

Planning Commission
Thursday, February 20, 2025
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/84796099428?pwd=71dyH6JvnKtol3AgRX6K7Pobbicn9C.1>

Meeting ID: 847 9609 9428 Meeting Password: 103076

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, 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, 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 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. You may also request a copy from the Planning Department.

Commission Members	Agenda Items
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Sidonie Winfield,
Chair

Elena Mudrak,
Vice Chair

Brian Everest

Rachel Flores

Matt Jones

Sylla McClellan

Meg Murray

Brian Randall

Beth Rankin

6:30 PM – REGULAR MEETING

- 1. Call to Order**
- 2. Citizen Comments**
- 3. Public Hearings:**

A. Legislative Hearing: Comprehensive Plan Amendment (Docket G 7-24) Water System Element of Public Facility Plan - (Exhibit 1)

*Continued from January 16, 2025
Staff is requesting an additional continuance.*

Proposal: **THE CITY OF MCMINNVILLE IS PROPOSING AN AMENDMENT TO THE MCMINNVILLE COMPREHENSIVE PLAN AS FOLLOWS:** (1) adopt portions of the 2011 Water Master Plan as amended by the 2024 Water Master Plan Addendum as part of the Public Facility Plan, a supporting document to the McMinnville Comprehensive Plan; (2) amend Volume I of the Comprehensive Plan to update data consistent with the updated Water System element of the Public Facility Plan; and (3) amend Volume II of the Comprehensive Plan to update policies consistent with the updated Water System element of the Public Facility Plan.

Applicant: City of McMinnville

- 4. Action Items:**
 - **Land Use Extension Request, MP 3-22** (*Exhibit 3 - Continued from joint Planning Commission / City Council meeting on February 11, 2025*)
- 5. Work Session: Land Use Efficiencies** (*Exhibit 3*)
- 6. Commissioner Comments**
- 7. Staff Comments**
- 8. Adjournment**

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City of McMinnville
Community Development Department
 231 NE Fifth Street
 McMinnville, OR 97128
 (503) 434-7311
www.mcminnvilleoregon.gov

EXHIBIT 1 - STAFF REPORT

DATE: February 20, 2025
TO: Planning Commission Members
FROM: Tom Schauer, Senior Planner
SUBJECT: G 7-24: Water System Master Plan and Addendum

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsibly & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

Report in Brief:

This proceeding is a legislative public hearing to consider the adoption of the 2011 Water System Plan and the 2024 Addendum/Update as part of the Water System Element of Public Facilities Plan, which is a supporting document to the McMinnville Comprehensive Plan. The proposal also amends provisions of the Comprehensive Plan for consistency with the updated Water System Master Plan.

In addition to other laws governing water system planning, state land use law requires certain components of public facility plans to be adopted as part of the Comprehensive Plan.

Legislative amendments to the Comprehensive Plan require a recommendation by the Planning Commission and adoption by City Council. The Planning Commission will make a recommendation to City Council.

This public hearing was continued from January 16, 2025.

Testimony was submitted by Friends of Yamhill County.

Staff is working with McMinnville Water and Light and their consultant, Jacobs Engineering, to prepare updates to the draft document to better clarify provisions, including those which would be adopted as part of the Public Facility Plan, a supporting document to the Comprehensive Plan.

Staff is requesting an additional continuance to allow additional time to complete updates to the documents. Staff will provide the requested continuance date at the February 20, 2025 meeting.

Background and Discussion:

In 2011, McMinnville Water and Light (MW&L) developed a Water System Master Plan (Plan) addressing water rights, water supply, and water distribution infrastructure including a 20-year capital improvement plan.

In 2020, the City adopted Ordinance 5098 and the County adopted Ordinance 912, which included expansion of McMinnville’s Growth Boundary. The amendments were acknowledged by DLCD on April 9, 2021.

Following the City’s UGB amendment, MW&L contracted with Jacobs Engineering to develop an addendum to the 2011 Water Master Plan to address updates to the capital improvement plan to align with the expanded service area.

