

# MINUTES

**May 24, 2023**  
**Historic Landmarks Committee**  
**Regular Meeting**

**4:00 pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** Mary Beth Branch, Eve Dewan, Mark Cooley, and Christopher Knapp

**Members Absent:** John Mead

**Staff Present:** Adam Tate – Associate Planner and John Swanson – Senior Planner

**Others Present:**

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Minutes were developed by a partial recording that was disrupted due to a technology error and staff notes.

## 1. Call to Order

Vice Chair Branch called the meeting to order at 4:00 p.m.

## 2. Citizen Comments

None

## 3. Minutes

None

## 4. Action Items

- DDR 1-23: 903 NE Third St

**Disclosures:** Vice Chair Branch opened the public hearing and read the hearing statement. She asked if any Committee member wished to make a disclosure or abstain from participating or voting on this application. There was none. She asked if there was any objection to the jurisdiction of the Committee to hear this matter. There was none.

**Staff Presentation:** Senior Planner Swanson said this was a downtown development review for 903 NE Third Street. He discussed the subject site, location, proposed new restaurant building, reconfiguration of the site design to accommodate the new building, off-street parking through a shared parking agreement with the adjacent church, landscaping, site plan, renderings, elevations, proposed building materials and colors, applicable criteria, and conditions of approval.

There were questions regarding the second story windows, underground tanks, column materials, parking lot access, and parking lot ownership.

**The committee moved to approve DDR 1-23 subject to conditions of approval provided in the decision document, as well as adding three additional conditions that all windows on the building shall be set flush to the inside face of the building so that they are recessed and not flush against the surface of the outer wall, that pilasters and planters shall be finished with either painted stucco or painted wood trim, and that any changes to the specified paint colors or exterior materials palette shall be reviewed by the HLC. Motion passed unanimously.**

#### **6. Committee Member Comments**

None

#### **7. Staff Comments**

Associate Planner Adam Tate then briefly went over how the poster, postcard, and coaster sales from the Certified Local Government (CLG) grant were going, as they were put on sale to commemorate Historic Preservation month for May and were kept on sale throughout the rest of the year.

#### **8. Adjournment**

Chair Mead adjourned the meeting.