



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

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

**DECISION, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN PERTAINING TO A MCMINNVILLE HISTORIC PRESERVATION PLAN**

- DOCKET:** G 2-19
- REQUEST:** The City of McMinnville is proposing to amend Chapter III (Cultural, Historical, and Educational Resources) of the Comprehensive Plan by adding new goals, policies, and proposals that were developed during the completion of the McMinnville Historic Preservation Plan. The new goals, policies, and proposals provide guidance for historic preservation program activities to be completed over the next 15 to 20 years. The entire Historic Preservation Plan is also proposed to be adopted into the McMinnville Comprehensive Plan as an appendix.
- LOCATION:** N/A
- ZONING:** N/A
- APPLICANT:** City of McMinnville
- STAFF:** Chuck Darnell, Senior Planner
- DATE DEEMED COMPLETE:** February 8, 2019
- HEARINGS BODY:** McMinnville Planning Commission (recommendation to City Council)
- DATE & TIME:** March 21, 2019. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon
- HEARINGS BODY:** McMinnville City Council (final decision)
- DATE & TIME:** April 23, 2019 (tentative). Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon
- PROCEDURE:** The application is subject to the legislative land use procedures specified in Sections 17.72.120 - 17.72.160 of the McMinnville Municipal Code.
- CRITERIA:** Amendments to the text of the Comprehensive Plan must be consistent with the Goals and Policies in Volume II of the Comprehensive Plan and the Purpose of the Zoning Ordinance.
- APPEAL:** The Planning Commission will make a recommendation to the City Council. The City Council's decision on a legislative amendment may be appealed to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date written notice of the City Council's decision is mailed to parties who participated in the local proceedings and entitled to notice and as provided in ORS 197.620 and ORS 197.830, and Section 17.72.190 of the McMinnville Municipal Code.

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*Attachments :*  
*Attachment 1: Amendments to Chapter III*  
*Attachment 2: McMinnville Historic Preservation Plan*

**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. Their comments are provided in this decision document.

**DECISION**

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the Comprehensive Plan Text Amendments (G 2-19) to the McMinnville City Council.

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**DECISION: APPROVAL**  
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City Council: \_\_\_\_\_  
Scott Hill, Mayor of McMinnville

Date: \_\_\_\_\_

Planning Commission: \_\_\_\_\_  
Roger Hall, Chair of the McMinnville Planning Commission

Date: \_\_\_\_\_

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_

**APPLICATION SUMMARY:**

The City of McMinnville is proposing to adopt a Historic Preservation Plan to guide the City's historic preservation program for the next 15 to 20 years. The Historic Preservation Plan includes the following elements: a historic context statement for McMinnville; an overview of the current status of the City's historic preservation program; goals, policies, and proposals to guide future historic preservation work and activities to be completed by the City; and an implementation matrix organizing the future historic preservation work and activities into ongoing, short-term, mid-term, and long-term timeframes. The Historic Preservation Plan does not include any specific changes to any development code or regulatory processes. There are some recommendations on potential code amendments to analyze further and future survey work to complete, but no changes would occur to the City's development code or regulatory processes from the action to adopt the Historic Preservation Plan. The City is proposing to amend the Comprehensive Plan by adopting the Historic Preservation Plan as an Appendix, and also by amending Chapter III (Cultural, Historical, and Educational Resources) by adding the goals, policies, and proposals from the Historic Preservation Plan into the existing Comprehensive Plan section titled "Historic Preservation".

**ATTACHMENTS:**

1. Proposed Amendments to Chapter III (Cultural, Historical, and Educational Resources)
2. McMinnville Historic Preservation Plan (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 and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Frontier Communications, Comcast, Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department:

No comments.

**Public Comments**

- No public comments have been received as of March 14, 2019.

**FINDINGS OF FACT**

1. The City of McMinnville Planning Department initiated the Historic Preservation Plan project 2017 in response to the McMinnville Historic Landmarks Committee beginning to meet more regularly and the Committee's efforts in adopting annual work plans to guide their work. The Historic Landmarks Committee was interested in establishing a guide for the City's historic preservation program for the next 15 to 20 years. The Planning Commission included the Historic Preservation Plan project in their 2017-2019 Work Plan as a long-range planning work product.
2. The Historic Preservation Plan was developed over the course of 2018 with oversight by the Historic Landmarks Committee and discussions on the plan components at multiple regular

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Historic Landmarks Committee business meetings. Two public open houses were held, in February 2018 and May 2018, to gather feedback from the general public on the components of the Historic Preservation Plan. An online survey and stakeholder interviews were also conducted during the public engagement process to gather as much public feedback and input on the plan as possible.

