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**Planning Department**  
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# MINUTES

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July 20, 2017  
Planning Commission  
Work Session Meeting

5:30 pm  
McMinnville Civic Hall, 200 NE 2<sup>nd</sup> Street  
McMinnville, Oregon

**Members Present:** Chair Roger Hall, Commissioners: Erin Butler, Susan Dirks, Gary Langenwalter, Roger Lizut, Lori Schanche, and Erica Thomas

**Members Absent:** Martin Chroust-Masin and Zack Geary

**Staff Present:** Chuck Darnell – Associate Planner, Ron Pomeroy – Principal Planner, David Koch – City Attorney, and Heather Richards – Planning Director

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## 1. Call to Order

Chair Hall called the meeting to order at 5:30 p.m.

## 2. Swearing in New Commissioner – Gary Langenwalter

City Attorney David Koch swore in new Commissioner Gary Langenwalter.

## 3. Discussion Items:

- Wireless Facilities

Planning Director Heather Richards said the wireless facilities chapter update had been reviewed and approved by legal counsel. It would be brought back to the Commission in a public hearing process next month.

Principal Planner Ron Pomeroy highlighted the proposed changes. The intent was to replace the entire chapter in the zoning ordinance. The chapter was written in 2000 and since that time the FCC had made a number of changes to their regulations and some affected local jurisdictions. He reviewed the current requirements. Wireless towers were allowed in industrial zones without height limits, however current regulations also allowed an additional 20 feet to be placed on top of other existing antennas and antenna mounds in all zoning areas. Landscaping was to be at the base of the antenna with a six foot tall fence around the perimeter. Antennas located in the historic district had to go through a Conditional Use permit. The current heights of these towers ranged from 135 feet on Highway 18 to 160 feet in the Gateway District. The permits issued for these towers were on average 20 feet less than that, but the code allowed for an extension of an additional 20 feet to an existing tower. There were alternative support structures as well. The new updated elements to the chapter included limiting the height of the towers to 100 feet, the additional height allowed to existing towers would be ten feet, anything proposed in the downtown design guidelines area would have to go through a Conditional Use permit, in residential zones all utility cabinets would

have to be undergrounded, no symbols, flags, or banners could be attached to the towers, the color needed to be non-reflective and neutral, façade mounted antennas would need to integrate the wiring as much as possible into the building or at least be compatible with the site and surrounding characteristics, roof mounted antennas needed to be set back as far as possible from the edge of the roof, the landscape buffer would be a minimum of a ten foot wide area, no artificial lighting would be allowed unless it was required by FAA, no towers or guide wires would be located in required zoning setbacks, co-location analysis would be required, and accessory equipment would have to be placed in enclosures. Some recommended exemptions were cells on wheels such as mobile broadcasting units for news or emergency situations and AM radio broadcasting. Also exempted were ham radios, federally licensed amateur antennas, and antennas that were for Dish network and Direct TV. Stealth would be required in regard to color, setbacks, buffering, and architectural blending. He showed examples of stealth for these towers. The ideas were unlimited for what applicants could propose for stealth.

Commissioner Schanche did not think public land should be exempted from these regulations except for public safety issues. Planning Director Richards thought even those being exempted should attempt to conform with the stealth requirements. The Commission agreed.

Associate Planner Chuck Darnell suggested including the current practice for changes to an existing tower, such as adding antennas to an existing pole. Currently if the tower height was not being increased, if equipment was not being added to the ground, and if the ground space was not increased, then it was not required to meet the standards. Principal Planner Pomeroy would look into it.

Commissioner Schanche asked if these standards were similar to what other cities were doing. Planning Director Richards replied they were similar, however there was potential for people to object to these standards.

