



**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**  
**January 24, 2018 3:00 PM**

Committee Members	Agenda Items
Joan Drabkin Chair  John Mead  Mary Beth Branch  Mark Cooley	<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. August 23, 2017 Meeting Minutes (Exhibit 1)</li> <li>B. October 24, 2017 Meeting Minutes (Exhibit 2)</li> <li>C. November 29, 2017 Meeting Minutes (Exhibit 3)</li> </ol> </li> <li><b>4. Action Items</b> <ol style="list-style-type: none"> <li>A. Election of Chair and Vice-Chair</li> </ol> </li> <li><b>5. Discussion Items</b> <ol style="list-style-type: none"> <li>A. Historic Single Family Homes in Commercial Zones (Exhibit 4)</li> <li>B. Update on Intensive Level Survey and Historic Preservation Plan (Exhibit 5)</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>

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# EXHIBIT 1 - MINUTES

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**August 23, 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** Waldo Farhnam, Kellie Menke, and Alan Ruden

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## 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. May 24, 2017 Meeting Minutes

Committee Member Quandt moved to approve the May 24, 2017 meeting minutes. The motion was seconded by Committee Member Mead and passed 4-0.

## 4. Action Items – None

## 5. Discussion Items

A. Historic Sign Program

Associate Planner Darnell said at the last meeting there had been discussion regarding the amortization program for sign regulations and whether some signs should be designated as historic. If a sign was deemed historic it would be protected and was not subject to the sign regulations. Staff would like direction on whether to include signs in the process for the historic resources inventory nominations or to create a process for signs which would be a legislative amendment process. Staff thought the existing criteria could be applied to signs. Associate Planner Darnell passed out the process for creating a historic designation that was in the code.

Since signs were tied to a business, if a business were to change, there needed to be a way to remove the designation. Mr. Farhnam was invited to the meeting because he had a sign that was being impacted by the amortization process and he would like his sign to be designated as historic.

Mr. Farhnam showed pictures of his sign and told its history. He was 7 or 8 years old when the sign was created in the 1940s and he told how he would bring it in every night and put it back up every morning on 3<sup>rd</sup> and Cowls. He then discussed how the sign was moved to different locations on 3<sup>rd</sup> and 4<sup>th</sup> and how it had been painted the Westinghouse colors. They were no longer with Westinghouse and he would like to repaint it a darker blue with white or red letters, which were its original colors. He had a different sign up where this sign used to be near the entrance of the building and he would like to put the original sign back up after restoring it to working order. It was a neon sign that was currently not operational.

Committee Member Quandt clarified this sign was currently not in compliance. If it was not designated as a historic sign, was there any other way to allow it? Associate Planner Darnell said that was correct, due to the height the sign it was out of compliance. The owner would have to get a variance or exception to the sign standards.

Chair Drabkin thought the sign was historic, its style and design was of a certain era, the integrity of the sign was fine, and she thought it was worth keeping.

Associate Planner Darnell said if the Committee thought it was worth preserving, the owner could come back with an application for an official review.

Committee Member Mead thought there was value in preserving historic signs in the community. They should stick to the existing process, and not create new legislation.

Associate Planner Darnell said one of the HLC's duties was to do inventories and if there were other signs the Committee wanted to consider historic, the Committee could nominate signs as well. He discussed examples of signs that they might want to be preserved. If a new business went in and wanted to remove a designated sign, they would have to get approval from the HLC.

Chair Drabkin suggested in those cases that the historic sign be taken to a museum so it was not thrown away.

City Councilor Kellie Menke thought they could be considered art and could go to the Art Committee to be displayed somewhere.

Associate Planner Darnell said as part of the de-nomination process, there could be a condition that the applicant had to advertise the sign for someone to pick up and preserve or the City could take it and potentially display it.

There was discussion regarding other signs being brought into compliance through the amortization process.

Committee Member Schott agreed it was appropriate for historic signs to be designated and that the existing process should be used.

**6. Old/New Business – None****7. Committee/Commissioner Comments – None****8. Staff Comments**

Associate Planner Darnell gave an update on the This Place Matters program which would begin in September. The Committee could send staff pictures and background information, and staff would put them up on social media.

Committee Member Schott suggested letting the public know the resources available for doing research on their own properties. People could be directed to the Library and Yamhill Historical Society.

**9. Adjournment**

Chair Drabkin adjourned the meeting at 3:47 p.m.



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## EXHIBIT 2 - MINUTES

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**October 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  
**Others Present** Alan Ruden

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### 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. June 28, 2017 Meeting Minutes
- B. July 26, 2017 Meeting Minutes

Committee Member Mead moved to approve the June 28, 2017 and the July 26, 2017 meeting minutes. The motion was seconded by Committee Member Branch and passed 4-0.

### 4. Action Items

- A. HL 4-17 – Farnham Electric Sign – Historic Resource Designation

Associate Planner Darnell said this was the official request to designate the Farnham electric sign as a historic resource. The designation would make the sign exempt from the City's sign standards. He discussed the criteria for the designation, which included history, style and design, integrity, and environment. The sign had been with the business for many years even as it moved locations from 3<sup>rd</sup> Street to 4<sup>th</sup> Street to its current location. It was a historic business and the sign had been kept all these years. The sign had neon lighting, which was not common anymore. It was not in good condition, but the applicant was interested in repairing and repainting it. This would be a designation for the sign itself, not the property. The sign contributed

to the historic character of the area. Staff recommended approval of the request. He suggested it be designated as significant, but the Committee could decide which level fit best.

