



# 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, April 11th - 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/83576865313?pwd=ERxxMB9afaWm2evFiOIngKAcBwJKoB.1>

**Meeting ID: 835 7686 5313**

**Passcode: 022121**

**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>
Christoper Knapp	<ul style="list-style-type: none"> <li>• 5-26-2022 Meeting Minutes (<i>Exhibit 1</i>)</li> <li>• 5-24-2023 Meeting Minutes (<i>Exhibit 2</i>)</li> </ul>
Katherine Huit	<b>4) Action Items</b>
City Council Liaison Chris Chenoweth	<ul style="list-style-type: none"> <li>• HL 1-24: Certificate of Approval for Alterations 609 NE 3<sup>rd</sup> St (<i>Exhibit 3</i>)</li> </ul>
	<b>5) Committee Member Comments</b>
	<b>6) Staff Comments</b>
	<b>7) 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 - MINUTES

May 26, 2022  
Historic Landmarks Committee  
Regular Meeting

3:00 pm  
Hybrid Meeting  
McMinnville, Oregon

**Members Present:** Mary Beth Branch, Mark Cooley, Eve Dewan, Christopher Knapp, and John Mead  
**Members Absent:** Hadleigh Heller – Youth Liaison  
**Staff Present:** Heather Richards – Planning Director and Adam Tate – Associate Planner  
**Others Present:** Chris Chenoweth – Council Liaison

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### 1. Call to Order

Chair John Mead called the meeting to order at 3:09 pm. This meeting was held in accordance with land use procedures required by McMinnville Code, McMinnville Comprehensive Plan, and the State of Oregon.

### 2. Citizen Comments

None

### 3. Approval of Minutes

None

### 4. Work Session

None

### 5. Action Items

- **Public Hearing HL 5-21: 228 NE 3<sup>rd</sup> Street**

Chair Mead opened the public hearing. There were no objections to the jurisdiction of the Committee, and no Committee Member abstained, made any disclosures, or declared prior contact or site visits.

Associate Planner Adam Tate reported on HL 5-21 (Certificate of Approval for Alteration) for 228 NE 3<sup>rd</sup> Street. The building was a secondary significant contributing site within the McMinnville Downtown Historic District on the National Register of Historic Places and fell within the boundary of the Downtown Design District. Associate Planner Tate covered a

proposal to add a rear service door and awning on the south side of the building facing the public parking lot along Second Street.

Associate Planner Tate asked the Committee to consider whether the Application met the criterion test for alteration according to McMinnville Comprehensive Plan Historic Preservation policies, 17.65 Historic Preservation of the MMC, 17.59 Downtown Design Review of the MMC, and State of Oregon Administrative Rules 660-023-0200: Historic Preservation. McMinnville Building Department had commented that a building permit would be necessary when it came time to install the door and provided some Building Code specifications regarding the door installation. Staff recommended approval of the Application subject to conditions specified.

Committee Member Mary Beth Branch asked whether adjacent businesses used fiberglass doors, and voiced concerns that similar materials are used for consistency. No one present knew what materials were used for adjacent doors.

Applicants were not present. There were no public supporters or opponents. Chair Mead closed the public hearing.

Committee Member Branch questioned the consistency of the material choice of the door. She proposed an added condition that the color and material used for the door and awning match the surrounding area.

Committee discussed the durability of the door materials.

**Committee Member Branch moved to approve HL5-21 subject to conditions of approval provided in the decision document, as well as an additional condition that the exterior door used will match the adjacent business's doors in material, color, and finish. Committee Member Cooley seconded the motion. Motion passed unanimously.**

## 6. Discussion Items

- **Buchanan Cellers Special Assessment**

Buchanan Cellers has applied to be part of the State Historic Preservation Special Assessment Program, which would freeze tax rates for ten years once the property enters the program in order to use the saved funds to complete a preservation plan. The State Historic Preservation Office would review all changes made to the property in the ten-year timeframe unless the locality has a design review board with jurisdiction. The exterior changes made to Buchanan Cellers would be reviewed by the Historic Landmark Committee, and the interior changes would be reviewed by the State Historic Preservation Office.

