

**Planning Commission**  
**Thursday, November 21, 2024**  
**5:30 PM Work Session**  
**6:30 PM Regular Meeting**

**HYBRID Meeting**  
**IN PERSON – McMinnville Civic Hall, 200 NE Second Street, or ZOOM Online Meeting**

*Please note that this is a hybrid meeting that you can join in person at 200 NE Second Street or online via Zoom*

**ZOOM Meeting: You may join online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/89368634307?pwd=M0REY3RVSzFHeFdmK2pZUmJNdkdSZz09>

**Meeting ID: 893 6863 4307**

**Meeting Password: 989853**

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*Public Participation:*

*Citizen Comments: If you wish to address the Planning Commission on any item not on the agenda, you may respond as the Planning Commission Chair calls for "Citizen Comments."*

*Public Hearing: To participate in the public hearings, please choose one of the following.*

- 1) **Written testimony in advance of the meeting** – Email written testimony at any time up to 12 p.m. the day before the meeting to [heather.richards@mcminnvilleoregon.gov](mailto:heather.richards@mcminnvilleoregon.gov), that email will be provided to the planning commissioners, lead planning staff and entered into the record at the meeting.
- 2) **In person at the meeting** – Sign up in advance to provide testimony at the meeting by emailing [heather.richards@mcminnvilleoregon.gov](mailto:heather.richards@mcminnvilleoregon.gov), or sign up at the meeting by filling out a testimony form found at the entry to the hearing chambers.
- 3) **By ZOOM at the meeting** - Join the zoom meeting and send a chat directly to Planning Director, Heather Richards, to request to speak indicating which public hearing, and/or use the raise hand feature in zoom to request to speak once called upon by the Planning Commission chairperson. Once your turn is up, we will announce your name and unmute your mic.
- 4) **By telephone at the meeting** – If appearing via telephone only please sign up prior to the meeting by emailing the Planning Director, [Heather.Richards@mcminnvilleoregon.gov](mailto:Heather.Richards@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom.

----- **MEETING AGENDA ON NEXT PAGE** -----

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.

Commission Members	Agenda Items
Sidonie Winfield, Chair	<p><b>5:30 PM – WORK SESSION</b></p> <p><b>1. Water Master Plan Update (2021 – 2041)</b></p>
Dan Tucholsky, Vice Chair	<p><b>6:30 PM – REGULAR MEETING</b></p>
Rachel Flores	<p><b>2. Call to Order</b></p>
Matt Jones	<p><b>3. Citizen Comments</b></p>
Sylla McClellan	<p><b>4. Minutes – September 19, 2024 (Exhibit 1)</b></p>
Elena Mudrak	<p><b>5. Public Hearings:</b></p> <p><b>A. <u>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 - (Exhibit 2)</u></b>  <i>Continued from November 7, 2024. The hearing was closed but the record was kept open.</i></p>
Meg Murray	<p>Request: <b>PDA 1-24.</b> 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.</p>
Brian Randall	<p>The proposal would also revise 43 of the lots currently approved for attached housing to standard lots proposed as detached housing.</p>
Beth Rankin	<p><b>S 3-24.</b> 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.</p>
	<p>Applicant: Holt Homes, Inc. c/o Applicant’s Consultant: Zach Pelz, AKS Engineering &amp; Forestry, LLC</p>

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**B. Quasi-Judicial Hearing: Zoning Variance Request (VR 2-24). 2005 NW Michelbook Lane) Tax Lot R4417BD00800 - (Exhibit 3)**

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

**C. Quasi-Judicial Hearing: Northeast Gateway District Review with Waivers (NEG 1-24), 1050 & 1066 NE Alpine Avenue, Tax Lots R4421BA01000 & 01001 - (Exhibit 3)**

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

**6. Discussion – Transitional Housing**

**7. Commissioner Comments**

**8. Staff Comments**

**9. Adjournment**

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