There was discussion regarding the process for moving the sign, and how it would need to come to the HLC before it was moved. If someone wanted to remove the designation on the sign, they would have to come to the HLC and there would be a condition that the sign would be offered for sale or donation to a museum.

There was further discussion regarding whether the sign should be designated as contributory or significant. Committee Member Mead thought it added to the environment which could make it contributory, but the sign met other factors as well that could designate it as significant. He thought it would still be significant even after the sign was repaired.

Chair Drabkin said this business had been in the City for a long time, and she was in favor of the application.

Committee Member Schott thought it was a good example of the process to preserve signs.

Committee Member Branch moved to approve HL 4-17, designating the Farnham electric sign to the historic resources inventory with a combined value of 7 making it a significant resource and designating the sign as Resource B1140. The motion was seconded by Committee Member Mead and passed 4-0.

## **5. Discussion Items**

### **A. Announcement of Consultant Selection – Intensive Level Survey and Historic Preservation Plan**

Associate Planner Darnell stated an RFP process was issued for one company to do both the intensive level survey and Historic Preservation Plan. Three proposals were received and were reviewed by Planning Director Richards, Associate Planner Darnell, and Committee Member Quandt. Northwest Vernacular had been selected, which had two consultants. One would do the survey and one would do the Plan. He shared the work plan that the consultants had proposed. They would begin by selecting the area to focus on for the survey.

There was discussion regarding what criteria to use to pick the focus area, such as how many resources were on the local inventory and willing property owners.

Chair Drabkin thought the SoDAN area was more fragile and that there might be a stronger case for preserving that area.

Associate Planner Darnell said the goal was to update the local inventory which could help in creating another historic district.

Committee Member Mead asked if the Plan would include recommendations that the City could implement. Associate Planner Darnell confirmed there would be implementation actions included in the Plan as well as goals and policies to guide historic preservation in McMinnville.

### **B. Future Meeting Times**

Associate Planner Darnell said Committee Member Quandt had a new position and it would be difficult for her to attend at the 3:00 meeting time. She asked the Committee to consider changing the time of the meetings.

Chair Drabkin thought the time worked and they should stick with it. The time was good for Committee Members Schott and Branch. Committee Member Mead had more flexibility.

There was consensus to leave the meeting time at 3 p.m. There was also consensus to reschedule the next HLC meeting to November 29 and to possibly cancel the December meeting.

6. **Old/New Business** – None
7. **Committee/Commissioner Comments** – None
8. **Staff Comments** – None
9. **Adjournment**

Chair Drabkin adjourned the meeting at 3:30 p.m.



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## EXHIBIT 3 - MINUTES

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**November 29, 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

**Others Present:** Alan Ruden

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### 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

None

### 5. Discussion Items

#### A. Update on Intensive Level Survey

Associate Planner Darnell said the contract with Northwest Vernacular had been finalized. The intensive level survey would be done first. There had been discussion regarding what area to include in the survey, either north of downtown or south of downtown. The consultant would review all of the information staff sent them and would give a recommendation on what area to focus on that would best meet the City's goals. The recommendation would be submitted in December and the Committee could select an area at their next meeting.

There was discussion regarding what being in a national historic district would mean to property owners and possible benefits. There was further discussion that instead of a national historic

district there could be a local designation or an area that was developed with a historic sense of place. Associate Darnell would come back with a list of benefits.

The Committee preferred to do a survey of the area south of downtown due to the historic homes, proximity to Linfield College, and the fragility and need for improvement in the area.

#### **B. Historic Resource Awareness Projects**

Associate Planner Darnell reviewed the historic awareness projects that the Committee had previously discussed. One was the McMinnville Matters campaign, and staff was ready to post information on social media. He would like a list of properties that photos and a paragraph of the history of those places would be posted. He planned to post a few locations per week for four months. The Committee made a list of possible properties.

Another project was a walking tour brochure that would be created from the results of the intensive level survey. The design and printing of the brochure would be part of the grant the City had received. The third project was reestablishing annual Historic Preservation Awards. The last time this was done was in 2011.

There was discussion regarding the types of work they would want to recognize and how nominations would be collected.

The Committee wanted to keep it flexible so if there were no projects to nominate, awards would not have to be given out annually. Nominations would be due by mid-March, the Committee would decide at the March meeting, and the awards would be presented in May.

#### **C. Finalize December Meeting Time**

Associate Planner Darnell said the December meeting fell a few days after Christmas and he asked if they wanted to meet on that date or reschedule it. A meeting would need to be held in December to decide on the intensive level survey area.

There was consensus to meet on December 20.

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

There was discussion regarding recruiting for new Committee members and possible candidates.

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

None

### **8. Staff Comments**

None

### **9. Adjournment**

Chair Drabkin adjourned the meeting at 3:51 p.m.



