

Transitional Parking Permit Information & Submittal Requirements



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

Overview

Through the transitional parking permit process, a property located in a commercial or industrial zone may utilize a lot or portion of a lot in a residential zone for parking spaces which are in addition to those required by the commercial or industrial zone. The applicant must meet all of the off-street parking and loading requirements contained in Chapter 17.60 (Off-Street Parking and Loading) of the McMinnville Zoning Ordinance, in addition to those listed below unless the property is a preexisting, nonconforming use and the granting of transitional parking will be in the best interests of the city and surrounding environs.

Submittal Requirements

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

- A completed Transitional Parking Permit application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size) of the proposed site showing buildings, streets, ingress and egress traffic flow diagram, and landscaping.
- Payment of the applicable review fee.

Review Process

An application for a transitional parking permit is subject to a review by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance. When applying for a transitional parking permit, the applicant must demonstrate that the following criteria have been met:

- A. The residentially zoned property must be contiguous to the benefited commercial or industrial zoned property and may not be across any street or portion thereof; further, any transitional parking use shall not result in residential zoned property being bounded on three or more sides by parking use and/or commercial or industrial zoned properties or any combination thereof;
- B. The side, rear, and front yard setbacks of the transitional parking area shall not be less than seven-and-one-half feet. The applicant shall establish a wheel bumper curb three feet from the point at which any side or rear or front yard commences, save and except rear and side yard setbacks may be used only for parking purposes when the setbacks are a part of a contiguous boundary between commercial and industrial zoned property and the residential zoned property which is to be used for parking purposes; and

- C. The applicant/user shall, as a condition of the granting of a transitional parking permit, provide and permanently maintain an evergreen hedge along the side and back yard of properties which adjoin property zoned residential. The hedge shall be not less than three feet in height at the time of planting and shall be of a kind or variety which is capable of reaching a height of at least six feet. In addition, a permanent fence or wall of three feet shall also be erected along the side and back yard properties which adjoin property zoned residential.

Requests for transitional parking are approved for periods not to exceed five years. The applicant may apply for an extension upon compliance with the requirements outlined in Chapter 17.60 (Off-Street Parking and Loading) of the Zoning Ordinance and subsequent approval by the Planning Director.

A decision made by the Planning Director may be appealed to the McMinnville Planning Commission as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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Office Use Only:

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

Transitional Parking Permit

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 _____

Transitional Parking

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 _____

Transitional Parking Site Location:

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

1. State reason(s) for requesting a transitional parking permit: _____

2. Is there commercial or industrial zoned property within 200 feet of the benefited property which could be used for parking? No Yes If yes, why is that property not being used to satisfy your parking needs? _____

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

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the proposed site including buildings, streets, ingress and egress traffic flow diagram, and landscaping.*
- 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

Transitional Property Owner's Signature

Date