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EXHIBIT 3 - STAFF REPORT

DATE: January 5, 2021
TO: Historic Landmark Committee Members
FROM: Chuck Darnell, Senior Planner
SUBJECT: PUBLIC MEETING: HL 7-20 (Certificate of Approval for Alteration) –
608 NE 3rd 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 608 NE 3rd Street (Tax Lot 10400, Section 21BC, 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 applicant, Ernie Munch, on behalf of property owner Historic 3rd and Ford LLC, is 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.

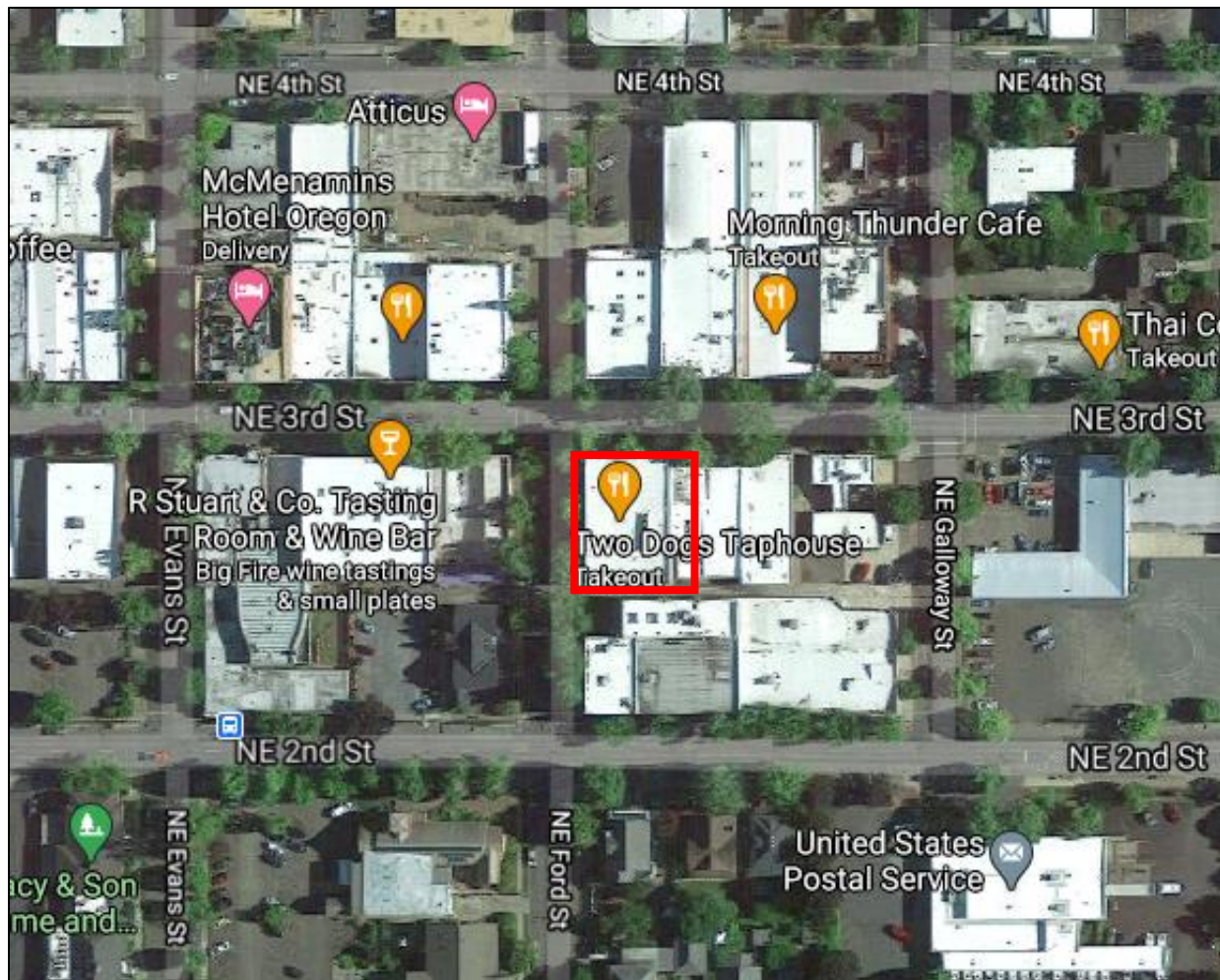
Background:

