



# City of McMinnville

## PLANNING

### 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 Hybrid In-Person & ZOOM Online Meeting Thursday, May 26, 2022 - 3:00 PM McMinnville Civic Hall: 200 NE 2nd St.

*Please note that this meeting will take place at McMinnville Civic Hall and simultaneously be conducted via ZOOM meeting software if you are unable or choose not to attend in person*

#### Join Zoom Meeting

<https://mcminnvilleoregon.zoom.us/j/89927359697?pwd=ay84N0NrcmlieDNlZaZaSDA3R1Y2QT09>

Zoom Meeting ID: 899 2735 9697  
Zoom Meeting Passcode: 202827

Or join ZOOM Meeting by phone via the following number: 1-253-215-8782

Committee Members	Agenda Items
John Mead, Chair	1. <b>Call to Order</b>
	2. <b>Citizen Comments</b>
Mary Beth Branch, Vice Chair	3. <b>Approval of Minutes</b>
	<ul style="list-style-type: none"><li>(no minutes to approve this time!)</li></ul>
Mark Cooley	4. <b>Work Session</b>
Eve Dewan	5. <b>Action Items</b>
	<ul style="list-style-type: none"><li>Public Hearing HL 5-21: 228 NE 3<sup>rd</sup> St. (<i>Exhibit 1</i>)</li></ul>
Christopher Knapp	6. <b>Discussion Items</b>
	<ul style="list-style-type: none"><li>Buchanan Cellars Special Assessment (<i>Exhibit 2</i>)</li><li>HLG Public engagement program update (<i>Exhibit 3</i>)</li></ul>
Youth Liaison: Hadleigh Heller	7. <b>Committee Member Comments</b>
City Council Liaison Chris Chenoweth	8. <b>Staff Comments</b>

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.

	<b>9. Adjournment</b>
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## EXHIBIT 1 - STAFF REPORT

**DATE:** May 26, 2022  
**TO:** Historic Landmark Committee Members  
**From:** Adam Tate, Associate Planner  
**SUBJECT:** HL 5-21 (Certificate of Approval for Alteration) – 228 NE 3rd Street

### STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

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

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

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### Report in Brief:

This is a Public Hearing for a Certificate of Approval for Alteration land-use application for a proposed renovation/remodel of the building on the property at 228 NE 3rd Street (Tax Lot R4421BC-07600). The property is identified as a “Secondary Significant Contributing” structure within the McMinnville Downtown Historic District that is listed on the National Register of Historic Places, which makes the building subject to the City of McMinnville’s Certificate of Approval and historic preservation review processes, as specified in Section 17.65.060(B) of the McMinnville Municipal Code.

It will also be reviewed by Section 17.59.040 Downtown Design Standards: Review Criteria of the McMinnville Municipal Code as it is inside the Downtown Design Overlay District.

Finally, it will also be reviewed by the State of Oregon Administrative Rule 660-023-0200 for Historic Resources.

The McMinnville Historic Landmarks Committee serves as the decision-making body for the design review of all remodel/renovation work for structures within both the McMinnville Downtown Historic District and the Downtown Design Overlay District. The applicant, Scott Roerig, is requesting the approval of the exterior design proposed for the building remodel to add a service door and awning to the rear of the building.

### Background:

#### ***Subject Property & Request***

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#### *Attachments:*

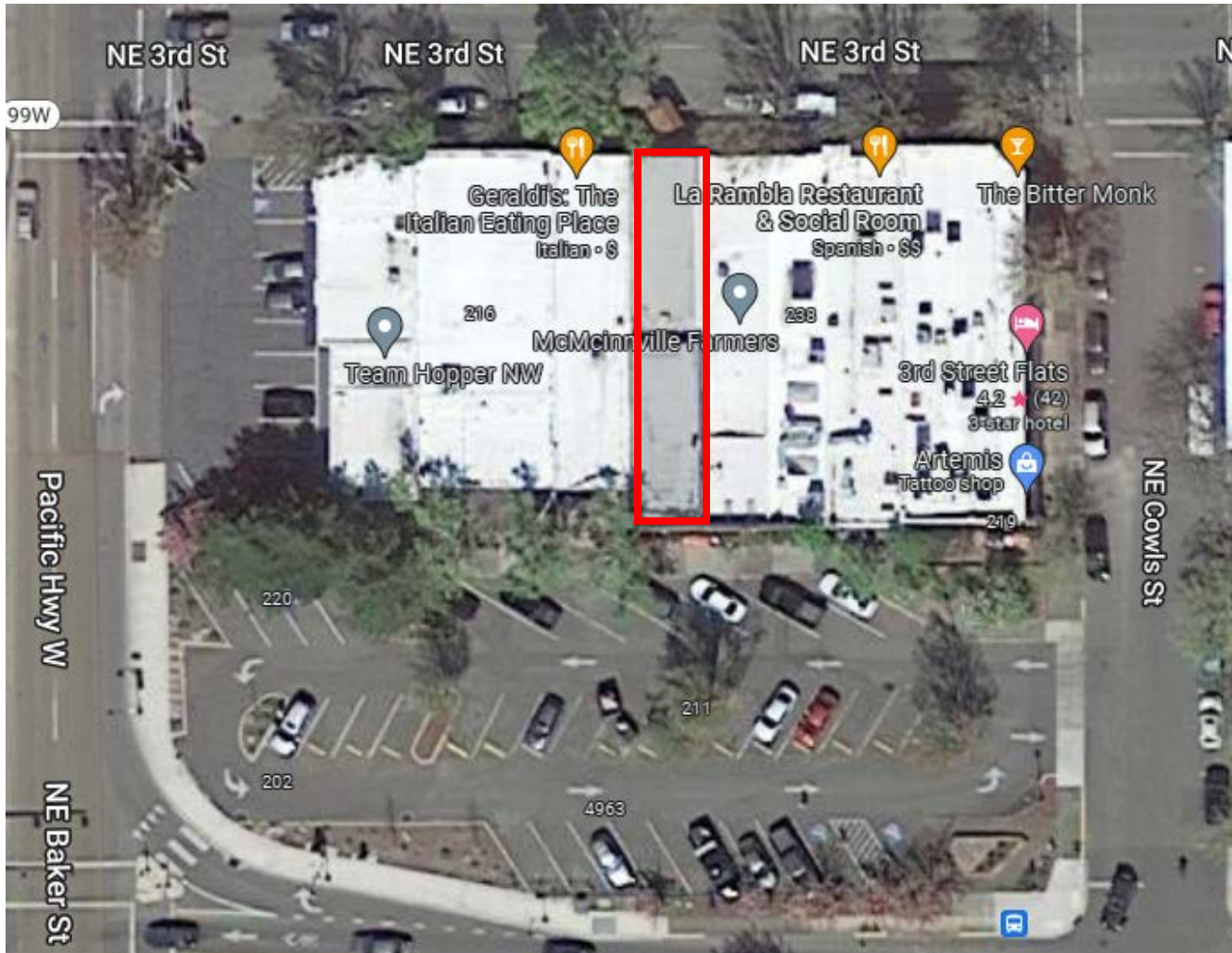
*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of DDR 5-19*

*Attachment B: DDR 5-19 Application Materials*

The proposal is an application for a Certificate of Approval for Alteration requesting approval of the installation of new rear service door and awning on a property located in the Downtown Historic District and Downtown Design Overlay District.

The subject property is located at 228 NE 3rd Street. The property is identified as Tax Lot R4421BC-07600 **See Vicinity Map (Figure 1) below.**

**Figure 1. Vicinity Map**



The property was formerly the home of Mac Medical. The property is a secondary significant contributing site within the Downtown historic district.

Site maps, the Downtown historic district map, as well as elevations and drawings/renderings of the proposed remodel are provided below. These can also be found in the decision document and application materials.

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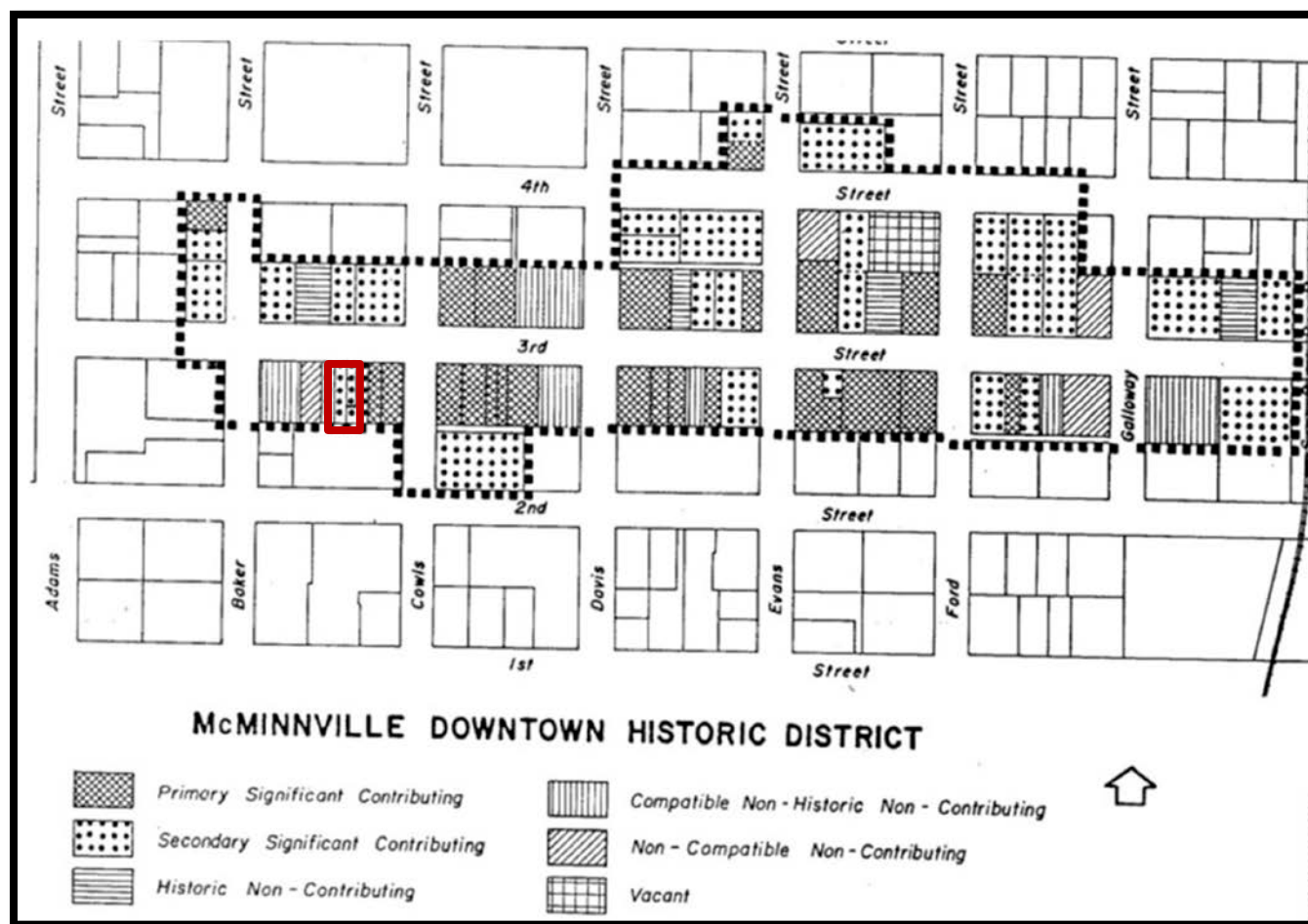
**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21

Attachment B: HL 5-21 Application Materials



Figure 2. McMinnville Downtown Historic District Map



**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21

Attachment B: HL 5-21 Application Materials

**Figure 3. Description of 228 East Third Street in the McMinnville Downtown Historic District  
National Register of Historic Places Nomination (Section 7, Page 44)**

61 ADDRESS: 228 East Third Street  
CLASSIFICATION: Secondary Significant Contributing  
OWNER: U.S. National Bank and Louise Roerig in Trust  
151 Van Tassle Court  
San Anselmo, CA 94960  
ASSESSOR MAP: 4421 BC TAX LOT: 7600  
PLAT: Original Town LOT: 2 BLOCK: 8  
YEAR BUILT: Between 1912-28 STYLE: Moderne  
ALTERATIONS: 1937, 1945 (moderate) USE: Commercial

DESCRIPTION: This stuccoed one-story building was remodeled in 1937 and 1945 in the Moderne style. The storefront is plate glass with a recessed entrance and is topped with a curved aluminum marquee. Leaded glass transoms above the marquee, flanking the entrance, contain harp forms. The single central door is glass with a wood frame and a small glass transom. The interior has curved wooden shelving and porthole windows also in the moderne style.

