



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

June 12, 2017

Denny Elmer
Heiser Addition LLC
P.O. Box 237
McMinnville, OR 97128

Re: Docket S 1-17

Dear Mr. Elmer:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (S 1-17) requesting a minor modification to the Heiser Addition residential subdivision approval. The modification request would shift the planned alignment of Heath Street to the eastern edge of the property and reconfigure the lot layout. The subject site is located at 2946 SW Redmond Hill Road and is more specifically described as Tax Lot 1200, Section 24, T. 4 S., R. 5 W., W.M. The Planning Department reviewed your applications against the criteria of Section 17.53.07 (Submission of Tentative Subdivision Plan) of the McMinnville Zoning Ordinance for compliance. Under the provisions of Section 17.72.110(A) (Applications – Director’s Review with Notification) of the McMinnville Zoning Ordinance, notice of the proposed partition was provided to property owners within 100 feet of the subject site.

Based on the material submitted and the Engineering Department and Planning Department evaluations, I have approved your request for a minor modification to the Heiser Addition residential subdivision approval (S 1-17), subject to the following conditions.

Attached is the Decision Document with the Decision, Conditions of Approval, Findings of Fact and Conclusionary Findings for the approval of your land-use application. The conditions of approval are also outlined below:

1. That extension agreements as necessary are required for water and electric services to the site which shall include development fees and engineered/approved drawings. The applicant shall contact McMinnville Water and Light for details. The applicant shall also fill out a Subdivision Design application and pay applicable design fees.
2. That the applicant install fire hydrants to serve this development, as may be required by the McMinnville Fire Department. Also, that if fire hydrants are required, they shall be in working order prior to the issuance of building permits.
3. That all existing structures shall be demolished (with appropriate permits from the Building Division) prior to recording of the subdivision plat.

4. That if the property owner wishes a one-year extension of the Commission approval of this tentative plan under the provisions of Section 16 of Ordinance No. 3702, a request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.
5. That the final plat shall include 10-foot utility easements along both sides of all public rights-of-way for the placement and maintenance of required utilities.
6. That the final plat shall include use, ownership, and maintenance rights and responsibilities for all easements and tracts.
7. That the applicant shall secure from the Oregon Department of Environmental Quality (DEQ) any applicable storm runoff and site development permits prior to construction of the required site improvements. Evidence of such permits shall be submitted to the City Engineer.
8. That the applicant shall submit evidence that all fill placed in the areas where building sites are expected is engineered. Evidence shall meet with the approval of the City Building Division and the City Engineering Department.
9. That the required public improvements shall be installed to the satisfaction of the responsible agency prior to the City's approval of the final plat. Prior to the construction of the required public improvements, the applicant shall enter into a Construction Permit Agreement with the City Engineering Department, and pay the associated fees.
10. That the applicant shall submit a draft copy of the subdivision plat to the City Engineer for review and comment which shall include any necessary cross easements for access to serve all the proposed parcels, and cross easements for utilities which are not contained within the lot they are serving, including those for water, sanitary sewer, storm sewer, electric, natural gas, cable, and telephone. A current title report for the subject property shall be submitted with the draft plat. Two copies of the final subdivision 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.
11. That any wells on the site need to be located and either abandoned by an approved contractor or water rights for the well assigned to a lot or lots.
12. That park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.
13. That geotechnical engineering design foundations shall be required for each lot as part of building permit submittal.

TRANSPORTATION

14. That the final plat shall reflect that direct vehicular access to SW Redmond Hill Road for proposed lot 4 is not permitted.
15. That SW Redmond Hill Road shall be improved to City standards to include installation of a 5' wide sidewalk and 5' wide park strip meeting the City's Land Division Ordinance standards.

16. That the interior streets shall be improved with a 28-foot wide paved section, 5-foot wide curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by the McMinnville Land Division Ordinance for local residential streets, with the exception that the north/south street (Heath Street) will not be required to install the sidewalk on the eastside of the proposed street until such time that property to the east develops.
17. That street grades and profiles shall be designed and constructed to meet the adopted Land Division Ordinance standards and the requirements contained in the Public Right-of-Way Accessibility Guidelines (PROWAG). Additionally, corner curb ramps shall be constructed to meet PROWAG requirements.
18. That the applicant shall coordinate the location of clustered mailboxes with the Postmaster, and the location of any clustered mailboxes shall meet the accessibility requirements of PROWAG and the State of Oregon Structural Specialty Code.
19. That the applicant shall install barricades at the southern terminus of proposed SW Heath Street and the western terminus of proposed SW Grayson Lane, consistent with City standards. The barricades shall include signage with text stating: "This Street is planned for extension to serve future development."
20. That on-street parking will not be permitted within a 30-foot distance of street intersections measured from the terminus of the curb returns.
21. That the City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associated with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat.
22. That the applicant shall submit cross sections for the public street system to be constructed. Cross sections shall depict utility location, street improvement elevation and grade, park strips, sidewalk location, and sidewalk elevation and grade. Said cross sections shall be submitted to the City Engineer for review and approval prior to submittal of the final plat. All such submittals must comply with the requirements of 13A of the Land Division Ordinance and must meet with the approval of the City Engineer.
23. That the applicant shall obtain all necessary permits from the Yamhill County Public Works Department for the work in Redmond Hill Road, and shall construct any improvements to Redmond Hill Road required by the County Engineer.
24. That upon completion of the subdivision utility work, the applicant shall complete an overlay of SW Redmond Hill Road as directed by the City Engineer and County Engineer.

SANITARY SEWER

25. That a detailed, engineered sanitary sewage collection plan, which incorporates the requirements of the City's adopted Conveyance System Master Plan, must be submitted to and approved by the City Engineering Department. Any utility easements needed to comply with the approved sanitary sewage plan must be reflected on the final plat. Any offsite public easements must be dedicated to and accepted by the City prior to the City's approval of the final plat.

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26. That the existing septic tank(s) on the site shall be abandoned, filled, and capped, or removed, in accordance with the requirements of the City Engineer and the Yamhill County Sanitarian.

STORM DRAINAGE

27. That a detailed, engineered storm drainage plan, which satisfies the requirements of the City's Storm Drainage Master Plan must be submitted to and approved by the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat.
28. That if the final storm drainage plan incorporates the use of backyard collection systems and easements, such systems must be private rather than public, and private maintenance agreements for them must be approved by the City prior to the City's approval of the final plat. The maintenance agreements shall include requirements that drainage channels / facilities within the storm drainage easements shall be kept in their designed condition, and that no fill or other construction activities (including the construction of fences) will be allowed within those areas.
29. That no additional storm drainage runoff shall be conveyed onto any adjacent property without the appropriate public and/or private storm drainage easements. Copies of recorded private easements must be provided to the City prior to the City's approval of the final plat. Any offsite public easements must be dedicated to and accepted by the City prior to the City's approval of the final plat.
30. That prior to the construction of any private storm facilities, the applicant shall obtain the necessary permits from the City's Building Division.

This letter shall act as official notification of my decision. An appeal of this decision may be made to the Planning Commission if notice of intent to appeal is filed in the Planning Department no later than June 27, 2017. If no appeal is filed by this date, the decision shall be considered final.

Sincerely,



Heather Richards, PCED
Planning Director

HR:sjs

c: Mike Bisset, Community Development Director
Trena McManus, McMinnville Water and Light

Attachments: *DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A MINOR MODIFICATION REQUEST TO THE HEISER ADDITION RESIDENTIAL SUBDIVISION. (Docket S 1-17)*