



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

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**NOTICE OF PENDING ADMINISTRATIVE DECISION  
ADMINISTRATIVE VARIANCE  
2165 NW ST ANDREWS DRIVE**

NOTICE IS HEREBY GIVEN that an application for an administrative variance has been submitted to the McMinnville Planning Department. The purpose of this notice is to provide an opportunity for surrounding property owners to submit comment regarding this application prior to a decision by the Planning Director. Please contact Chuck Darnell with any questions at (503) 434-7311.

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**DOCKET NUMBER:** AV 1-20 (Administrative Variance)

**REQUEST:** Approval of an administrative variance to allow for a 9 inch reduction in the required side yard setback for a proposed addition to the existing building on the subject site. The requested reduction in the side yard setback would result in the new building wall being 9 feet and 3 inches from the west (side) property line.

**APPLICANT:** Chris Brown, on behalf of property owners Mel & Wendy Blanchard

**SITE LOCATION(S):** 2165 NW St. Andrews Drive (see attached map)

**MAP & TAX LOT(S):** R4417BD03800

**ZONE(S):** R-1 (Single Family Residential)

**MMC REQUIREMENTS:** McMinnville Municipal Code (MMC), Sections 17.12.040, 17.74.080, and 17.74.090 (see reverse side for specific review criteria)

**NOTICE DATE:** May 21, 2020

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Persons are invited to register any statement in person, by attorney, or by mail to the McMinnville Planning Department to assist the Planning Director in making a decision on this application. Should you wish to submit comments or testimony on this application, please call the Planning Department office at (503) 434-7311, or forward them by mail to 231 NE Fifth Street, McMinnville, OR 97128, or by email to [chuck.darnell@mcminnvilleoregon.gov](mailto:chuck.darnell@mcminnvilleoregon.gov).

Alternatively, you may request that the application be considered at a public hearing before the McMinnville Planning Commission. A request for hearing must state the basis for the request. (Please see MMC Section 17.72.120).

Appeals of the Planning Director decision need to be made to the Planning Commission. Failure to raise an issue in person or by letter precludes appeals to the Planning Commission on this issue. (Please see MMC Section 17.72.170)

**COMMENTS OR REQUESTS FOR HEARING MUST BE RECEIVED NO LATER THAN  
5:00 pm, JUNE 4, 2020**

The decision-making criteria, application, and records concerning this matter are available in the McMinnville Planning Department office at 231 NE 5<sup>th</sup> Street, McMinnville, Oregon during working hours and on the Planning Department's portion of the City of McMinnville webpage at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov).

**REVIEW CRITERIA:**

**MMC Chapter 17.12 (Single Family Residential Zone):**

Section 17.12.040 Yard requirements. In an R-1 zone each lot shall have yards of the following size unless otherwise provided for in Section 17.54.050:

- A. A front yard shall not be less than twenty feet;
- B. A rear yard shall not be less than twenty feet;
- C. A side yard shall not be less than ten feet, except an exterior side yard shall not be less than twenty feet.