Mary Beth Branch, representing the Applicant, asked Associate Planner Tate for an assessment of the Applications made for Buchanan Cellers. The Applications appeared complete, however it would be reviewed and responded to within 30 days. The narrative of the preservation plan had been slightly altered between the versions of Applications sent to different review boards.

- Planning Director Richards thought participation in the state program would circumvent the local program. Ms. Branch explained they were required to present the proposal to several agencies to get approval.

Ms. Branch summarized the Buchanan Cellers preservation plan narrative and emphasized the significance of the site in McMinnville history. The family had planned to rehabilitate major parts of the structure as small repairs were no longer sufficient. She described the architecture and repairs necessary, and noted it was the tallest building in McMinnville.

Committee Members discussed their general approval and appreciation of the narrative and the historical context. Ms. Branch hoped their project would inspire other historical site property owners to use resources like the tax credit programs.

Ms. Branch described the poor condition of the windows at Buchanan Cellers and discussed plans for restoration. The Committee expressed general support for the project. Ms. Branch noted the correct spelling was not Cellars, but Cellers which is a last name.

- **HLG Public engagement program update**

Associate Planner Tate reported these updates on the historic outreach program:

- New posters would be going up around town in June.
- Two pamphlets were being developed; one pamphlet would cover 30 historical sites, and the other pamphlet would be a “How To” guide with information and resources for property owners of historical sites.
- A special speaker series was planned to begin in June covering historical topics relevant to McMinnville.
- A walking tour of historic sites in McMinnville was being developed.

Associate Planner Tate shared some of the new posters. The Committee discussed making the posters available for sale to the public, legal ownership of the image files, and whether property owner consent was given. Committee Member Branch suggested identifying the Historic Landmark Committee on the posters.

Planning Director Richards suggested Committee Member Branch as a potential speaker in the speaker series. Committee Member Branch agreed she could speak at an event to share her expertise with the public. Committee Member Branch suggested possibly doing virtual reality tours of historic locations for those who cannot attend.

## 7. Committee Member Comments

None

## 8. Staff Comments

Planning Director Richards noted there had been a lot of Facebook activity expressing concern over [\[inaudible 1:02:20\]](#) several historical buildings which were potentially going to be demolished. There was misinformation being spread on the topic which continued to require correction. She spoke with the Interim Land Use Attorney for legal advice on the Demolition Code and interaction with the public on the topic.

Planning Director Richards discussed topics on the June meeting agenda, and noted there were many upcoming items to discuss including several Applications, the Demolition Code, updating the Comprehensive Plan manual which has not been updated since 1981 and needs to be updated to become compliant with State Land Use laws. Northwest Vernacular will be putting together language for Volume 1. Chair Mead expressed concern over being able to

produce quality decisions with so many items on the agenda. Committee discussed how to split the topics between meetings to address all the topics. Holding a special meeting was suggested to address the Demolition Code. The City has reached out to the State Historic Preservation Office for their input and advice on the Demolition Code and managing opinions on options.

Council Liaison Chenoweth has received phone calls concerning the potential building demolitions. Committee discussed how to address the public regarding the decisions being made, and that the regulations must apply to all projects. Committee Member Branch hoped the decisions could be made quickly as this issue has been long-standing. Chair Mead reiterated holding a Special Meeting on that topic would be helpful.

Planning Director noted the extra scripting at the start of the meeting and informed the Committee that they were now an official public hearing process and will be following a more rigorous process of asking questions and putting things on record.

## **9. Adjournment**

Chair Mead adjourned the meeting at 4:25.



## EXHIBIT 2 - MINUTES

May 24, 2023  
Historic Landmarks Committee  
Regular Meeting

4:00 pm  
Hybrid Meeting  
McMinnville, Oregon

**Members Present:** Mary Beth Branch, Eve Dewan, Mark Cooley, and Christopher Knapp

**Members Absent:** John Mead

**Staff Present:** Adam Tate – Associate Planner and John Swanson – Senior Planner

**Others Present:**

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Minutes were developed by a partial recording that was disrupted due to a technology error and staff notes.

### 1. Call to Order

Vice Chair Branch called the meeting to order at 4:00 p.m.

