



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

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Historic Landmarks Committee**  
**ZOOM Online Meeting**  
**September 1, 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/81727947951?pwd=U0FwK205SGJyQkR5WUxtSWJITXFaZz09>

**Zoom Meeting ID: 817 2794 7951**  
**Zoom Meeting Password: 057165**

**Or you can call in and listen via Zoom: 1-669-900-9128**

<b>Committee Members</b>	<b>Agenda Items</b>
John Mead, Chair	<b>1. Call to Order</b>
	<b>2. Citizen Comments</b>
	<b>3. Approval of Minutes</b>
Mark Cooley, Vice-Chair	A. May 14, 2020 Meeting Minutes (Exhibit 1)
	B. January 5, 2021 Meeting Minutes (Exhibit 2)
	<b>4. Action Items</b>
Mary Beth Branch	A. HL 4-21: Certificate of Approval for Alterations (Exhibit 3)
	300, 303, 406, and 546 NE 3 <sup>rd</sup> Street
Joan Drabkin	<b>5. Committee Member Comments</b>
	<b>6. Staff Comments</b>
Hadleigh Heller	<b>7. Adjournment</b>
Christopher Knapp	

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](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.



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# EXHIBIT 1 - MINUTES

**May 14, 2020**  
**Historic Landmarks Committee**  
**Regular Meeting**

**2:00 pm**  
**McMinnville Civic Hall**  
**McMinnville, Oregon**

**Members Present:** Mary Beth Branch, Mark Cooley, Joan Drabkin, Christopher Knapp, and John Mead

**Members Absent:**

**Staff Present:** Heather Richards – Planning Director and Chuck Darnell – Senior Planner

**Others Present:** Zack Geary

## 1. Call to Order

Chair Branch called the meeting to order at 2:08 p.m.

## 2. Citizen Comments

None

## 3. Approval of Minutes

A. October 17, 2019 Meeting Minutes

Committee Member Mead moved to approve the October 17, 2019 meeting minutes. The motion was seconded by Committee Member Knapp and passed 5-0.

B. November 14, 2019 Meeting Minutes

Committee Member Mead moved to approve the November 14, 2019 meeting minutes. The motion was seconded by Committee Member Drabkin and passed 5-0.

## 4. Action Items

A. HL 3-20: 835 NW Birch Street - Certificate of Approval for Alteration

Chair Branch asked if any Committee member had any disclosures to make or needed to abstain from participating or voting on this application. Chair Branch would be abstaining from participating and voting as she was part of the applicant's team.

Vice Chair Mead asked if any Committee member needed to declare any contact prior to the hearing with the applicant, any other party involved in the application, or any other source of information outside of staff regarding the subject of this application. There was none.

Senior Planner Darnell said this was an application for a certificate of approval for alterations at 835 NW Birch Street. The property was listed on the Historic Resource Inventory as a historic landmark. It was listed as a significant resource. The proposed alterations included relocating one window on the rear façade to allow for a new window opening between two existing windows that would create a row of three continuous windows and re-roofing the entire structure with a standing seam metal roof. He discussed the applicable review criteria. The applicant was proposing “rehabilitation” treatment and staff thought the application met that treatment. The existing structure had windows replaced sometime in the past with vinyl windows, there was vinyl siding, and the roofing was replaced with asphalt shingle materials. The Secretary of the Interior standards called for replacement of the missing historic features wherever possible or to design a new feature that was compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. The HLC would need to consider whether the proposed standing seam metal roofing was compatible with the historic resource. The applicant provided photos of other buildings that appeared historic with metal roofing. Staff did not think there was adequate context provided for the photos. There was also no evidence provided of metal roofing as a typical material in use on residential structures in McMinnville during the period of development (circa 1900). The applicant also argued that metal was listed as a roofing material by the National Park Service and Secretary of the Interior in a Preservation Brief called “Roofing for Historic Buildings”. In that brief it did state that an alternative material could be an option in a rehabilitation project. The decision to use an alternative material should be weighed carefully against the primary concern to keep the historic character of the building. If the roof was readily visible, the alternative material should match as closely as possible the scale, texture, and coloration of the historic roofing material. Asphalt shingles or ceramic tiles were common substitute materials intended to duplicate the appearance of wood shingles. But on roofs with a high degree of visibility and patterning or texture, the substitution might seriously alter the architectural character of the building. One of the Secretary of Interior’s recommended guidelines was an incompatible roof covering or any deteriorated non-historic roof could be replaced with historically accurate roofing material or another material that was compatible with the historic character of the building. Another recommended guideline stated roofing materials might be replaced by a new design that was compatible with the size, scale, material, and color of the historic building. Staff thought the guidelines focused on compatibility of the replacement material. The historic roof material was a wood shingle. Standing seam metal roofing was different in scale, texture, and appearance from shingle roofing that was more repetitive in scale and appearance and had a different texture than flat metal with a standing seam. Currently there were asphalt shingles on the structure. The Preservation Brief specifically listed asphalt shingles as a common substitute intended to duplicate the appearance of wood shingles. Staff recommended that standing seam metal roofing was not compatible and recommended a condition that they allow a like-for-like replacement of the existing asphalt shingle roof.

The proposed window alteration was unique and did not involve preservation of a historic window or replacement of a missing historic feature. The alteration involved relocation of one window and creation of a new window opening to allow for a continuous row of three windows. The Secretary of Interior’s recommended guidelines stated adding new window openings on rear or other secondary, less visible elevations could be allowed 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 not duplicate the historic fenestration. The HLC needed to consider whether the new window opening could be allowed “if required by a new use.” If the HLC did support the new opening, they could find the new opening met the recommended guidelines. The window alteration was on the rear elevation that was less visible and not prominent. The alteration would not duplicate any historic fenestration pattern. The HLC should also consider compatibility of the proposed materials (vinyl window). Staff suggested a condition of approval to not allow the vinyl window but to require a wood window that was consistent

with the historic features of the building. Staff recommended approval of the window alteration with conditions. He then reviewed the conditions of approval.

There was discussion regarding the definition of alteration as it related to the windows.

Committee Member Mead asked about requiring a wood window in the middle of two vinyl windows. Senior Planner Darnell said that was something for the HLC to discuss in terms of compatibility. Staff thought if the windows were replaced in the future, materials that were more compatible with the historic character of the building could be installed. A wood window in this location would allow for that to occur.

Committee Member Mead asked if they could require all three windows to be wood windows. Senior Planner Darnell said the proposed alteration would only affect one of the vinyl windows.

Committee Member Knapp thought they would have to take out both windows to do the project.

Committee Member Drabkin suggested putting in a picture window that was wood and could encompass the whole area.

Zack Geary, representing the applicant, said the applicant wanted to do a kitchen remodel and a key element was bringing light into the room. The change in the windows was a way to achieve that. The house needed to be re-roofed and the applicant was hoping to use metal roofing. He thought the metal roofing was an acceptable roofing material in the era. It also had environmental benefits as well as longevity with possibility for solar access in the future. The proposed windows would respect the home's history as well as create a well-designed space that worked for current lifestyles. The kitchen was undersized with uncomfortably low ceilings, poor natural lighting, and low quality carpentry. It was disengaged from the two story original structure that represented the best qualities of an old historic home. The owners' investment in this project showed their commitment to the stewardship of this property. Adding the extra window in the kitchen made the biggest impact to add in natural light and comfort in the remodeled space. To require it to be wood while flanked by vinyl windows was not reasonable and would not contribute to the overarching design goals of creating beautiful, intentional structures that would most likely to be cared for and protected by current and future owners. Staff stated the new wood window could be designed to be the same form and function as the adjacent vinyl windows to not be inconsistent in design or appearance. He disagreed that a single hung wood window would look similar enough in profile, texture, and other details to be consistent in appearance with the existing vinyl windows. The recommended guidelines used to support the recommendation for a wood window seemed inaccurately represented. While new windows and other new alterations to a structure were compatible with the historic building, they were also meant to be obviously new and not misrepresent themselves as historic elements. Mixing a new wood window with existing vinyl windows could appear to look like the wood window was original to the building, especially being flanked by vinyl windows. The siding on the house had been changed previously to a vinyl siding product. While some of the wood windows still existed in combination to the siding, allowing a new vinyl window would not add additional deviation from the historic house's character. The HLC had approved other window materials in the past taking into account the existing building as a whole as well as particular facades and visibility from the public right-of-way, the financial implications, and overall design aesthetic. Alternate window materials had especially been considered where they had not currently existed and there was no photograph or descriptive evidence in the original space. Regarding setting precedent, he thought it should be considered on a case by case basis. This was a unique case and would not create long term precedence.

Mary Beth Branch, representing the applicant, said there was interesting language in the standards in replacing like for like and how they could replace a vinyl window with another vinyl window. She thought it was important to remember the economic feasibility and costs associated with making all the windows wood windows or replacing them with a larger picture window. The job of the HLC was



not to expand the scope of an application. The visibility of these windows was non-existent from the public right-of-way. They were not replacing any wood windows with a vinyl window.

There was confirmation that the wall with the windows was not a primary load bearing wall and discussion regarding the location of the façade which was facing the backyard only and not the Birch Street side. There was further discussion about how the wall would be structurally altered to make space for the third window.

Committee Member Cooley said there was the possibility that the wall would be disassembled in its entirety including the exterior siding and trim. He asked if they would consider replicating the exterior trim on the existing double hung wood windows. Mr. Geary said that was a possibility.

Committee Member Mead asked if they had priced out the metal roof vs. asphalt roof or priced wood window vs. vinyl. He thought the savings from doing an asphalt roof might be used for a wood window to make it cost neutral. Mr. Geary said they had not priced those out. Ms. Branch said the applicant was willing to spend more money on the metal roof because of its sustainable features. They were not interested in expanding the scope of the kitchen remodel. They viewed these as two different things and she did not think it would be justifiable as it was money they had not intended to spend on the kitchen.

There was no more public testimony.

Committee Member Drabkin did not think they should approve a vinyl window. They needed to be consistent with what they had done for other projects and the new window should be a double hung wood window. She did not think a metal roof was acceptable. It was introduction of a material that was not historic.

Committee Member Knapp agreed. There were no examples in McMinnville of a residential home with a metal roof. It was not historically accurate and would set a precedent. He thought there were other sustainable alternatives for the roof that would look like the original.

Committee Member Cooley agreed with the comments about the roof. No windows were being replaced and only one window was being added. He thought the biggest difference was the exterior trim of the original wood windows and the vinyl. If they did put in a vinyl window, he suggested altering the trim to more closely match the historic exterior trim.

Committee Member Mead agreed as it took the windows one step closer to the historic appearance without the full cost of wood windows.

Committee Member Cooley thought it would be an incremental pursuit of historic restoration similar to putting in the wood window in the middle of the two vinyl windows.

Committee Member Knapp said this was the back of the house and not as important. However, if they were going to open that wall, they would put in a new header and it might be an opportunity to replace the two vinyl windows also. It might be the right thing to do for a historic home to stay in character with the house. The trim was a good compromise because it would mask the vinyl. He was not in favor of the metal roof.

Committee Member Mead was in agreement about the metal roof as it was not appropriate for this house due to the scale, color, pattern, and texture.

Committee Member Drabkin thought the best idea since they were going to open the wall was to put in three wood windows to preserve the historic character of the house.

Senior Planner Darnell said the conversation about the materials and applicability of the standards did apply regardless of which elevation they were discussing. In regard to expanding to all three windows, he was not familiar with the construction requirements and what the header situation would be. He was not comfortable that there was a good basis for including all three. He could explore it more if the Committee wanted. The 120 day deadline expired in August.

Ms. Branch was not sure if the existing double hung wood windows were original to the house and she did not know how many were vinyl and how many were wood. The project was running on a tight timeline and this decision was important to the work progressing on the interior of the house.

There was discussion regarding the Committee's purview for the windows, which would include any of them that were moved with the disassembly of the wall.

Committee Member Cooley suggested to add language to Condition #1 that if any existing vinyl window was removed during the construction process, it would have to be replaced with a wood window.

Mr. Geary clarified that would mean potentially two wood windows next to a vinyl window.

Ms. Branch clarified the condition was the wood windows would be built to match the profile of the existing vinyl window.

Committee Member Knapp said if they matched the original house windows' profile, they would not need to match the vinyl window.

Senior Planner Darnell reviewed the recommended guidelines regarding materials. The Committee had to decide whether the addition of one wood window was compatible or use of a vinyl window was more compatible potentially with the wood trim as suggested. Another alternative was to require a new wood window which would be more in line with past Committee actions and also have the wood trim that might disguise the difference in the windows adjacent.

The Committee discussed these options.

Committee Member Cooley moved to approve HL 3-20 subject to the conditions of approval provided in the decision document as follows: Condition #1, the new window proposed on the south elevation shall be a wood window. The window shall be a double hung one over one window in the same dimension as the existing windows and any existing vinyl window retained but moved would also be wood. Condition #2, the proposed standing seam metal roofing material was not allowed. The existing roofing material may be replaced with a like for like replacement of the asphalt shingle roofing material that currently existed on the structure. Replacement of the asphalt shingle roofing material shall maintain all of the existing forms and features of the roof including the cross gables and eve returns. The motion was seconded by Committee Member Knapp and passed 3-1 with Committee Member Cooley opposed.

#### B. 2020 Historic Preservation Award Selections

*\*Note – Staff will provide presentation on Historic Preservation Awards at meeting*

Senior Planner Darnell said they had received two nominations for the 2020 Historic Preservation Award. One was for the Premises building on Baker Street and the other was for the Taylor Dale building. If the HLC wanted to award both of these projects, it would be done at a City Council meeting in the future.

There was consensus to award both projects.

## **5. Committee Comments**

None

## **6. Staff Comments**

Senior Planner Darnell said there would be another HLC meeting in May. He had been made aware that there was concern about the installation and finishes on one of the projects recently reviewed by the HLC, the apartment complex on First Street. Staff inspected it and there were some potential issues with the hardie panel siding and some of the other features of the design. Staff discussed the issues with the applicant and would continue working to resolve the issues. The primary issue was the siding that was supposed to appear as smooth stucco but the level of the seam being covered varied drastically throughout the building. It highlighted a potential problem with it being an alternative design method. Another issue was some of the details of the features of the building such as the cornice and belt course were not installed as they were shown in the design plans. Some features were not yet constructed, such as the brick on the base of the building, painting, and finishes. He explained the process for the building permit and inspection of the building.

There was discussion regarding the need for a remedial process so the brick would not be put over the hardie board that had already been installed.

Chair Branch confirmed it was not being constructed as it had been presented in the renderings.

## **7. Adjournment**

Chair Branch adjourned the meeting at 4:22 p.m.



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## EXHIBIT 2 - MINUTES

**January 5, 2021**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**Zoom Meeting**  
**McMinnville, Oregon**

**Members Present:** Mary Beth Branch, Joan Drabkin, Christopher Knapp, John Mead, and Hadleigh Heller – Youth Liaison

**Members Absent:** Mark Cooley

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

**Others Present:** Carson Benner, David & Jori Whitling, Jenny Berg, Ernie Munch, Lindsay Estep, Zane Johnson, and Scott Hill – Mayor

### 1. Call to Order

Chair Branch called the meeting to order at 3:03 p.m.

### 2. Citizen Comments

None

### 3. Action Items

#### A. HL 4-20: Certificate of Approval for Alteration - 806 SE Davis Street

Chair Branch asked if any Committee member had disclosures to make or wanted to abstain from participating or voting on this application. There were none. She asked if any Committee member needed to declare any contact prior to the hearing with the applicant, any other party involved in the application, or any other source of information outside of staff regarding the subject of this application. There were none.

Senior Planner Darnell presented the staff report. This was a request for a certificate of approval for exterior alterations at 806 SE Davis Street. The property was listed on the local historic resources inventory as a significant resource which made it a historic landmark. He described the existing condition of the structure. The alterations proposed were: removal of two existing porch additions, alterations to those facades after they were exposed, extension of the roof over the entrance of the structure, and removal of the chimney. He discussed the review criteria and Secretary of Interior standards. The applicant planned to follow the rehabilitation treatment which allowed alterations to historic resources. For the removal of the two additions, the applicant provided evidence showing that they appeared to be later additions. They were not significant and removing them would not detract from the historic

character of the site. The additions were located on the rear of the structure. Staff had researched when they might have been constructed, and it appeared they were later additions. Regarding removal of the chimney, they were requesting removal and patching it with the siding materials from the additions. They were making changes to the interior of the structure and removing the fireplace. Staff did not think there was enough evidence provided that supported the complete removal of the chimney. The chimney appeared to be original and the removal of the chimney would reduce the historic character of the building. There was no evidence in the application on the condition of the chimney to warrant its removal. Staff thought the chimney should remain, unless with the interior work it had to be removed in which case it should be reconstructed in its same form. Regarding the extension of the gable roofline, the applicant wanted to extend it in its same form, size, and height by four feet to provide a covered walkway between the two entrances. The proposal was on the rear of the structure on a building façade that was not as historically significant as the front and other sides and was in an area that had already been altered over time already. The gable form and height would be extended and the siding would match the remainder of the structure. The applicant was proposing to add columns that matched the existing front porch. Regarding the changes to the facades once they were exposed, the windows and doors would be relocated and replaced to allow for better functionality and a new window would be installed on the south façade. The new openings would be in locations that were not as historically significant or highly visible. The alterations would not duplicate any historic fenestration pattern, however the applicant was proposing more modern fiberglass building materials. Since the majority of the structure contained original siding and wood trim. Staff suggested if the HLC was supportive of the window and door alterations, the new materials would be wood to match and be more consistent with the historic materials of the home. Staff recommended approval of the application with conditions. He then reviewed the conditions.

