

MINUTES

Members Present: Chair Wendy Stassens, Vice Chair John Tidge, Commissioners Martin Chroust-Masin, Zack Geary, Roger Hall, Charles Hillestad, Nanette Pirisky, and Erica Thomas

Members Absent: Commissioner Jack Morgan

Staff Present: Chuck Darnell – Associate Planner, David Koch, - City Attorney, Heather Richards – Planning Director, and Sarah Sullivan – Permit Technician.

**1. Call to Order**

Chair Stassens called the meeting to order at 6:31 p.m. and called for any citizen comments. There were none.

**2. Citizen Comments**

None

**3. Approval of Minutes: October 20, 2016**

Chair Stassens called for action on the Planning Commission minutes from the October 20, 2016 meeting. Commissioner Chroust-Masin MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Geary. Motion PASSED with one abstention.

**4. Public Hearing (Quasi Judicial): Zone Change, Planned Development Amendment, & Subdivision (ZC 1-16, ZC 2-16 & S 3-16) - Continuance Requested**

Request: Approval of a zone change from EF- 80 (Exclusive Farm Use – 80-Acre Minimum) to R-1 PD (Single-Family Residential Planned Development) on approximately 13.6 acres of land, a zone change from R-1 to R-1 PD on approximately 9.4 acres of land, and to amend Planned Development Ordinance No. 4626 to encompass an additional 23 acres of land and to allow variation in lot sizes and setback requirements to include: a reduction in the front yard setback for certain lots from 20 to 15 feet; a reduction in the side yard setback for certain lots from 10 feet to either 5 feet or 3 feet; and, a reduction in the exterior side yard setback for certain lots from 20 feet to 15 feet. Concurrently, the applicant is requesting approval of a tentative phased subdivision plan on approximately 40 acres of land that, if approved, would provide for the construction of 213 single-family homes and one multiple-family development.

Location: South of Baker Creek Road and east of Hill Road and is more specifically described as Tax Lots 200, 203, and 205, Section 18, T. 4 S., R. 4 W., W.M.

Applicant: Baker Creek Development, LLC

Chair Stassens opened the public hearing at 6:38 p.m and explained that the applicant requested an extension of the public hearing until the December 15, 2016 meeting. Chair Stassens also stated that the applicant waived the 120-day review requirement.

Commissioner Geary MOVED to continue the public hearing to the Planning Commission's December 15, 2016 hearing at 6:30 p.m. in the Civic Hall hearing room.

SECONDED by Commissioner Hillestad. The motion PASSED unanimously.

**5. Public Hearing (Quasi Judicial): Conditional Use & Variance (CU 8-16 & VR 2-16)**

**Request:** McMinnville School District is requesting approval of a conditional use permit to allow for a change in the use of the existing McMinnville High School site to accommodate a new vocational technical school, expanded athletic facilities, field improvements, and new parking areas. The applicant is also requesting approval of a variance to allow for a portion of the building to be constructed at 53 ½ feet in height, which is greater than the maximum height of 35 feet that is allowed in the zoning district.

**Location:** 615 NE 15<sup>th</sup> Street and is more specifically described as Tax Lots 2600 & 3000, Section 16CA, T. 4 S., R. 4 W., W.M, and Tax Lot 1590, Section 16CC, T. 4 S., R. 4 W., W.M.

**Applicant:** McMinnville School District #40

Chair Stassens explained the requirements of any public hearing being published prior to the hearing date, and that due to a system glitch, the notice for the November public hearing was not published. She stated that tonight's hearing would be opened and testimony would be received, but the hearing would remain open until the December 15<sup>th</sup> meeting. Chair Stassens said that at the December 15<sup>th</sup> hearing additional testimony would be received.

Chair Stassens opened the public hearing at 6:41 p.m. She called for abstentions, objection to jurisdiction, and disclosures. There were none. She also asked how many commissioners had visited the site. All commissioners present said they did.

Chair Stassens asked for the staff report and recommendations.

Associate Planner Chuck Darnell, provided a powerpoint for the Commissioners and explained the two application requests: 1) Conditional Use permit application to expand the current High School use; and 2) Variance request to allow for a variance to the maximum height allowance in an R-2 zone.

Mr. Darnell gave a brief history of the high school site, the original construction, and modifications and expansions that have occurred over the years. The most recent expansion in 2007, Phase 1 of the current expansion request, was also a voter approved bond measure. He also stated the existing conditions of the current site, such as: use; zoning of surrounding properties; and access.

Mr. Darnell expanded on the conditional use application, specific to; the review process, citing the criteria for review, the proposed site expansion, specific to the new technology center, expanding the athletic facility, modifications to the field house, improvements to

Baker Field, and the expansion of the parking lot. He also explained the traffic analysis that was conducted and the changes to the circulation pattern for the bus drop off/pick up area.

