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**SENT VIA EMAIL**

May 20, 2020

Zach Geary  
128 NW 8<sup>th</sup> Street  
McMinnville, OR 97128

Re: 835 NW Birch Street – Certificate of Approval for Alteration Approval

Dear Mr. Geary:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Thursday, March 14, 2020, your application for a Certificate of Approval for Alteration (HL 3-20) for proposed alterations to a historic landmark was reviewed and studied. The subject property is located at 835 NW Birch Street. The subject property is also identified as Tax Lot 9300, Section 20AA, T. 4 S., R. 4 W., W.M.

Based on the material submitted, the testimony received, and the review criteria in Section 17.65.060(B) 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 Certificate of Approval for Alteration (HL 3-20) 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.

**Certificate of Approval for Alteration (HL 3-20) Conditions of Approval**

1. That the new window proposed on the south elevation shall be a wood window. The window shall be a double-hung, one-over-one window in the same dimension as the adjacent existing windows. That any existing vinyl window retained but moved, will also be wood.
2. That the proposed standing seam metal roofing material is not allowed. The existing roofing material may be replaced with a like-for-like replacement of the asphalt shingle

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roofing material that currently exists on the structure. The replacement of the asphalt shingle roofing material shall maintain all of the existing forms and features of the roof, including the cross gables and eave returns.

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 June 4, 2020, 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: Liz and Joe Wilkins, 835 NW Birch Street, McMinnville, OR 97128 – SENT VIA EMAIL

Enclosures:

*Decision, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for the Approval of Alterations to a Historic Landmark Located at 835 NW Birch Street (Docket HL 3-20)*