



# City of McMinnville

PLANNING

**City of McMinnville  
Community Development  
Department**

231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **McMinnville Urban Renewal Advisory Committee Wednesday, April 3, 2024 - 4:00 – 5:00 PM**

### **HYBRID Meeting**

### **IN PERSON – 231 NE Fifth Street or ZOOM Online Meeting**

*Please note that this is a hybrid meeting that you can join in person at 231 NE Fifth Street or online via Zoom*

Join Zoom Meeting

<https://mcminnvilleoregon.zoom.us/j/86095700318?pwd=dzRXOVVKbIVGWVllaFdyb2IRMzRFQT09>

**Zoom Meeting ID** 860 9570 0318

**Zoom Meeting Passcode:** 914816

<b>Committee Members</b>	<b>Agenda Items</b>
Kelly McDonald, Chair	<b>1. Call to Order</b>
Mike Morris, Vice Chair	<b>2. Citizen Comments</b>
Alan Fox	<b>3. Minutes (November 1, 2023)</b>
Walt Gowell	<b>4. Façade Improvement Grant Application – 609 NE Third</b>
James Howe	<b>5. Committee Member Comments</b>
Peter Kircher	<b>6. Staff Comments</b>
Jeff Knapp	<b>7. Adjournment</b>
Abigail Neilan	
Lisa Pool	
John Dietz, MW&L, Ex-Officio	
Zack Geary, City Council Ex-Officio	
Doris Towery, MDA Ex-Officio	

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

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

# MINUTES

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**November 1, 2023**  
**McMinnville Urban Renewal Advisory Committee**  
**Regular Meeting**

**4:00 pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** Walt Gowell, Kelly McDonald, Mike Morris, Abigail Neilan, Peter Kircher, Lisa Pool, Jeff Knapp, and Jamie Howe

**Members Absent:** Alan Fox and John Dietz

**Staff Present:** Heather Richards – Planning Director, Jody Christensen – Special Projects Manager, and Jeff Gooden – Engineering Project Manager

**Guests Present:** Doris Towery – McMinnville Downtown Association, Zack Geary – City Council, and Remy Drabkin – Mayor

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## 1. Call to Order / Introductions

Chair Gowell called the meeting to order at 4:02 p.m.

## 2. Citizen Comments

Diana Riggs, owner of Mac Market, discussed drainage, garbage pickup, and safety issues due to the elevation of Alpine Avenue.

Engineering staff would take a look at the issues.

## 3. Discussion Items

- NE Gateway District Opportunity Site - 904 NE 10th Street / 835 NE Alpine Avenue

Chair Gowell said the City now owned the property and the seller had been moving their personal property out of the building.

Community Development Director Richards suggested setting up a subcommittee comprised of a variety of stakeholders to put a process together for moving forward. She thought this Committee could brainstorm ideas for the process.

There was discussion regarding putting out an RFP for a mixed use development, effective public engagement, environmental issues and engaging with DEQ early, whether or not to demolish the buildings, salvage value of the buildings, adequate parking and accessibility, apartments above commercial, getting the property as ready and sellable as possible,



researching brownfield fund opportunities, identifying stakeholders for the subcommittee, agenda items and timeline for the subcommittee, providing a set of desired outcomes and goals, being less prescriptive in the RFP, and timeline for the public engagement and RFP.

Committee Member Pool moved to have Committee members bring back a list of recommended subcommittee members, agenda items, and timeframe to the next meeting. The motion was seconded by Committee Member Morris and passed unanimously.

Committee Members Pool, Gowell, Kircher, and Mayor Drabkin would work on these items and bring back the information.

There was discussion regarding Urban Renewal subsidizing the project and loan to the sewer fund that was used to purchase the property.

#### **4. Committee Member Comments**

Chair Gowell said there was a meeting last week regarding the Third Street Improvement Project which received positive public feedback. The 30% engineering for the project was underway.

#### **5. Staff Comments**

Community Development Director Richards said two planner positions were open.

#### **6. Adjournment**

Chair Gowell adjourned the meeting at 4:58 p.m.



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

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## **MCMINNVILLE URBAN RENEWAL AGENCY FAÇADE IMPROVEMENT GRANT**

### **PROGRAM SUMMARY AND APPLICATION**

The Façade Improvement Grant Program is a matching grant program of the City of McMinnville Urban Renewal Agency. The maximum individual grant is limited to \$5,000.