**MMC Chapter 17.74 (Review Criteria):**

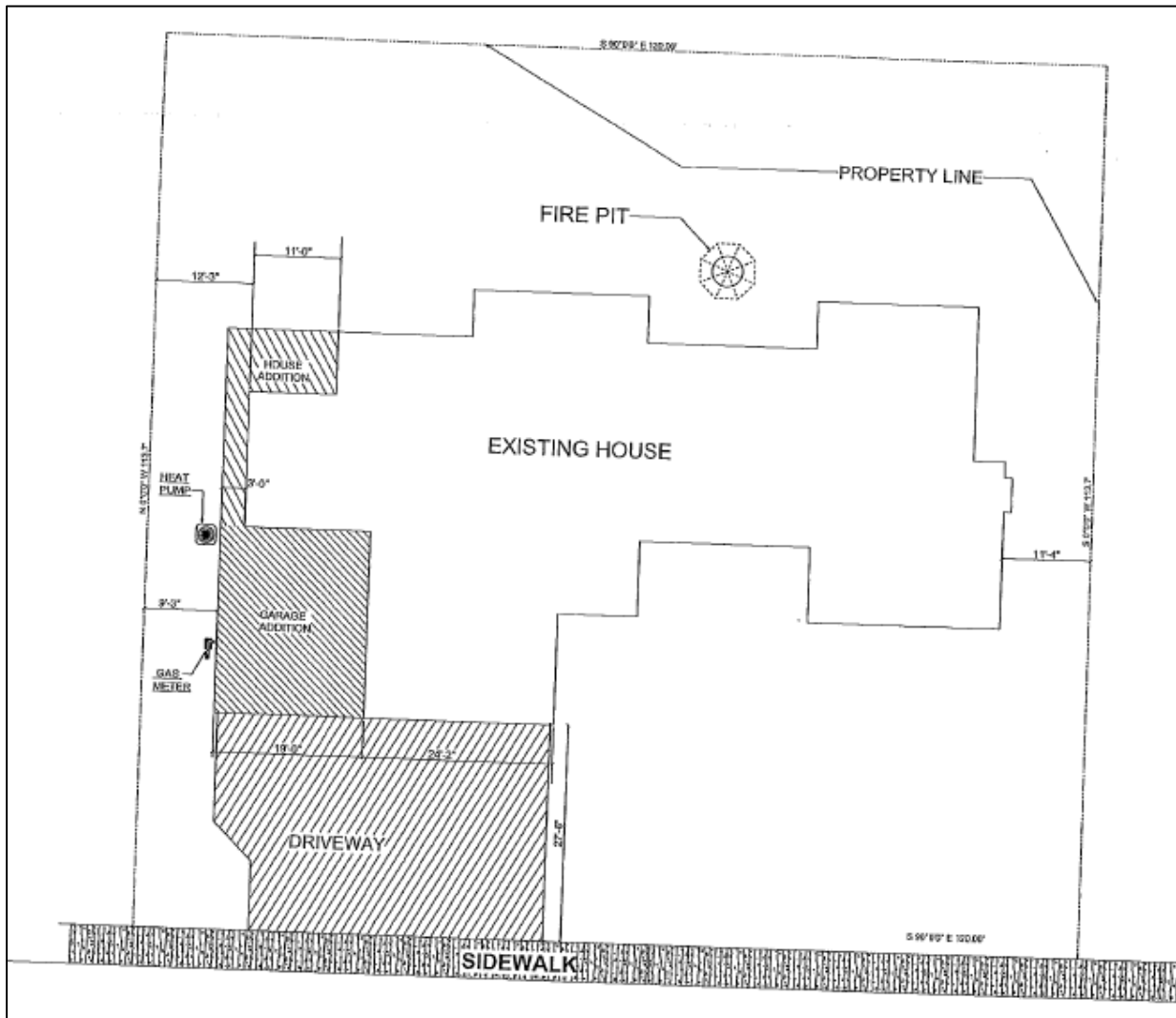
Section 17.74.080 Administrative Variance Limitations. Limitations for an administrative variance are outlined in Section 17.74.090. A request for an administrative variance beyond these limitations shall be submitted and processed as a variance application.

Section 17.74.090 Administrative Variance-Review Criteria. The Planning Director may grant limited adjustments to the terms of this title as follows:

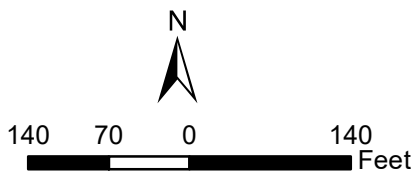
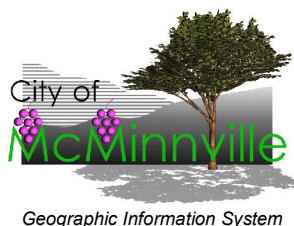
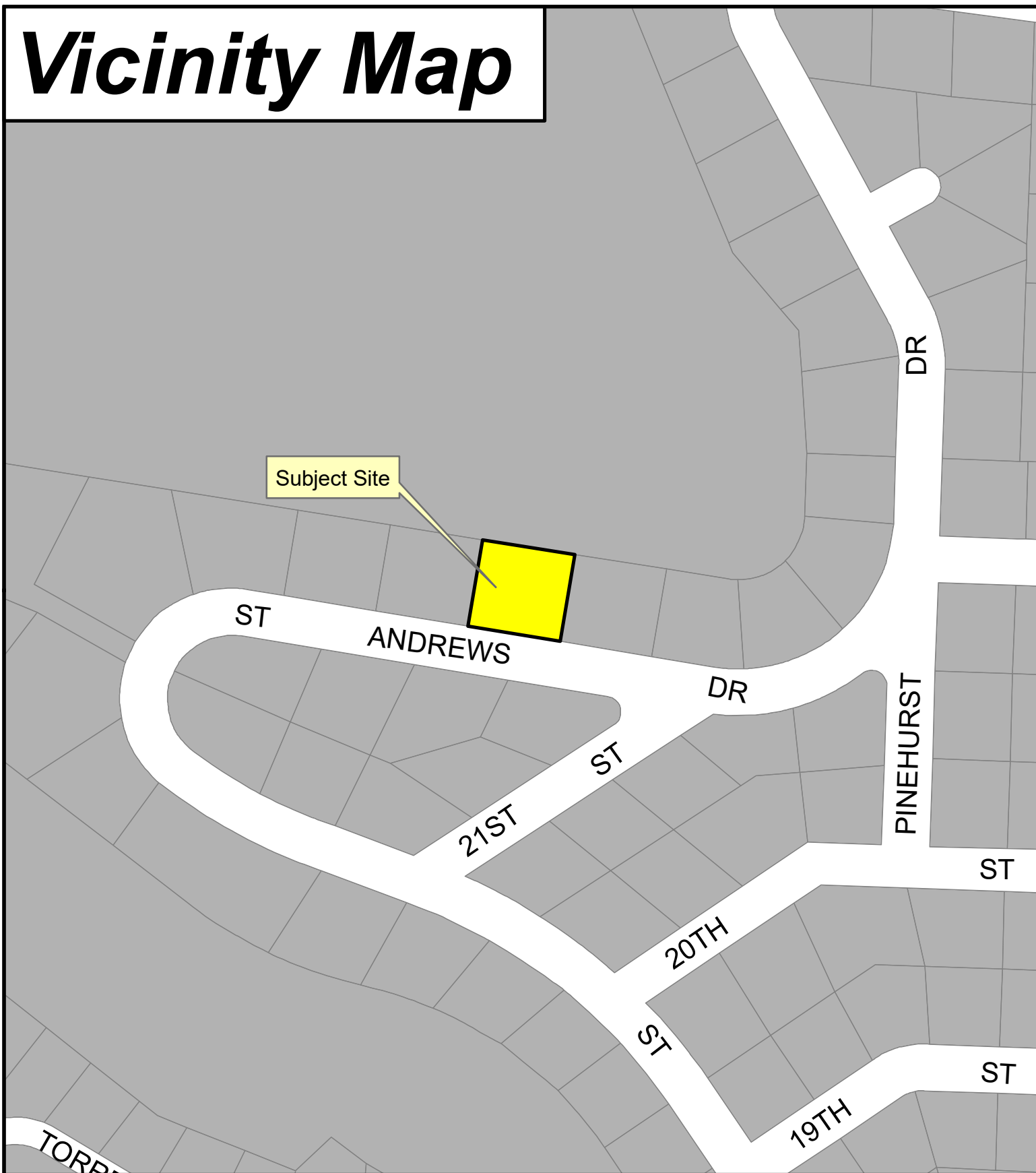
- A. Lot area: Maximum possible adjustment of one percent of the minimum lot area, but not more than 90 (ninety) square feet;
- B. Setbacks: Maximum adjustment of 10 (ten) percent of the required setback.
- C. These provisions shall be used sparingly and shall not be exceeded except by regular referral to the Planning Commission.
- D. Special conditions may be attached to adjustments if such conditions relate directly to the adjustments.

Subjects not allowable for adjustment are: number of dwelling units permitted, parking requirements, height of building, vision clearance area, density or use of property.

**PROPOSED SITE PLAN:**



# Vicinity Map



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Planning Department  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311