### 2. Citizen Comments

None

### 3. Minutes

None

### 4. Action Items

- DDR 1-23: 903 NE Third St

Disclosures: Vice Chair Branch opened the public hearing and read the hearing statement. She asked if any Committee member wished to make a disclosure or abstain from participating or voting on this application. There was none. She asked if there was any objection to the jurisdiction of the Committee to hear this matter. There was none.

Staff Presentation: Senior Planner Swanson said this was a downtown development review for 903 NE Third Street. He discussed the subject site, location, proposed new restaurant building, reconfiguration of the site design to accommodate the new building, off-street parking through a shared parking agreement with the adjacent church, landscaping, site plan, renderings, elevations, proposed building materials and colors, applicable criteria, and conditions of approval.

There were questions regarding the second story windows, underground tanks, column materials, parking lot access, and parking lot ownership.

**The committee moved to approve DDR 1-23 subject to conditions of approval provided in the decision document, as well as adding three additional conditions that all windows on the building shall be set flush to the inside face of the building so that they are recessed and not flush against the surface of the outer wall, that pilasters and planters shall be finished with either painted stucco or painted wood trim, and that any changes to the specified paint colors or exterior materials palette shall be reviewed by the HLC. Motion passed unanimously.**

#### **6. Committee Member Comments**

None

#### **7. Staff Comments**

Associate Planner Adam Tate then briefly went over how the poster, postcard, and coaster sales from the Certified Local Government (CLG) grant were going, as they were put on sale to commemorate Historic Preservation month for May and were kept on sale throughout the rest of the year.

#### **8. Adjournment**

Chair Mead adjourned the meeting.



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## EXHIBIT 3 – STAFF REPORT

**DATE:** April 11, 2024  
**TO:** Historic Landmarks Committee Members  
**FROM:** Matthew Deppe, Associate Planner  
**SUBJECT:** HL 1-24 (Certificate of Approval – Historic Landmark Alteration)  
609 NE Third 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 to consider a request for a Certificate of Approval for an Alteration of a Historic Resource for a proposed exterior lighting project on the property at 609 NE Third Street (R4421BC 04500), a primary contributing structure in the National Register of Historic Places McMinnville Downtown Historic District and a significant historic resource on the McMinnville Historic Resource Inventory, No. B865.

### Background:

The subject property is located at 609 NE Third Street. The applicant is requesting approval of the design adding exterior lighting, power conduit for said lighting, and a small sign near the rear of the building. The tenant is requesting Downtown Design Review for the facade alterations on the subject property.

The applicant provided mock ups of their proposal provided below. Actual installation of fixtures to be higher than they appear in rendering. Application to provide measurements at their presentation. Existing building conditions, fixture details, and sign details are provided in the application materials.





Proposed NE Ford Street View



### **Discussion:**

The specific review criteria for a Certificate of Approval for Alteration to a Historic Landmark is Section 17.65.060 of the McMinnville Municipal Code.

Staff finds that the project design does meet the applicable standards for the Certificate of Approval for Alterations of Historic Landmarks as it is a low-impact aesthetic project involving the installation of exterior lights on the two public-facing facades on Third Street and Ford Street. The lighting, conduit, and signage is to be attached with fasteners no larger nor longer than necessary to safely hold them to the building. Penetrations are to be no larger than necessary to accommodate necessary power wires.

The type of fasteners used for the conduit and lighting options include:

- 1/2 EMT, tap con 1/4" screw either 2" to 3" in length depending on the thickness of the stucco.
- Red head 1/4 wedge anchors, 3" to 5" long depending on the thickness of the stucco.
- The sealant used is DAP motor water tight sealer.

### **Attachments:**

HL 1-24 Decision Document

### **Committee Options:**

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

### **Recommendation:**

Staff is recommending approval of the application, subject to the above suggested conditions of approval.

### **MOTION FOR HL 1-24:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 1-24, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.**



### DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF AN APPLICATION FOR CERTIFICATE OF APPROVAL FOR ALTERATIONS TO A HISTORIC LANDMARK, AT 609 NE THIRD STREET

**DOCKET:** HL 1-24 (Certificate of Approval for Alteration)

**REQUEST:** The applicant is requesting a Certificate of Approval to add lighting, conduit, and signage to the Ford St and Third St Façade of 609 NE Third St.

