



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
January 23, 2019 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. Election of Chair and Vice Chair 3. Action Items <ol style="list-style-type: none"> A. HL 12-18 / DDR 10-18 – Certificate of Approval for Alteration and Downtown Design Review and Waiver Requests (Exhibit 1) 300 NE 3rd Street B. HL 16-18 – Historic Resources Inventory Deletion Request (Exhibit 2) 1206 NE 10th Avenue 4. Discussion Items <ol style="list-style-type: none"> A. Certified Local Government (CLG) Grant Projects & Application (Exhibit 3) 5. Committee Member Comments 6. Staff Comments 7. 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: January 23, 2019
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: HL 12-18 / DDR 10-18 –Alteration and Downtown Design Review Requests – 300 NE 3rd Street

Report in Brief:

A request for a Certificate of Approval and Downtown Design Review for a new building addition to an existing building that is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District. The new building addition will be constructed in the same footprint of the portion of the building that will be demolished, as approved by the Historic Landmarks Committee under Docket HL 11-18.

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.

Background:

The applicant, Andy Wilder, submitted a Certificate of Approval for Demolition application to request the approval of the demolition of the south portion of an existing building, which is an addition to the main building that is constructed of different materials and of a different design than the main building. That Certificate of Approval for Demolition was reviewed and approved by the Historic Landmarks Committee at their December 28, 2018 regular meeting. Also, the applicant submitted Certificate of Approval for Alteration and Downtown Design Review applications requesting the approval of the design of a proposed addition to the south side of the building, which would be constructed in place of the portion of the building that would be demolished.

Attachments:

Certificate of Approval (HL 12-18) and Downtown Design Review (DDR 10-18) Applications
Decision Documents for Application HL 12-18 and Application DDR 10-18

The Historic Landmarks Committee reviewed the proposed alteration and building addition design, and voted to continue the applications to allow for the applicant to provide additional information. Specifically, the Committee requested that the applicant provide additional information about the size of the windows on the proposed addition, and the size of the existing windows on the west façade of the existing building. The Committee also requested that the applicant examine the proposed design for compliance with a number of Recommended Guidelines from the Secretary of the Interior's Standards for the Treatment of Historic Properties related to the addition being subordinate and secondary to the building, the addition being compatible but differentiated from the building, the addition being distinguished from the original building, and the addition being secondary and not detracting from the significance of the original building. The applicant has provided a revised design and findings for how the revised design better meets those Recommended Guidelines described above.

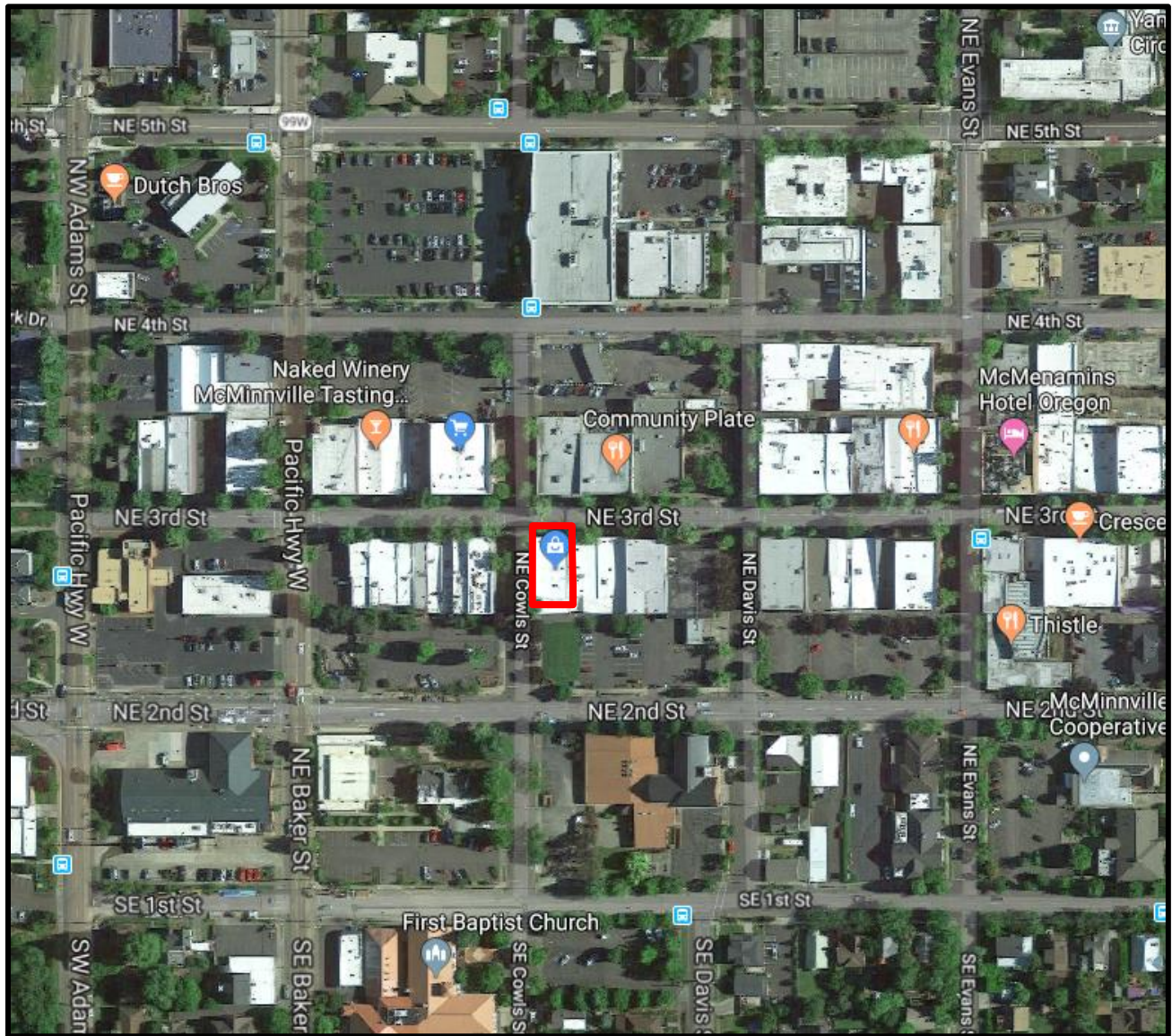
The building in question is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and is commonly known as the Hodson Building or Sears Building. The building is also listed on the McMinnville Historic Resources Inventory as a Distinctive resource (Resource A450), which is the highest classification on the local inventory. The subject property is located at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

Section 17.65.040 of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for any request to demolish any historic resource. The same section also requires the Historic Landmarks Committee to review and approve a Certificate of Approval for any request for the alteration of any historic landmark. An alteration is defined in Section 17.06.060 as "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." The proposed new construction, because it will be an addition to the main building, is treated as an alteration to the historic landmark. In addition, the property is located within the Downtown Design Standards and Guidelines area defined in Section 17.59.020 of the McMinnville City Code, and any new construction in that area is subject to the standards and guidelines within the Downtown Design area. Section 17.59.030(C)(2) requires the Historic Landmarks Committee to review any application for major alterations or new construction within the Downtown Design area.

The location of the historic landmark and building is identified below (outline of property is approximate):

Attachments:

Certificate of Approval (HL 12-18) and Downtown Design Review (DDR 10-18) Applications
Decision Documents for Application HL 12-18 and Application DDR 10-18



The building as it exists today can be seen below:



Attachments:
Certificate of Approval (HL 12-18) and Downtown Design Review (DDR 10-18) Applications
Decision Documents for Application HL 12-18 and Application DDR 10-18

**Discussion:**

The applicant is requesting the approval of the design of a proposed addition to the south side of the building, which would be constructed in place of the portion of the building that will be demolished.

Certificate of Approval for Alteration Review

The application was previously found to meet most of the applicable review criteria in Section 17.65.060(B) of the MMC. However, the Committee continued the Certificate of Approval application at their December 28, 2018 meeting in order for the applicant to provide potential revised designs or additional findings for how the proposed design met some of the Recommended Guidelines in the Secretary of the Interior's Standards for the Treatment of Historic Properties. Specifically, Section 17.65.060(B)(2)(i) includes the following criteria:

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

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It was previously determined 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.

Given the fact that the existing building and facades are being protected and maintained, the proposal does satisfy the main requirements of the rehabilitation treatment. Also, the proposed construction of a new rear addition is allowed under the rehabilitation treatment, which is consistent with the applicant’s proposal. The Secretary of the Interior provides a number of Guidelines for Rehabilitating Historic Buildings, including recommended guidelines for how to incorporate a new exterior addition to a historic building. The Recommended Guidelines that the Committee requested be further addressed are as follows:

Recommended Guideline: Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.

Recommended Guideline: Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.

Recommended Guideline: Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it, but distinguishes the addition from the original building.

Recommended Guideline: Ensuring that new construction is secondary to the historic building and does not detract from its significance.

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The design that was proposed originally can be seen below:



PROPOSED STRUCTURE WEST ELEVATION



PROPOSED STRUCTURE SOUTH ELEVATION

The applicant has provided a revised design, which they believe better responds to the Recommended Guidelines listed above. That revised design can be seen below:



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The main change to the proposed design of the building addition is in the height of the structure and the treatment of the top of the building. The applicant is now proposing to lower the height of the building slightly, so that it is 2.5 feet lower than the existing parapet wall on the north and west facades of the existing historic building. The height of the existing parapet wall is 36', and the proposed building addition height to the top of the decorative cornice would be 33.5'. The applicant has also removed the originally proposed decorative cornice that identically matched the existing decorative cornice on the existing building. In its place, the applicant is still proposing a decorative cornice along the west and south facades, but the size and scale of the cornice is smaller than the existing cornice. The top of the building addition is still proposed to have a decorative frieze and scrolls, similar to the existing building, but would be at a smaller scale. This proposed design will ensure that the building addition is compatible with the existing historic building, but that it is subordinate, secondary, and differentiated from the existing historic building.

The applicant had also proposed to include quoins on the corners of the ground floor of the building addition, which would be visible on both the west and south facades, and also to paint the building addition a slightly different shade of the same colors used on the existing historic building. However, staff believes that the changes in design related to the building height and the decorative cornice and frieze, along with the window pattern, awning, and ground floor entry (which will be described in more detail below), provide for enough differentiation between the existing building and the proposed addition. Staff believes that the addition of the quoins and the different color would provide too much differentiation between the addition and the existing building. It is important to note that the proposed addition is still being treated as an addition, and not a completely new building. This is relevant because the applicant is requesting waivers from some of the other applicable review criteria in the Downtown Design Standards and Guidelines, due to the intent to have the building addition be more compatible with the existing historic building. If the building addition begins to include design elements that make it stand out as completely separate from the existing historic building, the applicant's arguments and findings for the waivers from some of the Downtown Design Standards (such as storefront window systems, recessed entry, and foundation or base along the bottom of the building) would not be as strong. There should still be an emphasis on the building addition being compatible with the existing historic building, as that was still a major component of the applicant's arguments for the overall design of the building.

The overall design still includes design elements that make the new addition compatible with the existing building, including the addition being at the same setback and the same form and massing as the existing building. The new addition will use compatible building materials with stucco exterior paneling, wood windows, wood trim, and a wood door, and is also carrying forward a similar decorative cornice and paneled frieze along the top of the building on both the west façade and south façade. The addition is subordinate and secondary to the main building in terms of footprint, given that the addition's footprint will be 20' in depth by 40' in width, and the existing building's footprint is much larger at 80' in depth by 40' in width.

Other features of the addition provide for differentiation and distinguish the addition from the existing historic building. The design for the building addition includes an entry into the new space that is fronting and oriented towards the right-of-way on Cowls Street. This entry is proposed to be a custom wood entry door, but is a single standard door size. The other windows on the ground floor of the new west façade are proposed to be standard windows. This design provides for an entry and openings into the ground floor of the new space, but does not detract from the main entrance to the building, which is on the north side and is oriented towards 3rd Street. To differentiate the addition from the existing building, a fabric awning is proposed to be installed along the entire west façade over the main entry and the windows on the ground floor. This will clearly identify where the building addition starts on the ground floor and at the pedestrian scale along the sidewalk on Cowls Street. On the remainder of the west façade and south

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façade, including the second and third stories, the window pattern is proposed to be a more consistent pattern of windows, which is different in appearance from the irregular fenestration along the west façade of the existing building. This will distinguish the addition from the main building on a larger scale when viewed from further distances.

Downtown Design Review

Overall, the proposed changes in design of the building addition do not impact any of the previously provided analysis and findings of compliance with the Downtown Design Standards and Guidelines. Those findings are provided again in the attached decision document for Docket DDR 10-18. However, some minor changes in the waiver findings are provided below to address the changes in the building height and decorative cornice.

Waiver of Downtown Design Standards – Subdivision of Façade Over 60 Feet in Width

The applicant is requesting waivers from the following standards:

- Section 17.59.050(B)(2) – Divisions for Buildings Exceeding 60 Feet in Width
- Section 17.59.050(B)(3) – Storefront Design Features
- Section 17.59.050(B)(8) – Building Foundation or Base

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 intent of the design of the proposed building addition, as stated in the application narrative, is to continue the façade of the existing historic building and have the addition blend in and be compatible with the existing building. The applicant focused on this design to achieve the applicable Historic Preservation design standards and guidelines, as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties. These standards are required to be achieved by 17.65.060(B) of the McMinnville City Code. The proposed design of the building addition carries forward many of the building form and architectural treatments that exist on the existing historic building in an effort to have the building addition be compatible. There are some minor changes in building height and specific design of the decorative cornice and frieze to allow for some differentiation between the addition and the existing building. However, the proposed design intent of matching and continuing the features of the existing building to better achieve the applicable Historic Preservation standards and guidelines creates a unique aspect of the site and results in a difficulty in meeting the Downtown Design Standards and Guidelines.

- 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 existing historic building on the subject site, the Hodson Building (Resource A450) currently has a west façade that exceeds 60 feet in width. The west façade is currently 80 feet in width, and as proposed would be added upon to be 100 feet in width, which is the entire property frontage on to the Cows Street right-of-way. The existing 80 foot building does not include any vertical subdivisions, materials, or detailing that separate the west facade into proportional bays. In an effort to continue the

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same treatment along the building addition's west façade, which is only 20 feet in width, no vertical divisions or design treatments are proposed. The applicant did propose to add quoins to the corners of the building addition on only the ground floor. However, staff is suggesting that those elements not be required to provide better compatibility between the addition and the existing building. Also, the existing building has no defined foundation or base on the west façade, as the exterior building materials are continuous down to the ground level and adjacent sidewalk. Therefore, no foundation or base is being proposed in an effort to continue that same treatment and ensure that the addition is compatible with the existing historic building. Again, the overall intent of the design is to continue the façade of the existing historic building, and that is being done by continuing with the same exterior stucco building material, the same exterior colors, and continuing some of the decorative architectural features in the cornice, scrolled brackets, and paneled frieze. The cornice, brackets, and frieze are proposed to be of a smaller scale and size to provide some differentiation between the addition and the existing building, but are still achieving the compatibility required between the two buildings and a satisfactory alternative design. This alternative design accomplishes the purpose of the Downtown Design Standards and Guidelines chapter, in that it allows for the "protection, enhancement and preservation" of the existing historic resource on the subject property, which is classified as a Distinctive resource on the McMinville Historic Resources Inventory, the highest possible classification on the local inventory.

The proposed design also included an entry into the new building addition on the west façade that was specifically not designed to be a storefront window and entry system. The proposed addition is required by 17.65.060(B) of the McMinville City Code to be compatible with the existing historic building, but also to be secondary and subordinate to the existing historic building. To achieve this, the entrance to the new building is a simple, single doorway. The simple entryway does not detract from the prominence of the existing primary entrance into the historic building, which is on the north side of the building and oriented towards 3rd Street. The window patterns on the ground floor of the building are also proposed to be more consistent with the non-storefront windows on the remainder of the existing building's west façade, again to be compatible and also to be simple to ensure that the addition is secondary and subordinate to the historic building. The creation of a storefront window system with a bulkhead, 70 percent glazing, and recessed entry with transparent door would detract from the primary entrance on 3rd Street, and would make the building addition more prominent.

- 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 complying with all of the Downtown Design Standards and Guidelines. The vertical divisions and foundation are suggested by staff to not be provided, because they are not included on the existing historic building and would ensure that the addition is more compatible with the existing historic building. In terms of the storefront design features, the bulkhead, glazing, and recessed entry are not being provided, for the reasons described above. However, the proposed building addition will have a design feature that provides the same function as a belt course, in that the ground floor exterior stucco material will be painted a different color than the upper story facades. This is again consistent with the design of the existing building, but also provides for the separation of the upper stories from the first floor that is required by the storefront design feature in the Downtown Design Standards and Guidelines. Also, the applicant is proposing to provide a decorative cornice at the roofline. The decorative cornice on the building addition will complement the existing decorative metal cornice, scrolled brackets, and paneled frieze on the existing historic building, but will be of a smaller scale and size to provide differentiation between the portions of the building. The inclusion of some of the design features ensures that the waivers requested are the minimum necessary.

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Fiscal Impact:

None.

