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Land Use Applications:

Downtown Design Review
Historic Landmark Alteration - Certificate of Approval

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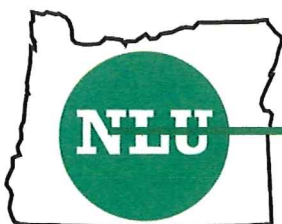
October 2018

Submitted to:

City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

Applicant:

C.S. Property Holdings
Contact: Denny Elmer
P.O. Box 237
McMinnville, OR 97128



Navigation Land Use Consulting, LLC
PO Box 1514
McMinnville, OR 97128
(503) 687-3012

- Land Use Applications -

- **Downtown Design Review**
- **Historic Landmark Alteration – Certificate of Approval**

Submitted to: City of McMinnville, Planning Department
231 NE Fifth Street
McMinnville, OR 97128

Applicant/Owner: C.S. Property Holdings
Contact: Denny Elmer
P.O. Box 237
McMinnville, OR 97128

Applicants' Consultants: Navigation Land Use Consulting, LLC
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Yamhill County Tax Map: T. 4 S., R. 4 W., W.M., 21BD, Tax Lot 05200

Site Location: 711 NW 3rd Street
McMinnville, OR 97128

Zoning: C-3 (General Commercial)



I. Executive Summary

Navigation Land Use Consulting, LLC is pleased to submit this land use proposal for consideration on behalf of Denny Elmer representing C.S. Property Holdings for approval of a Downtown Design Review request and an Historic Landmark Alteration – Certificate of Approval request. In brief, the intent of these applications is identified as follows:

- Removal of the front façade concrete block wall that was constructed in the 1960's across a portion of the Douglas Hotel building.
- Recreating the original 1928 design of two angled, inset storefront entries with angled windows and a centered front entry door for each storefront. The two sets of front entries are proposed to each be located between the vertical stucco cement clad columns that provide rhythmic spacing along the original face of this building. An existing example of this original building design is seen along the front of the western portion of the Thai Country Restaurant which currently occupies commercial space within the building.

The Douglas Hotel building is listed as a "significant" historic resource on the McMinnville Historic Resources Inventory and, as such, the proposed alterations to the building are, in part, dependent on the review and approval of these applications. Additional historic information on this building is provided in Attachment 1 (McMinnville Historic Resources Inventory B884) as provided by the McMinnville Planning Department.

II. Existing Conditions

The portion of the Douglas Hotel building that is the subject of these requests is the easternmost storefront area referenced as 711 NE 3rd Street. Until recently, this portion of the Douglas Hotel building had been occupied by the Deluxe Billiard Parlor which was known as a popular local recreational gathering place and eatery for decades.

The front façade of the subject eastern portion of the building is characterized on the ground floor by a mid-60's diamond style concrete block exterior wall placed, effectively, on the property line. Other than the vertical cement-clad columns previously mentioned, this wall is broken up only by two small, highly placed square windows that sit aside the front entrance into the interior space. (Attachment 2).

Attachment 3 provides a graphic of the existing layout of the ground floor of the Douglas Hotel including a depiction of the structural footprint of the building. The front entryway proposed to be replicated in each of the original storefront spaces that are presently occupied by the cement block façade is that which can be seen between markers ② and ③ of this graphic.



III. Proposed Project in Detail

The construction will consist of replicating the original 1928 front façade bay design by removal of the 1960's era diamond style concrete block exterior wall that currently exists along the portion of the front façade of the Douglas Hotel building recently occupied by the Deluxe Billiard Parlor as shown by the submitted Plans, Section & Elevation drawing submitted with this proposal (Attachment 4). The existing original elements that remain along this portion of the façade will continue to remain; specifically, the wood and glass entry door, transom above, and exterior entry walkway as much as practicable. The vertical cement clad exterior columns along this façade are original and will remain and demarcate the spaces within which the storefront facades are proposed to be recreated. Regarding elements to be recreated, we understand that the direction of the McMinnville Planning Department is that the exterior of the new ground floor façade windows be trimmed with wood and painted to match the balance of window trim on the building while the internal elements of the windows not visible from the exterior of the building need not be wrapped with wood. The frame width and color of the building's existing single-entry storefront design will be replicated as will the associated exterior stuccoed concrete soffits. -- It is also of some interest to note that the bulkhead of the entryway at the southwest corner of the building is faced with Roman Brick which is a mid-1950's add-on to the building. As this is not original to the building and does not exist in any other location on the building, it is not proposed to be replicated.

The material that comprises the walkway entrance into each of the individual storefronts is a red-brick colored pigmented concrete. These concrete walkways have been covered some decades ago with a grey paint or sealer which is now peeling or completely worn off in many locations (Attachment 5). From examination of the building, it is proposed that the original walkways leading to the two original subject storefront doorways be restored. If it is found through the renovation process that this is not feasible, it is proposed that these red-brick colored pigmented concrete entryway walkways be recreated to match that which was originally in place and can be seen leading to the other existing entryways along the front façade of this building.

