



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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**PUBLIC MEETING NOTICE**  
**HISTORIC LANDMARKS COMMITTEE REVIEW:**  
**CERTIFICATE OF APPROVAL FOR ALTERATION**  
**REQUEST FOR ALTERATIONS TO EXISTING HISTORIC LANDMARK**  
**608 NE 3<sup>RD</sup> STREET**

NOTICE IS HEREBY GIVEN that an application for a Certificate of Approval for Alteration has been submitted to the McMinnville Planning Department. The purpose of this notice is to provide an opportunity for surrounding property owners to submit comments regarding this application or to attend the public meeting of the Historic Landmarks Committee where this request will be reviewed and a public meeting will be held. Please contact Chuck Darnell with any questions at 503-434-7311, or [chuck.darnell@mcminnvilleoregon.gov](mailto:chuck.darnell@mcminnvilleoregon.gov).

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**DOCKET NUMBER:** HL 7-20 (Certificate of Approval for Alteration)

**REQUEST:** The applicant is requesting the approval of alterations to an existing historic landmark and building that is listed on the McMinnville Historic Resources Inventory as a “Distinctive” historic resource (resource number A866), and is also a contributing building to the McMinnville Downtown Historic District. The proposed alteration includes the addition of two louver vents on the alley (south) façade of the building to provide necessary ventilation for a restaurant use within the building.

**APPLICANT:** Ernie Munch, on behalf of property owner Historic 3<sup>rd</sup> and Ford LLC

**SITE LOCATION(S):** 608 NE 3<sup>rd</sup> Street (see attached map)

**MAP & TAX LOT(S):** R4421BC10400

**ZONE(S):** C-3 (General Commercial)

**MMC REQUIREMENTS:** McMinnville Municipal Code (MMC), Section 17.65.060  
(see below for specific review criteria)

**NOTICE DATE:** December 18, 2020

**PUBLIC HEARING DATE:** January 5, 2021 at 3:00 P.M.

**HEARING LOCATION:** Zoom Online Meeting:  
<https://mcminnvilleoregon.zoom.us/j/99639383178?pwd=NWQxNW1LM2szcFhLcU1lcGZuUHVIQT09>  
**Meeting Password: 903761**  
(See below for more detailed instructions on how to join Zoom meeting)

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**Proceedings:** A staff report will be provided at least seven days before the public meeting. The Historic Landmarks Committee will conduct a public meeting, take testimony, and then make a decision to either approve or deny the application.

Persons are hereby invited to attend (via Zoom – please see instructions below) the McMinnville Historic Landmarks Committee meeting to observe the proceedings, and to register any statements in person (via Zoom – please see instructions below), by attorney, or by mail to assist the Historic Landmarks Committee in making a decision. Should you wish to submit comments or testimony on this application prior to the public meeting, please call the Planning Department office at (503) 434-7311, forward them by mail to 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128, or by email to [chuck.darnell@mcminnvilleoregon.gov](mailto:chuck.darnell@mcminnvilleoregon.gov).

The decision-making criteria, application, and records concerning this matter are available on the Planning Department's portion of the City of McMinnville webpage at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). The materials can also be made available at the McMinnville Planning Department office at 231 NE 5<sup>th</sup> Street, McMinnville, Oregon. However, due to the COVID-19 public health emergency, the Planning Department office is closed to walk-in customers. If you cannot access the materials electronically, please call the Planning Department at (503) 434-7311 to request a copy of the materials, and staff will assist in making the materials available physically by appointment and in a manner that meets social distancing requirements.

**Appeal:** Failure to raise an issue in person (via Zoom – please see instructions below) or by letter prior to the close of the public meeting with sufficient specificity precludes appeal to the Planning Commission on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the Committee to respond to the issue precludes an action for damages in circuit court.

**Invitation to Zoom Meeting:** The public is invited and welcome to attend the Historic Landmarks Committee meeting. Due to the COVID-19 public health emergency and in accordance with Governor Kate Brown's Executive Order, the Historic Landmarks Committee meeting is being held virtually through the Zoom meeting software to avoid gatherings and allow for social distancing. The Planning Department encourages those that are interested in participating and have access to technology to access the Zoom meeting online or through the call in options (see below for details).

The public may join the Zoom meeting online here:

<https://mcminnvilleoregon.zoom.us/j/99639383178?pwd=NWQxNW1LM2szcFhLcU1lcGZuUHVIQT09>

**Meeting Password: 903761**

The public may also join the Zoom meeting by phone by following the instructions below:

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 301 715 8592 US (Washington D.C)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

**Meeting ID:** 996 3938 3178

Find your local number: <https://mcminnvilleoregon.zoom.us/u/adKFvEVW8B>

If you do not have access to a telephone or computer to participate in the meeting, a conference room with access to a computer to participate in the Zoom Online Meeting can be provided at the Community Development Center at 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128. Please call the Planning Department at (503) 434-7311 at least 24 hours in advance of the meeting for assistance. Participation in the conference room will be limited to accommodate social distancing guidelines and will be provided on a first-come, first-served basis.

