



**PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128**  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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September 7, 2018

Marilyn Worrix  
516 NE 3<sup>rd</sup> Street  
McMinnville, OR 97128

Re: Docket MP 5-18

Dear Ms. Worrix:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (MP 5-18) to partition an approximately 1.86 acre parcel of land into two (2) parcels approximately 0.63 and 1.23 acres in size. The subject site is located at 221 SW Bills Street, and is more specifically described as Tax Lot 3500, Section 20AD, 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) and Chapter 17.15 (R-2 Single Family Residential Zone) of the McMinnville Zoning Ordinance.

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 and partner agencies.

The Planning Department did not receive any public testimony on the proposed minor partition during the public comment period.

Based on the material submitted, and the Planning Department evaluation, I have approved your request for a minor partition (MP 5-18), 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. That the tentative partition plat shall reflect the existing public sanitary sewer line, and corresponding easement that crosses the property on the west side of Cozine Creek. The final partition plat shall reflect the easement location.
2. That prior to final approval of the partition plat, 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 connection to a 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.

Page 2

3. That the final plat shall reflect the dedication of right-of-way for Bills Street along the property's frontage totaling 25 feet north of centerline.
4. That prior to the approval of the final plat, the applicant shall extend Bills Street to accommodate the proposed driveway to serve the proposed parcels, and shall construct a fire department approved turn-around at the terminus of Bills Street.
5. That prior to the approval of the final plat, the applicant shall enter into a non-remonstrance agreement for the future improvement of Bills Street.
6. That the final plat shall note the dedication of a 10 foot wide public utility easement adjacent to the Bills Street right-of-way.
7. That the location of the surveyed location of the 100-year floodplain as indicated on the most recent Flood Insurance Rate Maps (FIRM) as prepared by the Federal Emergency Management Agency (FEMA) be identified on the final plat. The survey datum for the final plat shall be based on the North American Vertical Datum (NAVD) of 1988.
8. That 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.
9. 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.
10. 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. 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 September 24, 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  
Leland MacDonald, Leland MacDonald & Assoc., LLC, 3765 NE Riverside Drive

Attachments: *DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A MINOR PARTITION AT 221 SW BILLS STREET. (Docket MP 5-18)*