Exterior paint design, including painted signage, is not part of the Historic Landmark Certificate of Approval application and was reviewed and approved by the Planning Director as an Administrative Downtown Design Review application (DDR 1-24).

**LOCATION:** 609 NE Third Street. The property is more specifically identified as Tax Lot R4421BC 04500.

**ZONING:** C-3 (General Commercial)

**APPLICANT:** Chelsey Nichol, on behalf of Oregon Lithoprint Inc, owner.

**STAFF:** Matthew Deppe, Associate Planner

**DATE DEEMED**

**COMPLETE:** February 29, 2024 (Initial)  
March 21, 2024 (Amended)

**DECISION-MAKING**

**BODY & ACTION:** Historic Landmarks Committee

**DECISION DATE**

**& LOCATION:** April 11, 2024, McMinnville Civic Hall, 200 NE 2nd Street, McMinnville, Oregon and online via Zoom. Zoom Online Meeting ID: 835 7686 5313, Meeting Password: 022121.

**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.

**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.

**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 application (HL 1-24) for exterior alterations for property at 609 NE Third Street **subject to the conditions of approval provided in Section II of this document.**

////////////////////////////////////  
**RECOMMENDATION: APPROVAL WITH CONDITIONS**  
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Historic Landmarks Committee: \_\_\_\_\_  
Mary Beth Branch, Vice-Chair

