



MINUTES

November 21, 2024
Planning Commission
Work Session & Regular Meeting

5:30 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Sidonie Winfield, Dan Tucholsky, Sylla McClellan, Beth Rankin, Brian Randall, Rachel Flores, Meg Murray, Elena Mudrak, and Matt Jones

Members Absent:

Staff Present: Heather Richards – Community Development Director, Tom Schauer – Senior Planner, Taylor Graybehl – Senior Planner, Evan Hietpas – Associate Housing Planner, Matthew Deppe – Associate Planner, and Bill Kabeiseman – Legal Counsel, Bateman Seidel

1. Work Session: Water Master Plan Update (2021 – 2041)

Chair Winfield called the Work Session to order at 5:30 p.m.

Senior Planner Schauer introduced the Water Master Plan update including the water system, regulatory context, Statewide Planning Goal 11 for public facilities and services, and Oregon Administrative Rules for public facilities planning. This would come back to the January 16 Planning Commission meeting.

Community Development Director Richards discussed what needed to be adopted in the Comprehensive Plan in order to implement the program.

Shad Roundy with Jacobs presented the McMinnville Water & Light Water System Plan addendum. He explained the objectives of the addendum, population and demand projections, storage requirements, water supply requirements, water distribution system evaluation and capacity, Capital Improvement Plan summary and costs, and adoption steps.

There were questions regarding conservation efforts, industrial customers and largest water users, wholesale water to Carlton and Lafayette, undergrounding electric lines when streets were torn up for projects, standards for handling fire risk areas, and replacing old infrastructure.

Chair Winfield adjourned the Work Session at 6:20 p.m.

2. Call to Order

Chair Winfield called the regular meeting to order at 6:30 p.m.

3. Citizen Comments

None

4. Minutes

- September 19, 2024

Commissioner Tucholsky moved to approve the September 19, 2024, minutes. The motion was seconded by Commissioner Flores and passed unanimously.

5. Public Hearings

A. Quasi-Judicial Hearing: Planned Development Amendment (PDA 1-24) and Amendment to Subdivision Tentative Plan (S 3-24), No Site Address (Undeveloped), Tax Lot R4524 00801

Request: **PDA 1-24.** The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

The proposal would also revise 43 of the lots currently approved for attached housing to standard lots proposed as detached housing.

S 3-24. The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

Applicant: Holt Homes, Inc. c/o Applicant's Consultant: Zach Pelz, AKS Engineering & Forestry, LLC

Chair Winfield said this public hearing was closed at the last meeting on November 7, but the record was left open for additional testimony until 5 p.m. today. The record was now closed.

Staff Report: Senior Planner Schauer reviewed the applications, criteria, and updated conditions. This was a quasi-judicial decision with the Planning Commission making a recommendation to City Council. It was a request for a Planned Development amendment and subdivision tentative plan amendment for the remaining phases of the Hillcrest Planned Development, approximately 106 acres. He discussed the materials submitted after the November 7 hearing, key updated items, and staff recommendation for approval with conditions.

Commission Deliberation: The Commission discussed the conditions for tree removal mitigation and the applicant's concern regarding the cost, flexibility for planned developments,

play area for the kids, and concern about preserving the uniqueness of the land and larger trees.

Commissioner Tucholsky MOVED to RECOMMEND the City Council APPROVE Planned Development Amendment (PDA 1-24) based on the findings and conditions in the updated decision document except conditions 15 and 23. SECONDED by Commissioner Jones. The motion PASSED 8-1 with Commissioner Mudrak opposed.

Commissioner McClellan MOVED to RECOMMEND the City Council APPROVE Amendment to Subdivision Tentative Plan (S 3-24) based on the findings and conditions in the updated decision document. SECONDED by Commissioner Rankin. The motion PASSED 9-0.

B. **Quasi-Judicial Hearing: Zoning Variance Request (VR 2-24). 2005 NW Michelbook Lane) Tax Lot R4417BD00800**

Request: **VR 2-24.** The applicant is requesting approval of a Zoning Variance to install a pool and fence within the required exterior side yard setbacks of a property. The subject property is located on the corner of NW Michelbook Lane and NW 20th Street. The subject property is zoned R-1 (Low-Density, 9000 SF Lot Residential Zone). All adjacent properties are zoned R-1. The subject site is developed with a single detached house with an attached garage, and a driveway on the south side of the lot accessed from 20th Street.

Applicant: Andrew and Susanne Duvall

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Winfield asked if any Commissioners had visited the site. Many Commissioners had visited the site. Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none.

Staff Report: Associate Housing Planner Hietpas presented the request for a zoning variance. He discussed the criteria and review process, subject property, variance request for the installation of a pool and 6-foot tall fence within the required exterior yard setback, setbacks and standards, background, staff recommendation for approval, public comment of support, decision process, and options.

Applicant's Testimony: Andrew Duvall, applicant, said they were trying to comply with the City's standards and safety requirements. The neighborhood supported the application.

