



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

www.mcminnvilleoregon.gov

Historic Landmarks Committee
Community Development Center, 231 NE 5th Street
February 28, 2018 3:00 PM

Committee Members	Agenda Items
Joan Drabkin Chair John Mead Mary Beth Branch Mark Cooley	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes <ol style="list-style-type: none"> A. August 23, 2017 Meeting Minutes (Exhibit 1) B. October 24, 2017 Meeting Minutes (Exhibit 2) C. November 29, 2017 Meeting Minutes (Exhibit 3) 4. Action Items <ol style="list-style-type: none"> A. Election of Chair and Vice-Chair 5. Discussion Items <ol style="list-style-type: none"> A. Historic Single Family Homes in Commercial Zones (Exhibit 4) B. Update on Intensive Level Survey and Historic Preservation Plan (Exhibit 5) C. Historic Preservation Month Activities (Exhibit 6) 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.

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EXHIBIT 1 - MINUTES

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

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 3rd and Cowls. He then discussed how the sign was moved to different locations on 3rd and 4th 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

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

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 3rd Street to 4th 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

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

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: February 28, 2018
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Historic Single Family Homes in Commercial Zones

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.

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 10th 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 purpose of the O-R (Office-Residential) zone, as described in Section 17.24.010 of the McMinnville Zoning Ordinance, is two-fold. The purpose statement states that the O-R zone “may be used to provide a transition and buffer area between commercially zoned and residentially zoned areas” and is also “intended to provide an incentive for the preservation of old and historical structures”.

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

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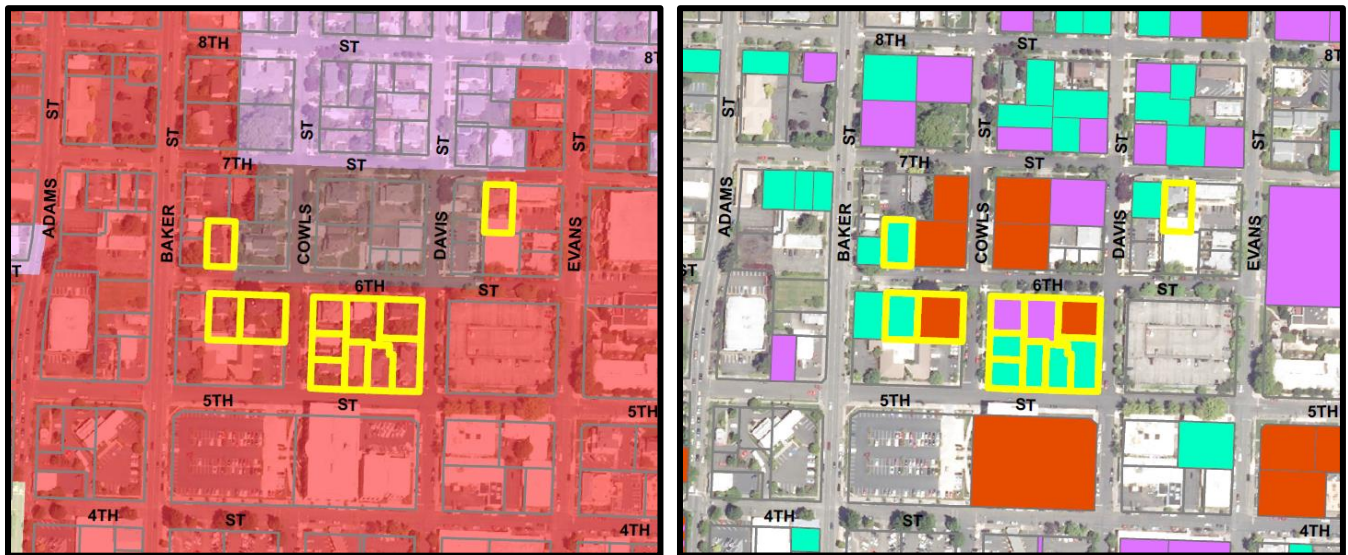
prevent incompatible development from occurring adjacent to residential, and often historic, areas around the downtown core.

Staff believes that the O-R zone could be applied in a number of areas of the city, and that the purpose for applying the zone in these areas would be consistent with the overall purpose of the O-R zone. Staff shared this issue and concept with the Planning Commission during their work session on February 15, 2018, and they were overall supportive of further investigation into the rezoning process.

