



City of McMinnville

PLANNING

**City of McMinnville
Planning Department**

231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

Historic Landmarks Committee Hybrid In-Person & ZOOM Online Meeting Wednesday, June 12th - 2:30 PM Police Station Conference Room: 121 NE Adams St.

Please note that this meeting will take place at McMinnville Civic Hall and simultaneously be conducted via ZOOM meeting software if you are unable or choose not to attend in person

**Join Zoom Meeting
Meeting ID: 823 8295 0437
Passcode: 337696**

<https://mcminnvilleoregon.zoom.us/j/88608368679?pwd=Hb4LxUx4xMBuDBIfnKgbOiOlAbusbR.1>

Or join ZOOM Meeting by phone via the following number: 1-253-215-8782

Committee Members	Agenda Items
John Mead, Chair	1) Call to Order
Mary Beth Branch, Vice Chair	2) Citizen Comments
Mark Cooley	3) Approval of Minutes
Christoper Knapp	<ul style="list-style-type: none"> • 7-27-2023 Meeting Minutes (<i>Exhibit 1</i>) • 8-24-2023 Meeting Minutes (<i>Exhibit 2</i>) • 9-28-2023 Meeting Minutes (<i>Exhibit 3</i>)
Katherine Huit	4) Action Items
City Council Liaison Chris Chenoweth	<ul style="list-style-type: none"> • HL 3-24: Certificate of Approval for Alterations 609 NE Cowsls St (<i>Exhibit 4</i>) • HL 2-24: Historic Resource Inventory Amendment 639 SE Ford St (<i>Exhibit 5</i>)
	5) Committee Member Comments
	6) Staff Comments
	7) Adjournment

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Planning Department.

EXHIBIT 1 - MINUTES

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:

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.

EXHIBIT 2 - MINUTES

August 24, 2023
Historic Landmarks Committee
Regular Meeting

3:00 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Mark Cooley, John Mead, and Christopher Knapp
Members Absent: Mary Beth Branch and Eve Dewan
Staff Present: Heather Richards – Community Development Director and Adam Tate – Associate Planner
Others Present:

1. Call to Order

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

3. Citizen Comments

None

4. Approval of Minutes

- May 4, 2022
- June 23, 2022
- July 28, 2022
- August 25, 2022

Committee Member Knapp moved to approve the May 4, June 23, July 28, and August 25, 2022, minutes. The motion was seconded by Committee Member Cooley and passed 3-0.

5. Action Items

- AP 9-23/HL 1-22, 436 SE Baker 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 an appeal to the decision for denial for 436 SE Baker Street. The decision had been appealed to the Planning Commission who remanded

the case back to the HLC with conditions that the applicant provide additional information on the rear staircase. He described the subject site, project summary, photos of the stairs, and applicable review criteria. Staff recommended approval with conditions.

There was discussion regarding the Building Official's intent to do a full inspection and let the applicant know what remediations were needed to bring the stairs up to code. Community Development Director Richards said the Building Official did not think the stairs would need to be removed and rebuilt.

There was further discussion regarding the Secretary of Interior's Standard #9, being compatible with historic materials. Associate Planner Tate said staff found the Trex composite material to be compatible.

Emily Forbes, applicant, said she and her husband bought the property in April 2022. It was after the property closed that they learned there was an outstanding application on the property. They had discussed the issue with staff and filed the appeal to the Planning Commission. It was now remanded back to the HLC. They were trying to be prompt and work with everyone and had met with the Building Official. If things needed to be changed, they were more than willing to make those changes rather than tear down a very functional, well-built staircase. She was willing to paint the pressure treated wood of the staircase. The house was a vacation rental, but the stairs led to a separate room above the kitchen and did not go into the main house. The only access to the room was the staircase and it was not part of the rental.

There was no public testimony.

There was discussion regarding allowing Trex as a compatible material since it was on the back façade.

Committee Member Knapp was concerned that it was a vacation rental and showed visitors how they treated historic homes in the City especially in allowing Trex and the pressure treated wood.

Committee Member Cooley said the home had been substantially restored and rehabilitated and respected the history the home represented. The material was on the least prominent façade. He thought the stairs met the Secretary of Interior's standards in that they were distinct from the original structure. The question was whether the material detracted from the historic home. Weighed against how much they had gained; he could live with it. Once painted it would not be as noticeable.

There was consensus to add a condition that all pressure treated materials on the staircase be painted to match or be compatible with the house per Secretary of Interior's Standard #9 after any code remediation occurred. The color would be reviewed by the Planning Director.

Committee Member Cooley moved to approve AP 9-23/HL 1-22 with the conditions as recommended by staff and the added condition about painting the pressure treated wood. The motion was seconded by Committee Member Knapp and passed 2-1 with Committee Member Knapp opposed.

6. Committee Member Comments

None.

7. Staff Comments

Community Development Director Richards said the McMinnville Downtown Association was looking at changes to the downtown design guidelines. The City would be doing an update to the Downtown Master Plan next year and she thought the downtown design guidelines would be part of that discussion. She explained the process for that work.

Chair Mead said the Gallery Theater approached staff regarding exterior painting and they had been given direction to not paint the theater a bright color, but more of an earth tone, and to avoid using black.

Committee Member Cooley thought they should make sure any language proposed for the downtown design guidelines was not ambiguous. Community Development Director Richards said the goal was to write a code that did not need to be interpreted and was clear to everyone moving forward.

8. Adjournment

Chair Mead adjourned the meeting at 4:51 p.m.

EXHIBIT 3 - MINUTES

September 28, 2023
Historic Landmarks Committee
Regular Meeting

3:00 pm
Hybrid Meeting
McMinnville, Oregon

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

Members Absent:

Staff Present: Heather Richards – Community Development Director and Adam Tate – Associate Planner

Others Present: Katherine Huit

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

- April 27, 2023

Committee Member Dewan noted on page 3 it said she recused herself from the hearing because it was her residence. It was not her residence, but the applicant was her landlord who owned her residence.

Committee Member Branch moved to approve the April 27, 2023, minutes as amended. The motion was seconded by Committee Member Cooley and passed unanimously.

4. Action Items

- Spruce Goose National Register Nomination

Associate Planner Tate said this was a request for national register nomination for the Spruce Goose. He described the subject site, project summary, history of the Spruce Goose, photos and diagram of the plane, and note on corrections to the application. SHPO had asked the Committee to review the Certified Local Government Evaluation sheet which evaluated National Register Nominations on five categories and state if the HLC was okay with the application or had concerns. Staff found that the nomination met all the applicable criteria.

There was discussion regarding the Spruce Goose nomination in 1980 and how when the plane was moved from Long Beach to McMinnville, the proper notification was not given and it was dropped from the registry. This nomination would put the plane back on the registry.

The Committee asked questions about an object being placed on a register but not a building, who had the plane before it came to McMinnville, other airplanes on the national register, original application, percentage of materials that were original, property tax benefit, why Criterion A was not considered, documentary that was done on the plane, support for the application, Duramold process to create the aircraft, images in the application, and typos.

Katherine Huit, applicant, explained the process for movable structures. The US government owned it, then it belonged to Howard Hughes, then a few different corporations until it came to the Evergreen Aviation & Space Museum. She described the errors in the original application. The only thing that was replaced on the plane was the paint, everything inside the airplane was original. They did a lot of research to match the aluminum paint. She was not aware of a property tax benefit. However, designation might open doors for grant opportunities. She said Criterion A was not used because the plane came into fruition after World War II ended.

The Committee reviewed the nomination criteria and thought the application met all the criteria. Committee Member Branch suggested annotating the photos and maps to make them clearer.

5. Discussion Items

- CLG Certification and Training

Community Development Director said SHPO had audited the City's CLG program and there were no findings. They had a few recommendations; one was training on roles and responsibilities of the Committee and the historic preservation code. There would be two separate trainings, one from SHPO and one from a consultant on the code.

6. Old/New Business

None

7. Committee Member Comments

Chair Mead gave an update on a complaint received for a historic home at 436 NE Galloway. Some of the work was not in compliance with the Secretary of Interior's standards.

Community Development Director Richards said a stop work was put on it and the owner was notified of permits he needed to obtain. The owner had been asked to return the raptor tails to their original form and that the scallops be retained to match the other raptor tails. He also needed to order and use the same siding profile on the kitchen remodel. For the window replacement, he had to make the siding more appropriate to conceal where the old window had been. These were minor alterations and did not need to come before the HLC. The property owner also wanted to repair the exterior stairwell and had submitted for the permit. The owner shared he did not know the house was historic.

8. Staff Comments

None

9. Adjournment

Chair Mead adjourned the meeting at 4:10 p.m.

DRAFT

EXHIBIT 4 – STAFF REPORT

DATE: June 12, 2024
TO: Historic Landmark Committee Members
FROM: Matthew Deppe, Associate Planner
SUBJECT: HL 3-24 (Certificate of Approval for Alteration)
609 NE Cows Street

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Define the unique character through a community process that articulates our core principles

Report in Brief:

This is a quasi-judicial review of a “*Certificate of Approval for Alteration*” land use application for alterations to the existing historic landmark and building located at 609 NE Cows Street (Tax Lot R4421-BB-18900). Alterations to existing historic landmarks that are designated on the Historic Resources Inventory need to be reviewed and receive approval for how their design complies with McMinnville’s historic preservation standards. Per the McMinnville Municipal Code, the McMinnville Historic Landmarks Committee serves as the decision-making body for the Certificate of Approval review. The applicant, Beth Rhoades, on behalf of property owners Scott & Jennifer Scott, is requesting the Certificate of Approval for Alteration approval. The Certificate of Approval for Alteration request is subject to the review process described in Section 17.65.060 of the McMinnville Municipal Code (MMC). The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

Background:

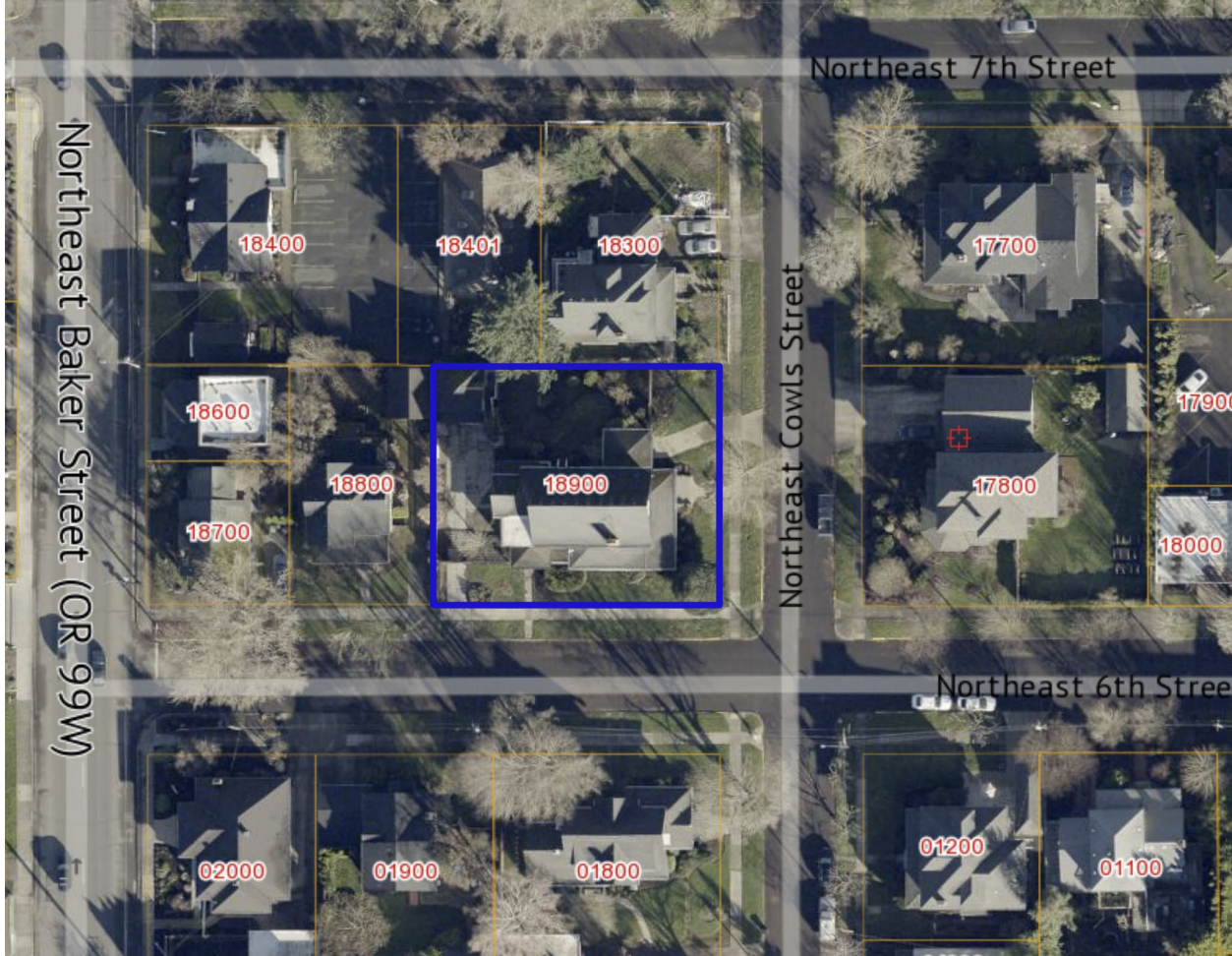
The subject property is located at 609 NE Cows Street. The property is identified as Tax Lot R4421-BB-18900 **See Vicinity Map (Figure 1) below.**

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

Exhibit 1. Vicinity Map (Property Lines Approximate)

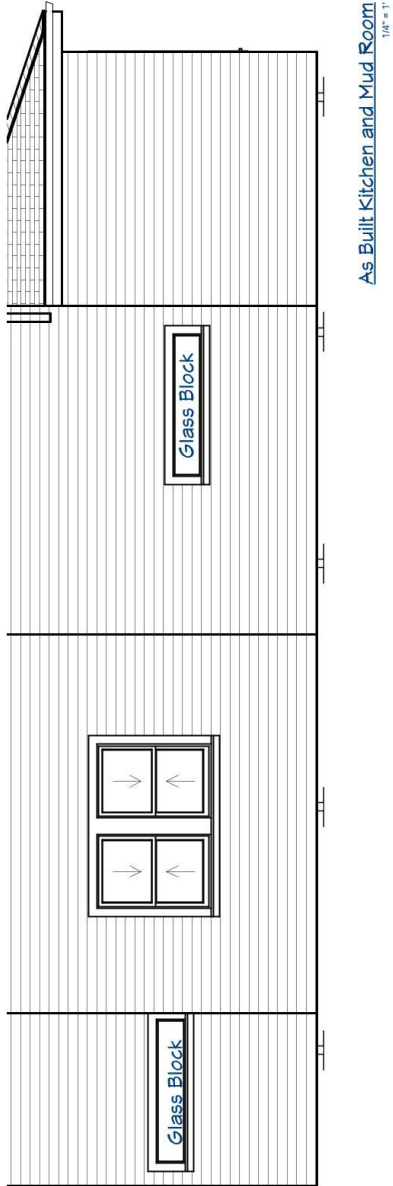


The applicant is requesting approval of the design to replace the gutters, remove rear side glass block walls, add new windows on that same side, replace windows, replace a door, and replace any siding that cannot reasonably be repaired with cement board. The applicant is requesting Certificate of Approval for these alterations on the subject property.

