



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

503-434-7311

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DECISION, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC RESOURCE AT 620 NE 3RD STREET AND LOCATED IN THE DOWNTOWN HISTORIC DISTRICT

DOCKET: HL 6-18

REQUEST: The applicant has submitted a Certificate of Approval application to request a second story addition to an existing single story building in the Downtown Historic District, which is listed on the National Register of Historic Places. The resource is also designated as an "Environmental" historic resource (Resource D871) on the Historic Resources Inventory. The resource 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 620 NE 3rd Street, and is more specifically described as Tax Lot 10401, 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: Max de Lavenne, on behalf of Bluegate, LLC

STAFF: Chuck Darnell, Associate Planner

DATE DEEMED COMPLETE: April 27, 2018

DECISION-MAKING BODY: McMinnville Historic Landmarks Committee

DATE & TIME: May 15, 2018. Meeting was held at the Community Development Center, 231 NE 5th 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.

Attachments:

Attachment 1 – Certificate of Approval Application

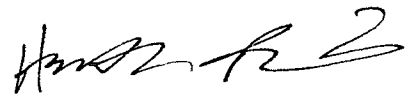
Attachment 2 – Historic Resources Inventory Sheet for Resource D871

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the alteration of the historic resource at 620 NE 3rd Street (Resource D871), **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:  Date: 5/22/2018
Joan Drabkin, Chair of McMinnville Historic Landmarks Committee

Planning Department:  Date: 5.22.18
Heather Richards, Planning Director

Attachments:
Attachment 1 – Certificate of Approval Application
Attachment 2 – Historic Resources Inventory Sheet for Resource D871

APPLICATION SUMMARY:

The applicants, Max de Lavenne on behalf of Bluegate LLC, submitted a Certificate of Approval application to request a second story addition to an existing single story building in the Downtown Historic District. The subject property is located at 620 NE 3rd Street, and is more specifically described as Tax Lot 10401, 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 an “Environmental” historic resource (Resource D871). 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 secondary 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 rectangular one-story stuccoed building has a stepped parapet with a low relief cornice. The transom level has been covered with wood sheathing. Storefront windows and door are wood framed and the bulkheads are stucco. This building is on the same tax lot as the Taylor Dale Hardware store.

Based on Sanborn maps for the area, the building is estimated to have been constructed between 1913 and 1928.