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:

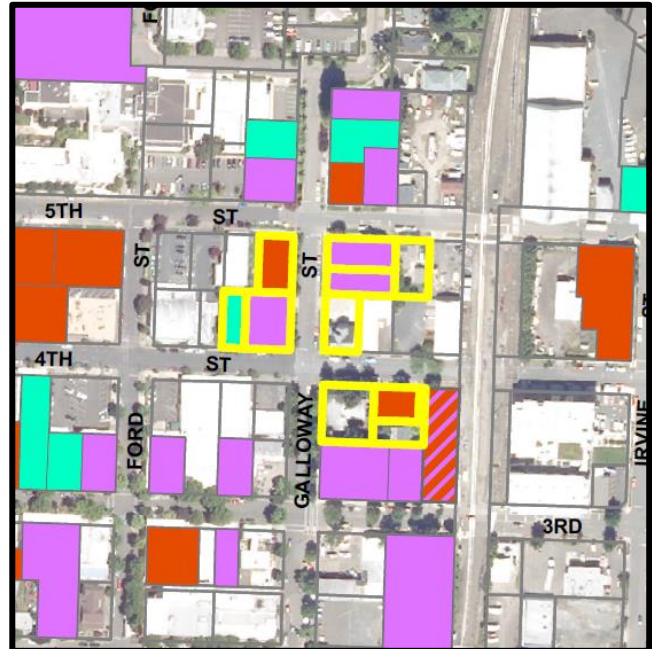
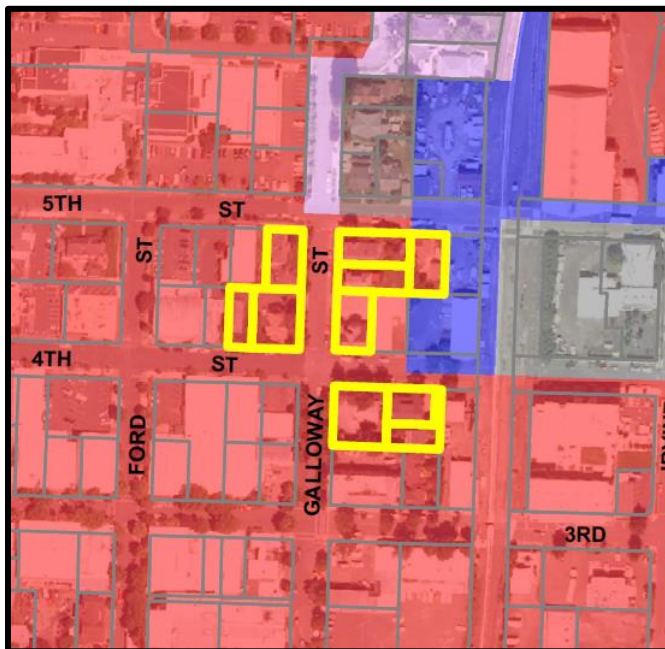
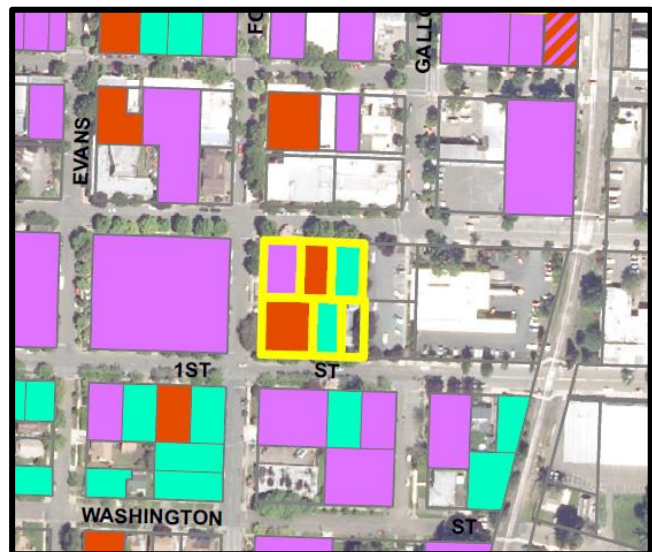
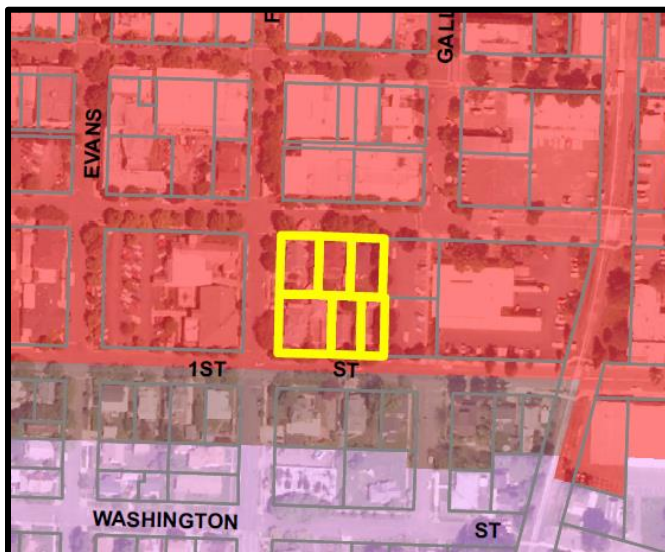
Between Baker & Davis Street and 5th & 7th Streets



