

# MINUTES

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**July 27, 2023**  
**Historic Landmarks Committee**  
**Regular Meeting**

**3:00 pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** Eve Dewan, Mark Cooley, and John Mead

**Members Absent:** Mary Beth Branch and Christopher Knapp

**Staff Present:** Heather Richards – Community Development Director, John Swanson – Senior Planner, and Adam Tate – Associate Planner

**Others Present:**

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## 1. Call to Order

Chair Mead called the meeting to order at 3:00 p.m.

## 3. Citizen Comments

None

## 4. Approval of Minutes

- June 24, 2021
- January 5, 2023
- January 26, 2023

Committee Member Cooley moved to approve the June 24, 2021, and the January 5 and January 26, 2023, minutes. The motion was seconded by Committee Member Dewan and passed 3-0.

## 5. Action Items

- HL 1-23, 933 NW Cedar Street

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

Staff Report: Senior Planner Swanson said this was a request for approval of an alteration to restore a side doorway entrance on a historic resource at 933 NW Cedar Street. He described the subject

site, project summary, and historic designation. He showed photos of the building and project area. The new door would be more historically accurate for the property. He then reviewed the details of the replacement siding and trim and summarized the criteria and recommended conditions of approval. Staff recommended approval with conditions.

There was discussion regarding the reason for the building permit.

Dan Wilkinson, applicant, showed the Committee physical examples of the original siding and proposed replacement siding. He intended for the work to blend in with the current siding. Regarding the step for the door, he anticipated one single step would be needed underneath the doorway. It would be a solid wood door, made from fir wood. He chose the Simpson door company since they had the closest style that resembled the existing front door. He asked if the thermal pane glass was acceptable.

Chair Mead confirmed it was acceptable. He appreciated the applicant's effort to replicate the original materials.

There was no public testimony.

Mr. Wilkinson asked if there would be an extra fee for a building permit. Community Development Director said the Building Official's comments did not mean he was required to get a building permit. He would like Mr. Wilkinson to come visit to see if it was necessary.

Committee Member Cooley moved to approve HL 1-23 with conditions recommended by staff. The motion was seconded by Committee Member Dewan and passed 3-0.

- HL 4-23, 310 NE Galloway Street

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

Staff Report: Associate Planner Tate said this was a request for an alteration to install a new fiberglass door and awning for a new ADA compliant hotel room at 310 NE Galloway Street. He described the subject site, historic designation, project summary, photos, and applicable review criteria. He discussed comments that had been received from partner agencies. Staff recommended approval with conditions.

Lucetta Elmer, applicant, was there to answer any questions.

There was discussion regarding changing the proposed fiberglass door to a wood door.

There was no public testimony.

Chair Mead was concerned about a fiberglass door on a primary façade in downtown. There was further discussion regarding having more leniency for non-primary facing facades, but in this instance the door would be facing the street not an alleyway.

Community Development Director Richards said if it was a wood door, she suggested that it also be ADA accessible for weight.

Committee Member Dewan said since it was not a wooden door now and it was not an original, historic door, she was not concerned that it was fiberglass.

Chair Mead thought a wood door was more in keeping with Secretary of Interior's standards and consistent with past HLC decisions.

Committee Member Cooley agreed a wood door would be more compatible with the historic materials called for in the Secretary of Interior's Standard #9.

Committee Member Cooley moved to approve HL 4-23 with conditions recommended by staff and an added condition for the applicant to install a wood door that was ADA compliant. The motion was seconded by Committee Member Dewan and passed 3-0.

- DDR 2-23, 328 NE Evans Street

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

Staff Report: Associate Planner Tate said this was a request for a downtown design review for façade improvements at 328 NE Evans Street. He described the subject site, project summary, applicable review criteria, and partner agency comments. Staff recommended approval with conditions. The building was not on the historic registry, although it was in the historic district and the Secretary of Interior's standards did not apply.

There was no public testimony.

There was discussion regarding the window that was hidden by the awning, allowable building materials, installing a wood door instead of a fiberglass door since it was the primary façade, how there were no examples of other fiberglass doors in recent new construction, existing doors and façade of the building, and history of the building.

Chair Mead suggested adding a condition for the applicant to install a wood door per DDR Standard 17.59050c, Building Materials.

Committee Member Cooley moved to approve DDR 2-23 with conditions recommended by staff and an added condition for the applicant to install a wood door. The motion was seconded by Committee Member Dewan and passed 3-0.

## **6. Committee Member Comments**

None

## **7. Staff Comments: update on poster & postcard sales**

Community Development Director Richards said they still had poster and postcard inventory.

Senior Planner Swanson said this was his last meeting as he was leaving the City.

## **8. Adjournment**

Chair Mead adjourned the meeting at 4:16 p.m.