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*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21*

*Attachment B: HL 5-21 Application Materials*

**Figure 4. Existing Exterior Conditions** **Figure 5: Example of a nearby door similar to one proposed**

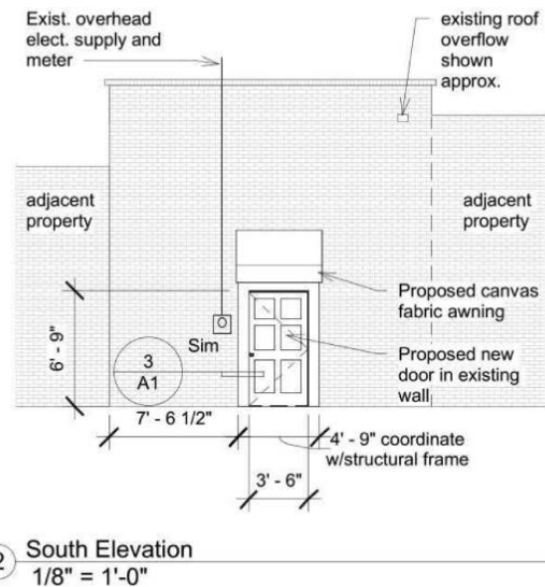
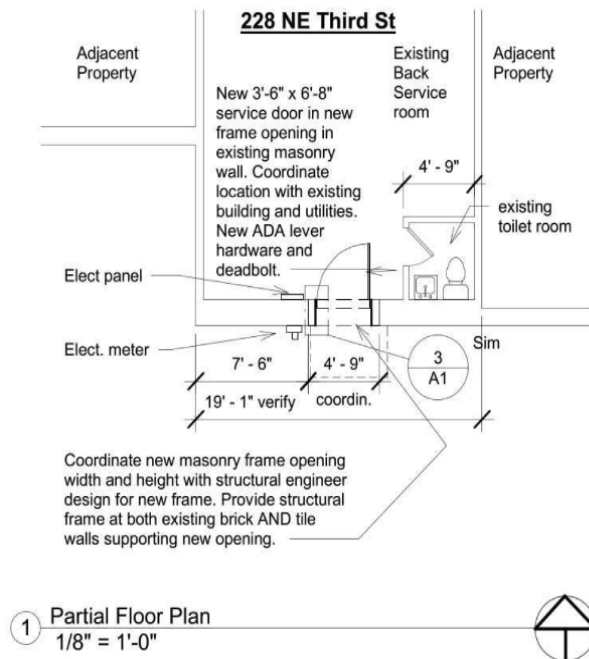


Existing south wall of existing building, shows some brick masonry damage typical of original south or west facing brick walls. Remove sign of past tenant. Relocate waste and recycle bins used by adjacent businesses and tenants.



Existing adjacent business added back door and awning, proposed new door and awning to be similar, except no glass, and metal faced door.

**Figure 6 and 7: Plans of proposed door and awning**



**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21

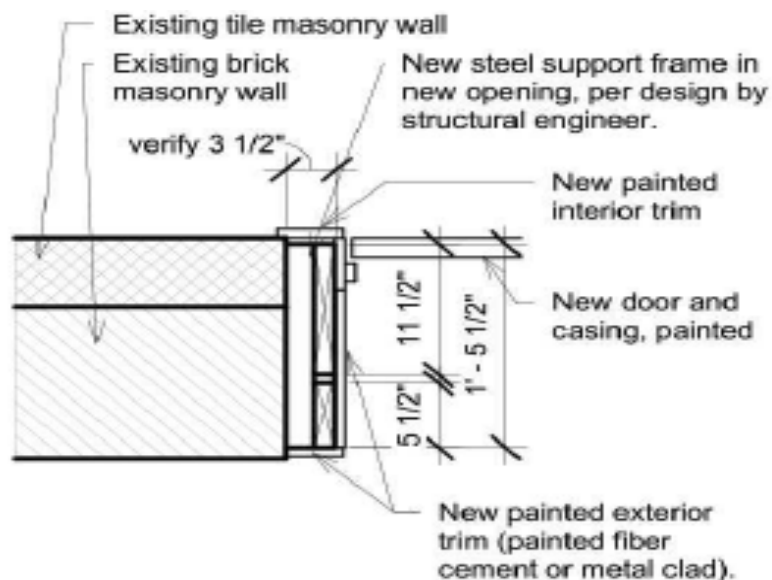
Attachment B: HL 5-21 Application Materials



Figure 8: Site Plan



Figure 9. Door Jamb Details



3 Door Jamb  
 $\frac{3}{4}'' = 1'-0''$

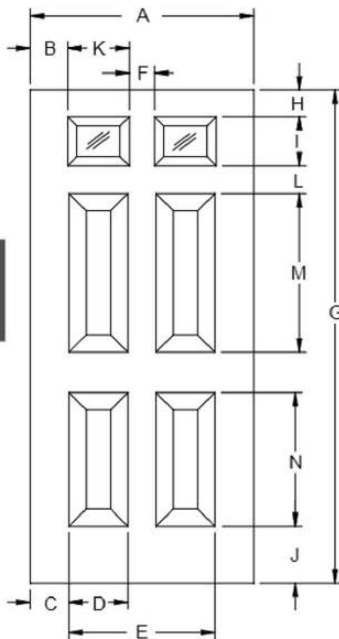
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Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21

Attachment B: HL 5-21 Application Materials

Figure 10. Door Details and Specs

## 6/8 Fiber-Classic/ Smooth-Star/ Steel

**THERMA TRU®**  
DOORS


Fiber-Classic/  
Smooth-Star/  
Steel Panel  
Dimensions

## Daylight Opening:

0806 6-15/16" x 4-15/16"

**2 Lite 4 Panel Flush**

(34 sq.in. per lite)

(68 sq.in. total)

0806 Impact 6-13/16" x 4-13/16"

(33 sq.in. per lite)

(66 sq.in. total)

## Note:

Impact Options Available.

## Available in:

Traditions

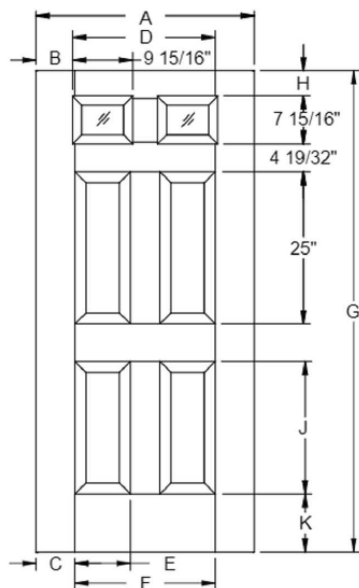
Profiles

Traditions								
Width	Glass	A	B	C	D	E	F	K
2/6N	0806	29-25/32"	3-9/16"	4-7/16"	8-7/32"	20-7/8"	4-1/32"	9-15/16"
2/8	0806	31-25/32"	3-29/32"	4-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"
2/10	0806	33-25/32"	4-29/32"	5-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"
3/0	0806	35-25/32"	5-29/32"	6-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"

Height	G	H	I	J	L	M	N
6/8	79-3/64"	4-5/32"	7-15/16"	9-7/64"	4-3/8"	25-1/2"	21-1/2"

Profiles								
Width	Glass	A	B	C	D	E	F	K
2/8	0806	31-13/16"	3-31/32"	4-11/32"	9-1/8"	23-1/8"	4"	9-15/16"
2/10	0806	33-13/16"	4-31/32"	5-11/32"	9-1/8"	23-1/8"	4"	9-15/16"
3/0	0806	35-13/16"	5-31/32"	6-11/32"	9-1/8"	23-1/8"	4"	9-15/16"

Height	G	H	I	J	L	M	N
6/8	79-3/64"	4-5/32"	7-15/16"	9-7/16"	4-17/32"	25"	21-13/16"
7/0	83-3/64"	7-1/32"	7-15/16"	13-7/16"	1-21/32"	25"	21-13/16"

**2 Lite 4 Panel**

## Daylight Opening:

0806 6-15/16" x 4-15/16"

(34 sq.in. per lite)

(68 sq.in. total)

0806 Impact 4-13/16" x 6-13/16"

(33 sq.in. per lite)

(66 sq.in. total)

## Note:

Impact Options Available.

## Available in:

Fiber-Classic Oak

Fiber-Classic Mahogany

Smooth-Star

Width	Glass	A	B	C	D	E	F
2/6N	0806	29-13/16"	3-9/32"	4-13/32"	23-7/32"	8-13/16"	21"
2/6	0806	29-13/16"	2-29/32"	3-11/32"	24"	9-1/8"	23-5/32"
2/8	0806	31-13/16"	3-29/32"	4-11/32"	24"	9-1/8"	23-5/32"
2/10	0806	33-13/16"	4-29/32"	5-11/32"	24"	9-1/8"	23-5/32"
3/0	0806	35-13/16"	5-29/32"	6-11/32"	24"	9-1/8"	23-5/32"

◇ Only available in 7/0.

□ Only available in 6/8.

△ Only available in Fiber-Classic Oak.

⊙ Only available in Fiber-Classic Oak and Smooth-Star.

Smooth-Star				
Height	G	H	J	K
6/8	79-3/64"	4-5/32"	21-13/16"	9-3/8"
6/8 Elevated	79-3/64"	3-1/32"	20-21/32"	10-23/32"
7/0	83-3-64"	7-1/32"	21-13/16"	10-23/32"

Fiber-Classic Oak and Fiber-Classic Mahogany				
Height	G	H	J	K
6/8	79-3/64"	4-5/32"	21-13/16"	9-3/8"
6/8 Elevated	79-3/64"	3-1/32"	21-13/16"	10-23/32"
7/0*	83-3-64"	7-1/32"	21-13/16"	10-23/32"

\* Only available in Fiber-Classic Oak.

## Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21

Attachment B: HL 5-21 Application Materials



**Item 1**

Product Line	Therma-Tru Steel and Fiberglass Doors
Door Configuration	Single Prehung
Door Handing	Left Hand Outswing (1C)
Door Height	6/8
Door Width	3/0
Style Number	TS296
Door Category	Clear Glass Doors
Material	Steel
Door Texture	Traditions
Door Thickness	1 3/4"
Glass Shape	Twin Top Lites
Glass Collection	Clear Glass
Door Style	2 Lite 4 Panel
Glass Name	Clear Lite
Frame Profile	Scrolled Lite Frame
Low-E Glass	Yes
Style Option Number	TS296-LE
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Deadbolt Frame Prep	1-1/8" x 2-3/4" (660)
Mail Slot	No Thank You
Jamb Species	Composite Smooth
Jamb Width	4 9/16"
Weatherstrip	Bronze Weatherstrip
Exterior Trim	No Brickmould
Sill	Bronze Composite Fixed Sill Outswing
Hinge Finish	Stainless Steel
Hinge Type	NRP Outswing
Hinge Shape	5/8" Radius
Add-Ons	No

TS296



Size	Width	Height
Rough Opening	38 1/4"	81 7/16"
Net Unit Size	37 1/2"	80 15/16"

**Vendor Item Description**

3/0 x 6/8 - Left Hand Outswing (1C) - TS296-LE - Exterior Therma-Tru Single Prehung  
 - 3/0 x 6/8 Traditions 2 Lite 4 Panel Clear Lite No Grilles Scrolled Lite Frame Low-E  
 - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep -  
 Deadbolt Frame Prep 1-1/8" x 2-3/4" (660) - 4 9/16" Composite Smooth Jamb -  
 Bronze Weatherstrip - No Brickmould - Bronze Composite Fixed Sill Outswing -  
 Stainless Steel 5/8" Radius NRP Outswing Hinges - Door Protection Cover

 **WARNING:** Cancer and Reproductive Harm | [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov)

**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 HL 5-21 are as follows:

1. The City's historic preservation policies set forth in the Comprehensive Plan;
2. The City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2);
3. Downtown Design Review in Section 17.59 of the MMC.
4. Oregon Administrative Rules 660-023-0200.