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## EXHIBIT 4 - STAFF REPORT

**DATE:** January 24, 2018  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Historic Single Family Homes in Commercial Zones

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### **Report in Brief:**

The purpose of this discussion item is to discuss the commercial zoning classifications of historic residential properties in the vicinity of the downtown.

### **Background:**

The Planning Department was previously contacted by the owner of a property in McMinnville, and the owner had concerns with the zoning of their property and the permitted uses. The property in question is located close to the downtown core, and is zoned C-3 (General Commercial). The current and historic use of the property has been a single family home. In the C-3 (General Commercial) zoning district, single family homes are not a permitted use. This is not an issue in terms of the current use of the property in question as a single family home, as it is an existing use and therefore considered to be a legal nonconforming use.

There are a number of other properties around the downtown area that are in a similar situation, with existing single family homes on properties that are zoned C-3 (General Commercial). There are some issues with the treatment of these single family homes as nonconforming uses, which the owner and resident mentioned above has brought to the attention of the Planning Department. The issues that have been identified relate to the regulations on nonconforming uses. Nonconforming uses are allowed to continue, as long as the use is active. If a nonconforming use is discontinued for a period of one year (e.g. single family home sits vacant for 13 months), the property cannot go back to a nonconforming use (e.g. single family home) and all future uses of the property must comply with the permitted uses in the underlying zoning district. Also, if the use changes (e.g. to a permitted office use), the property cannot then change back to a nonconforming use (e.g. single family home).

This creates difficulty in the financing process when these types of properties are on the market. If a potential buyer is interested in purchasing a property with a single family home, but the structure was most recently used as an office, their lender would likely not approve any financing as the proposed use as a single family home would be considered nonconforming and not allowed. Apparently, this issue with financing has led to some properties staying on the market and becoming vacant for extended periods of time, and can lead to the structures eventually becoming deteriorated.

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### **Attachments:**

*Attachment A - Map Identifying Single Family Homes in C-3 Zones*

*Attachment B – Map Identifying Single Family Homes in C-3 Zones that are Historic Resources*

The Historic Landmarks Committee briefly discussed this topic at their July 26, 2017 meeting, and expressed some interest in discussing the matter further.

### **Discussion:**

The Planning Department is bringing this issue before the Historic Landmarks Committee because many of the types of situations described above are occurring on properties with designated historic resources, or they are located in historic areas of town. Existing single family homes that are historic resources but are considered nonconforming uses in the C-3 zone could be at risk for a number of reasons. The homes could become dilapidated if they are left to sit vacant for extended periods of time, be heavily altered in a manner not consistent with the historic character of the structure to suit general commercial uses that are allowed in the C-3 zone, or be requested to be demolished to allow for the development of general commercial uses that are allowed in the C-3 zone.

Staff completed an aerial and street survey of the C-3 (General Commercial) zoned properties around the downtown core area. The area surveyed generally included all C-3 zoned property bounded on the west by Baker Street, on the east by Logan Street, on the north by 10<sup>th</sup> Street, and on the south by Lincoln Street. Properties that have frontage on Baker Street were not included in the survey.

Within the area described above, staff identified 61 properties that had single family homes and were zoned C-3 (General Commercial). Some of these properties did have businesses operating out of the structures already. However, a majority of the properties seemed from the exterior to either be currently used as single family homes or still retain the general characteristics and appearance of a single family home. Properties with single family homes that were owned and operated by Yamhill County around the courthouse and other County facilities were not included, and any property that was developed with a structure that appeared to be strictly for a commercial use was not included.

Of the 61 identified properties, 32 properties contain structures that are designated on the Historic Resources Inventory. The breakdown in classification of those structures that are on the Historic Resources Inventory is as follows:

Distinctive – 6  
Significant – 8  
Contributory – 18

Staff has continued to have discussions on this issue since it was discussed with the Historic Landmarks Committee at their July 26, 2017 meeting. One potential option that was presented to staff from a property owner in one of the areas with single family homes in the C-3 zone was to consider a rezoning of these type of properties from C-3 (General Commercial) to O-R (Office-Residential). Staff believes that this rezoning process could assist in the preservation of existing single family homes that are designated as historic resources on the McMinnville Historic Resources Inventory.

The O-R (Office-Residential) zone allows for single family homes as a permitted use, while also allowing for smaller scale commercial uses such as offices, studios, home occupations, clinics, and some limited retail services. A rezoning from C-3 to O-R would allow for the preservation of the historical use of some of the structures as single family residences, would still allow for some commercial uses to occur, and would also provide for additional buffering between commercial and residential areas to potentially prevent incompatible development from occurring adjacent to residential, and often historic, areas around the downtown core.

