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Planning Department
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MINUTES

November 16, 2017
Planning Commission
Work Session Meeting

5:30 pm
McMinnville Civic Hall, 200 NE 2nd 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: Chuck Darnell – Associate Planner, Ron Pomeroy – Principal Planner, and Heather Richards – Planning Director

1. Call to Order

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

2. Discussion Items:

- **Kittelson & Associates, Traffic Impact Analysis**

Marc Butorac, Kittelson & Associates, provided a presentation on traffic impact studies and analysis. He discussed the purposes of a traffic impact study and how study areas were determined. Traffic impact studies looked at site access and on-site circulation, localized operation and safety, and localized improvements. He described how sites were analyzed as well as impacts and proportionality. He explained the four steps of a traffic study, which were: trip generation using the ITE Trip Generation Manual and types of trips, traffic distribution, mode split, and assigning traffic onto the circulation system. Traffic studies generally left out a key component, trip length. The things the Planning Commission should think about when reviewing applications were access needs and locations, site distance, circulation and connectivity needs, mitigation requirements, safety impacts, quality of life impacts, and System Development Charges. He gave examples of traffic studies that had been done. He then discussed levels of service, volume to capacity ratios, average delays, and questions to ask when there was a Level F situation.

There was discussion regarding the analysis and how it was affected by the community's value choices for congestion and waiting time tolerance and the amount of SDCs and other funding sources for improvements.

Mr. Butorac discussed the analysis that was done for zone changes and the cost for the analysis of intersections. Some cities were deciding whether to have developers pay for the studies or contribute more to SDCs.

- **Land-Use Notification Requirements**

Associate Planner Darnell had reviewed the City's land use notification distance requirements as there had been discussion regarding increasing the distance. He had also looked at what was required by law, which was a minimum of 100 feet, and what other cities did. Currently McMinnville's minimum distance for lower level applications was 100 feet, and for higher level applications it was 300 feet. On average they were on par with what other cities were doing.

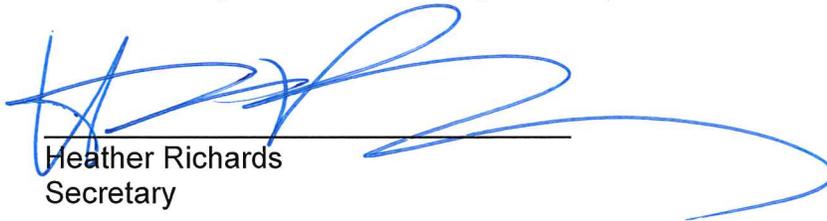
There was discussion regarding typical applications and notification distances and whether or not to increase the distances.

Commissioner Chroust-Masin was in favor of adding a water proof sign requirement. This would make it visible as people drove by the sign. Some people did not even look at mailed notices, but a sign regarding a land use hearing on the property would help draw attention.

There was consensus to add a requirement for a water proof sign and that the minimum distance of 300 feet as currently required was acceptable for all applications. Associate Planner Darnell explained that the water proof sign requirement was associated with the neighborhood meeting requirements, and that provision is proposed to be included in the zoning text amendments that would incorporate neighborhood meeting requirements into the land use review process.

3. Adjournment

Chair Hall adjourned the meeting at 6:34 p.m.



Heather Richards
Secretary