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 Street & Railroad Tracks and 3rd & 5th StreetsBetween Ford & Galloway Streets and 1st & 2nd Streets

Based on the feedback provided by the Planning Commission at their February work session, staff will also analyze other areas of the city in the vicinity of the downtown core and along major roadways to determine if there are other areas that could potentially benefit from a rezoning to the Office-Residential (O-R) zone.

Fiscal Impact:

None.

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

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. The Planning Commission did express support for further research into the rezoning process, including analyzing other areas in the immediate vicinity of the downtown core and major arterial roadways to determine if rezoning of those area would be appropriate.

If the Historic Landmarks Committee is supportive of the rezoning, the Committee could provide an official recommendation to the Planning Commission in support of further research into the Office-Residential (O-R) rezoning process.

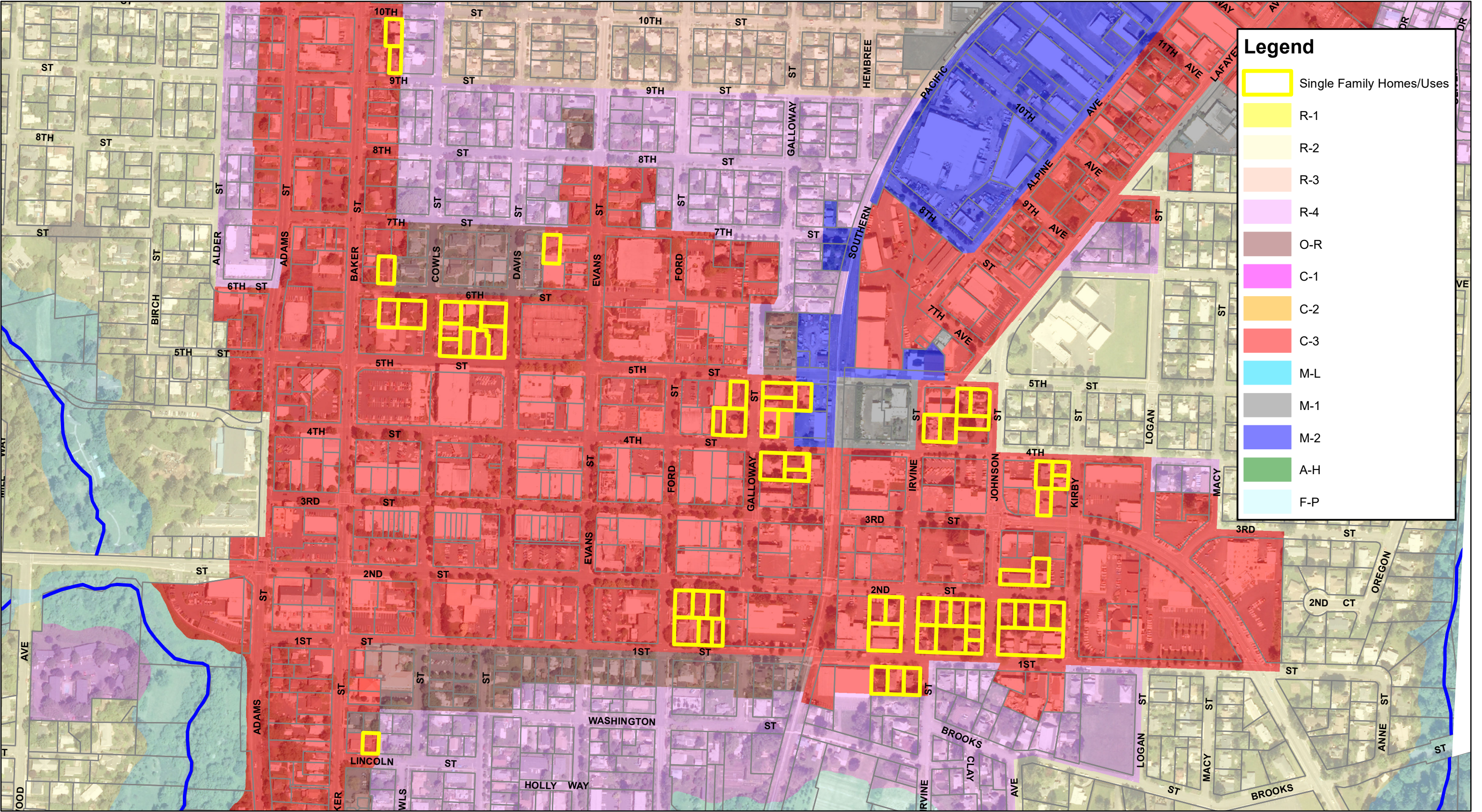
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Attachments:

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

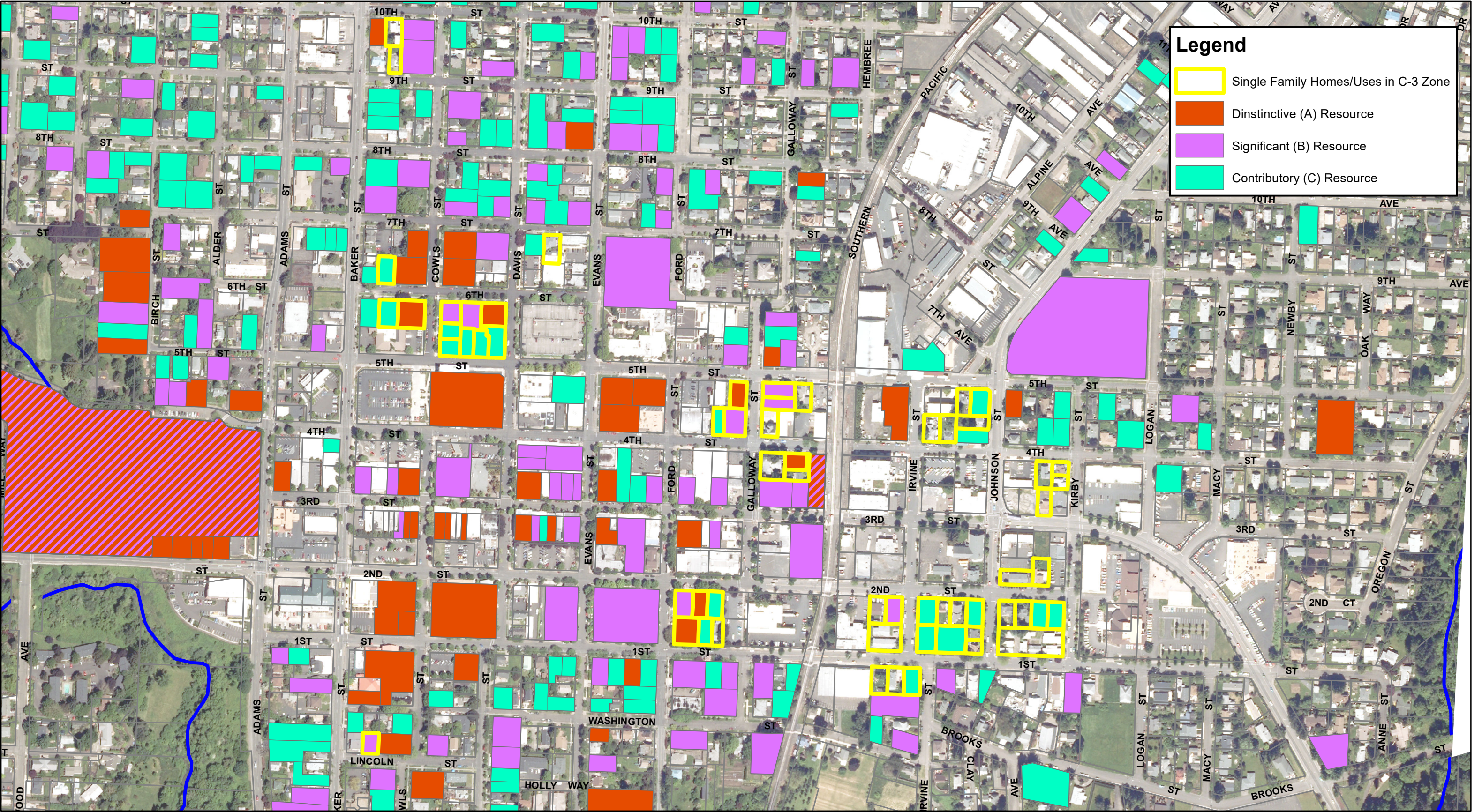


0 0.25 0.5 Miles

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



0 0.25 0.5 Miles

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EXHIBIT 5 - STAFF REPORT

DATE: February 28, 2018
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Update on Intensive Level Survey and Historic Preservation Plan

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 consultants have completed the ILS in a historic residential area north of the Downtown Historic District. The survey has provided detailed historical and architectural information on each property included in the survey, and also has provided recommendations on eligibility of the properties for listing on the National Register of Historic Places. The findings of the ILS will also include recommendations on the potential eligibility of an additional historic district in this area of the city. The consultants are now beginning the work on the Historic Preservation Plan, which will provide recommendations and an implementation plan for the future of the City's historic preservation program.

