserved, and the walls and ceiling of the porch structures were simply notched to accommodate the shape of the roofline. (Figure 5)

- Seams between the existing main structure and the walls of the porch additions are quite open and daylight is readily visible between them. Pattern of siding is also offset from that of the main house, neither of which would be expected if construction of the two were contemporaneous. (Figure 6)



Figure 2: View from within porch addition. Note exterior siding (left) on interior wall



Figure 3: Screen door still in place within interior



Figure 4: Boarded-up exterior window on East-facing interior wall discovered during demolition



Figure 5: View from within porch addition structure. Note roofline (upper left) of main house preserved with notched interior wall to fit



Figure 6: View of external junction between main structure wall and porch addition. Note offset of siding pattern

There is no documentation of these structures that we could find in available historic materials available to us. These porch structures are not visible on the Original Survey Photo, dated 1983, nor are they visible from the street. The Historic Resource Survey's "Statement of Historical Significance and Description of Property" simply states that "the back side of the house wasn't viewed." The structures in question have been used as a storage pantry and to house the electric washer and dryer, so we do not believe they have been used in a manner consistent with developing any kind of historic significance.

e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

We will maintain the existing East-facing roof line and extend that outward approximately 3-4 feet. This will be supported with two posts that will be designed to visually match the two existing columns currently located on the front porch of the home. Further detail of roof line is available in figures 12-14.



Figure 7: (Left) Proposed exterior of East side of home with porch additions removed. Note addition of extended roofline to accommodate sheltered walkway and columns to match those seen on front porch of home (right).

This new porch area will include a total of four new openings in the walls:

1. A simple solid exterior door to provide entry into the existing garage structure to the south-facing wall, measuring 2'6"x6'8". This replaces the existing door into this area, seen in Figure 15.
2. A horizontal window on the South-facing wall to provide light into the new laundry area, measuring 5'x2'6".
3. A horizontal window on the East-facing wall to provide light into the kitchen, measuring 6'x3'4". We propose using a bi-fold design window from Sierra Pacific Windows, which is made of a pre-primed pine material. (<https://www.sierrapacificwindows.com/Product/Detail/Window/Bi-Fold/All-Wood/Bi-Fold%20Window>). The bi-fold design allows us to open up the room to the outside, but when closed looks basically identical to a traditional window.
4. A set of French doors on the South-facing wall to provide egress to the outside, measuring 6'x6'8". We propose using a door from Marvin which is fiberglass but designed to mimic wood, or equivalent if this is not available. (Additional info at <https://www.marvin.com/products/collections/elevate/swinging-french-door>).

These will be designed to match the existing windows and door style of the existing home. Specifically, the door and trim material will be 1x4 pre-primed finger jointed pine. (This trim can be seen in several of the pictures in this document, but especially Figure 13.) With the exception of the horizontal bi-fold window, our preference would be to utilize vinyl or fiberglass windows and doors for these areas as they are significantly more durable and cost-effective. We think a deviation from traditional wood openings is reasonable based on two factors – first, at some point in the past prior to our purchasing it, all the exterior windows of the main structure have been replaced with vinyl windows, so these new windows would actually match the current state of the home better if also in vinyl; and second – the area in question is on the well-enclosed rear façade of the house, not visible at all from the street or surrounding area.

f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

As noted above, the chimney will be removed and replaced with siding that is consistent with the rest of the house. We will attempt to recycle the current brick if possible, and will use salvageable material from the removal of the two additions.

g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used. This criterion is not applicable, as there are no chemical or physical treatments being proposed.

h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

We are not aware of any known archeological resources. If any are discovered during construction, they will be dealt with in a manner compliant with local and federal regulations.

i. [The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;](#)

This project is designed to meet published Standards for Rehabilitation as noted by the Department of the Interior. Specifically, regarding the chimney replacement, the recommended guideline states “Replacing in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.” We do not believe the existing chimney has architectural or historic significance, as no evidence of the chimney is mentioned or visible in the original survey photo or any of the historic documents available to us. However, if the Historic Landmarks Committee disagrees, we could instead remove the existing chimney and replace with a faux-chimney to match the current chimney’s dimensions and façade.

Regarding the removal of the porch additions, the most applicable guideline seems to be the following “Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only with the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material and color of the historic building.” In this case we believe that there is good evidence that the existing porch structures have been added on at a date significantly later than the original construction unknown to us, and the manner of their construction is incompatible with easy egress to the outside space. Furthermore, the porch structures also represent a safety hazard given that the flooring is not level and noticeably slopes away from the house. We have no historic documentation of what this area of the house originally looked like, so we will endeavor to use existing design features on the front of the house (e.g. columns) as a model for design of the new work, and in addition will maintain the existing color and siding material. As noted previously, the original exterior wall and siding are already in place on the interior of these structures, so restoration in this case will be readily accomplished simply by removing the additions.

D. [The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;](#)

The proposed project goals will likely increase the property value of the historic home.

E. [The current value and significance of the historic resource, and how those factors relate to the proposed project; and](#)

The site is significant for its historic charm and connection with one of the founders of the nearby college (now Linfield University). We feel that the proposed changes will restore the property back to a state more comparable to its original construction, while also enhancing the outdoor space and recreational use of the property.

F. [The physical condition of the historic resource, and how the condition relates to the proposed project.](#)

The existing building is overall in good physical condition, but elements of the structures proposed for removal likely do not meet current safety and construction codes, which will be rectified by their removal.



Figure 8: Current view of house and chimney from East



Figure 9: Proposed view from East with chimney removed



Figure 10: Proposed close-up view of area with chimney removed

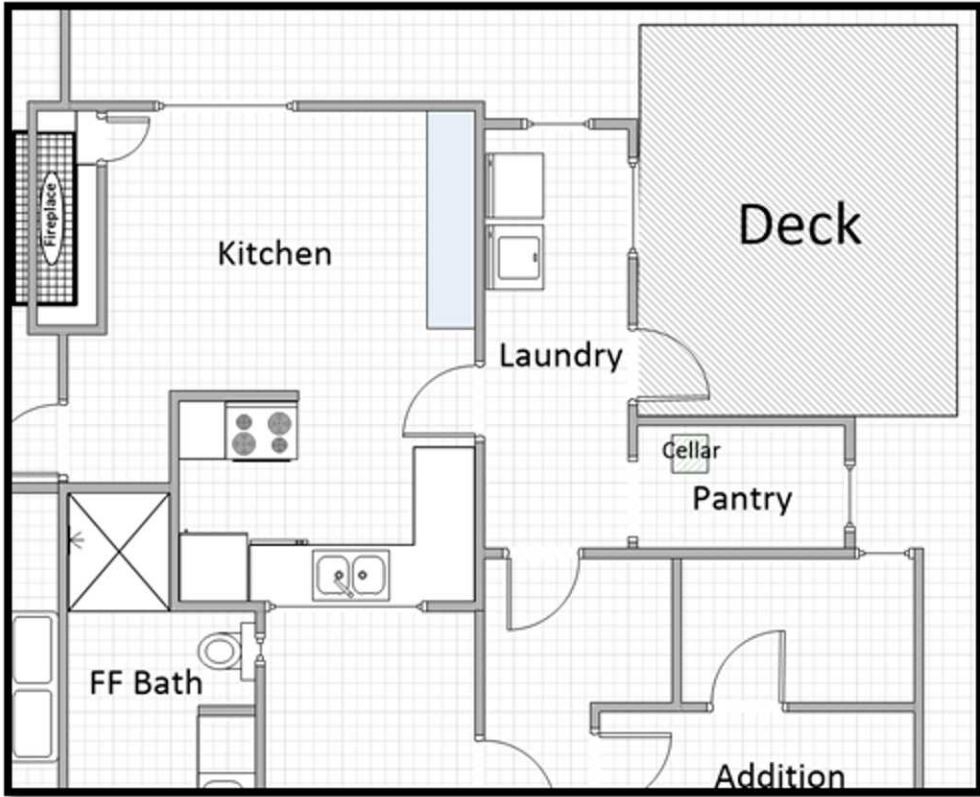


Figure 10: Current floor plan of main level

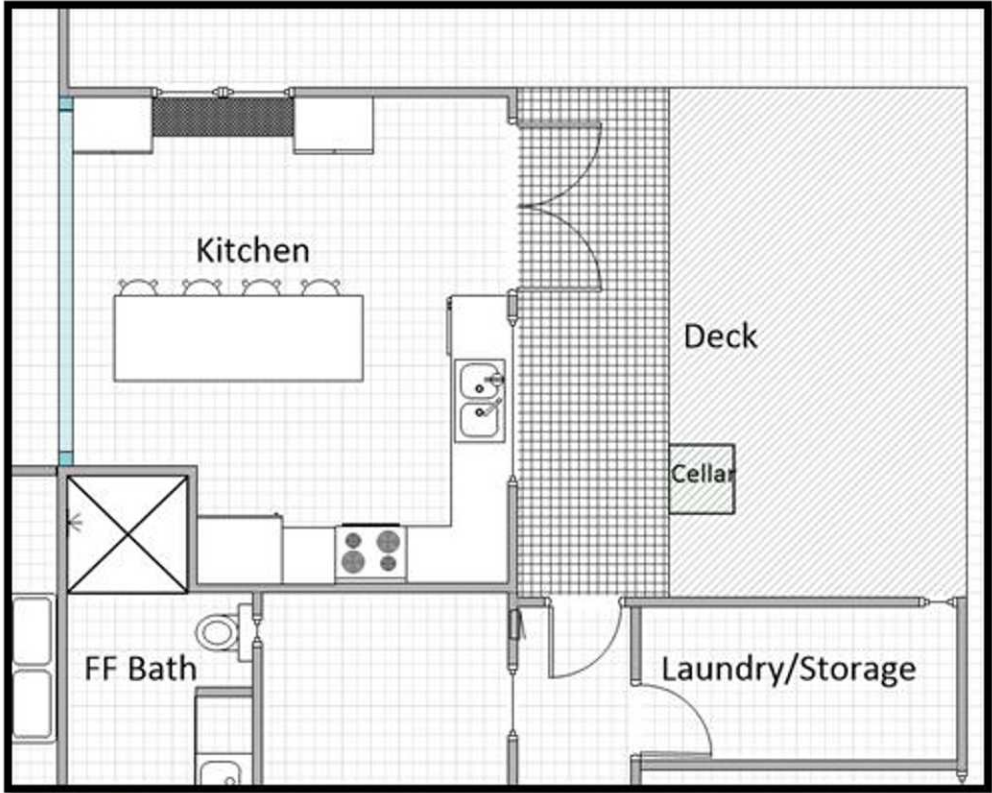


Figure 11: Proposed changes to main level



Figure 12: View from above of new roof line and valley



Figure 13: View from North of existing porch structures and roof line. Note also existing window trim.



Figure 14: Exterior view of proposed changes including roof line.

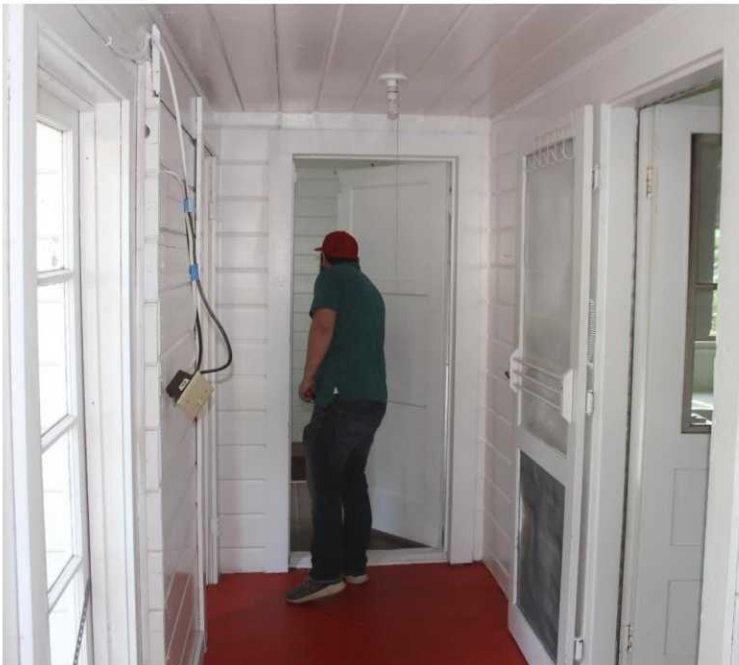
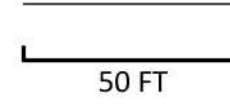
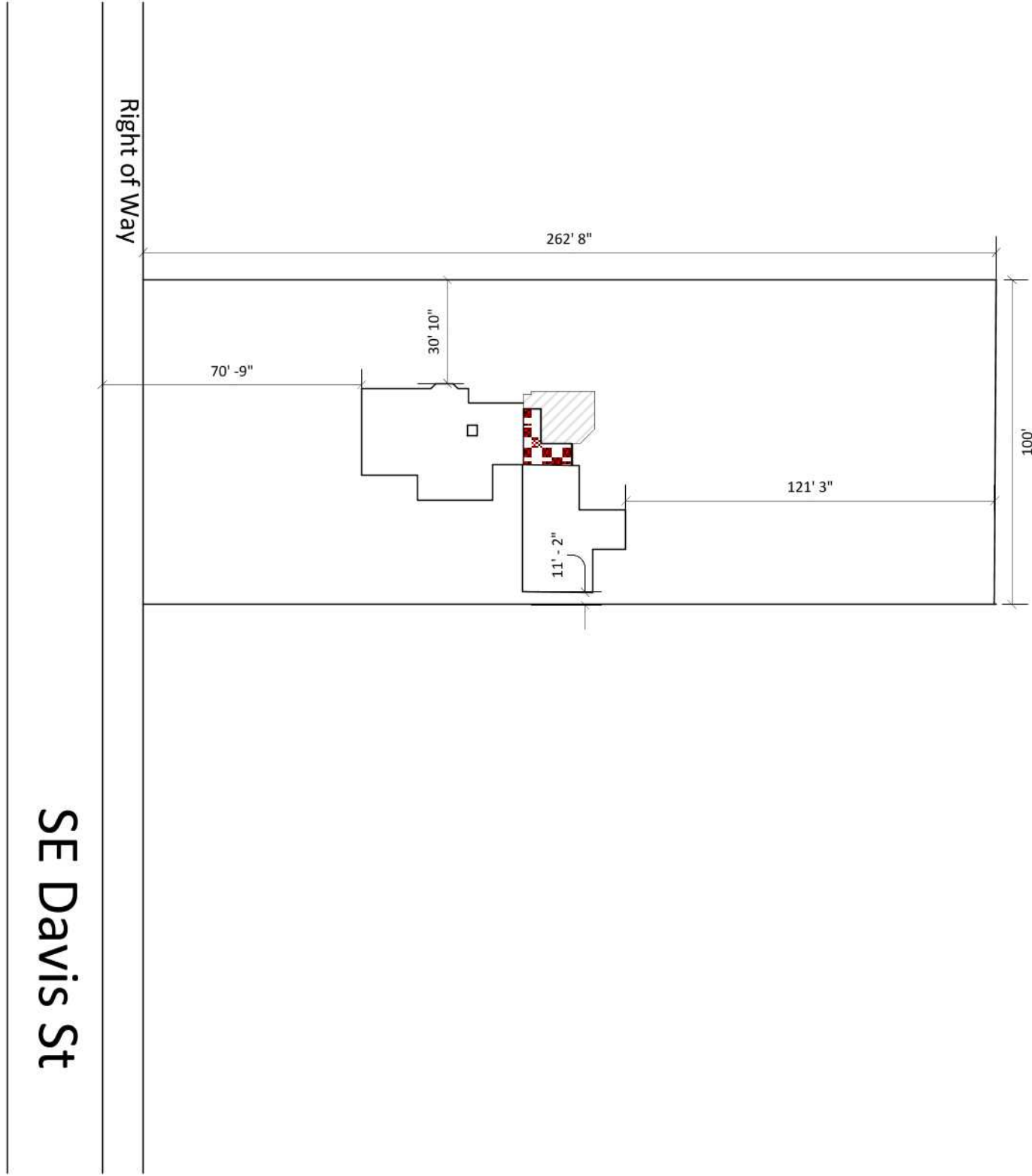


Figure 15: View from North within current porch structure of door to garage area (worker entering). This door to be replaced in new plan by an exterior door in essentially the same location.



Owners:
Jori and David
Whitling

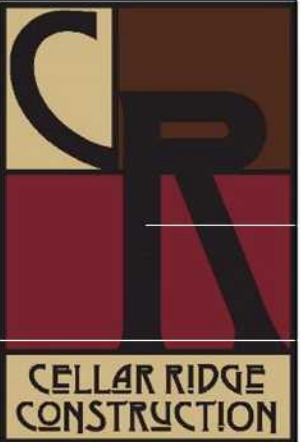
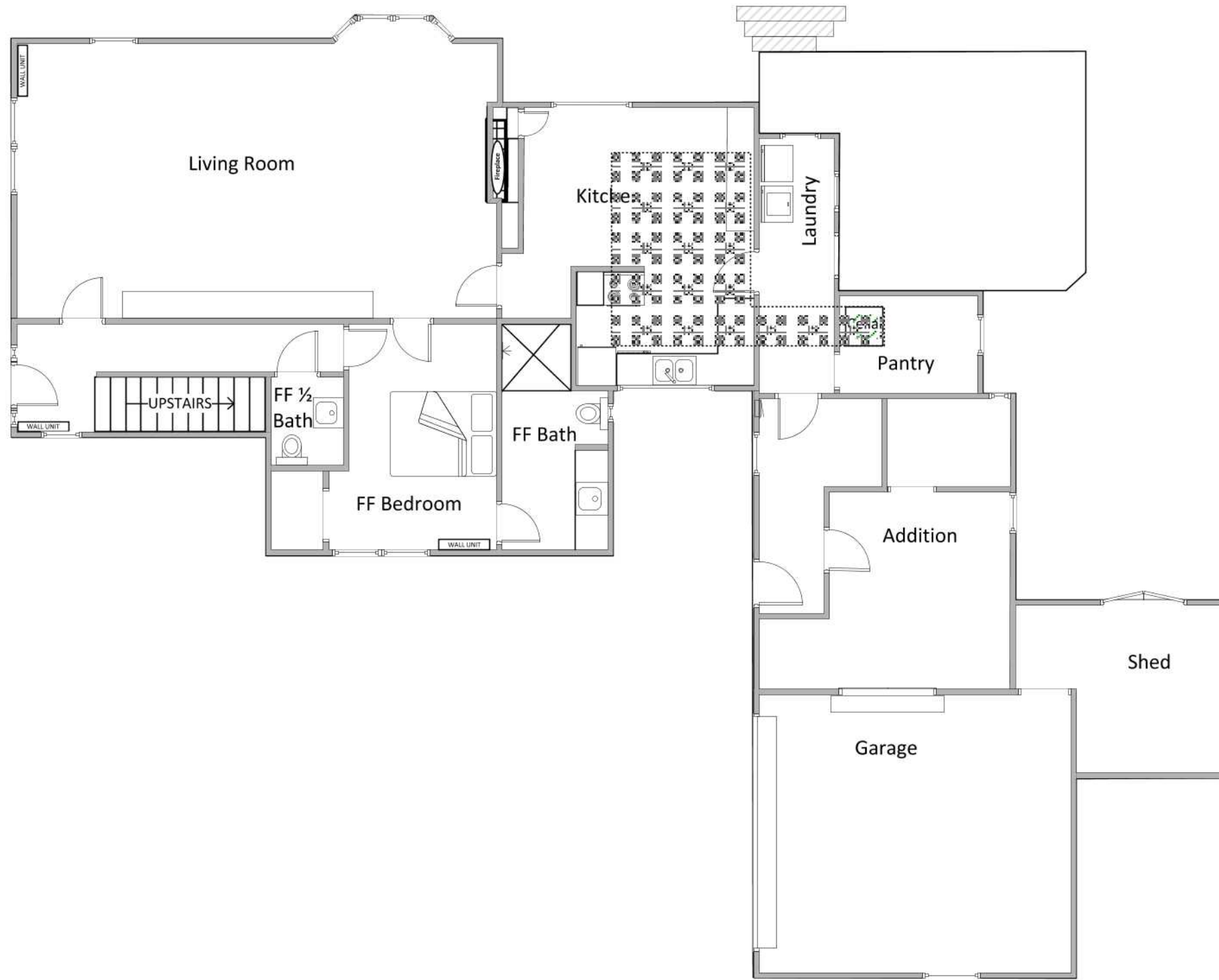
Issue Vol.
10/20/2020

Project:
Whitling Remodel
806 SE Davis St.
McMinnville, OR
97128

Site Map

SM

00.1



Project:
Whitling Remodel
806 SE Davis St.
McMinnville, OR
97128

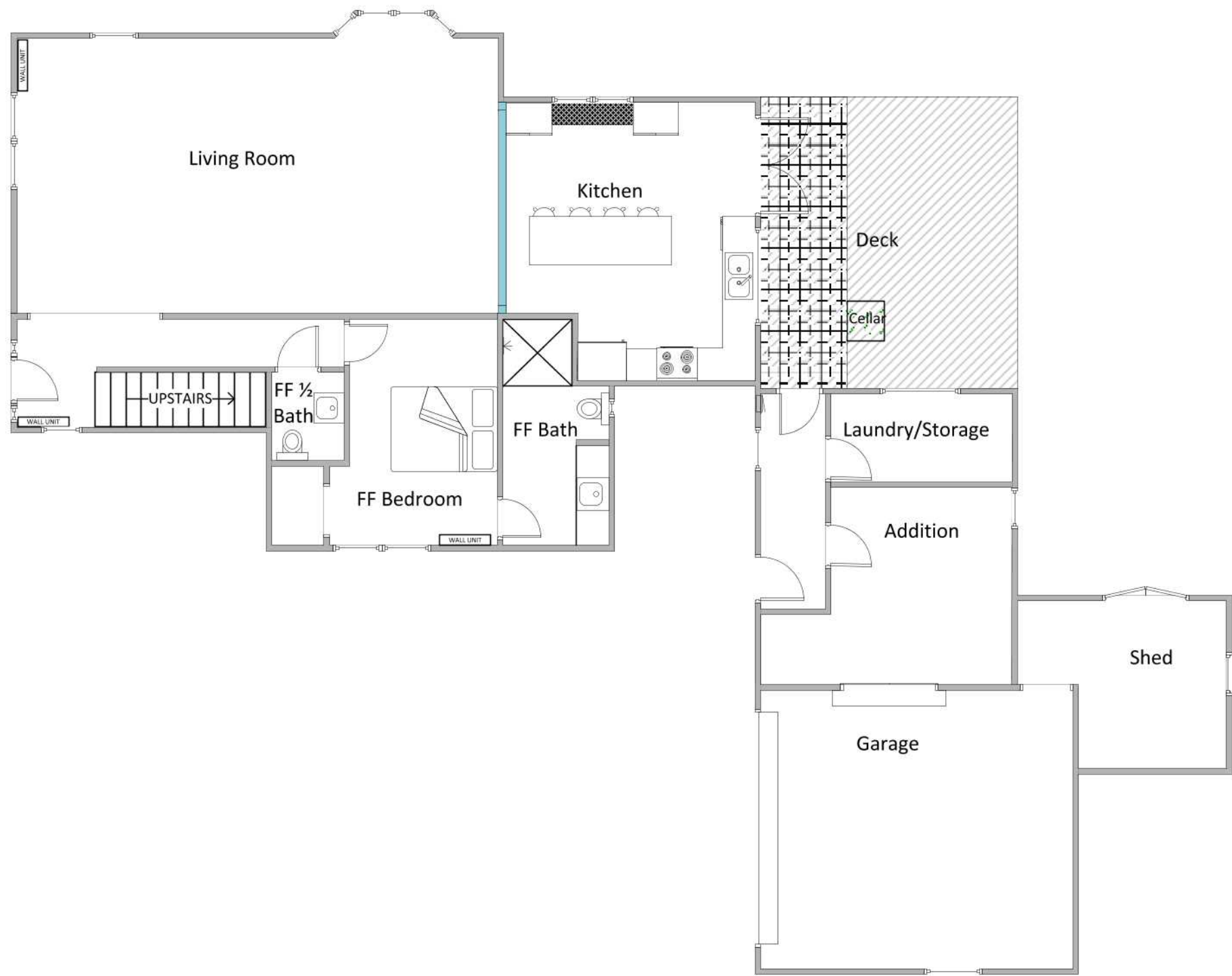
Issue Vol.
10/20/2020

Scale:
1/8" = 1'-0"

