



231 NE Fifth Street • McMinnville, Oregon 97128 • www.mcminnvilleoregon.gov

January 2, 2019

Andy Wilder
300 NE 3rd Street
McMinnville, OR 97128

Re: Certificate of Approval for Demolition (HL 11-18), Certificate of Approval for Alteration (HL 12-18), and Downtown Design Review (DDR 10-18) Requests

Dear Mr. Wilder:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Friday, December 28, 2018, your application for a Certificate of Approval for Demolition (HL 11-18) to demolish a portion of a building that is listed on the National Register of Historic Places in the Downtown Historic District was reviewed and studied. Also reviewed and studied were your applications for a Certificate of Approval for Alteration (HL 12-18) and Downtown Design Review (DDR 10-18) to alter the historic building and construct a new building addition in place of the portion of the building to be demolished. The subject historic resource is designated as resource A450 on the McMinnville Historic Resources Inventory, and is also listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District. The building is located on the property at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

Based on the material submitted and the testimony received, the Historic Landmarks Committee voted to **APPROVE** your Certificate of Approval for Demolition application (HL 11-18), subject to conditions. Attached is the land-use decision with the Findings of Fact and Conclusionary Findings to support the Historic Landmarks Committee's decision.

We have outlined the condition of approval applicable to the Certificate of Approval for Demolition application (HL 11-18) below:

1. That the applicant shall provide interior and exterior documentation of the existing building prior to issuance of a demolition permit. This photo documentation should consist of no less than twenty (20) color photographs of the interior and no less than twenty (20) color photographs of the exterior. The photographs shall highlight each interior space on both floors of the building and each exterior elevation. The applicant can either choose to provide the photos or allow a city representative on and within the property to take the photos prior to issuance of a demolition permit. The photos shall be provided in digital format to the City of McMinnville.

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The Historic Landmarks Committee also voted to **CONTINUE** your Certificate of Approval for Alteration (HL 12-18) and Downtown Design Review (DDR 10-18) applications **to the January 23, 2019 meeting** of the Historic Landmarks Committee. The Committee's motion to continue the applications was based on a request for more information to assist in making their decision on the proposed design of the new addition. Specifically, the Committee requested that the applicant address or provide more information for the following items:

1. Provide the size of the windows on the proposed addition, and the size of the existing windows on the west façade of the existing building, to ensure compliance with the Downtown Design Standards and Guidelines (specifically Section 17.59.050(B)(7)).
2. Findings for how the proposed addition meets the following "Recommended Guidelines" in the Secretary of the Interior's Standards for the Treatment of Historic Properties:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Recommended Guideline: Ensuring that new construction is secondary to the historic building and does not detract from its significance.

The Historic Landmarks Committee suggested that, in providing findings for the "Recommended Guidelines" listed above, the applicant could explore changing or reducing the building height or parapet wall height of the addition, or proposing a decorative cornice that is smaller in scale and less prominent than the decorative cornice on the existing historic building.

Pursuant to Section 17.65.080(A) and Section 17.59.030(E) of the McMinnville City Code, a decision by the Historic Landmarks Committee may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before January 17, 2019, the decision of the Historic Landmarks Committee will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7330.

Sincerely,



Chuck Darnell
Senior Planner

CD:sjs

c: Martin Chroust-Masin, 1545 SW Gilson Court, McMinnville, OR 97128

Attachment: *Decision, Conditions, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for Approval of the Demolition of a Portion of a Historic Resource at 300 NE 3rd Street. (Docket HL 11-18)*