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Planning Department
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MINUTES

January 17, 2019
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, Susan Dirks, Christopher Knapp, Gary Langenwalter, Roger Lizut, Amanda Perron, and Lori Schanche

Members Absent: Martin Chroust-Masin

Staff Present: Chuck Darnell – Senior Planner, Jamie Fleckenstein, Associate Planner, Heather Richards – Planning Director, and Tom Schauer – Senior Planner

1. Call to Order

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

The Commission received iPads and were reminded to conduct all City related communication through City emails.

There was consensus for staff to set up training on the iPads.

Planning Director Richards introduced new Planning Commissioners Amanda Perron and Christopher Knapp.

Commissioners Knapp and Perron gave their backgrounds.

The rest of the Commission introduced themselves.

2. Discussion Items

A. Work Session: Pilot Project Floating Zone Concept

Senior Planner Schauer provided information on the floating zone concept in preparation for a possible amendment to the Development Code. This began with a conversation with the Affordable Housing Task Force who recommended the concept to the Planning Commission. There would also be a Request for Proposals component to the concept. He explained how pilot projects were used in smaller geographic areas to evaluate a program before being implemented in a larger area and he gave examples. The floating zone was often used to develop and enable some standards that were not authorized everywhere in the City. These programs would help with the critical housing and homeless issues in the City, would help enable innovation in a limited manner without opening it up community wide, and would provide an opportunity to look at matching unique characteristics of an innovative project to a site that was more suited for it.

The code amendment would include language to establish the floating zone and what geographic areas would be eligible. There would be approval criteria and permitted uses that would be allowed in the zone. The floating zone would not be applied to any property until the applicant requested that it be applied to the property. If there was a critical need and they wanted to limit the number of pilot projects coming in, an RFP process would be used. The projects that were selected would then go through the designation process. They were looking at creating zones in the industrial area on the east side of town.

Senior Planner Schauer then reviewed the draft code language including the need and purpose, process for establishing a floating zone, pilot project application and selection process, and floating zone designation and land use review process.

Planning Director Richards said this was targeting people with incomes of 60% area median income or less.

There was discussion regarding the legislative fixes needed for inclusionary zoning and how residences such as tiny homes without foundations were not allowed.

Senior Planner Schauer discussed the characteristics of what would be allowed in the zone, maximum residential density which was typical of multi-family uses, height allowed which was 60 feet or five to six stories, and some of the R-4 standards that would apply especially larger setbacks.

Commissioner Langenwalter thought there needed to be some greenspace for these developments.

Senior Planner Schauer continued to discuss the proposed language including possible incentives such as property tax exemptions.

Commissioner Dirks was not in favor of property tax exemptions.

There was discussion regarding what kind of projects they were trying to incentivize.

Planning Director Richards asked if there were things that were missing or things that they did not like in the proposed language.


Commissioner Langenwalter thought there needed to be enough greenspace to make these developments livable.

Commissioner Schanche thought more analysis needed to be done on the location.

Commissioner Dirks asked if the land use review process could be done faster than 12 months.

3. Adjournment

Chair Hall adjourned the meeting at 6:28 p.m.



Heather Richards
Secretary