



City of McMinnville

PLANNING

City of McMinnville Planning Department

231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

Historic Landmarks Committee Hybrid In-Person & ZOOM Online Meeting Thursday, July 28, 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/87086245468?pwd=RWV0K1lsc3lCKzcyWjVJd29aT2JMdz09>

Zoom Meeting ID: 870 8624 5468
Zoom Meeting Passcode: 104439

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

Committee Members	Agenda Items
John Mead, Chair	1. Call to Order
Mary Beth Branch, Vice Chair	2. Citizen Comments
Mark Cooley	3. Approval of Minutes <ul style="list-style-type: none">12/16/2021 Meeting Minutes (<i>Exhibit 1</i>)
Eve Dewan	4. Action Items <ul style="list-style-type: none">HL 2-22: 855 NE 5th St. (<i>Exhibit 2</i>)
Christopher Knapp	5. Discussion Items
Youth Liaison: Hadleigh Heller	6. Old/New Business <ul style="list-style-type: none">HLG Public engagement program update (<i>Exhibit 3</i>)Demo Code Update (<i>Verbal Report</i>)
City Council Liaison Chris Chenoweth	7. Committee Member Comments
	8. Staff Comments
	9. Adjournment

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

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



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EXHIBIT 1 - MINUTES

December 16, 2021
Historic Landmarks Committee
Regular Meeting

3:30 pm
Zoom Meeting
McMinnville, Oregon

Members Present: Mary Beth Branch, Mark Cooley, Joan Drabkin, and John Mead
Members Absent: Christopher Knapp
Staff Present: Heather Richards – Planning Director and Amy Dixon – Contract Planner
Others Present: Chris Chenowith, Council liaison

1. Call to Order

Chair Mead called the meeting to order at 3:30 p.m.

2. Citizen Comments

None

3. Action Items

- Minutes – March 11, 2021
- Minutes – April 22, 2021

Committee Member Drabkin moved to approve the March 11 and April 22, 2021 minutes. The motion was seconded by Committee Member Branch and passed unanimously.

4. Discussion Items

- Historic Preservation Marketing Education Program – CLG Grant

Planning Director Richards introduced Noelle Amaya, Communication & Engagement Manager.

Communication & Engagement Manager Amaya said this was a grant funded project to increase public engagement and awareness of the historic sites and historic landmark process in McMinnville. She reviewed the public engagement activities planned, proposed engagement timeline, community partners, budget information, where they were at right now in the process, and next steps.

There was discussion regarding the proposed pamphlets, involvement with SHPO, value of historic preservation, options for Covid restrictions, highlighting past historic preservation awardees, reference library, and website design.

- **Historic Landmarks Demolition Code**

Contract Planner Dixon said the consultant presented recommendations in May for changes to the demolition code and the Committee suggested some additional changes. The consultant made those changes and today was a review of the final proposal.

Planning Director Richards explained the next steps in the process including public hearings with the Planning Commission and City Council.

There was discussion regarding whether all of the resource categories needed to go through the demolition process or to exclude the c and d categories, cost for applicants to provide the information required, elevation architectural drawings vs. high quality elevation photographs, fee if someone demolished a building without a permit, why demolition by neglect was limited to exterior features and looking into including the interior, analysis of economic hardship, and different standards for residential demolition vs. commercial demolition.

Chair Mead suggested striking J, K, and L as being overly burdensome to applicants.

There was consensus to bring this back to the next meeting for further discussion.

5. Committee Comments

Committee Member Drabkin said this was her last meeting.

The Committee thanked her for her time and contributions.

6. Staff Comments

Planning Director Richards said the Council had appointed a new Committee member who would join them at the next meeting. She said Sarah Sullivan had left the City for a different job and Contract Planner Dixon was done at the end of this month.

7. Adjournment

Chair Mead adjourned the meeting at 5:04 p.m.

EXHIBIT 2 - STAFF REPORT

DATE: July 28, 2022
TO: Historic Landmark Committee Members
From: Adam Tate, Associate Planner
SUBJECT: HL 2-22 (Certificate of Approval for Alteration) – 855 NE 5th Street

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

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

Report in Brief:

This is a public hearing for a Certificate of Approval for Alteration land-use application for proposed alterations to the Buchanan Cellers building on the property at 855 NE 5th Street (Tax Lot R4421BA-04701). The property is identified as No. C799 a “Contributory” Historic Resource on the City of McMinnville’s Historic Resources List, as well as an independently registered building 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.

The McMinnville Historic Landmarks Committee serves as the decision-making body for the design review of all remodel/renovation work for historic structures in McMinnville. The applicant, Mary Beth Branch, on behalf of Legard Family LLC is requesting the approval of the exterior alterations for the historical rehabilitation of the Buchanan Cellers building, including new and refurbished siding, roofing windows, doors, awnings, and other materials.

As the historic resource in question is also on the National Register of Historic Places, the applicant has submitted a Historic Preservation Certificate of Application for Rehabilitation to the National Park Service, which doubles as their application narrative.

Background:

Subject Property & Request

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 1-22

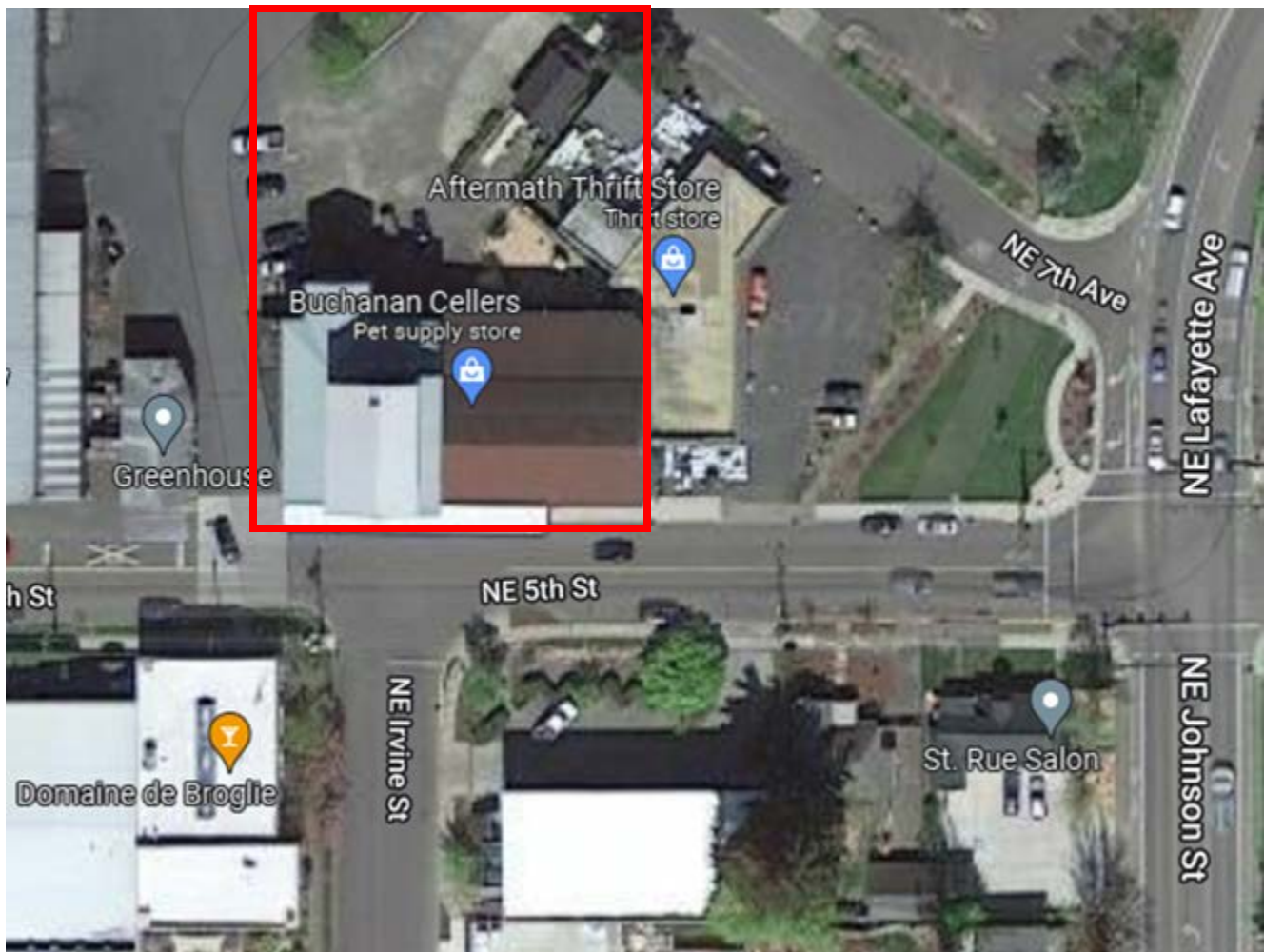
Attachment B: HL 1-22 Application Materials