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District;
2. To restore the unique historic character of buildings in the District as much as practicable; and
3. To encourage private investment in District properties and businesses.

#### **Eligibility:**

The following persons are eligible to apply and receive grant funds:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

#### **Ineligible Property:**

The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

## **Eligible Improvements:**

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay standards. For the purpose of this program, “façade” includes the exterior of any street-facing building wall, but does not include the building’s interior, roofing, signs, structural improvements, or other site improvements except as noted below.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

## **Financing:**

The maximum grant award for a single project is \$5,000. A minimum private match of 100 percent (1:1) of the grant amount is required.

## **Application Process:**

The application process includes the following steps:

1. Applicant to review Downtown Design Guidelines and Standards in Chapter 17.59 of the McMinnville Zoning Ordinance, Historic Resources Ordinance, or the NE Gateway Planned Development Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.
3. Applicant schedules a grant application meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review as specified in Chapter 17.59 of the zoning ordinance, Historic Resources Ordinance, or NE Gateway Planned Development are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the deadline for submittal will not be considered.

## **General Conditions:**

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade and one sign grant per property per year.
3. All projects shall conform to the design standards of Chapter 17.59 of the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay Ordinance. As such, some projects may require staff or Historic Landmark Committee review prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Urban Renewal Agency.
5. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
6. All construction contractors shall have a valid license in the State of Oregon.
7. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
8. Projects are required to be completed within one (1) year from the date of grant approval.
9. Applicants are responsible for obtaining all necessary permits prior to conducting work.
10. The applicant must submit before and after color photos of the project.
11. Additional conditions may be included with the grant approval.

## **Review Process:**

Grant applications are reviewed initially by the McMinnville Planning Director to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the McMinnville Urban Renewal Advisory Committee for review and decision at a regularly scheduled meeting of the committee.

## **Review Criteria:**

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

## **Reimbursement Procedure:**

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be provided with all reimbursement requests.
4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Agency reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Agency.
3. Are not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

### **Further Information Contact:**

Heather Richards  
Planning Director  
City of McMinnville  
231 NE 5<sup>th</sup> Street  
Ph. (503) 434-7311  
Email [heather.richards@mcminnvilleoregon.gov](mailto:heather.richards@mcminnvilleoregon.gov)



# McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

**McMinnville Urban Renewal Agency**  
**c/o Planning Department**  
231 NE Fifth Street o McMinnville, OR 97128  
(503) 434-7311 Office o (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

<b>Office Use Only:</b> File No. _____ Date Received _____ Received by _____
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### **Applicant Information**

**Applicant is:**     Property Owner     Tenant     Option Holder     Other \_\_\_\_\_

Applicant Name Nash & Nichol, LLC Phone 971-237-1400

Contact Name Chelsey Nichol Phone \_\_\_\_\_  
*(If different than above)*

Address 609 NE 3rd Street

City, State, Zip McMinnville, OR, 97128

Contact Email chelsey@nashandnichol.com

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### **Property Owner Information**

Property Owner Name Oregon Lithoprint, Inc. Phone 503-472-5114  
*(If different than above)*

Contact Name Jeb Bladine Phone 503-434-1731

Address P.O. Box 727, 1315 NE Miller Street

City, State, Zip McMinnville, OR 97128

Contact Email jbladine@newsregister.com

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### **Site Location and Description**

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

Business Name Nash & Nichol

Property Address 609 NE 3rd Street

Assessor Map No. R4 421 - BC - 04500

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# PROJECT INFORMATION:

Estimated Project Start Date: 4/1/24 Estimated Project Completion Date: 5/1/24

Grant Amount Requested (*no more than \$5,000*): \$ 5,000.00

Applicant Matching Funds: \$ 7,142.00

Total Project Costs: \$ 12,142.00

**Note:** The total grant amount requested should equal or exceed the matching funds total.

## **Project Budget**

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (*Attach additional sheets as needed*)

