

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

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Historic Landmarks Committee Community Development Center, 231 NE 5th Street October 24, 2017 3:00 PM

Committee Members	Agenda Items
Joan Drabkin Chair	1. Call to Order
ona	2. Citizen Comments
Rebecca Quandt	
Vice-Chair	3. Approval of Minutes
	A. June 28, 2017 Meeting Minutes (Exhibit 1)
John Mead	B. July 26, 2017 Meeting Minutes (Exhibit 2)
Mary Beth Branch	4. Action Items
Cory Schott	A. HL 4-17 – Farnham Electric Sign – Historic Resource Designation (Exhibit 3)
	5. Discussion Items
	A. Announcement of Consultant Selection – Intensive Level Survey and Historic Preservation Plan (Exhibit 4 – Proposal Received from Consultant)
	B. Future Meeting Times
	6. Old/New Business
	7. Committee Member Comments
	8. Staff Comments
	9. 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.



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EXHIBIT 1 - MINUTES

June 28, 2017

Historic Landmarks Committee

Regular Meeting

3:00 pm

Community Development Center

McMinnville, Oregon

Members Present: Chair Joan Drabkin, John Mead, Rebecca Quandt, and Cory Schott

Members Absent: Mary Beth Branch

Staff Present: Chuck Darnell - Associate Planner

Others Present:

1. Call to Order

Chair Drabkin called the meeting to order at 3:00 p.m.

2. Citizen Comments

None.

3. Approval of Minutes

None.

4. Action Items

A. G 3-17 – Historic Preservation Ordinance Amendments

Associate Planner Chuck Darnell reviewed the amendments. The first was the reorganization of bringing the historic preservation guidelines into the Zoning Ordinance. The second was adding review criteria to be considered when designating a historic resource. Per State rules, they had to follow the national register criteria for evaluation.

There was discussion regarding the process for a structure to be undesignated. The HLC thought there should be more education for property owners, especially regarding the benefits of being historically designated.

Chair Drabkin thought the regulations were too strict. She was also concerned about the timelines, especially if someone was trying to do something with their property and the Committee delayed a decision.

Associate Planner Darnell said demolition or any alteration request had to be reviewed within 30 days. It was up to the Committee whether an application was delayed or denied. He thought they had the ability to be flexible and work with applicants while still making sure the applications met the guidelines.

Chair Drabkin asked if there was an appeals process. Associate Planner Darnell said yes, it would go to the Planning Commission, and then to the City Council. He did not think the changes were drastically different from what had been required before. These were new rules required by the State.

Chair Drabkin asked about the timeline for issuing applicants' approval certificates. She was concerned about people waiting a long time before being able to move forward with their projects. Associate Planner Darnell said for other applications there was a five day timeframe for issuing approval letters. They could add the five day timeframe into the language.

Committee Member Quandt agreed it should be added that applications would be responded to within 30 days of submittal and if applications were approved, within five working days applicants would receive an approval certificate.

Chair Drabkin thought they should also include how to request an emergency meeting if the application was urgent or the timeframe did not work for them.

Associate Planner Darnell said applicants could negotiate with the Planning Department for what was allowable under staff review instead of coming to the Committee.

Chair Drabkin suggested adding that to the language as well, that if the timeframe did not work, applicants had the option of having a meeting with the Planning Director.

Associate Planner Darnell said the definition of alteration had been changed to not include painting, re-roofing, or general repair when the new materials and/or colors matched those already in use. There was also language that said the Planning Director would determine whether the proposed activities constituted an alteration.

Associate Planner Darnell said the third change was additional language related to owner consent. This would allow owners to refuse designation when something was proposed to be designated and outlined the process for removal from the inventory. This was language from the new State regulations. The fourth change was in regard to the Secretary of the Interior's standards and guidelines. These standards and guidelines would only be applied to the top two resource categories. The fifth change was to require all properties on the national register to be protected. Accessory structures and non-contributing resources were exempted from this requirement. The sixth change was requiring a public hearing for any demolition of a national register resource. The bylaws for the Committee would have to be changed as well to allow the Committee to hold public hearings.

There was discussion regarding the map of the properties that were locally and nationally designated. The HLC thought the map should be updated and made clearer as to what properties were and were not contributing.

Associate Planner Darnell said the next change was the certificate of approval process which would be triggered by an alteration that impacted the design or appearance of the structure and allowed Planning staff to determine that.

Committee Member Mead asked about the enforcement section. Associate Planner Darnell said the idea of increasing the fines was brought before the Planning Commission. The City Attorney was at that meeting, and he did not think they could raise it to \$15,000 as it was higher than felony fines. The way it was written the fines would follow the violations chapter of the Zoning Ordinance. This gave the City the ability to issue a citation to appear in court and it could be a \$500 fine for every day the violation occurred.

Chair Drabkin thought how much someone would be fined needed clarification, especially if it was something like demolition or something that could not be remedied. Associate Planner Darnell said they would go to court and the court would decide if they would be fined or not.

Associate Planner Darnell said the Committee's bylaws would be moved to a City Code chapter. The Downtown Design Standards and Guidelines would be changed as well. Alterations downtown would require a certificate of approval process and the Planning Director would have the ability to determine if the activities complied and whether they were subject to the review procedures.

There was discussion regarding signs downtown that were existing non-conforming signs and which ones would be brought into compliance.

Committee Member Mead moved to recommend the proposed amendments be forwarded to the Planning Commission with the addition that within five working days applicants would receive an approval certificate. Motion seconded by Committee Member Schott and passed unanimously.

5. Discussion Items

A. Intensive Level Survey Focus Area

Associate Planner Darnell said staff would be putting out a request for proposals for an intensive level survey. He asked if there was an area the Committee wanted to be surveyed or if the consultant should provide a recommended area to focus on. A previous consultant had recommended the two areas as potential historic districts. One was in an area south of downtown, and the other was a residential area north of downtown.

There was discussion regarding which area should be the focus. There was consensus to direct the consultant to look at both areas, and work with the Committee to select one to focus on.

Chair Drabkin asked about the Macy House, which was considered distinctive but was now a brand new house. They had used the original plans as a jumping off point, but they had made major changes to the house. Associate Planner Darnell said the Committee could initiate the process and reclassify it.

Associate Planner Darnell said the RFP would be drafted in July with responses due in August and a consultant hired in September. The consultant would do the inventory first and then work on the Historic Preservation Plan. The Committee would be involved in the interview process.

6. Old/New Business

None.

7. Committee/Commissioner Comments

None.

8. Staff Comments

None.

9. Adjournment

Chair Drabkin adjourned the meeting at 4:03 p.m.



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EXHIBIT 2 - MINUTES

July 26, 2017
Historic Landmarks Committee
Regular Meeting

3:00 pm Community Development Center McMinnville, Oregon

Members Present: Chair Joan Drabkin, Mary Beth Branch, and Rebecca Quandt

Members Absent: John Mead and Cory Schott

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

Director

Others Present Mark McMurtry, Drew Milligan, and JW Milligan

1. Call to Order

Chair Drabkin called the meeting to order at 3:00 p.m.

2. Citizen Comments

None

3. Approval of Minutes

A. April 25, 2017 Meeting Minutes

Committee Member Quandt moved to approve the April 25, 2017 meeting minutes. Motion seconded by Committee Member Branch and passed unanimously.

