



**PLANNING DEPARTMENT**, 231 NE Fifth Street, McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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February 13, 2019

Terry LaMasters  
LGI Homes – Oregon, LLC  
1450 Lake Robbins Drive #430  
The Woodlands, TX 77380

Re: Administrative Variance (AV 1-19)

Dear Mr. LaMasters:

This letter is to advise you that your application requesting an administrative variance to reduce the required exterior side yard for the proposed construction of a model home has been reviewed by the Planning Department. The subject property is located at 2285 NW Woodland Drive, and is more specifically described as Lot 1, Phase 1, Baker Creek West subdivision, Section 18, T. 4 S., R. 4 W., W.M.

Based on the materials submitted, and the requirements Section 17.74.090 of the McMinnville Zoning Ordinance, your request for an administrative variance to reduce the required exterior side yard on the subject property has been **approved**, with conditions. Conditions of Approval are outlined below:

1. That landscaping be provided in a five (5) foot wide planting area on the north side of the building in the reduced exterior side yard adjacent to the public right-of-way.

This letter shall act as official notification of my decision. An appeal of this decision may be made to the Planning Commission if notice of intent to appeal is filed in the Planning Department no later than February 28, 2019. If no appeal is filed by this date, the decision shall be considered final.

If you have any questions regarding this matter, please feel free to contact me at (503) 474-4153.

Sincerely,

  
Jamie Fleckenstein, PLA  
Associate Planner

JF:sjs

C: Heather Richards, Planning Director

Attachments: *DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF AN ADMINISTRATIVE VARIANCE AT 2285 NW WOODLAND DRIVE. (Docket AV 1-19)*