



City of McMinnville
Planning Department
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MINUTES

October 21, 2021
Planning Commission
Work Session Meeting

6:30 pm
Zoom Online Meeting
McMinnville, Oregon

Members Present: Roger Hall, Robert Banagay, Sylla McClellan, Brian Randall, Beth Rankin, Lori Schanche, Dan Tucholsky, and Sidonie Winfield

Members Absent: Gary Langenwalter

Staff Present: Heather Richards – Planning Director and Adam Tate – Associate Planner

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

Planning Director Richards introduced new Associate Planner, Adam Tate. Associate Planner Tate discussed his background.

3. Public Hearing:

- A. **Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20) – (Exhibit 1)**
(Continued from September 16, 2021 PC Meeting)

Continuance Requested to November 18, 2021, PC Meeting

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 37.7 acres of a 90.4-acre property.

The 37.7 acres includes 4.25 acres intended for right-of-way dedication for a future frontage road. The application also shows a portion of the area subject to the map amendment intended for a north-south extension of Cumulus Avenue and future east-west street connectivity.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject

to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3310 SE Three Mile Lane, more specifically described at Tax Lot 700, Section 26, T.4S., R 4 W., W.M.

Application: Kimco McMinnville LLC, c/o Michael Strahs

Commissioner Tucholsky MOVED to CONTINUE the hearing for CPA 2-20 and ZC 3-20 to November 18, 2021. The motion was seconded by Commissioner Schanche and PASSED 8-0.

B. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 4-21)

Requests: This is a legislative amendment, initiated by the City of McMinnville, proposing amendments to the McMinnville Comprehensive Plan to adopt the McMinnville OR 99W (NE McDonald Lane to Linfield Avenue) Active Transportation Concept Plan as a Supplemental Document to the City of McMinnville Transportation System Plan.

Applicant: City of McMinnville

Opening Statement: Chair Hall read the opening statement and described the application.

Disclosures: Chair Hall opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Presentation: Planning Director Richards said this was an amendment to the Transportation System Plan to include the Active Transportation Concept Plan as a supplemental document. She gave a background on the project and Project Advisory Committee's work. She then discussed the study area on OR 99 between NE McDonald Road (north) and Linfield Avenue (south) and how parallel side streets were considered as alternative bicycle routes. She read the corridor vision statement and explained how this would meet community needs. She listed the gaps and barriers in the walking and biking network and gave an overview of the bicycle design concepts, OR 99W concept evaluation, virtual open house and public preferences, enhanced crossing study and plan, enhanced crossing recommended locations at 15th St/Adams & Baker St, 8th St/Adams & Baker St, 3rd St/Adams St, and Cows St/Baker St, preferred solution concepts, implementation, and findings to support the action. As noted in the Street System Plan, pavement conditions had deteriorated on Adams and Baker Streets. At some point in time, both streets would likely need to be constructed to safely carry future traffic demand. McMinnville should coordinate with ODOT to define and program the reconstruction of Adams and Baker Streets in the future update of the Statewide Transportation Improvement Program (STIP), including with it a number of pedestrian and bicycle access and safety enhancements. She explained the pedestrian system goal and the need to better link and weave the Highway 99W corridor into the multi-modal fabric of greater McMinnville with stronger pedestrian connections to Downtown. There was also a need to improve the pedestrian environment along Adams and Baker. This action would also amend Chapter 6 of the TSP to add buffered bike lanes and neighborhood greenways. She described the funding for the projects through the Capital Improvement Program in the TSP and potential funding sources in the ATCP. Notices of this hearing were sent to DLCD and the News Register. Testimony had been received from about 27 people who were in support. Comments from Commissioners had also been received regarding undergrounding utilities and safety measures for scooters.

Commission Questions: Commissioner Winfield thought when roads were dug up, utilities should be put underground.

Commissioner Rankin asked about truck traffic. Planning Director Richards said 99W did carry freight, but it was not a designated freight route like Highway 18.

Commissioner Rankin suggested adding signage to encourage trucks to use Highway 18 instead.

Commissioner McClellan asked about bicycle safety on Davis Street. Planning Director Richards said the intent was to make driving through at a quick pace not possible.

