



City of McMinnville
Planning Department
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MINUTES

October 6, 2022
Planning Commission
Regular Meeting

6:30 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Brian Randall, Beth Rankin, Sidonie Winfield, Sylla McClellan, Dan Tucholsky, Matt Deppe, Gary Langenwalter, and Lori Schanche

Members Absent:

Staff Present: Heather Richards – Planning Director

1. Call to Order

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

2. Citizen Comments

None

3. Minutes

- **July 7, 2022**

Commissioner McClellan moved to approve the July 7, 2022 minutes. The motion was seconded by Commissioner Tucholsky and passed 7-0-1 with Commissioner Schanche abstaining.

4. Action Items:

A. Short-Term Rental (STR 7-22)

Request: Request for approval of a permit to use the existing dwelling as a Short-Term Rental

Location: 790 NW 21st Street - Tax Lot R4417AC 02344

Applicant: Emily (Joyce) LaGow

Planning Director Richards said this hearing was continued from September with the oral testimony closed and written record open for seven days to allow the applicant to provide written rebuttal, which the applicant did submit. Staff recommended denial of the application

based on the criteria for parking for five guest rooms and availability of the emergency contact.

There was discussion regarding definition of a guest room, parking requirement, and criteria that were not met.

Commissioner Langenwaller suggested adding two conditions, that the applicant provide a contact that was available 24 hours before the permit was issued and the permit would be revoked if more than four cars were parked at the house at any time.

Commissioner Deppe did not think they should assign intentions, and was inclined to take the applicant at their word. He did not think the applicant had time to comply.

There was discussion regarding staff capacity, compliance with the rules, and how the applicant did not correct the application after the hearing was continued.

Based on the findings of fact and conclusionary findings, Commissioner McClellan MOVED to DENY short-term rental (STR 7-22); SECONDED by Commissioner Langenwaller. The motion PASSED 7-1 with Commissioner Deppe opposed.

City Attorney Kabeiseman gave options for denial of short term rental applications that were doing business without a permit.

5. Work Session Discussion

Long Range Planning Project Advisory Committees

- Fox Ridge Road Area Plan
- Transportation System Plan Update
- Housing Needs Analysis / Economic Opportunity Analysis Update

Planning Director Richards said staff was working on long range planning and as part of the process had created project advisory committees. She asked for Planning Commissioner volunteers to be on these committees.

Chair Winfield and Commissioner Langenwaller volunteered for the Fox Ridge Road Area Plan, Commissioner Rankin and Schanche volunteered for the Transportation System Plan update, and Commissioner Deppe volunteered for the Housing Needs Analysis

6. Commissioner Comments

None

7. Staff Comments

Planning Director Richards discussed staff vacancies.

City Attorney Kabeiseman reviewed what constituted ex parte contacts.

8. Adjournment

Chair Winfield adjourned the meeting at 7:19 p.m.