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July 9, 2019

Chelsey Nichol
610 NE 4th Street
McMinnville, OR 97128

Re: Downtown Design Review (DDR 3-19) Request

Dear Ms. Nichol:

This is to advise you that the McMinnville Planning Department has received and carefully studied your Downtown Design Review application (DDR 3-19) requesting approval to make minor alterations to a building within the downtown design area. The subject property is located at 610 NE 4th Street, and is more specifically described as Tax Lot 4300, Section 21BC, T. 4 S., R. 4 W., W.M.

Based on the material submitted and the Planning Department evaluation, I have **APPROVED** your Downtown Design Review application (DDR 3-19), subject to conditions.

Attached is the land-use decision with the Findings of Fact and conditions of approval for your records. The conditions of approval are also outlined below:

1. The applicant needs to provide the Planning Director with the design and specifications for the window replacement prior to installation to ensure compatibility with existing windows.

This letter shall act as official notification of my decision. Pursuant to Section 17.72.170 of the McMinnville Municipal Code, a decision by the Planning Director 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 July 24, 2019, the decision of the Planning Director will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7311.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Richards", is written over a light blue horizontal line.

Heather Richards, PCED
Planning Director

HR:sjs

c: Jeb Bladine, 611 NE 3rd Street, McMinnville, OR 97128

Attachments: *DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR APPROVAL OF THE MINOR ALTERATION OF A BUILDING AT 610 NE 4TH STREET AND LOCATED IN THE DOWNTOWN DESIGN AREA (Docket DDR 3-19).*