



# City of McMinnville

## PLANNING

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

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

### **Historic Landmarks Committee**

### **Hybrid In-Person & ZOOM Online Meeting**

### **Thursday, January 25th - 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/89631147967?pwd=9JDvty3ofRp27wYuEiD3apha1Xaba0.1>

**Zoom Meeting ID: 896 3114 7967**  
**Zoom Meeting Passcode: 960966**

**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>
	<b>2. Citizen Comments</b>
Mary Beth Branch, Vice Chair	<b>3. Approval of Minutes</b> <i>(None this time)</i>
	<b>4. Action Items</b>
Mark Cooley	<ul style="list-style-type: none"><li>Election of Officers &amp; welcome for new members <i>(Exhibit 1)</i></li><li>Training from Robert Olguin from SHPO <i>(Exhibit 2)</i></li><li>Possible Training from Carrie Richter from Legal on quasi-judicial decision making <i>(Exhibit 3) (may be moved to February)</i></li></ul>
Christoper Knapp	<b>5. Discussion Items</b>
Katherine Huit	<b>6. Old/New Business</b>
	<b>7. Committee Member Comments</b>
City Council Liaison Chris Chenoweth	<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.

## **EXHIBIT 1 - MEMORANDUM**

**DATE:** January 25, 2024  
**TO:** Historic Landmarks Committee Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Agenda Item – Election of Historic Landmarks Committee Officers

The annual election of officers has been placed on your January 25, 2024 meeting agenda. As part of this process, the Historic Landmarks Committee shall elect a Chair and Vice-Chair at the first meeting of each year. The Chair presides over the meeting and public hearings. The Vice-Chair will preside over the meetings and public hearings in the Chair's absence.

The following outline is provided to help guide you through this election process.

Nominations of chair and vice-chair

1. Begin with the nominations for the position of the chair. Any Committee member may nominate another member. Committee members can also nominate themselves. Nominations do not have to be seconded. If a nominee does not wish to be considered, that person can decline the nomination. When nominations stop, the chair will call for any more nominations. When no other nominations are forthcoming, the chair will state that the nominations are closed. Once the nominations are closed, the chair will state the names of the nominees. Each member must state their vote for the chair. If one person receives a majority of the vote, the chair will declare the result of the vote. If no one receives a majority of the vote, the vote must be done again. No person can be eliminated as a nominee, but any nominee can withdraw their nomination. The voting will continue until one person receives a majority of the vote.
2. The vice-chair will then be elected in the same manner.
3. At the close of the elections, the new chair will preside over the remainder of the meeting.