The proposal is an application for a Certificate of Approval for Alteration requesting approval of exterior alterations for the historical rehabilitation of the Buchanan Cellers building, including new and refurbished siding, roofing windows, doors, awnings, and other materials.

While not part of the HLC review, the site plan shows parking changes as well as landscape additions. Applicant will need to apply for Landscape Plan Review for those changes.

The subject property is located at 855 NE 5th Street. The property is identified as Tax Lot R4421BA-04701. There will also be changes to Tax Lot R4421BA-04800 and Tax Lot R4421BA-04702 which involve repaving and striping of a parking lot with additional landscaping as well. **See Vicinity Map (Figure 1) below.**

Figure 1: Vicinity Map (Property Lines Approximate)



The building is a flour mill on the City of McMinnville's Historic Resources List, as well as the National Register of Historic Places. It was first constructed in 1884 and added onto over the decades, most notably in the 1930's and 1940's. It is the City of McMinnville's only surviving flour mill as well as an important local landmark and the tallest building in the City after the Cascade Steel plant.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

Figure 2: Historic Preservation Certificate of Application for Rehabilitation

NPS Form 10-168a (Rev. 2019)
National Park Service
OMB Control No. 1024-0009

HISTORIC PRESERVATION CERTIFICATION APPLICATION PART 2 – DESCRIPTION OF REHABILITATION



Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.		NPS Project Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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1. Historic Property Name Buchanan Cellers Mill

Street 855 NE Fifth Street

City McMinnville County Yamhill State OR Zip 97128

Name of Historic District or National Register property Buchanan Cellers Mill

☒ Listed individually in the National Register of Historic Places; date of listing 01/27/2012

☐ Located in a Registered Historic District; name of district _____

☐ Part 1 – Evaluation of Significance submitted? _____ Date submitted _____ Date of certification _____

2. Project Data (for phased projects, data entered in this section must be totals for entire project)

Date of building <u>1888</u>	Estimated total rehabilitation costs (QRE) <u>\$3,250,000</u>
Number of buildings in project <u>1</u>	Floor area before / after rehabilitation <u>23,831</u> / <u>30,740</u> sq ft
Start date (estimated) <u>08/01/2022</u>	Use(s) before / after rehabilitation <u>Retail</u> / <u>Retail+</u>
Completion date (estimated) <u>07/30/2027</u>	Number of housing units before / after rehabilitation <u>0</u> / <u>0</u>
Application includes phase(s) <u>4</u> of <u>5</u> phases	Number of low-moderate income housing units before / after rehabilitation _____ / _____

☒ Intend to start HPS 60 month phased rehabilitation

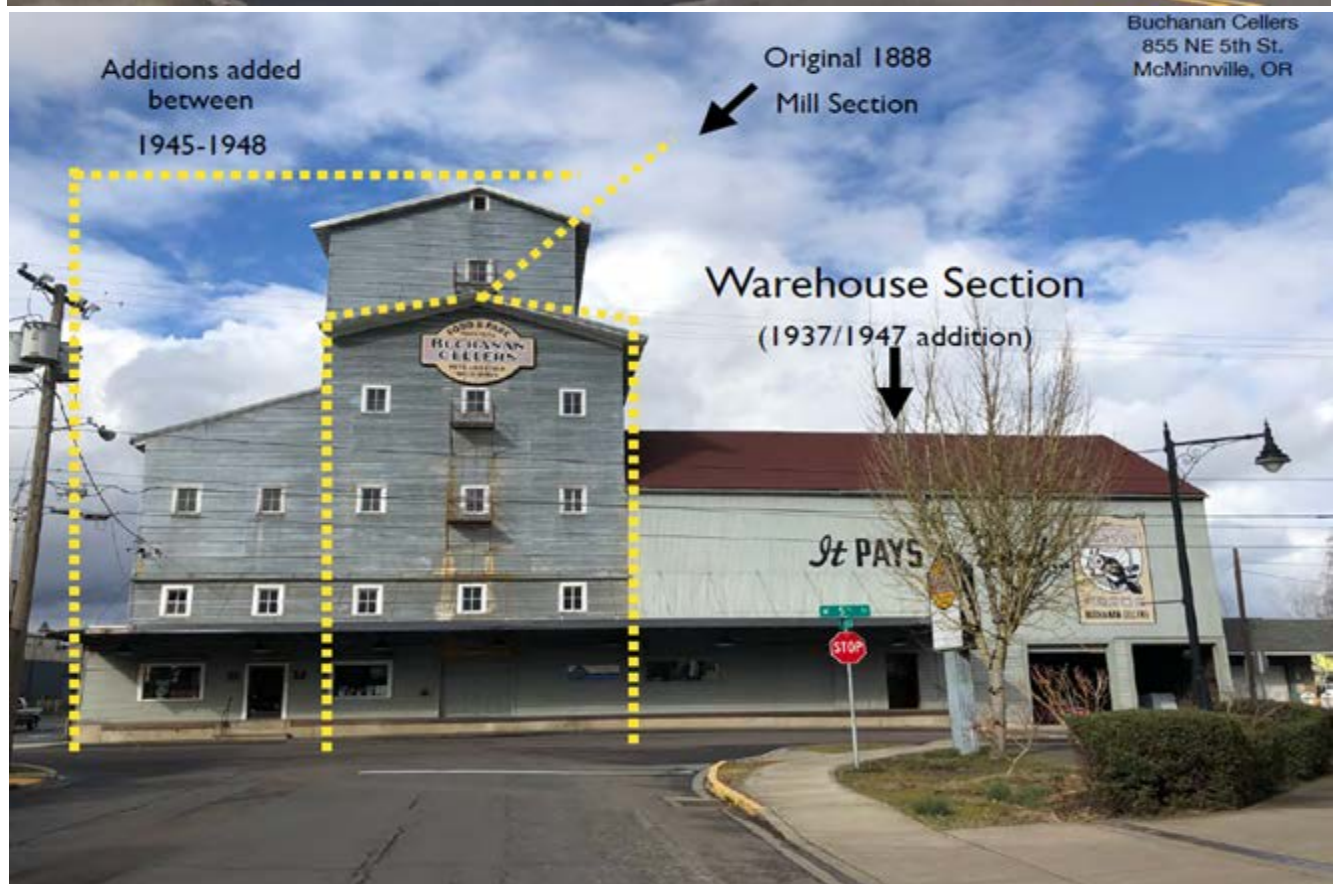
Figure 3: Photos of Current Exterior Conditions



