



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## EXHIBIT 1 - STAFF REPORT

**DATE:** January 5, 2021  
**TO:** Historic Landmark Committee Members  
**FROM:** Chuck Darnell, Senior Planner  
**SUBJECT:** PUBLIC MEETING: HL 4-20 (Certificate of Approval for Alteration) –  
806 SE Davis Street

### STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

**OBJECTIVE/S:** Define the unique character through a community process that articulates our core principles

---

### Report in Brief:

This is a quasi-judicial review of a “Certificate of Approval for Alteration” land use application for alterations to the existing historic landmark and building located at 806 SE Davis Street (Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M.). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards. Per the McMinnville Municipal Code (MMC), the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Approval review. The applicants, David & Jori Whitting, are requesting the Certificate of Approval for Alteration approval. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 of the MMC. The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

### Background:

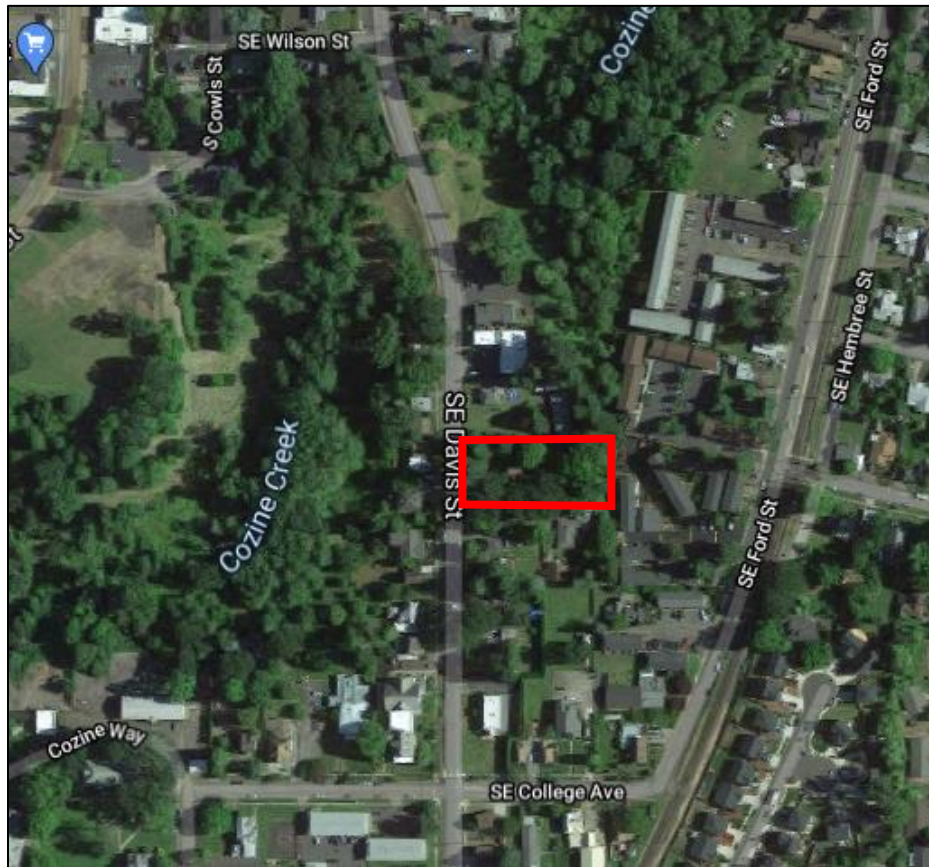
The subject property is located at 806 SE Davis Street. The property identified as Tax Lot 1100, Section 21CC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

---

#### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

**Figure 1. Vicinity Map (Property Lines Approximate)**

The existing building on the subject property is listed on the Historic Resources Inventory as a Significant resource (resource number B540). The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet for the subject property. The survey photo of the building is dated as 1983. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” state the following:

“A two-story wood frame home. Drop siding and corner boards. The roof is an off-center, double-cross gable on the south side; the back side of the house wasn’t viewed. Windows are paired, one-over-one, double-hung sash with cornice moulding. The small one-story gabled front porch has balustrades which flare outward.