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

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

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

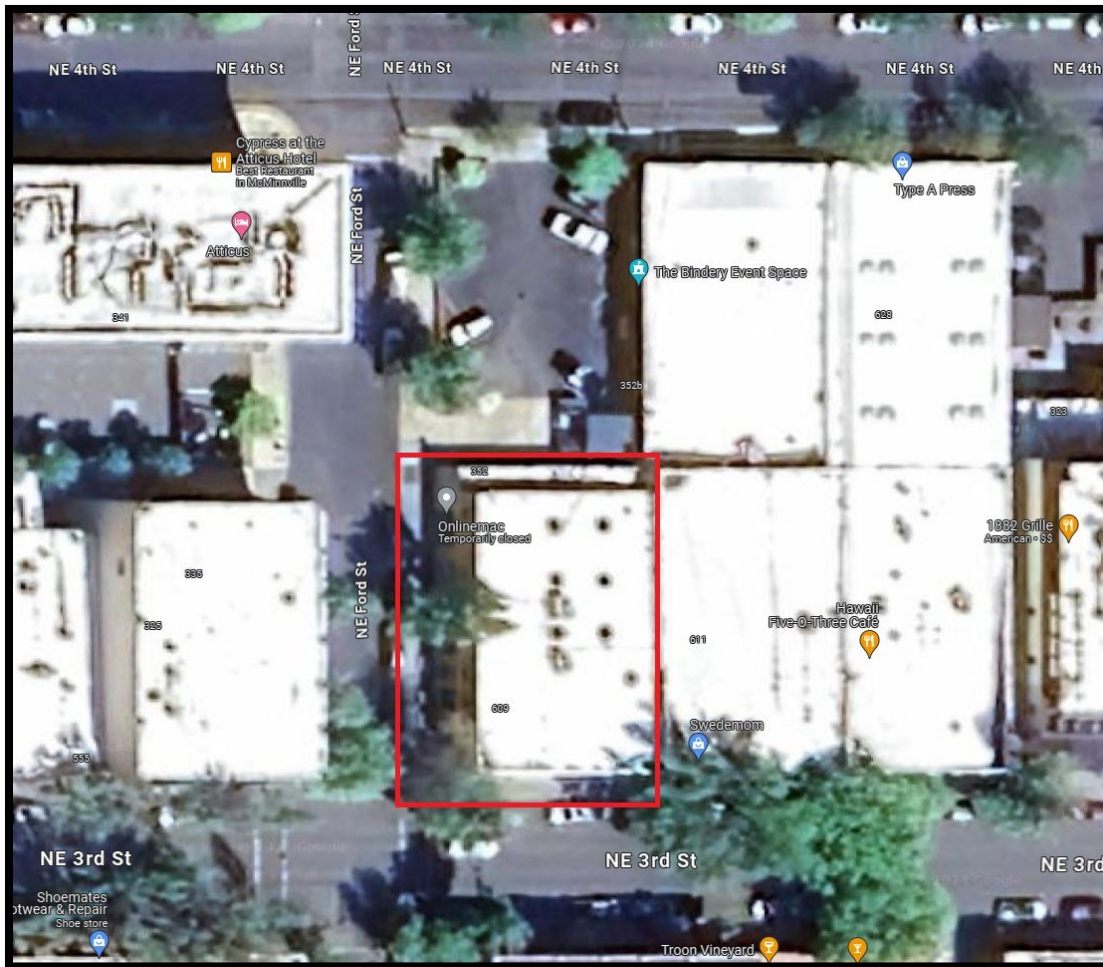
**I. APPLICATION SUMMARY:**

The applicant has provided information in their application narrative and findings regarding the request under consideration. Staff has found the information provided accurately reflects the current land use request, and excerpted portions are provided below to give context to the request, in addition to staff’s comments.

***Subject Property & Request***

The proposal is an application to add lighting, conduit, and signage to the Ford St and Third St façade of 609 NE Third St.. The subject property is located at 609 NE Third Street. The property is more specifically identified as Tax Lot R4421BC 04500. Please see **Figure 1, Vicinity Map** below.

**Figure 1. Vicinity Map**



***Background***

The property is located within the McMinnville Downtown Historic District on the National Register of Historic Places and is listed as a primary significant contributing property.

The building is also listed on the McMinnville Historic Resources Inventory as a Significant Resource. 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 listed as historic resource No. B865.

***Attachments :***

Attachment 1 – HLC 1-24 Application and It’s Attachments



The proposed alteration of the NE Third Street and NE Ford St facades entails adding lighting, electrical conduit, and signage. The lighting fixtures, the electrical conduit, and the small signage will require anchoring expected to go thru the exterior stucco and into the underlying brick. The electrical path will also require two new penetrations to the exterior to allow power access to the new fixtures.

**Figure 2. Existing Conditions**

**Current NE Third St Façade**



**Attachments :**

Attachment 1 – HLC 1-24 Application and It's Attachments

### Current NE Ford St Façade



### Current Corner View



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#### Attachments :

Attachment 1 – HLC 1-24 Application and It's Attachments



Figure 3. Proposed Project

Third Street View



**Proposed NE Ford Street View**



**Attachments :**

Attachment 1 – HLC 1-24 Application and It's Attachments

### New Proposed Wall Mounted Lights (x8)



#### Aluminum Wall Light

SKU: CPG11697

By: Capital Lighting

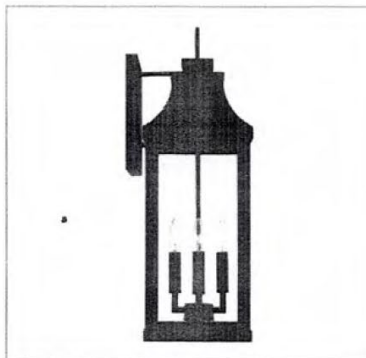
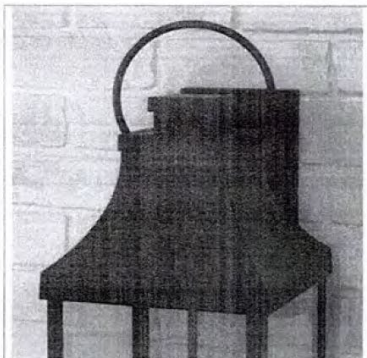
\$270.00

#### Features

- Rated for wet locations
- Bottom is open for easy access to bulb.
- The Black finish is a neutral, dark tone with a slightly coarse texture.
- Designed to be dimmable and LED, CFL, or Incandescent bulb compatible.
- Includes a 5-year manufacturer warranty against rust and fading.
- It comes in lamppost

#### Weights & Dimensions

- Overall: 27" H X 9" W X 9" D
- Back Plate: 9.75" H X 5" W X 1" D
- Body: 27" H X 9" W X 9" D
- Overall Product Weight: 11.5 lb.