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials



Buchanan Cellars
855 NE 5th St.
McMinnville, OR



Buchanan Cellars
855 NE 5th St.
McMinnville, OR

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

Figure 3: Renderings of Proposed Exterior Changes



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

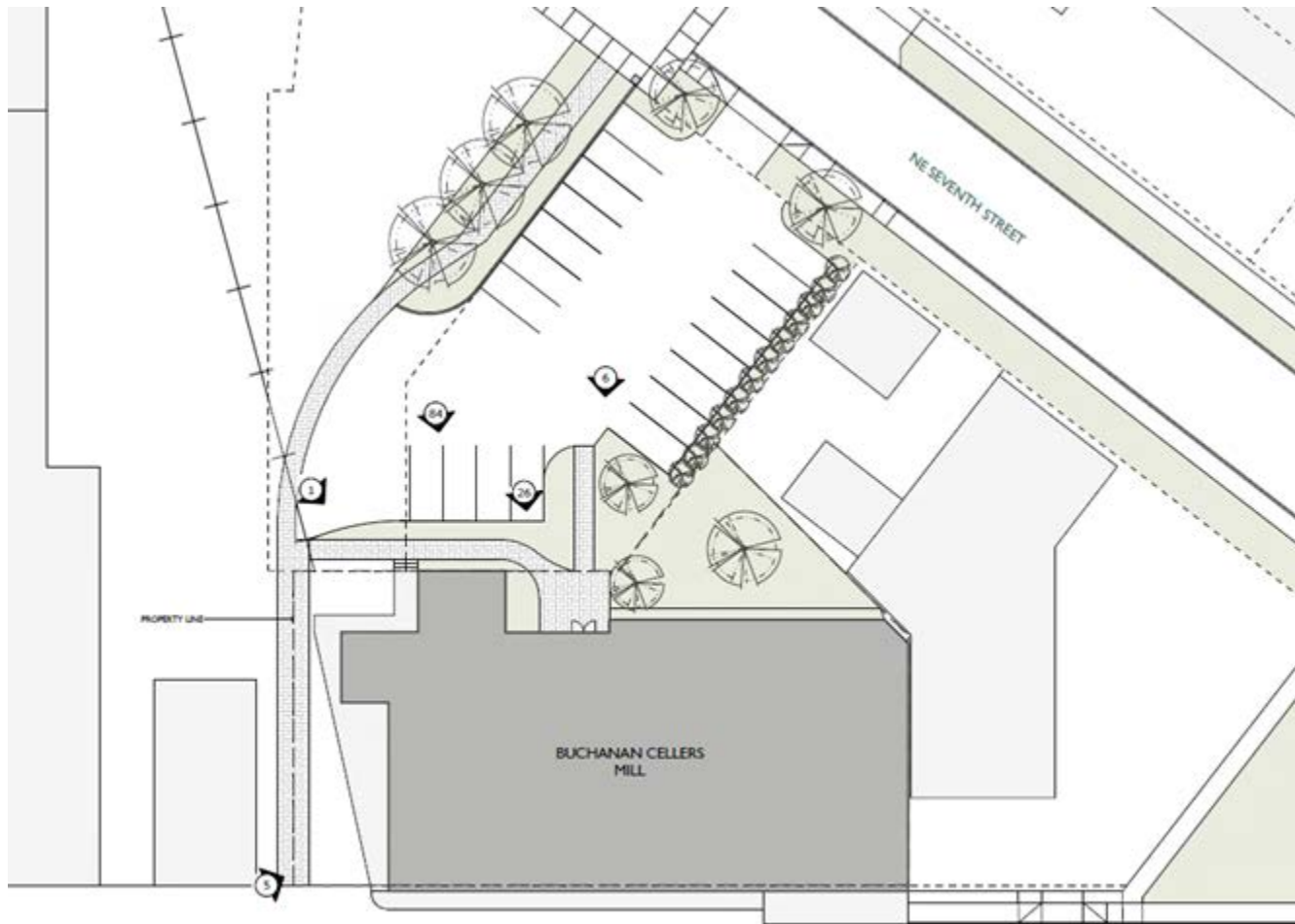
Attachment B: HL 2-22 Application Materials



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

Figure 5: Site Plan**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 2-22 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); OAR 660-023-0200 also applies to this application.

Summary of Applicant Findings

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

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

The application is requesting approval of exterior alterations for the historical rehabilitation of the Buchanan Cellers building at 855 NE 5th Street. Included in the request and plans are new and refurbished siding, roofing windows, doors, awnings, and other materials.

Included in the application is a site plan, as well as photos of the existing building, renders of the proposed changes, building diagrams and a detailed step by step narrative.

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 both the plans submitted for HL 1-22 as well as any requests by the Historic Landmarks Committee and the City of McMinnville Building Department.

The second condition relates to signage and requires the applicant or current owner to provide a sign permits for all new signs on the site going forward.

The third condition relates to **17.65.060(B)(2)(h)** of the MMC which states, *“Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.”* Therefore, Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.

The fourth, and final condition relates exterior alterations that may be needed and states that any further exterior alterations necessary to address requirements of affected agencies shall be reviewed by the Planning Director to address additional minor exterior alterations such as meters, electrical conduit, etc.

Note: Prior to issuance of building permits, the applicant shall obtain any other applicable approvals required for the building and/or site improvements, including Landscape Plan approval, and NE Gateway Overlay review (Ordinance 4971).

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 standards, are being achieved by the alterations proposed but that the suggested conditions of approval are needed to ensure future compliance with city rules and regulations.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

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

1. That the applicant and/or current owners shall submit building permit applications prior to completing any future work of their choice or work required by either the Historic Landmarks Committee or City of McMinnville Building Department. Any construction plans submitted with these 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 and/or current owners will need to provide a sign permit for any new signs on the property.
3. Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.
4. Any further exterior alterations necessary to address requirements of affected agencies shall be reviewed by the Planning Director to address additional minor exterior alterations such as meters, electrical conduit, etc.

Note: Prior to issuance of building permits, the applicant shall obtain any other applicable approvals required for the building and/or site improvements, including Landscape Plan approval, and NE Gateway Overlay review (Ordinance 4971).

