



**City of McMinnville**  
**Planning Department**  
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# MINUTES

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**May 18, 2017**  
**Planning Commission**  
**Work Session Meeting**

**5:30 pm**  
**McMinnville Civic Hall, 200 NE 2<sup>nd</sup> Street**  
**McMinnville, Oregon**

**Members Present:** Chair Roger Hall, Vice-Chair Zack Geary, Commissioners: Erin Butler, Martin Chroust-Masin, and Lori Schanche

**Members Absent:** Susan Dirks and Erica Thomas

**Staff Present:** Chuck Darnell – Associate Planner and Heather Richards – Planning Director

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## 1. Call to Order

The meeting was called to order at 5:30 p.m.

## 2. Discussion Items:

- Historic Preservation Ordinance Review

Associate Planner Chuck Darnell explained the City's historic preservation program, since those types of projects typically went before the Historic Landmarks Committee and not the Planning Commission. The City has a locally adopted historic resources inventory for McMinnville with over 600 properties designated on the inventory. It was adopted in 1987 at the same time as the Historic Preservation Ordinance. The historic resources were classified into four categories: distinctive, significant, contributory, and environmental. The ordinance established a permit clearance process where when any alterations to a historic resource were proposed, they would have to go through a review process before building permits were issued. There were design guidelines and standards for exterior alterations that were used as the review criteria. These included preserving the architectural character of the building and consistency with the original construction type and materials.

Associate Planner Darnell explained the statewide land use planning program with planning goals that cities were required to follow. Goal 5 includes protection of historic resources and the existing ordinance was drafted to comply with this goal at that time. There had been recent updates to the Oregon Administrative Rules related to Goal 5. These changes were adopted in January 2017 and staff had been reviewing the new rules. The Historic Landmarks Committee had also reviewed them as they discussed other updates they wanted to make to the ordinance. Some impacts to the local program were: new criteria for designating a new historic resource, new criteria for demolition of a national register property, definition of owner consent related to when someone could refuse to add their property to a historic inventory, and any alteration to a historic resource had to follow the Secretary of the Interior's standards and guidelines.

Associate Planner Darnell explained that the City had the ability to determine which of the four historic resource categories would be the Goal 5 resources that would have to follow the Secretary of the Interior's standards. Staff recommended only the distinctive and significant categories be protected by the stricter standards, which was consistent with how the historic resources had been treated since the adoption of the inventory. The new rules also required protection of national register properties, which would apply in the historic downtown district. The non-contributing buildings could be excluded. The new rules heavily encouraged the adoption of a Historic Preservation Plan that would be adopted into the Comprehensive Plan. The City had received a grant to create the Historic Preservation Plan. Another change the HLC had been considering was a certificate of approval process. Instead of an alteration being triggered by a building permit, it would be that any exterior alteration would be reviewed. Another change was to the notification process for notices to go out to all property owners within 300 feet. They could have a broader notification area, especially for demolition applications.

Staff made begun to draft amendments to the existing ordinance and Associate Planner Darnell discussed the main changes. Staff planned to repeal the ordinance and all of the new standards would be put in the zoning ordinance. It would include the new criteria for additions or changes to the historic inventory, owner consent process, new rules for requesting removal from the historic inventory, certificate of approval process, and demolition of historic resources process.

Commissioner Chroust-Masin asked if there was a provision for someone who wanted to remove the structure from their property that they would first have to offer it to someone to move it onto their property before it was demolished. Associate Planner Darnell said no, but it was an interesting idea.

Associate Planner Darnell stated other changes included reviewing all alteration or remodeling applications, the stricter Secretary of the Interior's standards applying to the top two historic resource categories, additional review criteria, deletion of the old standards and guidelines, changing the public notice procedure to be more consistent with standard City practices, and the procedure and penalty section needed to be reviewed to see if it still applied.

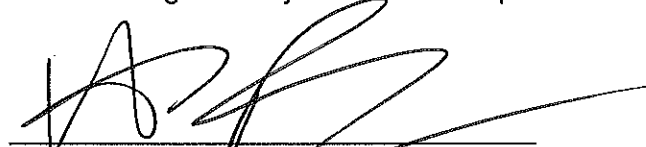
Planning Director Heather Richards said for those structures that were in bad condition and could fall down at any time, they could add a demolition by neglect process and create a hazardous building section in the Code.

Associate Planner Darnell said this item would be brought back to the Historic Landmarks Committee for their review and it would also go to the State Historic Preservation Office for their review.

There was discussion regarding clarification of the changes proposed and upcoming Planning Commission agenda items.

### 3. Adjournment

The meeting was adjourned at 6:09 p.m.



Heather Richards  
Secretary