There was no other public testimony.

Commissioner Tucholsky MOVED to CLOSE the public hearing, SECONDED by Commissioner Murray. The motion PASSED 9-0.

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

Commissioner Deliberation: There was concern about the encroachments and pedestrian and bicycle safety. They were in agreement with the proposed four foot solid fence with a two foot pervious top.

Commissioner Tucholsky MOVED to APPROVE Zoning Variance Request (VR 2-24). 2005 NW Michelbook Lane) Tax Lot R4417BD00800 subject to the conditions in the decision document. SECONDED by Commissioner Murray. The motion PASSED 9-0.

C. **Quasi-Judicial Hearing: Northeast Gateway District Review with Waivers (NEG 1-24), 1050 & 1066 NE Alpine Avenue, Tax Lots R4421BA01000 & 01001**

Request: **NEG 1-23.** The applicant is requesting approval of a Northeast Gateway District Review with waivers to place a 17-unit hotel at 1066 NE Alpine Avenue. The application includes a request for a waiver to three (3) development standards of the Northeast Gateway Planned Development Overlay, specifically Sections 7.B.2, 7.I.1, and 7.I.2. The request includes a waiver for the requirement of 60% glazing below a point above the sidewalk for 7.B.2 and 7.I.2 and a waiver for the requirement of regularly spaced and similarly shaped windows on the front façade.

Applicant: Wechter Architecture / Duncan Scovil

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Commissioner McClellan disclosed that she was friends with the applicant but could make an unbiased decision.

Chair Winfield asked if any Commissioners had visited the site. Many Commissioners had visited the site. Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none.

Staff Report: Senior Planner Graybehl presented the request for a 17-unit hotel development in the Northeast Gateway District with three waivers. He reviewed the site plan, elevations, signage, parking, landscape plan and property line adjustment, staff recommendation for approval, existing conditions, Northeast Gateway Plan standards, review procedures, review criteria and compliance, waiver requests and criteria, and conditions of approval.

Commissioner Questions: There were questions regarding the size of the proposed sign.

Applicant's Testimony: Tim Wade, applicant, said the project would build on the momentum of the significant public improvement efforts on Alpine Avenue. He and his wife had been investing in McMinnville for nearly a decade and were excited to make this next contribution to the community. This small hotel was designed to align with the goals of the NE Gateway District, and it would bolster the surrounding businesses.

There were questions about how the parking would operate, annual lease for parking, and potential for more parking if needed.

Proponents: None

Opponents: Greg White and Nathan Zook, business owners on Alpine Avenue, were concerned about the current congestion on Alpine and lack of parking. They suggested there be a plan for parking and to convert some of the large planters on the street into parking.

Community Development Director Richards noted a master planning process would soon be initiated for an update to the Downtown Plan which would include the NE Gateway District.

Rebuttal: None

Commissioner Tucholsky MOVED to CLOSE the public hearing, SECONDED by Commissioner Rankin. The motion PASSED 9-0.

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

Commissioner Deliberation: There was discussion regarding how the conditions could address parking, how the application met the existing code, how the application would bring more cars on Alpine instead of pedestrians, and the possibility that guests could park a little further away and walk.

Commissioner McClellan MOVED to APPROVE Northeast Gateway District Review with Waivers (NEG 1-24), 1050 & 1066 NE Alpine Avenue, Tax Lots R4421BA01000 & 01001 subject to the conditions in the decision document. SECONDED by Commissioner Randall. The motion PASSED 9-0.

6. Discussion – Transitional Housing

Associate Housing Planner Hietpas summarized the work that had been done and then discussed the outline for the upcoming open house including the facilitators, presentation on missing transitional housing opportunities, need and demand, and current proposal, four break out stations, comment cards, and promotion.

The Commission made suggestions for information to share at the open house including how transitional housing in this context did not cause disruption in the neighborhood or reduce property values, how the chutes and ladders approach represented the hardships faced by those in the community and how they became houseless, current unit numbers of transitional housing in the community and projection of what was needed, first person stories, adding a feedback loop for participants, collecting emails for people who wanted to know what was going on next as well as asking for authorization to use statements on comment cards but keeping them anonymous, adding churches to the additional potential attendees, creating flyers in Spanish, adding these questions for the open house: which zoning areas would be appropriate for transitional housing and should the public be informed of transitional housing in their neighborhood, and reaching out to Unidos for Spanish translation at the event.

Community Development Director Richards said they had received about 350 responses on the Housing Production Strategy survey and they wanted to get to 500 in the next week.

7. Commissioner Comments

Commissioner Mudrak thought they should consider small incremental changes to prioritize pedestrians and bicycles over automobiles as they moved forward.

Chair Winfield would be gone for the next meeting.

8. Staff Comments

Staff discussed upcoming meetings and Planning Manager interviews.

9. Adjournment

Chair Winfield adjourned the meeting at 9:14 p.m.