



**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, August 25, 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/84150636321?pwd=RjNTUTRnM0s5QWxDUWZxXjpyeUVMdz09>

**Zoom Meeting ID: 841 5063 6321**  
**Zoom Meeting Passcode: 201429**

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

Committee Members	Agenda Items
John Mead, Chair	<b>1. Call to Order</b>
Mary Beth Branch, Vice Chair	<b>2. Citizen Comments</b>
Mark Cooley	<b>3. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• 2/23/2022 Meeting Minutes (<i>Exhibit 1</i>)</li> </ul>
Eve Dewan	<b>4. Action Items</b> <ul style="list-style-type: none"> <li>• HL 3-22: 221 SE Cows St. (<i>Exhibit 2</i>)</li> <li>• HL 4-22: 935 NE Galloway St. (<i>Exhibit 3</i>)</li> </ul>
Christopher Knapp	<b>5. Discussion Items</b>
Youth Liaison: Hadleigh Heller	<b>6. Old/New Business</b> <ul style="list-style-type: none"> <li>• HLG Public engagement program (verbal report)</li> </ul>
City Council Liaison Chris Chenoweth	<b>7. Committee Member Comments</b>
	<b>8. Staff Comments</b>
	<b>9. Adjournment</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.



# MINUTES

February 23, 2022  
Historic Landmarks Committee  
Regular Meeting

3:30 pm  
Zoom Meeting  
McMinnville, Oregon

**Members Present:** Mary Beth Branch, Mark Cooley, Eve Dewan, Hadleigh Heller, Christopher Knapp, and John Mead

**Members Absent:**

**Staff Present:** Heather Richards – Planning Director and Adam Tate – Associate Planner

**Others Present:** Chris Chenoweth – City Council

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Presentation

- New McMinnville Mixed-Use Project, Third Street between Ford and Galloway (609, 611 and 619 NE Third Street)

Gary Reddick, OTAK, presented on the conceptual mixed use project on Third Street. He explained the subject site, history of the site, massing and materials on Third Street, cross section of Ford and Third Streets, proposed three story building and step back to look like a two story building for pedestrians, and architecture and details.

The Committee discussed the emphasis on European style related to the architecture downtown, history of the existing building, intention of demolishing the buildings and replacing them, providing underground parking for the condos, hotel, and delivery/loading, potential proposed colors and materials, showing the mechanical equipment and elevator shed on the elevations, two story expression on the corners of downtown buildings, need for strong design on both the 3<sup>rd</sup> and Ford Street façades, and massing along 3<sup>rd</sup> Street.

## 4. Action Items

- Demolition Code Discussion and Staff Report

Planning Director Richards gave a presentation on the demolition code amendments. She reviewed state compliance and proposed amendments to meet state requirements for National Register resources. She asked if the Committee wanted to apply the proposed amendments to just the National Register, National Register plus Significant and Distinctive resources (A and B), or to all historic resources (A, B, C, and D). She explained items in the model code that were not in the proposed amendments and considering delaying demolition for alternative mitigation.

Chair Mead thought adding the age of the resource and consideration of the design and construction rarity were easy to ask of the applicant. There was consensus to add that to the requirements.

Committee Member Branch thought all relevant dates should be included, not only the original date of construction but also dates of major additions.

Chair Mead thought a replacement plan should be required.

Committee Member Branch noted they would need to consider the timeline of construction related to the demolition and what the replacement plan needed to include.

Committee Member Knapp thought applicants should be held accountable if they did not follow the replacement plan.

Committee Member Cooley agreed they needed to specify the level of detail required in the replacement plan.

There was consensus to add language about a replacement plan and a potential condition that the demolition would not be approved until the replacement plan was approved by the Building Official. Other potential conditions were to include a relocation study and notice to the public.

There was discussion regarding the number of days to delay demolition and penalty for demolition due to neglect and demolition without permission, asking when the applicant purchased the property, maintenance performed, and alterations they had made on the application, creating a table to apply the code to properties based on their level of distinction, and how the penalty could be a percentage of the assessed value rather than a flat fee.

The code amendments would be brought back for further discussion.

- Review HLG Public engagement program list of 30 poster sites

Associate Planner Tate reviewed the draft list of 30 historic landmarks for the Historic Landmarks Outreach Program Poster Series.

The Committee made suggestions for landmarks to include and exclude on the list.

Associate Planner Tate had received a call from a resident regarding replacing a basement door on the back side of the house. The Committee agreed it did not need to come to them for review.

Chair Mead said Los Molcajetes was going to refurbish their front façade, but would keep the current design. He thought it was maintenance and did not need to come to the Committee. The Committee agreed.

Chair Mead said the Gallery Theater was going to add an electric meter. The Committee agreed that they would need to paint any exposed conduit and that the conduit would follow architectural features.

**5. Discussion Items**

None

**6. Old/New Business**

None

**7. Committee Member Comments**

Committee Member Branch asked about the First Federal compliance issue. Planning Director Richards said the treatment of the stainless steel on the footings of the building was the last thing they had to do for their final occupancy permit.

**8. Staff Comments**

None

**9. Adjournment**

Chair Mead adjourned the meeting at 5:47 p.m.

## EXHIBIT 2 - STAFF REPORT

**DATE:** August 25, 2022  
**TO:** Historic Landmark Committee Members  
**From:** Adam Tate, Associate Planner  
**SUBJECT:** HL 3-22 (Certificate of Approval for Alteration) – 221 SE Cowls 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 meeting for a Certificate of Approval for Alteration land-use application for alterations to the building on the property at 221 SE Cowls Street (Tax Lot R4421-CB-05100). The property is identified as No. A445 the J.H. Cook House; a “Distinctive” Historic Landmark on the City of McMinnville’s Historic Resources List, 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 applicants, Brent and Brenda Flanders are seeking approval to remove a deteriorated sunroom that was added onto the structure in the 1970’s, and replace the damaged siding with wooden cedar shakes that will match the northern side of and the original style of the home, and to convert the existing French doors to a window with a window box that will match the window boxes on the rest of the house.

### Background:

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

The proposal is an application for a Certificate of Approval for Alteration requesting approval of exterior rehabilitation to remove a deteriorated sunroom that was added onto the structure in the 1970’s, and replace the damaged siding with wooden cedar shakes that will match the northern side of and the original style of the home, and to convert the existing French doors to a window with a window box that will match the window boxes on the rest of the house.

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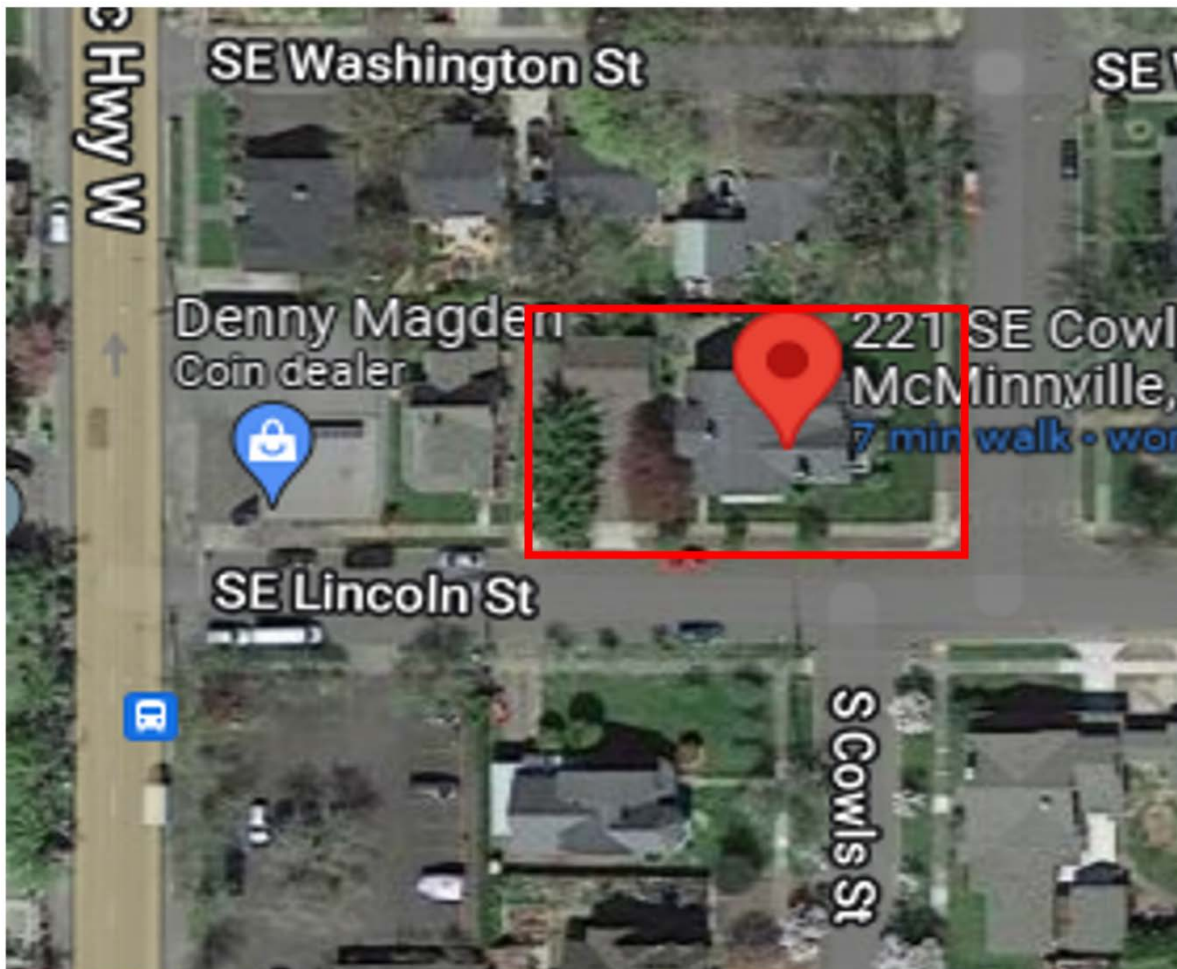
#### *Attachments:*

