

Historic Landmark Alteration Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

The City of McMinnville recognizes that certain districts, buildings, and sites in the city have special historic, architectural, or cultural significance. These districts, buildings, and sites give the community character and beauty and provide a visual record of McMinnville heritage. The preservation of these structures and areas is important for the education, enjoyment, and pride of the citizens of McMinnville.

The City of McMinnville has an adopted Historic Resources Inventory, which is a local inventory of historic buildings and sites that have been deemed to be historically, architecturally, or culturally significant to the history of McMinnville. Well over 500 sites and/or buildings are included on the Historic Resources Inventory. Each building or site on the Historic Resources Inventory is considered either a “historic landmark” or a “historic resource”, depending on its level of significance. Prior to beginning any construction or maintenance project, property owners with a potentially historic building or site are encouraged to contact the McMinnville Planning Department to determine whether their building or property is listed on the Historic Resources Inventory.

In order to encourage the preservation of historic buildings and sites, the City adopted a Certificate of Approval process that applies to most changes to buildings or properties that are listed on the Historic Resources Inventory. The Certificate of Approval process ensures that changes to historic sites and structures are consistent with required historic preservation design standards and guidelines.

A Certificate of Approval is required prior to any of the following actions:

- A. The alteration, demolition, or moving of any historic landmark, or any resource that is listed on the National Register for Historic Places;
 1. Accessory structures and non-contributing resources within a National Register for Historic Places nomination are excluded from the Certificate of Approval process.
- B. New construction on historical sites on which no structure exists;
- C. The demolition or moving of any historic resource.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Certificate of Approval application form;
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), including the following information:
 - Name of owner;
 - Address of site;
 - Lot dimensions;

- The outline and location of existing structures;
 - The distance of all existing structures from existing property lines;
 - Location, names, and existing widths (right-of-way) of streets and access easements;
 - The outline and location of any proposed building alteration, addition or new construction;
 - The outline and location of any proposed building demolition. If only a portion of a building is to be demolished, highlight that area to be demolished; and
 - Signs, exterior lighting, and other appurtenances such as walls, fences, and awnings.
- Architectural drawings, including elevations showing any proposed alteration. The elevations shall include colors and descriptions of the proposed finish material.
- Photographs and/or drawings of the existing structure.

Review Process

The review process described below is provided in more detail in Chapter 17.65 (Historic Preservation) of the McMinnville Zoning Ordinance.

Exterior Alteration or Remodeling (Section 17.65.060)

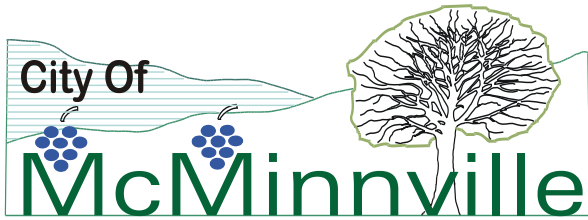
The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020. An alteration is defined as: "The addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance. Painting, reroofing, and general repairs are not alterations when the new materials and/or colors match those already in use."

If the proposed activities are found to be an alteration by the Planning Director, the Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

The Historic Landmarks Committee shall base its decision on the following criteria:

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
2. The following standards and guidelines:
 - a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
 - 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 Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
3. The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.



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Office Use Only:	
File No.	_____
Date Received	_____
Fee	_____
Receipt No.	_____
Received by	_____

Certificate of Approval (Alteration)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

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

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

1. What is the classification of the historic building? _____

2. Architect Name _____ Phone _____
(Engineer or Other Designer)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

3. Contractor Name _____ Phone _____

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

4. The existing use of the property. _____

5. The intended use of the property. _____

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

Date

Property Owner's Signature

Date