



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

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January 7, 2020

Matthew Conser  
Evergreen Valley Apts, LLC  
1010 Airport Road SE  
Albany, OR 97322

Re: Three Mile Lane Development Review (TML 3-19)

Dear Mr. Conser:

This letter is to advise you that the McMinnville Planning Director, acting on behalf of the Three Mile Lane Design Review Committee, has received and carefully studied your Three Mile Lane Development Review application (TML 3-19) to allow for new signage at the Evergreen Valley Apartments site. The subject site is located at 240 NE Dunn Place. The property is also identified as Tax Lot 900, Section 23, T. 4 S., R. 4 W., W.M.

The Planning Director reviewed your application against the applicable criteria of Ordinance 4131 and Ordinance 4572 (Three Mile Lane Planned Development Overlay) and Section 17.62.070 (Permanent Sign Regulations) of the McMinnville Municipal Code (MMC).

Under the provisions of Section 17.72.110 (Applications – Director’s Review with Notification) of the MMC, notice of the proposed minor partition application was provided to property owners within 100 feet of the subject site and partner agencies. The Planning Department did not receive any public testimony on the proposal during the public comment period.

Based on the material submitted and the Planning Department evaluation, I have **APPROVED** your request for Three Mile Lane Development Review (TML 3-19), subject to conditions.

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

1. That minor modifications to the approved landscape plan (L 17-18) shall be allowed for the installation of new landscaping in the location of the new sign, subject to review and approval by the Planning Director or their designee. The landscaping may be modified from what was shown on the approved landscape plan to allow for the placement of the sign, but the modifications shall not significantly impact the approved landscape design. Significant impacts would include the loss of any tree, or a reduction in the number of shrubs, grasses, and groundcover shown on the approved landscape plan.

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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 January 22, 2020, the decision of the Planning Director will be final. 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 attached to this letter for the applicant and is also on file with the Planning Department.

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", written in a cursive style.

Heather Richards, PCED  
Planning Director

HR:sjs

Attachments: *DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF THREE MILE LANE DEVELOPMENT REVIEW FOR A NEW FREESTANDING SIGN AT 240 NE FIRCREST DRIVE (Docket TML 3-19)*