**Summary of Applicant Findings**

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 Documents for each land use application. The Decision Documents include the specific findings

**Attachments:**

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21*

*Attachment B: HL 5-21 Application Materials*

of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

The application is for the proposed renovation of the commercial property located at 216 NE 3<sup>rd</sup> St (formerly Cornerstone Coffee). The renovation will not include any structural changes to the building, it will only be cosmetic.

Included in the application is a site plan, as well as front and rear elevations showing the proposed new door and new window locations

### **Suggested Conditions of Approval**

Staff is suggesting some conditions of approval to ensure that all of the applicable standards are being achieved by the proposal.

The first condition of approval is related to the future building permit submittal process and ensuring that the construction plans eventually submitted for building permit review are consistent with the plans submitted for HL 5-21.

The second condition of approval relates to the exterior color scheme of the building and that it will need approval by the Planning Director prior to the issuance of building permits.

The third and final condition relates to signage and requires the applicant to provide a sign permits for all new signs on the site going forward.

### **Commission Options:**

- 1) Close the public meeting and **APPROVE** the application **WITH CONDITIONS**, 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:**

Based on the information and plans provided, staff believes that most of the City's Historic Preservation and Downtown Design Standards, as well as the State of Oregon regulations from Administrative Rule 660-023-0200 Historic Resources, are being achieved by the proposed design, and that the suggested conditions of approval would allow for the proposed design to achieve those standards that were not explicitly satisfied in the application materials.

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

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval.

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#### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 5-21*

*Attachment B: HL 5-21 Application Materials*

2. The applicant will provide a detailed exterior color scheme for approval by the Planning Director prior to the issuance of building permits.
3. The applicant will need to provide a sign permit for any new signs on the property.

**MOTION FOR HL 5-21:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 5-21, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.**

AT

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A CONTRIBUTING RESOURCE IN THE MCMINNVILLE DOWNTOWN NATIONAL HISTORIC DISTRICT LOCATED AT 228 NE 3<sup>RD</sup> STREET**

**DOCKET:** HL 5-21 (Certificate of Approval for Alteration)

**REQUEST:** Approval of alterations to a contributing building within the McMinnville Downtown Historic District. The proposed alterations include the addition of a rear exterior door on the South wall of the building, with a canvas awning above it.

**LOCATION:** 228 NE 3<sup>rd</sup> Street. The property is also identified as Tax Lot R4421BC-07600.

**ZONING:** C-3 (General Commercial), Downtown Design Guidelines

**APPLICANT:** Scott Roerig on behalf of Roerig Co. LLC

**STAFF:** Adam Tate, Associate Planner

**DATE DEEMED COMPLETE:** May 2, 2022

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

**HEARING DATE & LOCATION:** May 26, 2022. This will be a hybrid meeting, in person at McMinnville Civic Hall 200 NE 2<sup>nd</sup> St and online via Zoom. Zoom Online Meeting ID: 899 2735 9697, Meeting Password: 202827

**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. The application will also be reviewed by McMinnville Municipal Code section 17.59 as well as State of Oregon Administrative Rule 660-023-0200.

**CRITERIA:** The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) of the McMinnville Municipal Code. The application will also be reviewed by Section 17.59.040 Downtown Design Standards: Review Criteria as well as State of Oregon Administrative Rule 660-023-0200 Historic Resources. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

**APPEAL:** As specified in Section 17.65.080 of the McMinnville Municipal Code, the Historic Landmarks Committee's decision may be appealed to the Planning Commission within fifteen (15) days of the date written notice of decision is mailed. The City's final decision is subject to a 120 day processing timeline, including resolution of any local appeal.

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

## RECOMMENDATION

Based on the findings and conclusionary findings, the Historic Landmarks Committee finds the applicable criteria are satisfied with conditions and **APPROVES** the Certificate of Approval for Alteration (HL 5-21).

[illegible]

**DECISION: APPROVAL**

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

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

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

Date:

*Attachments:*

Attachment 1 – Application and Attachments

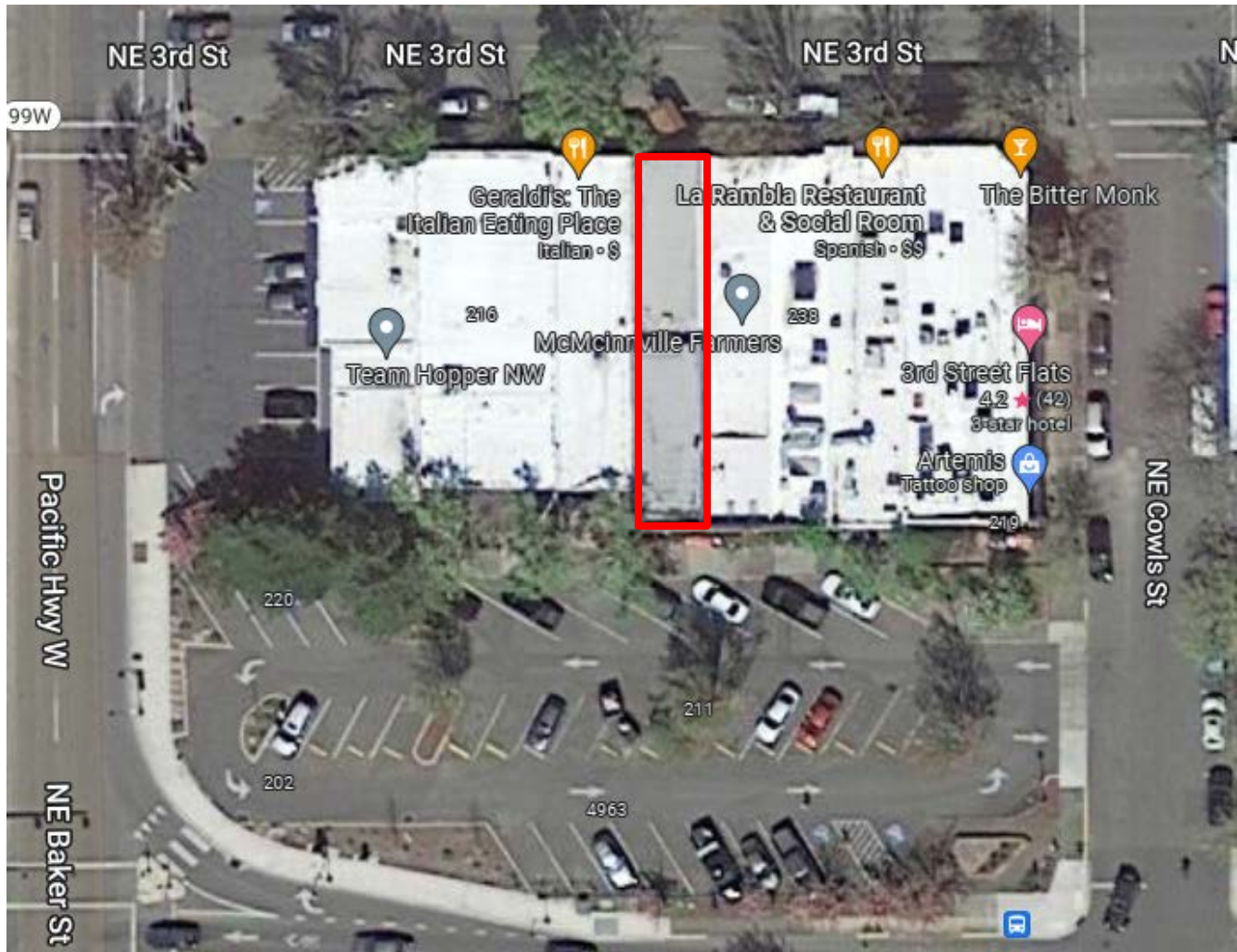


## **I. APPLICATION SUMMARY:**

### ***Subject Property & Request***

The subject property is located at 228 NE 3<sup>rd</sup> Street. The property is also identified as Tax Lot R4421BC-07600. **See *Vicinity Map (Figure 1)* below.**

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

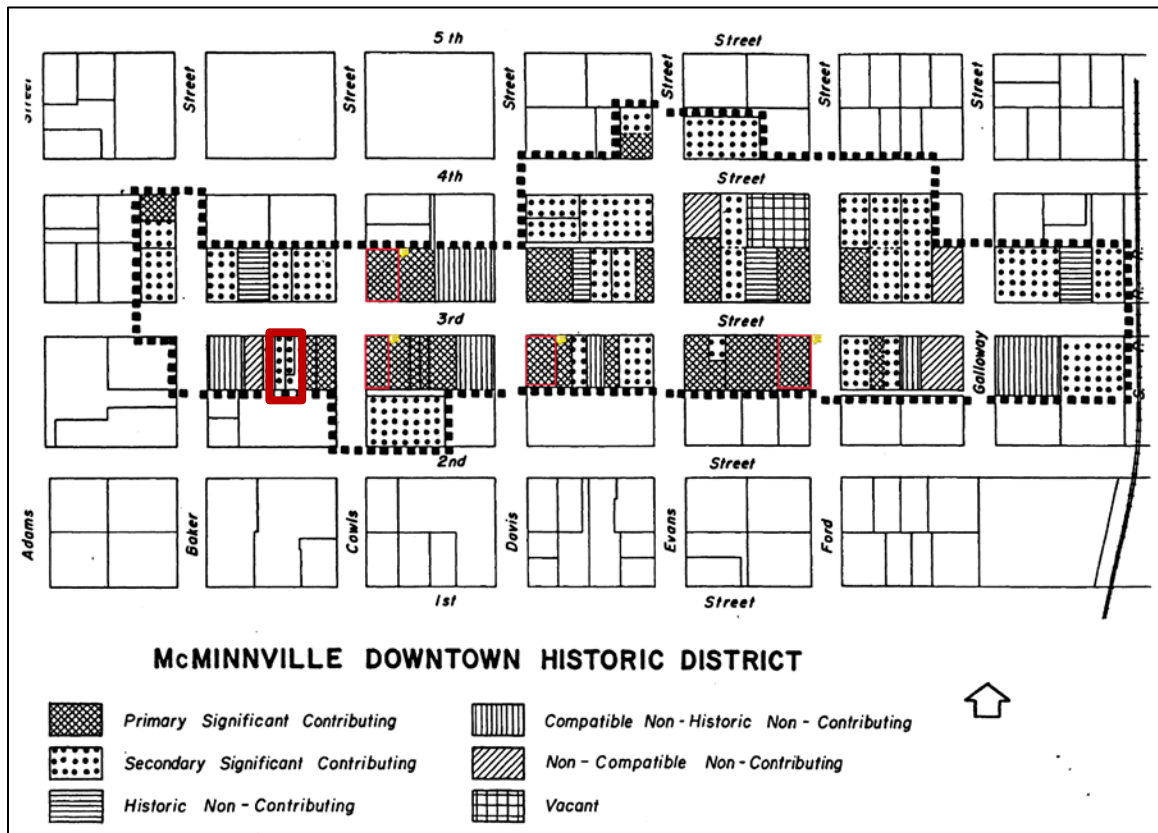


The existing building is listed as “Secondary Significant Contributing” within the McMinnville Downtown Historic District that is listed on the National Register of Historic Places, which makes the building subject to the City of McMinnville’s Certificate of Approval and historic preservation review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

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#### ***Attachments:***

Attachment 1 – Application and Attachments

**Figure 2. McMinnville Downtown Historic District Map****Figure 3. Description of 228 East Third Street in the McMinnville Downtown Historic District National Register of Historic Places Nomination (Section 7, Page 44)**

61 ADDRESS: 228 East Third Street  
 CLASSIFICATION: Secondary Significant Contributing  
 OWNER: U.S. National Bank and Louise Roerig in Trust  
 151 Van Tassle Court  
 San Anselmo, CA 94960  
 ASSESSOR MAP: 4421 BC TAX LOT: 7600  
 PLAT: Original Town LOT: 2 BLOCK: 8  
 YEAR BUILT: Between 1912-28 STYLE: Moderne  
 ALTERATIONS: 1937, 1945 (moderate) USE: Commercial

**DESCRIPTION:** This stuccoed one-story building was remodeled in 1937 and 1945 in the Moderne style. The storefront is plate glass with a recessed entrance and is topped with a curved aluminum marquee. Leaded glass transoms above the marquee, flanking the entrance, contain harp forms. The single central door is glass with a wood frame and a small glass transom. The interior has curved wooden shelving and porthole windows also in the moderne style.

