



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

www.mcminnvilleoregon.gov

Historic Landmarks Committee
ZOOM Online Meeting
October 14, 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/81850104094?pwd=WjRjVWowZ09lS3BPdFEzcm9qZkVTQT09>

Zoom Meeting ID: 818 5010 4094
Zoom Meeting Password: 402330

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

Committee Members	Agenda Items
John Mead, Chair	1. Call to Order
Mark Cooley, Vice-Chair	2. Citizen Comments
Mary Beth Branch	3. Action Items
Joan Drabkin	A. DDR 1-21: Downtown Design Review for New Construction – Modifications (Exhibit 1) - 631 NE 1 st Street
Hadleigh Heller	4. Discussion Items
Christopher Knapp	<ul style="list-style-type: none">First Federal – DDR 4-19 Conditions #6 – 3rd Street Façade Materials (Exhibit 2)Historic Preservation Marketing Education Program – CLG Grant
	5. Committee Member Comments
	6. Staff Comments
	7. Adjournment

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

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



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EXHIBIT 1 - STAFF REPORT

DATE: October 14, 2021
TO: Historic Landmark Committee Members
FROM: Amy Dixon, Contract Planner
SUBJECT: AMENDED DDR 1-21 (Downtown Design Review) – 631 NE 1st Street

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This is a quasi-judicial review of an amendment to a Downtown Design Review land-use application to address a change to the approved exterior building material from traditional stucco to painted cementitious panels with reveal joints for a proposed new building on the property at 631 NE 1st Street (Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M), and to approve selected exterior building colors.

New construction in McMinnville's Downtown Overlay District is subject to the downtown design review standards of Chapter 17.59 of the McMinnville Municipal Code (MMC). The process and criteria for review is described in Section 17.59.030(C) of the MMC. Per the MMC, the McMinnville Historic Landmarks Committee (MHLC) serves as the decision-making body for the design review of all new construction.

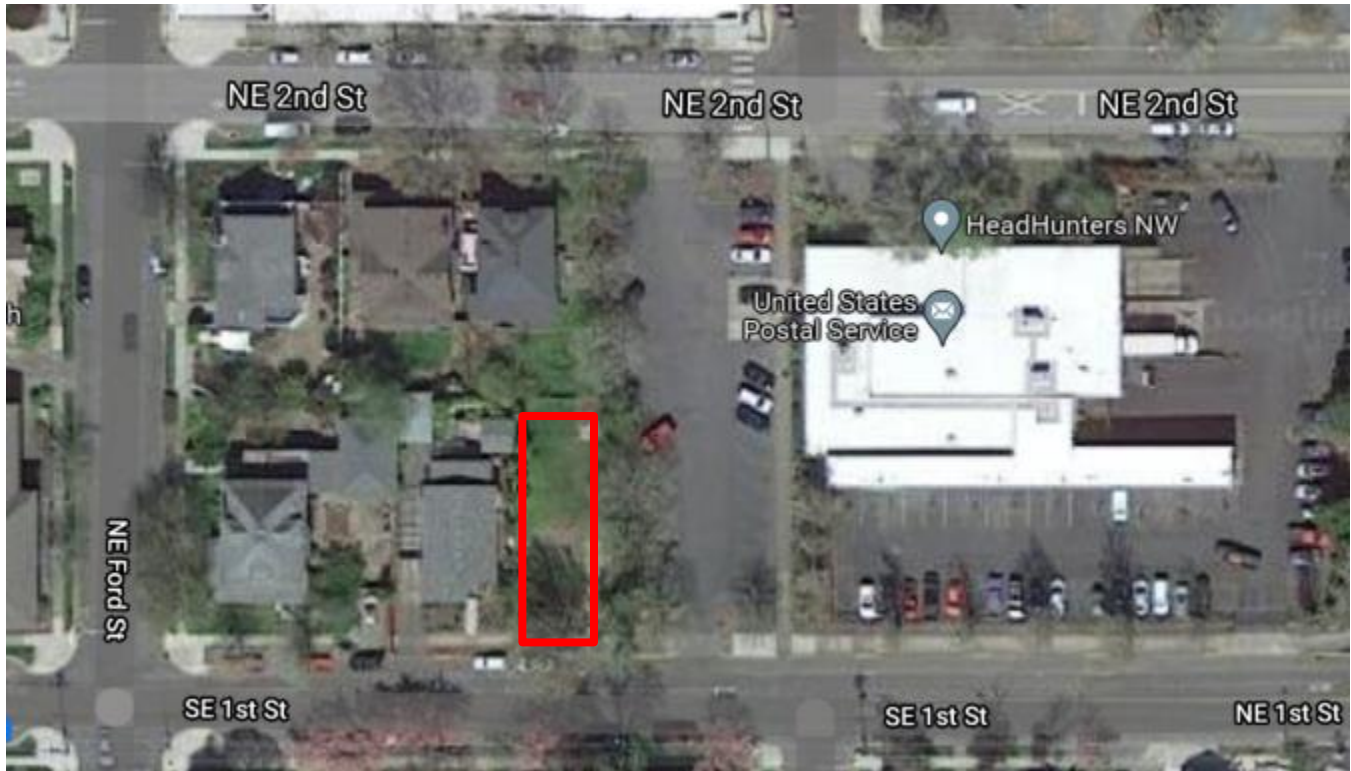
Background:

The applicants, Amy & Silas Halloran-Steiner, received approval on June 24, 2021 for a new building at 631 NE 1st Street, per Docket DDR 1-21.

As part of the DDR-1-21 Certificate of Approval decision, a number of conditions of approval were deemed necessary. One of those conditions of approval was that the applicant provide samples or examples of the exterior building colors to the Committee for review and approval prior to application on the building. This application includes those samples for review and approval.

Additionally, due to escalating construction costs, the applicant is requesting consideration of an exterior material change from traditional stucco to painted cementitious panels with reveal joints.

The subject property is located at 631 NE 1st Street. The property is identified as Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map (Property Lines Approximate)

The property is currently vacant. A historic resource (resource number D878) previously existed on the property, but was approved to be demolished as reviewed under docket number HL 1-18. The historic resource was demolished in 2018. A proposal for a new building was reviewed and approved in 2018 as well, which was approved under docket number DDR 7-18. However, the construction of the previously proposed building never moved forward. The property has since changed ownership, and the current owners have been approved for a different new building on the subject property, under docket number DDR 1-21.

Discussion:

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

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

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

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of Amended DDR 1-21

Attachment B: Amended DDR 1-21 Application Materials

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

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

Summary of Applicant Findings

The applicant has provided a written narrative and findings to support their requests to change the approved exterior building material. 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.

