



**City of McMinnville**  
**Planning Department**  
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## **EXHIBIT 4 - STAFF REPORT**

**DATE:** December 28, 2018  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Senior Planner  
**SUBJECT:** HL 11-18 / HL 12-18 / DDR 10-18 – Demolition, Alteration, and Downtown Design Review Requests – 300 NE 3<sup>rd</sup> Street

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### **Report in Brief:**

A request for a Certificate of Approval to allow for the demolition of a portion of a building that is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and also a request for a Certificate of Approval and Downtown Design Review for a new building addition to be constructed in the same footprint of the portion of the building that will be demolished.

A Certificate of Approval is a decision issued by the Historic Landmarks Committee to approve the alteration, demolition or moving of a historic resource or landmark. A Certificate of Approval is also required for the alteration, demolition, or moving of a historic building that is listed on the National Register of Historic Places.

An alteration is the addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance. Painting, reroofing, and general repairs are not alterations when the new materials and/or colors match those already in use.

Historic resources are any site, structure, building, district, or object that is included on the Historic Resources Inventory and a Distinctive Resource is considered outstanding for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places.

### **Background:**

The applicant, Andy Wilder, submitted a Certificate of Approval for Demolition application to request the approval of the demolition of the south portion of an existing building, which is an addition to the main building that is constructed of different materials and of a different design than the main building. Also, the applicant submitted Certificate of Approval for Alteration and Downtown Design Review applications requesting the approval of the design of a proposed addition to the south side of the building, which would be constructed in place of the portion of the building that would be demolished.

The building is listed on the National Register of Historic Places as a Primary Significant Contributing property in the Downtown Historic District, and is commonly known as the Hodson Building or Sears

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Building. The building is also listed on the McMinnville Historic Resources Inventory as a Distinctive resource (Resource A450), which is the highest classification on the local inventory. The subject property is located at 300 NE 3<sup>rd</sup> Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

The historic designation for this particular historic resource relates to the both the structure and the historical owner and builder of the building. The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet, is as follows:

A rectangular, Italianate, two-storied stuccoed brick structure, the Sears building faces north on the corner of Third and Cows. A shorter section on the rear of the building appears to be an addition. The building has a basement. There are two sets of three inset double-hung one-over-one windows with no ornament at the second floor level on the façade. The east façade has irregular fenestration; the second story windows are arched, double-hung sash, and those on the ground floor are single-paned. All have simple, splayed sills. Windows on the rear addition are four-lighted, inset squares. The projecting cornice conceals the roofline and is supported by large scrolled brackets and smaller modillions. There is a paneled frieze below the cornice. The original façade at the first floor level has been replaced by large store windows and setback entry. The south elevation is sheathed in corrugated sheet metal; unpainted brick shows on the exposed portion of the east side.

The building was built in 1901-1902 by O. Orville Hodson to house his hardware and tin business. Born in Indiana in 1857, Hodson came to Oregon in 1878 with his father, A.H. Hodson and bought a hardware business. He became sole owner in 1888 and was eventually to do much of the metal work on cornices in McMinnville's business district. He was an active mason and built the Queen Ann home on Fifth and Davis Streets. In 1928, the building was occupied by a grocer and confectioner. Today, Sears Roebuck catalog store occupies the building. The Historic Resources Inventory sheet for the resource does not include the year of original construction. However, upon further analysis of Sanborn maps for the area, the structure appears to have been constructed sometime between 1912 and 1928.

The description of the building in the Downtown Historic District's National Register of Historic Places nomination is as follows:

This rectangular, Italianate, two-story brick structure is stuccoed and scored with horizontal lines. The projecting metal cornice on the façade and west side is supported by large scrolled brackets and smaller modillions. A paneled frieze is below the cornice. The second floor façade consists of two bays of three inset double-hung one over one wooden sash windows. The second floor on the west façade has irregular fenestration of arched double-hung wood one over one wood sash windows. The original façade on the ground floor has been replaced with large plate glass aluminum frame store windows and a recessed entrance. A plywood door on the entrance on the east end of the façade is flush with the building wall. Bulkheads are cement and plywood. An aluminum marquee is located above the storefront windows and below the stucco covered transom windows. Two piers at either end of the façade are covered with stucco. The storefront wraps around one bay to the west side of the building. The west side ground floor has a band of fixed single pane wood windows at the transom level. There is an entrance at the south end which is topped with a glass transom and metal awning. An addition to the building was made at the south end of the west side. It is stuccoed and has two windows on the second floor and two on the ground floor above a garage door.

The Hodson Building was constructed between 1901 and 1902 for O. Orville Hodson, who had a tin and hardware business. Hodson came to Oregon in 1878 from Indiana where he was born.

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Orville's father, H. H. Hodson, came with his son to McMinnville and bought a hardware business. H. H. Hodson became sole owner of the business in 1888, and is said to have constructed many of the metalwork cornices in McMinnville's old downtown commercial area. Some of these decorative cornices have since been removed. Sanborn Fire Insurance Company maps show that the Hodson Building was occupied by a grocer and confectioner in 1928.

Section 17.65.040 of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for any request to demolish any historic resource. The same section also requires the Historic Landmarks Committee to review and approve a Certificate of Approval for any request for the alteration of any historic landmark. An alteration is defined in Section 17.06.060 as "the addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance." The proposed new construction, because it will be an addition to the main building, is treated as an alteration to the historic landmark. In addition, the property is located within the Downtown Design Standards and Guidelines area defined in Section 17.59.020 of the McMinnville City Code, and any new construction in that area is subject to the standards and guidelines within the Downtown Design area. Section 17.59.030(C)(2) requires the Historic Landmarks Committee to review any application for major alterations or new construction within the Downtown Design area.

The location of the historic landmark and building is identified below (outline of property is approximate):

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The building as it exists today can be seen below:

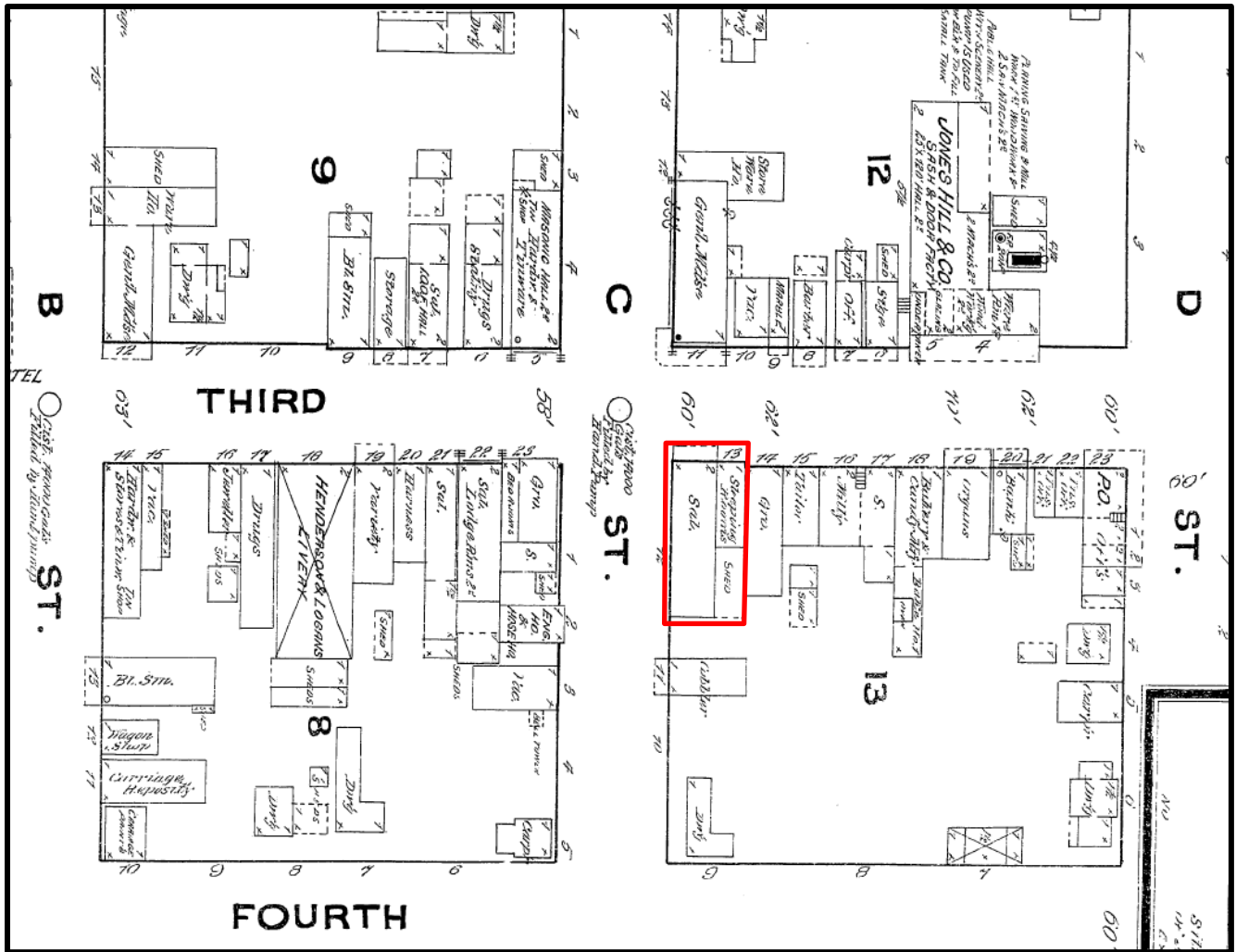


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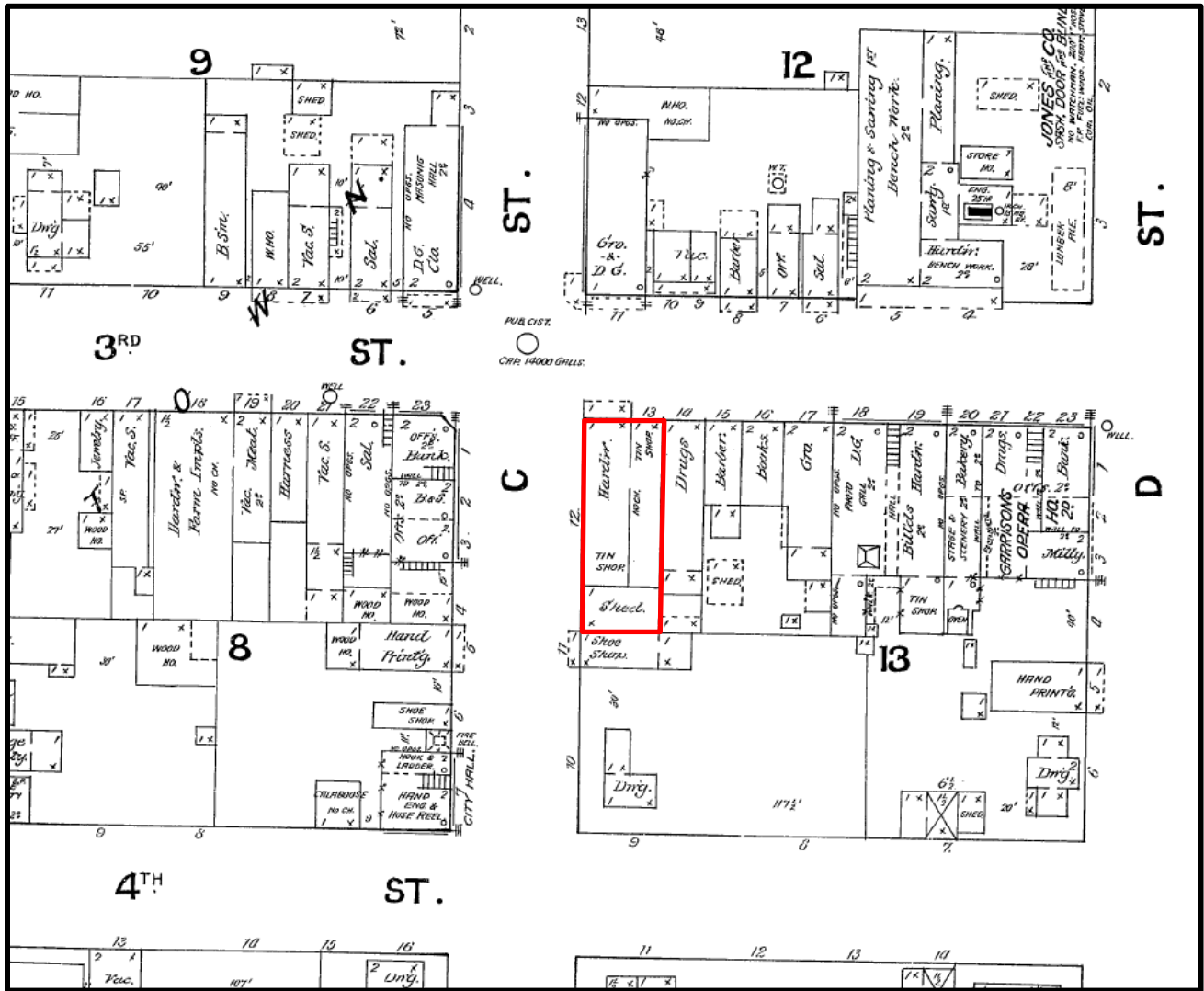


The Sanborn maps showing the property are also identified below (outlines of property are approximate):

