



City of McMinnville
Planning Department
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MINUTES

November 16, 2023
Planning Commission
Work Session & Regular Meeting

6:30 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Sidonie Winfield, Matt Deppe, Megan Murray, Beth Rankin, Rachel Flores, Gary Langenwalter, Sylla McClellan, and Brian Randall

Members Absent: Dan Tucholsky

Staff Present: Heather Richards – Community Development Director, Tom Schauer – Senior Planner, Adam Tate – Associate Planner, David Ligtenberg – City Attorney, and Bill Kabeiseman – Bateman Seidel

1. Work Session – Work Plan Development

Chair Winfield called the Work Session to order at 5:39 p.m.

Community Development Director Richards discussed the current five-year Work Plan and her suggestions for the next two to three years based on state mandates and items that had not been completed yet. Several Commissioners had approached her with other projects as well. She gave a background on how the Work Plan had been created.

The Commission discussed items they would like to see on the plan, including the Downtown Master Plan which was being done by the Urban Renewal Advisory Committee, adding more teeth to the downtown design guidelines, adding more commercial development design standards for the whole City, housing production and state approved housing standards that were an automatic approval at the city level, getting developers to participate in the development of regulations, funding and rebates, affordable housing plan, EV charging station requirements, reworking the Neighborhood Activity Center zone or creating a new mixed use zone, incentives for apartments and infill, transit stops at developments, ADA plan, 20 minute neighborhood planning, and County facilities downtown.

Community Development Director Richards said staff would work on incorporating these ideas into the Work Plan.

Chair Winfield adjourned the Work Session at 6:25 p.m.

2. Call to Order

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

3. Citizen Comments

Larry Tool, McMinnville resident, spoke about the short-term rental application from the last meeting. He gave suggestions for the Commission when making these decisions. They included changes to meeting notices, hybrid meetings, conflicts of interest, and personal attacks.

4. Public Hearings

A. Quasi - Judicial Hearing: Planned Development Amendment (PDA 5-23), Three Mile Lane Review (TML 4-23), Landscape Plan Review (L 38-23 and Minor Variance (VR 3-23), Southern end of SE Norton Lane (West of Norton Lane)

(Continued from November 2, 2023)

Requests: Concurrent review and approval of four applications for the Norton Landing 138-unit multi-dwelling development, which consists of seven three-story buildings: a Planned Development Amendment for approval of a Master Plan (PDA 5-23); a Three Mile Lane Review (TML 4-23), a Landscape Plan Review (L 38-23), and a Minor Variance (VR 3-23). Tax Lot R4427 00701

Applicant: Reiter Design Architect Incorporated c/o Scott Reiter, on behalf of property owner KWDS, LLC c/o Chad Juranek.

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. She asked if any Commissioner had visited the site since the last hearing.

Commissioner McClellan 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 Schauer said this was a request for approval of a Planned Development amendment for flexibility for certain standards, Three Mile Lane review, Landscape Plan review, and height variance for Norton Landing, a 138-unit residential development. The hearing had been continued from the November 2 meeting. He explained what was currently in the record, the subject site, revised site plan, revised elevations, applications, issues raised at the November 2 meeting, revised submittal and proposed updates and revisions, key conditions, and additional/revised conditions. Staff recommended approval with conditions.

Scott Reiter, representing the applicant, said they had revised the application to address the issues raised regarding compliance with the Three Mile Lane Area Plan policies. He discussed how the overall site plan and landscape plan had been changed, as well as the building elevations. Materials and design elements proposed to be incorporated into the site and building

design included board and batten siding, timber-framed gable entry roof forms, metal roofing, wine barrel planters throughout the site, and grape vine trellis rows. They had also incorporated a 10-foot pedestrian/bike pathway through the site with cherry trees along the pathway, a site map-EMS directory sign, and increased the westerly landscape buffer to 12 feet to accommodate the 2-foot standard parking stall wheel overhang. He showed enlarged partial site plans and revised building elevations to illustrate the changes.

There was discussion regarding how there would not be a play structure due to liability issues, how they would put in infrastructure for EV charging stations but none would be installed at this time, how the charging stations would be installed when the need arose and it would be lower voltage for overnight charging, how long it would take for the shrubbery to fill in to be site obscuring, including recreation activities per the Three Mile Lane plan like play structures or sports courts, and how the applicant welcomed families but due to noise and liability only wanted to provide open space.