Analysis of Review Criteria/Design Standards – Change in Exterior Materials

The building was approved under docket number DDR 1-21 with smooth stucco, which is an allowable exterior building material. The applicants are proposing to change from smooth stucco to painted cementitious panels with reveal joints.

Cementitious panels are not listed in Section 17.59.050 as prohibited building materials within the Downtown Design Overlay District. (See code below).

Section 17.59.050(C)(2)

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

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

However, they are not listed specifically as approved materials either, since they are not found on registered historic buildings in the downtown area. (See code below).

Section 17.59.050(C)(1)

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

The applicant notes that recent projects have been approved by the HLC with a similar design material, However, HLC has only approved this material on non-public facing facades on historic buildings.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of Amended DDR 1-21

Attachment B: Amended DDR 1-21 Application Materials

Therefore, staff is recommending that to satisfy Section 17.59.050(C)(1), a condition of approval is necessary to ensure that the proposed cementitious panels are only installed on non-public facing facades.

Analysis of Review Criteria/Design Standards – Exterior Building Colors

The applicant was asked to bring their color samples to the HLC for final approval once they had chosen them. The code requires low reflective, subtle, neutral or earth tone colors. (See code below).

Section 17.59.050(C)(3)

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

The applicant is proposing Rock Candy, a low reflective light grey, for the building panels with Gibraltar, a blueish grey trim band, and Caviar, a bronze, trim along the parapet and windows. The applicant provided colors and renderings that identify exterior colors. The colors shown in the rendering consist of shades of grey, which are generally all subtle, neutral, and earth tones, which are the requirement in Section 17.59.050.

Suggested Conditions of Approval

The suggested Condition of Approval to satisfy Section 17.59.050(C)1 would be to limit the installation of the cementitious panels to non-public facing facades.

Commission Options:

- 1) Close the public meeting and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public meeting to a specific date and time.
- 3) Close the public meeting and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation:

Staff is recommending approval of the application, subject to the following suggested conditions of approval:

1. The painted cementitious panels with reveal joints shall be located only on non-public facing facades. The First Street façade will require a seamless joint between cementitious panels so that the reveal joint is minimized in visual appearance and prominence on the building façade.

MOTION FOR AMENDED DDR 1-21:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES AMENDED DDR 1-21, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of Amended DDR 1-21

Attachment B: Amended DDR 1-21 Application Materials



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
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DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL TO CHANGE THE APPROVED EXTERIOR BUILDING MATERIAL FROM STUCCO TO PAINTED CEMENTITIOUS PANELS WITH REVEAL JOINTS OF A NEW BUILDING AT 631 NE 1ST STREET WITHIN THE DOWNTOWN DESIGN AREA

DOCKET: AMENDED DDR 1-21 (Downtown Design Review for New Construction)

REQUEST: Approval of a Downtown Design Review application to change the approved exterior building material from traditional stucco to painted cementitious panels with reveal joints for the construction of a new building at 631 NE 1st Street on a parcel that is currently vacant and approve proposed exterior building colors. The proposal includes a request for an exception to allow cementitious panels as building material.

LOCATION: 631 NE 1st Street. The property is identified as Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M.

ZONING: C-3 (General Commercial)

APPLICANT: Amy & Silas Halloran-Steiner (property owners)

STAFF: Amy Dixon, Contract Planner

DATE DEEMED COMPLETE: September 10, 2021

DECISION-MAKING BODY & ACTION: McMinnville Historic Landmarks Committee

MEETING DATE & LOCATION: October 14, 2021, Zoom Online Meeting ID 818 5010 4094

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

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

APPEAL: As specified in Section 17.59.030(E) of the McMinnville Municipal Code, the Historic Landmarks Committee's decision may be appealed to the Planning

Commission within fifteen (15) days of the date written notice of decision is mailed. The City's final decision is subject to a 120 day processing timeline, including resolution of any local appeal.

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. 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 change of the exterior building material from traditional stucco to painted cementitious panels with reveal joints for the proposed new building at 631 NE 1st Street (AMENDED DDR 1-21).

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DECISION: APPROVAL WITH CONDITIONS
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Planning Department: _____ Date: _____
Heather Richards, Planning Director

I. APPLICATION SUMMARY:

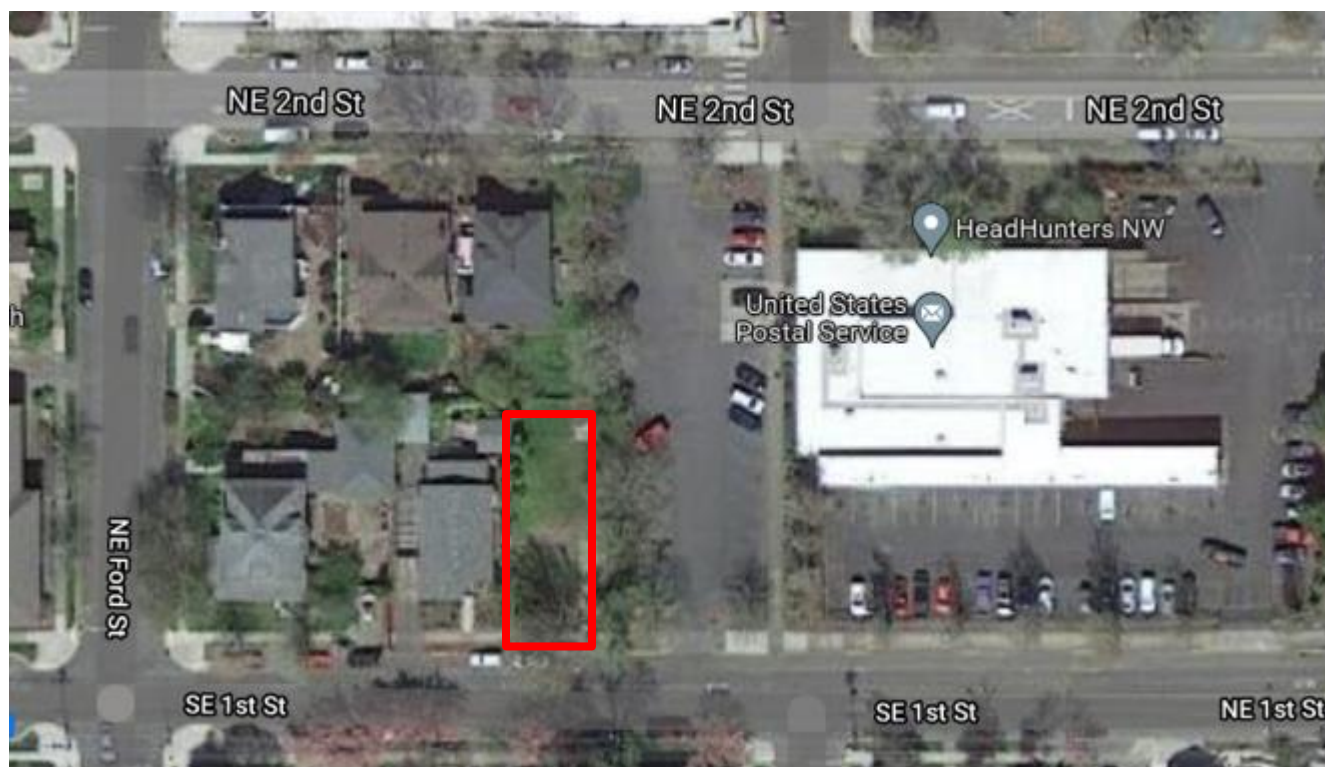
This is an amendment to an approved application, docket DDR 1-21. The applicant is requesting consideration of an exterior material change from traditional stucco to painted cementitious panels with reveal joints due to escalating construction costs.