4. Action Items

A. HL 3-17 – Demolition Request – 1140 SE Davis Street

Chair Drabkin recused herself from this discussion and decision.

Associate Planner Darnell said this was a request for a demolition of a historic landmark on SE Davis Street. There were three structures on the property, but only one designated as a landmark. He discussed the criteria for a demolition request. Currently the historic landmark was being used as a rental property. The applicant had provided information on what he thought the

value of the property was and the estimates of the value if he were to renovate and sell the property. Repairing the property would cost over \$200,000, which was significant. The applicant said the money he would have to put into the property to sell it would not bring him a return on investment. The applicant thought it was reasonable to demolish the structure and redevelop. The main reason the property was designated a historic landmark was the structural character of the building. There was no date of construction in any documents they could find, but he thought it was sometime around 1920 to 1940. The physical condition of the house was poor and required upgrades. He had concerns about the livability of the house, but the issues could be remedied. The applicant said he did not have the finances to cover the cost of renovating the house and it would be a financial hardship if it had to be retained. In the past for demolitions, the Committee required the structure to be made available to move by someone in the community who wanted to preserve it. Staff thought some of the criteria was met, but some was not as strongly met.

Mark McMurtry, applicant, said he got this property from family in 2004. The structures were in serious disrepair at that time. He did not know the house was on the historical register. He did not know how bad the house was as his renters had never said anything and it had only been single men living there. The house basically needed to be stripped and gutted. The other two houses were not as bad, but would be no loss to tear them down. He wanted to trade the houses for something upgraded and modern. He also wanted to upgrade the gravel street. He could get more for the land than the three houses. If the demolition was approved, he would not leave it a vacant site, but would choose the best development situation for him. He could not sell the property currently because no one wanted to deal with the historic designation. He had looked into partitioning the property and selling the lots individually, but that lessened the value he could get, especially since the sewer would need to be updated. No one seemed interested in buying all three houses to flip them either. This was to be part of his retirement.

Associate Planner Darnell explained the application was submitted on July 10, and the Committee had 21 days to make a decision. The options for the Committee were to approve the demolition request, approve with conditions, or deny the request which would only delay the demolition permit for up to 120 days. There was a fee for demolishing a building without approval during the 120 days. If no decision was made in the 21 days, it defaulted to approval. If they denied the request, during the 120 days delay they could provide the owner with possible alternatives to demolition.

JW Milligan, McMinnville resident, thought that as McMinnville grew they would get more demolition permit requests. He was concerned about setting a precedent if this was approved based on the fact that the house needed a lot of work and was not economical to repair. That would apply to a lot of historical buildings in town. This was the oldest house in this area and was important.

Mr. McMurtry thought this would be an in fill development which the City needed so they did not take more farmland to develop.

Planning Director Richards said if he put the property on the market, there might be someone who wanted to restore the house.

Mr. McMurtry said it would be a financial hardship to pay the realtor fees for putting it on the market. He would rather not wait the 120 days to demo the buildings. His plan was to demolish the buildings and sell the bare land to be developed.

Planning Director Richards was concerned that the financial hardship for restoring the structure was based on lack of maintenance and neglect to the building. Once the precedent was set, others could use the same basis for demolition.

Mr. Milligan recommended denial of the application and going forward they should upgrade the inventory and code and do more outreach.

There was discussion regarding how this application met or did not meet the criteria.

Committee Member Quandt thought the application should be denied because there was grant funding available and other options that should be explored. She thought he would get a lot more interest if he went through a realtor. There was a chance the building might be preserved, and as a Committee member she had to honor that. She thought the house could be restored and condos could be put on the other part of the property.

Committee Member Branch agreed with Committee Member Quandt. She struggled with finding reasons to approve the application within the criteria they had been given.

Committee Member Quandt moved to deny HL 3-17 based on the findings of fact and conclusionary findings for denial as discussed by the Historic Landmarks Committee. The conclusionary findings were the application did not meet the intent and purpose of the ordinance as there were other options that could be explored and the historic resource had value and significance. Some of the architectural qualities still existed and that held more importance than the financial hardship caused to the applicant. Motion seconded by Committee Member Brand and passed unanimously.

Planning Director Richards said a decision letter would be given to the applicant within five days and that started the 120 day waiting period.

5. Discussion Items

A. Single Family Homes in Commercial Zones Discussion

Associate Planner Darnell said this item was brought to the Committee's attention by a resident who lived in a single family home in a commercial zone. There were a lot of single family homes in the C-3 zone, General Commercial, in downtown. It made them non-conforming uses in the zone. If they changed to a conforming use, such as office space, they could not go back to a non-conforming use. There were a lot of historic resources that fell into this situation and he discussed the maps that showed their locations. The non-conforming use caused issues with financing and continued use of the properties. He asked for direction for staff to look at options to allow these uses to continue and to be preserved.

Planning Director Richards said there was a built environment with historic landmarks that they wanted to preserve and in this case the land use and zoning were conflicting with that intent. Some of these could convert easily into other uses, but some could not, and there was an

investment in converting homes to commercial uses. If the home was left vacant for a year, it could not go back into a residential use. It was not unusual for a central business district to have a buffer transition zone between commercial and residential.

Associate Planner Darnell said one option was to create an Office Residential zone that allowed for a mix of housing and commercial.

Chair Drabkin thought they should allow people to continue using these structures as homes and to keep neighborhoods as much as possible.

Associate Planner Darnell said another option was allowing single family homes on the historic resources inventory as a permitted use in the C-3 zone. They could also explore allowing structures to go back to residential after they were transitioned to office.

JW Milligan, McMinnville resident, said he had moved into the Wildwoods House on 2nd Street. It was a 1911 historic home and when he moved in he was illegal because it had been empty for a year. Since then an office had been moved there so it was conforming.

Drew Milligan, McMinnville resident, said the houses next door were currently unoccupied and the reason no one had purchased them was due to financing. They could not get a loan due to the zoning. These were historic homes and important to the community.

JW Milligan said the homes in the Office Residential zone had been restored because they could get financing. He thought historic homes should be allowed as single family residential, not down-zoning to Office Residential in this area.

Planning Director Richards said another option could be creating a new zone that would allow certain uses for these homes, such as retail.

JW Milligan said another issue was meeting the parking requirements in his current home. He could not have zero parking. Associate Planner Darnell said there was a parking waiver process in the code for historic landmarks.

Planning Director Richards said these were transitional properties from a high intensity main street district to a residential neighborhood. It was not unusual to have a specialty zone for these areas and the fact that there were many historic structures they wanted to preserve it made even more sense. If they wanted to move forward, they would be making a recommendation to the Planning Commission to rezone this area after a public hearing process.

There was consensus for staff to research options and bring them back to the Committee for further discussion.

B. Historic Sign Program

Planning Director Richards said with the sign amortization program underway, letters were sent to property owners of signs that did not meet the sign code. Some of the feedback they had received was that some of these signs were older signs and might be historic landmarks. Criteria would need to be created for preservation of these signs and they would need to go through the process of surveying and giving them historic status.

Associate Planner Darnell said currently to preserve the signs they would have to be nominated to the historic resources inventory.

Discussion ensued about possible criteria that could be used and surveying the current signs.

Mark McMurtry, McMinnville resident, discussed how his sign was not in compliance as it hung one foot over into the right-of-way. The City did not maintain that right-of-way as he was the one who cut the grass in the median strip.

