

MINUTES

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

Members Absent: None

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

1. Call to Order

Chair Stassens called the meeting to order at 6:32 p.m., and welcomed Commissioner Pietz to her first Planning Commission meeting since her appointment to serve. Commissioner Pietz said she was pleased to join the Planning Commission, and shared information about her profession and personal life. She stated that she had been looking for opportunities to serve the community and was looking forward to working with the group.

2. Approval of Minutes: November 20, 2014

Chair Stassens asked whether all Commissioners had reviewed the minutes from the November 20, 2014, Planning Commission meeting. It was noted that the date of the minutes listed on the agenda was in error, however, the minutes themselves had the correct date. Commissioner Morgan MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Chroust-Masin. Motion PASSED unanimously.

3. Public Hearing (Legislative)

◆ Docket G 1-15

Request: The City of McMinnville is proposing “housekeeping” amendments to the McMinnville zoning ordinance (ORD No. 3380) Chapters 17.06.015 (General Definitions), 17.12.010 (R-1 Permitted Uses), 17.12.020 (R-1 Conditional Uses), 17.15.010 (R-2 Permitted Uses), 17.15.020 (R-2 Conditional Uses), 17.18.010 (R-3 Permitted Uses), 17.18.020 (R-3 Conditional Uses), 17.53.075 (Submission of Final Subdivision Plat), Chapter 17.84.070 (Temporary Living Units), 17.60.150 (Parking Variances for Historic Structures), 17.72.090 (Application Review Summary Table), 17.72.110 (Applications – Director’s Review with Notification), and the Three Mile Lane Planned Development Ordinance (ORD. No. 4572) Section 1(F) (Temporary signage).

Applicant: City of McMinnville

Chair Stassens asked staff to provide a review of the item.

Mr. Pomeroy said the proposal, which was being brought by staff, included six “housekeeping” amendments to improve the clarity and accuracy of the zoning ordinance. He advised that item number five, which would amend Chapter 17.72, was being removed from consideration in order to conduct further internal review, and would be brought back at a later time.

Chair Stassens opened the public hearing at 6:36 p.m. There was no public testimony, and Chair Stassens closed the hearing at 6:37 p.m.

There was no discussion by the Planning Commission members, and Commissioner Hall MOVED to recommend that the City Council adopt the proposed amendments, as proposed and modified by staff; SECONDED by Commissioner Thomas. Motion PASSED unanimously.

4. Old/New Business

Commissioner Hillestad explained that he had been absent from the November 20, 2014, Planning Commission meeting because he had done some pro bono work for Habitat for Humanity, and had decided there would be no point in attending since he would have to recuse himself from the proceedings. After discussion with other Commissioners, he stated that he wanted it “on record” that he had represented them.

Chair Stassens announced that Ms. Kindel was retiring, and expressed appreciation on behalf of the Commission members for her years of service. She wished her well in retirement, and presented her with flowers and a card from the Planning Commissioners.

Mr. Montgomery noted that there had been recent news stories about Riverbend landfill issues, and as an adjunct to that, discussion about a possible transfer station application coming to the city. He advised the Commissioners that if they were to read related articles, they should be prepared to discuss ex parte contact and their observations about the issue if it came before them in the future. He informed them that an application had been submitted last year, and then withdrawn, but would likely be resubmitted in the near future.

Mr. Montgomery said that there were two applications scheduled for the April 16, 2015, Planning Commission meeting, and it looked likely there would be two applications for consideration at the May 21, 2015, meeting as well.

Mr. Montgomery introduced Michelle Morrison, the Planning Department’s new Executive Secretary, who would be replacing Ms. Kindel. Ms. Morrison introduced herself, and said she had previously worked for the Yamhill County Juvenile Department for 16 years, after which time she had assisted her husband with his business.

5. Adjournment

Commissioner Butler MOVED to adjourn the meeting; SECONDED by Vice Chair Morgan. Motion PASSED unanimously, and Chair Stassens adjourned the meeting at 6:45 p.m.

Doug Montgomery
Secretary