The windows that exist across the entire front ground floor façade of the building are constructed of single glass panels set in site-built aluminum frames and the entry doors, which appear to be original, have been installed in painted hollow steel frames characteristic of the early 1950's (Attachment 6). While, the McMinnville Planning Department has previously stated that aluminum windows are not listed as a permitted exterior building material in the Downtown Design Standards (Section 17.59.050(C)), this referenced code section only lists wood, vinyl and aluminum *siding* and structural metal *panels* as being prohibited for use within the Downtown Design District. Metal door and window surrounds are not listed as being prohibited within the District; and in this case the subject window frames are aluminum and door frames are steel. Additionally, the terms used in this code section, "siding" and "panels," seem to speak to materials that are being prohibited for use as exterior building coverings or perhaps an awning, not a prohibition against the use of aluminum as an architectural element such as awning trim, lighting or window and door frames; all of which are common within the Downtown Design District. Review of the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings yields numerous examples of metals of various types being acceptable elements on historic buildings of various vintages. Specifically, these standards relate that hollow-core steel was in use by the



early 20th century to build fire-resistant window casements which is the type of metal we find all along the ground floor front façade of the Douglas Hotel building. While we do not find that the continued use of this material in the proposed remodel is locally prohibited, we also cannot verify that these hollow steel door and aluminum window frames are original to the 1928 construction date of this building. However, we do request that this current remodeling effort be allowed to include the installation of the same exterior metal trim to match the material, dimensions and color of the rest of the ground floor front façade of this building to provide consistency and continuity to the look of the building and predictable visual rhythm that is an intuitively pleasing part of the pedestrian experience. To be clear, we are not asking for a waiver from any portion of the Downtown Design Standards and Guidelines chapter of the McMinnville Zoning Ordinance (in particular those portions prohibiting wood, vinyl and aluminum *siding* and structural metal *panels*). If, given the information provided above, the Historic Landmarks Committee finds, upon approval of this proposal, that the windows and doors of the proposed reconstruction and remodel must be covered in painted wood and not match the balance of the ground floor front façade window and door trim, we will accept that decision and submit future building plans that incorporate wrapping those elements with wood trim.

IV. Conclusionary Findings for Approval

1) C. S. Property Holdings is requesting approval of the following applications for the property located at 711 NE Third Street in McMinnville, Oregon:

- Downtown Design Review; and
- Historic Landmark Alteration – Certificate of Approval

The purpose of these applications is to allow:

- Removal of the front façade concrete block wall that was constructed in the 1960's across a portion of the Douglas Hotel building.
- Recreating the original 1928 design of two angled, inset storefront entries with angled windows and a centered front entry door for each storefront. The two sets of front entries are proposed to each be located between the vertical stucco cement clad columns that provide rhythmic spacing along the original face of this building. An existing example of this original building design is seen along the front of the western portion of the Thai Country Restaurant which currently occupies commercial space within the building.

2) The subject site is zoned C-3 (General Commercial) and designated as Commercial on the McMinnville Comprehensive Plan Map. This site is also located with McMinnville's downtown National Historic District and is also located within the area governed by Chapter 17.59 (Downtown Design Standards and Guidelines) of the McMinnville Zoning Ordinance.



3) All requisite municipal services presently sufficiently serve this site and will continue to provide such service after completion of the proposed renovation to the eastern portion of the ground floor of this building.

4) The following McMinnville Comprehensive Plan Goals and Policies are applicable to the request:

Comprehensive Plan Goals and Policies:

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

Policy 15.00: The City of McMinnville shall establish a program for the identification and preservation of significant sites, structure, objects and areas.

Finding: The focus of this comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Goal III 2 and Policy 15.00 are met in that the applicant is relying on, addressing and complying with the applicable requirements for alteration of an historic structure as adopted and implemented by the City through the submittal of these applications and findings of fact presented for review and consideration. The intent of these requests is to remove non-period alterations that were previously approved by the City for a portion of the historically recognized Douglas Hotel building in order to reconstruct the original storefront façade along the easternmost portion of the building in an effort to recreate missing historic façade elements and thereby aid in preserving this historically significant structure and further enhancing McMinnville's National Historic District within which this building is located.

Policy 16.00: The City of McMinnville shall support special assessment programs as well as federal grants-in-aid programs and other similar legislation in an effort to preserve structures, sites, objects, or areas of significance to the City.

Finding: This Policy is satisfied as the City has such programs in place, such as the McMinnville Urban Renewal District and the Urban Renewal Agency's Façade Improvement Grant program, to aid property owners in preserving structures, sites, objects, and areas of significance to the City and the broader community.

Policy 17.00: The City of McMinnville shall enact interim measures for protection of historic sites and structures. Those measures are identified in the McMinnville Comprehensive Plan, Volume I, Chapter III.

Policy 17.01: The City of McMinnville will, by the time of the first plan update (1985), conduct a thorough study (consistent with the requirements of Statewide Planning Goal #5) of the 515 resources included in the 1980 Historical Survey and the properties listed on the 1976 Inventory of Historical Sites (Figure III-1, Volume I, McMinnville Comprehensive Plan) and place those structures and sites which are found to warrant preservation on a list of historic buildings and places. The City shall also study other buildings and sites which were not included on the 1976



and 1980 inventories and place those so warranted on the list of historic buildings and places. The City shall then adopt an historic preservation ordinance which is consistent with the requirements of Statewide Planning Goal #5 and which protects the structures and sites included on the list. (Ord. 4218, November 23, 1982).

Finding: As stated in Chapter III of Volume I of the McMinnville Comprehensive Plan:

“Based on the research conducted by the city and with the direction of the Community Needs Subcommittee of the Citizen’s Advisory Committee, the city has prepared proposals for establishing a preservation program, details of which are described in the findings below. Until such time as those, or other, proposals are implemented, it will be necessary to supply interim measures for preservation of historic resources. Since the initial inventory consists of over 500 resources, protection measures applied to all structures and sites will prove unwieldy. Therefore, until a preservation program is enacted by the city, an interim Historic Preservation Ordinance shall be adopted.”

“[...] an ordinance will be adopted to protect those sites identified as primary historic resources on the 1980 Historic Resources Inventory. This will be an interim protective measure until such time as the inventory is completed and significant sites are protected.”