### New Proposed Wall Mounted Goose Neck Lights (x6)



SPS-0721 REV A

#### FIRE CHIEF QUICK SHIP GOOSENECK LIGHT

JOB NAME: \_\_\_\_\_ FIXTURE TYPE: \_\_\_\_\_



BLE - G - QS - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E26  
A B C D E

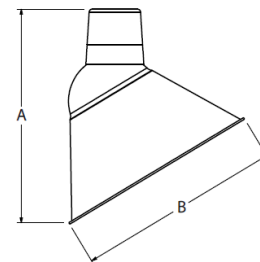
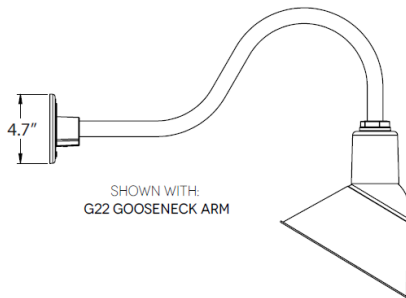
Order Example: BLE - G - QS - ASFC14 - 100 - G14 - NA - E26

A - SHADE SIZE	B - FINISHES	C - GOOSENECK ARMS	D - SHADE ACCESSORY
<b>FIRE CHIEF:</b> <b>ASFC10</b> 10" Shade <b>ASFC14</b> 14" Shade	<b>POWDER COAT FINISHES<sup>1</sup>:</b> <b>100</b> Black <b>200</b> White <b>600</b> Bronze <b>975</b> Galvanized	<b>GOOSENECK OPTIONS:</b> <b>G14</b> <b>G22</b>	<b>NA</b> None/No Wire Cage <b>WC</b> Wire Cage <sup>2</sup>
			E - LIGHT SOURCE
			<b>E26</b> 200 Watt Max

**IMPORTANT:** (1) All Powder Coat finished shades, Galvanized excluded, feature a white interior (2) If selected, shade accessory finish will match selection in Section B

#### MOUNTING DIMENSIONS LUMINAIRE DIMENSIONS

##### GOOSENECK (G)



SHADE CODE	HEIGHT (A)	DIAMETER (B)
ASFC10	10.5"	10"
ASFC14	14.5"	14"

#### SPECIFICATIONS

##### CERTIFICATIONS, LISTINGS & WARRANTY

MADE IN THE USA  
 Manufactured and Hand-Crafted in Our 60,000 Square Foot Facility Located in Titusville, FL

CSA LISTED FOR WET LOCATIONS

LIMITED WARRANTY  
 For Additional Information on Our Limited Warranty, Please See Our Terms & Conditions

##### CONSTRUCTION & FINISH

POWDER COAT SHADE  
 Hand-Spun from High Purity 3003-O Temper Aluminum

GALVANIZED SHADE  
 Hand Spun from High Quality Galvanized Steel

##### CONSTRUCTION & FINISH (CONTINUED)

POWDER COAT FINISHES  
 Polyester Powder Coat Finishes Are Electro-Statically Applied and Thermocured

GOOSENECK  
 3/4" Nominal (1.05" Actual) Sch 40, 6063 Aluminum Gooseneck

##### LIGHT SOURCE

INCANDESCENT  
 Medium Base E26 Socket, 120 VAC, 200W Max

**Attachments :**

Attachment 1 – HLC 1-24 Application and It's Attachments

**Fixture Proposed above 3 Entry Doors (no facade anchors nor new penetrations required)**



**Gaudencia 2 -Bulb 20" H Outdoor Hanging Lantern**

SKU: W008182688

By: Trent Austin Design®

**\$121.99**

**Features**

- Fixture dimensions: 8 in. W x 20 in. H, 81.2 in. max hanging height, minimum hanging height is 27.5".
- Can be mounted on an angled/sloped ceiling
- The chain is used to get your desired height.
- Candelabra base (E-12) 60W X 2 max (bulbs not included)
- Fixture is open at the bottom to allow for easy light bulb access
- Coordinating outdoor wall light available, weather-resistant, suitable for wet location.
- Lantern style offers a contemporary look, ideal for front door, decks, porch, patio and garage.

