



City of McMinnville

PLANNING

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

www.mcminnvilleoregon.gov

Historic Landmarks Committee Hybrid In-Person & ZOOM Online Meeting Thursday, June 26 - 3:00 PM Kent Taylor Civic Hall, 200 NE 2nd Street

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
Meeting ID: 876 3249 3472
Passcode: 456456

<https://mcminnvilleoregon.zoom.us/j/87632493472?pwd=3JUUqdvkxXwuph2MQaQnmrtjUgwJqB.1>

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

Committee Members	Agenda Items
Mary Beth Branch, Chair	1) Call to Order
Katherine Huit, Vice Chair	2) Citizen Comments
Mark Cooley	3) Discussion Items
Christoper Knapp	<ul style="list-style-type: none">DDR 2-24: Certificate of Alteration for Approval<ul style="list-style-type: none">645 NE 3rd Street (Exhibit 1)Work Session<ul style="list-style-type: none">Demolition Code Discussion
Daniel Kiser	4) Committee Member Comments
City Council Liaison: Scott Cunningham	5) Staff Comments
	6) Adjournment

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

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

EXHIBIT 1 – STAFF REPORT

DATE: June 26, 2025
TO: Historic Landmark Committee Members
FROM: Matthew Deppe, Associate Planner
SUBJECT: HL 5-24 (Certificate of Approval for Alteration)
131 NE 5th Street

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

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

Report in Brief:

UPDATE: At the April Historic Landmark Committee (HLC) meeting the applicant was given direction by the committee on how to best proceed with their application.

- A majority of committee members agreed that the garage could be demolished if the building permit to expand the market is approved, and if that expansion conflicts with structure of the garage.
- The committee advised the applicant that they will need to return the front entrance to the style and material of door that was removed, including the two side lights.
 - The application was amended to show this.
- The committee stated that the windows with grids would have to be replaced with matching grids.
 - The application has been amended to show that the windows with grids are going to remain. Potential interior storm windows may be considered but since they are not on the exterior of the structure they will not be reviewed by the HLC.
- The committee stated that replacement windows are required to be wood on the exterior.
 - The application was amended to show that the replacement windows will be wood on the exterior.
- The committee asked for a floor plan showing why it was needed to side over windows on the rear corner of the home.
 - The application was amended to show that a full bathroom is located in that corner of the home.
- The committee should discuss the standard for windows not visible from the public right of way, and review recent approvals for other certificates of approval.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

This is a quasi-judicial review of a “*Certificate of Approval for Alteration*” land use application for alterations to the existing historic landmark and building located at 131 NE 5th Street (Tax Lot R4420-AD-03200). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards and the Downtown Design Guidelines. Per the McMinnville Municipal Code, the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Alteration review. The applicant is requesting the Certificate of Approval for Alteration. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 and Section 17.59.070 of the McMinnville Municipal Code (MMC). The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

Background:

The subject property is located at 131 NE 5th Street. The property is identified as Tax Lot R4420-AD-03200 **See Vicinity Map (Figure 1) below.**

Exhibit 1. Vicinity Map (Property Lines Approximate)

The existing building on the subject property is listed on the Historic Resources Inventory as a Significant resource (resource number B332). The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number B332) for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“A two-story bungalow with bellcast gable roof with roof brackets under rake, two gabled dormers with brackets under rake. Each dormer has two double-hung sash windows with cornice molding. A bay on the west side has three windows, one over one double-hung sash. The front window is protected by a (blank).”

The basement is half daylight with wood water table. The siding is Bevel with corner boards. There is a central chimney. The entrance is within a gabled off-center porch. The door is a full window with full length sidelights. The porch gable is decorated with vertical boards and stucco, to simulate half-timbering. A flat-roofed attached garage may have been added later. A harmonious addition to the back of the house was done in 1940 by Bill Odell. The dining room ceiling has exposed wood beams.”

The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

“The proposed Center Market is needing to expand their facilities to improve product display, storage area, cooler capacity, toilet room and office improvements. The adjacent lot has been purchased to provide space for the expansion. On the adjacent lot is an old stick-built house and an attached single car garage, which has a Historical-B designation. At some point it has had a change of occupancy and became an office building.

The Center Market is proposing to expand the sales area towards the office building requiring the single car garage to be removed on the East elevation. The garage is not part of the original construction of the main building. Its flat roof doesn’t relate to the gabled roofs of the main house, dormers, or front porch. Also, the top of garage roof also encroaches the main residence East windows. We will also be adding storage, office, toilet room within the backyard of the office building lot.

The glazed front door and two adjacent relites are needing to be modified to provide separate entries for the facility. The double doors will be centered on the gabled roof porch with the centered solid wall between the doors sided to match existing.

At the back of the house, NE Corner, six existing windows are being filled in and sided with siding to match existing and the back door is being replaced with a double hung window. This was done to make the interior more usable for the separate spaces being created and accessed from the new double front doors.

All original single pane wood windows are going to be replaced with similar wood replacement windows with double pane glazing, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing. Window trims and siding to be maintained.”

The applicant is requesting approval of the design to:

- 1) Demolish the single car garage and install siding and trim to match the existing siding.
- 2) ~~Replace the single glazed front door and relites with double front doors centered on the gabled roof porch.~~ The applicant is proposing that the front door be restored to the original historic-style wood door, with two side lights.
- 3) Fill in six existing windows on the rear corner of the home with siding matching the original siding, in order to allow for a full bathroom, and to replace a side door with a double-hung wood window.
- 4) Replace most of the windows with similar wood replacement windows with double pane glazing. Windows on the front of the home, with grids, to remain in place. Basement windows on the front, recently replaced with vinyl, to be replaced with wood windows.

The applicant provided mockups of their proposal provided below.

Exhibit 2. Home Elevations with Requested Alterations**Alteration #1 – Demolition of Garage**

P6
A1.2 ENLARGED SE CORNER—FRONT OF GARAGE
SCALE: N.T.S.



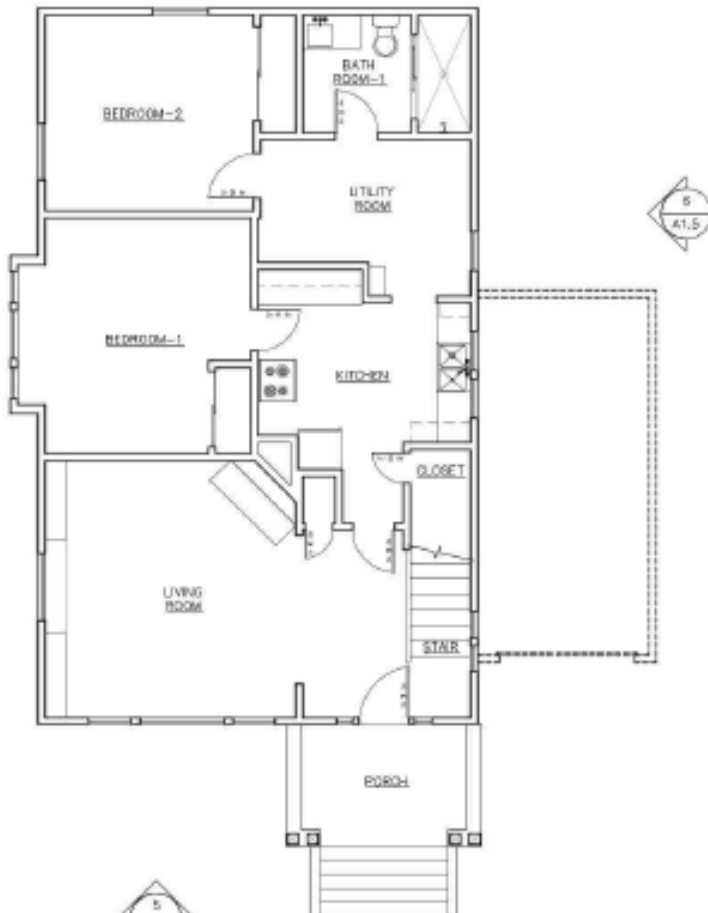
P7
A1.2 HISTORICAL HOUSE NE CORNER – B.O. GARAGE
SCALE: N.T.S.

Alteration #2 – Front door to be restored to wood door with two side lights. Design below:

Alteration #3 – Fillin six windows on the NE corner of the home and replace side door with a wood double-hung window.



Alteration #3 continued: Window fill-in to accommodate a full bathroom in that corner of the house.



Alteration #4 – Front windows with grids to remain. Other double hung windows to be replaced with wood double hung windows. Basement vinyl windows to be replaced with wood windows.

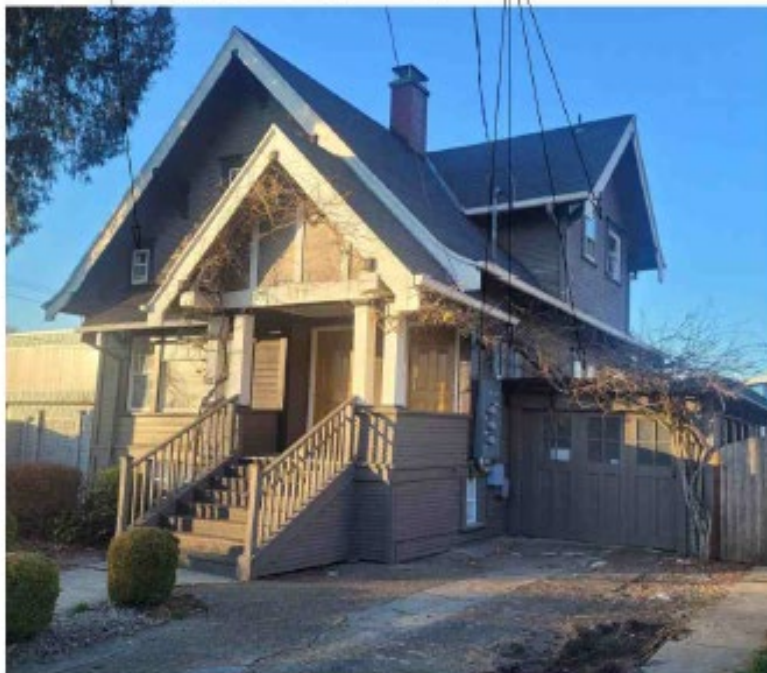


P10 HISTORICAL HOUSE – WEST ELEVATION
A1.3 SCALE: M.T.S.

3
4 EXISTING SINGLE PANE WOOD WINDOWS TO BE REPLACED WITH ENERGY EFFICIENT DOUBLE PANE WOOD WINDOWS, MARVIN ULTIMATE SERIES INSERT WINDOWS, TO MATCH EXISTING GRILLE AND SASH CONFIGURATIONS. TRIMS BEING MAINTAINED WITH WINDOW UNITS BEING INSERTED INTO EXISTING OPENINGS.

4
EXISTING WOOD WINDOWS ON SOUTH ELEVATION TO REMAIN. INTERIOR STORM WINDOWS MAY BE INSTALLED TO IMPROVE ENERGY EFFICIENCY

3
4 EXISTING SINGLE PANE WOOD WINDOWS TO BE REPLACED WITH ENERGY EFFICIENT DOUBLE PANE WOOD WINDOWS, MARVIN ULTIMATE SERIES INSERT WINDOWS, TO MATCH EXISTING GRILLE AND SASH CONFIGURATIONS. TRIMS BEING MAINTAINED WITH WINDOW UNITS BEING INSERTED INTO EXISTING OPENINGS



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.

This applicant was reported to the Planning Division for making changes to a historic structure without a Certificate of Alteration Approval. The applicant was contacted by code enforcement and the exterior work was put on hold. The application before you is for changes to the historic structure and not for the proposed commercial expansion, although the committee may find the proposed commercial expansion material to the economic case of one of the alterations. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

17.65.060(B) Exterior Alteration or Remodeling

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - 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.
 - 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.
 - 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.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - 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.
 - 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.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

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;
4. The value and significance of the historic resource; and
5. The physical condition of the historical resource.

Summary of Proposal and Staff-Recommended Findings

Overall, with the exception of the front door replacement, the alterations that are proposed do not impact the overall character-defining structural components of the historic landmark. The proposed alterations would not alter the structural components of the major features of the structure that are listed in the Historic Resources Inventory, including the cross-gabled roof with eave returns, foundation, and front porch with columns. The window removal is proposed on a non-primary building elevation, which will be discussed in more detail below. The proposed demolition of the garage is supported by the significant difference in style, the conflict with the home windows near the garage roofline, and the comment in survey sheet.

Staff finds that the major components of the Certificate of Approval for Alteration request that are in question are ~~the replacement of the wooden front door and side lights, and lesser so,~~ the removal of wood windows at the rear corner of the structure. The application was updated to show why, with the proposed use of the room, the windows cannot stay as they were.

~~The proposed material and style of the front doors are not the same as the historic materials that were original to the house, as documented in the Historic Resources Inventory sheet for the structure and more recent photos. While the applicant has provided testimony that the front door change was necessary for the continued use of the building, they do not provide any context on why this was the only or best solution. The applicable review criteria and Secretary of the Interior Standards focus more on the preservation and rehabilitation of historic features by using materials that are consistent or compatible with the original historic features and materials of the historic resource in question. The proposed doors are not wood and are not a compatible style for this historic resource. While staff recommends the return to a compatible single front door with side lights, the committee may have alternative designs or door layouts that they would consider. Staff wishes to emphasize that compatibility is the standard and the standard is not necessarily identical or "most historically accurate". The applicant may wish to take some time to propose a compatible alternative to be reviewed by the chair and staff or by the whole committee at a future meeting. The applicant may wish to get a feel from the committee about what types of designs are likely to be found compatible. The applicant is proposing to replace the front door with a wooden door, with sidelights, that matches the historic front door.~~

The requested window alteration involves the deletion and siding over the openings of 6 existing windows. Five of them appear to have been wood and one appears to have been vinyl. For clarity, this change has already been done to the structure before work was halted on the site. Staff would suggest that the Historic Landmarks Committee consider whether the deletion is consistent with the Secretary of the Interior Standards. The applicable review criteria that provide the most specific requirements and guidance related to the window alteration are in the Secretary of the Interior Standards (review criteria 17.65.060(B)(2)(i)). More specifically, the recommended guidelines for the Rehabilitation treatment, provide the following "Recommended" and "Not Recommended" guidelines:

Recommended Guideline: Adding new window openings on the rear or other secondary, less visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Not Recommended Guideline: Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Not Recommended Guideline: Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Not Recommended Guideline: Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Not Recommended Guideline: Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

While the guidelines do not directly address the alteration at hand some guiding principle can be distilled from them. The proposed window alteration will occur on a rear corner elevation that is not readily visible from the street, and is not a prominent elevation, and the new siding will match the existing siding of the home. The “Recommended” guideline above states that window alterations may be allowed on secondary, less visible elevations, “if required by a new use.” Therefore, staff would request that the Historic Landmarks Committee determine whether the proposed remodel of the single-family structure would meet this guideline and support the removal of the window openings. The Historic Landmarks Committee should also determine whether a change to the window fenestration pattern in this location of the structure would “negatively impact the character of the building”.