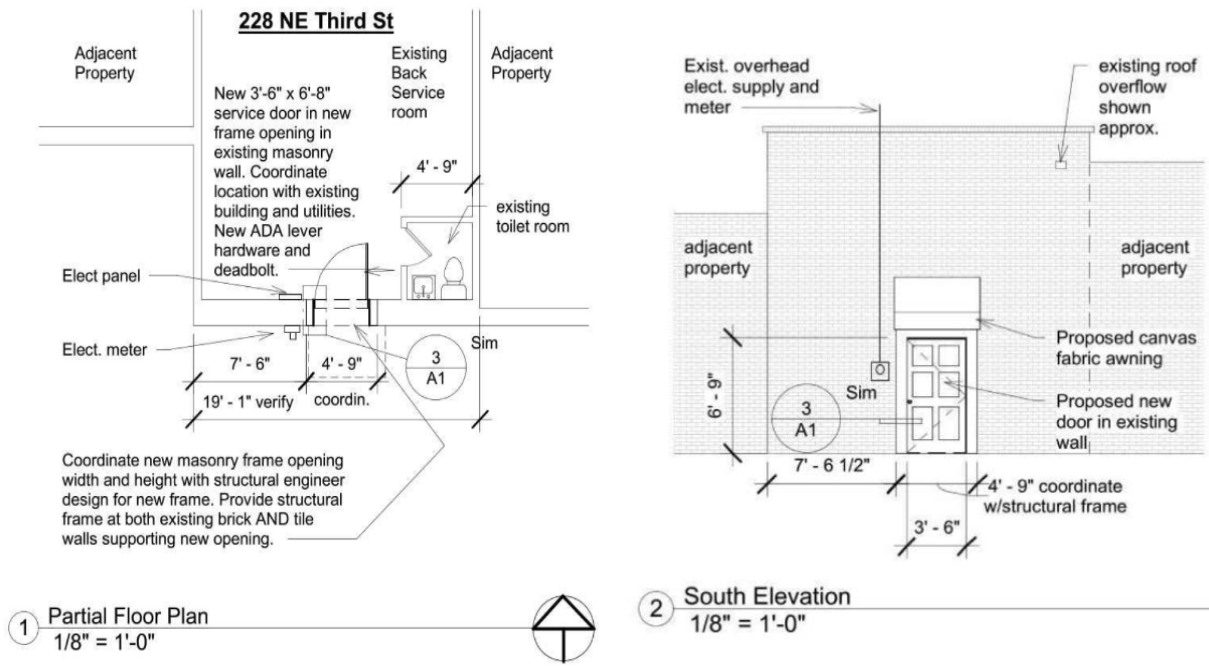


**Figure 4: Existing Exterior Conditions** **Figure 5: Example of a nearby door similar to one proposed.**

Existing south wall of existing building, shows some brick masonry damage typical of original south or west facing brick walls. Remove sign of past tenant. Relocate waste and recycle bins used by adjacent businesses and tenants.



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**Figure 6 and 7: Plans of proposed door and awning**

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Attachment 1 – Application and Attachments

Figure 8: Site Plan



Figure 9: Door Jamb Details

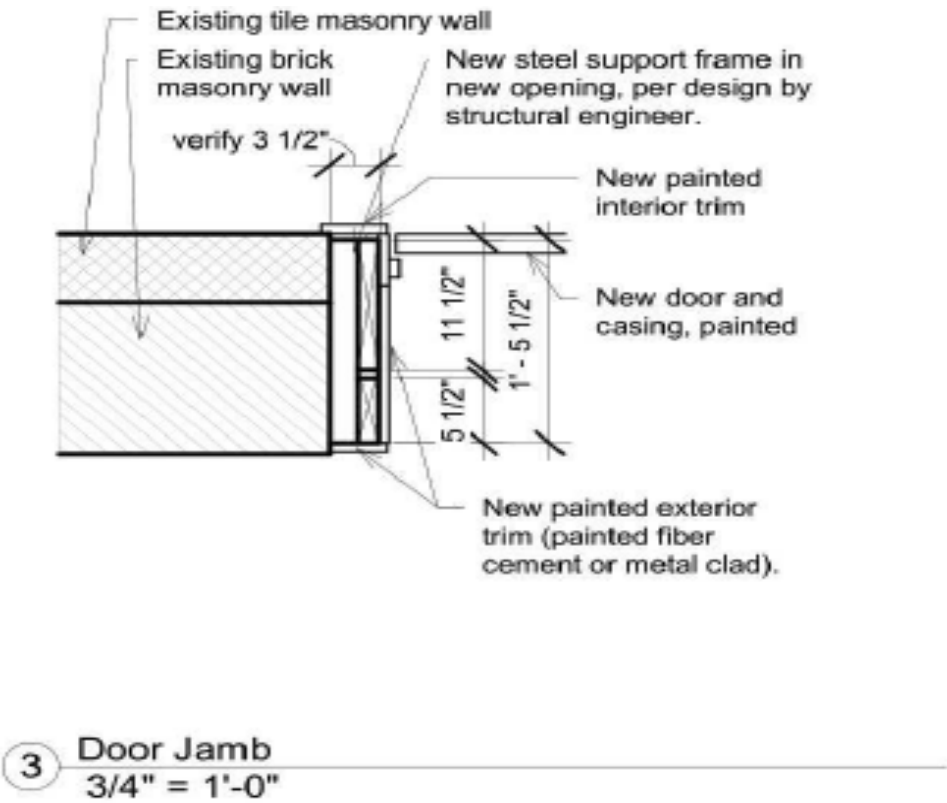
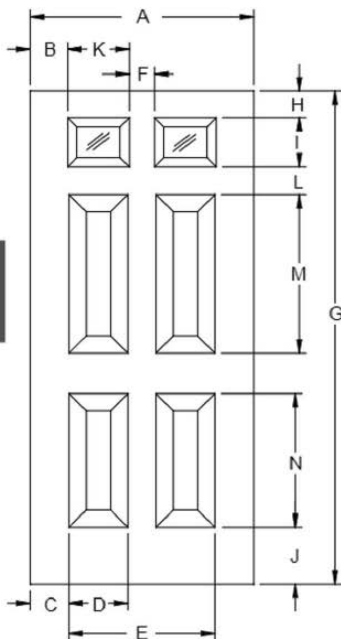


Figure 10: Door Details and Specs

## 6/8 Fiber-Classic/ Smooth-Star/ Steel

**THERMA TRU®**  
DOORS


Fiber-Classic/  
Smooth-Star/  
Steel Panel  
Dimensions

Daylight Opening:

0806 6-15/16" x 4-15/16"

### 2 Lite 4 Panel Flush

(34 sq.in. per lite)

(68 sq.in. total)

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(66 sq.in. total)

Note:

Impact Options Available.

Available in:

Traditions

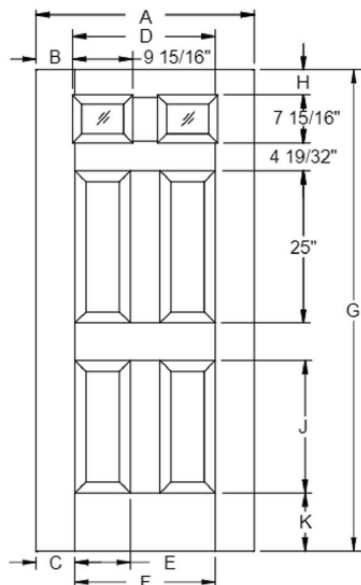
Profiles

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Width	Glass	A	B	C	D	E	F	K
2/6N	0806	29-25/32"	3-9/16"	4-7/16"	8-7/32"	20-7/8"	4-1/32"	9-15/16"
2/8	0806	31-25/32"	3-29/32"	4-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"
2/10	0806	33-25/32"	4-29/32"	5-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"
3/0	0806	35-25/32"	5-29/32"	6-5/32"	9-1/2"	23-1/2"	4-1/16"	9-15/16"

Height	G	H	I	J	L	M	N
6/8	79-3/64"	4-5/32"	7-15/16"	9-7/64"	4-3/8"	25-1/2"	21-1/2"

Profiles								
Width	Glass	A	B	C	D	E	F	K
2/8	0806	31-13/16"	3-31/32"	4-11/32"	9-1/8"	23-1/8"	4"	9-15/16"
2/10	0806	33-13/16"	4-31/32"	5-11/32"	9-1/8"	23-1/8"	4"	9-15/16"
3/0	0806	35-13/16"	5-31/32"	6-11/32"	9-1/8"	23-1/8"	4"	9-15/16"

Height	G	H	I	J	L	M	N
6/8	79-3/64"	4-5/32"	7-15/16"	9-7/16"	4-17/32"	25"	21-13/16"
7/0	83-3/64"	7-1/32"	7-15/16"	13-7/16"	1-21/32"	25"	21-13/16"



### 2 Lite 4 Panel

Daylight Opening:

0806 6-15/16" x 4-15/16"

(34 sq.in. per lite)

(68 sq.in. total)

0806 Impact 4-13/16" x 6-13/16"

(33 sq.in. per lite)

(66 sq.in. total)

Note:

Impact Options Available.

Available in:

Fiber-Classic Oak

Fiber-Classic Mahogany

Smooth-Star

Width	Glass	A	B	C	D	E	F
2/6N	0806	29-13/16"	3-9/32"	4-13/32"	23-7/32"	8-13/16"	21"
2/6	0806	29-13/16"	2-29/32"	3-11/32"	24"	9-1/8"	23-5/32"
2/8	0806	31-13/16"	3-29/32"	4-11/32"	24"	9-1/8"	23-5/32"
2/10	0806	33-13/16"	4-29/32"	5-11/32"	24"	9-1/8"	23-5/32"
3/0	0806	35-13/16"	5-29/32"	6-11/32"	24"	9-1/8"	23-5/32"

◇ Only available in 7/0.

□ Only available in 6/8.

△ Only available in Fiber-Classic Oak.

⊙ Only available in Fiber-Classic Oak and Smooth-Star.

Smooth-Star				
Height	G	H	J	K
6/8	79-3/64"	4-5/32"	21-13/16"	9-3/8"
6/8 Elevated	79-3/64"	3-1/32"	20-21/32"	10-23/32"
7/0	83-3/64"	7-1/32"	21-13/16"	10-23/32"

Fiber-Classic Oak and Fiber-Classic Mahogany				
Height	G	H	J	K
6/8	79-3/64"	4-5/32"	21-13/16"	9-3/8"
6/8 Elevated	79-3/64"	3-1/32"	21-13/16"	10-23/32"
7/0*	83-3/64"	7-1/32"	21-13/16"	10-23/32"

\* Only available in Fiber-Classic Oak.