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

Subject Property & Request

The subject property is located at 631 NE 1st Street. The property is identified as Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map (Property Lines Approximate)



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

“The project is a new 2700 square foot mixed use office building with two (2) upper story dwellings above the office space. Unless noted below, no changes have been made to original application that was submitted on May 20, 2020 and approved with five (5) conditions at the June 24th 2021 HLC meeting.

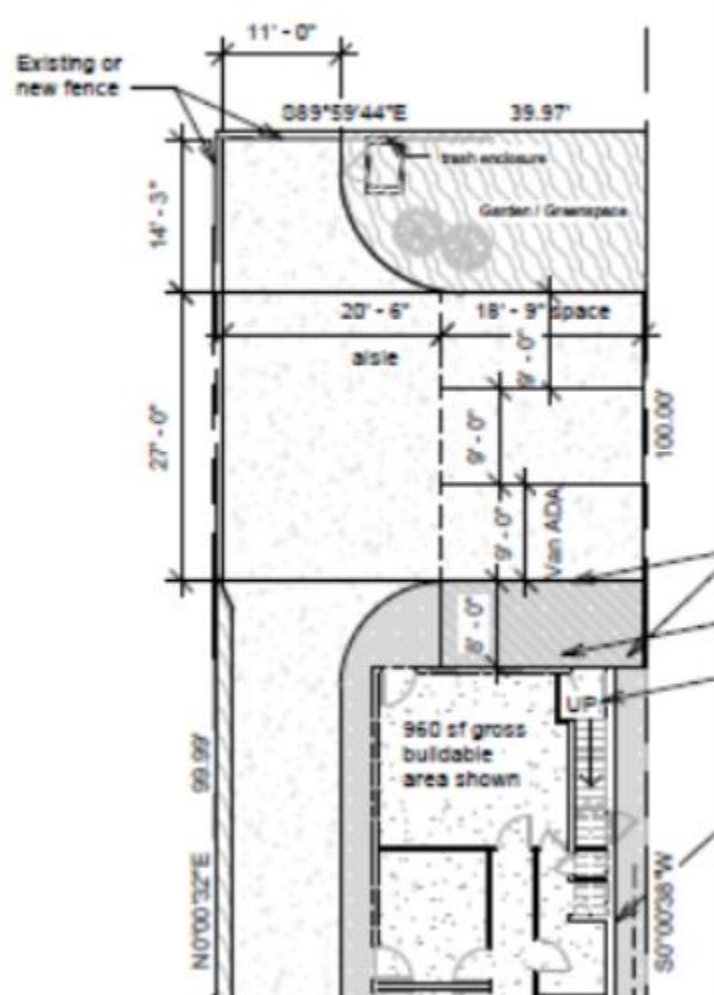
“The proposed building exterior materials will be changed from traditional stucco to painted cementitious panels with reveal joints; the reveal joints will appear similar to reveal joints in traditional stucco.”

Attachments :

Attachment 1 – Application and Attachments

Elevations and renderings of the proposed new building are provided below. Full elevations and additional renderings are provided in the application materials (Attachment 1). **See Site Plan (Figure 2), South and North Facing Elevations (Figure 3) and East and West Facing Elevations (Figure 4) below.**

Figure 3. South (Front) and North (Rear) Facing Elevations Rendering



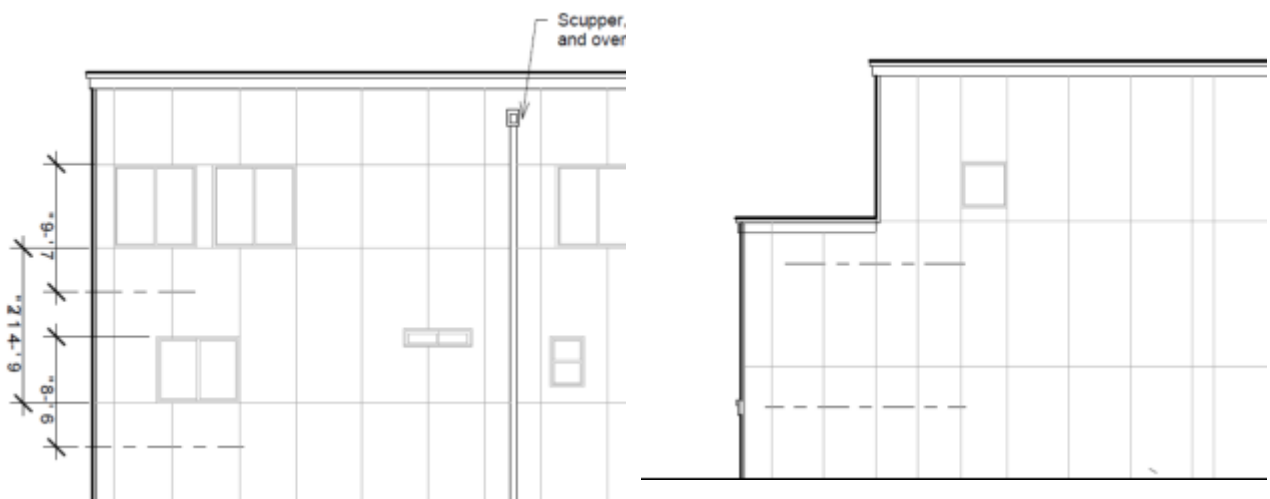
Attachments :

