



**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**  
**Community Development Center, 231 NE 5<sup>th</sup> Street**  
**August 23, 2017 3:00 PM**

Committee Members	Agenda Items
<p>Joan Drabkin Chair</p> <p>Rebecca Quandt Vice-Chair</p> <p>John Mead</p> <p>Mary Beth Branch</p> <p>Cory Schott</p>	<ol style="list-style-type: none"><li><b>1. Call to Order</b></li><li><b>2. Citizen Comments</b></li><li><b>3. Approval of Minutes</b><ol style="list-style-type: none"><li>A. May 24, 2017 Meeting Minutes (Exhibit 1)</li></ol></li><li><b>4. Action Items</b></li><li><b>5. Discussion Items</b><ol style="list-style-type: none"><li>A. Historic Sign Program (Exhibit 2)</li></ol></li><li><b>6. Old/New Business</b></li><li><b>7. Committee Member Comments</b></li><li><b>8. Staff Comments</b></li><li><b>9. Adjournment</b></li></ol>

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.

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# MINUTES

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**May 24, 2017**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Chair Joan Drabkin, Mary Beth Branch, John Mead, and Cory Schott

**Members Absent:** Rebecca Quandt

**Staff Present:** Chuck Darnell - Associate Planner and Heather Richards – Planning Director

**Others Present**

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<b>1. Call</b>	<b>to</b>	<b>Order</b>
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Chair Drabkin called the meeting to order at 3:00 p.m.

**2. Citizen Comments**

None.

**3. Approval of Minutes**

- A. February 22, 2017 Meeting Minutes
- B. March 22, 2017 Meeting Minutes

Committee Member Mead moved to approve the February 22, 2017 and March 22, 2017 meeting minutes. The motion passed 4-0.

**4. Action Items**

- A. HL 2-17 – 738 SW Edmunston Street - Re-evaluation of Significance of Historic Resource

Associate Planner Chuck Darnell stated this property was on the inventory and was listed as significant. The applicant was a new owner who was requesting to change the designation to contributory. The structure was originally located on the Linfield campus and built around 1900.

College professors had lived there and there were prominent architectural features. The structure had fallen into disrepair and it was sold for \$1 and was moved to its current location in 2001. Since then other alterations had occurred and the new owner did not believe the features and architectural character were still there. He explained the criteria in determining the significance of a structure. Staff thought since the house was on the Linfield campus and had a historical tie to the community, it met the historical criteria. Some of the main architectural and structural features that still existed included the dormer windows on the second floor and high gable roof, which met the style and design criteria. The applicant provided a list of elements that were no longer there which showed the structure did not meet the integrity criteria. Some of the alterations were: all the windows had been changed out to vinyl, some of the dormers had been filled in, there were different types of trim, the original foundation was different because it had been moved, and the chimneys were removed. Regarding the environment criteria, in looking at this area, there was nothing cohesive in terms of historic design. Many of the historic structures in this area had been heavily altered and had lower classifications. Staff recommended approval of the re-classification of the structure as contributory. He explained the original process for designating the structure as significant and how the integrity and environment criteria had been reduced since then.

There was discussion regarding how to enforce preserving these historic structures so they were not continuously being downgraded.

Committee Member Branch suggested offering some education on the restrictions when a historic home was sold or a title report was pulled and educating current owners as well. Chair Drabkin thought there needed to be incentives for people to preserve these structures.

Chair Drabkin thought this structure should be re-classified to environmental instead of contributory.

Associate Planner Darnell gave the definition of contributory and environmental. He agreed it could be found to meet the definition of environmental.

Committee Member Mead thought it could be contributory as it was one of the few historic homes in the area. Many of the historical features were still there and someone might restore it in the future.

Based on the findings of fact, conclusionary findings for approval, and the materials submitted by the applicant, Committee Member Mead moved to approve the change to the historic resources inventory and the re-designation of the historic resource at 738 SW Edmunston Street to a contributory historic resource that would be designated as resource C-165. The motion was seconded by Committee Member Branch and passed 4-0.

## **5. Discussion Items**

### **A. Draft Amendments to Historic Preservation Ordinance**

Associate Planner Darnell explained that the Oregon Administrative Rules were revised for Goal 5 and staff had reviewed how it would impact the local regulations and found some revisions that needed to be made. The HLC reviewed the revisions to the City's ordinance and had questions on some of the components. One issue was subjecting the structures on the local historic register to the Secretary of the Interior's design standards. McMinnville had four categories in the local inventory and it was unclear whether the standards would apply to all four. Staff had talked with the State Historic Preservation Office and DLCD and they said only the structures that were deemed to be locally significant historic resources had to follow the standards. In McMinnville's case that would be historic landmarks, the top two categories, and the standards would not apply to historic resources of the lower two categories. That was the current practice. Staff recommended keeping the current

practice of the top two categories being more heavily protected. He provided a map that showed where all the distinctive, significant, and contributory resources were located. There were 550 sites at these levels. He suggested amending the historic landmarks definition to include that it served as McMinnville's locally significant historic resource in accordance with the OAR.