The Latourette family was very important in the history of Linfield College. D.C. Latourette, probably the builder of this house, taught at the then McMinnville College from 1878-1880 and served on the Board of Trustees from 1889-1907.

Kenneth Latourette, his son, graduated from Linfield in 1904, became a professor at Yale and was a noted historian in the fields of Christianity and the Far East. Latourette Hall on Linfield’s Campus, was named for the family.”

The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

---

*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

“The proposed project consists of two areas of alteration to the existing home exterior: 1) removal of existing brick chimney on the back of the home, and 2) removal of two previously constructed additions on the rear of the home in order to enhance the outdoor space and return the home to a state more similar to original construction.

1. Chimney – the interior fireplace will be removed, necessitating removal of the original brick chimney which will no longer have adequate support. Chimney will be carefully removed from existing structure. Shiplap siding will be repaired using material from the two additions we seek to remove.
2. Removal of additions – The two porch addition structures will be entirely removed, and a new deck installed. The East facing exterior of the main home will be altered to include a horizontal window and a set of French doors to provide an exit outside and onto the deck. The North facing exterior will include a door for access to the garage/storage area. The existing roof line will be extended by approximately 3-4 feet to provide a covered walkway to allow for shelter from the elements when walking between the main home and the garage/storage area.”

### **Discussion:**

The applicant has provided a rendering and elevation drawings identifying the alterations that would occur, should the Certificate of Approval for Alteration land-use application be approved. See Rendering (Figure 2) and Elevations (Figure 3) below.

**Figure 2. Rendering**



*Figure 1: View from East of current structure (left) and proposed new profile after removal of additions (right)*