Committee Options:

- 1) **APPROVE** the application, providing findings of fact for the required demolition review criteria.
- 2) **APPROVE** the application **WITH CONDITIONS**, providing findings of fact for the required demolition review criteria.
- 3) **DENY** the application, providing findings of fact for the denial in the motion to deny.
- 4) **CONTINUE** the application to a future Historic Landmarks Committee to allow for more information to be provided by the applicant. If continued, the continuation must be date specific.

Recommendation/Suggested Motion:

Staff recommends that the Historic Landmarks Committee approve the Certificate of Approval for Alteration (HL 12-18) with the following conditions of approval:

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.
2. That the proposed quoins not be included on the ground floor of the building addition to ensure compatibility between the building addition and the existing historic building.
3. That the building addition be painted the same colors as the remainder of the building, with the ground floor differentiated between the upper stories, to ensure compatibility between the building addition and the existing historic building.

Staff also recommends that the Historic Landmarks Committee approve the Design Review application (DDR 10-18) with the following conditions of approval:

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.
2. That the applicant shall provide samples of the final awning material and final exterior stucco building material to be approved by the Planning Director prior to the release of building permits for the proposed development. The awning and stucco colors shall be consistent with the renderings provided 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 for Alteration application:

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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 APPROVES THE CERTIFICATE OF APPROVAL TO ALLOW THE ALTERATION OF THE HISTORIC BUILDING AT 300 NE 3RD 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:

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 WAIVERS FOR THE HISTORIC BUILDING AT 300 NE 3RD STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.

CD:sjs



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

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**DECISION, CONDITIONS, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE
MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF
A HISTORIC RESOURCE AT 300 NE 3RD STREET**

DOCKET: HL 12-18

REQUEST: The applicant has submitted a Certificate of Approval application to request the alteration of a historic resource that is located within the Downtown Historic District that is listed on the National Register of Historic Places and is also listed on the McMinnville Historic Resources Inventory.

LOCATION: The subject site is located 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, 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: Andy Wilder

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: November 27, 2018

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: December 28, 2018 and January 23, 2019. December meeting was held at the Civic Hall, 200 NE 2nd Street, McMinnville, OR 97128. January meeting was held at Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.

PROCEDURE: The structure proposed to be altered is designated as a “Distinctive” historic resource (Resource A450) and is also located within the Downtown Historic District that is listed on the National Register of Historic Places, and is therefore subject to the Certificate of Approval alteration review process required by Section 17.65.060 of the McMinnville City Code.

CRITERIA: The applicable criteria are in Section 17.65.060(B) of the McMinnville City Code.

APPEAL: The decision may be appealed to the Planning Commission within 15 days of the date the decision is mailed as specified in Section 17.65.080(A) of the McMinnville City Code.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department,

Attachments:
Attachment 1 – Certificate of Approval Application

Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the alteration of the historic resource at 300 NE 3rd Street (Resource A450), **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
Chuck Darnell, Senior Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

Attachments:
Attachment 1 – Certificate of Approval Application

APPLICATION SUMMARY:

The applicant, Andy Wilder, submitted a Certificate of Approval for Demolition application to request the approval of the alteration of an existing building to allow for the construction of an addition on the south side of the existing building. The subject property is located at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

The building is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and is commonly known as the Hodson Building or Sears Building. The building is also listed on the McMinnville Historic Resources Inventory as a Distinctive resource (Resource A450), which is the highest classification on the local inventory.

The historic designation for this particular historic resource relates to the both the structure and the historical owner and builder of the building. The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet, is as follows:

A rectangular, Italianate, two-storied stuccoed brick structure, the Sears building faces north on the corner of Third and Cows. A shorter section on the rear of the building appears to be an addition. The building has a basement. There are two sets of three inset double-hung one-over-one windows with no ornament at the second floor level on the façade. The east façade has irregular fenestration; the second story windows are arched, double-hung sash, and those on the ground floor are single-paned. All have simple, splayed sills. Windows on the rear addition are four-lighted, inset squares. The projecting cornice conceals the roofline and is supported by large scrolled brackets and smaller modillions. There is a paneled frieze below the cornice. The original façade at the first floor level has been replaced by large store windows and setback entry. The south elevation is sheathed in corrugated sheet metal; unpainted brick shows on the exposed portion of the east side.

The building was built in 1901-1902 by O. Orville Hodson to house his hardware and tin business. Born in Indiana in 1857, Hodson came to Oregon in 1878 with his father, A.H. Hodson and bought a hardware business. He became sole owner in 1888 and was eventually to do much of the metal work on cornices in McMinnville's business district. He was an active mason and built the Queen Ann home on Fifth and Davis Streets. In 1928, the building was occupied by a grocer and confectioner. Today, Sears Roebuck catalog store occupies the building. The Historic Resources Inventory sheet for the resource does not include the year of original construction. However, upon further analysis of Sanborn maps for the area, the structure appears to have been constructed sometime between 1912 and 1928.

The description of the building in the Downtown Historic District's National Register of Historic Places nomination is as follows:

This rectangular, Italianate, two-story brick structure is stuccoed and scored with horizontal lines. The projecting metal cornice on the façade and west side is supported by large scrolled brackets and smaller modillions. A paneled frieze is below the cornice. The second floor façade consists of two bays of three inset double-hung one over one wooden sash windows. The second floor on the west façade has irregular fenestration of arched double-hung wood one over one wood sash windows. The original façade on the ground floor has been replaced with large plate glass aluminum frame store windows and a recessed entrance. A plywood door on the entrance on the east end of the façade is flush with the building wall. Bulkheads are cement and plywood. An aluminum marquee is located above the storefront windows and below the stucco covered transom windows. Two piers at either end of the façade are covered with stucco. The storefront wraps around one bay to the west side of the building. The west side ground floor has a band of fixed single pane wood windows at the transom level. There is an entrance at the south end which is topped with a glass transom and metal awning. An addition to the

Attachments:

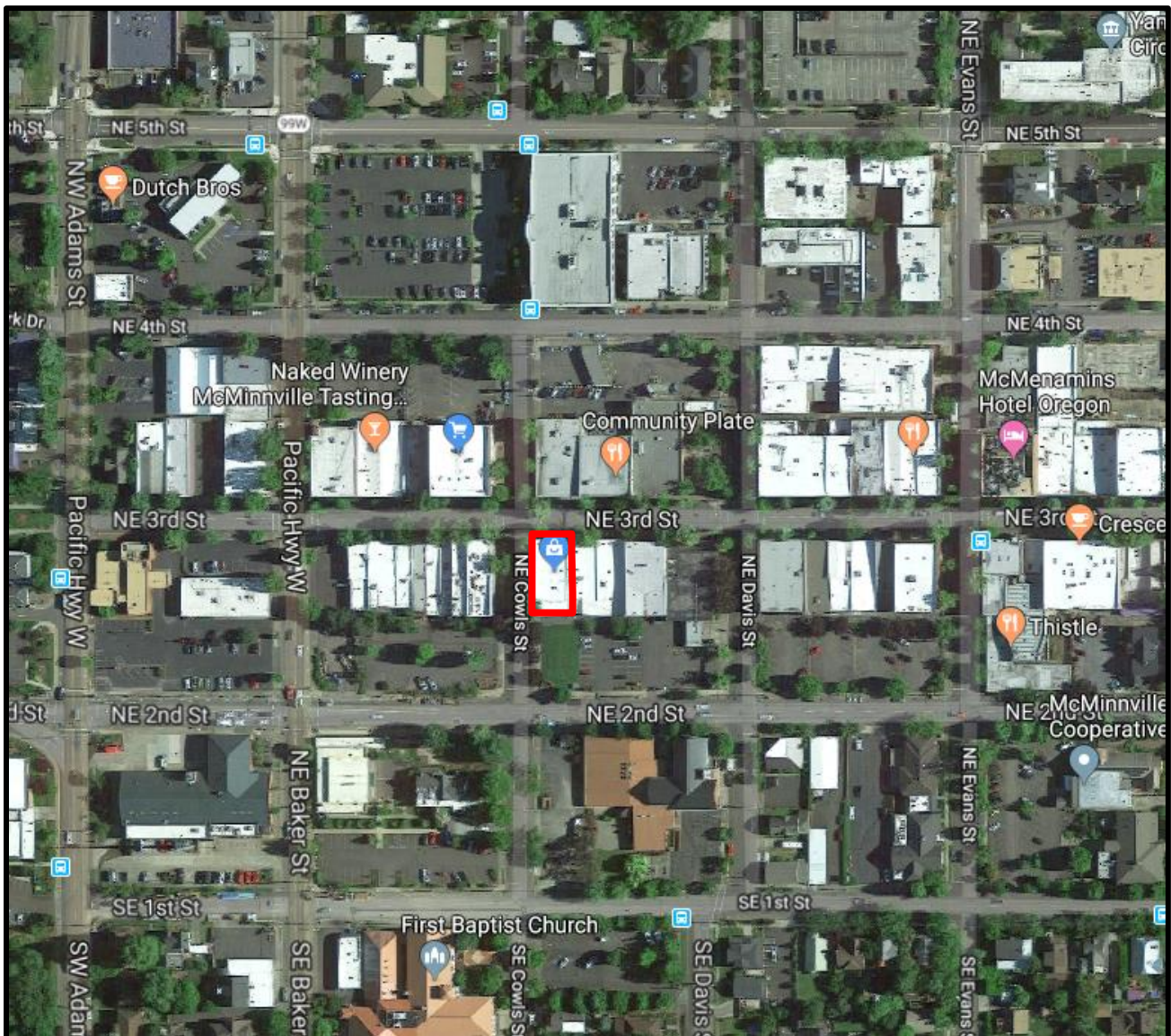
Attachment 1 – Certificate of Approval Application

building was made at the south end of the west side. It is stuccoed and has two windows on the second floor and two on the ground floor above a garage door.

The Hodson Building was constructed between 1901 and 1902 for O. Orville Hodson, who had a tin and hardware business. Hodson came to Oregon in 1878 from Indiana where he was born. Orville's father, H. H. Hodson, came with his son to McMinnville and bought a hardware business. H. H. Hodson became sole owner of the business in 1888, and is said to have constructed many of the metalwork cornices in McMinnville's old downtown commercial area. Some of these decorative cornices have since been removed. Sanborn Fire Insurance Company maps show that the Hodson Building was occupied by a grocer and confectioner in 1928.

Chapter 17.65 (Historic Preservation) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any historic landmark or building located on a property that is listed on the National Register of Historic Places.

The location of the historic landmark and building is identified below (outline of property is approximate):



Attachments:

Attachment 1 – Certificate of Approval Application

The building as it exists today can be seen below:



**CONDITIONS:**

- 1) That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.
- 2) That the proposed quoins not be included on the ground floor of the building addition to ensure compatibility between the building addition and the existing historic building.
- 3) That the building addition be painted the same colors as the remainder of the building, with the ground floor differentiated between the upper stories, to ensure compatibility between the building addition and the existing historic building.

ATTACHMENTS

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

Attachments:

Attachment 1 – Certificate of Approval Application

COMMENTS

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

No comments.

- McMinnville Fire Department:

We have no issues with this request.

- McMinnville Water and Light:

Existing 5/8" water meter will need to be upsized at applicants expense, to meet the requirements of the future total fixture count.

Double Check Valve Assembly (DCVA) backflow protection is required on the domestic water service for Premises Isolation. Refer to MWL Spec DCVA-2 for installation requirements.

Since the water service is on Third Street, the backflow assembly shall be installed inside the building close to the location where the private service line enters (no installation outside on Third Street is allowed).

Installation of backflow assemblies may allow thermal expansion to occur. Installer is responsible to make provisions for thermal expansion.

Backflow assembly is to be tested by a certified backflow tester upon installation, and test results must be submitted within 10 days of the test. MW&L must receive a passing test prior to leaving the water on permanently.

Public Comments

Public notice was mailed 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 hearing or the second public meeting.

FINDINGS OF FACT

1. Andy Wilder submitted a Certificate of Approval application to request the alteration of a historic resource that is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and is commonly known as the Hodson Building or Sears Building. The subject property is located at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.
2. The historic resource is designated on the Historic Resources Inventory as a Distinctive resource (Resource A450).

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3. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
4. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department received no public testimony prior to the public hearing.
5. A public hearing was held by the Historic Landmarks Committee on December 28, 2018 to review the proposal.
6. The Historic Landmarks Committee continued the applications at the December 28, 2018 meeting to allow for additional information to be provided. The additional information was reviewed during a public meeting by the Historic Landmarks Committee on January 23, 2019.
7. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS

McMinnville's Comprehensive Plan:

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

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

Finding: **Goal III 2 is satisfied.**

The focus of the comprehensive plan goal is to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to preserve the existing main building and to construct a building addition that is consistent with the distinctive elements, materials, features, and special relationships of the existing main building. The proposal will result in a building addition 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 economic use in an expanded building in the downtown core. Therefore, the Comprehensive Plan goal is 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 is satisfied.**

The City of 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.

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McMinnville's City Code:

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

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: **Section 17.65.040 is satisfied.**

The applicant submitted an application for a Certificate of Approval to request the alteration of a historic landmark, which is designated as a "Distinctive" historic resource (Resource A450) and is also located 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: **Section 17.65.050(A) is satisfied.**

The Historic Landmarks Committee, after reviewing the request during a public hearing and offering an opportunity for public testimony, decided to approve, with conditions, 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: **Section 17.65.060(B)(1) is satisfied.**

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:

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- (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 preserve the existing main building and to construct a building addition that is consistent with the distinctive elements, materials, features, and special relationships of the existing main building. The proposal will result in a building addition 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 economic use in an expanded 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: **Section 17.65.060(B)(2)(a) is satisfied.**

The Hodson Building has been used for a variety of different commercial uses since its construction in 1902. Currently, the ground floor of the existing building is in commercial use with a wine tasting room and the upper floor contains one apartment unit. The new addition will be constructed on the south side of the existing building, in the place of the addition that was proposed for demolition, and will be used commercially for short term rentals (lodging use). The existing building is not proposed to be changed or altered in any way. Therefore, no distinctive materials, features, spaces, or spatial relationships on the existing building will be impacted by the proposal. The new addition has been designed to use some of the same materials, similar features, and similar spatial relationships as the existing building to ensure that the addition is compatible with the existing building and the surrounding development in the Downtown Historic District. Some differences from the existing building are proposed in the addition's design, which will be discussed in more detail below.

- 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: **Section 17.65.060(B)(2)(b) is satisfied.**

This criteria describes the need to avoid the replacement of intact or repairable historic materials and the alteration of features, spaces and spatial relationships that characterize a property. In this case, the existing building is not proposed to be changed or altered in any way. Therefore, no distinctive materials, features, or spaces on the existing building will be impacted by the proposal. No spatial relationships between features on the existing building will be altered, but the proposal will add an addition to the south side of the existing building that changes the overall spatial relationship of the building on the property and the entire site. To ensure that the addition is compatible and does not negatively impact the spatial relationship of the building on the site, the addition is proposed to be of the same massing and configuration as the existing building. The addition will be constructed at the

same setbacks and similar height as the existing building, which will provide a coordinated transition between the spaces of the existing building and the new addition.

A rendering of the proposed design 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: **Section 17.65.060(B)(2)(c) is satisfied.**

As described in more detail above, the existing building is not proposed to be changed or altered in any way. The proposed building addition has been designed to be physically and visually compatible with the existing building. Specifically, the addition will be constructed at the same setbacks and a similar height as the existing building to maintain the same building massing and configuration on the block on which the existing building is located. The façade of the addition is proposed to include similar decorative features as exist on the main building, which are all noted as being significant features in the National Register of Historic Places nomination form and the McMinnville Historic Resources Inventory. The decorative features on the existing building addition include a projecting cornice, large scrolled brackets supporting the cornice, smaller modillions, and paneled frieze below the cornice. This decorative treatment is proposed to be replicated on the entire west and south facades of the new building addition, but at a smaller scale and size to provide for some differentiation between the building addition and the existing building. The building materials are also proposed to be consistent with the materials on the existing building. Specifically, the applicant has stated that the following materials will be used on each component of the addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.
- **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
- **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
- **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
- **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
- **Windows:** Wood windows. This will be compatible with the existing building.
- **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.

The plans, drawings, and renderings that were provided are developed to more of a conceptual level. Together with the statements in the application narrative and the further descriptions of the proposed building materials and design, the overall design can be approved in concept. However, to ensure that the final design is consistent with the proposed drawings and renderings, and that the details meet the applicable criteria, a condition of approval is included that requires that the detailed construction plans be submitted along with building permit applications. These detailed construction plans would then be reviewed by the Planning Director for consistency with the written narrative, drawings, and renderings submitted by the applicant for review by the Historic Landmarks Committee.

Some differences from the existing building are proposed in the addition's overall design, which will be discussed in more detail below.

- 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

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requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

Finding: **Section 17.65.060(B)(2)(d - f) are satisfied.**

As described in more detail above, the existing building is not proposed to be changed or altered in any way. The proposed building addition has been designed to be physically and visually compatible with the existing building. The new materials are also proposed to be consistent with the materials on the existing building. Specifically, the applicant has stated that the following materials will be used on each component of the addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.
- **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
- **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
- **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
- **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
- **Windows:** Wood windows. This will be compatible with the existing building.
- **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.

The new materials have been selected to match the materials used on the existing building, including the stucco exterior cladding, painted trim and metal cornice, and wood windows, trim, and doors. These new materials will match the materials on the existing building 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.

