

**Planning Commission**  
**Thursday, February 5, 2026**  
**6:30 PM Regular Meeting**

**HYBRID Meeting**

**IN PERSON – McMinnville Civic Hall, 200 NE Second Street, or ZOOM Online Meeting**

*Please note that this is a hybrid meeting that you can join in person at 200 NE Second Street or online via Zoom*

**ZOOM Meeting: You may join online via the following link:**

<https://mcminnvilleregon.zoom.us/j/89147712153?pwd=yp9Mil0GMn4seKMxhOdYd7cQhMune1.1>

**Meeting ID: 891 4771 2153**

**Meeting Password: 562233**

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**Public Participation:**

*Citizen Comments: If you wish to address the Planning Commission on any item not on the agenda, you may respond as the Planning Commission Chair calls for "Citizen Comments."*

*Public Hearing: To participate in the public hearings, please choose one of the following.*

- 1) **Written testimony in advance of the meeting** – Email written testimony at any time up to 12 p.m. the day before the meeting to [heather.richards@mcminnvilleregon.gov](mailto:heather.richards@mcminnvilleregon.gov), that email will be provided to the planning commissioners, lead planning staff and entered into the record at the meeting.
- 2) **In person at the meeting** – Sign up in advance to provide testimony at the meeting by emailing [heather.richards@mcminnvilleregon.gov](mailto:heather.richards@mcminnvilleregon.gov), or sign up at the meeting by filling out a testimony form found at the entry to the hearing chambers.
- 3) **By ZOOM at the meeting** - Join the zoom meeting and send a chat directly to Planning Director, Heather Richards, to request to speak indicating which public hearing, and/or use the raise hand feature in zoom to request to speak once called upon by the Planning Commission chairperson. Once your turn is up, we will announce your name and unmute your mic.
- 4) **By telephone at the meeting** – If appearing via telephone only please sign up prior to the meeting by emailing the Planning Director, [Heather.Richards@mcminnvilleregon.gov](mailto:Heather.Richards@mcminnvilleregon.gov) as the chat function is not available when calling in zoom.

**----- MEETING AGENDA ON NEXT PAGE -----**

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

\*Please note that these documents are also on the City's website, [www.mcminnvilleregon.gov](http://www.mcminnvilleregon.gov). You may also request a copy from the Planning Department.

| Commission Members   | Agenda Items  |
|--|---|
| <p>Sidonie Winfield,<br/>Chair</p> <p>Elena Mudrak,<br/>Vice Chair</p> <p>Brian Everest</p> <p>Rachel Flores</p> <p>Matt Jones</p> <p>Sylla McClellan</p> <p>Meg Murray</p> <p>Abigail Neilan</p> <p>Brian Randall</p> | <p><b>6:30 PM – REGULAR MEETING</b></p> <ol style="list-style-type: none"> <li><b>1. Call to Order</b></li> <li><b>2. Training – Oregon Land Use Law and Decision-Making</b><br/> <p><i>Note: City Councilors and members of the Historic Landmarks Committee have been invited to this training. Possible quorum may be present at the training. Although a quorum may be present for this agenda item, this is not a City Council meeting or Historic Landmarks Committee meeting, and no deliberations toward any decisions will be taken by these bodies.</i></p> </li> <li><b>3. Citizen Comments</b></li> <li><b>4. Minutes –</b> <ol style="list-style-type: none"> <li>a. <b>May 15, 2025, (Exhibit 1)</b></li> <li>b. <b>August 7, 2025, (Exhibit 2)</b></li> </ol> </li> <li><b>5. Action Items: Deliberation and decision for the following application:</b><br/> <p><i>(The public hearing was closed on January 15, 2026, and the record was closed to new evidence on January 15, 2026. The applicant had until 5pm on January 22, 2026 to submit final argument).</i></p> </li> </ol> <p><b>A. <u>Quasi-Judicial Decision: Sign Standards Exception (SE 1-25), 750 SW Booth Bend Rd, Tax Lot R4429 02600, (Exhibit 3)</u></b></p> <p><b>Request:</b> Request for approval of an application for an exception to the sign standards of the McMinnville Zoning Ordinance. The requested exception would allow a new 300 square foot wall sign with electronic changeable copy on the south elevation of the existing building, facing Highway 18, in addition to the existing wall signage. The subject property is zoned General Industrial (M-2).</p> <p>Section 17.62.070(E) of the Zoning Ordinance provides that one electronic changeable copy sign is permitted per site and shall only be allowed as part of a permanent sign. The electronic changeable copy portion of the sign may not exceed 24 square feet in area. In addition, the electronic changeable copy portion of a sign will have its area calculated at a rate of two times that of other signs. Section 17.62.050 of the Zoning Ordinance provides that video signs, a type of electronic copy sign, are prohibited.</p> <p><b>Applicant:</b> EMPWR, c/o Sheyla Wulf-Howell, on behalf of property owner Big Step Properties, LLC</p> <ol style="list-style-type: none"> <li><b>6. Work Session – Natural Resources, (Exhibit 4)</b></li> <li><b>7. Commissioner Comments</b></li> <li><b>8. Staff Comments</b></li> <li><b>9. Adjournment</b></li> </ol> |

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