MOTION FOR HL 2-22:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 2-22, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

AT

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-22

Attachment B: HL 2-22 Application Materials

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK LOCATED AT 855 NE 5th STREET

DOCKET:	HL 2-22 (Certificate of Approval for Alteration)
REQUEST:	Applicant is seeking approval for exterior changes to the Buchanan Cellers building and site to complete renovation and historic restoration work on the building including refurbished and new siding, roofing, windows, doors, awnings and other materials.
LOCATION:	855 NE 5th Street. The property is also identified as Tax Lot R4421BA-04701.
ZONING:	M-2 (General Industrial Zone)
APPLICANT:	Mary Beth Branch, on behalf of Legard Family LLC.
STAFF:	Adam Tate, Associate Planner
DATE DEEMED COMPLETE:	June 29, 2022
REVIEW BODY & ACTION:	McMinnville Historic Landmarks Committee
MEETING DATE & LOCATION:	July 28, 2022. This will be a hybrid meeting, in person at McMinnville Civic Hall 200 NE 2 nd St and online via Zoom. Zoom Online Meeting ID: 870 8624 5468, Meeting Password: 104439
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, with a public hearing and decision made by the Historic Landmarks Committee.
CRITERIA:	The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) of the McMinnville Municipal Code. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests. OAR 660-023-0200 also applies to this application.
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

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.

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 2-22), subject to the conditions in Section II of this Decision Document

Historic Landmarks Committee: _____ Date: _____
John Mead, Chair

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

I. APPLICATION SUMMARY:***Subject Property & Request***

The subject property is located at 855 NE 5th Street. The property is also identified as Tax Lot R4421BA-04701. There will also be changes to Tax Lot R4421BA-04800 and Tax Lot R4421BA-04702 which involve repaving and striping of a parking lot with additional landscaping as well.

See Vicinity Map (Figure 1) below as well as Site Plan (Figure 4)

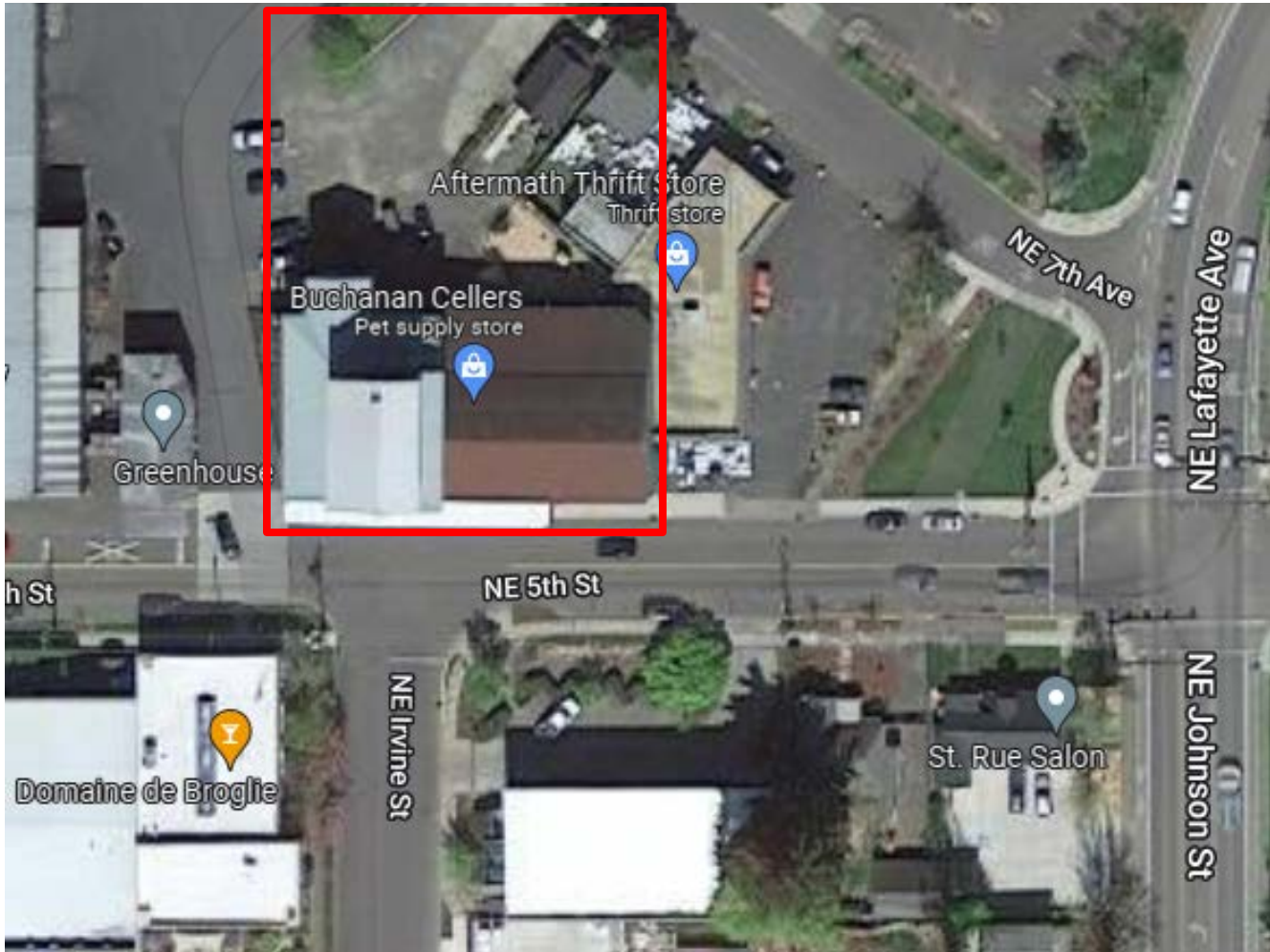


Figure 1. Vicinity Map (Property Lines Approximate)

Attachments:

Attachment 1 – Application and Attachments

Figure 2: Historic Preservation Certificate of Application for Rehabilitation

NPS Form 10-168a (Rev. 2019)
 National Park Service
 OMB Control No. 1024-0009

HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION



Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

NPS Project Number

1. Historic Property Name Buchanan Cellers Mill

Street 855 NE Fifth Street

City McMinnville

County Yamhill

State OR

Zip 97128

Name of Historic District or National Register property Buchanan Cellers Mill

☒ Listed individually in the National Register of Historic Places; date of listing 01/27/2012

☐ Located in a Registered Historic District; name of district

☐ Part 1 – Evaluation of Significance submitted?