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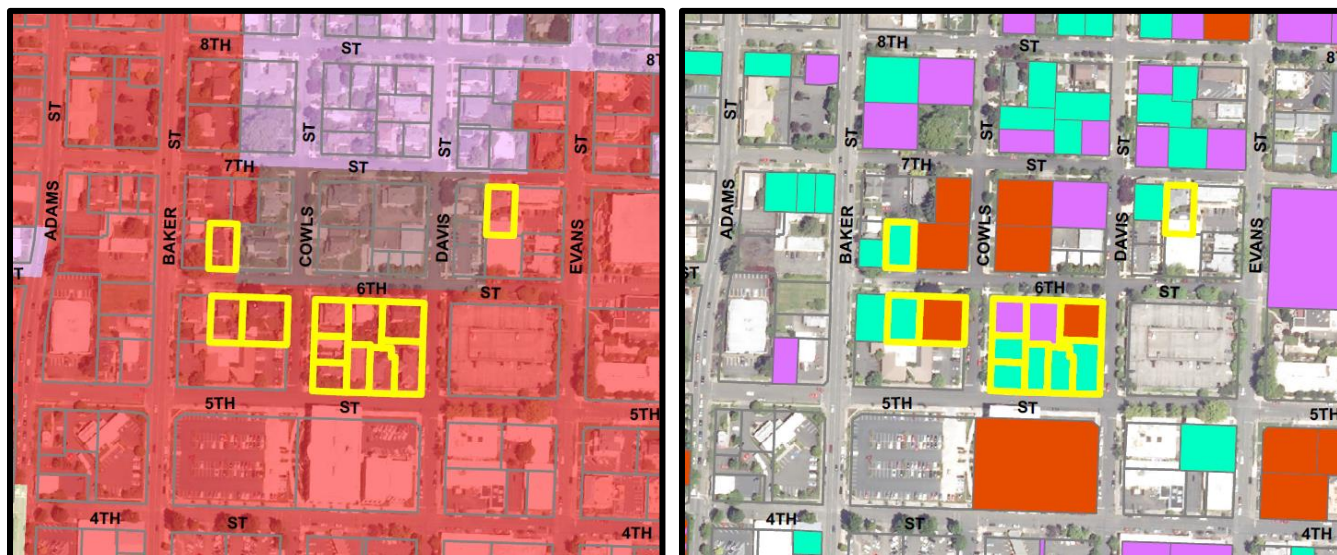
#### *Attachments:*

*Attachment A - Map Identifying Single Family Homes in C-3 Zones*

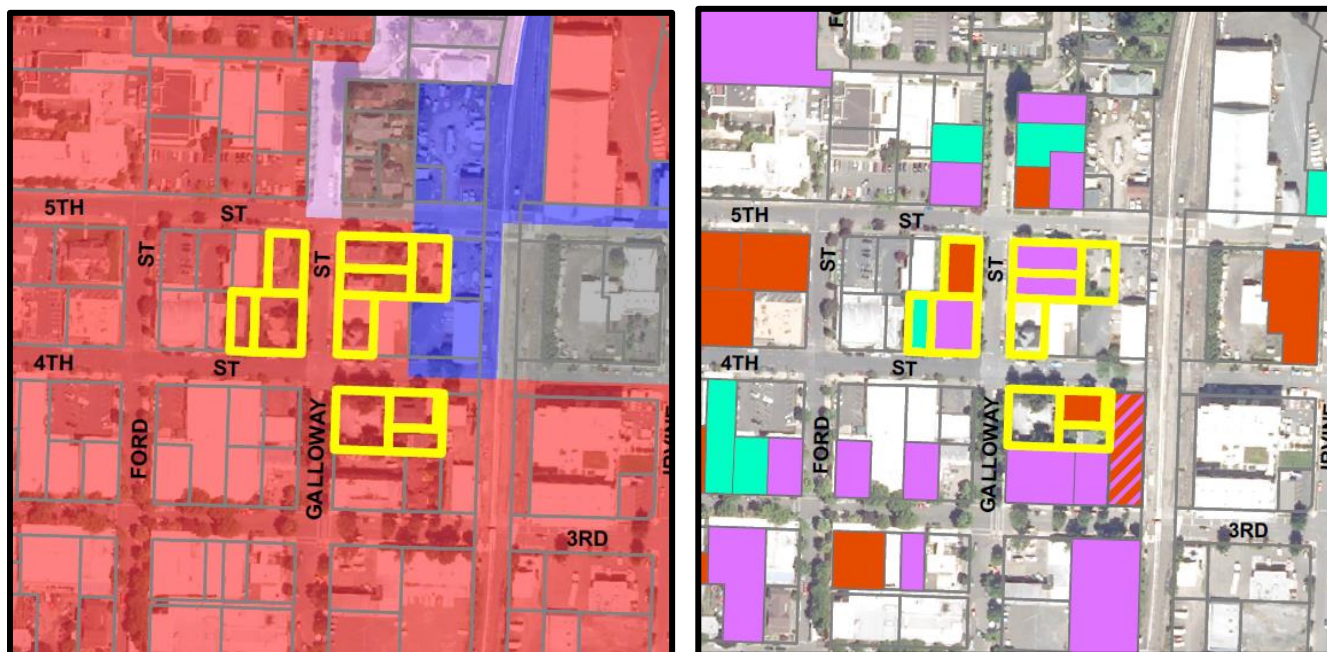
*Attachment B – Map Identifying Single Family Homes in C-3 Zones that are Historic Resources*