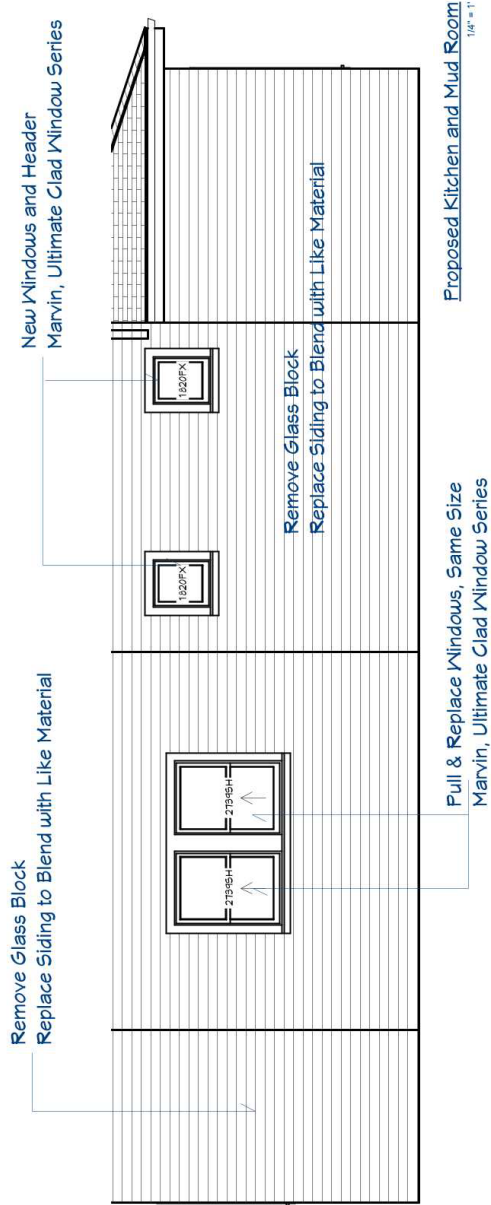
The applicant provided mockups of their proposal provided below.

Exhibit 2.

Glass block window replacement and existing window replacement:



As Built Kitchen and Mud Room
1/4" = 1'



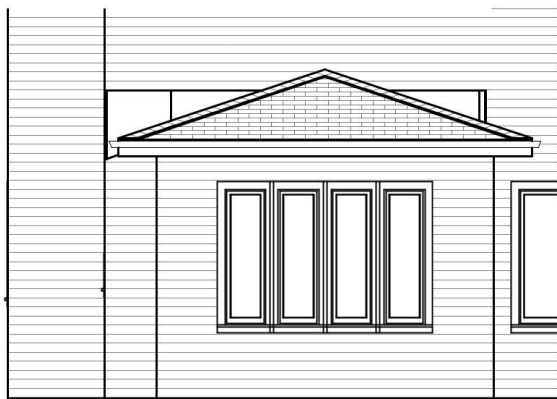
Attachments:

- Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24
- Attachment B: HL 3-24 Application Materials

Gutter Replacement:



Nook Window Replacement:



As Built-Nook Windows

1/4" = 1'

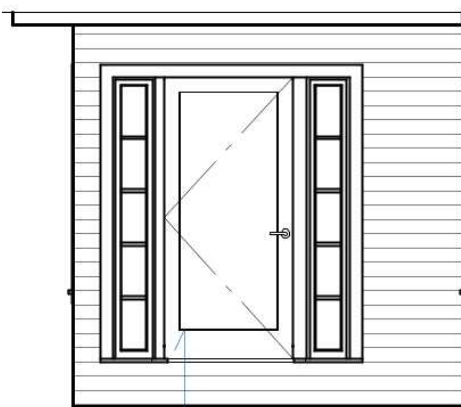


Marvin, Ultimate Clad Window Series

Proposed Windows

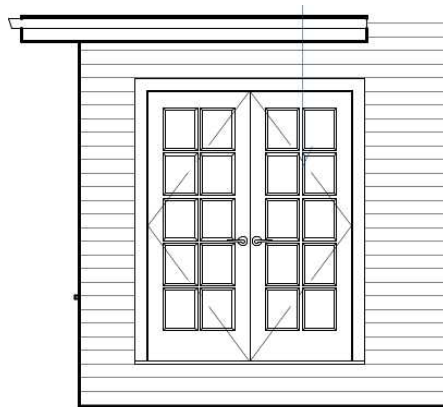
1/4" = 1'

Nook Door Replacement:



As Built-Nook Door

1/4" = 1'



Proposed Nook French Doors

1/4" = 1'

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

Existing Siding Under Aluminum:

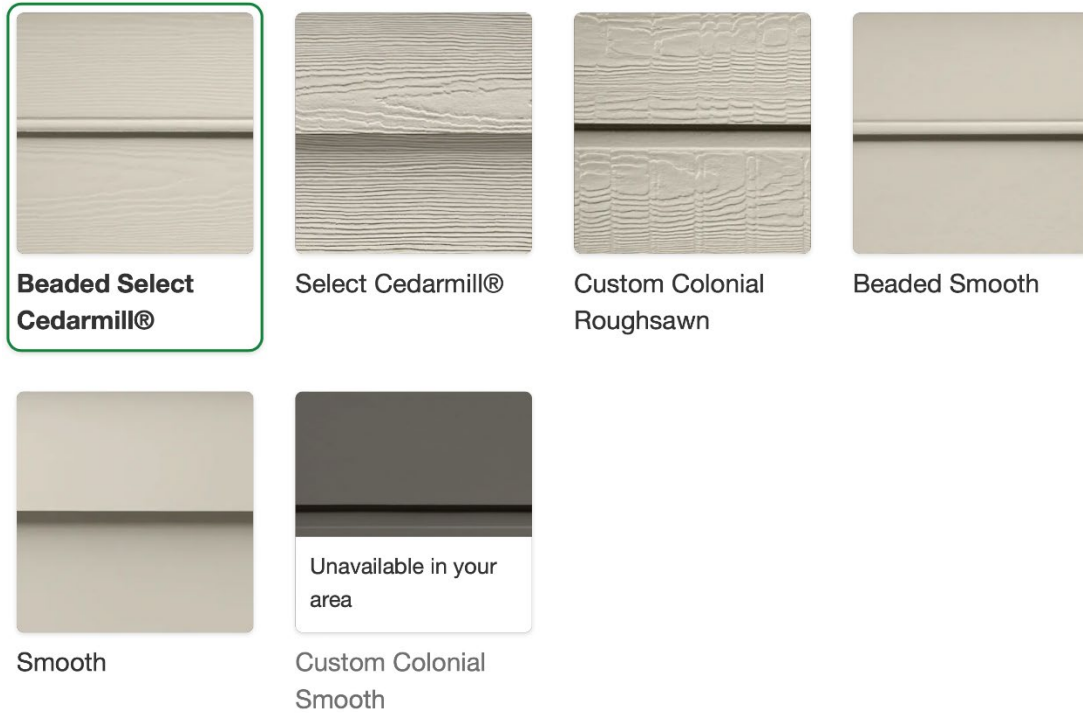


Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

Cement Board Texture Options: the applicant is open to suggestions on what cement board option would best maintain the texture and other visual qualities of the original material



Discussion:

Decisions and/or recommendations for approval of the land use application is dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code. The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The specific review criteria for a Certificate of Approval for Alteration in Section 17.65.060(B) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;
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.
 - 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.
 - 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.
 - 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 requires repair or limited replacement of a distinctive feature, the new material will match the old 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.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
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;
 4. The value and significance of the historic resource; and
 5. The physical condition of the historical resource.

Suggested Conditions of Approval

Staff suggests four conditions of approval. When working with historic buildings it is common to have to adjust the project plan in minor ways to account for unexpected existing conditions. These conditions are meant to allow for those minor adjustments.

1. That all window and doors installed are wood-clad (exterior) to match the existing structure's materials. The replacement french doors should have side lights similar to the existing sidelights of the door being replaced and the existing french doors being replicated. The four adjacent vertical windows should be replaced with a similar design window pattern with the vertical pattern of separation either by design or with window mullions. The replacement and new windows and doors shall include the wood trim and window sill design that exists on the remainder of the windows and doors on the existing structure.
2. That the applicant evaluate the original siding under the existing siding and repair any sections that can feasibly be repaired. Any sections that cannot be feasibly repaired will be replaced with siding that matches the design, color, texture, and other visual qualities of the original materials.
3. Any applicable agency comments related to the future building permit submittal process be satisfied to ensure that they are consistent with the plans submitted for review.

Committee Options:

- 1) Close the public meeting and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public meeting to a specific date and time.
- 3) Close the public meeting and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

Recommendation:

Staff is recommending approval of the application, subject to the above suggested conditions of approval.

MOTION FOR HL 3-24:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES HL 3-24, SUBJECT TO THE CONDITIONS OF APPROVAL PROVIDED IN THE DECISION DOCUMENT.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 3-24

Attachment B: HL 3-24 Application Materials

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE APPROVAL OF ALTERATIONS TO A HISTORIC LANDMARK LOCATED AT 609 NE Cowls Street

- DOCKET:** HL 3-24 (Certificate of Approval for Alteration)
- REQUEST:** Approval of alterations to an existing historic landmark and building that is listed on the McMinnville Historic Resources Inventory as a “Distinctive” historic resource (resource number A355). The proposed alterations include removal of glass block windows, addition of new wood windows in the same area, replacement of a door, replacement of windows, removal of vinyl and aluminum siding, and replacement of cedar siding with cement board siding when existing holes in the siding make repairs unfeasible.
- LOCATION:** 609 NE Cowls Street. Tax Lot: R4421-BB-18900
- ZONING:** O-R (Office Residential)
- APPLICANT:** Beth Rhoades, on behalf of property owner Scott & Jennifer Scott
- STAFF:** Matthew Deppe, Associate Planner
- DATE DEEMED COMPLETE:** May 14, 2024
- HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee
- HEARING DATE & LOCATION:** June 12, 2024, Police Station Conference Room, 121 SE Adams Street, McMinnville, Oregon.
- PROCEDURE:** An application for a Certificate of Approval for Alteration is processed in accordance with the procedures in Section 17.65.060 of the McMinnville Municipal Code.
- CRITERIA:** The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) of the McMinnville Municipal Code. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. “Proposals” specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.
- APPEAL:** As specified in Section 17.65.080 of the McMinnville Municipal Code, the Historic Landmarks Committee’s decision may be appealed to the Planning Commission

within fifteen (15) days of the date written notice of decision is mailed. The City’s final decision is subject to a 120 day processing timeline, including resolution of any local appeal.

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; Northwest Natural Gas; and Oregon Department of Transportation. Their comments are provided in this document.

RECOMMENDATION

Based on the findings and conclusionary findings, the Historic Landmarks Committee finds the applicable criteria are satisfied with conditions and **APPROVES** the Certificate of Approval for New Construction (HL 3-24), **subject to conditions**.

////////////////////////////////////
RECOMMENDATION: APPROVAL WITH CONDITIONS
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Historic Landmarks Committee: _____
John Mead, Chair

Date:_____

Planning Department: _____
Heather Richards, Planning Director

Date:_____

I. APPLICATION SUMMARY:

The applicant has provided information in their application regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use requests and the relevant background, and excerpted portions are provided below to give context to the request, in addition to staff’s comments.

Subject Property & Request

The subject property is located at 609 NE Cowsls Street. The property identified as Tax Lot Tax Lot: R4421-BB-18900 **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map



The existing building on the subject property is listed on the Historic Resources Inventory as a Distinctive resource (resource number A355).

The applicant provided an overview of their proposal and project in the application narrative, which is as follows:

The proposed alterations and addition of a new garage are identified in the submitted elevations below:

Background

Summary of Criteria & Issues

The application (HL 3-24) is subject to Certificate of Approval for Alteration review criteria in Section 17.65.060(B) of the Zoning Ordinance. The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The specific review criteria for Certificate of Approval for Alteration requests, in Section 17.65.060(B) of the McMinnville Zoning Ordinance, require the Historic Landmarks Committee to base each decision on the following criteria:

1. The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;
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.
 - 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.
 - 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.
 - 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 requires repair or limited replacement of a distinctive feature, the new material will match the old 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.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.
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;
4. The value and significance of the historic resource; and
5. The physical condition of the historical resource.

The applicant has provided findings to support the request for a Certificate of Approval for Alteration. These will be discussed in detail in Section VII (Conclusionary Findings) below.

Attachments :

Attachment 1 – Application and Attachments

II. CONDITIONS:

1. That all window and doors installed are wood-clad (exterior) to match the existing structure's materials. The replacement french doors should have side lights similar to the existing sidelights of the door being replaced and the existing french doors being replicated. The four adjacent vertical windows should be replaced with a similar design window pattern with the vertical pattern of separation either by design or with window mullions. The replacement and new windows and doors shall include the wood trim and window sill design that exists on the remainder of the windows and doors on the existing structure.
2. That the applicant evaluate the original siding under the existing siding and repair any sections that can feasibly be repaired. Any sections that cannot be feasibly repaired will be replaced with siding that matches the design, color, texture, and other visual qualities of the original materials.
3. Any applicable agency comments related to the future building permit submittal process be satisfied to ensure that they are consistent with the plans submitted for review.

III. ATTACHMENTS:

1. HL 3-24 Application and Attachments (on file with the Planning Department)

IV. COMMENTS:**Agency Comments**

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

- McMinnville Engineering Department

No concerns/comments from engineering

- McMinnville Water & Light

Contact McMinnville Water & Light if overhead power needs disconnected during any portion of this work.

- McMinnville Building Department

As long as the use remains single-family residential a building permit is only needed for the installation of two new windows where none previously existed. All other work described as part of the application is exempt from the need for a building permit. The City does not regulate or enforce lead paint or asbestos abatement which is left to other regulatory agencies in Oregon.

Building permit applications should be made online using Oregon ePermitting. The designer must confirm whether the wall is a bearing wall and if it is, provide header design for each window. An inspection of the framed opening and final installation of the two windows will be necessary.

Attachments :

Attachment 1 – Application and Attachments

No other building code related issues noted.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date of the Historic Landmarks Committee public hearing on June 12, 2024, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Beth Rhoades, on behalf of property owner Scott & Jennifer Scott, submitted the Certificate of Approval application (HL 3-24) on May 14, 2024.
2. Based on that date, the 120 day land use decision time limit expires on September 11, 2024.
3. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas.

Comments received from agencies are addressed in the Decision Document.

