

MINUTES

March 17, 2022
Planning Commission
Work Session Meeting

5:30 pm
Zoom Online Meeting
McMinnville, Oregon

Members Present: Robert Banagay, Lori Schanche, Gary Landenwalter, Brian Randall, Beth Rankin, Dan Tucholsky, Sidonie Winfield, Matt Deppe, and Sylla McClellan

Members Absent:

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, and Amanda Guile-Hinman – City Attorney

WORK SESSION

Chair Winfield called the Work Session to order at 5:30 p.m.

- **Planning Commission Agreement**

Planning Director Richards said this was an agreement among the Commission for how they would conduct themselves. There were no comments about the agreement.

- **Planning Commission Meeting Calendar**

Planning Director Richards reviewed the Commission's work plan and meeting calendar.

There was discussion regarding items on the calendar and options for affordable housing.

- **Planning Commission Work Plan – Short Term Rentals**

Planning Director Richards said the Commission wanted to re-evaluate the code regarding short term rentals, and she suggested requesting a moratorium while they were re-evaluating. They would have to provide one month's notice of the moratorium, and the City Council would have to approve it. She discussed how it could be included in the work calendar.

There was discussion regarding inquiries about rentals, moratorium timeframe, and proportion of owner occupancy and rentals in the community.

There was consensus for staff to take the moratorium request to Council.

Planning Director Richards said they planned to offer in-person meetings starting in April.

Chair Winfield adjourned the Work Session at 6:20 p.m.

1. Call to Order

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

2. Citizen Comments

None

3. Minutes

- **April 1, 2021**

Commissioner McClellan moved to approve the April 1, 2021 minutes. The motion was seconded by Commissioner Tucholsky and passed unanimously.

4. Public Hearing:

A. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 7-21)

(Continued from February 17, 2022, PC Meeting)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document and to amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan.

Applicant: City of McMinnville

Chair Winfield said the Planning Commission heard public testimony on this item at both the January and February meetings and closed the hearing on February 17, postponing deliberation to tonight.

Staff Presentation: Planning Director Richards said this was a request to adopt the Three Mile Lane Area Plan and appendices as a supplemental document to the Comprehensive Plan and to amend Volume II of the Comprehensive Plan, Goals, Policies and Proposals, Chapter VI (Transportation) to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the adopted Three Mile Lane Area Plan. The draft plan was from January 20, 2022. She discussed the study area, what an area plan was, project goals, land use plan, transportation plan, community vision and Comprehensive Plan Map amendments, and where they were at in the process. She explained the recommended language for a potential bike/pedestrian overpass and reviewed the design principles and policies and design specific to major developments as well as the implementation recommendations. The design principles were put in a booklet for clarity and it was entered into the record. There had been a request to reopen the hearing by Sid Friedman on the basis that the booklet was new information. It was not new information as everything in the booklet was included in the plan document. Staff recommended adopting the booklet as an appendix to the Three Mile Lane

Area Plan. However, if it was an issue, staff recommended not adopting it as an appendix and using the booklet for informational purposes only.

There was discussion regarding moving forward with the process, whether or not to adopt the booklet as an appendix, adding a bullet point under housing for diverse incomes to allow for a mix of housing types that served a variety of household incomes, encouraging a grocery store into the area, future planning of the land around the Evergreen campus, road connectivity around Chemeketa Community College, trails and bridges, and how this was a conceptual plan.

There was consensus not to include the booklet as an appendix and to add the bullet point about variety of incomes.

Commissioner Schanche MOVED to RECOMMEND APPROVAL of G 7-21 to the City Council, amending the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document to the McMinnville Comprehensive Plan and to amend the McMinnville Comprehensive Plan, Volume II, Chapter VI, Transportation System, as presented in Docket G 7-21 and to add a bullet point about variety of incomes; SECONDED by Commissioner Tucholsky. The motion PASSED unanimously.

B. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

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 McClellan MOVED to CONTINUE the hearing for CPA 2-20 and ZC 3-20 to April 21, 2022. The motion was seconded by Commissioner Schanche and PASSED unanimously.

C. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 1-21) and Zone Change, including Planned Development Overlay Designation (ZC 2-21)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

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 a property of approximately 8 acres.

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 3330 SE Three Mile Lane, more specifically described at Tax Lot 600, Section 26, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc. Representing property owner 3330 TML, c/o Bryan Hays

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

Commissioner Tucholsky MOVED to CONTINUE the hearing for CPA 1-21 and ZC 2-21 to April 21, 2022. The motion was seconded by Commissioner Schanche and PASSED unanimously.

D. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-21) and Zone Change, including Planned Development Overlay Designation (ZC 3-21)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-L (Limited Light Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 21.1 acres of an 89.9-acre property, plus an additional 1.5 acres of the 89.9-acre property proposed to be dedicated for right-of-way at the time of development.

