



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

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DECISION, CONDITIONS, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR APPROVAL OF THE ALTERATION OF A HISTORIC RESOURCE AT 300 NE 3RD STREET

- DOCKET:** HL 12-18
- REQUEST:** The applicant has submitted a Certificate of Approval application to request the alteration of a historic resource that is located within the Downtown Historic District that is listed on the National Register of Historic Places and is also listed on the McMinnville Historic Resources Inventory.
- LOCATION:** The subject site is located 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.
- ZONING:** The subject site is designated as Commercial on the McMinnville Comprehensive Plan Map, and is zoned C-3 (General Commercial).
- APPLICANT:** Andy Wilder
- STAFF:** Chuck Darnell, Senior Planner
- DATE DEEMED COMPLETE:** November 27, 2018
- DECISION-MAKING BODY:** McMinnville Historic Landmarks Committee
- DATE & TIME:** December 28, 2018 and January 23, 2019. December meeting was held at the Civic Hall, 200 NE 2nd Street, McMinnville, OR 97128. January meeting was held at Community Development Center, 231 NE 5th Street, McMinnville, OR 97128.
- PROCEDURE:** The structure proposed to be altered is designated as a “Distinctive” historic resource (Resource A450) and is also located within the Downtown Historic District that is listed on the National Register of Historic Places, and is therefore subject to the Certificate of Approval alteration review process required by Section 17.65.060 of the McMinnville City Code.
- CRITERIA:** The applicable criteria are in Section 17.65.060(B) of the McMinnville City Code.
- APPEAL:** The decision may be appealed to the Planning Commission within 15 days of the date the decision is mailed as specified in Section 17.65.080(A) of the McMinnville City Code.
- COMMENTS:** This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department,

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Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

DECISION

Based on the findings and conclusions, the Historic Landmarks Committee **APPROVES** the alteration of the historic resource at 300 NE 3rd Street (Resource A450), **subject to the conditions of approval provided in this document.**

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DECISION: APPROVAL WITH CONDITIONS
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Planning Staff: _____
Chuck Darnell, Senior Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

APPLICATION SUMMARY:

The applicant, Andy Wilder, submitted a Certificate of Approval for Demolition application to request the approval of the alteration of an existing building to allow for the construction of an addition on the south side of the existing building. The subject property is located at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.

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 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 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

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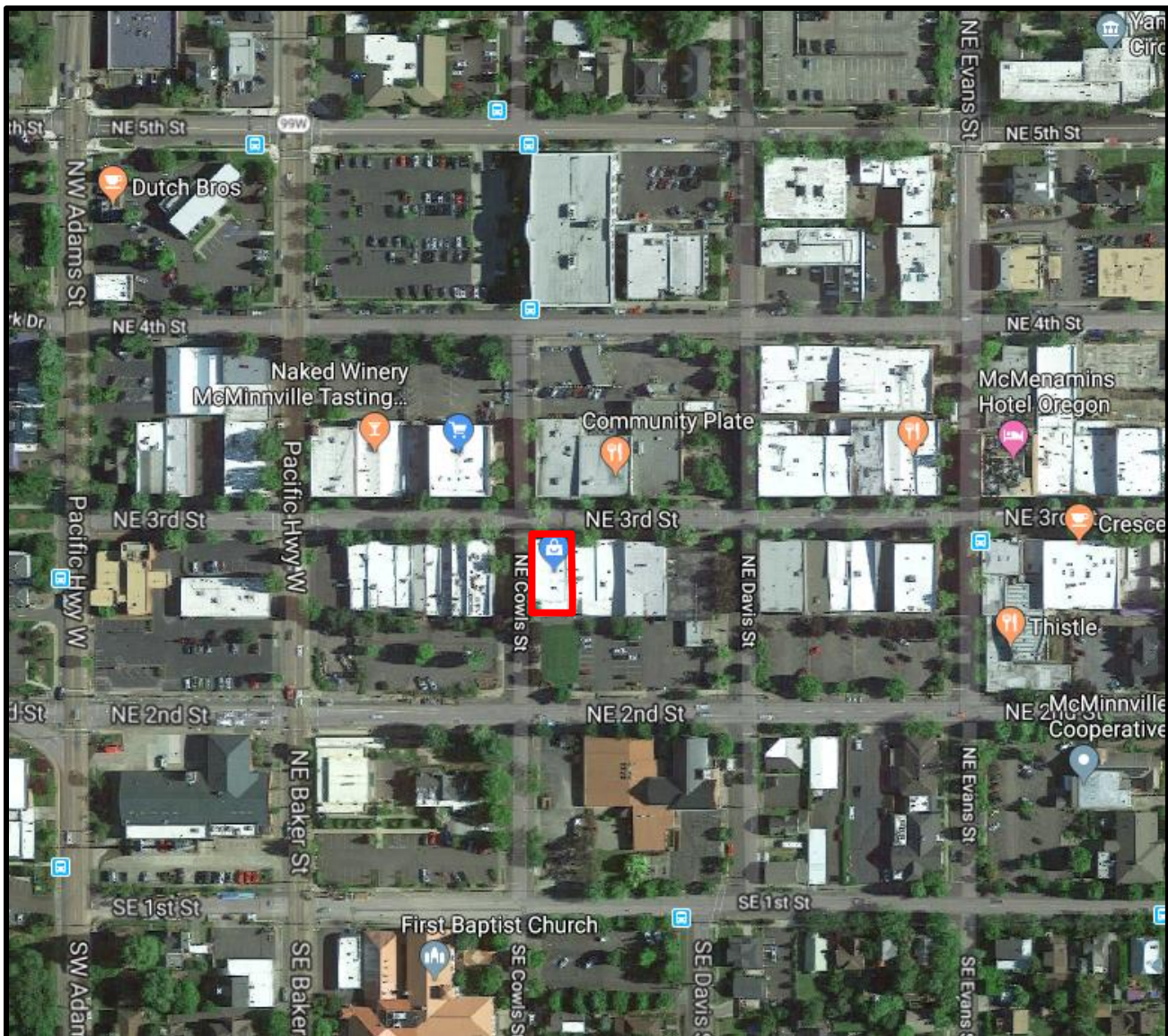
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building was made at the south end of the west side. It is stuccoed and has two windows on the second floor and two on the ground floor above a garage door.