Finding: **This criteria is not applicable.** 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: **Section 17.65.060(B)(2)(h) is satisfied.**

The applicant has stated that they are not aware of any known archeological resources. They have also stated that if any historical or architectural objects are discovered during the construction of the new building, the applicant will report the discovery to the McMinnville Planning Department.

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

Finding: **Section 17.65.060(B)(2)(i) is satisfied.**

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.

Given the fact that the existing building and facades are being protected and maintained, the proposal does satisfy the main requirements of the rehabilitation treatment. Also, the proposed construction of a new rear addition is allowed under the rehabilitation treatment, which is consistent with the applicant's proposal. The Secretary of the Interior provide a number of Guidelines for Rehabilitating Historic Buildings, including recommended guidelines for how to incorporate a new exterior addition to a historic building. The applicant has provided findings for these guidelines, which are included in their narrative.

Some of the applicable rehabilitation guidelines for new additions to historic buildings, and findings for the guidelines as provided by the applicant and in some cases expanded upon by staff, are provided below:

Recommended Guideline: Placing functions and services required for a new use (including elevators and stairways) in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.

Finding: The proposed addition will be new construction to accommodate the new use on the property, but all functions and services required for the new use will be placed within the new addition. No changes will be required to the existing visible exterior of the main building or the interior of the main building. The stairways providing access to the upper floors of the addition will be internal within the building.

Recommended Guideline: Constructing a new addition on a secondary or non-character-defining elevation and limiting its size and scale in relationship to the historic building.

Finding: The proposed addition will be constructed on the south side of the existing building, which is functionally the rear side of the building. The new addition will have a new façade and expanded building wall to the south along the west property line, but that property line is the secondary elevation. The main entrance to the existing building is on the north side, fronting Third Street, which makes that the primary elevation. The applicant is proposing for the addition to be a similar height and follow the same setbacks as the existing building in an effort to make the addition compatible with the existing buildings form and massing while also being consistent with the overall development pattern in the surrounding area. However, the overall footprint of the addition will be limited in size and scale in relationship to the existing building, given that the addition's footprint will be 20' in depth by 40' in width, and the existing building's footprint is much larger at 80' in depth by 40' in width.

Recommended Guideline: Constructing a new addition that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed.

Finding: This guideline is satisfied, as the proposed addition does not result in the loss of any character defining materials or features. The applicant is not proposing to alter any exterior portion of the existing building façade, other than existing south façade that is currently covered by the existing building addition that is proposed to be demolished. That existing south façade, which is constructed of brick, is proposed to become the north wall of the building addition and will become completely internal to the building addition. The existing character-defining features on the existing building will all be retained, including the stuccoed exterior, wood windows, storefront window system, projecting cornice, large scrolled brackets supporting the cornice, smaller modillions, and paneled frieze below the cornice.

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Recommended Guideline: Designing a new addition that is compatible with the historic building.

Recommended Guideline: Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.

Recommended Guideline: Considering the design for a new addition in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.

Recommended Guideline: Ensuring that the addition is stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).

Recommended Guideline: Basing the alignment, rhythm, and size of the window and door openings of the new addition on those of the historic building.

Finding: The applicant is proposing for the new addition to be a similar height and follow the same setbacks as the existing building in an effort to make the addition compatible with the existing buildings form and massing while also being consistent with the overall development pattern in the surrounding area. This building form and massing is consistent with the development pattern in the surrounding historic district, with buildings constructed up to property lines and appearing to be two to three stories in height. The building addition will be constructed on the south side of the existing main building, using the existing south wall of the main building as the addition's north wall, and carrying the same building wall lines to the south along the west property line. This design creates a relationship with the main existing building through a coordinated transition between the spaces of the existing building and the new addition. The style of the building is consistent with the commercial use of the existing building. The alignment and rhythm of windows and door openings is similar to the existing building, but is differentiated, which meets other recommended guidelines for building additions and will be discussed in more detail below.

Recommended Guideline: Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.

Recommended Guideline: Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.

Recommended Guideline: Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it, but distinguishes the addition from the original building.

Recommended Guideline: Ensuring that new construction is secondary to the historic building and does not detract from its significance.

Finding: As discussed in more detail above, the applicant is proposing to make the new addition compatible with the existing building by designing the addition at the same setback and with the same form and massing as the existing building. The new addition will use compatible building materials with stucco exterior paneling, wood windows, wood trim, and a wood door, and is also carrying forward a similar decorative cornice and paneled frieze along the top of the building on both the west façade and south façade. The addition is subordinate and secondary to the main building, given that the addition's footprint will be 20' in depth by 40' in width, and the existing building's footprint is much larger at 80' in depth by 40' in width.

These design features ensure compatibility with the main building, but the addition also must be differentiated and clearly distinguishable from the existing historic building. The applicant is proposing

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to lower the height of the building addition slightly, so that it is 2.5 feet lower than the existing parapet wall on the north and west facades of the existing historic building. The height of the existing parapet wall is 36', and the proposed building addition height to the top of the decorative cornice would be 33.5'. The applicant has also proposing a decorative cornice along the west and south facades, but the size and scale of the cornice is smaller than the existing cornice on the main building. The top of the building addition is still proposed to have a decorative frieze and scrolls, similar to the existing building, but would be at a smaller scale. This proposed design will ensure that the building addition is compatible with the existing historic building, but that it is subordinate, secondary, and differentiated from the existing historic building.

The applicant had also proposed to include quoins on the corners of the ground floor of the building addition, which would be visible on both the west and south facades, and also to paint the building addition a slightly different shade of the same colors used on the existing historic building. However, the changes in the building height and the decorative cornice and frieze, along with the window pattern, awning, and ground floor entry (which will be described in more detail below), were found to provide for enough differentiation between the existing building and the proposed addition. Therefore, a condition of approval is included to state that the quoins and the different colors on the addition would not be required.

The design for the building addition also includes an entry into the new space that is fronting and oriented towards the right-of-way on Cowls Street. This entry is proposed to be a custom wood entry door, but is a single standard door size. The other windows on the ground floor of the new west façade are proposed to be standard windows. This design provides for an entry and openings into the ground floor of the new space, but does not detract from the main entrance to the building, which is on the north side and is oriented towards 3rd Street. To differentiate the addition from the existing building, a fabric awning is proposed to be installed along the entire west façade over the main entry and the windows on the ground floor. This will clearly identify where the building addition starts from the ground floor and at the pedestrian scale along the sidewalk on Cowls Street. On the remainder of the west façade and south façade, including the second and third stories, the window pattern is proposed to be a more consistent pattern of windows, which is different in appearance from the irregular fenestration along the west façade of the existing building. This will distinguish the addition from the main building on a larger scale when viewed from further distances.

Recommended Guideline: Incorporating a simple, recessed, small-scale hyphen, or connection, to physically and visually separate the addition from the historic building.

Recommended Guideline: Distinguishing the addition from the original building by setting it back from the wall plane of the historic building.

Finding: The applicant is not proposing to include any recessed hyphen or connection to physically and visually separate the addition from the existing historic building. Instead, the applicant has included some other design features to visually differentiate the new addition from the existing building, as described in more detail above. The applicant is not proposing to have the building addition set back from the wall plan of the existing building, as that would be inconsistent with the development pattern in the remainder of the Downtown Historic District, which features buildings that are constructed on the property line with a zero setback. This design and building form for the addition meets other recommended guidelines for compatibility and relationship with the surrounding historic district and setting.

Recommended Guideline: Adding a new building to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.

Finding: The applicant has stated that their proposed new use of short term rental units could not be accommodated within the existing structure without making major changes to the interior spaces of that building.

Recommended Guideline: Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.

Recommended Guideline: Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.

Recommended Guideline: Designing an addition to a historic building in a densely-built location (such as a downtown commercial district) to appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.

Finding: These guidelines are not specifically applicable, as the existing building basically covers the entire lot and there are no site features or land formations to incorporate into the design of the addition. The new building addition will be constructed on the 20' by 40' area of the property that is currently covered by an existing building addition that is proposed to be demolished. The new addition will be constructed in the same footprint as the existing addition, thereby carrying forward the same massing and form that exists on the site today.

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: **Section 17.65.060(B)(3) is satisfied.**

The proposed alteration is reasonable, as the applicant intends to construct the building addition on the south side of the existing building and preserve all of the character defining features of the existing building. This will provide continuity within the Downtown Historic District, and will not alter any existing historic character on the subject site and the block on which the building is located. The addition is proposed to be designed in such a way as to be compatible with the existing building and the surrounding development pattern in the historic district, as described in more detail above. The preservation of the existing building and the design of the new addition to be compatible with that building will ensure that the public interest in the existing historic resource is maintained.

4. The value and significance of the historic resource;

Finding: **Section 17.65.060(B)(4) is satisfied.**

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 primary significant contributing property in the historic district. The building is also listed as a Distinctive resource on the McMinnville Historic Resources Inventory, the highest possible classification on the local inventory. The overall the intent of the proposed alterations and addition are on the preservation of the existing building and all of its existing character defining features. The new addition will be constructed on the south side of the existing building, and will not change the existing building's exterior or interior design or functionality in any way, thereby preserving the value and significance of the historic resource.

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5. The physical condition of the historic resource;

Finding: **Section 17.65.060(B)(5) is satisfied.**

The existing building is in good physical condition, and is proposed to be preserved with no changes to the character defining features or functionality of the existing building.

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: **Section 17.65.070(B) and Section 17.65.070(C) are satisfied.**

Notice of the Historic Landmarks Committee's consideration of the Certificate of Approval application was mailed 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, CONDITIONS, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC BUILDING AT 300 NE 3RD STREET WITHIN THE DOWNTOWN DESIGN AREA AND ALSO FOR A WAIVER FROM DOWNTOWN DESIGN STANDARDS

DOCKET: DDR 10-18

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 Place, and also for multiple design waivers.

LOCATION: The subject site is located 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, 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: Andy Wilder

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: November 27, 2018

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: December 28, 2018 and January 23, 2019. December meeting was held at the Civic Hall, 200 NE 2nd Street, McMinnville, OR 97128. January meeting was held at Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.

PROCEDURE: The structure proposed to be altered 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.

CRITERIA: The applicable criteria are in Section 17.59.040 of the McMinnville City Code.

APPEAL: The decision may be appealed to the Planning Commission within 15 days of the date the decision is mailed as specified in Section 17.59.030(E) of the McMinnville City Code.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney;

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McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the proposed exterior alterations to the historic building at 300 NE 3rd Street and the waiver of certain downtown design standards, **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
Chuck Darnell, Senior Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

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APPLICATION SUMMARY:

The applicant, Andy Wilder, 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 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

The building is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and is commonly known as the Hodson Building or Sears Building. The building is also listed on the McMinnville Historic Resources Inventory as a Distinctive resource (Resource A450), which is the highest classification on the local inventory.

The historic designation for this particular historic resource relates to the both the structure and the historical owner and builder of the building. The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet, is as follows:

A rectangular, Italianate, two-storied stuccoed brick structure, the Sears building faces north on the corner of Third and Cows. A shorter section on the rear of the building appears to be an addition. The building has a basement. There are two sets of three inset double-hung one-over-one windows with no ornament at the second floor level on the façade. The east façade has irregular fenestration; the second story windows are arched, double-hung sash, and those on the ground floor are single-paned. All have simple, splayed sills. Windows on the rear addition are four-lighted, inset squares. The projecting cornice conceals the roofline and is supported by large scrolled brackets and smaller modillions. There is a paneled frieze below the cornice. The original façade at the first floor level has been replaced by large store windows and setback entry. The south elevation is sheathed in corrugated sheet metal; unpainted brick shows on the exposed portion of the east side.

The building was built in 1901-1902 by O. Orville Hodson to house his hardware and tin business. Born in Indiana in 1857, Hodson came to Oregon in 1878 with his father, A.H. Hodson and bought a hardware business. He became sole owner in 1888 and was eventually to do much of the metal work on cornices in McMinnville's business district. He was an active mason and built the Queen Ann home on Fifth and Davis Streets. In 1928, the building was occupied by a grocer and confectioner. Today, Sears Roebuck catalog store occupies the building. The Historic Resources Inventory sheet for the resource does not include the year of original construction. However, upon further analysis of Sanborn maps for the area, the structure appears to have been constructed sometime between 1912 and 1928.

The description of the building in the Downtown Historic District's National Register of Historic Places nomination is as follows:

This rectangular, Italianate, two-story brick structure is stuccoed and scored with horizontal lines. The projecting metal cornice on the façade and west side is supported by large scrolled brackets and smaller modillions. A paneled frieze is below the cornice. The second floor façade consists of two bays of three inset double-hung one over one wooden sash windows. The second floor on the west façade has irregular fenestration of arched double-hung wood one over one wood sash windows. The original façade on the ground floor has been replaced with large plate glass aluminum frame store windows and a recessed entrance. A plywood door on the entrance on the east end of the façade is flush with the building wall. Bulkheads are cement and plywood. An aluminum marquee is located above the storefront windows and below the stucco covered transom windows. Two piers at either end of the façade are covered with stucco. The storefront wraps around one bay to the west side of the building. The west side ground floor has a band of fixed single pane wood windows at the transom level. There is an entrance at the south end which is topped with a glass transom and metal awning. An addition to the

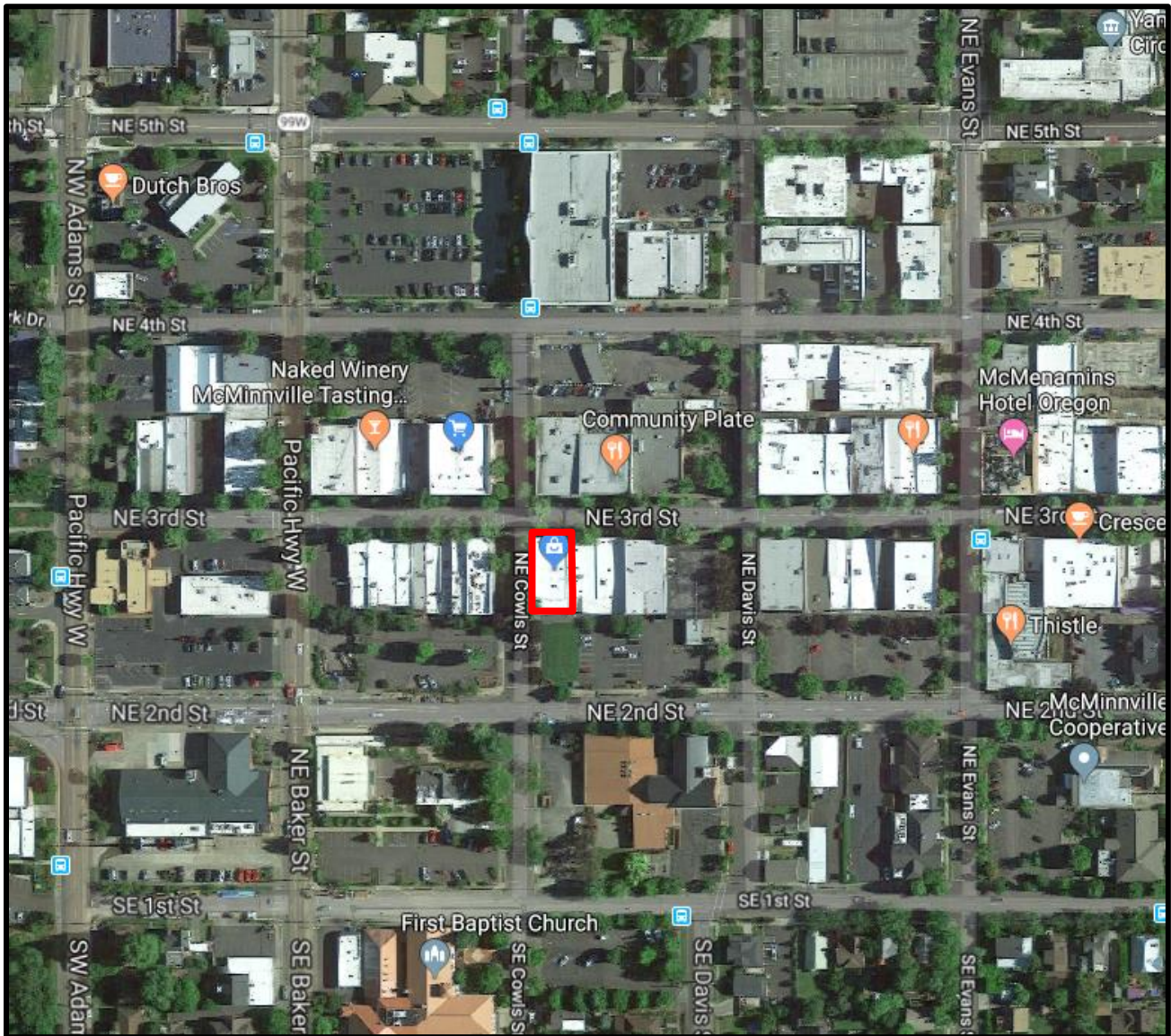
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building was made at the south end of the west side. It is stuccoed and has two windows on the second floor and two on the ground floor above a garage door.