The meeting is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

## **REVIEW CRITERIA:**

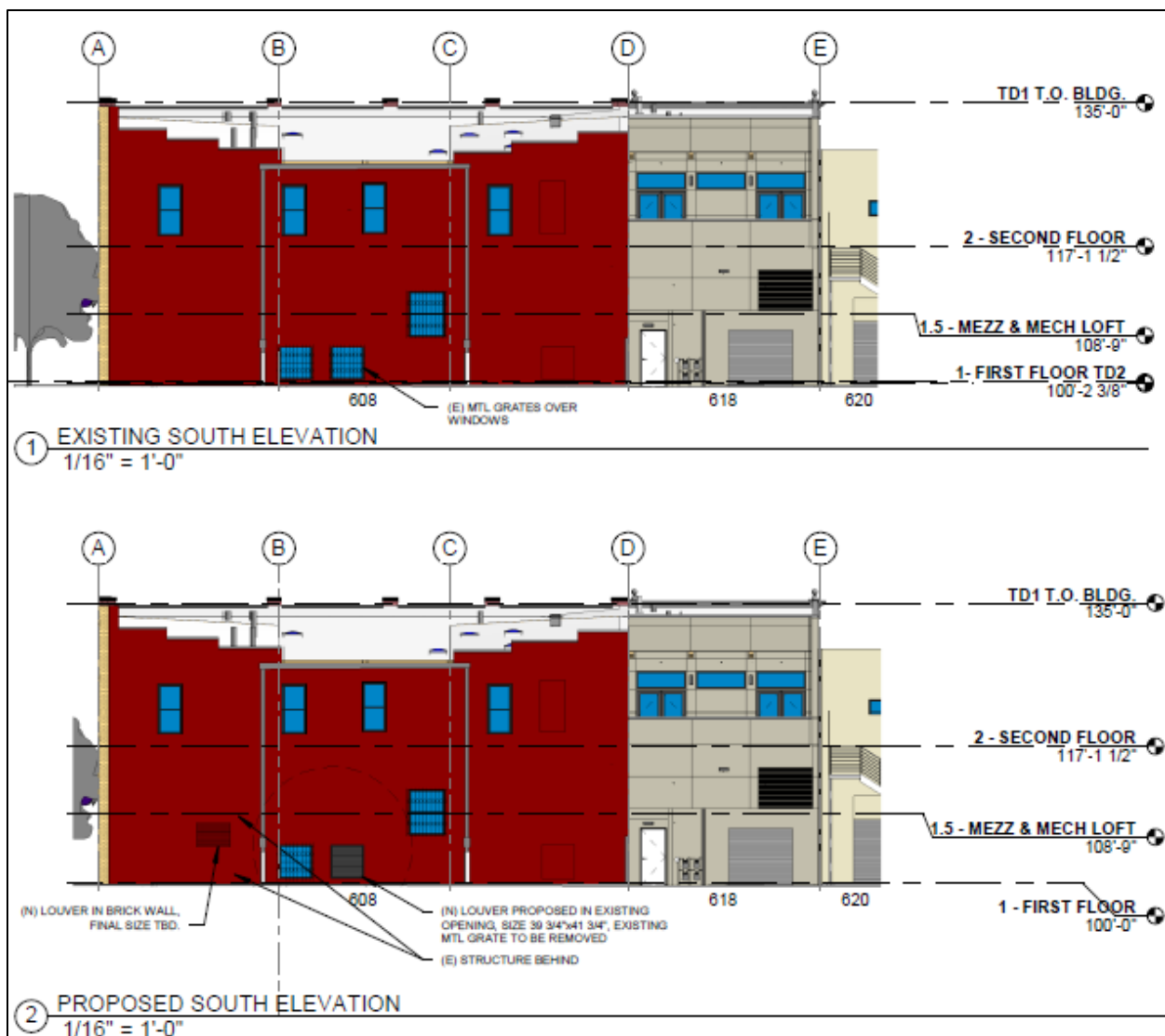
17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department 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 (A) of this chapter. 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.

- A. The Historic Landmarks Committee may approve, approve with conditions, or deny the application.
- B. 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.