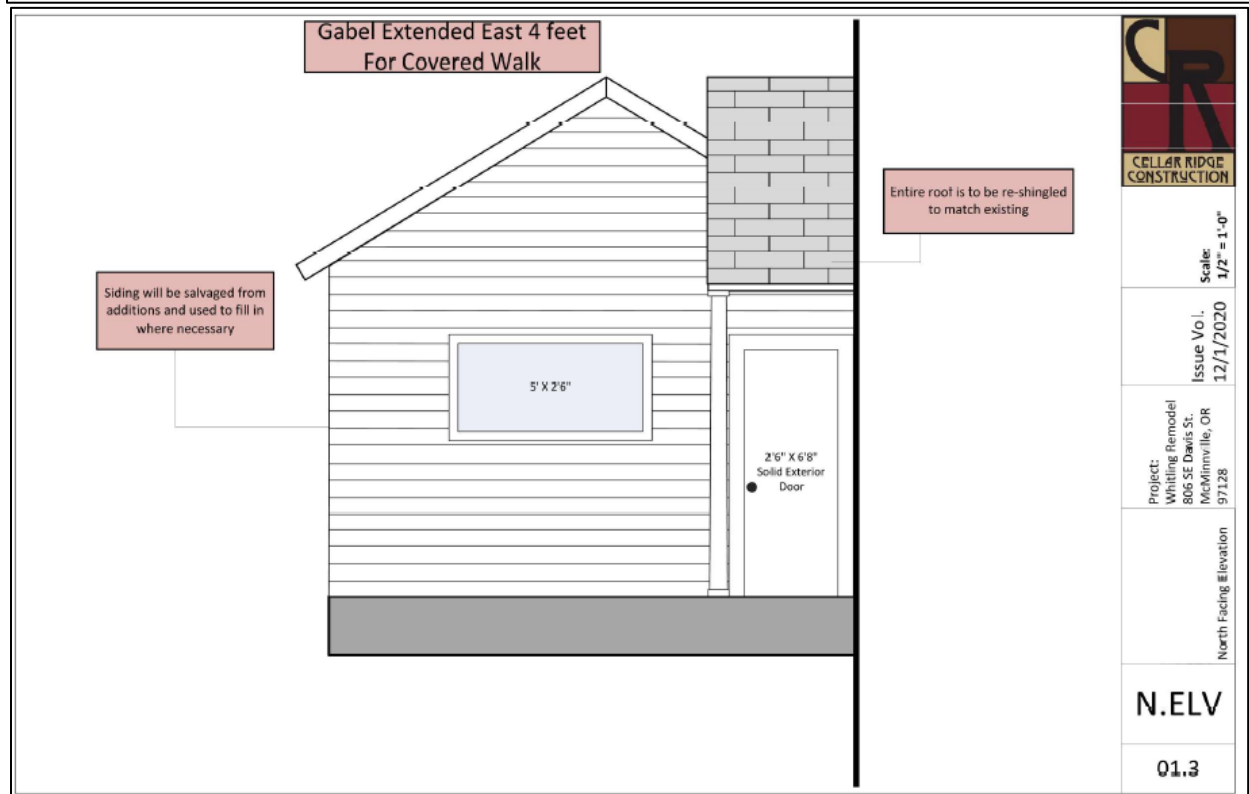
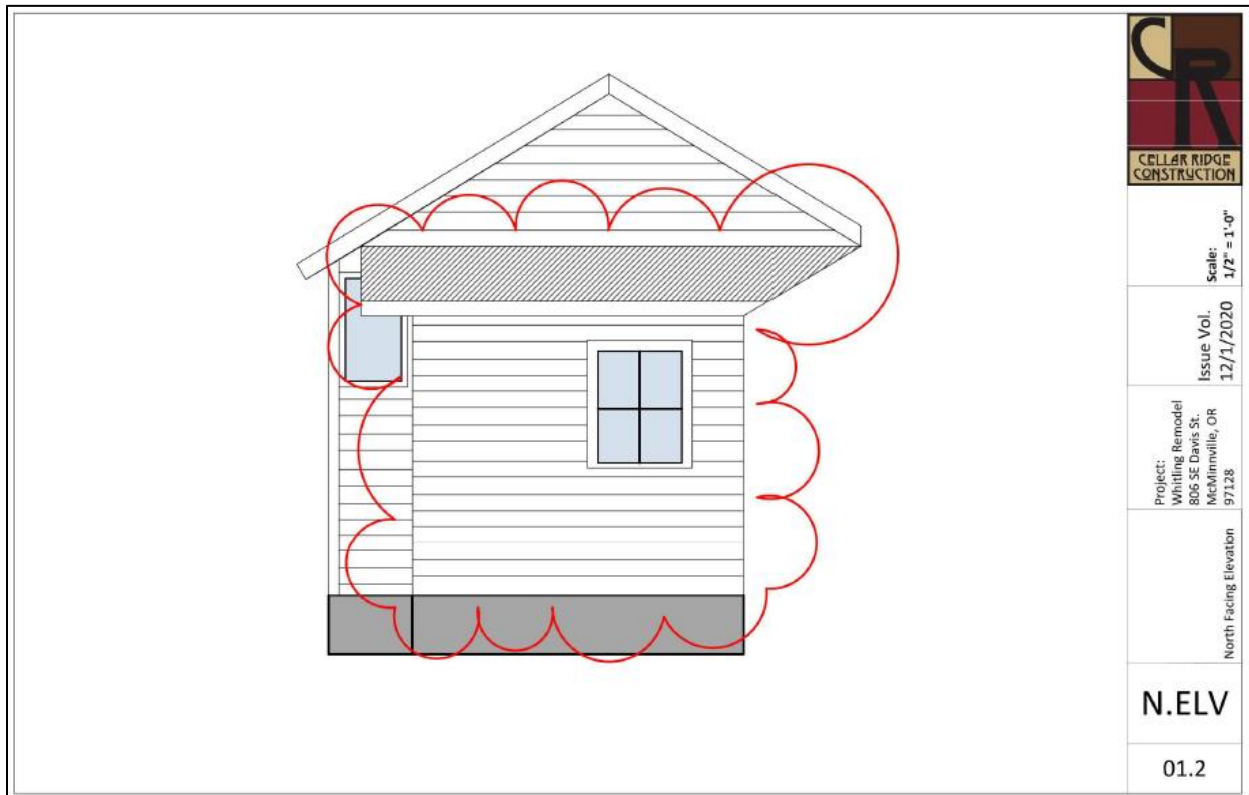
---