3. A work session was held with the Planning Commission in June 2018 to review a draft of the Historic Preservation Plan. The Planning Commission was supportive of the plan and provided some comments for consideration in the development of the final plan. A final draft of the plan was reviewed by the Historic Landmarks Committee in September 2018. Some additional amendments were requested by the Historic Landmarks Committee, which were made by staff, and a revised version of the final Historic Preservation Plan was reviewed and recommended for approval by the Historic Landmarks Committee in December 2018.
4. The City of McMinnville is proposing to amend Chapter III (Cultural, Historical, and Educational Resources) of the Comprehensive Plan by adding new goals, policies, and proposals that were developed during the completion of the McMinnville Historic Preservation Plan. The new goals, policies, and proposals provide guidance for historic preservation program activities to be completed over the next 15 to 20 years. The entire Historic Preservation Plan is also proposed to be adopted into the McMinnville Comprehensive Plan as an appendix.
5. Public notification of the proposal and the March 21, 2019 Planning Commission public hearing was published in the March 12, 2019 edition of the News Register.
6. The text amendments proposed are included in Attachment 1 (Amendments to Chapter III) and Attachment 2 (McMinnville Historic Preservation Plan).

### **CONCLUSIONARY FINDINGS:**

As addressed below, ***the applicable criteria are satisfied***. The proposed amendments are consistent with the applicable Goals and Policies of the Comprehensive Plan and the applicable provisions of the Zoning Ordinance for the proposed amendments to the McMinnville Comprehensive Plan.

### **Oregon Administrative Rules:**

The following procedures and requirements from Chapter 660, Division 23 (Procedures and Requirements for Complying with Goal 5) are applicable to this request:

OAR 660-023-0200(1): *For the purposes of this rule, the following definitions apply: [...]*

*(c) "Historic context statement" is an element of a comprehensive plan that describes the important broad patterns of historical development in a community and its region during a specified time period. It also identifies historic resources that are representative of the important broad patterns of historical development.*

*(d) "Historic preservation plan" is an element of a comprehensive plan that contains the local government's goals and policies for historic resource preservation and the processes for creating and amending the program to achieve the goal.*

Finding: **OAR 660-023-0200(1)(c) and OAR 660-023-0200(1)(d) are satisfied.**

The Historic Preservation Plan associated with the proposed text amendments to the McMinnville Comprehensive Plan include additional goals and policies for the City's existing historic preservation program, and will guide the activities to be completed under City's historic preservation program for the next 15 to 20 years. A historic context statement is included in Chapter 3 of the McMinnville Historic

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Preservation Plan, which includes an overview of the historic growth and development of McMinnville. It identifies five time periods of development in the city, each organized and associated with activities that were occurring during the time period. After describing those development periods, information is provided on different property types and architectural styles that are easily identified throughout the city. Specifically, thirteen architectural styles are described that were prevalent throughout the different development periods. Examples are provided of properties within the city that still display the prominent architectural features from each key architectural style.

*OAR 660-023-0200(3): Comprehensive Plan Contents. Local comprehensive plans should foster and encourage the preservation, management, and enhancement of significant historic resources within the jurisdiction in a manner conforming with, but not limited by, the provisions of ORS 358.605. In developing local historic preservation programs, local governments should follow the recommendations in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, produced by the National Park Service. Local governments should develop a local historic context statement and adopt a historic preservation plan and a historic preservation ordinance in conjunction with inventorying historic resources.*

**Finding: OAR 660-023-0200(3) is satisfied.**

The City of McMinnville already has an adopted local historic preservation program, created through past actions and procedures and adopted by Ordinance 4401 and Ordinance 5034. The proposed text amendments to the McMinnville Comprehensive Plan will build on the existing program through the adoption of a Historic Preservation Plan that will guide the City's historic preservation program for the next 15 to 20 years. The Historic Preservation Plan also contains a local historic context statement in Chapter 3.