The applicant has updated their application to show a bathroom in this corner of the house. It is this use that is the basis for the request that the windows be removed and replaced with siding.

The front windows with grids are to remain in place, and the front basement windows, currently vinyl, will be replaced with wood windows.

If the sole motivation for the demolition of the garage is to make room for the expansion of the Center Market, staff suggests delaying the demolition until the applicant has an approved building permit that necessitates the removal of the garage. This will avoid an outcome where the garage is demolished but the proposed development does not occur.

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:

Based on these applicable standards and findings, staff is suggesting that the Historic Landmarks Committee review the proposed alterations and make a determination of whether the deletion and residing is found to meet the applicable Secretary of the Interior Standards, as discussed in more detail above.

Staff has prepared a decision document that assumes alteration #4 is found to meet the applicable standards. Changes to the decision document will be made, if needed, to reflect the committee's decision. Below are suggested conditions of approval. The staff-suggested conditions assume a single front door with side lights. Final condition of approval to reflect the committee decision.

The staff-suggested conditions of approval, as specified in the draft decision document, include:

1. That replacement exterior siding be wood and match the existing siding on the home.
2. That replacement windows are wood exterior and mirror the style of historic windows on the home matching the original windows.
3. Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.
4. Applicant to obtain an approved building permit within the footprint of the garage before demolition of the garage.
5. Applicant to return the front entrance to a single door with two side lights. Replacement door to be wood with large single glazing matching the original door style. Side lights are also to be wood framed. Compatibility of the door to be reviewed by the HLC chair before installation.
6. Building permits are required for the suggested work and must be obtained along with all other required state and local permits. Any changes to the design required by the building code to be review by the HLC chair and staff.

If the Historic Landmarks Committee finds that deletion of the rear corner windows and residing would not meet the applicable Secretary of the Interior Standards, staff would recommend that the Committee provide adequate findings on the record for the denial of the alteration. Also, the committee decide what design the corner needs to be returned to meet the applicable standards. Alternatively, staff would recommend that the Committee provide direction on findings during their deliberations and continue the application to allow staff to draft an updated Decision Document that incorporates those findings, which could be reviewed at a future Committee meeting.

Similarly, if the applicant wishes to add to their application or to provide alternative designs for committee review staff recommends that the committee continue the application to a future meeting to provide the needed time.

MOTION FOR APPROVAL OF HL 5-24:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 5-24, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

MOTION FOR CONTINUATION TO UPDATE FINDINGS OF HL 5-24:

BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 5-24 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

MOTION FOR CONTINUATION TO ALLOW APPLICANT TO AMMEND APPLICATION HL 5-24:

AT THE REQUEST OF THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE CONTINUES HL 5-24 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK

DOCKET:	HL 5-24 (Certificate of Approval for Alteration)
REQUEST:	Approval of alterations to an existing historic resource that is listed on the McMinnville Historic Resources Inventory as a “Significant” historic resource (resource number B332). The proposed alterations are the demolition of the garage, the replacement of the front door with two separate front doors, the replacement of multiple windows on the front, side, and rear of the house, the replacement of a side door with a window, and the siding over of multiple windows on the side and rear of the building.
LOCATION:	131 NE 5 th Street – Tax Lot: R4420-AD-03200
ZONING:	C-3 (General Commercial)
APPLICANT:	Center Market
STAFF:	Matthew Deppe, Associate Planner
DATE DEEMED COMPLETE:	April 7, 2025
HEARINGS BODY & ACTION:	McMinnville Historic Landmarks Committee
HEARING DATE & LOCATION:	June 26, 2025, 3:00PM Kent Taylor Civic Hall - 200 NE 2 nd St.
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.
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. That deadline is August 5, 2025.

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Fire District, 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; Verizon Communications; Comcast; Northwest Natural Gas; and Oregon Department of Transportation. Their comments are provided in this document.

DECISION RECOMMENDATION

Based on the findings and conclusionary findings, the Historic Landmarks Committee finds the applicable criteria are satisfied with conditions and **APPROVES** the Certificate of Approval for Alteration (HL 5-24), **subject to conditions**.

APPROVAL WITH CONDITIONS

Historic Landmarks Committee: _____
Mary Beth Branch, Chair

Date: _____

Planning Department: _____
Heather Richards, Community Development Director

Date: _____

I. APPLICATION SUMMARY:

The applicant has provided information in their application regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use requests and the relevant background, and excerpted portions are provided below to give context to the request, in addition to staff's comments.

Subject Property & Request

The subject property is located at 131 NE 5th Street. The property is identified as Tax Lot: R4420-AD-03200.

Figure 1. Vicinity Map



The existing building on the subject property is listed on the Historic Resources Inventory as a “Significant” resource (resource number B332).

The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

Proposed modifications

- 1) Demolish the single car garage and install siding and trim to match the existing siding.
- 2) Replace the single glazed front door and relites with double front doors centered on the gabled roof porch.
- 3) Fill in six existing windows on the rear corner of the home with siding matching the original siding, and replace a side door with a double-hung wood window.
- 4) Replace all original single pane wood windows with similar wood replacement windows with double pane glazing. Window grids to match existing historic grids in count and proportion. This includes replacing recently installed vinyl windows recently installed with wood windows matching the original windows.

This application is not a review of the proposed commercial expansion of the Center Market building. Historic preservation code does not govern any alterations outside of the historic resource itself. In this case that is the existing home and not the property that the home is on. Any expansion of the Center Market building, including design review, to be reviewed in the standard building permit process.

Background

Summary of Criteria & Issues

The application (HL 5-24) is subject to the Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the Zoning Ordinance. The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The applicant first presented to the Historic Landmark Committee on April 24, 2025. Based on feedback from the committee the applicant provided a floor plan and modified their application. The modified application is back before the committee at their June 26th meeting.

The specific review criteria for Certificate of Approval for Alteration requests, in Section 17.65.060(B) of the McMinnville Zoning Ordinance, require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - 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.
 - 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.
 - 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.

- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - 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.
 - 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.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
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;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.

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

II. CONDITIONS:

1. That replacement exterior siding be wood and match the existing siding on the home.
2. That replacement windows are wood exterior and mirror the style of historic windows on the home matching the original grid patterns.
3. Archeological resources discovered must be reported to the Planning Department and Historic Landmarks Committee along with a plan for their preservation, either in situ or donated to a proper archaeological/historical facility.
4. Applicant to obtain an approved building permit before demolition of the garage. The approved building permit must necessitate the demolition of the garage.
5. Applicant to return the front entrance to a single door with two side lights. Replacement door to be wood with large single glazing matching the original door style. Side lights are also to be wood framed. Compatibility of the door to be reviewed by the HLC chair before installation.
6. Building permits are required for the suggested work and must be obtained along with all other required state and local permits. Any changes to the design required by building code to be review by the HLC chair and staff.

III. ATTACHMENTS:

1. HL 5-24 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 District, 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, Verizon Communications, Comcast, Northwest Natural Gas. The following comments were received:

- Building Department: Building permits will be necessary for the indicated work. There is no building permit currently listed for the shown work under the 131 NE 5th Address.
- Engineering: Thank you for the opportunity to comment, engineering has no comments for this application. Some notes for communication to the applicant will be that they will need to update the sidewalk and driveways to meet current standards and the sewer lateral will need to be evaluated. These will be requirements of a building permit with their project.
- McMinnville Water & Light:
 - Water: No Issues
 - Power: Proposed structure and Garbage/Recycling area is in conflict with existing overhead electric services to the offices, and store. Contact McMinnville Water & Light for Design Application and fees and to discuss relocation of existing services.
- ODOT: In that case [since there will be a separate application for the convenience store expansion], I do not have any comment on the historic application review. I will hold my comments on the convenience store expansion until that application is circulated._

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. No public testimony has been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant submitted the Certificate of Alteration application (HL 5-24) on December 5, 2024.
2. On January 3, 2025 the applicant requested that the review period be extended by two weeks until Friday January 17th.
3. On January 17, 2025 the applicant requested that the review period be extended by two weeks until Friday January 31st.
4. On January 31, 2025 the application was deemed incomplete, and the applicant was requested to provide additional information.
5. On April 7, 2025 the applicant provided additional information, and the application was deemed complete.

6. The applicant did send application materials to the Planning Division on March 10, March 24, and April 1. However, the attachments were too large to be accepted by the system, and the notification informing the applicant that the attachments were too large was itself rejected by their email server. So neither party was aware that the message did not go thru. City Information Services is working on an internal alert that will make the city aware of rejection notifications that are rejected so that at least one party is aware of the issue. To the city's knowledge this has not occurred before now.
7. On April 7 the applicant sent an email to the Planning Division without attachments and the issue was discovered. The application was immediately reviewed and deemed complete.
8. Based on that date, the 120-day land use decision time limit expires on August 5, 2025.
9. 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 District, 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, Verizon Communications, Comcast, Northwest Natural Gas.

Comments are listed above.
10. Notice of the application and the April 24, 2025, 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 April 10, 2025.
11. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public hearing.
12. On April 24, 2025, the Historic Landmarks Committee (HLC) held a duly noticed public hearing to consider the request. The applicant received feedback from the HLC
13. On June 26, 2025 the HLC held a follow up public hearing to consider the updated request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 131 NE 5th Street; Tax Lot: R4420-AD-03200
2. **Size:** 5,278 sf (lot).
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** N/A.
6. **Current Use:** Offices
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number B332.
 - b. **Other:** None
8. **Other Features:** N/A

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 adjacent to NE 5th Street a minor collector in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for those streets as 56/66 feet. City right of way is 60 feet along this property.

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), 17.59.040, 17.59.070 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

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

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

APPLICANT’S RESPONSE: The office building was historically a residence in a residential zone, but since has become a commercial zone. The Center Market expansion is increasing the commercial zone density by utilizing the residential side and backyard of the converted commercial office building. This would be in line with the Comprehensive Plans intent to increase the commercial buildings and density within the commercial zone.

FINDING: NOT SATISFIED. While some of the alterations proposed would preserve the historic significance of the historic resource while increasing the energy efficiency of the house, the applicant is also proposing changes to the exterior of the historic resource that would alter or remove structures or objects of historical significance to the City of McMinnville.

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 hearing process.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

Chapter 17.03. General Provisions

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The purpose of the Zoning Ordinance is met by the proposal as described in the Conclusionary Findings contained in this Decision Document.

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant filed an application and request for approval of proposed alterations to the resource that is designated as a Significant resource on the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee within 30 days of the application being deemed complete.

17.65.060 Exterior Alteration or Remodeling. [...]

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

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

APPLICANT’S RESPONSE: None.

FINDING: NOT SATISFIED. The findings for the applicable Comprehensive Plan policies are provided above.

17.65.060(B)(2)(a). A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a

treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

APPLICANT'S RESPONSE:

The proposed Center Market will be using the residential side and backyards for the expansion of the quick-stop. The historic building will be maintained as such, primarily. Due to the need for separate entrances for how the interior is being utilized, the glazed front door and relites are being replaced with two doors centered on the porch. The building spaces will be used to provide support for the adjacent market.

The glazed front door and two adjacent relites are needing to be modified to provide separate entries for the facility. The double doors will be centered on the gabled roof porch with the centered solid wall between the doors sided to match existing.

The garage is not part of the original construction of the main building. Its flat roof doesn't relate to the gabled roofs of the main house, dormers, or front porch. Also, the top of garage roof also encroaches the main residence East windows.

At the back of the house, NE Corner, six existing windows are being filled in and sided with siding to match existing and the back door is being replaced with a double hung window. This was done to make the interior more usable for the separate spaces being created and accessed from the new double front doors.

All original single pane wood windows are going to be replaced with similar wood replacement windows with double pane glazing, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing. Window trims and siding to be maintained.

FINDING: SATISFIED WITH CONDITION #5. Alteration #2 does not maximize the retention of distinctive materials, features, or special relations by replacing the front door. Returning the door to the original style with a compatible door will meet this requirement. UPDATE: the applicant has updated their application to show the front door being replaced with a wood door matching the original style.

FINDING: SATISFIED. Alteration #1, #3, and #4 do not alter distinctive materials and features since: the garage does not appear to be part of the original construction of the home (see 1980s survey sheet), the rear windows cannot be seen readily from the street, and the replacement windows will be wood and maintain the existing grid patterns.

Demolition of the garage does not, in itself, change how the historic resource can or will be used. Historic preservation does not govern the property that the historic resource is located on.

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

APPLICANT'S RESPONSE: The proposed Center Market will require the removal of the single car garage, which is not part of the original historic house construction. The exposed portion of the structure will be rehabilitated to match the original conditions in the siding, trim, and accents.

Due to how the interior is being utilized, separate entrances are needed. The existing glazed front door and relites are being replaced with two doors with a sided portion of solid wall between all centered on the existing porch.

The windows being removed and door being replaced are at the NE corner will not directly be seen from the adjacent rights-of-way.

The replacement energy efficient wood windows will be similar to the original, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing, which will maintain the historical character.

The glazed front door and two adjacent relites are needing to be modified to provide separate entries for the facility. The double doors will be centered on the gabled roof porch with the centered solid wall between the doors sided to match existing.

FINDING: SATISFIED. Alterations #1 and #4 are seeking to either remove nonhistorical elements of the home (garage) or to replace original wood windows with wood windows matching the existing. Alteration #3 is not readily visible from the street and therefore does not contribute significantly to the historic character of the resource.