These Policies are satisfied in that in November of 1982, the City of McMinnville adopted Ordinance No. 4228 which created the Historic Landmarks Committee and protected sites identified as primary historic resources on the 1980 Historic Resources Inventory [interim measures]. In 1983-1984 the City conducted the second phase of its historic resources survey which included documentation of all historic structures within the Urban Growth Boundary. The Historic Landmarks Committee evaluated the resources and identified significant sites and structures in accordance with Comprehensive Plan Policy 17.01 which was adopted by Ordinance No. 4218 in 1982. Policy No. 17.01 directs the City to adopt a preservation ordinance consistent with the requirements of Statewide Planning Goal No. 5 and which protects the structures and sites identified as significant resources. This was accomplished by the adoption of Ordinance No. 4401 on April 14, 1987 which repealed Ordinance No. 4228 in its entirety.

The applicant is applying for approval of these submitted land use requests in compliance with the requirements currently established to implement Ordinance No. 4401 and found in Chapter 17.59 (Downtown Design Standards and Guidelines) and Chapter 17.65 (Historic Preservation) of the McMinnville Zoning Ordinance (McMinnville Comprehensive Plan – Volume III).

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 the opportunity to provide testimony and ask questions during the public review and meeting process. Additionally, any person or persons with legal standing in the proceeding may file an appeal of the Historic Landmarks Committee decision following the issuance of the decision according to adopted local requirements.

5) The subject proposal complies with the applicable requirements of the McMinnville Zoning Ordinance as follows:

McMinnville Zoning Ordinance:

In reviewing a request for a downtown design review, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.59 of the McMinnville Zoning Ordinance:

17.59.050 Building and Site Design.

A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

Finding: The existing building is currently constructed with a zero setback from the property line and sidewalk, and the proposed design does not propose to change that setback except for our proposed compliance with 17.59.050 (B)(3)(d) encouraging, in part, a recessed entry.

B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

Finding: The proposed alterations will not change the building's original massing or configuration which will continue to be consistent with that demonstrated in Attachment 1 and will continue to be similar to adjacent and nearby historic buildings on adjacent blocks.

2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

Finding: The existing building is approximately twice the historical building length of 60 feet referenced in sub-2 above which makes this requirement applicable. This requirement is satisfied



in that the proposal is to recreate the façade's original visual subdivision into the proportional bays that once existed along the eastern portion of the building's façade; similar in scale and design to other historic buildings within this district.

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
 - a. A belt course separating the upper stories from the first floor;
 - b. A bulkhead at the street level;
 - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
 - d. A recessed entry and transom with transparent door; and
 - e. Decorative cornice or cap at the roofline.

Finding: The proposed design meets the applicable storefront standards as can be seen on the submitted renovation design graphics.

The historic Douglas Hotel building is two stories in height demarcated by a clear belt course separating the upper story from the first floor. The existing design of this historic Third Street façade includes a bulkhead at the street level consistent in design with many other original historic buildings within this historic district and is appropriate for the design period of this building; on this building. It is important to note that the bulkhead of the storefront located at the building's west end is faced with Roman Brick which is a mid-1950's add-on to the building, is not original to the building and does not exist in any other location on the building and is not proposed to be replicated. The original building design includes recessed entries with transom windows (except for the eastern portion of the façade where a 1960's remodel has precipitated the desire for this renovation) and almost entirely glazed storefront entry doors which are original to the 1928 design of the building. The decorative cornice at the roofline of this building is a multi-stepped design which is also original to the building. All of the existing original design elements described above will remain as only the 1960's era cement block façade wall is proposed for removal and a recreation of the original building façade is to be constructed in its place. These requirements have been met by this proposal.

4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Finding: The proposed alterations will not change the existing original historic roof line of this structure which is consistent with the rooflines for the period and of other historic buildings within the District.

5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.



Finding: The proposed design recreates the balance of the original inset storefront entries that were removed in the 1960's and replaced with a cement block wall. The entrances proposed to be installed will be recessed and will open on to the public right-of-way as the building is constructed with a zero setback to the property line.

6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

Finding: The existing historic upper floor windows of the Douglas Hotel will not be modified in any way by this proposed alteration. The storefront window proposed to be recreated on the ground floor along the eastern portion of the Douglas Hotel will match the design of the existing historic ground floor storefront windows which are inset from, and not flush with, the surface of the outer wall or window surrounds. The existing recessed window design is shown in Attachment 7.

7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

Finding: This proposal is to replace distinctive features to match the historic character and architecture of the building in design, color, texture, and materials. The proposed design is based on specific historic elements and storefront entryways that still exist and are in use today along the western portion of this building façade and as can be seen in the photograph provided as part of the McMinnville Historic Resources Inventory B884 (Attachment 1).

8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

The proposed design includes a stuccoed cement bulkhead that will form a base from the public sidewalk up to the lower windowsills and will replicate the existing historic bulkheads along the western portion of this building's front façade; except for the southwest corner storefront as previously discussed.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

Finding: The proposed design includes the restoration of the original storefront design including utilization of building materials found on the balance of the original ground floor front façade of the building. These materials, such as stuccoed concrete, and metal window and door surrounds are also found on other registered historic buildings in the downtown area. As noted above, we cannot verify that these hollow steel door frames and aluminum window frames are original to the 1928 construction date of the building, but do however find reference to such materials as being used as a fireproofing measure and design choice from the late 19th century through the 1950's. This code section however does not prohibit the use of hollow steel or aluminum as exists on the balance of the ground floor front façade of this building. It is the intent of the proposed design to



recreate those metal elements as part of the reconstruction effort. However, if it is the decision of the Historic Landmarks Committee, upon approval of this proposal, that the windows and doors of the proposed reconstruction and remodel must be covered in painted wood and not match the balance of the ground floor front façade window and door trim, we will accept that decision and submit future building plans that incorporate wrapping those elements with wood trim.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;
 - d. Corrugated metal panels;
 - e. Plywood sheathing, to include wood paneling such as T-111;
 - f. Plastic sheathing; and
 - g. Reflective or moderate to high grade tinted glass.

Finding: The applicant is not proposing to use any of the listed prohibited exterior building materials.