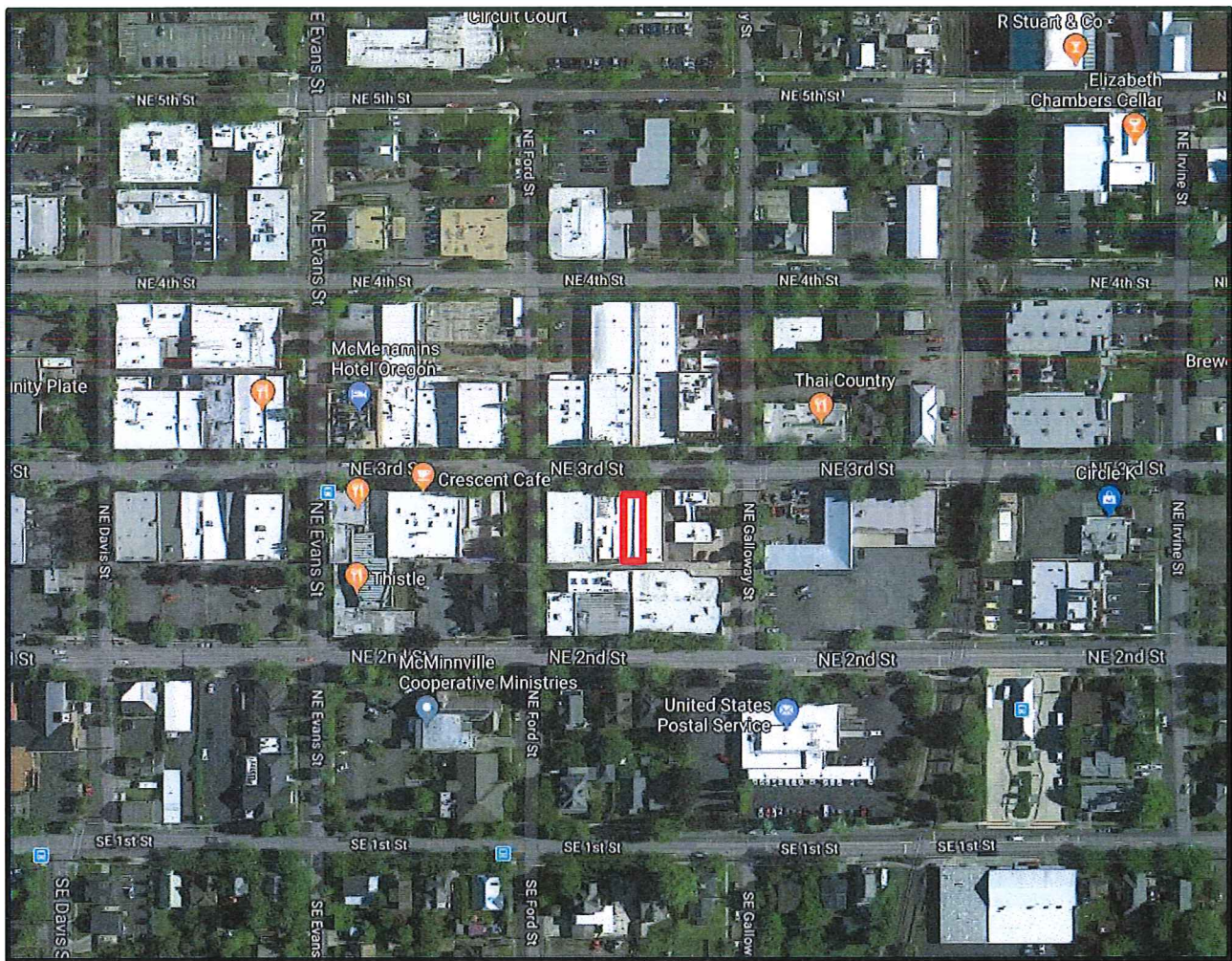
Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is listed on the National Register of Historic Places, as long as the resource is not non-contributing. Since the subject property is classified as secondary significant contributing property, the Certificate of Approval review is required.

The current location of the historic resource is identified below:

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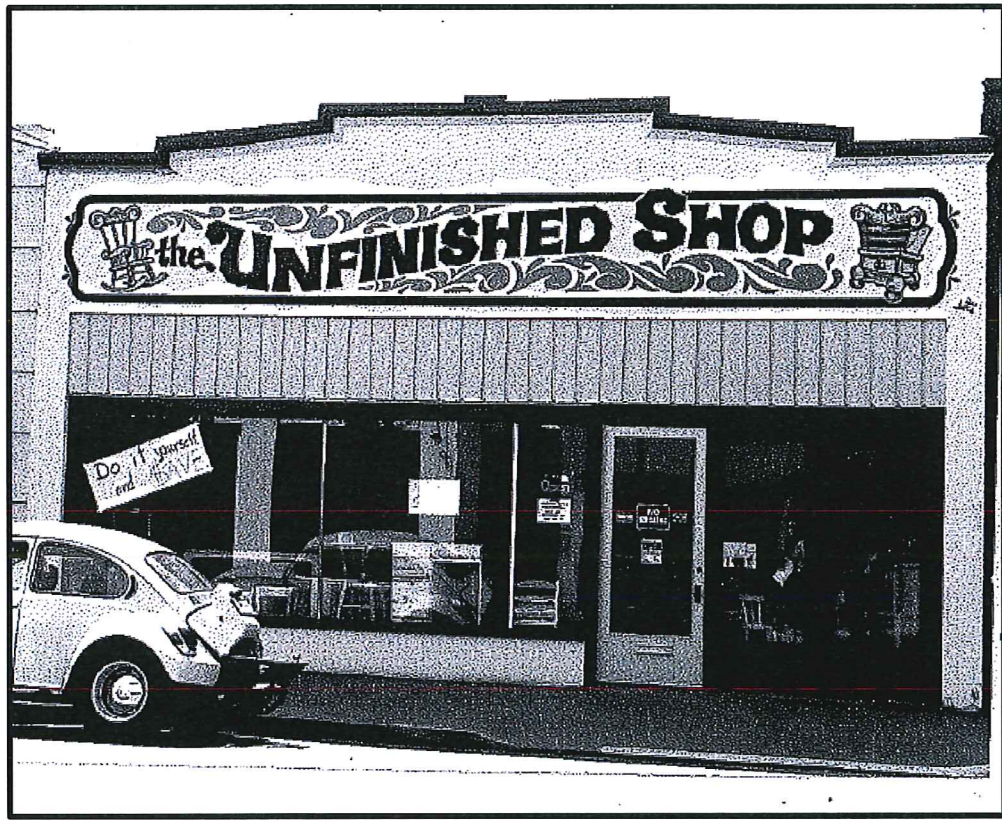
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An existing photo of the front façade of the subject property, and an image from the Historic Resources Inventory sheet for the subject property, are provided below:

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CONDITIONS OF APPROVAL

- 1) That the window frame in the storefront be repaired from the interior and that the existing parapet wall be maintained and protected during the construction of the second story addition and patio space.
- 2) That the cleaning and repainting of the stucco on the existing ground floor façade follow the following Secretary of the Interior’s Guidelines for the Rehabilitation of Historic Buildings:
 - A. Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.
 - B. Using biodegradable or environmentally-safe cleaning or paint removal products.
 - C. Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.
 - D. Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.
- 3) That the second story addition shall include parapet walls along the east and west facades to create the appearance of a flat roofline along the entire perimeter of the second story addition.
- 4) That the proposed canopy and soffit on the top of the front façade of the second story addition be removed. The front façade of the second story addition shall be a flush wall and include a flat roofline.
- 5) That a canopy shall be allowed to be added to the front façade of the second story addition, between the transom windows and the lower windows.
- 6) That the exterior building color of the second story addition be a darker shade than the tan “Sail Cloth” color proposed to be applied to the front façade of the existing single story historic building.
- 7) That revised plans consistent with the conditions of approval described above be reviewed and approved by the Planning Director prior to the release of building permits for the proposed development.

ATTACHMENTS

1. Certificate of Approval Application (on file with the Planning Department)
2. Historic Resources Inventory Sheet for Resource D871 (on file with the Planning Department)

COMMENTS

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

FINDINGS OF FACT

1. Max de Lavenne, on behalf of Bluegate LLC, submitted a Certificate of Approval application to request a second story addition to an existing single story building in the Downtown Historic District. The subject property is located at 620 NE 3rd Street, and is more specifically described as Tax Lot 10401, Section 21BC, T. 4 S., R. 4 W., W.M.

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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 ground floor façade, which will preserve the historic resource’s architectural and historical significance. The applicant is also proposing to upgrade the existing building to current building code requirements. 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 resource, per Section 17.65.040(A), because the resource is classified as a secondary significant contributing property within the Downtown Historic District that is listed on the National Register of Historic Places.

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 ground floor façade, which will preserve the historic resource's architectural and historical significance. The applicant is also proposing to upgrade the existing building to current building code requirements, which will improve property values. The introduction of office uses in the downtown area will also

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strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by adding jobs in an existing underutilized building in the downtown core. 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.

Finding: The property has historically been used commercially, with a variety of different businesses occupying the space. The property was originally connected on the interior to the two buildings to the west, and was associated with the Taylor Dale Hardware store. The interior connection between the adjacent buildings was closed off over time, and the building was separated onto its own legal parcel and tax lot. The proposed use of office space is a new use, but is still commercial in function and will not involve the removal of any distinctive materials or features on the exterior of the building, which satisfies this standard.

- 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.