FINDING: SATISFIED WITH CONDITION #5. Alteration #2, are seeking to replace the wooden door and two adjacent relites. Removal of these intact historic materials are to be avoided. Returning the door to the original style with a compatible door will meet this requirement. UPDATE: Application updated to show the front door being replaced with a compatible door.

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.*

FINDING: SATISFIED. No work is being proposed to stabilize, consolidate, or conserve the existing historic materials and features.

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

FINDING: SATISFIED. Proposed alterations are not affecting features any party has claimed have acquired historic significance in their own right.

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: The proposed Center Market will require the removal of the single car garage, which is not part of the original historic house construction. The exposed portion of the structure will be rehabilitated to match the original conditions in the siding, trim, and accents.

Due to how the interior is being utilized, separate entrances and more solid wall space are needed. The existing glazed front door and relites are being replaced with double doors that will be centered on the porch as well, with centered solid wall between doors sided to match existing.

The new replacement energy-efficient wood windows will be similar to the original, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing. They will be installed by being inserted into the existing openings in such a way to maintain the trim and siding.

FINDING: SATISFIED. Alteration #1 and #4 are either removing materials not original to the historic structure or replacing wood windows with wood windows and matching grids. Alteration #3 is not characterizing the property since it is not readily visible from the street.

FINDING: SATISFIED WITH CONDITION #5. Alteration #2 has distinctive materials and features that characterize the property. Historically replacement doors and windows have been restricted to like-for-like in material and in style. Returning the door to the original style with a compatible door will meet this requirement. UPDATE: Application updated to show the front door being replaced with a compatible door.

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: The rehabilitated materials on the single car garage side of the structure will utilize the same materials, design, color, and texture as the original historic residence.

The replacement front double doors will have a solid portion of wall between, which will be sided to match existing.

The new replacement energy-efficient wood windows will be similar to the original, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing. They will be installed by being inserted into the existing openings in such a way to maintain the trim and siding.

FINDING: SATISFIED WITH CONDITION #5. Some materials and features have already been removed without evaluation of their existing condition. Returning the door to the original style with a compatible door will meet this requirement.

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.*

FINDING: NOT APPLICABLE. No chemical treatments are proposed.

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.*

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

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

APPLICANT'S RESPONSE: The Guidelines for the Historic Preservation will be referenced to ensure the rehabilitation is consistent with them.

-Building Exterior: Wood- The replacement siding and trims will be replaced to match existing.

-Building Exterior: Roofs- The garage flat roof is being removed and the gable roof, porch and dormer to be maintained.

-Building Exterior: Windows- Where garage is being removed, the windowsills to be replaced to match the other existing windows. Where the windows are being removed the replacement siding will match existing. Where the back door is being replaced with a double hung window. The new replacement energy-efficient wood windows will be similar to the original, Anderson 400 Series Woodwright double-hung insert windows with and without grilles to match existing. They will be installed by being inserted into the existing openings in such a way to maintain the trim and siding.

-Building Exterior: Entrances and Porches- Due to how the interior is being utilized, separate entrances are needed. The existing glazed front door and relites are being replaced with two doors with a sided portion of solid wall between all centered on the existing porch.

FINDING: NOT SATISFIED FOR ALTERATION #3. The Secretary of the Interior's Standards for the Treatment of Historic Properties describes the rehabilitation of a historic building as follows:

“In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.”

FINDING: SATISFIED WITH CONDITION #5 FOR ALTERATIONS #2

FINDING: SATISFIED FOR ALTERATIONS #1 and #4

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: The historic residential building will be used as it was originally zoned and building type designated. The Center Market expansion will not disturb the historic character of the main elevation along 5th street as it is set back and not in the same plane as the historic building.

The existing glazed door and relites were used to access the house as one space. Now there is a need to create two separate interior spaces with their own front door access. The modifications will enhance the energy efficiency of the structure and provide spaces to support the adjacent Center Market.

The proposed Center Market is needing to expand their facilities to improve product display, storage area, cooler capacity, toilet room and office improvements. The adjacent lot has been purchased to provide space for the expansion. On the adjacent lot is an old stick-built house and an attached single car garage, which has a Historical-B designation. At some point it has had a change of occupancy and became an office building.

The Center Market is proposing to expand the sales area towards the office building requiring the single car garage to be removed on the East elevation. The garage is not part of the original construction of the main building. Its flat roof doesn't relate to the gabled roofs of the main house, dormers, or front porch. Also, the top of garage roof also encroaches the main residence East windows. We will also be adding storage, office, toilet room within the backyard of the office building lot.

FINDING: SATISFIED. Alteration #1. Since the garage is not original to the structure the economic case is not relevant.

FINDING: SATISFIED WITH CONDITION #5. UPDATE: Application updated to show the front door being replaced with a compatible door.

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

APPLICANT'S RESPONSE: The current value and significance of the historic resource is in its style and construction type seen from the adjacent street and sidewalk. It will still call back to a time when this area was a residential area near the compact city center and county buildings, while allowing the commercial zone to be enhanced with a modern facility.

FINDING: SATISFIED. The resource overall is being preserved representing a time when this area was residential use.

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

APPLICANT'S RESPONSE: The physical condition of the historic resource will be put back to its original state with the removal of the single car garage addition. With Center Market addition utilizing similar siding and trim, and it being setback from the south elevation of the historic office building, the visual impact on the main elevation will be minimized.

The expansion of the Center Market will block the view of the NE Corner where the windows are being removed, and with the desired density of the commercial zone, the historic imagery will still be maintained.

The separate entrance doors and siding infill replacing the existing glazed front door and relites are centered on the existing gable roof porch and finished to be like the existing. It will provide a similar look to the original building while providing separate, secure entrances.

FINDING: SATISFIED While some historic features are proposed for alteration the overall project ensures the ongoing general presentation of the historic resource, as a former residential use, going into the future. Ensuring some reference to the past use of the area while other properties are being developed.

17.65.070 Public Notice.

- A. *After the adoption of the initial inventory, all new additions, deletions, or changes to the inventory shall comply with subsection (c) of this section.*
- B. *Any Historic Landmarks Committee review of a Certificate of Approval application for a historic resource or landmark shall comply with subsection (c) of this section.*
- C. *Prior to the meeting, owners of property located within 300 feet of the historic resource under consideration shall be notified of the time and place of the Historic Landmarks Committee meeting and the purpose of the meeting. If reasonable effort has been made to notify an owner, failure of the owner to receive notice shall not impair the validity of the proceedings*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. Notice of the Historic Landmarks Committee's consideration of the Certificate of Approval application was mailed to property owners located within 300 feet of the historic resource. A copy of the written notice provided to property owners is on file with the Planning Department.

17.72.020 Application Submittal Requirements.

Applications shall be filed on forms provided by the Planning Department and shall be accompanied by the following;

- A. *A scalable site plan of the property for which action is requested. The site plan shall show existing and proposed features, such as access, lot and street lines with dimensions in feet, distances from property lines, existing and proposed buildings and significant features (slope, vegetation, adjacent development, drainage etc.)*
- B. *An explanation of intent, nature and proposed use of the development, and any pertinent background information.*
- C. *Property description and assessor map parcel numbers(s).*
- D. *A legal description of the property when necessary.*
- E. *Signed statement indicating that the property affected by the application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property.*

- F. Materials required by other sections of the McMinnville Zoning Ordinance specific to the land use application.*
- G. Other materials deemed necessary by the Planning Director to illustrate compliance with applicable review criteria, or to explain the details of the requested land use action.*

APPLICANT'S RESPONSE: This submittal includes the required materials.

FINDING: SATISFIED.

CENTER MARKET McMinnville

SGA REDLINES_6-17-2025

SITE DEVELOPMENT - HISTORICAL LANDMARK ALTERATION REVIEW

NE 5th & BAKER STREETS
McMINNVILLE, OREGON 97128

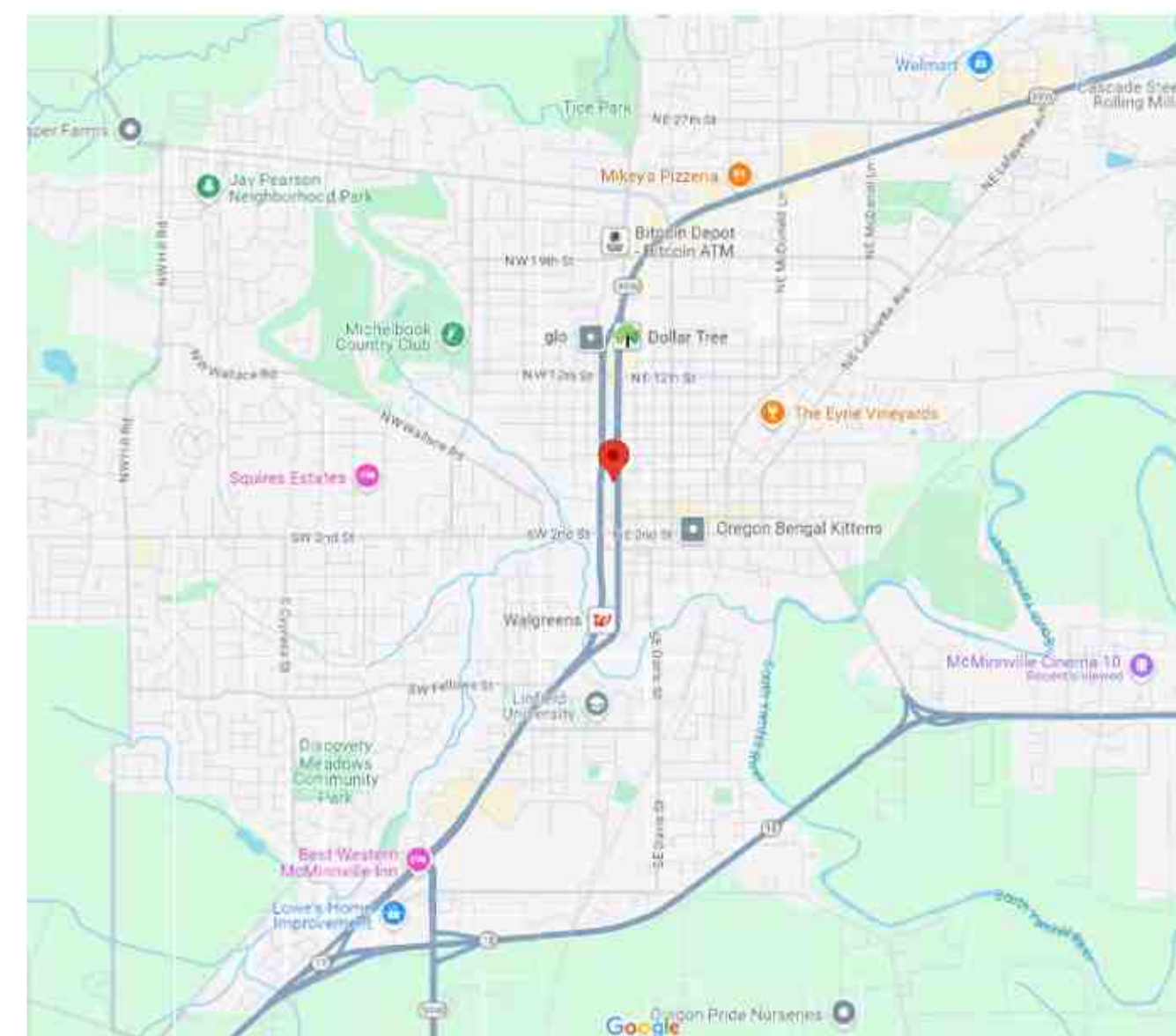
OWNER:
CENTER MARKET
1772 CENTER STREET NE
SALEM, OR 97301
REP: AMRIT SINGH
DIRECTOR OF OPERATIONS
(O) 503.480.5121
asingh@centermarket.com

ARCHITECT:
STEPHEN GERBER
9340 SW YOUNGBERG HILL RD
McMINNVILLE, OR 97128
T (503) 459-7737
sgerber@gerberarch.com
Contact: STEPHEN GERBER

DRAWING INDEX

A0.0	COVER SHEET/ARIEL PHOTO/VICINITY PLAN/ASSESSORS MAP	A2.1	PROPOSED SITE PLAN
A1.1	EXISTING SITE PLAN	A2.2	PROPOSED FLOOR PLANS/ SECTION / ELEVATIONS
A1.2	EXISTING FLOOR PLAN AND SITE/BUILDING IMAGES		
A1.3	SITE/BUILDING IMAGES		
A1.4	HISTORICAL HOUSE PLANS & REPLACEMENT WINDOW INFO.		
A1.5	HISTORICAL HOUSE ELEVATIONS		