4. Notice of the application and the June 12, 2024, Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on June 5, 2024.
5. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public hearing.
6. On June 12, 2024, the Historic Landmarks Committee held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 609 NE Cows Street. Tax Lot: R4421-BB-18900
2. **Size:** 0.276 Acres (lot), 5,882 sf (structure).
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** O-R (Office Residential)
5. **Overlay Zones/Special Districts:** None.
6. **Current Use:** Single Family Residential
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number A355.
 - b. **Other:** None

Attachments :

Attachment 1 – Application and Attachments

8. **Other Features:** The site is developed with a single-family residential structure. The site is largely flat
9. **Utilities:**
 - a. **Water:** Water service is available to the subject site.
 - b. **Electric:** Power service is available to the subject site.
 - c. **Sewer:** Sanitary sewer service is available to the subject site.
 - d. **Stormwater:** Storm sewer service is available to the subject site.
 - e. **Other Services:** Other utility services are available to the subject site. Northwest Natural Gas and Comcast is available to serve the site.
10. **Transportation:** The site is adjacent to NE Cows Street and NE 6th Street, which both are identified as a local streets in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for local streets as 50 feet.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Certificate of Approval for Alteration are specified in Section 17.65.060(B) of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, polices, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

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

APPLICANT'S RESPONSE: The proposed project will meet the policies of the Comprehensive plan by preserving and protecting this site of historical significance. The removal of the aluminum and vinyl and repair of underlying cedar or replacement with texture matching cement board will improve property value.

FINDING: SATISFIED. The City concurs with the applicant's findings, and adds that the protection of the structure is being achieved through compliance with the applicable Certificate of Approval for Alteration criteria, as described in more detail below.

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

Attachments :

Attachment 1 – Application and Attachments

GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

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.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The process for a Certificate of Approval for Alteration provides an opportunity for citizen involvement throughout the process through the public notice and the public meeting process. Throughout the process, there are opportunities for the public to review and obtain copies of the application materials and the completed staff report prior to the advertised public meeting(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville Zoning Ordinance

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

Chapter 17.03. General Provisions

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The purpose of the Zoning Ordinance is met by the proposal as described in the Conclusionary Findings contained in this Decision Document.

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.

Attachments :

Attachment 1 – Application and Attachments

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant, who is representing the property owner, filed an application and request for approval of proposed alterations to the building that is designated as a Distinctive resource on the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee within 30 days of the application being deemed complete.

17.65.060 Exterior Alteration or Remodeling. [...]

B. The Historic Landmarks Committee shall base its decision on the following criteria:

17.65.060(B)(1). *The City’s historic policies set forth in the comprehensive plan and the purpose of this ordinance;*

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The findings for the applicable Comprehensive Plan policies are provided above.

17.65.060(B)(2)(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.*

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The home will continue to be used as a residence. Upgrading the aluminum siding to a siding more accurate in color, texture, and other visual qualities.

17.65.060(B)(2)(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.*

APPLICANT’S RESPONSE: We have had to take off more siding around the house and the holes are everywhere. We took off siding for the re-framing on the back of the house and there were holes. Under the porch on the front of the house, we took off a few pieces and there are the holes.

We talked to our siding company, and they said it is possible to replace the cedar boards with the holes. The question is if there are so many that we must decide if the new cedar would blend in or not. Our preference is to refurb the cedar siding, but it might be too expensive. We cannot afford to put new cedar on the entire home. In that case, we would do the cement lap boards. We will only do that if the cedar is in too bad of shape for refurbishing.

Pictures identifying location of aluminum (A) and vinyl (V) siding.



Attachments :

Attachment 1 – Application and Attachments

Pictures of original cedar siding with insulation holes under aluminum and vinyl siding.



FINDING: SATISFIED WITH CONDITION OF APPROVAL #2. The applicant's intention is to repair the original siding under the existing siding. Early investigation of the original cedar siding is that there may be more insulation holes drilled than expected and, in some cases, more than are feasible to repair. Residing the entire home with new cedar is financially unfeasible for the applicant and they are requesting permission to replace overly drilled sections of the existing cedar with cement board matching the reveals of the existing cedar. Total replacement area will be unknown until all the existing aluminum siding is removed. The applicant have provided multiple texture options, for the committee's review, to receive guidance on which texture would best meet the Secretary of Interior's Standards for Rehabilitation best. Seeking to match the old siding in design, color, texture and other visual qualities.

SATISFIED WITH CONDITION OF APPROVAL #2. That the applicant evaluate the original siding under the existing siding and repair any sections that can feasibly be repaired. Any sections that cannot be feasibly repaired will be replaced with siding that matches the design, color, texture, and other visual qualities of the original materials.

17.65.060(B)(2)(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: SATISFIED WITH CONDITION OF APPROVAL #2. The applicant's intention is to repair the original siding under the existing siding. Early investigation of the original cedar siding is that there may be more insulation holes drilled than expected and, in some cases, more than are feasible to repair. Residing the entire home with new cedar is financially unfeasible for the applicant and they are requesting permission to replace overly drilled sections of the existing cedar with cement board matching the reveals of the existing cedar. Total replacement area will be unknown until all the existing aluminum siding is removed. The applicant have provided multiple texture options, for the committee's review, to receive guidance on which texture would best meet the Secretary of Interior's Standards for Rehabilitation best. Seeking to match the old siding in design, color, texture and other visual qualities.

SATISFIED WITH CONDITION OF APPROVAL #2. That the applicant evaluate the original siding under the existing siding and repair any sections that can feasibly be repaired. Any sections that cannot be feasibly repaired will be replaced with siding that matches the design, color, texture, and other visual qualities of the original materials.

17.65.060(B)(2)(d). *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

FINDING: NOT APPLICABLE.

17.65.060(B)(2)(e). *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

FINDING: SATISFIED WITH CONDITION OF APPROVAL #2. The applicant's intention is to repair the original siding under the existing siding. Early investigation of the original cedar siding is that there may be more insulation holes drilled than expected and, in some cases, more than are feasible to repair. Residing the entire home with new cedar is financially unfeasible for the applicant and they are requesting permission to replace overly drilled sections of the existing cedar with cement board matching the reveals of the existing cedar. Total replacement area will be unknown until all the existing aluminum siding is removed. The applicant have provided multiple texture options, for the committee's review, to receive guidance on which texture would best meet the Secretary of Interior's Standards for Rehabilitation best. Seeking to match the old siding in design, color, texture and other visual qualities.

SATISFIED WITH CONDITION OF APPROVAL #2. That the applicant evaluate the original siding under the existing siding and repair any sections that can feasibly be repaired. Any sections that cannot be feasibly repaired will be replaced with siding that matches the design, color, texture, and other visual qualities of the original materials.

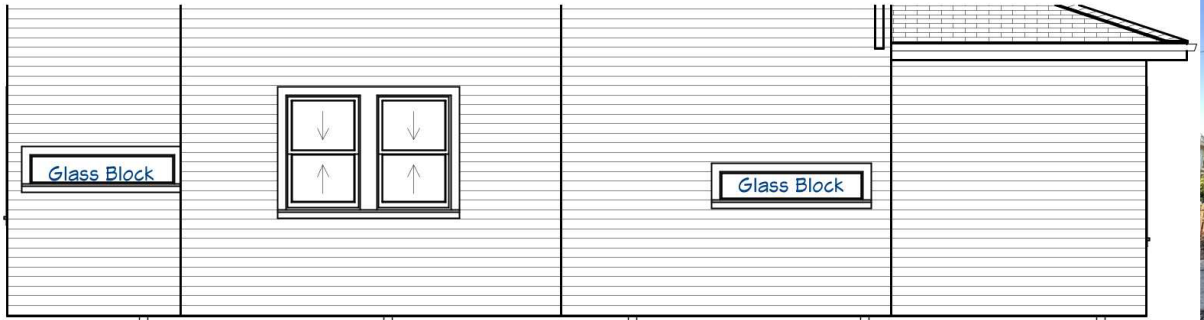
17.65.060(B)(2)(f). *The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.*

Applicant's Response:

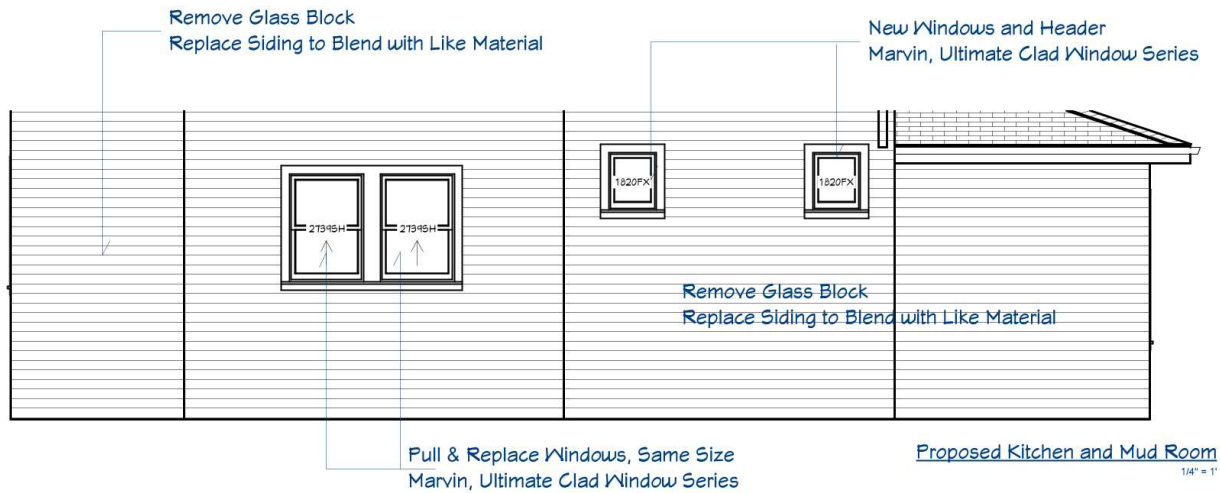
The applicant is proposing replacing all the existing gutters with rustic copper finish gutters.



The applicant is proposing a removal of non-historic glass block windows on the rear of the home and replacing them with new aluminum clad windows.



As Built Kitchen and Mud Room
1/4" = 1'



Proposed Kitchen and Mud Room
1/4" = 1'

Attachments :

Attachment 1 – Application and Attachments



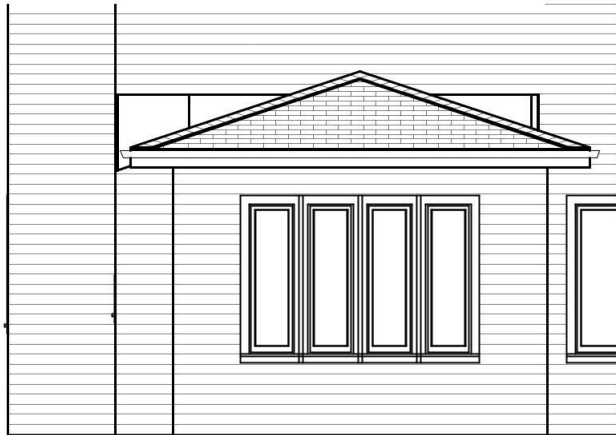
(Above are original square windows in the home matching the style of two of the proposed rear window additions replacing the glass block windows proposed for removal.)

Attachments :

Attachment 1 – Application and Attachments

The applicant is proposing replacing the existing front nook windows with a bay window design.

Window Changes



As Built-Nook Windows
1/4" = 1'



Marvin, Ultimate Glad Window Series

Proposed Windows
1/4" = 1'

Attachments :

Attachment 1 – Application and Attachments

The applicant is proposing replacing the door in the nook with french doors.



FRENCH SERIES
4510 (IG)
Painted Wood French Door
Clear Glass

FINDING: SATISFIED WITH CONDITION OF APPROVAL #1. The applicant plans to replace glass block windows with square aluminum clad windows that are of similar size to other square windows on the house. The applicant would also like to replace four vertical adjacent windows with an aluminum bay window and a door with side lights with aluminum clad french door.

The Secretary of Interior Standards for Rehabilitation encourages replacing windows and doors with similar design and materials. The existing windows and doors are wood framed.

CONDITION OF APPROVAL #1: That all window and doors installed are wood-clad (exterior) to match the existing structure’s materials. The replacement french doors should have side lights similar to the existing sidelights of the door being replaced and the existing french doors being replicated. The four adjacent vertical windows should be replaced with a similar design window pattern with the vertical pattern of separation either by design or with window mullions. The replacement and new windows and doors shall include the wood trim and window sill design that exists on the remainder of the windows and doors on the existing structure.

Attachments :

Attachment 1 – Application and Attachments

17.65.060(B)(2)(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: NOT APPLICABLE. No chemical treatments are proposed.

17.65.060(B)(2)(h). *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

FINDING: SATISFIED. The City understands that any archeological resources discovered during the construction process will be preserved.

17.65.060(B)(2)(i). *The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.*

APPLICANT’S RESPONSE:

FINDING: SATISFIED WITH CONDITIONS. The Secretary of the Interior’s Standards for the Treatment of Historic Properties describes the rehabilitation of a historic building as follows:

“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.”

Some of the applicable rehabilitation guidelines for historic buildings, and findings for the guidelines, are provided below:

Finding: As described in more detail above, the applicant is proposing to repair exterior siding. Other areas where doors or windows are being removed will be finished with matching exterior siding and materials. In cases where repair is not possible the applicant is seeking to replace the siding with cement board matching the design, texture, and other visual qualities of the original cedar.

Recommended Guideline: Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.

Recommended Guideline: Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Finding: As described in more detail above, existing incompatible block glass windows are proposed to be removed and replaced with wood windows. A condition of approval is included

to require that all replacement and new windows be wood material to match the existing material of the historic structure.

Finding: As described in more detail above, the proposed design does propose French doors to replace one of the existing nook doors. A condition of approval is included to require that the new front door be consistent in style with the other existing front door, which is the eastern door on the street-facing façade of the structure. Both existing front doors used to contain a grid system within a large glazed portion of the door. The condition of approval will require that the new door match the old in material and design.

Recommended Guideline: Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.

Recommended Guideline: Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.

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: Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.

17.65.060(B)(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;*

APPLICANT'S RESPONSE:

FINDING:

17.65.060(B)(4). *The value and significance of the historic resource; and*

APPLICANT'S RESPONSE:

FINDING:

17.65.060(B)(5). *The physical condition of the historical resource.*

APPLICANT'S RESPONSE: None.

FINDING:



Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. HL 3-24
Date Received 5/14/2024
Fee \$1,809.00
Receipt No. 209849
Received by AW

569-24-000104-PLNG

Certificate of Approval
(Alteration)

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other Contractor

Applicant Name C&R Design Remodel, CCB 1932 Phone 503-363-1343

Contact Name Beth Rhoades Phone 503-932-4947
(If different than above)

Address 1160 Vista Ave SE

City, State, Zip Salem, OR 97302

Contact Email BethR@RemodelSalem.com

Property Owner Information

Property Owner Name Scott & Jennifer Scott Phone 503-472-6161
(If different than above)

Contact Name Phone

Address 609 NE Cows St

City, State, Zip McMinnville, OR 97128

Contact Email jennifergreendo@gmail.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 609 NE Cows St

Assessor Map No. R4 421BB-18900 - Total Site Area .2755

Subdivision WILLIS' ADDITION Block Block 4 Lot Lots 7 & 8 -

Comprehensive Plan Designation Residential Zoning Designation O-R (Office Residential)

1. What is the classification of the historic building? _____

2. Architect Name _____ Phone _____
(Engineer or Other Designer)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

3. Contractor Name **C&R Design Remodel, CCB 1932** Phone **503-363-1343**

Contact Name **Beth Rhoades** Phone **503-932-4947**

Address **1160 Vista Ave SE**

City, State, Zip **Salem, OR 97302**

Contact Email **BethR@RemodelSalem.com**

4. The existing use of the property. **Single Family Residential**

5. The intended use of the property. **Single Family Residential**

6. Attach a written narrative that describes:

A. The proposed project in detail (specific portions of the structure being altered, new features being constructed, etc.);

B. How the proposed project meets the applicable Comprehensive Plan policies;

C. How the proposed project meets the applicable design standards and guidelines, which are as follows:


- 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.
- 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.
- 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.
- 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 requires repair or limited replacement of a distinctive feature, the new material will match the old 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.
 - h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 - i. The proposed project must be consistent with the Guidelines for Historic Preservation as published by the United States Secretary of the Interior;
- D. The reasonableness of the proposed project and a description of the economic use of the historic resource, and how those factors relate to the proposed project;
- E. The current value and significance of the historic resource, and how those factors relate to the proposed project; and
- F. The physical condition of the historic resource, and how the condition relates to the proposed project.

