

Parking Variance for Historic Structure Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

A variance to the parking requirements of Chapter 17.60 (Off-Street Parking and Loading) of the McMinnville Zoning Ordinance may be granted in the circumstance where an existing historic structure located in the C-3 zone or O-R zone is being converted to a different use or occupancy, subject to the following conditions:

- A. Only those structures which have been categorized as “distinctive” or “significant” historic resources by the Historic Landmarks Committee are eligible under this section for a variance to the parking requirements.
- B. The Planning Director may grant variances to the parking requirements for up to and including five vehicles. Variances for greater than five vehicles must be granted by the Planning Commission.
- C. Variances approved under this section are not transferable and are valid only for the specific occupancy or use for which they are granted. Any new use proposed for a structure or on property for which a parking variance has been granted, regardless if such new use is in the same land use category as the old use, must either provide the required parking or receive separate approval of a parking variance.
- D. All variances shall be recorded by the applicant in the Deed Records of Yamhill County for the purpose of informing any new occupant or owner that the property has been granted a variance and may be subject to conditions.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Parking Variance for Historic Structure application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the proposed parking and existing improvements, and a map showing available public and private parking within 300 feet of the site. The Planning Director (or the Planning Commission, if appropriate) may require the provision of other drawings or material essential to the understanding of the variance request.
- Compliance of Neighborhood Meeting Requirements (only applicable for Planning Commission hearing).

- Payment of the applicable review fee.

Review Process

- A. The Planning Director or Planning Commission shall base their decision on the factors listed in Section 17.60.150(C) (Parking Variance for Historic Structures) of the Zoning Ordinance and shall either approve, approve with conditions, or deny the application.
- B. An application for a variance request for up to and including five (5) parking spaces is reviewed by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance.
- C. An application for a variance request for more than five (5) parking spaces is reviewed by the Planning Commission at a public hearing. The procedure for a public hearing is stated in Sections 17.72.120 (Applications – Public Hearings) through 17.72.130 (Public Hearing Process) of the Zoning Ordinance.
- D. The Planning Director or Planning Commission may impose conditions on the parking variance which:
 - 1. Preserve the site or structure or preserve the character of the area;
 - 2. Ensure that alterations to the structure are compatible with the historic or architectural character of the structure or neighborhood;
 - 3. Preserve the existing landscaping;
 - 4. Limit the hours of operation of the use or occupancy;
 - 5. Minimize adverse impacts on neighboring property owners.
- E. A decision made by the Planning Director may be appealed to the Planning Commission as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance. A decision made by the Planning Commission may be appealed to the City Council as stated in Section 17.72.180 (Appeal from Ruling of Planning Commission) of the Zoning Ordinance.



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Parking Variance for Historic Structure Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Historic Inventory Number: _____ **Historic Classification:** _____

Variance: Required Parking Spaces _____ Requested reduction to _____

The following questions must be answered in detail. Use additional pages where necessary.

1. State the nature of the request in detail. _____

2. Is the variance requested the minimum variance which would allow the use while preserving the structure? Explain. _____

3. What is the expected traffic generation of the proposed use? Is it less than the required parking would indicate? _____

4. What is the peak time use of the proposed use? How does that compare with other uses in the neighborhood? _____

5. What is the general character of the surrounding neighborhood? Is it commercial, residential, or mixed-use in nature? _____

6. To what degree would the granting of the variance cause an adverse impact on the neighborhood? _____

7. How many public parking spaces, including street parking spaces, are available in the vicinity of the site? _____

8. What is the intended use of the structure if the variance is not granted? _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing how the structure and proposed parking is situated on the lot, and maps showing available public and private parking within 300 feet of the site. Other data or information may also be included which would help substantiate or clarify your request.*
- Compliance of Neighborhood Meeting Requirements (only applicable for Planning Commission hearing).
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date