The subject property is located at 608 NE 3rd Street. The property is described as Lot 4 and the West ½ of Lot 3, Block 6, Rowlands Addition. The property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Attachments:

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Figure 1. Vicinity Map (Property Lines Approximate)

The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A866). 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:

“One of the least-changed buildings on the main street, this fine square two-story red brick structure retains its original flavor. It is flat-roofed with projecting chimney. Fenestration is quite regular; the second floor has one-over-one double-hung sash windows and the ground floor has storefront windows superimposed by multi-lighted transoms on the façade (facing north) and square multi-lighted fixed windows on the west elevation. One bay on the façade serves as a stairwell opening. Ornament consists of a simple corbelled brick cornice line, two corbelled brick belt courses, piers from the street to the second floor, simulated quoins, on the second story, and raised window labels, all of contrasting buff-colored brick. The legend “Jameson Hardware Co. Sporting Goods” appears on what is visible of the east elevation. The rear elevation is plain painted brick with irregular fenestration.

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The building was erected by J.L. Fletcher in 1904 and occupied by R.M. Wade and Company. Subsequently Evans and Jameson operated and in 1921, Harold Taylor bought into the business. Four apartments upstairs were occupied in the 1920's by Dr. Wood, the Jameson's, and the librarian, Mrs. Barton. In 1932, Harold Taylor assumed ownership of the business. Today it is in the hands of his son-in-law, Ethan Dale."

The City would note that the property and building have changed ownership since the time of the writing of the statement of historical significance above. The building has been significantly updated in recent years to preserve the historical character and allow for new uses within the building. The adjacent building at 618 NE 3rd Street has also been demolished with a new building being constructed in its place and connected to the main Jameson/Taylor Dale building on the corner of 3rd and Ford Streets. That work is described in further detail in land use application docket numbers HL 3-18, HL 1-19, HL 2-19, HL 3-19, DDR 2-18, DDR 2-19, and BLA 8-19.

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

"Two ventilation louvers are proposed to be added to the south/alley façade of the Jameson Hardware Building. One will replace the glass in an existing basement window. The other will be in a new opening. The louvers will be painted to match either the color of the stucco wall, or the color of the window within which they will be placed.

The main floor and the second floor of the Jameson Hardware Building, (built from 1917 to 1919), were renovated in 2017-2020. The first floor is now occupied by a tap house. The second Floor has been renovated a yet to open, seven-unit high end boutique hotel.

The building formally at 618 NE 3rd Street was demolished in favor of a two-story addition to the Jameson Hardware Building. That addition will add two units to the second-floor hotel and host a small high-end restaurant on the ground floor. Because of the constraints of the 618 parcel, (24' x 100'), the restaurant spills over into the basement of the Jameson Hardware Building. The restrooms, and a prep-kitchen are located in that basement, along with a small wine cellar tasting venue.

Permission is requested to add 2 ventilation louvers for a type 2 hood in the basement prep kitchen. The hood will serve a large commercial soup kettle, and 2 baking ovens. It may also serve the compressor units for the walk-in refrigeration, also in the basement. Given that the upper two floors, and the highly valued north and west brick facades of the Jameson Hardware Building have been fully renovated and restored, the only viable ventilation route is through least valued, alley façade. That façade is no longer original after being covered with stucco in about 2015."