#### Attachments:

Attachment 1 – Application and Attachments



**Item 1**

Product Line	Therma-Tru Steel and Fiberglass Doors
Door Configuration	Single Prehung
Door Handing	Left Hand Outswing (1C)
Door Height	6/8
Door Width	3/0
Style Number	TS296
Door Category	Clear Glass Doors
Material	Steel
Door Texture	Traditions
Door Thickness	1 3/4"
Glass Shape	Twin Top Lites
Glass Collection	Clear Glass
Door Style	2 Lite 4 Panel
Glass Name	Clear Lite
Frame Profile	Scrolled Lite Frame
Low-E Glass	Yes
Style Option Number	TS296-LE
Door Protection Cover	Door Protection Cover
Lock System Type	Lock Prep Only - No Hardware
Door Bore	Double Bore (Lockset w/ Deadbolt)
Bore Backset	2 3/8"
Edge Prep	Mortise (Radius Corner)
Deadbolt Frame Prep	1-1/8" x 2-3/4" (660)
Mail Slot	No Thank You
Jamb Species	Composite Smooth
Jamb Width	4 9/16"
Weatherstrip	Bronze Weatherstrip
Exterior Trim	No Brickmould
Sill	Bronze Composite Fixed Sill Outswing
Hinge Finish	Stainless Steel
Hinge Type	NRP Outswing
Hinge Shape	5/8" Radius
Add-Ons	No

**TS296**

Size	Width	Height
Rough Opening	38 1/4"	81 7/16"
Net Unit Size	37 1/2"	80 15/16"

**Vendor Item Description**

3/0 x 6/8 - Left Hand Outswing (1C) - TS296-LE - Exterior Therma-Tru Single Prehung  
 - 3/0 x 6/8 Traditions 2 Lite 4 Panel Clear Lite No Grilles Scrolled Lite Frame Low-E  
 - Double Bore (Lockset w/ Deadbolt) 2 3/8" - Mortise (Radius Corner) Edge Prep -  
 Deadbolt Frame Prep 1-1/8" x 2-3/4" (660) - 4 9/16" Composite Smooth Jamb -  
 Bronze Weatherstrip - No Brickmould - Bronze Composite Fixed Sill Outswing -  
 Stainless Steel 5/8" Radius NRP Outswing Hinges - Door Protection Cover

**WARNING:** Cancer and Reproductive Harm | [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov)

**Background**

The existing retail building entrance opens to NE Third St, in the McMinnville Downtown Historic District. A new service door is proposed to be added to the existing brick masonry wall on the south side of existing building (back of retail building). This wall faces the city owned parking lot at the NW corner of NW Second St. and Cows. The new service door will be similar to the doors added for La Rambla and Gem Restaurants, both located in the same block into brick walls aligned with this project wall. A new fabric awning is proposed to be added over the new service door, also similar to these restaurants. The service door will open to an interior service space, and is not intended to have windows or lites.

Permission is requested to add a new service door to the "back" wall of this retail space to allow employee and delivery access for the retail space. The retail space's only entry door open to Third St, which is often busy with pedestrians and vehicle traffic, plus the street is sometimes partially or fully closed for events. Deliveries to the new south service door entrance door will enhance the business and support the pedestrian use of Third St.

**Summary of Criteria & Issues**

The application (HL 5-21) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the McMinnville Municipal Code (MMC). The application will also be reviewed by Section 17.59.040 of the McMinnville Municipal Code (MMC) Downtown Design Standards: Review Criteria as well as State of Oregon Administrative Rule 660-023-0200 Historic Resources. The goals

**Attachments:**

Attachment 1 – Application and Attachments

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 a Certificate of Approval for Alteration. These will be discussed in detail in Section VII (Conclusionary Findings) below.

## **II. CONDITIONS:**

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval.
2. The applicant will provide a detailed exterior color scheme for approval by the Planning Director prior to the issuance of building permits.
3. The applicant will need to provide a sign permit for any new signs on the property.

## **III. ATTACHMENTS:**

1. HL 5-21 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. All departments had no comment except for the Building Department whose comment is below.

- McMinnville Building Department

A building permit will be necessary when it comes time to install the door. The door will need 18" clear maneuvering room on the pull side, measured parallel to the doorway beyond the latch. As proposed, the surface mounted electrical panel conflicts with the necessary clear space. By changing the door swing, the conflict appears to be avoided.

As proposed, maneuvering room does not exist on the push side which is allowed as long as the door does not have both a latch and a closer. Presumably a latch will be provided so a door closer will not be allowed unless 12" of maneuvering room is provided on the push side.

See ICC A117.1 Section 404.2.3.2 for specific code language.

### **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 May 26, 2022, no public testimony has been received by the Planning Department.

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#### *Attachments:*

Attachment 1 – Application and Attachments

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

1. The applicant, Scott Roerig, on behalf of Roerig CO. LLC submitted the Certificate of Approval application (HL 5-21) on September 20, 2021.
2. The application was deemed incomplete on October 12, 2021.
3. The application was resubmitted on March 4<sup>th</sup>, 2022, additional information needed was supplied on April 5<sup>th</sup>, 2022.
4. The application was deemed complete on May 2<sup>nd</sup>, 2022. Based on that date the 120 day land use decision time limit expires on August 30<sup>th</sup>, 2022.
5. 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.

6. Notice of the application and the May 26<sup>th</sup>, 2022, Historic Landmarks Committee public hearing 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 May 6, 2022.
7. Notice of the application and the May 26<sup>th</sup>, 2022 Historic Landmarks Committee public hearing was posted in the McMinnville News-Register on Friday, May 20<sup>th</sup>, 2022.
8. On May 26<sup>th</sup>, 2022, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

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

1. **Location:** 228 NE 3<sup>rd</sup> Street. The property is also identified as Tax Lot R4421BC-07600
2. **Size:** 2,016 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 Zoning Ordinance); Reduced Landscaping Requirements Area (per Section 17.57.080); Reduced Parking Requirements Area (per Section 17.60.100).
6. **Current Use:** Commercial
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** The building is a Secondary Significant Contributing within the McMinnville Downtown Historic District,

b. **Other:** None

8. **Other Features:** The site is generally flat, and fully developed. There are no significant or distinguishing natural features associated with the property.
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 site is adjacent to NE Third Street, which is identified as a major collector in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for major collector streets as 74 feet. The right-of-way width adjacent to the subject site is only 60 feet, but the site is fully developed and within an area with historic buildings constructed up to the property line. Therefore, no right-of-way dedication is required during the course of development of properties adjacent to NE Third Street.

## **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, as well as Section 17.59 of the Zoning Ordinance, Downtown Design Guidelines, and OAR 660-023-0200.

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.**

**APPLICANT'S RESPONSE:** The proposal continues the original retail use of the property.

**FINDING: SATISFIED.** The City concurs with the applicant's findings. The building currently supports the overall historic commercial character of the downtown district and the proposed changes do not drastically alter that standing.

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

**APPLICANT'S RESPONSE:** Proposal introduces a new door in an existing masonry wall, but the visible features of the proposed door, frame, trim and awning will be simple and of a material compatible with historic uses.

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

**GOAL III 6: INCREASE HERITAGE TOURISM**

**APPLICANT'S RESPONSE:** The new service door will enhance the historic downtown pedestrian experience by eliminating deliveries through the Third Street retail entrance, supporting tourism experience along Third Street. This proposal provides a safer and more convenient vehicle and pedestrian circulation pattern. Approving this proposal will encourage historic building renovation and increased functionality.

**FINDING: SATISFIED.** The City concurs with the applicant's findings. By moving deliveries to the rear of the building, the proposal will enhance the pedestrian and tourism experience as noted by the applicant.

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

*Downtown Development Policies:*

*Policy 38.00 The City of McMinnville shall encourage the renovation and rehabilitation of buildings in the downtown area, especially those of historical significance or unique design.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED.** The proposal will provide increased functionality for a business on a key block of Third Street. It will serve as a good example of how renovation of historic structures can benefit the greater downtown area.

**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 hearing 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.

#### **17.59.020 Applicability.**

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

**APPLICANT'S RESPONSE:** Project is located in the Downtown Historic District, so Design Standards are applicable for the proposed remodel.

**FINDING: SATISFIED.** The subject site is located in the Downtown Design area. The proposal includes exterior building alterations of a new service door and awning on the southern wall of the building.

**17.59.030 Review Process.**

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

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The applicant submitted an application as required, and the application will be reviewed by the Historic Landmarks Committee within thirty days of when the application was deemed complete.

#### **17.59.040 Review Criteria**

- A. In addition to the guidelines and standards contained in this ordinance, the review body shall base their decision to approve, approve with conditions, or deny the application, on the following criteria:
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); and

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The building is a Secondary Significant Contributing building in the McMinnville Historic District and per Section 17.65.040(A) a Certificate of Approval is required for this proposal.

*17.65.040 Certificate of Approval Process. A property owner shall obtain a Certificate of Approval from the Historic Landmarks Committee, subject to the procedures listed in Section 17.65.050 and Section 17.65.060 of this chapter, prior to any of the following activities:*

- A. *The alteration, demolition, or moving of any historic landmark, or any resource that is listed on the National Register for Historic Places;*

#### **17.59.050 Building and Site Design.**

- A. Building Setback.
1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
  2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

**APPLICANT’S RESPONSE:** Not applicable, no change to location of existing exterior walls or new walls proposed.

**FINDING: NOT APPLICABLE.** The addition of a new door on the rear of the building will not alter the building setback.

#### **17.59.050 Building and Site Design**

- B. Building Design.
1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.
  2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

**APPLICANT’S RESPONSE:** The proposed service door and awning on the existing south wall will retain and preserve the historic character and materials. No changes are proposed to the exterior massing, the retail façade facing Third Street, or other exterior features, walls, or roof.

**FINDING: SATISFIED.** This proposal is for the addition of a new rear door, the building massing and overall configuration will not be modified. The addition of the rear door will actually make the building more similar to adjacent historic buildings.

#### **17.59.050 Building and Site Design**

##### **B. Building Design.**

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
  - a. A belt course separating the upper stories from the first floor;
  - b. A bulkhead at the street level;
  - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases, and gates;
  - d. A recessed entry and transom with transparent door; and
  - e. Decorative cornice or cap at the roofline.

**APPLICANT’S RESPONSE:** The location of proposed alteration is visible from NE Second, Baker, and Cows Streets as well as the parking lot south of the building. There are no proposed changes to the existing south wall such as adding a wall base or other details inconsistent with existing and adjacent buildings.

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

#### **17.59.050 Building and Site Design**

##### **B. Building Design.**

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

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** This proposal is for a rear door and awning, the roofline will not be changed in any way.

#### **17.59.050 Building and Site Design**

##### **B. Building Design.**

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

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The proposal is not related to the primary entrance, it is for a secondary service entrance.

#### **17.59.050 Building and Site Design**

##### **B. Building Design.**

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

**APPLICANT'S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The proposal is for a new door and awning, not any new windows.

**17.59.050 Building and Site Design**

B. Building Design.

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

**APPLICANT'S RESPONSE:** The new service door and awning will be similar to the neighbor door and awnings, per attached photos. No other changes are proposed to the existing brick masonry wall. There will be no new windows in the new door. No new light fixtures are proposed.

**FINDING: SATISFIED WITH CONDITION OF APPROVAL #1.** That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval

**17.59.050 Building and Site Design**

B. Building Design.

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

**APPLICANT'S RESPONSE:** None.

**FINDING: NOT APPLICABLE:** This proposal is for the addition of a new rear door and awning and will not change the foundation.

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

**APPLICANT'S RESPONSE:** The new door will be painted wood or metal surface, with painted trim surrounds. The new awning will be canvas fabric on a metal frame, attached to the existing simple, brick masonry wall. No prohibited materials will be used. Paint colors are expected to be dark brown or black, with the awning fabric also a dark color such as black. The paint finish will be a washable, non-glossy sheen.