Within the general survey area described above, there are a few smaller areas that contain continuous groups of existing single family homes that are also designated as historic resources on the Historic Resources Inventory. These smaller areas are also located immediately adjacent to areas that are already zoned O-R. In terms of the surrounding zoning and development pattern, it would not be inconsistent for these properties to also be zoned O-R. The specific areas are shown below by their underlying zoning, as well as the classification of historic resource significance:

Between Baker & Davis Street and 5<sup>th</sup> & 7<sup>th</sup> Streets



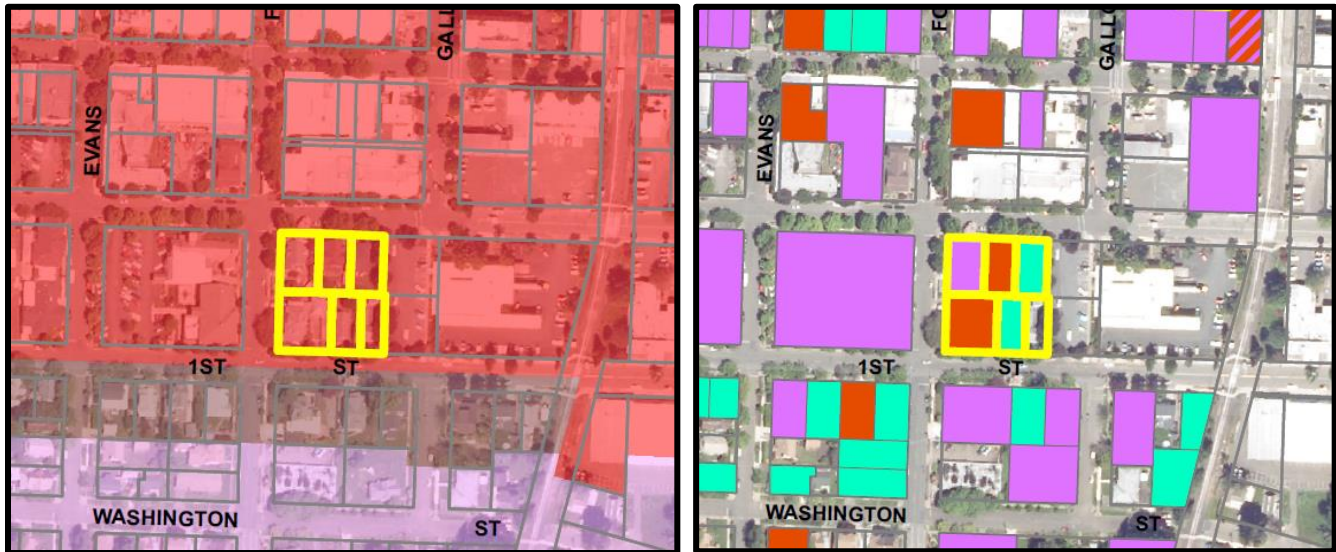
Between Ford Street & Railroad Tracks and 3<sup>rd</sup> & 5<sup>th</sup> Streets



Attachments:

Attachment A - Map Identifying Single Family Homes in C-3 Zones

Attachment B – Map Identifying Single Family Homes in C-3 Zones that are Historic Resources

Between Ford & Galloway Streets and 1<sup>st</sup> & 2<sup>nd</sup> Streets**Fiscal Impact:**

None.

**Recommendation/Suggested Motion:**

Staff would like to determine whether the Historic Landmarks Committee is supportive of the potential rezoning of the areas identified in detail above from C-3 (General Commercial) to O-R (Office-Residential) as a means to better protect and preserve single family homes that are designated as historic resources. If so, staff would bring this topic of discussion forward to the Planning Commission at a future work session, and then continue to do more research into the specific properties being considered for the rezoning. Further investigation would be required to determine whether the rezoning was consistent with the Comprehensive Plan policies and whether the existing uses of the subject properties would all be allowed as permitted uses in the O-R zone (some of the properties are being used commercially today). Also, staff would like to reach out to the owners of the properties to determine whether they are interested in the potential rezoning process.

If the Historic Landmarks Committee is supportive of the potential rezoning, staff would ask for a motion to recommend that the topic be forwarded on to the Planning Commission for further consideration.