AB Drawings:

AB

01.0



Scale: 1/8" = 1'-0"

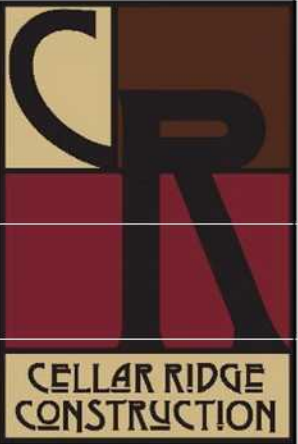
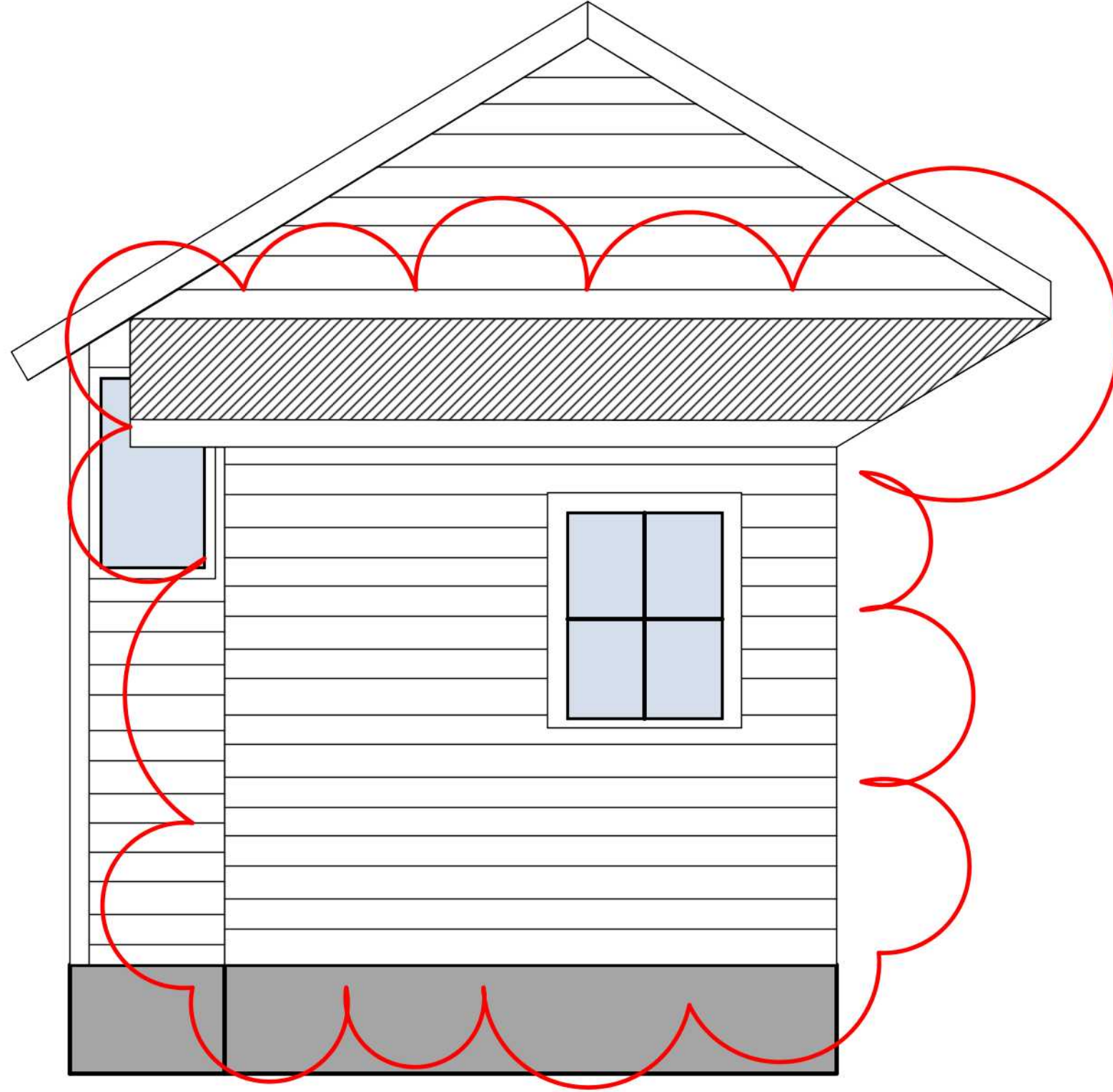
Issue Vol. 10/20/2020

Project: Whitling Remodel
806 SE Davis St.
McMinnville, OR
97128

Concept Drawing 1

A

01.1



Project:
Whitling Remodel
806 SE Davis St.
McMinnville, OR
97128

Issue Vol.
12/1/2020

Scale:
1/2" = 1'-0"

North Facing Elevation

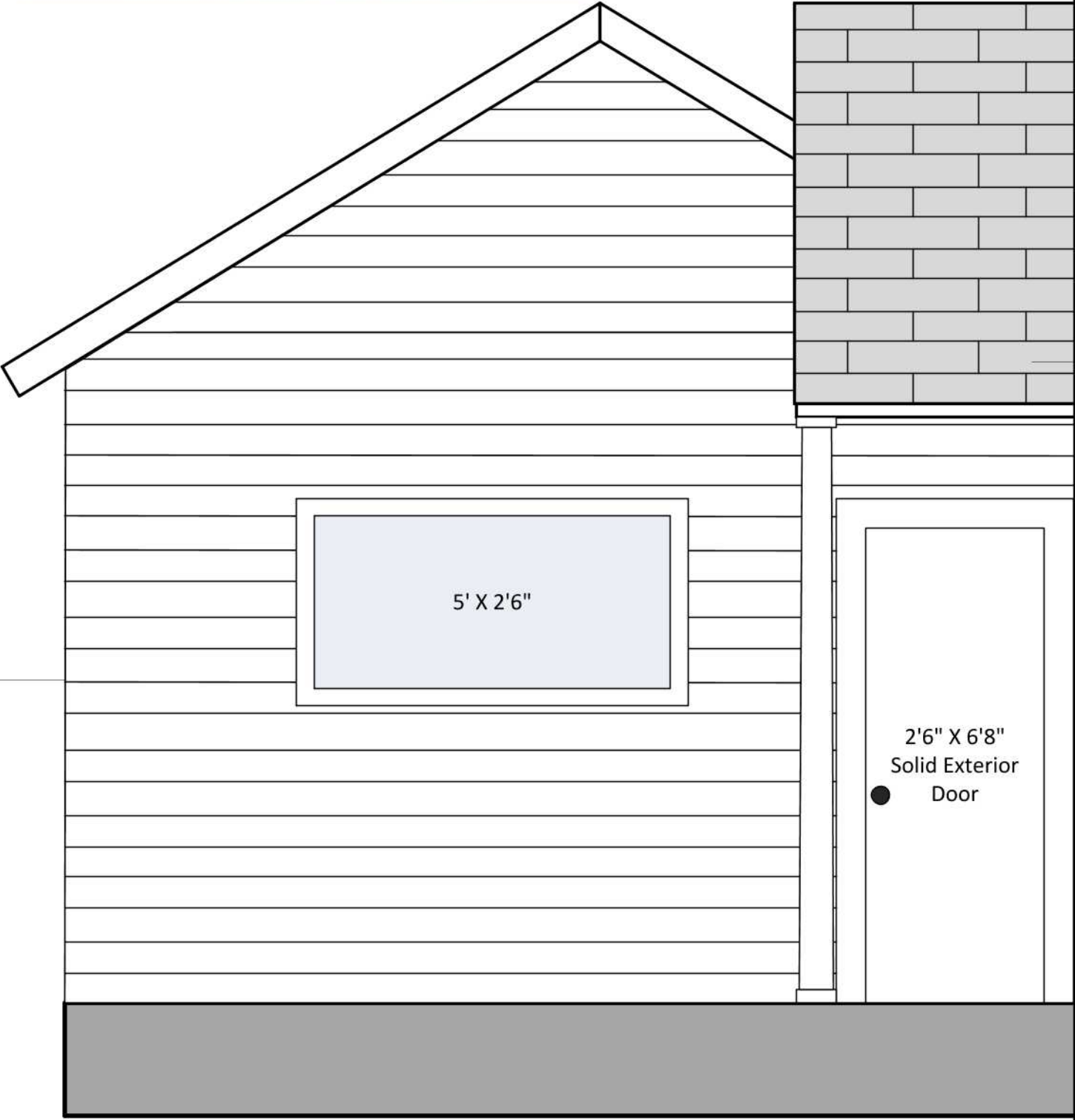
N.ELV

01.2

Gabel Extended East 4 feet
For Covered Walk

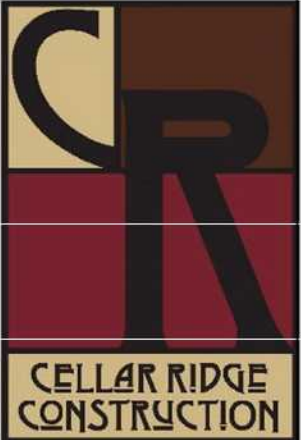
Entire roof is to be re-shingled
to match existing

Siding will be salvaged from
additions and used to fill in
where necessary

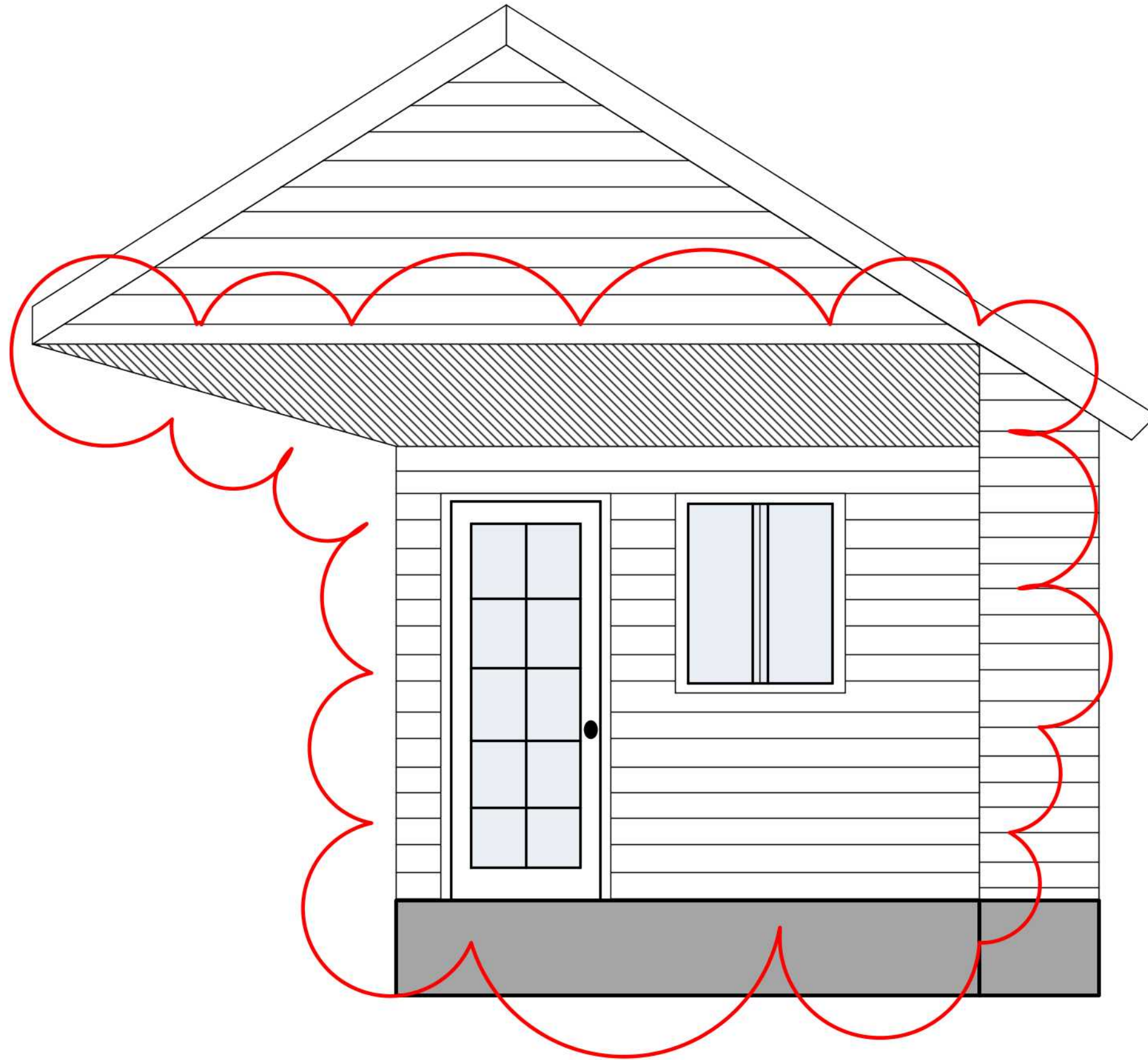


5' X 2'6"

2'6" X 6'8"
Solid Exterior
Door



| | | |
|--|-------------------------|------------------------|
| Project: Whitling Remodel 806 SE Davis St. McMinnville, OR 97128 | Issue Vol. 12/1/2020 | Scale: 1/2" = 1'-0" |
| North Facing Elevation | | |
| N.ELV | | |
| 01.3 | | |



| | | |
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| Project: Whitling Remodel 806 SE Davis St. McMinnville, OR 97128 | Issue Vol. 12/1/2020 | Scale: 1/2" = 1'-0" |
| East Facing Elevation | | |
| E.ELV | | |
| 01.4 | | |

Gabel Extended East 4 feet
For Covered Walk

Siding will be salvaged from
additions and used to fill in
where necessary

Half Column

6' X 3'4"
Bi fold
Window

6' X 6' 8"
French Door

Columns will match columns
at front entry

Trim around doors and
windows will be 1x
material to match existing
exterior trim



CELLAR RIDGE
CONSTRUCTION

Project:
Whitling Remodel
806 SE Davis St.
McMinnville, OR
97128

Issue Vol.
12/1/2020
Scale:
1/2" = 1'-0"

East Facing Elevation

E.ELV

01.5



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

EXHIBIT 2 - STAFF REPORT

DATE: January 5, 2021
TO: Historic Landmark Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: PUBLIC MEETING: HL 5-20 (Certificate of Approval for Alteration) –
225 NW Adams 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 “Certificate of Approval for Alteration” land use application for alterations to the existing historic landmark and building, which is the City of McMinnville Library, located at 225 NW Adams Street (Tax Lot 9800, Section 20AD, T. 4 S., R. 4 W., W.M.). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards. Per the McMinnville Municipal Code (MMC), the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Approval review. The applicant, Jenny Berg, Library Director, on behalf of the City of McMinnville, is requesting the Certificate of Approval for Alteration approval. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 of the MMC. The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

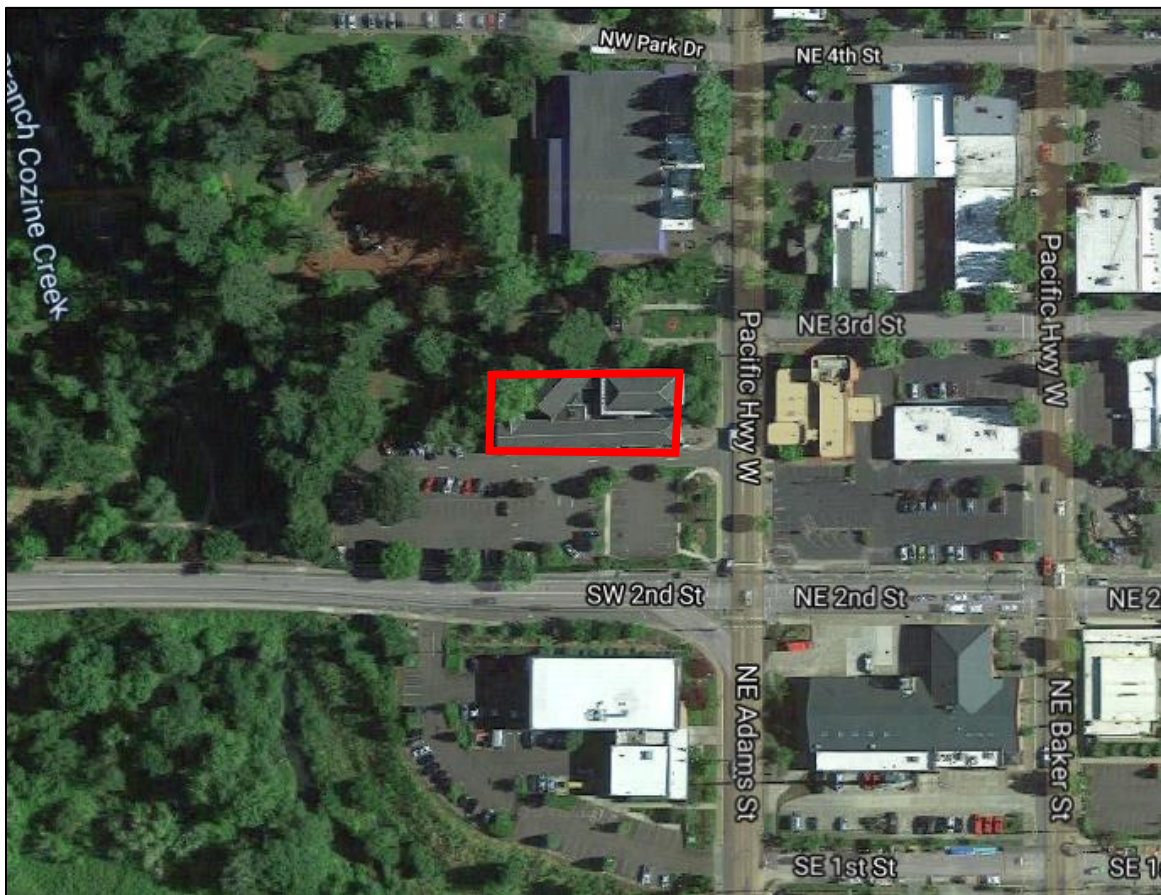
Background:

The subject property is located at 225 NW Adams Street. The property identified as Tax Lot 9800, Section 20AD, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

Attachment B: HL 5-20 Application Materials

Figure 1. Vicinity Map (Approximate Building Footprint Identified)

The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A400). The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“Plans on file at the Oregon Historic Society indicate that Ernst Kroner submitted several larger, more elaborate designs before the executed plans were adopted. The building as finally built, is a regular rectangular block with a low-pitched hipped roof. It sits on the edge of the City Park. Above the first floor, it is brick, below, rough concrete. Wide eaves are supported by paired brackets. Fenestration is somewhat irregular; strips of narrow paired casement windows superimposed by transoms of small translucent lights which are continuous with the frieze. The daylight basement has eight over eight double-hung sash windows. The frieze is partially decorated with contrasting brickwork in diamond patterns. The entrance (on the north façade) is an arched double door (aluminum now) surrounded by concentric arches of headers. A stained glass lunette above the doors displays a design of fir trees, a lamp and the words, “Carnegie Library 1912”.

Tax funding and a library board were created by ordinance in 1911. The first board, appointed by the mayor, included: Mrs. D.C. Apperson, Mr. Macy, Lulu Roger, O.O. Hodson, and Ella Hendrick.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

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Until that time, the library had been in the hands of a private organization, the Civic Improvement Club, it was quartered in Eliza Wright's building for rent of \$12.00 a month.

In 1911 discussion of a Carnegie Library was begun. Ernst Kroner, Worchester Building, Portland was chosen architect and plans were submitted and reworked throughout most of 1912. Several plan were discussed. Local contractors' bids were too high and a Portland firm, Wineland & Co. were chosen as builders with a bid of \$8,880. The new building was insured by Oregon Fire Relief Association for \$4000. It was completed in March 1913. The building sits on the edge of the City Park facing north and surrounded by several large trees, most notable a Monkey Puzzle tree."

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

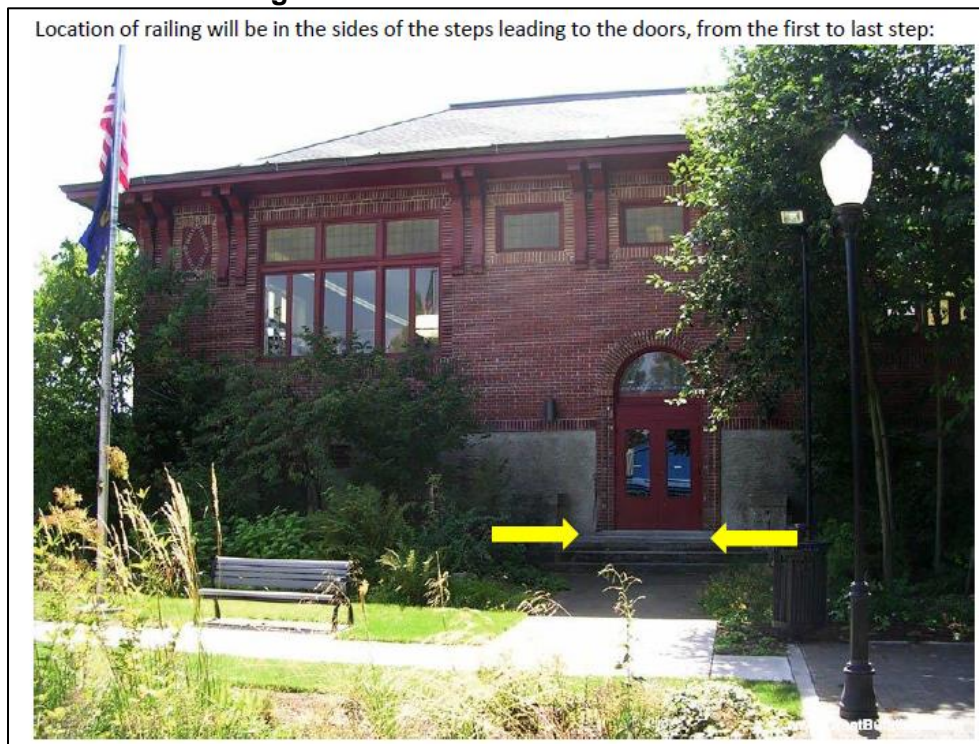
"The intent of the project is to add handrails on the outside steps leading to the entrance of the McMinnville Public Library Carnegie Library. This entrance was used as the primary entrance to the Library from the completion and opening of the Library in 1913 until the completion of the Library addition in 1983.

Due to COVID-19 the Library is using this Carnegie Library entrance as the current entrance to the building, so as to allow for physical distancing and maintain separate ingress and egress to the Library. The three steps leading up to the Carnegie Library entrance do not currently have a handrail. The intent is to install simple, sturdy handrails for safety and support for visitors entering the Library. The current Library exit is what was once both the entrance and exit prior to COVID-19."

Discussion:

The applicant has provided photos and illustrations identifying the improvements that would occur, should the Certificate of Approval for Alteration land-use application be approved. See Photo of Handrail Location (Figure 2) and Handrail Illustrations (Figure 3) below.