The Hodson Building was constructed between 1901 and 1902 for O. Orville Hodson, who had a tin and hardware business. Hodson came to Oregon in 1878 from Indiana where he was born. Orville's father, H. H. Hodson, came with his son to McMinnville and bought a hardware business. H. H. Hodson became sole owner of the business in 1888, and is said to have constructed many of the metalwork cornices in McMinnville's old downtown commercial area. Some of these decorative cornices have since been removed. Sanborn Fire Insurance Company maps show that the Hodson Building was occupied by a grocer and confectioner in 1928.

The location of the historic landmark and building is identified below (outline of property is approximate):



The building as it exists today can be seen below:





A rendering of the proposed design can be seen below:



CONDITIONS:

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.
2. That the applicant shall provide samples of the final awning material and final exterior stucco building material to be approved by the Planning Director prior to the release of building permits for the proposed development. The awning and stucco colors shall be consistent with the renderings provided for review by the Historic Landmarks Committee.

ATTACHMENTS

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

COMMENTS**Agency Comments**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

No comments.

- McMinnville Fire Department:

We have no issues with this request.

- McMinnville Water and Light:

Existing 5/8" water meter will need to be upsized at applicants expense, to meet the requirements of the future total fixture count.

Double Check Valve Assembly (DCVA) backflow protection is required on the domestic water service for Premises Isolation. Refer to MWL Spec DCVA-2 for installation requirements.

Since the water service is on Third Street, the backflow assembly shall be installed inside the building close to the location where the private service line enters (no installation outside on Third Street is allowed).

Installation of backflow assemblies may allow thermal expansion to occur. Installer is responsible to make provisions for thermal expansion.

Backflow assembly is to be tested by a certified backflow tester upon installation, and test results must be submitted within 10 days of the test. MW&L must receive a passing test prior to leaving the water on permanently.

Public Comments

Public notice was mailed to owners of properties within 300 feet of the subject site. This exceeds the notification distance required by Section 17.59.030(C)(3), which is only 100 feet. However, the 300 foot notification distance was required for other applications that were reviewed concurrently (HL 11-18 and HL 12-18). The Planning Department did not receive any public testimony prior to the public hearing.

FINDINGS OF FACT

1. Andy Wilder 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 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.
2. The historic resource is designated on the Historic Resources Inventory as a Distinctive resource (Resource A450).
3. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
4. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department received no public testimony prior to the public hearing.
5. A public hearing was held by the Historic Landmarks Committee on December 28, 2018 to review the proposal.
6. The Historic Landmarks Committee continued the applications at the December 28, 2018 meeting to allow for additional information to be provided. The additional information was reviewed during a public meeting by the Historic Landmarks Committee on January 23, 2019.
7. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS

McMinnville's Comprehensive Plan:

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

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

Finding: **Goal III 2 is satisfied.**

The focus of the comprehensive plan goal is to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to preserve the existing main building and to construct a building addition that is consistent with the distinctive elements, materials, features, and special relationships of the existing main building. The proposal will result in a building addition 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 economic use in an expanded building in the downtown core. Therefore, the Comprehensive Plan goal is satisfied by the proposal.

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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 is satisfied.

The City of 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.

Finding: Section 17.59.020 is satisfied.

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.

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- 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: **Section 17.59.030 is satisfied.**

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 applications that were 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: **Sections 17.59.040(A)(1) and 17.59.040(A)(2) are satisfied.**

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 12-18, 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: **Section 17.59.040(3)(a) is satisfied.**

The applicant is requesting waivers from the following standards:

- Section 17.59.050(B)(2) – Divisions for Buildings Exceeding 60 Feet in Width
- Section 17.59.050(B)(3) – Storefront Design Features
- Section 17.59.050(B)(8) – Building Foundation or Base

The intent of the design of the proposed building addition, as stated in the application narrative, is to continue the façade of the existing historic building and have the addition blend in and be compatible with the existing building. The applicant focused on this design to achieve the applicable Historic Preservation design standards and guidelines, as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties. These standards are required to be achieved by 17.65.060(B) of the McMinnville City Code. The proposed design of the building addition carries forward many of the building form and architectural treatments that exist on the existing historic building in an effort to have the building addition be compatible. There are some minor changes in building height and specific design of the decorative cornice and frieze to allow for some differentiation between the addition and the existing building. However, the proposed design intent of matching and continuing the features of the existing building to better achieve the applicable Historic Preservation standards and guidelines creates a unique aspect of the site and results in a difficulty in meeting the Downtown Design Standards and Guidelines.

- 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: **Section 17.59.040(3)(b) is satisfied.**

The existing historic building on the subject site, the Hodson Building (Resource A450) currently has a west façade that exceeds 60 feet in width. The west façade is currently 80 feet in width, and as proposed would be added upon to be 100 feet in width, which is the entire property frontage on to the Cowls Street right-of-way. The existing 80 foot building does not include any vertical subdivisions, materials, or detailing that separate the west facade into proportional bays. In an effort to continue the same treatment along the building addition's west façade, which is only 20 feet in width, no vertical divisions or design treatments are proposed. The applicant did propose to add quoins to the corners of the building addition on only the ground floor. However, staff is suggesting that those elements not be required to provide better compatibility between the addition and the existing building. Also, the existing building has no defined foundation or base on the west façade, as the exterior building materials are continuous down to the ground level and adjacent sidewalk. Therefore, no foundation or base is being proposed in an effort to continue that same treatment and ensure that the addition is compatible with the existing historic building. Again, the overall intent of the design is to continue the façade of the

existing historic building, and that is being done by continuing with the same exterior stucco building material, the same exterior colors, and continuing some of the decorative architectural features in the cornice, scrolled brackets, and paneled frieze. The cornice, brackets, and frieze are proposed to be of a smaller scale and size to provide some differentiation between the addition and the existing building, but are still achieving the compatibility required between the two buildings and a satisfactory alternative design. This alternative design accomplishes the purpose of the Downtown Design Standards and Guidelines chapter, in that it allows for the “protection, enhancement and preservation” of the existing historic resource on the subject property, which is classified as a Distinctive resource on the McMinnville Historic Resources Inventory, the highest possible classification on the local inventory.

The proposed design also included an entry into the new building addition on the west façade that was specifically not designed to be a storefront window and entry system. The proposed addition is required by 17.65.060(B) of the McMinnville City Code to be compatible with the existing historic building, but also to be secondary and subordinate to the existing historic building. To achieve this, the entrance to the new building is a simple, single doorway. The simple entryway does not detract from the prominence of the existing primary entrance into the historic building, which is on the north side of the building and oriented towards 3rd Street. The window patterns on the ground floor of the building are also proposed to be more consistent with the non-storefront windows on the remainder of the existing building’s west façade, again to be compatible and also to be simple to ensure that the addition is secondary and subordinate to the historic building. The creation of a storefront window system with a bulkhead, 70 percent glazing, and recessed entry with transparent door would detract from the primary entrance on 3rd Street, and would make the building addition more prominent.

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

Finding: **Section 17.59.040(3)(c) is satisfied.**

The proposed design is the minimum requested waiver to alleviate the difficulty of complying with all of the Downtown Design Standards and Guidelines. The vertical divisions and foundation are suggested by staff to not be provided, because they are not included on the existing historic building and would ensure that the addition is more compatible with the existing historic building. In terms of the storefront design features, the bulkhead, glazing, and recessed entry are not being provided, for the reasons described above. However, the proposed building addition will have a design feature that provides the same function as a belt course, in that the ground floor exterior stucco material will be painted a different color than the upper story facades. This is again consistent with the design of the existing building, but also provides for the separation of the upper stories from the first floor that is required by the storefront design feature in the Downtown Design Standards and Guidelines. Also, the applicant is proposing to provide a decorative cornice at the roofline. The decorative cornice on the building addition will complement the existing decorative metal cornice, scrolled brackets, and paneled frieze on the existing historic building, but will be of a smaller scale and size to provide differentiation between the portions of the building. The inclusion of some of the design features ensures that the waivers requested are the minimum necessary.

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: **Section 17.59.050(A) is satisfied.**

The existing building is currently constructed with a zero setback from the north and west property lines and sidewalks, and the proposed addition continues that same zero setback along the west property line. The addition will also be constructed with a zero setback on the south property line. However, this property line is adjacent to another property, so no entrances are proposed on the south façade.

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: **Section 17.59.050(B)(1) is satisfied.**

The proposed addition will be the same massing and configuration as the existing building on the same property, as it will be a similar height and will carry the same building wall planes along the west and south property lines. The building height will be 33.5' in height, just slightly lower than the existing building at 36' in height, to provide for some differentiation between the building addition and the existing building as is required by other applicable historic preservation review criteria and described in the findings for Docket HL 12-18. The building addition is on the south side of the existing building, but the overall building is on a corner. The existing building, and the proposed building addition, will appear to be two stories in height.

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 applicant requested a waiver from this design standard, which is discussed in more detail in the findings for the waiver review criteria above.

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 applicant requested a waiver from this design standard, which is discussed in more detail in the findings for the waiver review criteria above.

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: **Section 17.59.050(B)(4) is satisfied.**

The proposed building addition will have the same roofline orientation as the existing historic building, which will be a flat topped parapet wall with decorative cornice that is similar to and compatible with the existing building. Behind the parapet wall, the roof will have a minimal slope of 0.25/12.

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

Finding: **Section 17.59.050(B)(5) is satisfied.**

The primary entrance to the existing building is on the north side of the building and is oriented towards 3rd Street. That entrance is open to the public right-of-way and is recessed. The proposed building addition includes an entrance, which was specifically designed to not appear to be a primary entrance so as not to detract from the prominent entrance on the north side of the existing historic building. This entrance on the building addition does still open on to the public right-of-way, but is not recessed, as discussed in the waiver review criteria related to the storefront design standards and recessed entry.

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: **Section 17.59.050(B)(6) is satisfied.**

The applicant has stated that all windows on the first and second stories will be recessed to match the recessed windows on the exiting building. The upper story window orientation is vertical, with window dimensions identified as 6' in height and 3' in width.

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: **Section 17.59.050(B)(7) is satisfied.**

The proposed building addition will be similar in scale and proportion with the existing historic building. The addition will be constructed at the same setback, a similar height, form, and massing as the existing building to ensure that it is compatible with the building and the surrounding development pattern in the Downtown Historic District. The building addition includes windows on the west façade and south façade, on all three stories of the building. The window pattern is proposed to be a more consistent pattern of windows, which is different in appearance from the irregular fenestration and window pattern along the west façade of the existing building. However, this window design will distinguish the addition from the main building, which is a requirement of the Historic Preservation standards and guidelines. The window pattern, while different, is still found to be visually compatible with the original architecture of the building, as the new windows will be of similar size, materials, and colors as the existing windows on the west façade.

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

Finding: The applicant requested a waiver from this design standard, which is discussed in more detail in the findings for the waiver review criteria above.

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: **Section 17.59.050(C)(1) is satisfied.**

The applicant has proposed to use materials that are listed as allowable exterior building materials. Specifically, the applicant has stated that the following materials will be used on each feature of the new building addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.
 - **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
 - **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
 - **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
 - **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
 - **Windows:** Wood windows. This will be compatible with the existing building.
 - **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.
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: **Section 17.59.050(C)(2) is satisfied.**

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: **Section 17.59.050(C)(3) is satisfied.**

The building addition will be required to be painted the same colors as the exterior of the existing historic building as a condition of approval on Docket HL 12-18. The building will be a subtle, light blue color on the ground floor, and a tan color on the upper story facades. The colors proposed are low reflective, subtle and neutral colors. The brighter colored greenish-blue of the existing cornice, paneled frieze, and windows is allowed, as it is used only on these features which are trim or decorative features.

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.

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- 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.

Finding: Section 17.59.070 is satisfied, and a condition of approval is included to ensure that the criteria are satisfied.

The applicant is proposing a new awning on the west façade of the building addition, extending along the entire 20' width of the new addition's west façade. The entry will be proportionate to the building, and will be placed at the same height as the existing awning on the north side of the existing building. The awning is proposed to be tent quality soft canvas, and will be a charcoal grey color, which will be a low reflective, subtle, and neutral color. A condition of approval is suggested by staff to require the applicant to submit a sample of the awning material for Planning Director review to ensure that the charcoal grey color is a neutral grey color and is not dark enough to be considered the high intensity black color that is specifically prohibited.

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.
- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.
- 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.
- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.
- 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: No signs are being proposed on the new building addition, so these standards are not applicable.

CD:sjs



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

www.mcminnvilleoregon.gov

EXHIBIT 2 - STAFF REPORT

DATE: January 23, 2019
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: HL 16-18 – 1206 NE 10th Avenue

Report in Brief:

This is the consideration of a request to remove a historic resource from the Historic Resources Inventory. The subject property is listed on the McMinnville Historic Resources Inventory as an Environmental resource (resource number D1041).

Historic resources are defined as any site, structure, building, district, or object that is included on the Historic Resources Inventory.

The Historic Resources Inventory is defined as follows:

Historic Resources Inventory - The initial inventory includes the resources which were evaluated and ranked by the McMinnville Historic Landmarks Committee. The inventory incorporates the surveys and inventories conducted in 1976, 1980, and 1983/84 and resources which may be included by action of the Historic Landmarks Committee under the provision of Section 17.65.030 of this chapter. The resources included in the inventory are classified as follows:

- A. Distinctive: Resources outstanding for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places;
- B. Significant: Resources of recognized importance to the City due to historical association or architectural integrity, uniqueness, or quality;
- C. Contributory: Resources not in themselves of major significance, but which enhance the overall historic character of the neighborhood or City. Removal or alteration would have a deleterious effect on the quality of historic continuity experienced in the community; or
- D. Environmental: This category includes all resources surveyed that were not classified as distinctive, significant, or contributory. The resources comprise an historic context within the community.

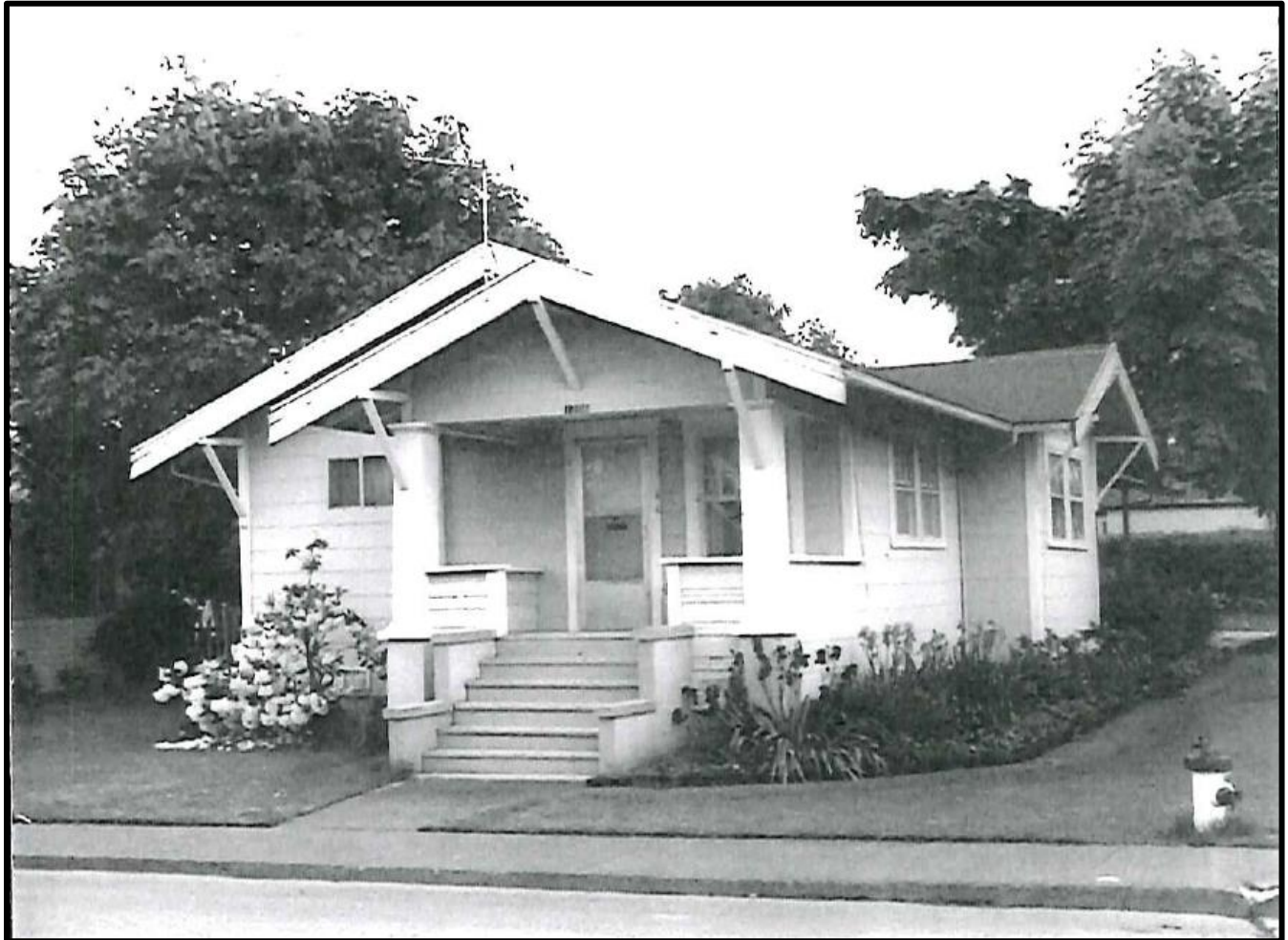
The McMinnville Municipal Code (MMC) describes the Historic Resources Inventory and the process for requesting any addition, deletion, or change to the inventory. Section 17.65.030(A) of the MMC gives the Historic Landmarks Committee the authority to review any addition, deletion, or change to the inventory, and Section 17.65.030(F) provides the specific review criteria to be considered in any Historic Resources Inventory deletion request.

Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
Decision Documents for Application HL 16-18

Discussion:

The photo from the time of the survey of the building that led to it being listed on the Historic Resources Inventory, as shown in the Historic Resources Inventory sheet, is provided below:



A more recent photo of the building as it exists today, taken from the same general location and angle as the original survey photo from 1983, can be seen below:

Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
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The Historic Landmarks Committee's responsibility regarding this type of application is to hold a public meeting to review the request to delete the historic resource from the Historic Resources Inventory. 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 Municipal Code. During the public meeting, the Historic Landmarks Committee Chair may provide an opportunity for public testimony on the application, should any member of the public wish to testify.

Historic Resources Inventory Deletion Review

The McMinnville Municipal Code provides multiple paths and processes for proposed changes to the Historic Resources Inventory, depending on the exact change being requested or the reasoning for the request. Specifically, any additions or changes to the Historic Resources Inventory are subject to Section 17.65.030(C) as follows:

- C. The Historic Landmarks Committee shall base each decision regarding additions or changes to the inventory on the following criteria:
 - 1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important at the city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance;

Attachments:

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2. Style/Design. The resource is representative of a particular style or a type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designated or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance;
3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and
4. Environment. The resource contributes to the character or continuity of the street or neighborhood.
5. Consistency with the National Register Criteria for Evaluation as follows:
 - a. The resource is associated with events that have made a significant contribution to the broad patterns of our history; or
 - b. The resource is associated with lives of significant persons in our past; or
 - c. The resource embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
 - d. The resource has yielded or may be likely to yield, information important in history or prehistory; and
6. The designation of the resource is consistent with the priorities described in the historic preservation plan.

However, the request before the Historic Landmarks Committee is to delete a resource from the Historic Resources Inventory. Any deletion to the Historic Resources Inventory is subject to Section 17.65.030(F) as follows:

- F. Except as provided in Section 17.65.030 (E), the Historic Landmarks Committee shall base each decision regarding deletions from the inventory on the following criteria:
 1. The resource has lost the qualities for which it was originally recognized; or
 2. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or
 3. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

In addition to those processes, the MMC also describes a process in which the City and Historic Landmarks Committee must remove a historic resource from the Historic Resources Inventory if it can be shown that the designation was imposed on the property and the owner at the time of designation. This process is described in Section 17.65.030(E), and will be discussed in more detail below, as the applicant is requesting a removal of the resource by this process as well as the standard deletion process described in Section 17.65.030(F).

As described above, in reviewing a request a deletion from the Historic Resources Inventory, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.030(F) of the MMC:

1. The resource has lost the qualities for which it was originally recognized; or

The original designation of the residential building on the Historic Resources Inventory was related to the architecture and historic features that were in place on the structure at the time of survey in December 1983. Those architectural features were described in more detail above. The applicant is arguing that the existing building no longer contains those features that led to it being designated on the Historic Resources Inventory due to alterations that have occurred since that time. Staff would note that the

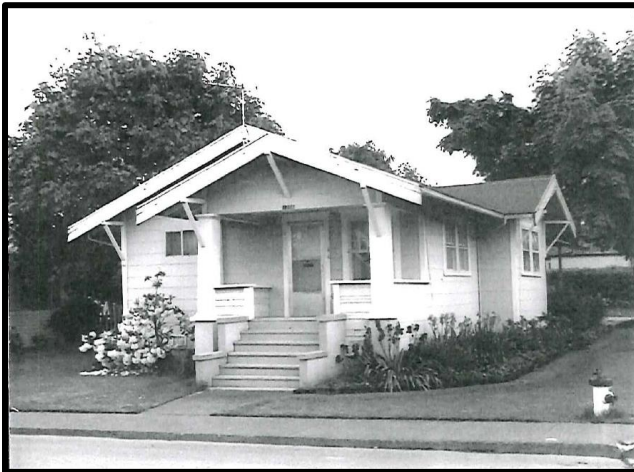
Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
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resource was designated as an Environmental resource, which is the lowest level and tier of classification on the Historic Resources Inventory. Resources that are designated as Contributory or Environmental resources have historically, and still are not, subject to any specific design standards or historic preservation review criteria. Therefore, alterations can occur to the structure without any additional review, other than what is required for building permit and general zoning requirements. In this scenario, it is clear that multiple alterations have occurred over time.

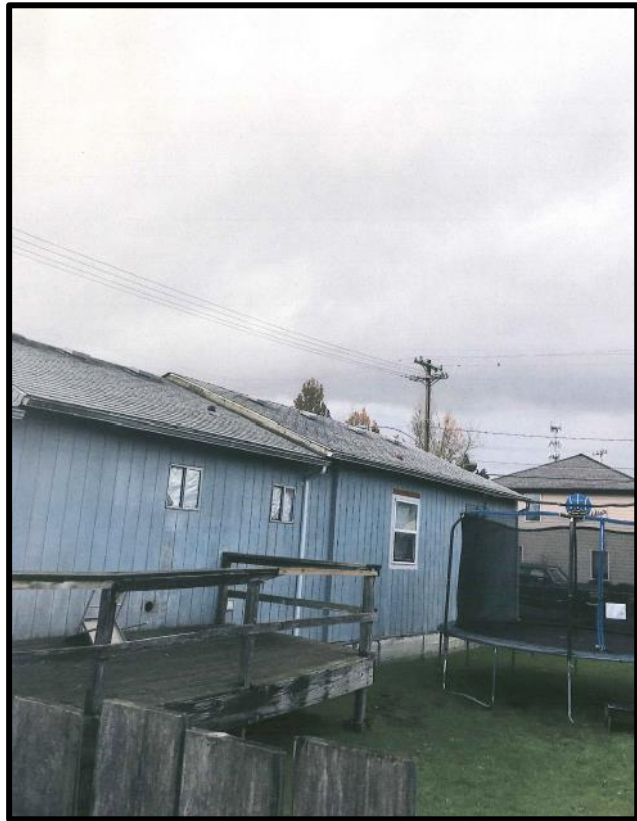
The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983, describes a number of architectural elements and features that led to the structure being designated. Those are described individually below, along with the applicant's descriptions of changes that have occurred and photos showing those changes.

The statement of historical significance described the structure as "This low-gabled one-story bungalow has wide eaves with exposed rafters." The applicant has stated that the exposed rafters have been removed, and it is clear that the wide eaves have also been removed from the main roof structure, the porch, and the bump-out on the west façade. Photos of the absence of these features are provided below:

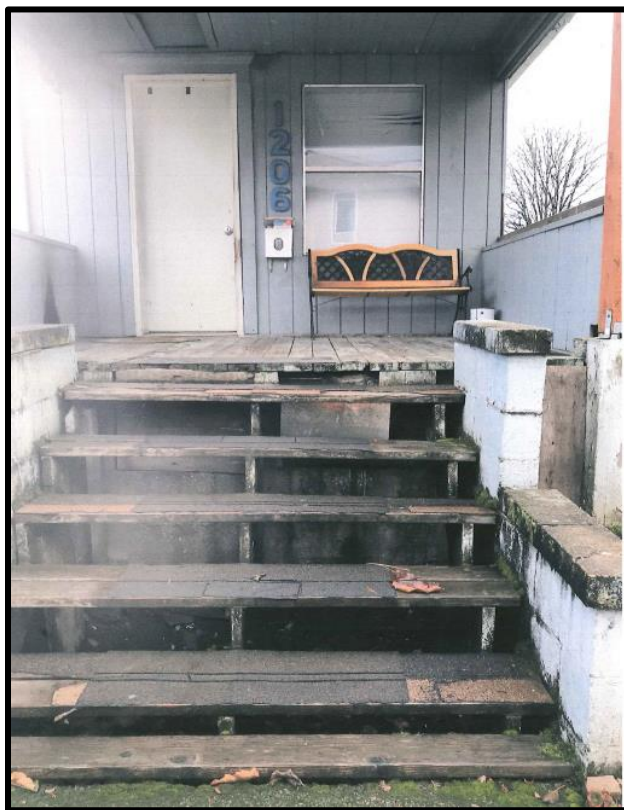
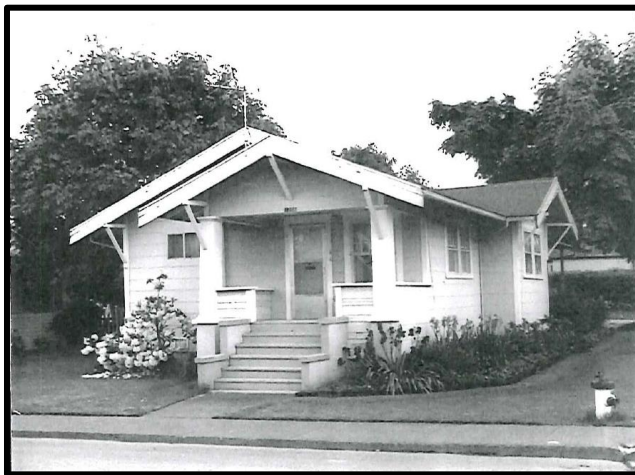


Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
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The statement of historical significance described the structure as having a “gabled porch [...] supported on square columns at its corners.” The statement also states that “the porch base is concrete.” The applicant has stated that the “access to the front door is now comprised of wood steps and CMU blocks instead of previous concrete steps”. Photos of the absence of these features are provided below:



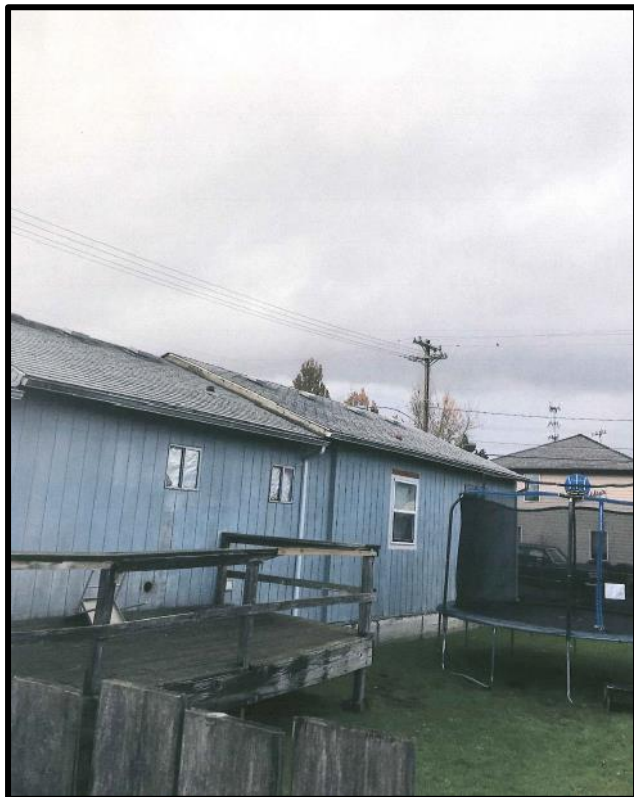
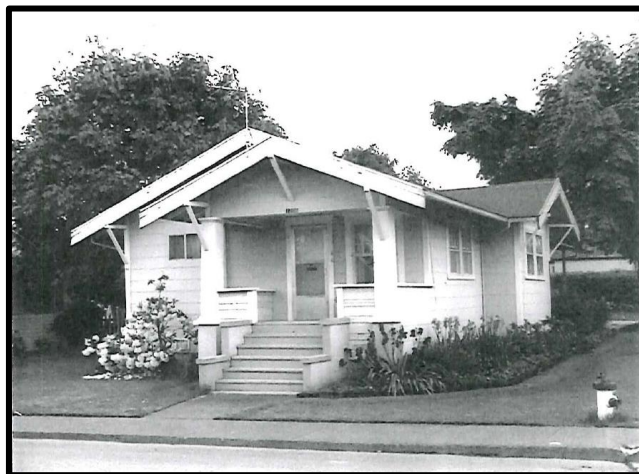
The statement of historical significance also describes the structure as follows: “The north and west façade is resided in plywood while the east and portions of the north façade have asbestos shingle siding [sic] over the original horizontal siding.” The applicant has stated that the “original horizontal

Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)

Decision Documents for Application HL 16-18

siding and plywood have been replaced with T-1-11 siding”. Photos of the absence of these features are provided below:



Based on the alterations and the removal of once historic features, staff concurs with the applicant and believes that the resource has lost the qualities for which it was originally recognized and designated on the Historic Resources Inventory.

Attachments:

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2. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or

Staff believes that the historic resource did satisfy the applicable criteria for designating the resource on the Historic Resources Inventory in 1983 and in 1987 when the City's Historic Preservation Ordinance (Ordinance No. 4401) was adopted. However, due to the alterations that have occurred, the resource, if re-surveyed today, would no longer satisfy the criteria for recognition as a resource. The original criteria for designation as a historic resource are similar to those that still regulate changes or additions to the Historic Resources Inventory. Those criteria are as follows:

1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important at the city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance;
2. Style/Design. The resource is representative of a particular style or a type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designated or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance;
3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and
4. Environment. The resource contributes to the character or continuity of the street or neighborhood.

The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983, describes a number of architectural elements and features that led to the structure being designated. There is no specific reference to any significant past event, person, organization, or trend which were important at the city, county, state, or national level.

The original style and design of the resource was a bungalow style, with architectural features of historic value such as wide eaves, exposed rafters, gabled porch, and square columns at the corners of the front porch. Those features and overall building form would have warranted recognition as a historic resource. The resource was also noted as being in "excellent" condition at the time of survey in December 1983, which would have satisfied the "Integrity" criteria. However, most of those architectural features and design elements have either been removed or significantly altered, and no longer exist. The removal and the loss of the features and elements has also resulted in a loss of historical integrity.

The applicant is also arguing that, given the alterations and current condition of the historic resource, the resource is now not contributing to the character or continuity of the neighborhood.

3. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

The Building Official has not declared the resource a clear and immediate hazard, so this criteria is not applicable.

Owner Consent Process

As discussed above, the applicant is also requesting that the historic resource be removed from the Historic Resources Inventory based on the "owner consent" process as described in Section 17.65.030(E) of the MMC. This owner consent process was added to the MMC to be consistent with

Attachments:

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recent case law and recent amendments to the Oregon Administrative Rules (OARs) related to Goal 5 historic resources. Section 17.65.030(E) of the MMC states the following:

- E. The Historic Landmarks Committee must remove a historic resource from the inventory if the designation was imposed on the property and the owner at the time of designation:
 1. Has retained ownership since the time of designation; and
 2. Can demonstrate that the owner objected to the designation on the public record; or
 3. Was not provided an opportunity to object to the designation; and
 4. Requests that the Historic Landmarks Committee remove the resource from the inventory.

The applicant, who has provided notarized record that the current property owners have given authorization for the applicant to represent their requests, is claiming that the current owners are objecting to the historical designation of the building on the subject property. The written request states that the current owners have retained ownership since the time of designation, and that they believe that they were not allowed the opportunity to object to the designation of their property on the Historic Resources Inventory. The applicant and owners have now officially, as part of their written request, requested that the property be removed from the Historic Resources Inventory.

Staff has completed research into the process that was undertaken in the 1980s during the initial inventories and adoption of historic preservation regulations that followed. From Planning Department records that were able to be obtained, there is evidence that the following actions were completed:

- November 23, 1982 – City Council adopted first Historic Preservation Ordinance
 - Historic Preservation regulations and procedures adopted by Ordinance 4228
- 1983 - 1984 – Further survey work was completed.
 - State Historic Preservation Office (SHPO) provided funding assistance in the completion of survey work. The City's written request to the SHPO for funding assistance, written by then Planning Director Richard Highsmith and dated April 1, 1983, described the proposed process to be followed during the completion of the survey work. The work was proposed to be split into three phases, and the last item in Phase III was to "Prepare amendments to the McMinnville Historic Preservation Ordinance" and also to "Notify owners of properties included on list of sites and structures which are protected under the ordinance."
 - Additional funding was requested in another written request, dated December 15, 1983, to complete further notification of properties that were surveyed but that were not going to be protected by the City's historic preservation ordinance. The properties that were surveyed and designated as Contributory or Environmental were not subject to design requirements at the time, and those may be the properties referred to for additional notification. Specifically, the letter states:

"The original contract failed to include funding for notification of property owners whose structures were surveyed, but will not be protected by the City historic preservation ordinance. Many of these structures contribute to the character of the city and an effort should be made to inform owners that preservation options are available. Additional funding is needed to send letters to these owners. It is estimated that approximately 225 property owners will need to be contacted."
- 1987 – Updates made to Historic Preservation Ordinance

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- A revised version of the Historic Preservation Ordinance was adopted by Ordinance 4401.
- Ordinance 4401 included reference to the “second phase” of survey work completed in 1983/1984. Ordinance 4401 also repealed Ordinance 4228.
- Ordinance 4401 adopted the Historic Resources Inventory, which is specifically described as being “compiled in 1983/1984”.

