

MINUTES

October 3, 2024
Planning Commission
Regular Meeting

6:30 pm
Hybrid Meeting
McMinnville, Oregon

Members Present: Sidonie Winfield, Dan Tucholsky, Sylla McClellan, Beth Rankin, Brian Randall, Rachel Flores, Meg Murray, Elena Mudrak, and Matt Jones

Members Absent:

Staff Present: Community Development Director – Heather Richards, Tom Schauer – Senior Planner, and Taylor Graybehl – Senior Planner

1. Call to Order

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

2. Swearing in of New Commissioner, Matthew Jones

Chair Winfield swore in Commissioner Jones.

3. Citizen Comments

None.

4. Public Hearings

A. Quasi-Judicial Hearing: Planned Development Amendment (PDA 1-24) and Amendment to Subdivision Tentative Plan (S 3-24), No Site Address (Undeveloped), Tax Lot R4524 00801

Request: **PDA 1-24.** The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

The proposal would also revise 43 of the lots currently approved for attached housing to standard lots proposed as detached housing.

S 3-24. The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

Applicant: Holt Homes, Inc. c/o Applicant's Consultant: Zach Pelz, AKS Engineering & Forestry, LLC

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.

Commissioner Tucholsky MOVED to CONTINUE the hearing for PDA 1-24/S 3-24 to November 7, 2024; SECONDED by Commissioner McClellan. The motion PASSED unanimously.

5. Work Session: Landscape Code Amendments

Senior Planner Graybehl presented the landscape code amendments. He gave a background on the work that had been done to amend the landscape code. The Work Session was being held to receive suggestions and direction on these amendments. He discussed the key issues including standards for middle housing, addressing environmental issues, addressing specific uses requiring landscaping, increasing the time from 30 to 45 days for processing applications, specifying information to be shown on landscape plans, clarifying landscape area requirements, revising landscape design standards, and creating a new administrative review process and discretionary review process. He asked if staff should bring back revised language for administrative review of street tree plans.

There was discussion regarding the purpose of the amendments, purpose of the Landscape Review Committee, satellite dish screening, exempting trash enclosure screening if they had an elevated standard of design, making street tree plans administrative approvals, changes in the code for sustainability and climate resiliency, maintenance and replacing dead plantings, modifying existing development to reflect the new landscape standards, fences for corner lots, when street tree plans were required, and deferral for tree plantings.

There was consensus to add an administrative review process for street tree plans. Staff would bring back language about the satellite dishes and trash enclosures as well as the objective standards for the street tree plans to the November 7 hearing. Climate resiliency would be brought back at a later time.

6. Commissioner Comments

None.

7. Staff Comments

Senior Planner Schauer discussed upcoming meetings.

Community Development Director Richards discussed Planning Manager recruitment. She invited the Commission to a Council Work Session on Tuesday where Transitional Housing and FEMA mandate for floodplain management would be discussed.

8. Adjournment

Chair Winfield adjourned the meeting at 7:40 p.m.