### **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.**

- Policy 15.00 The City of McMinnville shall establish a program for the identification and preservation of significant sites, structures, objects, and areas.*
- Policy 16.00 The City of McMinnville shall support special assessment programs as well as federal grants-in-aid programs and other similar legislation in an effort to preserve structures, sites, objects, or areas of significance to the City.*
- Policy 17.00 The City of McMinnville shall enact interim measures for protection of historic sites and structures. Those measures are identified in the McMinnville Comprehensive Plan, Volume I, Chapter III.*
- Policy 17.01 The City of McMinnville will, by the time of the first plan update (1985), conduct a thorough study (consistent with the requirements of Statewide Planning Goal #5) of the 515 resources included in the 1980 Historical Survey and the properties listed on the 1976 Inventory of Historical Sites (Figure III-1, Volume I, McMinnville Comprehensive Plan) and place those structures and sites which are found to warrant preservation on a list of historic buildings and places. The City shall also study other buildings and sites which were not included on the 1976 and 1980 inventories and place those so warranted on the list of historic buildings and places. The City shall then adopt an historic preservation ordinance which is consistent with the requirements of Statewide Planning Goal #5 and which protects the structures and sites included on the list. (Ord. 4218, November 23, 1982)*

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**Finding: Goal III 2 and Policies 15.00, 16.00, 17.00, and 17.01 are satisfied.**

The existing goals and policies have been achieved by the City of McMinnville in the past through the creation of the McMinnville Historic Resources Inventory and the adoption of a historic preservation program, including a Historic Landmarks Committee, through past ordinances and code updates (Ordinance 4401 and Ordinance 5034). Outside of the early establishment of a program and guidance for initial buildings and places to be studied (which were eventually adopted as part of the McMinnville Historic Resources Inventory), the existing Comprehensive Plan policies provide no further specific guidance for future activities to be completed under the historic preservation program. The McMinnville Historic Preservation Plan and the associated goals, policies, and proposals provide guidance for the next 15 to 20 years of the City's historic preservation program. The Historic Preservation Plan includes activities that further promote the existing Comprehensive Plan policies, and the roles and responsibilities of the Historic Landmarks Committee.

**GOAL IX 2: TO ESTABLISH A LAND USE PLANNING FRAMEWORK FOR APPLICATION OF THE GOALS, POLICIES, AND PROPOSALS OF THE McMINNVILLE COMPREHENSIVE PLAN**

*Policy 187.00 The City of McMinnville shall adopt additional implementation ordinances and measures to carry out the goals and policies of the McMinnville Comprehensive Plan. These shall include, but not be limited to, the Zoning Ordinance and Map, Annexation Ordinance, and Mobile Home Development Ordinance.*

**Finding: Goal IX 2 and Policy 187.00 are satisfied.**

The Historic Preservation Plan provides guidance for the City's historic preservation program, as established in Ordinance 4401 and Ordinance 5034. More specifically, the Historic Preservation Plan includes additional goals, policies, and proposals that provide the Historic Landmarks Committee with guidance in carrying out their roles and responsibilities, which are identified in Chapter 2.34 of the McMinnville Municipal Code and include: identifying, evaluating, and designating historical and cultural resources in McMinnville; informing and educating the public on the historic and architectural significance of designated historic resources; informing and educating the public on the value of preserving McMinnville's historic and cultural resources; soliciting grants and other resources to help promote, advocate, and undertake preservation projects in the City of McMinnville; and any other activities that will help preserve and promote McMinnville's history and culture.

**GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.****GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.**

*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.*

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*Policy 193.00 The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan by creating special citizen advisory bodies and ad-hoc committees comprised of volunteers representing a broad cross-section of the community to provide input on every major comprehensive planning effort and other related land use planning matters.*

**Finding: Goals X 1 and X 2 and Policies 188.00 and 193.00 are satisfied.**

The development of the Historic Preservation Plan was overseen by the Historic Landmarks Committee, a group of appointed residents and community members whose responsibilities include the majority of the management of the City's historic preservation program.

The process for the completion of the Historic Preservation Plan included multiple public meetings, first to provide an overview of the planning process, and second to share their preliminary recommendations and preliminary implementation plan. The initial public meeting was held on February 20th, 2018, and the final public meeting was held on May 23rd, 2018. The consultants working on the plan also attended a regular monthly business meeting of the Historic Landmarks Committee in March 2018 to discuss their initial findings and gather feedback on their early recommendations that would be included in the Historic Preservation Plan.

An online survey was developed to gather feedback from the general public as well. The survey was in multiple choice format, and provided the consultants with the general public's understanding of historic preservation in McMinnville. The consultants also completed in-depth interviews with specific stakeholders in the community. These stakeholders included owners of historic properties, owners of businesses in the downtown area, real estate professionals, contractors or other professionals in the construction industry, and members of local boards that are involved in or associated with historic preservation.

