

# MINUTES

---

**May 15, 2025**  
**Planning Commission**  
**Regular Meeting**

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

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

**Members Absent:** Meg Murray

**Staff Present:** David Berniker – Planning Manager, Tom Schauer – Senior Planner, and Evan Hietpas – Associate Housing Planner

---

## 1. Call to Order

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

## 2. Citizen Comments

None.

## 3. Minutes

### a. January 16, 2025

Commissioner McClellan moved to approve the January 16, 2025 minutes as presented. Commissioner Rankin seconded the motion and the motion passed unanimously. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

### b. February 6, 2025

Commissioner McClellan moved to approve the February 6, 2025 minutes as presented. Commissioner Mudrak seconded the motion and the motion passed unanimously. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

### c. March 20, 2025

Commissioner McClellan moved to approve the March 20, 2025 minutes as presented. Commissioner Jones seconded the motion and the motion passed unanimously. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

**d. April 3, 2025**

Commissioner McClellan moved to approve the April 3, 2025 minutes as presented. Commissioner Everest seconded the motion and the motion passed unanimously. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

**4. Public Hearings**

Chair Winfield read the rules of conduct for public hearings.

**a. Legislative Hearing: Comprehensive Plan Amendment (G 7-24) Water System Element of Public Facility Plan**

Proposal: The City of McMinnville is proposing an amendment to the McMinnville comprehensive plan as follows: (1) adopt portions of the 2011 Water Master Plan as amended by the 2024 Water Master Plan Addendum as part of the Public Facility Plan, a supporting document to the McMinnville Comprehensive Plan; (2) amend Volume I of the Comprehensive Plan to update data consistent with the updated Water System element of the Public Facility Plan; and (3) amend Volume II of the Comprehensive Plan to update policies consistent with the updated Water System element of the Public Facility Plan.

Applicant: City of McMinnville

Chair Winfield stated this hearing was continued from May 1, 2025 and Staff had requested another continuance to June 19, 2025. She opened the public hearing and confirmed there was no objection to the jurisdiction of the Commission to hear this matter. She also confirmed that no Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Commissioner Mudrak moved to continue the hearing of Docket G 7-24 Water System Element of Public Facility Plan to June 19, 2025 at 6:30 pm at Civic Hall. Commissioner Jones seconded the motion and the motion passed 8 to 0. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

**b. Public Hearing: (Docket G 4-24) Housing Production Strategy**

Proposal: G 4-24 - This is a public hearing to accept testimony for the adoption of a Housing Production Strategy (HPS), as required under House Bill 2003 passed by the Oregon Legislature in 2019. The adoption of the HPS will take place through a Resolution by City Council.

Applicant: City of McMinnville

Chair Winfield opened the public hearing and read the hearing statement. She confirmed there was no objection to the jurisdiction of the Commission to hear this matter. She also confirmed that no Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Staff Report: Housing Planner Hietpas presented the Staff report on the adoption of a Housing Production Strategy (HPS), reviewing the work done on the strategy by the

Commission at the April 3rd work session and noting next steps. He also provided an overview of the State's requirements on cities to address housing needs and the City's efforts to meet those requirements, as well as details of the HPS, including its 8-year action plan and implementation schedule, the funding sources for its development and implementation, key findings of the Housing Capacity Analysis, the process used to develop the HPS, Staff's recommendations, and next steps.

Beth Goodman, ECONorthwest, and Housing Planner Hietpas answered questions and responded to comments from Commissioners about median household income in McMinnville and including incentives for the development of elevator buildings.

Proponents: Rob Hallyburton, Friends of Yamhill County, P.O. Box 1083, disclosed that he was a member of the HPS project Advisory Committee and thanked the City for allowing Friends of Yamhill County to participate in the development of the HPS. The Friends believed the proposed HPS was a good product and urged the Commission to recommend that the City Council adopt the Plan.

Opponents: None.

Commissioner McClellan moved to close the public hearing of Docket G 4-24 Housing Production Strategy. Commissioner Rankin seconded the motion, which passed 8 to 0. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

The public hearing was closed.

Commissioner Mudrak moved to recommend that the City Council approve Docket G 4-24 Housing Production Strategy with any minor grammatical revisions based on final proofreading process. Commissioner Jones seconded the motion, which passed 8 to 0. (Ayes: Winfield, Mudrak, Everest, Flores, Jones, McClellan, Randall, and Rankin. Nays: None.)

## **5. Commissioner Comments**

Commissioner Rankin reported statistics on residential properties and mobile homes that transferred ownership in 2024.

## **6. Staff Comments**

Senior Planner Schauer reported on upcoming City meetings.

## **7. Adjournment**

The meeting adjourned at 7:26 pm.