City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

City of McMinnville
PLANNING

Historic Landmarks Committee
Hybrid In-Person & ZOOM Online Meeting
Thursday, February 6 - 3:00 PM
Community Development Center, 231 NE Fifth Street

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: 811 2546 1835
Passcode: 456456
https://mcminnvilleoregon.zoom.us/j/81125461835?pwd=hCDaFWWvKQfUmjmzQiClzg4qTUi3xf.1
Or join ZOOM Meeting by phone via the following number: 1-253-215-8782

Committee Members	Agenda Items
N/A, Chair	1) **Call to Order**
	2) **Swearing In of New Committee Member – Daniel Kiser**
	3) **Election of Chair and Vice – Chair** *(Exhibit 1)*
Mary Beth Branch, Vice Chair	4) **Citizen Comments**
	5) **Approval of Minutes**
Mark Cooley	• June 12, 2024 *(Exhibit 2)*
	• August 8, 2024 *(Exhibit 3)*
Katherine Huit	
	6) **Discussion Items**
Christoper Knapp	• Certified Local Government (CLG) Grants – Work Session *(Exhibit 4)*
	• HLC 25/26 Work Plan *(Exhibit 5)*
Daniel Kiser	
	7) **Committee Member Comments**
City Council Liaison: Scott Cunningham	8) **Staff Comments**
	9) **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 - MEMORANDUM

DATE: February 6, 2025
TO: Historic Landmarks Committee Members
FROM: Heather Richards, Community Development Director
SUBJECT: Agenda Item – Election of Officers

The annual election of officers has been placed on your February 6, 2025 meeting agenda. As part of this process, the Historic Landmarks Committee shall elect a Chair and Vice-Chair at the first meeting of each year. The Chair presides over the meeting and public hearings. The Vice-Chair will preside over the meetings and public hearings in the Chair's absence.

The following outline is provided to help guide you through this election process.

Nominations of chair and vice-chair

1. Begin with the nominations for the position of the chair. Any Commission member may nominate another member. Commission members can also nominate themselves. Nominations do not have to be seconded. If a nominee does not wish to be considered, that person can decline the nomination. When nominations stop, the chair will call for any more nominations. When no other nominations are forthcoming, the chair will state that the nominations are closed. Once the nominations are closed, the chair will state the names of the nominees. Each member must state their vote for the chair. If one person receives a majority of the vote, the chair will declare the result of the vote. If no one receives a majority of the vote, the vote must be done again. No person can be eliminated as a nominee, but any nominee can withdraw their nomination. The voting will continue until one person receives a majority of the vote.

2. The vice-chair will then be elected in the same manner.

3. At the close of the elections, the new chair will preside over the remainder of the meeting.

City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

EXHIBIT 2 - MINUTES

June 12, 2024 **3:00 pm**
Historic Landmarks Committee **Hybrid Meeting**
Special Meeting **McMinnville, Oregon**

Members Present: John Mead, Mary Beth Branch, Mark Cooley, Katherine Huit, Christopher Knapp, and Chris Chenoweth

Members Absent:

Staff Present: Heather Richards – Community Development Director and Matthew Deppe – Associate Planner

Others Present:

---

1. **Call to Order**

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

2. **Citizen Comments**

   None.

3. **Minutes**

   - July 27, 2023

   - August 24, 2023

   - September 28, 2023

   Committee Member Knapp moved to approve the July 27, August 24, and September 28, 2023, minutes. The motion was seconded by Committee Member Cooley and passed 4-0-1 with Committee Member Huit abstaining.

4. **Action Items**

   - HL 3-24: Certificate of Approval for Alterations 609 NE Cowls St

   Chair Mead opened the 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.

Committee Member Branch would abstain from participating and voting as the applicants were close, personal friends.
Committee Member Knapp was currently doing work on the house and would also be abstaining.

Chair Mead asked if there was any objection to the jurisdiction of the Committee to hear this matter. There was none.

Staff Presentation: Community Development Director Richards presented the request for a certificate of approval for alterations at 609 NE Cowls Street. She described the subject site and property information, statement of significance, proposed alterations to the windows, doors, gutters, and siding, review process, applicable criteria, standards findings for the windows and door, and conditions of approval. If the HLC found the alterations met the applicable standards, staff provided a Decision Document that would approve the application with conditions. If the HLC did not find that the applicant provided adequate findings to support their design, the applicant might wish a continuance to provide additional information.

There were questions regarding the nook windows and glass blocks which were there when the house was added to the historic inventory but were not wood windows. The glass blocks were on a non-primary façade. There was also discussion regarding the definition of wood clad windows and how the applicant proposed wood clad windows for the exterior and an interior wood product. Staff's recommendation was that the exterior should be wood.

Applicant's Testimony: Beth Rhoades, representing the applicant, said the side of the house with the nook windows was an addition to the original home. They were aluminum clad windows, two casement and two fixed. They were proposing the two outside windows to remain casement windows and the two interior windows would become one large fixed window. They would like to replace the windows with the same type currently on the house. She showed a sample of the clad material. They planned to use a wine red color and the single door and side lights would be replaced with wood French doors. The two double hung windows in the kitchen would be replaced with new material and the glass blocks would be removed and replaced with two fixed glass windows.

Jennifer and Scott Green, applicants, said they wanted to preserve the home and substitute materials could be cost effective and increase durability. They thought it would be indistinguishable from the original and would be better to preserve the home. The French doors would mimic others in the home. They wanted to use cement board siding which was approved for another application in 2023. It was more of a sustainable material and there was no substitute available for the original siding. They had already done expensive projects to the house and wanted to make it beautiful. They would be painting all the windows the red color. The gutters had to be replaced with a similar copper-like gutter. The cedar siding was too expensive and they would leave the current aluminum if the cement board siding was not approved.

There was discussion regarding the reasons for the French doors, cost of wood windows, date of the windows, and type of French doors.

Public Testimony: Walt Gowell, McMinnville resident, said he lived near the house and supported the application as presented. He thought the proposed wood clad window replacement would be better for durability and sustainability compared to the historic wood clad

on wood windows. It did not have a different appearance to the public and would not change the character of the structure.

Chair Mead asked if they proposed to replace the whole façade with the cement board or just sections. Ms. Green said the intention was to repair the existing cedar, but if that was not feasible, they would like to replace all of it with the cement board lap siding. They planned to restore the original stucco. They were asking for approval of the option to do cement board.

Committee Member Cooley suggested salvaging the cedar siding and using it on the primary façade. Mr. Green was not thrilled to have cedar on the front and a different material on the rest of it. He would prefer to have it all the same.

Chair Mead closed the public hearing.

Committee Deliberation: The Committee did not have an issue with the proposed gutters. Regarding the windows and doors, it was noted the windows had no historical value as they had been altered from the originals. The glass block windows did not contribute to the historic character of the building. There was consensus for the changes to the form of the windows and doors. However, for the window materials, there was discussion regarding the use of metal clad wood windows as opposed to wood windows and what the Secretary of the Interior's standards were.

They asked the applicant about the proposal to remove the glass blocks and not replace them with any window. Ms. Rhoades said it was a small nook area with a door and a large window already. Putting in another window would take up more room in the space.

Community Development Director Richards read from the document "16 Preservation Briefs" regarding rehabilitation and how substitute materials could be used that matched the visual and physical properties of historic materials. They could use in a small area different composition materials if the existing materials were unable to be used.

Ms. Green noted if they were going to replace materials, they wanted to replace them with sustainable materials.

Community Development Director Richards said the standards for rehab did allow for economic feasibility to be part of the decision-making process, but she did not think the durability and maintenance discussion was supported.

Chair Mead asked if any of the windows proposed to be replaced were wood windows. Ms. Green said the two double-hung windows were wood, but these were not original windows and were on the back of the house. The four nook windows were a clad material.

Community Development Director Richards said If they were going to approve the clad material, they would need the applicant to provide a basis for why it was not economically feasible to do wood windows.

Ms. Green pointed out durability was part of the Preservation Brief. Community Development Director Richards said if they were going to use the Preservation Brief as a basis for durability, she would have to investigate its relevance in comparison to the Secretary of Interior's standards.

Regarding the siding, the Committee asked the applicant if they would be removing the original wood siding or would the cement block be placed over the wood siding. Mr. Green said the wood siding would be removed, sheeting put down, and then the cement block would go over that.

Chair Mead said the applicant would need to provide economic feasibility information on the windows for metal clad vs. all wood and siding replacement with cement siding vs. wood. The applicant would use the Secretary of Interior's standards to defend their arguments. The economic feasibility should include the total cost of the product's lifespan.

There was consensus to approve the gutters as proposed. This item would be continued to the June 27, 2024, meeting.

- HL 2-24: Historic Resource Inventory Amendment 639 SE Ford St

Chair Mead opened the 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 Presentation: Community Development Director Richards presented the staff report. This was a request from the Housing Authority to remove an environmental historic resource (level D) on SE Ford Street from the inventory. She explained the site location, property information, application/request, review criteria, pictures of the current condition of the house, and staff's recommendation for approval.

There were questions regarding preserving the trees and if a survey had been done for preservation of other structures in the area.

Applicant's Testimony: Mark Urban, McMinnville resident, discussed what the Housing Authority would do if the application was approved. The property had been vacant for many years and the plan was to build 3-8 homes for low-income families. He did not think there was any historic value on the property or in the neighborhood, and there was very little evidence in the survey. They might put the property in a community land trust where they would retain ownership and sell the structures to the homeowners.

Community Development Director Richards showed a map of other lots on Ford Street that had been built as high density residential.

There was no public testimony.

Chair Mead closed the public hearing.

Committee Deliberation: The Committee discussed staff's recommendation for approval and agreed the structure did not satisfy the criteria for recognition as a historic resource at the time of listing, how neglect of these structures was frustrating even though that was not the basis for this decision, and how it did not meet any of the City's historic resource levels.

Committee Member Knapp moved to approve HL 2-24, removal of the Historic Resource Inventory at 639 SE Ford St per staff's recommendation. The motion was seconded by Committee Member Cooley and passed unanimously.

5. **Committee Member Comments**

   None

6. **Staff Comments**

   Chair Mead left the meeting.

   There was discussion regarding revising the demolition by neglect code and establishing a fund to help those who could not maintain the homes, update on code compliance cases on historic properties, challenge to the City's processing of land use applications and 30 days for review after an application was deemed complete, sign removal, upcoming applications, and cost recovery for applications and creating a less expensive, more expedited process.

7. **Adjournment**

   Vice Chair Branch adjourned the meeting at 5:30 p.m.

City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

EXHIBIT 3 - MINUTES

August 8, 2024   **3:00 pm**
Historic Landmarks Committee   **Hybrid Meeting**
Special Meeting   **McMinnville, Oregon**

Members Present: Mary Beth Branch, Mark Cooley, Katherine Huit, and Christopher Knapp

Members Absent: Chris Chenoweth

Staff Present: Matthew Deppe – Associate Planner

Others Present: Michael Hafner

1. Call to Order

Vice Chair Branch called the meeting to order at 3:04 p.m.

2. Citizen Comments

None

3. Minutes

- December 21, 2023

Associate Planner Deppe said the Committee had questions about the YCAP application and whether wood for wood was allowed or restricted and about the 30-day response from SHPO. He explained SHPO did receive the application and no response meant approval. There were three windows in the application where the existing windows were wood, but the proposed replacement was not wood and that was denied. The sentence, "Replacement of the wood windows would be allowed after review by staff," was removed.

Committee Member Cooley moved to approve the December 21, 2023, meeting minutes as amended. The motion was seconded by Committee Member Branch and passed 3-0-1 with Committee Member Huit abstaining.

4. Action Items

- Draft Review of Intensive Level Survey of SODAN Area

Brigid Boyle of Willamette Cultural Resources Associates presented the draft survey. She discussed the levels of historic registry including the National Register of Historic Places, Oregon Historic Sites Database, and McMinnville Historic Resources Inventory, definition of integrity, and results of the study. The recommendations were to update McMinnville's

inventory, prioritize at-risk properties or City-owned properties, or good examples of preservation, investigate historic districts, and incentivize preservation of the City's historic character. She reviewed properties to change from Eligible/Significant to Eligible/Contributing and properties to prioritize.

There was discussion regarding what to do with the survey information, creating a new historic district, making sure the information was accurate, reevaluating the ranking levels in the McMinnville Historic Resources Inventory (HRI), whether a house was eligible if the wood windows were replaced with contemporary windows, what standards to follow, updating the inventory list, incentives for top level resources, process to involve property owners whose properties were on the inventory list as well as potential new homes to put on the list, demolition by neglect, gathering all of the ILS surveys that had been done and synthesizing them into a process for updating the HRI, education and communication strategy for all of the historic homeowners, and how additions affected the historical significance.

Ms. Boyle discussed creating districts in the 1st Street, 2nd street, and Baker Street corridors and the contributing and non-contributing resources in those corridors. If the Committee had comments/edits to the document, she asked that they submit them by next week so she could incorporate them into the final document.

The Committee suggested some properties to recommend putting on the inventory. There was further discussion regarding how to view a resource that had changed use and classifying houses from more recent eras.

5. Discussion Items

None

6. Old/New Business

None

7. Committee Member Comments

Committee Member Knapp said Visit McMinnville was putting together a historical tour and wanted to work with the Committee to promote it.

8. Staff Comments

Associate Planner Deppe said they needed Committee member applications to fill the vacancy left by John Mead. He asked how the Committee would like to approach replacement of awnings downtown for a building that had burned down.

There was discussion regarding the downtown design standards, Secretary of Interior's standards, other storefronts that had been renovated, restoration vs. rehab, intention, historic context of the building, and compatibility.

9. Adjournment

Vice Chair Branch adjourned the meeting at 4:58 p.m.

EXHIBIT 4 – STAFF REPORT

DATE: February 6, 2025
TO: Historic Landmark Committee Members
FROM: Matthew Deppe, Associate Planner
SUBJECT: Certified Local Government (CLG) Grant – 2025/26

STRATEGIC PRIORITY & GOAL:

GROWTH & DEVELOPMENT CHARACTER

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

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

---

Report in Brief:

This is a work session for the Historic Landmark Committee to decide on the focus for the CLG Grant application. Applications are due February 28th and require a 1:1 match of dollars. Requests may be up to $16,000 and awards will be adjusted based on the number of applicants and the amounts requested. The CLG Grant 2025 Guidelines are attached below (Attachment A).

Background:

The City of McMinnville is recognized as a Certified Local Government for historic preservation purposes and will be eligible to apply for a Certified Local Government grant in February 2023. These are grants that originate as federal funds that are distributed to the state for distribution to certified local governments for historic preservation purposes.

The last CLG award was used for an Intensive Level Survey in the south of downtown area (SODAN) of 37 properties as identified in the McMinnville Reconnaissance Level Survey dated July 2020. A draft of the reports was shared with this committee in June of 2024. The report was updated to reflect input from the committee and the final report was submitted for grant approval in August 2024. The Documentation Report is attached below (Attachment B).

2017 – 2019
- Reprinting the Stroll Historic Downtown Walking Tour Booklet
- Intensive Level Survey – North of Downtown Neighborhood
- Historic Preservation Plan

2019 – 2021
- Reconnaissance Level Survey – South of Downtown Neighborhood

- Website Update with Historic Resources Inventory

2021 - 2023
- Public Education Marketing Program

2023 - 2024
- Intensive Level Survey of SODAN Area

Discussion:

Attached is the action plan from the adopted McMinnville Historic Preservation Plan for ideas as well as a draft 2025 HLC Work Plan.

Some project ideas to consider are:

Inventory and Designation of Historic Landmarks:

- National Register of Historic Places Historic District nominations (North of Downtown Neighborhood or Linfield Campus).

- Intensive Level Survey – Linfield Campus

Education and Awareness:

- Development of a Historic Neighborhood Walking Tour (North of Downtown Neighborhood or South of Downtown Neighborhood, Linfield Campus).

- Further website development – GIS Updated Interactive

- Contact all Historic Resource property owners and remind them of the value of historic accuracy and code requirements.

Attachments:

- Chapter 5 of the McMinnville Historic Preservation Plan, "Goals, Policies and Proposals".
- 2025 Draft HLC Workplan
- Certified Local Grant Guidelines 2025
- 2023/24 ILS of SODAN McMinnville

5. GOALS, POLICIES, & PROPOSALS

McMinnville is already a vibrant city known for its historic character. The success of historic preservation efforts within the city have fostered community pride in the city's historic resources.

This chapter utilizes the format established in McMinnville's comprehensive plan and is organized by goals, policies, and proposals.

- **Goals** are broadly-based statements intended to set forth the general principles on which historic preservation decisions will be made.
- **Policies** are the more precise and limited statements intended to further define goals.
- **Proposals** are the possible courses of action available to the City and stakeholders to implement the goals and policies.

This chapter outlines the following four goals and their related policies and proposals to guide the City of McMinnville's historic preservation program:

- Goal 1: Increase Public Awareness and Understanding of McMinnville's History and its Historic Preservation Program
- Goal 2: Encourage the Preservation and Rehabilitation of Historic Resources
- Goal 3: Document and Protect Historic Resources
- Goal 4: Increase Heritage Tourism

Goal 1: Increase Public Awareness and Understanding of McMinnville's History and its Historic Preservation Program

Vibrant historic preservation programs must go beyond just following their preservation ordinance and seek ways to make connections between the community and preservation. McMinnville's historic resources contribute to its overall character and make it a desirable place to live, work, and visit. Promoting McMinnville's history and its historic preservation program—what it is, why it's important, and what it can do for the community—will help residents better understand McMinnville's history, its efforts to preserve that history, and how it affects them.

Policy 1.A. Promote Historic Preservation Month every May

- Proposal 1.A.1. Continue to host an annual McMinnville Historic Preservation Awards program and invite community input. Consider creating categories for the nominations to promote a variety of projects. Examples could include: Downtown Rehabilitation, Residential Rehabilitation, Leadership in Preservation, Organization in Preservation, or Community Engagement.

- Proposal 1.A.2. Host (or co-host) at least one other preservation-related activity or event during the month of May and encourage HLC members to participate. Potential events include This Place Matters, a trivia night at a local coffee shop or pub, a walking tour, or scavenger hunt. Staff time is limited, so try to co-sponsor events or partner with other groups already hosting events.

Policy 1.B. Partner with related organizations on programs to establish connections between historic preservation and other city interests

- Proposal 1.B.1. Consider hosting or sponsoring additional events, either during Preservation Month or the rest of the year.

- Proposal 1.B.2. Set up a booth at the McMinnville Farmers Market. Have informational brochures available on the historic preservation program and the Historic Resources Inventory along with the Stroll Mac walking tour. The Farmers Market is located near the downtown historic district and provides an opportunity to encourage residents to take in their historic resources.

- Proposal 1.B.3. Collaborate with the Yamhill County Historical Society and McMinnville Downtown Association to host a lunchtime walking tour or host a tour in conjunction with McMinnville's 3rd on 3rd (Monthly on the 3rd Friday, 27 storefronts and galleries along McMinnville's historic downtown 3rd Street are open late).

- Proposal 1.B.4. Host research sessions (parties) for property owners or neighborhood residents to bring in an address and get help researching the history of the property. Work with the historical society to identify historic photographs of neighborhoods and streetscapes and then take contemporary photographs to do a "then" and "now" profile. Work with volunteers to research a brief (250 words maximum) write up on what changes occurred between the two photos and the significance of the view or neighborhood.

- Proposal 1.B.5. Attend and present information about the historic preservation program at a meeting of the Yamhill County Association of Realtors to help educate real estate agents on the Historic Resources Inventory, financial incentives, and design review.

- Proposal 1.B.6. Work with the Urban Renewal Board to utilize historic preservation as a key revitalization tool supporting both the historic character and regional destination draw of downtown and the larger Urban Renewal Area. Historic preservation can anchor place identity and support an authentic experience for visitors while providing a context for compatible new development. This would support Goal 7 Historic Preservation of the Urban Renewal Plan.

- Proposal 1.B.7. Partner with tribal organizations or consultants to further research and document the history of human settlement in the McMinnville area prior to European explorer arrival to expand the Historic Context section of the Historic Preservation Plan.

Policy 1.C. Increase interpretation efforts of the city's historic resources

- Proposal 1.C.1. Reprint the existing walking tour brochure (Stroll Historic McMinnville) and distribute it to downtown businesses, the library, and various city offices with public interaction.

- Proposal 1.C.2. Develop additional walking tours through McMinnville, possibly offshoots from the downtown historic district into the residential neighborhoods. Utilize content from survey work recommendations outlined in the preservation plan. Work with neighborhood groups to develop and participate in these tours.

- Proposal 1.C.3. Support the character and place identity of neighborhoods within the city through survey and historic context research to understand the unique history and their role relative to the growth and development of McMinnville. This can help support a connection between residents and their neighborhood's history, the preservation of buildings, and education through walking tours.