Commissioner Tucholsky asked about the funding for the projects. Planning Director Richards said Safe Routes to Schools and the General Fund were potential funding sources. They had not yet identified the timing to implement the projects and exactly how they would be funded.

There was discussion regarding bike lanes on 99W.

Public Testimony: Mark Davis, McMinnville resident, was in support of this application. He liked the flashing lights that were proposed for crosswalks. He thought it was a good plan for pedestrians. He thought they should make 99W as viable as possible and try to keep businesses in the City limits.

Chair Hall closed the public hearing.

Commission Deliberation: Commissioner Tucholsky asked if this plan was adopted, would it be implemented. Planning Director Richards said it would become part of the TSP and implemented.

Commissioner Randall was in support of the plan.

Commissioner Tucholsky asked if adequate public notice had been provided in the residential areas that would be affected. Planning Director Richards said they had not been sent a mailing, but most people who submitted testimony lived in those areas. When they planned for a specific project, they would send notice to the nearby residents.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by staff, Commissioner Schanche MOVED to RECOMMEND APPROVAL of G 4-21, adopting the Active Transportation Concept Plan as a supplemental document to the McMinnville Transportation System Plan, to the City Council. SECONDED by Commissioner Banagay. The motion PASSED 8-0.

4. Discussion Item

- **Work Session – Transit Plan**

Planning Director Richards said this Work Session would help the Commission become familiar with the Yamhill County Transit Area Transit Development Plan. Staff was proposing to adopt the plan as a supplemental document to the Transportation System Plan and amend the Comprehensive Plan Policies and Development Code as necessary with the TSP update. She gave a history of transit in McMinnville. Transit service was provided by the Yamhill County Transit Area. McMinnville had development code that referenced the adopted Transit Plan for location of high density residential housing. The last adopted Transit Plan was the 1997 YCTA Transit

Feasibility Study. The purpose of the project was to provide strategic guidance to help YCTA provide a sustainable and innovative transit system serving both urban and rural users over a 20 year period. The potential desired outcomes for a successful plan included identifying transit-supportive land use policies and provide local jurisdictions with guidance for planning and decision making, meeting needs expected from future regional growth and tourism, and preserving the function of state highways by expanding regional transit and reducing single occupant vehicle travel. There were six transit goals for YCTA: mobility, accessibility, passenger experience, safety and security, livability and economy, and efficiency and financial accountability. She discussed how YCTA resources should be allocated, McMinnville Transit Feasibility Study from June 1997, density and transit service, linking land use and transportation, transit policies, and existing service. YCTA in a snapshot had: \$2 million annual operating budget, 4 intercity routes and local service in McMinnville and Newberg, 300,000 annual rides, and 70% of people and jobs within a quarter mile of YCTA routes/stops in McMinnville. She explained the existing YCTA ridership and service hours, how people used the system today, weekday and weekend routes, dial-a-ride trips, key issues from existing conditions, future service, plan time frames, and public and stakeholder input. She discussed the immediate, near, and long term changes to the McMinnville routes, capital priorities, technology and programs, and adoption. She also described the evaluation of McMinnville's codes. Staff recommended adopting the 2018 Yamhill County Transit Area Transit Development Plan as a supplemental document to the McMinnville Transportation System Plan. Staff also recommended changing all the references from the 1997 YCTA Transit Plan in the Comprehensive Plan, the McMinnville City Code, and the McMinnville Transportation System Plan to the 2018 Yamhill County Transit Area Transit Development Plan. Staff also recommended evaluating and amending the McMinnville Comprehensive Plan Goals and Policies and McMinnville Municipal Code as appropriate with the upcoming McMinnville Transportation System Plan update.

There was consensus for staff to bring this item back to the November meeting for Commission action.

5. Commissioner Comments

Commissioner McClellan suggested a discussion about requiring future lodging development in the City Center Overlay Zone to provide off street parking for their guests. Planning Director Richards said she could bring the Commission Work Plan to the next meeting to see where it could fit in.

Commissioner Rankin was researching investor purchasing of new construction.

6. Staff Comments

Planning Director Richards said they had hired a new planner.

7. Adjournment

Chair Hall adjourned the meeting at 8:14 p.m.



Heather Richards
Secretary