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. Northwest Vernacular reviewed the existing historic resources in that area and included 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 6th and 7th Streets. The consultant selected these properties because they believed that they are some of 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 completed the ILS process, including historical research and field work for each property. The findings of the ILS are being drafted into a final report, which will be made available to the City and the Historic Landmarks Committee upon completion.

A draft report with some preliminary findings has been shared with staff, and from the preliminary findings it appears that a number of the properties included in the ILS may be eligible for an individual nomination to the National Register of Historic Places. The consultant's findings are based on their historical research into the construction of the properties and the previous ownership, as well as an evaluation of the architectural design and characteristics that the structures on the property still retain. The consultants determined whether the properties are eligible by applying the National Register criteria for the evaluation of historic resources, which are as follows:

Criteria for Evaluation: The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in our past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.

A table showing the consultant's eligibility findings, along with the National Register of Historic Places review criteria that they believe are satisfied, for each property is provided below:

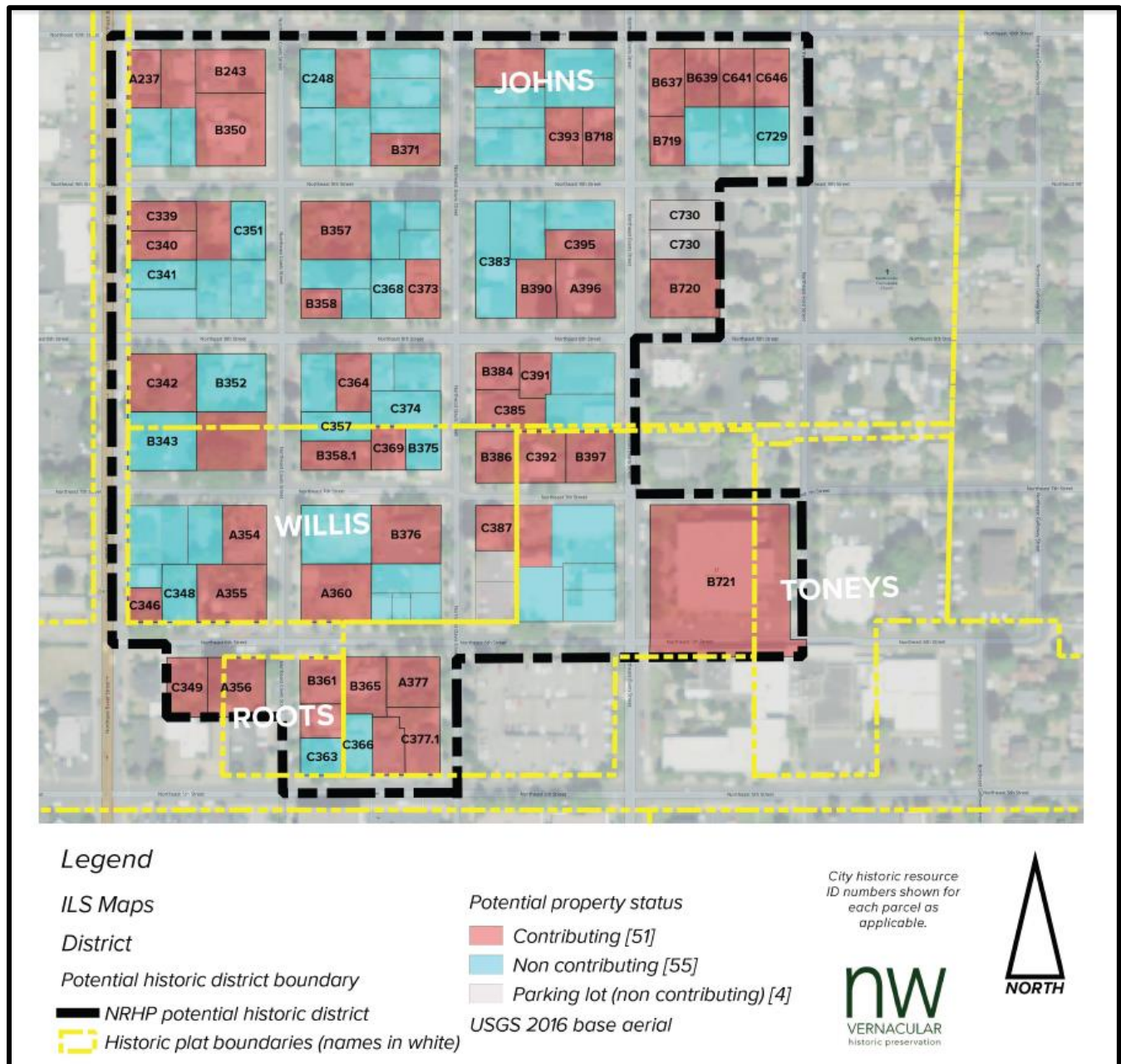
Table 1. National Register of Historic Places Individual Eligibility Recommendations

