



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

February 1, 2018

Dan O'Brien
Michelbook Country Club
1301 NW Michelbook Lane
McMinnville, OR 97128

Re: Docket MP 8-17

Dear Mr. O'Brien:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (MP 8-17) to partition off two (2) parcels approximately 10,000 and 32,000 square feet in size from the existing Michelbook Golf Course property, which is approximately 140 acres in size. The subject site is located at 1301 NW Michelbook Lane, and is more specifically described as Tax Lot 1400, Section 17, T. 4 S., R. 4 W., W.M. The Planning Department reviewed your applications against the criteria of Section 17.53.060 (Submission of Tentative Partition Plan) and Chapter 17.12 (R-1 Single Family Residential Zone) of the McMinnville Zoning Ordinance for compliance.

Under the provisions of Section 17.72.110 (Applications – Director's Review with Notification) of the McMinnville Zoning Ordinance, notice of the proposed minor partition application was provided to property owners within 100 feet of the subject site. The Planning Department received a number of items of public testimony on the proposed minor partition during the public comment period.

Based on the material submitted, the testimony provided, and the Planning Department evaluation, I have approved your request for a minor partition (MP 8-17), 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 a draft copy of the partition 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 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.

2. 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 all existing public utilities located on tax lot R4417 01400, and 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 connection to a public sanitary 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. The final partition plat shall reflect all existing easements on tax lot R4417 01400, as indicated in the current title report. Public utility easements shall be dedicated on the final partition plat over all existing public utilities where no such easement currently exists. All required utilities shall be installed to the satisfaction of the responsible agency prior to the City's approval of the final plat.
3. The final partition plat shall reflect the dedication of additional right-of-way, if necessary, equaling 33' total from centerline along the site's Michelbook Lane frontage.
4. Prior to the City's approval of the final partition plat, all existing driveways on tax lot R4417 01400 shall be upgraded to meet current Public Right-of-way Accessibility Guidelines (PROWAG).
5. The final plat shall include a 10-foot utility easement along the Michelbook Lane public right-of-way for the placement and maintenance of required utilities.
6. The final partition plat shall reflect that the northern property line of proposed Lot 2 (32,000 square foot lot) be located south of the existing easement that provides access to The Manors at Michelbook, which is located west of the proposed Lot 2 and is more specifically described as Tax Lot R4417CD90100. The Manors at Michelbook properties are currently accessed from Michelbook Lane through the subject site (Tax Lot R4417 01400).
7. That the existing mature fir trees located within the proposed Lot 2 (32,000 square foot lot) and adjacent to the properties located in the Shadowood Greenways subdivision be retained to provide buffering between the future uses on Lot 2 and the adjacent properties, as shown on the Michelbook Country Club master plan approved by Ordinance 4156 (Docket ZC 8-61). Prior to any construction activity, a tree removal plan shall be submitted to the Planning Department and approved by the Planning Director. Any tree being retained within or adjacent to Lot 2 shall be protected during any future construction activity. Specifically, protection shall be provided within the critical root zone of any tree in close proximity to any future construction site.
8. Any tree located in the public right-of-way after the dedication of additional right-of-way as required in Condition 3 shall be considered a street tree. The removal of any street tree is required to be reviewed and approved by the Landscape Review Committee as described in Section 17.58.040 of the McMinnville Zoning Ordinance.
9. Prior to the City's approval of the final partition plat, the existing structure located on the proposed Lot 2 (32,000 square foot lot) shall be removed.

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10. Prior to any future partitioning or subdivision of any portion of the properties that are subject to the Michelbook Country Club master plan approved through Ordinance 4156 (Docket ZC 8-61), the master plan shall be updated to reflect the additional partitions or subdivisions. These future updates to the master plan shall be reviewed as a planned development amendment by the Planning Commission and City Council, and shall be subject to the standards and procedures in Chapter 17.51 (Planned Development Overlay) of the McMinnville Zoning Ordinance.
11. 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.

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 February 16, 2018. 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
John B Larsen, Manors at Michelbook, PO Box 63, McMinnville, OR 97128
Wayne & Verla Duryee, 963 NW 11th Street, McMinnville, OR 97128
Patricia Seemueller, 1109 NW Michelbook Lane, McMinnville, OR 97128
Rose Marie Caughran, 1118 NW Springwood Lane, McMinnville, OR 97128

Attachments: *DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A MINOR PARTITION AT 1301 NW MICHELBOOK LANE. (Docket MP 8-17)*