Policy 1.D. Increase and streamline the historic preservation program's media presence

- Proposal 1.D.1. Add "Historic Preservation" as a sub-category under Planning on the city web-page's prominent toolbar under the "Government" tab

- Proposal 1.D.2. Streamline the historic preservation program's website. Consider using drop-down menus or collapsible lists to make information easy to find at-a-glance. There is a lot of good information on the website, but a visitor needs to know what they're looking for or else they could be overwhelmed. Move the Supporting Documents PDF links up before the Historic Resource Inventory List or add them to the Informational Brochures page. Add a map to the Zoning & Maps tab that is the Historic Resource Inventory showing the color coded ranking and resource number as an alternate means for residents to find out which properties are on the inventory. Convert the Historic Resource Inventory list to a collapsible list.

- Proposal 1.D.3. Make design review easier to find on the website. The guidelines are currently located in Chapter 17.59 of the Zoning Ordinance. They should be copied into their own document to make them easy to find for applicants.

- Proposal 1.D.4. Incorporate GIS mapping of historic properties on the website, either as an interactive map or a PDF.

Goal 2: Encourage the Preservation and Rehabilitation of Historic Resources

This goal focuses on the nuts and bolts of owning a historic property and how the City of McMinnville can be a resource to property owners. Lack of information and funds were two key constraints to maintaining historic properties that came up during the community survey and stakeholder interviews.

Policy 2.A Promote local, state, and federal incentives available to historic resources

- Proposal 2.A.1. Create a list of all the incentives available to historic resources and place it on the city's historic preservation website. Consider creating a graphic handout to have available at any public outreach events (e.g. workshops with real estate and construction professionals).

- Proposal 2.A.2. Consider increasing the maximum individual grant amount of the facade grant program to $5,000 to allow for projects with a greater impact.

- Proposal 2.A.3. Consider making the facade grant program available to houses (either active rentals or owner-occupied) that are listed on the Historic Resource Inventory as distinctive or significant and to assist with in-kind repairs to character-defining features to directly support integrity retention. This would support work such as repainting, or repairs to wood windows, but would not include the replacement of wood windows.

- Proposal 2.A.4. Explain what properties are eligible for using the Free Design Assistance Program. This appears to be the only local incentive that is available to single-family residential properties, albeit just those located in the Urban Renewal District.

Policy 2.B Strengthen the integration of historic preservation in city planning to capitalize on neighborhood history and character as City assets.

- Proposal 2.B.1. Update city zoning per recommendations in this plan to encourage the retention of historic residential character in key areas around the downtown.

- Proposal 2.B.2. Coordinate city guiding policies with preservation planning by keeping city departments/boards/committees apprised of HLC actions and priorities.

- Proposal 2.B.3. Research the use of conservation district overlays in other communities as an alternative to zoning changes.

- Proposal 2.B.4. Consider establishing a conservation district overlay to help retain historic residential character in key areas around the downtown.

- Proposal 2.B.5. Work with utility providers to develop standards for the provision of modern utility services to historic resources and historic buildings. Provision of modern utility services shall be coordinated and integrated into the design process to ensure the preservation of the resource or building's historic character.

Goal 3: Document and Protect Historic Resources

The City of McMinnville's historic resources inventory, particularly with its classifications, is an important planning tool. It helps the planning department know where and what types of historic resources exist throughout the city. The inventory also functions as the city's landmarking process, allowing the city and the HLC to protect those resources through the design review process. As a result, it is critical for the city to develop a system to regularly add to and assess the inventory to ensure the inventory is accurate and reflects the breadth of the city's historic resources. The city and HLC should also consider their design review process to ensure owners of inventoried properties can easily navigate the process.

Policy 3.A. Regularly update the Historic Resources Inventory

- Proposal 3.A.1. HLC and staff review per Zoning Ordinance section 17.65.030 of survey work conducted since 1984 to classify surveyed properties as "distinctive," "significant," "contributory," or "environmental." Conduct public notice and public meetings per Zoning Ordinance section 17.65.070 associated with applying these changes to the inventory.

- Proposal 3.A.2. Update the inventory after each survey project so the field work, research, and inventory updates are all closely related.

- Proposal 3.A.3. Work with Yamhill County to include the Historic Resources Inventory classification on property titles. This would start with new transactions and would not be retroactive. This would support the network of real estate agents in their effort to inform prospective property owners of any regulatory requirements associated with a new home and also provides a measure of predictability for new home buyers that the character of the neighborhood they are buying into will not change dramatically and reduce their property value.

- Proposal 3.A.4 Develop and promote an application process for historic resource designation so that property owners can volunteer to designate their properties for consideration.

- Proposal 3.A.5. Encourage volunteers to help with updating the local inventory and establish a mechanism which can allow them to share information they gather with the City.

Policy 3.B. Create tools to better assist applicants through the design review process

- Proposal 3.B.1. Develop illustrated design guidelines, grounded in the Secretary of the Interior's Standards, to ensure consistency and fairness in design review.
- Proposal 3.B.2. Consider posting an example completed application on the city website to demonstrate to applicants how to successfully navigate the design review process.
- Proposal 3.B.3. Consider establishing multi-family design standards for the residential properties which surround downtown.

Policy 3.C. Train the HLC and staff

- Proposal 3.C.1. Encourage HLC members and staff to regularly attend SHPO trainings for CLGs. This provides an important opportunity for HLC members to talk with other commission members and experience how other communities approach historic preservation.
- Proposal 3.C.2. Work with Yamhill County to host CLG training
- Proposal 3.C.3. Continue internal conversations between planning staff and the city's building official to ensure departments are working well together.
- Proposal 3.C.4. Invite the city's building code official to workshops and other continuing education events to ensure they are up-to-date on historic preservation efforts and policies in the city.

Policy 3.D. Continue to explore National Register nominations

- Proposal 3.D.1 Evaluate the viability of a north downtown residential nomination.
- Proposal 3.D.2 Work with Linfield College on a Historic Resources Inventory and potential campus nomination.
- Proposal 3.D.3 Evaluate a MPD for "Historic Granaries of McMinnville"
- Proposal 3.D.4 Explore a landscape nomination for City Park.

Policy 3.E. Implement survey recommendations identified in chapter 4.

- Proposal 3.E.1. Review findings from survey work conducted since 1984 to update the Historic Resource Inventory.
- Proposal 3.E.2. Conduct a reconnaissance level survey in the Hayden, Saylors, Baker, and Martin Additions.
- Proposal 3.E.3. Conduct a reconnaissance level survey to document the residential properties around the downtown area, particularly Rowlands Addition.
- Proposal 3.E.4. Conduct a reconnaissance level survey of Chandler's 2nd Addition to include properties built through 1969 (or 50 years prior to whatever year the survey is conducted).
- Proposal 3.E.5. Conduct a reconnaissance level survey along SE Baker Street
- Proposal 3.E.6. Develop design review guidelines for the properties along SE Baker Street (or establish a conservation district) to retain the concentration of historic character at this entry to the city.

Policy 3.F. Provide resources for historic property owners to protect their historic properties

- Proposal 3.F.1. Consider conducting a survey of the downtown historic district to identify those properties which may be vulnerable to damage during a seismic event.

- Proposal 3.F.2. Assist property owners within the district as they carry out seismic retrofitting. This could be making them aware of any available financial incentives or working with groups of owners (with adjacent properties on a single block) to jointly tackle retrofits.

Goal 4: Increase Heritage Tourism

Heritage tourism is defined by the National Trust for Historic Preservation as,

> *[T]raveling to experience the places, artifacts, and activities that authentically represent the stories and people of the past and present. It includes visitation to cultural, historic, and natural resources. Research and planning for Heritage Tourism would include identifying local or regional points of interest, developing or organizing those points of interest for visitation, and developing promotional and informational materials and guides for distribution to travelers and tourists through tourism bureaus, chambers of commerce, and by other marketing methods.[1]*

McMinnville is already a destination and its rich history and built environment add to the city's appeal for tourists and residents, alike. Heritage tourism helps promote the city's history and is also good for the economy, as a 2003 study by the Travel Industry Association of America indicates, with heritage and cultural tourists spending more money and staying longer than other travelers.[2]

Policy 4.A Amplify the heritage tourism program for McMinnville

- Proposal 4.A.1 Work with Visit McMinnville to expand visitor awareness of McMinnville's heritage and historic resources online as a heritage tourism attractor.

- Proposal 4.A.2 Coordinate efforts to promote McMinnville as a destination for visitors with Visit McMinnville during Historic Preservation month.

---

1. Jamesha Gibson, "[Preservation Glossary] Today's Word: Heritage Tourism," *National Trust for Historic Preservation*, https://savingplaces.org/stories/preservation-glossary-todays-word-heritage-tourism#.Wz5YR9hKg0o (accessed July 5, 2018).

2. U.S. Department of Commerce and the President's Committee on the Arts and the Humanities, "A Position Paper on Cultural & Heritage Tourism," https://www.oregon.gov/oprd/HCD/FINASST/docs/05WhitePaperCultHeritTourism.pdf (accessed July 5, 2018).

Certified Local Government Grant
2025 Guidelines

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Certified Local Government (CLG) Grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior (CFDA 15-904). Communities must be a Certified Local Government, currently meeting all requirements and in active status, to apply for this non-competitive grant program. The funds may be used for projects promoting historic preservation including documentation, designation, and rehabilitation of historic properties, planning, review and compliance, archaeology, and public education.

The grant cycle is 15 months if the grant agreement is signed promptly.

Grant Timeline

- Deadline: February 28 (11:59pm), 2025
- Notification & Agreements sent: by April 1, 2025
- Required interim reporting & reimbursement request deadline: July 15, 2025
- Required interim progress reporting: December 31, 2025
- Survey (RLS & ILS) 1st draft deadline: February 1, 2026
- Survey (RLS & ILS) final draft deadline: May 31, 2026
- Project completion deadline: June 30, 2026
- Final report deadline: July 15, 2026

  NO EXTENTIONS ARE AVAILABLE

Financial Information

AWARD AMOUNT:

You my request up to $16,000. Awards will be adjusted based on the number of applicants and the amounts requested. If you need $16,000 to complete the work, request that amount, but the award may be lower.

MATCH:

We encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more CLGS and shows community interest in the project. Match can be in the form of cash, in-kind donations and volunteer time.

- A 1:1 match to funds requested is required for cities with population of 5,000 or more and counties with population of 10,000 or more.
- No specific match amount is required for cities with population 4,999 or under and counties with population 9,999 or under.

- Tracking match is required for all grant awardees.

BUDGET INFORMATION:

Bids and estimates strengthen the grant request. Any work over $25,000 requires at least three estimates. Volunteer rate is Oregon minimum wage. Volunteers using professional skills, may use professional rates.

GRANT REPORTING AND PAYMENT:

Awarded projects will be the subjects of binding agreements between the State and the applicants that also follow the Historic Preservation Fund Grant requirements. Grant funds are dispersed on a reimbursable basis when progress reports are submitted documenting completed work. Interim reporting and reimbursement requests are required at the end of each state fiscal year and the end of the grant period.

Eligibility

CERTIFIED LOCAL GOVERNMENTS:

Local governments that have established a historic commission and implemented a preservation program approved by the State Historic Preservation Office (SHPO) and certified by the National Park Service (NPS) may apply. CLGs must currently meet all certification requirements and be in active status to apply. CLGS may apply up to once every two years.

PROJECTS:

The CLG Grant funds projects that support the preservation of historic properties and archaeological sites.

- Survey – the documentation of historic properties and archaeological sites
- Designation – Designating a historic property or archaeological site to the local landmarks list or National Register of Historic Places.
- Pre-Development – Building preservation plans, structural reports, designs, etc. for historic properties.
- Development – Rehabilitation of properties listed on the National Register of Historic Places.
- Planning – Community preservation plans, archaeology studies, etc.
- Review and Compliance – Management of the CLG's preservation program, processing design review applications, design guidelines, etc. This should generally be matching source, this grant is not intended to fund the operation of the preservation program.
- Public Education – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc. Signs and interpretive panels are NOT eligible for funding.
- Other activities – Trainings and conferences for staff and commissioners, membership in preservation organizations to access resources, training materials, etc. National Alliance of Preservation Commissions membership and trainings are highly recommended.

STANDARDS:

All projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties, meet the requirements of the Historic Preservation Fund Grant Manual, follow the State Historic Preservation Office Guidelines for Historic Resources Surveys, and State Historic Preservation Office Guidelines for Conducting Field Archaeology in Oregon. Work must be complete by professionals who meet the requirements described in the Historic Preservation Fund Grant Manual.

ASSISTANCE:

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

Application Process

GRANT ANNOUCEMENT: The grant application will be announced directly to eligible CLGs outlets. Grant application information and online system instructions can be found at https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#seven.

REGISTER ON TO APPLY ONLINE: To access the application, register at oprdgrants.org. Please use the OPRD: Grants Online instructions or video to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through Kuri.Gill@oprd.oregon.gov or 503-986-0685 to add this grant option to your account. Log in using your email address and your password. See online OPRD: Grants Online instructions for or watch the *How to Navigate the OPRD Grants Online System* video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one

> NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.

APPLICATION SUBMISSION: Once you have a login, you will be able to create, edit, and submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. It will be helpful for you to use the OPRD: Grants Online instructions to know specific information to enter in the system.

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, kuri.gill@oregon.gov or 503-383-6787, for accessibility or translation support.

APPLICATION PREPARATION RESOURCES: Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application. The grant coordinator may also provide comments on the application up to two weeks prior to the deadline, as time allows.

APPLICATION QUESTIONS: The following questions will appear on the online application.
- Contact information – Most of this is filled in based on your account information.
    - Applicant – Enter the organization
    - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
    - Address
    - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project information
    - Project title – make a clear, short project title (ex. Jones Collection Cataloging)
    - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
    - Project start date (must be after March 1, 2025)
    - Project end date (must be before June 30, 2026)
    - Site name – if the project location has a name, or enter NA
    - Site city/town/area

- o Site county
- o Site description - provide a short description of the building(s) and the setting of the project.
- o Site acreage – enter '1'
- o Latitude & Longitude – use the 'find lat/long' button to enter information in this field. (If you have trouble with this section, please see the <u>online system instructions</u> and <u>video</u>.)
- Finance – Please see the <u>OPRD: Grants Online instructions</u> and <u>video</u> for directions.
  - o Requested amount
  - o Match amount
  - o Total amount
  - o Budget expenses grouped by project type (Survey, Development, etc.) and category. ***See Appendix D for example***.
    - ▪ Contractor/Consultant
    - ▪ Staff time
    - ▪ Volunteer time
    - ▪ Materials & equipment
    - ▪ Printing, publication & design
    - ▪ Travel
    - ▪ Other (specify)
  - o Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  - o Budget must include both expenses and income, including other sources of funding.
    - ▪ Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
    - ▪ Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
- Supplemental
  - o Contact Information for Signer – Provide name, title, address, phone and email for the person with signature authority on the grant agreement.
  - o Grant Administration – Costs related specifically to the management of the grant – tracking volunteer hours, submitting reports, etc. Costs related to projects (RFP process, contracting) should be included in that project category. Total for this section must not exceed 15% of the total project amount. Generally, this category should only be used for match to the grant funds. Provide scope of work, include staff and tasks involved.
  - o Reconnaissance Level Survey – Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. Architectural survey products must meet the standards established in <u>"Guidelines for Conducting Historic Resources Surveys in Oregon"</u> (current version). A public presentation of survey results is highly recommended. Archaeological surveys must generate a survey report and appropriate site and isolate forms required by SHPO. The documentation must meet state standards. Provide scope of work including reason for survey, reason for property selection, number of properties included, and geographic area. Note: Deadlines for RLS – first draft of survey is due by February 1, 2026 and final draft due May 31, 2026.
  - o Intensive Level Survey (ILS) – Historical Documentation of building identified in the Reconnaissance Level Survey or other process, or, archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in <u>"Guidelines for Conducting Historic Resources Surveys in Oregon"</u> (current version). Archaeology survey must meet state standards and requirements. Consultants must meet professional requirements in the <u>Historic Preservation Fund Grant Manual</u>. Provide timelines, properties to be documented and reason for the selection of those properties. Please explain the Reconnaissance Level Survey or other process that was used to determine the need for ILS, submit RLS or other process documentation. Please note if property owners have given permission for the ILS or not.

Note: Deadlines for ILS – first draft of survey is due by February 1, 2026 and final draft due May 31, 2026.

- National Register Nominations – Completion of forms and supporting documentation for National Register designation of significant resources. It takes approximately 100-150 hours to complete all of the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to the application. Provide timelines, property to be nominated, reason for property selection. Submit ILS, RLS or other determination of eligibility of the property. Please note if property owners have given permission for the nomination or not. Note: A completed Historic Resource Record is required as an attachment to the application.
- Public Education – Historic Preservation month activities, tours, mobile device tours, lectures, brochures, public events, websites, workshops, newsletters, preservation awards, etc.; must be related to preservation of historical or archaeological sites. Provide timeline, quantity and type of product, outreach and promotion details, intended audience, goals. Signs and interpretive panels are NOT eligible.
- Planning – Community preservation plans and planning tools. Provide timeline, public engagement plan, purpose for plan, goals, etc.
- Review and Compliance – General preservation program management, local review of proposals for alteration, new construction and demolition, design assistance and guidelines, etc. General program management and design review should primarily be used as match for the grant funds. Provide the product information, people involved, approximate number of meetings, goals, etc.
- Pre-Development – Preparation of feasibility studies, working drawings, structural reports, preservation plans for the maintenance and/or rehabilitation, preservation and/or stabilization of properties eligible for or listed in the National Register of Historic Places. Projects must meet the Secretary of the Interior's Standards for Rehabilitation and must be performed by professionals the meet Historic Preservation Fund Grant standards. Proved timeline, scope of work, reason for the work, reason for the property selection, information on estimates.
- Development - Labor and materials costs for rehabilitating National Register properties (must be on the Register or contributing to a district prior to the work). Provide scope of work including timeline, materials, methods, property location, condition, etc. NOTE: The entire review process for SHPO and NPS before work can begin is at least 90 days. For known development projects, attach complete development project packet including current photo, historic photo if available, map, work plan drawings, and cover page.
- Other Activities – Attendance at approved in-state and out-of-state historic preservation conferences and trainings, other projects that do not readily fit a category above. Provide timeline, work plan, conference name, number of participants. Provide details for each different type of project in this category.
- Back-up activity – Provide information on a back-up activity in case one of your projects falls through.
- Budget Detail – Provide details on estimates, committed in-kind participation, etc. Attach a detailed budget.
- Project Timeline – Provide target start and completion dates for all projects. Include benchmarks like: release RFP, hire consultant, initial public participation, complete project.
- Risk Assessment – Describe your accounting staff support and system.

- Attachments:
    - Budget detail (this can be whatever format you chose, but should show expense detail)
    - RLS – Map of area to be surveyed, or photo property type if based on property types, and completed Appendix D from the guidelines
    - ILS – Current photo property, historic photo of property, RLS report information, letter of commitment from property owner
    - National Register Nomination – Current photo property, historic photo of property, RLS report information, ILS report information or Historic Resource Record and SHPO eligibility letter, and letter of commitment from property owner
    - Public education – submit outreach plan, examples from similar past activities, etc.

- o Pre-development - Current photo property, historic photo of property
- o Development
    - If the project is known: Current photo property, historic photo of property, map, complete development project packet
    - If it will be a local grant process: Submit the process, application, timeline
- o If you don't have attachments for the specific categories in the grant application system, then attach a document with N/A.
- Submission
    - o Be sure to click submit.

Grant Review and Award Process

GRANT REVIEW AND SELECTION:

This is a non-competitive grant program. Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs additional information or if the projects do not meet the following criteria.

Criteria:
- The capability of the applicant to carry out the proposed project – reasonable budget, scope of work, timeline.
- Eligibility for funding under the Historic Preservation Fund.

GRANT AWARD:

The grant award will be made by the Deputy State Historic Preservation Officer. If applications do not meet the above criteria we will work with you to adjust the projects to be altered or changed. If it does, then you will be sent the grant agreements for signature.

GRANT AGREEMENT:

Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest to acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:
- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.
- Specific language for the acknowledgement of public funds provided by the State Historic Preservation Office and the National Park Service.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit requests for changes as a progress report in OPRD GrantsOnline, staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

Grant Management

Because the Grant Agreement involves the use of public funds from the State of Oregon and the federal government, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and billings, project photographs, final reports and billings, and recordkeeping.

FEDERAL PASS-THROUGH FUNDS

CLG grant funds are awarded through SHPO from the Nation Park Service Historic Preservation Fund. All grantees must follow the requirements of the Historic Preservation Fund Manual, 2 CFR Part 200, and others detailed in the grant agreement.

CONSULTATION WITH SHPO

SHPO staff has expertise in all types of typical CLG projects. While ongoing communication with the CLG Coordinator is required, you will be working closely with other staff assigned by SHPO in the program areas related to your project. Assigned staff will reach out to you directly.