- Citizen Advisory Committee

Planning Director Richards said the number one land use priority in Oregon was citizen involvement. The State required a committee for citizen involvement. In McMinnville there were two designated committees for citizen involvement, the Planning Commission and Citizen Advisory Committee. The last meeting of the Citizen Advisory Committee was in 2000. It was set up through a resolution which created bylaws for the Committee. The resolution also assigned this Committee to the Planning Commission. This Committee was set up to do long range planning, but because they had not been active it had not been achieving that work. The recommendation was to dissolve this Committee officially and leave the Planning Commission as the committee for citizen involvement and set up citizen advisory committees that were ad hoc and project specific. Staff had text amendments to the Comprehensive Plan to make this change. A goal was added to engage a broad cross section of the community, not a homogenous committee of similar demographic profiles and ages. Policies were also added. One stated the Planning Commission would serve as the officially recognized citizen involvement committee. There would be an annual review of the Citizen Involvement Plan and a report would be given to the City Council. They would engage citizens for input on major elements of the Comprehensive Plan by creating special citizen advisory bodies and ad hoc committees. They would also strive to include youth in the planning activities and strive to assure technical information was available to citizens in an understandable form and when needed provide translations to non-English speaking members of the community. Proposals were also added. One was to periodically evaluate

the citizen involvement program and make adjustments as needed. The other was that the committee for citizen involvement would report annually to the City Council.

There was discussion regarding how the ad hoc committee members would be interviewed and appointed.

Planning Director Richards said these Comprehensive Plan text amendments would come back in a public hearing format and the Planning Commission would make a recommendation to the City Council.

Mark Davis, member of the current Citizen Advisory Committee, encouraged the Commission to look at issues differently when they put on their Citizen Advisory Committee hats. They needed to have more informal conversations back and forth with citizens.

- Planning Commission Code Amendments

Planning Director Richards said the Planning Commission enabling ordinance would need to be updated to take on some items that had been assigned to the Citizen Advisory Committee. The ordinance was from 1973 and had to be updated as well to be compliant with the Oregon Revised Statute requirements. The proposed amendments were to include the additional ORS language and to add the annual report to Council and encouraging youth service. She reviewed the responsibilities and power language from the ORS. The Commission's responsibility was to make recommendations regarding transportation, housing, sanitation conditions, zoning, energy efficiencies, future growth, development and beautification of the City, and economic development. The Commission would serve in a quasi-judicial capacity on land use decisions and was an advisory board to the Council on a number of decisions. They would serve as the Committee for Citizen Involvement and would evaluate the effectiveness of the citizen involvement program annually in October and provide an annual report to the Council. There was an addition that for the types of members represented on the Commission, there would not be too much of the collective body involved in real estate or development. The Chair of the Planning Commission would give an annual report to the Council by December 31 of each year regarding the Commission's activities. They would meet as required to accomplish their responsibilities and they would operate within the laws of the State, County, and City. They could appoint ad hoc committees to address issues that were not under the purview of the existing Commission that would be supported by staff. There would also be a youth appointment.

Commissioner Langenwaller pointed out that the language stated they would study and propose measures for the promotion of public interest, health, comfort, safety, convenience, and welfare of the City and of the area within six miles of the City. That included Riverbend as it was within six miles of the City. Planning Director Richards said that language came from the ORS.

Commissioner Schanche suggested adding to their responsibilities livability, sustainability, and great neighborhoods. That would make it clear the Commission considered their mandate to include those elements. There was consensus to add that language.

Commissioner Schanche recommended another phrase to add was that they were working towards housing and land use that met the needs of all citizens.

Planning Director Richards would bring the changes back to another work session for further review.

Planning Director Richards gave an update on the work of the Affordable Housing Task Force. They were working on efficiency measures for affordable housing in the Code. They would send recommendations for Code amendments to the Planning Commission. Staff picked six communities that were comparable to McMinnville and looked at their codes in regard to affordable housing. Staff put together charts with this information. The Task Force was looking at Code amendments for Accessory Dwelling Units and Cottage Codes.

Planning Director Richards said the Land Use Economics presentation would be held next week.

#### 4. Adjournment

Chair Hall adjourned the meeting at 6:30 p.m.



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Heather Richards  
Secretary