*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 subject property is located at 935 NE Galloway Street. The property is identified as Tax Lot R4421-BB-06900 See *Vicinity Map (Figure 1) below.*

Figure 1. Vicinity Map



The building is a historic home on the City of McMinnville's Historic Resources List. It is on the highest category A list, known as Distinctive Resources. "Distinctive resources are defined as outstanding resources for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places." The building is resource number A445, It was constructed in 1909.

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*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-22*

*Attachment B: HL 3-22 Application Materials*

**Figure 2. Entry NO. A445 on the McMinnville Historic Resources List**

<b>Historic Resources Survey City of McMinnville Yamhill County, Oregon</b>					
<b>Site Information</b>					
<b>Site Address</b>			<b>Owner at Time of Survey</b>		
221 SE Cows St.			Orval Ause		
<b>Map/Tax Lot</b>	<b>Current Zoning</b>	<b>Special Tax Assessment</b>	<b>Downtown Historic District</b>		
R4421CB05100	R-4	No	No		
<b>Subdivision Name</b>		<b>Block</b>	<b>Lot</b>	<b>Lot Size</b>	<b>Quadrant</b>
College 2nd Addition		6	7	9,199 sq.ft.	SE
<b>Site Number</b>	<b>Aerial Number</b>	<b>Resource Classification</b>	<b>Resource Number</b>	<b>Historic Significance</b>	
9.33	J-11	A	445	Primary Resource #157	
<b>Historic Information</b>					
<b>Date of Construction</b>		<b>Early Additions/ Remodels</b>	<b>Builder/Architect</b>		
ca. 1909			Unknown		
<b>Historic Name</b>	<b>Original Use</b>	<b>Common Name</b>	<b>Present Use</b>		
J.H. Cook House	Residence	Ause House	Residence		
<b>Condition of Structure</b>		<b>Comments (at time of Survey)</b>			
Excellent					

**Figure 3: Photos of Current Exterior Conditions**



**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-22

Attachment B: HL 3-22 Application Materials

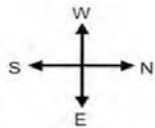


Figure 4: Site Plan

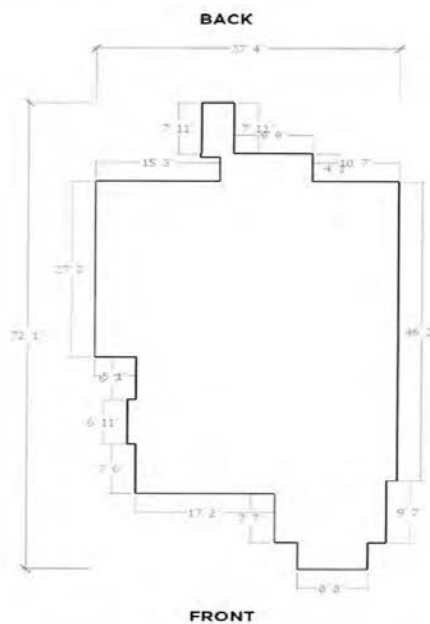


HOVER Complete Measurements

221 SE COWLS ST, ...  
FOOTPRINT

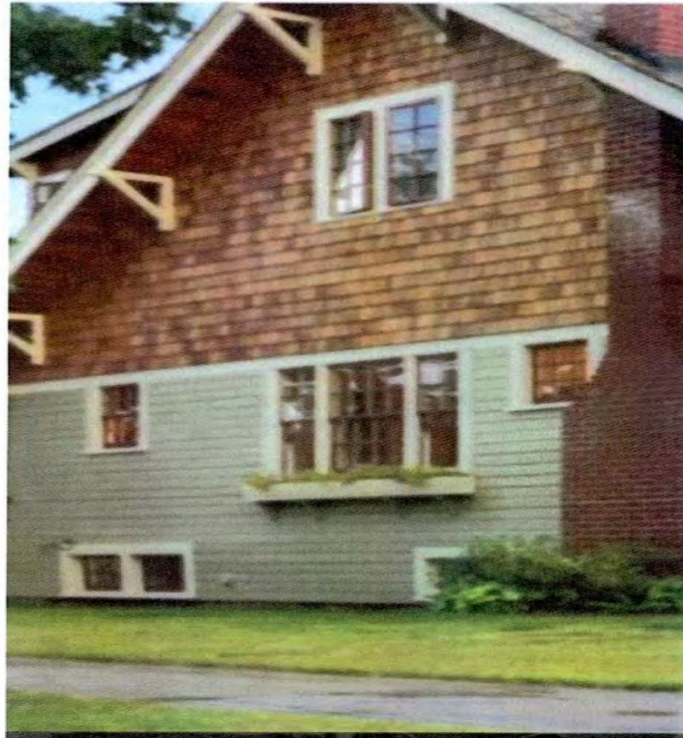


Number of Stories: >1  
Footprint Perimeter: 225' 6"  
Footprint Area: 1917 ft<sup>2</sup>



Attachments:  
Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-22  
Attachment B: HL 3-22 Application Materials



**Figure 5: Northern elevation showing the cedar shakes proposed for Southern elevation****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 3-22 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);

**Summary of Applicant Findings**

The applicant has provided a written narrative to support their requests. The narrative is 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 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 proposed alterations of the residential property located at 221 SE Cowsls St.

Included in the application is a site plan, as well as photos of the building, and elevation drawings.

**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.

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**Attachments:**

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-22*

*Attachment B: HL 3-22 Application Materials*

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 3-22 as well as any requests by the Historic Landmarks Committee and the City of McMinnville Building Department.

The second and final condition of approval relates to the potential for finding any archaeological resources.

**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 made but that the suggested conditions of approval are needed to ensure future compliance with city rules and regulations.

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. 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.

**MOTION FOR HL 3-22:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 3-22, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.**

AT

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*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-22*

*Attachment B: HL 3-22 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 221 SE COWLS STREET**

- DOCKET:** HL 3-22 (Certificate of Approval for Alteration)
- REQUEST:** Applicant is requesting approval to remove a 1970's sunroom from their historical craftsman home and restore that area of their house to a period correct appearance.
- LOCATION:** 221 SE Cowls St, also known as Tax Lot R4421-CB-05100
- ZONING:** R-4 (Multi-Family Residential Zone)
- APPLICANT:** Brent and Brenda Flanders
- STAFF:** Adam Tate, Associate Planner
- DATE DEEMED COMPLETE:** August 5, 2022
- REVIEW BODY & ACTION:** McMinnville Historic Landmarks Committee
- MEETING DATE & LOCATION:** August 25, 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: 841 5063 6321, Meeting Password: 201429.
- 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 meeting 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

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 3-22), subject to the conditions in Section II of this Decision Document

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**DECISION: APPROVAL WITH CONDITIONS**  
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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 221 SE Cowls Street. The property is also identified as Tax Lot R4421-CB-05100. ***See Vicinity Map (Figure 1) below***

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



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***Attachments:***

Attachment 1 – Application and Attachments

**Figure 2: Entry on City of McMinnville Historic Resources Inventory**

**Historic Resources Survey  
City of McMinnville  
Yamhill County, Oregon**

**Site Information**

<b>Site Address</b>		<b>Owner at Time of Survey</b>			
221 SE Cows St.		Orval Ause			
<b>Map/Tax Lot</b>	<b>Current Zoning</b>	<b>Special Tax Assessment</b>	<b>Downtown Historic District</b>		
R4421CB05100	R-4	No	No		
<b>Subdivision Name</b>		<b>Block</b>	<b>Lot</b>	<b>Lot Size</b>	<b>Quadrant</b>
College 2nd Addition		6	7	9,199 sq.ft.	SE
<b>Site Number</b>	<b>Aerial Number</b>	<b>Resource Classification</b>	<b>Resource Number</b>	<b>Historic Significance</b>	
9.33	J-11	A	445	Primary Resource #157	