3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

Finding: Upon completion of the proposed façade renovation, the exterior building colors to be applied to the newly renovated portion of this building will be the same low reflective, subtle, neutral/earth tone colors that exist on the balance of the building and that were recently approved for use by the McMinnville Planning Department (in approximately 2015) in part to complement the colors approved by the McMinnville Historic Landmarks Committee for use as the exterior colors of the KAOS building located immediately west across NE Galloway Street from the Douglas Hotel building.

17.59.070 Awnings.

- A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows exist, awning placement shall be above or over the transom windows where feasible.
- B. Awnings shall be placed between pilasters.
- C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.
- D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.
- E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.
- F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited.



Finding: The proposal does not include modification of the existing awnings which already extend along the full front façade of the building.

17.59.080 Signs.

- A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.

Finding: This review does not include a proposal for any signage of any type. In the future, if signage is proposed, it shall comply with this standard. Any such future signage shall be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.

Finding: This review does not include a proposal for any signage of any type. In the future, if signage is proposed, it shall comply with this standard. Any such future signage shall be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.

Finding: This review does not include a proposal for any signage of any type. In the future, if signage is proposed, it shall comply with this standard. Any such future signage shall be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.

Finding: This review does not include a proposal for any signage of any type. In the future, if signage is proposed, it shall comply with this standard. Any such future signage shall be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

- E. The use of the following are prohibited in the downtown area:
 - 1. Internally-lit signs;
 - 2. Flashing signs
 - 3. Pedestal signs and pole-mounted signs;
 - 4. Portable trailer signs;
 - 5. Cabinet-type plastic signs;
 - 6. Billboards of all types and sizes;
 - 7. Historically incompatible canopies, awnings, and signs;



8. Signs that move by mechanical, electrical, kinetic or other means; and,
9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

Finding: This review does not include a proposal for any signage of any type. In the future, if signage is proposed, it shall comply with this standard. Any such future signage shall be submitted to the Planning Department for review and approval by the Planning Director prior to installation.

17.65.010 Purpose.

Districts, buildings, objects, structures, and sites in the City having special historical, architectural, or cultural significance should be preserved as a part of the City's heritage. To this end, regulatory controls and administrative procedures are necessary for the following reasons:

- 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.

Finding: As noted in similar McMinnville Planning Department staff reports, the purpose of the Historic Preservation chapter is generally to guide the restoration and preservation efforts of structures that have special historical or architectural significance. The intent of this proposal is to restore the eastern portion of the ground floor of this historic building's façade to its previous historic design and character by use of distinctive elements, materials, features, and special relationships based on photographs of the existing historic elements of the building's front façade. The renovation being proposed to the building will also bring this portion of the building into compliance with current building code requirements which will improve the property's value both economically and with regard to the once rhythmic pedestrian-scale modulation of these ground floor storefronts. The proposal will result in a building that can be utilized for new commercial uses which present the opportunity to strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities for jobs in an historic building located in McMinnville's downtown core. Therefore, the purpose of the Historic Preservation chapter is satisfied by the proposal. In addition, the applicable Comprehensive Plan Goals and Policies and applicable requirements of the McMinnville Zoning Ordinance (the noted "regulatory controls and administrative procedures") are satisfied and met as described both above and below.

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: This proposal includes an application for a Certificate of Approval to allow the proposed alteration of the historic Douglas Hotel building per Section 17.65.040(A) as this resource is classified as a secondary significant contributing property within the Downtown Historic District of which most is listed on the National Register of Historic Places; the specific boundaries of these two noted areas do not entirely align. As such, this remodeling proposal requires the City's issuance of a Certificate of Approval prior to permit issuance for the proposed work. If approved by the Historic Landmarks Committee, a Certificate of Approval for this proposal will be granted and this proposed work can then begin.

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: This proposal and application submittal satisfies the applicant's portion of the obligation identified by this requirement.

- 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: This criterion is met by the findings previously provided.

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: As noted in the City's Statement of Historical Significance and Description of Property (B884), this concrete building, identified as the Douglas Hotel building, was originally known as the Eggleston Block and occupied by the Bay's Hotel when constructed in 1928 and had replaced an earlier wooden hotel, "The Commercial," which was destroyed by fire. The property has been occupied by a variety of ground floor retail, professional and food service businesses over its 90-year history; most notably The Oakland-Pontiac agency, The Terminal Confectionery, As You Like It Café, Maloney's Marber Shop, and more recently Thai Country Restaurant and The Deluxe Billiard Parlor. The second floor of the building has now been converted from hotel rooms to lower income apartments. A fairly recent internal remodel has since converted the second floor spaces to overnight short-term rentals (similar to Third Street Flats) which is a use closer to the original design and intent of the second floor of the building. The currently occupied ground floor spaces continue to be food service and retail oriented. The intended use of the interior ground floor space behind the cement block wall proposed to be removed and remodeled will be similar to those found throughout the historic downtown; professional, retail and/or food service uses which will provide employment opportunities once again to this portion of the building.

All of the proposed alterations to the exterior of the building are designed to move the front façade once again back toward its original design and function. Almost all of the distinctive materials, features, and spatial relationships of the eastern portion of the building's ground floor front façade were removed in the 1960's and replaced with what exists today. The exterior front doorframe, door, transom window, the exterior walkway entry surface and a portion of the soffit appear to be original to the building and are proposed to be retained as part of this renovation; should the exterior walkway entry surface not be restorable in its entirety, it will be reproduced to match the original material, color and texture found as the entranceway walkways to the other storefront entries along this façade. This exterior renovation will be complementary not only to the balance of the building's front façade but also to the cultural fabric and historic architectural rhythm of the historic downtown district. Details of the proposed renovation are as shown on the attachments to this proposal and otherwise described.