While there is reference in the materials during the time of the 1983/1984 survey completion about the notification of property owners at the time of the survey, records were not able to be found for specific written letters provided to each individual property owner. However, there is a stated intent that the notifications would occur, thereby providing some level of notification and opportunity for objection. Because there is not clear evidence that the property owner was not made aware of the survey and eventual designation of their property on the Historic Resources Inventory, staff does not believe that a clear burden of proof is available to determine whether the owner consent process in Section 17.65.030(E) of the MMC can be followed to remove the resource from the Historic Resources Inventory.

Given that the applicant has also requested deletion of the historic resource under the process described in Section 17.65.030(F), staff suggests that the Historic Landmarks Committee complete the review of the requests under that process and the applicable review criteria.

Fiscal Impact:

None.

Committee Options:

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

Recommendation/Suggested Motion:

Given the alterations and removal of historic features and architectural design elements, and the findings described above in the applicable review criteria, staff is recommending that the request to delete the historic resource from the Historic Resources Inventory be approved under the process and review criteria described in Section 17.65.030(F).

Staff would suggest that, if the Committee moves forward with approval of the request based on findings for Section 17.65.030(F), that the Committee also make findings for the owner consent process in Section 17.65.030(E) that a burden of proof and evidence was not available to determine whether the criteria in Section 17.65.030(F) were being satisfied. A draft decision document approving the deletion of the resource from the Historic Resources Inventory based on findings for the criteria in Section 17.65.030(F) is attached to this staff report. That decision document also describes the lack of evidence and burden of proof for the owner consent criteria in Section 17.65.030(E).

If the Committee chooses to make findings that would deny the deletion request under Section 17.65.030(F), staff would request that the application be continued to allow for additional research and legal counsel to occur related to the applicant's removal requests under Section 17.65.030(E) (the owner consent process and review criteria).

Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
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Suggested Motion:

Staff suggests that the Historic Landmarks Committee make the following motion to approve the Historic Resources Inventory deletion request:

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 DELETION OF THE HISTORIC RESOURCE AT 1206 NE 10th AVENUE FROM THE HISTORIC RESOURCES INVENTORY.

CD:sjs

Attachments:

Historic Resources Inventory Deletion Request (filed as Application HL 16-18)
Decision Documents for Application HL 16-18

Request to Remove 1206 East 10th Ave from Historically Inventory Resource List

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DEC 10 2018

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Filed as application
and Docket HL 16-18

Current Condition November 2018
1206 East 10th Ave.



Historic Resources on 1206 East 10th Ave

Owner: Roger and Cheri Pemberton

Applicant: Eric Andrew Wolff/ Karl-Heinz Berto Wolff

Section 17.65.030 Historic Resources Inventory

(1) The house located at 1206 E 10th Ave has a Class D historical designation. It has lost its historical significance because it has been significantly altered.

(2) The resource does not represent the style or type of construction as was originally documented. (See all attached pictures).

(3) The resource design elements, materials and character have been significantly altered relative to its surveyed description. The elements identified in the historic survey are lost. The existing dwellings exposed rafters and the asbestos shingles have been removed. The original horizontal siding and plywood have been replaced with T-1-11 siding. The access to the front door is now comprised of wood steps and CMU blocks instead of previous concrete steps. The porch support pillars are now just pressure treated lumber.

(4) The resources current condition is a detriment to the character of the neighborhood.

(5) The resource is not representative of the National Register Criteria for Evaluation as follows: (A) The Class D historical resource's current condition is not representative of the broad pattern of McMinnville history. (B) There is no evidence of the resource being associated with significant persons from the past. (C) The architectural design elements identified as historically relevant have been altered or removed. (D) The resource will not yield any important historical value.

(6) The current condition of the Class D resource is not constant with the historical preservation plan.

(D) The historical landmark committee shall know, that Mr. and Mrs. Pemberton current owners are objecting to the historical designation.

(E) The owners are requesting the removal of the resource from the historical inventory that was imposed on the property.

(1) Mr. and Mrs. Pemberton have retained ownership of the property from the time of designation (see attached historical resource survey).

(2) Mr. and Mrs. Pemberton are also formally objecting to the historical designation of the property.

(3) Mr. and Mrs. Pemberton were not allowed the opportunity to object to the designation.

(4) Finally, Mr. and Mrs. Pemberton are requesting that the historical landmark committee remove the resource of the inventory.

(F) In addition, to the Pemberton's request to remove the resource from inventory as per section 17.65.030 (E).

(1) The resource has lost its qualities for which it was originally recognized by.

1206 East 10th Ave
McMinnville, OR 97128

^{Roger}
Mr. ~~Robert~~ Pemberton owner
Mrs. Cheri Pemberton owner

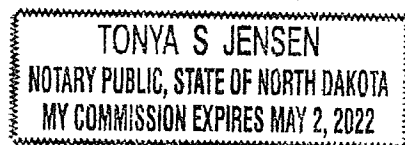
Eric Andrew Wolff applicant
Karl-Heinz Berto Wolff applicant

^{Roger}
We, ~~Robert~~ and Cheri Pemberton are giving authorization to the above referenced applicants to represent the request to remove the property from the Historical Inventory. Direct all future requests for information and correspondence to the applicants.

Roger Pemberton 11-28-2018
Roger Pemberton Date

Cheri Pemberton 11-28-18
Cheri Pemberton Date

Notarized by *Tonya S Jensen*



A black and white photograph of a small, single-story house with a gabled roof and a front porch. The house is surrounded by trees and shrubs. A small sign is visible on the porch.

D 104

This low-gabled one-story bungalow has wide eaves with exposed rafters. The gabled porch is supported on square columns at its corners. The porch base is concrete. The north and west facade is resided in plywood while the east and portions of the north facade have asbestos shingle siding over the original horizontal siding. The windows are aluminum replacement.

Page 67 of 99

Condition of structure:

 x A Excellent

 B Good

- 1. Slight damage to porch steps.
- 2. Small cracks in walls, chimneys.
- 3. Broken gutters or downspouts.
- 4. In need of paint.

 C Fair

- 1. Holes in walls.
- 2. Open cracks.
- 3. Missing material in small area.
- 4. Rotten sills or frames.
- 5. Deep wear on stairs.
- 6. Poor or no foundation.

 D Poor

- 1. Sagging walls or roof.
- 2. Holes, open cracks, missing material over large areas.
- 3. Unrepaired storm or fire damage.

Recorded by James Baird Date December 1983

Sources consulted:

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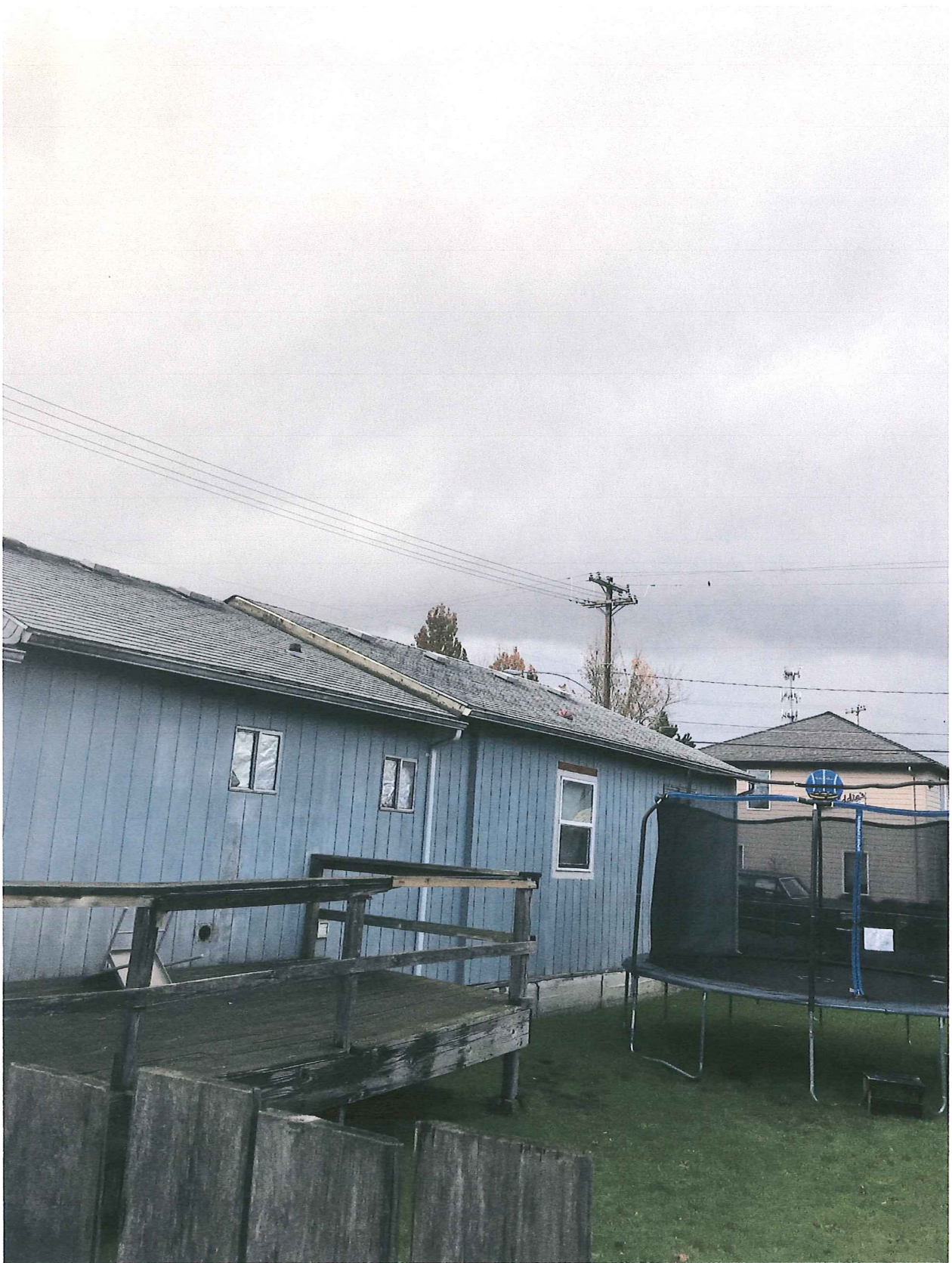
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COMMUNITY DEVELOPMENT
CENTER

















**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 THE DELETION OF THE HISTORIC RESOURCE AT 1206 NE 10TH AVENUE FROM THE HISTORIC RESOURCES INVENTORY

DOCKET: HL 16-18

REQUEST: The applicant has submitted a written request to delete and remove an existing historic resource from the Historic Resources Inventory. The historic resource is a residential building that is listed on the McMinnville Historic Resources Inventory as an Environmental resource (Resource Number D1041).

LOCATION: The subject site is located at 1206 NE 10th Avenue, and is more specifically described as Tax Lot 1800, Section 21AB, T. 4 S., R. 4 W., W.M.

ZONING: The subject site is designated as Residential on the McMinnville Comprehensive Plan Map, and is zoned R-2 (Single Family Residential)

APPLICANT: Eric Wolff and Karl-Heinz Wolff, on behalf of property owners Roger and Cheri Pemberton

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: January 3, 2019

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: January 23, 2019. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.

PROCEDURE: The structure proposed to be altered is designated as an "Environmental" historic resource (Resource D1041), and is therefore subject to the Historic Resources Inventory review process required by Section 17.65.030 of the McMinnville City Code.

CRITERIA: The applicable criteria are in Section 17.65.030(E) and 17.65.030(F) of the McMinnville Municipal Code.

APPEAL: The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.65.080(A) of the McMinnville Municipal Code.

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

APPLICATION SUMMARY:

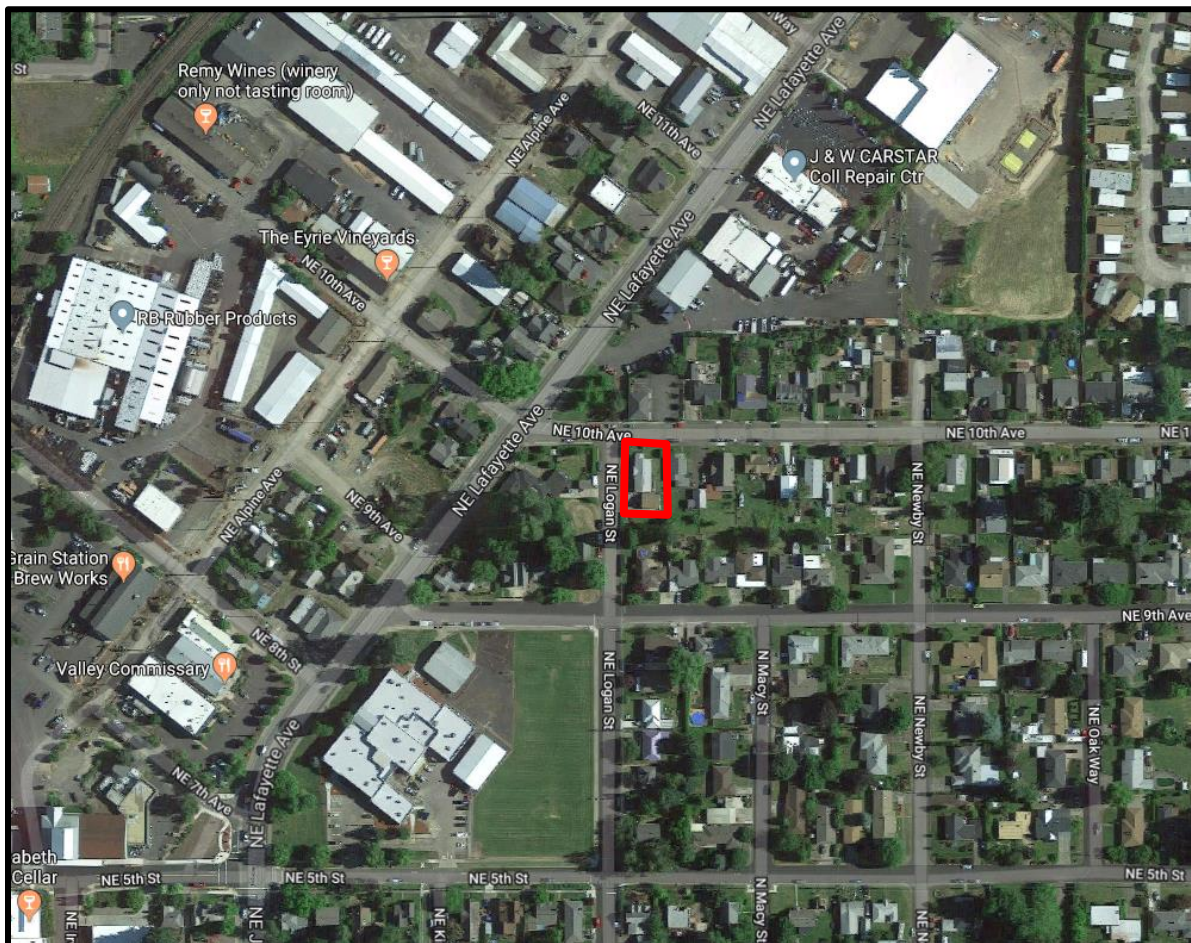
Eric Wolff and Karl-Heinz Wolff, on behalf of property owners Roger and Cheri Pemberton, submitted a written request to delete and remove an existing historic resource from the Historic Resources Inventory. The historic resource is a residential building that is listed on the McMinnville Historic Resources Inventory as an Environmental resource (Resource D1041). The subject property is located at 1206 NE 10th Avenue, and is more specifically described as Tax Lot 1800, Section 21AB, T. 4 S., R. 4 W., W.M.

The historic designation for this particular historic resource is associated with the structure on the property. The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983, is as follows:

This low-gabled one-story bungalow has wide eaves with exposed rafters. The gabled porch is supported on square columns at its corners. The porch base is concrete. The north and west façade is resided in plywood while the east and portions of the north façade have asbestos shingle siding [sic] over the original horizontal siding. The windows are aluminum replacement.

Section 17.65.030(B) of the MMC requires that the Historic Landmarks Committee review and approve any request for an addition, change, or deletion to the Historic Resources Inventory.