The Planning Commission held a work session on November 21, 2024 regarding the October 1, 2024 Draft Addendum.

Following the work session, some additional revisions were discussed, to be incorporated into the final document. These were summarized in the “Recommendation” section of the staff report for the January 16, 2025 hearing. These will be incorporated into the revised draft together with additional amendments discussed above.

The 2011 Master Plan was previously adopted locally, but the plan, or portions thereof, were not previously adopted as part of the Comprehensive Plan through the Post-Acknowledgment Plan Amendment (PAPA) process as specified in OAR 660-011, Public Facilities Planning. Therefore, the proposed Comprehensive Plan amendment will include the 2011 Water Master Plan as amended by the 2024 Addendum.

Attachments:

N/A

Recommendation:

Planning Commission Alternatives:

MMC 17.72.130 specifies that for legislative hearings, within 45 days following the public hearing on a comprehensive plan text amendment or other legislative matter, unless a continuance is announced, the Planning Commission shall render a decision which shall recommend either that the amendment be approved, denied, or modified.

Staff Recommendation:

Staff recommends the Planning Commission continue the hearing to (date to be provided by staff at the February 20, 2025 meeting).

Suggested Motion:

“I MOVE THAT THE PLANNING COMMISSION CONTINUE THE PUBLIC HEARING TO THE PLANNING COMMISSION MEETING ON (THE DATE REQUESTED BY STAFF) WHICH BEGINS AT 6:30 PM.”

EXHIBIT 2 – STAFF REPORT

DATE: February 20, 2025
TO: Planning Commission Members
FROM: Heather Richards, Community Development Director
SUBJECT: MP 3-22. Land-Use Decision Extension Request

STRATEGIC PRIORITY & GOAL:

 <p>GROWTH & DEVELOPMENT CHARACTER Guide growth & development strategically, responsively & responsibly enhance our unique character.</p>	 <p>HOUSING OPPORTUNITIES <small>(ACROSS THE INCOME SPECTRUM)</small> Create diverse housing opportunities that support great neighborhoods.</p>
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Report in Brief:

This is the second request for a land-use decision extension of one year for Docket MP 3-22, the Minor Partition of Tax Lot R4524-00904.

The Planning Director issued a land-use extension on March 15, 2024, extending the decision expiration to March 2, 2025.

The applicant is now requesting an additional year extension to March 2, 2026.

Background:

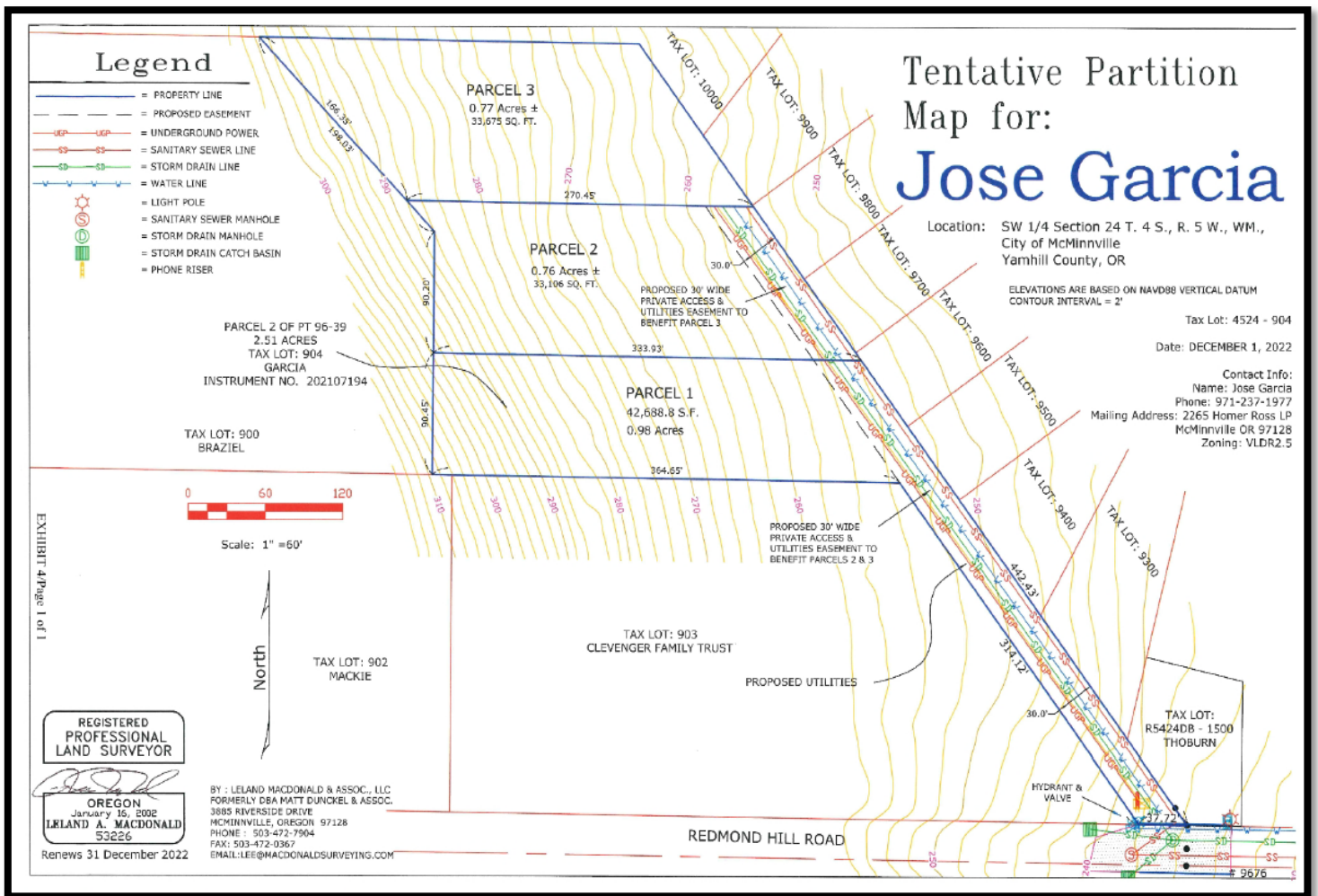
Subject Property & Request

The proposal is an application for a Tentative Partition (MP 3-22) to partition an approximately 94,525 square foot (2.17 acre) parcel of land into three (3) parcels, approximately 42,688 square feet (0.98 acres), 33,675 square feet (0.77 acres), and 33,106 square feet (0.76 acres). None of the proposed parcels are in the floodplain. **See Applicant’s Proposed Partition Plan, Figure 1 below.**

Figure 1. Applicant's Proposed Partition Plan

The subject site does not yet have an address, it is identified as Tax Lot R4524-00904.

The subject property is located north of Redmond Hill Rd. just west of the West Hills neighborhood park, near the very edge of the city. The site is quite sloped, rising in elevation from the east at around 250 feet to the west to nearly 300 feet which is a significant amount. The subject property is split by City limits. The portion within City limits is zoned R-1 (Low Density Residential). No structures currently exist on the site.



See Vicinity Map (Figure 2), and Zoning Map (Figure 3) below.