Figure 2. Photo of Handrail Location

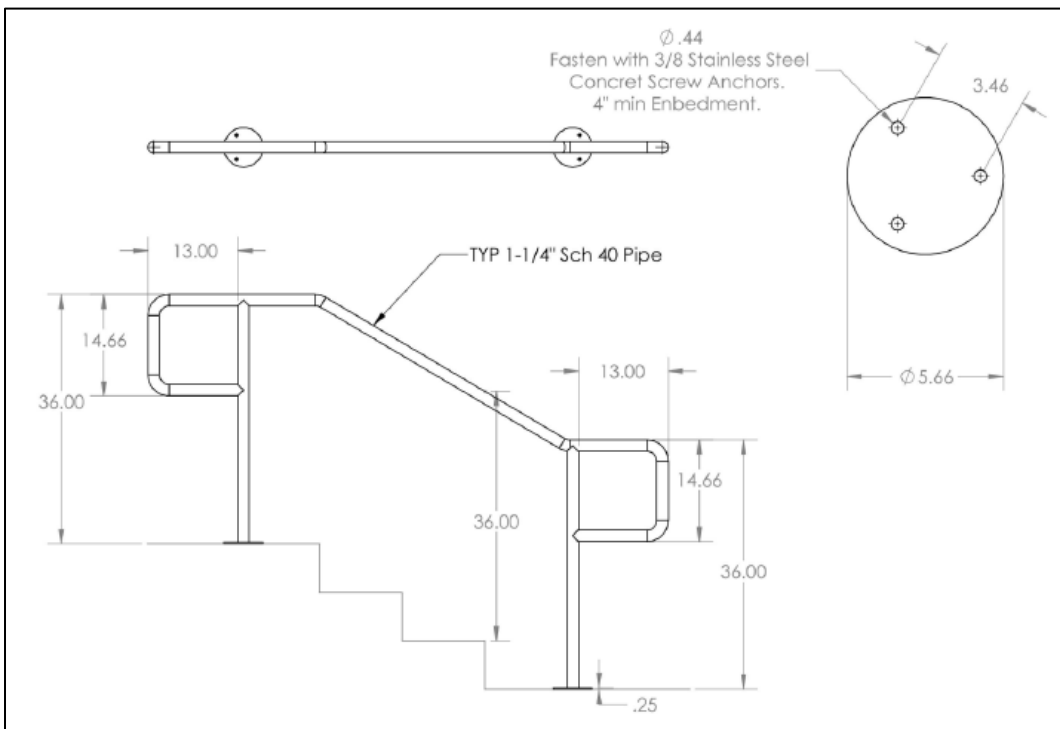
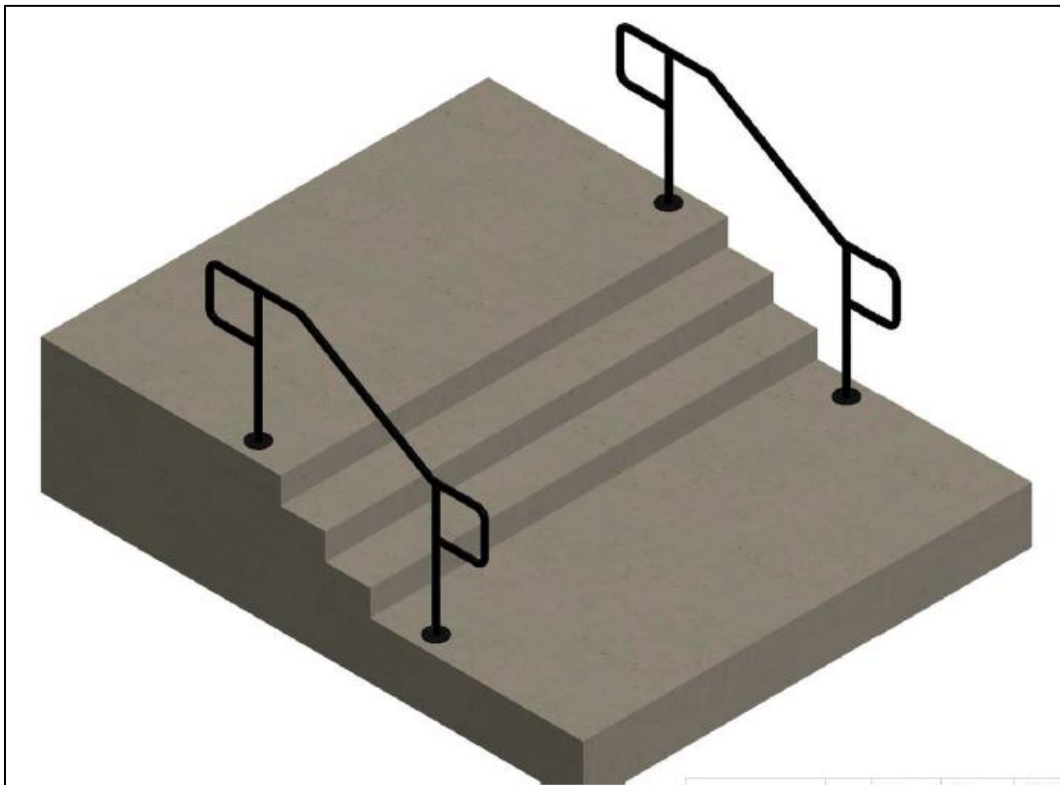


Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

Attachment B: HL 5-20 Application Materials

Figure 3. Handrail Illustrations



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

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Applicable Criteria

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. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
4. The value and significance of the historic resource; and
5. The physical condition of the historical resource.

The applicant has provided a written narrative and findings to support their requests. The narrative and findings are provided in the application materials, and are also reiterated and expanded upon in the Decision Document. The Decision Document includes the specific findings of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

Attachment B: HL 5-20 Application Materials

Summary of Proposal and Staff-Recommended Findings

Overall, the alteration that is proposed is fairly minimal, and is not an alteration to the actual building itself. The alteration being proposed to allow for the installation of handrails is to provide for safer accessibility to the north entrance to the building, which previously was not used but is now being used to access the library and provide for social distancing throughout the interior of the building. The handrails are proposed to be added to the concrete stairs and landing outside of the north entrance to the building. The handrails are proposed to be installed by mounting the handrails directly to the concrete surface at the top of the landing and the bottom of the stairs. There will be two handrails, one on each side of the staircase.

The method in which the handrails are proposed to be installed will not impact the character-defining features and components of the historic landmark. The major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the arched double door, concentric arches of headers, and stained glass lunette above the doors. Other features of the building, including its exterior façade materials and design finishes, would also be protected as the handrails are not proposed to be installed in a manner that would attach to or impact the building itself. The handrails also avoid any alteration or impact to the taller side walls of the entrance landing, which are original to the building and finished in the same material and texture as the lower portion of the adjacent building façade.

In regards to the proposed design and finish of the handrails, the materials and color proposed are intended to be simple and not detract from the more character-defining features of the building, which include the entrance doorway, arches, and other exterior building finishes. The handrails are proposed to be a simple rounded pole, finished with a powder-coated black paint finish. The dimensions and form of the handrails also meets applicable building code requirements for accessible handrails leading to a building entrance. The railing is not proposed as a design that attempts to mimic any feature on the building or surrounding site. Historic photo evidence of the building does not provide any clear documentation of a particular form or style of handrail being present at this entrance. It appears that a railing was present on the building, in a longer form that extended along the sidewalk leading up to the entrance steps. However, this feature no longer exists and clear documentation of whether it was original and its exact design is not immediately available. The main building features, including the door, the surrounding entrance arches, and porch landing walls are more clearly evident in the historic documentation, and those features are not impacted by the proposed installation as described in more detail above. Some historic photos that show this north entrance are included in the findings within the Decision Document.

There are some applicable guidelines for code-require accessibility work on historic buildings within the Secretary of the Interior's Standards for the Treatment of Historic Properties, as described in more detail in the attached Decision Document. Some of these applicable guidelines are also shown below:

Recommended Guideline: Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

Recommended Guideline: Complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

Recommended Guideline: Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration for accessibility on the historic building, its site, or setting, such as compatible ramps, paths, and lifts.

Attachments:

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Not Recommended Guideline: Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with accessibility requirements.

Not Recommended Guideline: Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

Commission Options:

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

Recommendation:

If the Historic Landmarks Committee finds that the proposal meets the applicable standards, staff would recommend that the land use application be approved, and staff is not recommending any conditions of approval. Staff has prepared a decision document that would reflect this decision.

If the Historic Landmarks Committee finds that proposal does not meet the applicable review criteria or the Secretary of the Interior Standards, staff would recommend that the Committee provide adequate findings on the record for the denial of the alteration. Alternatively, staff would recommend that the Committee provide direction on findings during their deliberations and continue the application to allow staff to draft an updated Decision Document that incorporates those findings, which could be reviewed at a future Committee meeting.

MOTION FOR APPROVAL OF HL 5-20:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 5-20.

If the Historic Landmarks Committee does not find that the proposal meets the applicable standards, a recommended motion for the land-use application is provided below.

MOTION FOR CONTINUATION OF HL 5-20:

BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 5-20 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

CD

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-20

Attachment B: HL 5-20 Application Materials



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

503-434-7311

www.mcminnvilleoregon.gov

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK LOCATED AT 225 NW ADAMS STREET

- DOCKET:** HL 5-20 (Certificate of Approval for Alteration)
- REQUEST:** Approval of alterations to an existing historic landmark and building that is listed on the McMinnville Historic Resources Inventory as a “Distinctive” historic resource (resource number A400). The proposed alteration includes the addition of handrails to the exterior staircase leading to the entrance door on the north side of the building, which faces the fountain and plaza between the library and the aquatic center.
- LOCATION:** 225 NW Adams Street. The property identified as Tax Lot 9800, Section 20AD, T. 4 S., R. 4 W., W.M.
- ZONING:** R-2 (Single Family Residential)
- APPLICANT:** Jenny Berg, Library Director, on behalf of the City of McMinnville
- STAFF:** Chuck Darnell, Senior Planner
- DATE DEEMED COMPLETE:** December 1, 2020
- HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee
- HEARING DATE & LOCATION:** January 5, 2021, Zoom Online Meeting
- PROCEDURE:** An application for a Certificate of Approval for Alteration is processed in accordance with the procedures in Section 17.65.060 of the McMinnville Municipal Code.
- CRITERIA:** The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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 17.65.080 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 Certificate of Approval for Alteration (HL 5-20).

////////////////////////////////////
DECISION: APPROVAL
////////////////////////////////////

Historic Landmarks Committee: _____ Date: _____
Mary Beth Branch, Chair

Planning Department: _____ Date: _____
Heather Richards, Planning Director

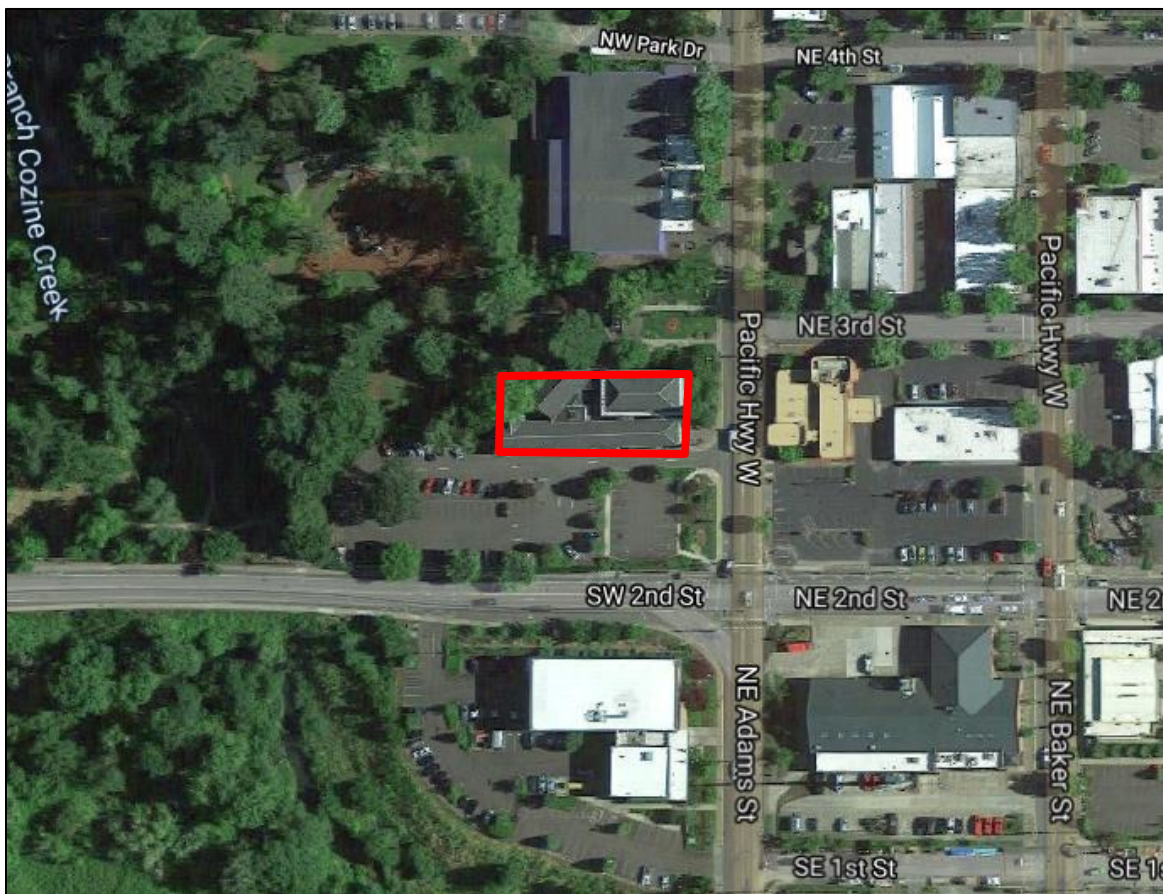
I. APPLICATION SUMMARY:

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use request and the relevant background, 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 225 NW Adams Street. The property identified as Tax Lot 9800, Section 20AD, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map (Approximate Building Footprint Identified)



The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A400).

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

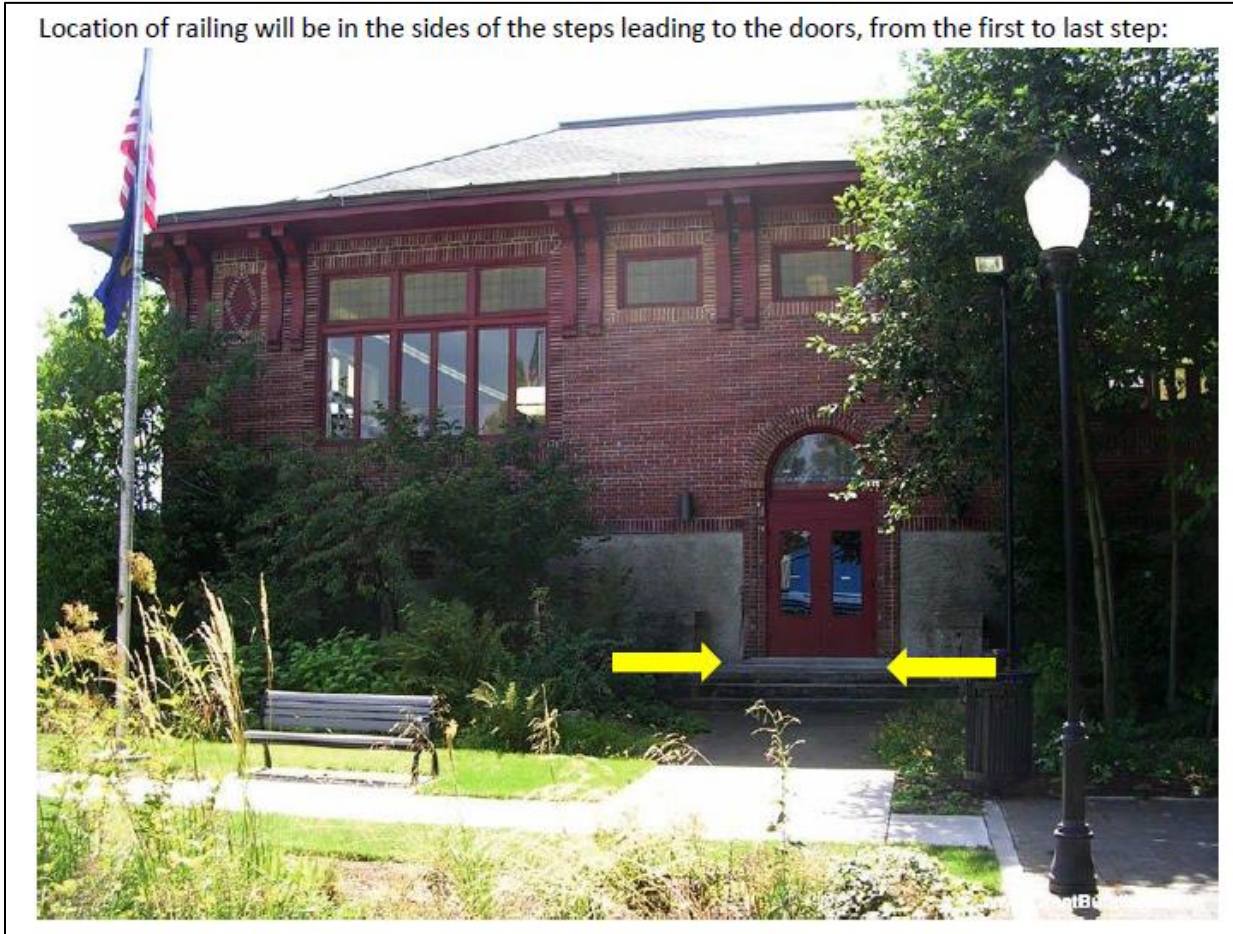
“The intent of the project is to add handrails on the outside steps leading to the entrance of the McMinville Public Library Carnegie Library. This entrance was used as the primary entrance to the Library from the completion and opening of the Library in 1913 until the completion of the Library addition in 1983.

Attachments :

Attachment 1 – Application and Attachments

Due to COVID-19 the Library is using this Carnegie Library entrance as the current entrance to the building, so as to allow for physical distancing and maintain separate ingress and egress to the Library. The three steps leading up to the Carnegie Library entrance do not currently have a handrail. The intent is to install simple, sturdy handrails for safety and support for visitors entering the Library. The current Library exit is what was once both the entrance and exit prior to COVID-19.”

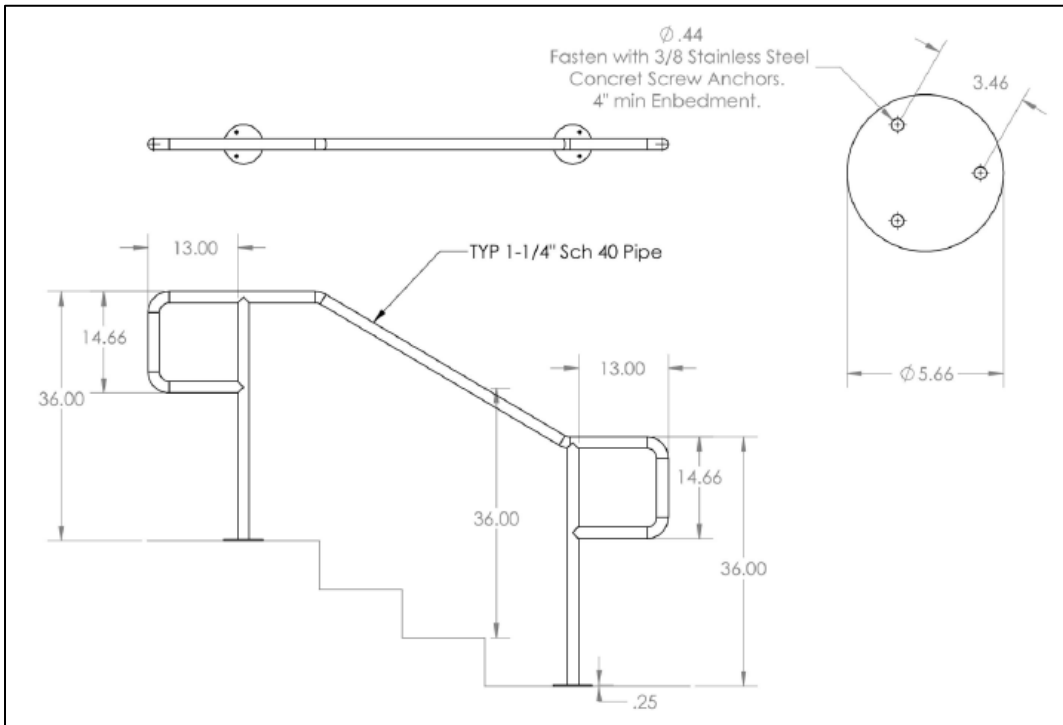
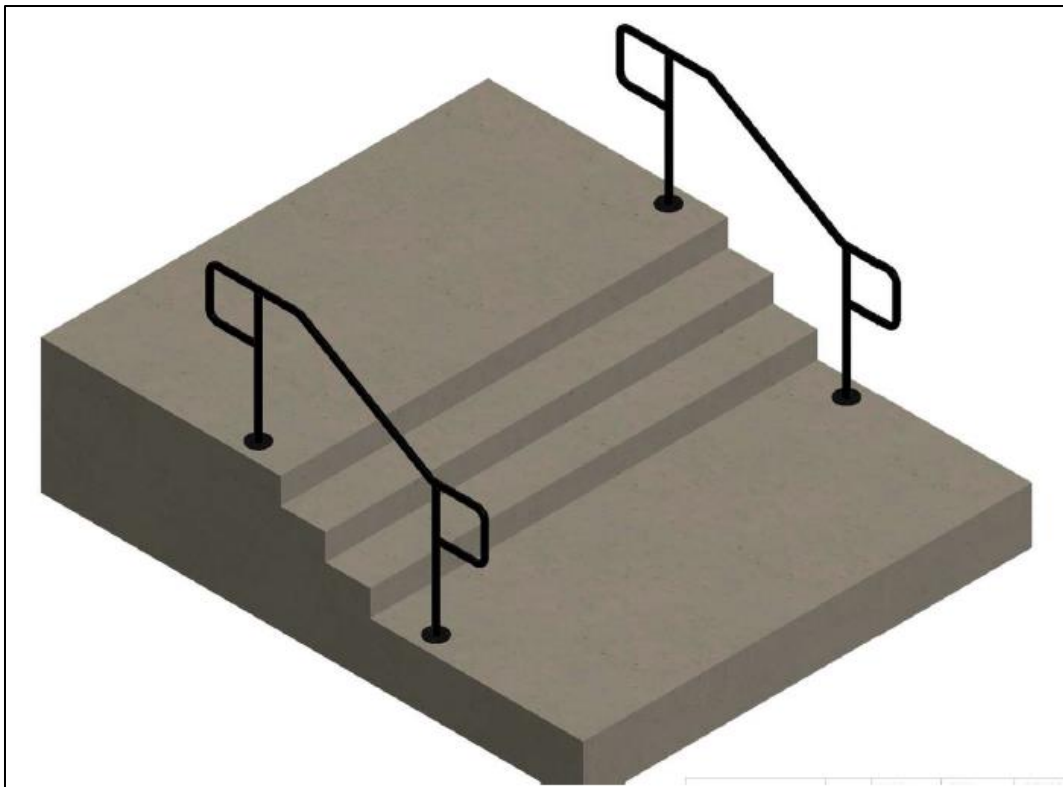
The location of the proposed railing installation is identified below:



A rendering and specifications of the proposed railings was also provided by the applicant and are identified below:

Attachments :

Attachment 1 – Application and Attachments



Background

The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number A400) for the subject property. The survey photo of the building is dated as

Attachments :

Attachment 1 – Application and Attachments

1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“Plans on file at the Oregon Historic Society indicate that Ernst Kroner submitted several larger, more elaborate designs before the executed plans were adopted. The building as finally built, is a regular rectangular block with a low-pitched hipped roof. It sits on the edge of the City Park. Above the first floor, it is brick, below, rough concrete. Wide eaves are supported by paired brackets. Fenestration is somewhat irregular; strips of narrow paired casement windows superimposed by transoms of small translucent lights which are continuous with the frieze. The daylight basement has eight over eight double-hung sash windows. The frieze is partially decorated with contrasting brickwork in diamond patterns. The entrance (on the north façade) is an arched double door (aluminum now) surrounded by concentric arches of headers. A stained glass lunette above the doors displays a design of fir trees, a lamp and the words, “Carnegie Library 1912”.

Tax funding and a library board were created by ordinance in 1911. The first board, appointed by the mayor, included: Mrs. D.C. Apperson, Mr. Macy, Lulu Roger, O.O. Hodson, and Ella Hendrick. Until that time, the library had been in the hands of a private organization, the Civic Improvement Club, it was quartered in Eliza Wright’s building for rent of \$12.00 a month.

In 1911 discussion of a Carnegie Library was begun. Ernst Kroner, Worchester Building, Portland was chosen architect and plans were submitted and reworked throughout most of 1912. Several plan were discussed. Local contractors’ bids were too high and a Portland firm, Wineland & Co. were chosen as builders with a bid of \$8,880. The new building was insured by Oregon Fire Relief Association for \$4000. It was completed in March 1913. The building sits on the edge of the City Park facing north and surrounded by several large trees, most notable a Monkey Puzzle tree.”