CONSULTANTS/CONTRACTORS

A consultant or contractor is any individual or firm who is not a staff member on the permanent payroll of the grantee's organization. If you plan to use a consultant or contractor to carry out any tasks in your project, the selection must be consistent with Oregon State policies and the Secretary of Interior's Historic Preservation Professional Qualification Standards (**http://www.nps.gov/history/local-law/arch_stnds_9.htm**).

These provisions apply to the hiring of consultants or contractors when the funds to pay their fees are either CLG Grant Funds or are part of the non-federal matching share of a CLG grant. Depending on their involvement in the project, your staff may be required to meet the Secretary of Interior's standards for historic preservation professionals also.

Evidence of competition for direct negotiated professional services of under $25,000 is not mandatory.

Services and materials that cost $25,000 to $75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors.

Grantees shall maintain documentation on file to support all hiring and contracting procurements involving Federal and matching funds, including evidence that the services of the consultant are needed and cannot be met by current staff whose salaries are paid in part under the grant. Documentation must include:
- How contractor was solicited and selected;
- Why contractor was selected (references, quality, previous work, time frame, cost, etc).

SHPO may request that the Grantee check the Consultant's references, if evidence of this is not submitted with the approval request. This is good hiring practice.

The Grantee has the responsibility for project completion, as they are under contract with the SHPO. Management of the consultant contract is included in this responsibility. The Grantee needs to maintain regular contact with the consultant to receive progress reports and assure that the agreed upon timeline is being met, and that the products meet their contracted obligations.

All work carried out by the contractor or consultant must be submitted first to the grantee, not to SHPO. When the Grantee approves the work, the Grantee will submit the report, any documents that are products, photos, and the payment request to SHPO. In no case does the contractor or consultant submit work or reports directly to SHPO without the Grantee included; drafts for SHPO review must also come from the Grantee or the Grantee must be included in the notification or submission to SHPO.

WORK PLANS

Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan…
- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application…
- Before photographs
- Plan drawings
- Work description including materials, tools and processes to be used
- Timeline

SHPO staff **must** approve drafts of publications and interpretation prior to production. If required language does not appear on the documents, the work cannot be reimbursed or included as match.

STAFF TIME

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

VOLUNTEER TIME

Documentation of volunteer time for matching source work is required. Volunteer work may not be reimbursed by the grant. The volunteer rate is Oregon minimum wage. If a volunteer is using professional skills, the professional rate may be used. A document from that volunteer indicating the rate is required for each submission. Documentation must include the person, the tasks, hours, and rate for each volunteer.

PUBLIC NOTICE REQUIREMENT

It is in your best interest to spread the news about the grant award and the project progress. Upon grant award, at key project points and upon completion you should do the following.
- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

All grant or match-funded publications, literature, and videos must be reviewed, revised if needed, and approved in draft form by SHPO **prior** to final publication. This includes context statements, pamphlets, brochures, booklets, interpretive panels, exhibits, preservation plans, structural plans, etc. See the Development project section for additional public notice requirements for development projects.

ACKNOWLEDGMENT OF SUPPORT

An acknowledgment of State Historic Preservation Office and NPS support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by HPF grant funds. Projects that must include this are newsletters, brochures, plans, reports, etc. This acknowledgment shall be in the form of the following statement:

"The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. "

NONDISCRIMINATION STATEMENT

Publications (brochures, preservation plans, etc.) and audio-visual materials must also include the following nondiscrimination statement:

"This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240."

PUBLIC INFORMATION

Press releases, publications, and any other public dissemination of information (including electronic materials such as internet pages) by a grantee made possible by grant assistance shall acknowledge Department of the Interior, National Park Service grant support by use of the above statements.

Grantee must provide a digital copy of any public information releases concerning this award that refer to the Department of the Interior, National Park Service, or Historic Preservation Fund. Specific text, layout photographs, etc. of the proposed release may be submitted for prior approval.

We cannot reimburse for projects that don't include the above statements.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

COPIES OF PUBLICATIONS

Upon publication, a minimum of one electronic copy must be submitted to SHPO. One copy of the publication will be furnished by SHPO to NPS, which will furnish one copy to the Department of the Interior's Natural Resource Library for deposit. Publications covered by this section include any formal, bound publication produced as a result of research or any other work funded in whole or in part by CLG grants, except National Register Nominations and Inventories, which conform to their own submission requirements.

SURVEY PROJECT REQUIREMENTS (RLS & ILS)

The CLG must work with SHPO to:
- Develop the survey proposal to be submitted to SHPO before starting work and timeline.
- Develop the RFP.

This communication should occur in the first quarter of the grant period.

SHPO will work with the selected consultant and the CLG to:
- Coordinate the database access.
- Coordinate information transfer.
- Ensure SHPO requirements are achieved.

Survey Project Deadlines

These deadlines are required for submission to SHPO, they do not include the CLG and commission/board review, which should be accounted for in the contract timeline.

1st draft database, maps and report outline to SHPO – February 1, 2026

SHPO return comments – March 1, 2026

SHPO & consultant work through revisions (as needed) – March 1, 2026-May 31, 2026

Final draft to SHPO – May 31, 2026

DEVELOPMENT PROJECT REQUIREMENTS

Eligible Projects

Rehabilitation and preservation of properties listed on the National Register of Historic Places individually or contributing to a district.

- Painting alone is ineligible for funding.
- Projects eligible for funding.
  - o Roofing
  - o Window repair
  - o Foundation repair
  - o Siding repair
  - o Replacement of missing architectural features, etc.

Preservation Agreement Requirement

All development or rehabilitation projects require a Preservation Agreement between the SHPO and the property owner. An example Preservation Agreement is available as a fillable form on Oregon Heritage website: https://www.oregon.gov/oprd/OH/pages/clg.aspx . You may submit this with the application or as a progress report in OPRD Grants Online. This is **required before work** can begin on the project. If the Federal funds use on a property accumulate to over $25,000 then a covenant is required. If a covenant is required, then a copy of the deed will need to be submitted. Contact your grant coordinator in this case.

Section 106 and NEPA Compliance

Completion of Section 106 and NEPA documentation is required for all development projects. Both processes must be completed before work begins. Submit the CLG Development Project packet with your application or as a progress report in OPRD Grants Online. SHPO will begin the Section 106 review and the NEPA process upon receipt of the complete packet.

- If the project is eligible for funding and the work meets the Secretary of the Interior's Standards, the signed packet will be uploaded to OPRD Grants Online, and the grantee will be notified.
- SHPO will begin the NEPA process.
- The 30 day tribal and public comment period will be completed.
- The NEPA documentation including the approved CLG Development Project Packet will be sent to NPS.
- The grantee will be notified of the project start date.

The packet coversheet and CLG development project checklist are online.

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff). Do not submit photographs in a PDF format.

Grant Reporting and Reimbursement

GRANT REPORTING

Reports are submitted through <u>OPRD GrantsOnline</u>. Reports are submitted as a progress report through <u>OPRD GrantsOnline</u>. See Reporting through <u>OPRD GrantsOnline</u> and Using the OPRD Grant Application & Reporting System sections of the <u>Oregon Heritage Grants webpage</u> for instructions and videos.

Interim reports: Interim grant reports are required **July 15, 2025, December 31, 2025** and **July 15, 2026**.

You will be sent a report reminder to submit it. Reports must include the current status of the project and summary of work completed, results and benefits of the project, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc.

Reports are submitted through <u>OPRD GrantsOnline</u> as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Supporting attachments like photographs of work in progress and people doing the work, inspection results, etc. Any appropriate evidence that work was completed. See the list below for recommended attachments.
- Estimated amount of grant funds expected in the next grant period.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled. A report is required to submit a reimbursement request.

Final report: A final report is required within 45 days of completing the project or by **July 15, 2026**, whichever is first. Reports are submitted through <u>OPRD Grants Online</u> as a progress report, check the box 'Final Report'. See Reporting through <u>OPRD GrantsOnline</u> and Using the OPRD Grant Application & Reporting System sections of the <u>Oregon Heritage Grants webpage</u> for instructions and videos. Reports must include a summary of work completed and any changes to the original plan. Submit additional documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Summaries of participation and results of programs,
- Electronic copies of documents, promotional materials, etc.,
- Contractor specifications and invoice, inspection report, and other evidence of work completed,
- Grant Evaluation and Project Impact Form (Appendix A) – This information is used to improve our grant processes and services and to measure the value of our grant programs, please use the <u>online form</u>.

Descriptions and supporting document requirements for typical project types:

Reconnaissance Level Survey
Summary: Describe the location, the number of properties, the general results of the survey, the number of people attending the public presentation of the survey.
Attachments: Submit the final survey report. The database and list of properties will be submitted directly to the survey program, so do not upload those.

Intensive Level Survey
Summary: Provide the address and property name, if there is one, and describe the property and a few sentences of the results of the survey, and recommendations for next steps.
Attachments: Submit the final report.

National Register Nomination
Summary: Provide the address and property name, if there is one, and describe how far the nomination is through the listing process.

Attachments: Submit a photograph of the property and the coversheet of the nomination form. The full nominations are submitted through the National Register program.

Pre-Development
Summary: Provide the address and property name, if there is one. Describe the purpose the pre-development work.
Attachments: The report, drawings, plans, etc. Be sure the required credit statements appear on the documents.

Development
Summary: Provide the address and property name, if there is one. Describe the work completed, the methods and materials used, the original materials retained or lost.
Attachments: Prior to work beginning the signed Preservation Agreement and complete CLG Development Project Packet must be submitted. For the final report, attach photos of people doing the work and before and after photos (jpg or tiff, 300 dpi or higher) and summary from contractor of work completed.

Review and compliance
Summary: Describe the number of meetings, the numbers of projects reviewed (by commission and/or staff).

Attachments: Packet of meeting agendas or minutes (agenda only, not meeting packets).

Planning
Summary: Describe the planning work completed, and a few sentences about the public participation and the results.
Attachments: Electronic copies of products (design guidelines, preservation plans, etc.) Be sure the required credit statements appear on the documents.

Public Education
Summary: For events, list each event, who and how many attended and the results. For brochures, describe what they are, how many were printed and how they were distributed. For formal publications, describe what they are, how many were printed and how they were distributes. For web-based projects describe what they are and many have accessed them.
Attachments: For events, submit flyers, articles, photos of the event, programs, etc. For brochures, submit the brochure. For formal publications, submit hard copies outside of OPRD Grants Online. For web based projects submit the url and screen shots that convey the work completed. Be sure the required credit statements appear on the documents.

Additional resources for reporting:

- Grant reporting and reimbursement checklist
- OPRD Grants Online Reporting and Reimbursement Instructions
- How to submit a progress report – Video Tutorial

GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through OPRD GrantsOnline. See OPRD Grants Online Reporting & Reimbursement Instructions for detailed instructions or the video to complete your reimbursement request online.

The reimbursement request must include all expense information for the period the request covers, including costs covered by match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, not the matching source. Expenses may be grouped by expense category:

- Contractor/Consultant
- Staff time

- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

Submit the following attachments.

- Copies of invoices or receipts for expenses over $500
- Itemized list of expenses under $500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions
  https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf
  for a detailed guided to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance.
  https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf
- How to submit a reimbursement request – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required.

Separate reimbursement requests are required for each state fiscal year. Submit a reimbursement report for work in each of the following periods.
- April 1, 2025 – June 30, 2025, deadline July 15, 2025
- July 1, 2025 – June 30, 2026, deadline July 15, 2026

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request. The entire final payment will be withheld until all products are received, and approved by SHPO. No more than 50% of the expenditures to date will be paid in any payment, to assure the required 1:1 minimum match required for cities over 5000 and counties over 10,000 population.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

IMPACT FORM: In order to demonstrate the impact of the grant, please complete the Impact Form online.

FINAL PRODUCTS: Federal Guidelines make it very clear that the product is the measurable result of CLG projects. Products must meet the Secretary of Interior's Standards for the applicable project objectives. It is very important that you complete each element agreed upon in the Agreement. If goals are not met, it is SHPO's responsibility to withhold final reimbursement, or request re-payment of funds. Your ability to secure future grants from SHPO may also be affected.

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

IN FIELD MONITORING: You may receive one or more site inspections involving both the project coordinator and/or persons conducting the work. Typically, the meeting might consist of a visit to the project area; a review of the boundaries, concentrations or types of resources, discussion of the progress of the project, or attendance at a

public hearing or meeting. Record keeping and financial systems may be examined. In-field monitoring will be scheduled in advance of the meeting.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix B.

ASSISTANCE:
Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

APPENDIX A

Oregon Heritage Grant Evaluation and Impact Form (Please use the <u>online form</u>.)

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes.

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	1. Include more voices 2. Increase access to heritage 3. Promote the value of heritage 4. Pursue best practices	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	1. Building the Heritage Community 2. Preservation Planning: Identifying, Evaluating, Designating, and Treating Cultural Resources 3. Federal, State, and Local Government Statutes, Rules, Ordinances, and Processes 4. Information Technology Tools	
Comments:		

APPENDIX B

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project. Grantees must follow the requirements of the National Park Service HPF Grant Manual and 2 CFR 200.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:
• Establish a separate account for each agreement project.
• Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
• Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Allowable Costs
Expenditures may be charged to this grant only if they:

• are in payment of an obligation incurred during the contracted grant period,

• are necessary to the accomplishment of approved grant objectives, and

• conform to the "Standards for Allowability of Costs" and "Matching Share Standards" in the NPS Historic Preservation Fund Grants Manual, Chapters 13 & 14.

• Refreshments may not be funded by or act as match for these grant dollars.

Note Regarding Federal Employees: You may not use any Federal grant funds or matching funds to pay any expenses of current employees of the Federal Government. This is in accordance with 18 USC 209 stating that a Federal employee can't receive supplemental compensation for their services in their capacity as Federal Government employees.

Federal Requirements of the Grant
Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars apply to CLG grants. 2 CFR 200 is primary. Failure to comply with these Circulars may be the basis for withholding payments for proper charges, recovery of such funds, and the termination of financial support. Most of the circulars are on the Web, at **http://www.whitehouse.gov/OMB/circulars/**.
> • Environmental Requirements. Activities funded by CLG grants shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (Public Law 91-190), the Coastal Zone Management Act, and the Floodplain Management Act, as applicable.

- Equal Opportunity. Equal Opportunity information must be posted in all project offices and sites. All activities assisted under the HPF grant program are subject applicable Federal laws as stated in your contractual agreement, including the provisions below:
- Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of race, color, age, national origin, or handicap shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- DI Form 1350, Assurance of Compliance (with Title VI, Civil Rights Act of 1964)
- Property acquired or developed with HPF assistance shall be open to entry and use by all persons, regardless of race, color, age, national origin, or handicap who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence.

Following is information about the specific budget categories:

Professional Contractor or Consultant
Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services. These costs do not need to be itemized in the expenses if contracted in a lump sum.

Employees
When a staff member is involved in a grant project, their time on the project must be clearly tracked electronically or on a timesheet, showing hours on their usual job and hours on the project separately. Total hours may not exceed 40 hours/week, with the only exception being the well documented time at meetings occuring outside normal work hours. Payrolls need to be signed by an authorized person.

The Grantee shall adjust the minimum wage paid, if necessary, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division will publish annual determinations in the Federal Register not later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov and on all wage determinations issued under the Service Contract labor Standards statute or the Wage Rate requirements statute. The applicable published E.O. minimum wage is incorporated by reference into this agreement.

Grantees may be entitled to adjustment due to the new minimum wage.

Time and Attendance
Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed.

Fringe benefit rates should be developed using actual costs, and individual components should be identified.

Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained.

Materials and Equipment

Value and Use of Owned Equipment: Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs. The State has developed a form that may be used for this purpose; copies are available from the grants coordinator.

Equipment Rental (Outside):
Payments made by the project sponsor for equipment rented for specific project area are generally allowable under state regulations. Payments made by the project sponsor must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Supplies

Supplies and materials charged to the project must be supported by purchase orders and supplier's invoices.

The original or a photocopy of the cancelled checks must be available for a field audit, please **do not** submit these with your grant report/reimbursement request.

Printing, Publication Design, etc. - If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.

Volunteered services may be counted as matching share if they are a necessary part of the project. A packet of forms are available from the grants coordinator for use by grantees who are tracking values of volunteer work and donations to projects. The forms are, for the most part, self explanatory.

Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge. In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then included in the payment request support documentation.

Donated Materials Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.

Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.

APPENDIX C

PROFESSIONAL QUALIFICATIONS STANDARDS

Note: Consultants hired for CLG projects should meet the following qualifications.

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

APPENDIX D

Project Budget Worksheet	
Project Budget Worksheet	
Public Education - Printing, design, etc	$2,000.00
RLS - Consultant	$4,000.00
Public Education - Staff time	$1,000.00
Public Education - Volunteer time	$500.00
RLS - staff time	$500.00
Review and Compliance - Staff time	$3,000.00
Source of Funding Worksheet	
Public Education - Staff time (Staff time)	$1,000.00
Public Education - Volunteer time (Volunteers)	$500.00
RLS - staff time (Staff time)	$500.00
Review and Compliance - Staff time (Staff time)	$3,000.00

Total Project Cost

$11,000.00

Total Match from Sponsor

$5,000.00

Grant Funds Requested

$6,000.00

DRAFT   McMinnville Historic Landmarks Committee - 2025 Work Plan   DRAFT

GOAL: Document and Protect Historic Resources (Goal 3 in Historic Preservation Plan)

Strategy	Action	HP Plan	Timeframe	Cost	Responsibility
Explore Viability of Individual Property Listings, Historic District Nominations, or Local Inventory Updates in Residential Areas North of Downtown	Conduct Outreach and Education with Property Owners in Areas	Proposal 3.D.1	N/A	Staff	City/HLC
Finish Historic Preservation Demolition Code	Finish In-Progress Review of Historic Preservation Demolition Code & Recommend Updates to Planning Commission/City Council	N/A	N/A	Staff	City/HLC/City Council
Review Historic Preservation Portions of City Code and Policies **(TBD)**	Complete Professional Analysis & Potential Update of Code or Policies Re-	N/A	N/A	$ (CLG Grant)	City/HLC/Consultant

GOAL: Increase Public Awareness and Understanding of McMinnville's History and its Historic Preservation Program (Goal 1 in Historic Preservation Plan)

Strategy	Action	HP Plan	Timeframe	Cost	Responsibility
Educate Community on Historic Resources and Historic Preservation	Actively Promote National Preservation Month (May) by Participating in "This Place Matters"	Policy 1.A Proposal 1.B.1	5/1/25 - 5/31/25	Staff	City/HLC
	Complete Public Awareness/Education Projects for Historic Preservation **(TBD)**	TBD	5/1/25 - 12/31/26	$ (CLG Grant)	City/HLC/Consultant
Acknowledge Property Owners that Preserve Historical Resources	Request Nominations for Annual Historic Preservation Award Program	Proposal 1.A.1	4/1/25	Staff	City/HLC/City Council
	Present Awards at City Council Meeting in May	Proposal 1.A.1	5/25/25	Staff	City/HLC/City Council
Make Information on McMinnville's Historic Resources Readily Available	Update Historic Preservation Webpage on City Website Including Incentives	Proposal 1.D.1-3 Proposal 2.A.1 Proposal 2.A.4	4/30/25	Staff	City/HLC/Intern
	Add Examples of Complete Design Review Applications on Website	Proposal 3.B.2	5/31/25	Staff	City/HLC/Intern
	Map All Historic Resources and Post Maps on City Website	Proposal 1.D.4	5/31/25	Staff	City/HLC/Intern
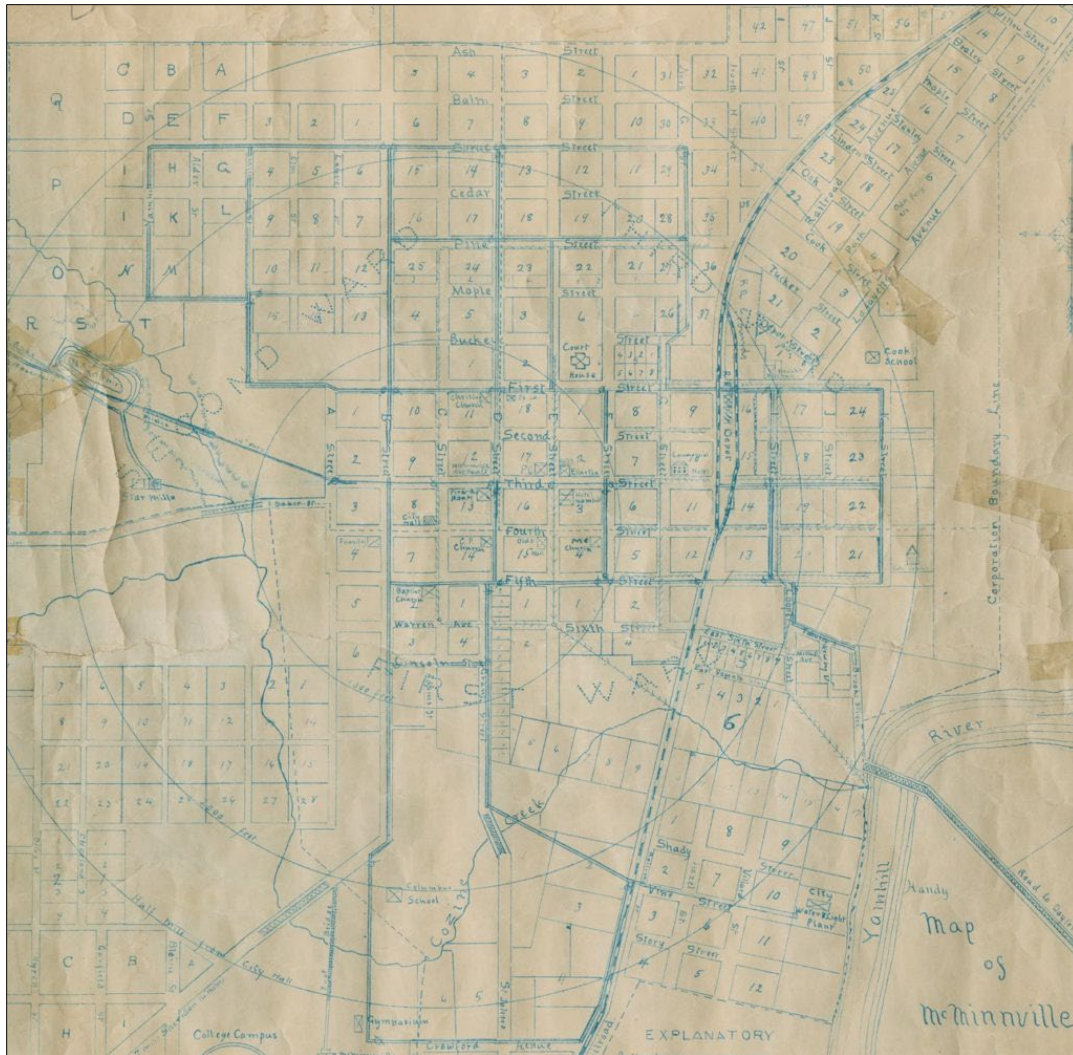
South Area Neighborhood of Downtown, City of McMinnville, OR
Intensive Level Survey
Documentation Report

South Area Neighborhood of Downtown,

Intensive Level Survey

McMinnville, Yamhill County, Oregon

Prepared by
Brigid Boyle, Ph.D.
Essie Weiss-Tisman, B.A.

