



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128**

503-434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC RESOURCE AT 618 NE 3<sup>RD</sup> STREET AND LOCATED IN THE DOWNTOWN HISTORIC DISTRICT**

**DOCKET:** HL 4-18

**REQUEST:** The applicant has submitted a Certificate of Approval application to request the alteration of the historic resource building in the Downtown Historic District, which is listed on the National Register of Historic Places. The resource is also designated as a "Contributory" historic resource (Resource C866.1) on the Historic Resources Inventory. The landmark is subject to the Certificate of Approval alteration review process required by Section 17.65.040(A) of the McMinnville City Code.

**LOCATION:** The subject site is located at 618 NE 3<sup>rd</sup> Street, and is more specifically described as Tax Lot 10402, Section 21BC, T. 4 S., R. 4 W., W.M.

**ZONING:** The subject site is designated as Commercial on the McMinnville Comprehensive Plan Map, and is zoned C-3 (General Commercial).

**APPLICANT:** Ernie Munch, on behalf of EMA Architecture, LLC

**STAFF:** Chuck Darnell, Associate Planner

**DATE DEEMED COMPLETE:** April 25, 2018

**DECISION-MAKING BODY:** McMinnville Historic Landmarks Committee

**DATE & TIME:** May 15, 2018. Meeting was held at the Community Development Center, 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128.

**COMMENTS:** Public notice was provided to owners of properties within 300 feet of the subject site, as required by Section 17.65.070(C) of the McMinnville City Code. The Planning Department did not receive any public testimony prior to the public meeting.

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Attachments:

Attachment 1 – Certificate of Approval Application

Attachment 2 – Historic Resources Inventory Sheet for Resource C866.1

**DECISION**

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the alteration of the historic resource at 618 NE 3<sup>rd</sup> Street (Resource C866.1), **subject to the conditions of approval provided in this document.**

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**DECISION: APPROVAL WITH CONDITIONS**  
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Historic Landmarks Committee: J. Mead FOR  
Joan Drabkin, Chair of McMinnville Historic Landmarks Committee

Date: 5/22/2018

Planning Department: Heather Richards  
Heather Richards, Planning Director

Date: 5-22-18

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**APPLICATION SUMMARY:**

The applicants, Ernie Munch, on behalf of EMA Architecture, LLC, submitted a Certificate of Approval application to request the alteration of an existing historic landmark in the Downtown Historic District. The subject property is located at 618 NE 3<sup>rd</sup> Street, and is more specifically described as Tax Lot 10402, Section 21BC, T. 4 S., R. 4 W., W.M.

The historic designation for this particular historic resource relates to the structure itself. The structure is designated as a "Contributory" historic resource (Resource C866.1). However, the building is also located within the Downtown Historic District that is listed on the National Register of Historic Places. The building was classified as a primary significant contributing property in the historic district.

The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, is as follows:

This small, rectangular, one-story stucco building has a stepped parapet wall with no ornamentation. There are two storefront bays each with intact wood frame three-light transoms. The easternmost storefront has a wood frame plate glass window with a stucco bulkhead and the westernmost storefront has a wood frame glass door and two wood frame plate glass windows with wood panel bulkheads. Originally, a separate building, this building is now connected internally to the Taylor Dale Building.

Based on Sanborn maps for the area, the building is estimated to have been constructed in 1908.

Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is on the McMinnville Historic Resources Inventory and/or listed on the National Register of Historic Places as a contributing resource. Since the subject property is on the Historic Resources Inventory and classified as a primary significant contributing property, the Certificate of Approval review is required.

The current location of the historic resource is identified below:

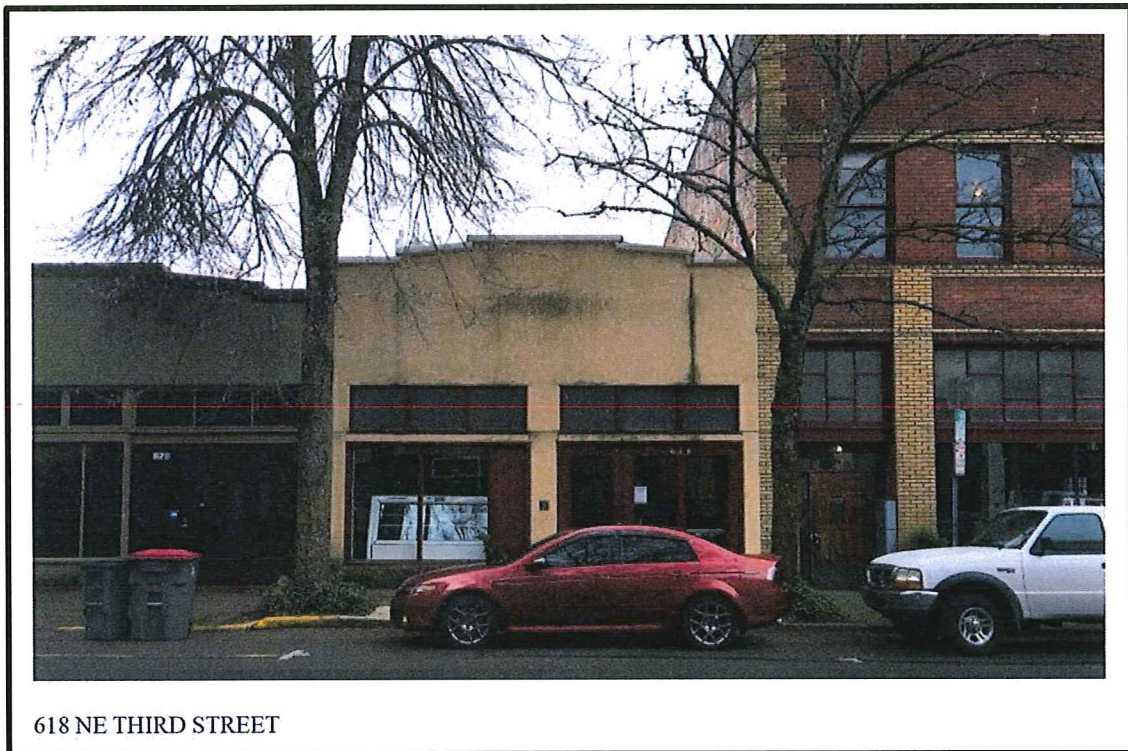
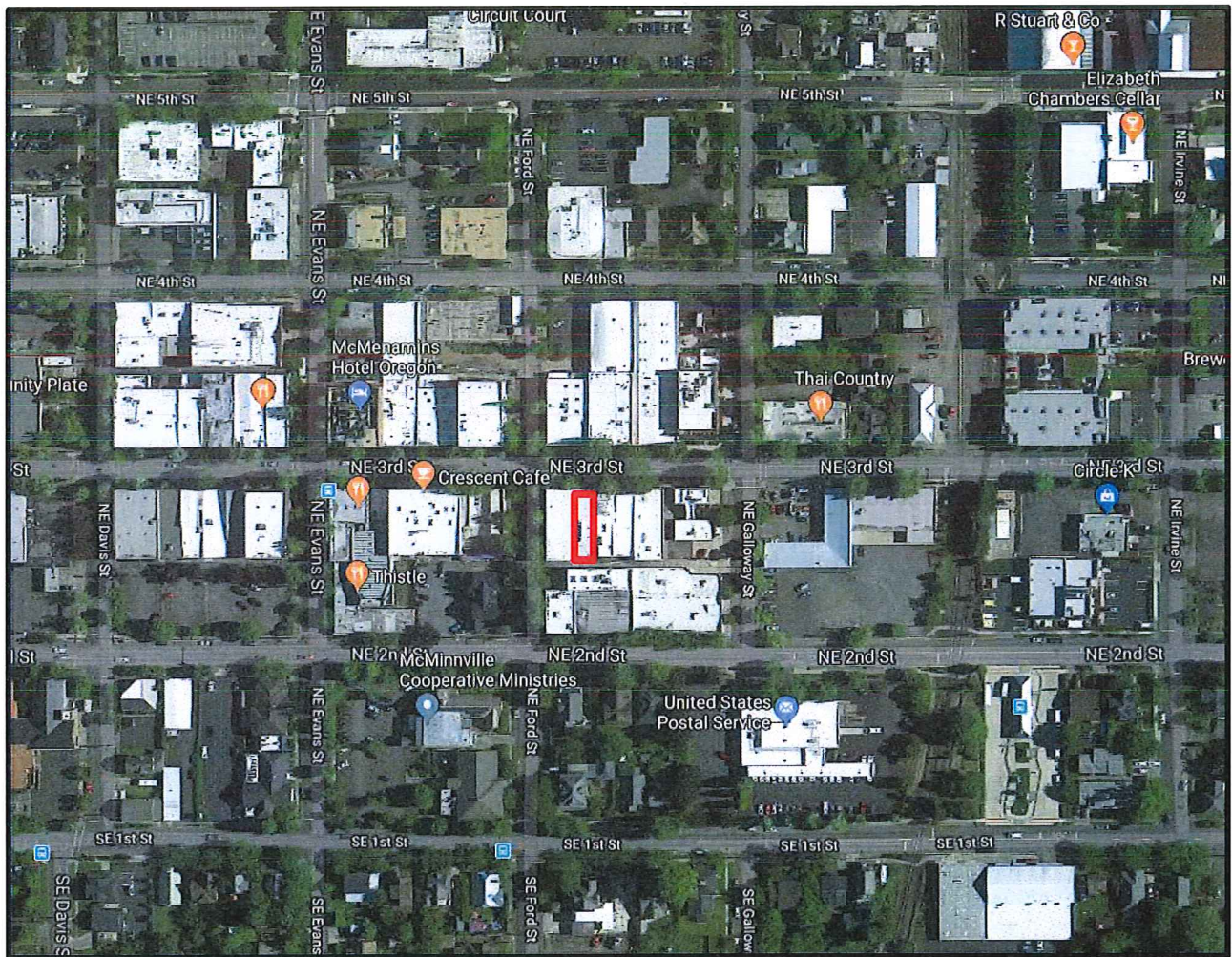