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the information listed in the information sheet.*
- Architectural drawings, including elevations of the proposed alteration. The elevations shall include descriptions of the proposed finish material.*
- Photographs and/or drawings of the existing structure.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.



Applicant's Signature

5/8/2024

Date

DocuSigned by:

BDAB84A09901482...

Property Owner's Signature

5/13/2024

Date

Scope of Project:

Siding Work:

Remove aluminum siding on house
Restore existing cedar siding
Paint Exterior

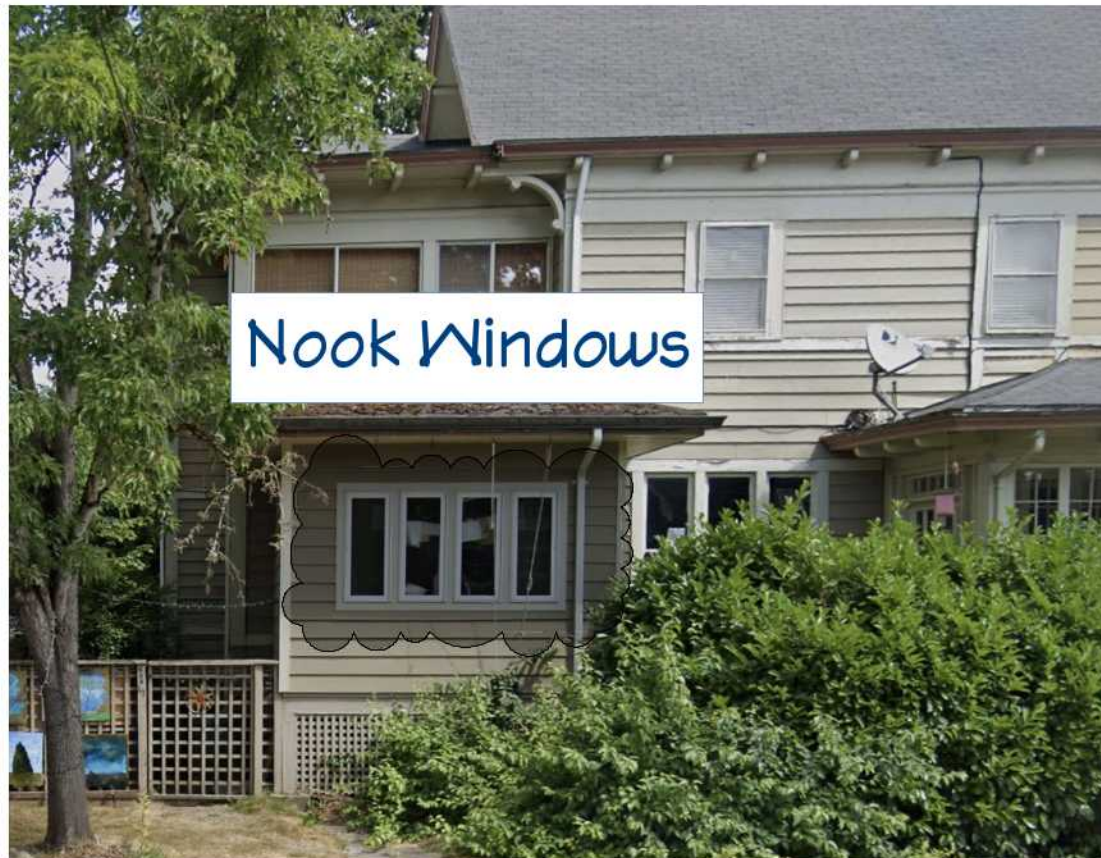
Gutters:

Remove existing gutters
Install new gutters
Finish to be rustic copper

Window Work & Door Work:

Replace Nook Windows and Door
Remove glass block on side of house (not street facing)
Replace with two new windows at existing kitchen (not street facing)
Add two new windows at kitchen (not street facing)

No change to trim work or all other windows



SHEET NUMBER

1

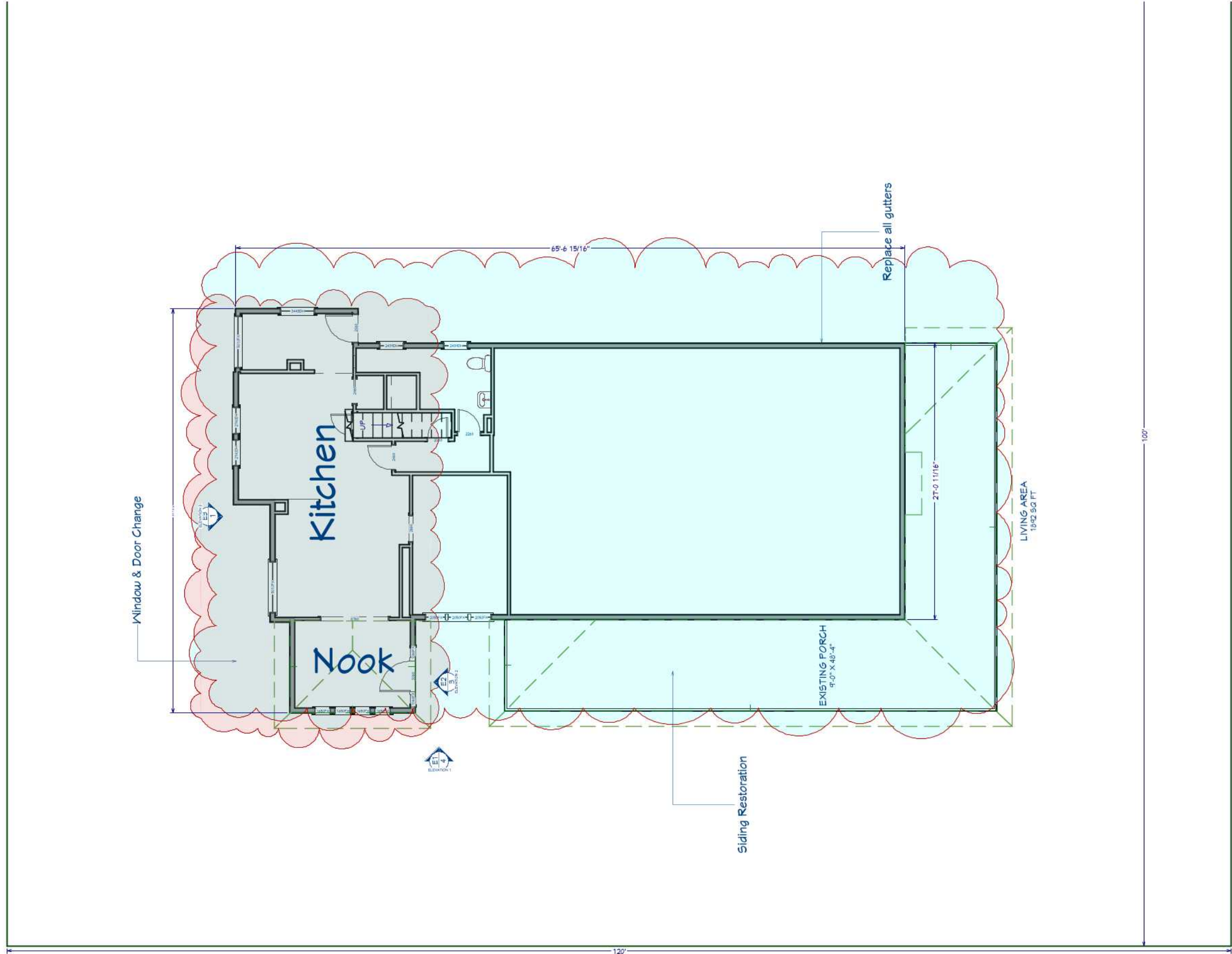
REVISION #:

Scott & Jennifer Green
609 NE Cows St, McMinnville, OR

DRAWN BY: BETH RHOADES DATE: 5/7/2024

Exterior Window & Door Replacement
Exterior Siding Removal & Restoration

DRAWINGS PROVIDED BY:
C&R Design Remodel
1160 Vista Ave SE
503.363.1343
CCB #1932



Site Plan
1/10" = 1'



NE Cows

419

DRAWINGS PROVIDED BY:
C&R Design Remodel
1160 Vista Ave SE
503.363.1343
CCB #1932

Exterior Window & Door Replacement
Exterior Siding Removal & Restoration

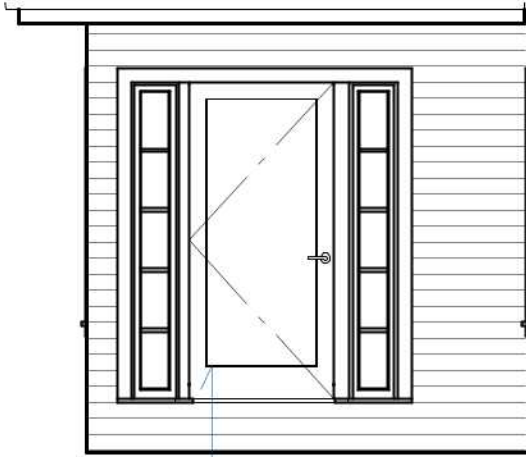
Scott & Jennifer Green
609 NE Cows St, McMinnville, OR

DRAWN BY: BETH RHOADES DATE: 5/7/2024

SHEET NUMBER

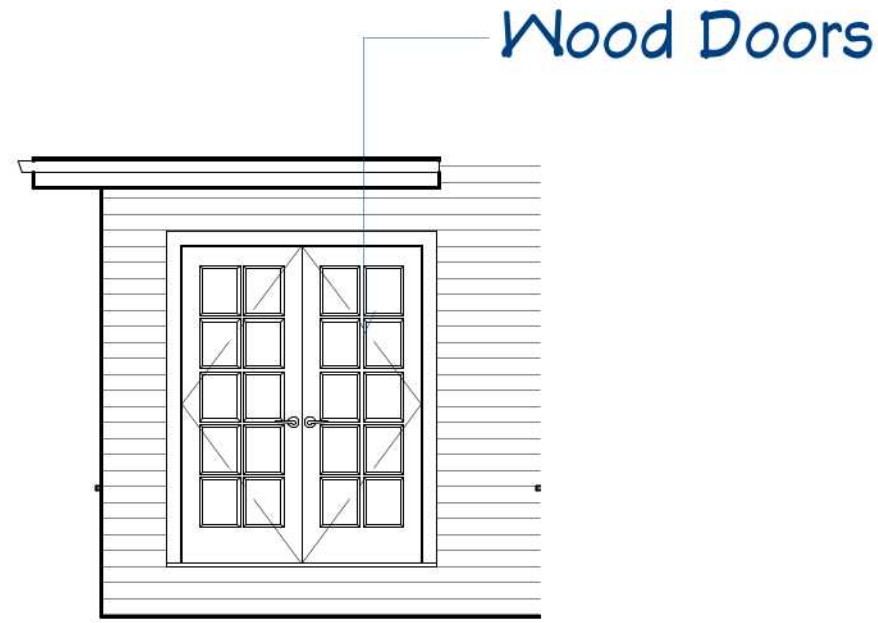
2

REVISION #:



As Built-Nook Door
1/4" = 1'

Door Change from Nook



Proposed Nook French Doors
1/4" = 1'



FRENCH SERIES
4510 (IG)
Painted Wood French Door
Clear Glass

SHEET NUMBER

3

REVISION #:

Scott & Jennifer Green
609 NE Cows St, McMinnville, OR

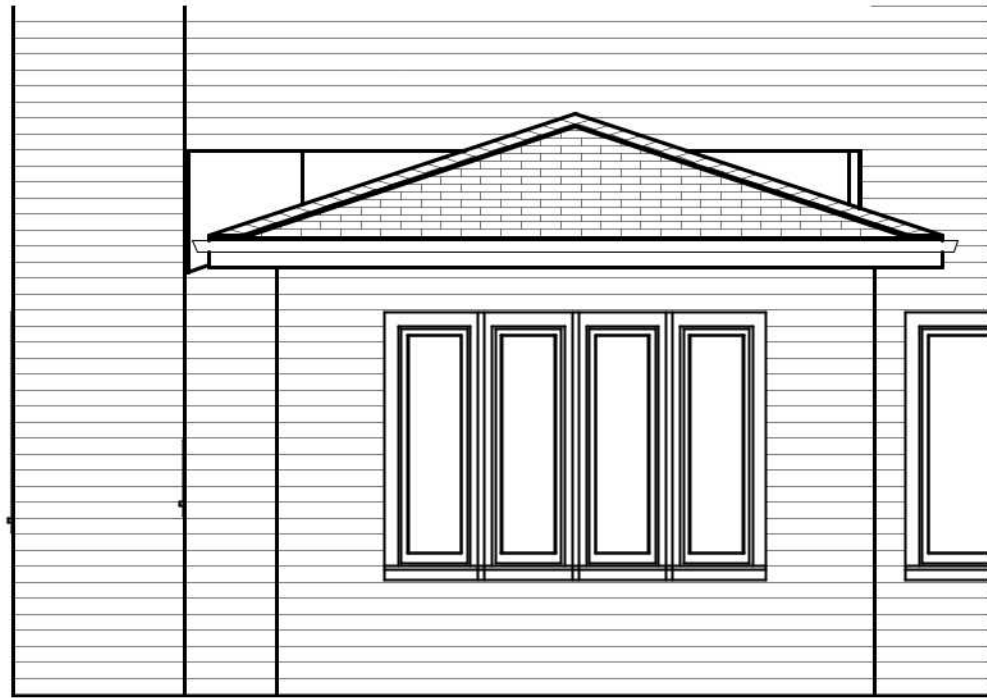
DATE: 5/7/2024

DRAWN BY: BETH RHOADES

Exterior Window & Door Replacement
Exterior Siding Removal & Restoration

DRAWINGS PROVIDED BY:
C&R Design Remodel
1160 Vista Ave SE
503.363.1343
CCB #1932