**Historic Information**

<b>Date of Construction</b>	<b>Early Additions/ Remodels</b>	<b>Builder/Architect</b>			
ca. 1909		Unknown			
<b>Historic Name</b>	<b>Original Use</b>	<b>Common Name</b>		<b>Present Use</b>	
J.H. Cook House	Residence	Ause House		Residence	
<b>Condition of Structure</b>	<b>Comments (at time of Survey)</b>				
Excellent					

*Attachments:*

Attachment 1 – Application and Attachments

**Figure 3: Photos of Current Exterior Conditions**



*Attachments:*  
Attachment 1 – Application and Attachments

Figure 4: Photos of deteriorated sunroom

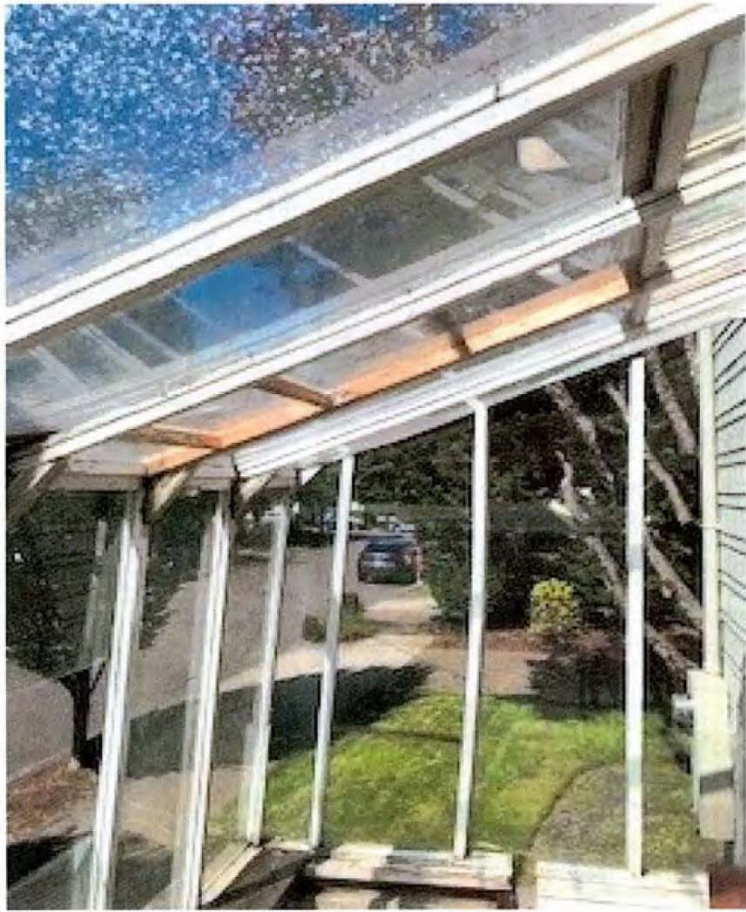


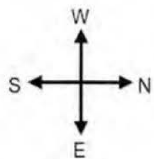


Figure 5: Site Plan



HOVER Complete Measurements

221 SE COWLS ST, ...  
FOOTPRINT



Number of Stories: >1  
Footprint Perimeter: 225' 6"  
Footprint Area: 1917 ft<sup>2</sup>

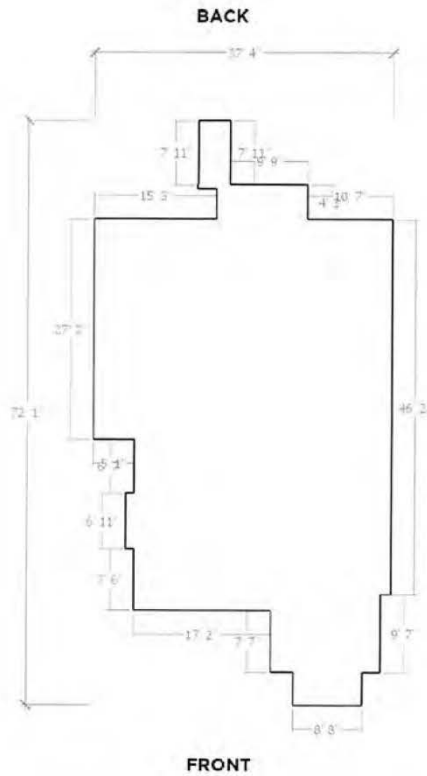
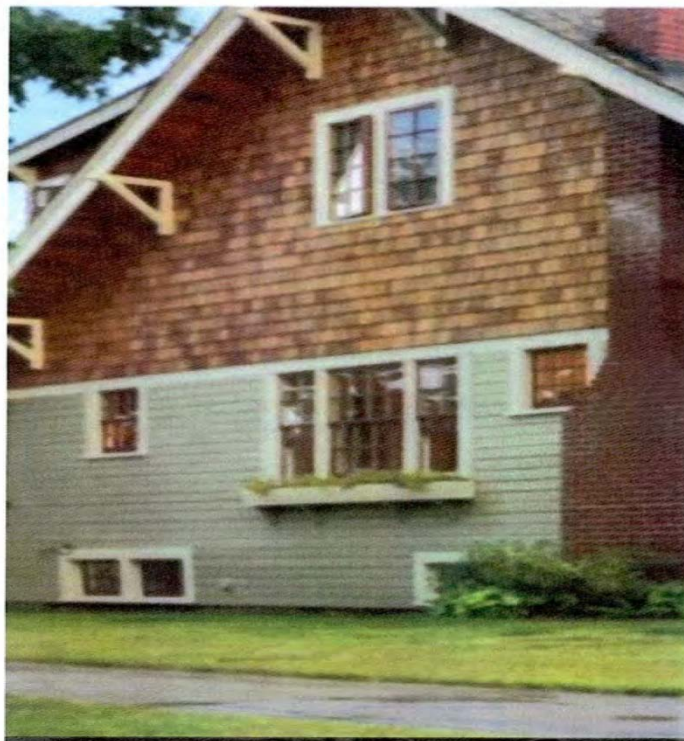


Figure 6: Northern elevation showing the cedar shakes proposed for Southern elevation



## Background

221 SE Cows is an excellent example of a Craftsman style home in McMinnville. It was built in 1909 and home to a prominent McMinnville doctor and his family for many years.

At some point in the 1970's a glass sunroom was added to the southern side of the home. It is deteriorated and in disrepair now and does not match the historical character of the home. The applicant is seeking approval to remove it and replace the damaged siding with wooden cedar shakes that will match the northern side of and the original style of the home, and to convert the existing French doors to a window with a window box that will match the window boxes on the rest of the house.

From the application narrative:

Sometime in the 1970's the previous owners added a poorly designed sun porch to the South side of the home. During the ensuing years the structure, that is not typical of the era or style of our home, has deteriorated and is now an eyesore and safety hazard.

Proposed project:

- Remove the unstable concrete and glass structure.
- Replace damaged siding with cedar wooden shakes in the original style.
- Preserve the French doors, utilizing original moldings to convert the existing doors into a window.
- Add a window box, constructed to match those on the East side of the house.

We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

## Summary of Criteria & Issues

The subject property is a Class A resource, which requires review for exterior alterations. The application (HL 3-22) 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, should any additional conditions be required by the Historic Landmarks Committee.
2. 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.

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Attachments:

Attachment 1 – Application and Attachments

**III. ATTACHMENTS:**

1. HL 3-22 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 Engineering Department:

May require the evaluation of the sanitary sewer lateral and the sidewalks and driveways within the public right of way. See the city code: <https://mcminnville.municipal.codes/MMC/12.12.030>

- McMinnville Water & Light:

Power: Please be aware of overhead power lines during demolition.

Water: No issues.

- McMinnville Fire Department:

Fire Department has no issues with this request.

**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 August 25th, 2022, no public testimony has been received by the Planning Department.

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

1. The applicants Brent and Brenda Flanders, submitted the Certificate of Approval application (HL 3-22) on July 15, 2022.
2. The application was deemed incomplete on July 20, 2022, needing more information.
3. The application was deemed complete on August 5, 2022. Based on that date the 120 day land use decision time limit expires on December 3rd, 2022.
4. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas.

Comments received from agencies are addressed in the Decision Document.

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**Attachments:**

Attachment 1 – Application and Attachments

5. Notice of the application and the August 25th, 2022, Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on August 5th, 2022.
6. On August 25th, 2022, the Historic Landmarks Committee held a duly noticed public meeting to consider the request.