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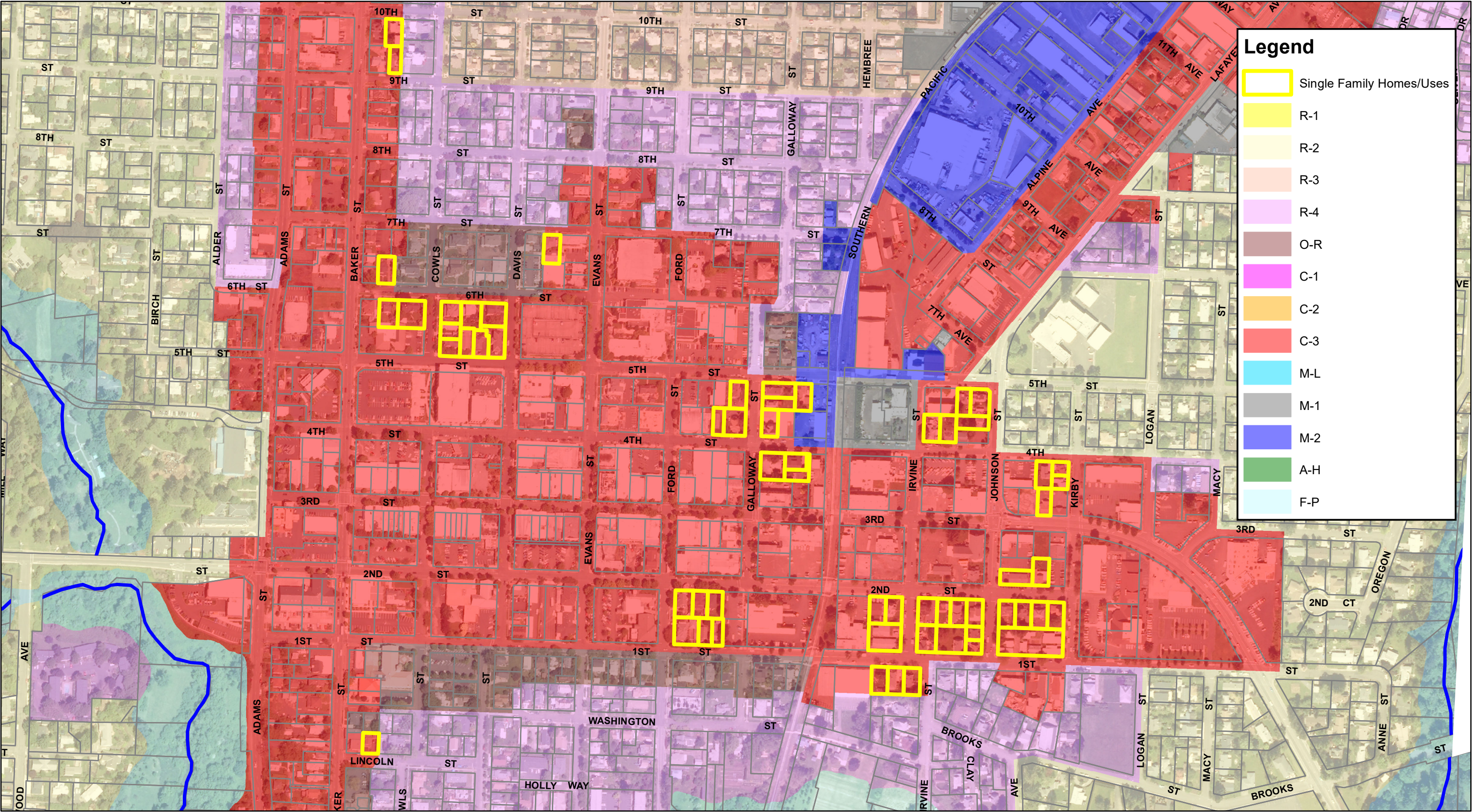
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**Attachments:**

*Attachment A - Map Identifying Single Family Homes in C-3 Zones*

*Attachment B – Map Identifying Single Family Homes in C-3 Zones that are Historic Resources*

# Single Family Homes in C-3 (General Commercial) Zone



**Legend**

- Single Family Homes/Uses
- R-1
- R-2
- R-3
- R-4
- O-R
- C-1
- C-2
- C-3
- M-L
- M-1
- M-2
- A-H
- F-P