August 16, 2024

WillametteCRA Report No. 27-75-02
Portland, Oregon

Prepared for
City of McMinnville
McMinnville, Oregon

WILLAMETTE
CULTURAL RESOURCES ASSOCIATES, LTD.

Table of Contents

I. Acknowledgments

II. Introduction

Willamette Cultural Resources Associates, Ltd. (WillametteCRA) was retained by the City of McMinnville to perform an intensive level survey of historic built environment resources within South Area Neighborhood of Downtown (SODAN), all of which were previously identified as potentially "Eligible/Significant" by Northwest Vernacular, Inc. in its 2020 reconnaissance-level survey.

Thirty-seven resources were identified by Northwest Vernacular, Inc. WillametteCRA resurveyed these resources, researched the historic significance of each building and evaluated its integrity. Of the thirty-seven resources, twenty-three are presently recommended as "Eligible/Significant," thirteen are recommended as "Eligible/Contributing," and one, not visible from the public right-of-way, is recommended as "Undetermined."

The following report details the research and findings of WillametteCRA.

III. History of McMinnville and its Cultural Setting

Precontact and Native People

McMinnville lies in the traditional homeland of the Yamhill Kalapuya Band, which extended from Rickreall Creek to the South Yamhill River basin, and from the Willamette River west to the Coast Range. The Kalapuyan tribes, comprised of approximately nineteen tribes and bands, were organized linguistically within the Willamette Valley. North of the Yamhill were the Tualatin (Atfalati) Kalapuya Band; the Luckiamute Kalapuya Band lived to the south. Generally, Kalapuyans lived in tribal territories comprised of linguistically similar but autonomous villages.[1]

Throughout their territory, the Kalapuyan peoples moved seasonally, harvesting animal and vegetable resources as available. Certain vegetables, like the camas, wapato, and tarweed, were the foundation of the Yamhill diet. During the warm summer months, Kalapuyans lived in the open, with minimal shelter; in colder months, they lived in sheltered village sites. Taking advantage of the watersheds of the area's rivers, several subgroups lived along what are today known as the Willamette, Yamhill, Pudding, Santiam, Mohawk, and Umpqua Rivers.[2]

The Kalapuyans managed the land of their territory by burning grasslands and excess vegetation at every summer's end, creating the abundant and fertile soils of the Willamette Valley that later drew so many European settlers. Although the bands regularly traded with Europeans from their arrival in the eighteenth century, the population was nearly decimated when settlers brought with them malaria and other diseases in the early nineteenth century. Drastic changes to tribal lifeways were introduced when the fur and timber industries moved into the area, with forceful invasions, land appropriations, and economic domination. When the Oregon Donation Lands Claims Act was passed in 1850, a massive number of migrants arrived in the area, resulting in treaties, removal to reservations, and a new, involuntary and immobile, way of life for the Native peoples.

In 1850, the Willamette Valley Treaty Commission, created by the United States Congress, negotiated agreements with the Santiam, Tualatin, Yamhill, and Luckiamute Bands of the Kalapuyan tribe.[3] The agreement exchanged most of the lands of the Willamette Valley for small reserves within the traditional homelands. Congress never signed the treaty, having revoked the Commission's authority a few months earlier. In 1855, however, the Kalapuyans, decimated by disease, signed a new treaty with the US government, ceding their lands in exchange for a permanent reservation, annuities, supplies, public services, and protection from settler-violence.[4] The Kalapuyans were forcibly removed from their territory in the winter of 1855–1856, relocated to the Grand Ronde Encampment.[5]

---

[1] Henry Zenk, "Kalapuyan Peoples," *Oregon Encyclopedia,* updated March 18, 2024. https://www.oregonencyclopedia.org/articles/kalapuyan_peoples/.
[2] In addition to Zenk, see David G. Lewis, "Kalapuyan Tribal History," in his blog, The Quartux Journal. https://ndnhistoryresearch.com/tribal-regions/kalapuyan-ethnohistory/.
[3] Melinda Jette, "Kalapuya Treaty of 1855," *Oregon Encyclopedia,* updated March 17, 2022. https://www.oregonencyclopedia.org/articles/kalapuya_treaty/.
[4] Jette, "Treaty."
[5] See Zenk, "Kalapuyan Peoples," Jette, "Treaty," and Lewis, "Kalapuyan Tribal History."

European American Settlement History

North America's Northwest coast was disputed territory for the imperial powers seeking control in the region, including the United States, Great Britain, Spain, and Russia. The "Oregon Territory," as it was called by Americans, or "Columbia Region" by the British, was, after disputes from the War of 1812 were somewhat resolved at the Convention of 1818, open to both countries for trade and settlement.[6] The United States and Britain were invested in the resources of the region as much as the promise of its growth; the burgeoning fur trade lured a steady stream of migrants looking to resettle the west. They traveled westward with their families and servants, coming over the Continental Divide beginning in 1812. They were followed by priests and other missionaries, armed with ideas of salvation, in the 1830s. The first wave came over the Continental Divide in 1812. For a while, immigrants, Native people, fur trappers and traders and their families, and missionaries comprised a rather diverse population.

The Willamette Valley, a flat, 150-mile-long river valley stretching from the Columbia River to the Calapooya Divide, was shaped by the glacial Missoula floodwaters nearly 12,000 years ago. The magnitude of the flood transformed the region, creating new landforms and new grasslands, and depositing glacial till that would result in some of the richest, most arable land in the country.

The first re-settlers to choose the Willamette Valley followed missionaries into the area in the early 1840s. Oregon City, Portland, Salem, Albany, and Eugene were established along the Willamette River. With the passage of the Donation Land Act in 1850, most of the available agricultural land was deeded 640 acres at a time to white married men, newly arrived for this express purpose, lured by fables of the mild climate, long growing season, and Edenic associations used to describe Oregon. Most migrants were or became farmers, planting wheat that grew large-headed in the summer months, oats, fruit, and hops, which together comprised the majority of crops dominating the valley's land.[7] Supplemented shortly thereafter by the timber industry and its seemingly inexhaustible supply of "merchantable timber," the river basin was soon dotted with sawmills and gristmills, the outlines of livestock herds, fences marking property lines, and the black smoke that prophesized progress.[8]

The Willamette Valley's proximity to the markets established in Portland, and improvements in river travel created new economic opportunities for the settlers in the Valley, for grain and lumber especially. Grain was shipped from Portland or transported overland in response to the demands created by massive numbers of migrants seeking gold in California and in Idaho. Agricultural development in the valley increased to meet demands (though still small in comparison to the size

---

[6] The ambiguity of control over the region was mostly settled through the terms of the 1846 Oregon Treaty. See Taylor Noakes, "Oregon Treaty." *The Canadian Encyclopedia*. Historica Canada. Article published February 07, 2006; Last Edited July 23, 2021. https://www.thecanadianencyclopedia.ca/en/article/oregon-treaty.

[7] "Large-headed wheat" is described in an 1851 editorial in the Oregon Spectator. See David J. Schnebly, "Letter: July 29, 1851," The Oregon Spectator. Accessed online, https://www.oregonhistoryproject.org/articles/historical-records/oregon-spectator-the-idyllic-willamette-valley-farm/.

[8] Edward Gardner Jones, *The Oregonian's Handbook of the Pacific Northwest*. (Portland: The Oregonian Publishing Co.), 1894, p245. See also William G. Robbins' critical take on the resettlement of Oregon Territory, "Western Voices: Willamette Eden: The Ambiguous Legacy," *Oregon Historical Quarterly* 99, no. 2, 1998, 189–218.

of farms that then defined eastern Oregon), and was thus recognized as "a marked improvement in the manner of living among farmers in Oregon."[9] Dredging, blasting, damming, and other efforts to improve the river's navigability were constantly underway, including the construction of the canal and locks at Willamette Falls in 1873.

The railroad entered the Willamette Valley in 1871, connecting the region to a network of transportation that had arrived a decade prior; the Oregon Steam Navigation Company, which monopolized the grain industry on the Columbia, had built tracks paralleling the river at Cascades and Celilo Falls in 1862. The 1871 arrival of rail in the Willamette Valley, built by the Oregon & California Railroad, created a direct link between Portland and Eugene (and reached California, having sold to Southern Pacific, by 1887). The transcontinental Northern Pacific Railroad completed its western link in 1883.[10] This last connection incorporated the Pacific Northwest into the global economy, from which it had previously been relatively excluded because of treacherous shipping routes and general inaccessibility. The population of the region grew quickly, which in turn brought more industry, more capital, more investment, and a more embedded position in the national and international economy.[11]

Founding and Development of McMinnville

Entry of the Railroad and Development of Industry (1879–1903)[12]

McMinnville, presently a city of thirty thousand, was, like other smaller towns in the Willamette Valley, originally resettled by migrants arriving in the region looking for natural resources and arable land to support a new life. John G. Baker (1818–1887) built the first house in the area—325 NW Baker Creek Road—and was followed shortly thereafter by those who had traveled with him on the Oregon Trail as part of the Great Migration of 1843: Willam T. Newby (1820–1884), Samuel Cozine (1821–1897), Joel J. Hembree (1829–1920), and Madison Malone (c.1817–1880).[13] Their land claims, permitted by the Provisional Government and its passage of the "Organic Act" in 1843,

---

[9] William G. Robbins, "Willamette Valley," The Oregon Encyclopedia. Last updated July 31, 2023. Accessed online https://www.oregonencyclopedia.org/articles/willamette_valley/.

[10] Bob H. Reinhardt, Ph.D. "Oregon History," in Office of the Secretary of State, *Oregon Blue Book*. Portland: Legare Street Press, 2023. Accessed online, https://sos.oregon.gov/blue-book/Pages/facts/history1/connecting.aspx.

[11] See John M. Findlay, "Industrialization, Technology, and Environment in Washington," *Center for the Study of the Pacific Northwest,* Accessed online, https://sites.uw.edu/cspn/resources/history-of-washington-state-and-the-pacific-northwest/.

[12] These development periods were established in a historic context statement written by SWCA Environmental Consultants in 2011. The periodization has been subsequently adopted and used as part of McMinnville's Historic Preservation Plan and evaluations of significance. Because this historic context was used to justify the significance of the thirty-seven properties included in this report, WillametteCRA will follow the same categorization of McMinnville's history. The history in this section and those following relies on primary research as well as SWCA's 2011 report.

[13] The migration is well documented. A list of members is archived at Stephanie Flora, "Emigrants to Oregon, 1843," Electronic Document, accessed online, http://www.oregonpioneers.com/1843.htm; see also Mike Ransom, "The Wagon Train of 1843," Electronic document, accessed online, https://freepages.rootsweb.com/~mransom/history/pioneers.html#wagon-train-members; Herbert Lang, *History of the Willamette Valley* (Portland: Himes & Lang, 1885), Accessed online, https://babel.hathitrust.org/cgi/pt?id=hvd.hx4s4s&seq=9; and Ruth Stoller, *Old Yamhill* (Portland: Binford & Mort, 2002), 47.

allocated 640 acres to each married white couple. After Oregon was recognized as a territory under American law (1848), the land claims were legitimized under the Donation Land Act in 1850.

Newby and his wife claimed 640 acres between Cozine Creek and the Yamhill River. They built a cabin for themselves and their family (eventually, nine children) near present-day Baker and 3rd Streets in 1852, followed by a grist mill (located on and powered by the creek) the following year. Once operational, use of the grist mill meant that wheat no longer had to be transported the eighty miles by boat and wagon to Oregon City for harvesting, saving immense labor and cost and resulting in attracting many more people to the area. A general store was opened next to the mill in 1854, and the first post office in 1855. With a steadily increasing population, Newby hired Sebastian Adams to survey a town on five acres of Newby's land, which he donated to the common good. That first plat, drawn in 1856, comprised 18 gridiron blocks of eight 60-foot by 100-foot lots, separated by a wide street. Newby named the town after his hometown of McMinnville, Tennessee.

Figure 1 View of McMinnville circa 1894 (The Oregonian's Handbook).

Quickly, the community grew. Churches and schools were established, and hotels, shops, stables, and services offered amenities. A commercial district along 3rd Street, lined with dusty oil lamps, flourished, as did the newspaper, the *Yamhill County Reporter* (which was later joined by and eventually merged with *The Telephone-Register*), which maintained its office on 3rd. The streets were often flooded, lacking a proper drainage system. Many of the platted lots were offered to early inhabitants at no cost, in exchange for their investment in the community. Newby pursued his own development interests, including the Baptist College, established in 1858 (renamed McMinnville College, now known as Linfield University), an aqueduct to carry water from Baker Creek to McMinnville City Park, and a railroad connecting the town to the rest of the Valley and Portland.

With the railroad in place, the population boomed; the town was officially incorporated in 1876 and recognized as a city in 1882.[14] Its first bank, First National Bank, moved into the stately brick building on 3rd Street in 1884. Four years later, in 1887, thanks to the canvassing of local advocates, McMinnville was named the county seat, taking the honor from the nearby city of Lafayette and recognized with a new courthouse and county jail constructed in 1888.[15] That honor was accompanied by another one the following year: McMinnville was the first town in the Pacific Northwest to create a combined municipal electricity and waterworks system, wherein a water-fueled turbine generated the power distributed by McMinnville Water and Light.[16] Indoor plumbing

---

[14] Oregon Secretary of State, *Oregon Blue Book*. Accessed online, https://sos.oregon.gov/blue-book/Pages/local/cities/l-r/mcminnville.aspx; "What was Done The Legislature's Work," The Morning Astorian (Astoria, OR), October 31, 1882, 1.

[15] "Voices - History, Part 1," *The News Register* (McMinnville, OR), December 31, 1999. Accessed online, https://newsregister.com/archive?articleArchiveId=a110629.

[16] SWCA, 2011; Katherine L. Huit, "The Early Years," McMinnville Water and Light. Electronic Document, Accessed online, https://www.mc-power.com/about-us/history/full-history/early-years/.

Figure 2 McMinnville's 3rd Street (McMinnville Downtown Association).

changed the layout of many existing buildings and most of those that followed, most evident in the conversion of rear porches into indoor bathrooms.[17]

By the last few years of the nineteenth century, *The Oregonian's Handbook of the Pacific Northwest* reported that McMinnville had taken on "a decided metropolitan appearance," with a population over 2,500 residents, a number nearly four times that in 1885.[18] Third Street, the center of the city, was a macadamized road, lined with brick buildings and sidewalks made of planks and artificial stone, defined by the periodic poles distributing the city's electricity (Figure 2).[19] Southern Pacific sent two daily passenger trains and one freight train through McMinnville in either direction, connecting the city and its inhabitants to Portland, fifty miles north.[20] There were two banks, two newspapers, six churches, a public school system and Baptist College, two flouring mills, a creamery, a volunteer fire department, two hotels, two livery stables, and innumerable shops and storefronts offering all of the modern conveniences and services.

Motor Age, Boom and Bust (1903–1940)

Prior to the turn of the century, most McMinnville residents got around by horse and buggy or bicycle. The twice-daily train increased the city's connectedness to the Valley and beyond, but the arrival of the automobile and electric interurban rail service transformed the entire region. The first automobile, also known as a "horseless carriage," was a 1901 Stanley Stanhope Model 1 Locomobile.[21] Purchased by the prestigious Wortman family, founders of McMinnville's First National Bank, the automobile was the first of its kind in Yamhill County and heralded the pace of changes about to come. Automobile ownership increased steadily from the Wortmans' original horseless carriage, corresponding to the growth of McMinnville's population, which rose 69 percent

---

[17] SWCA, quoting Lockett, 6.
[18] Other sources indicate the population may have been closer to 1,500 (SWCA, 2011), or 1,420, according to the US Census.
[19] The Oregonian's Handbook of the Pacific Northwest, 1894, 244.
[20] The Oregonian's Handbook, 246.
[21] Ralph Wortman, "History of the Wortman Family in Oregon," McMinnville: News-Register, 1955.

in the first decade of the twentieth century.[22] The risk of getting stuck in unpassable mud was drastically decreased when the city's streets were paved in 1912.

More than the introduction of the automobile, which was still inaccessible to most, electric interurban rail redefined residents' abilities to commute to Portland or connect with family, friends, and neighbors in adjacent towns. The Oregon Electric Railway, established in 1906, provided service between Portland and Salem; a Forest Grove line was added in 1909. Southern Pacific (operating as Portland, Eugene, and Eastern) extended the line to McMinnville through Hillsboro in 1913.[23] A new train depot was constructed, with catenary lines and support poles installed along the existing rail lines. The "Red Electric" interurban service, named for the steel cars painted bright red, carted passengers between Portland and McMinnville five times per day in either direction by 1915; as its advertisements said, "From the heart of the City to the heart of the Valley" (Figure 3).

Like the rest of the country, McMinnville prospered during the 1910s and 1920s, although its economic strength was tied to the fertility of its farmland rather than the expansion of business successes that described East Coast interests. Especially during the war years, agricultural output was easily sold—often shipped to Europe—and still not enough to fulfill demand. Orchards became a promising investment, and canneries, fruit driers, and creameries moved to or were created in town, followed by a steadily growing number of working residents.[24] This was the period when social clubs were established, like the Grand Army of the Republic, Odd Fellows, Masons, Elks, Ancient Order of United Workers, and the National Grange of the Order of Patrons of Husbandry. The McMinnville Development League and McMinnville Commercial Club were established to encourage business development. A new city park, created around 1910, offered
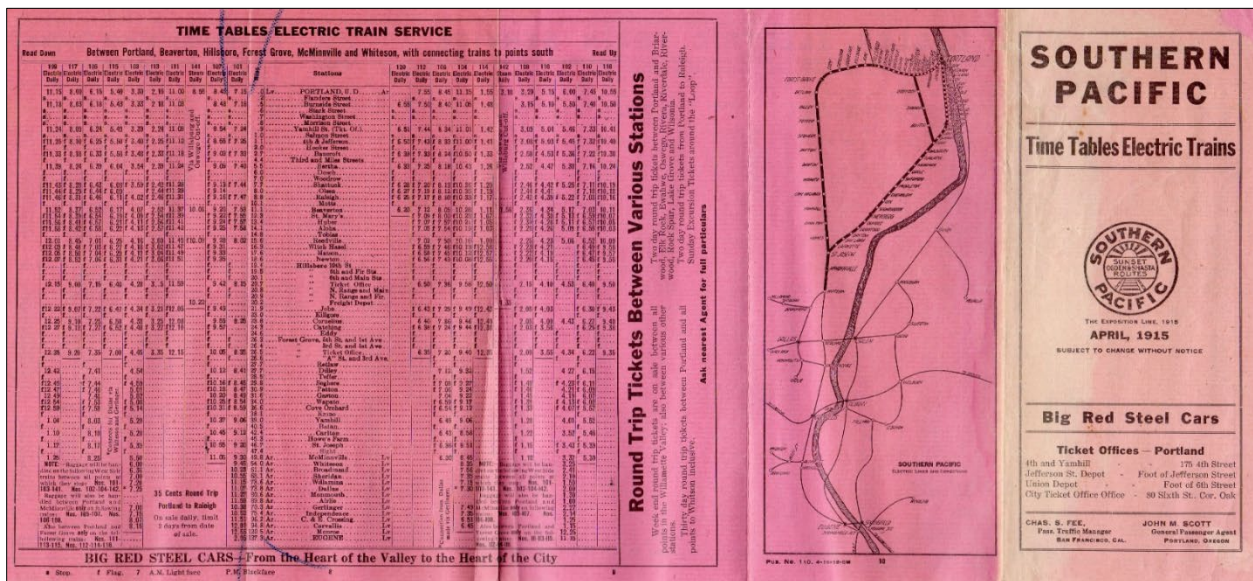

Figure 3 Portland to McMinnville Timetable, 1915 (City of McMinnville).