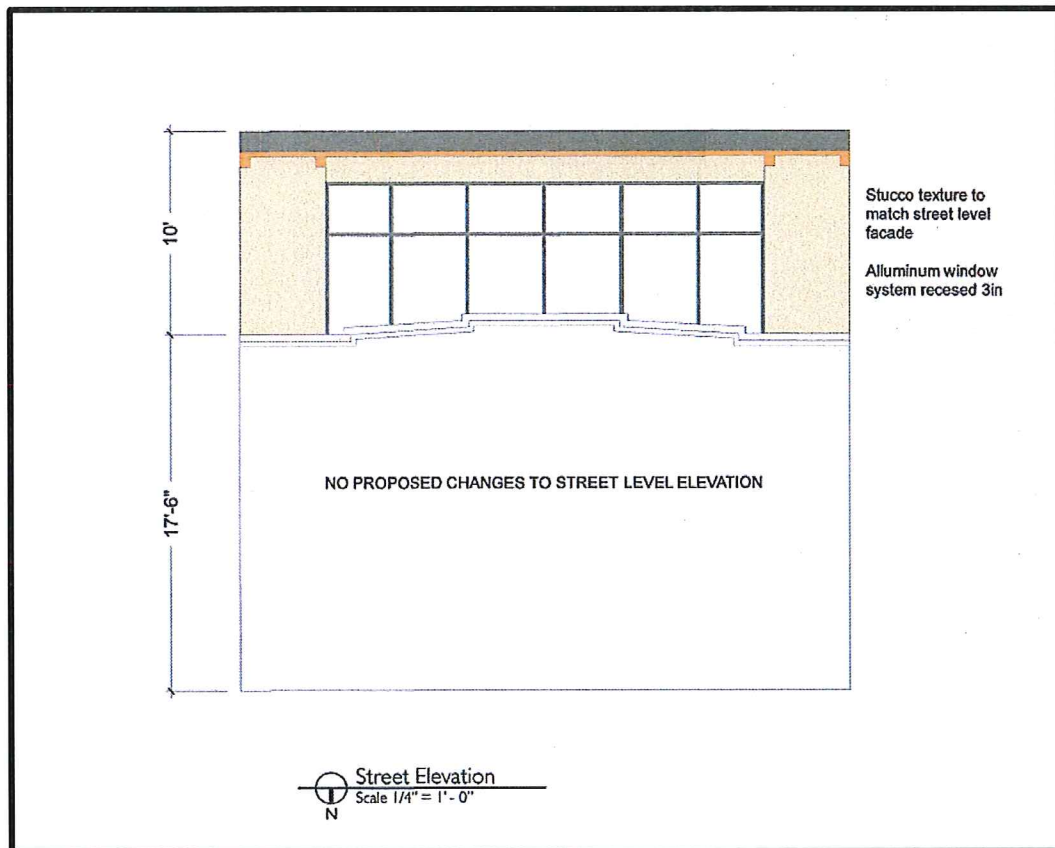
Finding: The aspects of the existing building that have the most historic character and significance are the existing stepped parapet roofline and the existing wood storefront window system. These historical characteristics of the property will be retained and preserved, as the applicant is not proposing to alter any of the existing ground floor façade, other than updating the exterior colors. The colors being proposed for the exterior façade are a cream/tan for the main building walls and a charcoal gray color for accents. A condition of approval has been included to require that the second story addition be painted a color with a darker shade than the tan color proposed on the existing ground floor façade. This design feature will assist in ensuring that the new addition is compatible with the existing historic building. The applicant chose colors that are subtle earth tones, which is consistent with the colors allowed in the Downtown Design Standards chapter of the McMinnville City Code. The required building code updates and seismic upgrades will not alter the exterior of the building or remove any historic materials or features from the exterior façade of the building. Therefore, the above criteria are satisfied.

A rendering of the proposed second story addition and an elevation drawing, both of which show the preservation of the ground floor façade, are provided below. The rendering and elevation do not show other changes to the design that will be required by conditions of approval to be discussed in more detail below.