Discussion:

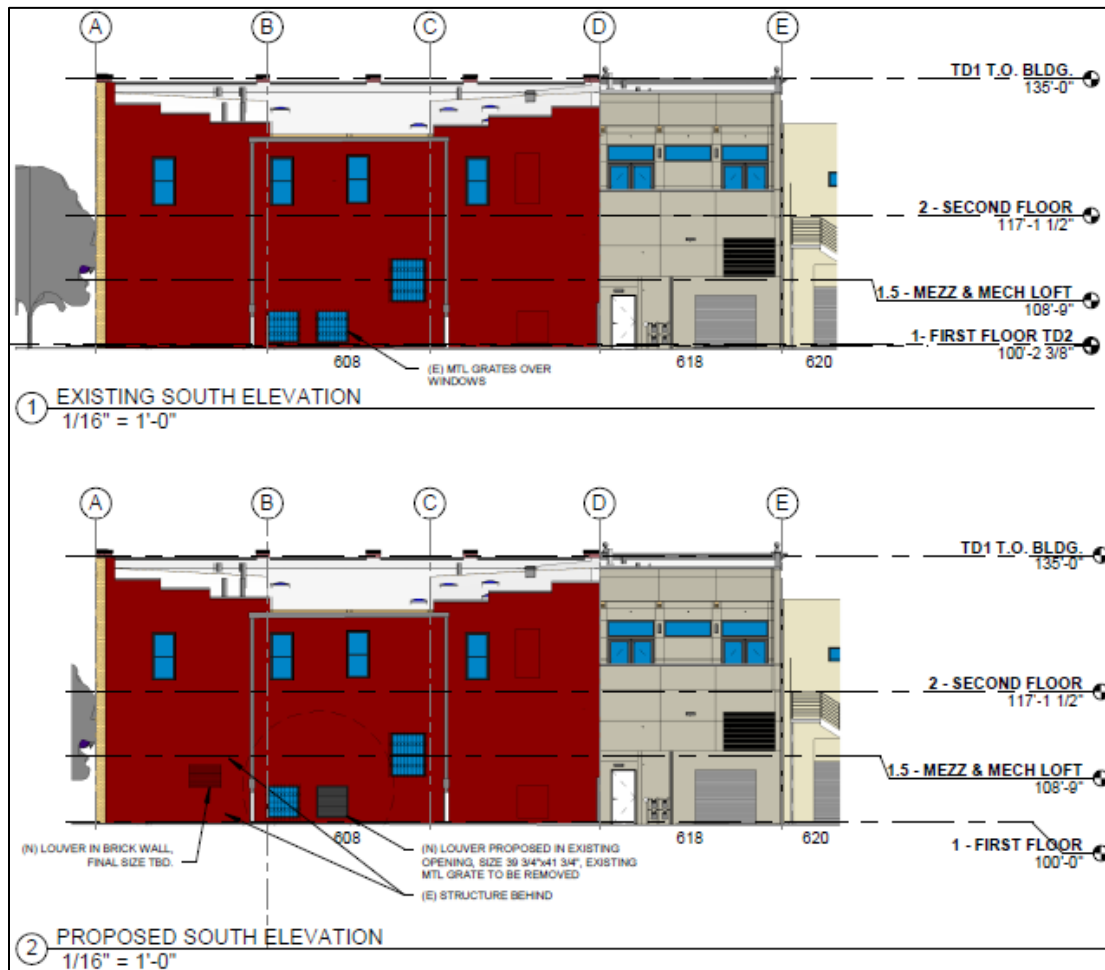
The applicant has provided elevations and illustrations identifying the improvements that would occur, should the Certificate of Approval for Alteration land-use application be approved. See Elevations (Figure 2) below.

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Figure 2. Elevations



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.

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- 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.

Summary of Proposal and Staff-Recommended Findings

Overall, the alterations that are proposed do not impact the overall character-defining structural components of the historic landmark. The proposal focuses the alterations on the rear (alley/south) façade of the building, which avoids any impact to the more character-defining features and characteristics of the historic landmark. These features are more specifically described in the Historic Resources Inventory and would remain intact, including the brick façade and brick detailing (cornice, belt courses, and piers), storefront window and entrances, and windows on the north and west facades. Some Committee members will remember that these features were preserved or replaced, as approved, during past rehabilitation work on the building that was reviewed and approved by the City's Historic Landmarks Committee under past Certificate of Approval and Downtown Design applications.