**FINDING: SATISFIED WITH CONDITION OF APPROVAL #2.** The applicant will provide a detailed exterior color scheme for approval by the Planning Director prior to the issuance of

building permits.

#### **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 new door will be painted wood or metal surface, with painted trim surrounds. The new awning will be canvas fabric on a metal frame, attached to the existing simple, brick masonry wall. No prohibited materials will be used. Paint colors are expected to be dark brown or black, with the awning fabric also a dark color such as black. The paint finish will be a washable, non-glossy sheen.

**FINDING: SATISFIED WITH CONDITION OF APPROVAL #2.** The applicant will provide a detailed exterior color scheme for approval by the Planning Director prior to the issuance of building permits.

#### **17.59.060 Surface Parking Lots.**

- A. Surface parking lots shall be prohibited from locating on Third Street. In addition, vehicular access to parking lots from Third Street is prohibited.
- B. All parking lots shall be designed consistent with the requirements of Section 17.60.080 of the McMinnville Zoning Ordinance.
- C. A hedge or wall, thirty (30) inches in height, or dense landscaping within a buffer strip a minimum of five feet in width shall be placed along the street-side edge of all surface parking lots. Landscaping within the buffer strip shall include street trees selected as appropriate to the situation and spaced according to its type, shrubs spaced a minimum of three feet on center, and groundcover. A landscaping plan for this buffer shall be subject to review and approval by the McMinnville Landscape Review Committee. (Ord. 4797 §1, 2003).

**APPLICANT'S RESPONSE:** Not applicable.

**FINDING: NOT APPLICABLE.** Though the proposal is for a new rear door, the parking will not be affected.

#### **17.59.070 Awnings.**

- A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows exist, awning placement shall be above or over the transom windows where feasible.
- B. Awnings shall be placed between pilasters.
- C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.
- D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.
- E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.
- F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited. (Ord. 4797 §1, 2003).

**APPLICANT'S RESPONSE:** The new awning will be canvas fabric on a metal frame, attached to the existing brick masonry wall, sized to fit over the new door. The back wall is flush without

pilasters or other features that would affect the awning size or placement. The new awning will be placed at the same height as adjacent buildings. The proposed awning will be black colored fabric similar to adjacent awnings.

**FINDING: SATISFIED WITH CONDITION OF APPROVAL #1.** That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval.

**17.59.080 Signs.**

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

**APPLICANT'S RESPONSE:** None.

4. **FINDING: SATISFIED WITH CONDITION OF APPROVAL #3.** The applicant will need to provide a sign permit for any new signs on the property.

**17.59.080 Signs.**

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

**APPLICANT'S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** A single business occupies the building and the property.

**17.59.080 Signs.**

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

**APPLICANT'S RESPONSE:** None.

5. **FINDING: SATISFIED WITH CONDITION OF APPROVAL #3.** The applicant will need to provide a sign permit for any new signs on the property.

**17.59.080 Signs.**

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

**APPLICANT'S RESPONSE:** None.

6. **FINDING: SATISFIED WITH CONDITION OF APPROVAL #3.** The applicant will need to provide a sign permit for any new signs on the property.

**17.59.080 Signs.**

- E. The use of the following are prohibited in the downtown area:
1. Internally-lit signs;
  2. Flashing signs
  3. Pedestal signs and pole-mounted signs;

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

**APPLICANT'S RESPONSE:** None

7. **FINDING: SATISFIED WITH CONDITION OF APPROVAL #3.** The applicant will need to provide a sign permit for any new signs on the property.

**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 filed an application and request for approval of proposed alterations to the building designated as a Secondary Significant Contributing building 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:

***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:** Proposal supports and continues the original retail use of the property.

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



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

**APPLICANT'S RESPONSE:** The proposal introduces a new door in an existing masonry wall, but the visible features of the proposed door, frame, trim and awning will be simple and of a material compatible with historic uses.

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

**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:** Any additional repair work to existing exterior wall will conserve existing materials and be visually compatible with historic materials.

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

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

**APPLICANT'S RESPONSE:** Not applicable.

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

**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:** No changes beyond new door and awning.

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

**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:** Existing historic brick masonry mortar may need to be repointed adjacent to proposed new door frame.

**FINDING: SATISFIED.** The City concurs with the applicant's findings and adds that any repointing please be done with the utmost of care.

**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:** Will comply, although this type of work is not expected to be needed.

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

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

**APPLICANT'S RESPONSE:** Not expected to be applicable to proposed project.

**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:** Project complies

**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 the building would remain, including the brick façade. Outside of installing the door and attaching the awning, there will be no significant impact to the building and the exterior mounting is being proposed in a manner that will have as little alteration as possible.

**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:** none

**FINDING: SATISFIED.** The proposed alteration is reasonable and in the public interest as it helps the historic resource function better, which benefits the greater downtown area.

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

**APPLICANT'S RESPONSE:** none

**FINDING: SATISFIED.** The building is a Secondary Significant Contributing resource in the Downtown National Historic District.

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

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED.** The physical resource is in good condition.

**17.65.060(C).** *Any approval may be conditioned by the Historic Landmarks Committee to secure interior and/or exterior documentation of the resource prior to the proposed action. Required documentation shall consist of no less than twenty (20) black and white photographs with negatives or twenty (20) color slide photographs. The Historic Landmarks Committee may require documentation in another format or medium that is more suitable for the historic resource in question and the technology available at the time. Any approval may also be conditioned to preserve site landscaping such as individual plants or trees or to preserve selected architectural features such as doors, windows, brackets, mouldings, or other details.*

**APPLICANT'S RESPONSE:** none

**FINDING: SATISFIED.** Adequate documentation has been provided by the applicant.

**17.65.060(D).** *If the historic landmark is located in the downtown core as defined by Section 17.59.020 (A) of the McMinnville Zoning Ordinance, the exterior alteration shall also comply with the requirements of Chapter 17.59 (Downtown Design Standards and Guidelines)..*

**APPLICANT’S RESPONSE:** none

**FINDING: SATISFIED.** Chapter 17.59 Downtown Design Standards and Guidelines are addressed in an earlier section of this document.

### **State of Oregon Administrative Rule 660-023-0200 Historic Resources**

**(8)** *National Register Resources are significant historic resources. For these resources, local governments are not required to follow the process described in OAR 660-023-0030 through 660-023-0050 or sections (4) through (6). Instead, a local government:*

**(a)** *Must protect National Register Resources, regardless of whether the resources are designated in the local plan or land use regulations, by review of demolition or relocation that includes, at minimum, a public hearing process that results in approval, approval with conditions, or denial and considers the following factors: condition, historic integrity, age, historic significance, value to the community, economic consequences, design or construction rarity, and consistency with and consideration of other policy objectives in the acknowledged comprehensive plan. Local jurisdictions may exclude accessory structures and non-contributing resources within a National Register nomination;*

**APPLICANT’S RESPONSE:** none

**FINDING: SATISFIED.** The Certificate of Approval for Alteration process as specified in Section 17.65.060(B) of the McMinnville Municipal Code, as well as Section 17.59.040 Downtown Design Standards: Review Criteria, meet the State of Oregon Administrative Rule criteria. These criteria are also met by the public hearing process of the Historic Landmarks Committee.

AT



# Oregon

Kate Brown, Governor

## Parks and Recreation Department

State Historic Preservation Office

725 Summer St NE Ste C

Salem, OR 97301-1266

Phone (503) 986-0690

Fax (503) 986-0793

[www.oregonheritage.org](http://www.oregonheritage.org)



May 6, 2022

Heather Richards  
City of McMinnville  
Historic Landmarks Committee  
230 NE Second St  
McMinnville, OR 97128

RE: Buchanan Cellers Mill  
855 E 5th St, McMinnville  
Yamhill County  
Property Tax Account: 308465

Dear Local Government Official,

Enclosed is a copy of an application for the Special Assessment of Historic Property program for a property located in your jurisdiction. We have performed an initial review and would like to afford you the opportunity to review the application and provide your comments.

**As you may be aware, the current statute for the program allows the owner to bypass SHPO review for projects in their Preservation Plan that would be subject to local historic design review. If this property is certified for the Special Assessment of Historic Properties program, be reminded that any projects brought before you still require the 14-day notice to our office for comment. Participation in the Special Assessment program does not negate this responsibility of notice.**

Please respond within 30-days from the date of this letter with any comments. We will consider your comments with those of the county assessor during the final review of the application. Information may be provided via e-mail to [special.assessment@oregon.gov](mailto:special.assessment@oregon.gov).

If the application is approved, special assessment certification for this property would become effective for the tax year beginning July 1, 2022.

Thank you for your time. Please contact me if you have any questions.

Sincerely,

Joy Sears  
Restoration Specialist  
(971) 345-7219  
[Joy.Sears@opr.d.oregon.gov](mailto:Joy.Sears@opr.d.oregon.gov)

enclosures



## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<p><b>Project 1</b></p> <p>Project Overview</p>	<p><input type="checkbox"/> Approved to count toward 5-year spending requirement (10% of RMV)</p>
Architectural Feature:	Estimated or Actual Project Cost: \$3,250,000.00
Approximate Date of Feature: 1888	Estimated or Actual Completion Date: 9/1/2025
<p>Describe existing feature and condition:</p> <p>As the city's sole remaining flour mill building, Buchanan Cellers serves as an iconic reminder of the history of the city's formation and growth. Even though it has received a number of additions over the past 130-plus years, the original structure exists today within the building in its entirety. The building is split into three primary sections: mill, warehouse and cribbed bins. These three sections were built at varying times and are not connected to each other structurally in terms of lateral design. In fact, the entire building including its wall assemblies, floor diaphragms and roof diaphragms is lacking a lateral system. There is one existing open framed primary staircase lacking in structural integrity as well as being far outside of current code standards. Because of fire and life safety considerations in the existing post and beam heavy timber-framed construction, the upper four floors are not usable. The basement is only accessible by using a steep ladder hidden under a floor hatch on the main floor and has serious water infiltration concerns. Leaking is prevalent in the roof structures. Except for two small rooms on the second floor, the upper floors are open with all structural elements visible. The wood of the post and beam structure is in mostly good condition and original wood flooring exists throughout in varying levels of integrity. PHOTOS: *See attached "Buchanan Cellers Mill Historic Photo Supplement" *See attached "Photo Supplement" &amp; Photo Keys (A1.0 - A1.6) DRAWING NUMBERS: A1.0-A1.8</p>	<p>Proposed treatment and impact on existing feature:</p> <p>The vision for the continued and future long-term use of the property is rooted in creating as much usable space as possible within the existing interior while preserving the exterior of the building's original design. A high priority of the project is also making the entire building accessible to people of all levels of physical ability. To achieve this, the existing cribbed bins will be used to house an elevator and primary staircase from the basement to the fifth floor. The only addition on the exterior of the building is to raise the roof of the current cribbed bins from within to extend to the fifth floor; this addition is minimal and on the least visible, non-primary elevation of the building. In order to create usable occupiable space for expansion of the existing retail area as well as the creation of new leasable commercial spaces, natural light will be expanded by adding new windows and skylights only along the North elevation which is not important to defining the historic character of the building.</p> <p>A majority of the work will be aimed at bringing the structure up to meet current building code and fire and life safety standards so that all areas of the building are able to be experienced and appreciated. All interior work is aimed at preserving the visibility of the interior post and beam structural elements, preserving the visibility of the existing roof trusses and wood roof decking, preserving the existing flooring and windows, all of which are primary defining historic characteristics.</p>

### PRESERVATION PLAN PROGRESS REPORT

*To be completed upon SHPO request in the 3rd, 6th, and 9th years of the Special Assessment period.*

Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
*Total \$ spent to date on the project: (this is a running total from project start to end)			
Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Receipts are not required to be included with the progress reports, however, it is recommended to retain accurate records in case of a tax audit.