- 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: This criteria describes the need to avoid the replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships. In this case, the eastern portion of the building's ground floor front façade had been mostly removed and replaced with concrete blocks, a narrowed front entry and two small square windows mounted high in the ground floor façade at some time in the 1960s. While the original design, character and many design elements are now missing, these applications propose to reconstruct them in order to bring that historic architectural detail and rhythm back to this portion of the building and Third Street.

For this restoration effort, the applicant is basing the proposed design on the photograph that is part of the City's Statement of Historical Significance and Description of Property (B884) and on elements that can currently be seen along the building's front façade today. In sum, the historic elements to be recreated include the reestablishment of two inset storefront entrance bays with centered doorways flanked by large storefront windows that sit atop bulkheads and under soffits



to match that of the other storefronts along this façade. Entrance through the largely glazed, wood doors will be by way of red-brick colored pigmented concrete walkways leading to each entry door. This inset storefront design is original to the building and is fairly common within the downtown. The exterior wall surface will be finished in stuccoed concrete and painted to match the balance of the building's exterior. The exterior trim of the new windows and doors will be hollow galvanized steel and painted to match the trim on the balance of the building's exterior unless the Historic Landmarks Committed chooses to require the window frames and door frames to be wrapped in wood and then painted to match existing trim.

- 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: As described in more detail above, the eastern portion of the building's front façade has been heavily altered over time. That portion of the building's original façade materials and features no longer exist. Therefore, the applicant is proposing to replace the distinctive features to match the historic character of the building in design, color, texture, and materials as earlier described.

- 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: As described in more detail above, the eastern portion of the building's front façade has been heavily altered over time. The original front entrances along this portion of the building were of a recessed design as described above and as can currently be seen along the western portion of the building's front façade. The changes that had taken place in the 1960's along the eastern portion of the building façade did not have any historical significance in their own right and the original front façade character of the ground floor of the building in his area no longer exists.

As noted above, this proposed restoration effort is based on the photograph that is part of the City's Statement of Historical Significance and Description of Property (B884) and on elements that can currently be seen along the building's front façade (additional photographs of these elements are provided as attachments to this proposal). In sum, and as noted for the finding provided for 17.65.060(B)(2)(b) above, the historic elements to be recreated include the reestablishment of two inset storefront entrance bays with centered doorways flanked by large storefront windows that sit atop bulkheads and under soffits to match that of the other storefronts along this façade. Entrance through the largely glazed, wood doors will be by way of red-brick colored pigmented concrete walkways leading to each entry door. This inset storefront design is original to the building and is fairly common within the downtown. The exterior wall surface will



be finished in stuccoed concrete and painted to match the balance of the building's exterior. The exterior frames of the new windows and doors will be constructed of materials noted in previous sections and painted to match the trim elements on the balance of the building's existing windows and doors along its ground floor front façade unless the Historic Landmarks Committed chooses to require the window frames and door frames to be wrapped in wood and then painted to match existing trim.

- 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: This criteria is not applicable, as there are no chemical or physical treatments proposed.

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

Finding: There are no known archeological resources associated with either this building or this site.

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

Finding: Following guidance provided by the McMinnville Planning Department, the proposed alteration has been identified by the Department as a "Reconstruction" 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 with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. This document describes reconstruction as follows:

"Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location."

Also, "Reconstruction is different from the other treatments in that it is undertaken when there are often no visible historic materials extant or only a foundation remains. Whereas the treatment Restoration provides guidance on restoring historic building features, the Standards for Reconstruction and Guidelines for Reconstructing Historic Buildings should be followed when it is necessary to recreate a non-surviving building using new material. But, like restoration, reconstruction also involves recreating a historic building which appears as it did at a particular - and at its most significant - time in its history. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely and, thus, is the least frequently undertaken of the four treatments. Reconstructing a historic building should only be considered when there is accurate documentation on which to base it. When only the appearance of the exterior of the building can be documented, it may be appropriate to reconstruct the exterior while designing a very simple, plain interior that does not attempt to appear historic or historically accurate. Signage and interpretative aids should make it clear to visitors that only



the exterior of the building is a true reconstruction. Extant historic surface and subsurface materials should also be preserved. Finally, the reconstructed building must be clearly identified as a contemporary recreation.”

While the project does not propose the reconstruction of the entire building or building façade, the Reconstruction treatment provided in the Secretary of the Interior’s Standards for the Treatment of Historic Properties requires extensive research and documentation of the historic characteristics of a building as noted above.

While there are very few photographs of this building available, and no known photographs showing the eastern portion of the front façade, we contend that it is reasonable to rely on the existing original storefront design that comprises some 65% of the linear frontage of the building as a reliable guide and example of what had originally existed along the remaining 1/3 of the building façade. We have searched for additional photographic documentation of the original design and character of the east end of the ground floor front building façade and, finding none, are yet confident that the majority of the existing façade, which is original to the building, is a sound guide to the restoration efforts being proposed.

The Secretary of the Interior’s Standards for the Treatment of Historic Properties – Reconstruction provides recommended guidance regarding building exteriors that are particularly applicable and useful for this application:

- Reconstructing a non-surviving building to depict the documented historic appearance. Although the use of the original building materials (such as masonry, wood, and architectural metals) is preferable, substitute materials may be used as long as they recreate the historic appearance.
- Recreating the documented design of exterior features, such as the roof form and its coverings, architectural detailing, windows, entrances and porches, steps and doors, and their historic spatial relationships and proportions.

As previously described, the project proposes to replace distinctive features to match the historic character of the building in design, color, texture, and materials. Much of the design of the proposed renovation/reconstruction project is based on the intact original front façade of the building which extends for approximately two-thirds of the building’s length and will include the reconstruction of two storefront bays to match the bay that currently fronts the western portion of space now occupied by the Thai Country restaurant.

An applicable restoration guideline for treating windows on historic buildings is:

- Recreating a missing window or window feature that existed during the restoration period based on documentary and physical evidence; for example, duplicating a hoodmold or shutter.