Attachment 1 – Application and Attachments

Figure 3. South (Front) and North (Rear) Facing Elevations Rendering



Figure 4. Figure 2. West (Side) and East (Side) Facing Elevations Rendering



Background

The property is located within the Downtown Design Standards and Guidelines area described in Chapter 17.59 of the McMinnville Municipal Code. The property is currently vacant. A historic resource (resource number D878) previously existed on the property, but was approved to be demolished as reviewed under docket number HL 1-18. The historic resource was demolished in 2018. A proposal for a new building was reviewed and approved in 2018 as well, which was approved under docket number DDR 7-18. However, the construction of the previously proposed building never moved forward. The property has since changed ownership, and the current owners were approved for a new

Attachments :

Attachment 1 – Application and Attachments

design under docket number DDR 1-21. They are requesting Downtown Design Review for an amendment to an exterior building material approved under docket number DDR 1-21.

Summary of Criteria & Issues

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

The proposed construction activities are for a new building located in the Downtown Design Review Overlay District. Therefore, the new construction is subject to review against the Downtown Design Review criteria in Section 17.59.040 of the MMC, as the new building construction is an applicable activity per Section 17.59.020(B)(1) of the MMC. Section 17.59.030(C)(2) of the MMC states that the Historic Landmarks Committee shall review applications for major alterations and new construction.

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

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

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

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

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

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

II. CONDITIONS:

1. The painted cementitious panels with reveal joints shall be located only on non-public facing facades. The First Street façade will require a seamless joint between cementitious panels so that the reveal joint is minimized in visual appearance and prominence on the building façade.

Attachments :

Attachment 1 – Application and Attachments

III. ATTACHMENTS:

AMENDED DDR 1-21 Application and Attachments (on file with the Planning Department)

IV. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Amy & Silas Halloran-Steiner, submitted an amendment to Downtown Design Review (AMENDED DDR 1-21) on September 10, 2021.
2. On October 14, 2021, the Historic Landmarks Committee held a duly noticed public meeting to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 631 NE 1st Street. The property identified as Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M.
2. **Size:** Approximately 4,000 square feet.
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** Downtown Design Standards Area (per Section 17.59.020(A) of the McMinnville Municipal Code); Reduced Landscaping Requirements Area (per Section 17.57.080).
6. **Current Use:** Vacant
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** None (previous historic resource D878 demolished per docket number HL 1-18)
 - b. **Other:** None
8. **Other Features:** There is one existing mature street tree adjacent to the property. There are no other significant or distinguishing natural features associated with this property.
9. **Utilities:**
 - a. **Water:** Water service is available to the subject site.
 - b. **Electric:** Power service is available to the subject site.
 - c. **Sewer:** Sanitary sewer service is available to the subject site.
 - d. **Stormwater:** Storm sewer service is available to the subject site.
 - e. **Other Services:** Other utility services are available to the subject site. Northwest Natural Gas and Comcast is available to serve the site.
10. **Transportation:** The subject property is bounded on the south by 1st Street. The McMinnville Transportation System Plan identifies 1st Street as a minor collector. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for minor collector streets at 56 or 66 feet, depending on whether a bike lane exists. The McMinnville Transportation System Plan identifies 1st Street as having a bike sharrow and no bike lane, which results in the necessary right-of-way width of 56 feet. The existing right-of-way adjacent to the subject property is currently 60 feet in width. Therefore, no right-of-way dedication is required.

Attachments :

Attachment 1 – Application and Attachments

VII. CONCLUSIONARY FINDINGS:**17.59.050 Building and Site Design****C. Building Materials.**

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

APPLICANT’S RESPONSE: The proposed building exterior materials will be changed from traditional stucco to painted cementitious panels with reveal joints; the reveal joints will appear similar to reveal joints in traditional stucco. Recent projects approved by the HLC with similar design material are in close proximity at 618 NE 3rd Street, 620 NE 3rd Street, and at 1025 NE 1st Street. These approvals demonstrate a recent precedent for approval of this building material in a variety of locations and applications within the downtown core even though this material is neither listed as an approved or unapproved building material.

FINDING: SATISFIED WITH CONDITION #1. Although the applicant notes that recent projects have been approved by the HLC with a similar design material, HLC has only approved this material on non-public facing facades on historic buildings. Therefore, to satisfy Section 17.59.050(C)(1), a condition of approval is necessary to ensure that the proposed cementitious panels are only installed on non-public facing facades.

CONDITION FOR FINDING:

1. The painted cementitious panels with reveal joints shall be located only on non-public facing facades. The First Street façade will require a seamless joint between cementitious panels so that the reveal joint is minimized in visual appearance and prominence on the building façade.

17.59.050 Building and Site Design**C. Building Materials. [...]**

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;
 - d. Corrugated metal panels;
 - e. Plywood sheathing, to include wood paneling such as T-111;
 - f. Plastic sheathing; and
 - g. Reflective or moderate to high grade tinted glass.

APPLICANT’S RESPONSE: There are no prohibitive materials proposed on this commercial structure.

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

17.59.050 Building and Site Design**C. Building Materials. [...]**

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

APPLICANT'S RESPONSE: The exterior buildings colors will be Rock Candy, a low reflective light grey, for the building panels with Gibraltar, a blueish grey trim bands, and Caviar, a bronze, trim along the parapet and windows.

FINDING: SATISFIED. The applicant provided colors and renderings that identify exterior colors. The colors shown in the rendering consist of shades of grey, which are generally all subtle, neutral, and earth tones. Therefore, this criterion is met.

AD

Downtown Design Standards and Guidelines Narrative Update: Amy and Silas Halloran-Steiner

Supplemental Information for September 23, 2021 HLC meeting *(Please note that italic text is copied from the application questions)*1. *Attach a written narrative that describes:*

The proposed project in detail, including descriptions of the architectural features and building materials being used;

The project is a new 2700 square foot mixed use office building with two (2) upper story dwellings above the office space. Unless noted below, no changes have been made to the original application that was submitted on May 20, 2021 and approved with five (5) conditions at the June 24, 2021 HLC meeting. All plans have been completed and building permits issued (still pending final Landscape Committee review and approval on September 15, 2021). Therefore, we believe we have met DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021, item #1.

How the project meets the applicable downtown design standards and guidelines;

17.59.050 Building and Site Design.

A. Building Setback:

Please note that the revisions include stamped concrete to delineate the plaza space per DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021, item #2.