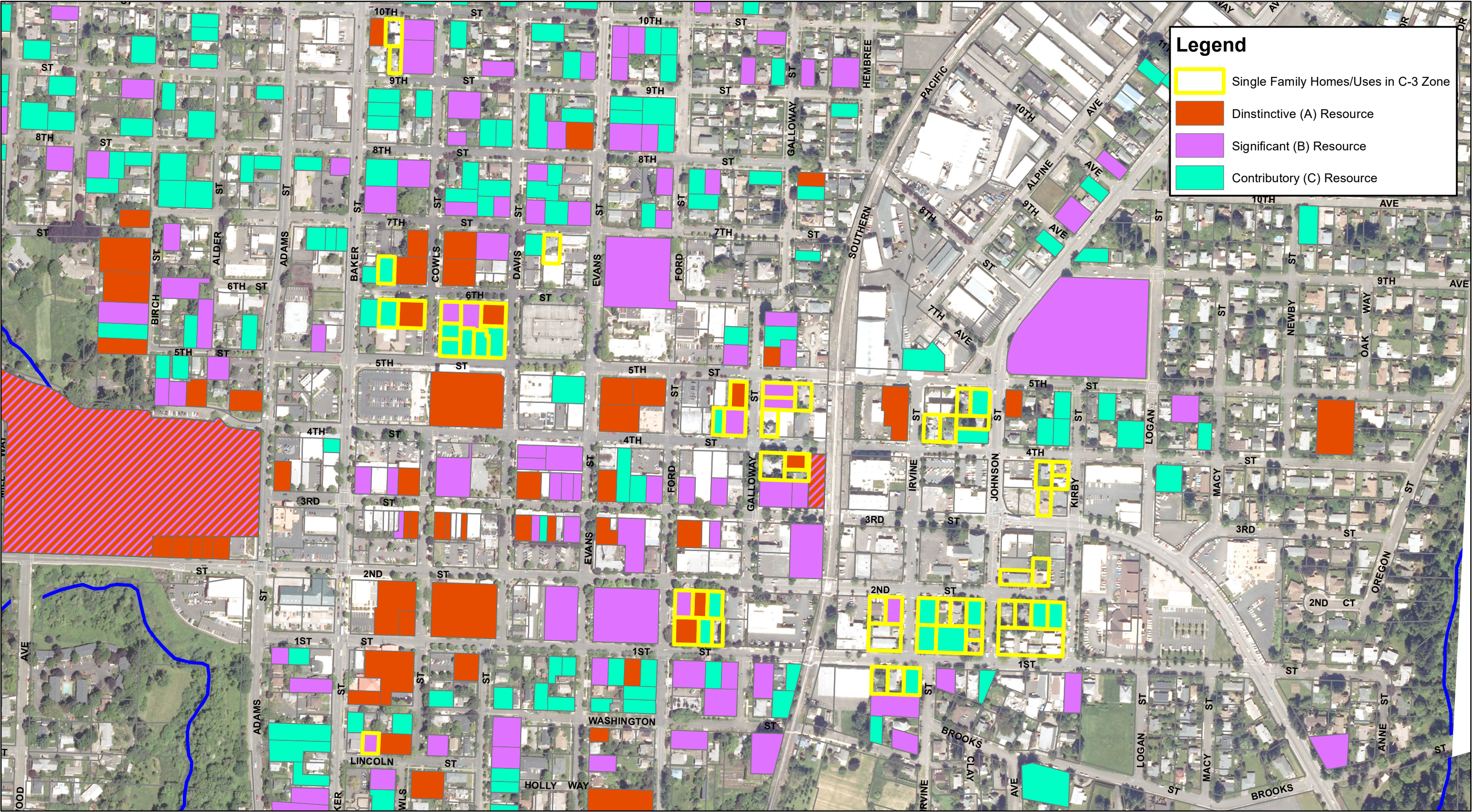


0 0.25 0.5 Miles

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# Single Family Homes that are Historic Resources in C-3 (General Commercial) Zone



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## EXHIBIT 5 - STAFF REPORT

**DATE:** January 24, 2018  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Update on Intensive Level Survey and Historic Preservation Plan

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### **Report in Brief:**

The purpose of this discussion item is to provide an update on the Intensive Level Survey and Historic Preservation Plan.

### **Background:**

The City of McMinnville has received a Certified Local Government (CLG) grant to assist in the completion of an Intensive Level Survey (ILS) and Historic Preservation Plan. The City has selected a consultant to complete those activities over the coming year, and the consultant that has been selected is Northwest Vernacular Historic Preservation. The consultant will first be completing the ILS in a historic residential area in close proximity to the Downtown Historic District. The survey will provide detailed historical and architectural information on each property included in the survey. The survey will also result in an update of the City's Historic Resources Inventory and could potentially lead to the development of an additional historic district in the city. The consultant will then complete a Historic Preservation Plan, which will provide recommendations and an implementation plan for the future of the City's historic preservation program. The HLC will be providing guidance and oversight of the project and will review draft versions of the ILS and Historic Preservation Plan as they are developed.

### **Discussion:**

#### **Intensive Level Survey (ILS) Update**

As an overview of the ILS process, the ILS is intended to be 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. The usual purpose of conducting an ILS on several properties in a specific area is to serve as a tool to review an area for a potential historic district application either on the local level or the national level.

Northwest Vernacular reviewed the two historic residential areas that were under consideration for the ILS and provided recommendations to the City and the Historic Landmarks Committee on which of the areas to focus the ILS. These recommendations were discussed with committee members in December, and staff moved forward with the recommendation to complete the ILS in the residential area north of

downtown. Now that the specific area has been selected, Northwest Vernacular reviewed the existing historic resources in that area and will be including the following properties in the ILS:

1. A356 - 535 NE Cows St.



2. A354 - 625 NE Cows St.



3. B361 - 528 NE Cows Street



4. B365 - 326 NE 6th Street



5. A377 - 533 NE Davis St.



6. A360 - 610 NE Cows St.



7. B376 - 625 NE Davis Street



8. B358.1 - 307 NE 7th Street



These properties are all listed on the McMinnville Historic Resources Inventory as either Distinctive or Significant resources, and are located in a contiguous area generally located around the intersection of Cows Street with 6<sup>th</sup> and 7<sup>th</sup> Streets. The consultant believes that these properties are the most intact in the area and have the most potential to form the center of a potential historic district. For your reference, the map of the area north of downtown, which shows the properties listed above and their historic resource numbers, is attached to this staff report.

The consultants have begun completing preliminary research into the properties, and will be traveling to McMinnville to conduct field work and complete more detailed research at the end of January. The results of the ILS are expected to complete and ready for review by the City and the Historic Landmarks Committee by the end of February.

### **Historic Preservation Plan Update**

Following the completion of the ILS, Northwest Vernacular will begin the Historic Preservation Plan process. The consultants have already been completing research into the City's existing historic preservation program, to serve as a foundation for the recommendations, goals, and policies they will eventually be providing in the final Historic Preservation Plan.