Committee Member Drabkin asked if the new windows would have the same trim as the horizontal window on the second floor. Senior Planner Darnell said the applicant was proposing one by four wood trim for the windows and doors which matched the existing trim. It was also a condition of approval. The more decorative exterior window headers on the house would not need to be matched.

Committee Member Drabkin asked for clarification on the doors. Senior Planner Darnell explained their proposed location.

Carson Benner, representing the applicants, said they would duplicate the existing trim that was adjacent to this area of the house. Regarding the chimney, the applicants intended to remove the fireplace and reconfigure the kitchen so the kitchen and living room were one space. The brick fireplace was substantial and the amount of chimney above the roofline weighed 6,000 to 8,000 pounds. It was not feasible to build a wood structure to support it that would be safe. The applicants would like to eliminate the chimney entirely because it was not visible or if that was not acceptable, to rebuild it out of wood and put a brick façade around it. The brick would match in appearance but it would be a lighter veneer. One of the things they found in the remodel was a window behind the cabinets in the kitchen which showed that at one time the porches were not there. It was hard to tell when they were added, but it was clear that they were added on. Removing those and extending the gable seemed to be appropriate for that time period. The back of the house was just a series of outbuildings that were connected. They were suggesting to add more integrity to it and finish it.

David & Jori Whitling, applicants, said they were supportive of the conditions for the windows and doors to be wood products that more closely matched the historic character.

Committee Member Drabkin had visited the site and could not see the chimney from the public right-of-way. She thought this application would improve the house.

Ms. Whitling said their goal was to bring the historic home back to its former glory.

Committee Member Knapp asked about the material for the columns.

Mr. Benner said they would be wood.

Committee Member Knapp confirmed the chimney could not be seen from the street.

Chair Branch asked about the soffit and eve details of the extension of the gable roof. Mr. Benner said the intention was to reuse what was already there or to duplicate the details.

Chair Branch asked about the height of the ceiling under the new porch. Mr. Benner said it followed the ceiling height of the existing structure.

Chair Branch appreciated the column replication, however the plans showed them coming all the way up to the beginning of the eve and soffit. She suggested having more of a design that was in line with the front porch where the columns met the structural header beam instead of going all the way up to the eaves and intersecting with the new porch ceiling. She also asked about the siding on the gable extension and changing the roof style. Mr. Benner said they had looked at many different roof styles and a shed roof did not feel right. The gable extension felt like it was the best thing to keep the integrity of the shape. He thought they could recess the siding further back so it disappeared.

Chair Branch asked about the siding on the house. Mr. Benner said it was a shiplap. The goal was when the back structures were disassembled to save the siding and reuse it. If they had to use new wood, it did not look like a unique profile.

Committee Member Drabkin asked about the porch material. Mr. Benner said they were proposing simple cedar decking which would be durable and safe.

Chair Branch closed the public testimony portion of the hearing.

Chair Branch asked for Committee direction on the chimney.

Committee Member Knapp was in favor of reproducing the chimney in wood with a brick façade to keep the historic integrity.

Chair Drabkin was also in favor of it being replicated. It was an essential design of the house.

Committee Member Mead agreed. He thought color might be a question and he suggested staff approval for the brick color selection to make sure it matched the original.

Committee Member Knapp suggested using some of the original brick.

Chair Branch suggested adding language to allow the chimney to be reconstructed with wood framing and a thin brick veneer if necessary with staff approval of the final color to match the original as closely as possible. A new condition would be that the rear porch columns and siding would match the configuration of the front porch columns and siding.

Based on the findings of fact, the conclusionary findings for approval, and the materials submitted by the applicant, Committee Member Mead moved to approve HL 4-20 subject to the conditions of approval in the decision document to be amended to add that thin brick veneer shall be allowed with staff approval of the brick color and adding a condition that the rear porch columns and siding match the configuration of the front porch columns and siding. The motion was seconded by Chair Branch and passed 5-0.

B. HL 5-20: Certificate of Approval for Alteration - 225 NW Adams Street

Chair Branch asked if any Committee member had disclosures to make or wanted to abstain from participating or voting on this application. Committee Member Mead would be recusing himself from this discussion and vote due to his relationship with the applicant.

Chair Branch asked if any Committee member needed to declare any contact prior to the hearing with the applicant, any other party involved in the application, or any other source of information outside of staff regarding the subject of this application. There were none.

Senior Planner Darnell said this was a request for a certificate of approval for an alteration to 225 NW Adams Street. The library property was a historic landmark listed as distinctive on the historic resources inventory. He showed the location of where the hand railing would be installed on the sides of the steps leading to the doors, from the first to the last step. Due to Covid, the flow through the building had been changed and what was historically the main entrance was only an exit now. It created a one way traffic pattern through the building. There was a need for railings to assist the accessibility to the entrance. He showed pictures of the proposed railings which met applicable code standards. He explained the approval criteria and summarized the findings. The proposed installation method avoided impact to any character defining features of the historic landmark. The handrails were proposed to be mounted only to the concrete steps and landing. The proposed handrails were simple, black powder coated metal railings. There was no attempt to mimic historic features. He showed historic photos of the entrance with some form of railing in the past. It was not clear if they were original or compatible with the building more than what was being proposed. Staff thought the "preservation" treatment was most applicable to the application because it allowed for limited and sensitive upgrading to allow the property to be functional. There were code related recommended guidelines that spoke to allowing for barrier-free access and completing code required work that did not impact the character defining exterior features of the structure. Staff thought the proposed style and form of the handrails was minimal. The addition of the handrails would improve accessibility. The installation method would not impact the building itself or any historic features. The proposed materials and style were minimal and did not detract from the character defining features of the building or its setting. Staff recommended approval with no conditions.

Committee Member Drabkin said the design of the railing was not consistent with a 1912 building. It needed to be a simpler design. She did not want to delay the project as the utmost concern was safety.

Jenny Berg, applicant, said the only examples she was able to find for the railings were very elaborate. If Committee Member Drabkin had an example, she would be interested to see it. The railings were being put in for safety reasons. She had tried to keep them as low profile as possible. If they could use the same entrance and exit again in the future, the handrails could be removed.

Chair Branch closed the public testimony portion of the hearing.

Chair Branch struggled between how new was not supposed to look like the original but it should be compatible. She was not sure what was appropriate.

Committee Member Drabkin had four simple designs she could share with the applicant.

Senior Planner Darnell noted there were height and size dimensions that were necessary to meet code. He showed example photos of past railings.

Committee Member Knapp agreed the railings were a necessity and he had no issue with what was being proposed.

Chair Branch said this was a commercial building with high traffic and there was great need for safety and being up to code compliance. There was no existing structure the railings were replacing or mimicking. It was not touching the building. She was comfortable leaving it up to the library and City on the design.

There was consensus that the overall approach, location proposed, and size in general was acceptable, but the Committee was flexible with the design.

Based on the findings of fact, the conclusionary findings for approval, and the materials submitted by the applicant, Committee Member Drabkin moved to approve HL 5-20 as long as the placement, overall simplicity, materials, and color were as proposed. The motion was seconded by Chair Branch and passed 4-0.

C. HL 7-20: Certificate of Approval for Alteration - 608 NE 3<sup>rd</sup> Street

Chair Branch asked if any Committee member had disclosures to make or wanted to abstain from participating or voting on this application. There were none. She asked if any Committee member needed to declare any contact prior to the hearing with the applicant, any other party involved in the application, or any other source of information outside of staff regarding the subject of this application. There were none.

Senior Planner Darnell presented the certificate of approval request for alteration at 608 NE 3<sup>rd</sup> Street. He explained the site location. This was a historic landmark listed as distinctive on the historic resources inventory. It was also listed as secondary significant in the historic district. The existing property description was outdated after recent rehab work. He showed the existing condition of the alley façade and the proposed alterations. The changes were for better ventilation to the hood that would serve the kitchen for the restaurant going into the building. He discussed the review criteria. In general the proposal preserved and avoided impact to the primary building facades that were most character-defining. The alley façade was more utilitarian in nature, non-primary, and less visible. The alley façade had been altered already with no historic stucco finish. There would be one new opening and one replacement of window glazing. The installation method proposed would be visually compatible and would allow for a transition back to a window in the future. The applicant was proposing a "rehabilitation" treatment. The Secretary of the Interior's recommended guidelines for installing a new mechanical system was that it resulted in the least alteration possible to the historic building and its character-defining features and to conceal ductwork when possible. The standards regarding windows were to add new window openings on the rear or other secondary, less visible elevations and that the new openings would not damage or destroy significant features. Staff recommended approval with one condition, that the louvers be finished as proposed in the application.



Committee Member Mead asked about painting the louvers to match the color of the windows. Senior Planner Darnell clarified that meant paint them the color of the window frames.

Ernie Munch, applicant, said the kitchen split into two parts, the main kitchen would be on the ground level with a type 1 hood and the prep kitchen would be in the basement with a type 2 hood. One would get exhausted out of the roof and one through the alley. The intent was to paint the louver coming through the existing window the dark color of the existing trim and the new opening would be on the same plane as the wall and would be painted the same color as the wall.

Chair Branch closed the public testimony portion of the hearing.

Based on the findings of fact, the conclusionary findings for approval, and the materials submitted by the applicant, Committee Member Drabkin moved to approve HL 7-20 subject to the condition of approval provided in the decision document. The motion was seconded by Committee Member Knapp and passed 5-0.

Mr. Munch discussed how a grandchild of Sarah Fletcher, who was responsible for several real estate transfers in this area, had been found. The grandchild provided photos and original deeds. He shared the photos and history of Ms. Fletcher and of the former building with the Committee. He also discussed what was found when they dug up the building.

#### **4. Committee Comments**

Chair Branch had received an email from a citizen who was concerned about the brick and grout color on the First Federal building. Senior Planner Darnell had reached out to the project manager and shared with him the color samples that had been approved. They were attempting to install everything as was approved and invited him to see the mock up that was done. He met with them and the brick that was being installed was the brick color that was approved. The grout color was not consistent as it was much darker than the brick. Once it was cleaned and sealed it would be lighter. However, it would be a gray color instead of a tan. It would still be visibly lighter than the brick. He and Chair Branch confirmed that it met the intent of the approval.

Chair Branch said while they were there, the applicant showed them the stain proposal for the tongue and groove cedar which the Committee did not approve as it appeared as natural wood. The applicant was coming up with additional samples.

#### **5. Staff Comments**

Senior Planner Darnell verified that a subcommittee to review the downtown design standards and bring back recommendations to the Committee was acceptable. He was available to be involved in those discussions. There would be another Committee meeting later in January.

#### **6. Adjournment**

Chair Branch adjourned the meeting at 5:14 p.m.



## EXHIBIT 3 - STAFF REPORT

DATE: September 1, 2021  
TO: Historic Landmark Committee Members  
FROM: Chuck Darnell, Senior Planner  
SUBJECT: PUBLIC MEETING: HL 4-21 (Certificate of Approval for Alteration) –  
300, 303, 406 and 546 NE 3<sup>rd</sup> 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

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### Report in Brief:

This is a quasi-judicial review of a “Certificate of Approval for Alteration” land use application for alterations to four (4) existing historic landmarks that are listed on the McMinnville Historic Resources Inventory and also contributing buildings within the McMinnville Downtown Historic District. Alterations to existing historic landmarks that are designated on the Historic Resources Inventory of contributing within a National Register of Historic Places district 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, the McMinnville Downtown Association, on behalf of each of the four (4) property owners, 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 properties are located at 300, 303, 406 and 546 NE 3<sup>rd</sup> Street. The properties are also identified as Tax Lot 8700, 6400, 9500, and 9700, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

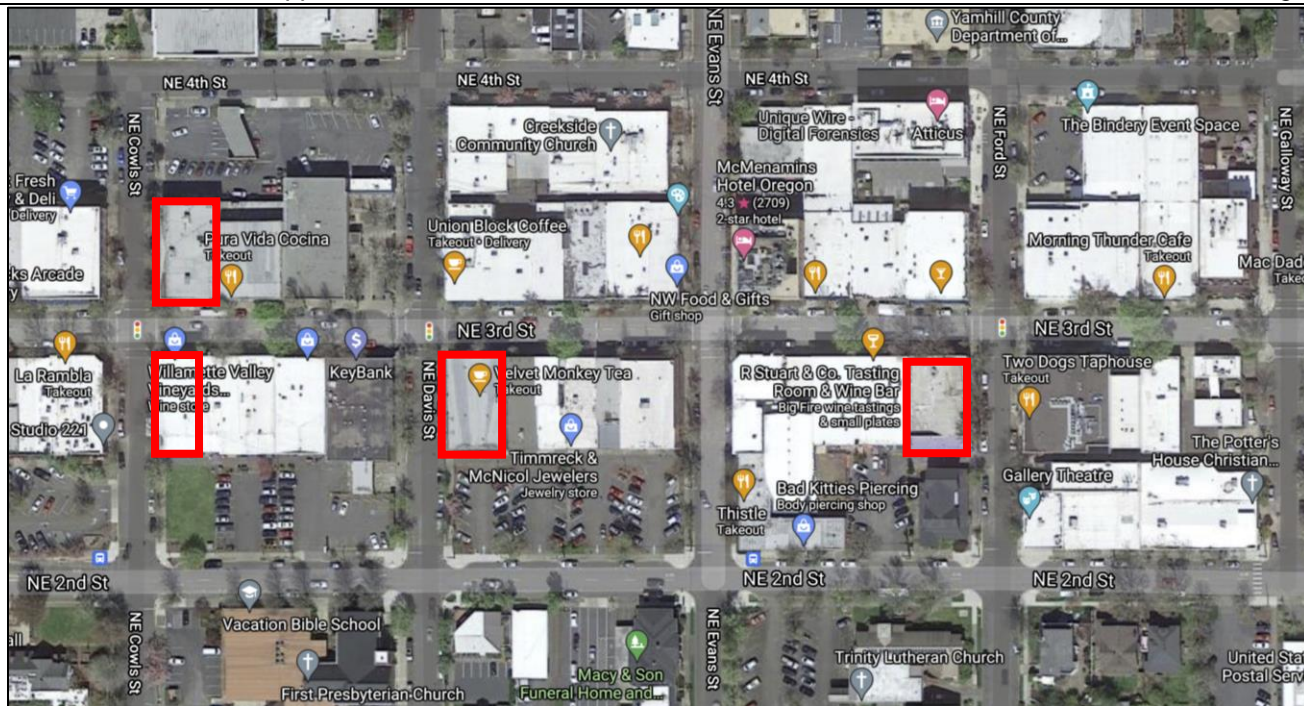
**Figure 1. Vicinity Map (Property Lines Approximate)**

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### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21*

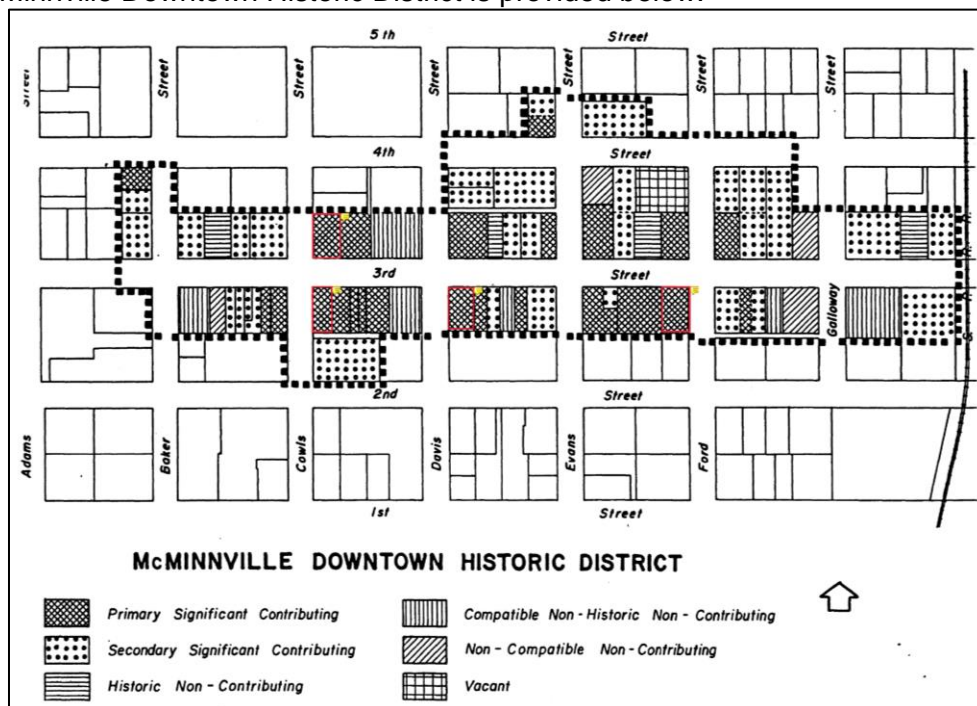
*Attachment B: HL 4-21 Application Materials*



The existing buildings are listed on the Historic Resources Inventory as follows:

- 300 NE 3<sup>rd</sup> Street – Distinctive resource (resource number A450)
- 303 NE 3<sup>rd</sup> Street – Significant Resource (resource number B449)
- 406 NE 3<sup>rd</sup> Street – Distinctive Resource (resource number A476)
- 546 NE 3<sup>rd</sup> Street – Environmental Resource (resource number D856)

The existing buildings are all listed as “Primary Significant Contributing” within the McMinnville Downtown Historic District that is listed on the National Register of Historic Places. A map identifying the buildings within the McMinnville Downtown Historic District is provided below:



**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21

Attachment B: HL 4-21 Application Materials

The applicant provided an overview of their proposal and project in the application narrative, which is as follows (note – the applicant’s entire overview and project proposal, which is more detailed, is contained within the Decision Document):

“The MDA in association with Visit McMinnville pursued and was awarded a grant from Travel Oregon for downtown improvements enhancing the Dine Out(Side) initiative. Key to this request was addressing lighting improvements to corridors leading to back-lot parking areas.

