

Historic Resource Demolition, Moving, or New Construction 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 demolition or 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.

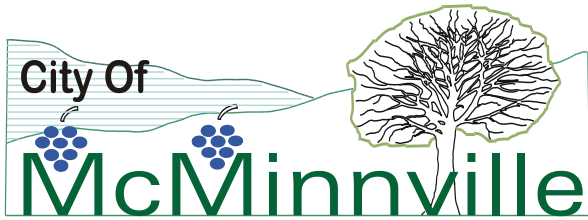
Demolition, Moving, or New Construction (Section 17.65.050)

The property owner shall submit an application for a Certificate of Approval for the demolition or moving of a historic resource, or any resource that is listed on the National Register for Historic Places, or for new construction on historical sites on which no structure exists. 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 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.

A public hearing must be held by the Historic Landmarks Committee to consider any application for the demolition or moving of any resource listed on the National Register of Historic Places.

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 economic use of the historic resource and the reasonableness of the proposed action and their relationship to the historic resource preservation or renovation;
3. The value and significance of the historic resource;
4. The physical condition of the historic resource;
5. Whether the historic resource constitutes a hazard to the safety of the public or its occupants;
6. Whether the historic resource is a deterrent to an improvement program of substantial benefit to the City which overrides the public interest in its preservation;
7. Whether retention of the historic resource would cause financial hardship to the owner not outweighed by the public interest in the resource's preservation; and
8. Whether retention of the historic resource would be in the best interests of a majority of the citizens of the City, as determined by the Historic Landmarks Committee, and, if not, whether the historic resource may be preserved by an alternative means such as through photography, item removal, written description, measured drawings, sound retention or other means of limited or special preservation.



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

Certificate of Approval (Demolition, Moving or New Construction)

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. What is the reason(s) for the request (e.g., meet building code requirements, redevelopment, etc.).

7. Attach a written narrative that describes:

- A. The proposed project in detail (specific structures to be removed, new buildings being constructed, etc.);
- B. How the proposed project meets the applicable Comprehensive Plan policies;
- C. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the alternative action (preservation of the historic resource);
- D. The current value and significance of the historic resource, and how those factors relate to the proposed project;
- E. The physical condition of the historic resource, and how the condition relates to the proposed project;
- F. Whether the historic resource constitutes a hazard to the safety of the public or its occupants;
- G. Whether the historic resource is a deterrent to an improvement project of substantial benefit to the City which overrides the public interest in its preservation; and
- H. Whether retention of the historic resource would be in the best interests of a majority of the citizens of the City.

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.*
- If applicable, architectural drawings, including elevations of the proposed demolition or 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