Figure 2. Vicinity Map

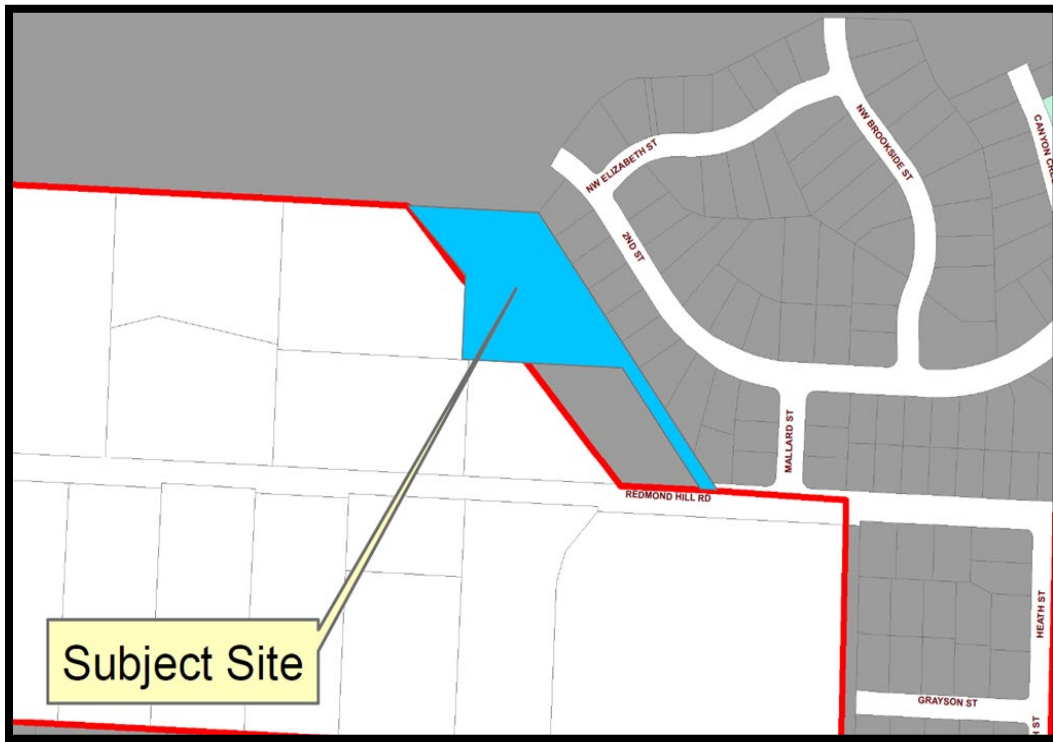
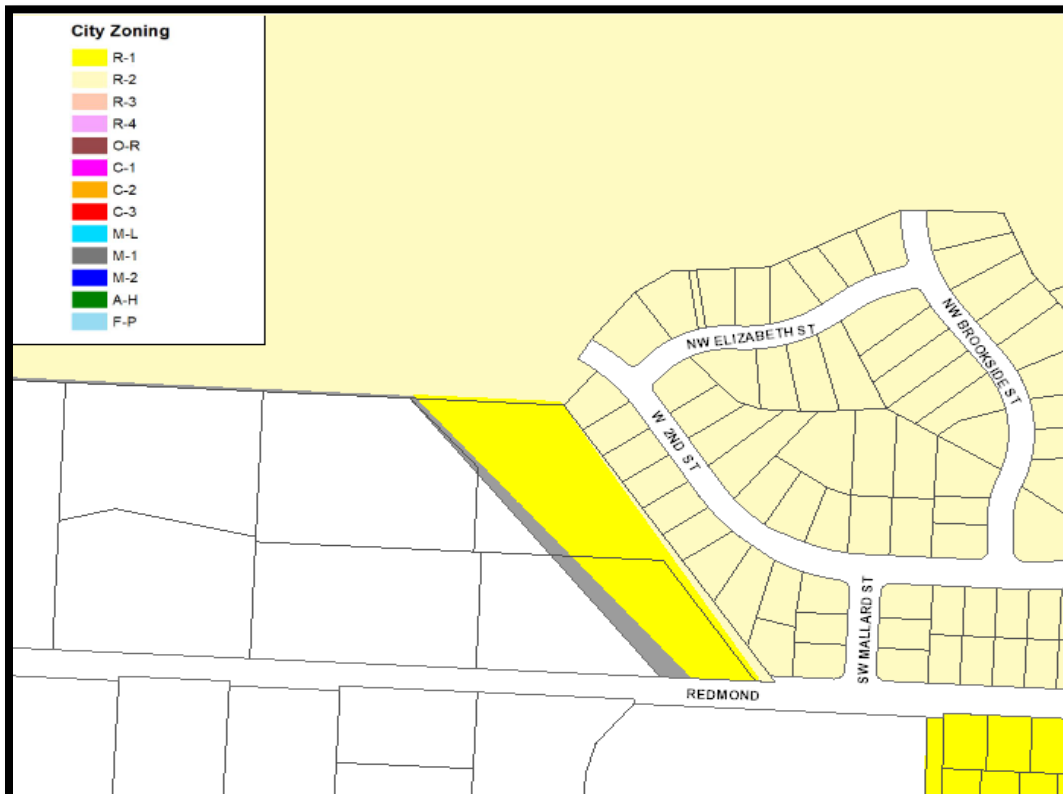


