



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# MINUTES

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**November 16, 2017**  
**Planning Commission**  
**Regular Meeting**

**6:30 pm**  
**McMinnville Civic Hall, 200 NE 2<sup>nd</sup> Street**  
**McMinnville, Oregon**

**Members Present:** Chair Roger Hall, Commissioners: Erin Butler, Martin Chroust-Masin, Susan Dirks, Roger Lizut, and Lori Schanche

**Members Absent:** Zack Geary, Erica Thomas, and Gary Langenwalter

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

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

None

## 4. Public Hearing (Quasi-Judicial)

### A. Zoning Text Amendment (G 9-17) (Exhibit 2)

**Request:** Approval to amend Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance to incorporate neighborhood meeting requirements into the land use application review process. The amendments will include requirements for neighborhood meetings to be held for certain types of land use applications prior to the submittal of the land use application to the City. The purpose of introducing neighborhood meeting requirements is to increase citizen involvement and to better provide information on land use applications and development projects to the residents and community members in the areas surrounding potential projects. The amendments will also incorporate guidelines on the process for notifying and conducting the neighborhood meeting.

Applicant: City of McMinnville

Planning Director Richards suggested that the agenda be amended to move the public hearing for application G 9-17 related to neighborhood meetings to the first public hearing on the agenda, to allow for those in the audience that are interested to depart once the public hearing for neighborhood meetings was complete. Chair Hall amended the agenda.

Chair Hall opened the public hearing.

Associate Planner Darnell provided an overview on the discussion that had occurred on the incorporation of neighborhood meeting requirements into the City of McMinnville's land use review process that had occurred at the previous Planning Commission work session. He explained that staff is proposing zoning text amendments that would incorporate neighborhood meeting requirements into Chapter 17.72 of the McMinnville Zoning Ordinance, which is the applications and review process chapter, based on previous guidance provided by the Planning Commission. He discussed the main components of the proposed requirements including: types of application that would require a neighborhood meeting, requirements for meeting date, location, and time, the notification process for the neighborhood meeting, the materials to be provided at the neighborhood meeting, and the evidence that would be required by applicants to ensure that they had held the required neighborhood meeting prior to land use application submittal.

Associate Planner Darnell explained that a number of items of testimony had been provided to the Planning Department in support of the incorporation of neighborhood meeting requirements. Copies of the letters and emails of testimony were entered into the record and provided to the Planning Commissioners.

Associate Planner Darnell explained that the Engineering Department had provided comments in opposition to the proposed amendments. He provided their specific complaints, but that they did not relate to the intent and reasoning for the Planning Commission creating neighborhood meeting requirements, which were to increase public awareness and opportunity for involvement in the development and land use process. There was a comment about neighborhood meetings for vacation home rentals and whether they should be required when the review criteria aren't able to be influenced by public comment. Associate Planner Darnell provided an optional amendment that would remove vacation home rentals from the list of applications that require a neighborhood meeting.

Chair Hall asked if any commissioners had questions for staff. There were none.

Proponents and Opponents: None.

Chair Hall closed the public hearing.

Commissioner Chroust-Masin stated that he was supportive of the proposed amendments, and that they will only improve the public process for land use proceedings.

Commissioner Dirks stated that she was supportive of neighborhood meetings, and wanted to keep vacation home rentals in the list of applications that require a neighborhood meeting, based on the level of testimony they had received during the recent discussions on vacation home rentals at Planning Commission meetings.

Commissioner Schanche stated that she supported the proposed amendments. She suggested that the City could provide a template for the water proof sign that would be required to be posted on sites, and asked whether that should be added to the zoning language.

Chair Hall suggested that the template could be provided by staff, but did not think that it specifically needed to be included as an amendment to the ordinance language.

Based on the findings of fact, the conclusionary findings for approval, and materials submitted by the City of McMinnville, Commissioner Dirks MOVED to recommend approval of Zoning Text Amendment G 9-17 to the City Council. SECONDED by Commissioner Chroust-Masin. The motion PASSED 6-0.

**B. Zoning Text Amendment (G 4-17)** (Exhibit 1) *(Continued from October 19, 2017 Meeting)*

Request: Approval to amend Chapter 17.55 (Wireless Communications Facilities) of the McMinnville Zoning Ordinance to update provisions related to wireless telecommunications facilities to bring it into compliance with current Federal Communications Commission (FCC) regulations and to protect livability in McMinnville.

Applicant: City of McMinnville

Chair Hall opened the public hearing.

Principal Planner Pomeroy stated that legal counsel had completed their review and suggested that they remove the specifics out of the federal exemptions and refer to them instead. In place of that they would highlight the existing City authority for review of applications that was still retained. Legal counsel also advised to strike the portion dealing with the possibility of applying new colors to towers as staff investigated with the FCC and FAA and found that they did not grant such waivers. Words were added to the portion dealing with lighting of towers and some wording regarding lighting was removed as they would rely on what was required by the FCC or other governmental agencies. Any lighting for security or maintenance purposes around the facility would have to be directed downward. There was concern that a site survey would be implying that a surveyor would have to go out and do the work. Staff suggested amending it to a detailed site plan instead of a site survey. Staff recommended that the Planning Commission recommend adoption of these changes to the City Council.

Commissioner Schanche pointed out typos in the document on Page 5 of 12 and Page 9 of 12 of the Decision Document.

There was no public testimony.

Chair Hall closed the public hearing.

Commissioner Chroust-Masin stated that the proposed amendments should be approved to ensure that the city's standards are in compliance with federal standards.

Based on the findings of fact, the conclusionary findings for approval, and materials submitted by the City of McMinnville, Commissioner Schanche MOVED to recommend approval of Zoning Text Amendment G 4-17 to the City Council as amended. SECONDED by Commissioner Chroust-Masin. The motion PASSED 6-0.

**5. Old/New Business**

None

**6. Discussion Items**

- **2018 Workplan Prioritization**

Planning Director Richards said the Planning Commission Chair and Vice Chair would be giving an annual report to the City Council on December 12. The Commission’s accomplishments and 2018 Workplan would be presented at that time. She reviewed the accomplishments, draft Workplan, and chart of City plans that were out of date and needed to be implemented to have an up to date planning program. This past year they had been working on building the foundation to be able to do long range planning in 2018. She had been applying for grants for consultants to help with the long range planning efforts. Grant funding had been secured for the Three Mile Lane project. They would also be working on the Great Neighborhood Principles project and annexation processes. She had applied for a grant for a buildable lands analysis, housing needs analysis, and strategy. A grant had been received to do the Historic Preservation Plan. She also planned to do an Economic Development Strategy. There were Comprehensive Plan amendments to move forward, possible University District around Linfield College, and Zoning Ordinance amendments to move forward.

There was discussion regarding the need for hiring more planning staff. There was consensus for the Chair and Vice Chair to communicate that need in their report.

**7. Commissioner Comments**

Chair Hall asked when they would be revisiting the distance requirements for vacation rentals. Planning Director Richards said that would be discussed at the December meeting.

**8. Staff Comments**

None

**9. Adjournment**

Chair Hall adjourned the meeting at 7:32 p.m.




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Heather Richards  
Secretary