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- 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 applicant is not proposing to significantly alter any exterior portion of the ground floor façade. The applicant has stated that they will make any necessary repairs to the window frames and cornice in the gentlest means possible. However, there was no detail provided on the exact methods that will be used. A condition of approval is included to require that the window frame be repaired from the interior and that the existing parapet wall be maintained and protected during the construction of the second story addition and patio space. Also, a condition of approval has been included to require that the cleaning and repainting of the stucco on the existing ground floor façade follow the following Guidelines for the Rehabilitation of Historic Buildings:

Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.

Using biodegradable or environmentally-safe cleaning or paint removal products.

Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.

- 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, the existing building includes a concrete slab foundation, and the applicant is not proposing to complete any work on the existing foundation that would disturb any potential archeological resources, if they did exist.

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

Finding: The proposed alterations are found to be considered to be 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.

Given the fact that the existing building and ground floor façade, including the existing character-defining features in the stepped parapet wall and wood storefront system, are being protected and maintained, the proposal does satisfy the main requirements of the rehabilitation treatment. Also, the proposed construction of a second story addition is allowed under the rehabilitation treatment, which is

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consistent with the applicant's proposal. The Secretary of the Interior provide a number of Guidelines for Rehabilitating Historic Buildings, including 20 recommended guidelines for how to incorporate a new exterior addition to a historic building.

The applicable rehabilitation guidelines for new additions to historic buildings, and findings for the guidelines, are provided below:

Recommended Guideline: Placing functions and services required for a new use (including elevators and stairways) in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.

Finding: The proposed addition will be a second story addition, which will be setback from the front façade of the existing building. A new function of the second story addition will be an exterior staircase providing egress from the space, but that staircase is being added to the alley side of the building which is not the primary character defining façade of the existing building.

Recommended Guideline: Constructing a new addition on a secondary or non-character-defining elevation and limiting its size and scale in relationship to the historic building.

Finding: The proposed addition will be constructed near the front façade of the existing building, but will be a second story addition and will be setback 20 feet from the existing ground floor façade. The applicant has argued that this setback will result in the addition not detracting from the character defining stepped parapet wall on the top of the existing ground floor façade. The setback also limits the size and scale of the addition in relationship to the historic building, rather than having the addition extend directly above the existing ground floor façade.

Recommended Guideline: Constructing a new addition that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed.

Finding: This guideline is satisfied, as the proposed addition does not result in the loss of any character defining materials or features. The applicant is not proposing to significantly alter any exterior portion of the ground floor façade, other than changing exterior colors, and will retain the existing stepped parapet wall and wood storefront window system.

Recommended Guideline: Designing a new addition that is compatible with the historic building.

Recommended Guideline: Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.

Recommended Guideline: Considering the design for a new addition in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.

Recommended Guideline: Ensuring that the addition is stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).

Recommended Guideline: Basing the alignment, rhythm, and size of the window and door openings of the new addition on those of the historic building.

Finding: The exterior of the proposed addition has been designed to be compatible with the historic building. The applicant is proposing to use stucco as the exterior building material to match the exterior building material on the existing building façade. The applicant will also paint both exterior walls and trim materials to be consistent colors, using a subtle, earth tone color palate that is not inconsistent with the colors used on other surrounding buildings in the Downtown Historic District. A condition of approval

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has been included to require that the second story addition be painted a color with a darker shade than the tan color proposed on the existing ground floor façade. This design feature will assist in ensuring that the new addition is compatible with the existing historic building. The applicant is also proposing to replicate the window pattern that exists on the ground floor façade, with taller windows on the floor with a framing piece between smaller windows above the larger windows to replicate the transom window design on the ground floor.

Recommended Guideline: Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.

Recommended Guideline: Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.

Recommended Guideline: Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it, but distinguishes the addition from the original building.

Recommended Guideline: Ensuring that new construction is secondary to the historic building and does not detract from its significance.

