

# MINUTES

**September 19, 2024**  
**Planning Commission**  
**Work Session and Regular Meeting**

**5:30pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** Sidonie Winfield, Dan Tucholsky, Gary Langenwalter, Sylla McClellan, Beth Rankin, Meg Murray, Rachel Flores, and Elena Mudrak

**Members Absent:** Brian Randall

**Staff Present:** Heather Richards – Community Development Director, Susan Muir – Parks & Recreation Director, Taylor Graybehl – Senior Planner, Evan Hietpas – Associate Housing Planner, and Matthew Deppe – Associate Planner

**Others Present:** Stephanie Deneke - Rogue Retreat Presenter

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## WORK SESSION

### 1. Call to Order

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

### 2. Parks, Recreation and Open Space Master Plan

Parks and Recreation Director Muir reviewed the process and purpose of the plan, organization and components of the draft plan, community engagement, vision statement, goals and objectives, community survey and priorities, recommended projects and costs, five year action plan, and implementing the plan.

There was discussion regarding sports fields, volunteer groups, and next steps.

## REGULAR MEETING

### 3. Call to Order

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

### 4. Citizen Comments

None.

### 5. Presentation: Rogue Retreat re: Transitional Housing

Stephanie Deneke, Rogue Retreat, shared examples and pictures about their transitional housing called Hope Village and how it worked. She explained the things they had learned and how they had low impact to the neighboring residential areas.

There was discussion regarding repairs to the units, success rates for movement into permanent housing, community sentiment when the program was being put into place, locations, how many they served, screening for sex offenders, how violations were handled, need for vehicles since the site was not near stores, pet policy, people coming from other cities and other cities contributing financially, neighborhood compatibility, design standards, and how they brought the buildings through the building code process.

## 6. Public Hearings

### A. **Quasi-Judicial Hearing: Conditional Use Permit (Docket CU 1-24), Young Life, 535 NE 14<sup>th</sup> Street, Tax Lot R4416CC 01200 - (Exhibit 3)**

Request: Request for review and approval of a Condition Use Permit application to allow for the operation of a Young Life facility providing study space, meetings, services, and activities for McMinnville students, within an existing building on a 12,000 square foot lot in an R-2 zone. The property previously had a conditional use permit approval for religious instruction for McMinnville students, which lapsed after at least 12 months of inactivity.

Applicant: Michael Rilee on behalf of Young Life

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. She asked if any Commissioner had visited the site.

Commissioner Dan Tucholsky stated they had visited the site.

Chair Winfield 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.

Chair Winfield was involved in the process when it came from the LDS church several years ago.

Commissioner Tucholsky had spoken with Mr. Rilee recently on a different matter.

Staff Presentation: Associate Planner Deppe presented the staff report. This was a request for a Conditional Use Permit application to allow for the operation of a Young Life facility providing study space, meetings, services, and activities for McMinnville students. The previous Conditional Use had expired due to a year's gap in service. A neighborhood meeting had been held, but no one had attended. Notice had been sent for this public hearing and no public comments had been received. He discussed the subject site, applicable criteria, conditions of approval, site plan, and proposed uses. Staff recommended approval with conditions.

There was discussion regarding the use of astroturf and desirability.

Applicant's Testimony: Michael Rilee and Shaun Strong were available for questions. They spoke about the convenience, appropriateness, and desirability of the conditional use. This facility was located near the high school, and it would provide a safe place for kids before school, during lunch, and after school. They would work within the capacity requirements but would investigate increasing the number.

Public Testimony: None

Rebuttal: None

Commissioner Tucholsky moved to close the public hearing; Seconded by Commissioner Flores. The motion passed unanimously.

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

The Commission thought it was an appropriate conditional use.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Tucholsky MOVED to APPROVE CU 1-24 subject to the conditions of approval; SECONDED by Commissioner Rankin. The motion PASSED unanimously.

B. **Legislative Hearing: Proposed Amendments to Chapter 17.54 of the McMinnville Zoning Ordinance Regarding Accessory Structures and Yards (Docket G 1-24) - (Exhibit 4)**

Proposal: This is a proposed legislative amendment to the Zoning Ordinance, initiated by the City of McMinnville. The proposal would amend various provisions of Chapter 17.54 regarding residential accessory structures and yards. The proposal would include the following changes:

- allow for attached unenclosed covered patios, unenclosed covered decks, and uncovered decks to encroach into the rear yard setback, provided they are no closer than ten (10) feet to the rear property line;
- also allow uncovered decks located behind the rear building line to encroach into the interior side yard no closer than five (5) feet to the side property line;
- remove the limitation of one (1) residential accessory structure allowed within the rear yard; and
- increase the maximum size of accessory structures which are allowed encroachments into certain yards from 100 square feet to 200 square feet.

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 Presentation: Senior Planner Graybehl presented the staff report. This was a request for amendments to Chapter 17.54 of the City's zoning ordinance. He explained the process for the revisions and proposed changes including removing the detached

requirements for patios and decks, removing the restriction of a maximum of one accessory structure, providing additional examples of detached accessory structures, allowing the area of a residential accessory structure in the setback to be increased from 100 to 200 square feet, and residential accessory structures placed prior to these code changes would continue as legally non-conforming. Staff recommended approval.

Public Testimony: None

Commissioner Tucholsky moved to close the public hearing; Seconded by Commissioner Mudrak. The motion passed unanimously.

Chair Winfield closed the public hearing.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Tucholsky MOVED to RECOMMEND the City Council APPROVE G 1-24; SECONDED by Commissioner Rankin. The motion PASSED unanimously.

## **7. Work Session: Follow-Up Discussion re: Transitional Housing**

Associate Housing Planner Hietpas said staff would bring this back to the Commission in November. There was a Work Session scheduled with the Council on October 8. He had given an update to the Affordable Housing Committee and a subcommittee was formed to continue the discussion on local need and messaging. An open house was also being planned.

Commissioner Flores acknowledged the work being done by community partners to address the need for housing. They were currently meeting only 10% of the need across the resources available.

## **8. Commissioner Comments**

None

## **9. Staff Comments**

Community Development Director Richards discussed a lawsuit relative to the Endangered Species Act which impacted FEMA and NFIP programs. Any city that allowed development in the flood plain would need to go through an Endangered Species Act analysis. Staff would be looking at how this would affect McMinnville. They had submitted the Housing Needs Analysis to the state and there were two objections to it from the Friends of Yamhill County, 1,000 Friends, and Mark Davis. The state had affirmed the City's work except for one objection, the parkland inventory of existing land. They City had elected not to appeal it and it would go back to Council to add the 76 acres to the inventory and reduce the needs analysis by that amount. Friends of Yamhill County, 1,000 Friends, and Mark Davis appealed the decision affirming the work and LCDC had scheduled the appeal hearing for October 25. They would be posting for a Planning Manager position soon, and interviews would be in November.

## **10. Adjournment**

Chair Winfield adjourned the meeting at 7:51 p.m.