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

1. **Location:** 221 SE Cowls St, also known as Tax Lot R4421-CB-05100
2. **Size:** Lot 9,200 Square Feet
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-4 (Multi-Family Residential Zone)
5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Residential
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** The building is a historic resource on the McMinnville Historic Resources list, NO. A445.
  - 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 SE Cowls Street and SE Lincoln Street, both of which are identified as local streets in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for local streets as 50 feet.

## **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:**

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*Attachments:*

Attachment 1 – Application and Attachments

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, polices, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

**GOAL III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.**

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** The applicant is working to rehabilitate and preserve a historical structure on the City’s historic resources inventory, by removing an unhistorical modification in the form of a deteriorated sunroom.

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

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** The applicant is working to rehabilitate and preserve a historical structure on the City’s historic resources inventory, by removing an unhistorical modification in the form of a deteriorated sunroom.

**GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.**

**GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.**

*Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The process for a Certificate of Approval for Alteration provides an opportunity for citizen involvement throughout the process through the public notice and the public meeting process. Throughout the process, there are opportunities for the public to review and obtain copies of the application materials and the completed staff report prior to the advertised public meeting(s). All members of the public have access to provide testimony and ask questions during the public review and meeting process.

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*Attachments:*

Attachment 1 – Application and Attachments

### **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 drawings. The proposal constitutes an alteration which requires review by the Historic Landmarks Committee through a public meeting.

#### **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 removal of the sunroom and restoration of the side of the structure will allow for its continued use as a residence and help preserve 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:** We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

**FINDING: SATISFIED.** The property’s historic features will be preserved as part of the restoration work proposed which fulfills the requirement.

**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:** We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

**FINDING: SATISFIED.** The applicant has provided a plan on how they want to preserve the historic materials of the building as well as preserve the historical use of the site as a single-family dwelling.

**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:** None

**FINDING: SATISFIED.** The home has not changed drastically over its lifespan so far and remains mostly original. The restoration of historic elements and replacement of non-historic elements is in line with this goal.

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

**APPLICANT’S RESPONSE:** We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

**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:** We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

**FINDING: SATISFIED.** Any replacement or repair will ensure that new materials match the existing materials in composition, design, color, and texture as required.

**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:** None

**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:** None

**FINDING: SATISFIED by Condition of Approval No. 2:** 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:** We plan to restore the side of our home to a condition that is aesthetically pleasing and safe, while doing our best to use material that, in color texture and design, exemplify its original craftsman style design.

**FINDING: SATISFIED.** The proposed changes to the structure call for the use of matching and original materials which follows the Guidelines for Historic Preservation.

**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 economic use of the building as a single-family home is maintained. The restoration proposed is reasonable and in the public's interest as it helps preserve the historic structure and character of the neighborhood.

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



**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The building is an A list Historical Resource. The alterations proposed 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:** Sometime in the 1970’s the previous owners added a poorly designed sun porch to the South side of the home. During the ensuing years the structure, that is not typical of the era or style of our home, has deteriorated and is now an eyesore and safety hazard.

**FINDING: SATISFIED.** The applicant is proposing this plan to directly address the deteriorating physical condition of the historical resource by removing the deteriorated sunroom and restoring the home to a more original appearance.

**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;*

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Attachments:

Attachment 1 – Application and Attachments

**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 meeting and hearing process of the Historic Landmarks Committee.

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*Attachments:*

Attachment 1 – Application and Attachments

## EXHIBIT 3 - STAFF REPORT

**DATE:** August 25, 2022  
**TO:** Historic Landmark Committee Members  
**From:** Adam Tate, Associate Planner  
**SUBJECT:** HL 4-22 (Certificate of Approval for Alteration) – 935 NE Galloway 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 meeting for a Certificate of Approval for Alteration land-use application for alterations to the building on the property at 935 NE Galloway Street (Tax Lot R4421-BB-06900). The property is identified as No. B662 a “Significant” Historic Landmark on the City of McMinnville’s Historic Resources List, 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, Daniel Bramske, is requesting the approval of exterior rehabilitation to a neglected resource as well as the addition of a new dormer on the roof.

### Background:

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

The proposal is an application for a Certificate of Approval for Alteration requesting approval of exterior rehabilitation to a neglected resource as well as the addition of a new dormer on the roof.

The subject property is located at 935 NE Galloway Street. The property is identified as Tax Lot R4421-BB-06900 **See *Vicinity Map (Figure 1) below.***

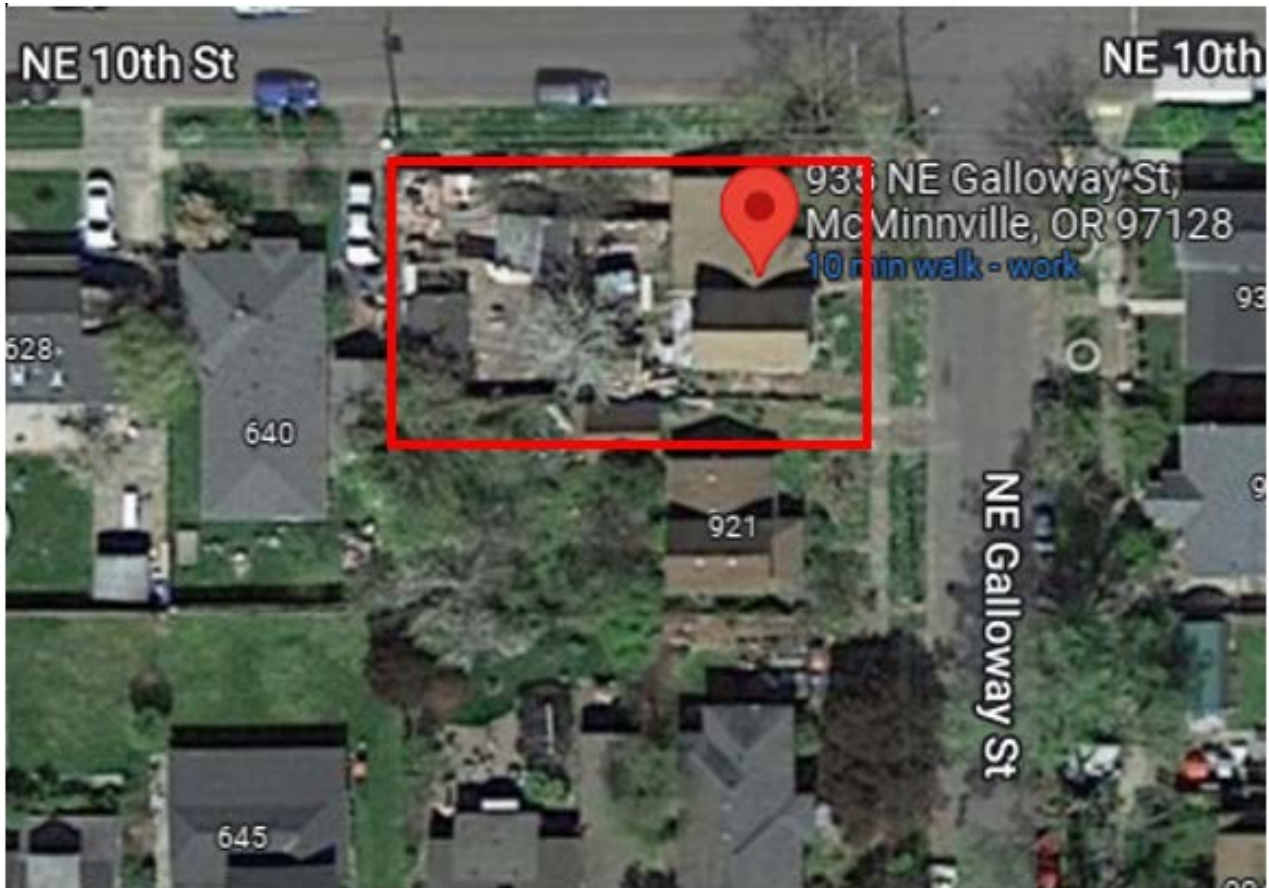
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#### *Attachments:*

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

*Attachment B: HL 1-22 Application Materials*

Figure 1. Vicinity Map



The building is a historic home on the City of McMinnville’s Historic Resources List. It is on the second highest category B list, known as Significant Resources. “Significant resources are defined as resources of recognized importance to the City due to historical association or architectural integrity, uniqueness, or quality.” The building is resource number B662, It was first constructed in 1895, but the previous owner let it fall into disrepair due to neglect and deference of maintenance that the proposed alterations seek to address.