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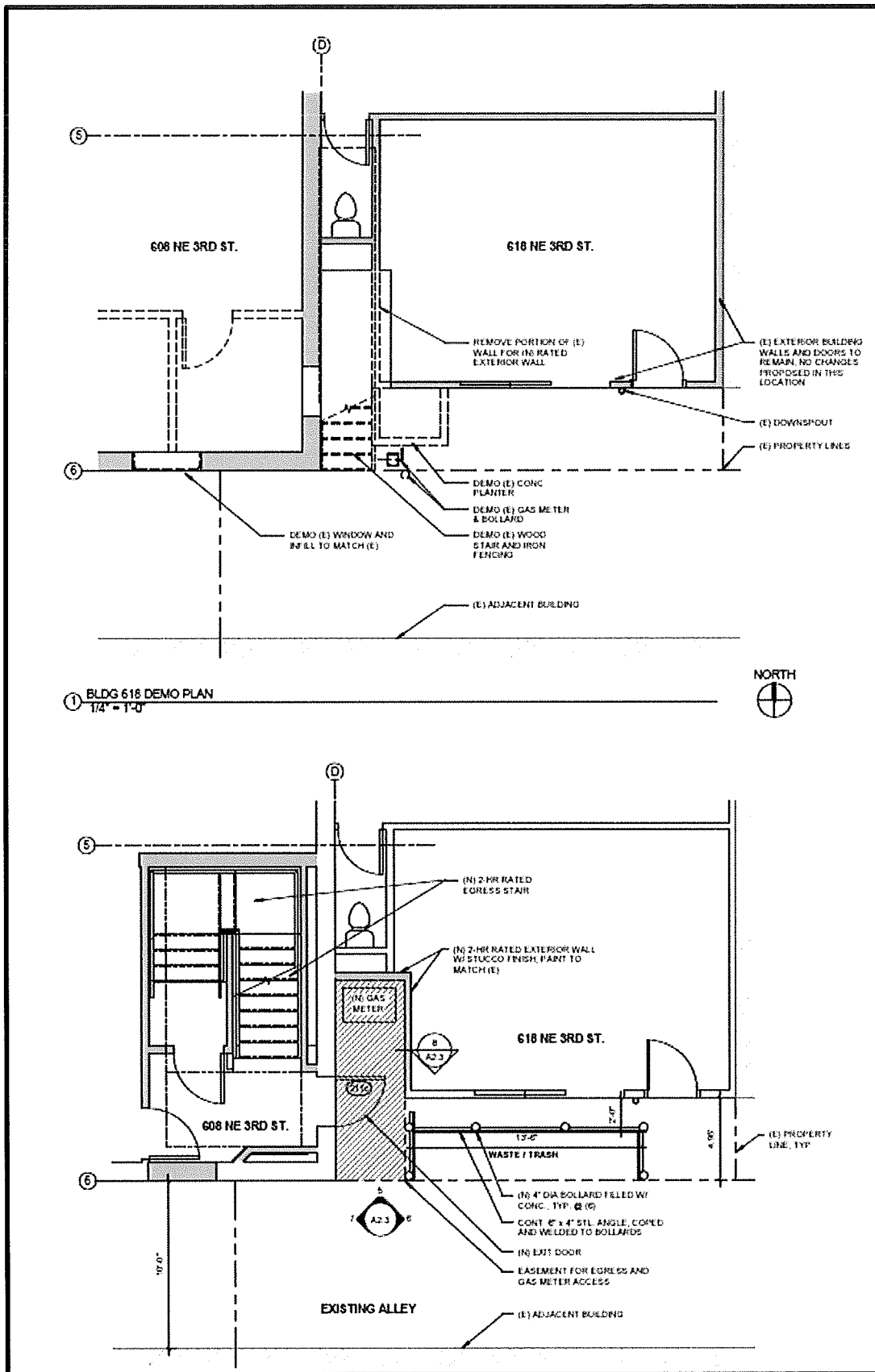