### ***Attachments:***

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

Figure 3. Elevations

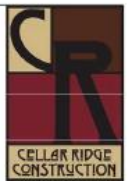
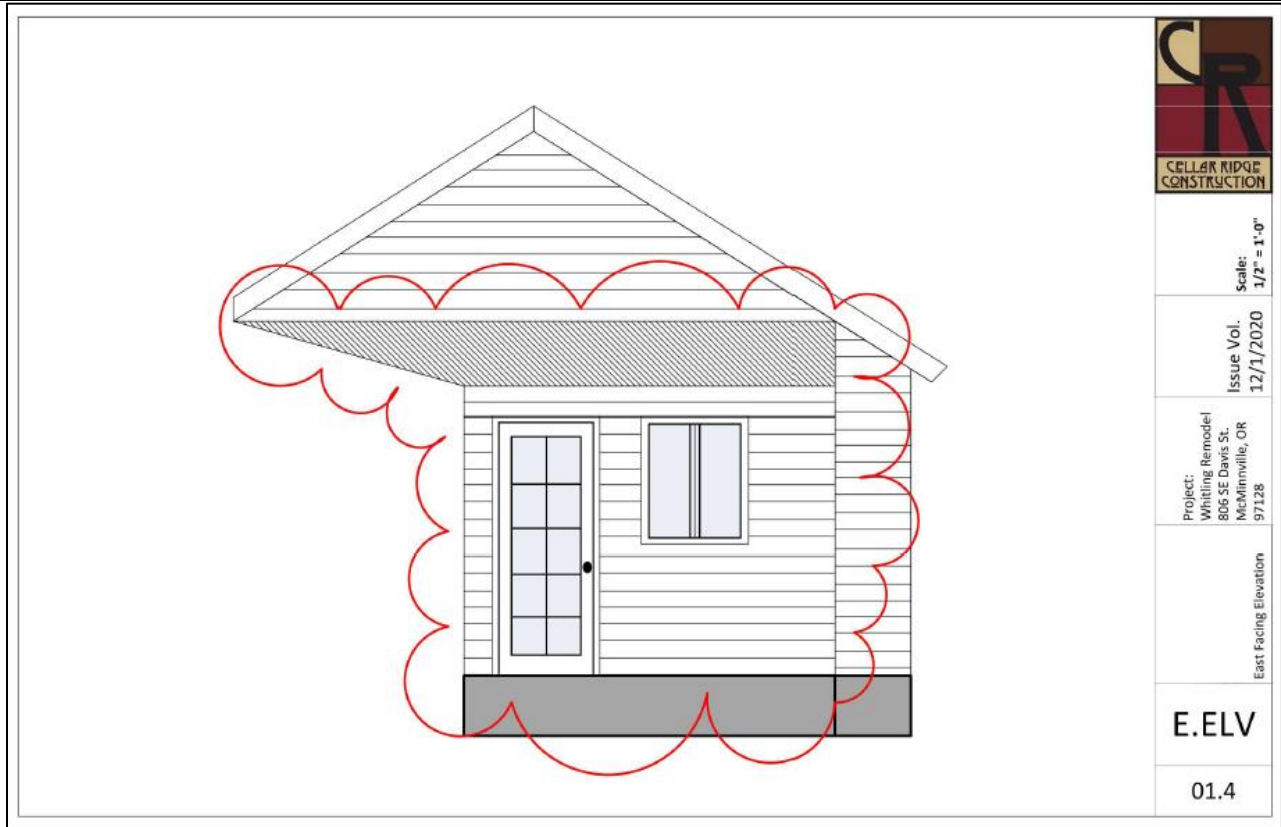


**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20

Attachment B: HL 4-20 Application Materials





Scale: 1/2" = 1'-0"