Figure 3. Zoning Map



Prior to recording the final plat for the partition the applicant needs to complete a list of conditions of approval per the following:

Conditions of Approval for MP 3-22:

1. That the applicant shall record a private access and utility easement for all proposed parcels as represented on the Tentative Partition Plan.
2. That the applicant shall provide a sanitary service plan for all proposed parcels including any easements necessary from the parcel to point of discharge. Combined sanitary sewer services are not allowed; each parcel will require its own sanitary sewer service. All sewer improvements will need to be submitted to Engineering for review and approval.
3. That the applicant shall provide a stormwater drainage plan for all proposed parcels including any easements necessary from the parcel to the point of discharge. A shared stormwater service is allowed and could be designed and proposed by the applicant's Engineer, or individual stormwater services could be utilized. Any stormwater improvements will need to be submitted to Engineering for review and approval.
4. That the applicant shall obtain agency permits (DEQ, DSL, ACOE etc.) as necessary.
5. That existing trees with trunks partially or wholly within Parcels 1, 2 and 3 of the partition and the access easement are subject to the provisions of Chapter 17.58 – "Trees" of the McMinnville Municipal Code, and shall not be removed by the applicant without prior review and written approval by the Planning Director, pursuant to Chapter 17.58.

The applicant shall submit information identifying trees greater than nine inches DBH. Trees greater than nine inches DBH will not be approved for removal unless a certified arborist determines that they are diseased, dying, or dead, or the developer demonstrates that practical development of an approved lot, or required public improvements (i.e., streets, sidewalks, and public utilities), will adversely impact the survival of such tree or trees. In addition, all trees that are not to be removed shall be protected during the construction of all public improvements and residential development in the approved partition. A plan for such tree protection approved by the Planning Director shall be submitted with construction and/or building permit applications prior to release of construction or building permits within the subject site. Surrounding property owners will be notified of any tree removal request utilizing the same notification standards as those outlined in Chapter 17.72 of the McMinnville Municipal Code for minor partitions.

6. All stormwater drainage shall be appropriately handled per Oregon Drainage Law throughout and after construction including but not limited to minimizing runoff flows to predeveloped conditions.
7. Improvements including: curb and gutter, driveway approach, and all utility services to the individual parcels will need to be designed and constructed to City standards prior to recording the plat.
8. Improvements including: sidewalk planter strip landscaping, and gutter, driveway hard surfacing need to be designed and constructed to City standards at the time of building permitting.
9. If any development (structural or driveway) is proposed for a slope of 15% or greater, a geo technical report will be required to mitigate the potentiality of land slide hazards, and any resulting recommendation of that report will need to be incorporated into the construction

project.

10. The property shall be subject to an annexation agreement that requires annexation of the portion outside City limits at such time as the adjoining property annexes to avoid an island of unincorporated territory.
11. No development that connects to City services shall occur on the portion of the property outside City limits unless the property is annexed.

