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October 2, 2019

Kelley Wilson
SUM Design Studio & Architecture
231 SE 12th Avenue
Portland, OR 97214

Re: 118 NE 3rd Street – Downtown Design Review Approval

Dear Kelley:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Thursday, September 26, 2019, your application for Downtown Design Review (DDR 4-19) for the proposed construction of a new building within the downtown design area was reviewed and studied. The subject property is located at 118 NE 3rd Street. The subject property is more specifically identified as Tax Lots 8600, 8700, and 9200, Section 20AD, T. 4 S., R. 4 W., W.M.

Based on the material submitted, the testimony received, and the review criteria in Section 17.59.040 of the McMinnville Municipal Code, the Historic Landmarks Committee voted to **APPROVE** the application, **subject to conditions.**

Enclosed for your records is a copy of the signed land use Decision Document which includes the Historic Landmarks Committee's decision with Findings of Fact, Conclusionary Findings, and Conditions of Approval.

The Downtown Design Review (DDR 4-19) approval included conditions of approval, which are included in your land use Decision Document. We have also outlined those conditions of approval below. Please note that we are providing the conditions of approval within this letter as a courtesy. The official Decision Document with the Findings of Fact, Conclusionary Findings and Conditions of Approval is a separate document and is enclosed with this letter for the applicant and is also on file with the Planning Department.

Downtown Design Review (DDR 4-19) Conditions of Approval

1. That the improvements within the proposed "Historic/Art Area" be designed and installed through the collaborative process described by the applicant, which was to design and develop this area through a decision process by Applicant's Board with input from Planning Department staff, and Steve Rupp, chair of the Downtown Public Arts Committee. The "Historic/Art Area" shall be located on both the west and east sides of the right-turn only egress, and on each side shall be a minimum dimension of 25 feet wide and 15 feet deep, as shown on the submitted site plan. The "Historic/Art Area" shall not

simply be an increased landscape planting area, but it shall incorporate some or all of the features described by the applicant such as statues, art, decorative walls, and/or historic district gateway/monument signage that is accessible and uniquely adds value to the pedestrian experience. The “Historic/Art Area” shall also incorporate some feature with verticality to screen the parking lot from view from Third Street. The final design of the “Historic/Art Area” shall be submitted for review and final approval by the Historic Landmarks Committee.

2. That the painting and signage for the right-turn only egress onto NE Third Street from the surface parking lot on the northwest portion of the site be submitted to the City for review and approval prior to installation. The signage shall not interfere or distract from the proposed improvements within the “Historic/Art Area”, and the painting and/or markings on the ground shall enhance pedestrian safety within the sidewalk space and not detract from the pedestrian experience of Third Street. In addition, the surface of the driving area within the “Historic/Art Area” shall be differentiated from the sidewalk through the use of pavers to better define the pedestrian sidewalk space.
3. That the property owner shall enter into an agreement and license with the City to allow for the upper-story portions of the building along NE Baker Street to encroach into the public right-of-way.
4. That the applicant shall include a detail of the proposed brick soldier course along all areas of the façade that do not include a precast concrete belt course in the construction plans submitted for building permit review. The soldier course shall be at the same height as the precast concrete belt course between the first and second stories of the building.
5. That the applicant shall include window details in the construction plans submitted for building permit review that depict that all of the windows on the building will be recessed.
6. That the skim coated exposed foundation wall on the 3rd Street façade be painted a tan color to match the stone panels that will be installed above the exposed foundation wall and beneath the windows. Alternatively, the applicant may install the stone panel material over the foundation wall to encompass the entire area from the bottom of the window to the sidewalk.
7. That the applicant shall submit a landscape plan and Landscape Plan Review application to the McMinnville Landscape Review Committee for their review and approval prior to the issuance of building permits for the new building. All landscaping on the site shall be installed as approved by the Landscape Review Committee prior to final building permit inspections being completed. The landscape plan shall:
 - A. Be consistent with the preliminary landscaping plan submitted with the Downtown Design Review application (DDR 4-19);
 - B. Include details for the decorative trellis fence proposed within the landscape buffer space adjacent to NE 2nd Street. The decorative trellis fence shall be limited to 30 inches in height. The landscape plan shall also identify the proposed spacing, at the time of installation, of the plants that will grow into and cover the decorative trellis fence;

- C. Include proposed street tree plantings, where possible, within the public right-of-way adjacent to the subject site. This includes the frontages onto the NE Adams Street, NE Third Street, and NE Baker Street right-of-ways. Street trees shall meet the planting standards in Section 17.58.045 and Section 17.58.090 of the McMinnville Municipal Code (MMC).
8. That the applicant shall provide a revised example of the brick material, and the proposed grout color, for review and approval by the Historic Landmarks Committee. The color of the revised example brick material shall be a lighter color than the brick material that was originally proposed.
9. That the awnings shall be finished with the darker-colored metal material that was proposed and approved for the windows, sunshades, and exposed flashing. The entire awning shall be finished with the metal material, and shall not include the wood material on the soffits as identified in the renderings in Exhibits D3 and D5.
10. That the wood material proposed for the underside of the soffits of the recessed entry and third story balcony be finished with a darker stain or painted to be consistent with the allowable material of “painted wood” and not appear as a natural wood material.
11. That one (1) additional window be provided on the ground floor of the Baker Street (east) façade in the work room space that is identified on the Level 1 Floor Plan (Exhibit C5). This additional window shall be included in the construction plans submitted for building permit review.

Pursuant to Section 17.65.080(A) of the McMinnville City Code, a decision by the Historic Landmarks Committee may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before October 17, 2019, the decision of the Historic Landmarks Committee will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7330.

Sincerely,



Chuck Darnell
Senior Planner

CD:sjs

- c: Jim Schlotfeldt, First Federal, 118 NE Third Street, McMinnville, OR 97128
Dave Haugeberg, Haugeberg, Rueter, Gowell, Fredricks & Higgins, P.C. (sent via email)
Charles Hillestad, P.O. Box 9, McMinnville, OR 97128

Enclosures:

Decision, Conditions, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for the Approval of a New Building at 118 NE Third Street within the Downtown Design Area (Docket DDR 4-19)