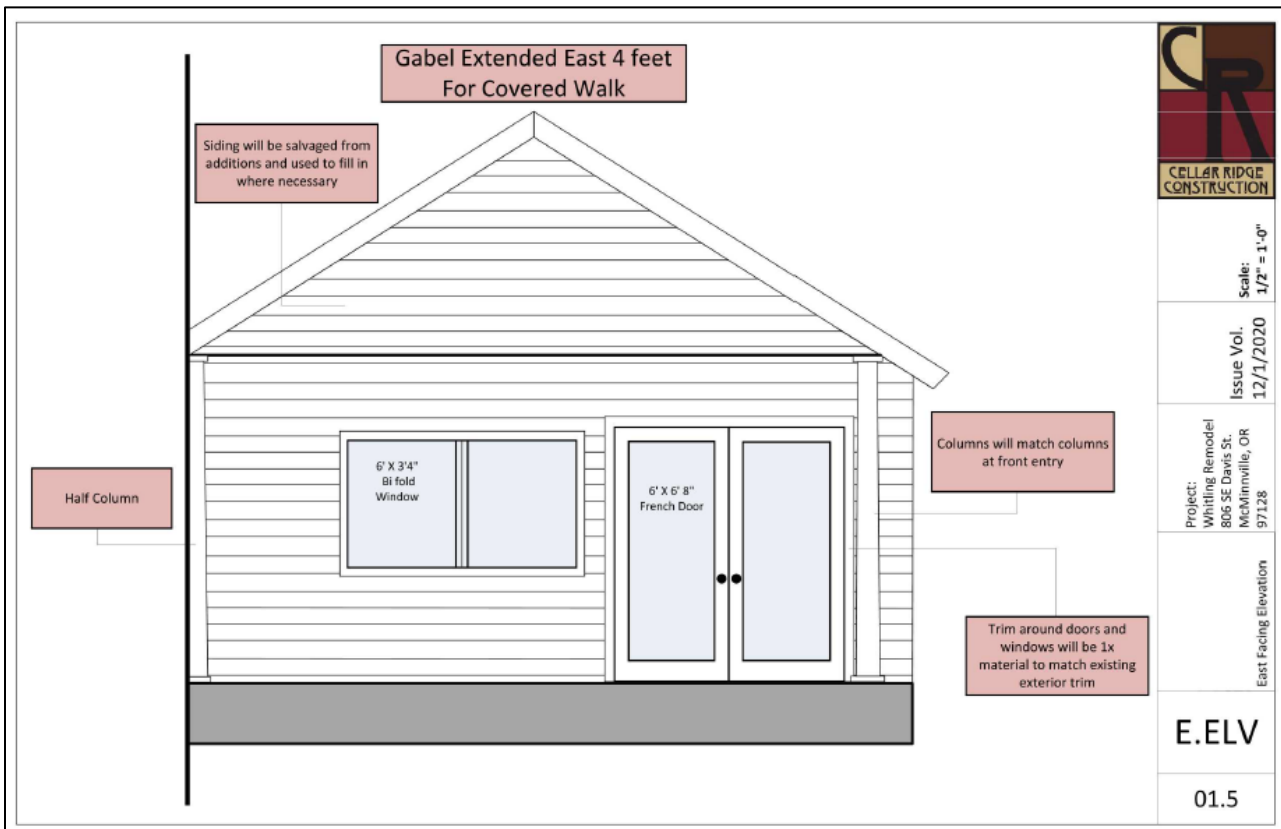
Issue Vol. 12/1/2020

Project: Whiting Remodel  
806 SE Davis St.  
McMinnville, OR  
97128

East Facing Elevation

**E.ELV**

01.4



Scale: 1/2" = 1'-0"

Issue Vol. 12/1/2020

Project: Whiting Remodel  
806 SE Davis St.  
McMinnville, OR  
97128

East Facing Elevation

**E.ELV**

01.5

Gabel Extended East 4 feet  
For Covered Walk

Siding will be salvaged from  
additions and used to fill in  
where necessary

Half Column

6' X 3'4"  
Bi fold  
Window

6' X 6' 8"  
French Door

Columns will match columns  
at front entry

Trim around doors and  
windows will be 1x  
material to match existing  
exterior trim

**Attachments:**

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20

Attachment B: HL 4-20 Application Materials

## Applicable Criteria

Decisions and/or recommendations for approval of the land use application is dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code. The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each 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.

The applicant has provided a written narrative and findings to support their requests. The narrative and findings are provided in the application materials, and are also reiterated and expanded upon in the Decision Document. The Decision Document includes the specific findings of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

---

### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

## Summary of Proposal and Staff-Recommended Findings

The proposal includes a number of alterations that are all related and result in the final changes to the historic landmark. These alterations include the proposed removal of the existing exterior chimney, the removal of additions on the rear of the building, the extension of a roof to create a covered porch and entrance on the rear of the building, and the reconfiguring of windows and doors in the rear building facades that will now be exposed after the removal of the aforementioned additions.

