

# MINUTES

**August 17, 2023  
Planning Commission  
Regular Meeting**

**6:30 pm  
Hybrid Meeting  
McMinnville, Oregon**

**Members Present:** Sidonie Winfield, Dan Tucholsky, Beth Rankin, Megan Murray, Brian Randall, Sylla McClellan, and Matt Deppe

**Members Absent:** Gary Langenwalter

**Staff Present:** Heather Richards – Community Development Director and Tom Schauer – Senior Planner

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## 1. Call to Order

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

Commissioner Tucholsky was selected as Chair Pro-Tem as Chair Winfield was attending the meeting virtually.

## 2. Citizen Comments

None

## 3. Minutes

- **April 6, 2023**
- **April 20, 2023**

Commissioner McClellan MOVED to APPROVE the April 6 and 20, 2023 minutes. The motion was seconded by Commissioner Murray and passed 7-0.

## 4. Public Hearings

### **A. Quasi-Judicial Hearing: Stratus Village: Planned Development Amendment (PDA 2-23), Three Mile Lane Design Review (TML 1-23), and Landscape Plan Review (L 25-23)**

**Request:** The applicant, Structure Development Advisors LLC c/o Mike Andrews, on behalf of property owner Housing Authority of Yamhill County (HAYC), is requesting concurrent review and approval of three applications for the Stratus Village 175-unit multi-dwelling development on a property of approximately 6.5 acres: a Planned Development Amendment (PDA 2-23), a Three Mile Lane Review (TML 1-23), and a Landscape Plan Review (L 25-23).

**PDA 2-23.** The property is subject to an existing Planned Development Overlay Ordinance which includes the subject properties and adjacent properties. The proposal includes revisions to the original Planned Development master plan for the subject properties, which requires approval of a Planned Development Amendment. The master plan for the subject properties will replace the existing plan for medical offices with the proposed plan for apartments. The new Master Plan is also subject to the provisions of Ordinance 5095, which amended the terms of the previous Planned Development Overlay Ordinance.

**TML 1-23.** The subject property is within the Three Mile Lane Planned Development Overlay, established by Ordinance 4131 and subsequently revised by Ordinances 4572, 4666, 4988, and 5101. The proposed development is subject to policies and standards of the Three Mile Lane Planned Development Overlay Ordinance.

**L 25-23.** The proposal includes a landscape plan review, which is required for multi-dwelling development, subject to the provisions of Chapter 17.57 of the Zoning Ordinance.

Location: 235 SE Norton Lane, Tax Lots R4427 400, 404, and 405

Applicant: Structure Development Advisors LLC c/o Mike Andrews, on behalf of property owner Housing Authority of Yamhill County (HAYC)

Chair Pro-Tem Tucholsky opened the public hearing and read the hearing statement. He 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. Pro-Tem Chair Tucholsky asked if any Commissioner had visited the site. Commissioners McClellan, Randall, Murray, and Tucholsky had visited the site. Pro-Tem Chair Tucholsky asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none.

Staff Report: Senior Planner Schauer reviewed the request for approval for Stratus Village, a 175 unit residential development. There were three applications being considered concurrently, one public hearing with three decisions. The three applications were Planned Development amendment, Three Mile Lane review, and landscape plan review. He entered additional information into the record. He then described the proposed development, which would be a mix of 1, 2, and 3 bedroom residences with four residential buildings and a common building. There were site features and amenities, parking/loading and landscaping, and frontage improvements and utilities. He shared images of the landscaping and renderings and reviewed the criteria and standards. The amendment to the master plan would allow residential instead of office use on the site, exceeding the height of 35 feet, and multi-dwelling residential design for parking lot location, private open space, compatibility/stepback, and wall and roof design/main entrance. The Three Mile Lane review included compliance with Ordinance 4131 policies, Comprehensive Plan goals and policies, and signs. He also reviewed the landscape plan and noted the ten foot sidewalk would not be installed due to a high pressure gas main. It would be a six foot sidewalk and instead of street trees would be planted behind the sidewalk. Staff recommended approval with conditions.

There was discussion regarding bike parking, designated bike lane, location of the trash and recycling enclosure, and shared parking agreement with the medical office.

Applicant's Testimony: Vickie Ybarguen, Housing Authority, said there was a significant shortage of affordable housing in the area. They had purchased this property to address the issue and had worked hard to come up with a good design that fostered community.

Mike Andrews, Project Manager, discussed the need for affordable housing in the City. He explained the benefits of the site. They had come before the Commission before to restore the multi-family use. He discussed the project team and partners.

Mike Bonn, Architect, reviewed the site details, inspiration, arrangement of the site, building mass, site circulation, community spaces, unit types, and external and internal renderings.

There were questions about other Housing Authority properties, balconies, ideas for covered and secure bike storage areas, private vs. public spaces, play areas, amount of parking, shared parking, directing people where to park, barbecues and patio furniture, laundry rooms, one access to recycling/trash and how that might be insufficient, property to the south, setbacks and landscaping, electric vehicle charging stations, air conditioning, windows, parking permits or stickers for the shared parking, ways to break up the bulkiness of the buildings, roof materials, irrigation in the garden area, requirements for affordable housing, management, mechanical screening, maintenance, how the sport court should be covered, and fencing.

Miguel Camacho, Landscape Architect, explained there was already a cyclone fence that had privacy slats and they would be installing a wood fence and an evergreen hedge. He thought they would not be shining lights into the neighbor's properties.