Window Changes

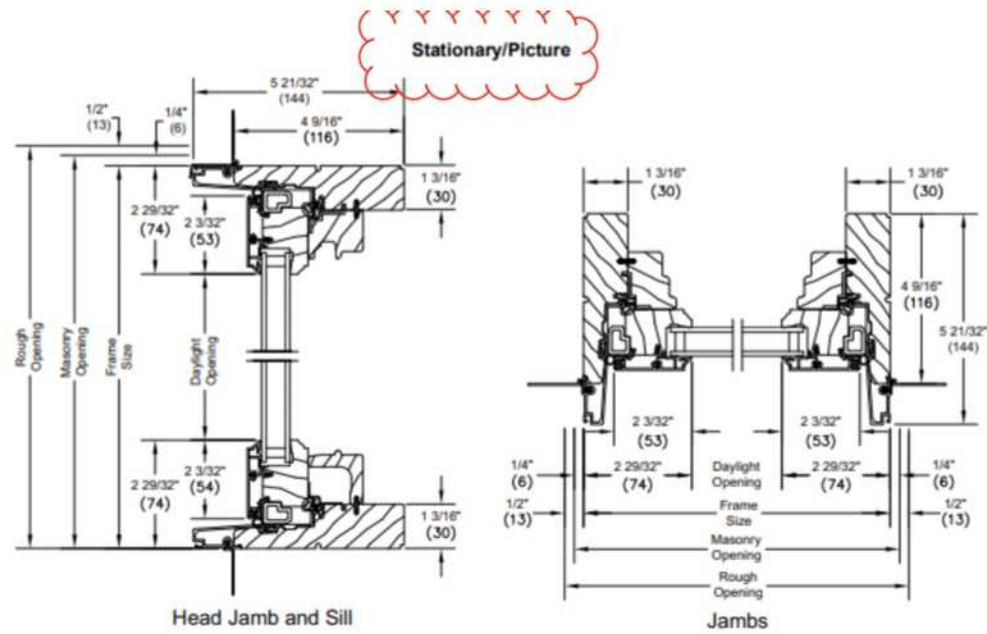


As Built-Nook Windows
1/4" = 1'



Marvin, Ultimate Clad Window Series

Proposed Windows
1/4" = 1'



SHEET NUMBER

4

REVISION #:

Scott & Jennifer Green
609 NE Cows St, McMinnville, OR

DATE: 5/7/2024

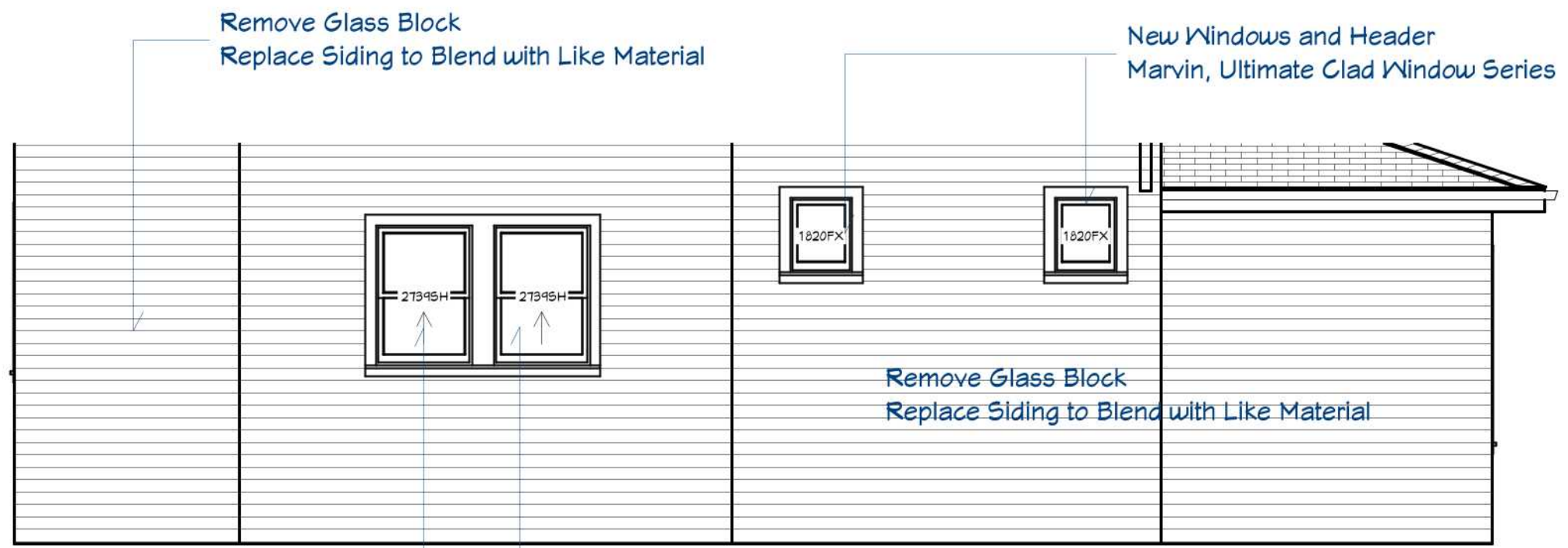
DRAWN BY: BETH RHOADES

Exterior Window & Door Replacement
Exterior Siding Removal & Restoration

DRAWINGS PROVIDED BY:
C&R Design Remodel
1160 Vista Ave SE
503.363.1343
CCB #1932



As Built Kitchen and Mud Room
1/4" = 1'

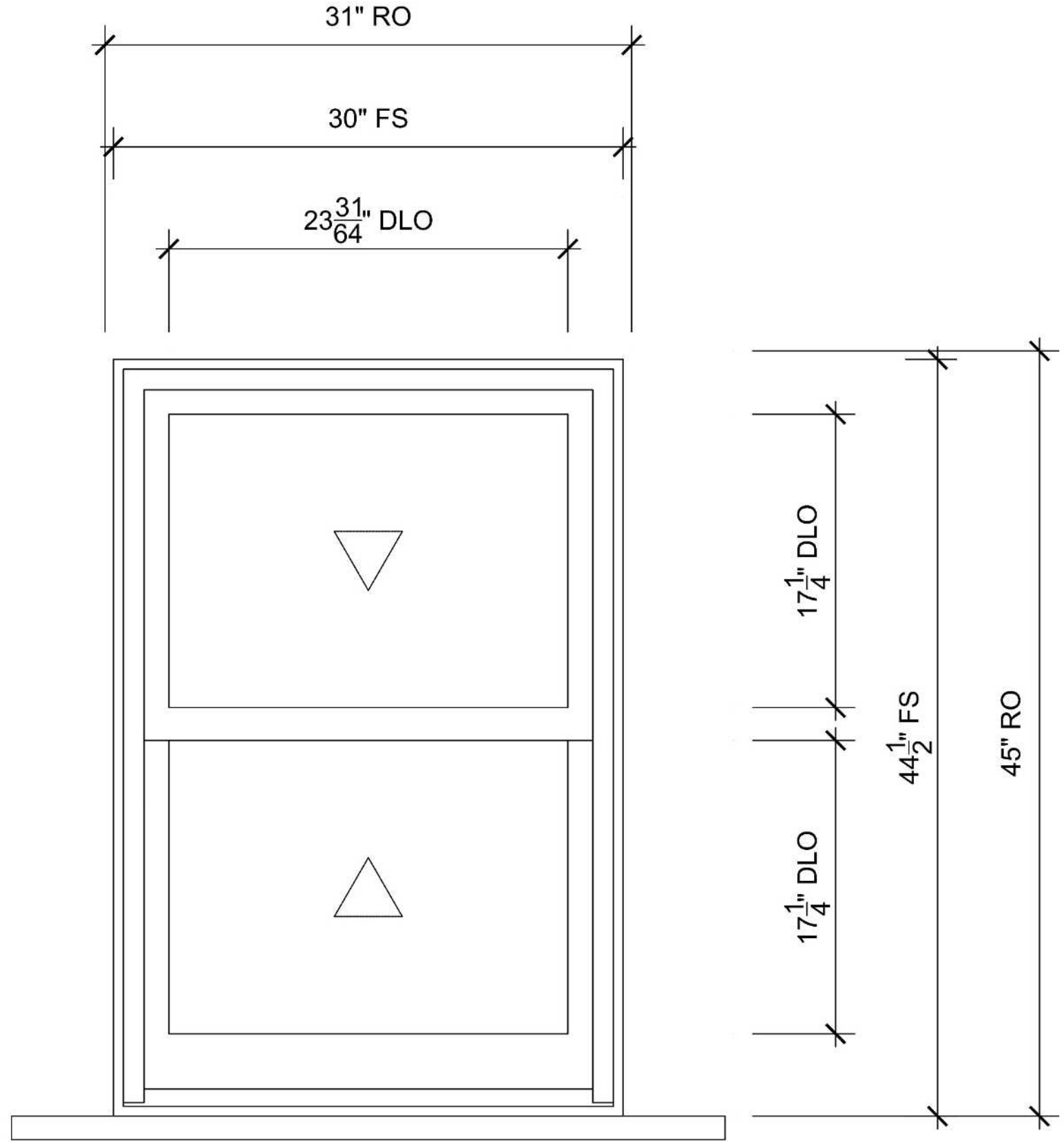
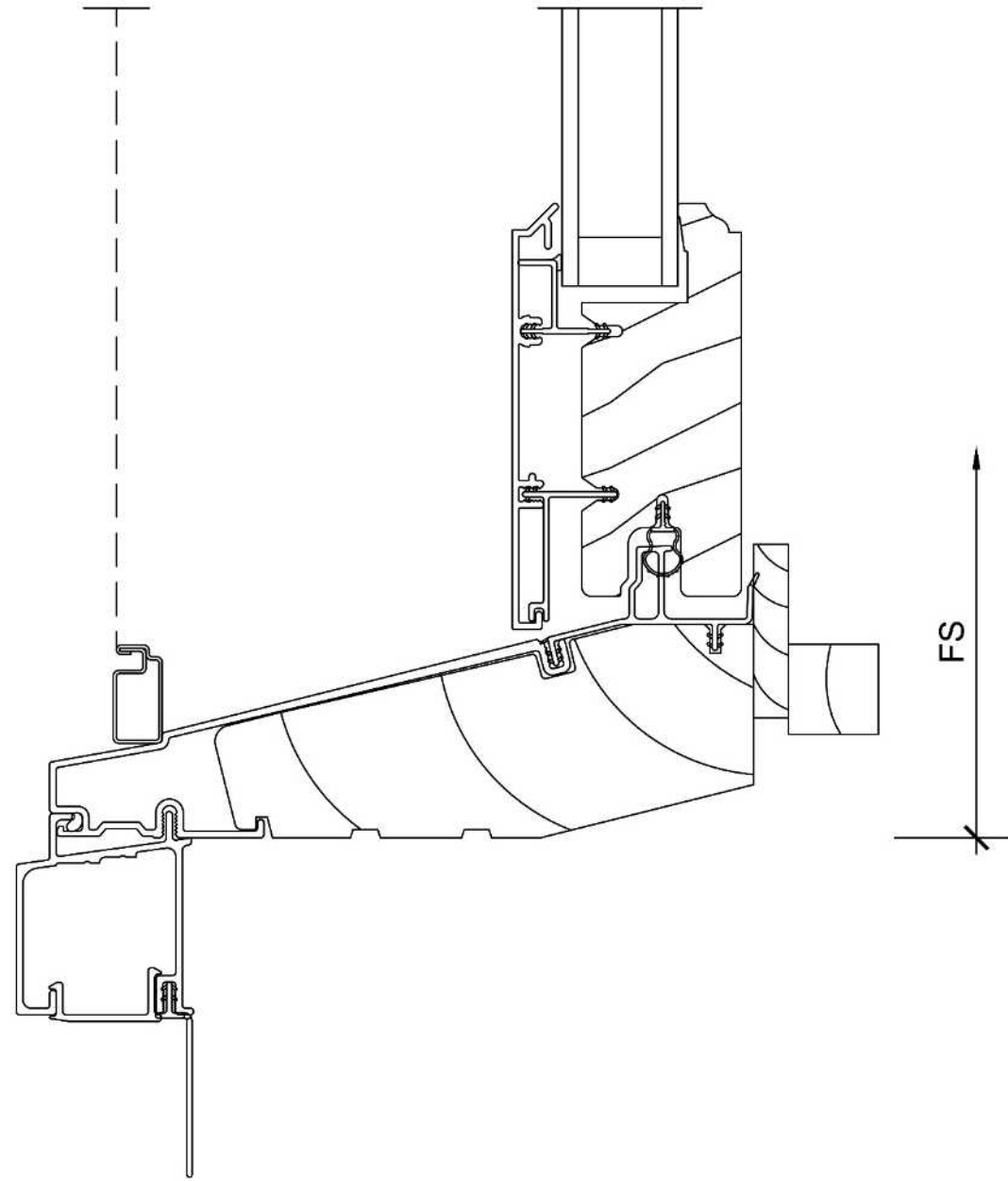


Pull & Replace Windows, Same Size
Marvin, Ultimate Clad Window Series

Proposed Kitchen and Mud Room
1/4" = 1'

3
1

Sill Double Hung



DOUBLE HUNG

DRAWINGS PROVIDED BY:
C&R Design Remodel
1160 Vista Ave SE
503.363.1343
CCB #1932

Exterior Window & Door Replacement
Exterior Siding Removal & Restoration

Scott & Jennifer Green
609 NE Cows St, McMinnville, OR

DRAWN BY: BETH RHOADES DATE: 5/7/2024

SHEET NUMBER

6

REVISION #:

Castleton Mist HC-1	Dorset Gold HC-8	Henderson Buff HC-16	Blair Gold HC-22	Dunmore Cream HC-29	Hopplewhite Ivory HC-36	Tyler Taupe HC-43
Beacon Hill Damask HC-2	Chesterdown Buff HC-9	Livingston Gold HC-18	Yorkshire Tan HC-23	Philadelphia Cream HC-30	Mythic Gold HC-37	Lenox Tan HC-44
Greenmount Silk HC-3	Stuart Gold HC-10	Summersdale Gold HC-17	Pittsfield Buff HC-24	Waterbury Cream HC-31	Decatur Buff HC-38	Shaker Beige HC-45
Hawthorne Yellow HC-4	Marblehead Gold HC-11	Adams Gold HC-18	Quincy Tan HC-25	Standish White HC-32	Putnam Ivory HC-39	Jackson Tan HC-46
Weston Flax HC-5	Concord Ivory HC-12	Norwich Brown HC-19	Monroe Bisque HC-26	Montgomery White HC-33	Greenfield Pumpkin HC-40	Brookline Beige HC-47
Windham Cream HC-6	Millington Gold HC-13	Woodstock Tan HC-20	Monterey White HC-27	Wilmington Tan HC-34	Richmond Gold HC-41	Bradstreet Beige HC-48
Bryant Gold HC-7	Princeton Gold HC-14	Huntington Beige HC-21	Shelburne Buff HC-28	Powell Buff HC-35	Sosbury Caramel HC-42	Mayflower Red HC-49
Georgian Brick HC-50	Sheraton Beige HC-57	Townsend Harbor Brown HC-64	Hasbrouck Brown HC-71	Litchfield Gray HC-78	Fairview Taupe HC-85	Wheeling Neutral HC-92
Audubon Russet HC-61	Chippendale Rosetone HC-68	Hodley Red HC-75	Branchport Brown HC-82	Greenbrier Beige HC-89	Kingsport Gray HC-96	Carrington Beige HC-103
Ansonia Peach HC-62	Odessa Pink HC-69	Garrison Red HC-76	Plymouth Brown HC-83	Bleeker Beige HC-90	Ashley Gray HC-97	Old Salem Gray HC-104
Hathaway Peach HC-63	Queen Anne Pink HC-70	Clinton Brown HC-77	Valley Forge Brown HC-84	Manchester Tan HC-91	Jamesboro Gold HC-98	Sag Harbor Gray HC-105
Jewel Peachstone HC-64	New London Burgundy HC-71	Middlebury Brown HC-78	Maryville Brown HC-85	Bennington Gray HC-92	Northampton Putty HC-99	Richmond Gray HC-106
Winthrop Peach HC-65	Somerville Red HC-72	Whitall Brown HC-79	Davenport Tan HC-86	Grant Beige HC-93	Crown Point Sand HC-100	Hancock Gray HC-107
Georgetown Pink Beige HC-66	Monticello Rose HC-73	Van Buren Brown HC-80	Alexandria Beige HC-87	Elmira White HC-94	Darville Tan HC-101	Providence Olive HC-108
Abington Putty HC-69	Cranville Gray HC-76	Loudsburg Green HC-83	Van Alen Green HC-90	Fairmont Green HC-97	Terrytown Green HC-104	Hollingsworth Green HC-111
Gloucester Sage HC-100	Gettysburg Gray HC-107	Saybrook Sage HC-114	Pease Green HC-121	Clearspring Green HC-128	Lafayette Green HC-135	Stratton Blue HC-142
Hampshire Gray HC-101	Jockey Hollow Gray HC-108	Georgian Green HC-115	Great Barrington Green HC-122	Southfield Green HC-129	Waterbury Green HC-136	Wythe Blue HC-143
Clarksville Gray HC-102	Sussex Green HC-109	Gulford Green HC-116	Kennebunkport Green HC-123	Weber Green HC-130	Mill Springs Blue HC-137	Palladian Blue HC-144
Cromwell Gray HC-103	Wetherfield Moss HC-110	Hancock Green HC-117	Caldwell Green HC-124	Lehigh Green HC-131	Covington Blue HC-138	Van Courtland Blue HC-145
Copley Gray HC-104	Nantucket Gray HC-111	Sherwood Green HC-118	Cushing Green HC-125	Harrisburg Green HC-132	Salisbury Green HC-139	Wedgewood Gray HC-146
Rockport Gray HC-105	Tate Olive HC-112	Kittery Point Green HC-119	Avon Green HC-126	Yorktowne Green HC-133	Prescott Green HC-140	Woodlawn Blue HC-147

Jamestown Blue HC-148	Newburyport Blue HC-155	Brewster Gray HC-162	Coventry Gray HC-169	Annapolis Gray HC-176	Country Redwood HC-183	Black HC-190
Buxton Blue HC-149	Van Deusen Blue HC-156	Duxbury Gray HC-163	Stonington Gray HC-170	Richmond Bisque HC-177	Cottage Red HC-184	Hamilton Blue HC-191
Yarmouth Blue HC-150	Narragansett Green HC-157	Puritan Gray HC-164	Wickham Gray HC-171	Charcoal Slate HC-178	Tudor Brown HC-185	
Buckland Blue HC-151	Newburg Green HC-158	Boothbay Gray HC-165	Revere Pewter HC-172	Platinum Gray HC-179	Charleston Brown HC-186	
Whipple Blue HC-152	Phillipsburg Blue HC-159	Kendall Charcoal HC-166	Edgecomb Gray HC-173	Cliffside Gray HC-180	Black Forest Green HC-187	
Marlboro Blue HC-153	Knoxville Gray HC-160	Amherst Gray HC-167	Lancaster Whitewash HC-174	Heritage Red HC-181	Essex Green HC-188	
Hale Navy HC-154	Templeton Gray HC-161	Chelsea Gray HC-168	Briarwood HC-175	Classic Burgundy HC-182	Chrome Green HC-189	

Paint Colors for Exterior

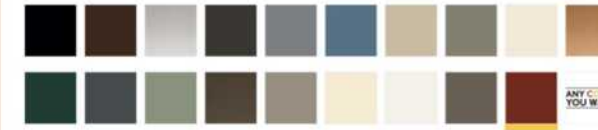
Clad Color Options



Wineberry

A high-quality window deserves a dependable finish. Our low maintenance clad-wood products feature an extruded aluminum exterior finished in commercial-grade paint for superior resistance to fading and chalking. Our palette of nineteen color options spans from muted, earthy tones to bold, rich colors and three pearlescent finishes. Custom color matching is also available to meet any design vision.

Selected: Wineberry



**Custom Colors: Any color. Any window or door. You name it. No matter what your inspiration for a custom window or door color, Marvin will match it. You get any color your heart desires, with your own personal custom color name and a 20-year warranty. See your Marvin dealer for details and ask about special pricing.*

Exterior Window Clad Colors from Marvin



Gutter Details

EXHIBIT 5 - STAFF REPORT

DATE: June 12, 2024
TO: Historic Landmarks Committee Members
FROM: Matthew Deppe, Associate Planner
SUBJECT: HL 2-24 – 639 SE Ford Street, Removal from Historic Resources Inventory

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Define the unique character through a community process that articulates our core principles

Report in Brief:

This is a quasi-judicial review of a Historic Resources Inventory Amendment land use application to allow for the deletion of the existing historic resource and building located at 639 SE Ford Street (Tax Lot 15200, Section 21CB, T. 4 S., R. 4 W., W.M.). Any person can file an application to amend the Historic Resources Inventory by either adding a resource, deleting a resource, or changing the level of significance of a resource. Per the McMinnville Municipal Code, the McMinnville Historic Landmarks Committee serves as the decision-making body for the review of any Historic Resources Inventory Amendment request, and has the authority to make all additions, deletions, and changes to the inventory. The applicant, Yamhill County Affordable Housing Corporation, is requesting the deletion of the existing historic resource from the Historic Resources Inventory. The Historic Resources Inventory Amendment request is subject to the review process described in Section 17.65.030 of the McMinnville Municipal Code (MMC). The Historic Landmarks Committee will make a final decision on the application, subject to appeal as described in Section 17.65.080 of the MMC.

Background:

The subject property is located at 639 SE Ford Street. The property identified as Tax Lot 15200, Section 21CB, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 1-22

Attachment B: HL 1-22 Application Materials

Figure 1. Vicinity Map



The existing building on the subject property is listed on the Historic Resources Inventory as an Environmental historic resource (resource number D943).

The definition of an Environmental historic resource per Section 17.06.060 is, *“This category includes all resources surveyed that were not classified as distinctive, significant or contributory. The resources comprise an historic context within the community.”*

The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number D943) for the subject property. The survey photo of the building is dated as 1980. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” states the following:

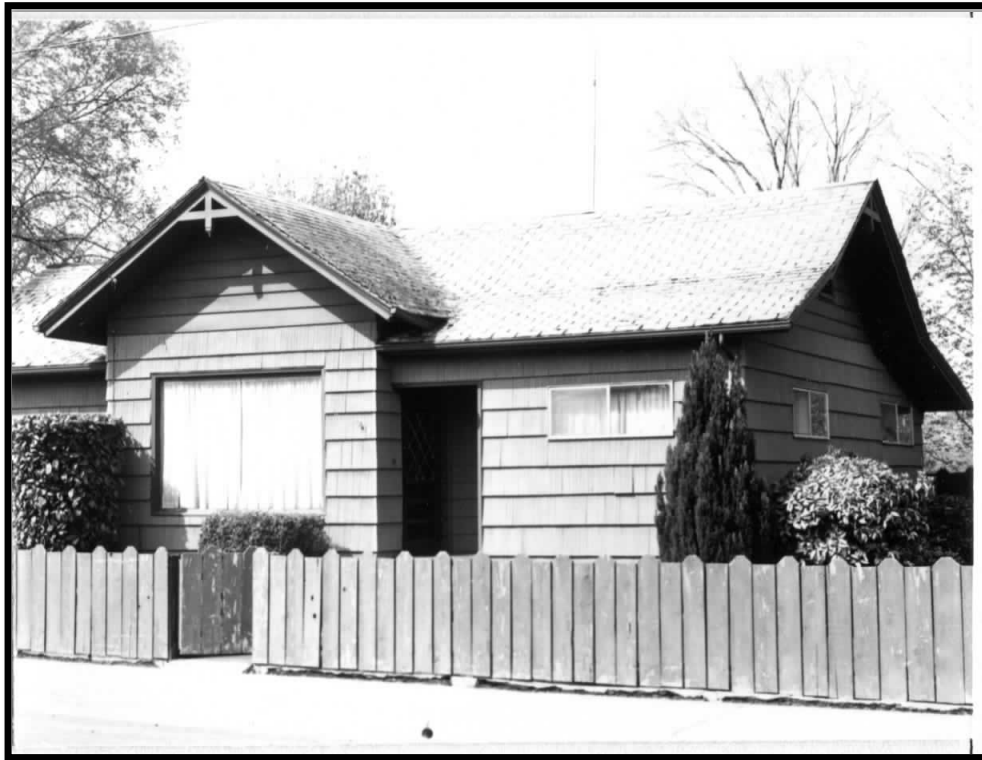
Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

“This house is basically a T-shaped one and one-half story vernacular with additions and severe alterations. The roof is cross-gabled, the north-south, longer portion flaring due to lean-to construction. The shorter gable, east-west, bears the remnants of stick style ornament on the façade. There are additions to the rear-one story gabled ell and a flat-roofed garage on the diagonal. Siding is now a combination wood shake and aluminum. All windows except for the large front pane, are horizontal sliding aluminum. The house sits on a new cement block foundation. The yard has three large old shade trees.”

An image of the historic resource from the time of the survey in 1980 is provided below:



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

An image of the historic resource as it exists today, as provided by the applicant in their application materials, is provided below:



Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials





Discussion:

Decisions and/or recommendations for approval of the land use application are dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code. The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria. Attached is a decision document that provides the staff-suggested Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not the application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

The specific review criteria for a deletion of a historic resource from the Historic Resources Inventory in Section 17.65.030(F) of the MMC require the Historic Landmarks Committee to base each decision on the following criteria:

1. The resource has lost the qualities for which it was originally recognized; or
2. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or
3. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

The applicant has provided a written narrative and findings to support their requests. The narrative and findings are provided in the application materials and are also reiterated and expanded upon in the Decision Document. The Decision Document includes the specific findings of fact for each of the applicable review criteria, but an overview of the findings in those Decision Documents is provided below.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

The applicable review criteria in Section 17.65.030(F) only require that one of the three criteria be satisfied in order for the Historic Landmarks Committee to approve the request. While only one of the three criteria is required to be satisfied, the applicant has provided arguments for two of the criteria, both that the resource has lost the “limited” qualities for which it was originally recognized and that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing.

Applicant Findings – Criteria 17.65.030(F)(1)

The applicant has provided findings and is arguing that the structure has lost the qualities for which it was originally recognized, based on the fact that the resource has undergone little to no maintenance and that of the few features described in the Historic Resources Inventory survey sheet. Some of the primary features of the building that are described in the Historic Resources Inventory survey sheet include general nods to the shape of the structure, and remnants of stick style ornament on the facade.

The applicant has provided photographic and narrative evidence that the roofing has failed in multiple locations, leading to moisture intrusion and rot. The 1980 report lists a new cement block foundation, which can be partially seen thru the living room failed flooring and supports.

While the applicant has provided evidence that some features of the existing structure are in poor condition, it is difficult for staff to determine if a majority of the features have been “lost”, since so few are listed, as is specifically required by the applicable review criteria. It is for the committee to determine how to evaluate what would qualify as a majority.

For this reason, staff is unclear whether this criteria is satisfied, which is reflected in the decision document attached to this staff report.

Staff would note that the resource is not classified as a “historic landmark”, as those are defined in Section 17.06.060 of the MMC as being only “Distinctive” and “Significant” historic resources. Based on the classification as an “Environmental” historic resource, Section 17.65.040(A) of the MMC would not require a Certificate of Approval for any exterior alteration of the structure. Therefore, the structure could be altered without any application or consideration of the historic preservation exterior alteration review criteria (which include the Secretary of the Interior Standards) in Section 17.65.060 of the MMC. The applicant has stated that they intend to remove the existing structure and develop affordable homes for low-income families. Given that there is no requirement that the existing materials be retained and restored, those materials could be completely removed and replaced, which would result in the further loss of what does remain of any of the original qualities that resulted in the structure being recognized as a historic resource.

Applicant Findings – Criteria 17.65.030(F)(2)

The applicant has also provided an argument that the resource did not fully satisfy the criteria for recognition as a historic resource because much of the narrative centers around the significantly altered nature of the structure. Including the “flaring” nature of the roof structure, the structure’s “severe alterations”, the mix of wood and aluminum siding, the aluminum windows, and the “flat-roofed” garage. The applicant has implied that even if the structure was evaluated against the criteria for recognition as a historic resource, it would not currently satisfy those criteria.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

Description of Original Historic Resources Inventory Evaluation Process

Following summarizes the process that was followed during the survey of properties and the creation of the Historic Resources Inventory in their application narrative. To ensure that the Historic Landmarks Committee is familiar with the process referenced by the applicant, a description of the development of the Historic Resources Inventory is described below.

The Historic Resources Inventory is the result of survey work that was completed in the 1980s. Structures more than 50 years old within the City of McMinnville were surveyed during multiple periods between 1980 and 1984. Following the survey work, the Historic Landmarks Committee examined the survey forms that were completed and completed two stages of evaluation of structures that were surveyed. The first stage resulted in the grouping of resources into four classes. The process followed in the first stage of evaluation is described in Appendix 4 of the Historic Resources Inventory report as follows:

“In general, resources given the highest scores were considered to be important due to historical association or architectural integrity, uniqueness, or quality. These resources were titled “significant resources”. The resources which received average scores were classified as “contributory resources” and were considered to enhance the overall historic character of a neighborhood or the City. The removal or alteration of contributory resources would have a deleterious effect on the quality of historic continuity experienced in McMinnville. The third, or lowest class included resources which did not necessarily contribute to the historic character of the community but did create the background or context for the more significant resources. These resources were called “environmental resources”.

The staff added an additional class for those “significant” resources which were outstanding for architectural or historic reasons and potentially worthy of nomination to National Register of Historic Places. The historic resources in their highest class were titled “distinctive resources”.

After the resources were classified into the four classes described above, a second stage of evaluation occurred, again as described in Appendix 4 of the Historic Resources Inventory report as follows:

“In the second stage of evaluation, the resources in the top three classes (i.e. distinctive, significant, and contributory) were given scores by the staff based on how well the resources met established criteria. Points were given in four categories of criteria as follows: History – up to three points; Style – up to three points; Integrity – up to two points; Environment – up to two points. Up to two bonus points were awarded if unique circumstances affected a resource’s total score. The criteria and evaluation process are described below.

1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important on a city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance. [...]
2. Style/Design. The resource is representative of a particular style or type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designed or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance [...]
3. Integrity. The resource retains original design elements, materials, and character with relatively minor alteration, if any. [...]
4. Environment. The resource contributes to the character or continuity of the street or neighborhood. [...]