There was consensus to keep the current practice and apply the Secretary of Interior's standards to the top two categories.

Associate Planner Darnell said the other issue was in regard to the requirement to protect resources that were in a national register district. Non-contributing and accessory structures could be excluded. He showed a map of the historic district and how the properties were designated. The HLC needed to decide if the City should exclude non-contributing and accessory structures.

There was discussion regarding how this would apply to the national register district.

Committee Member Mead thought the non-contributory and accessory structures should be excluded, based on the fact that those structures were likely not constructed during the period of significance and may not have any historical characteristics. There was discussion regarding the need to define accessory structures.

There was consensus to exclude non-contributory and accessory structures and to look at how accessory structures were defined.

## **6. Old/New Business**

None.

## **7. Committee/Commissioner Comments**

None.

## **8. Staff Comments**

Associate Planner Darnell discussed the Historic Preservation Month activities. Staff was working on the Facebook page and branding.

Planning Director Heather Richards said staff was putting together a communication plan for social media outreach to be done by June 30. After that they would launch the This Place Matters program. As part of the discussion regarding bringing the Historic Preservation Ordinance into the Zoning Ordinance, the enabling code for the HLC would be put into the City Code and the name Committee would be changed to Commission.

## **9. Adjournment**

Chair Drabkin adjourned the meeting at 3:55 p.m.



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PLANNING DEPARTMENT**  
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MCMINNVILLE, OR 97128

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## EXHIBIT 2 - STAFF REPORT

**DATE:** August 23, 2017  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Historic Sign Program

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### Report in Brief:

The purpose of this discussion item is to discuss the process that the Historic Landmarks Committee would like to follow in the consideration of the designation of historic signs in the City of McMinnville.

### Background:

The Planning Department recently began to implement a sign amortization process. This process basically requires that any existing freestanding or roof signs that do not meet current sign regulations come into compliance with standards by the end of 2017. During this process, a number of signs have been identified that may not meet sign standards, but may have historic significance to the City.

The Historic Landmarks Committee expressed an interest in investigating potentially historic signs, and possibly designating them as historic resources. Designating a sign as a historic resource would exempt the sign from meeting the City's sign regulations, which could protect some signs that could be of importance or historical significance to the City from the amortization process. However, all types of signs, even those not subject to the amortization process, could be designated as historic resources.

### Discussion:

Staff will lead a discussion with the Historic Landmarks Committee on the process that could be followed to designate a sign as a historic resource. Currently the process for designating a historic resource includes a review and action by the Historic Landmarks Committee. In considering the designation of any historic resource, the Historic Landmarks Committee must make findings for the review criteria in Section 17.65.030 (C) of the McMinnville Zoning Ordinance. Those review criteria are as follows:

- C. The Historic Landmarks Committee shall base each decision regarding additions or changes to the inventory on the following criteria:
  1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important at the city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance;
  2. Style/Design. The resource is representative of a particular style or a type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designated or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance;

3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and
4. Environment. The resource contributes to the character or continuity of the street or neighborhood.
5. Consistency with the National Register Criteria for Evaluation as follows:
  - a. The resource is associated with events that have made a significant contribution to the broad patterns of our history; or
  - b. The resource is associated with lives of significant persons in our past; or
  - c. The resource embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
  - d. The resource has yielded or may be likely to yield, information important in history or prehistory; and
6. The designation of the resource is consistent with the priorities described in the historic preservation plan.

The Historic Landmarks Committee should determine whether the existing historic resource designation review criteria are suitable for the designation of historic signs. Another option would be to create a separate process with specific review criteria relative to the designation of historic signs. This would require a more thorough process, including drafting the specific historic sign review criteria and working those amendments through a legislative zoning text amendment process.

To assist in the conversation, staff has provided some examples of the types of signs that could be considered to be historic resources. In a couple of these examples, the property owner would like to formally request that the sign be considered a historic resource, which would happen at a future meeting. Other types of signs have been included as examples as well for consideration and to assist the Historic Landmarks Committee through the discussion on this topic. Photos of the example signs are provided on the pages following this staff report.

**Fiscal Impact:**

None.

**Recommendation/Suggested Motion:**

No motion required. The Historic Landmarks Committee may provide guidance to staff as to the preferred process or program for the designation of historic signs.

Attachments:













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