B. Building Design:

Please note that the revisions reflect that the exterior windows have been recessed on all sides of the building per DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021, item #3.

Additional information from our original application that is pertinent for the overall decision, and our proposed building materials:

1. The location for the proposed building is in a transition neighborhood, where older single and multifamily dwellings are being replaced with commercial buildings which are larger in massing and configuration than the nearby older houses. The area is zoned C-3, so while the city planned for this transition to occur, newer commercial buildings designed to meet the downtown design standards will appear visually different from adjacent houses and older commercial structures.

A building designed to be similar to adjacent houses will not meet the downtown design standards. A building designed to match adjacent house front setbacks will not allow space on this small site for critical off-street parking. A building designed to be smaller in mass will not be financially feasible.

The site plan shows a rectangular footprint which is seen in the buildings in all four directions around the property. The average square feet of the five (5) buildings to the North and West on the same block is 3,109 square feet. The Post Office building is a rectangular building with larger overall massing, but the effect is reduced with the setback and being a single story structure. The three (3) properties to the South, across First Street, average 3,286 square feet and are rectangular building footprints.

2. Not applicable, proposed building is 22'-6" wide, less than 60'.

3. The storefront portion of the building (office ground floor) includes:

- a) A nearly 2' bulkhead is provided at the street level under the window sills along the street facade. Proposed finish is painted wood or fiber-cement panel materials.
- b) The proposed glazing and entry door recess in the lower 8' of the front façade exceeds the 70% minimum area requirement. There is more than 40% area devoted to glazing and the entry door recess between the belt course (also known as a horizontal trim band separating ground level from second level) and the ground level.
- c) A recessed entry with full glazed door and transom is provided that is both accessible and meets the design standard requirements.
- d) There is a decorative trim at the top of the parapet wall and at the top of the front wall wrapping around the roof deck on the third level.

4. Proposed building is oriented with the narrow face to the street, similar to nearby houses. The proposed flat roofline is similar to other C-3 buildings, including the adjacent Post Office building. As noted in 17.59.050(B)(4) "Gable roof shapes, or other residential roof forms, are discouraged..." There are many examples within the historic downtown design standard that demonstrate a flat roof with a parapet at street-visible facades. We want to avoid creating any more visual height, and a gable roof line would add to overall building height.

5. The primary entrance is recessed 3' from the street face of the building.

6. As noted above, we have recessed all windows. We have oriented the upper story windows as vertical using single-hung windows, per 17.59.050(B)(5-6).

7. This is an entirely new building, so this item is not applicable.

8. A nearly 2' bulkhead is provided at the street level under the window sills along the street facade. Proposed finish is painted wood or fiber-cement panel materials and will be a dark grey to tie into the other trim color and the stone veneer.

C. Building Materials:

The proposed building exterior materials will be changed from traditional stucco to painted cementitious panels with reveal joints; the reveal joints will appear similar to reveal joints in traditional stucco. Recent projects approved by the HLC with a similar design material are in close proximity at 618 NE 3rd Street (approval letter dated June 3, 2020), 620 NE 3rd Street (approval letter dated May 22, 2018) and at 1025 NE First Street (approval letter dated July 30, 2019). These approvals demonstrate a recent precedent for approval of this building material in a variety of locations and applications within the downtown core even though this material is neither listed as an approved or unapproved building material in 17.59.050 (C)(1): "Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone."

In the May 15, 2018 McMinnville Planning Department staff report the use of Hardie Panel or cement board was recommended to be approved by the Historic Landmark Committee (HLC):

"The applicant is proposing to use hardie panel siding panels on the east, west, and south facades. The hardie panels are a cement-based material that can be painted, which the

applicant is proposing to paint the same main building color as the stucco front facades. Cement board siding is not specifically listed as a prohibited exterior building material in Section 17.59.050(C)(2) of the McMinnville City Code, and will look similar to the smooth stucco that is allowed in the downtown area.”

The HLC voted to approve this use at the May 15, 2018 meeting.

The final approval letter for the new building at 1025 NE First Street, dated July 30, 2019, stated:

“...the use of smooth Hardi panels that were finished with an exterior paint that included a sand additive to create a textured finish to the building material. The HLC approved this treatment for the main body of the building, but specified that the building trim, the center band between the first and second story, and the decorative cornice be smooth in appearance and not finished with exterior paint with the sand additive. The revised built example provided for review was found to be consistent with the applicable Downtown Design Standards in Section 17.59.050(C)(1) because the materials and treatment used were found to be similar in appearance to “smooth stucco” and similar in appearance to “building materials found on registered historic buildings in the downtown area”.”

The June 3, 2020 approval letter for the building materials change at the 618 NE 3rd Street building states:

“The cementitious panel material was requested as an amendment to the originally proposed exterior building material. The cementitious panel material is approved because it is not listed as either allowed or prohibited. However, the material is only approved for use on the side elevation and rear elevation of the building because it is new construction and not a historic building...”

All three of these recent examples identify precedent for the following: approved use of cement panels such as Hardie Panel, especially for new construction. In some instances, the approval is for non-street facing locations, however, at 1025 NE First Street, the use of Hardie Panel was approved on all sides of the building. Additionally, it should be noted that there are other examples of cement panels in the downtown core. One noteworthy example is in fact on 3rd Street on the storefront side on the upper story dwellings of the Village Quarter Building above the ground floor offices (see photo below on page 9).

Given the location of the subject property, the First Street example is closely related as a nearby property located in a transition neighborhood, where older single and multifamily dwellings are being replaced with commercial buildings. This subject location on First Street is unlike the 3rd Street applications where the HLC did not allow the use of Hardie Panel on storefront views.

We proposed to use James Hardie Reveal Panel with a smooth stucco appearance on the panels themselves and an overall panel look with reveal joints arranged in vertical design and painted, see attached drawings. Because we are installing recessed windows on the entire building, we have designed a building with ample shadow lines. The reveal joints for the Hardie Panel will add an additional design feature similar to traditional stucco. Examples are present in the downtown core where traditional stucco has a reveal joint; one specific example is at the Atticus Hotel. All vertical lines have been thoughtfully placed to align with building features and create an attractive pattern, especially in the storefront area facing First Street. It should be noted that our proposed use of Hardie Panel does not include an attempt to hide the reveal joints between

panels such as the builder did at the 1025 NE First Street property. Instead of covering these joints--which could lead to cracking or long-term maintenance issues--we propose to incorporate these features into the building and create a design that can be carried throughout the entire building, on all visible sides, and not just on the non-First Street facing sides.