Summary of Criteria & Issues

The application (HL 5-20) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the McMinnville Municipal Code (MMC). The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The specific review criteria for Certificate of Approval for Alteration requests, in Section 17.65.060(B) of the MMC, require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

Attachments :

Attachment 1 – Application and Attachments

- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.

The applicant has provided findings to support the request for a Certificate of Approval for Alteration. These will be discussed in detail in Section VII (Conclusionary Findings) below.

II. CONDITIONS:

None.

III. ATTACHMENTS:

1. HL 5-20 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 concerns.

- McMinnville Building Department

A building permit will be necessary for the new handrails when it comes time for installation.

- McMinnville Water and Light

McMinnville Water & Light has no comment on this historic landmark submittal.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date of the Historic Landmarks Committee public meeting on January 5, 2021, no public testimony had been received by the Planning Department.

Attachments :

Attachment 1 – Application and Attachments

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Jenny Berg, Library Director, on behalf of the City of McMinnville, submitted the Certificate of Approval application (HL 4-20) on September 15, 2020.
2. The application was deemed incomplete on September 16, 2020. A revised application submittal, including the items that were requested by the Planning Department to deem the application complete, was provided on November 18, 2020.
3. The application was deemed complete on December 1, 2020. Based on that date, the 120 day land use decision time limit expires on March 31, 2021.
4. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: 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.

5. Notice of the application and the January 5, 2021 Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on December 18, 2020.
6. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting.
7. On January 5, 2021, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 225 NW Adams Street. The property identified as Tax Lot 9800, Section 20AD, T. 4 S., R. 4 W., W.M.
2. **Size:** The size of the parcel on which the building is located is undetermined, but is much larger than the library building itself and includes the adjacent aquatic center building and adjacent City Park.
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-2 (Single Family Residential)
5. **Overlay Zones/Special Districts:** Downtown Design Standards Area.
6. **Current Use:** Library
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number A400.
 - b. **Other:** None

Attachments:

Attachment 1 – Application and Attachments

8. **Other Features:** The site on which the library is located is large and contains other buildings and facilities, including the City’s aquatic center, City Park, and other facilities and features associated with those uses.
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 is adjacent to NW Adams Street, which is identified as a Major Arterial street in the McMinnville Transportation System Plan (TSP). Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for major arterial streets as 104 feet. The existing right-of-way width adjacent to the property is not 104 feet, but is located within the downtown area where existing development is generally constructed up to or within close proximity to existing property lines. Therefore, no right-of-way dedication is required for the proposed development.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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 McMINNVILLE.

GOAL III 4: ENCOURAGE THE PRESERVATION AND REHABILITATION OF HISTORIC RESOURCES

GOAL III 6: INCREASE HERITAGE TOURISM

APPLICANT’S RESPONSE: The proposed project will meet the policies of the Comprehensive Plan by increasing public awareness of McMinnville’s history by safely inviting people to use the original entrance to the Library, which offers a beautiful view of the original Carnegie architecture. The project protects the historic resource of the Library as the railing can be removed when it is no longer needed, leaving the façade intact. The project will keep heritage tourists safe as they enter the Library entrance during COVID-19, allowing them to use the handrails to enter the old Carnegie Library entrance.

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

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 a Certificate of Approval for Alteration 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 meeting(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.

Attachments:

Attachment 1 – Application and Attachments

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant, who is representing the property owner, filed an application and request for approval of proposed alterations to the building that is designated as a Significant resource on the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee shortly after 30 days of the application being deemed complete.

17.65.060 Exterior Alteration or Remodeling. [...]

B. The Historic Landmarks Committee shall base its decision on the following criteria:

17.65.060(B)(1). *The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;*

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The findings for the applicable Comprehensive Plan policies are provided above.

17.65.060(B)(2)(a). *A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.*

APPLICANT’S RESPONSE: The property will continue to be used as it has always been used, as a public library to serve the citizens and visitors of McMinnville.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the proposed method in which the handrails will be installed will not impact any portion of the historic building other than the existing concrete steps near the entrance. Therefore, distinctive materials, features, and spatial relationships of the historic building itself will be retained.

17.65.060(B)(2)(b). *The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

APPLICANT’S RESPONSE: The historic character will be retained and preserved, with no changes made other than the addition of the handrails.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the proposed method in which the handrails will be installed will not impact any portion of the historic

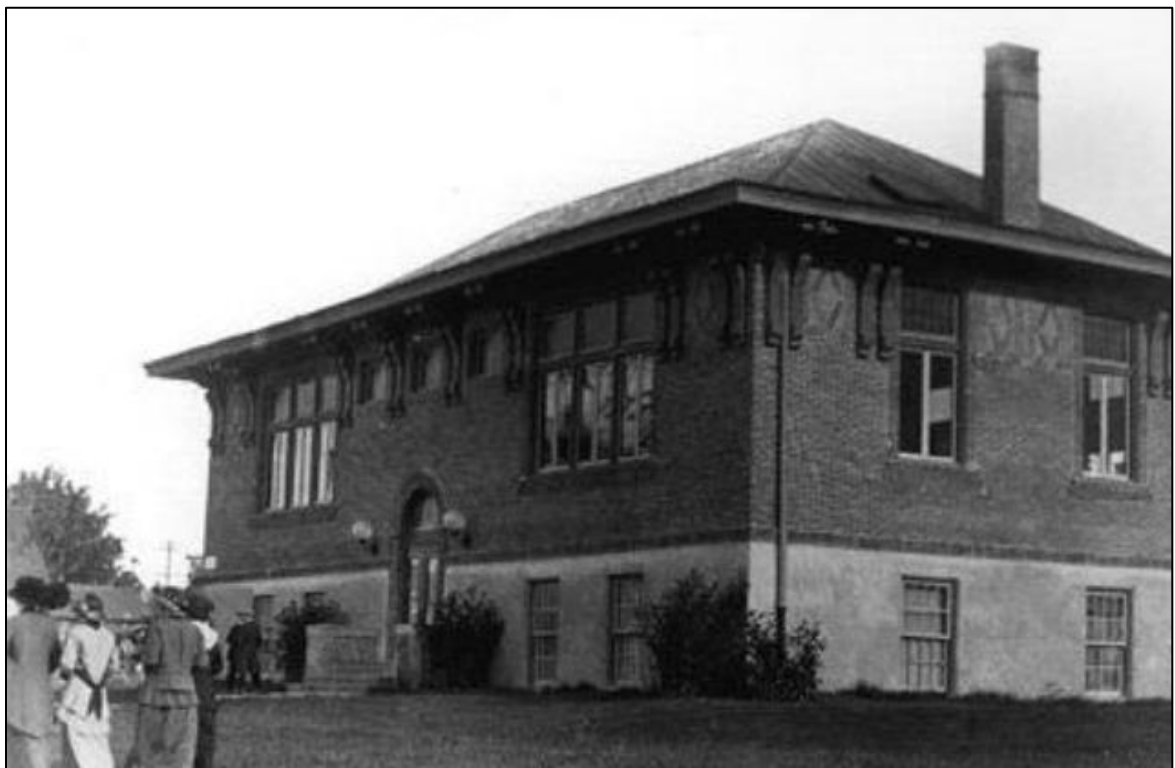
building other than the existing concrete steps near the entrance. Therefore, distinctive materials, features, and spatial relationships of the historic building itself will be retained.

17.65.060(B)(2)(c). *Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.*

APPLICANT’S RESPONSE: The stair railing will be visually compatible with the current library, made from simple, bent, metal railing powder coated in black.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the arched double door, concentric arches of headers, and stained glass lunette above the doors. Other features of the building, including its exterior façade materials and design finishes, would also be protected as the handrails are not proposed to be installed in a manner that would attach to or impact the building itself. The handrails are proposed to be mounted only to the concrete steps near the entrance of the building. The handrails also avoid any alteration or impact to the taller side walls of the entrance landing, which are original to the building and finished in the same material and texture as the lower portion of the adjacent building façade.

The proposed color and style of handrail is a powder coated metal railing that would be black, which is physically and visually compatible with the building. The railing design that is being proposed meets applicable building code requirements for railings that provide an entrance to publically accessible buildings. The railing is not overly eccentric or a design that attempts to mimic any feature on the building or surrounding site. Historic photo evidence of the building does not provide any clear documentation of a particular form or style of handrail being present at this entrance. It appears that a railing was present on the building, in a longer form that extended along the sidewalk leading up to the entrance steps. However, the proposed railing is again meeting current building code requirements and also is smaller and therefore less visually impactful on the historic entrance to the building. Some historic photos are provided below (exact dates unknown but estimated to be circa 1920s to 1930s):



A railing was also present near this building entrance as late as 1983 in the date of the photo taken and included in the Historic Resources Inventory, which is identified below:

Attachments:

Attachment 1 – Application and Attachments



17.65.060(B)(2)(d). *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

APPLICANT’S RESPONSE: Not applicable.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that there is no evidence that changes to the steps around the entrance to the building have acquired historic significance that require retention or preservation. As discussed above, the proposed method in which the handrails will be installed will not impact any portion of the historic building other than the existing concrete steps near the entrance. Therefore, distinctive materials, features, and spatial relationships of the historic building itself will be retained.

17.65.060(B)(2)(e). *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

APPLICANT’S RESPONSE: Distinctive materials, features, finishes, and construction technique of the Carnegie Library will be preserved.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the arched double door, concentric arches of headers, and stained glass lunette above the doors. Other features of the building, including its exterior façade materials and design finishes, would also be protected as the handrails are not proposed to be installed in a manner that would attach to or impact the building itself. The handrails are proposed to be mounted only to the concrete steps near the entrance of the building. The handrails also avoid any alteration or impact to the taller side walls of the entrance landing, which are original to the building and finished in the same material and texture as the lower portion of the adjacent building façade.

Attachments :

Attachment 1 – Application and Attachments

17.65.060(B)(2)(f). *The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.*

APPLICANT’S RESPONSE: No intervention will be needed to repair deterioration.

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

17.65.060(B)(2)(g). *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

APPLICANT’S RESPONSE: No chemical or physical treatments will be used that cause damage to historic materials.

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

17.65.060(B)(2)(h). *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

APPLICANT’S RESPONSE: We are not aware of any known archeological resources at the site that will be affected by this project.

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

17.65.060(B)(2)(i). *The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.*

APPLICANT’S RESPONSE: The proposed project fits the Secretary of Interior Guidelines for Historic Preservation as Rehabilitation as a Treatment. The Dept. of Interior website states “Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.”

FINDING: SATISFIED. After further review, the City finds that the proposed alterations would be more closely considered a “Preservation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the preservation of a historic building as follows:

“Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.”

The City finds that the proposal does include a limited upgrade of code-required work, in the addition of hand rails for accessibility to the stairs leading to the now main entrance of the building. This limited upgrade and addition is listed as being allowed within the Preservation treatment when done to make properties functional. The City also finds that the proposal could

be considered a Preservation treatment because the manner in which the railings are proposed to be installed generally protects the character-defining structural components of the historic landmark. The major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the arched double door, concentric arches of headers, and stained glass lunette above the doors. Other features of the building, including its exterior façade materials and design finishes, would also be protected as the handrails are not proposed to be installed in a manner that would attach to or impact the building itself. The handrails are proposed to be mounted only to the concrete steps near the entrance of the building. The handrails also avoid any alteration or impact to the taller side walls of the entrance landing, which are original to the building and finished in the same material and texture as the lower portion of the adjacent building façade. Based on the fact that the proposed alteration does not impact or involve direct alteration to any of these prominent building features, it is determined that the most applicable treatment for this specific work is the Preservation treatment.

The City's findings are supported by some of the applicable Preservation guidelines for code-required accessibility work on historic buildings, which are provided below:

Recommended Guideline: Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

Recommended Guideline: Complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

Recommended Guideline: Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration for accessibility on the historic building, its site, or setting, such as compatible ramps, paths, and lifts.

Not Recommended Guideline: Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with accessibility requirements.

Not Recommended Guideline: Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

Finding: As discussed above, the proposed method in which the handrails will be installed will not impact any portion of the historic building other than the existing concrete steps near the entrance. Therefore, distinctive and character-defining materials, features, and finishes of the historic building itself will be retained. The installation of the railings by mounting only to the existing concrete steps, and the proposed finish in a simple powder-coated black color, will result in little impact on the features of the building site and its setting.

17.65.060(B)(3). *The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;*

APPLICANT'S RESPONSE: This project is reasonable in that the proposed alteration is in the public interest by creating a safer entrance to the Library while maintaining the historic character of the Carnegie Library.

FINDING: SATISFIED. The City concurs with the applicant's findings. The City adds that the proposed alterations are reasonable, based on the overall goal of avoiding alterations or impacts to the more character defining building features. The reasonableness of the proposed action is further supported in the findings for other applicable review criteria, particularly in the findings for the Secretary of the Interior Standards that are further described above.

17.65.060(B)(4). *The value and significance of the historic resource; and*

APPLICANT'S RESPONSE: The McMinnville Public Library has great value and significance to the community and visitors of McMinnville. Creating a safe and welcoming entrance using the historic entrance of the Carnegie Library adds value by allowing more people to use this entrance.

FINDING: SATISFIED. The City concurs with the applicant's findings, and adds that the proposed method in which the handrails will be installed will not impact any portion of the historic building other than the existing concrete steps near the entrance. Therefore, distinctive materials, features, and spatial relationships of the historic building itself will be retained, which will not impact the value and significance of the historic building and resource.

17.65.060(B)(5). *The physical condition of the historical resource.*

APPLICANT'S RESPONSE: The physical condition of the Library is good. The project will improve the condition by allowing greater safety upon entering the Library.

FINDING: SATISFIED. The City partially concurs with the applicant's findings. The City adds that there have been some changes to the north entrance to the building over time, as documented in the changes evident between historic photos, photos from the time of the Historic Resources Inventory in 1983, and more current photos of the building. However, overall building features and designs are still intact. As discussed in more detail above, the current proposed work is minimal and is proposed in a manner that would not impact any portion of the historic building other than the existing concrete steps near the entrance. Therefore, distinctive materials, features, and spatial relationships of the historic building itself will be retained, and the physical condition of the historic building will not be negatively impacted.

CD



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. | <u>HL 5-20</u> |
| Date Received | <u>12-1-2020</u> |
| Fee | _____ |
| Receipt No. | _____ |
| Received by | <u>sjs</u> |

Certificate of Approval (Alteration)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other Library Director

Applicant Name Jenny Berg Phone 503-435-5550
 Contact Name _____ Phone 503-929-3141 (cell)
(If different than above)

Address 225 NW Adams St.
 City, State, Zip McMinnville, OR 97128
 Contact Email jenny.berg@mcminnvilleoregon.gov

Property Owner Information

Property Owner Name City of McMinnville Phone 503-435-5550
(If different than above)

Contact Name Jenny Berg Phone _____
 Address _____
 City, State, Zip _____
 Contact Email _____

Site Location and Description

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

Property Address 225 NW Adams St.
 Assessor Map No. R4 420-AD-06900 Total Site Area _____
 Subdivision _____ Block _____ Lot _____
 Comprehensive Plan Designation _____ Zoning Designation R-2 FP

1. What is the classification of the historic building? A400

2. Architect Name Not Applicable Phone _____
(Engineer or Other Designer)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

3. Contractor Name Darryl Spaniol Phone 971-241-7059

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email spaniolstriping@gmail.com

4. The existing use of the property. McMinnville Public Library

5. The intended use of the property. McMinnville Public Library

6. Attach a written narrative that describes:

A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);

B. How the proposed project meets the applicable Comprehensive Plan policies;

C. How the proposed project meets the applicable design standards and guidelines, which are as follows:

a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

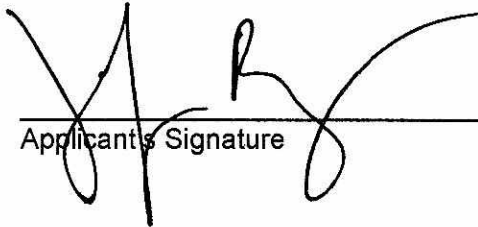
f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;
- D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;
 - E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and
 - F. The physical condition of the historic resource, and how the condition relates to the proposed project.

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), showing the information listed in the information sheet.*
- Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.*
- Photographs and/or drawings of the existing structure.*

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

9/15/2020

 Date

 Property Owner's Signature

 Date

Historic Landmark Alteration
McMinnville Public Library
September 10, 2020

- A. The intent of the project is to add handrails on the outside steps leading to the entrance of the McMinnville Public Library Carnegie Library. This entrance was used as the primary entrance to the Library from the completion and opening of the Library in 1913 until the completion of the Library addition in 1983.

Due to COVID-19 the Library is using this Carnegie Library entrance as the current entrance to the building, so as to allow for physical distancing and maintain separate ingress and egress to the Library. The three steps leading up to the Carnegie Library entrance do not currently have a handrail. The intent is to install simple, sturdy handrails for safety and support for visitors entering the Library. The current Library exit is what was once both the entrance and exit prior to COVID-19.

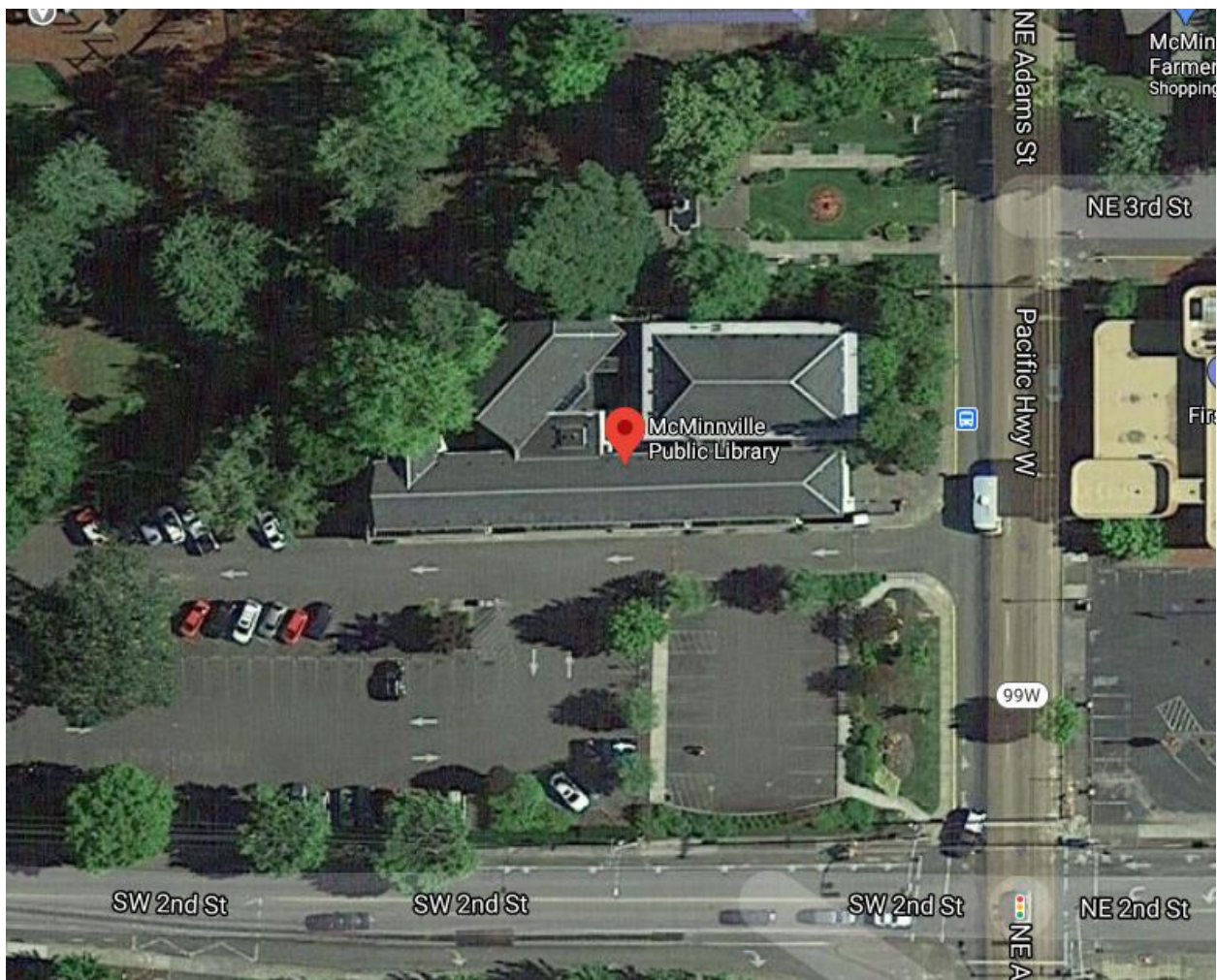
- B. The proposed project will meet the policies of the Comprehensive Plan by *increasing public awareness of McMinnville's history* by safely inviting people to use the original entrance to the Library, which offers a beautiful view of the original Carnegie architecture. The project *protects the historic resource* of the Library as the railing can be removed when it is no longer needed, leaving the façade intact. The project will keep *heritage tourists* safe as they enter the Library entrance during COVID-19, allowing them to use the handrails to enter the old Carnegie Library entrance.
- C.
- a. The property will continue to be used as it has always been used, as a public library to serve the citizens and visitors of McMinnville.
 - b. The historic character will be retained and preserved, with no changes made other than the addition of the handrails.
 - c. The stair railing will be visually compatible with the current library, made from simple, bent, metal railing powder coated in black.
 - d. Not applicable.
 - e. Distinctive materials, features, finishes, and construction technique of the Carnegie Library will be preserved.
 - f. No intervention will be needed to repair deterioration.
 - g. No chemical or physical treatments will be used that cause damage to historic materials.
 - h. We are not aware of any known archeological resources at the site that will be affected by this project.
 - i. The proposed project fits the Secretary of Interior Guidelines for Historic Preservation as Rehabilitation as a Treatment. The Dept. of Interior website states "Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character."
- D. This project is reasonable in that the proposed alteration is in the public interest by creating a safer entrance to the Library while maintaining the historic character of the Carnegie Library.

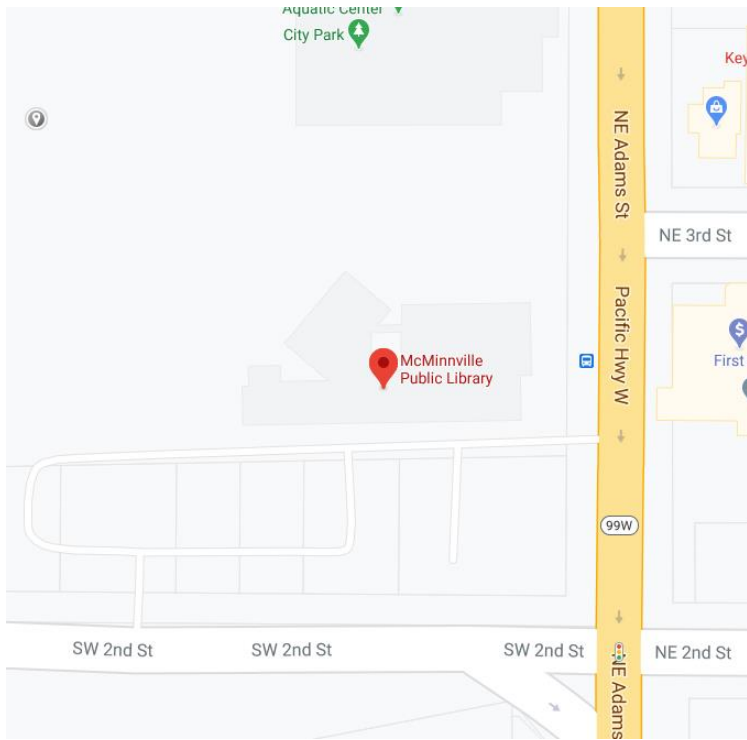
- E. The McMinnville Public Library has great value and significance to the community and visitors of McMinnville. Creating a safe and welcoming entrance using the historic entrance of the Carnegie Library adds value by allowing more people to use this entrance.
- F. The physical condition of the Library is good. The project will improve the condition by allowing greater safety upon entering the Library.