Date submitted

Date of certification

2. Project Data (for phased projects, data entered in this section must be totals for entire project)

Date of building 1888

Estimated total rehabilitation costs (QRE) \$3,250,000

Number of buildings in project 1

Floor area before / after rehabilitation 23,831 / 30,740 sq ft

Start date (estimated) 08/01/2022

Use(s) before / after rehabilitation Retail / Retail+

Completion date (estimated) 07/30/2027

Number of housing units before / after rehabilitation 0 / 0

Application includes phase(s) 4 of 5 phases

Number of low-moderate income housing units before / after rehabilitation /

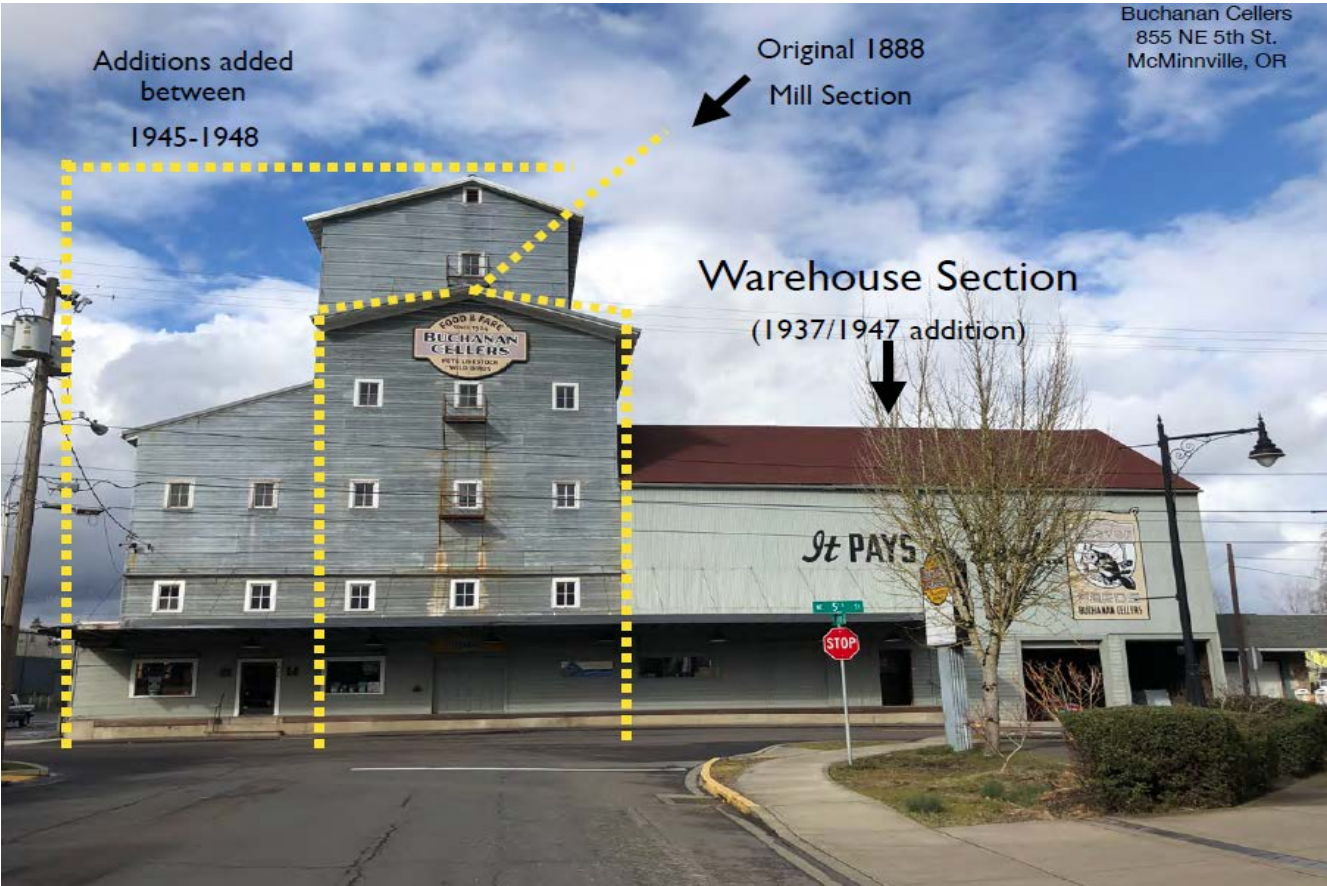
☒ Intend to elect IRS 50 month phased rehabilitation

Attachments:

Attachment 1 – Application and Attachments

Figure 3: Photos of Current Exterior Conditions







Attachments:

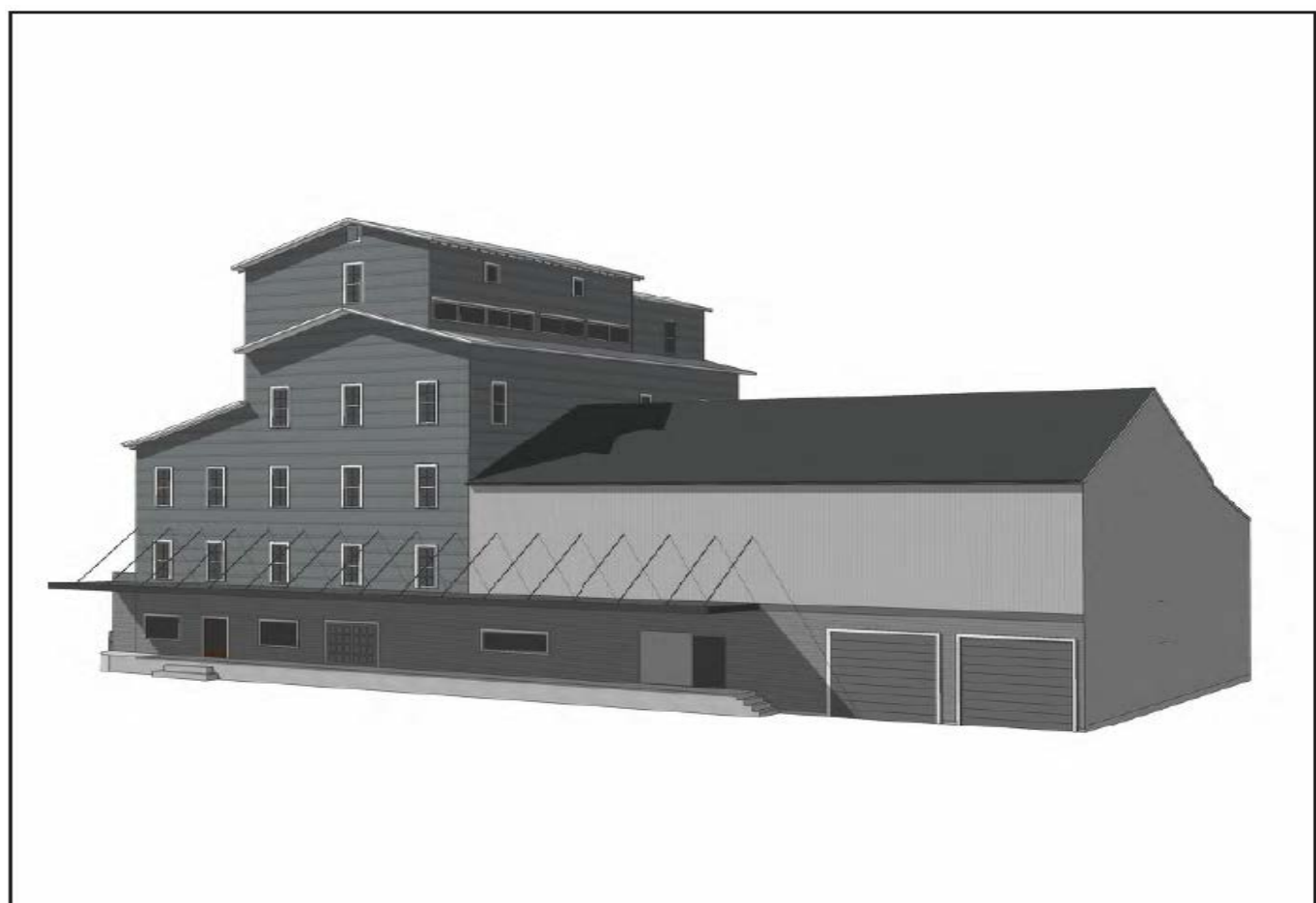
Attachment 1 – Application and Attachments