Planning Director Richards said historic signs they wanted to memorialize was one issue, and for signs that were encroaching on the right-of-way but met all the requirements in the code, that was handled through a revocable permit.

There was consensus for staff to bring back a list of possible historic signs that were impacted by the amortization process.

6. Old/New Business

None

7. Committee/Commissioner Comments

None

8. Staff Comments

None

9. Adjournment

Chair Drabkin adjourned the meeting at 4:52 p.m.



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EXHIBIT 3 - STAFF REPORT

DATE: October 24, 2017

TO: Historic Landmarks Committee Members

FROM: Chuck Darnell, Associate Planner

SUBJECT: HL 4-17 – Farnham Electric Sign – Historic Resource Designation

Report in Brief:

The purpose of this action item is to hold a public meeting and review a request for an existing sign in the City of McMinnville to be designated as a landmark sign, and therefore be exempt from the City's sign regulations.

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 discussed the signs that may have historic significance to the City at their August 23, 2017 meeting. The Committee encouraged those property owners with potentially historic signs to request a designation of the sign as a landmark sign or a historic resource.

Discussion:

The sign being requested to be designated as a historic resource and a landmark sign is located at 1050 NE Lafayette Avenue. The sign is associated with the business currently located at this property, which is Farnham Electric. The applicant, Waldo Farnham, has provided arguments and photographs in support of the nomination of the sign to the McMinnville Historic Resources Inventory. Those materials are provided as an attachment to the Decision Document.

The subject sign can be seen below:



Section 17.65.030(C) of the McMinnville Zoning Ordinance requires that the Historic Landmarks Committee base their decision regarding an addition to the Historic Resources Inventory on a number of review criteria. Those criteria are as follows:

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;

The subject sign is associated with an organization that is historically significant to the City of McMinnville. The Farnham Electric business has been operating in the City since the 1930s, and the subject sign has been in existence since the late 1930s or early 1940s. A specific date when the sign was created is not known, but photo evidence shows the same sign in use on previous business locations from the late 1930s and 1940s. The same existing sign was located on 3rd Street in the business' first location, and was moved to a second business location on 4th Street at a later date. The sign is now located at the existing business property at 1050 NE Lafayette Avenue, but is the same sign as was located at those other locations. Therefore, the sign itself represents a historically significant business in the McMinnville community, which 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;

The subject sign represents a particular style of signage that is now uncommon and is representative of a unique type of construction. Specifically, the sign includes neon lighting, which is a type of lighting that has now been replaced by fluorescent and LED lighting systems. The style and design of the sign is also representative of a certain type of font and letter pattern that is often associated with signs from the era that in which it was constructed.

3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and

The subject sign retains all of its original design elements, in that the original frame and neon lettering still exist. The overall integrity of the sign is somewhat poor, as the background coloring on the sign is fading. However, the applicant has stated that they intend to restore the sign by repainting the frame and background of the sign to the original colors associated with the historic business.

4. Environment. The resource contributes to the character or continuity of the street or neighborhood.

The current property on which the sign is located is not in an area of the city that is particularly historic. The subject sign has moved from the original business locations on 3rd Street and 4th Street, and is now located at the business' current location on Lafayette Avenue. Therefore, the current property is not historic, and is not part of the designation of the sign. The designation of the sign as a historic resource is strictly relative to the sign itself, due to its style and association with the historic McMinnville business. However, the sign, being historic for those reasons described above, does contribute some historic significance to the surrounding area.

- 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

The designation of the subject sign on the McMinnville Historic Resources Inventory is consistent with the National Register Criteria for Evaluation. It is consistent particularly for the association with the historic McMinnville business that has operated in prominent locations in the city, as well as the distinctive characteristics that the sign still retains. These associations and characteristics are described in more detail above for the other Historic Resource Inventory review criteria.

6. The designation of the resource is consistent with the priorities described in the historic preservation plan.

This criteria is not yet applicable, as the City's historic preservation plan has not yet been completed or adopted by the City Council.

If the Historic Landmarks Committee finds the subject sign to be eligible for designation as a historic resource on the Historic Resources Inventory, the Committee must also determine the specific category that the resource should fall under. The Committee should evaluate and provide values for each of the main review criteria listed above. To be consistent with previous historic resource evaluations, the following methodology should be followed:

Values of 0 - 3 were assigned to the History and Style/Design criteria categories. Values of 0 - 2 were assigned to the Integrity and Environment criteria categories. Values were totaled, and the total value resulted in the level of designation that a historic resource was given. The four levels of designation were assigned based on the following total values:

- Distinctive resources: Values of 9 10
- Significant resources: Values of 7 8
- Contributory resources: Values of 5 6
- Environmental resources: Values of Less than 5

Staff would recommend that the subject sign be assigned the following values:

- History 3
- Style/Design 3
- Integrity 1
- Environment 0

The result of the values described above would result in the historic resource being considered a Significant historic resource.

Fiscal Impact:

None.

Committee Options:

- 1) APPROVE the application, per the decision document provided which includes the findings of fact.
- **2) CONTINUE** the application, requesting the applicant to <u>submit more information or details</u> for review.
- **3) DENY** the application, <u>providing findings of fact</u> for the denial in the motion to deny.

Recommendation/Suggested Motion:

Staff is recommending that, based on the findings described above and in the attached decision document, the Historic Landmarks Committee approve the request for the designation of the Farnham Electric sign as a resource on the Historic Resources Inventory. Staff is recommending that the historic resource be designated as Significant, and that the historic resource be designated as resource B1140.

An approval of the designation of the Farnham Electric sign as a historic resource would result in a change to the Historic Resources Inventory.

Suggested Motion:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES THE DESIGNATION OF THE FARNHAM ELECTRIC SIGN TO THE HISTORIC RESOURCES INVENTORY, AND DESIGNATES THE SIGN AS RESOURCE B1140.

CD:sjs



CITY OF MCMINNVILLE PLANNING DEPARTMENT 231 NE FIFTH STREET MCMINNVILLE, OR 97128

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DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF THE DESIGNATION OF THE FARNHAM ELECTRIC SIGN TO THE HISTORIC RESOURCES INVENTORY.

DOCKET: HL 4-17

REQUEST: The applicant has requested the designation of the Farnham Electric sign as a

historic resource on the McMinnville Historic Resources Inventory.

LOCATION: The subject sign is currently located at 1050 NE Lafayette Avenue, which is

more specifically described as Tax Lot 400, Section 21AB, T. 4 S., R. 4 W.,

W.M.

ZONING: N/A

APPLICANT: Waldo Farnham

STAFF: Chuck Darnell

DATE DEEMED

COMPLETE: October 12, 2017

HEARINGS BODY: McMinnville Historic Landmarks Committee

DATE & TIME: October 24, 2017. Meeting was held at the Community Development Center,

231 NE 5th Street, McMinnville, OR 97128.

COMMENTS: No public notice of the application was required by the McMinnville Zoning

Ordinance. No testimony or comments were received by the Planning

Department.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee recommends **APPROVAL** of the designation of the Farnham Electric sign to the Historic Resources Inventory and the designation of the resource as resource B1140.

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Planning Staff: Chuck Darnell, Associate Planner	Date:
Planning Department:	Date:

APPLICATION SUMMARY:

The applicant has requested that an existing sign in the City of McMinnville to be designated as a historic resource and landmark sign, and therefore be exempt from the City's sign regulations.