Owner: City of McMinnville

Address: 225 NW Adams Street, McMinnville, OR 97128

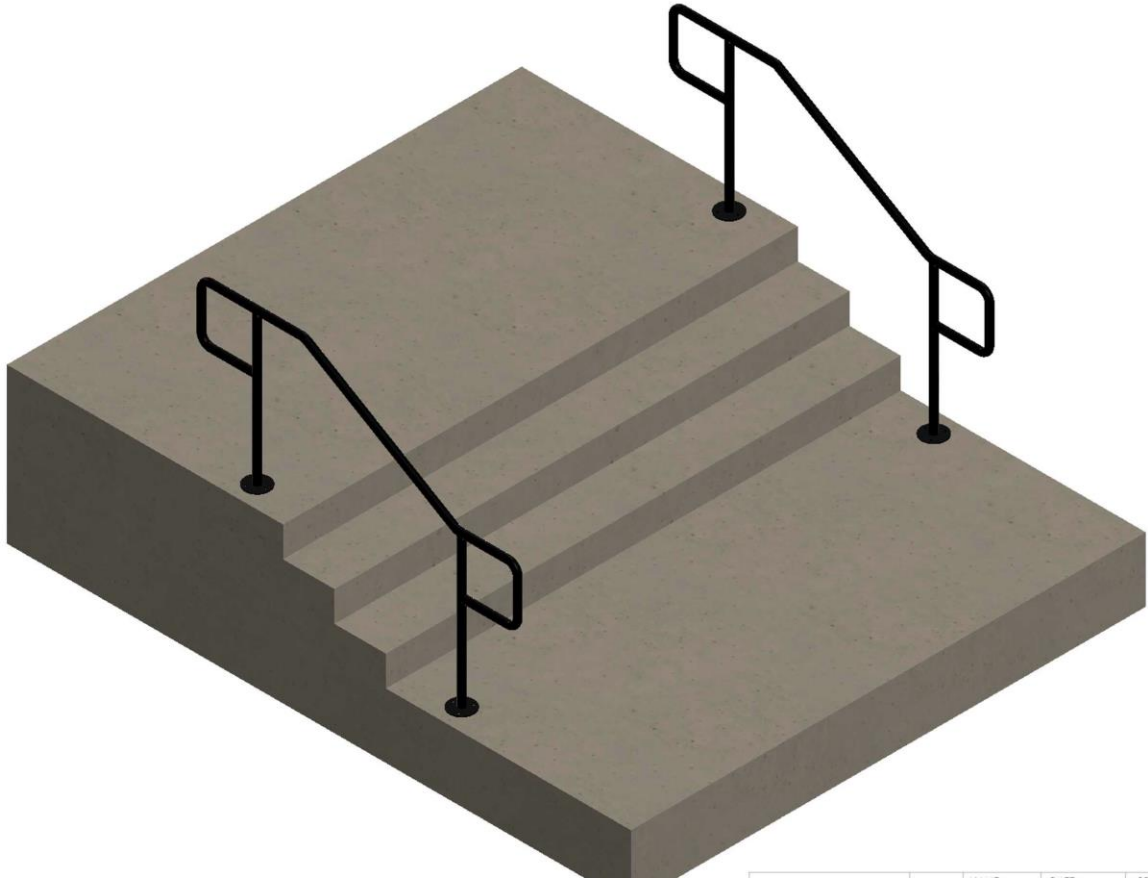
Location of existing structure:

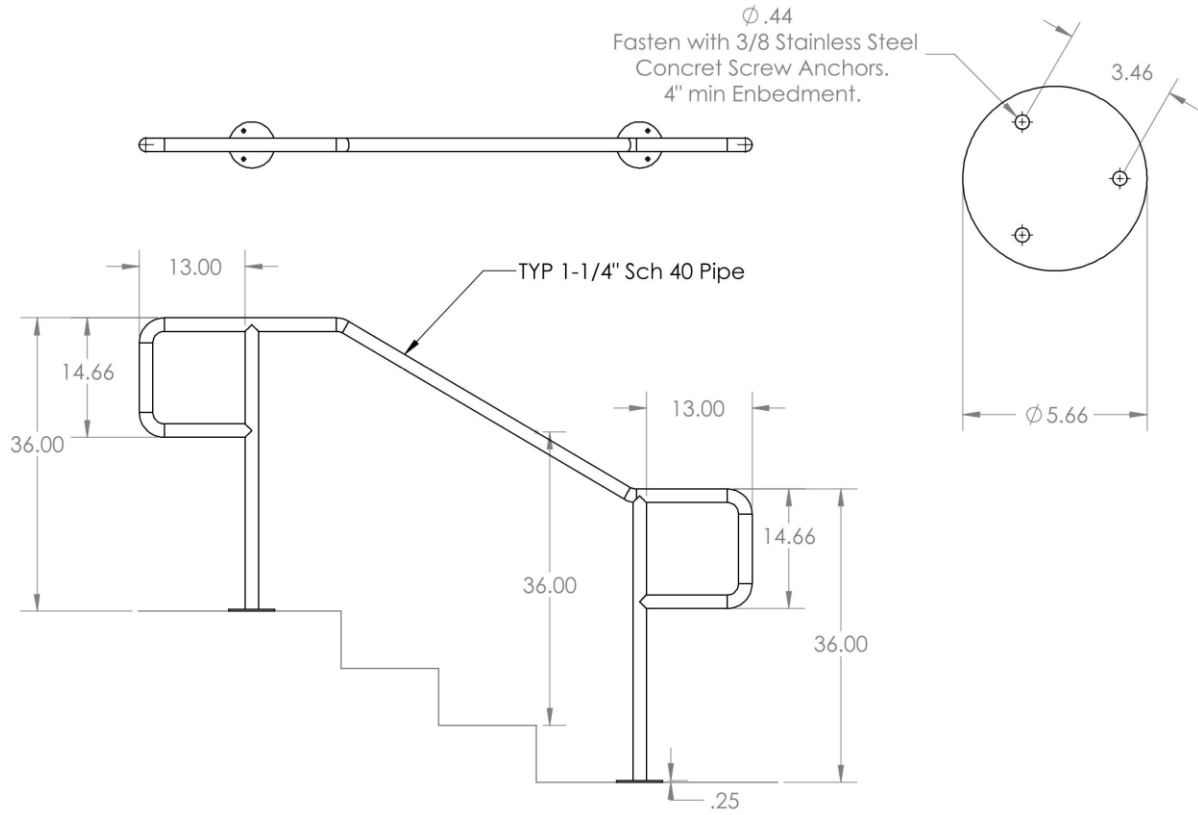




Location of railing will be in the sides of the steps leading to the doors, from the first to last step:







Example of proposed material (matte black):





FOR SAFETY AND HEALTH
 OF OTHERS:
 PARA LA SEGURIDAD Y
 SALUD DE LOS DEMÁS



**MASKS ARE
 REQUIRED
 TO ENTER**
 SE REQUIERE MÁSCARAS
 PARA ENTRAR

LIBRARY



Enjoy Multnomah's
Smoke-Free Parks,
Library & Rec Facilities

OPEN
ADULTS

Enjoy McMillanville's
Smoke-free Parks,
Library & Rec Facilities

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OF OTHER
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PARA ENTRAR

McMILLANVILLE LIBRARY



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EXHIBIT 3 - STAFF REPORT

DATE: January 5, 2021
TO: Historic Landmark Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: PUBLIC MEETING: HL 7-20 (Certificate of Approval for Alteration) –
608 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 “Certificate of Approval for Alteration” land use application for alterations to the existing historic landmark and building located at 608 NE 3rd Street (Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M.). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards. Per the McMinnville Municipal Code (MMC), the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Approval review. The applicant, Ernie Munch, on behalf of property owner Historic 3rd and Ford LLC, is requesting the Certificate of Approval for Alteration approval. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 of the MMC. The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

Background:

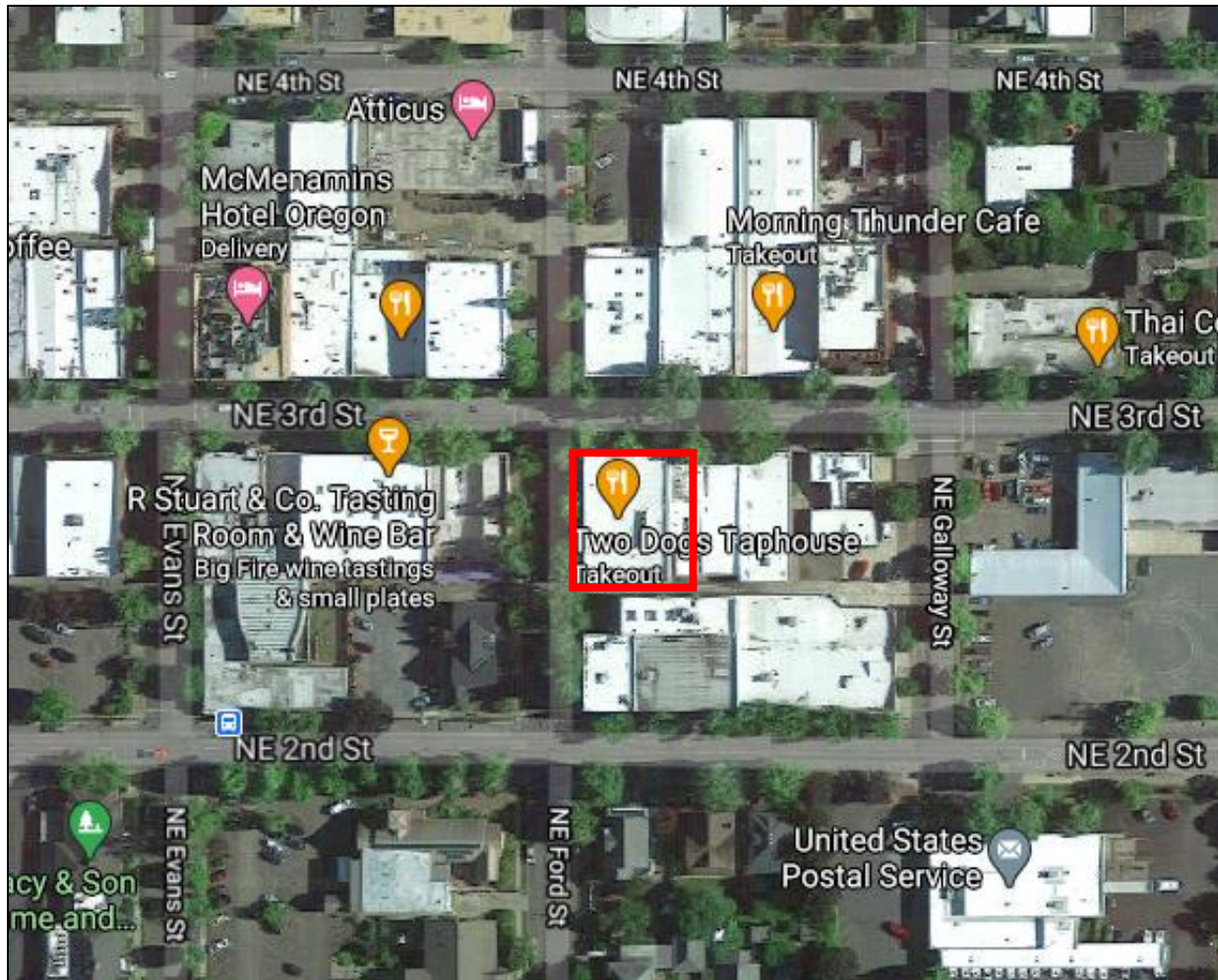
The subject property is located at 608 NE 3rd Street. The property is described as Lot 4 and the West ½ of Lot 3, Block 6, Rowlands Addition. The property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 7-20

Attachment B: HL 7-20 Application Materials

Figure 1. Vicinity Map (Property Lines Approximate)



The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A866). The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“One of the least-changed buildings on the main street, this fine square two-story red brick structure retains its original flavor. It is flat-roofed with projecting chimney. Fenestration is quite regular; the second floor has one-over-one double-hung sash windows and the ground floor has storefront windows superimposed by multi-lighted transoms on the façade (facing north) and square multi-lighted fixed windows on the west elevation. One bay on the façade serves as a stairwell opening. Ornament consists of a simple corbelled brick cornice line, two corbelled brick belt courses, piers from the street to the second floor, simulated quoins, on the second story, and raised window labels, all of contrasting buff-colored brick. The legend “Jameson Hardware Co. Sporting Goods” appears on what is visible of the east elevation. The rear elevation is plain painted brick with irregular fenestration.

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The building was erected by J.L. Fletcher in 1904 and occupied by R.M. Wade and Company. Subsequently Evans and Jameson operated and in 1921, Harold Taylor bought into the business. Four apartments upstairs were occupied in the 1920's by Dr. Wood, the Jameson's, and the librarian, Mrs. Barton. In 1932, Harold Taylor assumed ownership of the business. Today it is in the hands of his son-in-law, Ethan Dale."

The City would note that the property and building have changed ownership since the time of the writing of the statement of historical significance above. The building has been significantly updated in recent years to preserve the historical character and allow for new uses within the building. The adjacent building at 618 NE 3rd Street has also been demolished with a new building being constructed in its place and connected to the main Jameson/Taylor Dale building on the corner of 3rd and Ford Streets. That work is described in further detail in land use application docket numbers HL 3-18, HL 1-19, HL 2-19, HL 3-19, DDR 2-18, DDR 2-19, and BLA 8-19.

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

"Two ventilation louvers are proposed to be added to the south/alley façade of the Jameson Hardware Building. One will replace the glass in an existing basement window. The other will be in a new opening. The louvers will be painted to match either the color of the stucco wall, or the color of the window within which they will be placed.

The main floor and the second floor of the Jameson Hardware Building, (built from 1917 to 1919), were renovated in 2017-2020. The first floor is now occupied by a tap house. The second Floor has been renovated a yet to open, seven-unit high end boutique hotel.

The building formally at 618 NE 3rd Street was demolished in favor of a two-story addition to the Jameson Hardware Building. That addition will add two units to the second-floor hotel and host a small high-end restaurant on the ground floor. Because of the constraints of the 618 parcel, (24' x 100'), the restaurant spills over into the basement of the Jameson Hardware Building. The restrooms, and a prep-kitchen are located in that basement, along with a small wine cellar tasting venue.

Permission is requested to add 2 ventilation louvers for a type 2 hood in the basement prep kitchen. The hood will serve a large commercial soup kettle, and 2 baking ovens. It may also serve the compressor units for the walk-in refrigeration, also in the basement. Given that the upper two floors, and the highly valued north and west brick facades of the Jameson Hardware Building have been fully renovated and restored, the only viable ventilation route is through least valued, alley façade. That façade is no longer original after being covered with stucco in about 2015."

Discussion:

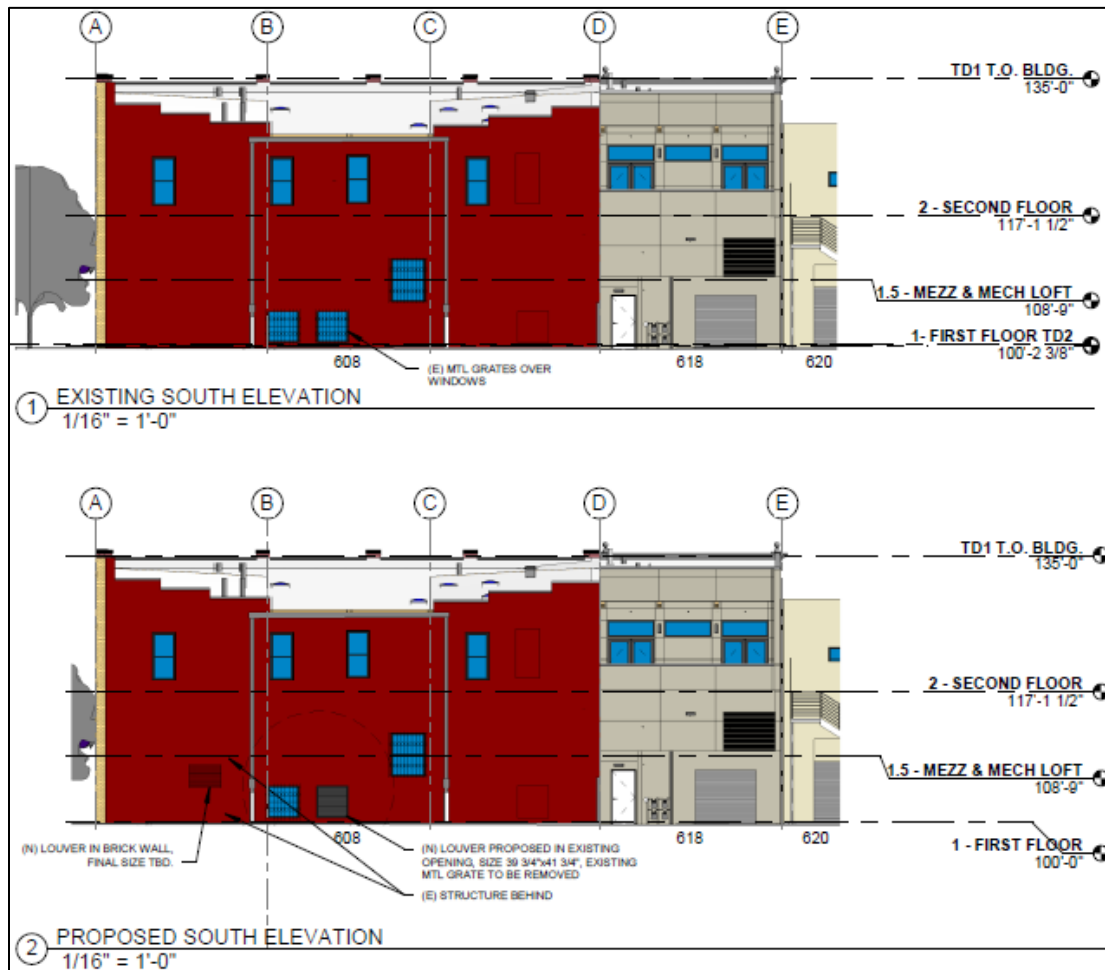
The applicant has provided elevations and illustrations identifying the improvements that would occur, should the Certificate of Approval for Alteration land-use application be approved. See Elevations (Figure 2) below.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 7-20

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Figure 2. Elevations



Applicable Criteria

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. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

Attachments:

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Attachment B: HL 7-20 Application Materials

- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.

The applicant has provided a written narrative and findings to support their requests. The narrative and findings are provided in the application materials, and are also reiterated and expanded upon in the Decision Document. The Decision Document includes the specific findings of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

Summary of Proposal and Staff-Recommended Findings

Overall, the alterations that are proposed do not impact the overall character-defining structural components of the historic landmark. The proposal focuses the alterations on the rear (alley/south) façade of the building, which avoids any impact to the more character-defining features and characteristics of the historic landmark. These features are more specifically described in the Historic Resources Inventory and would remain intact, including the brick façade and brick detailing (cornice, belt courses, and piers), storefront window and entrances, and windows on the north and west facades. Some Committee members will remember that these features were preserved or replaced, as approved, during past rehabilitation work on the building that was reviewed and approved by the City's Historic Landmarks Committee under past Certificate of Approval and Downtown Design applications.

The addition of the two louvers on the rear façade is being proposed to accommodate a new use within the building, and are necessary to the functioning of that use. The louvers will provide ventilation and return air for a commercial hood to support the kitchen for a restaurant within the building. The applicant has provided findings and arguments for the need for these louvers, and has proposed a method of installation that avoids impacts to the most historically significant features of the building. The louvers are proposed to be installed in the rear façade, which faces south and toward the alley. This rear (alley/south) façade is not as historically significant as the north and west building facades. The south (alley) facade was replaced with a stucco finish that is not historic to the building and is not a prominent building elevation since it fronts on the alley. Therefore, the addition of the required ventilation in this

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alley façade does not result in extensive loss, damage, or obscuring of historic building materials and character-defining features, which are more prevalent on other facades of the building.

The proposal does include the creation of one new opening in this rear (alley/south) façade for one new louver, and the removal of glazing within one existing window opening to allow for the second louver. While these will alter the existing building façade, staff agrees with the applicant in that the installation of the louvers in this location would be least disruptive or impactful to the historic character of the building. The louvers, and the new opening in the building wall, will occur on the rear façade that has already been altered from its historic form and materials with a more modern stucco finish that is not historic to the building (which occurred prior to the current owners controlling the building and also occurred at a time when that type of work did not meet the City's definition of an alteration to a historic landmark (this definition has since been updated)).

The window that is being replaced with the other louver is not a window that contributes greatly to the historic character of the building, as it is within the rear (alley/south) building façade that is not as historically significant as described in more detail above. The alternative to the removal of this window would be to direct the ventilation ductwork to another area in the rear façade, which would result in an additional opening in the building wall, or to direct the ventilation ductwork to either the west or north building facades which would impact more character-defining features of the building. Staff believes that the addition of the louver either within the brick façade or within another existing window on the west or north façades would have more negative impacts on the historic character of the building than the location as proposed on the rear (alley/south) façade.

Directing the ventilation and the addition of the louvers to this rear building façade is also supported by the guidelines within the Secretary of the Interior's Standards for the Treatment of Historic Properties, as described in more detail in the attached Decision Document. Some of these applicable guidelines are also shown below:

Recommended Guideline: Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.

Recommended Guideline: Concealing HVAC ductwork in finished interior spaces, when possible, by installing it in secondary spaces (such as closets, attics, basements, or crawl spaces) or in appropriately-located, furred-down soffits.

Not Recommended Guideline: Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Not Recommended Guideline: Installing systems and ducts, pipes, and cables in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.

The applicant is also proposing to install the new louvers in a manner that would blend into the existing wall and be as visually compatible with the exterior of the building as possible. The louvers will be painted to match either the color of the surrounding stucco or the window, as applicable. In addition, the proposed construction of the louver in the window opening, as shown in the details provided on Sheet SD-4, would allow for the louver be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. If the Historic Landmarks Committee finds that the Certificate of Approval application meets the applicable review criteria and should be approved, staff is suggesting that a condition of approval be included to verify that the louvers be installed as shown in the construction details within the application materials.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 7-20

Attachment B: HL 7-20 Application Materials

Commission Options:

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

Recommendation:

If the Historic Landmarks Committee finds that the proposal meets the applicable standards, staff would recommend that the land use application be approved with a condition that the louvers be installed as shown in the construction details within the application materials. Staff has prepared a decision document that would reflect this decision, which includes this suggested condition of approval.

The staff-suggested condition of approval, as specified in the draft decision document, is as follows:

1. That the louvers shall be finished as proposed in the application narrative and application materials. Specifically, the louver that will be in a new opening in the building façade shall be constructed as identified on Sheet SD-5 and shall be painted to match the color of the surrounding stucco on the building façade. The louver that will be in the existing window opening shall be constructed as identified on Sheet SD-4 and will be painted to match the color of the remaining windows on the south building façade.

If the Historic Landmarks Committee finds that proposal does not meet the applicable review criteria or the Secretary of the Interior Standards, staff would recommend that the Committee provide adequate findings on the record for the denial of the alteration. Alternatively, staff would recommend that the Committee provide direction on findings during their deliberations and continue the application to allow staff to draft an updated Decision Document that incorporates those findings, which could be reviewed at a future Committee meeting.

MOTION FOR APPROVAL OF HL 7-20:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 7-20, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

If the Historic Landmarks Committee does not find that the proposal meets the applicable standards, a recommended motion for the land-use application is provided below.