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 Three Mile Lane and Cumulus Avenue, more specifically described at Tax Lot 100, Section 27, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc.
representing property owner DRS Land, LLC c/o Dan Bansen

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

Commissioner Langenwalter MOVED to CONTINUE the hearing for CPA 2-21 and ZC 3-21 to April 21, 2022. The motion was seconded by Commissioner Tucholsky and PASSED unanimously.

E. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 6-21)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Municipal Code and the McMinnville Comprehensive Plan by adding Chapter 17.11, "Residential Design and Development Standards" to Title 17, Zoning Ordinance, and to amend the McMinnville Municipal Code and the McMinnville Comprehensive Plan to support Chapter 17.11. The proposed code amendments will satisfy the requirements of HB 2001 (2019 legislative session), and community interest in housing design and development standards that allow for a greater variety of housing types to serve the housing needs of McMinnville, built in such a way that it reflects the aesthetic values and sense of place of McMinnville.

Applicant: City of McMinnville

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

Staff Report: Planning Director Richards said this was a request to add a new chapter on residential design and development standards to the zoning ordinance and amend the Municipal Code and Comprehensive Plan to support the new chapter. Included in the changes was changing the term "single family dwelling" to "single dwelling." She explained the reasons for the additional chapter, meeting the Great Neighborhood Principles, Housing Needs Analysis and Housing Strategy work, HB 2001 requirements, and what was included in the new chapter. The residential development and design standards would include standards for tiny homes, cottage clusters, plexes, single dwellings, townhouses, ADUs, single room occupancy, and apartments. The development standards were divided into two applications—subdivision and infill, and planned development.

Planning Director Richards then described the development and design standards for all the different housing types as well as the universal design standards and additional amendments proposed. She discussed the public engagement and proposed amendments suggested by Planning Commissioners and staff. Testimony was received today by Friends of Yamhill County and 1,000 Friends of Oregon which was generally supportive, but suggested changes to the parking requirements. She explained the next steps and timeframe.

Public Testimony:

Proponents: Alexis Biddle, representing 1,000 Friends of Oregon, said they were in support of the amendments. They suggested reducing parking requirements or counting street parking on lot frontages as a credit towards parking requirements. He gave reasons for this suggestion.

Commissioner Tucholsky asked if cost was the only concern.

Mr. Biddle said cost was their largest concern. Impervious surface creating more stormwater runoff was also a concern.

Commissioner Deppe asked about possible conflicts with the parking requirements.

Mr. Biddle did not think less parking would result in higher density.

Commissioner Rankin was concerned about reducing parking too much, especially for streets that already had a problem with on street parking.

Mr. Biddle thought many developers would build parking to meet expectations for developments.

Commissioner Tucholsky asked for an example of what he was proposing.

Mr. Biddle said the city of Bend had no parking requirements for duplexes or triplexes and for quadplexes, they required half parking spaces per unit. This was recently adopted, and nothing had been built to these standards yet.

Sid Friedman, representing Friends of Yamhill County, urged the Commission to consider reduced parking requirements which could lead to more efficient land use.

Opponents: None

Rebuttal: Planning Director Richards said regarding the parking, the data showed that over 50% of households in McMinnville had two or more cars. She saw it as an equity issue for people to have the ability to park their cars in a convenient spot instead of searching for places to park their cars, especially since they did not have the transit infrastructure to support people getting to work and amenities without a car. There were also instances of extended family living together and that affected the parking opportunities as well.

Chair Winfield closed the public hearing.

Discussion: Commissioner Tucholsky discussed current parking issues where there was a lack of parking in higher density developments. He was not in support of reducing the parking.

Commissioner Deppe asked what the cost would be for applicants who wanted to reduce the parking in their development.

Planning Director Richards said it was unclear who would apply for a variance and how it would be incorporated on the lot if there was no more land to put the parking on. Currently the requirement was two parking stalls per unit. Smaller lots did not have the length and sometimes vehicles parked in the driveway hung over the sidewalk. The cost for a variance was \$2,200 and the process took about three months. They did have the ability to allow for reduced parking based on data the applicant provided if they were deed restricted for low income and were on a transit corridor.

Chair Winfield clarified that could apply to the infill concerns in areas like the downtown corridor where there was easier access to work and amenities. However, outside of that corridor they did not have the transportation that other cities had to reduce parking. She was comfortable with the parking as proposed.

Planning Director Richards noted in the new chapter, one parking space per dwelling unit was required for middle housing developments, but for units two bedrooms or less serving 80% AMI or less, half a space per dwelling unit was required.

Commissioner Tucholsky MOVED to RECOMMEND APPROVAL of G 6-21 to the City Council, proposed Municipal Code and Comprehensive Plan amendments, with the additional amendments proposed by staff; SECONDED by Commissioner Langenwalter. The motion PASSED unanimously.

5. Commissioner Comments

None

6. Staff Comments

None

7. Adjournment

Chair Winfield adjourned the meeting at 8:30 p.m.

Heather Richards
Secretary