618 NE THIRD STREET

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**CONDITIONS OF APPROVAL**

- 1) That the applicant shall repair the exterior alley side wall behind the location of the existing concrete vault that is proposed to be removed.
- 2) That, in addition to painting the newly constructed exterior walls, the applicant shall paint the remainder of the existing alley side wall the same color to maintain consistency along the entirety of the alley side wall.

**ATTACHMENTS**

1. Certificate of Approval Application (on file with the Planning Department)
2. Historic Resources Inventory Sheet for Resource C866.1 (on file with the Planning Department)

**COMMENTS**

This matter was not referred to other public agencies for comment.

**FINDINGS OF FACT**

1. Ernie Munch, on behalf of EMA Architecture, LLC, submitted a Certificate of Approval application to request the alteration of a historic resource in the Downtown Historic District. The subject property is located at 618 NE 3<sup>rd</sup> Street, and is more specifically described as Tax Lot 10402, Section 21BC, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
3. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department did not receive any public testimony prior to the public meeting.
4. A public meeting was held by the Historic Landmarks Committee on May 15, 2018 to review the proposal.

**CONCLUSIONARY FINDINGS**

**McMinnville’s Comprehensive Plan:**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.

Finding: The focus of the comprehensive plan goal is to restore and preserve structures that have special historical or architectural significance. The proposed alteration does not include any structural or architectural changes to the primary and historically significant façade on the north side (3<sup>rd</sup> Street side) of the building, which will preserve the historic resource’s architectural and historical significance. The applicant is also proposing to upgrade the existing building and neighboring building to current building code requirements, which will improve property values. Therefore, the Comprehensive Plan goal is satisfied by the proposal.

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

*Policy 188.00: The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

Finding: Goal X 1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Historic Landmarks Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and meeting process.

**McMinnville’s City Code:**

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

- 17.65.040 Certificate of Approval Process. A property owner shall obtain a Certificate of Approval from the Historic Landmarks Committee, subject to the procedures listed in Section 17.65.050 and Section 17.65.060 of this chapter, prior to any of the following activities:
  - 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.

Finding: The applicant submitted an application for a Certificate of Approval to request the alteration of the historic landmark, per Section 17.65.040(A), because the resource is classified as a primary significant contributing property within the Downtown Historic District that is listed on the National Register of Historic Places.

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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.

Finding: The Historic Landmarks Committee, after reviewing the request during a public meeting and offering an opportunity for public testimony, decided to approve the alteration request and Certificate of Approval.

- 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;

Finding: The City's historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

Goal III 2: To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville.

The purpose of the Historic Preservation ordinance includes the following:

- (a) Stabilize and improve property values through restoration efforts;
- (b) Promote the education of local citizens on the benefits associated with an active historic preservation program;
- (c) Foster civic pride in the beauty and noble accomplishments of the past;
- (d) Protect and enhance the City's attractions for tourists and visitors; and
- (e) Strengthen the economy of the City.

The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. The proposed alteration does not include any structural or architectural changes to the primary and historically significant façade on the north side (3<sup>rd</sup> Street side) of the building, which will preserve the historic resource's architectural and historical significance. The applicant is also proposing to upgrade the existing building and neighboring building to current building code requirements, which will improve property values. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation are satisfied by the proposal.

