

Downtown Design Standards and Guidelines 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 purpose of the downtown design standards and guidelines is to provide for the protection, enhancement, and preservation of buildings, structures, and other elements in the downtown core which contribute to its special historic and cultural value. The area subject to the downtown design standards and guidelines is bounded to the west by Adams Street, to the north by 4th Street, to the east by Kirby Street, and to the south by 1st Street. Lands immediately adjacent to the west of Adams Street, from 1st Street to 4th Street, are also subject to these standards and guidelines. For information related to the City of McMinnville's downtown design standards and guidelines, and its application to your project or activity, refer to Chapter 17.59 (Downtown Design Standards and Guidelines) of the Zoning Ordinance.

Application Submittal

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

- A completed Downtown Design Standards & Guidelines application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size). For new construction or structural modifications, show the following information:
 - Existing conditions on the site including topography, streetscape, curbcuts, and building condition.
 - Details of proposed construction or modification to the existing structure.
 - Exterior building elevations for the proposed structure, and adjacent structures.
- Building and construction drawings.
- Building elevations of all visible sides.
- A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.
- Photographs of the subject site and adjacent property.
- Other information deemed necessary by the Planning Director.

Review Process

Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 (Application Review for Completeness). The Planning Director may review applications for minor alterations, and the Historic Landmarks Committee shall review applications for major alterations and new construction. It shall be the Planning Director's decision as to whether an alteration is minor or major.

Prior to any Historic Landmarks Committee review of an application for a major alteration or new construction, notification of the application will be provided to property owners within 100 feet of the subject site, as stated in Section 17.72.110 (Director's Review with Notification).

All applications are subject to the review criteria in Section 17.59.040 (Review Criteria). The decision to approve, approve with conditions, or deny the application will be based on the following criteria:

- A. The guidelines and standards contained in Chapter 17.59 (Downtown Design Standards and Guidelines);
- B. The City's historic preservation policies set forth in the Comprehensive Plan;
- C. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65 (Historic Preservation), and in particular, the standards and guidelines contained in Section 17.65.060(2).

When considering a waiver from a standard or guideline, the review body will also determine whether the following criteria have been met:

- A. There is a demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;
- B. There is demonstrable evidence that the alternative design accomplishes the purpose of this chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and
- C. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this chapter.

A decision made by the Planning Director or the Historic Landmarks Committee may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director).



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Downtown Design Standards & Guidelines Application

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 _____

This request is for a:

Design Review

Design Waiver

1. Attach a written narrative that describes:

- A. The proposed project in detail, including descriptions of the architectural features and building materials being used;
- B. How the project meets the applicable downtown design standards and guidelines;
- C. How the project meets the historic preservation standards and guidelines (if applicable); and
- D. How the project will fit into the context of the downtown historic district.

2. As part of this application, is a waiver to the standards and guidelines of Chapter 17.59 being requested? If so, explain in detail how the criteria for waiving a standard or guideline as listed in Section 17.59.040(A) have been met (*attach additional pages if necessary*)._____

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). For new construction or for structural modifications show the information listed in page one of the information sheet.*
- Building and construction drawings including building elevations of all visible sides.*
- A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.*
- Photographs of the subject site and adjacent property.*
- Other information deemed necessary by the Planning Director.*

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