Figure 2. Entry NO. B662 on the McMinnville Historic Resources List

<b>Historic Resources Survey</b> <b>City of McMinnville</b> <b>Yamhill County, Oregon</b>		Site No. <u>21.7</u> Aerial Map <u>K-9</u> Block <u>29</u> Lot <u>4</u> Addition <u>Oak Park</u> Tax Lot <u>4421 BB</u> <u>6900</u> Address <u>935 NE Galloway</u> <u>OK</u> Common Name <u>-</u> Historic Name <u>-</u> Present Owner <u>Cecilio and Yolanda Suarez</u> Present Use <u>Residence</u> Original Use <u>"</u> Builder or Architect <u>unknown</u> Outbuildings <u>garage (west property line)</u> Date of Construction <u>c. 1895</u> -Condition Assessment on Reverse Side- <i>B662</i> <i>R-3</i>

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-22

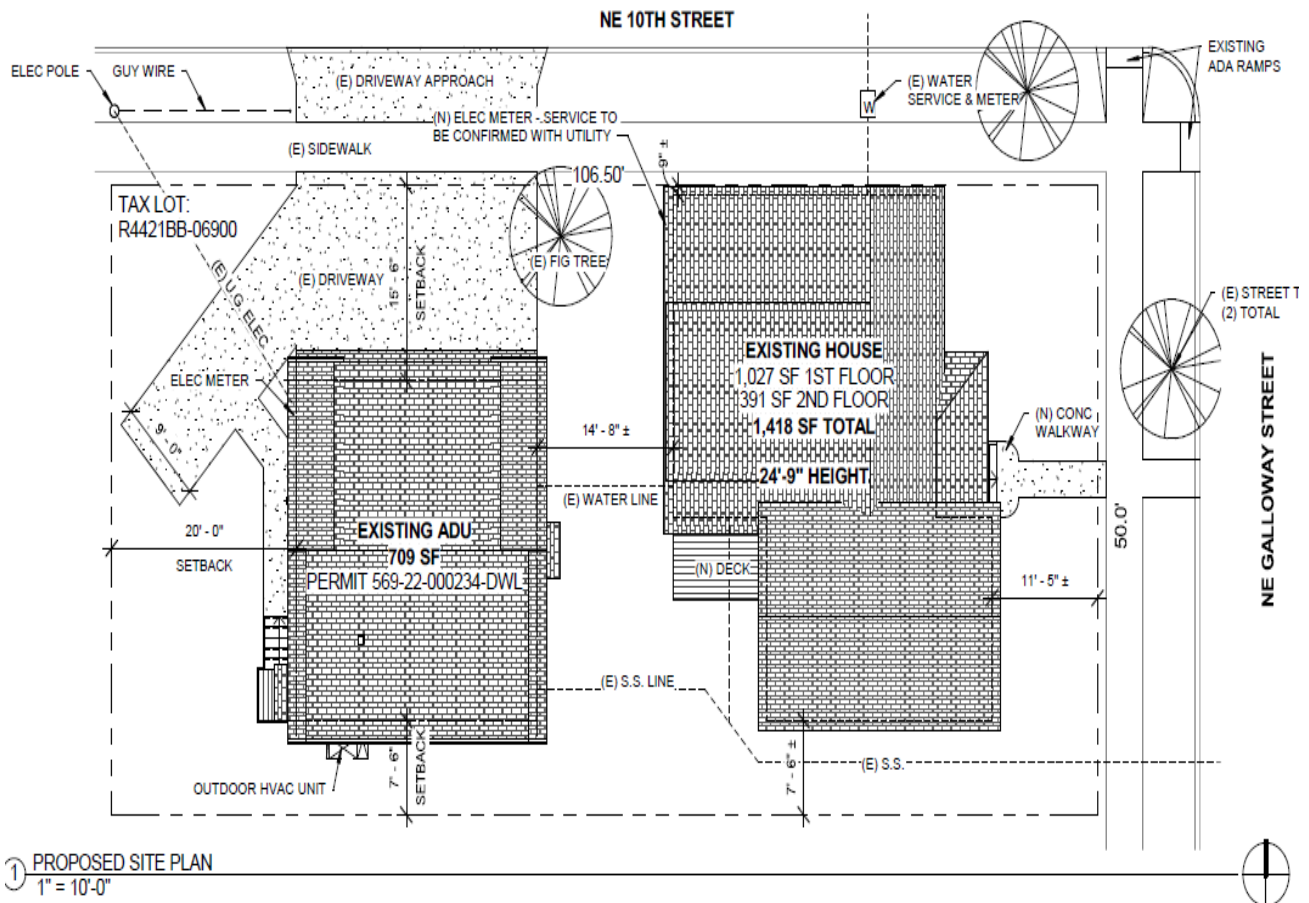
Attachment B: HL 4-22 Application Materials

**Figure 3: Photos of Current Exterior Conditions**



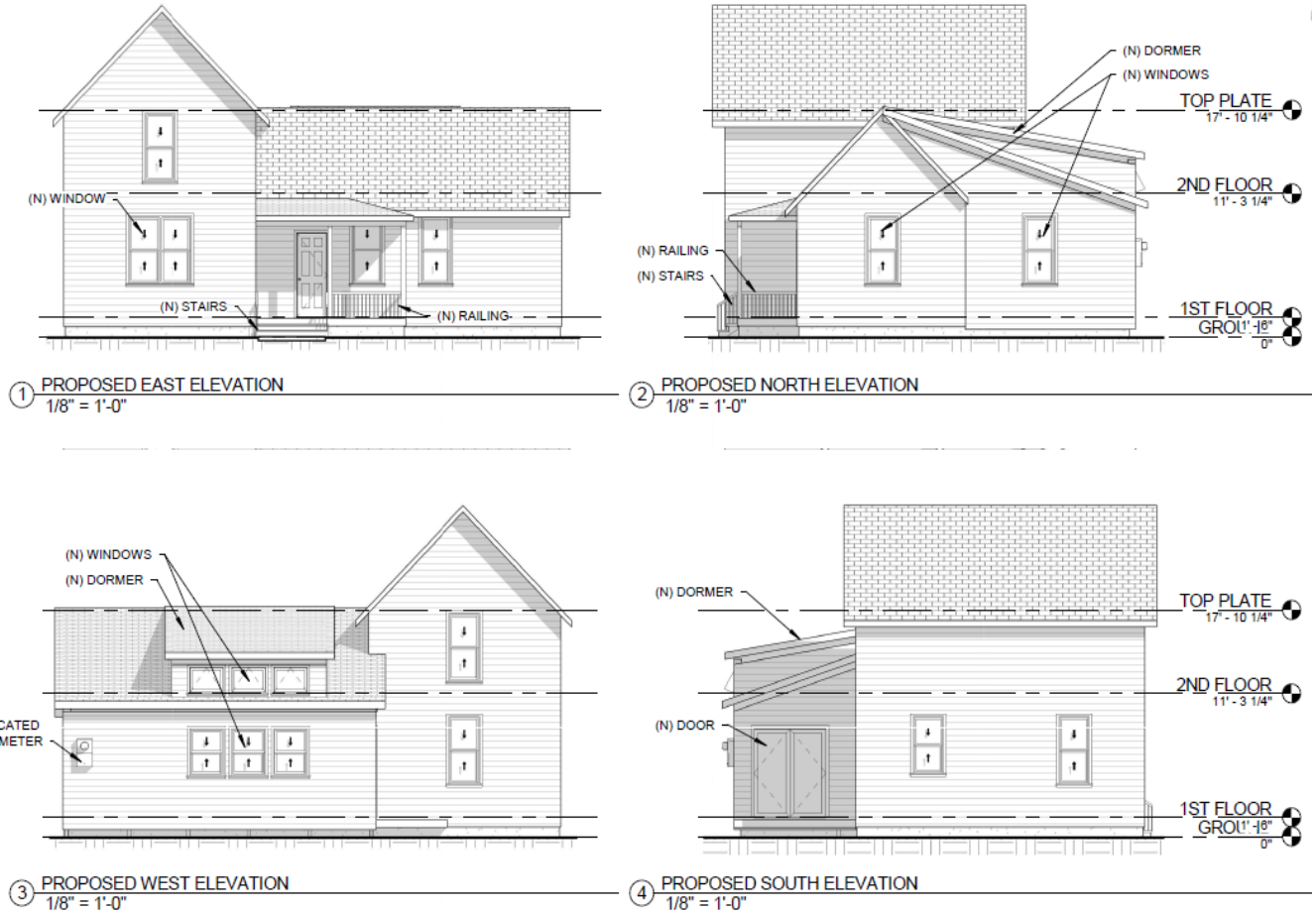


Figure 4: Site Plan



Attachments:  
 Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-22  
 Attachment B: HL 4-22 Application Materials

**Figure 5: Site Elevation Drawings**



**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 4-22 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);

**Summary of Applicant Findings**

The applicant has provided a written narrative to support their requests. The narrative is 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 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 proposed alterations of the residential property located at 935 NE Galloway St.

*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-22*

*Attachment B: HL 4-22 Application Materials*

Included in the application is a site plan, as well as photos of the building, and elevation drawings.