### **Safety**

With 3rd Street closed for 18 weekends June-September, parking has been eliminated to make room for outdoor dining. Cross streets have remained open accommodating parking in near proximity, and city parking lots located behind 3rd Street businesses are in greater use by evening customers. Each weekend evening approximately 600 residents and visitors are seen frequenting food and beverage establishments. Safe pedestrian passage is paramount to ensuring that the experience is positive. Improved lighting achieves this objective not only for Dine Out but when shorter days of winter are upon us.

### **Property Protection**

Over the past 18 months there has been an increase in vandalism pertaining to graffiti marking of buildings. This has led to property owner expense in elimination of repainting of facades in the downtown core. The greatest impediment to vandalism is increased lighting of dark corridors and public spaces.

### **The Project**

In cooperation with the MDA Design Committee (Rob Stephenson, Patti Webb, Kent Taylor, Chuck Darnell, Patty Sorensen), the Passageway Lighting Project was proposed as part of the grant application to meet the above concerns. Careful thought was given as to how application of additional lighting could be achieved both affordably and without jeopardizing building character. Zack Geary and Jeb McMullen (McMullen Electric) were asked to evaluate potential building locations and the feasibility to install aesthetically pleasing yet commercially rated fixtures for installation. The MDA looked to a recent project implemented in downtown Vancouver entitled “Spruce the Couve”. This initiative too was undertaken with similar reasoning as to safety and property protection. Elements of their project have been adopted for use here in McMinnville.”

### **Discussion:**

The applicant has provided illustrations identifying each building wall and the locations and dimensions of the proposed lighting installations, and also descriptions of how the lighting and conduit will be installed. See Building Wall Illustrations & Descriptions (Figure 2) below.

### **Figure 2. Building Wall Illustrations & Descriptions**

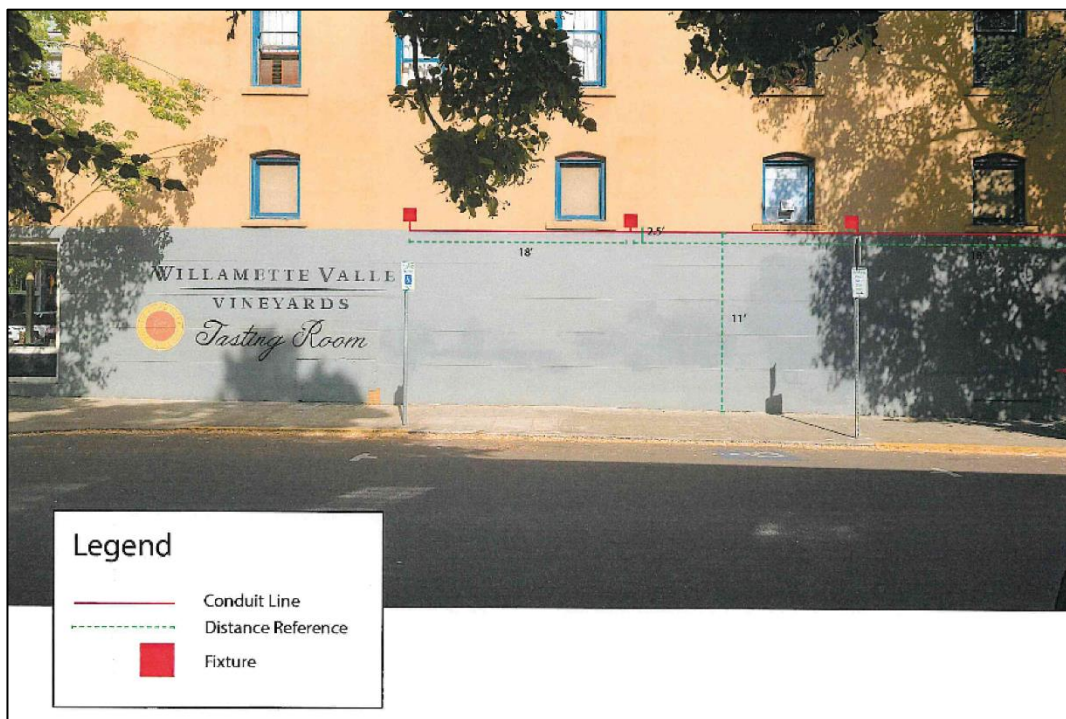
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#### *Attachments:*

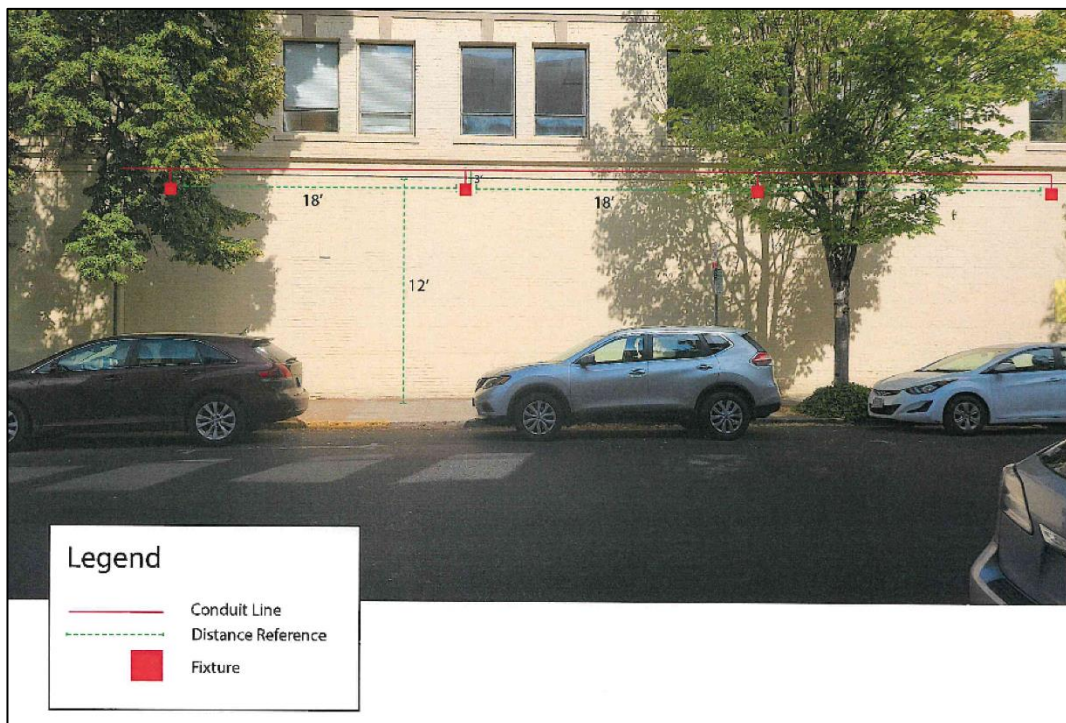
*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21*

*Attachment B: HL 4-21 Application Materials*



300 NE 3<sup>rd</sup> Street (West Façade)**300 NE 3<sup>rd</sup> Street**

- 3 lights on west wall. Conduit would be attached at the 1st and 2nd story paint transition line. Conduit would be painted to match the tan-colored upper exterior. Connection outlet is located above the rear Cows Street doorway to an existing light outlet.

303 NE 3<sup>rd</sup> Street (West Façade)**303 NE 3<sup>rd</sup> Street**

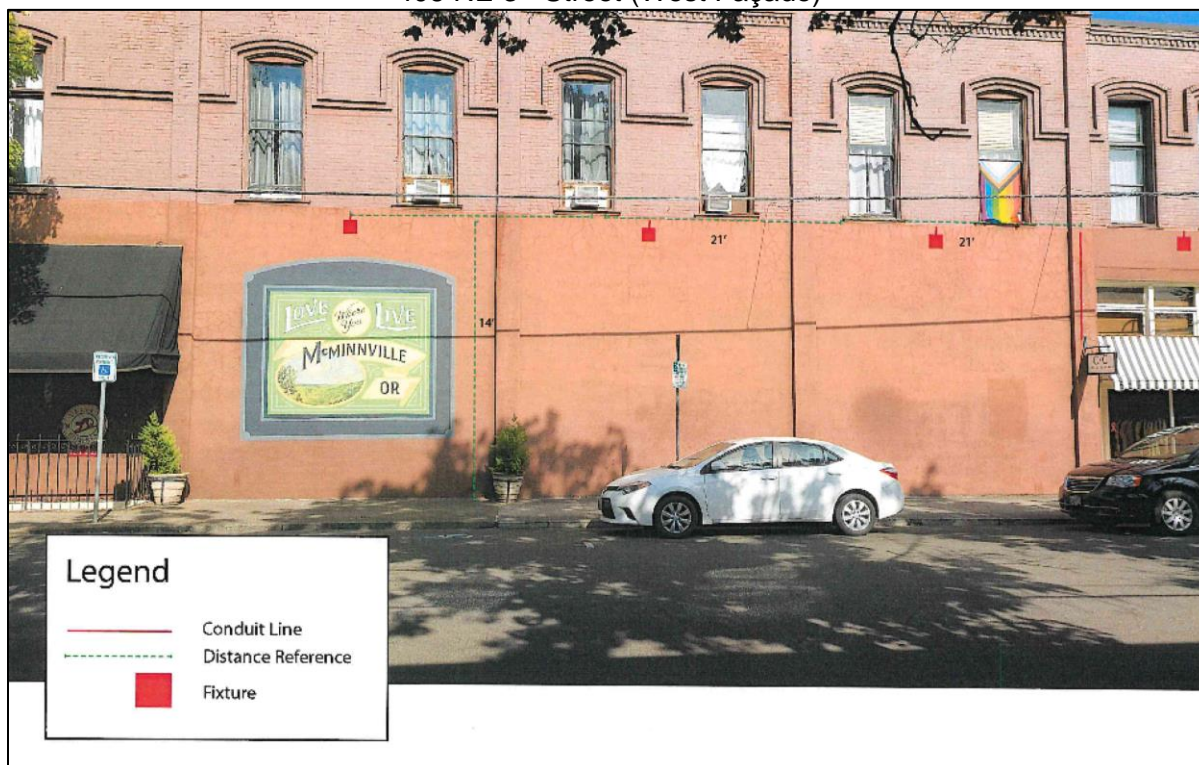
- 4 lights on west wall, 2 lights on north wall. Conduit would be attached immediately below the 2nd story brick overhang transition line. Conduit would be painted to match building exterior color. Connection outlet is located between the far right and 2nd light fixture below the conduit line on Cows Street.

**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21

Attachment B: HL 4-21 Application Materials



303 NE 3<sup>rd</sup> Street (North Façade)406 NE 3<sup>rd</sup> Street (West Façade)

**406 NE 3<sup>rd</sup> Street** – 3 lights on west wall. Conduit would be attached at the brick and stucco transition line below 2nd story window casing. Conduit would be painted to match the mauve-colored upper stucco exterior or salmon-colored lower brick exterior depending upon best concealment. Connection outlet is located beneath the canopy at the back entrance to Cupcake Couture on Davis Street.

## Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21

Attachment B: HL 4-21 Application Materials

546 NE 3<sup>rd</sup> Street (East Façade)

**546 NE 3<sup>rd</sup> Street** – 3 lights on west wall. Conduit would be attached at the 1st and 2nd story paint transition line. Conduit would be painted to match the salmon-colored upper façade or dark brown-colored lower façade depending upon best concealment. Connection outlet is located at the front of the building on along paint transition line on 3rd Street.

### 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:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21

Attachment B: HL 4-21 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 are fairly minor, in that they are for the proposed installation and mounting of lighting fixtures on the exterior of the side or rear building facades of the four buildings in question. Staff does not believe that the installation of the lighting fixtures themselves would be considered any form of significant alteration, as the lighting fixtures would result in minimal impact to the exterior building facades and materials in the locations where the lighting fixtures are mounted. Staff believes that the lighting fixtures are also of a style that could be found to be historically compatible with the buildings. In addition, the lighting fixtures are proposed in locations that are on the side and rear facades of the building, and not the more prominent front (3<sup>rd</sup> Street) facing facades of each building where many of the more character-defining features of each building exist. The lighting is also proposed in locations that do not directly impact or alter any historic building feature or architectural detailing, such as brick or stucco detailing, cornices, piers, or windows.

However, the proposal does include the installation of externally-mounted conduit to provide electrical service to each lighting fixture, which may be the component of the proposal that is more visually identifiable on the building facades. There are other alternatives methods of providing electrical service to exterior building wall lights, such as through the use of wiring and services from the interior of the structure. However, evidence of the feasibility of this method of electrical service was not provided, and details of the interior of each building was not provided. Staff would recommend that the Historic Landmarks Committee consider the implications and precedence of allowing externally-mounted conduit for utility installations (in this case lighting), and weigh that against the applicable review criteria for an

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#### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21*

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alteration of a historic resource. The Committee could also consider any specific details of the proposed project, such as the locations and building facades impacted (side and rear facades) or the proposed placement or concealment techniques, that could be specifically referenced in findings to result in the City's decision to find the proposal to be reasonable and achieving the applicable Certificate of Approval review criteria in this particular scenario.

The applicant is proposing methods of installation to reduce any potential visual impact of the externally-mounted conduit, which include placement at locations where paint color switches on the building façade between upper and lower stories or along horizontal ridges within the building façade that would help to screen the conduit from view. The applicant has requested that the contractor use the smallest conduit possible to provide adequate service (1/2" conduit), and is proposing to paint all conduit and conduit straps the same color as the building wall in an effort to visually blend the conduit into the building façade.

The proposed alterations (exterior lighting) are not specifically referenced in the Secretary of the Interior's Standards for the Treatment of Historic Properties, but the most applicable section of the Secretary of the Interior's Standards may be the "Mechanical Systems" section of guidelines within the Rehabilitation Treatment. 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.

Based on the proposed installation methods, which include locations on side or rear facades that avoid character defining features and other conduit concealment techniques, staff believes that it could be found that the installation of the new system (in this case exterior lighting) could be found to be being completed in a manner that results in minimal alterations to the historic building and its character-defining features. Staff also believes that the Committee could find that the proposed installation does not rise to the level of radically changing, damaging, or destroying any character-defining building features, which would be not-recommended by the Secretary of the Interior's standards.

Staff would also point out that the proposed installation would result in the lighting fixtures and conduit to be removed from the building walls in the future, should the building owners or the overall downtown district no longer require the lighting. The conduit could also be removed if electric service was ever able to be provided to the lighting fixtures from the interior of any of the buildings during more substantial renovation work.

### **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.

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#### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21*

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- 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. Staff has prepared a decision document that would reflect this decision, which is attached to this staff report.

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 either allow for staff to draft an updated Decision Document that incorporates those findings, or to allow the applicant to provide additional information that addresses those findings. These additional findings or information could then be reviewed at a future Committee meeting.

**MOTION FOR APPROVAL OF HL 4-21:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 4-21.**

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 4-21:**

**BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF OR THE APPLICANT TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 4-21 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].**

CD

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***Attachments:***

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-21*

*Attachment B: HL 4-21 Application Materials*



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

503-434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO FOUR HISTORIC LANDMARKS LOCATED AT 300, 303, 406 AND 546 NE 3<sup>RD</sup> STREET**

**DOCKET:** HL 4-21 (Certificate of Approval for Alteration)

**REQUEST:** Approval of alterations to four (4) existing historic landmarks that are listed on the McMinnville Historic Resources Inventory and also contributing buildings within the McMinnville Downtown Historic District. The proposed alterations include the addition of three (3) to four (4) exterior-mounted wall lights and associated conduit on the side façade of each of the four (4) buildings to provide enhanced lighting and safety along the sides of the buildings between 3<sup>rd</sup> Street and the public parking to the north or south along 4<sup>th</sup> Street and 2<sup>nd</sup> Street.

