

## MINUTES

Members Present: Chair Butler; Vice Chair Stassens; Commissioners Chroust-Masin, Hall, Morgan, Thomas, Tiedge

Members Absent: Commissioner Hillestad

Staff Present: Mr. Montgomery, Ms. Haines, Ms. Kindel

### **1. Approval of Minutes: October 16, 2014**

Chair Butler called the meeting to order at 6:30 p.m., and called for action on the Planning Commission minutes from the October 16, 2014, meeting. He listed the names of those Commissioners who had been present at that meeting, and Commissioner Morgan MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Stassens. Motion PASSED unanimously.

### **2. Public Hearing (Quasi Judicial)**

#### **◆ Docket ZC 2-14**

Request: Approval of an amendment to the development plan for the Aspire subdivision to allow residential use in the southeast portion of the site that is currently planned for community open space. The proposed amendment, if approved, would relocate four existing lots from elsewhere in the Aspire subdivision to this location.

Location: 105 NE Atlantic Street, and more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.

Applicant: McMinnville Area Habitat for Humanity

Chair Butler opened the public hearing at 6:34 p.m., and requested disclosures, abstentions, or objections to jurisdiction. There were none noted by any members of the Planning Commission who were present, and he requested the staff report.

Mr. Montgomery provided a brief history of the approval process for the Habitat for Humanity Aspire subdivision project which began in February 2011, and underwent a couple of appeals before final approval in August 2012. He said that the approved master plan for the development provided for a 36-lot subdivision with a mix of both single-family attached and single-family detached housing, with some community open space in the southeast corner of the site. He said that the current application included a request to modify that approved plan and reduce the open green space area by approximately 4,400 square feet by relocating four lots to this location; a modification which also reduced the total number of housing units by one. He noted that a reduction in the amount of open space was considered a major change to the adopted plan; and, therefore, triggered the requirement for Planning Commission review and approval.

There was brief discussion about the application, and Chair Butler called for the applicant's testimony.

Carson Benner, Habitat board member, and Gretchen Phelps, Habitat Executive Director, said that they had read the staff report and agreed with the recommendation.

Chair Butler called for proponents' testimony.

Marcie Rosenzweig, said she was a member of the Atlantic/Tilbury group that had opposed and subsequently appealed the subdivision approval. She said that Habitat representatives, and particularly Eric Wolfe with Washington Roofing, had met with the community ahead of the application this time, and they had gotten their questions answered and concerns addressed. Ms. Rosenzweig explained that, since they had presented such strong opposition previously, she thought it was only fair to let them know that they were pleased to see the three-story commonwall units gone. In addition, she said they were glad to see that the community park would be bigger, even if it was only marginally so. She asked the Planning Commissioners to approve the application request.

There was no testimony in opposition, and Chair Butler called for the public agency report.

Mr. Montgomery said that all comments from public agencies had been included in the staff report.

The applicants waived the seven-day time period allowed to submit final written arguments in support of the application, and Chair Butler closed the public hearing at 6:49 p.m.

All Commissioners present expressed their approval of the applicants' request, and Commissioner Chroust-Masin MOVED, based on the application materials, the testimony received, the findings of fact, and the staff report and recommendations, to recommend the City Council APPROVE ZC 2-14, subject to the conditions as noted in the staff report; SECONDED by Commissioner Stassens. Motion PASSED unanimously.

### **3. Election of Officers**

- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary

Chair Butler announced it was time to elect Planning Commission officers for the coming year, and stated that he was removing himself from consideration for any of the positions. He opened the floor to nominations for the position of Chair and nominated Vice Chair Stassens. Commissioner Thomas MOVED to close the floor to further nominations, and elect Vice Chair Stassens to the position of Chair; SECONDED by Commissioner Tiedge. Motion PASSED unanimously.

Commissioner Tiedge nominated Commissioner Morgan to the position of Vice Chair, and Commissioner Stassens MOVED to close the floor to further nominations, and elect Commissioner Morgan. Commissioner Thomas SECONDED the motion, which PASSED unanimously.

Chair Butler opened the floor to nominations for the position of secretary, and nominated Mr. Montgomery. He then closed the floor to further nominations, and Commissioner Morgan MOVED to elect Mr. Montgomery to the position; SECONDED by Commissioner Stassens. Motion PASSED unanimously.

#### 4. Old/New Business

- Mr. Montgomery advised the Commissioners that a Ward 3 vacancy had been created by the November 4 election of Commissioner Drabkin to a position on the City Council. He said that an applicant for the vacancy would be interviewed at an upcoming City Council meeting, and, if appointed, would begin service on the Planning Commission in January 2015.
- Mr. Montgomery told the Commissioners that a transportation bond had been passed by the voters in November, and would be used to fund approximately \$24 million worth of street-related improvements and safety improvements in the city. Although specific details about the improvement projects had not been decided, he advised the members of the group to contact Mike Bisset, Community Development Director, if they had questions or wished to share any opinions about the project.
- Mr. Montgomery noted that there were no pending applications at this time and the deadline for submittals had passed, so there would not be a Planning Commission meeting in December 2014. In light of that fact, Chair Butler acknowledged that this was his last meeting serving as Chair, and said he had enjoyed his time serving in that capacity.
- Mr. Montgomery said that at the last meeting of the City Council, they had approved the recommendation of the Planning Commission to amend the application review process for vacation home rental and bed and breakfast establishments.

#### 5. Adjournment

Commissioner Chroust-Masin MOVED to adjourn the meeting; SECONDED by Vice Chair Stassens. Motion PASSED unanimously, and Chair Butler ADJOURNED the meeting at 7:00 p.m.

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Doug Montgomery  
Secretary