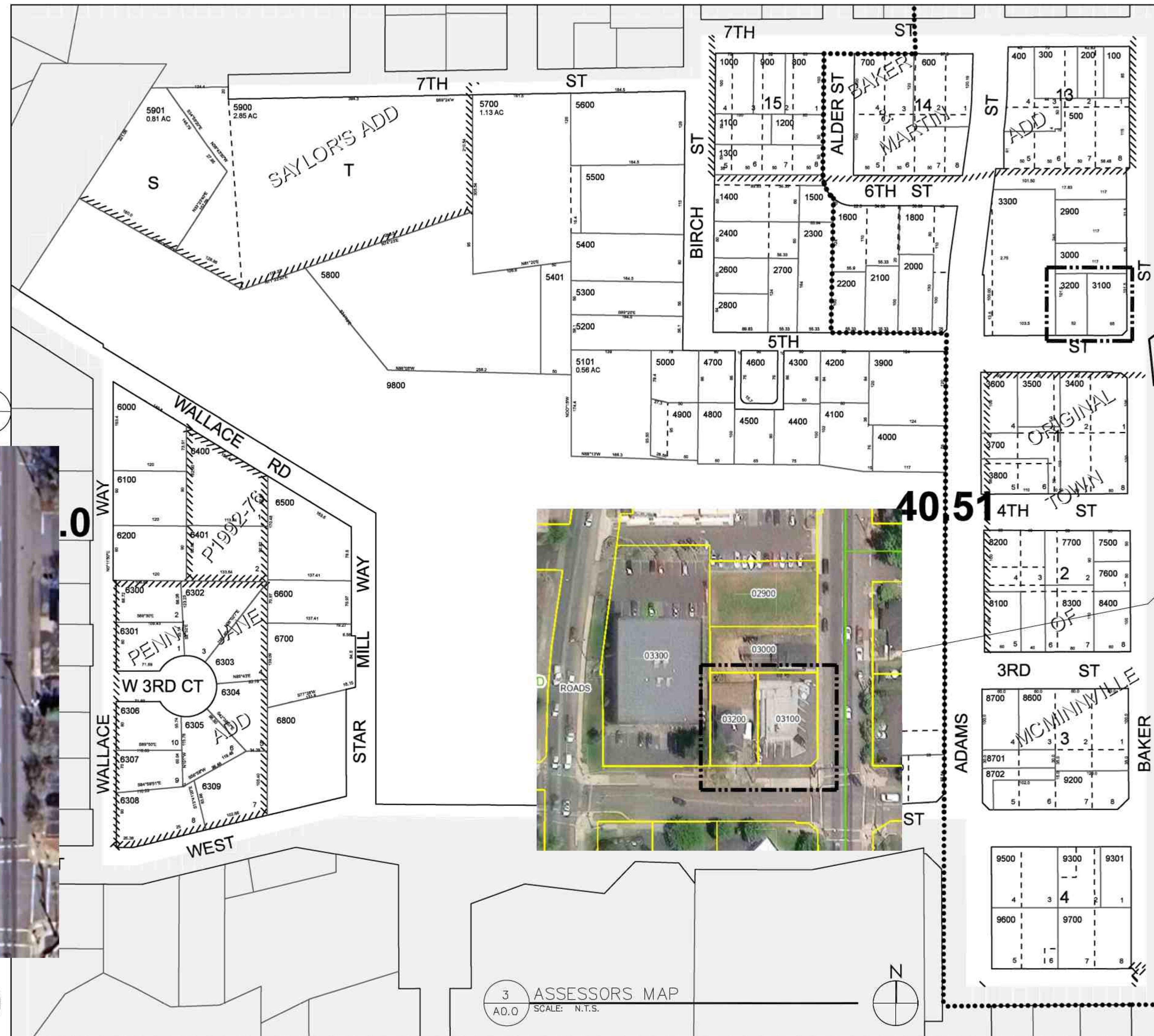
GENERAL NOTES



1 VICINITY MAP
A0.0 SCALE: SEE GRAPHIC SCALE



2 PROPERTY ARIEL
A0.0 SCALE: SEE GRAPHIC SCALE



3 ASSESSORS MAP
A0.0 SCALE: N.T.S.



ASSESSMENT & TAX
CARTOGRAPHY

S.E. 1/4 N.E. 1/4 SEC. 20 T. 4S. R. 4W. W.M.
YAMHILL COUNTY OREGON
1" = 100'

CENTER MARKET
5th ST. & BAKER ST.
McMINNVILLE, OR 97128
C-3 ZONE

CANCELLED TAXLOTS:
9400
9100
9000
8900
8800
8500
8201
8101
7900
7800
5100
3801
3701
2500
1900
1700

DATE PRINTED: 7/28/2020

This product is for Assessment and Taxation (A&T) purposes only and has not been prepared or is suitable for legal, engineering, surveying or any purposes other than assessment and taxation.

4 4 20AD



CENTER MARKET McMinnville
CoM - HISTORICAL LANDMARK ALTERATION REVIEW
5th STREET & BAKER STREET, McMinnville - OREGON

COVER SHEET / DRAWING INDEX / VICINITY MAP

Revisions:
Date: ADDENDUM 1 Issued For: 1-14-25
Date: ADDENDUM 2 Issued For: 1-31-25
Date: ADDENDUM 3 Issued For: 3-10-25
Date: ADDENDUM 4 Issued For: 5-14-25

Date: NOVEMBER 19, 2024
Issued For: CoM HISTORICAL LANDMARK ALTERATION REVIEW

Job No: GA-2024-C004

A0.0
HISTORICAL REVIEW SET

LEGEND

SANITARY SEWER MANHOLE

STORM DRAINAGE MANHOLE

STORM DRAINAGE CATCH BASIN

STREET STORM DRAINAGE CATCH BASIN

FIRE HYDRANT

WATER METER

WATER VALVE

SPRINKLER/HOSE BIB

TRAFFIC SIGNAL POLE

TRAFFIC SIGNAL BOX

BUSINESS SIGN

ELECTRIC BOX/METER

POWER POLE

LIGHT POLE

RAILROAD SIGNAL POLE

RAILROAD CROSSING ARM

RAILROAD SIGNAL BOX

GUY WIRE

GAS VALVE

GAS METER

TELEPHONE PEDESTAL

TELEPHONE MANHOLE

SIGN

MAIL

BOLLARD

DECIDUOUS TREE W/ CALIPER IN INCHES

CONIFER TREE

WATTLES EROSION CONTROL

SEDIMENT FENCE EROSION CONTROL

RAILROAD TRACKS

UNDERGROUND GAS LINE

UNDERGROUND STORM DRAINAGE LINE

UNDERGROUND SANITARY SEWER LINE

UNDERGROUND WATER LINE

OVERHEAD POWER LINE

UNDERGROUND POWER LINE

UNDERGROUND TELEPHONE LINE

CENTERLINE OF RIGHT-OF-WAY

PROPERTY LINE

FENCE LINE

GATE IN FENCE

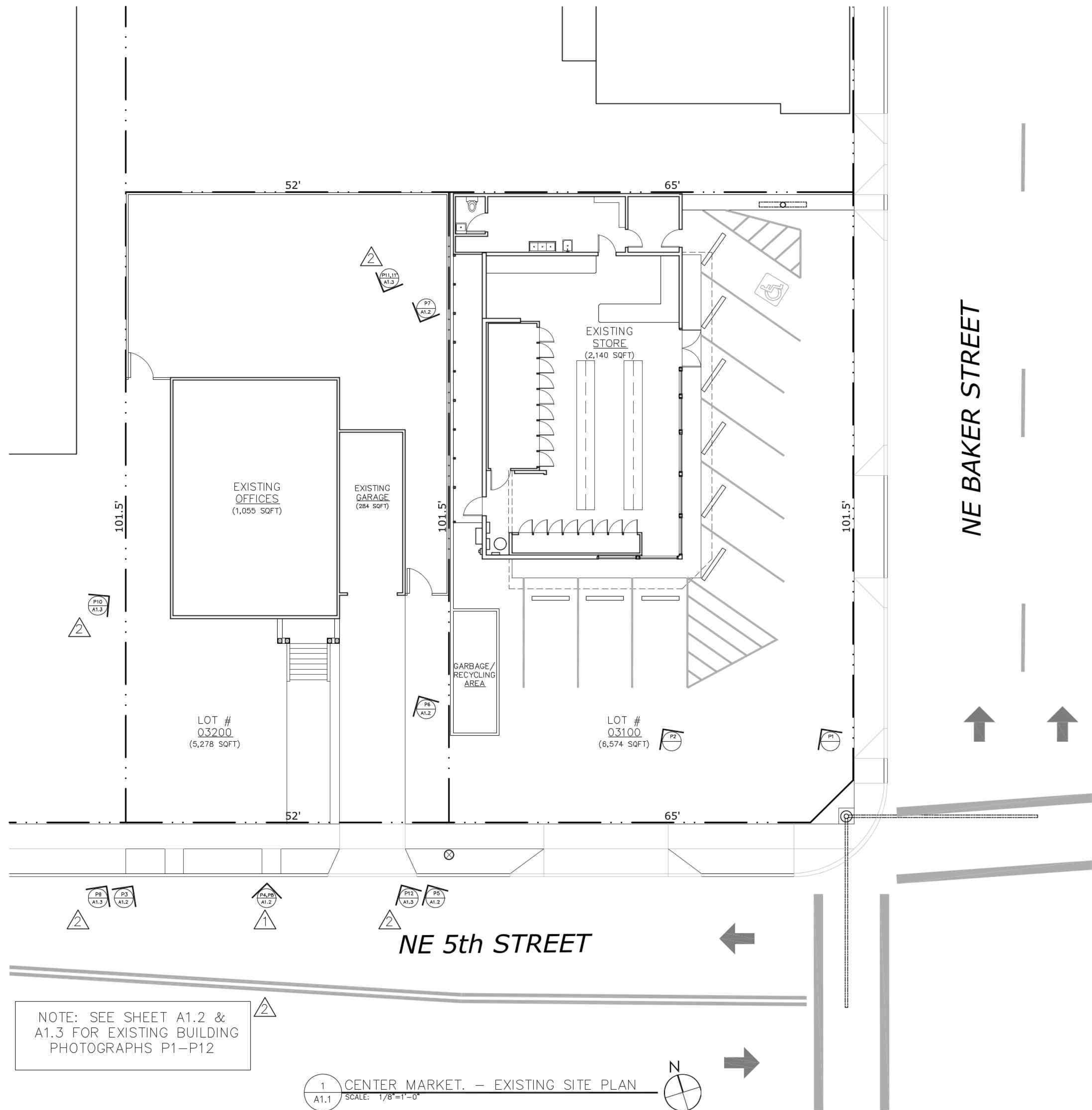
NEW PERVIOUS AREA

NEW PERVIOUS AREA, GRASS AREA SIMILAR TO (E)

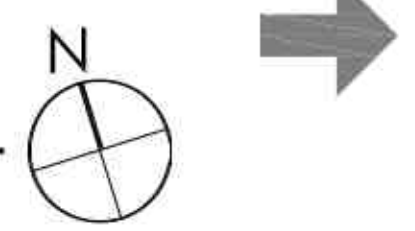
NOTE:

1. UNDERGROUND UTILITIES ARE APPROXIMATE.

2. EROSION CONTROL NOTED.



NOTE: SEE SHEET A1.2 & A1.3 FOR EXISTING BUILDING PHOTOGRAPHS P1-P12



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STATE OF OREGON

CENTER MARKET McMINNVILLE

CoM - HISTORICAL LANDMARK ALTERATION REVIEW

5th STREET & BAKER STREET, McMINNVILLE - OREGON

EXISTING SITE PLAN

Revisions:

Date:	ADDENDUM 1	Issued For:	1-14-25
	ADDENDUM 2		1-31-25
	ADDENDUM 3		3-10-25
	ADDENDUM 4		5-14-25

Date:

NOVEMBER 19, 2024

Issued For:

CoM HISTORICAL LANDMARK ALTERATION REVIEW

Job No:

GA-2024-C004

A1.1

HISTORICAL REVIEW SET

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P3 HISTORICAL HOUSE SW CORNER
A1.2 SCALE: N.T.S



P4 ORIGINAL SOUTH ELEVATION
A1.2 SCALE: N.T.S



P8 MODIFIED ENTRY @ SOUTH ELEVATION
A1.2 SCALE: N.T.S

EXISTING SINGLE ENTRY DOOR, SIDE LITES, AND TRIM TO BE RECONSTRUCTED TO MATCH ORIGINAL



P5 HISTORICAL HOUSE — NE CORNER
A1.2 SCALE: N.T.S



P6 ENLARGED SE CORNER—FRONT OF GARAGE
A1.2 SCALE: N.T.S

EXISTING ONE CAR GARAGE TO BE REMOVED. SIDING AND TRIM OF WALL BEYOND TO MATCH EXISTING OFFICE



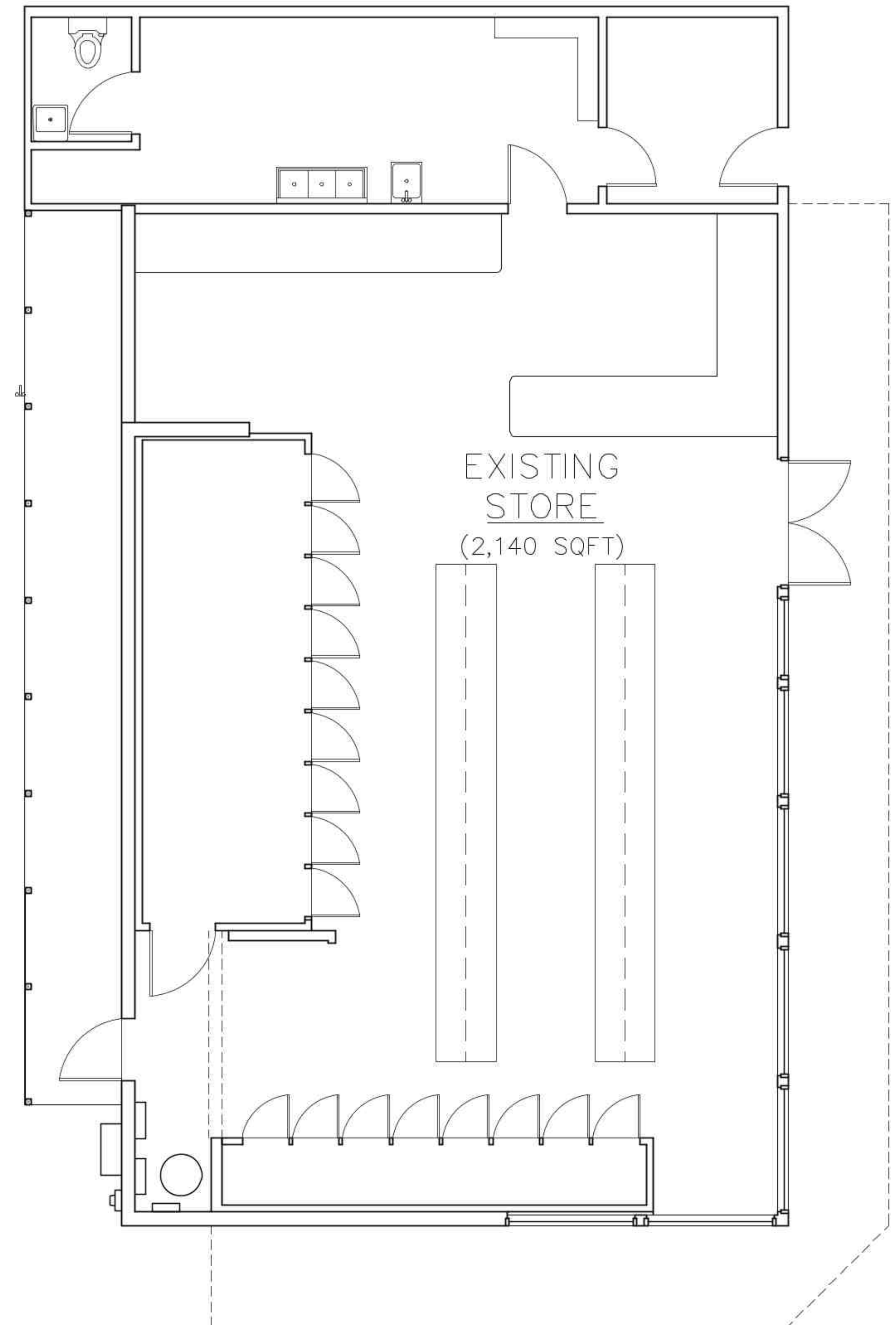
P7 HISTORICAL HOUSE NE CORNER — B.O. GARAGE
A1.2 SCALE: N.T.S



P2 CENTER MARKET SOUTH ELEVATION
A1.2 SCALE: N.T.S



P1 CENTER MARKET SW CORNER
A1.2 SCALE: N.T.S



1 CENTER MARKET — EXISTING FLOOR PLAN
A1.2 SCALE: 1/4"=1'-0"



CENTER MARKET McMINNVILLE CoM - HISTORICAL LANDMARK ALTERATION REVIEW 5th STREET & BAKER STREET, McMINNVILLE - OREGON **EXISTING FLOOR PLAN & CONDITIONS IMAGES**

Revisions:	
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ADDENDUM 1	1-14-25
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CoM HISTORICAL LANDMARK ALTERATION REVIEW

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P10 HISTORICAL HOUSE — WEST ELEVATION
A1.3 SCALE: N.T.S.