Final Partition Plat and Approval:

12. That two (2) copies of the final partition plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.
13. That this partition will not be considered a legal partition until such time that a copy of the recorded document is provided to the City of McMinnville's Planning Department.
14. That approval of this tentative plat will expire 12 (twelve) months after the effective date of decision. If the final plat has not been submitted prior to expiration of the tentative plat, or a written request for an extension of this approval has not been submitted and approved within that same period, the applicant must resubmit a tentative plat for further consideration and comply with regulations and conditions applicable at that time.

Discussion:

Minor Partition decisions are good for one year. Per section 17.53.075 of the McMinnville Municipal Code, applicants can request a one-year extension that the Planning Director may approve, and any additional extension requests need to be approved by the Planning Commission.

The Planning Director issued a land-use extension on March 15, 2024, extending the decision expiration March 2, 2025.

The applicant is now requesting an additional year extension to March 2, 2026 to finish the conditions of approval needing more time for two reasons – due to a technical issue there was a lapse in communication between the applicant and the City regarding the annexation agreement required in Condition of Approval #10 and there has been a delay in installing utilities due to weather conditions.

The Planning Commission should consider whether or not the land-use regulations have changed significantly since the decision was first rendered. If they have, then the land-use extension should probably be denied. If the land-use regulations for partitions have not changed since the initial decision, then the land-use extension approval should be approved.

Recommendation:

Staff recommends approving the land-use extension to March 2, 2026.

EXHIBIT 3 – STAFF REPORT

DATE: February 20, 2025
TO: Planning Commissioners
FROM: Heather Richards, Community Development Director
 Evan Hietpas, Associate Housing Planner
SUBJECT: Work Session: Land Use Efficiencies (Task 2 of Sequential UGB Work Plan) –
 Local Docket #G 4-24 and G 3-24

STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
 Create diverse housing opportunities that support great neighborhoods.

OBJECTIVES:

Collaborate to improve the financial feasibility of diverse housing development opportunities
Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks for land supply align with market-driven housing needs

Report in Brief

This is a continuation of the joint City Council and Planning Commission work session held on February 11, 2025. At this work session, staff will ask for feedback on the following list of potential land-use efficiencies for the City to consider to meet its land need for the planning horizon of 2021 – 2041. Land use efficiencies are tools to achieve the land need within the existing urban growth boundary. This needs to be evaluated prior to amending the urban growth boundary. State law allows local municipalities to decide what land-use efficiencies they want to pursue to meet their community’s future needs. All land-use efficiencies need to be adopted prior to March 1, 2026.

2021 – 2041 Land Need:

LAND USE TYPE	SURPLUS (DEFICIT)	
	20-YEAR (2021-2041)	46-YEAR (2021-2067)
Residential	(202)	(1,268)
Public or Institutional	44	(259)
Industrial	(29)	Not forecast for 2041-2067*
Commercial	(159)	(416)
Total	(346)	(1,972)

Potential Land-Use Efficiencies:

- Reassign 127 acres that was removed from the park land need in the framework plan by Ordinance No. 5157.
- Reassign the 44 acres of surplus public and institutional land in the current urban growth boundary as identified by Ordinance No. 5148
- Fox Ridge Road Area Plan Efficiencies Adopted (increase commercial by 3 acres, and medium – higher density housing by 8 acres.
- Increase Job Density in the Innovation Campus with an Overlay
- Increase Residential Density in Three Mile Lane Area
- Evaluate existing R4 land for potential R5 zoning (area south of downtown)
- Increase the amount of R5 land in the Framework Plan
- Mandate Minimum Densities
- Explore Maximum Lot Sizes
- Allow Higher Density Housing in Planned Developments
- Remove maximum density threshold from R5 zone and rely on form standards similar to recent changes in the R4 zone.
- Reduce Minimum Lot Sizes in Residential Zones
- Reduce Parking Standards for Apartments
- Reduce Common Open Space Requirements for Planned Developments and Apartments
- Allow Increased Density for Certain Types of Housing