Property	Historic Name	Year Built	Individual NRHP Eligibility	Criteria
307 NE 7th Street (B358.1)	McCann House	Ca. 1931	Yes	A, C
326 NE 6th Street (B365)	Turner House	Ca. 1885	No	Due to siding and window alterations
528 NE Cows Street (B361)	Nayberger House	Ca. 1910	No	Due to window and south stairway addition
533 NE Davis Street (A377)	Hodson House	Ca. 1895	Yes	A, C
535 NE Cows Street (A356)	Rogers House	1912	Yes	A, C
610 NE Cows Street (A360)	Dielschneider House	Ca. 1900	No	Due to window and porch alterations, and rear addition
625 NE Cows Street (A354)	Hamblin House	1911	Yes	A, C
625 NE Davis Street (B376)	Miller House	1905	Yes	C

Attachments:

Attachment A - Map of ILS Area North of Downtown

While some of the properties included in the ILS may not be eligible for individual nomination to the National Register, the consultants did find that all of the ILS properties could contribute to a historic district. The consultants completed a brief analysis of the broader area around the properties that were included in the ILS to determine whether the potential for a historic district existed. In that analysis, they determined that a number of properties could potentially be considered as “contributing” to a historic district. The area included in their analysis was based on the underlying historic plats, and a rough boundary of a potential historic district was recommended. A map is provided below showing the historic plat boundaries, the potential historic district boundary, and the consultant’s findings for each property as to whether it could be “contributing” or “non-contributing” toward the historic district.



Historic Preservation Plan Update

The next step in the consultant's work plan is to develop the Historic Preservation Plan that will guide the City's historic preservation program for the next 15 to 20 years. The consultants have already been completing research into the City's existing historic preservation program, which will serve as a foundation for the recommendations they will eventually be providing in the final Historic Preservation Plan.

The consultant's process for the completion of the Historic Preservation Plan included an initial public meeting to provide an overview of the planning process and also to share the preliminary findings from the ILS. The initial public meeting was held on February 20th, 2018, but attendance at the meeting was very low.

To gather input from the Historic Landmarks Committee, the consultants will be calling into the March Historic Landmarks Committee meeting to lead a discussion and ask the committee members questions on historic preservation in McMinnville. This meeting will be noticed to the public as well through the City's website and social media accounts, in an attempt to provide additional opportunities for public involvement in the planning process.