\*\*Electronic, printed or hard copy photographs are required when reporting a project as completed.

**Owner Comments:** (optional)

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill



## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<p><b>Project 2</b> Exterior Shell</p>	<p><input checked="" type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b></p>
Architectural Feature:	Estimated or Actual Project Cost: \$350,000.00
Approximate Date of Feature: 1949	Estimated or Actual Completion Date: 5/1/2023
<p>Describe existing feature and condition:</p> <p>The original mill building was four stories tall with a low gable roof, fir ship-lap siding, and double-hung 4-over-4 windows evenly spaced on the south, east, and west sides. An addition to the north side housed the wood-fired steam engine that powered the mill, but the addition was removed in 1945. The changing nature of the flour-and-feed business, fires, and the Columbus Day Storm of 1962 drove additions, improvements and needed repairs to the original building. In 1937, a two-story warehouse addition sided with re-used corrugated metal was added to the east side, and the exterior wood siding of the mill was covered with grey composition exterior shingles. The current mill section is five and one-half stories, constructed of heavy timber wood post and beams with wood floors and corrugated galvanized metal siding. The two-story warehouse attached on the east to the tower is heavy timber-framed and light wood-framed construction and covered with painted metal corrugated siding. There is a large "It Pays To Feed Beaver Feed" sign painted originally in 1949 and repainted in 2007 on the south elevation. The south elevation has a 99'x4' concrete dock with stairs. The 5th street main door was built in 1945. There is a three-platform fire escape on the south side with connecting ladders from the fifth floor down to the awning. The condition of the exterior is fair with many increasing areas of water penetration and weathering. The fir ship-lap, which currently serves as sheathing in the mill portion, is not adequate for its intended purposes and no sheathing exists in the warehouse portion walls. There is no existing weatherproofing element on any of the exterior walls. Partial wall insulation exists on the main floor only. A1.7, A1.8</p>	<p>Proposed treatment and impact on existing feature:</p> <p>To gain seismic compliance, all of the existing metal siding needs to be removed. After it is removed, 15/32" APA rated structural wood panels (plywood) will be applied continuously. Building wrap will be applied over the plywood, then the original metal siding will be reinstalled. Where new metal siding is required, an effort will be made to replace with reclaimed material matching in profile when available.</p> <p>-Along the 5th Street facade, at the first floor, there is deteriorated painted wood bevel siding. This will be removed. After it is removed, 15/32" APA rated structural wood panels (plywood) will be applied continuously. Building wrap will be applied over the plywood, then wood beveled siding will be applied to match the original profile and size.</p> <p>-Directly to the East, right on and across the property line, an additional commercial building was erected by a separate private party. In order to comply with building codes, the section of the exterior wall here will be constructed out of Concrete Masonry Unit blocks (CMU) only where the other building is abutting. The CMU should remain hidden behind the new building to the East.</p> <p>-Repair and refurbish entry doors on South elevation. Replace existing overhead doors on Fifth Street. Add new entry doors at new circulation corridor on the South elevation on first floor. Add new entry doors and overhead door in new enclosed space in existing load out bins on first floor. Load out bins on second and third floor to be converted to usable space with glazed partial overhead doors as windows.</p> <p>-Add new overhead door on first floor to connect to concrete dock along West elevation. An overhead door existed in this location in 1945</p>

#### PRESERVATION PLAN PROGRESS REPORT

*To be completed upon SHPO request in the 3rd, 6th, and 9th years of the Special Assessment period.*

Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
*Total \$ spent to date on the project: (this is a running total from project start to end)			
Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Receipts are not required to be included with the progress reports, however, it is recommended to retain accurate records in case of a tax audit.

\*\*Electronic, printed or hard copy photographs are required when reporting a project as completed.

**Owner Comments:** (optional)

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## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 3</b> Windows	<input checked="" type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$349,000.00
Approximate Date of Feature: 1949	Estimated or Actual Completion Date: 8/1/2023
Describe existing feature and condition: The existing windows are in varying states of disrepair. Of the original double hung windows, 25 have the top sash area covered by exterior metal siding, appearing from the outside as half their size. Of those 25, all top sashes are in very poor condition or have been removed completely. What are installed as the lower sashes are in reality a combination of lower and top sashes from varying locations and floors and the majority of their glass panes have been replaced with plexiglass. Few of the original glass panes remain and muntins, stiles and rails vary in condition. Few pins remain. Two of the double hung windows in the mill portion of the building have been mostly rehabilitated in the past decade and the metal siding removed from their top sashes. What appears from the outside to be two double hung windows on the top floor are in fact, single-sashes in a fixed window style with 8 panes. They have been altered to allow them to open with small hinges installed on one side of the windows, but that operation is very difficult to perform. The first floor windows have interior casings and the second through fifth floor windows have no interior casings or sills as the walls have no interior wall finish material and wall framing is exposed. The exterior of the windows have consistent 2x6 painted casings and 1.5" thick slightly sloped stools. The interior of the windows on the first floor are stained with what appears to be a clear finish. All upper windows have an old white painted finish in poor condition, likely in a lead-based paint exposed on the interior. *See attached "Door & Window Schedule EXISTING" DRAWING NUMBERS: A1.7, A1.8	Proposed treatment and impact on existing feature: Pending further review, each existing window will be individually assessed by professionals to determine if it should be refurbished or replaced to replicate. As the windows are integral to the defining characteristics of the building, any replacements will match the historic originals in size, pane configuration, color, exterior trim detailing, and glazing. The windows along the north and west elevation (the most prominent and visible from the public right-of-way) will remain in their existing locations. The metal siding currently covering the top half of most of the double hung windows will be removed to bring the windows back to their original size and shape. Any new window trim needed will match the profile of the existing trim. New windows will be added along the secondary north elevation: On the 1st floor, there will be three new two-paned fixed horizontal windows added to the warehouse area to match the style of the three - paned existing window on the south elevation. On the 2nd floor, four pairs of new 2-over-2* single hung windows will be added. On the 3rd floor, one pair of new 2-over-2 single hung windows will be added. On the 4th floor, one pair of new 2-over-2 single hung windows will be added. On the 5th floor, one 2-over- 2 single hung window will be added. All new two-over-two single hung windows will be notably different in appearance to distinguish the new from the original historic 4-over-4 double hung windows.

### PRESERVATION PLAN PROGRESS REPORT

*To be completed upon SHPO request in the 3rd, 6th, and 9th years of the Special Assessment period.*

Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
*Total \$ spent to date on the project: (this is a running total from project start to end)			
Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Receipts are not required to be included with the progress reports, however, it is recommended to retain accurate records in case of a tax audit.

\*\*Electronic, printed or hard copy photographs are required when reporting a project as completed.

**Owner Comments:** (optional)

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<p><b>Project 4</b> Roof</p>	<p><input checked="" type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b></p>
<p>Architectural Feature:</p>	<p>Estimated or Actual Project Cost: \$185,000.00</p>
<p>Approximate Date of Feature: 1949</p>	<p>Estimated or Actual Completion Date: 8/1/2023</p>
<p>Describe existing feature and condition:</p> <p>The upper story is covered by a low gable roof with plain projection verges and exposed beams, and covered in corrugated metal. There is a second low gable roof, above the fourth story, which is part of the original roof structure of 1888. This roof has wide projecting verges on all sides except the West. There is a shed roof on the west end of the building above the third story, also extending the length of the building. There is also a shed roof covering the 6 wooden cribbed feed bins that were built in 1945 midway up the fourth floor elevation. There is a medium gable roof above the "load-out" bins built along the North side in 1949. The two-story warehouse attached to the east side of the mill has a medium gable roof with a shed roof protrusion to the north side. This roof is asphalt shingle, unoriginal, and contains many leaks. It is in need of urgent replacement.</p>	<p>Proposed treatment and impact on existing feature:</p> <p>The entire structure will be re-roofed to provide a waterproof enclosure. The roofs over the tower portion and original mill building are metal and will be replaced with new metal roofing, matching the profile as closely as possible to the existing. The warehouse portion of the building that has existing asphalt shingles will be replaced with new asphalt shingles.</p> <p>After removing existing roofing material, we will add rigid foam insulation, plywood sheathing, and butyl ice and water shield material before adding new roofing.</p> <p>There will be the addition of 6 skylights in the warehouse roof facing the North side of the building and will not be visible from the primary South elevation facing Fifth Street or the East and West elevation views. The skylights will be fixed, of similar color to the surrounding new asphalt shingles and deck-mounted as to blend best with the existing roof. These skylights are integral in adding daylight to the South side of the warehouse area and new mezzanine level, avoiding the need to add any new penetrations along the primary South, Fifth Street facing elevation.</p> <p>Gutters will be replaced with color finishes to match the fascia boards or exterior siding, dependent on their location.</p>

### PRESERVATION PLAN PROGRESS REPORT

*To be completed upon SHPO request in the 3rd, 6th, and 9th years of the Special Assessment period.*

Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
*Total \$ spent to date on the project: (this is a running total from project start to end)			
Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Owner Comments:** (optional)



## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 5</b> Elevator and Circulation Corridor	<input type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$350,000.00
Approximate Date of Feature: 1945	Estimated or Actual Completion Date: 12/1/2023
Describe existing feature and condition: Six large wooden cribbed-feed bins constructed of 2x4 and 2x6 dimensional lumber stacked horizontally were built in 1945 and run from the basement to the fourth floor. They exist in their original condition and have been largely untouched for the past 50 years. The wood members are in good shape. They are only accessible from the partial access space from the fourth floor below the cribbed-bins' roof. The cribbed bins are not structurally and laterally connected with the adjacent warehouse or mill structure and have no weatherproofing on their exterior. The space inside the cribbed bins on the first through third is not accessible in any way. Since the cribbed bins are vertical storage shafts, there are no floor assemblies within them.	Proposed treatment and impact on existing feature: An elevator will be installed in the building, serving all six floors. Alongside the elevator will be constructed a stairway connecting all six floors. These two elements, completely new to the building, will allow for safe and ADA-accessible egress and mobility throughout the building to meet modern codes and will allow the easy usage of all floors of the structure. They make up the new "circulation corridor" of the project. This "circulation corridor" (elevator and stairway) will be constructed into the space formerly occupied as the cribbed-bins. To achieve access to all six floors, we will construct a 1.5-story addition to the top of the existing cribbed-bins. The roof lines of the existing fifth floor will remain the same with a stepped down new roof structure in matching gable style and pitch that will extend over the addition. The addition will step back slightly from the existing West exterior wall to delineate the new from the old. The "circulation corridor" components will be built inside the existing cribbed walls with the interior of the 2x4 stacks being visible in all areas possible and within the public access. Minimal penetrations to the 2x4 cribbed walls will be made for adding natural light, exterior fire ladder access, and openings from the circulation space to each floor. The perimeter cribbed-bin walls will be exposed on the interior to the extent allowed by current building and fire code. Structural improvements will be made to the cribbed-bin walls to meet building codes per the engineer's structural drawings. The exterior of the cribbed walls will have weatherproofing material added, insulation as required and the siding re-applied.