Given our intended mixed use of the commercial office space on the ground floor with upper story dwellings, we think this property will not establish a precedent for use of Hardie Panel in all downtown core applications, and certainly not in the historical building renovations along 3rd Street. The subject property is new, mixed use construction that aims to create housing options above commercial office space downtown; this is a category that stands alone in most instances.

We propose to place dark grey stone veneer at the base of the storefront. It is a natural stone product made by Pangaea, color called Black Rundle, and is blueish grey. The proposed horizontal trim bands will be painted wood or fiber-cement panel materials painted a similar dark grey color to match stone veneer. Windows will be Milgard with bronze exterior frames. No awnings are proposed.

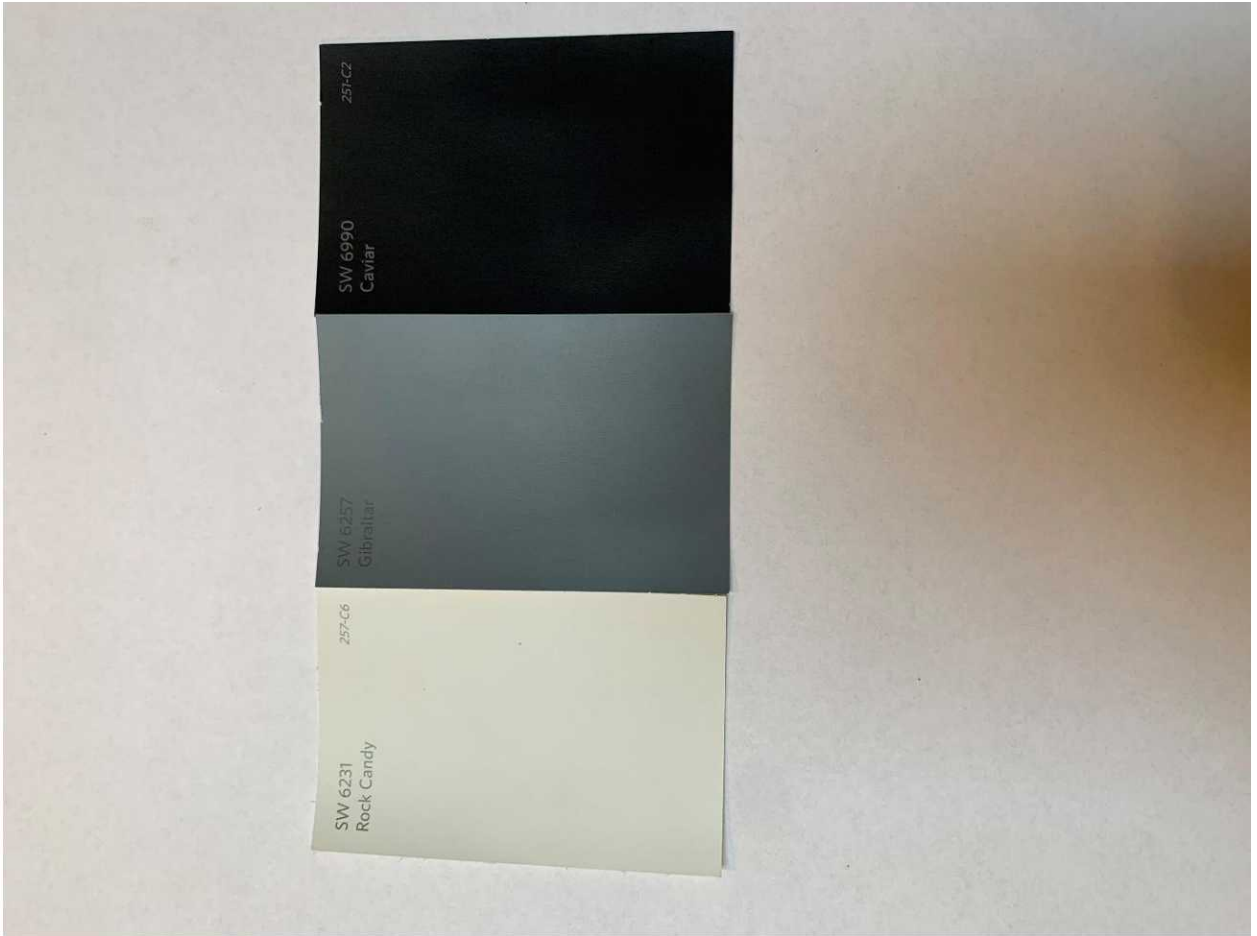
We propose the following exterior building colors, see below for examples: low reflective light grey building color called "Rock Candy" will be the "body" color for the wall panels with blueish grey trim bands called "Gibraltar" and bronze trim along the parapet called "Caviar." Windows will be Milgard with bronze exterior frames and window trim will match. Stone colors are shown below and will tie into the "Gibraltar" paint color. If approved, this will satisfy DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021, item #4.

There are no prohibited materials proposed on this commercial structure. Please also note that the plan revisions remove all visible metal railings and the circular stairs. While this was originally our goal, we cannot afford to build this into our project plans. Design plans reflect that the railing on third story balcony is now replaced by the parapet wall extension per DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021, item #5.

Lastly, please note that the proposed revision in siding material is driven by the owners' attempts to reduce cost in order to be able to build on the proposed site, even in the face of a serious and continued pandemic where labor and construction material shortages are driving prices upward. The original proposed finish of smooth stucco is completely unaffordable now that we have reviewed bid submission. The cost of stucco is, unfortunately, 3-4 times our budget for siding; the project is in danger of not moving forward unless we are able to use the proposed Hardie Panel material.