### **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 4-22 as well as any requests by the Historic Landmarks Committee and the City of McMinnville Building Department.

The second condition of approval is related to the moving of electrical conduit and boxes.

The third and final condition of approval relates to the potential for finding any archaeological resources.

### **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 made but that the suggested conditions of approval are needed to ensure future compliance with city rules and regulations.

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. 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.
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.

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#### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-22*

*Attachment B: HL 4-22 Application Materials*



**MOTION FOR HL 4-22:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 4-22, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.**

AT

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*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-22*

*Attachment B: HL 4-22 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 935 NE GALLOWAY STREET**

- DOCKET:** HL 4-22 (Certificate of Approval for Alteration)
- REQUEST:** Applicant is requesting the approval historically accurate repairs including the replacement of windows, roofing, and siding in order to restore the home from its current state of disrepair, as well as adding a new dormer to the rear.
- LOCATION:** 935 NE Galloway St, also known as Tax Lot R4421-BB-06900
- ZONING:** R-3 (Two-Family Residential Zone)
- APPLICANT:** Daniel Bramske
- STAFF:** Adam Tate, Associate Planner
- DATE DEEMED COMPLETE:** August 5, 2022
- REVIEW BODY & ACTION:** McMinnville Historic Landmarks Committee
- MEETING DATE & LOCATION:** August 25, 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: 841 5063 6321, Meeting Password: 201429.
- 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 meeting 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

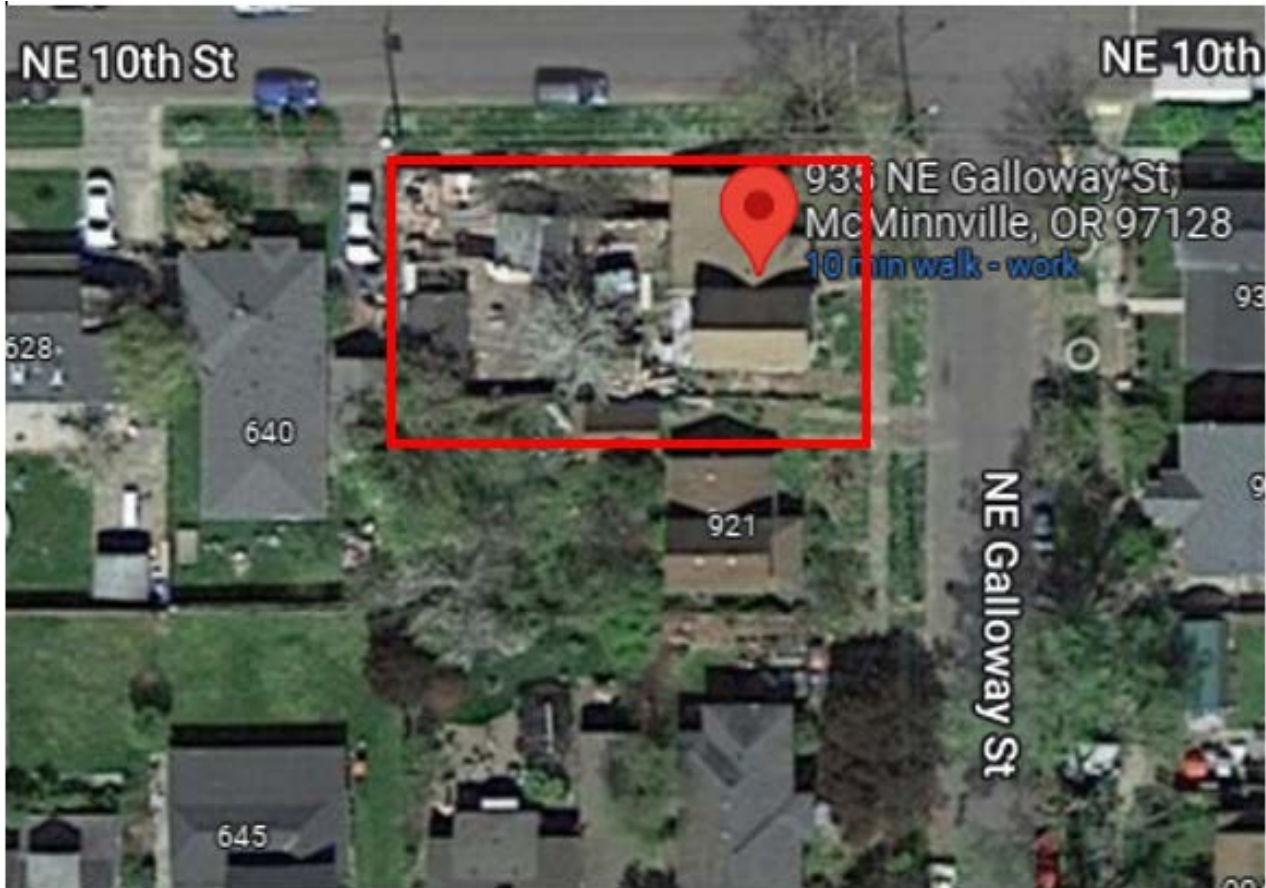


**I. APPLICATION SUMMARY:**

***Subject Property & Request***

The subject property is located at 935 NE Galloway Street. The property is also identified as Tax Lot R4421-BB-06900. ***See Vicinity Map (Figure 1) below as well as Site Plan (Figure 4)***

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




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***Attachments:***

Attachment 1 – Application and Attachments

Figure 2: Entry on City of McMinnville Historic Resources Inventory

Historic Resources Survey  
City of McMinnville  
Yamhill County, Oregon



Site No. 21.7 Aerial Map K-9  
Block 29 Lot 4  
Addition Oak Park  
Tax Lot 4421 BB 6900  
Address 935 N Galloway OK  
Common Name -  
Historic Name -  
Present Owner Cecilia and Yolanda Suarez  
Present Use Residence  
Original Use "  
Builder or Architect unknown  
Outbuildings garage (west property line)  
Date of Construction c. 1895  
-Condition Assessment on Reverse Side-

*B662* *R-3*

Attachments:

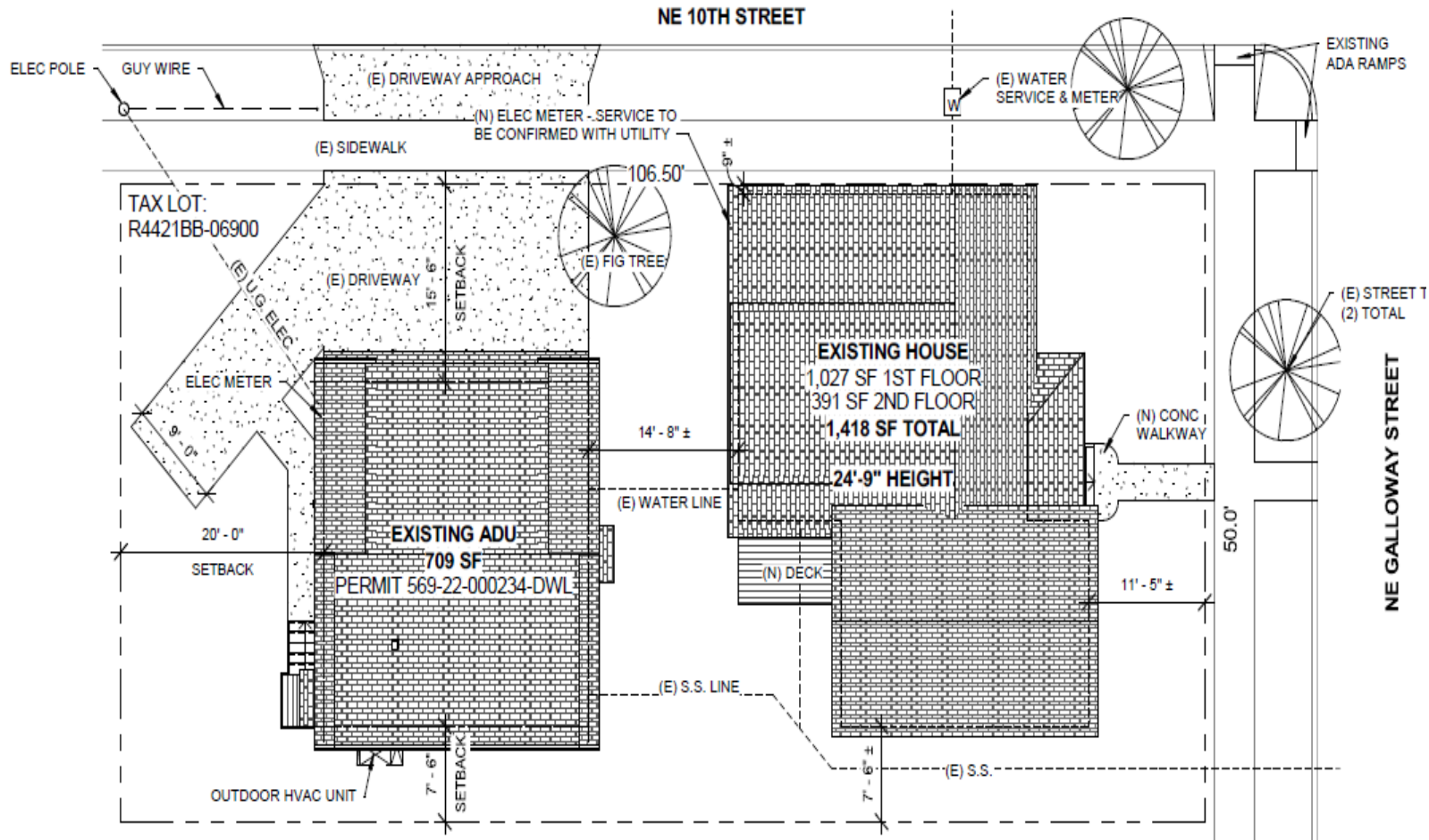
Attachment 1 – Application and Attachments