**LOCATION:** 300, 303, 406 and 546 NE 3<sup>rd</sup> Street. The properties are also identified as Tax Lots 8700, 6400, 9500, and 9700, Section 21BC, T. 4 S., R. 4 W., W.M.

**ZONING:** C-3 (General Commercial)

**APPLICANT:** McMinnville Downtown Association, on behalf of each of the four (4) property owners

**STAFF:** Chuck Darnell, Senior Planner

**DATE DEEMED COMPLETE:** August 16, 2021

**HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee

**HEARING DATE & LOCATION:** September 1, 2021, Zoom Online Meeting ID 817 2794 7951

**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 4-21).

[illegible]

**DECISION: APPROVAL**

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Historic Landmarks Committee: \_\_\_\_\_  
John Mead, Chair

Date:

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_

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*Attachments:*

Attachment 1 – Application and Attachments

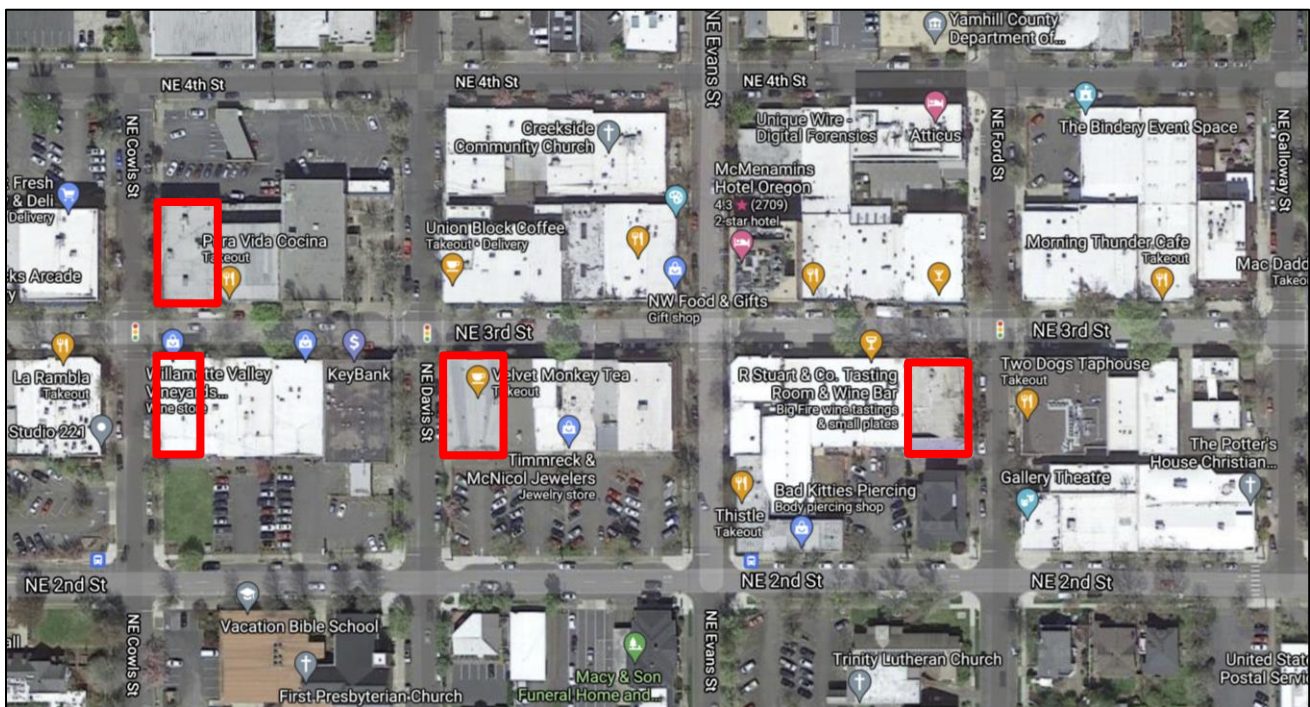
## **I. APPLICATION SUMMARY:**

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the 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 properties are located at 300, 303, 406 and 546 NE 3<sup>rd</sup> Street. The properties are also identified as Tax Lot 8700, 6400, 9500, and 9700, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

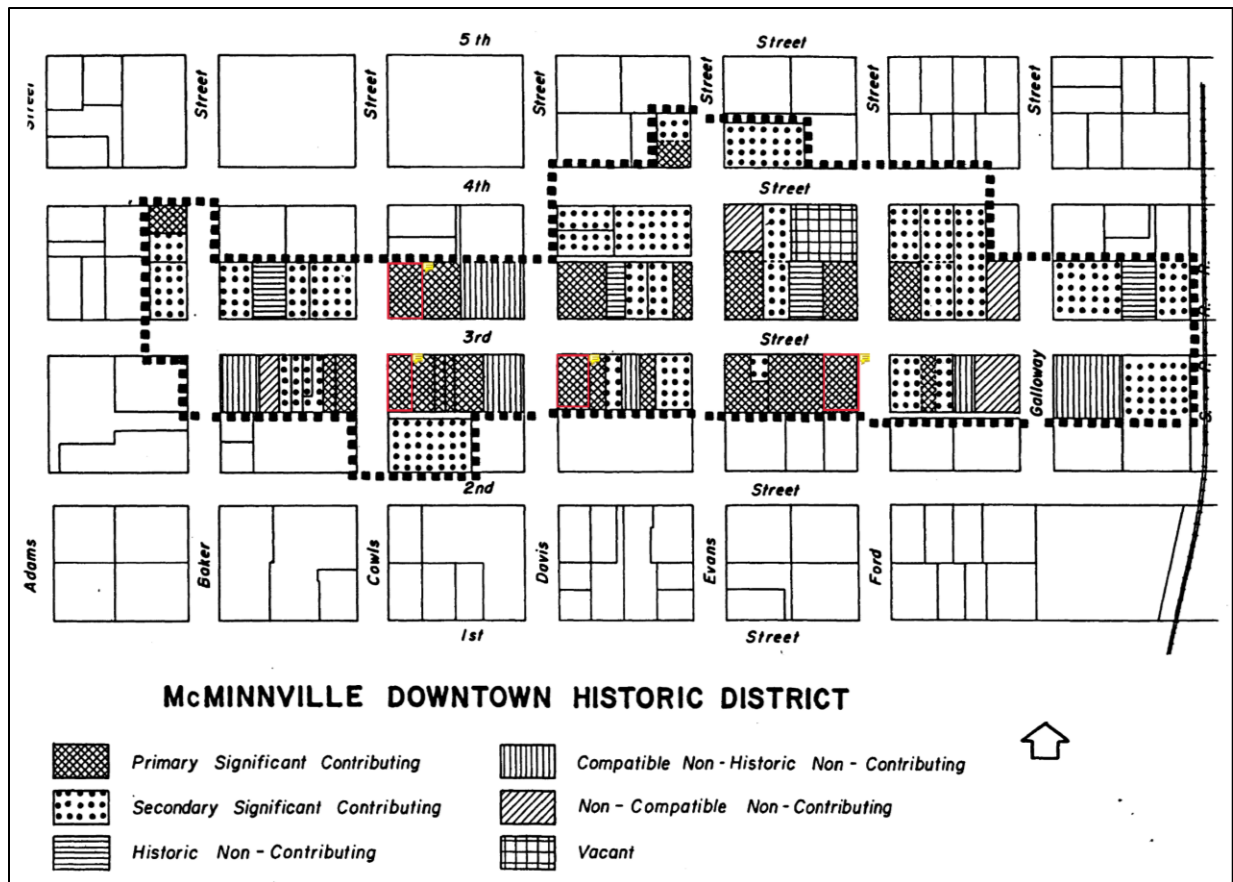
**Figure 1. Vicinity Map (Property Lines Approximate)**



The existing buildings are listed on the Historic Resources Inventory as follows:

- 300 NE 3<sup>rd</sup> Street – Distinctive resource (resource number A450)
- 303 NE 3<sup>rd</sup> Street – Significant Resource (resource number B449)
- 406 NE 3<sup>rd</sup> Street – Distinctive Resource (resource number A476)
- 546 NE 3<sup>rd</sup> Street – Environmental Resource (resource number D856)

The existing buildings are all listed as “Primary Significant Contributing” within the McMinnville Downtown Historic District that is listed on the National Register of Historic Places, which makes the buildings subject to the City of McMinnville’s Certificate of Approval and historic preservation review processes. A map identifying the buildings within the McMinnville Downtown Historic District is provided below:



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

“The MDA in association with Visit McMinnville pursued and was awarded a grant from Travel Oregon for downtown improvements enhancing the Dine Out(Side) initiative. Key to this request was addressing lighting improvements to corridors leading to back-lot parking areas.

### Safety

With 3rd Street closed for 18 weekends June-September, parking has been eliminated to make room for outdoor dining. Cross streets have remained open accommodating parking in near proximity, and city parking lots located behind 3rd Street businesses are in greater use by evening customers. Each weekend evening approximately 600 residents and visitors are seen frequenting food and beverage establishments. Safe pedestrian passage is paramount to ensuring that the experience is positive. Improved lighting achieves this objective not only for Dine Out but when shorter days of winter are upon us.

### Property Protection

Over the past 18 months there has been an increase in vandalism pertaining to graffiti marking of buildings. This has led to property owner expense in elimination of repainting of facades in the downtown core. The greatest impediment to vandalism is increased lighting of dark corridors and public spaces.

### The Project

#### Attachments :

Attachment 1 – Application and Attachments



In cooperation with the MDA Design Committee (Rob Stephenson, Patti Webb, Kent Taylor, Chuck Darnell, Patty Sorensen), the Passageway Lighting Project was proposed as part of the grant application to meet the above concerns. Careful thought was given as to how application of additional lighting could be achieved both affordably and without jeopardizing building character. Zack Geary and Jeb McMullen (McMullen Electric) were asked to evaluate potential building locations and the feasibility to install aesthetically pleasing yet commercially rated fixtures for installation. The MDA looked to a recent project implemented in downtown Vancouver entitled “Spruce the Couve”. This initiative too was undertaken with similar reasoning as to safety and property protection. Elements of their project have been adopted for use here in McMinnville.

### **Project Material and Installation**

- Four passageway corridors have been identified for lighting installation. All four property owners of buildings impacted have agreed to the project as defined:

- Three to four Bronze Gooseneck Barn Lights with 14 inch caged domes would be installed on each building at a height ranging from 12-15 feet in height (See Destination Lighting tech sheet and building photographs that illustrate location and dimensions).

**303 NE 3<sup>rd</sup> Street- 4 lights on west wall, 2 lights on north wall**

**300 NE 3<sup>rd</sup> Street- 3 lights on west wall**

**406 NE 3<sup>rd</sup> Street- 3 lights on west wall**

**546 NE 3<sup>rd</sup> Street- 3 lights on east wall**

- Electrical supply would be run through ½” conduit to minimize visual appearance.
- Electrical runs would be installed at building horizontal lines, cornices or 2<sup>nd</sup> story transitions to conceal appearance.

**303 NE 3<sup>rd</sup> Street- Conduit would be attached immediately below the 2<sup>nd</sup> story brick overhang transition line. Conduit would be painted to match building exterior color.**

**300 NE 3<sup>rd</sup> Street- Conduit would be attached at the 1<sup>st</sup> and 2<sup>nd</sup> story paint transition line. Conduit would be painted to match the tan-colored upper exterior.**

**406 NE 3<sup>rd</sup> Street- Conduit would be attached at the brick and stucco transition line below 2<sup>nd</sup> story window casing. Conduit would be painted to match the mauve-colored upper stucco exterior or salmon-colored lower brick exterior depending upon best concealment.**

**546 NE 3<sup>rd</sup> Street- Conduit would be attached at the 1<sup>st</sup> and 2<sup>nd</sup> story paint transition line. Conduit would be painted to match the salmon-colored upper façade or dark brown-colored lower façade depending upon best concealment.**

- To achieve connection with fixtures needing to be hung at a height above or below conduit line, drop runs would be used to supply power.
- Electrical connection points would use existing power sources in an effort to reduce or eliminate the need for new dedicated electrical service (see photos for each building).

**303 NE 3<sup>rd</sup> Street- Connection outlet is located between the far right and 2<sup>nd</sup> light fixture below the conduit line on Cows Street.**

**300 NE 3<sup>rd</sup> Street- Connection outlet is located above the rear Cows Street doorway to an existing light outlet.**

**406 NE 3<sup>rd</sup> Street- Connection outlet is located beneath the canopy at the back entrance to Cupcake Couture on Davis Street.**

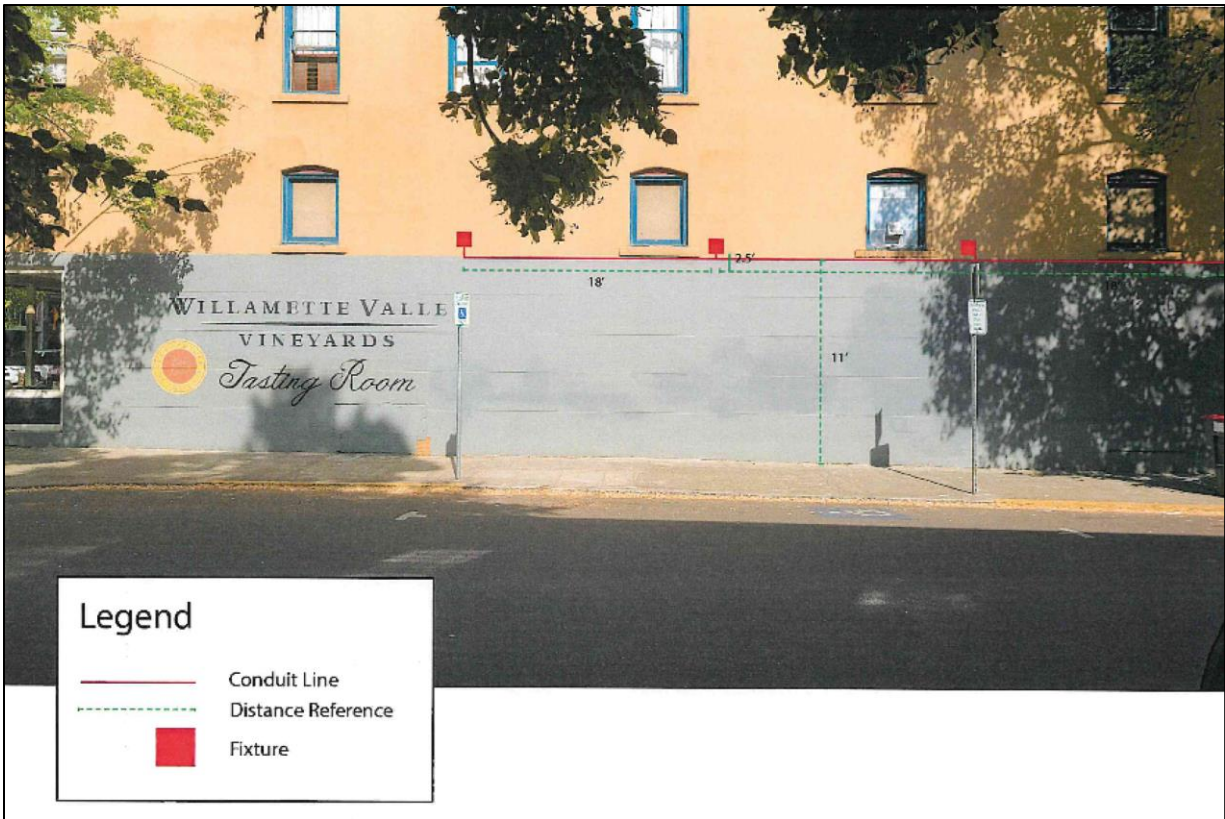
**546 NE 3<sup>rd</sup> Street- Connection outlet is located at the front of the building on along paint transition line on 3<sup>rd</sup> Street**

- All lights would be LED rated and would be activated by a knuckle photo eye sensitive to day and night light changes. ”