ATTACHMENTS:

1. Applicant Submittal with Enclosures

COMMENTS

This matter was not referred to other public agencies for comment.

FINDINGS OF FACT

- 1. Waldo Farnham submitted a request for an existing sign in the City of McMinnville to be designated as a historic resource and landmark sign, and therefore be exempt from the City's sign regulations. The subject sign is associated with the Farnham Electric business and is currently located on the property at 1050 NE Lafayette Avenue, which is more specifically described as Tax Lot 400, Section 21AB, T. 4 S., R. 4 W., W.M.
- 2. The subject sign has been located in multiple locations throughout the Farnham Electric business' history. Therefore, the current property and location of the business were not requested to be designated as historic, only the Farnham Electric sign itself.
- A public meeting was held by the Historic Landmarks Committee on October 24, 2017 to review the request. No comments in opposition were provided by the public prior to the public meeting.
- 4. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS:

McMinnville's Comprehensive Plan:

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

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

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.

Finding: Goal X 1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Planning Commission and/or McMinnville City Council review of the request and

recommendation at an advertised public hearing. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville's City Code:

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

17.65.030 Historic Resources Inventory. The McMinnville Historic Resources Inventory, compiled in 1983/84 and as subsequently updated, is hereby adopted and shall be maintained and updated as required. The inventory shall be used to identify historic districts, buildings, structures, sites, and objects for the purposes of this ordinance.

A. The Historic Landmarks Committee shall be authorized to make all additions, deletions, and changes to the inventory. Any addition, deletion or change, including a reevaluation of the significance of any resource, shall conform to the requirements of this section. [...]

Finding: The applicant has requested that the Historic Landmarks Committee review the request, which is an addition to the Historic Resources Inventory. The Historic Landmarks Committee has the authority to make additions to the inventory.

17.65.030 Historic Resources Inventory. [...]

- B. The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
 - 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;

Finding: The subject sign is associated with an organization that is historically significant to the City of McMinnville. The Farnham Electric business has been operating in the City since the 1930s, and the subject sign has been in existence since the late 1930s or early 1940s. A specific date when the sign was created is not known, but photo evidence shows the same sign in use on previous business locations from the late 1930s and 1940s. The same existing sign was located on 3rd Street in the business' first location, and was moved to a second business location on 4th Street at a later date. The sign is now located at the existing business property at 1050 NE Lafayette Avenue, but is the same sign as was located at those other locations. Therefore, the sign itself represents a historically significant business in the McMinnville community, which contributes to its historic significance.

 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;

Finding: The subject sign represents a particular style of signage that is now uncommon and is representative of a unique type of construction. Specifically, the sign includes neon lighting, which is a type of lighting that has now been replaced by fluorescent and LED lighting systems. The style and design of the sign is also representative of a certain type of font and letter pattern that is often associated with signs from the era that in which it was constructed.

3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and

Finding: The subject sign retains all of its original design elements, in that the original frame and neon lettering still exist. The overall integrity of the sign is somewhat poor, as the background coloring on the sign is fading. However, the applicant has stated that they intend to restore the sign by repainting the frame and background of the sign to the original colors associated with the historic business.

4. Environment. The resource contributes to the character or continuity of the street or neighborhood.

Finding: The current property on which the sign is located is not in an area of the city that is particularly historic. The subject sign has moved from the original business locations on 3rd Street and 4th Street, and is now located at the business' current location on Lafayette Avenue. Therefore, the current property is not historic, and is not part of the designation of the sign. The designation of the sign as a historic resource is strictly relative to the sign itself, due to its style and association with the historic McMinnville business. However, the sign, being historic for those reasons described above, does contribute some historic significance to the surrounding area.

- 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

Finding: The designation of the subject sign on the McMinnville Historic Resources Inventory is consistent with the National Register Criteria for Evaluation. It is consistent particularly for the association with the historic McMinnville business that has operated in prominent locations in the city, as well as the distinctive characteristics that the sign still retains. These associations and characteristics are described in more detail above for the other Historic Resource Inventory review criteria.

6. The designation of the resource is consistent with the priorities described in the historic preservation plan.

Finding: This criteria is not yet applicable, as the City's historic preservation plan has not yet been completed or adopted by the City Council.

McMinnville Historic Resources Inventory:

The original methodology for the designation of the historic resource, as described in the McMinnville Historic Resources Inventory Report that was adopted along with the Historic Resources Inventory, is applicable to this request. The following information related to the original designation is applicable to this request:

The methodology for the original designation of each historic resource was based on an evaluation of how well each resource met the review criteria that are analyzed in more detail above. The four review criteria were:

- History
- Style/Design
- Integrity
- Environment

During the original evaluation, values were assigned to each criteria for each historic resource under consideration. Values of 0 - 3 were assigned to the History and Style/Design criteria categories. Values of 0 - 2 were assigned to the Integrity and Environment criteria categories. Values were totaled, and the total value resulted in the level of designation that a historic resource was given. The four levels of designation were assigned based on the following total values:

Distinctive resources: Values of 9 - 10
 Significant resources: Values of 7 - 8
 Contributory resources: Values of 5 - 6

Environmental resources: Values of Less than 5

Finding: The Historic Landmarks Committee provides the following values for the Farnham Electric historic resource:

History: 3Style/Design: 3Integrity: 1Environment: 0

This resulted in a total value of 7, which results in the resource being designated as Significant. The historic resource will be designated as resource B1140.

CD:sjs



FARNHAM ELECTRIC CO.

Since 1920

ELECTRICAL CONTRACTORS

SOLAR • AGRICULTURAL • INDUSTRIAL • COMMERCIAL • WINERIES • RESIDENTIAL

October 11, 2017

Historic Landmark Committee Attn: Chuck Darnell 231 NE Fifth St McMinnville, OR 97128

RE: Historic Sign Program

Farnham Electric Co. is requesting to retain our old neon sign and re-position it to the location of the existing ground sign located in front of the business. The existing ground sign will be removed (see enclosures) and the neon sign will be repainted to the original blue and the letters that are neon will be refurbished.

This sign is one of a few that have been in existence since the late 1930s/early 1940s and was part of McMinnville's downtown district. The neon sign is quickly becoming extinct as a way of identifying a business location. Fluorescents & LED have taken their place. We would like to preserve this bit of McMinnville's history by restoring the sign to its former glory and displaying it in front of our business.

I have heard that over the years, people still remember and look for this neon sign to find our company's location.

I thank you in advance for allowing this sign to be approved and seen as a historical symbol of McMinnville.

Sincerely.

Waldo Farnham

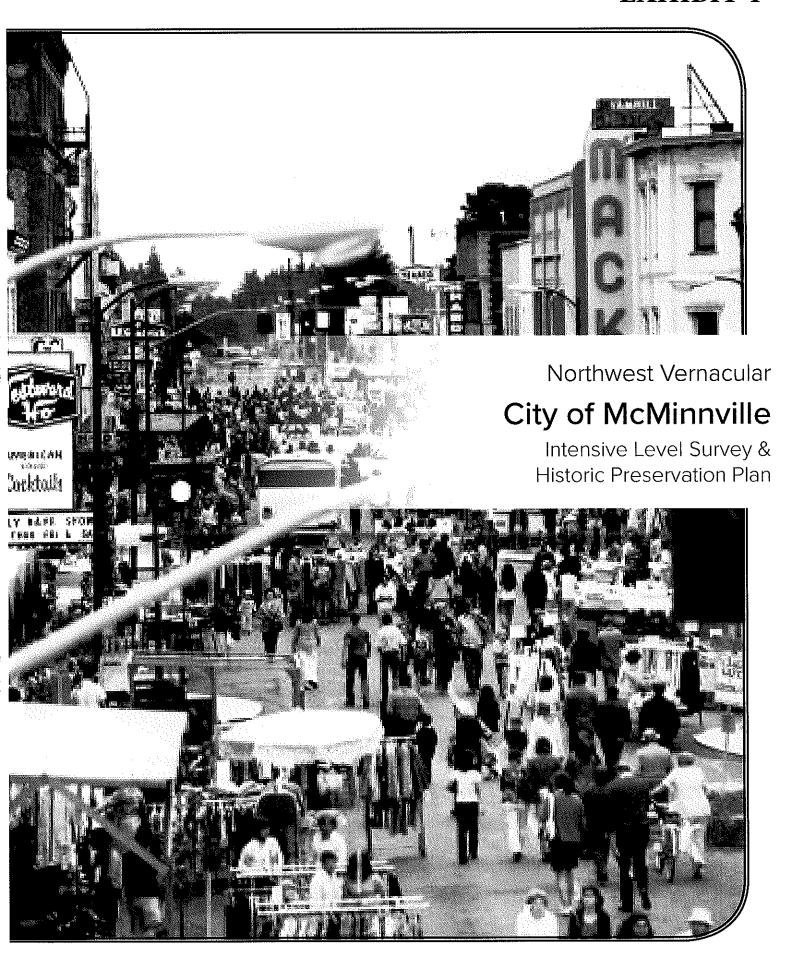








EXHIBIT 4





September 22, 2017

Chuck Darnell
Community Development Center
City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

RE: Proposal I Intensive Level Survey and Historic Preservation Plan

Dear Mr. Darnell:

Northwest Vernacular is delighted to provide a proposal for an intensive level survey and developing a historic preservation plan for the City of McMinnville. We understand the city already has a significant historic resource inventory and historic district. This Intensive Level Survey (ILS) and Historic Preservation Plan will enhance the preservation efforts already underway in the city.

We feel that our experience conducting both intensive level surveys and preparing city-wide preservation plans makes us uniquely suited for your project. We have both greatly enjoyed visiting your city in the past and are excited at the prospect of participating in supporting the stewardship of McMinnville's architectural heritage.

We appreciate the opportunity to provide this proposal. Please contact me at katie@nwvhp.com or 360.813.0772 if you have any questions.

Sincerely,

Katie Pratt

Co-Founder + Architectural Historian

Introduction

NORTHWEST VERNACULAR QUALIFICATIONS

Northwest Vernacular is a boutique historic preservation consulting firm specializing in understanding the historic built environment and cultural landscapes. We want preservation to support community resilience and believe the character of a place contributes to quality of life and long-term economic stability.

Our services include:

- Architectural and cultural landscape survey and inventory
- · Preservation planning and policy
- Rehabilitation tax credit application preparation
- Historic structures and landscape reports
- Regulatory compliance including SEPA, Appendix A, Section 106 and 4(f) compliance
- Building condition and window assessments
- Historic register nominations

Northwest Vernacular is a woman-owned S-corporation with two owners: Katie Pratt and Spencer Howard. Both Pratt and Howard exceed the Secretary of the Interior's Professional Qualifications (Federal Regulations, 36 CFR Part 61) for Architectural History. Pratt also meets the Secretary of the Interior's Professional Qualifications for History. Pratt appreciates the humanities aspect of historic preservation, specializing in public outreach, interpretive planning, archival research, and historic context preparation. Howard takes an analytical approach to preservation and excels in Geographic Information Systems (GIS), preservation planning and policy, historic building material identification, and condition assessments. All work on this project will be done by our co-founders.

Katie Pratt's project role, with her focus on cultural resource management, will be project manager and lead on the Historic Preservation Plan, as well as supporting work on the Intensive Level Survey.

Spencer Howard's project role, with his focus on preservation technology, will be lead on the Intensive Level Survey, as well as supporting work on the Historic Preservation Plan.

Our co-founders' over 20 years of combined experience working throughout the Pacific Northwest brings a deep knowledge of the region allowing us to serve a diverse range of clients throughout the Pacific Northwest. Our co-founders are both graduates with Masters of Science in Historic Preservation from the University of Oregon and started in the region working for other firms before launching our own.

Through past work experience we have worked with local governments (e.g., planning departments and historic preservation offices), state agencies (e.g., state historic preservation offices and departments of transportation), federal agencies (e.g., Veterans Administration, General Services Administration), real estate developers rehabilitating historic properties, private property owners of historic properties, and heritage and preservation advocacy non-profit organizations.

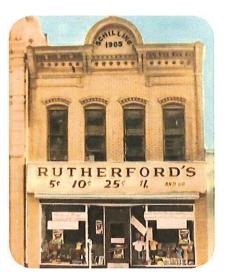
Project Approach

PROJECT OVERVIEW AND METHODOLOGY, WORK PLAN, AND TIMELINE

PROJECT OVERVIEW AND METHODOLOGY

We understand this project is two-fold: to complete an Intensive Level Survey on 6-12 properties in an identified area in the city of McMinnville and to develop a Historic Preservation Plan to help guide the City in the preservation and protection of historic resources in the city. The Intensive Level Survey will meet the standards and guidelines established by the SHPO's "Oregon Historic Survey Instruction Manual" and provide in-depth information on the properties selected for the survey. Preparation of a Historic Preservation Plan is an excellent follow-up to an Intensive Level Survey; the survey process will help facilitate the development of the plan by familiarizing Northwest Vernacular with the city's history, historic built environment, city staff, and Historic Landmarks Committee.

Each deliverable will require: research, staff coordination and public outreach, and production. The research and staff coordination and public outreach efforts for each deliverable will overlap to best utilize our site visits. Both the Intensive Level Survey and Historic Preservation Plan will include field work.



Schilling Building, 1940s artist rendering. Courtesy Historic McMinnville.



Photo taken ca. 1910. Corner of Third and Cowls facing east. Courtesy Historic McMinnville.

The following outlines project responsibilities for the Intensive Level Survey:

- Spencer Howard will conduct the field work, digitally photograph each building, manage
 the project database and coordinate with SHPO, write physical descriptions and complete
 property forms, develop relevant maps, lead survey report writing, assist in report layout
 and production, provide updates to City staff and present final results to the Historic
 Landmarks Committee.
- Katie Pratt, will assist in identifying the study area, conduct the individual property research, assist with survey report writing, and lead layout and report production.

The following outlines project responsibilities for the Historic Preservation Plan:

- Katie Pratt will lead preservation plan writing, work with City staff and the Historic Landmarks Committee (Committee) to understand the background of historic preservation in McMinnville, identify City and Committee preservation goals, work with the City and Committee to identify and then conduct surveys of key community stakeholders and property owners, facilitate the public meeting to gather community input, drive and walk throughout the city to review existing conditions, lead report layout and production including goals, actions, strategy and implementation plan development, and present the plan at a public meeting.
- Spencer Howard will develop relevant maps, and assist with the preservation plan writing, develop recommended zoning ordinance revisions, drive and walk throughout the city to review existing conditions, and assist with community surveys and public meetings.



Map of McMinnville Oregon printed in 1906. Courtesy Historic McMinnville.



Houck's Flouring Mill. Courtesy Historic McMinnville.



Hotel Elberton postcard. Courtesy Historic McMinnville.

Project Approach

PROJECT OVERVIEW AND METHODOLOGY, WORK PLAN, AND TIMELINE

WORK PLAN

Based on the above understanding of the project, we propose the following tasks to complete the work. All hours will be billed at our standard hourly rate of \$125 per hour and will not exceed the proposed fees for each task listed below. We will invoice monthly and reimbursable expenses such as mileage and lodging will be itemized. Any additional fees for insurance certificates (such as waiver of subrogation) will be passed on with a 10-percent markup as part of the reimbursable expenses.

The project as outlined in the RFP identifies two primary deliverables: an Intensive Level Survey with associated documentation and a Historic Preservation Plan. Our project proposal breaks out each deliverable and identifies the necessary tasks and budgets.

Deliverable 1 - Intensive Level Survey

Total not to exceed fee of \$8,000

The Intensive Level Survey will begin with collaboration between Northwest Vernacular and planning staff and the Historic Landmarks committee to select the area to focus the survey work and then the individual properties within the selected area to survey. Once the survey area and properties are selected, we will work with the SHPO to set up a project database. We will review the previous survey work and the McMinnville Historic Resources Inventory and begin research on the individual properties. Our research, field work, and documentation will follow the standards set forth by the Oregon SHPO in *Guidelines for Historic Resource Surveys in Oregon* and by the National Park Service in *Guidelines for Local Surveys: A Basis for Preservation Planning*.

We have planned our work schedules for the time needed to complete this aspect of the project. The main risk that we see is severe weather conditions that could delay field work or the public meeting. We have left enough flexibility in our schedule so that we can plan around any adverse weather.

Tasks to include the following:

- Planning Staff and Historic Landmarks Committee Coordination (4 hours). We will initiate
 coordination with City of McMinnville planning staff and the Historic Landmarks Committee
 upon notice to proceed. The initial priority with this communication will be to identify the
 survey area and individual properties to survey. We will coordinate with planning staff
 when we conduct our field work and research visit to ensure we economize our time. We
 will update staff and the Historic Landmarks Committee with preliminary findings after we
 have completed the field work.
- <u>SHPO Consultation (2 hours)</u>. We will contact the Oregon SHPO to receive an extraction of the Oregon Historic Sites Database to create the project database.

- Research (24 hours). We will review previous survey efforts, any historic contexts for the city of McMinnville, and relevant National Register of Historic Places nominations. We will conduct additional archival research, to determine occupancy and ownership histories. This research may include local newspapers, city directories, census records, and historic maps. We will utilize this information to write a chronological history for each property. We hope to build off research already completed with the 1980 and 2010 surveys to help focus our own research efforts and place an emphasis on gathering new, property-specific information.
- <u>Field Work (8 hours)</u>. We will visit each individual property and record physical and architectural features. High resolution digital photographs will be taken to document the property and its features. We will utilize this information to write the architectural description for each property.
- <u>Production and Data Entry (20 hours)</u>. We will utilize the information collected during our
 research and field work to complete data entry into the project database. This will include
 the location information, field forms, historical background, physical characteristics,
 and photographs. We will create an illustrated final report of the survey to explain our
 methodology, findings, and recommendations.
- <u>Final Presentation (4 hours)</u>. We will present our findings at a Historic Landmarks Committee meeting. This will include a PowerPoint presentation and/or handouts.
- Edits (2 hours). We will incorporate any edits we receive from planning staff and/or the Historic Landmarks Committee into the project database and the final report.
- <u>Products</u>: PDF draft of the survey report and inventory forms. Final inventory forms and report will be delivered as PDFs, as Word files of the physical descriptions, significance statements, and bibliographies for each property, and as 1 un-bound color printed copy.

Deliverable 2 - Historic Preservation Plan

Total not to exceed fee of \$12,000

The Historic Preservation Plan will begin with collaboration between Northwest Vernacular and planning staff and the Historic Landmarks committee to learn about the current preservation program and identify goals for the program moving forward. Communication with staff and the committee will also help us to frame questions for community outreach. We will consider the history of historic preservation in the city, relevant ordinances, and community feedback. We will then develop policies and actions to support programmatic goals. We propose to include a section on financial incentives available for historic properties to emphasize the economic benefit of historic preservation. Our work will follow the Secretary of the Interior's Standards and Guidelines for Preservation Planning and reference standards set by the National Park Service in Guidelines for Local Surveys: A Basis for Preservation Planning.

We have planned our work schedules for the time needed to complete this aspect of the project. The main challenge we foresee is adequate community feedback. This will require coordination with staff to ensure the survey has the broadest reach possible and that key stakeholders are identified early in the process for interviews.

Tasks to include the following:

- Planning Staff and Historic Landmarks Committee Coordination (4 hours). We will continue
 coordination we initiated with the Intensive Level Survey and confer with planning
 staff and the Historic Landmarks Committee to understand the background of historic
 preservation in McMinnville, the current state of preservation, and the direction the
 community wishes to take preservation.
- Community Outreach Surveys (12 hours). With help from planning staff and the Historic Landmarks Committee, we will conduct a community survey of property owners within the downtown area. We will work with staff and the committee to craft questions to help identify the needs and goals within the community as related to historic preservation. We will utilize an online survey tool like SurveyMonkey to gather these responses and generate statistics. We will need help from staff and the committee to disseminate the survey and to help establish contact with key stakeholders like the McMinnville Downtown Association. We will conduct telephone or in-person interviews with key stakeholders and meet with key historic preservation advocacy and history groups during our site visits. The outcomes of the survey will be incorporated into the final Historic Preservation Plan.
- <u>Initial Public Meeting (4 hours)</u>. We will facilitate an initial public meeting to outline the historic preservation planning process and hear input from the community. This meeting will include a PowerPoint presentation as well as informational flyers for attendees.
- Research and Information Gathering (28 hours). We will review McMinnville's existing
 historic resource management program, previous survey efforts, and relevant zoning
 ordinances. We will work with staff and the Historic Landmarks Committee to identify
 goals, and develop supporting policies and actions for the program and compare
 programs of other similarly-sized municipalities. Our capacity to utilize GIS software allows
 us to organize and layer data sets over the city to inform planning.
- <u>Production (38 hours)</u>. This task includes the development of the Historic Preservation Plan. We will write up the report content, utilizing the outline provided in the RFP, and illustrate the document to create an engaging and readable plan. We will develop an implementation plan that integrates the goals, policies, and actions into a table with recommended timeframe(s) and responsible parties for implementation.
- <u>Final Public Meeting (4 hours)</u>. We will facilitate a final public meeting to present the final Historic Preservation Plan to the community. This presentation will include an over of the plan and a summary of the community outreach results.
- Edits (6 hours). We will incorporate any edits we receive from planning staff and/or the Historic Landmarks Committee into the final Historic Preservation Plan. We will need edits back two weeks prior to the due date.
- <u>Products</u>: PDF draft of the plan. Final plan will be delivered as a PDF, with 2 color-printed spiral bound copies. Word files will be provided along with the InDesign package of the full report layout and any associated GIS files.

