



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
July 25, 2018 3:00 PM

Committee Members	Agenda Items
Joan Drabkin Chair John Mead Mary Beth Branch Mark Cooley Heather Sharfeddin	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes 4. Action Items <ol style="list-style-type: none"> A. HI 8-18 / DDR 8-18 – Certificate of Approval and Downtown Design Review and Waiver (Exhibit 1) 337 NE Baker Street 5. Discussion Items 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 - STAFF REPORT

DATE: July 25, 2018
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: HL 8-18 / DDR 8-18 – 337 NE Baker Street

Report in Brief:

This is the consideration of a Certificate of Approval for exterior alterations to a historic building located at 337 NE Baker Street. The subject property is included in the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a secondary significant contributing property in the Downtown Historic District.

The applicant is requesting that the Historic Landmarks Committee approve a Certificate of Approval to allow for the alteration of the historic landmark, and also approve a Downtown Design Review application to ensure that the proposed alterations are consistent with the Downtown Design Standards and Guidelines. The applicant is also requesting one waiver from the design standards to allow for an existing overhead door to be retained on the Baker Street façade which results in the storefront glazing standard not being satisfied.

A Certificate of Approval is a decision issued by the Historic Landmarks Committee to approve the alteration, demolition or moving of a historic resource or landmark. A Certificate of Approval is also required for the alteration, demolition, or moving of a historic building that is listed on the National Register of Historic Places.

An alteration is the addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance. Painting, reroofing, and general repairs are not alterations when the new materials and/or colors match those already in use.

Historic resources are any site, structure, building, district, or object that is included on the Historic Resources Inventory and a Distinctive Resource is considered outstanding for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places.

Section 17.65.060 of the McMinnville City Code provides the criteria for which the Historic Landmarks Committee must make a decision about approving a Certificate of Approval for the exterior alteration of a historic resource.

Attachments:

Certificate of Approval (HL 8-18) and Downtown Design Review (DDR 8-18) Applications
Decision Documents for Application HL 8-18 and Application DDR 8-18

Background:

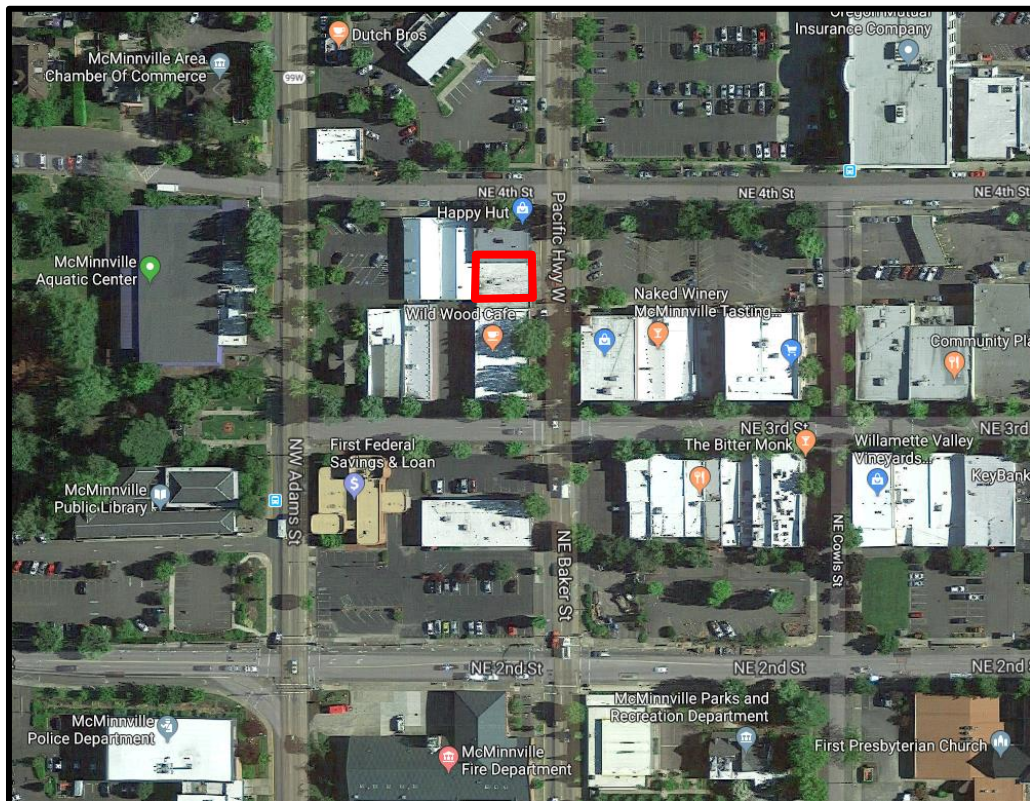
Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering, submitted a Certificate of Approval application and Downtown Design Review application to request exterior alterations to a one story building in the Downtown Historic District. The subject property is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

The historic designation for this particular historic resource is associated with the location of the property within the Downtown Historic District that is listed on the National Register of Historic Places. The building was classified as a secondary significant contributing property in the historic district. The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, is as follows:

This square one-story painted extruded brick building has a single stepped brick cornice, a recessed entrance with original brick bulkheads, aluminum frame storefronts and doors. The building is separated into three bays, two of which contain wooden garage doors.

Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is considered a historic landmark and/or listed on the National Register of Historic Places as a contributing resource. Since the subject property is classified as secondary significant contributing property by the National Park Service in the National Register of Historic Places McMinnville Downtown Historic District, the Certificate of Approval review is required. The property is also located in the Downtown Design Standards and Guidelines area. Any exterior alterations of the building are subject to the Downtown Design Standards and Guidelines contained in Chapter 17.59 of the McMinnville City Code.

The current location of the historic resource is identified below:

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The subject building was recently severely damaged by a traffic accident on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough and impacted structural components of the building, which required demolition of the façade for safety reasons. Currently the building's façade has temporary shoring and plywood cover.

The east, street-facing façade, as it existed in August 2017 prior to the recent accident, can be seen below:



Discussion:

The applicant is requesting that the Historic Landmarks Committee approve a Certificate of Approval to allow for the alteration and restoration of the historic building, and also approve a Downtown Design Review application to ensure that the proposed alterations are consistent with the Downtown Design Standards and Guidelines. The applicant is also requesting one waiver from the storefront design standards to allow for the retention on an existing overhead door that is utilized by the existing commercial business.

More specifically, the applicant is proposing to complete the following work on the building:

The construction will consist of replicating the building's original three bay design with a recessed center entry. The façade will be faced in a standard size red brick with a running bond pattern. Articulation of brick detailing will consist of a step cornice, a soldier course at the base of the building and above each bay opening.

Infill components at each bay will be recessed from the primary plane of the building. The south bay's painted wood storefront windows will sit on a brick bulkhead and have a divide transom above. The sill of the storefront will align with the adjacent 321 NE Baker Street building in order to give a sense of continuity to the streetscape.

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The center bay will have a divided transom, aligned with the adjacent south bay transom, and a recessed entry alcove below. The entrance will consist of a pair of partial glazed wood doors. The north door will be fixed in place. The doors are flanked by sidelights and a transom above. Painted decorative wood panels below the sidelights will continue the line of the adjacent bulkhead.

The north bay will retain the garage door for service access although the door's design will mimic the historical proportions and characteristics of the south storefront bay. The overhead door will incorporate glazing and wood trim to simulate the transom and storefront configuration. A waiver is requested for the overhead door. Although not original to the 1940s design, the north bay has functioned as access point for the building and was mentioned in the National Register of Historic Places inventory list dated 1987. The overhead door infill will not alter the overall massing. The door's design allows flexibility so at a later date if the building reverts back to retail, a storefront infill can be installed to match the south bay.

A building mounted, sign, replicating the historic character, form, materials and size illustrated in the 1940s photograph will be located above the Main entry.

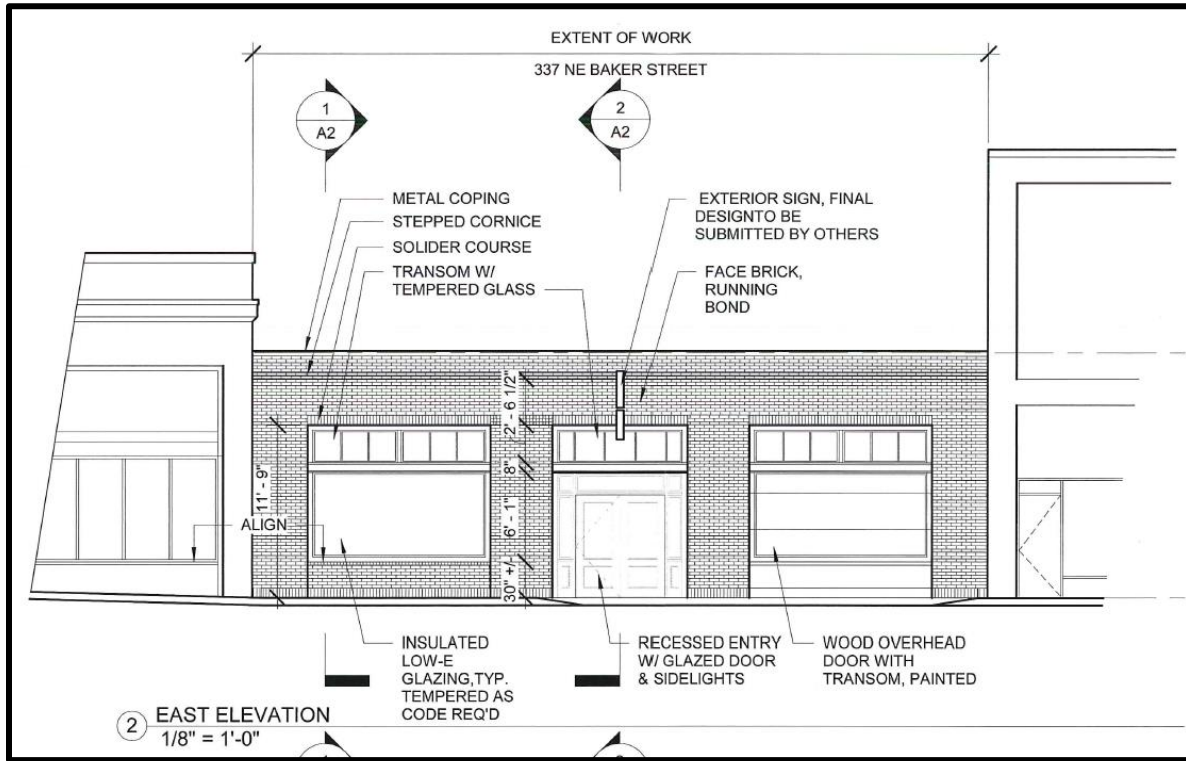
The 1940s photograph referenced by the applicant was provided to the City by the Yamhill County Historical Society, and can be seen below (note that the building in question is the one story building on the left hand side of the photograph):

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The applicant is proposing to restore the historic character of the building's façade, as discussed in more detail above. The proposed design for the façade can be seen below:



The Historic Landmarks Committee's responsibility regarding this type of application is to hold a public meeting to review the request to alter the structure. Property owner notices were provided to owners of property within 300 feet of the subject site, consistent with Section 17.65.070 of the McMinnville City Code. This also satisfied the property owner notification requirements required for the Downtown Design Review application. During the public meeting, the Historic Landmarks Committee Chair will provide an opportunity for public testimony on the applications.

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Certificate of Approval Review

In reviewing a request for an alteration of a historic resource, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.060(B) of the McMinnville City Code:

- (1) The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;

The City's historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

Goal III 2: To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville.

The purpose of the Historic Preservation chapter, in Section 17.65.010 of the McMinnville City Code, includes the following:

- (a) Stabilize and improve property values through restoration efforts;
- (b) Promote the education of local citizens on the benefits associated with an active historic preservation program;
- (c) Foster civic pride in the beauty and noble accomplishments of the past;
- (d) Protect and enhance the City's attractions for tourists and visitors; and
- (e) Strengthen the economy of the City.

The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to restore the existing historic building and restore the façade to its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The upgrades being proposed to the building will bring the building into compliance with building code requirements following the recent accident and damage, which will improve the property's value, safety, and structural stability. The proposal will result in a building that can be utilized for commercial uses, which will strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities for jobs in a building in the downtown core. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation chapter are satisfied by the proposal.

- (2) The following standards and guidelines:

- a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

The property has historically been used commercially, originally as an automobile service shop with some retail components. The original building façade had three distinct bays with storefront window systems. Over time, overhead doors were added to the building façade, likely to provide a means of egress for automobile servicing. The applicant provided a photo from circa 1940s that shows that the two storefront windows existed on each side of the center bay, which included the entry door. By the time of the nomination of the Downtown Historic District in 1987, two overhead doors were added to the building façade. Since that time, one of the overhead doors was removed, the center bay was converted to a storefront window, and the entry was created in the south bay.

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The current use of the property is as commercial office space, and the property owners intend to continue to use the property for commercial office space. The proposed alterations and restoration intend to restore the design of the building its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The proposed design is actually more consistent with the historic design and character of the building than the altered façade that existed prior to the recent accident and damage.

- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

This criteria describes the need to avoid the replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships. In this case, the building's original historic façade had been heavily altered over time, with the removal of storefront systems, addition of overhead service doors, and the relocation of the main entrance. More recently, on April 22, 2018, a passenger vehicle drove through the front wall of the building destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough and impacted structural components of the building, which required demolition of the façade for safety reasons. Therefore, the building's façade no longer exists.

Where these original materials or elements are now missing, the applicant is proposing to replace the distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. Specifically, the proposal includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

The applicant is proposing to retain an existing overhead door in the north bay. While this overhead door is not consistent with the circa 1940s design and historic character of the building, it did exist prior to the recent accident and damage that occurred to the building and provides functionality for the current business operations that take place within the building. The applicant is proposing to update the existing overhead door to be more compatible with the overall design of the restored building façade. To be more compatible, the door would be painted to be the same color as the other doors, windows, and trim, and is also shown to have a row of windows installed in one row of the overhead door to imitate the transom window design that will exist in the other two bays. This creates the appearance of a consistent transom window pattern across the entire façade.

The width of the overhead door will also be consistent with the south bay, which will include a storefront window. The brick pillars on each side of the door will be the same width as the brick pillars on each side of the storefront window in the south bay. The applicant has designed this to be consistent so that, in the future if the use of the building converts to a more traditional retail commercial use, the overhead door could be replaced with a storefront window system matching that in the south bay.

- c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

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As described in more detail above, the building and property has been heavily altered over time, and more recently was severely damaged. The building's original façade materials and features no longer exist. Therefore, the applicant is proposing to replace the distinctive features to match the historic character of the building in design, color, texture, and materials, as described in more detail above.

- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

As described in more detail above, the building and property has been heavily altered over time, and more recently was severely damaged. The original entrance to the building was in the center bay and was recessed. The original north and south bays had storefront window systems. Those features were changed, with the center bay being reconstructed into a storefront design but with an aluminum framed window system. The entrance to the building was moved to the south bay, but was not designed in such a way as to mimic the original design or a more traditional recessed entry to a commercial storefront. Therefore, the changes that had taken place on the building and property did not have any historical significance in their own right. In addition, the façade was severely damaged and no longer exists.

The applicant is proposing to replace distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

This criteria is not applicable, as there are no chemical or physical treatments proposed.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

The applicant has stated that they are not aware of any known archeological resources.

- i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

The applicant has argued that the proposed alterations can most closely be considered a "Rehabilitation" of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior's Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

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In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

However, in reviewing the proposed scope of work, staff believes that the more applicable treatment in the Secretary of the Interior's Standards for the Treatment of Historic Properties is the "Restoration" treatment. The restoration of a historic building as follows:

Restoration is the treatment that should be followed when the expressed goal of the project is to make the building appear as it did at a particular—and at its most significant—time in its history. The guidance provided by the Standards for Restoration and Guidelines for Restoring Historic Buildings is to first identify the materials and features from the restoration period. After these materials and features have been identified, they should be maintained, protected, repaired, and replaced, when necessary. [...]

While the project does include the reconstruction of the entire building façade, the "Reconstruction" treatment in the Secretary of the Interior's Standards for the Treatment of Historic Properties requires extensive research and documentation of the historic characteristics of a building. The Secretary of the Interior's Standards for the Treatment of Historic Properties specifically states the following:

[...]like restoration, reconstruction also involves recreating a historic building which appears as it did at a particular—and at its most significant—time in its history. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely and, thus, is the least frequently undertaken of the four treatments. Reconstructing a historic building should only be considered when there is accurate documentation on which to base it. [...]

Given the limited amount of historical information available, staff does not believe that this treatment is most applicable. The City and the applicant searched for additional documentation of the original design and character of the building. However, the only evidence that could be identified was the circa 1940s photograph that was obtained through the Yamhill County Historical Society. The Historical Society did not have any other photographic evidence of the subject property.

Some of the applicable restoration guidelines for treating masonry on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire masonry feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples can include a large section of a wall, a cornice, balustrade, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

As mentioned above, the applicant is proposing to replace distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the

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restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead.

Some of the applicable restoration guidelines for treating windows on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire window from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

Recommended Guideline: Recreating a missing window or window feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a hoodmold or shutter.

The applicant is proposing to install new wooden storefront windows on the south bay and partially glazed wood doors in the center bay. The doors will be flanked by sidelights and a transom. Both the south and center bay will also include a transom window system in a location consistent with the location as shown in the circa 1940s photograph of the building. The north bay, which currently houses an overhead door, will be updated with an overhead door that is painted wood, with windows along the top of the overhead door to simulate the transom and storefront configuration on the other two bays.

Some of the applicable restoration guidelines for treating entrances on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire entrance or porch from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

Recommended Guideline: Recreating a missing entrance or porch or its features that existed during the restoration period based on documentary and physical evidence; for example, duplicating a transom or porch column.

The proposed alterations would restore a recessed entrance in the center bay, which is consistent with the overall design that is evident in the circa 1940s photograph of the building. The historical photograph does not provide clear detail on the actual door from the historic period. Therefore, the applicant is proposing to include a partially glazed wood door system within the recessed area. The doors will include sidelights and a transom, which is similar to typical historical design of entry door systems.

- (3) The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;

The proposed alteration is reasonable, as the applicant intends to restore the existing building thereby providing continuity to the historic character of the surrounding Downtown Historic District. The current condition of the building, after the accident and the damage to the street-facing façade, requires the façade to be reconstructed. In its current damaged condition, it does not provide any benefit to the public interest. The restoration of the façade to be more consistent with the historical design and character, as

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described in more detail above, will be in the public's best interest as it restores the historic building and benefits the surrounding Downtown Historic District.

(4) The value and significance of the historic resource;

The historic resource is located within the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a secondary significant contributing property in the historic district. The overall intent of the proposed alterations and work are on the restoration of character defining historical features, including the exterior masonry, distinct and separated bays, wooden storefront window systems, transom windows, and a recessed entry.

(5) The physical condition of the historic resource;

The current condition of the building, after the accident and the damage to the street-facing façade, requires the façade to be reconstructed. The restoration of the façade to be more consistent with the historical design and character, as described in more detail above, will result in the improvement of the condition of the historic building, and will also benefit the overall, surrounding Downtown Historic District.

Downtown Design Review

In reviewing a request for an alteration or new construction to a building or property in the downtown design area, the Historic Landmarks Committee must base its decision on the design standards and guidelines in Chapter 17.59 (Downtown Design Standards and Guidelines) of the McMinnville City Code, and also on the following review criteria:

- (1) The City's historic preservation policies set forth in the Comprehensive Plan;
- (2) If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2)

The application for Downtown Design Review is consistent with both of those review criteria, as described above in the Certificate of Approval review.

The following design standards and guidelines in Chapter 17.59 are applicable to this request:

17.59.050 Building and Site Design.

A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

The existing building is currently constructed with a zero setback from the property line and sidewalk, and the proposed design does not change that setback.

B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

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The proposed alterations will not change the buildings original massing or configuration. The configuration of the one story building will be more consistent with the historical design of the building, and will be similar to adjacent and nearby historic buildings on the same block.

2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

The existing building is 50 feet in width. Therefore, this standard is not applicable.

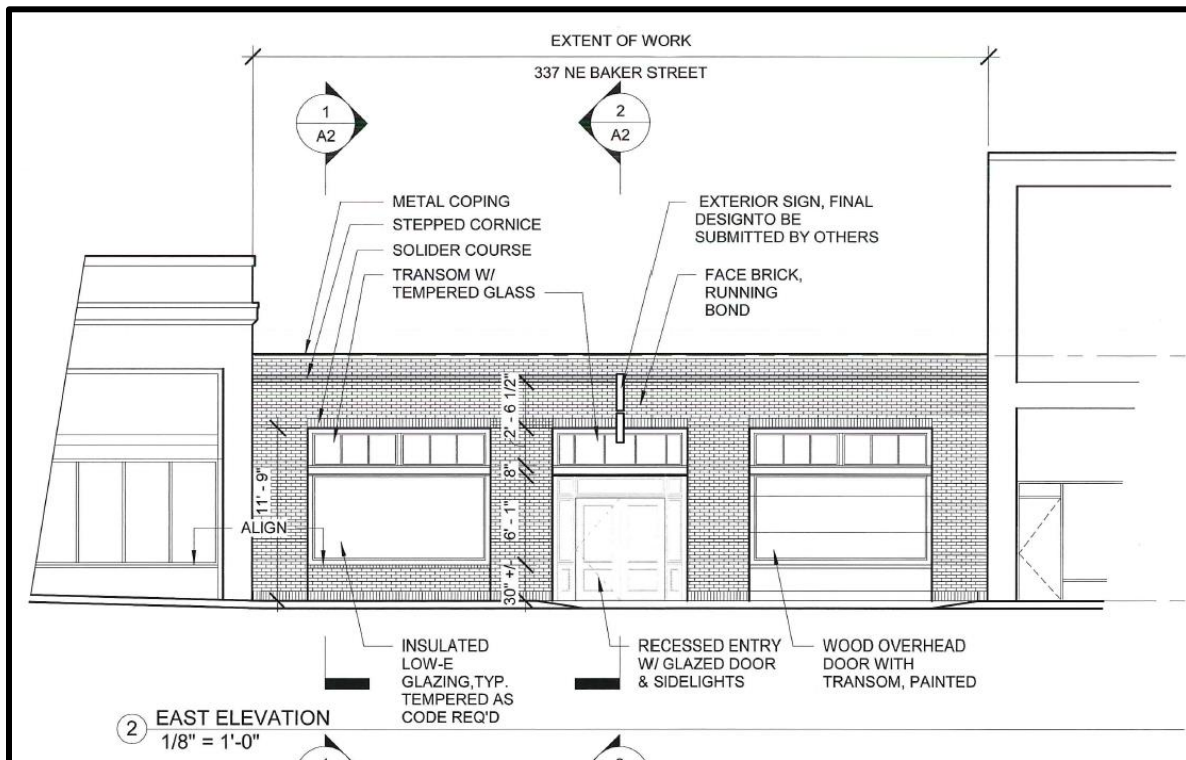
3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
 - a. A belt course separating the upper stories from the first floor;
 - b. A bulkhead at the street level;
 - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
 - d. A recessed entry and transom with transparent door; and
 - e. Decorative cornice or cap at the roofline.

The proposed design meets most of the applicable storefront standards, other than the minimum 70 percent glazing requirement, which the applicant is requesting a design waiver from. That design waiver request will be discussed in more detail below.

The building is only one story, so the standard related to a belt course separating stories is not applicable. The design includes a masonry bulkhead at the street level, consistent in height with adjacent buildings and with the historic design as documented in a circa 1940s photograph of the building. The design includes a recessed entry with transom windows, partially glazed doors, and sidelights on each side of the doors. The cap of the building will include a single stepped masonry cornice, consistent with the historic design as documented in a circa 1940s photograph of the building. The proposed design, which incorporates these features, can be seen below:

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4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

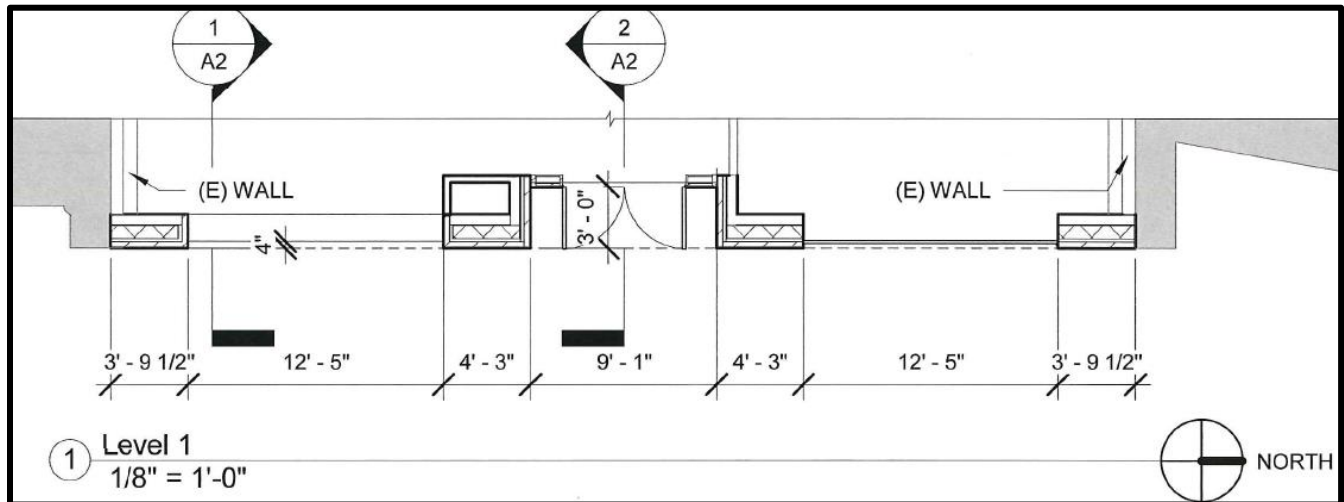
The proposed alterations will not change the roof lines of the original structure, which is flat and consistent with the rooflines of adjacent buildings.

5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

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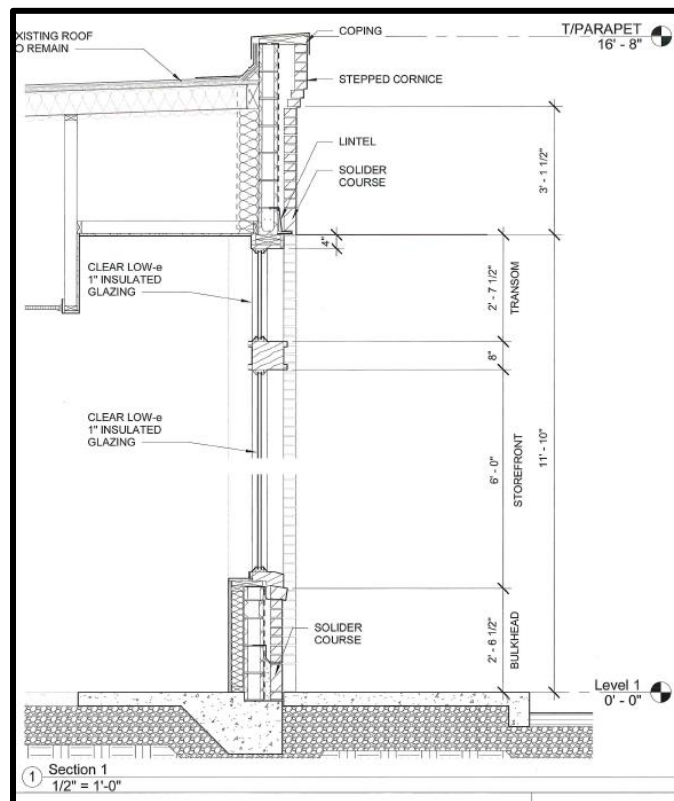
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The proposed design includes the relocation of the primary entrance to the building to the center bay, consistent with the historic design of the building as documented in a circa 1940s photograph of the building. The entrance will be recessed three feet, and will open on to the public right-of-way as the building is constructed with a zero setback up to the property line. The recessed entry can be seen below:



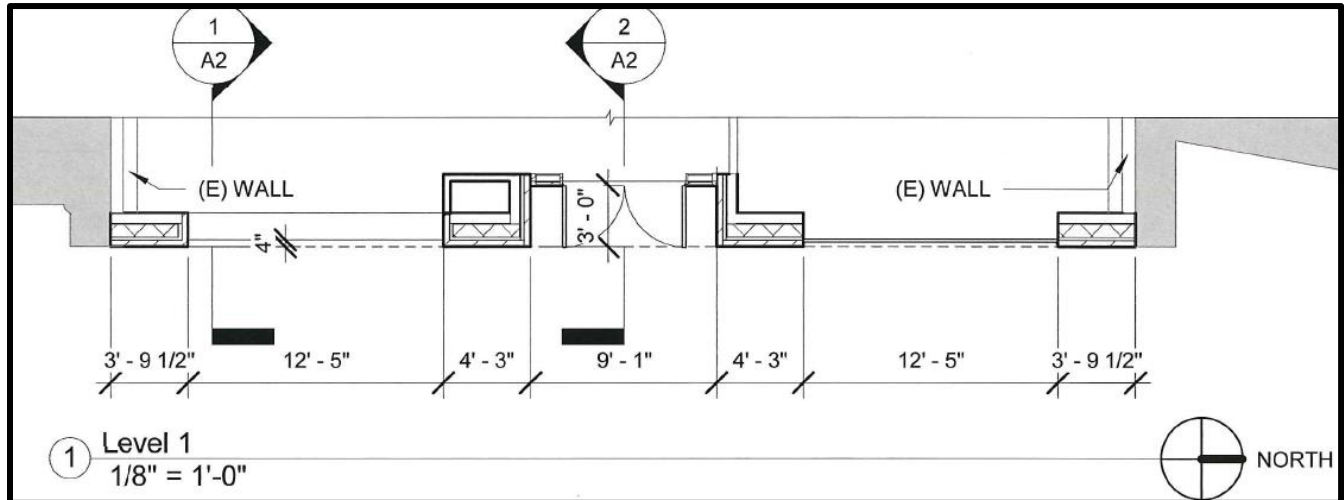
6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

The windows are proposed to be recessed by 4 inches from the outer wall. The recessed windows are shown in the drawings below:



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7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

The applicant is proposing to replace distinctive features to match the historic character and architecture of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

The proposed design includes a masonry bulkhead that will for a base from the public sidewalk up to the lower windowsills.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

The proposed design includes the restoration of a brick façade, with other features being painted wood windows and doors.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;
 - d. Corrugated metal panels;
 - e. Plywood sheathing, to include wood paneling such as T-111;

Attachments:

Certificate of Approval (HL 8-18) and Downtown Design Review (DDR 8-18) Applications
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- f. Plastic sheathing; and
- g. Reflective or moderate to high grade tinted glass.

The applicant is not proposing to use any of the listed prohibited exterior building materials.

- 3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

The main portion of the façade will be brick, which will be of a neutral, earth tone color. Other portions of the building, including the wood windows, doors, overhead door, and trim will be neutral, earth tone colors as well. The application materials include color swatches, which show a tan (Castaway Beach) color and a green-grey (Everlasting Sage) color.

17.59.070 Awnings.

- A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows exist, awning placement shall be above or over the transom windows where feasible.
- B. Awnings shall be placed between pilasters.
- C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.
- D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.
- E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.
- F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited.

The proposal does not include any awnings, so these standards are not applicable.

17.59.080 Signs.

- A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

The proposal includes the use of a building-mounted, flag type sign, which will project from the building wall in a similar location and size as the sign that existed in the circa 1940s photograph of the building.

- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.

Only one business is proposed to occupy the ground floor of the building with this proposal.

- C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

No wall signs are included in this proposal. The building-mounted, flag-type sign is located in a traditional location, above the primary entrance to the building and above the transoms on the center bay.

- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

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The proposed signage is much less than the maximum amount of signage allowed. Based on the 50 foot frontage, the property could have up to 75 square feet of signage. The proposed design does not include specific details on the size and style of the sign. Therefore, a condition of approval is suggested to require that the final plans for the signage be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- E. The use of the following are prohibited in the downtown area:
1. Internally-lit signs;
 2. Flashing signs
 3. Pedestal signs and pole-mounted signs;
 4. Portable trailer signs;
 5. Cabinet-type plastic signs;
 6. Billboards of all types and sizes;
 7. Historically incompatible canopies, awnings, and signs;
 8. Signs that move by mechanical, electrical, kinetic or other means; and,
 9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

None of the prohibited types of signs are being proposed.

Waiver of Downtown Design Standard – Storefront Glazing

The applicant is requesting a waiver to the standards of Section 17.59.050(B)(3)(c), which is the standard that requires a minimum of 70 percent glazing below the transom line. The Historic Landmarks Committee may approve a waiver to any standard contained in Chapter 17.59 of the McMinnville City Code if it can be found that the request meets the following review criteria, as described in Section 17.59.040(A)(3):

- A. There is a demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

The overall proposed alteration and restoration work is being driven by the need to reconstruct the building's façade after severe damage occurred on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. Prior to the accident and damage, the building had included an overhead door that provided utility access into the building for loading and unloading of supplies and equipment. The current business operating at this location uses this overhead door for their business operations. Given that the overhead door was existing and is required for the current business operations, the applicant is requesting a waiver to allow for the overhead door to remain and for the minimum 70 percent glazing requirement to be waived.

- B. There is demonstrable evidence that the alternative design accomplishes the purpose of this chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein;

The applicant is proposing to update the existing overhead door to be more compatible with the overall design of the restored building façade. To be more compatible, the door would be painted to be the same color as the other doors, windows, and trim, and is also shown to have a row of windows installed in one row of the overhead door to imitate the transom window design that will exist in the other two bays. This creates the appearance of a consistent transom window pattern across the entire façade.

The width of the overhead door will also be consistent with the south bay, which will include a storefront window. The brick pillars on each side of the door will be the same width as the brick pillars on each

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side of the storefront window in the south bay. The applicant has designed this to be consistent so that, in the future if the use of the building converts to a more traditional retail commercial use, the overhead door could be replaced with a storefront window system matching that in the south bay.

The building façade is shown below, both as it existed prior to the damage and accident and as proposed:



- C. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this chapter.

The proposed design is the minimum requested waiver to alleviate the difficulty of meeting the seventy percent glazing requirement. The overhead door will remain in its existing configuration, and will not be increased in size. The other areas of the building façade below the transoms will be mostly glazing,

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*Certificate of Approval (HL 8-18) and Downtown Design Review (DDR 8-18) Applications
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and have been designed to match the historic design and architectural features of the building, as documented in a circa 1940s photograph of the building. This includes the storefront window in the south bay, more transparent doors in the center bay with sidelights and transoms, as well as the overall transom window system that will exist across the entire façade. The intent to match the circa 1940s design and architecture, along with the retention of the overhead door, result in the waiver request being the minimum necessary.

Fiscal Impact:

None.

Committee Options:

- 1) **APPROVE** the applications, providing findings of fact for the required demolition review criteria.
- 2) **APPROVE** the applications **WITH CONDITIONS**, providing findings of fact for the required demolition review criteria.
- 3) **DENY** the applications, providing findings of fact for the denial in the motion to deny.

Recommendation/Suggested Motion:

Staff recommends that the Historic Landmarks Committee approve the Certificate of Approval application (HL 8-18) with the following condition of approval.

1. That the applicant shall submit building permit applications prior to completing any work, and that the construction plans submitted with the building permit applications be consistent with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.

Staff also recommends that the Historic Landmarks Committee approve the Downtown Design Review application (DDR 8-18) with the following condition:

1. That the applicant shall submit final design plans to the Planning Department for any building signage to be approved by the Planning Director prior to the installation of any signage. The signage shall be consistent, in terms of location, style, and size, with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.

Suggested Motion:

Staff suggests that the Historic Landmarks Committee make the following motion to approve the Certificate of Approval application:

THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE CERTIFICATE OF APPROVAL TO ALLOW THE ALTERATION OF THE HISTORIC BUILDING AT 337 NE BAKER STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Downtown Design Review application:

Attachments:

*Certificate of Approval (HL 8-18) and Downtown Design Review (DDR 8-18) Applications
Decision Documents for Application HL 8-18 and Application DDR 8-18*

THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE EXTERIOR ALTERATIONS AND DESIGN WAIVER FOR THE HISTORIC BUILDING AT 337 NE BAKER STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.

CD:sjs



Planning Department

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

www.mcminnvilleoregon.gov

Office Use Only:

File No. HL 8-18

Date Received 7-3-18

Fee \$0

Receipt No. N/A

Received by CD

Certificate of Approval (Alteration)

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☒ Agent ☐ Other _____

Applicant Name TM Rippey Consulting Eng. Phone 503-443-3900

Contact Name Ralph Turnbaugh Phone 503-443-3900
(If different than above)

Address 7650 SW Beveland St., Suite 100

City, State, Zip Tigard, Or 97223

Contact Email rturnbaugh@tmrippy.com

Property Owner Information

Property Owner Name Larry Cummings Phone 503-434-2456
(If different than above)

Contact Name _____ Phone _____

Address 331 NE Baker St / 337 NE Baker St

City, State, Zip McMinnville, Or 97128

Contact Email Larry@Primisys.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 331 NE Baker St / 337 NE Baker St

Assessor Map No. R4420 - AD - 07600 Total Site Area 3,000 sf

Subdivision _____ Block 8 Lot 2

Comprehensive Plan Designation Commerical Zoning Designation C-3

1. What is the classification of the historic building? Secondary Significant Contributing
2. Architect Name Moore Architecture & Design, LLC Phone 503-784-5070
(Engineer or Other Designer)
Contact Name Linda Cameron Phone _____
Address 2327 Market St. Dr.
City, State, Zip Portland, Or
Contact Email linda@moorearchdesign.com
3. Contractor Name Oregon Home Improvement Phone 503-636-6248
Contact Name Nate George Phone _____
Address 17255 SW Pilkington Rd
City, State, Zip Lake Oswego, Or 97035
Contact Email ohi@ohico.com
4. The existing use of the property. Office - IT consulting services
5. The intended use of the property. Office - IT consulting services
6. Attach a written narrative that describes:
- A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);
Refer to Exhibit A for response.
 - B. How the proposed project meets the applicable Comprehensive Plan policies;
Refer to Exhibit B for response.
 - C. How the proposed project meets the applicable design standards and guidelines, which are as follows: Refer to Exhibit D for response.
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
 - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;

D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;

Refer to Exhibit D for response.

E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and

Refer to Exhibit D for response.

F. The physical condition of the historic resource, and how the condition relates to the proposed project.

Refer to Exhibit D for response.

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

☒ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.

Refer to Exhibit E for response.

☒ Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.

Refer to Exhibit E for response.

☒ Photographs and/or drawings of the existing structure.

Refer to Exhibit F photographs showing building during 1940s, prior to 4.22.2018 and current status.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.


Applicant's Signature

6/29/18
Date


Property Owner's Signature

7/3/18
Date



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
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Office Use Only:

File No. DDR 8-18

Date Received 7-3-18

Fee \$0

Receipt No. N/A

Received by CD

Downtown Design Standards & Guidelines Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☒ Agent ☐ Other _____

Applicant Name TM Rippey Consulting Eng. Phone 503-443-3900

Contact Name Ralph Turnbaugh Phone 503-443-3900
(If different than above)

Address 7650 SW Beveland St., Suite 100

City, State, Zip Tigard, Or 97223w

Contact Email rturnbaugh@tmrippy.com

Property Owner Information

Property Owner Name Larry Cummings Phone 503-434-2456
(If different than above)

Contact Name _____ Phone _____

Address 331 NE Baker St / 337 NE Baker St.

City, State, Zip McMinnville, Or 97128

Contact Email Larry@Primisys.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 331 NE Baker St / 337 NE Baker St.

Assessor Map No. R4 420 - AD - 07600w Total Site Area 3,000 sf

Subdivision _____ Block 8 Lot 2

Comprehensive Plan Designation Commerical Zoning Designation C-3

This request is for a:

☒ *Design Review*

☒ *Design Waiver*

1. Attach a written narrative that describes:

- A. The proposed project in detail, including descriptions of the architectural features and building materials being used;
Refer to Exhibit A for response.
- B. How the project meets the applicable downtown design standards and guidelines;
Refer to Exhibit C for response.
- C. How the project meets the historic preservation standards and guidelines (if applicable); and
Refer to Exhibit D for response.
- D. How the project will fit into the context of the downtown historic district.
Refer to Exhibit A for response & Exhibit D items #3 through #5.

2. As part of this application, is a waiver to the standards and guidelines of Chapter 17.59 being requested? If so, explain in detail how the criteria for waiving a standard or guideline as listed in Section 17.59.040(A) have been met (*attach additional pages if necessary*). _____

The application requests two waivers. The first waiver is for allowing the applicant to keep the pre-existing overhead door. The second waiver is to release the applicant from complying to the 70% glazing requirement per 17.59.050 (B)(3)(c) since the original design did not meet this requirement. Refer to Exhibit C item 17.59.030D - Review Process - Waiver Process for response.

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

- ☒ *A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size). For new construction or for structural modifications show the information listed in page one of the information sheet.*
- ☒ *Building and construction drawings including building elevations of all visible sides.*
- ☒ *A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.*
- ☒ *Photographs of the subject site and adjacent property.*
- ☐ *Other information deemed necessary by the Planning Director.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.


Applicant's Signature

6/29/18
Date


Property Owner's Signature

7/3/18
Date

Narrative for Certificate of Approval Application & Downtown Design Standards & Guideline Application

Please find additional narrative for:

- Project Overview (Exhibit A)
- Comprehensive Plan Policies (Exhibit B)
- Downtown Design Standards and Guidelines narrative (Exhibit C)
- Guidelines for Historic Preservation Narrative / SOI Standards for Rehabilitation for Rebuilt Façade (Exhibit D)
- Drawings: Site Plan & Architectural Drawings (Exhibit E)
- Photographs (Exhibit F)
- National Register of Historic Places inventory list dated 1987 (Exhibit G)

Exhibit A – Project Overview

The proposed project is limited to rebuilding the destroyed façade of 337 N Baker Street. The project's goal is to restore the façade to its previous historic character, as required by the City of McMinnville's Historic Preservation ordinances. Distinctive elements, materials, features and spatial relationships based on a circa 1940's photograph will be reconstructed. This photo is the oldest archived resource found which provides insight to the original 1928 design intent. Under the *Secretary of the Interior's Standards for Treatment of Historic Properties and Guidelines for the Preserving, Rehabilitating, Restoring and Reconstructing Historic Building*, this project has been evaluated under the lens of Rehabilitation standards since limited documentation was available to meet the criteria of Reconstruction standards.

History:

337 Baker Street is located in the Historic Downtown District of McMinnville. The property is classified as secondary significant contributing to the Historic District on the National Register of Historic Places.

Built in 1928, the building served as an automobile repair garage with retail space. The building is currently being used for commercial office space and has been serving in this capacity for over 25 years. The proposed renovation will not alter the character of the building nor alter its potential to be revert back to a retail space in the future.

Prior to the accident, the building had undergone several moderate renovations which consisted of replacement of the wood storefront assemblies to aluminum storefront, elimination of the clerestory transoms, relocation of entry door to south bay and adding a garage door in the north bay.

Existing Condition:

The main façade was damaged due to an accident on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough to require demolition of the façade for safety reasons. The original brick and structure on the east façade could not be saved. Currently the building's facade has temporary shoring and plywood cover.

Proposed Project in Detail

The construction will consist of replicating the building's original three bay design with a recessed center entry. The façade will be faced in a standard size red brick with a running bond pattern. Articulation of brick detailing will consist of a step cornice, a soldier course at the base of the building and above each bay opening.

Infill components at each bay will be recessed from the primary plane of the building. The south bay's painted wood storefront windows will sit on a brick bulkhead and have a divide transom above. The sill of the storefront will align with the adjacent 321 NE Baker Street building in order to give a sense of continuity to the streetscape.

The center bay will have a divided transom, aligned with the adjacent south bay transom, and a recessed entry alcove below. The entrance will consist of a pair of partial glazed wood doors. The north door will be fixed in place. The doors are flanked by sidelights and a transom above. Painted decorative wood panels below the sidelights will continue the line of the adjacent bulkhead.

The north bay will retain the garage door for service access although the door's design will mimic the historical proportions and characteristics of the south storefront bay. The overhead door will incorporate glazing and wood trim to simulate the transom and storefront configuration. A waiver is requested for the overhead door. Although not original to the 1940s design, the north bay has functioned as an access point for the building and was mentioned in the National Register of Historic Places inventory list dated 1987. The overhead door infill will not alter the overall massing. The door's design allows flexibility so at a later date if the building reverts back to retail, a storefront infill can be installed to match the south bay.

A building mounted sign, replicating the historic character, form, materials and size illustrated in the 1940s photograph will be located above the Main entry.

End of Section - Exhibit A

Exhibit B Comprehensive Plan Policies

Goal: To preserve and protect sites, structures, areas, and Objects of Historical, Cultural, Architectural, or archeological significance to the City of McMinnville.

Comprehensive Plan Policy: 15.00 The City of McMinnville shall establish a program for the identification and preservation of significant sites, structure, objects and areas.

Finding: The applicant is filing under the established program set by the City of McMinnville to preserve significant sites, structure, objects and areas. The goal of the proposed project is to restore the façade to its previous historic character, by use of distinctive elements, materials, features and spatial relationships based on a circa 1940s photograph (Exhibit F).

Comprehensive Plan Policy: 16.00 The City of McMinnville shall support special assessment programs as well as federal grants-in-aid programs and other similar legislation in an effort to preserve structures, sites, objects, or areas of significance to the City.

Finding: The applicant will be applying for the McMinnville Urban Renewal Agency's Façade Improvement Grant to help replicate a building sign. The design is based on the historic 1940s photograph.

Comprehensive Plan Policy: 17.00 The City of McMinnville shall enact interim measures for protection of historic sites and structures. Those measures are identified in the McMinnville Comprehensive Plan, Volume I, Chapter III.

Finding: The program is applying for approval under chapter 17.59 Downtown Design Standards and Guidelines along with Chapter 17.65 Historic Preservation.

End of Section - Exhibit B

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Exhibit C Downtown Standards and Guidelines Narrative

The following is our responses to how the building design complies with the Downtown Design Standards and Guidelines chapter the McMinnville Zoning Ordinance:

17.59.030 D– Review Process – Waiver Process

17.59.030 D: A guideline or standard contains in this ordinance may be waived as part of the design review process when it can be demonstrated that the proposed design satisfies or exceeds the downtown design goals and objectives of this ordinance.

Overhead door at north bay

Finding: Overhead door at north bay waiver meets waiver requirements.

A waiver is requested to maintain the overhead door location at the north bay of the building. Although not original to the 1940s design, the north bay has functioned as an access point for the building and was mentioned in the National Register of Historic Places inventory list dated 1987, refer to Exhibit G.

Prior to the accident there was a garage door located in this bay along with a curb for vehicle access. The vehicle access is crucial to the Owner's business and is required for the purpose of loading and unloading large computer equipment.

The door's design will mimic the historical proportions and characteristics of the south storefront bay. The overhead door will incorporate glazing and wood trim to simulate the transom and storefront configuration. The overhead door infill will not alter the overall massing. The door's design allows flexibility so a storefront infill can be installed to match the south bay, if the building at a later date reverts back to retail.

17.59.050 (B)(3)(c): Storefronts

Finding: The proposed design does not meet this requirement thus requests a waiver from this requirement is requested. The original storefront configuration did not meet the 70% glazing. The proposed elevation is consistent with the SOI Guidelines for Historic Preservation by preserving the building's proportion in relation to the storefront glazing verses the brick piers.

17.59.050 – Building and Site Design

17.59.050 (A)(1): Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.

Finding: The building is currently meets this requirement and proposed design does not change to setback.

17.59.050 (A)(2): Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

Finding: Not applicable. No exception requested.

17.59.050(B)(1): Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

Finding: The massing remains unchanged. The configuration of the first level reverts back to the original design by locating the entry to the center recessed bay. The building is compatible with the adjacent buildings thus meeting the criteria.

Building is not located at a street corner or intersection therefore the two story does not apply.

17.59.050 (B)(2): Where buildings will exceed the historical sixty feet in width, the facade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

Finding: The existing building is 50'-0" wide thus not applicable. No exception required.

17.59.050 (B)(3)(a): Storefronts....should include the basic features of a historic storefront, to include a belt course separating the upper stories from the first floor.

Finding: Not applicable. Building is only one story.

17.59.050 (B)(3)(b): Storefrontsshould include the basic features of a historic storefront, to include a bulkhead at the street level.

Finding: The proposed design meets this requirement by restoring a brick bulkhead in the south bay as shown in the 1940 image.

The two-wood overhead door are referenced in the original inventory of historic resources on the downtown for 337 Baker Street. Only one garage door will be retained in the north bay for service access as allowable per the SIO standards for Rehabilitation. This access is required due to the nature of the current Owner's business. The alteration from the 1928 design preserve the historic character of the building by creating the bulkhead feature via wood trim.

17.59.050 (B)(3)(c): Storefrontsshould include the basic features of a historic storefront, to include a minimum of seventy (70) percent glazing below the transom line of at least eight feet

above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;

Finding: The proposed design does not meet this requirement. The original storefront configuration did not meet the 70% glazing. A waiver is requested for this standard. The proposed elevation is consistent with the OSI Guidelines for Historic Preservation by preserving the building's proportion in relation to the storefront glazing verses the brick piers.

17.59.050 (B)(3)(d): Storefrontsshould include the basic features of a historic storefront, to include a recessed entry and transom with transparent door.

Finding: The proposed design meets this requirement by restoring the entry to the center bay, providing wooden storefront windows with transoms above and wood door with glazed light.

17.59.050 (B)(3)(e): Storefrontsshould include the basic feature of a decorative cornice or cap at the roofline.

Finding: The proposed design meets this requirement by rebuilding the single stepped cornice.

17.59.050 (B)(4): Storefrontsshould include orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Finding: This requirement is met. No change to roof line, refer to architectural elevation in Exhibit E, sheet A1.

17.59.050 (B)(5): The primary entrance to a building shall open on to the public right-of- way and should be recessed.

Finding: This requirement is met. Entry door is recessed and located along NE Baker Street, refer to response 17.59.50(B)(3)(d).

17.59.050 (B)(6): Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

Finding: This requirement is met. The windows are recessed with in the 3 bays, refer to architectural elevation in Exhibit E, sheet A1.
Building is one story so upper floor window orientation is not applicable.

17.59.050 (B)(7): The scale and proportion of altered or added building elements, such as new

windows or doors, shall be visually compatible with the original architectural character of the building.

Finding: No change to windows or doors. No additional elements added. Elements are replicating the scale and proportions documented in the 1940s historic photograph. Not applicable.

17.59.050 (B)(8): Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

Finding: This requirement is met. The building's base will be brick veneer, refer to architectural elevation in Exhibit E, sheet A1.

Section 17.59.50(C) - Building Materials.

Section 17.59.50(C)(1) Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

Finding: This requirement is met. The building's façade's main material will be running bond red brick with painted wood accent panels at entry.

Section 17.59.50(C)(2) The following materials are prohibited for use on visible surfaces (not applicable to residential structure):

- a. Wood, vinyl, or aluminum siding;
- b. Wood, asphalt, or fiberglass shingles;
- c. Structural ribbed metal panels;
- d. Corrugated metal panels;
- e. Plywood sheathing, to include wood paneling such as T-111;
- f. Plastic sheathing; and
- g. Reflective or moderate to high grade tinted glass.

Finding: This requirement is met. None of the above-mentioned materials will be used.

Section 17.59.50(C)(3) Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the facade of the building are prohibited except as may be approved for building trim. (Ord. 4797 §1, 2003).

Finding: This requirement is met. The colors to be used are Miller Paint:

- Main color: Everlasting Sage 0422
 - Accent color: Castaway Beach 0330
- Refer to Exhibit E, sheet A3 for color swatches

above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;

Finding: The proposed design does not meet this requirement. The original storefront configuration did not meet the 70% glazing. A waiver is requested for this standard. The proposed elevation is consistent with the OSI Guidelines for Historic Preservation by preserving the building's proportion in relation to the storefront glazing verses the brick piers.

17.59.050 (B)(3)(d): Storefrontsshould include the basic features of a historic storefront, to include a recessed entry and transom with transparent door.

Finding: The proposed design meets this requirement by restoring the entry to the center bay, providing wooden storefront windows with transoms above and wood door with glazed light.

17.59.050 (B)(3)(e): Storefrontsshould include the basic feature of a decorative cornice or cap at the roofline.

Finding: The proposed design meets this requirement by rebuilding the single stepped cornice.

17.59.050 (B)(4): Storefrontsshould include orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Finding: This requirement is met. No change to roof line, refer to architectural elevation in Exhibit E, sheet A1.

17.59.050 (B)(5): The primary entrance to a building shall open on to the public right-of- way and should be recessed.

Finding: This requirement is met. Entry door is recessed and located along NE Baker Street, refer to response 17.59.50(B)(3)(d).

17.59.050 (B)(6): Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

Finding: This requirement is met. The windows are recessed with in the 3 bays, refer to architectural elevation in Exhibit E, sheet A1.
Building is one story so upper floor window orientation is not applicable.

17.59.050 (B)(7): The scale and proportion of altered or added building elements, such as new

windows or doors, shall be visually compatible with the original architectural character of the building.

Finding: No change to windows or doors. No additional elements added. Elements are replicating the scale and proportions documented in the 1940s historic photograph. Not applicable.

17.59.050 (B)(8): Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

Finding: This requirement is met. The building's base will be brick veneer, refer to architectural elevation in Exhibit E, sheet A1.

Section 17.59.50(C) - Building Materials.

Section 17.59.50(C)(1) Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

Finding: This requirement is met. The building's façade's main material will be running bond red brick with painted wood accent panels at entry.

Section 17.59.50(C)(2) The following materials are prohibited for use on visible surfaces (not applicable to residential structure):

- a. Wood, vinyl, or aluminum siding;
- b. Wood, asphalt, or fiberglass shingles;
- c. Structural ribbed metal panels;
- d. Corrugated metal panels;
- e. Plywood sheathing, to include wood paneling such as T-111;
- f. Plastic sheathing; and
- g. Reflective or moderate to high grade tinted glass.

Finding: This requirement is met. None of the above-mentioned materials will be used.

Section 17.59.50(C)(3) Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the facade of the building are prohibited except as may be approved for building trim. (Ord. 4797 §1, 2003).

Finding: This requirement is met. The colors to be used are Miller Paint:

- Main color: Everlasting Sage 0422
 - Accent color: Castaway Beach 0330
- Refer to Exhibit E, sheet A3 for color swatches

17.59.060 Surface Parking Lots.

Finding: This entire section is met. There are no new parking lots proposed for this building. Scope of work limited to rebuilding Building's main façade.

17.59.070 Awnings.

Finding: This entire section is met. There are no awnings proposed for this building.

17.59.080 Signs.

Section 17.59.080 (A): The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

Finding: This section is met. A building mounted sign, replicating the historic character, form, materials and size illustrated in the 1940s photograph will be located above the Main entry, Refer to Exhibit E, sheet A2 for sign design.

Section 17.59.080(B) Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single. panel.

Finding: Only one company occupies the property so requirement is currently not applicable. If at a later date, this situation changes, than the above mention ordinance will be followed.

Section 17.59080(C): Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

Finding: No wall signs are proposed at this time so requirement is currently not applicable. If at a later date, this situation changes, than the above mention ordinance will be followed.

Section 17.59.080(D) For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

Finding: This entire section is met. The proposed sign will not exceed the maximum of 75'-0" based on the 50'-0" length of the building's frontage.

Section 17.59.080(E) The use of the following are prohibited in the downtown area:

1. Internally-lit signs;
2. Flashing signs

3. Pedestal signs and pole-mounted signs;
4. Portable trailer signs;
5. Cabinet-type plastic signs;
6. Billboards of all types and sizes;
7. Historically incompatible canopies, awnings, and signs;
8. Signs that move by mechanical, electrical, kinetic or other means; and,
9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

Finding: This requirement is met. None of the above-mentioned signs will be used

End of Section - Exhibit C

Exhibit D – Guidelines for Historic Preservation Narrative

17.65.060 Exterior Alteration or Remodeling Standards for Rehabilitation

2a A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships.

Finding: The property is currently operating as a commercial office space which is compatible with original use. The original use was an automobile service shop with a retail component. Both uses are allowed under the C-3 zoning designation. The exterior façade will be rebuilt using the historic 1940's image to reconstruct distinctive materials, features and spatial relationships.

2b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Finding: The building's original façade no longer exists due to an accident that destroyed the street façade. The original materials were unable to be salvaged. In lieu of where original materials or elements are missing, the proposed design will replace the distinctive features to match the old in design, color, texture and materials. The features of the proposed façade are based on the historic photo from circ 1940's. Specific elements recorded in the National Register of Historic Preservation are the following:

- Brick façade
- Single stepped cornice
- Recessed entrance
- Three bays
- Brick bulkhead

2c Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

Finding: As described above, the building's original façade no longer exists. The proposed design's objective is to replicate the façade back to its previous state based on the historic photo from circ 1940's.

2d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Finding: The proposed façade design is based on the historic photo from circ 1940's. No changes to the facade after the 1940's period have acquired historic significances.

2e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

Finding: As described above, the objective is to rebuild the façade by replicating the distinctive materials, features and finishes back to the documented 1940's image.

2f The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

Finding: The building's original façade no longer exists. The proposed design's objective is to replicate the façade back to its previous state based on the historic photo from circa 1940's. New material will match the old in composition, design, color and texture.

2g Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Finding: This requirement is met by repairing existing intact adjacent structure and materials using approved methods as outlined in the SOI Standards for Rehabilitation, where appropriate.

2h Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Finding: There is no known archeological resources.

2i The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

Finding: This requirement is by following the SOI's Guidelines for Historic Preservation as they apply to Rehabilitation as a Treatment.

3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;

Finding: The use of this structure has not changed in 25 years and is similar to the original use. The building must rebuild its missing façade. In its current condition, it does not contribute to the public's interest as a historic resource and does not meet the secondary significant contributing designation qualifications. Once the reconstruction of the façade occurs, it will give continuity to the historic streetscape.

4. The value and significance of the historic resource; and

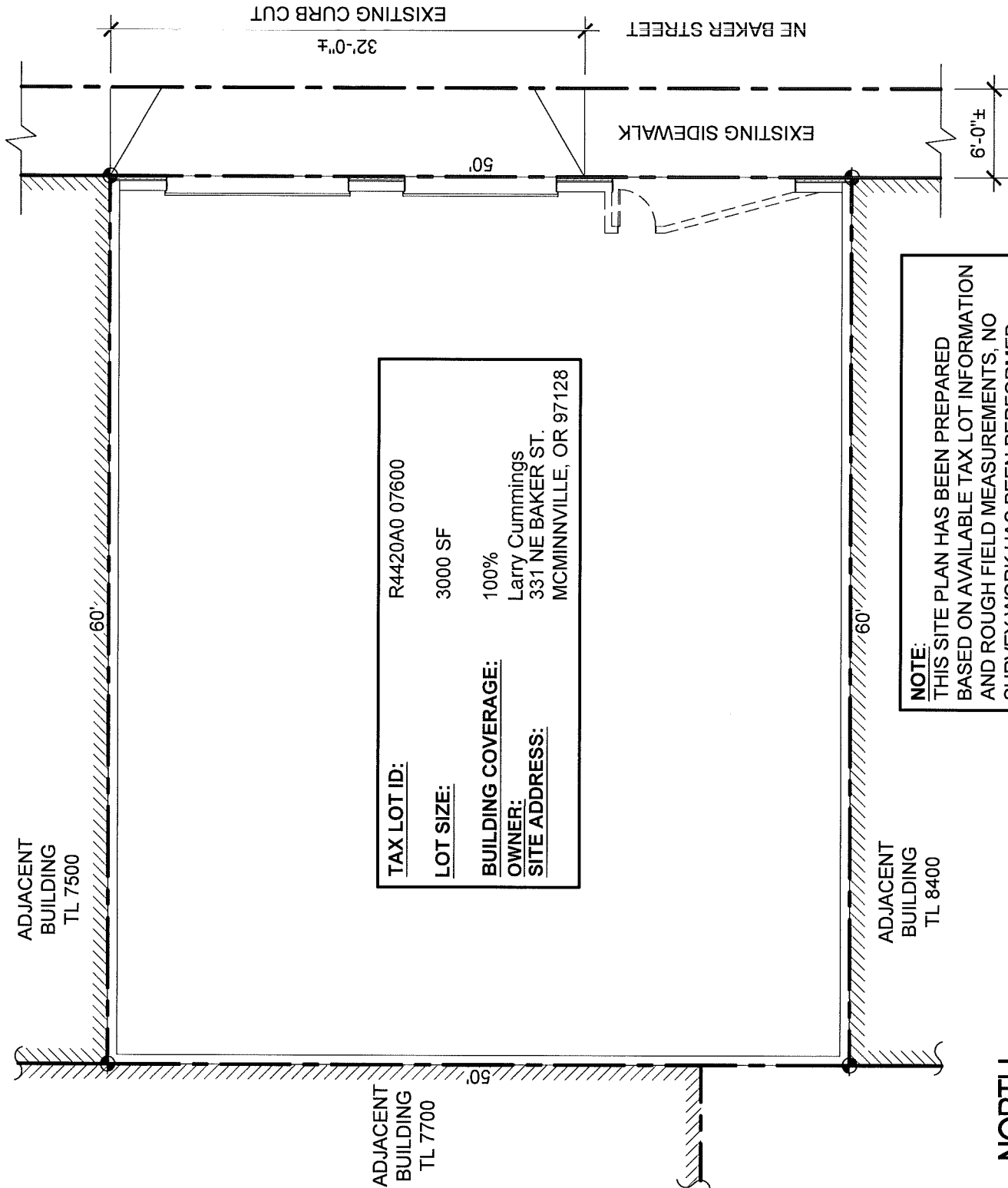
Finding: This building is designated as a secondary significant contributing and once the proposed design is implemented will provide a closer historical insight to what the original streetscape looked like in the 1940s.

5. The physical condition of the historical resource.

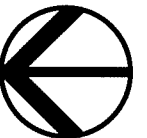
Finding: The current condition finds the building to be absent a main façade, thus it is in poor condition, as mentioned above, once the reconstruction of the 1940s façade occurs, the condition of the resource be able to maintain the secondary significant contributing designation.

End of Section - Exhibit D

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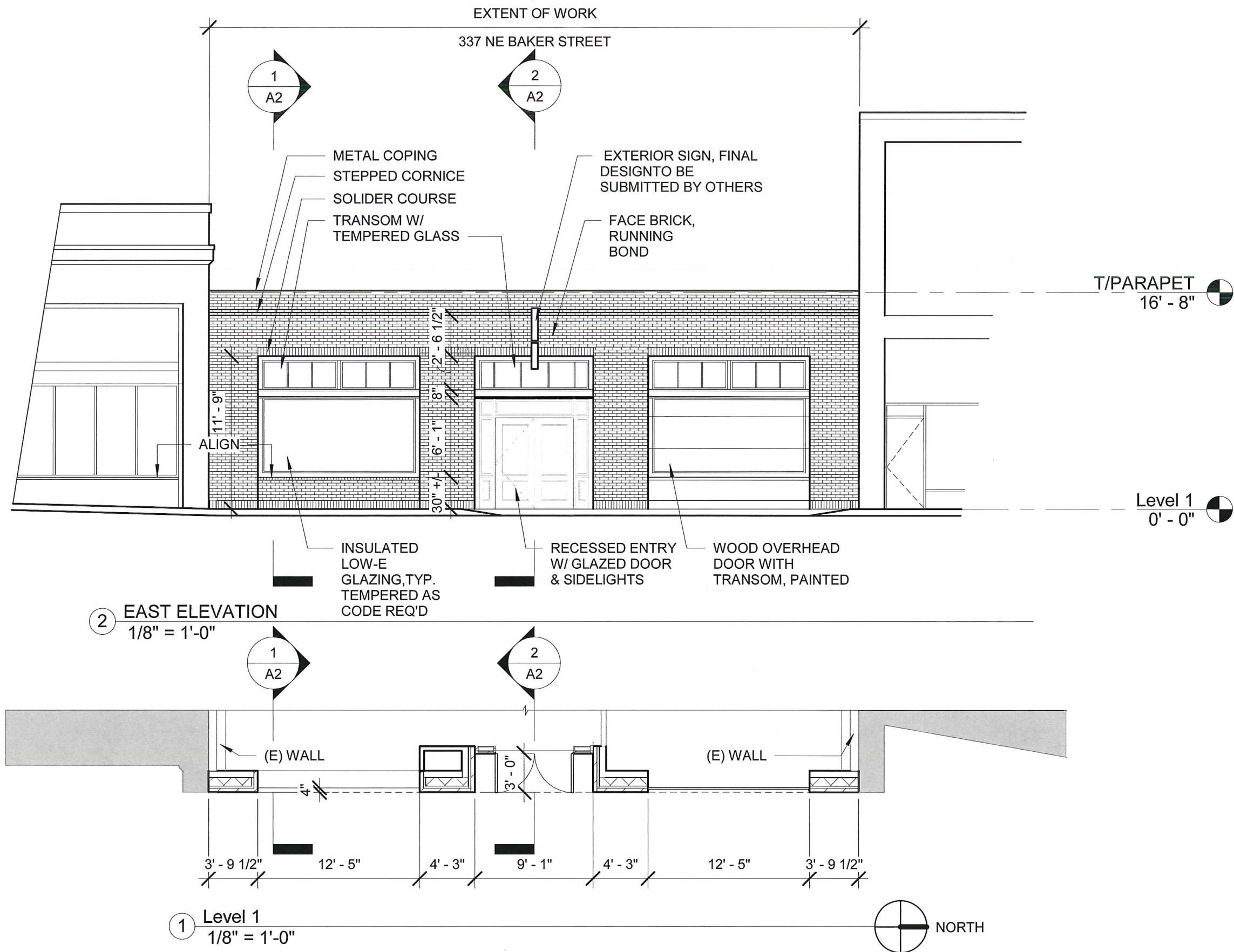
NORTH



1
S1.0

SITE PLAN

SCALE: 1" = 10'-0"



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Email: moorearchdesign.com

337 NE Baker St

337 NE Baker Street / McMinnville, Oregon 97128

EXHIBIT E

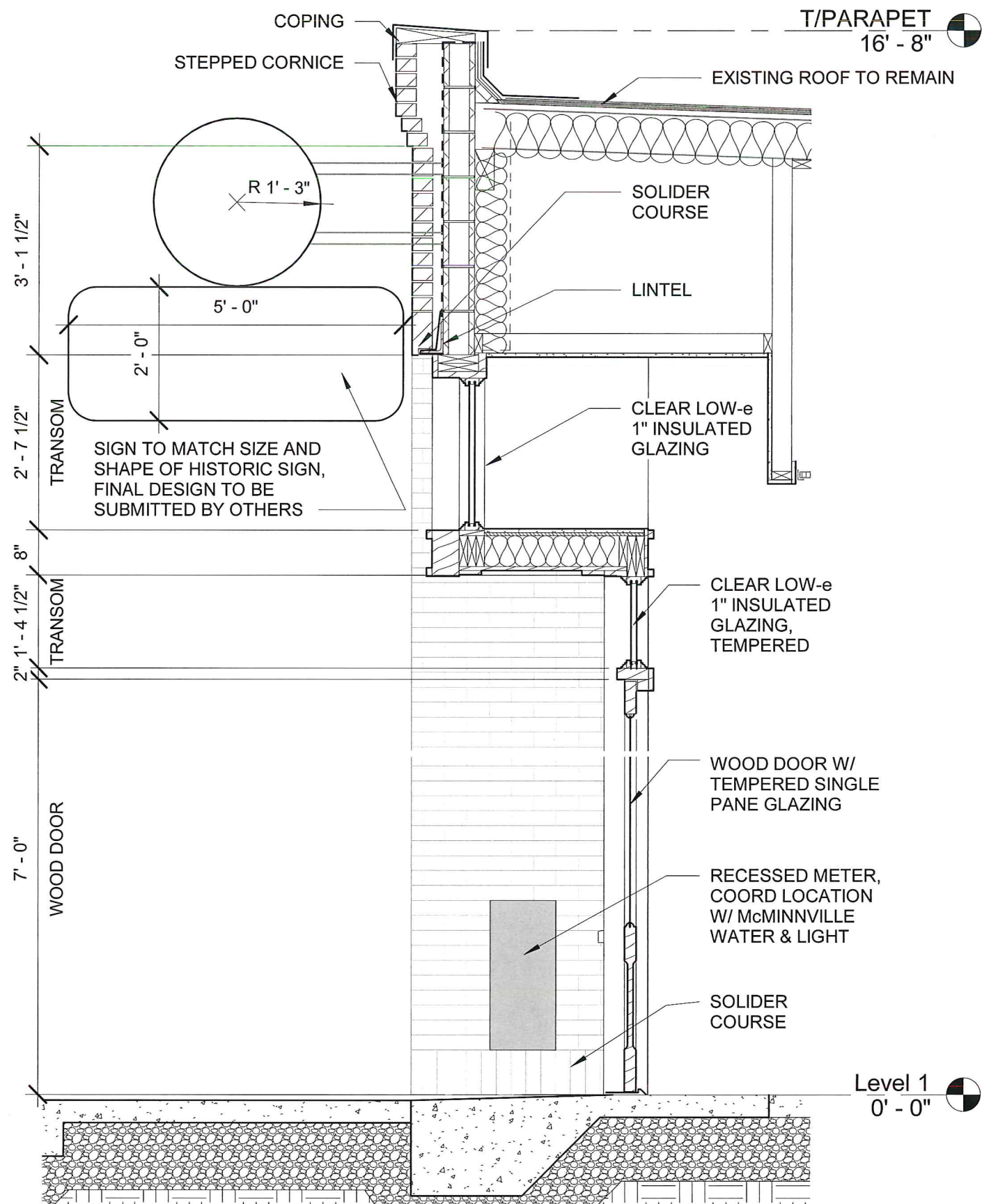
FOR REFERENCE ONLY - NOT FOR CONSTRUCTION

HISTORIC REVIEW

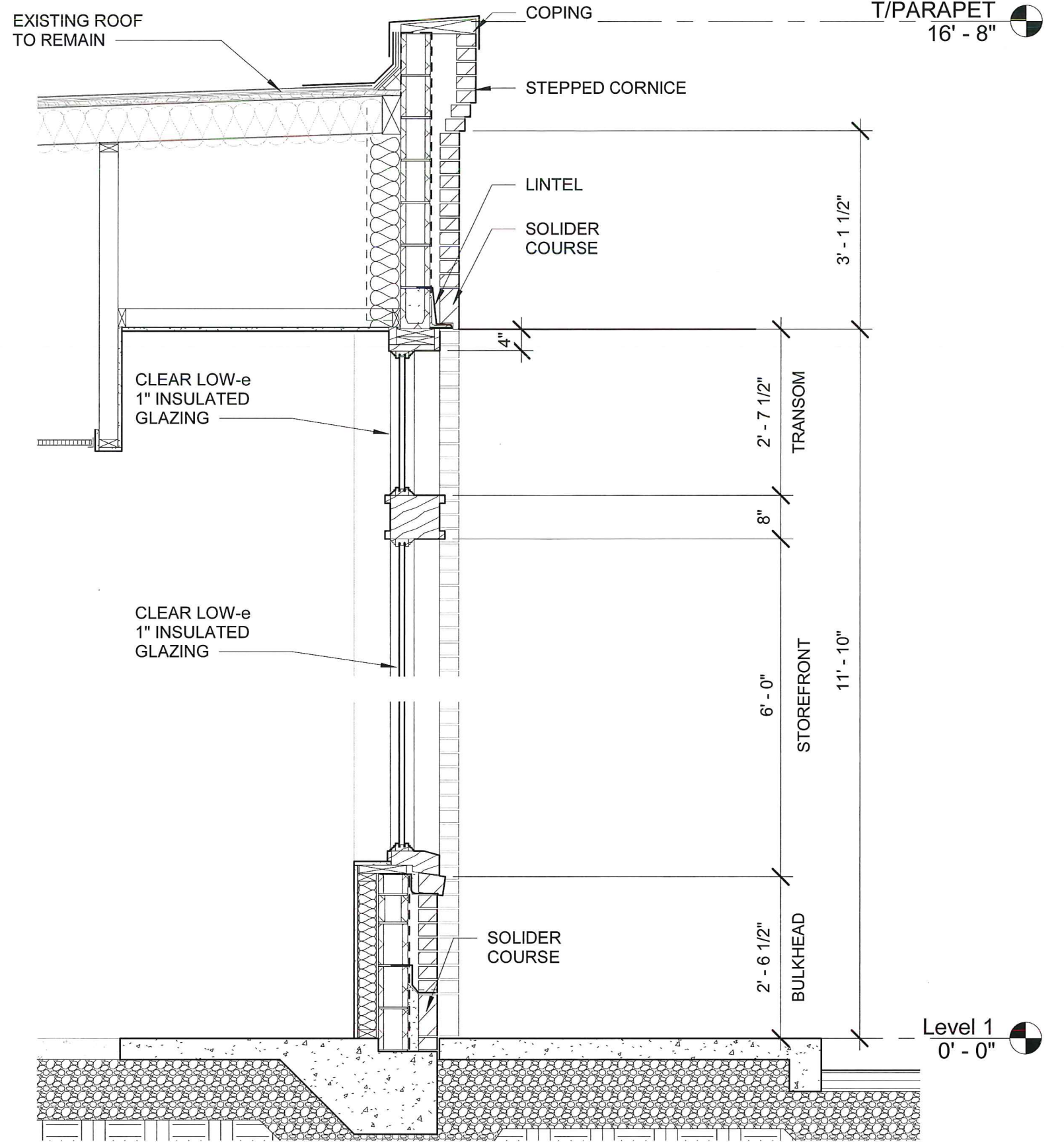
06/28/18

Sheet No.

A1



2 Section 2
1/2" = 1'-0"



1 Section 1
1/2" = 1'-0"

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EXHIBIT E

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HISTORIC REVIEW

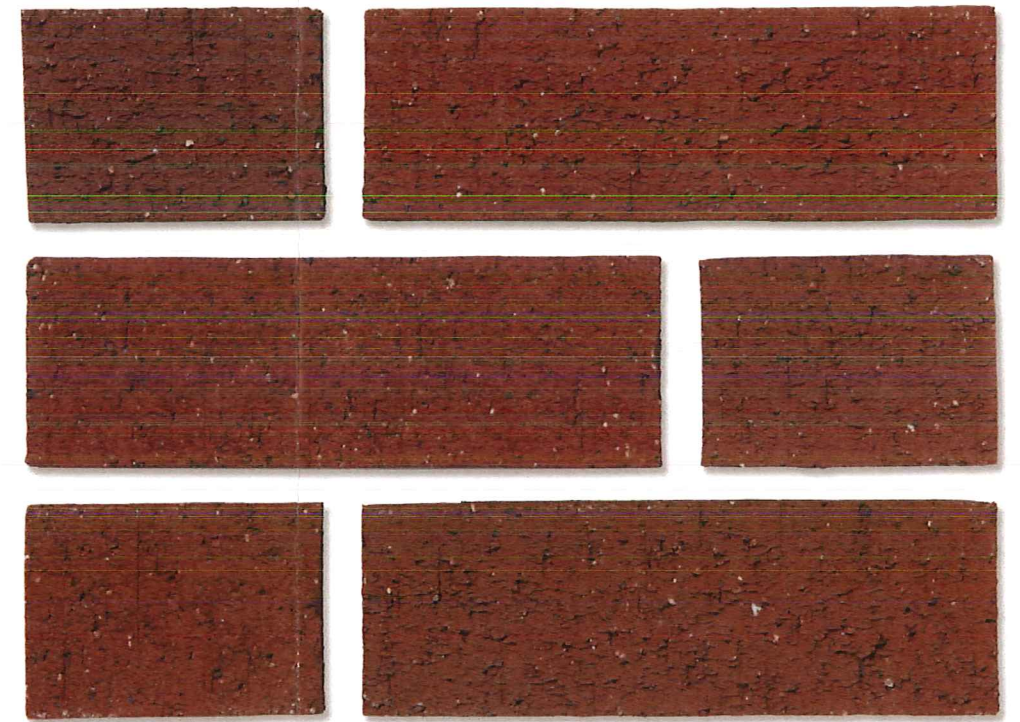
06/29/18

Sheet No.

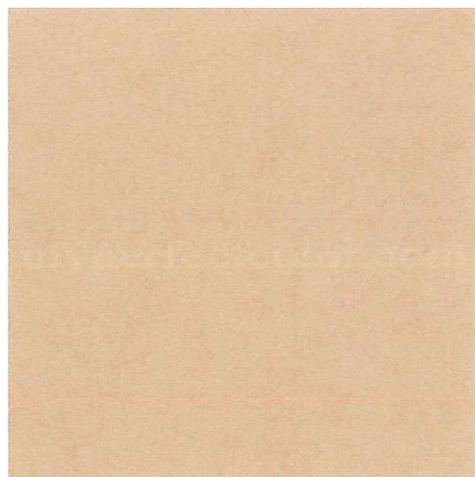
A2



PERSPECTIVE LOOKING NORTH



BRICK - INCA, MISSION TEXTURE
MUTUAL MATERIALS



PAINT ACCENT COLOR:
CASTAWAY BEACH 0330
MILLER PAINT



PAINT MAIN BODY:
EVERLASTING SAGE 0422
MILLER PAINT



PERSPECTIVE LOOKING SOUTH

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EXHIBIT E

FOR REFERENCE ONLY - NOT FOR CONSTRUCTION

HISTORIC REVIEW

06/29/18

Sheet No.

A3

Exhibit F: Photographs



Photograph:

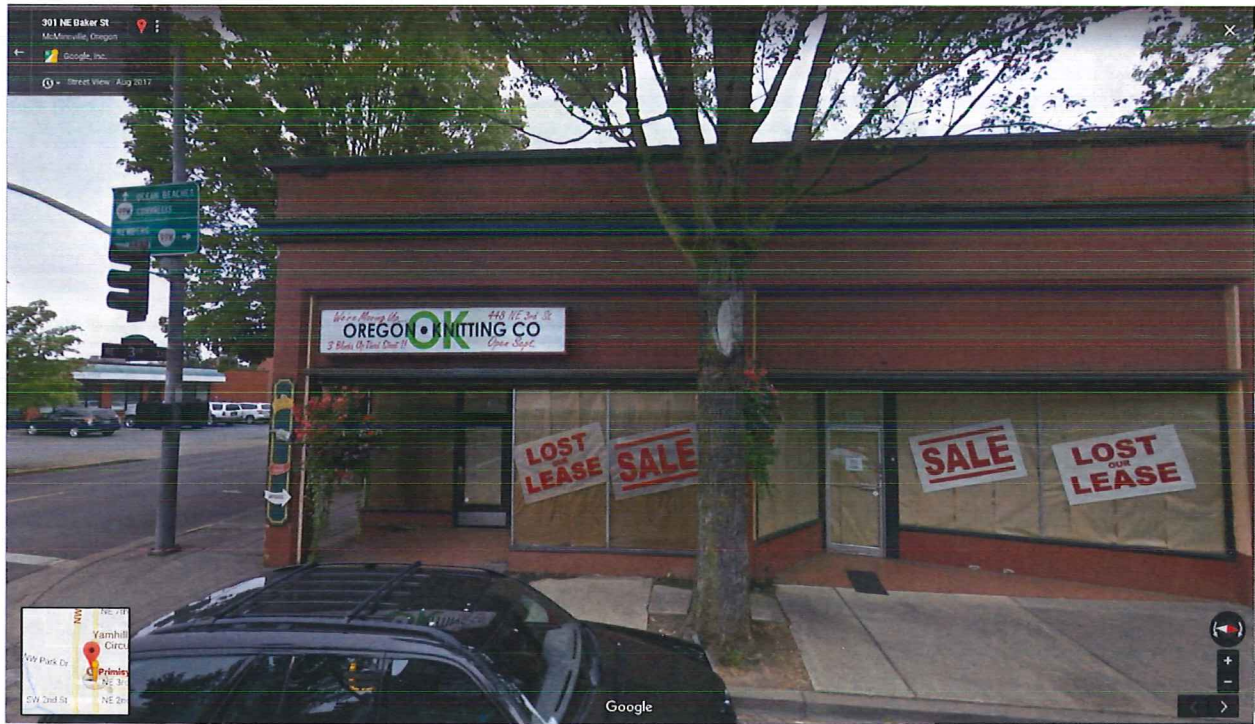
337 NE Baker Street McMinnville, OR – circ 1940s



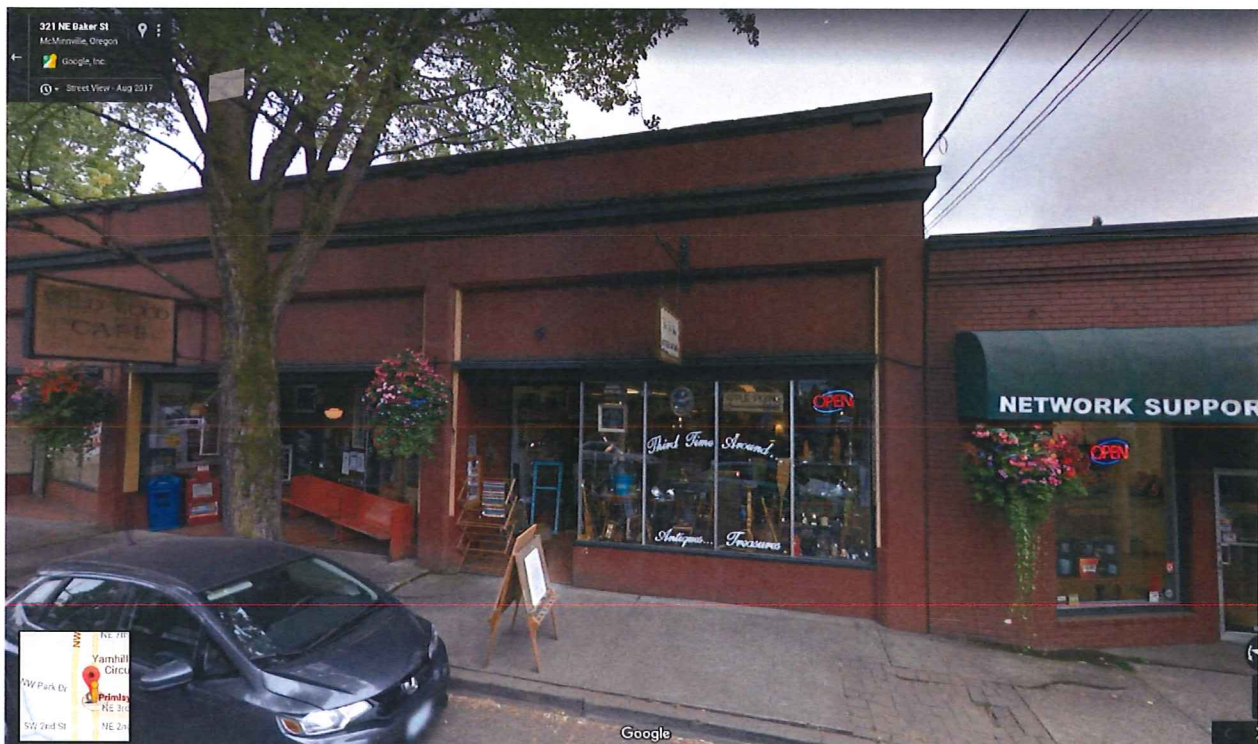
331 NE Baker St aka 337 N Baker Street prior to April 22, 2018 accident



331 NE Baker St aka 337 N Baker Street – current state



301 NE Baker Street – south of proposed project



321 NE Baker Street – south of proposed project



341 NE Baker Street – north of proposed project

End of Section - Exhibit F

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Continuation Sheet**

Section number 7 Page 4

2 ADDRESS: 337 Baker Street
CLASSIFICATION: Secondary Significant Contributing
OWNER: SCS Enterprises, Inc.
% Stanley Giddings
337 N. Baker
McMinnville, Oregon 97128
ASSESSOR MAP: 4420 AD TAX LOT: 7600
PLAT: Original Town LOT: 2 BLOCK: 8
YEAR BUILT: ca. 1928 STYLE: Commercial
ALTERATIONS: moderate USE: Commercial

DESCRIPTION: This square one-story painted extruded brick building has a single stepped brick cornice, a recessed entrance with original brick bulkheads, aluminum frame storefronts and door. The building is separated into three bays, two of which contain wooden garage doors.

3 ADDRESS: 339 Baker Street
CLASSIFICATION: Primary Significant Contributing
OWNER: George McNeely - Family Trust
Route 2, Box 404
Gaston, Oregon 97119
ASSESSOR MAP: 4420 AD TAX LOT: 7500
PLAT: Original Town LOT: 1 BLOCK: 2
YEAR BUILT: 1910 STYLE: Commercial
ALTERATIONS: 1978 USE: Commercial

DESCRIPTION: This rectangular two-story brick commercial building has been covered with stucco on the facade. The stucco has been scored to imitate stone. The building facade has three bays with two one over one double-hung wood sash windows in each end bay at the second floor level. The ground floor consists of two storefront bays flanking a central bay with a plywood door and glass block transoms. The storefront bays have recessed entrances with wood frame plate glass windows, stuccoed transoms and wood frame door and transom. Bulkheads and piers are stucco. The north side of the building is original intact brick with six arched one over one double hung wood sash windows on the second floor. The ground floor has one arched door opening at the north end. The cornice line on the north side is interrupted by four evenly spaced chimney-like projections.

The building appears on a 1912 Sanborn Fire Insurance Company Map with "lodging" on the second floor and a grocery and variety store on the first floor. In 1928 the whole building was occupied by a secondhand store. Frank Wilson bought the building in the 1930's and operated a carpet store here until 1975.



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

503-434-7311
www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC BUILDING AT 337 NE BAKER STREET AND LOCATED IN THE DOWNTOWN HISTORIC DISTRICT

DOCKET: HL 8-18

REQUEST: The applicant has submitted a Certificate of Approval application to request the alteration of the historic building in the Downtown Historic District, which is listed on the National Register of Historic Places. The historic building is subject to the Certificate of Approval alteration review process required by Section 17.65.040(A) of the McMinnville City Code.

LOCATION: The subject site is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

ZONING: The subject site is designated as Commercial on the McMinnville Comprehensive Plan Map, and is zoned C-3 (General Commercial).

APPLICANT: Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering

STAFF: Chuck Darnell, Associate Planner

DATE DEEMED COMPLETE: July 10, 2018

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: July 25, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.

COMMENTS: Public notice was provided to owners of properties within 300 feet of the subject site, as required by Section 17.65.070(C) of the McMinnville City Code. The Planning Department did not receive any public testimony prior to the public meeting.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the alteration of the historic building at 337 NE Baker Street **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Historic Landmarks Committee: _____
Joan Drabkin, Chair of McMinnville Historic Landmarks Committee

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

Attachments:
Attachment 1 – Certificate of Approval Application

APPLICATION SUMMARY:

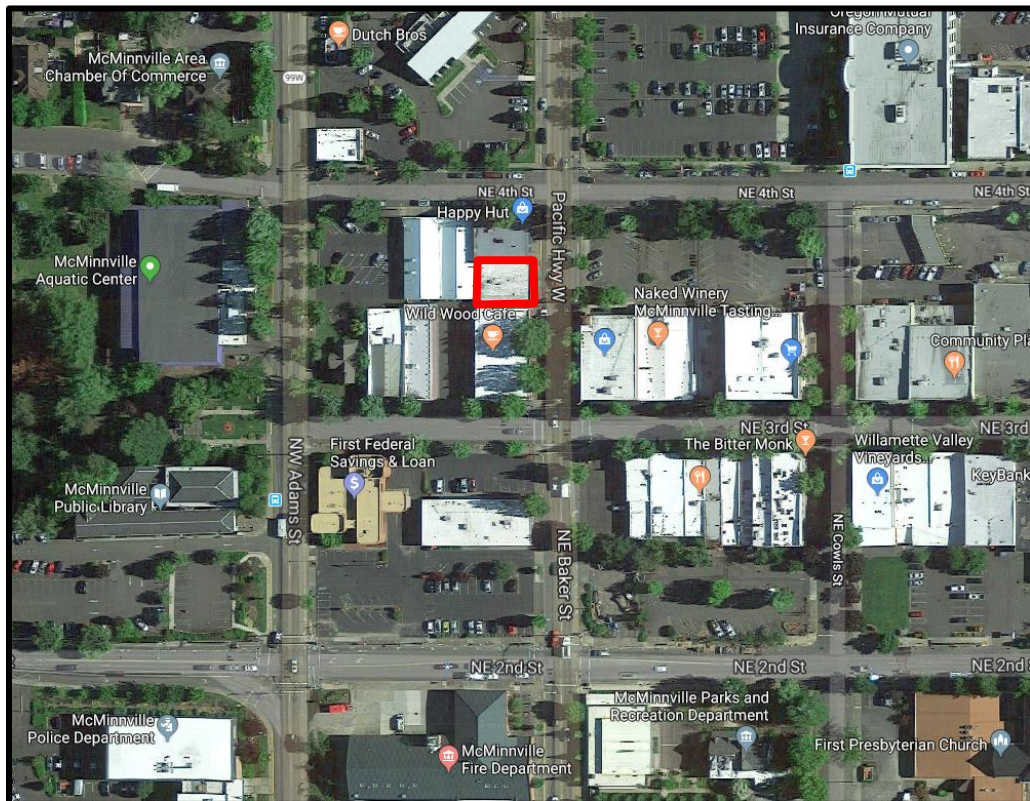
Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering, submitted a Certificate of Approval application and Downtown Design Review application to request exterior alterations to a one story building in the Downtown Historic District. The subject property is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

The historic designation for this particular historic resource is associated with the location of the property within the Downtown Historic District that is listed on the National Register of Historic Places. The building was classified as a secondary significant contributing property in the historic district. The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, is as follows:

This square one-story painted extruded brick building has a single stepped brick cornice, a recessed entrance with original brick bulkheads, aluminum frame storefronts and doors. The building is separated into three bays, two of which contain wooden garage doors.

Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is considered a historic landmark and/or listed on the National Register of Historic Places as a contributing resource. Since the subject property is classified as secondary significant contributing property by the National Park Service in the National Register of Historic Places McMinnville Downtown Historic District, the Certificate of Approval review is required. The property is also located in the Downtown Design Standards and Guidelines area. Any exterior alterations of the building are subject to the Downtown Design Standards and Guidelines contained in Chapter 17.59 of the McMinnville City Code.

The current location of the historic resource is identified below:



Attachments:

Attachment 1 – Certificate of Approval Application

The subject building was recently severely damaged by a traffic accident on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough and impacted structural components of the building, which required demolition of the façade for safety reasons. Currently the building's façade has temporary shoring and plywood cover.

The east, street-facing façade, as it existed in August 2017 prior to the recent accident, can be seen below:



CONDITIONS OF APPROVAL

1. That the applicant shall submit building permit applications prior to completing any work, and that the construction plans submitted with the building permit applications be consistent with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.

ATTACHMENTS

1. Certificate of Approval Application (on file with the Planning Department)

COMMENTS

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

FINDINGS OF FACT

1. Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering, submitted a Certificate of Approval application to request the alteration of a historic building in the Downtown Historic District. The subject property is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

Attachments:

Attachment 1 – Certificate of Approval Application

2. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
3. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department did not receive any public testimony prior to the public meeting.
4. A public meeting was held by the Historic Landmarks Committee on July 25, 2018 to review the proposal.

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 III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.

Finding: The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to restore the existing historic building and restore the façade to its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The upgrades being proposed to the building will bring the building into compliance with building code requirements following the recent accident and damage, which will improve the property's value, safety, and structural stability. The proposal will result in a building that can be utilized for commercial uses, which will strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities for jobs in a building in the downtown core. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation chapter are satisfied by the proposal.

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 Historic Landmarks Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and meeting process.

McMinnville's City Code:

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

Attachments:

Attachment 1 – Certificate of Approval Application

17.65.040 Certificate of Approval Process. A property owner shall obtain a Certificate of Approval from the Historic Landmarks Committee, subject to the procedures listed in Section 17.65.050 and Section 17.65.060 of this chapter, prior to any of the following activities:

- A. The alteration, demolition, or moving of any historic landmark, or any resource that is listed on the National Register for Historic Places;
 - 1. Accessory structures and non-contributing resources within a National Register for Historic Places nomination are excluded from the Certificate of Approval process.
- B. New construction on historical sites on which no structure exists;
- C. The demolition or moving of any historic resource.

Finding: The applicant submitted an application for a Certificate of Approval to request the alteration of the historic landmark, per Section 17.65.040(A), because the resource is classified as a secondary significant contributing property within the Downtown Historic District that is listed on the National Register of Historic Places.

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

- A. The Historic Landmarks Committee may approve, approve with conditions, or deny the application.

Finding: The Historic Landmarks Committee, after reviewing the request during a public meeting and offering an opportunity for public testimony, decided to approve the alteration request and Certificate of Approval.

- B. The Historic Landmarks Committee shall base its decision on the following criteria:
 - 1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;

Finding: The City's historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

Goal III 2: To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville.

The purpose of the Historic Preservation ordinance includes the following:

- (a) Stabilize and improve property values through restoration efforts;
- (b) Promote the education of local citizens on the benefits associated with an active historic preservation program;
- (c) Foster civic pride in the beauty and noble accomplishments of the past;
- (d) Protect and enhance the City's attractions for tourists and visitors; and
- (e) Strengthen the economy of the City.

The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Overall, the

Attachments:

Attachment 1 – Certificate of Approval Application

intent of the proposal is to restore the existing historic building and restore the façade to its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The upgrades being proposed to the building will bring the building into compliance with building code requirements following the recent accident and damage, which will improve the property's value, safety, and structural stability. The proposal will result in a building that can be utilized for commercial uses, which will strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities for jobs in a building in the downtown core. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation chapter are satisfied by the proposal.

2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

Finding: The property has historically been used commercially, originally as an automobile service shop with some retail components. The original building façade had three distinct bays with storefront window systems. Over time, overhead doors were added to the building façade, likely to provide a means of egress for automobile servicing. The applicant provided a photo from circa 1940s that shows that the two storefront windows existed on each side of the center bay, which included the entry door. By the time of the nomination of the Downtown Historic District in 1987, two overhead doors were added to the building façade. Since that time, one of the overhead doors was removed, the center bay was converted to a storefront window, and the entry was created in the south bay.

The circa 1940s photograph can be seen below:



The current use of the property is as commercial office space, and the property owners intend to continue to use the property for commercial office space. The proposed alterations and restoration intend to restore the design of the building its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The proposed design is actually more consistent with the historic design and character of the building than the altered façade that existed prior to the recent accident and damage.

- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Finding: This criteria describes the need to avoid the replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships. In this case, the building's original historic façade had been heavily altered over time, with the removal of storefront systems, addition of overhead service doors, and the relocation of the main entrance. More recently, on April 22, 2018, a passenger vehicle drove through the front wall of the building destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough and impacted

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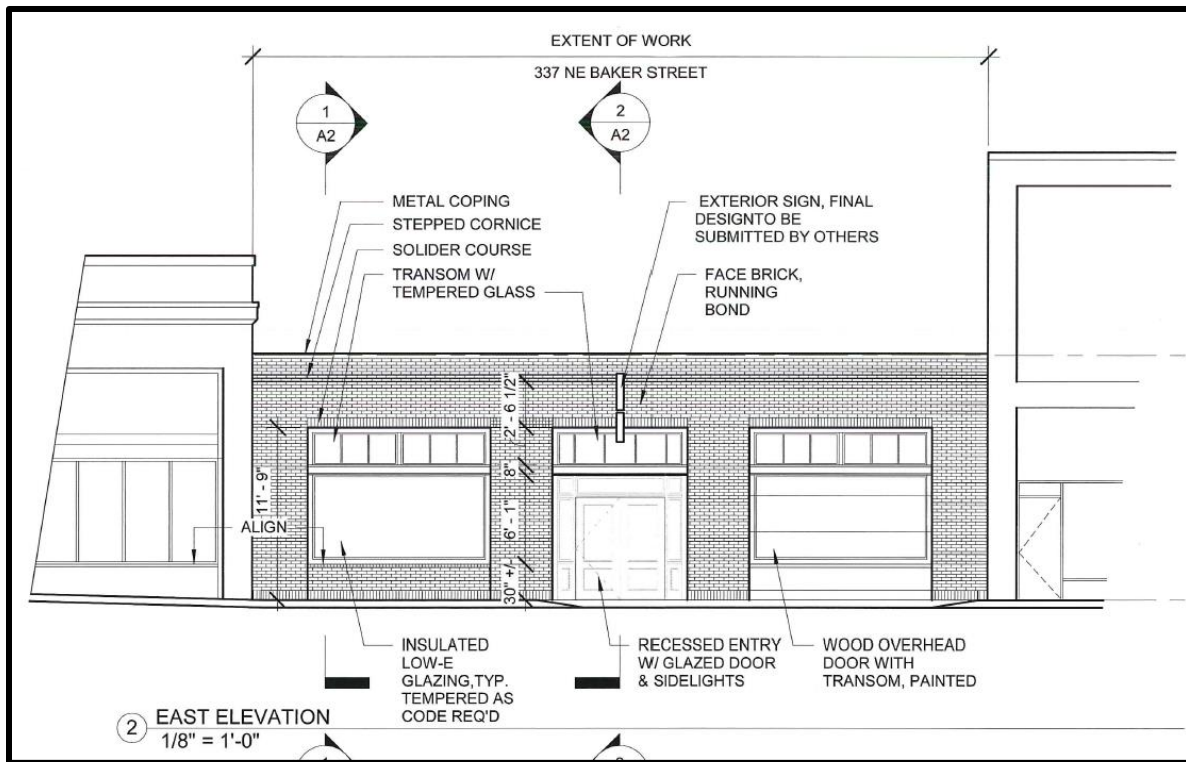
structural components of the building, which required demolition of the façade for safety reasons. Therefore, the building's façade no longer exists.