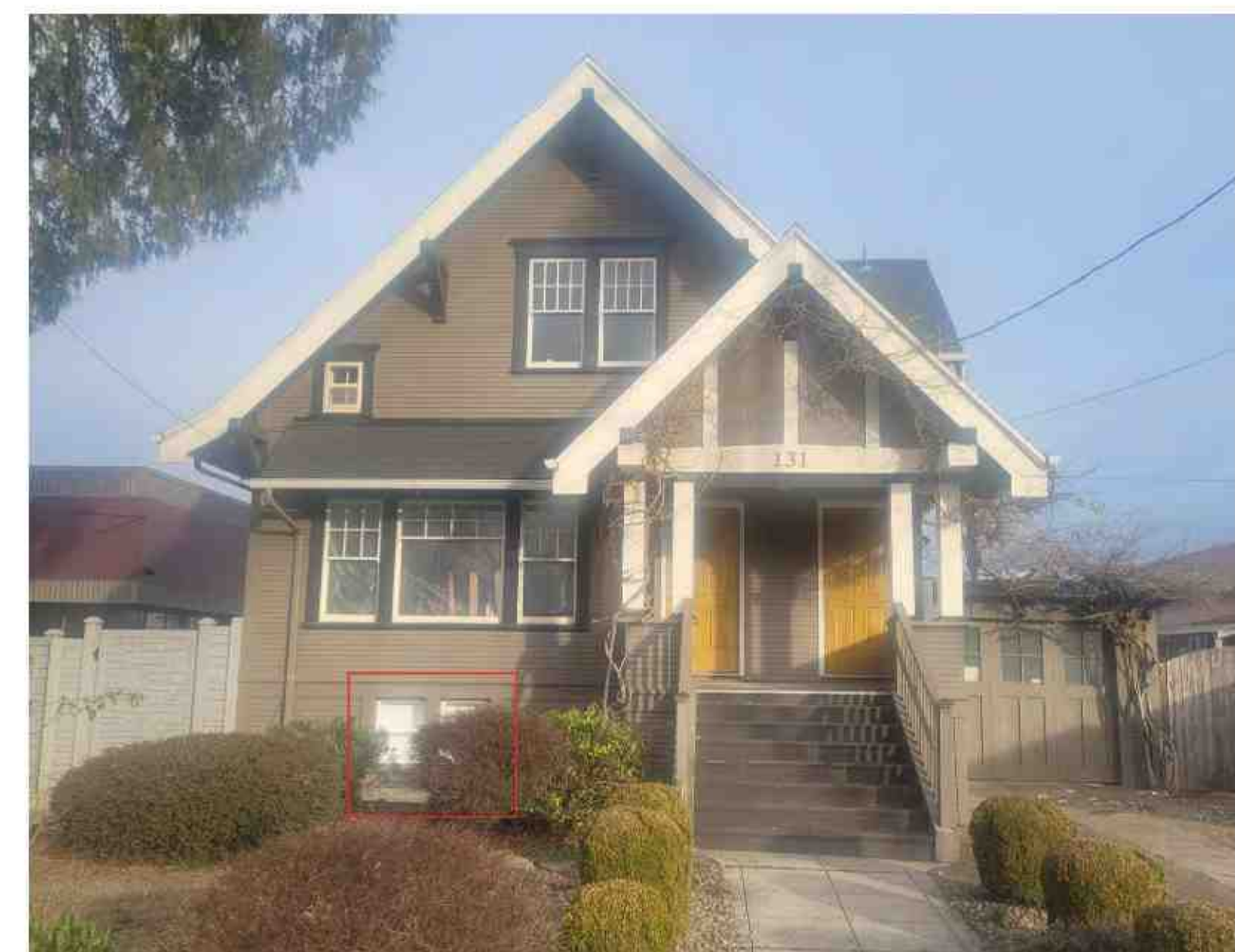
3
4 EXISTING SINGLE PANE WOOD WINDOWS TO BE REPLACED WITH ENERGY EFFICIENT DOUBLE PANE WOOD WINDOWS, MARVIN ULTIMATE SERIES INSERT WINDOWS, TO MATCH EXISTING GRILLE AND SASH CONFIGURATIONS.. TRIMS BEING MAINTAINED WITH WINDOW UNITS BEING INSERTED INTO EXISTING OPENINGS.

4
EXISTING WOOD WINDOWS ON SOUTH ELEVATION TO REMAIN. INTERIOR STORM WINDOWS MAY BE INSTALLED TO IMPROVE ENERGY EFFICIENCY



P9 HISTORICAL HOUSE — SW CORNER
A1.3 SCALE: N.T.S.

2x3 divided fixed?
Casement?



P8 HISTORICAL HOUSE — MODIFIED SOUTH ELEVATION
A1.3 SCALE: N.T.S.

3
3 EXISTING SINGLE PANE WOOD WINDOWS TO BE REPLACED WITH ENERGY EFFICIENT DOUBLE PANE WOOD WINDOWS, MARVIN ULTIMATE SERIES INSERT WINDOWS, TO MATCH EXISTING GRILLE AND SASH CONFIGURATIONS.. TRIMS BEING MAINTAINED WITH WINDOW UNITS BEING INSERTED INTO EXISTING OPENINGS



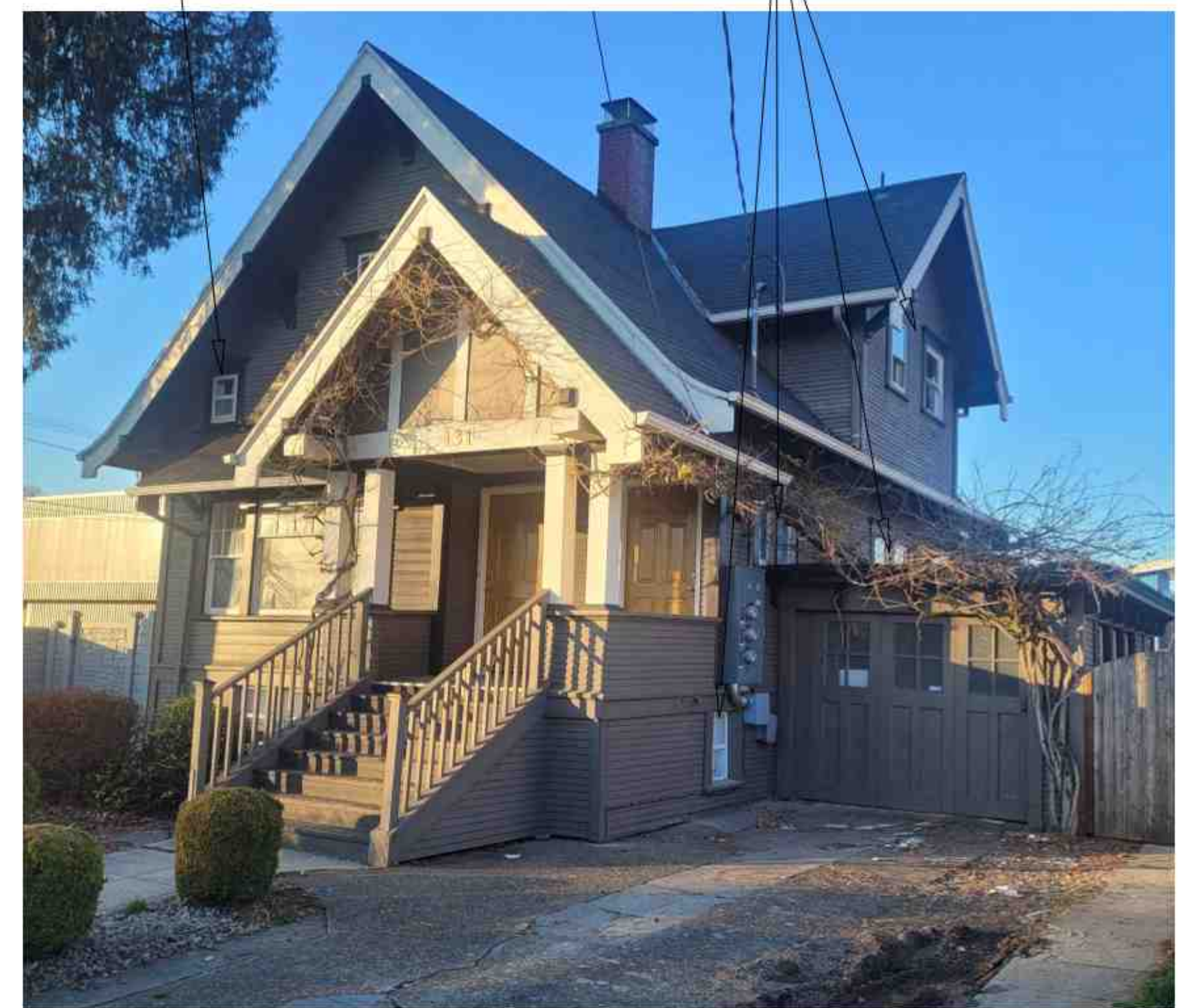
P11 HISTORICAL HOUSE — EXISTING NE CORNER
A1.3 SCALE: N.T.S.



P11' HISTORICAL HOUSE — MODIFIED NE CORNER
A1.3 SCALE: N.T.S.

EXISTING WINDOWS BEING REMOVED AND REPLACED WITH SIDING TO MATCH. (E) BACK DOOR BEING REPLACED WITH SINGLE-HUNG MARVIN ULTIMATE SERIES WOOD WINDOW, WOOD STAIR AND LANDING BE REMOVED.

CHANGE TO DOUBLE-HUNG WOOD WINDOW



P12 HISTORICAL HOUSE — EXISTING SE CORNER
A1.2 SCALE: N.T.S.



CENTER MARKET McMinnville
CoM - HISTORICAL LANDMARK ALTERATION REVIEW
5th STREET & BAKER STREET, McMinnville - OREGON
EXISTING CONDITIONS IMAGES

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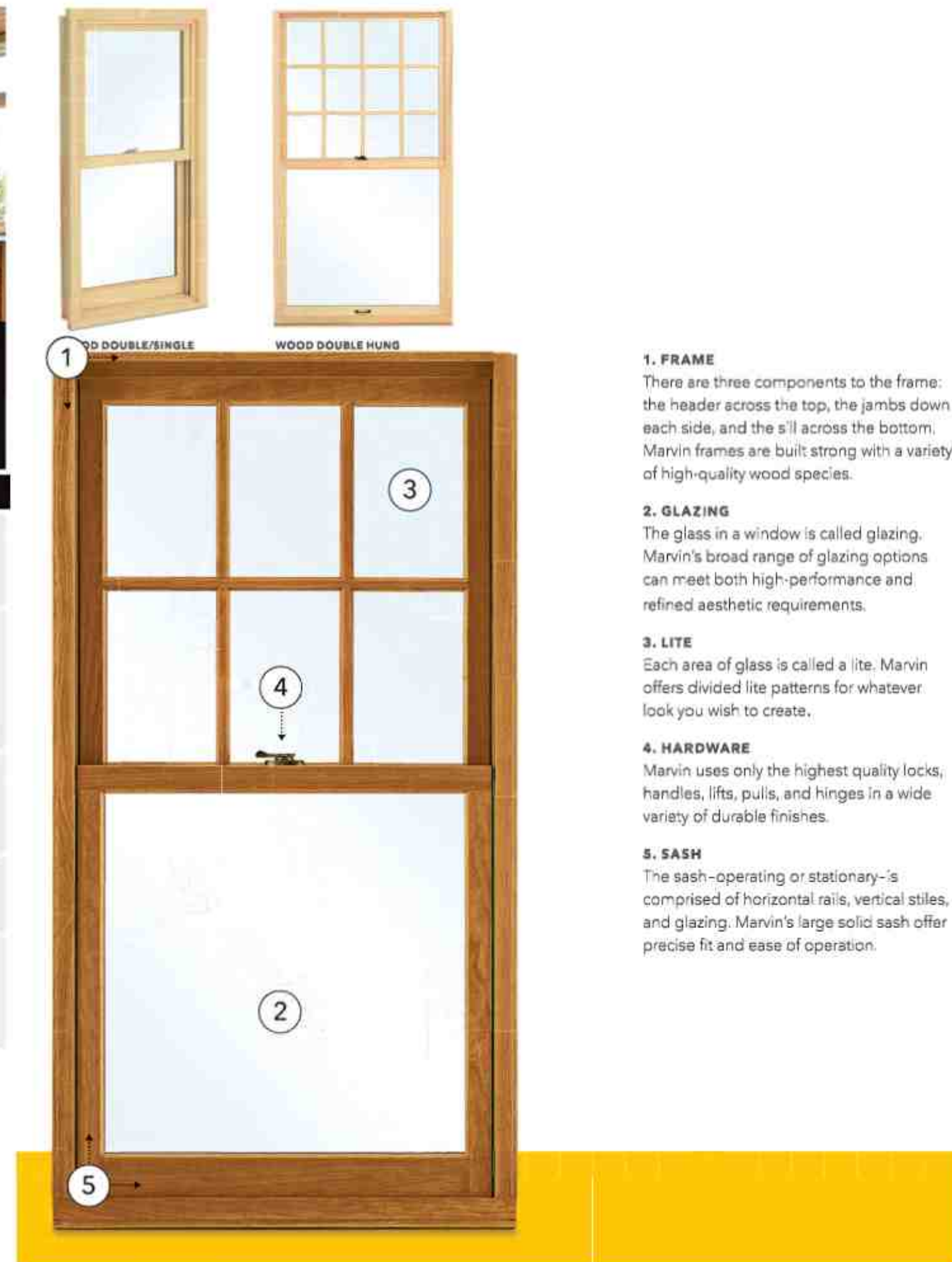
Job No: GA-2024-C004