The proposed alteration to the chimney is somewhat separated, and therefore will be described here first. The applicant is proposing to remove the exterior chimney, and is doing so because the fireplace that supports the chimney is proposed to be removed from the interior of the building. The City's historic preservation standards do not apply to interior work, and so the removal of the interior fireplace is outside of the scope of the Historic Landmarks Committee's review. The removal of the chimney is considered an alteration though as it is on the exterior of the building. Staff does not believe that there was any evidence provided by the applicant in regards to the condition of the exterior chimney, and therefore no evidence that there is deterioration or damage that would warrant its removal on its own. The applicant has stated that the chimney is not specifically referenced in the Historic Resources Inventory description of the property, and so they believe it does not have historic significance. However, the chimney appears to be original to the building and staff therefore believes that its presence does provide historic character as an original feature still made of original brick materials. To preserve this existing historic feature, staff is suggesting a condition of approval to require that the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the suggested condition would require that the chimney be reconstructed on the exterior of the home using the salvage brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction, in the same size and dimensions as the existing chimney.

The other alterations, including the removal of the rear additions, extension of the gable roof to create a new rear porch and entrance, and reconfiguration of these exposed rear building facades, are all inter-related. The applicant provided photographic evidence and descriptions of how they believe the existing additions are not original to the structure. Staff also analyzed available Sanborn maps, which reveal that the building footprint was originally more compact and confined to the main home, suggesting that the garage and these additions were added later. Together with the evidence provided by the applicant, staff believes that these porch additions could be removed without resulting in the loss of any significant building feature or space that characterizes the property.

Staff also believes that the alterations to what would then be the exposed and final exterior building facades in this rear area of the building could also be found to be consistent with the applicable historic preservation standards and review criteria. All of these alterations are proposed in areas of the building that are on the rear building facades in locations that are not prominent or highly visible, and are also in an area of the building that is not specifically referenced in the statement of historical significance in the Historic Resources Inventory sheet for the structure. Due to the location of the proposed window, door, and covered patio alterations, and the fact that the alterations would not substantially impact any primary building façade, these proposed alterations generally are not found to detract from the historic character of the historic resource.

The proposed alteration to the roof to allow for the covered porch space will maintain the existing gable form of the roof, extending the gable an additional 4 feet to the east to allow for the covered porch space. Staff believes that this altered roof feature could be found to be compatible because the size and scale of the roof height is not changing, the gable form and width will be maintained, and the scale is not overly dominant of any other prominent historic feature on the building. In addition, the gable end on the new

---

### *Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

roof feature will be finished with the same siding material and color as exists on the remainder of the building, which will be compatible in material and color to the historic resource. The applicant is also proposing to support this new covered porch and roof feature with columns that mimic the existing columns on the more prominent front porch. The incorporation of this design element will relate the altered feature to the historic home, but is in a less prominent location and so does not detract from the more character-defining front porch on the front building façade.

The final exterior of the building, after the removal of the porch additions and extension of the roof feature to create the covered rear porch, is also proposed to be altered. The original east facing façade, as it exists underneath the existing porch addition, will be altered by the relocation of the door and enlargement of the door opening for French doors. The east facing façade will also include a new opening for a new window, and is also proposed to include an extension of the gable roof to allow for a small covered area underneath the extension of the gable roofline. The north facing façade, as it exists underneath the existing porch addition, will be altered by the replacement of the existing door, the removal of one small window, and the addition of a new window more centrally located within this north facing façade. As mentioned above, these alterations are all on the rear building façades, which are not primary façades, are less visible, and do not contain the same type of character defining features that exist on the other primary building facades. Therefore, the relocation and enlargement of the door, as well as the window reconfigurations, could be found to meet applicable historic preservation standards. The window and door fenestration pattern on the rear portions of the building is somewhat irregular, and not as prominent or defined as the fenestration patterns on the front and more visible building facades. The proposed window additions and relocations do not attempt to duplicate any of this historic fenestration pattern on the other building facades, but instead locate windows more centrally in the building walls in a manner that is still compatible with the overall, irregular window fenestration pattern on the rear building facades.