[22] SWCA's "Historic Context Statement" quotes Olcott, Ben. *Oregon Blue Book 1919-1920*. Salem: State Printing Department, 1919.

[23] City of McMinnville, "McMinnville, Southern Pacific Train Depot," Electronic Document, Accessed online, https://www.mcminnvilleoregon.gov/cd/page/mcminnville-southern-pacific-train-depot; "Electric Trains By January 1 is Promise," *Polk County Observer* (Dallas, OR), February 11, 1913.

[24] Janice Rutherford, "The Bungalow Aesthetic," 83.

respite to residents with a pavilion, a recreational pond (later, a pool), a bandstand (demolished 1940), and a small zoo (dismantled 1917).

A state-wide ban on alcohol implemented in 1916, combined with the passage of the 18th amendment to the Constitution, had a dramatic effect on McMinnville's agricultural production, effectively erasing the demand for hops overnight. Oregon produced more hops than any other state in the country (California surpassed Oregon in 1915), and the crop had dominated production in the Willamette Valley.[25] Additionally, each of the 100 breweries licensed to operate in Oregon at the time of the state-wide ban closed its doors.[26] The agricultural industry diversified and by the mid-1920s had substantially recovered, only to falter again, like every industry, at the end of the decade.[27]

Population in McMinnville increased during the 1920s. The Pacific Highway (present-day 99W) was routed directly through town and opened in 1923, creating the first direct connection from California to Canada, bringing the automobile and tourist industry as well as new trade with it. Building activity saw an unprecedented high in 1928, due to many new buildings constructed in the downtown district, dozens of residences, and a new campus building at Linfield College.[28] The downtown street system was also reconfigured in 1928, an attempt by the City Council to end the confusion

Figure 4 1926 View of McMinnville (The Oregon Historical Society Research Library).

that resulted from the town's gradual development and ad-hoc planning.[29] The north-south streets that had followed an alphabetical order were renamed in honor of figures in McMinnville's history: Adams replaced "A," for instance, and Baker, "B." East–west streets, which had been numbered, were inverted about 3rd Street. Subsequently 1st became 5th, 2nd became 4th, and vice versa.[30]

---

[25] Peter A. Kopp, "Hop Industry," *The Oregon Encyclopedia,* last updated October 13, 2022. Accessed online, https://www.oregonencyclopedia.org/articles/hop_industry/#.X43lw0JKhPM; Tiah Edmunson-Morton, "Brewing Industry in Oregon," *The Oregon Encyclopedia,* last updated February 27, 2024. Accessed online, https://www.oregonencyclopedia.org/articles/brewing-industry-in-oregon/.

[26] Edmunson-Morton, "Brewing."

[27] SWCA, 2011.

[28] Northwest Heritage Property Associates, "McMinnville Downtown Historic District." National Register of Historic Places Nomination, on file at State Historic Preservation Office, Salem, 1986, 8–7.

[29] Ordinance #1765.

[30] John White, "Residents Needed a Map in 1928 McMinnville," *The West Side, Yamhill County Historical Society Newsletter,* October 1998. Accessed online, https://yamhillcountyhistory.org/residents-needed-a-map-in-1928-mcminnville/.

The onset of the Great Depression in 1929 halted most of the construction in McMinnville for the next few years; the revenue from building permits dropped to $11,250 in 1934, a marked decrease from $463, 984 in 1928.[31] Federal programs helped the city recover, slowly, but the impacts were long-lasting.

World War II and the Postwar Years (1941–1965)

Its entry into World War II (WWII) fast-tracked the country's recovery, and McMinnville and the rest of the Pacific Northwest offered new opportunities for industrial development because of the low-cost hydroelectric power, combined with access to fuel and a plentiful labor pool.[32] The projects sponsored by the Bonneville Power Administration transformed the region's capabilities. McMinnville Water and Light even supplemented their supply with BPA-produced electricity, eventually ceding all responsibility to that agency by the end of the 1940s.[33] The army established an airfield just outside of the city in 1943; this eventually became McMinnville's Municipal Airport.[34]

In the postwar years, the city went through a profound expansion. A new planning commission was established in a 1948 ordinance and the first master plan was designed in the following two years.[35] Residency rose, corresponding to similar expansions in industry, many of which were by-products of the war. McMinnville Industrial Promotions was a new organization established to develop the land surrounding McMinnville for industrial interests. The Yamhill Plywood Company was established in 1955 after McMinnville citizens invested $250,000. Rex Mobile Homes moved into a

Figure 5 Nestle Milk Condensery in the 1920s; the plant closed in 1953 and was subsequently used in plywood and rubber manufacturing (Van Heukelem).

---

[31] Northwest Heritage, "McMinnville," 8-6, 8-7.
[32] "Bonneville Makes Industrial Survey 18 Oregon Cities," *The Albany Democrat-Herald* (Albany, OR), January 19, 1944, 6.
[33] Christy Van Heukelem, Tom Fuller, and the News-Register, *McMinnville.* Charleston: Arcadia Publishing, 2012.
[34] Century West Engineering, Aron Faegre & Associates, and Gazeley & Associates, "McMinnville Municipal Airport: Airport Layout Plan Report," 2004, 2-5.
[35] SWCA, 2011, E-10.

newly constructed manufacturing facility in northwest McMinnville. The Nelson Paint Company and Northwest Fabrics moved to the city in the 1960s.

The rural history of the city was still visible in the continued success of the agricultural and food industries. The Farmers' Cooperative Creamery, which later became known as Darigold, expanded operations and one of the first companies lured to the area by McMinnville Industrial Promotions was Archway Cookie Company in 1953. Bradley Frozen Foods, Inc. and L & W Food Product established operations in McMinnville in the mid-1960s.

Architecture in McMinnville, 1850–1970

Since McMinnville's founding, the styles of buildings constructed in the city are unsurprisingly aligned with national trends. Though the earliest resettlement buildings were temporary, once permanent dwellings were constructed, they recognizably manifested a common understanding of construction and American domesticity. Though largely untrained in housebuilding, settlers brought local traditions to Oregon that tied the western landscape to ones more familiar, constructing houses created from a set of standard building forms and easily applied ornament. The styles that define the thirty-seven resources of this study include the following.

Queen Anne (1880–1910)

The "Queen Anne" style was one of many styles that defined the "Victorian" era, occurring during the long reign of Queen Victoria in Britain. Named for a predecessor who sat on the British throne a decade earlier (1702–1714), Anne's rule was nostalgically interpreted by English architects as a period of peace and cultural flourishing. Richard Norman Shaw (1831–1912) was one of the style's first advocates abroad, using it in place of the Gothic Style in more urban settings; it was introduced to Americans by Henry Hobson Richardson (1838–1886) in his 1874 Watts Sherman House in Newport, Rhode Island, and

Figure 6 307 SE Cowls, an example of a Queen Anne style house in McMinnville.

became the dominant style in American residential architecture from 1880–1900.[36]

The style, on account of its informal asymmetry, was infinitely adaptable beyond the standard layout: a reception hall with grand staircase, sitting room, dining room, and front parlor. The variety of the irregular plan was mirrored on the exterior: every surface was embellished with color, texture, and detailing. Often, the massing includes a turret, tower, or rounded bays. Roof lines are varied and designed according to the volumetric massing, usually as a steep hip or gable. Nearly all Queen Anne houses have porches, many wraparound, with elaborate balustrades and spindle work, which was made possible by the mechanizations of the Industrial Revolution. Detailed ornaments were added to bargeboards, like rosettes or sunbursts, and roof overhangs were visually supported by brackets. The wall surfaces were varied and complementary: fish-scale shingles, often in gable peaks, horizontal wood siding, brick, and even half-timbering. Corner board trim effectively emphasized the corners of the building, highlighting its volumetric irregularity. The

---

[36] McAlester, 350; SurveyLA "Late 19th and Early 20th Century Residential Architecture," 6–8.

proportion of the building, due to narrow windows and doors with transoms, appeared quite vertical despite its large presence. The style is associated with the Eastlake variation, Stick style, and the Gothic Revival.

Italianate (1845–1890)

Andrew Jackson Downing's (1815–1852) 1842 book *Cottage Residences* (and later, his 1850 *The Architecture of Country* Houses) spurred a proliferation of architectural styles in the United States. Richly illustrated, the book proffered a variety of picturesque styles of small and rural residences

Figure 7 642 SE 1st Street, an early example of an Italianate style house in McMinnville.

for middle-class consumers.[37] Inspired by British landscapes, Downing's approach to style was "Romantic" but civic-oriented, with a moral undertone. The Italianate style was one of his preferred styles (second, perhaps, to Gothic Revival) on account of its organic accommodation of function, visible in an Italianate building's asymmetry, like the Italian villas and farmhouses it was named for, but with a refined and cohesive aesthetic, usually achieved through the tall, narrow windows, singular, simple building surfaces, and volumetric roof.

Italianate buildings share several defining characteristics. In terms of mass, they are usually two or three stories with a square or irregular footprint and capped by a low-pitched hip roof that sometimes also has a square belvedere. The deep, overhanging eaves of the roof are traditionally supported by decorative brackets, which often appear in pairs (for this reason Italianate is also sometimes called the "Bracketed style"). Most Italianate buildings have single-story entry or partial-width porches, pedimented windows, and elaborate paired or single-entry doors.[38] Brick cladding was used regularly, with structural quoins at the corner; on the west coast, where wood was more plentiful, buildings were usually clad with milled lumber.

Gothic Revival (1840–1880)

Downing's book was also responsible for the American audience's new, Romantic appreciation of the architecture of the medieval period constructed in the Gothic style. Considered alongside art theorist John Ruskin's 1853 essay, "The Nature of the Gothic," the Gothic style was praised for its irregularity, variety, and naturalism, which, in the United States, seemed an appropriate style for an emerging country that prized individuality, self-reliance, and humility rather than historical permanence and a stable

Figure 8 The McMinnville First Presbyterian Church, 1910.

---

[37] Lacey Baradel, "Andrew Jackson Downing," National Gallery of Art. Electronic Document, accessed online, https://heald.nga.gov/mediawiki/index.php/Andrew_Jackson_Downing.
[38] McAlester, "Italianate," 282–302.

perfection, like Classical Revival styles. Downing claimed the style was particularly suited to rural residences, not only because the picturesque features fit well with the horizontal landscapes, but also because he believed it to be a moral style, nurturing family togetherness and shaping middle-class character.[39]

In domestic architecture, the identifying features of Gothic Revival include a steeply pitched roof, often with cross gables, each with highly decorated bargeboards. Building volumes were 1.5- or 2-story, and usually had a 1-story partial-, full-, or wraparound porch on the ground level. Windows often have Gothic detailing—a pointed arch, or a wood cutout in front of rectangular windows. The buildings are usually wood-framed with horizontal wood cladding, although board-and-batten was used with regularity. The Gothic Revival style was also preferred for religious buildings, like the First Presbyterian Church at the corner of SE 2nd and Davis Streets. Religious architecture built in the Gothic Revival style—widely understood as a Christian style—emphasized the vertical proportions and connection to the perceived devout traditions of medieval Christianity. The use of this style tapered out when the geometric abstraction of Art Deco began to supplant it.

Colonial Revival (1880–1955)

Colonial Revival was the dominant style of residential construction in the first half of the twentieth century, incited by a newfound interest in revisiting the early styles of American building. Colonial Revival "was a style whose ancestry was good, and whose breeding had always been careful... It might be monotonous and uninteresting, but never lost the character of good breeding and refinement which its progenitors impressed upon it."[40] Early iterations of the style often appeared as isolated details applied to Queen Anne and Shingle style homes, but later phases of Colonial Revival were more historically accurate, without curved bays or wraparound porches, engaged towers, or irregular, asymmetrical footprints found in contemporary romantic styles.[41]

The style accommodated such a large number of variations that the identifying features were restricted to an accentuated front door, often with a fanlight, sidelights, or both; symmetrically balanced windows, usually double-hung with multi-light panes; two stories; and a side gable roof.[42] Variants, however, included buildings with asymmetrical façades, gambrel and hipped roofs, and 1- and 3-story volumes. The style easily yielded to the financial austerity of the 1930s, and the simplicity that resulted was encouraged by new fashions in the postwar years when the style was applied to ranches and split-level houses. Eventually, it was incorporated into the "New Traditional" style of the late twentieth century.

Craftsman (1905–1930)

Craftsman style architecture in the US has its roots in the British Arts and Crafts movement started in the 1850s, a reaction to and critique of the conditions resulting from the Industrial Revolution. As its name implies, the style called for a return to traditional craftsmanship in which beautiful and

---

[39] Andrew Jackson Downing, *The Architecture of Country Houses*. New York: Appleton, 1850.
[40] This quote from *American Architect and Building News* was reprinted in William J. Hawkins, III, and William F. Willingham, *Classic Houses of Portland, Oregon 1850–1950*. (Portland: Timber Press, 1999), 246.
[41] Hawkins and Willingham, 247.
[42] Most of these are described by Virginia McAlester, 408–432.

useful objects were made by hand.[43] Although the movement never fully achieved its ideals and would come to depend on the mechanization it initially rejected, it had an enormous influence on art, furniture, and architecture in Europe and North America going into the early twentieth century.[44]

The style was introduced and adapted to the US through the work of the Greene Brothers, Charles and Henry, whose large, single-family homes in and around Los Angeles, took inspiration from the "bungalows" of India and expert detailing from Japan. The bungalow was a low and rambling building suited to the hot landscape of India; British colonists brought the form back and readapted it to the British seaside: overhanging eaves and open verandas provided protection from rain and direct sun. The form had more success in the US than it did in Great Britain, largely due to its replication in publications like Gustav Stickley's *The Craftsman* (1901–1917) and *Bungalow Magazine* (1911–1918).[45] These publications and the architects behind them gave the style a broader appeal to America's growing working and middle classes. According to architectural historian Robert M. Craig, these Craftsman bungalows are usually one or one and a half stories with either a gabled front including a prominent porch or side gables with prominent roof surfaces spanning the house. Additionally, "masonry piers serving as plinths are topped with tapered wood piers or columns to support the broad entablature of a frontal gable over a wide porch," although even simpler examples may only have wood piers. Lastly, the eaves of the roof typically feature exposed rafter ends which along with "other evidence of wood framing and masonry directly express the fabrication of the building, the art of the joinery and the labor of the... builder. The bungalow, as a sociological expression, is honest, democratic, middle class, and simple, in all, appropriate for an American clientele."[46]

Figure 9 345 SE Baker, a Craftsman bungalow.

The Craftsman-style bungalow of California quickly found its way to the Pacific Northwest where it was highly adaptable. Its sloped roofs, overhanging eaves, and covered porches provided ample protection from the region's notorious climate while utilizing its abundant resources such as Douglas fir and basalt stone which suited its prominent use of locally sourced, natural materials. Craftsman-style architecture found expression in new American homes up through about 1930 although it became increasingly outmoded. By the 1920s, the style was lingering mostly in the Pacific Northwest where it remained popular longer because of the abundance of local timber, brick, and stone.[47]

---

[43] Lawrence Kreisman and Glenn Mason, *The Arts and Crafts Movement in the Pacific Northwest* (Portland, OR: Timber Press, 2007), 17.
[44] Kreisman and Mason, *The Arts and Crafts Movement*, 18.
[45] Hunt, 50.
[46] Robert M. Craig, "Bungalows in the United States," *Grove Art Online*, January 20, 2015. https://doi.org/10.1093/gao/9781884446054.article.T2289898.
[47] Kreisman and Mason, *The Arts and Crafts Movement*, 153.

Minimal Traditional (1935–1950)

Houses built in the "Minimal Traditional" style were mainly constructed during 1935 and 1950. First developed during the years of the Great Depression (1929–1939), the style and its construction were reflective of the austere conditions that had redefined the country and possibilities for its future. New construction during the Depression was afforded in large part by the passing of the 1934 National Housing Act and subsequent creation of the Federal Housing Administration (FHA), which developed, among other things, a set of basic building standards that houses were required to meet if lenders wanted FHA insurance.[48] These standards had a positive impact on the country's building code, ensuring that new American houses were constructed according to or above a common minimum. They also, however, often limited stylistic experimentation among builders to small set of styles, sometimes humorously referred to as "Banker's Modern."[49] Although appellations were only applied in hindsight, styles favored by the FHA included a pared-down Colonial Revival and later Ranch houses and Split-Levels. During the height of the Depression, however, a survey of FHA-insured houses of the 1930s revealed clear preferences: the most common design was a small two-bedroom, one-bath, "Colonial Revival" style cottage built over a full or partial concrete basement, wood-framed, with a separate dining room.[50]

The design of Minimal Traditional houses was influenced in form by the popular preceding Revival styles, particularly Tudor and Colonial Revival, but included none of the recognizable detailing, hence the assessment of this style as a "compromise" style.[51] Houses were designed from stock plans already designed to meet FHA standards and were mostly 1-story, usually less than 1,000 square feet. Materials varied, including wood, brick, stone, or, in some cases, a combination. Design elements of previous styles, like the steep pitch of Tudor Revival roofs, or

Figure 10 228 SE Evans, an example of the Minimal Traditional style.

decorative accents of a Cape Cod, were changed to accommodate cheaper, more efficient construction. Most roofs of the Minimal Traditional style were without overhang, and the pitch of the gable or hip roof was low and gradual; most façade detailing was omitted. Many houses were built without a basement to save on costs. Other details included windows fashioned with horizontal panes and the frequent use of the "corner window" inspired by the work of Frank Lloyd Wright (1867–1959). With its low cost and wide appeal, the style remained popular after the end of the Depression both during World War II and into the postwar period. Such was their abundance across the country that other names sprang up for them including "Roosevelt Cottages" and, later, "WWII Era Cottages," on account of the large number of houses built for veterans (with financial

---

[48] "Federal Housing Policy Developments, 1932-50," *Monthly Labor Review* 71, No. 6 (Washington DC: Department of Labor, 1950), 682–83, http://www.jstor.org/stable/41843722.

[49] Virginia Savage McAlester, *A Field Guide to American Houses*, rev. (New York: Knopf, 2017), 599.

[50] Alfred M. Staehli, "They sure don't build them like they used to: Federal Housing Administration insured builders' houses in the Pacific Northwest from 1934 to 1954" (PhD dissertation, Portland State University, 1987), 100–101, PDXScholar (3799).

[51] Virgina and Lee McAlester, *A Field Guide to American Houses* 2nd ed. (New York: Knopf, 2006), 478.

assistance from the 1944 Servicemen's Readjustment Act, also known as the GI Bill) upon their return from WWII.[52]

Although the Minimal Traditional style was developed between 1935 and 1950, its ubiquity and quality of construction meant that the style has had an outsized influence on speculative housing built in the United States in the twentieth century. At the outset, Minimal Traditional houses were developed to answer the ever-growing need for single-family housing and were most commonly constructed by speculative builders.

Ranch (1940s–1970s)

"Ranch" is often used to describe an architectural style, but it is more commonly used as a building "form," like "bungalow," which describes the general footprint and design concept behind an architectural building. Ranches became popular in the late 1940s, a slightly larger version of Minimal Traditional houses and, in concession to the increasing ubiquity of the personal automobile, with an attached garage. Ranch houses are single-story, single-family buildings, and emphasize the horizontal connection to the ground, with an easy transition between interior and exterior. Stylistically, the buildings were asymmetrical and informal, with a low-pitch roof and a large picture window, usually clad in wood or masonry veneer.[53]

Figure 11 203 SE Davis, a ranch house with Colonial Revival details.