Finding: The proposed addition will be subordinate to the existing historic building because the addition will be setback 20 feet from the existing ground floor façade, therefore clearly identifying the addition as a later addition and not part of the character defining stepped parapet wall on the top of the existing ground floor façade. To ensure that the scale of the new addition is compatible with the existing historic building, a condition of approval is included to require the removal of the proposed canopy and soffit from the top of the front façade of the second story addition. The proposed canopy, in its location at the top of the new addition, created a massing and scale that appeared to dominate the overall building and detracted from the significance of the existing façade of the one story building. The condition of approval states that the top of the front wall on the second story addition will be flush and will have a flat roofline. Another condition of approval was included to require that a parapet wall be constructed along the east and west facades. The proposed second story addition has a sloped roof for water drainage. However, this sloped roof was found to not be consistent with the building form, massing, and rooflines of surrounding historic buildings in the downtown area. The parapet wall required by the condition of approval create the appearance of a flat roofline consistent with historic buildings in the surrounding area, thereby allowing the second story addition to be more compatible with the historic building and surrounding area.

A condition of approval has been included to allow for a canopy on the front façade of the second story addition to achieve the functionality sought by the applicant, but that this canopy be added to the new window system between the transom and lower window bays. This canopy location will be less visible and will provide covered area on the second story patio, but will be more compatible with the existing building by not standing out as much as the higher and more visible canopy that was proposed.

The addition has been designed more simplistically, especially after the removal of the canopy at the top of the front façade, to ensure that the addition appears to be secondary to the existing historic building and surrounding buildings. Exterior materials on the front façade of the addition will match the existing stucco materials on the historic building, and colors will be updated to be consistent between the existing historic building and the second story addition.

Recommended Guideline: Incorporating a simple, recessed, small-scale hyphen, or connection, to physically and visually separate the addition from the historic building.

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Recommended Guideline: Distinguishing the addition from the original building by setting it back from the wall plane of the historic building.

Recommended Guideline: Designing a compatible rooftop addition for a multi-story building, when required for a new use, that is set back at least one full bay from the primary and other highly-visible elevations and that is inconspicuous when viewed from surrounding streets.

Recommended Guideline: Limiting a rooftop addition to one story in height to minimize its visibility and its impact on the historic character of the building.

Finding: The proposed addition will be setback 20 feet from the existing ground floor façade, which physically and visually separates the addition from the historic building. The second story will be limited to only one story in height to minimize its visibility. The setback of the second story addition will result in the addition not being visible from the south side of the street and the sidewalk adjacent to the property. The addition will be visible from the opposite side of the street and the sidewalk on the north side of 3rd Street, but the setback will result in the addition being easily distinguishable from the historic building.

Recommended Guideline: Adding a new building to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.

Finding: The applicant has stated that their use requires more square footage than what exists in the current building. Additional square footage cannot be accommodated within the existing structure, and the second story addition is the only option to add additional square footage because the building basically covers the entire property.

Recommended Guideline: Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.

Recommended Guideline: Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.

Recommended Guideline: Designing an addition to a historic building in a densely-built location (such as a downtown commercial district) to appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.

Finding: These guidelines are not specifically applicable, as the existing building basically covers the entire lot and there are no site features or land formations to incorporate into the design of the addition. There is no space to add a separate infill building on the property. The 20 foot setback of the second story addition will make the addition less visible and will not detract from the character defining features on the existing historic building.

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;

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Finding: The proposed alteration is reasonable, as the applicant intends to upgrade, but preserve, the existing historic building while adding additional usable square footage in a second story addition. The existing character defining materials and features, including the stepped parapet roofline and the existing wood storefront window system, will be preserved and will protect the public's interest in the historic resources preservation.

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 wood storefront window system, will be preserved and therefore the significance of the historic resource will not be impacted by the proposed addition.

5. The physical condition of the historic resource;

Finding: The existing condition of the historic resource is in somewhat poor condition, as there has been some deferred maintenance on the interior of the building. However, the character defining features of the building still remain and have not been removed. The applicant is not proposing any significant alteration of the ground floor façade of the historic resource, other than changing exterior colors. The other upgrades to the building, including building code updates and seismic upgrades, will not impact the historical exterior of the ground floor façade, and the second story addition has been designed to be compatible with the existing historic resource as described in more detail above.

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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