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November 21, 2019

Ron Burcham
1170 NE 19th Street
McMinnville, OR 97128

Re: 903 NE 3rd Street – Downtown Design Review Approval

Dear Mr. Burcham:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Thursday, November 14, 2019, your application for Downtown Design Review (DDR 5-19) for the proposed construction of an addition to an existing building within the downtown design area was reviewed and studied. The subject property is located at 903 NE 3rd Street. The site is identified as Tax Lot 4400, Section 21BD, T. 4 S., R. 4 W., W.M.

Based on the material submitted, the testimony received, and the review criteria in Section 17.59.040 of the McMinnville Municipal Code, the Historic Landmarks Committee voted to **APPROVE** the application, **subject to conditions.**

Enclosed for your records is a copy of the signed land use Decision Document which includes the Historic Landmarks Committee's decision with Findings of Fact, Conclusionary Findings, and Conditions of Approval.

The Downtown Design Review (DDR 5-19) approval included conditions of approval, which are included in your land use Decision Document. We have also outlined those conditions of approval below. Please note that we are providing the conditions of approval within this letter as a courtesy. The official Decision Document with the Findings of Fact, Conclusionary Findings and Conditions of Approval is a separate document and is enclosed with this letter for the applicant and is also on file with the Planning Department.

Downtown Design Review (DDR 5-19) Conditions of Approval

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval.
2. That the applicant shall provide a built example of the final exterior panel building material to be reviewed and approved by the Historic Landmarks Committee prior to application of those materials on the proposed development. The built example shall include an

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example of the treatment of any seam that is to be caulked and painted over with the sand-textured paint.

3. That the applicant shall provide samples or examples of the exterior building colors for the building, signs, and awning to the Historic Landmark Committee for review and approval prior to application on the building.
4. That the awning on the west façade of the building be extended outward to start of the base of the eave and fascia.

Pursuant to Section 17.65.080(A) of the McMinnville City Code, a decision by the Historic Landmarks Committee may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before December 6, 2019, the decision of the Historic Landmarks Committee will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7330.

Sincerely,



Chuck Darnell
Senior Planner

CD:sjs

c: Blanca Ortiz Gonzales, 903 NE 3rd Street, McMinnville, OR 97128
Marcia Mikesh, 524 SE Hembree Street, McMinnville, OR 97128

Enclosures:

Decision, Conditions, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for the Approval of an Altered Building at 903 NE Third Street within the Downtown Design Area (Docket DDR 5-19)