



City of McMinnville
Planning Department
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MINUTES

June 21, 2018
Planning Commission
Regular Meeting

6:30 pm
McMinnville Civic Hall, 200 NE 2nd Street
McMinnville, Oregon

Members Present: Chair Roger Hall, Commissioners: Erin Butler, Susan Dirks, Roger Lizut, Lori Schanche, and Erica Thomas

Members Absent: Martin Chroust-Masin, Zack Geary, and Gary Langenwalter

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

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Approval of Minutes

Chair Hall called for action on the Planning Commission minutes.

A. January 18, 2018 Work Session

B. January 18, 2018 Regular Meeting

Commissioner Butler said she was present at the Work Session, although she was listed as absent.

Commissioner Schanche MOVED to APPROVE the January 18, 2018 Work Session and Regular Meeting minutes as amended; SECONDED by Commissioner Lizut. Motion PASSED 6-0.

C. February 15, 2018 Work Session

D. February 15, 2018 Regular Meeting

Commissioner Lizut MOVED to APPROVE the February 15, 2018 Work Session and Regular Meeting minutes as presented; SECONDED by Commissioner Schanche. Motion PASSED 6-0.

E. April 19, 2018 Work Session

Commissioner Dirks MOVED to APPROVE the April 19, 2018 Work Session minutes as presented; SECONDED by Commissioner Lizut. Motion PASSED 4-0-2 with Commissioners Thomas and Schanche abstaining.

4. Discussion Item:

- **Historic Preservation Program – Plan and Update on Quasi-Judicial Decisions by HLC**

Senior Planner Darnell gave a presentation on the historic preservation program. He described the Historic Landmarks Committee and their work. They had received a CLG grant for the completion of an intensive level survey and a Historic Preservation Plan. He explained the survey that had been done for the historic neighborhood north of downtown. Eight properties were selected that had the most potential for individual historic nomination and potential to contribute to a historic district. He showed where these properties were located on a map and gave an example of the details that were included in the surveys. He summarized the criteria that were used and analysis that was done for the properties and their potential eligibility and contribution to a historic district. This information could be used to update the current local inventory and to look into pursuing a historic district. This would be part of the Historic Landmarks Committee's work in the future.

Senior Planner Darnell then reviewed the draft Historic Preservation Plan. The project began in January and its purpose was to look at the current historic preservation programs and what they should be for the next 15-20 years. He explained the public engagement process which included public meetings, an online survey, and targeted stakeholder interviews. He described the major plan components including an introduction, historic context of McMinnville, evaluation of the current program, recommendations, and implementation. The historic context provided details of McMinnville's development history and architectural types. Evaluation was done on the current program and historic resources inventory. There were over 1,000 properties on the inventory which were organized into four different categories, distinctive, significant, contributory, and environmental. The City was using the Secretary of Interior's standards for treating and maintaining historic sources and there were also financial resources available to help maintain the sources. He discussed the goals, policies, and proposals in the plan to promote public awareness and understanding of historic preservation, to encourage conservation and rehabilitation of historic resources, and to document and protect historic resources. The plan also included recommendations for future areas to survey that had the potential for historic resources and he described these areas. The implementation included short, medium, ongoing, and long term actions which would help the Historic Landmarks Committee to create a future work plan.

Commissioner Schanche thought the plan was lacking, such as the pictures and the street names missing on the maps.

Commissioner Dirks asked about creating a historic district north of downtown. Senior Planner Darnell said the plan recommended that area as a potential historic district, which would need more evaluation and an application to be included on the national historic register. It was something the Historic Landmarks Committee had discussed doing in the future.

Commissioner Dirks thought creating the historic district should be pursued. She liked the suggestions about promoting walking tours as well as retrofitting buildings for seismic events.

Senior Planner Darnell said staff would be taking comments on the plan to the end of the month. The final draft would be completed in July. He then gave an update on the applications that had

come before the Historic Landmarks Committee for interior and exterior renovations of historic buildings.

Planning Director Richards discussed the City Center Housing Strategy which would identify where to create more housing in the city center area, the types of products that could be used, the type of design standards they would want to implement, and possible incentives.

- **Planning Department Update – Project Updates, Advisory Committees, and Staffing**

Senior Planner Darnell provided updates on the development projects that had been approved by the Planning Commission and discussed how the developments were progressing.

The Commission made comments on and discussed the projects and talked about the need to create multi-family design and development standards.

Planning Director Richards announced Mr. Darnell had been promoted to Senior Planner. A new Associate Planner and one additional planner had been hired. She shared the backgrounds of the new employees. Sarah Sullivan, Permit Technician, would be moving full time to planning as a Planning Analyst.

5. Old/New Business

None

6. Commissioner/Committee Member Comments

None

7. Staff Comments

Planning Director Richards reported on the buildable lands inventory consultant meeting. There had been good response to the solicitations for upcoming project advisory committees.

8. Adjournment

Chair Hall adjourned the meeting at 7:50 p.m.



Heather Richards
Secretary