<b>Labor</b>	<b>Materials</b>	<b>Purpose</b> (i.e. painting, awning, repair)	<b>Estimated Cost</b>
	Equipment Rentals	Renting lifts to assist in painting	\$ 2,349.00
	Paint Materials	Painting the exterior walls and trim	\$ 1,750.00
	Metal Sign for Ford St. entrance	Additional entrance singage	\$ 300.00
Electrical installation	Materials only	To add new lighting fixtures to the entrances to the building.	\$ 750.00
Signage painting		To paint new logo signage on building	\$ 2,000.00
Historic Landmarks Design Review Fee		Review of new exterior signage	\$ \$1809.00
Downtown Design Review Fee			\$ \$610.00
	Light fixtures and materials	Lighting fixtures	\$ 2,574.00
<b>Total Project Costs:</b>			<b>\$ 12,142.00</b>

**Description of Project/Use of Funds**

Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. (Attach additional sheets as needed)

As part of a new retail store opening in the historic O'Dell Building, we plan to paint the exterior walls and window trim an updated paint scheme using four different paint colors. We have worked with an architect to create a paint plan that highlights the unique nature of the building, while creating a fresh appearance to this corner location. We will also be adding new lantern light fixtures around the entrances, as well as gooseneck lighting along both the Ford Street and 3rd Street walls. The additional lighting will add much needed light at night time to this block, as well as showcase this new welcoming retail space. New signage will be painted onto the building in two locations using a local sign painting contractor.

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

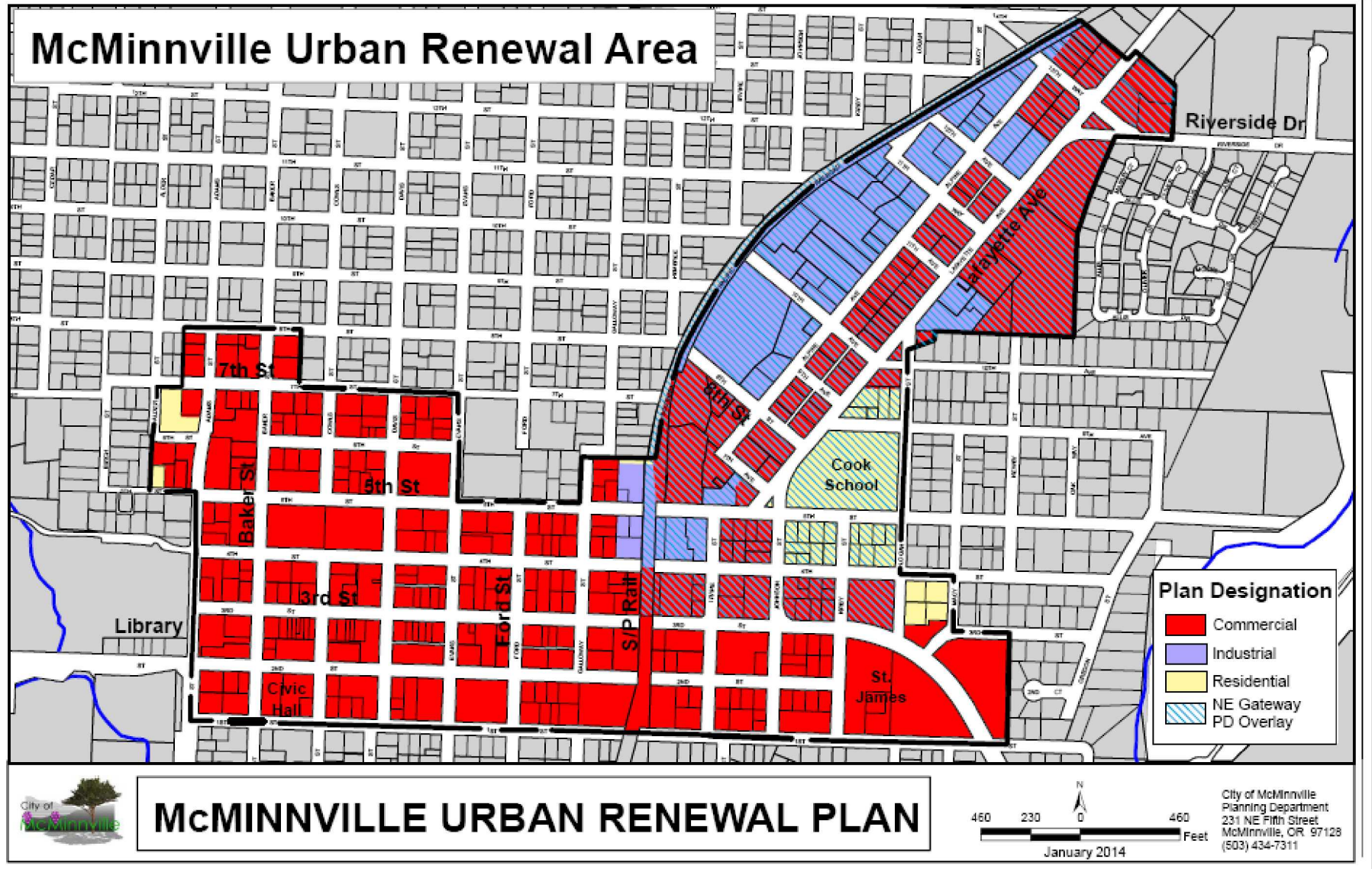
- Digital photographs of the existing building façade.*
- Photos, plans, and/or sketches of the proposed improvements*
- Quotes, fee proposal, and any other information that supports the proposed budget.*