The horizontality of the ranch house was suited to the expansiveness of the suburban lot, and as suburban tracts were developed—California led the way in the postwar years—ranches became synonymous with standardized, mass-produced communities. The houses were easy to construct because of the open floor plans, had been approved by the FHA, and the popularity of the style correlated with new rates of homeownership, particularly in areas along newly built infrastructure, removed from city centers.[54] The attached garage featured prominently, facing the street, and was a key component of the kind of home made possible by personal, private transportation. Ranches accommodated stylistic details—a low-pitched asymmetrical roof rendered the building Contemporary while decorative windows and shutters added Spanish, French, or English Colonial referents.

Vernacular (n.d.)

Often used as a descriptor of buildings with no particular or cohesive style, "vernacular" architecture has an autonomous history and embedded ideology that is regularly overlooked in favor of architect-designed buildings. Vernacular buildings are constructed with locally available

---

[52] Washington Department of Archaeology & Historic Preservation, "WWII Era Cottage," *Washington Department of Archaeology & Historic Preservation,* Access date April 18, 2023, https://dahp.wa.gov/historic-preservation/historic-buildings/architectural-style-guide/wwii-era-cottage.
[53] SurveyLA, "Los Angeles Citywide Historic Context Statement: The Ranch House," 5.
[54] SurveyLA, 9–11.

materials and locally available skills, which, though reliant on traditional forms, are not necessarily permanently fixed or changeless, but built and changed according to use. Buildings constructed in a "vernacular" style were prevalent among the re-settlers migrating across the country in the late nineteenth century, awarded opportunity and a broad expanse of land in exchange for its improvement. The vernacular residence embodied similar values that such a life demanded: an appreciation for correctness and straightness; simplicity; an absence of ornament; economy of production and cost; and flexibility in use and adaptation.[55] Most buildings in the American landscape fall into this category.[56]

Builders

Builders in McMinnville at the turn of the century included James Bickford; John Cook and Albert Arthur; Vernon Derby; and Dwight Miller. Few, if any, architects worked in the town; nearly all the houses came from plan books and were built by speculative builders. Factory-cut homes, mostly bungalows— designed by Aladdin (with a branch established in Portland in 1919), Fenner Manufacturing, two national companies, or available for purchase through local agents F. C. Barnekoff or Spaulding Lumber Company—comprised the majority of construction before the onset of the Great Depression.[57]

Figure 12 "The Hudson," an Aladdin kit house (Aladdin Company, 1919).

---

[55] Fred W. Peterson, "Vernacular Building and Victorian Architecture: Midwestern American Farm Homes," in Dell Upton and John Michael Vlach, eds., *Common Places: Readings in American Vernacular Architecture*. Athens: The University of Georgia Press, 1986, 444.
[56] According to Amos Rappoport in *House Form and Culture*, nearly 95 percent.
[57] Rutherford, "The Bungalow," 117–121.

IV. McMinnville's Approach to Historic Preservation

McMinnville's Historic Preservation Program commenced in the early 1980s. In 1981, after a survey of nearly 650 properties completed the previous year, the City of McMinnville's Historic Resources Inventory (HRI) was created, which was and is still used to identify local historic districts, buildings, structures, sites, and objects. In 1982, the McMinnville City Council passed an ordinance establishing the Historic Landmarks Commission (HLC) and protections for the primary historic buildings in the HRI. The second phase of the survey was completed in 1984, an expansion of the original area to incorporate all historic resources within the city's Urban Growth Boundary.[58] A nomination for the McMinnville Downtown Historic District, defined as the nine-block area bounded by 5th Street, the Southern Pacific right-of-way, 2nd Street, and North Adams Street, was prepared by Northwest Heritage Property Associates and submitted to the local, state, and national historic preservation offices in 1987.

More surveys followed (although most have not been added to the HRI):

- a reconnaissance level survey of an area north of downtown (2010)
- a survey of Settlement-era dwellings, barns, and farms in the Willamette Valley (2013)
- an intensive level survey of eight properties identified in the 2010 survey (2018)
- a reconnaissance level survey of the area south of downtown (2020)
- the present study of thirty-seven resources identified as significant in 2020 (2024)

In 2011, SWCA Environmental Consultants prepared a draft Multiple Property Documentation (MPD), "Historic Architecture in McMinnville, Oregon," which established a historic context statement for the City. In 2017, McMinnville hired Northwest Vernacular, Inc. to prepare a Historic Preservation Plan that would guide city planning efforts over the following two decades. This plan, which relied heavily on the draft MPD, was adopted in April of 2019.

Historic Resources Inventory

As established by city code, all buildings, sites, structures, districts, and objects included in McMinnville's Historic Resources Inventory are considered a "historic resource." Those categorized as "distinctive" or "significant" are considered local historic landmarks.[59] The methodology established in the first survey continues to define the evaluation and categorization of the inventory's resources, which comprises the following categories:

- Distinctive Resources. Resources outstanding for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places (NRHP). Denoted by an "A" prefix.
- Significant Resources. Resources of recognized importance to the city due to historical association or architectural integrity, uniqueness, or quality. Denoted by a "B" prefix.
- Contributing Resources. Resources not in themselves of major significance, but which enhance the overall historic character of the neighborhood or city. Removal or alteration

---

[58] McMinnville Municipal Code (17.06.060) established these categories. See also "Historic Resource Inventory Report," on file at the Yamhill County Historical Society; and "McMinnville Downtown Historic District," National Register of Historic Places.
[59] McMinnville Municipal Code, 17.65.010

would have a deleterious effect on the quality of historic continuity experienced in the community. Denoted by a "C" prefix.

- Environmental Resources. Resources that have been surveyed and found not to be distinctive, significant, or contributing, but which comprise and add to the historic context of the community. Denoted by a "D" prefix.[60]

The HRI is maintained by McMinnville's Historic Landmarks Commission.[61]

MPD (Draft) "Historic Architecture in McMinnville, Oregon"

The 2011 draft report prepared by SWCA Environmental Consultants established a statement of historic contexts for the city of McMinnville. Understanding the history of the city contextualizes individual buildings, providing the proper framework to evaluate how the building may have contributed to important events or patterns of events in the city's history. SWCA periodized McMinnville's history into the following categories (summarized in this document in Section III):

- Pre-settlement History
- Settlement and Early Development (1844–1879)
- Entry of the Railroad and Development of Industry (1879–1903)
- Motor Age, Boom and Bust (1903–1940)
- World War II and the Postwar Years (1941–1965)

Although a final version of this document was not submitted to the Oregon State Historic Preservation Office (SHPO), it has served as the comprehensive historical overview of the city's development and local architecture up until the mid-twentieth century.

---

[60] McMinnville Municipal Code 17.06.060; see McMinnville's Community Development website, https://www.mcminnvilleoregon.gov/cd/page/resource-inventory.
[61] McMinnville Municipal Code 2.34.20.

V. 2024 Intensive Level Survey

Introduction

In July of 2020, Northwest Vernacular, Inc. submitted a report to the City of McMinnville detailing its reconnaissance level survey and preliminary evaluation of 371 buildings in two areas south of downtown. Each resource was evaluated according to three criteria: its historic significance, according to the historic context statement written by SWCA in 2011; its architectural significance, based on style; and its architectural integrity, which assesses the balance between extant character-defining features that convey the resource's historic significance and any alterations to the building's appearance that preclude such communication.

Oregon Historic Sites Database (OHSD) Evaluations

The evaluations of the resources are preliminary indications of eligibility for listing in the NRHP. Northwest Vernacular, Inc., evaluated resources according to the six categories of eligibility as proscribed by the Oregon State Historic Preservation Office (Northwest Vernacular's methodological interpretation follows in italics):

- ES (Eligible/Significant). ES describes a resource over 45 years, retains historic physical materials and/or design and architectural features, appears to be of a notable architectural style, architect-designed, or is associated with a significant event or person.
    - *ES assigned if the windows, cladding and plan remain intact; or have slight changes but the building exhibits a high level of design, and/or quality of construction or notable form.*
- EC (Eligible/Contributing). EC describes a resource over 45 years that retains historic physical materials and/or design and architectural features.
    - *EC assigned if there are moderate and up to one extensive alteration to windows, cladding, or plan. Buildings in this category could have a mix of intact/slight/moderate alterations, but it was the number of extensive alterations that pushed a building to NC. If a property had two extensive changes, but those changes did not detract from the property's historic visual character, it was still assigned EC.*
- NC (Not Eligible/Non-Contributing). NC describes a resource that is over 45 years old but does not retain historic physical materials and/or design and architectural features.
    - *NC assigned if there are two or more extensive changes to windows, cladding, or plan. NC also assigned if enough moderate changes to windows, cladding, or plan obscured the property's historic visual character.*
- NP (Not Eligible/Out-of-Period). NP describes resources not yet 45 years of age.
- UN (Undetermined). UN is recorded when the integrity of a resource cannot be determined because the resource was not located, was too obscured by vegetation, or was too distant to evaluate from the public right-of-way.
- XD (Demolished). XD is recorded when a resource is no longer present at the site.

Of the 371 resources surveyed, Northwest Vernacular, Inc. evaluated thirty-seven as "Eligible/Significant" and recommended they be further studied in an intensive level survey. The

City hired Willamette Cultural Resources Associates (WillametteCRA) to conduct this study in the spring of 2024.

ILS Methodology

Background Research

For each of the thirty-seven resources, WillametteCRA reviewed its previous documentation in the Oregon Historic Sites Database, in the 2020 reconnaissance level survey, and in McMinnville's HRI. Online and in-person background research on each property was compiled from the following sources:

- Sanborn Fire Insurance Maps. Sanborn maps were created and updated in order to assess insurance liability in the case of fire. These were consulted to verify the date of the building, as well as to compare its footprint to its later iterations. In addition to the building's footprint, Sanborn maps indicate the height and use of a building, its openings (porches, for instance), projecting bays, and often, the material used in its construction.
- Census Records. The United States Census, conducted every decade, reveals information about the inhabitants of a house, including the number of residents, relationship, name, age, race, occupation, and schooling. Census records inform genealogical research.
- Yamhill County's *News-Register*. The local paper, the *News-Register* also includes an online photograph archive: https://newsregister.zenfolio.com/f498397713
- The Ruth Stoller Research Library at the Yamhill Valley Heritage Center
- Yamhill County Clerk's Office (Deeds)
- Yamhill County Assessor's Office. The assessor's office lists the current property owner, recent permits, and the date of original construction.
- McMinnville Historic Landmarks Committee meeting minutes
- McMinnville Historic Preservation website, https://www.mcminnvilleoregon.gov/cd/page/historic-preservation
- Oregon Historical Society
- Oregon Encyclopedia
- Ancestry.com

Survey Fieldwork

Fieldwork took place over two days in May and June of 2024 and included a physical visit to every property. WillametteCRA architectural historians documented each building from the public right-of-way, attempting as best as possible to photograph all visible elevations and identify character-defining features. The building was documented with field notes that described its location, style, materials, setting, construction methods, and any visible alterations to its physical appearance.

OHSD Evaluation

WillametteCRA evaluated resources using the same metric as Northwest Vernacular, Inc. within the parameters of the Oregon Historic Sites Database criteria. WillametteCRA's results are listed in the table as "E/S" or as a new recommendation.

National Register of Historic Places Evaluation

The project was completed using the Oregon SHPO's *Guidelines for Conducting Historic Resource Surveys in Oregon* and in compliance with the Secretary of the Interior's Standards for Preservation Planning. According to the Oregon SHPO, an intensive level survey (ILS) is designed to provide a high level of documentation for specific historic resources. The purpose of an ILS, which is often conducted on resources identified through a reconnaissance-level survey (RLS), is to provide local governments, agencies, and the Oregon SHPO with detailed and verifiable information about a specific historic resource and to provide a solid basis for individual, historic district, and multiple property National Register nominations.[62]

The NRHP is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. The NRHP was authorized by the National Historic Preservation Act of 1966 and is administered by the National Park Service.

Each resource listed in the Register has significance to the prehistory or history of its community, State, or Nation. Historic significance is defined by the area of history in which the property made important contributions ("Historic context"), by the period of time when these contributions were made ("Period of Significance"), and determined by the four following criteria:

- **Criterion A:** Association with one or more events that have made a significant contribution to an important moment or to the broad patterns of American history.
- **Criterion B:** Association with people whose activities were demonstrably important within a local, State, or national historic context.
- **Criterion C:** Embodies distinctive characteristics of a type, period, or method of construction; represents the work of a "master" architect or craftsman; possesses high artistic value; and/or represents a significant and distinguishable entity whose components may lack individual distinction.
- **Criterion D:** Has information to contribute to our understanding of human history or prehistory and/or the information is considered important.

In addition to its historic significance, each property eligible for the National Register must retain historic integrity, the authenticity of a property's historic identity. Integrity is evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period; it is an accumulation of the following seven qualities:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of the elements that create the form, plan, space, structure, and style of a property.
- **Setting** is the physical environment of a historic property.
- **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

---

[62] State Historic Preservation Office. *Guidelines for Historic Resource Surveys in Oregon*. Oregon Parks and Recreation Department, 2011, 14.

- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event or person and a historic property.

Each of the thirty-seven resources included in this survey was evaluated for its eligibility to be included in the National Register. WillametteCRA's results are listed in the table as "Eligible" or "Not Eligible," alongside the appropriate criterion of its historic significance. All resources with an "eligible" recommendation also retain enough integrity to convey their significance.

Figure 13 1920s view of McMinnville (The Oregon Historical Society Research Library).
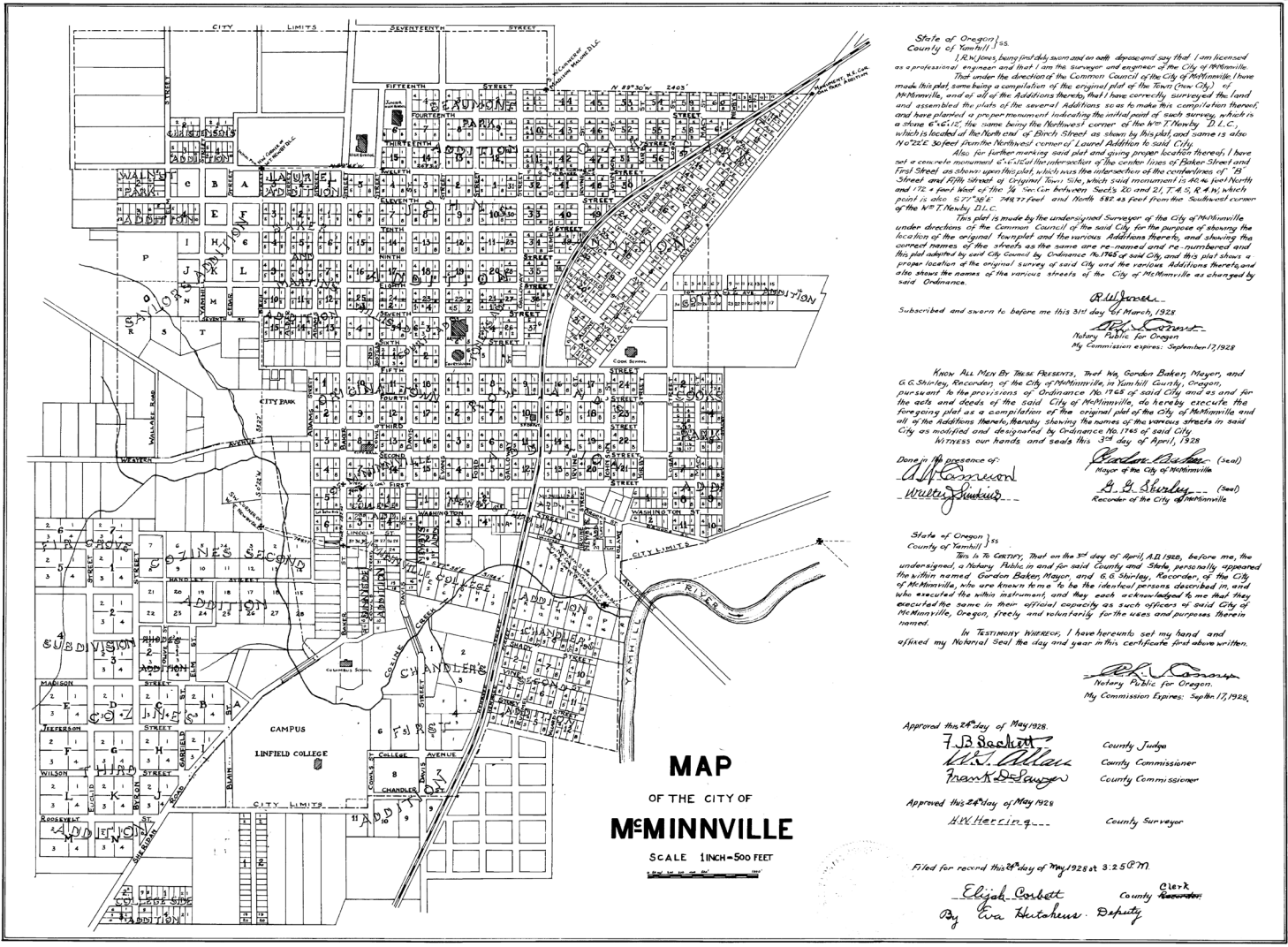
Figure 14 Compiled plat map of the City of McMinnville, 1928.

Areas included in the ILS

McMinnville grew from Newby's donation of the five acres of land making up the original townsite platted in 1856. It wasn't recorded until 1865, the same year the plats of McMinnville College, comprised of the areas south and southeast of downtown McMinnville, and Rowland's Addition, east of downtown, were recorded. The areas surrounding the town were developed in the early 1880s—Court's Addition, Newby's 2nd Addition, McMinnville College 2nd Addition, Newby's 3rd Addition—and seventeen more were platted between 1888 and 1892.[63]

There are three areas included in the ILS, all located south of the downtown area of McMinnville (SODAN). Additionally, several houses not constructed within these three areas but recommended

---

[63] Northwest Vernacular, Inc. "McMinnville Historic Preservation Plan," 19.

