



**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**  
**November 29, 2017 3:00 PM**

Committee Members	Agenda Items
<p>Joan Drabkin Chair</p> <p>John Mead</p> <p>Mary Beth Branch</p> <p>Cory Schott</p>	<ol style="list-style-type: none"><li>1. <b>Call to Order</b></li><li>2. <b>Citizen Comments</b></li><li>3. <b>Approval of Minutes</b></li><li>4. <b>Action Items</b></li><li>5. <b>Discussion Items</b><ol style="list-style-type: none"><li>A. Update on Intensive Level Survey (Exhibit 1)</li><li>B. Historic Resource Awareness Projects (Exhibit 2)</li><li>C. Finalize December Meeting Time (Exhibit 3)</li></ol></li><li>6. <b>Old/New Business</b></li><li>7. <b>Committee Member Comments</b></li><li>8. <b>Staff Comments</b></li><li>9. <b>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.

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.



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## EXHIBIT 1 - STAFF REPORT

**DATE:** November 29, 2017  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Update on Intensive Level Survey

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### Report in Brief:

The purpose of this discussion item is to provide an update on the Intensive Level Survey (ILS) that will be completed as one of the Certified Local Government (CLG) grant-funded activities in the coming months.

### Background:

The Historic Landmarks Committee previously discussed the Intensive Level Survey (ILS) at their June 28, 2017 meeting. Specifically, the HLC discussed where the ILS should be focused, and the committee was able to narrow the focus area of the ILS to two potential areas. The two areas selected were as follows:

- An area immediately south of the Downtown Historic District including:
  - NE 2<sup>nd</sup> Street between Ford and Galloway Streets
  - SE 1<sup>st</sup> Street
  - Areas south 1<sup>st</sup> Street
- An area north of the Downtown Historic District roughly bounded by:
  - Baker Street and Galloway Street on the west and east
  - 6<sup>th</sup> Street and 8<sup>th</sup> Street on the south and north

### Discussion:

An ILS is a survey of historic resources that provides a detailed evaluation of individual properties utilizing the National Register of Historic Places criteria (architectural, national historical importance, local historical importance and archaeological) as a means of identifying whether or not the property should be considered as a local historic landmark or a property eligible for the National Register of Historic Places. Oftentimes an ILS conducted on several properties in a specific area serves as a tool to review an area for a potential historic district application either on the local level or the national level. The CLG grant affords the opportunity for the consultant conduct an ILS on 6-12 properties. Typically, unless there are some outstanding individual properties that have been identified as potential properties eligible for the National Register of Historic Places, an ILS of 6-12 properties is a great way to evaluate a potential future historic district designation. By evaluating 6-12 properties intensively that are clustered in one area, the consultant and community can determine whether or not there is a common architectural theme

that is compelling in that neighborhood which is significant to the build-out of the neighborhood and reflects either a local or historical event or theme.

Working with Northwest Vernacular Historic Preservation, the consultant selected to conduct the ILS for the City of McMinnville, the City of McMinnville should focus on one area to study.

Northwest Vernacular Historic Preservation, will evaluate the two areas identified by the HLC and provide a recommendation on which area to focus the ILS within. They will also be providing a recommendation on specific properties to include in the ILS, which will be somewhere between 6 and 12 properties depending on the expected amount of time required to complete research and documentation on each property.

Staff created updated maps of the two potential areas both north and south of the Downtown Historic District. It should be clear that the boundaries shown in the maps in no way are a recommendation by staff as to the potential final boundaries of a historic district. The boundaries shown were simply to provide a visual reference to the concentration of historic resources in the two areas. Those maps are attached to this staff report. They illustrate the results of the locally designated historic resources from the reconnaissance level survey conducted in 1980 and 1983 in more detail. These maps were shared with Northwest Vernacular, along with the inventory sheets for each of the historic resources. This information, along with other research, will be used by the consultant in the development of their recommendation on where to focus the ILS.

The consultants expect to have their recommendation complete and submitted to the Planning Department by early to mid-December. The consultant will be providing a memorandum that describes their recommendation, which will come before the Historic Landmarks Committee for final review and a decision on where to focus the ILS.

In case any commissioner is interested in more detail, the inventory sheets for each of the historic resources in the two potential areas are available on the City's website at the following address:

<https://www.mcminnvilleoregon.gov/planning/page/historic-preservation>

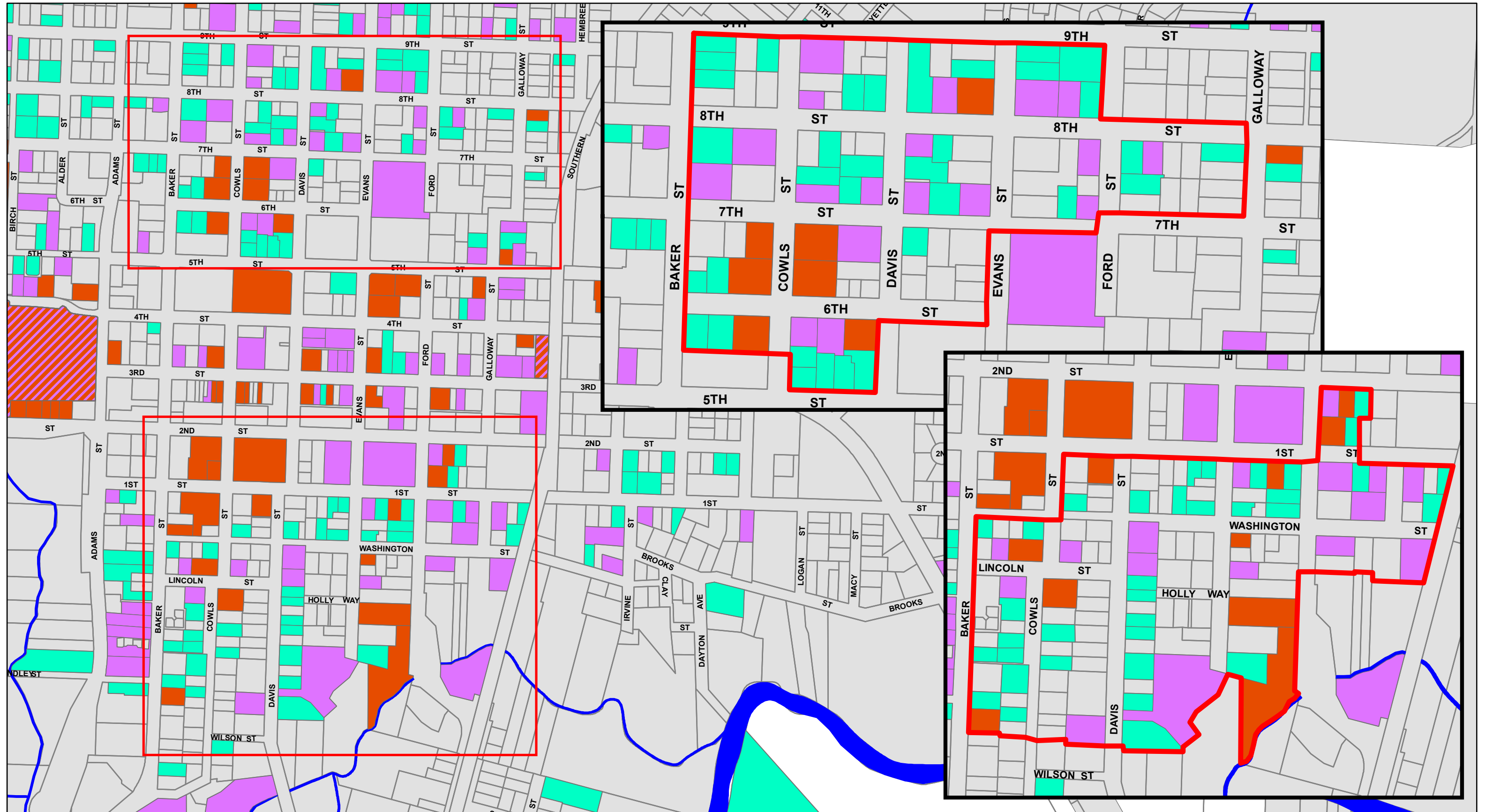
**Fiscal Impact:**

None.

**Recommendation/Suggested Motion:**

No specific motion required.

# Potential Intensive Level Survey (ILS) Focus Areas



## Legend

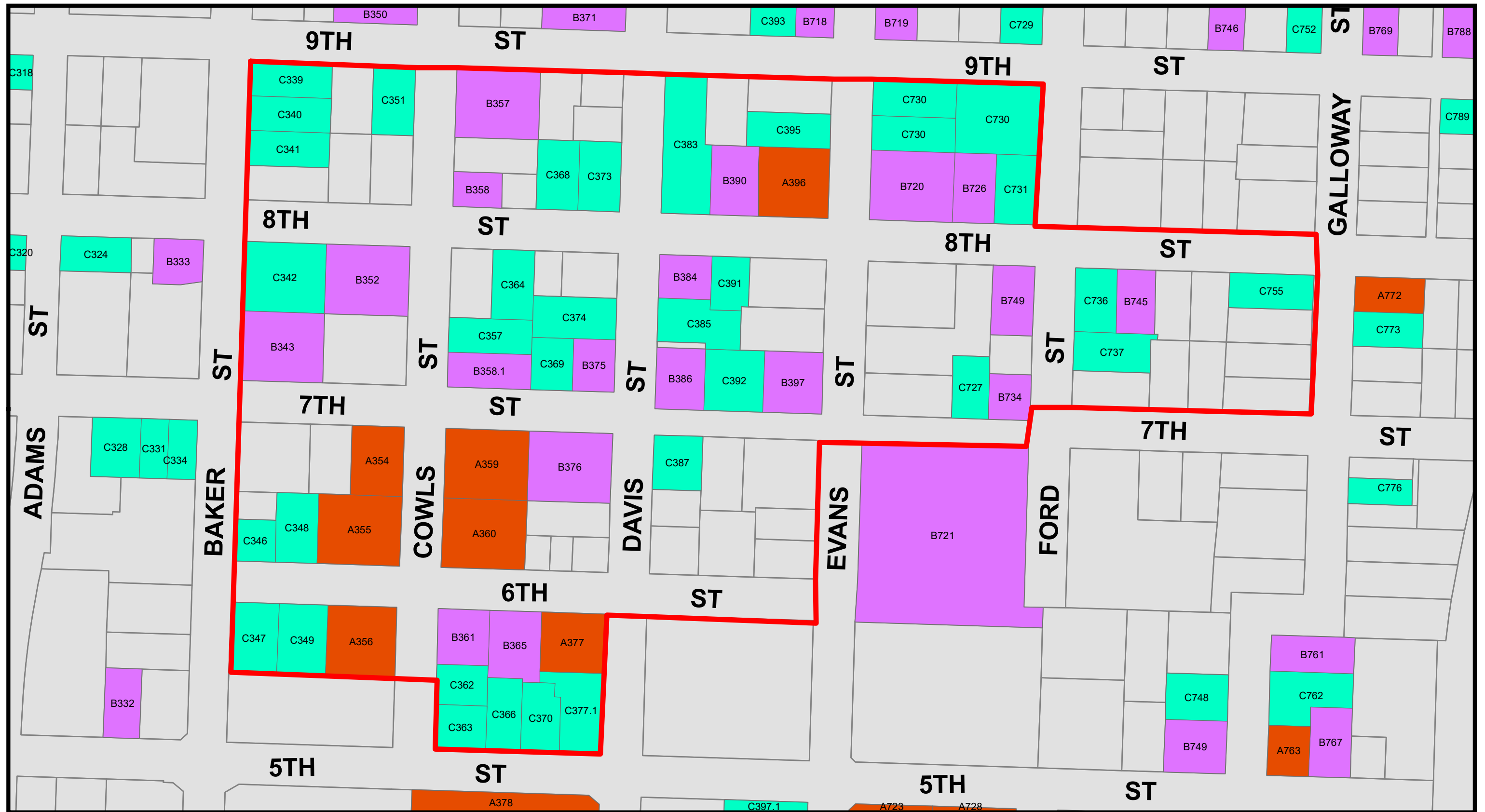
- Dinstinctive (A)
- Significant (B)
- Contributory (C)

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0 500 1,000 Feet

# Potential Intensive Level Survey (ILS) Focus Area - North of Downtown



0 250 500 Feet

## Legend

- Distinctive (A)
- Significant (B)
- Contributory (C)

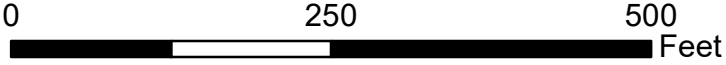
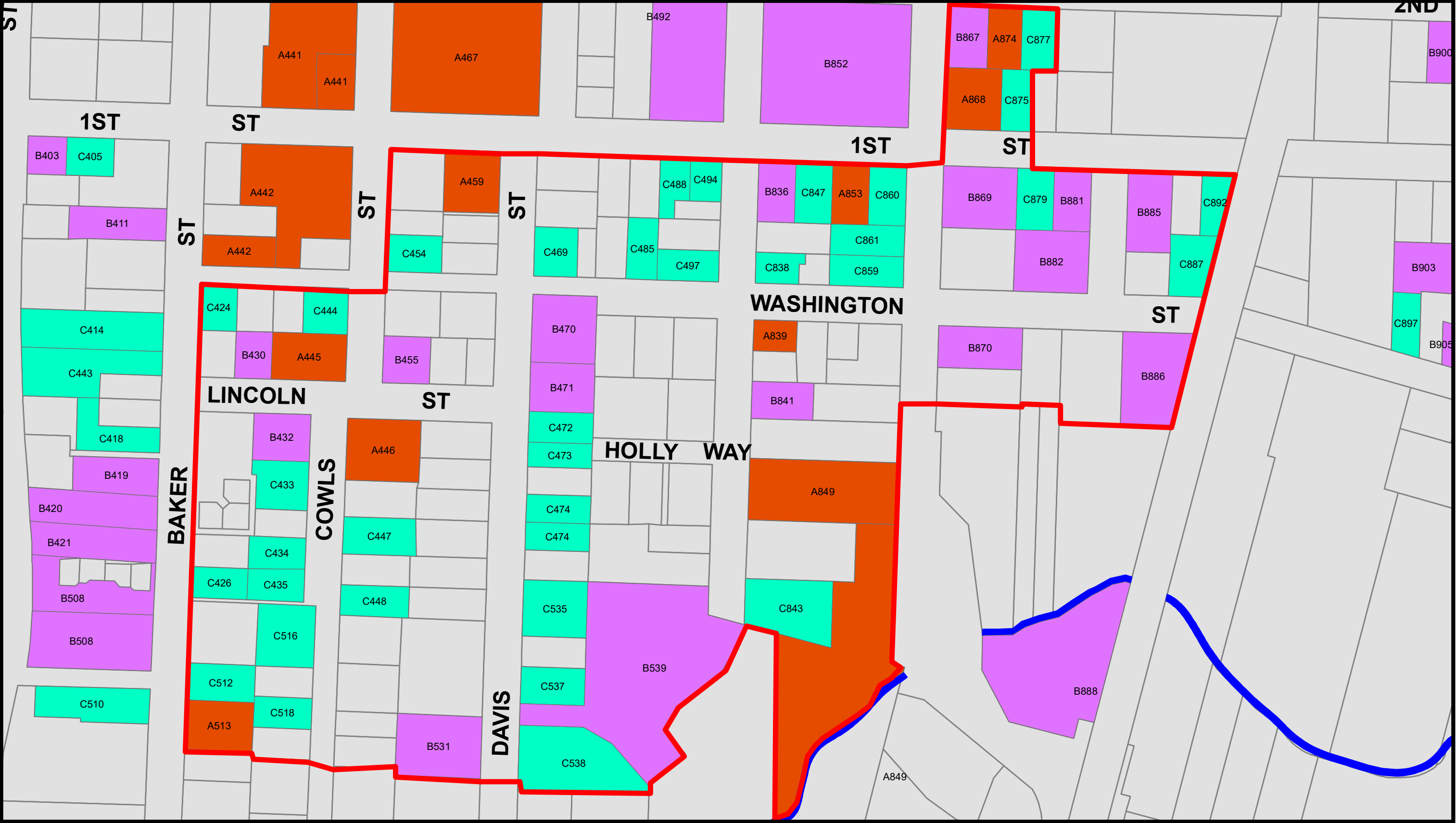
A359 = Historic Resources Inventory  
Resource Classification and Number

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# Potential Intensive Level Survey (ILS) Focus Area - South of Downtown



## Legend

- Distinctive (A)
- Significant (B)
- Contributory (C)

A359 = Historic Resources Inventory  
Resource Classification and Number

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## **EXHIBIT 2 - STAFF REPORT**

**DATE:** November 29, 2017  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Historic Resource Awareness Projects

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### **Report in Brief:**

The purpose of this discussion item is to review the historic preservation awareness projects that the Historic Landmarks Committee will be leading in 2018, and to ensure that the Committee is prepared to complete all of the activities.

### **Background:**

The 2017-2018 adopted work plan for the Historic Landmarks Committee identified a number of activities related to the goal of increasing awareness and appreciation of McMinnville's historic resources. Those activities from the adopted work plan are as follows:

- Actively Promote National Preservation Month (May)
- Participate in McMinnville Matters & This Place Matters
- Develop and Promote Walking Tours of Historic Areas
- Reestablish an Annual Historic Preservation Award Program
- Present Awards at City Council Meeting in May as Part of National Preservation Month

### **Discussion:**

Staff will lead a discussion on the steps required to prepare for and complete the community awareness activities described above.

### **McMinnville Matters**

The "McMinnville Matters" campaign had been discussed previously by the HLC, and the HLC had discussed having each member provide a few examples of important historic properties, buildings, or sites. Staff will lead a discussion on which historic properties, buildings, or sites each committee member would like to research and provide information and photos for. The information compiled by the HLC will be used by staff in the McMinnville Matters social media platforms. This information used on the McMinnville Matters social media platforms will also be used as examples for the public so that they can get involved in the McMinnville Matters campaign, potentially during National Preservation Month in May 2018.

**Walking Tour Brochure**

The development and promotion of walking tours of historic areas will follow the completion of the Intensive Level Survey (ILS). The information and research provided through the ILS on 6 -12 historic properties will be paired down into language and images that would be suitable for a walking tour brochure. The consultant completing the ILS will not be assisting in the development of the walking tour brochure, so the work will need to be completed by staff and the HLC. There is funding available within the Certified Local Government (CLG) grant for professional design services and printing of the walking tour brochures, but the upfront development of information and photos to be included in the brochure will need to be completed by staff and the HLC.

**Historic Preservation Awards**

The HLC had previously developed a Historic Preservation Award program, which appears to have only been held once. However, the HLC had discussed reestablishing the program as a way to promote historic preservation projects that have been completed in the City and to acknowledge those property owners that are investing in their historic properties.

Staff will lead a discussion on the specific aspects of the award program that need to be finalized. Topics of discussion will include:

- Types of historic preservation work to recognize
- Process for nominating potential projects for awards
- Brainstorming of potential projects that may be eligible for awards

**Fiscal Impact:**

None.

**Recommendation/Suggested Motion:**

No specific motion required.





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## **EXHIBIT 3 - STAFF REPORT**

**DATE:** November 29, 2017  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Finalize December Meeting Time

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### **Report in Brief:**

The purpose of this discussion item is to finalize and select a date for the December Historic Landmarks Committee meeting.

### **Background:**

The regular December meeting of the Historic Landmarks Committee falls on December 27<sup>th</sup>, 2017. At the last HLC meeting, there was some discussion as to whether this meeting date would work for the committee members with the date being close to the holiday.

### **Discussion:**

The consultant beginning work on the Intensive Level Survey (ILS) will be providing a recommendation on an area to focus the ILS in early to mid December. The consultant needs the HLC to make a decision on a final area to focus the ILS at their December meeting in order to continue the work on the ILS and to stay on track in their approved work plan.

If the regularly scheduled meeting on December 27<sup>th</sup> will not work for a majority of HLC members, another meeting date in mid December will need to be selected. One other option for a meeting date could be Wednesday, December 20<sup>th</sup>, which would be one week earlier than the regular meeting date and would be prior to the holiday weekend.

### **Fiscal Impact:**

None.

### **Recommendation/Suggested Motion:**

If there will be conflicts with the regular December meeting date, the HLC should make a motion to reschedule the December meeting to another date.