THE MARVIN PORTFOLIO



INTERIORS	WOOD 6 species options + custom 2 painted or primed options 6 stains + clear coat
EXTERIORS	EXTRUDED ALUMINUM 19 colors + custom OR WOOD 3 species + custom
SIZING	Standard + custom sizing for replacement, remodeling, or new construction
HARDWARE	Extensive selection including Marvin Gallery Hardware
COASTAL + WATERFRONT	Hurricane Impact Zones 3 and 4, + PG 50 Products

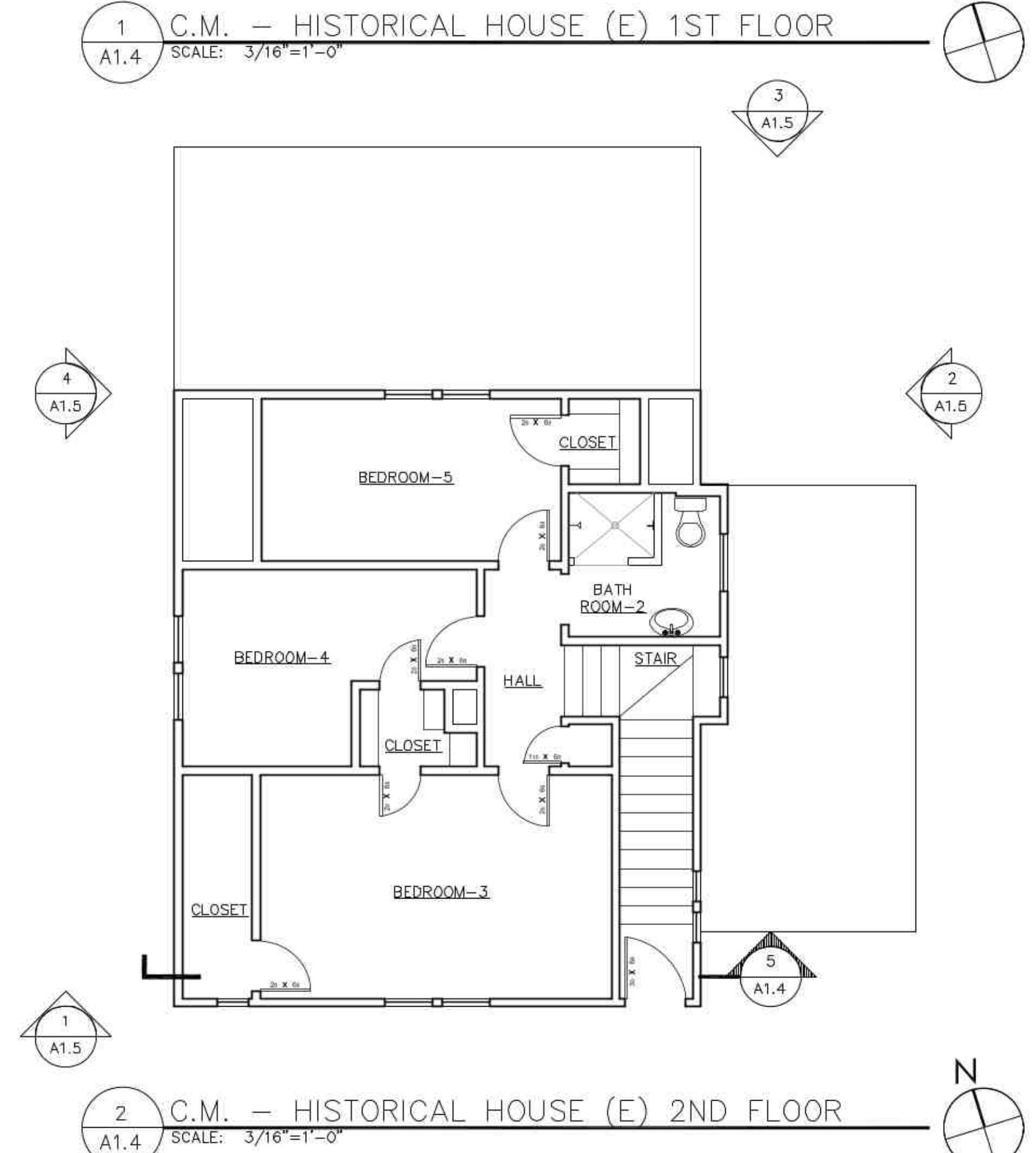
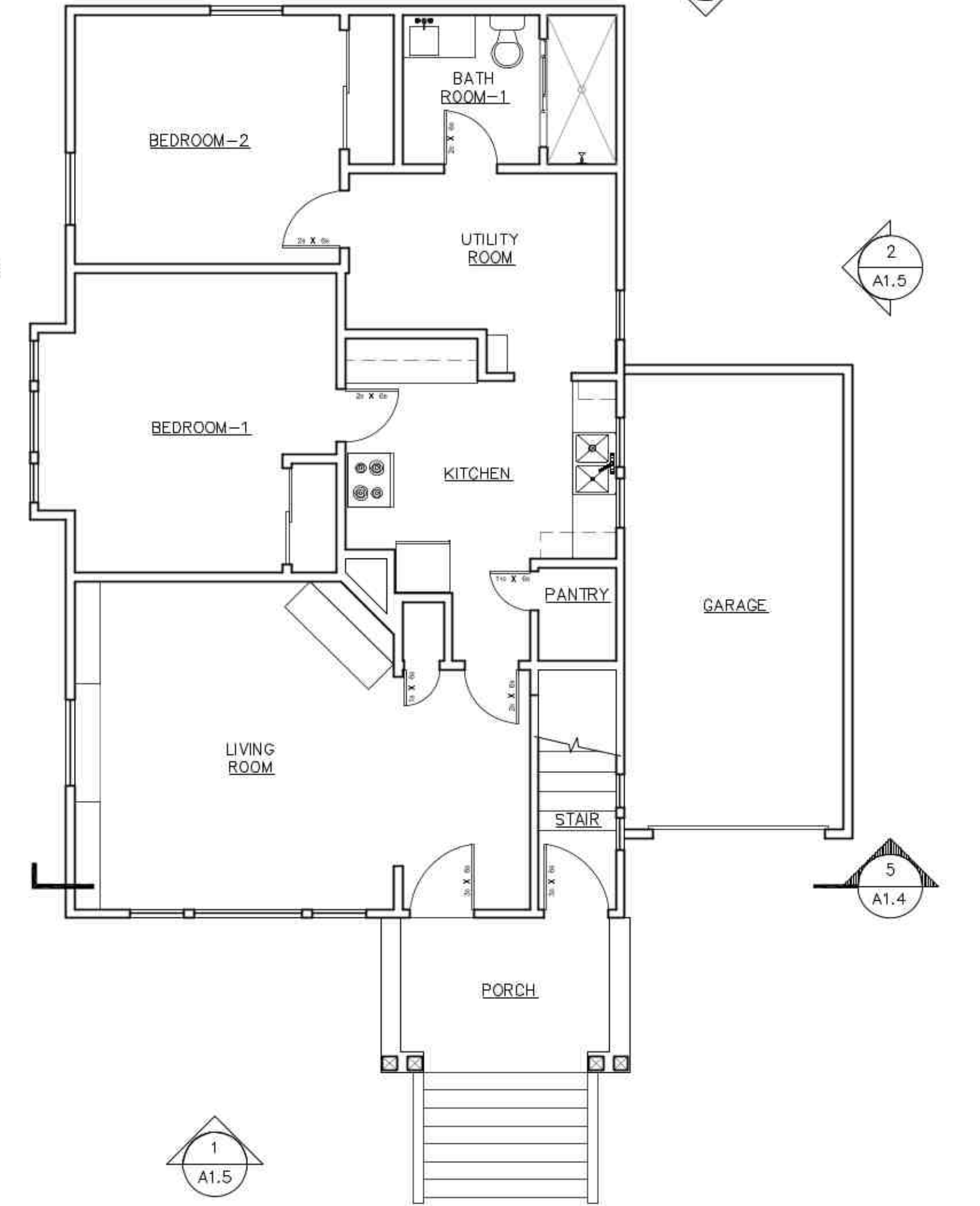
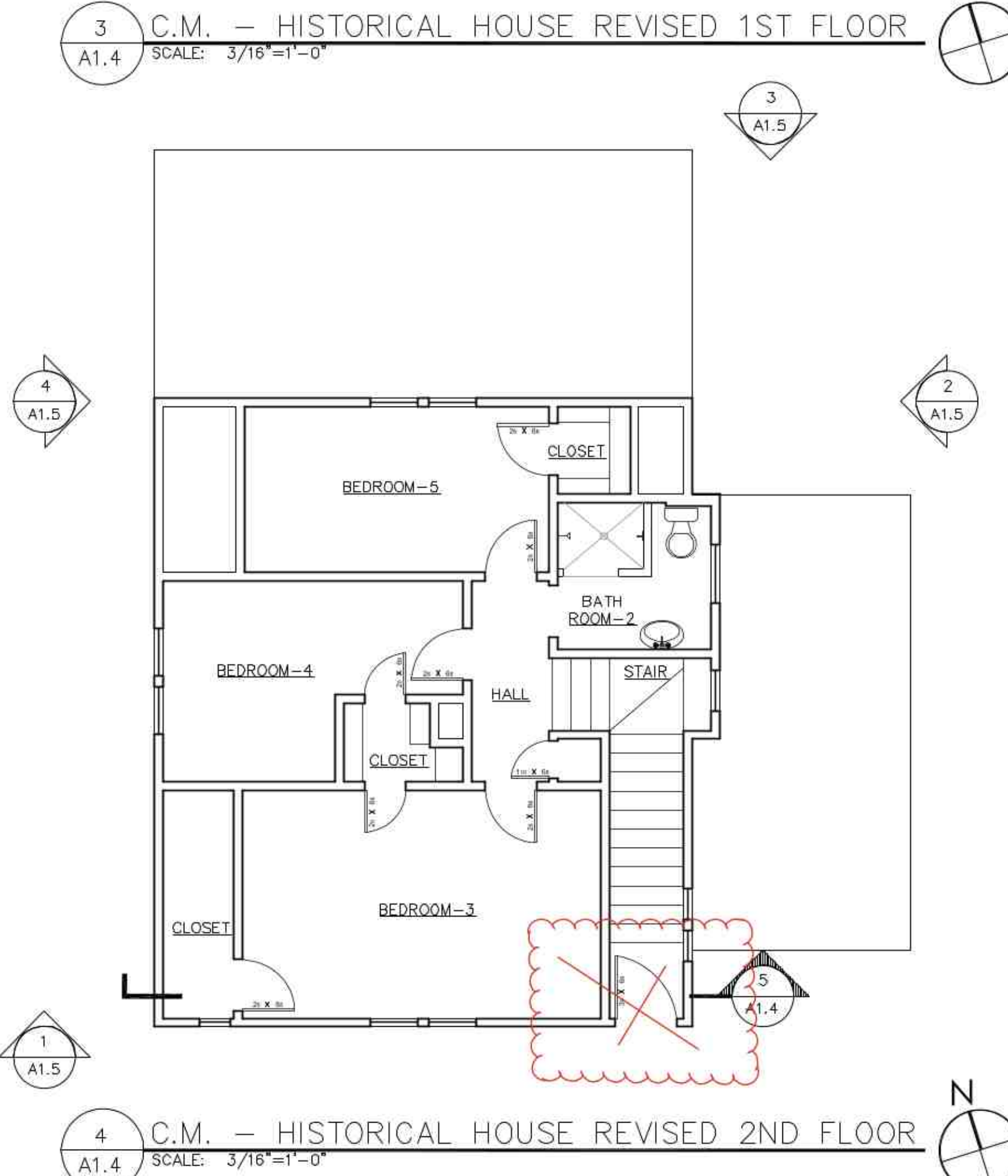
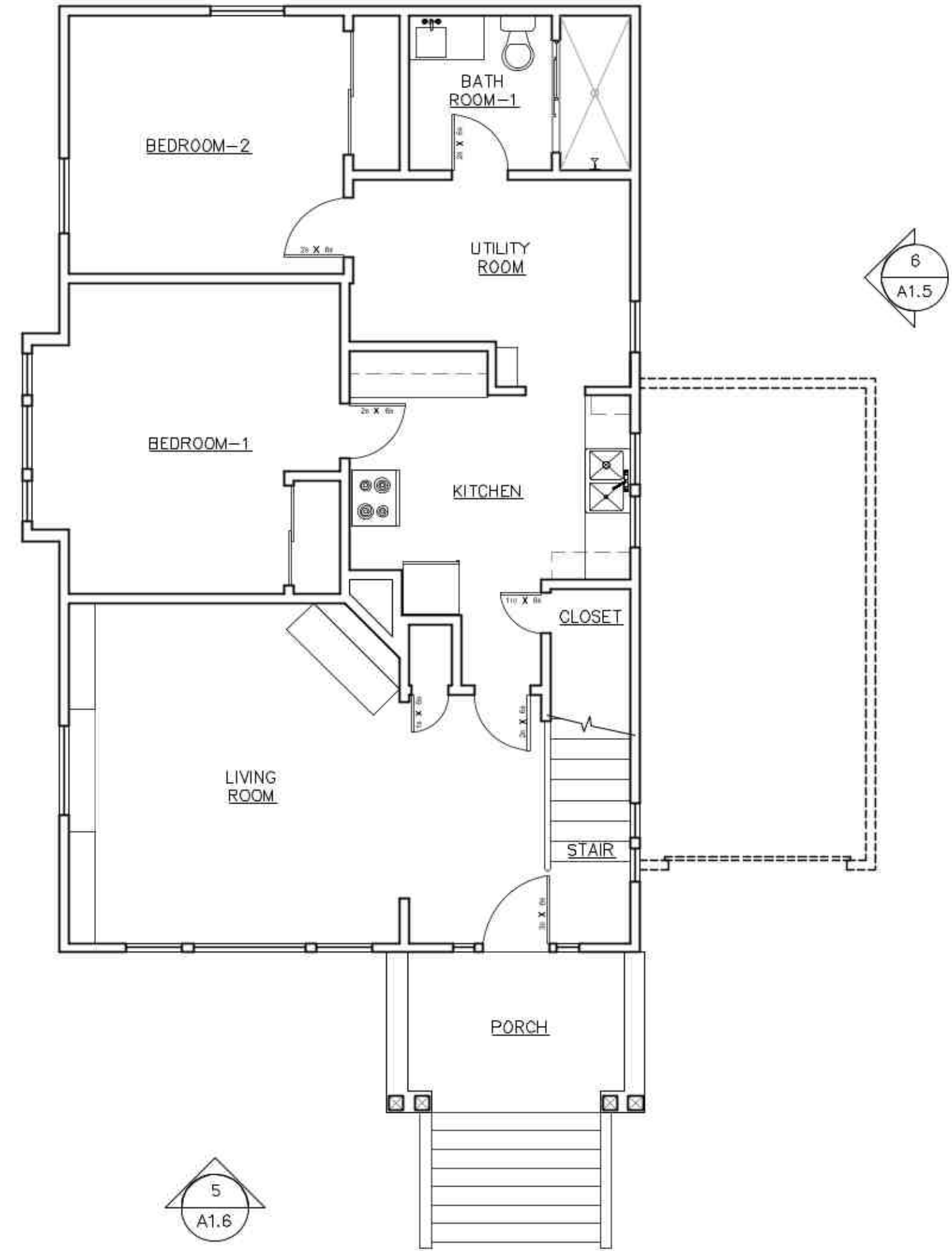
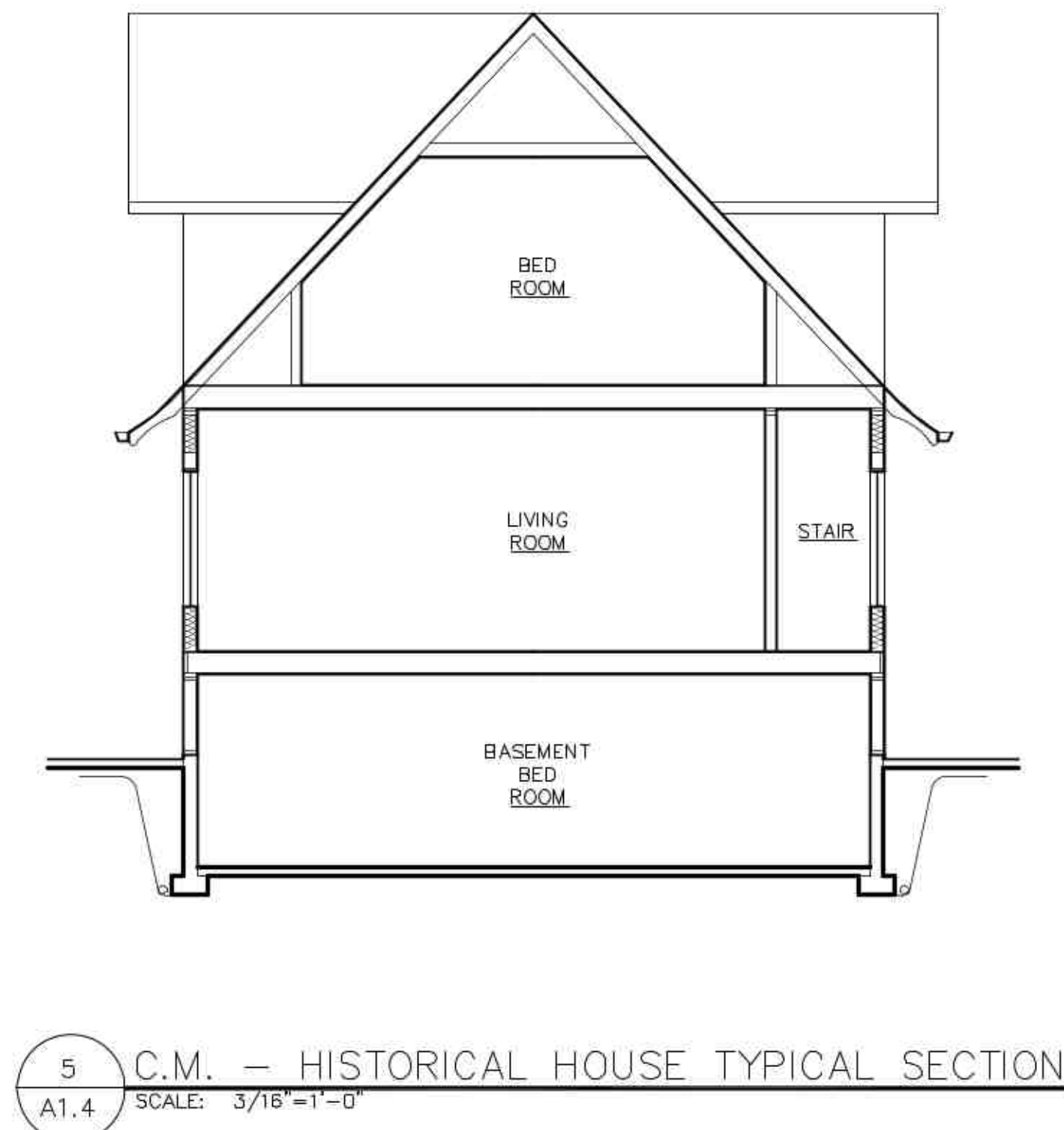