As detailed above in earlier descriptions provided within this proposal, the intended design of the windows is to install glazing in aluminum frames matching that which is found around the balance of the windows on the front façade of the ground floor of this building. However, if the Historic



Landmarks Committed chooses to require the window frames and the door frames to be wrapped in wood and then painted to match existing trim, this is what would be represented on future building permits for the proposed alteration. Above each door will be a transom of matching design material and color; one such door and transom currently exists and will be preserved. These inset storefronts and doors will be centered between the vertical stuccoed cement clad columns which rhythmically demarcate the historic horizontal spacing along the front façade.

Applicable restoration guidelines for treating entrances on historic buildings are provided below:

- Replacing in kind an entire entrance or porch from the restoration period that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. The new work may be unobtrusively dated to guide future research and treatment.
- Recreating a missing entrance or porch or its features that existed during the restoration period based on documentary and physical evidence; for example, duplicating a transom or porch column.

The proposed alteration would restore recessed entrances into the two eastern “segments” of the building which are visually identified by the area between the vertical stuccoed cement clad columns along the building’s front façade. The physical evidence for the design of the proposed entrance reconstructions is found along the balance of this building’s existing façade which is original to the building and, in particular, in front of the western portion of the interior place currently occupied by the Thai Country Restaurant.

V. Conclusion and Approval Request

The evidence in the record is substantial and supports approval of this proposal.

C.S. Property Holdings therefore respectfully requests that the Historic Landmarks Committee approve this Certificate of Approval application (HL 5-18) and Downtown Design Review application (DDR 4-18) as submitted.



ATTACHMENT 1

**Historic Resources Survey
City of McMinnville
Yamhill County, Oregon**

Site Information

Site Address		Owner at Time of Survey			
701 NE 3rd Streete		Gene Zinda			
Map/Tax Lot	Current Zoning	Special Tax Assessment	Downtown Historic District		
R4421BD05200	C-3	Yes (@ survey)	Yes		
Subdivision Name		Block	Lot	Lot Size	Quadrant
Rowland's Addition		10	5		NE
Site Number	Aerial Number	Resource Classification	Resource Number	Historic Significance	
11.35	K-11	B	884	Secondary Resource #437	

Historic Information

Date of Construction	Early Additions/ Remodels	Builder/Architect				
1912-1928		Unknown				
Historic Name	Original Use	Common Name	Present Use			
Bay's Hotel	Hotel	Douglas Hotel	Commercial, Lodgings			
Condition of Structure	Comments (at time of Survey)					
Excellent						
Building Type	Outbuildings	Building Style	Stories			
Commercial	None	Rectangular	2			
Porch	Basement	Roof Style	Roof Type	Moved	Demolished	Year/Date
<input type="checkbox"/>	<input type="checkbox"/>	Flat		<input type="checkbox"/>	<input type="checkbox"/>	
Permit Number(s)	Additions/ Alterations					

Resource Information

Recorded By	Date	Sources
Janice Rutherford	6-29-1980	Sanborn Maps, McMinnville 1912, 1928

Historic Resource Survey
City of McMinnville
Yamhill County, Oregon

Statement of historical significance and description of property:

B884 State Special Assessment Program

The Douglas Hotel is a rectangular two story stuccoed concrete structure facing south on the corner of Galloway and Third Streets. A flat roof is concealed by a shallow parapet wall which has low pitched gable like projections at intervals for ornament. There is a molded stucco belt course beneath the parapet and another between the stories on the south and west elevations. Fenestration is irregular; most windows are one over one double hung sash of varying sizes. Six lighted casement windows appear on the west elevation; three are set in arches. The three storefronts differ, all appear to have been altered. The north and east elevations reveal concrete construction; three chimneys rise from the rear of the building. The building has recently been painted salmon with orange trim.

On the sidewalk in front of the inscription: "Commercial Hotel, C.W. Whitlock, Prop." This concrete hotel, known as the Bay's Hotel in 1928 replaced an earlier wooden hotel, the Commercial, which was destroyed by fire.