Attachments:

Attachment 1 – Application and Attachments

Figure 3: Renderings of Proposed Exterior Changes



Attachments:

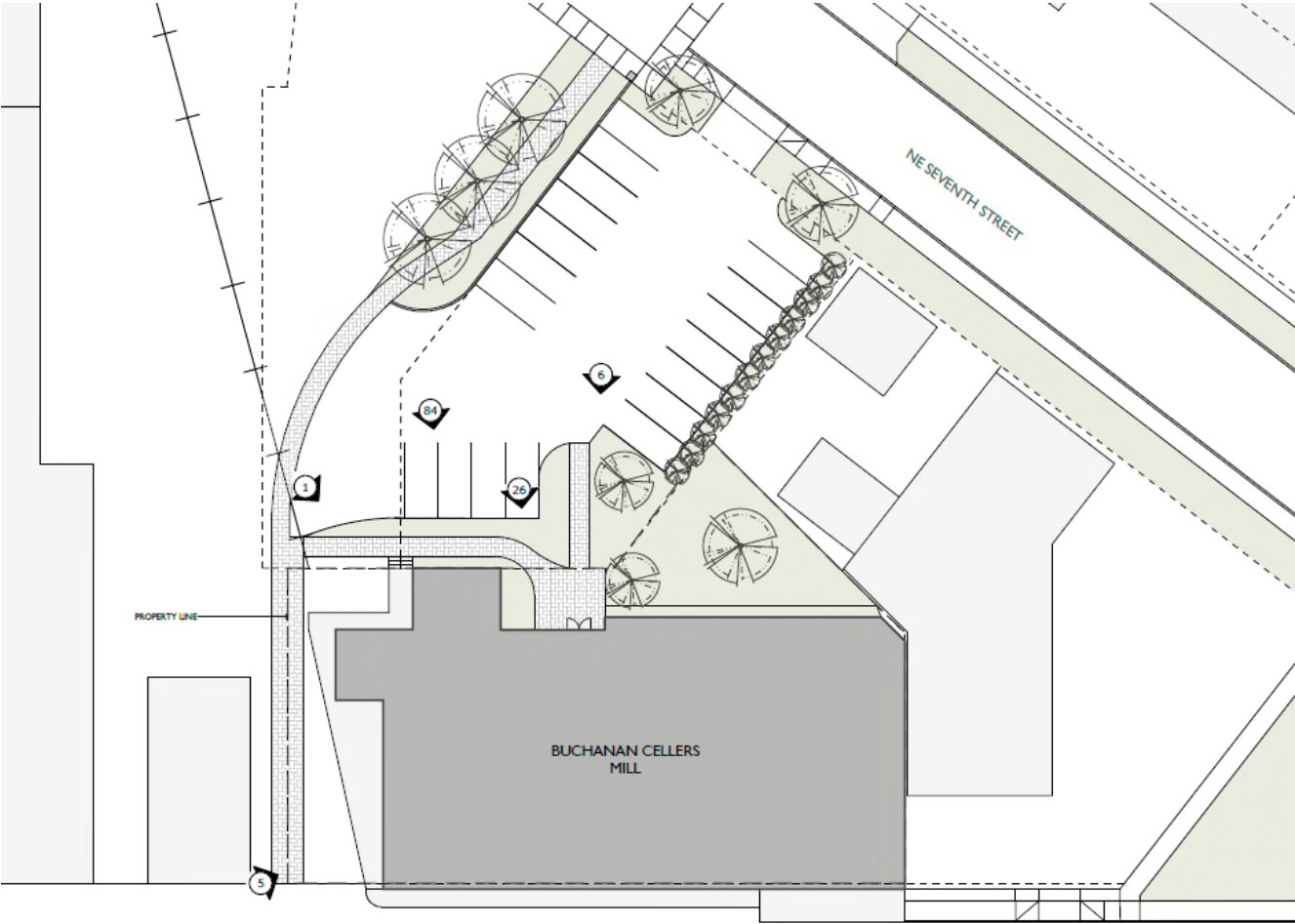
Attachment 1 – Application and Attachments



Attachments:

Attachment 1 – Application and Attachments

Figure 4: Site Plan



Background

The following summary of the project is excerpted from the application. Please see the application for the full project description.

“The Buchanan Cellers Mill is one of only two properties in McMinnville, Oregon listed independently on the National Register of Historic Places. As the City’s sole remaining flour mill building, it serves as an iconic reminder of the history of the City’s formation and growth. Even though the structure has received a number of additions over the past 130-plus years, the original structure exists today within the building in its entirety. While the main floor on the building has been in continual use since its original construction, the remaining upper floors and basement have not been occupied in quite some time.”

“The property is under family ownership who are committed to long-term stewardship of the entire building. With the goal to make sure this building is taken care of for at least another century, it has come the time for major rehabilitation before crucial defining historic characteristics are lost or sub-par, outdated structural systems fail.”

“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. 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.”

“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.”

“Work on the exterior of the building’s primary elevations (South, West, and East) is focused on complete rehabilitation.”

“Construction will be performed with project phases as listed below. These phases may take place consecutively, concurrently, or out of order.

Phase 1: Exterior Shell, Windows, Roof, Exterior Awning

Phase 2: Elevator & Circulation Corridor

Phase 3: Building Systems, Interior

Phase 4: Exterior Site Improvements

Phase 5: Further Interior Work/Tenant Improvements

The major aspects of the proposed exterior alterations to the structure include the following (from the application):

- **Exterior Shell:** “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.”

“Along the 5th street façade (South elevation), 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.”

“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.”

“Also, on the South elevation, entry doors will be rehabilitated, and existing overhead doors will be replaced to match the exterior profile. New entry doors will be added at the new circulation corridor on the North elevation on the first floor. The load-out bins on the second and third floor will be converted to interior/exterior patio spaces open to the North side and the area under the load -out bins on the first floor, which is currently often used as shelter by the city’s transient population and tagged frequently with spray paint, will be enclosed, and provide additional interior space. The enclosure, with new overhead doors, also allows for the extension of the West loading dock to wrap to the North, creating a usable rear loading dock, necessary for the current feed business’ retail operations.”

“To access the existing West dock, a new overhead door will be added on the first floor along the West elevation. An overhead door existed historically in this location in 1945, but has since been removed. A new traditional door will be installed adjacent to the overhead door. An existing concrete boiler room structure, which is not integrated with the mill’s post and beam structure will be removed. This removal will expand the usable space on the West loading dock, as well as allow for appropriate sheer supports and waterproofing on the entirety of the West elevation siding.”

- **Windows:** “Specifications on new windows to be determined. Pending further review, each existing window will be individually accessed 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. All existing rehabilitated and replicated windows on the first and second floor will remain with painted wood exterior materials. As the existing sashes of the historic double hung four-over-four windows are not located in their original openings, those windows able to be repaired and refurbished will be prioritized to be located on the first and second floor with greatest visibility from the public’s view.”