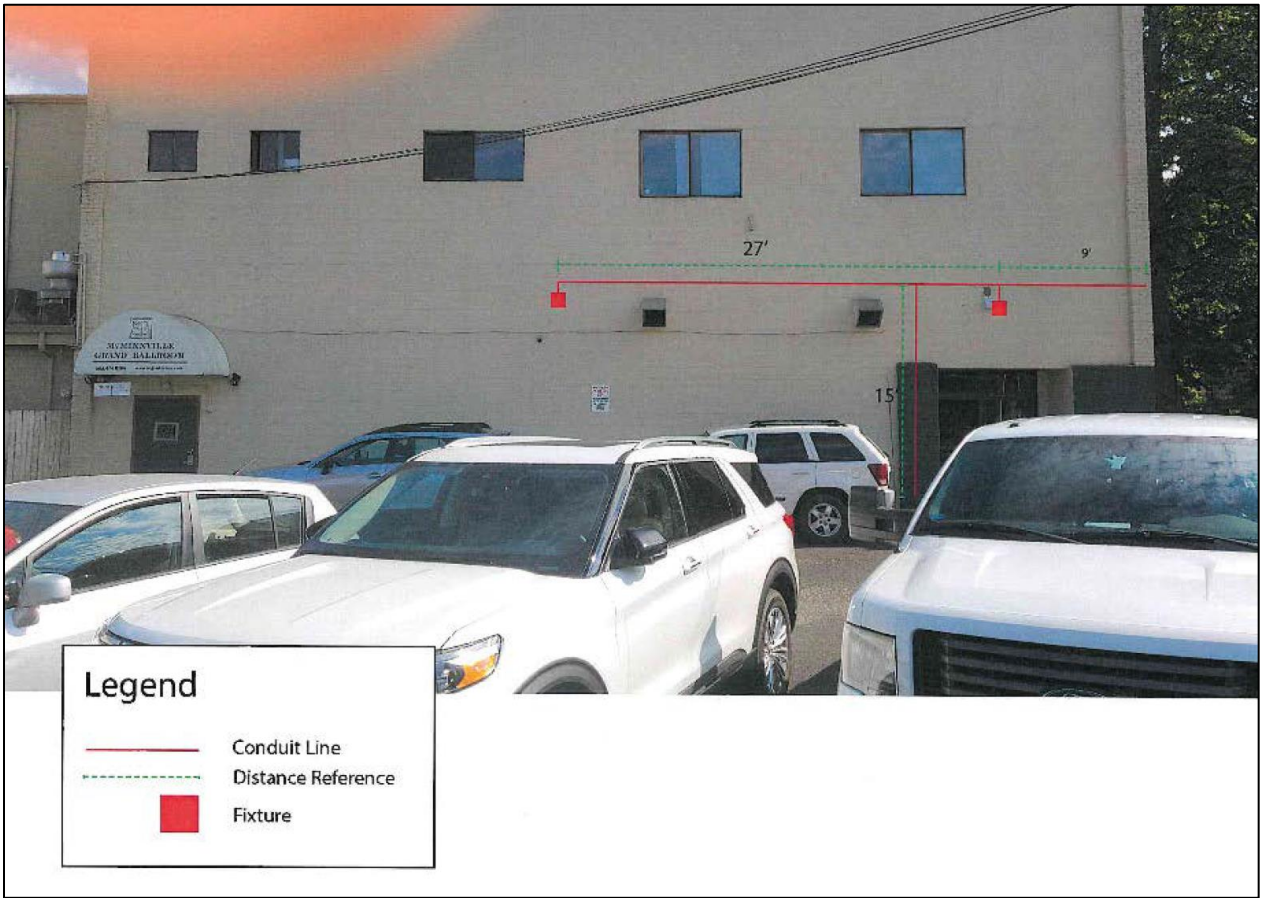
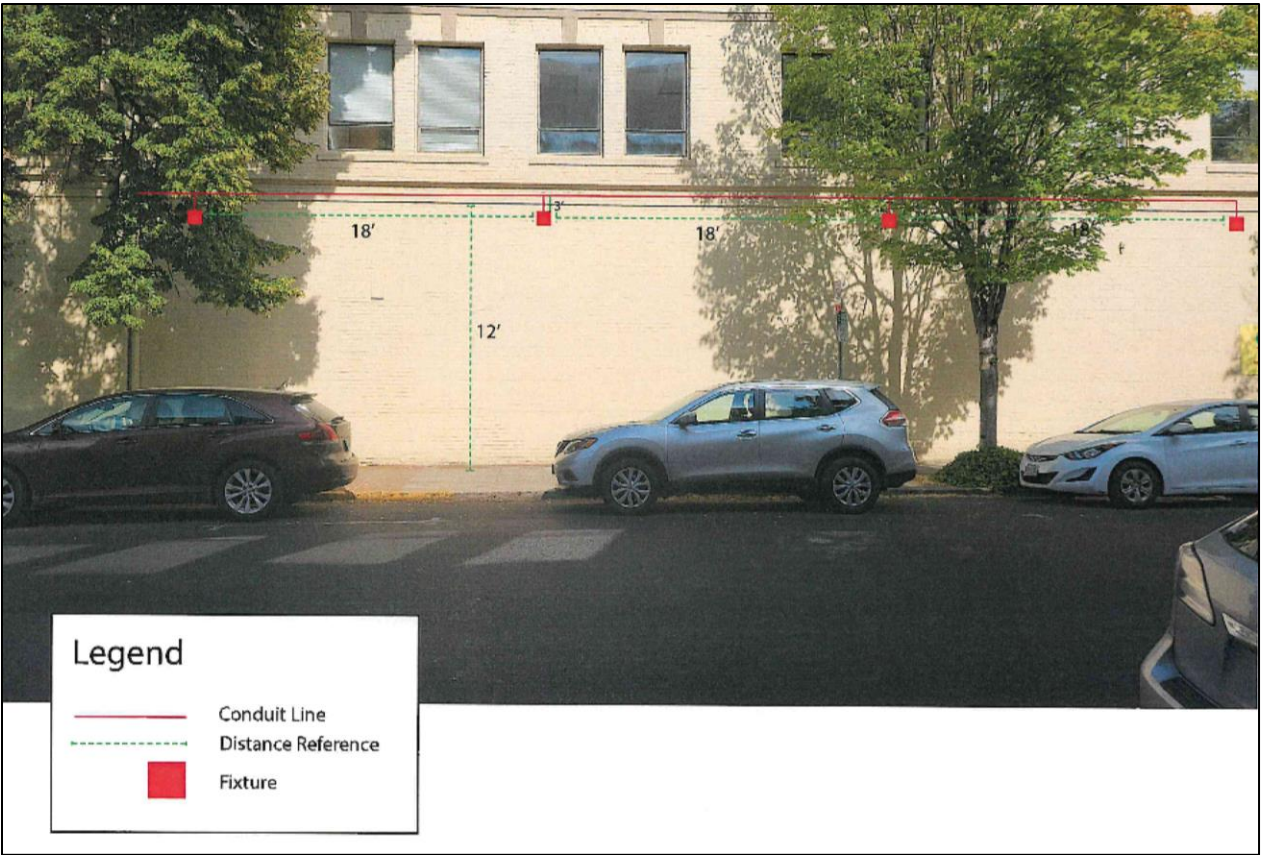
The lighting fixture proposed is identified below:



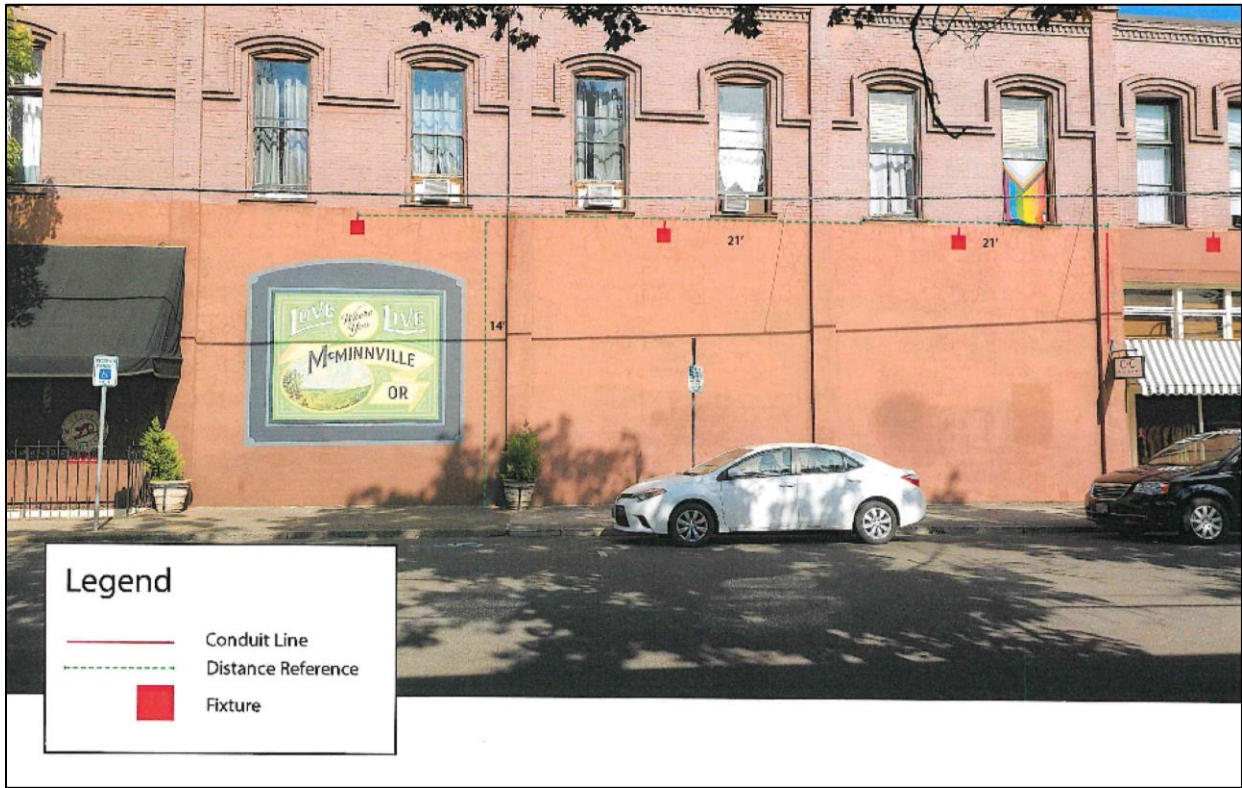
Photos of each building wall with proposed lighting installations are identified below:











## **Background**

The properties were all 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 sheets for the subject properties. This survey work led to the inclusion of the buildings and properties on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401.

## **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 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.

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### **Attachments :**

Attachment 1 – Application and Attachments

**II. CONDITIONS:**

None.

**III. ATTACHMENTS:**

1. HL 4-21 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. No comments were received prior to the drafting of the initial Decision Document.

**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 September 1, 2021, one item of public testimony had been received by the Planning Department.

1. Jerry Hart, Property Owner at 330/340 NE Evans Street
  - a. Email received on August 23, 2021 – Comments expressed support of the proposal.

**V. FINDINGS OF FACT - PROCEDURAL FINDINGS**

1. The applicant, McMinnville Downtown Association, on behalf of each of the four (4) property owners, submitted the Certificate of Approval application (HL 4-21) on August 4, 2021.
2. The application was deemed complete on August 16, 2021. Based on that date, the 120 day land use decision time limit expires on December 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 September 1, 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 August 19, 2021.
5. One item of public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting. Public testimony is on file with the Planning Department.

6. On September 1, 2021, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

## **VI. FINDINGS OF FACT – GENERAL FINDINGS**

1. **Location:** 300, 303, 406 and 546 NE 3<sup>rd</sup> Street. The properties are also identified as Tax Lots 8700, 6400, 9500, and 9700, Section 21BC, Section 21BC, T. 4 S., R. 4 W., W.M.
2. **Size:** Various
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 – Various Uses including Retail, Office, Restaurant, and Lodging
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** Historic Resources Inventory – Resource Numbers A450, B449, A476, and D586; All buildings are Primary Significant Contributing within the McMinnville Downtown Historic District.
  - b. **Other:** None
8. **Other Features:** The sites are generally flat, and are fully developed. There are no significant or distinguishing natural features associated with the properties.
9. **Utilities:**
  - a. **Water:** Water service are available to the subject sites.
  - b. **Electric:** Power service are available to the subject sites.
  - c. **Sewer:** Sanitary sewer service are available to the subject sites.
  - d. **Stormwater:** Storm sewer service are available to the subject sites.
  - e. **Other Services:** Other utility services are available to the subject sites. Northwest Natural Gas and Comcast are available to serve the sites.
10. **Transportation:** The sites are 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. Some of the sites are 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, 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 passageway lighting project will achieve these goals in that it does not require and change to each buildings physical exterior other than attachment of lighting fixtures. Increased safety is the overwhelming objective which will have a positive influence on visitor (tourist) and resident experience in navigating the historic district.

**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 buildings that are designated as Primary Significant Contributing buildings within the McMinnville Downtown Historic District that is listed on the National Register for Historic Places. 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:

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*Attachments :*

Attachment 1 – Application and Attachments

**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:** Light fixtures to be used in the project reflect a historical appearance and will be used consistently on all passageway areas. Electrical runs will follow building lines that separate ground floor from second story exterior transitions.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that the proposed method of providing lighting for the pedestrian ways adjacent to each building maximizes the retention of the historic and character defining distinctive materials and features, those being the historic brick and stucco façades and storefront window features on the 3rd Street façades of each building. The side building facades are still historically significant and contain historic features that contribute to the integrity of the buildings, but are not as prominent as the front or 3<sup>rd</sup> Street building facades. The lighting installations are proposed to be constructed as exterior alterations and exterior connections, so the proposed lighting fixtures and conduit could be removed in the future and the building walls re-exposed, should the building owners or larger historic district no longer require lighting of the pedestrian ways along each side building façade.

**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:** There will be no alteration of historic materials and fixture locations have been spatially identified to avoid visual imbalances.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that the proposed method of providing exterior lighting maximizes the retention of the historic and character defining distinctive materials and features, those being the historic brick and stucco façades and storefront window features on the 3rd Street façades of each building. The mounting of the equipment will be an alteration to the side and rear building façades to allow for the attachment of conduit and lighting fixtures, but otherwise the historic character, materials, and features will be retained and preserved. The applicant is also proposing to mount the conduit in as minimal a size as possible, in locations on the building wall that will assist in minimizing the visual appearance of the conduit (along existing horizontal lines on buildings, etc.), and is proposing to conceal the conduit through painting to match the existing exterior colors of the buildings.

**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:** Project materials (fixtures) will be documented for further reference and project expansion should additional passageways be identified for lighting need in the future.

**FINDING: SATISFIED.** The City partially concurs with the applicant's findings. However, the City adds that the proposed lighting installation is proposed to be complete in a manner that blends in with the existing side and rear building façades, and therefore will be visually compatible with the remainder of the buildings.

The City clarifies that the proposed alteration to add exterior lighting is not necessary to stabilize, consolidate, or conserve existing historic materials or features. However, the lighting installations are proposed to be constructed as exterior alterations and exterior connections, so the proposed lighting fixtures and conduit could be removed in the future and the building walls re-exposed, should the building owners or larger historic district no longer require lighting of the pedestrian ways along each side building façade. This will ensure that property is recognized in its physical form at the time of the introduction of the new exterior lighting (the restaurant within the building), and the documentation of the existing building conditions within the application materials will provide documentation for any future removal or reconfiguration of the exterior lighting.

**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:** No changes will be made to each property relative to historic significance.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that there is no evidence that recent changes to the side or rear façades of the buildings have acquired historic significance that require retention or preservation. The City adds that the introduction of new exterior lighting is being proposed in locations that do not impact the building façades that have more prominence along the front or 3<sup>rd</sup> Street building facades, and those façades also include the historic brick and stucco façades and storefront window features referenced in the Historic Resources Inventory survey sheets for each building.

**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:** All distinctive materials, features or finishes and construction techniques will be preserved. Painting of conduit and attachment straps will conceal appearance to blend with façade exterior.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that the lighting installations are proposed to be constructed as exterior alterations and exterior connections, so the proposed lighting fixtures and conduit could be removed in the future and the building walls re-exposed, should the building owners or larger historic district no longer require lighting of the pedestrian ways along each side building façade. Other distinctive materials, features, finishes, and construction techniques present on the buildings will be preserved by the proposed mounting of lighting and conduit in locations that do not impact significant architectural features such as windows or architectural detailing.

**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:** Electrical ½ inch conduit lines will be painted to match exterior building color and will be attached along building lines that separate ground floor from second story exterior transitions.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that the proposed installation of exterior lighting is not being completed to repair or replace any distinctive historical feature or material.

**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 treatments that cause damage to historic materials will be used.

**FINDING: SATISFIED.** The City concurs with the applicant's findings, and adds that the only chemical-related treatment proposed involves painting which is not inconsistent with existing building finishes.

**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, and adds that no excavation or site disturbance will be necessary for the proposed scope of work.

**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 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 proposal does include an alteration, which is only allowed in the Rehabilitation treatment. The proposal involves the addition of new lighting to the exterior of the building walls, which is therefore an alteration.

The proposal is 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 for these Mechanical System Guidelines: Electrical runs will be purposely camouflaged in their locations and color-matched to the building's exterior.**

The proposal is supported by some of the applicable Rehabilitation guidelines for brick and stucco on historic buildings, which are provided below:

Recommended Guideline: Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.