Eligible/Significant by Northwest Vernacular, are grouped according to the period of their construction.
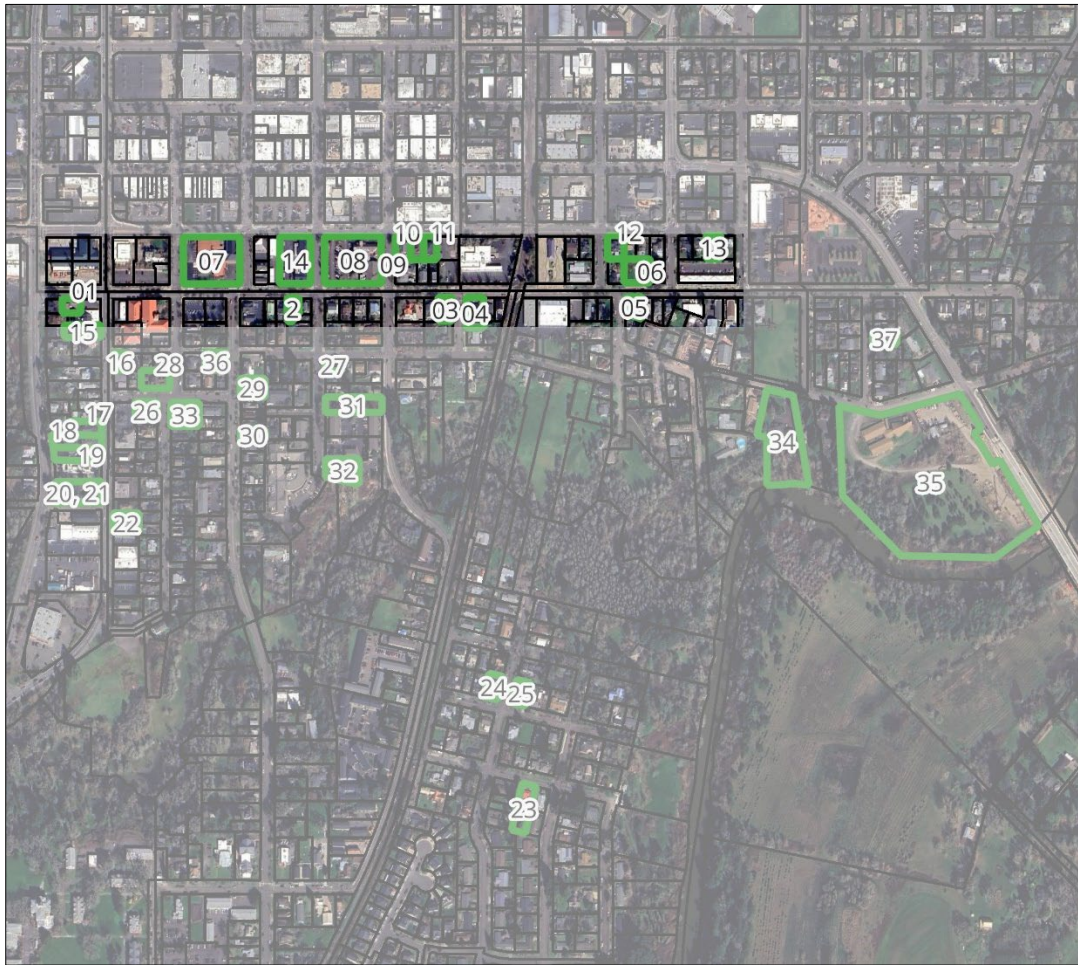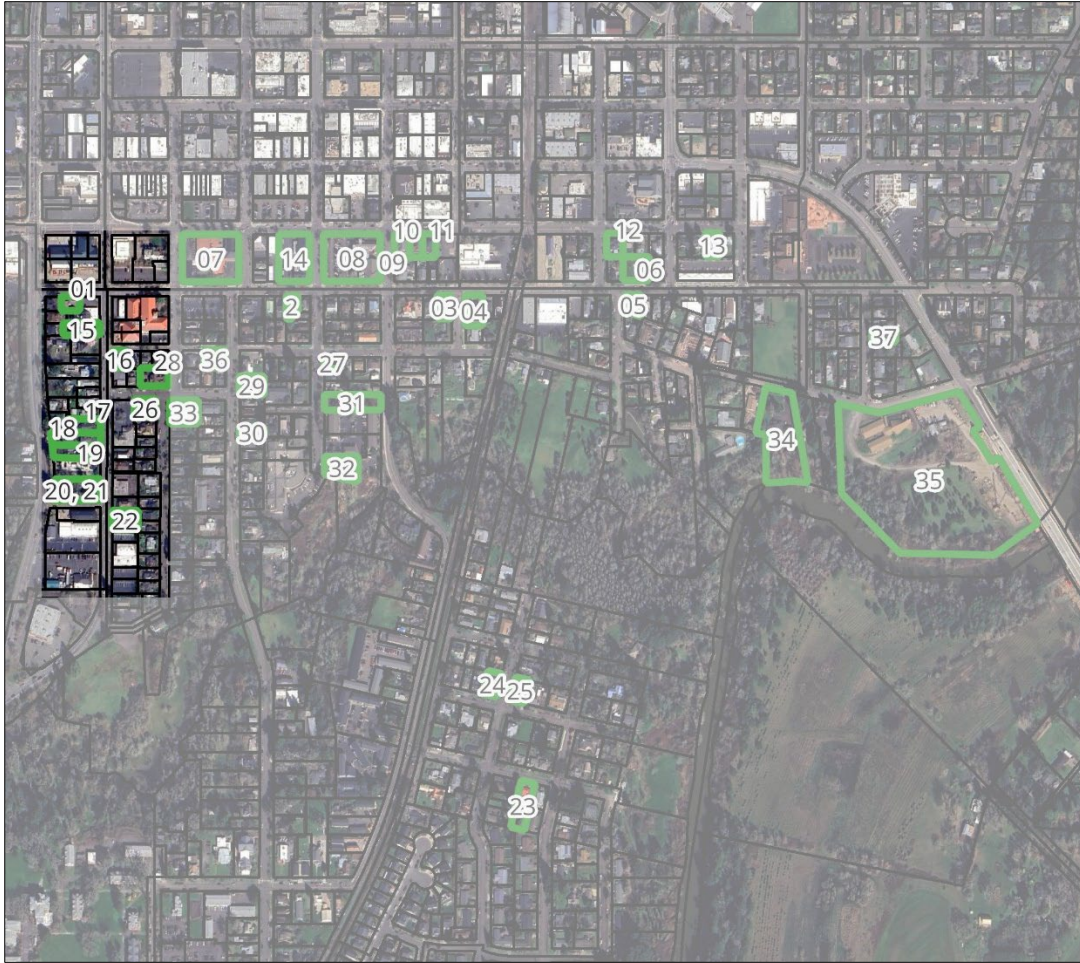

Figure 15 SE 1st and 2nd Street Corridors.

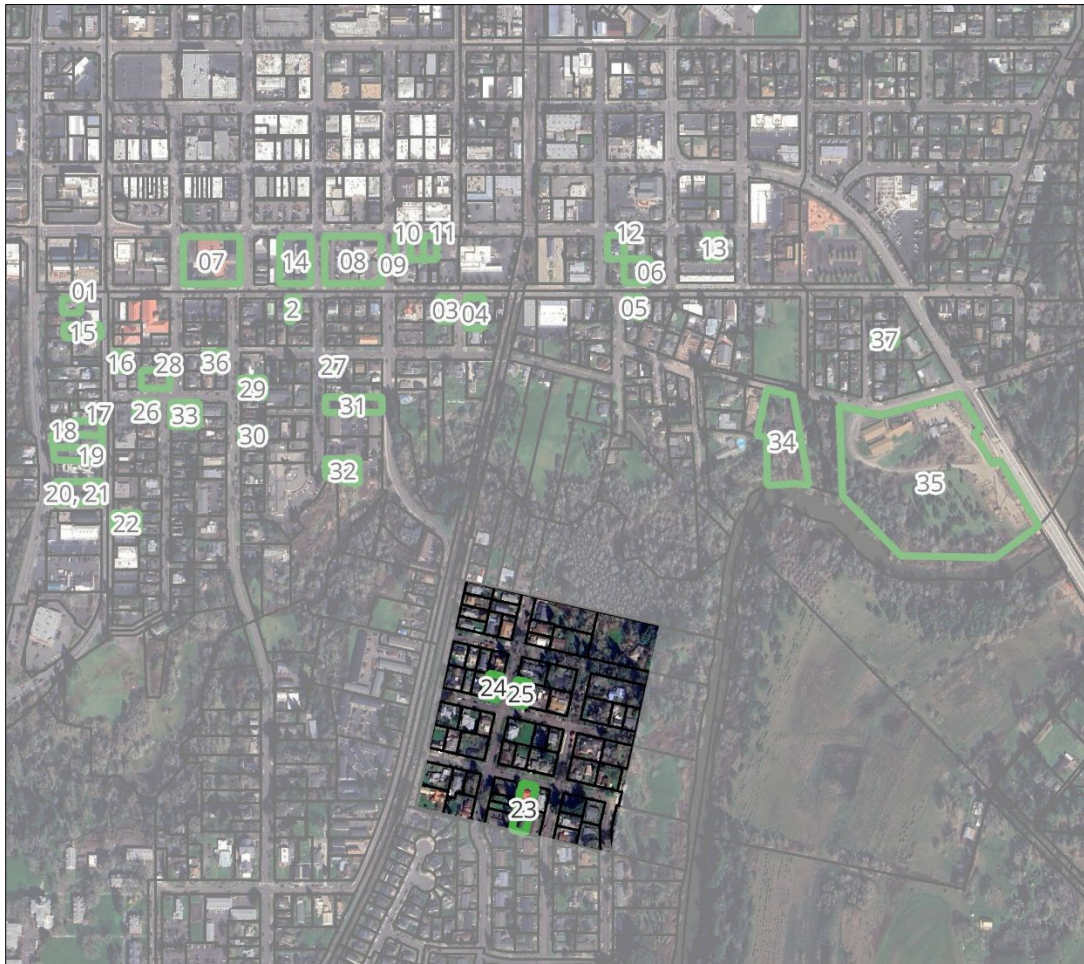*Figure 16 SE Baker Street Corridor.*

Figure 17 Chandler's Addition.

SE 1st Street and SE 2nd Street Corridors

The SE 1st Street and SE 2nd Street Corridors (originally 5th Street and 4th Street, respectively, Figure 19) are located immediately south of 3rd Street, the main strip of commercial activity in McMinnville. In 1884, SE 2nd Street contained only a fraction of the occupants of 3rd Street, which was already dense with commercial construction. A few lots lining SE 2nd were developed and contained community buildings such as Granger's Hall, a church, a jail adjacent to the "Hook and Ladder", and several commercial buildings related to local industry: mills for grain and drying sheds for fruit (Figure 19; note that 2nd is called 4th and 1st is called 5th). South of 2nd Street was largely undeveloped.
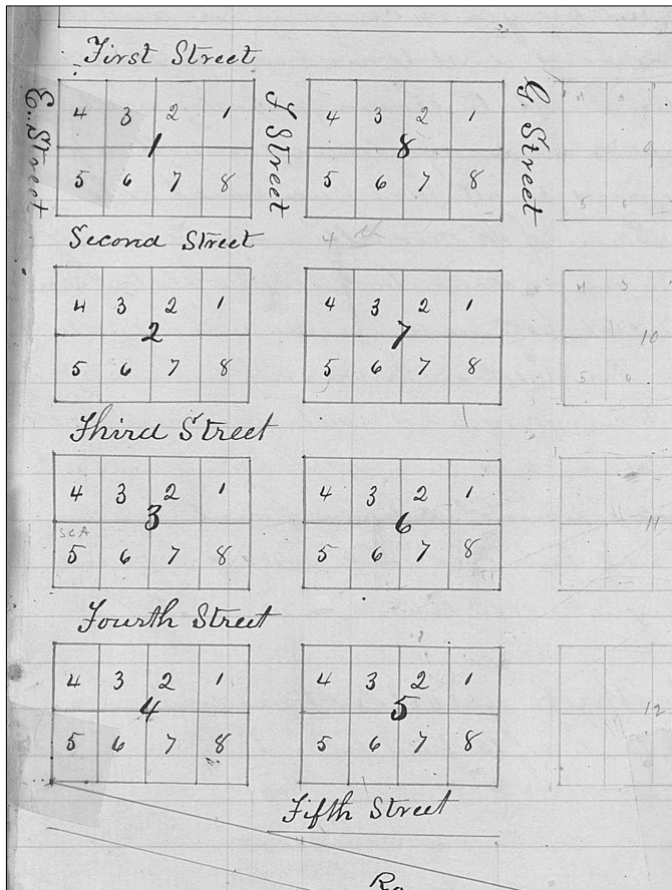

Figure 18 Plat of Rowland's Addition, 1865.

By 1892, there were a few residences lining the south side of SE 2nd in Rowland's Addition, east of the original townsite, but the blocks remained mostly undeveloped until 1912. The snapshot of the city documented in 1912 shows civic and commercial buildings lining the north side of SE 2nd, facing a mix of residences and commercial properties on the south side. The street transitioned to a mostly residential development further east as it approached the railroad. One block south, SE 1st Street began to show similar patterns of development, predominantly residential, interspersed with a few commercial and religious buildings. By 1928, SE 1st Street was nearly fully occupied. A garage, auto washing building, and gas and oil station were located at its intersection with Baker Street, indicating the new influence of the automobile; adjacent was the First Baptist Church; from Cowls to the railroad tracks, the street was lined with residences. Between 1928 and 1948, SE 2nd Street was absorbed as part of an expanded commercial center, lined with religious buildings, three undertaker buildings (including Macy & Sons), churches, and automobile service, sales, and repair shops. The blocks of 1st and 2nd Street adjacent to the rail remained industrial, occupied by the Planing Mill and Sash factory, a poultry and dairy company, a bottling company, and automobile-related businesses; most of these buildings were demolished between 1955 and 1970; the area has been in continuous development into the twenty-first century.
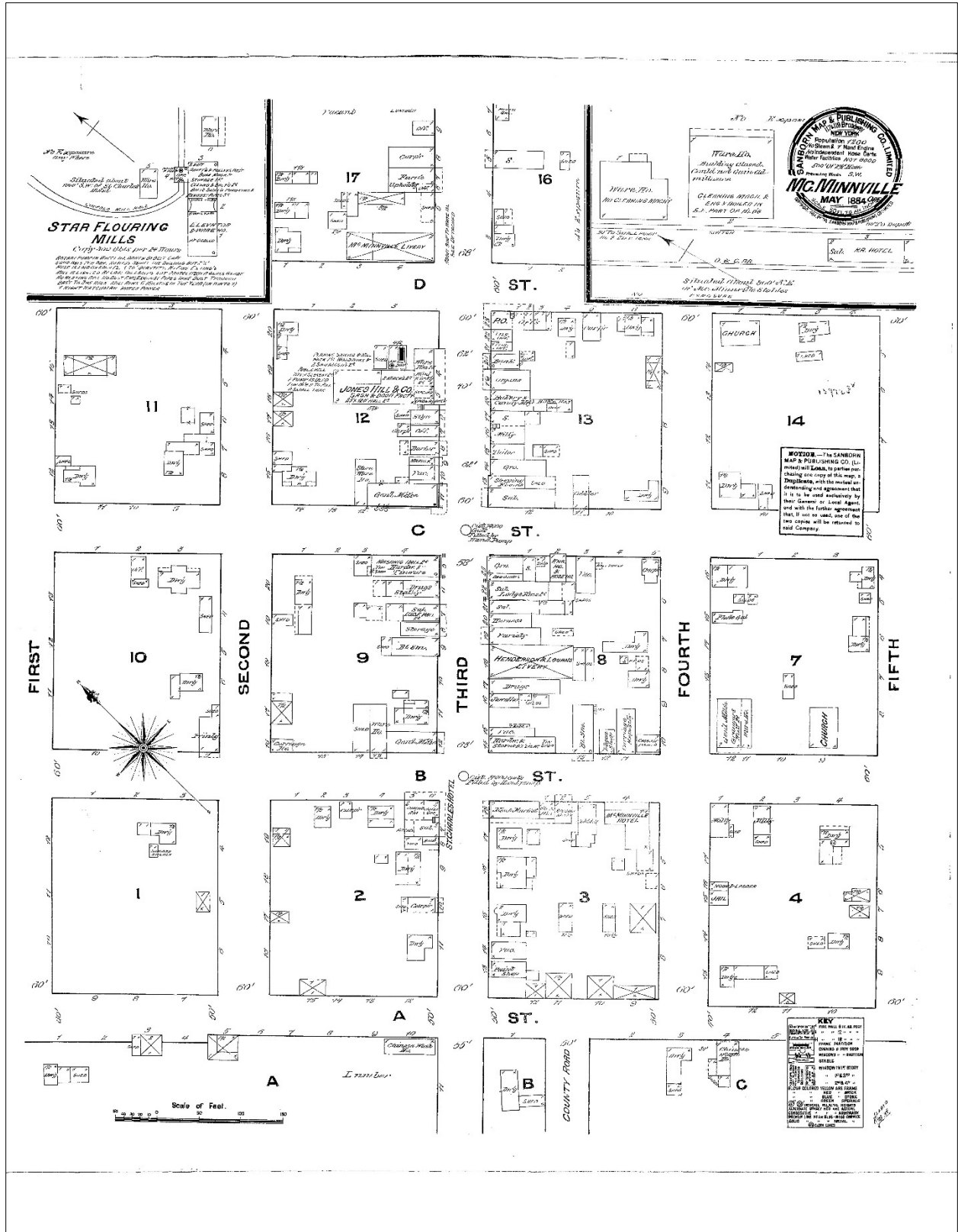
Figure 19 1884 Sanborn Fire Insurance map of McMinnville (Sanborn Map Company).

SE Baker Street Corridor

By 1892, a few houses lined the corridor that led south to the McMinnville Baptist College (Figure 20). Ten years later, the Columbus Public School marked the arrival into town, and ten years after that, 1912, the southern end of "B Street," as it was then known, was lined with 1.5- and 2-story residences, many of which are still extant. As it intersected with the southern end of the city, B Street was occupied by peripheral services: a veterinary, blacksmith, and wheelwright at the corner of present-day SE 1st, a Chinese laundry, some vacant buildings, and otherwise vacant lots. In 1928, "B" Street was renamed "Baker," after John G. Baker, the first immigrant to resettle in McMinnville.
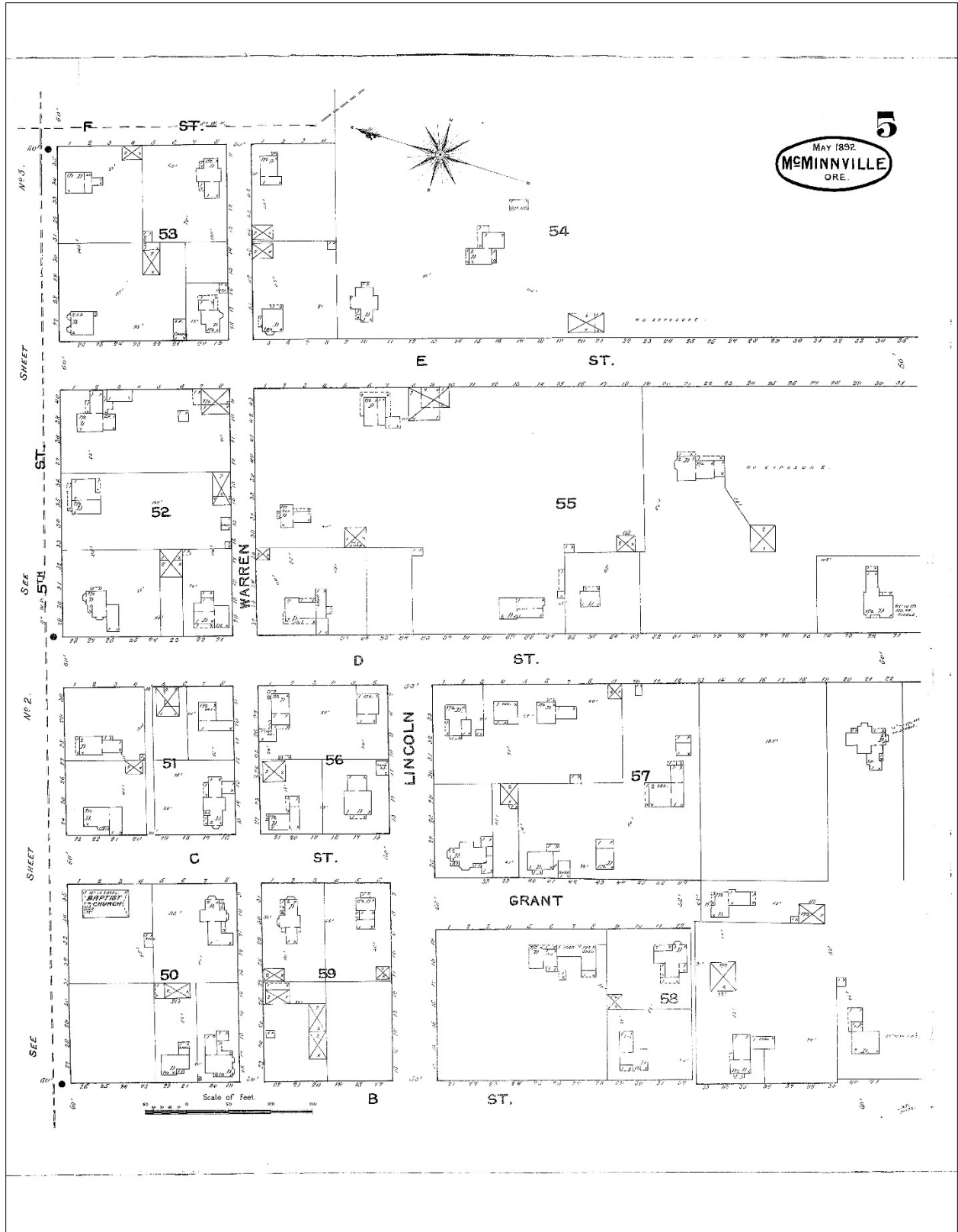
Figure 20 1892 Sanborn map of McMinnville, Baker ("B") Street at the bottom (Sanborn Map Company).