“The window penetrations along the South and West elevation (the most prominent front and side elevations and most visible from the public right-of-way) will remain unchanged. Except to: 1. Remove the metal siding currently covering the top sash windows to rehabilitate the windows back to their original sizes. Any window casing or stools needing to be replaced will match the profile of the existing. 2. Remove existing concrete boiler room, structure on the west end of the building, which will allow the restoration of two fixed windows on the first floor.”

“In addition, new windows will be added along the secondary North elevation as listed: On the first 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 second floor, there will be four pairs of new two-over-two single hung windows added. On the third floor, there will be one pair of new two-over-two single hung windows added. On the fourth floor, there will be one pair of new two-over-two single hung windows added. On the fifth floor, there will be one two-over-two single hung window added. All new two-over-two single hung windows will be notably different in appearance to distinguish the new from the original four-over-four double hung windows.”

“All of the new windows in new wall penetrations will be made so that their exterior finish will match the existing windows in the same white color. The interior material of the all new windows will be wood, but will have a stained clear finish to differentiate them from the original windows on the same floors. The exterior material of all first floor windows will be wood with upper floor new windows’ exterior materials as clad in a more durable material but painted with the same color pattern and paint finish. To further differentiate the new windows and penetrations from the existing windows, the new windows will have a smaller exterior profile with 2x5=4 casing and will be double-paned. The new two-over-two windows along the secondary North elevation will be installed in pairs and trimmed together as one unit with shared top and side casing and shared sill. The casing between each window within the pair will be a 2x4 to match the new side exterior casing.”

- **Roof:** “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.”

“After removing existing roofing material, we will add rigid foam insulation, plywood sheathing, and butyl ice and water shield materials before adding new roofing.”

There will be the addition of six 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. The skylights are integral in adding daylight to the South side of the warehouse and now mezzanine level, avoiding the need to add new penetrations along the primary South, Fifth street facing elevation.

“Gutters will be replaced with color finished to match the fascia boards or exterior siding, dependent on their location.”

- **Exterior Awning:** “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 collisions 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.
- **Exterior Site Improvements:** “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 consistently 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 lot will be fully developed as a parking area surfaced in pavement or permeable surfacing along with integrated landscaping and water drainage/storm sewer connections as

required.”

Summary of Criteria & Issues

The application (HL 2-22) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the McMinnville Municipal Code (MMC). The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

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

II. CONDITIONS:

1. That the applicant and/or current owners shall submit building permit applications prior to completing any future work of their choice or work required by either the Historic Landmarks Committee or City of McMinnville Building Department. Any construction plans submitted with these 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 or new owners will need to provide a sign permit for any new signs on the property.
3. Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.
4. Any further exterior alterations necessary to address requirements of affected agencies shall be reviewed by the Planning Director to address additional minor exterior alterations such as meters, electrical conduit, etc.

Note: Prior to issuance of building permits, the applicant shall obtain any other applicable approvals required for the building and/or site improvements, including Landscape Plan approval, and NE Gateway Overlay review (Ordinance 4971).

III. ATTACHMENTS:

1. HL 2-22 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. Comments received are below:

- McMinnville Building Department:

A full building code review will be necessary that affects nearly all facets of the building. It's a

complex review and will not be completed comprehensively until application is made for a building permit review. Until that review occurs, there is comment or direction to offer the Planning Director.

- McMinnville Water & Light:

MWL Water:

1. A 2" domestic water meter (with premises isolation backflow) and 6" fire line currently serves this building. These services may need to upsize depending upon the needs of the future build out.

2. A line extension Agreement may be required depending upon the scope of the water upgrades

MWL Electric:

1. In order to determine if the existing electric service is adequate to supply power to the upgraded space, developer will need to provide MWL with a complete list of HVAC loads, elevator loads, and tenant space electric loads associated with the remodel.

2. The existing electric service is a single metering point and is designed to measure all electric service delivered to the project site. If the development requires multiple metering points in order to establish separate billing accounts for tenant spaces, an upgrade of the existing electrical equipment will be necessary.

3. Current electric service is 120/240 volt, closed-delta, three-phase. The transformer serving the property is a pole-mounted, 300 kva bank. The transformer bank also serves 455 NE Irvine Street. If electric load for the development requires a larger transformer bank, it will be necessary to install a pad-mounted transformer bank on the subject property.

4. A Line Extension Agreement may be required depending upon the scope of the electrical upgrade.

- McMinnville Fire Department:

Fire Department has no issues with this proposal. Note, must meet current Fire Codes.

- Recology:

I assume the building will retain access for sufficient garbage and recycling containers to serve the current and new planned use. Let us know what you find out along those lines.

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 hearing on July 28th, 2022, no public testimony has been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Mary Beth Branch, submitted the Certificate of Approval application (HL 2-22) on June 29, 2022.
2. The application was deemed complete on June 29, 2022. Based on that date the 120 day land use decision time limit expires on October 27th, 2022.

Attachments:

Attachment 1 – Application and Attachments

3. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas.

Comments received from agencies are addressed in the Decision Document.

4. Notice of the application and the July 28th, 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 July 5th, 2022.
5. Notice of the application and the July 28th, 2022 Historic Landmarks Committee public hearing was posted in the McMinnville News-Register on Friday, July 22nd, 2022.
6. On July 28th, 2022, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 855 NE 5th St, also known as Tax Lot R4421BA-04701
2. **Size:** Lot 11,761 Square Feet
3. **Comprehensive Plan Map Designation:** Industrial
4. **Zoning:** M-2 (General Industrial Zone)
5. **Overlay Zones/Special Districts:** NE Gateway Overlay, Subarea 2; Airport Overlay Conical Zone
6. **Current Use:** Commercial
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** The building is a historic resource on the McMinnville Historic Resources list, NO. C799. The Building is also independently listed on the National Register of Historic Places.
 - 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 5th Street, which is identified as a minor collector in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal

Attachments:

Attachment 1 – Application and Attachments

Code identifies the right-of-way width for minor collectors as 56 feet. The site is adjacent to no other streets. The property owner also owns two contiguous tax lots, one of which has frontage on NE 7th Street, and these are proposed to be used in conjunction with the subject property with parking and circulation proposed between the three tax lots. The applicant is proposing a new entrance that would face north to the proposed parking lot improvements on those properties.

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 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: None

FINDING: SATISFIED. The applicant is working to rehabilitate and restore a significant historical structure of the City.

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

APPLICANT'S RESPONSE: None

FINDING: SATISFIED. The applicant is working to rehabilitate and restore a significant historical structure of the City.

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

Attachments:

Attachment 1 – Application and Attachments

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.

Chapter 17.65. Historic Preservation

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 has provided an application, complete with a detailed narrative, photos and renderings. The proposal constitutes an alteration which requires review by the Historic Landmarks Committee through a public hearing.

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. The findings regarding the purpose of the Zoning Ordinance 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: None.

FINDING: SATISFIED. The adaptive reuse of the space will maximize the distinctive history, features and materials of the structure.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. Applicant has provided a thorough narrative on how they plan to preserve the historic character of the property.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. The applicant has provided detailed plan on how they want to preserve the existing sections of the building and their historical use.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. Additions to the building that are now historic in their own right will be enhanced and preserved as part of the applicant's plan.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. Where possible, the applicant plans to preserve distinctive materials, features, finishes and craftsmanship of the original structure.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. Applicant notes in the narrative where they will restore existing materials and features and where some are beyond repair and need replacement with similar materials designed to match the composition of the materials they will be replacing.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. Applicant does not plan to use chemical treatments that may harm physical materials.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED WITH CONDITION OF APPROVAL NO. 3: Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.

