



## MINUTES

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September 15, 2022  
Planning Commission  
Work Session

5:30 pm  
Hybrid Meeting  
McMinnville, Oregon

**Members Present:** Brian Randall, Beth Rankin, Sidonie Winfield, Sylla McClellan, Matt Deppe, and Lori Schanche

**Members Absent:** Dan Tucholsky and Gary Langenwalter

**Staff Present:** Heather Richards – Planning Director, Tom Schauer – Senior Planner, and Susan Muir – Parks and Recreation Director

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### 1. Call to Order

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

### 2. Work Session

#### A. 5:30 PM – WORK SESSION: PARKS, RECREATION & OPEN SPACE MASTER (PROS) PLAN UPDATE

Parks and Recreation Director Muir gave an overview of the master plan update. She introduced the Jon Pheanis, consultant with MIG.

Mr. Pheanis discussed the project purpose and background, existing 1999 plan, elements of the park system, equitable park and recreation access, planning process and community engagement, meetings, Planning Commission involvement, challenges to address, park condition assessment, opportunities to consider, Oregon state park maps, and next steps.

There was discussion regarding challenges to address through the plan including developments adding walkways to connect to neighborhoods, access, bathroom facilities, cooperation with the School District, ADA accessibility for all ages, green space/open space for smaller lots, parks in the flood plains, trail along the river, and river access.

The Commission also discussed key opportunities including an overlook park and community volunteer program. There was discussion regarding how to conduct the survey.

#### B. 6:30 PM – WORK SESSION: SHORT-TERM RENTALS

Commissioner McClellan discussed her research on short term rentals.

There was discussion regarding the short term rental guidelines proposal including requiring inspections of the property, finding out how many rentals were in commercial zones, distance limits between permitted properties, typical block lengths, potential spacing standards, how there were minimal complaints and concerns once the rentals were established, limiting number of adults by number of parking spots, raising the cost of permits, listing permit numbers, moratorium for reevaluating the code, limiting the number of short term rentals in the City limits, applying the permit to commercial properties, putting the guidelines on the City's website, calling the local property management instead of police, providing contact information to neighbors, and next steps.

There was consensus for staff to bring back a map of potential spacing of rentals at 200, 400, and 600 feet, and to bring back recommendations on limiting the number of properties permitted either by a percentage or overall number, and apply the rules to commercial zones.

This topic would be discussed at another Work Session.

### **3. Citizen Comments**

Jim Cratesbender, McMinnville resident, thought there should be a neighborhood meeting or contact with the neighbors so they knew what was going on regarding short term rentals. He thought the further spacing between the rentals, the better.

Mark Davis, McMinnville resident, was concerned about loss of housing and impact of short term rentals on affordable housing. He thought the Transient Lodging Tax should be used to replace the housing they were losing.

Remy Drabkin, McMinnville resident, was also concerned about preserving the affordable housing stock that they had. She asked that the Commission think about what the City was capable of regulating and enforcing for short term rentals. She suggested they look at a recommendation that was right sized for McMinnville.

### **4. Minutes**

None

### **5. Commissioner Comments**

None

### **6. Staff Comments**

None

### **7. Adjournment**

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