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. 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.

Chapter 17.65 (Historic Preservation) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any historic landmark or building located on a property that is listed on the National Register of Historic Places.

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



The building as it exists today can be seen below:





CONDITIONS:

- 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 proposed quoin not be included on the ground floor of the building addition to ensure compatibility between the building addition and the existing historic building.
- 3) That the building addition be painted the same colors as the remainder of the building, with the ground floor differentiated between the upper stories, to ensure compatibility between the building addition and the existing historic building.

ATTACHMENTS

1. Certificate of Approval Application (on file with the Planning Department)

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COMMENTS

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

No comments.

- McMinnville Fire Department:

We have no issues with this request.

- McMinnville Water and Light:

Existing 5/8" water meter will need to be upsized at applicants expense, to meet the requirements of the future total fixture count.

Double Check Valve Assembly (DCVA) backflow protection is required on the domestic water service for Premises Isolation. Refer to MWL Spec DCVA-2 for installation requirements.

Since the water service is on Third Street, the backflow assembly shall be installed inside the building close to the location where the private service line enters (no installation outside on Third Street is allowed).

Installation of backflow assemblies may allow thermal expansion to occur. Installer is responsible to make provisions for thermal expansion.

Backflow assembly is to be tested by a certified backflow tester upon installation, and test results must be submitted within 10 days of the test. MW&L must receive a passing test prior to leaving the water on permanently.

Public Comments

Public notice was mailed to owners of properties within 300 feet of the subject site, as required by Section 17.65.070(C) of the McMinnville City Code. The Planning Department did not receive any public testimony prior to the public hearing or the second public meeting.

FINDINGS OF FACT

1. Andy Wilder submitted a Certificate of Approval application to request the alteration of a historic resource that 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 Building. The subject property is located at 300 NE 3rd Street, and is more specifically described as Tax Lot 8700, Section 21BC, T. 4 S., R. 4 W., W.M.
2. The historic resource is designated on the Historic Resources Inventory as a Distinctive resource (Resource A450).

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3. The site is currently zoned C-3 (General Commercial), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
4. Notice of the alteration request was provided to property owners within 300 feet of the subject site. The Planning Department received no public testimony prior to the public hearing.
5. A public hearing was held by the Historic Landmarks Committee on December 28, 2018 to review the proposal.
6. The Historic Landmarks Committee continued the applications at the December 28, 2018 meeting to allow for additional information to be provided. The additional information was reviewed during a public meeting by the Historic Landmarks Committee on January 23, 2019.
7. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS

McMinnville’s Comprehensive Plan:

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL III 2: TO PRESERVE AND PROTECT SITES, STRUCTURES, AREAS, AND OBJECTS OF HISTORICAL, CULTURAL, ARCHITECTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE TO THE CITY OF McMINNVILLE.

Finding: **Goal III 2 is satisfied.**

The focus of the comprehensive plan goal is 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 is satisfied by the proposal.

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

Policy 188.00: The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

Finding: **Goal X 1 and Policy 188.00 is satisfied.**

The City of McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Historic Landmarks Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and meeting process.

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McMinnville’s City Code:

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

17.65.040 Certificate of Approval Process. A property owner shall obtain a Certificate of Approval from the Historic Landmarks Committee, subject to the procedures listed in Section 17.65.050 and Section 17.65.060 of this chapter, prior to any of the following activities:

- A. The alteration, demolition, or moving of any historic landmark, or any resource that is listed on the National Register for Historic Places;
 - 1. Accessory structures and non-contributing resources within a National Register for Historic Places nomination are excluded from the Certificate of Approval process.
- B. New construction on historical sites on which no structure exists;
- C. The demolition or moving of any historic resource.

Finding: **Section 17.65.040 is satisfied.**

The applicant submitted an application for a Certificate of Approval to request the alteration of a historic landmark, which is designated as a “Distinctive” historic resource (Resource A450) and is also located within the Downtown Historic District that is listed on the National Register of Historic Places.