#### PRESERVATION PLAN PROGRESS REPORT

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Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
*Total \$ spent to date on the project: (this is a running total from project start to end)			
Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Owner Comments:** (optional)

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill



# Preservation Plan

## Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 6</b> Building Systems	<input checked="" type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$650,000.00
Approximate Date of Feature: 1888	Estimated or Actual Completion Date: 4/1/2024
Describe existing feature and condition: The building has electrical service established, and wiring for the main floor with a smattering of lights throughout the remaining floors. There are a few point-source electric heaters on the main floor and one electric wall heater on the second floor. No other HVAC is present. There are two single-use bathrooms on the main floor non-conforming to current ADA standards. There are the remnants of an old fire suppression system that has been disconnected and cut at several spots throughout the building. An original boiler exists in a dedicated boiler room in the basement and is wrapped in insulation containing asbestos. A sump pump is also located in the basement.	Proposed treatment and impact on existing feature: A new and complete HVAC system will be installed to serve all existing and future tenants of the building. To avoid soffiting, dropped ceilings and chases, ductwork will be exposed/painted spiral duct to preserve the visibility of the exposed historic post and beam structure and historic industrial aesthetic, and will not obstruct any windows. The building will get a complete commercial fire sprinkler system, riser, and FDC to meet NFSA and IBC guidelines, installed throughout. Electrical will be cleaned up and redistributed throughout the building to accommodate the Buchanan Cellers retail spaces and other tenants of the building. Existing electrical panels will be re-used where appropriate and new panels added as required. Lighting and electrical plans will be developed as areas are designed for specific tenant use. On the first, second, and third floors there will be two single-user bathrooms constructed on each floor. On the fourth and fifth floor there will be one single-user bathroom on each floor. This allows for the minimum number of bathrooms to be able to occupy each floor. All new bathrooms will be code compliant and ADA-accessible when required. If additional bathrooms are needed for tenant spaces, amended tenant improvement plans will be submitted as a future amendment to this application. All floors will have "office break areas" for tenant use with plumbing and electrical for a sink, dishwasher and appliances. Additional areas needed with plumbing arising out of tenant needs will be submitted as a future amendment. The existing boiler in the basement will be removed and will involve asbestos mitigation professionals to open up the boiler room as possible usable commercial space and for safety considerations. DRAWING NUMBERS: A2.0-A2.5, A5.0, A5.1

### PRESERVATION PLAN PROGRESS REPORT

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Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
Percent of project completed so far: (0% - 100%)			
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Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Owner Comments:** (optional)

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## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill

## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 7</b> Interior	<input type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$1,050,000.00
Approximate Date of Feature: 1945	Estimated or Actual Completion Date: 4/1/2025
Describe existing feature and condition: The mill section is heavy-timber framed. The 1888 original hewn-sawned posts and girders measure 10"x12" and 12"x12" respectively. The floor joists are full dimensional at 2"x12". The floors are composed of 2x6 tongue-and-groove decking. On the 4th floor, most of the flooring was removed to make way for the milling gravity system. The exterior walls are platform construction. There are a series of trap doors on each of the floors from the 1st to 5th story. There are minimal to no interior wall partitions. The warehouse section is also post-and-beam construction in combination with more traditional wood framed walls and balloon framing along the South exterior wall. The posts are 12"x12" and the beams are 20"x36" milled from salvaged wood from the Tillamook Burn forest fires. The floor joists are 11"x4" on 15" centers. They are strung with structural steel and steel plates tie the posts and beams together. The roof above the second floor was raised 16'. The hand-built truss roof has a 48' spread and has 2"x10" purlins on top of the trusses. There are also vertical metal rods and wood horizontal bracing to maintain the spread. Tongue and groove decking is exposed under the roofing on the warehouse ceiling. Most of the framing post and beam and other wood elements remain in their natural and original finish without stain or paint. The fifth floor walls, exposed roof framing and exposed roof decking are all a faded and chipped painted white color. There are non-continuous stairs from the first through fifth floor that are narrow and have very steep risers of varying states of integrity. The basement floor is only accessible from a hidden ladder. DRAWING#s: A1.1-A1.6	Proposed treatment and impact on existing feature: Interior scope of the work is: -Rehabilitate and remodel the first floor for Buchanan Cellers' existing retail store operations. Rehabilitate and remodel the second floor of the warehouse portion for expanded retail store space. -Add an additional interior staircase that is accessory to the "circulation corridor" that allows a second form of egress throughout all five floors. -Frame up half of the floor at "pit loading area" on first floor at South-East corner of building to bring it to the same elevation as the existing first floor to expand usable floor space. -Interior walls with new access doors will be built around the existing floor opening above the "pit loading area" on the second floor to allow safe circulation between adjoining floors of same retail operation and storage. -Open up the floor of warehouse between floor two and one for atrium. Stairs built to connect the first and second floor at atrium. -Construct a mezzanine at second floor of warehouse. Stairs built to connect second floor to warehouse. Ramp built to connect rest of third floor leaseable space to mezzanine and mezzanine to elevator. -3rd, 4th, and 5th floors, along with half of the 2nd floor will be built-to-suit as tenants come. Future plans will be provided to SHPO. -Provide insulation throughout conditioned envelope. -New ship-lap, drywall, paint, and finishes will be added throughout leaseable areas. Salvaged ship-lap from the original building will be re-purposed in some areas as finished surfaces. All work is to be done within the context of the historic character and vernacular of the building preserving the exposed post and beams and wood flooring. -The basement will be opened up and made available to future commercial use. DRAWING NUMBERS: A2.0-A2.5, A4.0, A5.0, A5.1

### PRESERVATION PLAN PROGRESS REPORT

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Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
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Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Owner Comments:</b> <i>(optional)</i>
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## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

<b>Historic Name:</b> Buchanan Cellers Mill		
<b>Street:</b> 855 E 5th St	<b>City:</b> McMinnville	<b>County:</b> Yamhill



## Preservation Plan

### Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 8</b> Exterior Awning	<input checked="" type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$106,000.00
Approximate Date of Feature: 1945	Estimated or Actual Completion Date: 4/1/2024
Describe existing feature and condition: On the South facade of the building is a wood awning built in 1945 beneath the second floor windows which covers the main entrance and concrete dock on Fifth Street. The awning is lighted underneath with green metal-shaded fixtures. The awning is held to the building with metal tie-backs that return to the interior of the building above the awning and is covered in some areas with thin sheet metal. A membrane roofing material with inadequate drainage was added at some point to the top side of the awning. The corners of the awning have undergone extensive damage with repeated collisions from semi-truck traffic along Fifth Street as the bottom of the awning is lower than the height of trucks allowed legally on roadways. The awning protrudes into the existing public right of way past the property line along Fifth Street.	Proposed treatment and impact on existing feature: The awning will be rebuilt and replaced with a new, similar in appearance (size, proportion and style) structure. The new awning will be installed at a higher elevation to prevent further collision with passing semi-truck traffic along 5th Street to the South. Its horizontal location will remain unchanged and it will remain below the 2nd floor double hung windows. New light fixtures will be installed. The underside of the new awning, visible from the South loading dock, will be painted wood, similar in appearance to how it exists today.  New small awnings will be added above the new entry doors on the South and West elevations to provide protection from our region's windy and rainy conditions. These awnings will be constructed of steel to differentiate them from the South historic awning.

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Percent of project completed so far: (0% - 100%)			
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Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>Owner Comments:</b> <i>(optional)</i>
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# Preservation Plan

## Detailed Description of Rehabilitation/Preservation/Maintenance Work

**Historic Name:** Buchanan Cellers Mill

**Street:** 855 E 5th St

**City:** McMinnville

**County:** Yamhill

In the boxes below describe what you plan to do and why. Clarify both what is already there and what you plan to do to it or replace it with. Be sure to include any projects that may involve site work, new construction or alterations.

<b>Project 9</b> Exterior Site Improvements	<input type="checkbox"/> <b>Approved to count toward 5-year spending requirement (10% of RMV)</b>
Architectural Feature:	Estimated or Actual Project Cost: \$210,000.00
Approximate Date of Feature: 1937	Estimated or Actual Completion Date: 5/1/2025
Describe existing feature and condition: The existing concrete loading dock along the west elevation is covered with a thin layer of asphalt. Chain link fencing exists along the perimeter of the dock. A concrete loading dock with original stairs exists along most of the South facade underneath the existing awning. An existing ADA ramp exists along the back north elevation connecting the back entrance to the gravel parking lot and fenced in yard area.	Proposed treatment and impact on existing feature: The existing concrete dock along the west side will be resurfaced and expanded to wrap around the northwest corner of the building to access the new enclosed area at the bottom of the "load out bin" area along the north elevation. New code compliant stairs will be added to access the dock. The chain link fencing will be removed and replaced with a new code compliant commercial railing system made of either metal, wood or a combination of the two to be consistent yet secondary to the historic character of the building.  Repairs will be made as needed to the south elevation concrete dock, concrete stairs and their foundation.  A new ADA ramp will be constructed along the north elevation to connect a new parking lot area to the new circulation corridor which will be built within the existing cribbed feed bins along the north elevation of the building.  The north side of the lot will be fully developed as a parking area surfaced in pavement or permeable surfacing along with integrated lan

### PRESERVATION PLAN PROGRESS REPORT

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Progress Report Required Response List	3-Year Progress Report	5-Year Compliance (10% Spend of RMV) and 6-Year Progress Report	9-Year Progress Report
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Date project was completed:			
Project Amendment Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
**Pictures Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Owner Comments:** (optional)

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## EXHIBIT 3 – STAFF REPORT

**DATE:** May 26, 2022  
**TO:** Historic Landmark Committee (HLC) Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Update on Historic Outreach & Engagement Program and Activities  
**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 an update on three items related to Historic Preservation Education and Outreach:

- The Outreach and Engagement Program funded by the Certified Local Government (CLG) grant.
- Speaker Series
- Walking Tour

This is an informational update only, and no action is required.

#### **Background:**

##### **1. Certified Local Government (CLG) Grant**

The City was awarded as CLG grant to be used for promoting and marketing historic properties in McMinnville. This is being done through development of a series of posters and pamphlets. The grant deadline for completion of work is 8/31/2022.

**Posters.** Several of the posters have been released on the City's social media accounts and they have been a huge hit with the community, generating a lot of interest and excitement. Several citizens, as well as Nectar Graphics has proposed the idea of making some versions of the posters for sale. This was also brought up at our last meeting as a potential source of fundraising for future historic projects.

Some of the newly released posters are attached as **Attachment 1**.

**Pamphlets.** Nectar Graphics is also developing two pamphlets. The pamphlets are still in the development stage as City Staff and Nectar Graphics continue to collaborate on what the final product will be. Staff hope to review drafts from Nectar Graphics by late May/Early June and get final designs published quickly after the initial review. The pamphlets will be linked to updated webpages for the City's Historic Preservation Programs linked to the main Planning website.

The first pamphlet will be all about the 30 sites the Committee selected. It will have a map showing their locations around the city, and then a page highlighting each site, with a photo and a paragraph about each site's history and significance.

The second pamphlet will be a "how-to" guide for homeowners and property owners that want to make updates to their historic properties. It will explain the process and provide more information about historic preservation in McMinnville and the Historic Landmarks Committee.

## **2. Speaker Series**

The speaker series will kick-off in June. We have a date for our first speaker. On Thursday, June 16<sup>th</sup>, Michael Haffner will speak about the history of transportation in McMinnville, and cover topics such as:

- Street grids/stamps
- Railroads, stations and the electric interurban rail
- Ralph Wortman (who brought the first car and airplane to McMinnville)
- the highway network
- McMinnville's little known historical bridge networks.

Time, Date & Location for Michael Haffner's speech will be McMinnville Civic Hall, at 4:00 PM

City staff is in talks with Tiffany Henness about speaking in July. Her topic will be the City's little-known Chinese and Asian American history. We do not have a date or location confirmed quite yet but will soon.

## **3. Walking Tour**

We are also working on developing a walking tour that will incorporate several of the sites from the poster series. We will post yard signs at the sites with QR codes so the walkers can learn more information about them. We may also host a guided walking tour to kick this off in June or July with Adam Tate leading the walk.



## Attachment 1. New Posters



**City of  
McMinnville**

**HISTORIC PRESERVATION**

Mac Market (for adaptive reuse) • Est. 1929

SCAN  
to learn more



Mac Market

OR VISIT:  
[www.mcminnvilleoregon.gov/planning](http://www.mcminnvilleoregon.gov/planning)





# City of McMinnville

HISTORIC PRESERVATION

Old City Powerplant • Est. 1926

SCAN  
to learn more



Old City Powerplant

OR VISIT  
[www.mcminnvilleoregon.gov/planning](http://www.mcminnvilleoregon.gov/planning)