**I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.**

_____	Chelsey Nichol	3/21/24
Applicant Signature	Print Name	Date
_____	Jeb Bladine	3/21/24
Owner (if different) Signature	Print Name	Date



Map of McMinnville Urban Renewal Area with Zoning and Comprehensive Plan Designations





Proposed 3rd Street View





Proposed Ford Street View





Current 3rd Street View





Current image of the corner of 609 NE 3rd Street





Current image of Ford Street view







## Aluminum Wall Light

SKU: CPG11697

By: Capital Lighting

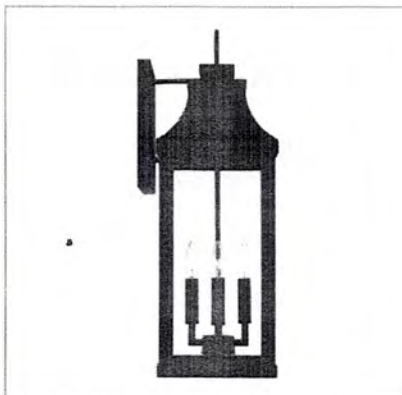
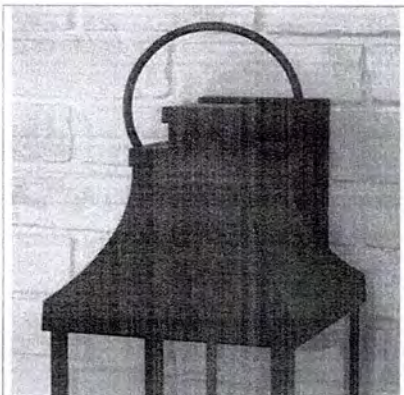
\$270.00

### Features

- Rated for wet locations
- Bottom is open for easy access to bulb.
- The Black finish is a neutral, dark tone with a slightly coarse texture.
- Designed to be dimmable and LED, CFL, or Incandescent bulb compatible.
- Includes a 5-year manufacturer warranty against rust and fading.
- It comes in lamppost

### Weights & Dimensions

- Overall: 27" H X 9" W X 9" D
- Back Plate: 9.75" H X 5" W X 1" D
- Body: 27" H X 9" W X 9" D
- Overall Product Weight: 11.5 lb.



Contact: Chelsey Nichol

9712371400

[chelsey@typeapress.com](mailto:chelsey@typeapress.com)





## Gaudencia 2 -Bulb 20" H Outdoor Hanging Lantern

SKU: W008182688

By: Trent Austin Design®

**\$121.99**

### Features

- Fixture dimensions: 8 in. W x 20 in. H, 81.2 in. max hanging height, minimum hanging height is 27.5".
- Can be mounted on an angled/sloped ceiling
- The chain is used to get your desired height.
- Candelabra base (E-12) 60W X 2 max (bulbs not included)
- Fixture is open at the bottom to allow for easy light bulb access
- Coordinating outdoor wall light available, weather-resistant, suitable for wet location.
- Lantern style offers a contemporary look, ideal for front door, decks, porch, patio and garage.