Mr. Darnell stated that the School District has developed some mitigation efforts to help with the project's impact on the surrounding neighborhoods. One of those improvements includes putting the stadium lights as well as the lights at Baker Field on a shut-off timer. He described other efforts that the School District incorporated into the project to mitigate impacts, including providing additional parking on-site, removing nonconforming structures, improving circulation within the site, and buffering newly developed portions of the site from surrounding properties. He also stated that the school has held a number of community meetings and established student outreach clean-up efforts, such as leaf pick up and trash removal.

Next Mr. Darnell spoke about the Variance request to allow for the highest point of the athletic facility to be constructed at 53 feet, which in an R-2 (Single-Family Residential) zone is 35 feet. Mr. Darnell explained that for every foot above the maximum height, there had to be a rear yard setback reduction of 1 foot. Mr. Darnell stated that based on the existing footprint of the campus and the location of the athletic facility, there would be no option to increase the setback because the existing footprint is nonconforming and was constructed prior to the adoption of the zoning ordinance. He also noted that the athletic facility would be setback 79 feet, which meets the intent of the ordinance.

Mr. Darnell stated that staff recommends approval of both the conditional use and variance requests with the conditions of approval noted in the staff report.

Chair Stassens asked if there were any questions for staff.

Commissioner Tiedge stated that he just wanted clarification regarding the setbacks, asking if the setback was required for any portion of the building exceeding the maximum height allowance.

Mr. Darnell said yes.

Commissioner Chroust-Masin asked if there was a task force created to support a second high school and what the population would need to be in order for a second high school to be built.

Mr. Darnell said that he was unable to answer that questions and maybe the applicant could address it.

Chair Stassens asked if there were any other questions.

There were none.

Chair Stassens asked the applicant to present their request.

Peter Keenan, Facilities Manager McMinnville School District introduced himself. Mr. Keenan explained the approval of the bond measure by the voters for improvements to the schools within the district. He explained that the high school expansion was Phase II of the expansion started in 2007. Mr. Keenan gave a brief history of the high school building and campus. He then introduced Ben Schonberger, with Winterbrook Planning.

Mr. Schonberger expressed that his team is excited to be working on the High School expansion project. Mr. Schonberger explained the design process for the project and what was changing, expanding, or improved. For example the VoTech building would be a new facility, which would require expanding the parking area.

Mr. Schonberger stated that with the school district there were two (2) open houses, with approximately 80 citizens attending. He said they also received design input from students.

Mr. Schonberger noted the review criteria for the expansion and stated that the project is compatible with the requirements and the surrounding areas. He stated the key elements for the project, which included the VoTech building, the main and auxiliary gym expansion, the Baker Field improvements, the field house building for storage of athletic equipment, and upgrading the lighting at the stadium. Mr. Schonberger also noted the buffering of the parking areas with landscaping.

Mr. Schonberger explained that a traffic study was conducted at the intersections surrounding the school, and found that the additional traffic will not have significant impact on the intersections or the surrounding areas.

Mr. Schonberger gave an explanation for the height variance request for the gym and the reasoning behind the design. He noted that the portion of the gym over the maximum height allowance is setback approximately 79 feet from the property line.

Mr. Schonberger concluded his presentation and asked the Commissioner's if they had any questions for him.

Commissioner Chroust-Masin asked what would trigger a second high school to be built.

Mr. Keenan answered by stating at this time with the enrollment numbers and cost to operate a second high school it was determined to continue with the expansion of the existing campus. He stated that were a lot of factors to take into consideration before the construction, one of which would be the increase of enrollment (around 3000), cost to add additional staff, and the daily operation of the facility. Mr. Keenan explained that asking the voter for a new bond to build a new high school is tougher than asking to expand the current campus.

Commissioner Geary asked why the gym needed to be so tall.

Mr. Schonberger explained that different sports require different height clearances, for example volleyball requires 25 feet of clearance and basketball requires 23 feet of clearance.

Chair Stassens asked if there were any other questions for the applicant.

There were none.

Chair Stassens asked if any member audience wanted to speak in favor opposition of the application request.

There were none.

Chair Stassens asked if there were any other questions regarding the application.

There were none.

Commissioner Hall MOVED to continue the public hearing until 6:30 p.m. on December 15, 2016.

SECONDED by Commissioner Chroust-Masin. The motion PASSED unanimously.

**6. Old/New Business**

None

**7. Commissioner Comments**


None

**8. Staff Comments**

None

**9. Adjournment**

Commissioner Hillestad MOVED to adjourn the meeting; SECONDED by Commissioner Hall. Motion PASSED unanimously and Chair Stassens adjourned the meeting at 7:23 p.m.

  
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Heather Richards  
Secretary