17.65.060 Exterior Alteration or Remodeling. The property owner shall submit an application for a Certificate of Approval for any exterior alteration to a historic landmark, or any resource that is listed on the National Register for Historic Places. Applications shall be submitted to the Planning Department for initial review for completeness as stated in Section 17.72.040 of the McMinnville Zoning Ordinance. The Planning Director shall determine whether the proposed activities constitute an alteration as defined in Section 17.65.020 (A) of this chapter. The Historic Landmarks Committee shall meet within thirty (30) days of the date the application was deemed complete by the Planning Department to review the request. A failure to review within thirty (30) days shall be considered as an approval of the application. Within five (5) working days after a decision has been rendered, the Planning Department shall provide written notice of the decision to all parties who participated.

- A. The Historic Landmarks Committee may approve, approve with conditions, or deny the application.

Finding: **Section 17.65.050(A) is satisfied.**

The Historic Landmarks Committee, after reviewing the request during a public hearing and offering an opportunity for public testimony, decided to approve, with conditions, the alteration request and Certificate of Approval.

- B. The Historic Landmarks Committee shall base its decision on the following criteria:
 - 1. The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;

Finding: **Section 17.65.060(B)(1) is satisfied.**

The City’s historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

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

The purpose of the Historic Preservation ordinance includes the following:

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- (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.

Finding: **Section 17.65.060(B)(2)(a) is satisfied.**

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, similar features, and similar 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.

Finding: **Section 17.65.060(B)(2)(b) is satisfied.**

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

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same setbacks and similar height as the existing building, which will provide a coordinated 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.

Finding: **Section 17.65.060(B)(2)(c) is satisfied.**

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 a similar 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 on the existing building addition include a 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, but at a smaller scale and size to provide for some differentiation between the building addition and the existing building. 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 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, a condition of approval is included 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

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requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

Finding: **Section 17.65.060(B)(2)(d - f) are satisfied.**

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.

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.

Finding: **This criteria is not applicable.** 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: **Section 17.65.060(B)(2)(h) is satisfied.**

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.

Finding: **Section 17.65.060(B)(2)(i) is satisfied.**

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:

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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.

Finding: 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.

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

Finding: The proposed addition will be constructed 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 a similar 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.

Finding: This guideline is satisfied, as the proposed addition does not result in the loss of any character defining materials or features. The applicant is not proposing to 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.

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

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

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

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

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

Finding: The applicant is proposing for the new addition to be a similar 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 a coordinated 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 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.

Finding: 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 applicant is proposing

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to lower the height of the building addition slightly, so that it is 2.5 feet lower than the existing parapet wall on the north and west facades of the existing historic building. The height of the existing parapet wall is 36', and the proposed building addition height to the top of the decorative cornice would be 33.5'. The applicant has also proposing a decorative cornice along the west and south facades, but the size and scale of the cornice is smaller than the existing cornice on the main building. The top of the building addition is still proposed to have a decorative frieze and scrolls, similar to the existing building, but would be at a smaller scale. This proposed design will ensure that the building addition is compatible with the existing historic building, but that it is subordinate, secondary, and differentiated from the existing historic building.

The applicant had also proposed to include quoins on the corners of the ground floor of the building addition, which would be visible on both the west and south facades, and also to paint the building addition a slightly different shade of the same colors used on the existing historic building. However, the changes in the building height and the decorative cornice and frieze, along with the window pattern, awning, and ground floor entry (which will be described in more detail below), were found to provide for enough differentiation between the existing building and the proposed addition. Therefore, a condition of approval is included to state that the quoins and the different colors on the addition would not be required.

The design for the building addition also includes an entry into the new space that is fronting and oriented towards the right-of-way on Cowls 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 3rd 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 Cowls 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.

Finding: 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.

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

Finding: The applicant has stated that their 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.

Finding: These guidelines are not specifically applicable, as the existing building basically covers the entire lot and there are no site features or land formations to incorporate into the design of the addition. 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;

Finding: **Section 17.65.060(B)(3) is satisfied.**

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;

Finding: **Section 17.65.060(B)(4) is satisfied.**

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

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5. The physical condition of the historic resource;

Finding: **Section 17.65.060(B)(5) is satisfied.**

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.

17.65.070 Public Notice.

- A. After the adoption of the initial inventory, all new additions, deletions, or changes to the inventory shall comply with subsection (c) of this section.
- B. Any Historic Landmark Committee review of a Certificate of Approval application for a historic resource or landmark shall comply with subsection (c) of this section.
- C. Prior to the meeting, owners of property located within 300 feet of the historic resource under consideration shall be notified of the time and place of the Historic Landmarks Committee meeting and the purpose of the meeting. If reasonable effort has been made to notify an owner, failure of the owner to receive notice shall not impair the validity of the proceedings.

Finding: **Section 17.65.070(B) and Section 17.65.070(C) are satisfied.**

Notice of the Historic Landmarks Committee's consideration of the Certificate of Approval application was mailed to property owners located within 300 feet of the historic resource. A copy of the written notice provided to property owners is on file with the Planning Department.

CD:sjs