### Weights & Dimensions

- Fixture: 20" H X 8" W X 8" D
- Overall Product Weight: 10.69 lb.
- Overall Height (Hanging): 81.2" H
- Chain Length: 59" L



Contact: Chelsey Nichol

9712371400

chelsey@typeapress.com



Planning Department  
231 NE Fifth Street ◦ McMinnville, OR 97128  
(503) 434-7311 Office ◦ (503) 474-4955 Fax  
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<b>Office Use Only:</b>	
File No.	<u>HL 1-24</u>
Date Received	<u>2/21/24</u>
Fee	<u>\$1,809.00</u>
Receipt No.	<u>209404</u>
Received by	<u>AW</u>

569-24-000047-PLNG

## Certificate of Approval (Alteration)

### Applicant Information

**Applicant is:**  Property Owner  Contract Buyer  Option Holder  Agent  Other Tenant

Applicant Name Nash & Nichol, LLC Phone 971-237-1400

Contact Name Chelsey Nichol Phone 971-237-1400  
*(If different than above)*

Address 609 NE 3rd Street

City, State, Zip McMinnville, OR, 97128

Contact Email chelsey@nashandnichol.com

### Property Owner Information

Property Owner Name Oregon Lithoprint, Inc. Phone 503-472-5115  
*(If different than above)*

Contact Name Jeb Bladine Phone 503-434-1731

Address P.O. Box 727, 1315 NE Miller Street

City, State, Zip McMinnville, OR 97128

Contact Email jbladine@newsregister.com

### Site Location and Description

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

Property Address 609 NE 3rd Street

Assessor Map No. R4 421 - BC - 04500 Total Site Area 0.1377 acres or 5998 sq ft

Subdivision Rowland's Addition Block 7 Lot 5

Comprehensive Plan Designation C3 Zoning Designation Commercial

1. What is the classification of the historic building? B
2. Architect Name Marcia A. Mikesh Architect, Inc. Phone 503-474-1900  
(Engineer or Other Designer)  
Contact Name Marcia Mikesh Phone \_\_\_\_\_  
Address 524 SE Hembree Street  
City, State, Zip McMinnville, OR, 97128  
Contact Email marcia@goodhut.com
3. Contractor Name Pedal Home Interiors Phone \_\_\_\_\_  
Contact Name Jobe Nash Phone 971-237-7175  
Address 15400 SE Kreder Rd  
City, State, Zip Dayton, OR, 97114  
Contact Email jobe@pedalhomeinteriors.com
4. The existing use of the property. Retail
5. The intended use of the property. Retail
6. Attach a written narrative that describes:
  - A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);
  - B. How the proposed project meets the applicable Comprehensive Plan policies;
  - C. How the proposed project meets the applicable design standards and guidelines, which are as follows:
    - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
    - b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
    - c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
    - d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
    - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
    - f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

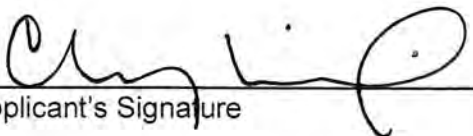


- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
  - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
  - i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;
- D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;
- E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and
- F. The physical condition of the historic resource, and how the condition relates to the proposed project.

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

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.
- Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.
- Photographs and/or drawings of the existing structure.

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

  
\_\_\_\_\_  
Applicant's Signature

2-19-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Property Owner's Signature

2-19-24  
\_\_\_\_\_  
Date

**Certificate of Approval**  
**2/19/24**

Proposed Project:

Nash and Nichol, LLC, a new McMinnville business, has secured a lease for the O'Dell Building located at 609 NE 3rd Street. The planned use of the 5,998 square foot space is retail/mercantile. We have received our certificate of occupancy for this use from the City of McMinnville and plan to open to the public at the first of May, 2024.

As part of the improvement projects to accompany this new business, we would like to paint the exterior of the building a slightly more modern color palette, to not only freshen the aesthetic of the building, but to try and showcase that our historic buildings are beautiful and viable in their current state.

No changes are planned for the stucco of the building, or any other historic features.

Cleaning of the building will be done according to historic preservation guidelines with mild soap and gentle water application prior to applying the new paint.

We will be adding new painted aluminum signage which will be attached to the building with stud mounts on two sides of the building. Please see attached rendering for signage mockup.