Proponents: Mark Davis, McMinnville resident, thought the applicant had done a good job designing something that would serve 175 people in a small area. However, he thought it should be more in the neighborhoods, not out on the highway where it was harder for pedestrians and bicyclists to get to. It was not an optimal location.

Opponents: Frank Roberti was the owner of the Altimus Plaza development, right next to the Stratus Village project. He was concerned about the amount of traffic that would flow from this site to the Altimus Plaza and the shared parking. There needed to be some rules around the shared parking that the tenants agreed to as well as some signage indicating parking either by time limit or by location.

Bill Kabeiseman, City Attorney, explained the Commission's authority to put restrictions on the parking within 10 feet of the property line since it was a Planned Development. He thought since they had already received a request to continue the hearing, he suggested allowing the applicant and the adjacent property owner to try to resolve the issue before the next meeting.

Tegan Enloe, engineer representing Mr. Roberti, had requested the continuance. She spoke about the grounds for the concerns. In the approval to change the zone and allow multi-family, there was a line that read to the extent possible any amendment to the Planned Development had to show compatibility with existing development use in the area. She did not think this was compatible in terms of the shared parking. The drive aisle on the southern border was not blocked off, and residents would use it as a cut through option. They were not allowed to tow

for the parking that was not part of the shared parking agreement and there had not been agreement for signage. She requested a condition be placed on the Planned Development amendment to require the applicant to work with Mr. Roberti to come to an agreement on how to separate the parking areas. She also thought the traffic analysis was not adequate. The estimated trips were not done with the correct methodology and did not address expected traffic impacts.

Rebuttal: Mr. Andrews said they were committed to coming up with a parking agreement that worked. They would attempt to dissuade people from using the southern drive aisle by putting in a bump out. It was not possible to put a barrier on their side due to the width of the aisle and still allow for a fire truck to access the property. Mr. Roberti could put in a barrier on his side. They had suggested making the parking part of a set of community rules that would be an appendix to the leases, but not in the leases themselves so the rules could be changed without redoing the leases. Regarding towing, they did not support a roving tow truck that would tow low-income residents' cars at their expense. He explained what were existing and new parking areas and what would be shared use. They were willing to work on signage. They had to figure out how to achieve the program they wanted and consider the other programs, such as outdoor bike parking.

Commissioner McClellan MOVED to CONTINUE the hearing for Stratus Village: Planned Development Amendment (PDA 2-23), Three Mile Lane Design Review (TML 1-23), and Landscape Plan Review (L 25-23) to the September 21, 2023 meeting with the record open. SECONDED by Commissioner Winfield. The motion PASSED 7-0.

**B. Legislative Hearing: Comprehensive Plan Amendment and Zoning Ordinance Amendment (Docket G 3-22)**

*(Continued from July 20, 2023)*

Proposal: **THE CITY OF MCMINNVILLE IS PROPOSING AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN AND ZONING ORDINANCE FOR A NATURAL HAZARDS INVENTORY AND MANAGEMENT PROGRAM, AS FOLLOWS:** Amendment to the McMinnville Comprehensive Plan, Volume I - Background Element, adopting the Natural Hazards Inventory and Management Program Options and Recommendations; amendment to the McMinnville Comprehensive Plan, Volume II – Goals and Policies, adding a new Chapter XI, entitled Natural Features; amendments to the McMinnville Municipal Code, Chapters 17.48, Flood Area Zone, and Chapter 17.49, Natural Hazard Overlay Subdistricts; and the adoption of the Natural Hazard Mitigation Zone (NH-M) and Natural Hazard Protection Zone (NH-P)

Applicant: City of McMinnville

Chair Pro-Tem Tucholsky opened the public hearing and read the hearing statement. He 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 Report: Community Development Director Richards said staff would like more time to evaluate the comments from other public agencies and requested a continuance.

Commissioner Deppe MOVED to CONTINUE the hearing for Comprehensive Plan Amendment and Zoning Ordinance Amendment (Docket G 3-22) to the September 21, 2023 meeting. SECONDED by Commissioner McClellan. The motion PASSED 7-0.

**5. Action Items: Request for Land-Use Decision Extension, MP 6-20, 835 SW Hilary Street.**

Applicant: Steve and Mary Allen

Chair Pro-Tem Tucholsky 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.

Community Development Director Richards said this was a minor partition request that was approved in August 2021. The applicant was allowed to ask for a year's extension that could be approved by the Director, which was done in August 2022. For a second extension, the applicant had to get approval from the Planning Commission. Staff recommended approval to extend it to 2024.

Steve Allen, applicant, explained what had been completed on the project. Some of the delay was weather related as well as worker shortages.

Commissioner McClellan MOVED to APPROVE the request for a land-use decision extension to August 19, 2024, MP 6-20, 835 SW Hilary Street. SECONDED by Commissioner Murray. The motion PASSED 7-0.

**6. Commissioner Comments**

Commissioner Deppe asked about Commission videos being uploaded on the City's website. Community Development Director Richards said they were behind due to lack of staffing.

**7. Staff Comments**

Community Development Director Richards said Senior Planner Swanson resigned and an Associate Planner position was open as well. They interviewed for the Planning Commission vacancy and the recommended candidate would be sent to City Council for approval.

**8. Adjournment**

Chair Pro-Tem Tucholsky adjourned the meeting at 9:52 p.m.