After completing all public outreach and targeted outreach to specific stakeholders, the consultants drafted the Historic Preservation Plan. The draft plan was shared with the Historic Landmarks Committee and Planning Commission for discussion and comment, at both of those group's June 2018 regular business meetings. The final draft of the Historic Preservation Plan was completed in August 2018, and was reviewed again by the Historic Landmarks Committee in September 2018 and December 2018 at regular business meetings. After reviewing and approving of the final draft, the Historic Landmarks Committee recommended that the Historic Preservation Plan be forwarded to the Planning Commission and City Council for review and consideration. Staff then initiated the Comprehensive Plan Text Amendment process and scheduled those amendments for review during by the Planning Commission during a public hearing.

Further, the City of McMinnville continues to provide opportunities for the public to review and obtain copies of application materials and completed staff report prior to the holding of advertised public hearings. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

**McMinnville's City Code:**

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

**17.03.020 Purpose.** The purpose of the ordinance codified in Chapters 17.03 (General Provisions) through 17.74 (Review Criteria) of this title is to encourage appropriate and orderly physical development in the city through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to

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concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, adequate community facilities; and to provide assurance of opportunities for effective utilization of the land resources; and to promote in other ways public health, safety, convenience, and general welfare.

**Finding: Section 17.03.020 is satisfied.**

The Historic Preservation Plan provides guidance for the City's historic preservation program, as established in Ordinance 4401 and Ordinance 5034. More specifically, the Historic Preservation Plan includes additional goals, policies, and proposals that provide the Historic Landmarks Committee with guidance in carrying out their roles and responsibilities, which are identified in Chapter 2.34 of the McMinnville Municipal Code and include: identifying, evaluating, and designating historical and cultural resources in McMinnville; informing and educating the public on the historic and architectural significance of designated historic resources; informing and educating the public on the value of preserving McMinnville's historic and cultural resources; soliciting grants and other resources to help promote, advocate, and undertake preservation projects in the City of McMinnville; and any other activities that will help preserve and promote McMinnville's history and culture. These roles and responsibilities have been previously determined by the City of McMinnville to be important in the promotion of the general welfare of the City by preserving historical and cultural resources of significance to the City of McMinnville. The Historic Preservation Plan and the additional goals, policies, and proposals therefore promote the general welfare of the City of McMinnville.

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## **AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN**

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

### **CHAPTER III CULTURAL, HISTORICAL, AND EDUCATIONAL RESOURCES**

#### **GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.**

*Policies:*

- 13.00 *The City of McMinnville shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and the community as a whole, and the functions, land needs, and service area of the proposed facility.*
- 14.00 *The City of McMinnville shall strive to insure that future public community facilities, where possible and appropriate, are consolidated by locating the new structures in close proximity to other public buildings. This will be done in order to realize financial benefits, centralize services, and positively impact future urban development.*

#### **HISTORIC PRESERVATION**

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

*Policies:*

- 15.00 *The City of McMinnville shall establish a program for the identification and preservation of significant sites, structures, objects, and areas.*
- 16.00 *The City of McMinnville shall support special assessment programs as well as federal grants-in-aid programs and other similar legislation in an effort to preserve structures, sites, objects, or areas of significance to the City.*

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- 17.00 *The City of McMinnville shall enact interim measures for protection of historic sites and structures. Those measures are identified in the McMinnville Comprehensive Plan, Volume I, Chapter III.*
- 17.01 *The City of McMinnville will, by the time of the first plan update (1985), conduct a thorough study (consistent with the requirements of Statewide Planning Goal #5) of the 515 resources included in the 1980 Historical Survey and the properties listed on the 1976 Inventory of Historical Sites (Figure III-1, Volume I, McMinnville Comprehensive Plan) and place those structures and sites which are found to warrant preservation on a list of historic buildings and places. The City shall also study other buildings and sites which were not included on the 1976 and 1980 inventories and place those so warranted on the list of historic buildings and places. The City shall then adopt an historic preservation ordinance which is consistent with the requirements of Statewide Planning Goal #5 and which protects the structures and sites included on the list. (Ord. 4218, November 23, 1982)*

Proposals:

- 1.00 Create a Historic Landmarks Committee, similar in scope and purpose to the Landscape Review Committee, to serve in an advisory capacity to the Planning Commission and the City Council.
- 2.00 Draft an historic preservation ordinance addressing the following concerns:
1. Membership on the Historic Landmarks Committee. Membership should include interested citizens and local experts in history, architecture, and archaeology, if available.
  2. Duties of the Historic Landmarks Committee. The Historic Landmarks Committee should:
    - a. Maintain and circulate a list of historically designated landmarks which include information of historical interest, significance (architectural, cultural, etc.), and present use of the landmark, as well as dates on which it is open to the public.
    - b. Continue inventorying resources in those areas not covered in Phase I of the historic resource inventory of the City of McMinnville. This should be a priority concern of the committee, and every attempt should be made to complete this inventory as soon as possible after establishment of the committee.
    - c. Recommend to the Planning Commission sites or structures for designation to a local historical landmarks register.
    - d. Recommend to the Planning Commission review procedures for alterations and/or destruction of landmarks designated to the local register. Specific provisions and powers to maintain the unique character of the landmark should be developed.

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- e. Provide information on financial incentives (and disincentives) available for restoration or rehabilitation of historic landmarks.
- f. Provide information and assistance to owners of sites, structures, and objects in designating local landmarks to state and national registers.
- g. Coordinate with local historical and tourism group's activities and projects, including promotion of historical awareness in the City.
- h. Coordinate activities with local, regional, and statewide agencies connected with historical preservation.
- i. Record through photographs, descriptions, artifacts, and other appropriate measures those landmarks of significance that cannot be preserved.

**GOAL III 3: INCREASE PUBLIC AWARENESS AND UNDERSTANDING OF  
McMINNVILLE'S HISTORY AND ITS HISTORIC PRESERVATION  
PROGRAM**

**Policies:**

**17.02 Promote Historic Preservation Month every May.**

**Proposals:**

**3.00 Continue to host an annual McMinnville Historic Preservation Awards program and invite community input. Consider creating categories for the nominations to promote a variety of projects. Examples could include: Downtown Rehabilitation, Residential Rehabilitation, Leadership in Preservation, Organization in Preservation, or Community Engagement.**

**3.01 Host (or co-host) at least one other preservation-related activity or event during the month of May and encourage HLC members to participate. Potential events include This Place Matters, a trivia night at a local coffee shop or pub, a walking tour, or scavenger hunt. Staff time is limited, so try to co-sponsor events or partner with other groups already hosting events.**

**Policies:**

**17.03 Partner with related organizations on programs to establish connections between historic preservation and other city interests.**

**Proposals:**

**3.02 Consider hosting or sponsoring additional events, either during Preservation Month or the rest of the year.**

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- 3.03 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. The Farmers Market is located near the downtown historic district and provides an opportunity to encourage residents to take in their historic resources.**
- 3.04 Collaborate with the Yamhill County Historical Society and McMinnville Downtown Association to host a lunchtime 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).**
- 3.05 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.**
- 3.06 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.**
- 3.07 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.**
- 3.08 Partner with tribal organizations or consultants to further research and document the history of human settlement in the McMinnville area prior to European explorer arrival to expand the Historic Context section of the Historic Preservation Plan.**

**Policies:**

**17.04 Increase interpretation efforts of the city’s historic resources.**

**Proposals:**

- 3.09 Reprint the existing walking tour brochure (Stroll Historic McMinnville) and distribute it to downtown businesses, the library, and various city offices with public interaction.**
- 3.10 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.**

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**3.11 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.**

**Policies:**

**17.05 Increase and streamline the historic preservation program's media presence.**

**Proposals:**

**3.12 Add "Historic Preservation" as a sub-category under Planning on the city web-page's prominent toolbar under the "Government" tab**

**3.13 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.**

**3.14 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.**

**3.15 Incorporate GIS mapping of historic properties on the website, either as an interactive map or a PDF.**

**GOAL III 4: ENCOURAGE THE PRESERVATION AND REHABILITATION OF HISTORIC RESOURCES**

**Policies:**

**17.06 Promote local, state, and federal incentives available to historic resources.**

**Proposals:**

**3.16 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).**

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- 3.17 Consider increasing the maximum individual grant amount of the facade grant program to \$5,000 to allow for projects with a greater impact.**
- 3.18 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.**
- 3.19 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.**

**Policies:**

- 17.07 Strengthen the integration of historic preservation in city planning to capitalize on neighborhood history and character as city assets.**