In addition to the new paint and signage we will be adding new lighting fixtures on either side of both entrances (double doors on the corner of 3rd Street and Ford Street, as well as double doors on Ford Street mid block), as well as under the eaves of both doorways. These lights will be connected to the existing soffit lighting. No additional circuits are required for this lighting plan.

We feel that this minor cosmetic changes will enhance the current building appearance and highlight the significance of this building.

Paint colors to be used:

Entire building will get Sherwin Williams Alabaster White. The trim around all windows will be Sherwin Williams Tricorn to compliment the existing metal window frames and doors. Please see enclosed paint samples for reference, as well as a rendering of the paint plan.



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<b>Office Use Only:</b>	
File No.	<u>DDR 1-24</u>
Date Received	<u>2/21/24</u>
Fee	<u>\$610.00</u>
Receipt No.	<u>209403</u>
Received by	<u>AW</u>

569-24-000046-PLNG

## Downtown Design Standards & Guidelines Application

### Applicant Information

**Applicant is:**  Property Owner  Contract Buyer  Option Holder  Agent  Other Tenant

Applicant Name Nash & Nichol, LLC Phone 971-237-1400

Contact Name Chelsey Nichol Phone 971-237-1400  
*(If different than above)*

Address 609 NE 3rd Street

City, State, Zip McMinnville, OR, 97128

Contact Email chelsey@nashandnichol.com

### Property Owner Information

Property Owner Name Oregon Lithoprint, Inc. Phone 503-472-5115  
*(If different than above)*

Contact Name Jeb Bladine Phone 503-434-1731

Address P.O. Box 727, 1315 NE Miller Street

City, State, Zip McMinnville, OR 97128

Contact Email chelsey@nashandnichol.com

### Site Location and Description

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

Property Address 609 NE 3rd Street

Assessor Map No. R4 421 - BC - 04500 Total Site Area 0.1377 acres or 5998 sq. ft.

Subdivision Rowland's Addition Block 7 Lot 5

Comprehensive Plan Designation C3 Zoning Designation Commercial



This request is for a:

**Design Review**

**Design Waiver**

1. Attach a written narrative that describes:
  - A. The proposed project in detail, including descriptions of the architectural features and building materials being used;
  - B. How the project meets the applicable downtown design standards and guidelines;
  - C. How the project meets the historic preservation standards and guidelines (if applicable); and
  - D. How the project will fit into the context of the downtown historic district.
  
2. As part of this application, is a waiver to the standards and guidelines of Chapter 17.59 being requested? If so, explain in detail how the criteria for waiving a standard or guideline as listed in Section 17.59.040(A) have been met (*attach additional pages if necessary*). \_\_\_\_\_

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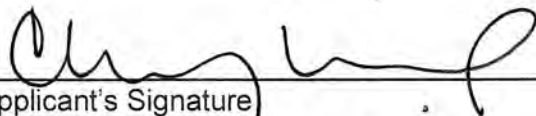
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In addition to this completed application, the applicant must provide the following:

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

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

  
\_\_\_\_\_  
Applicant's Signature

2-19-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Property Owner's Signature

2-19-24  
\_\_\_\_\_  
Date

**Downtown Design Standards & Guidelines Application**  
**2/19/24**

Nash and Nichol, LLC, a new McMinnville business, has secured a lease for the O'Dell Building located at 609 NE 3rd Street. The planned use of the 5,998 square foot space is retail/mercantile. We have received our certificate of occupancy for this use from the City of McMinnville and plan to open to the public at the first of May, 2024.

As part of the improvement projects to accompany this new business, we would like to paint the exterior of the building a slightly more modern color palette, to not only freshen the aesthetic of the building, but to try and showcase that our historic buildings are beautiful and viable in their current state.

We will be adding new painted aluminum signage which will be attached to the building with stud mounts on two sides of the building. Please see attached rendering for signage mockup.

In addition to the new paint and signage we will be adding new lighting fixtures on either side of both entrances (double doors on the corner of 3rd Street and Ford Street, as well as double doors on Ford Street mid block), as well as under the eaves of both doorways. These lights will be connected to the existing soffit lighting. No additional circuits are required for this lighting plan.

Paint colors to be used:

Entire building will get Sherwin Williams Alabaster White. The trim around all windows will be Sherwin Williams Tricorn to compliment the existing metal window frames and doors. Please see enclosed paint samples for reference, as well as a rendering of the paint plan.