Additional Information RE: Building Materials and Paint:

See examples of paint below, called "Rock Candy" (light grey for panels), "Gibraltar" (blue grey and will tie into stone veneer) and "Caviar" (bronze to match exterior windows) and the image was taken on white letter paper for reference and physical samples were hand delivered to the Planning Department on September 10, 2021:

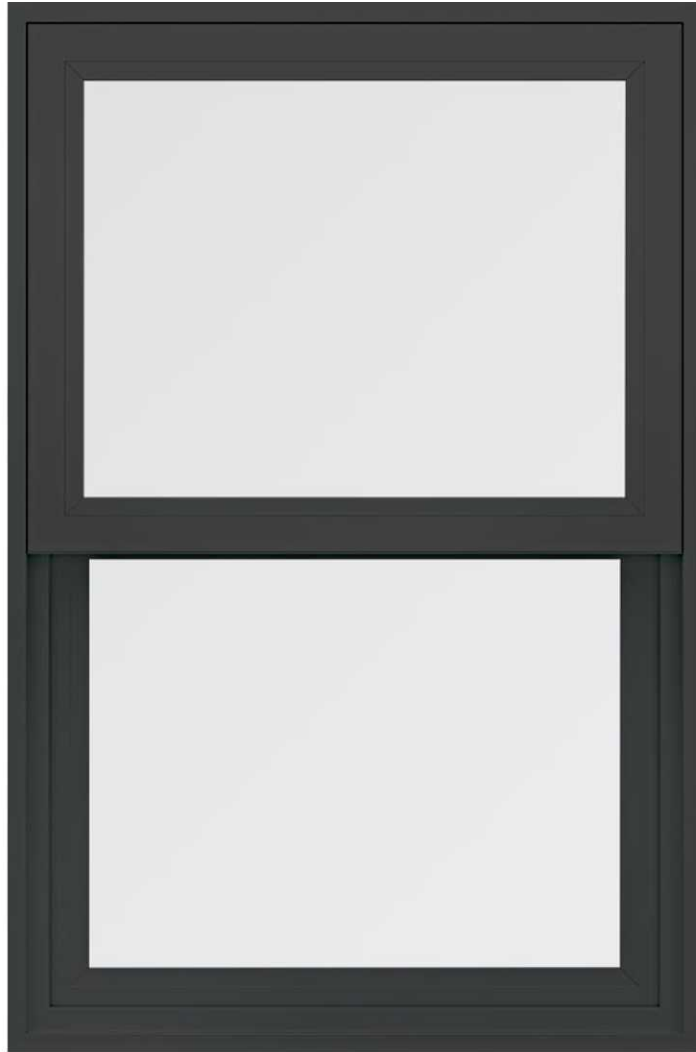


See examples of stone veneer below:

[Gallery 3 — \(pangaeanaturalstone.com\)](http://pangaeanaturalstone.com)



See example of Milgard window frame color in Bronze:



See example of similar style building design with James Hardie Reveal Panel below (color and design layout not the same as proposed):



See example of Village Quarter, 333 NE Irvine Street, with cement panel application on the storefront side of the building above ground floor office space:



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

The review criteria under Section 17.59.040(A)(3) state: "If applicable (waiver request), that all of the following circumstances are found to exist: a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site; b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

As mentioned above, we are seeking approval for the use of smooth cement panel siding materials called Hardie Panel with reveal joints placed intentionally throughout the building design. While this is not listed as an approved building material, it is also not listed on the unapproved materials list.

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

17.59.050 (C)(2): “The following materials are prohibited for use on visible surfaces (not applicable to residential structure): a. Wood, vinyl, or aluminum siding; b. Wood, asphalt, or fiberglass shingles; c. Structural ribbed metal panels; d. Corrugated metal panels; e. Plywood sheathing, to include wood paneling such as T-111; f. Plastic sheathing; and g. Reflective or moderate to high grade tinted glass.”

Therefore, we are seeking a waiver if it is determined that a waiver is, in fact, required. In any event, we request that the HLC approve the proposed use based on the precedent that has been set by recent HLC approval decisions, as noted above, and because our proposed design considers the use of reveal joints as part of the overall design features to tie the building together. If a waiver is, in fact, needed then our proposal meets the criteria in Section 17.59.040(A)(3)(a-c) because of the unique difficulty of the site, including but not limited to the narrow lot, city parking requirements, as well as visibility considerations for a safe exit onto First Street. All of these site-specific factors have created challenges to build on a small footprint and added development costs and building costs in both design and materials. Additionally, the alternative design accomplishes the purpose of the Chapter in a manner equal or superior to the standards in that it allows for a plaza space (as approved in the DDR 1-21, Conditions of Approval letter from Chuck Darnell dated June 29, 2021) and the use of smooth cement panel siding with reveal joints will enrich the building design features along First Street which is now a mixture of residential, multifamily (including 1025 NE First Street with Hardie Panel as noted above), and commercial buildings. Our request is the minimum needed to meet the requirements of the Chapter and allow for the site to be feasible for our purposes as stated in this narrative application; we are not seeking to use another building material that is not listed as approved in 17.59.050 (C)(1) but rather we have proposed an unlisted material that has been recently approved so as to meet the standards of 17.59.040 (A)(3)(c).

Again, given our intended mixed use of the commercial office space on the ground floor with upper story dwellings, we think this property will not establish a precedent for use of smooth cement panel siding in all downtown core applications, and certainly not in the historical building renovations along 3rd Street. The subject property is new, mixed use construction that aims to create housing options above commercial office space downtown; this is a category that stands alone in most instances.



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
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EXHIBIT 2 - STAFF REPORT

DATE: October 14, 2021
TO: Historic Landmark Committee Members
FROM: Heather Richards, Planning Director
SUBJECT: DDR 4-19, Condition of Approval #6

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This is the consideration of whether or not the existing condition of the foundation of the newly constructed First Federal building on Third Street meets the intent of Condition of Approval #6 of the land-use decision, DDR 4-19.

Background:

The Historic Landmarks Committee reviewed and rendered a decision on the design of the new First Federal Building, DDR 4-19.

Condition of Approval #6 of this land-use decision reads as follows:

6. That the skim coated exposed foundation wall on the 3rd Street façade be painted a tan color to match the stone panels that will be installed above the exposed foundation wall and beneath the windows. Alternatively, the applicant may install the stone panel material over the foundation wall to encompass the entire area from the bottom of the window to the sidewalk.

First Federal asked for a final inspection on the project so that they could receive their Certificate of Occupancy for the building. They are currently operating under a Temporary Certificate of Occupancy. Tom Schauer, Senior Planner conducted a final inspection on September 23rd and September 24th, 2021 for compliance with the Historic Landmarks Committee land-use decision and the Landscape Review Committee land-use decision. At that time he noticed a discrepancy between the built condition of the foundation on Third Street and Condition of Approval #6 of the Historic Landmarks Committee land-use decision. Tom Schauer found that there was a metal finish to the foundation on the Third Street façade. In some places it was 2 – 3" and in other places it was closer to 12". Please see below.

Existing built conditions of foundation on First Federal Building - Third Street Façade:





The original planner for the project, Chuck Darnell, was no longer with the City of McMinnville when First Federal requested the final inspection. Since Tom Schauer was new to the project he reviewed Chuck's notes to see if there had been an agreed upon deviation from the condition of approval in the field. Tom Schauer could not find any notes relative to this discussion.