- 1. FRAME**
There are three components to the frame: the header across the top, the jambs down each side, and the sill across the bottom. Marvin frames are built strong with a variety of high-quality wood species.
- 2. GLAZING**
The glass in a window is called glazing. Marvin's broad range of glazing options can meet both high-performance and refined aesthetic requirements.
- 3. LITE**
Each area of glass is called a lite. Marvin offers divided lite patterns for whatever look you wish to create.
- 4. HARDWARE**
Marvin uses only the highest quality locks, handles, lifts, pulis, and hinges in a wide variety of durable finishes.
- 5. SASH**
The sash—operating or stationary—is comprised of horizontal rails, vertical stiles, and glazing. Marvin's large solid sash offer precise fit and ease of operation.

5 MARVIN WOOD INTERIOR/EXTERIOR WINDOW INFORMATION
A1.4 SCALE: 3/16"=1'-0"

WOOD DOUBLE AND SINGLE HUNG WINDOWS

The Ultimate Wood Double/Single Hung and Ultimate Wood Double Hung Magnum are quintessentially traditional windows designed to fit seamlessly into the historic fabric of your home, neighborhood, or community. With residential and commercial applications, these windows are perfect for any historic building.



CENTER MARKET McMINNVILLE CoM - HISTORICAL LANDMARK ALTERATION REVIEW 5th STREET & BAKER STREET, McMINNVILLE - OREGON EXISTING HISTORICAL HOUSE PLANS, SECTION

Revisions:

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3 HISTORICAL HOUSE— MODIFIED NORTH ELEVATION
A1.5 SCALE: 3/16"=1'-0"



2 HISTORICAL HOUSE— MODIFIED EAST ELEVATION
A1.5 SCALE: 3/16"=1'-0"



1 HISTORICAL HOUSE— ORIGINAL SOUTH ELEVATION
A1.5 SCALE: 3/16"=1'-0"



4 HISTORICAL HOUSE— WEST ELEVATION
A1.5 SCALE: 3/16"=1'-0"



6 HISTORICAL HOUSE— MODIFIED EAST ELEVATION W/OUT GARAGE
A1.5 SCALE: 3/16"=1'-0"



5 HISTORICAL HOUSE— SOUTH ELEVATION W/OUT PORCH
A1.5 SCALE: 3/16"=1'-0"



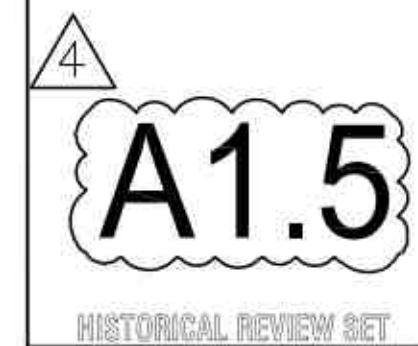
CENTER MARKET McMINNVILLE
CoM - HISTORICAL LANDMARK ALTERATION REVIEW
5th STREET & BAKER STREET, McMINNVILLE - OREGON
EXISTING HISTORICAL HOUSE PLANS, SECTION

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ALTERATION REVIEW


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LEGEND


 SANITARY SEWER MANHOLE


 STORM DRAINAGE MANHOLE


 STORM DRAINAGE CATCH BASIN


 STREET STORM DRAINAGE CATCH BASIN


 FIRE HYDRANT


 WATER METER


 WATER VALVE


 SPRINKLER/HOSE BIB


 TRAFFIC SIGNAL POLE


 TRAFFIC SIGNAL BOX


 BUSINESS SIGN


 ELECTRIC BOX/METER


 POWER POLE


 LIGHT POLE


 RAILROAD SIGNAL POLE


 RAILROAD CROSSING ARM


 RAILROAD SIGNAL BOX


 GUY WIRE


 GAS VALVE


 GAS METER


 TELEPHONE PEDESTAL


 TELEPHONE MANHOLE


 SIGN


 MAIL


 BOLLARD


 DECIDUOUS TREE W/ CALIPER IN INCHES


 CONIFER TREE


 WATTLES EROSION CONTROL


 SEDIMENT FENCE EROSION CONTROL


 RAILROAD TRACKS


 UNDERGROUND GAS LINE


 UNDERGROUND STORM DRAINAGE LINE


 UNDERGROUND SANITARY SEWER LINE


 UNDERGROUND WATER LINE


 OVERHEAD POWER LINE


 UNDERGROUND POWER LINE


 UNDERGROUND TELEPHONE LINE


 CENTERLINE OF RIGHT-OF-WAY

 PROPERTY LINE

 FENCE LINE

 GATE IN FENCE

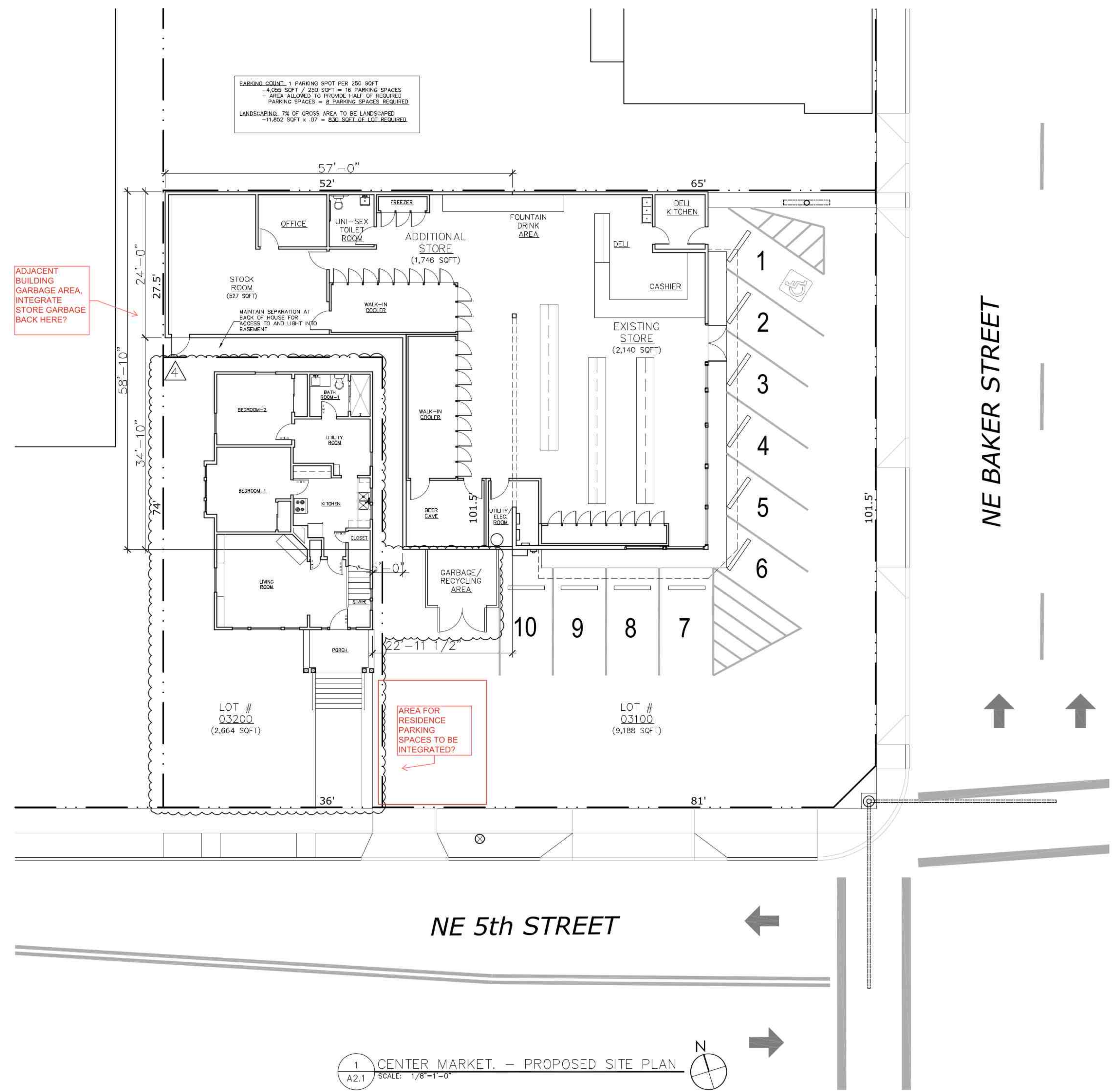
 NEW PERVIOUS AREA

 NEW PERVIOUS AREA, GRASS AREA SIMILAR TO (E)