Historic Resource No. B884

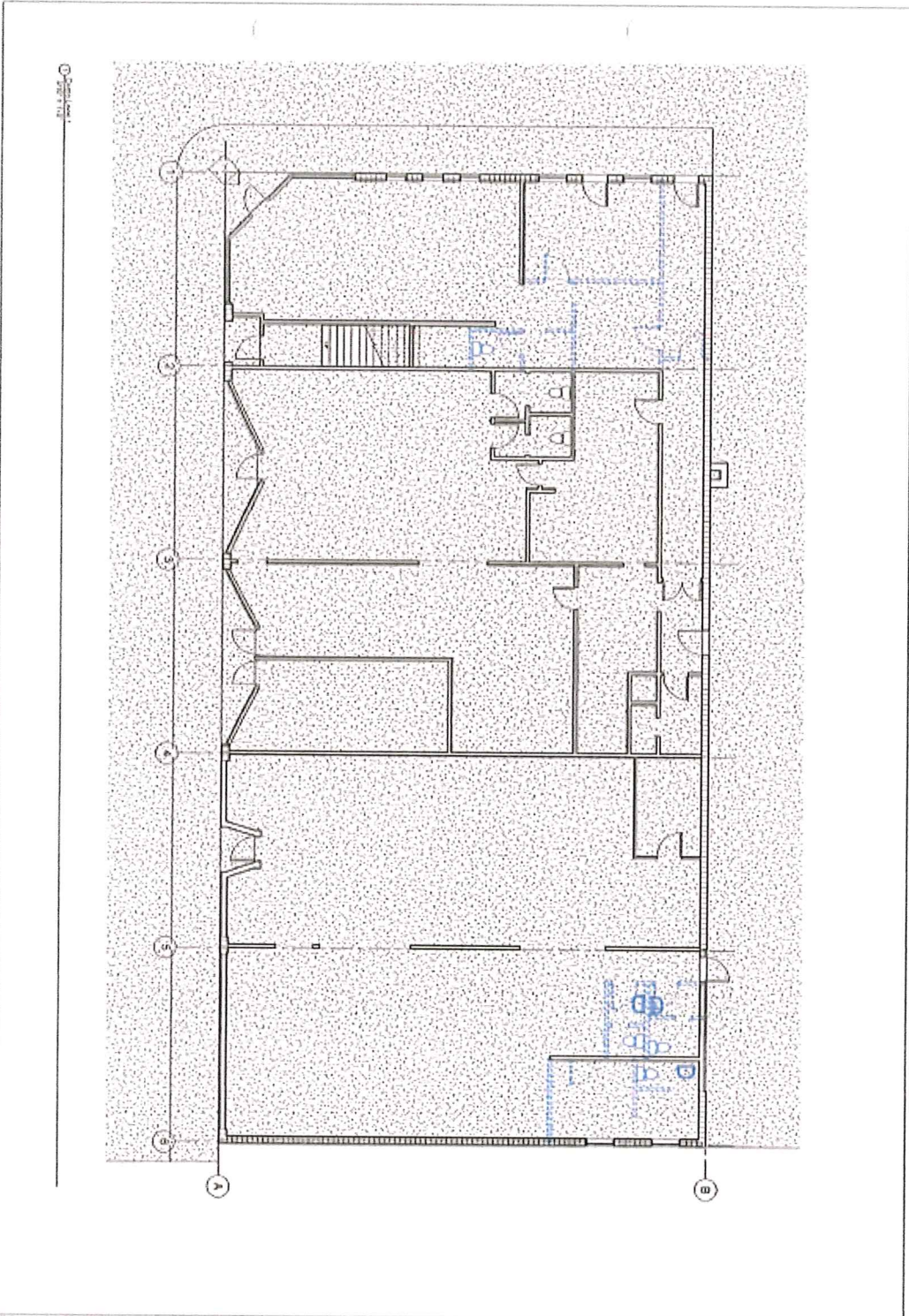


Original 1983 Survey Photo

ATTACHMENT 2



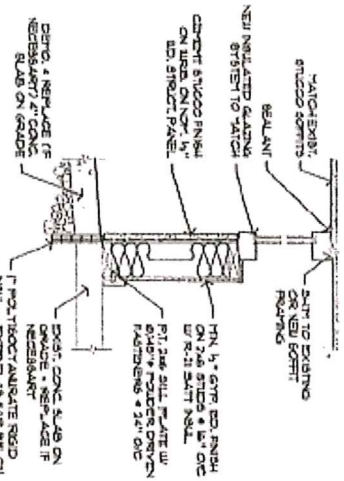
ATTACHMENT 3



<p>NOTES:</p> <p>1. SEE SHEET A-001 FOR GENERAL NOTES</p> <p>2. SEE SHEET A-002 FOR GENERAL NOTES</p> <p>3. SEE SHEET A-003 FOR GENERAL NOTES</p> <p>4. SEE SHEET A-004 FOR GENERAL NOTES</p> <p>5. SEE SHEET A-005 FOR GENERAL NOTES</p> <p>6. SEE SHEET A-006 FOR GENERAL NOTES</p> <p>7. SEE SHEET A-007 FOR GENERAL NOTES</p> <p>8. SEE SHEET A-008 FOR GENERAL NOTES</p> <p>9. SEE SHEET A-009 FOR GENERAL NOTES</p> <p>10. SEE SHEET A-010 FOR GENERAL NOTES</p>	<p>DOUGLAS HOTEL</p> <p>Enter address here</p>	<p>PRECINCT</p> <p>Julius F. Durr Architect</p> <p>503.312.9081 2007 E. ANNECKE ST. SUITE 200 PORTLAND, OREGON 97114 jfdurr@precinct.com</p>
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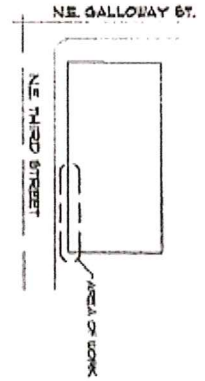
ATTACHMENT 4