Tom Schauer reached out to the Historic Landmarks Committee chairperson to discuss the intent of the condition of approval language, and the Historic Landmarks Committee chairperson felt that the metal should be colored tan to match the stone similar to the condition of approval.

The City then issued a Final Inspection Checklist stating that the Third Street foundation was not compliant with land-use decision condition of approval #6.

First Federal responded that they felt that it did meet the intent of the condition of approval. Staff agreed to bring to the Historic Landmarks Committee for discussion.

Attached is a letter from First Federal.

Discussion:

Staff is looking for direction from the Historic Landmarks Committee relative to whether or not the existing condition of the Third Street foundation is compliant with Condition of Approval #6 of DDR 4-19.

Attachments:

First Federal Letter dated 10.5.21.

October 5, 2021

City of McMinnville
Planning Department and
Historic Landmarks Committee Members
213 NE 5th Street
McMinnville, OR 97218

Reference: First Federal, 118 NE 3rd Street, Building Permit 569-19-001093-STR
DDR 4-19 Condition #6

We received notification from Tom Schauer, Senior Planner that our final constructed design does not meet condition #6 of DDR 4-19. We believe the design meets this condition.

Thank you for the opportunity to explain the process of detailing this portion of the building along 3rd Street. In our Design Review submittal, we included two depictions of this façade. An elevation which showed an exposed concrete base and a rendering which showed stone panels going down to the sidewalk. Please see attached pages 5 and 6 of the Decisions, Conditions and Findings document.

Although we originally intended to expose the foundation wall, we decided to allow for stone panels to go down to the sidewalk, per the Historic Landmarks Committee's original preference. The foundation as constructed was recessed to accept the panels at each window along the slope of the sidewalk. The panels now go down as far as possible to the sidewalk over the foundation, and their bottom edges are up between 2 and 3 inches for needed protection. There is no exposed foundation. The panel areas are flashed in stainless steel to both protect the building and to trim out the panels, making each section look more finished. This approach was mocked up beforehand and two representatives from the City's Planning Commission were on hand when the team was reviewing grout colors. We believe this solution provides the intent of stone panels going down to the sidewalk with a minimal dimension of spacing for durability considerations. Please see attached photos.

Thank you for your consideration.

Christian Sterner, Kelley Wilson
SUM design studio + architecture

The image contains two architectural elevation drawings of the University of Illinois at Chicago Student Union. The top drawing is the North Elevation, and the bottom drawing is the East Elevation. Both drawings include dimensions and labels for various architectural elements.

North Elevation: This drawing shows the front facade of the building. It features a central entrance with a large glass door and a series of windows. The building is divided into sections by vertical lines. Dimensions are provided for the overall height and width of the building. Labels include "NORTH ELEVATION" and "CHS, SCALE 1/4\" = 1'-0\".

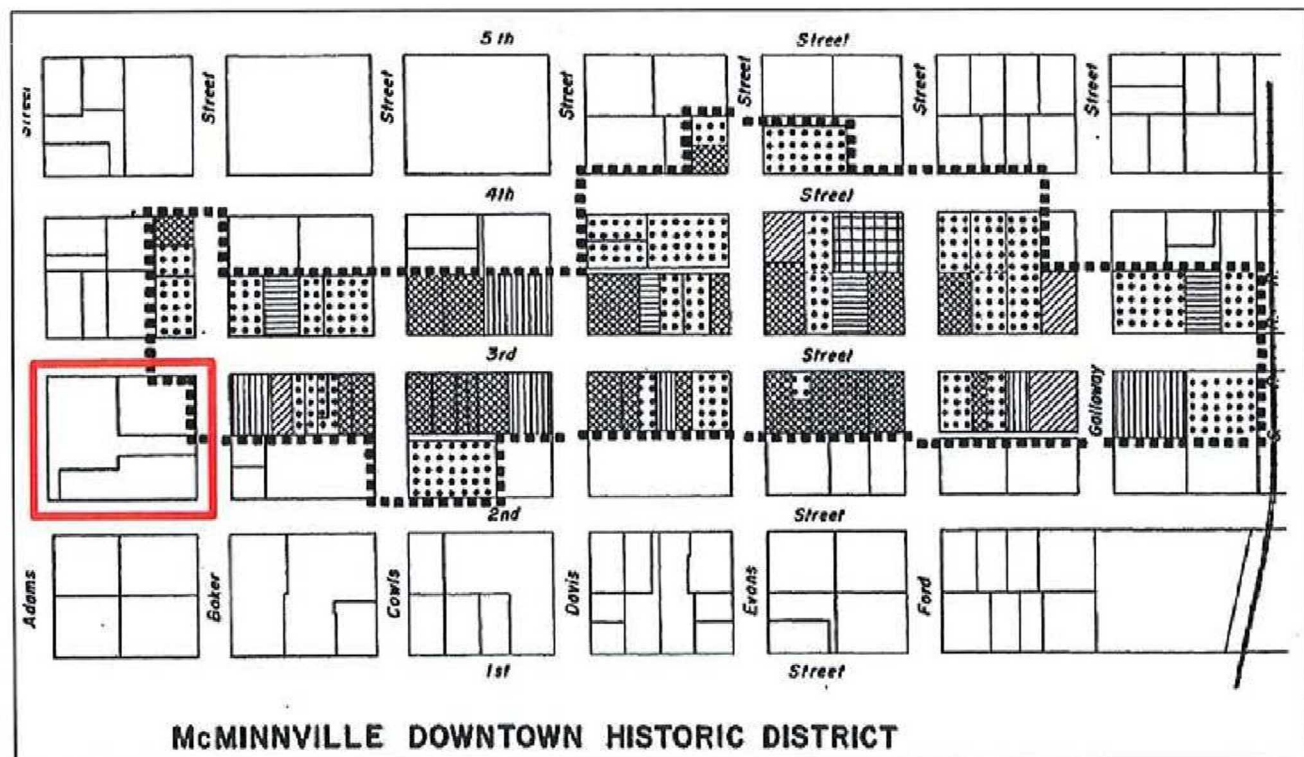
East Elevation: This drawing shows the side facade of the building. It features a series of windows and a central entrance. The building is divided into sections by vertical lines. Dimensions are provided for the overall height and width of the building. Labels include "EAST ELEVATION" and "CHS, SCALE 1/4\" = 1'-0\".

Figure 3. Building Rendering

Background

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

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



Attachments:

Attachment 1 – Application and Attachments



First Federal
3rd Street facade,
under construction



First Federal
3rd Street facade,
completed



First Federal
Mock up, August
2020