Chandler's Addition

The plat of Mrs. P.W. Chandler's 2nd Addition, located on land that was originally part of Samuel Cozine's donation land claim and anchored by the city Water and Light Plant on Vine Street (see cover image), was recorded on December 13, 1887. Comprised of 12 blocks, each divided into 8 lots, the area was southeast of the old townsite, bordered by the Yamhill River on the east side and the railroad tracks on the west. The first documentation of the area is the Sanborn Fire Insurance map dated 1912, although many of the houses predate both the map and the plat itself, evidenced by their position relative to lot lines. Further development was documented in the 1948 Sanborn map. By the end of the twentieth century, the plat looked largely like it does in the present day.
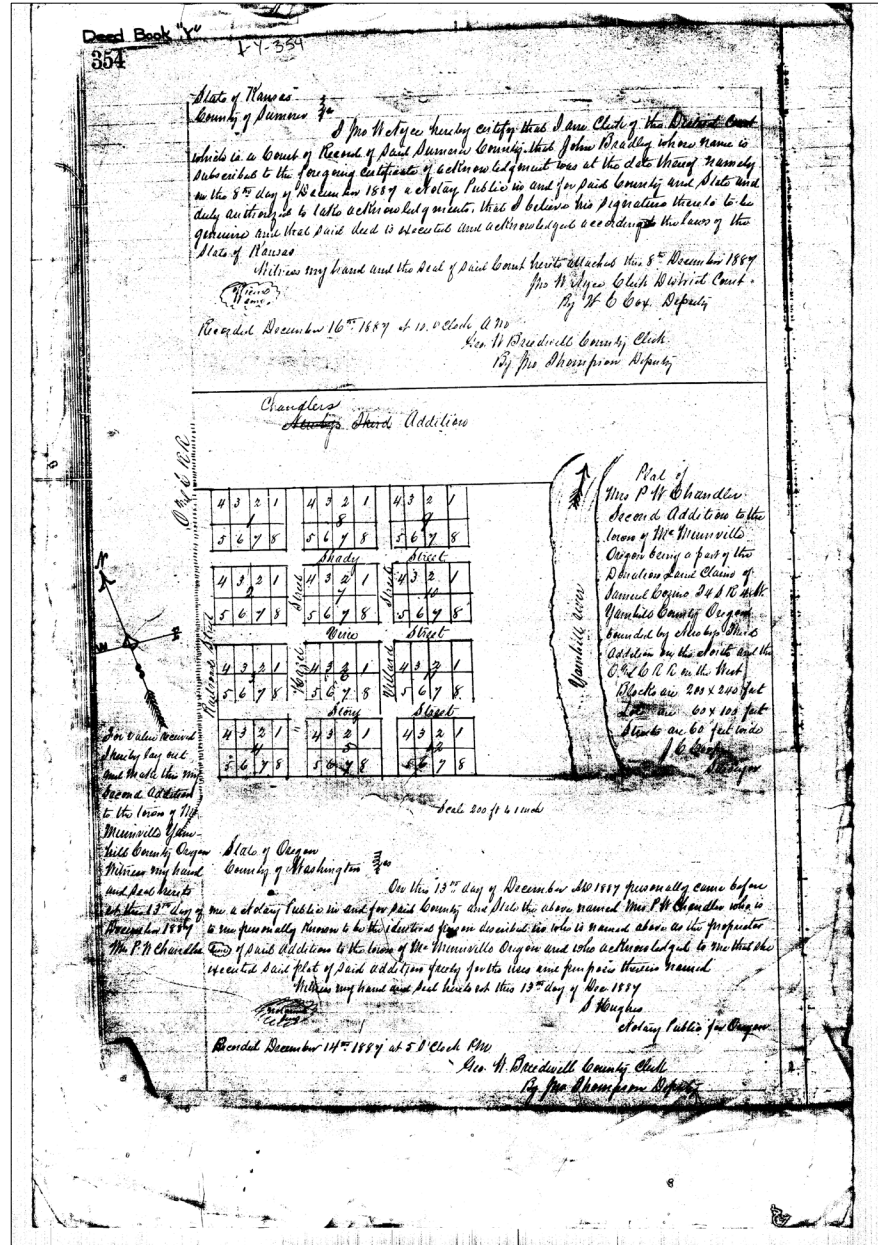

Figure 21 Plat of Chandler's Addition, 1887.

VI. Results

Table of ILS Properties, OHSD Recommendation, NRHP Eligibility

Resource Number	Address	OHSD Recommendation	NRHP Eligibility
01	122 SE 1st	ES	Eligible, Criterion C, local, Architecture, 1930
02	444 SE 1st	Change to EC	Not individually eligible, Relocated
03	642 SE 1st	ES	Eligible, Criteria A and C, local, Community Planning and Development and Architecture, 1895–1950
04	706 SE 1st	Change to EC	Not individually eligible, Lack of Integrity
05	906 SE 1st	ES	Eligible, Criterion C, local, Architecture, 1915
06	931 NE 1st	ES	Eligible, Criterion C, local, Architecture, 1919
07	390 NE 2nd	Change to EC	Not individually eligible, Lack of Integrity
08	544 NE 2nd	Change to EC	Not individually eligible, Lack of integrity
09	606 NE 2nd	Change to EC	Not individually eligible, Lack of integrity
10	642 NE 2nd	ES	Eligible, Criterion C, local, Architecture, 1914
11	628 NE 2nd	Change to EC	Not individually eligible, Lack of integrity
12	906 NE 2nd	ES	Eligible, Criterion C, local, Architecture, 1890-1902
13	1028 NE 2nd	ES	Eligible, Criterion C, local, Architecture, 1915
14	135 NE Evans	ES	Eligible, Criterion A, local, Commerce, 1936–1999
15	129 SE Baker	ES	Eligible, Criterion C, local, Architecture, 1914
16	208 SE Baker	Change to EC	Not individually eligible, Lack of integrity
17	323 SE Baker	ES	Eligible, Criterion C, local, Architecture, 1925
18	335 SE Baker	ES	Eligible, Criterion C, local, Architecture, 1912
19	345 SE Baker	ES	Eligible, Criterion C, local, Architecture, 1912

Resource Number	Address	OHSD Recommendation	NRHP Eligibility
20	411 SE Baker	ES	Eligible, Criterion C, local, Architecture, 1872–1955
21	423 SE Baker	ES	Eligible, Criterion A, local, Commerce, 1881–1928
22	436 SE Baker	Change to EC	Not individually eligible, Lack of integrity
23	920 SE Storey	ES	Eligible, Criterion C, local, Architecture, 1950
24	839 SE Vine	Change to EC	Not individually eligible, Lack of Significance
25	905 SE Vine	ES	Eligible, Criterion C, local, Architecture, 1895
26	307 SE Cowls	Change to EC	Not individually eligible, Lack of Integrity
27	508 SE Washington	Change to EC	Not individually eligible, Lack of Integrity
28	221 SE Cowls	ES	Eligible, Criterion C, local, Architecture, 1909
29	240 SE Davis	Change to EC	Not individually eligible, Lack of Integrity
30	326 SE Davis	ES	Eligible, Criterion C, local, Architecture, 1926
31	228 SE Evans	ES	Eligible, Criterion C, local, Architecture, 1937
32	286 SE Evans	ES	Eligible, Criterion C, local, Architecture, 1920
33	306 SE Lincoln	Change to EC	Not individually eligible, Lack of Integrity
34	1140 SE Brooks	Change to UN	Eligible, Criterion C, local, Architecture, 1968
35	1300 SE Brooks	ES	Eligible, Criterion C, local, Architecture, 1967
36	203 SE Davis	ES	Eligible, Criterion C, local, Architecture, 1961
37	138 SE Macy	ES	Eligible, Criterion C, local, Architecture, 1953

VII. Conclusions and Recommendations

WillametteCRA has included in the table above and in the following appendix recommendations for reclassifying resources that have been altered, relocated, or are no longer able to convey historic significance. Of the thirty-seven resources, WillametteCRA recommends that thirteen be changed from "Eligible/Significant" to "Eligible/Contributing" and one resource be changed to "Undetermined."

The following appendix provides detailed and verified information about each of the thirty-seven resources. Each resource description, which has also been entered into the Oregon Historic Sites Database, provides a solid basis for continued study, which could include individual, historic district, and multiple property National Register nominations.

Based on the findings detailed in this report and after discussion with the City of McMinnville's Historic Landmarks Committee, WillametteCRA recommends the following actions:

1. To thoroughly update the City of McMinnville's Historic Resources Inventory. The HRI was established after initial surveys in the early 1980s and has yet to be updated with information gathered in several subsequent surveys. A revision to the categories of the inventory may be warranted to align with SHPO's categories (Significant, Contributing, Non-Contributing, Out of Period, Undetermined, and/or Demolished) and reduce confusion between the local inventory (categorized as A, B, C, and D resources) and the criteria for eligibility of the NRHP (also A, B, C, and D). The City of McMinnville should determine how to use the HRI in city operations—incentives and programming for owners, public outreach to make city residents, home-buyers, and local contractors aware of the inventory, how the inventory functions in future land-use planning and/or adaptive reuse projects—and how to maintain it.

2. Consider supporting the nomination of eligible properties to the National Register of Historic Places. In this survey alone, WillametteCRA identified twenty-three properties that had historic significance and enough integrity that they would be considered eligible for listing in the NRHP. Federal incentives are available for homeowners who choose to list their historic homes in the NRHP. The City of McMinnville might support properties that can demonstrate the City's commitment to historic preservation. Options include 920 SE Storey, a modern single-family dwelling not currently listed on the HRI, which would broaden a public understanding of what is considered "historic"; 228 SE Evans, a small house built at the tail-end of the Great Depression, an excellent example of how architectural style displays consideration of contemporary issues; and 905 SE Vine, a Queen-Anne inspired house with high artistic value that was constructed in 1895, then at the outskirts of the city's residential section.

3. Consider the possibility of a historic district, either formally or informally. The City of McMinnville has a high proportion of properties that have been well-preserved. Although a historic district was outside the scope of this document, the ratio of contributing buildings to non-contributing buildings is favorable along the SE 1st and 2nd Street Corridors, and SE Baker Street. Preservation planning offers opportunities to create a unique sense of community and the City can facilitate this through informal event planning, owner workshops, information sharing, and marketing. Information provided in this ILS can be used in a future survey looking at historic districts.

4. Prioritize at-risk properties. Of the thirty-seven properties included in the survey, two appear to be at risk because of their present condition, 411 and 423 SE Baker Street. Additionally, the City should have a plan to address properties at risk of demolition by neglect and procedures in place for maintaining such a plan.

5. Use the survey as a marketing and branding tool. Like the downtown historic district, the City could create walking tours of the older parts of town. Walking tours could increase the City's presence in the Willamette Valley, bring tourists out of the downtown area, and offer a more comprehensive approach to McMinnville's history. Self-guided tours could be cross-promoted with other local attractions; community outreach might involve realtors, the chamber of commerce, and homeowners.

Bibliography

Allen, John Eliot, and Ralph S. Mason. "Brick and Tile Industry in Oregon." GMI Short Paper, Portland, OR: State of Oregon Department of Geology and Mineral Industries, 1947.

Ancestry.com. *1910 United States Federal Census of McMinnville, Yamhill County, Oregon*. Provo, UT: Ancestry.com Operations Inc., 2006.

——. *1920 United States Federal Census of McMinnville, Yamhill County, Oregon*. Provo, UT: Ancestry.com Operations Inc., 2010.

——. *1930 United States Federal Census of McMinnville, Yamhill County, Oregon*. Provo, UT: Ancestry.com Operations Inc., 2002.

——. *1940 United States Federal Census of McMinnville, Yamhill County, Oregon*. Provo, UT: Ancestry.com Operations Inc., 2012.

——. *1950 United States Federal Census of McMinnville, Yamhill County, Oregon*. Provo, UT: Ancestry.com Operations Inc., 2022.

——. *Oregon, U.S., Death Index, 1898–2008*. Provo, UT: Ancestry.com Operations, Inc., 2000.

——. *Oregon, U.S., Wills and Probate Records, 1849–1963*. Lehi, UT: Ancestry.com Operations, Inc., 2015.

——. *U.S. Federal Census Mortality Schedules, 1850–1885*. Lehi, UT: Ancestry.com Operations, Inc., 2010.

——. *Washington, U.S., Marriage Records, 1854–2013*. Lehi, UT: Ancestry.com Operations, Inc., 2012.

The Bulletin (Bend, OR) 1903–.

The Capital Journal (Salem, OR) 1888–1990.

Century West Engineering, Aron Faegre & Associates, and Gazeley & Associates, "McMinnville Municipal Airport: Airport Layout Plan Report," 2004. Accessed online, https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/airport/page/327/mcminnville_municipal_airport_layout_plan_chapter2.pdf.

Chapman Publishing Company. *Portrait and Biographical Record of the Willamette Valley,* Oregon. Chicago: Chapman Publishing Company, 1903.

City of McMinnville, "McMinnville, Southern Pacific Train Depot," Electronic Document, Accessed online, https://www.mcminnvilleoregon.gov/cd/page/mcminnville-southern-pacific-train-depot.

——. "Historic Resources Inventory."

——. City Code. https://mcminnville.municipal.codes/

——. Historic Preservation Plan, 2019. https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/23131/historic_preservation_plan_-_final_-_amended_by_hlc.pdf.

Corvallis Gazette-Times (Corvallis, OR) 1909–.

Craig, Robert M. "Bungalows in the United States." *Grove Art Online*. January 20, 2015.
https://doi.org/10.1093/gao/9781884446054.article.T2289898.

Edmunson-Morton, Tiah. "Brewing Industry in Oregon," *The Oregon Encyclopedia,* last updated
February 27, 2024. Accessed online,
https://www.oregonencyclopedia.org/articles/brewing-industry-in-oregon/.

The Emporia Republican. (Emporia, KS) 1882–1905.

Faragher, John Mack. "Bungalow and Ranch House: The Architectural Backwash of California."
Western Historical Quarterly 32, no. 2 (2001): 149–173.

Flora, Stephanie. "Emigrants to Oregon, 1843," Electronic Document,
http://www.oregonpioneers.com/1843.htm.

Hanchett, Thomas Walter. "The Four Square House in the United States." Unpublished Master's
thesis, University of Chicago, 1986.

Hines, Harvey Kimball. *An Illustrated History of the State of Oregon.* Chicago: The Lewis Publishing
Co., 1893. Accessed online,
https://www.google.com/books/edition/An_Illustrated_History_of_the_State_of_O/XC1IAQ
AAMAAJ.

Hubka, Thomas C. "The American Ranch House: Traditional Design Method in Modern Popular
Culture." *Traditional Dwellings and Settlements Review*, vol.7 no.1 (Fall 1995).

Huit, Katherine L. "At Your Service – The Story of McMinnville Water and Light, One of the Oldest
Municipal Utilities in the West." Electronic Document, https://www.mc-power.com/about-
us/history/full-history/early-years/. Accessed July 14, 2024.

Hunt, Kristine. "Our Bungalow Dreams: Housing and Occupation in the United States West, 1920."
Yearbook of the Association of Pacific Coast Geographers 78 (2016):48–50.

Johnson Publishing Company. *Johnson's September 1979 City Directory for McMinnville, Oregon*.
Johnson Publishing Company, 1979.

Jones, Edward Gardner. *The Oregonian's Handbook of the Pacific Northwest*. Portland: The
Oregonian Publishing Co., 1894.

Jette, Melinda. "Kalapuya Treaty of 1855," Oregon Encyclopedia, updated March 17, 2022.
https://www.oregonencyclopedia.org/articles/kalapuya_treaty/.

Ketcham, Diana. "Sea Ranch, California's Modernist Utopia, Gets an Update." *New York Times*,
June 11, 2019, https://www.nytimes.com/2019/06/11/arts/design/sea-ranch-
california.html.

Kreisman, Lawrence and Glenn Mason, *The Arts and Crafts Movement in the Pacific Northwest*.
Portland, OR: Timber Press, 2007.

Lang, Herbert. *History of the Willamette Valley*. Portland: Himes & Lang, 1885. Accessed online, https://babel.hathitrust.org/cgi/pt?id=hvd.hx4s4s&seq=9.

Lewis, David G. "Kalapuyan Tribal History," Electronic Document, The Quartux Journal. https://ndnhistoryresearch.com/tribal-regions/kalapuyan-ethnohistory/.

Maley, Bridget and Jody R. Stock. "Swedenborgian Church." National Register of Historic Places Nomination Form. Washington, DC: U.S. Department of the Interior, National Park Service, 2004.

McAlester, Virginia. *A Field Guide to American Houses*. New York: Knopf, 2013.

Michelson, Alan. "Greene and Greene, Architects (Partnership)." Pacific Coast Architecture Database. Accessed March 23, 2023. https://pcad.lib.washington.edu/firm/18.

Montgomery, Evelyn. "Beyond the American Foursquare." *Buildings and Landscapes: Journal of the Vernacular Architecture Forum* 25, no. 2 (2018):48–65, https://doi.org/10.5749/buildland.25.2.0048.

The Morning Astorian (Astoria, OR) 1899–1930.

The News-Register (McMinnville, OR) 1953–.

The News-Reporter (McMinnville, OR) 1905–1953.

Noakes, Taylor. "Oregon Treaty." *The Canadian Encyclopedia*. Historica Canada. Article published February 07, 2006; Last Edited July 23, 2021. https://www.thecanadianencyclopedia.ca/en/article/oregon-treaty.

Northwest Heritage Property Associates, "McMinnville Downtown Historic District." National Register of Historic Places Nomination, on file at State Historic Preservation Office, Salem, 1986.

Northwest Vernacular, Inc. *Reconnaissance Level Survey*. McMinnville, Oregon, 2020. On file with Oregon State Historic Preservation Office, Salem.

——. *Intensive Level Survey*. McMinnville, Oregon, 2018. On file with Oregon State Historic Preservation Office, Salem.

The Olympian (Olympia, Washington) 1860–.

Polk County Observer (Dallas, OR). "Electric Trains By January 1 is Promise," February 11, 1913.

Polk, R. L. & Company. *Polk's Portland City Directory*. Portland, OR: R. L. Polk & Company, 1911.

Ransom, Mike. "The Wagon Train of 1843," Electronic document, https://freepages.rootsweb.com/~mransom/history/pioneers.html#wagon-train-members.

Reinhardt, Bob H., Ph.D. "Oregon History," in Office of the Secretary of State, *Oregon Blue Book*. Portland: Legare Street Press, 2023. Accessed online, https://sos.oregon.gov/blue-book/Pages/facts/history1/connecting.aspx.

Robbins, William G. "Western Voices: Willamette Eden: The Ambiguous Legacy." *Oregon Historical Quarterly* 99, no. 2 (1998): 189–218. http://www.jstor.org/stable/20614896.

Robbins, William G. "Willamette Valley," *The Oregon Encyclopedia*. Last updated July 31, 2023. Accessed online https://www.oregonencyclopedia.org/articles/willamette_valley/.

Rutherford, Janice Williams. "The Bungalow Aesthetic: The Social Implications of a Nationwide Phenomenon Viewed from the Perspective of a Small Town." Unpublished Master's Thesis, Portland State University, 1981. On file at the Yamhill Historical Society.

Salisbury, J.W., Publisher. *McMinnville-Newberg and Yamhill County Directory, Vol. 1--1947*. Eugene, OR: J.W. Salisbury, 1947.

Salisbury, T.W. & Co. Publishers. *McMinnville, Newburg and Yamhill County Directory*. Portland, OR: T.W. Salisbury & Co. Publishers, 1956.

Sanborn Fire Insurance Company. City of McMinnville. Vol. 1. 1948.

——. City of McMinnville. Vol. 1. 1928.

——. City of McMinnville. Vol. 1. 1912.

——. City of McMinnville. Vol. 1. 1902.

——. City of McMinnville. Vol. 1. 1892.

——. City of McMinnville. Vol. 1. 1889.

San Francisco Planning. "Architectural Periods and Styes in San Francisco." Accessed online, https://sfplanning.org/sites/default/files/documents/preserv/bulletins/HistPres_Bulletin_18

Schnebly, David J. "Letter: July 29, 1851," *The Oregon Spectator*. Accessed online, https://www.oregonhistoryproject.org/articles/historical-records/oregon-spectator-the-idyllic-willamette-valley-farm/.

Statesman Journal (Salem, OR) 1851–.

Stoller, Ruth. *Old Yamhill: the Early History of its Towns and Cities*. Portland: Binford & Mort Publishing, 2002.

SWCA. "Multiple Property Document Form, Section E [DRAFT]" (2011). On file with Oregon State Historic Preservation Office, Salem.

The Telephone-Register (McMinnville, OR) 1889–1953.

U.S. Census Bureau. "Fifteenth Census of the United States: 1930." McMinnville, Oregon: Heritage Quest, 1930.

——. "Fourteenth Census of the United States: 1920 - Population." McMinnville, Oregon: Heritage Quest, 1920.

——. "Sixteenth Census of the United States: 1940." McMinnville, Oregon: Heritage Quest, 1940.

——. "Thirteenth Census of the United States: 1910 - Population." McMinnville, Oregon: Heritage Quest, 1910.

——. "Twelfth Census of the United States." McMinnville, Oregon: Heritage Quest, 1900.

Van Balgooy, Mary A. "Designer of the Dream: Cliff May and the California Ranch House." *Southern California Quarterly*, vol. 86, no. 2 (Summer 2004):128–130.

Van Heukelem, Christy, Tom Fuller, and the News-Register. *McMinnville*. Charleston: Arcadia Publishing, 2012.

White, John. "Residents Needed a Map in 1928 McMinnville," The West Side, Yamhill County Historical Society Newsletter, October 1998. Accessed online, https://yamhillcountyhistory.org/residents-needed-a-map-in-1928-mcminnville/.

Wood, Joseph S. "Apostle of Taste: Andrew Jackson Downing 1815–1852." The AAG Review of Books 5 (1), 2017. doi:10.1080/2325548X.2017.1257266.

Wortman, Ralph. *History of the Wortman Family in Oregon*. McMinnville: News-Register, 1955.

Yamhill County Assessor. "Yamhill County Property Records, Land Indexes [Deed Direct and Indirect], vol. 1-5." Yamhill County Clerk, 1854-1977.

Zenk, Henry. "Kalapuyan Peoples," Oregon Encyclopedia, updated March 18, 2024. https://www.oregonencyclopedia.org/articles/kalapuyan_peoples/.

Zenk, Henry. "Kalapuyans." In Wayne Suttles, ed., *Handbook of North American Indians*, Vol. 7: Northwest Coast, 547–553. Washington, D.C.: Smithsonian Institution, 1990.