The current location of the historic resource is identified below (outline of property is approximate):

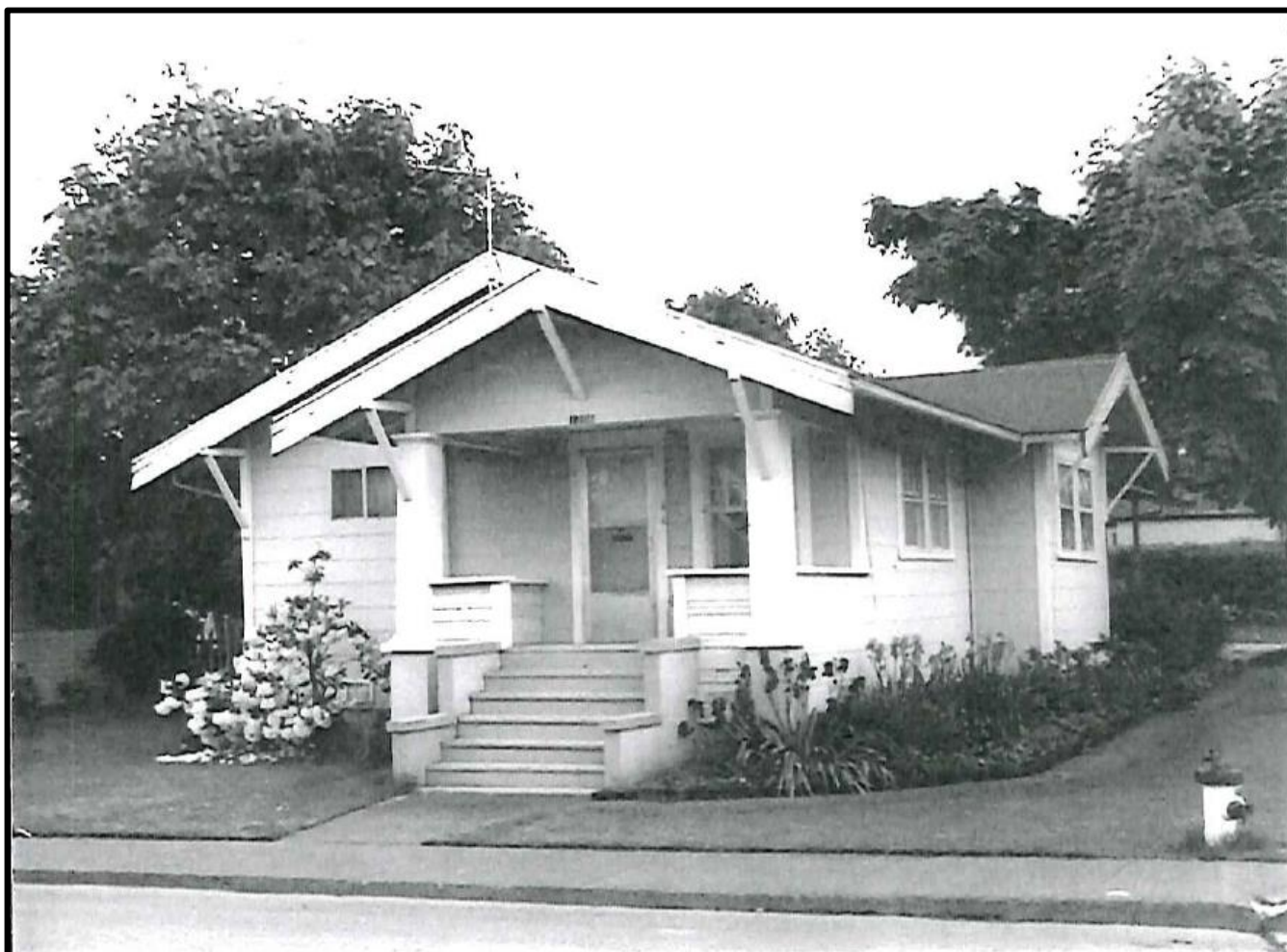


Attachments:

Attachment 1 – Certificate of Approval Application

Discussion:

The photo from the time of the survey of the building that led to it being listed on the Historic Resources Inventory, as shown in the Historic Resources Inventory sheet, is provided below:



A more recent photo of the building as it exists today, taken from the same general location and angle as the original survey photo from 1983, can be seen below:



ATTACHMENTS

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

COMMENTS

Agency Comments

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

Public Comments

Public notice was mailed 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 has not received any public testimony prior to the public meeting.

FINDINGS OF FACT

1. Eric Wolff and Karl-Heinz Wolff, on behalf of property owners Roger and Cheri Pemberton, submitted a written request to delete and remove an existing historic resource from the Historic Resources Inventory. The subject property is located at 1206 NE 10th Avenue, and is more specifically described as Tax Lot 1800, Section 21AB, T. 4 S., R. 4 W., W.M.

Attachments:

Attachment 1 – Certificate of Approval Application

2. The historic landmark is designated on the Historic Resources Inventory as an “Environmental” resource, and has the resource number of D1041.
3. The site is currently zoned R-2 (Single Family Residential), and is designated as Residential on the McMinnville Comprehensive Plan Map, 1980.
4. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department received no public testimony prior to the public meeting.
5. A public meeting was held by the Historic Landmarks Committee on January 23, 2019 to review the proposal.
6. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS

McMinnville’s Comprehensive Plan:

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

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

Finding: **Goal III 2 is NOT satisfied by the proposal.**

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. A removal of a historic resource from the Historic Resources Inventory clearly does not meet that intent. The Historic Landmarks Committee, after reviewing the testimony and materials provided by the applicant, decided that other criteria for the consideration of the deletion of the resource were being satisfied. Those will be described in more detail below.

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

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 by the proposal.**

The City of 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:

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

- A. The Historic Landmarks Committee shall be authorized to make all additions, deletions, and changes to the inventory. Any addition, deletion or change, including a reevaluation of the significance of any resource, shall conform to the requirements of this section.
- B. Any person may file an application with the Planning Director to amend the inventory by adding or deleting a resource or changing the level of significance of a resource. 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 Historic Landmarks Committee shall act on such an application within thirty (30) days of the date the application was deemed complete by the Planning Department. The Committee may delay action on an application for up to thirty (30) days from the date of their meeting so that additional information needed for a decision can be obtained. The owner of the site which is under consideration and the applicant (if different) shall be notified of the time and place of the Historic Landmarks Committee review, although their presence shall not be necessary for action to be taken on the application.

Finding: The applicant provided a written request to delete the historic resource from the Historic Resources Inventory, and the Historic Landmarks Committee reviewed that request as authorized. The Committee reviewed the request within 30 days of the application and request being deemed complete.

- E. The Historic Landmarks Committee must remove a historic resource from the inventory if the designation was imposed on the property and the owner at the time of designation:
 - 1. Has retained ownership since the time of designation; and
 - 2. Can demonstrate that the owner objected to the designation on the public record; or
 - 3. Was not provided an opportunity to object to the designation; and
 - 4. Requests that the Historic Landmarks Committee remove the resource from the inventory.

Finding: **Section 17.65.030(E) is NOT satisfied by the proposal.**

The applicant, who provided notarized record that the current property owners have given authorization for the applicant to represent their requests, has claimed that the current owners are objecting to the historical designation of the building on the subject property. The written request states that the current owners have retained ownership since the time of designation, and that they believe that they were not allowed the opportunity to object to the designation of their property on the Historic Resources Inventory. The applicant and owners have now officially, as part of their written request, requested that the property be removed from the Historic Resources Inventory.

Staff completed research into the process that was undertaken in the 1980s during the initial inventories and adoption of historic preservation regulations that followed. From Planning Department records that were able to be obtained, there is evidence that the following actions were completed:

- November 23, 1982 – City Council adopted first Historic Preservation Ordinance
 - Historic Preservation regulations and procedures adopted by Ordinance 4228
- 1983 - 1984 – Further survey work was completed.

Attachments:

Attachment 1 – Certificate of Approval Application

- State Historic Preservation Office (SHPO) provided funding assistance in the completion of survey work. The City’s written request to the SHPO for funding assistance, written by then Planning Director Richard Highsmith and dated April 1, 1983, described the proposed process to be followed during the completion of the survey work. The work was proposed to be split into three phases, and the last item in Phase III was to “Prepare amendments to the McMinnville Historic Preservation Ordinance” and also to “Notify owners of properties included on list of sites and structures which are protected under the ordinance.”
- Additional funding was requested in another written request, dated December 15, 1983, to complete further notification of properties that were surveyed but that were not going to be protected by the City’s historic preservation ordinance. The properties that were surveyed and designated as Contributory or Environmental were not subject to design requirements at the time, and those may be the properties referred to for additional notification. Specifically, the letter states:

“The original contract failed to include funding for notification of property owners whose structures were surveyed, but will not be protected by the City historic preservation ordinance. Many of these structures contribute to the character of the city and an effort should be made to inform owners that preservation options are available. Additional funding is needed to send letters to these owners. It is estimated that approximately 225 property owners will need to be contacted.”

- 1987 – Updates made to Historic Preservation Ordinance
 - A revised version of the Historic Preservation Ordinance was adopted by Ordinance 4401.
 - Ordinance 4401 included reference to the “second phase” of survey work completed in 1983/1984. Ordinance 4401 also repealed Ordinance 4228.
 - Ordinance 4401 adopted the Historic Resources Inventory, which is specifically described as being “compiled in 1983/1984”.

While there is reference in the materials during the time of the 1983/1984 survey completion about the notification of property owners at the time of the survey, records were not able to be found for specific written letters provided to each individual property owner. However, there is a stated intent that the notifications would occur, thereby providing some level of notification and opportunity for objection. Because there is not clear evidence that the property owner was not made aware of the survey and eventual designation of their property on the Historic Resources Inventory, a clear burden of proof is not available to determine whether the criteria in Section 17.65.030(E) are satisfied. Therefore, there is no evidence to clearly show that the designation was imposed on the property and the owner at the time of designation.

- F. Except as provided in Section 17.65.030 (E), the Historic Landmarks Committee shall base each decision regarding deletions from the inventory on the following criteria:
1. The resource has lost the qualities for which it was originally recognized; or

Finding: **Section 17.65.030(F)(1) is satisfied by the proposal.**

The original designation of the residential building on the Historic Resources Inventory was related to the architecture and historic features that were in place on the structure at the time of survey in December 1983. Those architectural features are described in the statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983. The applicant has argued that the existing building no longer contains those features that led to it being designated on the Historic Resources Inventory due to alterations that have occurred since that time. Also, the resource was

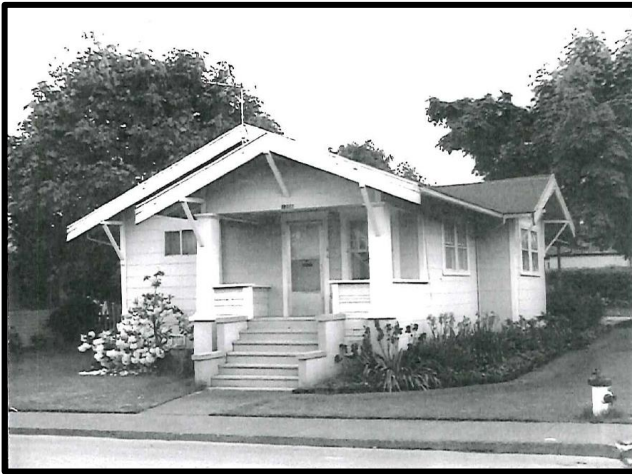
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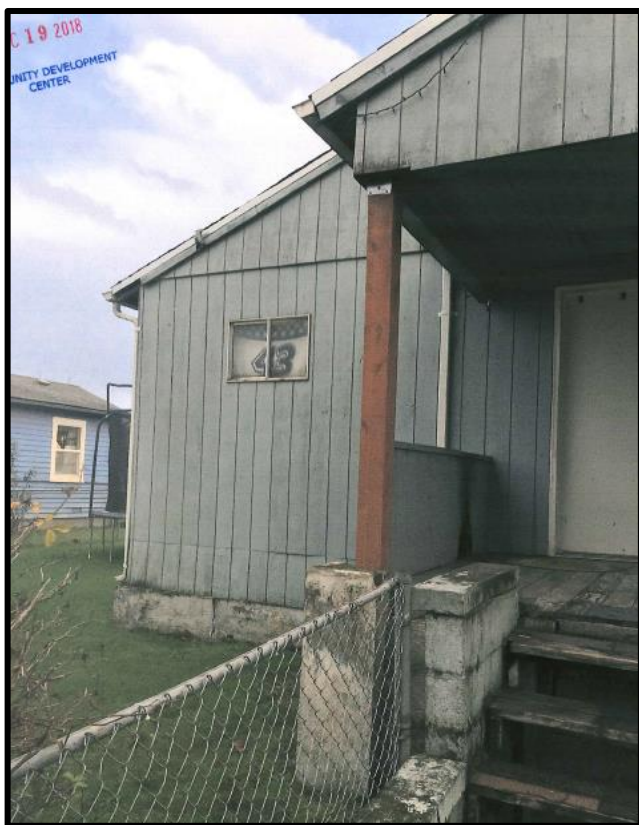
Attachment 1 – Certificate of Approval Application

designated as an Environmental resource, which is the lowest level and tier of classification on the Historic Resources Inventory. Resources that are designated as Contributory or Environmental resources have historically, and still are not under current historic preservation regulations, subject to any specific design standards or historic preservation review criteria. Therefore, alterations can occur to the structure without any additional review, other than what is required for building permit and general zoning requirements. In this scenario, it is clear that multiple alterations have occurred over time.

The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983, describes a number of architectural elements and features that led to the structure being designated. Those are described individually below, along with the applicant's descriptions of changes that have occurred and photos showing those changes.

The statement of historical significance described the structure as "This low-gabled one-story bungalow has wide eaves with exposed rafters." The applicant has stated that the exposed rafters have been removed, and it is clear that the wide eaves have also been removed from the main roof structure, the porch, and the bump-out on the west façade. Photos of the absence of these features are provided below:



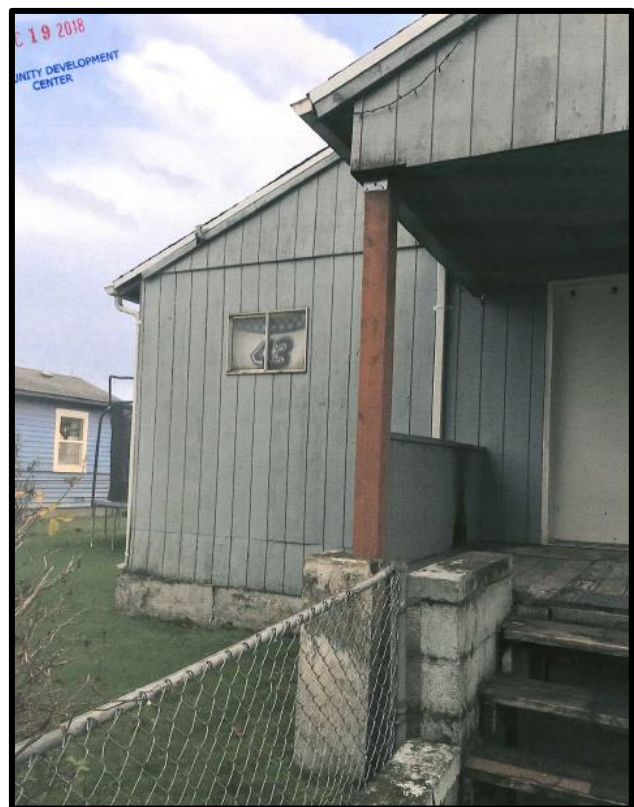
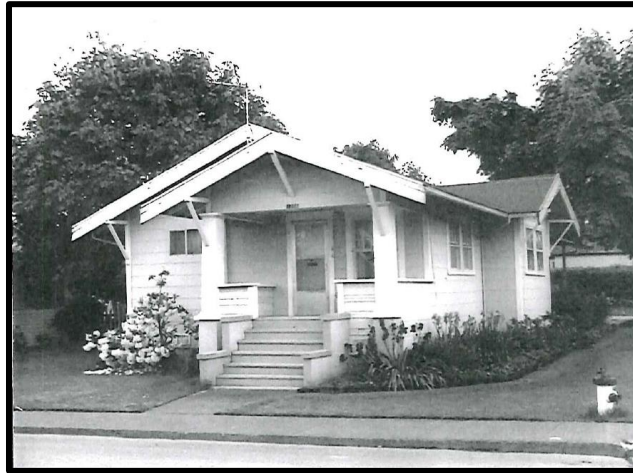


The statement of historical significance described the structure as having a “gabled porch [...] supported on square columns at its corners.” The statement also states that “the porch base is concrete.” The

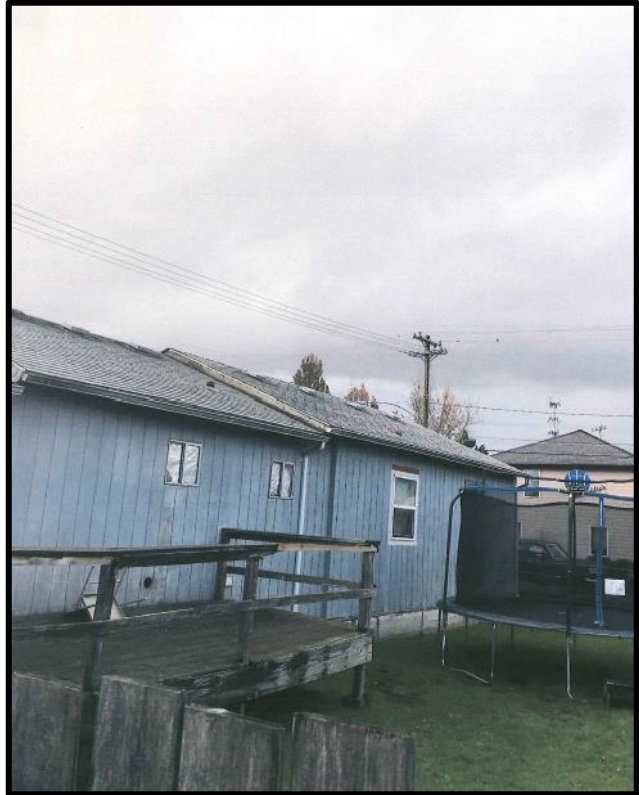
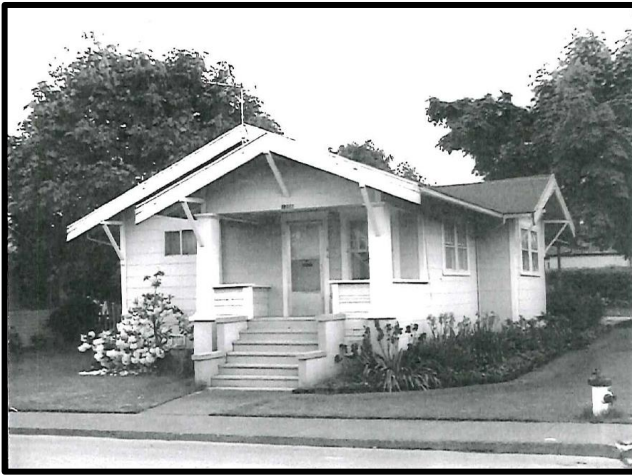
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applicant has stated that the “access to the front door is now comprised of wood steps and CMU blocks instead of previous concrete steps”. Photos of the absence of these features are provided below:



The statement of historical significance also describes the structure as follows: “The north and west façade is resided in plywood while the east and portions of the north façade have asbestos shingle siding [sic] over the original horizontal siding.” The applicant has stated that the “original horizontal siding and plywood have been replaced with T-1-11 siding”. Photos of the absence of these features are provided below:



Based on the alterations and the removal of once historic features, the Historic Landmarks Committee has found that the resource has lost the qualities for which it was originally recognized and designated on the Historic Resources Inventory.

2. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or

Finding: **Section 17.65.030(F)(2) is satisfied by the proposal.**

The Committee found that the historic resource did likely satisfy the applicable criteria for designating the resource on the Historic Resources Inventory in 1983 and in 1987 when the City's Historic Preservation Ordinance (Ordinance No. 4401) was adopted. However, due to the alterations that have occurred, the resource, if re-surveyed today, would no longer satisfy the criteria for recognition as a

Attachments:

Attachment 1 – Certificate of Approval Application

resource. The original criteria for designation as a historic resource are similar to those that still regulate changes or additions to the Historic Resources Inventory. Those criteria are as follows:

1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important at the city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance;
2. Style/Design. The resource is representative of a particular style or a type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designated or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance;
3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and
4. Environment. The resource contributes to the character or continuity of the street or neighborhood.

The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet and as documented during the original survey of the property in December 1983, describes a number of architectural elements and features that led to the structure being designated. There is no specific reference in the statement of historical significance to any significant past event, person, organization, or trend which were important at the city, county, state, or national level.

The original style and design of the resource was a bungalow style, with architectural features of historic value such as wide eaves, exposed rafters, gabled porch, and square columns at the corners of the front porch. Those features and overall building form would have warranted recognition as a historic resource at the time of designation based on their contribution to the historic character of the structure and the contribution to the historic environment in the surrounding area. The resource was also noted as being in “excellent” condition at the time of survey in December 1983, which would have satisfied the “Integrity” criteria. However, most of those architectural features and design elements have either been removed or significantly altered, and no longer exist, as described in more detail in the findings above. The removal and the loss of the features and elements has also resulted in a loss of historical integrity. Also, given the alterations and current condition of the historic resource, the resource is no longer contributing to the character or continuity of the neighborhood.

3. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

Finding: **Section 17.65.030(F)(3) is NOT satisfied by the proposal.**

The Building Official has not declared the resource a clear and immediate hazard, so this criteria is not applicable.

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: Section 17.65.070 is satisfied. 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
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EXHIBIT 3 - STAFF REPORT

DATE: January 23, 2019
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: Certified Local Government (CLG) Grant Projects & Application

Report in Brief:

The purpose of this discussion item is to review the implementation chapter and work plan activities from the Historic Preservation Plan, and discuss which items should be included in the City's application for the upcoming Certified Local Government (CLG) grant.

Background:

The City of McMinnville is an active Certified Local Government (CLG), which is a historic preservation program administered by the State of Oregon's State Historic Preservation Office (SHPO). SHPO awards grants to Certified Local Governments for eligible historic preservation activities. The next grant cycle begins in 2019, and the application deadline is February 22, 2019. The Planning Department will be completing an application for the 2019 CLG grant cycle, and the Planning Department may set aside funds in its budget to use as the required local match for the grant funds.

Discussion:

The upcoming CLG grant cycle will be from mid 2019 through late 2020. Specifically, the SHPO is expecting to notify recipients of the CLG grants on April 1, 2019. That would begin the formal grant period for grant projects to be completed, with a project completion deadline of August 31, 2020. The total amount that can be requested by each CLG this grant period is \$11,500. If the City can provide local match at a 50-50 ratio, the total CLG project budget could be \$23,000.

The recently completed Historic Preservation Plan included a list of activities that the City and the Historic Landmarks Committee should focus on in the short-term, mid-term, long term, and also on an on-going basis. Those activities were organized into an Implementation Matrix in Chapter 6 of the Historic Preservation Plan, which is attached to this staff report.

Staff will lead a discussion on the potential activities and projects that could be included in the upcoming CLG grant period. The work to be included in the CLG grant application should be projects or activities that would require funding to complete. Staff would suggest that the Historic Landmarks Committee review the Implementation Matrix, and come to the meeting ready to discuss potential projects to pursue over the next 1 to 2 years during the upcoming grant period.

Fiscal Impact:

The Planning Department may provide funds, up to \$11,500, as local match from the department budget, and in-kind staff support.

Recommendation/Suggested Motion:

No motion required. The Historic Landmarks Committee may provide guidance to staff in the development of the CLG grant application.

6. IMPLEMENTATION

The following section divides the proposals from the previous chapter (Chapter 5: Goals, Policies, and Proposals) into short-term, mid-term, long-term, and ongoing activities over a 15-year period starting in 2019 (2019-2033). The proposals are sequenced in order to help the planning department prioritize activities and build upon previous work.

- Short-term: between 2019 and 2023. This phase focuses on public education and outreach and updating the inventory with survey work from recent years.
- Mid-term: between 2024 and 2028. This phase builds on education and outreach and begins additional inventory work and policy updates.
- Long-term: between 2029 and 2033. This phase continues education, outreach, and inventory work and finalizes policy and program updates.
- Ongoing: these proposals will continue each year and directly support the proposals outlined in each phase.

The proposals were developed from a review of the historic preservation ordinance, conversations with planning staff, interviews with stakeholders, and a community online survey.

Figure 7. Implementation Matrix

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Short-term	Set up a booth at the McMinnville Farmers Market. Have informational brochures available on the historic preservation program and the Historic Resources Inventory along with the Stroll Mac walking tour.	Goal 1, Policy 1.B	City of McMinnville, HLC
Short-term	Support the character and place identity of neighborhoods within the city through survey and historic context research to understand the unique history and their role relative to the growth and development of McMinnville. This can help support a connection between residents and their neighborhood's history, the preservation of buildings, and education through walking tours.	Goal 1, Policy 1.C	City of McMinnville, HLC, Consultant

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Short-term	Add “Historic Preservation” as a sub-category under Planning on the city webpage’s prominent toolbar under the “Government” tab	Goal 1, Policy 1.D	City of McMinnville
Short-term	Streamline the historic preservation program’s website. Consider using drop-down menus or collapsible lists to make information easy to find at-a-glance. There is a lot of good information on the website, but a visitor needs to know what they’re looking for or else they could be overwhelmed. Move the Supporting Documents PDF links up before the Historic Resource Inventory List or add them to the Informational Brochures page. Add a map to the Zoning & Maps tab that is the Historic Resource Inventory showing the color coded ranking and resource number as an alternate means for residents to find out which properties are on the inventory. Convert the Historic Resource Inventory list to a collapsible list.	Goal 1, Policy 1.D	City of McMinnville
Short-term	Make design review easier to find on the website. The guidelines are currently located in Chapter 17.59 of the Zoning Ordinance. They should be copied into their own document to make them easy to find for applicants.	Goal 1, Policy 1.D	City of McMinnville
Short-term	Consider posting an example completed application on the city website to demonstrate to applicants how to successfully navigate the design review process	Goal 3, Policy 3.B	City of McMinnville
Short-term	Encourage HLC members and staff to regularly attend SHPO trainings for CLGs. This provides an important opportunity for HLC members to talk with other commission members and experience how other communities approach historic preservation.	Goal 3, Policy 3.C	City of McMinnville, HLC

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Short-term	Consider conducting a survey of the downtown historic district to identify those properties which may be vulnerable to damage during a seismic event.	Goal 3, Policy 3.D	City of McMinnville, Consultant
Short-term	Review findings from survey work conducted since 1984 to update the Historic Resource Inventory.	Goal 3, Policy 3.E	City of McMinnville, HLC
Short-term	Incorporate GIS mapping of historic properties on the website, either as an interactive map or a PDF.	Goal 1, Policy 1.D	City of McMinnville
Short-term	Research the use of conservation district overlays in other communities as an alternative to zoning changes.	Goal 2, Policy 2.B	City of McMinnville, Consultant
Short-term	Evaluate the viability of a north downtown residential nomination.	Goal 3, Policy 3.D	City of McMinnville, Consultant
Ongoing	Host an annual McMinnville Historic Preservation Awards program and invite community input. Consider creating categories for the nominations to promote a variety of projects.	Goal 1, Policy 1.A	City of McMinnville
Ongoing	Reprint the existing walking tour brochure (Stroll Historic McMinnville) and distribute it to downtown businesses, the library, and various city offices with public interaction.	Goal 1, Policy 1.C	City of McMinnville, McMinnville Downtown Association, HLC
Ongoing	Update the inventory after each survey project so the field work, research, and inventory updates are all closely related.	Goal 3, Policy 3.A	City of McMinnville
Ongoing	Continue internal conversations between planning staff and the city's building official to ensure departments are working well together.	Goal 3, Policy 3.C	City of McMinnville
Ongoing	Coordinate city guiding policies with preservation planning by keeping city departments/boards/committees apprised of HLC actions and priorities.	Goal 2, Policy 2.B	City of McMinnville
Ongoing	Encourage volunteers to help with updating the local inventory and establish a mechanism which can allow them to share information they gather with the City.	Goal 3, Policy 3.A	City of McMinnville, HLC

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Ongoing	Invite the city's building code official to workshops and other continuing education events to ensure they are up-to-date on historic preservation efforts and policies in the city.	Goal 3, Policy 3.C	City of McMinnville
Mid-term	Collaborate with the Yamhill County Historical Society and McMinnville Downtown Association to host a lunch-time walking tour or host a tour in conjunction with McMinnville's 3rd on 3rd (Monthly on the 3rd Friday, 27 storefronts and galleries along McMinnville's historic downtown 3rd Street are open late).	Goal 1, Policy 1.B	City of McMinnville, McMinnville Downtown Association, HLC, Yamhill County Historical Society
Mid-term	Host research sessions (parties) for property owners or neighborhood residents to bring in an address and get help researching the history of the property. Work with the historical society to identify historic photographs of neighborhoods and streetscapes and then take contemporary photographs to do a "then" and "now" profile. Work with volunteers to research a brief (250 words maximum) write up on what changes occurred between the two photos and the significance of the view or neighborhood.	Goal 1, Policy 1.B	City of McMinnville, HLC, Yamhill County Historical Society
Mid-term	Attend and present information about the historic preservation program at a meeting of the Yamhill County Association of Realtors to help educate real estate agents on the Historic Resources Inventory, financial incentives, and design review.	Goal 1, Policy 1.B	City of McMinnville, HLC

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Mid-term	Work with the Urban Renewal Board to utilize historic preservation as a key revitalization tool supporting both the historic character and regional destination draw of downtown and the larger Urban Renewal Area. Historic preservation can anchor place identity and support an authentic experience for visitors while providing a context for compatible new development. This would support Goal 7 Historic Preservation of the Urban Renewal Plan.	Goal 1, Policy 1.B	City of McMinnville, HLC
Mid-term	Explain what properties are eligible for using the Free Design Assistance Program. This appears to be the only local incentive that is available to single-family residential properties, albeit just those located in the Urban Renewal District.	Goal 2, Policy 2.A	City of McMinnville
Mid-term	Create a list of all the incentives available to historic resources and place it on the city's historic preservation website. Consider creating a graphic handout to have available at any public outreach events (e.g. workshops with real estate and construction professionals).	Goal 2, Policy 2.A	City of McMinnville
Mid-term	Develop and promote an application process for historic resource designation so that property owners can volunteer to designate their properties for consideration.	Goal 3, Policy 3.A	City of McMinnville, HLC
Mid-term	HLC and staff review per Zoning Ordinance section 17.65.030 of survey work conducted since 1984 to classify surveyed properties as "distinctive," "significant," "contributory," or "environmental." Conduct public notice and public meetings per Zoning Ordinance section 17.65.070 associated with applying these changes to the inventory.	Goal 3, Policy 3.A	City of McMinnville, HLC

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Mid-term	Consider conducting an annual workshop with HLC members to refresh them on meeting procedures, design review protocol, and the historic preservation ordinance.	Goal 3, Policy 3.C	City of McMinnville, HLC
Mid-term	Assist property owners within the district as they carry out seismic retrofitting. This could be making them aware of any available financial incentives or working with groups of owners (with adjacent properties on a single block) to jointly tackle retrofits.	Goal 3, Policy 3.F	City of McMinnville, HLC, Consultant
Mid-term	Conduct a reconnaissance level survey in the Hayden, Saylors, Baker, and Martin Additions.	Goal 3, Policy 3.E	City of McMinnville, HLC, Consultant
Mid-term	Conduct a reconnaissance level survey to document the residential properties around the downtown area, particularly Rowlands Addition.	Goal 3, Policy 3.E	City of McMinnville, HLC, Consultant
Mid-term	Conduct a reconnaissance level survey along SE Baker Street	Goal 3, Policy 3.E	City of McMinnville, HLC, Consultant
Mid-term	Coordinate efforts to promote McMinnville as a destination for visitors with Visit McMinnville during Historic Preservation month.	Goal 4, Policy 4.A	City of McMinnville
Long-term	Consider hosting or sponsoring additional events, either during Preservation Month or the rest of the year.	Goal 1, Policy 1.A and 1.B	City of McMinnville, HLC
Long-term	Develop additional walking tours through McMinnville, possibly offshoots from the downtown historic district into the residential neighborhoods. Utilize content from survey work recommendations outlined in the preservation plan. Work with neighborhood groups to develop and participate in these tours.	Goal 1, Policy 1.C	City of McMinnville, HLC, Yamhill County Historical Society, Consultant
Long-term	Consider increasing the maximum individual grant amount of the facade grant program to \$5,000 to allow for projects with a greater impact.	Goal 2, Policy 2.A	City of McMinnville

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Long-term	Consider making the facade grant program available to houses (either active rentals or owner-occupied) that are listed on the Historic Resource Inventory as distinctive or significant and to assist with in-kind repairs to character-defining features to directly support integrity retention. This would support work such as repainting, or repairs to wood windows, but would not include the replacement of wood windows.	Goal 2, Policy 2.A	City of McMinnville
Long-term	Update city zoning per recommendations in this plan to encourage the retention of historic residential character in key areas around the downtown.	Goal 2, Policy 2.B	City of McMinnville
Long-term	Work with Yamhill County to include the Historic Resources Inventory classification on property titles. This would start with new transactions and would not be retroactive. This would support the network of real estate agents in their effort to inform prospective property owners of any regulatory requirements associated with a new home and also provides a measure of predictability for new home buyers that the character of the neighborhood they are buying into will not change dramatically and reduce their property value.	Goal 3, Policy 3.A	City of McMinnville, Yamhill County
Long-term	Develop illustrated design guidelines, grounded in the Secretary of the Interior's Standards, to ensure consistency and fairness in design review.	Goal 3, Policy 3.B	City of McMinnville, HLC, Consultant
Long-term	Explore a landscape nomination for City Park.	Goal 3, Policy 3.D	City of McMinnville, HLC, Consultant
Long-term	Evaluate a MPD for "Historic Granaries of McMinnville"	Goal 3, Policy 3.D	City of McMinnville, HLC, Consultant
Long-term	Conduct a reconnaissance level survey of Chandler's 2nd Addition to include properties built through 1969 (or 50 years prior to whatever year the survey is conducted).	Goal 3, Policy 3.E	City of McMinnville, HLC, Consultant

TERM	PROPOSAL	SUPPORTING GOAL & POLICY	SUGGESTED PARTICIPANTS
Long-term	Develop design review guidelines for the properties along SE Baker Street (or establish a conservation district) to retain the concentration of historic character at this entry to the city.	Goal 3, Policy 3.E	City of McMinnville, HLC, Consultant
Long-term	Consider establishing a conservation district overlay to help retain historic residential character in key areas around the downtown.	Goal 2, Policy 2.B	City of McMinnville, HLC, Consultant
Long-term	Consider establishing multi-family design standards for the residential properties which surround downtown.	Goal 3, Policy 3.B	City of McMinnville, HLC, Consultant