MOTION FOR CONTINUATION OF HL 7-20:

BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 7-20 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

CD

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 7-20

Attachment B: HL 7-20 Application Materials



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

503-434-7311

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DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK LOCATED AT 608 NE 3RD STREET

- DOCKET:** HL 7-20 (Certificate of Approval for Alteration)
- REQUEST:** Approval of alterations to an existing historic landmark and building that is listed on the McMinnville Historic Resources Inventory as a “Distinctive” historic resource (resource number A866), and is also a contributing building to the McMinnville Downtown Historic District. The proposed alteration includes the addition of two louver vents on the alley (south) façade of the building to provide necessary ventilation for a restaurant use within the building.
- LOCATION:** 608 NE 3rd Street. The property is described as Lot 4 and the West ½ of Lot 3, Block 6, Rowlands Addition. The property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M.
- ZONING:** C-3 (General Commercial)
- APPLICANT:** Ernie Munch, on behalf of property owner Historic 3rd and Ford LLC
- STAFF:** Chuck Darnell, Senior Planner
- DATE DEEMED COMPLETE:** December 15, 2020
- HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee
- HEARING DATE & LOCATION:** January 5, 2021, Zoom Online Meeting
- PROCEDURE:** An application for a Certificate of Approval for Alteration is processed in accordance with the procedures in Section 17.65.060 of the McMinnville Municipal Code.
- CRITERIA:** The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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 17.65.080 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 Certificate of Approval for Alteration (HL 7-20), **subject to conditions**.

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DECISION: APPROVAL WITH CONDITIONS
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Historic Landmarks Committee: _____
Mary Beth Branch, Chair

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

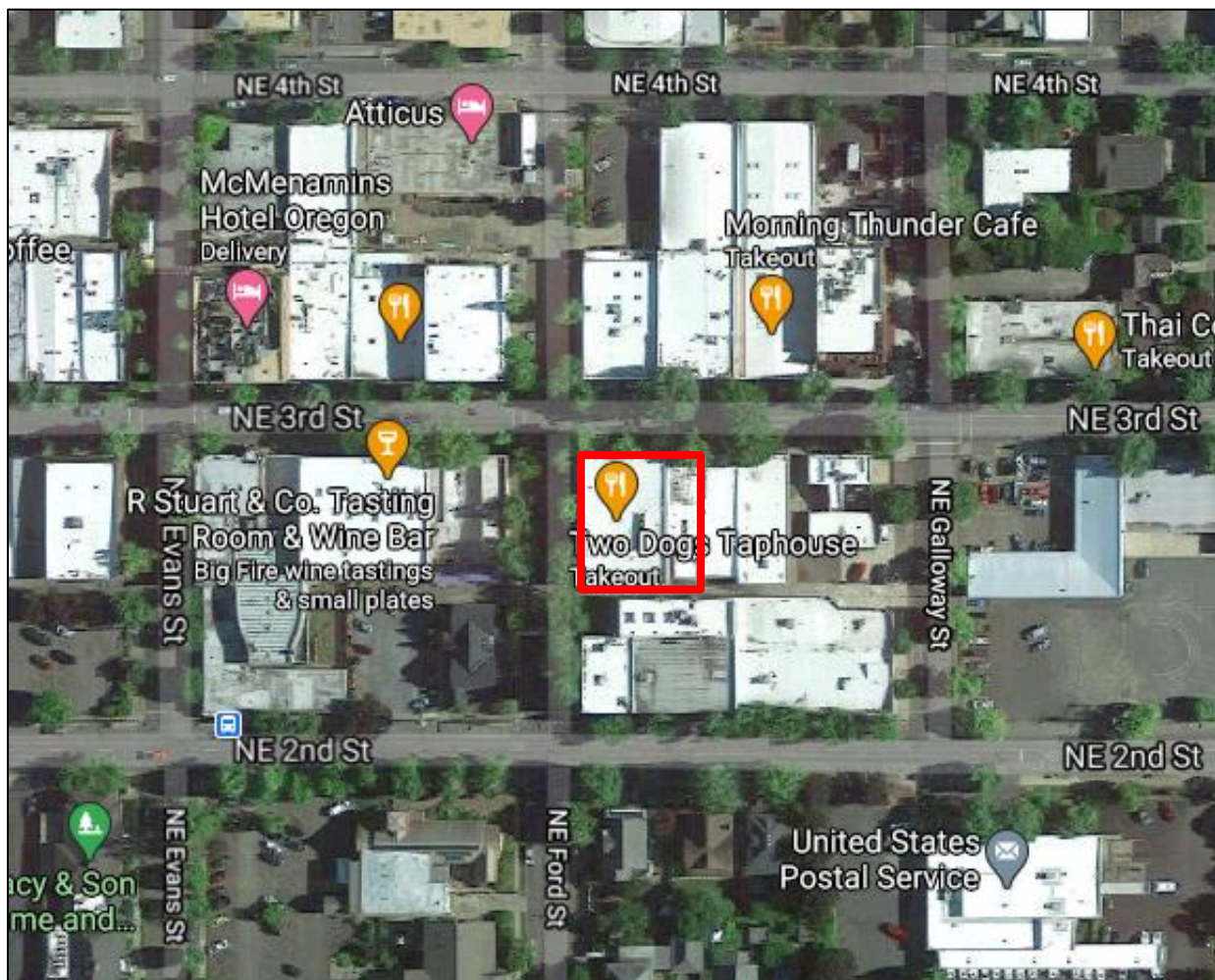
I. APPLICATION SUMMARY:

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use request and the relevant background, 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 608 NE 3rd Street. The property is described as Lot 4 and the West ½ of Lot 3, Block 6, Rowlands Addition. The property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map (Property Lines Approximate)



The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A866).

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

Attachments:

Attachment 1 – Application and Attachments

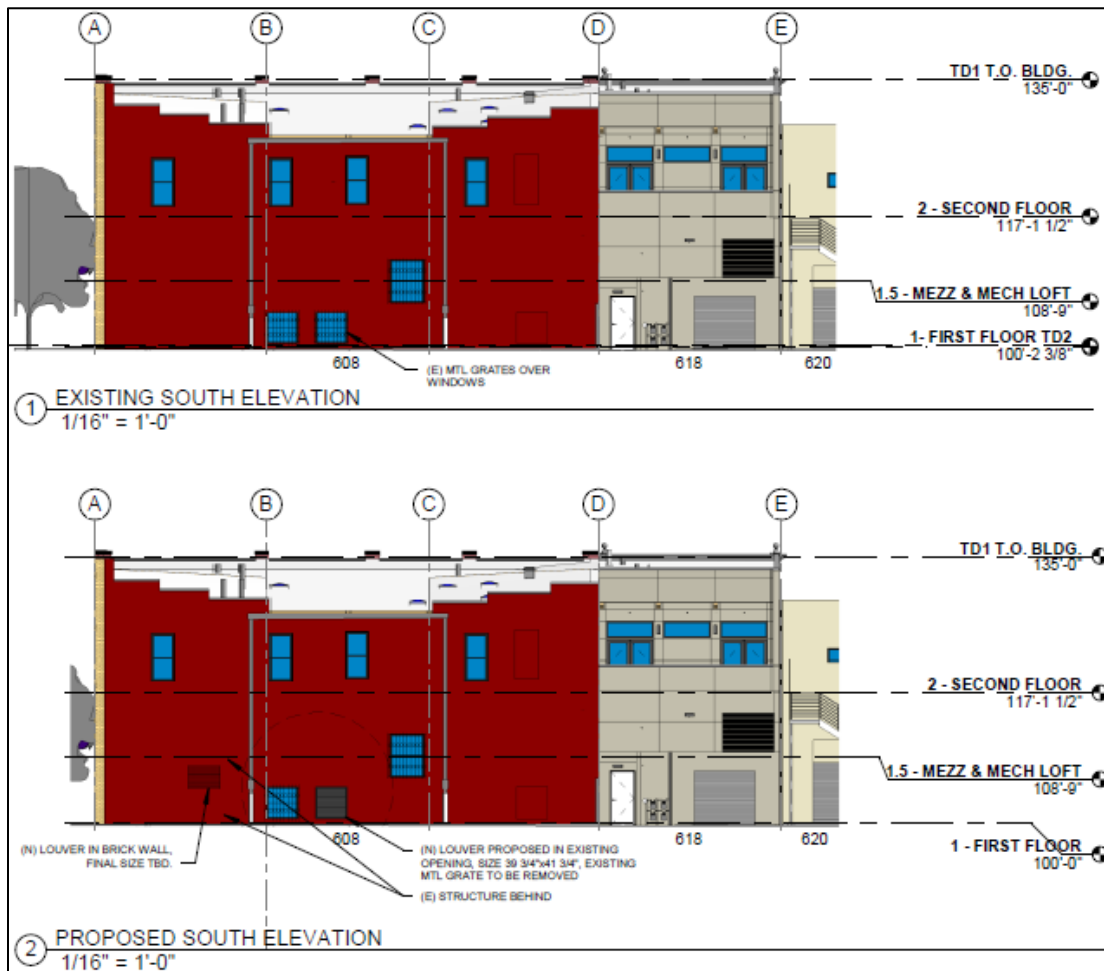
“Two ventilation louvers are proposed to be added to the south/alley façade of the Jameson Hardware Building. One will replace the glass in an existing basement window. The other will be in a new opening. The louvers will be painted to match either the color of the stucco wall, or the color of the window within which they will be placed.

The main floor and the second floor of the Jameson Hardware Building, (built from 1917 to 1919), were renovated in 2017-2020. The first floor is now occupied by a tap house. The second Floor has been renovated a yet to open, seven-unit high end boutique hotel.

The building formally at 618 NE 3rd Street was demolished in favor of a two-story addition to the Jameson Hardware Building. That addition will add two units to the second-floor hotel and host a small high-end restaurant on the ground floor. Because of the constrains of the 618 parcel, (24’ x 100’), the restaurant spills over into the basement of the Jameson Hardware Building. The restrooms, and a prep-kitchen are located in that basement, along with a small wine cellar tasting venue.

Permission is requested to add 2 ventilation louvers for a type 2 hood in the basement prep kitchen. The hood will serve a large commercial soup kettle, and 2 baking ovens. It may also serve the compressor units for the walk-in refrigeration, also in the the basement. Given that the upper two floors, and the highly valued north and west brick facades of the Jameson Hardware Building have been fully renovated and restored, the only viable ventilation route is through least valued, alley façade. That façade is no longer original after being covered with stucco in about 2015.”

Elevations identifying the proposed louver alterations are identified below:



Attachments :

Attachment 1 – Application and Attachments

Background

The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number A866) for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“One of the least-changed buildings on the main street, this fine square two-story red brick structure retains its original flavor. It is flat-roofed with projecting chimney. Fenestration is quite regular; the second floor has one-over-one double-hung sash windows and the ground floor has storefront windows superimposed by multi-lighted transoms on the façade (facing north) and square multi-lighted fixed windows on the west elevation. One bay on the façade serves as a stairwell opening. Ornament consists of a simple corbelled brick cornice line, two corbelled brick belt courses, piers from the street to the second floor, simulated quoins, on the second story, and raised window labels, all of contrasting buff-colored brick. The legend “Jameson Hardware Co. Sporting Goods” appears on what is visible of the east elevation. The rear elevation is plain painted brick with irregular fenestration.

The building was erected by J.L. Fletcher in 1904 and occupied by R.M. Wade and Company. Subsequently Evans and Jameson operated and in 1921, Harold Taylor bought into the business. Four apartments upstairs were occupied in the 1920’s by Dr. Wood, the Jameson’s, and the librarian, Mrs. Barton. In 1932, Harold Taylor assumed ownership of the business. Today it is in the hands of his son-in-law, Ethan Dale.”

The City would note that the property and building have changed ownership since the time of the writing of the statement of historical significance above. The building has been significantly updated in recent years to preserve the historical character and allow for new uses within the building. The adjacent building at 618 NE 3rd Street has also been demolished with a new building being constructed in its place and connected to the main Jameson/Taylor Dale building on the corner of 3rd and Ford Streets. That work is described in further detail in land use application docket numbers HL 3-18, HL 1-19, HL 2-19, HL 3-19, DDR 2-18, DDR 2-19, and BLA 8-19.

Summary of Criteria & Issues

The application (HL 7-20) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the McMinnville Municipal Code (MMC). The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The specific review criteria for Certificate of Approval for Alteration requests, in Section 17.65.060(B) of the MMC, require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features

Attachments :

Attachment 1 – Application and Attachments

- will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
 - g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.

The applicant has provided findings to support the request for a Certificate of Approval for Alteration. These will be discussed in detail in Section VII (Conclusionary Findings) below.

II. CONDITIONS:

1. That the louvers shall be finished as proposed in the application narrative and application materials. Specifically, the louver that will be in a new opening in the building façade shall be constructed as identified on Sheet SD-5 and shall be painted to match the color of the surrounding stucco on the building façade. The louver that will be in the existing window opening shall be constructed as identified on Sheet SD-4 and will be painted to match the color of the remaining windows on the south building façade.

III. ATTACHMENTS:

1. HL 7-20 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 Building Department
No building code issues.
- McMinnville Water and Light

McMinnville Water & Light has no comments for this historic landmark submittal.

- McMinnville Fire Department

The Fire Department has no issues with this request as long as the addition does not reduce fire department access through the alley.

- Comcast

Comcast has no conflicts or objections to this Development.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date of the Historic Landmarks Committee public meeting on January 5, 2021, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Ernie Munch, on behalf of property owner Historic 3rd and Ford LLC, submitted the Certificate of Approval application (HL 7-20) on December 14, 2020.
2. The application was deemed complete on December 15, 2020. Based on that date, the 120 day land use decision time limit expires on April 14, 2021.
3. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: 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.

4. Notice of the application and the January 5, 2021 Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on December 18, 2020.
5. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting.
6. On January 5, 2021, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 608 NE 3rd Street. The property is described as Lot 4 and the West ½ of Lot 3, Block 6, Rowlands Addition. The property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M.
2. **Size:** Approximately 9,000 square feet

Attachments:

Attachment 1 – Application and Attachments

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 Zoning Ordinance); Reduced Landscaping Requirements Area (per Section 17.57.080); Reduced Parking Requirements Area (per Section 17.60.100).
6. **Current Use:** Commercial – Restaurant and Lodging
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number A866; Secondary Significant Contributing property in the McMinnville Downtown Historic District.
 - b. **Other:** None
8. **Other Features:** The site is generally flat, and is fully developed. There are no significant or distinguishing natural features associated with the 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 is adjacent to NE Third Street, which is identified as a major collector in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for major collector streets as 74 feet. The right-of-way width adjacent to the subject site is only 60 feet, but the site is fully developed and within an 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 adjacent to NE Third Street. The site is also bounded on the south by a public right-of-way in the form of a 10 foot wide alleyway.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) 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,

Attachments:

Attachment 1 – Application and Attachments

which are sufficient to adequately address applicable goals, polices, 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 McMinnville.

GOAL III 4: ENCOURAGE THE PRESERVATION AND REHABILITATION OF HISTORIC RESOURCES

GOAL III 6: INCREASE HERITAGE TOURISM

APPLICANT’S RESPONSE: The afore mentioned structures have not received any public grants. The proposal is not undertaken under interim measures for historic preservation. The proposed vents are important to the uses housed in the historic structure, which promote heritage tourism, and contribute to the economic vitality of the Historic District and the larger community.

Once on line, the hotel and boutique restaurant together will offer a high-end visitor experience and represent something unique to McMinnville and Oregon. They will encourage the continued growth and diversification of McMinnville’s economy, and further cement the city’s role as the cultural and economic center of Yamhill County and the Oregon wine industry.

FINDING: SATISFIED. The City concurs with the applicant’s findings, and adds that the manner in which the alterations are proposed is consistent with other applicable historic preservation review criteria and the Secretary of the Interior Standards as further described below.

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 a Certificate of Approval for Alteration 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 meeting(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.

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant, who is representing the property owner, filed an application and request for approval of proposed alterations to the building that is designated as a Distinctive resource on the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee within 30 days of the application being deemed complete.

17.65.060 Exterior Alteration or Remodeling. [...]

B. The Historic Landmarks Committee shall base its decision on the following criteria:

17.65.060(B)(1). *The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;*

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The findings for the applicable Comprehensive Plan policies are provided above.

17.65.060(B)(2)(a). *A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a*

treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

APPLICANT’S RESPONSE: The proposal supports a new use which will give economic viability to the historic structure and the addition now under construction. The louvers will not disrupt spatial relationships or spaces. The proposal will not interrupt or compromise the highly valued west and north facades. The original brick alley façade was previously covered with stucco.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the proposed method of providing ventilation for the new use maximizes the retention of the historic and character defining distinctive materials and features, those being the historic brick façade, storefront, and window features on the north and west façades of the building. As stated by the applicant, the south façade is not historically significant, as it was replaced with a stucco finish that is not historic to the building. The proposed additions of louvers in the south façade will result in one new opening in the building and the replacement of a window in an existing opening in the building. These openings will occur in the building façade that is less prominent and less historically significant. As proposed to be constructed in the details provided on Sheet SD-4, the proposed louver within the existing window opening could be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver.

17.65.060(B)(2)(b). *The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

APPLICANT’S RESPONSE: The louvers will be placed in a non-original stucco finish, not in the highly valued west or north façades. The louvers will not disrupt spatial relationships or spaces.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the proposed method of providing ventilation for the new use maximizes the retention of the historic and character defining distinctive materials and features, those being the historic brick façade, storefront, and window features on the north and west façades of the building. As stated by the applicant, the south façade is not historically significant, as it was replaced with a stucco finish that is not historic to the building.

17.65.060(B)(2)(c). *Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.*

APPLICANT’S RESPONSE: The louvers will fit into the alley landscape but be detailed to distinguish the original opening from the new opening.

FINDING: SATISFIED WITH CONDITION #1. The City partially concurs with the applicant’s findings, in that the louvers are proposed to be finished in a manner that blends in with the existing alley (south) façade and therefore will be visually compatible with the remainder of the building.

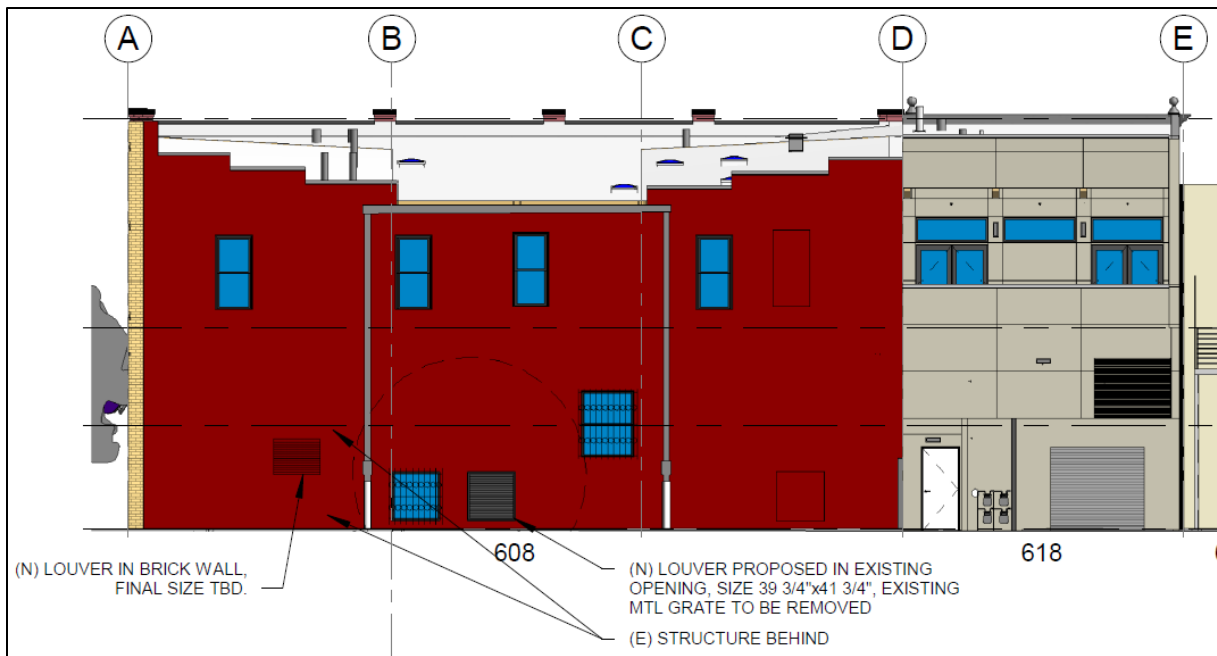
The City clarifies that the proposed alteration to add the two louvers to the building façade is not necessary to stabilize, consolidate, or conserve existing historic materials or features. However, the proposed method of construction for the louver that will be placed within an existing window opening will allow for the addition of one of the louvers without a new opening in the building wall. As proposed to be constructed in the details provided on Sheet SD-4, the proposed louver

within the existing window opening could be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. This will ensure that property is recognized in its physical form at the time of the introduction of the new use (the restaurant within the building), and the documentation of the existing window that will be replaced with a louver within the application materials will provide documentation for any future conversion back to a window.

A condition of approval is included to require that the louvers be finished as proposed in the application narrative. Specifically, the louver that will be in a new opening in the building façade shall be constructed as identified on Sheet SD-5 and shall be painted to match the color of the surrounding stucco on the building façade. The louver that will be in the existing window opening shall be constructed as identified on Sheet SD-4 and will be painted to match the color of the remaining windows on the south building façade.

The colors of the south building façade and the windows within in can be seen below in a photo of the existing condition and also in the elevation drawing that identifies the locations of the louvers:





17.65.060(B)(2)(d). Changes to a property that have acquired historic significance in their own right will be retained and preserved.

APPLICANT’S RESPONSE: The addition to the original Jameson Hardware will be constructed as approved by the Historic Landmarks Committee.

FINDING: SATISFIED. The City concurs with the applicant’s findings in that the new building addition to the east of the historic Jameson/Taylor Dale Building will be constructed as reviewed and approved by the Historic Landmarks Committee. However, the City adds that there is no evidence that recent changes to the alley façade of the building have acquired historic significance that require retention or preservation. The existing stucco finish of the alley façade was added approximately four years before the date of this Certificate of Approval application (HL 7-20), and the material is not historically consistent with the remainder of the building. Therefore, the introduction of new opening in the alley façade is being proposed in a location that does not impact one of the building façades that has more historic significance, those being the north and west façades of the building that include the historic brick façade, storefront, and window features.

17.65.060(B)(2)(e). Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

APPLICANT’S RESPONSE: The earlier installed replacement sash in the existing opening will be preserved, and available for reglazing if, in the future, the louver is no longer needed.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the proposed construction of the louver in the window opening, as shown in the details provided on Sheet SD-4, would allow for the louver be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. Other distinctive materials, features, finishes, and construction techniques present on the building will be preserved by directing the ventilation and the louvers to the alley façade that has already been altered from its historic form and materials.

Attachments :

Attachment 1 – Application and Attachments

17.65.060(B)(2)(f). *The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.*

APPLICANT’S RESPONSE: The intervention will not exceed the minimum required while respecting the proportions of the original opening. The earlier installed replacement sash in the existing opening will be preserved.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the addition of the new opening in the building wall is necessary to provide ventilation and return air for the proposed new use within the building. The applicant is proposing one new opening in the rear (alley) façade that is not as historically significant as other facades that would be more impacted by the introduction of a new wall opening, as described in more detail in other applicable findings above. The placement of the second louver within an existing window opening, while resulting in the loss of the window glazing, does avoid an additional opening within the building wall. The proposed construction of the louver in the window opening, as shown in the details provided on Sheet SD-4, would allow for the louver be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. Therefore, the intervention proposed is found to be appropriate as this window opening and some of its components are being preserved.

17.65.060(B)(2)(g). *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

APPLICANT’S RESPONSE: Other than painting, there will be no physical or chemical treatments.

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

17.65.060(B)(2)(h). *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

APPLICANT’S RESPONSE: No archeological resources have been identified.

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

17.65.060(B)(2)(i). *The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.*

APPLICANT’S RESPONSE: The Guidelines for Historic Preservation as published by the United States Secretary of the Interior for Rehabilitation call for, “Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.”

The south, alley façade was chosen as the most appropriate area to provide ventilation because it would be least disruptive of the rehabilitation work recently done on the main and upper floors of the historic, because the alley façade was neither in original condition nor highly visible, and because of the three facades, the alley façade is the least valued as an historic resource.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the proposed alterations would be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s

Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

“In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.”

The City finds that the proposal does include an alteration, which is only allowed in the Rehabilitation treatment. The proposal involves alterations to two features of the historic landmark including the alley façade and building wall, and also one existing window in the alley façade. The alley façade and building wall would be altered by introducing a new opening in the façade for a louver, and the window would be altered by replacing the window and glazing with a louver within the same opening.

