



City of McMinnville
Planning Department
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MINUTES

August 15, 2019
Planning Commission
Work Session

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, Christopher Knapp, Gary Langenwalter, Roger Lizut, Amanda Perron, and Lori Schanche

Members Absent: None

Staff Present: 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.

2. Discussion Items:


Public Hearing Procedures - Review and Discussion

Staff and the Planning Commission discussed procedures for legislative and quasi-judicial hearings and applicable requirements for those hearings. There was also discussion about etiquette for how these meetings could be conducted. There was further discussion about applicable review criteria, findings, and conditions of approval. Conditions can only be applied if necessary to satisfy a criterion. For hearings in which the Planning Commission makes a recommendation to City Council, there is also an opportunity for staff to share information about the issues the Planning Commission identified questions or concerns about based on their review or public testimony, and for staff to speak with the applicant about the possibility to voluntarily consent or stipulate to conditions that may not otherwise be necessary to satisfy criteria.

There was also discussion about what options were available to the Commission if one or more Commissioners felt they needed more time to review issues, the record, or criteria to determine whether the application satisfied the criteria or if there was a need to review whether additional conditions might be necessary to satisfy the criteria based on testimony presented as part of the record and/or at the public hearing.

3. Adjournment

Chair Hall adjourned the meeting at 6:30 p.m.



Heather Richards
Secretary