

**ORDINANCE NO. 5035**

**AN ORDINANCE AMENDING THE MCMINNVILLE CITY CODE, CHAPTER 2.34, SPECIFIC TO THE HISTORIC LANDMARKS COMMITTEE.**

**RECITALS:**

The State of Oregon requires all cities and counties to address State Land Use Planning Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources; and

The City of McMinnville has adopted a Comprehensive Plan Goal "To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville;" and

The City of McMinnville ordinance (#4401) governing the preservation and protection of historic resources was last updated in 1987, and is outdated; and

The City of McMinnville believes that the preservation of historic and cultural resources is a local value of the community that would best be served by a committee of volunteers dedicated to historic preservation efforts specific to the City of McMinnville; and

In order to implement its McMinnville Zoning Ordinance, Chapter 17.65 (Historic Preservation), the McMinnville City Council appoints a volunteer Historic Landmarks Committee that reviews and makes decisions and/or recommendations on the identification and protection of historic resources in the City of McMinnville; and

Historically the enabling language for this committee – purpose, authority, membership, quorum, etc. – has resided in Ordinance 4401; and

Many other volunteer, City Council appointed committees' enabling language resides in Chapter 2 of the McMinnville City Code, such as the Airport Commission, the City Planning Commission, the Landscape Review Committee; and

In order to standardize and simplify the McMinnville City Code, all the enabling language for the city commissions and committees should reside in the same general location of the McMinnville City Code.

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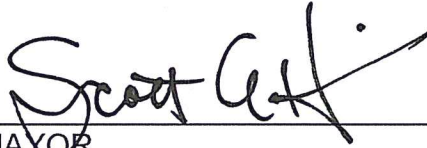
**NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:**

1. That Chapter 2.34 (Historic Landmarks Committee) is added to the McMinnville City Code as provided in Exhibit A to this Ordinance.
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 8<sup>th</sup> day of August 2017, by the following votes:

Ayes: Drabkin, Garvin, Ruden, Stassens, Menke

Nays: \_\_\_\_\_



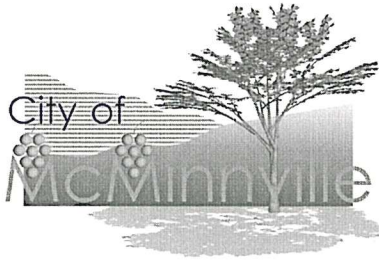
\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

  
\_\_\_\_\_  
CITY ATTORNEY  
\_\_\_\_\_  
CITY RECORDER

EXHIBIT A



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

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PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

Chapter 2.34

HISTORIC LANDMARKS COMMITTEE

**2.34.010 Purpose. To preserve and promote McMinnville's history, stabilize and improve property values through restoration efforts, promote the education of local citizens on the benefits associated with an active historic preservation program, foster civic pride in the beauty and noble accomplishments of the past, protect and enhance the City's attractions for tourists and visitors alike, and strengthen the economy of the City, by:**

- A. **Identifying, evaluating, and designating historic and cultural resources in the City of McMinnville; and**
- B. **Informing and educating the public on the historic and architectural significance of the designated historic resources; and**
- C. **Informing and educating the public on the value of preserving McMinnville's historic and cultural resources; and**
- D. **Soliciting grants and other resources to help promote, advocate and undertake preservation projects in the City of McMinnville; and**
- E. **Any other activities that will help preserve and promote McMinnville's history and culture.**

**2.34.20 Responsibilities and Power.**

- A. **Serve as a hearings body for matters concerning historical and cultural resources listed on the McMinnville Historic Resources Inventory, including the review any alteration, demolition, moving or new**

construction on a McMinnville Historic Landmark per Chapter 17.65 of the McMinnville Zoning Ordinance.

- B. Evaluate and designate historic districts, buildings, structures, sites, and objects as provided by Chapter 17.65 of the McMinnville Zoning Ordinance.
- C. Receive requests by any citizen, or may on its own motion make recommendations concerning identifying and preserving significant historic and cultural resources which the Committee determines to be of historical significance to the City, state or nation.
- D. Develop or adopt a system, based on historic integrity and significance, for evaluating historic and cultural resources for potential designation as historic landmarks.
- E. Compile and maintain a McMinnville Historic Resources Inventory of all historical and cultural resources within the City, the applicable tax lots and addresses, the date of landmark designation, and a brief description of the resource and reasons for inclusion.
- F. Conduct surveys, inventories, and studies of potential historic resources, and periodically revise the McMinnville Historic Resources Inventory by adding or deleting properties.
- G. Undertake to inform the citizens of, and visitors to the City or McMinnville, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the McMinnville City Council.
- H. Advise and make policy recommendations to the McMinnville City Council and the Planning Commission on matters relating to historic preservation.
- I. Perform such other duties relating to historical matters as the McMinnville City Council or Planning Director may request.
- J. Have the authority to coordinate its activities with other city, county, state or federal agencies.

**2.34.030 Membership**

- A. Number of Members. The Historic Landmarks Committee shall be composed of five members.

- B. Residency. Members shall reside in the McMinnville Urban Growth Boundary. A majority of members shall reside within the city limits. The Common Council can appoint a member to the committee who does not reside in the Urban Growth Boundary if it is determined that the member brings significant value to the purpose of the committee.
- C. Representation. Individual seats are not geographically designated. Common Council members, Planning Commissioners, and Water and Light Commissioners shall not serve as Historic Landmarks Committee members.
- D. Appointments. The Common Council will appoint the committee members. The Council will strive to appoint members with historic preservation experience or knowledge.
- E. Terms. All terms are for four years commencing with January of each year. All members may serve two consecutive four-year terms. Members who have served two full terms may be reappointed to the Historic Landmarks Committee after a four-year hiatus from the committee.
- F. Removal. A committee member may be removed by the Common Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The committee may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.
- G. Ex-Officio Members. One ex-officio youth (21 years of age and under) may be appointed by the Common Council, to serve a three year term. The ex-officio youth shall not be a voting member.

2.34.040 Officers

- A. Chairperson / Vice-Chairperson. At its first meeting of each year, the Historic Landmarks Committee shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
- B. Annual Report to City Council. The Chairperson of the committee shall make an annual report to the City Council outlining accomplishments for the past year and work plan for the following year or more often as the Chairperson deems appropriate, or at the request of the Council.

2.34.050 Meeting/Quorum

- A. Meeting Schedule. The Committee shall meet as required to accomplish

their responsibilities.

B. Meeting Conduct. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.

C. Open to the Public. All meetings shall be open to the public.

D. Quorum. A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the committee at the time and should not include vacancies.

2.34.060 Expenses / Reimbursements. Committee members shall receive no compensation. Any expense incurred by a committee member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the City Manager or designee.

2.34.070 Special Provisions.

A. The Historic Landmarks Committee shall operate within the laws and guidelines of the federal government, the state government, Yamhill County and the City of McMinnville.

B. The Common Council may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

2.34.080 Staff Support. Staffing shall be determined by the City Manager or City Manager designee.