**Proposals:**

- 3.20 Update city zoning per recommendations in this plan to encourage the retention of historic residential character in key areas around the downtown.**
- 3.21 Coordinate city guiding policies with preservation planning by keeping city departments/boards/committees apprised of HLC actions and priorities.**
- 3.22 Research the use of conservation district overlays in other communities as an alternative to zoning changes.**
- 3.23 Consider establishing a conservation district overlay to help retain historic residential character in key areas around the downtown.**

**GOAL III 5: DOCUMENT AND PROTECT HISTORIC RESOURCES**

**Policies:**

- 17.08 Regularly update the Historic Resources Inventory.**

**Proposals:**

- 3.24 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.**

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- 3.25 Update the inventory after each survey project so the field work, research, and inventory updates are all closely related.**
- 3.26 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.**
- 3.27 Develop and promote an application process for historic resource designation so that property owners can volunteer to designate their properties for consideration.**
- 3.28 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.**

**Policies:**

- 17.09 Create tools to better assist applicants through the design review process.**

**Proposals:**

- 3.29 Develop illustrated design guidelines, grounded in the Secretary of the Interior's Standards, to ensure consistency and fairness in design review.**
- 3.30 Consider posting an example completed application on the city website to demonstrate to applicants how to successfully navigate the design review process.**
- 3.31 Consider establishing multi-family design standards for the residential properties which surround downtown.**

**Policies:**

- 17.10 Train the HLC and staff.**

**Proposals:**

- 3.32 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.**
- 3.33 Work with Yamhill County to host CLG training**

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*Attachments :*

*Attachment 1: Amendments to Chapter III*

*Attachment 2: McMinnville Historic Preservation Plan*

**3.34 Continue internal conversations between planning staff and the city’s building official to ensure departments are working well together.**

**3.35 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.**

**Policies:**

**17.11 Continue to explore National Register nominations.**

**Proposals:**

**3.36 Evaluate the viability of a north downtown residential nomination.**

**3.37 Work with Linfield College on a Historic Resources Inventory and potential campus nomination.**

**3.38 Evaluate a MPD for “Historic Granaries of McMinnville”**

**3.39 Explore a landscape nomination for City Park.**

**Policies:**

**17.12 Implement survey recommendations identified in Chapter 4 of the Historic Preservation Plan.**

**Proposals:**

**3.40 Review findings from survey work conducted since 1984 to update the Historic Resource Inventory.**

**3.41 Conduct a reconnaissance level survey in the Hayden, Saylor, Baker, and Martin Additions.**

**3.42 Conduct a reconnaissance level survey to document the residential properties around the downtown area, particularly Rowlands Addition.**

**3.43 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).**

**3.44 Conduct a reconnaissance level survey along SE Baker Street.**

**3.45 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.**

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**Attachments:**

Attachment 1: Amendments to Chapter III

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**Policies:**

**17.13 Provide resources for historic property owners to protect their historic properties.**

**Proposals:**

**3.46 Consider conducting a survey of the downtown historic district to identify those properties which may be vulnerable to damage during a seismic event.**

**3.47 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 III 6: INCREASE HERITAGE TOURISM**

**Policies:**

**17.14 Amplify the heritage tourism program for McMinnville.**

**Proposals:**

**3.48 Work with Visit McMinnville to expand visitor awareness of McMinnville’s heritage and historic resources online as a heritage tourism attractor.**

**3.49 Coordinate efforts to promote McMinnville as a destination for visitors with Visit McMinnville during Historic Preservation month.**

**EDUCATION**

**GOAL III 73: TO PROVIDE FOR THE EDUCATIONAL NEEDS OF McMINNVILLE THROUGH THE PROPER PLANNING, LOCATION, AND ACQUISITION OF SCHOOL SITES AND FACILITIES.**

***Policies:***

18.00 *The City of McMinnville shall cooperate with the McMinnville School District in the planning for future schools.*

19.00 *The location of future school sites shall be coordinated between the City and the McMinnville School District.*

20.00 *The City of McMinnville shall encourage the joint purchase, maintenance, and usage of recreational facilities with the McMinnville School District where acceptable to both parties.*

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**Attachments :**

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Proposals:

- 4.00 A task force for school planning should be created. The task force should consist of some members from the Planning Commission, City Council, and School Board. City and school administration and planning staffs should serve as advisors.

The functions of this group will be to exchange information and ideas on school planning projects, recommend school site locations to the School Board, and examine joint parks-school sites.

- 5.00 The Planning Department should assist the McMinnville School District in the development of a common student population projection scheme.

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*Attachments :*

*Attachment 1: Amendments to Chapter III*

*Attachment 2: McMinnville Historic Preservation Plan*