



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

MINUTES

January 16, 2020
Planning Commission
Work Session Meeting

5:30 pm
McMinnville Civic Hall, 200 NE 2nd Street
McMinnville, Oregon

Members Present: Chair Roger Hall, Commissioners: Robert Banagay, Erin Butler, Susan Dirks, Gary Langenwaller, Amanda Perron, Beth Rankin, and Lori Schanche

Members Absent: Roger Lizut

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

1. Call to Order

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

2. Swear In New Members

Commissioners Banagay and Rankin introduced themselves.

Planning Director Richards swore in the new Commissioners.

3. Election of Chair and Vice-Chair

It was unanimous to nominate Roger Hall for Chair and Lori Schanche for Vice Chair for 2020.

4. Approval of Minutes

- **December 5, 2019 – Regular Meeting**
- **December 19, 2019 – Regular Meeting**

Associate Planner Fleckenstein said for the December 5, 2019 minutes, the votes for Zone Change ZC 4-19 and Conditional Use Permit 4-19 needed to be corrected from 8-0 to 7-0 because Commissioner Dirks had recused herself and did not participate in the hearings.

There was consensus to approve the December 5 and 19, 2019 meeting minutes as amended.

5. Work Session: Planning Commission Work Plan

Planning Director Richards said at the last meeting the Commission had reviewed the work done in 2019 and had requested amending the five year Work Plan from 2017. Staff asked that the items staff was currently working on would continue to move forward. These items included residential site and design review standards for all types of housing products. These were draft standards for tiny homes, small lot homes, single family dwelling units, duplexes, triplexes, quadplexes, multi-family, townhomes, and cottage clusters. Staff was also doing an evaluation of which housing products should go in the R1, R2, R3, and R4 zones and creating a Park and Public Facility zone. Items on the Work Plan for the next two years, but had not been started were Commercial zone amendments for the uses in C1, C2, and C3, Industrial zone amendments for the uses in ML, M1, and M2, and creating a site and design review process for Commercial and Industrial. Bubbling up through the long range planning projects were: Special District Zone for an innovation campus in the Three Mile Lane area, High Density Residential Zone that did not allow single family dwelling units, Development Code objective standards for Great Neighborhood Principles, parking standards for different housing products, permitting townhouses in the C3 zone, permitting or conditionally permitting Single Room Occupancies, master planning process for annexations, evaluating transfer of density for protection of natural features, and evaluating code for Fair Housing Act best practices. A recommendation from the public was to look into a dark skies ordinance regarding lighting. Tonight the Commission would be discussing what items should be included on the Work Plan.

Commissioner Schanche suggested adding a site and design review process for Commercial.

There was discussion regarding building mixed use residential in an industrial area.

Commissioner Dirks suggested that putting the Great Neighborhood Principles into code, parking standards, and the Special District Zone for an innovation campus should be the top priorities.

Planning Director Richards agreed they should finish the Neighborhood Principles although there was only one large lot available currently where they would apply. Parking was a barrier. The Single Room Occupancies was a great way to convert large homes to more living units. She noted staff was maxed with the current workload and when the Commission chose their priorities, she would look into what year those items could be done. The permitting townhouses in C3 and parking standards for multi-family could be done with the residential site and design review standards work that was currently underway.

Commissioner Butler thought protection of natural features and transfer of density should be a priority.

Planning Director Richards said the City would soon be adopting a Natural Hazards Mitigation Plan and in the plan there was language that stated natural hazard areas would be identified and what development could occur in those areas. She thought the transfer of density could be included in that work.

There was discussion regarding what would be included in the transfer of density and dark skies items.

Planning Director Richards thought the dark skies could be kept on the parking lot list and when there was capacity they could work on it or it could be put in the development standards regarding light mitigation.

Mark Davis, McMinnville resident, thought the most critical thing was the Urban Growth Boundary expansion. The Great Neighborhood Principles and residential site and design review standards would help with that work.

Planning Director Richards pointed out that the expansion would not happen for at least five more years. It was still a priority, but there would be other work they could be doing as well.

There was discussion regarding the master planning process for annexations.

Commissioner Schanche thought this could be done once all of the design review standards were created.

Planning Director Richards suggested adding updating all of the infrastructure plans to the list.

Commissioner Dirks thought they should also be thinking about climate change as they went through these processes. She discussed a resolution that had been submitted to the Council by a student.

Planning Director Richards said the executive team was still reviewing the resolution due to the financial impact and would hold a work session with the Council about it. The City had a Sustainability Committee in the past, but that had fizzled out. Staff was also reviewing that information as well to see what had already been done. She thought there could also be a Planning Commission work session on what that would look like from their perspective.

Planning Director Richards would revise the Work Plan as discussed and bring it back to a future Commission meeting.

6. Commissioner Comments

None

7. Staff Comments

Planning Director Richards discussed the use of Planning Commission iPads. If the Commission did not use the iPads, she asked them to let her know because the cost came out of her budget.

8. Adjournment

Chair Hall adjourned the meeting at 7:00 p.m.



Heather Richards
Secretary