



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

August 3, 2017

Alan Ruden
Alan Ruden, Inc.
PO Box 570
McMinnville, OR 97128

Re: Docket S 4-17

Dear Mr. Ruden:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (S 4-17) requesting a minor modification to the previously approved Bungalows at Chegwyn Village Phase III 49 lot residential subdivision plan (S 2-16). The modification request would change lot 76 on the platted subdivision map from a single-family lot to a duplex lot. The subject site is located generally north of NE Samson Street and east of NE Hembree Street and is more specifically described as a portion of Tax Lot 2100, Section 09, T. 4 S., R. 4 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 Bungalows at Chegwyn Village Phase III residential subdivision approval (S 4-17), 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:

TRANSPORTATION

1. The final plat shall reflect that access to Hembree Street for lots 76 – 82 and 95 – 99 is not allowed.
2. Hembree Street adjacent to the development shall be improved with a total of 18-feet of pavement east of centerline, a curbside planting strip, and a five-foot wide sidewalk. The saw-cut location for the proposed street widening shall be as directed by the City Engineer.
3. If the applicant proceeds with the proposed meandering sidewalk along Hembree Street, the final plat shall reflect the dedication of an eight-foot wide public access easement adjacent to the Hembree Street right-of-way on lots 76 – 82 and 95 – 100.

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4. The interior streets shall be improved with a 28-foot wide paved section, five-foot wide curbside planting strips, and five-foot wide sidewalks placed one (1) foot from the property line within a 50-foot wide right-of-way, as required by Chapter 17.53 (Land Division Standards) of the McMinnville Zoning Ordinance for local residential streets.
5. The applicant shall install a barricade at the northern terminus of proposed NE Joel Court (to be identified as Joel Street on the subdivision plat) and at the eastern terminus of proposed NE Autumn Ridge Drive, consistent with City standards. The barricades shall include signage with text stating: "This street is planned for extension to serve future development."
6. On-street parking will not be permitted within a 30-foot distance of street intersections measured from the terminus of the curb returns. Additionally, on-street parking will not be permitted adjacent to where the private alleys intersect NE Autumn Ridge Drive.
7. 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.
8. That the final plat shall include the appropriate access easements for the lots served by the proposed alleys. The private alleys shall have private maintenance agreements which must be approved by the City prior to the City's approval of the final plat.

SANITARY SEWER

9. That a detailed, engineered sanitary sewage collection plan, which incorporates the requirements of the City's adopted Conveyance System Master Plan, and the recommendations of the CH2M Hill Technical Memorandum entitled "*Autumn Ridge and Westside Pump Station Hydraulic Analysis for the Bungalow Phase III Development*" (CH2M Hill; July 20, 2016) 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.

STORM DRAINAGE

10. That a detailed, engineered storm drainage plan, which satisfies the requirements of the City's Storm Drainage Master Plan, and that demonstrates that the existing downstream storm drainage system has adequate capacity, 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.
11. If the final storm drainage plan incorporates the use of backyard collection systems and easements, including those in the proposed alleys, 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.
12. Prior to the construction of any private storm facilities, the applicant shall obtain the necessary permits from the City's Building Division.
13. 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.

MISCELLANEOUS

14. That the proposed Joel Court shall be identified as Joel Street on the final plat.
15. That the final plat shall include 10-foot public utility easements along both sides of all public rights-of-way for the placement and maintenance of required utilities.
16. That the final plat shall include use, ownership, and maintenance rights and responsibilities for all easements and tracts.
17. 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.
18. That the applicant 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.
19. 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.
20. 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 (2) 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.
21. That the applicant shall provide for a landscape design and irrigation plan for the planter strip on Hembree Street that, to the extent practicable, is consistent with the landscaping provided for the Hembree Street planter strip within The Bungalows at Chegwyn Village Phase I and Phase II. Plans shall be submitted to the Landscape Review Committee for review and approval. All required plantings and irrigation along Hembree Street shall be installed prior to recording of the final subdivision plat.
22. That the applicant shall submit a street tree plan for the park strips along the interior public streets, and the section of Hembree Street adjacent to this proposal. The plans shall identify species, caliper size, and spacing for all proposed trees. Plans will be forwarded for review and approval by the Landscape Review Committee and by McMinnville Water & Light. All street trees shall have a two-inch minimum caliper measured at six (6) inches above ground surface, shall exhibit size and growing characteristics appropriate for the particular planting strip, and shall be spaced as appropriate for the selected species and as may be required for the location of above-ground utility vaults, transformers, light poles, and hydrants. In addition, street trees shall not be planted within 30 feet of street intersections.

All street trees shall be of good quality and shall conform to American Standard for Nursery Stock (ANSI Z60.1). The Planning Director reserves the right to reject any plant material that does not meet this standard.

Street trees shall be planted in accordance with the approved street tree plan. All required trees shall be installed by the applicant prior to final platting, or security equal to 120 percent of the cost of installing the required street trees shall be posted with the City. The amount and form of such security shall be as required by the Planning Director.

For trees not installed prior to final platting, each year the applicant/owner shall install street trees, from November 1 to March 1, adjacent to those properties on which a structure has been constructed and has received final occupancy, or adjacent to any non-buildable tracts for which street trees are required. This planting schedule shall continue until all platted lots have been planted with street trees. It shall be the applicant's responsibility to relocate trees as may be necessary to accommodate individual building plans. The applicant shall also be responsible for the maintenance of the street trees, and for the replacement of any trees that may die due to neglect or vandalism, for two years from the date of planting.

23. That restrictive covenants (CC & R's) shall be prepared for the development and must meet with the approval of the Planning Director. The submitted CC & R's shall indicate any necessary maintenance agreements between each lot approved for zero lot line construction for the garages and each neighboring property in addition to developed "no-parking" standards and enforcement within the alley and individual aprons, and maintenance agreements for common areas. The CC & R's shall also require that placement of trash and recycling containers be allowed only on the adjacent lots and their driveways to the alleys. Such containers are not to be stored anywhere within the 20-foot-wide alleyway at any time.
24. 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.
25. That fencing in the rear of all lots shall be no closer than ten (10) feet from each building lot's rear property line.
26. That nothing in these conditions may be construed to require lesser standards than those required by Chapter 17.53 (Land Division Standards) of the McMinnville Zoning Ordinance and all requirements of that ordinance shall be met, unless otherwise permitted by the planned development overlay for the subject development.
27. That the applicant shall design the duplex to reflect the same character and craftsman bungalow architecture of the neighborhood, retaining the same form of a single-family structure with the function of a duplex.
28. That approval of this tentative subdivision plat will expire 12 (twelve) months after the date of mailing of said approval. If the owner of the property wishes a one-year extension of the Commission approval of this tentative plan under the provisions of Section 17.53.075 (Submission of Final Subdivision Plat) of the McMinnville Zoning Ordinance, 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 the approval. If the final plat has not been submitted prior to expiration of the tentative plat, and if an extension request has not been submitted and approved, the applicant must resubmit a tentative plat for further consideration, and comply with the regulations and conditions applicable at the time of submittal.

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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 August 18, 2017. If no appeal is filed by this date, the decision shall be considered final.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Richards", written in a cursive style.

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 BUNGALOWS AT CHEGWYN VILLAGE PHASE III RESIDENTIAL SUBDIVISION. (Docket S 4-17)*