Where these original materials or elements are now missing, the applicant is proposing to replace the distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. Specifically, the proposal includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

The applicant is proposing to retain an existing overhead door in the north bay. While this overhead door is not consistent with the circa 1940s design and historic character of the building, it did exist prior to the recent accident and damage that occurred to the building and provides functionality for the current business operations that take place within the building. The applicant is proposing to update the existing overhead door to be more compatible with the overall design of the restored building façade. To be more compatible, the door would be painted to be the same color as the other doors, windows, and trim, and is also shown to have a row of windows installed in one row of the overhead door to imitate the transom window design that will exist in the other two bays. This creates the appearance of a consistent transom window pattern across the entire façade.

The width of the overhead door will also be consistent with the south bay, which will include a storefront window. The brick pillars on each side of the door will be the same width as the brick pillars on each side of the storefront window in the south bay. The applicant has designed this to be consistent so that, in the future if the use of the building converts to a more traditional retail commercial use, the overhead door could be replaced with a storefront window system matching that in the south bay.

The proposed design for the façade can be seen below:



- c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

Finding: As described in more detail above, the building and property has been heavily altered over time, and more recently was severely damaged. The building's original façade materials and features no longer exist. Therefore, the applicant is proposing to replace the distinctive features to match the historic character of the building in design, color, texture, and materials, as described in more detail above.

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- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

Finding: As described in more detail above, the building and property has been heavily altered over time, and more recently was severely damaged. The original entrance to the building was in the center bay and was recessed. The original north and south bays had storefront window systems. Those features were changed, with the center bay being reconstructed into a storefront design but with an aluminum framed window system. The entrance to the building was moved to the south bay, but was not designed in such a way as to mimic the original design or a more traditional recessed entry to a commercial storefront. Therefore, the changes that had taken place on the building and property did not have any historical significance in their own right. In addition, the façade was severely damaged and no longer exists.

The applicant is proposing to replace distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Finding: This criteria is not applicable, as there are no chemical or physical treatments proposed.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Finding: The applicant has stated that they are not aware of any known archeological resources.

- i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

Finding: The applicant has argued that the proposed alterations can most closely be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations

and the construction of a new addition, if necessary for a continuing or new use for the historic building.

However, in reviewing the proposed scope of work, the Historic Landmarks Committee finds that the more applicable treatment in the Secretary of the Interior's Standards for the Treatment of Historic Properties is the "Restoration" treatment. The restoration of a historic building as follows:

Restoration is the treatment that should be followed when the expressed goal of the project is to make the building appear as it did at a particular—and at its most significant—time in its history. The guidance provided by the Standards for Restoration and Guidelines for Restoring Historic Buildings is to first identify the materials and features from the restoration period. After these materials and features have been identified, they should be maintained, protected, repaired, and replaced, when necessary. [...]

While the project does include the reconstruction of the entire building façade, the "Reconstruction" treatment in the Secretary of the Interior's Standards for the Treatment of Historic Properties requires extensive research and documentation of the historic characteristics of a building. The Secretary of the Interior's Standards for the Treatment of Historic Properties specifically states the following:

[...]like restoration, reconstruction also involves recreating a historic building which appears as it did at a particular—and at its most significant—time in its history. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely and, thus, is the least frequently undertaken of the four treatments. Reconstructing a historic building should only be considered when there is accurate documentation on which to base it. [...]

Given the limited amount of historical information available, the Historic Landmarks Committee finds that this treatment is not the most applicable. The City and the applicant searched for additional documentation of the original design and character of the building. However, the only evidence that could be identified was the circa 1940s photograph that was obtained through the Yamhill County Historical Society. The Historical Society did not have any other photographic evidence of the subject property.

Some of the applicable restoration guidelines for treating masonry on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire masonry feature from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples can include a large section of a wall, a cornice, balustrade, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

Finding: As mentioned above, the applicant is proposing to replace distinctive features to match the historic character of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance, three separate and distinct bays, and a brick bulkhead.

Some of the applicable restoration guidelines for treating windows on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire window from the restoration period that is

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too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

Recommended Guideline: Recreating a missing window or window feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a hoodmold or shutter.

Finding: The applicant is proposing to install new wooden storefront windows on the south bay and partially glazed wood doors in the center bay. The doors will be flanked by sidelights and a transom. Both the south and center bay will also include a transom window system in a location consistent with the location as shown in the circa 1940s photograph of the building. The north bay, which currently houses an overhead door, will be updated with an overhead door that is painted wood, with windows along the top of the overhead door to simulate the transom and storefront configuration on the other two bays.

Some of the applicable restoration guidelines for treating entrances on historic buildings are provided below:

Recommended Guideline: Replacing in kind an entire entrance or porch from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.

Recommended Guideline: Recreating a missing entrance or porch or its features that existed during the restoration period based on documentary and physical evidence; for example, duplicating a transom or porch column.

Finding: The proposed alterations would restore a recessed entrance in the center bay, which is consistent with the overall design that is evident in the circa 1940s photograph of the building. The historical photograph does not provide clear detail on the actual door from the historic period. Therefore, the applicant is proposing to include a partially glazed wood door system within the recessed area. The doors will include sidelights and a transom, which is similar to typical historical design of entry door systems.

3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;

Finding: The proposed alteration is reasonable, as the applicant intends to restore the existing building thereby providing continuity to the historic character of the surrounding Downtown Historic District. The current condition of the building, after the accident and the damage to the street-facing façade, requires the façade to be reconstructed. In its current damaged condition, it does not provide any benefit to the public interest. The restoration of the façade to be more consistent with the historical design and character, as described in more detail above, will be in the public's best interest as it restores the historic building and benefits the surrounding Downtown Historic District.

4. The value and significance of the historic resource;

Finding: The historic resource is located within the Downtown Historic District that is listed on the

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National Register of Historic Places, and is classified as a secondary significant contributing property in the historic district. The overall the intent of the proposed alterations and work are on the restoration of character defining historical features, including the exterior masonry, distinct and separated bays, wooden storefront window systems, transom windows, and a recessed entry.

5. The physical condition of the historic resource;

Finding: The current condition of the building, after the accident and the damage to the street-facing façade, requires the façade to be reconstructed. The restoration of the façade to be more consistent with the historical design and character, as described in more detail above, will result in the improvement of the condition of the historic building, and will also benefit the overall, surrounding Downtown Historic District.

17.65.070 Public Notice.

- A. After the adoption of the initial inventory, all new additions, deletions, or changes to the inventory shall comply with subsection (c) of this section.
- B. Any Historic Landmark Committee review of a Certificate of Approval application for a historic resource or landmark shall comply with subsection (c) of this section.
- C. Prior to the meeting, owners of property located within 300 feet of the historic resource under consideration shall be notified of the time and place of the Historic Landmarks Committee meeting and the purpose of the meeting. If reasonable effort has been made to notify an owner, failure of the owner to receive notice shall not impair the validity of the proceedings.

Finding: Notice was provided to property owners located within 300 feet of the historic resource. A copy of the written notice provided to property owners is on file with the Planning Department.

CD:sjs



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

503-434-7311

www.mcminnvilleoregon.gov

DECISION, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC BUILDING AT 337 NE BAKER STREET WITHIN THE DOWNTOWN DESIGN AREA AND ALSO FOR A WAIVER FROM ONE DOWNTOWN DESIGN STANDARD

DOCKET: DDR 8-18

REQUEST: The applicant has submitted a Downtown Design Review application to request the alteration of a historic building in the Downtown Historic District, which is listed on the National Register of Historic Places. The property is located in the downtown design area described in Section 17.59.020 of the McMinnville City Code, and any exterior building alteration is required to follow the Downtown Design Review process required by Section 17.59.030(A) of the McMinnville City Code.

LOCATION: The subject site is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

ZONING: The subject site is designated as Commercial on the McMinnville Comprehensive Plan Map, and is zoned C-3 (General Commercial).

APPLICANT: Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: July 10, 2018

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: July 25, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.

COMMENTS: Public notice was provided to owners of properties within 300 feet of the subject site, as required by Section 17.59.030(C)(3) of the McMinnville City Code. The Planning Department did not receive any public testimony prior to the public meeting.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the proposed exterior alterations to the historic building at 337 NE Baker Street and the waiver of certain downtown design standards related to the steel canopy, **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Historic Landmarks Committee: _____
Joan Drabkin, Chair of McMinnville Historic Landmarks Committee

Date: _____

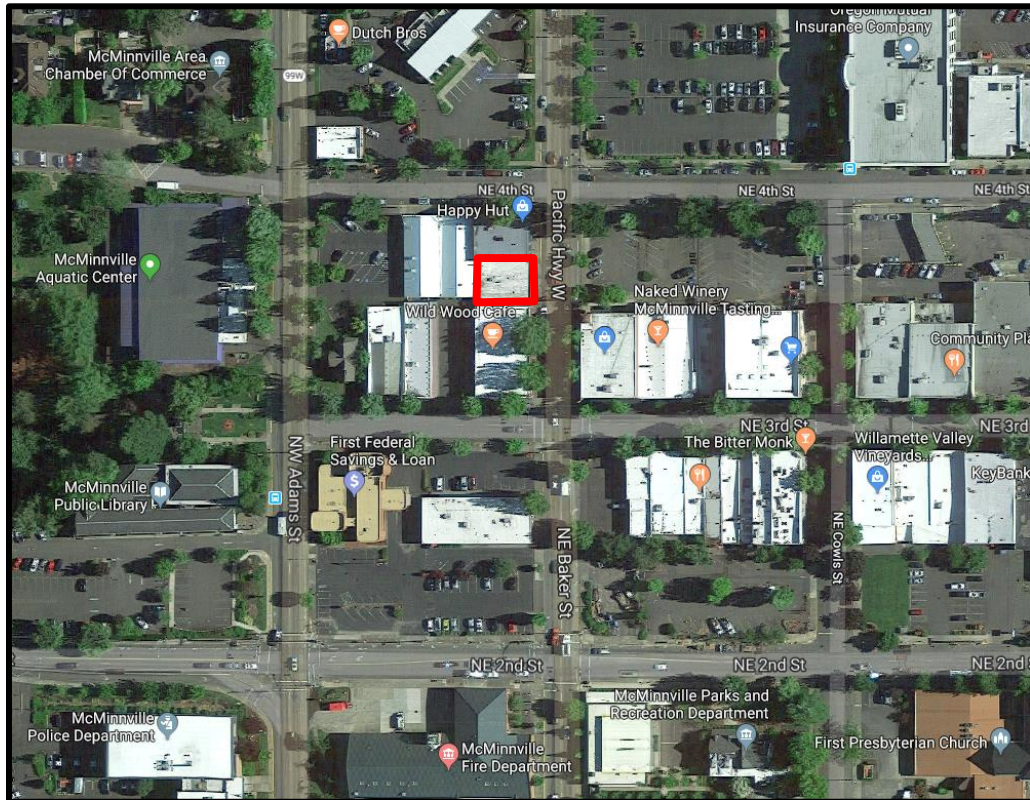
Planning Department: _____
Heather Richards, Planning Director

Date: _____

APPLICATION SUMMARY:

The applicant, Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering, submitted a Downtown Design Review application to request the alteration of a historic building in the Downtown Historic District and downtown design area, and also for a waiver from certain downtown design standards. The subject property is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.

The current location of the historic resource is identified below:



The subject building was recently severely damaged by a traffic accident on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. The damage was severe enough and impacted structural components of the building, which required demolition of the façade for safety reasons. Currently the building's façade has temporary shoring and plywood cover.

The east, street-facing façade, as it existed in August 2017 prior to the recent accident, can be seen below:

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CONDITIONS OF APPROVAL

1. That the applicant shall submit final design plans to the Planning Department for any building signage to be approved by the Planning Director prior to the installation of any signage. The signage shall be consistent, in terms of location, style, and size, with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.

ATTACHMENTS

1. Downtown Design Review Application (on file with the Planning Department)

COMMENTS

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

FINDINGS OF FACT

1. Ralph Turnbaugh, on behalf of TM Rippey Consulting Engineering, submitted a Downtown Design Review application to request the alteration of a historic building in the Downtown Historic District and downtown design area, and also for a waiver from certain downtown design standards. The subject property is located at 337 NE Baker Street, and is more specifically described as Tax Lot 7600, Section 20AD, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
3. Notice of the downtown design review request was provided to property owners within 300 feet of the subject site. The Planning Department did not receive any public testimony prior to the public meeting.
4. A public meeting was held by the Historic Landmarks Committee on July 25, 2018 to review the proposal.

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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 III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.

Finding: The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to restore the existing historic building and restore the façade to its previous historic character, by use of distinctive elements, materials, features, and special relationships based on a historic photograph of the building. The upgrades being proposed to the building will bring the building into compliance with building code requirements following the recent accident and damage, which will improve the property's value, safety, and structural stability. The proposal will result in a building that can be utilized for commercial uses, which will strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities for jobs in a building in the downtown core. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation chapter are satisfied by the proposal.

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 Historic Landmarks Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and meeting process.

McMinnville's City Code:

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

17.59.020 Applicability.

- A. The provisions of this Chapter shall apply to all lands located within the area bounded to the west by Adams Street, to the north by 4th Street, to the east by Kirby Street, and to the south by 1st Street. Lands immediately adjacent to the west of Adams Street, from 1st Street to 4th Street, are also subject to the provisions of this Chapter.
- B. The provisions of this ordinance shall apply to the following activities conducted within the above described area:
 - 1. All new building construction;
 - 2. Any exterior building or site alteration; and,
 - 3. All new signage.

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Finding: The subject site is located within the downtown design area described in Section 17.59.020(A), and the applicant is proposing exterior alterations to an existing building. Therefore, the provisions of the Downtown Design Standards and Guidelines chapter are applicable to the proposed construction.

17.59.030 Review Process.

- A. An application for any activity subject to the provisions of this ordinance shall be submitted to the Planning Department and shall be subject to the procedures listed in (B) through (E) below.
- B. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040. The application shall include the following information:
 - 1. The applicant shall submit two (2) copies of the following information:
 - a. A site plan (for new construction or for structural modifications).
 - b. Building and construction drawings.
 - c. Building elevations of all visible sides.
 - 2. The site plan shall include the following information:
 - a. Existing conditions on the site including topography, streetscape, curbcuts, and building condition.
 - b. Details of proposed construction or modification to the existing structure.
 - c. Exterior building elevations for the proposed structure, and also for the adjacent structures.
 - 3. A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.
 - 4. Photographs of the subject site and adjacent property.
 - 5. Other information deemed necessary by the Planning Director, or his/her designee, to allow review of the applicant's proposal. The Planning Director, or his/her designee, may also waive the submittal of certain information based upon the character and complexity (or simplicity) of the proposal.
- C. Review Process
 - 1. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040. The Planning Director shall review the application and determine whether the proposed activity is in compliance with the requirements of this ordinance.
 - 2. The Planning Director may review applications for minor alterations subject to the review criteria stated in Section 17.59.040. The Historic Landmarks Committee shall review applications for major alterations and new construction, subject to the review criteria stated in Section 17.59.040. It shall be the Planning Director's decision as to whether an alteration is minor or major.
 - 3. Notification shall be provided for the review of applications for major alterations and new construction, subject to the provisions of Section 17.72.110.
 - a. The Historic Landmarks Committee shall meet within 30 (thirty) days of the date the application was deemed complete by the Planning Department. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action on the plans. A failure by the Planning Director or Historic Landmarks Committee, as applicable, to review within 30 (thirty) days shall be considered an approval of the application.
 - b. If the Planning Director or Historic Landmarks Committee, as applicable, finds the proposed activity to be in compliance with the provisions of this ordinance, they shall approve the application.
 - c. If the Planning Director or Historic Landmarks Committee, as applicable, finds the proposed activity in noncompliance with the provisions of this ordinance, they may

deny the application, or approve it with conditions as may be necessary to bring the activity into compliance with this ordinance.