OWNER UNDERSTANDS PER CITY INSTRUCTIONS THE WINDOWS NEED TO BE TRIMMED WITH WOOD AND PAINTED TO MATCH THE BUILDING

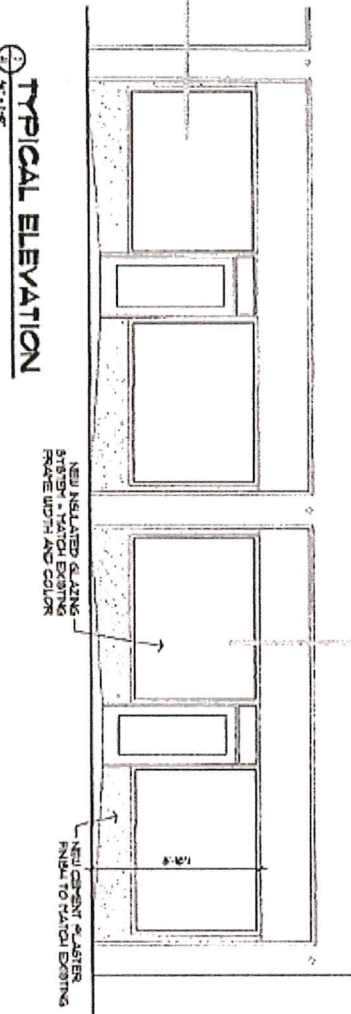


1 TYPICAL SECTION

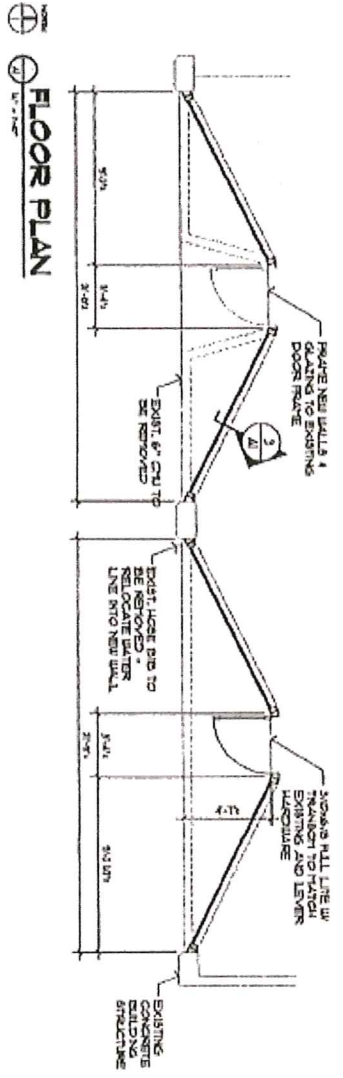
CONTRACTOR INTENDS TO USE ALUMINUM FRAMED WINDOWS



2 VICINITY MAP



3 TYPICAL ELEVATION

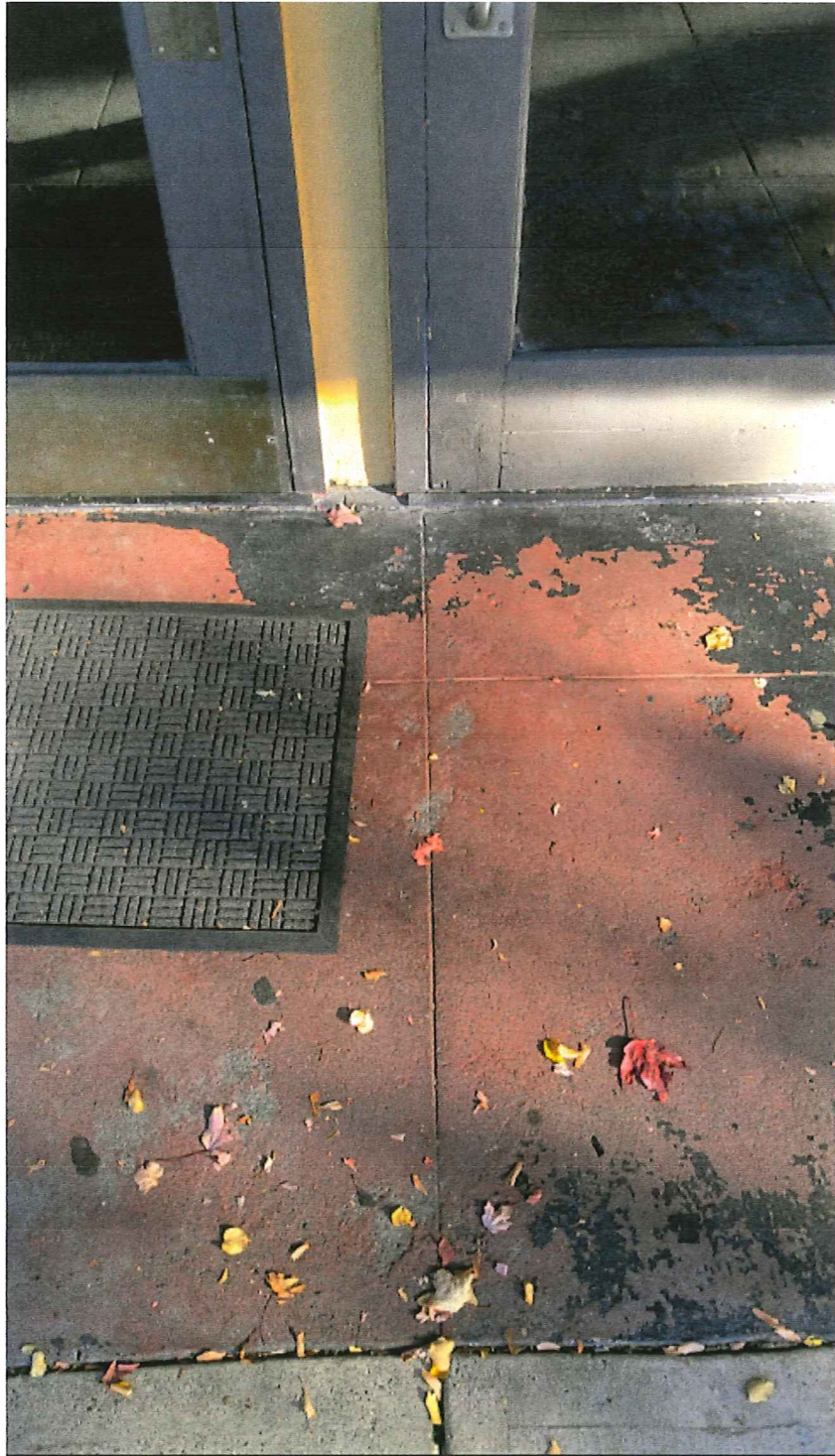


4 FLOOR PLAN

PERMIT SET

<p>PROJECT NO. 1116</p> <p>21 OCTOBER 2011</p> <p>A1</p>	<p>DOUGLAS BUILDING RESTORATION 703 NE 3rd St., McMINNVILLE, OR 97128</p> <p>PLANS, SECTION, & ELEVATION</p>	<p>BRUCE W. KENNY, ARCHITECT, S.E. 9218 NORTH MONTANA AVENUE, PORTLAND, OREGON 97203 (503) 503-4553 FAX (503) 503-9155 EMAIL architect@yahoo.com</p>	
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ATTACHMENT 5



ATTACHMENT 6



ATTACHMENT 7