The City finds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the brick façade and brick detailing (cornice, belt courses, and piers), storefront window and entrances, and windows. These features were preserved or replaced, as approved, during past rehabilitation work on the building that was reviewed and approved by the City’s Historic Landmarks Committee.

The City’s findings are supported by some of the applicable Rehabilitation guidelines for mechanical systems within historic buildings, which are provided below:

Recommended Guideline: Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.

Recommended Guideline: Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of the interior space.

Recommended Guideline: Concealing HVAC ductwork in finished interior spaces, when possible, by installing it in secondary spaces (such as closets, attics, basements, or crawl spaces) or in appropriately-located, furred-down soffits.

Not Recommended Guideline: Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Not Recommended Guideline: Installing systems and ducts, pipes, and cables in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.

Finding: While not specifically applicable to the City’s standards for historic preservation which focus only on exterior alterations, the proposed ventilation duct work will be installed within the basement of the building, which is in a location that does not impact interior spaces that may have more historic character. The proposed alteration and addition of the two louvers in the building’s exterior on the south building façade protects the character-defining structural components of the historic landmark, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the brick façade and brick

detailing (cornice, belt courses, and piers), storefront window and entrances, and windows. The alterations are focused in the south façade of the building, which is not as historically significant as the north and west building facades. The south (alley) facade was replaced with a stucco finish that is not historic to the building and is not a prominent building elevation since it fronts on the alley. Therefore, the addition of the required ventilation in this alley façade does not result in extensive loss, damage, or obscuring of historic building materials and character-defining features, which are more prevalent on other facades of the building.

The City's findings are further supported by some of the applicable Rehabilitation guidelines for windows on historic buildings, which are provided below:

Recommended Guideline: Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.

Finding: As described in more detail above, one of the louvers is proposed to be installed within an existing window opening in the south building façade. This results in the loss of one window and its glazing, but does avoid the addition of another opening in the building wall. The proposed construction of the louver in the window opening, as shown in the details provided on Sheet SD-4, would allow for the louver be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. Other distinctive materials, features, finishes, and construction techniques present on the building will be preserved by directing the ventilation and the louvers to the alley façade that has already been altered from its historic form and materials.

Recommended Guideline: Adding new window openings on rear or other secondary, less visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Not Recommended Guideline: Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Not Recommended Guideline: Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Not Recommended Guideline: Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

Not Recommended Guideline: Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

Finding: While not specifically for a window, the new opening in the building wall that will be made for the addition of one of the louvers will be on the rear (south/alley) façade which is a secondary and less visible elevation. This elevation is also less historically significant, as

described in more detail above. The new opening will also not damage or destroy significant features, as it is in the rear façade that has already been altered from its historic form and materials with a more modern stucco finish that is not historic to the building.

The window that is being replaced with the other louver is not a window that contributes greatly to the historic character of the building, as it is within the rear (alley/south) building façade that is not as historically significant as described in more detail above. The alternative to the removal of this window would be to direct the ventilation ductwork to another area in the rear façade, which would result in an additional opening in the building wall, or to direct the ventilation ductwork to either the west or north building facades which would impact more character-defining features of the building. The City has determined that the addition of the louver either within the brick façade or within another existing window on the west or north façades would have more negative impacts on the historic character of the building than the location as proposed on the rear (alley/south) façade.

17.65.060(B)(3). *The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;*

APPLICANT'S RESPONSE: The provision of ventilation for a basement type 2 hood is critical to the viability of the boutique restaurant on the first floor of the addition to the Jameson Hardware Building. The restaurant will support the economic viability of that recently rehabilitated historic landmark.

FINDING: SATISFIED. The City concurs with the applicant's findings, in that the proposed addition of ventilation to allow for a restaurant use within the building is important to the economic use of the historic resource and to economically support the overall rehabilitation of the historic landmark. The City adds that the proposed alterations are reasonable, based on the overall goal of avoiding alterations or impacts to the more character defining building facades and historic materials on the north and west facades of the building. The reasonableness of the proposed action is further supported in the findings for other applicable review criteria, particularly in the findings for the Secretary of the Interior Standards that are further described above.

17.65.060(B)(4). *The value and significance of the historic resource; and*

APPLICANT'S RESPONSE: Despite its misclassification, the Jameson Hardware Building is a primary contributor to McMinnville's Downtown Historic District. Its rehabilitation is integral with the Owners' vision to provide a guest an up-scale experience with a boutique hotel and restaurant. Provision of a prep kitchen in the basement of the landmark is vital to the success that vision.

FINDING: SATISFIED. The City concurs with the applicant's findings, and adds that the proposal generally protects the character-defining structural components of the historic resource, in that the major building forms of the structure that are listed in the Historic Resources Inventory would remain, including the brick façade and brick detailing (cornice, belt courses, and piers), storefront window and entrances, and windows. These features were preserved or replaced, as approved, during past rehabilitation work on the building that was reviewed and approved by the City's Historic Landmarks Committee. The currently proposed alterations avoid impacts to the more historically significant building facades, and focus the alterations on the rear (alley/south) façade that is less prominent and already heavily altered. This focus on the avoidance of the character defining and historically significant features of the building will

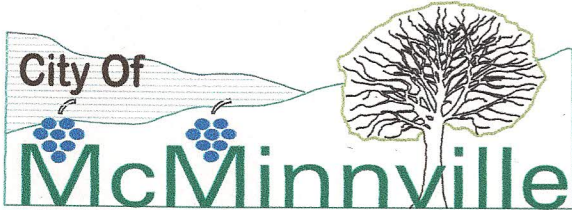
preserve the value and significance of the historic resource while still allowing the alteration to occur.

17.65.060(B)(5). *The physical condition of the historical resource.*

APPLICANT’S RESPONSE: The historic Jameson Hardware Building has been recently been rehabilitated is ready for the next 100 years. It is now being fitted with an addition appropriate to McMinnville’s Downtown Historic District. It’s going to be great.

FINDING: SATISFIED. The City concurs with the applicant’s findings, but adds that the currently proposed alterations avoid impacts to the more historically significant building facades that have been recently rehabilitated and preserved, and instead focuses the alterations on the rear (alley/south) façade that is less prominent and already heavily altered. The existing stucco finish of the rear (alley/south) façade was added approximately four years before the submittal of this Certificate of Approval application (HL 7-20), and the material is not historically consistent with the remainder of the building. Therefore, the introduction of new opening in the alley façade is being proposed in a location that does not impact a building façade that has significant historic significance, that being the historic brick façade, storefront, and window features on the north and west façades of the building.

CD



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. | HL 7-20 |
| Date Received | 12-14-20 |
| Fee | \$1200.00 |
| Receipt No. | |
| Received by | CD |

Certificate of Approval (Alteration)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name MAP Architecture Phone _____

Contact Name Ernie Munch Phone 503.936.1062
(If different than above)

Address 111 SW Oak Street,

City, State, Zip Portland, OR 97204

Contact Email ernie@MAP-archplan.com

Property Owner Information

Property Owner Name Historic 3rd and Ford LLC Phone 707.836.2049
(If different than above)

Contact Name Gina Harley Phone 503.341.2783

Address 425 Aviation Blvd.

City, State, Zip Santa Rosa CA 95403

Contact Email gina@wprovisions.com

Site Location and Description

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

Property Address 618 NE 3rd Street

Assessor Map No. R4 1 21 - BC - 10400 + 10402 Total Site Area 9,000

Subdivision Rowlands Block 6 Lot 4 + W 1/2 lot 3

Comprehensive Plan Designation Commercial Zoning Designation C-3

1. What is the classification of the historic building? _____
2. Architect Name MAP Architecture Phone 503.936.1062
(Engineer or Other Designer)
Contact Name Ernie Munch Phone 503.936.1062
Address 111 SW Oak Street
City, State, Zip Portland, OR 97204
Contact Email ernie@MAP-archplan.com
3. Contractor Name The Grant Company, Inc. Phone 503.845.6035
Contact Name Jay Augustus Phone 503.313.0598
Address 135 E Charles Street
City, State, Zip Mt Angle OR 97362
Contact Email jaya@thegrantcompanyinc.com
4. The existing use of the property. Restaurant and Hotel/Restaurant (under Construction)
5. The intended use of the property. Same when construction is completed
6. Attach a written narrative that describes:
 - A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);
 - B. How the proposed project meets the applicable Comprehensive Plan policies;
 - C. How the proposed project meets the applicable design standards and guidelines, which are as follows:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.


- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;

- D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;
- E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and
- F. The physical condition of the historic resource, and how the condition relates to the proposed project.

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), showing the information listed in the information sheet.
- Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.
- Photographs and/or drawings of the existing structure.

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

12/14/20

 Date



 Property Owner's Signature

12/14/20

 Date

Narrative in Support of a Proposed Historic Landmark Alteration to The Jameson Hardware Building

608 – 618 NE 3rd Street, McMinnville, OR

A. Project Description:

Two ventilation louvers are proposed to be added to the south/alley façade of the Jameson Hardware Building. One will replace the glass in an existing basement window. The other will be in a new opening. The louvers will be painted to match either the color of the stucco wall, or the color of the window within which they will be placed.

The main floor and the second floor of the Jameson Hardware Building, (built from 1917 to 1919), were renovated in 2017-2020. The first floor is now occupied by a tap house. The second Floor has been renovated a yet to open, seven-unit high end boutique hotel.

The building formally at 618 NE 3rd Street was demolished in favor of a two-story addition to the Jameson Hardware Building. That addition will add two units to the second-floor hotel and host a small high-end restaurant on the ground floor. Because of the constrains of the 618 parcel, (24' x 100'), the restaurant spills over into the basement of the Jameson Hardware Building. The restrooms, and a prep-kitchen are located in that basement, along with a small wine cellar tasting venue.

Permission is requested to add 2 ventilation louvers for a type 2 hood in the basement prep kitchen. The hood will serve a large commercial soup kettle, and 2 baking ovens. It may also serve the compressor units for the walk-in refrigeration, also in the basement. Given that the upper two floors, and the highly valued north and west brick facades of the Jameson Hardware Building have been fully renovated and restored, the only viable ventilation route is through least valued, alley façade. That façade is no longer original after being covered with stucco in about 2015.

B. The proposal supports the applicable policies of the Comprehensive Plan:

The afore mentioned structures have not received any public grants. The proposal is not undertaken under interim measures for historic preservation. The proposed vents are important to the uses housed in the historic structure, which promote heritage tourism, and contribute to the economic vitality of the Historic District and the larger community.

Once on line, the hotel and boutique restaurant together will offer a high-end visitor experience and represent something unique to McMinnville and Oregon. They will encourage the continued growth and diversification of McMinnville's economy, and further cement the city's role as the cultural and economic center of Yamhill County and the Oregon wine industry.

C. How the proposed project meets the applicable design standards and guidelines, which are as follows:

- a. A property will be used as it was historically or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.**

The proposal supports a new use which will give economic viability to the historic structure and the addition now under construction. The louvers will not disrupt spatial relationships or spaces. The proposal will not interrupt or compromise the highly valued west and north façades. The original brick alley façade was previously covered with stucco.

- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.**

The louvers will be placed in a non-original stucco finish, not in the highly valued west or north façades. The louvers will not disrupt spatial relationships or spaces.

- c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.**

The louvers will fit into the alley landscape but be detailed to distinguish the original opening from the new opening.

- d. Changes to a property that have acquired historic significance, in their own right will be retained and preserved.**

The addition to the original Jameson Hardware will be constructed as approved by the Historic Landmarks Committee.

- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.**

The earlier installed replacement sash in the existing opening will be preserved, and available for reglazing if, in the future, the louver is no longer needed.

- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.**

The intervention will not exceed the minimum required while respecting the proportions of the original opening. The earlier installed replacement sash in the existing opening will be preserved.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.**

Other than painting, there will be no physical or chemical treatments.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.**

No archeological resources have been identified.

i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

The Guidelines for Historic Preservation as published by the United States Secretary of the Interior for Rehabilitation call for, "Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features."

The south, alley façade was chosen as the most appropriate area to provide ventilation because it would be least disruptive of the rehabilitation work recently done on the main and upper floors of the historic, because the alley façade was neither in original condition nor highly visible, and because of the three facades, the alley façade is the least valued as an historic resource.

D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project.

The provision of ventilation for a basement type 2 hood is critical to the viability of the boutique restaurant on the first floor of the addition to the Jameson Hardware Building. The restaurant will support the economic viability of that recently rehabilitated historic landmark.

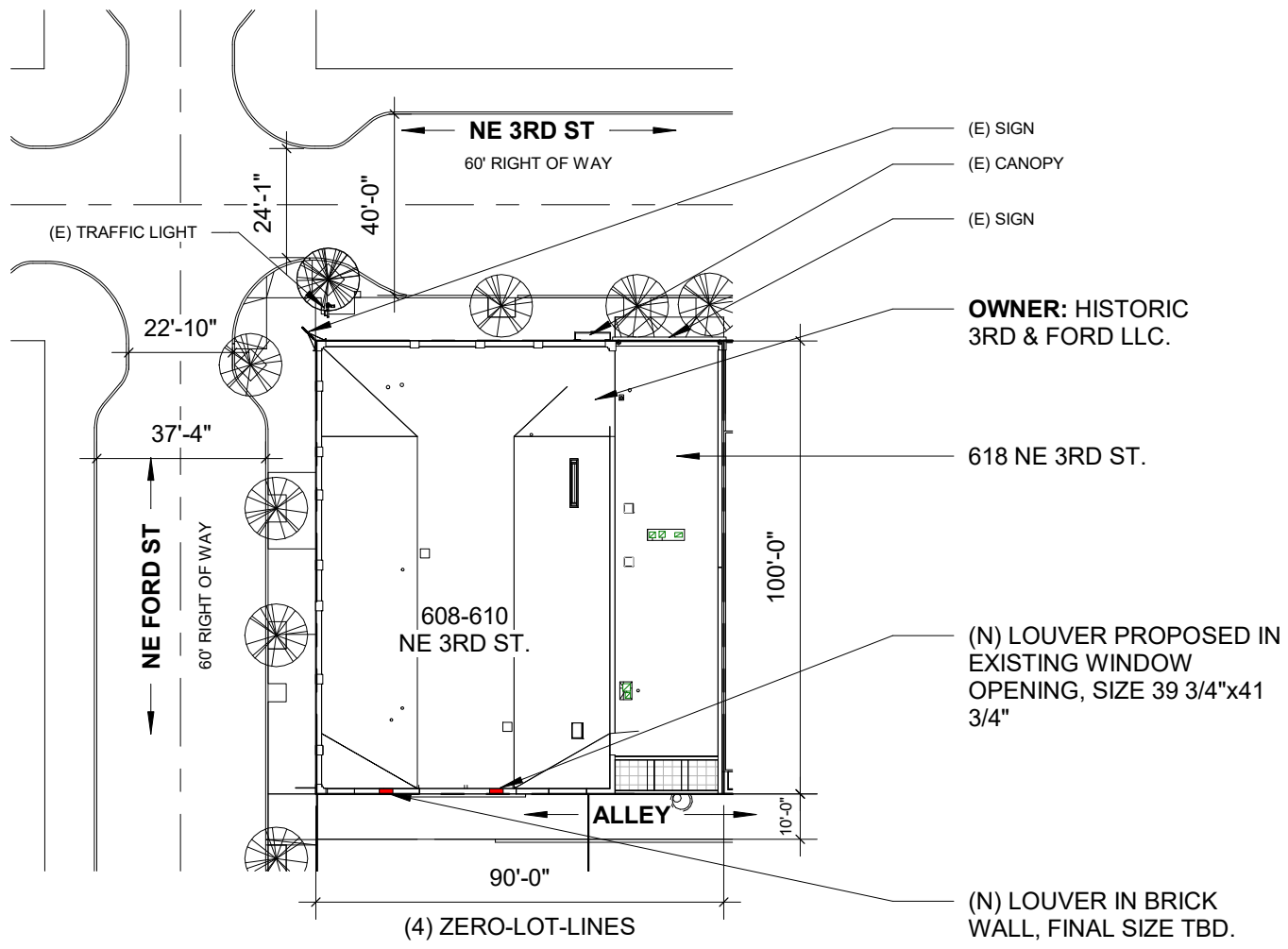
E. The current value and significance of the historic resource, and how those factors relate to the proposed project.

Despite its misclassification, the Jameson Hardware Building is a primary contributor to McMinnville's Downtown Historic District. Its rehabilitation is integral with the Owners' vision to provide a guest an up-scale experience with a boutique hotel and restaurant. Provision of a prep kitchen in the basement of the landmark is vital to the success that vision.

F. The physical condition of the historic resource, and how the condition relates to the proposed project.

The historic Jameson Hardware Building has been recently been rehabilitated is ready for the next 100 years. It is now being fitted with an addition appropriate to McMinnville's Downtown Historic District. It's going to be great.

12 December 2020



(E) SIGN
 (E) CANOPY
 (E) SIGN

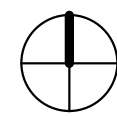
**OWNER: HISTORIC
 3RD & FORD LLC.**

618 NE 3RD ST.

(N) LOUVER PROPOSED IN
 EXISTING WINDOW
 OPENING, SIZE 39 3/4"x41
 3/4"

(N) LOUVER IN BRICK
 WALL, FINAL SIZE TBD.

1 PROPOSED SITE PLAN
 1" = 40'-0"



NOT FOR
 CONSTRUCTION

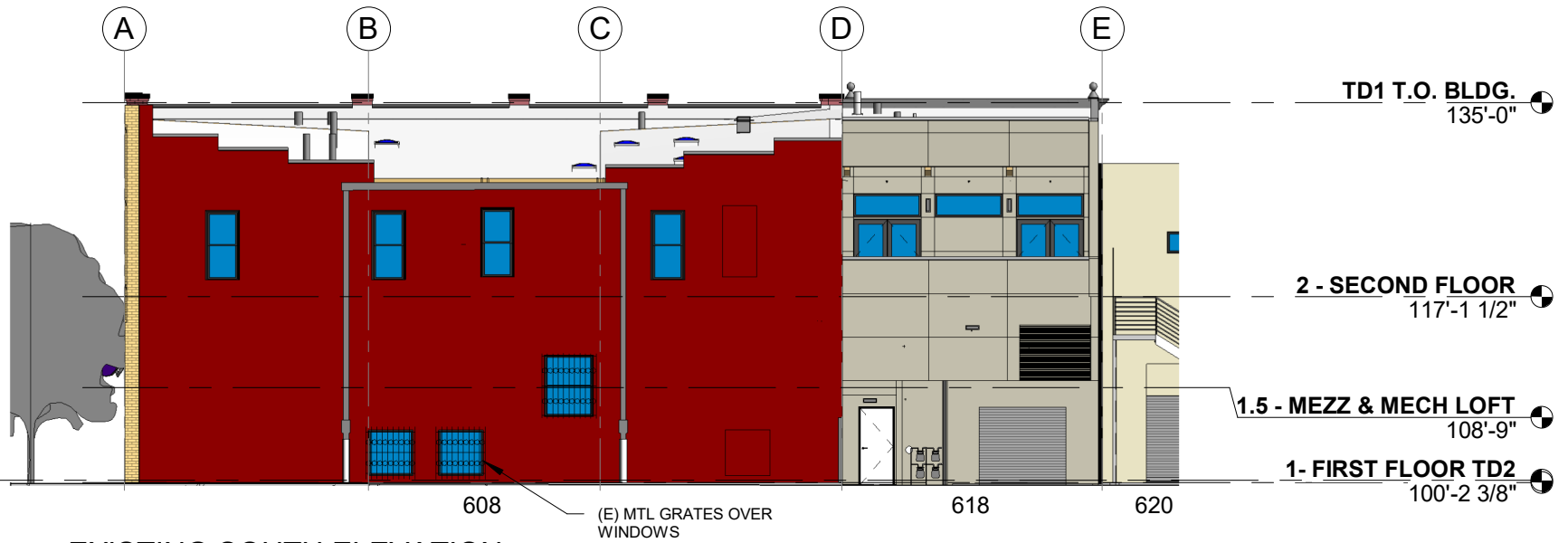
MAP ARCHITECTURE
 Ernie Munch • Architecture • Urban Planning, LLC
 111 SW Oak Street, Suite 300 | Portland, Oregon 97204 | (503) 227-9860

TAYLOR/DALE 2

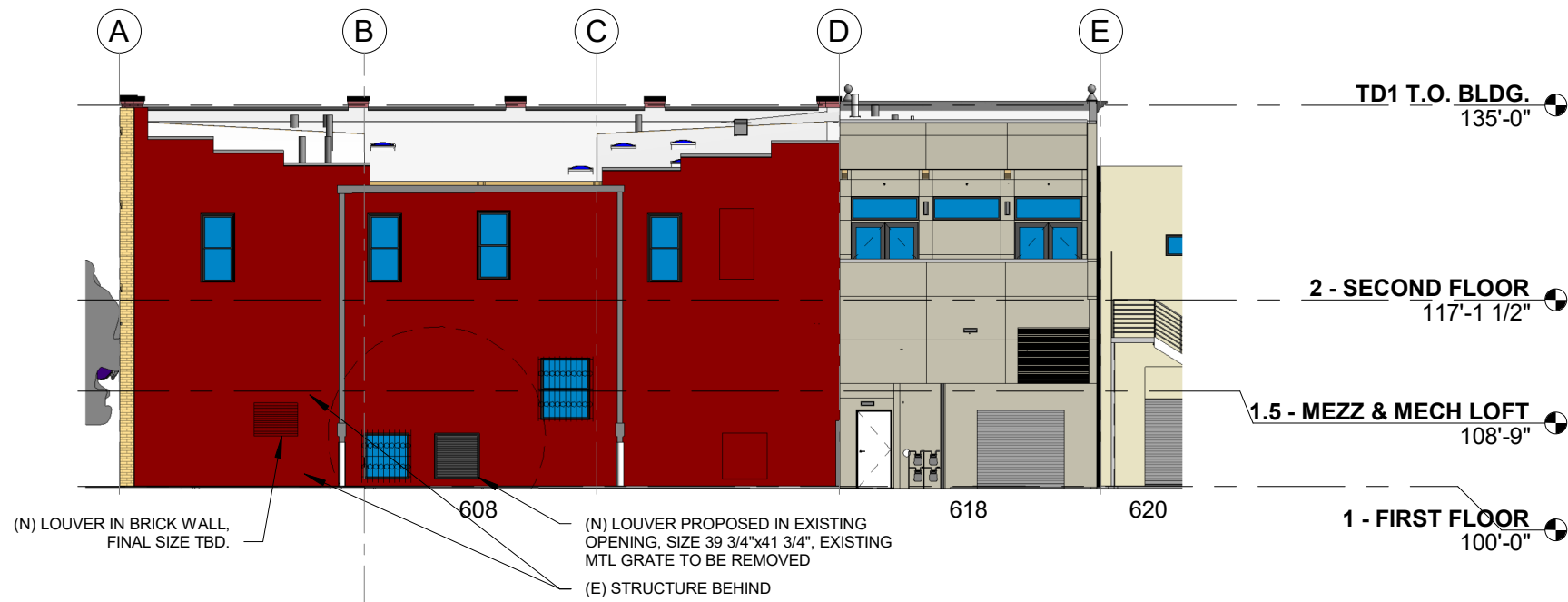
618 NE 3rd Street, McMinnville, OR 97128