**Weights & Dimensions**

- Fixture: 20" H X 8" W X 8" D
- Overall Product Weight: 10.69 lb.
- Overall Height (Hanging): 81.2" H
- Chain Length: 59" L



**Attachments :**

Attachment 1 – HLC 1-24 Application and It's Attachments

### Signage Detail on NE Ford Street Facade



Squarespace - Co... My Drive - Google... 17hats eSchool Citizens Bank The Bindery Event... Deposits - Google... Files - Dropbox

Buy with **PayPal**

More payment options

The hanging Store Sign is a fresh take on the classic hanging sign. Considered design makes this hanging shop sign a timeless addition to your storefront, a business sign for retail stores, shops, and cafes.

Please note: This sign is not compatible with magnetic mounting.

**Specifications**

**Sign Face:** 18"/460mm (L) x 18"/460mm (W)  
**Mounting Rod Length:** 24.5"/620.5mm  
**Material:** Aluminum  
**Weight:** 8.1lbs/3.7kgs

\*Includes multiple strap options - Bronze + matching color.  
Suitable for outdoor use.

**Attachments :**

Attachment 1 – HLC 1-24 Application and It's Attachments



**Mcdade Aluminum Wall Light**

SKU: W007569233

By: Laurel Foundry Modern Farmhouse®

**\$66.37**

**Features**

- Barn light outdoor collections crafted in steel with a classic silhouette that is enhanced by different finishes.
- CETL listed for wet locations
- It makes great accents to any commercial lighting plan or residential garage entry, machine shed, or patio.

**Weights & Dimensions**

- Overall: 10" H X 8" W X 8" D
- Body Height - Top to Bottom: 10" H



The lighting, conduit, and signage is to be attached with fasteners no larger nor longer than necessary to safely hold them to the building. Penetrations are to be no larger than necessary to accommodate necessary power wires.

The type of fasteners used for the conduit and lighting options include:

- 1/2 EMT, tap con 1/4" screw either 2" to 3" in length depending on the thickness of the stucco.
- Red head 1/4 wedge anchors, 3" to 5" long depending on the thickness of the stucco.
- The sealant used is DAP motor water tight sealer.

### **Summary of Criteria & Issues**

The application (HL 1-23) 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 shall submit color schemes to the Community Development Director (CDD) for administrative review and approval.
2. That the applicant shall submit to the CDD for approval any changes to the location or number of lighting fixtures.
3. That the applicant shall submit to the CDD for approval for the increase in size or the addition or any new building façade penetrations.
4. Any further exterior alterations necessary to address the requirements of affected agencies shall be reviewed by the Planning Director to address additional minor exterior alterations such as meters, electrical conduit, etc.

## **III. ATTACHMENTS:**

1. HL 1-24 Submittal Application and Attachments

## **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.

- *McMinnville Engineering Department:*

Engineering will need the square footage and the use of that square footage to properly

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*Attachments :*

Attachment 1 – HLC 1-24 Application and It's Attachments



assess Transportation SDC's to the change of use for the property. If there is a charge in SDC's then those will have to be paid before the project can move forward. Will they be making any changes to plumbing in the building, if yes then they will need to provide a plumbing fixture form to review the changes in sanitary SDC.

- *McMinnville Building Department:*

Electrical permits will be necessary through Yamhill County for lighting changes. A building permit through the City will be necessary for the balance of the work shown in the application. Work exempt from a building permit:

- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Nonfixed and movable fixtures cases racks, counters and partitions not over 5' 9" in height.

- *McMinnville Water & Light:*

Water: No issues

Power: Contact McMinnville Water and Light if project requires a change to existing electric service.

- *McMinnville Fire Department:*

MFD has no comment for this application.

- *Comcast:*

Comcast has no conflict or comment for this project.

## **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 April 11, 2024, no public testimony had been received by the Planning Division.