The addition of the two louvers on the rear façade is being proposed to accommodate a new use within the building, and are necessary to the functioning of that use. The louvers will provide ventilation and return air for a commercial hood to support the kitchen for a restaurant within the building. The applicant has provided findings and arguments for the need for these louvers, and has proposed a method of installation that avoids impacts to the most historically significant features of the building. The louvers are proposed to be installed in the rear façade, which faces south and toward the alley. This rear (alley/south) façade is not as historically significant as the north and west building facades. The south (alley) facade was replaced with a stucco finish that is not historic to the building and is not a prominent building elevation since it fronts on the alley. Therefore, the addition of the required ventilation in this

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alley façade does not result in extensive loss, damage, or obscuring of historic building materials and character-defining features, which are more prevalent on other facades of the building.

The proposal does include the creation of one new opening in this rear (alley/south) façade for one new louver, and the removal of glazing within one existing window opening to allow for the second louver. While these will alter the existing building façade, staff agrees with the applicant in that the installation of the louvers in this location would be least disruptive or impactful to the historic character of the building. The louvers, and the new opening in the building wall, will occur on the rear façade that has already been altered from its historic form and materials with a more modern stucco finish that is not historic to the building (which occurred prior to the current owners controlling the building and also occurred at a time when that type of work did not meet the City's definition of an alteration to a historic landmark (this definition has since been updated)).

The window that is being replaced with the other louver is not a window that contributes greatly to the historic character of the building, as it is within the rear (alley/south) building façade that is not as historically significant as described in more detail above. The alternative to the removal of this window would be to direct the ventilation ductwork to another area in the rear façade, which would result in an additional opening in the building wall, or to direct the ventilation ductwork to either the west or north building facades which would impact more character-defining features of the building. Staff believes that the addition of the louver either within the brick façade or within another existing window on the west or north façades would have more negative impacts on the historic character of the building than the location as proposed on the rear (alley/south) façade.

Directing the ventilation and the addition of the louvers to this rear building façade is also supported by the guidelines 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:

Recommended Guideline: Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.

Recommended Guideline: Concealing HVAC ductwork in finished interior spaces, when possible, by installing it in secondary spaces (such as closets, attics, basements, or crawl spaces) or in appropriately-located, furred-down soffits.

Not Recommended Guideline: Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

Not Recommended Guideline: Installing systems and ducts, pipes, and cables in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.

The applicant is also proposing to install the new louvers in a manner that would blend into the existing wall and be as visually compatible with the exterior of the building as possible. The louvers will be painted to match either the color of the surrounding stucco or the window, as applicable. In addition, the proposed construction of the louver in the window opening, as shown in the details provided on Sheet SD-4, would allow for the louver be removed in the future and the window re-established, should the internal use of the building no longer require the ventilation provided by the louver. If the Historic Landmarks Committee finds that the Certificate of Approval application meets the applicable review criteria and should be approved, staff is suggesting that a condition of approval be included to verify that the louvers be installed as shown in the construction details within the application materials.

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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.
- 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 a condition that the louvers be installed as shown in the construction details within the application materials. Staff has prepared a decision document that would reflect this decision, which includes this suggested condition of approval.

The staff-suggested condition of approval, as specified in the draft decision document, is as follows:

1. That the louvers shall be finished as proposed in the application narrative and application materials. Specifically, the louver that will be in a new opening in the building façade shall be constructed as identified on Sheet SD-5 and shall be painted to match the color of the surrounding stucco on the building façade. The louver that will be in the existing window opening shall be constructed as identified on Sheet SD-4 and will be painted to match the color of the remaining windows on the south building façade.

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 7-20:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 7-20, 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 7-20:

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 7-20 TO A COMMITTEE MEETING ON [ENTER A DATE FOR FUTURE COMMITTEE MEETING].

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