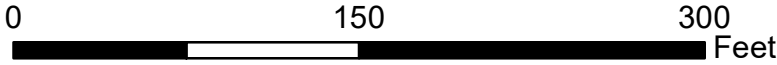
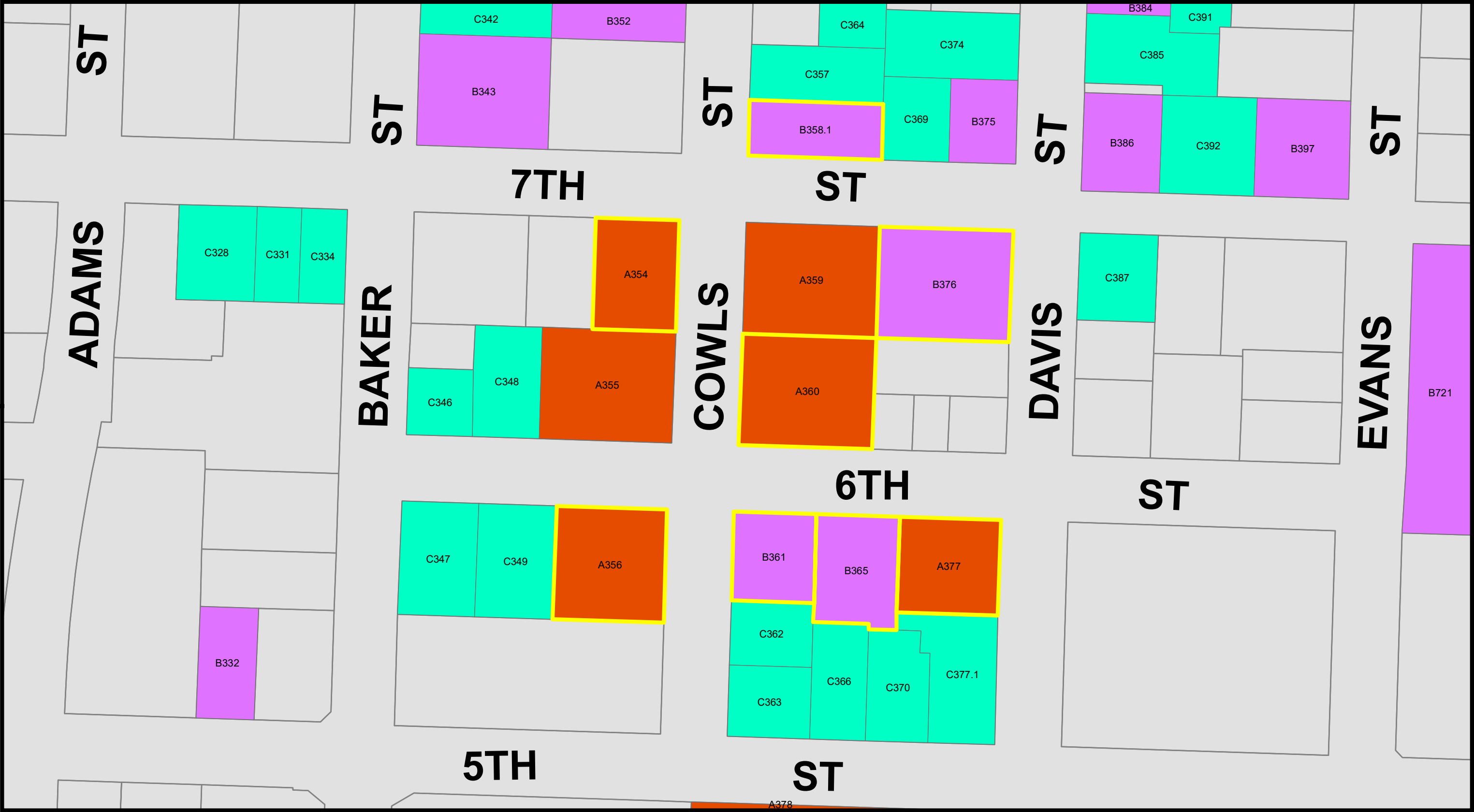
An online survey will be developed to gather more feedback from the general public. The survey will be multiple-choice in format, and will provide the consultants with the general public's understanding of historic preservation in McMinnville. The consultants will also complete more in-depth interviews with specific stakeholders in the community. These stakeholders could include owners of historic properties, owners of businesses in the downtown area, real estate professionals, contractors or other professionals in the construction industry, and members of local boards that may be involved in or associated with historic preservation.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

No specific motion is required.



Legend

- Orange square: Distinctive (A)
- Purple square: Significant (B)
- Cyan square: Contributory (C)

Yellow outline: Properties Included in ILS

A359 = Historic Resources Inventory
Resource Classification and Number

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





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

503-434-7311
www.mcminnvilleoregon.gov

EXHIBIT 6 - STAFF REPORT

DATE: February 28, 2018
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Historic Preservation Month Activities

Report in Brief:

The purpose of this discussion item is to review the Historic Preservation Month activities and public awareness projects that the Historic Landmarks Committee will be leading in May 2018 and the months leading up to May, 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 website and social media accounts are now officially active, and can be accessed here: <https://www.mcminnvillematters.com/>

The McMinnville Matters webpage has a number of blogs, one of those being titled "This Place Matters". This blog will highlight historic and important buildings and places, as well as the stories behind them. Staff has only posted one blog post so far, but intends to continue to post information on historic buildings up to and during Historic Preservation Month in May.

At a previous meeting, the HLC discussed the McMinnville Matters campaign, and each member provided a list of properties that they would provide photos and historical information to be used in the McMinnville Matters website and social media accounts.

Staff will lead a discussion on the HLC's progress in providing this information during the meeting.

Walking Tour Brochure

With the Intensive Level Survey (ILS) expected to be complete in March, the HLC will need to begin to pull information and images from the final ILS report to be used in a walking tour brochure. The development of the walking tour brochure was an item on the HLC's work plan, and was also an activity included in the City's Certified Local Government (CLG) grant scope of work. The walking tour brochure will need to be complete by May in order to promote the walking tour and the findings of the ILS during Historic Preservation Month in May.