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

1. The applicant, Chelsey Nichol, tenant on behalf of Oregon Lithoprint Inc, owner, submitted the Certificate of Approval (Alteration) application (HL 1-24) on February 21, 2024.
2. The application was deemed complete on February 29, 2024, and amended on March 21, 2024.
3. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.110 of the McMinnville Municipal Code: 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 original March 28, 2024 Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance

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### *Attachments :*

Attachment 1 – HLC 1-24 Application and It's Attachments

with Section 17.65.070(C) and Section 17.72.110 of the McMinnville Municipal Code on March 1, 2024.

5. The March 28 HLC public meeting was continued to April 11, 2024 and duly noted on March 28, 2024. Meeting was continued due to the amended application submitted on March 21, 2024
6. On April 11, 2024, the Historic Landmarks Committee held a duly noticed public meeting to consider the request.
7. The Historic Landmarks Committee approved the application, subject to the conditions in the decision document.

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

1. **Location:** 609 NE Third Street. The property is more specifically identified as Tax Lot R4421BC 04500
2. **Size:** Property area is 6,000 square feet.
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** Downtown Design Standards Area (per Section 17.59.020(A) of the McMinnville Municipal Code); Reduced Landscaping Requirements Area (per Section 17.57.080).
6. **Current Use:** Office
7. **Inventoried Significant Resources:**
  - a. Significant Resource B865
8. **Other Features:**
9. **Utilities:**
  - a. **Water:** Water service is available to the subject site.
  - b. **Electric:** Power service is available to the subject site.
  - c. **Sewer:** Sanitary sewer service is available to the subject site.
  - d. **Stormwater:** Storm sewer service is available to the subject site.
  - e. **Other Services:** Other utility services are available to the subject site. Northwest Natural Gas and Comcast is available to serve the site.
10. **Transportation:** The site is bounded on the West by NE Ford Street, on the South by NE Third Street, and on the East by another building. The McMinnville Transportation System Plan identifies NE Third and NE Ford Streets as minor collectors. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for these classifications of streets.

## **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.**

**GOAL III 3: INCREASE PUBLIC AWARENESS AND UNDERSTANDING OF MCMINNVILLE’S HISTORY AND ITS HISTORIC PRESERVATION PROGRAM.**

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

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** The scope of the alteration does not harm the historic resource.

**GOAL III 6: INCREASE HERITAGE TOURISM**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The site will be a way for historically interested visitors to view a historic building in the McMinnville Historic District.

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

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** A rehabilitated historic structure near downtown promotes Goal IV 4.

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

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*Attachments :*

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**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.

### **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.

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*Attachments :*

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**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 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 property is retaining its historic use as a commercial enterprise.

**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:** None

**FINDING: SATISFIED.** The historic character of the property is being retained. There is no planned replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a 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:** None.

**FINDING: NOT APPLICABLE.** No stabilization or conservation of historic materials or features is proposed.

**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.** This project does not change any acquired historic significance on the property.

**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:** None.

**FINDING: SATISFIED.** All distinctive features, materials and finishes are being preserved.

**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:** None.

**FINDING: NOT APPLICABLE.** No replacement or repair is being proposed.

**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: NOT APPLICABLE.**

**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: NOT APPLICABLE**

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

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The Secretary of the Interior has published guidelines for preserving, rehabilitating, restoring and reconstructing historic buildings. Each guideline has standards for performance and then recommended and not recommended approaches to undertake with historic preservation projects. Per the National Park Service, Secretary of Interior, each approach is defined as:

*Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment.*

*Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge*

*the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.*

*Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.*

*Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.*

This project would be considered a rehabilitation project.

In the Secretary of Interior's Standards for the Treatment of Historic Properties: Rehabilitation as a Treatment and Standards for Rehabilitation, the published standards for rehabilitation are:

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.*
2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.*
3. *Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
7. *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.*
8. *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
9. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

10. *New additions and adjacent or related new construction 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.*

Standard #9 best represents what the applicant is doing. The proposed new lights and signage will not destroy historic materials, features and spatial relationships that characterize the property.

**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 commercial storefront is maintained. The project 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 a B list Historical Resource. The alterations proposed do not change that fact.

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

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The applicant is proposing mostly aesthetic improvements.

**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.**

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

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** The Project was reviewed for compliance with Chapter 17.59, Downtown Design Standards and Guidelines and as found to be compliance per decision DDR 1-24.