Not Recommended Guideline: Altering masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

**Finding for these Brick and Stucco Guidelines: There will be no alteration to masonry features beyond attachment of fixtures to exterior façade so as not to diminish historic character of the buildings selected.**

**FINDING: SATISFIED.** The City concurs with the applicant's findings, but adds that the proposal generally protects the character-defining structural components of the historic landmark, in that the major building forms and features of each building that are listed in the Historic Resources Inventory would remain, including the brick and stucco façades, brick and other architectural detailing (cornice, belt courses, and piers), storefront windows and entrances, and windows. Outside of the mounting of the lighting fixtures and conduit, there will be no significant impact to the buildings and the exterior mounting is being proposed in a manner that will have as little alteration as possible. The proposed locations of conduit, along with concealment techniques including painting to match the exterior building façade, will result in less visual identification of the conduit. The light fixtures and conduit are not proposed in a manner that would radically change, damage, or destroy the buildings' character-defining features.

**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:** It is in the public interest to provide safe corridors for pedestrian movement. Increased lighting will also contribute toward reduction in vandalism of each historic building selected.

**FINDING: SATISFIED.** The City concurs with the applicant’s findings, in that the proposed addition of exterior lighting will have a benefit to the public interest in increased safety within the public spaces adjacent to each building. 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 and materials on each 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:** All four buildings selected are designated “primary” relative to historical significance. Although each has undergone various alternations, each remains important cornerstones to McMinnville’s 3rd Street access.

**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 and features of each building that are listed in the Historic Resources Inventory would remain, including the brick and stucco façades, brick and other architectural detailing (cornice, belt courses, and piers), storefront windows and entrances, and windows. The currently proposed alterations avoid impacts to the more prominent building facades that front onto 3<sup>rd</sup> Street, and focus the alterations on the side and rear façades that are less prominent and in some cases are already more utilitarian in nature. This focus on the avoidance of the character defining and historically significant features of the buildings 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:** Each building is in good or moderate condition.

**FINDING: SATISFIED.** The City concurs with the applicant’s findings, but adds that the currently proposed alterations avoid impacts to the more prominent building facades that front onto 3<sup>rd</sup> Street, and focus the alterations on the side and rear façades that are less prominent and in some cases are already more utilitarian in nature. Outside of the mounting of the lighting fixtures and conduit, there will be no significant impact to the physical condition of the buildings.

CD



**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128  
(503) 434-7311 Office • (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Office Use Only:**

File No. HL 4-21  
Date Received 8-4-21  
Fee \$1,356.00  
Receipt No. \_\_\_\_\_  
Received by CD

## Certificate of Approval (Alteration)

### Applicant Information

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

Applicant Name McMinnville Downtown Association Phone 5034723605

Contact Name Dave Rucklos Phone \_\_\_\_\_  
(If different than above)

Address 105 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email dave@downtownmcminnville.com

### Property Owner Information

Property Owner Name TKLD Properties Phone 5035399102  
(If different than above)

Contact Name Dudley Slater Phone 5035399102

Address 17108 Kelok Road

City, State, Zip Lake Oswego, OR 97034

Contact Email dudley.slater@integra.net

### Site Location and Description

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

Property Address 303 NE 3rd Street, McMinnville, OR 97128

Assessor Map No. R4 4421BC06400 Total Site Area \_\_\_\_\_

Subdivision McMinnville, Original Town of Block 13 Lot 4

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation C3

1. What is the classification of the historic building? A450 Primary Resource #173
2. Architect Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Engineer or Other Designer)  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_
3. Contractor Name McMullen Electric Phone 5034359487  
Contact Name Jeb McMullen Phone 5034359487  
Address PO Box 433  
City, State, Zip Amity, OR 97101  
Contact Email mcmullenelectric@yahoo.com
4. The existing use of the property, Commercial Retail, Office and Restaurant
5. The intended use of the property, Same
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.

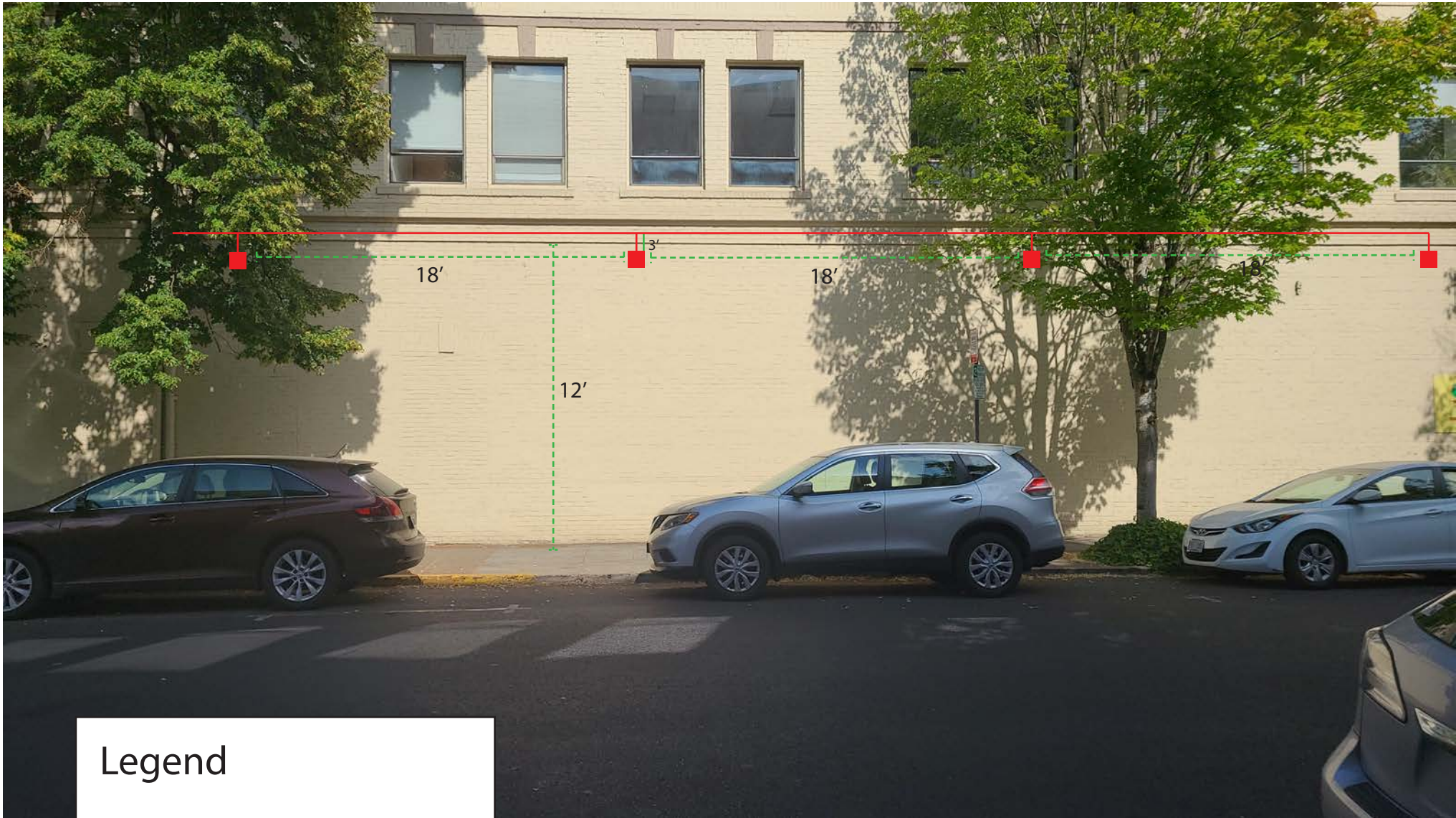
Dave Rucklos  
Applicant's Signature

7-19-2021  
Date

  
Property Owner's Signature

8/11/21  
Date





## Legend

- Conduit Line
- - - Distance Reference
- Fixture

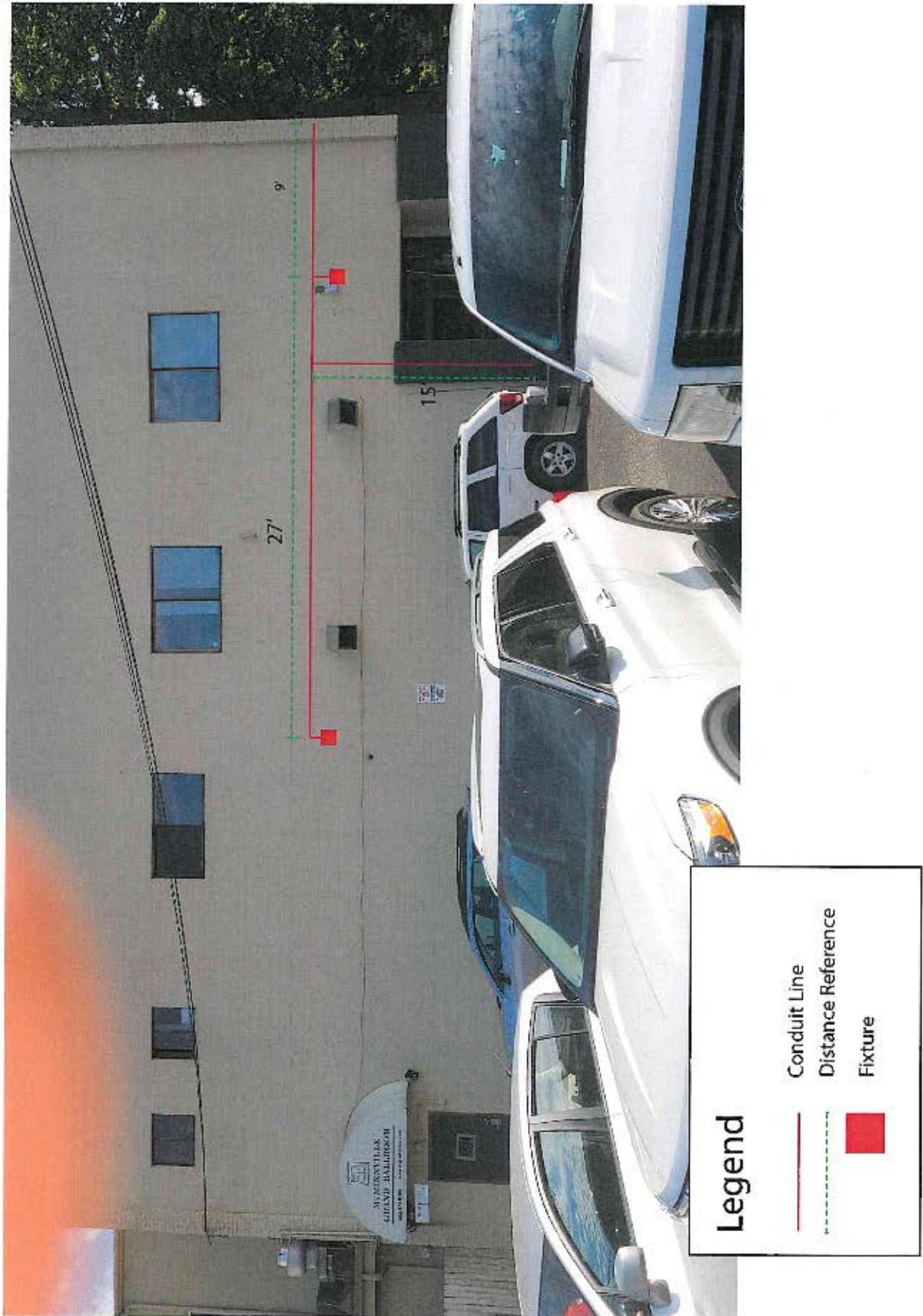


## Legend

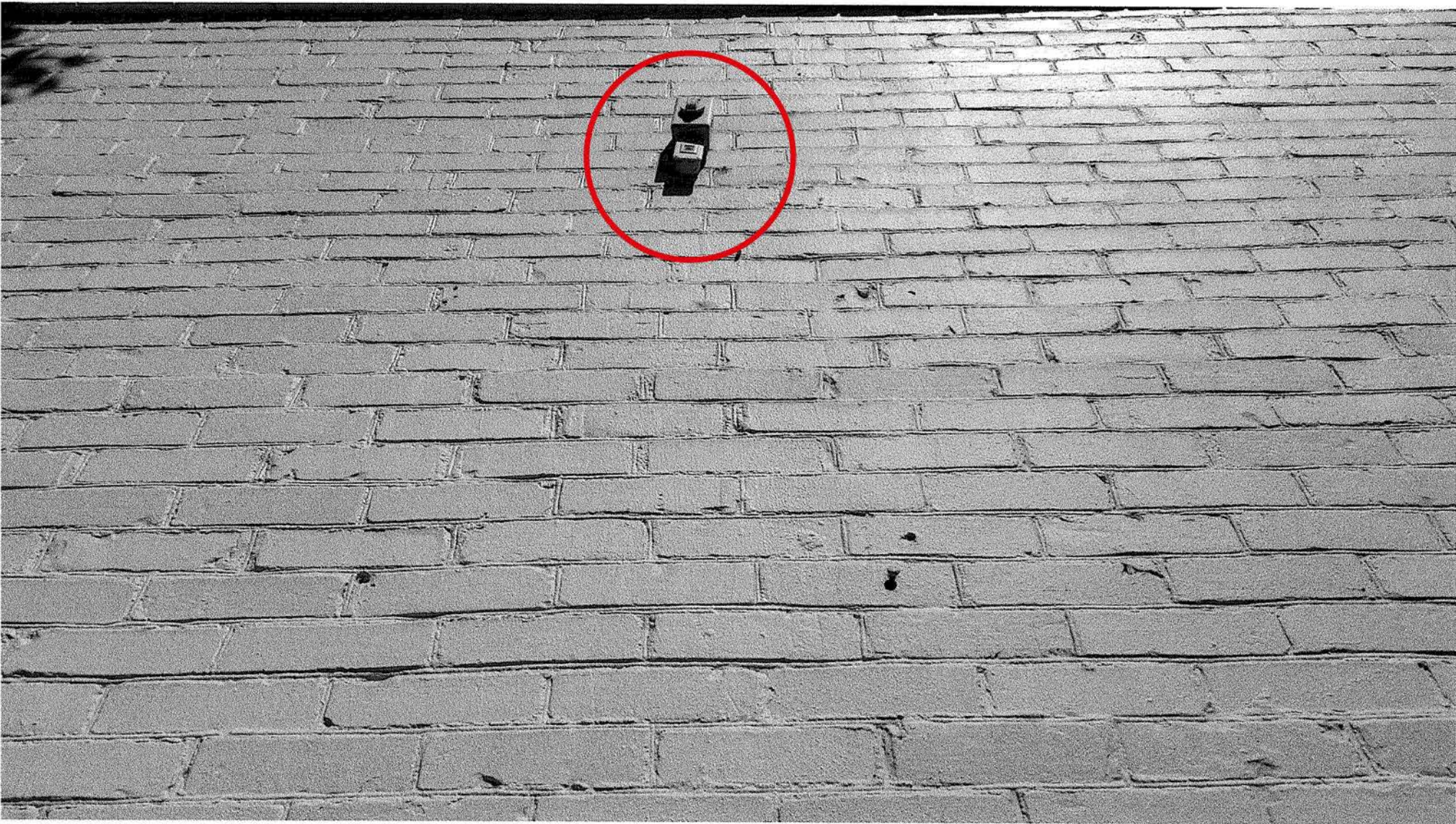
-  Conduit Line
-  Distance Reference
-  Fixture



Amended Graphic - Only 2 Fixtures Proposed on North Facade











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

**Office Use Only:**

File No. HL 4-21  
Date Received 8-4-21  
Fee \$1,356.00  
Receipt No. \_\_\_\_\_  
Received by CD

## Certificate of Approval (Alteration)

### Applicant Information

Applicant Is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other \_\_\_\_\_

Applicant Name McMinnville Downtown Association Phone 5034723605

Contact Name Dave Rucklos Phone 2088637410  
*(If different than above)*

Address 105 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email dave@downtownmcminnville.com

### Property Owner Information

Property Owner Name Andrew Wilder Phone 5035507267  
*(If different than above)*

Contact Name Andy Wilder Phone 5035507267

Address 300 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email redhillsestates@gmail.com

### Site Location and Description

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

Property Address 300 NE 3rd Street, McMinnville, OR 97128

Assessor Map No. R4 4421BC08700 Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block 12 Lot 5

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation C3

1. What is the classification of the historic building? B449 Primary Resource#169
2. Architect Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Engineer or Other Designer)  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_
3. Contractor Name McMullen Electric Phone 5034359487  
Contact Name Jeb McMullen Phone 5034359487  
Address PO Box 433  
City, State, Zip Amity, OR 97101  
Contact Email mcmullenelectric@yahoo.com
4. The existing use of the property. Commercial Retail, Office and Restaurant
5. The intended use of the property. Same
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.
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    - 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:

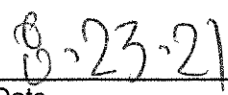
- ☒ *A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.*
- ☒ *Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.*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