Jeff Kreeel, landscape architect, said the landscape plants were spaced four to five feet on center and they were using five gallon plant material. He thought it would be five years to get to a six foot height and width.

Proponents: None

Opponents: None

Rebuttal: Mr. Reiter had confirmed with the applicant that they were willing to put in a play structure.

Chair Winfield encouraged the applicant not to charge the tenants for putting in the low voltage EV stations. Commissioner Randall suggested they put in one EV station per building.

Commissioners McClellan and Langenwalter would be abstaining as they were not present at the last hearing.

Commissioner Deppe MOVED to CLOSE the public hearing. SECONDED by Commissioner Rankin. The motion PASSED 7-0-2 with Commissioners McClellan and Langenwalter abstaining.

Chair Winfield closed the public hearing.

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

Commissioner Randall suggested adding a condition that the applicant provide a site obscuring fence on the west property line prior to occupancy of any unit until the landscaping filled in. The intent was to block headlights into the existing residential area.

There was discussion regarding whether or not they could require putting in more than the existing chain link fence. Mr. Kabeiseman thought it would be allowable.

The site obscuring fence would be added to the conditions for the Planned Development Amendment and Landscape Plan.

Commissioner Deppe MOVED to APPROVE Planned Development Amendment (PDA 5-23), with the amended conditions. SECONDED by Commissioner Flores. The motion PASSED 6-0-2 with Commissioners McClellan and Langenwalter abstaining.

Commissioner Deppe MOVED to APPROVE Three Mile Lane Review (TML 4-23) with the amended conditions. SECONDED by Commissioner Rankin. The motion PASSED 6-0-2 with Commissioners McClellan and Langenwalter abstaining.

Commissioner Deppe MOVED to APPROVE Landscape Plan Review (L 38-23) with the amended conditions. SECONDED by Commissioner Flores. The motion PASSED 6-0-2 with Commissioners McClellan and Langenwalter abstaining.

Commissioner Deppe MOVED to APPROVE Minor Variance (VR 3-23) with the amended conditions. SECONDED by Commissioner Rankin. The motion PASSED 6-0-2 with Commissioners McClellan and Langenwalter abstaining.

B. Legislative Hearing: Comprehensive Plan Amendment and Zoning Ordinance Amendment (Docket G 3-22)

(Continued from September 21, 2023)

Proposal: THE CITY OF MCMINNVILLE IS PROPOSING AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN AND ZONING ORDINANCE FOR A NATURAL HAZARDS INVENTORY AND MANAGEMENT PROGRAM, AS FOLLOWS: Amendment to the McMinnville Comprehensive Plan, Volume I - Background Element, adopting the Natural Hazards Inventory and Management Program Options and Recommendations; amendment to the McMinnville Comprehensive Plan, Volume II – Goals and Policies, adding a new Chapter XI, entitled Natural Features; amendments to the McMinnville Municipal Code, Chapters 17.48, Flood Area Zone, and Chapter 17.49, Natural Hazard Overlay Subdistricts; and the adoption of the Natural Hazard Mitigation Zone (NH-M) and Natural Hazard Protection Zone (NH-P)

Applicant: City of McMinnville

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.

Staff Report: Community Development Director Richards said this was the natural hazards planning project. Due to lack of staff, they had not been able to review comments received. She requested continuing the hearing to January.

Commissioner McClellan MOVED to CONTINUE Comprehensive Plan Amendment and Zoning Ordinance Amendment (Docket G 3-22) to January 4, 2024. SECONDED by Commissioner Langenwalter. The motion PASSED 8-0.

5. Commissioner Comments

None

6. Staff Comments

Community Development Director Richards asked if the Commission needed another Work Session to discuss the Work Plan or if staff should incorporate the items discussed earlier that night and bring it back to the Commission.

There was consensus to have staff incorporate the items and bring it back to the Commission.

Community Development Director Richards discussed upcoming meetings and two empty staff positions.

7. Adjournment

Chair Winfield adjourned the meeting at 8:09 p.m.