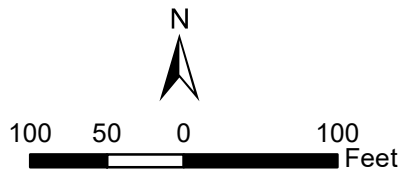
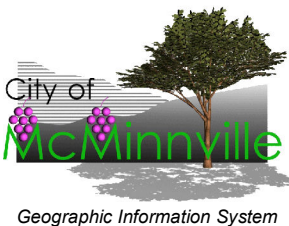
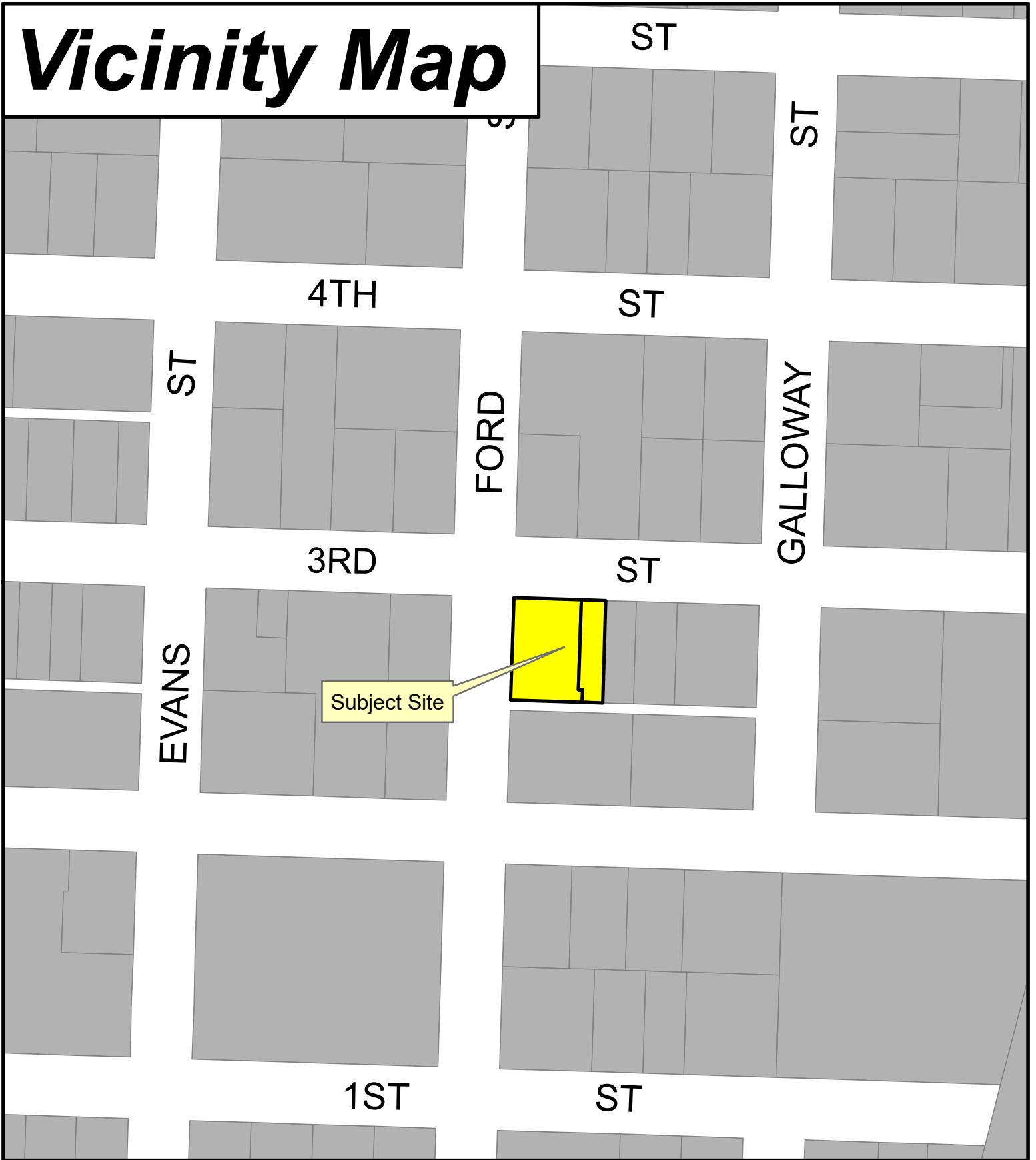
**PHOTO OF HISTORIC RESOURCE (SOUTH/ALLEY ELEVATION):**



**PLANS IDENTIFYING PROPOSED LOUVERS TO BE ADDED TO SOUTH/ALLEY ELEVATION:**



# Vicinity Map



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Planning Department  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311