TABLE 1. PROJECT BUDGET

Deliverables and Tasks	Hours	Staff	
Deliverable 1: Intensive Level Survey	64		
Planning Staff and Historic Landmarks Committee Coordination	4	SH, KP	
SHPO Consultation	2	SH	
Research	24	SH, KP	
Field Work	8	SH	
Production and Data Entry	20	SH, KP	
Final Presentation	4	SH, KP	
Edits	2	SH	
Deliverable 2: Historic Preservation Plan	96		
Planning Staff and Historic Landmarks Committee Coordination	4	KP	
Community Outreach Surveys	12	KP, SH	
Initial Public Meeting	4	KP, SH	
Research and Information Gathering	28	KP, SH	
Production	38	KP, SH	
Final Public Meeting	4	KP, SH	
Edits	6	KP	
Total Hours	160		
Sub-total Fees	\$20,000		
Reimbursable Costs: Mileage, Lodging	\$2,000		
Total Fee	\$22,000		

TIMELINE

Given the due dates for these deliverables, we propose to first begin work on the Intensive Level Survey of 6-12 properties. We anticipate November 1, 2017, as the start date. While the survey work is underway we will begin collecting information for the historic preservation plan. We will coordinate research visits, field work, and public outreach meetings to economize our time. If possible, both Howard and Pratt will attend all meetings. Katie Pratt and Spencer Howard are both available to complete the work within the timeframe described below. We will be in the final stages of completing client edits on a maintenance plan for the Northwest Museum of Arts and Culture in December. We have other projects schedule for the first quarter of 2018, but do not anticipate any conflicts and will dedicate time in our schedule for this project through its completion.

TABLE 2. PROJECT TIMELINE

Deliverables Tasks	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Intensive Level Survey (ILS)									
Staff & Historic Landmarks Committee Coordination								×	
SHPO Consultation					3				
Research									
Field Work									
Production and Data Entry									
Final Presentation and Draft Delivery			1/24						
Client edits				2/14					Total Control
Final Report Due				2/28					_
Historic Preservation Plan									
Staff & Historic Landmarks Committee Coordination									
Community Outreach Surveys									
Initial Public Meeting			1/24						
Research & Information Gathering									
Production	34								
Final Public Meeting and Draft Delivery								6/27	
Client Edits									7/6
Final Report Due									7/20

Experience

Northwest Vernacular's owners are well versed in survey and inventory and historic preservation planning. We have extensive working experience conducting both reconnaissance and intensive level historic property surveys in urban and rural environments. We tailor data collection to client management needs in addition to meeting regulatory requirements. We are familiar with regulatory requirements for survey and inventory work in Oregon. We work with our clients to help develop survey area boundaries to provide the best planning data based on their budget and project needs.

We are experienced in the public outreach and preparation of historic property management plans and city preservation plans. Our capacity to utilize GIS software allows us to organize and layer the data sets over the city to inform planning. We are skilled at conducting workshops and public meetings with non-profit boards, historic commissions, property owners, and stakeholders to develop the vision and goals, that shape the development of supporting policies and actions. We work with our clients to talk through initial goals and community needs to shape a scope of work to tailor a plan.

The following examples illustrate the breadth of our experience both through past employers and Northwest Vernacular.

EXPERIENCE

Prairie Line Rail Corridor Historic Survey (2016)

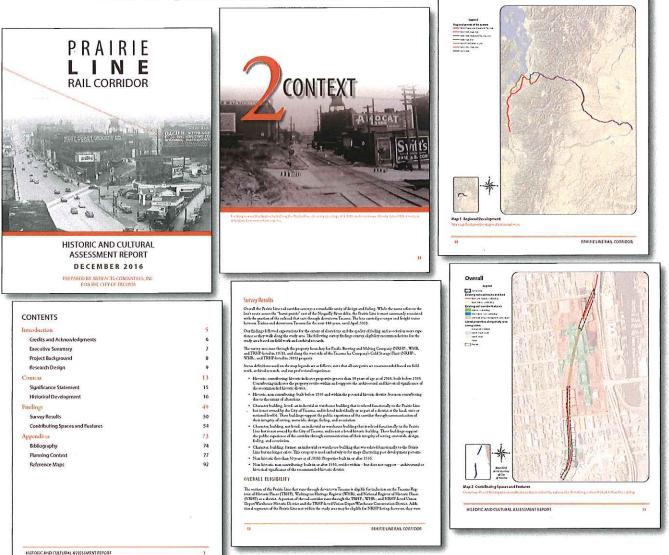
Howard and Pratt served as the lead authors on this historic resource survey for their previous employer. They coordinated the assessment of the mile-long corridor and Pratt prepared both the illustrated historic context statement and the interpretive plan. The historic context helped shape an interpretive plan as the City converted the former rail corridor into an urban trail with public art. Pratt, both with her previous employer and Northwest Vernacular, collaborated with the City and a large stakeholder group throughout the process including museum professionals, local business owners, the historical society, and the Puyallup Tribe of Indians. This project illustrates Pratt's ability to work with stakeholders and support the development and implementation of an interpretive vision for the historic railroad corridor (http://www.prairielinetrail.org/).

Reference: Lauren Hoogkamer, MSUP/MSHP

City of Tacoma, Assistant Historic Preservation Officer

Phone: 253.591.5254

Email: lhoogkamer@ci.tacoma.wa.us



EXPERIENCE

City of Yakima Historic Preservation Element (2016)

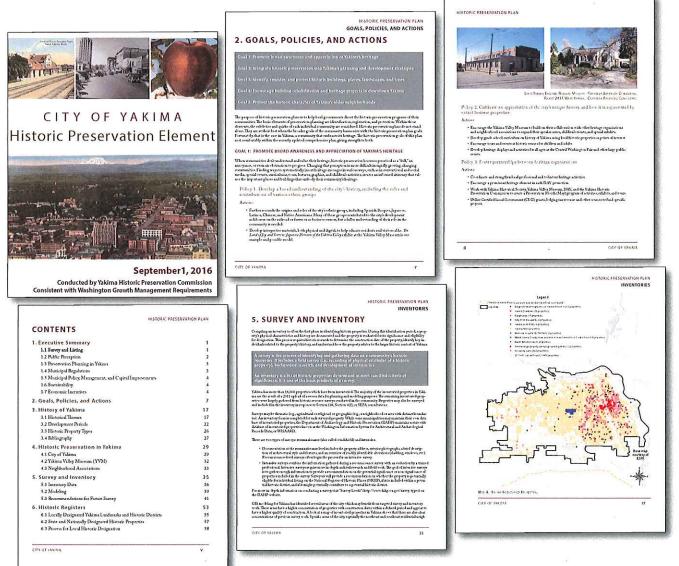
Howard and Pratt served as the lead authors developing this plan for their previous employer. Howard served as project manager. In creating the plan, Howard and Pratt reviewed Yakima's preservation program and crafted goals, policies, and priorities to move the program forward into the future. Howard conducted public meetings and stakeholder interviews, as well as presentations before the Yakima Historic Preservation Commission. Pratt developed the layout for the plan to provide an engaging public document. Pratt and Howard developed an action plan to guide implementation of recommendations in the plan. Find the full plan at https://www.yakimawa.gov/services/historic-preservation-commission/.