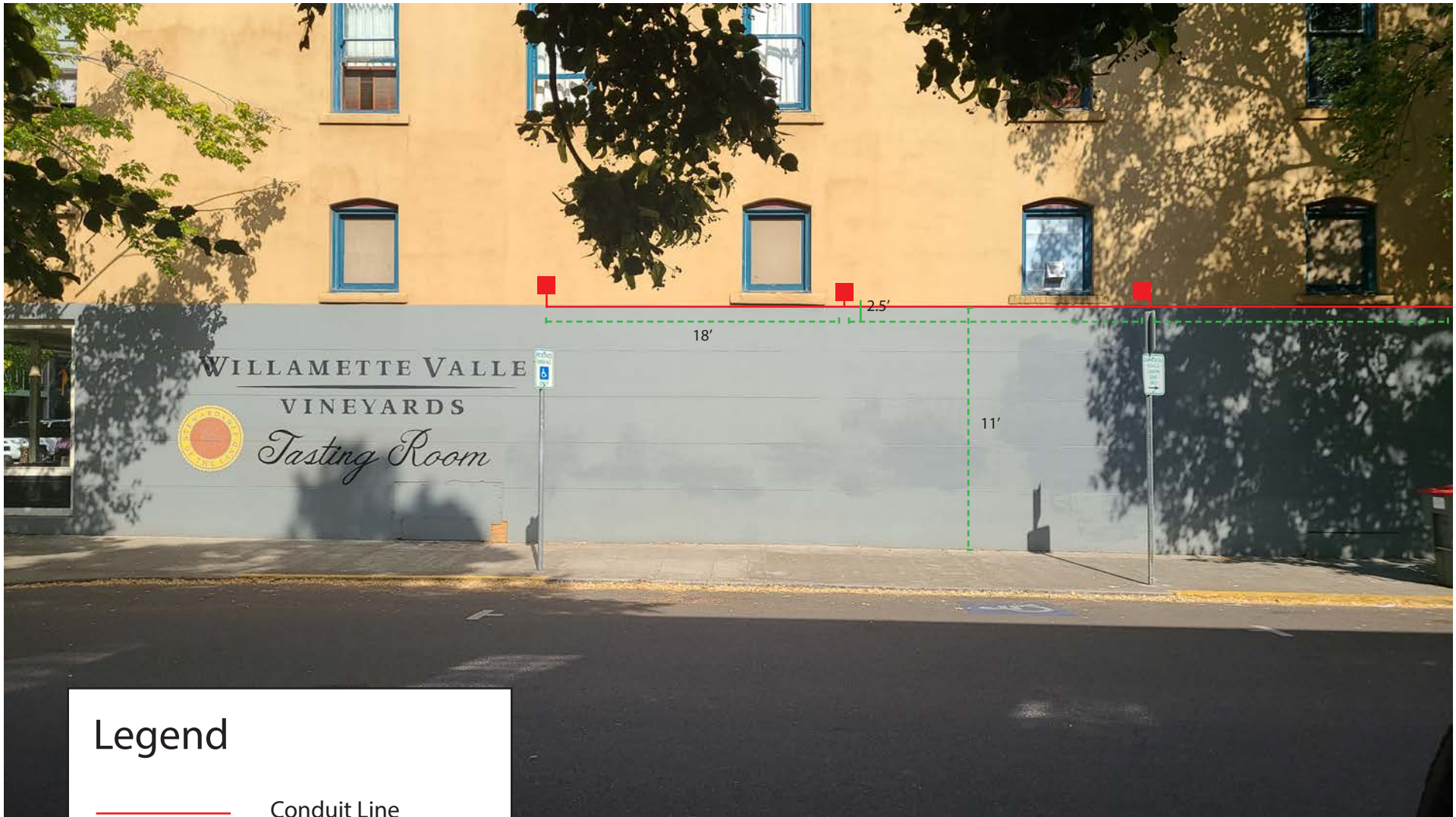
**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

Dave Rucklos  
Applicant's Signature

7-19-2021  
Date

  
Property Owner's Signature

  
Date



## Legend

-  Conduit Line
-  Distance Reference
-  Fixture







**Planning Department**

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### Applicant Information

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

Applicant Name McMinnville Downtown Association Phone 5034723605

Contact Name Dave Rucklos Phone 2088637410  
(If different than above)

Address 105 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email dave@downtownmcminnville.com

### Property Owner Information

Property Owner Name Rhonda Feero Phone 503-435-1058  
(If different than above)

Contact Name Jennifer Feero Phone 503-706-2858

Address 228 SE Evans Street

City, State, Zip McMinnville, OR 97128

Contact Email raferro@gmail.com

### Site Location and Description

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

Property Address 406 NE 3rd Street

Assessor Map No. R4 4421BC09500 Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block 16 Lot 4

Comprehensive Plan Designation Type text here Zoning Designation C3



1. What is the classification of the historic building? A476 Primary Resource #204
2. Architect Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Engineer or Other Designer)  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_
3. Contractor Name McMullen Electric Phone 5034359487  
Contact Name Jeb McMullen Phone 5034359487  
Address PO Box 433  
City, State, Zip Amity, OR 97101  
Contact Email mcmullenelectric@yahoo.com
4. The existing use of the property Commercial Retail, Office and Restaurant
5. The intended use of the property Same
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:
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    - 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.

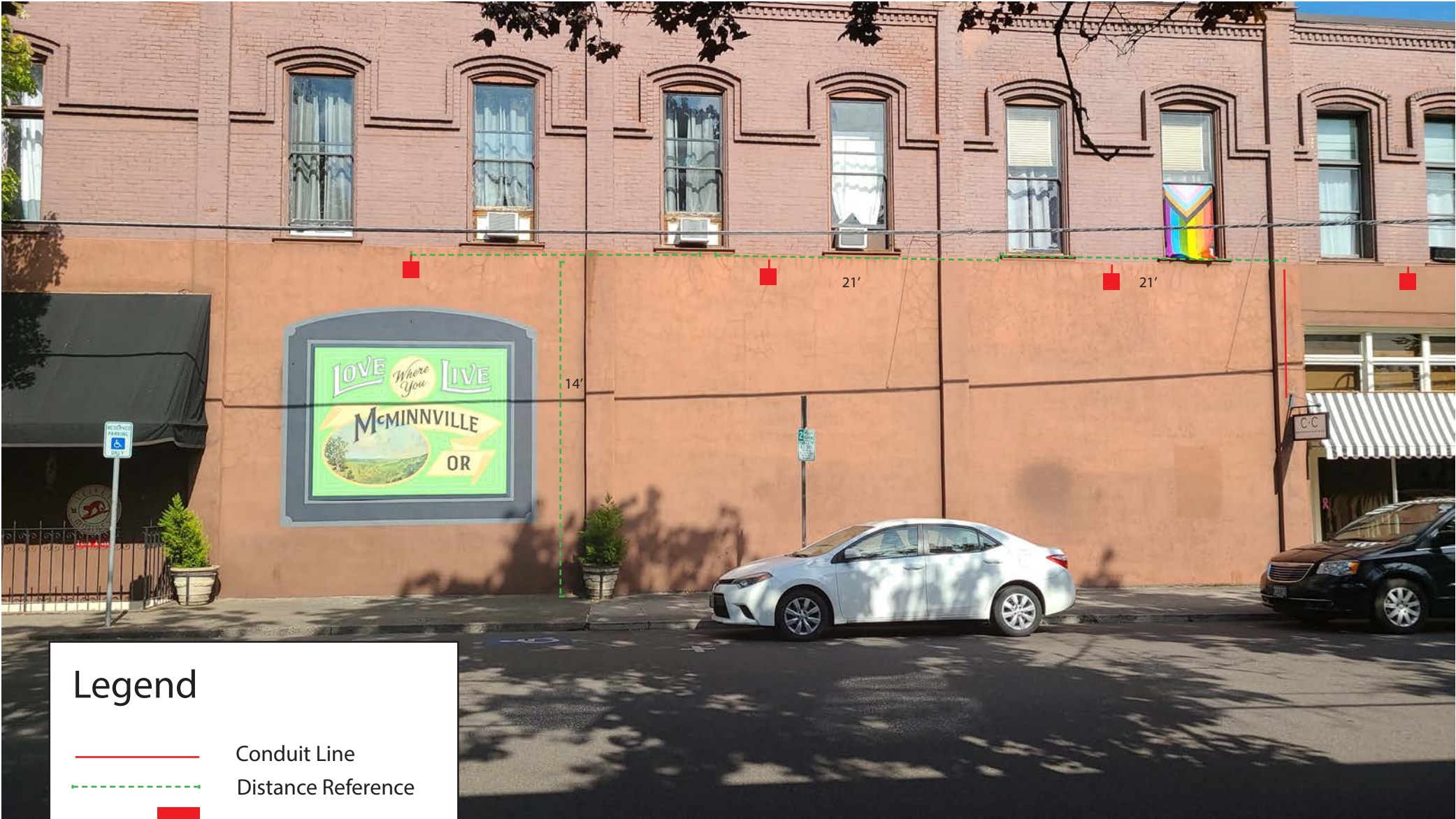
**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

Dave Rucklos  
Applicant's Signature

7-19-2021  
Date

Blonde Teero  
Property Owner's Signature

8/5/21  
Date











**Planning Department**

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

Applicant Name McMinnville Downtown Association Phone 5034723605

Contact Name Dave Rucklos Phone \_\_\_\_\_  
(If different than above)

Address 105 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email dave@downtownmcminnville.com

### Property Owner Information

Property Owner Name Linda and Dave Leavett Phone 5038768107  
(If different than above)

Contact Name Linda Leavett Phone 5038768107

Address 546 NE 3rd Street

City, State, Zip McMinnville, OR 97128

Contact Email cookiesncats07@gmail.com

### Site Location and Description

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

Property Address 546 NE 3rd Street

Assessor Map No. R4 4421- BC - 9700 Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block 3 Lot 1

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation C3

1. What is the classification of the historic building? D856-Primary
2. Architect Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Engineer or Other Designer)  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_
3. Contractor Name McMullen Electric Phone 5034359487  
Contact Name Jeb McMullen Phone 5034359487  
Address PO Box 433  
City, State, Zip Amity, OR 97101  
Contact Email mcmullenelectric@yahoo.com
4. The existing use of the property, Commerical Retail, Office, Restaurant
5. The intended use of the property, Same
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:
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- 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:

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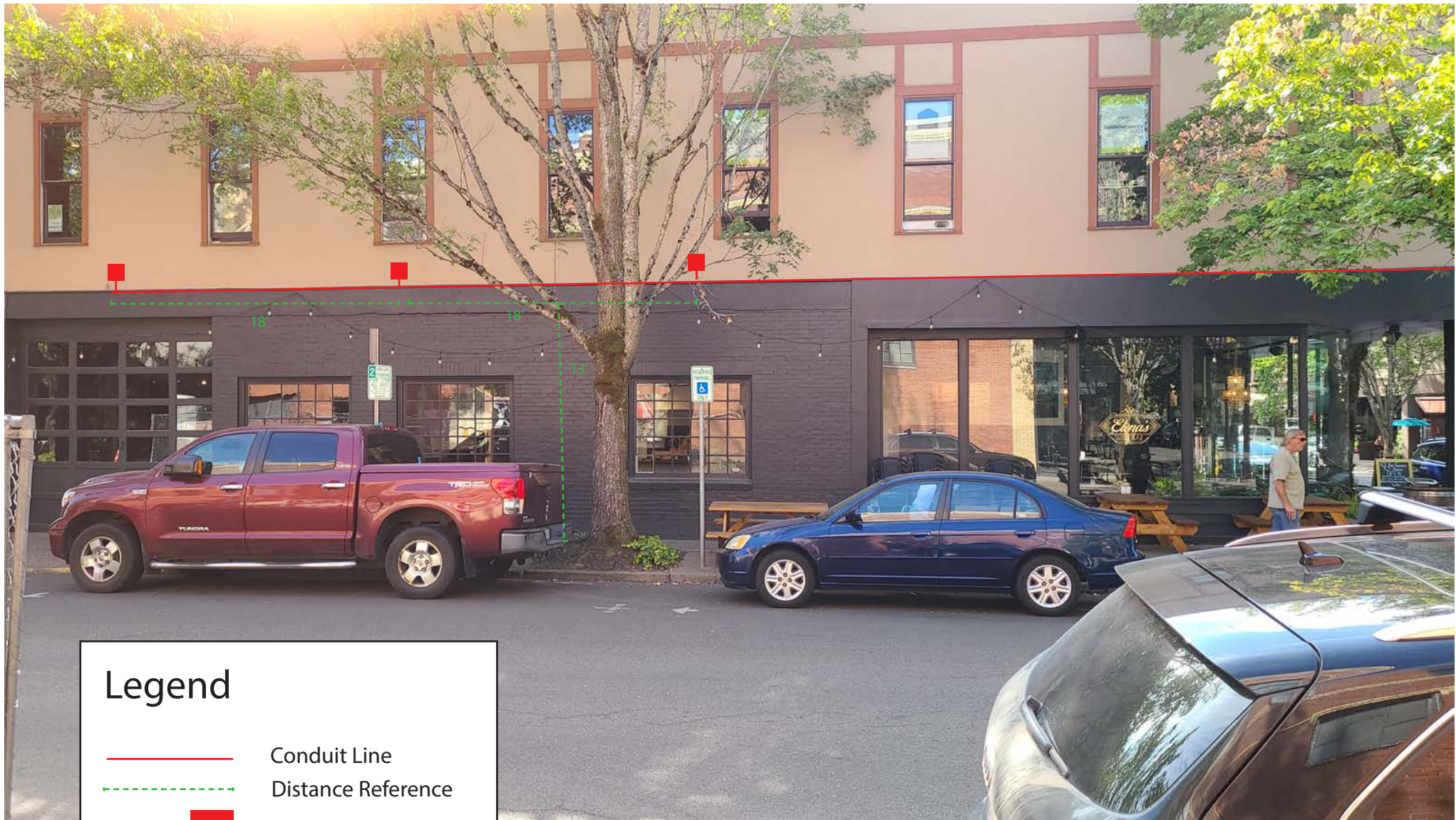
**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

Dave Rucklos  
 \_\_\_\_\_  
 Applicant's Signature

7-23-2021  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Property Owner's Signature

8-2-2021  
 \_\_\_\_\_  
 Date



## Legend



Conduit Line

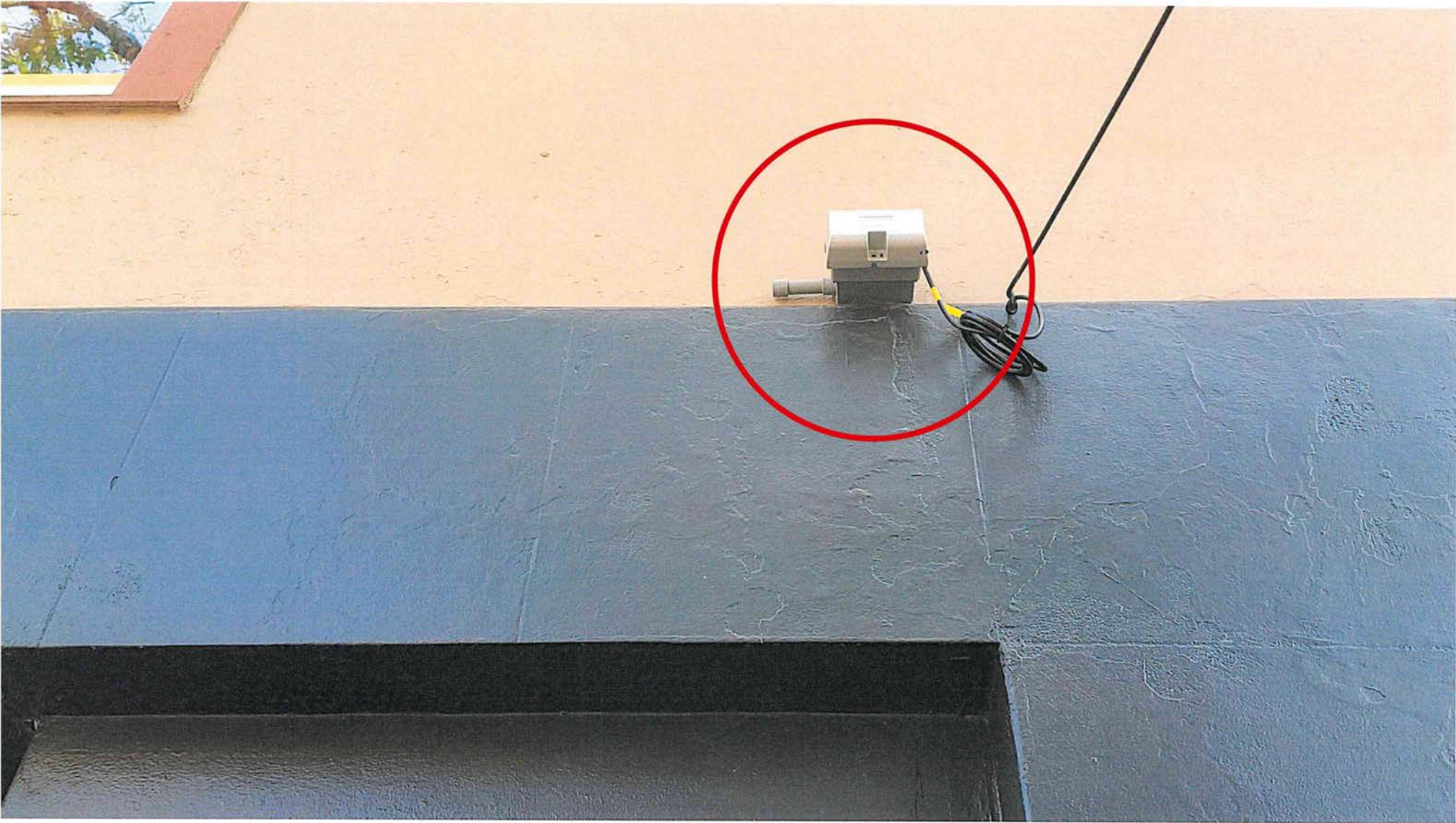


Distance Reference



Fixture





## **MDA Passageway Lighting Project**

**Presented by: McMinnville Downtown Association**

**For Consideration by: City of McMinnville Historical Landmark Committee**

**Date: August 3, 2021**

The MDA in association with Visit McMinnville pursued and was awarded a grant from Travel Oregon for downtown improvements enhancing the Dine Out(Side) initiative. Key to this request was addressing lighting improvements to corridors leading to back-lot parking areas.