1884 Sanborn Map (Sheet 1):

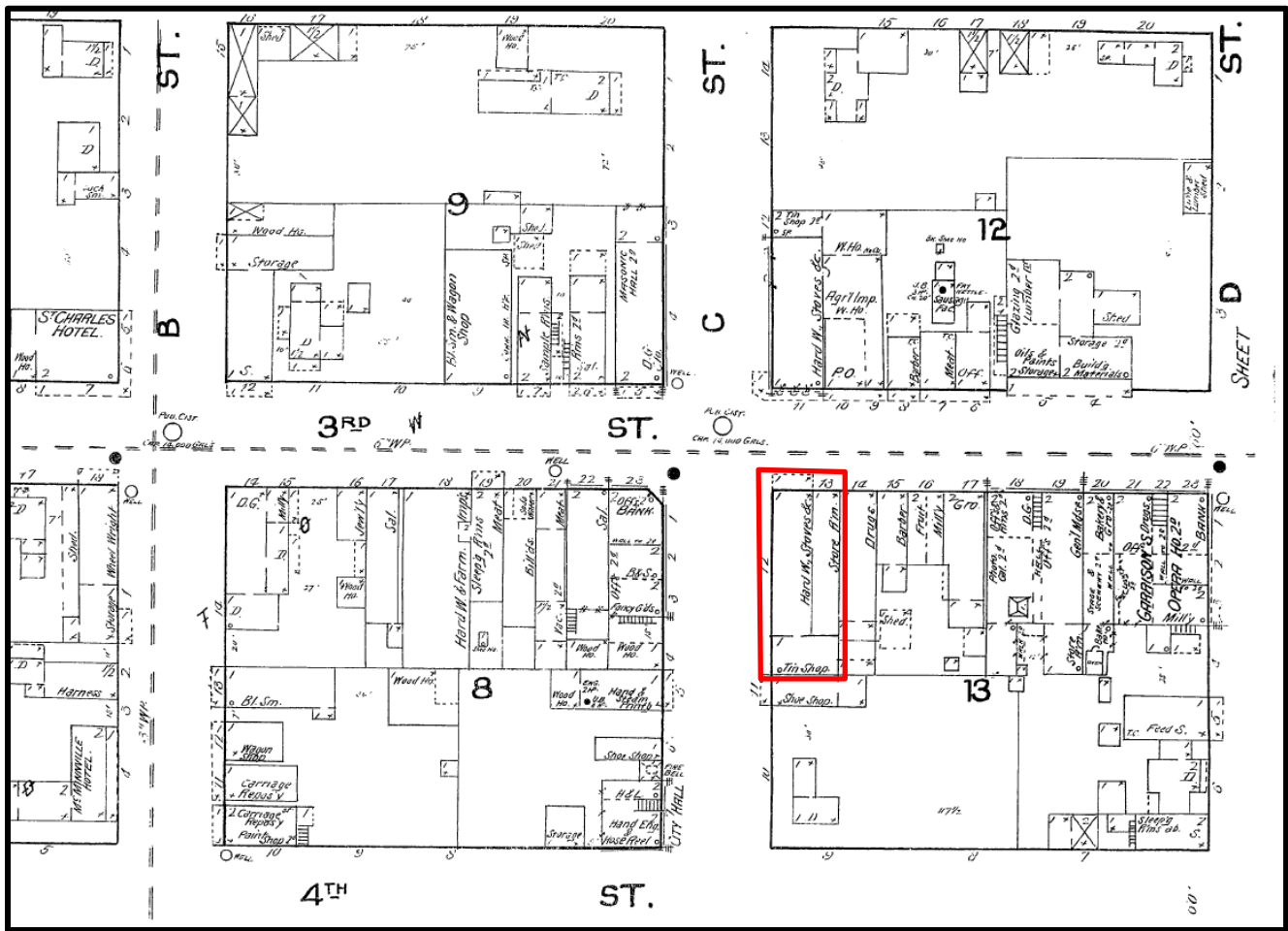


1889 Sanborn Map (Sheet 2):

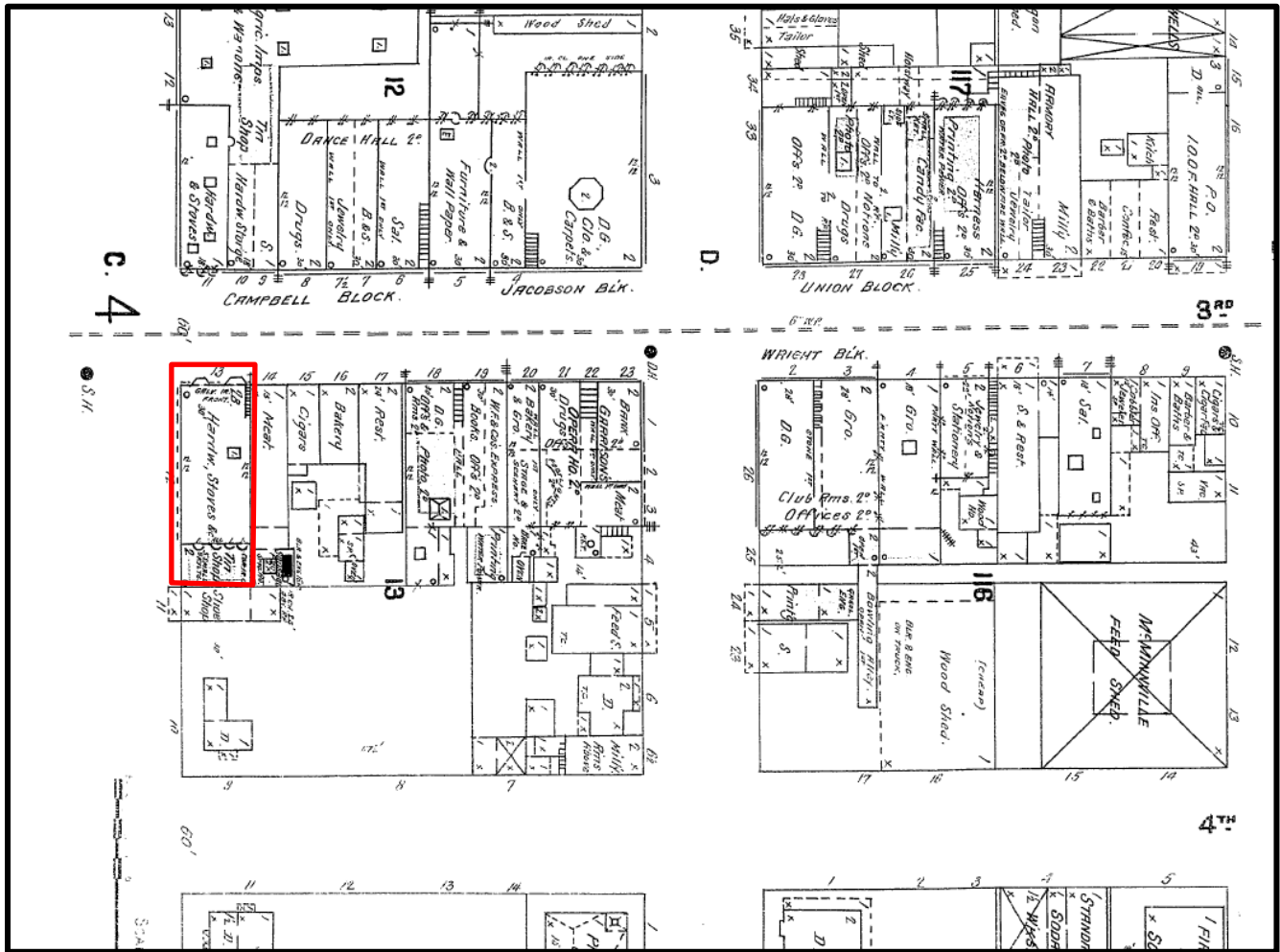




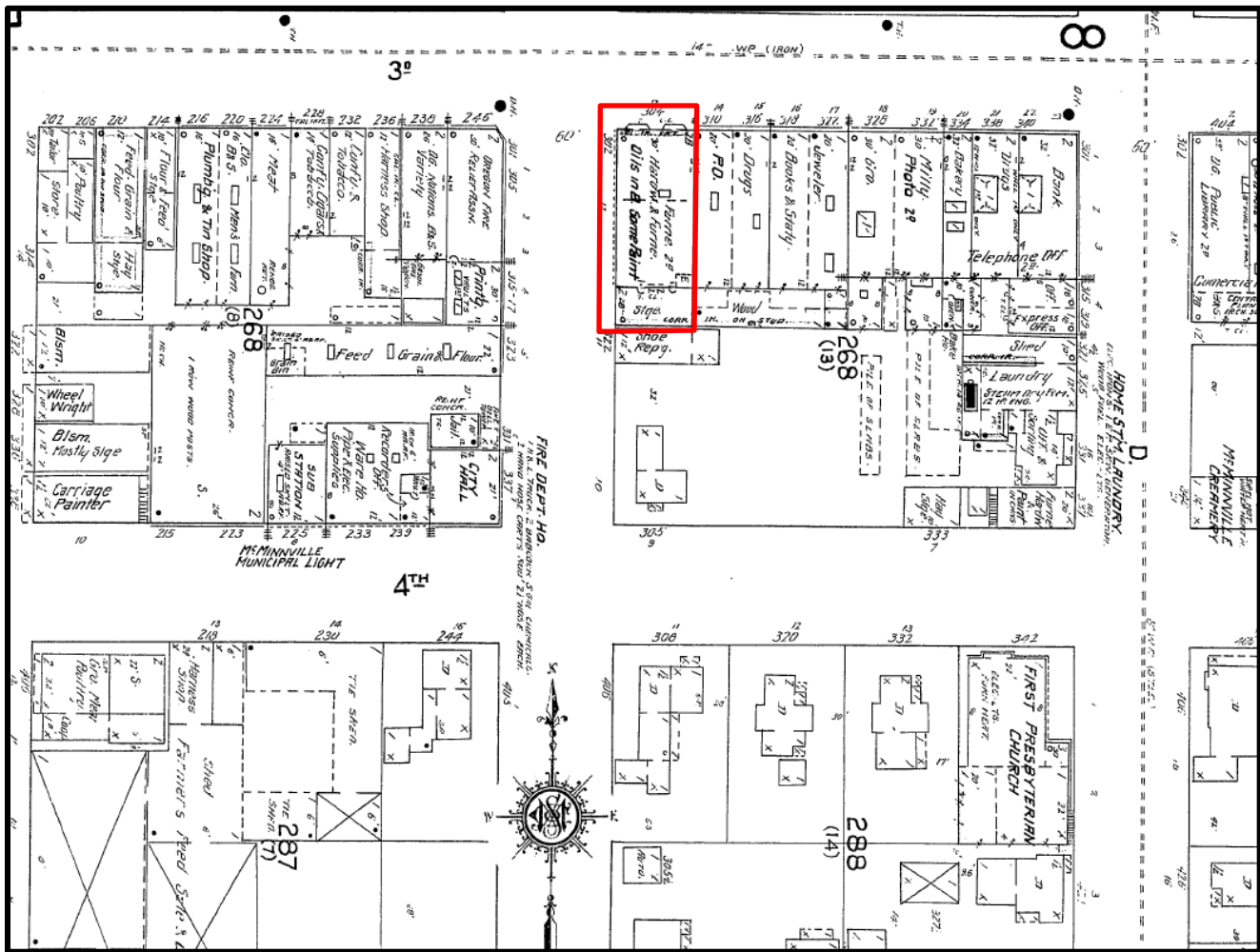
1892 Sanborn Map (Sheet 2):



1902 Sanborn Map (Sheet 5):



1912 Sanborn Map (Sheet 10):



From the Sanborn Maps, it is apparent that some structure did exist on the subject site prior to 1902. However, information in the available records show that the existing building was constructed in circa 1902. On the 1902 Sanborn Map, projections into the right-of-way on 3<sup>rd</sup> Street first appear, which are consistent with a historic photograph (circa 1910) of the building, which is seen below. These projections, which appear to be window bays, have since been removed. It should be noted that the decorative metal cornice and paneled frieze were not original to the building, and must have been added at a later time.

**Discussion:**

The applicant is requesting the approval of the demolition of the south portion of the existing building, which is an addition to the main building. Should the demolition be approved, the applicant is then requesting the approval of the design of a proposed addition to the south side of the building, which would be constructed in place of the portion of the building that would be demolished.

A site plan, identifying the portion of the building that would be demolished in black, and renderings of the proposed addition are provided below:

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WILDER VACATION RENTAL

<p>ADDRESS: 304 NE 3RD STREET, McMINNVILLE, OREGON</p> <p>TAX LOT: R4421BC 8700 IN</p> <p>SW 1/4 NW 1/4 SECTION 21, T4S -R4W, WLM.</p> <p>YAMHILL COUNTY, OREGON</p> <p>ZONING: COMMERCIAL</p> <p>LOT SIZE: 4,000 SQ. FT.</p>	<p>FIRST FLOOR: 861 SQ.FT.</p> <p>SECOND FLOOR: 861 SQ.FT.</p> <p>LOFT: 465 SQ.FT.</p> <p>TOTAL LIVING 2,187 SQ.FT.</p>	
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SOUTHWEST PERSPECTIVE OVERVIEW



SOUTHIDE PERSPECTIVE OVERVIEW

3RD ST.

COWLS ST.



SITE PLAN  
1" = 10'

### Certificate of Approval for Demolition Review

The Historic Landmarks Committee’s responsibility regarding this type of application is to hold a public hearing to review the request to demolish the structure. The building is listed on the National Register of Historic Places as it is within the Downtown Historic District and is a Primary Significant Contributing property. While the request is for the demolition of only a portion of the building that is an addition, the portion being demolished is still part of the building that is listed on the National Register of Historic Places. Therefore, Section 17.65.050(D) of the McMinnville City Code requires that the Historic Landmarks Committee hold a public hearing. This is also consistent with Oregon Statewide Planning Goal 5 and Oregon Administrative Rules (OAR), specifically in Section 660-023-0200(8)(a).