12/18/20

SD-1



1 EXISTING SOUTH ELEVATION
1/16" = 1'-0"



2 PROPOSED SOUTH ELEVATION
1/16" = 1'-0"

NOT FOR
CONSTRUCTION

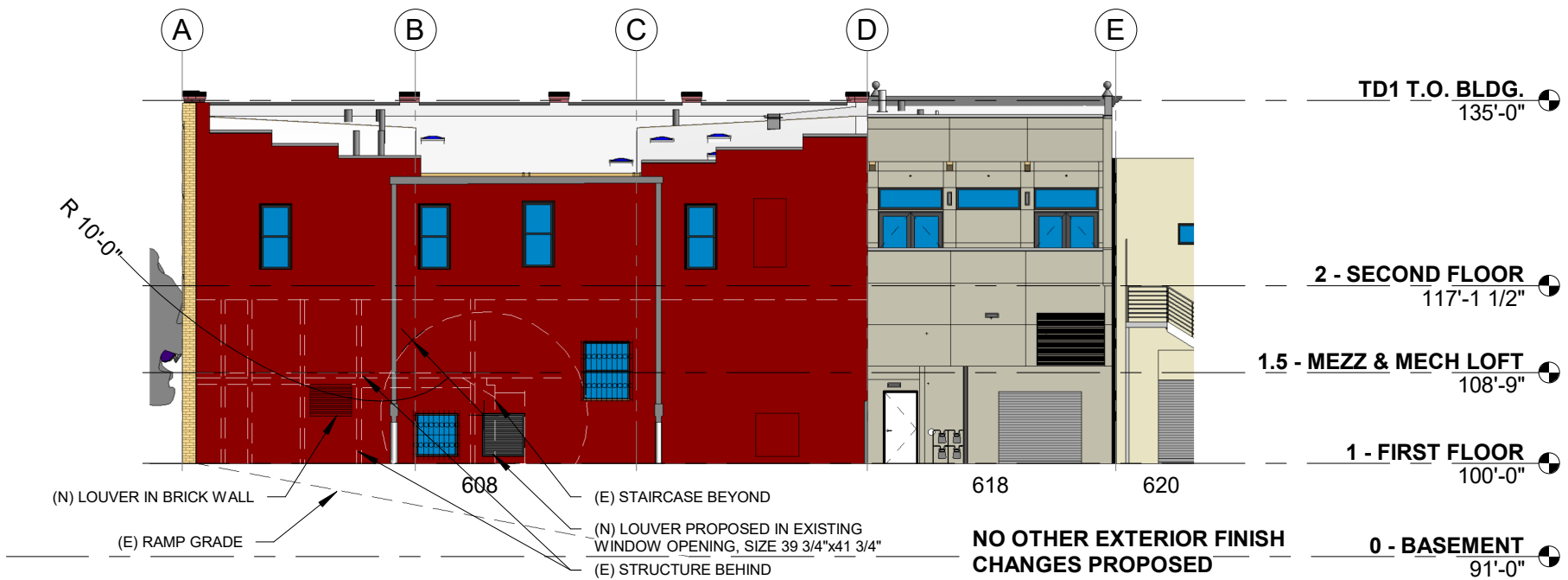
MAP ARCHITECTURE
Ernie Munch • Architecture • Urban Planning, LLC
111 SW Oak Street, Suite 300 | Portland, Oregon 97204 | (503) 227-9866

TAYLOR/DALE 2

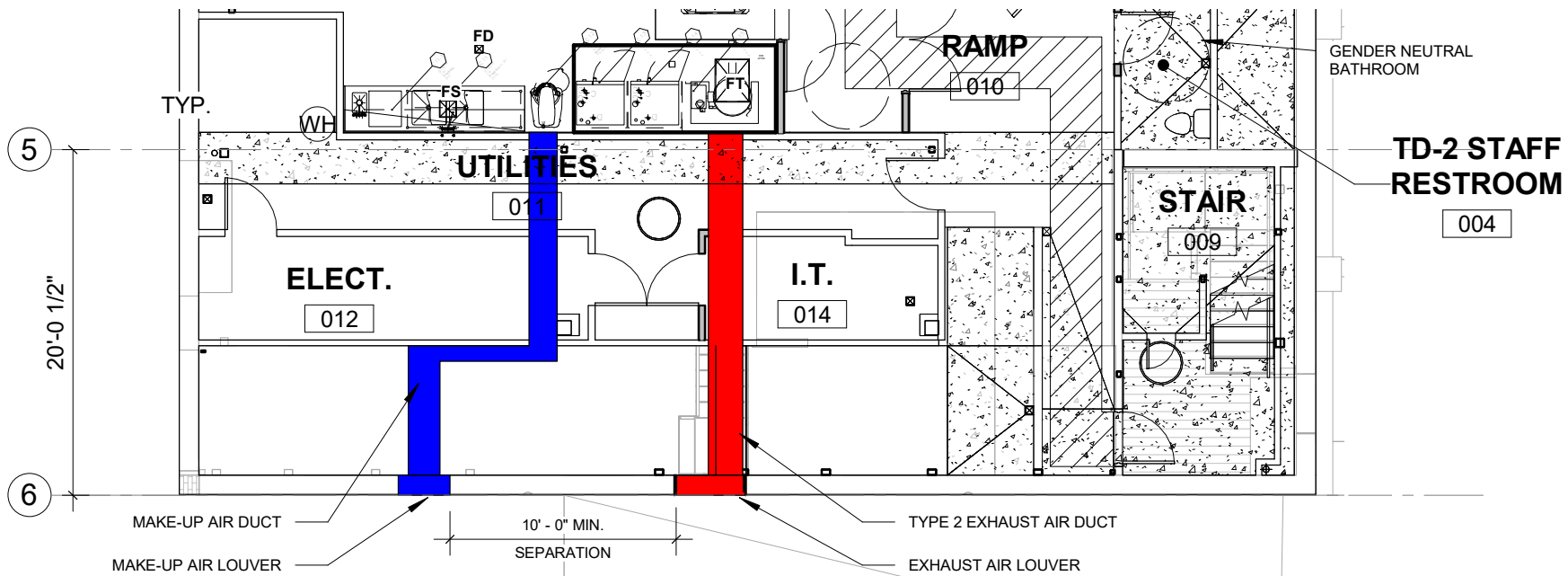
618 NE 3rd Street, McMinnville, OR 97128

12/18/20

SD-2



2 PROPOSED SOUTH ELEVATION X-RAY
 1/16" = 1'-0"



1 LEVEL 0 - ENLARGED PROPOSED PLAN
 1" = 10'-0"

NOT FOR CONSTRUCTION

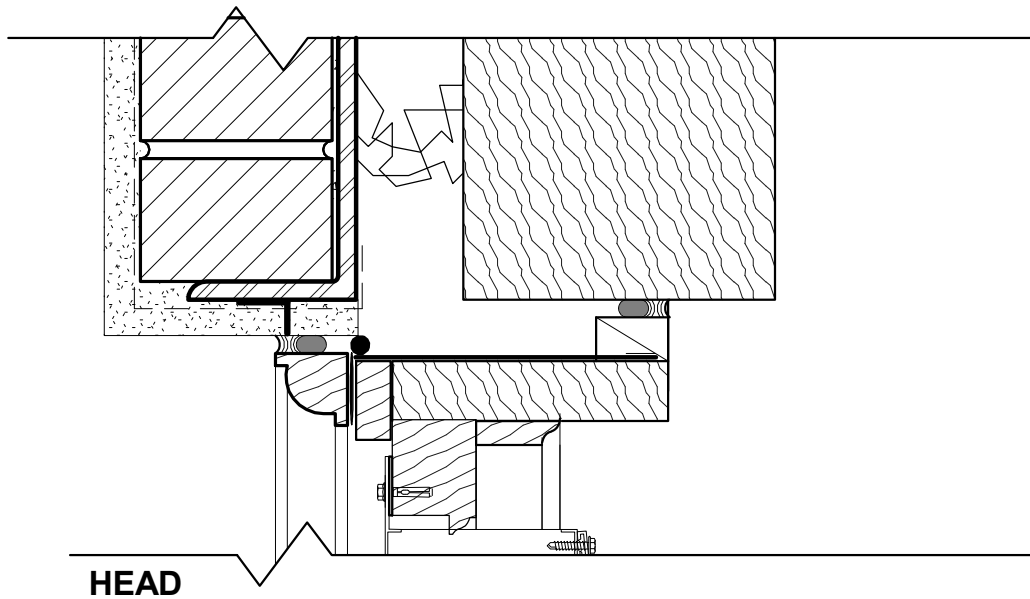
MAP ARCHITECTURE
 Ernie Munch - Architecture • Urban Planning, LLC
 111 SW Oak Street, Suite 300 | Portland, Oregon 97204 | (503) 227-9860

TAYLOR/DALE 2

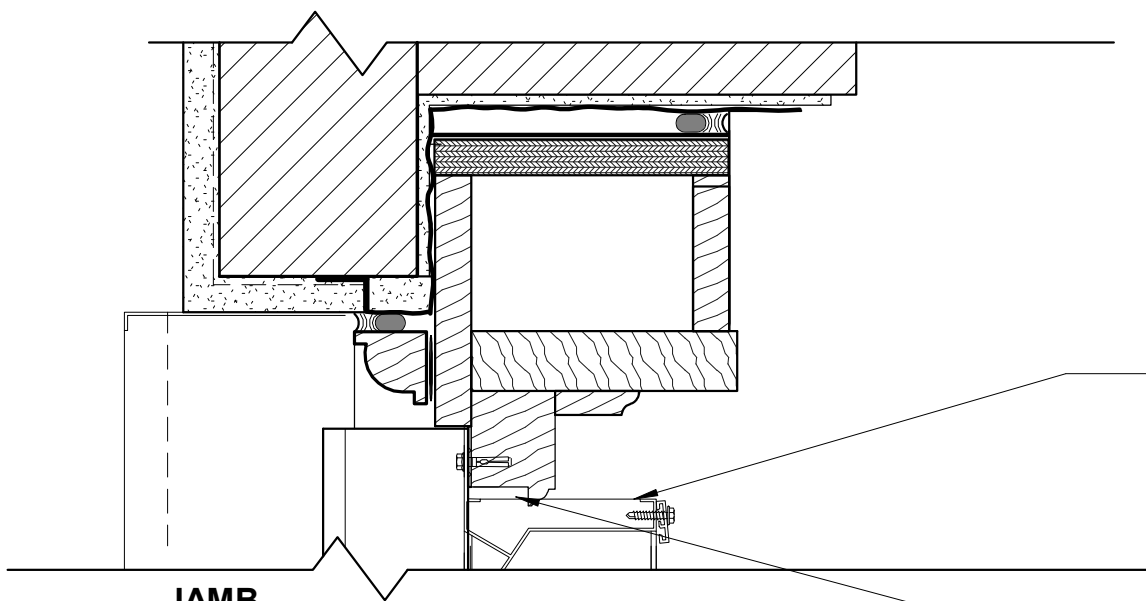
618 NE 3rd Street, McMinnville, OR 97128

12/18/20

SD-3

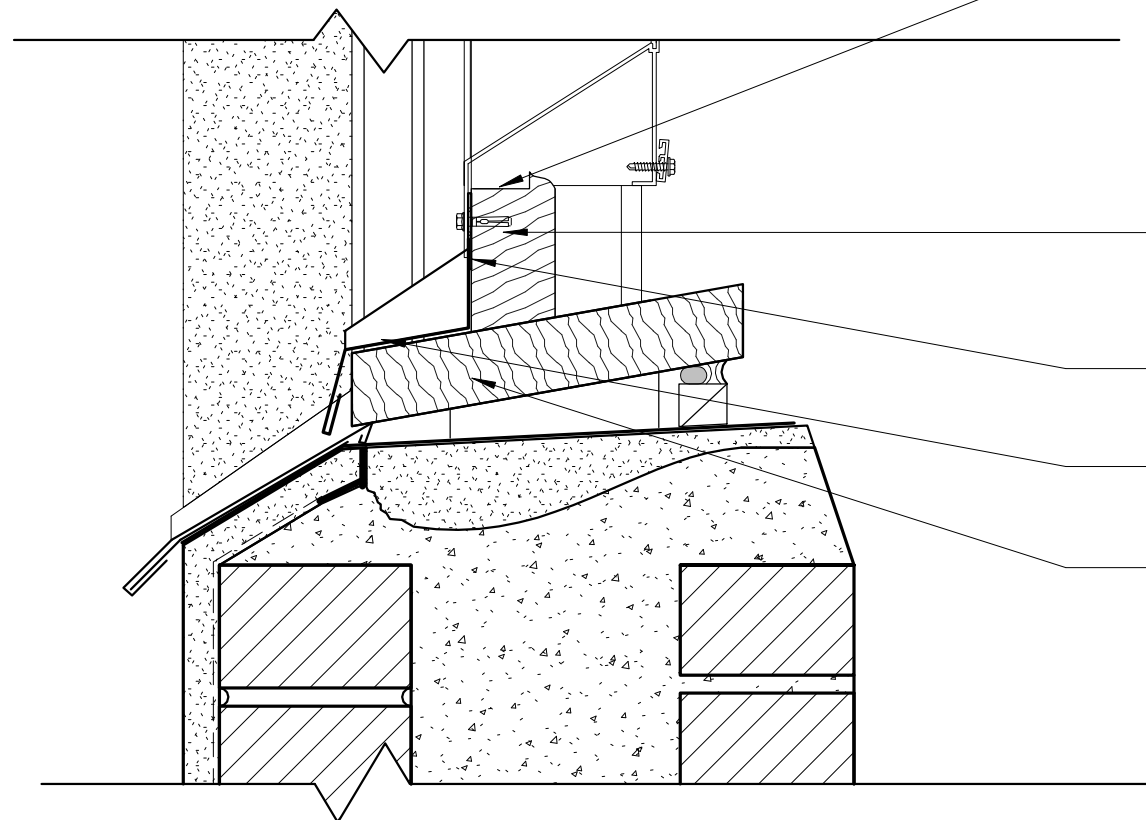


HEAD



JAMB

(N) PTD. ALUMINIUM LOUVER W/
MOUNTING FLANGE TO REPLACE
EXISTING IGU



SILL

REMOVE (E) APPLIED WD STOP AND
IGU

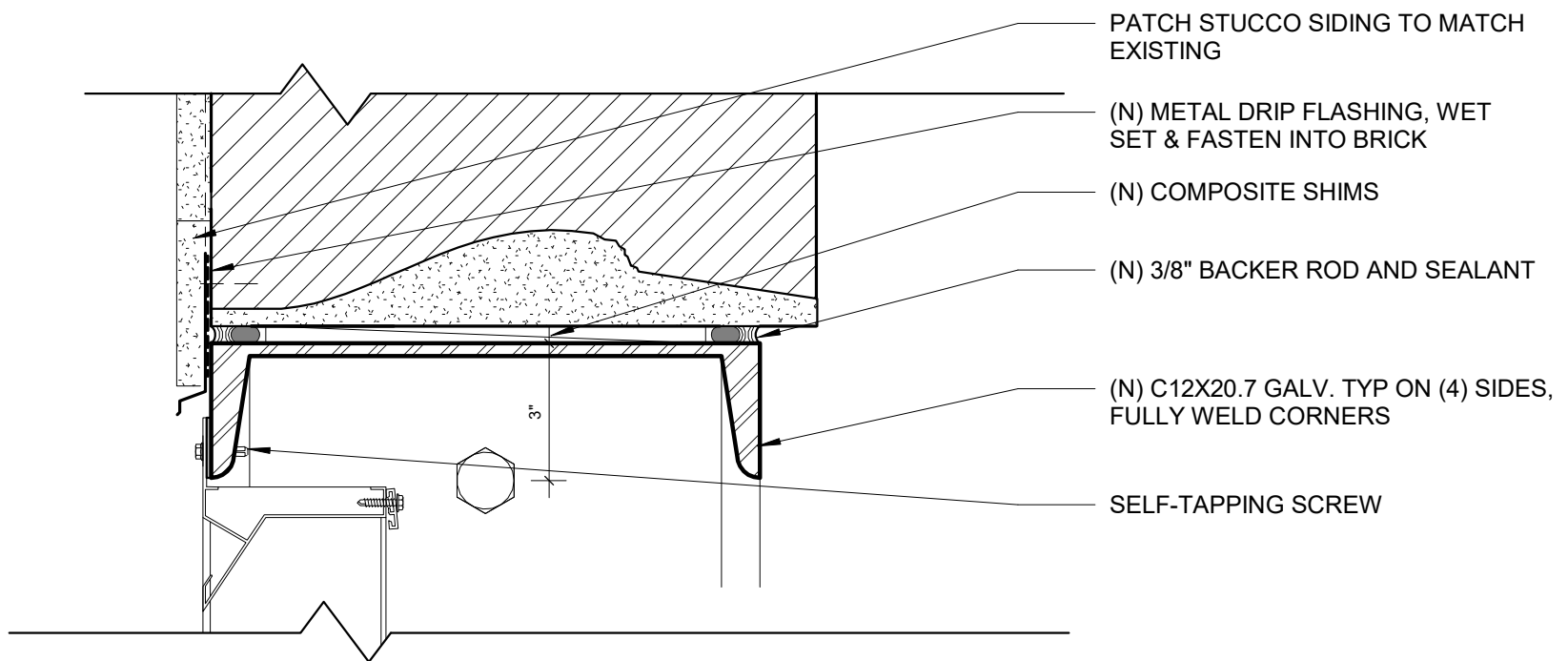
TYP. WD SCREW ATTACHMENT PER
MANUFACTURER, DO NOT OVER
PENETRATE EXISTING SASH

(N) COMPRESSIBLE NEOPRENE
GASKET TYP, (4) SIDES

(N) METAL FLASHING W/ SIDE DAMS

(E) WINDOW IN EXISTING OPENING

① NEW LOUVER IN EXISTING WINDOW
3" = 1'-0"



PATCH STUCCO SIDING TO MATCH EXISTING

(N) METAL DRIP FLASHING, WET SET & FASTEN INTO BRICK

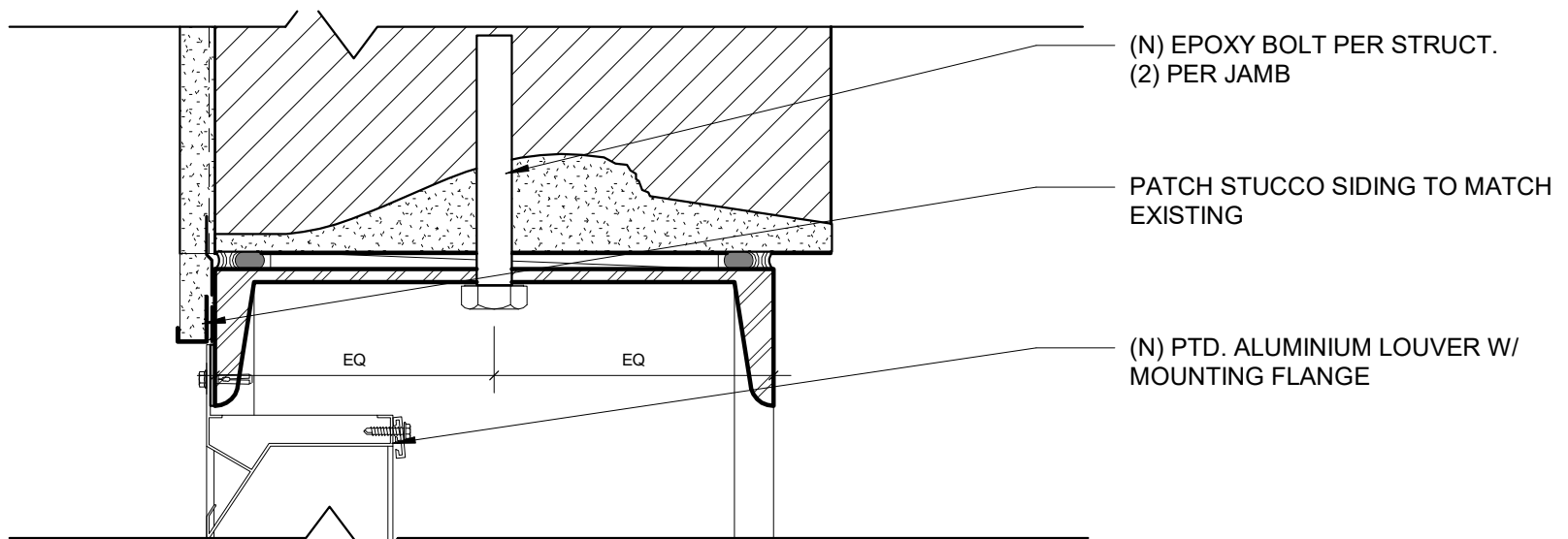
(N) COMPOSITE SHIMS

(N) 3/8" BACKER ROD AND SEALANT

(N) C12X20.7 GALV. TYP ON (4) SIDES, FULLY WELD CORNERS

SELF-TAPPING SCREW

HEAD

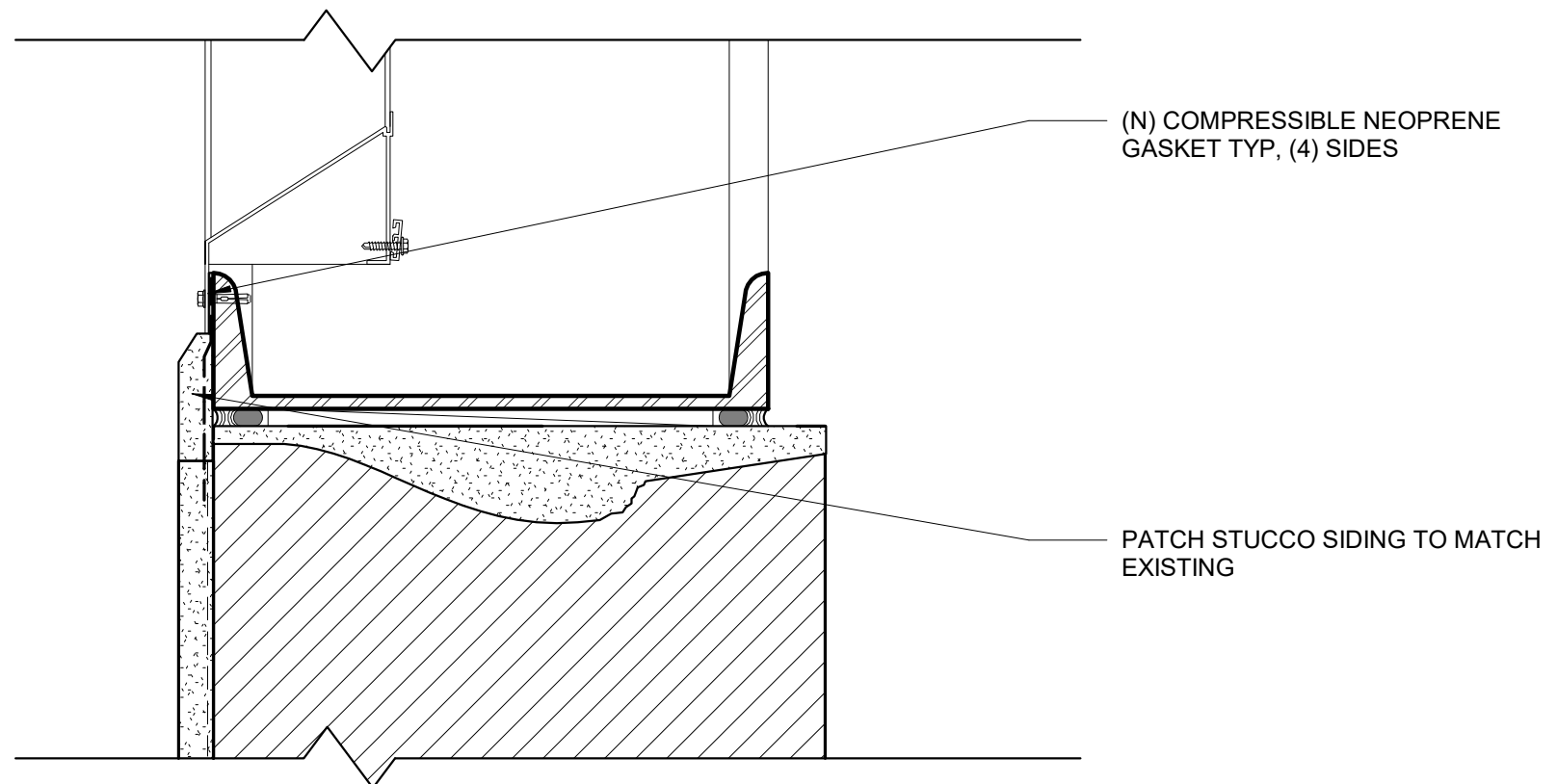


(N) EPOXY BOLT PER STRUCT. (2) PER JAMB

PATCH STUCCO SIDING TO MATCH EXISTING

(N) PTD. ALUMINIUM LOUVER W/ MOUNTING FLANGE

JAMB



(N) COMPRESSIBLE NEOPRENE GASKET TYP, (4) SIDES

PATCH STUCCO SIDING TO MATCH EXISTING

SILL

① NEW LOUVER IN ALLEY WALL
3" = 1'-0"