### **Safety**

With 3<sup>rd</sup> Street closed for 18 weekends June-September, parking has been eliminated to make room for outdoor dining. Cross streets have remained open accommodating parking in near proximity, and city parking lots located behind 3<sup>rd</sup> Street businesses are in greater use by evening customers. Each weekend evening approximately 600 residents and visitors are seen frequenting food and beverage establishments. Safe pedestrian passage is paramount to ensuring that the experience is positive. Improved lighting achieves this objective not only for Dine Out but when shorter days of winter are upon us.

### **Property Protection**

Over the past 18 months there has been an increase in vandalism pertaining to graffiti marking of buildings. This has led to property owner expense in elimination of repainting of facades in the downtown core. The greatest impediment to vandalism is increased lighting of dark corridors and public spaces.

### **The Project**

In cooperation with the MDA Design Committee (Rob Stephenson, Patti Webb, Kent Taylor, Chuck Darnell, Patty Sorensen), the Passageway Lighting Project was proposed as part of the grant application to meet the above concerns. Careful thought was given as to how application of additional lighting could be achieved both affordably and without jeopardizing building character. Zack Geary and Jeb McMullen (McMullen Electric) were asked to evaluate potential building locations and the feasibility to install aesthetically pleasing yet commercially rated fixtures for installation. The MDA looked to a recent project implemented in downtown Vancouver entitled "Spruce the Couve". This initiative too was undertaken with similar reasoning as to safety and property protection. Elements of their project have been adopted for use here in McMinnville.

### **Project Material and Installation**

- Four passageway corridors have been identified for lighting installation. All four property owners of buildings impacted have agreed to the project as defined:
- Three to four Bronze Gooseneck Barn Lights with 14 inch caged domes would be installed on each building at a height ranging from 12-15 feet in height (See Destination Lighting tech sheet and building photographs that illustrate location and dimensions).  
**303 NE 3<sup>rd</sup> Street- 4 lights on west wall, 2 lights on north wall**  
**300 NE 3<sup>rd</sup> Street- 3 lights on west wall**  
**406 NE 3<sup>rd</sup> Street- 3 lights on west wall**  
**546 NE 3<sup>rd</sup> Street- 3 lights on east wall**
- Electrical supply would be run through ½" conduit to minimize visual appearance.
- Electrical runs would be installed at building horizontal lines, cornices or 2<sup>nd</sup> story transitions to conceal appearance.

**303 NE 3<sup>rd</sup> Street- Conduit would be attached immediately below the 2<sup>nd</sup> story brick overhang transition line. Conduit would be painted to match building exterior color.**  
**300 NE 3<sup>rd</sup> Street- Conduit would be attached at the 1<sup>st</sup> and 2<sup>nd</sup> story paint transition line. Conduit would be painted to match the tan-colored upper exterior.**  
**406 NE 3<sup>rd</sup> Street- Conduit would be attached at the brick and stucco transition line below 2<sup>nd</sup> story window casing. Conduit would be painted to match the mauve-colored upper stucco exterior or salmon-colored lower brick exterior depending upon best concealment.**

**546 NE 3<sup>rd</sup> Street- Conduit would be attached at the 1<sup>st</sup> and 2<sup>nd</sup> story paint transition line. Conduit would be painted to match the salmon-colored upper façade or dark brown-colored lower façade depending upon best concealment.**

- To achieve connection with fixtures needing to be hung at a height above or below conduit line, drop runs would be used to supply power.
- Electrical connection points would use existing power sources in an effort to reduce or eliminate the need for new dedicated electrical service (see photos for each building).

**303 NE 3<sup>rd</sup> Street- Connection outlet is located between the far right and 2<sup>nd</sup> light fixture below the conduit line on Cows Street.**

**300 NE 3<sup>rd</sup> Street- Connection outlet is located above the rear Cows Street doorway to an existing light outlet.**

**406 NE 3<sup>rd</sup> Street- Connection outlet is located beneath the canopy at the back entrance to Cupcake Couture on Davis Street.**

**546 NE 3<sup>rd</sup> Street- Connection outlet is located at the front of the building on along paint transition line on 3<sup>rd</sup> Street**



- All lights would be LED rated and would be activated by a knuckle photo eye sensitive to day and night light changes.

### **Findings for Applicable Review Criteria – Section 17.65.060(B)**

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

Finding: The most applicable Comprehensive Plan Policies are as follows:

- 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

**The passageway lighting project will achieve these goals in that it does not require and change to each buildings physical exterior other than attachment of lighting fixtures. Increased safety is the overwhelming objective which will have a positive influence on visitor (tourist) and resident experience in navigating the historic district.**

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.

**Light fixtures to be used in the project reflect a historical appearance and will be used consistently on all passageway areas. Electrical runs will follow building lines that separate ground floor from second story exterior transitions.**

- 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.

**There will be no alteration of historic materials and fixture locations have been spatially identified to avoid visual imbalances.**

- 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.

**Project materials (fixtures) will be documented for further reference and project expansion should additional passageways be identified for lighting need in the future.**

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

**No changes will be made to each property relative to historic significance.**

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

**All distinctive materials, features or finishes and construction techniques will be preserved. Painting of conduit and attachment straps will conceal appearance to blend with façade exterior.**

- 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.

**Electrical ½ inch conduit lines will be painted to match exterior building color and will be attached along building lines that separate ground floor from second story exterior transitions.**

- 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.

**No treatments that cause damage to historic materials will be used.**

- 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 Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

Finding: 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 proposal does include an alteration, which is only allowed in the Rehabilitation treatment. The proposal involves the addition of new lighting to the exterior of the building walls, which is therefore an alteration.

The proposal is 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 for these Mechanical System Guidelines: Electrical runs will be purposely camouflaged in their locations and color-matched to the building's exterior.**

The proposal is supported by some of the applicable Rehabilitation guidelines for brick and stucco on historic buildings, which are provided below:

Recommended Guideline: Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.

Not Recommended Guideline: Altering masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

**Finding for these Brick and Stucco Guidelines: There will be no alteration to masonry features beyond attachment of fixtures to exterior façade so as not to diminish historic character of the buildings selected.**

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;

**It is in the public interest to provide safe corridors for pedestrian movement. Increased lighting will also contribute toward reduction in vandalism of each historic building selected.**

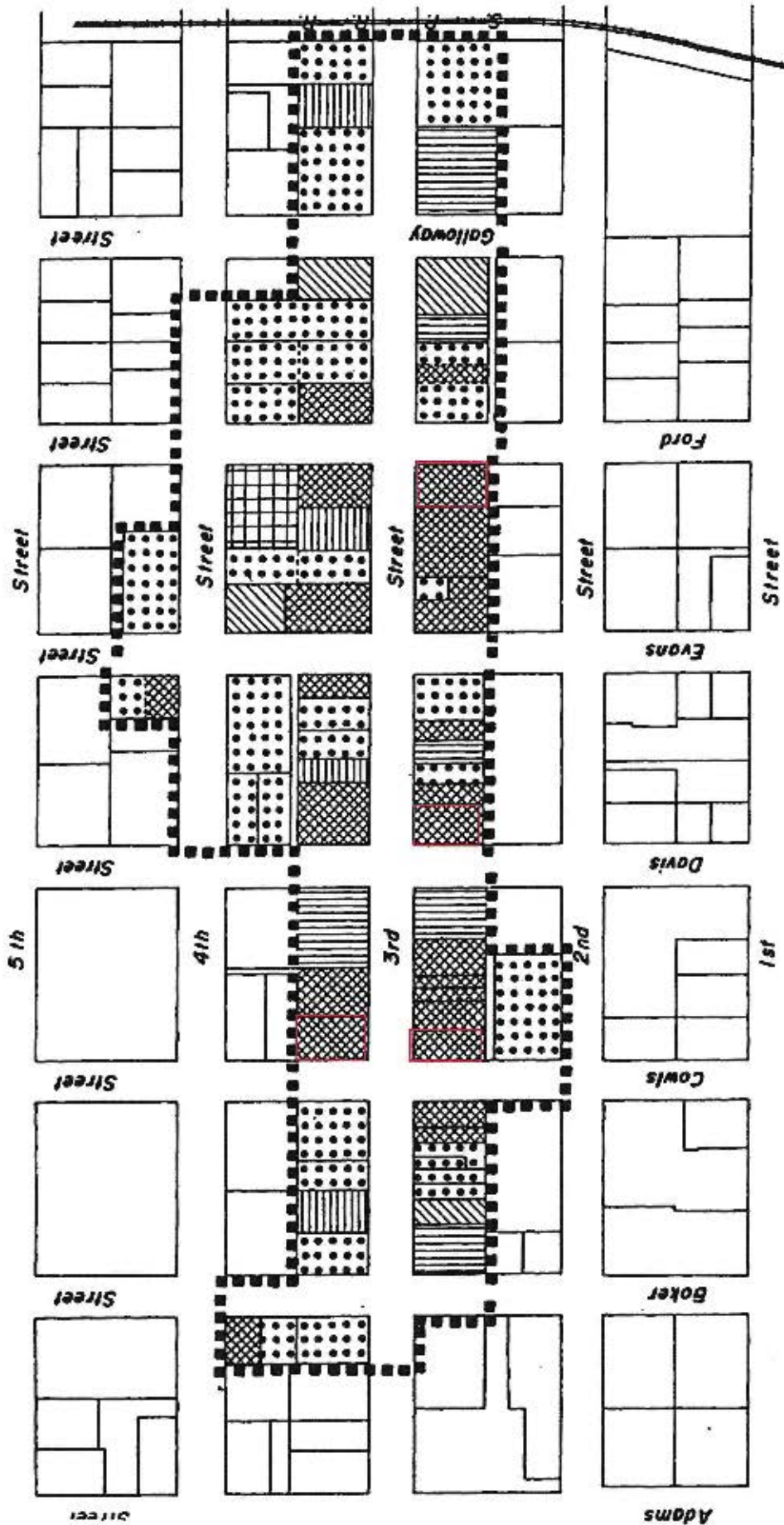
4. The value and significance of the historic resource; and

**All four buildings selected are designated "primary" relative to historical significance. Although each has undergone various alternations, each remains important cornerstones to McMinnville's 3<sup>rd</sup> Street access.**

5. The physical condition of the historical resource.

**Each building is in good or moderate condition.**





# McMINNVILLE DOWNTOWN HISTORIC DISTRICT



	Primary Significant Contributing		Compatible Non-Historic Non-Contributing
	Secondary Significant Contributing		Non-Contributing
	Historic Non-Contributing		Vacant

**Bronze Gooseneck Barn Light with 14-Inch Caged Dome Shade**

**Price:** \$151.85



**Product Number:** 731612  
**Manufacturer:** Recesso Lighting by Dolan Designs  
**Model Number:** BL-ARMD1-BZ/BL-SH14D/CG14S  
**Collection:** Barn Light  
**Manufacturer Finish:** Bronze  
**Manufacturer Shade Color:** Bronze  
**Total Wattage:** 200 w.  
**Voltage Type:** Line Voltage  
**Height:** 17.125 in.  
**Width:** 14.25 in.  
**Depth:** 16.125 in.  
**Wattage:** 200  
**Bulb Type:** Incandescent  
**Bulb Shape:** A-Type  
**Base Type:** Medium Screw (E26)  
**Number Of Bulbs:** 1  
**Bulb Included:** No  
**Bulb Dimmable:** Yes  
**Dark Sky:** Yes  
**ADA Compliant:** No

**EnergyStar Compliant:** No  
**Shade Material:** Metal, Cage  
**Material:** Aluminum, Steel  
**Shipping:** UPS Regular  
**Certification Agencies:** ETL, CETL  
**Backplate Dimension:** 4.625  
**Wet Location:** Yes  
**Damp Location:** Yes  
**Harsh Environ/Coastal:** No  
**Made In America:** No  
**Dusk To Dawn:** No  
**Motion Sensor:** No  
**Title 24:** No



Dave Rucklos <dave@downtownmcminnville.com>

## Estimate from McMullen Electric

1 message

**McMullen Electric** <McMullenElectric@mhhelp.co>  
Reply-To: McMullen Electric <mcmullenelectric@yahoo.com>  
To: dave@downtownmcminnville.com

Tue, Jul 6, 2021 at 9:10 AM

**McMullen Electric**  
**sent you an estimate.**

To:

**Visit McMinnville**  
**328 NE Davis**  
McMinnville, Or 97128

From:

**McMullen Electric**  
PO Box 433  
Amity, Oregon 97101

Estimate number:

1335

Issued on:

Tue Jul 6, 2021

[Approve Estimate](#)

Description of work:

3rd street security lighting project-

Total Estimate:

**\$8,997.35**

Cost to install surface conduit and boxes for a customer provided light fixture at 5 locations on 3rd street. Each location will have 3 lights.

Qty	Name	Description	Rate	Amount	Tax
15	Raco Round W.P. box	Round w.p. box	\$18.53	\$277.95	NON
800	EMT 012E	1/2" EMT conduit	\$0.81	\$648.00	NON
100	EMT 1/2" comp coup w.t.	1/2" emt water tight coup rain tight	\$1.50	\$150.00	NON
36	EMT 1/2" comp conn	1/2" comp conn w.t rain tight	\$1.55	\$55.80	NON
2400	Wire #12 THHN	#12 THHN	\$0.28	\$672.00	NON
160	EMT 1/2" strap	1 hole strap	\$0.20	\$32.00	NON
10	Misc	wirenuts,screws,bolts,staples etc.	\$4.00	\$40.00	NON
5	Intermatic K4221C	Knuckle Photo-eye	\$14.32	\$71.60	NON

40	Labor 5	Journeyman labor	\$95.00	\$3,800.00	NON
40	Labor3	Apprentice Labor	\$65.00	\$2,600.00	NON
1	Misc	lift rental	\$500.00	\$500.00	NON
1	Permit	Yamhill County Permit	\$150.00	\$150.00	NON

All estimate details can be found in the attached PDF.

If this estimate meets your approval, please click the "Approve" button below.  
Otherwise, you can reply to this email with any questions.

[Approve Estimate](#)

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**THANK YOU** [for considering McMullen Electric](#)

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[TicketId:45130294 E#28681778 RefId:JOTP]



[VisitMcMinnville\\_Estimate\\_1335\\_AQ.pdf](#)  
76K



**From:** [Jerry Hart](#)  
**To:** [Chuck Darnell](#)  
**Subject:** HL 4-21  
**Date:** Monday, August 23, 2021 3:41:45 PM

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**This message originated outside of the City of McMinnville.**

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Chuck,

Notice of the public meeting of September 1, 2021 was sent to me due to my partial ownership of the property at 330/340 NE Evans Street.

I have no objections to the applicant's proposal. The purpose of the exterior modifications, enhanced lighting and safety, are laudable. The light fixture proposed is appropriate and installation as depicted in the application will not take away from the historic nature of the buildings. The fixture appears to be of high quality and should provide for enhanced lighting and safety downtown.

I can't pass up this opportunity to note that the concept of "historic light fixtures" is a bit odd given how poorly lighted cities typically were in the period the subject buildings were constructed. Indeed, if one looks at old photos of downtown McMinnville it is obvious that what we consider to be historic light fixtures weren't much in use during the historic time we aim for.

Anyway, kudos to the applicant for enhancing the downtown.

Jerry Hart  
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[jerryhart54@gmail.com](mailto:jerryhart54@gmail.com)