**Figure 3: Photos of Current Exterior Conditions**





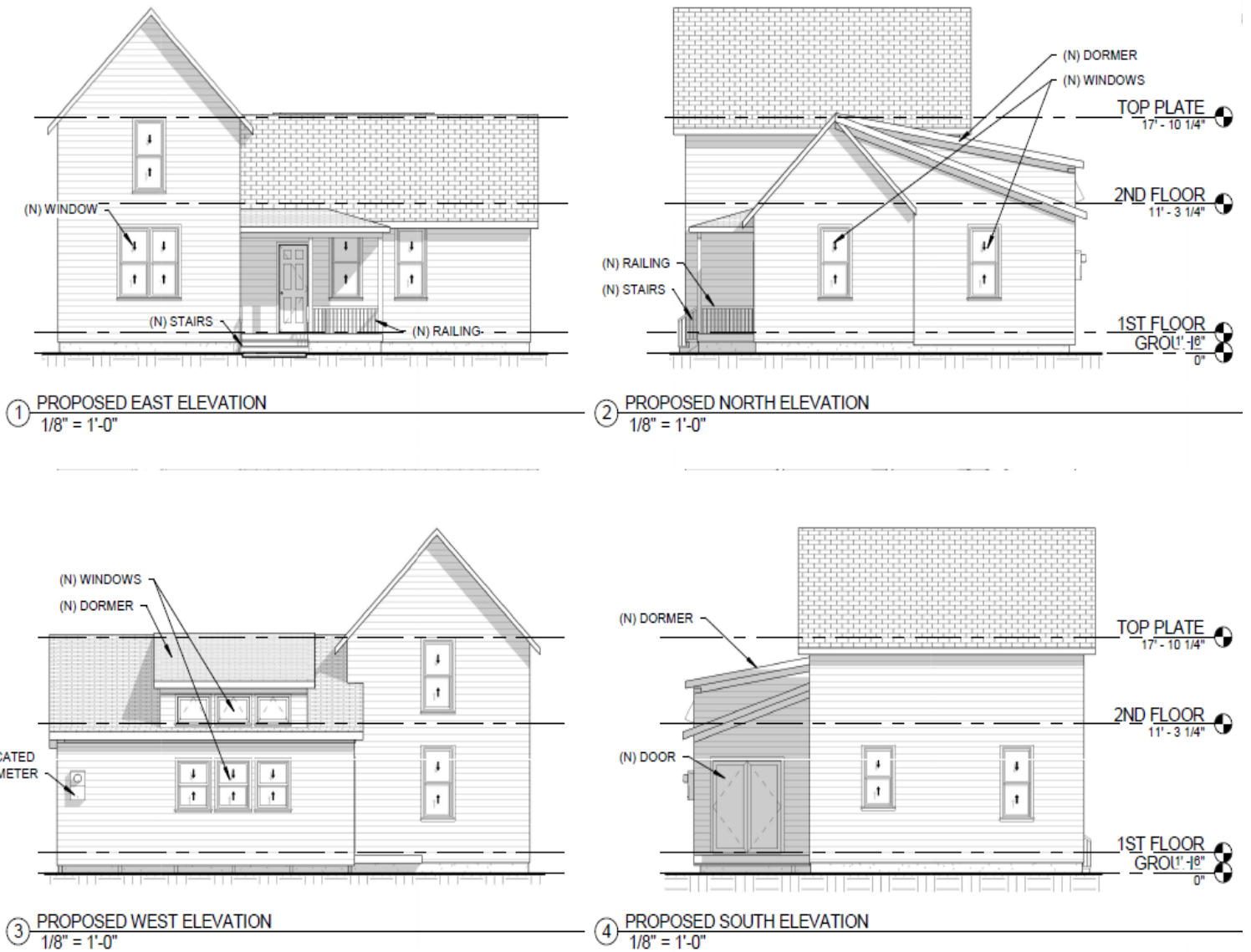
Figure 4: Site Plan



1 PROPOSED SITE PLAN  
1" = 10'-0"



**Figure 5: Elevation Drawings**



**Background**

An excellent example of rural, vernacular architecture, 935 NE Galloway was built in 1895. Sadly, the home has fallen into a state of disrepair and significant work is needed for its preservation and in order to be made habitable again.

The applicant plans to replace rotted siding, remove the period incorrect aluminum windows, and replace them with period correct windows, as well as repair the front porch and its railing. They also plan to repair the rear of the shed roof and add a new dormer there. The electrical meter will also be rerouted to the rear of the home from its current location in the front in order to enhance the historic character of the home.

*Attachments:*

Attachment 1 – Application and Attachments

## **Summary of Criteria & Issues**

The application (HL 4-22) 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. 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.
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.

## **III. ATTACHMENTS:**

1. HL 4-22 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 Engineering Department:

May require the evaluation of the sanitary sewer lateral and the sidewalks and driveways within the public right of way. See the city code: <https://mcminnville.municipal.codes/MMC/12.12.030>

Depending on the last time that the house was refurbished (Historic Survey was performed in July of 1980), EHS and HAZMAT steps may need to be taken prior to and during removal of materials.

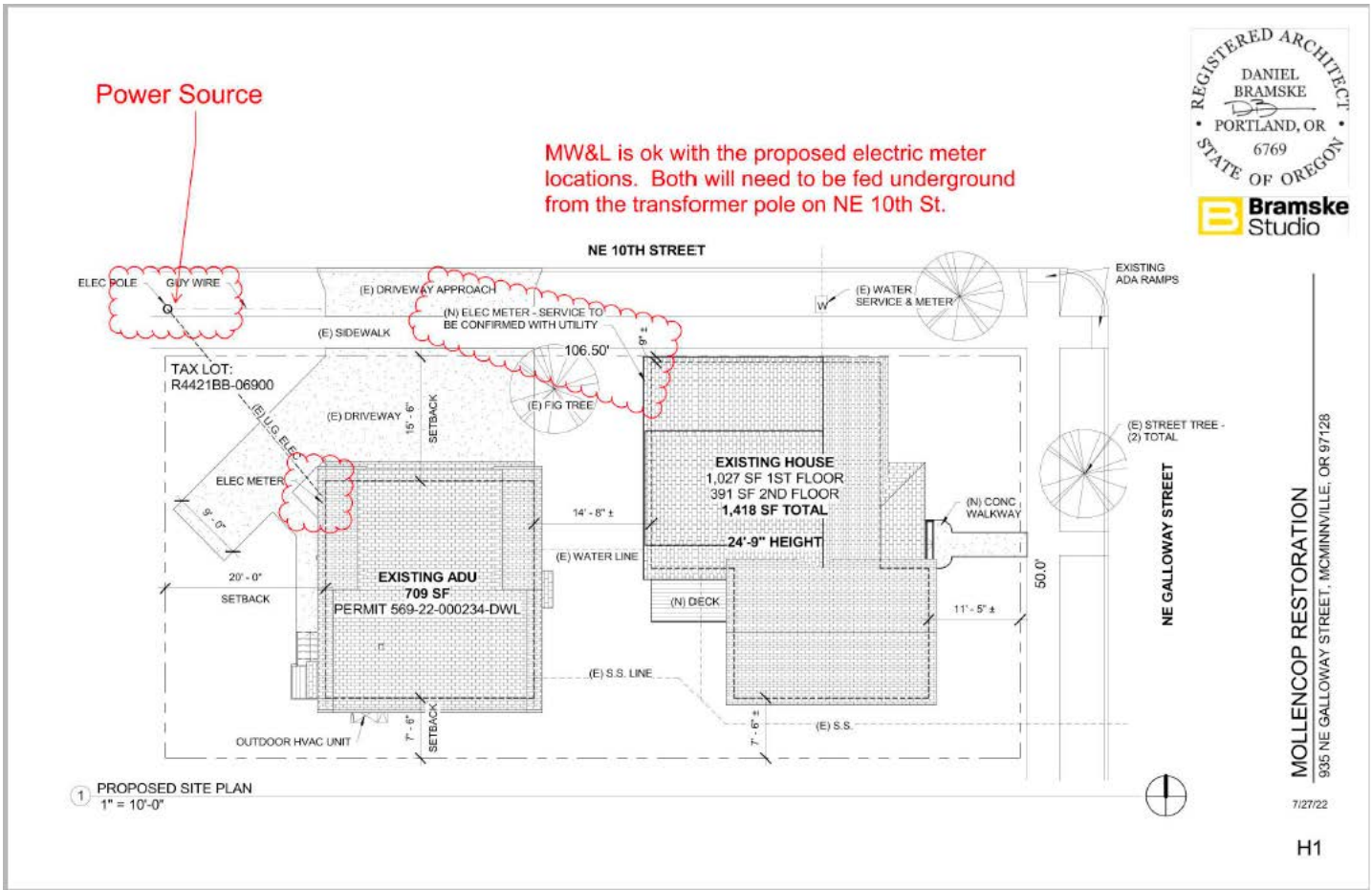
Street trees on North and East side of property may need to be addressed during the sidewalk inspection.

