

# MINUTES

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**April 3, 2025**  
**Planning Commission**  
**Regular Meeting**

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

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

**Members Absent:**

**Staff Present:** Heather Richards – Community Development Director, David Berniker – Planning Manager, Tom Schauer – Senior Planner, and Evan Hietpas – Associate Housing Planner

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Action Items

- **CPA 1-24/ZC 4-24** – Approval of the written Decision Document with the findings and conditions for CPA 1-24/ZC 4-24 as verbally approved by the Planning Commission at the March 20, 2025 Planning Commission meeting, (Exhibit 1)

Staff Report: Associate Housing Planner Hietpas presented the staff report, including the updated Decision Document that reflected the Planning Commission's recommendation on March 20, 2025, to revise Condition #4 and findings related to MMC 17.74.020(B). Staff recommended a motion to approve the revised Decision Document.

Commissioner Mudrak MOVED to APPROVE the Decision Document for CPA 1-24/ZC 4-24, as presented in the April 3, 2025 meeting materials. SECONDED by Commissioner McClellan. The motion PASSED 9-0.

#### **4. Work Session**

- Housing Production Strategy (G 4-24)

Staff Report: Associate Housing Planner Hietpas presented the staff report, providing an overview of the Housing Production Strategy (HPS) process, a summary of public engagement outcomes for the process, and a review of the sixteen proposed HPS actions.

The HPS was described as “step 2” in a 3-step process for housing planning, related to recently adopted State of Oregon requirements, including 1) Housing Needs Analysis, 2) Housing Production Strategy, and 3) Housing Production Strategy Work Plan.

The HPS process was also laid out in three key sections of work: 1) Analysis of Housing Needs in Summer and Autumn of 2024, 2) Development of Housing Actions in Autumn 2024 to Spring of 2025, and finally, 3) Finalize Document and Adoption in Spring to Summer 2025. The Planning Commission work session tonight was intended to move the City from step 2 to step 3 of the project phases, towards adoption in June 2025.

Next, Hietpas presented public engagement outcomes including results from previous efforts completed through the “draft Housing Strategy” work in 2018-2019, a public survey facilitated at the end of 2024, and focus groups and stakeholder interviews conducted throughout the HPS process in 2024. For the review of the sixteen (16) proposed HPS Actions, Hietpas broke the Actions into 3 different sections to allow for Planning Commission discussion. Seven (7) actions were presented in the “Long-Range Planning” and “Regulatory Amendments” section. Five (5) actions were presented in the “Incentives for New Housing” and “Land-Based Programs” section. Four (4) actions were presented in the “Housing Choice and Preservation” section.

Commissioner Questions and Comments: Discussion held on re-zoning land to R-5, implementation of Great Neighborhood Principles, management of community land trusts and the City’s role in partnerships, surplus land related to Yamhill County buildings in McMinnville, scaling of system development charges proposed implementation timeline, manufactured homes zoning and land use regulations.

Hietpas presented next steps in the process which includes public webinars held on April 24<sup>th</sup> and 30<sup>th</sup>, a Planning Commission public hearing on May 15<sup>th</sup>, and a City Council action item for adopting on June 10<sup>th</sup>.

#### **5. Commissioner Comments**

Commissioner Rankin and the rest of the Commissioners wished Evan Hietpas and Heather Richards a happy birthday.

#### **6. Staff Comments**

Senior Planner Schauer notified Commissioners that there will be no April 17<sup>th</sup> meeting and the next meeting will be May 1<sup>st</sup> to bring back the Water Master Plan.

#### **7. Adjournment**

Chair Winfield adjourned the meeting at 8:16 p.m.