After the points were awarded for each of the categories of criteria, the scores were totaled. Resources were classified as follows:

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

“Distinctive Resources” – 9 or 10 points;
 “Significant Resources” – 7 or 8 points;
 “Contributory Resources” – 5 or 6 points;
 “Environmental Resources” – Less than 5 points.”

Findings Related to Evaluation of Resource at the Time of Designation

The structure in question was determined to be an Environmental resource during the first stage of evaluation. This shows that the structure was not found to be significant enough by the Historic Landmarks Committee at that time to move it along to the process that scored structures against the criteria used in the second stage of evaluation. Repeating the point made above, the original listing of this resource lists as many, if not more, shortcomings of the historic value of this resource than it does points of value.

Findings Related to Evaluation of Resource at the Present Time

The review criteria requires the applicant to show that “the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing”. Staff would note that it is difficult to show that the resource did not satisfy the criteria for recognition as a historic resource at the time of listing, since thorough evidence is not available to make that determination. Also, as described in more detail above, the Historic Landmarks Committee at that time did decide to include the resource in the Environmental classification based on the information that was available to them at that time. While that didn’t include the second stage of evaluation that scored the resource against the four categories of criteria, the Historic Landmarks Committee did take action to designate the resource (and all other Environmental resources). Therefore, staff believes that, if the Historic Landmarks Committee were to approve the removal of the resource from the inventory, the analysis of whether the resource no longer satisfies the criteria for recognition is most applicable.

The applicant has implied that the structure does not meet those criteria today.

Staff generally finds that the applicant’s arguments and findings could be found by the Historic Landmarks Committee to satisfy one of the applicable review criteria. Since the Historic Landmarks Committee can make a decision based on only one of the criteria, staff believes that the committee should approve removal of the structure from the Historic Resources Inventory based on criteria 17.65.030(F)(2), since the structure was deemed a “D” resource in the first round of the survey simply because it did not have enough historic merit to advance to the next round of evaluation and all resources that were not classified as a “A”. “B” or “C” resource became a “D” resource by default.

Staff finds it difficult to determine “a majority of” the historic elements when approved as a “D” historic resource have been lost since the survey did not actually identify any compelling historic elements. The committee may choose to discuss and decide this in this process.

Staff also believes that the Historic Landmarks Committee could find that the historic resource could be found to not satisfy the criteria for recognition if evaluated against those criteria today.

Commission Options:

- 1) Close the public meeting and **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public meeting to a specific date and time.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials

-
- 3) Close the public meeting and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation:

If the Historic Landmarks Committee finds that the applicable criteria have not been addressed by the applicant, the Committee may continue the application to allow the applicant to provide additional information or findings or may deny the application. A denial of the application would require that findings for denial be provided by the Committee on the record, with a motion that staff prepare a decision document for denial based on those findings.

If the Historic Landmarks Committee finds that the applicant has provided adequate findings for the criteria related to the resource not satisfying the criteria for recognition today, staff recommends that the Committee approve the application with the findings of fact provided in the Decision Document attached to this staff report. A recommended motion for the approval of the land-use application is provided below:

MOTION FOR THE APPROVAL OF HL 2-24:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE HL 2-24, BASED ON THE FINDINGS OF FACT PROVIDED IN THE DECISION DOCUMENT.

If the Committee does not find that applicable criteria have been addressed by the applicant, staff recommends that the Committee continue the application to a future Historic Landmarks Committee meeting to allow the applicant to provide additional information or findings. A recommended motion for the continuation of the application is provided below:

MOTION FOR THE CONTINUATION OF HL 2-24:

BASED ON THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE FINDS THAT ADDITIONAL INFORMATION (AS DISCUSSED ON THE RECORD) IS NECESSARY, AND CONTINUES HL 2-24 TO A COMMITTEE MEETING ON JUNE 27, 2024 AT 3:00 PM.

Attachments:

Attachment A: Decision, Conditions, Findings of Fact and Conclusionary Findings for the Approval of HL 2-24

Attachment B: HL 2-24 Application Materials



Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE HISTORIC LANDMARKS COMMITTEE FOR THE DELETION OF THE HISTORIC RESOURCE AT 404 NE IRVINE STREET FROM THE HISTORIC RESOURCES INVENTORY

- DOCKET:** HL 2-24 (Historic Resources Inventory Amendment)
- REQUEST:** The applicant has submitted a written request to delete and remove an existing historic resource from the McMinnville Historic Resources Inventory. The historic resource is a residential building that is listed on the McMinnville Historic Resources Inventory as an Environmental resource (Resource Number D943).
- LOCATION:** 639 SE Ford Street. Tax lot: R4421-CB-15200
- ZONING:** R-4 (High Density, 5000sf Lot Residential)
- APPLICANT:** Yamhill County Affordable Housing Corporation
- STAFF:** Matthew Deppe, Associate Planner
- DATE DEEMED COMPLETE:** May 13, 2024
- HEARINGS BODY & ACTION:** McMinnville Historic Landmarks Committee
- HEARING DATE & LOCATION:** June 12, 2024, Police Station Conference Room, 121 NE Adams Street, McMinnville, Oregon.
- PROCEDURE:** An application for a Historic Resources Inventory Amendment is processed in accordance with the procedures in Section 17.65.030 of the McMinnville Municipal Code.
- CRITERIA:** The applicable criteria for a Historic Resources Inventory Amendment are specified in Section 17.65.030(C) through 17.65.030(F) of the McMinnville Municipal Code. More specifically, the only criteria applicable to a deletion of a resource from the Historic Resources Inventory are in Section 17.65.030(F). In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.
- APPEAL:** As specified in Section 17.65.080 of the McMinnville Municipal Code, the Historic Landmarks Committee's decision may be appealed to the Planning Commission

I. APPLICATION SUMMARY:

The applicant has provided information in their application narrative and findings (attached as Attachment 1) regarding the history of the subject site and the request under consideration. Staff has found the information provided to accurately reflect the current land use request and the relevant background, and excerpted portions are provided below to give context to the request, in addition to staff’s comments.

Subject Property & Request

The subject property is located at 639 SE Ford Street. The property is identified as Tax Lot 15200, Section 21CB, T. 4 S., R. 4 W., W.M. **See Vicinity Map (Figure 1) below.**

Figure 1. Vicinity Map



The existing building on the subject property is listed on the Historic Resources Inventory as an Environmental historic resource (resource number D943).

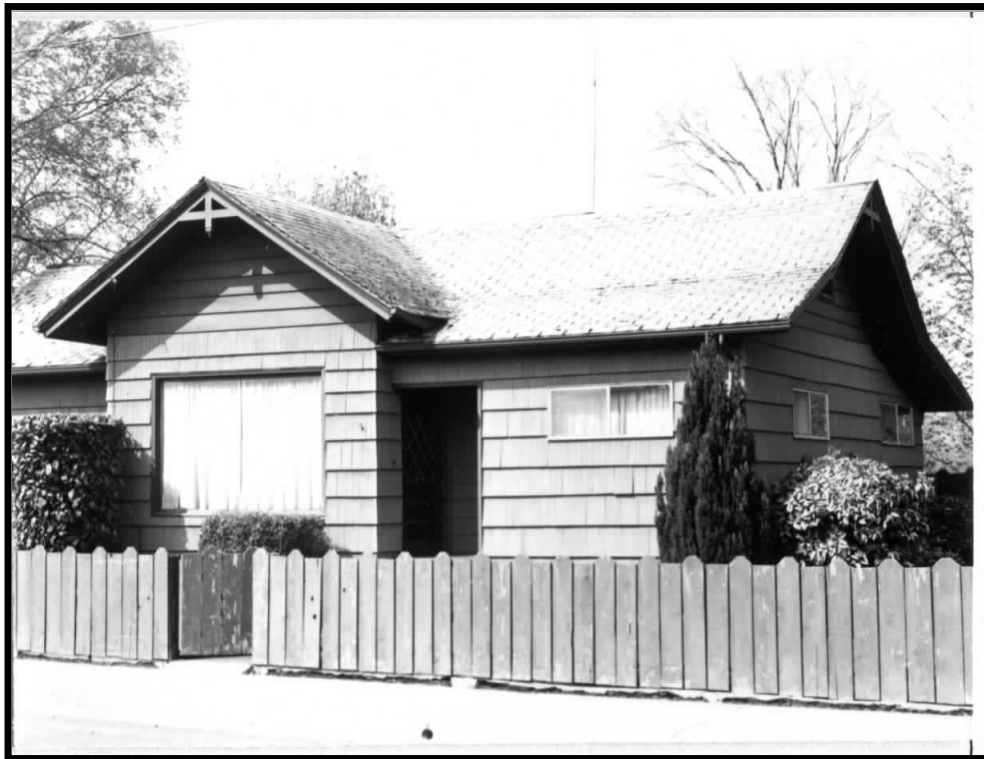
The definition of an Environmental historic resource per Section 17.06.060 is, *“This category includes all resources surveyed that were not classified as distinctive, significant or contributory. The resources comprise an historic context within the community.”*

Background

The property was originally surveyed in 1980, which is the date that the “Statement of Historical Significance and Property Description” were drafted and included on the Historic Resources Inventory sheet (resource number D943) for the subject property. The survey photo of the building is dated as 1980. This survey work led to the inclusion of the property on the Historic Resources Inventory, and the Historic Resources Inventory was adopted by the McMinnville City Council on April 14, 1987 by Ordinance 4401. The “Statement of Historical Significance and Property Description” states the following:

“This house is basically a T-shaped one and one-half story vernacular with additions and severe alterations. The roof is cross-gabled, the north-south, longer portion flaring due to lean-to construction. The shorter gable, east-west, bears the remnants of stick style ornament on the façade. There are additions to the rear-one story gabled ell and a flat-roofed garage on the diagonal. Siding is now a combination wood shake and aluminum. All windows except for the large front fixed pane, are horizontal sliding aluminum. The house sits on a new cement block foundation. The yard has three large old shade trees.”

An image of the historic resource from the time of the survey in 1980 is provided below:



Attachments :

Attachment 1 – Application and Attachments

An image of the historic resource as it exists today, as provided by the applicant in their application materials, is provided below:



Summary of Criteria & Issues

The application (HL 2-24) is subject to Historic Resources Inventory Amendment review criteria in Section 17.65.030(C) through 17.65.030(F) of the McMinnville Municipal Code. More specifically, because the request is to delete the historic resource from the Historic Resources Inventory, the only criteria applicable to a deletion of a resource from the Historic Resources Inventory are in Section 17.65.030(F). The goals and policies in Volume II of the Comprehensive Plan are also independent approval criteria for all land use decisions.

The specific review criteria in Section 17.65.030(F) of the McMinnville Municipal Code, require the Historic Landmarks Committee to base each decision on the following criteria:

- F. Except as provided in Section 17.65.030 (E), the Historic Landmarks Committee shall base each decision regarding deletions from the inventory on the following criteria:
 1. The resource has lost the qualities for which it was originally recognized; or
 2. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or
 3. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

The applicant has provided findings to support the request for the deletion of the historic resource from the Historic Resources Inventory. These will be discussed in detail in Section VII (Conclusionary Findings) below.

Attachments :

Attachment 1 – Application and Attachments

II. CONDITIONS:

None.

III. ATTACHMENTS:

1. HL 2-24 Application and Attachments (on file with the Planning Department)

IV. COMMENTS:**Agency Comments**

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

- McMinnville Engineering Department

No concerns/comments from engineering.

- McMinnville Building Department

No building code concerns for the anticipated demolition.

Regarding process, a demolition permit will be necessary for removal of the structure with a final inspection at the end assuring no dangerous conditions remain onsite.

Before a demolition permit will be issued, the City's Public Works Engineering (PWE) Team must receive a refundable deposit of \$1000 payable to the City of McMinnville as cash, cashiers check, or performance bond according to MMC 13.06.010. The deposit may be paid at the Community Development Center at 231 NE 5th Street in person noon-5pm or by mail.

If the sanitary sewer is removed and capped at the right-of-way (i.e., outside the property), no plumbing permit is necessary. If the sewer is capped on private property, a plumbing permit is necessary and the contractor will be verified to be a licensed plumber prior to issuing the plumbing permit. In both cases, the \$1000 deposit noted above will be collected by the PWE staff.

Both demolition permit and plumbing permit should be applied for online using Oregon ePermitting. Demolition permit will be a residential-structural category and the sewer cap will be a residential-plumbing category of permit.

- McMinnville Water and Light

MW&L has no comments for this.

- Comcast

No comment or conflict with this.

Attachments :

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Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date of the Historic Landmarks Committee public meeting on Wednesday June 12, 2024, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Yamhill County Affordable Housing Corporation, submitted the Historic Resources Inventory Amendment application (HL 2-24) on May 13, 2024.
2. The application was deemed complete when received. Based on that date, the 120 day land use decision time limit expires on September 10, 2024.
3. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas.

Comments received from agencies are addressed in the Decision Document.

4. Notice of the application and the June 12, 2024 Historic Landmarks Committee public meeting was mailed to property owners within 300 feet of the subject property in accordance with Section 17.65.070(C) of the Zoning Ordinance on June 5, 2024.
5. No public testimony was submitted to the Planning Department prior to the Historic Landmarks Committee public meeting.
6. On June 12, 2024, the Historic Landmarks Committee held a duly noticed public meeting to consider the request.

VI. FINDINGS OF FACT – GENERAL FINDINGS

1. **Location:** 639 SE Ford Street. Taxlot: R4421-CB-15200
2. **Size:** 0.69 acres (lot); 1,783 square feet (structure)
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-4 (High Density 5,000 sf Lot Residential)
5. **Overlay Zones/Special Districts:** N/A
6. **Current Use:** Single Family Residential
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** Historic Resources Inventory – Resource Number D943.
 - b. **Other:** None
8. **Other Features:** The site is developed with a single family residential structure. The site is generally flat. The only significant or distinguishing natural features associated with this property are a few large trees located in the back yard on the property.

Attachments :

Attachment 1 – Application and Attachments

9. **Utilities:**
- Water:** Water service is available to the subject site.
 - Electric:** Power service is available to the subject site.
 - Sewer:** Sanitary sewer service is available to the subject site.
 - Stormwater:** Storm sewer service is available to the subject site.
 - Other Services:** Other utility services are available to the subject site.
10. **Transportation:** The site is adjacent to SE Ford Street on the east which is identified as a neighborhood connector in the McMinnville Transportation System Plan. Section 17.53.101 of the McMinnville Municipal Code identifies the right-of-way width for neighborhood connector as 50 feet.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a deletion of a historic resource from the Historic Resources Inventory are specified in Section 17.65.030(F) of the McMinnville Municipal Code.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

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

APPLICANT'S RESPONSE: None.

FINDING: NOT SATISFIED. 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. The removal of a historic resource from the Historic Resources Inventory clearly does not meet that intent. The Historic Landmarks Committee, after reviewing the testimony and materials provided by the applicant, found that other criteria for the consideration of the deletion of the resource were being satisfied. Those will be described in more detail below.