NOTE:

1. UNDERGROUND UTILITIES ARE APPROXIMATE.

2. EROSION CONTROL NOTED.





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STEPHEN J. GERBER
License # 9080
McMinnville, Oregon
STATE OF OREGON

CENTER MARKET McMINNVILLE
CoM - HISTORICAL LANDMARK ALTERATION REVIEW
5th STREET & BAKER STREET, McMINNVILLE - OREGON

PROPOSED SITE PLAN

Revisions:

1

ADDENDUM

1-14-25

2

ADDENDUM

1-31-25

3

ADDENDUM

3-10-25

4

ADDENDUM

5-14-25

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Job No:

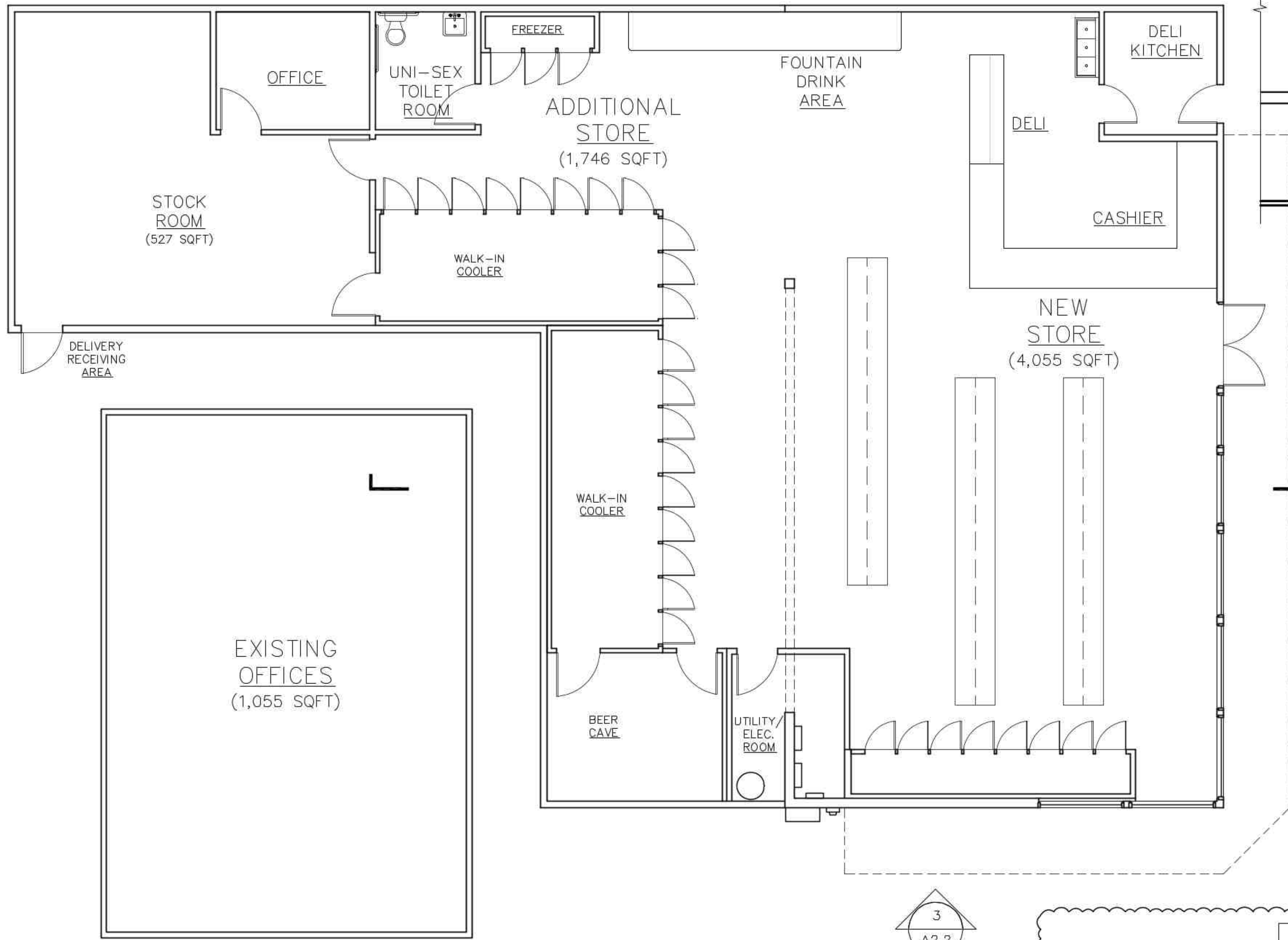
GA-2024-C004

A2.1

HISTORICAL REVIEW SET

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NEW CENTER MARKET:	PRE-APP GENERAL NOTES
-MERCANTILE (M) OCCUPANCY -TYPE VB STRUCTURE TYPE -AREA: EXISTING STORE AREA: 2,140 SQFT STORE ADDITION AREA: 1,746 SQFT NEW STORE TOTAL AREA: 3,886 SQFT OFFICE BUILDING AREA: 1,055 SQFT TOTAL LEVEL 1 AREA: 4,941 SQFT	-DELI KITCHEN TO HAVE ALL ENCLOSED FRYER WITH HOOD AND FIRE SUPPRESSION INCORPORATED -EXISTING STRUCTURE A COMBINATION OF SLAB-ON GRADE, CMU WALLS, WOOD WALLS AND ROOF STRUCTURES.

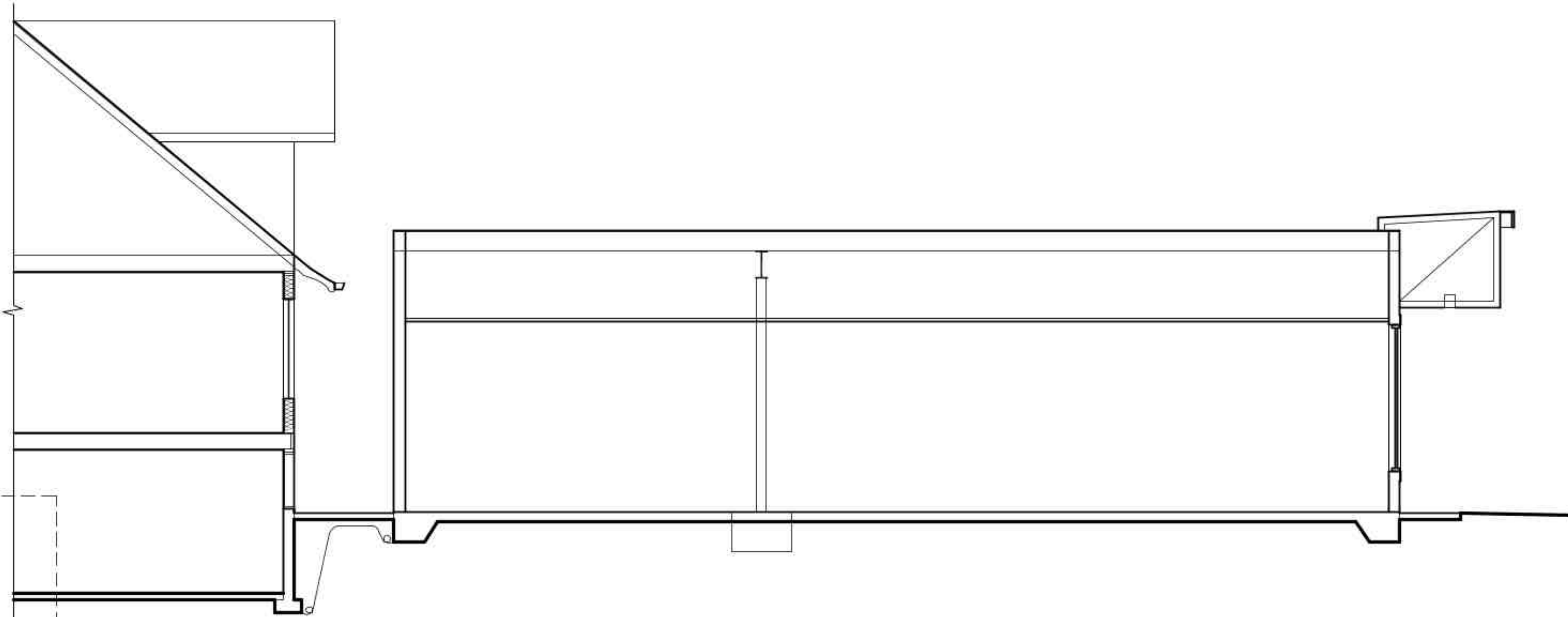


2

CENTER MARKET / PARTIAL OFFICE BUILDING SECTION

A2.2

SCALE: 3/32"=1'-0"



3

A2.2

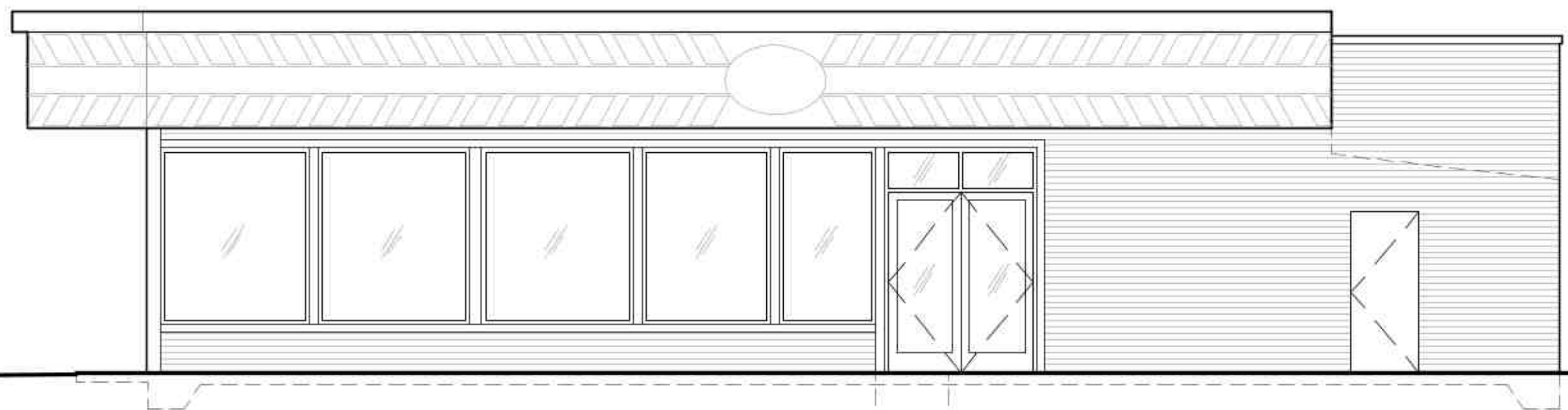


3

CENTER MARKET / PARTIAL OFFICE SOUTH ELEVATION

A2.2

SCALE: 3/32"=1'-0"

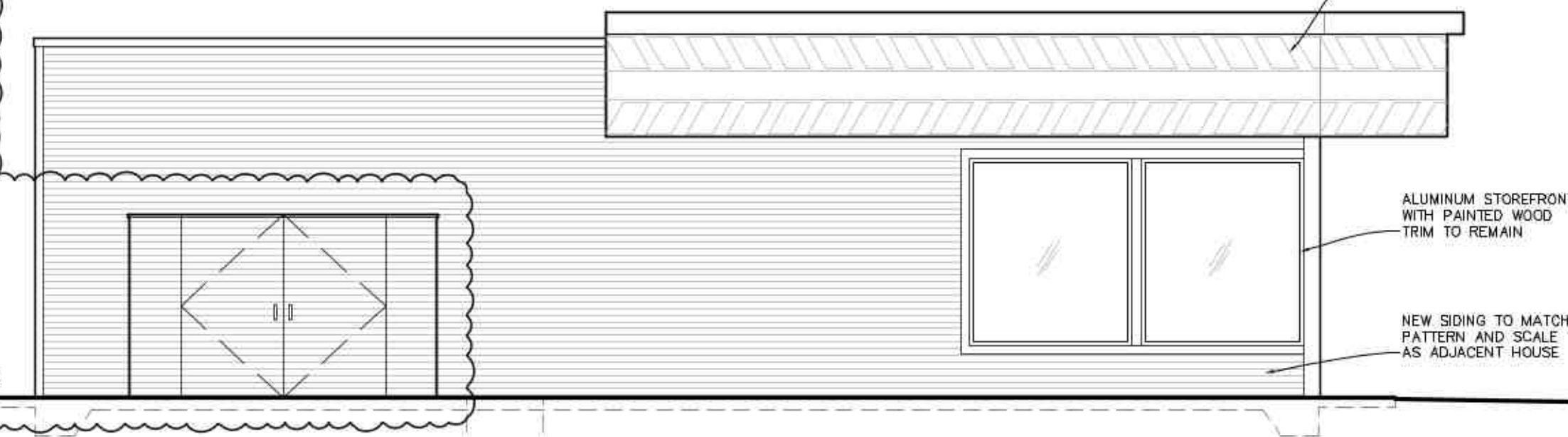


4

CENTER MARKET EAST ENTRY ELEVATION

A2.2

SCALE: 3/32"=1'-0"



CENTER MARKET McMINNVILLE

CoM - HISTORICAL LANDMARK ALTERATION REVIEW

5th STREET & BAKER STREET, McMINNVILLE - OREGON

PROPOSED FLOOR PLAN - EXTERIOR ELEVATIONS

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A2.2