Reference: Joan Davenport, AICP

City of Yakima, Director of Community Development

Phone: 509.576.6417

Email: joan.davenport@yakimawa.gov



EXPERIENCE

Puyallup Historic Preservation Plan (2016)

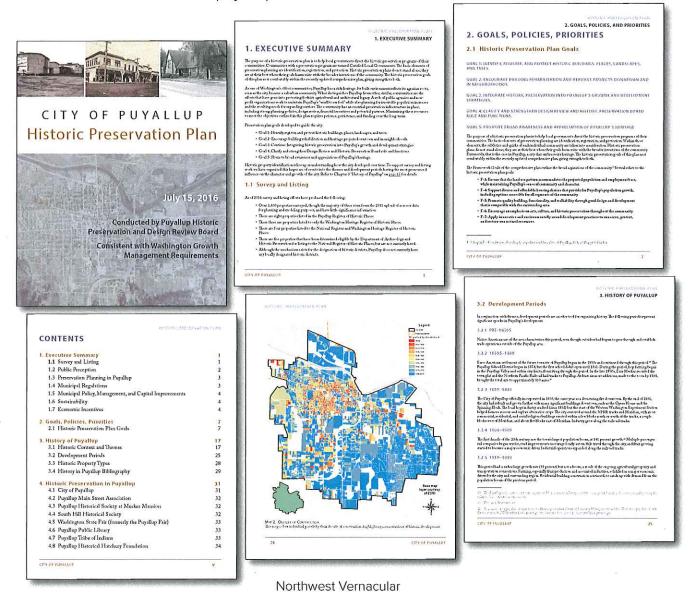
Howard and Pratt served as the lead authors developing this plan for their previous employer. Howard served as project manager. In creating the plan, Howard and Pratt reviewed Puyallup's preservation program and crafted goal, policies, and priorities to move the program forward into the future. Pratt and Howard worked closely with City staff and the Design Review and Historic Preservation Board throughout the plan development. Pratt developed the layout for the plan to provide an engaging public document. Pratt and Howard developed an action plan to guide implementation of recommendations in the plan. The plan was adopted by the Puyallup City Council in August 2016. Find the plan at https://cityofpuyallup.org/454/Historic-Preservation-Plan.

Reference: Katie Baker, AICP

City of Puyallup, Senior Planner

Phone: 253.435.3604

Email: kbaker@ci.puyallup.wa.us



Seattle Center Landmark Study and Nominations (2013, 2017)

Howard and Pratt completed a landmark study of the Seattle Center campus, the site of the 1962 Seattle World's Fair, with their previous employer. This study was the result of an intensive level survey of non-landmarked properties on the campus to determine their eligibility for local designation. Following the study, Pratt and Howard drafted the landmark nomination for the Paul Thiry-designed Washington State Coliseum, known presently as KeyArena. With Northwest Vernacular, Pratt and Howard presented the nomination before the Seattle Landmarks Preservation Board which unanimously agreed the Coliseum was worthy of landmark status.

Reference: Jill Crary

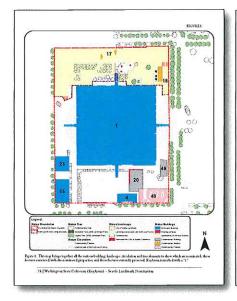
Seattle Center, Redevelopment Director

Phone: 206.684.7107

Email: jill.crary@seattle.gov







Seattle and lystom (Osen Acres) Heighborhood

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KATIE PRATT

Co-Founder + Architectural Historian

CONTACT

360.813.0772 katie@nwvhp.com www.nwvhp.com

EXPERTISE

Pratt appreciates the humanities aspect of historic preservation, specializing in archival research, historic context preparation, and interpretive planning. Pratt has 8 years' experience working in historic preservation in the Pacific Northwest.

EDUCATION

M.S. Historic Preservation University of Oregon, 2009 Concentration in Cultural Resource Management

B.A. HISTORY

Whitworth University, 2007

PROFESSIONAL MEMBERSHIPS

National Council on Public History National Trust for Historic Preservation

PROFILE

Katie Pratt has a keen eye for detail, an excellent skill put to work in her archival research, assessments of building conditions and features, and use of Adobe Creative Suite to craft engaging yet technical reports. She has worked throughout the Pacific Northwest on a range of project types from high-style commercial buildings to mid-century college campuses. Pratt has served on the Tacoma Landmarks Preservation Commission since 2014. She was the vice-chair in 2015 and has been the chair of the commission since 2016.

KEY SKILLS

Research. Pratt has experience working in a variety of archives nationwide, and has a high capacity to work through large volumes of materials to find and extract the relevant data quickly. She can work with clients to tailor her research to address their needs as efficiently as possible.

Interpretation Planning. Pratt understands how to establish the vision, goals, and the framework for interpreting historic properties. She can develop a research design and conduct the research to identify the themes, supporting stories and places that communicate the historical or architectural significance of a place and anchor its identity.

Preservation Planning. Pratt is well-versed in the preparation of historic property management plans and city preservation plans. She can conduct workshops and public meetings with non-profit boards, historic commissions, and stakeholders to develop the vision, goals, and uses that shape the policy guidance.

Survey and Inventory. Pratt has extensive working experience conducting both reconnaissance and intensive level historic property surveys in both urban and rural environments. She is familiar with regulatory requirements for survey and inventory work in Washington, Oregon, and Idaho.

Nominations. Pratt has experience working on National, State, and Local Register nominations and evaluations. She understands the regulatory needs for content and how to craft a compelling, and concise successful nomination.

SPENCER HOWARD

Co-Founder + Historic Preservationist

CONTACT

360.813.0772 spencer@nwvhp.com www.nwvhp.com

EXPERTISE

Howard takes an analytical approach to preservation and excels in Geographic Information Systems (GIS), preservation planning and policy, historic building material identification, and condition assessments.

Howard has 16 years' experience working in historic preservation in the Pacific Northwest.

EDUCATION

M.S. Historic Preservation University of Oregon, 2001 Concentration in Preservation Technology & Design

B.A. German & Spanish University of Oregon, 1999

PROFESSIONAL MEMBERSHIPS

Association for Preservation Technology

PROFILE

Spencer Howard's detailed research capacity, writing skills, and ability to work with clients bring a high level of efficiency to his work. He has worked throughout the Pacific Northwest on a range of project types from abandoned railway tunnels to medical campuses. Howard served for six years on the Pike Place Market Historical Commission and design review committee from 2006 through 2012. During this time, he served as vice-chair in 2010, and chair from 2011 through 2012. Howard also served as a board member on the National Association of Olmsted Parks, in 2010 and 2012.

KEY SKILLS

Research. Howard has worked in a variety of archives across the nation, and has a high capacity to work through large volumes of materials to find and extract the relevant data quickly.

Preservation Planning. Howard is well-versed in the preparation of these plans for sites, campuses, and cities. His capacity to utilize GIS software maintains enables him to layer the data sets over the site or city to inform planning.

Historic Structures/Landscape Reports. Howard has extensive experience formulating a detailed set of prioritized recommendations, specifically tailored for each client's needs. He has worked with and led specialty sub consultants, such as structural engineers, arborists, landscape architects, and architects to address specific items and integrate their findings.

Financial Incentives. Howard has extensive experience preparing rehabilitation tax credit and Washington State Special Valuation applications for individual buildings and larger complexes, working closely with private developers, public development authorities, and project architects to successfully guide projects through design review.

Survey and Inventory. Howard is well versed in conducting both reconnaissance and intensive level historic property surveys and understands regulatory requirements for survey and inventory work in Washington, Oregon, and Idaho. He works with clients to help develop their survey area boundaries to provide the best planning data based on their budget and project needs.

Northwest Vernacular