- McMinnville Water & Light:

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### *Attachments:*

Attachment 1 – Application and Attachments



Power: MW&L is ok with the proposed electric meter locations. Both will need to be fed underground from the transformer pole on NE 10<sup>th</sup> St. – Please see the attached document.

Water: No issues.

- McMinnville Fire Department:

Fire Department has no issues with this request.

**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 August 25th, 2022, no public testimony has been received by the Planning Department.

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

1. The applicant, Daniel Bramske, submitted the Certificate of Approval application (HL 4-22) on August 3, 2022.
2. The application was deemed complete on August 5, 2022. Based on that date the 120 day land use decision time limit expires on December 3rd, 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 August 25th, 2022, Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on August 5th, 2022.
5. On August 25th, 2022, the Historic Landmarks Committee held a duly noticed public meeting to consider the request.

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

1. **Location:** 935 NE Galloway St, also known as Tax Lot R4421-BB-06900
2. **Size:** Lot 5,092 Square Feet
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-3 (Two-Family Residential Zone)
5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Residential
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** The building is a historic resource on the McMinnville Historic Resources list, NO. B662.
  - 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 Galloway Street and 10<sup>th</sup> Street, both of which are identified as local streets in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for local streets as 50 feet.

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**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, polices, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

**GOAL III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.**

**APPLICANT’S RESPONSE:** The proposed project will meet the policies of the Comprehensive Plan by preserving an existing historic resource, and by ensuring its useful life is extended for decades through repair and restoration. Additionally, it will maintain the dwelling as a residence, aligning with the goals of the Comprehensive Plan as both a historic resource and a residential use.

**FINDING: SATISFIED.** The applicant is working to rehabilitate and preserve a historical structure on the City’s historic resources inventory.

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

**APPLICANT’S RESPONSE:** The proposed project will meet the policies of the Comprehensive Plan by preserving an existing historic resource, and by ensuring its useful life is extended for decades through repair and restoration. Additionally, it will maintain the dwelling as a residence, aligning with the goals of the Comprehensive Plan as both a historic resource and a residential use.

**FINDING: SATISFIED.** The applicant is working to rehabilitate and preserve a historical structure on the City’s historic resources inventory.

**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**

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PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

*Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The process for a Certificate of Approval for Alteration provides an opportunity for citizen involvement throughout the process through the public notice and the public meeting process. Throughout the process, there are opportunities for the public to review and obtain copies of the application materials and the completed staff report prior to the advertised public meeting(s). All members of the public have access to provide testimony and ask questions during the public review and meeting 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.

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**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 meeting.

**17.65.060 Exterior Alteration or Remodeling.** [...]

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

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

**APPLICANT'S RESPONSE:** The proposed project will meet the policies of the Comprehensive Plan by preserving an existing historic resource, and by ensuring its useful life is extended for decades through repair and restoration. Additionally, it will maintain the dwelling as a residence, aligning with the goals of the Comprehensive Plan as both a historic resource and a residential use.

**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:** The property's use will not change from its most recent and also historic use. Any changes to the resource are needed in order to make it habitable again after decades of neglect and deferred maintenance.

**FINDING: SATISFIED.** The restoration of the structure will allow for its continued use as a residence and help preserve 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:** It is the intent of this project to maintain and restore all historic and distinctive features of the existing house. Siding, trim, windows, doors, guardrails, stairs, and posts will all match the original character of the house.

**FINDING: SATISFIED.** The property's historic features will be preserved as part of the restoration work proposed which fulfills the requirement.

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

**APPLICANT'S RESPONSE:** It is the intent of this project for the house to remain as a physical record of its time, place, and use. The single-family dwelling will be retained, and any require elements being added or replaced will be physically and visually compatible. Where new elements are called out. They will be of wood and will match similar historic elements.

**FINDING: SATISFIED.** The applicant has provided detailed plan on how they want to preserve the historic materials of the building as well as preserve the historical use of the site as a single-family dwelling.

**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:** This house is largely in its original condition, with the exception of historically non-compatible aluminum windows, which were added in the second half of the 20<sup>th</sup> century. The proposed alterations will remove any in-historic elements and replace them with materials that match the composition, design, color, and texture of the original house.

**FINDING: SATISFIED.** The home has not changed drastically over its lifespan so far and remains mostly original. The restoration of historic elements and replacement of non-historic elements is in line with this goal.

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

**APPLICANT'S RESPONSE:** All distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the house will be preserved.

**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:** At time of construction, the existing conditions of the historic features will be evaluated for structural integrity, water damage, and deterioration. If found to be in need of repair or limited replacement, it is our intention to match the new material with the old in composition, design, color, and texture.

**FINDING: SATISFIED.** Any replacement or repair will ensure that new materials match the existing materials in composition, design, color, and texture as required.

**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:** There are no proposed chemical treatments in this project. Physical treatments, such as sanding of existing siding and trim, will be undertaken in a sensitive way, consistent with the Secretary of the Interior's Guidelines for Historic Preservation.

**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:** No known archaeological resources are present on site and the proposed project is not proposed to disturb any existing soil. If archaeological resources are discovered during demolition or construction, they will be dealt with appropriately.

**FINDING: SATISFIED:** In the offhand chance archaeological resources are discovered during the project, they will be properly reported and catalogued.

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

**APPLICANT’S RESPONSE:** The proposed project will protect the significance of this historic home, preserving historic materials, and elevations where needed through maintenance and repair and sustaining the existing form, integrity, and materials of the property. Per the guidelines for Historic Preservation as published by the United States Secretary of the Interior, the comprehensive treatment standard that our project will be following is Preservation. Preservation is defined as the act of maintaining, repairing, and limited replacement of a property’s distinctive materials, features, and spaces that are essentially intact and thus convey the historic significance without extensive repair or replacement. Again, this property will continue to be used for the same purpose and all elements or work in this proposed project are required in order to make the house habitable and preserve the original character of the property.

The new shed roof dormer at the rear of the house will not disrupt or overpower the use of historic materials, features, and special relationships that characterize the property. The new work will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment. Additionally, this work will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired and will be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted.

Furthermore, per the guidelines put forth by the United States Secretary of the Interior, we will be upgrading or altering the mechanical, electrical, and plumbing systems within a very limited and sensitive scope to make the property more functional.

**FINDING: SATISFIED.** The proposed changes to the structure follow the Guidelines for Historic Preservation.

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

**APPLICANT’S RESPONSE:** This project is reasonable; in that it is a project with minimal impact and is limited to making a previously vacant and deteriorated building once again habitable. The only proposed modifications are necessary in order to make this a financially viable and productive property once again, as well as maintaining the historic character of the neighborhood.

**FINDING: SATISFIED.** The economic use of the building as a single-family home is maintained. The restoration proposed is reasonable and in the public’s interest as it helps preserve the historic structure and character of the neighborhood.

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

**APPLICANT’S RESPONSE:** As similarly stated above, the current and historic value of this resource is that it is a single-family dwelling, original to the area, and will be maintained as such.

**FINDING: SATISFIED.** The building is a B list Historical Resource. The alterations proposed 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:** This property has suffered from decades of neglected and deferred maintenance by the previous owner. In addition to piles of trash, sheds, and vehicles that previously filled the yard have been removed. If the proposed project is not undertaken, this resource will continue to deteriorate to a point where demolition is the only financially feasible solution. It is the intent of this project to intervene as soon as possible in order to save all original elements of this resource and restore the house back to a fully-functioning and livable condition that is consistent with the original character and use of the property.

**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*

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*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 meeting and hearing process of the Historic Landmarks Committee.

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