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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Finding: The one-story building at 618 NE 3rd Street was built as an addition to the building at 608 NE 3rd Street. Ownership was separated in 2016 and has recently been rejoined. It currently enjoys a long term tenant who will continue at that location. The two-story Taylor-Dale Building at 608 NE 3rd Street was built, in 1908, as a hardware store on the ground floor with four private apartments on the second floor. Two apartment were added later. This project envisions a full renovation and restoration of the interior. A restaurant, is now planned for the main floor. Six vacation-rentals-by-owner, (VRBO), plus one smaller owner occupied unit are planned for the second floor. The proposed improvement to the egress from the basement and second floor of 608 will make its reuse possible while minimizing disruption to the long term tenant at 618.

- 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.

Finding: The original inventory of historic resources on the downtown records the value of the street façade of the building at 618 NE 3rd Street but makes no mention of the south, alley elevation. It is apparent that the areas that will be disturbed have been rebuilt several times over the course of the building's history. The area where the proposed action will take place is in need of being cleaned up and brought up to the current life safety code. The reconstruction will be finished with materials that are approved for use in the district. A condition of approval has been included to ensure that the exterior wall be repaired behind the existing concrete vault that is proposed to be removed. Also, a condition of approval has been included to require that, in addition to painting the newly constructed exterior walls, the applicant shall paint the remainder of the existing alley side wall the same color to maintain consistency along the entirety of the alley side wall.

- 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.

Finding: It is apparent that the areas that will be disturbed have been rebuilt several times over the course of the buildings history and no significant historic material will be disturbed. The historic function of providing egress from the second floor of the building at 608 3rd Street will be preserved and brought up to code.

- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Finding: No changes to the property that have acquired historic significance in their own right exist in this area.

- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

Finding: No distinctive materials, features, finishes, and construction techniques or examples of craftsmanship characterizing this property exist in this location.

- 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.

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Finding: The area of the proposed alteration has been evaluated and found to contain no historic features. The materials used in this location, including plywood and metal siding, are no longer allowed to be used in the district.

- 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.

Finding: The exterior will be cleaned with a mild cleanser and light power wash before being repaired.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Finding: The applicant has not provided any information on any potential archeological resources that may be present on the property. However, there are no known archeological resources.

- i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

Finding: The proposed alterations would need to be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Even though there are no alterations or changes proposed to the primary and historically significant front façade, the new building walls would only be allowed under the rehabilitation treatment as a new building wall addition. The applicant has stated and provided arguments that the proposed demolition and construction of new building walls are being driven by building code requirements. Some of the applicable rehabilitation guidelines for code-related work on historic buildings, and findings for the guidelines, are provided below:

Recommended Guideline: Identifying the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

Recommended Guideline: Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts.

Recommended Guideline: Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

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The proposed alteration and demolition are being completed on the alley side of the historic building, where it has been shown that there is not any significant historical characteristics to preserve. The primary and front façade of the building contains the most character defining historical features, which are documented in the Historic Resources Inventory and the Downtown Historic District nomination form.

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;

Finding: The proposed alteration will allow for the reuse of the two story building at 608 NE 3rd Street, while improving the safety and preserving the acknowledged historic value in the primary front façade of the building at 618 NE 3<sup>rd</sup> Street.

4. The value and significance of the historic resource;

Finding: The historic resource is located within the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a secondary significant contributing property in the historic district. The existing character defining materials and features that were identified in the listing of the property in the historic district, including the stepped parapet roofline and the existing storefront window system, will be preserved and therefore the significance of the historic resource will not be impacted by the proposed demolition.

5. The physical condition of the historic resource;

Finding: In this location, the building is in an unsafe and unattractive condition. The proposal will make it safer and use materials in compliance with the historic guidelines.

17.65.070 Public Notice.

- A. After the adoption of the initial inventory, all new additions, deletions, or changes to the inventory shall comply with subsection (c) of this section.
- B. Any Historic Landmark Committee review of a Certificate of Approval application for a historic resource or landmark shall comply with subsection (c) of this section.
- C. Prior to the meeting, owners of property located within 300 feet of the historic resource under consideration shall be notified of the time and place of the Historic Landmarks Committee meeting and the purpose of the meeting. If reasonable effort has been made to notify an owner, failure of the owner to receive notice shall not impair the validity of the proceedings.

Finding: Notice was provided to property owners located within 300 feet of the historic resource. A copy of the written notice provided to property owners is on file with the Planning Department.

CD:sjs

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