The consultant's process for the completion of the Historic Preservation Plan includes an initial public meeting to gather community input on historic preservation in McMinnville, more detailed community outreach surveys with different stakeholders, and a final public meeting to present draft recommendations and policies for the City's historic preservation program.

The first public meeting has been scheduled, and the information for the meeting is as follows:

**Date:** Tuesday, February 20<sup>th</sup>, 2018  
**Time:** TBD (Likely in the late afternoon/early evening)  
**Location:** McMinnville Civic Hall – Council Chambers (200 NE 2<sup>nd</sup> Street)

The main purpose of the meeting will be for the community to learn what a historic preservation plan is and why it is important for the City. The consultant will also start to explain the process that will be followed to create goals related to historic preservation in McMinnville and how they will draft policies and action items that will help the City achieve those goals. The consultants will provide an opportunity for public input on historic preservation in McMinnville, which will assist them in drafting the goals, policies, and action items. Also, the consultant will share some of the results of the ILS at the initial public meeting.

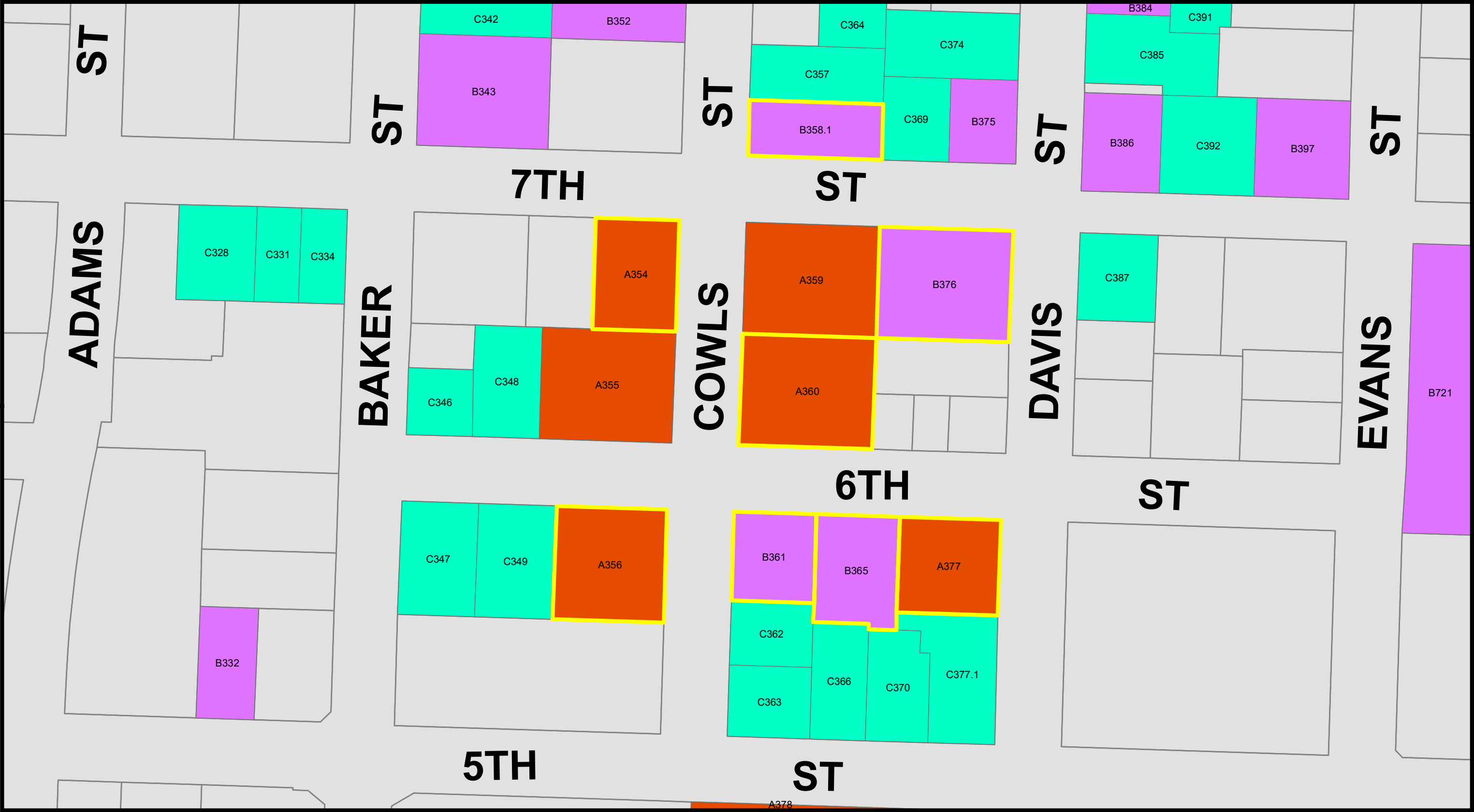
### **Fiscal Impact:**

None.

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

No specific motion is required.

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



0 150 300 Feet

Legend



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



Properties Included in ILS

A359 = Historic Resources Inventory  
Resource Classification and Number

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