In reviewing a request for a demolition of a historic landmark, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.050(B) of the McMinnville City Code. **It is important to note that the proposal is not required to satisfy every one of the review criteria, but that the Historic Landmarks Committee must base its decision on the multiple review criteria. This requires the Historic Landmarks Committee to determine whether each criteria is met, and then weigh those findings against any criteria that are found not to be met.**

- (1) The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;

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:

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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 proposal to demolish the south portion of the building will preserve the primary and historically significant building, and only demolish the portion of the building that is described as an addition to the main building. Both the National Register of Historic Places nomination form and the Historic Resources Inventory focus on the architectural design and integrity of the main building, and one refers to the south portion of the building that is proposed to be demolished as an addition. Specifically, the Historic Resources Inventory only briefly mentions the southern portion of the building, only stating that "the south elevation is sheathed in corrugated sheet metal". The National Register of Historic Places nomination form states that "An addition to the building was made at the south end of the west side".

The applicant has provided additional information on the existing addition, including the use of the structure when it was constructed and details on the construction and building materials. The applicant has stated the following:

"There is no foundation and the bottom and top plates are 4"x 6" beams. The walls of the first floor are constructed with wall studs at 4' O.C. and the second-floor walls are constructed with wall studs being at 6' O.C. These two walls have no exterior plywood sheathing or insulation. The interior doesn't contain any partitions. The exterior of the building addition is covered with a galvanized corrugated tin sheathing in random sizes from 3'x 6' to 4'x 8'. At one time the addition contained two windows and a door on the south wall. The assumption was that the corrugated southern and the eastern walls would allow the excess smoke, from the meat smoking process, to exit the building.

The west wall is a two-story brick façade that contains an 8'x 8' aluminum rollup door and three 3'x 3' metal framed windows. One of the windows is on the first floor and two are on the second floor. The brick is a 6-panel Terra Cotta block standard brick. The wall contains a 3"x 3" corner column that runs to the ceiling of the second story.