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

APPLICANT'S RESPONSE: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. The applicant has submitted a Historic Preservation Certification Application to the National Park Service, detailing the proposed changes to the structure.

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: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. The applicant is attempting to strike a balance between the economic use of the building and the public interest in its historical preservation by opening up further retail space as part of the rehabilitation plan.

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

APPLICANT’S RESPONSE: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. The building is a C list Historical Resource, as well as independently registered on the National Register of Historic Places, the alterations undertaken do not change that fact, indeed they will help to preserve the building for future generations.

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

APPLICANT’S RESPONSE: A detailed response for this can be found in the attached narrative

FINDING: SATISFIED. The applicant is proposing this plan to directly address the deteriorating physical condition of the historical resource in order to rehabilitate it.

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: NOT APPLICABLE. This has not been conditioned by the committee.

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: NOT APPLICABLE. The property isn’t within the boundary of the core area subject to the downtown design standards and guidelines.

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 meets the State of Oregon Administrative Rule criteria. These criteria are also met by the public hearing process of the Historic Landmarks Committee.

AT

EXHIBIT 4 – STAFF REPORT

DATE: July 28, 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

Report in Brief:

This is an update on four items related to Historic Preservation Education and Outreach:

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

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. Posters have now been printed and we have begun distributing them around town with the help of the McMinnville Downtown Association and the Library.

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 June/Early July 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.

Adam and Noelle will be meeting with Nectar soon to finalize the pamphlets and yard signs in order to get them printed in August.

2. Speaker Series – Updates!

The speaker series kicked off last month. Our first Uncover McMinnville speaker series event Planes Trains and Automobiles but not in that order, was on Thursday, June 16th where Michael Haffner spoke about the history of transportation in McMinnville, and covered 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.

Tiffany Henness had her talk this Tuesday July 26th at Marilyn Henness ballroom. The talk was titled, Uncover McMinnville: Through the Eyes of a Chinese Laundryman. Her talk was about the Chinese and Asian American history of McMinnville, particularly that of Sam Yick who ran a Chinese Laundry in the City during the early 20th Century.

Mary Beth Branch will also speak at a speaker series event on Wednesday, August 3rd from 5:30 to 7:00 at Buchanan Cellars and focus on the history of the site and the role of historic preservation in their upcoming restoration project. We will have a tour of the building afterwards for interested parties.

In August we will have our final speaker series event at City Park, where Librarian Courtney Terry will give a talk about the history of City Park and the Library. The final date is still TBD.

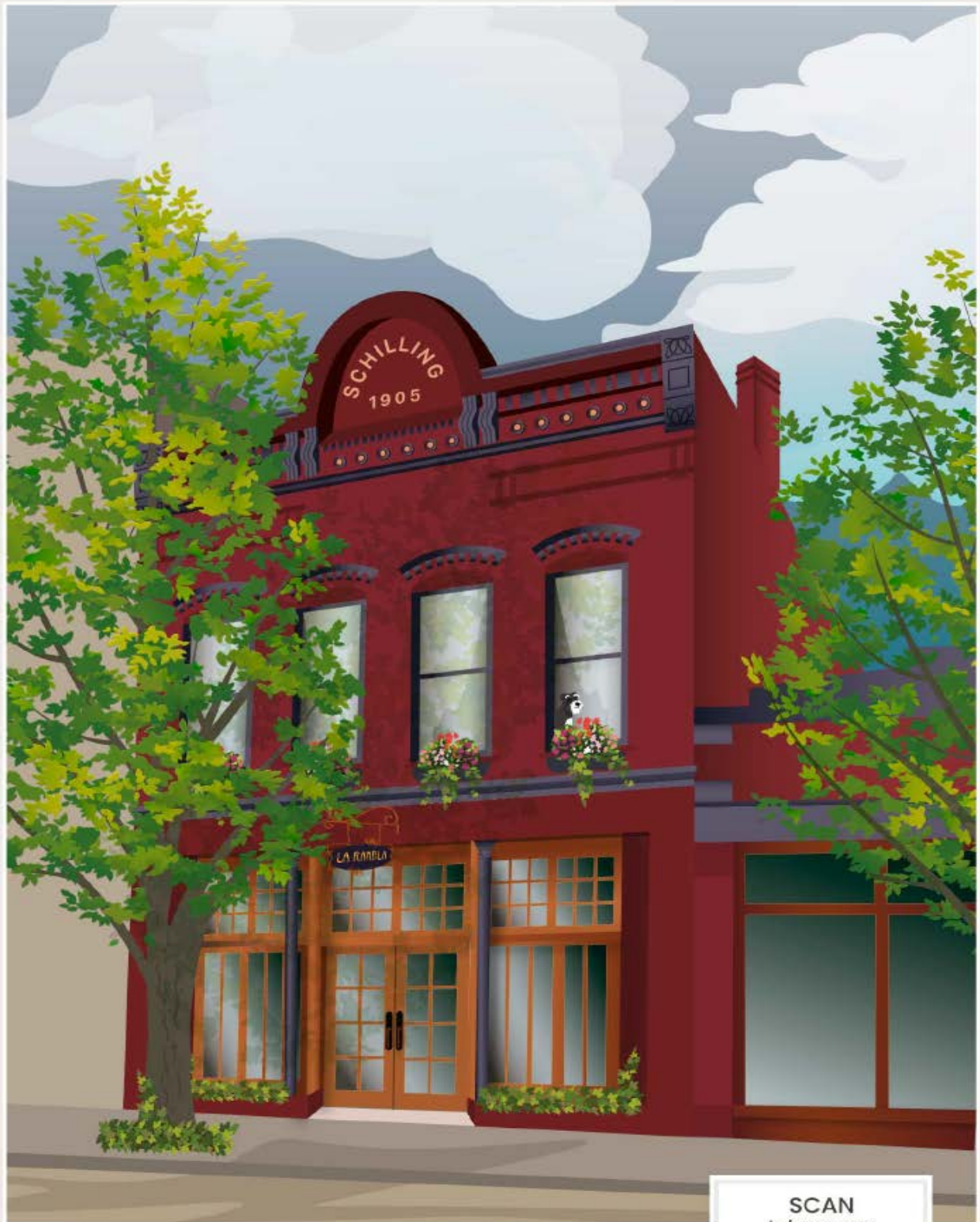
3. Walking Tour - Planning

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 will also host a guided walking tour to kick this in late August with Adam Tate leading the walk.

4. Poster Sales Discussions

We will be meeting with Nectar Graphics and other City officials as needed to find a way to sell copies of the posters, with at least some of the proceeds going towards future historic engagement and outreach projects.

Attachment 1. New Posters



City of McMinnville

HISTORIC PRESERVATION

Schilling Building/Boss Saloon • Built prior to 1884

SCAN
to learn more



Schilling Building

OR VISIT
www.mcminnvilleoregon.gov/planning

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City of McMinnville

HISTORIC PRESERVATION

McMinnville/Southern Pacific Train Depot • Built 1912

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SCAN
to learn more



Pacific Train Depot

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