The CLG grant funds are available 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.

Staff expects to have a final ILS report in March. Prior to the March 28, 2018 HLC meeting, staff will share the final report with the HLC, and will ask that committee members come to the March meeting ready to discuss the report and identify the information from the report to be included in the walking tour brochure. Staff will also begin to reach out to graphic design professionals for estimates on the design services to be provided to create the walking tour brochures.

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 included the reestablishment of the program in their work plan and as an activity in the CLG grant scope of work. The awards program will serve 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.

At a previous meeting, the HLC had decided to award three Historic Preservation Awards. The HLC had also decided to not create any specific categories for the awards (such as commercial/residential, or remodel/addition) to provide flexibility each year in being able to award the most deserving projects that are completed throughout the city, regardless of the type of project.

In terms of process for the awards program, staff is proposing that residents and community members have an opportunity to nominate a project for a historic preservation award, and that the HLC would review the nominations and select the projects that would be awarded. HLC members would also be able to nominate projects.

Staff has developed a Historic Preservation Award Nomination Form, which is attached to this staff report. If the HLC is comfortable with the nomination form, staff will announce the award program and share the nomination form through the McMinnville Matters website, social media accounts, and other notification methods.

The proposed deadline for nomination forms to be provided is April 13th, 2018. All of the nominations will be provided to the HLC in their packet for the HLC meeting on Wednesday, April 25th, when the HLC will review the nominations and select the projects to receive the historic preservation awards. This timeframe will allow for the City to announce the awards during the City Council and Mayor recognition of Historic Preservation Month, which will likely occur during the first City Council meeting in May.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

No specific motion required.



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128
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McMinnville Historic Preservation Awards Nomination Form 2018

The City of McMinnville Planning Department and Historic Landmarks Committee are currently accepting nominations for the 2018 McMinnville Historic Preservation Awards.

Nomination forms must be completed and submitted to the Planning Department **no later than April 17, 2018**. Nomination forms can be emailed to Chuck Darnell at the email address provided below, or can be submitted in person to the Planning Department offices at the Community Development Center (231 NE 5th Street, McMinnville, OR 97128).

For more information about this program, please contact Chuck Darnell, Associate Planner, at 503-434-7330 or by email at: chuck.darnell@mcminnvilleoregon.gov

Program Overview

With grant funding awarded through the 2017-2018 Certified Local Government (CLG) Program from the State Historic Preservation Office (SHPO) and National Park Service (NPS), the City of McMinnville Planning Department and Historic Landmarks Committee are establishing an annual McMinnville Historic Preservation Awards program.

The awards will acknowledge and honor outstanding historic preservation efforts that have been undertaken in the City of McMinnville. The awards may be provided to property owners that completed historic preservation projects (such as remodeling, restoration, or reconstruction), but can also be provided to individuals that are particularly committed to or involved in historic preservation efforts in the community.

Awards will be announced and presented at a City Council meeting during Historic Preservation Month, which is celebrated in May of each year.

The following guidelines shall apply to nominations:

- ☐ Historic preservation projects (such as remodeling, restoration, or reconstruction) may be for residential or commercial buildings or properties.
- ☐ Buildings or properties must be located within the McMinnville city limits.
- ☐ Buildings or properties do not need to be listed on the National Register of Historic Places or the City's Historic Resources Inventory to be nominated for an award. However, the potential listing of a building on the national or local inventory will be considered during the review of nominations.
- ☐ Projects must have been completed during 2017 or 2018 (up to April 17, 2018).
- ☐ Historic preservation projects must be consistent with the historic preservation design standards and guidelines in the McMinnville Zoning Ordinance. The nominator must demonstrate the historical aspects of the project through narrative, photographs, or other materials.
- ☐ For an individual or organization to be considered for an award, the nominator must demonstrate how the individual or group has been actively involved in historic preservation efforts.

The Historic Landmarks Committee will review all nominations at their regular meeting on Wednesday, April 25th, 2018 at 3:00 PM at the Community Development Center (231 NE 5th Street).

Nominee Information

Name of individual, group, or property being nominated:

Address of property being nominated:

Nominator Information

Name

Address

Phone

Email

Use the space below to describe one of the following:

(a) The historical preservation project in detail. Please describe how the project is consistent with the historical character of the building or the surrounding historical area. Also describe how the building is significant to McMinnville's history.

(b) The historic preservation efforts of an individual or organization and how this work has significantly and positively impacted the ongoing historic preservation of McMinnville.

(Attach additional pages if necessary)

In addition to this completed nomination form, the applicant must provide the following:

- ☐ *If applicable, photographs or other materials showing the building both before and after the historic preservation project.*