



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

September 10, 2020

Samantha Coponen
National Urgent Care Development LLC
3221 W. Big Beaver Road – Suite 111
Troy, MI 48084

Re: Tentative Partition Approval (Docket MP 3-20)

Dear Ms. Coponen:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (MP 3-20) to partition an approximately 0.96 acre parcel of land into two (2) parcels approximately 0.396 and 0.566 acres in size. The subject site is located at 1755 SW Baker Street. The property is also identified as Tax Lot 300, Section 29BD, T. 4 S., R. 4 W., W.M.

The Planning Department reviewed your application against the criteria of Section 17.53.060 (Submission of Tentative Partition Plan) 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 tentative partition application was provided to property owners within 100 feet of the subject site and partner agencies. The Planning Department did not receive one any public testimony on the proposed tentative partition during the public comment period.

Based on the material submitted and the Planning Department evaluation, I have **APPROVED** your request for a tentative partition (MP 3-20), subject to conditions.

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

1. The applicant shall submit to the City Engineer, for review and approval, a utility plan for the subject site. At a minimum, this plan shall indicate the manner in which separate sanitary sewer, storm sewer, and water services will be provided to each of the proposed lots. Each lot will need to be served by a separate sanitary sewer lateral and connection to the public sewer main. Easements and maintenance agreements as may be required by the City Engineer for the provision, extension and maintenance of these utilities shall be submitted to the City Engineer for review and approval prior to filing of the final plat. All required utilities shall be installed to the satisfaction of the responsible agency prior to the City’s approval of the final plat.

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2. That the final partition plat shall reflect that the access for Parcel 1 and Parcel 2 shall be limited to a joint driveway access onto SW Baker Street (Highway 99W). Private access easements\cross easements shall be shown on final plat.
3. SW Baker Street (Highway 99W) is classified as a major arterial street in the City's adopted Transportation System Plan. The adopted right-of-way width for a major arterial street is 104' total right-of-way width. The dedication of additional right-of-way to provide 52' from ROW centerline along the property's SW Baker Street (Highway 99W) frontage shall be required prior to approval of the final plat.
4. Prior to approval of the final plat, the applicant shall dedicate a 10' wide public utility easement along the property's SW Baker Street (Highway 99W) frontage.
5. That prior to the City's approval of the final plat, the applicant shall improve SW Baker Street (Highway 99W) to Major Arterial street standards, as identified in Section 17.53.101(B) of the McMinnville Municipal Code, along the property's frontage. Based on the existing street improvements, the necessary improvements would include: widening of the existing sidewalk to 8 feet in width and maintenance of the existing striped bicycle lane, including re-striping if necessary after the construction of the access to the subject site.
6. That the applicant shall apply for and secure any permits or agreements necessary from the Oregon Department of Transportation (ODOT) for the proposed new State Highway Approach (access), site drainage, right-of-way construction work associated with any required improvements in the highway right-of-way, and required right-of-way dedication. An application form for ODOT's right-of-way dedication process was provided by ODOT and is attached to the decision document. Questions may be directed to Casey Knecht, Development Review Coordinator, ODOT Region 2, at 503-986-5170 or by email at casey.knecht@odot.state.or.us
7. Two copies of the final partition plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.
8. That approval of this tentative plat will expire 12 (twelve) months after the date of issuance of this letter. If the final plat has not been submitted prior to expiration of the tentative plat, or a written request for an extension of this approval has not been submitted and approved within that same period, the applicant must resubmit a tentative plat for further consideration, and comply with regulations and conditions applicable at that time.
9. This partition will not be considered a legal partition until such time that a copy of the recorded document is provided to the City of McMinnville's Planning Department.

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 September 25, 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.

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If you have any questions regarding this matter, please feel free to contact me at (503) 434-7311.

Sincerely,



Heather Richards, PCED
Planning Director

HR:sjs

c: Stephanie Runkle, ISG, 201 Main Street – Suite 1020, La Crosse, WI 54601 – *SENT VIA EMAIL*
Mitchell Workmon, ISG, 6465 Wayzata Blvd – Suite 970, Minneapolis, MN 55426 – *SENT VIA EMAIL*
Mike Bisset, Community Development Director

Attachments: *DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A TENTATIVE PARTITION AT 1755 SW BAKER STREET (Docket MP 3-20).*