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

Attachments :

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GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

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.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The process for a Historic Resources Inventory Amendment provides an opportunity for citizen involvement through public notice and the public meeting process. Throughout the process, there are opportunities for the public to review and obtain copies of the application materials and the completed staff report prior to the advertised public meeting(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Chapter 17 of the McMinnville Municipal Code) provide criteria applicable to the request:

Chapter 17.03. General Provisions

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The purpose of the Zoning Ordinance is met by the proposal as described in the Conclusionary Findings contained in this Decision Document.

17.65.030 Historic Resources Inventory. The McMinnville Historic Resources Inventory, compiled in 1983/84 and as subsequently updated, is hereby adopted and shall be maintained and updated as required. The inventory shall be used to identify historic districts, buildings, structures, sites, and objects for the purposes of this ordinance.

- A. The Historic Landmarks Committee shall be authorized to make all additions, deletions, and changes to the inventory. Any addition, deletion or change, including a reevaluation of the significance of any resource, shall conform to the requirements of this section.
- B. Any person may file an application with the Planning Director to amend the inventory by adding or deleting a resource or changing the level of significance of a resource. 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 Historic Landmarks Committee shall act

Attachments :

Attachment 1 – Application and Attachments

on such an application within thirty (30) days of the date the application was deemed complete by the Planning Department. The Committee may delay action on an application for up to thirty (30) days from the date of their meeting so that additional information needed for a decision can be obtained. The owner of the site which is under consideration and the applicant (if different) shall be notified of the time and place of the Historic Landmarks Committee review, although their presence shall not be necessary for action to be taken on the application.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The applicant filed an application and request for approval of the removal of the historic resource from the Historic Resources Inventory. The application was reviewed by the Historic Landmarks Committee within 30 days of the application being received.

- C. The Historic Landmarks Committee shall base each decision regarding additions or changes to the inventory on the following criteria:
1. History. The resource is associated with significant past events, persons, organizations, trends, or values which were important at the city, county, state, or national level. The age of the resource relative to other local development contributes to its historic significance;
 2. Style/Design. The resource is representative of a particular style or a type of construction. The uniqueness of the resource or its quality of composition, detailing, or craftsmanship contribute to its design significance. The resource was designated or constructed by a craftsman, contractor, designer, or architect of local, state, or national importance;
 3. Integrity. The resource retains original design elements, materials, and character with relatively minor alterations, if any; and
 4. Environment. The resource contributes to the character or continuity of the street or neighborhood.
 5. Consistency with the National Register Criteria for Evaluation as follows:
 - a. The resource is associated with events that have made a significant contribution to the broad patterns of our history; or
 - b. The resource is associated with lives of significant persons in our past; or
 - c. The resource embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
 - d. The resource has yielded or may be likely to yield, information important in history or prehistory; and
 6. The designation of the resource is consistent with the priorities described in the historic preservation plan.

APPLICANT’S RESPONSE: None.

FINDING: NOT APPLICABLE. The request is for a deletion of the historic resource from the Historic Resources Inventory. The request is not an addition or change to the inventory, so therefore, these criteria are not applicable.

- E. The Historic Landmarks Committee must remove a historic resource from the inventory if the designation was imposed on the property and the owner at the time of designation:
- a. Has retained ownership since the time of designation; and
 - b. Can demonstrate that the owner objected to the designation on the public record; or
 - c. Was not provided an opportunity to object to the designation; and
 - d. Requests that the Historic Landmarks Committee remove the resource from the inventory.

APPLICANT’S RESPONSE: None.

FINDING: NOT APPLICABLE. The applicant, did not request the removal based on the designation being imposed on the property and the owner. The county tax records reflect that the current owner purchased the property relatively recently, and therefore has not retained ownership since the time of designation.

- F. Except as provided in Section 17.65.030 (E), the Historic Landmarks Committee shall base each decision regarding deletions from the inventory on the following criteria:
- a. The resource has lost the qualities for which it was originally recognized; or

APPLICANT’S RESPONSE: The resource has lost its historical significance, if any previously existed, because it has been seriously neglected. The resource’s current condition is a detriment to the neighborhood (see attached pictures). The roof has several large holes, that over the years, have allowed water intrusion to ruin not only the roof, but the rafters, floors, subfloors and supporting beams.

Additional Applicant Findings: Investigation of the property leads to a current assessment to the condition to contain many items of varying degree of severity, all to illustrate the long-term neglect of the house which leads it to have lost the qualities for which it was originally recognized. The upper corner of the front porch roofing has failed allowing moisture and rot through the rafters, the flooring, the subfloor, and the floor supports. The siding, an old cedar bevel, has severe failure of paint, with many shingles loose or fallen off, leading to signs of moisture intrusion and rot.

FINDING: NOT SATISFIED. The City does not find that this criteria is satisfied. The applicant’s findings clearly describe that many of the features and qualities of the historic resource are in poor condition due to lack of maintenance over time. However, the “stick style ornament on the façade” remains which is one of few qualities listed for this resource. Failing to meet that the criteria for which the resource was originally recognized have been lost, as is specifically required.

- b. Additional information shows that the resource no longer satisfies the criteria for recognition as a historic resource or did not satisfy the criteria for recognition as a historic resource at time of listing; or

RESPONSE: The scoring process for Historic Resources went through a two- step evaluation to list and rank properties. The first step was to get everything available on the list to evaluate, the second was to assign values and scores to each of the units. The scored properties all made their way to Appendix 5, the compendium and ranking of all scored properties. This property does not appear listed anywhere, indicating it either wasn’t worthy of a score or it scored so low it wasn’t worth reporting. The house has little to no distinctive architectural significance to contribute to the character and story of McMinnville and seems to have only arrived on the list for its construction date and no longer satisfies the criteria for recognition as a historic resource. If this home were to be scored today it would fail to meet the merits of a landmark. The home has no strengths in any category used to tally the scored homes. History: the date of construction is unknown and has no known historical significance. Style/design: the home is attributed no particular architectural style, and no significant craftsmanship. Environment: the neighborhood was and is “changing in character”, moving away from the roots of this house and no longer “contributes to the character or continuity of the street or neighborhood”.

Additional Findings: The resources current condition is not representative of the broad pattern of McMinnville history. There is no evidence of the resource being associated with significant

past events, persons, organizations, trends or values which were important at the city, county, state, or national level. The style and design, as noted in the original survey, states that the structure has “severe alterations”. The siding is a combination of wood shake, and aluminum. All windows except the large front fixed pane, are horizontal sliding aluminum. The resource will not yield any important historical value. The current condition of the resource is not consistent with the historical preservation plan. It was rated as “Environmental”. The house was never evaluated or scored in the point scoring process.

Appendix A: “In general, resources given the highest scores were considered to be important due to historical association or architectural integrity, uniqueness, or quality. These resources were titled “significant resources”. The resources which received average scores were classified as “contributory resources” and were considered to enhance the overall historic character of a neighborhood or the City. The removal or alteration of contributory resources would have a deleterious effect on the quality of historic continuity experienced in McMinnville. The third, or lowest class included resources which did not necessarily contribute to the historic character of the community but did create the background or context for the more significant resources. These resources were called “environmental resources”. The staff added an additional class for those “significant” resources which were outstanding for architectural or historic reasons and potentially worthy of nomination to National Register of Historic Places. The historic resources in their highest class were titled “distinctive resources”.

Following the above methodology, the structure located at 639 SE Ford was assigned to “Environmental resources” and was not “important due to historical association or architectural integrity, uniqueness, or quality” (Significant Resource), nor was it “considered to enhance the overall historic character of a neighborhood or the City” (Contributory Resource), or was not “outstanding for architectural or historic reasons and potentially worthy of nomination to National Register of Historic Places” (Distinctive Resource). If “the removal or alteration of contributory resources would have a deleterious effect on the quality of historic continuity experienced in McMinnville” of all properties scored as Contributory has been established, then all those below would be able to be considered and qualify for deletion without deleterious effect.

The description of the house includes nothing of architectural note or significance, indicating little to no importance, including an unknown date of construction.

FINDING: SATISFIED. The City concurs with portions of the applicant’s findings but clarifies that the City does not find that all resources that were classified below a Contributory resource are considered or qualified for deletion from the Historic Resources Inventory. The City finds that the removal of an Environmental resource could still have an impact on the historic continuity of the city, but perhaps not a “deleterious”, or significantly damaging, effect as would be the case if the resource was of a higher classification. The City finds that the process within the McMinnville Municipal Code for the consideration of any addition, change, or deletion from the Historic Resources Inventory must be followed for each individual request, and that the applicable review criteria must be applied to and considered with each individual historic resource and request to determine whether the change or removal meets the criteria.

The City does find and concurs with the applicant’s implication that the structure no longer satisfies the criteria for recognition today. At the time of the survey, the resource was listed as “Good”. Photographic evidence shows significant deterioration or loss of integrity of the structure from the survey sheet’s photo from 1980. The location of the structure is within a neighborhood that is “changing in character” and that the structure no longer “contributes to the character or continuity of the street or neighborhood” as described in the criteria. There has been significant redevelopment on the same block as the structure in question, which is not in any style or form that is compatible with a historic single family development pattern.

The applicant argues that there is no evidence in the 1980 survey sheet that the resource is associated with significant past events, persons, organizations, trends, or values that were important on a city, county, state, or national level (History criteria). The 1980 survey sheet also does not describe the resource as being representative of a particular style of type of construction, and the survey sheet repeatedly lists missing or degraded details of the structure at the time of review.

- c. The Building Official declares that the resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

APPLICANT’S RESPONSE: Does not apply in this case.

FINDING: NOT APPLICABLE. The City concurs with the applicant’s findings.

OVERALL FINDING: SATISFIED. *The City finds that the structure can be removed from the Historic Resources Inventory per Section 17.65.030(F)(2), since only one criterion needs to be satisfied.*

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.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. Prior to the Historic Landmarks Committee meeting on June 12, 2024, notification of the application and the time and place of the Historic Landmarks Committee was provided to property owners within 300 feet of the historic resource under consideration. Copies of the notification materials are on file with the McMinnville Planning Department.

MD



HOUSING AUTHORITY OF YAMHILL COUNTY

File No.: HL 2-24
Date Received: 5/13/24
Fee: \$652.00 *50% Affordable Housing reduction
Receipt No.: 209845
Received by: AW
569-24-000103-PLNG

May 13, 2024

Application requesting removal of 639 SE Ford Street from the Historical Resource list.

Attention
City of McMinnville Planning Department
231 NE Fifth St
McMinnville OR 97128

Property Owner/Applicant
Yamhill County Affordable Housing Corporation
135 NE Dunn Place
McMinnville OR 97128

Subject property
639 SE Ford St
McMinnville OR 97128

Zone: R-4
Comp. Plan Designation: Residential
Tax lot# R4421CB15200





HOUSING AUTHORITY OF YAMHILL COUNTY

This Application narrative is submitted to request the removal of the structure located at 639 SE Ford St, McMinnville OR from the McMinnville Historical Resources Inventory list, per the process described in Section 17.65.030 and 17.65.030(F) of the McMinnville Municipal Code.

The structure located at 639 SE Ford Street was assigned a resource number of D943, as a part of the Historic Resource Evaluation process via survey on July 23, 1980, and recorded by Janice Rutherford. Very little if any evidence was presented in this survey to substantiate any historical significance. (see attached Survey)

The resource has lost its historical significance, if any previously existed, because it has been seriously neglected. The resources current condition is a detriment to the neighborhood (see attached pictures). The roof has several large holes, that over the years, have allowed water intrusion to ruin not only the roof, but the rafters, floors, subfloors and supporting beams.

The resources current condition is not representative of the broad pattern of McMinnville history. There is no evidence of the resource being associated with significant past events, persons, organizations, trends or values which were important at the city, county, state, or national level. The style and design, as noted in the original survey, states that the structure has "severe alterations". The siding is a combination of wood shake, and aluminum. All windows except the large front fixed pane, are horizontal sliding aluminum. The resource will not yield any important historical value. The current condition of the resource is not consistent with the historical preservation plan.

The Owner is requesting that the Historical Landmark Committee remove the resource from the historical inventory list.

The goal of the Yamhill County Affordable Housing Corporation is to remove the existing structure and develop affordable homes for low-income families to have the opportunity to experience home ownership.

Mark Irving
Yamhill County Affordable Housing Corporation.
503-883-4324 mark@hayc.org



HOUSING AUTHORITY OF YAMHILL COUNTY



Front



Rear

135 NE Dunn Place ▪ McMinnville, OR 97128 ▪ www.hayc.org
Ph: 503-883-4300 ▪ Fax: 503-472-4376 ▪ Toll Free: 888-434-6571 ▪ TDD: 800-735-2900
"Equal Housing Opportunity"



HOUSING AUTHORITY OF YAMHILL COUNTY



Rear of garage and rear corner of house



South side.



HOUSING AUTHORITY OF YAMHILL COUNTY



South side



135 NE Dunn Place ▪ McMinnville, OR 97128 ▪ www.hayc.org
Ph: 503-883-4300 ▪ Fax: 503-472-4376 ▪ Toll Free: 888-434-6571 ▪ TDD: 800-735-2900
"Equal Housing Opportunity"



HOUSING AUTHORITY OF YAMHILL COUNTY



Damage from water intrusion, family room addition



HOUSING AUTHORITY OF YAMHILL COUNTY



Damage from water intrusion family room addition



HOUSING AUTHORITY OF YAMHILL COUNTY



Damage from water intrusion dining area



HOUSING AUTHORITY OF YAMHILL COUNTY



Damage from water intrusion corner of porch addition

Historic Resources Survey
City of McMinnville
Yamhill County, Oregon



Site No. 13.31 Aerial Map K-12
Block _____ Lot _____
Addition _____
Tax Lot 4421 CB 15200
Address 639 South Ford
Common Name _____
Historic Name _____
Present Owner Norman and Thelma Sinsel
Present Use residence
Original Use residence
Builder or Architect unknown
Outbuildings attached garage
Date of Construction unknown

-Condition Assessment on Reverse Side-

0943

Statement of historical significance and description of property:

This house is basically a T-shaped one and one half story vernacular with additions and severe alterations. The roof is cross-gabled, the north-south, longer portion flaring due to lean-to construction. The shorter gable, east-west, bears the remnants of stick style ornament on the facade. There are additions to the rear-one story gabled ell and a flat-roofed garage on the diagonal. Siding is now a combination wood shake and aluminum. All windows except for the large front fixed pane, are horizontal sliding aluminum. The house sits on a new cement-block foundation. The yard has three large old shade trees.

Condition of structure:

_____ A Excellent

X B Good

- _____ 1. Slight damage to porch steps.
- _____ 2. Small cracks in walls, chimneys.
- _____ 3. Broken gutters or downspouts.
- _____ 4. In need of paint.

_____ C Fair

- _____ 1. Holes in walls.
- _____ 2. Open cracks.
- _____ 3. Missing material in small area.
- _____ 4. Rotten sills or frames.
- _____ 5. Deep wear on stairs.
- _____ 6. Poor or no foundation.

_____ D Poor

- _____ 1. Sagging walls or roof.
- _____ 2. Holes, open cracks, missing material over large areas.
- _____ 3. Unrepaired storm or fire damage.

Recorded by Janice Rutherford Date July 23, 1980

Sources Consulted: