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Planning Department  
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# MINUTES

January 21, 2021  
Planning Commission  
Regular Meeting

6:30 pm  
Zoom Online Meeting  
McMinnville, Oregon

**Members Present:** Roger Hall, Robert Banagay, Gary Langenwalter, Sylla McClellan, Brian Randall, Lori Schanche, Beth Rankin, Dan Tucholsky, and Sidonie Winfield

**Members Absent:**

**Staff Present:** Heather Richards – Planning Director, Amanda Guile-Hinman – City Attorney, Chuck Darnell – Senior Planner, and Ethan Downs – Youth Liaison

## 1. Call to Order

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

## 2. Swear in New Members

City Attorney Guile-Hinman administered the oath of office to Sylla McClellan, Brian Randall, Dan Tucholsky, and Sidonie Winfield.

## 3. Election of Chair and Vice-Chair

Commissioner Langenwalter moved to nominate Roger Hall as Chair for 2021. The motion was seconded by Commissioner Schanche and passed 9-0.

Commissioner Banagay moved to nominate Lori Schanche for Vice Chair for 2021. The motion was seconded by Commissioner Rankin and passed 9-0.

## 4. Planning Commission Group Agreement Review

Chair Hall said this was something the Commission did to make sure they carried on their duties in a professional manner and were polite, courteous, and always keeping in mind what was best for the community. The new Commissioners would need to sign the agreement as soon as possible.

## 5. Approval of Minutes

- **August 20, 2020**

Commissioner Schanche moved to approve the August 20, 2020 minutes. The motion was seconded by Commissioner Langenwalter and passed 9-0.

## 6. Citizen Comments

None

## 7. Work Session:

- **HB 2001 Rule Making / McMinnville Residential Site and Design Review Standard Package**

Senior Planner Darnell gave a presentation on HB 2001 and residential code update. The Planning Department had worked with the consultant on draft development and design standards for housing types which were reviewed by the Planning Commission in May-July 2020. The residential design and development standards would focus on the Great Neighborhood Principles, compatibility with existing neighborhoods, building form, and format that was user friendly. He discussed the different housing types, structure of the document/code, and universal design standards.

There was discussion regarding flexibility in side yard setbacks, allowing zero setbacks, and parking permits/stickers for residents in certain areas.

Senior Planner Darnell then discussed HB 2001, which was commonly referred to as the missing middle housing bill. It required cities of certain sizes to allow “middle housing” in areas that allowed for the development of detached single family dwellings. It included duplexes, triplexes, quadplexes, cottage clusters, and townhouses. Cities with a population over 25,000 (including McMinnville) had to allow the development of all middle housing types in areas zoned for residential use and a duplex on each lot or parcel zoned for residential use. In McMinnville, development of detached single-family dwellings was allowed in R-1, R-2, R-3, R-4, and O-R zones. Cities were required to adopt land use regulations and Comprehensive Plan amendments to address HB 2001 by June 30, 2022. There was a process to allow cities to identify infrastructure issues and request an extension to address the issues. Extension requests were due by June 30, 2021. DLCD had adopted a model code and if a city did not implement its own code/plan amendments prior to the deadline, the model code applied directly. He discussed the applicability of the middle housing rules.

There was discussion regarding creating local regulations for riparian corridors.

Senior Planner Darnell discussed the provisions required for large cities.

There was discussion regarding the number of units allowed for each housing type and only allowing ADUs as attached units.

Senior Planner Darnell explained the definitions and siting standards for duplexes, triplexes, and quadplexes as well as parking requirements for triplexes and quadplexes.

There was discussion regarding how this created denser housing and less off street parking, need for equity in parking as most households had two or more cars, need for a more robust transit system, other cities impacted by these mandates, encouraging developers to provide more parking than required, and maintaining the City’s local value system.

Senior Planner Darnell discussed the definition and siting standards for townhouses and cottage clusters. He then reviewed the general requirements for siting and design standards.

There was discussion regarding how these regulations applied to both rental and ownership properties.

Senior Planner Darnell discussed the City work plan for HB 2001. Grants had been obtained from DLCD to assist with updating the draft residential development and design standards as well as the infrastructure deficiency analysis. The grant work needed to be completed by May 31, 2021. He gave the timeframe and scope of work for the code update work.

Planning Director Richards reported on the infrastructure deficiency analysis that would be done.

There was discussion regarding possible controversy over the increased density, getting the information out to the public, creating a task force, holding charrettes, maximizing the built environment on the lot to have a larger rear setback, and adapting street requirements to provide more space for children to play and for on street parking.

## 8. Commissioner Comments

None

## 9. Staff Comments

- **UGB Update**

Planning Director Richards gave an update on the UGB amendment. There was one objection from an adjacent property owner and the state was reviewing it as well as reviewing the proposal. The decision would be made by March 2021.

There was discussion regarding the basis for the objection and area planning that still needed to be done.

- **2021/2022 PC Work Program Update**

Planning Director Richards discussed the long range planning needs assessment, five year work plan, work that was done last year, projects underway, and upcoming work. Some of the items were being moved to this year per direction of the City Council, including the Transportation System Plan update, Wastewater Master Plan update, Water Master Plan update, and Fox Ridge Road area plan. It was a heavy lift and she was in process of scheduling the work.

All Commissioners introduced themselves.

## 10. Adjournment

Chair Hall adjourned the meeting at 8:52 p.m.



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Heather Richards  
Secretary