



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 OF A**  
**HISTORIC BUILDING ALTERATION REQUEST**  
**711 NE THIRD STREET**

NOTICE IS HEREBY GIVEN that applications for downtown design review and a certificate of approval to alter a historic building at 711 NE Third Street have 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 these applications or to attend the public meeting of the Historic Landmarks Committee (HLC) where the requests will be reviewed. 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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<b><u>DOCKET NUMBER:</u></b>	HL 5-18 (Certificate of Approval – Alteration) & DDR 4-18 (Downtown Design Review & Waiver Request)
<b><u>REQUEST:</u></b>	Approval of the design of a proposed exterior alteration to the Third Street façade of an existing commercial building. The applicant is proposing to install storefront window systems in the portion of the Third Street façade that is currently mainly a concrete block wall. The building is listed on the National Register of Historic Places as a Secondary Significant Contributing property in the Downtown Historic District, and is commonly known as the Douglas Hotel building.
<b><u>APPLICANT:</u></b>	Denny Elmer with C.S. Property Holdings
<b><u>SITE LOCATION(S):</u></b>	711 NE 3 <sup>rd</sup> Street (see attached map)
<b><u>MAP &amp; TAX LOT(S):</u></b>	R4421BD05200
<b><u>ZONE(S):</u></b>	C-3 (General Commercial)
<b><u>MMC REQUIREMENTS:</u></b>	Chapter 17.59 and Sections 17.65.040(A) and 17.65.060 (see reverse side for specific review criteria)
<b><u>NOTICE DATE:</u></b>	November 5, 2018
<b><u>HLC MEETING DATE:</u></b>	November 28, 2018 at 3:00 p.m.
<b><u>MEETING LOCATION:</u></b>	McMinnville Community Development Center 231 NE 5 <sup>th</sup> Street, McMinnville, OR, 97128

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Persons are hereby invited to attend the Historic Landmarks Committee meeting to observe the proceedings, or to register any statements in person, 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).

Appeals of any Historic Landmarks Committee decision may be made to the Planning Commission, consistent with Section 17.65.080 (Appeals) of the McMinnville Municipal Code.

The decision-making criteria, application, and records concerning this matter are available in the McMinnville Planning Department office at 231 NE 5<sup>th</sup> Street, McMinnville, Oregon during working hours and on the Planning Department's portion of the City of McMinnville webpage at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov).

## **REVIEW CRITERIA:**

### All Standards and Guidelines in Chapter 17.59 (Downtown Design Standards and Guidelines)

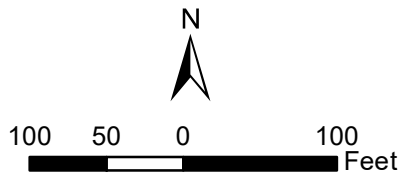
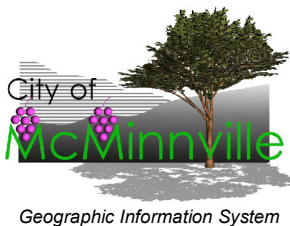
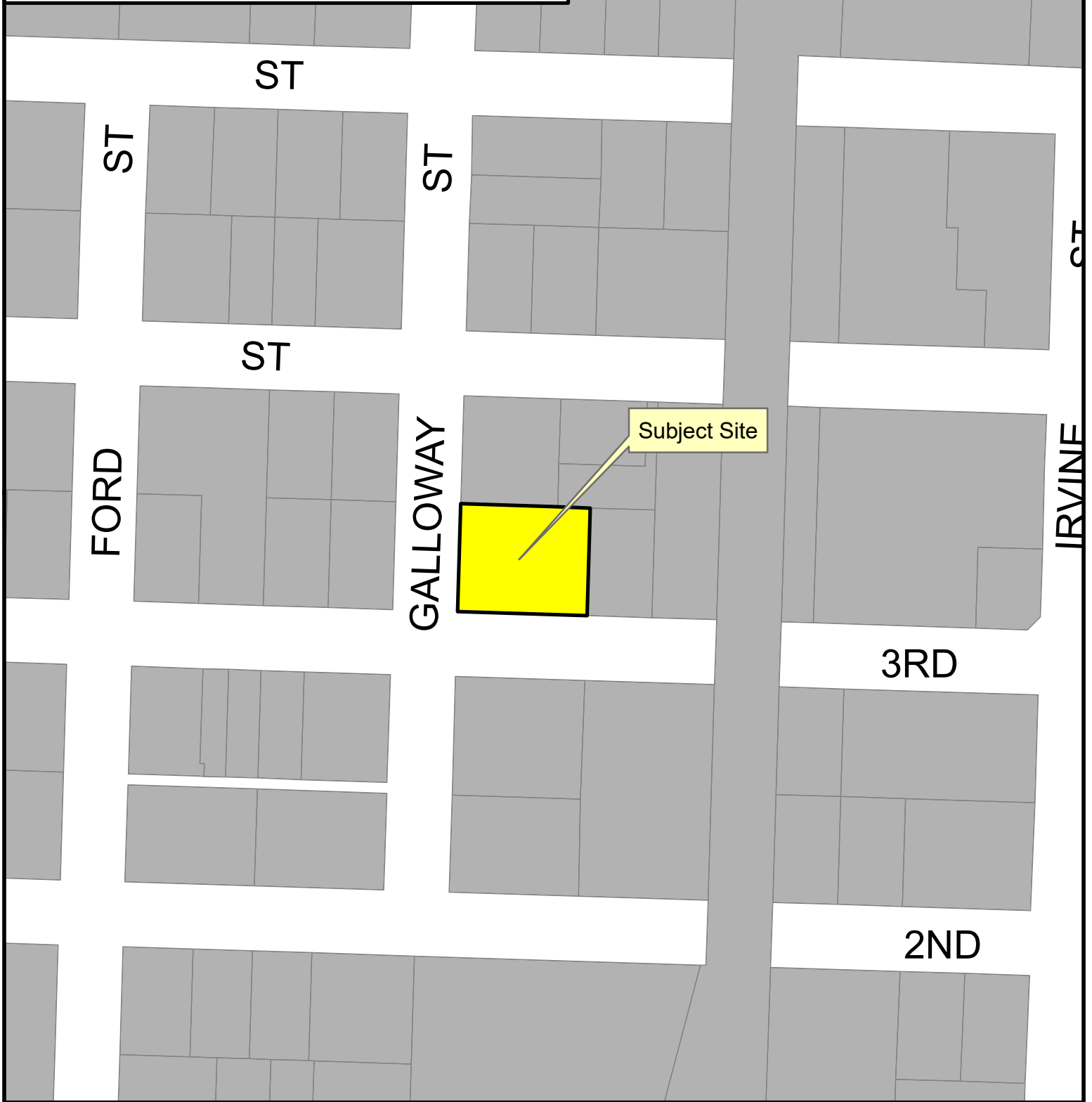
#### 17.59.040 Review Criteria

- A. In addition to the guidelines and standards contained in this ordinance, the review body shall base their decision to approve, approve with conditions, or deny the application, on the following criteria:
1. The City's historic preservation policies set forth in the Comprehensive Plan;
  2. If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2); and
  3. If applicable (waiver request), that all of the following circumstances are found to exist:
    - a. There is a demonstrable difficulty in meeting the specific requirements of this Chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;
    - b. There is demonstrable evidence that the alternative design accomplishes the purpose of this Chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and
    - c. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this Chapter.

#### 17.65.060 Exterior Alteration or Remodeling [...]

- 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.

# Vicinity Map



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