The addition's façade has begun to separate from the southwest corner of the original building due to settling of the southwest column on the addition."

Based on the descriptions of the building materials, it is clear that the structure is completely separate from the main building and is an addition. It is unclear when the existing addition was constructed. Structures appear on the property in the location of the existing addition on the Sanborn maps as far back as 1884, but the applicant has provided testimony that the existing structure was constructed in the late 1920's or early 1930's, which would be later than the construction of the main building and later than the primary period of significance in the Downtown Historic District (which is 1880 to 1912). A photo of the interior of the addition was provided that shows the stud framing, no insulation, and only

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corrugated tin sheathing on the exterior. The photo also shows the southern wall of the main building, which is brick and matches the design of the rest of the primary building as seen in other historical photos. That photo can be seen below:



The exterior of the building addition, showing the corrugated tin siding and the west façade that is constructed of brick but contains other features like windows and a roll-up door that are not keeping in character with the remainder of the main building, can be seen below:





Given that the proposed demolition is only of the addition described above, and the primary and historically significant building will be preserved, staff believes that the proposal is consistent with the Comprehensive Plan and purpose statement of the Historic Preservation chapter (Chapter 17.65) of the McMinnville City Code.

- (2) The economic use of the historic resource and the reasonableness of the proposed action and their relationship to the historic resource preservation or renovation;

As described in more detail above, the applicant is proposing to only demolish the portion of the building that is an addition. The main building, which is the primary and historically significant portion of the property as described in the historic nomination and designation documents, will be retained and preserved. The addition was originally constructed for and used as a meat smoking area, but most recently has been used only for storage. The existing addition is not constructed to any standard that would allow for current economic use. The addition is wood framed, with no insulation between the framing and the corrugated tin exterior. The corrugated tin exterior material was applied in such a way as to have some openings to the outside, which the applicant believes was meant to allow for excess smoke from the meat smoking process to exit the building. Given the existing construction and building materials, a large scale renovation would be required to bring the structure up to a standard that would provide some level of current economic use, and that type of renovation would likely completely change the appearance and construction form of the addition. Therefore, staff believes that the proposed demolition is reasonable and this criteria is being satisfied.

- (3) The value and significance of the historic resource;

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The main building is one that has high historic value and historic significance, as described in the National Register of Historic Places nomination form and the Historic Resource Inventory. The building is a Primary Significant Contributing property in the Downtown Historic District that is listed on the National Register of Historic Places, and is a Distinctive resource on the McMinnville Historic Resources Inventory. The main building will be preserved and no portion of the main building is proposed to be demolished. The only portion of the building that is proposed to be demolished is the portion that is described as an addition on the National Register of Historic Places nomination form. The addition is constructed of completely different materials and is a different design than the main building. The addition's building condition and building materials are not consistent with other buildings from the primary period of development in the Downtown Historic District, and detract from the historic value and significance of the main building. Because only this addition is proposed to be demolished, staff believes that this criteria is being satisfied.

(4) The physical condition of the historic resource;

As described in more detail above, the construction and building materials of the addition are not of high quality or of any construction technique that is of significance to the primary period of development in the Downtown Historic District. In addition, the applicant has stated that the west façade of the addition has begun to separate from the southwest corner of the main building due to settling of the southwest column on the addition. A photo was provided of a crack that has appeared on this portion of the west façade wall:



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Staff believes that the physical condition of the addition warrants the proposed demolition. The interior physical condition of the addition has not been shown to be necessarily poor, but is not highly improved (as described in more detail for other applicable review criteria above). Also, the one wall that is not finished with corrugated tin panels is exhibiting signs of structural issues with the crack in the exterior wall, the separation of the addition from the main building, and the settling of the southwest column of the addition.

- (5) Whether the historic resource constitutes a hazard to the safety of the public or its occupants;

The applicant has argued that the historic resource constitutes a hazard to the public due to the structural issues and the separation of the addition from the main building. While there does appear to be structural issues and the construction of the addition was not of high quality, there could be other ways to reinforce the existing structure without complete demolition. Therefore, if the Historic Landmarks Committee finds that the demolition can be approved, staff believes that findings for other review criteria should be better satisfied.

- (6) Whether the historic resource is a deterrent to an improvement program of substantial benefit to the City which overrides the public interest in its preservation;

The addition portion of the historic resource is not a deterrent to any public improvement program of substantial benefit to the City. The applicant does intend to redevelop the portion of the property where the existing building to be demolished is located. However, the applicant did not provide any information or arguments for how the proposed redevelopment would be an improvement that would provide substantial benefit to the City. Therefore, if the Historic Landmarks Committee finds that the demolition can be approved, staff believes that findings for other review criteria should be better satisfied.

- (7) Whether retention of the historic resource would cause financial hardship to the owner not outweighed by the public interest in the resource's preservation; and

The applicant has stated that they believe that the retention of the addition portion of the historic resource would cause a financial hardship. As discussed in more detail above, the addition is clearly different and separate from the main building, which is the primary and historically significant portion of the property as described in the historic nomination and designation documents. The addition is constructed of completely different materials and is a different design than the main building. The addition's building condition and building materials are not consistent with other buildings from the primary period of development in the Downtown Historic District, and detract from the historic value and significance of the main building. For these reasons, preservation of the addition portion of the historic resource does not outweigh the financial hardship that could be caused for the owner. Also, given the existing construction and building materials, a large scale renovation would be required to bring the structure up to a standard that would provide some level of current economic use. The level of investment that would be required for that type of renovation would likely completely change the appearance and construction form of the addition, which would then result in a loss of the existing structure as it exists today.

- (8) Whether retention of the historic resource would be in the best interests of a majority of the citizens of the City, as determined by the Historic Landmarks Committee, and, if not, whether the historic resource may be preserved by an alternative means such as through photography, item removal, written description, measured drawings, sound retention or other means of limited or special preservation.

As discussed in more detail above, the addition is clearly different and separate from the main building, which is the primary and historically significant portion of the property as described in the historic

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nomination and designation documents. The addition is constructed of completely different materials and is a different design than the main building. The addition's building condition and building materials are not consistent with other buildings from the primary period of development in the Downtown Historic District, and detract from the historic value and significance of the main building. For these reasons, retention of the addition portion of the historic resource would not be in the best interests of a majority of the citizens of the City.

Staff would suggest that, if the Historic Landmarks Committee decides to approve the demolition, a condition of approval be included to require that a minimum of 20 digital photos be provided of both the interior and the exterior of the addition to document the existing structure prior to its demolition.

### **Certificate of Approval for Alteration Review**

In reviewing a request for an alteration of a historic resource, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.060(B) of the McMinnville City Code:

- (1) The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;

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 chapter, in Section 17.65.010 of the McMinnville City Code, 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. Overall, the intent of the proposal is to preserve the existing main building and to construct a building addition that is consistent with the distinctive elements, materials, features, and special relationships of the existing main building. The proposal will result in a building addition that can be utilized for commercial uses, which will strengthen the vibrancy and economy of the city and specifically the Downtown Historic District by providing opportunities economic use in an expanded building in the downtown core. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation chapter are satisfied by the proposal.

- (2) The following standards and guidelines:

- a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

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The Hodson Building has been used for a variety of different commercial uses since its construction in 1902. Currently, the ground floor of the existing building is in commercial use with a wine tasting room and the upper floor contains one apartment unit. The new addition will be constructed on the south side of the existing building, in the place of the addition that was proposed for demolition, and will be used commercially for short term rentals (lodging use). The existing building is not proposed to be changed or altered in any way. Therefore, no distinctive materials, features, spaces, or spatial relationships on the existing building will be impacted by the proposal. The new addition has been designed to use some of the same materials, features, and spatial relationships as the existing building to ensure that the addition is compatible with the existing building and the surrounding development in the Downtown Historic District. Some differences from the existing building are proposed in the addition’s design, which will be discussed in more detail below.

- 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.

This criteria describes the need to avoid the replacement of intact or repairable historic materials and the alteration of features, spaces and spatial relationships that characterize a property. In this case, the existing building is not proposed to be changed or altered in any way. Therefore, no distinctive materials, features, or spaces on the existing building will be impacted by the proposal. No spatial relationships between features on the existing building will be altered, but the proposal will add an addition to the south side of the existing building that changes the overall spatial relationship of the building on the property and the entire site. To ensure that the addition is compatible and does not negatively impact the spatial relationship of the building on the site, the addition is proposed to be of the same massing and configuration as the existing building. The addition will be constructed at the same setbacks and height as the existing building, which will provide an uninterrupted transition between the spaces of the existing building and the new addition.

A rendering of the proposed design can be seen below:





- 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.

As described in more detail above, the existing building is not proposed to be changed or altered in any way. The proposed building addition has been designed to be physically and visually compatible with the existing building. Specifically, the addition will be constructed at the same setbacks and height as the existing building to maintain the same building massing and configuration on the block on which the existing building is located. The façade of the addition is proposed to include similar decorative features as exist on the main building, which are all noted as being significant features in the National Register of Historic Places nomination form and the McMinnville Historic Resources Inventory. The decorative features that are proposed to be replicated on the building addition include the projecting cornice, large scrolled brackets supporting the cornice, smaller modillions, and paneled frieze below the cornice. This decorative treatment is proposed to be replicated on the entire west and south facades of the new building addition. The building materials are also proposed to be consistent with the materials on the existing building. Specifically, the applicant has stated that the following materials will be used on each component of the addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall

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shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.

- **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
- **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
- **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
- **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
- **Windows:** Wood windows. This will be compatible with the existing building.
- **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.

The plans, drawings, and renderings that were provided are developed to more of a conceptual level. Together with the statements in the application narrative and the further descriptions of the proposed building materials and design, the overall design can be approved in concept. However, to ensure that the final design is consistent with the proposed drawings and renderings, and that the details meet the applicable criteria, staff is suggesting a condition of approval that requires that the detailed construction plans be submitted along with building permit applications. These detailed construction plans would then be reviewed by the Planning Director for consistency with the written narrative, drawings, and renderings submitted by the applicant for review by the Historic Landmarks Committee.

Some differences from the existing building are proposed in the addition's overall design, which will be discussed in more detail below.

- 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.

As described in more detail above, the existing building is not proposed to be changed or altered in any way. The proposed building addition has been designed to be physically and visually compatible with the existing building. The new materials are also proposed to be consistent with the materials on the existing building. Specifically, the applicant has stated that the following materials will be used on each component of the addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.
- **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
- **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
- **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
- **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
- **Windows:** Wood windows. This will be compatible with the existing building.
- **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.

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The new materials have been selected to match the materials used on the existing building, including the stucco exterior cladding, painted trim and metal cornice, and wood windows, trim, and doors. These new materials will match the materials on the existing building 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.

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.

The applicant has stated that they are not aware of any known archeological resources. They have also stated that if any historical or architectural objects are discovered during the construction of the new building, the applicant will report the discovery to the McMinnville Planning Department.

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

The applicant has argued that the proposed alterations can most closely be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

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

Given the fact that the existing building and facades are being protected and maintained, the proposal does satisfy the main requirements of the rehabilitation treatment. Also, the proposed construction of a new rear addition is allowed under the rehabilitation treatment, which is consistent with the applicant’s proposal. The Secretary of the Interior provide a number of Guidelines for Rehabilitating Historic Buildings, including recommended guidelines for how to incorporate a new exterior addition to a historic building. The applicant has provided findings for these guidelines, which are included in their narrative.

Some of the applicable rehabilitation guidelines for new additions to historic buildings, and findings for the guidelines as provided by the applicant and in some cases expanded upon by staff, 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.

The proposed addition will be new construction to accommodate the new use on the property, but all functions and services required for the new use will be placed within the new addition. No changes will be required to the existing visible exterior of the main building or the interior of the main building. The stairways providing access to the upper floors of the addition will be internal within the building.

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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.

The proposed addition will be constructed on the south side of the existing building, which is functionally the rear side of the building. The new addition will have a new façade and expanded building wall to the south along the west property line, but that property line is the secondary elevation. The main entrance to the existing building is on the north side, fronting Third Street, which makes that the primary elevation. The applicant is proposing for the addition to be the same height and follow the same setbacks as the existing building in an effort to make the addition compatible with the existing buildings form and massing while also being consistent with the overall development pattern in the surrounding area. However, the overall footprint of the addition will be limited in size and scale in relationship to the existing building, given that the addition's footprint will be 20' in depth by 40' in width, and the existing building's footprint is much larger at 80' in depth by 40' in width.

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.

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 alter any exterior portion of the existing building façade, other than existing south façade that is currently covered by the existing building addition that is proposed to be demolished. That existing south façade, which is constructed of brick, is proposed to become the north wall of the building addition and will become completely internal to the building addition. The existing character-defining features on the existing building will all be retained, including the stuccoed exterior, wood windows, storefront window system, projecting cornice, large scrolled brackets supporting the cornice, smaller modillions, and paneled frieze below the cornice.

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.

The applicant is proposing for the new addition to be the same height and follow the same setbacks as the existing building in an effort to make the addition compatible with the existing buildings form and massing while also being consistent with the overall development pattern in the surrounding area. This building form and massing is consistent with the development pattern in the surrounding historic district, with buildings constructed up to property lines and appearing to be two to three stories in height. The building addition will be constructed on the south side of the existing main building, using the existing south wall of the main building as the addition's north wall, and carrying the same building wall lines to the south along the west property line. This design creates a relationship with the main existing building through an uninterrupted transition between the spaces of the existing building and the new addition. The style of the building is consistent with the commercial use of the existing building. The alignment and rhythm of windows and door openings is similar to the existing building, but is differentiated, which meets other recommended guidelines for building additions and will be discussed

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in more detail below.

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.

As discussed in more detail above, the applicant is proposing to make the new addition compatible with the existing building by designing the addition at the same setback and with the same form and massing as the existing building. The new addition will use compatible building materials with stucco exterior paneling, wood windows, wood trim, and a wood door, and is also carrying forward a similar decorative cornice and paneled frieze along the top of the building on both the west façade and south façade. The addition is subordinate and secondary to the main building, given that the addition's footprint will be 20' in depth by 40' in width, and the existing building's footprint is much larger at 80' in depth by 40' in width.

These design features ensure compatibility with the main building, but the addition also must be differentiated and clearly distinguishable from the existing historic building. The design for the building addition includes an entry into the new space that is fronting and oriented towards the right-of-way on Cows Street. This entry is proposed to be a custom wood entry door, but is a single standard door size. The other windows on the ground floor of the new west façade are proposed to be standard windows. This design provides for an entry and openings into the ground floor of the new space, but does not detract from the main entrance to the building, which is on the north side and is oriented towards 3<sup>rd</sup> Street. To differentiate the addition from the existing building, a fabric awning is proposed to be installed along the entire west façade over the main entry and the windows on the ground floor. This will clearly identify where the building addition starts from the ground floor and at the pedestrian scale along the sidewalk on Cows Street. On the remainder of the west façade and south façade, including the second and third stories, the window pattern is proposed to be a more consistent pattern of windows, which is different in appearance from the irregular fenestration along the west façade of the existing building. This will distinguish the addition from the main building on a larger scale when viewed from further distances.

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

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

The applicant is not proposing to include any recessed hyphen or connection to physically and visually separate the addition from the existing historic building. Instead, the applicant has included some other design features to visually differentiate the new addition from the existing building, as described in more detail above. The applicant is not proposing to have the building addition set back from the wall plan of the existing building, as that would be inconsistent with the development pattern in the remainder of the Downtown Historic District, which features buildings that are constructed on the property line with a zero setback. This design and building form for the addition meets other recommended guidelines for compatibility and relationship with the surrounding historic district and setting.

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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.

The applicant has stated that their proposed new use of short term rental units could not be accommodated within the existing structure without making major changes to the interior spaces of that building.

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.

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. The new building addition will be constructed on the 20' by 40' area of the property that is currently covered by an existing building addition that is proposed to be demolished. The new addition will be constructed in the same footprint as the existing addition, thereby carrying forward the same massing and form that exists on the site today.

- (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;

The proposed alteration is reasonable, as the applicant intends to construct the building addition on the south side of the existing building and preserve all of the character defining features of the existing building. This will provide continuity within the Downtown Historic District, and will not alter any existing historic character on the subject site and the block on which the building is located. The addition is proposed to be designed in such a way as to be compatible with the existing building and the surrounding development pattern in the historic district, as described in more detail above. The preservation of the existing building and the design of the new addition to be compatible with that building will ensure that the public interest in the existing historic resource is maintained.

- (4) The value and significance of the historic resource;

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 primary significant contributing property in the historic district. The building is also listed as a Distinctive resource on the McMinnville Historic Resources Inventory, the highest possible classification on the local inventory. The overall the intent of the proposed alterations and addition are on the preservation of the existing building and all of its existing character defining features. The new addition will be constructed on the south side of the existing building, and will not

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change the existing building's exterior or interior design or functionality in any way, thereby preserving the value and significance of the historic resource.

(5) The physical condition of the historic resource;

The existing building is in good physical condition, and is proposed to be preserved with no changes to the character defining features or functionality of the existing building.

### **Downtown Design Review**

In reviewing a request for an alteration or new construction to a building or property in the downtown design area, the Historic Landmarks Committee must base its decision on the design standards and guidelines in Chapter 17.59 (Downtown Design Standards and Guidelines) of the McMinnville City Code, and also on the following review 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)

The application for Downtown Design Review is consistent with both of those review criteria, as described above in the Certificate of Approval review.

The following design standards and guidelines in Chapter 17.59 are applicable to this request:

#### 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.

The existing building is currently constructed with a zero setback from the north and west property lines and sidewalks, and the proposed addition continues that same zero setback along the west property line. The addition will also be constructed with a zero setback on the south property line. However, this property line is adjacent to another property, so no entrances are proposed on the south façade.

##### 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.

The proposed addition will be the same massing and configuration as the existing building on the same property, as it will be the same height and will carry the same building wall planes along the west and south property lines. The building addition is on the south side of the existing building, but the overall building is on a corner. The existing building, and the proposed building addition, will be two stories in height.

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

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be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

The applicant is requesting a waiver from this design standard, which will be discussed in more detail below.

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.

The applicant is requesting a waiver from the storefront design standards, which will be discussed in more detail below.

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.

The proposed building addition will have the same roofline orientation as the existing historic building, which will be a flat topped parapet wall with decorative cornice consistent with the existing building. Behind the parapet wall, the roof will have a minimal slope of 0.25/12.

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

The primary entrance to the existing building is on the north side of the building and is oriented towards 3<sup>rd</sup> Street. That entrance is open to the public right-of-way and is recessed. The proposed building addition includes an entrance, which was specifically designed to not appear to be a primary entrance so as not to detract from the prominent entrance on the north side of the existing historic building. This entrance on the building addition does still open on to the public right-of-way, but is not recessed, as discussed in the waiver review criteria related to the storefront design standards and recessed entry.

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.

The applicant has stated that all windows on the first and second stories will be recessed to match the recessed windows on the exiting building. The upper story window orientation is primarily vertical. The first and second story windows have clear vertical orientation. The third story windows are square so they are not necessarily vertical in orientation. However, the square windows are necessary to provide the continued decorative cornice along the top of the west and south facades of the building addition.

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.

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The proposed building addition will be similar in scale and proportion with the existing historic building. The addition will be constructed at the same setback, height, form, and massing as the existing building to ensure that it is compatible with the building and the surrounding development pattern in the Downtown Historic District. The building addition includes windows on the west façade and south façade, on all three stories of the building. The window pattern is proposed to be a more consistent pattern of windows, which is different in appearance from the irregular fenestration and window pattern along the west façade of the existing building. However, this window design will distinguish the addition from the main building, which is a requirement of the Historic Preservation standards and guidelines. The window pattern, while different, is still found to be visually compatible with the original architecture of the building, as the new windows will be of similar size, materials, and colors as the existing windows on the west façade.

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

The applicant has stated that this standard is met, as the building addition's base will be matched to the existing building. However, the existing building does not include a foundation or base along the west façade. Therefore, a waiver will be required for this design standard, which will be discussed in more detail below.

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.

The applicant has proposed to use materials that are listed as allowable exterior building materials. Specifically, the applicant has stated that the following materials will be used on each feature of the new building addition:

- **Exterior Cladding:** The new building side and back (west and south facing) will be painted Hardi stucco panels which are more durable for the rainy Western Oregon region. The new stucco wall shall be painted with the same color as the existing building (See Illustration). This will be compatible with the existing building.
  - **Weather Resistive Barrier:** Tyvek® weather barriers that help keep air and water out, and let buildings breathe.
  - **Exterior Trims:** Painted wood trims as shown. This will be compatible with the existing building.
  - **Cornice:** Painted trims & sheet metal Cap. This will be compatible with the existing building.
  - **Metal Fabrication:** If used it will be Powder Coated, Shop-Fabricated Steel.
  - **Windows:** Wood windows. This will be compatible with the existing building.
  - **Public Entry Doors:** Custom Wood entry door, stained. This will be compatible with the existing building.
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.

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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.

The building addition is proposed to be painted the same colors as the exterior of the existing historic building. The building will be a subtle, light blue color on the ground floor, and a tan color on the upper story facades. The colors proposed are low reflective, subtle and neutral colors. The brighter colored greenish-blue of the existing cornice, paneled frieze, and windows is allowed, as it is used only on these features which are trim or decorative features.

#### 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.

The applicant is proposing a new awning on the west façade of the building addition, extending along the entire 20' width of the new addition's west façade. The entry will be proportionate to the building, and will be placed at the same height as the existing awning on the north side of the existing building. The awning is proposed to be tent quality soft canvas, and will be a charcoal grey color, which will be a low reflective, subtle, and neutral color. A condition of approval is suggested by staff to require the applicant to submit a sample of the awning material for Planning Director review to ensure that the charcoal grey color is a neutral grey color and is not dark enough to be considered the high intensity black color that is specifically prohibited.

#### 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.
- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.
- 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.
- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.
- 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;

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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).

No signs are being proposed on the new building addition, so these standards are not applicable.

### **Waiver of Downtown Design Standards – Subdivision of Façade Over 60 Feet in Width**

The applicant is requesting waivers from the following standards:

- Section 17.59.050(B)(2) – Divisions for Buildings Exceeding 60 Feet in Width
- Section 17.59.050(B)(3) – Storefront Design Features
- Section 17.59.050(B)(8) – Building Foundation or Base

The Historic Landmarks Committee may approve a waiver to any standard contained in Chapter 17.59 of the McMinnville City Code if it can be found that the request meets the following review criteria, as described in Section 17.59.040(A)(3):

- 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;

The intent of the design of the proposed building addition, as stated in the application narrative, is to continue the façade of the existing historic building and have the addition blend in and be compatible with the existing building. The applicant focused on this design to achieve the applicable Historic Preservation design standards and guidelines, as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties. These standards are required to be achieved by 17.65.060(B) of the McMinnville City Code. The proposed design of the building addition carries forward many of the building form and architectural treatments that exist on the existing historic building in an effort to have the building addition be compatible. The proposed design intent of matching and continuing the features of the existing building to better achieve the applicable Historic Preservation standards and guidelines creates a unique aspect of the site and results in a difficulty in meeting the Downtown Design Standards and Guidelines.

- 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;

The existing historic building on the subject site, the Hodson Building (Resource A450) currently has a west façade that exceeds 60 feet in width. The west façade is currently 80 feet in width, and as proposed would be added upon to be 100 feet in width, which is the entire property frontage on to the Cows Street right-of-way. The existing 80 foot building does not include any vertical subdivisions, materials, or detailing that separate the west facade into proportional bays. In an effort to continue the same treatment along the building addition's west façade, which is only 20 feet in width, no vertical divisions or design treatments are proposed. Also, the existing building has no defined foundation or base on the west façade, as the exterior building materials are continuous down to the ground level and adjacent sidewalk. Therefore, no foundation or base is being proposed in an effort to continue that same treatment and ensure that the addition is compatible with the existing historic building. Again, the overall intent of the design is to continue the façade of the existing historic building, and that is being done by continuing with the same exterior stucco building material, the same exterior colors, and continuing some of the decorative architectural features in the cornice, scrolled brackets, and paneled frieze. This design accomplishes the purpose of the Downtown Design Standards and Guidelines

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chapter, in that it allows for the “protection, enhancement and preservation” of the existing historic resource on the subject property, which is classified as a Distinctive resource on the McMinnville Historic Resources Inventory, the highest possible classification on the local inventory.

The proposed design also included an entry into the new building addition on the west façade that was specifically not designed to be a storefront window and entry system. The proposed addition is required by 17.65.060(B) of the McMinnville City Code to be compatible with the existing historic building, but also to be secondary and subordinate to the existing historic building. To achieve this, the entrance to the new building is a simple, single doorway. The simple entryway does not detract from the prominence of the existing primary entrance into the historic building, which is on the north side of the building and oriented towards 3<sup>rd</sup> Street. The window patterns on the ground floor of the building are also proposed to be more consistent with the non-storefront windows on the remainder of the existing building’s west façade, again to be compatible and also to be simple to ensure that the addition is secondary and subordinate to the historic building. The creation of a storefront window system with a bulkhead, 70 percent glazing, and recessed entry with transparent door would detract from the primary entrance on 3<sup>rd</sup> Street, and would make the building addition more prominent.

- C. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this chapter.

The proposed design is the minimum requested waiver to alleviate the difficulty of complying with all of the Downtown Design Standards and Guidelines. The vertical divisions and foundation are not being provided, because they are not included on the existing historic building. In terms of the storefront design features, the bulkhead, glazing, and recessed entry are not being provided, for the reasons described above. However, the proposed building addition will have a design feature that provides the same function as a belt course, in that the ground floor exterior stucco material will be painted a different color than the upper story facades. This is again consistent with the design of the existing building, but also provides for the separation of the upper stories from the first floor that is required by the storefront design feature in the Downtown Design Standards and Guidelines. Also, the applicant is proposing to provide a decorative cornice at the roofline. The existing decorative metal cornice, scrolled brackets, and paneled frieze will be continued along the top of the building addition on both the west and south facades. The inclusion of some of the design features ensures that the waivers requested are the minimum necessary.

#### **Fiscal Impact:**

None.

#### **Committee Options:**

- 1) **APPROVE** the application, providing findings of fact for the required demolition review criteria.
- 2) **APPROVE** the application **WITH CONDITIONS**, providing findings of fact for the required demolition review criteria.
- 3) **DENY** the application, providing findings of fact for the denial in the motion to deny.
- 4) **CONTINUE** the application to a future Historic Landmarks Committee to allow for more information to be provided by the applicant. If continued, the continuation must be date specific.

#### **Recommendation/Suggested Motion:**

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#### *Attachments:*

*Certificate of Approval (HL 11-18 & HL 12-18) and Downtown Design Review (DDR 10-18) Applications  
Decision Documents for Application HL 11-18, Application HL 12-18, and Application DDR 10-18*



Staff recommends that the Historic Landmarks Committee approve the Certificate of Approval for Demolition application (HL 11-18) with the following condition of approval:

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.

Staff also recommends that the Historic Landmarks Committee approve the Certificate of Approval for Alteration (HL 12-18) with the following conditions of approval:

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.

Staff also recommends that the Historic Landmarks Committee approve the Design Review application (DDR 10-18) with the following conditions of approval:

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee.
2. That the applicant shall provide samples of the final awning material and final exterior stucco building material to be approved by the Planning Director prior to the release of building permits for the proposed development. The awning and stucco colors shall be consistent with the renderings provided for review by the Historic Landmarks Committee.

**Suggested Motion:**

Staff suggests that the Historic Landmarks Committee make the following motion to approve the Certificate of Approval for Demolition application:

**THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES THE CERTIFICATE OF APPROVAL TO ALLOW THE DEMOLITION OF THE SOUTH PORTION OF THE BUILDING AT 300 NE 3<sup>RD</sup> STREET WITH THE CONDITION RECOMMENDED BY STAFF.**

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Certificate of Approval for Alteration application:

**THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES THE CERTIFICATE OF APPROVAL TO ALLOW THE ALTERATION OF THE HISTORIC BUILDING AT 300 NE 3<sup>RD</sup> STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.**

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*Attachments:*

*Certificate of Approval (HL 11-18 & HL 12-18) and Downtown Design Review (DDR 10-18) Applications  
Decision Documents for Application HL 11-18, Application HL 12-18, and Application DDR 10-18*

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Downtown Design Review application:

**THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE EXTERIOR ALTERATIONS AND DESIGN WAIVERS FOR THE HISTORIC BUILDING AT 300 NE 3<sup>RD</sup> STREET.**

CD:sjs

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*Attachments:*

*Certificate of Approval (HL 11-18 & HL 12-18) and Downtown Design Review (DDR 10-18) Applications  
Decision Documents for Application HL 11-18, Application HL 12-18, and Application DDR 10-18*