Finding: The applicant submitted an application as required, and the application was reviewed by the Historic Landmarks Committee as it consists of alterations and new construction. Notification was provided to property owners within 300 feet of the subject site, which exceeds the notification area required by Section 17.72.110, but was necessary for the proposed project to satisfy the Certificate of Approval application that was submitted concurrently with the Downtown Design Review application.

17.59.040 Review Criteria

- A. In addition to the guidelines and standards contained in this ordinance, the review body shall base their decision to approve, approve with conditions, or deny the application, on the following criteria:
1. The City's historic preservation policies set forth in the Comprehensive Plan;
 2. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2); and

Finding: The proposal was found to be consistent with the City's historic preservation policies and goals, as describe in more detail above. Also, the proposal was found to be consistent with the City's historic preservation regulations in Chapter 17.65, as described in the land use decision document associated with Docket HL 8-18, which is on file with the Planning Department.

3. If applicable (waiver request), that all of the following circumstances are found to exist:
 - a. There is demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;

Finding: The overall proposed alteration and restoration work is being driven by the need to reconstruct the building's façade after severe damage occurred on April 22, 2018, when a passenger vehicle drove through the front wall destroying the painted brick veneer and damaging the structure supporting the veneer. Prior to the accident and damage, the building had included an overhead door that provided utility access into the building for loading and unloading of supplies and equipment. The current business operating at this location uses this overhead door for their business operations. Given that the overhead door was existing and is required for the current business operations, the applicant is requesting a waiver to allow for the overhead door to remain and for the minimum 70 percent glazing requirement to be waived.

- b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and

Finding: The applicant is proposing to update the existing overhead door to be more compatible with the overall design of the restored building façade. To be more compatible, the door would be painted to be the same color as the other doors, windows, and trim, and is also shown to have a row of windows installed in one row of the overhead door to imitate the transom window design that will exist in the other two bays. This creates the appearance of a consistent transom window pattern across the entire façade.

The width of the overhead door will also be consistent with the south bay, which will include a storefront window. The brick pillars on each side of the door will be the same width as the brick pillars on each side of the storefront window in the south bay. The applicant has designed this to be consistent so that,

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in the future if the use of the building converts to a more traditional retail commercial use, the overhead door could be replaced with a storefront window system matching that in the south bay.

The building façade is shown below, both as it existed prior to the damage and accident and as proposed:



- c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

Finding: The proposed design is the minimum requested waiver to alleviate the difficulty of meeting the seventy percent glazing requirement. The overhead door will remain in its existing configuration, and will not be increased in size. The other areas of the building façade below the transoms will be mostly glazing, and have been designed to match the historic design and architectural features of the building, as documented in a circa 1940s photograph of the building. This includes the storefront window in the south bay, more transparent doors in the center bay with sidelights and transoms, as well as the overall transom window system that will exist across the entire façade. The intent to match the circa 1940s

design and architecture, along with the retention of the overhead door, result in the waiver request being the minimum necessary. The circa 1940s photograph of the building can be seen below:



17.59.050 Building and Site Design.

A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

Finding: The existing building is currently constructed with a zero setback from the property line and sidewalk, and the proposed design does not change that setback.

B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

Finding: The proposed alterations will not change the buildings original massing or configuration. The configuration of the one story building will be more consistent with the historical design of the building, and will be similar to adjacent and nearby historic buildings on the same block.

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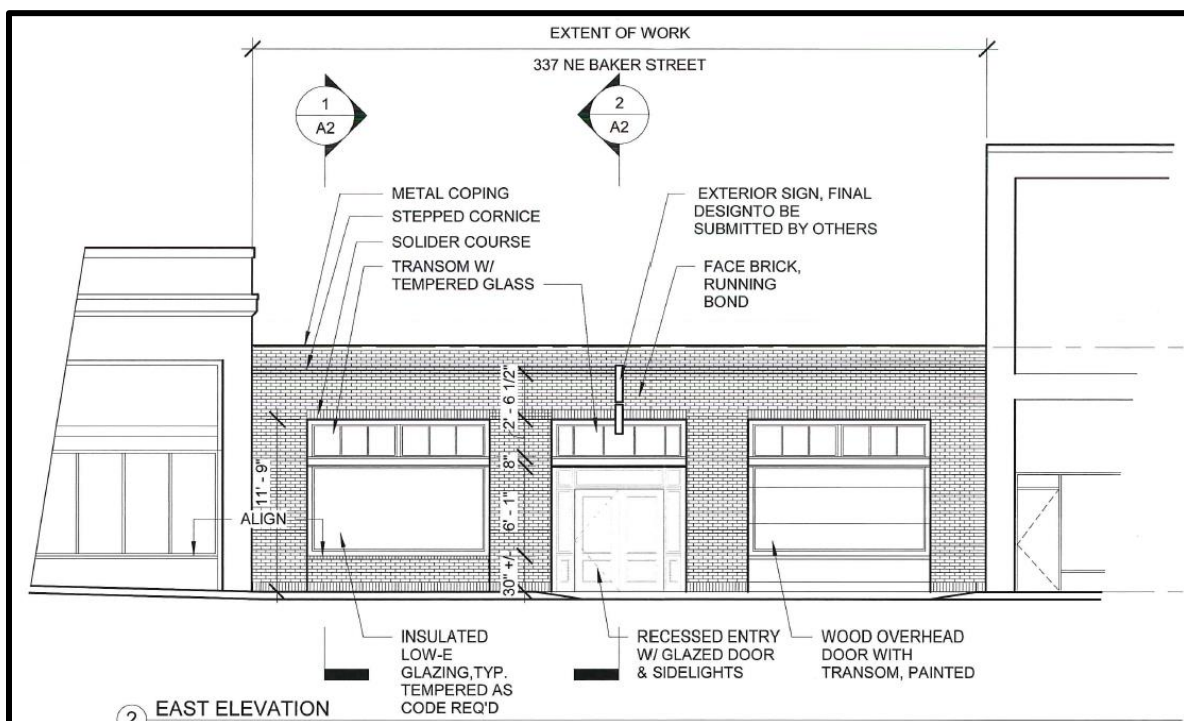
2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

Finding: The existing building is 50 feet in width. Therefore, this standard is not applicable.

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
 - a. A belt course separating the upper stories from the first floor;
 - b. A bulkhead at the street level;
 - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
 - d. A recessed entry and transom with transparent door; and
 - e. Decorative cornice or cap at the roofline.

Finding: The proposed design meets most of the applicable storefront standards, other than the minimum 70 percent glazing requirement, which the applicant is requesting a design waiver from. That design waiver request will be discussed in more detail above.

The building is only one story, so the standard related to a belt course separating stories is not applicable. The design includes a masonry bulkhead at the street level, consistent in height with adjacent buildings and with the historic design as documented in a circa 1940s photograph of the building. The design includes a recessed entry with transom windows, partially glazed doors, and sidelights on each side of the doors. The cap of the building will include a single stepped masonry cornice, consistent with the historic design as documented in a circa 1940s photograph of the building. The proposed design, which incorporates these features, can be seen below:



Attachments:

Attachment 1 – Downtown Design Review Application

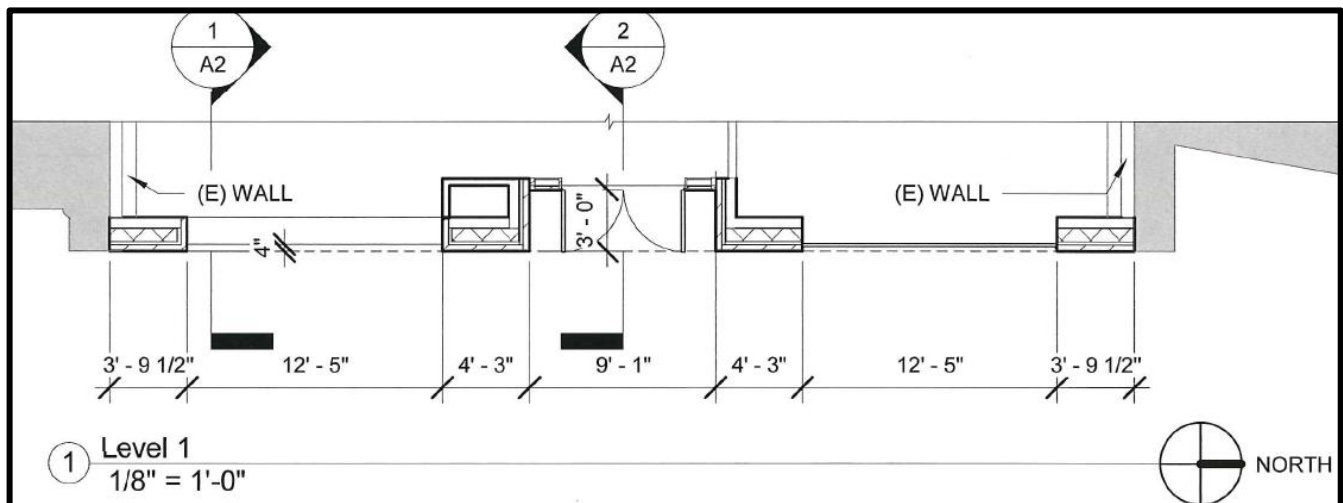


4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Finding: The proposed alterations will not change the roof lines of the original structure, which is flat and consistent with the rooflines of adjacent buildings.

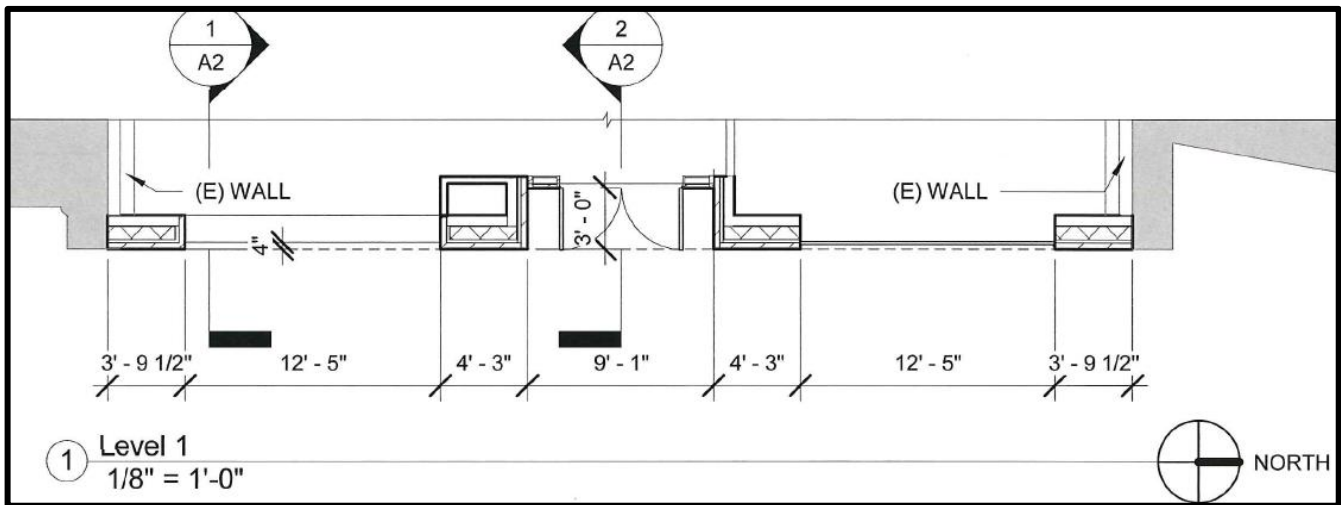
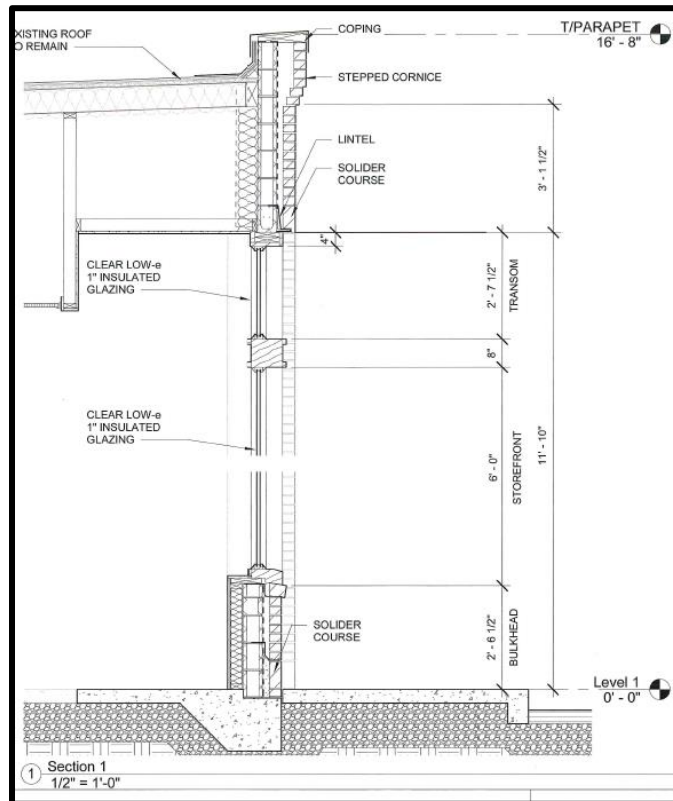
5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

Finding: The proposed design includes the relocation of the primary entrance to the building to the center bay, consistent with the historic design of the building as documented in a circa 1940s photograph of the building. The entrance will be recessed three feet, and will open on to the public right-of-way as the building is constructed with a zero setback up to the property line. The recessed entry can be seen below:



6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

Finding: The windows are proposed to be recessed by 4 inches from the outer wall. The recessed windows are shown in the drawings below:



7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

Finding: The applicant is proposing to replace distinctive features to match the historic character and architecture of the building in design, color, texture, and materials. The applicant is basing the proposed design on a circa 1940s photograph that shows the original façade design with three separate bays, two storefront window systems, and a recessed entry in the center bay. The proposal also includes the restoration of the structure to also include a brick façade, a single stepped cornice, a recessed entrance,

Attachments:

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three separate and distinct bays, and a brick bulkhead. In addition to being visible in the circa 1940s photograph, most of these features were referenced in the Downtown Historic District nomination that resulted in the building being classified as a secondary significant contributing property in the Downtown Historic District on the National Register of Historic Places.

8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

Finding: The proposed design includes a masonry bulkhead that will for a base from the public sidewalk up to the lower windowsills.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

Finding: The proposed design includes the restoration of a brick façade, with other features being painted wood windows and doors.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;
 - d. Corrugated metal panels;
 - e. Plywood sheathing, to include wood paneling such as T-111;
 - f. Plastic sheathing; and
 - g. Reflective or moderate to high grade tinted glass.

Finding: The applicant is not proposing to use any of the listed prohibited exterior building materials.

3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

Finding: The main portion of the façade will be brick, which will be of a neutral, earth tone color. Other portions of the building, including the wood windows, doors, overhead door, and trim will be neutral, earth tone colors as well. The application materials include color swatches, which show a tan (Castaway Beach) color and a green-grey (Everlasting Sage) color.

17.59.080 Signs.

- A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

Finding: The proposal includes the use of a building-mounted, flag type sign, which will project from the building wall in a similar location and size as the sign that existed in the circa 1940s photograph of the building.

- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.

Finding: Only one business is proposed to occupy the ground floor of the building with this proposal.

- C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

Finding: No wall signs are included in this proposal. The building-mounted, flag-type sign is located in a traditional location, above the primary entrance to the building and above the transoms on the center bay.

- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

Finding: The proposed signage is much less than the maximum amount of signage allowed. Based on the 50 foot frontage, the property could have up to 75 square feet of signage. The proposed design does not include specific details on the size and style of the sign. Therefore, a condition of approval is included to require that the final plans for the signage be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- E. The use of the following are prohibited in the downtown area:
1. Internally-lit signs;
 2. Flashing signs
 3. Pedestal signs and pole-mounted signs;
 4. Portable trailer signs;
 5. Cabinet-type plastic signs;
 6. Billboards of all types and sizes;
 7. Historically incompatible canopies, awnings, and signs;
 8. Signs that move by mechanical, electrical, kinetic or other means; and,
 9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

Finding: None of the prohibited types of signs are being proposed.

CD:sjs