One component of the proposed alterations that staff does not believe is consistent with the applicable historic preservation standards is the proposed materials for the new windows and doors. Staff believes that the materials of the new building components should be consistent with the historic character of the building. The applicant has stated that all other windows on the existing building have been replaced with more modern vinyl windows. However, there are still remaining historic wood materials on the building, including the existing window trim and siding. Wood windows were likely originally on the home and would be more consistent with the remaining historic materials on the building. Therefore, staff is suggesting the inclusion of a condition of approval to require that the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The condition also states that the windows and doors be finished with trim that matches the remainder of the house, which may be a 1x4 finger jointed pine as proposed by the applicant. The condition does specify that the more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors, since they are on a rear façade and not including that decorative finish will distinguish the new windows and doors from the old.

There are many applicable guidelines related to the proposed alteration work within the Secretary of the Interior's Standards for the Treatment of Historic Properties, as described in more detail in the attached Decision Document. Some of these applicable guidelines are also shown below:

Related to Removal of Existing Additions:

Recommended Guideline: Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended Guideline: Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

---

*Attachments:*

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*



**Related to Proposed Roof Alteration and New Covered Porch/Entrance:**

Recommended Guideline: Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended Guideline: Introducing a new roof feature that is incompatible in size, scale, material, or color.

Not Recommended Guideline: Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse).

Recommended Guideline: Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

Not Recommended Guideline: Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.

**Related to Window Alterations:**

Recommended Guideline: Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Recommended Guideline: Adding new window openings on rear or other secondary, less visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Not Recommended Guideline: Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Not Recommended Guideline: Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

**Commission Options:**

- 1) Close the public hearing and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public hearing to a specific date and time.
- 3) Close the public hearing, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.

---

**Attachments:**

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*

- 4) Close the public hearing and **DENY** the application, providing findings of fact for the denial in the motion to deny.

**Recommendation:**

If the Historic Landmarks Committee finds that the proposal meets the applicable standards, staff would recommend that the land use application be approved, with the few conditions of approval described above. Staff has prepared a decision document that would reflect this decision, which includes the following staff-suggested conditions of approval:

1. That the new windows and doors be wood to be consistent with the historic materials that existed on the historic resource and to protect the historic character of the historic resource. The windows and doors shall be finished with wood trim that matches the size and dimension of the existing window trim on the remainder of the house. The more decorative exterior window headers that exist on the front building façade do not need to be included in the window and door trim associated with the new windows and doors.
2. That the siding on all final exterior building facades be a wood, horizontal siding that is consistent with the siding on the remainder of the home. As stated in the application narrative, the applicant shall attempt to save any matching siding from the porch additions being removed to be used in the final exterior building facades.
3. That the exterior chimney be supported and maintained during the removal of the interior fireplace. If the exterior chimney is not able to be supported during the removal of the interior fireplace, the chimney shall be reconstructed on the exterior of the home using the salvaged brick material if possible, or compatible replacement bricks if necessary due to loss of bricks during dismantling and reconstruction. If reconstruction is necessary, the reconstructed chimney shall be the same size and dimensions as the existing chimney.

If the Historic Landmarks Committee finds that proposal does not meet the applicable review criteria or the Secretary of the Interior Standards, staff would recommend that the Committee provide adequate findings on the record for the denial of the alteration. Alternatively, staff would recommend that the Committee provide direction on findings during their deliberations and continue the application to allow staff to draft an updated Decision Document that incorporates those findings, which could be reviewed at a future Committee meeting.

**MOTION FOR APPROVAL OF HL 4-20:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 4-20, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.**

If the Historic Landmarks Committee does not find that the proposal meets the applicable standards, a recommended motion for the land-use application is provided below.

**MOTION FOR CONTINUATION OF HL 4-20:**

**BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT REVIEW CRITERIA ARE NOT BEING SATISFIED AND DIRECTS STAFF TO PROVIDE UPDATED FINDINGS AS DISCUSSED ON THE RECORD, AND CONTINUES HL 4-20 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].**

CD

---

***Attachments:***

*Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 4-20*

*Attachment B: HL 4-20 Application Materials*